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A/P INVOICE PROCESSING MENU (APINV)

The A/P Invoice Processing Menu provides options for maintaining invoices and for the posting of the invoice batches to Open Items. Invoice batches allow multiple users to enter and process invoices separately. Invoices are available for A/P check processing when posted to Open Items (refer to Invoice Post To Open Items [INVPOST]).

Tip: Purchase orders line items attached to an invoice are unencumbered when the invoice is entered. If a PO line item is removed from the invoice, the invoice is deleted or the check is voided, the receivers can be restored to the PO for re-invoicing if the Restore Receivers flag on the A/P District Header (**APHDR**) is "yes" or "no." If receivers are *not* restored, refer to P.O. Receiver Transfer (**RECVTRA**) in the Purchase Order Manual to reset the receivers if the invoice has to be re-entered.

Tip: Invoice transaction (IT) journal entries are temporarily posted to the Finance Monthly file to account for the amount of the invoices until the batch is posted to Open Items. The line item ASN is debited; the A/P ASN is credited for computer checks, the Cash ASN is credited for manual checks. If the AP/Cash ASN From Bank File flag on the A/P District Header (**APHDR**) is "yes," the A/P and Cash ASNs are pulled from the Bank file. If "no," the ASNs are pulled from the Fund file (refer to Fund Maintenance [**FUNDMAINT**] in the Budget/Finance Manual). The journal number for these entries starts with "@" and is followed by the batch ID. These entries are replaced with the posting journal, using the batch ID as the journal number, when the batch is posted to Open Items.

Tip: Open Items Maintenance (**OPENMAINT**) allows for maintaining the invoices posted to Open Items.

Tip: Refer to Remove Invoice Batch (**RMVBATCH**) to delete an entire batch of invoices *without* posting the batch.

Tip: Purchase order line items marked as Fixed Assets are tracked through to Open Items and automatically loaded to the Fixed Assets PO Work file when the check run is updated. Invoice line items *not* attached to a PO are also loaded to the PO Work file if the line item is identified as a fixed asset. If a check is voided with fixed assets line items, the items are included on the Void Check Update – Fixed Asset Line Items (**CD0452**) report (refer to Void Check Update [**VOIDUPD**]). Refer to PO District Header (**POHDR**) in the Purchase Order Manual and refer to Send To Fixed Assets (**FASENDTO**) in the Fixed Assets Manual for setting the flags and threshold limits for capturing and identifying fixed asset items. Refer to the Fixed Assets Work File Menu (**FAWORK**) for processing the captured items.

A/P Invoice Processing Menu – continued

```
================================================================================
  M@013          Menu for   Macomb ISD                             5/06/11
  ISD5           Menu name  A/P Invoice Processing Menu            07:50:55
================================================================================
   1   Invoice Entry                                            INVENTRY
   2   Convert Invoice Upload File                              INVUPLOAD
   3   Convert Invoice Upload File 2                            INVUPLOAD2
   4   Convert Invoice Upload File 3                            INVUPLOAD3
   5   Invoice Change/Delete                                    INVC/D
   6   Invoice Change - Vendor #/Invoice #                      INVCHG
   7   Invoice Edit List                                        CD0130
   8   Invoice Edit List By Vendor Name                         CD0131
   9   Invoice Edit List By Check Number                        CD0132
  10   Invoice Edit List By Vendor Name/PO Number               CD0133
  11   Invoice Post To Open Items                               INVPOST
  12   Load Recurring Invoice                                   INVRECUR
  13   Update Invoices To Warehouse Files (Record Locks)        INVWHUPD


  ================================================================================
                        Option

  F1=Help          F5=Messages      F6=Menus        F7=Prev Menu    F8=Next Menu
  F9=Utilities     F12=Return       F13=PO Auth     F15=Home        F24=Sign Off
```

Invoice Entry (INVENTRY)

This option provides for entering A/P invoices into a user-defined invoice batch.

Tip: Invoices entered can be maintained with Invoice Change/Delete (INVCD) until the invoice batch is posted to Open Items.

Tip: Refer to Load Recurring Invoice (INVRECUR) to load invoices from a recurring batch.

```
BATCHCTL.S1                     Batch Control Processing                     1/12/05
MACOMB ISD DEMO                                                             14:03:27

                                  Invoice Entry


                        Batch ID:          _____

                        Default Due Date:  _____

                        Default Bank:      ___






     F3 - Cancel                  F4 - List
```

- **Batch ID**: Batch ID or press **F4** to select from the alpha sorted Batch Header file. The batch ID *must* begin with a character (A-Z) and can *only* contain letters and numbers. Defaults to the previous batch ID selected in this session. (A "session" is the time period between signing on and signing off the AS/400.)

  Tip: The batch ID could contain some of the following information: the user's name, the fund the invoices are for, the date the invoices are entered or the due date of the invoices.

  Tip: The batch ID can be reused; if reused, the posting journals are created with the same journal number (the batch ID).

Tip: The following defaults are applied to each invoice; refer to the detail screen to override the defaults for an invoice.

- **Default Due Date**: Invoice due date.

  Tip: The due date is used for selecting invoices for payment.

● Default Bank: Bank number for the invoice or press **F4** to select from the number sorted Bank file.

    Tip: The bank is used as an optional selection for selecting invoices for payment and is used to create separate spooled files for each bank account when checks are printed.

<u>Function Keys</u>

Enter	Advances to the detail screen.
F3 – Cancel	Returns to the menu.
F4 – List	Displays a window listing valid entries for the field where the cursor is located.
F10 – Add	Displayed after **Enter** is pressed and allows a batch to be added. Advances to the Invoice Batch Header Maintenance (**BATCHMAINT**) detail screen and advances to the detail screen.

Invoice Batch Header Maintenance – Detail

Batch header information is provided.

Tip: This screen is also available from the Invoice Change/Delete (**INVCD**) and Invoice Post (**INVPOST**) selection screens.

```
CD0136DF.S2              Invoice Batch Header Maintenance              1/20/05
MACOMB ISD DEMO                                                        09:55:20


           Batch ID GF011805


                Batch Total:     _____ (Required To Post)

                Month To Post:   __ (Required)

                Recurring Batch: N (Y/N)

                Use Alternate Cash ASN: N (Y/N)






                              F12 - Return
```

- Batch ID: Batch ID *displayed*.
- Batch Total: Total net amount of all invoices in the batch; *required* for posting.

   Tip: The batch total *must* match the actual invoice totals for the batch to post.

- **Month To Post**: Calendar post month for the invoice batch journal entries. If creating a new batch, the post month *must* be entered even if **F12** is pressed.
- **Recurring Batch**: Y/N (Y – Yes, N – No) A "yes" indicates that the batch is a recurring batch. The temporary invoice transaction journal entries are *not* created for a recurring batch. A "no," the default, indicates that the batch is to be posted to Open Items and the temporary invoice transaction journal entries are automatically created.

   Tip: The recurring batch is protected after the batch is created.

   Tip: Refer to Load Recurring Invoice (**INVRECUR**) for loading recurring batches for processing.

- Use Alternate Cash ASN: Y/N (Y – Yes, N – No) A "yes" uses the Alternate Cash ASN when posting the invoice batch journal entries; defaults to "no." This flag is *only* displayed if an Alternate Cash ASN is entered on the Fund file or Bank file.

Tip: If the AP/Cash ASN From Bank File flag on the A/P District Header (**APHDR**) is "yes," the A/P and Cash ASNs are pulled from the Bank file. If "no," the ASNs are pulled from the Fund file (refer to Fund Maintenance [**FUNDMAINT**] in the Budget/Finance Manual).

Function Keys

Enter	Updates and advances to the detail screen.
F12 – Return	Updates and advances to the detail screen.

Invoice Entry – Detail

Invoice header and detail information is provided.

```
CD0110DF.S2                     Invoice Entry          GF011805        1/18/05
 MACOMB ISD DEMO                                                       07:56:27
 Previous Vendor ,,,,,,,,,,,,,,,,,,,,,,,,,,,,,, Amount ,,,,,,,,,,,,,,, PO ,,,,,,

PO Number: _____ PO Flag: _ (C/P/X) PO %: ____     Bank #: __1
Vendor #:  _____                    Invoice Number: _____
                                     Invoice Date:   _____     Due Date: _12105
                                     Gross Amt:     _____
                                     Separate Check: N (Y/N) Combine PO: _ (Y)
                                     Discount Amt:  _____     Dsc %: ____
                                     Net Amount:    _____ Misc: __
* If No Check Is To Be Printed, Please Enter: Check Number: _____ Date: _____
-------------------------------- Invoice Detail -------------------------- Shp
    ASN      Amount    Description (Or *=Obj Desc)                    1099 Dsc
   _____ _____ _____        _   _
   _____ _____ _____        _   _
   _____ _____ _____        _   _
   _____ _____ _____        _   _
   _____ _____ _____        _   _
   _____ _____ _____        _   _
   _____ _____ _____        _   _
                                                                    More...
                 F3 - Cancel   F4 - List   F5 - Prev ASN/Desc F6 - Prev PO
 F7 - Prev Vendor   F9 - Chg Due Date          F10 - Chg Bank     F12 - Return
```

- Batch ID *displayed*.
- Previous Vendor: Previous vendor number and name entered in this session *displayed*.
- Amount: Previous invoice amount *displayed*.
- PO: Purchase order number of the previous invoice *displayed*.
- Difference between the Gross Amount and all line item amounts is *displayed* after **Enter** is pressed if there is a difference.
- Last due date *displayed* after **Enter** is pressed if the invoice number (even if blank) was previously used for the vendor.
- PO Number: Purchase order number.

  Tip: The line item received quantity (or amount) (see below) is unencumbered from the purchase order when the invoice is updated.

  Tip: The PO number is *protected* after the invoice detail line items are loaded from the purchase order; press **F12** to select a different PO number.

- PO Flag: Purchase order processing flag.

Flag	Description
Blank	Loads the unpaid receivers of *all* open PO line items.
C – Complete & Close PO	Loads the outstanding amount (original order minus paid receivers) of *all* open PO line items and closes the PO after the invoice is

	updated.
P – Partial Payment Of PO	Advances to the PO Receiver screen and allows entry of receivers. Tip: Receivers entered are *only* updated to the PO after the invoice is updated.
X – PO Not On File Or Closed	Closed PO: Advances to the PO Receiver screen for line item selection and allows attaching a closed PO to the invoice. PO Not On File: Allows attaching a PO that is *not* on file to the invoice. The PO is created with an "XXXX" location and closed status after the invoice is updated. Tip: This option is *only* available if the Allow Use Of PO Flag X flag is "yes" on the A/P District Header (**APHDR**).

Tip: Defaults to "C" if the received quantity (or amount) on *all* open line items is equal to or greater then the ordered quantity (or amount).

Tip: If the flag defaults to "C" and *only* a portion of the line item receivers loaded are to be spread among multiple invoices, remove the "C" and press **Enter**. The screen redisplays allowing the line item received quantity (or amount) to be adjusted for the invoice.

- PO %: (.10 = 10%) Percent of purchase order to pay. If receivers exist, the percent is applied to the received amount. If there are no receivers, the percent is applied to the outstanding amount.

  Tip: The percent *only* applies to PO line items entered as a dollar amount.

  Tip: If the PO was entered with quantity line items, the P.O. Convert To Amount (**POCONV**) (refer to the Purchase Order Manual) option can be used to convert the quantity and unit price to an amount.

Tip: If a PO number is associated with the invoice, press **Enter** after entering the above information to perform the selected PO processing flag option. The detail screen is redisplayed with the gross, discount and net amounts calculated and the detail line items loaded.

- **Bank #**: Bank number for the invoice; defaults to the bank entered on the Batch ID selection screen. Press **F4** to select from the number sorted Bank file

  Tip: The bank number is protected until **F10** is pressed; **F10** positions the cursor on the bank number field and allows the bank to be changed.

  Tip: The bank is used as an optional selection for selecting invoices for payment and is used to create separate spooled files for each bank account when checks are printed.

- **Vendor #**: Vendor number or press **F4** to select from the alpha sorted Vendor file. Advances to the Address Selection window if the Multiple Vendor Addresses flag on the A/P District Header (**APHDR**) is "yes." The vendor name and address are *displayed* below the number.

  Tip: If a PO number is entered, the vendor number defaults to the PO's vendor number and may be changed for invoicing if necessary.

  Tip: If the Multiple Vendor Addresses flag is "yes," press **F4** to advance to the Address Selection window to select a different address or remove the vendor number to select a different vendor.

  Tip: If **F4 – List** was *not* used, press **Field Exit** after entering the vendor number to display the vendor name and address or to advance to the Address Selection window if the Multiple Vendor Addresses flag is "yes."

  Tip: "1099 Vendor" is displayed next to the number if the vendor is flagged as a 1099 vendor.

- Invoice Number: Invoice number being paid.

  Tip: If the invoice number is already on file for the vendor (even if the invoice number is blank), the last due date of the invoice number is displayed at the top of the screen when **Enter** is pressed. **F8** *must* then be pressed to update the invoice.

- **Invoice Date**: Invoice date.
- **Due Date**: Invoice due date; defaults to the due date entered on the Batch ID selection screen.

  Tip: The due date is protected until **F9** is pressed; **F9** positions the cursor on the due date field and allows the date to be changed.

  Tip: The due date is used for selecting invoices for payment.

- **Gross Amt**: The gross amount of *all* invoice detail line items. The gross amount *must* match the total of *all* line items if the discount amount is *not* used.

  Tip: Line items on "hold" are *excluded* from the gross amount.

- Separate Check: Y/N (Y – Yes, N – No) A "yes" produces a separate check for the invoice; defaults to "no."
- Combine PO: Y (Y – Yes, Blank – No) A "yes" advances to the Combine PO screen before updating the invoice. This option combines line items with the same ASN and 1099 flag to one line item on the invoice with a new description.

Tip: The combining option is *not* allowed on a Warehouse PO or on a PO that contains Fixed Asset line items.

- Discount Amt: Discount amount for the invoice.

  Tip: The discount amount is automatically calculated if the PO entered has a discount percent or if the following discount percent is used.

  Tip: The PO discount percent is *only* applied to line items entered with a quantity. For amount line items, the discounted amount is entered as the receiver.

- Dsc %: (.10 = 10%) Discount percent to be applied to *all* detail line items flagged for a discount (see Shp Dsc below).

  Tip: The discount percent can be used to calculate the above discount amount.

  Tip: The discount percent is *not* applied to the received quantity (or amount); *only* the invoice line item amount is discounted.

- Net Amount: Calculated net amount (gross amount minus discount amount) of the invoice *displayed*.
- Misc: Miscellaneous code or press **F4** to select from the code sorted Miscellaneous Code file. The code can be used to further track or identify the invoice.

  Tip: The miscellaneous code can also be used to *exclude* invoices from the Payments To Vendors (Web Reporting) (**CD0512**) check register.

Tip: Multiple invoices can be added to the same manual check number if the vendor number and due dates are the same.

Tip: The check number or check date *cannot* be removed from, or added to, an invoice once the invoice batch is posted to Open Items. To add or remove a check number and date after posting, the invoice *must* be deleted in Open Items Maintenance (**OPENMAINT**) and re-entered.

- Check Number: Check number if the invoice is on a manual check. *Required* if check date is entered.
- Date: Check date for a manual check; *required* if check number is entered.

Invoice Detail Line Items
- Hld: (Y – Yes, N – No, Blank – No) A "yes" holds the line item from being attached to the invoice. If the PO receiver option was used, the receivers are updated to the PO when the invoice is updated and are available to be paid on another invoice.

  Tip: The hold option is *only* available for purchase order line items and if the PO flag is blank or "P."

- **ASN**: Line item ASN.
- Amount: Dollar amount of the line item.
- Description: Line item description. If blank, defaults to the prior line item description when the invoice is updated.

   Tip: If the Invoice Description flag on the A/P District Header (**APHDR**) is "1" or "2," an asterisk (*) can be entered to retrieve the ASNs Object code description (flag "1") or a combination of Object and Location code descriptions (flag "2").

Tip: If *only* a portion of the received quantity (or amount) is to be applied to the invoice, reduce the received quantity (or amount) to the quantity (or amount) to be paid. The line item amount and the gross amount *must* also be reduced to match the received quantity (or amount). The received quantity (or amount) difference is available to be paid on another invoice number.

Tip: The received quantity (or amount) is transferred from received unpaid to received paid (unencumbered) on the PO when the invoice is updated. Refer to the Invoice Processing Menu (**APINV**) for restoring the receivers for re-invoicing if the line item is removed, the invoice is deleted or the check is voided.

- Rcv Qty: PO quantity received *not* yet invoiced. Displayed *only* if a purchase order with partial receivers is used, the PO flag is blank or "P" and the line item was entered with a quantity.
- Rcv Amt: PO amount received *not* yet invoiced. Displayed *only* if a purchase order with partial receivers is used, the PO flag is blank or "P" and the line item was entered with an amount.
- 1099: Line item 1099 flag; defaults to the 1099 flag on the Vendor file for a 1099 vendor. The line item can be overridden from the Vendor file 1099 flag. Press **F4** to select from the flag sorted 1099 Description file.

Flag	Description
N (No)	Non 1099 Line Item
Blank	Matches Vendor file 1099 flag
Y (Yes)	Non-Employee (Box 7)
1	Rents (Box 1)
3	Other Income (Box 3)
6	Medical & Health (Box 6)
7	Non-Employee (Box 7)

   Tip: Refer to 1099 File Maintenance (**MAINT1099**) to change a 1099 line item flag on invoices in the A/P History file.

- Shp Dsc: (D – Discount, S – Shipping Cost) A "D" applies the above discount percent to the line item amount. An "S" advances to the Shipping Cost window when **Enter** is pressed to allow for the shipping cost of a warehouse PO to be spread among the selected line items. Press **F4** to select from the flag sorted Shipping/Discount Description file.

Tip: The "shipping cost" option is *only* available on warehouse line items.

Tip: If the discount is entered on a PO line item, do *not* select the line item for the invoice discount.

Tip: To remove an invoice detail line, clear all invoice detail line item fields.

Function Keys

Enter	If a PO number is entered and **Enter** has *not* yet been pressed, the selected PO processing flag option is performed and the screen redisplayed. If the invoice number is already on file for the vendor, press **F8** to add the invoice. If the shipping cost option is selected, advances to the Shipping Cost window then redisplays the screen. If the combine PO option is selected, advances to the Combine PO window. Clears and redisplays the screen after updating (default bank and due date are loaded). Report: PO0125 – P.O. Receiver Update Report*
F2 – PO Comments	Advances to the P.O. Comments screen. This function key is *only* displayed if a PO number is used and comments exist for the PO.
F3 – Cancel	Returns to the menu *without* updating. If line items exist, press **F3** again to confirm the cancel.
F4 – List	Displays a window listing valid entries for the field where the cursor is located.
F5 – Prev ASN/Desc	Loads the previous ASN and description to the first line item and redisplays the screen.
F6 – Prev PO	Loads the previous PO number entered, including the vendor, and redisplays the screen. If the Multiple Vendor Addresses flag is "yes," the Address Selection window is displayed.
F7 – Prev Vendor	Loads the previous vendor number and redisplays the screen. If the Multiple Vendor Addresses flag is "yes," the Address Selection window is displayed.
F9 – Chg Due Date	Positions the cursor on the Due Date field and allows the date to be changed for the invoice.
F10 – Chg Bank	Positions the cursor on the Bank # field and allows the bank to be changed for the invoice.
F12 – Return	Redisplays the screen after clearing *without* updating. If line items exist, press **F12** again to confirm the return.
Page Down/Page Up	Down one screen/Up one screen.

Output
Sort: N/A
Header: N/A
Detail: PO Number, Vendor Number, Item Number, ASN, Quantity/Amount Received
Totals: Count

Invoice Entry – Address Selection

This window allows for the selection of an accounts payable or purchase order address for the invoice.

Tip: This option is *only* available if the Multiple Vendor Addresses flag on the A/P District Header (**APHDR**) is "yes."

Tip: If the vendor has *only one* address on file, that address is automatically selected and this window is bypassed.

```
CD0110DF.S2                    Invoice Entry          GF011805        1/18/05
MACOMB ISD DEMO                                                       07:59:30
Previous Vendor .............................. Amount ............. PO ......
P
V
        Vendor  27530 OFFICE SUPPLY SUPERSTORE                            05
        Place An X Next To The Selected Address                          )
        X  AP Address                       City/State/Zip
*       _  3000 KING STREET SUITE 200       SAGINAW MI 48605-1838        __
-                                                                        Shp
                                                                        Dsc
                                                                         _
                                                                         _
                                                                         _
                                                     Bottom              _
                                                                         _
                                                                         _
              F7 - PO Address                      F12 - Return          ..
                                                                        PO
                                                                        rn
```

- Vendor: Vendor number and name *displayed*.
- **X**: Select address.
- AP (or PO) Address: Accounts Payable (or Purchasing) addresses.
- City/State/Zip: City, state and ZIP + 4 code.

Tip: If no AP addresses are on file, the PO addresses are displayed.

Function Keys

Enter	Returns the selected address to the detail screen.
F7 – PO (or AP) Address	Displays the Purchasing (or Accounts Payable) addresses.
F12 – Return	Returns to the detail screen *without* selecting.
Page Down/Page Up	Down one screen/Up one screen.

Invoice Entry – PO Receiver

The receiver screen allows for entering PO receivers for the PO number of the invoice.

Tip: The receivers are *only* updated to the PO if the invoice is updated from the detail screen.
Press **F3** or use **F12** on the detail screen to *not* update the receivers or invoice.

Tip: If the purchase order is closed, receivers *cannot* be entered for the line items. The select
option *only* returns the line items ASN and description to the detail screen.

Tip: Refer to the P.O. Receiver Menu (**PORECV**) in the Purchase Order Manual for an
alternative option for processing receivers.

```
CD0110DF.S3                    Invoice Entry          GF011805        5/02/05
MACOMB ISD DEMO                                                      11:17:03

P.O. #  32573 OFFICE SUPPLY SUPERSTORE            Spread Amount: _____.00_
                                                                  *=Includes
Place An X Next To All Detail Lines To Be Included On The Invoice   Unpaid
------------------------------- PO Detail ----------------------------------
                              Current
X  Description          C   Received      Ordered      Received        Net
_  POSTURE CHAIR        _
   ASN    1113240   Disc .000   _____          1            0          1
   Unit $   525.3600 Item
_  PHOTO PAPER          _
   ASN    1115110   Disc .000   _____          5            0          5
   Unit $    25.3600 Item
_  MISCELLANEOUS SUPPLIES   _ _____    250.00          .00    250.00
   ASN    1115110   Disc .000
   Unit $      .0000 Item




                                                                    Bottom
F6 - PO Inq F7 - PO C/D C=Complete  F8 - Spread  F9 - Receive All  F12 - Return
```

- P.O. #: PO number and vendor name *displayed*.
- Spread Amount: Received amount to be spread among the selected line items based on the
  line items percent of the total of *all* selected line items.

  Tip: The spread amount is protected until **F8** is pressed; **F8** positions the cursor on the
  spread amount field and allows the amount to be entered.

  Tip: The spread amount is *only* applied to amount line items.

PO Detail Line Items
- **X**: Select line item(s) to receive.
- Description: Line item description *displayed*.

Tip: If the purchase order is closed, the complete, current received, ordered, received and net are *not* displayed.

- C: (C – Complete) A "C" closes the PO line item after updating the invoice *regardless* of the quantity (or amount) received.
- Current Received: Quantity (or amount) received; *required* if the line item is selected.

  Tip: Quantity (or amount) received can exceed the ordered quantity (or amount) or can be negative to adjust receivers already updated to the PO.

- Ordered: Quantity (or amount) ordered *displayed*.
- Received: Quantity (or amount) previously received *displayed*.

  Tip: The received quantity (or amount) includes receivers paid and unpaid. An asterisk (*) indicates that unpaid receivers are included.

- Net: Net quantity (or amount) remaining on order based on the receivers.
- ASN: Line item ASN *displayed*.
- Disc: Discount percent *displayed*.
- Unit $: Line item unit price *displayed*.
- Item: Vendor item or catalog number *displayed*.

Function Keys

Enter	If a spread amount is entered and **Enter** has not yet been pressed, the amount is spread among the selected line items and the screen redisplayed. Returns the receivers, or the selected line items for a closed PO, to the detail screen after confirming by pressing **Enter**.
F6 – PO Inq	Advances to the PO Inquiry (**POINQ**) detail screen (refer to the Purchase Order Manual).
F7 – PO C/D	Advances to the PO Change/Delete (**POC/D**) detail screen for PO's that are *not* closed (refer to the Purchase Order Manual). Tip: The PO authorization levels are *bypassed* with this option (refer to P.O. Authorization Override Maintenance [**POAUTHOVER**]).
F8 – Spread	Positions the cursor on the Spread Amount field and allows the amount to be entered.
F9 – Receive All	Loads the remaining quantity (or amount) of *all* line items *not* closed and redisplays the screen.
F12 – Return	Returns to the detail screen with *no* receivers or line items.
Page Down/Page Up	Down one screen/Up one screen.

Invoice Entry – Combine PO

This option allows for combining line items with the same ASN and 1099 flag to one line item on the invoice with a new description.

```
 CD0110DF.S2                    Invoice Entry          GF011805        1/18/05
 MACOMB ISD DEMO                                                       08:01:57
 Previous Vendor ..............................Amount ..............PO ......

 PO Number: _32573 PO Flag: P (C/P/X) PO %: ____      Bank #: __1
 Vendor #:   27530                    Invoice Number: 1125478A_____
 OFFICE SUPPLY SUPERSTORE             Invoice Date:    11805     Due Date: _12105
                                                                 4
 3000 KING STR    ┌─Combine PO Invoice To One Line Per ASN─┐     bine PO: Y (Y)
 SUITE 200        │                                        │       Dsc %: ____
 SAGINAW, MI      │   ASN     Description (Or *=Object Desc)│     4  Misc: __
 * If No Check    │ 1113240   _____│    __ Date: _____
 ------------     │ 1115110   _____│    ----------- Shp
 Hld  ASN         │                                        │     cv Amt  1099 Dsc
  _  1113240 _    │                                        │           _   _  ▮
  _  1115110 _    │                                        │           _   _  _
  _  1115110 _    │                                        │     175.00 _   _  _
     _____ _     │                                        │               _   _  _
     _____ _     │                          Bottom        │               _   _  _
     _____ _     │         F12 - Return                   │               _   _  _
     _____ _     │                                        │               _   _
                  └────────────────────────────────────────┘             More...
 F2 - PO Comm                                              c  F6 - Prev PO
 F7 - Prev Vendor    F9 - Chg Due Date        F10 - Chg Bank     F12 - Return
```

- ASN: Line item ASN *displayed*.
- **Description**: New line item description.

   Tip: If the Invoice Description flag on the A/P District Header (**APHDR**) is "1" or "2," an asterisk (*) can be entered to retrieve the ASNs Object code description (flag "1") or a combination of Object and Location code descriptions (flag "2").

Function Keys

Enter	Updates the invoice after confirming by pressing **Enter**, clears and redisplays the detail screen (default bank and due date are loaded).
F12 – Return	Returns to the detail screen *without* updating.
Page Down/Page Up	Down one screen/Up one screen.

Invoice Entry – Shipping Cost

The option allows for spreading the cost of shipping among the selected line items. The shipping cost portion is rolled into the warehouse item's unit cost.

```
CD0110DF.S2                     Invoice Entry          GF011805         1/18/05
MACOMB ISD DEMO                                                         08:04:46
Previous Vendor ............................ Amount .............. PO ......

PO Number: _32573 PO Flag: P (C/P/X) PO %: ____       Bank #: __1
Vendor #:   27530                    Invoice Number: 1125478A_____
OFFICE SUPPLY SUPERSTORE             Invoice Date:    011805      Due Date: _12105
                                                                 44_
3000 KING STREET                    ┌──────── Shipping Cost ────────┐  mbine PO: _ (Y)
SUITE 200                           │              Q=By Qty          │   Dsc %: ____
SAGINAW, MI   48605-1838    WH    Shipping Cost  P=By Pct    44_ Misc: __
* If No Check Is To Be Pr   WH      _____       Q      ___ Date: _____
-----------------------     │                                │  ------------ Shp
Hld  ASN     Amount         │                                │  Rcv Amt  1099 Dsc
 _  1113240     525.36  P    │                                │                  S
 _  1115110      76.08  P    │                                │                  S
 _  1115110     175.00  M    │                                │      175.00  _   _
 _____ _____ _        │                                │              _   _
 _____ _____ _        │         F12 - Return           │              _   _
 _____ _____ _        │                                │              _   _
 _____ _____ _        └────────────────────────────────┘              _   _
                                                                        More...
 F2 - PO Comments    F3 - Cancel    F4 - List    F5 - Prev ASN/Desc  F6 - Prev PO
 F7 - Prev Vendor    F9 - Chg Due Date           F10 - Chg Bank      F12 - Return
```

- **WH**: Warehouse code(s) of the selected line items d*isplayed*.
- **Shipping Cost**: The shipping cost to be spread among the items being paid within the warehouse.
- **By Qty or By Pct**: Q/P (Q – Quantity, P – Percent) A "Q," the default, spreads the shipping cost based on the quantity received. A "P" spreads the shipping cost based on the line items percent of the gross amount.

Function Keys

Enter	Updates the shipping cost to the line item, gross and net amounts and returns to the detail screen.
F12 – Return	Returns to the detail screen *without* updating.
Page Down/Page Up	Down one screen/Up one screen.

Invoice Entry – P.O. Comments

The PO Comments screen displays the comments attached to the PO.

```
CD0110DF.S4                    Invoice Entry        GF011805        1/18/05
MACOMB ISD DEMO                  P.O. Comments                      08:06:01

         P.O. Number  32573   27530 OFFICE SUPPLY SUPERSTORE

                 Comments
                 SUBJECT TO THE TERMS AND CONDITIONS OF THE 2005
                 EXPANDED GOVERNMENT PROGRAM




















                                                                    Bottom

     F7 - Internal Comments                              F12 - Return
```

- P.O. Number: PO number, vendor number and name.
- Comments: PO (or internal) comments.

Function Keys

Enter	Returns to the detail screen.
F7 – Internal Comments	Advances to the Internal (or P.O.) Comments screen. This (or P.O. Comments) function key is highlighted when there are internal (or PO) comments.
F12 – Return	Returns to the detail screen.
Page Down/Page Up	Down one screen/Up one screen.

**Convert Invoice Upload File (INVUPLOAD) or
Convert Invoice Upload File 2 (INVUPLOAD2) or
Convert Invoice Upload File 3 (INVUPLOAD3)**

Convert Invoice Upload File provides for creating invoices that have been uploaded into one of the three invoice upload files. Refer to the following file layouts to determine which file and menu option to use. The uploaded invoices can be maintained through Invoice Change/Delete (**INVCD**).

Spreadsheet type files *cannot* be uploaded. To create the upload file, select File then Save As then select "Text (Tab delimited)" or "Formatted Text (Space delimited)." Tab delimited is the preferred type (column widths do *not* have to be set); space delimited *requires* the column widths to be set before saving, refer to the following file layouts.

The file name to upload into is "CDUAPINV" and the *required* PC File Description File (FDF file) is "CDUAPINV_tab.fdf" (or "CDUAPINV_txt.fdf" if uploading a space delimited file). (Replace CDUAPINV with CDUAPINV2 or CDUAPINV3 if necessary.) Refer to appendix A for the upload procedures. If the FDF file is *not* available from your PC or network, download it from the MISD web site http://www.misd.net/MT/accountspayable.html.

Tip: If the amount is negative, the negative sign (-) can be before or after the invoice amount.

The uploaded file layout for **CDUAPINV** is as follows:

Field Description	Length	Example	Notes
Vendor	6	521458	Right justify.
ASN	7	0855125	Left justify.
Description	30	Books	Left justify.
Invoice Date	6	053011	Valid date.
Amount	12	1253.00 or 1253	Right justify, decimal point *required only* if cents are uploaded.

The uploaded file layout for **CDUAPINV2** is the same as CDUAPINV with the following fields added to the end of the file:

Field Description	Length	Example	Notes
Invoice #	15	A-5214597	Left justify.

The uploaded file layout for **CDUAPINV3** is the same as CDUAPINV2 with the following fields added to the end of the file:

Tip: The address type and records number are only applicable if the Multiple Vendor Addresses flag on the A/P District Header (**APHDR**) is "yes." If left blank, the first AP address is automatically used.

Field Description	Length	Example	Notes

Check Number	6	625478	Right justify.
Check Date	6	053011	Valid date.
Address Type	2	AP	Address type AP or PO.
Address Record #	3	002	Address record #.

```
CD0117DF.S1                Convert Invoice Batch Upload              5/06/11
MACOMB ISD DEMO                                                     09:05:26
                             Upload file CDUAPINV3


                      Batch Id:      _____

                      Invoice Date: _____

                      Due Date:     _____

                      Bank Number:  ___







                             F3 - Cancel
```

Tip: The upload file is *displayed* based on the selected menu option.

- **Batch ID**: Batch ID or press **F4** to select from the alpha sorted Batch Header file. The batch ID *must* begin with a character (A-Z) and can *only* contain letters and numbers.

   Tip: The batch ID could contain some of the following information: the user's name, the fund the invoices are for, the date the invoices are entered or the due date of the invoices.

   Tip: The batch ID can be reused; if reused, the posting journals are created with the same journal number (the batch ID).

- **Invoice Date**: Invoice date applied to *all* uploaded invoices *without* an invoice date.
- **Due Date**: Invoice due date applied to *all* uploaded invoices.

   Tip: The due date is used for selecting invoices for payment.

- Bank Number: Bank number applied to *all* uploaded invoices.

   Tip: The bank is used as an optional selection for selecting invoices for payment and is used to create separate spooled files for each bank account when checks are printed.

Function Keys

Enter	Redisplays the screen with the option to process the upload.
F3 – Cancel	Returns to the menu *without* processing the upload.
F15 – Update	Displayed after **Enter** is pressed. Submits the upload for batch processing and returns to the menu.

    Report: CD00117 – Invoice Upload Report (CDUAPINV) or
    Report: CD00117B – Invoice Upload Report (CDUAPINV2) or
    Report: CD00117C – Invoice Upload Report (CDUAPINV3)

Output
CD00117 – Invoice Upload Report or
CD00117B – Invoice Upload Report
Sort: Uploaded Sequence
Header: N/A
Detail: Vendor #, Vendor Name, ASN, Description, Invoice Date, Amount
Totals: Count

CD00117C – Invoice Upload Report
Sort: Uploaded Sequence
Header: N/A
Detail: Vendor #, Vendor Name, ASN, Description, Invoice Date, Check Date, Check #,
          Amount
Totals: Count

Invoice Change/Delete (INVC/D)

The Invoice Change/Delete option allows for maintaining invoices entered into a batch before posting to Open Items.

Tip: Refer to Invoice Change – Vendor #/Invoice # (**INVCHG**) to change the vendor or invoice number.

Tip: Refer to Open Items Maintenance (**OPENMAINT**) to maintain invoices posted to Open Items.

```
BATCHCTL.S1              Batch Control Processing              1/19/05
MACOMB ISD DEMO                                                14:51:16

                        Invoice Change/Delete


                Batch ID:          GF011805












      F3 - Cancel              F4 - List
```

- **Batch ID**: Batch ID or press **F4** to select from the alpha sorted Batch Header file. Defaults to the previous batch ID selected in this session. (A "session" is the time period between signing on and signing off the AS/400.)

Function Keys

Enter	Advances to the selection screen.
F3 – Cancel	Returns to the menu.
F4 – List	Displays a window listing valid entries for the field where the cursor is located.

Invoice Change/Delete – Selection

```
CD0120DF.S1                Invoice Change/Delete        GF011805      1/19/05
MACOMB ISD DEMO                                                       14:56:29




                     Vendor Number: _____

                          *Or*

                     P.O. Number:   _____










    F3 - Cancel                    F4 - List           F18 - Batch Header
```

- Batch: Batch ID *displayed*.

Tip: Select either the vendor number or PO number.

- Vendor Number: Vendor number or press **F4** to select from the alpha sorted Vendor file; *required* if the PO number is blank.
- P.O. Number: PO number.

<u>Function Keys</u>

Enter	Advances to the Invoice Selection window for the vendor number or PO number entered.
F3 – Cancel	Returns to the menu.
F4 – List	Displays a window listing valid entries for the field where the cursor is located.
F18 – Batch Header	Advances to the Batch Header Maintenance (**BATCHMAINT**) detail screen.

Invoice Change/Delete – Invoice Selection

The window displays all invoices for the vendor or PO number in the selected batch.

```
CD0120DF.S1                Invoice Change/Delete      GF011805      1/19/05
MACOMB ISD DEMO                                                     14:56:50



                        Vendor Number: 27530

        ┌─────────────────────────────────────────────────────────┐
        │                                                           │
        │   Place An X Next To The Selected Invoice(s).             │
        │                                                           │
        │   X    Invoice #         Inv Date   Gross Amount  Due Date│
        │   _    1125478A           1/18/05         776.44   1/18/05│
        │                                                           │
        │                                                           │
        │                                                           │
        │                                                           │
        │                      F12 - Return                         │
        │                                                           │
    F3  └─────────────────────────────────────────────────────────┘
```

- **X**: Select invoice number(s).
- Invoice #: Invoice number being paid.
- Inv Date: Invoice date.
- Gross Amount: Gross amount of *all* invoice detail line items.
- Due Date: Invoice due date.

Function Keys

Enter	Advances to the detail screen for the selected invoice(s).
F12 – Return	Returns to the selection screen.
Page Down/Page Up	Down one screen/Up one screen.

Invoice Change/Delete – Detail

Invoice header and detail information is provided.

```
 CD0120DF.S2              Invoice Change/Delete      GF011805      1/19/05
 MACOMB ISD DEMO                                                  14:58:37

Vendor #  27530 P.O. Number  32573      Invoice Number  1125478A
OFFICE SUPPLY SUPERSTORE                Bank Number:     __1
                                        Invoice Date:   _11805  Due Date: _11805
3000 KING STREET                        Gross Amt:          776.44_
SUITE 200                               Separate Check: N (Y/N) Combine PO: _ (Y)
SAGINAW, MI  48605-1838                 Discount Amt:   _____
                                        Net Amount:         776.44  Misc: __
                                        Check Number:   _____    Date: _____
 --------------------------- Invoice Detail -------------------------  Shp
 Hld ASN        Amount       Description             Rcv Qty  Rcv Amt  1099 Cst
  _ 1113240     525.36  POSTURE CHAIR_____     1             _   _
  _ 1115110      76.08  PHOTO PAPER_____     3             _   _
  _ 1115110     175.00  MISCELLANEOUS SUPPLIES_____          175.00   _   _
  _ _____  _____  _____              _   _
  _ _____  _____  _____              _   _
  _ _____  _____  _____              _   _
  _ _____  _____  _____              _   _
                                                                     More...

 F2 - Chg Address  F4 - List   F7 - Shipping Cost   F12 - Return   F23 - Delete
```

- Batch ID *displayed*.
- Difference between the Gross Amount and all line item amounts is *displayed* after **Enter** is pressed if there is a difference.
- Vendor #: Vendor number *displayed*. The vendor name and address are *displayed* below the number.

  Tip: "1099 Vendor" is displayed below the address if the vendor is flagged as a 1099 vendor.

- P.O. Number: PO number *displayed*.
- Invoice Number: Invoice number *displayed*.
- **Bank Number**: Bank number for the invoice or press **F4** to select from the number sorted Bank file.

  Tip: The bank is used as an optional selection for selecting invoices for payment and is used to create separate spooled files for each bank account when checks are printed.

- **Invoice Date**: Invoice date.
- **Due Date**: Invoice due date.

  Tip: The due date is used for selecting invoices for payment.

- **Gross Amt**: The gross amount of *all* invoice detail line items. The gross amount *must* match the total of *all* line items if the discount amount is *not* used.
- **Separate Check**: Y/N (Y – Yes, N – No) A "yes" produces a separate check for this invoice.
- Combine PO: Y (Y – Yes, Blank – No) A "yes" advances to the Combine PO screen before updating the invoice. This option combines line items with the same ASN and 1099 flag to one line item on the invoice with a new description.

  Tip: The combining option is *not* allowed on a Warehouse PO or on a PO that contains Fixed Asset line items.

- Discount Amt: Discount amount for the invoice.
- Net Amount: Calculated net amount (gross amount minus discount amount) of the invoice *displayed*.
- Misc: Miscellaneous code or press **F4** to select from the code sorted Miscellaneous Code file. The code can be used to further track or identify the invoice.

  Tip: The miscellaneous code can also be used to *exclude* invoices from the Payments To Vendors (Web Reporting) (**CD0512**) check register.

Tip: Multiple invoices can be added to the same manual check number if the vendor number and due dates are the same.

Tip: The check number or check date *cannot* be removed from, or added to, an invoice once the invoice batch is posted to Open Items. To add or remove a check number and date after posting, the invoice *must* be deleted in Open Items Maintenance (**OPENMAINT**) and re-entered.

- Check Number: Check number if this invoice is on a manual check. *Required* if check date is entered.
- Date: Check date for a manual check; *required* if check number is entered.

Invoice Detail Line Items
- Hld: (Y – Yes, N – No, Blank – No) A "yes" holds the line item from payment when selecting invoices for payment.

  Tip: Refer to Open Items Maintenance (**OPENMAINT**) to release a held line item.

- **ASN**: Line item ASN.
- Amount: Dollar amount of the line item.
- Description: Line item description. If blank, defaults to the prior line item description when the invoice is updated.
- Rcv Qty: PO quantity received for the line item *displayed*. Displayed *only* if a purchase order with receivers is associated with the invoice and the line item was entered with a quantity.

- Rcv Amt: PO amount received for the line item *displayed*. Displayed *only* if a purchase order with receivers is associated with the invoice and the line item was entered with an amount.
- 1099: Line item 1099 flag; defaults to the 1099 flag on the Vendor file for a 1099 vendor. The line item can be overridden from the Vendor file 1099 flag. Press **F4** to select from the flag sorted 1099 Description file.

Flag	Description
N (No)	Non 1099 Line Item
Blank	Matches Vendor file 1099 flag
Y (Yes)	Non-Employee (Box 7)
1	Rents (Box 1)
3	Other Income (Box 3)
6	Medical & Health (Box 6)
7	Non-Employee (Box 7)

Tip: Refer to 1099 File Maintenance (**MAINT1099**) to change a 1099 line item flag on invoices in the A/P History file.

- Shp Cst: (S – Shipping Cost) An "S" indicates that the line item was used to spread the shipping cost of a warehouse PO. To remove the portion of the shipping cost from the line item, remove the "S." To add a line item for the spreading of the shipping cost, enter an "S" to advance to the Shipping Cost window when **Enter** is pressed.

Tip: The "shipping cost" option is *only* available on warehouse line items.

Tip: To remove an invoice detail line, clear all invoice detail line item fields.

Function Keys

Enter	Advances to the Shipping Cost window if a shipping cost flag was added or removed and redisplays the screen. Advances to the Restore Receivers window if PO receivers exist for any line item removed and the Restore Receivers To PO flag on the A/P District Header (**APHDR**) is "yes" or "no." Updates and returns to the selection screen.
	Tip: If PO receivers exist for any line item removed and the Restore Receivers To PO flag on the A/P District Header (**APHDR**) is "9" (not allowed) or if the receivers are *not* restored from the Restore Receivers window, refer to P.O. Receiver Transfer (**RECVTRA**) in the Purchase Order Manual to transfer the paid receivers to unpaid to allow for re-invoicing.
F2 – Chg Address	Advances to the Address Selection window if the Multiple Vendor Addresses flag on the A/P District Header (**APHDR**) is "yes."

F4 – List	Displays a window listing valid entries for the field where the cursor is located.
F7 – Shipping Cost	Advances to the Shipping Cost window for a warehouse PO.
F12 – Return	Returns to the selection screen *without* updating.
F23 – Delete	Advances to the Restore Receivers window if PO receivers exist for any line item and the Restore Receivers To PO flag on the A/P District Header (**APHDR**) is "yes" or "no." Deletes the displayed invoice after confirming by using **F23** and returns to the selection screen.

Tip: If PO receivers exist for any line item and the Restore Receivers To PO flag on the A/P District Header (**APHDR**) is "9" (not allowed) or if the receivers are *not* restored from the Restore Receivers window, refer to P.O. Receiver Transfer (**RECVTRA**) in the Purchase Order Manual to transfer the paid receivers to unpaid to allow for re-invoicing.

Page Down/Page Up	Down one screen/Up one screen.

Invoice Change/Delete – Address Selection

This window allows for the selection of an accounts payable or purchase order address for the invoice.

Tip: This option is *only* available if the Multiple Vendor Addresses flag on the A/P District Header (**APHDR**) is "yes."

Tip: If the vendor has *only one* address on file, that address is automatically selected and this window is bypassed.

```
 CD0120DF.S2                Invoice Change/Delete       GF011805      1/31/05
 MACOMB ISD DEMO                                                      08:23:17

Vendor #  27530 P.O. Number  32573    Invoice Number   1125478A
O                                                                         5
3    Vendor   27530 OFFICE SUPPLY SUPERSTORE
S                                                                         Y)
S    Place An X Next To The Selected Address

     X   AP Address                            City/State/Zip
     _   3000 KING STREET SUITE 200            SAGINAW MI 48605-1838      Shp
                                                                         Cst

                                                                          _
                                                                          _
                                                                          _
                                                                          _
                                                                          _
                                                              Bottom      _
                                                                          ..

             F7 - PO Address                    F12 - Return
                                                                          te
```

- Vendor: Vendor number and name *displayed*.
- **X**: Select address.
- AP (or PO) Address: Accounts Payable (or Purchasing) addresses.
- City/State/Zip: City, state and ZIP + 4 code.

Tip: If no AP addresses are on file, the PO addresses are displayed.

<u>**Function Keys**</u>
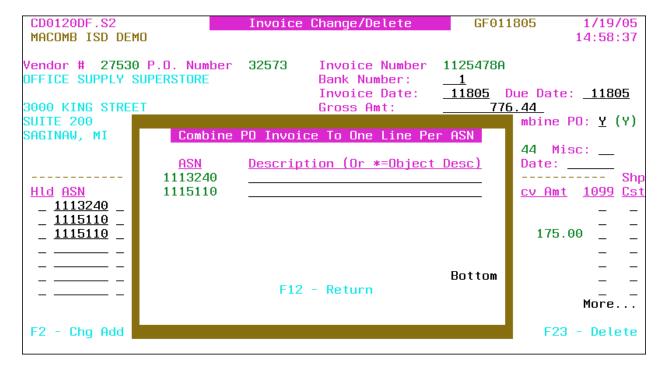|	
Enter	Returns the selected address to the detail screen.
F7 – PO (or AP) Address	Displays the Purchasing (or Accounts Payable) addresses.
F12 – Return	Returns to the detail screen *without* selecting.
Page Down/Page Up	Down one screen/Up one screen.

Invoice Change/Delete – Combine PO

This option allows for combining line items with the same ASN and 1099 flag to one line item on the invoice with a new description.

```
 CD0120DF.S2              Invoice Change/Delete        GF011805      1/19/05
 MACOMB ISD DEMO                                                    14:58:37

Vendor #  27530 P.O. Number   32573      Invoice Number   1125478A
OFFICE SUPPLY SUPERSTORE                 Bank Number:       1
                                         Invoice Date:    11805  Due Date: 11805
3000 KING STREET                         Gross Amt:         776.44
SUITE 200                                                        mbine PO: Y (Y)
SAGINAW, MI       Combine PO Invoice To One Line Per ASN
                                                             44  Misc: __
                     ASN      Description (Or *=Object Desc)  Date: _____
 ------------     1113240     _____   ---------- Shp
                  1115110     _____
Hld ASN                                                      cv Amt  1099 Cst
  _ 1113240 _                                                          _   _
  _ 1115110 _                                                          _   _
  _ 1115110 _                                              175.00      _   _
  _ _____ _                                                          _   _
  _ _____ _                                                          _   _
  _ _____ _                                      Bottom              _   _
  _ _____ _                    F12 - Return                          _   _
                                                                 More...

 F2 - Chg Add                                               F23 - Delete
```

- ASN: Line item ASN *displayed*.
- **Description**: New line item description.

  Tip: If the Invoice Description flag on the A/P District Header (**APHDR**) is "1" or "2," an asterisk (*****) can be entered to retrieve the ASNs Object code description (flag "1") or a combination of Object and Location code descriptions (flag "2").

Function Keys

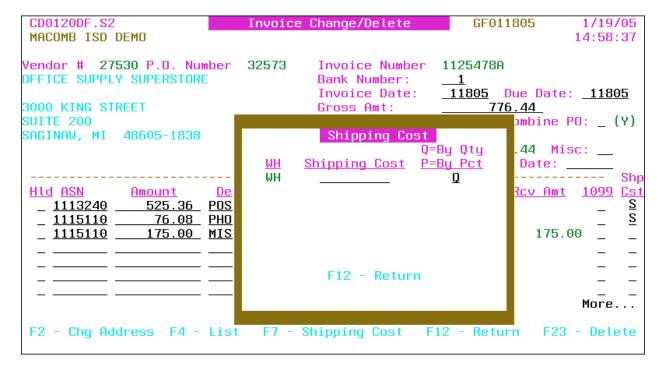|	
Enter	Updates after confirming by pressing **Enter** and returns to the selection screen.
F12 – Return	Returns to the detail screen *without* updating.
Page Down/Page Up	Down one screen/Up one screen.

Invoice Change/Delete – Shipping Cost

The option allows for spreading the cost of shipping among the selected line items. The shipping cost portion is rolled into the warehouse item's unit cost.

```
 CD0120DF.S2                  Invoice Change/Delete        GF011805       1/19/05
 MACOMB ISD DEMO                                                         14:58:37

Vendor #  27530 P.O. Number  32573     Invoice Number   1125478A
OFFICE SUPPLY SUPERSTORE               Bank Number:       1
                                       Invoice Date:    11805  Due Date: 11805
3000 KING STREET                       Gross Amt:            776.44
SUITE 200                                                           ombine PO: _ (Y)
SAGINAW, MI  48605-1838        ┌──────── Shipping Cost ────────┐ .44  Misc: __
                               │                    Q=By Qty   │ Date: _____
                        WH     │   Shipping Cost  P=By Pct     │ ---------- Shp
                        WH     │   _____         Q        │ Rcv Amt  1099 Cst
Hld ASN      Amount    De      │                               │                 S
 _ 1113240    525.36  POS      │                               │           _     S
 _ 1115110     76.08  PHO      │                               │           _     _
 _ 1115110    175.00  MIS      │                               │  175.00   _     _
 _ _____  _____ ___      │                               │           _     _
 _ _____  _____ ___      │                               │           _     _
 _ _____  _____ ___      │        F12 - Return           │           _     _
 _ _____  _____ ___      │                               │           _ _
                               └───────────────────────────────┘      More...

 F2 - Chg Address  F4 - List   F7 - Shipping Cost   F12 - Return   F23 - Delete
```

- WH: Warehouse code(s) of the selected line items d*isplayed*.
- **Shipping Cost**: The shipping cost to be spread among the items being paid within the warehouse.
- **By Qty or By Pct**: Q/P (Q – Quantity, P – Percent) A "Q," the default, spreads the shipping cost based on the quantity received. A "P" spreads the shipping cost based on the line items percent of the gross amount.

Function Keys

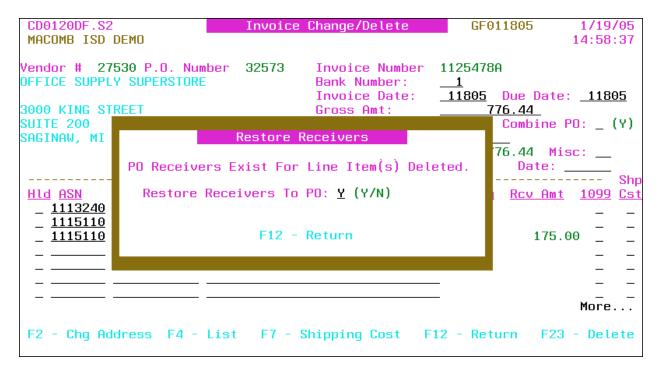|	
Enter	Updates the shipping costs to the line item, gross and net amounts and returns to the detail screen.
F12 – Return	Returns to the detail screen *without* updating.
Page Down/Page Up	Down one screen/Up one screen.

Invoice Change/Delete – Restore Receivers

This window provides for restoring receivers to the PO detail line item(s) when a line item is removed from an invoice or when an invoice is deleted. The restored receivers are available for re-invoicing.

```
 CD0120DF.S2               Invoice Change/Delete      GF011805       1/19/05
 MACOMB ISD DEMO                                                    14:58:37

Vendor #  27530 P.O. Number   32573    Invoice Number   1125478A
OFFICE SUPPLY SUPERSTORE               Bank Number:      1
                                       Invoice Date:     11805   Due Date:  11805
3000 KING STREET                       Gross Amt:              776.44
SUITE 200                                                    Combine PO: _ (Y)
SAGINAW, MI            Restore Receivers            76.44  Misc: __
                                                       Date: _____
----------        PO Receivers Exist For Line Item(s) Deleted.    --------- Shp
Hld ASN            Restore Receivers To PO: Y (Y/N)      Rcv Amt  1099 Cst
 _ 1113240                                                         _   _
 _ 1115110                                                         _   _
 _ 1115110                F12 - Return                  175.00  _   _
 _ _____                                                         _   _
 _ _____                                                         _   _
 _ _____  _____  _____            _   _
 _ _____  _____  _____            _  _
                                                              More...

 F2 - Chg Address  F4 - List   F7 - Shipping Cost   F12 - Return   F23 - Delete
```

- **Restore Receivers To PO**: Y/N (Y – Yes, N – No) A "yes" restores the receivers to the PO line item(s) for re-invoicing. Defaults to the Restore Receivers To PO flag on the A/P District Header (**APHDR**).

  Tip: Closed PO line items are automatically reopened when restoring the receivers.

  Tip: If the receivers are *not* restored ("N"), refer to P.O. Receiver Transfer (**RECVTRA**) in the Purchase Order Manual to transfer the paid receivers to unpaid to allow for re-invoicing.

Function Keys

Enter	Restores the receivers if applicable, updates the invoice and returns to the selection screen. Report: PO0700 [CD0120] – PO Restore Receivers – Invoice Change/Delete* Tip: The report ID within brackets is displayed on the Work With Spooled File (**SP**) option.
F12 – Return	Returns to the detail screen *without* updating.

Output

Sort: N/A

Header: N/A
Detail: PO Number, Vendor Number, Vendor Name, Invoice Number, PO Line #, Description,
            Quantity/Amount, Restored/Not Restored
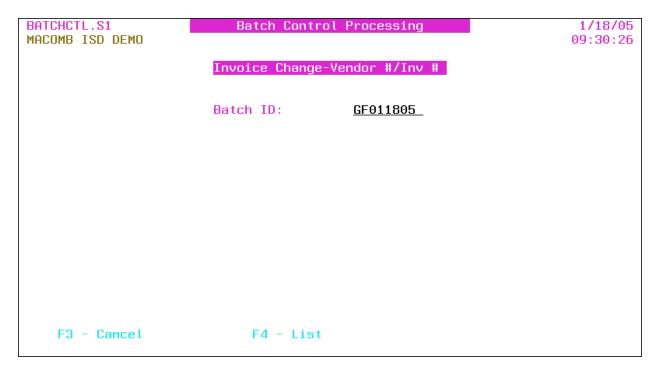Totals: N/A

Invoice Change – Vendor #/Invoice # (INVCHG)

This change option allows for the vendor and/or invoice number to be changed on an invoice before posting to Open Items.

Tip: Refer to Open Items Change Vendor #/Invoice # (**OPENCHG**) to change a vendor and/or invoice number on an invoice posted to Open Items.

```
BATCHCTL.S1                  Batch Control Processing                 1/18/05
MACOMB ISD DEMO                                                       09:30:26


                          Invoice Change-Vendor #/Inv #


                       Batch ID:        GF011805










        F3 - Cancel                 F4 - List
```

- **Batch ID**: Batch ID or press **F4** to select from the alpha sorted Batch Header file. Defaults to the previous batch ID selected in this session. (A "session" is the time period between signing on and signing off the AS/400.)

<u>**Function Keys**</u>

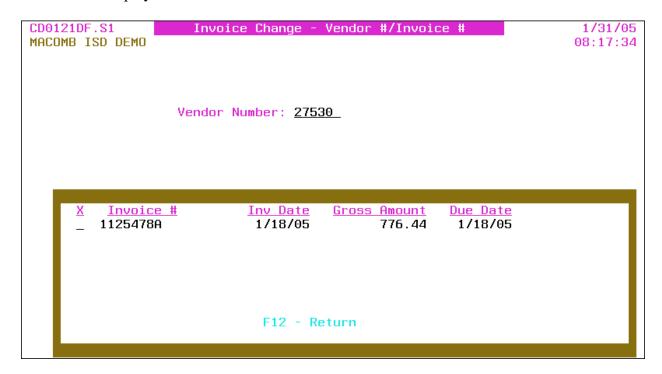|	
Enter	Advances to the selection screen.
F3 – Cancel	Returns to the menu.
F4 – List	Displays a window listing valid entries for the field where the cursor is located.

Invoice Change – Vendor #/Invoice # – Selection

```
CD0121DF.S1            Invoice Change - Vendor #/Invoice #              1/31/05
MACOMB ISD DEMO                                                        08:17:34




                  Vendor Number: _____











          F3 - Cancel                                        F4 - List
```

- **Vendor Number**: Vendor number or press **F4** to select from the alpha sorted Vendor file.

Function Keys
Enter	Advances to the Invoice Selection window.
F3 – Cancel	Returns to the menu.
F4 – List	Displays a window listing valid entries for the field where the cursor is located.

Invoice Change – Vendor #/Invoice # – Invoice Selection

The window displays all invoices for the vendor in the selected batch.

```
CD0121DF.S1            Invoice Change - Vendor #/Invoice #              1/31/05
MACOMB ISD DEMO                                                        08:17:34




                  Vendor Number: 27530




           ┌──────────────────────────────────────────────────────────┐
           │                                                            │
           │  X     Invoice #      Inv Date    Gross Amount   Due Date  │
           │  _   1125478A          1/18/05         776.44    1/18/05   │
           │                                                            │
           │                                                            │
           │                                                            │
           │                                                            │
           │                                                            │
           │                    F12 - Return                           │
           │                                                            │
           └──────────────────────────────────────────────────────────┘
```

- **X**: Select invoice number.
- Invoice #: Invoice number being paid.
- Inv Date: Invoice date.
- Gross Amount: Gross amount of *all* invoice detail line items.
- Due Date: Invoice due date.

Function Keys

Enter	Advances to the detail screen for the selected invoice.
F12 – Return	Returns to the selection screen.
Page Down/Page Up	Down one screen/Up one screen.

Invoice Change – Vendor #/Invoice # – Detail

```
CD0121DF.S2          Invoice Change - Vendor #/Invoice #            1/31/05
MACOMB ISD DEMO                                                     08:25:13


             Vendor Number        27530 OFFICE SUPPLY SUPERSTORE

                                  3000 KING STREET
                                  SUITE 200
                                  SAGINAW, MI  48605-1838

             Invoice Number       1125478A

             New Vendor Number:   _____




             New Invoice Number: _____ (Optional)



   F4 - List                      F12 - Return          F15 - Process Change
```

- Vendor Number: Vendor number, name and address *displayed*.
- Invoice Number: Invoice number being paid *displayed*.
- **New Vendor Number**: New vendor number or press **F4** to select from the alpha sorted Vendor file. Advances to the Address Selection window if the Multiple Vendor Addresses flag on the A/P District Header (**APHDR**) is "yes." The vendor name and address are *displayed*.

  Tip: The new vendor number can be the same as the vendor number.

  Tip: If the Multiple Vendor Addresses flag is "yes," press **F4** to advance to the Address Selection window to select a different address or remove the vendor number to select a different vendor.

- New Invoice Number: New invoice number.

Function Keys

Enter	Redisplays the screen with the new vendor name and address.
F4 – List	Displays a window listing valid entries for the field where the cursor is located.
F12 – Return	Returns to the selection screen *without* updating.
F15 – Process Change	Redisplays the screen with the new vendor name and address if the address has *not* yet been displayed. Processes the change and returns to the selection screen. If the invoice number is already on file for the vendor, press **F8** to add the invoice.

Invoice Change – Vendor #/Invoice # – Address Selection

This window allows for the selection of an accounts payable or purchase order address for the invoice.

Tip: This option is *only* available if the Multiple Vendor Addresses flag on the A/P District Header (**APHDR**) is "yes."

Tip: If the vendor has *only one* address on file, that address is automatically selected and this window is bypassed.

```
CD0121DF.S2            Invoice Change - Vendor #/Invoice #         1/19/05
MACOMB ISD DEMO                                                   14:35:51



     Vendor  27530 OFFICE SUPPLY SUPERSTORE

     Place An X Next To The Selected Address

     X   AP Address                        City/State/Zip
     _   3000 KING STREET SUITE 200        SAGINAW MI 48605-1838





                                                              Bottom


           F7 - PO Address                       F12 - Return
                                                                    e
```

- Vendor: Vendor number and name *displayed*.
- **X**: Select address.
- AP (or PO) Address: Accounts Payable (or Purchasing) addresses.
- City/State/Zip: City, state and ZIP + 4 code.

Tip: If no AP addresses are on file, the PO addresses are displayed.

<u>**Function Keys**</u>

Enter	Returns the selected address to the detail screen.
F7 – PO (or AP) Address	Displays the Purchasing (or Accounts Payable) addresses.
F12 – Return	Returns to the detail screen *without* selecting.
Page Down/Page Up	Down one screen/Up one screen.

Invoice Edit List (CD0130) or
Invoice Edit List By Vendor Name (CD0131) or
Invoice Edit List By Check Number (CD0132) or
Invoice Edit List By Vendor Name/PO Number (CD0133)

These options produce a detailed invoice edit listing for the selected batch ID.

```
BATCHCTL.S1                 Batch Control Processing                  1/18/05
MACOMB ISD DEMO                                                      10:24:45

                            Invoice Edit List


                 Batch ID:          GF011805


       F3 - Cancel                F4 - List
```

Tip: The selected option description is *displayed*.

• **Batch ID**: Batch ID or press **F4** to select from the alpha sorted Batch Header file. Defaults
  to the previous batch ID selected in this session. (A "session" is the time period between
  signing on and signing off the AS/400.)

Function Keys

Enter	Produces the selected invoice edit listing and returns to the menu.
F3 – Cancel	Returns to the menu *without* producing the edit listing.
F4 – List	Displays a window listing valid entries for the field where the cursor is located.

Output

Tip: The report ID within brackets is displayed on the Work With Spooled file (**SP**) option.

Invoice Edit List (CD0130)
Sort: Entered order
Header: N/A

Detail 1: Check Number, Check Date, Vendor Number, Vendor Name, Invoice Number, Invoice Date, Gross Amount, Discount Amount, Net Amount, Separate Check, Due Date, Misc Code

Detail 2: P.O. Number, Bank, ASN, Description, Amount, Hold, Warehouse, Warehouse Item, Shipping Cost

Totals: Grand, Fund Summary

Invoice Edit List By Vendor Name (CD0131)
Sort: Vendor Sort, Vendor Name

Tip: Refer to Invoice Edit List (CD0130) for the header, details and totals.

Invoice Edit List By Check Number (CD0132) [CD0130]
Sort: Bank, Check Number

Tip: Refer to Invoice Edit List (CD0130) for the header, details and totals.

Invoice Edit List By Vendor Name/PO Number (CD0133) [CD0131]
Sort: Vendor Sort, Vendor Name, PO Number

Tip: Refer to Invoice Edit List (CD0130) for the header, details and totals.

Invoice Post To Open Items (INVPOST)

This option updates the selected invoice batch to the Open Items file for check processing and removes the batch from invoice processing. The posting journal entry for the batch is automatically posted to the Finance Monthly file debiting the line item ASN and crediting the A/P ASN for computer checks and the Cash ASN for manual checks. The journal number for the posting entry is the batch ID. The temporary invoice transaction journal entries for the batch are removed before the above posting.

Tip: If the AP/Cash ASN From Bank File flag on the A/P District Header (**APHDR**) is "yes," the A/P and Cash ASNs are pulled from the Bank file. If "no," the ASNs are pulled from the Fund file (refer to Fund Maintenance [**FUNDMAINT**] in the Budget/Finance Manual).

Tip: If the Use Alternate Cash ASN flag on the Batch Header is "yes," the alternate cash ASN is used for the journal entry.

Tip: Open Items Maintenance (**OPENMAINT**) allows for maintaining the invoices posted to Open Items.

Tip: For Warehouse POs, if the Costing Process on the Warehouse Code Maintenance (**WHCODE**) is "Invoice Price," the warehouse item unit cost is calculated at this time. The calculation of the unit cost is determined by the Price Method, Costing Method, and current on-hand inventory quantities. Journal entries are created for requisition items that have already been shipped. (Refer to the Warehouse Manual for further information.)

```
BATCHCTL.S1                    Batch Control Processing              5/06/11
MACOMB ISD DEMO                                                      08:52:30

                           Post Invoices To Open Items


                    Batch ID:            GF050611

                    Copy Journal Entries To 13th Month: N (Y/N)

                    Attach Misc Code To Entire Batch:   __  (Optional)
                    (PR Can Be Used For Payroll Batches
                     To Exclude The Invoices From Web Reporting)






        F3 - Cancel              F4 - List         F18 - Batch Header Maintenance
```

Tip: Use **F18** to advance to the Batch Header Maintenance (**BATCHMAINT**) detail screen to maintain the batch total or post month.

- **Batch ID**: Batch ID or press **F4** to select from the alpha sorted Batch Header file. Defaults to the previous batch ID selected in this session. (A "session" is the time period between signing on and signing off the AS/400.)
- Post Month: Posting month *displayed* after **Enter** is pressed.
- **Copy Journal Entries To 13th Month**: Y/N (Y – Yes, N – No) A "yes" creates a *copy* of the batch posting journal entry into the 13th Month Journal file. This option is *only* available if the Allow Journal Copy To 13th Month flag on the A/P District Header (**APHDR**) is "yes."

  Tip: This option provides for the accounting of a year end A/P check run that is issued in the new fiscal year. The invoice batch posting journal is reversed in the new year to provide a audit trail. (Refer to Journal Reversal [**JOURREV**] in the Budget/Finance Manual.)

  Tip: The journals for the 13th month are processed on the Finance Year-End Menu (**FIYEAR**) (refer to the Budget/Finance Manual).

- Attach Misc Code To Entire Batch: Miscellaneous code to apply to *all* invoices *without* a miscellaneous code in the batch or press **F4** to select from the code sorted Miscellaneous Code file.

  Tip: The miscellaneous code can be used to *exclude* invoices from the Payments To Vendors (Web Reporting) (**CD0512**) check register.

Function Keys

Enter	Redisplays the screen and allows for posting the batch. Submits the posting for batch processing after confirming by pressing **Enter** and returns to the menu.
	Reports: WH0315 – Invoice Update To Warehouse – Errors*
	WH0315 – Invoice Update To Warehouse – Journal Entries*
	WH0315 – PO/Invoice Price Discrepancy List*
	WH0315 – Invoice Update Due To/Due From*
	CD0140 – Cash Disbursements Journal
	Computer Checks
	CD0141 – Accounts Payable Due To/Due From*
	CD0141 – Update Error Listing – Closed Post Month*
	CD0141 – Computer Posting Error Report
	Manual Checks
	CD0141 – Accounts Payable Due To/Due From*
	CD0141 – Update Error Listing – Closed Post Month*
	CD0141 – Manual Posting Error Report
F3 – Cancel	Returns to the menu *without* posting the batch.
F4 – List	Displays a window listing valid entries for the field where the cursor is located.
F15 – Reset Check	Displayed after **Enter** is pressed if an invoice due date within the

Processing Status	batch fits within the last invoice selection due date option and the check run has *not* been updated. Resets the check processing status to "X" requiring the Select Invoices For Payment (**SELINV**) option to be processed next and redisplays the screen allowing the batch to be posted.
F18 – Batch Header Maintenance	Advances to the Batch Header Maintenance (**BATCHMAINT**) detail screen.

Output

Tip: CD0141 is replaced with CD0141B and the Fund sort is replaced with Bank if the AP/Cash ASN From Bank File flag on the A/P District Header (**APHDR**) is "yes."

Invoice Update To Warehouse – Errors (WH0315)
Sort: N/A
Header: N/A and the Fund sort is replaced with Bank
Detail: PO Number, Warehouse, Warehouse Item Number, Amount, Quantity Invoiced, Error Message
Totals: N/A

Invoice Update To Warehouse – Journal Entries (WH0315)
Sort: N/A
Header: N/A
Detail: Warehouse, Warehouse Description, ASN, Amount
Totals: Grand

PO/Invoice Price Discrepancy List (WH0315)
Sort: N/A
Header: N/A
Detail: PO Number, Warehouse, Warehouse Item Number, PO Unit Cost, Quantity Ordered, Quantity Received Unpaid, Quantity Received Paid, Invoice Unit Cost, Quantity Invoiced, Shipping Cost
Totals: N/A

Invoice Update Due To/Due From (WH0315)
Sort: Journal Number
Header: N/A
Detail: Journal Type, Journal Number, Description, Entry Date, Due To/Due From ASN, Amount
Totals: N/A

Cash Disbursements Journal (CD0140)
Sort: Fund, ASN
Header: Fund
Detail: ASN, Check Date, Check Number, Vendor Number, Vendor Name, Invoice Number, Invoice Date, Disbursement Amount
Totals: ASN, Fund, Grand, Fund Summary

Accounts Payable Due To/Due From (CD0141)
Sort: Journal Number
Header: N/A
Detail: Journal Type, Journal Number, Description, Entry Date, Due To/Due From ASN, Amount
Totals: N/A

Update Error Listing – Closed Post Month (CD0141)
Sort: N/A
Header: N/A
Detail: Fund, ASN, Description, Amount, Post Month Entered, Post Month Changed To
Totals: N/A

Computer Posting Error Report (CD0141) or
Manual Posting Error Report (CD0141)
Sort: Fund, ASN
Header: N/A
Detail: ASN, Amount
Totals: N/A

Load Recurring Invoice (INVRECUR)

This recurring option loads selected invoices from an existing batch, or loads the entire batch, to another batch ID for processing.

Tip: This option can be used to load the recurring payroll related A/P check batch to the current pay run batch.

```
CD0115DF.S1                   Load Recurring Invoice                    1/19/05
MACOMB ISD DEMO                                                        08:44:02



              Vendor Number:    _____ (Blank for Entire Batch)

              Invoice Number:   _____ (Blank for Entire Batch)

              Copy From Batch: _____

              Load To Batch:   _____
              (Batch Must NOT Exist If Entire Batch Is To Be Loaded)

              -------- New Batch --------
              Invoice Number:   _____ *Or* Keep Same Invoice #: _ (Y)

              Invoice Date:     11905

              Due Date:         11905


    F3 - Cancel                    F4 - List            F15 - Load Entire Batch
```

- Vendor Number: Vendor number to load or press **F4** to select from the alpha sort Vendor file.
- Invoice Number: Vendor invoice number to load.
- **Copy From Batch**: Batch ID to load from.
- **Load To Batch**: Batch ID to load into.

    Tip: The load to batch must *not* exist if loading an entire batch.

New Batch

Tip: Select either a new invoice number or select to keep the same invoice number for the loaded invoices.

- Invoice Number: Invoice number to apply to the invoices loaded.
- Keep Same Invoice #: (Y – Yes, Blank – No) A "yes" keeps the same invoice number when the invoices are loaded. A "no" loads the above invoice number to the invoices loaded.
- **Invoice Date**: Invoice date; defaults to the current date.
- **Due Date**: Invoice due date; defaults to the current date.

Tip: The due date is used for selecting invoices for payment.

Function Keys

Enter	Loads the selected vendor and invoice to the specified batch ID, clears and redisplays the screen.
F3 – Cancel	Returns to the menu *without* loading.
F4 – List	Displays a window listing valid entries for the field where the cursor is located.
F15 – Load Entire Batch	Advances to the Invoice Batch Header Maintenance (**BATCHMAINT**) detail screen to create the batch, loads the selected batch to the specified batch ID, clears and redisplays the screen.

Update Invoices To Warehouse Files (Record Locks) (INVWHUPD)

This option is submitted from the menu for batch processing *without* a confirmation or selection screen. The invoices with a warehouse PO that could *not* be updated when the invoice batch was posted because of locks on the warehouse files can be updated with this option.

Output
Invoice Update To Warehouse – Reprocess (WH0317)
Sort: N/A
Header: N/A
Detail: PO Number, Warehouse, Warehouse Item Number, Amount, Quantity Invoiced, Error
          Message
Totals: N/A

Invoice Update To Warehouse – Journal Entries (WH0317)
Sort: N/A
Header: N/A
Detail: Warehouse, Warehouse Description, ASN, Amount
Totals: Grand

Invoice Update Due To/Due From (WH0317)
Sort: Journal Number
Header: N/A
Detail: Journal Type, Journal Number, Description, Due To/Due From ASN, Amount
Totals: N/A