Enterprise ERP
powered by Munis®
Accounts Payable

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Procedural Documentation
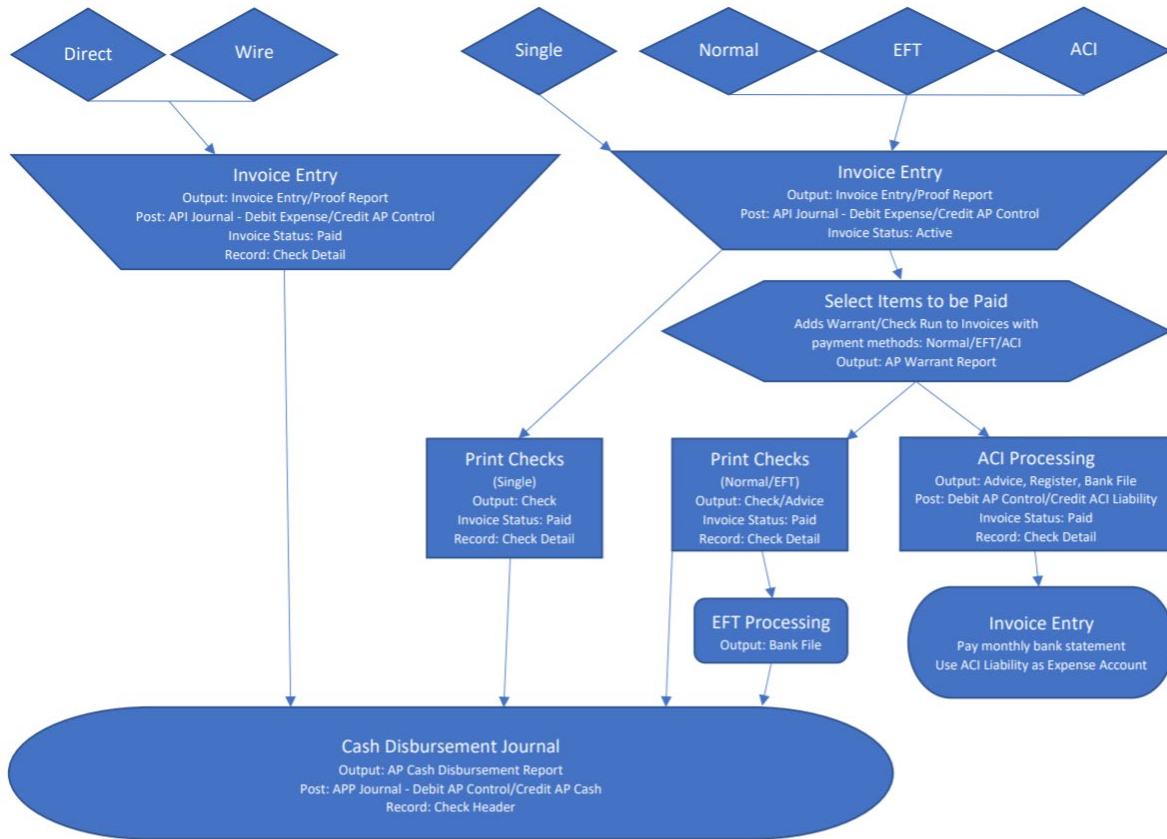
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Invoice Entry
Output: Invoice Entry/Proof Report
Post: API Journal - Debit Expense/Credit AP Control
Invoice Status: Paid
Record: Check Detail

Invoice Entry
Output: Invoice Entry/Proof Report
Post: API Journal - Debit Expense/Credit AP Control
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Cash Disbursement Journal
Output: AP Cash Disbursement Report
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Accounts Payable Payment Method Flow Chart

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                              ┌──────────┐
                              │ Purchase │
                              │  Cards   │
                              └──────────┘
         ┌───────────────────────┼───────────────────────────┐
         ▼                       ▼                            ▼
┌──────────────────┐  ┌──────────────────────┐  ┌──────────────────────────┐
│  Invoice Entry   │  │ Purchase Card Import │  │  Purchase Card Import    │
│ Manual entry of  │  │ Imports transaction  │  │ Imports transaction data │
│ P-Card           │  │ data from bank file  │  │ from bank file           │
│ transactions     │  │ Other File Formats   │  │ Munis Statement Standard │
│ Creates: Invoices│  │ Creates: Invoices    │  │ Import                   │
│                  │  │                      │  │ Creates: Purchase Card   │
└──────────────────┘  └──────────────────────┘  │ Transactions             │
                                                 └──────────────────────────┘
                                                              │
                                                              ▼
                                          ┌──────────────────────────────────┐
                                          │     Purchase Card Statements     │
                                          │ Update Vendor, PO, Contract, and │
                                          │ GL Allocations                   │
                                          │ Attach Receipts/Documentation    │
                                          │ Convert Creates: Invoices        │
                                          └──────────────────────────────────┘
                                                    │              ╲
                                                    ▼               ╲
┌──────────────────────────────────┐   ┌────────────────────────────────────┐
│          Invoice Entry           │   │        GEN Journal Created?        │
│ Output: Invoice Entry/Proof      │   │ (During conversion or posting)     │
│ Report                           │   │ Occurs when GL allocations are     │
│ Post: API Journal - Debit        │   │ from different funds than the      │
│ Expense/Credit ACI Liability     │   │ default P-Card Liability Account   │
│ Invoice Status: Paid             │   │                                    │
└──────────────────────────────────┘   └────────────────────────────────────┘
                 │                                        │
                 ▼                                        ▼
┌──────────────────────────────────┐   ┌────────────────────────────────────┐
│          Invoice Entry           │   │  General Journal Entry/Proof       │
│ Pay monthly bank statement       │   │  or Accounting Entries             │
│ Use P-Card Liability Account     │   │ Journal must be manually posted    │
│ from AP Settings                 │   │ Moves ACI Liability balance to     │
│ Relieves liability created from  │   │ default P-Card Liability Account   │
│ posting P-Card Invoices          │   │                                    │
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Entering Invoices in Invoice Entry

Overview

Invoices to be entered through this program are invoices that do not have supporting purchase order or contract documents.

When you enter an invoice in Enterprise ERP, you are requesting that funds be set aside for a service or an order that has been fulfilled, as well as initiating vendor payment. Upon entry of an invoice, the amount allocated to each general ledger account will appear as a memo balance that subtracts the net amount from the remaining available budget. The invoice will be released through an approval process driven by the accounts contained within the transaction. Upon completion of the approval process, a notification will be sent through workflow to accounts payable personnel, who will post the invoice.

Prerequisites

Before you can successfully complete this process, you must ensure that roles granting the necessary permissions have been assigned to your user account. If the roles have not been established, contact the system administrator to have them updated or added into the Enterprise ERP system.

Confirm the following:
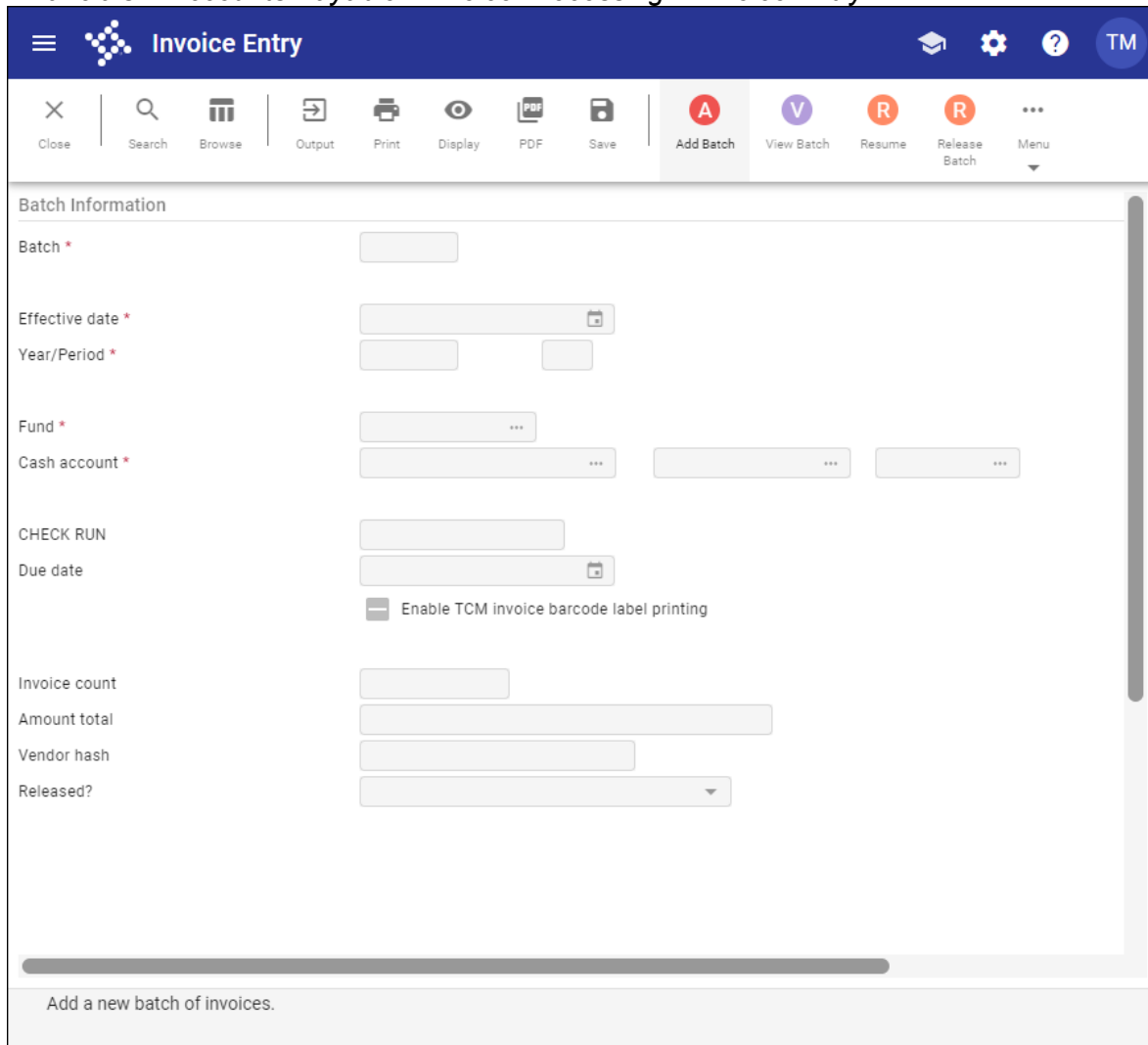
- You have access to the accounts to which the invoice will be allocated.
- You have permission to enter a direct invoice without referencing a valid purchase order.
- The Accounts Payable Invoice Workflow process is established.

Procedure

To enter an invoice in Enterprise ERP:

1. Open the Invoice Entry program.

   Financials > Accounts Payable> Invoice Processing > Invoice Entry

2. Click Add Batch.

3. Complete the fields, using the following table as a guide, to define the batch.
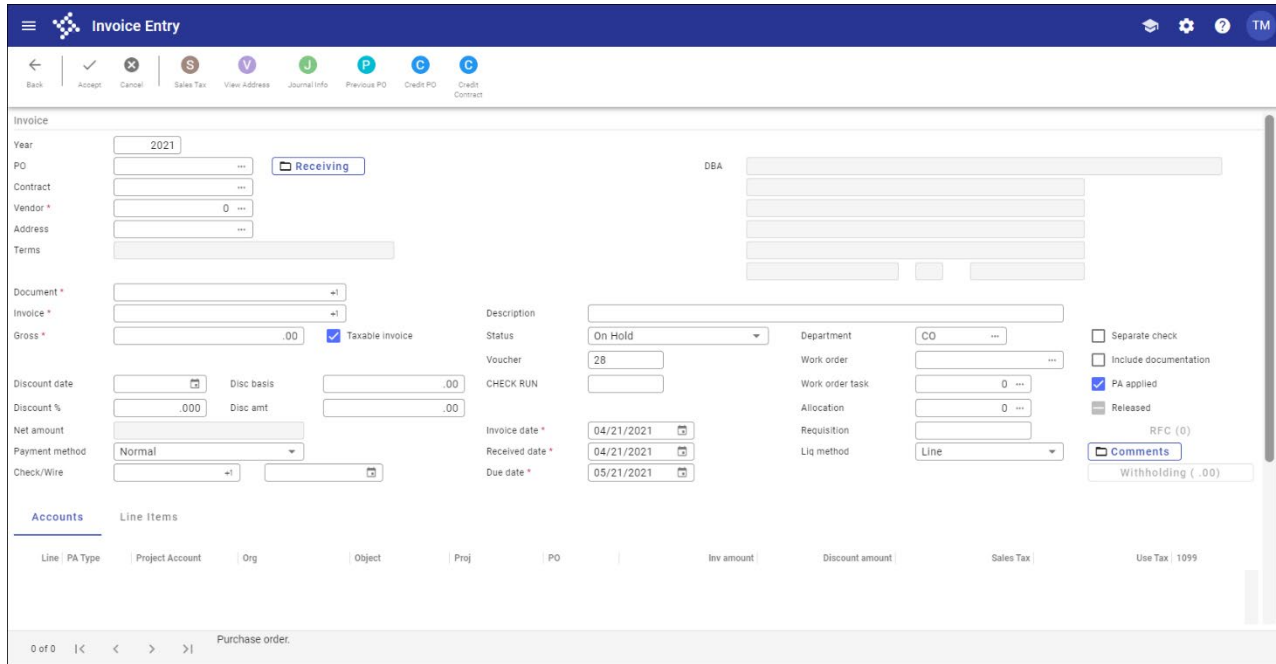
Field	Description	Notes
Batch Information		
Batch	Stores the unique number assigned to identify this group of invoices. The program automatically assigns the next available batch number according to the default value in the Accounts Payable Settings program, but you can change it. The batch number can be reused once a batch has been posted.	

Field	Description	Notes
Effective Date	Specifies the date the invoice affects the general ledger. The default value is the current date, but you can change this.	
Year/Period	Define the fiscal year and period for the batch. The default values are completed according to the General Ledger Settings program, but you can change these if you have appropriate permissions.	
Fund	Specifies the fund to be used with this batch. The program completes this field with the default value entered in the Accounts Payable Settings program.	
Cash Account	Provide the org and object codes that identify the cash account used to pay invoices in this batch. The program completes this field with the value entered in the Default Cash Account field on the Check Settings tab of the Accounts Payable Settings program.	
Check Run [Warrant]	Stores the warrant or check run number to be assigned to all invoices in the batch. This is a method of grouping invoices to be included in a check run. The warrant or check run number can be up to eight alphanumeric characters. This field is optional. **Note:** The name of this field can be customized to suit your organization's practices by changing the value stored in the Invoice/Check Grouping Label on the Check Settings tab of Accounts Payable Settings.	
Due Date	Specifies the due date for invoices within this batch. This is another method by which Enterprise ERP can select to include invoices in a check run. The default value is the current date, but you can change this.	
Enable TCM Invoice Barcode Label Printing	Directs the program to print Content Manager bar code labels for ease of scanning and attaching printed copies of each invoice, when this checkbox is selected.	

Field	Description	Notes
Invoice Count	Displays the total number of invoices in the current batch. This field is for display only.	
Amount Total	Provides the total dollar amount of all invoices in the batch. This field is for display only.	
Vendor Hash	Supplies the total of all vendor numbers added together, producing a hash total which may be used as a control number or reconciliation tool when entering a batch of invoices. For example, if a batch of two invoices includes one invoice from vendor number 1000 and one invoice from vendor number 2000, the vendor hash is 3000 (1000 + 2000). By manually adding vendor numbers for all invoices and comparing that number to the vendor hash, invoices missing from the batch can be detected.	
Released?	Indicates the release status of the invoices in the batch. • All Released—All invoices in the batch have been released. • Some Released—Some invoices in the batch have been released and some have not. • None Released—None of the invoices in the batch have been released. The program updates this field automatically and you cannot access it.	

4. Click Accept.
   The program refreshes the screen and displays the Invoice group of the Invoice Entry screen for specifying the details of the invoice.

5. Complete the fields, as required. Refer to the following table for specific field details.

Field	Description	Notes
Invoice		
Year	Indicates the fiscal year of the purchase order or contract to be liquidated. Valid years are current or prior year. When the Holding Current Year Open checkbox is selected in the General Ledger Settings program, valid options include the current year and the next year.	
PO	Identifies the Enterprise ERP purchase order number that this invoice is to liquidate. Enter the purchase order number or click the field help button to select a purchase order from a list of open purchase orders. • When there are receiving records related to the current invoice and you click the Receiving button, the Purchase Order Receiving program opens in inquiry-only mode. You cannot modify any of the receiving records. If you are liquidating a purchase order that has no received items, the Receiving button is not active.	

Field	Description	Notes
	• If your organization has existing APT workflow business rules, the Enter P-Card Invoice option is available when your cursor is active in this field and you are adding an invoice. The Enter P-Card Invoice option allows you to create a single invoice for an imported P-card transaction. This option is not available for organizations in North Carolina.	
Contract	Specifies the Enterprise ERP contract number, if this invoice is to liquidate a contract. If the PO selected is associated with a contract, the program completes the default value for the contract number.	
Vendor	Identifies the vendor for the invoice. Enter the number or click the field help button to search by Vendor Alpha. The program completes this field according to the information included on the selected purchase order.	
Address	Identifies the appropriate vendor remittance address. The default remit address displays in the Address fields. Click the field help button to choose from available remittance addresses associated with this vendor.	
Terms	Displays the terms for the purchase. The program completes this information based on the vendor identified in the Vendor field. Vendor terms are established and maintained on the General tab of the Vendors program.	
Document	Identifies the document number that can be referenced in report and inquiry programs. The program generates the next sequential number as determined by the Accounts Payable Settings program.	
Invoice	Identifies the invoice number as displayed on the invoice.	
Gross	Contains the gross amount of the invoice, excluding discounts or freight charges. • You can enter a positive or negative amount. If you type a negative amount, a credit memo is created. You can enter an amount of 0 if you have selected the 'Not required, and if entered, can be invalid' option for the PO	

Field	Description	Notes
	Number Entry on Invoices field in Accounts Payable Roles. • If the value of this field is changed during an Update action, the program places your cursor in the line detail table. You must update the detail amounts to match the gross amount. • If your organization has sales tax enabled and existing APT workflow business rules, the Enter P-Card Amounts option is available when your cursor is active in this field and you are adding an invoice. This option allows you to enter amounts from a P-card receipt for an invoice to match with a P-card transaction. The Enter P-Card Amounts option is not available for organizations in North Carolina.	
Taxable Invoice	Indicates that the system calculates sales tax for this invoice. The Taxable Invoice checkbox displays only if your organization's system is configured to use sales tax. If so, this box is selected by default. If you clear the checkbox, tax rates for the invoice are automatically set to zero and the Sales Tax screen does not display.	
Discount Date	Specifies the date before which the invoice must be paid to receive the discount percentage entered in the Disc % box. Enter the date or click the calendar button to select a date.	
Disc Basis	Specifies the amount of the invoice that is subject to discount. This field is only accessible if you enter a Discount Date.	
Discount %	Determines the percentage amount for the discount to be applied to this invoice. This may default from the vendor file. This field is only accessible if you enter a Discount Date.	
Disc Amt	Contains the total discount amount. The program calculates the value in the box by multiplying the Discount Basis by the Discount %. If you do not enter a Discount Percent, you can manually enter the discount amount as a flat value.	

Field	Description	Notes
Net Amount	Contains the gross amount of invoice less any discounts applied.	
Payment Method	Identifies the payment method. The program completes this value according to the selected vendor's preferred method of payment. Available options include direct disbursement, wire transfer, electronic funds transfer (EFT), normal, single check payment, active card integration (ACI) transfer, or purchase card (P-card). The default value can be changed, if necessary.	
Check/Wire	Contains the check or wire transfer number if the payment method is a direct disbursement or wire transfer. Click +1 to assign the next available number.	
Check/Wire Date	Indicates the date of the wire transfer or direct disbursement.	
Description	Contains the general description of the invoice. Depending on the file layout, the description displays up to 30 characters in the Print Checks program. When the Default Invoice Line Description from Header Description checkbox is selected on the Invoice Settings tab of the Accounts Payable Settings program, the program uses this description as the default description of each line of the invoice.	
Status	Indicates the status of the invoice throughout the approval process: A-Active, D-Discrepancy, H-On Hold, P-Pending, R-Rejected, or T-Awaiting Three-Way Match. A status of H-On Hold indicates the invoice is currently held and must be approved before it can be posted. A status of A-Active means the invoice has been processed. If you use three-way matching, the program automatically sets the T-Awaiting Three-Way Match status if you enter a PO and no receiving records exist.	
Voucher	Contains a voucher number. If the Allow Voucher Entry checkbox in Accounts Payable Settings is selected, the program displays the next available voucher number, but you can change	

Field	Description	Notes
	this. You can enter up to eight characters. It is recommended that you use the voucher number feature, as it provides the only mechanism for sorting invoices by order of entry. This box is accessible if the Allow Voucher Entry checkbox is selected in Accounts Payable Settings. You can also hide the Voucher field by clearing the Display Voucher Number checkbox in Accounts Payable Settings.	
Check Run [Warrant]	Indicates the check run in which the invoice will be included. This field is not accessible. **Note:** The name of this field can be customized to suit your organization's practices by changing the value stored in the Invoice/Check Grouping Label on the Check Settings tab of Accounts Payable Settings.	
Service Date	Stores the service date for the invoice. The field is displayed only if the setting for Require a Service Date When Adding an Invoice is selected in the Accounts Payable Settings program.	
Invoice Date	Identifies the date on the invoice. Enter a date or click the calendar button to select a date.	
Received Date	Displays the date the invoice was received.	
Due Date	Specifies the date the invoice is due.	
Department	Identifies the department code associated with this invoice. The program completes the default value with the purchase order department, but you can change this.	
Work Order	Identifies a work order number associated with the invoice. Enter a work order number or select the field help button to select an available number, if applicable. This box applies if your organization uses Asset Maintenance.	
Work Order Task	Identifies a work order task number, which applies if you have entered a work order number. This box applies if your organization uses Asset Maintenance.	
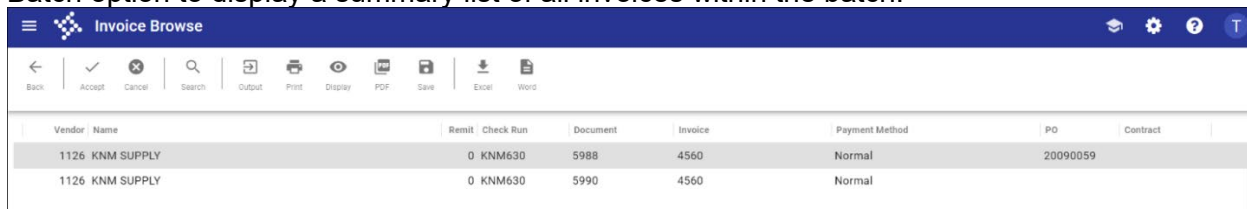
Field	Description	Notes
Allocation	Indicates the allocation code associated with the invoice. Enter an allocation code or click the field help button to select a code from a list of available numbers.	
Requisition	For invoices that reference a purchase order, this box reflects the requisition number from which the selected purchase order was converted. This field is not accessible.	
Liq Method	Determines the liquidation method: Line or Account. The program completes this value according to the Accounts Payable Settings program.	
Separate Check	If selected, indicates that a separate check is required in the event multiple invoices are included for this vendor in a check run. The program will complete this value if this is included on the vendor record or if a one-time pay vendor is selected.	
Include Documentation	Indicates that documentation is to be included with the payment, if selected. This allows payments with documentation requirements to be grouped together, enhancing production efficiency and speed. The Print Checks program groups checks by this option when the Check Format is X-AP Check Export File. When you create invoices using the Recurring Invoices program, this box is not selected by default.	
PA Applied	Indicates that project accounts are applied to this transaction, if selected.	
RFC	Displays a request for check associated with the current invoice, if applicable.	
Comments	Stores any comments for this invoice.	
Withholding	Opens the Withholding Information screen for this invoice.	

6. Click Accept to save the basic invoice information and move to the Accounts tab.

ACCOUNTS	LINE ITEMS										
Line	Org	Object	Proj	PO	Inv amount	Discount amount		Total amount	1099	A	Bud	Work order
1	11135000	5400		20090059	989.10	0.00		989.10		N	1	

7. Verify and update the general ledger account number.
The program completes the total invoice amount for the first line, but you can manually update this if you are allocating to more than one account. Continue to add detail lines until the invoice has been fully allocated, and the total reflects the invoice amount.

8. Click Accept.

9. Click Add and repeat the preceding steps to continue adding invoices to the batch. When all invoices are entered, click Back to return to the Invoice Entry Batch Information screen.

10. Confirm the invoice count and total, as displayed on the header, to the invoices ready to be submitted for approval and posting. If the batch total or count does not reconcile, click the View Batch option to display a summary list of all invoices within the batch.

11. Double-click a record to select it and view it on the Invoice Entry screen. Update the record, as necessary, and return to the Invoice Entry Batch Header screen.

Before releasing your batch, you can make changes to the invoices as follows:

1. From the Invoice Entry Batch Information screen, click Resume.
   The program displays the Invoice Entry screen.

2. Navigate to the invoice record to modify.

3. Click Update, and update the information, as required.

4. Click Accept, and then click Back to return to the batch header screen.

To release the batch once reconciliation is complete:

1. Click Release.
   The Released checkbox on the Invoice Entry Batch Information screen is selected to indicate the Released status.

2. Click Approvals to initiate the approval process.
   To view the status of each invoice's approval process, click Approvers while viewing a record.
   The program displays a list of all required approvers, as well as where the action is pending.

For unposted invoices, the Re-Liquidate option is available. Use this option to modify purchase order liquidation details.

Results
The batch has been released and the approval process has been initiated. Each record will need to be reviewed and updated by the required approvers. Once the record is approved, it will be posted to the general ledger. Once an invoice has been posted, it is no longer available for viewing in the Invoice Entry program. Invoice detail can be viewed using the GL Inquiry, Vendor Invoice Inquiry, Year to Date Budget Reports, and Vendor Central programs.

Status Change
A released invoice has a status of H-On Hold while it is pending approval. Once the final approver has approved it, the record status is updated to A-Approved.

What's Next?

Required approvers receive notification that they have a record pending their approval. The invoices will flow through the approval process until the final step has been completed, at which time the invoice will be posted by the accounts payable clerk. Once posted, detail records are available for these transactions under the general ledger accounts affected and the invoice is ready to be included in the next check run.

Using Request for Check

Overview

The Request for Check program defines requests for checks to be used to pay vendors without requiring a purchase order against which to apply the payment. Once approved, check requests are converted into accounts payable invoices to generate checks.

Prerequisites

Before you can successfully complete this process, you must ensure that roles granting the necessary permissions have been assigned to your user account. If the roles have not been established, contact the system administrator to have them updated or added into the Enterprise ERP system.

Confirm the following:

- You have access to the accounts to which the invoice will be allocated.
- You have permission to enter a direct invoice without referencing a valid purchase order.
- The Accounts Payable Invoice Workflow process is established.

Procedures

Open the Request for Check program.

Financials > Accounts Payable > Invoice Processing > Request for Check

The program initially displays the most recent requests made for your user ID. This list, as well as any list created by using the Search feature, can be exported to Microsoft Excel by clicking the Excel option.

Adding a Check Request

To create a new check request:

1. Click Add.
   The program refreshes the screen to display the Check Request fields.

2. Complete the fields on the screen, referring to the following table as necessary.

Field	Description	Notes
Check Request		

Field	Description	Notes
Fiscal Year	Indicates the fiscal year in which the check request is made. The program completes this field automatically.	
Check Request Number	Indicates the record number for this request. The program assigns this number automatically.	
Vendor	Indicates the vendor to be paid by the check request. You can select a vendor from the list or use the field help button to select a vendor from a detailed list. The vendor must exist in the Enterprise ERP database to be a valid selection. You cannot create vendors on-the-fly in the Request for Check program.	
Remittance Address	Displays the vendor address to which the check is sent. The program completes the address automatically. Vendor addresses are established in the Vendors program.	
Invoice Number	Indicates the invoice number to which the check applies, if any. Entry of an invoice number is not required. If you enter an invoice number, the program attempts to use this number when creating an invoice during the conversion of the request to an invoice. If you do not enter an invoice number, the program uses the receipt number as the invoice number on the created invoice.	
Receipt Number	Defines the number of the receipt associated with the check request. When the check request is converted to an invoice, the receipt number is used as the invoice number if no invoice number is entered on the request.	
Department	Determines the department code from which the check will be issued. The default value is drawn from your Enterprise ERP user ID.	
Requested By	Contains the name or Enterprise ERP user ID of the person who requested the check. The default value is your Enterprise ERP user ID.	
Purchase Date	Defines the date of the purchase to which the check request applies. You must enter a date for which your user role has permission to post	
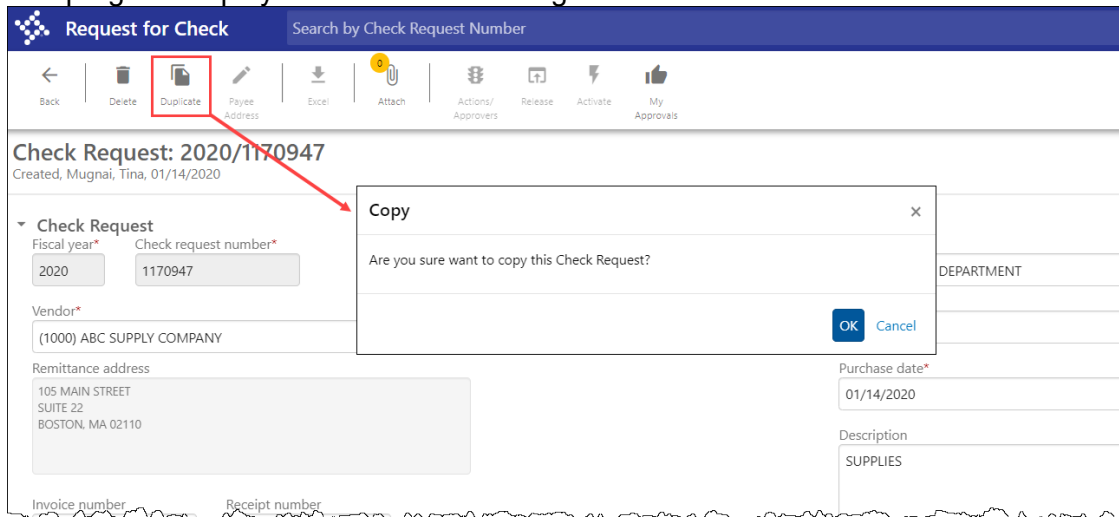
Field	Description	Notes
	transactions, as defined in General Ledger Roles.	
Description	Contains a description of the check request.	
Items		
Description Amount	Contain a description of items paid for by the check request and the amount of each item. Click Add Item to add additional lines. Click Delete to remove a line.	
Allocations		
Project String Account	Indicate the project strings and general ledger accounts to which the check request is allocated. If you enter a project string that has a default general ledger account associated with it, the program automatically completes the Account column.	
Percent	Determines the percentage of the total request amount to apply to each allocation line. The total percentage of all allocation lines must equal 100.	
Amount	Specifies the total amount for the allocation.	

3. After completing the fields, click Save to save the check request or click Save and Add New to save the current request and immediately begin entry of another request.
The program saves your entries and examines the field values for errors. If the program encounters any errors, it displays the Errors button at the bottom of the screen.

4. If errors exist, click the Errors button to view a list of the errors that must be corrected before you can process the check request.

   Once all errors have been resolved, click Save again.

5. Click Release to submit the request to your organization's workflow system. Check requests are controlled by the RFC–Request for Check Approvals business rule. If this business rule is not set up, the program automatically creates an accounts payable invoice from the check request.

Copying a Check Request
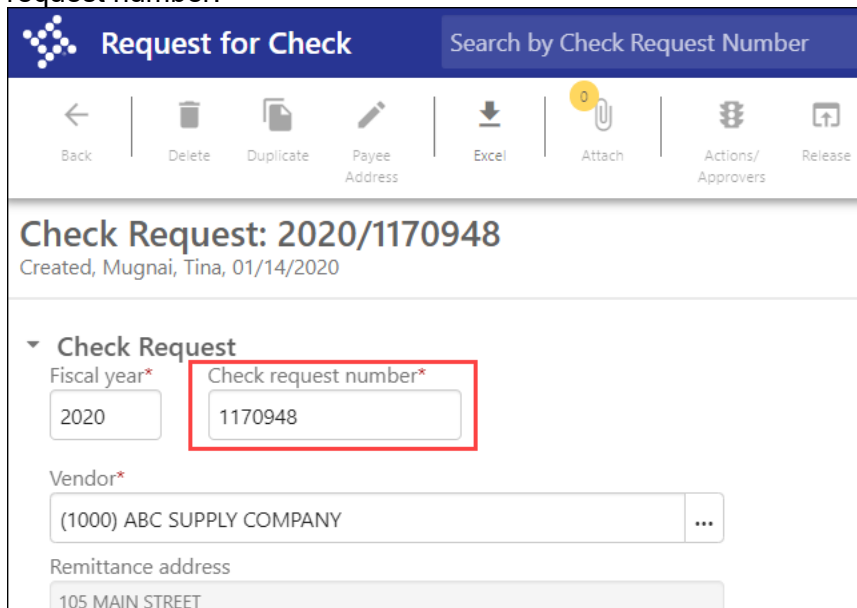
Use the following steps to copy an existing check request:

1. Click the Check Request # on the main program screen for the request to copy.
   The program opens the check request.

2. Click Duplicate.
   The program displays a confirmation dialog box.

When you click OK, the screen refreshes to display the check details with the next available check request number.

3. Review the data in the fields and update any information that should be changed for the new request.

4. After completing the fields, click Save to save the check request.
   The program saves your entries and examines the field values for errors. If the program encounters any errors, it displays the Errors button at the bottom of the screen.

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5. If errors exist, click the Errors button to view a list of the errors that must be corrected before you can process the check request.

6. Once all errors have been resolved, click Save.

7. Click Release to release the request to your organization's workflow system. Check requests are controlled by the RFC–Request for Check Approvals business rule. If this business rule is not set up, the program automatically creates an accounts payable invoice from the check request.

Deleting a Check Request

The Request for Check program only allows you to delete check requests that have a status of Created, Allocated, or Rejected. Requests that have been converted to invoices or that have a status of Released cannot be deleted. Requests that have a status of Released are awaiting workflow approval. Once approval is granted or rejected, these requests can be successfully deleted.

Use the following steps to delete a check request:

1. On the main program screen, click the number of the check request to delete.
   The program refreshes the screen to display the request details.

2. Click Delete.
   The program displays a confirmation dialog box.
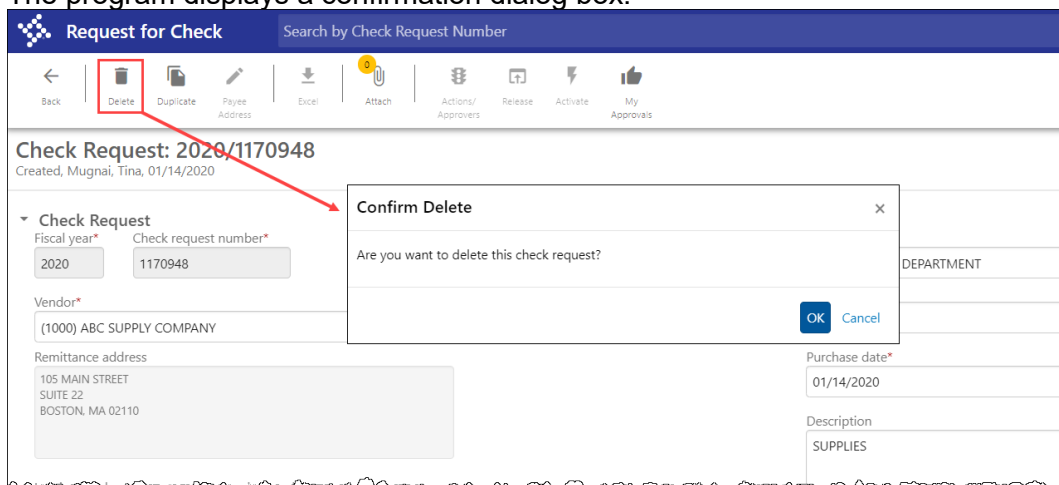
3. Click OK.
   The program removes the check request from your Enterprise ERP database.

Viewing and Processing Workflow
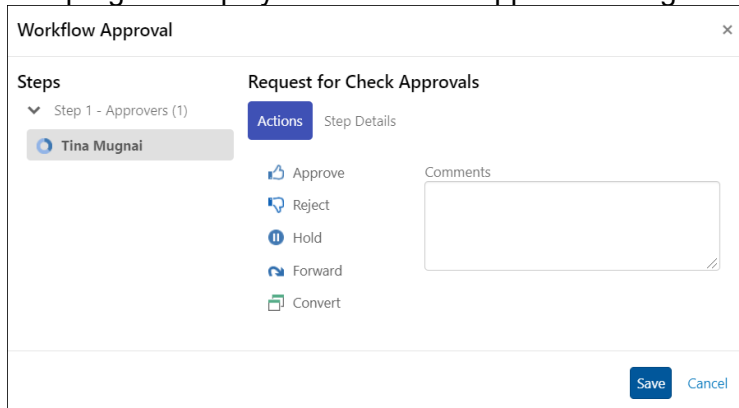
Check requests are controlled by the RFC–Request for Check Approvals business rule. If this business rule is not set up, the program automatically creates an accounts payable invoice from the check request.

- To process workflow for check requests, you must be a workflow approver for the RFC business rule. You can only process workflow for requests with a status of Released. For all other request statuses, the Request for Check program only displays informational data.

- You can view workflow details for a check request regardless of your status as a workflow approver. Only requests with a status of Released include workflow details.
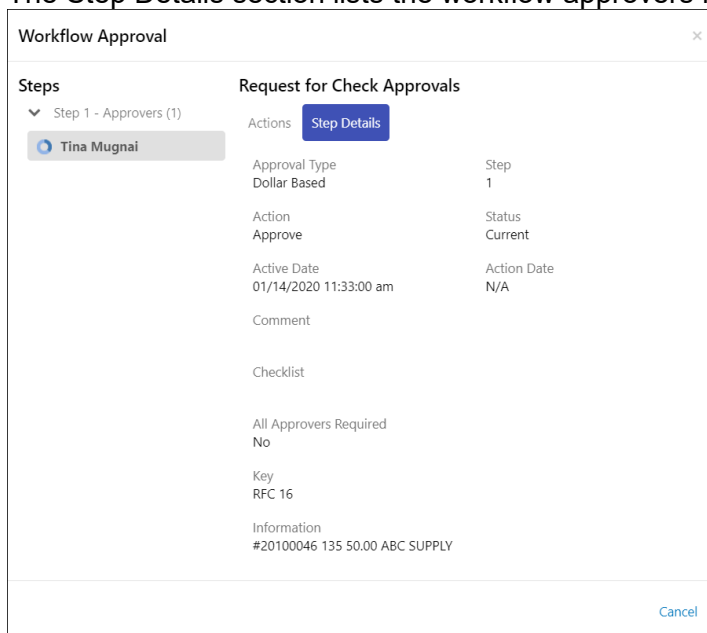
To view or process workflow for check requests:

1. On the main program screen, click the number of the check request.
   The program refreshes the screen to display the request details.

2. Click Actions/Approvers.
   The program displays the Workflow Approval dialog box.

3. If you are an approver:

   - On the Actions tab, select the workflow action for the request (Approve, Reject, Hold, Forward, or Convert).
     If you are not the workflow approver, or if the record has a status of Converted, the Actions tab is not available.

   - Enter a comment or note in the Comments box, as needed. Some approval actions require comments and others are optional.

   - Click Save.
     The program updates the status of the check request according to the selected workflow action. If you selected Hold, the request remains at a status of Released.

4. To view the workflow details of the check request, click the Step Details tab.
   The Step Details section lists the workflow approvers for the current workflow step.

5. Select an approver from the Steps section.
   The program updates the Step Details tab to display the Action, Status, and Comment for the approver and workflow step.

Reactivating Rejected Requests

When check requests are rejected by a workflow approver, the request is given a status of Rejected. To update and resubmit the request, you must first reactivate it.

To reactivate a rejected check request:

1. On the main program screen, click the number of the check request to reactivate.
   The program refreshes the screen to display the request details.
2. Click Activate.
   The program resets the status of the request to Allocated. It can then be updated and rereleased for approval.

Updating a Check Request

You can only update check requests that do not have a status of Rejected or Converted. Rejected requests must be reactivated before they can be updated. Converted check requests cannot be updated as they have already created an accounts payable invoice.

To update an existing check request:

1. On the main program screen, click the number of the check request to update.
   The program refreshes the screen to display the request details.
2. Review the data in the fields and update any information that should be changed for the check request.
3. After completing the fields, click Save to save the updates made to the check request.
   The program saves your entries and examines the field values for errors. If the program encounters any errors, it displays the Errors button at the bottom of the screen.
4. If errors exist, click the Errors button to view a list of the errors that must be corrected before you can successfully save the changes made to the check request.
5. Once all errors have been resolved, click Save.
6. If the check request is complete, click Release to release the request to your organization's workflow system. Check requests are controlled by the RFC-Request for Check Approvals business rule. If this business rule is not set up, the program automatically creates an accounts payable invoice from the check request.

Completing Full and Partial Liquidations in Invoice Entry

Overview

When you fully liquidate an invoice against a purchase order (PO) or contract in Enterprise ERP, you are completely relieving existing encumbrances, closing the PO or contract, recognizing actual expenses once an order has been fulfilled, as well as initiating vendor payment.

For a partial liquidation, the purchase order or contract amount can retain encumbrance amounts and be used throughout the fiscal year for multiple payments provided the total amount of the encumbrance on the purchase order or contract is not exceeded. An increase to a purchase order's or contract's encumbrance will require purchase order or contract maintenance on the original encumbrance.

Invoice batches should be created and submitted on a regular basis. Upon entry of an invoice, the amount allocated to each general ledger (GL) account appears as a memo balance, which subtracts the net amount from the remaining available budget without displaying supporting invoice detail information when reviewing the account. The invoice will be released through an approval process driven by the accounts contained within the transaction. Upon completion of the approval process, the invoice is posted. At this time, the detail information for this transaction is available under the respective general ledger accounts, and the invoice is ready to be included in the next check run.

Prerequisites

Before you can successfully complete this process, you must ensure that roles granting the necessary permissions have been assigned to your user account. If the roles have not been established, contact the system administrator to have them updated or added into the Enterprise ERP system.

Confirm the following:

- You have access to the accounts to which the invoice will be allocated.
- A purchase order or contract exists against which the invoice is to be paid.
- Purchase order or contract receiving records have been entered by the individual departments.
- The Accounts Payable Invoice Workflow process is established.

Procedure

Complete the following steps to enter an invoice in Enterprise ERP.
Note: Steps 1-5 were previously presented in the Invoice Entry procedure found earlier in this document. Refer to that process for screen shots and field descriptions tables as needed.
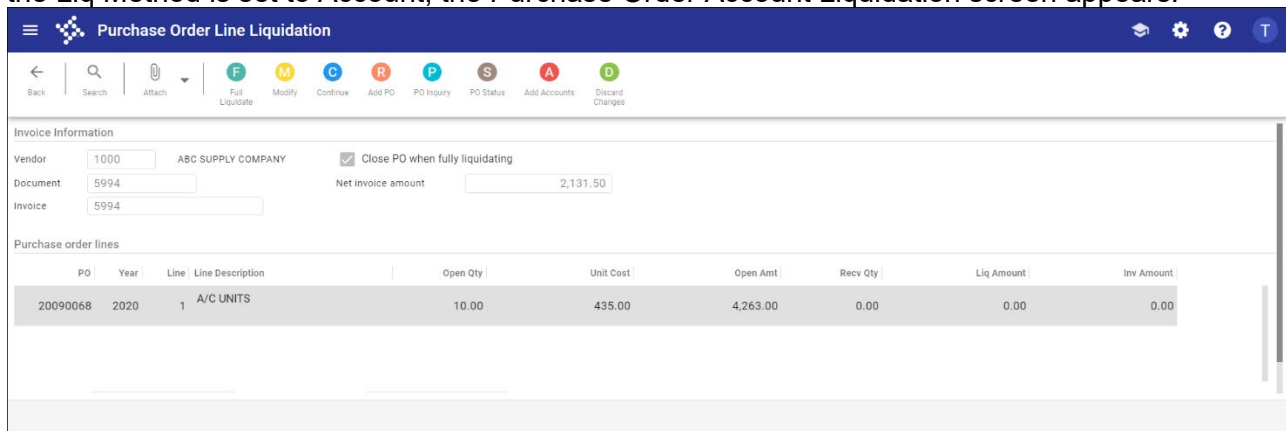
1. Open the Invoice Entry program.
   Financials > Accounts Payable > Invoice Processing > Invoice Entry

2. Click Add Batch.

3. Complete the fields to define the batch.

4. Click Accept.
   The program displays the Invoice Entry screen.

5. Complete the fields, as required, to define the invoice details.

Entering a Partial Payment/Liquidation

To enter a partial payment or liquidation:

6. After entering the invoice details in steps 1-5, press **Tab** to display the Purchase Order Line/Account Liquidation screen.
   Note: If the Liq Method list is set to Line, the Purchase Order Line Liquidation screen appears. If the Liq Method is set to Account, the Purchase Order Account Liquidation screen appears.

7. Click Modify.
   The program provides access to the fields.
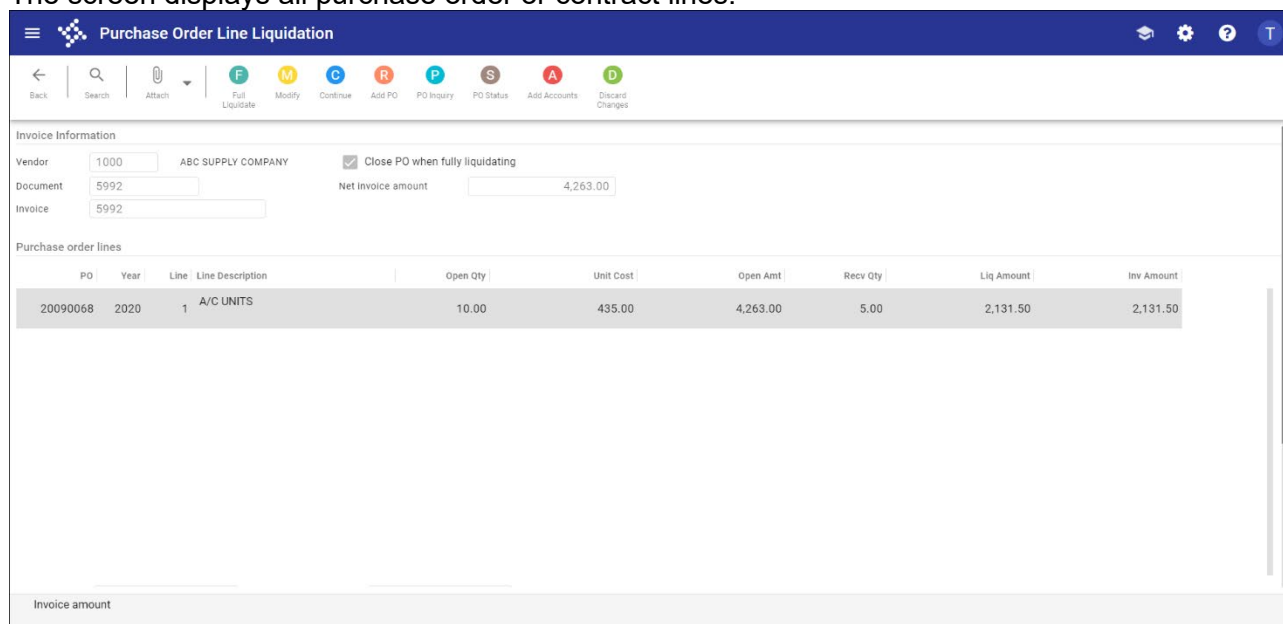
8. Enter the dollar amount to liquidate from each line in the Liq Amount column. Press **Tab** to move to the Inv Amount column; the program completes the amount to be invoiced based on the liquidation amount entered. Continue until the liquidated and invoice amounts total the invoice amount.

9. Click Accept.
    The program displays the accounts to be charged based on the liquidation and invoice amounts entered in the Invoice Lines group.

10. Click Continue to return to the Invoice Entry screen.

11. Verify all invoice information is correct, including the accuracy of the general ledger accounts to be charged.

12. Click Accept.

13. To continue adding invoices to the batch, click Add, define the invoice details, and repeat the preceding steps. When all invoices are entered, click Back to return to the Invoice Entry Batch Header screen.

14. Confirm the invoice count and total, as displayed on the header to the invoices ready to be submitted for approval and posting. If the batch total or count does not reconcile, click the View Batch option to display a summary list of all invoices within the batch.

15. Double-click a record to select it; the program displays it on the Invoice Entry screen.

16. Update the record, as necessary, and return to the Invoice Entry Batch Header screen.

Fully Liquidating a PO or Contract

To fully liquidate a PO or contract:

6. After entering the invoice details in steps 1-5, press **Tab** to display the Purchase Order Line/Account Liquidation screen.
    Note: If the Liq Method list is set to Line, the Purchase Order Line Liquidation screen appears. If the Liq Method is set to Account, the Purchase Order Account Liquidation screen appears.
    The screen displays all purchase order or contract lines.

7. If the purchase order should be closed once it is fully liquidated, click the PO Status option to select the Close PO When Fully Liquidating checkbox. (If the PO should not be closed, click PO Status again to clear this box.)

8. Click Full Liquidate to fully liquidate the purchase order.
   The program displays a confirmation message.

9. Click Yes to proceed.
   The program processes the full liquidation, closes the PO if directed to do so, and returns to the Invoice Entry screen.

Updating the Invoices

To make changes to the invoices before releasing the batch:

1. From the Invoice Entry batch header screen, click Resume.
   The program displays the invoice details.

2. Use the navigation arrows at the bottom of the Invoice Entry screen to find the record to modify.

3. Click Update and modify the information, as required.

4. Click Accept to save the changes, and then click Back to return to the batch header screen.

When reconciliation is complete, the batch is ready to be released and submitted into the workflow.

Releasing the Batch

To release the batch when reconciliation is complete:

1. Click Release.
   The program provides a confirmation message notifying you that this action will initiate the approval process and asks if you want to continue.

2. Click Yes.
   The program updates the Released? field on the Invoice Entry batch header screen to indicate the statuses of the invoices in the batch: All Released, Some Released, or None Released.

3. To view the status of each invoice in the approval process, click View Batch and select the batch from the Browse list.
   The program displays the first invoice in the batch.

4. In the Workflow group on the invoice record, click the Approvers button.
   The program displays a list of all required approvers, as well as the workflow status and actions taken on the invoice.

Results

This batch has been released and the approval process has been initiated. Each record will need to be reviewed and updated by the required approvers. After all approvals are received, the invoice can be posted. Once it is posted, the invoice is no longer available for viewing in the Invoice Entry program. Invoice details can be viewed in Invoice Central, Account Inquiry, Vendor Invoice Lists, Year to Date Budget Reports, and Vendor Central.

Status Change

A released invoice can have different statuses:
- The invoice has a status of H-On Hold if it is not posted with the rest of the batch. It must be approved and then posted.

- The invoice has a status of P-Pending if it has entered the workflow and is pending approval.
- If the invoice has an associated purchase order but no receiving records, its status is T-Awaiting Three-Way Match. It remains at this status until receiving records are entered.

Clicking the Approvers button indicates where in the workflow process the invoice record stands. Once the final approver reviews and approves or rejects the invoice, its status is updated to either A-Approved or R-Rejected.

For a partial liquidation, the selected line items have been liquidated by quantity or amount.
For a full liquidation, the selected purchase order or contract has been fully liquidated and closed.

What's Next?
Required approvers will receive notification that a record is pending their approval. The invoices will flow through the approval process until the final step has been completed, at which time the invoice will be posted. Once posted, detail records are available for these transactions under the general ledger accounts affected.

Working with Recurring Accounts Payable Invoices

Overview

Recurring Invoices may be used to set up a template for creating accounts payable invoices for a vendor and a set of accounts that need to be generated weekly or monthly. This functionality can reduce time spent entering invoices that must be generated regularly. It can be used for fixed or variable invoice amounts. Once it is set up, users can generate invoices to be automatically inserted into a batch of invoices in the Invoice Entry program.

Prerequisites

Before you can successfully complete this process, you must ensure that roles granting the necessary permissions have been assigned to your user account. If the roles have not been established, contact the system administrator to have them updated or added into the Enterprise ERP system.

Confirm the following:

- You have menu access to the Recurring Invoices program.
- You know the recurring time frame (months and weeks) for which the invoice needs to be generated.
- You have access to the general ledger accounts that will be invoiced, if you are creating a recurring invoice with accounts.
- Vendors exist in the Vendors program.
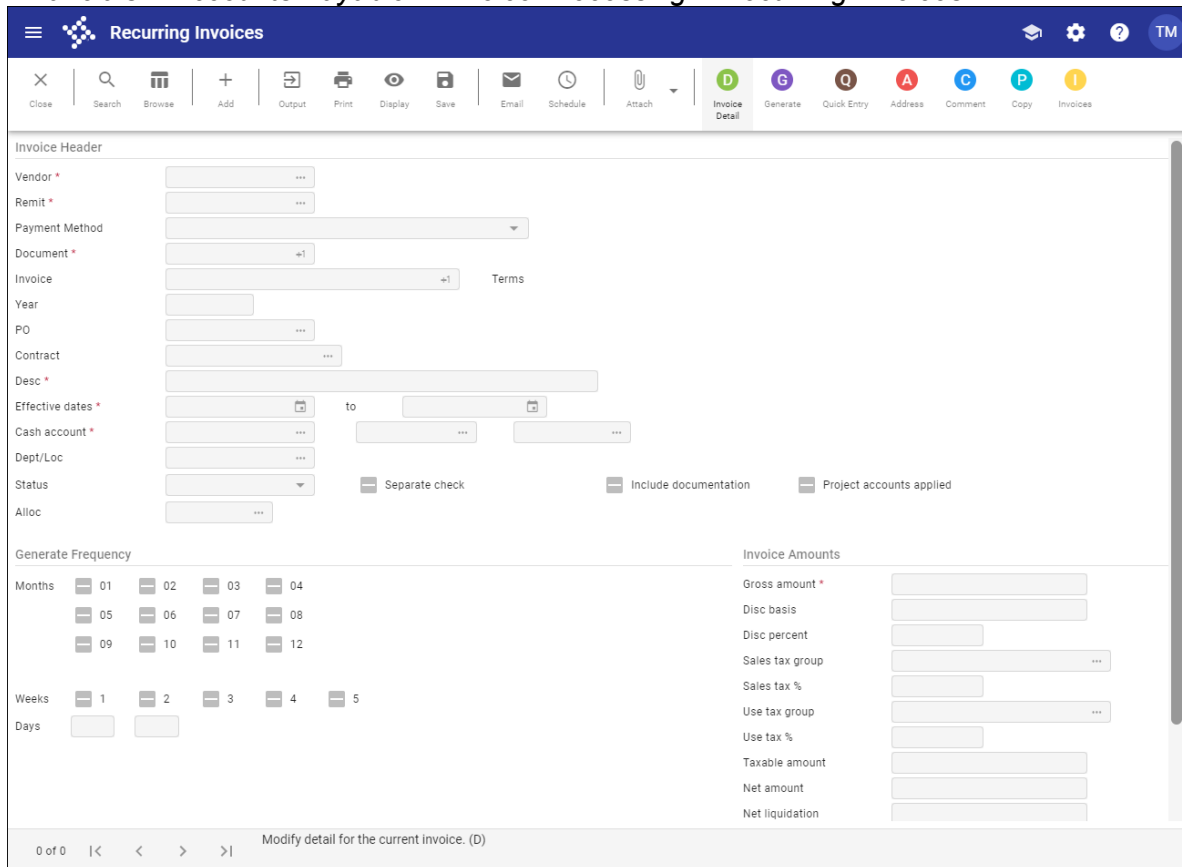
Procedures

Creating a Recurring Invoice

Complete the following steps to create a recurring invoice:

1. Open the Recurring Invoices program.

   Financials > Accounts Payable > Invoice Processing > Recurring Invoices

2. Click Add.

3. Complete the fields according to the following table to define the invoice.

Field	Description	Notes
Invoice Header		
Vendor	Identifies the invoice vendor number. Enter the number or click the field help button to search by vendor name.	
Remit	Specifies the remit address to which the check will be sent. If remit addresses exist for this vendor, the lowest remit number is the default value. If no remit addresses exist for this vendor, the default value is zero (0), which is the address on the main screen the vendor file.	
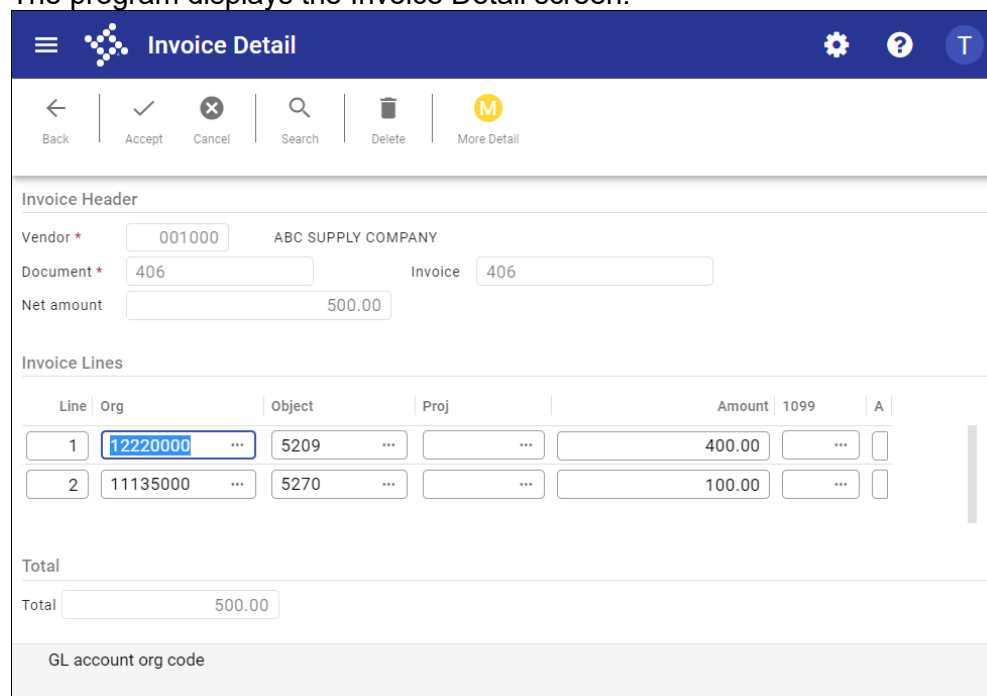
Field	Description	Notes
Payment Method	Allows you to select by which method the recurring invoice will be paid: Normal, Direct Disbursement, Wire Transfer, or EFT. The Normal selection indicates that the recurring invoice will be paid with a printed check.	
Document	Stores a unique 12-character identifier. If you enter an invoice with a department code, and the department code record has a Next Doc Number identified in Department Codes, the program completes the Document box with this number. If you enter an invoice without a department code, or if the department code does not have an identified Next Doc Number in Department Codes, the program completes the value of the Document box with the next available document number according to Accounts Payable Settings. Document numbers can be hidden by clearing the Display Document Numbers checkbox in Accounts Payable Settings.	
Invoice	Specifies the invoice number that will be used each time the invoice is generated. The program automatically appends an integer to this invoice number when invoices are created (for example, invoice number IN5421- would be assigned invoice number IN5421-1 the first time generated, IN5421-2 the second time, and so on).	
Year	Indicates the year of the purchase order or contract against which the recurring invoice applies.	
PO	Contains a reference to a valid purchase order if this recurring invoice will liquidate an existing purchase order when generated. This is an optional value.	
Contract	Contains a reference a valid contract number if this recurring invoice will liquidate an existing contract when generated. This is an optional value.	
Desc	Contains a description for the recurring invoice.	
Effective Dates	Identify the first and last dates for which invoices can be generated for this recurring invoice template.	

Field	Description	Notes
Cash Account	Provide the org and object codes that identify the cash account for the invoice. The program completes this value according to the Accounts Payable Settings program.	
Dept/Loc	Indicates the department to be associated with the invoices upon generation. The program completes the default value according to your user department.	
Status	Indicates the invoice status: Approved or On Hold. This can be used to prevent a recurring invoice record from being included in the invoice creation process until it is approved. When you add or update a record and the status is Approved, you receive a message warning you that you are bypassing the approval process.	
Separate Check	If selected, indicates that a separate check is required in the event other invoices exist for this vendor in a check run.	
Include Documentation	If selected, directs that additional documentation needs to be included with the check. It will print out of sequence when checks are run for ease of separation.	
Project Accounts Applied	If selected, the Invoice Detail screen provides columns for entry of project strings on the recurring invoice. Clear the checkbox if the invoice does not include charges to project strings.	
Alloc	Indicates the allocation code if invoice detail lines should be split among accounts associated with an allocation code. This is an optional value.	
Generate Frequency		
Months	Identify the months for which an invoice is to be created.	
Weeks	Identify the weeks for which an invoice is to be created.	
Days	Allow you to define specific days of the month upon which to generate the recurring invoice.	
Invoice Amounts		

Field	Description	Notes
Gross Amount	Stores the gross amount for the recurring invoice.	
Disc Basis	If the vendor record specifies a discount percentage, the program includes the value in this box. Otherwise, this value is zero.	
Disc Percent	If the vendor record specifies a discount percentage, the program includes the value in this box. If no discount exists, enter a discount percent, or enter zero (0) for none.	
Sales Tax Group	Defines the sales tax group to apply to the invoice.	
Use Tax Group	Specifies the use tax group to apply to the recurring invoice.	
Net Amount	Indicates the net invoice amount. This program completes this value.	
Invoice History		
Last Generated	Displays the last date recurring invoices were generated. The program completes this date and you cannot change it.	
Created	Contains the date this batch of invoices was created. When you are adding a record, the default value is the current date.	

4. Press **Tab** to move through the remaining fields on the Recurring Invoices screen. The program displays the Invoice Detail screen.
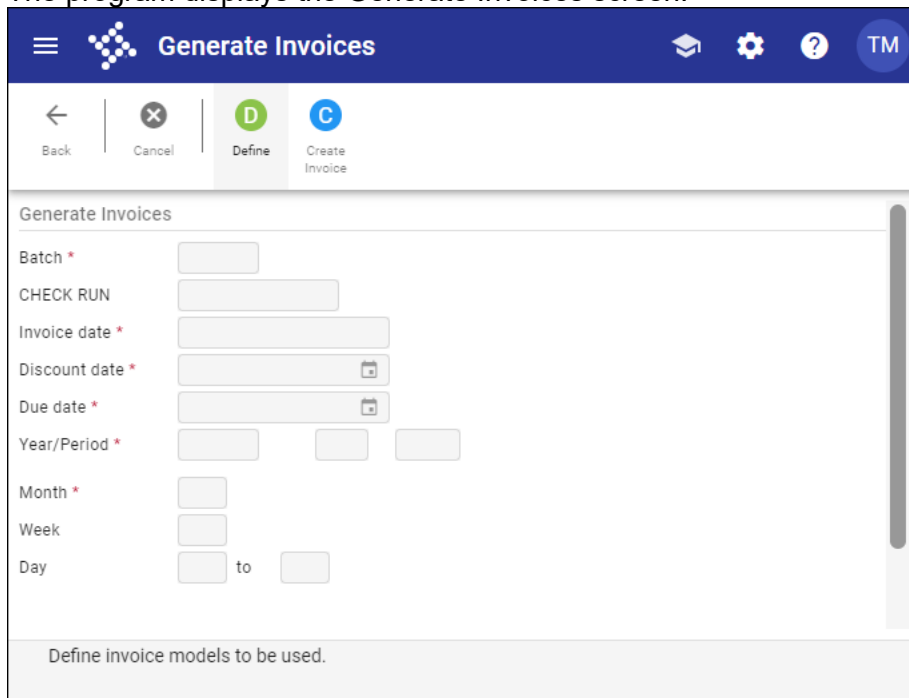
5. Enter the account type and general ledger account number to which the recurring invoice applies. Type the number directly or click the field help button in each box to select the codes.

6. Enter the dollar amount to be applied to each account. You may enter zero (0) if the amounts will vary each time you generate an invoice. This will require updating the amounts each time the invoice is generated. If you enter amounts, the total allocated must match the invoice total.

7. If the recurring invoice should be associated with 1099 data, enter the 1099 code.
   If 1099 data exists for the vendor record, the program completes the default value.

8. In the A column, enter a Y or N to indicate whether this recurring invoice should be identified as a fixed asset.

9. To remove an incorrect line, highlight the line and click Delete.

10. Click Accept to save the changes, and then click Return to return to the Recurring Invoice header. The template for generating an invoice in the Invoice Entry program is complete.

Using a Recurring Invoice Template to Generate Invoices

To use a recurring invoice template to generate invoices:
1. Open the Recurring Invoices program.

2. Click Search, enter the search criteria, and then click Accept to create an active set of records for which to create invoices.

3. Click Generate.
   The program displays the Generate Invoices screen.
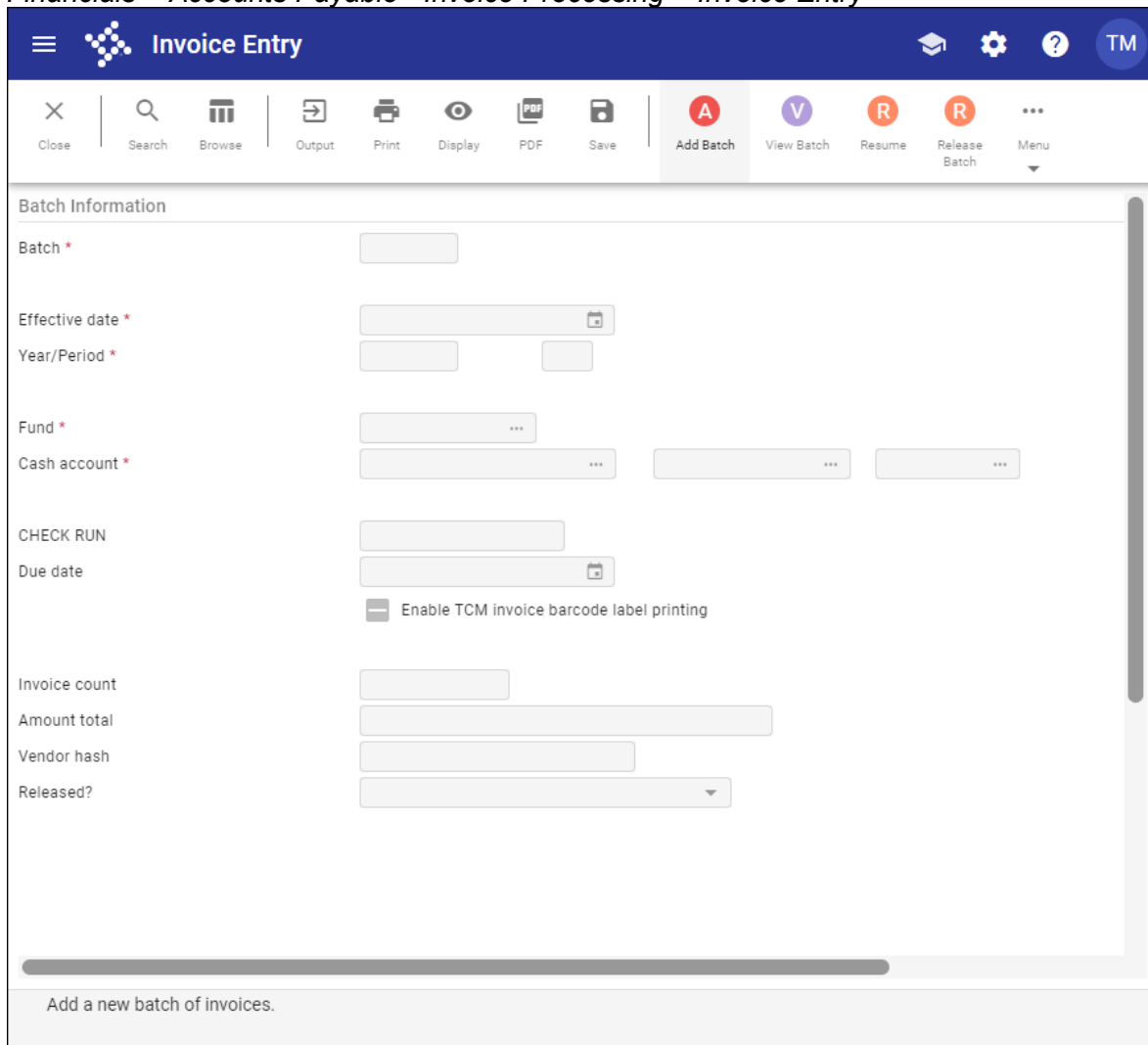
4. Click Define and complete the fields according to the following table.

Field	Description	Notes
Batch	Identifies the unique batch number for the invoices to be generated. The program will complete this value with	

Field	Description	Notes
	the next available batch number, but you can change this if this batch number is not currently in use.	
Check Run	Identifies the check run for the invoices to be generated. This field is optional.	
Invoice Date	Specifies the date of the invoices to be generated. The default value is the current date, but you can change this by typing a new date or clicking the calendar button to select a date.	
Discount Date	Specifies the date before which these invoices will need to be paid for a discount to be applied.	
Due Date	Determines the date these invoices are due. Enter the date or click the calendar button to select a date.	
Year/Period	Define the fiscal year and period for the invoices. The default value is the current year and period as defined in the General Ledger Settings program.	
Month	Indicates the month (numbers from 1-12) of the invoices to be generated.	
Week	Indicates the week (numbers 1-5) of the week within the month of the invoices to be generated.	
Day	Define the starting and ending days for which to generate invoices.	

5. Click Accept.
   In the status bar, the program displays the number of records to be generated.

6. Click Create Invoice to create the invoices selected.
   In the status bar, the program displays the number of invoices created. The batch is now accessible for processing in the Invoice Entry program.

7. Open the Invoice Entry program.
   Financials > Accounts Payable> Invoice Processing > Invoice Entry

8. Click Search, enter the batch number in the Batch field, and then click Accept.

9. Click Resume to process the invoices in the batch.
   The program displays the Invoice Entry screen, with the first invoice in the batch as the active record.

What's Next?

Once you enter one or multiple recurring invoices, next set up a schedule (weekly and/or monthly) for generating invoices in the Recurring Invoices program. After the invoices are generated, the batch must be reviewed and released. Once the invoices are posted, general ledger detail will be available, and the invoices will be eligible for inclusion in the next check run.

Creating Custom Templates for Importing Invoices

Overview

The Invoice Import program includes the Custom Templates option to create a custom import format independent of the Forms Definitions program. Using the Custom Templates option, you can create two different template layouts:

- Single Line Custom Import—Specifies an import format for a single-line file (all the header, detail, and vendor information is on one line).
- Multi Line Custom Import—Creates an import format for a multi-line file (one line for the header, followed by one or multiple detail lines, and an optional line for vendor information).

Prerequisites

Before you can successfully complete this process, you must ensure that roles granting the necessary permissions have been assigned to your user account. If the roles have not been established, contact the system administrator to have them updated or added into the Enterprise ERP system.

Confirm the following:

- The Accounts Payable Invoice Workflow process is established.
- On the Invoice Settings tab of the Accounts Payable Settings program, the Default Imported Invoice Status list is properly set based on your organization's requirements.
    - None–Workflow—Requires imported invoices to pass through the Enterprise ERP Workflow system for approval.
    - Hold—Places the imported invoices in a Hold status and they must be manually approved.
    - Approved—Automatically sets all imported invoices to a status of Approved.

    Note: If the APC—AP Purchasing Cards workflow business rule has been set up, the settings in that rule override the value of the Default Imported Invoice Status list for all p-card transactions.

Procedures

To create a custom template for invoice imports:
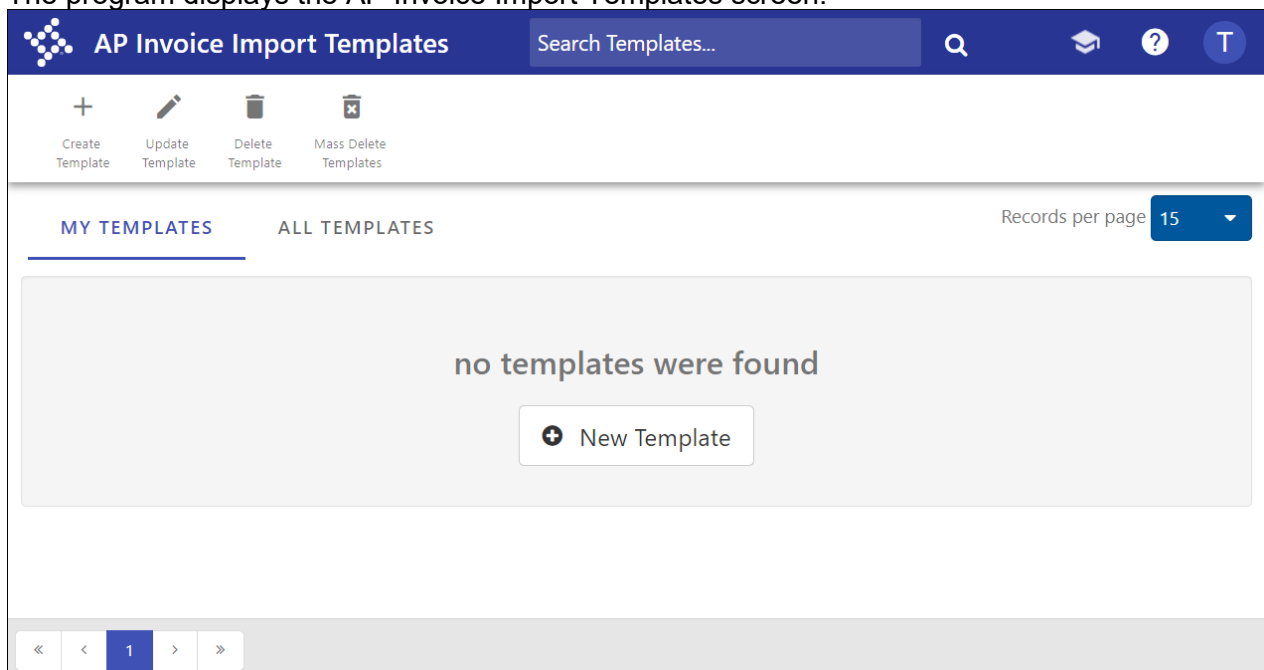
1. Open the Invoice Import program.
   Financials > Accounts Payable> Invoice Processing > Invoice Import

2. Click Custom Templates.
   The program displays the AP Invoice Import Templates screen.

3. Click Create Template.
    The program provides the New Template window.

New Template

Template Layout ⓘ

Multi Line Custom Import ⌄

Multi Line Custom Invoice Import. Invoice header, detail and vendor information is supplied via multiple lines.

Name

Template name is required.

File Delimiter ⓘ

None ▾

Input File ⓘ

Not selected   Browse

☐ First line contains headers

☐ Attempt field matching based on headers

any unsaved changes will be lost upon uploading a new file

Upload   Cancel

4. Complete the fields on the New Template window, referring to the following table for field details.

Field	Description	Notes

Template Layout	Defines the basic layout of the files to be imported using this template. The layout options vary depending on the Enterprise ERP program for which you are creating an import format. For AP invoice imports, the following formats are available:
	   • Single Line Custom Import—This format is useful if the invoice will be allocated to only one GL account. Each row on the spreadsheet corresponds to one invoice containing all header and detail information.
	   • Multi-Line Custom Import—This format is useful if the invoice will be allocated to more than one GL account. The import file must be in	

Field	Description	Notes
	ASCII format, such as an Excel workbook saved as a CSV file. Row type identifiers must be included at the beginning of each row of data. A header row and at least one detail row are required for each invoice record.	
Name	Assigns a name to the template. This should be a name that is easily recognizable to users of the program in which the imports are performed.	
File Delimiter	Identifies how the data is separated in the file: • None—No delimiter • Tab—Tab-delimited • Other—Opens a text box where you can define the delimiter, for example, a comma [,] or the pipe symbol [|]. This option is only available for plain text input files.	
Input File	Specifies the file to be imported when creating a template. Click Browse to navigate to the file on your workstation or network location.	
First Line Contains Headers	If selected, indicates that the input file contains a header row as the first row. This directs the program to omit the first line of the input file from the upload. If the input file includes informative column headers, leave this box cleared (not selected) to allow the headers to display with the data so you can easily identify the columns.	
Attempt Field Matching Based on Headers	If selected, causes the program to verify that the header labels match the field names. If they match, the field locations are automatically set up.	

5. Once the fields are completed, click Upload.
   Note: Multi-line import files must be in ASCII format; to successfully import Excel files, they must be saved as .CSV files rather than .XLS.

New Template

Template Layout ⓘ

Multi Line Custom Import ←

Multi Line Custom Invoice Import. Invoice header, detail and vendor information is
lines.

Name

Multi Line Election

File Delimiter ⓘ

None ▾

Input File ⓘ

MultiLineWithPO.csv ←   Browse

☐ First line contains headers

☐ Attempt field matching based on headers

*any unsaved changes will be lost upon uploading a new file

Upload   Cancel

New Template

Template Layout ⓘ

Single Line Custom Import ←

Single Line Custom Invoice Import. Invoice header, detail and vendor information is supplied via one line.

Name

OTP Election

File Delimiter ⓘ

None ▾

Input File ⓘ

OTP-Election_0724.xlsx ←   Browse

☐ First line contains headers

☐ Attempt field matching based on headers

*any unsaved changes will be lost upon uploading a new file

Upload   Cancel

The program uploads the file and refreshes the screen to show the uploaded data.
Next, complete one of the following procedures based on whether you are creating a single-line custom template or a multi-line custom template.

Creating a Single-Line Custom Template

In this example, the input file included headers, but since the First Line Contains Headers checkbox was not selected, the headers are still visible and can be used to identify the data columns.

HDR ROW TYPE	HDR VENDOR NUMBER	VDR NAME ONE	VDR ADDRESS ONE	VDR ADDRESS TWO	VDR CITY	VDR STATE	VDR ZIP	HDR INVOICE NUMBER	HDR INVOICE TOTAL	HDR INVOICE DESCRIPTION	DTL ORG	DTL OBJECT	DTL AMOUNT
1	999995	Annie Talbot	123 MAINE ST		VILLAGETOWN	ME	04000	Election 20201234	1.00	Election Primary	1000	0951	1.00
1	999995	John Varney	124 MAINE ST		VILLAGETOWN	ME	04000	Election 20201235	1.00	Election Primary	1000	0951	1.00
1	999995	Hiram Thomas	125 MAINE ST	2ND FL	VILLAGETOWN	ME	04000	Election 20201236	1.00	Election Primary	1000	0951	1.00
1	999995	Oliver Lim	126 MAINE ST		VILLAGETOWN	ME	04000	Election 20201237	1.00	Election Primary	1000	0951	1.00
1	999995	Hikaru Tanaka	127 MAINE ST		VILLAGETOWN	ME	04000	Election 20201238	1.00	Election Primary	1000	0951	1.00
1	999995	Eve Tuttle	128 MAINE ST		VILLAGETOWN	ME	04000	Election 20201239	1.00	Election Primary	1000	0951	1.00
1	999995	Natalia Romanoff	129 MAINE ST		VILLAGETOWN	ME	04000	Election 20201240	1.00	Election Primary	1000	0951	1.00
1	999995	Tony Hughes	130 MAINE ST		VILLAGETOWN	ME	04000	Election 20201241	1.00	Election Primary	1000	0951	1.00

6. After completing steps 1-5, set the column to use as the header row type. In this example, click the arrow in the first column and select Hdr Row Type.
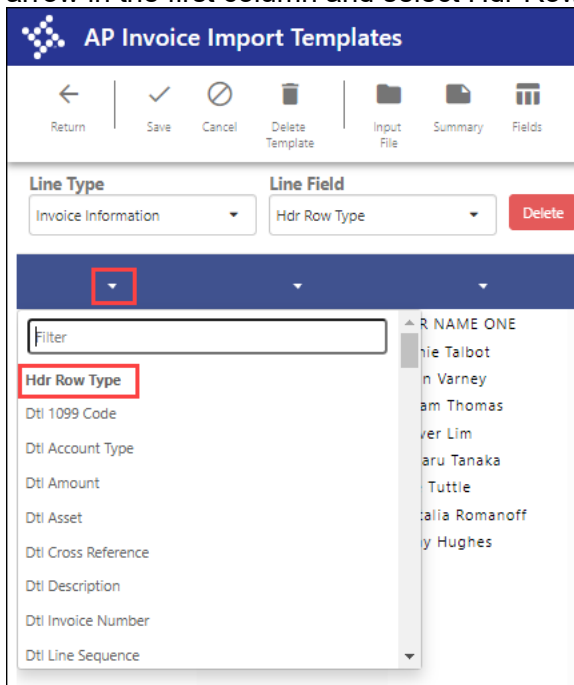
The program sets the column label and highlights the column accordingly.
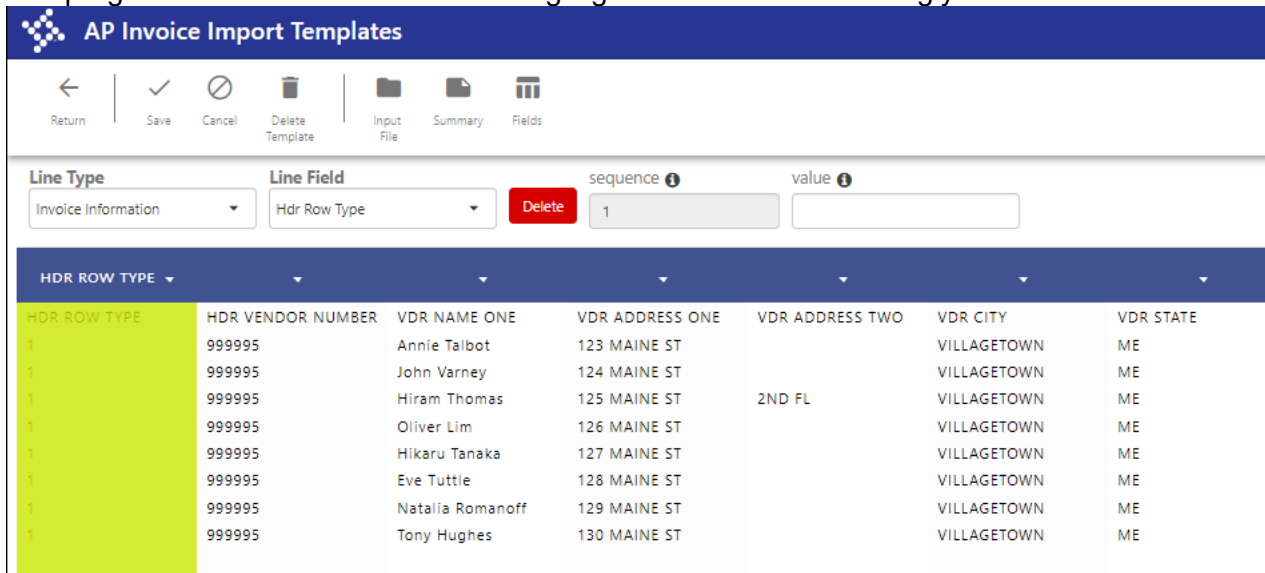
7. In the Value field, enter the value that corresponds to the data in the Hdr Row Type column. It should match the first character of each line of the import file. In this example, the value is 1. A value of H is also commonly used.

The program registers the entered information, showing a pastel highlight.

8. Continue identifying the remaining columns based on the Enterprise ERP AP Invoice Entry fields with which the data corresponds. (Only the Hdr Row Type column requires the Value field to be set.)

9. Click Save to save the template.

Creating a Multi-line Custom Template

Since the First Line Contains Headers checkbox was not selected, the headers are still visible and can be used to identify the data columns.

6. After completing steps 1-5, select Invoice Header from the Line Type list.

Once selected, the program automatically selects Hdr Row Type from the Line Field list.

7. Set the column to assign as the header row type. In this example, click the arrow in the first column and select Hdr Row Type.
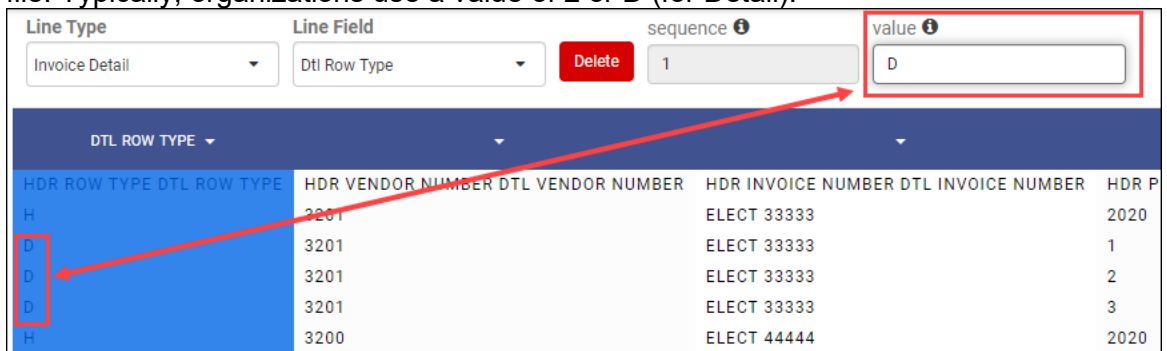

The program sets the column label and highlights the column accordingly.

8. In the Value field, enter the value that matches the first character of each header row in the import file. Typically, organizations use a value of 1 or H (for Header).

9. Set the remaining header column labels, clicking the arrow in each column and selecting the matching label from the list.

10. Once all the header labels are set, set the value of the Line Type field to Invoice Detail.

The program refreshes the screen so you can now set the columns that relate to invoice details. The program also automatically assigns the Line Field value to Dtl Row Type.

Note that you can still review the header rows if you select Invoice Header from the Line Type list.

11. Set the column to assign as the detail row type. In this example, click the arrow in the first column and select Dtl Row Type.

The program sets the column label and highlights the first column accordingly.

12. In the Value field, enter the value that matches the first character of each detail row in the import file. Typically, organizations use a value of 2 or D (for Detail).

13. Set the remaining detail column labels, clicking the arrow in each column and selecting the matching label from the list.

14. If the input file includes an optional invoice vendor section, set the Line Type list to Invoice Vendor, set the Line Field list to Vdr Row Type, assign the first column as Vdr Row Type, and set the Value field accordingly. Typically, organization use either 3 or V (for Vendor). Then, label the remaining columns that include vendor information.

The optional invoice vendor section may be used for providing one-time pay vendor remit information, creating new on-the-fly vendors, or updating existing vendors if the Match/Update Vendors on SSN/FID Number checkbox is selected during the import.

15. Click Save to save the template.

Results

The custom template is now available for use in the Invoice Import program.

What's Next?

Use the Invoice Import program in Enterprise ERP Accounts Payable to define and import invoices using the custom template.

Importing Invoices

Overview

The Invoice Import program creates new invoices in the Invoice Entry program using data imported from either a defined ASCII file or a custom import file. After the import process completes, you are notified that invoices have been created in a batch. The invoices are then completed with the default values from the imported file.

Prerequisites

Before you can successfully complete this process, you must ensure that roles granting the necessary permissions have been assigned to your user account. If the roles have not been established, contact the system administrator to have them updated or added into the Enterprise ERP system.

Confirm the following:

- The Accounts Payable Invoice Workflow process is established.
- On the Invoice Settings tab of the Accounts Payable Settings program, the Default Imported Invoice Status list is properly set based on your organization's requirements.
    - None–Workflow—Requires imported invoices to pass through the Enterprise ERP Workflow system for approval.
    - Hold—Places the imported invoices in a Hold status and they must be manually approved.
    - Approved—Automatically sets all imported invoices to a status of Approved.
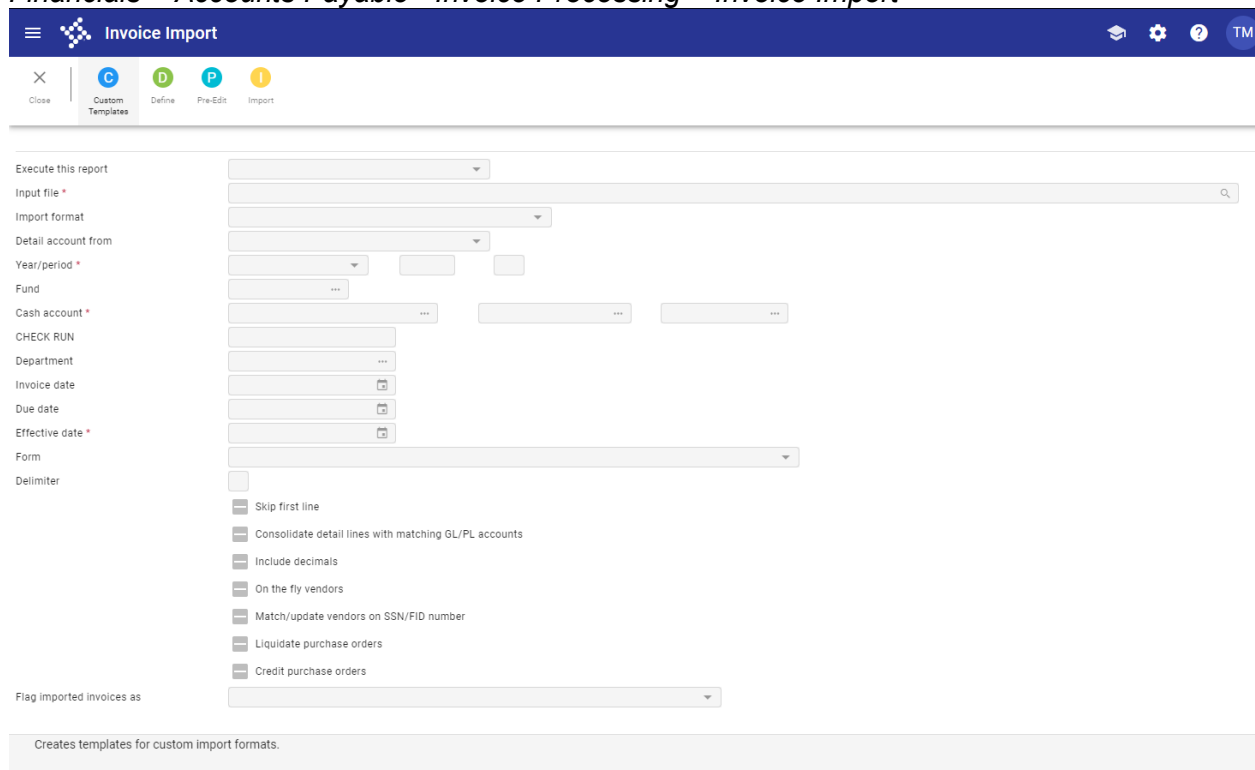
  Note: If the APC—AP Purchasing Cards workflow business rule has been set up, the settings in that rule override the value of the Default Imported Invoice Status list for all p-card transactions.

Procedure

To import invoices into Enterprise ERP using a standard import template:

1. Open the Invoice Import program.
    Financials > Accounts Payable> Invoice Processing > Invoice Import

2. Click Define.

3. Complete the fields, using the following table as a guide, to define the import parameters.

Field	Description	Notes
Execute This Report	Determines when to generate the report when Enterprise ERP Scheduler is enabled: • Now—Creates the report immediately. This option does not use Enterprise ERP Scheduler; use the output options to view, print, or save the report. • In Background (Now)—Opens Enterprise ERP Scheduler to process the report one time using the event log and email notification features. • At a Scheduled Time—Uses Enterprise ERP Scheduler to	

Field	Description	Notes
	establish a specific time to run the report.	
Input File	Contains the complete path and file name to define the ASCII file.	
Import Format	Determines the format of the import file. Common available formats are: • Standard Format—Uses an input file in ASCII format to import invoices. • Standard Long Account Format—Imports the files using the full account number. • Treasurer's Warrant—Establishes a warrant review process. After invoices are rejected (void) or approved, a Warrants Issued file is created in an existing Check Reconciliation format. Due-to/due-from entries must be made manually. **Note:** This format requires special data setup. • Custom—Supports a user-defined format. This option allows you to use an import format defined in the Enterprise ERP Forms Definitions program using the base form (apinvimp) or a custom format created using the Custom Templates option. AP invoices can be imported based on multiple or single record input. The Custom format can also be used to import invoices that directly liquidate a contract, or to directly liquidate purchase orders. The Custom format includes a Third Party Identifier column. When this column contains data, it can be viewed on an imported invoice using the Additional Info option in the Invoice Entry, Invoice Inquiry, and Modify Invoices programs.	

Field	Description	Notes
Detail Account From	Indicates the detail account. If you select the Standard or Custom format from the Import Format list, the detail account is based on the import file and you cannot change this. If you select Treasurer's Warrant from the Import Format list, the detail account options are Cash Account, Checks Payable, User Defined, or Import File. If you select User Defined from the Import Format list, the program displays an Invoice Detail Account Entry screen on which you must type the account number you wish to use.	
Year/Period	Defines the year and period of the file to import: • Current fiscal month—The year and period boxes are automatically set to match the current year and period as defined in the General Ledger Settings program. • Prior fiscal month—If the current period in General Ledger Settings is greater than 1, the year box equals the General Ledger Settings value. Otherwise, the year box is the current year, minus 1. If the current period in General Ledger Settings is greater than 1, the period box equals the General Ledger Settings value, minus 1. Otherwise, the period is set to 13. • Within year/period—When selected, the boxes to the right of this field become available for entry and you can manually enter the year and period to use.	
Fund	Contains the fund used to obtain the checks payable account for the Invoice Header records when the Update Cash during Cash Disbursements Journal	

Field	Description	Notes
	option on the Defaults tab of Accounts Payable Settings is No. You must enter a fund number for the files to process correctly.	
Cash Account	Sets the cash account affected by the transaction. The default value for the account number is the cash account number established in Accounts Payable Settings, but you can change this. The Cash Account box is accessible if your organization uses the full general ledger account entry method; the Cash Org/Object/Project boxes are accessible if your organization uses the Org/Object account entry method.	
Warrant [Check Run]	Displays the warrant or check run identifier for the group of invoices. The warrant identifier is required for the Treasurer's Warrant import format. **Note:** The name of this field can be customized to suit your organization's practices by changing the value stored in the Invoice/Check Grouping Label on the Check Settings tab of Accounts Payable Settings.	
Department	Identifies the department code associated with the imported invoices. If an invoice has an associated department code, and the department code record has a Next Doc Number identified in Department Codes, the program completes the Document box with this number. If an invoice is not associated with a department code, or if the department code does not have an identified Next Doc Number in Department Codes, the program completes the value of the Document box with the next available document number according to Accounts Payable Settings.	
Invoice Date	Contains the date used for all invoices in the batch. If you leave this field blank, then the date that was originally on the invoice is used.	
Due Date	Stores the date on which payment is due.	

Field	Description	Notes
	When you use this field, the entered date must be greater than or equal to the current date. Once established, the date is used on all invoices in the batch. If you leave this field blank, the individual invoice dates are used.	
Service Date	For an import performed using a custom import format, contains the service date used for all invoices in the batch. This field is only available if the Import Format is Custom, and the Require a Service Date When Adding Invoices option is selected in Accounts payable Settings.	
Effective Date	Indicates the date the transaction affects the general ledger. If the general ledger effective date falls within the current year or next year, the year and period change accordingly. The effective date must be within the year and period defined on the import file or an error occurs.	
Form	Identifies the user-defined import forms available. This list is only accessible if the value of the Import Format list is Custom.	
Delimiter	Contains the character used to separate fields in user-defined files. This box is only accessible if the value of the Import Format list is Custom.	
Skip First Line	Directs the program to ignore the first line of the Excel import file. This checkbox is only accessible if the value of the Import Format list is Custom.	
Consolidate Detail Lines with Matching GL/PL Accounts	Instructs the program to consolidate detail lines that have matching general ledger/project ledger accounts if the invoice is not liquidating a purchase order or contract. This checkbox is only accessible if the value of the Import Format list is Custom.	
Include Decimals	Enables the program to accept decimal values in the imported file. If this checkbox is not selected, all values must be whole numbers.	

Field	Description	Notes
	This checkbox is only accessible if the value of the Import Format list is Custom.	
On the Fly Vendors	Causes the program to allow you to add a new vendor as you are importing the invoice. This checkbox is only accessible if the value of the Import Format list is Custom.	
Match/Update Vendors on SSN/FID Number	Instructs the program to ignore vendor numbers included in the import file. Rather, the program uses the Social Security number or federal identification number provided on the vendor record to retrieve the appropriate vendor number from Enterprise ERP records. The program adds new vendors for whom the Social Security number or federal identification number is not currently stored in Enterprise ERP programs. This checkbox is available when the value of the Import Format list is Standard, Standard Long, or Custom.	
Liquidate Purchase Orders	Indicates that the invoices contained in the import file liquidate purchase order records. This checkbox is only accessible if Import Format is Custom. Successful liquidation requires that the Custom format file contain a Purchase Order Fiscal Year value in the header section and the Purchase Order Line Number value in the detail section.	
Credit Purchase Orders	Directs the program to re-encumber liquidated purchase orders for credit memo invoices.	
Flag Imported Invoices As	Determines how the invoice is set: • Direct Disbursement—All invoices are automatically set to Direct Disbursement if you are using the Treasurer's Warrant format. • Printed Checks—All invoices are set as N (for normal check).	

Field	Description	Notes
	• Wire Transfer—All invoices are marked as wire transfers. • ACI—All invoices are marked as Active Card Integration. • EFTs—All invoices are set as E (for electronic funds transfer). • Default from Import File—The setting remains as it was when the ASCII file was created. • Default from Vendor—The setting is determined according to the setting in Vendors. When this option is selected, the program uses the vendor remit record to determine the payment method on the invoice, if one exists. If a payment method does not exist on the remit record, the program uses the main vendor record's default payment method.	

4. Click Accept.
5. Click Pre-Edit to create an import file report before importing the invoices. The report identifies records with import errors, which you can choose to correct prior to creating invoices, or omit those records from the import process.
The program provides a message that warnings or errors were found in the import file.
6. Click OK.
The program provides an Output dialog box.
7. Select an output option and click OK to generate the report.
8. Review the report and address any errors. Warnings are informational.
9. Click Import to import the specified ASCII records.
If you attempt to import a duplicate vendor or invoice, the program provides a warning message.

Results
The invoices have been imported and are available for viewing in the Invoice Entry program.

What's Next?
Use the Invoice Entry program to update, proof, and post the imported invoices.

Printing AP Invoice Bar Code Labels

Overview

Enterprise ERP provides the ability to print invoice bar code labels from the Invoice Entry program. After printing, these labels can be attached to a paper copy of an invoice. When the invoice is scanned into Tyler Content Manager (TCM), the program reads the bar code and associates the TCM image with the correct invoice record in the Enterprise ERP system.

Prerequisites

Before you can successfully use this feature, you must ensure that the necessary settings and codes are in place. If settings and codes are not set up, or not set up correctly, you may need to contact your Enterprise ERP system administrator or department manager to have them updated or added into the Enterprise ERP system.

Confirm the following:

- Your organization has Tyler Content Manager (TCM) installed.
- The Enable Printing Invoice Barcode Labels for TCM checkbox is selected on the Invoice Settings tab of the Accounts Payable Settings program.
- The Allow Printing of Invoice Barcodes checkbox is selected for your user role in the Accounts Payable Roles program.

Procedures
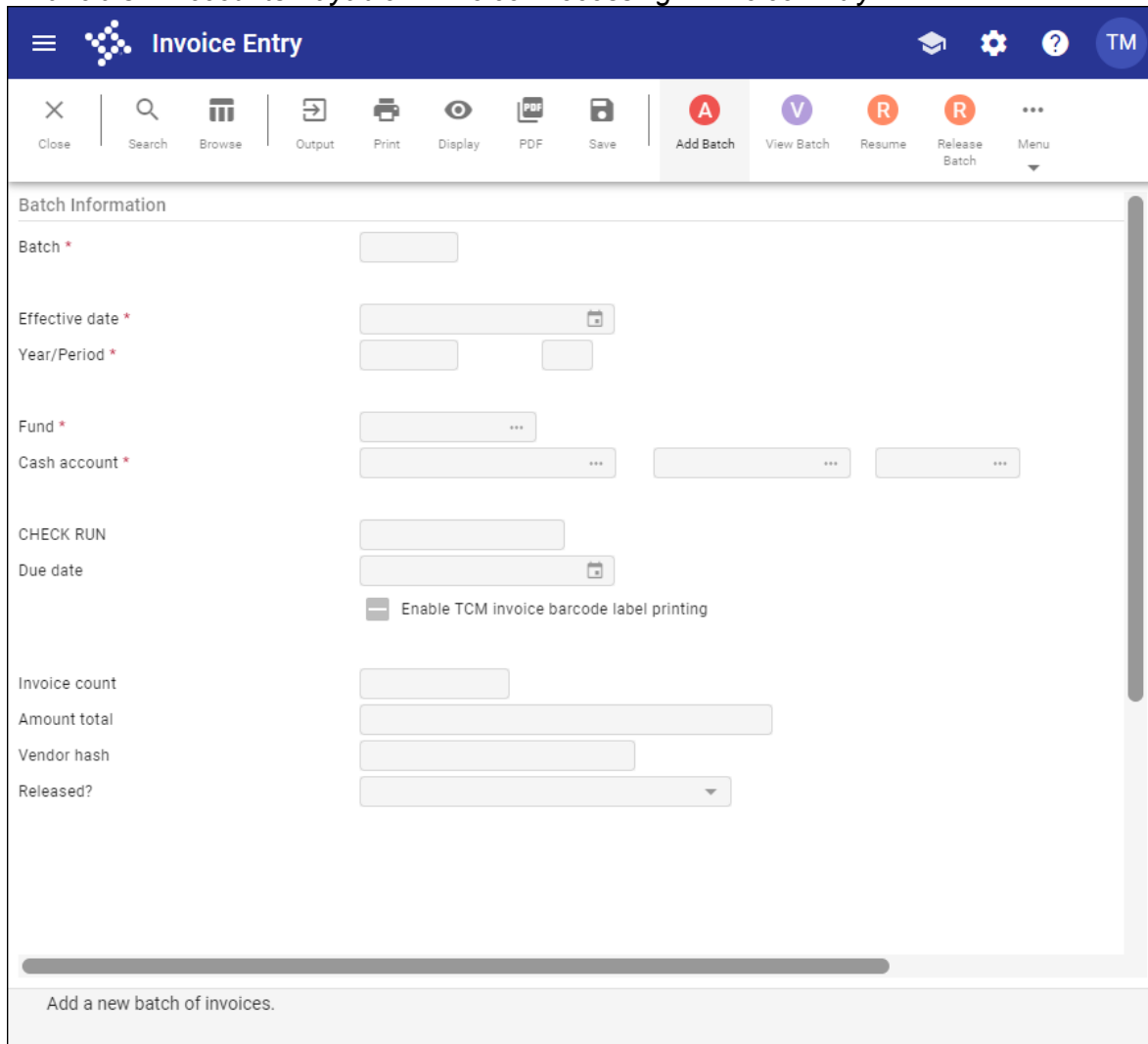
Enterprise ERP provides multiple methods to print bar code labels from the Invoice Entry program. The Print Labels option is accessible from the Header screen when you are viewing an active batch of invoices and is automatically triggered after you enter each invoice. The Mass Print Labels option is accessible from the main Invoice Entry screen and allows you to individually select which invoice labels in the batch to print or exclude.

Printing Invoice Bar Code Labels (Using Print Labels)

To print invoice bar code labels:

1. Open the Invoice Entry program.
   Financials > Accounts Payable > Invoice Processing > Invoice Entry

2. Click Add Batch and complete the batch information.
3. Complete the first invoice in the batch using your organization's standard business practices.

4. Click Accept.
The program displays the Print Labels screen.

5. Click Define Printer to open the Select a Printing Destination screen.


6. Select PDF or System Printer as the Print To destination.
If you select PDF, the program produces a PDF file that contains the invoice bar code labels. You can then print the file using your standard network printer.
If you select System Printer, the program prints the labels to a Zebra® label printer that is connected directly to your workstation. If you choose System Printer, enter the printer name in the Select a System Printer box.
7. Click Accept.
The program returns to the Print Labels screen.
8. Enter the number of pages for the paper copy of the invoice.
9. Perform one of the following actions:
   - Click Print Now to immediately print the bar code label for the current invoice. If your Print To destination is PDF, this produces a PDF file that contains a single bar code label. If you selected System Printer as your Print To destination, the program prints a single bar code label using your Zebra label printer.

- Click Add to Queue to retain the bar code label in the program's printing queue. Each time you add a label to the queue, the number on the Print Queue button increases by one to indicate the total number of queued labels.
   This option is typically used when you are creating multiple invoices and prefer to print all the labels at one time.

- Click Print Queue to print all the labels currently in the queue. If your Print To destination is PDF, this produces a PDF file that contains all the queued bar code labels. If you selected System Printer as your Print To destination, the program prints all the bar code labels in succession using your Zebra label printer.
   After you print the labels, the number on the button resets to zero.

10. Continue entering invoices until the batch is complete. To access the Print Labels screen without entering a new invoice, click Print Label.
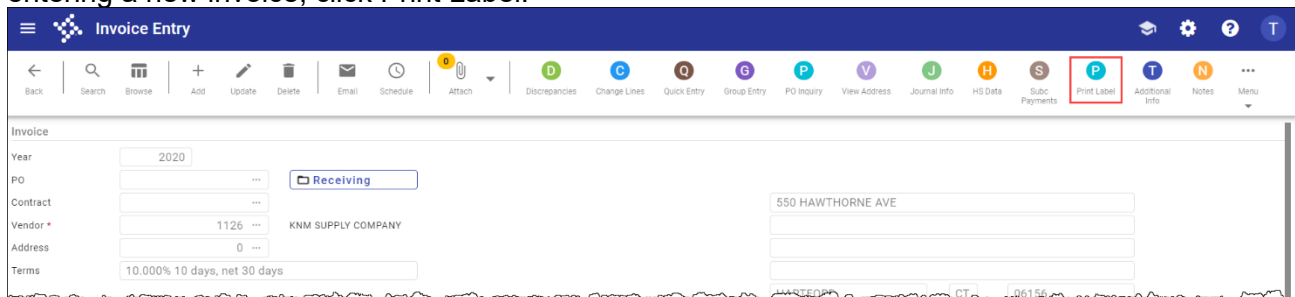
11. Once you have created all the invoices, access the Print Labels screen and click Print Queue.
   If you selected PDF as the print destination, the program generates the PDF output and downloads it to your browser tray.

12. Open the PDF file and review the labels. This example shows the output in the Google® Chrome® web browser.
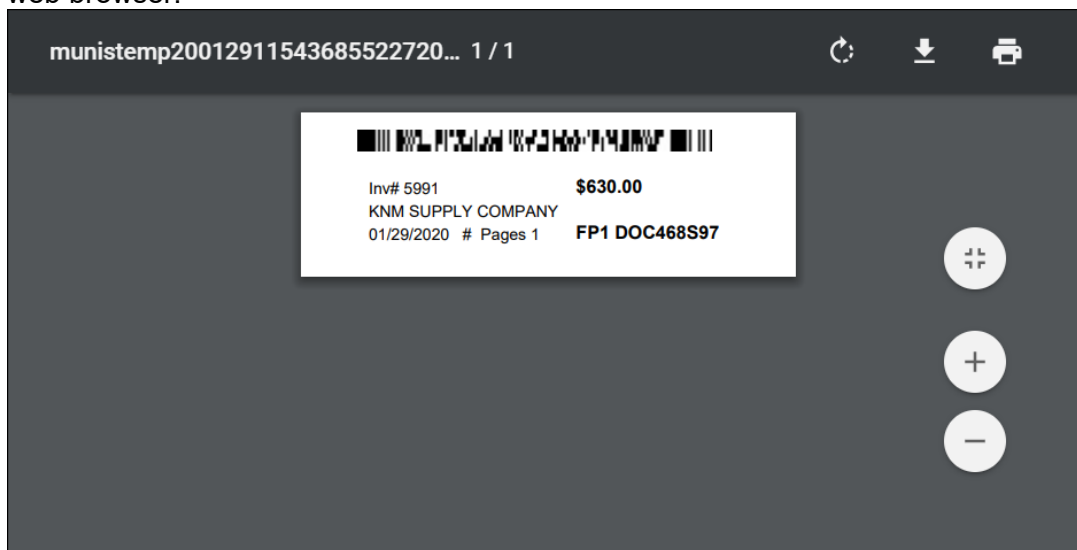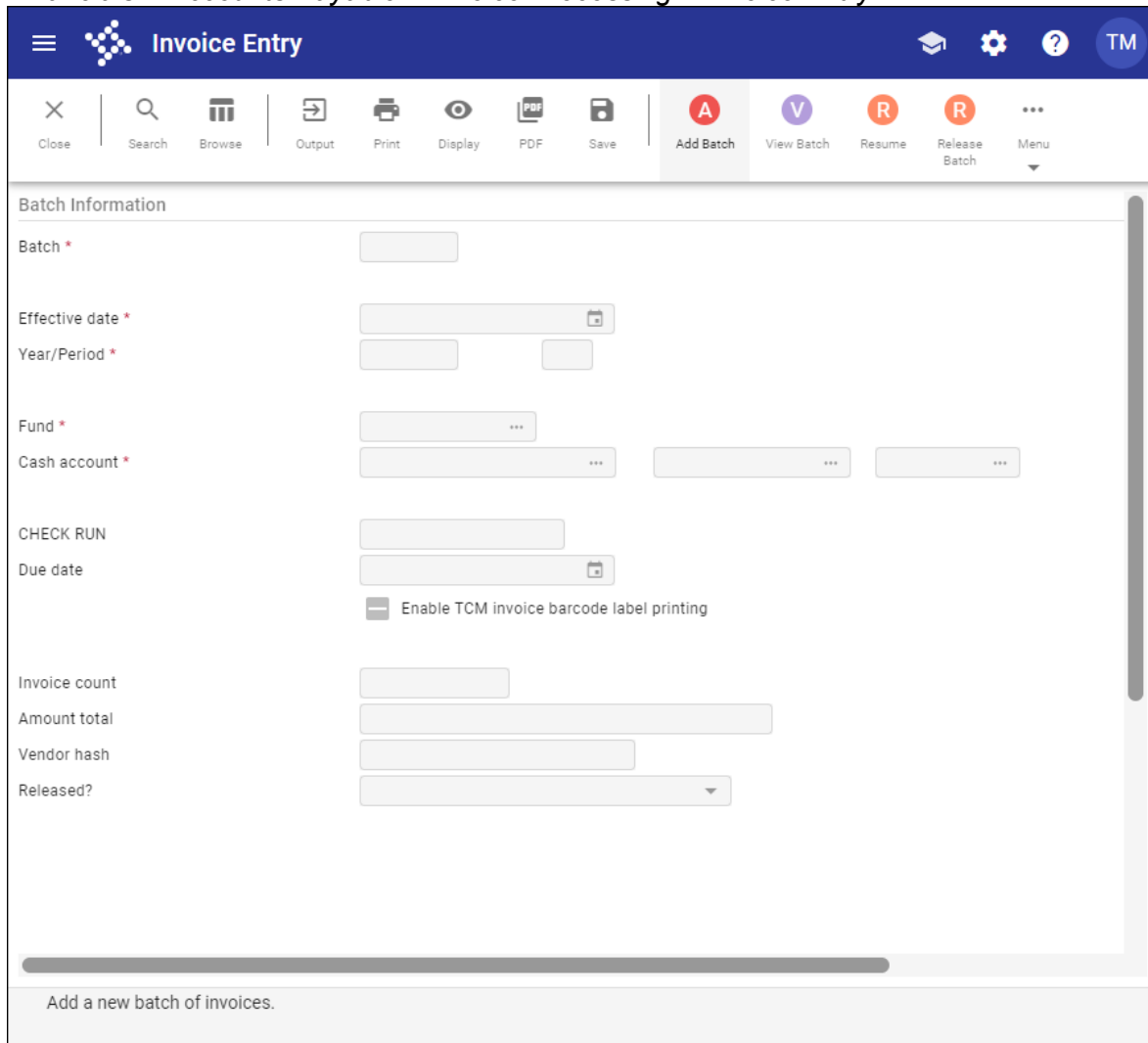

13. Click the Print option to print the labels.
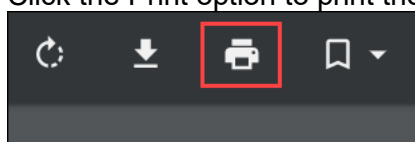
Printing Multiple Bar Code Labels (Using Mass Print Labels)

To print multiple invoice bar code labels using the Mass Print Labels option:

1. Open the Invoice Entry program.
   Financials > Accounts Payable > Invoice Processing > Invoice Entry

2. Use the Search option to locate the batch for which you are printing invoice labels.
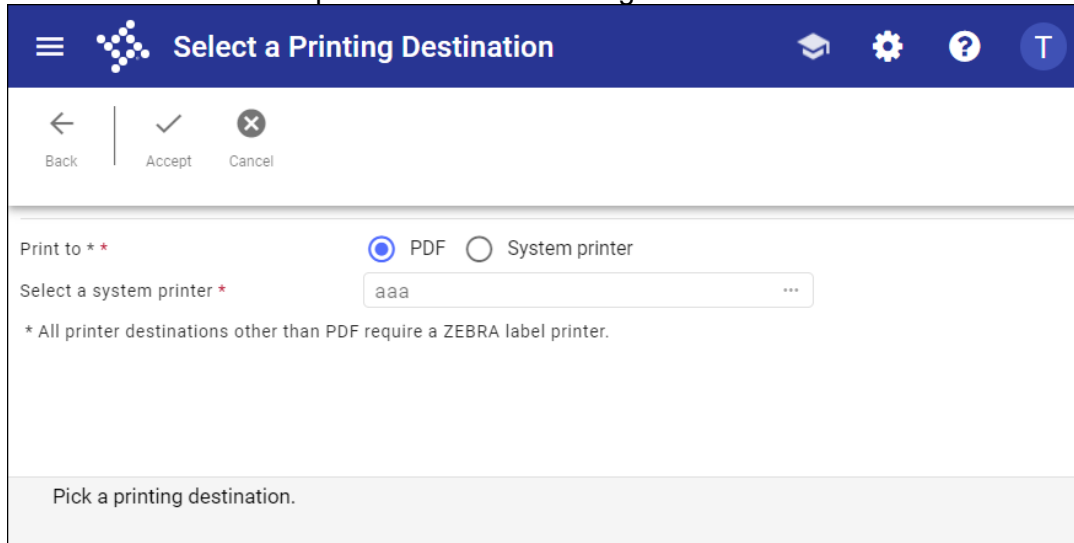
3. Click Mass Print Labels.

The program displays the Mass Print Labels screen.

4. Click Update.
The Mass Print Labels screen opens the fields for entry and provides additional options.

5. Click Define Printer to open the Select a Printing Destination screen.

6. Select PDF or System Printer as the Print To destination.
   If you select PDF, the program produces a PDF file that contains the invoice bar code labels. You can then print the file using your standard network printer.
   If you select System Printer, the program prints the labels to a Zebra® label printer that is connected directly to your workstation. If you choose System Printer, enter the printer name in the Select a System Printer box.

7. Click Accept.
   The program returns to the Mass Print Labels screen.

8. Enable the checkbox in the Selected column for each invoice for which to print a label. Use the Select All or Unselect All options to select or clear all checkboxes as needed.

9. In the Page Count field, enter the number of pages for the paper copy of each invoice.

10. Click Accept to save your entries.

11. Click Accept again to process the print request and return to the Invoice Entry screen.
    If you selected PDF as the print destination, the program generates the PDF output and downloads it to your browser tray.

12. Open the PDF file and review the labels. This example shows the output in the Google® Chrome® web browser.
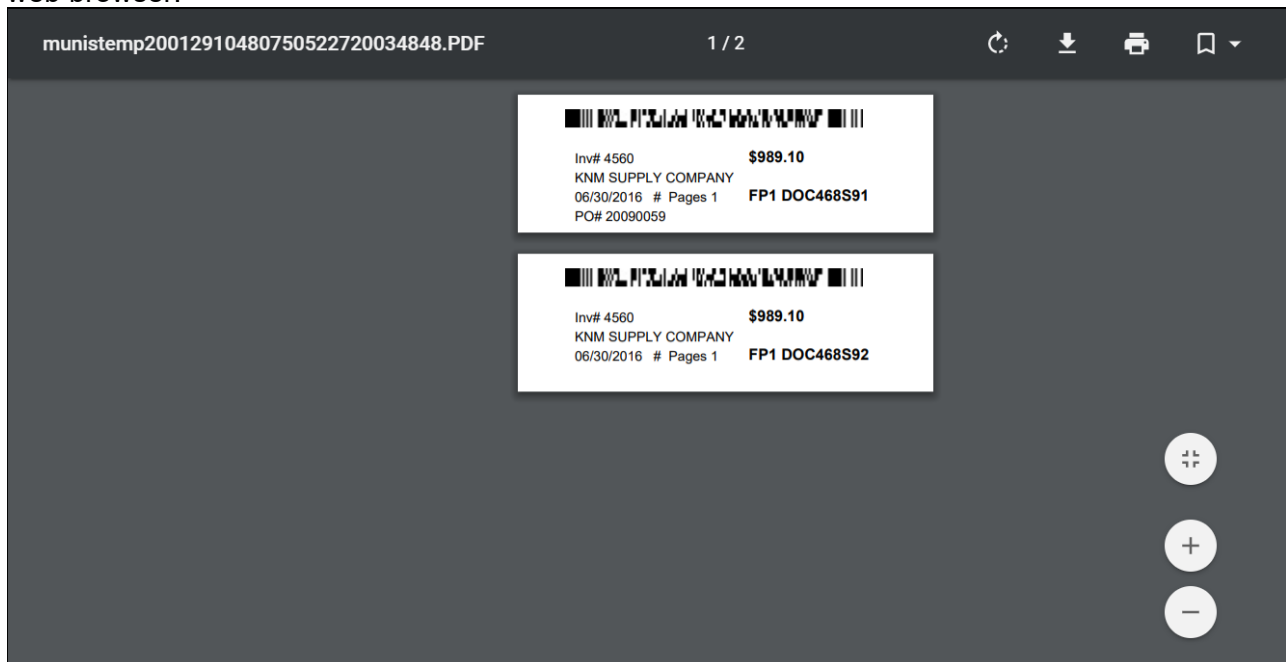
13. Click the Print option to print the labels.
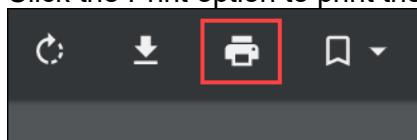
Results

Invoice bar code labels have been printed.

What's Next?

Once the labels are printed, they can be attached to the paper invoices and scanned using Tyler Content Manager.

Approving Invoices

Overview

Workflow approval rules are established based on specific department and general ledger accounts from which an invoice is being paid. The accounts payable clerk releases invoices for approval after scanning and attaching printed invoices. After all approvals are complete, the accounts payable clerk is notified so the invoices may be posted to the general ledger.

Prerequisites

Before you can successfully complete this process, you must ensure that roles granting the necessary permissions have been assigned to your user account. If the roles have not been established, contact the system administrator to have them updated or added into the Enterprise ERP system.

Confirm the following:

- You have permission to view department batches.
- You have access to the Approvals card on Hub.
- You are included in the Workflow User Attributes program as an approver.
- Accounts Payable business rules are established to define required approval paths.
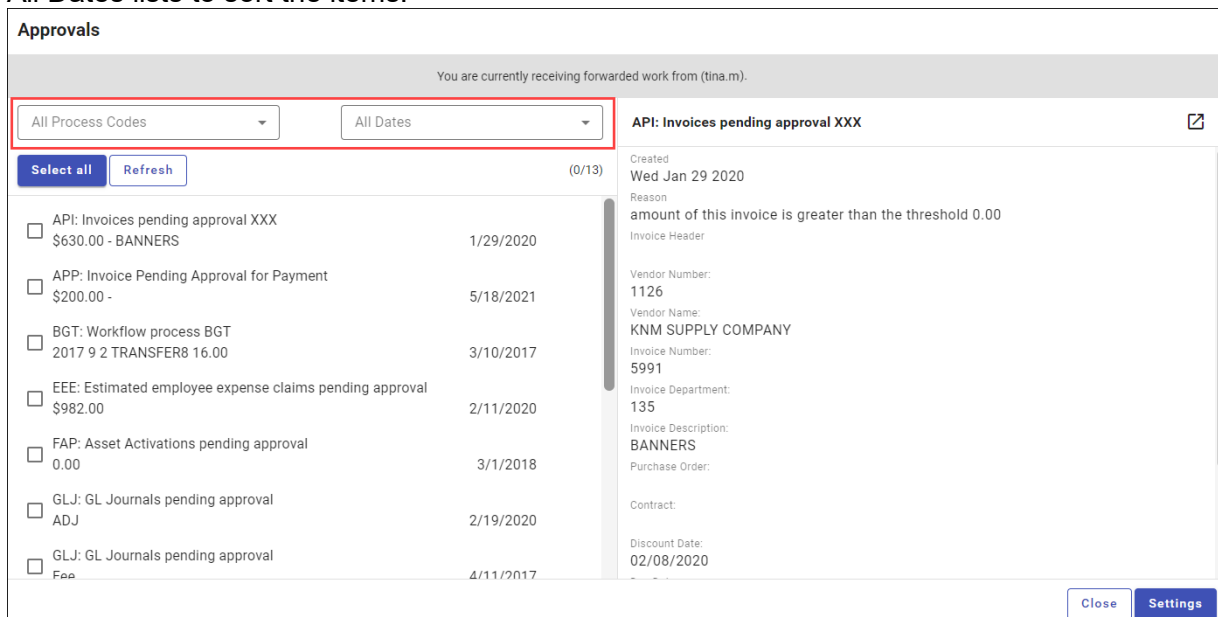- Pending approval records exist.

Procedure

Enterprise ERP Workflow transactions can be approved using the Approvals card in Hub. The card is included by default on the Enterprise ERP Landing Page.
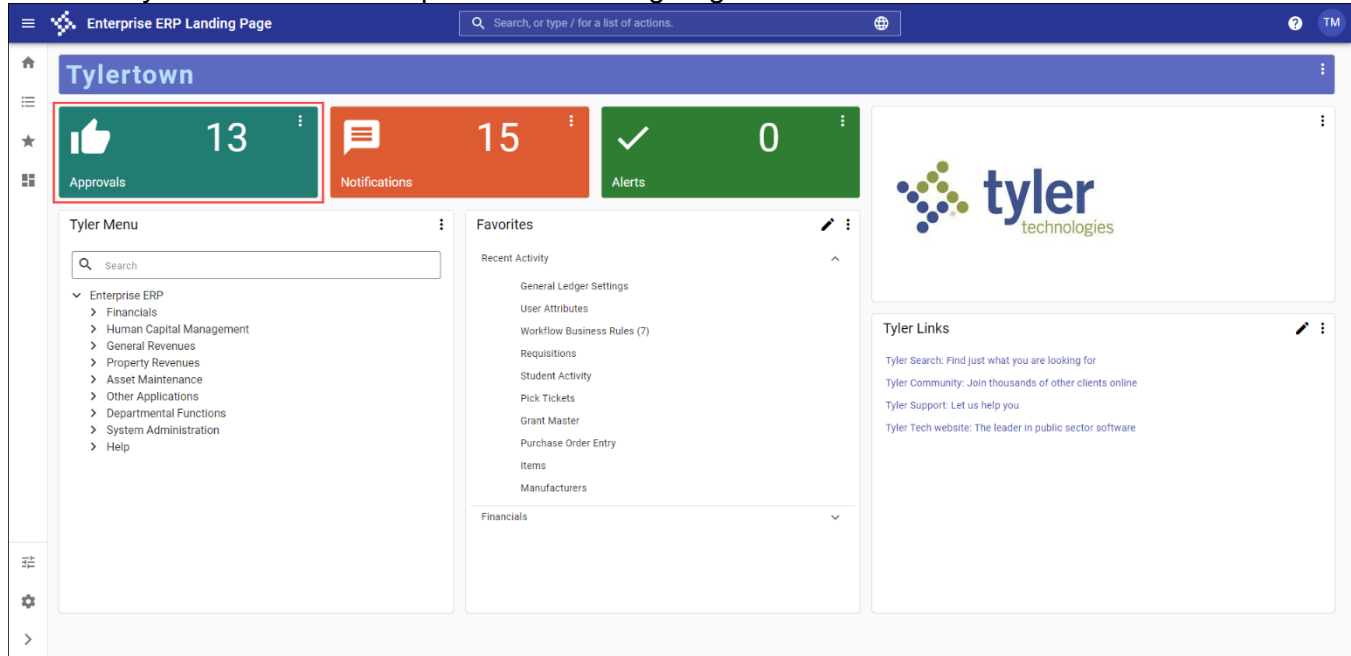
To approve an invoice:

1. Click the Approvals card to list all items currently awaiting approval. Use the All Process Codes or All Dates lists to sort the items.

2. Review the items awaiting approval. The right pane of the Approvals card displays basic details about the currently selected (shaded) record.

3. Click the Launch option for an item to view the invoice in the applicable Enterprise ERP program.

4. To approve an invoice from the Enterprise ERP program, select the Approve option in the Workflow group, or in some programs, use the Action/Approvers option.
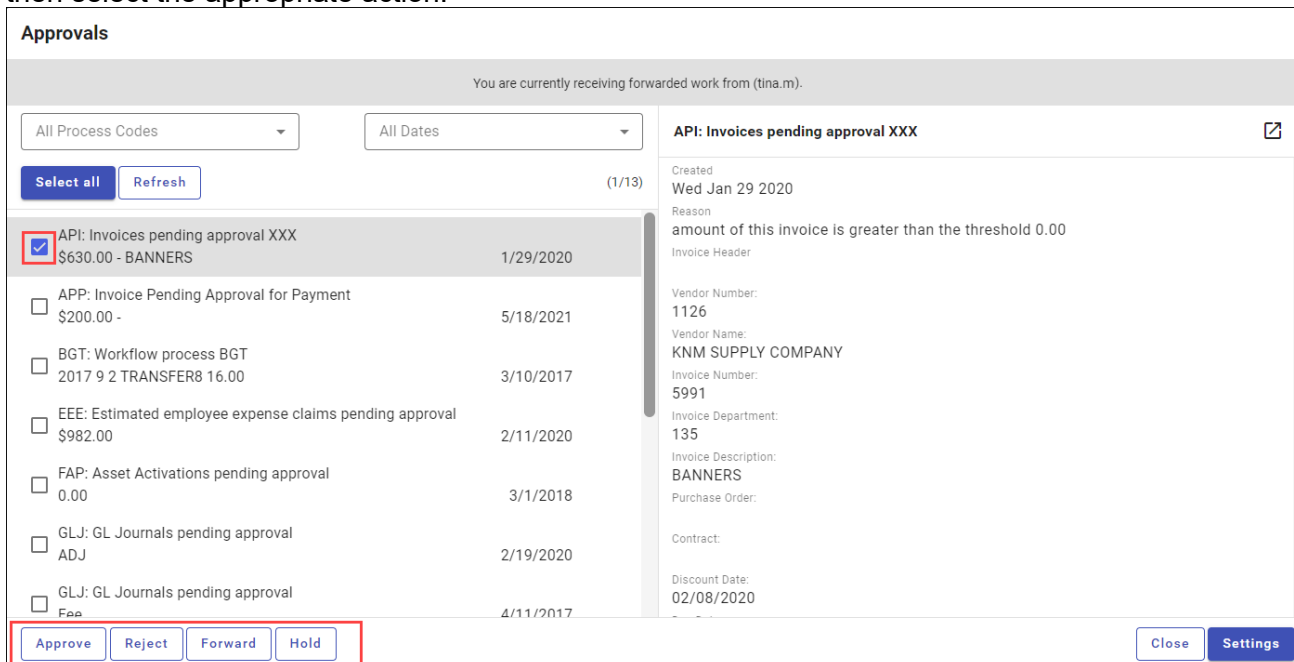
5. To approve the item from the Approvals card, select the item to display the Workflow options, and then select the appropriate action.

When you select Accept, Reject, Forward, or Hold, the card provides an Optional Comment (Accept) or Required Comment (Reject, Forward, or Hold) box. For required comments, enter the reason for the action.

Button	Description
Approve	Identifies the record as approved and sends notification to the next approver in sequence.
Reject	Rejects the item. You must enter a rejection reason. The program notifies the originator of the rejection and reason. The originator determines the next course of action (alteration and resubmission or deletion).
Forward	Allows you to choose another Enterprise ERP user to review this pending record.
Hold	Retains an item in your approval queue for additional review. It will remain here until further action is taken.

Results

Depending on the action selected for each record, the status results differ.

Status Change

If approved, the invoice is routed to the next approver until all approvals have been satisfied. A notification is then sent to accounts payable personnel indicating that the invoice can be posted.

Rejected invoices are returned to accounts payable personnel with a note regarding the reason for rejection. The accounts payable personnel will need to take the next appropriate action, such as updating the transaction and resubmitting it for approval or deleting records that will not be resubmitted.

Any held transaction remains in the queue until further action is taken by the required approver.

Forwarded transactions will remain in the queue of the recipient indicated. The new recipient will be required to approve or reject the invoice.

What's Next?

Once accounts payable transactions have reached the final approver, they will be posted. A workflow notification will be sent to accounts payable personnel indicating that the invoice can be posted.

Posting Approved Invoices

Overview

Workflow approval rules are set based on specific department and general ledger accounts from which an invoice is being paid. After all approvals are received, accounts payable personnel may be notified so the invoices can be posted to the general ledger.

Prerequisites

Before you can successfully complete this process, you must ensure that roles granting the necessary permissions have been assigned to your user account. If the roles have not been established, contact the system administrator to have them updated or added into the Enterprise ERP system.
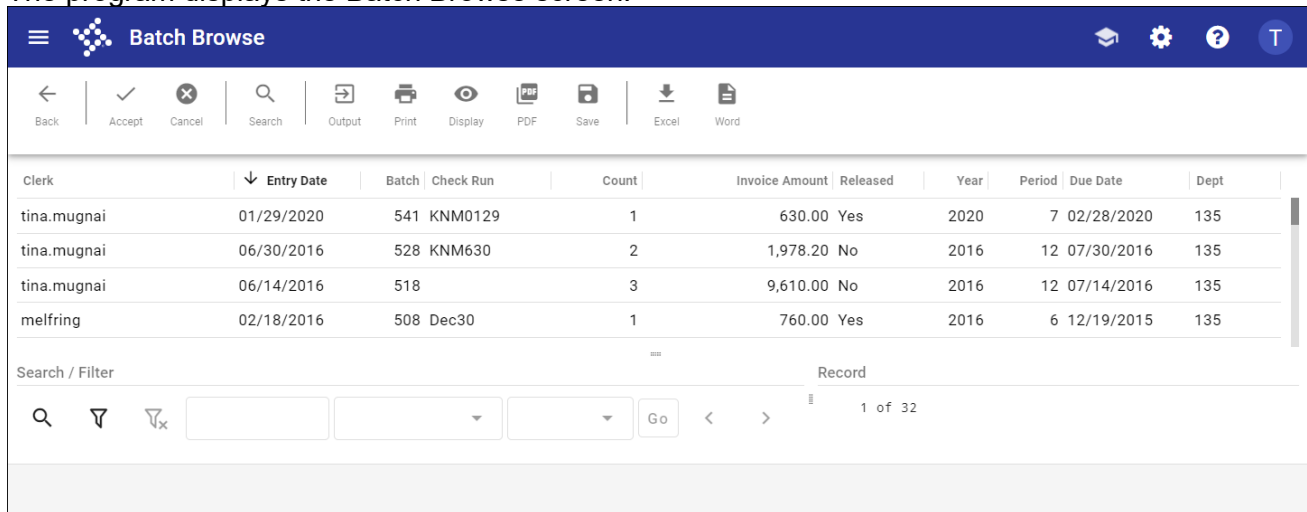
Confirm the following:

- All approvals on the invoice are complete.

Procedure
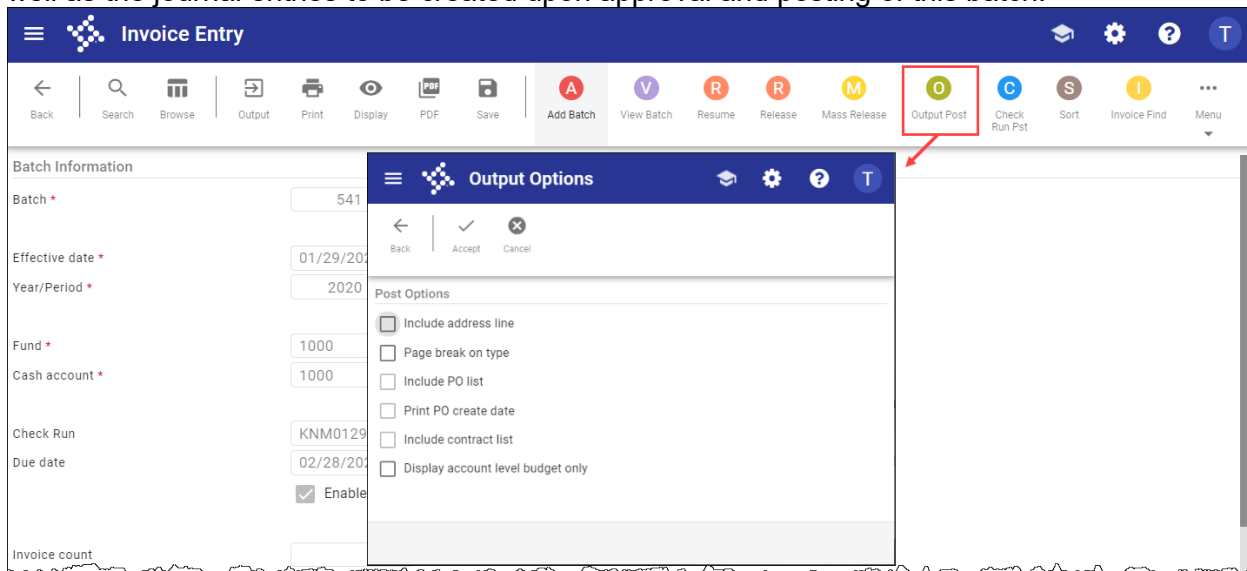
Complete the following steps to post accounts payable invoices:

1. Open the Invoice Entry program.
   Financials > Accounts Payable > Invoice Processing > Invoice Entry

2. Click Browse.
   The program displays the Batch Browse screen.

3. Double-click the batch number to display the batch information on the Invoice Entry screen.

4. Click Output Post to display the Output Options screen. This screen provides the ability to generate a proof report that provides purchase order (PO) liquidation information, a detailed invoice listing, as well as the journal entries to be created upon approval and posting of this batch.

5. Select the checkboxes for the items to include in the proof report. Refer to the following table for field descriptions.

Field	Description	Notes
Include Address Line	Directs the program to include the vendor address in the report, if this checkbox is selected. Select this checkbox if you want to perform a secondary check on the vendor's remit address.	
Page Break on Type	Inserts a page break between invoices of different statuses (approved, held, rejected, or pending) in the report, when selected. For example, the report might include all approved invoices on one page and those waiting for receiving records on another page.	
Include PO List	Directs the program to include the PO List in the report, when selected. This checkbox is accessible when the selected batch is liquidating at least one purchase order, and if selected, the program includes the list of all purchase orders that were liquidated in the list.	
Print PO Create Date	Instructs the program to include the purchase order creation date for each liquidated purchase order on the PO List, when selected. This checkbox is available if you select the Include PO List checkbox.	
Include Contract List	Includes the list of all contracts that were liquidated in the report, when selected. This checkbox is accessible when the selected batch is liquidating at least one contract item.	
Display Account Level Budget Only	Directs the program to only include the account level budget amounts on the generated output file, when selected.	

6. Click Accept.
   The program displays the Output dialog box.

7. Select the output options and click OK.
   The program prints the proof report and does one of the following:

   - If no errors were found during processing, the program displays a confirmation message.
     a) Before you click Yes, you must review the proof report for errors.
        The proof report includes all approved invoices first followed by the invoices that are pending approval, and lastly invoices that have a T status. T status invoices are those that do not have adequate receiving records.
     b) Once you are sure that the report is correct, click Yes to post the invoices to the general ledger.

   - If errors are found during processing, the program displays an error message.
     a) Click Yes to print the report without posting or click No to cancel.
     b) If you click Yes, review the report for any errors and make any corrections.

c) Once errors are fixed, click Output Post again to print the report and then post approved invoices to the general ledger.

Note: Any unapproved invoices within the invoice entry batch remain in the batch until approved. The invoice status will remain as approved; however, the invoice will no longer be accessible through the Invoice Entry program. The invoice can be viewed through the Vendor or Invoice Inquiry programs.

Results

The invoices are posted to the general ledger. Any unapproved invoices within the invoice entry batch will remain in the batch until approved.

Status Change

The invoice status will remain approved; however, the invoice will no longer be accessible through the AP Invoice Entry program. The invoice can be viewed using the Vendor Inquiry or Invoice Inquiry programs.

GL Impact

A journal entry is created with the source code API, debiting the expense accounts charged on the invoice and crediting accounts payable. If an encumbered contract or purchase order was liquidated through the process, the journal will also include a POL journal that credits the expense account and debits the reserve for encumbrance account.

What's Next?

Invoices can now be selected for a check run using the Select Items to Be Paid program.

Using AP Payment Manager

Overview

The Payment Manager for Accounts Payable provides a single program for processing accounts payable cash disbursements, including check runs, check printing, electronic fund transfers (EFTs), cash disbursements, and positive pay files. When the AP Payment Manager is enabled, it replaces the following programs: Select Items to Be Paid, Print Checks, EFT Processing, Void Checks, and Cash Disbursements Journal.

Prerequisites

Before you can successfully complete this process, you must ensure that roles granting the necessary permissions have been assigned to your user account. If the roles have not been established, contact the system administrator to have them updated or added into the Enterprise ERP system.
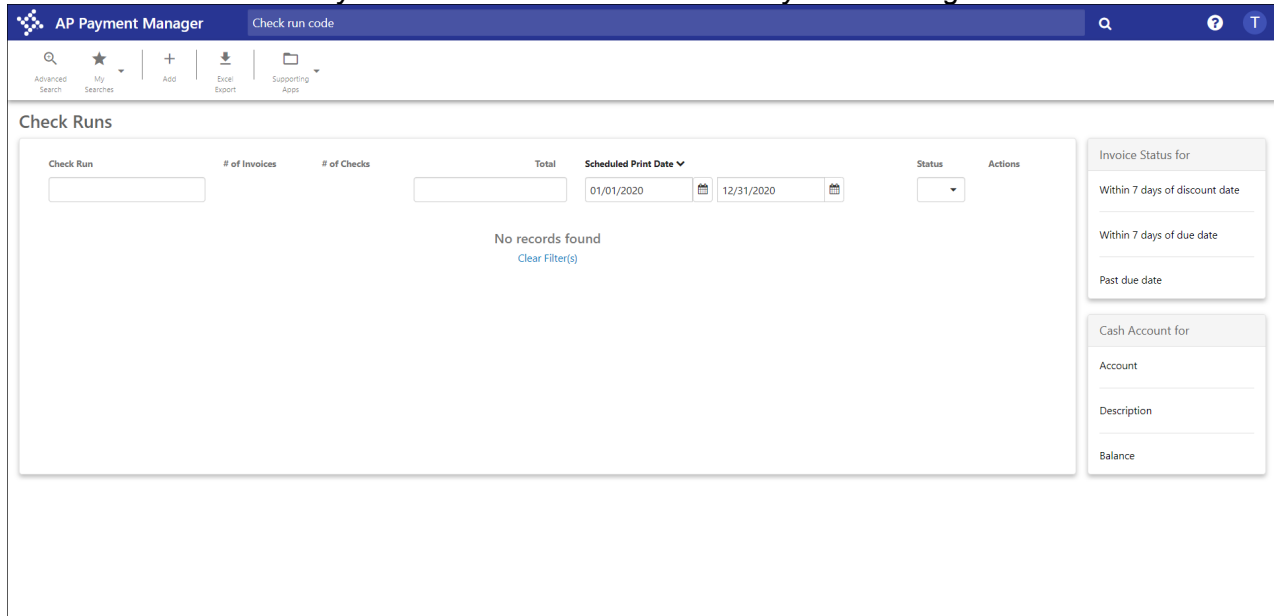
Confirm the following:

- All approvals on the invoice are complete.
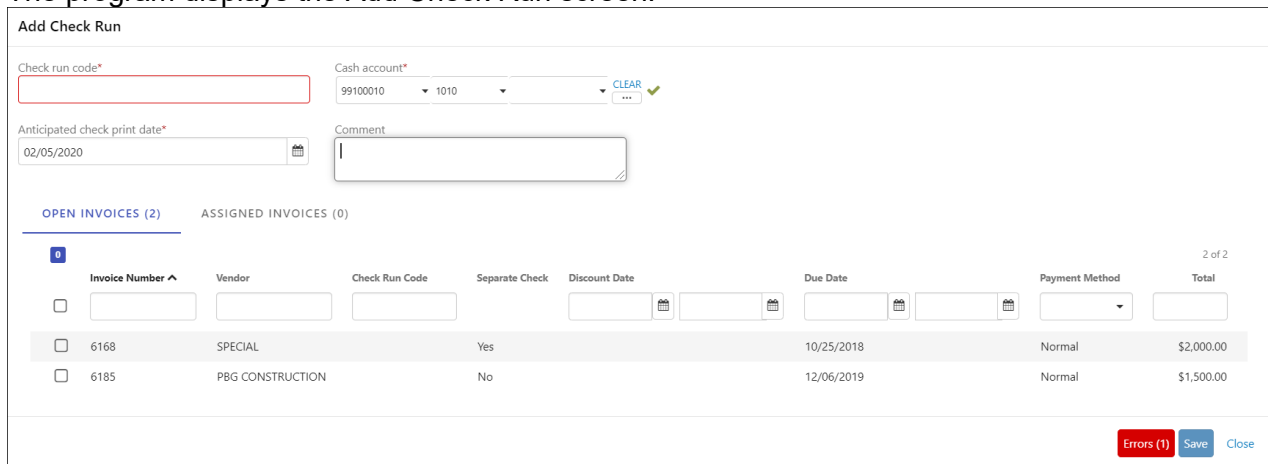
Adding a Check Run

Follow these steps to add a check run:

1. Open the AP Payment Manager program.
   Financials > Accounts Payable > Cash Disbursements > Payment Manager

2. Click Add.
   The program displays the Add Check Run screen.
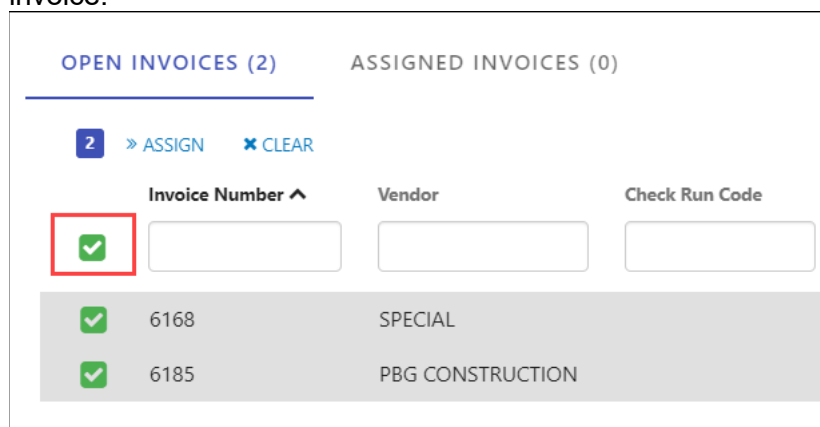
3. Complete the fields in the Add Check Run screen, using the following table as a reference.

Field	Description	Notes
Check Run Code	Stores a unique 8-character code for the check run.	
Cash Account	Indicates the general ledger cash account used to pay all the invoices in this check run. The cash account on the invoices must be the same as the cash account for the check run.	

Field	Description	Notes
Anticipated Check Print Date	Indicates the date when your organization anticipates printing the check run.	
Comment	Stores any comments about the check run.	

4. After completing the fields, click Save to save the basic check run information.
   You are now ready to assign invoices to the check run.

5. Click the Open Invoices tab.
   By default, all invoices with the defined check run code are assigned to the check run. Invoices that do not have the defined check run code remain on the Open Invoices tab and can be selected for inclusion in the check run.

6. To clear or re-select all checkboxes on the Open Invoices tab, click the Invoice Number checkbox in the header row. To clear or select an individual invoice, click the checkbox on the row for a specific invoice.
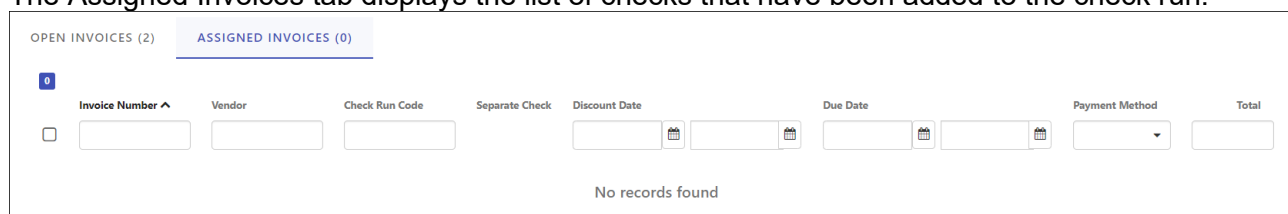
7. Click Assign to assign the selected invoices to this check run. The Assign action assigns only the selected invoices on the current page.

8. Once all invoices have been added to the check run, click Save.
   The Assigned Invoices tab displays the list of checks that have been added to the check run.

9. To remove assigned invoices from the check run, follow these steps:
   a. Click the Assigned Invoices tab.
   b. Mark the checkbox for any invoice to remove from the check run.
   c. Click the Remove command.
      The selected invoice or invoices are moved to the Open Invoices tab.
   d. Click Save to save your changes.

10. Once a check run has been created and invoices have been assigned to it, it is in the Pending stage, and is ready for printing of checks and/or EFT advices.

Using Search Features
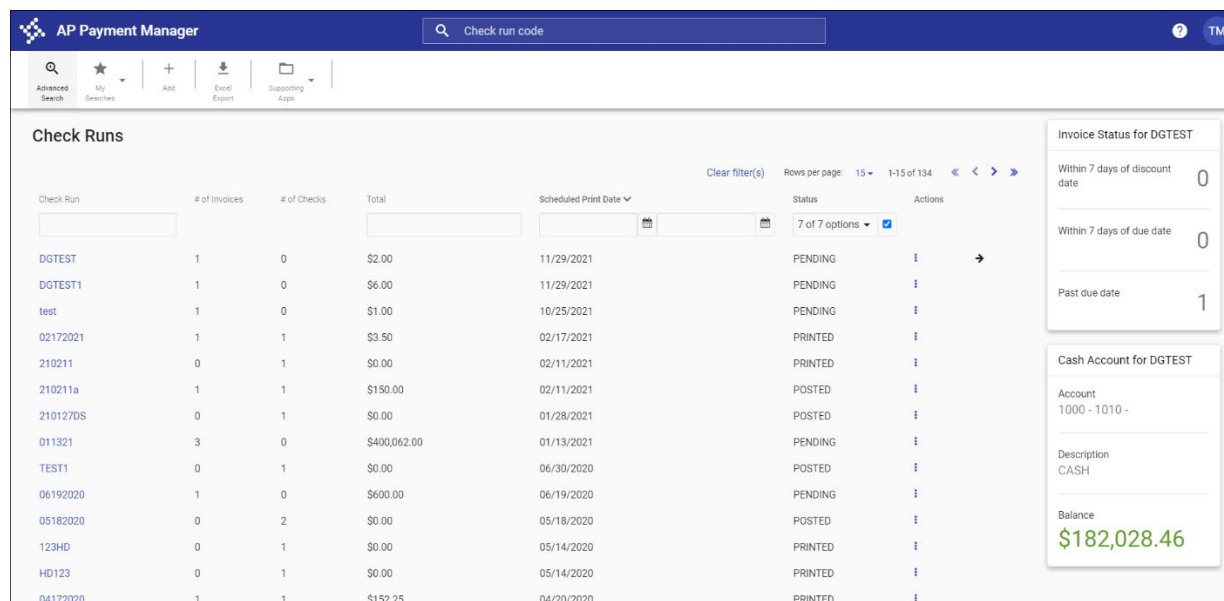
When you open AP Payment Manager, the Search field is available. Enter a full or partial check run code and click the Search button in the omnibar. Or enter the criteria in the column headings in the Check Runs group.
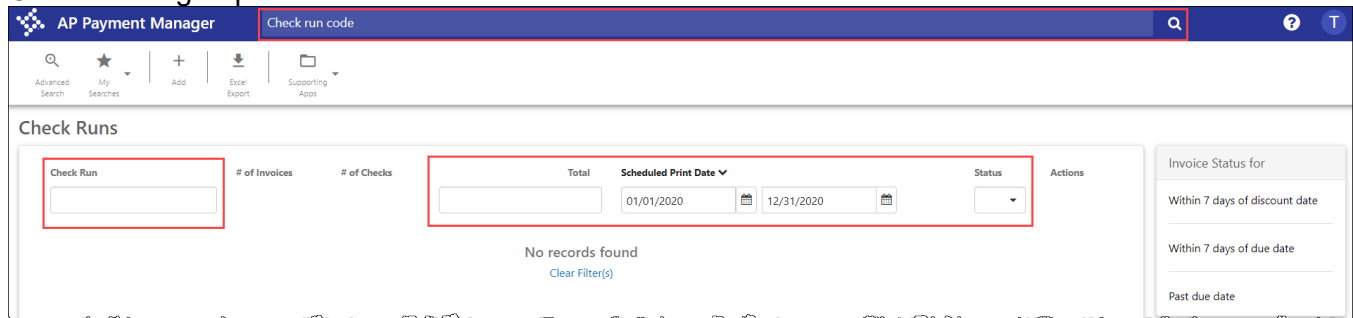
The Advanced Search feature is also available. Click Advanced Search to find a check run using predefined search fields. When you use the Advanced Search feature, you can save searches for future use. Click the My Searches option to view your saved searches.

Search results display in a list format.

Field	Description	Notes
Check Runs		
Check Run	Indicates the name of the check run or warrant.	
# of Invoices	Provides the number of invoices in the check run.	
# of Checks	Provides the number of checks in the check run.	
Total	Contains the total dollar amount of the items in the check run.	
Scheduled Print Date	Indicates the scheduled printing date of the check run.	
Status	Specifies the status of the check run, such as Pending, Printed, Partially Printed, Posted, Partially Posted, Void, or Voided - Unposted.	
AP Automation Batch	Displays a check mark to indicate an AP automation batch is associated with the check run, if applicable. This column appears only if your organization has enabled an Accounts Payable automation integration in the System Settings program.	
Actions	Provides a list of available actions to take on the selected check run, such as Post to Cash, Generate Positive Pay, Print	

Field	Description	Notes
	Checks, or Void Check Run. Actions vary depending on the status of the check run, but may include the following: • Pending—Run Check Run Report, Print Checks, Delete • Printed—Rerun Print Checks, Post to Cash, Void Check Run • Partially Printed • Posted—Generate Positive Pay, Void Check Run • Voided—Generate Positive Pay Click the arrow to view the Check Run Details.	
Invoice Status for [Check Run]		
Within 7 Days of Discount Date	Provides the number of invoices in the selected check run that are within 7 days of the discount date.	
Within 7 Days of Due Date	Contains the number of invoices in the selected check run that are within 7 days of the due date.	
Past Due Date	Stores the number of invoices in the selected check run that are past due.	
Cash Account for [Check Run]		
Account	Indicates the account number in the ERP system.	
Description	Provides the description of the account.	
Balance	Stores the balance of the cash account.	

Click a check run code to view the Check Run Details page.

Field	Description	Notes
Check Run (#) | Total Amount		
Status	Identifies the current status of the check run, such as Posted, Printed, Pending, or Void.	
Print Date	Indicates the date the check run is to be printed.	
Cash Account	Specifies the cash account number.	
Comment	Indicates any comments associated with the check run.	
Assigned Invoices and Open Invoices Tabs		
Invoice Number	Specifies the invoice number for the assigned or open invoice, depending on the selected tab.	
Vendor	Identifies the name of the vendor associated with the invoice.	
Remittance Number	Provides the vendor remit address number associated with the invoice.	
Separate Check	Indicates whether the invoice requires a separate check (Yes) or not (No).	
Discount Date	Supplies the discount date for the invoice.	
Due Date	Specifies the due date for the invoice.	
Payment Method	Identifies the payment method used for the invoice: Direct Disbursement, EFT, Normal, or Wire Transfer.	
Amount Due	Indicates the amount due for the invoice.	
Additional Information	When clicked, provides a dialog box with additional details about the invoice, such as the invoice total, sales and use tax, withholding amount, discount amount, and pay amount.	

Field	Description	Notes
	The program calculates the pay amount by subtracting withholding and discount amounts from the invoice total and adding any applicable sales and use taxes.	
Checks Tab		
Check Number	Identifies the check number for the check associated with the invoice.	
Amount	Provides the dollar amount of the check.	
Vendor	Identifies the name of the vendor to whom the check was paid.	
Status	Displays the current status of the check, such as Printed.	
Check (#) Invoices *This group identifies the invoices that were paid with the selected check.*		
Number	Specifies the number of the invoice that was paid by the check. Click the invoice number to view invoice details in the Invoice Central program. To update an invoice, click Invoice to open the Modify Invoices program.	
S/Check	Indicates whether a separate check was issued (Yes) or not (No).	
Remit #	Provides the vendor remit address number associated with the invoice.	
Description	Displays the description of the invoice.	
Amount Due	Contains the amount due for the invoice.	

Voiding Individual Checks

You can void individual checks. The steps required vary slightly depending on the status of the checks being voided. You can only void checks on the currently displayed page of the Checks tab. If the list of checks is longer than one page, you must repeat these steps to void any checks displayed on other pages of the list.

1. Use the search tools to locate the check run that contains the check or checks to void.

2. Click the check run code for the check run containing the check or checks to void.
   The Details page for the selected check run opens.
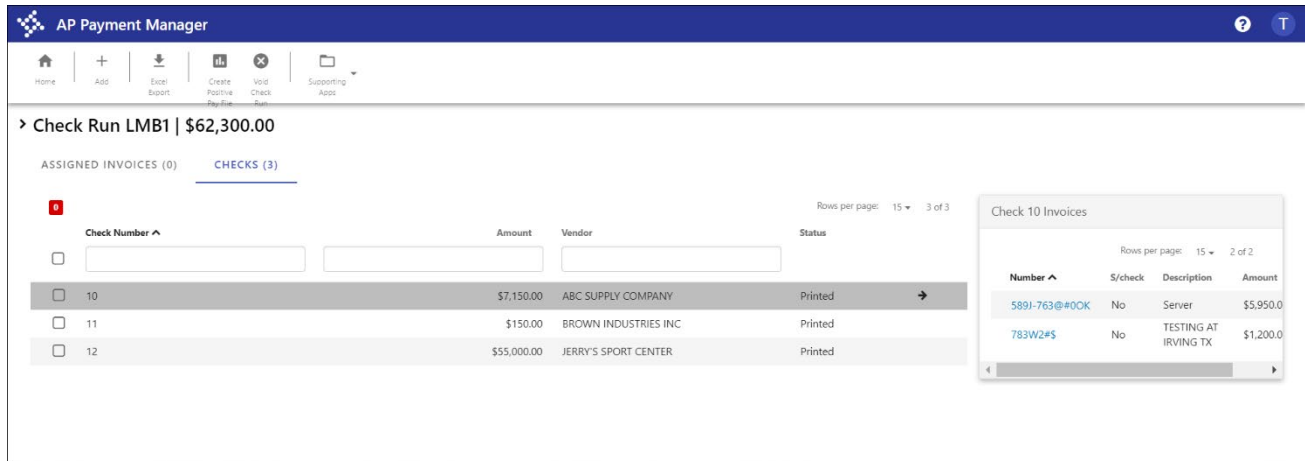
3. On the Checks tab, select an individual check to void by marking the checkbox for that row. You can select multiple checks.
After you select one or more checks, the Void button is available.
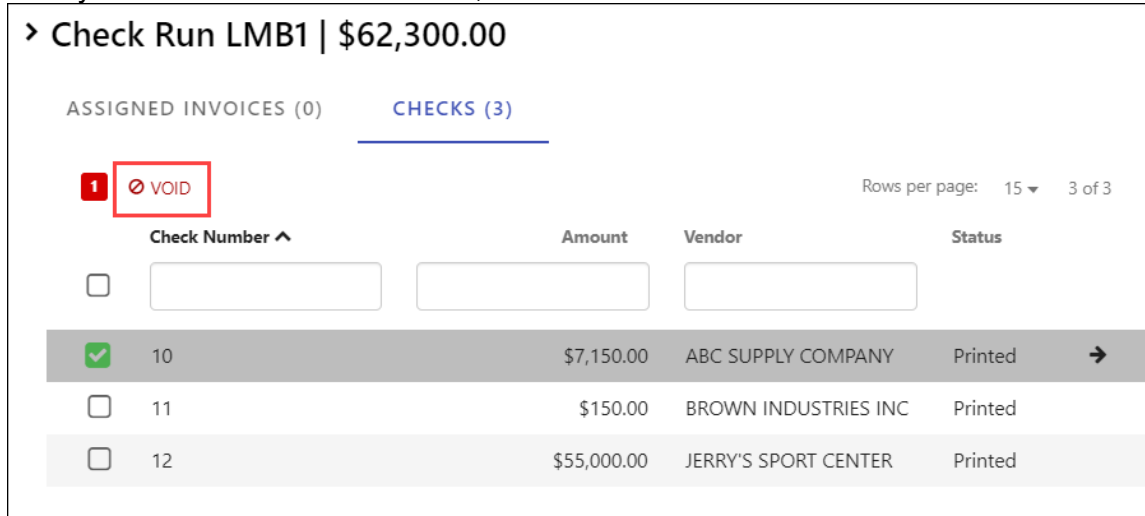
4. Click Void.

5. Confirm the checks to void.
If the checks you selected to void have a status of Printed, this step completes the voiding process.

6. For checks with a Posted status, navigate to the Enter Required Information box and enter the information to use for the automatic journal entries that the program makes when it reverses the postings for the selected checks.

7. Click Continue.
The AP Payment Manager makes the following changes:

- The selected checks are voided. They remain on the Checks tab for this check run, and are shown with a status of Voided.
- New APP journal entries are made to the general ledger, reversing the post to cash journal entries.
- The invoices associated with the voided checks are removed from the check run and their status is changed back to Approved to make them available for inclusion in a new check run.

Voiding a Check Run

To void an entire check run, take the following steps:

1. Complete a search to locate the check run to void.

2. On the main AP Payment Manager screen, click the More button in the Actions column for the check run to void and select Void Check Run.

Voiding a check run with a status of Printed makes the following changes:

- The status of the check run is changed back to Pending.
- All of the checks contained in the check run are voided. They remain on the Checks tab for this check run but have a status of Voided.
- The invoices associated with the voided checks are removed from the check run and their status is changed back to Approved to make them available for inclusion in a new check run.

Voiding a check run with a status of Posted makes the following changes:
- The status of the check run is updated to Void. No further actions can be performed on a check run with the status of Void.
- New APP journal entries are created, reversing the post to cash journal entries.
- All the checks in the check run are voided. The checks remain on the Checks tab for this check run, but are shown with a status of Voided.
- The invoices associated with the voided checks are removed from the check run and their status is changed back to Approved to make them available for inclusion in a new check run.

Printing Checks

You can print checks from a check run that has invoices assigned to it and that is at the Pending stage:

1. To initiate the check printing process, open the main AP Payment Manager screen, and click the Check Run code for the check run to print.

2. When the Detail view for the check run opens, click Print Checks.

3. In the Enter Required Information box, type the first check number to use for printing this check run, and then click Continue.
   The program displays a progress bar. When the process is complete, a success message displays showing the number of checks printed and the check number range. In addition, the AP Payment Manager makes the following changes:

   - The status of the check run is updated from Pending to Printed, or to Partially Printed if the check run contains EFT advices that have not been printed yet.
   - The status of the invoices in the check run are updated from Approved to Paid.

- In the Detail view, all invoices associated with printed checks are removed from the Assigned Invoices tab, and the Checks tab lists the printed checks.

Printing EFT Advices

You can print EFT advices from a check run that has invoices assigned and is at the Pending stage:

1. To initiate EFT advice printing, open the main AP Payment Manager screen, and click the Check Run code for the check run for which to print EFT advices.

2. When the Detail view for the check run opens, click Print EFT Advice.

3. In the Enter Required Information box, type the first check number to use for printing this check run, and then click Continue.
   The program displays a progress bar. When the process is complete, a success message displays showing the number of checks printed and the check number range. In addition, the AP Payment Manager makes the following changes:

   - The status of the check run is updated from Pending to Printed, or to Partially Printed if there are still checks in the check run that have not been printed.
   - The status of the invoices in the check run are updated from Approved to Paid.
   - In the Detail view, all invoices associated with printed checks are removed from the Assigned Invoices tab, and the printed checks are listed on the Checks tab.

Printing Checks and EFT Advices from the Same Check Run

Checks and EFT advices must be printed separately. If a check run contains both checks and EFT advices, the Print Checks and Print EFT Advice actions are initially available. Once either action has been performed, the status of the check run is updated to Partially Printed, and only the remaining action is available.

Reprinting Checks

To reprint checks for a check run, click the More button in the Actions column and select Rerun Print Checks. The check run must have a status of Printed or this option is not available.

Check Run	# of Invoices	# of Checks	Total	Scheduled Print Date ⌄	Status	Actions
					5 of 6 ⌄	
LMB1	4	3	$62,300.00	10/18/2018	POSTED	⋮
RF101	1	1	$950.00	10/18/2018	PRINTED	⋮ →
glf	0	2	$0.00	10/03/2018	POSTED	🖨 Rerun Print Checks
GLF	0	2	$0.00	10/02/2018	POSTED	📑 Post to Cash
glf	0	4	$0.00	10/02/2018	POSTED	⊘ Void Check Run

Check Runs — Clear filter(s) Page: 1 ⌄ Rows per page: 15 ⌄ 1-15 of 74 « ‹ › »

Additional Options in AP Payment Manager

If your organization has enabled additional integrations, AP Payment Manager provides options to add an AP automation batch or view pending receivables. The integrations must be configured in the System Settings program before the options are visible in AP Payment Manager.

Adding an AP Automation Batch

If your organization has enabled an AP automation integration, follow these steps to add a new AP automation batch.

1. Click AP Automation Status to check the connection status. If the connection is successful, continue to step 2. If the connection is not successful, contact your system administrator to resolve the error, then recheck the connection and ensure it is successful before proceeding.

2. Click Add.
The program displays the Add AP Automation Batch screen.

3. Complete the fields on the screen, using the following table as a reference.

Field	Description	Notes
Reference Number	Displays the reference number associated with the AP automation batch.	
Check Run Code	Stores a unique 8-character code for the check run.	
Cash Account	Indicates the general ledger cash account used to pay all the invoices in this check run. The cash account on the invoices must be the same as the cash account for the check run.	
Anticipated Check Print Date	Indicates the date when your organization anticipates printing the check run.	
Comment	Stores any comments about the check run.	

4. After completing the fields, click Save to save the basic batch information.
You are now ready to assign invoices to the batch.

5. Click the Open Invoices tab.
By default, all invoices on the Open Invoices tab are selected for inclusion.

6. To clear or re-select all checkboxes on the Open Invoices tab, click the Invoice Number checkbox in the header row. To clear or select an individual invoice, click the checkbox on the row for a specific invoice.

7. Click Assign and Save to assign the selected invoices to this check run. The Assign action assigns the selected invoices from all pages of the current active set to the list of checks that are shown on the Assigned Invoices tab.

8. Click Filter to sort the list on the Assigned Invoices tab.

9. To remove assigned invoices, follow these steps:

   a. Click the Assigned Invoices tab.

   b. Select the checkbox for any invoice to remove from the check run.

   c. Click the Remove command.
   The selected invoice or invoices are moved to the Open Invoices tab.

   d. Click Save to save your changes.
   Once a batch has been created and invoices have been assigned to it, it is in the Pending

stage, and is ready for submitting to AP automation using the Submit to AP Automation option.

Viewing Pending Receivables

Your organization must have Enterprise ERP integrated with Enterprise Permitting & Licensing to use this feature.

- For vendors in the check run that are linked to Enterprise Permitting & Licensing business licenses, click the More button in the Actions column in the row for the check run, and then select View Pending Receivables from the menu. The program displays the Pending Receivables window with information about pending Enterprise Permitting & Licensing receivables, including the business registration, business name, invoice number, invoice status, invoice date, due date, invoice total, and total due. Click the invoice number to view and maintain the invoice details in Enterprise Permitting & Licensing.
- Alternatively, click the check run and then click the View Pending Receivables option to access the Pending Receivables window.

Creating a Custom Export Template for Positive Pay Files

Overview

A custom export template for positive pay defines the data fields for Enterprise ERP to include in the export file that you send to the bank. When you select the Positive Pay option from the main Check Reconciliation screen, the Custom Templates option is available for creating a new template. Custom positive pay export templates that you create are available for reuse in the Positive Pay program.

Prerequisites

Before you can successfully complete this process, you must ensure that roles granting the necessary permissions have been assigned to your user account. If the roles have not been established, contact the system administrator to have them updated or added into the Enterprise ERP system.

Confirm the following:
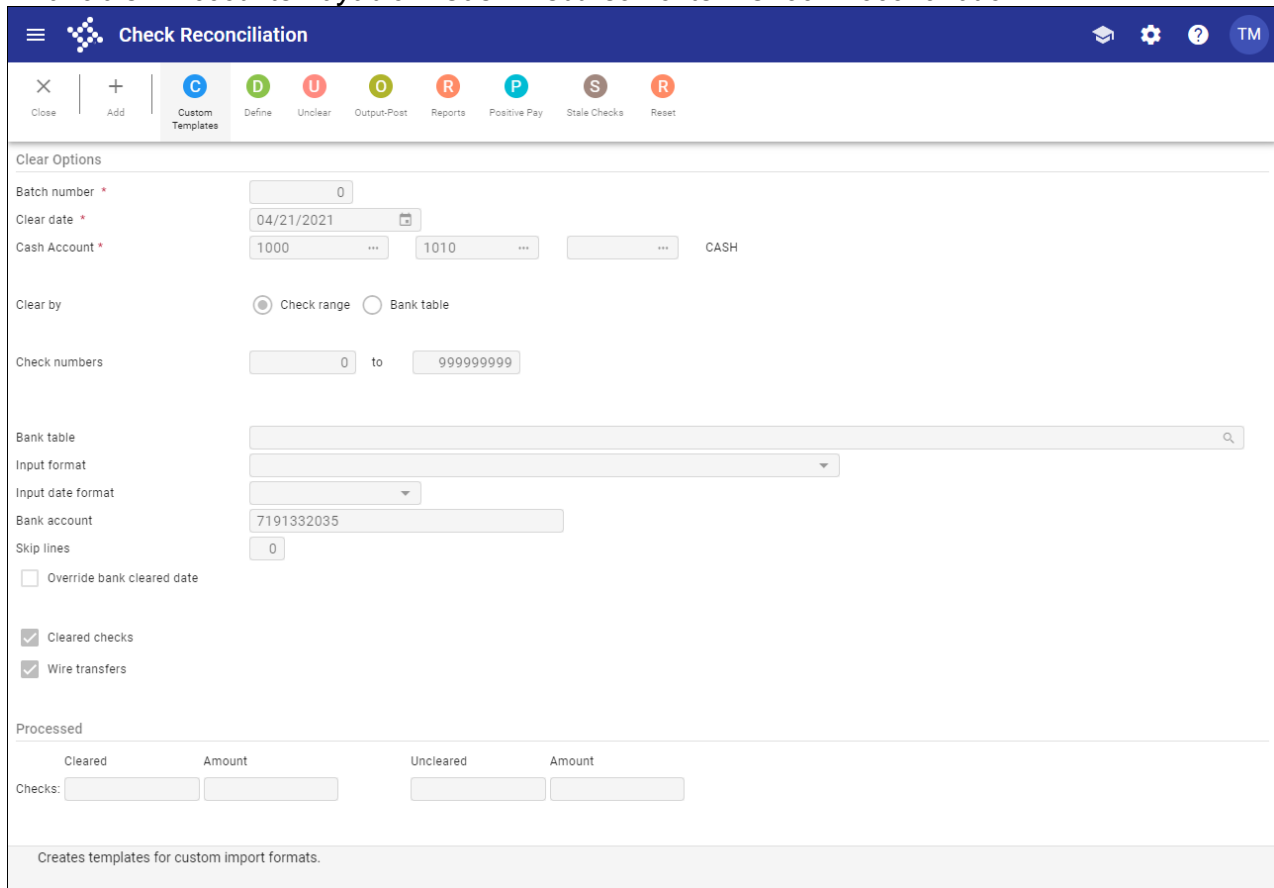
- You have permissions to access the Accounts Payable Cash Disbursements Check Reconciliation program and to create the positive pay file.
- You have obtained the file formatting requirements from your organization's bank prior to creating a template.
- You have access to the Enterprise ERP data server where the positive pay file is saved.

Procedure

Complete the following steps to create a custom positive pay export template:

1. Open the Check Reconciliation program.

    Financials > Accounts Payable > Cash Disbursements > Check Reconciliation

2. Click Positive Pay.

The program displays the Positive Pay screen.

File Information	
Execute this report	Now
Cash account	1000 ··· 1010 ··· ··· CASH
Select checks issued	Within date range 01/01/2021 to 02/25/2021
	0 to 99999999
Output format	BA4 - BANK OF AMERICA - PAYEE WITH DBA
Output file name *	[yyyymmdd][userid][nnn] ···
Bank Number	111
Bank account *	234892384
Branch number	

☑ Line feed after each record

📁 **Custom Header**

☑ Include cleared checks

☐ Include printed checks

▬ Include EFT

☑ Include voided checks

    ▬ Include voided checks outside of the entered cash account

▬ Include stale checks

    ▬ Show stale check amounts

☑ Include wire transfers

☑ New check set

☑ Print void amount for void transactions

Creates templates for custom export formats.

3. Click Custom Templates to open the Template Editor program.
   When the Template Editor opens, it displays a list of available Positive Pay templates. If no templates exist, it displays the New Template option.
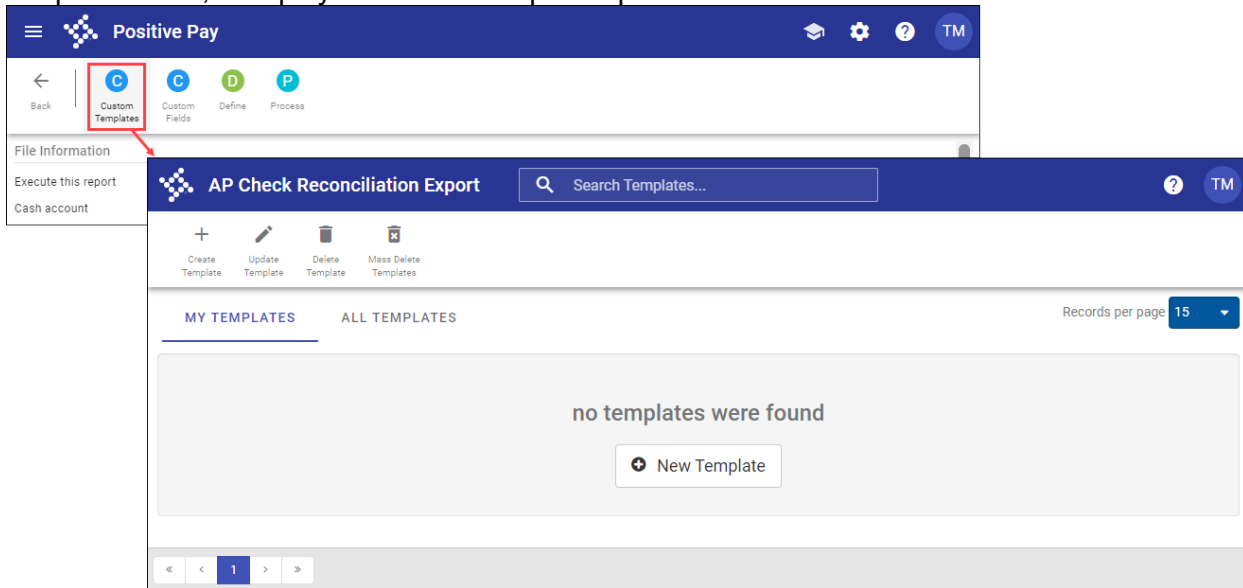
4. Click New Template.
   The program displays the New Template screen.

5. Complete the fields to define the basic details of the template using the following table as a reference.

Field	Description	Notes
Template Layout	Defines the basic layout of the export files to be created from this template, either Single Line (with all information in one line) or Multi Line (two or more different lines in the file). When Multi Line is selected, the files created can include a header row.	
Name	Defines the name of the template. This should be a name that is easily recognizable to users of the Positive Pay function.	
File Type	Defines the file type, either ASCII or Microsoft Excel.	
File Delimiter	When the file type selected is ASCII (plain text), defines the type of delimiter the program inserts into export files created.	
Prepopulate Template	When selected, directs the program to prepopulate fields in the files created.	
Include Headers in Export?	When selected, directs the program to include a header row in the file created.	

6. Click OK.
   The program displays the AP Check Reconciliation Export screen.
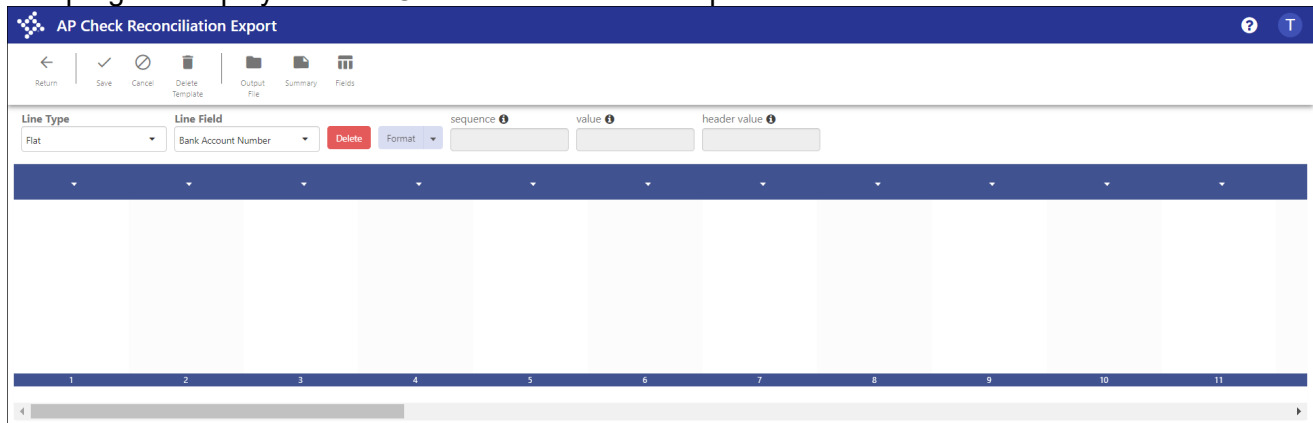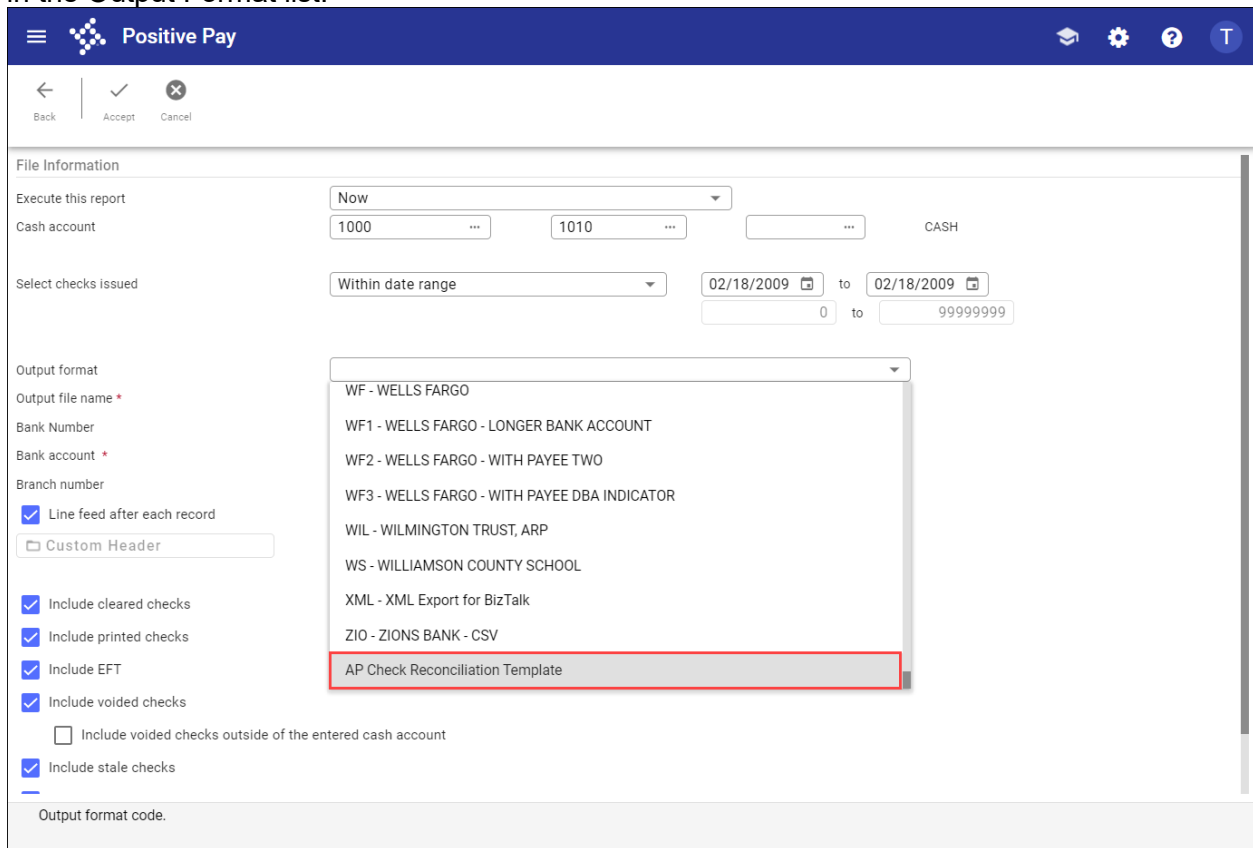
7. Click the arrows in the table header to define each field to include in the export file and the position in which it occurs. The boxes at the top of the screen display a confirmation of the details about each field as you define it.
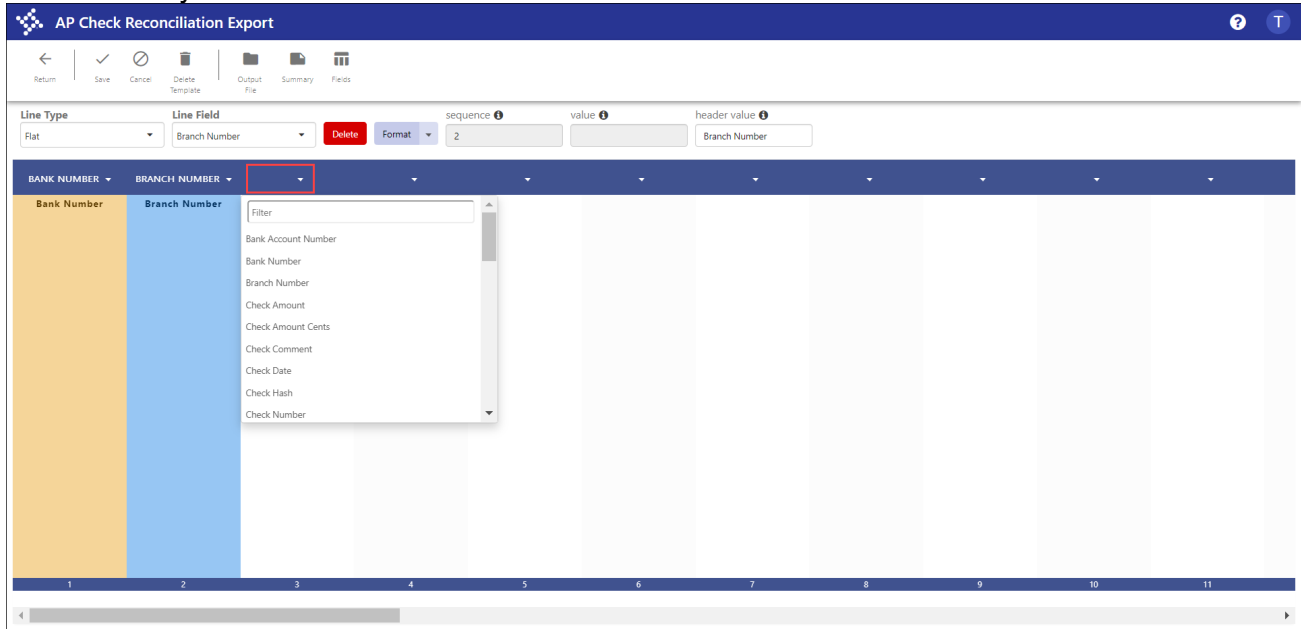
8. Click Save.
When you save the template details, the program displays any applicable errors; you must correct the errors to continue. The program adds the new template to the My Templates tab.
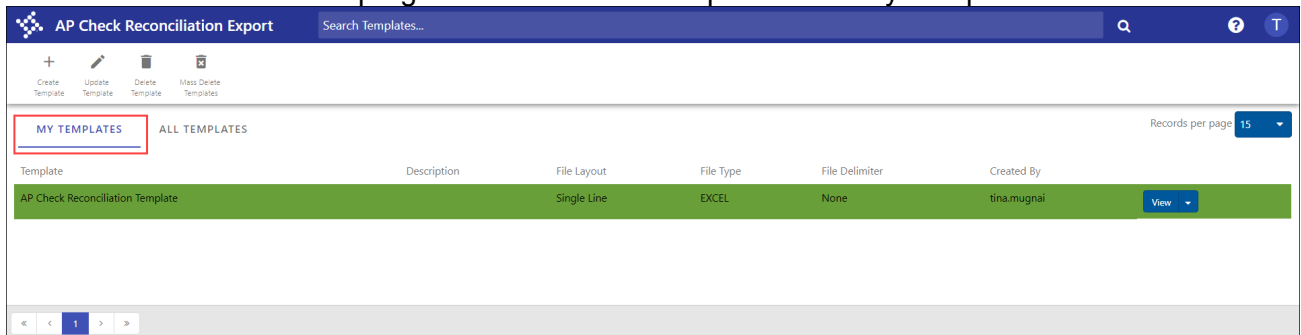
9. On the Check Reconciliation program's Positive Pay screen, the template is available for selection in the Output Format list.

Creating a Positive Pay File

Overview

This document provides instructions on how to create a positive pay file to send to your bank after you print checks. Creating a positive pay file to send to the bank is the last step in the cash disbursements process. Positive pay can be used to help prevent check alteration fraud. A positive pay file lists all the checks, wire transfers, and electronic funds transfers created in a specified check run. The file typically includes a record of the check date, check number, check amount, and payee name for each payment. When a check reaches the bank for payment, the bank compares the transaction to the positive pay file. Any discrepancies are identified and the payment does not clear until you, as the bank customer, have been notified and have verified the authenticity of the check.

Prerequisites

Before you can successfully complete this process, you must ensure that roles granting the necessary permissions have been assigned to your user account. If the roles have not been established, contact the system administrator to have them updated or added into the Enterprise ERP system.

Confirm the following:

- You have permissions to access the Accounts Payable Cash Disbursements Check Reconciliation program and to create the positive pay file.
- Cash disbursements have been posted to the general ledger.
- You have access to the Enterprise ERP data server where the positive pay file is saved.

Procedure

Complete the following steps to create the positive pay file:

1. Open the Check Reconciliation program.

    Financials > Accounts Payable > Cash Disbursements > Check Reconciliation
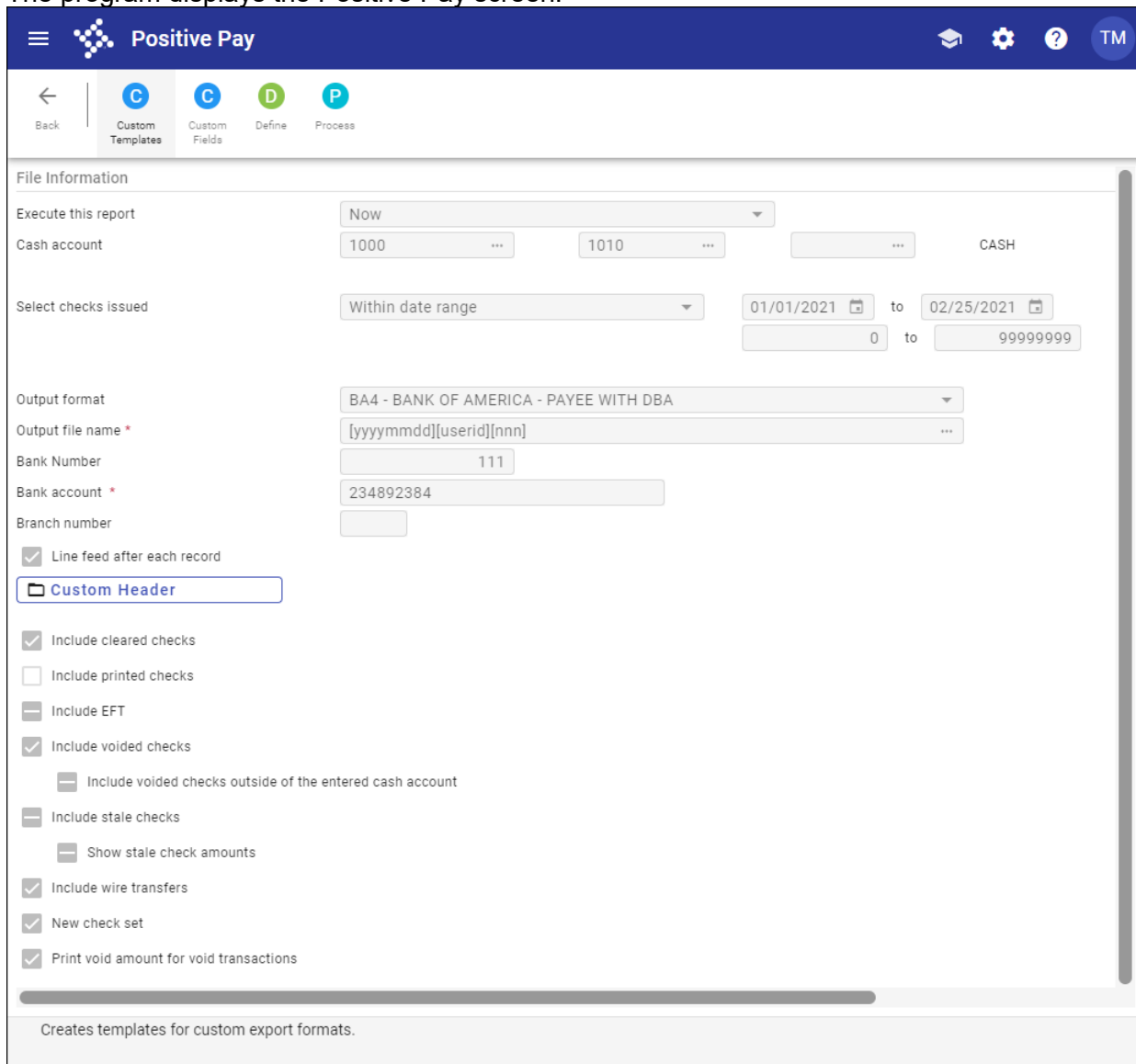
2. Click Positive Pay.
   The program displays the Positive Pay screen.

3. Click Define.

4. Complete the fields, as required, to define the positive pay file. Refer to the following table for specific field descriptions.

Field	Description	Notes
Execute This Report	Allows you to use Enterprise ERP Scheduler to process the report. • Select Now to process the report immediately using the output options. • Select In Background (Now) to process the report a single time using the event log and email notification features or At a	

Field	Description	Notes
	Scheduled Time to establish a specific time when the report runs, the program uses Enterprise ERP Scheduler.	
Cash Account	Provide the org, object, and project (if applicable) codes that identify the cash account used for this reconciliation process. The program displays the default cash account; you should only change this value if you are using multiple cash accounts	
Select Checks Issued	Indicates how to create the report: by check range or by date range. You can select a specific relative time (for example, yesterday or today), or you can select Within a Specified Date Range or Within a Specified Check Range. If you choose to specify a check or date range, you must complete the applicable beginning and ending range boxes. The program compares your computer's current date to determine the values for the date fields. For example, if your computer shows today is 07/22/20, then today's date is completed as 07/22/20. To specify the range of dates for the positive pay file, select Within Date Range. To specify the range of check numbers for the positive pay file, use Within Check Range. - Today - Yesterday - Week to Date - Prior Week - Month to Date - Prior Month - Within Date Range - Within Check Range	
Output Format	Specifies the format of the ASCII file as defined by bank requirements. Select the format appropriate for your bank from the list.	
Output File Name	Identifies an output file name that is meaningful to you and to your banking institution. Enter a unique name for your positive pay file, without spaces or dashes or	

Field	Description	Notes
	any special characters such as underscore (_), ampersand (&), dollar sign ($), percent (%), caret (^), asterisk (*), or hyphen (!).	
Bank Number	Indicates the bank's identification number. If your bank requires a bank number in the positive pay file, enter it here.	
Bank Account	Defines the organization's bank account number. Enter your bank account number here.	
Line Feed After Each Record	Causes the report to include a line feed after each record, if selected. The line feed indicates the end of the record, or in the case of the positive pay file, the end of the information about the specific payment (check, EFT, wire transfer, and so on). Your bank specifications should note whether the line feed ASCII character is required at the end of each record.	
Include Cleared Checks	Causes the report to include checks that have been cleared and checks that have not been cleared in the reconciliation process, if selected. It is not typical to include cleared checks in this file since the purpose of the positive pay file is to detect check alteration fraud before the check clears.	
Include Printed Checks	Causes the report to include printed checks, if selected. Typically, this box is selected since printed checks can be the source of check fraud.	
Include EFT	Causes the report to include electronic file transfers (EFTs), if selected. Select this checkbox to include electronic fund transfers (EFTs) in the positive pay file.	
Include Voided Checks	Causes the report to include voided checks (checks that have been removed and are treated as if the transaction never happened), if selected. Select this checkbox to include voided checks in the positive pay file.	

Field	Description	Notes
Include Voided Checks Outside of Entered Cash Account	Directs the program to ignore the cash account when selecting checks for the positive pay file, when selected. Clear this checkbox to include only voided checks from the entered cash account. This checkbox is only available if Include Voided Checks is selected.	
Include Wire Transfers	Causes the report to include wire transfers, when selected.	
New Check Set	Causes the program to include more than one defined set of checks in the same export file, if selected. • If you do not select this checkbox, you can omit specific checks from the export file by excluding those checks from the selection criteria. You can click Define again to continue from where the exclusion process ended and to select the remaining checks to include as intended. • If you select this checkbox, you cannot modify the active set created when you select Define. To create a new active set, click Define again; the new active set replaces the former selections.	
Print Void Amount for Void Transactions	Directs the program to print the amount of voided checks on the report, if selected. Clearing the checkbox causes the program to include a voided amount of $0.00 for all voided checks. This option is only available if Include Voided Checks is selected.	

5. Click Accept.
   If you have any payments for the period specified in the Select Checks Issued field, the program displays the number of checks selected.

6. Click Process.
   The program displays the number of records created and the location of the electronic positive pay file created.

Results

The positive pay file is available to be transmitted to the bank.

What's Next?

After the file has been transmitted to the bank, a check reconciliation file can now be received from the bank to update checks that have been cleared.

Modifying Invoices

Overview

The Modify Invoices program is used for making changes to invoices that have been entered and posted through the Invoice Entry program. The Modify Invoices program consists of three screens: Journal Header, Invoice Header, and Invoice Detail. The number of fields available for updating is determined by the status of the invoice. An unpaid invoice has more flexibility than an invoice that has been paid and posted through the Cash Disbursements Journal program. When making a change to an invoice that originally liquidated a purchase order, the cancellation or voiding of the invoice re-encumbers any liquidated funds. Be sure this is the desired result. If not, you must also change the purchase order.

Prerequisites

Before you can successfully complete this process, you must ensure that roles granting the necessary permissions have been assigned to your user account. If the roles have not been established, contact the system administrator to have them updated or added into the Enterprise ERP system.

Confirm the following:
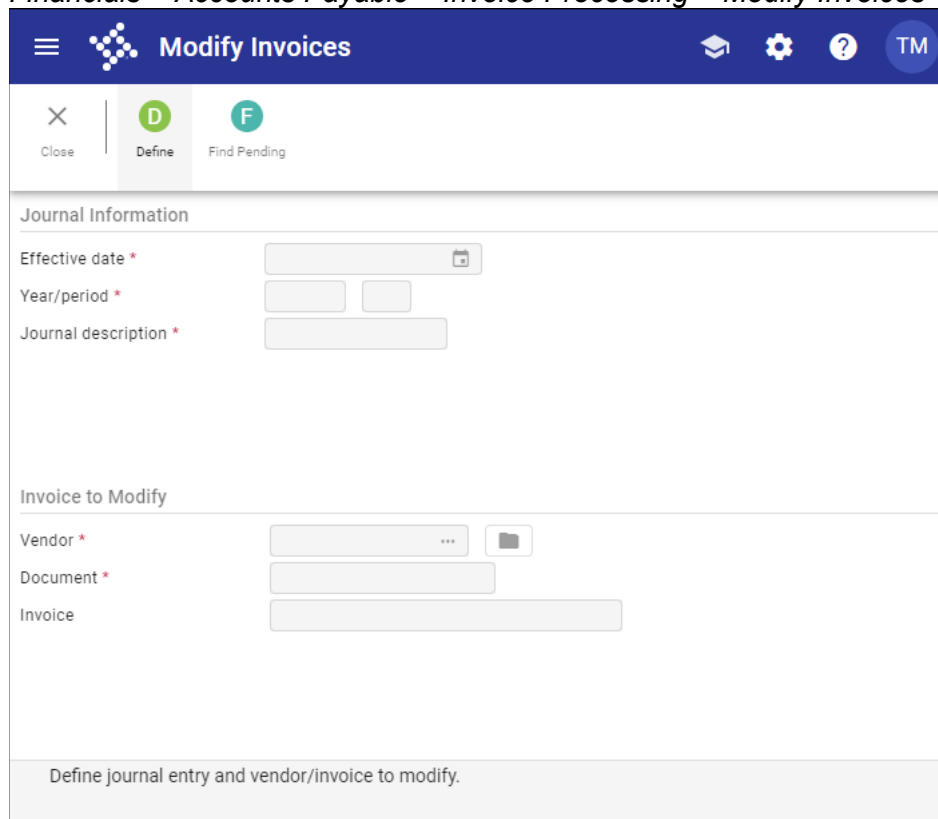
- You have permission to maintain invoices.
- You have menu access to the Modify Invoices program.
- You have permission to access to general ledger accounts.

Procedure

Complete the following steps to make a change to an invoice:

1. Open the Modify Invoices program.

    Financials > Accounts Payable > Invoice Processing > Modify Invoices
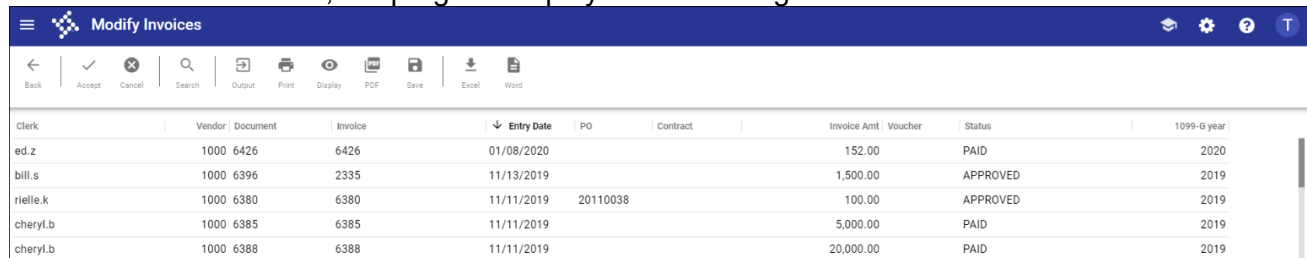
2. Click Define.

3. Complete the fields, as required, using the following table as a guide.

Field	Description	Notes
Journal Information		
Effective Date	Contains the date the changes affect the general ledger. The current date is the default value, but you can change this.	
Year/Period	Specify the fiscal year and period associated with the invoice. When you update an invoice, the program posts changes to this year and period.	
Journal Description	Defines the journal description that is required for the journal entry. The description can contain up to 10 alphanumeric characters.	
Invoice to Modify		
Vendor	Indicates the vendor number of the vendor for whom the invoice is intended.	
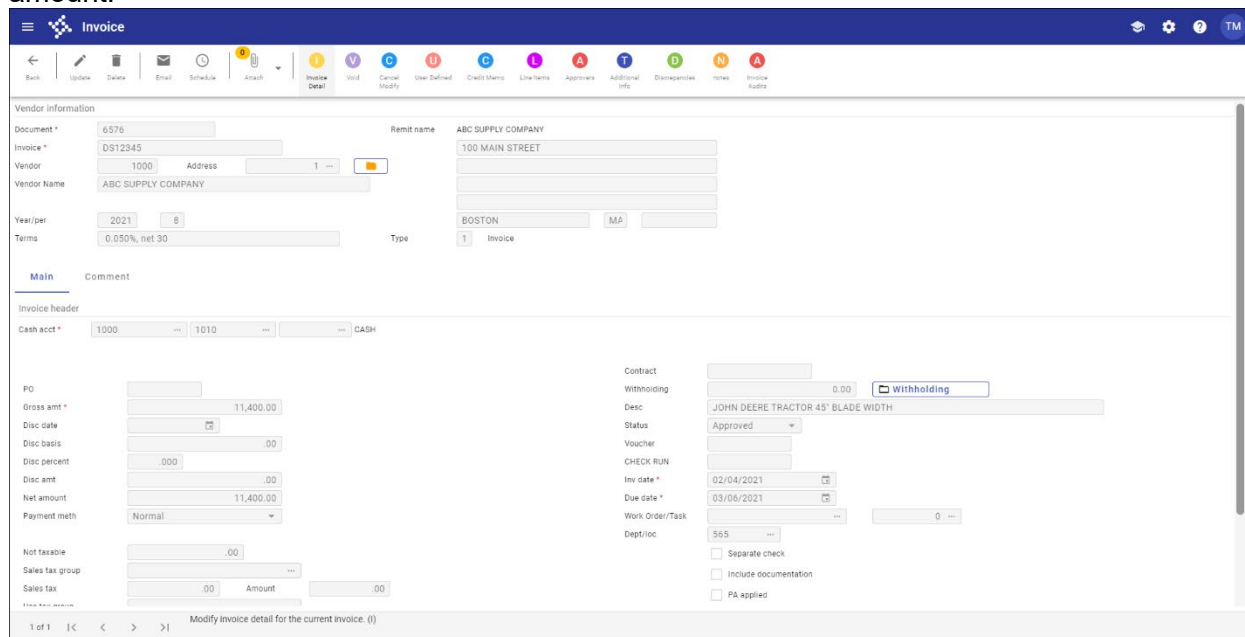
Field	Description	Notes
	You can enter one-time pay vendors, which are included in the results list when you click the field help button to select a vendor. After you enter the vendor number, the program displays the vendor name, and the folder button is highlighted. Click the folder button to view the vendor record.	
Document	Specifies the unique 12-character document identifier for the invoice.	
Invoice	Provides the 20-character number for the invoice.	

4. After completing the fields, click Accept.
   If the vendor number is the only criteria defined, the program displays the invoice record; if multiple records meet the criteria, the program displays the matching invoices in a browse screen.

5. Double-click the record to maintain.
   The program opens the Invoice Header screen. The Invoice Header screen contains general information about the invoice, such as the vendor, address, invoice description, status, and gross amount.

6. Click Update.
   The fields available for updating vary according to the invoice status. An unpaid invoice is the most flexible, allowing deletion from the database or changes to the following fields:

   - PO Number
   - Voucher Number
   - Invoice Date
   - Due Date
   - Check Run Number
   - Dept/Loc
   - Status
   - Separate Checks Status
   - Comment, Description
   - Amounts
   - Discount
   - Org, Object, and Project
   - 1099
   - Asset Status
   - PO lines (can be added or deleted)

   Paid invoices allow changes to the following fields:
   - PO Number
   - Voucher Number
   - Dept/Loc
   - Comments
   - Description
   - Org, Object, and Project
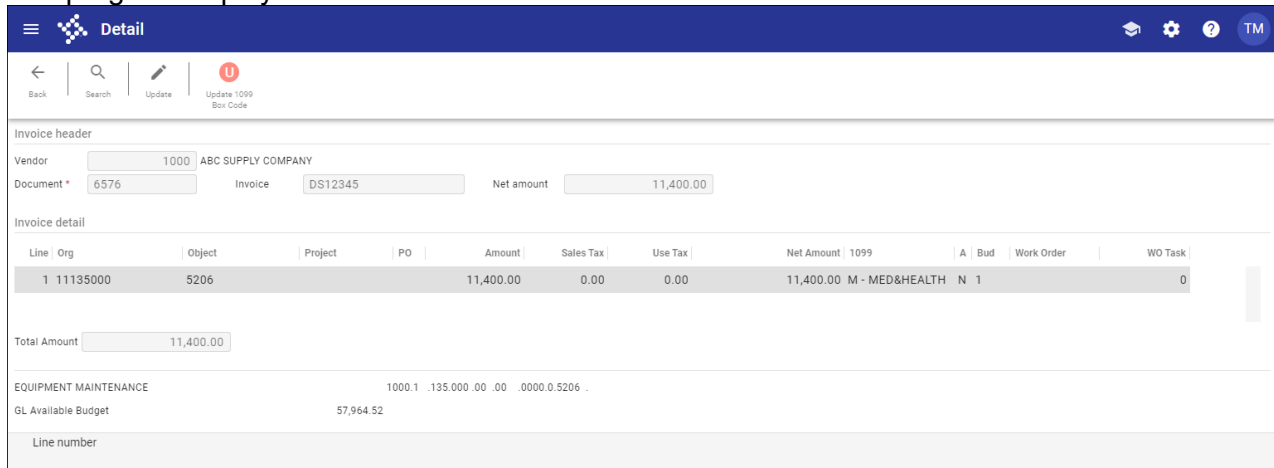
   Note: For paid invoices, no deletion of records from the database is allowed (this would require voiding a check).

7. Make the necessary changes and click Accept.

To make a change to the general ledger accounts for an invoice:
1. On the Invoice Header screen, click Invoice Detail.
   The program displays the Detail screen.

2. Click Update.

3. Make the necessary changes.

4. Click Accept to save the changes.

5. Click Back to close the screen and post the changes.

Other update options:

- To restore the invoice to its original state, click Cancel Modify. You must click Cancel Modify before exiting the maintained invoice to successfully restore the invoice to its original state.
- To void an invoice, click Void. Only invoices with a status of Approved or Held are eligible to be voided. The status is updated to Void.
  Note: When a check is voided, the associated invoices are updated to an approved status to be included in the next check run. If you do not want the invoice included in the next check run, use the Modify Invoices program to void the invoice itself.
- To remove an invoice from the database, click Delete.
  The program only allows you to delete invoices with a status of Approved, Held, or Void.
  The program displays a confirmation message.

Results
There is no Output/Post option in the Modify Invoices program. Once you close the screen, the program posts any journals associated with the change, and then updates the invoice.

Status Change
The status change to the invoice reflects any changes that were made. Voiding an invoice updates the status to Void. A paid invoice remains in a Paid status, unless the check is voided. If the check is voided, the invoice status is updated to Approved. An approved invoice is included in the next check run, unless manually updated through the Modify Invoices program. If the invoice is modified, the invoice will be routed through the Workflow Approval process for approval.

GL Impact

If you change the amount or general ledger account fields, the program makes adjusting journal entries as necessary. The general ledger update occurs when you close the Modify Invoices program.

Other Enterprise ERP Modules Impact

Changes made in the Modify Invoices program can affect Enterprise ERP Purchasing. For example, the cancellation of an invoice that originally liquidated a purchase order will re-encumber those amounts. If you void a check that paid an invoice, the invoice reverts to a status of Approved and is available for the next check run. If this is not the intended result, you must use the Modify Invoices program to void the invoice as well.

What's Next?

Depending on the reason for the maintenance, the next steps to be taken may vary. If an invoice was deleted because it was entered against the wrong vendor, you may re-enter the invoice correctly through Invoice Entry. If an invoice entered against a purchase order was deleted, you may want to confirm that the purchase order should have in fact been re-encumbered. Corrections or modifications to the invoice will release the invoice for approval.

Creating Reports

Overview

This section provides general instructions for creating commonly used reports from the Enterprise ERP Accounts Payable menu. It is intended for accounts payable personnel. This section includes the following reports:

- Vendor Invoice List
- Vendor Fiscal Year Summary
- Invoice History by GL Account
- Invoice Aging Report
- Invoice Open Report

Note: If the View SSNs checkbox in Accounts Payable User Attributes is not selected for your user ID, the programs do not include Social Security numbers in reports.

Prerequisites

Before you can successfully complete this process, you must ensure that roles granting the necessary permissions have been assigned to your user account. If the roles have not been established, contact the system administrator to have them updated or added into the Enterprise ERP system.

Vendor Invoice Lists
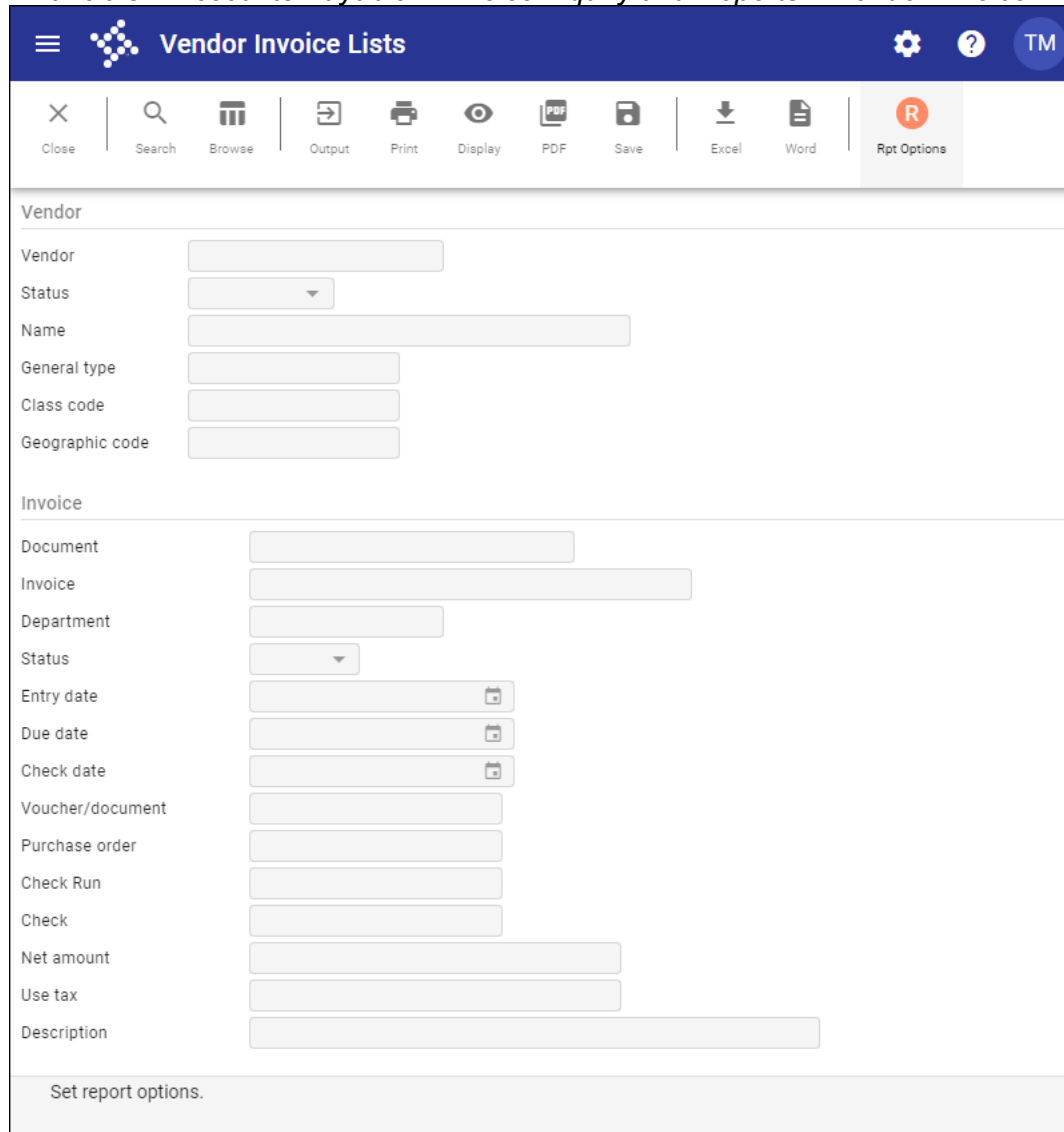
The Vendor Invoice Lists program prints a list of vendor invoices. Invoices can be chosen based on the vendor's number, status, name, general type code, class code, and/or geographic code. They can also be selected by the invoice number, department, status/entry date, due date, check date, voucher number, purchase order number, check run number and/or check number.

Procedure

Complete the following steps to print a list of vendor invoices:

1. Open the Vendor Invoice Lists program.
    Financials > Accounts Payable > Invoice Inquiry and Reports > Vendor Invoice Lists
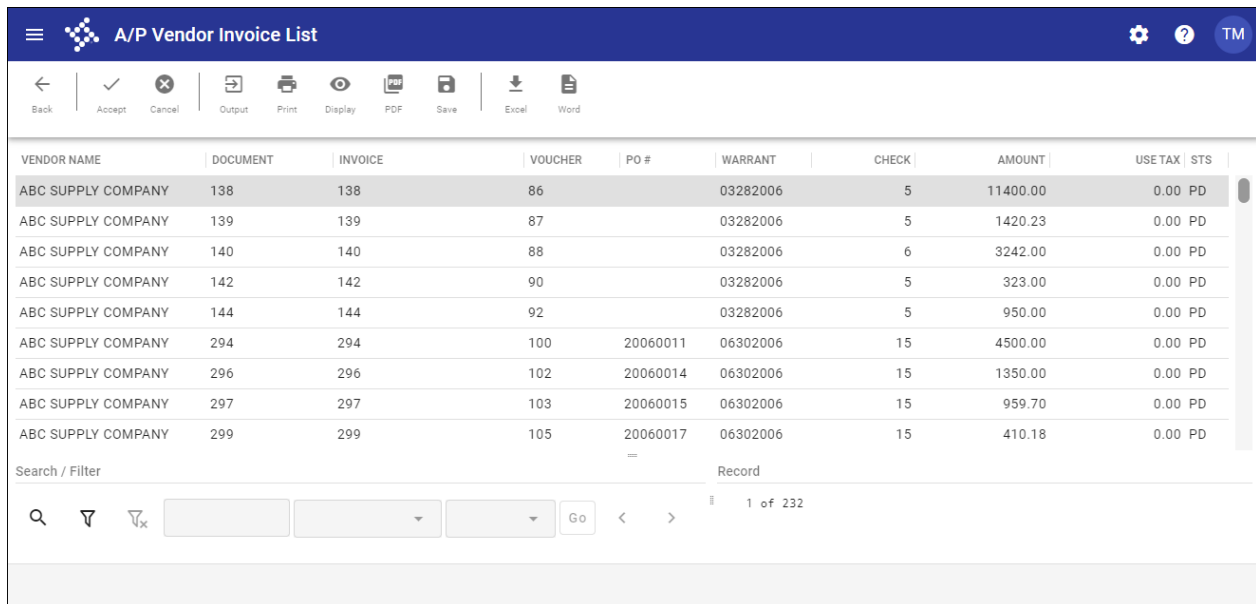
2. Click Search.

3. To create an active set of records matching specific criteria, complete one or more of the fields according to the following table. To create an active set of all records, leave all the fields blank.

Field	Description	Notes
Vendor		
Vendor	Indicates the vendor number to include on the report.	
Status	Specifies the vendor status to be included on the report. The following options from the Vendors program are available: Active, Inactive, Temporary, Stop or Bidder.	
Name	Contains the name of the vendor to include on the report. The vendor name must be entered exactly as it is defined in the Vendors program.	
General Type	Contains the vendor type codes to include on the report. The type code must exist in Accounts Payable Miscellaneous Codes and be linked to the vendor in Vendors.	
Class Code	Identifies the vendor class code to include on the report. The class code must exist in Accounts Payable Miscellaneous Codes and be linked to the vendor in Vendors.	
Geographic Code	Stores the vendor geographic codes to include on the report. The geographic code must exist in Accounts Payable Miscellaneous Codes and be linked to the vendor in Vendors.	
Invoice		
Document	Specifies a unique 12-character document identifier.	
Invoice	Provides a 20-character invoice number.	
Department	Sets the department code to include on the report.	
Status	Indicates the status of the invoice to include on the report: Approved, Hold, Paid, or Void.	
Entry Date	Contains the invoice entry date to include on the report. **Note:** The entry date is not manually entered during invoice entry and cannot be seen. It is the actual system date that the invoice was entered.	

Field	Description	Notes
Due Date	Determines the invoice due dates to be included on the report. If you do not select a specific invoice status, invoices with the same due date are selected regardless of whether they are paid.	
Check Date	Identifies the invoice check date to include on the report. This date appears on an invoice if the invoice is already paid.	
Voucher/Document	Contains the invoice numbers to include on the report. You can enter an invoice number, leave this box blank to include all invoice numbers, or use a colon (:) to define a range of numbers.	
Purchase Order	Specifies the purchase order number used to create the invoices to include on the report. You can enter a purchase order number, leave this box blank to include all purchase orders, or use a colon (:) to define a range of purchase orders numbers.	
Check Run [Warrant]	Contains the invoice check run or warrant identifier to include on the report. You can enter a check run identifier, leave the box blank to include all check runs, or use a colon (:) to define a range of check run identifiers. **Note:** Depending on your organization's settings, this label may vary.	
Check	Establishes the check number used to pay the invoice to include on the report. The check number is present on an invoice if the invoice is already paid. Check numbers are assigned to the invoices when the checks are printed. You can enter a check number, leave this box blank to include all checks, or use a colon (:) to define a range of check numbers to include.	
Net Amount	Contains the net amount of the invoice.	
Use Tax	Indicates the amount of use tax that applies to the invoice.	
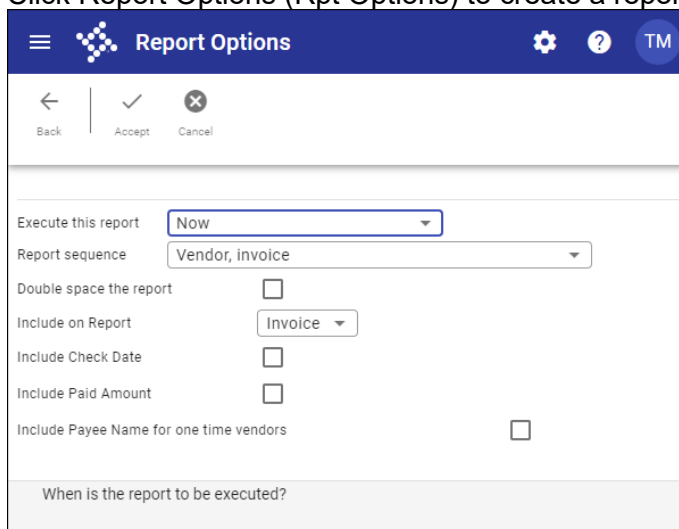
Field	Description	Notes
Description	Stores the description used with the Purchase Card Import program. You can enter a description, leave this box blank to include all descriptions, or use a wildcard character to define the description if you are unsure of how it is recorded in the database.	

4. Click Accept.
   The program displays the number of records that meet the search criteria.

5. Click Browse to view a list of records in the active set. Double-click a list entry to view details.

6. Click Accept to return to the main program screen.

7. Click Report Options (Rpt Options) to create a report of the active set.

8. Complete the fields according to the following table.

Field	Description	Notes
Execute This Report	Determines how and when the report is created. • Select Now to process the report immediately. Use the output options to view, print, or save the report. • Select In Background (Now) to process the report for a single time on a specified date using Enterprise ERP Scheduler. This selection includes the event log and email notification features. • Select At a Scheduled Time to establish when and how often the report runs. This selection uses Enterprise ERP Scheduler and includes event log and email notification features.	

Report Sequence	Specifies how the report sorts and subtotals:
	    Vendor invoice
	    Vendor name, invoice
	    Voucher, vendor, invoice
	    PO, invoice
	    Check Run, vendor, invoice
	    Check Run, vendor name, invoice
	    Check, invoice
	    Vendor name, check
	No matter which option you select, the report prints the same columns of information, in the same order from left to right.
	All report sequence options that refer to the vendor name draw this name from the Alpha box in the Vendors program, which enables alphabetic sorting of vendors.
	If an invoice does not have any characters in the primary field chosen for sorting, that invoice is not included on the report. For example, if you select PO, Invoice and an invoice in the set of invoices that was selected does not have a purchase order number associated with it, that invoice does not print on the report.	

Field	Description	Notes
	Only invoices that have check numbers are printed for options 7 and 8.	
Double Space the Report	If selected, this checkbox directs the program to print the report in double-spaced format.	
Include on Report	Specifies the number to include on the report: Document, Invoice, or Both. • Select Document to include only the 12-character document number on the report. If you select Document, the document number prints in the first column. • Select Invoice to include only the 20-character invoice number on the report. If you select Invoice, the invoice number prints in the first column and the description includes on the first 26 characters. • Select Both to include both the document and invoice number on the report. If you select Both, the document number prints in the first column and the invoice number is on the next line with the label "Invoice."	
Include Check Date	Directs the program to include the check date in the report, if this checkbox is selected. If the value of the Include on Report list is Document or Invoice, the check date appears on the report as CHECK DATE mm/dd/yyyy. If the value of the Include on Report list is Both, the check date is included on the INVOICE line.	
Include Paid Amount	Causes the report to include the paid amounts for invoices, when selected.	
Include Payee Name for One Time Vendors	Directs the program to include the payee name when displaying one-time vendors on reports, if selected.	

9. Click Accept.
   The program returns to the Vendor Invoice Lists screen.

10. If you selected Now from the Execute This Report field, click Output and select an output format to create the report.

If you selected any other value for the Execute This Report field, the program opens Enterprise ERP Scheduler, which allows you to create the report at a future time or date.

Example: Vendor Invoice List Report

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VENDOR INVOICE LIST

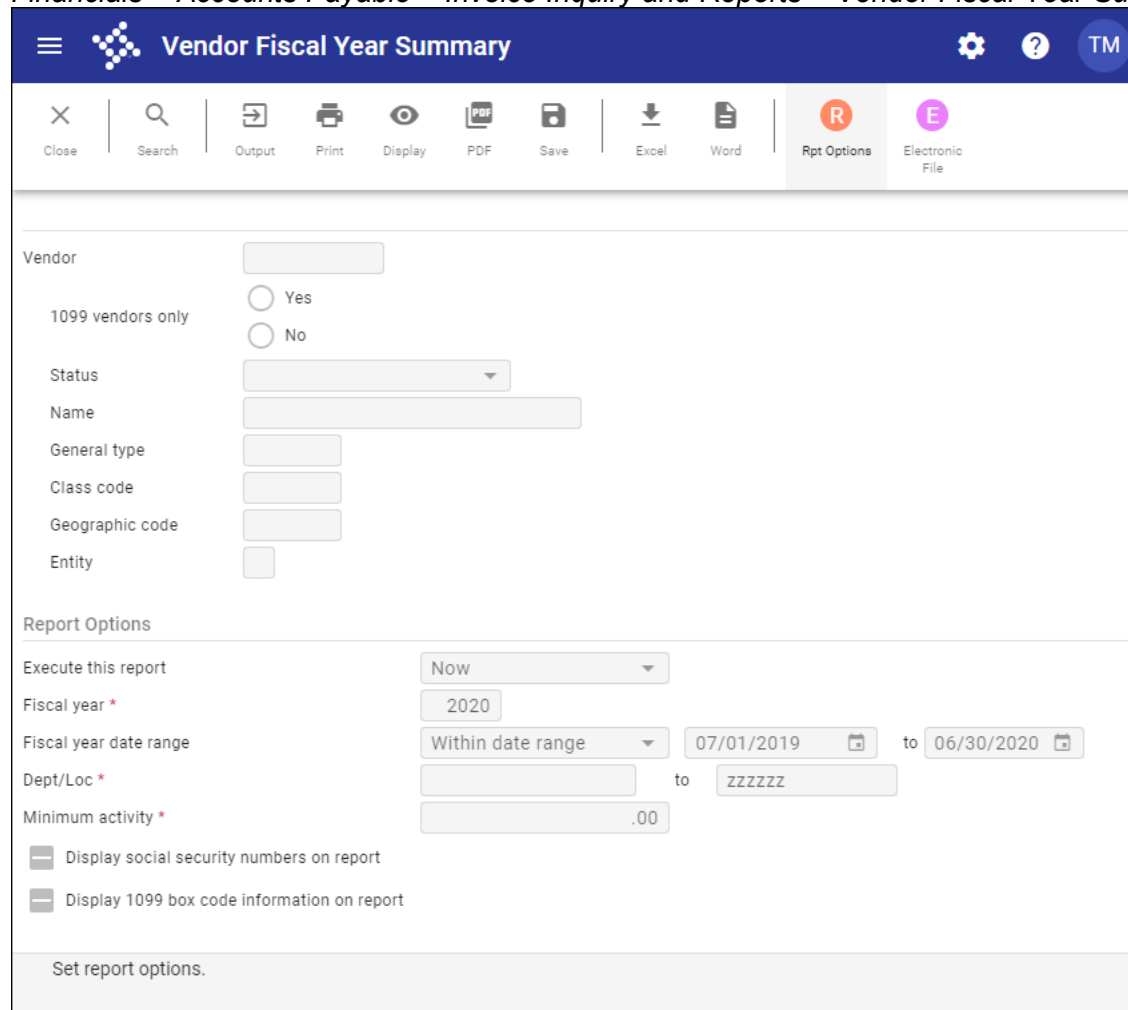| INVOICE	P.O.	INV DATE	VOUCHER	CHECK RUN	CHECK #	INVOICE NET	PAID AMOUNT	DUE DATE	TYPE	STS	INVOICE DESCRIPTION
1000 ABC SUPPLY COMPANY											
		10/08/2019		3333		40,000.00		11/07/2019	INV	APP	test
CHECK DATE:											
		10/14/2019		102319		100.00		11/13/2019	INV	APP	test
CHECK DATE:											
01101		01/01/2017		050505		5,000.00		01/11/2017	INV	APP	
CHECK DATE:											
10		06/30/2007	438	SHERI	6533265	5,000.00	5,000.00	06/30/2007	INV	PD	SUPPLIES FOR GRANT
CHECK DATE:	11/07/2007										
100	20110031	09/26/2019		050505		95.00		10/06/2019	INV	APP	HVAC Equipment, Access
CHECK DATE:											
1000		03/20/2007	217	1000	99959	950.00	950.00	03/30/2007	INV	PD	test
CHECK DATE:	03/20/2007										
101262		10/18/2018				950.00		10/28/2018	INV	APP	Ryan's Invoice
CHECK DATE:											
111		11/07/2007	440	SHERI	1117778	1,500.00	1,500.00	11/17/2007	INV	PD	SUPPLIES
CHECK DATE:	01/30/2008										
11189		11/07/2007	435	SHERI	6533263	10,000.00	10,000.00	11/17/2007	INV	PD	SUPPLIES FOR GRANT
CHECK DATE:	11/07/2007										
122288		12/14/2007		SHERI	1117778	1,425.00	1,425.00	12/24/2007	INV	PD	TEST
CHECK DATE:	01/30/2008										
1313		10/31/2007	443	1109	6533266	147.25	147.25	11/13/2007	INV	PD	SUPPLIES
CHECK DATE:	11/08/2007										
138		03/24/2006	86	03282006	5	11,400.00	11,400.00	04/03/2006	INV	PD	Copy Paper
CHECK DATE:	03/28/2006										
139		03/24/2006	87	03282006	5	1,420.23	1,420.23	04/03/2006	INV	PD	Office Supplies
CHECK DATE:	03/28/2006										
140		03/24/2006	88	03282006	6	3,242.00	3,242.00	04/03/2006	INV	PD	Office Supplies
CHECK DATE:	03/28/2006										
142		03/28/2006	90	03282006	5	323.00	323.00	03/28/2006	INV	PD	Office Supplies
CHECK DATE:	03/28/2006										
144		03/28/2006	92	03282006	5	950.00	950.00	04/07/2006	INV	PD	Office Supplies
CHECK DATE:	03/28/2006										
20		11/07/2007	439	SHERI	1117778	1,200.50	1,200.50	11/17/2007	INV	PD	SUPPLIES
CHECK DATE:	01/30/2008										
2335		11/05/2019		111320		1,500.00		12/05/2019	INV	APP	GRANT EXPENSE

Vendor Fiscal Year Summary

The Vendor Fiscal Year Summary report prints a summary of fiscal year-to-date purchases and fiscal year-to-date payments for a specified set of vendors. Vendors appear on the report if both year-to-date purchases and year-to-date payments are zero. In addition, amounts are included on the report even if these amounts have not yet been closed to a period in the Enterprise ERP General Ledger.

Procedure

Complete the following steps to print a list of vendor purchases and payments:

1. Open the Vendor Fiscal Year Summary program.
   Financials > Accounts Payable > Invoice Inquiry and Reports > Vendor Fiscal Year Summary

2. Click Search.

3. To create an active set of records matching specific criteria, complete one or more of the fields according to the following table. To create an active set of all records, leave all the fields blank.

Field	Description	Notes
Vendor	Contains the vendor number to include in the report.	
1099 Vendors Only	Determines whether the report should be restricted to 1099 vendors only.	

Field	Description	Notes
Status	Indicates the vendor status to include on the report: Active, Inactive, Temporary, One Time Pay, Stop, or Bidder. If you select the blank option, the program includes all status codes.	
Name	Stores the vendor's alphabetic name to include on the report. The vendor name must be entered exactly as it is included in the Vendors program.	
General Type	Identifies the vendor type code to include on the report. The type code must exist in the Accounts Payable Miscellaneous Codes program for the Vendor Type Codes code type. It must also be linked to the vendor in the Vendors program.	
Class Code	Contains the vendor class code to include on the report. The class code must exist in Accounts Payable Miscellaneous Codes for the code type Vendor Class Codes and be linked to the vendor in Vendors.	
Geographic Code	Stores the vendor geographic codes to include on the report. The geographic code must exist in the Accounts Payable Miscellaneous Codes program and be linked to the vendor in Vendors.	
Entity	Indicates the entity code for the invoice. The entity code can be 1 or 2. If entity code restrictions are in use, you are restricted to those invoices with an entity code that matches your user ID entity restrictions. Vendor entity codes are established in Vendors.	

4. Click Accept.
   The program displays the number of records that match the search criteria.

5. Click Report Options (Rpt Options) to define the report settings. This allows you to specify the sort or subtotal sequence, report headings, and spacing for the report.

Field	Description	Notes
Execute This Report	Determines when to process the report when Enterprise ERP Scheduler is enabled. • If you select Now to process the report immediately, use an	

Field	Description	Notes
	output option to view, print, or save the report. • If you select In Background (Now) to process the report a single time using the event log and email notification features, or if you select At a Scheduled Time to establish a specific time when the report runs, the program uses Enterprise ERP Scheduler.	
Fiscal Year	Contains the fiscal year for which to select the invoices included in the vendor's year-to-date purchases. Any updated invoices that post to the fiscal year entered in this box are included in the vendor's year-to-date purchase amounts on the report. The default value is the fiscal year in General Ledger Settings, but you can change this.	
Fiscal Year Date Range	Identifies the dates the program uses to select records for the report. This date range selects which vendor payments are included in year-to-date purchases. Any paid invoices with a check date that falls in this date range are included in the vendor's year-to-date payment amount on the report. If you select Within Date Range, you must complete the following Date Range boxes with the beginning and ending dates for the range. The default value is the fiscal year date range from General Ledger Settings, but you can change this.	
Minimum Activity	Contains the minimum dollar activity for the vendor to be included on the report. The default value for this field is 0.00. If you enter an amount in this box, vendors are included on the report if year-to-date purchases are greater or equal to this value. If you leave the default value in this box,	

Field	Description	Notes
	the program includes all activity for the selected vendors.	
Display Social Security Numbers on Report	Directs the program to display Social Security numbers (SSNs) on the reports you create, if selected. The box only appears if you are authorized to view SSNs. If you are not authorized, this checkbox is not available. When this checkbox is selected, Social Security numbers are included for all output formats.	
Display 1099 Box Code Information on Report	Instructs the program to display 1099 box codes on the report, if selected. Clear the checkbox to hide the 1099 box codes.	

6. Click Accept.
    The program returns to the Vendor Fiscal Year Summary screen.

7. If you selected Now from the Execute This Report field, select an output format to create the report. If you selected any other value for the Execute This Report field, the program opens Enterprise ERP Scheduler, which allows you to create the report at a future time or date.

Example: Vendor Fiscal Year Summary Report

Invoice History by GL Account

The Invoice History by GL Account program provides a list of invoices, sorted in the order of the general ledger account, that were charged on each line. It provides options to select currently open invoices, or those that were open as of a prior period end date. The latter option is useful for balancing the general ledger accounts payable account as of the end of last month.

The Invoice History by GL Account program has four report options: History by Fund, History by Account, History by Project, and History by Object. Each report includes the following data: account identifier, account description, vendor number, vendor name, invoice number, purchase order number, invoice posting year and period, invoice type, invoice status, invoice line amount, voucher number, check run number, check number, and invoice line description. Invoice totals on the report are given for the vendor, the account, the org, and the fund. The reports include invoices for one-time pay vendors.

The report layout is always the same regardless of how the report is defined. Also, if an invoice is charged to more than one account, the program displays that portion of the invoice under the account where it was charged.

Procedure

Complete the following steps to print a list of vendor invoices:

1. Open the Invoice History by GL Account program.
   Financials > Accounts Payable > Invoice Inquiry and Reports > Invoice History by GL Account
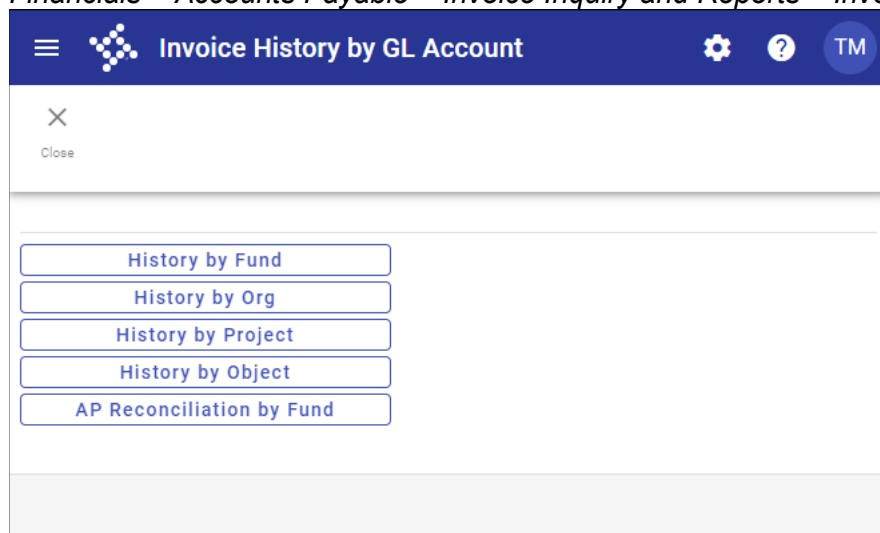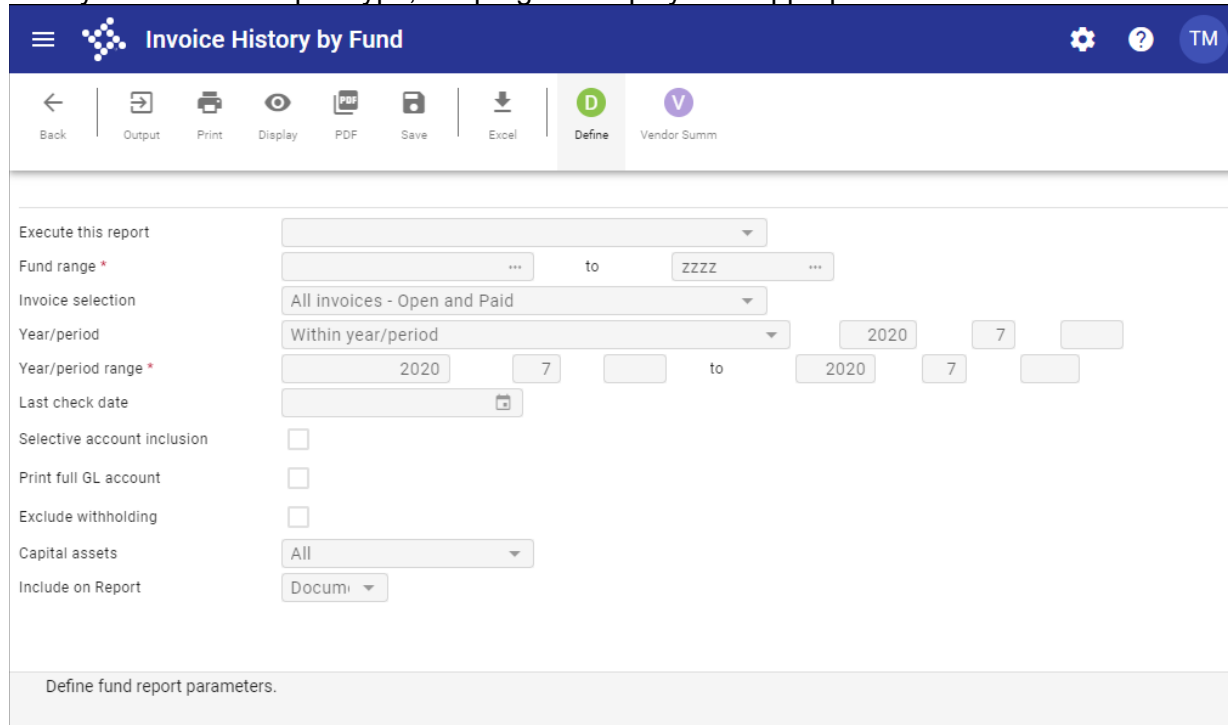

2. Select the type of report to create:

   - **History by Fund**—The Fund option allows you to create a report based on a defined fund range.
   - **History by Account**—The Account option creates a report that includes invoice history charged to a certain range of account numbers. You can define a report that includes just invoice history related to one vendor number or one check run number.
   - **History by Project**—The Project option sorts the history report by fund, project, and vendor. It provides subtotals at these levels.
   - **History by Object**—The Object option creates a report based on a defined object range. This report includes the quantity received instead of voucher number.

After you select the report type, the program displays the appropriate definition screen.

3. Click Define.

4. Complete the fields according to the following table, as applicable.

Field	Description	Notes
Execute This Report	Determines when to process the report when Enterprise ERP Scheduler is enabled. • If you select Now to process the report immediately, use the output options to view, print, or save the report. • If you select In Background (Now) to process the report a single time using the event log and email notification features, or if you select At a Scheduled Time to establish a specific time when the report runs, the program uses Enterprise ERP Scheduler.	
Fund Range (Available when you select Invoice History by Fund)	Specifies a range of funds to include in the invoice report. The beginning and ending fund are required.	
Account Range	Sets the range of general ledger account numbers to include in the invoice history report. Enter the	

Field	Description	Notes
(Available when you select Invoice History by Account	account type (B-Balance Sheet, E-Expense, or R-Revenue), and then enter the full general ledger account number.	
Project Range (Available when you select Invoice History by Project)	Indicates the range of project codes to include in the report.	
Object Range (Available when you select Invoice History by Object)	Defines the range of object codes to include in the report.	
Invoice Selection	Identifies the type of invoice status to include on the report: • All Invoices–Open and Paid: Selects all invoice history that was posted to the year/period range. • Only Paid Invoices: Selects all invoice history that was posted to the year/period range and that has a paid status as of today. • Only Open Invoices: Selects all invoice history that was posted on or before the year/period entered in the Year/Period box and that was unpaid (status A) as of the last check date. Amounts printed are as of the last check date.	
Vendor	Contains the vendor number for whom you are processing the invoice history. The Vendor box is accessible if the Invoice Selection value is All Invoices-Open and Paid or Only Paid. The program does not display this box when you create an Invoice History by Fund report.	
Check Run [Warrant]	Specifies the check run identifier for the invoices. The Check Run box is accessible if the Invoice Selection value is By Check Run. The program does not display this box when you create an Invoice History by Fund report.	

Field	Description	Notes
	Note: The label of this field varies depending on your organization's settings.	
Year/Period	Indicate the fiscal year and period through which balances should be computed. Invoices are selected if they post on or before the period that is entered here and are still open as of the last day of the fiscal year and period. The default value is the current year and period established in the General Ledger Settings program, but you can change this. The Year/Period box is accessible when the Invoice Selection value is Only Open Invoices. The program only displays this box when you create an Invoice History by Fund report.	
Year/Period Range	These fields define the beginning and ending posting year and period of the invoice history to be included on the report. Only invoice history that was posted to a period in this range is included in the report. The default value is the starting year/period entered in the General Ledger Settings program. Period 13 of the current year is the default ending year/period. You may change these default values as necessary. The paid invoices report includes all invoices that have a status of P-Paid as of today, even if they were paid after the fiscal year/period range. The Year/Period Range box is accessible when the Invoice Selection value is either All Invoices–Open and Paid or Only Paid Invoices.	
Org Page Break (Account/Org) Project Page Break (Project)	If selected, this checkbox directs the program to insert a page break after each account number/org code, each project	

Field	Description	Notes
Object Page Break (Object)	code, or each object code, according to the report that you are creating. The program does not display this box when you create an Invoice History by Fund report.	
Last Check Date	Indicates the month ending date of the year/period. This date is needed to include paid invoices on the report that have a check date after the date entered here. The Last Check Date box is accessible when the Invoice Selection value is Only Open Invoices. The program does not display this box when you create an Invoice History by Fund report.	
Selective Account Inclusion	Directs the program to open GL Segment Find after you have completed the fields and clicked Accept, if this checkbox is selected. On the GL Segment Find screen, complete one or more of the account segments, and then click Accept. The program selects records based on the account criteria entered.	
Capital Assets	Indicates whether records with capital assets should be included in the history: • All—Includes records with and without capital assets. • Yes Only—Includes only records with capital assets. • No Only—Includes only records without capital assets.	
Include on Report	Specifies the number to include on the report: Document, Invoice, or Both. • Select Document to include the 12-character document number on the report. If selected, the report includes the document and voucher numbers, but excludes the invoice number.	

Field	Description	Notes
	• Select Invoice to include the 20-character invoice number on the report. If selected, the report includes the 20-character invoice number and excludes the document and voucher numbers. • Select Both to include both the document and invoice number on the report. If selected, the report includes the document, voucher, and invoice numbers.	

5. Click Accept.
    The program displays the number of records selected at the bottom of the screen.

    Define fund report parameters.
    20 Record(s) found.

6. Click Vendor Summary (Vendor Summ) to display or print the report.
    The program opens the Output dialog box.

7. Select the output type, enter the report title, and then click OK.
    The program creates the Vendor Summary Report, which displays the year/period range, vendor name, address, federal identification number or Social Security number, and total purchases and payments for the vendor.

Example: Vendor Summary Report

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VENDOR SUMMARY

YEAR/PERIOD: 2019/ 4 OCT TO 2019/ 4 OCT

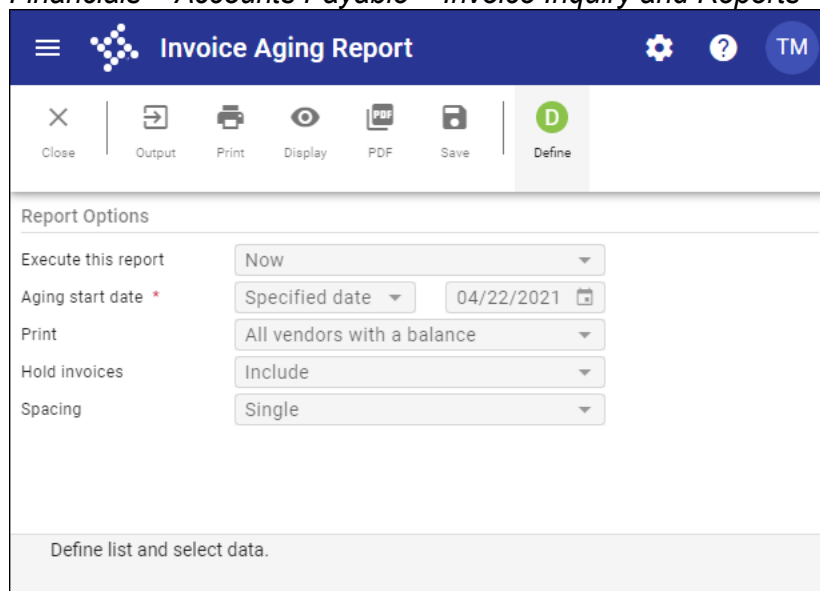| VENDOR NAME	ADDRESS	F.I.D.# SOC.SEC.#	PURCHASES	PAYMENTS
1000 ABC SUPPLY COMPANY	100 MAIN STREET	12-3456789012345	9,570.00	8,620.00
	STE 20 BOSTON, MA 02201			
1031 BROWN INDUSTRIES INC	101 S CHESTER ROAD		150.00	150.00
	SWARTHMORE, PA 19081			
1036 JERRY'S SPORT CENTER	121 MAIN ST		55,000.00	55,000.00
	FOREST CITY, PA 18421			
9998 ONE-TIME PAY			2,995.02	677.21
1114 SPECIAL OLYPICS OF T			2,000.00	.00
5 VENDORS	REPORT TOTALS		69,715.02	64,447.21

Invoice Aging Report

The Invoice Aging Report program creates a report that includes invoice balances for each vendor in a 30-, 60-, or 90-day format. A total overdue balance displays beside each vendor name. This total categorizes invoices into time frames for Current, 30-60, 60-90, and 90 and Over.

Procedure

To create the aging report:

1. Open the Invoice Aging Report program.
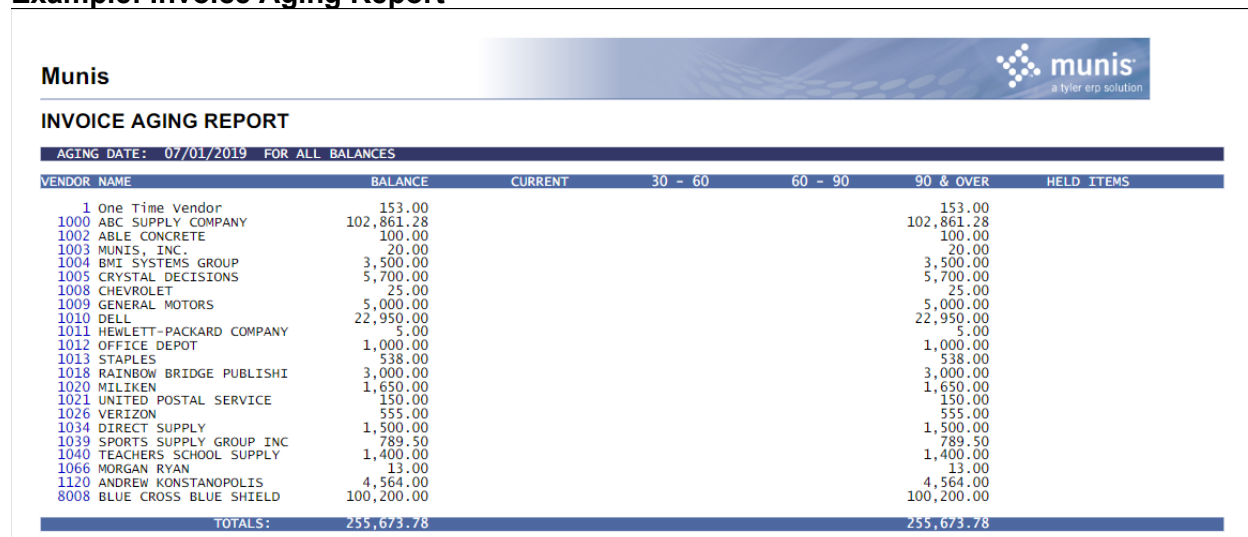   *Financials > Accounts Payable > Invoice Inquiry and Reports > Invoice Aging Report*

2. Click Define.

3. Complete the fields, referring to the following table as needed.

Field	Description	Notes
Execute This Report	Determines when to process the report when Enterprise ERP Scheduler is enabled. • If you select Now to process the report immediately, use the output options to view, print, or save the report. • If you select In Background (Now) to process the report a single time using the event log and email notification features, or if you select At a Scheduled Time to establish a specific time when the report runs, the program uses Enterprise ERP Scheduler.	
Aging Start Date	Indicates when the invoices are considered for inclusion in the report. The Aging Start Date can be a point in time	

Field	Description	Notes
	(such as yesterday or next week) or it can be a specific date. • To enter a specific date, select Specified Date from the list and then enter the date in the Date box. • To use a point in time, select the time from the list. In this case, the program uses the dates relative to your selection at the time you select Execute This Report. For example, if you select Today, the program uses the current date at the time the report is created.	
Print	Establishes whether to include all vendors with a balance or to limit your selection to only overdue vendors.	
Hold Invoices	Indicates whether to include invoices with a Hold status on the report. The default value is Include, but you can change this by selecting Exclude from the list.	
Spacing	Specifies whether to print the report in single-spaced or double-spaced format.	

4. Click Accept.
   The program displays the number of records selected in the status bar at the bottom of the screen.

5. If you selected Now from the Execute This Report field, select an output option to create the report.
   If you selected In Background (Now) or At a Scheduled Time from the Execute This Report list, the program opens Enterprise ERP Scheduler for creating the report at a future time or date.
   The program creates a report according to the criteria selected.
   Invoices with an Invoice History Status code of H (hold) are not included in the overdue columns but are totaled separately in the Held Items column.

Example: Invoice Aging Report

Munis

INVOICE AGING REPORT

AGING DATE: 07/01/2019   FOR ALL BALANCES

| VENDOR NAME	BALANCE	CURRENT	30 - 60	60 - 90	90 & OVER	HELD ITEMS
1 One Time Vendor	153.00				153.00	
1000 ABC SUPPLY COMPANY	102,861.28				102,861.28	
1002 ABLE CONCRETE	100.00				100.00	
1003 MUNIS, INC.	20.00				20.00	
1004 BMI SYSTEMS GROUP	3,500.00				3,500.00	
1005 CRYSTAL DECISIONS	5,700.00				5,700.00	
1008 CHEVROLET	25.00				25.00	
1009 GENERAL MOTORS	5,000.00				5,000.00	
1010 DELL	22,950.00				22,950.00	
1011 HEWLETT-PACKARD COMPANY	5.00				5.00	
1012 OFFICE DEPOT	1,000.00				1,000.00	
1013 STAPLES	538.00				538.00	
1018 RAINBOW BRIDGE PUBLISHI	3,000.00				3,000.00	
1020 MILIKEN	1,650.00				1,650.00	
1021 UNITED POSTAL SERVICE	150.00				150.00	
1026 VERIZON	555.00				555.00	
1034 DIRECT SUPPLY	1,500.00				1,500.00	
1039 SPORTS SUPPLY GROUP INC	789.50				789.50	
1040 TEACHERS SCHOOL SUPPLY	1,400.00				1,400.00	
1066 MORGAN RYAN	13.00				13.00	
1120 ANDREW KONSTANOPOLIS	4,564.00				4,564.00	
8008 BLUE CROSS BLUE SHIELD	100,200.00				100,200.00	
TOTALS:	255,673.78				255,673.78	

Invoice Open Report

The Invoice Open Report shows open invoices as of a specific date. It includes invoice numbers, invoice dates, search dates, open amounts, purchase order numbers, and check run numbers.

Procedure

To create the open report:

1. Open the Invoice Open Report program.
    Financials > Accounts Payable > Invoice Inquiry and Reports > Invoice Open Report
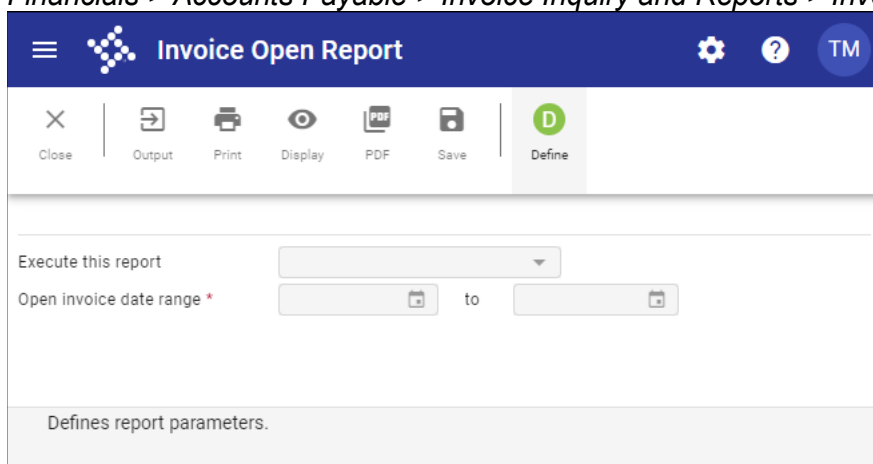
2. Click Define.

3. Select when the report will be run, and a date range for which to report on open invoices.

4. Click Accept.
    The program displays the number of records selected in the status bar.

5. If you selected Now from the Execute This Report field, choose an output option to create the report. If you selected In Background (Now) or At a Scheduled Time from the Execute This Report list, the program opens Enterprise ERP Scheduler for creating the report at a future time or date.
    The program creates a report according to the criteria selected.
    Open (unpaid) invoices are reported for each day in the specified date range. The report sorts by reporting date, with all invoices open for each date sorted by invoice date, vendor, and document.

Example: Invoice Open Report

Using Vendor Insurance Certificate Expiration

Overview

The Vendor Insurance Certificate Expiration program generates a report containing vendor insurance certificates that are nearing expiration. In addition, the program generates notification letters to be sent to those vendors with expiring certificates. Each time the program runs and generates notifications, the program automatically updates the 90-Day Notification, 60-Day Notification, 30-Day Notification, and Expiration Notification columns on the Insurance tabs of the Contract Entry and Vendors programs.

If your organization has installed and implemented Tyler Notify, the notifications can be processed using that application.

This process is intended for use by the Finance Director, Contract Administrator, System Administrator, or another high-level user responsible for managing Contract and Vendor information.

Prerequisites

Before you can successfully complete this process, you must ensure that roles granting the necessary permissions have been assigned to your user account. If the roles have not been established, contact the system administrator to have them updated or added into the Enterprise ERP system.
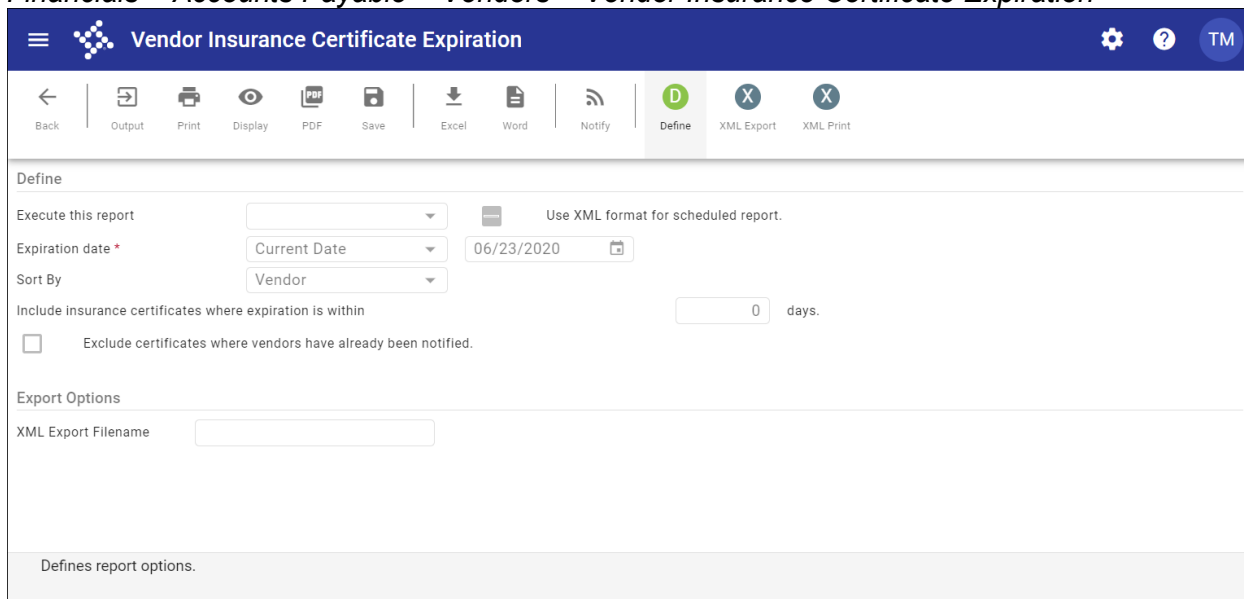
Confirm the following:

- Records for vendor insurance certificates exist in the Vendor Insurance Certificates program and are associated with vendor records in the Vendors program. Note the following:
  - To add or maintain vendor insurance certificates, you must be assigned the Maintain Vendor Insurance Certificates permission in Accounts Payable Roles.
  - Codes for insurance carriers, insurance agencies, and insurance types must be established in the Contract Miscellaneous Codes or System Miscellaneous Codes program for the INSR - Insurance Carrier, INSA - Insurance Agency, and INST - Insurance Type code types. If your organization does not have the Enterprise ERP Contract Management module, you may need to contact a Enterprise ERP representative to gain access to this program.
- If your organization uses the Contract Management module, ensure contracts have been posted in Contract Entry with insurance codes and expiration dates.
- You have access to the Vendor Insurance Certificate Expiration program.

Procedure

To generate a certificate expiration report and notification letters:

1. Open the Vendor Insurance Certificate Expiration program.

   Financials > Accounts Payable > Vendors > Vendor Insurance Certificate Expiration

2. Click Define and refer to the following table as needed as you complete the remaining steps of this process.

Field	Description	Notes
Define		
Execute This Report	Determines when to generate the report when Enterprise ERP Scheduler is enabled: • Now—Creates the report immediately. This option does not use Enterprise ERP Scheduler; use the output options to view, print, or save the report. • In Background (Now)—Opens Enterprise ERP Scheduler to process the report one time using the event log and email notification features. • At a Scheduled Time—Uses Enterprise ERP Scheduler to establish a specific time to run the report.	
Use XML Format for Scheduled Report	Instructs the program to use an XML format for generating the report through Enterprise ERP Scheduler, when selected.	
Expiration Date	Sets the expiration date:	

Field	Description	Notes
	• Current Date—Uses today's date. Access to the date field is restricted. This option is typically used for generating updates to the 30-Day Notification, 60-Day Notification, or 90-Day Notification checkboxes on the Insurances tabs of the Vendors and Contract Entry programs. • Specified Date—Provides access to the date field for entering a future date. This option is typically used for generating updates to the Expiration Notification checkbox on the Insurances tabs of the Vendors and Contract Entry programs. The program uses the value selected in this list along with the number of days entered in the Include Insurance Certificates Where Expiration Is Within __ Days field to determine which vendors have expiring insurance certificates. For example, if you select Current Date and enter 30 for the number of days, the program includes all vendors with insurance certificates set to expire within the next 30 days (that is, 30 days from today).	
Sort By	Determines the sort order: • Vendor—Groups the notifications by vendor. • Expiration Date—Groups the notifications by expiration date.	
Include Insurance Certificates Where Expiration Is Within __ Days	Indicates the number of days, starting with the date identified in the Expiration Date list, within which the program checks for any insurance certificates that will expire, such as 30, 60, or 90. This field accepts values other than 30, 60, or 90; however, it is intended to work with the 30-Day Notification, 60-Day Notification, and 90-Day Notification checkboxes on the Insurances tabs of the Vendors and Contract Entry programs. If you enter	

Field	Description	Notes
	a different value, there are no corresponding checkboxes for the system to select.	
Exclude Certificates Where Vendors Have Already Been Notified	Directs the program to exclude from the report and notification process any vendors who have been notified of a previous 90-, 60-, or 30-day expiration warning, when selected.	
Export Options		
XML Export Filename	Specifies the name of the file to use for the XML export. This field is accessible when you click XML Export after defining and finding a set of records.	

3. Select when to process the report by completing the Execute This Report list.
   Select Now to process the report immediately. If you select In Background (Now) to process the report a single time, using the event log and email notification features, or At a Scheduled Time to establish when the report runs, the program uses Enterprise ERP Scheduler to process the report.
   Note: If you are using Enterprise ERP Scheduler, Enterprise ERP personnel recommend that you establish the scheduled job with the user name designated for Scheduler jobs at your organization, rather than with any one individual's user ID. This helps to ensure continuity with Enterprise ERP Scheduler job functions within your organization.

4. If you are using Enterprise ERP Scheduler, select the Use XML Format for Scheduled Report checkbox to create the report in the XML format at the scheduled time.

5. Select the value to use from the Expiration Date list. This list contains the certificate expiration date for which to define the report and generate notifications. The default value is the Current Date option, but you can change this. If you select Specified Date, the date cannot be prior to today's date.

6. Select Vendor or Expiration Date from the Sort By list.

7. Complete the Include Insurance Certificates Where Expiration Is Within __ Days box. This box indicates the number of days, starting with the expiration date, within which the program checks for any insurance certificates that will expire.

8. If vendors who have already been notified of a 90-, 60-, or 30-day expiration warning should be excluded from this report and notification, select the Exclude Certificates Where Vendors Have Already Been Notified checkbox.

9. Click Accept.
   The program displays the number of records that match the report criteria.

10. If you selected Now from the Execute This Report list, use the XML Export or XML Print option to create or print the file; if you selected In Background (Now) or At a Scheduled Time, Enterprise ERP Scheduler opens.
    If you selected XML Export as the output method, you must enter an export file name in the Export Options group.
    When you generate the output file, the program displays a confirmation message about whether to mark the insurance certificates as notified or not.

11. Click Yes to mark the certificates as notified. This causes the 90-Day Notification, 60-Day Notification, 30-Day Notification, or Expiration Notification checkboxes in the Contract Entry and Vendors programs to be selected (based on your selection in the Expiration Date list and the number of days entered).
If the checkboxes should not be selected, click No and view the report.

Results

If you selected Yes to mark the certificates as notified, the process updates the appropriate 90-Day Notification, 60-Day Notification, 30-Day Notification, and Expiration Notification columns on the Insurance tabs of the Contract Entry and Vendors programs.

What's Next?

If your organization has installed and implemented Tyler Notify, the notifications can be processed using that application.

A member of your organization who has access to maintain the Vendors program can review the report of vendors whose insurance certificates have expired and update the status of each affected vendor to indicate which vendors should no longer be used until the insurance certificate is valid again.

Contract Retainage—Permanently Retaining

Overview

Retainage is the process by which money is withheld from a vendor during payment of the accounts payable invoice. Contract retainage is established at the contract level. Money is withheld when paying invoices against contracts by entering a contract retainage percent on the contract itself. At completion of the contract, the withheld money can be paid to the contractor or directed to a revenue account if the contractor did not meet their obligations.

Those contracts that have retainage should have established milestones indicating the release of retainage. Your organization's Accounts Payable department should be included in the date alert business rules for retainage milestones. When the retainage milestone is updated, the Accounts Payable department is notified and the retainage can be processed and paid to the vendor. If the contract retainage is not to be processed, the contract administrator should contact the Accounts Payable department with instructions on the revenue account that should receive the credit.

Prerequisites

Before you can successfully complete this process, you must ensure that roles granting the necessary permissions have been assigned to your user account. If the roles have not been established, contact the system administrator to have them updated or added into the Enterprise ERP system.

Confirm the following:

- You have access to the Contract Retainage program.
- Contracts with retainage percentages are available.
- Vendor terms that allow retainage have been defined.
- Invoices have been processed against contracts with retainage.

Procedure

To process contract retainage amounts:

1. Open the Contract Retainage program.
   Financials > Accounts Payable > Vendor Processing > Contract Retainage

2. Click Define.
   The program opens the Define Criteria section for entry.

3. Complete the Check Dates and Contract boxes, and then click Accept.
   The program closes the fields and updates the fields in the Totals section.

4. Click Permanently Retain to transfer the retained funds to another of your organization's accounts.
   The program displays the Accounts Distribution screen.

5. Click Update.

6. Enter the account or accounts to which to transfer funds.
   You can enter multiple accounts and amounts, up to the total retainage amount from the Account Retainage box.

7. After entering the account and amount information, click Accept.

8. Click Generate.
   The program displays the General Journal Parameters screen.

9. Click Define.

10. Complete the available fields to define the journal entry that supports the transfer of funds.

11. After completing the fields, click Accept.

12. Click Create.
    The program generates the journal entry and transfers the retained funds to your designated account.

Results

A journal entry has been generated and placed within the journal entry proof file to be released for approval and processed through the normal manual journal entry process.

What's Next?

Journal entries generated are submitted for approval and processed through the normal journal entry process.

Contract Retainage—Releasing to a Vendor

Overview

This document provides instructions on how to release contract retainage amounts to the vendor. Retainage is the process by which money is withheld from a vendor during payment of the accounts payable invoice. Contract retainage is established at the contract level. Money is withheld when paying invoices against contracts by entering a contract retainage percent on the contract itself. At completion of the contract, the withheld money can be paid to the contractor or directed to a revenue account if the contractor did not meet their obligations.

Those contracts that have retainage should have established milestones indicating the release of retainage. Your organization's Accounts Payable department should be included in the date alert business rules for retainage milestones. When the retainage milestone is updated, the Accounts Payable department is notified and the retainage can be processed and paid to the vendor. If the contract retainage is not to be processed, the contract administrator should contact the Accounts Payable department with instructions on the revenue account that should receive the credit.

Prerequisites

Before you can successfully complete this process, you must ensure that roles granting the necessary permissions have been assigned to your user account. If the roles have not been established, contact the system administrator to have them updated or added into the Enterprise ERP system.

Confirm the following:

- You have access to the Contract Retainage program.
- Contracts with retainage percentages are available.
- Vendor terms that allow retainage have been defined.
- Invoices have been processed against contracts with retainage.

Procedure

To process contract retainage amounts:

1. Open the Contract Retainage program.
   Financials > Accounts Payable > Vendor Processing > Contract Retainage

2. Click Define.
   The program opens the Define Criteria section for entry.

3. Complete the Check Dates and Contract boxes, and then click Accept.
   The program closes the fields and updates the fields in the Totals section.

4. Click Release to Vendor to create an invoice that facilitates the payment of funds to the vendor or the IRS.
   The program displays the Release to Vendor screen.

5. Click Define.
   The program makes the Invoice Information group accessible.

6. Complete the fields to define the invoice information.

7. After completing the fields, click Accept.
   The program displays the invoices to be created and updates the Totals section.

8. Click Generate.
   The program creates the invoice and displays a confirmation message.

9. Click OK to close the message box.

Results

An invoice has been generated and it can be released for approval and processed through the normal invoice entry process.

What's Next?

Generated invoices are submitted for approval and processed through the normal invoice entry process.

Importing Purchase Card Transactions

Overview

When employees of your organization use purchase cards to make transactions, the transactions are recorded by your financial institution and then provided to you in the form of an electronic import file. This file must be imported into Enterprise ERP to record the transaction details and generate reports. The import process is performed by the Purchase Card Import program. Once imported, the transactions are recorded on Enterprise ERP purchase card statements and released for approval using Enterprise ERP Workflow.

This document describes the procedure for importing purchase card transactions into Enterprise ERP using an import file provided by your banking institution. This document uses an import file in the JP Morgan format, but the procedure is similar for all file formats.

Prerequisites

Before you can successfully use this feature, you must ensure that the necessary settings and codes are in place. If settings and codes are not set up, or not set up correctly, you may need to contact your Enterprise ERP system administrator or department manager to have them updated or added into the Enterprise ERP system.

Confirm the following:
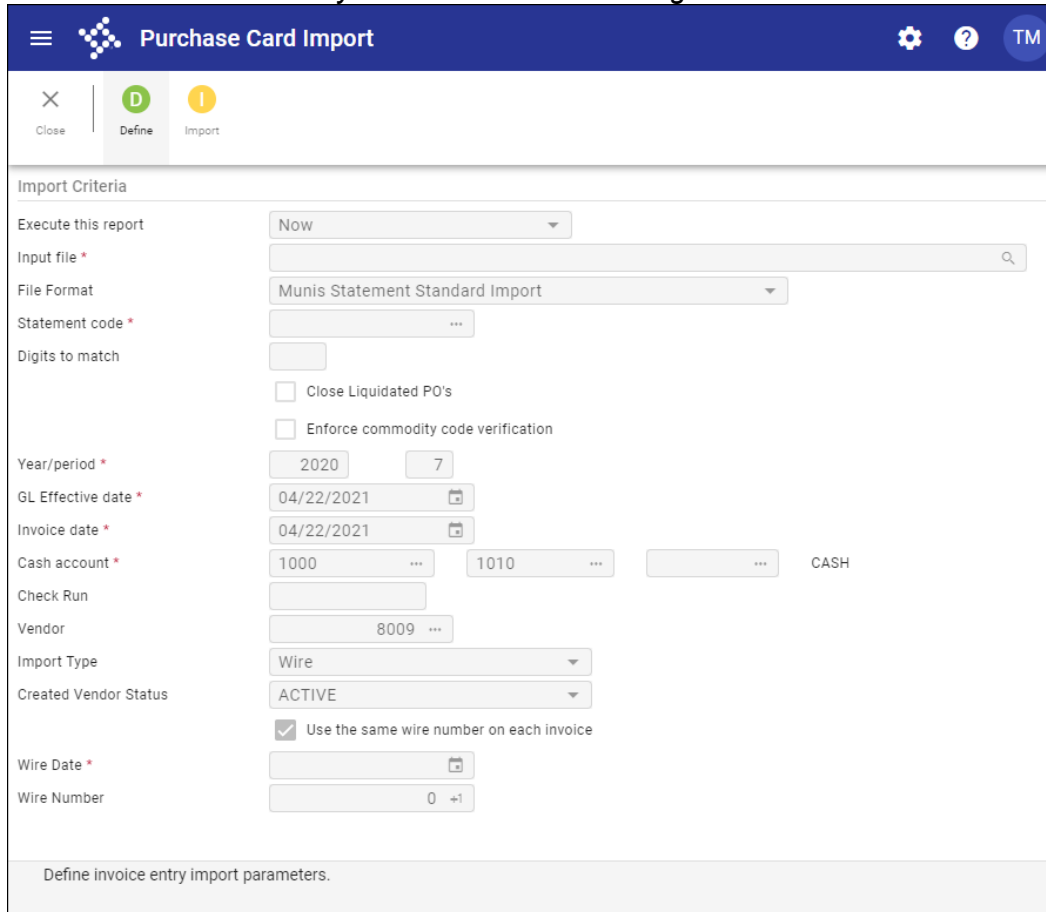
- You have the purchase card import file available in a compatible format. File layouts can be found on the Enterprise ERP Knowledgebase.
- All the purchase cards that appear on the import file exist in the Enterprise ERP system.
- Your user role has been assigned the ability to view and maintain purchase cards on the Data Access tab of Accounts Payable Roles.

Procedure

To perform the purchase card import:

1. Open the Purchase Card Import program.
   Financials > Accounts Payable > Invoice Processing > Purchase Cards > Purchase Card Import

2. Click Define.
3. Complete the fields, using the following table as a guide.

Field	Description	Notes
Import Criteria		
Execute this Report	Determines when to process the import when Enterprise ERP Scheduler is enabled. • Select Now to process the import immediately using the output options. • Select In Background (Now) to process the report a single time using the event log and email notification features, or if you select At a Scheduled Time to establish a specific time when the report runs, the program uses Enterprise ERP Scheduler.	

Field	Description	Notes
Input File	Indicates the complete path and file name of the file to be imported.	
File Format	Specifies the file format to be imported. Format notes: • The Payment Net–Long Account format imports records using the full general ledger account number. • The Cal-Card format breaks separate lines of detail into separate invoices. General ledger accounts are not imported when you use this format. You must enter the account information in Invoice Entry/Proof after the import is complete. The program enters the invoice number on the import file as the Enterprise ERP invoice number and the Enterprise ERP document number is automatically assigned the next available number. • The Visa–Statement format creates records from amounts in the file header only. When this format is selected, the program displays the Use Visa Detail checkbox. Selecting the checkbox directs the program to use the amounts from the file detail lines to create records instead of only the header. • The Enterprise ERP Statement Standard Import format allows you to import files that contain merchandise category codes (MCC). The codes appear at the end of each line in the file and are stored as part of the transaction record. The Purchase Card Import program checks the imported MCC codes against the commodity code table. If a commodity code has an associated MCC code, the commodity code is also stored on the transaction record. If multiple commodity codes are associated with an MCC code, the program	

Field	Description	Notes
	uses the first commodity code to complete the transaction record. If the commodity code has an object code associated with it, and the combination of the object code and the default org code from the purchase card results in a valid account, the object from the commodity code is used in place of the default object for the purchase card when creating default allocation lines for the transaction. If the MCC codes on the import file are invalid, the program displays an error message. The import report displays all the imported MCC codes and the first NIGP code associated with the MCC codes. When you use the Enterprise ERP Statement Standard Import format, the program provides a preview of the import file. The preview provides any warnings or errors associated with each line in the file. If errors exist, the program accumulates them and shows them in the preview, rather than stopping the import process when encountering an error. On the Preview screen, you can sort by error message to find problematic lines in a large file. If errors exist, you must correct them before the import can proceed. Note: Required fields include Card Number, Charge Date, Post Date, and Amount. Additionally, if a line is missing the FID, then the Vendor Name, Address Line One, City, and State fields are also required. (These are required to attempt to match on an existing Enterprise ERP vendor or create a vendor record.)	
Statement Code	Indicates the statement code for the import, which is used to match imports to card statements. Typical statement codes are the statement date, though you can use any 10-character identifier.	

Field	Description	Notes
Digits to Match	Identifies the number of digits on the credit card to match. Valid entries are 4 to 16, inclusive.	
Close Liquidated POs	Directs the program to set the status of fully liquidated purchase orders to Closed, when this checkbox is selected.	
Enforce Commodity Code Verification	Causes the program to verify the imported commodity codes against your Enterprise ERP database and create invoice detail using that information, when this checkbox is selected. This checkbox is only available for the Commerce Bank import format.	
Year/Period	Establish the fiscal year and period for imported invoices. The Year field accepts the current year or next year.	
GL Effective Date	Sets the date that the transaction affects the general ledger. The effective date is required.	
Invoice Date	Specifies the date that appears on the invoice created by the statement. This date is only available for the JP Morgan format.	
Cash Account	Identifies the account number for imported invoices. For the full account number, you must complete the account type (B-balance sheet, E-expense, or R-revenue) and then enter the full general ledger account.	
Check Run [Warrant]	Indicates the check run or warrant assigned to the imported invoices. The warrant is used when printing a check run in Print Checks. A warrant identifier is required. **Note:** This label varies depending on your organization's settings.	
Vendor	Assigns the vendor to which the imported invoices apply. Use the field help button to open the Vendor Help screen, which allows you to find and select a vendor by entering the vendor's full or partial name.	
Import Type	Indicates if the purchase card import is a file from a wire transfer or an electronic funds transfer (EFT).	

Field	Description	Notes
Created Vendor Status	Defines the default status of any new vendor records created by the import process.	
Use the Same Wire Number on Each Invoice	Instructs the program to use the same wire or check number for all invoices in the batch, when this checkbox is selected.	
Wire Date	Specifies the date of the wire transfer. This date must be within the fiscal year date range. The wire date is required.	
Wire Number	Contains the wire transfer number.	

4. After you have completed the fields, click Accept.
    The program saves your entries.
5. Click Import to process the import.
    The program imports the data from the file and uses the data to create transaction records. These records are combined into purchase card statements. If any errors are encountered during the import process, the Purchase Card Import program displays error messages that indicate the nature of the errors.

Results

You have imported the transactions from the purchase card file. These transactions are stored in Enterprise ERP as a purchase card statement which requires approval to be converted into one or more invoices.

Status Change

The purchase card statement created by this process has a status of New.

GL Impact

The memo balances of the general ledger allocation accounts on the purchase cards are updated based on the transaction amounts.

What's Next?

The purchase card statements created by the import process must be released for approval, and then converted into accounts payable invoices for further processing.

Processing Purchase Card Statements

Overview
After purchase card transactions have been imported, they are stored in Enterprise ERP as purchase card statements. These statements are accessed using the Purchase Card Statements program, from which they are released to workflow for approval, and then converted to invoices.

Prerequisites
Before you can successfully use this feature, you must ensure that the necessary settings and codes are in place. If settings and codes are not set up, or not set up correctly, you may need to contact your Enterprise ERP system administrator or department manager to have them updated or added into the Enterprise ERP system.
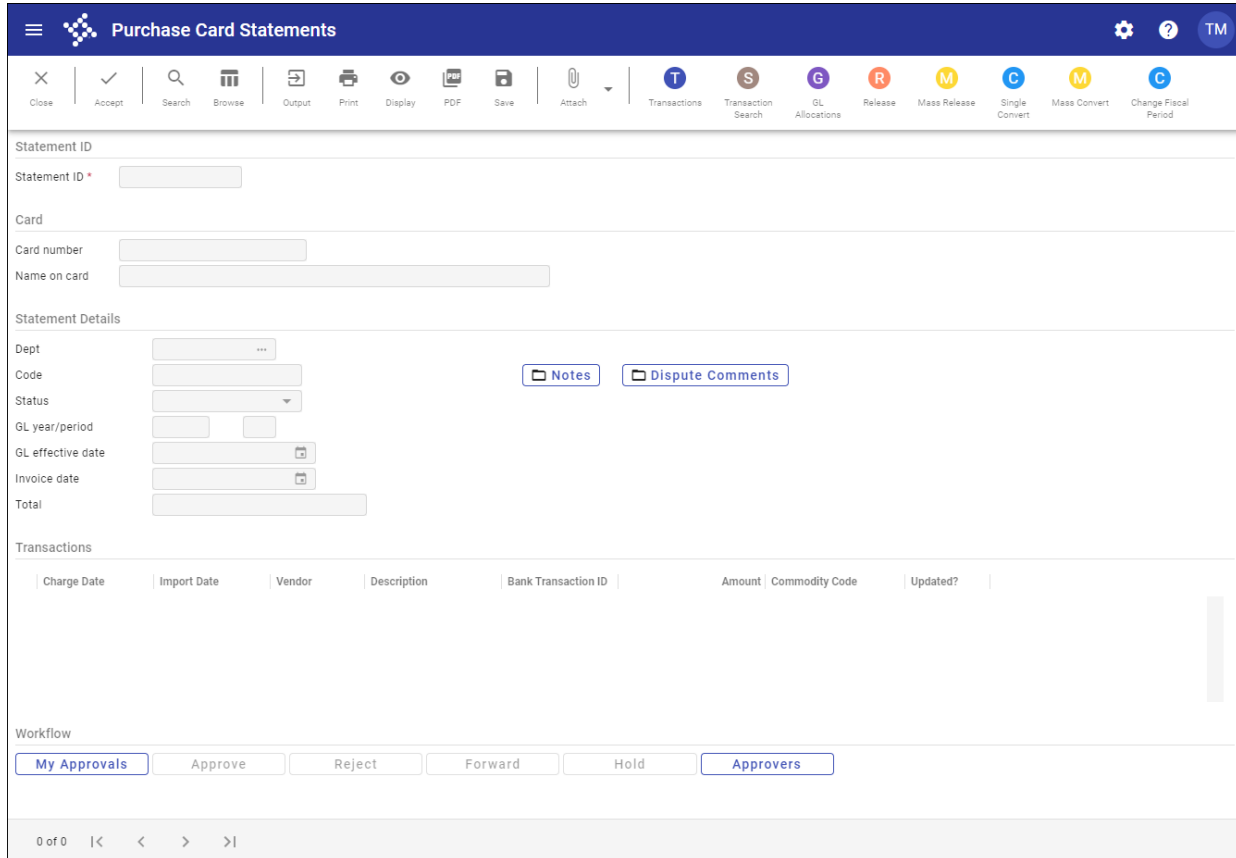
Confirm the following:

- The purchase card import process has been completed and statements have been generated.
- In Accounts Payable Roles, your user role has been assigned the ability to view and maintain purchase cards, as well as the ability to convert purchase card statements to invoices on the Data Access tab of the Accounts Payable Roles program. The Allow Update of Purchase Card Transaction at or Below Status permission controls the statement status levels for which you can update a purchase card transaction (PCT) on a statement: New, Released, or Approved.
- *Optional*: To enable the Change Fiscal Period option in the Purchase Card Statements program, your user role must be assigned the Void Purchase Card Statements permission and the Maintain Others' Purchase Cards and Statements data access permission must be set to Full. To use this feature, open p-card statements (those that have not been converted or voided) must exist for the identified statement code.

Procedure
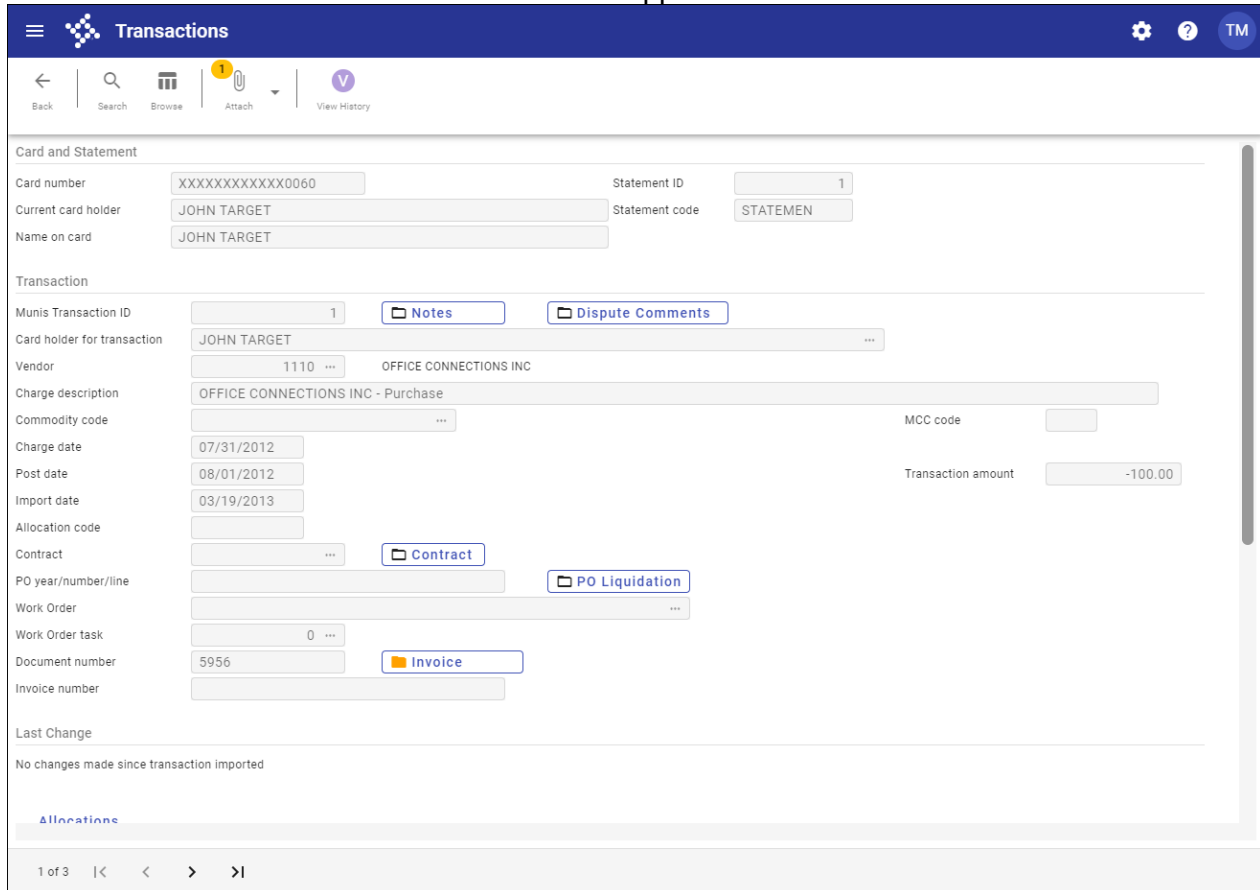
To convert purchase card statements to invoices:

1. Open the Purchase Card Statements program.
   Financials > Accounts Payable > Invoice Processing > Purchase Cards > Purchase Card Statements

2. Click Search to locate the purchase card statement to convert.

3. Click Transactions to view the transactions that appear on the statement.

4. Click Update.
5. Change the Card Holder for Transaction, Vendor, Charge Description, Commodity Code, Contract, Work Order, Work Order Task, and allocation accounts as necessary.
6. When you have finished making changes, click Accept.
7. Use the navigation buttons to view additional transactions, making changes as needed.
8. After you have finished updating the transactions, click Back to return to the Purchase Card Statements program screen.
9. Click Release to release the statement to workflow.
   The program applies the APC–AP Purchasing Cards business rule as defined by your organization. The statement must be approved before processing can continue.
   If your organization does not make use of the APC business rule, the statement is automatically approved.

10. After the statement has been approved, click Single Convert to convert the statement into one or more invoices. Alternatively, you can click Mass Convert to convert all the approved statements in the active set of records into invoices.
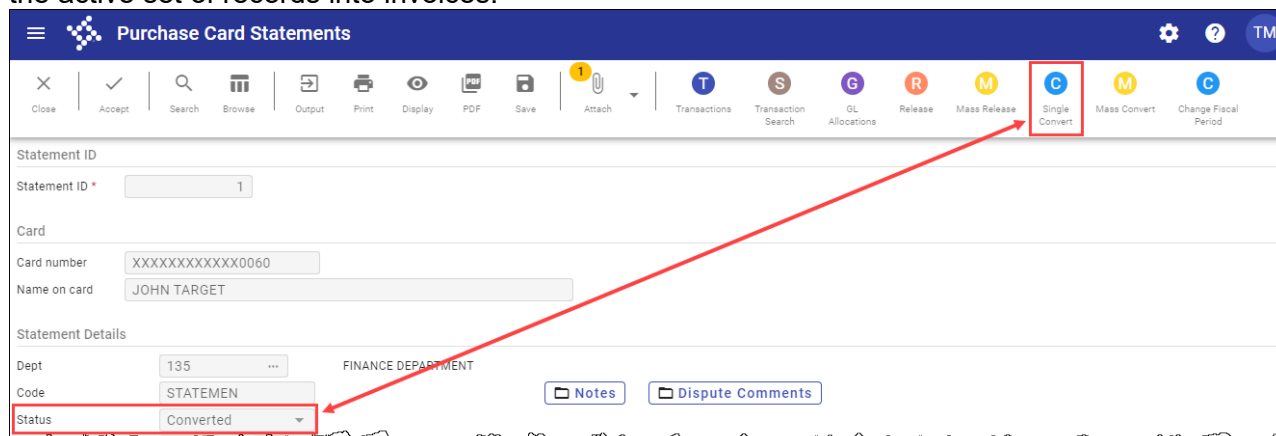
The program displays the Input GL Effective Date for Conversion dialog box.

11. Enter an effective date for the journal entries that support the conversion and click OK.
The program performs the conversion and displays the Conversions Results screen, which lists the invoices generated and the transactions to which they apply. A single invoice is created for each vendor that appeared on the statement.

Results
You have converted a purchase order statement into one or more accounts payable invoices.

Status Change
The converted statements are updated with a status of Converted, and the invoices created by the conversion have a status of Hold.

GL Impact
When statements are converted to invoices, a journal entry is created for each allocation line on the transaction that is in a different fund than the purchase card liability account defined in Accounts Payable Settings. Once the journal is posted, the appropriate due to/due from entries are created. When the purchase card invoices are posted, journal entries are created to credit the purchase card liability accounts and debit the expense accounts on the transactions.

What's Next?
You must access the created journal entries and invoices and process them using your organization's standard business practices.

Appendix A—Invoice Central

Financials > Accounts Payable > Invoice Inquiry and Reports > Invoice Central

Invoice Central provides an inquiry-only listing of invoice records and information. The program does not allow you to modify invoices. Instead, it provides direct access to the Enterprise ERP programs that are responsible for the maintenance and processing of invoices.

The program initially displays a Search box, which you can use to specify a vendor or invoice number.
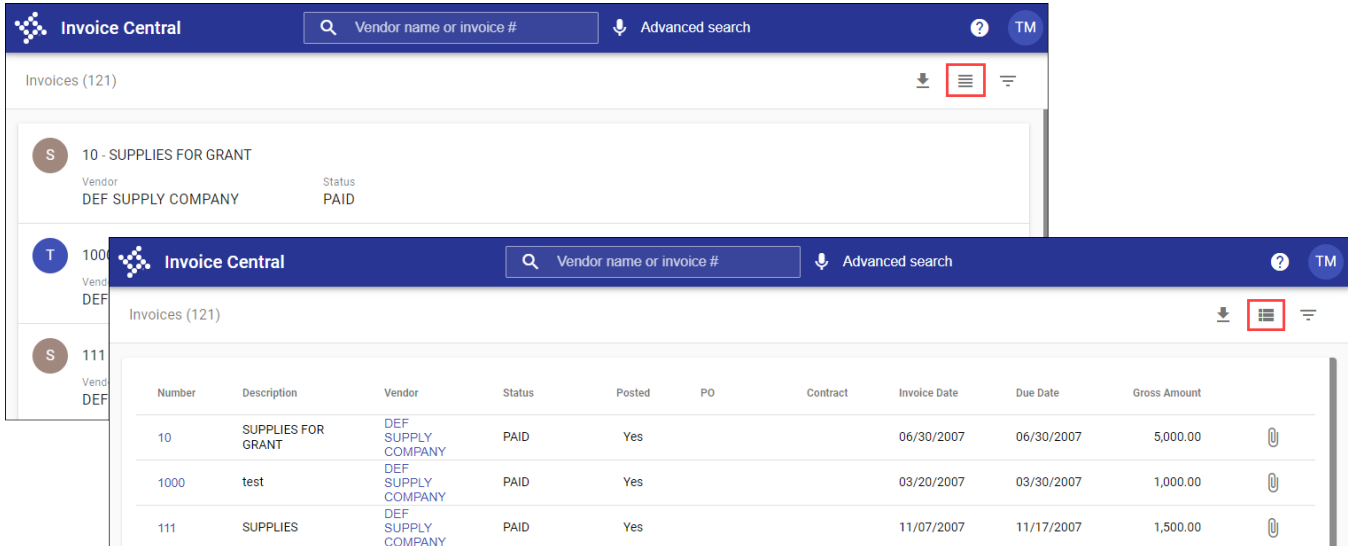
For simple searches, enter a vendor name or invoice number in the search bar and then press **Enter** to initiate the search. Or use the Advanced Search option to access additional search fields.
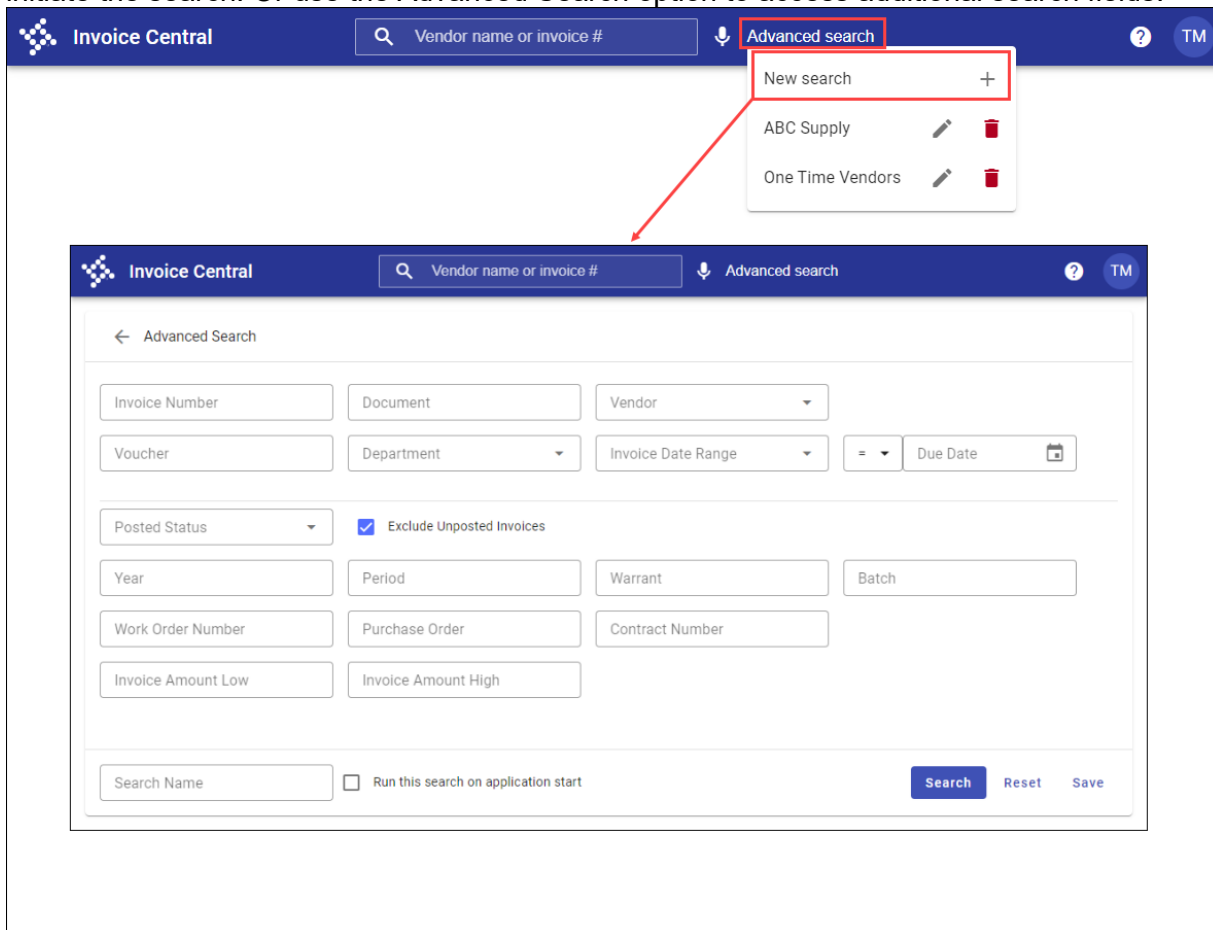
For Advanced Searches, enter a name in the Search Name box and click the Save option to save a search for future use. If you select the Run This Search on Application Start checkbox, the program automatically initiates that search when you open the program.
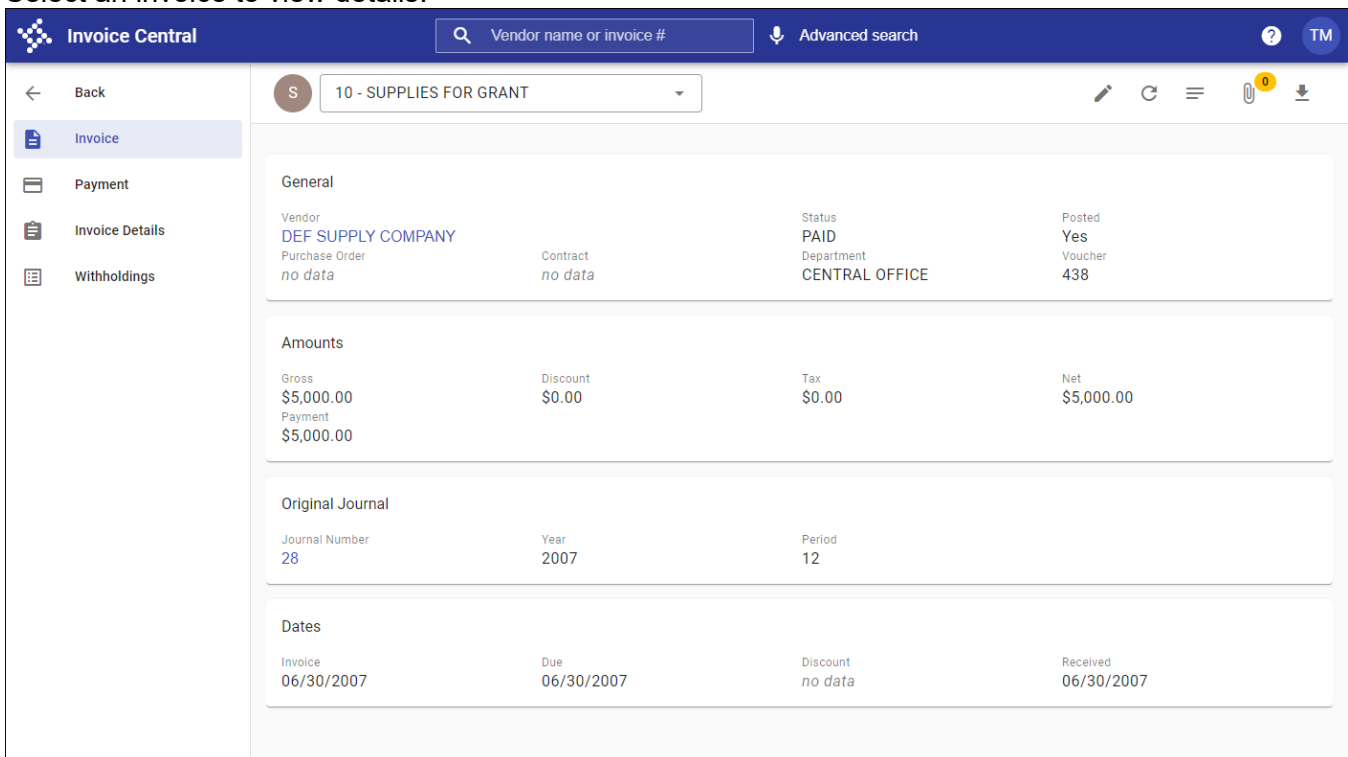
When the search completes, the program displays the matching invoices. Switch the view using the appropriate option, which varies depending on your current view.

Select an invoice to view details.

Select a category on the sidebar to view additional information about this invoice. For example, click Payment to view the payment details.

The following table provides a brief description of the available details for the Invoice Central program.

Category	Description
Invoice	Contains general information about the invoice record. Use the Vendor Name link to view the vendor record in Vendor Central.
Payment	Contains payment information for the invoice.
Invoice Details	Lists the detail lines that appear on the invoice. Click a line to view its liquidation details, if applicable.
Withholdings	Display the withholding information for the selected invoice.

Appendix B—Vendor Central

Financials > Accounts Payable > Vendor Processing > Vendor Central

The Vendor Central program displays information about vendors that exist in your Enterprise ERP database. This program is intended for use by purchasing personnel who require access to vendor information on a regular basis.

Viewing Vendor Records

The program initially displays the Search field, which you can use to specify a vendor name. If you enter a full vendor name, the program narrows the search to only that vendor; if you enter a partial vendor name, the program creates an active set of records that match the entered criteria.
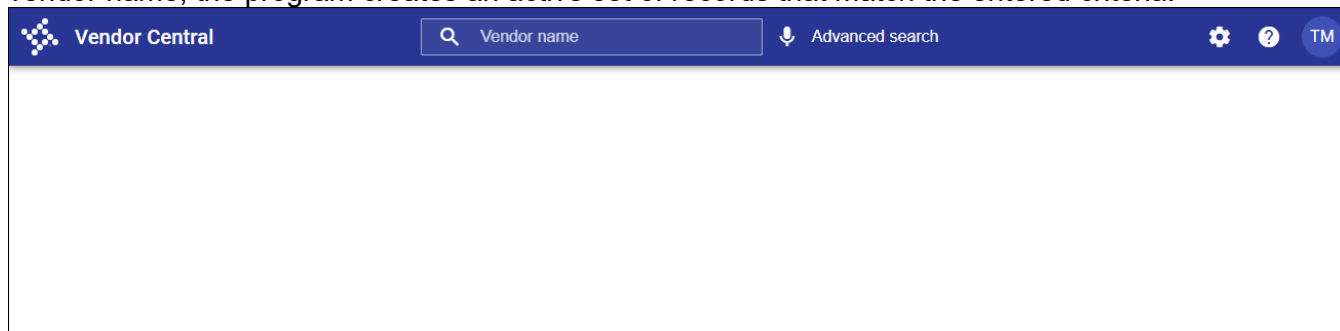
For simple searches, enter a vendor name and then press **Enter** to initiate the search. Or use the Advanced Search option to access additional search fields.
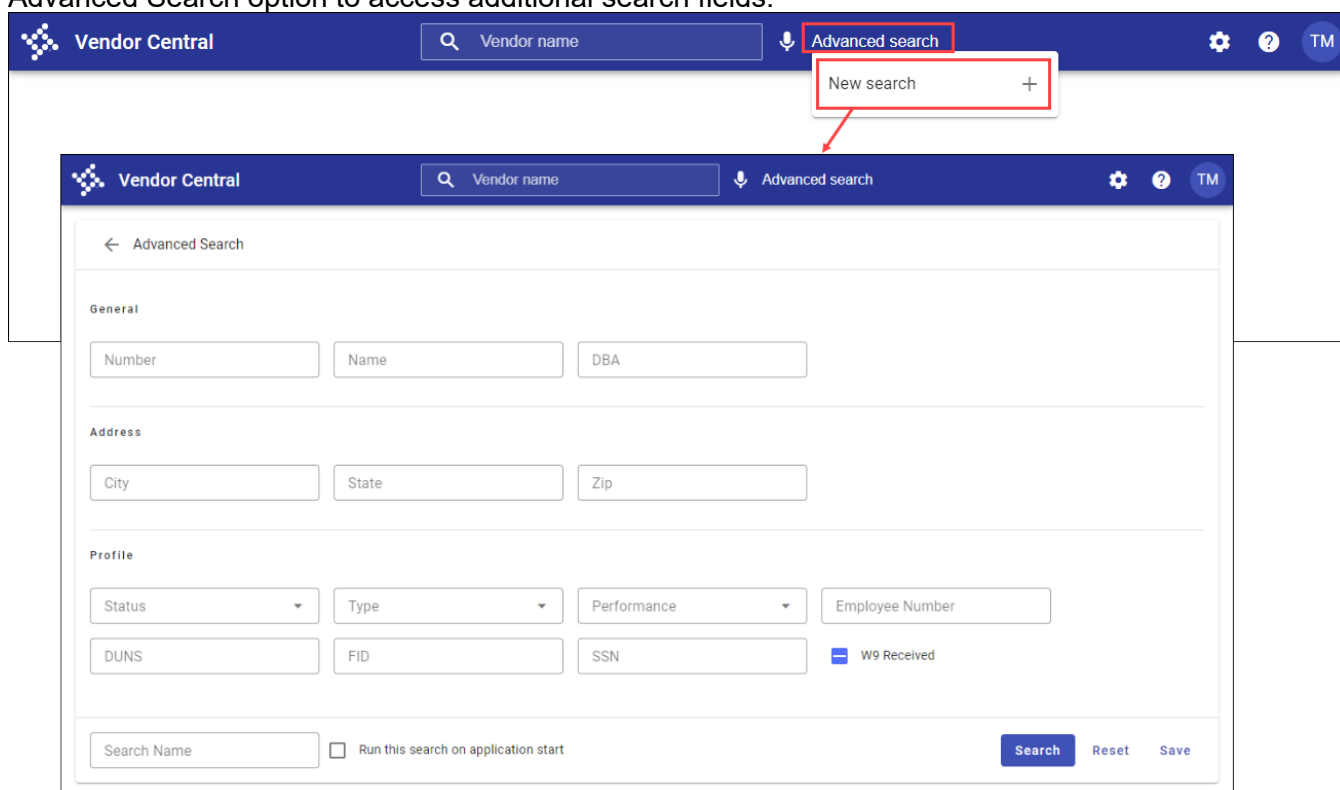
For Advanced Searches, enter a name in the Search Name box and click the Save button to save a search for future use. If you select the Run This Search on Application Start checkbox, the program

automatically initiates that search when you open the program.

Saved searches are available from the Advanced Search list.

When the search completes, the program displays the matching vendor records. Switch the view using the appropriate option, which varies depending on your current view.

Select a vendor record to view details.

When you view the Details page for the first time, the program provides the Application Settings window for you to choose which categories of details to view.

Use the Select All option to include all available categories; use the Unselect All option to exclude all the categories. To narrow the results to include only specific time frames of items, use the lists in the Search Time Frames group. Click OK to proceed to the Details page and apply your selections. Your chosen categories are available in the sidebar. You can access the Application Settings screen at any time by clicking the Settings option.
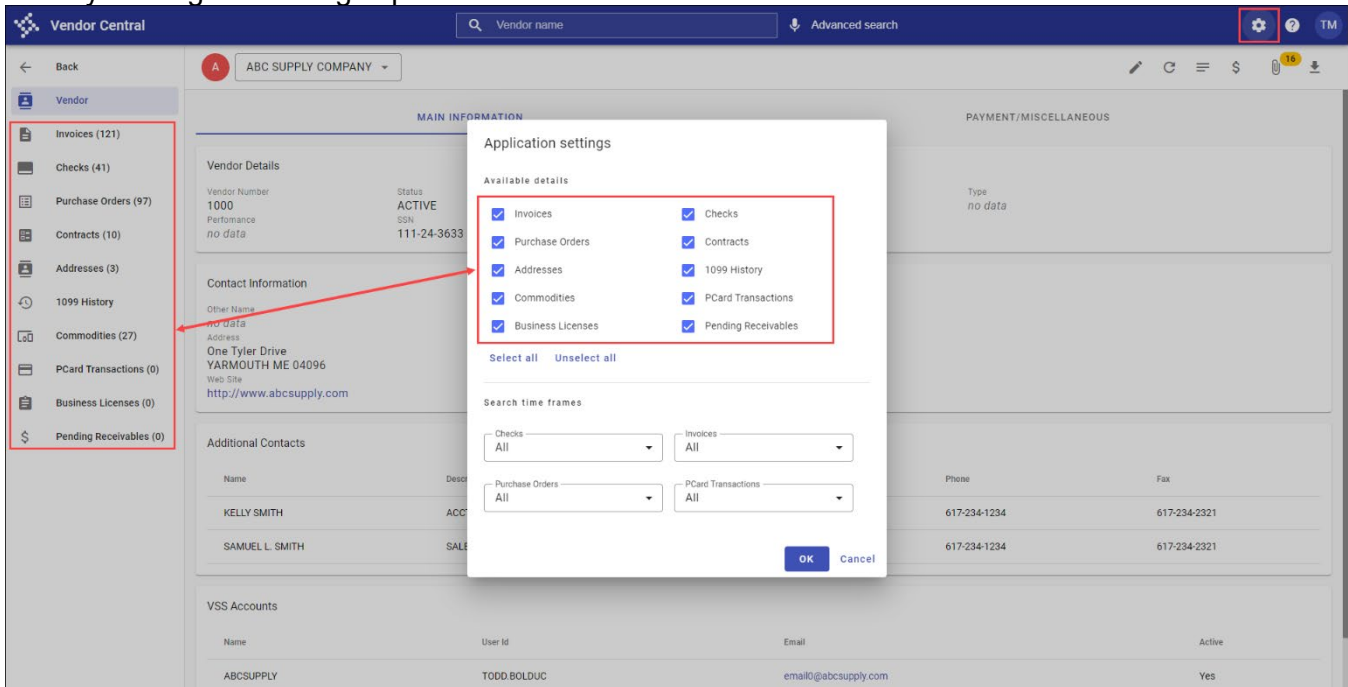

Select a category from the sidebar to view that specific information.

Note: If you did not select the category in the Application Settings window, then it is not shown on the Details page. Only the Vendor information is accessible regardless of category selections.

Viewing Vendor Information

Details

When you view the Details page for a vendor record, the page heading includes a list to select other vendors to view, if associated vendors exist, as well as options to maintain the data.
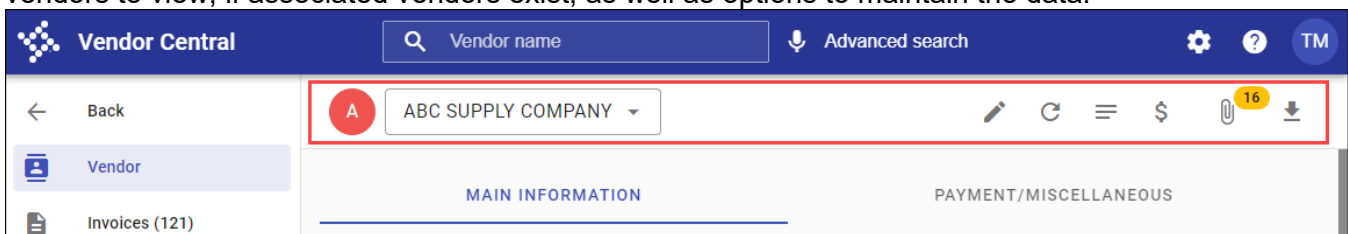
The heading provides the following options:
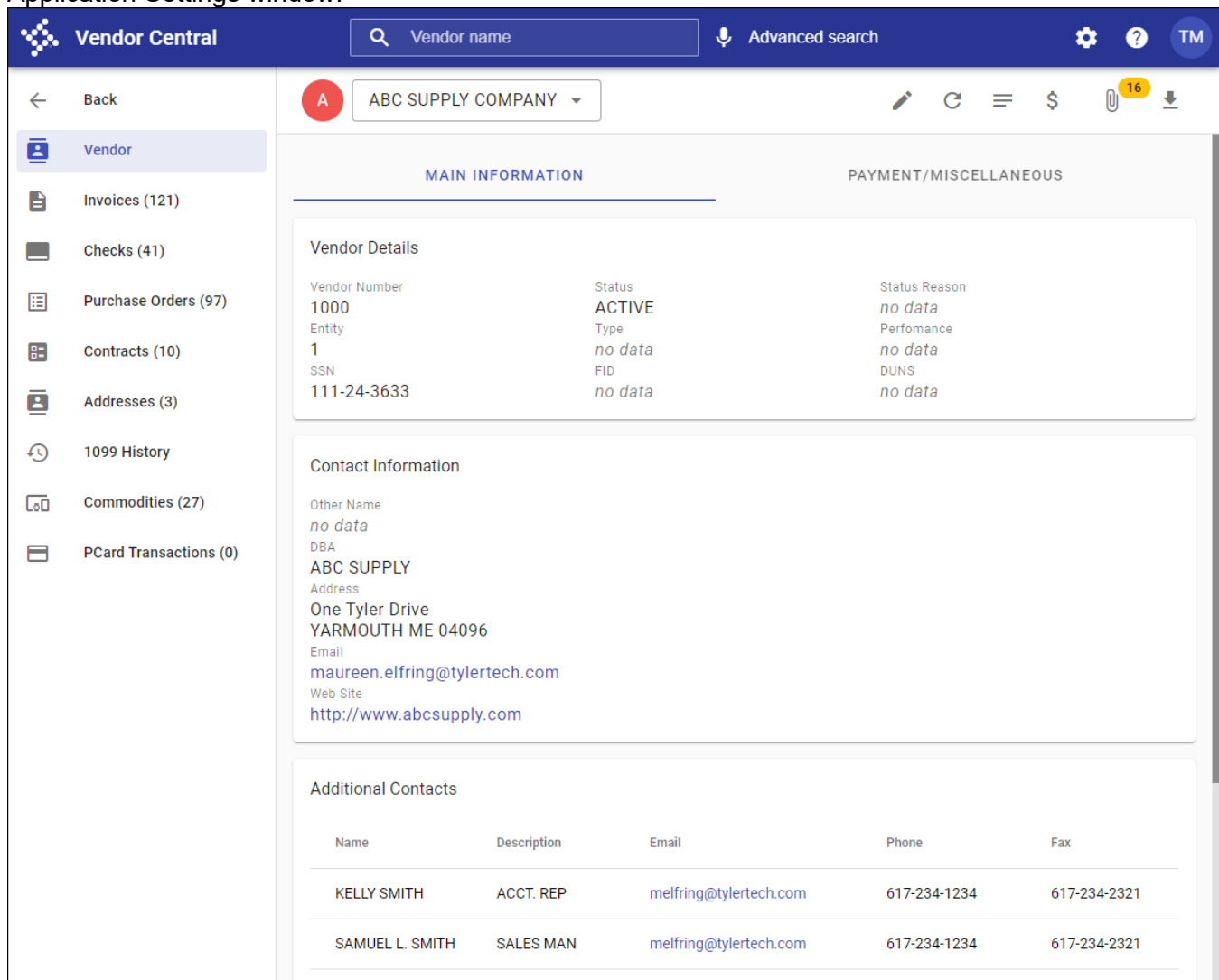
- Edit—Opens the applicable program used to update the selected record. For example, if you click Edit while viewing the vendor information, a separate browser tab opens the vendor record in the Vendors program.
- Refresh—Refreshes the current screen to display the most recent changes.
- Notes—Stores general, certification, and class notes associated with the vendor record.

- Totals—Calculates totals for invoices, unpaid invoices, checks, and open purchase orders for the selected vendor. The Search Time Frames lists on the Application Settings screen determine the time periods for the information.
- Attach—Provides any attached documents through Tyler Content Manager (TCM).
- Export—Generates an export of the currently displayed information as a Microsoft® Excel® spreadsheet.

Vendor

The Vendor category is always available, regardless of the category selections you made in the Application Settings window.

The following table provides descriptions of the available fields for the Vendor category in the Vendor Central program.

Field	Description	Notes
Vendor		
Main Information Tab		
Vendor Details		

Field	Description	Notes
Vendor Number	Indicates the Enterprise ERP vendor number, as established in the Vendors program.	
Status	Specifies the current status of the vendor: • Active—Indicates a current and established vendor. • Bidder—Identifies that this vendor has submitted bids but is not yet an established vendor. A Bidder status does not prohibit entry of purchase orders and invoices. • Inactive—Provides a warning during invoice entry that the vendor is inactive but does not prevent the use of that vendor record. New vendors automatically have a status of Inactive until they are fully approved. • One Time Pay—Indicates a vendor number used one time to pay multiple recipients. Vendor records cannot be manually updated to use this status. They must be created as One Time Pay vendors. • Stop—Specifies that the vendor record should no longer be used. This status prevents the use of this vendor during invoice entry. • Temporary—Indicates the vendor is only to be used for a short time. • Self Service—Indicates a potential vendor has added their information using a vendor self-service	

Field	Description	Notes
	application (such as VSS or Vendor Access). The vendor record should then be reviewed and updated to have either an Active or Temporary status.	
Status Reason	Provides the reason for the vendor status, if applicable. Reason codes are defined under Vendor Status Reason Codes (VRSN) in Miscellaneous Codes.	
Entity	Contains the entity code for the current vendor.	
Type	Identifies the type of vendor. Vendor types often group vendors by the services they provide, such as Construction or Office Supplies. Type codes are defined under Vendor Type Codes in Miscellaneous Codes.	
Performance	Indicates the current performance rating assigned to the vendor. Specific notes on a vendor's performance are maintained in the Vendor Performance program.	
SSN	Specifies the Social Security number (SSN) associated with the vendor record. Either an SSN or an FID is required if Enterprise ERP is used to generate a 1099 for the vendor. The View SSN permission in Accounts Payable Roles is required in order to view Social Security numbers or federal identification numbers.	
FID	Contains the vendor's federal identification number (FID). Either an FID or a Social Security number is required if Enterprise ERP is used to generate a 1099 for the vendor. The View SSN permission in Accounts Payable Roles is required in order to view Social Security	

Field	Description	Notes
	numbers or federal identification numbers.	
DUNS	Indicates the 9-digit Data Universal Numbering System (DUNS) number assigned to the vendor organization. The DUNS number is a unique 9-character identification number provided by Dun & Bradstreet (D&B). The DUNS number is used by the federal government to monitor business entities. A DUNS number is required for federal grants and proposals.	
Contact Information		
Other Name	Stores the other name for the vendor, if applicable.	
DBA	Contains the "doing business as" (DBA) name for this vendor, if applicable. Vendors may request that their DBA name be included on payments.	
Address	Holds the vendor's street or post office box address, including the city, state/province, and ZIP Code™.	
Email	Contains an email address for the vendor.	
Website	Identifies the vendor's website address, if applicable.	
Additional Contacts		
Name	Specifies the first and last name of the person who is an additional contact for the vendor.	
Description	Provides a job title or description explaining the contact's relationship to the vendor.	
Email	Stores the email address of the contact.	
Phone	Contains the phone number of the contact.	
Fax	Supplies the fax number of the contact.	
VSS Accounts		

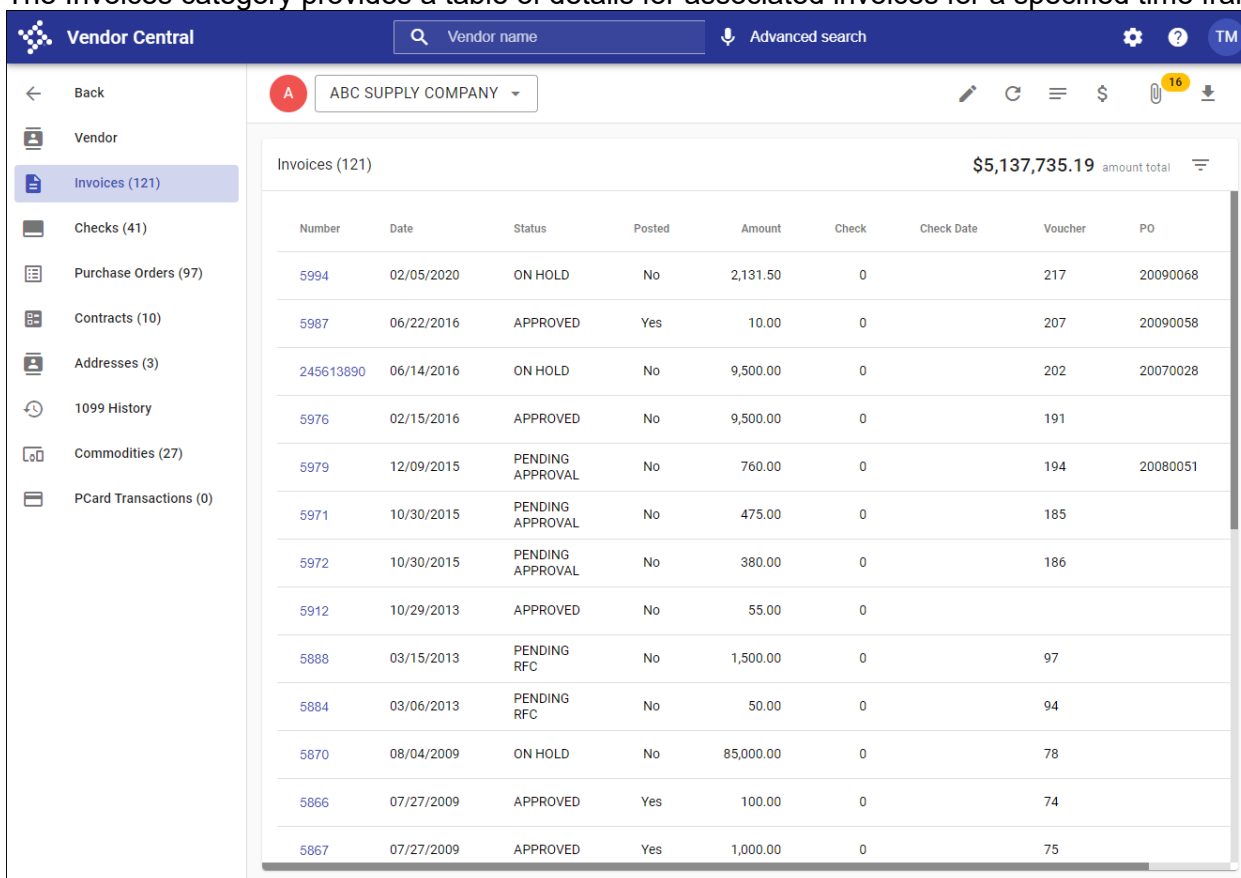| Field	Description	Notes
If your organization uses a vendor self-service application such as VSS or Vendor Access, the fields in this group provide those details.		
Name	Identifies the name associated with the self-service account.	
User ID	Indicates the user ID for the self-service account.	
Email	Provides the email address associated with the self-service account.	
Active	Specifies whether the self-service account is active (Yes) or not (No).	
Payment/Miscellaneous Tab		
Terms		
Discount Percent	Determines the discount percentage offered by the vendor, if applicable.	
Minimum Order	Provides the minimum order amount that this vendor allows.	
Freight Terms/Method	Stores the vendor's usual method of shipping.	
Days to Discount	Contains the number of days within which the invoice must be paid to qualify for the vendor discount.	
Days to Net	Holds the number of days allowed from the invoice date to pay the full invoice.	
Freight Percent	Contains the freight percentage commonly applied by the vendor.	
Payment Information		
Pay Vendor Using	Indicates the vendor's preferred method of payment.	
Separate Check Per Invoice	Specifies whether to use separate checks for each invoice (Yes) or not (No).	
Prenote	Identifies whether a check or invoice prenote is required for the vendor.	
ACH Override ID	Contains an override ID number for an automated clearinghouse (ACH) file. This number overrides the ID number in an ACH file, record 6. If data is entered in the Override	

Field	Description	Notes
	fields, it replaces the default information in the ACH vendor file.	
ACH Override Name	Stores an override name for an automated clearinghouse (ACH) file. This name overrides the name in an ACH file, record 6. If data is entered in the Override fields, it replaces the default information in the ACH vendor file.	
Banking Information *In order to view this group, your user role must have the View/Maintain Vendor Banking Information checkbox selected in Accounts Payable Roles.*		
Account Type	Specifies the type of bank account, such as Checking Account or Savings Account.	
Bank	Contains the name of the vendor's banking institution.	
Bank Routing #	Indicates the vendor's bank routing number.	
Bank Account #	Identifies the vendor's bank account number.	
Default Tax		
Use Tax Vendor	Specifies whether the vendor processes use tax (Yes) or not (No).	
Use Tax	Indicates the use tax rate, if applicable.	
Sales Tax	Identifies the sales tax rate, if applicable.	
Additional Information		
Class	Provides the class data, if applicable.	
Geographic	Specifies the geographic information, if applicable.	
County	Contains the name of the vendor's county.	
Foreign Entity	Identifies whether the vendor is considered a foreign entity (Yes) or not (No).	
AR Customer #	Stores the vendor's Accounts Receivable (AR) customer number, if applicable. Customer numbers are established and maintained in	

Field	Description	Notes
	the Customers program in Enterprise ERP Accounts Receivable.	
Employee #	Holds the vendor's employee number, if applicable. Employee numbers are established and maintained in the Employee Master program in Enterprise ERP Human Capital Management.	
Delivery Methods		
Purchasing	Specifies the vendor's preferred method for purchase order delivery.	
Payables	Stores the vendor's preferred methods for accounts payable delivery: Print, Fax, and/or Email.	

Invoices

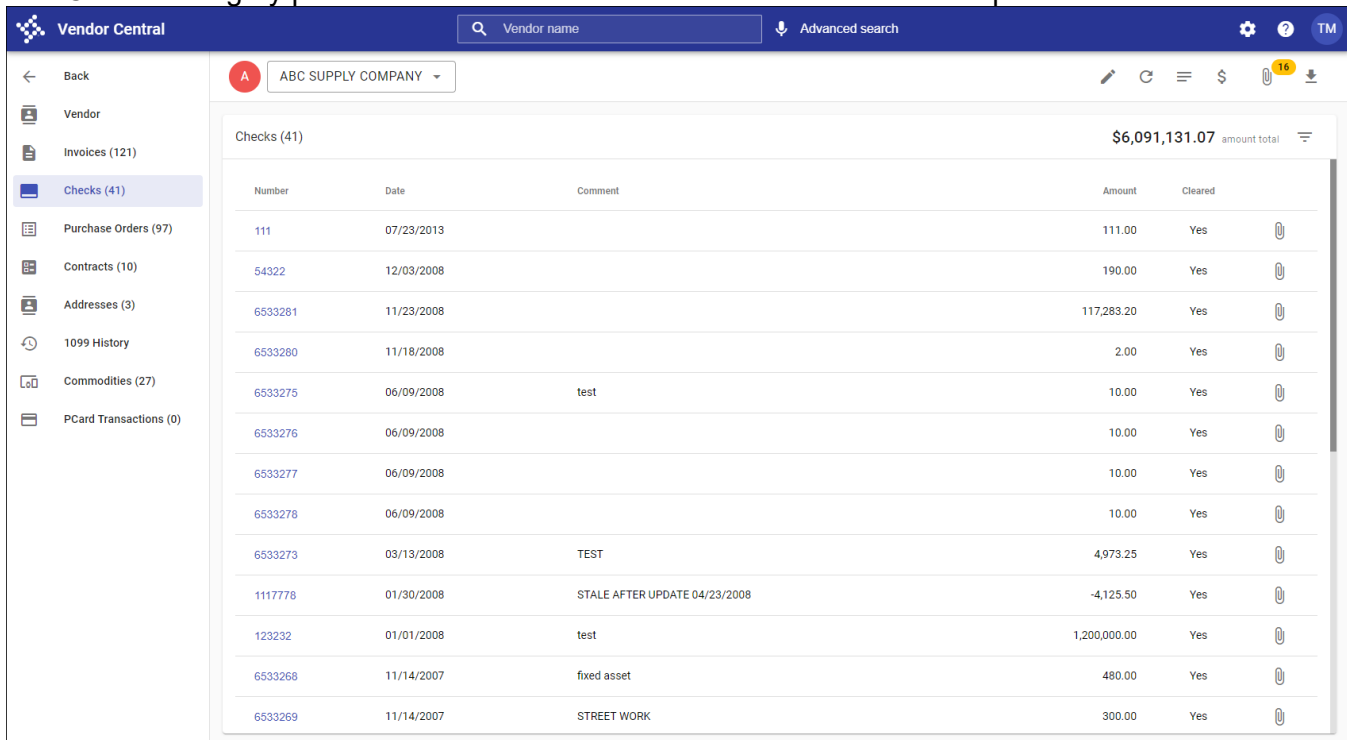The Invoices category provides a table of details for associated invoices for a specified time frame.

To change the time frame, click the Settings option in the omnibar and select a different time period for the Invoices list in the Application Settings window.

The heading indicates the number of invoices (#) and the total amount. The Filter option is available to apply filter criteria to each table heading.

Field	Description	Notes
Invoices		
Invoices (#)		
Invoice	Indicates the invoice number. Click the link to open the Invoice Central program to view additional invoice details, such as associated journal information.	
Amount	Provides the total dollar amount of the invoice.	
Date	Identifies the date the invoice was entered in MM/DD/YYYY format.	
Purchase Order	Displays the purchase order number, if applicable. Click the link to open the Purchase Order Central program to view additional purchase order details, such as delivery and payment information.	
Contract	Supplies the contract number, if applicable.	
Vendor	Identifies the name of the vendor associated with the invoice. Click the link to open the Vendor Central program to view additional vendor details, such as contact information or associated self-service accounts.	
Status	Specifies the status of the invoice, such as Approved.	
Description	Provides the description of the invoice.	
Due	Supplies the due date of the invoice in MM/DD/YYYY format.	
Year	Indicates the fiscal year to which the invoice applies.	
Voucher	Provides the voucher number, if applicable.	
Invoice	Indicates the invoice number. Click the link to open the Invoice Central program to view additional invoice details, such as associated journal information.	

Checks

The Checks category provides a table of details for associated checks in a specified time frame.

To change the time frame, click the Settings option and select a different time period for the Checks list in the Application Settings window.

The heading indicates the number of checks (#) and the total dollar amount.

The Filter option is available to apply filter criteria to each table heading.

Field	Description	Notes
Checks		
Checks (#)		
Check	Indicates the check number. Click the link to open the Checks Detail screen (accessible from the Invoice Inquiry program) to view additional check information.	
Date	Specifies the check date in MM/DD/YYYY format.	
Vendor	Identifies the name of the vendor associated with the check. Click the link to open the Vendor Central program to view additional vendor details, such as contact information or associated self-service accounts.	

Field	Description	Notes
Amount	Provides the dollar amount of the check.	
Status	Specifies the status of the check, such as Printed.	
Warrant	Indicates the warrant or check run number associated with the check.	
Cash Account	Contains the account number for the associated cash account.	

Purchase Orders

The Purchase Orders category provides a table of details for associated purchase orders in a specified time frame.

To change the time frame, click the Settings option and select a different time period for the Purchase Orders list in the Application Settings window.

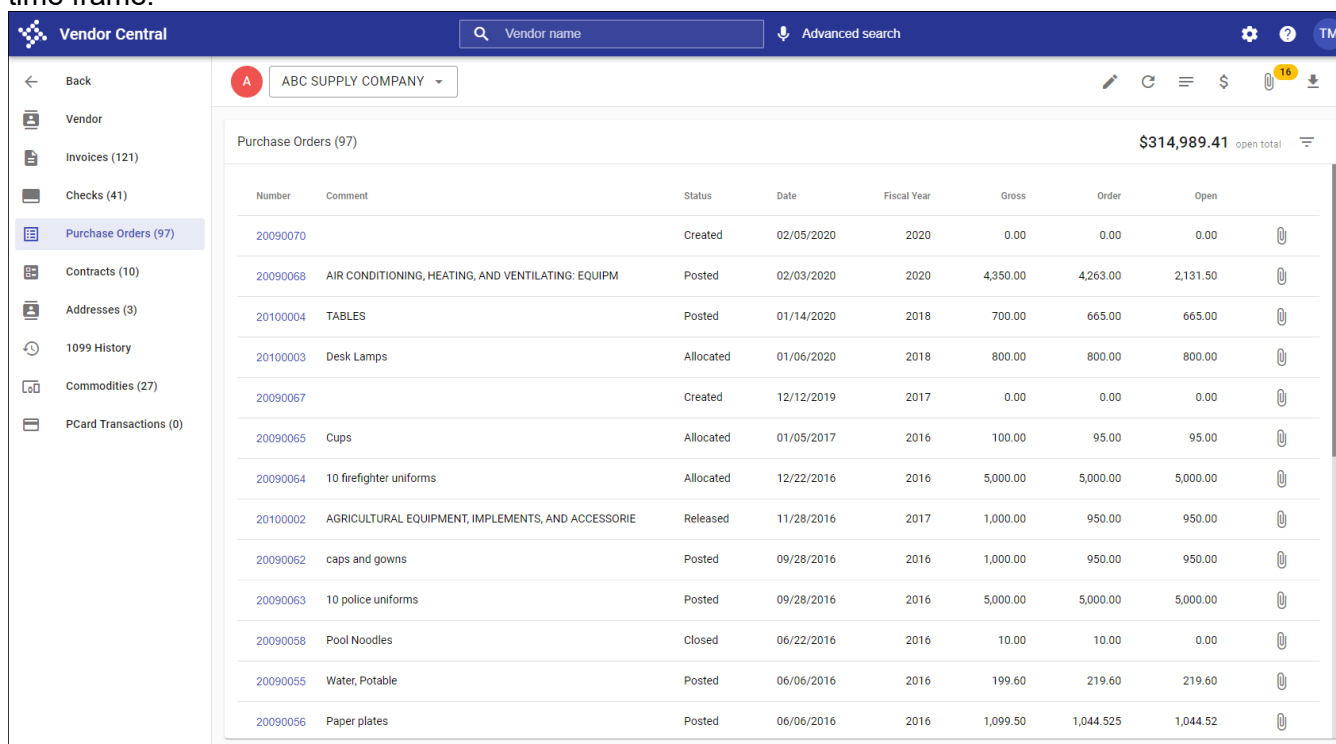The heading indicates the number of purchase orders (#) and the total open amount.
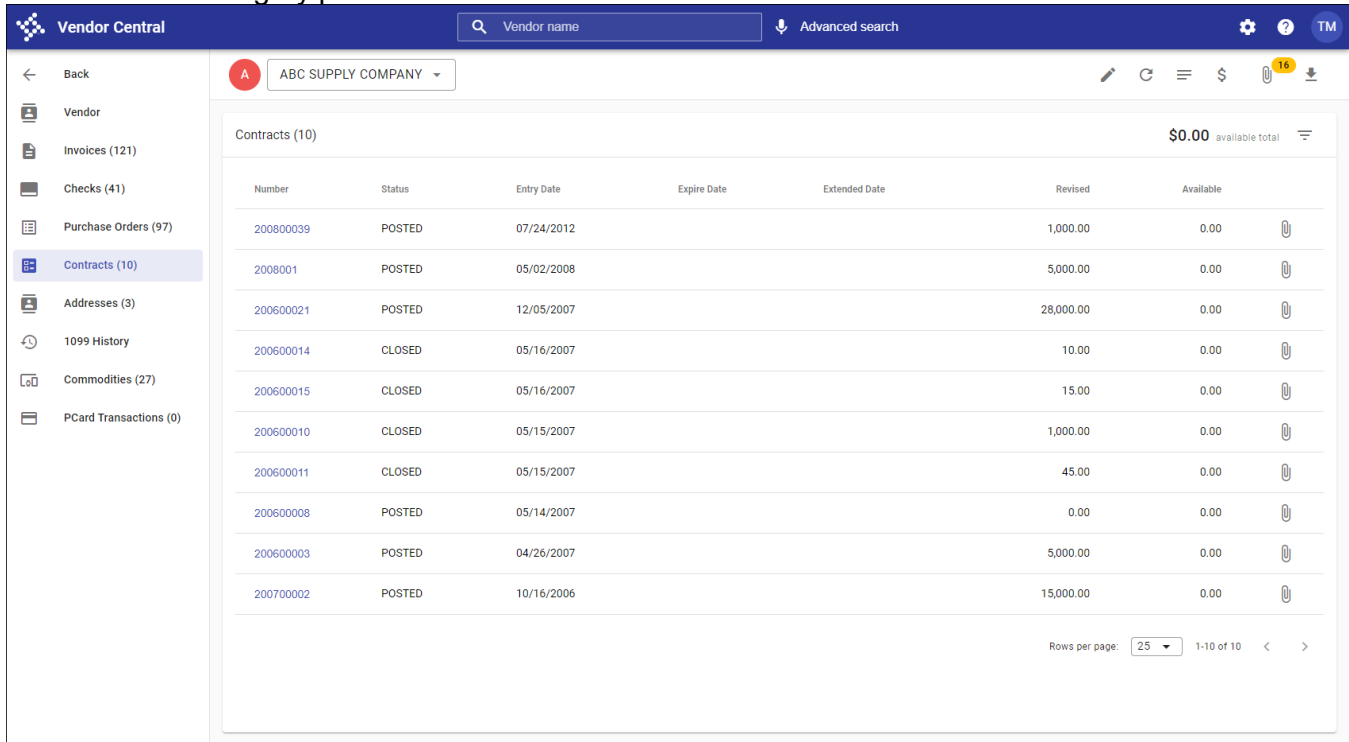
The Filter option is available to apply filter criteria to each table heading.

Field	Description	Notes
Purchase Orders		
Purchase Orders (#)		
Purchase Order	Specifies the purchase order number.	

Field	Description	Notes
	Click the link to open the Purchase Order Central program to view additional purchase order details, such as delivery and payment information.	
Year	Indicates the fiscal year to which the purchase order applies.	
Vendor	Identifies the name of the vendor associated with the purchase order. Click the link to open the Vendor Central program to view additional vendor details, such as contact information or associated self-service accounts.	
Entered	Provides the date the purchase order was entered in MM/DD/YYYY format.	
Open Amount	Specifies the open dollar amount for the purchase order.	
Order Amount	Supplies the dollar amount of the purchase order.	
Status	Indicates the status of the purchase order, such as Closed.	
Description	Displays the description of the purchase order.	
Department	Identifies the name of the department associated with the purchase order.	

Contracts

The Contracts category provides a table of details for contracts that are associated with the vendor.

The heading indicates the number of contracts (#) and the total available dollar amount of contracts. The Filter option is available to apply filter criteria to each table heading.
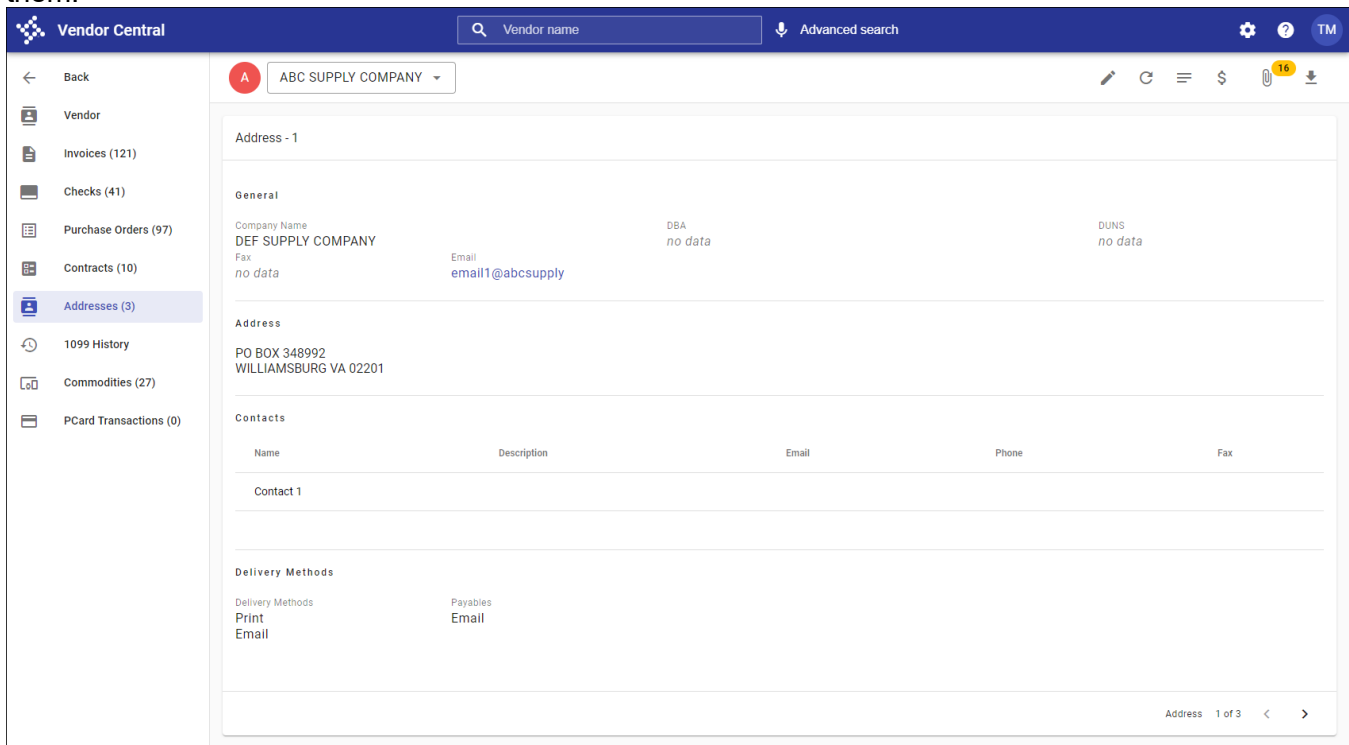
Field	Description	Notes
Contracts		
Contracts (#)		
Contract	Indicates the contract number. Click the link to open the Contracts Central program to view additional contract details, such as retainage, subcontractor, or insurance information.	
Vendor	Identifies the name of the vendor associated with the contract. Click the link to open the Vendor Central program to view additional vendor details, such as contact information or associated self-service accounts.	
Year	Contains the fiscal year for the contract.	
Status	Specifies the status of the contract, such as Posted.	

Field	Description	Notes
Open Amount	Indicates the open dollar amount of the contract.	
Revised Amount	Provides the revised dollar amount of the contract.	
Description	Supplies the description of the contract.	
Department	Identifies the name of the department associated with the contract.	

Addresses

The Addresses category provides remit address and contact information associated with the vendor record. If there are multiple addresses, use the arrows at the bottom of the screen to scroll through them.
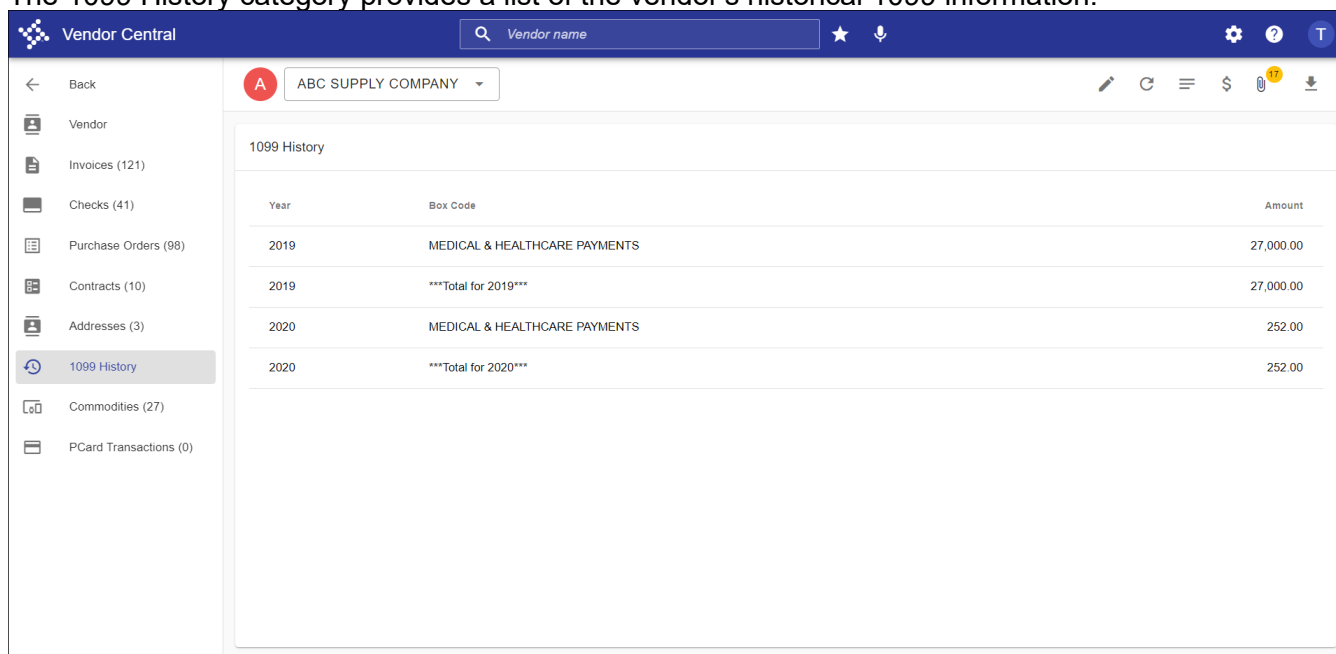
The following table provides descriptions of the fields.

Field	Description	Notes
Addresses		
Address - #		
	Identifies the remit address number (#).	
General		

Field	Description	Notes
Company Name	Specifies the company name for this vendor address.	
DBA	Contains the "doing business as" (DBA) name for this vendor address, if applicable. Vendors may request that their DBA name be included on payments.	
DUNS	Indicates the DUNS number for this vendor address.	
Fax	Supplies the fax number for this vendor address.	
Email	Stores the email address associated with this vendor address.	
Address		
	Provides the street or mailing address, including the city, state/province, and ZIP Code™ for this vendor address.	
Contacts		
Name	Identifies the name of the contact associated with this vendor address.	
Description	Provides a job title or description explaining the contact's relationship to the vendor.	
Email	Stores the email address of the contact.	
Phone	Contains the phone number of the contact.	
Fax	Supplies the fax number of the contact.	
Delivery Methods		
Delivery Methods	Specifies the vendor's preferred method for purchase order delivery for this address.	
Payables	Stores the vendor's preferred methods for accounts payable delivery (Print, Fax, and/or Email) for this address.	

1099 History

The 1099 History category provides a list of the vendor's historical 1099 information.
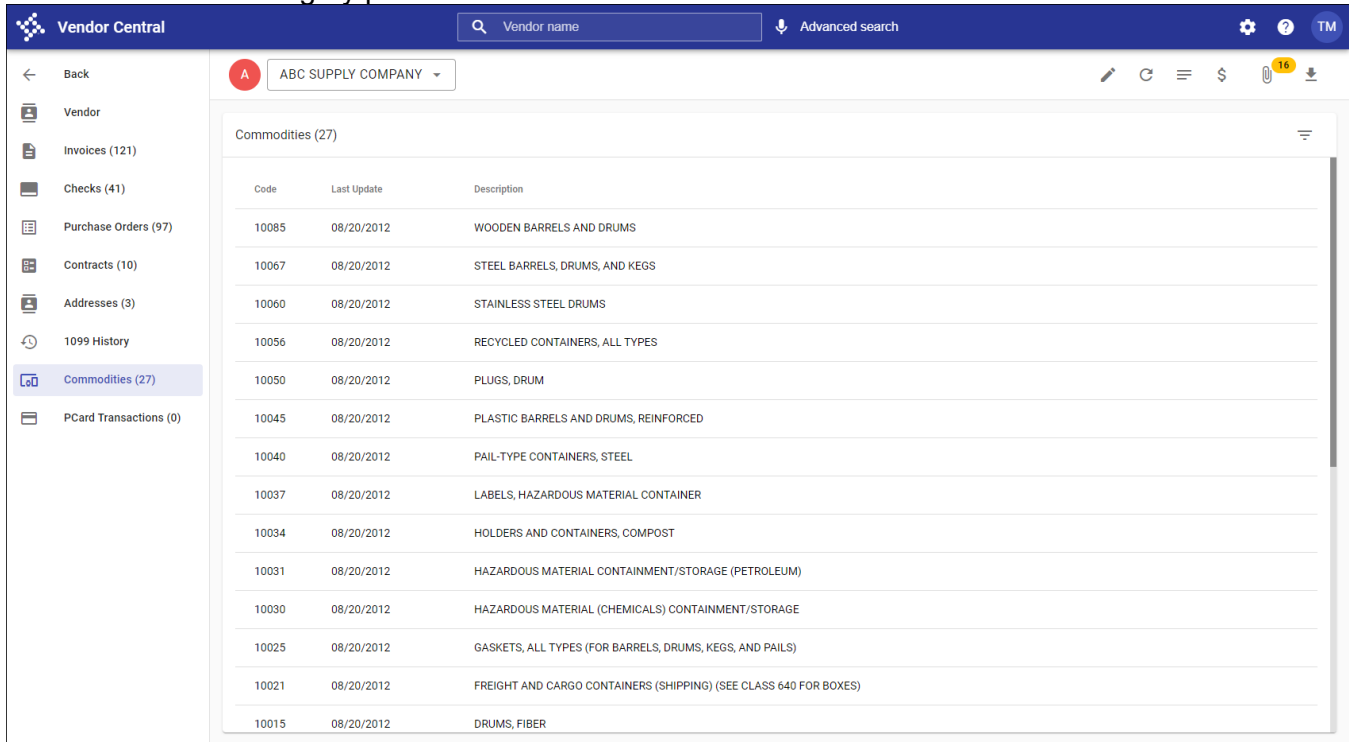
Field	Description	Notes
1099 History		
Year	Contains the tax year for the vendor's historical 1099 tax data.	
Box Code	Identifies the name of the box code for the vendor's historical 1099 tax data. Totals for specific years are identified as ***Total for YYYY****.	
Amount	Indicates the dollar amount for the vendor's historical 1099 tax data.	

Commodities

The Commodities category provides a table of details for the vendor's awarded commodities.

The heading indicates the number of commodities (#).
The Filter option is available to apply filter criteria to each table heading.

Field	Description	Notes
Commodities		
Commodities (#)		
Code	Identifies the commodity code.	
Last Update	Supplies the date the code was last updated in MM/DD/YYYY format.	
Description	Provides the description of the commodity.	

PCard Transactions

The PCard Transactions category provides a table of details for associated purchase card transactions over a specified period of time. To change the time frame, click the Settings option and select a different time period for the PCard Transactions list in the Application Settings window.

Field	Description	Notes
PCard Transactions		
PCard Transactions (#)		
Transaction	Indicates the transaction number.	
Card Number	Identifies the card number used for the transaction.	
Card Holder	Specifies the name of the person listed as the card holder.	
Statement	Provides the statement number associated with the transaction.	
Charge Date	Stores the date of the charge in MM/DD/YYYY format.	
Amount	Indicates the amount of the transaction.	
Description	Contains the description of the transaction, or what the transaction was for.	
Document	Identifies the document number associated with the transaction, if applicable.	

Business Licenses (Enterprise Permitting & Licensing)

The Business Licenses category provides a table of details for associated business licenses. If your organization's Enterprise ERP environment is integrated with Enterprise Permitting & Licensing and the selected vendor does not have associated business licenses, the "No business licenses found" status message appears.

Your organization must have Enterprise ERP integrated with Enterprise Permitting & Licensing to view this information.
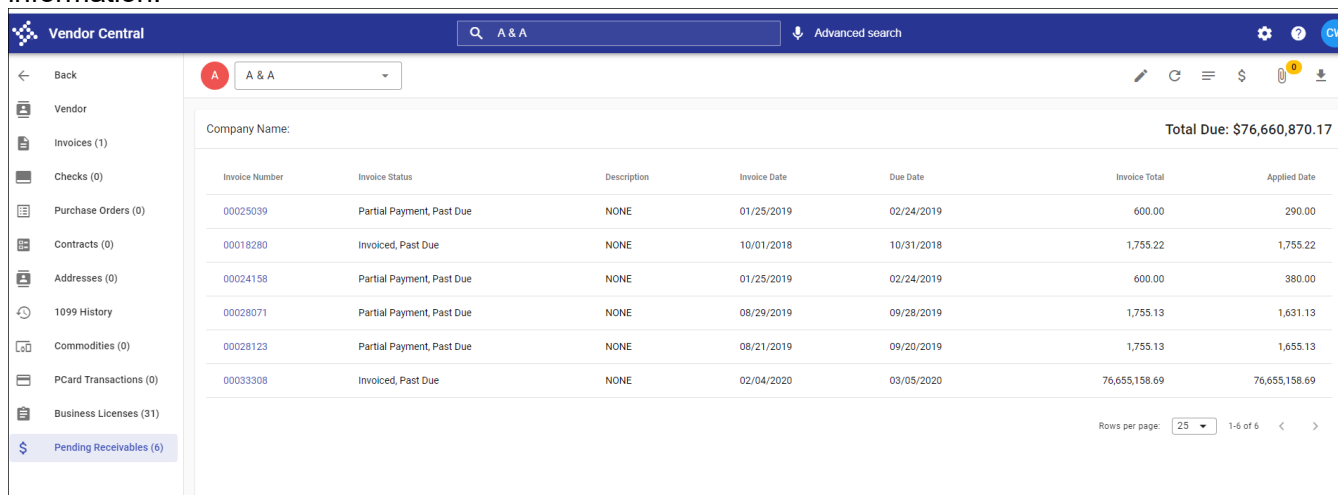
Field	Description	Notes
Business Licenses		
Company Name: [Name]		
License Number	Indicates the business license number.	
License Type	Specifies the type of license, such as Business License or Restaurant Establishment.	
License Class	Contains the class of license, such as New, Commercial, or Food Establishment.	
License Status	Identifies the current status of the license, such as Revoked, Active, Issued, or Under Review.	
Tax Year	Stores the tax year for the license.	

Field	Description	Notes
Applied Date	Provides the date on which the license was applied for, in MM/DD/YYYY format.	
Issued Date	Displays the date on which the license was issued, in MM/DD/YYYY format.	

Pending Receivables (Enterprise Permitting & Licensing)

The Pending Receivables category provides a table of details for associated pending receivables. Your organization must have Enterprise ERP integrated with Enterprise Permitting & Licensing to view this information.

Field	Description	Notes
Pending Receivables		
Company Name: [Name]		
Invoice Number	Indicates the invoice number. Click the link to view and maintain the invoice details in Enterprise Permitting & Licensing.	
Invoice Status	Identifies the status of the invoice.	
Description	Specifies the description of the invoice.	
Invoice Date	Provides the date of the invoice in MM/DD/YYYY format.	
Due Date	Stores the due date of the pending receivable in MM/DD/YYYY format.	
Invoice Total	Indicates the total amount of the invoice.	
Applied Date	Contains the date the receivable was applied.	

Appendix C—Cash Disbursement Programs

If the AP Payment Manager is not enabled in your organization's Enterprise ERP environment, the Enterprise ERP Cash Disbursement programs provide alternative methods of processing checks and disbursements.

Note: If you attempt to run one of these programs while other Accounts Payable processing is occurring, the program provides a warning message and exits automatically. Running the Accounts Payable System Locks program can help you determine which programs are currently locked and, if you have appropriate permissions, remove the locks.

Select Items to Be Paid

The Select Items to Be Paid program is used by accounts payable personnel to create a report of open invoices that are due for payment by a particular date, or that have been preassigned a specific check run/warrant or group number. The report lists key invoice information by vendor, prints the total amount to be paid to each vendor, and prints the total amount posted to each cash account.
Typically, the Select Items to Be Paid report is generated just before checks are printed. Whatever invoices appear on a report are paid when the Print Checks program is run for that item number. If the report shows invoices that should not be paid, these invoices can be excluded from the check run process.

Prerequisites

Before you can successfully complete this process, you must ensure that roles granting the necessary permissions have been assigned to your user account. If the roles have not been established, contact the system administrator to have them updated or added into the Enterprise ERP system.

Confirm the following:

- Menu access is available for either the Select Items to Be Paid program or the Payment Manager program.
- Settings have been established in the Accounts Payable Settings program.
- Printers are set up for Accounts Payable checks.
- Accounts Payable Invoice Entry program processing is complete.
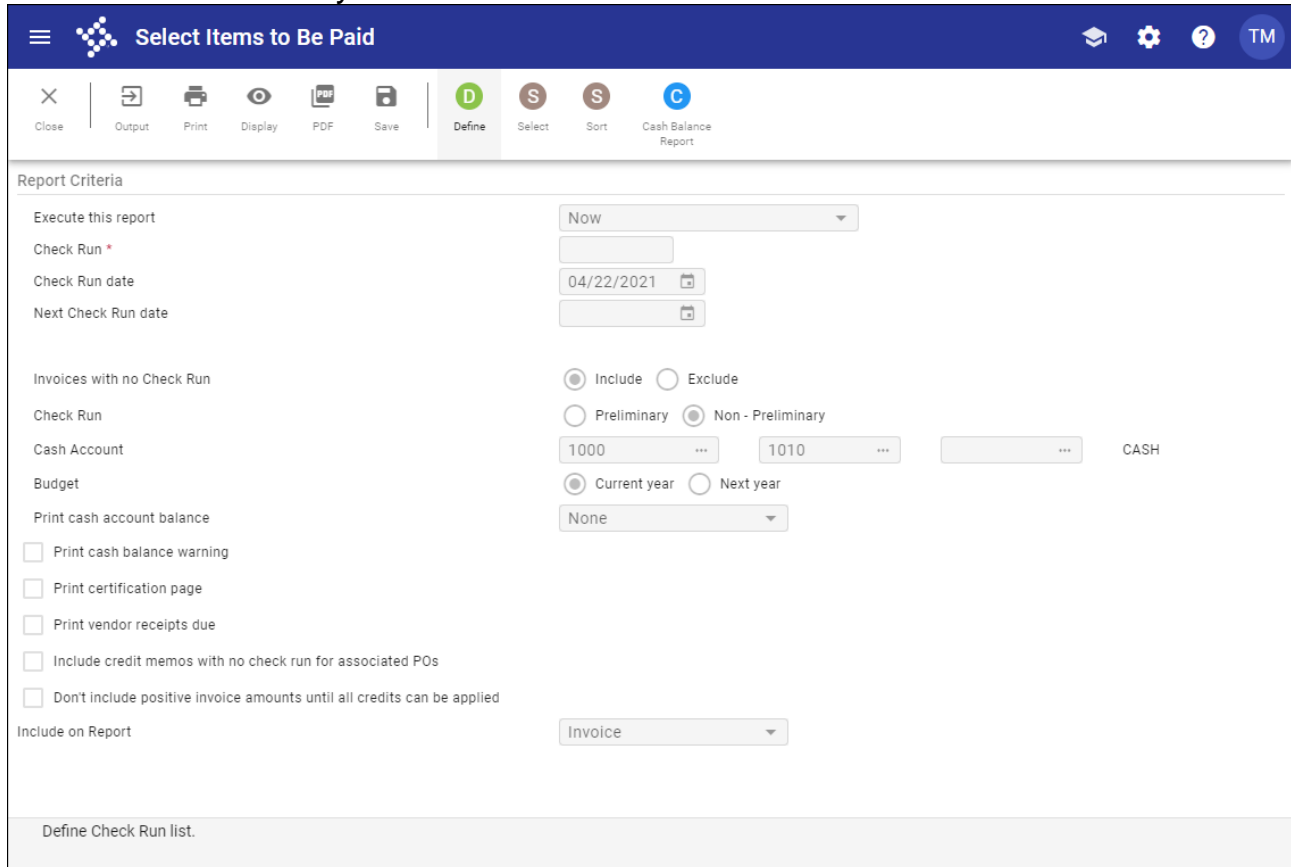
Procedure

Complete the following steps to select invoices to be included in a check run:

1. Open the Select Items to Be Paid program.
    Financials > Accounts Payable > Cash Disbursements > Select Items to Be Paid

2. Click Define.

3. Complete the fields according to the following table.

Field	Description	Notes
Report Criteria		
Execute This Report	Determines when to process the report when Enterprise ERP Scheduler is enabled. • If you select Now to process the report immediately, use the output options to view, print, or save the report. • If you select In Background (Now) to process the report a single time using the event log and email notification features or At a Scheduled Time to establish when the report runs, the program uses Enterprise ERP Scheduler.	
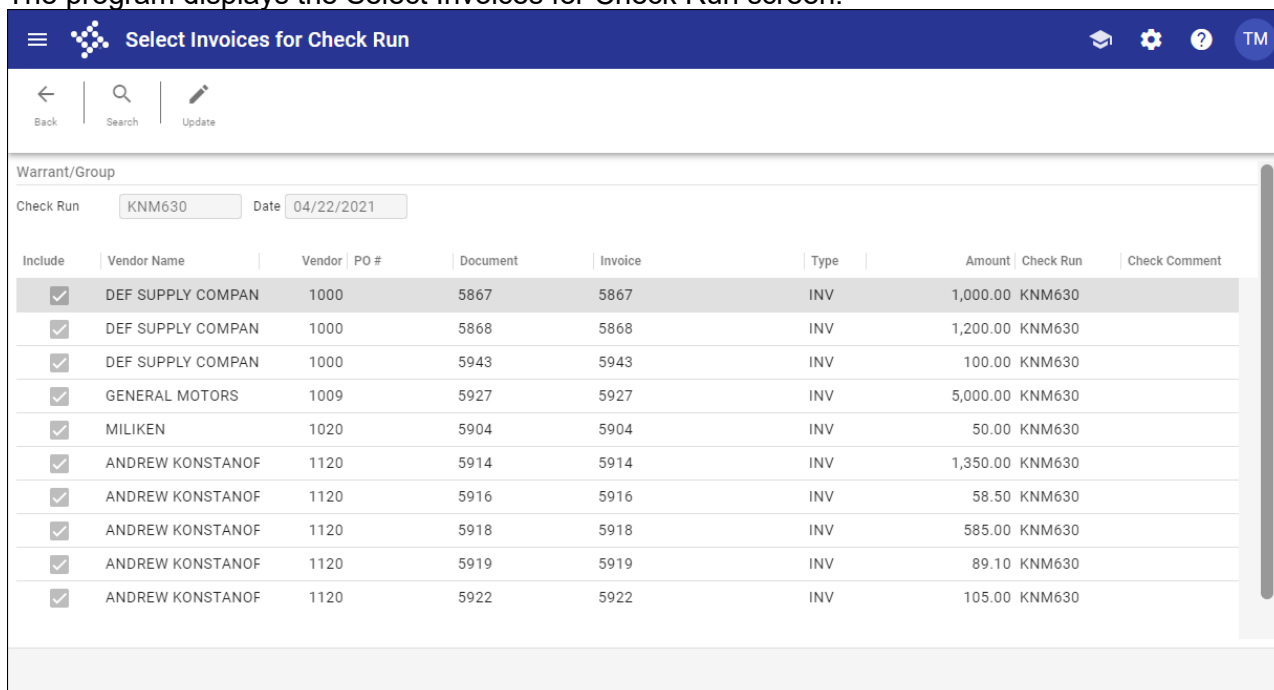
Field	Description	Notes
[Check Run]	Provides the check run or warrant identifier to use for this report. Any open invoices with this number are included in the active set. The program enters a check run code if the Include Invoices with No Check Run checkbox is selected and the invoice does not have an associated check run code. This field is required. The check run defines this report as a unique document. Do not reuse this number as it could cause paid invoices detailed on the original to appear again as prepaid. **Note:** The label for this field varies based on your organization's settings. The value stored in the Invoice/Check Grouping Label field on the Check Settings tab of Accounts Payable Settings controls this label and others on this screen. Typically, organizations use Check Run or Warrant for the label.	
[Check Run] Date	Indicates the date of the defined check run or warrant. The default value is the current date, but you can change this.	
Next [Check Run] Date	Contains the date on which the next check run will be performed. The box is not available if your organization has cleared the Allow Check Printing Schedules checkbox in Accounts Payable Settings. Select Items to Be Paid uses the current date, the next check run date, and the check processing lead times alongside the discount and due dates from unpaid invoices to determine which invoices should be included in the current check run.	
Invoices with No [Check Run]	Determines whether to include invoices that have no assigned warrant/check run or exclude them.	
[Check Run]	Indicates if the check run is a preliminary or final (nonpreliminary) check run. When the Print Certification Page checkbox is selected, certification text is automatically included in the preliminary and nonpreliminary reports.	

Field	Description	Notes
Cash Account	Identify the org, object, and project codes for the cash account associated with the check run. The default value is the cash account identified in Accounts Payable Settings, but you can change this. For organizations using pooled cash, the program checks the fund and object codes associated with the account to ensure that the correct cash account balance displays.	
Budget	Determines the budget to compare the totals against: Current Year or Next Year.	
Print Cash Account Balance	Sets the source from which the program prints the cash account balance at the end of the detail invoice list: • None • AP Cash • Expense Fund	
Print Cash Balance Warning	Directs the program to print a warning message for an insufficient cash balance on the Full (132-column) report if the cash account balance is less than the check run total, when this checkbox is selected. If the value of the Print Cash Account Balance list is None, this checkbox is not accessible.	
Print Certification Page	Causes the program to print the certification page with the report, when selected. If certification text exists, it is defined in Accounts Payable Settings by clicking Text. If there is no text in Accounts Payable Settings, the program indicates that certification text has not been defined. When this checkbox is selected, certification text is automatically included in the preliminary and nonpreliminary reports.	
Print Vendor Receipts Due	Instructs the program to cross-check Accounts Payable with Accounts Receivable to identify delinquent vendors, when selected. When this checkbox is selected, the report includes the vendor, customer, amount owed, AR category/code, bill due date, and bill number.	

Field	Description	Notes
Include Credit Memos with No [Check Run] for Associated POs	Directs the program to examine each invoice in the check run with an associated purchase order for credit memos with a blank warrant number, when this box is selected. The program includes these credit memos in the check run. The program does not process credit memos that a user cannot access due to entity code restrictions. If this situation occurs, the program displays a warning message.	
Include Invoice Check Comments	Causes the program to include check comments in the report, when selected. This option only appears if AP Check Comments codes exist in the Accounts Payable Miscellaneous Codes program. If the codes do not exist, this checkbox is hidden.	
Don't Include Positive Invoice Amounts Until All Credits Can Be Applied	Instructs the program to exclude from the report any positive invoices that do not have an amount large enough to use up credit memos for that vendor, when this box is selected.	
Include on Report	Specifies the number to include on the report: Document, Invoice, or Both: • Select Document to include only the document number on the report. • Select Invoice to include only the invoice number on the report. • Select Both to include both the document and invoice number on the report.	

4. Click Accept to select the invoices that met the provided search criteria.
   In the status bar, the program displays the number of invoices that were selected.

5. Click Select to review the invoices to be included in the check run.
   The program displays the Select Invoices for Check Run screen.

6. To exclude invoices from the check run, click Update and clear the Include checkbox for those invoices. All remaining invoices will be included.

7. Click Accept to save your changes.

8. Click Back to return to the Select Items to Be Paid screen.

9. Select an output option to view the check run report.

10. Choose whether to create the report output using the New Report or Legacy Report format. If you select Legacy Report, choose whether to create the Full (132) or Condensed (80) version of the report.

Viewing the Check Run Report

The first section of the Check Run report is the Detail Invoice List, which supplies various details, including the vendor number, vendor name, purchase order (PO) number (if applicable), due date, and invoice number. At the end of the section, the report shows how many invoices are being paid and the total of the check run.

Munis

PRELIMINARY CHECK RUN REPORT
Detail Invoice List
CHECK RUN: KNM630   02/05/2020
DUE DATE: 02/05/2020

CASH ACCOUNT: 1000 1010 CASH								
VENDOR	REMIT	PO	TYPE	DUE DATE	INVOICE	AMOUNT	VOUCHER	CHECK
1000 DEF SUPPLY COMPANY	0001		INV	02/05/2020	5867		75	
ACCOUNT DETAIL					LINE AMOUNT			
1					1,000.00			
						1,000.00		
					CHECK TOTAL	1,000.00		
1 INVOICES				WARRANT TOTAL		1,000.00	1,000.00	

The second section of the Check Run report is the Check Run Summary. This section shows a financial summary of how much and what types of expenditures are being made. This is summarized by org/obj/fund, giving you a total by fund. This section is typically valuable to a treasurers' office for fund distribution.

Munis

PRELIMINARY CHECK RUN REPORT
Preliminary Check Run Summary
CHECK RUN: KNM630   02/05/2020
DUE DATE: 02/05/2020

FUND ORG	ACCOUNT			AMOUNT	AVLB BUDGET
1000 110001	1000 110001		CASH	1,000.00	0.00
			FUND TOTAL	1,000.00	
			WARRANT SUMMARY TOTAL	1,000.00	
			GRAND TOTAL	1,000.00	

The third and final section of the Check Run report is the Check Run List by Voucher. This section lists each invoice by voucher number.

Munis

CHECK RUN REPORT
Check Run List by Voucher
CHECK RUN: KNM630   02/19/2019
DUE DATE: 02/19/2019

VOUCHER	VENDOR	INVOICE	PO	TYPE	DUE DATE	AMOUNT	COMMENT
112	1020 MILIKEN	5904		INV	08/23/2013	50.00	ITEMS
124	1120 ANDREW KONSTANOPOLIS	5914		INV	04/11/2009	1,350.00	PAYMENT FOR SERVICES
126	1120 ANDREW KONSTANOPOLIS	5916		INV	04/11/2009	58.50	PAYMENT FOR SERVICES
128	1120 ANDREW KONSTANOPOLIS	5918		INV	04/15/2009	585.00	PAYMENT FOR SERVICES
129	1120 ANDREW KONSTANOPOLIS	5919		INV	04/15/2009	89.10	PAYMENT FOR SERVICES
130	1120 ANDREW KONSTANOPOLIS	5922		INV	03/01/2009	105.00	SERVICES CONTRACT
133	1009 GENERAL MOTORS	5927		INV	03/23/2009	5,000.00	NEW ENGINE
154	1000 DEF SUPPLY COMPANY	5943		INV	04/28/2014	100.00	ASSET IMPROVEMENT
75	1000 DEF SUPPLY COMPANY	5867		INV	08/06/2009	1,000.00	
76	1000 DEF SUPPLY COMPANY	5868		INV	08/06/2009	1,200.00	
					WARRANT TOTAL	**9,537.60**	

Results

The invoices are now ready to be paid through the Print Checks program or the EFT Processing program.

What's Next?

The invoices are assigned to the check run through this program. This report can be reviewed to determine if a temporary loan is required to fund the check run. Once this is completed, the invoices can be processed through the EFT processing and check printing programs.

Accounts Payable Print Checks

The Print Checks program is completed by accounts payable personnel once the Select Items to Be Paid report is reviewed and approved, as applicable by your organization. This program can be run to generate a batch of checks to pay invoices for a specified check run code or it may also be used to rerun checks for a check run, print single checks, and process manual check payments.

Prerequisites

Before you can successfully complete this process, you must ensure that roles granting the necessary permissions have been assigned to your user account. If the roles have not been established, contact the system administrator to have them updated or added into the Enterprise ERP system.

Confirm the following:

- You have menu access to the Print Checks program.
- Accounts Payable settings are in place.
- Accounts Payable Invoice Entry program processing is complete.
- Select Items to Be Paid program processing is complete.
- Printers are set up for Accounts Payable checks.
- MICR toner is installed in the check printer.
- The signature card required for print checks is secured for printing checks.
- If your organization is integrated with ReadyForms™, ReadyForms delivery definitions are established and forms have been appropriately configured and tested.
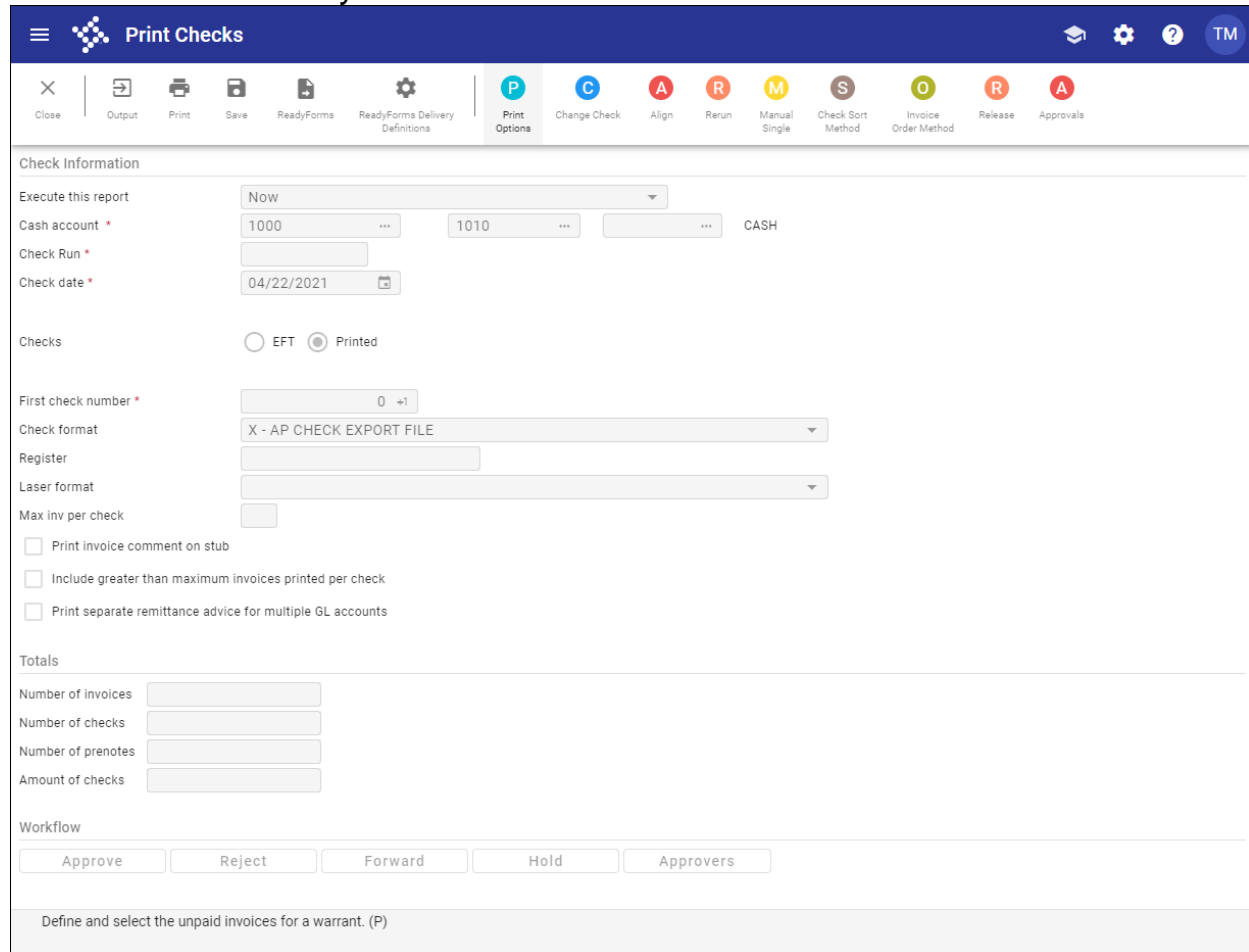
Procedure

To complete the Print Checks program:

1. Open the Print Checks program.
   Financials > Accounts Payable > Cash Disbursements > Print Checks

2. Click Print Options.

3. Complete the fields as required, using the following table as a guide.

Field	Description	Notes
Check Information		
Execute This Report	Allows you to use Enterprise ERP Scheduler to process the report. • If you select Now to process the report immediately, click an output option to view, print, or save the report. • If you select In Background (Now) to process the report a single time using the event log and email notification features or At a Scheduled Time to establish	

Field	Description	Notes
	when the report runs, the program uses Enterprise ERP Scheduler.	
Cash Account	Provide the org, object, and project codes for the general ledger account affected by the check processing. The default value is the cash account found in Accounts Payable Settings, but you can change it. You can leave these boxes blank if your organization has selected the appropriate permission in Accounts Payable Settings. Doing so causes the program to select all invoices with the defined check run code to be part of the print run. If you leave the boxes blank, you can only use format X for the print run. You must enter a cash account for manual and rerun print runs.	
[Check Run]	Identifies the check run code or warrant identifier containing the invoices to select for inclusion in this check print run. Open invoices with this check run code are automatically included. Invoices with anything other than this check run code are excluded. This field is required. **Note:** The name of this field varies based on the value your organization has defined in the Invoice/Check Grouping Label field on the Check Settings tab of Accounts Payable Settings.	
Check Date	Contains the date that prints on each check in the run. The date cannot be more than 30 days from the current date. The check date is required.	
Checks	Determines whether to transfer funds electronically or to create printed checks. When you select electronic funds transfer (EFT), only invoices with an EFT Payment Method are selected. When you select Printed, the program enters the next available check number in the First Check Number box, and only those invoices	

Field	Description	Notes
	set to a normal payment method are selected. If a check run has both EFT and normal invoices, then you need to complete the process twice, once for EFT and once for the regular checks. The Rerun option is not available for EFTs.	
First Check Number	Specifies the first available check number in stock. Typically, this is the second check in the series since the first check is used for alignment. Enter the first check number manually or click +1 to select the next available number to assign.	
Check Format	Determines the check format to be used. - Depending on the selected check format, the Print Checks program accommodates 8-digit, 9-digit, or 10-digit check numbers. Check formats A–K print the 9-digit check number, with the ninth digit as the prefix for the current check number so the check number remains right-justified. Format X accommodates a 10-digit check number. - For check formats A–K and M, the invoice number prints if a document number is not found. However, only the first 12 characters of the invoice number print. - Check format N creates three export files: a warrant file, a warrant distribution file, and a bank distribution file. The program also includes a register number, as defined in the Register field. - Check format P prints the org and object in place of the voucher number. - For check formats L and X, the invoice number is included at the end of the	

Field	Description	Notes
	export file. If the invoice number is blank, the document number is included at the end of the file. Also, if EFT is selected in the Checks group, an advice list is available for these formats. For format L, the advice list can be saved only. • For check format X, the full account number is included. The program uses the delivery method defined in Vendor Remits, if a remit number is entered on an invoice in Invoice Entry/Proof. Otherwise, the program uses the delivery method defined on the Terms tab in Vendors. • Check format Y is required for ReadyForms and Tyler Forms processing. When this check format is selected, only the Max Inv Per Check field remains accessible on the rest of the screen.	
Register	Contains the register number, which is used for check format N. Register numbers are sequential and are stored by the program for the next time you print checks.	
Laser Format	Provides the laser printing format options. This list is accessible when you are using a laser printer check format (C, H, or M). The format entries are established in Accounts Payable Settings. Choose Print Electronic Signature on Check to print signatures on laser checks.	
Max Inv Per Check	Defines the maximum number of invoices that print on the check. If the value of the Check Format list is X or Y, you can leave the box blank to indicate there is no limit to the number of invoices to print on a check. If the maximum number of invoices that print on the check has been defined on the Check Settings tab in	

Field	Description	Notes
	Accounts Payable Settings, you cannot change it here.	
Print Invoice Comment on Stub	Causes invoice comments to print on the check stub, if selected. This box is accessible when the value of the Check Format list is A.	
Include Greater Than Maximum Invoices Printed Per Check	Controls overflow check processing, when selected. Selecting this checkbox produces one check for the total amount. The check stub states "See attached list" instead of printing the invoice detail. The attached list, or advice, is created at the second output screen, which appears after the checks have been generated. If you have a large number or dollar amount of credits, select this checkbox to make sure that all invoices/credits are processed.	
Print Separate Remittance Advice for Multiple GL Accounts	Causes the program to print a remittance advice for each general ledger account, if selected. This checkbox is accessible if the value of the Check Format field is I, J, or K.	
Totals		
Number of Invoices	Displays the number of invoices.	
Number of Checks	Indicates the number of checks.	
Number of Prenotes	Provides the number of prenotes. This information displays for EFTs when the prenote option is selected on the vendor record.	
Amount of Checks	Calculates the dollar amount of the checks.	

4. Click Accept to save the print options and gather the records for the identified check run.
   The program displays the number of invoices, checks, and prenotes matching the selection criteria.

5. Select an output method.

6. In the Printer Name box, type the name of the form printer where forms have been installed, or click the field help button to select the printer.
   Important: It is extremely important that you choose the correct printer for check printing because the print name invokes the forms software to create the form and merge with the signature card for printing.

7. Select the TylerForms printer for your organization to ensure the checks print on the appropriate printer. It is important that you select the correct printer as the printer selection initiates the TylerForms software to create the form and merge with the signature card for printing.

8. Click OK to print the checks.
   Note: The signature key, check stock, and magnetic toner should all be in the printer designated for printing checks at this time.

Additional Options

Button	Action
Change Check	Changes the value of the First Check Number box on the screen. The print program increases this number by one each time a vendor check prints; you should only use this option when a new box of checks is used that is not in concurrent, numeric sequence with the last box.
Align	Prints an alignment pattern on a single check. This alignment pattern prints all alphanumeric check fields as X and all numeric fields as 9. Use the pattern to position the check (up, down, left, or right) so that all fields are in their assigned print areas. Reprint the pattern until the alignment is correct. Ensure that the first check is aligned by positioning it at the same point as the successful alignment, and then click Print. Once the checks are properly aligned, you do not need to run it again. You can physically mark the printer accordingly.
Rerun	Reprints checks when a check run has failed to complete properly.
Manual Single	Displays the Print Checks screen to define and update existing invoices with the check number, check date, and check run when those invoices were used to create a single handwritten check or print a single check.
Check Sort Method	Displays the Print Checks screen where you can choose whether to sort checks by Invoice Dollar Amount or by Document Number.
Invoice Order Method	Displays the Print Checks screen where you can choose whether to order invoices on the check stub by Invoice Dollar Amount or by Document Number.

What's Next?

The next step is to rerun the Print Checks program to complete EFT processing. If there are no EFTs to be run at this time, then the next step is to use the Cash Disbursements Journal program to post the cash disbursements journal.

If prenotes are found, after you print EFT advices, run the EFT Processing program to create a bank file that includes a $0 amount line for the applicable vendor payments. Run the Print Checks program again with the Checks option set as Printed to generate a printed check for vendors marked as Prenote. (The Prenote option is cleared during this step and subsequent payments will default to EFT.) Then, validate your bank has processed the EFT file successfully before you attempt to pay vendors that have been through the prenote process.

Accounts Payable EFT Processing

In Enterprise ERP Accounts Payable, when the principal account clerk processes an EFT check run, they are required to generate an EFT electronic file that they must send to the bank before the Cash Disbursements Journals program can be completed.

Note: The transfer of this file to the bank is not a Enterprise ERP function and must be performed according to your organization's guidelines.

Prerequisites

Before you can successfully complete this process, you must ensure that roles granting the necessary permissions have been assigned to your user account. If the roles have not been established, contact the system administrator to have them updated or added into the Enterprise ERP system.

Confirm the following:
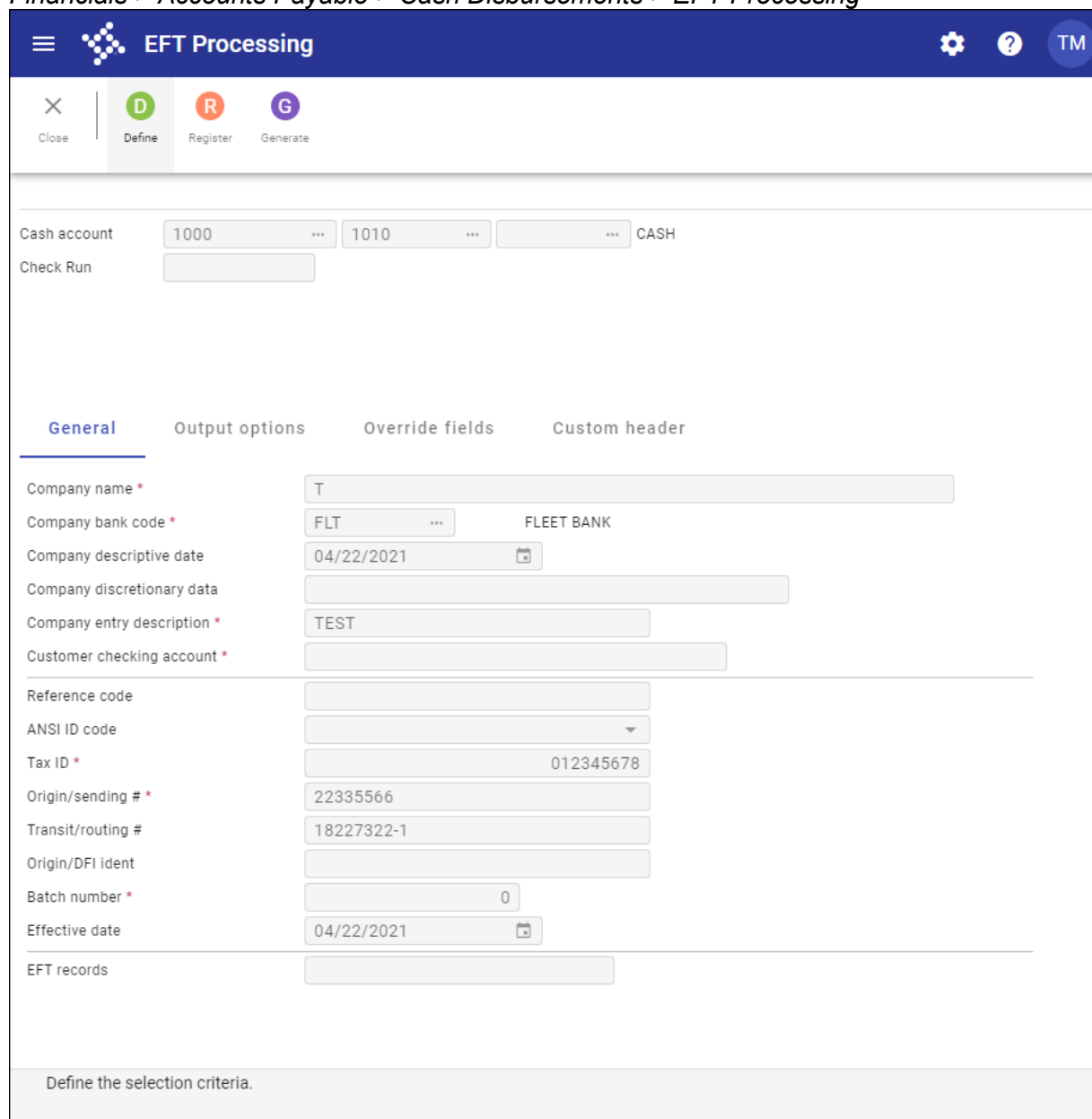
- The vendor record has the Payment Receipt Method set to Electronic Funds Transfer with the bank code, routing number, account number, and account type information completed. These fields are defined on the General tab of the Vendors program.
- Bank codes exist in the Bank Codes program for all participating vendor banks.
- Invoices have been proofed and posted with a payment method of EFT.
- Select Items to Be Paid program processing is complete.
- Print Checks program processing is complete for EFTs.

Procedure

To create an EFT electronic file:

1. Open the EFT Processing program.
   Financials > Accounts Payable > Cash Disbursements > EFT Processing

2. Click Define to begin the process of selecting items to be paid.

3. Complete the fields for each tab, referring to the following tables for details.

Field	Description	Notes
Cash Account	Identify the org, object, and project codes for the cash account number that was entered for the check.	

Field	Description	Notes
	The default value is the cash account selected in Accounts Payable Settings.	
[Check Run]	Specifies the check run or warrant identifier of the invoices paid by this check. **Note:** The label for this field varies depending on your organization's settings.	

General Tab

Field	Description	Notes
Company Name	Identifies the name of the company.	
Company Bank Code	Contains the code of the company's bank to which the file is being transferred. The bank code is maintained in the Accounts Payable Bank Codes program.	
Company Descriptive Date	Displays institution-specific information. Contact the financial institution for more information on this field. If you are using this field for same-day ACH processing, the ODFI may require a format such as SDMMDD or SDHHMM. SD indicates Same Day	

Field	Description	Notes
	and the remaining characters identify the month/day or hour/minute combination (using a 24-hour clock) for the intended settlement. For example, SD0102 for a settlement on January 2 or SD1700 for a settlement at 5:00 PM.	
Company Discretionary Data	Displays institution-specific information. Contact the financial institution for more information on this field.	
Company Entry Description	Identifies institution-specific information. Contact the financial institution for more information on this field.	
Customer Checking Account	Identifies the customer's checking account number.	
Reference Code	Specifies the code used to define the transfer. You can enter up to ten alphanumeric characters.	
ANSI ID Code	Contains ANSI identification codes. The ANSI ID code is related to the type of tax ID number entered in the Tax ID field.	
Tax ID	Indicates the nine-digit federal tax identification number.	
Origin/Sending #	Identifies the immediate origin number (Federal Reserve Routing Number, ABA Institution ID, and Check Digit). This number must be 10 digits and cannot have spaces.	
Transit/Routing #	Stores the transit/routing number of the sending institution.	
Origin/DFI Ident	Indicates the originating depository financial institution (ODFI) identification number. The identification number can be up to eight digits.	
Batch Number	Establishes the batch number of the transaction. Zero is a valid entry.	
Effective Date	Sets the date the transaction affects the general ledger.	
EFT Records	Displays the number of EFT records. This box is not accessible.	

Field	Description	Notes
File Name	Identifies the name of the file. The file name can be up to 20 alphanumeric characters and cannot include spaces.	
Create Debit Entry	Indicates that the transaction is a debit entry, if selected. Selecting this option creates an additional line in the EFT file equal to the amount of the credit entries to each vendor to debit the bank account. Some banks may require this information.	
Use Origin/Sending Number	Directs the program to use the origin/sending number when sending the transaction, if selected. If this checkbox is not selected, the program uses the tax identifier number.	
Include Line Feeds	Instructs the program to print each record on a separate line, if selected. If this checkbox is not selected, an EFT file prints on a continuous line.	
File Type	Indicates the file type of the payments being made: • CCD (Cash Concentration Disbursement)—The records are to be deposited to commercial accounts. • PPD (Pre-arranged Payment or Deposit)—The records are to be deposited to personal checking or savings accounts. • CTX (Multiple addenda records)— The records contain invoice and	

Field	Description	Notes
	payment information for combined payments to a single vendor. CTX data can be entered in Vendor Maintenance using the ASCX12 button on the Terms tab. • UIG (Utility Industry Group)—The records are formatted according to standards commonly used by utilities. For CCD and PPD, the file structure and format are the same. Columns 5153 on the Report 5 Batch Header record contain either CCD or PPD, depending on the file type specified.	
Generate Both CCD and PPD Files Containing Invoices Based on the Vendor's EFT File Type	When selected, directs the program to generate both a CCD-formatted file for all invoices from CCD vendors and a PPD-formatted file for all invoices from PPD vendors from a single warrant or check run.	
Export EFT Advices	Directs the report to show whether the vendor requested that an extra copy of the EFT advices be printed, sent by fax, or sent by email, if selected. When you generate the EFT advices, a Register Report is created that includes the Print, Fax, and E-mail columns indicating how the EFT advice is distributed to the vendor. When this checkbox is selected, the EFT Register/Media report includes the remitter EFT delivery information. If there is more than one remittance address, the EFT report shows only the first address. If there are no remit addresses associated with a disbursement, the delivery method is entered from the Accounts Payable Vendors program.	
ASC X12 Addenda Information		
Interchange Sender Type	Indicates the Interchange ID qualifier that identifies the sender to the vendor's bank.	
Interchange Sender Code	Stores the sender code associated with the Interchange Sender Type. For example, if the sender type is 30, type the Tax ID number in this box. You can enter up to 15 characters.	
Application Sender Code	Contains the value agreed upon by the sender and vendor that identifies the party sending the transaction.	

Field	Description	Notes
	You can use a minimum of two characters and a maximum of 15.	

Override Fields Tab

Field	Description	Notes
Immediate		
Originating Company	Indicates a file header field that replaces the Tax ID field on the main screen. If the Use Origin/Sending # checkbox is selected on the General tab, this replaces the Origin/Send # box.	
Destination Bank	Identifies the name of the destination bank. This text is used in positions 4–13 of the '1' record (File Header) R/T number of client's bank. This field is optional.	
Destination Name	Specifies a file header field that replaces the Company Name on the main screen. This box uses positions 41–63 of the '1' record. This box is optional.	
Company ID		
Batch Header	Contains a batch header that replaces the Tax ID box. This text uses positions 41–50 of the '5' record. This box is optional.	
Batch Control	Stores a batch control field that replaces the Tax ID box. This text uses positions 45–54 of the '8' record. This box is optional.	

Field	Description	Notes
Originating DFI ID		
Batch Header	Indicates the batch header field that replaces the Origin/DFI Ident box on the main screen. This box uses positions 80–87 of the '5' record.	
Batch Control	Identifies a batch control that replaces the Origin/DFI Ident box on the main screen.	
Individual ID Number (Debit Entry)	Completes the Identification Number box on a debit entry record that is created when the Debit Entry checkbox is selected. This text uses positions 40–54 of the '6' record.	

Custom Header Tab

Field	Description	Notes
Record Length	Stores the length of the custom header record. The length must be between 0 and 70 characters.	
Custom Header	Displays custom header text. You can add up to three individual lines of header text. There is no word-wrap functionality for these boxes.	

4. Click Accept to save the EFT file.

5. Click Register to create a report of EFTs included in the ACH file.
   The program displays the Output screen.

6. Choose the output type option or printer you would like to use for the Vender EFT Register, and then click OK.
   Note: To generate the EFT file, you must print or save the Vendor EFT Register Report. The Display output option should only be used for proofing purposes.

7. Proof the Vendor EFT Register Report.

8. On the main EFT Processing screen, click Generate to create the EFT file.
   If the EFT Register Report has not been printed or saved, the program displays the following message: "An EFT register has not been printed. Are you sure you want to continue generating the EFT file?"

9. Click No, print the register, and then click Generate again.
   When the EFT generation process is successful, the program displays a message in the status bar that the process is complete.

Results

The EFT file is now ready to be retrieved from the Enterprise ERP Saved Reports directory, and then distributed to your organization's bank as required.

Status Change

When the EFT Processing program completes, the invoice check status is changed to P–Printed so the Cash Disbursements Journal recognizes that the EFT report has been run.

What's Next?

The Cash Disbursements Journal program can now be completed to post the printed checks and EFT payment transactions to the general ledger.

Cash Disbursements Journal

The Cash Disbursements Journal program should be run at the end of each day. The program performs two functions:

- It prints a list, or journal, of all checks processed in the Print Checks program, and those created as direct disbursements in the Invoice Entry program.
- It creates journal entries to the cash and accounts payable accounts associated with each invoice record created. An audit record is written for a check if the invoice paid liquidates a purchase order and the purchase order activity has an existing inventory proof posted record for the paid invoice. You can see this record by selecting the Activity option in Purchase Order Inquiry.

The successful execution of the Cash Disbursements Journal is a mandatory step in the accounts payable process. This program cannot be run if certain other programs, such as Invoice Entry, Print Checks, or another Cash Disbursements Journal, are being executed simultaneously.

The program makes the necessary journal entries, debiting the accounts payable accounts and crediting the cash accounts related to each invoice. Due-to/due-from accounts, if necessary, are debited or credited. The source journal type for these transactions is APP–Accounts Payable Payments.

Prerequisites

Before you can successfully complete this process, you must ensure that roles granting the necessary permissions have been assigned to your user account. If the roles have not been established, contact the system administrator to have them updated or added into the Enterprise ERP system.

Confirm the following:
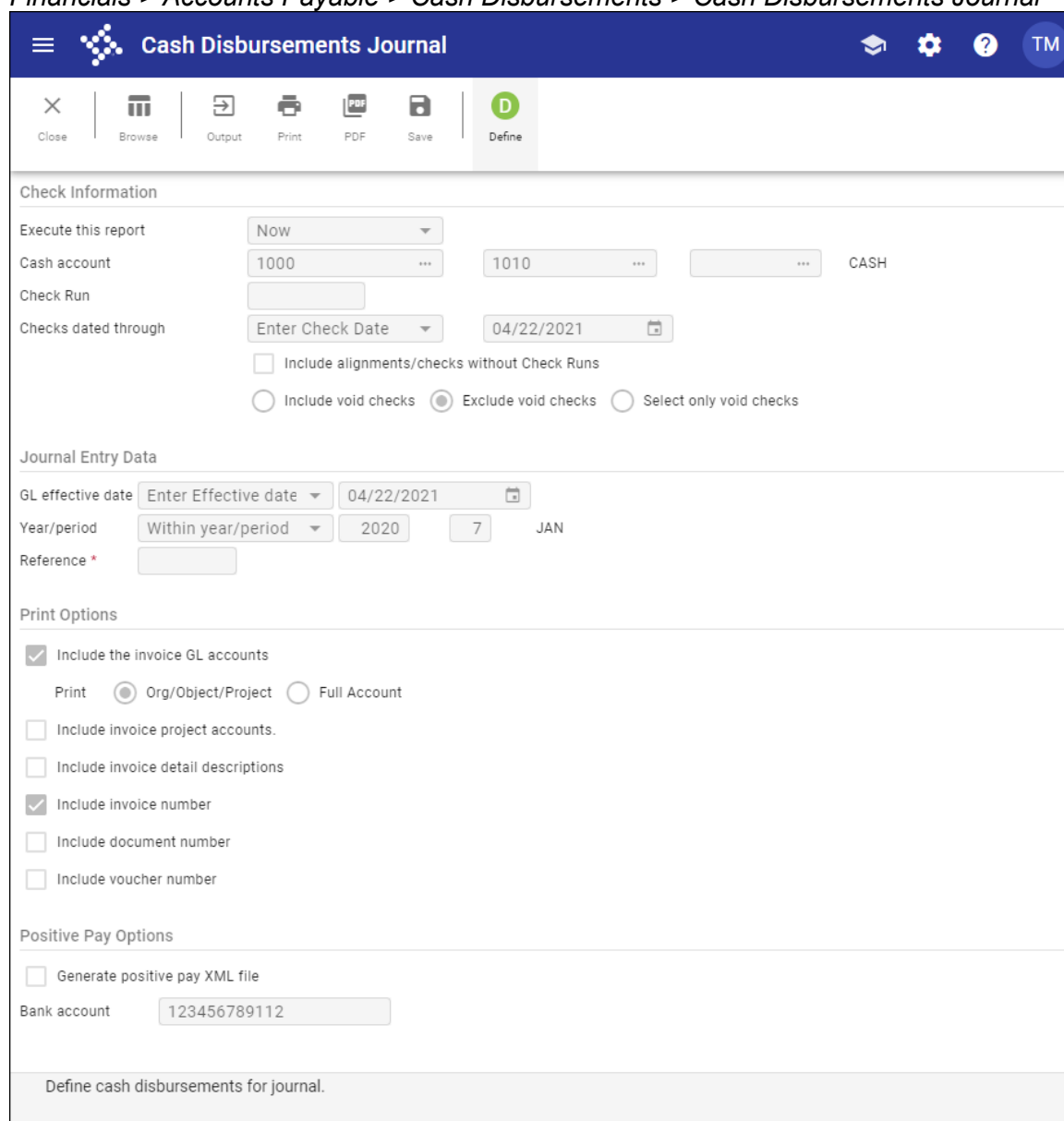
- You have menu access to the Cash Disbursements Journal program.
- Invoice Entry program processing is complete.
- Select Items to Be Paid program processing is complete.
- Print Checks program processing is complete for EFTs.

Procedure

To complete the Cash Disbursements Journal process:

1. Open the Cash Disbursements Journal program.
   Financials > Accounts Payable > Cash Disbursements > Cash Disbursements Journal

2. Click Define.

3. Complete the fields as required. Refer to the following table for specific field details.

Field	Description	Notes
Check Information		
Execute This Report	Allows you to use Enterprise ERP Scheduler to process the report.	

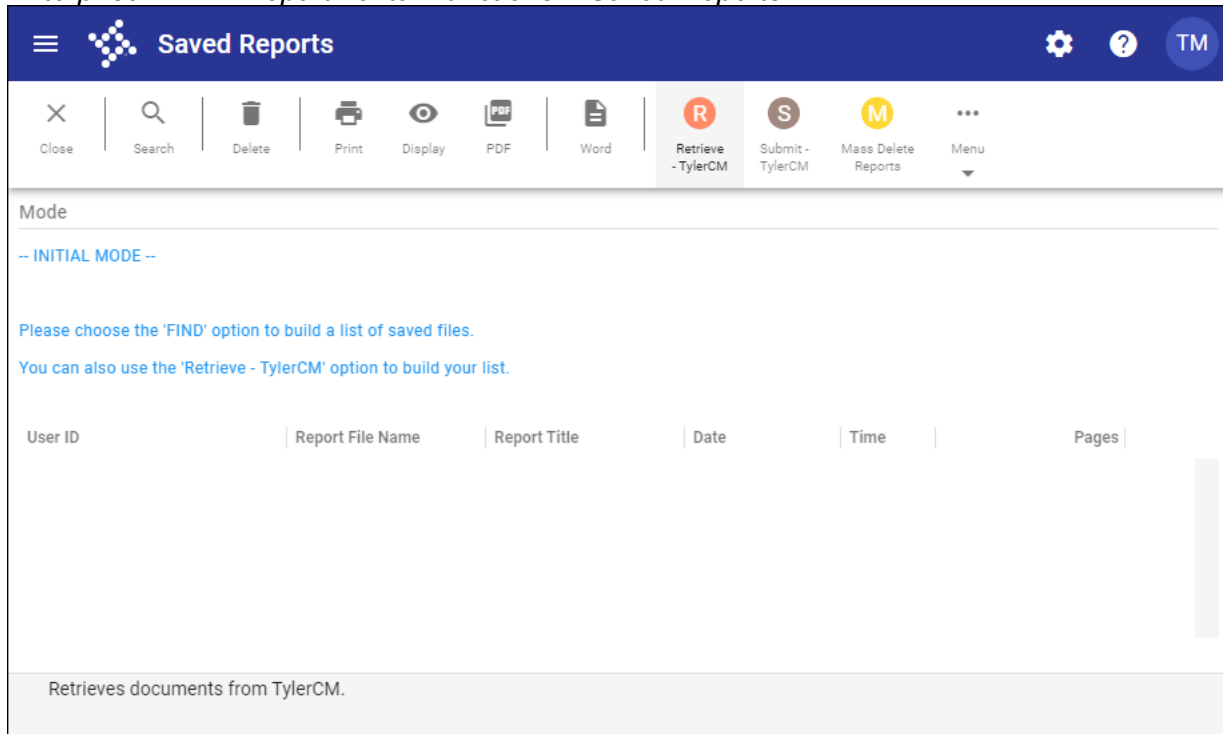| Field	Description	Notes
	• If you select Now to process the report immediately, use the output options to view, print, or save the file. • If you select In Background (Now) to process the report a single time using the event log and email notification features, or At a Scheduled Time to establish a specific time when the report runs, the program uses Enterprise ERP Scheduler.	
Cash Account	Specify the org, object, and project codes for the cash account number for the checks that were printed and need journal entries created for them. Because it is possible to post disbursements to more than one cash account, run this journal for each cash account used when creating vendor checks. The default value for this box is the cash account established in Accounts Payable Settings, but you can change this.	
[Check Run]	Indicates the check run or warrant identifier for the group of checks that were processed. **Note:** The label for this field varies depending on your organization's settings.	
Checks Dated Through	Specifies the date through which checks are included in the journal. Each selection updates the dates in the Date box. The program uses the dates relative to your selection at the time you execute this report. For example, if you select Today, the program uses the current date at the time the report is run. If you select Enter Check Date, you must complete the subsequent Date box with a specific date through which you want checks to be selected. The current date is the default value, but you can change this. The date is required.	

Field	Description	Notes
Include Alignments/Checks Without [Check Runs]	Directs the program to include all void and alignment checks in the journal posting process up to the defined Checks Dated Through date, if selected. If this checkbox is not selected, the program only includes checks with the defined Check Run number in the journal posting process. This checkbox is only accessible if you define a check run number. **Note:** The label for this field varies depending on your organization's settings.	
Include/Exclude/Select Only Void Checks	Controls whether voided checks are included or excluded from the journal, or if the journal should include only voided checks.	
Journal Entry Data		
GL Effective Date	Identifies the effective date the program uses to select records for the report. This is the effective date to be recorded on the journal entries being created. This date does not determine the period the journal entries post, but is informational, indicating the date they were created. Each selection updates the dates in the Date box. The program uses the dates relative to your selection at the time you execute this report. For example, if you select Today, the program uses the current date at the time the report is run. If you select Enter Effective Date, you must enter a specific effective date in the subsequent Date box. The default values are a blank value to the current date.	
Year/Period	Specifies the year and period for the journal entry records. The default value is the value of the Default Year/Period box in General Ledger Settings, but you can change this if you have the appropriate permissions. If you do not have Override Accounting Period permissions,	

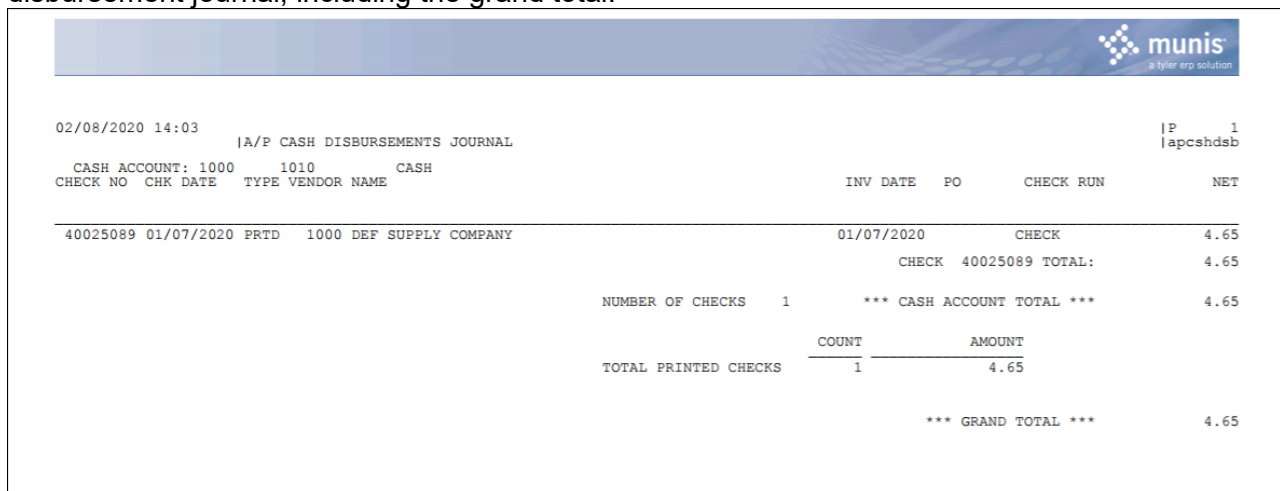| Field	Description	Notes
	these boxes are not accessible. You can only post to the default year and period. Each list selection updates the dates in the Year and Period boxes. The program uses the dates relative to your selection at the time you execute this report. For example, if you select Today, the program uses the current date at the time the report is run. If you select Within Year/Period, you must complete the subsequent Year and Period boxes to establish when the transactions are posted.	
Reference	Allows you to enter any reference information that should become part of each journal entry created. For instance, the initials of the person who updated the journal. This box updates the Ref 1 box in Journal Entry/Proof.	
Print Options		
Include the Invoice GL Accounts	Includes invoice general ledger accounts in the report, if selected.	
Print	Causes the program to print either the org/object codes or the full general ledger account number. This option is accessible and required if the Include the Invoice GL Accounts checkbox is selected.	
Include Invoice Project Accounts	Directs the program to include the project account strings in the report, if selected.	
Include Invoice Detail Description	Includes the invoice detail description on the disbursement report, if selected. If checked, the invoice detail description prints on the second line of the invoice detail.	
Include Invoice Number	Causes the report to include invoice numbers, if selected. The default value is not selected (No).	
Include Document Number	Includes document numbers on the report, if selected. The default value is not selected (No).	

Field	Description	Notes
	If you clear the Display Document Numbers checkbox in Accounts Payable Settings, this option does not function.	
Include Voucher Number	Causes the report to include voucher numbers, if selected. The default value is not selected (No). If you clear the Display Voucher Numbers checkbox in Accounts Payable Settings, this option does not function.	
Positive Pay Options *(This group is intended for organizations using BizTalk software, but it may be applicable to other organizations.)*		
Generate Positive Pay XML File	Directs the program to generate a positive pay export file in XML format, when selected. This export file is saved to the directory that was defined during initial setup of your organization's BizTalk® interface with Enterprise ERP.	
Bank Account	Contains the bank account for which to generate the positive pay file. The program retains the last entered bank account number as the default value for all program screens that contain a Positive Pay Options section. Updating the default bank account causes the new entry to become the new default value.	

4. Click Accept.
   The program displays the number of checks found matching the selection criteria in the status bar of the screen.

5. If more than one check was found, click Browse to view a list of journal entries containing account, check or invoice number, and amount details. To output a list of checks, click an output option to view, print, or save the report.

6. Close the browse screen to return to the Cash Disbursements Journal screen.

7. Click Save and then click OK.
   If the Update Cash During Cash Disbursements Journal checkbox is selected in Accounts Payable Settings, when you choose the Print or Save option to create the Cash Disbursements Journal report, the program displays the AP Cash Disbursements screen for entry of a cash flow reference code.

8. Enter the reference code and click Accept to continue.
   The program displays a confirmation message to post the disbursements journal.

9. Click No to proof the journal report before you post it.

10. Open the Saved Reports program.
    Enterprise ERP > Departmental Functions > Saved Reports

11. Click Search and then click Accept to display a list of all saved reports.

12. Locate the report and double-click it to display it for review.
    The first section of the report is a detailed list of the cash disbursements to be included in the cash disbursement journal, including the grand total.

The second section of the report displays any related cash flow information, if applicable.

The third section of the report displays the journal entries to be created at the time the Cash Disbursements Journal is posted.

The last page of the journal details the journal entries that are made once the update occurs.

13. Once the Cash Disbursement Journal has been proofed, close it and output the report again.

14. On the Output screen, choose the output type or printer to use, and then click OK.
The program displays the Post Disbursements Journal confirmation message.

15. Click Yes to output and post the journal.

Results

The checks have been posted to the general ledger.

GL Impact

A journal entry is created with a source code of APP that credits Cash and debits Accounts Payable.

What's Next?

The positive pay file can be created and transmitted to the bank.

Void Checks/EFTs

The Void Checks program voids individual vendor checks. In addition to voiding the check, the program reopens the accounts payable invoice that was paid by the check by changing the status of the invoice from Paid to Approved. Voided checks display the original check amount. Any type of check (printed, manual, direct disbursement, or EFT) can be voided by this program. This program does not allow checks that have been cleared through Check Reconciliation to be voided.

Prerequisites

Before you can successfully complete this process, you must ensure that roles granting the necessary permissions have been assigned to your user account. If the roles have not been established, contact the system administrator to have them updated or added into the Enterprise ERP system.
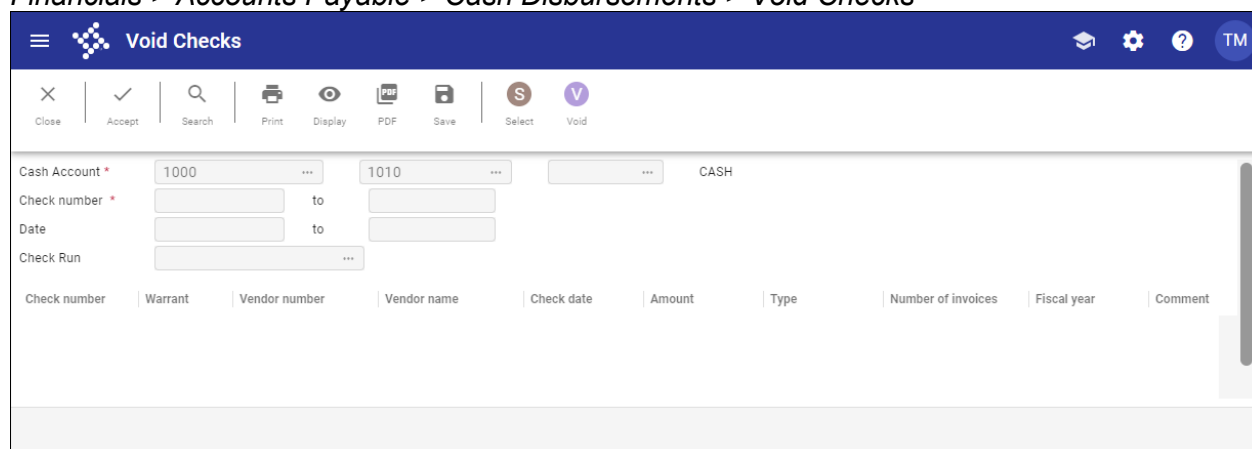
Confirm that AP checks have been written in Enterprise ERP and the Cash Disbursements Journal has been posted.

Procedure

To void an accounts payable check:

1. Open the Void Checks program.
   Financials > Accounts Payable > Cash Disbursements > Void Checks

2. Click Search.

3. Complete the fields, as required, to find the accounts payable checks to void. Use the following table as a guide.

Field	Description	Notes
Cash Account	Provide the org, object, and project codes for the cash account associated with the check run. The default values are the codes for the cash account identified in Accounts Payable Settings, but you can change this.	
Check Number	Define the range of check numbers to be voided. Check numbers are required. Type the beginning and ending check numbers in the boxes to select a specific range of checks, type the same check	

Field	Description	Notes
	number in each box to select one check, or leave the default values of 1 to all 9s to select all checks for the specified account.	
Date	Specify the date range of the checks to be voided. Type the beginning and ending dates in the boxes to select checks for a specific range of dates, type the same date in each box to select checks for one date, or leave the default values of the current date to 12/31/9999 to select checks for all dates for the specified account.	
[Check Run]	Contains the check run or warrant identifier for the invoices that were paid by this check. Type the identifier in the box or click the field help button to select it from a list. **Note:** This label varies depending on your organization's settings.	

4. After you have entered values in the required fields, click Accept.
   The program displays all the checks that match your search criteria in the table.

5. Click Select.
   The program displays a checkbox next to each check record in the list.

6. Select the checkboxes for each check to be voided.

7. Click Void to void the selected checks.
   The program displays a confirmation message indicating the number of checks to void.

8. Click Yes to void the selected checks.

Results

You have voided the selected accounts payable checks. In addition, the associated accounts payable invoices now have a status of Approved and can be included in the next check run for repayment.

GL Impact

Voiding a check has no impact on the general ledger until a Cash Disbursements Journal is run for the voided check. A journal is created with a journal source code of APP, which will debit cash for the amount of the voided checks and credit AP liability for the amount of the voided checks.

What's Next?

The Cash Disbursement Journal program must be completed at this time to update the cash for the voided amounts. Typically, another individual, such as a senior administrative analyst, completes the Cash Disbursement Journal program. This provides a check and balance on the voiding and posting of checks and EFTs.

If a check will be reissued for associated AP invoices, be sure to include invoices with no check run the next time you complete the Select Items to Be Paid program. If the check will not be reissued, the invoices need to be voided through the Modify Invoices program.