

Overview & Objective – The purpose of this I M & U is to demonstrate the A/P Reclassification feature. Only accounts, departments, and locations can be reclassified (NOT vendors, \$ amounts, or pay dates).

Initial Navigation – To navigate to screens where Reclassification is possible (from Accounting Console):

1. Go to the Applications dropdown (upper right hand corner)
2. Select the Accounts Payable Module
3. Once in the Accounts Payable Module go to the Records dropdown (second dropdown to the left)
4. Select the List “Adjustments” or “Posted Payments”
5. For Record “Posted Payments” the title “Posted Payments” should appear in the upper left hand corner
5. For Record “Adjustments” the title “AP Adjustments” should appear in the upper left hand corner

Reclassification (for Payments) – Steps required for completing Payment Reclassification are as follows:

1. For each Payment requiring Reclassification click on the “View” link to the left of the transaction.
 - a. The title “Posted Payment” should appear in the upper left hand corner
2. Under the “Bill #” column each Payment should have its own reference link. Click on this link.
 - a. The title “Bill” should appear in the upper left hand corner
3. In the upper right hand corner click on the [Edit] button in the upper right hand corner
 - a. The same title “Bill” should appear in the upper left hand corner
4. To change the Due Date, GL Account, Department, or Location click on the [Reclassify] button in the upper right hand corner
 - a. Make all appropriate changes as required
5. When Reclassification changes are complete, click on the [Save] button in the upper right hand corner
 - a. The title “Bill” should appear in the upper left hand corner
6. Click the [Done] button in the upper right hand corner
 - a. The tile “Posted Payment” should appear in the upper left hand corner
7. Click the [Done] button once more. This is located in the upper right hand corner.

⇒ This completes Payment Reclassification.

Reclassification (for Adjustments) – The same sample steps as noted above apply to the reclassification of Adjustments. Initial navigation is from the List dropdown “Adjustments.”

Audit Considerations – No changes to a Payment Vendor, Payment Amount, or Payment Date can be made using the Reclassification feature. Further, for any period that has been closed the Reclassification feature can not be used to change ANY attribute of a Payment or Adjustment. For an audit trail, go to the Reports dropdown and select “Reclassification Report.” Finally, the ability to complete Reclassifications is only possible when the A/P Module has been configured for its use and specific permissions are applied.

Further Instruction & Use – For further information regarding AP Reclassification of Payments and Adjustments contact your Account Executive or call The NDH Group, Ltd. at 312.461.0505.