**RMA Expense Management System (EMS)**



Resource Management Associates

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# Introduction

EMS is designed to help process your accounts payable. Bills are entered into the system and paid via check or ach. The system keeps track of general ledger accounting, broken down by cost center and/or branch.

# System Menu

## Data Path

Here is where you define the location of your data. The path tells the EMS program where to access your data. The program files can be located on your server or on individual workstations or laptops depending on your IT protocols. The data should be backed up on a regular basis and stored in a safe environment, typically a server, which itself is backed up on a regular basis. Clicking the column in the left of the data path grid defines the default path which is where the program automatically points when it is started.

## Printer Setup

This is where your default printer is determined. It can be any printer your workstation has access to, either through direct connection or networking. Establish your most commonly used printer to begin with. If you want to print to any other printer you must Select it prior to printing any report or posting journal.

## Tax ID Number

Enter your tax ID number.

## ACH Specifications

This screen provides all the required data fields in order to generate an ACH file to pay vendors electronically. Required information includes your routing number and expense account number.

## ACH Prenotification

Allows you to set up ACH Test files.

## Duplicate Invoice Days

Duplicate Invoice number allowance is for you to set the number of days to disallow duplicate invoice numbers.

## G/L Debit Setup

GL Debit Setup contains settings to upload your General Ledger Debits to your Main Frame.

## Order to Print Checks

Check Print Order lets you designate whether you want to pay vendors in order alphabetically or numerically by vendor number.

## Format Special Forms

Format Forms allows you to set the alignment for printing checks and various end-of-year tax forms such as 1099s.

## Format Special Forms

Password Maintenance allows you to establish users, passwords and rights within the EMS System.

# Maintenance Menu

## G/L Accounts

Here is where you input all your general ledger accounts.

## Cost Centers

Enter your cost centers.

## Authorizations

Enter the name and assign a number for anyone who will be approving expenses.

## Vendors

To enter vendors, you will need the following information:

* First Name
* Last Name (if a business put all info in Last Name field)
* DBA – If a Company goes by a name other than their official corporate name, enter it here
* Address
* Tax ID is optional
* Type of Tax ID is optional
* Remarks allows you to write in any notes you wish to keep at hand for that vendor
* Vendor Account Number – optional
* Vendor Telephone – Optional
* Vendor Fax – Optional
* Vendor Email – optional
* Vendor GL Number – this will be the default GL number assigned to this vendor. When processing an invoice for a vendor this GL will automatically populate the GL field, which can be changed according to your needs.
* Vendor Type
	+ Corporation – no 1099 issued
	+ Employee – used to reimburse employees for out-of-pocket expense (no 1099 issued)
	+ Non-Employee Compensation – used to pay non-corporate, individual vendors (will receive 1099)
	+ Rent Receipts – used for payment of Rents to non-corporate Landlords (will receive 1099)
	+ Gross Proceeds Pay Attorneys – used to account for settlements paid through attorney settlement accounts. Will receive 1099.
* Invoices Per Check – This allows for one check for each vendor invoice or multiple invoices per check. In other words, if a vendor submits more than one invoice, will you allow them to receive one check for the total amount owed. The individual invoice numbers and amounts will be printed on the voucher attached to the check.
* Payment Option – check or ACH
	+ If ACH elected enter vendor’s bank information in the remaining fields.

MAKE SURE TO CLICK SAVE WHEN ALL INFORMATION HAS BEEN ENTERED FOR A VENDOR

## Expense History

Allows you to access prior months expense history to add to or amend existing expense data.

## Sales Tax History

Allows you to access prior months sales tax history to add to or amend existing sales tax data.

## Cost Center Allocation

Here you enter any allocations (pro-ration of expenses across multiple cost centers) you might wish to set up. For instance, if you have 2 branches and you split an insurance bill 50/50 between the 2 branches, you can establish an allocation accordingly. When entering an invoice that applies to a particular allocation, it automatically populates the general ledger entries and cost centers according to the pre-designated allocation.

## Sales Tax Districts

Allows you to create Use (Sales Tax Accounts) to account for invoice for which you aren’t being charged sales tax. It allows you to keep track of, and pay your appropriate use tax.

# Processing Menu

## Enter Invoices

In your initial step you have 2 options:

1. If you have any unpaid invoices which have already been entered, you can click on the drop-down menu in the first field, Reference Number, to access that invoice. Once selected you can edit or delete that invoice.
2. Add a new invoice (there is a tool at the top called View History which allows you to access past invoices for that particular vendor to review details such as general ledger entries)
	1. Click Add invoice at the top left. To add a new invoice, you should have the following information available:
		1. Number of Invoice Pages to Scan
		2. Vendor Number (Or you can click the drop-down menu to look up the vendor number.
		3. Invoice Number (optional)
		4. Purchase Order Number (optional)
		5. Authorization
		6. Method of Payment (Memo, Check, ACH) Memo items are for non-cash expenses which have been paid outside of the EMS system, via wire, cashier’s check, etc.) but you want added to your expense history
		7. Invoice Amount
		8. Any Description
		9. The General Ledger Information
			1. Includes General Ledger Information
				1. The right-hand side of the general ledger input contains several buttons which allow you to manage your general ledger entries such as to use allocations and add general ledger entries.
				2. An Invoice can be allocated to multiple general ledger account numbers and cost centers.

THE SYSTEM WILL NOT ALLOW YOU TO SAVE AN INVOICE UNLESS THE GENERAL LEDGER ENTRIES RECONCILE TO THE INVOICE.

## Edit Journal

This report allows you to review all invoice ready to pay and post. When you select an edit journal to print you will be asked about transferring automatics. Automatics are regularly occurring expense whereby the same amount is paid to the same vendor each month repeatedly and posted to the same general ledger account(s). Once automatics are transferred into the edit journal for payment, they do not have to be re-entered, even if invoices aren’t paid at that particular time.

## Enter Automatics

This is where you set up recurring payments to the same vendor for the same amount at the same time each month, applied to the same general ledger numbers. You will need to enter a starting data and month for the payments and an ending day and month.

## Post Expenses

After the edit journal has been reviewed and everything is in order and you are ready to process your payments you select post expenses. You should be ready to print checks and generate any ach and/or upload files to your mainframe.

## Reprint Checks

Allows you to re-print check or to print copies of checks already printed.

## G/L Entries

This option allows you to either print your general ledger entries or to create an upload file for your mainframe.

## Posting Reports

### Posting Journal

Gives all your GL entries by invoice and in summary totals by general ledger

### Check Register

Shows all the checks disbursed by Vendor for that particular posting.

### Create ACH File

This generates the file which sends out ACH payments to those vendors whose method of payment is ACH.

PLEASE NOTE, THAT DEPENDING ON YOUR CORE PROCESSOR, THE GL ENTRIES (ITEM 6) AND ANY ACH PAYMENTS (ITEM 7-4) MAY BE CONTAINED IN ONE FILE CREATION.

### Print ACH Notices

This generates notices of payment to vendors who are being paid electronically.

### Cumulative Reports

This option allows you to print reports that go back prior to the current posting run. Reports include:

* Check Registers
* Posting Journals
* General Ledger Entries

### Check Journal

This is a report which is similar to a bank account which gives a beginning balance, lists all checks and gives an ending balance. It is a running ledger balance. The beginning and ending balance must be entered by hand.

## Posting Reports

Allows you to void checks already printed. You must account for any general ledger entries by simply voiding checks associated with the checks being voided.

## Reverse Posting

This voids your entire run and places all invoices back in the edit journal. If general ledger entries have already been uploaded on entered on your mainframe you must account for (reverse) those entries in some fashion. The system will create an automatic upload to provide GL entries for the reversing entry but only use this option if the invoices will not be re-run.

# Reports Menu

## Management Reports

Can be printed using the following parameters:

* General Ledger
* Cost Center
* Authorizations
* Vendors
	+ Reports can be further sorted by dates. Reports can be run for any or specific parameters (i.e. all general ledger numbers or just specific ones). Reports can print detail or summary information.

## Sales Tax Reports

Used to accumulate Use Tax Totals for specific periods by tax jurisdiction.

## Print Labels

* General Ledger
* Cost Center
* Authorization
* Vendor

## Check Log

Refers to a report showing date and range of checks printed.

## Vendor Maintenance History

Lists any fields and the dates of the changes for vendors

# 1099 Menu

Used to accumulate Use Tax Totals for specific periods by tax jurisdiction.

## Print 1099 Reports

Allows you to review payments to vendors and who will receive 1099s.

## Print Vendor 1099s

This is where you print the 1099s

## Create 1099 File

Use this option if you are going to submit an electronic 1099 electronic file to the IRS.

## Update 1099 Minimum Amount

Allows you to set the threshold for the total amount paid to a specific vendor to generate a 1099.

# Post and Track Use (Sales Tax)

## From the Maintenance Menu

Select #9 – Sales Tax Districts

Add the municipalities and appropriate tax rates for those states and counties where it might be necessary to pay sales tax.

## From the Processing Menu

Enter your invoice as normal.

Once the invoice has been entered, at the top select Sales Tax and check the appropriate taxing municipalities.

## From the Reports Menu

At the end of each month, under the Reports menu, select #2, Sales Tax Report. Enter the date range to correspond to the sales tax month and it will generate the invoices and tax liability by municipality.