

Accounts Payable

The *Accounts Payable* module integrates completely with the *Mi-Case Financial Accounting System Purchase Order* module. The System allows you maximum flexibility in dealing with payables. You can use it to print checks based upon fiscal year and fund. You can also print checks for all funds in a given fiscal year.

The System allows users to write checks for encumbered amounts, unencumbered amounts, or any combination. A check written for a previously entered order automatically relieves that encumbrance. The System automatically relieves encumbrances either partially or completely, depending upon the payment amount.

The System writes one check for each vendor. If the number of invoices exceeds the maximum number of lines on the remittance statements, the System creates one check based upon each remittance statement used. The program voids extra checks.

You can post credit memos to the System by simply entering them as negative, or credit, invoices. However, the System will not print a negative check. If the dollar amount of outstanding credit memos for a vendor adds up to more than the dollar amount of that vendor's open invoices, the System will not print a check. Instead, it will wait until enough invoices are posted so that the invoice total exceeds the credit total, allowing you to print check with a positive amount.

Prepaid Checks

Occasions arise when you have to handwrite or prepay a vendor. You must enter these transactions into the accounting system.

Prepaid checks will appear on the next run of the same cycle. To view all prepaids for a cycle, set up a special run number, for example "99," to use strictly for prepaid checks.

You may remove checks that must be invoiced from the System by submitting them as negative prepaid checks. You must carry out this voiding in the same detail that you used in originally preparing the check.

Handling prepaid checks requires using the same data items as you use for an invoice. In addition, you must enter the check date and number.

Prepaid checks relieve encumbrances the same as an invoice.

Processing Invoices and Prepaids

The System adds, maintains, and posts all your transactions to the proper accounts in batches. A batch is made up of any number of transactions of a similar type and for a similar purpose.

When you enter a batch of transactions, the System prompts you for the number of transactions and the total dollar amount of those transactions. The program counts the number of transactions you enter in a batch and then adds up their total dollar amount. This serves as a control because the System will not allow you to post the batch until the total you entered and the total the System computes balance with each other.

The System recognizes three types of Accounts Payable transactions. They are invoices, prepaids, and payroll.

Payable Batch Screen

To open the *Payable Batch Screen*, select **Modules** → **Accounts Payable** → **Payable Batch Screen**. The screen's top section contains header information about the batch. The middle section of the screen contains detailed information about individual batch items. The screen's lower section displays all items in the batch in a scrollable grid.

Payable Batch Screen - Cycle C11 N01

Batch	100	Pay Type	J	Year	C	Title	TEST BATCH		
Entries	3	Amount	\$5,000.00			Total	\$5,000.00	Disc.	\$4,980.00

Item	1	Comment							
P.O. #	030649	MISC COMPUTER SUPPLIES					Full/Part	F	
ASN/Sect	03565	08002	11	TECH SERV. SUPPLIES		Ord Date	01/10/2006		
Vendor	11223	01	1099	Y	TEST VENDOR		Due Date	01/10/2006	
Vend Ord	11223	01	TEST VENDOR		Tran. Date	01/10/2006	Chck Date	/ /	
Invoice#	4564789								
Amount	\$1,000.00		Discount Date	01/20/2006		Check Ref			
P.O. Amt	\$1,000.00		Disc. Amount	\$20.00		Misc Ref	BKF		

Bat	Seq.	ASN	Se	Ven #	Se	Trans. Date	P.O. #	Amount	Invoice #	Comm
100	1	03565		11223	01	01/10/2006	030649	1000.00	4564789	MISC (
100	2	03565		16597		01/10/2006		2000.00		SOFTV
100	3	03565		31721		01/10/2006		2000.00	456899	LAPTC

Full Browse

Payable Batch Screen

To view a larger-format version of the line item list, click **Full Browse**, at the bottom of the screen. Click **Close** to return to the *Payable Batch Screen*.

Instructional documentation to complete the following processes related to the Payable Batch Screen can be found on the following pages:

- Accounts Payable: Batch Creation and Distribution 5-12
- ACH Payment Information 5-14
- Accounts Payable: Voiding Checks 5-16
- Purchase Card Configuration 5-17
- Purchase Card File Setup 5-18
- PESH File Setup 5-19

Payable Batch Screen Operations

Post a Batch

Posts up to five batches per selected operator. This is one of the last procedures to carry out before requesting a check run or a report. Posted batches are not accessible by any other batch functions.

Posted invoices become “checks in transit” and are only partially processed at posting time. After posting, the posted amounts can be viewed in the *General Ledger History Screen*. Although, the check number will not be seen with the amount until the check run

has been completed. The System completes processing when you run the checks and check register.

Be careful when posting batches, especially when you run in two fiscal years at once, as in closing out one year and starting business in the new year.

Select a cycle and a run number. Cycle number is the fiscal month. Run number is a unique number for reporting, usually created by the business office.

Change Batch Offsets

Performs a mass reassignment of offsetting accounts for the currently displayed batch.

**Check Processing Backup
- Limited Backup**

Performs backup of batch-related databases only. Does not require other users to sign off the network.

Payable Batch Screen Reports

Print a Batch

Prints the currently displayed batch.

Print a Batch w/o Offset Totals

Prints the currently displayed batch, but does not include offset information.

Print All Batches w/o Offset Totals

Prints all accounts payable batches in the system, but does not include offset information.

Print Batch in Vendor Order

Prints the currently displayed batch organized by vendor.

Payable Batch Screen View Options

View All Batch Information

Displays all unposted batches for Accounts Receivable, Accounts Payable, and General Ledger Journal, in numerical order.

Payable Cyclical Batch Screen

Open the *Payable Cyclical Batch Screen* by clicking **Modules** → **Accounts Payable** → **Payable Cyclical Batch Screen**. This screen has the same fields as the *Payable Batch Screen*, but omits references to purchase orders. Use this screen to enter payable items that occur repeatedly throughout the fiscal year.

Bat	Seq	ASN	Ven. #	Sec	Trans. Date	Amount	Comment
343	1	08243	52364		11/24/2008	31.76	PAY PERIOD 08/03/08 - 08/16/08
343	2	08243	52364		11/24/2008	4278.00	PAY PERIOD 08/03/08 - 08/16/08
343	3	08243	52364		11/24/2008	22.37	PAY PERIOD 08/03/08 - 08/16/08
343	4	08243	52364		11/24/2008	87.00	PAY PERIOD 08/03/08 - 08/16/08
343	5	08243	52364		11/24/2008	926.35	PAY PERIOD 08/03/08 - 08/16/08
343	6	08243	52364		11/24/2008	0.00	PAY PERIOD 08/03/08 - 08/16/08

Payable Cyclical Batch Screen

Instructional documentation to complete the following processes related to the **Payable Cyclical Batch Screen** can be found on the following pages:

- Cyclical Accounts Payable: Batch Creation and Transfer 5-22
- Cyclical Accounts Payable: Batch Update and Transfer 5-24

Payable Cyclical Batch Screen Operations

Send a Batch to Accounts Payable

Sends the batch currently displayed to the *Payable Batch Screen*. Allows you to change the batch number before sending it to accounts payable. The system also asks if you want to zero out the batch after sending it to the *Payable* screen. If you answer **Yes**, the System makes all dollar amounts zero, but leaves all other related data intact.

Mass Change Dates

Changes all Invoice Date and Check Date field entries to the current cycle date for all batch items.

Payable Cyclical Batch Screen Reports

Print a Batch

Prints the batch currently displayed onscreen.

Print All Batches

Prints all cyclical accounts payable batches in the System.

Payment Selection Screen

The *Payment Selection Screen* allows you to select items to process in your next check run. You can choose to include all items or any combination of items in the check run. Open the screen by clicking **Modules** → **Accounts Payable** → **Payment Selection Screen**.

The top portion of the screen displays summary information about individual unpaid batch items. The grid in the bottom half of the screen displays a scrollable list of all unpaid items in all payable batches. Clicking individual items brings that item's information to the top of the screen.

The screenshot shows the 'Payment Selection Screen' for Cycle C13 N05. The summary information at the top includes:

- Batch: 001, Year: N, Due Date: 11/20/2008
- Item: 1, Invoice: [blank], Inv Date: 11/20/2008
- ASN/Sec: 81010, UNRESTRICT. CONTRIBUT-KRESA, Chk Date: / /
- Vendor: 12554, A-1 REFRIGERATION SALES, Check Ref: [blank]
- Amount: \$1.00, Post Date: 11/26/2008
- Comment: [blank], Selected: N

Below the summary is a table of items:

Bat	Seq.	ASN	Ven. #	Sec	Trans. Date	Due Date	Fis.	Amount	Fnd.	Sel.
001	1	81010	12554		11/20/2008	11/20/2008	N	1.00	06	N
343	9	10276	52364		11/24/2008	01/17/2009	N	-1.00	22	N
343	13	11643	52364		11/24/2008	01/17/2009	N	1321.80	22	N
343	14	11744	52364		11/24/2008	01/17/2009	N	843.80	22	N
343	17	12043	52364		11/24/2008	01/17/2009	N	223.24	22	N
343	18	12044	52364		11/24/2008	01/17/2009	N	793.57	22	N
343	19	12144	52364		11/24/2008	01/17/2009	N	120.54	22	N
343	21	12943	52364		11/24/2008	01/17/2009	N	182.12	22	N
002	1	82600	68000		02/17/2009	02/17/2009	C	22.00	06	Y

Payment Selection Screen

Instructional documentation to complete the following processes related to the **Payment Selection Screen** can be found on the following pages:

- Accounts Payable: Selecting Items for Payment 5-26
- Accounts Payable: Voiding Items Posted for Payment 5-27

Payment Selection Screen Operations

Select All Items for Payment

Marks all currently unpaid batch items for payment.

Select Items for Payment by Due Date

Marks batch items for payment based on a specific due date.

Select Items by Fund and Due Date	Marks batch items charged to a specific fund and due on a specific date for payment.
Selects All Items by Fund	Marks items charged to a specific fund for payment.
Deselect all items for Payment	Unmarks all batch items designated for payment

Payment Selection Screen Reports

All reports listed include offset information.

Print Items Due by Report	Lists all items due by a specified date.
Print Selected Payment List	Prints a list of all items selected for payment.
Print Items by Fund then Due Date	Lists items marked for payment, organized by fund and due date.
Print All Items by Fund	Lists all items marked for payment, grouped according to fund.
Print All Items Total by Fund	Reports totals of all items marked for payment, grouped according to fund.

Check Processing & Report Screen

Open this screen by choosing **Modules** → **Accounts Payable** → **Check Processing & Report Screen**. Use this screen to process a check run and generate reports pertaining to the run. The screen displays the batch run header in the top portion. The bottom half of the screen lists reports you can request as part of the check run. The System prints checks first, then prints the reports you selected.

Report Title	Copies	Report Title	Copies
Check Register Detail	1	Alpha Vendor List	0
Check Register Summary	0	Numeric Vendor List	0
Chart / Trial Balance	0	Vendor History	0
Balance Sheet	0	Journal Listing	1
Operating Statement	0	All Encumbrances-Vendor	0
Y-T-D History	0	All Encumbrances-P.O.#	0
Cycle History	0	Budget Summary	0
Bill List	1	Over Budget List	0
Budget Summary (Totals)	0		

Check Processing & Report Screen

Instructional documentation to complete the following processes related to the Check Processing and Report Screen can be found on the following pages:

- Accounts Payable: Processing Checks 5-28
- Accounts Payable: Reprinting Checks 5-30

Check Processing & Report Screen Operations

Payment Prepared & Ready to Run

Runs checks and reports.

Check Data for Bank Reconciliation

Compiles bank reconciliation data for software systems such as "InTouch." Carry out this operation after completing the check run.

PNC Bank Reconciliation

Compiles check data for reconciliation in a format compatible with PNC Bank systems. Carry out this operation after completing the check run.

Report Screen

Open this screen by clicking **Modules** → **Accounts Payable** → **Report Screen**. Use this screen to specify reports you want to generate after completing a check run.

The screenshot shows a window titled "Report Screen - Cycle C13 N05". It contains a form with the following fields:

- Fiscal Year: C
- Fund to Run: (empty)
- Cycle / Run: 08 01
- Report Date: 02/17/2009

Below the form is a table with two columns of report titles and their corresponding number of copies:

Report Title	Copies	Report Title	Copies
Check Register Detail	1	Alpha Vendor List	0
Check Register Summary	0	Numeric Vendor List	0
Chart / Trial Balance	0	Vendor History	0
Balance Sheet	0	Journal Listing	1
Operating Statement	0	All Encumbrances-Vendor	0
Y-T-D History	0	All Encumbrances-P.O.#	0
Cycle History	0	Budget Summary	0
Bill List	1	Over Budget List	0
Budget Summary (Totals)	0		

Report Screen

Instructional documentation to complete the following processes related to the Report Screen can be found on the following pages:

- Requesting Check Run Reports 5-32

Report Screen Operations

Reports Prepared and Ready to be Run Prints the reports requested based on your set up of the report screen.

Accounts Payable: Batch Creation and Distribution

BATCH CREATION

- Module: Accounts Payable
- Screen: Payable Batch Screen

Click **New** on the toolbar, the cursor jumps to the “Batch” field when you open the screen.

- Batch #:** The batch # is auto filled. If necessary, a manual change can be made. Press **Enter**.
- Pay Type:** Key Invoice, Prepaid, or Y for payroll.
- Year:** Type “C” for current or “N” for new fiscal year.
- Title:** Key a title for this batch. You may use up to 30 characters.
- Entries:** Key the total number of items to be entered in this batch. Once entered, the second box will total the entries as entered until the amount in the second box matches the amount in the first box. Both fields must match before you will be allowed to post the batch.
- Amount:** Key the total dollar amount of all transactions in the batch.
- Total:** Displays the system-calculated dollar total of the batch. The system will not allow a post until both the **Amount** and the **Total** match.
- Disc:** Displays the system-calculated discount total based upon individual entries.
- Item:** After the first entry, this field will automatically populate for each additional entry.
- P.O. #:** You may enter through this field if you are not paying on a PO. If you are paying on a purchase order type the PO number and press **Enter**. The ASN//Sect number should be blank. **Enter** through twice and a screen “**Purchase Order List**” will pop up. Select the item that you want to pay and press **Enter**. This will take you back to the Payable Batch Screen that is now populated with the original PO information. Verify the information by pressing **Enter** through all of the fields. The item will appear in the browse list at the bottom of the screen and the cursor will jump back to the item field in preparation for adding another item to the batch. Continue this process for each ASN on the purchase order that you are paying on.
- ASN/Sect:** Key the ASN number and section number if known otherwise press **Enter** and a browse list will appear for selection.
- Vendor:** Key the vendor number or press **Enter** twice and a browse list will appear for selection. By keying in the vendor name or the first couple of characters you will be taken to the area where the vendor should appear. Select the vendor or press the **Insert** key on your keyboard to add a new vendor if the vendor does not exist. Key in the identifying information and press save. (You will still need to go back and complete the rest of the vendor information at a later time).
- 1099:** The default for this is determined on how the vendor is designated in the vendor database. You may change this entry manually.
- Vendor Order:** The vendor number you entered above is the default setting. You may change this entry manually, if necessary.
- Invoice #:** Key the invoice number and press **Enter**.
- Amount:** Type the dollar amount that you are paying on this invoice that applies to this ASN.
- Comment:** You may key any reference comments in this area.

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- r. **Disc. Date:** Optional field. Key the date that the invoice must be paid by to get a discount.
 - s. **Disc. Amount:** Optional field. Key the dollar amount that the vendor discounts if this invoice is paid by the designated date.
 - t. **Full/Part:** Indicate whether this is a **Full** or **Partial** payment against the ASN number that you are paying on. Once all ASNs are fully paid and you select **Full** on the last payment, the purchase order is sent to history.
 - u. **Ord. Date:** Enter the date the item was ordered. The system will automatically default the P.O. date if you referenced a purchase order.
 - v. **Due Date:** Enter the date the payment is due. The system will default the current date, but you may change it.
 - w. **Trans Date:** Enter the date listed on the invoice. The system will default the current date, but you may change it.
 - x. **Check Date:** Enter the date of the check. (This option is for payroll and prepaid checks only).
 - y. **Check Ref:** Enter the check number. (This option is for payroll and prepaid check only).
 - z. **Misc Ref:** An additional reference of up to five characters may be entered here.

The system will automatically save your line item to the batch list when you press **Enter** or **Tab** to move the cursor past the "Misc Ref" field. The item just entered appears in the browse list at the bottom of the screen. The "Item" field is incremented automatically. The cursor jumps back to the "PO#" field in preparation for adding another item to the batch.

After completion of all line items click "**Save**" on the toolbar.

- Reports:
 - a. **Print a Batch:** This option on the report menu will print the currently displayed batch.
 - b. **Print a Batch w/o Offset Totals:** This option will print the currently displayed batch, but does not include offset information.
 - c. **Print All Batches w/o Offset Totals:** Prints all accounts payable batches in the system, but does not include offset information.
 - d. **Print Batch in Vendor Order:** Prints the currently displayed batch organized by vendor.

POSTING

- Screen: Payable Batch Screen
- Operation: Post a Batch
 - Up to 5 batches may be posted at the same time. You will be asked "Should this batch post to the Current Fiscal Year?" If you select OK, you must enter the correct cycle and run number for your entries. The cycle number is the FISCAL month. The run number should be unique, since it separates data for reporting purposes. **Please be sure your cycle and run number are correct.**

ACH Payment Information

Refer to Chapter 3 Vendors/Customers Module for additional information regarding Vendor Financial Organization and Vendor Direct Payment Information Screens.

Vendor Financial Organization Setup

1. First we need to go to the Vendor Financial Organization Screen. On this screen, we need to choose a four digit code for each banking institution we are going to setup.
2. Demographic information is not necessary, but your routing and transit number is. This number must be correct for the process to work properly.

Vendor Direct Payment Setup

1. Once the Financial Organizations are setup, we need to look at the Vendor Direct Payment Information Screen.
2. On the Direct Payment Screen, the lower half of the screen must be filled in to enable payments to vendors electronically.
3. You start with keying in a "Y" for Direct Pay Vendor.
4. Key in their Tax ID if one is not present
5. Key in the email address of the person you want to send a copy of the payment to
6. Select the code to deposit the payment into their savings or checking account
7. Select the organization code from the list. This is the list from Financial Organization Setup Screen.
8. Finally, key in the account number the payment is to be deposited into.

Making an ACH Payment

1. Once all payment information is complete, you need to go to the Accounts Payable Batch Screen
2. Create an invoice batch.
3. Once you are at the vendor payment field, key in the vendor like you normally would.
4. After the vendor is keyed in, you will notice the field labeled ACH will have a "Y" present. This means the vendor will receive the payment electronically.
5. Finish the batch like you would any other batch and post the batch.
6. The Payment Selection Process will be exactly the same as before.
7. Setting up the Check Processing Screen will work exactly the same as well. Once this is setup, select operations to process the checks.
8. Here you will notice that you have a check number to review as well as an ACH number.
9. If these are correct, proceed through the process to do your backup.
10. If you have System Operator rights, you will need to answer the question to process new checks only or include new and old together.
11. Once processing has completed; the message "Do you wish to send email to vendors for this ACH run will come up.
12. By selecting "YES" you will now begin the process of emailing payment information to those vendors setup to receive ACH payments
13. You will now receive the print screen labeled "Print Report Options – ACHCOPY" and the "Create PDF" plus "EMAIL PDF" will be checked. Selecting OK at the bottom will now email an ACH payment list stub.

14. Upon completion of the email process, you will receive the same screen again "Print Report Options – ACHCOPY". Select your printer and then you print your copy of the ACH payment to the vendor.
15. Upon completion of your copy of the ACH payment being printed, you will now move into the check processing portion of the operation.
16. The check processing will run exactly as it has in the past. You will receive the print screen to process your checks followed by the process to print your check copy. Finally you can then print the reports you want, create a reconciliation file and finish the process.
17. You will now find the ACH file for this payment in the directory "\FA\ACH\" labeled "ACH_xxxxxxx" with the "xxxxxxx" representing the four digit year, month and day.
18. You can process this file in your banking software in the same manner you do your payroll ACH file and the payment process is now complete.

Accounts Payable: Voiding Checks

Payable Batch Screen - Cycle C08 N05

Batch: 002 Pay Type: P Year: C Title: VOIDING CHECK #34590
 Entries: 1 Amount: \$-55.80 Total: \$-55.80 Disc.: \$-55.80

Item: 1 Comment: RETURN DAMAGED SUPPLIES Full/Part: F
 P.O. #: SUPPLIES - CENTRAL Ord Date: / /
 ASN/Sect: 71660 08002 11 Vendor: 68000 1099 Y ABC Corporation Due Date: 04/20/2009
 Vendor: 68000 ACH F ABC Corporation Tran. Date: 04/20/2009
 Invoice#: Purchase Card Vendor Name: Chck Date: 04/15/2009
 Amount: \$-55.80 Check Ref: 34590
 P.O. Amt: \$0.00 Disc. Date: / / Disc. Amount: \$0.00 Misc Ref:

Bat	Seq.	ASN	Se	Ven #	Se	Trans. Date	P.O. #	Amount	Invoice #	Comm
002	1	71660		68000		04/20/2009		-55.80		RETUI

FullBrowse

Module: Accounts Payable

Screen: Payable Batch Screen

- Create an Accounts Payable Batch.
- Key in the fields as usual. Except:
 - Use Prepaid (P) as the Pay Type
 - Key the amount of the check as a negative
 - Key the check date
 - Key the check number in the Check Ref field

Reports: Print a Batch

Operation: Post a Batch

- You may post the batch with the same cycle and run # as the original batch or you may post the batch with a current cycle and run number.
- After the batch is posted the process is complete. There is no need to select payment or run checks.

Note: You can enter checks from different batches into the same batch to void them out.

Purchase Card Configuration

Fields necessary for creating a Purchase Card Batch

1	ASN Number	5 character positions
2	Reference Section Number	2 character positions
3	Amount	14 numeric positions – 2 right of the decimal
4	Vendor Purchased From	30 character positions
5	Item Description	30 character positions
6	Order Date	Date format
7	Transaction Date	Date format
8	Initials	2 character positions

These fields must be in the order listed above and contained in a spreadsheet named fapcimp that has been saved in an Excel Format. The system will then take the spreadsheet and convert the data into a batch on the Accounts Payable Batch Screen.

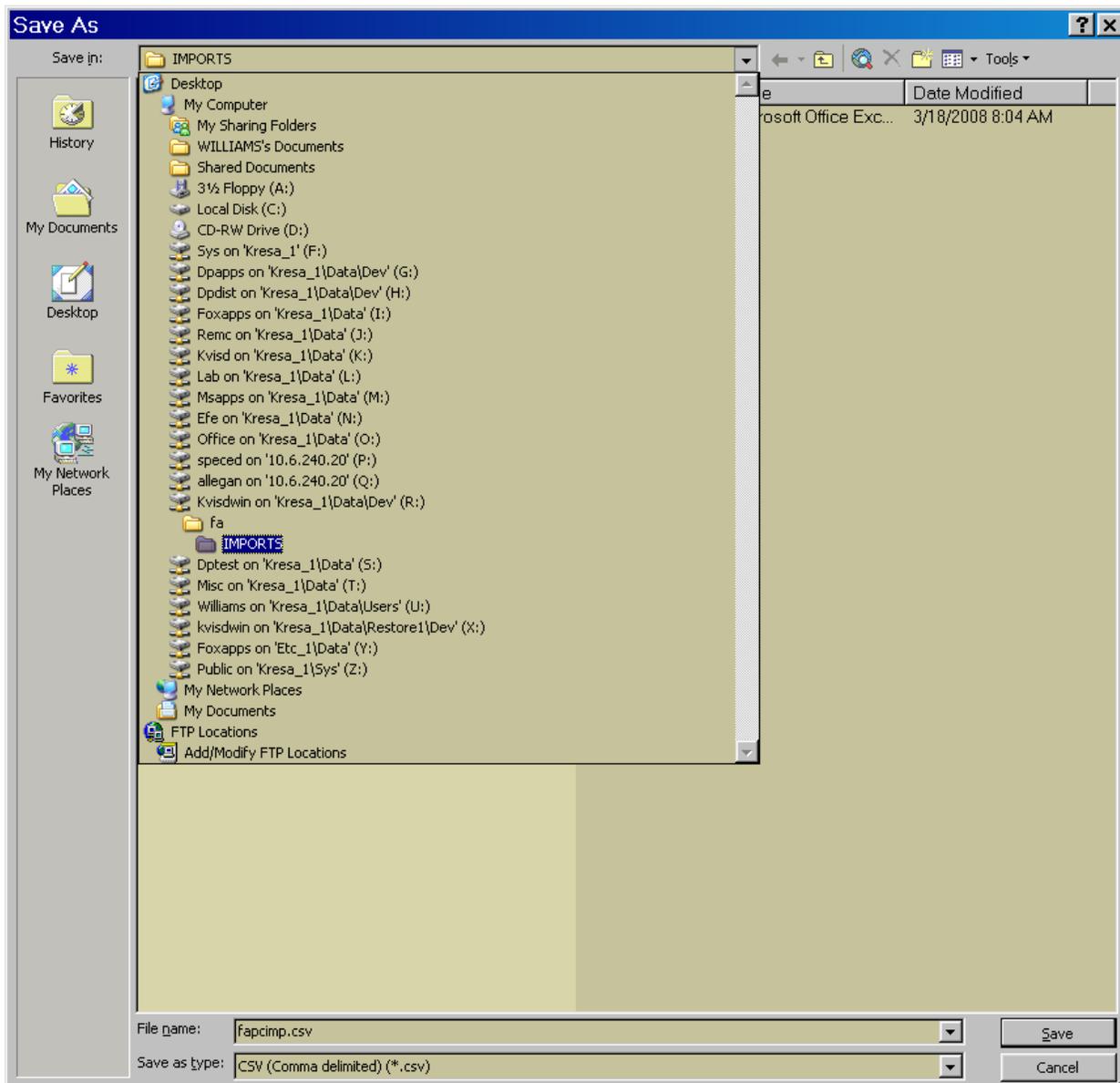
Purchase Card File Setup

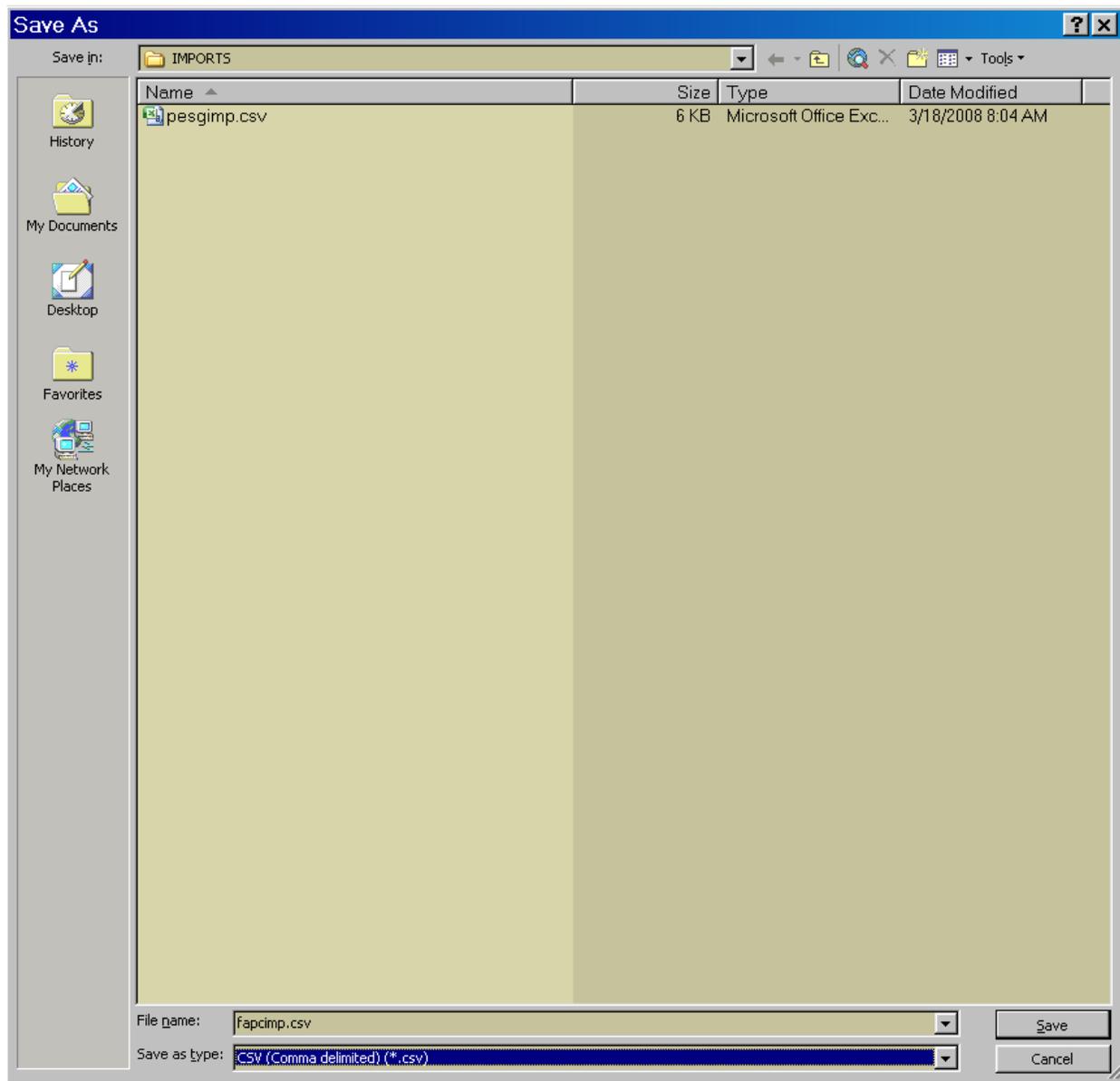
1. The file must come in an Excel format in the order stated. This file must be located in the directory labeled “\FA\IMPORT\” under the title “FAPCIMP.XLS”. This must be in an Excel 5.0 format or you will receive a version error.
2. The spreadsheet must not contain any header lines or footer lines. It must contain data lines only. The spreadsheet must also be closed prior to attempting to import the file.
3. Once this file is in place you need to sign into the financial accounting system and select the Accounts Payable Batch Screen.
4. From the batch screen select the Operation labeled “Import Purchase Card Spreadsheet Batch” and follow the prompts.
5. This will import the file from the spreadsheet into the batch number you select.
6. The field layout for your Purchase Card is as follows:
 - i) ASN Character – (5) Positions,
(Please note that the ASN must be in text format including leading zeros to import properly from the spreadsheet)
 - ii) Section Character – (2) Positions,
 - iii) Amount Numeric – (12) Left & (2) right of the decimal,
 - iv) Vendor Purchased From Character – (30) Positions,
 - v) Comment Character – (30) Positions,
 - vi) Order Date Date Format,
 - vii) Transaction Date Date Format,
 - viii) Purchaser Initials Character – (6) Positions,
 - ix) Purchase Order Number Numeric – (6) Left & (0) right of the decimal,
 - x) Invoice Number Character – (20) Positions,
 - xi) Vendor Num. Ordered From Character - (5) Positions,
 - xii) Vendor Sect. Ordered From Character - (2) Positions.

PESG File Setup

The file must come in a CSV (Comma Delimited) format in the order stated below. This file must be located in the directory labeled “\FA\IMPORT” under the title “PESGIMP.CSV”.

Open the PESG file sent to you in Excel. Once you open the file, click on save as. Once the save as screen opens, make sure the file is listed as PESGIMP and that the location (Save in) you are going to save the file is under “\FA\IMPORTS”. Now be sure you select the “Save as type” to be “CSV” (comma Delimited).





Once this file is in place you need to sign into the financial accounting system and select the Accounts Payable Batch Screen.

From the batch screen select the Operation labeled “Import PESG Data” or “Import PESG Summary Data” and follow the prompts.

This will import the file from the CSV into the batch number you select.

The CSV must not contain any header lines or footer lines. It must contain data lines only. The spreadsheet must also be closed prior to attempting to import the file.

The field layout for your PESG Import is as follows:

i)	Blank	Character –	(5) Positions,
ii)	Transaction Date	Date Format,	
iii)	Confirmation	Character -	(10)
iv)	Last Name	Character -	(20)
v)	First Name	Character -	(15)
vi)	Sub Last Name	Character -	(20)
vii)	Sub First Name	Character -	(15)
viii)	Contact Date	Date Format,	
ix)	Rate	Numeric -	(12, 2)
x)	Amount	Numeric -	(12, 2)
xi)	ASN	Character -	(5)
xii)	Percent	Numeric -	(3,0)
xiii)	Calc	Character -	(10)
xiv)	Amount # 2	Numeric -	(12, 2)
xv)	Reason	Character -	(20)
xvi)	Location	Character -	(10)
xvii)	ID	Character -	(10)
xviii)	Absence	Character -	(10)

Cyclical Accounts Payable: Batch Creation and Transfer

BATCH CREATION

- Module: Accounts Payable
- Screen: Payable Cyclical Batch Screen

Click **New** on the toolbar, the cursor jumps to the “Batch” field when you open the screen.

- Batch #:** Key the batch Number(001-799 only, 800-999 reserved for payroll) and press **Enter**
- Pay Type:** Key Invoice, Prepaid, Y for payroll.
- Year:** Type “C” for current or an “N” for new fiscal year.
- Title:** Key a title for this batch.
- Entries:** Key the total number of items to be entered in this batch. Once entered, the second box will total the entries as entered until the amount in the second box matches the amount in the first box.
- Amount:** Key the total dollar amount of all transactions in the batch.
- Total:** Displays the system-calculated dollar total of the batch. The system will not allow a post until both the **Amount** and the **Total** match.
- Disc:** Displays the system-calculated discount total based upon individual entries.
- Item:** After the first entry, this field will automatically populate for each additional entry.
- ASN/Sect:** Key the ASN number and section number if known otherwise press **Enter** and a browse list will appear for selection.
- Vendor:** Key the vendor number or press **Enter** twice and a browse list will appear for selection. By keying in the vendor name or the first couple of characters you will be taken to the area where the vendor should appear. Select the vendor or press the **Insert** key on your keyboard to add a new vendor if the vendor does not exist. Key in the identifying information and press save. (You will still need to go back and complete the rest of the vendor information at a later time).
- 1099:** The default for this is determined on how the vendor is designated in the vendor database. You may change this entry manually.
- Vendor Order:** The vendor number you entered above is the default setting. You may change this entry manually.
- Invoice #:** Key the invoice number and press **Enter**.
- Amount:** Type the dollar amount that you are paying on this invoice that applies to this ASN.
- Comment:** You may key any reference comments in this area.
- Disc. Amount:** Key the dollar amount that the vendor discounts if this invoice is paid by the designated date.
- Disc. Date:** Key the date that the invoice must be paid by to get a discount.
- Full/Part:** Indicate whether this is a **Full** or **Partial** payment against the ASN number that you are paying on.
- Due Date:** Enter date the payment is due.
- Inv Date:** Enter the date listed on the invoice. The system will default the current date, but you may change it.
- Check Date:** Enter the date of the check. (This option is for payroll and prepaid checks only).

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- w. **Check Ref:** Enter the check number. (This option is for payroll and prepaid check only).
 - x. **Misc Ref:** An additional reference of up to five characters may be entered here.

The system will automatically save your line item to the batch list when you press **Enter or Tab** to move the cursor past the “Misc Ref” field. The item just entered appears in the browse list at the bottom of the screen and the cursor jumps back to the “ASN/Sect” field in preparation for adding another item to the batch.

After completion of all line items click “**Save**” on the toolbar.

- Reports: Print a Batch
 - a. Will allow you to preview or print the currently displayed batch.

TRANSFER

- Operations: Send a Batch to Accounts Payable
 - a. This operation transfers the batch to the Accounts Payable Screen for posting.
 - b. You must enter the next regular Accounts Payable batch number to use. This is not the same number as the cyclical batch.
 - c. Indicate whether you want to zero the batch after sending or not. If you zero the batch after sending it to an accounts payable batch, the cyclical batch will be ready for the new amounts for the next entry. If you don't zero the batch the old amounts will remain in the cyclical batch. You can still modify these amounts by typing over them or using the browse and update amounts.

After the cyclical batch has been transferred to an accounts payable batch, you must go to the **Payable Batch Screen** to post it as a normal payable batch.

POSTING

- Screen: Payable Batch Screen
- Operation: Post a Batch
 - a. Up to 5 batches may be posted at the same time. You will be asked “Should this batch post to the Current Fiscal Year?” If you select OK, you must enter the correct cycle and run number for your entries. The cycle number is the FISCAL month. The run number should be unique, since it separates data for reporting purposes.

Cyclical Accounts Payable: Batch Update and Transfer

UPDATE

- Module: Accounts Payable
- Screen: Payable Cyclical Batch Screen
 - a. Click Browse
 - b. Browse Cyclical Batches
 - c. Click OK
 - d. Select the batch number you want to update
 - e. Click OK
 - f. Now you can begin to make changes for the correct batch.
 - g. Click Browse to Browse and Update Amounts, Browse and Update Comments, or Browse and Update Check Reference #'s
 - h. Choose your option
 - i. Click OK
- **Browse and Update Amounts**
 - a. Cursor will appear in the Amount column.
 - b. Key the new amount for each line item. As you enter, the cursor will drop down to the next amount to be updated.
 - c. After all amounts have been updated, click OK.
- **Browse and Update Comments (for updating each comment 1 by 1)**
 - a. Cursor will appear in the Comment column.
 - b. Key the new comment for each line item. As you enter, the cursor will drop down to the next comment to be updated.
 - c. After all comments have been updated, click OK.
- **Browse and Update Check Ref. #'s (for updating each reference 1 by 1)**
 - a. Cursor will appear in the Check Ref. column.
 - b. Key the new references for each line item if applicable. As you enter, the cursor will drop down to the next reference to be updated.
 - c. After all references have been updated, click OK.
- Click on something other than the browse list in the Payable Cyclical Batch screen.
- Operations: **Mass Change Date**
 - a. Key the new transaction date.
 - b. Key the new check date
 - c. Key the new due date
 - d. Click OK.
 - e. All records will be updated with the new dates.
- Click on something other than the browse list in the Payable Cyclical Batch screen.
- Operations: **Mass Change Comment**
 - a. Key the new comment.
 - b. Click OK.
 - c. All records will be updated with the new comment.

- Click Save

TRANSFER

- Reports: Print a Batch
 - a. Will allow you to preview or print the currently displayed batch.
- Operations: Send a Batch to Accounts Payable
 - a. This operation transfers the batch to the Payable Batch Screen for posting.
 - b. You must enter the next regular accounts payable batch number to use. This is not the same number as the cyclical batch.
 - c. Indicate whether you want to zero the batch after sending or not. If you zero the batch after sending it to an accounts payable batch, the cyclical batch will be ready for the new amounts for the next entry. If you don't zero the batch the old amounts will remain in the cyclical batch. You can still modify these amounts by typing over them or using the browse and update amounts.

After the cyclical batch has been transferred to an Accounts Payable batch, you must go to the **Payable Batch Screen** to post it as a normal payable batch.

POSTING

- Screen: Payable Batch Screen
- Operation: Post a Batch
 - a. Up to 5 batches may be posted at the same time. You will be asked "Should this batch post to the Current Fiscal Year?" If you select OK, you must enter the correct cycle and run number for your entries. The cycle number is the FISCAL month. The run number should be unique, since it separates data for reporting purposes.

Accounts Payable: Selecting Items for Payment

- Module: Accounts Payable
- Screen: Payment Selection Screen
- Reports: Print Items Due By Report (optional)
- Operations: Select Items for Payment
 - a. all items
 - b. by due date
 - c. by fund then due date
 - d. by fund
- If you select the items incorrectly, you can “Deselect all Items” and start over.
- You may deselect individual items as needed by changing the “Y” in the Sel. field to an “N” next to the items you want deselected.*
- Reports: Print Selected Payment List
- Verify the fiscal year and click OK.
- Click OK to print to paper or click preview and OK to print to terminal.

Additional Information

You may change payment due dates by clicking the “Due Date” field to highlight it. Type a new payment date. When you enter a complete date, the cursor jumps to the “Selected” field.

*The screen gives you two ways to select items for payment if you choose not to use Operations. You can enter **Yes** or **No** in the “Selected” field at the bottom of the right-hand column of the screen’s header section. Alternatively, you can highlight a box in the “Sel.” column in the grid section of the screen by clicking it. Enter **Yes** or **No** for each line item. In both the header and the browse list, entering **Y** selects an item, while entering **N** deselects an item.

Accounts Payable: Voiding Items Posted for Payment

Reports Tools Set-Up **Operations** Administrative Help Edit Debug Exit

Find New

- Select all Items for Payment
- Select Items for Payment by Due Date
- Select Items by Fund then Due Date
- Select All Items by Fund
- Deselect all Items for Payment
- Void selected item**
- Set data order to Vendor
- Set data order to Due Date

Payment Selection

Batch: 002 Year: C Due Date: 02/17/2009
 Item: 1 Invoice: 9876 Inv Date: 02/17/2009
 ASN/Sect: 82600 OFFICE SUPPLIES - FO. Chk Date: / /
 Vendor: 68000 ABC Corporation Check Ref:
 Amount: \$22.00 Post Date: 02/17/2009
 Comment: PAPER Selected: Y

Bat	Seq.	ASN	Ven. #	Sec	Trans. Date	Due Date	Fis.	Amount	Fnd.	Sel.
001	1	81010	12554		11/20/2008	11/20/2008	N	1.00	06	N
343	13	11643	52364		11/24/2008	01/17/2009	N	1321.80	22	N
343	14	11744	52364		11/24/2008	01/17/2009	N	843.80	22	N
343	17	12043	52364		11/24/2008	01/17/2009	N	223.24	22	N
343	18	12044	52364		11/24/2008	01/17/2009	N	793.57	22	N
343	19	12144	52364		11/24/2008	01/17/2009	N	120.54	22	N
343	21	12943	52364		11/24/2008	01/17/2009	N	182.12	22	N
002	1	82600	68000		02/17/2009	02/17/2009	C	22.00	06	Y
002	2	05660	28927		02/17/2009	02/17/2009	C	28.00	11	N

Module: Accounts Payable
 Screen: Payment Selection Screen
 Operation: Void selected item

- Select 1 item at a time and select the operation. Make sure you use the same cycle and run number from when the original batch was posted.
- This operation will reverse the posting that occurred from the original batch. You will see the original posting, the reversal posting, and a comment of "Void" in history.

Accounts Payable: Processing Checks

- Financials Accounting System
- Module: Accounts Payable
- Follow instructions for Selecting Items for Payment
- Screen: Check Processing & Report Screen
- Complete the batch run header fields.
 - a. Fiscal Year – enter **C**urrent or **N**ew.
 - b. Fund to Run – leave blank to run checks for all funds. Otherwise, enter a specific fund number.
*******Do not run all funds together unless the bank account number is the same for all funds being run.*******
 - c. Cycle/Run – sequence number of the fiscal month and unique number for reporting created by the business office.
 - d. Check Date - enter the date you want the System to print on your checks.
 - e. Report Date – enter the date you want to appear on the reports.
 - f. Check Order - indicates what order you want the checks to print. Use the spacebar to toggle through the options: **A** alphabetical, **E** entry, or **N** numeric.
- Request reports by indicating which reports you want the system to compile along with the check run. Enter the quantity you want printed of each report in the Copies column. Typical choices may be the Check Register, the Journal Listing, and the Accounts Payable Bill List.
- Save the screen.
- Operations: Payment Prepared and Ready to Run
- Verify starting check and ACH number.
- Click Yes to complete a backup prior to the check run.
 - a. Click on the square next to filename – the AP folder and filename of “backup” are provided or create a filename using the date such as “FA080107”.
 - b. Click Save.
 - c. Click on Create Backup.
 - d. When backup is finished, click OK.
 - e. Click Finished.
 - f. Click Yes if backup was successful.
- New Check Selection screen appears – New Checks Only should be set to “Y”, then click OK.
- Do you wish to print your ACH backup copy if any exists – click No unless you are paying vendors through the ACH process.
- Report Print Options screen appears for GENMICR (original check copies).
 - a. Insert MICR ink cartridge into printer.
 - b. Insert check stock into printer.
 - c. Click OK to print checks.
- Report Print Options screen appears for GENCOPY (check copies).
 - a. Remove MICR ink cartridge from printer.
 - b. Remove check stock from printer and replace with paper.
 - c. Click OK to print copies.
- Okay to process standard reports – click Yes.
- Report Print Options screen appears for CHARTC (reports).
 - a. Click OK to print reports.

- Would you like to run your check reconciliation at this time – click No.
- The Check Processing & Report screen will appear and the check run process is complete.

Accounts Payable: Reprinting Checks

***Note: You must have security clearance to run these processes.**

To Reprint a batch of checks:

- Financials Accounting System
- Module: Accounts Payable
- Screen: Check Processing & Report Screen
- Reports: Print Items Due By Report (optional)
- Operations: Payment Prepared & Ready to Run
- Verify starting check and ACH number. Since this is a reprint, the starting number will be incorrect. Respond with Yes to “Is this number correct?” That will not impact this run.
- Do you wish to do a back up at this time? No
- Do you wish to bypass your backup? Yes
- New Check Selection screen appears – Enter “N” to include checks already printed. Click OK.
- Do you wish to print your ACH backup copy if any exists – click No unless you are paying vendors through the ACH process.
- Report Print Options screen appears for GENMICR (original check copies).
 - a. Insert MICR ink cartridge into printer.
 - b. Insert check stock into printer with checks facing down. If you are using KRESA check stock black end goes toward you.
 - c. Click OK to print checks.
- Report Print Options screen appears for GENCOPY (check copies).
 - a. Remove MICR ink cartridge from printer.
 - b. Remove check stock from printer and replace with paper.
 - c. Click OK to print copies.
- Okay to process standard reports – click Yes.
- Report Print Options screen appears for CHARTC (reports).
 - a. Click OK to print reports.
- Would you like to run your check reconciliation at this time – click No.
- The Check Processing & Report screen will appear and the check run process is complete.

To Reprint 1 check or a range of checks:

- Financials Accounting System
- Module: Accounts Payable
- Screen: Check Processing & Report Screen
- Operations: Payment Prepared & Ready to Run
- Verify starting check and ACH number. Since this is a reprint, the starting number will be incorrect. Respond with Yes to “Is this number correct?” That will not impact this run.
- Do you wish to do a back up at this time? No
- Do you wish to bypass your backup? Yes
- New Check Selection screen appears – Enter “N” to include checks already printed. Click OK.
- Do you wish to print your ACH backup copy if any exists – click No unless you are paying vendors through the ACH process.
- Report Print Options screen appears for GENMICR (original check copies).
 - a. Insert MICR ink cartridge into printer.

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- b. Insert check stock into printer with checks facing down. If you are using KRESA check stock black end goes toward you.
 - c. Mark the "Preview" box, then click OK.
 - d. Click the "Next Page" icon on the Print Preview tool bar and count the number of pages until you get to the page(s) you wish to reprint. Remember the page number(s).
 - e. Click on the "Close Preview" icon on the Print Preview tool bar to close the preview and go back to the Report Print Options screen.
 - f. In the "Start Page" field, enter the beginning page number of the check(s) you wish to reprint.
 - g. In the "End Page" field, enter the ending page number of the check(s) you wish to reprint.
 - h. Click OK to print checks.
 - Report Print Options screen appears for GENCOPY (check copies).
 - a. Remove MICR ink cartridge from printer.
 - b. Remove check stock from printer and replace with paper.
 - c. Click OK to print copies. If already printed, send copies to print preview to save paper.
 - Okay to process standard reports – click Yes.
 - Report Print Options screen appears for CHARTC (reports).
 - a. Click OK to print reports.
 - Would you like to run your check reconciliation at this time – click No.
 - The Check Processing & Report screen will appear and the check run process is complete.

Requesting Check Run Reports

Module: Accounts Payable
Screen: Report Screen

- Fill in the data fields as follows:

Fiscal Year	Enter C urrent or N ew to indicate which year's data you want.
Fund to Run	Leave this box blank to run reports for all funds. Otherwise, enter the fund number you want the System to report.
Cycle/Run	Enter the check run cycle number and run number that you want to report.
Report Date	Enter the date you want to appear on the report.

- Indicate in the lower section of the screen how many copies of the named reports you want. To do this, simply enter a number in the box next to the report name in the column headed "Copies." Press **Enter** to highlight the fields and move through them.
- Click **Save** when you finish entering the number of copies.
- Click **Operations** → **Reports Prepared & Ready to Run**. The System will run the reports you specified and return you to the *Report Screen*.