

The following is a suggested procedure for processing payments for a very simple accounting system.

Step 1. The invoices to be paid should be assembled for logical data entry. Where there are a number of invoices to be paid to one company, these invoices can be entered on the same screen by invoice number, amount, and GST recoverable. You will be prompted for the accounting distribution after each invoice. If the default account number entered when you set up the biller is the correct distribution, you can simply accept what is shown. You will only be prompted to enter invoice details if they are required for that particular biller.

Step 2. All invoices should be retained in the same order as entered. When you are ready to View and/or Transmit Payments, the payments entered will be presented on the screen. At this point the summary of the payments can be printed. This report can become the preliminary authorization document.

Step 3. The invoices and the report can be assembled and forwarded to the appropriate signing officers. Space on the report is provided for signatures. Notation of any items to be deleted or changed can be made on the report.

Step 4. When the invoices and report with the proper authorizations is received, the system can be re-entered, any changes can be made as requested, and the payment instructions can then be transmitted to TelPay. A final report can then be printed.

Step 5. Filing of payable invoices with the supporting summary reports will be most convenient. Each report and the listed transactions have a session number. The View/Print History screen will allow for future access to payment information by date, company, or session.

Where you want to be able to account for your purchases but not pay them until a later date, you can do so by selecting "Accrue to Accounts Payable" on entering the Pay Bills screen. This will cause all entries made unless this choice is changed to be accrued to the Accounts Payable module included within the TelPay software. Otherwise, the accounting entries will be generated as usual with an offsetting credit to your Accounts Payable account. The journal entry generated will expense these bills but they will not be paid. Later when you are ready to pay certain accounts, you can select "Accounts Payable" on the main menu and release those invoices you want paid.

Alternative Approval Procedures

To transmit payments to TelPay, the authorized officer(s) must provide their personal approval. This can be done by entering their password(s) on the screen in the space(s) provided.

A remote approval facility is provided if it is not convenient for those who have authority to approve payments to enter their password at the computer. By setting up the e-mail address of authorized officer(s) on the System Administration screen the system will prompt for approval by e-mail on the Transmit Payments screen. Clicking an address will cause the list of payments to be sent to that address. Included will be a unique password which can be returned to provide the required authorization. If changes have to be made, a new e-mail will have to be generated. The extent of detail to be included in the e-mail can be controlled from the System Administration screen.

If different persons authorize different categories of payments, then each category should be set up with a separate TelPay Access Number, and possibly a separate computer. Similarly, if different persons handle separate sections of the company's payments (i.e., different parts of the alphabet), a separate TelPay system for each should be set up.

There may be occasions when TelPay will have to make changes to the payment instructions it receives. Such changes will be transmitted to you immediately by fax or email.

Deletions of any payment instructions that have been forwarded to TelPay may be made provided the instructions are transmitted at least the day before the due date.

Payment History

A record of all payments made through the TelPay system is maintained and easily accessible as payments are being entered.