

TOPS v3.2.1™ Global AP User Guide

By

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This guide is provided by TOPS Software, LLC as a reference and help tool for using the **TOPS v3.2.1™ Global AP** product. Illustrations used in this guide may display screens with modules, features, and or functions that may not be part of the TOPS version you are currently running or available as add-ons or as plug-ins to an interface to third party products. Additionally, the most recent updates may not be reflected in this guide.

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It is assumed, that the users of this guide are familiar with basic windows functionality and navigation tools. Refer questions regarding the use of Windows Explorer to your system administrator.

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Section 1

INTRODUCTION

The **TOPS v3.2.1 Global AP** program enables you to do everything related to your daily accounts payable processing faster and easier in TOPS. Using Global AP you can process all your AP bills across all your communities without ever having to change communities.

Global AP allows you to:

- Enter AP Bills
- Define Recurring AP Bills
- Post AP and Online AP approved Bills
- Post Recurring AP
- Print Checks
- Organize your portfolio in to Community Groups
- Select invoices for payment and print checks (using the TOPS v3.2.1 MICR check printing system) without having to change communities.

The **TOPS v3.2.1 Global AP Community Groups** feature helps you to manage your accounts payable processing by allowing you to organize your communities into groups.

If you use the Online AP Approval system on the TOPS community web sites, once invoices are approved and released into TOPS v3.2.1, they are ready for processing using **Global AP**.

TOPS v3.2.1 Global AP works with the **Digital Signature** add-on. **Global AP** will print the signatures on the checks the same as it would using the regular AP module. (See the details in the Print Checks section.)

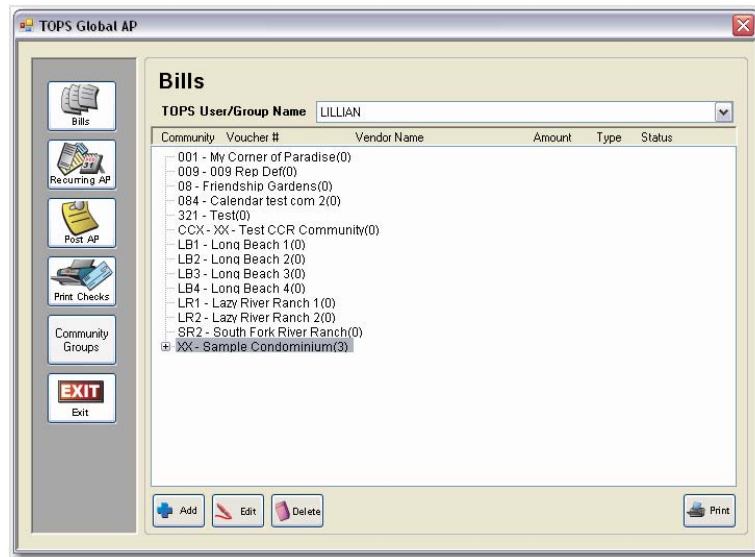
REQUIREMENTS

In order to use **Global AP**, you must have the following:

- The **Global Module** program in TOPS v3.2.1.
- **MICR Check Printing System** (you must MICR installed and bank info must be setup before starting to use **Global AP**).
- Have **Users/Passwords** permissions (under **Administration** on the TOPS menu bar) set to allow you access and use of the **Global** module and **Global AP**.

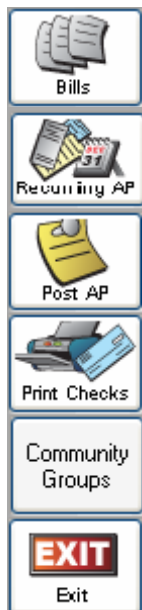
GLOBAL AP DEFAULT WINDOW

The **Global AP** default window is **Bills**.



Navigation Buttons

The navigation buttons to the left of the community list allow you to move from feature to feature.



Bills allows you to access the **Enter AP** window.

Recurring AP allows you to create recurring bills, like regular contract payments. Also use it to select recurring bills for posting.

Post AP allows you to Post and update the Accounts Payable module in each community as well as the General Ledger module.

Print Checks allows you to print the AP checks to pay the posted bills. You must use the TOPS v3.2.1 MICR Check Printing System.

Community Groups allows you to set up communities assigned to you into processing groups for accounts payable.

Exit allows you to exit **Global AP** and return to the Global Module sub-menu options.

TOPS v3.2.1 **COMMAND BUTTONS**

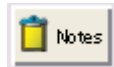
The following are common buttons you will see throughout **Global AP**.



Add allows you to enter new AP Bills and transactions into **Global AP**



Edit allows you to change an existing AP Bill or transaction



Notes allows you to enter an explanation about a particular AP Bill.



Delete allows you to remove an AP Bill or transaction that is not posted.



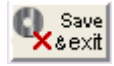
Post allows you to update the AP module and General Ledger for the AP Bills or transactions that have been entered globally.



Print allows you to print to screen or print a hardcopy of a report of the AP Bills or transactions that have been entered.



Save & Add allows you to save the entered bill transaction, clear the entry screen, ready to enter another bill.



Save & Exit allows you to record the transaction and exit back to the **Global AP** Bills window.



Browse arrow allows you to view field options in drop down list format.

Section 2

USING GLOBAL AP

Let the **TOPS v3.2.1 Global AP** function help you expedite processing AP bills for your entire portfolio without switching communities. But before you begin entering or processing AP bills using **Global AP** you will want to do is define some **Community Groups**.

COMMUNITY GROUPS

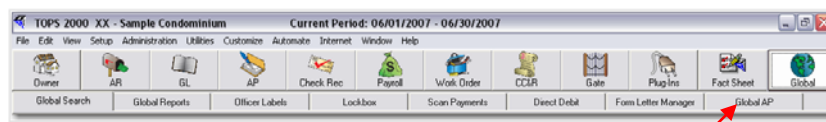
No matter how large your management portfolio is you can simplify the AP process by organizing your communities into groups. You define the criteria for the **Community Groups**. For example put communities together with the same processing schedules, payment due dates, or by bank, community types, users, or whatever you desire that will help you manage the job. Defining **Community Groups** allows you to run your AP process for only those communities within a selected group.

The default for the **User/Group Name** field is: the user name that you enter when you login to TOPS v3.2.1. All communities assigned to you in **Users/Passwords (under Administration)** will **ALWAYS** appear under this **TOPS User/Group Name**.

Add a New Community Group

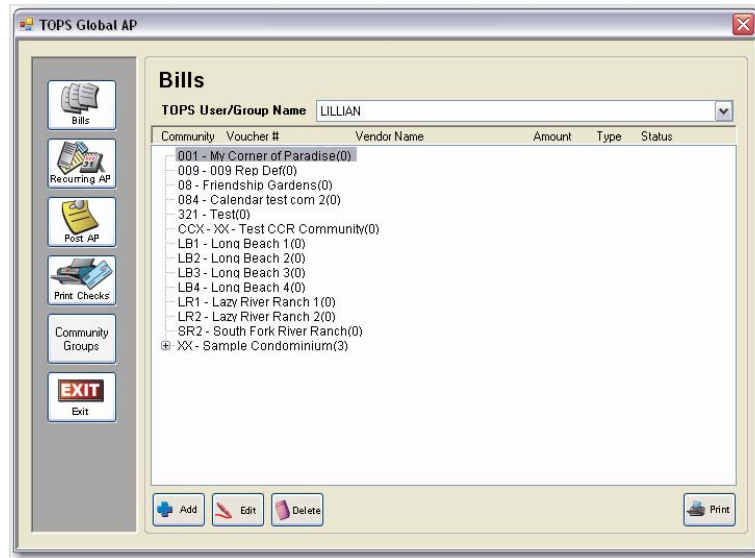
To add a new **Community Group**:

1. **Click Global** on the **TOPS** main menu.
2. The sub-menu options appear.

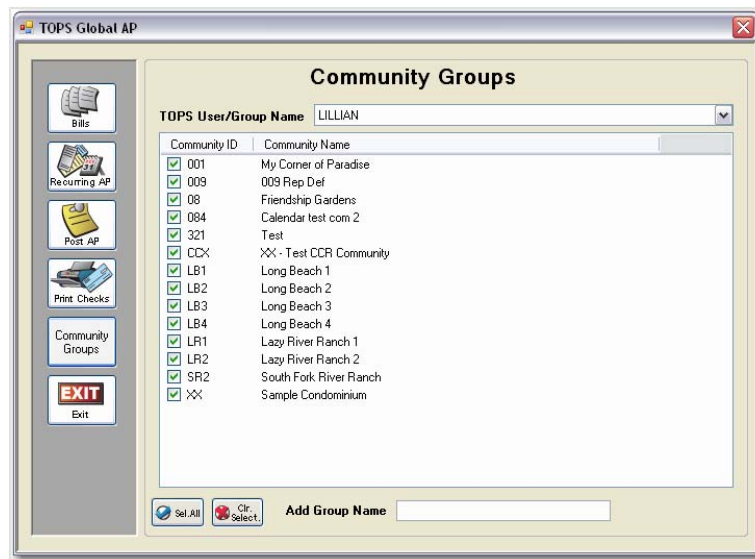


3. **Click Global AP.**

- The **Bills** window appears.



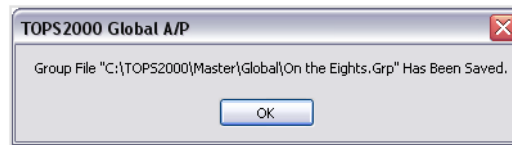
- Click Community Groups** on the toolbar.
- The **Community Group** window appears.



- The **TOPS User /Group Name** default is your TOPS login [user name].
- Only those communities assigned to you in **Users/Passwords** are listed.

*You may clear all checkboxes by clicking **Clear All** located at the bottom of the window. **Click** each checkbox to the left of the community to deselect those communities you **DO NOT** want to include in the new Community Group.*
- Select** the communities to **include** in the **Community Group**.
- Enter** a name in the **Add Group Name** field, upon entering a name for the group the **Save** button will appear.

11. **Click Save.**
12. The following dialog box appears displaying the location of Group file name. Typically the file saves to the Master folder in TOPS root directory.



13. **Click OK.**
14. **Repeat Steps 8 through 13** until you have created all the desired **Community Groups**.

View a Community Group

The **Global AP** default window is **Bills**. To view the list communities assigned to a particular Community Group:

Click the Community Group Name drop down arrow and select the Group Name. Only those communities that have been assigned to the Community Group will be displayed in the list box.

Delete a Community Group

The Delete button can only delete created community groups. It cannot be used to delete individual communities from a group.

From the **Bills** window:

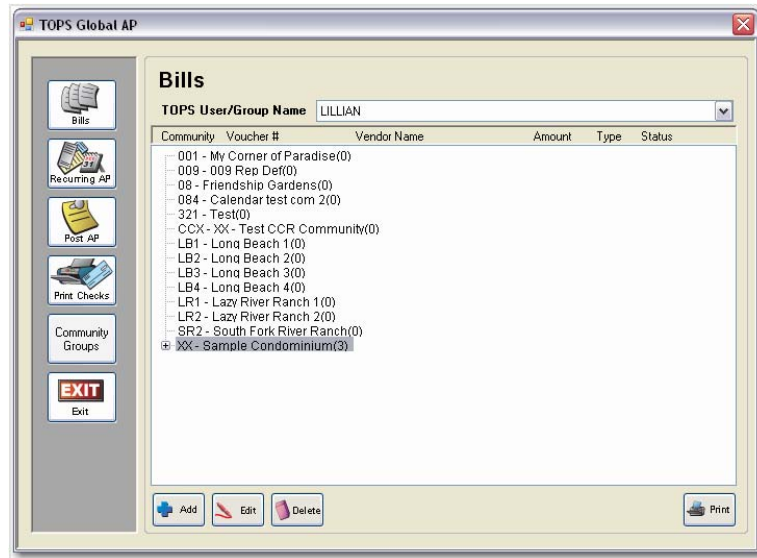
1. **Click Community Groups.**
2. The **Community Groups** list appears.
3. **Click** to select the **Community Group** you wish delete.
4. **Click Delete.**
5. The following dialog box appears.



6. **Click Yes** to delete.
7. **Click No** to cancel the delete command and return to the **Community Groups** list window.

BILLS

Entering bills through **Global AP** is just like entering the bill in the community through the general AP process. You can also edit and delete bills from within Global AP.



The communities appearing in your community list are those assigned to your User name. If you don't see a particular community in your list, have your TOPS system administrator go **Administration** on the TOPS v3.2.1 *main menu*, under **Users/Passwords** check **Community Assignments** and add the missing community to your User name permissions.

View Bills

The bills list is displayed in a *tree-view*. **Click** the **Plus (+)** to the left of the community name to expand the list revealing all the open bills (bills not posted yet) currently entered in that community's AP module. Then in the **Enter Bills** window **Double-click** a selected bill to view the details for that open bill.

+	01 - SUNDOWN ACRES(1)				
+	08 - BRIDGETON ESTATES(1)				
-	XX - SAMPLE CONDOMINIUM(2)				
	#33	ABC-ABC MAINTENANCE	\$175.00	Bill	N/A
	#34	SAMPLE-SAMPLE UTILITY	\$250.00	Bill	N/A

Note in the example above, that the community names are followed by a number in parentheses (). This number indicates the total number of un-posted bills currently entered in this community.

Add a New AP Bill or Manual Check

Enter AP Bills or Manual (hand written) checks for either one community or groups of communities in **Global AP**. The default **TOPS User/Group Name** is the user name entered when you logged in to TOPS v.3.2.1.

From the **Global AP Bills** window:

1. **Click** the **User/Group Name** down arrow.
2. **Select** the **Group Name** you wish to work in.
3. **Double-click** on the community name in the list.
4. The **Enter Bills** window appears.

Acct #	Description	Amount	% Distr.
09700 -000	Trash Removal	1,500.00	

Note: The Enter Bills window displays the **Use Web** checkbox. This would be checked if you use Online AP Invoice Approval. Global AP works in junction with Online AP Invoice Approval without any special consideration to either feature.

5. **Click** the **Trans Type**.
6. The default Community is the first Community listed in your **TOPS v3.2.1 User** list or **Community Group**.
7. **Click** the **Community** field browse arrow to **change communities** as you work.
8. **Click** the **Vendor** browse arrow and select the vendor to be paid.

Vendor #	Vendor Name
BIZPEN	BIZPEN
CAP	COMMUNITY ASSN. PUBLISHING
COMPUR	COMPUTER RENTALS
CORPRE	CORP. PERFORMANCE INSTITUTE
EW/BANK	EW/BANK TELECOM
EZTRAS	EZ TRASH & REFUSE
HOSPIC	HOSPICE
IMMED	IMMEDIATE MANAGEMENT SERVICE
INSURE	INSURE IT
IQ	IQ SYSTEMS
LAN	LANDSHAPES
POWER	POWER STAR PRINTING
PREC	PRECISION CUT LAWN
R&R	R & R SNOW REMOVAL
SAMPLE	SAMPLE ELECTRIC UTILITY
TREES	TREES AND SUCH
USPOST	US POSTAL SERVICE
VELICH	BILL VELICH
WMDWEN	WM. DWENS & CO., CPA

*Each Vendor list is unique to the specified community. If you do not see the Vendor's name you may **add a new vendor** as you work. Simply click Add New and enter the Vendor information. But **before you add a new vendor**, first make certain you are in the correct community and the vendor truly does not exist.*

9. **Click OK.**

10. The **Bank ID** associated with the selected Vendor will appear in the **Bank ID** field.

Note If the Vendor Bank ID is not setup, the Bank ID for Bills will default to the Bank selected in AP \ Setup \ Control Info.

You may override the default setting and select another **Bank ID** from the drop down list.

11. **Click** the **Bank ID** down arrow and **Select** the **bank account** that will be used to pay this particular bill.

Being able to designate a different bank account for a particular bill is handy if, for example, you want to pay a special assessment expense out of an account other than your regular checking account.

12. In the **Invoice #** field **Enter** the vendor's Invoice number. (This is a required field.)

Just like the regular AP module, the system will check to make sure the invoice number is unique for this vendor. You will receive a Warning if a duplicate Invoice # is found.

13. In the **Date** field **Enter** the date that appears on the Vendor's invoice.

14. In the **Reference** field **Enter** a description, up to 25 characters, explaining what this invoice covers.

15. **Enter** the **Effective Date**.

*If using **accrual accounting**, this is the date used by the accounting modules in TOPS to record the expense. Under accrual, you will see the expense show up as a general ledger transaction based on the Effective Date entered here.*

*Under **cash accounting**, no general ledger transaction is recorded using the Effective Date. Rather, the expense will show when a check is generated using the check date.*

16. In the **Amount** field **Enter** the total amount of this invoice.

You should always enter the total amount of an invoice here.

You can expense the amount of the invoice to different expense accounts under the Distribution section below. Or, you can make a partial payment when selecting a particular invoice for payment.

Distribution

Distribution allows you to select which GL accounts to expense this invoice against. If the Vendor has a default expense account setup in the Vendor file, you will see the default expense account on the first line of the distribution. If no default exists, you will need to select an account from the **Chart of Accounts** using the **browse arrow**. If you

wish to distribute the invoice amount to several GL accounts, select each account, then the amount to expense against this account.

17. **Select** the **Acct #** to expense this invoice to.
18. In the **Amount** column enter the amount to expense to this GL account #.

Acct #	Description	Amount	% Distr.
09110 -000	Gen. Maint. & Repair	175.00	

*The **Amount Remaining** field must be zero (0.00). You must distribute the total amount of the invoice to GL account #'s before you can proceed.*

19. **Click Save & Add** to save, clear the screen so you may enter another bill transaction.
20. Continue entering AP bills for this community or use the browse arrow to change communities and enter AP bills for another community.
21. **Click Save & Exit** to save the transaction and go to the **Bills** window.

Delete a Bill

If it's necessary to delete a bill simply **Click Delete** to remove that pending bill from the **Bills** list or from the **Enter Bills** detail window (see example above.)

MAKE A BILL A RECURRING BILL

Another AP feature that is also available in **Global AP** is the ability to setup, maintain and post AP bills that are paid on a recurring basis. Examples of recurring bills would be management fees, lawn maintenance, insurance premiums, utility bills and the like.

You may create a Recurring bill while enter the bills in Bills or you may add, edit, and delete recurring bills from the Recurring Bills main window. Using the recurring bill option will save you the time and effort of entering a new bill for a repeating item each payment period.

To make a bill recurring, from the **Enter Bills** window:

1. **Enter** the bill as you would enter any bill in **Global AP** following the instructions in **Add a New Bill** or **Manual Check** section.

TOPS Global AP

Enter Bills Trans. # 35

Trans Type Bill Handwritten Check

Community XX - SAMPLE CONDOMINIUM

Vendor READY - READY MANAGEMENT

Bank ID 1 01010-000 Cash Checking - Operating

Invoice # 08-112 Invoice Date 08/01/07

Reference Management Fees Effective Date 08/01/07

Amount 750.00

Amount Remaining 0.00

Acct #	Description	Amount	% Distr.
07010-000	Management Fees	750.00	

Buttons: Delete, Notes, Make Recurring..., Save & Add, Save & Exit, Cancel

2. **Click Make Recurring.**
3. The **Recurring Bills** window appears.

TOPS Global AP

Recurring Bills

Community XX - SAMPLE CONDOMINIUM

Vendor READY - READY MANAGEMENT

Bank ID 1 01010-000 Cash Checking - Operating

Invoice # 08-112

Description Management Fees

Amount 750.00

Recurrence Settings

Frequency Monthly

Day of Month 1

Last Posted

Amount Remaining 0.00

Account #	Description	Amount	% Distr.
07010-000	Management Fees	750.00	

Buttons: Save, Cancel

4. Confirm that the data entered in Enter Bills appears correctly in the appropriate **Recurring AP Bill** fields.
5. **Click** the **Frequency** browse arrow in the **Recurrence Settings** group box.
6. **Select** one of the following frequencies: **Monthly, Weekly, Bi-weekly, Quarterly, Semi-Annual, or Annual.**
7. In the **Day of Month** field **Enter** a number from **1 to 30.**
8. Leave the **Last Posted** field blank. The date will update automatically each time you select and post recurring AP invoices.
9. **Click Save.**

Newly created recurring bill transactions are added to **Recurring AP** list only, they *Do Not* appear in the **Enter Bills** list. You must **Click Recurring AP** on the **Global AP** menu to:

- Edit the Recurrence Settings
- Delete a Recurring Bill

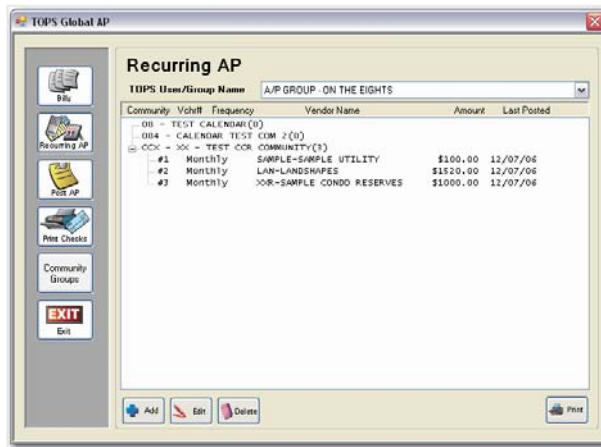
Post Recurring Bills
 Print Checks for all your Recurring Bills

Edit a Recurring AP Bill

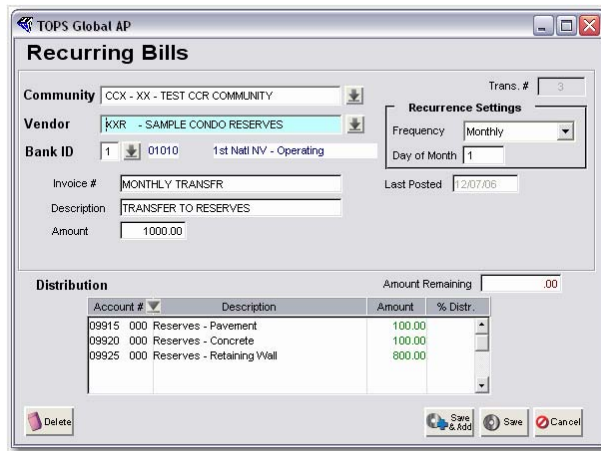
The **Recurring AP** window displays your communities and community groups in exactly the same way they appear in **Enter Bills**.

From the **Global AP** menu:

1. **Click Recurring AP.**
2. The **Recurring AP** window appears.



3. **Select** the desired **TOPS User / Group Name**.
4. **Click** the **Plus (+)** to the left of the community name to reveal all Recurring AP items.
5. **Double-click** the desired item.
6. The **Recurring Bills** window appears displaying the details for the selected bill.

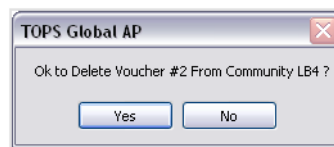


7. Make changes to the **Recurring AP** as needed.
8. **Click Save.**

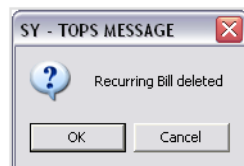
Delete a Recurring AP Bill

From the **Bills** window:

1. **Select** the desired **TOPS User / Group Name** you wish to work in.
2. **Click Recurring AP.**
3. The **Recurring AP** window appears.
4. **Click** the Plus (+) to the left of the community name to reveal all un-posted Recurring AP items.
5. **Double-click** the desired item.
6. The **Recurring Bills** window appears displaying the details for this item.
7. **Click Delete.**
8. The following dialog box will appear.



9. **Click Yes** to delete the bill
or
Click No to cancel the delete command and return to the previous window.
10. If you **Click Yes**, the following dialog box will appear confirming the deletion of this **Recurring AP** item.



11. **Click OK**, to return to the **Recurring AP** window.

Section 3

POST GLOBAL AP

Once entered and saved, regular **AP Bills**, **Manual Checks**, and **Recurring AP Bills** are saved as a *pending* transaction. They are *NOT* recorded financially into the AP Module or the GL module until they are **posted**. You can change or delete **Global AP** transactions only if they have not yet been posted in **Global AP**. Once posted, to delete a transaction you must go to the specific community's AP Module and locate the transaction.

Posting will update the AP transaction in the community's AP module. For an AP bill, it adds it to the **Open Items** in the community and records the bill in the **Vendor History**. Under accrual accounting, it would record the expense in the general ledger using the Effective Date on the Bill Entry window. Under cash accounting, posting does *NOT* update the general ledger. For a **Manual Check** transaction, posting would record the transaction in the General Ledger no matter which accounting method is used.

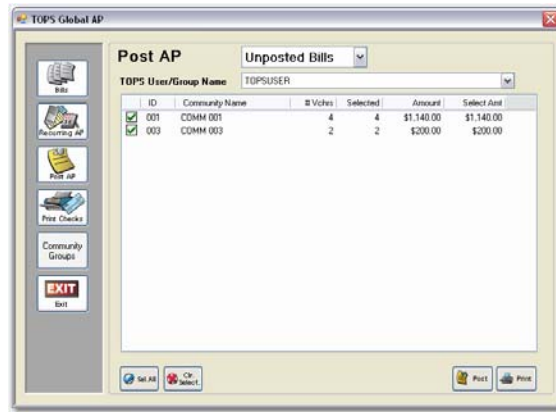
Once posted, AP bills are ready to have checks printed for payment. A **Manual Check** transaction is complete once Posted and requires no further action.

POST REGULAR AP AND MANUAL CHECKS

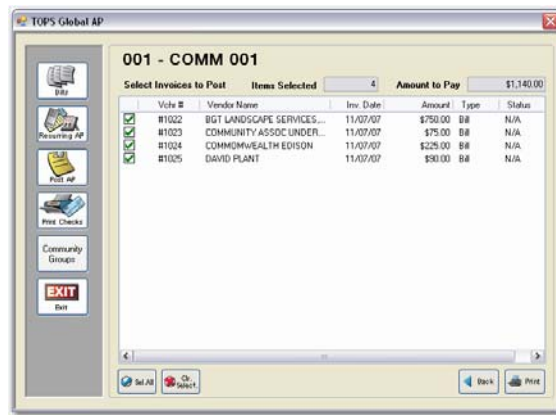
Access the **Post** function by **Clicking** the **Post AP** button on the **Global AP** menu. The default **Post AP** option is **Un-posted Bills**, this setting will post both regular bills and Manual Check transactions for the communities.

From the **Global AP** window:

1. **Select** the desired **TOPS User / Group Name** you wish to work in.
2. **Click Post AP**.
3. The **Post AP** window appears, displaying **Un-posted Bills** as the default setting.
*The **browse arrow** allows you to toggle between the **Un-posted Bills** in regular **Bills** and **Recurring Bills**.*
4. The **TOPS User / Group Name** field displays the group you selected to work in.
5. If the **TOPS User / Group Name** field does not display the group you wish to work use the browser arrow to select the correct one.

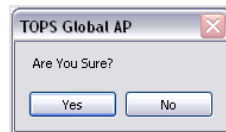


6. Only the communities with **Un-posted Bills** will appear in the list.
7. All communities are checked by default and ready to post.
8. **Double-click** on a community to display the list of pending Bills to be posted.



Use the **Sel. All** and **Clr. Select** buttons located in the bottom left of the window to quickly select or deselect all items as needed.

9. **Click** the checkbox to deselect items that you do not wish to pay at this time.
10. **Click Back** when you are finished selecting pending items.
11. **Click Post.**
12. The following dialog box appears.



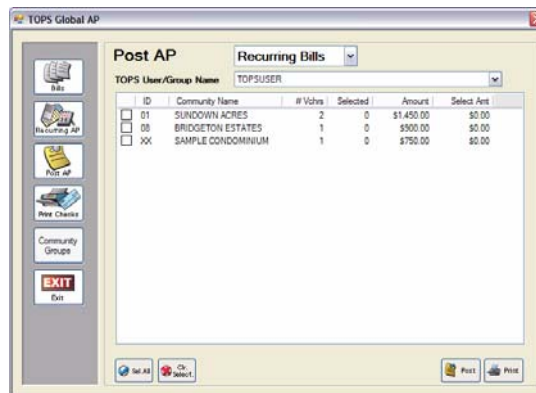
13. **Click Yes** to post the selected AP transactions.
14. When posting is complete, a dialog box appears stating "Post Complete".
15. **Click OK** to return to the **Global AP Menu**.

POST RECURRING AP

You may not want to Post all available **Recurring AP** bills for all communities. Therefore, communities listed in Post Recurring AP are NOT checked by default, requiring you to go through a selection step to pick which bills to Post.

From the **Global AP** main menu:

1. **Click Post AP.**
2. **Select the Community Group** you wish to work in.
3. The **Post AP** window appears.

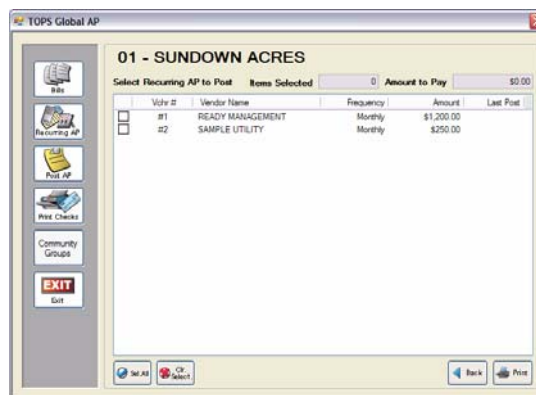


4. Only the communities with **Un-posted Bills** will appear in the list.

*You may also access the post process for Recurring AP by clicking the **browse arrow** in the **Post AP** window, then switch between the **Un-Posted Bills** and **Recurring Bills**.*

Note: There are **NO** checkmarks next to any of the communities. This is to prevent you from accidentally Posting Recurring AP transactions for all communities.

5. **Double-click** the community name to view and select individual **Recurring AP** bills for that community.



6. **Click** on the individual **Recurring AP** bills you wish to Post.

You must select recurring bills to Post or the Post button will not work.

7. The following dialog box will appear summarizing the **Recurring AP Bills** you have selected to Post.



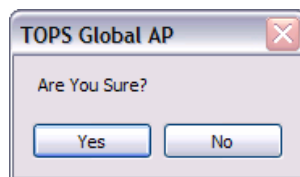
8. Be sure the **Post Date** is correct. To change it, type the correct date or use the **browse arrow** to open a calendar tool and select the correct Post Date.

Post Date – This is the **Effective Date** that will be used for posting. ALL the recurring bills you have selected will be posted using this date. Under accrual accounting, the Recurring AP Bills will show as expenses in the general ledger as of this date. Under cash accounting, this date will not update the general ledger.

9. **Click** the **Post by Item Day** checkbox to bypass the **Post Date** you enter and, instead, use the *month* and *year* entered along with the *day of the month* stored in the **Recurring Bill** transaction.

For example, if you have utility bill setup as a Recurring Bill with the 15th of the month as the day to pay this bill, in the example above it would be paid 8/15/07. Checkmark this box only if you wish to use the day of the month stored in the **Recurring AP Bill** rather than the **Post Date** entered on the confirmation screen above.

10. **Click OK** to continue the **Post** process.
11. **Click Cancel** to exit without posting.
12. The following dialog box will appear.



13. **Click Yes** to complete posting the selected AP Bills.
14. When posting is complete the following dialog box appears.



15. **Click OK** to return to the **Global AP Menu**.

Section 4

GLOBAL AP - PRINT CHECKS

Now that your **AP Bills** are Posted, you are ready to print checks to pay the bills. Printing checks will clear the Bill from the Open Items in each community and update the **Vendor History** with the payment. It will also record entries in the general ledger for the payments.

Printing checks for **Recurring AP** is just the same as regular **AP Bills**, so just follow the **Print Check** instructions below for both.

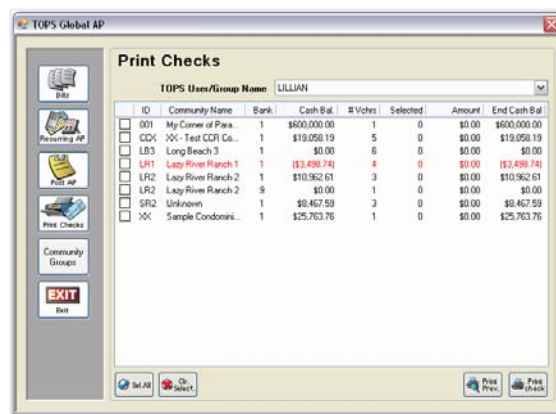
Important Note: Print Checks under Global AP requires the use of the **MICR Check Printing System** or the **CIDcash® system**. You cannot print checks unless you have setup the MICR info for each community bank account used for printing checks. If you do not own the MICR Check Printing System, to order call TOPS Software Sales at 800-760-9966.

Digital Signatures - Global AP works with the **Digital Signature** add-on. That means, if you have digital signatures setup, **Global AP** will print the digital signatures on the checks just the same as it would using the regular AP module.

PRINT CHECKS

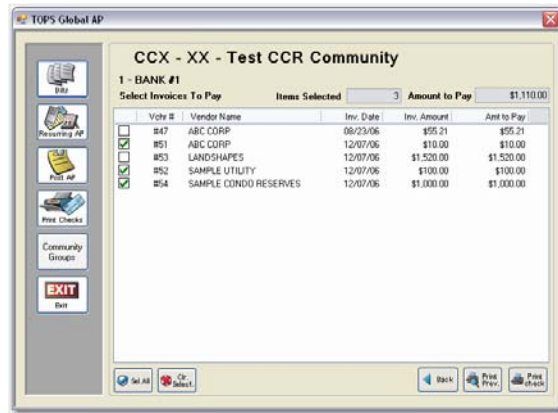
From the **Global AP Menu**,

1. **Click Print Checks.**
2. The **Print Checks** window appears.



3. **Select** the communities for which you wish to print checks.

- When you select a community, a new window appears listing all posted bills for this community allowing you to select the vouchers to be paid.



- Use the **Sel. All** button to select all, or Click the individual vouchers to select them for payment.

When you select an individual voucher you are given the option to pay that voucher in full, not pay, or pay a partial amount.

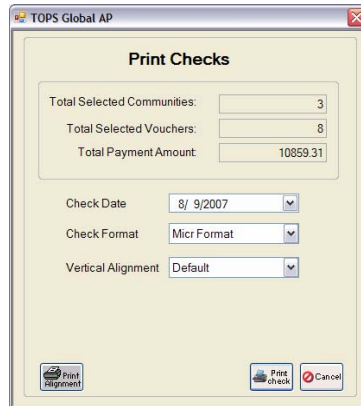
- Click Back.**
- You return to the **Print Checks** window.

Note: After selecting the communities to **Print Checks**, the **Ending Cash Balance** is updated and accounts with insufficient funds are noted in red text with parentheses around the ending balance. This helps prevent an overdraft situation in community bank accounts.



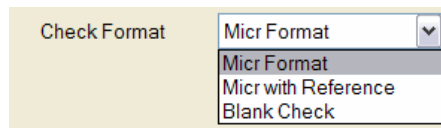
- Repeat Steps 3 through 6** until you are finished and ready to print.
- Click Check Preview** to print or display a preview report for all communities.
- Click Print Check.**

- The **Print Checks** window appears.

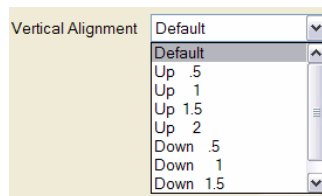


- Confirm the **Print Check** settings.
- Make sure the **Check Date** is the one you wish to use.

*Checks will be dated as of this date. The date used will also be posted to the general ledger as the posting **as of Check Date**.*
- If necessary, change the **Check Format** for printing the checks, note this format will be applied to all the checks in this check run.



- If needed, adjust the check alignment in increments of ½ line.



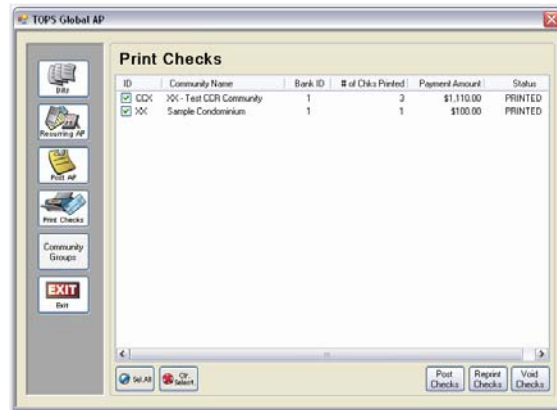
- Select** a different vertical alignment if necessary.

Note: *If you change the alignment, we recommend that you print alignment checks to test the alignment.*
- Click Print Alignment** to check the alignment of your checks before you print all the checks for the selected communities.

18. If you are using the **Digital Signature** add-on, when you print **Global AP Checks** the following window appears.



19. You must enter your **Password** and **Pin #** that was created in the **Digital Signature** setup
- or
20. **Click to Deselect** the **Digital Signature** option to proceed.
21. **Click Print Check** when you are ready to actually print your checks.
22. **Select** the printer for printing the check run. Make sure your check stock is loaded.



Note: Once you print checks three (3) buttons appear at the bottom of the window. **Post Checks, Reprint Checks, Void Checks.**

23. Review the checks, if they all printed correctly proceed to **Post Checks**.
- or
24. Proceed to **Reprint Checks** or **Void Checks** as needed.

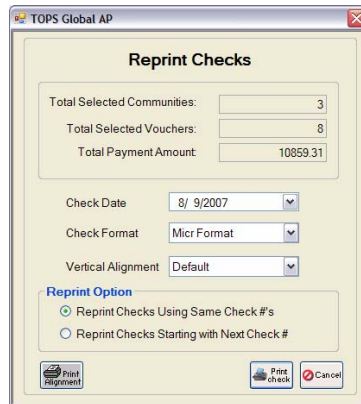
REPRINT CHECKS

If checks print incorrectly you have the option in the **Print Checks** window to **Reprint Checks**. Reprint checks with the exact same check #'s as the originals or **Reprint Checks Starting with Next Check #**.

You **CANNOT Reprint Checks** if the checks have been *Posted*. If Posted, you must Void checks to be able to print them again. Voiding the checks is explained below.

To reprint checks, from the **Print Checks** window:

1. **Click Reprint Checks.**
2. The **Reprint Checks** window appears.



3. Many changes as needed.
4. **Select** to **Reprint Checks** with the *same Check #'s* or starting with the *NEXT* available Check # in each community.
5. **Click Print Check** to proceed with reprinting the checks.
6. Once the checks are reprinted, the **Print Checks Status** will display *Re-printed*.
7. If the checks have printed correctly proceed by clicking **Post Checks**.

VOID CHECKS

When voiding checks the recorded check numbers in the community's Vendor History will be marked "voided". In turn, that process updates the Bank Account file for the Last Check # used. This prevents these check numbers from being used again. Use **Void Checks** instead of **Reprint Checks** in situations when checks are printed and you wish to keep track of the voided check numbers.

After voiding the checks, the bills that have been selected for payment are still there in each community so you can **Print Checks** again.

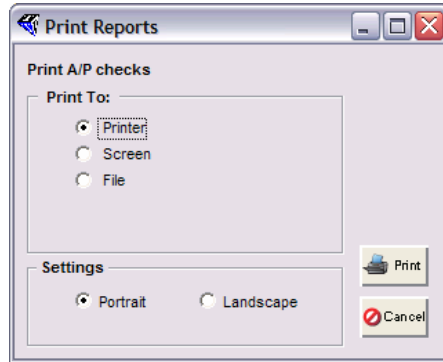
To void the Checks just printed, from the Print Checks window:

1. **Select** the communities and checks to be voided.
2. **Click Void Checks.**
3. The following dialog box appears.



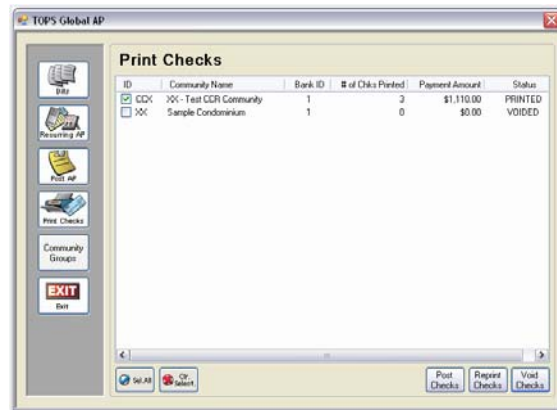
4. **Click Yes** to confirm that you really wish to **Void Checks**.

- The **Print Reports** dialog box appears.



*A report will print showing the **Voided Checks** in each community.*

- Select** where you want to print the report, options include a **Printer**, display to the **Screen** or print to a **File**.
- Select** the print orientation for the Report output.
- Once the checks are void, the **Print Checks Status** will display *VOIDED* for that community.



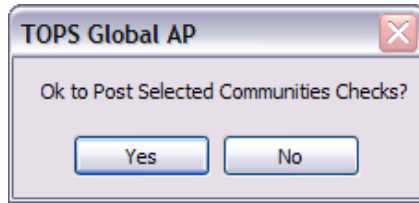
- Click Reprint Checks** to reprint voided checks run.
- Or
- Proceed to **Post Checks** to complete the process for remaining communities without reprinting voided check runs.

POST CHECKS

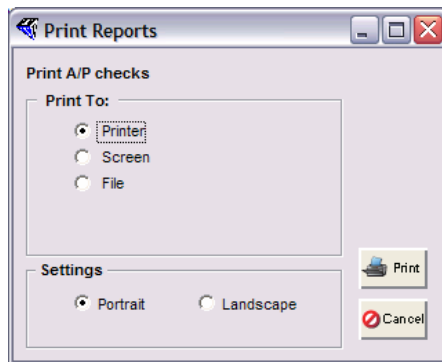
Post Checks if the checks just printed are correct. The Post process will record the checks in each community's **AP** and **GL** modules.

From the **Print Checks** window:

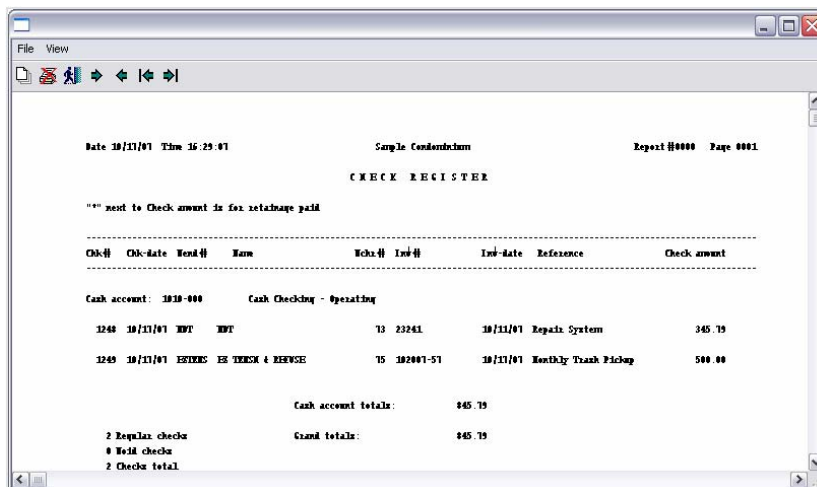
11. **Select** or **Deselect** community check runs ok (Status Printed or Reprinted) to Post.
12. **Click Post Checks.**



13. **Click Yes** to post the checks just printed.
14. Once all the checks have posted the **Print Reports** window appears.



15. **Select** an output option from the following: **Printer** to print the report on paper, **Screen** to display the report on your screen, or save the report as a **File**.
16. **Click Print** to print a check register for each community showing the all checks.



Section 5

CIDCASH[®]

As an alternative to printing **MICR** checks, **Global AP** offers the option to pay bills using the **CIDcash[®]** system. This handles payment of bills electronically, not by paper check. You must first enroll with **CIDcash[®]** to use this feature. **CIDcash[®]** will give you all the information needed to complete the setup. To learn more about their service go to the **CIDcash[®]** official website at www.cidcash.com.

SETUP BANK ACCOUNT

In addition to signing up for **CIDcash[®]** services, you must set it up to use it in place of a checking account in TOPS v3.2.1. To do this for any community, follow these steps:

1. Log in to TOPS v3.2.1.
2. **Select** a Community.
3. **Click Accounts Payable**.
4. **Select Bank Accounts** from the sub-menu.
5. **Select** the bank account that will use the **CIDcash[®]** system.

The screenshot shows a 'Bank Info' window with the following data:

Field	Value
Bank ID	1
Bank Name	First National Bank
Bank Address 1	20300 Brink Road
Bank Address 2	Rockville, MD 20888
Bank Address 3	
Bank Account #	123424
A/P Last Check #	510
G/L Account #	1010 - 000

Additional elements: A checkbox for 'CID Cash Visa' is located at the top right. A note at the bottom states 'All fields in red are required'. Buttons for 'Delete', 'CID Cash', 'Setup Micr', 'OK', and 'Cancel' are at the bottom.

6. **Click** the **CID Cash** button.
7. The **CIDcash[®]** setup window for this bank account appears.
8. Enter all required information.
9. **Click OK** to save.
10. **Click** the checkbox **CID Cash Visa** at the top of the Bank Info window.
11. **Click OK**.

12. The following window appears.
13. Enter the data as instructed by **CIDcash**[®].

The screenshot shows a software window titled "Setup CID Cash Information" for "01 - First National Bank". The window contains several input fields: "Card Member" (with a red underline), "Address 1", "City", "State", "Zip", "Issuer" (set to "Visa"), "Card #", "Expiration Date(MM/YY)", "CVV2", "Phone #", "Fax #", and "Email". At the bottom, there is a red text message: "All fields in red are required." and two buttons: "OK" and "Cancel".

14. **Click OK.**

If **CIDcash**[®] used, it will automatically generate an electronic payment transaction through the **CIDcash**[®] system when you select print **Global AP Checks**. No paper check will be printed. Instead, it will print a confirming paper statement showing the payment through **CIDcash**[®]. Keep the confirmation statement just like you would keep the voucher from an actual check.

In all other ways, paying through **CIDcash**[®] is just like a regular payment. It's simple to use and eliminates fraud and lost checks because the payment is completely electronic with the payment withdrawn from the community's bank account and deposited in the Vendor's bank account.