

### **OverVUE**

When the Day Due and Cutoff Day fields are defined, VUE automatically populates the Due Date on the Accounts Payable Invoice entry. When the Print Checks function is requested, the system automatically pulls in and selects all unpaid invoices based on the End Date used. The End Date should also be known as the Due Date.

Due Day and Cutoff Day are defined in the Vendor record under A/P Terms section. Navigate to Accounting > Accounts Payable > Vendors.

	A/P	Terms	
Debit Account	Q	A/P Account	Q
Discount	0.00%	Discount Days 0 Net Days	0
Discount Account	Q	Day Due 0 Cutoff Day	0
Print A/P Check			

# **Day Due**

The Due Day is the day of the month to default as the payable invoice Due Date for the vendor. This day would also be known as the day of the month the payment is due to the Vendor to avoid finance charges or forgoing any agreed upon discounts.

For example, when defined as Day Due = 10, the **Due Date** field in the Accounts Payable screen, automatically defaults using the 10th day of the following month.

Day Due 10

Account	s Payable										
+	Q		A	s Ø		<b>e</b>					
New S	Search Sa	<b>ve</b> Preview	Navigate <del>•</del>	Post Void	Void and Adjust	Print Checks					
Vendor	26773		Q SUPER	SPIFF			Q De	escription	DEALERSHIP CLEANING SERVICES-M	AY	
Need 1099	🗌 Туре	Select	▼ Tax I	D	Invoice	12345			P/O	Trans Date	05/20/2022
Employee	Sally Acco	ountant			Amount		\$750.0	10		Post Date	
Terms					Account	2100	Q	R		Due Date	06/10/2022
Discount	0	.00% D	scount Accoun	t	Batch						
Days		0	Net Days	\$	0 Check						
-											

# **Cutoff Day**

When Cutoff Day is used, the default invoice Due Date is never in the month the invoice is created. Instead, the invoice Due Date defaults to the Day Due in the next month, then after the Cutoff Day, defaults to the Day Due in the month after the next month.

- The Cutoff Day should be a day of the month after the Due Day of the month.
- The Due Date on the vendor's invoices can be edited.

#### **EXAMPLE**

- When Day Due = 16 and Cutoff Day = 28
- Invoices created on December 29th through January 28th have a default invoice Due Date of February 16th.
- Invoices created January 29th through February 28th have the default Due Date of March 16th.

	A/P	Terms		
Debit Account	Q	A/P Acc	ount	Q
Discount	0.00%	Discount Days	0 Net Days	0
Discount Account	Q	Day Due	16 Cutoff Day	28
Print A/P Check	$\checkmark$			

Bank	Account No Account	Selected	*		A/P Schedule All			
Print	Payee	Control	▼ Date	Reference	Description	Due Date	Amount	Discount
⊻	XL PARTS LLC	26682	04/15/2022	0680NP1803	PO22041/Parts Order 31473	05/18/2022	\$72.42	\$0.0
$\checkmark$	XL PARTS LLC	26682	04/18/2022	0680JU4305	PO22062/Parts Core Return 31494	05/19/2022	\$-18.00	\$0.0
$\checkmark$	XL PARTS LLC	26682	04/18/2022	0680NP1891	PO22058/Parts Order 31489	05/19/2022	\$564.82	\$0.0
~	XL PARTS LLC	26682	04/18/2022	0601NP2461	PO22063/	05/19/2022	\$-220.13	\$0.0
$\checkmark$	XL PARTS LLC	26682	04/19/2022	0680JV3046	PO22076/Parts Core Return 31507	05/20/2022	\$-18.00	\$0.0
✓	XL PARTS LLC	26682	04/19/2022	0680NP1934	PO22075/Parts Order 31506	05/20/2022	\$47.73	\$0.0
$\checkmark$	XL PARTS LLC	26682	04/19/2022	0680NP1981	PO22074/Parts Order 31505	05/20/2022	\$181.80	\$0.0
✓	XL PARTS LLC	26682	04/20/2022	0680NP2084	PO22085/Parts Order 31513	05/20/2022	\$191.44	\$0.0
$\checkmark$	XL PARTS LLC	26682	04/20/2022	0680NP2012	PO22087/Parts Order 31516	05/20/2022	\$61.99	\$0.0
~	XL PARTS LLC	26682	04/25/2022	0680NP2362	PO22117/Parts Order 31547	05/27/2022	\$309.93	\$0.0
$\checkmark$	XL PARTS LLC	26682	04/22/2022	0680NP2276	PO22110/Parts Order 31540	05/27/2022	\$300.09	\$0.0
✓	XL PARTS LLC	26682	04/21/2022	0680NP2177	PO22096/Parts Order 31529	05/27/2022	\$231.84	\$0.0
✓	XL PARTS LLC	26682	04/21/2022	0680NP2179	PO22097/Parts Order 31530	05/27/2022	\$15.20	\$0.0
✓	JIM BRADSHAW	26714	04/18/2022	507-2	PO22051/RO 169909	05/19/2022	\$250.00	\$0.0
$\checkmark$	JIM BRADSHAW	26714	04/18/2022	507-1	PO22052/RO 169810	05/19/2022	\$250.00	\$0.0
	SUPER SPIFF	26773	05/18/2022	12345	A/P Invoice 12345	06/10/2022	\$750.00	\$0.0

Un-Mark All List Selected

Preview Print Queue Exit

# **Debit Account**

Use the Debit Account field to assign the General Ledger account most often used to expense (debit) when creating Accounts Payables entries (invoices). This account can be both a natural account or a split account.

	A/P Terms									
	Debit Account	8420	Q	A/P Acco	unt	Q				
	Discount		0.00%	Discount Days	0 Net Days	0				
D	iscount Account		Q	Day Due	10 Cutoff Day	31				

When a natural account is assigned, it will default in the accounting grid and the total amount if the invoice will automatically be expensed.

Acc	ounts Payable												
+ New	Q Search Sav				oid Void	and Adjust	Print Checks	More -					
Ven		e Previer	Navigate -		na vola	anu Aujust	Print Checks	0	Description	DEALERSHIP CLEANING SERVICES-MAY			
Need 1	099 🗌 Type	Select	▼ Tax	ID		Invoice	12345			P/0	frans Date	05/20/202	22
Employ	yee Sally Accou	untant				Amount		\$750	.00		Post Date		
Ter	ms					Account	2100		Q		Due Date	06/10/202	22
Disco	unt 0.	00%	iscount Accour	nt		Batch							
Di	ays		Net Day	'S	0	Check							
	Total 750.00												
Store	Account	Contro	I	Count	Descriptio	n					Amour	nt	
01	8421			0	DEALERSH	IP CLEANING	G SERVICES-M	AY				\$750.00	×
				0								\$0.00	×

When a split account is set, the total amount of the invoice will be split and applied as per the General Ledger split accounts setups.

Store	Account	Control	Count	Description		4	Amount			
01	8421		0	DEALERSHIP CLEA	LERSHIP CLEANING SERVICES-MAY					
01	8422		0	DEALERSHIP CLEA	ANING SERVICES-MAY		\$1	150.00 🗙	۲.	
01	8423		0	DEALERSHIP CLEA	ANING SERVICES-MAY			120.00 🗙	-	
01	8424		0	DEALERSHIP CLEA	ANING SERVICES-MAY			232.50 🗙	-	
			0					\$0.00 🗙	(	
			0		plit Accounts					
			0			1			_	
			0		Account Number	Percentage				
			0			5				
			0		8421		33	X		
			0		0400		20	V		
			0		8422		20	Х		
					8423		16	X		
					8424		31	X		
					Total Split	100.00	%			

# Discount

Navigate to Accounting > Accounts Payables > Vendors.

The dealership can establish either Discount, Discount Days, and Net Days, or opt for Day Due and Cutoff Day, but not both simultaneously.

**Discount** refers to the percentage of the total invoice that is eligible for a reduction.

**Discount Days** signifies the duration in days that the dealership qualifies for a discount, if the invoice is settled within the specified number of days from the invoice date.

**Net Days** indicates the timeframe that the dealership must pay the full invoice amount if the discount days elapse without payment.

Customers								
	B B A Save Preview Navigate	Delete Comments	Flags Taxes	A/R History More -		Snapsho	t Customer	Vendor
Vendor Number	61409			Status	Active -	1099	No 👻	
Vendor Name	Dominion Customer			Tax Id		1099 Payment Type	Please Choose:	*
Vendor DBA				Print DBA on 1099	No			
Address Line 1	1234 Example Road			On Hold	No			
Address Line 2				Manufacturer	-			
Zip Code	55555-5555 Sta	Minnesota	Ŧ		A/F	• Terms		
City	Example City			Debit Account			•	Q
County	Example County					,		30
Phone Number	(555) 555-555			Discount	2.00% 905B Q	Discount Days	10 Net Days	30
Contact First Name				Discount Account Print A/P Check		Day Due	0 Cutoff Day	
Contact Last Name				Print A/P Check	V			
Email					Vend	or Type(s)		
				Parts Vendor	Service Con	tract Reb	ate Vendor	
				Insurance Vendor	Product Ver	ndor 🗌	Fee Vendor	

**Discount Account** designates the General Ledger (GL) Account where the discount amount will be posted.

Once the vendor's terms have been established in the record, these terms will automatically appear when generating a new invoice for this vendor.

Navigate to Accounting > Accounts Payable >	New Search       Save       Preview       Navigate -       Post       Void       Void       Void and Adjust       Print Checks       More -         Vendor       61409       O       Dominion Customer       O       Description       Discount Test         Vendor       9       Type       Select       *       Tax ID       Invoice       TESTING DISCOUNT 1       P/O         Employee       Wescoft, Liz       Amount       \$500.00       State       Sta	Trans Date 02/19/2024	
Accounts Payable > +New	Terms     Account     300     Q       Discount     2.00%     Discount Account     905B     Q       Days     10     Net Days     30     Check	Due Date 03/20/2024	
	Account Control Count Description	Amount \$500.00 × \$0.00 × \$0.00 ×	
	Accounts Payable  + Q Search Save Preview Navigate* Post Void Void and Adjust Print Checks Vendor 61409 Dominion Customer Description Discount Test Need 1099 Type Select * Tax ID Invoice TESTING DISCOUNT 1 P/O		ate 02/19/2024
	Employee Wescott, Lz Amount \$500.00 Terms Account 300 Discount Account 905B Q Batch 757580	Post Da	
Note: The discount is not displayed on the Accounts Payable invoice; it will only	Days     0     Net Days     0     Check       Print AP Checks     Bank Account     FSB ACCT PR <ul> <li>FSB ACCT PR</li> <li>Image: Second Seco</li></ul>	A/P Schedule All	×
become visible when generating the check.		Due Date         Amount           03/20/2024         \$500.00           al: \$500.00         Discount Tot	
	Un-Mark All List Selected 0 0 0 0 0	Preview Print Q	
	0 0		\$0.00 X \$0.00 X