



VUE

# Vendor Vendor A/P Terms User Guide

## 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

<b>Debit Account</b> <input type="text"/>	<b>A/P Account</b> <input type="text"/>
<b>Discount</b> <input type="text" value="0.00%"/>	<b>Discount Days</b> <input type="text" value="0"/> <b>Net Days</b> <input type="text" value="0"/>
<b>Discount Account</b> <input type="text"/>	<b>Day Due</b> <input type="text" value="0"/> <b>Cutoff Day</b> <input type="text" value="0"/>
<b>Print A/P Check</b> <input type="checkbox"/>	

## 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**

Accounts Payable

+
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🗑️
🔄
🖨️
⋮

<b>Vendor</b> <input type="text" value="26773"/>	<input type="text" value="SUPER SPIFF"/>	<b>Description</b> <input type="text" value="DEALERSHIP CLEANING SERVICES-MAY"/>
<b>Need 1099</b> <input type="checkbox"/> <b>Type</b> <input type="text" value="Select"/>	<b>Tax ID</b> <input type="text"/>	<b>Invoice</b> <input type="text" value="12345"/> <b>P/O</b> <input type="text"/>
<b>Employee</b> <input type="text" value="Sally Accountant"/>	<b>Amount</b> <input type="text" value="\$750.00"/>	<b>Trans Date</b> <input type="text" value="05/20/2022"/>
<b>Terms</b> <input type="text"/>	<b>Account</b> <input type="text" value="2100"/>	<b>Post Date</b> <input type="text"/>
<b>Discount</b> <input type="text" value="0.00%"/>	<b>Discount Account</b> <input type="text"/>	<b>Due Date</b> <input type="text" value="06/10/2022"/>
<b>Days</b> <input type="text" value="0"/>	<b>Net Days</b> <input type="text" value="0"/>	<b>Batch</b> <input type="text"/>
		<b>Check</b> <input type="text"/>

## 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

A/P Account

Discount  Discount Days  Net Days

Discount Account

Day Due  Cutoff Day

Print A/P Check

Print AP Checks ✕

Bank Account  A/P Schedule

Print	Payee	Control	Date	Reference	Description	Due Date	Amount	Discount
<input checked="" type="checkbox"/>	XL PARTS LLC	26682	04/15/2022	0680NP1803	PO22041/Parts Order 31473	05/18/2022	\$72.42	\$0.00
<input checked="" type="checkbox"/>	XL PARTS LLC	26682	04/18/2022	0680JU4305	PO22062/Parts Core Return 31494	05/19/2022	\$-18.00	\$0.00
<input checked="" type="checkbox"/>	XL PARTS LLC	26682	04/18/2022	0680NP1891	PO22058/Parts Order 31489	05/19/2022	\$564.82	\$0.00
<input checked="" type="checkbox"/>	XL PARTS LLC	26682	04/18/2022	0601NP2461	PO22063/	05/19/2022	\$-220.13	\$0.00
<input checked="" type="checkbox"/>	XL PARTS LLC	26682	04/19/2022	0680JV3046	PO22076/Parts Core Return 31507	05/20/2022	\$-18.00	\$0.00
<input checked="" type="checkbox"/>	XL PARTS LLC	26682	04/19/2022	0680NP1934	PO22075/Parts Order 31506	05/20/2022	\$47.73	\$0.00
<input checked="" type="checkbox"/>	XL PARTS LLC	26682	04/19/2022	0680NP1981	PO22074/Parts Order 31505	05/20/2022	\$181.80	\$0.00
<input checked="" type="checkbox"/>	XL PARTS LLC	26682	04/20/2022	0680NP2084	PO22085/Parts Order 31513	05/20/2022	\$191.44	\$0.00
<input checked="" type="checkbox"/>	XL PARTS LLC	26682	04/20/2022	0680NP2012	PO22087/Parts Order 31516	05/20/2022	\$61.99	\$0.00
<input checked="" type="checkbox"/>	XL PARTS LLC	26682	04/25/2022	0680NP2362	PO22117/Parts Order 31547	05/27/2022	\$309.93	\$0.00
<input checked="" type="checkbox"/>	XL PARTS LLC	26682	04/22/2022	0680NP2276	PO22110/Parts Order 31540	05/27/2022	\$300.09	\$0.00
<input checked="" type="checkbox"/>	XL PARTS LLC	26682	04/21/2022	0680NP2177	PO22096/Parts Order 31529	05/27/2022	\$231.84	\$0.00
<input checked="" type="checkbox"/>	XL PARTS LLC	26682	04/21/2022	0680NP2179	PO22097/Parts Order 31530	05/27/2022	\$15.20	\$0.00
<input checked="" type="checkbox"/>	JIM BRADSHAW	26714	04/18/2022	507-2	PO22051/RO 169909	05/19/2022	\$250.00	\$0.00
<input checked="" type="checkbox"/>	JIM BRADSHAW	26714	04/18/2022	507-1	PO22052/RO 169810	05/19/2022	\$250.00	\$0.00
<input type="checkbox"/>	SUPER SPIFF	26773	05/18/2022	12345	A/P Invoice 12345	06/10/2022	\$750.00	\$0.00

Selected Items Total: \$56526.94      Discount Total: \$0.00

Un-Mark All    List Selected    Preview Print Queue    Exit

# A/P Terms

## 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**

**A/P Account**

**Discount**

**Discount Days**

**Net Days**

**Discount Account**

**Day Due**

**Cutoff Day**

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

Accounts Payable

New Search Save Preview Navigate Post Void Void and Adjust Print Checks More

**Vendor**  **SUPER SPIFF**

**Description**

**Need 1099**  **Type**  **Tax ID**

**Invoice**

**P/O**

**Trans Date**

**Employee**

**Amount**

**Post Date**

**Terms**

**Account**

**Due Date**

**Discount**

**Discount Account**

**Batch**

**Days**

**Net Days**

**Check**

Total 750.00

Store	Account	Control	Count	Description	Amount
01	8421		0	DEALERSHIP CLEANING SERVICES-MAY	\$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	Amount
01	8421		0	DEALERSHIP CLEANING SERVICES-MAY	\$247.50
01	8422		0	DEALERSHIP CLEANING SERVICES-MAY	\$150.00
01	8423		0	DEALERSHIP CLEANING SERVICES-MAY	\$120.00
01	8424		0	DEALERSHIP CLEANING SERVICES-MAY	\$232.50
			0		\$0.00
			0		
			0		
			0		
			0		
			0		
			0		
			0		
			0		
			0		

### Split Accounts

Account Number	Percentage	
8421	33	✕
8422	20	✕
8423	16	✕
8424	31	✕

**Total Split**

**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.

**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 > Accounts Payable > +New

Print	Payee	Control	Date	Reference	Description	Due Date	Amount	Discount
<input checked="" type="checkbox"/>	Dominion Customer	61409	02/19/2024	TESTINGDISCOUNT1	A/P Invoice TESTING DISCOUNT 1	03/20/2024	\$500.00	-\$10.00

Selected Items Total: \$500.00      Discount Total: -\$10.00

Note: The discount is not displayed on the Accounts Payable invoice; it will only become visible when generating the check.