# SUNGARD<sup>®</sup> PUBLIC SECTOR



# ONESolution Accounts Payable End User Guide

SunGard Public Sector 1000 Business Center Drive Lake Mary, Florida 32746

Phone: (800) 695-6915 Fax: (407) 304-1005

Web site: <u>http://www.sungardps.com</u> © 2011 SunGard Public Sector Inc.

All Rights Reserved

This document is covered by copyright. All rights reserved. SunGard Public Sector grants permission to the customer to whom it was sent to copy any part of this document for internal use only. It may be reproduced for use only by the party to whom it is sent directly by SunGard Public Sector for internal use only. It may not be reproduced in any other from or by any means, graphical, electronic or mechanical, including photocopying, recording, taping, or information and retrieval system, or used by or distributed to any third party without written permission of SunGard Public Sector. SunGard Public Sector reserves the right to modify or revise all or part of this document without notice.

Printed in the U.S.A

#### **Table of Contents**

SECTION 1: OH OPEN HOLD AP BATCH ENTRY5
SECTION 2: BATCH PO EXTRACTION8
SECTION 3: BATCH DIRECT PAYS10
SECTION 4: DIRECT PAY INVOICE APPROVALS17
SECTION 5: BATCH PROOF SET-APOHBTBP19
SECTION 6: DISTRIBUTING SET-APOHBTDS
SECTION 7: OH OPEN HOLD AP INVOICE ENTRY24
SECTION 8: INVOICE ENTRY PO EXTRACTION27
SECTION 9: INVOICE ENTRY-DIRECT PAYS
SECTION 10: INVOICE APPROVALS-DIRECT PAYS
SECTION 11: BATCH PROOF INVOICES-APOHINBP
SECTION 12: POSTING INVOICES-APOHINVP41
SECTION 13: AP CHECK RUN PROCESS43
SECTION 14: SELECT FOR PAYMENT-APOHPPSP44
SECTION 15: REPORT FOR PAYMENT-APOHPPRP47
SECTION 16: LOAD ELF FORM AP CHECK49
SECTION 17: CUT CHECKS-APOHPPPA54
SECTION 18: UNDO AP INVOICE POSTING REQUIREMENTS58
SECTION 19: UNDO AP POSTING UTILITY-APOHUTUG59
SECTION 20: REPRINT CHECKS FROM LAST CHECK RUN

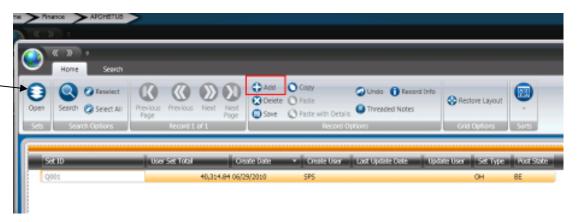
#### SECTION 21: REPRINT CHECK RUN-FROM AN EARLIER CHECK RUN...64

## 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:

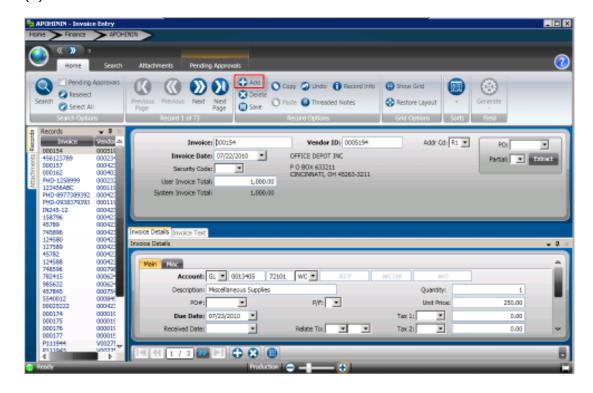


**Set ID**- Click on the Generate Button and Click on BTCHIDOH to Assign the next number:



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

Open Sets	Reselect Search @ Select Al Search Options	Frevious Page Record 2.cf2 -	Next Next Page	Add Delete Save	-		nd Info	Grid Options	- Sarta
8	110	User Set Total	l on	els Dels	• Crude User	Last Update Date	Upde	ta Usar 🦳 Sati Type	Post State
OH	01453	_	. 11/1	9/2010	5P5	11/19/2010	575	OH	DE .
Q00	1		40,314,84 06/2	9/2010	SPS			CH	BE
(3) E	Enter in the	User Set Total							



Click on the Save Button

(4) <b>Add</b> -Click on Bar:	the Add button Sector a <b>NEW</b> Invoice on the top ribbon
Home Search	Attachments Pending Approvals
Pending Approvels Search Search Select All Select All	Image: Previous         Image: Pre
Baccordi         ↓         ↓           Transce         Verate         ↓           100000         000157         000512           456125789         0000157         000422           000167         000452         000152           000162         000157         000422           000162         0000152         000422           12345686C         000115         140-6980759303           1MAD-61980759303         000112         150736           1S0736         000423         150442	Involue:         D00154         Vender ID:         D001594         Addr Cd:         R2         PO:         PO:           Involue:         D7/22/2020         COPTICE DEPOT INC         PO BOX 633211         Potice:
745896 000423 124580 000423 127589 000423 457582 000423 124588 000423	Invoice Datalis [Invoice Text] Invoice Datalis New Max
749396 000796 782415 000824 98532 000824 957845 000754 9594012 000845 00025222 000425 000174 000015 000175 000015	Account:         Q.         D013405         72101         WC W         A22Y         MCC00         MO           Descriptors:         Maceillameous Supplies         Quantity:         1           POdt         W         P/Fi         Unit Price         250.00           Due Date:         07/23/2010         Tax 11         0.00
000176 000015 000177 000015 9111944 V00275	Received Date:   Relate To:   Tat 2:   0.00

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

Invoice:	Vendor ID:	Addr Cd: 🔽	PO: 🗸
Invoice Date:			Partial: V Extract
Security Code: DT			
 User Invoice Total:			
System Invoice Total: 0.00			

#### Section 2: Batch PO Extraction

Invoice: OHR7900777		Vendor ID:	Addr Cd: AP	<b>v</b>	PO: P000
Invoice Date: 12/15/2009	<b>v</b>				Partial: P
Security Code: DT 💌					
User Invoice Total:	30.				
	and Partial and		e Extract Button:		
		then click on th Vendor ID:	e Extract Button: Addr Cd: AP	V	P0: P000
tial –Select P- F				<u>v</u>	PO: POCO Partial: P
tial -Select P- F				v (	
tial – Select P- F Invoice: OHR7900777 Invoice Date: 12/15/2009				•	

	PO:	P0001893				PO Total:	123,228	.00		
	Vendor:	JAMESF		Flint, Ja	mes E					
	Requisition Codes:	36			RP					
Otems:										
Pay Quantity	Unit Price	0.	artity Orda	ಹ	Quartity Received	Quartity Pai	8	PO Item Number	Account	
<ul> <li>ray quantity</li> </ul>	constant Assessments	Concentrational Automation								

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.

	PO:	P0001893		PO Total:	123,228.00		
	Vendor:	JAMESF	Fint, James E		************		
	Requisition Codes:	36		RP			
Items:							
Pay Quantity	Unit Price	Quantity	Ordered Quantit	Received Quantity	Paid PO Item Number	r Account	
		3.00000	2	6	2 0002	GL 231010-5200	2

This process will update the Invoice details tab:

a Debela										
THE PLOT										
GL Account:	GL 🖌 231010	5200	PR. 🗸	PROJ ACCT	100					
Description	2							Quantitys	6	
PD#:	P0001893	¥		P/P: P	¥			Unit Price:	3.00	
Due Date:	12/15/2009	¥					Tax 11	*	0.00	
Received Date:		4		Relate To:	~	~	Tax 21	~	0.00	
Authorized Date:		~		Div: GSN	*		Charge:	¥	0.00	
Second Refi				Misc Code:	*		Dutyi	4	0.00	
Product ID:							Disc. Terms:	0	0.00	
Bank ID:	35 👻	Sep 0	theck:				Exte	nded Amount:	18.00	

😪 Restore Layout

## 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:

TUANOICE:	OHR7900777		Vendor ID: JAMESE	Addr Cd: AP 🗸	PO: V
Invoice Date:	12/15/2009	Y	Flint, James E	-	Partial: V Extra
Security Code:	DT 💌		1111 Vista Wew Rd 2222 Ridge Road	l	
User Invoice Total:		30.	3333 Hughes Rd 4444 East Main Street		
System Invoice Total:		0.00	GRASS VALLEY, CA 95945		
<b>endor Lookup</b> ar:	-To lool	k up a	vendor click on the Look	sup icon on t	the top ribboı

Next Save O Paste Threaded Notes

😧 Dele

The data lookup window will display:

Reselect

Select All

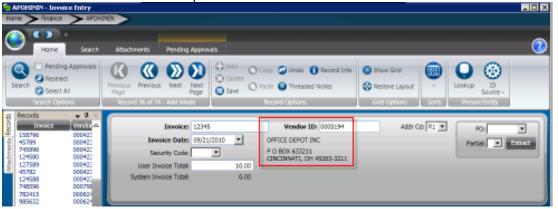
🧏 Data Lookup	×
OK Cancel Add	
	Search ID Source: All 💌
Filters: Name	Apply
PE ID Name Security CD Pedb Code	
Addresses:	
Code Address Line 1 Address Line 2 Address Line 3 Address Line 4 City St	/Prov. Zip Country Code Address

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'.

OK     Cancel     Add       Search ID Source:     All       silters:     Name     PETICE*     Apply       PE ID     Name     Security CD     Pedb Code       0005194     OFFICE DEPOT INC     P       0012218     OFFICE PRO INC     P       0012845     OFFICE PRO INC     P       12345TH     Office Depot     P       012485     OFFICE Depot     P       0200 LD GERMANTOWN RD     P       92 2200 OLD GERMANTOWN RD     Forson Address Line 2     Address Line 3       91     ATICL SERVICE     6050 OAKBROOK PARKWAY     DELRAY BEAC       92     DOX 633211     CINCINNATI       81     P O BOX 633211     CINCINNATI       81     P O BOX 633211     CINCINNATI	🛜 Data	Lookup					×
Ilike       OFFICE*       Apply         PE ID       Name       Security CD       Pedb Code         0005194       OFFICE DEPOT INC       P         0012218       OFFICE PRO INC       P         0012845       OFFICE PRO INC       P         012845       OFFICE Depot       P         12345TH       Office Depot       P         ddresses:       Code       Address Line 1       Address Line 2       Address Line 3       Address Line 4       City         99       2200 OLD GERMANTOWN RD       PLIATIN: CUSTOMER SERVICE       6050 OAKBROOK PARKWAY       NORCROSE         91       ATTN: CUSTOMER SERVICE       6050 OAKBROOK PARKWAY       NORCROSE         90       BOX 633211       CINCINNATI         R2       P O BOX 633211       CINCINNATI				OK Cancel	Add		
PE ID     Name     Security CD     Pedb Code       0005194     OFFICE DEPOT INC     P       0010885     OFFICE PRO INC     P       0012218     OFFICE PRO INC     P       00122145     OFFICE PRO INC     P       12345TH     Office Depot     P       ddresses:     Code     Address Line 1       Code     Address Line 1     Address Line 2       Address Line 3     Address Line 4     City       99     2200 OLD GERMANTOWN RD     DELRAY BEAC       P1     ATTN: CUSTOMER SERVICE     6050 OAKBROOK PARKWAY     NORCROSS       R1     P O BOX 633211     CINCINNATI       R2     P O BOX 633211     CINCINNATI						Search ID Sourc	e: All 🔻
0005194 OFFICE DEPOT INC P 0010885 OFFICEDESIGNS.COM P 0012845 OFFICE PRO INC P 0012845 OFFICE PRO INC P 12345TH Office Depot P 0012845 OFFICE Depot P 0012845 OFFICE Depot P 0012845 OFFICE Depot P 0012845 Unc 1 Address Line 2 Address Line 3 Address Line 4 Oity 001297 DELRAY BEAC 001297 DELRAY BEAC 001201 DERMANTOWN RD 01201 DELRAY BEAC 01201 DELRAY BEAC 0120	Filters:	Name	• like	▼ OF	FICE*	Apply	
0010885 OFFICEDESIGNS.COM P 0012218 OFFICE PRO INC P 0012845 OFFICEMAX INCORPORATED P 12345TH Office Depot P ddresses: Code Address Line 1 Address Line 2 Address Line 3 Address Line 4 City 99 2200 OLD GERMANTOWN RD 99 2200 OLD GERMANTOWN RD 91 ATTN: CUSTOMER SERVICE 6050 OAKBROOK PARKWAY NORCROSS R1 P O BOX 633211 CINCINNATI R2 P O BOX 633211 CINCINNATI	PE II		Name	Security CD	Pedb Code		
0012218 OFFICE PRO INC P 0012845 OFFICEMAX INCORPORATED P 12345TH Office Depot P ddresses: Code Address Line 1 Address Line 2 Address Line 3 Address Line 4 City 99 2200 OLD GERMANTOWN RD P1 ATTN: CUSTOMER SERVICE 6050 OAKBROOK PARKWAY NORCROSS R1 P O BOX 633211 CINCINNATI R2 P O BOX 633211 CINCINNATI							
ddresses: Code Address Line 1 Address Line 2 Address Line 3 Address Line 4 City 99 2200 OLD GERMANTOWN RD P1 ATTN: CUSTOMER SERVICE 6050 OAKBROOK PARKWAY R1 P O BOX 633211 CINCINNATI R2 P O BOX 633211 CINCINNATI							
12345TH Office Depot P ddresses: Code Address Line 1 Address Line 2 Address Line 3 Address Line 4 City 99 2200 OLD GERMANTOWN RD P1 ATTN: CUSTOMER SERVICE 6050 OAKBROOK PARKWAY NORCROSS R1 P O BOX 633211 CINCINNATI R2 P O BOX 633211 CINCINNATI				D			
Code         Address Line 1         Address Line 2         Address Line 3         Address Line 4         City           99         2200 OLD GERMANTOWN RD         DELRAY BEAC         DELRAY BEAC         DELRAY BEAC         DELRAY BEAC           P1         ATTN: CUSTOMER SERVICE         6050 OAKBROOK PARKWAY         NORCROSS         CINCINNATI           R1         P O BOX 633211         CINCINNATI         CINCINNATI	123451	TH Office Dep	ot		P		
Code         Address Line 1         Address Line 2         Address Line 3         Address Line 4         City           99         2200 OLD GERMANTOWN RD         DELRAY BEAC         DELRAY BEAC         DELRAY BEAC         DELRAY BEAC           P1         ATTN: CUSTOMER SERVICE         6050 OAKBROOK PARKWAY         NORCROSS         CINCINNATI           R1         P O BOX 633211         CINCINNATI         CINCINNATI							
Code         Address Line 1         Address Line 2         Address Line 3         Address Line 4         City           99         2200 OLD GERMANTOWN RD         DELRAY BEAC         DELRAY BEAC         DELRAY BEAC         DELRAY BEAC           P1         ATTN: CUSTOMER SERVICE         6050 OAKBROOK PARKWAY         NORCROSS         CINCINNATI           R1         P O BOX 633211         CINCINNATI         CINCINNATI							
Code         Address Line 1         Address Line 2         Address Line 3         Address Line 4         City           99         2200 OLD GERMANTOWN RD         DELRAY BEAC         DELRAY BEAC         DELRAY BEAC         DELRAY BEAC           P1         ATTN: CUSTOMER SERVICE         6050 OAKBROOK PARKWAY         NORCROSS         CINCINNATI           R1         P O BOX 633211         CINCINNATI         CINCINNATI							
Code         Address Line 1         Address Line 2         Address Line 3         Address Line 4         City           99         2200 OLD GERMANTOWN RD         DELRAY BEAC         DELRAY BEAC         DELRAY BEAC         DELRAY BEAC           P1         ATTN: CUSTOMER SERVICE         6050 OAKBROOK PARKWAY         NORCROSS         CINCINNATI           R1         P O BOX 633211         CINCINNATI         CINCINNATI							
Code         Address Line 1         Address Line 2         Address Line 3         Address Line 4         City           99         2200 OLD GERMANTOWN RD         DELRAY BEAC         DELRAY BEAC         NORCROSS           P1         ATTN: CUSTOMER SERVICE         6050 OAKBROOK PARKWAY         NORCROSS         CINCINNATI           R1         P O BOX 633211         CINCINNATI         CINCINNATI							
Code         Address Line 1         Address Line 2         Address Line 3         Address Line 4         City           99         2200 OLD GERMANTOWN RD         DELRAY BEAC         DELRAY BEAC         NORCROSS           P1         ATTN: CUSTOMER SERVICE         6050 OAKBROOK PARKWAY         NORCROSS         CINCINNATI           R1         P O BOX 633211         CINCINNATI         CINCINNATI							
Code         Address Line 1         Address Line 2         Address Line 3         Address Line 4         City           99         2200 OLD GERMANTOWN RD         DELRAY BEAC         DELRAY BEAC         NORCROSS           P1         ATTN: CUSTOMER SERVICE         6050 OAKBROOK PARKWAY         NORCROSS         CINCINNATI           R1         P O BOX 633211         CINCINNATI         CINCINNATI							
Code         Address Line 1         Address Line 2         Address Line 3         Address Line 4         City           99         2200 OLD GERMANTOWN RD         DELRAY BEAC         DELRAY BEAC         NORCROSS           P1         ATTN: CUSTOMER SERVICE         6050 OAKBROOK PARKWAY         NORCROSS         CINCINNATI           R1         P O BOX 633211         CINCINNATI         CINCINNATI							
Code         Address Line 1         Address Line 2         Address Line 3         Address Line 4         City           99         2200 OLD GERMANTOWN RD         DELRAY BEAC         DELRAY BEAC         NORCROSS           P1         ATTN: CUSTOMER SERVICE         6050 OAKBROOK PARKWAY         NORCROSS         CINCINNATI           R1         P O BOX 633211         CINCINNATI         CINCINNATI							
99     2200 OLD GERMANTOWN RD     DELRAY BEAC       P1     ATTN: CUSTOMER SERVICE     6050 OAKBROOK PARKWAY     NORCROSS       R1     P O BOX 633211     CINCINNATI       R2     P O BOX 633211     CINCINNATI	ddresse	is:					,
99     2200 OLD GERMANTOWN RD     DELRAY BEAC       P1     ATTN: CUSTOMER SERVICE     6050 OAKBROOK PARKWAY     NORCROSS       R1     P O BOX 633211     CINCINNATI       R2     P O BOX 633211     CINCINNATI	Code	Address	line 1	Address Line 2	Address Line 3	Address Line 4	City
P1 ATTN: CUSTOMER SERVICE 6050 OAKBROOK PARKWAY NORCROSS R1 P O BOX 633211 CINCINNATI R2 P O BOX 633211 CINCINNATI	-			Additab tana 2	Hudros cine s		Contraction of the local division of the loc
R2 P O BOX 633211 CINCINNATI				6050 OAKBROOK PARKW	AY		
4	R2	P O BOX 63321	1			C	INCINNATI
4							
4							
	4						Þ

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:

Attachmenta Pending Approvals
Image: Strate Layout         Image: St
Invoice:     12345     Vendor ID:     0003194     Addr Cd:     R1     PO3       Invoice:     Data::     03/23/2010     OPPICE DEPOT INC     Po E0X 633233     Partial:     Partial:     Port       Security Code:     P O E0X 633233     CINCINNATI, OH 45263-3211     CINCINNATI, OH 45263-3211     Partial:     Extra       System Invoice:     Total:     0.00     000     Point (Cincinnation (Cincin
Invoice Details       Invoice Details       New State       Account:       CL       Account:       Account:       Account:       Account:       CL       Account:       Account:       Account:       Account:       Account:       Account:       Accoun

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

Invoice Details Invoice Text							
Invoice Details							<b>→</b> ‡ ×
Main Misc							<u> </u>
Account: GL 💌	KEY OBJ	WC 🕶 👘	EY	WCOB	WO		
Description:				¢	Quantity:	1	
PO#:	•	P/F:		,	Unit Price:	0.00	
Due Date:	•			Tax 1:	•	0.00	
Received Date:	-	Relate To:	•	Tax 2:	•	0.00	~
							Add Mode 🗖

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:

(a) «	• 🔊 🗢		
<u> </u>	Home Sea	rch Attachments	Pending Approvals
	Fully Qualified	Fully Qualified	Show Ledger
	Org Key-Object	Org Key-WC OBJ	🚺 Show JL Side
Org Key	Quick	Quick	📝 Show Work Order
Lookup	GL	WC	Other Options

12

The data Lookup will display:

# SUNGARD<sup>®</sup> PUBLIC SECTOR

🍇 Data Lookup						×
	OK Cancel	Add				
Filter:	KEY 🗾 like	•				
	Status: Active	•				
FL	JND: NAV	FUND:		]		
D	EPT: ACT	IVITY:		-		
DIVIS		N/A:		-		
PROJ	ECT:	N/A:				
	Apply					
Contraction of Contraction	t Format Long Description		KEY Status	•		
000000 00000		GL	A	000	00	0000
0002112 00021		GL	A	100	99	9999
0010000 00100		GL	A	001	00	0000
0010101 00101		GL	A	001	01	0101
0010201 00102		GL	A	001	02	0201
0010405 00104		GL	A	001	04	0405
0010410 00104		GL	A	001	04	0410
0010415 00104		GL	Α	001	04	0415
0010420 00104		GL	A	001	04	0420
0010425 00104		GL	Α	001	04	0425
0010430 00104		GL	Α	001	04	0430
0010435 00104			А	001	04	0435
0010805 00108		GL	Α	001	08	0805
0010810 00108		GL	Α	001	08	0810
0010815 00108			A	001	08	0815
0012200 00122		GL	А	001	22	2200
0012201 00122		GL	Α	001	22	2201 🗸
4 0012601 00126		~	•	001	76	2001
						-
	More					

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:

oice Details							<b>→</b> ‡
Main Misc							4
Account: GL	0010101	OBJ WC 💌	KEY	WCOB	WO	1	
Description:					Quantity:	1	
PO#:	•	P/F:	•		Unit Price:	0.00	
Due Date:	-			Tax 1:	•	0.00	
Received Date:	•	Relate To:	•	Tax 2:	•	0.00	~

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:

Invoice Details Invoice Text			
Invoice Details			<b>~</b> ₽ ×
Main Misc Account: GL V 0010101			<u>^</u>
Account: GL 💌 0010101	72101 WC 🕶 KEY	WCOB WO	
Description: OFFICE SUPPLIES		Quantity:	1
PO#:	P/F:	Unit Price:	0.00
Due Date:		Tax 1:	0.00
Received Date:	Relate To:	▼ Tax 2: ▼	0.00 🗢
			Add Mode 🥃

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

Invoi	ce Details Invoice Text									
Invo	ice Details									↓ ↓ >
ſ	Main Misc									<b>^</b>
	Account: GL	• 0010101	72101	WC 🔻	KEY		WCOB	WO		
	Description: OF	FICE SUPPLIES						Quantity:	1	
	PO#:	-		P/F:	•			Unit Price:	0.00	
	Due Date:	•					Tax 1:	•	0.00	
	Received Date:	-		Relate To:	-	•	Tax 2:	-	0.00	~
										Add Mode 🥃

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

Inv	pice Details Invoice Text									
Inv	oice Details									→ ‡ ×
	Main Misc									<b>^</b>
	Account:	GL 💌 0010101	72101	WC 💌	KEY		WCOB	WO		
	Description: O	FFICE SUPPLIES						Quantity:	1	
	PO#:	•		P/F:	•			Unit Price:	10.00	
	Due Date:	•					Tax 1:	•	0.00	
	Received Date:	-		Relate To:	-	-	Tax 2:	•	0.00	~
										Add Mode 🥃

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

ice Details								<b>-</b> 4
Main Misc	0010101 721	01 WC 💌	KEY		WCOB	WO		
Description: OFFIC	E SUPPLIES	, , , , , , , , , , , , , , , , , , , ,			(	Quantity:	1	
PO#:	•	P/F:	•			Unit Price:	10.00	-
Due Date: 09/21/	2010 💌				Tax 1:	•	0.00	
Received Date:	•	Relate To:	-	•	Tax 2:	•	0.00	~

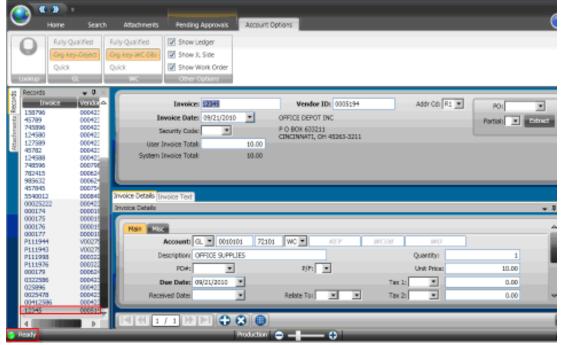
(3) **Division-** Select the appropriate division:

# SUNGARD<sup>®</sup> PUBLIC SECTOR

Main Misc				
	GL 💌 0013405 72101	WO		
Description:	Miscellaneous Supplies		Quantity:	1
PO#:	•	P/F:	Unit Price:	250.00
Due Date:	07/23/2010 💌		Tax 1:	0.00
Received Date:	•	Relate Tor	Tax 2:	0.00
Authorized Date:	•	Div: GEN 💌	Charge:	0.00
Second Ref:	ACCOUNT #1234567	Misc Code:	Duty:	0.00

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 **for** 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:

# SUNGARD<sup>®</sup> PUBLIC SECTOR



• ()	K 💓 a Home Search	Attachments	Pending Approvals	Account Op	tions				(
Locksp	Fully Qualified Ong Key-Object- Quick CL	Quick COBJ	Show Ledger Show JL Side Show Work Order Other Options						
8         12879           12         12879           12         12879           12         12458           12         12458           12         12458           12         1278           12         1278           12         1278           12         1278           12         1278           12         1278           12         1278           12         1278           12         12458           12         12458           12         12458           12         12458           12         12458           12         12458           12         12458           12         12458           12         12458           12         12458           12         12458           12         12458           12         12458           12         12458           12         12458           12         12458           12         12458           12         12458           12         12458 <tr< th=""><td>Vanice         Vanice         Vanice         A           6         00042         000015         0000015         0000015         0000015<td>Invoic Securi User Invoi System Invoic Invoice Details Invoice Invoice Details Invoice</td><td>ce Totali re Tost overti GL V 0010100 ption Pole: V</td><td>10.00 10.00</td><td>Vender IDi         00051           OFFICE DEPOT INC         P.0.80X 633211           CONCINNATI, OH 45283-33         CONCINNATI, OH 45283-33           WC         KE-Y           P/P:         W</td><td></td><td>Addr Col. Rt. 💌</td><td>Por Partial T</td><td></td></td></tr<>	Vanice         Vanice         Vanice         A           6         00042         000015         0000015         0000015         0000015 <td>Invoic Securi User Invoi System Invoic Invoice Details Invoice Invoice Details Invoice</td> <td>ce Totali re Tost overti GL V 0010100 ption Pole: V</td> <td>10.00 10.00</td> <td>Vender IDi         00051           OFFICE DEPOT INC         P.0.80X 633211           CONCINNATI, OH 45283-33         CONCINNATI, OH 45283-33           WC         KE-Y           P/P:         W</td> <td></td> <td>Addr Col. Rt. 💌</td> <td>Por Partial T</td> <td></td>	Invoic Securi User Invoi System Invoic Invoice Details Invoice Invoice Details Invoice	ce Totali re Tost overti GL V 0010100 ption Pole: V	10.00 10.00	Vender IDi         00051           OFFICE DEPOT INC         P.0.80X 633211           CONCINNATI, OH 45283-33         CONCINNATI, OH 45283-33           WC         KE-Y           P/P:         W		Addr Col. Rt. 💌	Por Partial T	
02589 00254 00412 12245 4	78 000423	Received	Dates		Relate To:	Tax 21	X	0.00 Ad	d Mode

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.**

	😥 🗉							
	Home Searc	h Attachments	Pending Approvals	Appount	Options			(
Q	Fully Qualified One Key-Object Quick GL	Fully Qualified Gep Key-WC 084 Quick WC	Show Ledger  Show JL Side  Show Work Order  Other Options					
9 159795 45789 745996 124580 127589 45782 124585 746995 782415 985632		Inv Se Uper In	Involue: 12345 value Date: 09/21/2010 ourity Code: • region Tatal: value Tatal:	¥ 10.00 10.00	Vendor ID: 0005 OFFICE DEPOT INC P O BOX 633211 CINCINNATI, OH 45263-		Addr Cd: R1 💌	Po: v Partial: v Edmit
457945 5540012 000174 000175 000176 000177 P111944 P111949 P111970 000179 000179 000179 000179 0002598	2 000422 000011 0000011 0000011 0000011 000027 000027 000022 000042 000042 000042	D	Account: G. Y DOIDO comption: OPPLC 9JPPL POst Y are Date: 09/21/2009	•	P/FI X	WCOB Tax 1	Unit Prices	1 10.00 0.00
0025478 0041258 12345 4			_	•	Relata To:	Tax 2:	2	0.00

## Section 4: Direct Pay Invoice Approvals

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

<b>)</b> «	0							
<u> </u>	Home	Search	Attachments	Rending Approvals	Account	Options		
	A Arrente	🛞 Reject	User .	Group	Action	Date	Comments	4
Refresh			525		0	9/21/2010 5:59:53 PM		
Refresh	S Forward	O Hold		W0000_DEFT	0	9/21/2010 5:59:54 PM		
direction in the		100			-	History		

If there are no issues with the record click Approve:

	• 🛛 🔹								
<u> </u>	Home	Search	Attachments	Pending Approvals	Account	Options			
	Access	e 🐼 Reject	User	Group	Action	Date	Comments	4	
Refresh			575		0	9/21/2010 5:59:53 PM			
Refresh	S Forward	1 🕐 Hold		W0000_D67T	0	9/21/2000 5:59:54 PM		~	
Approvais		dico			^	History			

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:

9	Home Sea	ch Atlachments	Pandh	ng Approvals Account Opl	tions	
	User	Group	Action	Date	Comments	4
$\mathbf{\nabla}$	SPS		0	9/21/2010 5/59/53 PM		
Refresh	-	W0100_DEPT	0	9/21/2010 5/59/54 PM		
Approvels		100 F11107F	^	Hidary		-

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



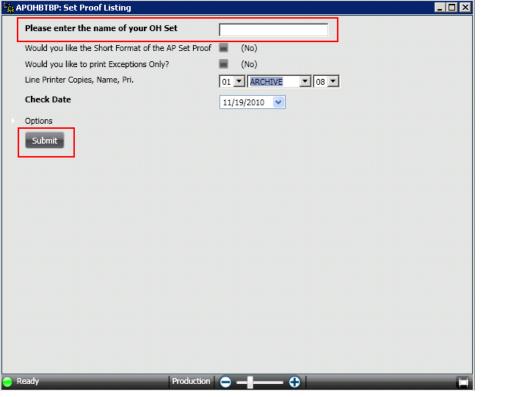
There will be times when the "Record Accepted" message is not received and a budget warning appears instead. These warnings are intended to inform the User that funds are not available and to take the necessary steps to move money into the account or choose another account to expense the purchase. Budget 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:

ce (1/1/0/0	1)				1		
pen Hold	Invoice Set	Proof Listin	g (APOHBT	<u>BP)</u>	ſ	-	
					ce (1/1/0/0) Igen Hold Invoice Set Proof Listing (APOHBTBP)		

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:

0	NESolu	ution"				
			Home	Customize Dashboard	Accounts Payable	Cash Receipts
IOBS (	Ð					😪 Res
_	Development	30b Number	a ser a			and the
	Description	Job Number	Nesk	Status	300 Type	Start Date
	Classic Job: APOHETEP	212660	APOHETEP	Completed	Classic Job	11/22/2010 12:1

# 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	Stat	tus	Јор Туре	
)	Classic Job: APOHBTBP	<u>212660</u>	APOHBTBP	Com	pleted	Classic Job	
D	escription		DocId				
E Tail	Sheet				9806		
FO	pen A/p Batch Proof				9801		

#### Sample APOHBTBP report:

CITY OF MONTGOMENY FWOOF F OFEN A / F BATCH FH00F Set ID: CH101456 Fage 1 NOS, NOV 22, 2010, 12:10 FM --req: SFS-----leg: GL GP-loc: CNSTTE----job: 212660 BJ291----prog: CH450 x3.76z--report id: CH8FROOF

Account Org Key Object Account Org Key FISAACE FISAACE PISAACE PISAACE	Description Description 4105	Invoice Number Secondary Ref D Ench PO2 / Pat Product ID Item DescriptionI TTT TTT PURCE/OFFICE SUPPLI Net Amount;	5,000.00 5,000.00 0.00 0.00	Tax Tax2 Chrg Duty	Tax2 Ant Charge Ant Duty Ant	Due Date Rov Date Pet Date Ch ID-No 11/21/2010 11/21/2010	Division Code and Descriptio Vandor ID / PEDB 04 / Addr C Vandor Admem Vandor Address Line(s) Vandor City, State, Sip CENS General Division 0004235 P NAPA P 0 BOX 40943 ATLANTA, GA 30304-2043	4 Misc Sfnd Sc/Tf 81/2 .0000	Post Sec Prep Cktp
Set ID:	08001456	System Computed	Total: 5,0	00.00	User Compo	ited Total;	E,DOD.GD TOTALS MA	PCH	

Distribution Total:	6,000.00
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:

apphbtds	Xq	0
 Finance (1/1/0/0)		
Distribute Open Hold Invoice Set to OH a	NO GE IAPUHBIUS	

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

POHBTDS: Dist Set to OH and GL		
Please enter the name of your OH Set		
Would you like the Short Format of the AP S	et Proof 🔳 (No)	
Posting Date	11/22/2010 💌	
Line Printer Copies, Name, Pri.	01 ARCHIVE 08	
Options		
Submit		
	iduction 😑 🗕	Image: A state of the state
2) Enter in the	name of your OH Set	
3) And Click on Sulmit		
the system displays the job	number if the reports were archive	a:

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

-0	NESolu	ition				
$\sim$			Home	Customize Dashboard	Accounts Payable	Cash Receipts
JOBS 🧕	2					8
_	Description	30b Number	Mask	Status	Job Type	Start Date
	Classic Job: APOHETOS	212667	APOHETOS	Completed	Classic Job	11/22/2010
	Classic Job: APOHETEP	212660	APOHETEP	Completed	Classic Job	11/22/2010

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

		Home	Customize Dashboard	Accounts Payable
3S 🗕				
Description	Job Number	Mask	Status	Job Type
Description			DocId	
F Open A/p Batch Proof			9823	
GL Posting Report			9824	
Tail Sheet			9826	
Tun Drives				

#### Sample Audit report:

CITY OF MONTBOMERY POST O / H POSTINGS TO GLDS OHOO1466.DMTA.ADMIN Page 1 MON, NOV 22, 2010, 12:54 FM --reg: SPS-----leg: GL GF--loc: CMSITE---job: 212667 #J290----prog: GL250 <2.13>--report id: GLPOST02 Ledger: GL AUDIT REPORT

1.1	BEFORE	THIS J	0 B	P O S T I N G	THIS	JOB	N E W	TOTALS	
MO/TRI	Debit	Credit	Net 1	Debit	Credit	Net 1	Debit	Credit	Met 1
			!						
10/101	144,894.28	144,984.29	0.001	0.00	0.08	0.001	144,984.29	144,894.28	0.001
1						1			1
11/10!	5,674,879.66	5,674,879.66	0.001	5,000.00	5,000.00	0.005	5,679,879.66	5,679,879.66	0.001
1									1
TOTAL 1	5,819,763.94	5,819,763.94	0.001	5,000.00	5,000.00	0.001	5,824,763.94	5,824,763.94	0.001

24

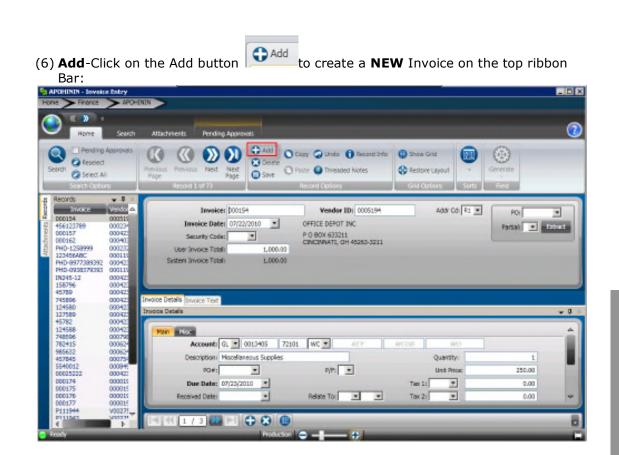
## Section 7: OH Open Hold AP Invoice Entry

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:

	Search	Attachmenta					-		
Reservent Inth O Select All	Page	Previous Next Page	Seve OP	nery 🥥 Undo 🕦 Record I aste 🚇 Threaded Notes	Restore	Layout +	Generate		
Search Options	_	Record 1 of 71		Record Options	Grid Op	fors 5af	s l'ield		_
acorda Invoke	Vertex	Tennica	: 000154	Vendor II	1005104		idr Cd: R1 +		
00154	000515	Invoice Date		OFFICE DEPOT IN	1		the condition T	PO: Partial:	<u>ب</u>
00157	000421	Security Code		P O BOX 631211				Partas:	
00162 HD-1258999	000403	User Invoice Total		CINCINNATI, OH	15263-3211				
23456ABC	000115	System Invoice Total		60.00					
	000422	System anvoice rictar	4 A.V	00.00					
HD-8977389392 HD-0938379393 N245-12	000115								
HD-0938379393 N245-12 58796	000115 000423 000423								
HD-0936379393 N245-12 58796 5789	000115 000423 000423 000423 000423	nvoice Details (Invoice Text)			_	_			
HD-0936379393 N245-12 58796 5789 45896 24580	000115 000423 000423 000423 000423	nvoice Details [Invoice Text]				_	_	_	
HD-0938379393 N245-12 58796 5789 45896	000115 000422 000422 000422 000422 000422 000422								
HD-0938379593 4245-12 58796 5789 45896 24580 27589 5782 24588	000115 000425 000425 000425 000425 000425 000425 000425 000425	Invoice Details							•
HD-0938379293 4245-12 38756 5799 6886 24580 27589 5782 24588 44588 85596	000115 000425 000425 000425 000425 000425 000425 000425 000425 000425 000425	Main Max	2 0013405	72101 4477			_		•
HD-0938379293 4245-12 58796 5799 45896 45896 4580 27589 5782 24588 48596 42415 56632	000115 000425 00055 000000	Main Moc Account:	GL 💌 0013405	72101 800	]				•
4D-0938379293 2445-12 58796 5799 68996 14580 17589 5782 14588 88596 12415 15632 15645 15645	000115 800425 80045 8005 800	Main Main Account:	GL 💽 0013405 Miscellaneous Supp	slies	]		antity:	1	•
HD-0938379593 24-5-12 85796 5789 65996 14580 14580 7782 77839 7782 85996 12415 15632 57845 55632 57845	000115 000425 00055 000000	Main Moc Account:		A A.	]		antity:	1 250.00	•
4D-0928379593 (245-12) 85796 (35796 (4580) (4580) (4580) (4580) (4583) (4598) (	000115 000423 0000423 0000423 0000423 0000423 0000423 0000423 000095 000055 000000	Main Main Account:	Miscellaneous Supp	slies	]		It Price:		•
4D-0928379593 (245-12 85796 (3799 (45996 (4580) (7789 (4580) (7789 (7589 (580) (7589 (580) (1445) (580) (1445) (1440) (12 (1440) (12 (1440) (12) (1440) (12) (1440) (12) (1440) (12) (1440) (12) (1440) (12) (1440) (12) (14) (14) (14) (14) (14) (14) (14) (14	000115 000423 0000423 0000423 0000423 0000423 0000423 0000423 0000423 0000423 0000423 0000423 0000423	Man Mac Account Description 204: Due Date	Miscellaneous Supp 57/23/2010	olies #/#:		Ur Tex 1:	it Price:	250.00 0.00	•
4D-0958379593 (445-12 85796 (7789 (45906 (4580 (4580 (4580 (4588 (4596 (4588 (4596 (4588) (4588) (4588) (4588) (4588) (4596 (4596) (4596) (44012 (40012) (1025222) (10175) (10175) (10177)	000115 000425 000425 000425 000425 000425 000425 000425 000425 000425 00055 00055 00055 00055 000045 000015 000015 000015	Main Mac Main Mac Account: Descriptioni POat; Due Date: Received Date:	Miscellaneous Supp 07/23/2010	P/F;	1 1	Ur Tax 1: Tax 2:	at Prikes	250.00 0.00 0.00	•
HD-0938379293 4245-12 58796 5799 45896 24580 27589 5782 24588	000115 000423 000423 000423 000423 000423 000423 000423 000423 000423 000759 000759 000759 000759 000759 000442 000759 00044200000000	Man Mac Account Description 204: Due Date	Miscellaneous Supp 57/23/2010	olies #/#:	1 1	Ur Tex 1:	it Price:	250.00 0.00	•



The bottom right corner will show add mode:

# SUNGARD<sup>®</sup> PUBLIC SECTOR

Home > Prance > APCH		
Home Search	Attactments Persing Approvals	0
Pending Approvals Search Search Search Al Search Al	Image: Construction         Image: Construction	
Bacords         ↓         ↓           Invoice         Virado         Virado           15576         00042         15576           45789         00042         121589           127589         00042         127589           127589         00042         124880           127589         00042         12488           124586         00042         12488           56562         00052         126585           765945         00052         15552	Invoice:         Vendor ID:         Addr Ed: Fill         PD:           Invoice:         Invoice:         Invoice:         PD:	-
45/845 00074 55/6012 00044 00025222 00042 000174 000115 000175 000015 000175 000016 000175 000016 P111944 V00272 P111946 00032 P111945 V00272 P111946 00032 P111976 00032 P111976 00052 0022566 00042 0022566 00042 00042 00045 00015 00052 0052 055 055	Invoice Details Invoice Test Invoice Details	
		Made 🚽

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

Invoice:	Vendor ID:	Addr Cd: 🔽	PO: 🗸
Invoice Date:			Partial: 💌 Extract
Security Code: DT 💌			
User Invoice Total:			
System Invoice Total:	0.00		

#### 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:

Invoice:	OHR7900777	Vendor ID:	Addr Cd: AP 🔽	PO: P0001893 🗸
Invoice Date:	12/15/2009			Partial: P 💌 Extract
Security Code:	DT 💌			
User Invoice Total:	:	30.		
System Invoice Total:	0	1.00		

#### The following extraction screen will display:

	PO:	P0001893		PO Total:	123,228.00		
	Vendor:	JAMESF	Flint, James E				
	Requisition Codes:	36	RP				
Items:							
Items: Pay Quantity	Unit Price	Quantity Ord	ered Quantity Received	Quantity Paid	PO Item Number	Account	

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.

	PO:	P0001893		PO Total:	123,228.00		
	Vendor:	JAMESF	Flint, James E				
	Requisition Codes:	JG		8			
Items:							
Items: Pay Quartity	Unit Price	Quantity (	Didered Quantity R	eceived Quantity Paid	PO Item Number Acco	count	e a c

This process will update the Invoice details tab:

Detain								
1 P105								
GL Account:	GL 🖌 233030 5200	PR. 🛩	PROJ ACCT	182				
Description	2						Quantity:	6
PD#:	P0001893		P/#: P	~			Unit Price:	3.00
Due Date:	12/15/2009					Tax 11	*	0.00
Received Dates	×		Relate To:	~	*	Tax 21	×	0.00
Authorized Date:			Div: GSN	~		Charge:	¥	0.00
Second Reft			Misc Code:	*		Dutyi	×	0.00
Product ID:						Disc. Terres:	0	0.00
Bank ID:	3G 💙 Sep	dweck:				Exter	ided Amount:	18.00

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 bar:

on the top ribbon

Schuller - Invoice Entry							
Home > Risance > APOH							
Home Search	Attachments	Pending Approv	95		_		0
Search	Previous Page	Next Next Page	Add O Copy Ø Unde 10 Record Into     O Paste 10 Threaded Notes	<ul> <li>Show Grid</li> <li>Restore Layout</li> </ul>		Lookup ID Source -	
Search Options	Record 36 of 74	- Add Mode	Record Options	Grid Options	Sorts	PersorvEntity	

The data lookup window will display:

🝃 Data Lookup	1					×
		ок	Cancel Add			
					Search ID Source:	All 🔻
Filters: Name	•	like	•		Apply	
PE ID Name	ecurity CD Pedb (	Code	_	_	_	
ddresses:						
Code Address	Line 1 Address Lir	e 2 Address Line	3 Address Line 4	City St./Prov.	Zip Country Code	Addres

29

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'.

			ок	Cancel Ad	d		
						Search ID So	urce: All
Iters:	Name	-	like	▼ OFFICE	*	Apply	
PE ID	-	Name		Security CD Ped	h Code		_
0005194	OFFIC	E DEPOT INC		P	0 0000		_
0010885	OFFIC	EDESIGNS.COM		P			
		E PRO INC		P			
0012845 12345TH		EMAX INCORPOR	UATED	P			
1234511	Once	Depot		P			
draccar					_	_	_
_			1				
Code	Add	dress Line 1		ess Line 2	Address Line 3	Address Line 4	
Code 9 22	Add	GERMANTOWN R	D		Address Line 3	Address Line 4	DELRAY BE
Code 9 22 21 A	Add 200 OLD ( TTN: CUS	GERMANTOWN R TOMER SERVICE	D	ess Line 2	Address Line 3	Address Line 4	DELRAY BE NORCROSS
tode 9 22 21 A 21 P	Add	GERMANTOWN R TOMER SERVICE 33211	D		Address Line 3	Address Line 4	DELRAY BE/ NORCROSS CINCINNAT
Ride 22 79 22 71 AT R1 P	Add 200 OLD ( ITN: CUS O BOX 63	GERMANTOWN R TOMER SERVICE 33211	D		Address Line 3	Address Line 4	DELRAY BE NORCROSS CINCINNAT
tode 9 22 21 A 21 P	Add 200 OLD ( ITN: CUS O BOX 63	GERMANTOWN R TOMER SERVICE 33211	D		Address Line 3	Address Line 4	DELRAY BE NORCROSS CINCINNAT
Ride 22 79 22 71 AT R1 P	Add 200 OLD ( ITN: CUS O BOX 63	GERMANTOWN R TOMER SERVICE 33211	D		Address Line 3	Address Line 4	DELRAY BE/ NORCROSS CINCINNAT
P1 A1 R1 P	Add 200 OLD ( ITN: CUS O BOX 63	GERMANTOWN R TOMER SERVICE 33211	D		Address Line 3	Address Line 4	City DELRAY BEA NORCROSS CINCINNATI CINCINNATI

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

me ARance APOHD	Attachments Pending Approvals		_	-	C
Fending Approvals     Ferding Approvals     Ferding Approvals     Seect All     Seect All     Seect All	Preside New Law	Carry Olives Otacovi Inte Control Oracle Otacovi Inte Save Office Office Otacovi Network (Control	Canada Caralina Caradina Caralina Caralina Caralina Caralina Caralina Caradina Carad		Lookup D John D Sauroe - Hexauterity
Records         0           Trunce         Verside A.           153796         000422           45789         000422           124580         000422           124580         000422           127599         000422           127588         000422           127589         000422           124580         000422           124583         000422           124583         000422           124583         000422           124583         000422           935632         000622	Invoice 12345 Invoice Date: 09/21/202 Security Code: User Invoice Total System Invoice Total		Addr Cd	R1 ¥	Portual C Concert

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

# SUNGARD<sup>®</sup> PUBLIC SECTOR

APOHININ - Invoice Entry		
Home Finance APOH		
Home Search	Attachments Pending Approvals	0
Search Se	Image: Provides     Image: Provides <td< th=""><th></th></td<>	
Peccarios         ✔         0           1977000         1977000         0           197701         000425         000425           197802         000425         000425           127599         000425         124589           127599         000425         124589           127599         000425         124589           124588         000425         124589           7023415         000625         124583           995632         000625         12458	Invoice         12345         Vendor IDc 0005194         Addr.Cdi R1 •         POr         •           Invoice         09/21/2010 •         OFFICE DEPOT INC         Pote 0005194         Addr.Cdi R1 •         Pote 000         Pote 0000         Pote 0000         Pote 00	
5540012 000846 00025222 100423	Invoice Ontalis [Invoice Text]	
000174 000015 000175 000015 000175 000015 000175 000015 000177 000015 P111944 00027 P111948 000275 P111948 000232 P111976 000025 000179 000055 00012586 000425 0022478 000425 0022478 000425	None         Mode         Account         CL         AFY         Off         WC         AFY         MODE         M	•
4	[H] H] 1 / 1 ] [H] (1   2   2   6   6   6   6   6   6   6   6	- 0
Ready	Production 🔾 🗕 — 🗘	

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

Invoice Details Invoice Text						
Invoice Details						- <b>₽</b> ×
Main Misc						4
Account: GL 💌	KEY OB)	WC KEY	WCOB	WO		
Description:				Quantity:	1	
PO#:	•	P/F:		Unit Price:	0,00	_
Due Date:	-		Tax 1		0.00	
Received Date:	-	Relate To:	▼ Tax 2		0.00	~
	$+ \otimes \bigcirc$				Adi	d Mode 🗖

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.

Home >	Finance > APO	DHININ	
<b>@</b> "		:h Attachments	Pending Approvals
	Fully Qualified	Fully Qualified	Show Ledger
U	Org Key-Object	Org Key-WC OBJ	Show JL Side
	0.14	Quick	Show Work Order
Org Key	Quick	Quick	a short tront order

#### The data Lookup will display:

🄄 Data Lookup						×
	OK Cancel A	dd				
Filter: KEY	▼ like	•				
		-				
	Status: Active	-				
FUND:	NAV FUND					
DEPT:	ACTIVITY	-		-		
DIVISION:	N/A:	-		-		
PROJECT:	N/A:					
	Apply					
						-
KEY Report Format	Long Description	Ledger	/KEY Status		DEP	
0000000 0000000	POOLED CASH KEY	GL	А	000	00	0000
0002112 0002112	END OF THE WORLD MASTER	GL	A	100	99	9999
0010000 0010000	ASSET/LIABILITY/REVENUE	GL	A	001	00	0000
0010101 0010101	COUNCIL	GL	A	001	01	0101
0010201 0010201	MAYOR AND CABINET	GL	A	001	02	0201
0010405 0010405	FINANCE/ADMINISTRATION	GL	A	001	04	0405
0010410 0010410	FINANCE/ACCOUNTING	GL	A	001	04	0410
0010415 0010415	FINANCE/LICENSE & REVENUE	GL	A	001	04	0415
0010420 0010420	FINANCE/PURCHASING	GL	A	001	04	0420
0010425 0010425	FINANCE/PAYROLL	GL	A	001	04	0425
0010430 0010430	FINANCE/RISK MANAGEMENT	GL	A	001	04	0430
0010435 0010435	FINANCE/FINANCIAL MANAGEMENT	GL	A	001	04	0435
0010805 0010805	IT/ADMINISTRATION	GL	A	001	08	0805
0010810 0010810	IT/IT INFRASTRUCTURE	GL	A	001	08	0810
0010815 0010815	IT/ORGANIZATIONAL SERVICES	GL	A	001	08	0815
0012200 0012200	DWTN/RIVERFRONT REDVLP	GL	A	001	22	2200
0012201 0012201	DWTN/RIVERFRONT REDVLP	GL	А	001	22	2201
0010601 0010601	CITY CLEDY	~	*	1001	76	101
4		_		_	-	Þ
	More					

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.

Misc						
Account: GL	b010101	OBJ WC 💌	KEY	<i>WCOB</i>	WO	
Description:				Q	Juantity:	1
PO#:	-	P/F:	•	ι	Jnit Price:	0.00
Due Date:	-			Tax 1:	-	0.00
Received Date:	*	Relate To:	<b>•</b> •	Tax 2:	-	0.00

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:

Invoice Details Invoice Text					
Invoice Details					🗢 🕂 🗙
Main Misc					_
Account: GL 🔽 001010	01 72101 WC 💌	KEY WCOB	WO		- 64
Description: OFFICE SUPPLI	ES		Quantity:	1	
PO#:	P/F:	•	Unit Price:	0.00	_
Due Date:	•	Tax 1:	•	0.00	
Received Date:	Relate To:	▼ ▼ Tax 2:		0.00	~
	3			Add	Mode 🗖

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

Main Misc							
Account: GL	0010101 7	2101 WC 💌	KEY	WCOB	WO		
Description: OFFI	CE SUPPLIES			c	Quantity:	1	
PO#:	•	P/F:	•		Unit Price:	0.00	
Due Date:	•			Tax 1:	•	0,00	
Received Date:	-	Relate To:	• •	Tax 2:	-	0.00	

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

ce Details									-
Main Misc									
Account:	GL 💌 0010101	72101	WC 🔻	KEY	J.	VCOB	WO		
Description: O	FFICE SUPPLIES						Quantity:	1	
PO#:	•		P/F:	•			Unit Price:	10.00	
Due Date:	•					Tax 1:		0.00	
Received Date:	-		Relate To:	-	•	Tax 2:	•	0.00	

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

Invoice Details Invoice Text								
Invoice Details								🚽 🖡 🛪
Main Misc								_
Account:	GL 💌 0010101	72101 W0		KEY	WCOB	WO		
Description:	OFFICE SUPPLIES					Quantity:	1	
PO#:	<b>T</b>		P/F: 💌			Unit Price:	10.00	
Due Date: 0	9/21/2010 🗾				Tax 1:	•	0.00	
Received Date:	-	Rel	ate To:	• •	Tax 2:	•	0.00	~
							Ad	id Mode 星

## 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:

35

Norme       Sector       Attactments       Perching Aqueousts       Account Options         Party Qualitiest       Party Qualitiest       Show ALSide       Show ALSide         Quark       Quark       Quark       Show ALSide       Show ALSide         Quark       Quark       Quark       Quark       Provide Ub provide	APOHININ - Invoice Entry Home Finance APOHI	Delle State				
Horse       Solon       Abstruents       Pending Approval         Fully Qualities       Fully Qualities       Show Lodger         Outprovidence       Quick       Quick       Show AL Sole         Quick       Quick       Quick       Show AL Sole         Quick       Quick       Quick       Poil         New Control       New Work Other       Outprovidence       Poil         Vestor       New Control       Poil       Poil         New Control       New Control       Poil       Poil       Poil         New Control       New Control       New Control       Poil       Poil       Poil         New Control       New Control       New Control       Poil       Poil       Poil       Poil         New Contro       New Control       New Control						
Organization       Organization       Organization       Organization         Instance       Instance       Instance       Instance       Instance       Instance         Instance       Instance       Instance       Instance       Instance       Instance       Instance         Instance       Instance       Instance       Instance       Instance       Instance       Instance       Instance       Instance         Instance       Ins		Attachments Pending Approv	als Account Opt	ors	_	0
Open Trackice         Vessele         Vessele         Vessele         Poil         Poil           155706         000422         124586         000422         045786         000422         Poil	Quick (	Quick Show JL Side	ter			
457865         00075           5560012         00042           00005522         00042           000175         000115           000175         000115           000176         000115           000177         0000115           000178         000112           000179         0000115           000179         0000115           P111943         V0027           P111943         V0027           P111945         000120           000176         000010           001776         000012           P111943         V0027           P111945         000012           0000170         0FFICE SUPPLIES           0000170         0FFICE SUPPLIES           0000170         0FFICE SUPPLIES           0000170         0FFICE SUPPLIES           0000170         00042           0000170         00042           0000170         00042           0000170         00042           0000170         00042           0000170         00042           0000170         00042           0000170         00042           000042         Piceneed Da	37704x2         V 8150 Φ           158776         000422           45789         000422           124586         000422           125589         000422           125589         000422           125589         000422           125589         000422           125589         000422           125589         000422           125589         000422           125589         000422           125589         000422           125589         000722           125589         000722           125589         000722           125589         000722           125589         000722           125589         000722           125589         000722           125589         000722           125589         000722           125589         000722           125589         000722           125589         000722           125589         000722           125589         000722           125589         000722           125589         000722           125589         000722           125589 <td>Invoice Date: 09/21. Security Code: User Invoice Total)</td> <td>10.00</td> <td>FFICE DEPOT INC</td> <td>Addr Col 🕅 💌</td> <td></td>	Invoice Date: 09/21. Security Code: User Invoice Total)	10.00	FFICE DEPOT INC	Addr Col 🕅 💌	
	965632         00052           457845         000759           9540012         00084           0002522         00042           000174         00015           000175         000115           000176         000115           000177         000115           000176         000115           000177         000012           111944         V10271           P111946         V00272           P111976         000322           000170         000422           0025866         00422           0052586         00422           0052586         00422	Trucce Details   Moin Moz  Account: GL	UPPLIES 	P/P:	Quantity: Unit Price: Tex 1:	1 120.00 0.00

## Adding Line Items to Invoice

If additional line items are necessary, click on the **bottom** 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:

				_				6
Hane	Search	Attachments	Panding Approvals	Account C	Options			(
huly Que	irred fully	Qualified	Show Ledger					
Cite King-	Orgent	Say-WC-ON	Show JL Side					
Quick	Quic	k	Show Work Order					
adap GL		WE	Other Options					
Records	+ 4 ×							
	000425		Invoice: 12345		Vendor ID: 0005194	Addr Cd: R1 💌	90:	
45789	000422	In	voice Date: 09/21/2010	*	OPPICE DEPOT INC.		Partial: •	test
745996 124580	000425 000425	54	ecurity Code		P O BOK 633211 CINCINNATI, OH 45263-3211			
			A REAL PROPERTY AND A REAL					
	000422	User D	nacios Total:	10.00				
45782 124588	000425		niroibe Tobel: niroibe Tobel:	10.00				
45782 124588 748596	000425 000425 000796							
45782 124588 748596 782415 985632	000425 000425 000796 000624 000624							
45782 124588 748596 782415 985632 457845 5540012	000425 000425 000756 000624 000624 000624 000754 000645		rwaibe Total:				_	
45782 124588 748596 782415 985632 457945 5540012 00025222	000425 000423 000796 000624 000624 000654 000754 000645 200	System 1	rwaibe Total:				_	
45782 124588 748596 782415 985632 457945 5540012 00025222 000174 000175	000425 000425 000629 000629 000629 000754 000645 000645 000645 000645 000645	System I vice Details [In vice Details	rivotoe Totali: vdice Teol			_		
45782 124588 78296 782415 989502 457845 554012 0002222 000174 000175 000176	000425 000425 000596 000624 000624 000645 000645 000645 000645 000645 000645 000645 000645	System 1 vice Details (m vice Details Rate (Moc	nvoce Total:	10.00				
45782 124588 78996 782415 985852 457845 5540012 00025522 000175 000175 000175 000177 77	00042: 00042: 00054 00062- 00075- 000645 2m 000422 2m 000422 2m 000423 2m	System I vice Details []n vice Details   Hat: Mice 	vacce Total: vacce Text Account: (2. ) 001010	10.00	a WC 💌 AZY a	10387 WED		
45782 124588 748596 782415 985532 457845 5540012 00025222 000174 000275 000175 000175 000177 P111944 P111946 P111948	00042: 00042: 000796 000596 000594 000842 000842 000042 000042 000042 000045 000045 000045 000045 000045	System I vice Details []n vice Details   Hat: Mice 	voice Total: voice Text Account: (a. ) 001010 acriptore	10.00		Quantity:	1	
45782 134558 748596 382415 385632 457845 5540012 000125222 000127 000175 000175 000175 000175 9111944 9111945 9111948 9111976 000179	00042: 00042: 000796 00062- 00075- 00045: 00064: 000015 000015 000015 000015 000015 000015 000015 000015 000015 000015 000025 000025 000025	System I vice Details []n vice Details   Hat: Mice 	vacce Total: vacce Text Account: (2. ) 001010	10.00	a WC X AZY III	Quantity: Unit Prices	1	
45782 1249388 748396 782415 5836552 9856552 9856552 985652 9570012 9000124 000174 000174 000177 9011944 9011948 9111948 9111948 9111948 9111978 900179 000179 000179	00042: 000796 000796 000796 000796 000796 000796 00079 000015 000005 000005 000005 000005 000005 0	System I vice Details (m vice Details Mar. Mar. Ja	voice Total: voice Text Account: (a. ) 001010 acriptore	10.00		Quantity:		

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.

Prome     Product       Norme     Search       Out Regroting     Show All Side       Quick     Show Work Order       Column     Show Work Order       State     Show Order       State
None         Seach         Attactments         Pending Approvals         Account Options           Image Report State         Puty Qualities         Puty Report AL Side         Puty Report AL
Putry Qualities     Putry Qualities       Org Ray-Objects     Org Ray-WC DDL       Quark     Quark       Quark     Quark       Records     Immeters       Invokes     Vandor A       Invokes     Vandor A       Invokes     Vandor A
Org. Kay-Depart. Quick         Org. Kay-WC DBJ Quick         Show Work Order Other Options           1         Records              • • • • 15995               Investor: 12945          Vendor ED: 0005194               Addr Od: R1               PC: •
Org Kay-Cepet         Org Kay-WC DBL         If Show Work Order           Quick         Quick         Ishow Work Order           GL         WC         Other Options           Immediate         Immediate         Immediate           Immediate         Immediate         Immediate
Quick         Quick         Quick         Show Work Order           Lackup         GL         WC         Other Options           Baconds         Vectors         Imvelor: 12345         Vector ID: 0005194           Addr Dd: R1         PD:         PD:         PD:
Lockup GL WC Other Options
Beconds         Vendor         Involve:         12345         Vendor ED:         0005194         Addr Ed:         R1         PC:         Imvolve:
B         Linvakar         V(rdo) ▲         Invakar         V(rdo) ▲         Invakar         V(rdo) ▲           158796         00042         Invakar         Invakar<
45780 000421 Invoice Date: 0/21/2010 * UPTILE DEVIT INC. Dettain * Provide
NUMBER AND ADDRESS OF ADDRES
- 124580 00042" SECURI CONTINUES CON
4732 10.02 User Invoice Total: 10.02
124585 00042: System Invoice Total: 30.00
246596 000798
762415 00052
457845 000754
5540012 0000+2 Invoice Text
00025322 00042: Invoice Details - 0
000175 000013
000175 000015 Van Nas
P111944 V0227 Accessent: G. * 0010101 72101 WC * 677 MCOM MC
P111043 V0027
P111998 00032 Description: OFFICE SUPPLIES Quantity: 1
000179 00052 PO#1 P/F Unit Pice 10.00
0022586 00042 Bate De21/2010 * Tay to 1 0.01
025896 00042
0025478 000422 Received Date:      Relate To:      Tex 2:      2.00
12245 000515
🕫 Sawdy Production 🕒 🗕 👘

# 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:

	N - Invoice ID Finance	APOHENIN							- 0
<u> </u>	D =	Search	Attachments	Pending Approvals	Account (	Dutions			(
	Approve	Reject	User	Group	Action	Date	Comments	<u> </u>	
Refresh	S Forward		SPS	W0100_DEPT	8	9/21/2010 5:59:53 PM 9/21/2010 5:59:54 PM			
Approvals	Ac	tion	-		-	History			

If there are no issues with the record click Approve:

Home Finance APOHININ	>				
Home Search A	ttachments Pending Approvals	Account Opt	ions		0
Approve 😡 Reject	User Group SPS	Action 0	ate /21/2010 5:59:53 PM	Comments	
Refresh Forward O Hold	WOLDD_DEPT	ě ·	/21/2010 5:59:54 PM		~

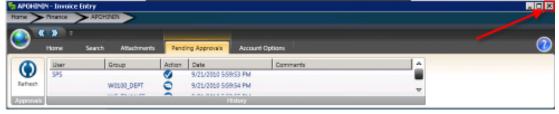
	Write any	y necessary	comments	and	then	click	on	the	Submit	Button
--	-----------	-------------	----------	-----	------	-------	----	-----	--------	--------



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:

$\sim$	- Finance >	APOHONEN					
) —	()) = Hone S	earch Attachments	Pend	ing Approvails Account Op	stians		
	User	Group	Action	Date	Comments	A	
Ð	Uter SPS	Group	Action	Date 9/21/2010 569/53 PM	Comments	^	
	-	Group W0500_DEPT	-		Comments	Ĵ	

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



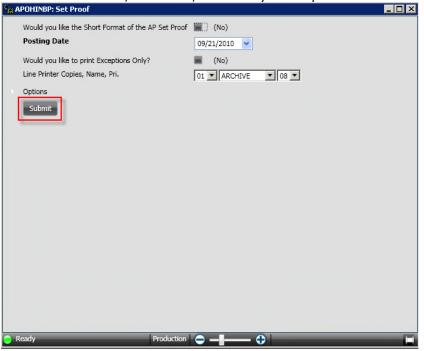
There will be times when the "Record Accepted" message is not received and a budget warning appears instead. These warnings are intended to inform the User that funds are not available and to take the necessary steps to move money into the account or choose another account to expense the purchase. Budget 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:

$\circ$	NESolu	ition				
<u> </u>			Home	Customize Dashboard	faw (	Accounts Payable
JOBS 🛞	0					😪 Restore Layout
_	Description	Job Number	HyA	Satis	Job Type	Start Date
	Classic Job: APOHENEP	201775	APOHINEP	Completed	Classic Job	9/21/2010 6:18 PM

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

$\leq$		ition	Home	Customize Deshboard	laine's fee	Accounts Payable	
3S @	1					😪 Restore La	
	Decription	Job Number	Hak	Status	Зав Тури	Start Date	
	Classic Job: APOHENBP	209775	APCHINBP	Completed	Classic Job	9/21/2010 6i18 PM	
De	acription	_	_	Dould	_		
EO	en A/p Batch Proof						

#### Sample APOHINBP report

TUE, SEP 31, 2010, 6:10	PROP P C	I GL GP1001 C	BATCE	209775 #3090-	prog: CR450 +3.76>	report id: CHEPROOF
Account Org Key Description Object Description Account Org Key Description	Secondary Ref Dist:	Invoice Amt Unit ibution Amt Tax iscount Amt Tax Betail Amt Chry Description Duty	Tax Tax2 Charge	Ant Due Date		Addr Cd Misc Post Rfnd Sec Sc/Tf Prep
0010101-72101 COUNCIL OFFICE SUPPLIES	12345	10.00 1 18.00 0.00	OH0012	09/21/2010	OFFICE DEPOT INC	.0000 DC R1 01
	OFFICE SUPPLIES Net Amount:	8,00 10,00			P 0 BOX 633211 CINCINNATI, OH 45263-32	NB 595
Involce : 12345	System Computed	Total:		Distribution Net Total:		

. . . . . .

. . .

41

# Section 12: Posting Invoices-APOHINVP

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

	apohinvp	XQ	0
1	🖕 Finance (1/1/0/0)		
L	Open Hold Invoice Validate.	and Post (APOHINVP)	J

(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:

Would you like the Short Format of the AP Set Proof	(No)
Posting Date	09/21/2010 🗸
Would you like to print Exceptions Only?	(No)
Line Printer Copies, Name, Pri.	01 ARCHIVE 08 V
Options	
eady Production	
the system displays the job numb	ar if the reports were prohived.

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

ON	JESolu	ition".				
×.			Hores	Customize Dephoard	latest's fire	Accounts Payable >
008S 🕀						😯 Restore Layout
	Description	Job Number	Made	Status	Job Type	Start Date
H I	Classic Jobi APOHINVP	209776	APOHENVP	Completed	Classic Job	9/21/2010 6:36 PM

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

O	<b>VE</b> Solu	ition				
<u> </u>	123010		Hane	Gatoria: Dathboard	laina's fer	Accounts Payable
85 <b>(</b> )						😵 Restore La
_	Description	Job Number	Mark	Salur	Juli Type	Start Dela
Cancel	Classic Job: APOHENVP	209776	APOHENVP	GL250 <2.13>	Classic Job	9/21/2010 6:36 PM
Depart	çêca	_	_	Decid	_	
FOper	A/p Setch Proof			6830		
Datribu	tion Report			6831		
Open H	old Db Posting			6829		

#### Sample Audit report:

CITY OF MCMTGGMERY ADGEINTP O/H POETIESS TO GLDB Page 1 TUE, SEF 21, 2018, 6:37 DM --reg: SPG-------leg: GLGD--lpc: CMSITS----jcb: 209776 #2091----prog: GL250 <2.13---report id: GL20ST02

Ledget	GL CL			A U D I	T REPORT				
	B R P D B R	THIS J	98*	- POSTINA	1111	20B	N R N	TOTALS-	+++++++++++++++++++++++++++++++++++++++
HO/YE	Debit	Credit	Set.	Debit	Credit:	Met.	Debit	Credit	Het.
18/081	1684,210,648.78	1694,225,257.98	**#328**	W. DO	E.03	0.50	1694,210,648.78	3694,225,257.98	*******
11/09	151,189,856.59	121,193,926.59	0.081	4.00	0.00	0.00	121,183,926.59	121,182,936.58	0,00
12/99	157,476,970,55	158,708,142.61	**8333**	4.00	6,04	0.00	157,676,970.55	158,705,142.61	*********
01/10	0.00	9.00	0,001	0.00	8.03	0.00	8.00	8.08	0.10
95/191	315,000,00	315,000.00	0,001	(1,00	6,04	0.00	315,000.00	315,000.00	0,10
06/101	1505,842,872,49	1505,042,072.49	0,001	Ø.,00	8,03	0.00	1505,042,072.49	1505,042,012.45	0.10
97/19	334,329,21	334, 329.21	0,00	0.00	6,04	0.00	334,329.21	334, 329, 21	0,10
10/10	65,827,83	65,827.83	0,001	8.00	£.02	0.88	65,827.93	45,827.83	0,10
48/141	1,068.00	1,064.00	0.001	18.00	10.00	0.60	1,074.00	1,074.00	0,00
TOTAL	3468,829,839.45	3469,873,628.71	**#83,551***	18.00	10,00	0.00	3463,828,848.45	3468,073,639.71	******

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:

🎭 APCHPPSP - Select Intries fo	Payment		. 🗆 🗙
Home > Finance > APOH	<del>19</del> 9		
( ) ·			-
Home Search			0
0.00			
	Quindo () Record Info		
Apply @ Select All O Paste	Threaded Notes *		
Search Options	Record Options Sorts		
Records • # ×			
the Real	Set IDi	Divi	ור
admer	Invoice	Due Date (on or before):	
14	Job Number:	Ref Dete (on or before):	
	Benk ID: Check No:		
	Account: 💌 827 (28) 💌 827	7A5K	
	Vendori		
		Read Selection	
	Tet	Records Selected	
	Change Status From D5 To MP T	Fatal Amount Selected	
🖶 Rusch	Productor O		

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.

Set ID:		Di	v: 🔽
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 Now	Total Amount Selected	5.00

 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):

Set ID:	Div:
Invoice: 000191	Due Date (on or before):
Job Number:	Ref Date (on or before):
Bank ID: Cha	ck No:
Account: KEY	OBJ KEY TASK
Vendor:	
	Reset Selection
	Test Records Selected 1
Change Status From DS 💌 To W	Update Now Total Amount Selected 5.00

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.

SUNGARD<sup>®</sup> PUBLIC SECTOR

r

Set ID:			Div:	•
Invoice: 000191			Due Date (on or before):	•
Job Number:			Ref Date (on or before):	•
Bank ID:	Check No:			
Account:	EY OBJ	▼ KEY	TASK	
Vendor:				
	-			Reset Selection
	1	Test	Records Selected 1	
Change Status From DS 💌	To WP 💌	Update	Information 1 Records updated.	
		x	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:

	apohpprp	XQ	6
	😋 Finance (1/1/0/0)		
- 1	Report of OH Invoice Entries fo	r Payment (APOHPPRP)	

The following window will display:

% А	POHPPRP: Report of Entries for Pay	rment	
Þ	OH Selection Criteria		
	A/P Check Stock ID	AP Accounts Payables	
	Starting 8 digit check number.	37676	
	Would you like Totals Only to appear?	🔳 (No)	
	Line Printer Copies, Name, Pri.	01 ARCHIVE 08	
	Options		
	Submit		

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

Sample APOHPPRP report:

lecount	Invoice Number Secondary Ref	Distribution	Amt Units		Inv Date Due Date	Vendor 1D / PEDB Cd / Addr Cd Vendor Name	
ing Key / Object	Rach POt / Pat		Ant Tax2		Roy Date	Vendor Address	Rind Post
lecount	Product ID		Amt Chry	CHarge Ant.			SpCk Fat
log Key / TASK	Item Description-	Item Descrip	tion Duty	Duty Ant	Ck ID-No	Division Code and Description	M1/2 Frey
			ADDA ADDADADA	********	*****		A manual same
010420-72202 FINANCE/PORCHASING	030151		5.00 1 6.00	08001290	10/06/2010 10/06/2018	KNIGHT PRINTING CO	1 .0000 WP
GEDICAL SUPPLIES	P112096 P		0.00			1747 UPPER WETUMPEA ROAD	54/5
			0.00			MONTGOMENY, AL 36107	856
	This is a test for				AP	GEN General Division	
	Net Amount:		5.00				3
SPICK TOTAL	System Computed To		5.00				

GRAND TOTAL	System Computed Total.	6.DO
Checks to be issued	1	

Summary Information

Sort Order		10H
Transactions Read		3
Transactions with 'MP'	1	1
Trans. with Check ID 'AP'		1
Transactions Passed	1	1
Checks to be issued	T	1
BPT payments to be made		- 0
EDAY maxmants to be made	T	

# 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:

🕅 No Form Selected - Easy Laser Forms	
Elf <u>V</u> iew Eorm Help	
Easy Lasor Forms	
No Form Selected	
Select Form	
Ready	NUM

Click on Select Form and following window will appear:

Open		? ×
Look jn: 📔	ELF Forms 💽 🗲	🗈 💣 🎟 •
Image: Apple of the system         Im	k poformat	
File <u>n</u> ame:	apcheck	<u>O</u> pen
Files of <u>type</u> :	Easy Laser Forms	Cancel
Click `apc	heck' and click <u>`O</u> pen'	

 Once you have clicked <u>`Open'</u> the following window will appear where you will enter the check password and click <u>`OK'</u>:

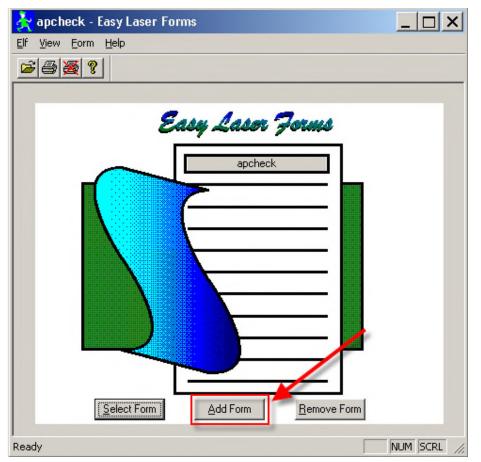
Dialog		×
Password:	This is a secure form. Enter the password for this form.	
	OK Cancel	

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

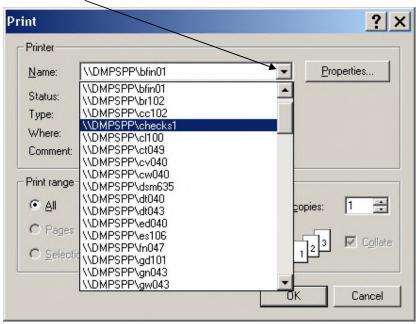
# SUNGARD<sup>®</sup> PUBLIC SECTOR

💦 apcheck - Easy Laser Forms	_ 🗆 X
Elf View Form Help	
	1
Easy Lasor Forms 🥖	
apcheck	
Select Form Add Form Bemove Form	
Ready	NUM SCRL

Click on <u>A</u>dd Form:



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



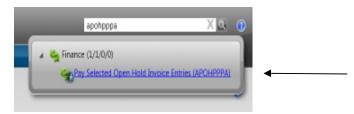
- Once the printer is selected click **OK**.
- Once you have clicked 'OK' the printer will print a page with the following statement:
  - 'ELF form apcheck has been enabled!'
  - $\circ$   $\;$  You may minimize this window to your taskbar at the bottom of your screen.
  - $_{\odot}$   $\,$  You may 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:

<sup>5</sup> 68 А	POHPPPA: Pay Selected Open	Hold Entries	
Þ	OH Selection Criteria Check Date	10/06/2010	
	A/P Check Stock ID	AP Accounts Payables	
	Starting 8 digit check number.	37676	
	Line Printer Copies, Name, Pri.	01 V ARCHIVE V 08 V	
	Forms Printer Copies, Name, Pri	01 V ELFAP V 08 V	
	Options		
	Submit		

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.

ilia A	POHPPPA: Pay Selected Open	Hold Entries	_ 🗆 🗡
	OH Selection Criteria		
	Check Date	10/06/2010 💌	
	A/P Check Stock ID	AP Accounts Payables	
	Starting 8 digit check number.	37676	
	Line Printer Copies, Name, Pri.	01 V ARCHIVE V 08 V	
	Forms Printer Copies, Name, Pri	01 V ELFAP V 08 V	
	Options		
	Submit		

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:

Check	Payes ID.	Payso Name	Date	Check Anount:	Type Sul	s Rel	To Note	
200037675	0000746	ENEGHT PRINTING CO-	10/06/10	5.00	NN CI			
		GRAND TOTALS.						
		Total Void Machine Written		0.00	Mar	ber of	f Checks Processed:	D
		Total Void Mand Written		0.00	19.at	ber of	f Checks Processed:	D
		Total Machine Written		5.00	19.at	ber of	f Checks Processed:	1
		Total Hand Written		0.00	Nur	ber of	f Checks Processed:	D
		Total Reversals		0.00	Nut	ber of	f Checks Processed.	Ð
		Total Cancelled		0.00	19.at	bet of	f Checks Processed:	0
		Total EFTs		0.00	19um	ber of	f BFTs Processed:	D
		Total RPAYs		0.00	Nut	ber of	f REAYs Processed.	D
		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.

Finance					
ONES	olution				
		laine's fav	Accounts Payable	Cash Receipts	Documents Online
Documents Online	Documents Online				
Home Finance Dutput	write Output				
IFAS Output	areoutor	•			
A CHETDS-Dat Set     A CHETDS-Dat Set     A CHETDS-Dat Set     A CHETS-Dat Set	210143 UP12788 210065 SET100629A 09166 RVBATCH1 09167 TESTSET2				

# 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:

apohutug X 🔍	0
 Finance (1/1/0/0)	1
UNDO Trans from OH and GL (APOHUTUS)	J

The following window will display:

59

Job Number to be purged       209161         Is this a Trial Run?       ✓ (Yes)         Line Printer Copies, Name, Pri.       01 ▼ ARCHIVE ▼ 08 ▼         Options       Submit
Line Printer Copies, Name, Pri. 01 V ARCHIVE V 08 V Options
Options
Submit
👄 Ready Production 🗢 🗕 🗗

Enter the distribution job number that needs to be undone:

🍓 APOHUTUG: UNDO Trans from	OH and GL 📃 🛛 🗶
Job Number to be purged	209161
Is this a Trial Run?	V (Yes)
Line Printer Copies, Name, Pri.	01 ARCHIVE 08 V
Options	
Submit	
Postu	Production 🗢 🗕 🕒
Ready	Production 🕒 🗕 🛨

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:

		ution"				
2			Home	Customics Deshboard	laine's fee	Accounts Payable
JOBS 🚯	1					Restore Layo
~	Description	Job Number	Mask	Satu	Job Type	Start Data
	Classic Job: APOHUTUG	210332	APOHUTUS	Completed	Classic Job	10/1/2010 6(24 PM

60

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

APOHBTUB - OH Set	APOHBTUB				
Home	Search				2
Open Search 🧭	Reselect (C) (C) Select All	Add Copy Delete Paste Save Paste with	<ul> <li>Undo</li> <li>Record Info</li> <li>Details</li> <li>Threaded Notes</li> </ul>	Restore Layout	<b>()</b>
Sets Search (	Options Record 1	Recor	d Options	Grid Options	Sorts
Set ID	User Set Total	Create Date Create U	iser Last Update Date	Update User Set Typ	pe
Q001		0 09/28/2010 SPS 4 06/29/2010 SPS	09/28/2010 5	PS OH OH	E
4				_	Þ
Ready		• - <b> </b>	<b>+</b>		
Ready	-	Production	- 0		

apohutrp

0 0

# 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:

	•	Finance (1/1/0/0)
<i>i</i> 0	POHUTRP: Reprint Checks from last run	The following window will display:
* <u>5</u> 8 A	Job number of the original Check Run	
	Range of checks to be reprinted (EX: "1-100" or "1")	
	Starting 8 digit check number.	
	Line Printer Copies, Name, Pri.	
	Forms Printer Copies, Name, Pri	01 • ARCHIVE • 08 •
	Options	
	Submit	
😑 R	eady Production 😑 🗕	

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.

# SUNGARD<sup>®</sup> PUBLIC SECTOR

% А	POHUTRP: Reprint Checks from last run	
	Job number of the original Check Run	209169
	Range of checks to be reprinted (EX: "1-100" or "1")	00037655-00037657
	Starting 8 digit check number.	00037655
	Line Printer Copies, Name, Pri.	01 ARCHIVE 08
	Forms Printer Copies, Name, Pri	01 - ELFAP - 08 -
•	Options	
	Submit	
😑 R	eady Production 😑 🗕	+ · · · · · · · · · · · · · · · ·
	(3) Click t	he "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



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

Se APOHUTUG: UNDO Trans from OH and GL	
Job Number to be purged	
Da this a Trial Run? 🛛 🗰 (No)	
Line Printer Copies, Name, Pri. 01 • ARCHIVE • 06 •	
Options	
Submit	
🔋 Ready Production 😄 🗕 🚭	

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

Change Status From WP TO DS T	Test Records Selected	
	Update Now Total Amount Selected	
	** 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.

📡 BKUPCD - Update Check/Deposit Info 📃 🗖	X
Home Finance BKUPCD	
(>) ↓	
Home Search	?
🔍 Ø Reselect 🕼 @ Previous 🗘 Add O Copy Ø Undo 🌐 Show Grid	
Search Calest All Previous	
Page W Next Page Save Paste with Details Inreaded Notes Source -	
Search Options Record 1 of 83193 Record Options Grid Options Sorts Person/Entity	
P         Records         ▼ ₽ ×           Bank ID         Document Numb         A           00         266796	
8         Bank ID         Document Numb         ▲         Bank ID:         00 ▼         Issue Date:         03/02/200 ▼         Status:         ▼           00         266796         2         2         5 <th></th>	
문 00 297786 Document Type: CHK ▼ Subsystem: CH ▼Check Type: MV ▼ Job Number: 000000000	
00 297993 cument Number: 266796 Total Amount: 15.00 Reversal Job: 0000000000	
00 353000 Payee ID: 0912464 VOLUNTEER & INFORMATION CENTER IN Warrant:	
01 1000 Details Notes Associations Address Status Dates Recon Audit	
01 1001 01 1002 Details Notes Associations Address Istatus Dates Recon Audit	1
	<u>+                                    </u>
01 1004 01 1005 Reference: 365676	
01 1006 Reference: 365676	
01 1009 Amount: 15.00	
01 1010 Relate To 🔽 🔽	
01 1012	
01 1014 01 1015 Reference Date: 03/02/200 -	
01 1015 Reference Date: 05/02/20	
	~
01 1018 01 102	
Ready      Production      Production	

**\*\*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:

Subguery returned more than 1 value. This is not permitted when the subguery follows =, !=, 1, <=,, >= or when the subguery is used as an expression. The statement has been terminated DELETE\_FRON blc\_document\_dt WHERE ([blc\_dc\_dd] = ? AND [blc\_type] = ? AND

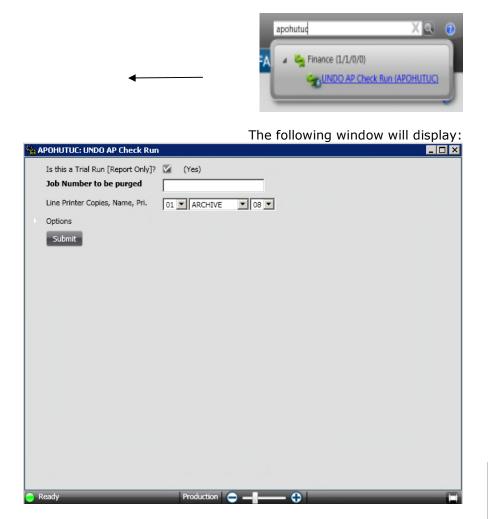
Unable to delete Document detail records for document: AP EFT MAS0701. (BK34)

If necessary undo the distribution of the AP (expense) transaction as well. If <u>no changes to the AP</u> (expense) posting then re-run **APOHPPRP** and re-print the checks using **APOHPPPA**.

If <u>changes were made to the AP</u> (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:



(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:

æ.,	POHRESR: Standard Reports	-	
- 545			
-	Which standard Open A/P Report would you like?		
	Would you like Paid Invoices included?	AG Aged Report SM Summary Report	
	OH Selection Criteria	TR Transaction report	
	Major to minor sort fields	01	
•	At which sort levels would you like totals?	00	
	Line Printer Copies, Name, Pri.	01 - ARCHIVE - 08 -	
	Options		
	Submit		
<b>F</b>	Ready Production	» 🗢 — 🗭	

Once AG Aged report is selected the following prompts display:

🙀 A	POHRESR: Standard Reports	
-	Which standard Open A/P Report would you like?	AG  Aged Report
	'as of' date for aging	09/30/2009 👻
	Four age ranges	30,60,90,120
	OH Selection Criteria	
	Major to minor sort fields	01
	At which sort levels would you like totals?	00
	Line Printer Copies, Name, Pri.	01 🗙 ARCHIVE 💌 08 💌
	Options	
	Submit	
R	eady Producti	

Click submit to archive the report to documents online.

			APOHRESR-SM Summary Report	:
🖏 A	POHRESR: Standard Reports			1
	Which standard Open A/P Report would you like?	SM 💌	Summary Report	
	Would you like Paid Invoices included?		(No)	
	OH Selection Criteria			
	Major to minor sort fields	01		
	At which sort levels would you like totals?	00		
	Line Printer Copies, Name, Pri.	01 🔻	ARCHIVE V 08 V	
	Options			
	Submit			
R	eady Productio	n 🗛		
			the report to decuments online	

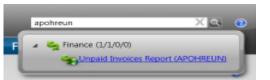
Click submit to archive the report to documents online.

**TD T** 

			1K-11	ansaction	Report
<sup>6</sup> а А	POHRESR: Standard Reports				- 🗆 🗵
	Which standard Open A/P Report would you like?	TR	Transaction report		
	Would you like Paid Invoices included?	-	(No)		
	Would you like the Short Format?	$\mathbf{M}$	(Yes)		
	Would you like Totals Only to appear?		(No)		
	Do you want page breaks after the major sort changes? (Y	/N) 🔳	(No)		
	OH Selection Criteria				
	Major to minor sort fields	01			-
	At which sort levels would you like totals?	00			
	Line Printer Copies, Name, Pri.	01 💌	ARCHIVE 08	•	
	Options				
	Submit				
R	eady Production 🧲 🗕	_	<b>⊕</b>	_	
<b>•</b> •			•		

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:

🍓 APOHREUN: Unpaid Invoices Report	
OH Selection Criteria	
Major to minor sort fields	01
At which sort levels would you like totals?	00
Do you want page breaks after the major sort cha	nges? (Y/N) 📕 (No)
Would you like the Short Format?	🗹 (Yes)
Would you like Totals Only to appear?	📕 (No)
Line Printer Copies, Name, Pri.	01 ARCHIVE 08
Submit	
Ready Production	n 🗢 — 🛨 🖬

Click submit to archive the report to documents online.