



Table of Contents

Accounts Payable.....	3
 Accounts Payable Security	3
Security Application Access	4
Security – Request & Approve.....	4
Security – Data Access Control.....	5
 Setting up Green Accounting	9
 Accounts Payable Invoice Entry	11
Invoice Entry without using a Purchase Order	12
Invoice Entry with a Purchase Order	13
To View/Edit Invoices you have entered and saved:.....	15
Entering Fixed Assets through Accounts Payable Invoice/Disbursement Area.....	17
Entering pCard Data through Accounts Payable Invoice/Disbursement Area	18
Printing Accounts Payable Reports	20
 Authorize Accounts Payable Invoices	21
 Check / Voucher Processing	22
Activating a Check Restart	26
 Make Checks Permanent (Post to Ledger)	28
 Vendor Direct Deposit	30
Processing Bills for Direct Deposit.....	30
Create a Deposit File to send to the bank	30
Send Email Vouchers to Vendors	31
 Import Accounts Payable.....	32
 Void Payroll / Disbursement Check (s)	34