



**Overview & Objective** – The purpose of this I M & U is to demonstrate the AP Reclassify feature. Only GL accounts and Dimensions can be reclassified –NOT vendors, \$ amounts, or pay dates.

**Procedural Note** – A few procedural notes apply to Reclassifying Payments and Adjustments:

- These procedures apply to AP Bills and Adjustments *after* they have been processed. That is, *after* payments have been made on Bills and/or *after* Adjustments have been applied to Bills.
- No Reclassification (changes) can be applied to the fields: Vendor, Amount, or Date. This is an internal control feature to aid in preventing changes to critical payment and/or adjustment data.
- For any closed reporting period, the Reclassify feature cannot be used.

**Initial Preparation** – The ability to complete Reclassifications is only possible when the AP Module has been configured for its use, and specific permissions have been applied.

1. **AP Module Configuration** – Accounts Payable Module > Configure Accounts Payable (link) > Scroll to section “Enable Functionality” > Mark the checkbox “Enable reclassification for bills and adjustments.”
2. **User Permissions** – Company Module > Roles (link) > Subscriptions (link) > Accounts Payable Permissions (link) > For Bills and Adjustments mark the checkbox for “Reclassify.”

**Initial Navigation** – To navigate to Reclassify screens for Bills and Adjustments (from the Accounting Console):

1. Go to the Applications dropdown
2. Select the Accounts Payable Module
3. Under Transactions, click on the Posted Payments (link) or Account Adjustments (link)

**Reclassification of Payments** – The title “Posted Payments” should appear in the upper left hand corner, proceed 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. Click the Bill reference (link) presented under the column header, “Bill #.”
  - a. The title “Bill” should appear in the upper left hand corner
3. 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. Click on the [Reclassify] (button) in the upper right hand corner
  - a. Make all appropriate changes to GL Accounts and/or Dimensions as required.
5. 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 of Adjustments** – The title “Accounts Payable: Adjustments” should appear in the upper left hand corner, proceed as follows:

1. For each Adjustment requiring Reclassification click on the Edit (link) to the left of the transaction.
  - a. The title “AP Adjustment” should appear in the upper left hand corner
2. Click on the [Reclassify] (button) in the upper right hand corner
  - a. Make all appropriate changes to GL Accounts and Dimensions as required.
3. Click on the [Save] (button) in the upper right hand corner
  - a. The title “Accounts Payable: Adjustments” should appear in the upper left hand corner
4. Click the [Done] (button) in the upper right hand corner

⇒ This completes Adjustment Reclassification.

**Reclassification Report** – For an audit trail of Reclassifications, proceed as follows:

1. Go to the Applications dropdown
2. Select the Accounts Payable Module
3. Under Reports, click on the Reclassification Report (link)
4. Select the month the Reclassification was made by selecting from the “Reporting Period” dropdown.
5. If greater search filtering for the Reclassification is required utilize the “Filters” settings
6. Click on the [View] (button) (upper right hand corner)

⇒ A list of all Reclassifications for the period and/or for the filter selection(s) should appear.

**Further Instruction & Use** – For further information regarding Reclassifying Payments and Adjustments contact The NDH Group, Ltd. at 312.461.0505 or on the web: <http://www.ndhcpa.com>.