SUNGARD® PUBLIC SECTOR

ONESolution™

ONESolution
Accounts Payable
End User Guide

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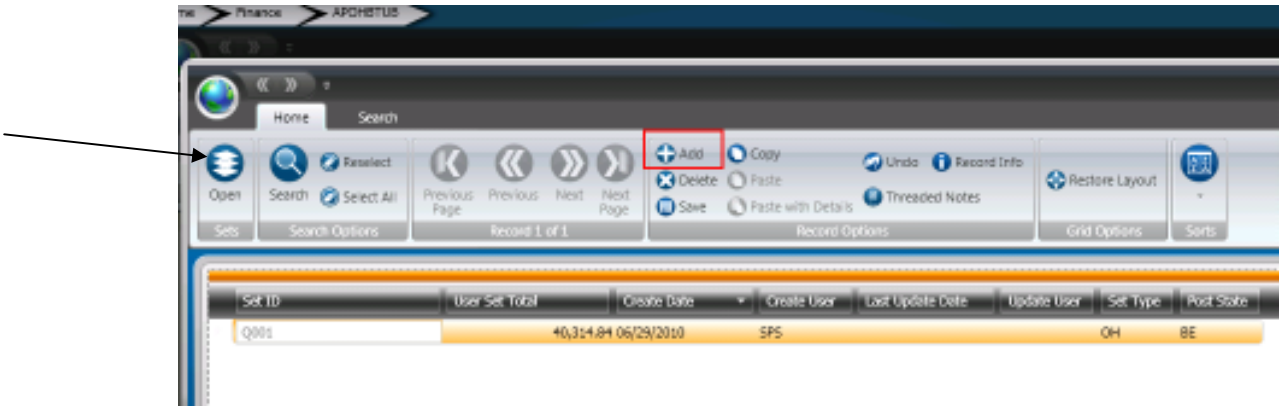
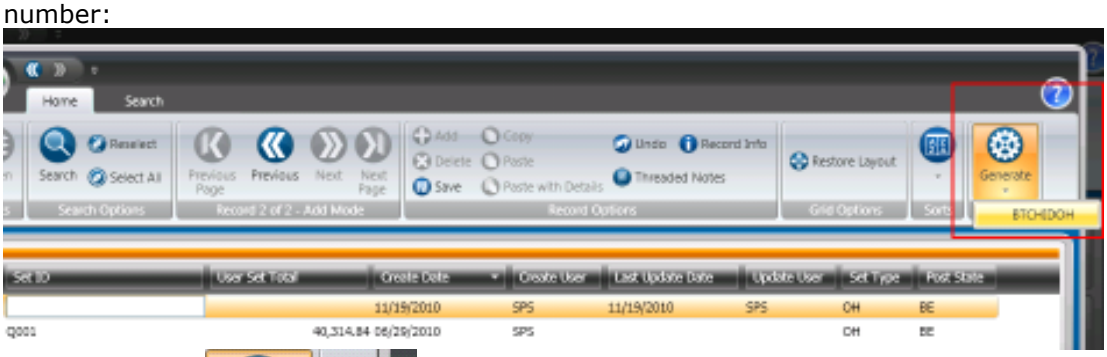
Section 1: OH Open Hold AP Batch Entry

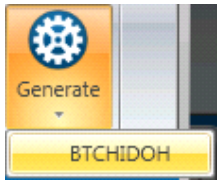
Type **APOHBTUB** into the search bar in the top right corner of the home screen and click on the **UB-Create/Update Set** link to launch the **APOHBTUB** screen:

(1) Once the **APOHTUB** screen opens, click on the Add button to create a **NEW** Set on the top ribbon Bar. If the Set is only going to be edited click on Open Sets Button:



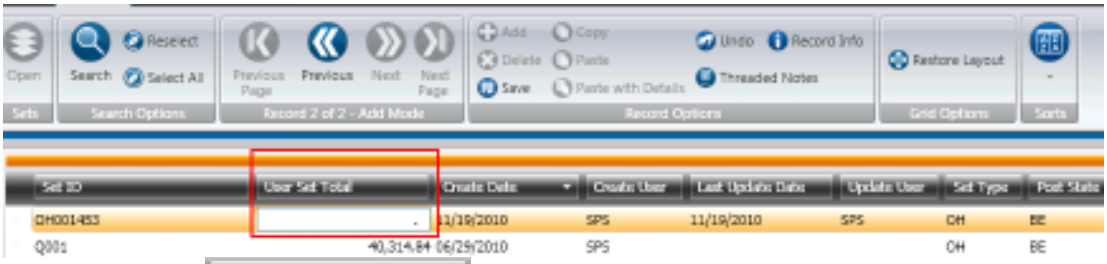
Set ID- Click on the Generate Button and Click on BTCHIDOH to Assign the next number:

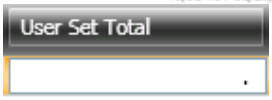


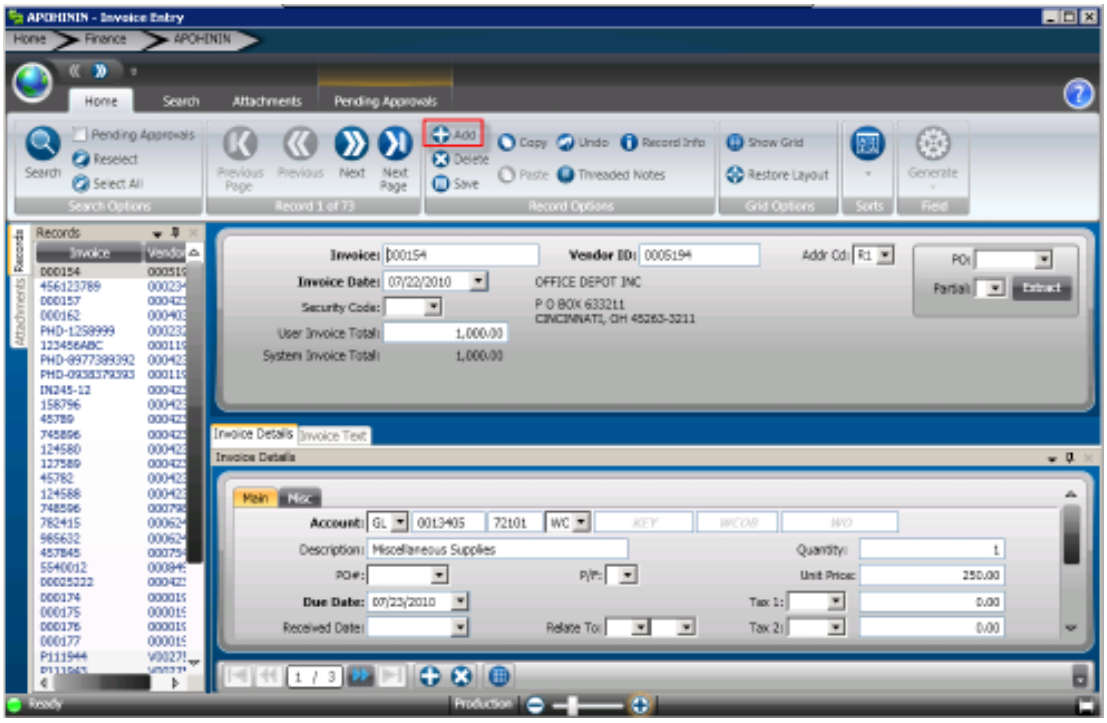
(2) Click on the 

to assign the next

User Set Total- Enter in the Amount of User Set Total:



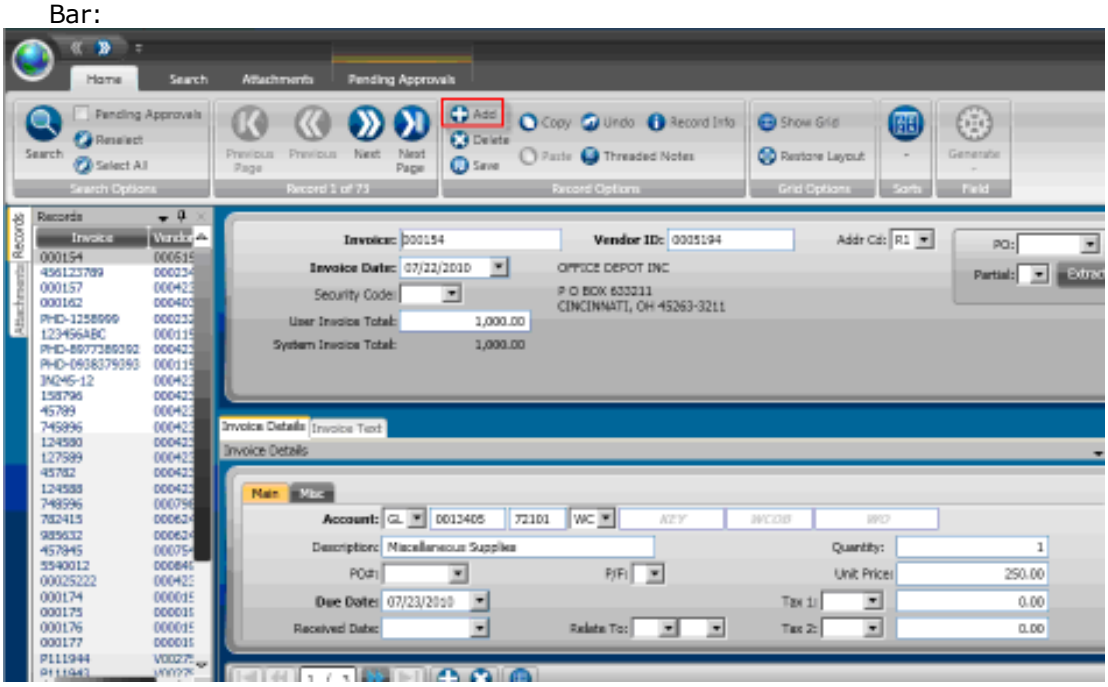
(3) Enter in the 



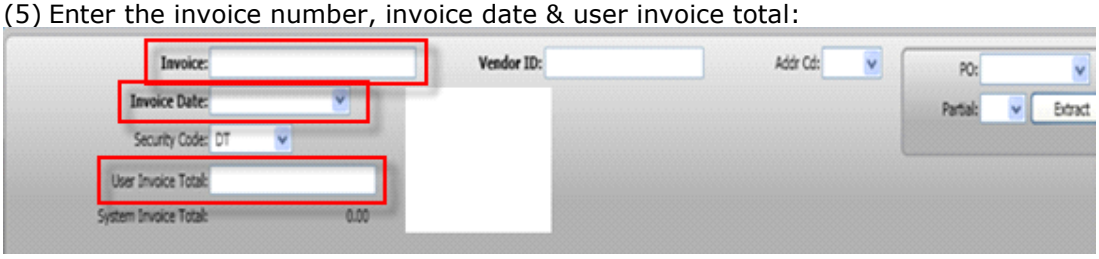
Click on the Save Button

(4) **Add**-Click on the Add button

to create a **NEW** Invoice on the top ribbon Bar:

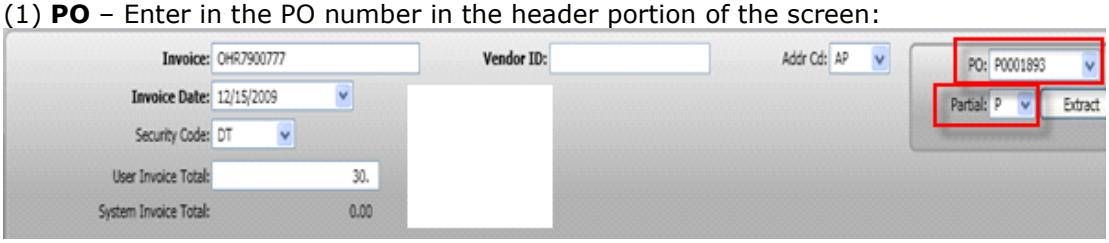


(5) Enter the invoice number, invoice date & user invoice total:

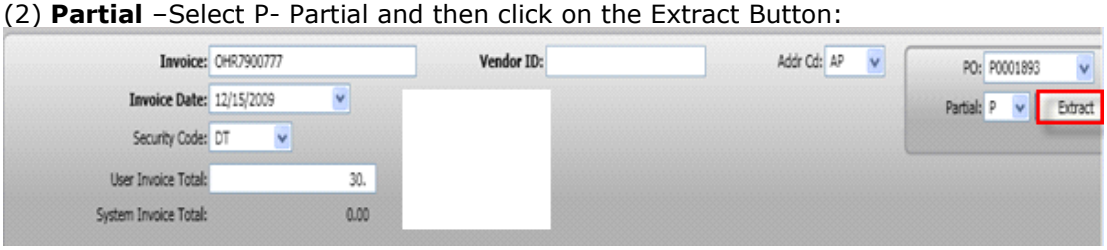


Section 2: Batch PO Extraction

(1) **PO** – Enter in the PO number in the header portion of the screen:



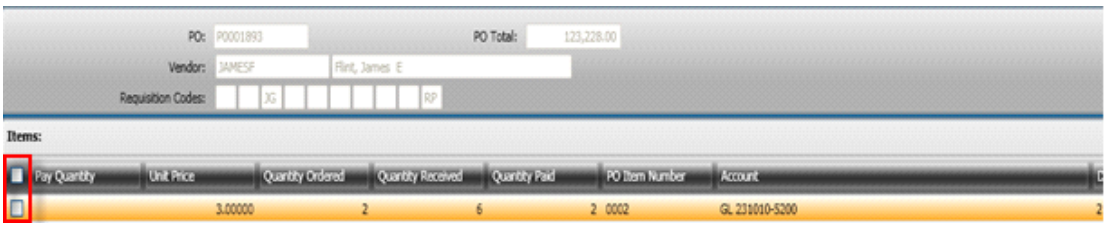
(2) **Partial** –Select P- Partial and then click on the Extract Button:



The following extraction screen will display:

The PO Extract screen displays the information from the PO and allows the user to select which line items are to be brought into the Invoice record.

(3) Enter the **pay quantity** or click on the check box to pay the full quantity of the line items and click save. It is also possible to modify the Amount and Pay Quantity on this screen if they are different on the Invoice than on the PO. Click on the Save Button to close the PO Extract screen and to pull the data into the Invoice.

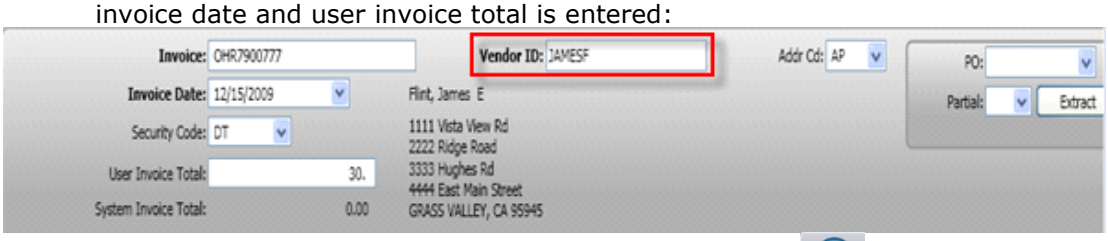


This process will update the Invoice details tab:

Invoice Details
Invoice Text
Invoice Details
GL Account:
Description:
PO#:
Due Date:
Received Date:
Authorized Date:
Second Ref:
Product ID:
Bank ID:
Vendor of Rec:
Quantity:
Unit Price:
Tax 1:
Tax 2:
Charge:
Duty:
Disc. Terms:
Extended Amount:
Relate To:
Div:
Misc Code:
Sep Check:
Flint, James E

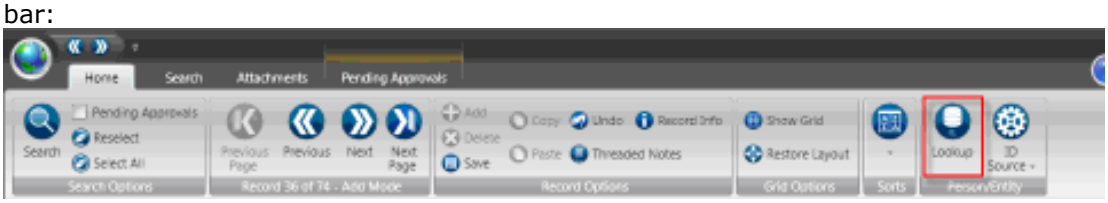
Section 3: Batch Direct Pays

(1) If the invoice doesn't have PO, enter the vendor ID once the invoice number, invoice date and user invoice total is entered:

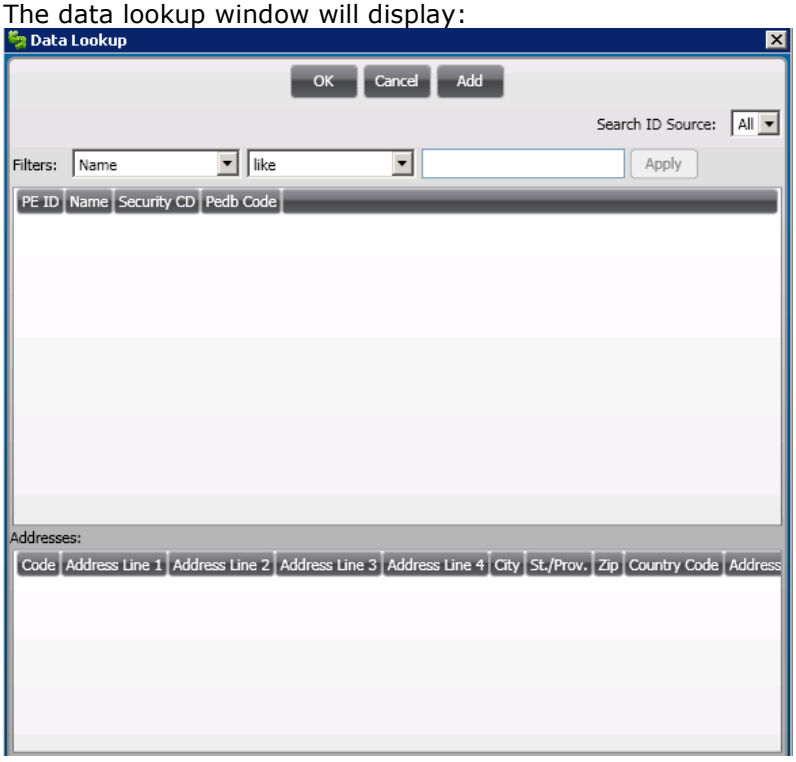


Vendor Lookup-To look up a vendor click on the Lookup icon

on the top ribbon bar:

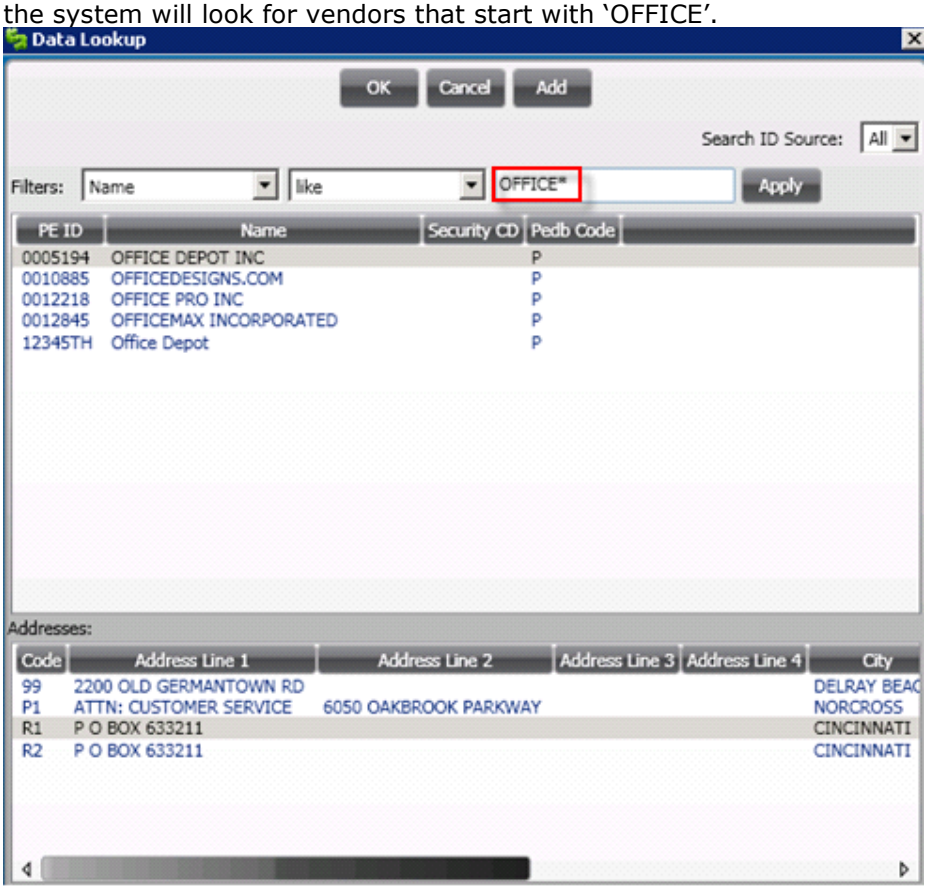


The data lookup window will display:

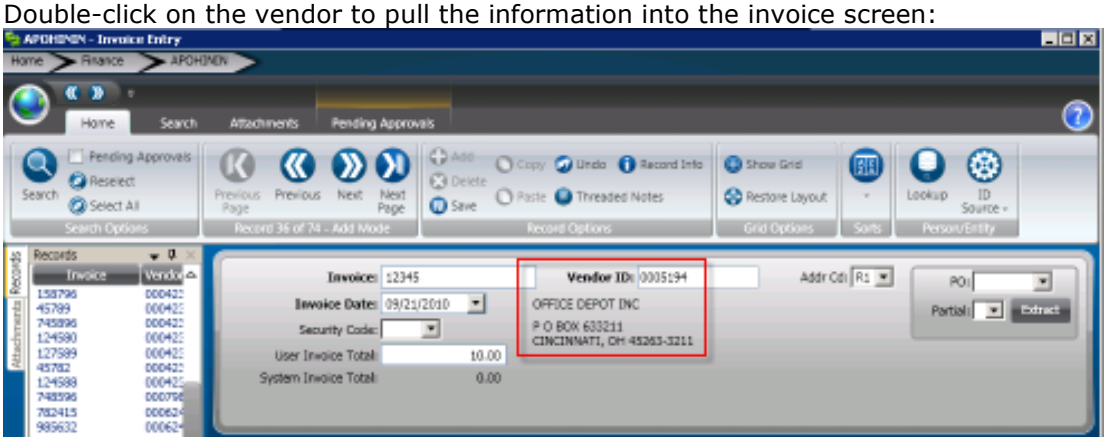


Type in the vendor name and click apply.

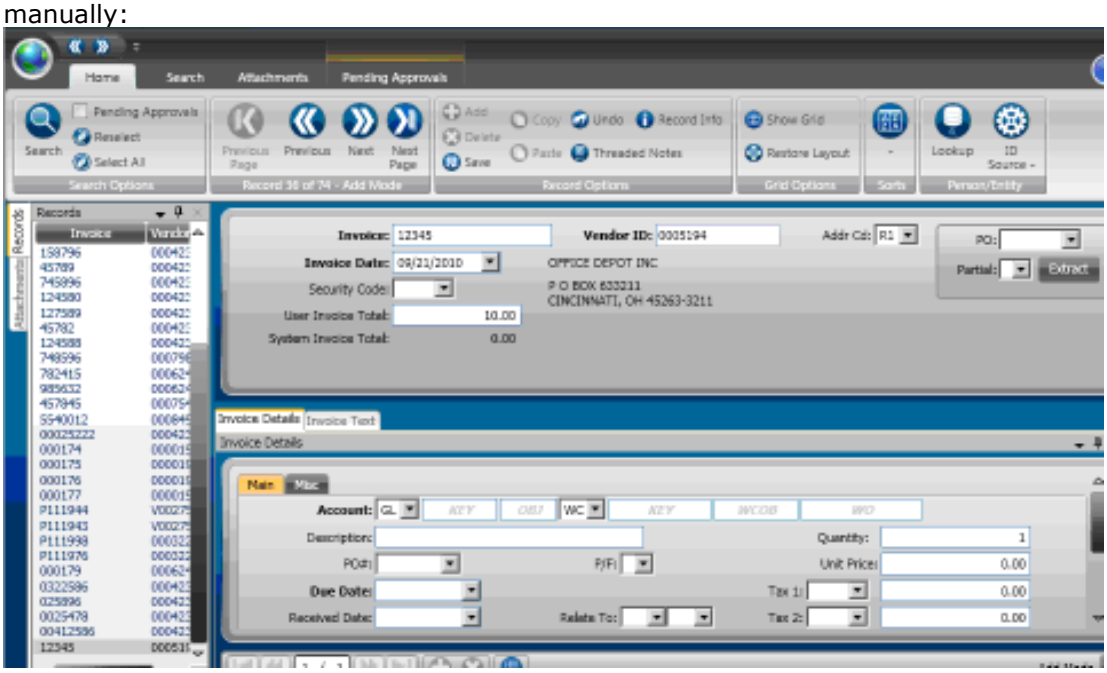
Another option is to type a portion of the vendor's name and use a (*) wildcard at the end to view all vendors that begin with that name. For example: if OFFICE* is used the system will look for vendors that start with 'OFFICE'.



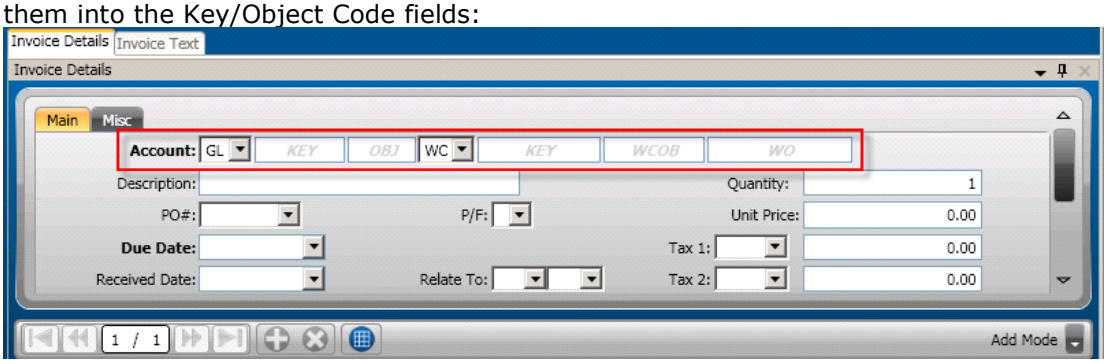
Double-click on the vendor to pull the information into the invoice screen:



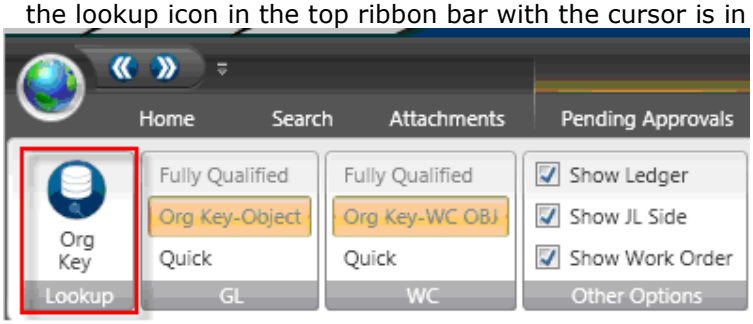
If the invoice doesn't have PO, the line item information will need to be entered manually:



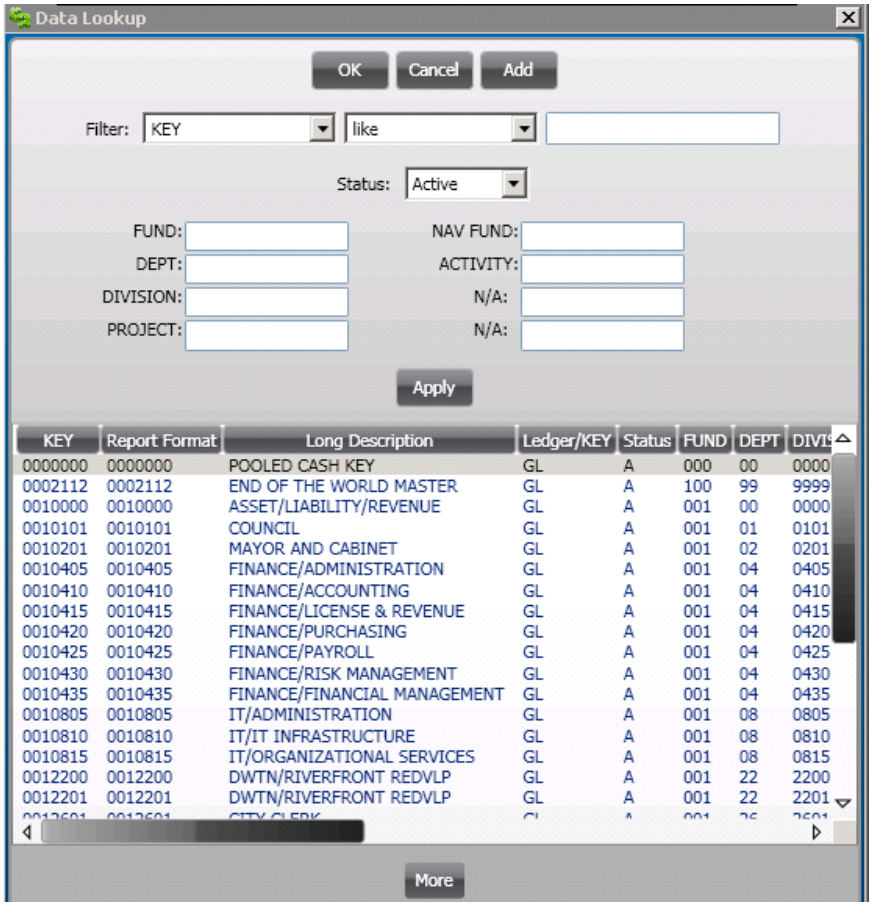
(1) **Account** – Enter the GL Key/Object Code. If the numbers are known, simply type them into the Key/Object Code fields:



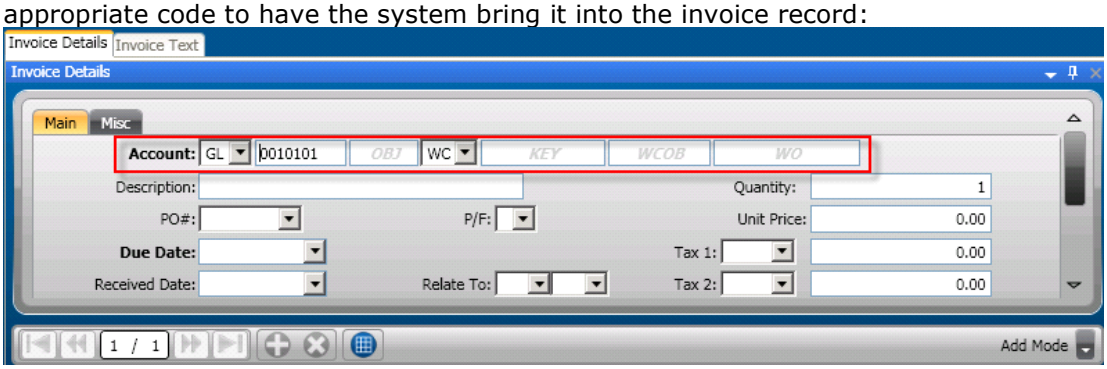
Access the lookup for Key Code by placing the cursor in the Key field and clicking on the lookup icon in the top ribbon bar with the cursor is in the Key/Object fields:



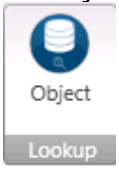
The data Lookup will display:



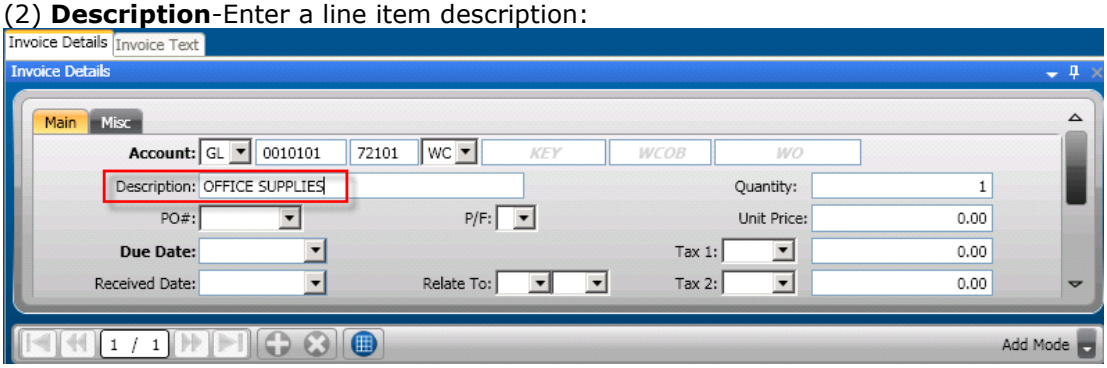
And a list will appear of key codes for your department. Double-click on the appropriate code to have the system bring it into the invoice record:



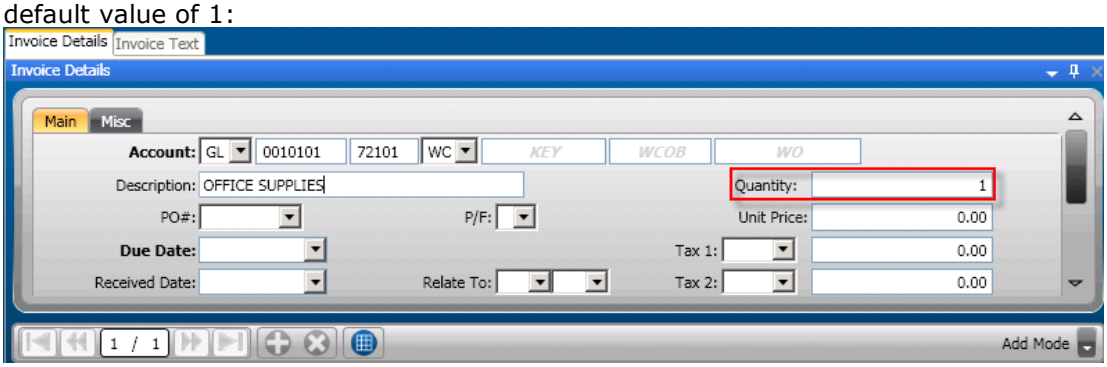
Repeat this process for the object code lookup but make sure to place the cursor in the object code field to have the Lookup icon display Object:



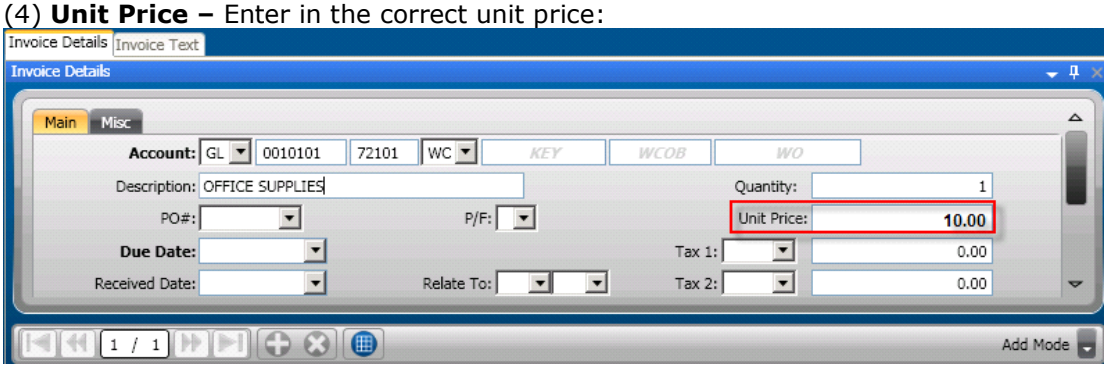
(2) **Description**-Enter a line item description:



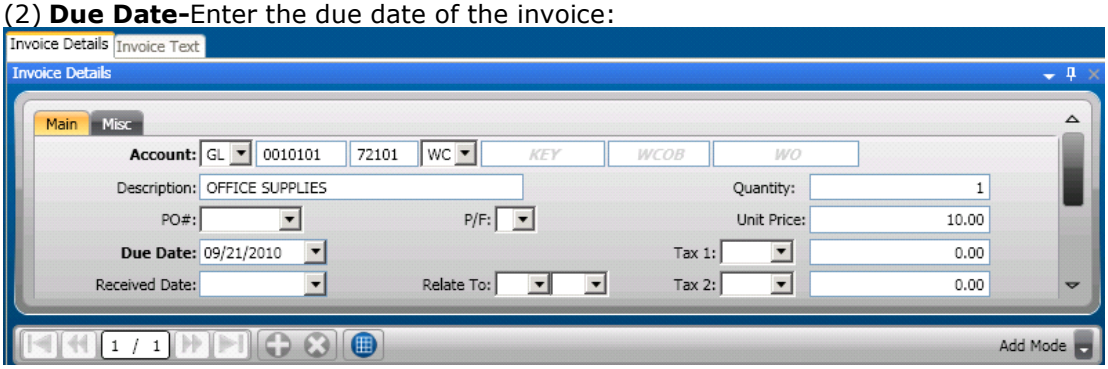
(3) **Quantity** – Enter in the correct quantity in the field if it is different from the default value of 1:



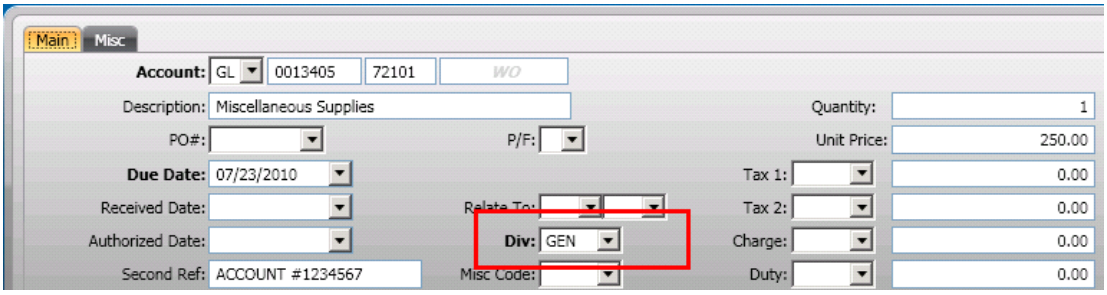
(4) **Unit Price –** Enter in the correct unit price:



(2) **Due Date-**Enter the due date of the invoice:

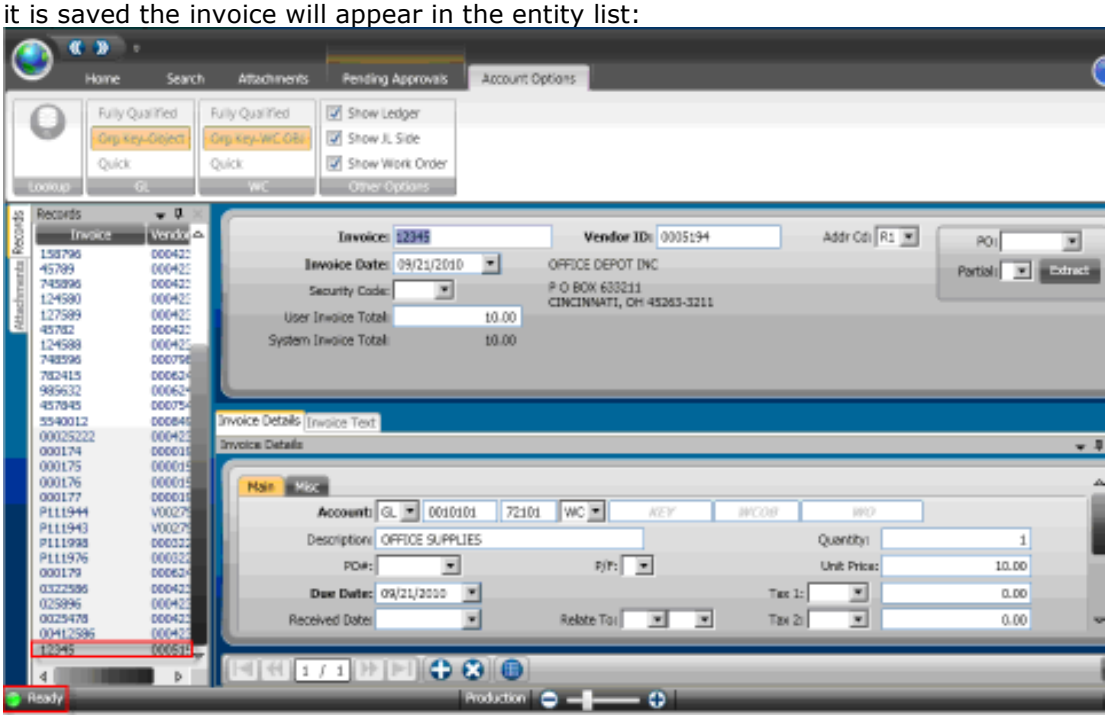


(3) **Division-** Select the appropriate division:



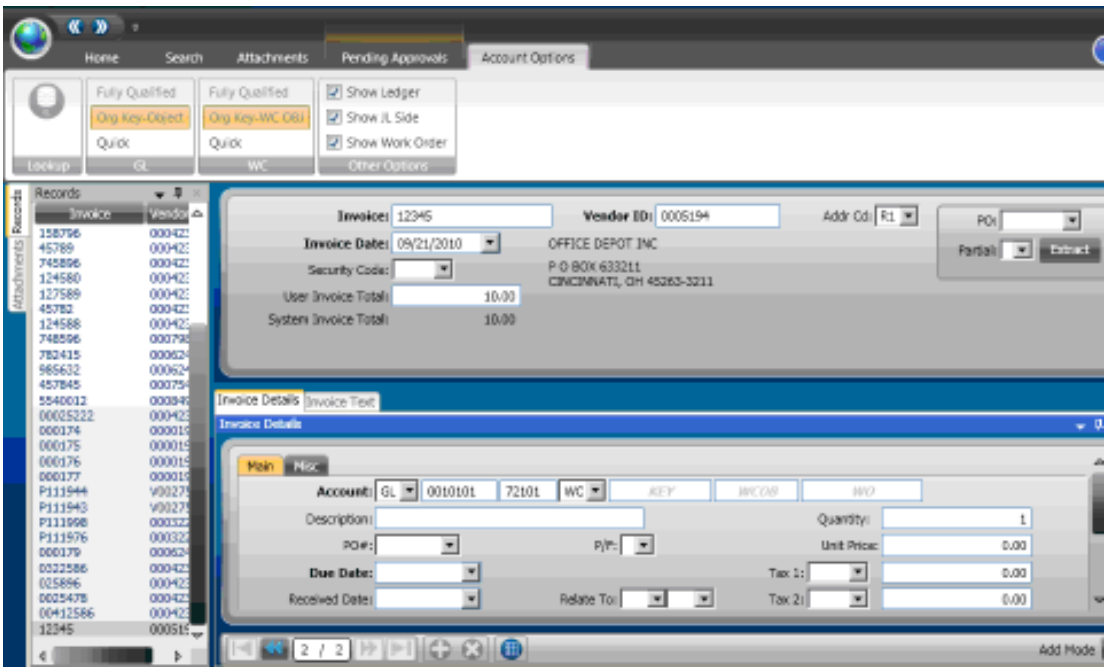
Press Enter to save the first line item on the Invoice. A message saying "Saving Record" will appear in the bottom left corner then "Record Accepted" will display with a green checkmark on the lower portion of the screen if all required fields are complete and there are not any budget warnings or blocks.

Until the "Ready" message is displayed the record is not saved in the database. Once it is saved the invoice will appear in the entity list:



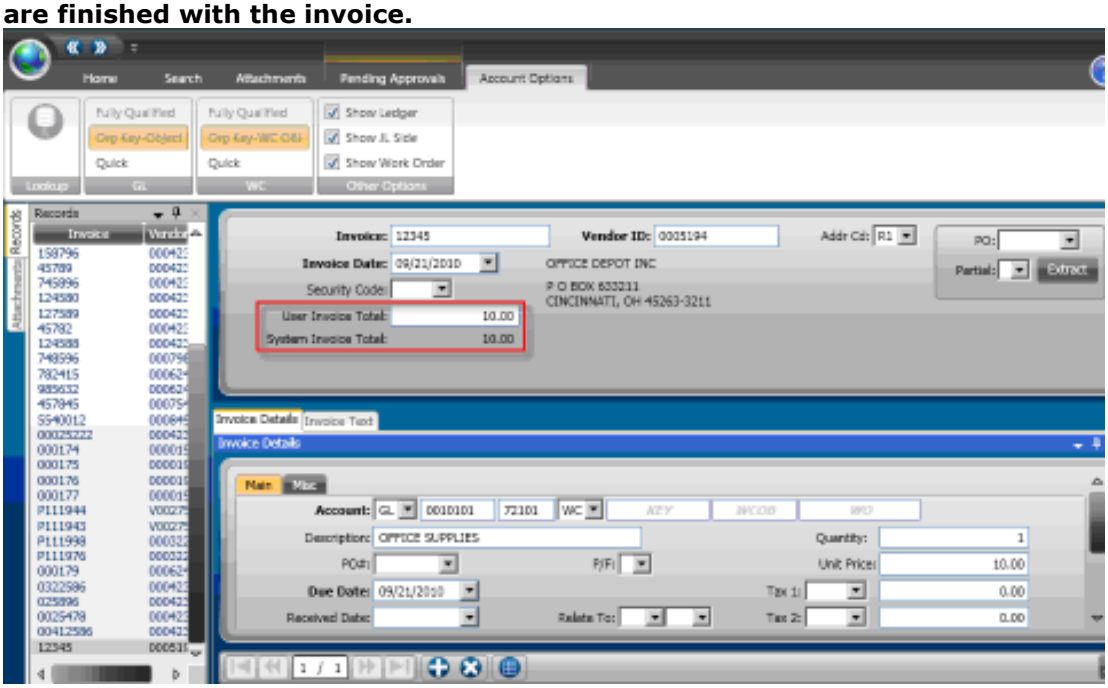
Adding Line Items to Invoices

If additional line items are necessary, click on the icon on the left toolbar in the bottom portion of the screen. The bottom portion will then clear out and allow the user to add the next line item:



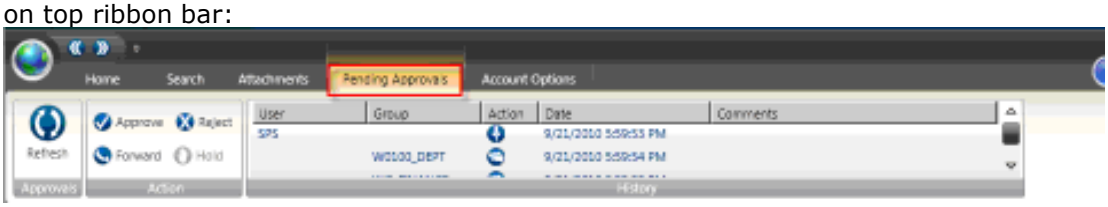
Simply repeat the steps outlined for data entry of Item Information in Section 7.

****Note Make sure the User Invoice Total and System Total Match when you are finished with the invoice.**

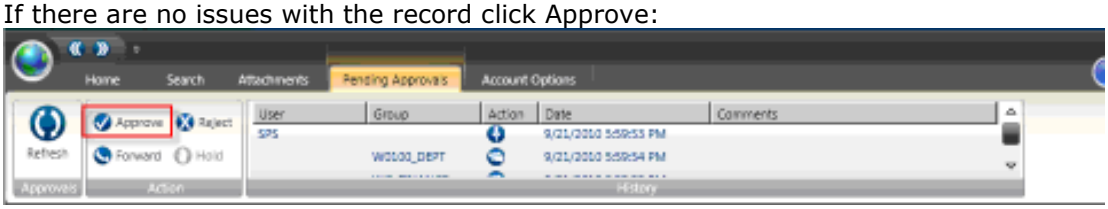


Section 4: Direct Pay Invoice Approvals

(1) **Approvals**- To submit the invoice for approval click on the pending approvals tab on top ribbon bar:

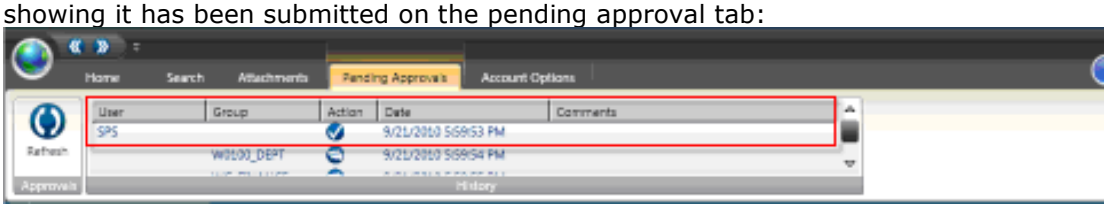


If there are no issues with the record click Approve:

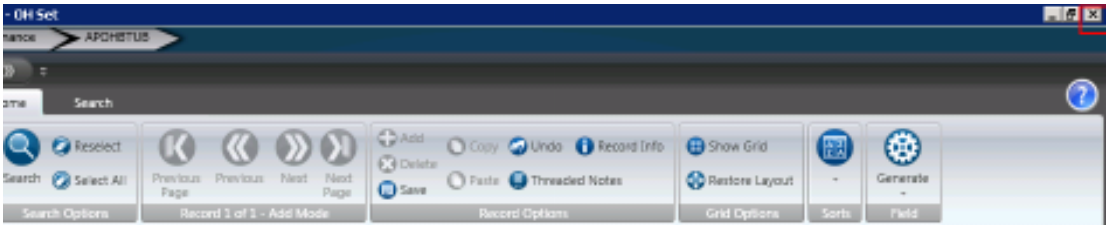


Write any necessary comments and then click on the Submit Button:

The system will display a check next to the invoice that has been sent to Workflow showing it has been submitted on the pending approval tab:



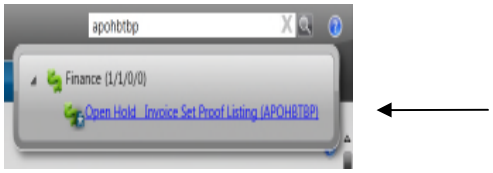
If no additional invoices are to be entered, simply close the screen by clicking on the ☒ on the upper left corner of the screen.



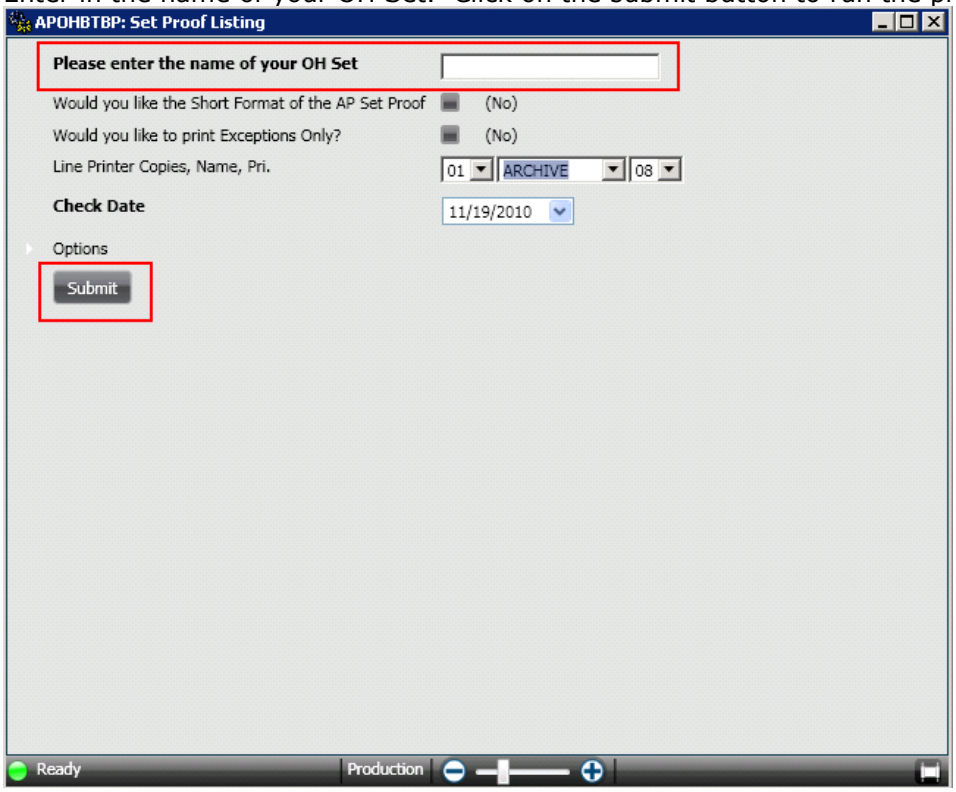
There will be times when the "Record Accepted" message is not received and a budget warning appears instead. These warnings are intended to inform the User that funds are not available and to take the necessary steps to move money into the account or choose another account to expense the purchase. Budget warnings can be overridden and the record saved by simply pressing the Enter key again until the "Record Accepted" message is received.

Section 5: Batch Proof Set-APOHBTBP

Once the invoices are entered, run a Batch Proof of the set by launching the **APOHBTBP** which is used to verify the data:



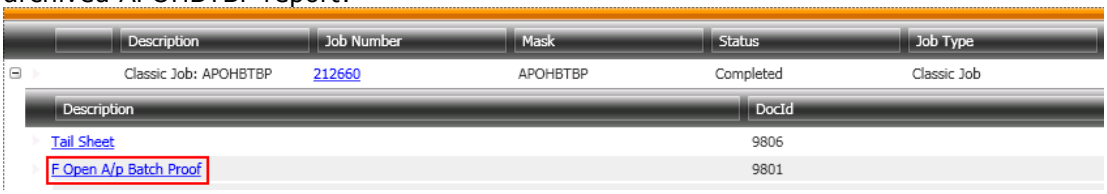
Enter in the name of your OH Set. Click on the submit button to run the proof:



Once the job is launched a job number will display in the bottom left corner:

If the Batch proof report is archived access the report by clicking in the documents section on the finance desktop:

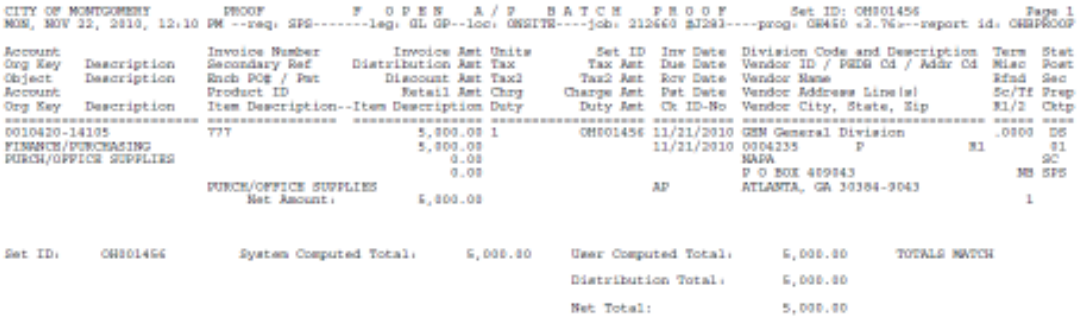
Click on the plus sign and then click on the Open A/p Batch Proof link to view the archived APOHBTBP report:



	Description	Job Number	Mask	Status	Job Type
⊟	Classic Job: APOHBTBP	212660	APOHBTBP	Completed	Classic Job

Description	DocId
Tail Sheet	9806
F Open A/p Batch Proof	9801

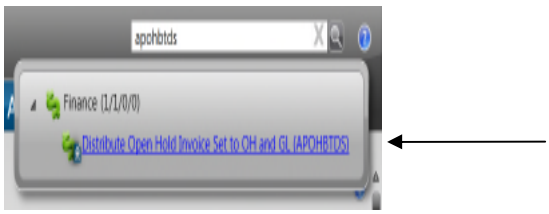
Sample APOHBTBP report:



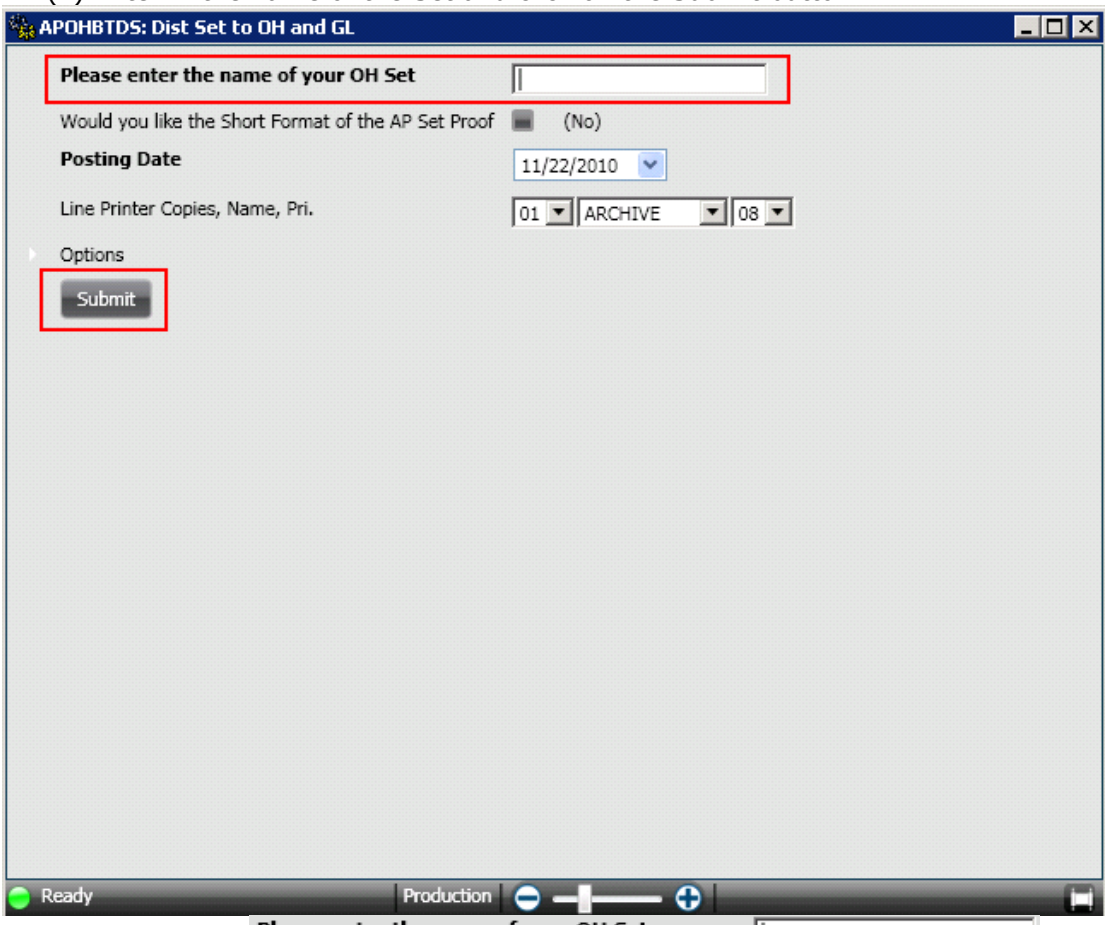
```
CITY OF MONTGOMERY          PROOF          F   O P E N    A / P    B A T C H    P R O O F          Set ID: OH801456                Page 1
MON, NOV 22, 2010, 12:10 PM --req: SPS-------leg: GL GP--loc: ONSITE----job: 212660 AJ283----prog: GM450 v3.76a--report id: OHBPROOF

Account                     Invoice Number          Invoice Amt Units        Set ID  Inv Date  Division Code and Description  Term  Stat
Org Key   Description       Secondary Ref      Distribution Amt Tax          Tax Amt  Due Date  Vendor ID / PRDG Cd / Addr Cd  Misc  Post
Object    Description       Rmch PO# / Pmt          Discount Amt Tax2       Tax2 Amt  Rcv Date  Vendor Name                    Rfnd  Sec
Account                     Product ID               Retail Amt Chrg      Charge Amt  Pst Date  Vendor Address Line(s)         Sc/Tf Prep
Org Key   Description       Item Description--Item Description Duty        Duty Amt  Ck ID-No  Vendor City, State, Zip        R1/2  Ckbp
========================= ================ ================== ========== ========== ========== ============================== ===== ====
0010420-14105               777                     5,800.00 1          OH801456 11/21/2010 GEN General Division           .0000  DS
FINANCE/PURCHASING                                  5,800.00                     11/21/2010 0004235        P          R1        R1
PURCH/OFFICE SUPPLIES                                   0.00                                MAPA                                SC
                                                        0.00                                P O BOX 489843                   MS SPS
                            PURCH/OFFICE SUPPLIES                                 AP        ATLANTA, GA 30384-9043
                                 Net Amount:        5,800.00                                                              1

Set ID:     OH801456        System Computed Total:     5,000.00     User Computed Total:     5,000.00     TOTALS MATCH
                                                                    Distribution Total:      5,000.00
                                                                    Net Total:               5,000.00
```

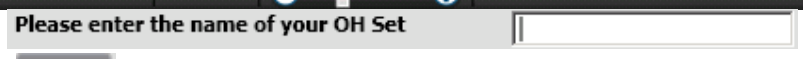
Section 6: Distributing Set-APOHBTDS

(1) After Running a Batch Proof you will run Distribute Set to OH and GL by launching the **APOHBTDS** screen:



(2) Enter in the name of the Set and click on the Submit button:



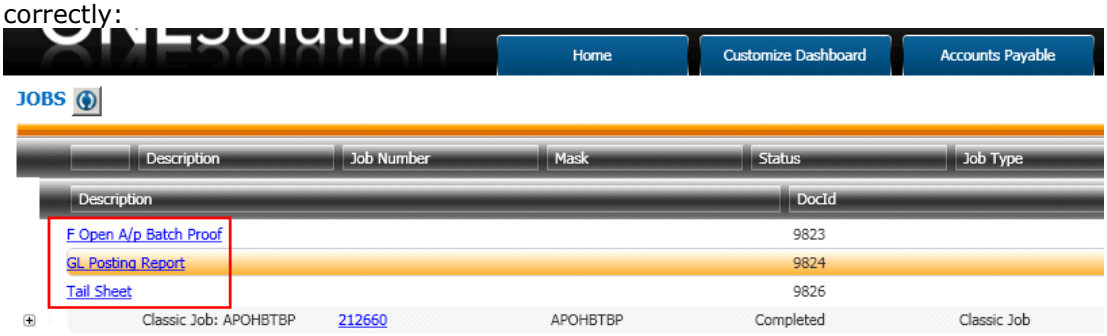
(2) Enter in the 

(3) And Click on

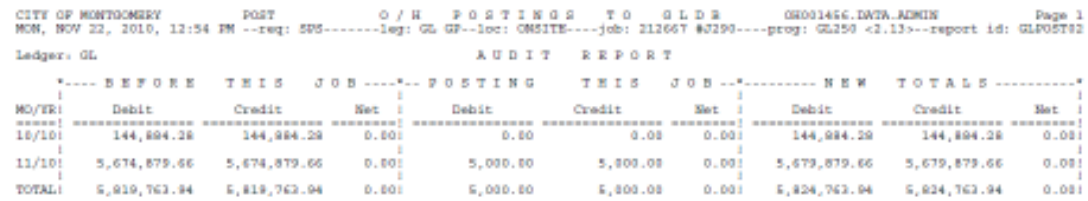
Once the system displays the job number if the reports were archived:

Go to the finance desktop and click on the plus sign next to the job:

Make sure the "**Audit report"** displays and verify all distribution reports posted correctly:



Sample Audit report:



CITY OF MONTGOMERY POST O/H POSTINGS TO GLDR GH001456.DATA_ADMIN Page 1
MON, NOV 22, 2010, 12:54 PM --req: SDS-------leg: GL GF--loc: ONSITE----job: 212667 #J290----prog: GL250 <2.13>--report id: GLP05T82

Ledger: GL

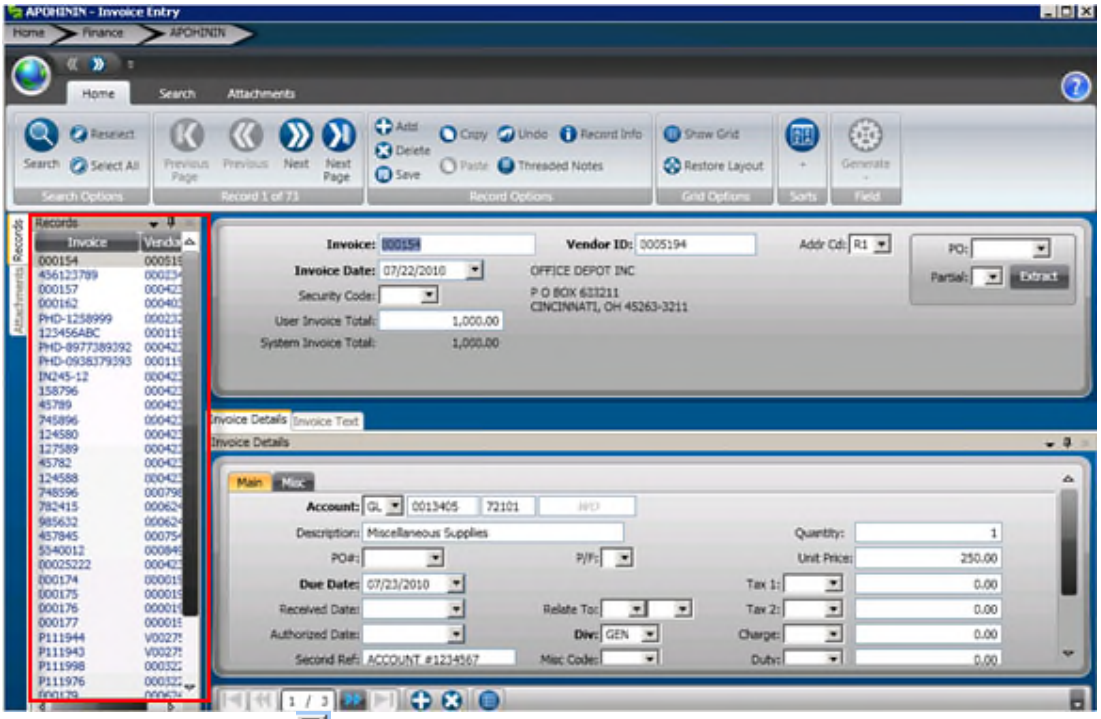
AUDIT REPORT

MO/YR	BEFORE THIS JOB Debit	BEFORE THIS JOB Credit	BEFORE THIS JOB Net	POSTING THIS JOB Debit	POSTING THIS JOB Credit	POSTING THIS JOB Net	NEW TOTALS Debit	NEW TOTALS Credit	NEW TOTALS Net
10/10	144,894.28	144,894.28	0.00	0.00	0.00	0.00	144,894.28	144,894.28	0.00
11/10	5,674,879.66	5,674,879.66	0.00	5,000.00	5,000.00	0.00	5,679,879.66	5,679,879.66	0.00
TOTAL	5,819,763.94	5,819,763.94	0.00	5,000.00	5,000.00	0.00	5,824,763.94	5,824,763.94	0.00

Section 7: OH Open Hold AP Invoice Entry

Type **APOHININ** in the search bar on the home screen and click on the **Open Hold Invoice Entry** link to launch the APOHININ screen:

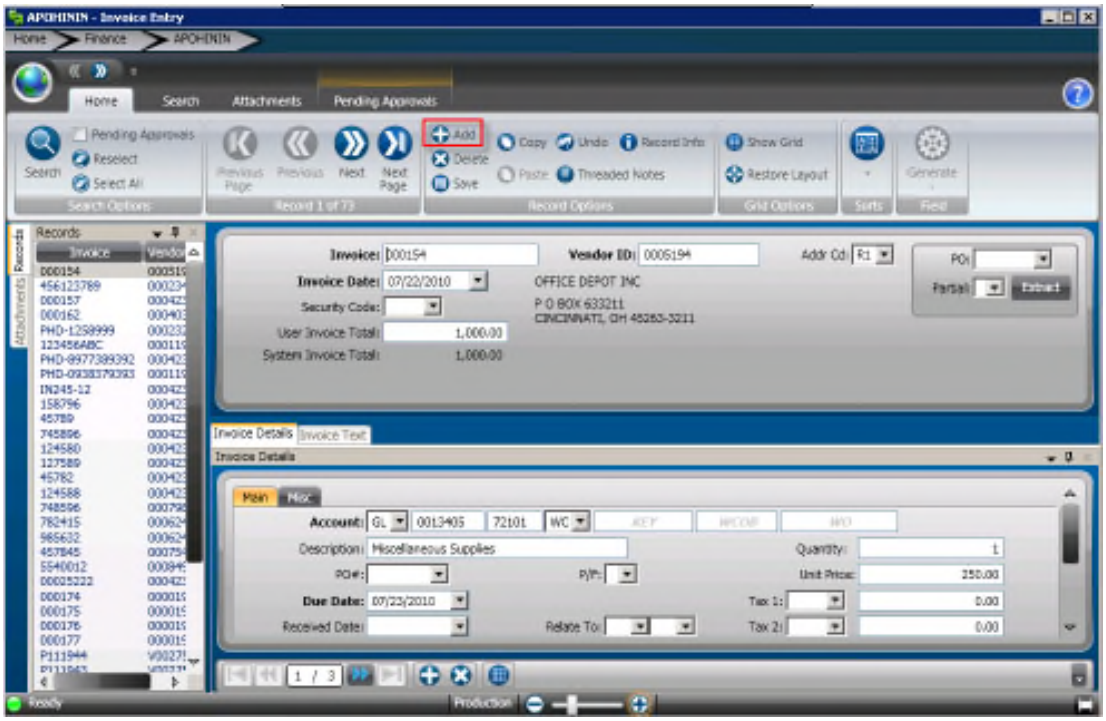
The **APOHININ** screen displays in Browse mode & the entity list will show all invoices that have *not* been distributed:



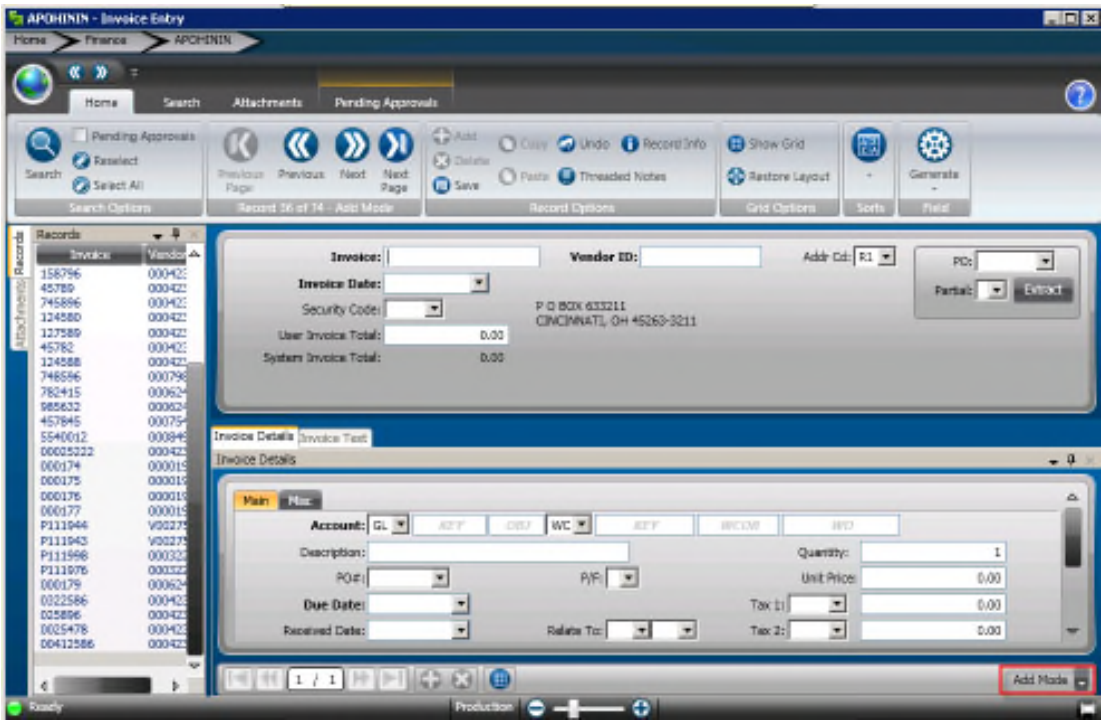
(1) Click on **Maximize**

(6) **Add**-Click on the Add button

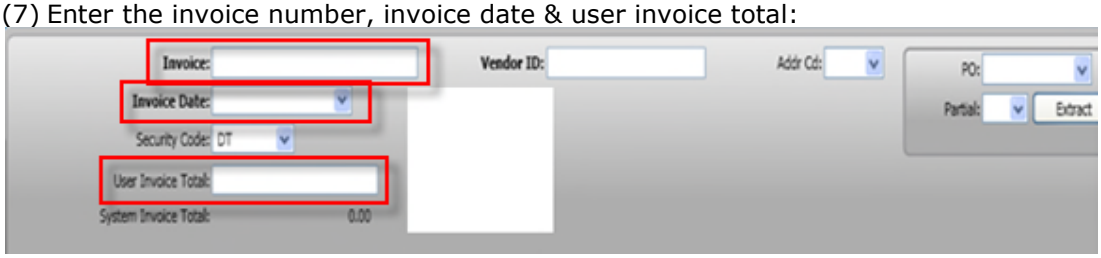
to create a **NEW** Invoice on the top ribbon Bar:



The bottom right corner will show add mode:

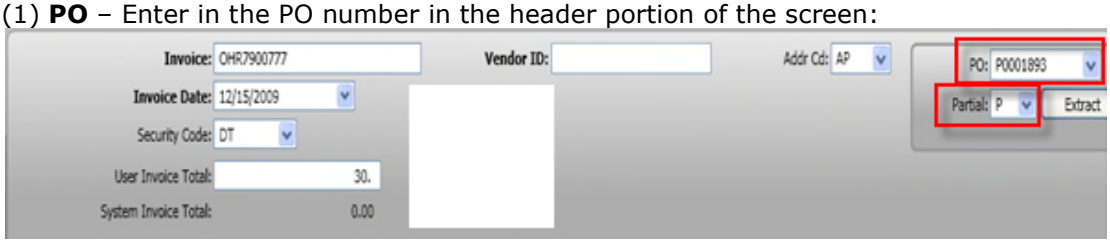


(7) Enter the invoice number, invoice date & user invoice total:

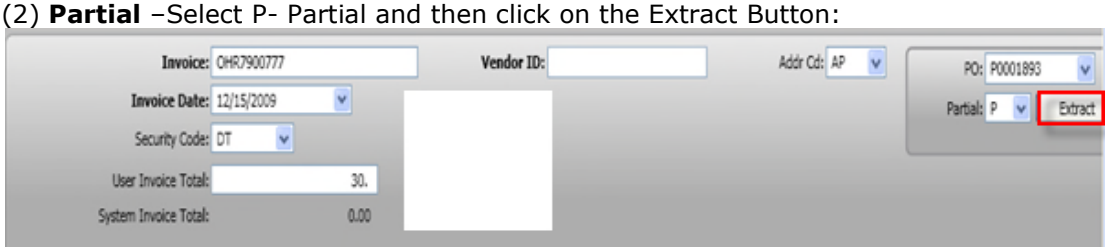


Section 8: Invoice Entry PO Extraction

(1) **PO** – Enter in the PO number in the header portion of the screen:



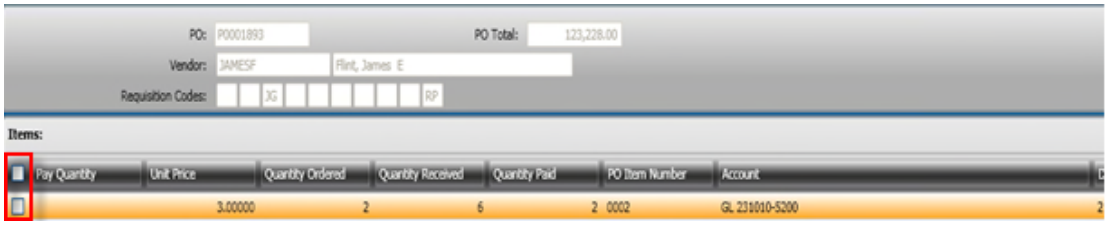
(2) **Partial** –Select P- Partial and then click on the Extract Button:



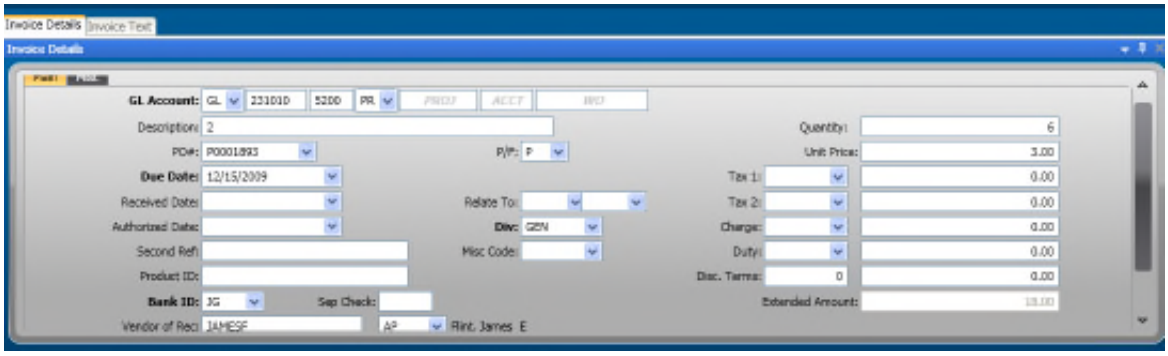
The following extraction screen will display:

The PO Extract screen displays the information from the PO and allows the user to select which line items are to be brought into the Invoice record.

(3) Enter the **pay quantity** or click on the check box to pay the full quantity of the line items and click save. It is also possible to modify the Amount and Pay Quantity on this screen if they are different on the Invoice than on the PO. Click on the Save Button to close the PO Extract screen and to pull the data into the Invoice.



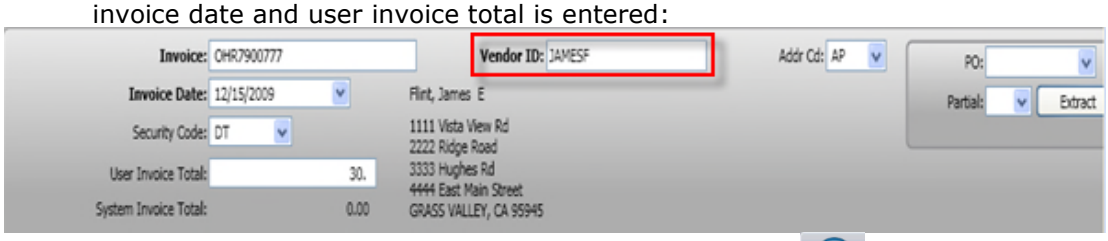
This process will update the Invoice details tab:



Proceed to 1.2.7 Save the Invoice Record:

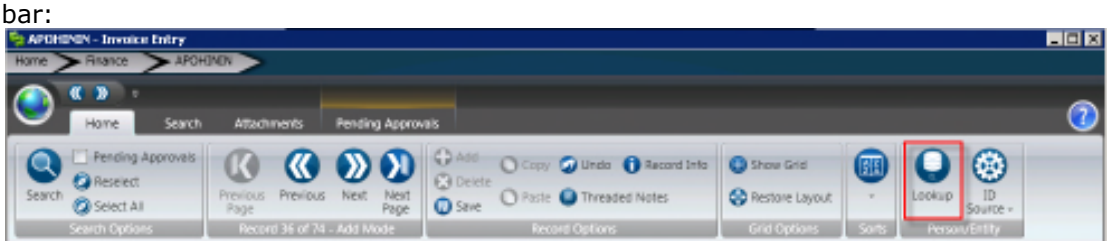
Section 9: Invoice Entry-Direct Pays

(2) If the invoice doesn't have PO, enter the vendor ID once the invoice number, invoice date and user invoice total is entered:

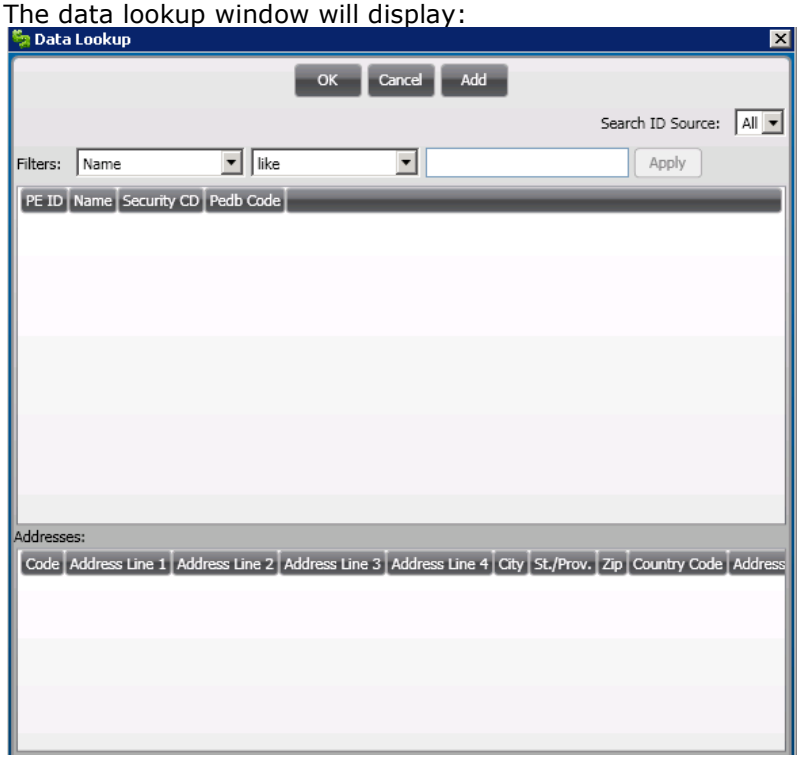


Vendor Lookup-To look up a vendor click on the Lookup icon

on the top ribbon bar:

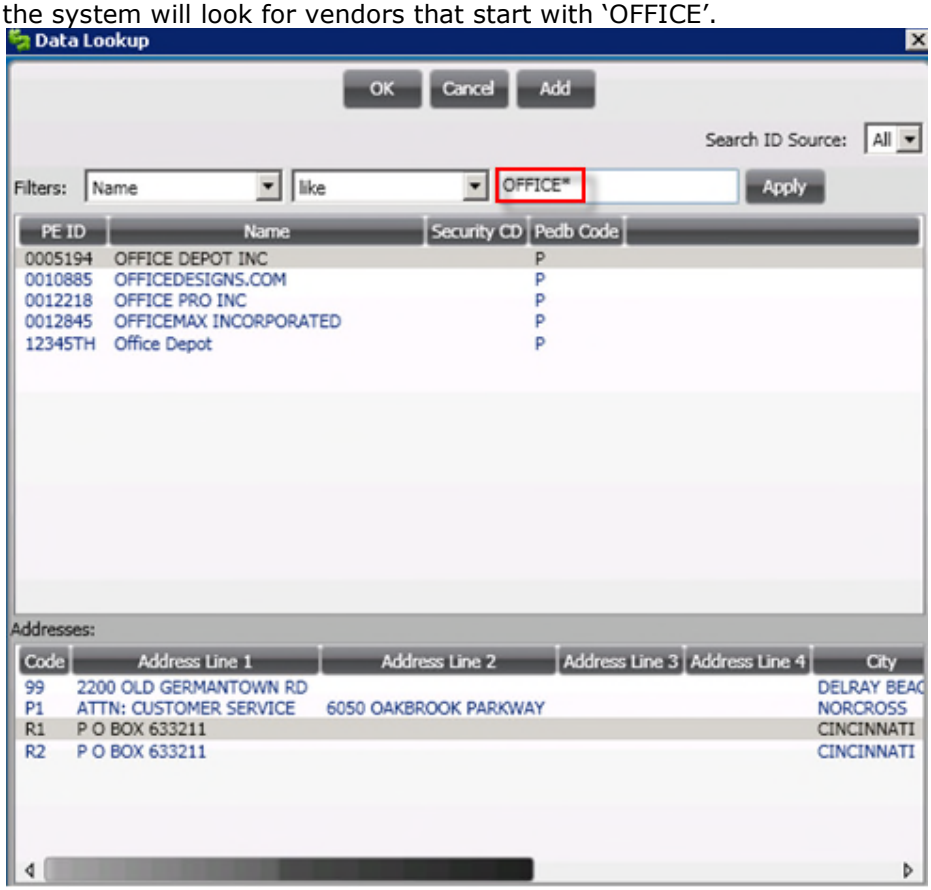


The data lookup window will display:

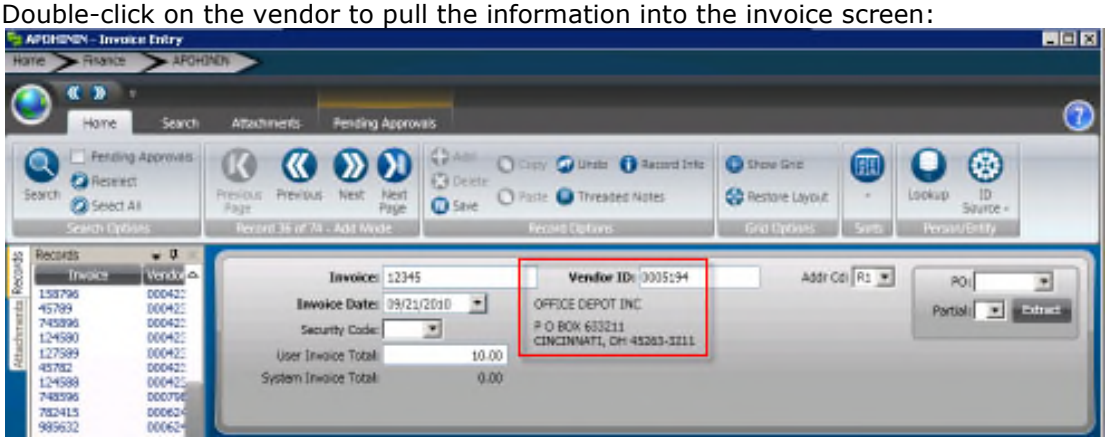


Type in the vendor name and click apply.

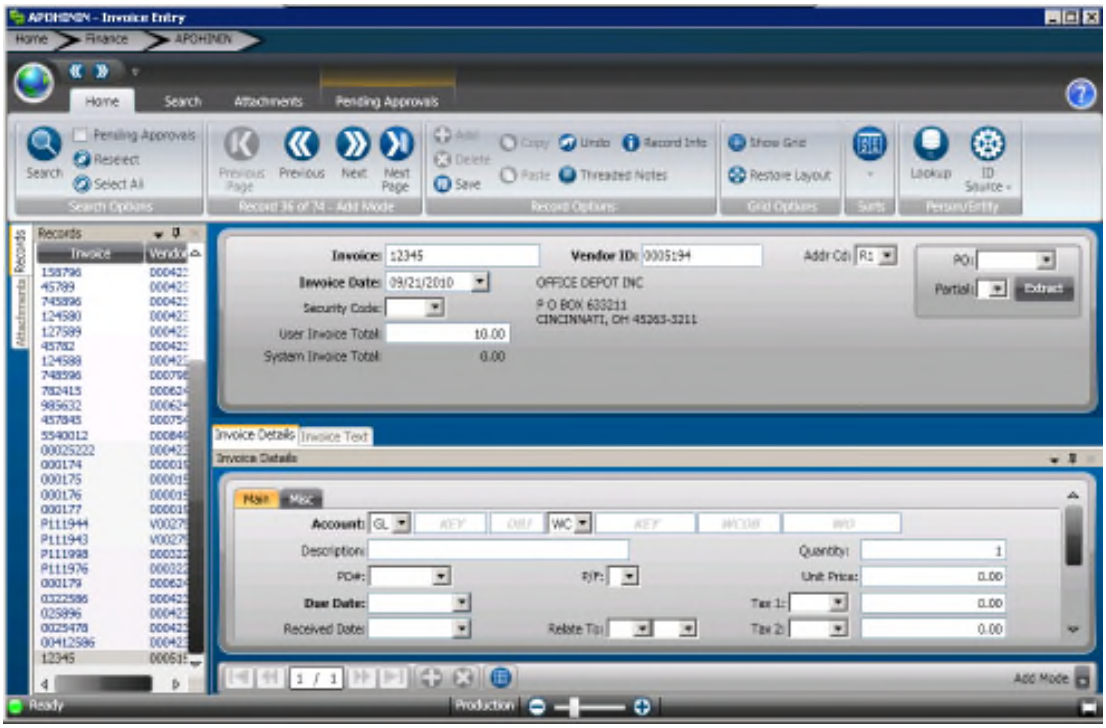
Another option is to type a portion of the vendor's name and use a (*) wildcard at the end to view all vendors that begin with that name. For example: if OFFICE* is used the system will look for vendors that start with 'OFFICE'.



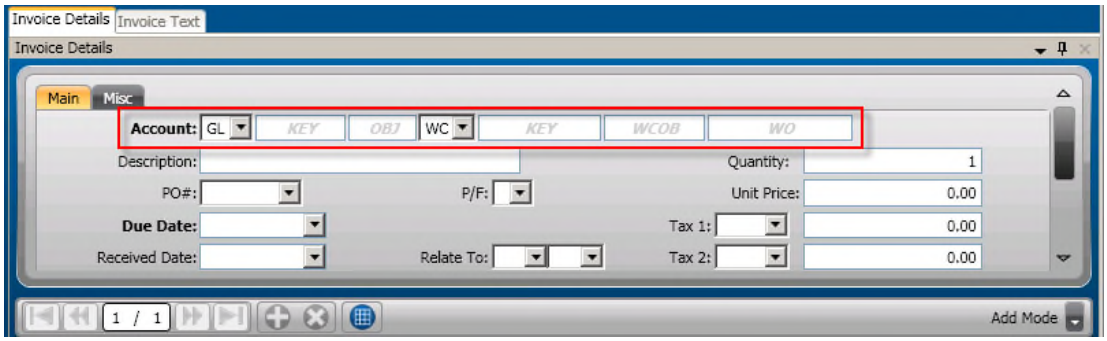
Double-click on the vendor to pull the information into the invoice screen:



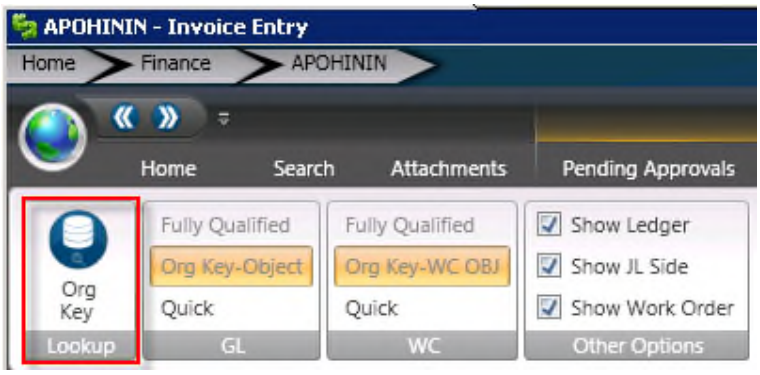
If the invoice doesn't have PO, the line item information will need to be entered manually:



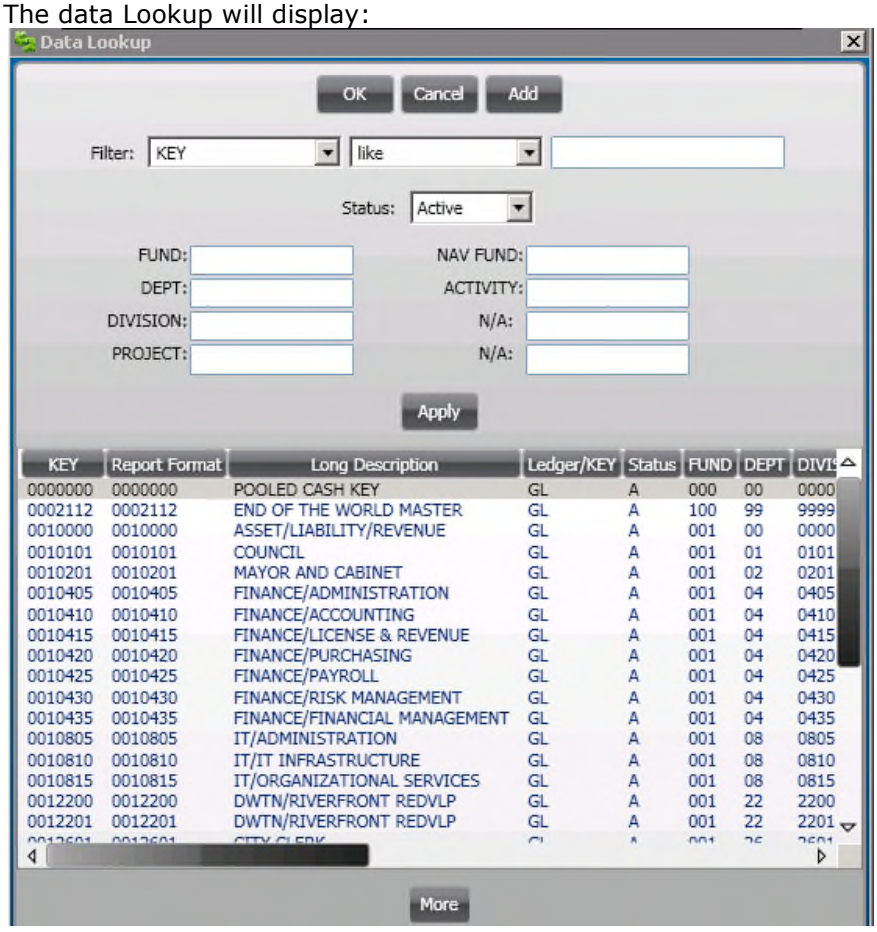
(1) **Account** – Enter the GL Key/Object Code. If the numbers are known, simply type them into the Key/Object Code fields:



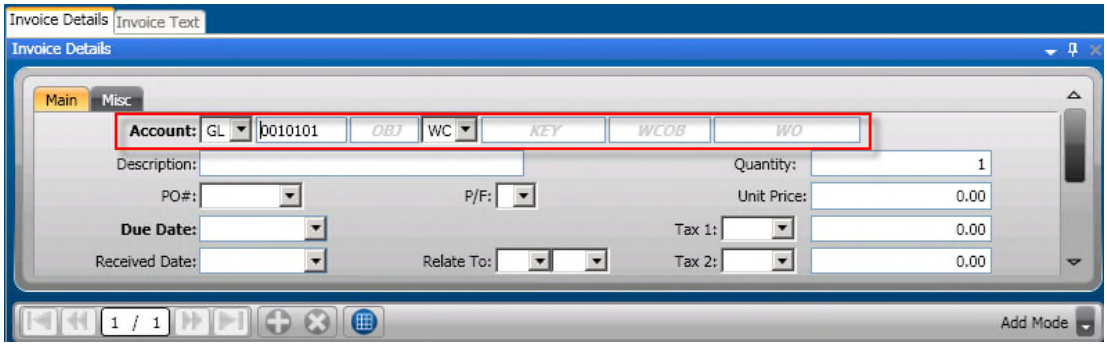
Access the lookup for Key Code by placing the cursor in the Key field and clicking on the lookup icon in the top ribbon bar with the cursor is in the Key/Object fields.



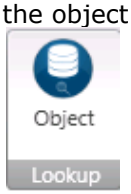
The data Lookup will display:



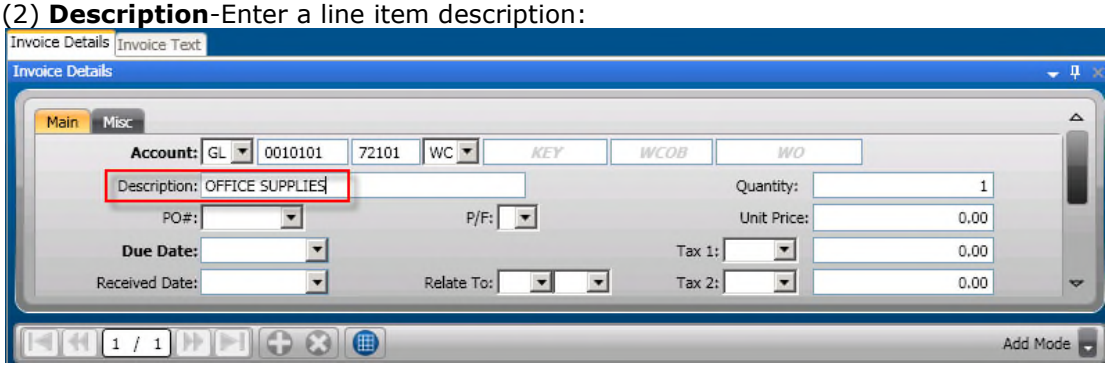
And a list will appear of key codes for your department. Double-click on the appropriate code to have the system bring it into the invoice record.



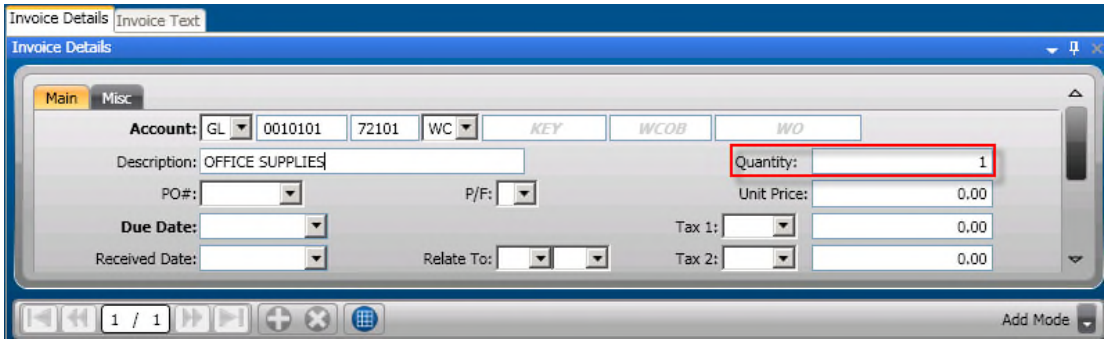
Repeat this process for the object code lookup but make sure to place the cursor in the object code field to have the Lookup icon display Object:



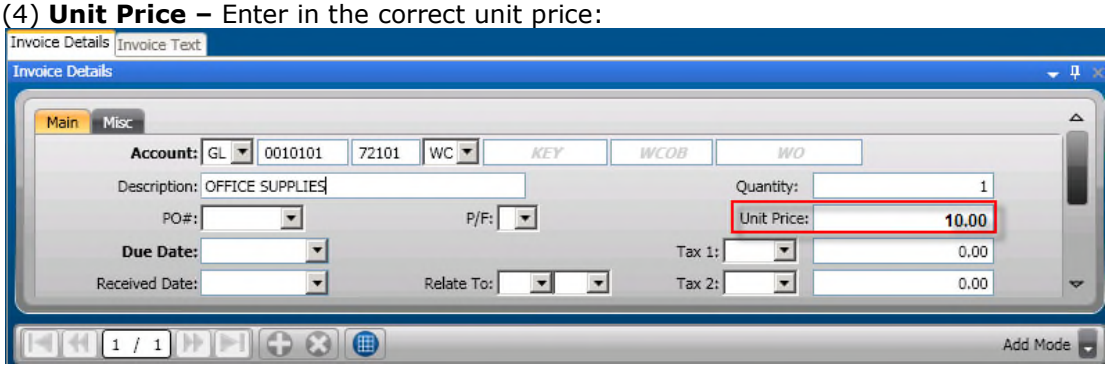
(2) **Description**-Enter a line item description:



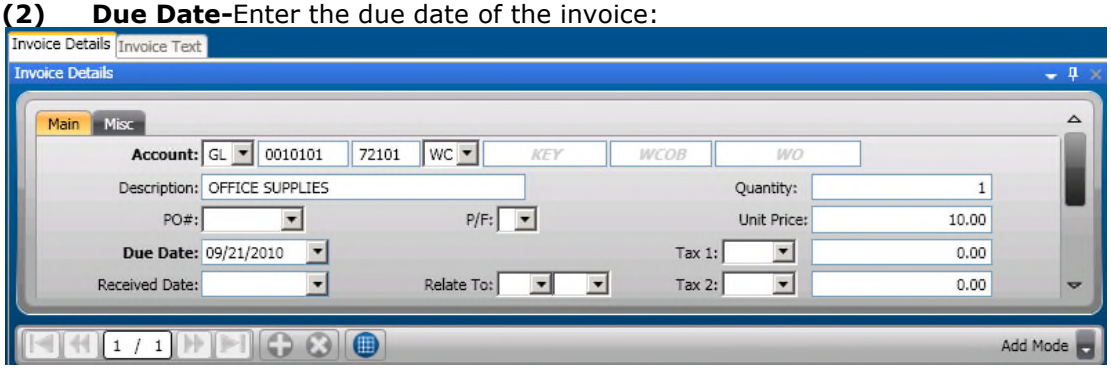
(3) **Quantity** – Enter in the correct quantity in the field if it is different from the default value of 1:



(4) **Unit Price –** Enter in the correct unit price:



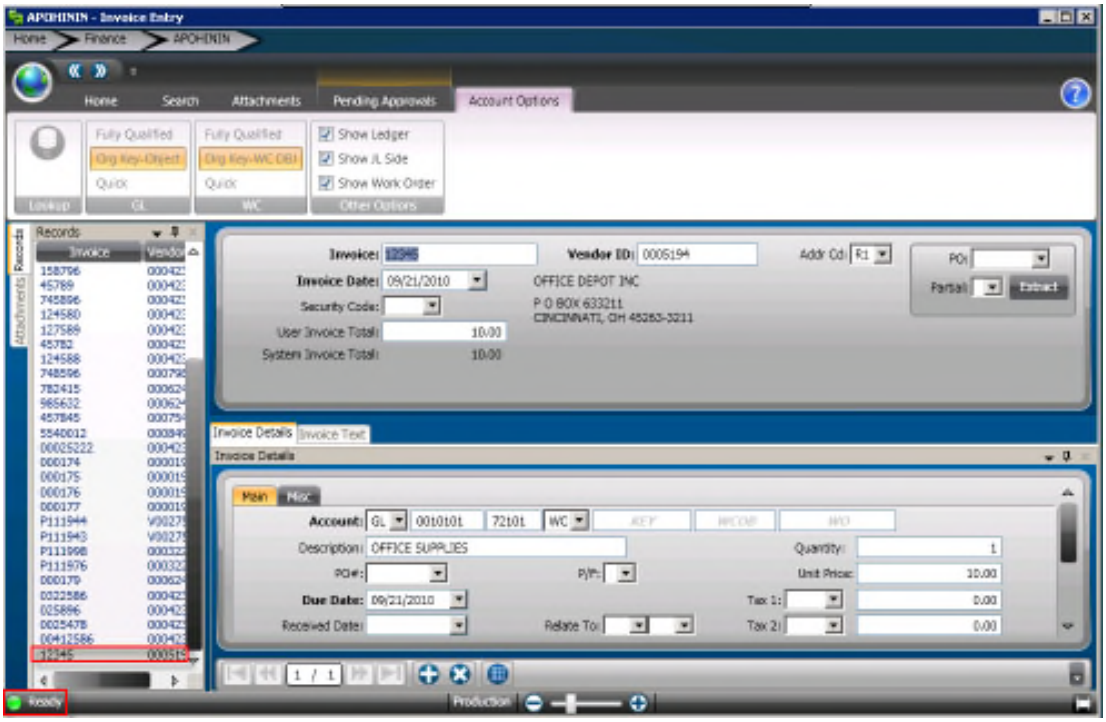
(2) Due Date-Enter the due date of the invoice:



Save the Invoice Record

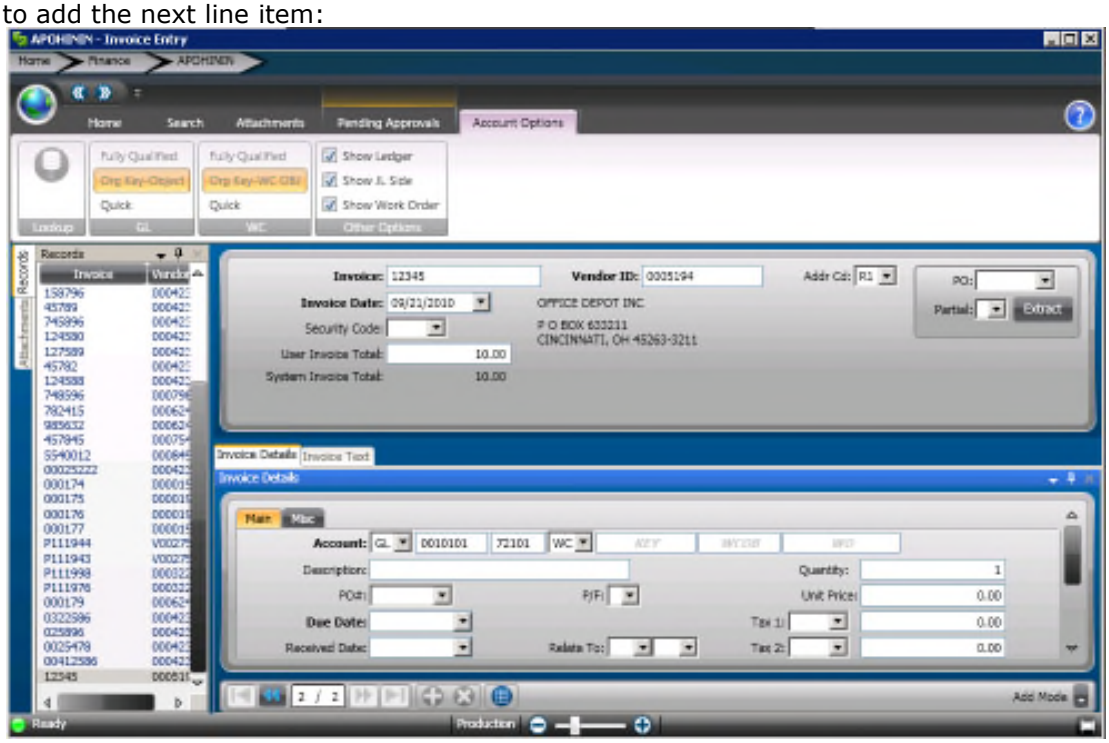
Press Enter to save the first line item on the Invoice. A message saying "Saving Record" will appear in the bottom left corner then "Record Accepted" will display with a green checkmark on the lower portion of the screen if all required fields are complete and there are not any budget warnings or blocks.

Until the "Ready" message is displayed the record is not saved in the database. Once it is saved the invoice will appear in the entity list:



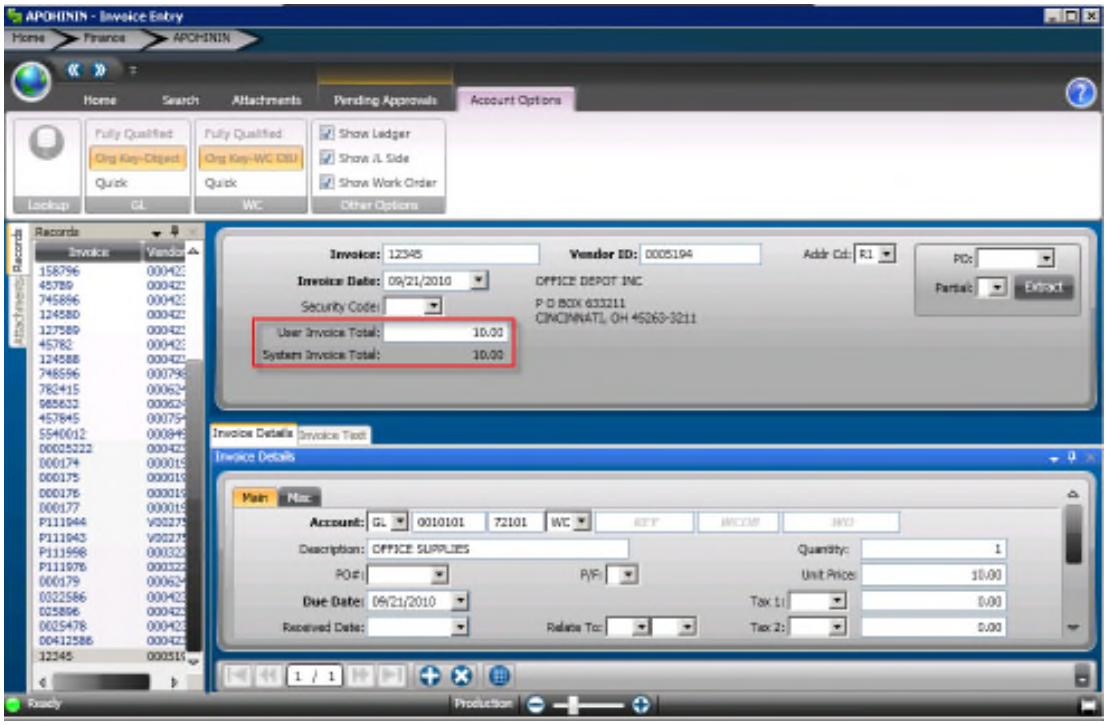
Adding Line Items to Invoice

If additional line items are necessary, click on the icon on the left toolbar in the bottom portion of the screen. The bottom portion will then clear out and allow the user to add the next line item:



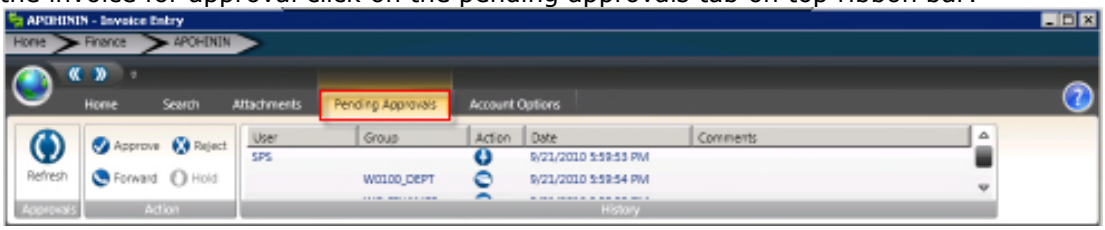
Simply repeat the steps outlined for data entry of Item Information in Section 7.

****Note Make sure the User Invoice Total and System Total Match when you are finished with the invoice.**

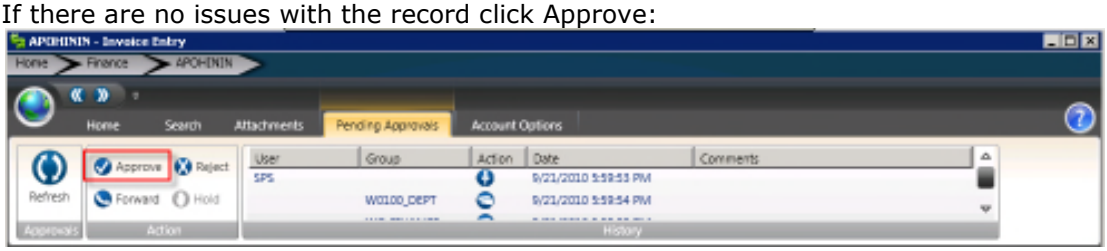


Section 10: Invoice Approvals-Direct Pays

(1) **Approvals**- Typically users will only set up a WF for direct pay invoices since the invoices that have a PO# have already gone through an approval process. To submit the invoice for approval click on the pending approvals tab on top ribbon bar:

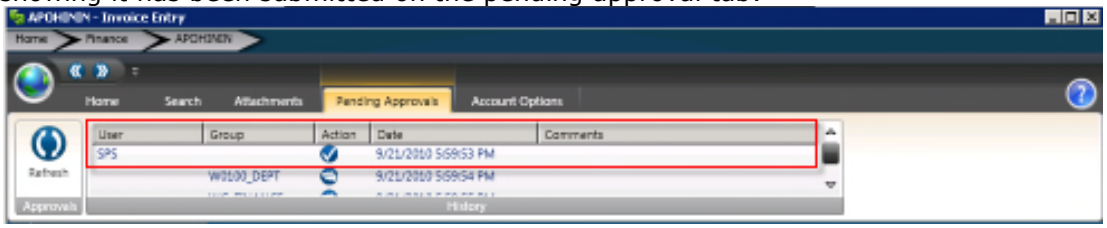


If there are no issues with the record click Approve:

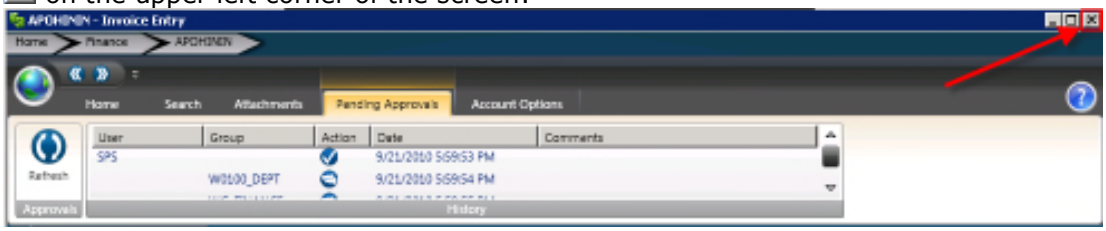


Write any necessary comments and then click on the Submit Button:

The system will display a check next to the invoice that has been sent to Workflow showing it has been submitted on the pending approval tab:



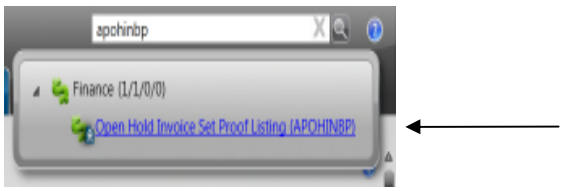
If no additional invoices are to be entered, simply close the screen by clicking on the ☒ on the upper left corner of the screen:



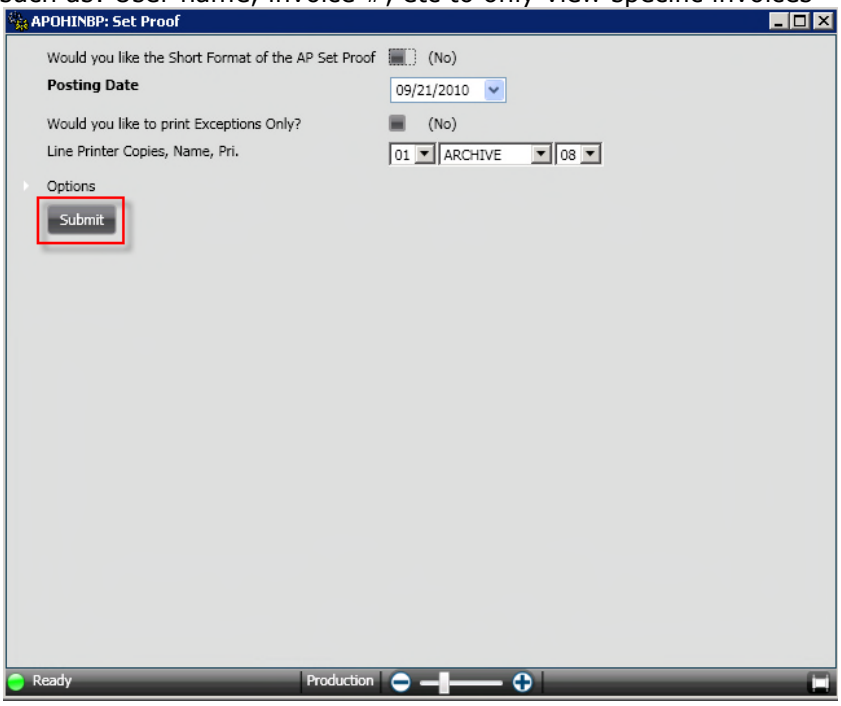
There will be times when the "Record Accepted" message is not received and a budget warning appears instead. These warnings are intended to inform the User that funds are not available and to take the necessary steps to move money into the account or choose another account to expense the purchase. Budget warnings can be overridden and the record saved by simply pressing the Enter key again until the "Record Accepted" message is received.

Section 11: Batch Proof Invoices-APOHINBP

Once the invoices are entered, run a Batch Proof by launching the **APOHINBP** screen which is used to verify the data:

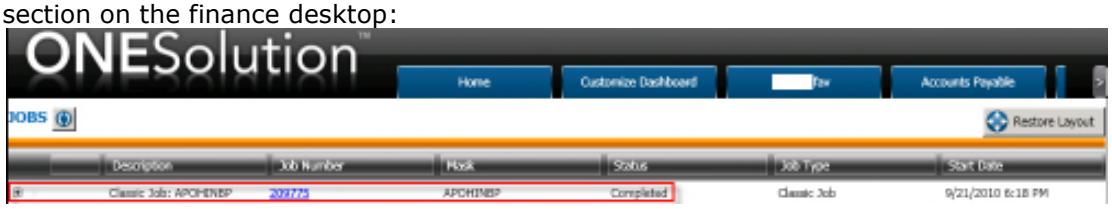


Click on the submit button to run the proof. If needed, use the AP selection criteria such as: User name, invoice #, etc to only view specific invoices

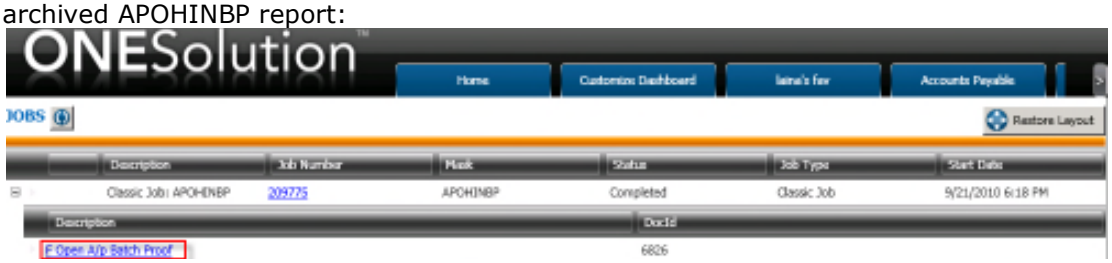


Once the job is launched a job number will display in the bottom left corner:

If the Batch proof report is archived access the report by clicking in the documents section on the finance desktop:



Click on the plus sign and then click on the Open A/p Batch Proof link to view the archived APOHINBP report:



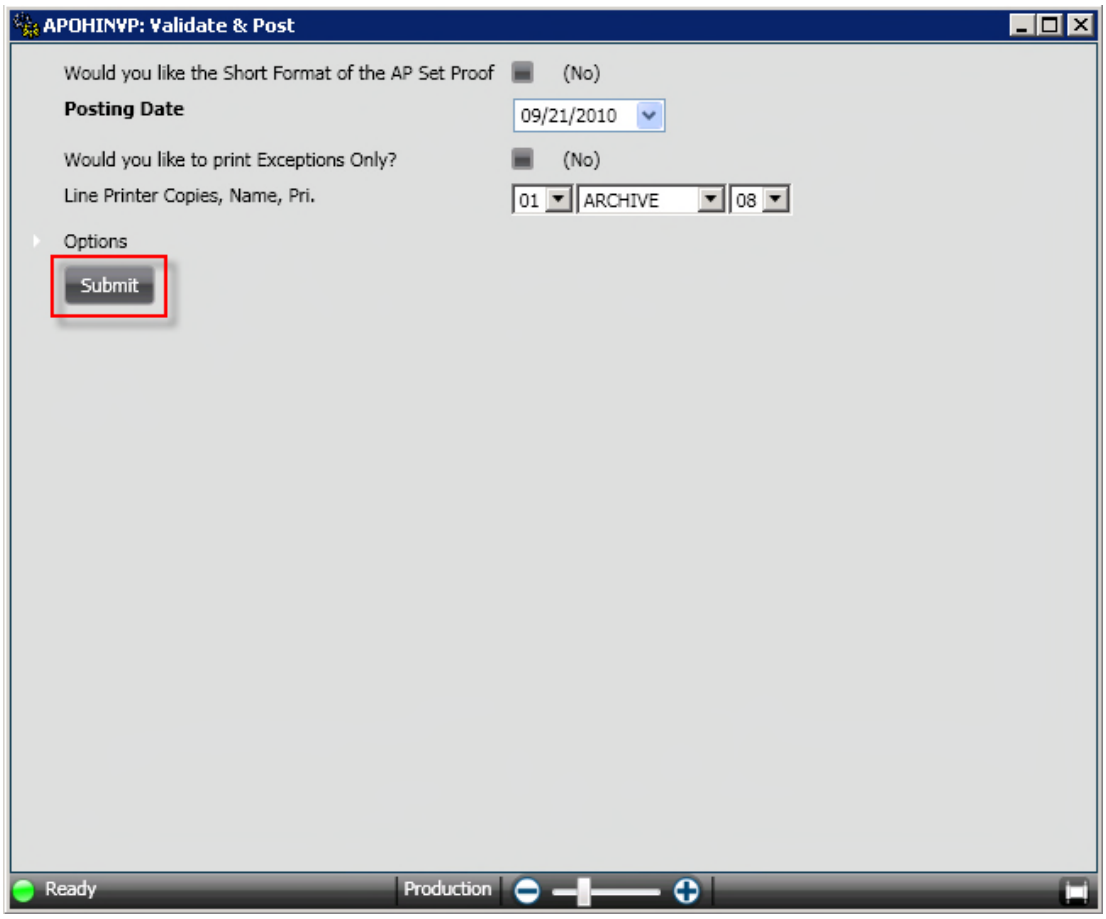
Sample APOHINBP report

```
CITY OF MONTGOMERY          PROOF          F  O P E N   A / P   B A T C H   P R O O F                          Page 22
TUE, SEP 21, 2010,  6:18 PM --req: SPG-------leg: GL GP--loc: ONSITE----job: 209775 AJ090----prog: OH450 v3.76--report id: OHBPROOF

Account                     Invoice Number          Invoice Amt Units      Set ID    Inv Date  Division Code and Description  Term  Stat
Org Key    Description      Secondary Ref      Distribution Amt Tax          Tax Amt  Due Date  Vendor ID / PHDB Cd / Addr Cd  Misc  Post
Object     Description      Rmcb PO# / Pmt          Discount Amt Tax2         Tax2 Amt  Rcv Date  Vendor Name                    Rfnd  Sec
Account                     Product ID                Retail Amt Chrg       Charge Amt  Pst Date  Vendor Address Line(s)         Gc/Tf Prep
Org Key    Description      Item Description--Item Description Duty          Duty Amt  Ck ID-No  Vendor City, State, Zip        R1/2  Cktp
************************** *************** *************** ****************** ********** ************************** ***** ****

0010101-72101               12345                     10.00 1          OH001271 09/21/2010 OHN General Division          .0000  DG
COUNCIL                                               10.00                     09/21/2010 0005194        P          R1      01
OFFICE SUPPLIES                                        0.00                                OFFICE DEPOT INC
                                                       0.00                     09/21/2010 P O BOX 633211                    NB SPG
                            OFFICE SUPPLIES                                    AP         CINCINNATI, OH 45263-3211
                                 Net Amount:           10.00                                                           78

Invoice :   12345          System Computed Total:          10.00     User Computed Total:          10.00      TOTALS MATCH
                                                                     Distribution Total:           10.00
                                                                     Net Total:                    10.00
```

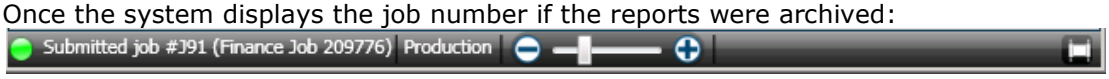
Section 12: Posting Invoices-APOHINVP

(1) After Running a Batch Proof you will Validate and Post the batch by launching the **APOHINVP** screen:

(2) Click on the Submit button. No selection criteria is needed for this report since it validates each approved invoice. If the invoice passes, then it will post. If the invoice does not pass, then it will not post and it will create error text on the APOHININ screen:



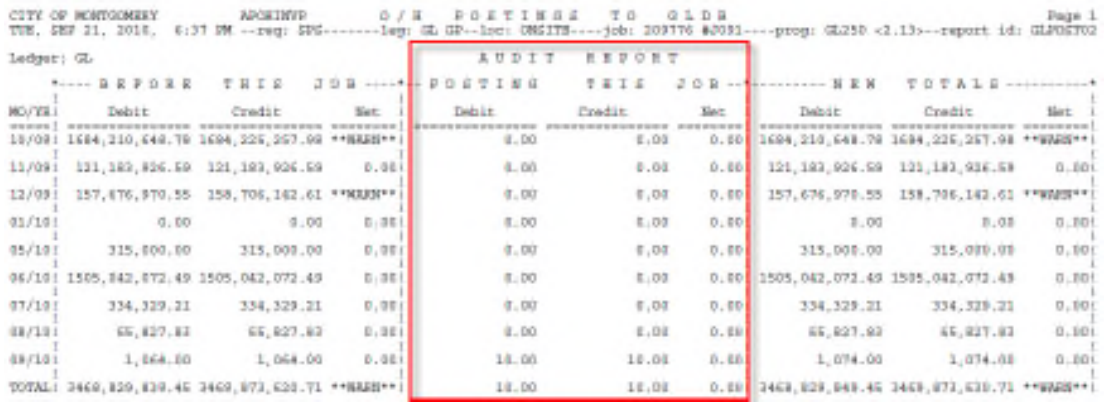
Once the system displays the job number if the reports were archived:



Go to the finance desktop and click on the plus sign next to the job:

Make sure the "**Audit report"** displays and verify all distribution reports posted correctly:

Sample Audit report:



CITY OF MONTGOMERY APOHENVP O / H P O S T I N G S T O G L D B Page 1
TUE, SEP 21, 2010, 6:37 PM --rpg: SPG-------leg: GL GP--loc: ONSITE----job: 209776 #0091----prog: GL250 <2.13>--report id: GLPOST02

Ledger: GL

A U D I T R E P O R T

MO/YR	BEFORE THIS JOB Debit	BEFORE THIS JOB Credit	BEFORE THIS JOB Net	POSTING THIS JOB Debit	POSTING THIS JOB Credit	POSTING THIS JOB Net	NEW TOTALS Debit	NEW TOTALS Credit	NEW TOTALS Net
10/09	1684,210,648.78	1694,225,257.08	**MASK**	0.00	0.00	0.00	1694,210,648.78	1694,225,257.08	**MASK**
11/09	121,183,926.59	121,183,926.59	0.00	0.00	0.00	0.00	121,183,926.59	121,183,926.59	0.00
12/09	157,676,970.55	158,706,162.61	**MASK**	0.00	0.00	0.00	157,676,970.55	158,706,162.61	**MASK**
01/10	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
05/10	315,000.00	315,000.00	0.00	0.00	0.00	0.00	315,000.00	315,000.00	0.00
06/10	1505,042,072.49	1505,042,072.49	0.00	0.00	0.00	0.00	1505,042,072.49	1505,042,072.49	0.00
07/10	334,329.21	334,329.21	0.00	0.00	0.00	0.00	334,329.21	334,329.21	0.00
08/10	65,827.83	65,827.83	0.00	0.00	0.00	0.00	65,827.83	65,827.83	0.00
09/10	1,064.00	1,064.00	0.00	10.00	10.00	0.00	1,074.00	1,074.00	0.00
TOTAL	3468,829,849.45	3468,871,630.71	**MASK**	10.00	10.00	0.00	3468,829,849.45	3468,871,630.71	**MASK**

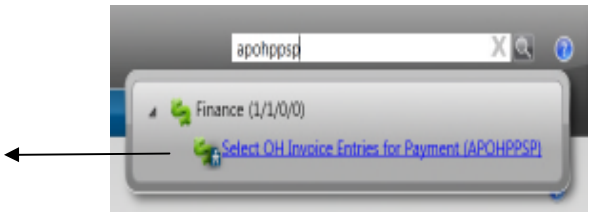
Section 13: AP Check Run Process

Steps to Process AP checks:

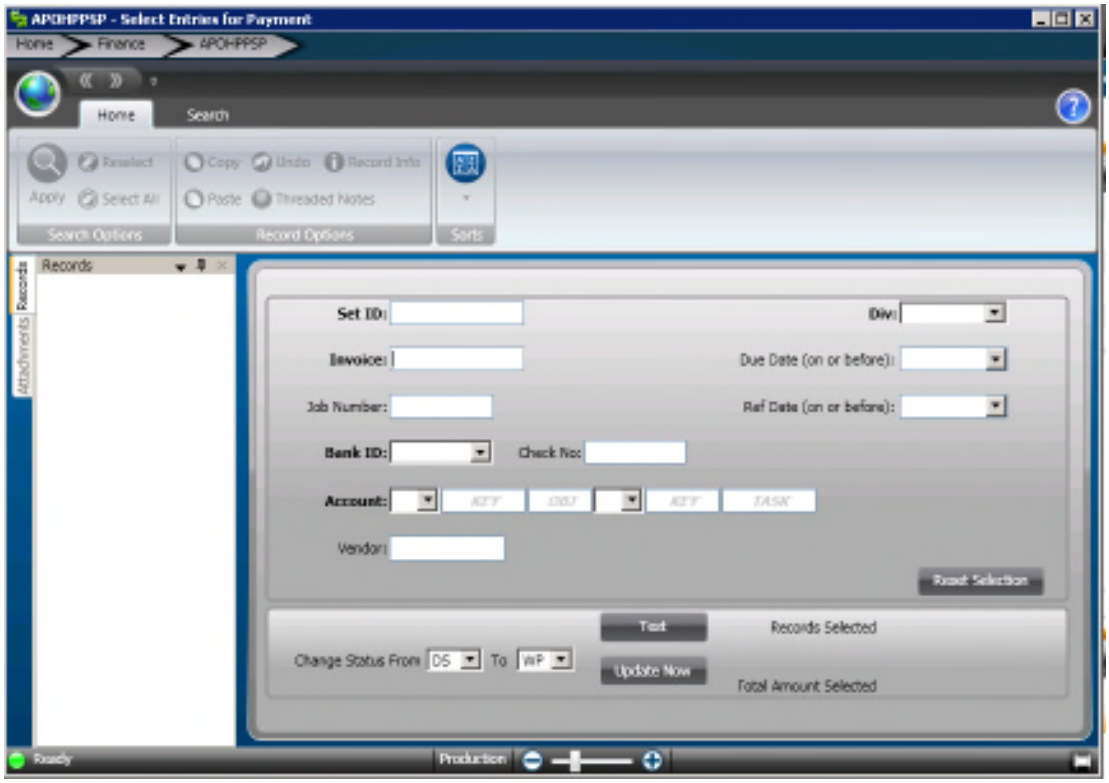
APOHPPSP-Select for Payment
APOHPPRP-Report for Payment
Load AP ELF form to printer
APOHPPPA-Cut Checks

Section 14: Select for Payment-APOHPPSP

Select Entries for Payment
It is necessary to change the status of the AP distributed records to WP in order for them to be included in the Check Run. This is done by accessing the mask **APOHPPSP**.

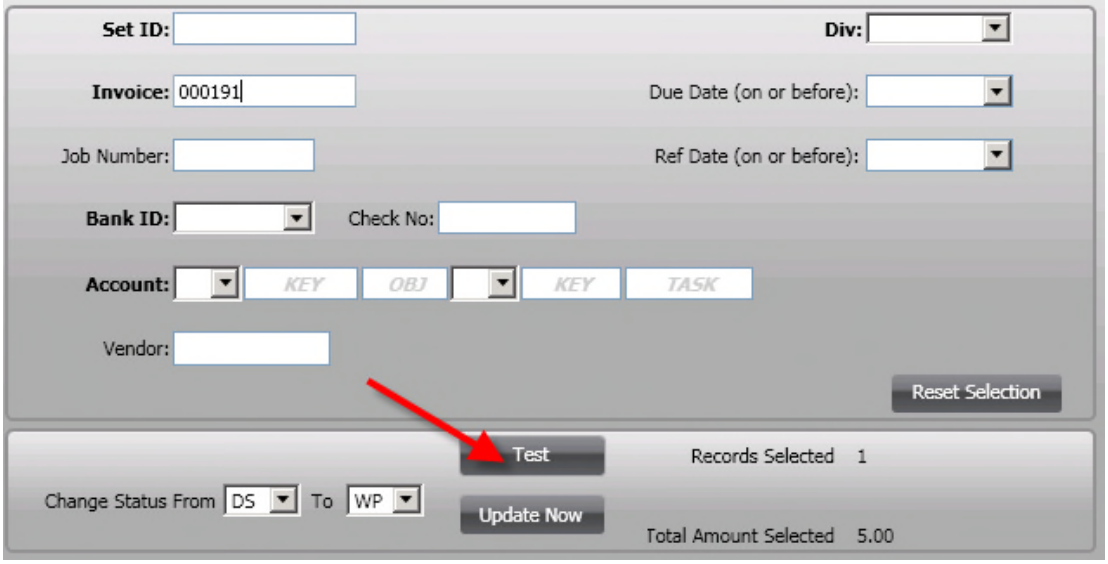


Clicking on the Select OH Invoice Entries for Payment (APOHPPSP) link will display the following screen:

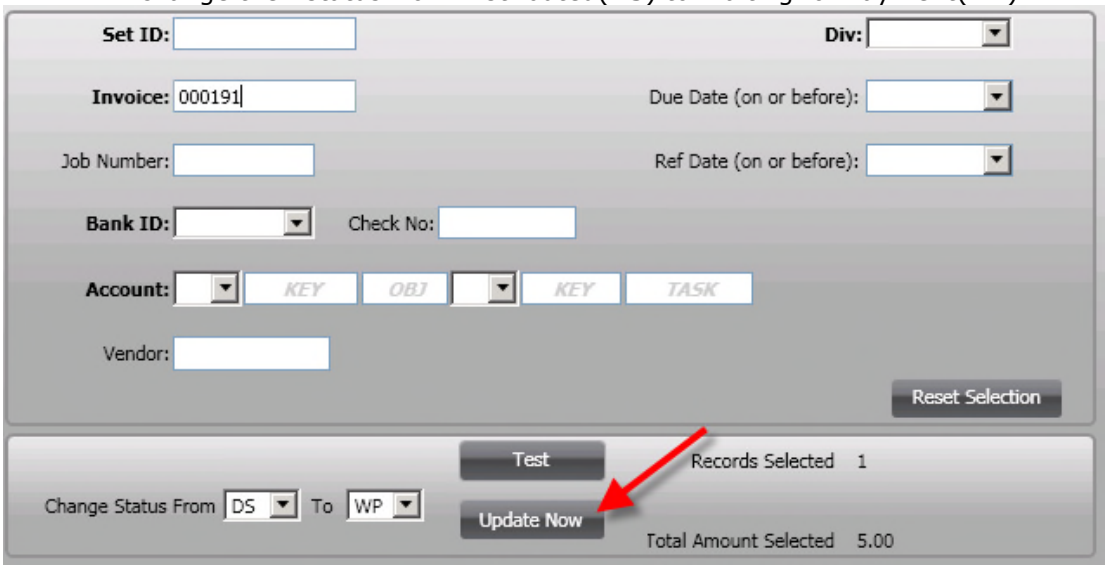


Selection criteria can be used to select records. If only one Set, one Invoice or one Vendor needs to be paid, only records meeting the selection criteria entered will be updated.

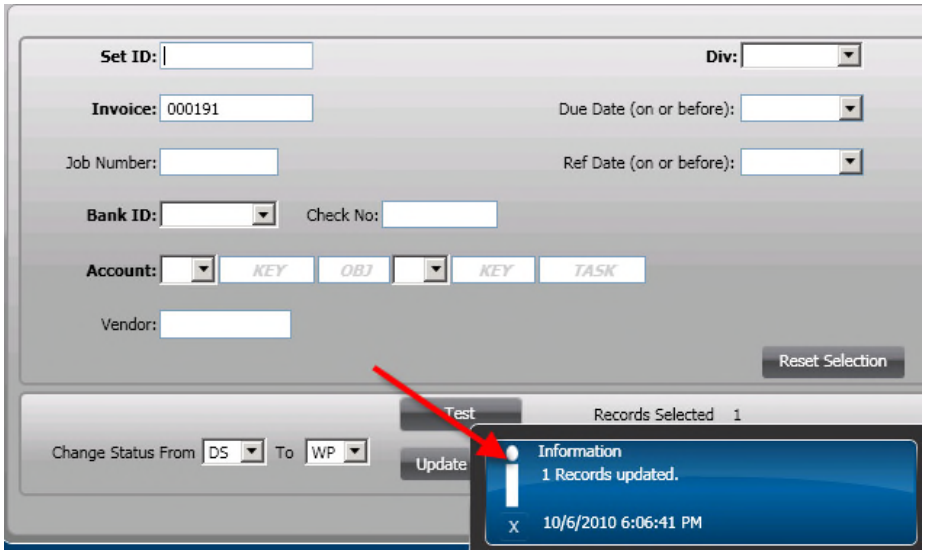
Clicking on the Test button will show how many records and the Total Amount of those records but will not update them.



- The next step is to hit the Update button. The process of updating the batches will change their status from Distributed(DS) to Waiting for Payment(WP):



Clicking on Update Now will update the records with the **WP** status. Note the message at the bottom of the screen which tells the user how many records were updated.


Set ID:
Div:
Invoice: 000191
Due Date (on or before):
Job Number:
Ref Date (on or before):
Bank ID:
Check No:
Account:
KEY
OBJ
KEY
TASK
Vendor:
Reset Selection
Test
Records Selected 1
Change Status From DS To WP
Update
Information
1 Records updated.
10/6/2010 6:06:41 PM

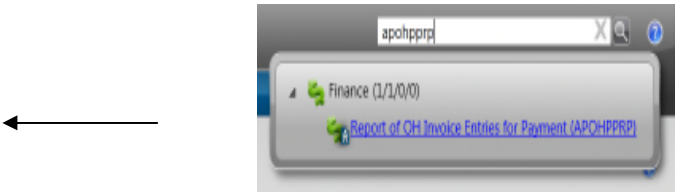
Section 15: Report for Payment-APOHPPRP

Report of Items Selected for Pay

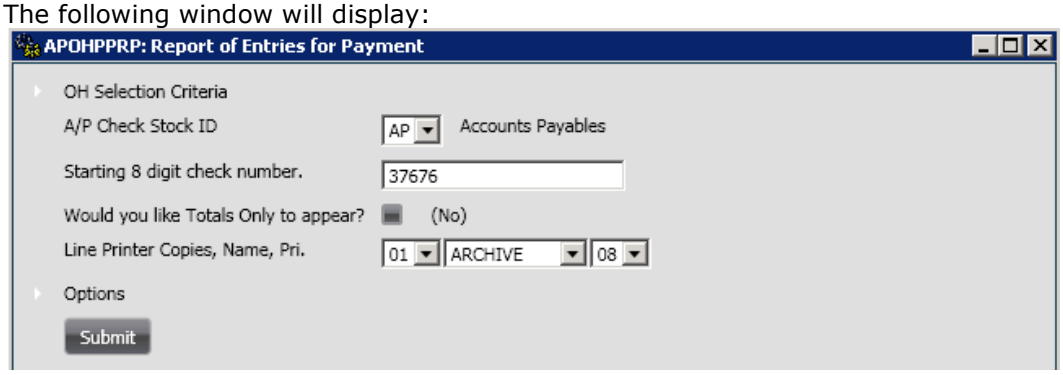
Similar to using the batch proof the **APOHPPRP** creates a report like a batch proof showing what checks would be issued or blocked. This step is optional as the check run process will produce the same report. If it is necessary to see all records to be included in the check run prior to cutting checks this report will provide the following information

Individual Invoice Record information
Check total by Vendor listed alphabetically
Total number of checks to be issued

Enter **APOHPPRP** in the search bar and click on the Report of OH Invoice Entries for Payment link:

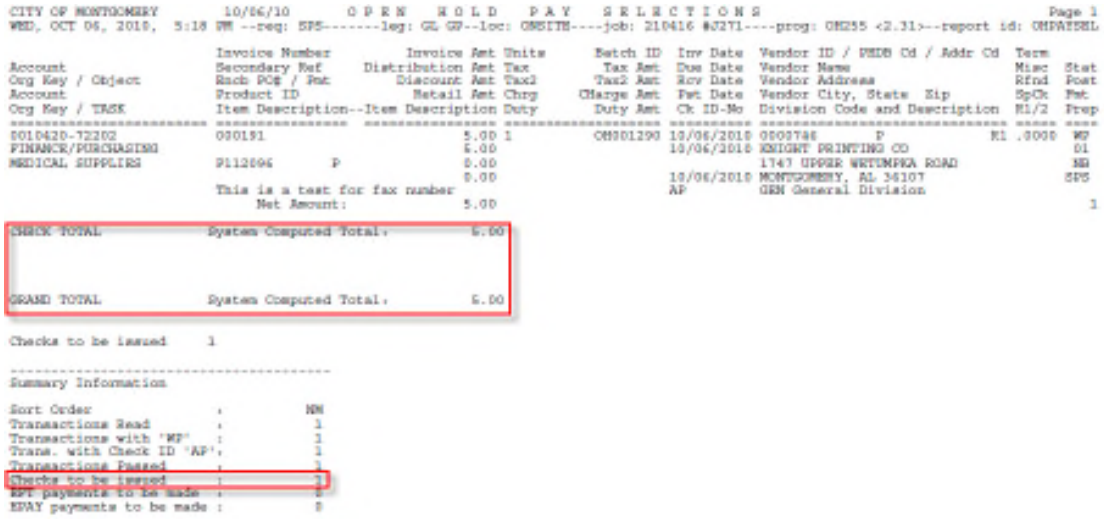


The following window will display:



Once submit is selected the following report will be archived to documents online.

Sample APOHPPRP report:



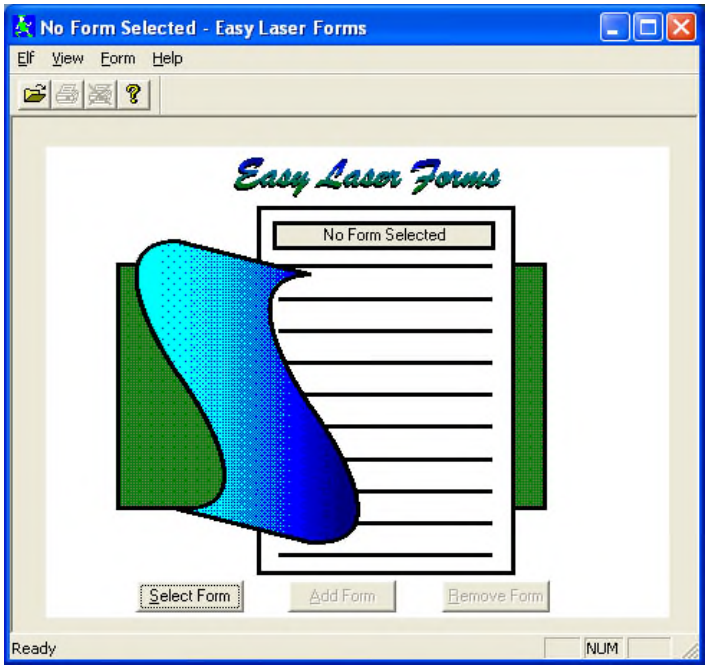
```
CITY OF MONTGOMERY        10/06/10      O P E N    H O L D    P A Y    S E L E C T I O N S                    Page 1
WED, OCT 06, 2010,  5:18 PM --req: SPS--------leg: GL GP--loc: ONSITE----job: 210416 #J2Y1----prog: ON255 <2.31>--report id: ONPAYSEL

                          Invoice Number          Invoice Amt Units       Batch ID  Inv Date  Vendor ID / PHDB Cd / Addr Cd  Term
Account                   Secondary Ref     Distribution Amt Tax         Tax Amt  Due Date  Vendor Name                    Misc  Stat
Org Key / Object          Rmch PO# / Pmt        Discount Amt Tax2        Tax2 Amt  Rcv Date  Vendor Address                 Rfnd  Post
Account                   Product ID             Retail Amt Chrg      Charge Amt  Pmt Date  Vendor City, State  Zip        SpCk  Pmt
Org Key / TASK            Item Description--Item Description Duty       Duty Amt  Ck ID-No  Division Code and Description  M1/2  Prep
------------------------- --------------- --------------- ---------- ---------- ---------- ------------------------------ ----- ----
0010420-722D2             030191                     5.00 1          OM3D1290  10/06/2010 0003746          P          M1 .0000  MP
FINANCE/PURCHASING                                   5.00                       10/06/2010 KNIGHT PRINTING CO                  01
MEDICAL SUPPLIES          P112096       P            0.00                                  1743 UPPER WETUMPKA ROAD            MB
                                                     0.00                       10/06/2010 MONTGOMERY, AL 36107                SPS
                          This is a test for fax number                        AP         GEN General Division
                               Net Amount:           5.00                                                                   1

CHECK TOTAL               System Computed Total:     5.00


GRAND TOTAL               System Computed Total:     5.00

Checks to be issued    1

----------------------------------------
Summary Information

Sort Order              :          NN
Transactions Read       :           1
Transactions with 'MP'  :           1
Trans. with Check ID 'AP':          1
Transactions Passed     :           1
Checks to be issued     :           1
EFT payments to be made :           0
EPAY payments to be made :          0
```

Section 16: Load ELF Form AP Check

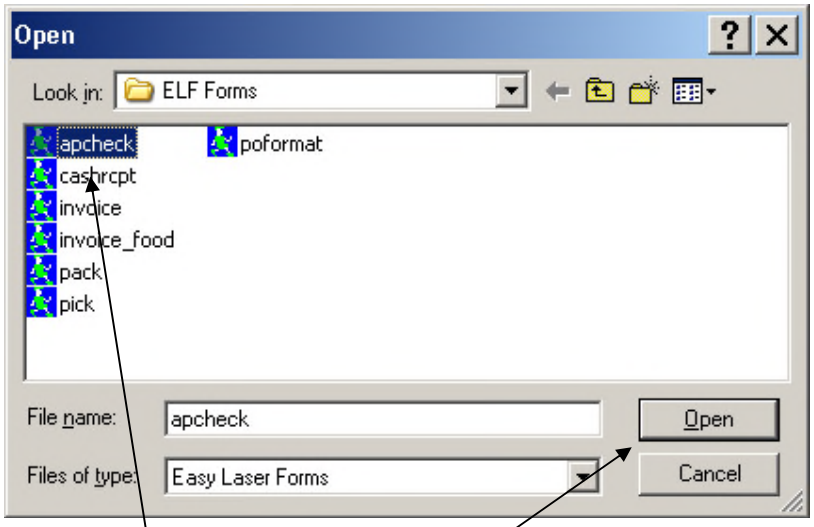
Loading the AP ELF Form

- Open the ELF Application to load the ELF forms
- Click the ELF icon

The following window will display:



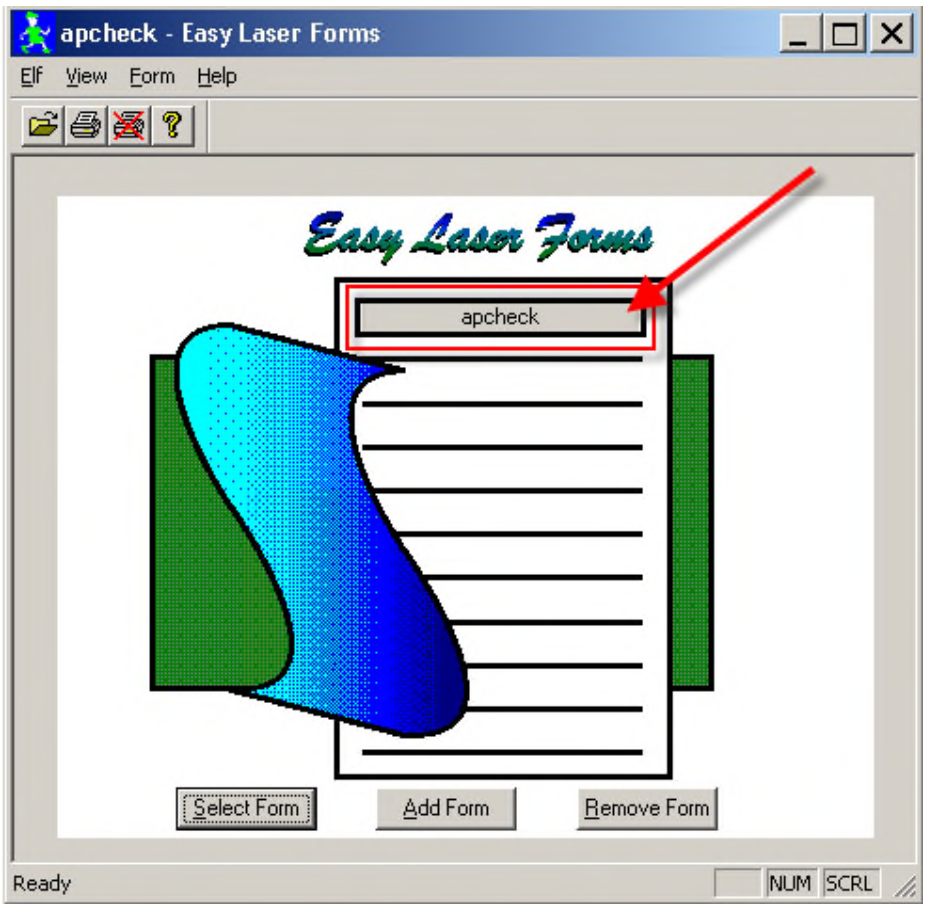
- Click on Select Form and following window will appear:



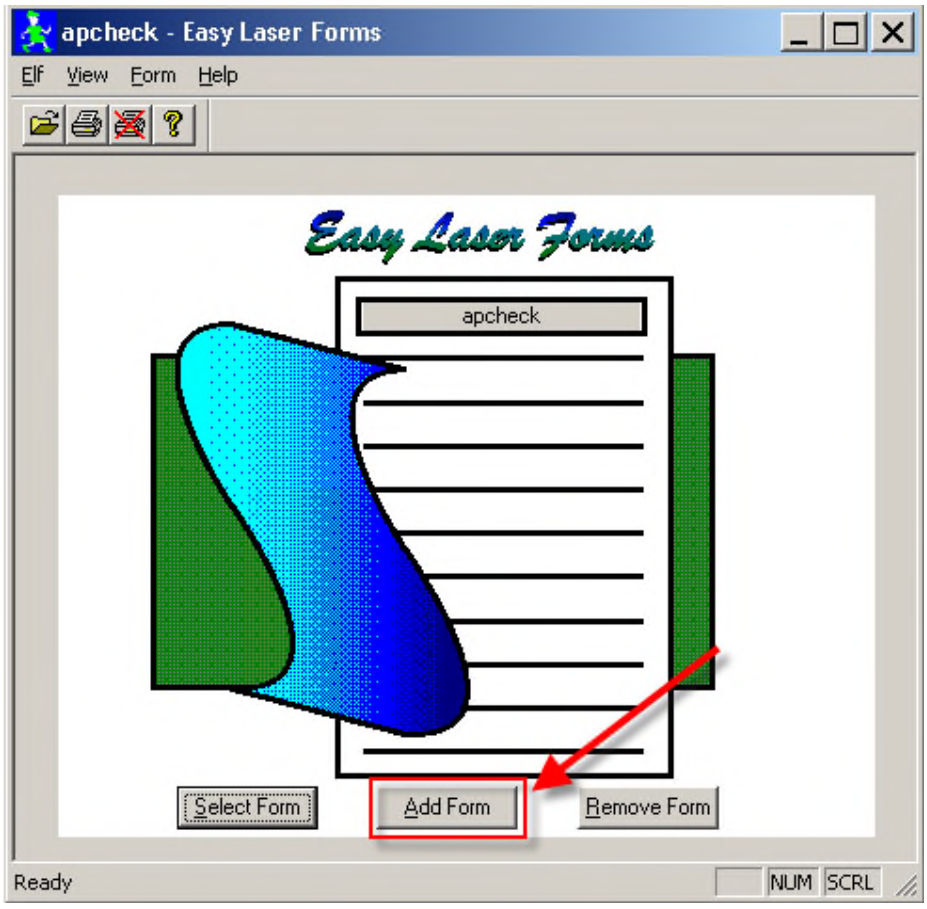
- Click 'apcheck' and click 'Open'

- Once you have clicked 'Open' the following window will appear where you will enter the check password and click 'OK':

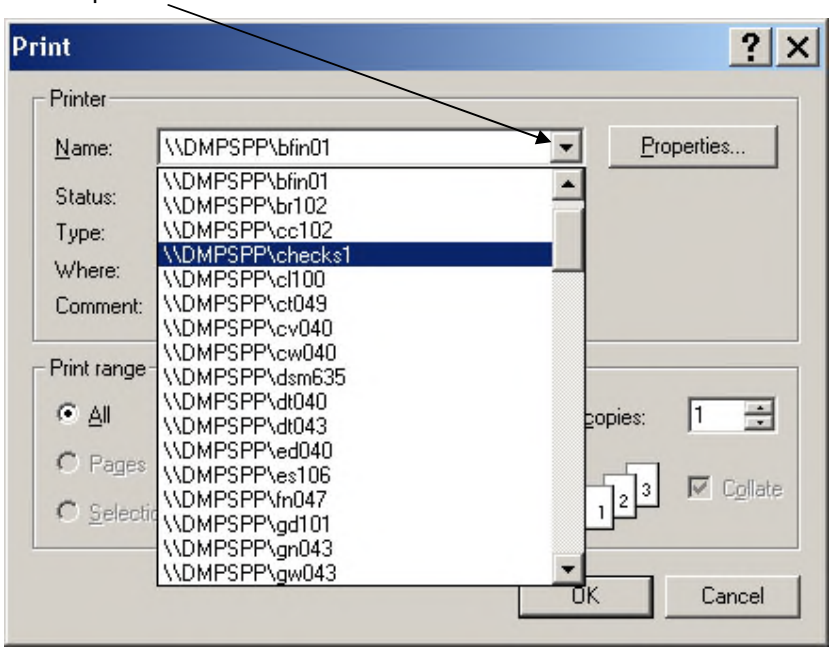
- The apcheck form should now be shown at the top of the ELF window:


apcheck - Easy Laser Forms
Elf View Form Help
Easy Laser Forms
apcheck
Select Form
Add Form
Remove Form
Ready
NUM SCRL

- Click on Add Form:



The following window will display where you will select the correct printer from the drop down menu.



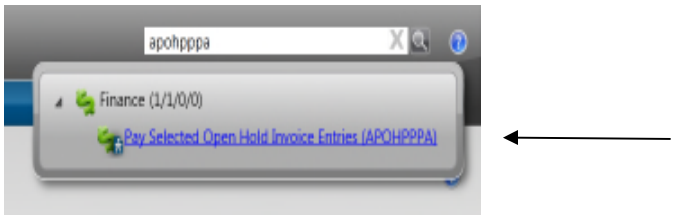
- Once the printer is selected click **OK.**
- Once you have clicked 'OK' the printer will print a page with the following statement:
    - 'ELF form apcheck has been enabled!'
    - You may minimize this window to your taskbar at the bottom of your screen.
    - You may now load the check stock and MICR toner in the printer.

Section 17: Cut Checks-APOHPPPA

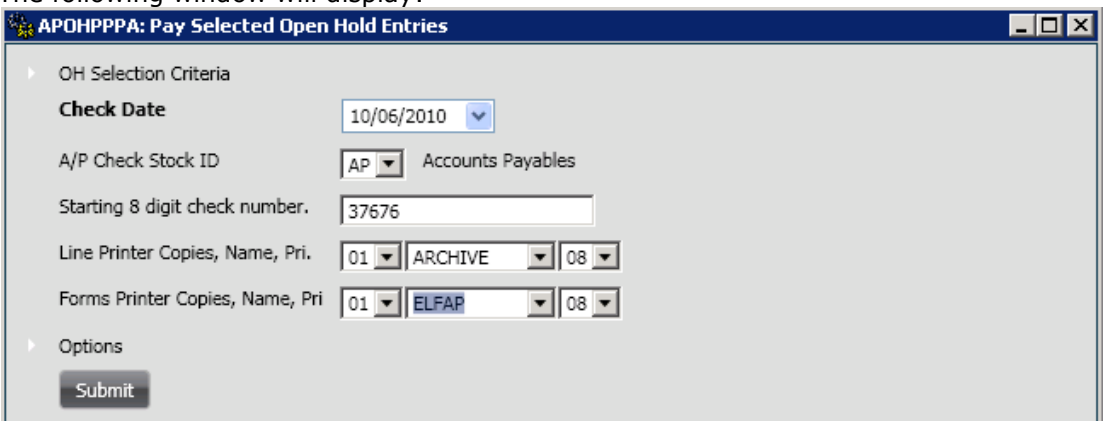
Cutting Checks

APOHPPPA is the last step in the process of the Check Run. This prints the physical checks and posts the check run.

- Type **APOHPPPA** in the search bar and click on the Pay Selected Open Hold Invoice Entries link:



The following window will display:

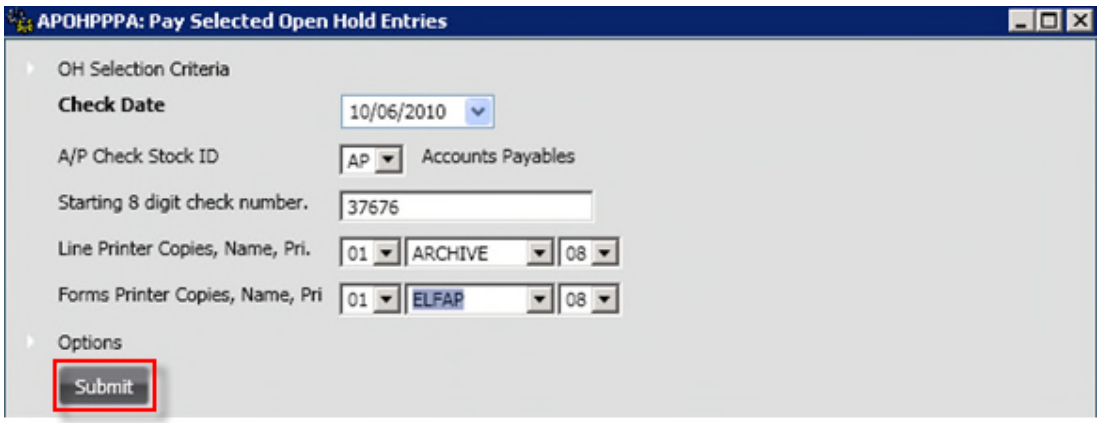


Fill in the appropriate fields. If you wish to print specific range of checks fill in the corresponding fields in the OH selection criteria.

- Choose the Check Date.
- Choose the appropriate Check Stock ID.
- The system keeps track of issued check numbers and automatically assigns the next available check number.
- The line printer prints the check register and distribution reports.
- The forms printer prints the actual check using the ELF form and the check stock.

NOTE Make sure to load ELF, check stock and the MICR toner before hitting the submit button.

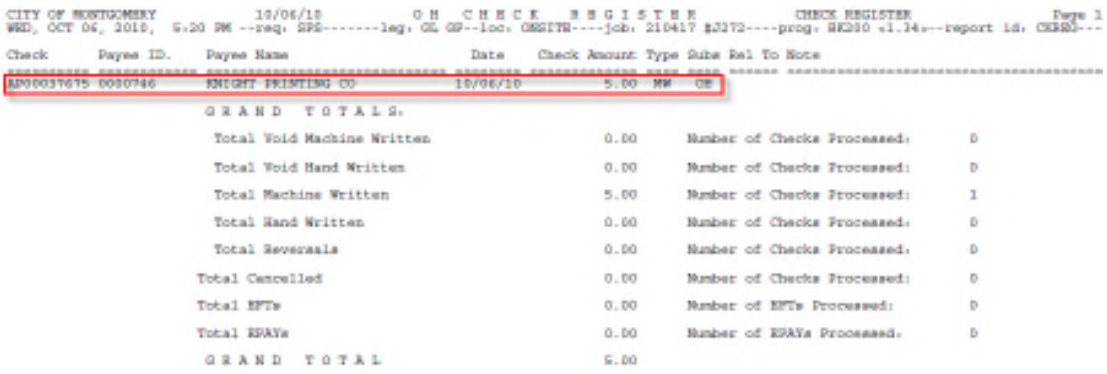
Click "Submit" to launch the Check Run process.



If checks printed properly, the system will complete the check run process and generate the following reports.

Items Selected for Pay
Check Register
OH Distribution Report
PO Status Update
Disencumbrances
OH Posting to GL
Audit Report

Sample Check register report:



CITY OF MONTGOMERY 10/06/10 O N C H E C K R E G I S T E R CHECK REGISTER Page 1
WED, OCT 06, 2010, 5:20 PM --req: SPS-------leg: GL GP--loc: CMGITN----job: 210417 $J372----prog: HK200 v1.34a--report id: CKREG---

Check	Payee ID.	Payee Name	Date	Check Amount	Type	Subs	Rel To	Note
AP00037675	0030746	KNIGHT PRINTING CO	10/06/10	5.00	MM	GP		

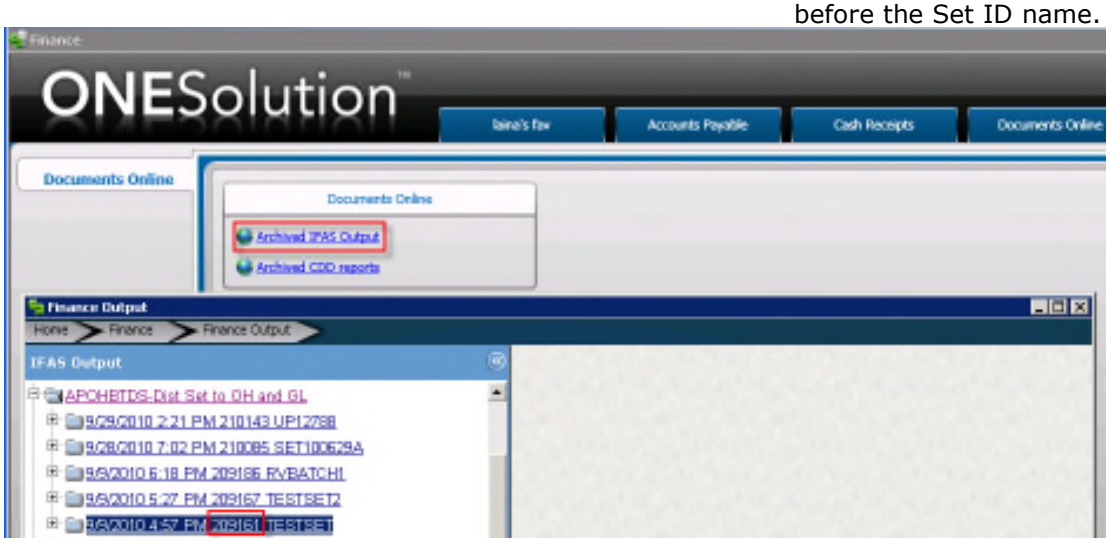
GRAND TOTALS.

Total Void Machine Written	0.00	Number of Checks Processed:	0
Total Void Hand Written	0.00	Number of Checks Processed:	0
Total Machine Written	5.00	Number of Checks Processed:	1
Total Hand Written	0.00	Number of Checks Processed:	0
Total Reversals	0.00	Number of Checks Processed:	0
Total Cancelled	0.00	Number of Checks Processed:	0
Total EFTs	0.00	Number of EFTs Processed:	0
Total ERAVs	0.00	Number of ERAVs Processed:	0
GRAND TOTAL	5.00		

Section 18: Undo AP Invoice Posting Requirements

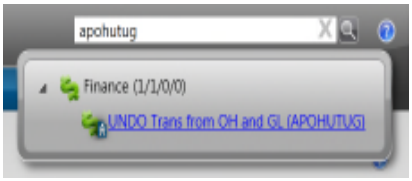
Steps to Undo the posting of AP Set from APOHBTUB or of Validate & Post from APOHININ:

You will need the IFAS job number for the distribution of the set:
To access this job number go to the documents online tab.
Then click on Archived IFAS Output.
Find the APOHBTDS or APOHINVP mask.
Look for the Set ID that needs to be undone and record the job number that displays before the Set ID name.

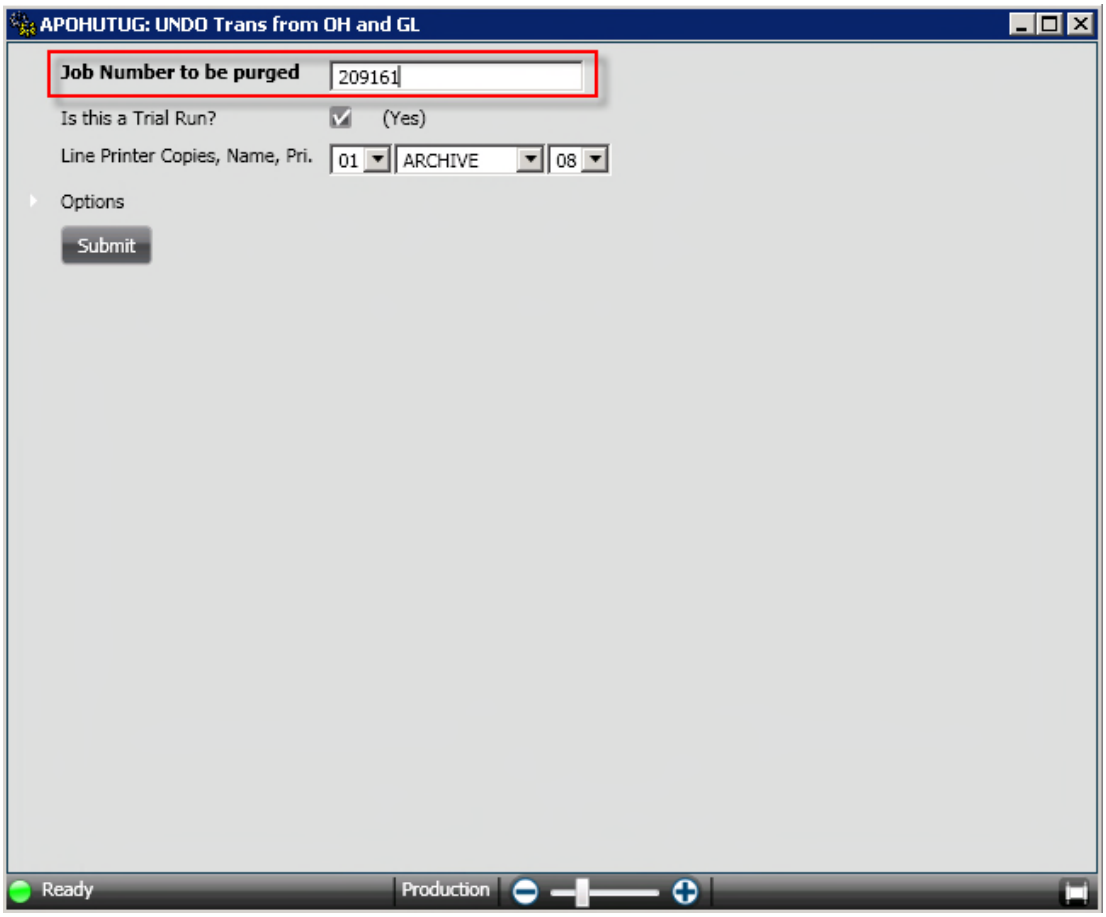


Section 19: Undo AP Posting Utility-APOHUTUG

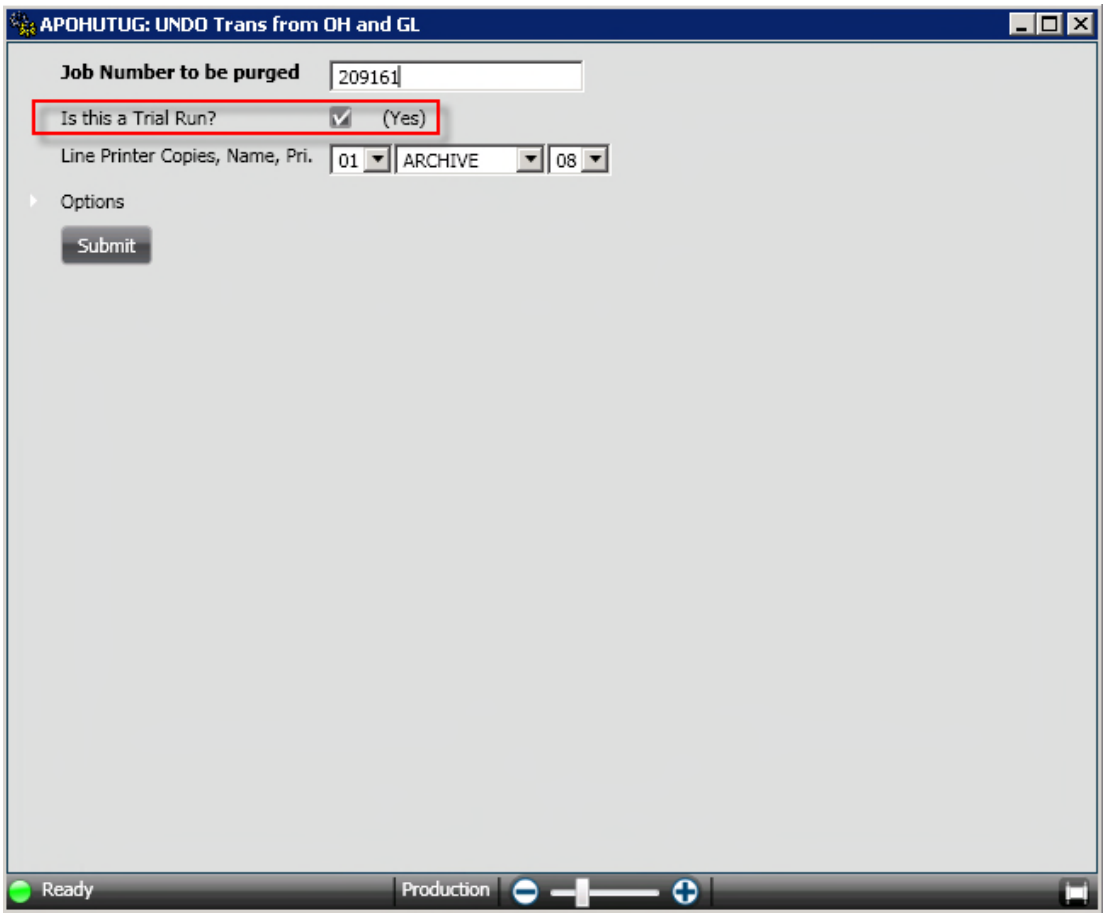
Once the job number is recorded, type **APOHUTUG** in the search bar and click on the UNDO Trans from OH and GL link:



The following window will display:

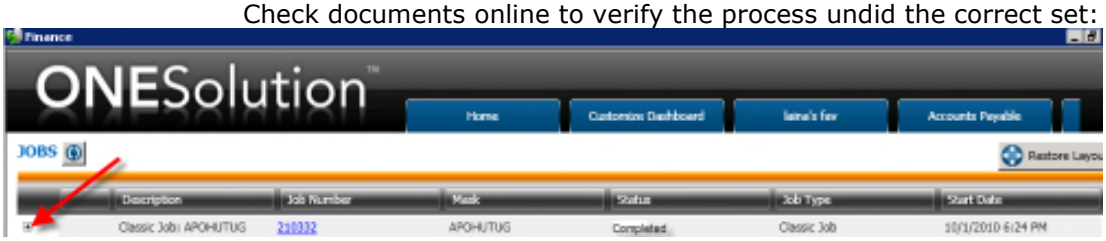


Enter the distribution job number that needs to be undone:

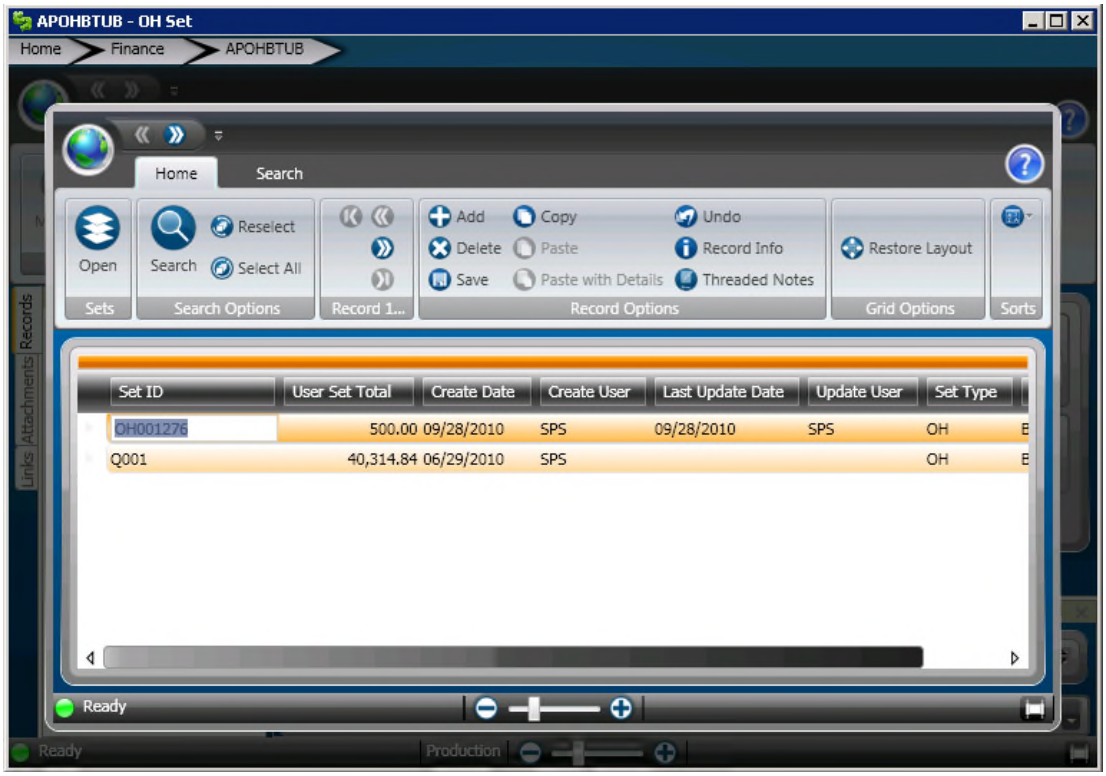


Test the Undo process first by making sure the "Is this a Test Run?" box is checked
Review the reports to make sure everything looks ok and that you have selected the correct job to undo.
Then undo the distribution by un-checking the "Is this a Test Run?" box and clicking submit a second time

Check documents online to verify the process undid the correct set:

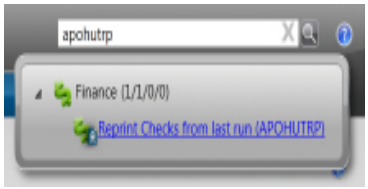


Make any necessary changes to the set in APOHBTUB once the undo posting completes and re-distribute:


APOHBTUB - OH Set
Home
Finance
APOHBTUB
Home
Search
Open
Search
Reselect
Select All
Add
Copy
Undo
Delete
Paste
Record Info
Save
Paste with Details
Threaded Notes
Restore Layout
Sets
Search Options
Record 1...
Record Options
Grid Options
Sorts
Records
Attachments
Links
Set ID
User Set Total
Create Date
Create User
Last Update Date
Update User
Set Type
OH001276 500.00 09/28/2010 SPS 09/28/2010 SPS OH
Q001 40,314.84 06/29/2010 SPS OH
Ready
Ready
Production

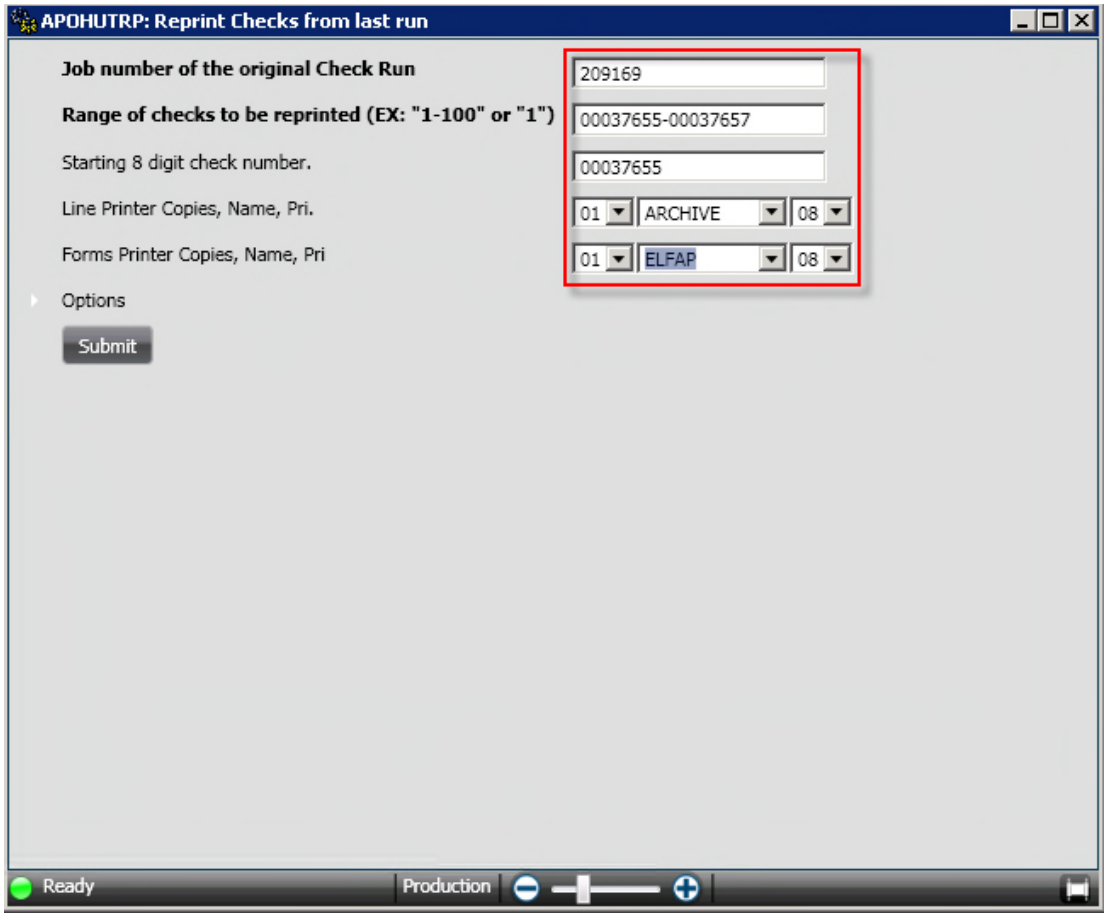
Section 20: Reprint Checks from last check run

To reprint checks from the last check run, type **APOHUTRP** into the search bar and click on the link:



The following window will display:

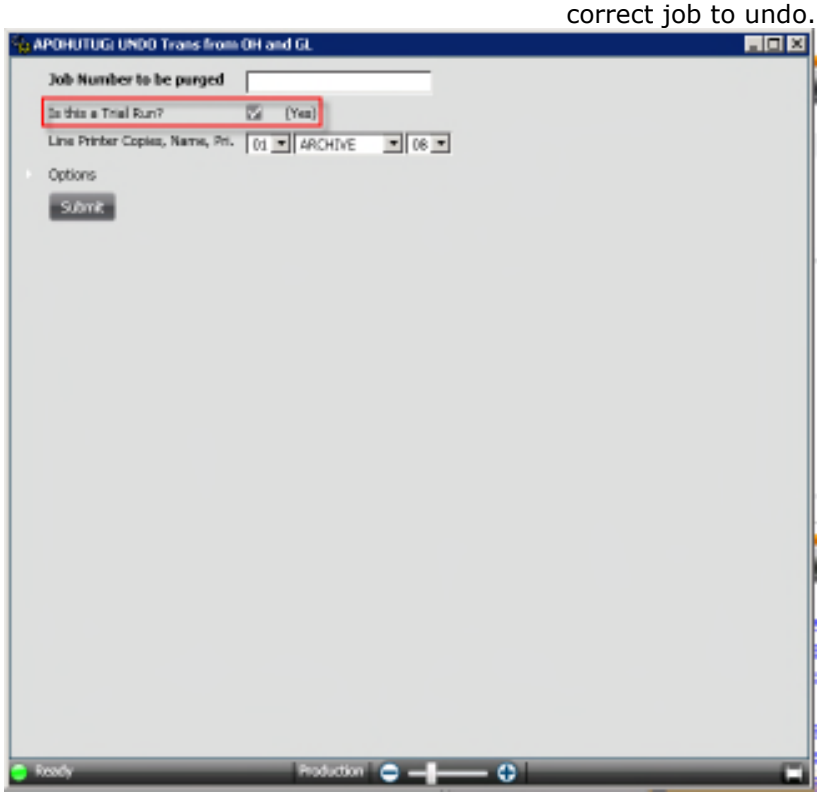
You will need the job number from the check run, checks numbers from the last check run, the first check number that was printed and to select the correct printers. Re-load the ELF form to the forms printer.



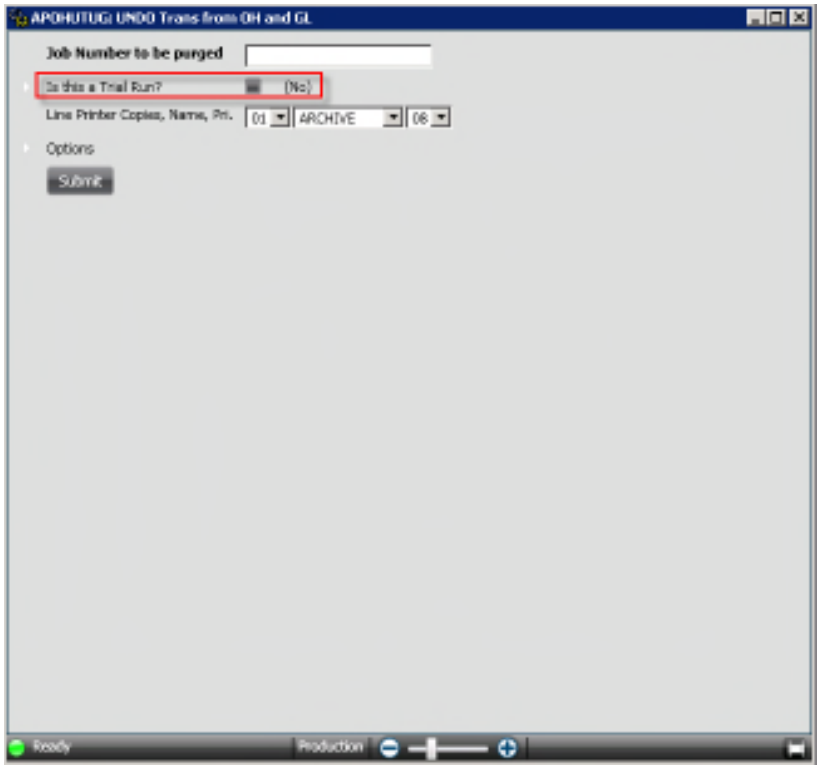
(3) Click the "Submit" button to re-print the checks.

Section 21: Reprint Check Run-From An Earlier Check Run

You will need the job number for the distribution of the set. (The job number is in BK) **APOHUTUG** – Accounts Payable, Open Hold AP, Utilities, Undo Trans from OH and GL. Test the Undo process first by making sure the "Is this a Test Run?" box is checked. Review the reports to make sure everything looks ok and that you have selected the correct job to undo.



Undo the distribution by un-checking the "Is this a Test Run?" box:

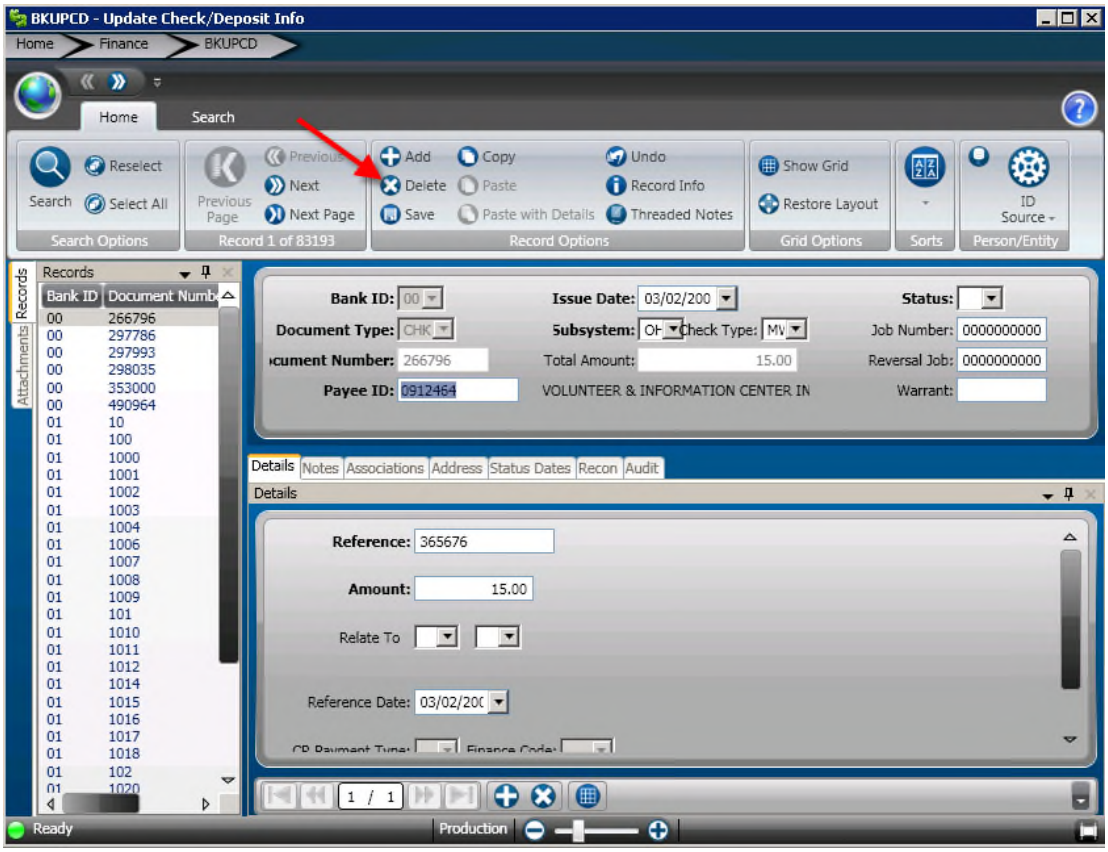


(1) Change the invoices back to distributed in **APOHPPSP**:

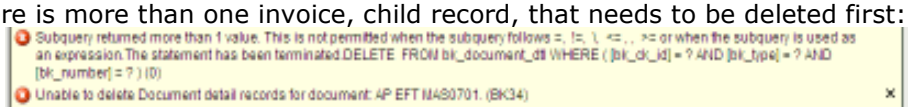
** Change the drop downs to WP to DS **

(2) Delete the checks from **BKUPCD:**

**If there is more than one invoice, child record, being paid by the check (look for a blue right arrow in the bottom left hand corner) you will need to delete all but one of the invoice records before you can delete the check, parent, record.*



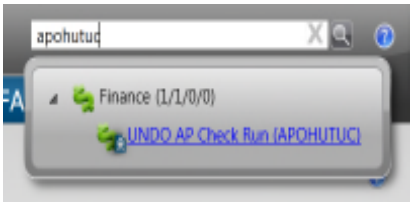
****Note**** If you receive the following error message when you delete the check, there is more than one invoice, child record, that needs to be deleted first:



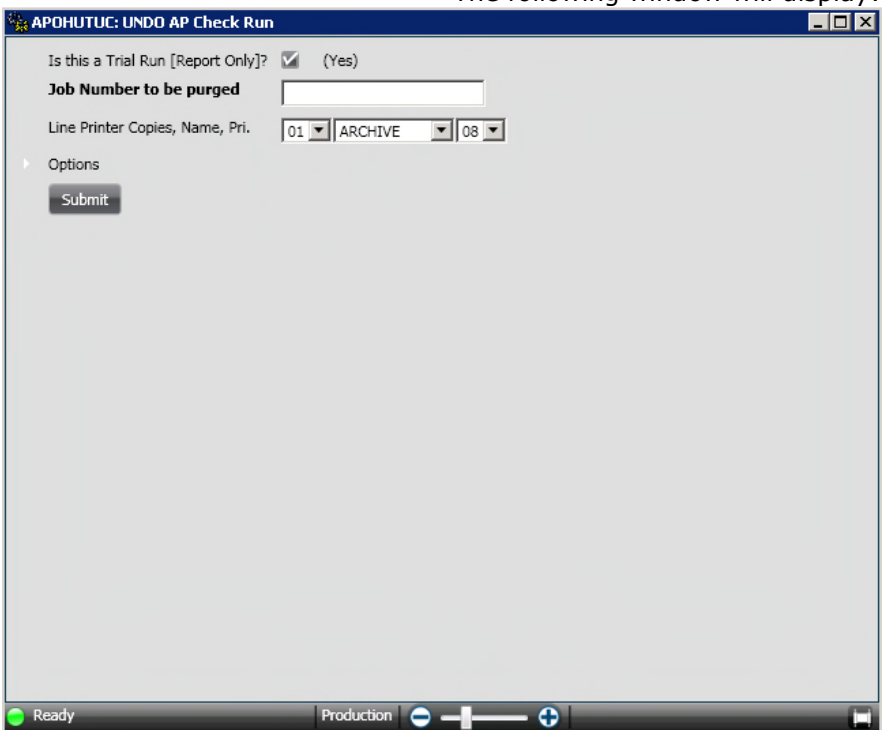
If necessary undo the distribution of the AP (expense) transaction as well.
If no changes to the AP (expense) posting then re-run **APOHPPRP** and re-print the checks using **APOHPPPA**.
If changes were made to the AP (expense) posting then re-select for payment with **APOHPPSP**, re-run **APOHPPRP**, and re-print the checks.

Section 22: Undo AP Check Run Posting

(1) To Undo the AP check run posting go to **APOHUTUC** by typing this in the search bar and clicking the link:



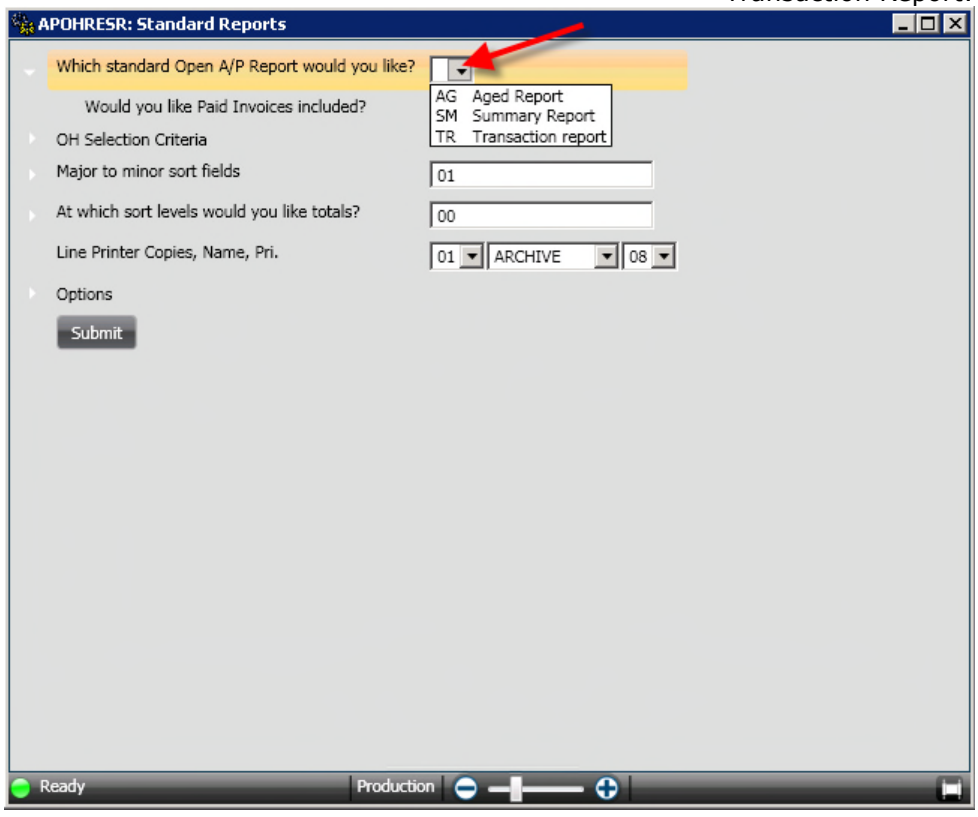
The following window will display:



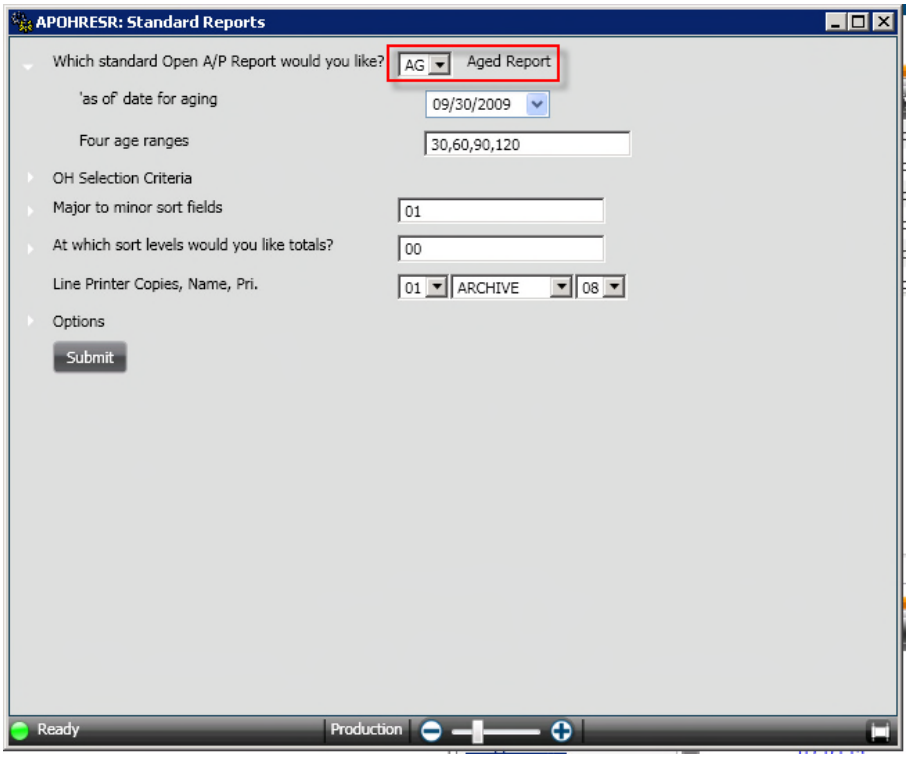
(2) Uncheck trial run and enter the job number of the **APOHPPPA** posting. Select archive and then click on the submit button to undo the distribution.

AP Non-CDD Reports that may be useful:

(1) **APOHRESR**-AG Open A/P Aged Report Listing, SM Summary Report and TR Transaction Report:

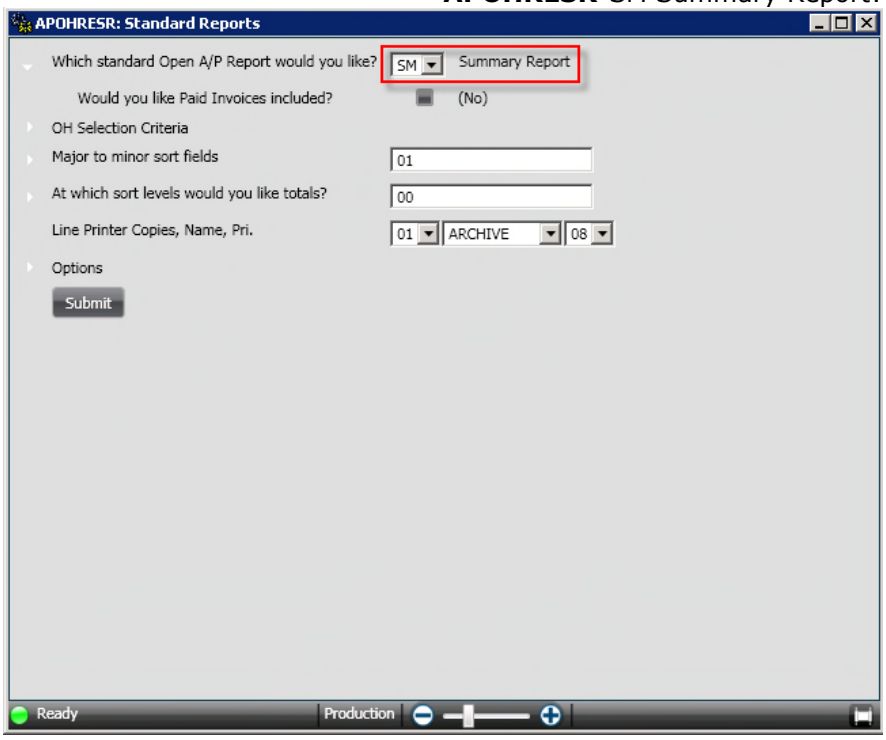


Once AG Aged report is selected the following prompts display:



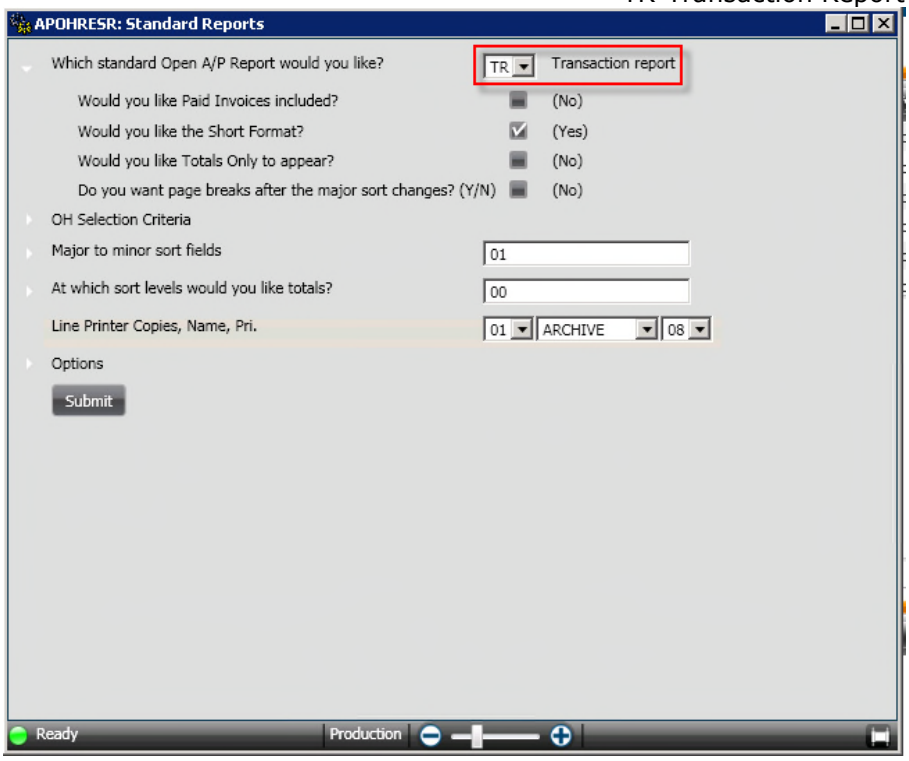
Click submit to archive the report to documents online.

APOHRESR-SM Summary Report:



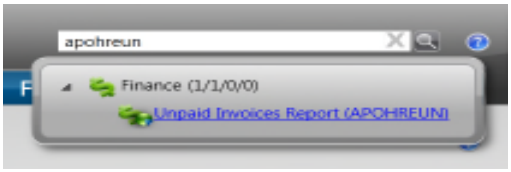
Click submit to archive the report to documents online.

TR-Transaction Report

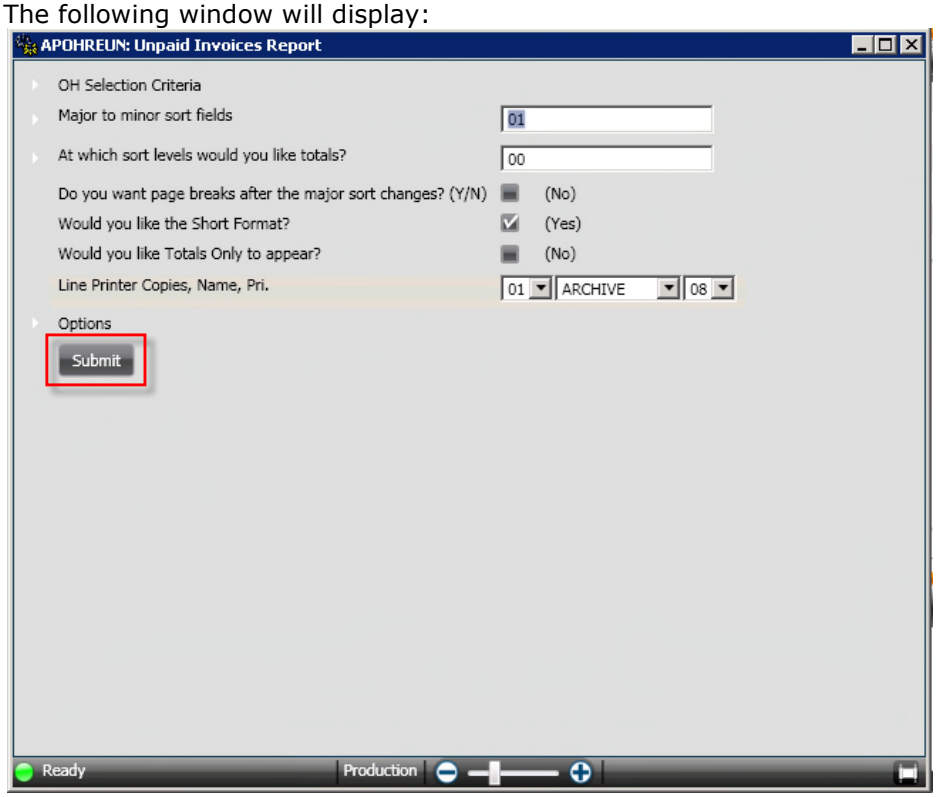


Click submit to archive the report to documents online.

Run **APOHREUN** (Unpaid Open A/P Invoices Report Listing) by typing this in the search bar and clicking the link:



The following window will display:



Click submit to archive the report to documents online.