



Process Documentation

Department:

Customer Support

Last Updated:

11/17/2025 11:24 AM

NAME OF PROCESS

Entering a New Notes Payable

Use Case / Objectives

This process document will walk you through how to create a note payable to one of your vendors.

Configuration, Training, and Reporting

This document assumes you know how to perform basic Search functionality to find information in the system (i.e., F4 search). The steps for this are not included within this document.

Field definitions for applicable tasks are available in the Reference Glossary. To view these definitions either click on the screen name in the task or scroll to the end of the documentation to view the Glossary.

Menu options to access:

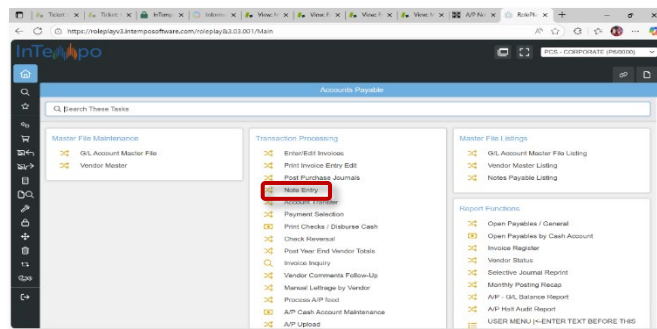
Accounts Payable = >Transaction Processing = > Note Entry

Entering a New Notes Payable

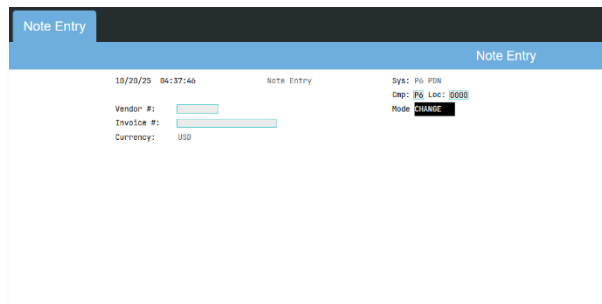
NOTE: Before you enter in the Note Payable make sure you have the vendor number, interest rate, loan amount, equipment number, Short Term G/L number (might need to be a new G/L number - that is decided by your accounting department), Long Term G/L number (might need to be a new G/L number - that is decided by your accounting department), and the inventory G/L account from the PO.

Process Steps

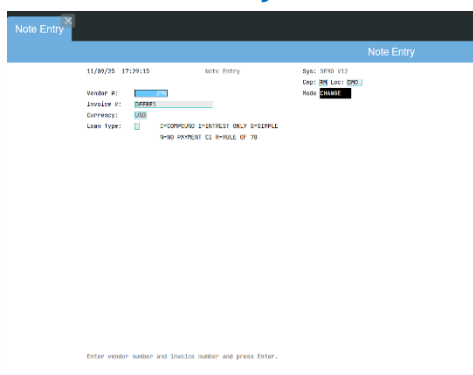
1. Log into the [Roleplay environment](#) using your credentials.
2. If the **Accounts Payable Menu** does not appear automatically, you will select the icon on the left side of the screen.
3. In the **Transaction Processing** section, click on the **Note Entry** option.



4. The **Note Entry** screen opens.



5. Type in the **Vendor #**, **Invoice #** and **Currency code**.



6. Press enter to open the **Note Entry - Details** screen.

The screenshot shows the 'Note Entry' screen with the following fields and values:

- Vendor #/address: 270
- Invoice number: DEER1
- Principal amount: (empty)
- Interest rate: (empty)
- Payment amount: (empty)
- Payment start date: (empty)
- Short term N/P G/L#: 2130000001000
- Long term N/P G/L#: 2300000000000
- Cash account: 1100000001000
- A/P batch number: (empty)
- G/L batch number: (empty)
- Remaining balance: (empty)
- Loan Type: (empty)
- Cur: USD
- Short term Amount: (empty)
- Long term Amount: (empty)
- Interest Account: 63000001000100
- Text: (empty)

Example of what to enter. This is for all the info listed in the lines below.

The screenshot shows the 'Note Entry' screen with the following example values entered:

- Vendor #/address: 270
- Invoice number: DEER1
- Principal amount: 50,000.00
- Interest rate: 5.00000
- Payment amount: 945.56
- Payment start date: 12/23/20
- Short term N/P G/L#: 2130000001000
- Long term N/P G/L#: 2300000000000
- Cash account: 1120000001000
- A/P batch number: DEER1
- G/L batch number: DEER24
- Remaining balance: 50,000.00
- Loan Type: K
- Cur: USD
- Short term Amount: 859.16
- Long term Amount: 4140.84
- Interest Account: 63000001000100
- Text: DEER1 - 9073

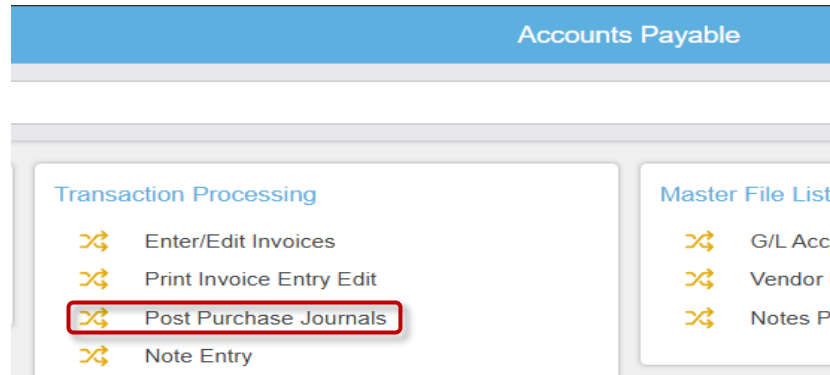
7. Type in the loan amount in the *Principal Amount* field.
8. Type in the *Remaining balance*. **NOTE:** If no payment have been made against the loan, this will be the same as the *Principal Amount*. If a payment has been made it will be the *Principal amount* less any portion of the payments made that is the principal amount.
9. Type in the *Interest rate*. **NOTE:** This can be found on the loan document.
10. Type in the monthly amount to be paid in the *Payment amount* field.
11. Type in the number of months of the loan in the *Total # of payments* field.
12. If any payments have been made against the loan type in the *# of payments made* field; otherwise, leave BLANK.
13. Type in the date the first payment is due in the *Payment start date* field.
14. Type in the *Next payment date* field IF a payment has been made; otherwise, this will be the same as the *Payment start date* field.
15. Type in the g/l number for the short term portion of the loan in the *Short term N/P G/L#* field. **NOTE:** The system will calculate the *Short term Amount* field.
16. Type in the g/l number for the long term portion of the loan in the *Long term N/P G/L#* field. **NOTE:** The system will calculate the *Long term Amount* field.

17. Type in the g/l account number from which payments should come out of in the *Cash account* field.
18. Type in or accept the accounts payable batch number associated with the most recent payment against the loan in the *A/P batch number* field.
19. Type in or accept the general ledger batch number associated with the most recent payment against the loan in the *G/L batch number* field.
20. Type in the *G/L Acct #* field to debit for the purchase If the note is for equipment.
21. Type in the principal amount of the loan in the *Amount* field for equipment.
22. Type in the RentalMan equipment number tied to the loan in the *Equipment #* field.
23. Press Enter.
24. The system will create a batch to be posted.

Posting a Notes Payable Batch

Process Steps

1. Click on the **Accounts Payable** menu option.
2. In the **Transaction Processing** section, click on the **Post Purchase Journals** option.



3. On the **Post Purchase Journals** screen, type S in the field next to the batch created in the steps above.
4. Type in the **Post Dt** field next to the batch.

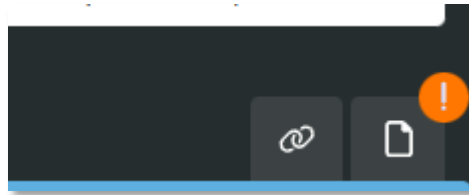
11/14/25 12:26:11 Post Purchase Journals
Created by []

Post Dt.	Batch#	I	Date	Description	Control Total	Batch Total
[]	0000061883	N	10/03/24	TEST	100.00	.00
S 11 14 25	DEERE1	R	12/09/25	DEERE1 - 9073	943.56	943.56
[]	0000061932	N	02/26/25	TK ARTICLE TEST ONLY	550.00	550.00
[]	0000061933	N	02/26/25	TEST	.00	.00
[]	0000061934	N	03/07/25	PAYABLES	.00	461.75
[]	0000061935	N	03/12/25	TK TEST BATCH2	550.00	.00

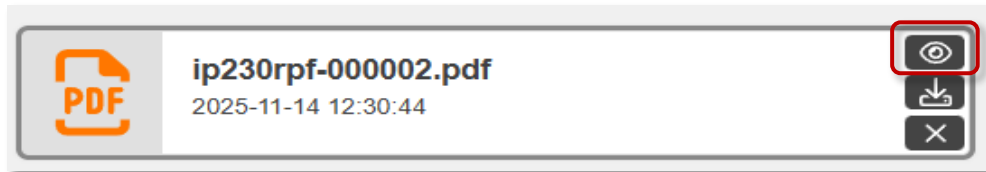
5. Press Enter twice.
6. On the **Submit Job** screen, verify the **Printer/Outq** is correct, updating if necessary, and press Enter.



- Your batch will either print, or a **PUSH** file will be created. **NOTE:** Your file is ready when the **ORANGE** indicator displays by your **Manage My Files** icon.



- Click on your **Manage My Files** icon to open your file library.
- Double click on the desired file or click on the **Open** icon.



- The **Post Journal** report will open. **NOTE:** The screenshot below is an example of a **Purchase Journal**.

Journal Ref.Number	Cmpy-Loc Vendor Asgn.#	Company/Location Name Vendor name Assignee Name	Invoice Desc. Invoice number Invoice Date	P.O.Number Pay Sel.#	Cr/ Dr	Account#	Amount
HA0000-0674	RM-DMO	IRVINE	000000270 DEERE1	1099		21200000001000	943.56
HA0000-0674		270 JOHN DEERE	DEERE1			21300000001000	738.29
HA0000-0674			11/21/25	N	1592	63000001000100	205.27
HA0000-0674						23000000000000	776.06
HA0000-0674						21300000001000	776.06
Journal Total :							943.56
Total Invoices:							1
Currency :							USD

NOTE: Once you post the Batch you created, a Batch for the next month will be created and can be viewed on the **Post Purchase Journals** screen. For this example, a batch was created and posted for December; therefore, a new batch has been created for January.

Post Dt.	Batch#	I	Date	Description	Control Total	Batch Total
	0000061883	N	10/03/24	TEST	100.00	.00
	DEERE1	R	01/09/26	DEERE1 - 9073	943.56	943.56
	0000061932	N	02/26/25	TK ARTICLE TEST ONLY	550.00	550.00
	0000061933	N	02/26/25	TEST	.00	.00
	0000061934	N	03/07/25	PAYABLES	.00	461.75
	0000061935	N	03/12/25	TK TEST BATCH2	550.00	.00
	0000061936	N	03/12/25	TK TEST 2	550.00	450.00
	0000061937	N	03/12/25	T	.00	.00
	0000061942	N	03/19/25	TEST ONOly	300.00	350.00
	0000061954	N	05/21/25	SHOP PARTS ORDER	2,000.00	500.00

Reference Glossary

Field Definitions for Tasks

Note Entry - Launch

- *Vendor Number* - Enter the number of the vendor for whom you want to enter a note payable. If you do not know the number, press F4 to search for it.
- *Invoice Number* - Enter the vendor's invoice number for which you are creating a note payable.
- *Currency* - Enter or accept the currency of the note payable.

Note Entry - Details

- *Vendor Number* - Displays the number of the vendor for whom you want to enter a note payable. If applicable, enter the code for an alternate address for the vendor to which payments will be sent.
- *Invoice Number* - Displays the vendor's invoice number for which you are creating a note payable.
- *Purchase Order Number* - If applicable, enter your purchase order number that is associated with the note.
- *Principal Amount* - Enter the total initial amount of the note.
- *Remaining Balance* - Enter or accept the balance of the note that is remaining to pay. This is updated by the system each time a payment is made.
- *Interest Rate* - Enter the percentage of interest to be charged on the note.
- *Rule of 78 Loan* - Indicate whether the interest on this loan is computed following the Rule of 78, also known as the sum-of-the-digits method. Enter N or leave blank if this is a simple interest note.
- *Payment Amount* - Enter the amount of each payment against the note.
- *Curtailment Amount* - If applicable, enter any extra amount to be paid toward the principal each time a payment is made.
- *Total Number of Payments* - Enter the total number of payments to be made on the note.
- *Number of Payments Made* - Enter or accept the number of payments already made on the note. This is updated by the system each time a payment is made.
- *Payment Start Date* - Enter the date of the first payment on the note.
- *Next Payment Date* - Enter or accept the date on which the next payment is to be made. This is updated by the system each time a payment is made.
- *Short Term Note Payable G/L Number* - Enter or accept the general ledger account number for the short term portion of the note that is due in the next 12 months. This account is set up in Default System G/L Values Maintenance, but you can change it.
- *Amount* - Enter the amount of the note that is due in the next 12 months.

- *Long Term Note Payable G/L Number* - Enter or accept the general ledger account number for the long term portion of the note that is due after the first 12 months. This account is set up in Default System G/L Values Maintenance, but you can change it.
- *Amount* - Enter the amount of the note that is due after the first 12 months.
- *Cash Account* - Enter or accept the general ledger cash account number for the note. This account is set up in Default System G/L Values Maintenance, but you can change it.
- *A/P Batch Number* - Enter or accept the accounts payable batch number associated with the most recent payment against the loan. A note next to the batch number indicates its status. If you are initially setting up the note, enter the number to use for the recurring A/P batch that must be posted each month using Post Invoices.
- *G/L Batch Number* - Enter or accept the general ledger batch number associated with the most recent payment against the loan. A note next to the batch number indicates its status. If you are initially setting up the note, enter the number to use for the recurring G/L batch that must be posted each month.
- *G/L Account Number* - If the note is for equipment, enter the general ledger account number to debit for the purchase.
- *Amount* - If the note is for equipment, enter the amount of the note to be assigned as cost to the equipment.
- *Equipment Number* - If the note is for equipment, enter the number assigned to the piece of equipment. If you do not know the number, press F4 to search for it.
- *Description* - Displays the description of the equipment entered in the previous field.