

Post Prior Period PAID Invoices

After all of the Unpaid Prior Period Accounts Payable entries have been posted (as described in that Help document), you can use the same "Prior Period" entry window to enter PAID Prior Period costs for jobs that are in progress as of your conversion date. In the CHS Setup Help Document about gathering Prior Period information, it suggested that you prepare detailed lists of Prior Period Costs for each job in progress. Use those lists to post the detail costs on the Prior Period Window shown below. REMEMBER, IF you have already posted the UNPAID costs for jobs, do NOT enter those again.

When posting PAID job costs, select PAID in the STATUS field, and fill in the CHECK DATE and CHECK # fields. The rest of the entry is the same as described in the Help Document for 'Posting Prior Period UNPAID Entries'. Please see that Help document for information on opening the Prior Period Costs window, AND for information about reviewing or deleting a Prior Period entry.

NOTE: Posting the Paid Date and the Check Number on this screen is for information purposes only. This information will appear on Costs Reports and Vendor Ledgers. By posting this information, it does NOT mean that the check is recognized as a check by the program. It will not appear on Check and Cash Registers. That is because it is a Prior Period check. HOWEVER, amounts posted here WILL BE included in the IRS 1099 totals for the year they are posted.

Close All Tabs Except Last One **Fantastic Builders, Inc. User: Test 1** Session will expire if left idle for 30 minutes. A 5 minute warning will let you extend time. [Pleas](#)

Home Post / Approve Payables Bills

Post Prior Period Costs or Open Unpaid Bills

POST PRIOR PERIOD COSTS or OPENING UNPAID BILLS [Reset](#) [CLOSE](#)

(For Records Dated on or Before the Balance Forward Date for Accounting) Balance Forward Date: 12/31/01

Select Vendor FIRST to activate fields! Some fields will fill in based on the Vendor selected.

Vendor	BEAUCHAM	USED	Kenneth D. Beauchamp
<i>(To mark as Retainage, use the word Retainage by itself in the Description.)</i>			
Description	K Beauchamp - floor tile labor		

Inv Date	12/15/01	Quantity	1.0000
Due Date	12/15/01	Unit Price	\$2,500.00
Invoice #	67890	TOTAL	\$2,500.00
GL Num	1430	Scroll down for note about Credit Card charges.	
Job	H11RIVER	Status	PAID
Department	CH	Check Date	12/15/01
Cost Code	5145	Check #	3543
Markup %	25.00%	<i>Check # dropdown is for lookup only.</i>	
Cost Type	LABOR	<i>Select status of UNPAID ONLY IF the bill is part of your Accounts Payable balance forward!</i>	
1099	MISC	Submit	

menu.)

Prior Period Entries

- [HELP For Prior Period Bills/Costs](#)
- Post PRIOR PERIOD Bills/Costs**
- Ledger Of ALL Prior Period Entries
- Prior Period Entries That Were UNPAID As of Balance Forward Date
- [View Prior Period AP Account](#)