User Reference

Accounts Payable v10x (ADF)

By CMiC

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international Corp.

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Accounts Payable (ADF)

AP Overview

CMiC Enterprise's Accounts Payable (**AP**) module is one of the key financial applications within the system. The AP module not only tracks vendor balances and produces checks, it is also fully integrated with the Payroll, Job Costing, Subcontract Management, Equipment Costing, Material Sales, Preventive Maintenance, Imaging, and Work Flow modules to ensure timely and accurate reporting in all modules, and to consolidate vouchers into one place. Vouchers in the AP module can be entered through the modules integrated with it, which includes the entry of vouchers through imaging applications. Also, vouchers may be created automatically from the Payroll module, if set up to do so.

Purchase Orders can be matched against supplier invoices, and unique payment terms can be entered either at the time of purchase order entry or invoice entry, as required.

Subcontracts can be created through the Subcontract Management module or from the Project Management module. Subcontract creation allows users to define key AP features, such as setting up of payment terms, currency code, check handling code, tax calculation method, etc.

AP Functionality

The CMiC Enterprise Accounts Payable module has many special features:

- Allows for Vendor payments by electronic funds transfer (EFT)
- Allows for Positive Pay File Output for positive verification by the banks
- Allows for tax calculation on Gross or Net Amount
- Allows automatic generation of direct tax payables
- Allows for Recurring Vouchers by frequency
- Allows supplier invoice line item entry
- Allows invoice payment codes to be by specific invoice or vendor
- Allows 2nd party checks
- Allows for multiple payees on a single invoice
- Handles Compliances at the Invoice Level
- Allows Pre-Lien entry and release against subcontract vendors
- Handles retainage release by project and invoice
- Handles multi-currency, not only for invoice, but for check printing as well
- Allows tracking of Broker and Sub-hauler payment and back charges
- Allows link of third party rental to time charged equipment

- Allows matching of Receiver Purchase to Material Management Sales

AP Prerequisites

The Accounts Payable system relies on data and settings in the General Ledger module, the 1099 module (applicable to companies in the USA), and in the screens under the Global Tables option of the System module, such as Maintain Tax Code, Scheduled Tax Rates, Payment Terms, Banks, and Currencies.

Accounts Payable Checklist

Below is a short checklist of items that need to be considered before starting to utilize/setup the Accounts Payable system.

- Is 1099 Tracking Required? (USA only)
- Does the company operate in more than one currency?
- Will the Invoice Registry be utilized? And if so, how are registry groups and approvals to be defined?
- Are Invoice Series codes going to be utilized, if so, will they be mandatory?
- Are Check Handling Codes required?
- What are the tax codes required by this company?
- Do you want the tax to be calculated on Gross or Net amount?
- Is there a defined numbering system for Business Partners or will automatic numbering by the system be utilized? Has this been documented?
- Do you require One Time Business Partners, and if so, what codes will be utilized?

Integration

The Accounts Payable module is integrated with the following modules:

- Job Cost – Posts Costs to Jobs
- Equipment Costing – Posts Cost to Equipment
- General Ledger – Posts all accounting information to the GL
- Preventive Maintenance - Posts costs to Work Orders

The AP module accepts information from the following modules:

- Payroll – Accepts Invoices for suppliers of benefits, and Independent Contractor Reporting
- Subcontract Management – Accepts Subcontract Pay Requests
- Job Billing – Associates vouchers to the next job billing draw using Auto Draw
- Project Management - Participant percentage and amounts can be changed, project partners and contacts can be converted to corporate partners and contacts
- Purchase Order – Accepts Terms and Pay when Paid days associated to the purchase order

- Material Sales – Accepts Back Charge Vouchers, Accepts Broker and Truckers Payroll in the form of a voucher, matches third party rental to equipment time charges and matches AP receiver invoices to material management sales.
- Imaging – Accepts images into registered invoices
- Work Flow - Allows entry into the accounts payable registered invoice

Maintain Business Partners – Screen

Overview – Business Partners

Business Partner Record Type – Base Type

In CMiC's Enterprise system, a *business partner* is any organization/entity with which your company does any type of business. It can be a vendor, a subcontractor, a customer, a municipal/state/federal government agency, or even just a potential customer that your sales department is pursuing.

This record type contains fields that are relevant to all types of business or government agencies, and some data fields that are only relevant to vendors, customers and subcontractors.

Also, Business Partner records are created at the System level, so they are shared by all Companies.

Vendor & Customer Record Types – Extensions of Base Type

To store additional data that is only relevant to a vendor or customer business partner type, Vendor and Customer records are created from and tied to Business Partner records. In this way, Business Partner records can be extended with a Vendor or Customer record, or both.

Vendor record types are relevant to tasks in the Accounts Payable module, and Customer record types are relevant to tasks in the Accounts Receivable module. Vendor and Customer records are based on Business Partner records, hence, to create a Customer or Vendor record, its base Business Partner record must first be created.

In this module, Accounts Payable, Vendor records are the most relevant to its functionality.

Availability of Record to Companies – System & Company Levels

When created, a Business Partner record is available at the System Level, meaning that it is available to all of the Companies in CM*i*C Enterprise. Only one instance of the record exists, and it is shared by all Companies. However, when a Vendor or Customer record is created, using either the [**Vendor**] or [**Customer**] button on the **Business Partner** tab, it is only available to the specified Company.

When a Vendor or Customer record is created for multiple Companies, using the **Company** tab, each Company gets its own Vendor or Customer record so that the information on these records can be specific to the Companies for which they were created.

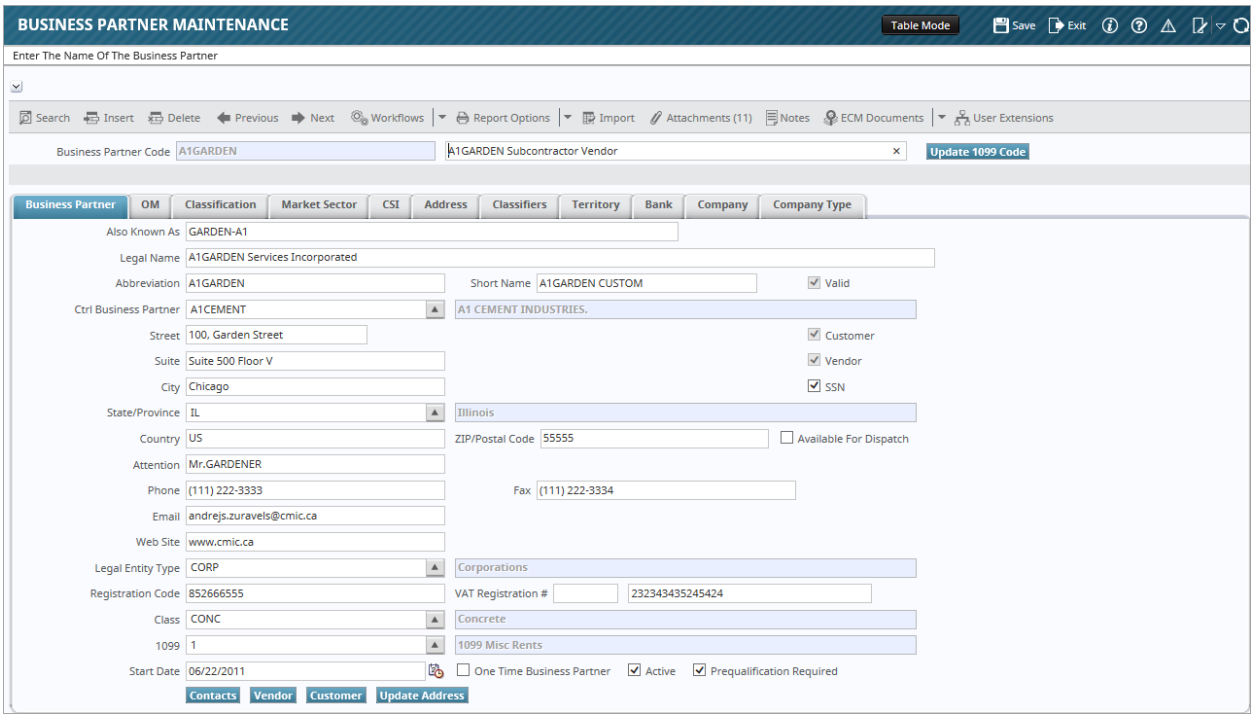
Sharing Business Partners in CM*i*C Enterprise

The Accounts Receivable, Purchase Order, Material Sales, and Opportunity Management (OM) modules also allow the creation of Business Partners (Organizations in OM).

In order to integrate these modules for the purpose of consolidating and sharing information, they all create Business Partners in the same table, at the System Level. Also, it must be noted, they use the same rules for numbering when creating the **Business Partner Code**, and use up the same code numbers. This should be considered when determining the coding format to identify Business Partners.

In the OM module, however, a variation of the Business Partner record is used. The variant is referred to as an Organization record, and it has additional fields that are relevant to opportunity management tasks. Also, when an Organization record is created, the user has the option of checking or unchecking its **Organization (Only)** flag. If the flag is checked, the Organization record will only be available in the OM module, and if unchecked, it will be available throughout CM*i*C Enterprise as a Business Partner record.

Business Partner – Tab



Sample of Business Partner Maintenance screen's Business Partner tab

The following is a list of the fields on the Business Partner tab, along with this screen's first two fields, as shown in the above screenshot. Their order below is based on their order on the screen, from left to right, and top to bottom.

Business Partner Code

This field is the code to identify the business entity being defined. Its creation depends on the system's setup, specifically, on the state of the **Auto-Number Business Partner Code** flag in the System Options screen (standard path: *System > Setup > System Options: Global tab*). If this flag is checked, this code is automatically created when the record is saved, based on the business partner's name and the **BP Code Mask** setting on the System Options screen. If the flag is not checked, manually enter a code, following your corporate numbering convention for Business Partners.

For details about the Auto-Number Business Partner Code option, please refer to the Global Tab section of the System Data manual.

Business Partner Name *(unlabeled)*

This field is next to the Business Partner Code field, as shown in the above screenshot.

Enter the business partner's name. This name is the name used throughout the system, wherever Business Partner (Vendor/Customer) objects are available.

NOTE: The system will not allow this field to be changed if the business partner has been defined as a customer within any company. Only users with the system privilege SYSCBPNAME checked can modify the business partner name field.

AKA (Also Known As)

Enter a nickname or alias for this Business Partner. This field can be up to 50 characters in length. This is most commonly used when a Business Partner changes names. This field may be used as a reference field only.

The AKA name will print on the accounts payable check if the system **Use AKA Name In Check Preparation** checkbox is checked. If this checkbox is not checked, then the Business Partner Name field will be used. The AKA name cannot be updated if there are prepared, but unposted checks.

The AKA name must be entered if the business partner SSN checkbox will be checked and the vendor SSN number will be used in place of the tax number in the Registration Number field (i.e. partner is an individual, not an organization). When the SSN number is checked, the AKA name will print on the 1099 form, unchecked, the business partner name will print.

NOTE: The AKA name will not print on the check if the vendor is a one-time vendor.

Legal Name

Enter a Legal Name, if different from the Business Partner Name. When creating a new business partner, the value from the business partners name field is defaulted.

Abbreviation

This field is used by the Project Management module in place of the Vendor Code. This allows numeric vendor codes used in the AP module to be changed to more user friendly alpha codes in the PM module. Enter up to 8 character abbreviation. This field will automatically default to the Partner Code.

Short Name

This field is a shorter version of the Business Partner Name field. This field defaults to a shortened version of the Business Partner Name field, and is editable. It is not used by the CMiC Enterprise system.

Valid

This is a display only checkbox that is only relevant if mandatory user extension fields are being used. It will only be unchecked if user extensions are being used and an extension has not been entered for the business partner, in which case the record will not be able to be saved. Otherwise, it will be checked.

Ctrl Business Partner

The system allows Business Partner Codes to be hierarchical. By specifying a controlling business partner, the current partner is linked to its controlling partner. This feature allows for the reporting of consolidated balances, if required.

Street, Suite, City, State/Province, Country, & Zip/Postal Code

Standard address information. The address on this tab may be the business partner's main corporate address, and the addresses on the **Address** tab may be for locations with which business is directly done.

Customer

If checked, this flag indicates that the business partner is a customer, and an associated Customer record exists. Click the [**Customer**] button to view the associated Customer record.

Vendor

If checked, this flag indicates that the business partner is a vendor, and an associated Vendor record exists for at least one of the companies using Enterprise. Click the [**Vendor**] button to view the associated Vendor record for the user's default company.

SSN

The SSN checkbox is used in conjunction with the Registration Code. When this checkbox is checked, it indicates that the **Registration Code** field is the vendor's SSN number, not the vendor's Taxpayer Identification Number (TIN). In this case the AKA name must be completed with the name associated to the SSN number. This is the name that will appear on the 1099 report. If the SSN checkbox is unchecked, then the Business Partner name will print.

Available for Dispatch

When checked, it is indicated that the business partner is being used in the Dispatch module as a Subcontractor Hauler. The default value is unchecked.

Attention Contact

The name of the primary contact to whom mail and shipments are addressed.

Telephone, Fax, Email and Web Site

Enter the Phone, Fax, E-mail and Web Site address of the Partner as required.

Legal Entity Type

Select the Legal Entity Type code. Legal Entity Types define the different types of Business Partners with whom you conduct business. This code may also indicate whether or not you must have a Tax Registration Code entered for the Business Partner before the Business Partner can become a Vendor. Maintenance screen: **Accounts Payable > Setup > Global Tables > BP Legal Entity Types**.

Registration Code

This field is the business partner's tax registration number, which is required if the business partner is a vendor.

In the US, this number is a Taxpayer Identification Number (TIN). If, however, the vendor is an independent contractor whose TIN is his or her Social Security Number, then this TIN number is specifically a Social Security Number (SSN). To indicate that this TIN number is specifically an SSN, the **SSN** flag is checked. If the **SSN** flag is not checked, this number is a TIN number, if it is, this number is an SSN number.

In Canada, this field is used for the GST/HST Registration Number.

This field is not required when setting up a Business Partner, but if the Partner is to become a Vendor, then this field may be mandatory, depending on the system setup and the Legal Entity Type. There are two flags on the Systems Options screen that control the rules for this field. The standard Treeview menu path to this screen is as follows: *System > Setup > System Options.* The two flags are **Registration Code Required for Vendors** and **System Wide Unique Registration Code**. The first one restricts the creation of a vendor from the business partner until a registration number is entered, and the second prevents a duplicate entry of a Registration Code. When unchecked, the system allows the user to create business partners with duplicate registration codes, but gives a soft warning in a pop-up, informing the user with a list of business partners with duplicate registration codes.

For further details, please refer to the System Data manual.

VAT Registration

The VAT Registration number is composed of two parts. The first field is for the VAT Registration Country Code. The second field is for the Government Registration Code (Tax Identification Number).

Class

This field is relevant if the business partner is a vendor, and if vendors need to be categorized in order to select vouchers for payment by vendor types. To categorize vendors, Vendor Class codes are used. Vendor Class codes can then be used to select vouchers for payment. Material Management system uses Vendor Class to indicate if the vendor is a Broker or Sub-Hauler.

1099 Code

Select the most applicable 1099 reporting code for this Business Partner. When this partner is made a vendor, the code entered here will default into the Vendor record for this partner. Maintenance screen's standard path: *1099 > Setup > Accumulator Codes.*

Start Date

The start date will default to the system date. It indicates when the record was created.

One-time Business Partner

If you check this flag it indicates that this business partner is a One-time Partner and every time this Business Partner is used as a Vendor on an Invoice the user will have to enter the Vendor Name and Address. One-time Partners are used to record miscellaneous invoices received from suppliers that are not expected to be utilized again.

Active

The active checkbox will default as checked. If the business partner has the Active flag unchecked any Vendor or Customer created will be created as inactive.

Prequalification Required

This checkbox is relevant to Vendor types, and it defaults to the unchecked state. When checked, it indicates that the vendor must undergo the prequalification process in the Project Management module before it can be used in the Subcontract Management module.

Update 1099 Code – Button

The [**Update 1099 Code**] button located beside the Business Partner Name field on the Business Partner Maintenance screen launches the screen used if the 1099 Code on the Business Partner tab is changed, and the update needs to be done for the associated Vendor/Invoice/Check records.

Contacts – Button

The [**Contacts**] button along the bottom of this tab (**Business Partner**) launches the Contacts screen used to create, view or edit Contacts associated with the Business Partner.

For details about the Contacts screen, please refer to the Contacts – Screen section in this manual.

Vendor – Button

The [**Vendor**] button along the bottom of this tab launches the Vendor screen used to create, view or edit Vendor records associated to a Business Partner record and a company. Automatically, the Vendor record displayed or created belongs to the user's default company.

For details about the Vendor screen, please refer to the *Maintain Vendors – Screen* section in this reference guide.

Customer – Button

The [**Customer**] button along the bottom of this tab launches the Customer screen used to create, view or edit Customer records associated to a Business Partner record and a company. Automatically, the Customer record displayed or created belongs to the user's default company.

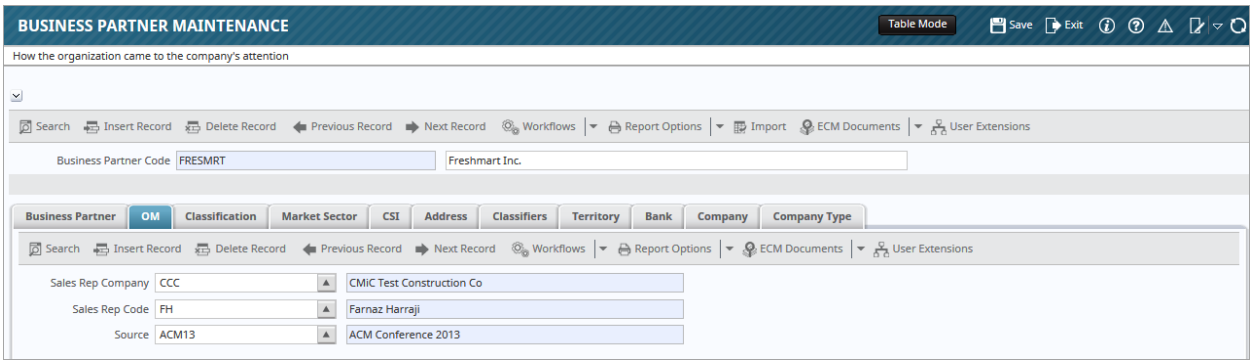
Customer records are not relevant in this module. For details about the Customer screen, please refer to the Accounts Receivable reference guide.

Update Address – Button

The [**Update Address**] button launches the screen used if the address on this tab is changed, and the update needs to be done for the associated Vendor and Customer records.

For details, please refer to the Update Address for Vendor Records section.

OM – Tab



Sample of Business Partner Maintenance screen's OM tab

This tab may be relevant if this business partner is a customer that provides opportunities that are managed in the Opportunity Management (OM) module. The information on this tab is also on this record's associated Organization and Opportunity records, which are used in the OM module. To provide some integration between the AP and OM modules, these associated records store this information in the same place, so changes to this information through one module will be reflected in the other module.

The following are details about the fields on this tab, including information about where the corresponding fields are found on the Organization and Opportunity records, for both the JSP and ADF versions of the Opportunity Management module:

Sales Rep Company

The company, under your corporation, that handles opportunities offered by this business partner. The company selected in this field determines what sales representatives will be available in the **Sales Rep** field. Only contacts that belong to the selected company and are assigned the role **Sales** will be available in the **Sales Rep** field.

This field's corresponding field is found on:

JSP OM: **Detail** tab of corresponding Organization record.
ADF OM: **More Info** tab of all Opportunity records associated to Organization (Business Partner).

Sales Rep

Select sales representative that handles opportunities offered by this business partner (Customer). This list displays all contacts that are assigned the role **Sales (Role** field on Contact screen's **Contacts** section**)** and belong to the company selected in the **Sales Reb Company** field.

This field's corresponding field is found on:

JSP OM: **Detail** tab of corresponding Organization record.
ADF OM: **More Info** tab of all Opportunity records associated to Organization (Business Partner).

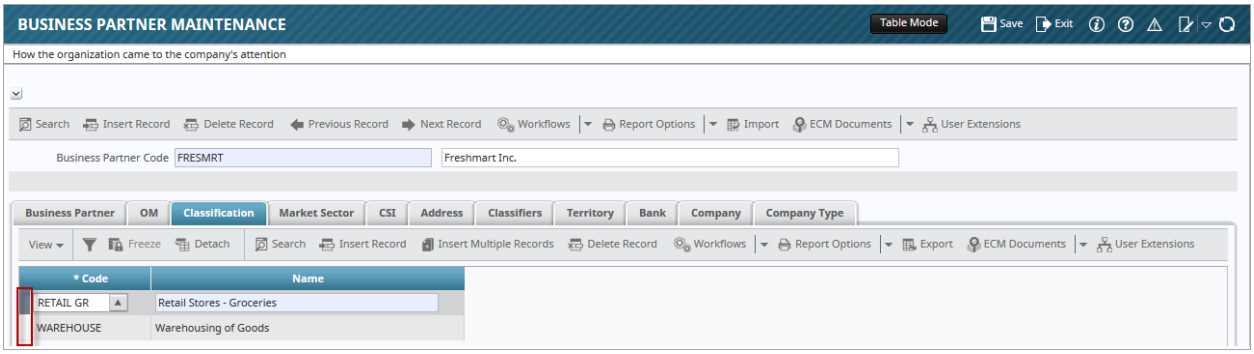
Source

Source of business partner (Customer). List of values for this field are maintained through the following maintenance screen: **Opportunity Management** > **Setup** > **Sources**.

This field's corresponding field is found on:

JSP & ADF OM: **Detail** tab of corresponding Organization record.

Classification – Tab



Sample of Business Partner Maintenance screen's Classification tab

This tab list the business partner classifications that apply to this business partner. The maintenance screen for the list of classifications is reached through the following path: *Accounts Payable > Setup > Global Tables > BP Classifications.*

NOTE: To be able to Delete, Insert, and Update records on the **Classification** tab, the user must have the security System Privileges **SDDADCLBP**, **SDDAICLBP**, and **SDDAUCLBP** unchecked.

If the user has the privilege **SDDADCLBP** checked, then the Delete Record icon will not be shown on the toolbar; in the case when the user has the privilege **SDDAICLBP** checked, the Insert Record and Insert Multiple Record icons will not be shown on the toolbar. If the user has the privilege **SDDAUCLBP** checked, the Code field of the existing records will become disabled to prevent the user from updating the record.

Add Entry

Click the [**Insert Record**] button on the Block Toolbar for the **Classification** tab to create a new row. Select an applicable classification from the **Code** field and click [**Save**].

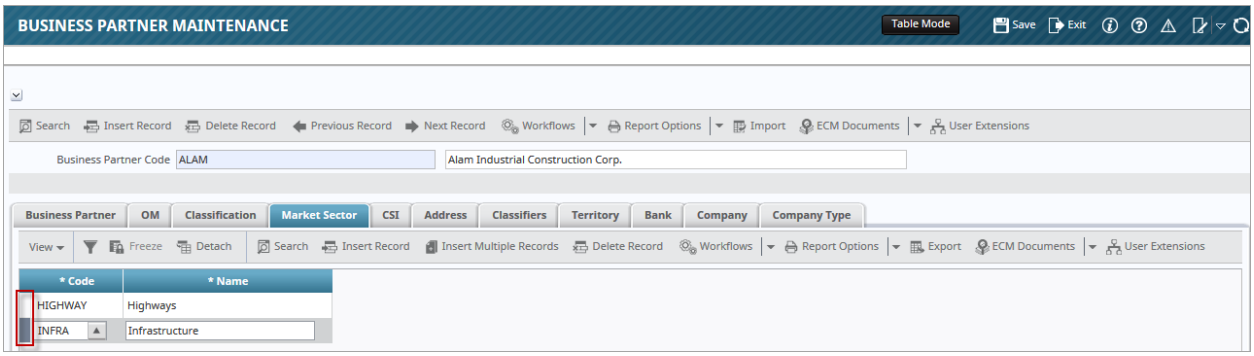
Edit Entry

Edit the classification and click [**Save**].

Delete Entry

Select the entry's row using the selection area, framed by the red rectangle, and click the [**Delete Record**] button.

Market Sector – Tab



Sample of Business Partner Maintenance screen's Market Sector tab

This tab list the market sectors that apply to this business partner. This information is relevant to the OM and PM modules, where it is used to classify and group business partners (customers).

Add Entry

Click the [**Insert Record**] button on the Block Toolbar for the **Market Sector** tab to create a new row. Select an applicable market sector from the **Code** field and click [**Save**].

Edit Entry

Edit the market sector and click [**Save**].

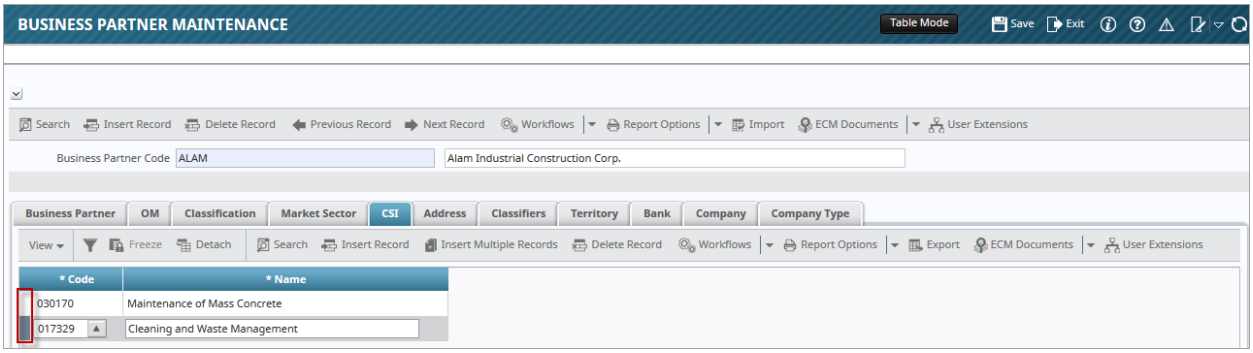
Delete Entry

Select the entry's row using the selection area, framed by the red rectangle, and click the [**Delete Record**] button.

NOTE: To be able to Delete, Insert, and Update records on the **Market Sector** tab, the user must have the security System Privileges **SDDADMSBP**, **SDDAIMSBP**, and **SDDAUMSBP** unchecked.

If the user has the privilege **SDDADMSBP** checked, then the Delete Record icon will not be shown on the toolbar; in case when the user has the privilege **SDDAIMSBP** checked, the Insert Record and Insert Multiple Record icons will not be shown on the toolbar. If the user has the privilege **SDDAUMSBP** checked, the Code field of the existing records will become disabled to prevent the user from updating the record.

CSI – Tab



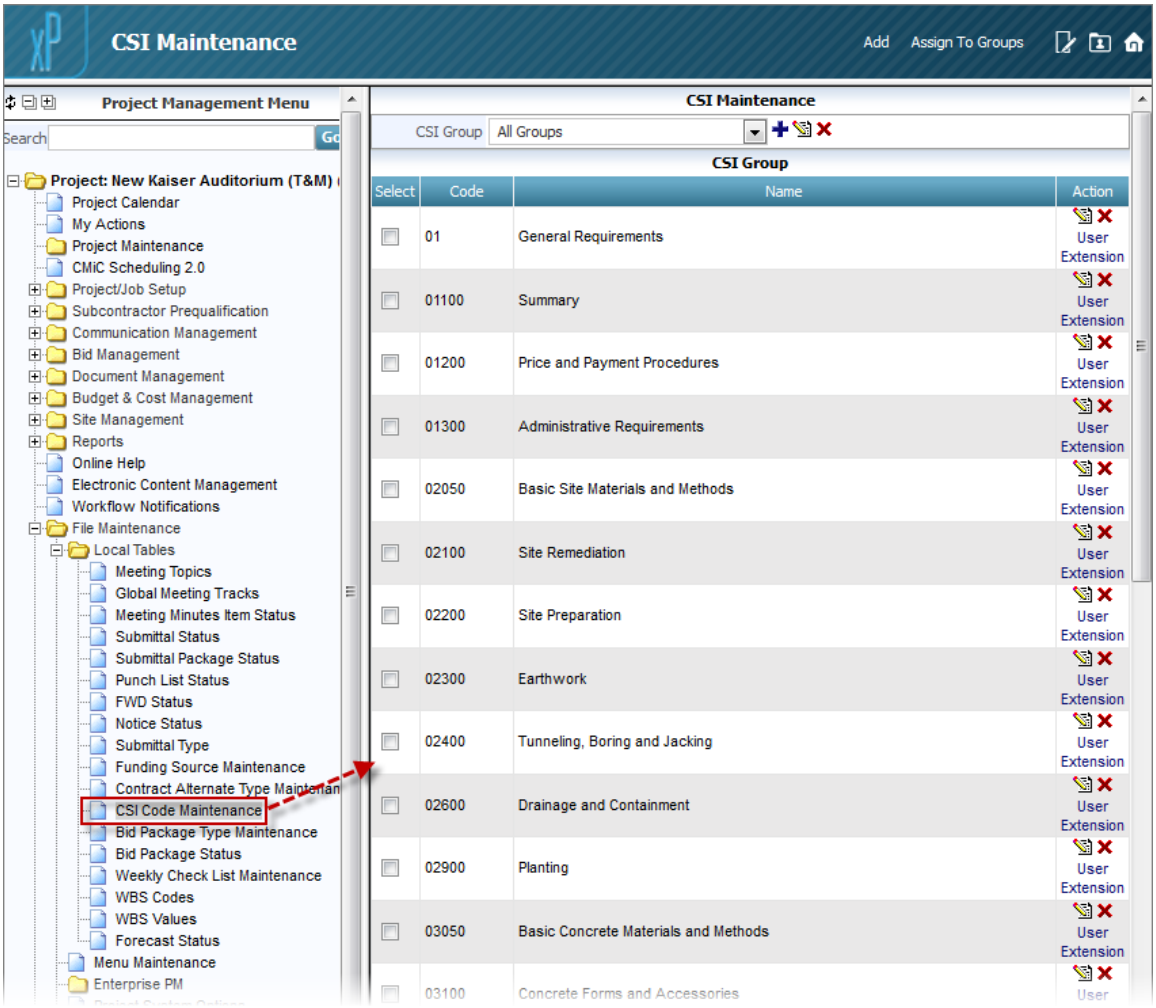
Sample of Business Partner Maintenance screen's CSI tab

This tab list the CSI (Construction Standards Institute) codes applicable to this business partner.

NOTE: To be able to Delete, Insert, and Update records on the **CSI** tab, the user must have the security System Privileges **SDDADCSIBP**, **SDDAICSIBP**, and **SDDAUCSIBP** unchecked.

If the user has the privilege **SDDADCSIBP** checked, then the Delete Record icon will not be shown on the toolbar; in case when the user has the privilege **SDDAICSIBP** checked, the Insert Record and Insert Multiple Record icons will not be shown on the toolbar. If the user has the privilege **SDDAUCSIBP** checked, the Code field of the existing records will become disabled to prevent the user from updating the record.

The CSI Code Maintenance screen is available in the PM-JSP module, via the following standard Treeview path: **PM-JSP > File Maintenance > Local Tables > CSI Code Maintenance**, as shown in the following screenshot. For details about the CSI Code Maintenance screen, please refer to the xProjects user reference guide.



Sample of CSI Code Maintenance screen in the PM-JSP module.

Add Entry

Click the [**Insert Record**] button on the Block Toolbar for the **CSI** tab to create a new row. Select an applicable CSI code from the **Code** field and click [**Save**].

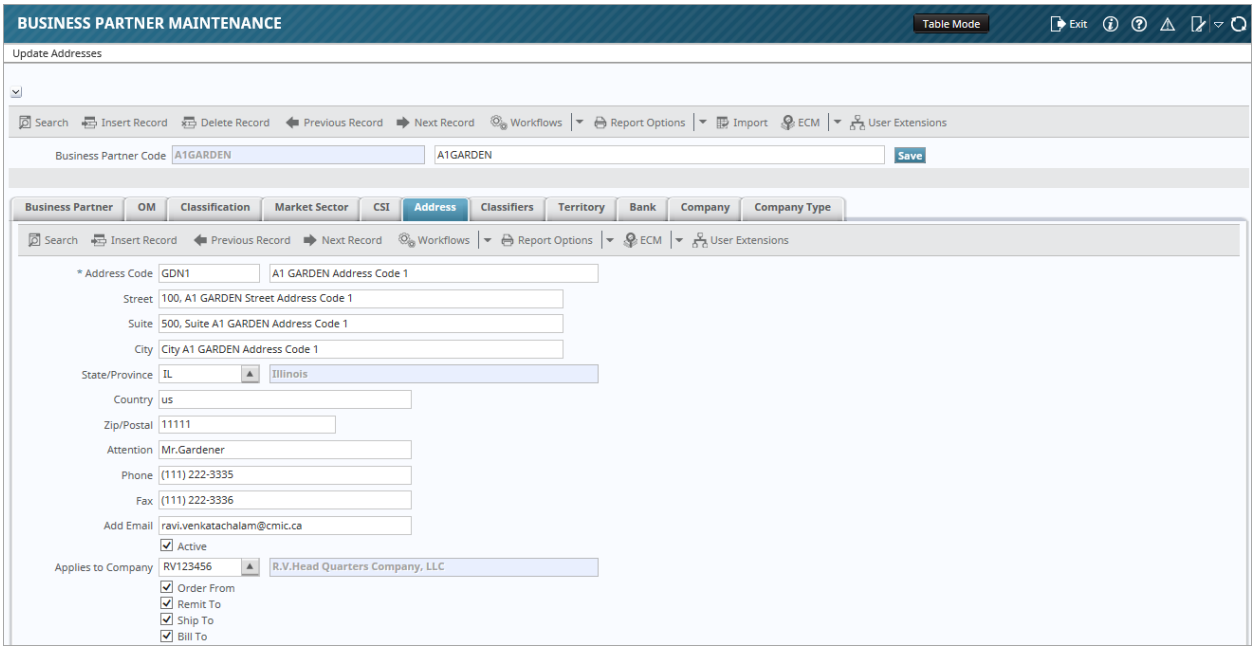
Edit Entry

Edit the CSI code and click [**Save**].

Delete Entry

Select the entry's row using the selection area, framed by the red rectangle, and click the [**Delete Record**] button.

Address – Tab



Sample of Business Partner Maintenance screen's Address tab

This tab is used to create and display Address records for the business partner. Address records are used to populate address fields that provide a list of addresses from which to choose. These addresses are in addition to the address on the **Business Partner** tab, which is not stored in an Address record. The address on the **Business Partner** tab may be for the business partner's controlling parent company, and the addresses on the **Address** tab may be for subsidiaries with which business is directly done. The following are differences between addresses on this tab and the address on the **Business Partner** tab:

1. Address on the **Business Partner** tab is stored in a Business Partner record, while addresses on the **Address** tab are stored in Address records. Address records are available to choose from in fields that provide a list of addresses, such as the **Alt. Add.** field on a Vendor record's **Vendors** tab, the **Address Code** field on a Vendor record's **Business Partner Address** tab, and the **Address Code** field on a Contact record's **Address** tab.

2. Multiple Address records may be added through this tab (only one is displayed at a time, however).

3. Addresses on this tab can be specific to a purpose, using the following provided flags: **Order From**, **Remit To**, **Ship To**, and **Bill To**.

The following are details about the fields on this tab, other than the standard address and contact information fields:

Address Code (2 fields)

The first field is a unique code to identify this address record. This code can then be used to select this address for a Contact (**Address Code** field on Contact's **Address** tab).

The second field is a description for this address record.

Active

Indicates if the address is active/current.

Applies To Company

The company, under your corporation, for which the displayed address is relevant.

Order From

Indicates if items are ordered from this address.

Remit To

Indicates if items are remitted to this address. If an address is specified on the Business Partner record, it will be defaulted in as the **Remit To** address of any vendor which is created from the Business Partner.

Ship To

Indicates if items are ship to this address.

Bill To

Indicates if items are billed to this address.

Navigate between Address

To move between the different Address records on this tab, use the [**Next Record**] and [**Previous Record**] buttons on the Block Toolbar for the **Address** tab. When you have passed the last record, the fields will all be blank, and when you are at the first record, clicking [**Previous Record**] does not change the record.

Add Address

Click the [**Insert Record**] button on the Block Toolbar for the **Address** tab to create a new row. Fill in the information and click [**Save**].

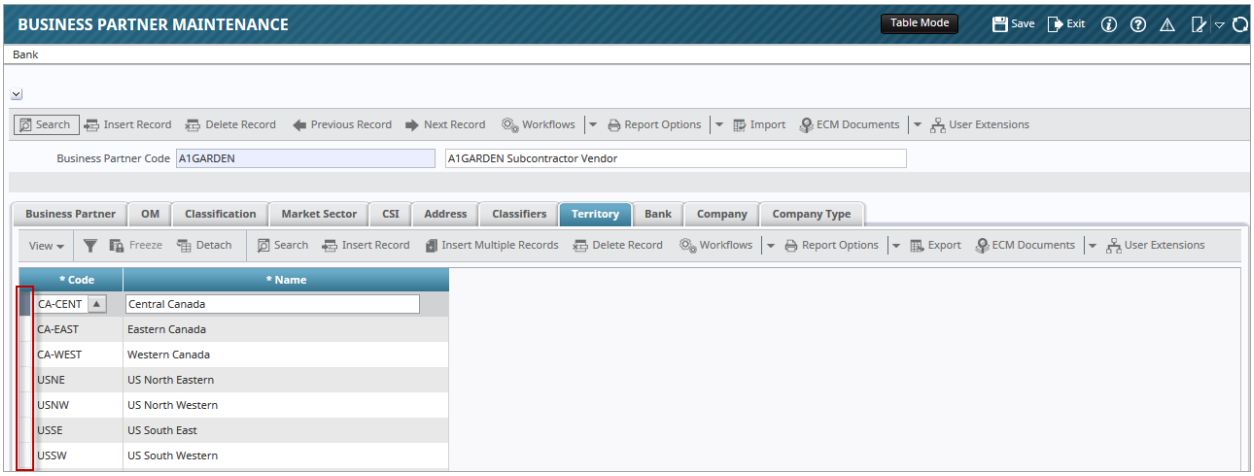
Edit Address

Edit the necessary fields and click [**Save**].

Classifiers – Tab

If your company has set up classifiers, enter the required information on this tab. Classifiers are additional, user-defined fields, relevant in the Project Management module.

Territory – Tab



Sample of Business Partner Maintenance screen's Territory tab

This tab displays the sales territories in which this address falls. Sales territories are used for sales related tasks, such as providing sales data by geographical location.

Add Entry

Click the [**Insert Record**] button on the Block Toolbar for the **Territory** tab to create a new row. Select an applicable territory and click [**Save**].

Edit Entry

Edit the information on a row as necessary and click [**Save**].

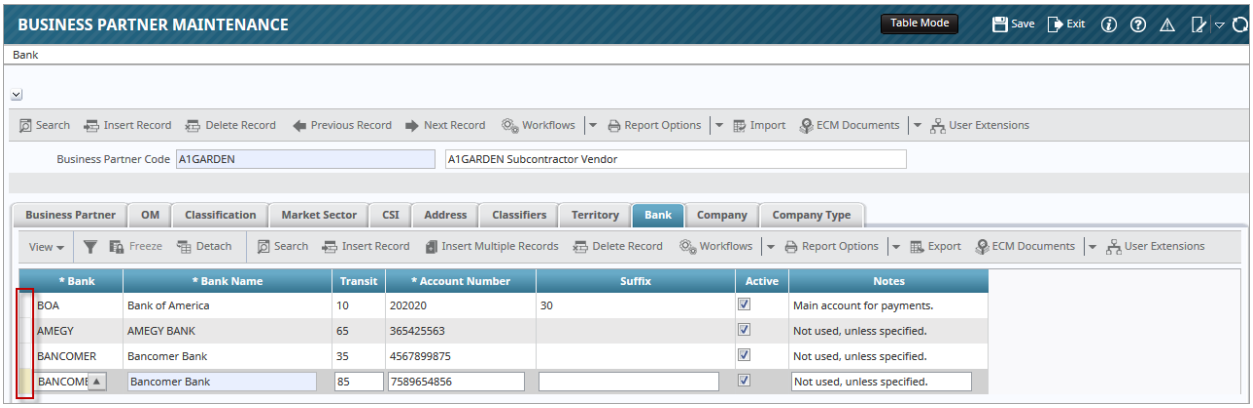
Delete Entry

Select the entry's row using the selection area, framed by the red rectangle, and click the [**Delete Record**] button.

NOTE: To be able to Delete, Insert, and Update records on the **Territory** tab, the user must have the security System Privileges **SDDADTERBP**, **SDDAITERBP**, and **SDDAUTERBP** unchecked.

If the user has the privilege **SDDADTERBP** checked, then the Delete Record icon will not be shown on the toolbar; in case when the user has the privilege **SDDAITERBP** checked, the Insert Record and Insert Multiple Record icons will not be shown on the toolbar. If the user has the privilege **SDDAUTERBP** checked, the Code field of the existing records will become disabled to prevent the user from updating the record.

Bank – Tab



Sample of Business Partner Maintenance screen's Bank tab

If you are utilizing EFT payments for vendors, and this business partner has submitted their related banking information, use this tab to enter their bank account information. The list of accounts must first be detailed on this tab, and then these details become available to this record's associated Vendor record. The banking information entered on this tab becomes available in the following drop-down lists on the Vendor record's **Accounting** tab: **Bank Code**, **Bank Transit**, **Account Number**, and **Suffix**.

The maintenance screen for the list of banks available from the **Bank** drop-down list is found under the Global Tables menu option of the System module. The standard name for the maintenance screen's menu option is **Banks** (standard path: *System* > *Global Tables* > *Banking* > *Banks*).

Add Entry

Click the [**Insert Record**] button on the Block Toolbar for the **Bank** tab to create a new row. Select an applicable bank, and enter the transit number, account number and suffix for the bank account into which you will be depositing a Vendor Payment. Click [**Save**].

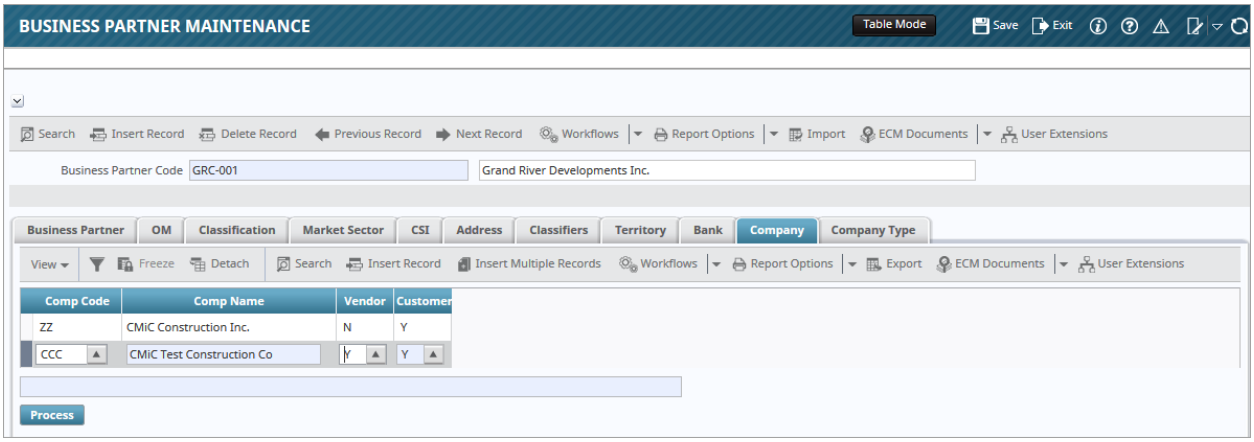
Edit Entry

Edit the information on a row as necessary and click [**Save**].

Delete Entry

Select the entry's row using the selection area, framed by the red rectangle, and click the [**Delete Record**] button.

Company – Tab



Sample of Business Partner Maintenance screen's Company tab

This tab is used to create Customer and Vendor records for more than one company. This method is an alternative to using the [**Customer**] and [**Vendor**] buttons, which only allow the creation of Customer and Vendor records for the user's default company. Note, when Vendor and Customer records are created, the company for which they are created must be specified, so that each company gets its own Vendor and Customer records.

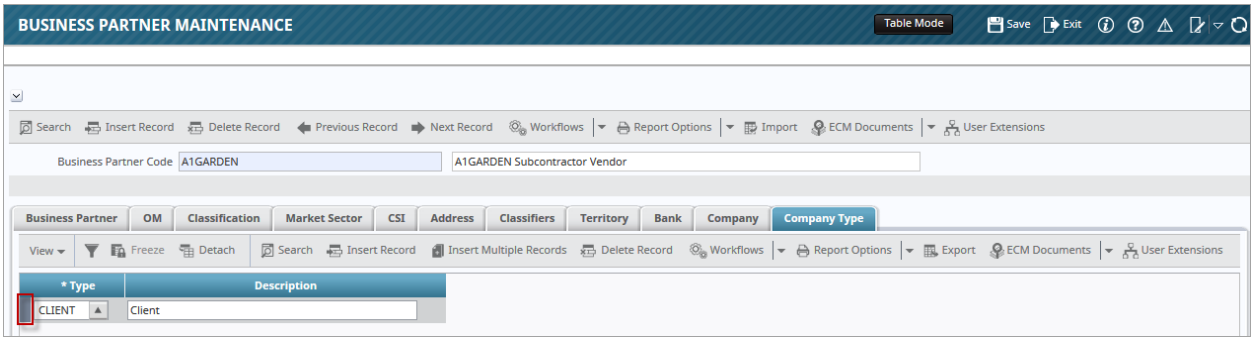
Create Customer & Vendor Records for Multiple Companies

To create a Customer or a Vendor record for a company, click the [**Insert Record**] button on the **Company** tab, which creates a new row. For the **Comp Code** field, select the company for which the Vendor or Customer record is to be created. For the **Vendor** and **Customer** fields, select "Y" if the corresponding record type is to be created for the selected company. Note, both a Vendor and a Customer record can be created for a Company.

If you need to create a Customer or Vendor record for another company, just repeat the above process.

When finished, click the [**Process**] button to create the specified records for the specified companies.

Company Type – Tab



Sample of Business Partner Maintenance screen's Company tab

This tab displays the Company Types that apply to the business partner.

Add Entry

Click [**Insert Record**] on the Block Toolbar of the **Company Type** tab to create a new row. For the **Type** field, select an applicable Company Type. Click [**Save**].

Edit Entry

Edit the **Type** field on a row and click [**Save**].

Delete Entry

Select the entry's row using the selection area, framed by the red rectangle, and click the [**Delete Record**] button.

Create Business Partner

In this module, Accounts Payable, a Business Partner record is most likely created in order to create a Vendor record, which is relevant to tasks in this module. As mentioned, a Business Partner record is the base of a Vendor record.

Ensure Business Partner Not Already Added

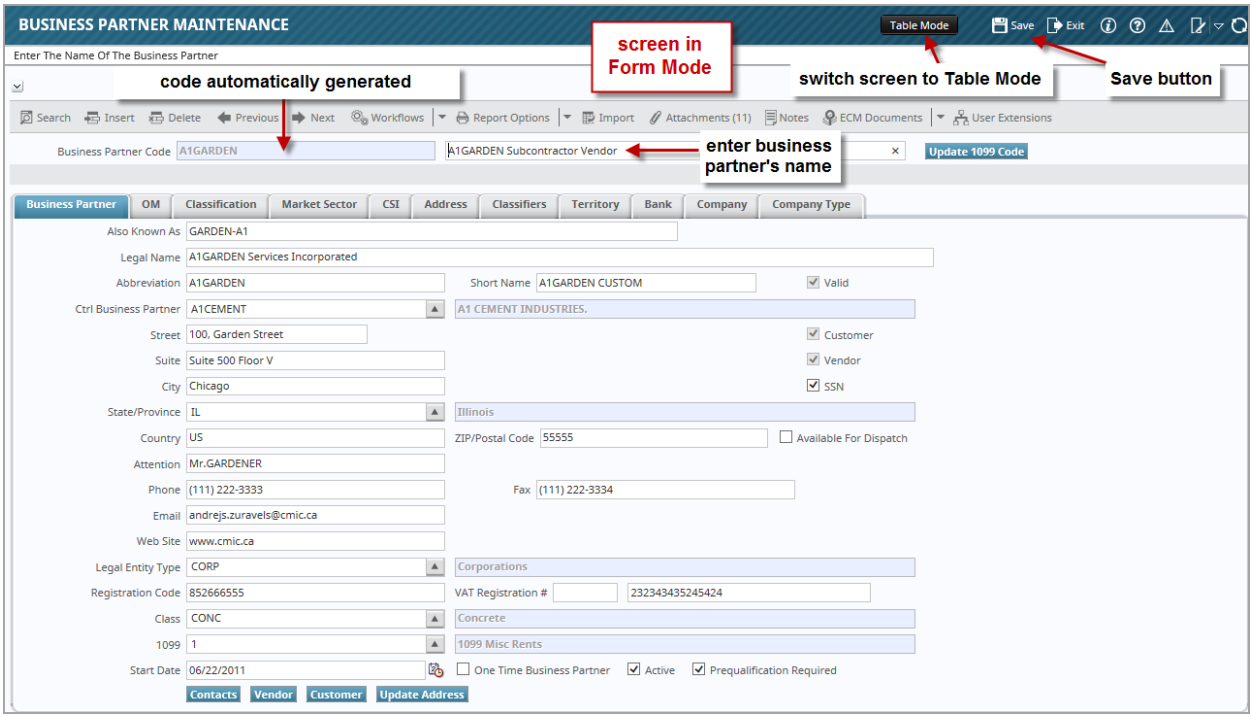
First, it is necessary to ensure that the business partner record about to be created does not already exist so that you do not duplicate already existing data, and to ensure that you do not miss any important information. To do so, do a search for the business partner's name. For assistance with performing searches, please refer to the Getting Started reference guide.

De-duplication Searching Function

The Enterprise system has a backend process that can be enabled to greatly reduce unintended duplications. The flag to enable this option is labeled **De-duplication Searching Function**, and it is found in the Company Control screen of the Opportunity Management module. For details about this option, please refer to the System Options sub-section of the Company Control section in the Opportunity Management reference guide. The relevant sub-sections under the System Options section are: Enable De-duplication Searching Function and De-Duplication Searching Function – Parameter List.

NOTE: If the **Enable De-duplication Searching Function** flag is checked, new entries cannot be made when the screens to enter them are in Table Mode. This is necessary to prevent multiple records being saved at the same time, which cannot be handled by the De-duplication Searching function.

Create Business Partner – Form Mode

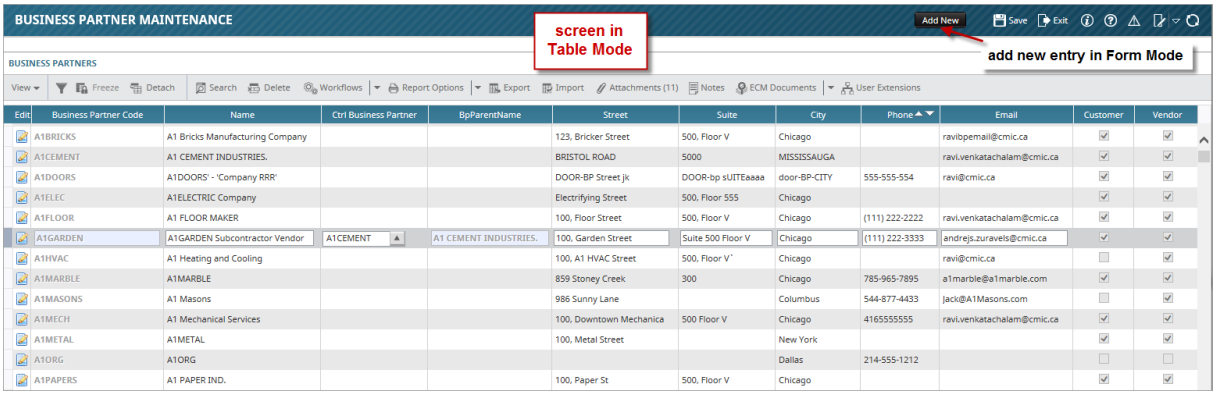


Pgm: BPBPFM – Business Partner Maintenance screen in Form Mode (standard path: Accounts Payable > Setup > Maintain Business Partners)

To add a new Business Partner when the screen is in Form Mode, as shown above, click the Block Toolbar's [**Insert Record**] button.

Next, enter the business partner's information, using the preceding sub-sections that detail the fields on each tab as a guide. Click [**Save**], as shown in the above screenshot, when finished.

Create Business Partner – Table Mode



Pgm: BPBPFM – Business Partner Maintenance screen in Table Mode (standard path: Accounts Payable > Setup > Maintain Business Partners)

NOTE: If the **Enable De-duplication Searching Function** flag is checked, new entries cannot be made when the screens to enter them are in Table Mode. This is necessary to prevent multiple records being saved at the same time, which cannot be handled by the De-duplication Searching function.

For details about this option, please refer to the Opportunity Management reference guide's System Options sub-section, in the Company Control section.

To add a new Business Partner when the screen is in Table Mode, click the Block Toolbar's [**Insert Record**] button.

Next, enter the business partner's information, using the sub-sections of this section that detail the fields on each tab as a guide. Click [**Save**] when finished.

Create Contact

The [**Contacts**] button along the bottom of the **Business Partner** tab is used to launch the Contacts screen used to create, view or edit Contacts associated with the Business Partner.

If the Contact screen is used to create a record, using the screen's [**Insert Record**] button, it will automatically be associated to the Business Partner record, and it will be available throughout Enterprise.

For details about creating a Contact and the Contacts screen, please refer to the *Add New Contact* section under the *Contacts – Screen* section in this reference guide.

Create Independent Contractor

To create an Independent Contractor, being a business partner that is an individual or sole proprietorship, the Business Partner record for the independent contractor must first be created. Then an associated Contact record and an associated Vendor record are created. Together, these three records detail an Independent Contractor.

I) Create Business Partner Record

To create a Business Partner, refer to the previous section, Create Business Partner.

Be sure to specify the independent contractor's account information, required for Voucher creation, on the **Bank** tab so that it will be available in the Vendor's **Accounting** tab. Also, if the independent contractor's tax registration number is his or her Social Security Number (SSN), check the **SSN** flag and enter their SSN in the **Registration Code** field.

II) Create Contact Record

With the Business Partner record created, click the [**Contacts**] button to launch the Contacts screen. For the new Contact record, click the **Independent Contractor Reporting** checkbox. This indicates to the system and users that the Business Partner type is Independent Contractor, and information about the independent contractor is on the Business Partner record and its associated Contact and Vendor records.

For details about the Contacts screen, please refer to the Contacts – Screen section in this reference guide.

III) Create Vendor Record

With the Business Partner and Contact records created, the Vendor record can be created to complete detailing the Independent Contractor. The Vendor record's information is used throughout the AP module, for instance, its accounting information is used to automatically fill out the corresponding fields during the Voucher entry process.

For details about creating a vendor, please refer to the Create Vendor section.

1099-MISC FORM & California's Independent Contractor Reporting

Independent Contractor records are necessary to file federal 1099-MISC forms. For the state of California, these records are also required to report the independent contractors' information to California's Employment Development Department (EDD), known as Independent Contractor Reporting.

Only one contact may have the Independent Contractor Reporting checkbox checked. If an error was made and a different contact should have the checkbox checked enter the new contact and check the checkbox. You will receive a warning that another contact has this checkbox checked and you will be given the option to change the contact. If the answer to the warning is "Yes", the checkbox will remain on the new contact and will be unchecked on the previous contact.

View & Verify List of Independent Contractors via Report

To view and verify the list of independent contractors in the system that are relevant to California's Independent Contractor Reporting requirement, the AP module's Independent Contractor Report can be used.

Create Vendor

If a Business Partner record has an associated Vendor record, the business partner is a vendor, and the **Vendor** flag on the **Business Partner** tab is checked.

As mention, when a Business Partner record is created, it is available at the System Level, meaning that it is available to all of your corporation's companies (all companies using CM*i*C Enterprise). Only one Business Partner record is ever created, and it is shared by all Companies.

However, when a Vendor or Customer record is created, it must be associated to a Company. When the [**Vendor**] button is used, the created Vendor record is automatically created for the user's default Company. In this way, Vendor and Customer records can be created for multiple Companies, with each Company getting its own Vendor and Customer records. This allows the information on these records to be specific to the Companies for which they were created, as a Business Partner might be a Vendor for one Company and a Customer for another.

If the partner is to become a vendor, then this field may be mandatory, depending on the system setup and the Legal Entity type. There are two flags on the Systems Options screen that control the rules for this field. The standard Treeview menu path to this screen is as follows: *System > Setup > System Options*. The two flags are **Registration Code Required for Vendors** and **System Wide Unique Registration Code**. The first one restricts the creation of a vendor from the business partner until a registration number is entered, the second prevents a duplicate entry of a Registration Code. For further details, please refer to the System Data reference guide.

Before Creating Vendor

Before creating a Vendor record, it is advised that the following information is entered for its base Business Partner record.

Registration Code

If the **Registration Code Required for Vendors** flag is checked in the System Options screen, then the **Registration Code** on the Business Partner's **Business Partner** tab must be entered. Also, if the **System Wide Unique Registration Code** flag is checked in the System Options screen, then the code must be unique in the system. When unchecked, the system allows the user to create business partners with duplicate registration codes, but gives a soft warning in a pop-up, informing the user with a list of business partners with duplicate registration codes.

Bank Accounts

The bank accounts for making payments to the vendor must first be detailed on the Business Partner's **Bank** tab, so that these account details become available to the associated Vendor record(s). The account details entered on the Business Partner's **Bank** tab becomes available in the following drop-down lists on the Vendor record's **Accounting** tab: **Bank Code**, **Bank Transit**, **Account Number**, and **Suffix**.

If a Business Partner record is going to be created for an employee, for the purpose of creating a Vendor record and setting the employee up as a vendor, the banking information from the employee's Direct Deposit record will be used to update the vendor's banking information. The same will apply if the employee is to be set as a business partner across other companies, apart from his or her home company.

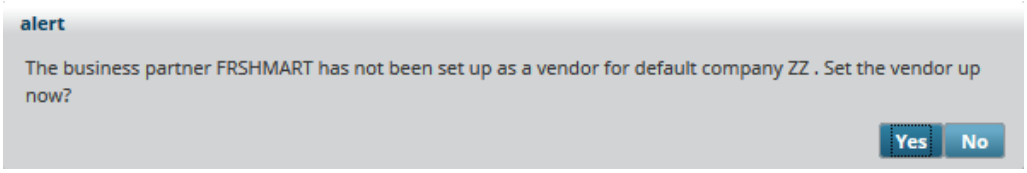
Addresses

The address and contact information on the Business Partner's **Business Partner** tab is copied to the Vendor's **Vendors** tab, and the address and contact information on the Business Partner's **Address** tab is copied to the Vendor's **Business Partner Address** tab.

Create Vendor

The [**Vendor**] button, along the bottom of the Business Partner screen's **Business Partner** tab, launches the Vendor screen used to create, view or edit Vendor records associated to a Business Partner record and a company (defaults to user's default company).

When the [**Vendor**] is clicked, if a Vendor record exists for the user's default company, the Vendor screen is launched to display it. If a Vendor record does not exist for the user's default company, the following alert will be displayed:



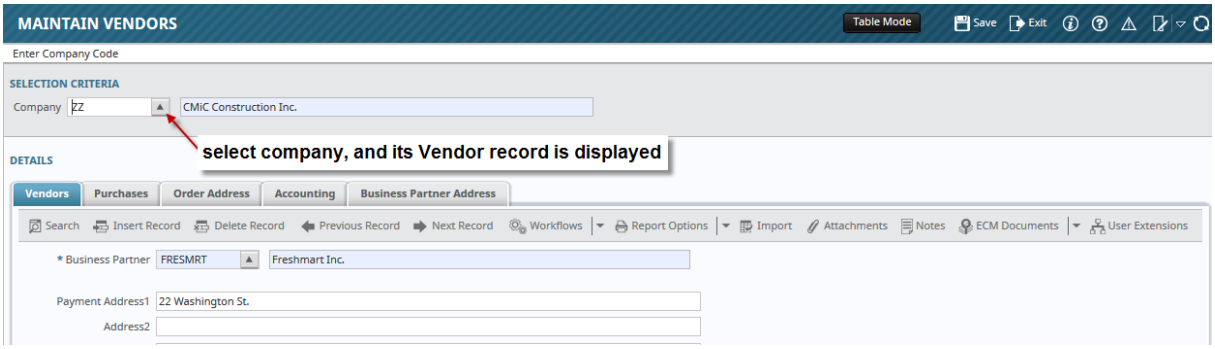
To create a vendor record for the user's default company, click [**Yes**].

For details about the fields on each tab of a Vendor record, please refer to the Vendor – Screen section.

Create Vendors for Multiple Companies

The **Company** tab on the Business Partner screen has functionality that is a short-cut for creating Vendor and Customer records, associated to a single Business Partner, for multiple companies.

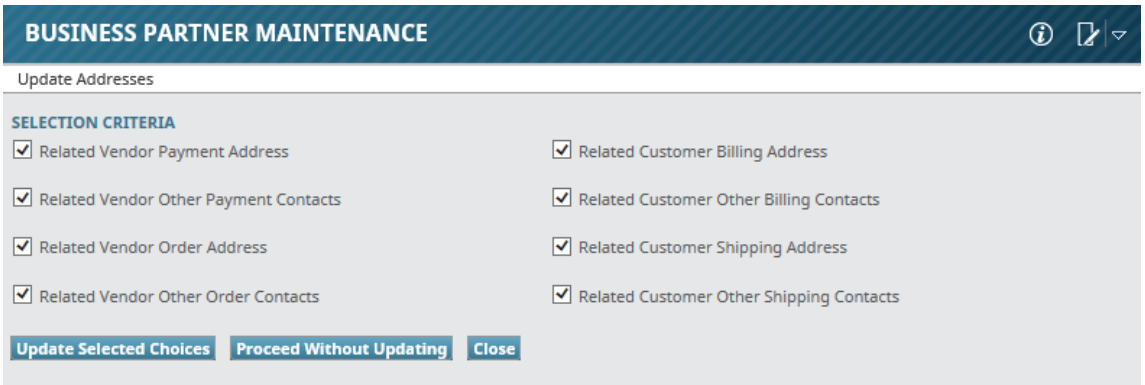
This short-cut method only defaults the minimum information required for the creation of Vendors for a company. After their creation, it is advised that you proceed to the Vendor record for each company in order to augment the information transferred. To view the Vendor record for the user's default company, click the [**Vendor**] button on the **Business Partner** tab. The Maintain Vendors screen will display the Vendor record for the user's default company, however, you can use the **Company** field, pointed out in the below screenshot, to choose which company's Vendor record to display.



This method is most frequently utilized when first setting up the system, or when a new Business Partner is added that all companies will be utilizing.

For further details about how to create Vendors for multiple companies through the **Company** tab, please refer to the preceding *Company – Tab* section.

Update Address for Vendor Records



Update Address Information pop-up window

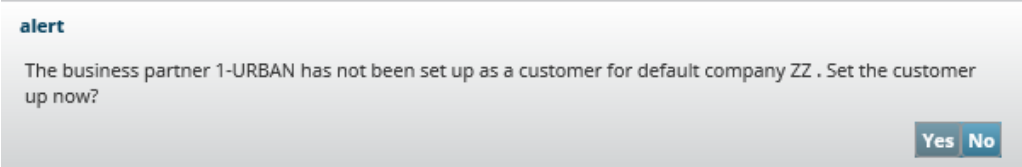
The [Update Address] button, on a Business Partner's **Business Partner** tab, launches the screen used if the address on the **Business Partner** tab is changed, and the update needs to be done for the associated Vendor and Customer records.

As shown above, a window will pop up with checkboxes to indicate which addresses you want to update. Select the required addresses to update and press the [**Update Selected Choices**] button. To close the window without making updates, click [**Close**].

Create Customer

The [**Customer**] button, along the bottom of the Business Partner screen's **Business Partner** tab, launches the Customer screen used to create, view or edit Vendor records associated to a Business Partner record and a company (defaults to user's default company).

When the [**Customer**] is clicked, if a Customer record exists for the user's default company, the Customer screen is launched to display it. If a Custom record does not exist for the user's default company, the following alert will be displayed:



To create a customer record for the user's default company, click [**Yes**].

For details about the fields on each tab of a Customer record, please refer to the Customer – Screen section.

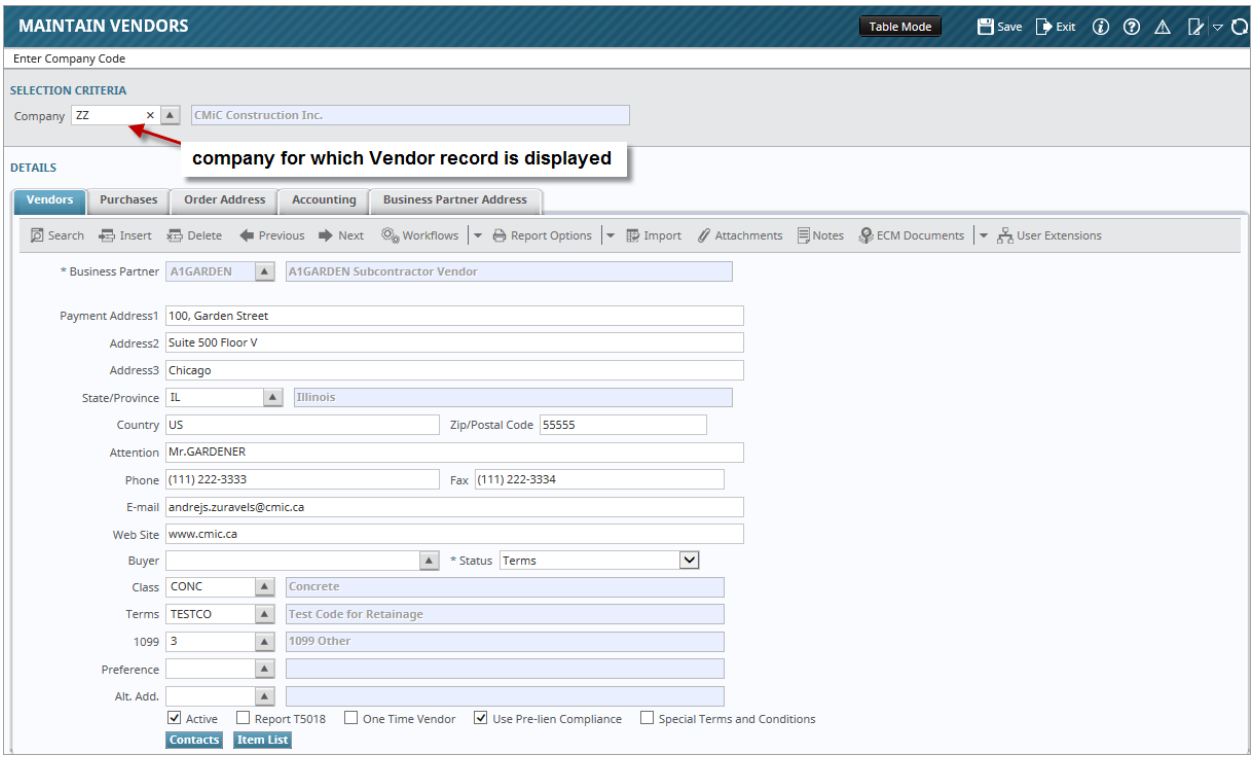
Maintain Vendors – Screen

Overview – Vendors

In order to utilize a Business Partner in the Accounts Payable module, the Business Partner must be set up as a Vendor for the Company under which the user works. A *vendor* is an entity that your company purchases products or services from, and therefore receives invoices from and makes payments to.

As mentioned, to store additional data that is only relevant to a Vendor or a Customer type of Business Partner, Vendor and Customer records are created from and tied to Business Partner records. Thus, a Business Partner record is extendable with a Vendor or a Customer record, or both. The Vendor and Customer records are created for a specific Company using CM*i*C Enterprise in order to contain information specific to the Company. Hence, only one Business Partner record is ever created, and it is shared by all Companies. However, when a Vendor or Customer record is created, it must be associated to a Company so that each Company gets its own Vendor and Customer records. This allows the information on these records to be specific to the Companies for which they were created, since a vendor for one Company could be a customer to another.

Vendors – Tab



Pgm: BPVENFM – Vendor Maintenance screen, ***Vendors*** *tab.*

The **Vendors** tab displays the vendor's address and contact information, copied from the Business Partner's **Business Partner** tab when the Vendor record was created. It also displays other details about the vendor, which are described in this section.

Ensure that the Terms and 1099 Code are valid for the Vendor in this Company as these are applied at a higher level and defaulted into the system.

The following details the fields on this tab, plus the **Company** field in the **Selection Criteria** section:

Company

Shown in the above screenshot, this field is used to select which Vendor record is to be displayed. For the selected company, its Vendor record is displayed by this screen.

Business Partner

This field is a display-only field. It displays the Business Partner record associated to this Vendor record, which was used to create this Vendor record.

Address Fields (several standard address fields)

The Address information will default from the **Business Partner** tab of the Business Partner screen. This can be modified as required. The **Payment Address1**, **Address2**, **Address3** fields are the first three address lines.

Attention

The Attention Contact will default from the Business Partner screen. Verify/Modify the name of the primary contact for the Vendor defined.

Telephone, Fax, E-mail, Web Site

These fields default from the Business Partner but can be changed as required.

Buyer

If the Purchase Order system is being utilized and Purchase Order roles have been set up for the company, creating Buyer records, select the Buyer (Purchase Order role) using this field. If this field is used, when a purchase order is entered against this vendor, the buyer will be automatically assigned.

Please refer to the Purchase Order Roles section of the Purchase Order reference guide for further details. Maintenance screens' standard paths:

1. *Purchase Order > Setup > Local Tables > User ID Cross-Reference*
2. *Purchase Order > Setup > Local Tables > Purchase Order Roles*

Status

This is the default Vendor Status for this Vendor. It indicates if the Vendor is in 'good standing' with the Company. The following are the two Vendor Status options:

Terms: The Vendor is in good standing with the Company, so users can include this Vendor's Vouchers in a Payment Selection, unless the Vouchers have been deferred by setting their Payment Status (**Status**) field to "**Temporarily Deferred** (**T**)" or "**Permanently Deferred** (**P**)".

Hold Payment: Users will not be able to include this Vendor's Vouchers in any Payment Selection, regardless of the Payment Statuses of the Vendor's Vouchers.

Class

The Vendor Class code is used to group different types of Vendors. Usually it is used to group vendors by product category. The Class code can be used in several reports and queries to limit data, and it can be used during the Payment Selection process to select vouchers for payment. Material Management system uses Vendor Class to indicate if the vendor is a Broker or Sub-Hauler.

Terms

This field should be set to the Payment Terms most often utilized for this vendor. Payment Terms determine the default Due Date, Discount Date and Percent and Retainage Percent used during invoice entry. This field will default from the AP Control file, but can be changed as required.

1099

This field specified the 1099 Transaction Code. If the company operates in the US, then this field is probably set to mandatory. Enter the most applicable 1099 reporting code for this vendor. Maintenance screen's standard path: *1099 > Setup > Accumulator Codes.*

Preference

Enter the appropriate Vendor Preference Code for this Vendor. This code is only utilized during Payment Selection to allow operators to produce checks for only Vendors with specific Vendor Preference Codes.

The maintenance screen for Vendor Preference Codes is found through the following standard Treeview path: *Accounts Payable > Setup > Global Tables > Vendor Preference Codes.* For details about the maintenance screen, please refer to the *Vendor Preference Codes* sub-section under *Configuring AP Module*.

Alt. Add.

This field specifies an Address record. The records available in this list are created through the **Business Partner Address** tab, or the Business Partner screen's **Address** tab.

If you want to use an Address record's address to specify the address on the checks, instead of the address that defaulted in from the Business Partner to the address fields on the Vendor's **Vendors** tab, select the desired Address record using this field.

Active

The system will default the active status of the business partner. If the status of the vendor is not to be the same as that of the business partner, either check as 'Active' or uncheck as 'Inactive'.

Report T5018

This field is only applicable in Canada for Government Reporting, where required. If you are registered in this program and the vendor being entered is to be reported within this program, then check this checkbox.

To print T5018 Forms, use the Print T5018 Forms screen under Utilities.

One-time Vendor

This field will default from the Business Partner File. If checked, this flag indicates that this vendor is a One-time Partner and every time this vendor is used on an Invoice the user will have to enter the Vendor Name and Address. One-time Vendors are used to record miscellaneous invoices received from suppliers that are not expected to be utilized again. The vendor's information is entered during the voucher entry process.

Use Pre-lien Compliance

This checkbox is used to indicate whether the vendor is a Pre-Lien vendor. Compliance Codes for Pre-Liens are maintained via the Compliance Codes maintenance screen (standard Treeview path: *AP > Setup > Global Tables > Compliance > Compliance Codes.*

NOTE: When this checkbox is checked, the Payment Status default must be kept as "**Normal** (**N**)".

Special Terms and Conditions

If checked, indicates special contract terms and conditions are associated with this vendor. A checkmark in this field triggers a notification in the Subcontract Entry screen.

[**Contacts**] – Button

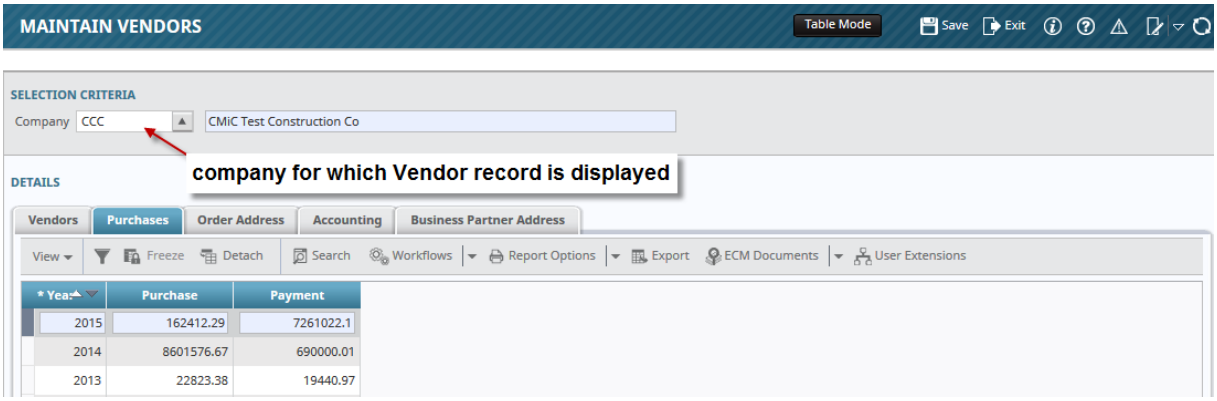
The [**Contacts**] button along the bottom of this tab launches the Contacts screen used to create, view or edit Contacts. The screen is restricted to display contacts that have an address code associated with the current company, as well as any contact associated with the company that does not have any specified address codes.

For details about the Contacts screen, please refer to the *Contacts – Screen* section in this reference guide.

[**Item List**] – Button

The [**Item List**] button is really only applicable once the system is up and running. This button will open a window that displays all your inventory items supplied by this vendor, and the vendors' code for the item. As this type of information must be entered via the Purchase Order system, when a vendor is first created, there is no data available in this window.

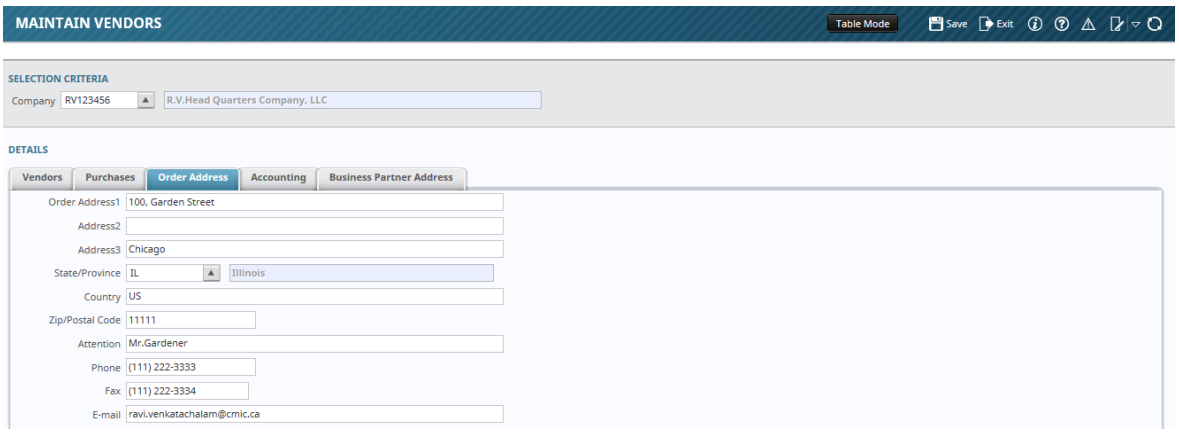
Purchases – Tab



Pgm: BPVENFM – Vendor Maintenance screen, ***Purchases*** *tab*

If at any point in time you wish to know the total purchases for the current year or previous years, for a specific vendor, this information is available via the **Purchase**s tab. This tab shows, by year, the Purchase and Payment totals for the vendor.

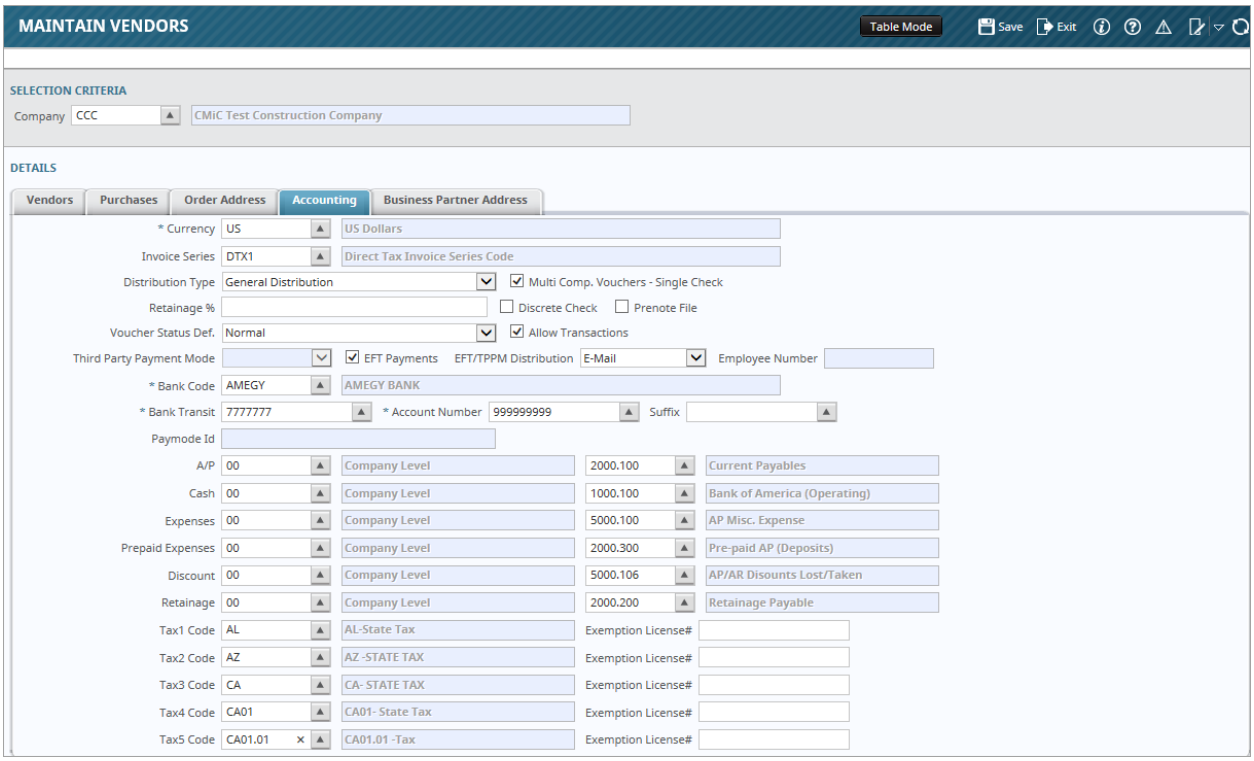
Order Address – Tab



*Pgm: BPVENFM – Vendor Maintenance – **Order Address** tab*

The system will default the Vendor address, on **Vendors** tab, into this tab. Use this tab to enter the supplier's Order address, if different from the Vendor address. This address is used to create and print a Purchase Order for the vendor.

Accounting – Tab



*Pgm: BPVENFM – Vendor Maintenance – **Accounting** tab*

The accounting information is defaulted from the company AP Control file and should not generally require changes unless the currency of the vendor is not the same as the company currency. The accounting information for a vendor determines almost all the defaults that are used during voucher entry, unless the system

is told to retrieve the information from another location. The AP Control Account is the one account that the user may not change during data entry.

Voucher Payment Fields

Currency

When a vendor is created, the system creates the vendor with the same currency as the company. If the currency is changed the system will verify that the Cash Account matches the currency code. When the accounts do not match the currency the cash account will have to be changed.

Invoice Series

Invoice series codes represent invoice types, and depending on their setup, may default AP Accounts and Invoice Distributions. To use this option, the **Invoice Series Code** flag must be checked, on the **Voucher** tab of the AP module's Control File screen (under Local Tables menu option). If required, enter the Invoice Series code to default into all vouchers created for this vendor. The Invoice Series Codes maintenance screen is found under the Local Tables menu option.

Distribution Type

The distribution type is utilized during voucher entry, and should be set to the most common type for the vendor. General Distribution: will default the distribution line type in voucher entry to a 'G' for direct General Ledger expenses. Job Distribution: will default the distribution line type in voucher entry to a 'J' for Job Expenses. Equipment Distribution: will default the distribution line type in voucher entry to an 'E' for Equipment expenses. Although voucher entry allows for distribution to a 'W' type of expense there is no distribution type setup in the vendor file. 'W' type distribution will have to be set manually at the time of invoice entry/distribution.

Multi Comp. Vouchers – Single Check

Check this field if when paying the vendor, the system should consolidate the payment of invoices across companies onto one check.

This feature will combine vouchers from different companies going to the same vendor onto a single check. This field will default from the **Multi-company Vouchers - Single Check** option on the **Check** tab of the AP Control File, and it works in conjunction with the AP Pay Group feature available for the payment process.

Retainage %

Only enter data in this field if you want to override the retainage percentage associated with the Terms Code for this vendor. Overriding this value is only applicable to the Register Invoices and Enter Vouchers screens.

Discrete Check

Check this field if when paying the vendor, you want a separate check for each Voucher, as opposed to issuing just one check to the vendor for all payments.

Prenote File

Payment Selection and Prepare Check programs validate if vendors are marked as Prenote. If checked, vendor is marked as Prenote and vouchers for this vendor will not be included into EFT Payment selection; however, they will be available for Manual, EFT and Non-EFT, and Non-EFT Payment Selections. The default is not checked.

Once the vendor is approved by the Bank, the Prenote File flag can be unchecked to process EFT Payments.

The Prenote flag cannot be changed if unposted transactions exist for this vendor.

Voucher Status Def.

This field determines the default Payment Status of a Voucher when it is first entered for this Vendor.

For new Vendor records, the system will default this field's value from that of the **Default Voucher Status** field on the **Voucher** tab of the AP Control File screen (under Local Tables Treeview menu option).

The following are details about the two possible default Payment Statuses for Vouchers (there are other Payment Statuses, but only these two can be initial statuses):

Normal (**N**): The Voucher flows through the standard payment process, and its **Due Date** is used to determine when it is to be paid.

Perm Defer (**P**): Indicates that Voucher is deferred until its Status is changed via the Adjust Voucher Status screen. Deferred Vouchers are listed on the **Deferred Vouchers** tab until this status is manually changed to "**Normal** (**N**)", releasing the Voucher for payment.

Allow Transactions

The Allow Transactions checkbox is used to allow or prohibit the application of transactions against the vendor. If a Vendor record is made inactive, by unchecking the **Active** flag on the **Vendors** tab, ensure that this checkbox is also unchecked. By default, this checkbox is checked.

Third Party Payment Mode

Select an applicable third party payment mode for the vendor, or leave this field blank if a third party payment mode is not to be used for this vendor.

EFT Payments

The default is not checked, which means that the vendor will be paid by check, not via Electronic Funds Transfers. If this field is checked, then the system will require the **Bank Code**, **Bank Transit**, **Account Number** and **Suffix** fields to be entered. The account data must have been previously set up on the **Bank** tab of this vendor's Business Partner record.

EFT/TPPM Distribution

This field is used to select how the vendor will be notified of an EFT payment. The two options are E-Mail and Mail.

This information may have defaulted from Payroll Control or from the Payroll Employee Profile setup if this vendor is an employee that was automatically set up as a vendor.

If the **E-Mail** option is selected for this field, during payment processing via the Print Check screen (APCHQPRT), if users check the **EFT/TPPM Distribution** checkbox, a notification of the EFT payment will be sent to the e-mail specified by the **EFT E-mail** field on the **Accounting** tab of the Maintain Vendors screen.

Employee Number

This is a display only field. If this vendor is an employee for whom this Vendor record was auto-created by the Employee Profile application, the employee's employee number will default to this field. Employee information will show as ****** for confidentiality.

Bank Code, Bank Transit, Account Number, Suffix

If the EFT Payments checkbox is checked, it is mandatory that you pull in the bank account information through these drop-down list fields. The entries in these lists are added through the Business Partner screen's **Bank** tab. Although it is not mandatory, a Suffix may be pulled in as well. If this vendor is an employee whose Business Partner record was auto created in the Payroll module, then this information was setup in the employee's Direct Deposit record and it will be masked by asterisks, for confidentiality. You will not have access to the **Bank** tab on the Business Partner screen.

Paymode ID

This field is enabled, to enter a Paymode ID, when "BOA Paymode" is selected for the **Third Party Payment Mode** field.

Swift BIC Code

Enter a value, if required. This is used for companies operating from UK/EU, when preparing automatic filing of VAT information

IBAN Number

Enter a value, if required. This is used for companies operating from UK/EU, when preparing automatic filing of VAT information

Voucher's Default Company Accounts

A/P: Accounts Payable Department and Account

Enter the department and account number to be used by the Accounts Payable system for automatic General Ledger distributions for this vendor. This is the AP Control Account. Any account selected here must have been marked as being a Sub-ledger account for Accounts Payable.

Cash: Cash Department and Account

Enter the department and account number to be used by the Accounts Payable system for automatic General Ledger distributions affecting the cash account for this vendor. This is the bank account from which payments to the vendor will be made.

The cash account entered in this field will default as the payment bank account on any vouchers created, unless the user has an override on their login or has the control set to use a currency or an invoice series code, in which case this cash account will be overridden. Also, the Cash account's currency must be the same as that of the vendor's account.

Expenses: Expense Department and Account

Enter the department and account number to be used by the Accounts Payable system for automatic General Ledger distributions that affect the expense for this vendor. This is the default account for 'G' type transactions if the distribution default is also 'G'. Set this account to the most common expense account for the vendor if the vendor distribution type is set to 'G'.

Prepaid Expenses: Prepaid Expenses Department and Account

Enter the department and account number to be used by the Accounts Payable system for automatic General Ledger distributions that affect prepaid expenses for this vendor. This is the account used to track deposits. The Prepaid Expense account and department is used by Subcontract Management prepaid expense. Any account selected for this field must be marked as being a Sub-ledger account for Accounts Payable.

Discount: Discount Department and Account

Enter the department and account number to be used by the Accounts Payable system for automatic General Ledger distributions of discounts for this vendor. The type of account used for discounts is dependent on the discount method, Net or Gross. Usually this account is not adjusted at the Vendor Level.

Retainage: Retainage Payable Department and Account

Enter the department and account number to be used by the Accounts Payable system for automatic General Ledger distributions of retainage for this vendor. The Retainage account is used to record the amount of a voucher not yet payable (retained/held back). The AP and Retainage accounts work in tandem, and are usually paired in matched sets.

Voucher's Default Tax Codes

Tax1 Code, Tax2 Code, Tax3 Code, Tax4 Code, Tax5 Code

Enter the tax codes for the taxes applicable to purchases from this Vendor. The name of the tax will be displayed, if found. Tax codes are not automatically applied when a Vendor record is created. For each company for which a Vendor record was created, the relevant tax codes must be manually selected, as each company's transactions with the vendor could be unique. Tax codes assigned to a vendor will be the voucher's defaults when a voucher is created. Also, tax codes are calculated sequentially, hence it is important that you enter the tax codes in the order that you want them calculated.

If the vendor is exempt from a particular tax, enter the Exemption License number next to the tax code, in the **Exemption License#** field.

Business Partner Address – Tab

This tab is used to create and display Address records for the vendor. Address records are used to populate address fields that provide a list of addresses from which to choose. These addresses are in addition to the address on the **Vendors** tab, which is not stored in an Address record. The address on the **Vendors** tab may be for the vendor's controlling parent company, and the addresses on the Business Partner Address tab may be for subsidiaries with which business is directly done. The following are differences between addresses on this tab and the address on the **Vendors** tab:

1. Address on the **Vendors** tab goes on checks, unless an Address record is specified by the **Alt. Add.** field on the **Vendors** tab.

2. Address on the **Vendors** tab is stored in a Vendor record, while addresses on the **Business Partner Address** tab are stored in Address records. Address records are available for choosing in fields that provide a list of addresses, such as the **Alt. Add.** field on the **Vendors** tab, the **Address Code** field on this tab, the **Address** field on the **Voucher Detail** tab of the Enter Vouchers screen, and the **Address Code** field on a Contact record's **Address** tab.

3. Multiple Address records may be added through this tab (only one is displayed at a time, however).

4. Addresses on this tab can be specific to a purpose, using the following provided flags: **Order From**, **Remit To**, **Ship To**, and **Bill To**.

The following are details about the fields on this tab, other than the standard address and contact information fields:

Address Code (2 fields)

The first field is a unique code to identify this address record. This code can then be used to select this address for a Contact (**Address Code** field on Contact's **Address** tab).

The second field is a description for this address record.

Active

Indicates if the address is active/current.

Applies To Company

The company, under your corporation, for which the displayed address is relevant.

Order From

Indicates if items are ordered from this address.

Remit To

Indicates if items are remitted to this address. If an address is specified here, it will be used as the address to which the payment is to be remitted, when checks are printed. This does not apply to the Enter Manual Check program, where the remittance address must be specified on the 2nd Party tab.

Ship To

Indicates if items are ship to this address.

Bill To

Indicates if items are billed to this address.

Navigate between Address

To move between the different Address records on this tab, use the [**Next Record**] and [**Previous Record**] buttons on the Block Toolbar for the **Address** tab. When you have passed the last record, the fields will all be blank, and when you are at the first record, clicking [**Previous Record**] does not change the record.

Add Address

Click the [**Insert Record**] button on the Block Toolbar for the **Address** tab to create a new row. Fill in the information and click [**Save**].

Edit Address

Edit the necessary fields and click [**Save**].

Editing Vendor Info Considerations

When it is necessary to update vendor information, one must determine if the update is only relevant to a particular Vendor record, or if the update is relevant to the Vendor record's base Business record and all other Vendor records based on the Business record. If the update is only relevant to a particular Vendor record, the Maintain Vendors screen should be used. If the update is relevant to the corresponding Business record and all of its associated Vendor records, the Maintain Business Partners screen should be used so that all of the associated Vendor records get updated.

Changing/updating data is not retroactive, it will only affect new data entered. Existing data will not be changed (even if the data is not yet posted).

Delete Vendor

To maintain records for historical purposes, a vendor can only be deleted if there has not been any activity against the vendor, such as a registered invoice, a Voucher or a manual check. To delete such a Vendor record, click the [**Delete Record**] button on the Vendors tab's Block Toolbar <u>and</u> click [**Save**].

If activity against the vendor exists, then the vendor's record can instead be inactivated.

Inactivate Vendor

If the vendor is no longer to be utilized, mark the Vendor record as inactive by unchecking the **Active** checkbox on the Vendor record's **Vendors** tab, and uncheck the **Allow Transactions** checkbox on the Accounting tab. Click [**Save**].

View Supplied Items

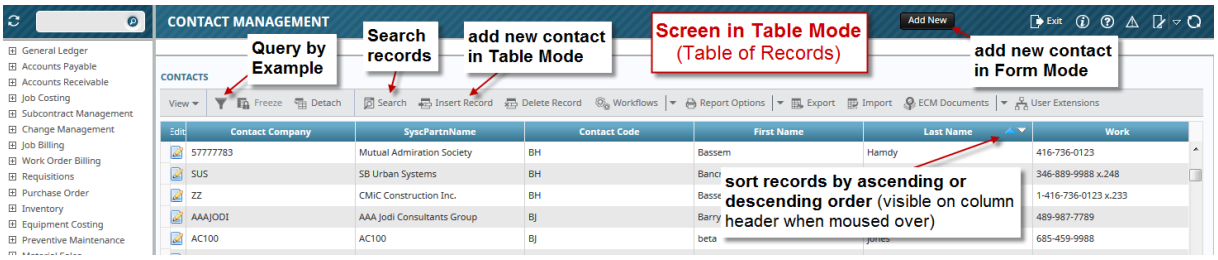
To view the inventory items supplied by this Vendor, entered via the Purchase Order system, use the [**Item List**] button on the **Vendors** tab. Refer to the *Item List – Button* section for additional details.

Create Contact for Vendor

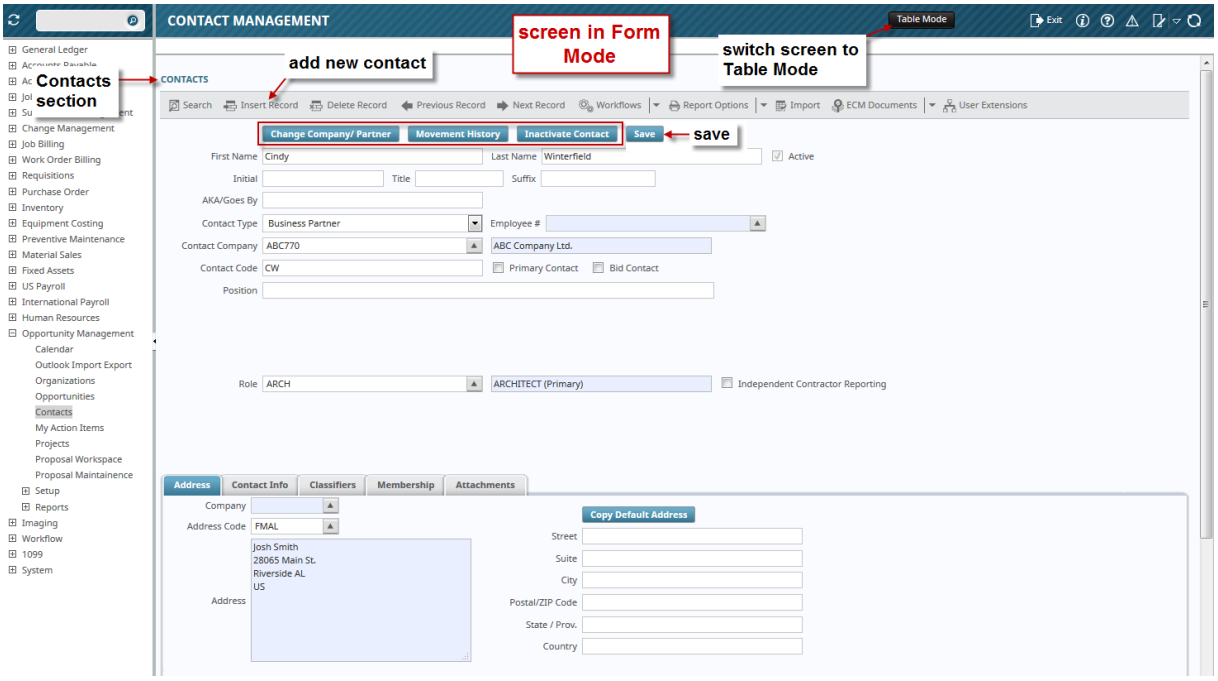
To create a Contact record for the vendor, use the [**Contacts**] button on the **Vendors** tab. Refer to the *Contacts – Button* section for additional details.

Contacts – Screen

Overview – Contacts



*Sample of Contacts screen in Table Mode. NOTE: If **Enable De-duplication Searching Function** is being used, new entries cannot be made when the screen is in Table Mode.*



Sample of Contact screen in Form Mode

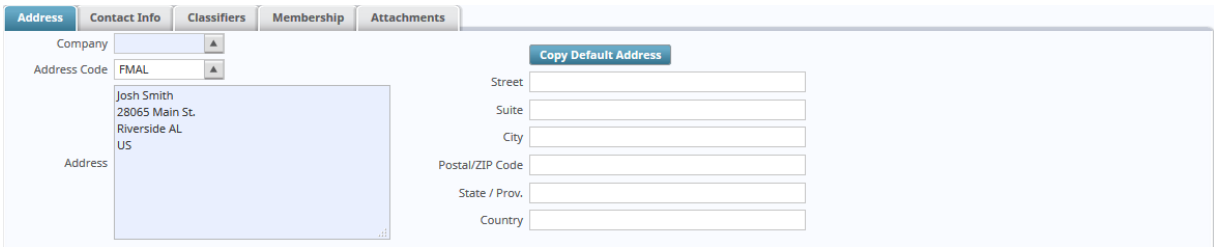
The Contact screen is used to create, view and manage Contact records, which can be associated to Business Partner, Vendor, and Customer records.

Contacts – Section

The **Contacts** section displays the contact's basic information. The following table describes this section's fields:

Field	Description
First Name	Contact's first name.
Last Name	Contact's last name.
Active	Indicates if Contact record is active; **NOTE**: When a Contact's **Contact Company** is changed, the contact's previous record is saved as a separate record and its status is set to inactive.
Initial	Contact's middle name initial.
Title	Title applicable to contact.
Suffix	Suffix applicable to contact's name.
AKA/Goes By	Alternative name by which contact is also known.
Contact Type	Contact Type: Business Partner, Organization, or Company, determined by the organization type of the organization with which this contact is affiliated. The selection made in this field determines what values are available for the **Contact Company** drop-down list.
Employee #	If contact's **Contact Type** is Company (their company is also your company or a company that is a member of your company's group), this field is enabled for you to enter an employee number, or to search for and select the contact's employee number.
Contact Company	Business Partner, Organization, or Company with which this contact is affiliated. The value selected by the **Contact Type** field determines what values are available in this list.
Contact Code	Code to identify this contact record.
Primary Contact	Indicates if contact is the primary contact for organization specified by **Contact Company** field.
Bid Contact	Indicates if contact is a Bid Contact for an opportunity's bid process.
Position	Position within organization specified by **Contact Company** field.
Role	Project Management role contact performs. Maintenance screen: **Job Costing** > **Setup** > **Local Tables** > **Project Management Roles**.
Independent Contractor Reporting	Indicates if contact is an independent contractor, who services need to be reported on 1099-MISC tax forms. Also, it can indicate that this contact in an independent contractor whose information must be reported to California's Employment Development Department (Independent Contractor Reporting).

Address – Tab



This tab displays a contact's address, and the following table describes this section's non-standard fields:

Company	If contact's **Contact Type** is Company (their company is also your company or a company that is a member of your company's group), this field displays the contact's company. Also, this field determines what values are available for the **Address Code** field.

Address Code	Contact's address code, which populates the **Address** field. Lists all of Address records that have been created for the contact's affiliated organization.

When a new contact is created, the **Address** field (display only) gets automatically populated with the address of the contact's affiliated organization, as specified on the organization's **Detail** tab.

Manually Enter Address

Use the address fields under the [**Copy Default Address**] button to manually change the contact's address.

Overwrite Address to Organization's Default Address

Use the [**Copy Default Address**] button to overwrite the contact's address with the address of the contact's affiliated organization, as specified on the organization's **Detail** tab.

Use Organization's Address Records to Set Contact's Address

Use the **Address Code** drop-down list to select an address that has been entered for the contact's affiliated organization. To create a new address record for the organization, which can then be selected from this field, use the affiliated organization's **Addresses** tab.

Contact Info – Tab

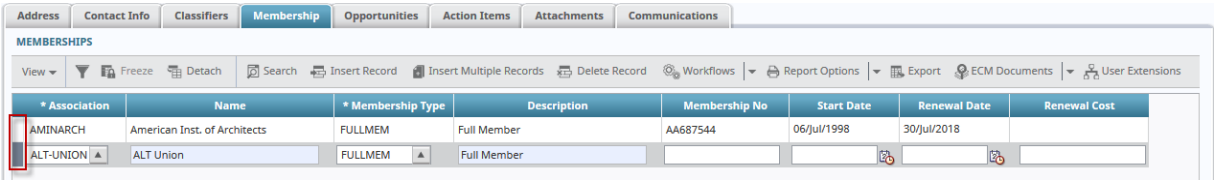
This tab displays a contact's standard contact information, except the **Send Email as HTML** flag. This flag indicates if e-mails sent to the contact need to be in the HTML format.

After any entries or edits are made, click the Main Toolbar's [**Save**] button.

Classifiers – Tab

If set up for your company, this tab displays the user defined classifiers.

Membership – Tab



This tab displays any professional associations or organizations to which the contact belongs.

The following table describes the fields on this tab:

Association	Professional association or organizations to which the contact belongs. Maintenance screen's standard path: *Human Resources > Setup > Local Tables > Organizations.*
Name	Name of association or organizations.
Membership Type	Select membership type from list of values. Maintenance screen's standard path: *Human Resources > Setup > Codes > Membership Types.*
Description	Description of **Membership Type**.
Membership No	Membership number.

Start Date	Date membership was issued.
Renewal Date	Date membership needs to be renewed.
Renewal Cost	Cost of renewing membership.

Add Entry

To add a new record, click the [**Insert Record**] button, enter the details, and click [**Save**].

Delete Entry

To delete a record, select its row using the selection area, framed by the red rectangle, and click the [**Delete Record**] button.

Export Membership Records to File

To create an XLSX (spreadsheet) file of the contact's membership records, click the [**Export**] button. You can then use your web browser to specify where to save the file, or use it to open and print the file.

Attachments – Tab

This tab displays attachments added to this contact record. If there are any added attachments, the Block Toolbar's **Attachments** option will indicate how many.

For details about this tab, which is common to various screens, please refer to the *Attachments Tab* sub-section of the *Common Icons & Functionality* section in this reference guide.

Add New Contact

Ensure Contact Has Not Already Been Added

First, it is necessary to ensure that the contact about to be entered does not already exist so that you do not duplicate already existing data, and to ensure that you do not miss any important information. Refer to the sub-section *Search for Record* under the *Common Functionality* section for instructions on how to search for a record to ensure that it does not already exist.

De-duplication Searching Function

The Enterprise system has a backend process that can be enabled to greatly reduce unintended duplications. The flag to enable this option is labeled **De-duplication Searching Function**, and it is found in the Company Control screen of the Opportunity Management module. For details about this option, please refer to the System Options sub-section of the Company Control section in the Opportunity Management reference guide. The relevant sub-sections under the *System Options* section are: *Enable De-duplication Searching Function and De-Duplication Searching Function – Parameter List*.

NOTE: If the **Enable De-duplication Searching Function** flag is checked, new entries cannot be made when the screens to enter them are in Table Mode. This is necessary to prevent multiple records being saved at the same time, which cannot be handled by the De-duplication Searching function.

Add Contact

There are two options to create a contact through the Contact screen, one option is available when the screen is in Table Mode (listing all contacts), and the other when the screen is in Form Mode (displaying a single contact). The creation of contact records can also be initiated through the Organizations and Opportunities screens, and when these options are used, the new record's **Contact Type** and **Contact Company** fields are automatically populated.

To add a contact when the Contact screen in Table Mode, click the Main Toolbar's [**Add New**] button, as shown in the first screenshot of this section. This will switch the Contact screen to Form Mode, for the entry of the contact's information. If the Block Toolbar's [**Insert Record**] button is used, the entry of the contact's information is done while the screen is in Table Mode. Click [**Save**] when finished the contact's data entry.

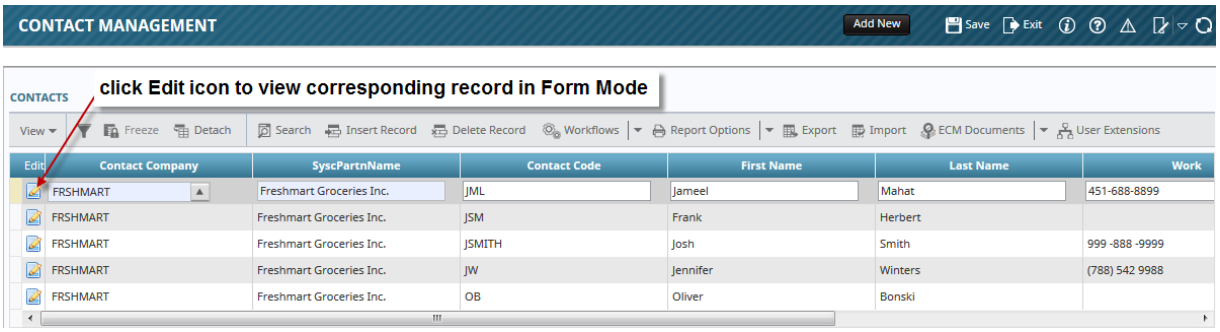
To add a contact when the Contact screen is in Form Mode, click the Block Toolbar's [**Insert Record**] button. Click [**Save**] when finished.

For details about the fields in the **Contacts** section and on each tab, please refer to the relevant sub-sections of this section.

View Contacts Associated to Record

If you got to the Contacts screen through a screen for records that can have associated Contact records, such as the Business Partner, Vendor, or Customer screens, you can view the list of Contacts associated to the record in Table Mode, or you can move from one Contact to another in Form Mode.

Table Mode

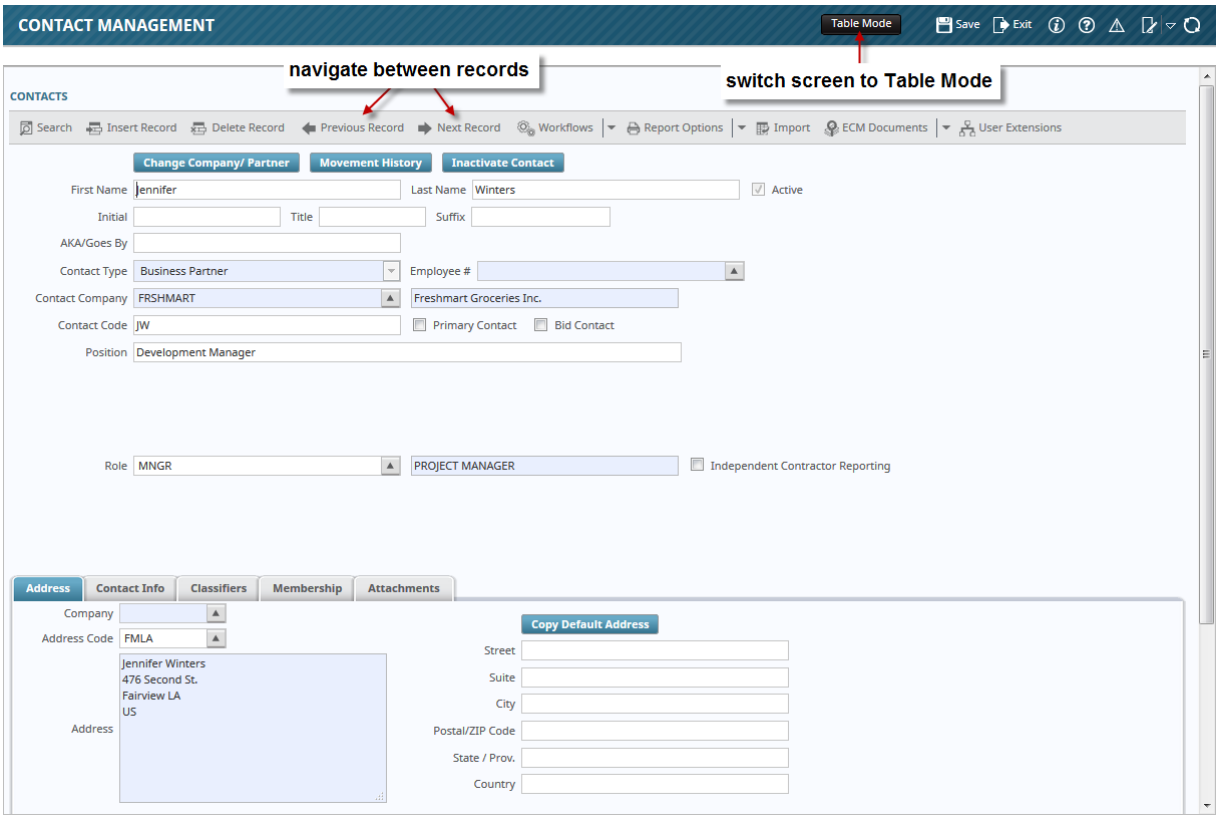


Sample of Contacts screen in Table Mode, listing all Contact records associated to a Business Partner record.

The Contacts screen in Table Mode, if launched using the [**Contacts**] button on a record that can have associated Contacts, lists all of the Contacts associated to the record. For instance, if the Contacts screen is launched through a Business Partner record, in Table Mode it will list all of the Contacts associated to the Business Partner.

If the screen is in Form Mode, click the [**Table Mode**] button to switch it to Table Mode, as shown in the following screenshot.

Form Mode



Sample of Contacts screen in Form Mode, displaying a single record associated to a Business Partner record.

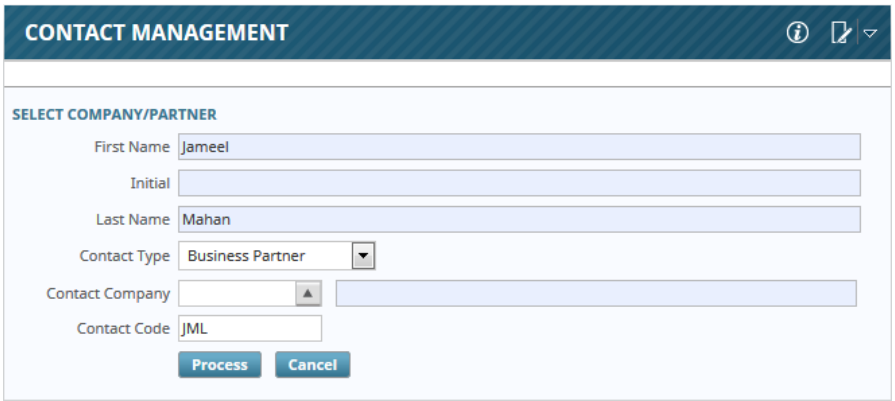
The Contacts screen in Form Mode, if launched using the [**Contacts**] button on a record that can have associated Contacts, displays the first Contact associated to the record.

If the screen is in Table Mode, click a record's corresponding Edit icon, as shown in the screenshot in the preceding *Table Mode* section, to switch the screen to Form Mode.

Navigate between Contact Records

To move between the Contact records, use the [**Next Record**] and [**Previous Record**] buttons on the Block Toolbar, as shown in the above screenshot. When you have passed the last record, the fields will all be blank, and when you are at the first record, clicking [**Previous Record**] does not change the record.

Change Contact's Company



To change the company with which the contact is affiliated, click the [**Change Company/Partner**] button (within red rectangle on second screenshot of this section).

NOTE: This operation cannot be done for inactive records.

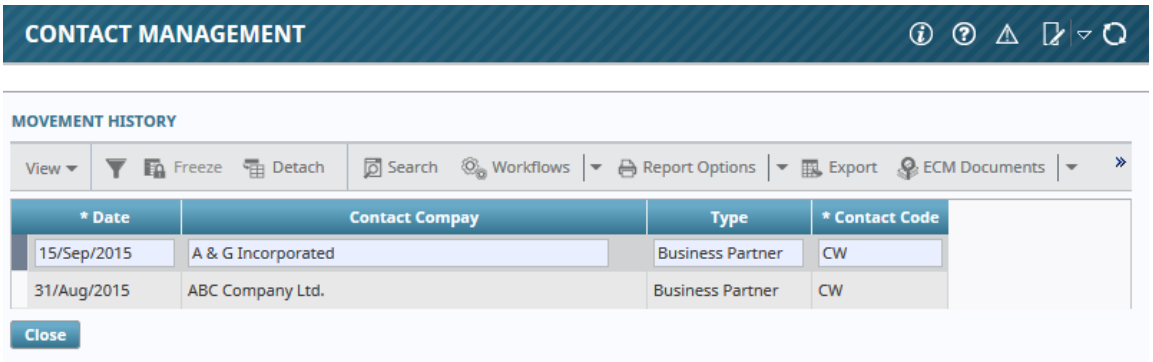
When a contact's **Contact Company** is changed and saved, the contact's previous record is saved as a separate record, but its status is set to inactive (**Active** flag, under **Contacts** section, is set to false). To view the history of changes to the contact's **Contact Company**, click the [**Movement History**] button.

The following table describes the non-name fields on this screen:

Contact Type	Contact type: Business Partner, Organization, or Company, determined by the organization type of the organization with which this contact is affiliated. The selection made in this field determines what values are available for the **Contact Company** drop-down list.
Contact Company	Business Partner, Organization, or Company with which this contact is affiliated. Value selected by **Contact Type** field determines what values are available in this list.
Contact Code	Code to identify contact.

To save any changes, click the [**Process**] button.

View Contact's Movement History



When a contact's **Contact Company** is changed and saved, the contact's previous record is saved as a separate record, and its status is set to inactive (**Active** flag, under **Contacts** section, is set to false). Also, the contact's

previous Contact Company, Contact Type, and Contact Code, along with the date that the change was made, is saved as a Movement History record.

To view a contact's Movement History records, click the [**Movement History**] button (within red rectangle on second screenshot of this section).

Make Contact Inactive or Active

To make an active contact record inactive, click [**Inactivate Contact**] (within red rectangle on second screenshot of this section). The system will then ask you to confirm the inactivation. Click [**Yes**] and the contact will be inactivated, or click [**No**] to abort. This will set the record's **Active** flag, in the **Contacts** section, to false.

To make an inactive contact record active, click the [**Activate Contact**] button. Click [**Yes**] and the contact will be activated, or click [**No**] to abort. This will set the record's **Active** flag to true.

NOTE: Inactivated contact records stay in the database, but you will not be able to see them if you do not have security rights to view inactive contact.

Processing Invoices

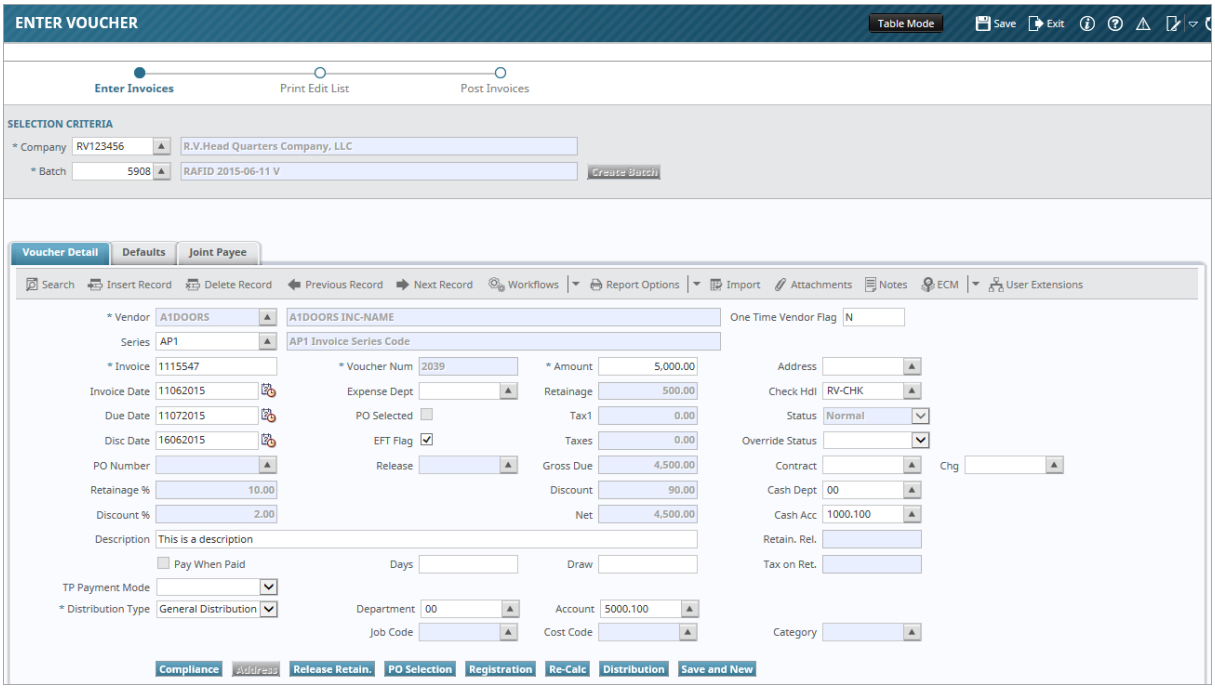
Overview – Processing Invoices

A Voucher, created from a vendor's invoice, is the primary document in the Accounts Payable module. Regardless of how or where the data was entered, Vouchers must contain the same basic information to be valid. A Voucher must at a minimum have a specified company (company paying vendor), invoice number, vendor code, invoice date, due date, amount due, plus at least two lines of accounting distribution (liability and expense).

The steps listed below outline the process of entering invoices into the AP module to create Voucher records. Vouchers are then used to post accounting transaction information into the General Ledger module. This process can start at multiple points in the system, but the final result is that an invoice has been recorded against a vendor, and the General Ledger and other required sub-ledgers have been updated with the invoice information. This process will be one of the most frequently used processes in the system, and it can be run at any frequency, as required.

1. Create a Batch
2. Enter Voucher Information
3. Verify Data by Printing the Edit List
4. Post the Batch
5. File the Posting Reports

Enter Vouchers – Screen



Pgm: VOUCHENT – Enter Vouchers screen

The Enter Vouchers screen is one of the larger and most frequently used screens in the system, and it is used to manually enter Vouchers in the AP system for various invoices types. It allows users to enter Vouchers against Purchase Orders, one-time vendor invoices, and against Subcontracts if the **Enter Invoices** field on the **Contract Defaults** tab of the Subcontract Control File is set to "**Via – Accounts Payable**". This screen also allows users to release retainage, pull in Registered Invoices, enter joint payee information, handle Compliance Codes, and much more.

The **Voucher Details** tab is used to enter a Voucher's details, such as Vendor, Invoice Dates, Retainage and Discount Percentages, Invoice Amounts, Check Handling code, Job codes, etc., which are required before the Voucher's distribution can be completed. The **Defaults** tab is used to view or edit the default Voucher details for the Vendor specified and to view or edit a breakdown of the amounts. The **Joint Payee** tab is used to split the payment among multiple payees.

Also, if a vendor's default distribution setup needs to be overridden for a particular Voucher, the [**Distribution**] button's popup can be used.

Selection Criteria – Section

The following are details about the fields in this section:

Company

Select the Company for which invoices will be entered.

Batch

This field is automatically set to the user's last unposted Batch. Its LOV is populated with the user's unposted batches, and if the user has the security privilege to see other user's Batches, it is also populated with all unposted Batches for the Company.

The display-only field to the right of this field displays the Batch's name, which is composed of three parts: user's name, current date, and Batch Type code (single letter).

The following table lists the Batch Type codes:

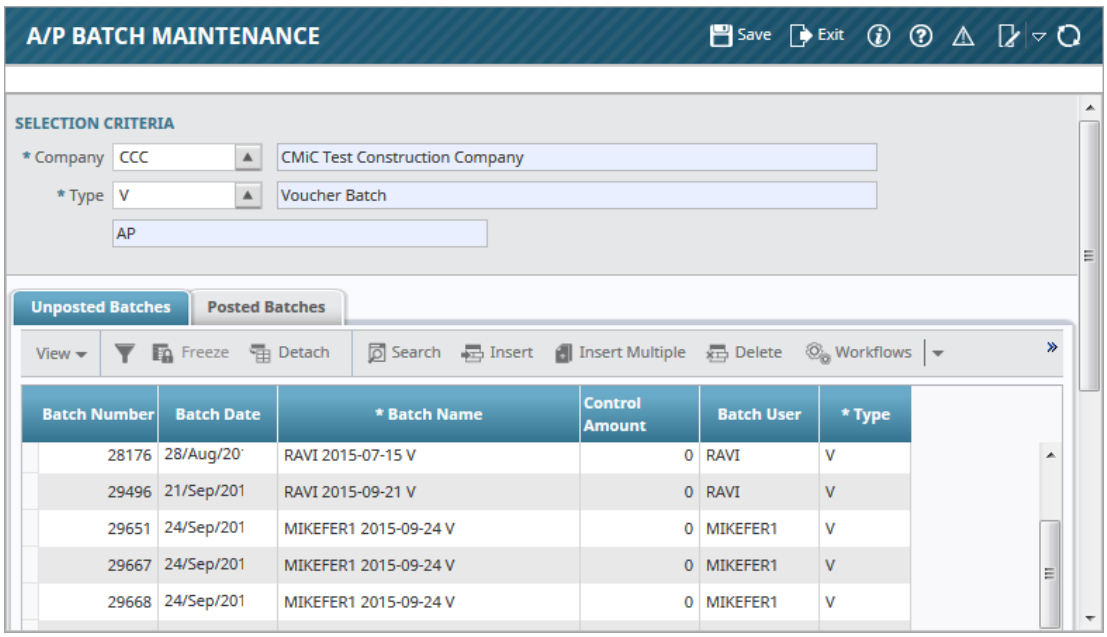
Batch Type Code	Batch Type	Batch Type Code	Batch Type
A	Adjustment Batch	**P**	Posted Voucher Assign to SC Batch
C	Automated Check Batch	**R**	Release AP Retainage Batch
D	Depreciation Transaction Batch	**S**	Subcontract Request for Payment Batch
E	Subcontract Release Retainage Batch	**T**	Transaction Batch
F	Foreign Batch	**U**	Void Check Batch
I	Inventory Batch	**V**	Voucher Batch
M	Memo Batch	**W**	Void Voucher Batch
N	Manual Check Batch	**Y**	Year End Procedure Batch
O	Void Request for Payment Batch	**Z**	Request for Payment Batch

A Batch is used to group a set of Vouchers for processing, and it can be thought of as a 'file folder' of work. The Accounts Payable system requires that a Batch Number be associated with all supplier related actions. Whether entering Vouchers, adjustments, credit notes, or releasing retainage, you must enter a Batch Number for the transactions being entered. The Batch Number can be used to track the transactions in other applications after they have been processed.

[**Create Batch**] – Button

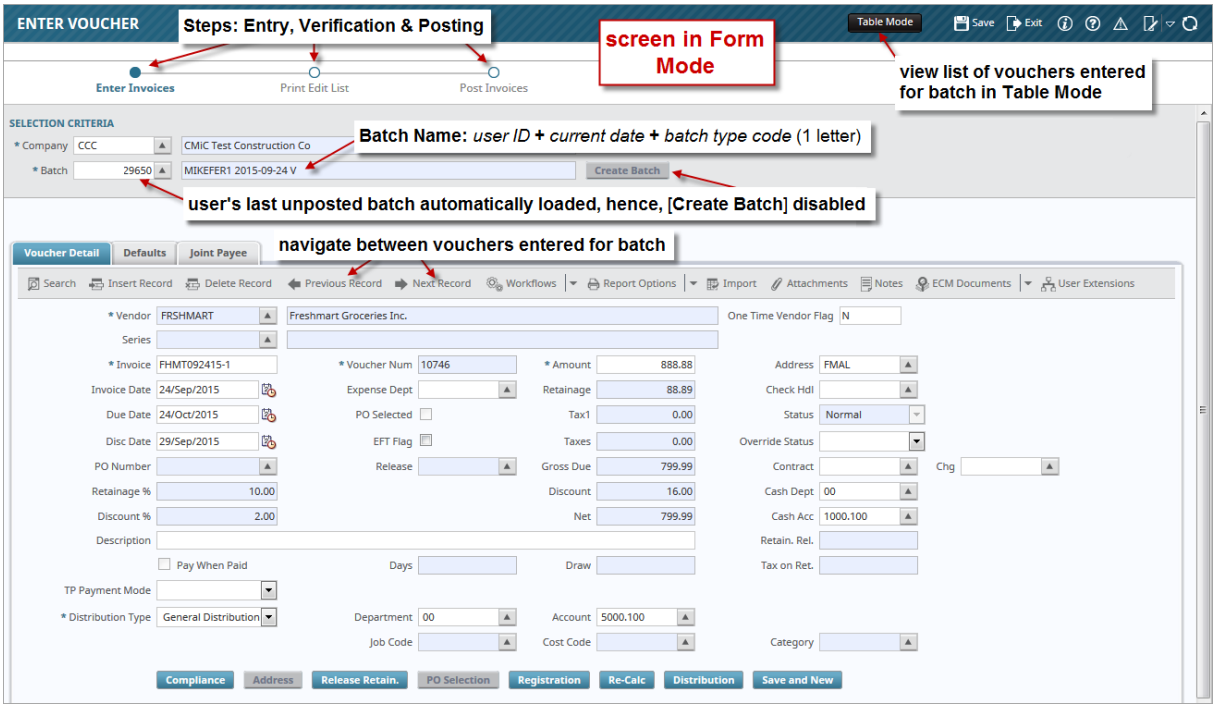
To create a new Batch, clear the **Batch** field and tab or click away from it. This causes the [**Create Batch**] button to become enabled. Click it to create a new Batch and to have its automatically generated number put into the **Batch** field. Also, when a Batch is created, it is associated to the user, assigned a Batch Type code, and a Batch Name is automatically generated for it.

If the Batch Control Total functionality is being utilized (**Batch Control Total** checkbox checked on **System Defaults** tab of AP Control File), when this button is clicked, the following popup appears, which lists unposted Batches on the **Unposted Batches** tab, and posted Batches on the **Posted Batches** tab.



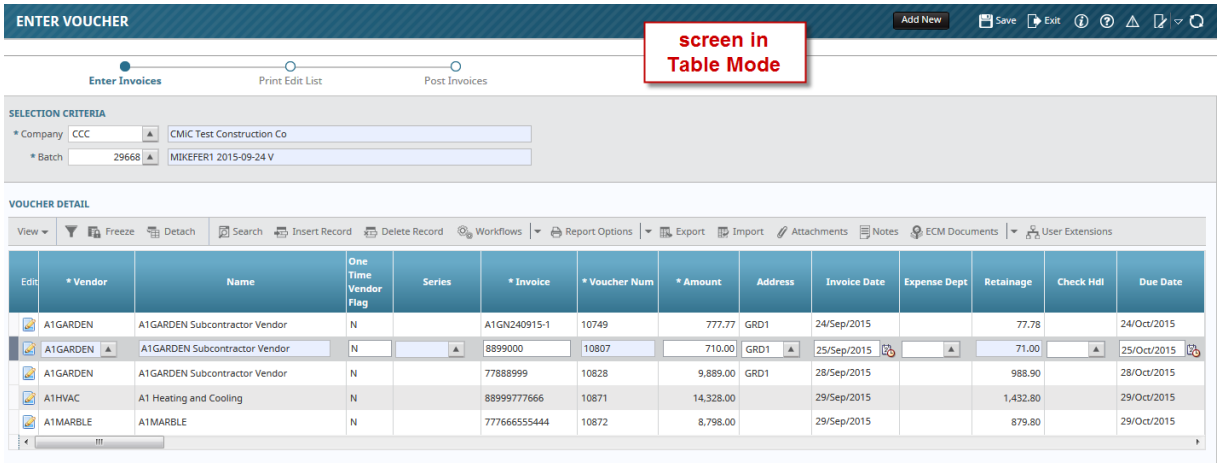
To create a new Batch, click the Block Toolbar's [**Insert**] button, then scroll down the table to where the new row was inserted. Using the new row, enter a descriptive name for the Batch in the **Batch Name** field and enter the Batch Control Total in the **Control Amount** field. Next, click [**Save**], then [**Exit**].

Working with Batches & Vouchers



The above screenshot shows the screen in Form Mode, which displays a single Voucher at a time.

View List of Vouchers in Batch (Screen's Table Mode)



Sample of Enter Voucher screen in Table Mode, listing all Vouchers entered for a Batch.

To view the list of Vouchers in a Batch, switch the Enter Vouchers screen to Table Mode by click the [**Table Mode**] button when the screen is in Form Mode.

Add Voucher to Batch

A Voucher can be added to a Batch when the screen is in Form Mode or Table Mode by clicking the Block Toolbar's [**Insert Record**] button. Also, when the screen is in Table Mode, the [**Add New**] button can be used.

Delete Voucher from Batch

If a voucher has not been posted, deleting it simple. Simply use the Block Toolbar's [**Delete Record**] button. If a Voucher has been posted, it cannot be deleted, but it can be voided. Refer to the *Void Posted Vouchers* section for further details.

Voucher Detail – Tab

This tab contains general information about the Voucher being entered or edited, such as its associated Vendor, Invoice Date, Amount, and if relevant, its associated Job, Subcontract and Change Order, or Purchase Order.

To add a Voucher to the Batch, click the Block Toolbar's [**Insert**] button; and to remove one from the Batch, click [**Delete**].

Some fields are not editable (display only) on the **Voucher Detail** tab, such as **Tax 1** and **Retainage**, but they can be changed via the **Defaults** tab.

Vendor

Select the Vendor. This field's LOV only displays Vendors that allow transactions and have a status of open.

One Time Vendor Flag

This field is used to indicate if the voucher is being entered for a one-time vendor. Please refer to the *One-Time Vendor Invoices* section for additional details.

Series

The use of this field is controlled by the **Use Invoice Series Code** and **Series Code is Mandatory** checkboxes on the **Voucher** tab of the AP Control File screen (under Local Tables menu option). If **Use**

Invoice Series Code is check, this field is enabled, and if **Series Code is Mandatory** is checked, this field is mandatory.

Invoice Series Code records contain a distribution setup, and they are used to group like invoices, and to set the default distribution for invoices.

This field will automatically default to the Vendor record's **Invoice Series** field, on the **Accounting** tab, after the vendor is selected.

Invoice

Enter an identifying Invoice Number. This number is on the Vendor's invoice and it is not the same as the Voucher Number, which is automatically assigned by the system during voucher entry and used in the backend. Lower case characters will be automatically converted to upper case. The Invoice Number must be unique for the Vendor/Company combination, as the Invoice Number is what is used to identify Vouchers. If the AP Control File's **Warn When Invoice Number Duplicated Across Vendors** checkbox is checked on the **Voucher** tab, the system will check for duplicate Invoice Codes across Vendors.

Voucher Num

This number is automatically assigned by the system during voucher entry, and is not the same as the Invoice Number. It is used in the backend, and the Invoice Number is used to identify the Vouchers in the various AP screens.

Amount

Enter the amount of the invoice, in the currency of the invoice. A valid number between -9,999,999,999 and 99,999,999,999 must be entered in this field.

Address

Only enter an address code for this invoice if the Remit address is not same as the vendor's main address. Leave this field blank if the Remit address will be the address on the vendor detail.

If the vendor has a default Alternate Address, this address code will default into the field.

If the AP Control File's **Vendor Address Code Mandatory On Invoice Is Mandatory** checkbox is checked on the **Voucher** tab, this field will be required. For details about the available options, refer to the *AP Control File* subsection under the *Configuring AP Module* section of this reference guide.

Invoice Date

Enter the date of the invoice. Once entered, the system will calculate the **Disc Date** and the **Due Date** fields according to the selected value of the **Terms** field, on the Vendor record's **Vendors** tab. Once one record has been entered, this field will default to the last date entered on each new record. The system date will default to this field if the AP Control File's **Default System Date To Voucher Date** is checked, on its **Voucher** tab.

Expense Dept

Entering an expense department in this field indicates that the entire voucher is to be distributed to one expense department. Also, any taxes to be charged will be taken from the department setup rather than the vendor setup.

Retainage

This display-only field displays the Retainage amount calculated using the Retainage percentage against the Invoice amount.

Check Hdl

Only enter this field if the company address is to be replaced. The address associated to the Check Handling Code will replace the company address when a check is printed for this payable. The LOV shows all available Check Handling Codes. The Check Handling Code may have defaulted from the company default setup.

Due Date

This date will default from the calculation of the payment terms associated with this vendor. If you want to change this date, you can either edit the date while the cursor is in this field, or use the **Defaults** tab. On the **Defaults** tab, you can change the default number of days in the **Due Days** field, which will in turn change the due date on the Voucher Detail tab.

PO Selected

This flag indicates if a Purchase Order is selected.

Tax 1

The Tax 1 amount represents the first level of tax being charged. The tax code to calculate this amount is defaulted in from the vendor's record (**Tax1 Code** field on record's **Accounting** tab). If the first level of tax has not been defined in the vendor's record, this amount will be zero.

If this amount is incorrect for this voucher, the **Defaults** tab can be used to select a different tax code, or it can be used to enter an amount for this tax.

Status (Payment Status)

This display-only field displays the Voucher's default Payment Status. The system will default this from the **Voucher Status Def.** field on the Vendor record's **Accounting** tab. The **Override Status** field can be used to override this status.

After the Voucher has been posted, the Adjust Voucher Status screen can be used to change this status (see the *Adjust Voucher Status* section in this reference guide for details).

The following are the two possible default statuses for this field (the other Payment Statuses cannot be initial statues):

- **Normal** (**N**): payment for this Voucher follows the Payment Terms specified by the **Terms** field on the Vendor record's **Vendors** tab
- **Permanently Deferred** (**P**): payment for this Voucher is permanently on hold, and its status must be manually changed within the Adjust Voucher Status screen (under Payment Treeview menu option) before automatic payment can be made; note, Adjust Voucher Status screen can only be used after the Voucher has been posted

Disc Date

The Discount Date will default from the calculation of the payment terms associated with this Vendor. If this needs to be changed, it can be done by either editing the date while the cursor is in this field, or by using the **Defaults** tab. On the **Defaults** tab, you can change the **Disc Days** field, which will in turn change the Discount Date on the **Voucher Detail** tab.

Discounts are considered 'taken' when the Discount Date is on or after the Payment Date, and before the next payment date. If the Discount Date falls outside of this range, or it has not been taken, the amount of the discount will appear in the Discount Lost column on cash requirement reports. Normally, the system will 'take' any allowable discounts automatically for you. Discounts that have been taken will appear in the Discount Taken column on reports.

You can use the Select Payments screen to 'turn off' a discount set to be taken, or 'turn on' a discount which has been lost. For details, refer to the documentation provided for the **Discount Date**, **Next Pay Date** and **Discount Amount** fields in following subsection: *Payment Processing > Select Payments.*

EFT Flag

This field defaults from the **EFT Payments** flag on the Vendor record's **Account** tab. If this flag is checked, it indicates that this voucher will be paid electronically instead of by check. If this particular invoice is to be paid by check, then this field must be unchecked. This field will only be checked if there is banking/EFT information set up on the Vendor record.

After the Voucher is posted, this field can be adjusted using the Adjust Voucher Status screen, under the **Payment** Treeview node.

Taxes

This field represents the total of taxes calculated on taxes 2 thru 5. If this amount is incorrect, the manner in which it is calculated can be changed by using the **Defaults** tab. On the **Defaults** tab, it is possible to change any of the tax amounts or tax code fields, which will in turn re-calculate the amount for this field.

Override Status

If the user has the privilege to use this field, this field can be used override the value in the **Status** field.

The following provides details about the Payment Statuses:

Code	Status Name	Details
N	Normal	Indicates that the Due Date is used to determine when the Voucher will be paid. **NOTE**: If the status is overridden to "**Normal**", the **Pay When Paid** checkbox will be automatically unchecked.
T	Temporarily Deferred	Indicates that Voucher is deferred until after the next Check Run; after the next Check Run, its status will automatically be set to "**N**".
P	Permanently Deferred	Indicates that Voucher is deferred until its Status is changed via this screen. Deferred Vouchers are listed on the **Deferred Vouchers** tab.
E	Express	Indicates that Voucher is to be paid during the next Check Run, regardless of its Due Date.

PO Number

The Voucher Entry program allows for the matching of vendor invoices to purchase orders processed and received within the system.

This field's LOV shows all received, but not fully invoiced POs for the vendor.

Leave this field blank if the Purchase Order system is not being utilized, or if this invoice does not apply to a Purchase Order. If this invoice does apply to a Purchase Order, use this field if the invoice applies to a single Purchase Order, otherwise, use the [**PO Selection**] button to select more than one Purchase Order.

When a PO is selected via this field, the [**PO Selection**] button can be used to view the PO's details. Also, if a PO is associated to a Voucher, "**Multi Distribution**" must be selected via the **Distribution Type** field, as the Multi Distribution type allows for all distribution scenarios for a PO.

NOTE: If the **Use PO Terms** checkbox is checked on the **Other** tab of the AP Control File, the payment terms of the PO override those of the vendor, as well as the **Due Date** and **Discount Date** fields.

Release

This field works in conjunction with the **PO Number** field, and it is used to specify which release of the Purchase Order this voucher is being created for.

Gross Due

Display only field, displaying the calculated Gross amount.

Contract, Chg

If the **Enter Invoices** field on the **Contract Defaults** tab of the Subcontract Control File is set to "**Via – Accounts Payable**", these fields are used to associate the Voucher being entered to its Subcontract and Change Order.

The LOVs of these fields contain Subcontracts and Subcontract Change Orders entered, approved and posted for this Vendor via the Subcontract or Project Mgmt. modules.

Once a Subcontract is selected, the **Distribution Type** field automatically gets set to "**Job Distribution**", and the Subcontract's associated Job will automatically be selected via the **Job Code** field. The **Cost Code** and **Category** fields will need to be filled out for the job distribution.

Retainage%, Discount %

The **Retainage %** and **Discount %** fields will default from the Vendor record's **Accounting** tab. If they need to be changed, use the **Defaults** tab. On the **Defaults** tab, the **Retain %** and **Discount %** fields can be changed, which will in turn change the **Retainage %** and **Discount %** fields on the **Voucher Detail** tab.

Discount

The Discount amount will default from the calculation of the Discount percentage against the invoice amount. If incorrect, it can be changed by editing the amount on the **Discount** field of the **Defaults** tab.

Cash Dept, Cash Acc

This is the department and account associated with the bank account from which this invoice will be paid. When a check is produced for this vendor's Voucher, it will be issued against this bank account.

Generally, this will default from the vendor setup. If the **Use Bank Accounts by Job** flag is checked in the **Voucher** tab of the AP Control File, and a Job Code is entered, this field will default to the default Cash Account for the Job. If the user entering the Voucher has a default Cash Department and Cash Account declared on their login to AP, this will override the defaults set for the vendor. If the **Default AP Accounts** field on the **Voucher** tab of the AP Control File is set to "**Currency**", the bank account will default from the setup in the Currency Accounts screen, under the Local Tables node of the Treeview.

Net

Display only field, displaying the calculated Net amount.

Description

Enter a description of the invoice. This field is mandatory if the **Mandatory Voucher Description** checkbox is checked on the **Voucher** tab of the AP Control File.

Retain. Rel.

This a display only field, displaying the total amount of retainage that is to be released into the new invoice being created via the [**Release Retain.**] button.

Pay When Paid

If a Job code has been entered in the **Job Code** field of the Voucher, and the AP Control File screen's **Use Pay When Paid** flag is checked (on **Voucher** tab), this flag plus the **Days** and the **Draw** fields will be enabled.

If this flag is checked, it indicates that this Voucher will have the Pay When Paid rules applied it to determine its **Due Date** field. The **Draw** field will not be mandatory if the **Use Auto Draw Number** flag is checked on the **Voucher** tab of the AP Control File.

Days

This field is the number of days that the Voucher will become due for payment, after the hold on its payment is removed.

The value in this field will default from the **Days** field on the AP Control File screen's **Voucher** tab, if the **Use Pay When Paid** flag is checked on the same tab. When entering the Voucher, if a Subcontract and Change order number have been entered, then this field will default from the subcontract setting. If the Voucher is matched with a PO (Purchase Order) that has the **Pay When Paid** flag checked, then this value will default from the PO. If the Voucher entered is matched with more than one PO with the **Pay When Paid** flag set, the system will take the least number of days of all the attached POs to determine the new due date.

Draw

This field is used for the Pay When Paid feature. It is the Job Billing Contract Draw Number entered for the Job. This will usually be either the current or next Draw Number for the contract. This is the Draw Number on which this Voucher will be paid to the Vendor.

If the **Use Auto Draw Number** flag is checked in the **Voucher** tab of the AP Control File, the Draw Number will not be entered here, and this Voucher will be associated to the next Draw Number when the Job Billing invoice is produced.

Tax on Ret.

This is a display only field that displays the amount of tax entered against the retained amount.

TP Payment Mode

Select a Third Party Paymode option from the available list, or leave blank if not applicable.

The "**Express** (**E**)" Payment Status will override the non-compliant status and the **Pay When Paid** flag.

Distribution Type

Select the distribution type for the Voucher. The type selected here determines what fields become enabled on this tab in order to specify the expense account for the selected distribution type. It also determines what distribution options are available in the Distribution screen launched by clicking [**Distribution**].

If "**General Distribution**" is selected, the **Department** and **Account** fields become enabled, to override the defaulted expense account.

If "**Job Distribution**" is selected, the **Job Code**, **Cost Code** and **Category** fields become enabled, to override the defaulted expense account.

If "**Multi Distribution**" is selected, a mix of General Ledger and sub-ledger accounts can be specified through the Distribution screen launched by clicking the [**Distribution**] button. This distribution type can be used to distribute the Voucher to more than one Job.

Department (Expense Department)

This field is only enabled if "**General Distribution**" is selected from the **Distribution Type** field. Along with the **Account** field, it is used to override the default Expense Department and Expense Account for the distribution.

Account (Expense Account)

This field is only enabled if "**General Distribution**" is selected from the **Distribution Type** field. Along with the **Department** field, it is used to override the default Expense Department and Expense Account for the distribution.

Job Code

This field is only enabled if "**Job Distribution**" is selected from the **Distribution Type** field, specifying that the Voucher is to be distributed to the Job Cost sub-ledger. This field is used to specify the Job for this Job Distribution, which has a Job Cost distribution setup on the Job's **Accounts** tab. In conjunction with this field, relevant values for the **Cost Code** and **Category** fields must also be selected for the Job Cost allocation.

If the Vouchers needs to be distributed to more than one Job, select "**Multi Distribution**" via the **Distribution Type** field.

Selecting a Job from this field indicates that the entire Voucher is to be distributed to one Job or its Sub-Jobs. By doing this, the system will not allow any other Job to be selected during distribution. The list of available Jobs is restricted by the user's Job Cost security matrix.

You must select either a Job or an Expense Department (not both), unless you are using the Pay When Paid functionality, in which case you must specify the Job.

After the amount is entered, the system will calculate any applicable Retainage, Tax, Gross, Discount and Net amounts.

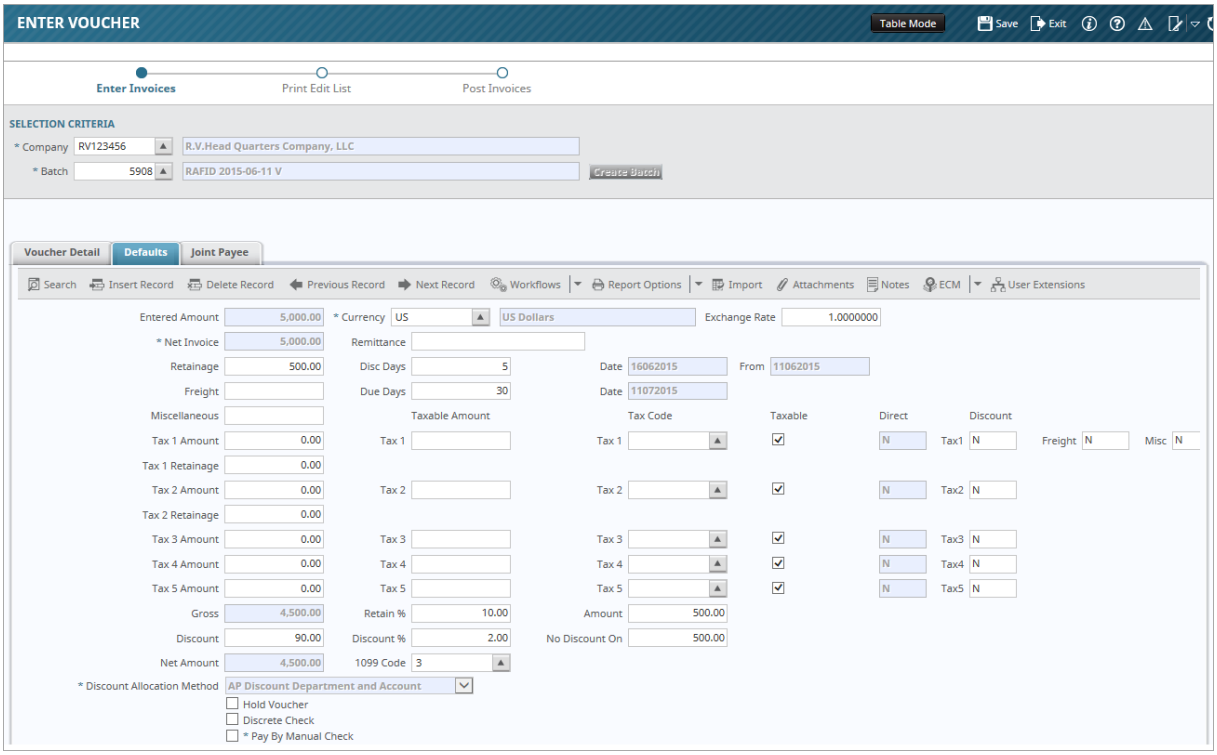
Cost Code (Job Phase)

This field is only enabled if "**Job Distribution**" is selected from the **Distribution Type** field, specify that the Voucher is to be distributed to the Job Cost sub-ledger. This field is used to specify the relevant Cost Code (Job Phase) for the Job. Once selected, the relevant Category can be specified using the **Category** field.

Category

This field is only enabled if "**Job Distribution**" is selected from the **Distribution Type** field, specify that the Voucher is to be distributed to the Job Cost sub-ledger. This field is used to specify the relevant Category for the selected Cost Code.

Defaults – Tab (Override Vendor's Defaults)



The system will default voucher details from the vendor's record, such as payment terms, retainage %, and all applicable tax codes. The **Defaults** tab is used to override these defaults. It allows amounts to be entered for fields instead of using percentages.

Once the invoice amount has been entered, the system will automatically calculate and display the amount of retainage, taxes, discounts and other charges on the invoice.

To make changes to any of the amounts, use this tab to change any of the amount fields and tax codes as required. If a tax code is changed, then the system will re-calculate the amounts for you.

If the tax amount on the **Voucher Detail** tab is incorrectly calculated, you may change the tax amount directly through this tab. When this tab is exited, the change made will be reflected on the **Voucher Detail** tab. If the voucher has been distributed prior to this change, you must press the [**Re-Calc**] button and then go into the Distribution screen to accept this change.

The following are details about the fields on the Ever Voucher screen's **Defaults** tab:

Entered Amount

Display only field, displaying invoice's amount.

Currency

Currency of invoice's amount. For details about entering an invoice that is in a foreign currency, see the Entering a Foreign Currency Invoice section.

Exchange Rate

Exchange rate used to convert currency.

Net Invoice

Display only field, displaying invoice's net amount.

Remittance

This field replaces the description field during check printing, if it is not left blank.

Retainage

The Retainage amount is re-calculated when the **Retain %** field is edited, and vice versa.

Disc Days

This field defaults to the number of days between the Invoice date and the Discount date. If this field is changed, the Discount Date will be changed automatically.

Freight

Amount for freight. Whether or not a tax code is applied to this amount depends on the tax code's **Freight** checkbox. If it is checked, the tax code will be applicable to this amount.

Due Days

This field is only active if the Due date on the Header is left blank. If this field is changed from blank to a value, the Due date on the invoice header will be updated.

Miscellaneous

This field is used to enter an amount for a miscellaneous charge. Whether or not a tax code is applied to this amount depends on the tax code's **Misc** (Miscellaneous) checkbox. If it is checked, the tax code will be applicable to this amount.

Tax 1 Amount, Tax 2 Amount, Tax 3 Amount, Tax 4 Amount, Tax 5 Amount

If tax codes are used, these fields are automatically populated with the tax's amount, which is overridable.

These fields can be used as an alternative to the Tax Code fields, to enter tax amounts manually.

Tax 1 Retainage

This is the amount of Tax 1 that is being withheld due to retainage. This is only applicable for Tax Credit style taxes such as VAT and GST taxes.

Tax 2 Retainage

This is the amount of Tax 2 that is being withheld due to retainage. This is only applicable for Tax Credit style taxes such as VAT and GST taxes.

Tax 1, Tax 2, Tax 3, Tax 4, Tax 5 (Taxable Amount)

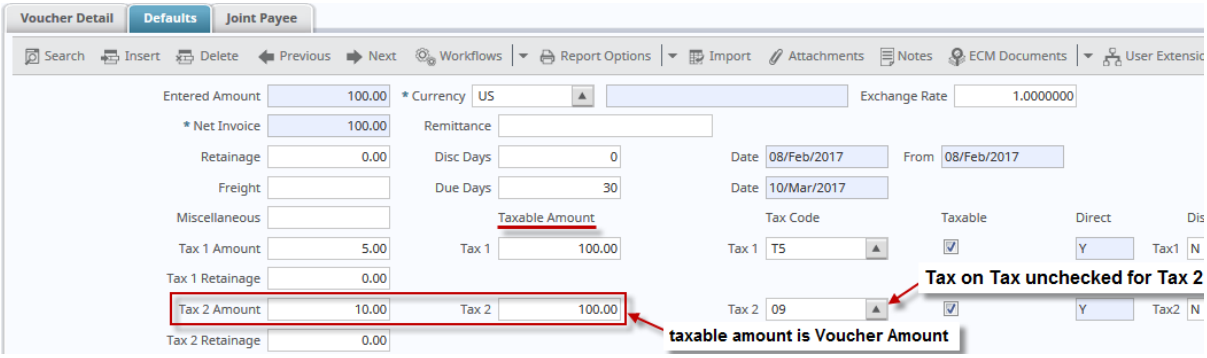
This is the amount that is taxable for the corresponding tax code. If the tax code has its **Freight** and **Tax on Tax** checkboxes checked, the freight amount and all preceding tax charges will be included. This field is automatically calculated, but its calculated value can be overridden with a user specified amount.

Tax 1, Tax 2, Tax 3, Tax 4, Tax5 (Tax Code)

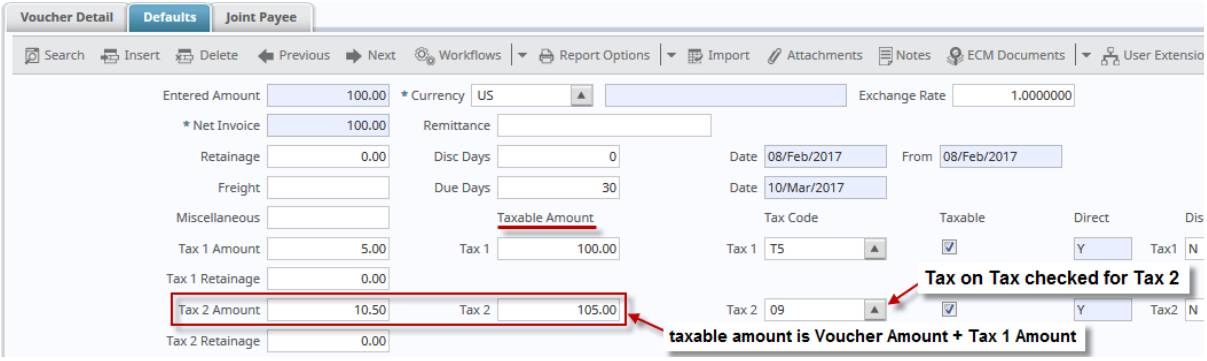
Selected tax code for the corresponding tax. Keep in mind, the system calculates taxes sequentially, hence if a tax is calculated on another tax (tax code's **Tax on Tax** checkbox is checked), it is important that you enter the tax codes in the order that you want them calculated. If a tax code's **Tax on Tax** checkbox is checked, the tax code will be applied to the voucher's amount plus the tax amounts due from preceding tax codes.

Tax on Tax – Tax Code Checkbox

Example 1: Tax on Tax Unchecked for Second Tax



Example 2: Tax on Tax Checked for Second Tax



Tax Calculation Formulas

Let **A** = Voucher Amount, let **T1** = Tax 1, and let **T2** = Tax 2

Total - Tax on Tax Unchecked	Total - Tax on Tax Checked
A•T1 + **A•T2** + **A** Tax 1 Amount Tax 2 Amount Voucher Amount	**A•T1** + **(A•T1 + A)T2** + **A** Tax 1 Amount Tax 2 Amount Voucher Amount **= A•T1 + A•T2 + A•T1•T2 + A**

Taxable – Checkbox

Indicates if corresponding tax code is applicable. If unchecked, the corresponding tax code will not be applied.

Direct (Yes/No)

This is a display only fields that indicates if the **Direct Pay** flag has be set for the corresponding Tax Code. If checked, you are responsible for submitting this tax to the government; if unchecked, the tax amount will be included in your payment to the vendor.

NOTE: For details about Tax Code setups, please refer to the *Tax Code* section of the System Data user guide.

Tax1, Tax2, Tax3, Tax4, Tax5 (Discount)

These flags are used to control whether the **Discount %** field also applies to the amount due for the corresponding **Tax Code**. If "N", the discount percentage only applies to the invoice amount; if "Y", the discount percentage applies to the invoice amount plus the amount due from the corresponding **Tax Code**.

Freight (Yes/No)

This value defaults from the **Freight** field setting for the Tax Code selected for the **Tax 1** (Tax Code) field. It can be used to override the **Freight** setting for the selected Tax Code. If it is used to override the Tax Code's setting, the **Freight** field on this tab must be re-entered.

NOTE: For details about Tax Code setups, please refer to the *Tax Code* section of the System Data user guide.

Misc (Yes/No)

This value defaults from the **Misc** field setting for the Tax Code selected for the **Tax 1** (Tax Code) field. It can be used to override the **Misc** setting for the selected Tax Code. If it is used to override the Tax Code's setting, the **Miscellaneous** field on this tab must be re-entered.

NOTE: For details about Tax Code setups, please refer to the *Tax Code* section of the System Data user guide.

Gross

Calculated field, displaying Gross amount for Voucher.

Retain %

This field defaults the value from the voucher header. This may be updated as required.

Amount

Amount being retained. This field is re-calculated when the **Retain %** field is edited, and vice versa.

Discount

Amount discounted. This field is re-calculated when the **Discount %** field is edited, and vice versa.

A Voucher's discount is actually an 'eligible discount', of which terms are associated, and whether or not the discount is taken is determined during payment processing. As such, the allocation of the discount only shows up on payment posting reports.

Discount %

The discount percentage is defaulted from the voucher header and may be updated as required.

No Discount On

Entering an amount in this field will re-calculate the discount on the voucher amount less the no discount amount. Retainage will not be included in the discount calculation.

Net Amount

Calculated net amount for Voucher.

1099 Code

1099 tax code that is most applicable to the vendor. If the vendor's default 1099 code for this particular purchase is incorrect, it may be changed at this point.

Discount Allocation Method

By default, the Discount Allocation Method is set to "**AP Discount Department and Account**", which allocates the Voucher's discount to the Department and Account specified by the **Discount** fields on the **Accounting** tab of the Vendor record.

Two additional Discount Allocation Methods are available for Vouchers with a Job Distribution. For details, please refer to the *Accrue AP Discounts to Job* sub-section.

NOTE: A Voucher's discount is actually an 'eligible discount', of which terms are associated, and whether or not the discount is taken is determined during payment processing. As such, the allocation of the discount only shows up on payment posting reports.

Hold Voucher

This checkbox will be checked if the **Hold All New AP Vouchers** checkbox is checked on the **Voucher** tab of the AP Control File. For payment to occur, Vouchers posted with this hold must first be released through the Adjust Held Voucher Status screen or through the **Deferred Vouchers** tab of the Adjust Voucher Status screen.

A user's "**APVOUHLD**" System Privilege, assigned to a user's User ID or Security Role, determines if the user is able to modify this Hold status.

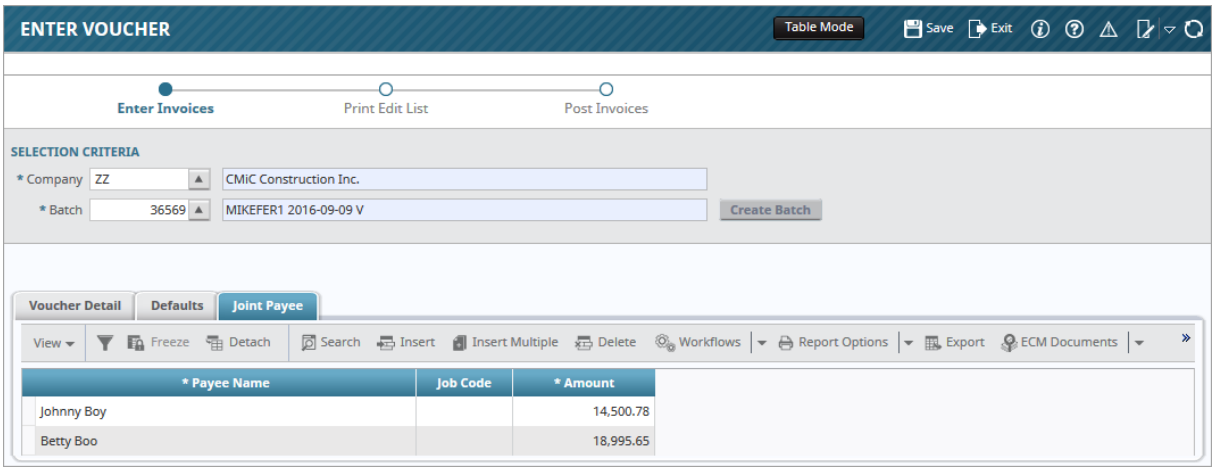
Discrete Check

If this field is checked, this Voucher will not be combined with other Vouchers in the Automatic Payment Selection program, and this Voucher will have its own check.

Pay By Manual Check

When entering a Voucher, if it is known that this Voucher will be paid by a manual check, then you should check this box. This will indicate to the Automatic Payment Selection program that this check should not be considered for payment.

Joint Payee – Tab



If at the time of entering the Voucher it is known that its payment is to be split among multiple payees, with each payee being issued a separate payment, the payees can be entered on this tab, along with the amounts they are to receive.

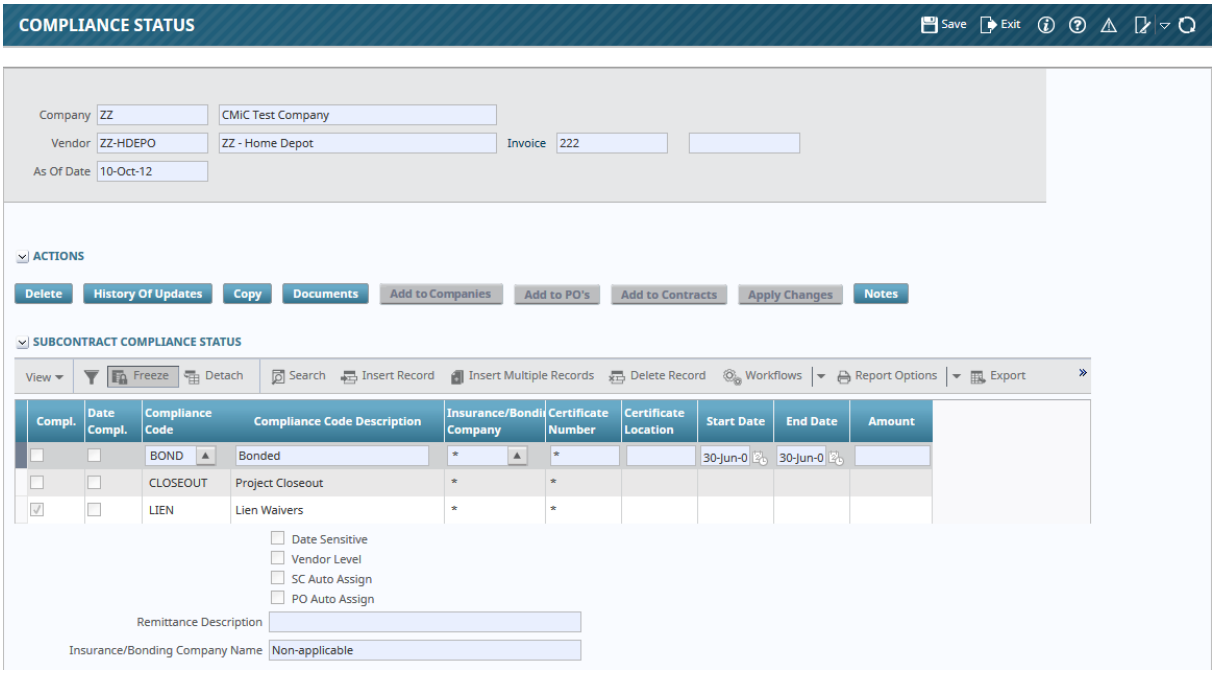
To add a joint payee, click the Block Toolbar's [**Insert**], then use the new row to enter the payee's name and the amount they are to receive. The amount cannot be greater than the Net Amount of the Voucher or a null value.

If Voucher has been posted, and you need to modify the joint payee details, the Adjust Voucher Status screen can be used to do so before issuing the payment.

For further details about joint payees, please refer to the *Pre-Lien Vendors & Joint Payees* section in this manual.

NOTE: The Joint Payee will not be taken into consideration if the Voucher is paid through 'Quick Pay' on the Voucher Entry screen.

[**Compliance**] – Button



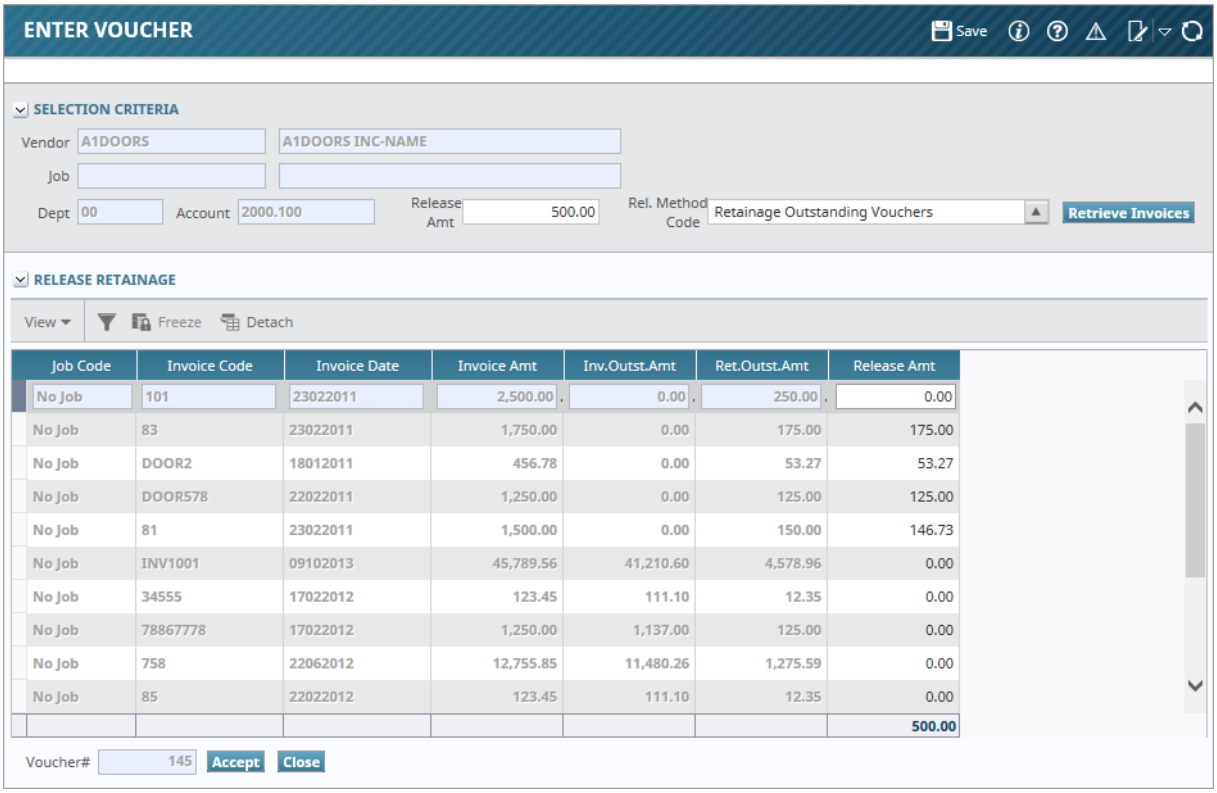
Pgm: INSINFO – Compliance Status popup

The Vendor Compliance functionality only applies to Vouchers against Subcontracts and POs, and this button is disabled until a Subcontract (**Contract** field) or PO (**PO Number** field) is selected.

This popup displays the Compliance Codes automatically added to the Voucher based on the default Compliance Codes set up for the Vendor's POs/Subcontracts, along with any Compliance Codes that may have been added manually.

For details about this popup, please refer to the following subsection: *Payment Processing > Vendor Compliance > Compliance Status – Popup*.

[**Releasing Retainage**] – Button



Pgm: VOUCHENT – Release Retainage screen

The Retainage Release screen is used to release the retainage from several Vouchers into a single Voucher. During the Retainage Release process, the system will automatically release amounts from the oldest to the newest Voucher, equaling the amount specified via the **Release Amt** field, and it will generate a single Voucher with a zero amount and a negative retainage amount. Alternatively, the amounts to be released, which must equal the amount specified via the **Release Amt** field, can be specified via the **Release Amt** column. After a Voucher's retainage is released, its Retainage Outstanding Amount field is updated accordingly.

Release Amt

Enter the total amount of retainage that is to be released into the new Voucher being created. The amount entered in this field should not include tax. Retainage tax will be applied to the Voucher.

Rel. Method Code

Select from the dropdown list the Release Method that pertains to the retainage release that you are generating. The system allows two different release methods: **Retainage Outstanding Vouchers** and **All Outstanding Vouchers**.

Select **Retainage Outstanding Vouchers** to see only Vouchers with a positive amount of retainage outstanding. Select **All Outstanding Vouchers** to see all Vouchers with retainage regardless of the amount, whether positive or negative. The **All Outstanding Vouchers** option must be used to view negative release retainages.

[**Retrieve Invoices**] – Button

Click [**Retrieve Invoices**], and all Vouchers matching the criteria entered will be displayed.

[**Accept**] – Button

The [**Accept**] button saves the entry and returns to the Enter Voucher screen. The distribution of the Voucher will automatically be done by the system, and it will not be updateable.

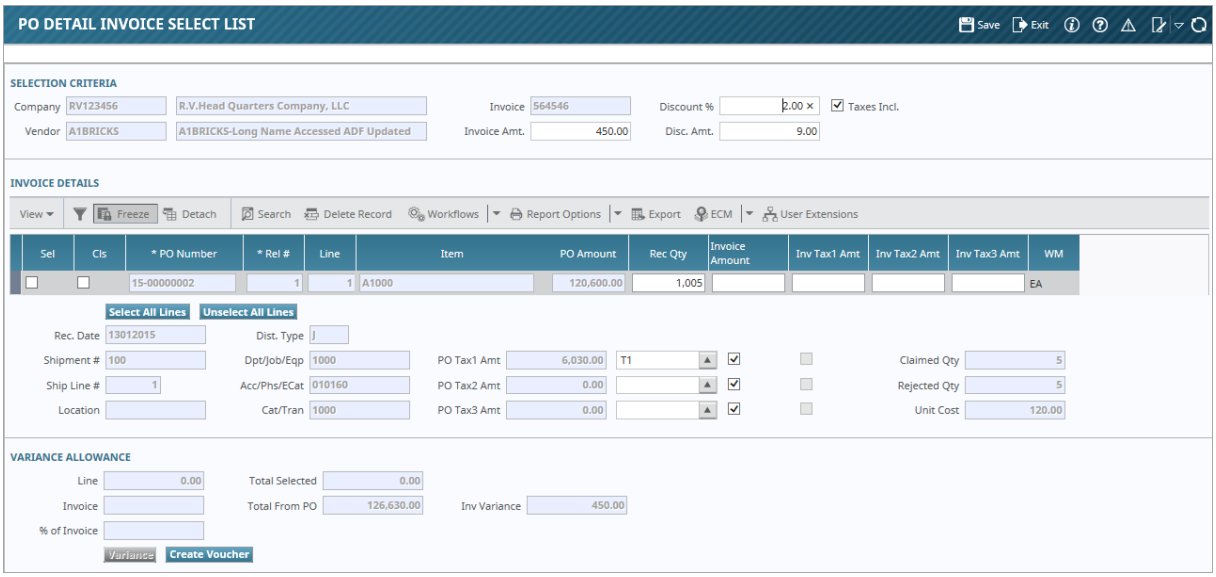
[**PO Selection**] – Button

The Voucher Entry program allows for the matching of vendor invoices, entered as Vouchers in the system, to Purchase Orders processed and received within the system. Entering a Voucher that is associated to a Purchase Order is similar to the standard Voucher entry process, in that their common invoice fields, such as Vendor, Series Code, Invoice Number, Invoice Date, Due Date, and Discount Date, are required in the way that they are for all entered Vouchers. The difference is, before the amount fields are entered, the user must either enter the **PO Number** if the Voucher is only for one PO, or use the [**PO Selection**] button to select more than one Purchase Order.

This button launches the Purchase Order Invoice Detail popup, shown below, to associate more than one PO to a Voucher. The popup is also used to displays the details of the Purchase Order(s) and Line Items being invoiced, and allows the editing of payment details. If a PO is selected via the **PO Number** field, this button can be used to view and alter the PO's details.

Also, if a PO is associated to a Voucher, "**Multi Distribution**" must be selected via the **Distribution Type** field, as the Multi Distribution type allows for all distribution scenarios for a PO.

PO Detail Invoice Select List – Screen



Pgm: APPOPICK – PO Selection - Matching a Voucher/Invoice with a Purchase Order

This screen is used to match the Purchase Order line items to the invoice check. When a line is selected, the invoice amount and received quantity will automatically be populated according to the lines receiving information.

Invoice Amt, Discount %, Disc. Amt

Enter the invoice amount and verify/modify the discount % and/or discount. The system defaults the discount % as defined by the Terms Code.

NOTE: The Terms Code may be determined by either the vendor or the purchase order, depending on the setting of the **Use PO Terms** checkbox on the **Other** tab of the AP Control File.

Taxes Incl. – Checkbox

Check this box if the amount entered as the Invoice Amount includes any tax amounts.

Sel – Checkbox

These checkboxes are used to select the corresponding PO Line.

Cls – Checkbox

Sometimes, although the complete line has not yet been received, or the amounts don't quite match, the line is complete and should be marked as closed. Because there is a discrepancy, the system will not automatically mark the line as closed, but it can be done manually by checking this checkbox.

If the line has a 'J' distribution, the quantity commitment to the Job will be relieved for this line.

In some cases, generally when the Automatic Receipt option is used while processing a Purchase Order, the quantity will not change, but the amount may need to be changed. To have the commitment to the Job relieved for the amount, the Purchase Order Control File's **Increase Commitment To Match Higher Costs** checkbox must be checked on the **Posting** tab.

You will not be allowed to close a line if the Purchase Order line is for a non-stock or a free form item and the Purchase Order module's Control File's Post to GL and Post To JC checkboxes are checked on the **Posting** tab. To do so, you can use the PO utility, Close/Re-Open PO (standard Treeview path: *Purchase Order > Utilities > Close/Re-Open PO*).

Closing all lines on a purchase order does not close the purchase order to allow for future purchase order change orders. To close the purchase order, you must use the PO Utility, Close/Re-Open PO.

NOTE: Both the [**Sel**] and [**Cls**] buttons must be used for the line to close.

Tax Amounts

The tax amounts and tax codes may be changed at this time to reflect the Voucher. To change the tax codes, enter the tax code required against Tax1, Tax2, or Tax3 in the line detail area of the screen. If the tax needs to be changed for the entire purchase order, change the tax codes in the PO Tax fields where necessary.

[**Variance**] – Button

When entering an invoice amount that does not equal the PO line item amount due to a variance, the system will require that you distribute the amount of the variance.

In the case where a variance has occurred, at the bottom left hand corner of the screen the Invoice Variance field will not be equal to zero. Use the [**Variance**] button and distribute the amount of the variance.

Within the variance window the system allows distribution of the variance to General Ledger accounts (G distribution type), Jobs (J distribution type) or an Equipment (E distribution type).

If a 'G' distribution type is entered and then the user tabs through the fields, the system will automatically enter the General Ledger account defined on the control file as the PO Variance Account.

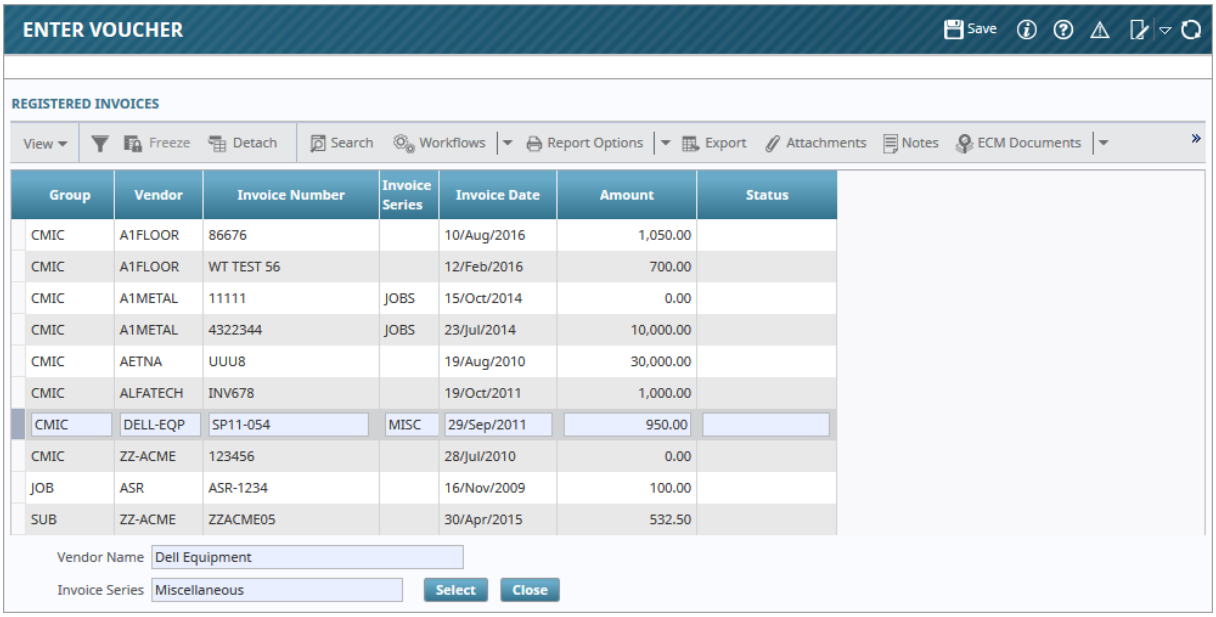
The [**Retrieve Distribution**] button that is available on the variance window will automatically populate with the original distribution if the PO Control File is set to NOT post Non Stock or Free Form items during receipt. If the system is setup to post during receipt then this button will retrieve the Suspense Account. The distribution this button uses can be seen on the PO Matching screen, along with the tax and shipping information.

NOTE: The [**Variance**] button may or may not be available depending on the AP Control and privilege settings for the user.

[**Create Voucher**] – Button

Once all the details have been entered, use this button to create the Voucher and associated distribution for its invoice. The distribution of the Voucher will automatically be created by the system and it is not updateable by the user.

[**Registration**] – Button



Group	Vendor	Invoice Number	Invoice Series	Invoice Date	Amount	Status
CMIC	A1FLOOR	86676		10/Aug/2016	1,050.00	
CMIC	A1FLOOR	WT TEST 56		12/Feb/2016	700.00	
CMIC	A1METAL	11111	JOBS	15/Oct/2014	0.00	
CMIC	A1METAL	4322344	JOBS	23/Jul/2014	10,000.00	
CMIC	AETNA	UUU8		19/Aug/2010	30,000.00	
CMIC	ALFATECH	INV678		19/Oct/2011	1,000.00	
CMIC	DELL-EQP	SP11-054	MISC	29/Sep/2011	950.00	
CMIC	ZZ-ACME	123456		28/Jul/2010	0.00	
JOB	ASR	ASR-1234		16/Nov/2009	100.00	
SUB	ZZ-ACME	ZZACME05		30/Apr/2015	532.50	

This button is used to convert a Registered Invoice to a Voucher, and to insert the Voucher into the **Batch** selected on the Enter Vouchers screen. The launched pop-up displays all Registered Invoices that require conversion, but if the **Require Approval Of Registered Invoices** checkbox is checked on the **Voucher** tab of the AP Control File, only those that have been approved will be listed.

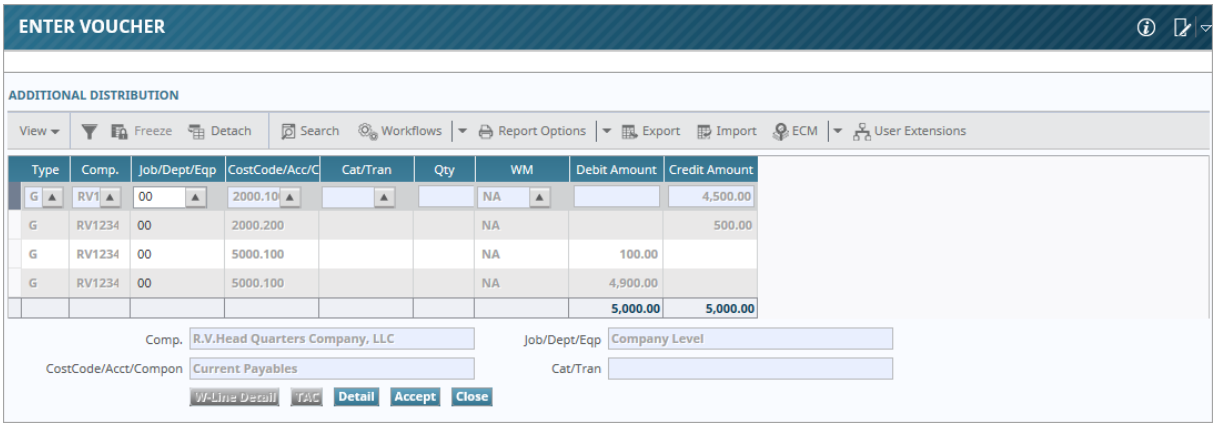
A Registered Invoice that does not balance or is marked as invalid in the Register Invoice screen can be 'pulled' into the Enter Vouchers screen versus 'pushed'(converted to a Voucher), which only allows for balanced distribution and invoices marked as valid in the registry.

The [**Registration**] button can be utilized with or without a vendor code being entered. When the button is used, its popup display a list of all Registered Invoices for the current vendor, if applicable, or for all vendors otherwise. Select the required Registered Invoice and click [**Select**] to convert it to a Voucher, and to add the Voucher to the selected **Batch** on the Enter Voucher screen.

[**Re-Calculate**] – Button

If the Voucher has been distributed, but an amount change requires that it be re-calculated, use this button. A prompt will ask you if you wish to delete the existing distribution. Click [**Yes**] to re-calculate it.

[**Distribution**] – Button



Pgm: DISTFRM – Sample of the Voucher Distribution screen.

The Distribution popup, launched by clicking the [**Distribution**] button, is used to view a Voucher's defaulted distribution setup, and if necessary, to change it. The system will use the Voucher's defaulted distribution to automatically distribute the invoice amount amongst various G/L accounts for accounts payable, taxes payable, retainage payable, discounts taken, etc., and if specified, to the Job Cost, Equipment Costs, and Work Orders (Preventive Maintenance) sub-ledgers.

Default Distribution Hierarchy

First, the default distribution setup on the **Accounting** tab of the AP Control File is used to automatically set the default distribution for a created Vendor record. A Vendor's default distribution is then used to automatically set the distribution for Vouchers created for the vendor.

This screen can be used to change this defaulted distribution. Ideally, however, a Voucher's defaulted distribution does not need to be altered.

Alternatively, an Invoice Series Code, which has a distribution setup, can be used to override the Voucher's defaulted distribution (standard Treeview path for Invoice Series Codes maintenance screen: *Accounts Payable > Setup > Local Tables > Invoice Series Codes*).

Change Voucher's Defaulted Distribution

In this screen, the options and distribution types available for the distribution lines is determined by the type selected from the **Distribution Type** field on the **Voucher Detail** tab.

If the distribution is unbalanced, this screen will display a message stating so.

Type (Distribution Type Code)

The system will default the distribution type code (G, J, E) code specified on the Vendor Setup for the vendor into this field. The other headings and fields in this block will change depending on the distribution type code selected. The Distribution Type "**W**" cannot be assigned to a Vendor for Automatic Distribution, so it will have to be manually entered if required.

Enter a "**J**" to distribute dollars to a specific Job, Cost Code, and Category. If the job field has been entered in the voucher header and a "J" distribution is either defaulted or selected the Job will default into the Job field in the distribution screen. Enter the code for the Job, Cost Code and Category that will incur the cost indicated by the amount on this distribution line. If a Subcontract has been entered in the Voucher header, the Cost Code and Category may be limited to the Cost Code and Category assigned to the Subcontract, depending on the Subcontract selections on the **Other** tab of AP Control File. The General Ledger account associated with the Job/Cost Code/Category will be used to balance the

distribution in this block. There are LOV's for each of the Job/Cost Code/Category fields that are limited to Jobs the User has access to.

Enter a "**G**" to distribute dollars to a specific General Ledger department and account. Enter the company code for which this entry is to apply. Enter the department and account code to be affected by the cost indicated by the amount on this distribution line. The account must have been set up previously within the General Ledger Chart of Accounts. A List of Values is available on these fields to view and select the appropriate account. The G-line created by the system for the Accounts Payable Control account only allows the Dept. code to be altered. The G-line created for Retainage does not allow the Dept. or Account to be modified.

Enter an "**E**" to distribute dollars to a specific piece of Equipment and Cost Category. Enter the Company Code for which this entry is to apply. The Company will default from the voucher header, but it may be changed to a Company that is setup to allow inter-company transactions. Enter the code for the Equipment, Category and Transaction Code that will incur the cost indicated by the amount on this distribution line. Enter the code "**ALL**" if an Equipment Category is not required. When posted the Department will come from the home location of the Equipment, and the Account will come from the Equipment Transaction Code. If there is a Transaction Code that you know exists, but is not appearing in the LOV, check the Equipment Transaction Code setup under 'Cost Transaction Code Used', and verify that the checkbox under AP is checked. If unchecked, the Transaction Code is not allowed in the AP distribution.

Enter a "**W**" to distribute dollars to a specific Work Order, Work Item and Expense Code. Enter the Work Order number, Work Item and Expense code to be affected by the cost indicated by the amount of the distribution line. The Work Order must have been previously setup with the Preventive Maintenance System. LOV's are available. You will only see the Work Orders that have been created to use costing via transactions. Work Orders created to have costing at close out will not appear on the LOV. When posted the 'Preventive Maintenance' expense allocation setup will be checked for the distribution. If the Work Order was an "**E**" type, the Transaction Code entered in the Expense Allocation screen will determine the account used. If a Job type, the Category entered in the expense allocation will determine the account used, and if a "**G**" type, the account used will come directly from the Expense Allocation setup.

Comp.

The Company Code will default to the same Company as the invoice is entered against, but there may be times when an invoice spans two or more companies. This field can be changed as required according the user's company security matrix. If the Company is changed, the system will validate the Department, Account, Job, Cost Code (Phase), Category Code and Equipment against the newly selected Company.

The system will automatically create the inter-company distributions required (at posting time) to balance the transactions. An inter-company distribution requires the use of Inter-Company Clearing Accounts, so that the General Ledger distribution of each entity is in balance. Also, to distribute amounts to multiple Companies, Inter-Company setups are required for the Companies involved. This is done via the [**Inter-Company Setup**] button on the Maintain Companies screen in the GL module (standard Treeview path: *GL > Setup > Local Tables > Maintain Companies*).

When posted, the above distribution will create the following GL transactions:

```
*     CR    Company A1 Accounts Payable         100
*     DR    Company A1 Expense            50
*     DR    Company A1 Clearing           50
*     DR    Company A2 Expense            50
*     CR    Company A2 Clearing                 50
```

Job/Dept/Eqp/WO

Depending on the Distribution Type, select the relevant Job, Department or Equipment for the distribution line.

Cost Code/Account/Compo/WI

Depending on the Distribution Type, select the relevant Cost Code, Account, Component or Work Item for the distribution line.

NOTE: Accounts defined as Subledger Control Accounts cannot be used in distributions.

Cat/Tran/Exp

Depending on the Distribution Type, select the relevant Category Code, Transaction Code or Expense Code.

Distribution Units and Amount

Enter the units and amount of the invoice to be applied to the line. Units are not mandatory but the amount is. The complete amount does not have to be distributed in one line. The system will not allow the record to be saved unless the complete invoice amount has been fully distributed.

Repeat the distribution line entry as many times are required, the distribution types can be mixed as required. If for some reason the voucher needs to be removed while in the distribution block, the [**Delete Voucher**] button will perform this function.

[**W-line Detail**] – Button

This button is only active if the distribution is a "W" and it allows for more information to be entered. The type of data that can be entered varies according to the Expense Code of the line. Labor Expense codes allow for the entry of the Resource, Material Expense Codes allow the user to enter an Inventory or Non-Stock Item and the Equipment Expense Codes allow for the entry of a Tool. This information can be viewed after the voucher is posted, in the Preventive Maintenance work order budget summary screen when the radio button 'Cost' is used.

[**TAC**] – Button

This button is only active for a G-line and then only if the account is utilizing TAC codes. This is where the user can enter/modify the Transaction Allocation Code associated with this transaction and account.

[**Detail**] – Button

This button launches a screen that displays the distribution details for the selected line. If required, a description of this particular line can be entered via this window. Also, if the selected line is a J-line, a bill rate, bill amount and trade can be specified for it (informational only).

[**Accept**] – Button

This button will trigger some backend validation, save the distribution if no errors are found, and return you to the Entry Voucher screen. Errors are reported using red text, under the screen's title.

[**Close**] – Button

This button will return you to the Enter Voucher screen without saving any changes.

[**Save and New**] – Button

This button is used to save the current Voucher and to reset the screen to enter a new Voucher.

One-Time Vendor Invoices

If the invoice being entered is an invoice from a vendor that will not be used again, then utilize the One-Time Vendor feature instead of having to create the Business Partner and Vendor records for a one-time invoice.

When entering a one-time Vendor invoice, the steps are identical to entering a normal invoice, except:

- The vendor code selected must be for a vendor setup as a One-Time Vendor
- The vendor name and address information must be entered via the Address popup that will automatically open. The name and address entered here will print on the check produced for this voucher.

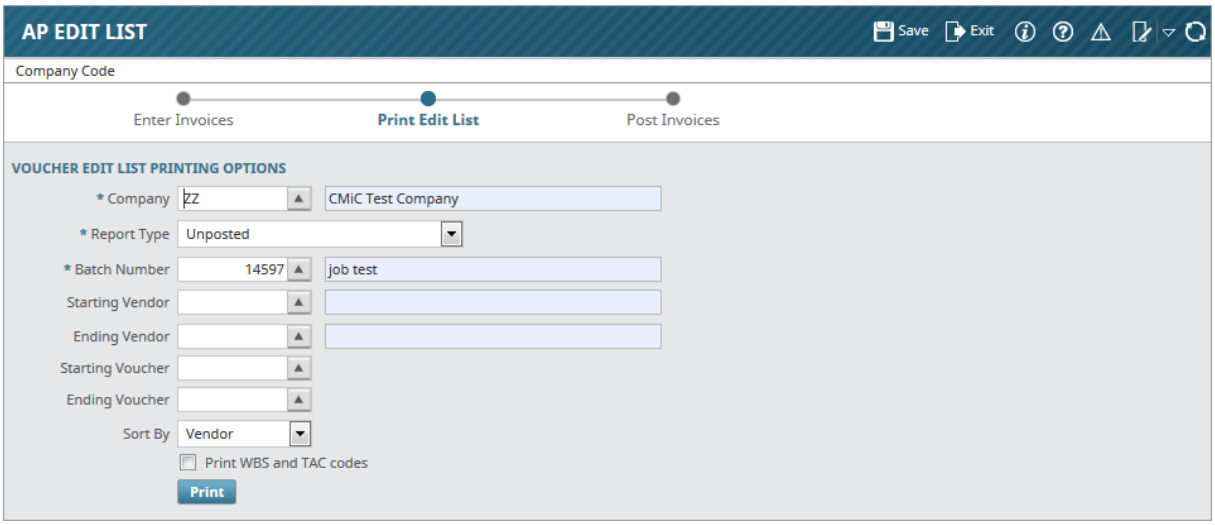
Once the Vendor address popup is exited, an Address Code is created and applied to the voucher. This will make this vendor readily available for selection again, should the need arise. There is a list of names and addresses already used available in the Address popup.

Entering a Foreign Currency Invoice

This type of voucher means that the currency of the vendor does not match the currency of the invoice. In this case, when entering the data, you will need to change both the Currency Code of the voucher and the Cash Account.

The Currency is changed via the **Defaults** tab. There are two ways to change the Currency. First, you may change the cash account of the voucher. You will be warned that the currency differs from the vendor currency, and once you accept the warning, the currency code on the **Default**s tab will automatically change. The second way is to change the currency in on the **Default** tab first. If this method is used, you must return to the voucher and change the Cash account. The Cash account fields will only allow entry of accounts that are associated with bank account and currency entered. The amount entered will be the amount in the invoice currency.

Print Edit List – Screen

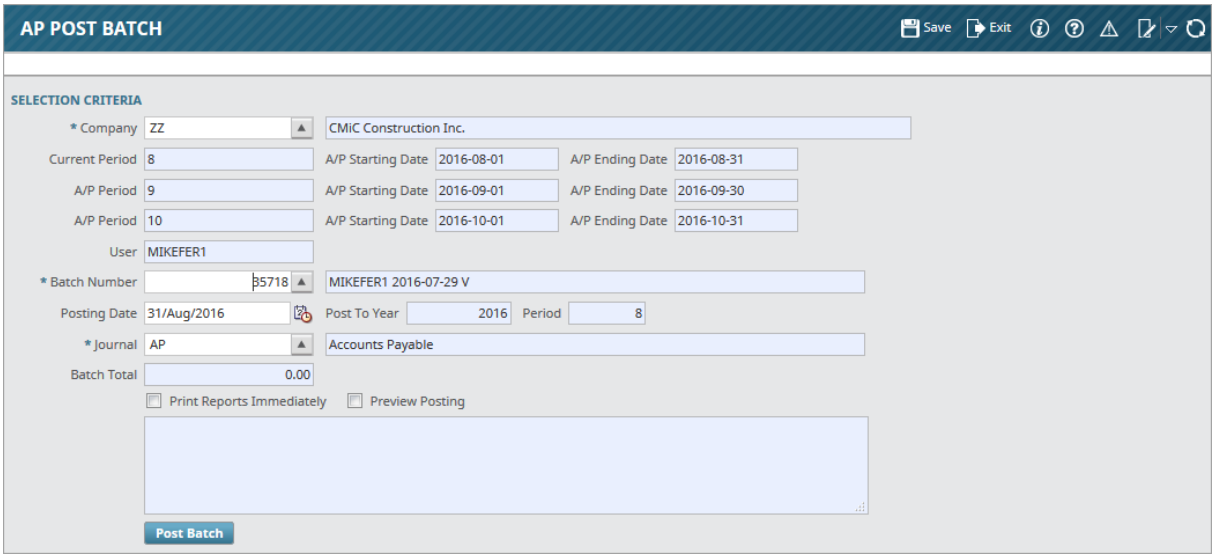


Pgm: VOUCHLST – Voucher/Invoice Edit List

The Edit List should be used to verify the Invoices entered before they are posted, as it is much better to make any corrections before posting. The listing can be printed for the complete Batch, or be limited to specific Vouchers and or Vendors.

Select the Company and Batch required, and enter any required restrictions. The program will automatically assume that the report is being printed for an unposted Batch, but it is also possible to use this report to retrieve information about posted Batches.

Post Batch – Screen



Pgm: APPST – AP Post Batch

When data is entered, it does not immediately update the system, to allow the reviewing and verifying of the entries. Once a Batch has been verified, it is then ready to post (post costs to the GL). Posting does many functions, it updates the AP sub-ledger, it creates General Ledger transactions, and it updates the Job Cost and Equipment sub-ledgers if required.

This screen will automatically default to the users default Company. Verify that the Company Code matches the Company Code of the Batch being posted.

NOTE: If utilizing the Batch Control Total functionality (**Batch Control Total** checkbox checked on **System Defaults** tab of AP Control File), the Batch will only post for users with the "**APBCHAMT**" System Privilege if the Batch amount does not equal the amount specified in the **Control Amount** field (Batch Control Total) when the Batch was created.

The following table provides details about the fields on this screen:

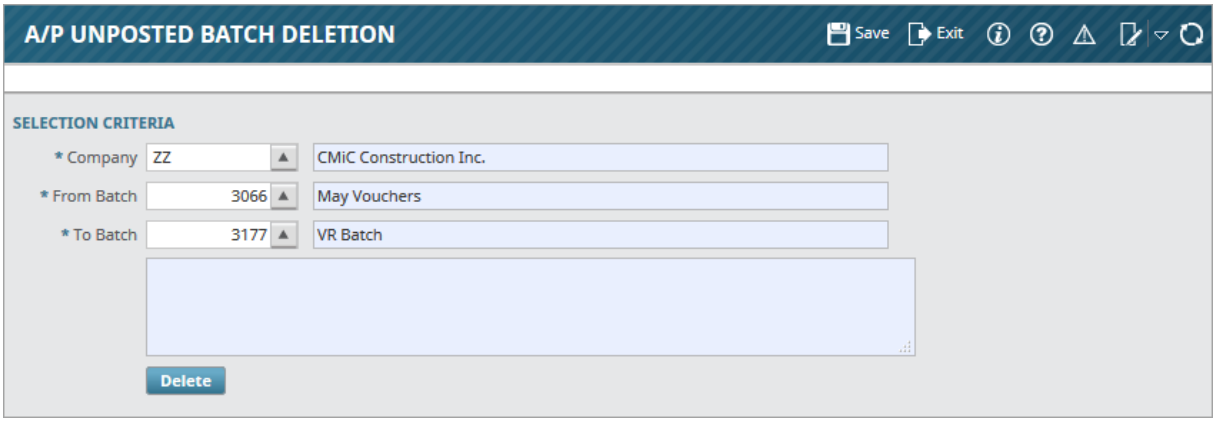
Field	Details
Company	Company for which the Batch of Vouchers is being posted.
Current Period, **A/P Starting Date**, **A/P Ending Date**	The first display-only field displays the current AP Period, as set by the **Current Year and Period** field on the **System Defaults** tab of the AP Control File. The fields to the right display the current period's start and end dates.
A/P Period, **A/P Starting Date**, **A/P Ending Date**	These display-only fields display details about the A/P Period after the Current Period.
A/P Period, **A/P Starting Date**, **A/P Ending Date**	These display-only fields display details about the A/P Period two periods after the Current Period.
User	User ID of person posting Batch.

Batch Number	This field is used to select the Batch of Vouchers to post. The display-only field to the right of this field displays the Batch's name, which by default is composed of three parts: user ID, creation date of Batch, and Batch Type code ("**V**" for Batch of Vouchers).
Posting Date	This is the Posting Date for the Vouchers in the Batch. The General Ledger dispositions and any distributions to sub-ledgers will be processed with this date. The **Post To Year** and **Period** display-only fields to the right of this field display the AP Year and Period for the Posting Date. If the **Default Post Date Into Posting And Check Printing Programs** checkbox is checked on the **System Defaults** tab of the AP Control File, this date will default to the current date if the current date is within the open AP Period, or to the last day of the AP Period otherwise; otherwise, if not checked, no date will default to this field. If the **Allow To Post To Future Periods** checkbox is checked on the **System Defaults** tab of the AP Control File, posting to future periods will be allowed. If the **Check And Post Date In The Same GL Period** checkbox is checked on the **Check** tab of the AP Control File, to post of checks, their Check Date and Post Date must be in the same GL Period.
Journal	The system will default the Journal code from the Accounts Payable control file. The Journal Code is used to group like transactions together so that they can be viewed in the GL under one query. The Journal Code usually represents the sub-ledger.
Batch Total	This display only field displays the Batch's total amount to post.
Print Reports Immediately - Checkbox	Check this box to print the posting report immediately after posting. If left unchecked the posting report will not print during the posting process, but it can be printed at a later time using the Print Posting Reports utility.
Preview Posting - Checkbox	Check **Preview Posting** and press the [**Post Batch**] button to review the posting reports without actually posting the Batch. Once the reports have been verified, the [**Post Batch**] button must be pressed without the **Preview Posting** checkbox checked to actual post the invoices.

[**Post Batch**] – Button

Use this button to initiate the posting process. The display-only text field above this button displays messages about the posting process.

Delete Unposted Batches – Screen



Pgm: DELBATAP – Delete Unposted Batches; standard Treeview path: Accounts Payable > Utilities > Delete Unposted Batches

A Batch can only be deleted if it is not posted, using the Delete Unposted Batches screen, under the Utilities Treeview menu.

This screen is used to remove old, unposted Batches from the system. This routine will remove the Batch and its related unposted transactions from the system. This procedure does not affect any of the sub-ledgers, including the AP ledger, as none of the information deleted was posted.

Only users who have the privilege to see other user's Batches will be able to delete Batches created by other users, otherwise, only those Batches created by the user can be deleted.

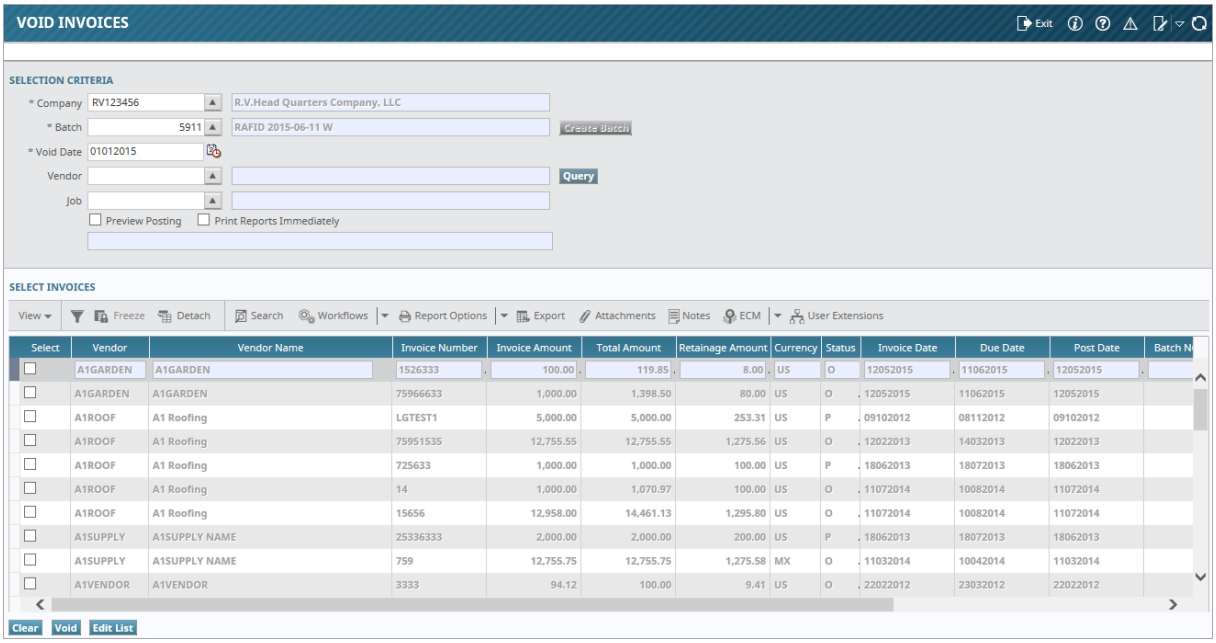
Editing an Existing Invoice

Only an un-posted Invoice can be edited. Editing an Invoice is a simple process. It just needs to first be queried and found in order to make adjustments.

1. Open the Enter Vouchers screen and switch it to Table Mode (Vouchers in Batch listed in Table Mode)
2. Enter the Company and Batch Number
3. Make the adjustments, and if any of the amount fields are changed, adjustments will be required to the distribution as well, so click the [**Re-Calc**] button to bring the distribution in balance with your change.

   You may only change the Department Code on the distribution line for the Accounts Payable account.
4. Save the changes

Void Posted Vouchers



Pgm: APVOUVOD – Void Posted Vouchers; standard Treeview path: Accounts Payable > Voucher > Void Vouchers

Once an Invoice has been posted, it must be voided in order to reverse its distribution to the General Ledger and its sub-ledgers. This screen is used to reverse the distribution of posted Invoices in the Accounts Payable sub-ledger and the General Ledger, and where applicable, the Job, Equipment, Purchase Order, and Subcontract sub-ledgers.

If an Invoice has had retainage released, the retainage invoice must be voided before the original invoice is available for voiding.

Selection Criteria – Section

Company

The user's default Company, specified via the Set User Defaults screen (standard Treeview path: *AP > Setup > Set User Defaults*) will default into this field.

Batch

This is the identifying Batch Number, used to group a set of Vouchers for voiding, and it is initially set to the user's last posted Batch. Its LOV is populated with the user's posted batches, and if the user has the security privilege to see other user's Batches, it is also populated with all posted Batches for the Company.

The display-only field to the right of this field displays the Batch's name, which is composed of three parts: user's name, current date, and Batch Type code (single letter).

[**Create Batch**] – Button

To create a new Batch, clear the **Batch** field and tab or click away from it. This causes the [**Create Batch**] button to become enabled. Click it to create a new Batch and to have its automatically generated number put into the **Batch** field. Also, when a Batch is created, it is associated to the user, assigned a Batch Type code, and a Batch Name is automatically generated for it.

Void Date

This date is the date the reversal will affect the GL and its Sub-ledgers. The system will default the last day of the Current Account Payable year and period.

Vendor

Select a vendor to filter entries by, or leave this field blank to not filter entries by Vendor.

[**Query**] – Button

This button is used to refresh the screen according to this section's (**Selection Criteria**) selected parameters.

Job

Select a Job to filter Invoices by, or leave this field blank to not filter Invoices by Job.

Preview Posting – Flag

Check this box to preview the posting, for verification purposes.

Print Reports Immediately – Flag

Check this box to print the Posting Report immediately after posting; otherwise, it can be printed at a later time using the Print Posting Reports utility.

Select Invoices – Section

Select – Flag

Use the check boxes under the **Select** column to mark the invoices to void. The system will automatically place start the detail section in query mode, enter the required criteria and execute the query. An invoice with an attached memo will not be available for voiding.

[**Clear**] – Button

This button unchecks the **Select** checkbox for all Invoices.

[**Void**] – Button

This button will start the voiding process, which reverses the original transactions posted to the General Ledger and Job Cost and/or Equipment sub-ledgers if required; plus, it marks the invoices as voided.

[**Edit List**] – Button

View the Edit List, for verification purposes, prior to voiding the Batch.

Accrue AP Discounts to Job

The **Discount Allocation Method** for a Voucher's discount is shown on the **Defaults** tab of the Enter Vouchers screen. By default, the method is set to "**AP Discount Department and Account**", which allocates the Voucher's discount to the Department and Account specified by the **Discount** fields on the **Accounting** tab of the Vendor record.

Two additional Discount Allocation Methods are available for Vouchers with a Job Distribution, as detailed by the following sections.

NOTE: A Voucher's discount is actually an 'eligible discount', of which terms are associated, and whether or not the discount is taken is determined during payment processing. As such, the allocation of the discount only shows up on payment posting reports.

Job Department and AP Discount Account – Discount Allocation Method

If the **Job Department and AP Discount Account** Discount Allocation Method is used for a Voucher, the system will allocate the Voucher's discount to the Department associated to the Job selected for the Voucher's Job Distribution and the Discount Account set for the Vendor.

The following table provides details about the required settings for this method:

Screen	Settings
AP Control File	Check the **Use Job Department for Discounts** checkbox on the **Voucher** tab. If checked, and the "**Job Discount Cost Code and Category**" Discount Allocation Method is not being used (**Allocate AP Discounts to Job** checkbox on **System Defaults** tab of AR Control File is not checked), new Vouchers with a Job Distribution will have their Discount Allocation Method automatically set to "**Job Department and AP Discount Account**".

Job Discount Cost Code and Category – Discount Allocation Method

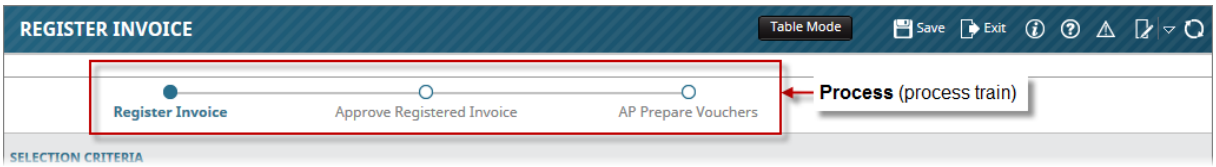
If the **Job Discount Cost Code and Category** Discount Allocation Method is used for a Voucher, the system will allocate the Voucher's discount to the Department associated to the Job selected for the Voucher's Job Distribution and the Discount Account set for the Vendor; also, the **Discount Cost Code** and **Discount Category** set on the **Voucher** tab of the AP Control File will be associated to the allocation.

The following table provides details about the required settings, in various screens, for this method:

Screen	Settings
AR Control File	Check the **Allocate AP Discounts to Job** checkbox on the **System Defaults** tab. If checked, new Customer records will automatically have their **Allocate AP Discounts to Job** checkbox checked, on their **Accounting** tab.
Maintain Customers	As explained above, on the **Accounting** tab of a Customer record, the **Allocate AP Discounts to Job** checkbox must be checked. This checkbox is automatically checked for new Customer records if the AR Control File's **Allocate AP Discounts to Job** checkbox is checked. When a Customer's **Allocate AP Discounts to Job** checkbox is checked, Job's created for the Customer automatically have their **Allocate AP Discounts to Job** checkbox checked on their **Settings** tab.
Enter Job	When a Job record is created for the Customer, if the Customer's **Allocate AP Discounts to Job** checkbox is checked, the Job's **Allocate AP Discounts to Job** checkbox, on its **Settings** tab, will automatically be checked.
AP Control File	The default Cost Code and Category for a discount is set up via the **Discount Cost Code** and **Discount Category Code** fields on the **Voucher** tab of the AP Control File. Also, on the **Voucher** tab, the **Use Job Department for Discounts** checkbox must be checked.

Using Invoice Registration

Overview – Invoice Registry



Sample of Process on Register Invoices screen; standard Treeview path: Accounts Payable > Voucher > Register Invoices

This section covers the screens in the Process[1], shown above, used to enter and approve Registered Invoices, and to convert them into Vouchers so that they can be processed and posted like other Vouchers (i.e. posted via Post Invoices or Post Batches screen).

The Register Invoices screen allows an invoice to be entered as a Registered Invoice in Accounts Payable without entering all of the information and distribution required by a Voucher record. These Registered Invoices are held in suspense until the required information and distribution is known, then they are converted into Vouchers, one at a time or in bulk, and processed like all other Vouchers.

The Invoice Registry also has an approval feature built in, which can be enabled by checking the **Require Approval Of Registered Invoices** checkbox on the **Voucher** tab of the AP Control File.

The **Invoice Series** codes provide a means of sorting and sequencing the Registered Invoices, and they allow for the automatic distributions (whether partial or whole) of those invoices based on their series codes.

Register Invoices

Enter the invoices into the system via the Register Invoice screen. This screen allows the entry of unallocated invoices and holds them in suspense until allocation information is available.

Approve Registered Invoices

If approval of registered invoices is required (this is an optional function), use the Approve Registered Invoices screen to select the invoices for approval.

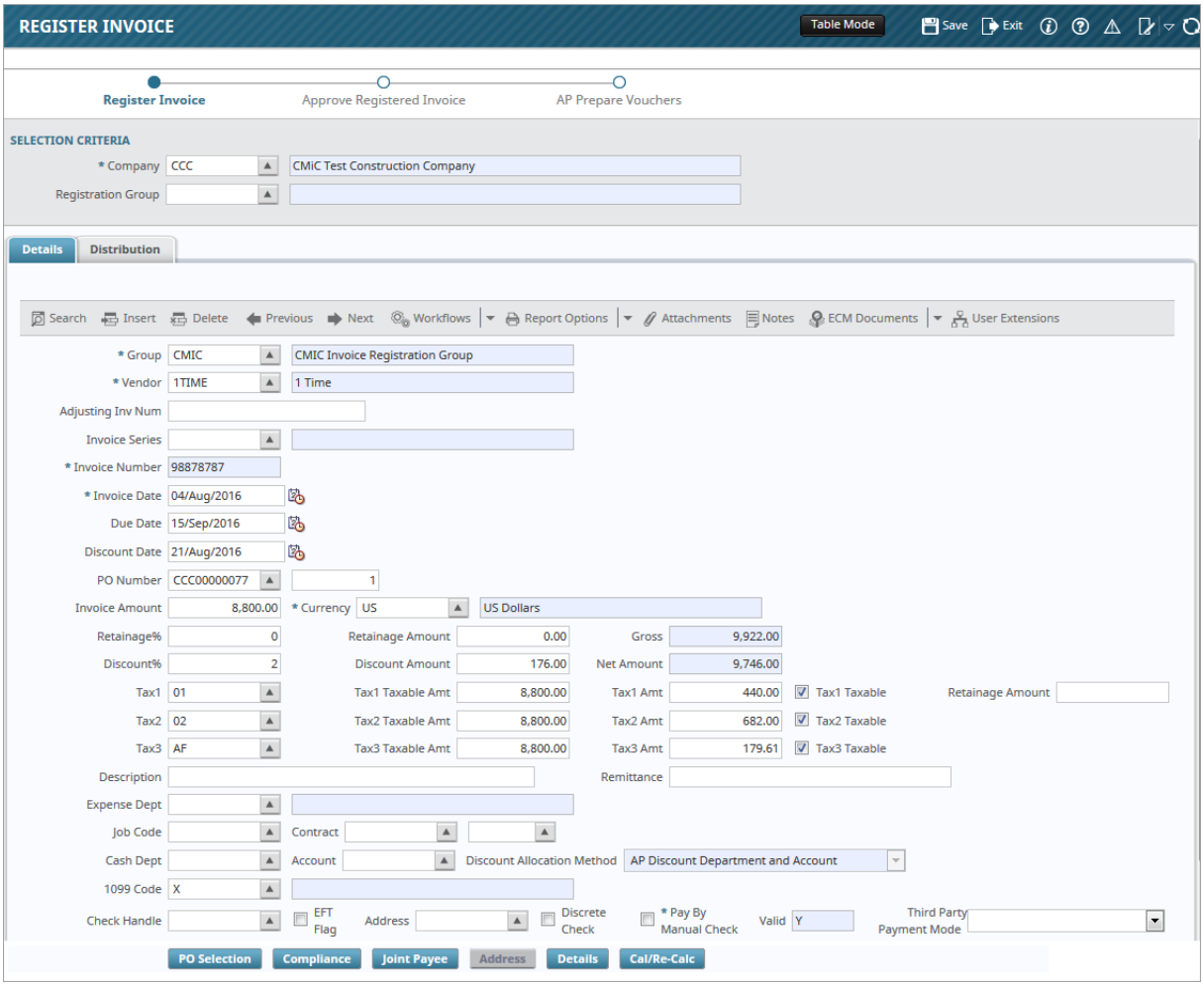
Convert Registered Invoices to Vouchers

Registered Invoices can be converted to Vouchers in bulk by using the AP Prepare Vouchers screen, or one at a time by using the [**Registration**] button on the Enter Vouchers screen.

To convert Registered Invoices to Vouchers in bulk, the Registered Invoices must have had their invoice amounts distributed to the G/L accounts via the Register Invoices screen's **Distribution** tab, since the converted Vouchers are put into a Batch of Vouchers (Batch Type used in Enter Vouchers screen). However, to convert a single Registered Invoice to a Voucher via the Enter Vouchers screen, the distribution info is not required, as it is entered after the Registered Invoice has been converted to a Voucher via the Enter Vouchers screen.

[1] A Process is a CMiC process train.

Register Invoices – Screen



Pgm: APREGINV – Register Invoice

By using the Invoice Registry, users can enter invoices into the system as Registered Invoices, without having to enter all of the required information and distribution. These Registered Invoices are then held in suspense until their required information and distribution is known.

Invoices maintained in the Invoice Registry must be entered against a Registration Group to which the user has access. Once assigned to a group, the details of the invoice can be entered. Invoices entered into the registry require the entry of basic information, such as the Registration Group, Vendor, Invoice Number, Invoice Date, and Currency, but additional details, such as the Description, Check Handling Code, Job Code, and Retainage Percentage, can be entered later.

If the screen is in Form Mode, as shown in the above screenshot, it can be switched to Table Mode to view the list of Registered Invoices in the registry via the [**Table Mode**] button.

Selection Criteria – Section

Company

Select the relevant Company from this field's LOV.

Registration Group

Select the code for the Registration Group to which this invoice belongs, or leave this field blank to not filter invoices by a Registration Group.

Details – Tab

Group

The Registration Group for the invoice.

Vendor

Enter or select the vendor for the invoice being entered. This field's LOV contains all of the active vendors currently on the system.

Adjusting Inv Num

Enter the posted Invoice Number that will be adjusted with this entry. This is to provide a reversal of the original Posted Invoice values, with the new values being posted.

Invoice Series

Enter the Series Codes for the invoice you are entering. The Invoice Series Code provides a means of sorting and sequencing registered invoices as well as providing for the automatic distribution (whether partial or whole) of those invoices.

Invoice Number

Enter the Invoice Number associated with this invoice. This number appears on the Vendors' invoice and it is not the same as the Voucher Number. A Voucher Number will be automatically generated by the system when the Registered Invoice is converted to a Voucher. A Voucher's Voucher Number is used in the backend, and its Invoice Number is used to identify the Voucher in the various AP screens.

Invoice Date

Enter the date associated with the invoice being entered. The system date will default into this field if the AP Control file setting 'Default System Date to Voucher Date' is active. The system will calculate the discount date and the due date based on the Terms code associated with the vendor. Invoices posted in the system can be aged based on either the invoice date or the invoice due date. If the invoice date is used for aging, the date entered in this field will determine the aging for this invoice.

Due Date

Verify/Modify the date this invoice is due for payment. This date is usually printed on the invoice by the supplier, indicating the final date that payment must be received. The system will default the due date based on the payment terms associated with this vendor. Adjust this date if it does not match the date appearing on the vendors' invoice.

Discount Date

Verify/Modify discount date associated with this invoice. The system will default the due date based on the payment terms you have associated with this vendor. Adjust this date if it does not match the date appearing on the vendors' invoice.

PO Number

Enter purchase order number or use the [**PO Select**] button if the voucher is to be matched to a purchase order. The purchase order selection follows the same rules as the voucher entry screen, with the exception that an invalid registered invoice may be created and pulled into voucher entry. If a variance exists upon pressing the [**Create Registered Invoice**] button, when the answer is 'Yes' an invalid AP invoice will be created. This invoice can be pulled into voucher entry, but not pushed.

Invoice Amount

Enter the amount of the invoice, in the currency of the invoice. A valid number between -9,999,999,999 and 99,999,999,999 must be entered in this field ***unless*** you are entering Invoice Line Item details then leave all amounts blank and use the [**Details**] button to enter amounts. After this field is exited the system will calculate and display the holdback amount, the tax amounts, and the gross amount of the invoice, any discount amount applicable, and the net invoice amount due.

Currency

Verify/Modify the currency code for this invoice. The system will default the currency code defined on the Vendor Company Detail screen to this field. Change this currency if it does not match the currency appearing on the vendors' invoice.

Retainage %, Retainage Amount

Verify/Modify the retainage percentage and amount if applicable. If a retainage percentage has been entered on the Vendor Company Detail screen that percentage will default to this field. If retainage is not calculated on this vendors invoice, the system will default a value of 0.00 to this field. The retainage amount field will be updated automatically if the retainage percentage is changed here. The Amount rather than the percent field can also be updated.

Gross

Display-only field, displaying the calculated Gross amount.

Discount %, Discount Amount

Verify/Modify the discount percentage and amount if applicable to this invoice. If a discount percentage has been entered on the Vendor Company Detail screen that percentage will default to this field. The discount amount field will be updated automatically based on the discount percentage in this field. Either the Amount or the percent field can be modified.

Net Amount

Display-only field, displaying the calculated Net amount.

Tax1, Tax2, Tax3 (Tax Codes)

These fields are used to select the taxes that apply to the Invoice. Depending on the type of tax selected in the **Tax1** field, the system may calculate Tax 1 Retainage if Tax 1 is a GST/VAT style tax.

Keep in mind, the system calculates taxes sequentially. Hence, if a tax is calculated on another tax, it is important that you enter the tax codes in the order that you want them calculated, and that you check the **Tax# Taxable** checkbox for taxes that are taxable.

Tax1 Taxable Amt, Tax2 Taxable Amt, Tax3 Taxable Amt (Taxable Amount)

These fields are used to enter the amount that is taxable for the corresponding tax code. If the tax code has its **Freight** and **Tax on Tax** checkboxes checked, the freight amount and all preceding tax charges will be included. These fields are automatically calculated when a Tax Code is selected, but its calculated value can be overridden with a user specified amount.

Tax1 Amt, Tax2 Amt, Tax3 Amt (Calculated Tax Amount)

If tax codes are used, these fields are automatically populated with the tax's amount (overridable).

These fields can be used as an alternative to the Tax Code fields, to enter tax amounts manually.

Tax1 Taxable, Tax2 Taxable, Tax3 Taxable – Checkboxes

These checkboxes are used to indicate that the tax's amount is taxable.

Retainage Amount (Tax 1 Retainage)

This is the amount of Tax 1 that is being withheld due to retainage. This is only applicable for Tax Credit style taxes such as VAT and GST taxes.

Description

Enter a description of the invoice. This field is mandatory if the **Mandatory Voucher Description** checkbox is checked on the **Voucher** tab of the AP Control File.

Remittance

Enter the Remittance description if required.

Expense Dept

Enter an expense department when the distribution is to be to this department only. The AP taxes will be picked up from the department rather than from the vendor. You may not enter both an expense department and a job code.

Job Code

Enter a job code

- To have the job default in the distribution when a 'J' type distribution is to be entered. By doing this only the controlling job and subjobs will be allowed to be entered in the distribution.
- If the voucher is to be distributed to a subcontract payable via accounts payable.
- If the voucher will be entered using the Details entry and should be distributed to this job.
- If the AP control checkbox 'Only Allow Single Job Per Voucher' is checked and this invoice will be entered through Details to the controlling and sub-jobs.
- You will be pulling this registered invoice into a subcontract pay request using the [**Registration**] button (on Enter Voucher screen).
- The Paid When Paid option will be used in voucher entry. PWP will not be used if there is no job code on the voucher header.

Contract (Subcontract & Change Order)

If there is a subcontract associated with this vendor you can select it from the LOV. This will then attach itself to the voucher for editing and posting. The LOV will only show contracts that are marked as Invoiced via AP. The LOV will show the contract, the change order code, the original contract amount, and the remaining amount to be paid (the difference between the original contract and any amounts that have already been paid).

In conjunction with the associated subcontract is the change order number, which is selected via the field to the right of the **Contract** field. If a subcontract and change order number are entered, the Distribution Detail screens will be restricted to only the Job/Cost Code and Categories assigned to the subcontract, if the **Validate Subcontract CostCode/Category Structure** checkbox is checked on the **Other** tab of the AP Control File.

Cash Dept

When users change the default currency, they may enter an appropriate cash department for the currency. This is not a required at the time of invoice registration. But when preparing invoices (push program), validations for currency, department and account will be run and if the voucher currency does not match the cash account department, then users will be required to go back to the registration and change accordingly.

Account

Enter a valid cash account, if the voucher currency is changed at the time of registration entry. The cash department and cash account must together match the voucher currency. As explained under the cash department, the same rules apply here.

Discount Allocation Method

Select a Discount Allocation method.

1099 Code

If relevant, enter the 1099 Code for the invoice. The display-only field to the right of this field displays the code's full name.

Check Handle

Select a Check Handle if the vendor's address to print on the payment is to be the address associated to a Check Handle; otherwise, select the vendor's address via the **Address** field.

The Check Handling code may have defaulted from the Company's default setup

EFT Flag

If the vendor is setup to be paid by EFT (electronic funds transfer) payments, this checkbox should be checked. This checkbox can be unchecked if required, indicating that this particular invoice is to be paid by check.

Address

Used to select an Address record for the Vendor.

Discrete Check

Check this box, if a separate check is required for this invoice. Typically the system will combine all outstanding invoices for a vendor onto a single check. Using the Discrete Check feature, a single vendor may have multiple checks generated on a single check run. Leave this box blank if this invoice can be combined with other outstanding invoices to generate a single check for this vendor during payment selection and check printing.

Pay by Manual Check

Check this box, if this invoice must be paid by manual check. The default value is unchecked.

Valid

This field displays "**Y**" if the distribution entered via the **Distribution** tab is correct and matches the invoice header amount, and it displays "**N**" otherwise. This field's default value is "**N**", and it changes to "**Y**" after the distribution has been entered, saved, and validated via the [**Validate**] button on the **Distribution** tab.

Third Party Payment Mode

If the vendor is setup for third party payment mode and if, this invoice needs to be paid by third party payment mode, then select a valid value from the list.

[**PO Selection**] – Button

For details, please refer to the following subsection: *Processing Invoices > Enter Vouchers – Screen > [PO Selection] – Button*.

[**Compliance**] – Button

For details, please refer to the following subsection: *Processing Invoices > Enter Vouchers – Screen > [Compliance] – Button*.

[**Joint Payee**] – Button

If at the time of entering the voucher it is known that the payment will either be split among multiple payees or that the check will be written to co-signatures, this information can be entered via this button's popup.

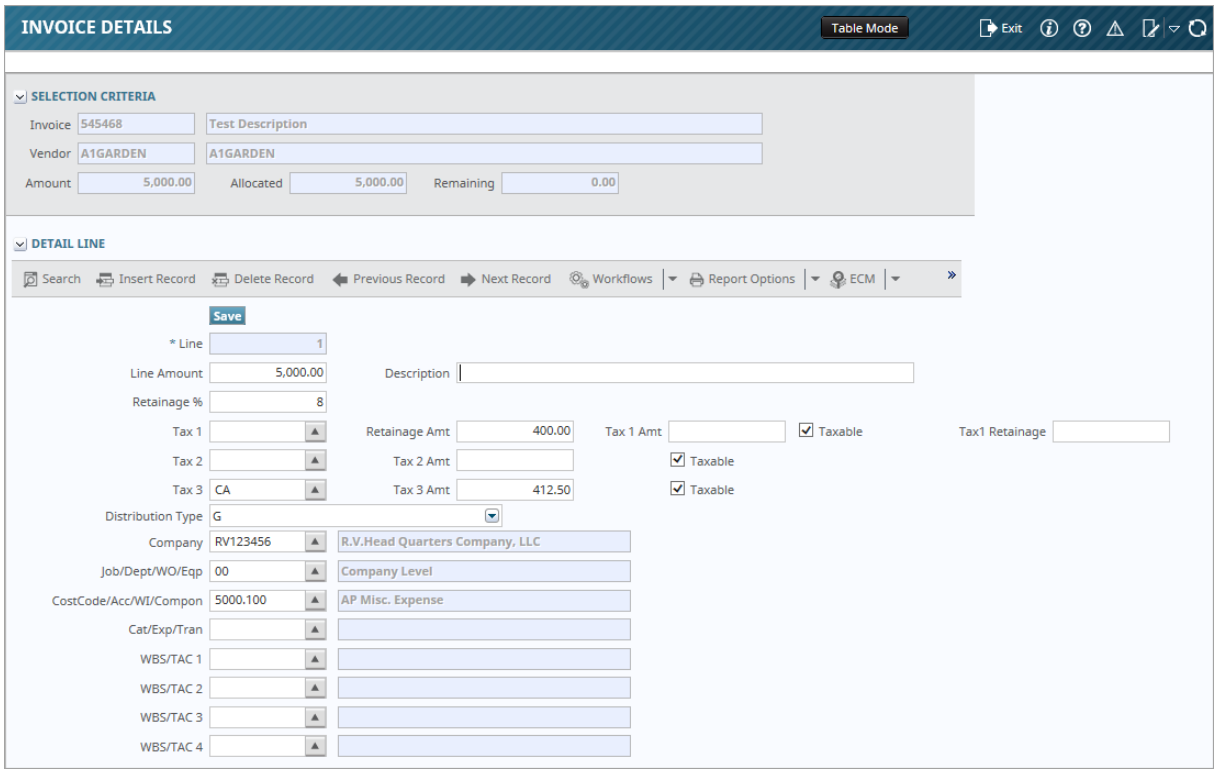
Via the popup, enter the payee's name and the dollar amount to be paid. The popup will not allow you to enter an amount greater than the Net Amount of the voucher or a null value.

For further details about joint payees, please refer to the *Pre-Lien Vendors & Joint Payees* section in this manual.

[**Address**] – Button

Only use this button to select an address code for this invoice if the 'remit to' address is not the same as the vendor's main address.

[**Details**] – Button



Pgm: APINVOICEDETAILS – Invoice Registry Details popup

This button's popup is used to view the details of a Line Item. This option must be used before any amounts have been entered, as this option will calculate backwards, and fill in the Invoice Header from the details entered here. This option allows you to enter the Retainage Percent, Tax Codes and Tax Amounts applicable on each line of the invoice rather than as overall for the complete Invoice.

Depending on the Control file flag 'Allocate Items in Registry Details' this window will require that Inventory Items be entered or not. The taxes will default depending on the flag setting. If the Allocate Items in Registry Details flag is checked then inventory item taxes will default for inventory items and non-stock items, and will default from the vendor for the free form items. Inventory item taxes supersede all other tax setups. If no taxes are set at the inventory level the tax fields will report as null. If the 'Allocate Items In Registry Details' flag is unchecked the tax will default from the job for a "J" type line, from the vendor for a "G" type line, from the dept. associated with the home location of the equipment for

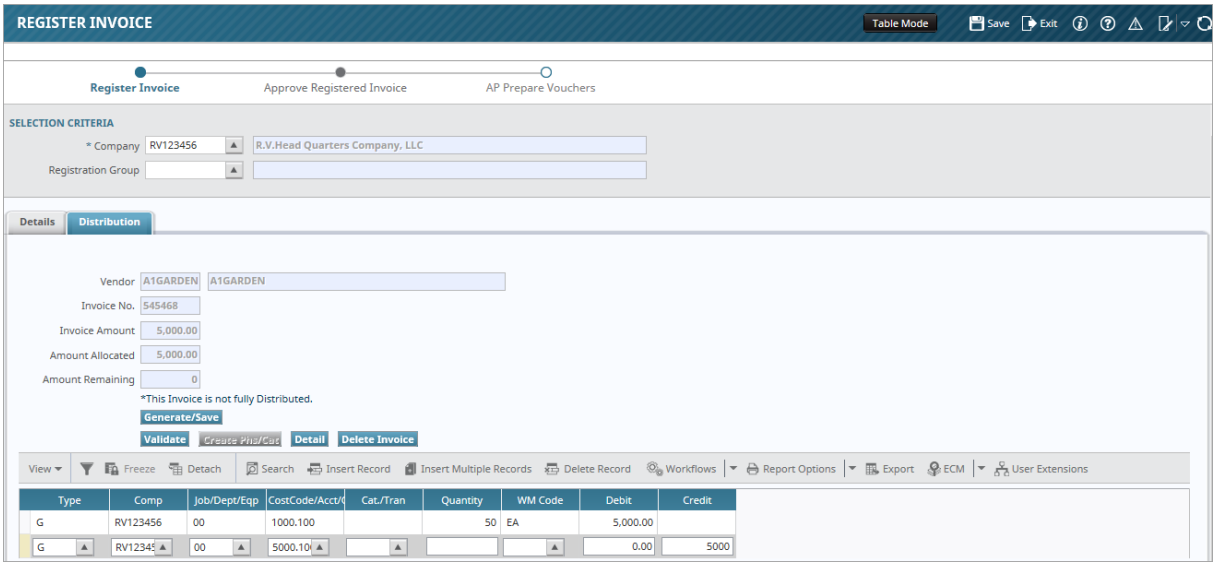
an “E” type line. A “W” type distribution line will default the taxes as based on the work order type of “J”, “G” or “E” type.

If the **Allow Only Single Job per Voucher** checkbox is checked on the **Voucher** tab of the AP Control File, the invoice must be entered using the Invoice Registry Details popup.

[**Cal/Re-Cal**] – Button

If the Voucher has been distributed, but an amount change requires that it be re-calculated, use this button. A prompt will ask you if you wish to delete the existing distribution. Click [**Yes**] to re-calculated it.

Distribution – Tab



This tab cannot be used to enter the distribution for this invoice until its Line Item details have been entered and saved via the [**Details**] button on the **Details** tab.

You do not have to make any entries on this tab in order to register an invoice. The invoice allocation is only required when you convert the invoice into a voucher. Distribution types allowed in the Invoice Registry are ‘G,’J’,’E’ and ‘W’.

For details on entering an allocation, please refer to the following subsection: *Processing Invoices > Enter Vouchers – Screen > [Distribution] – Button*.

[**Generate/Save**] – Button

Used to generate and save the entered distribution.

[**Validate**] – Button

Use this button to ensure that the entered distribution is correct and matches the invoice header amount. If the validation passed, the ‘Valid’ flag on the registry header will be set to Y. If the validation fails the system will display a message indicating what is causing the validation to fail.

[**Create Phs/Cat**] – Button

This button can be used to create new Cost Codes (Phase Codes) and Categories on the fly.

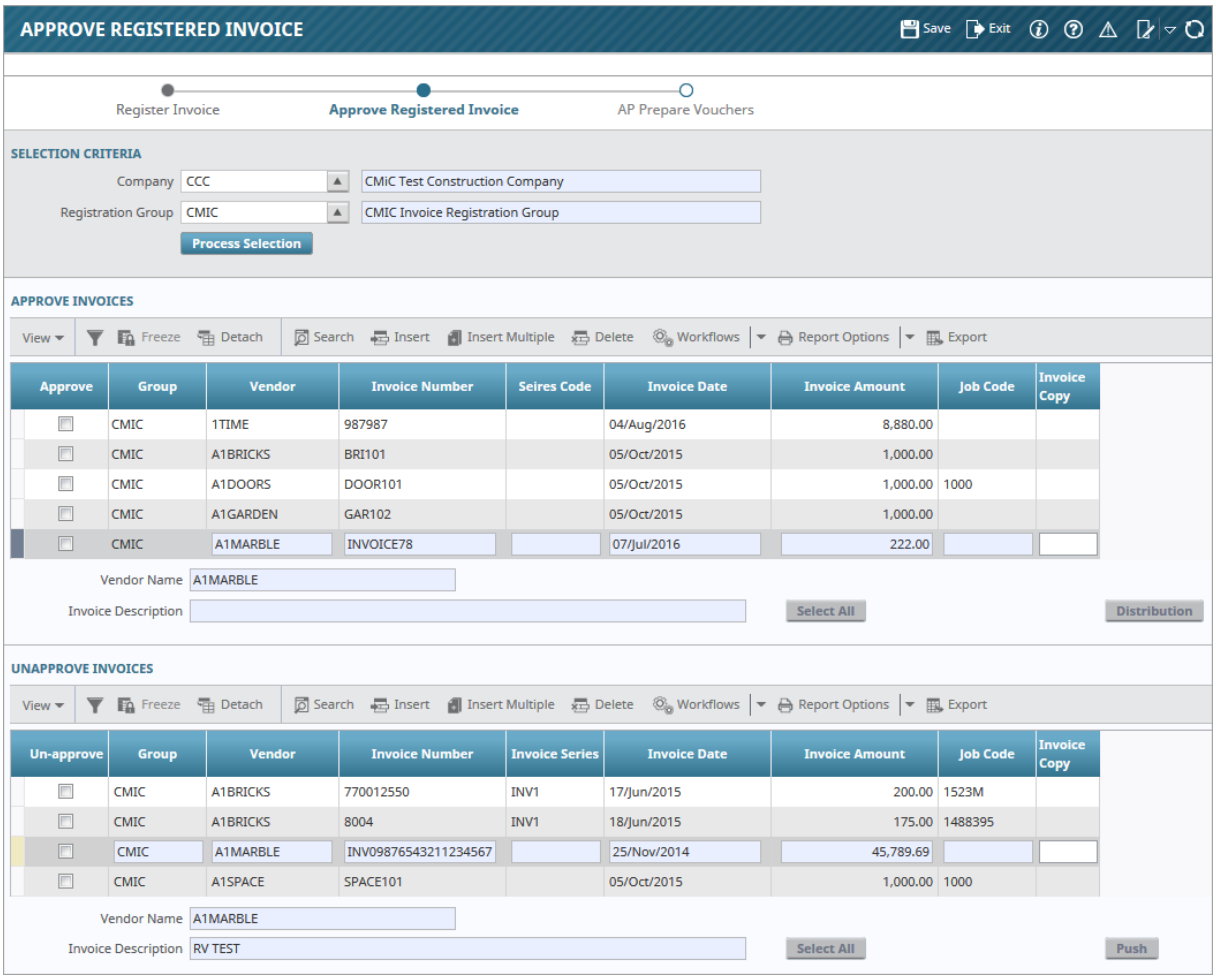
[**Detail**] – Button

This button’s popup is used to view the distribution details, and if necessary, to edit the **Bill Rate**, **Bill Amount** and **Trade Code** fields of the distribution.

[**Delete Invoice**] – Button

If for some reason you want to remove the invoice while on this tab, this button will do this for you.

Approve Registered Invoices – Screen



Pgm: APINVAPR – Approve Registered Invoices

This step is required if the **Require Approval Of Registered Invoices** checkbox is checked on the **Voucher** tab of the AP Control File. The system will give a message if this screen is accessed when approvals are not required.

This screen is used to approve Registered Invoices so that they can be converted into Vouchers. Both valid (fully distributed) and non-valid (invoices requiring a partial or full distribution) Registered Invoices can be approved.

Selection Criteria – Section

Registration Group

Enter the registration group associated with the invoices being approved. Only Registration Groups to which the user belongs can be entered into this field.

Move to the Approve Invoices block, use this block to select the invoices to be approved. This block is in query mode and the system automatically retrieves all invoices within the registration group selected. If you wish to find a specific invoice (or set of invoices) execute a specific query on one or more of the fields contained within this block.

[**Process Selection**] – Button

Click to approve the selected Invoices in the **Approve Invoices** section, or to unapproved Invoices selected in the **Unapprove Invoices** section.

Approve Invoices – Section

To approve Invoices, select the ones to approve via their **Approve** checkbox and click [**Process Selection**].

Approve – Checkbox

Check an Invoice's Approve checkbox to mark it for approval via the [**Process Selection**] button.

Invoice Copy (Y/N)

This field is only used for reference purposes to indicate if the approver will require a copy of the vendor's invoice in order to convert the Registered Invoice into a Voucher. If a copy is required, enter "**Y**", otherwise enter "**N**".

Unapprove Invoices – Section

This section is used to 'un-approve' an Invoice that has previously been approved. It lists all of the approved and open Registered Invoices in the system.

To un-approve Invoices, select them via their **Un-approve** checkbox and click [**Process Selection**].

Un-approve – Checkbox

Check an Invoice's Approve checkbox to mark it for approval via the [**Process Selection**] button.

Invoice Copy (Y/N)

This field is only used for reference purposes, to indicate if the approver will require a copy of the vendor's invoice in order to convert the Registered Invoice into a Voucher. If a copy is required, enter "**Y**", otherwise enter "**N**".

Converting Registered Invoices to Vouchers

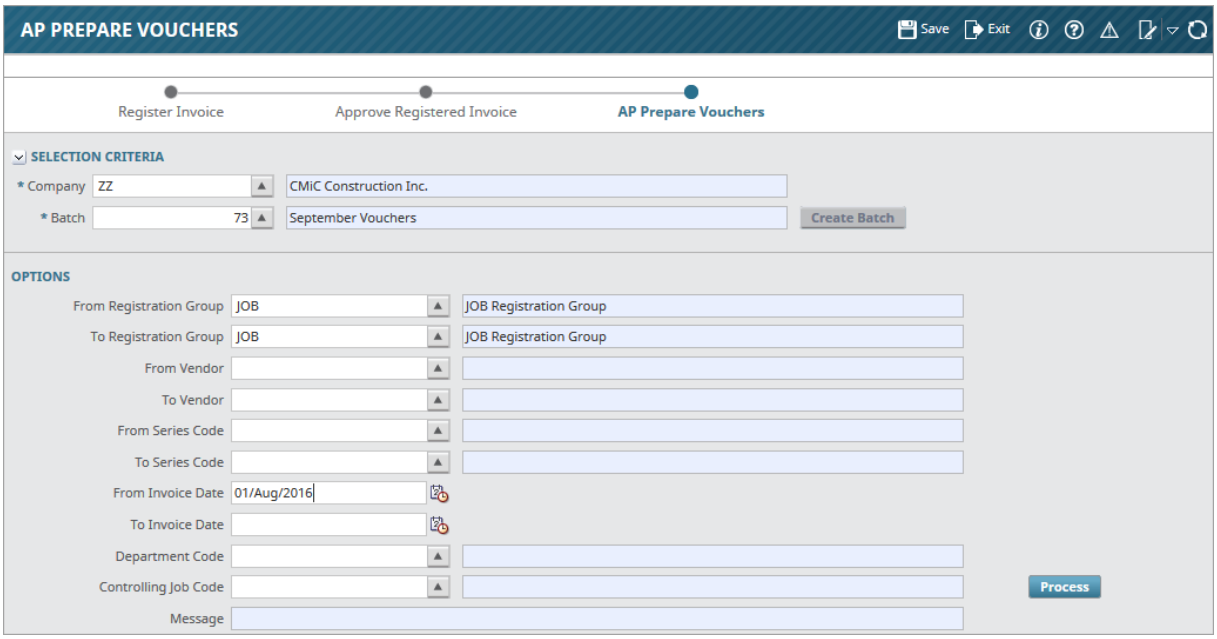
In order to post Registered Invoices to the General Ledger, they must first be converted to Vouchers, then the Vouchers can be posted in the same way as other Vouchers (i.e. posted via Post Invoices or Post Batches screen).

Registered Invoices can be converted to Vouchers in bulk by using the AP Prepare Vouchers screen, or one at a time by using the [**Registration**] button on the Enter Vouchers screen.

Preconditions

To convert Registered Invoices to Vouchers in bulk, the Registered Invoices must have had their invoice amounts distributed to the G/L accounts via the Register Invoices screen's **Distribution** tab. However, to convert a single Registered Invoice to a Voucher via the Enter Vouchers screen, the distribution info is not required – it is entered after the Registered Invoice has been converted to a Voucher via the Enter Vouchers screen.

AP Prepare Vouchers – Screen (Bulk Conversion to Vouchers)



Pgm: APRGPUSH – Prepare Vouchers from Invoice Registry

This screen is used to convert Registered Invoices to Vouchers in bulk, and to put them into a Batch of Vouchers (Batch Type used in Enter Vouchers screen) that can be processed and posted like other Batches of Vouchers.

Before conversion, however, the Registered Invoices must have been approved (if applicable), and have had their invoice amounts distributed to the G/L accounts via the Register Invoices screen's **Distribution** tab.

Enter the Company Code, and create a Voucher Batch via the [**Create Batch**] button if required. Then, enter the parameters to select the desired Registered Invoices via the **Options** section, using the following details about how the parameters are used:

Parameter	Operation Details
From Registration Group	If left blank, taken to be first Registration Group, by code.
To Registration Group	If left blank, taken to be last Registration Group, by code.
From Vendor	If left blank, taken to be first Vendor, by code.
To Vendor	If left blank, taken to be last Vendor, by code.
From Series Code	If left blank, taken to be first Series Code, by code.
To Series Code	If left blank, taken to be last Series Code, by code.
From Invoice Date	If left blank, Registered Invoices are not filtered out by this parameter.
To Invoice Date	If left blank, Registered Invoices are not filtered out by this parameter.
Department Code	If left blank, Registered Invoices are not filtered out by this parameter.
Controlling Job Code	If left blank, Registered Invoices are not filtered out by this parameter.

Once all the information is correct, use the [**Process**] button to start the conversion. The **Message** display-only field will display messages about the conversion.

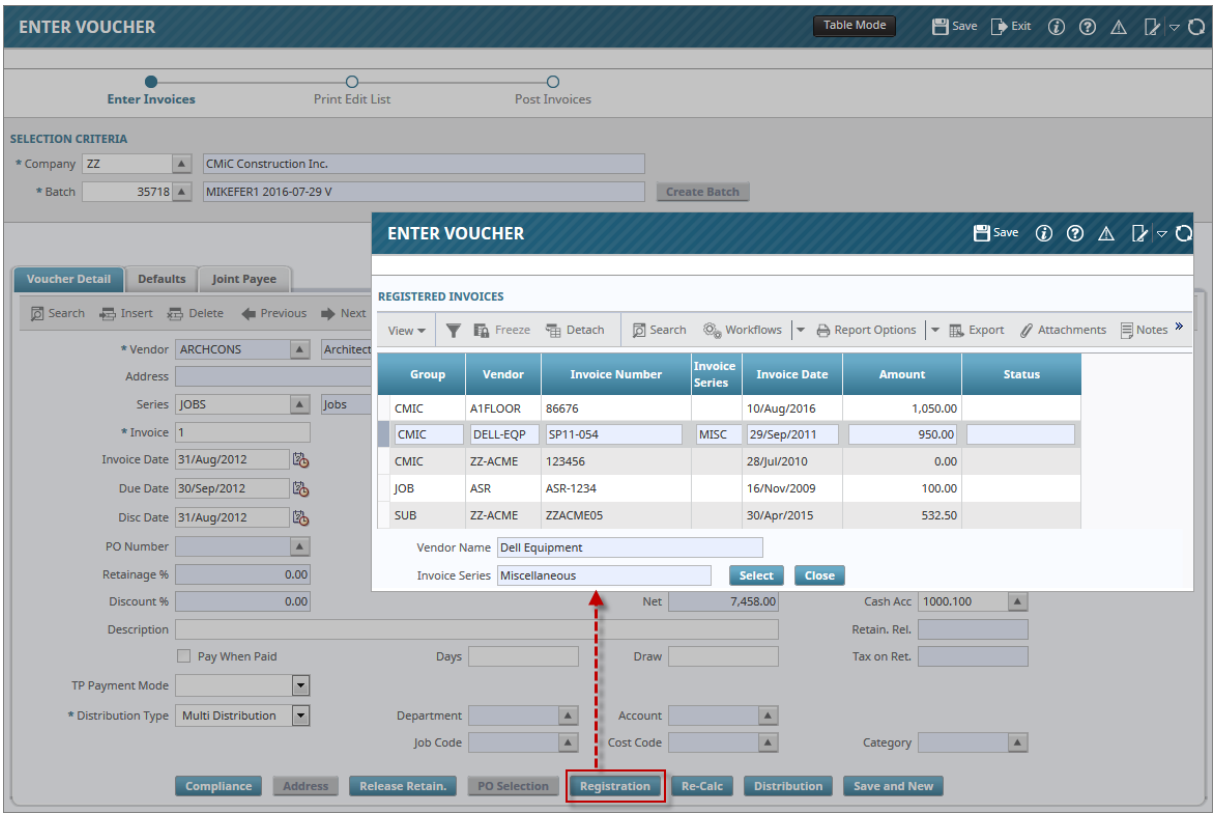
NOTE: If approvals are required, and Registered Invoices that are not valid due to partial or no distribution have been included due to the selection parameters, the conversion process will not be allowed until the non-valid invoices have valid distribution or have been un-approved.

Once the process is complete, the converted Registered Invoices will be available as Vouchers in a Voucher Batch that can be processed via the Enter Vouchers screen.

To verify the conversion, use the Print Edit List screen, which is available via the Process (process train) along the top of the Enter Vouchers screen.

After the conversion, if modifications to the Voucher or to the Voucher Batch are required, use the Entry Vouchers screen.

Enter Voucher – Screen (Single Conversion to Voucher)



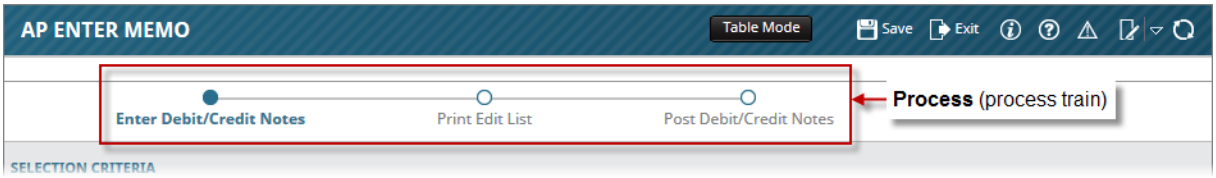
Pgm: VOUCHENT – Enter Vouchers screen's Registered Invoices popup

To convert a Registered Invoice into a Voucher, one at a time, go to the Voucher Entry screen and either select an existing Batch, or create a new Batch to pull it into. Then, press the [**Registration**] button to launch the Registered Invoices pop-up that lists all Registered Invoices available for conversion (**NOTE**: If approvals are required, only approved Registered Invoices will be listed). Next, select the desired Registered Invoice and click [**Select**] to convert it to a Voucher, and to put the Voucher into the selected **Batch** on the Enter Voucher screen.

At this point, it is possible to modify any of the amounts and to complete the General Ledger allocation. If a cost allocation had been assigned during invoice registration, or the Invoice Series Code carried an allocation, the system would retrieve that portion of the allocation when the Distribution popup is launched. For those using the Subcontract Management application, Registered Invoices can also be allocated within the Subcontract Management module.

Enter Debit/Credit Memos

Overview – Debit/Credit Memos



Sample of Process on Enter Debit/Credit Memos screen; standard Treeview path: Accounts Payable > Voucher > Enter Debit/Credit Memos

This section covers the screens in the Process, shown above, used to enter Debit/Credit Memos, verify them, and to post them.

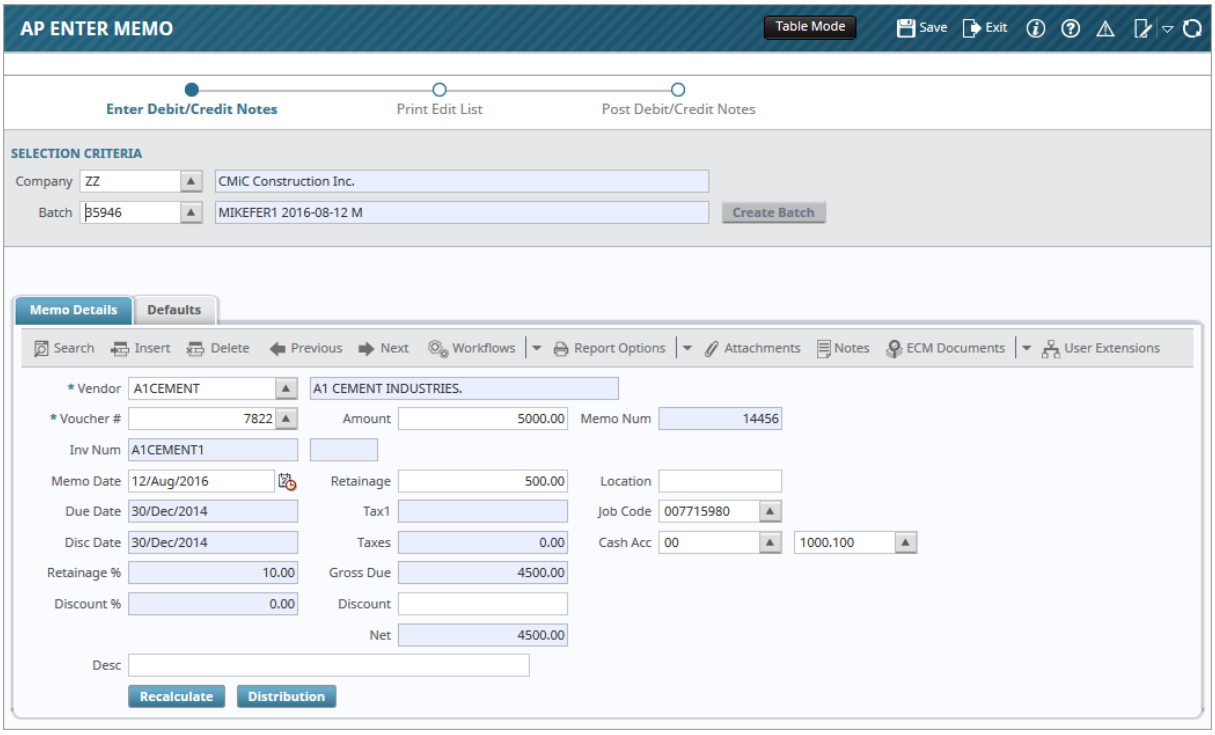
Credit notes are normally entered when a supplier sends a negative invoice (usually on a special "credit note" form). Since the supplier has made an error that materially affects your purchase, a credit note is issued to formally correct the mistake. Credit notes differ from adjustments because they are formal documents affecting the General Ledger, and are recorded by both parties (you and the vendor).

Memo Entry Procedure

Entering a Memo/Credit Note basically follows the same steps as entering the original Invoice. The difference is that the screen being utilized is the Enter Debit/Credit Memos screen, and instead of having to re-enter all of the invoice information, the user only has to enter the dollar amount of the memo and match it to the original invoice. The following are the required steps:

1. Select/Create an Memos Batch
2. Enter Credit/Debit Memo Details
3. Print Edit List
4. Post Batch
5. File Audit Trail

Enter Debit/Credit Memos – Screen



Pgm: VMEMOENT – Memo/Credit Note Entry

This screen is used to enter credit or debit memos (notes) received from your vendors. Credit notes are usually adjustment invoices sent by suppliers, and they are usually for negative dollar amounts. They are often referred to as "Credit Memos". They differ from Voucher Adjustments, because in the case of a credit note, the supplier is sending the purchaser a formal notice of the change. Adjustments are more properly made by the purchaser as an internal correction (for data entry errors, etc.) and are not necessarily accompanied by formal documentation. A memo will be a separate line item on the vendor's account and on reports. An adjustment will only affect the General Ledger and not the Vendor balance.

Selection Criteria – Section

Select the relevant **Company**, and select a **Batch** or create a new. To create a new Batch, clear the **Batch** field, tab or click away from it to enable the [**Create Batch**] button, then click [**Create Batch**].

Memo Details – Tab

This tab is used to enter or edit a Credit/Debit Memo's basic details.

To add a new Credit/Debit Memo to the Batch, click the Block Toolbar's [**Insert**] button; and to remove one from the Batch, click [**Delete**].

Vendor

Select the Vendor associated with the Credit/Debit Memo being entered. The display-only field to the right of this field displays the vendor's name.

Voucher #, Inv Num

The **Voucher #** field's LOV lists all posted Vouchers for the Vendor. In the popup, the **Number** column displays a Voucher's Voucher Number (automatically generated by system and used in the backend) and the **Invoice Code** column displays the Voucher's Invoice Number, which is used to identify Vouchers.

Select the Voucher associated with the credit note being entered via the **Voucher #** field and its Invoice Number will be displayed by the **Inv Num** display-only field.

Since the credit note adjusts a previously entered Voucher, the entry of the original Voucher Number and Invoice Code is mandatory, as the system will then display the outstanding amount due on the Voucher being credited.

Amount (Memo)

Enter the amount of the Credit Memo. A positive amount will increase the liability, and a negative amount will decrease the liability.

If the adjustment is for retainage only, enter a 0 in this field and the retainage adjustment in the **Retainage** field below.

If the adjustment is for taxes only, enter a 0 in this field and use the **Defaults** tab to enter the tax change.

Memo Date

Enter the date for the Credit Memo. This date will be used for aging of the Credit Memo, but not for the General Ledger distribution, which will use the date of record entered when the batch is posted. As a result, it may be desirable to enter only credit notes for the same fiscal period within the same batch.

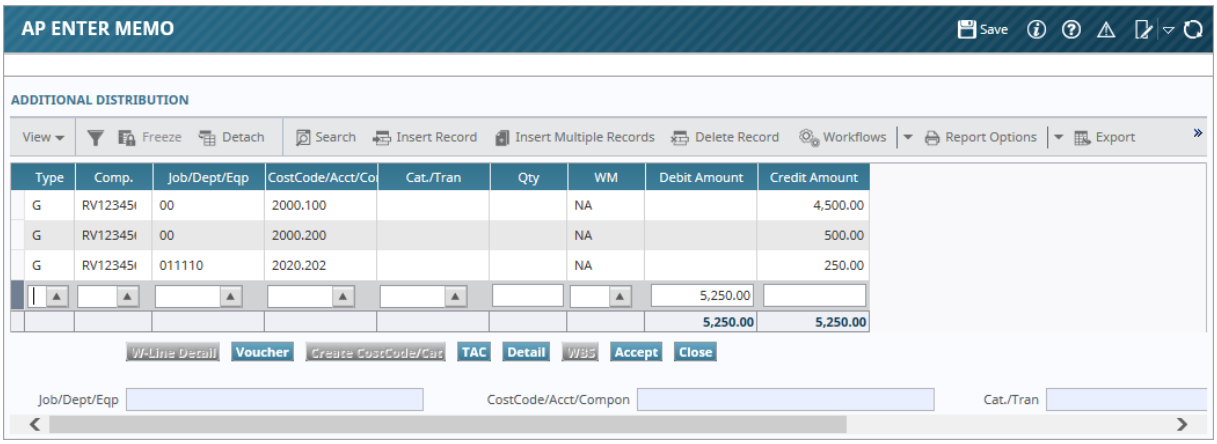
Desc

This text field is used to enter a descriptive reference for each memo.

[**Recalculate**] – Button

If the Memo has been distributed, but an amount change requires that it be re-calculated, use this button. A prompt will ask you if you wish to delete the existing distribution. Click [**Yes**] to re-calculate it.

[**Distribution**] – Button



Pgm: VMEMOENT – Memo (Credit/Debit Note) Distribution

Enter the disbursement information for the General Ledger, Job Cost and Equipment Cost or Preventive Maintenance Ledgers for this memo. The system will automatically debit the vendor's Accounts Payable account and then wait for the operator to enter the required expense disbursement.

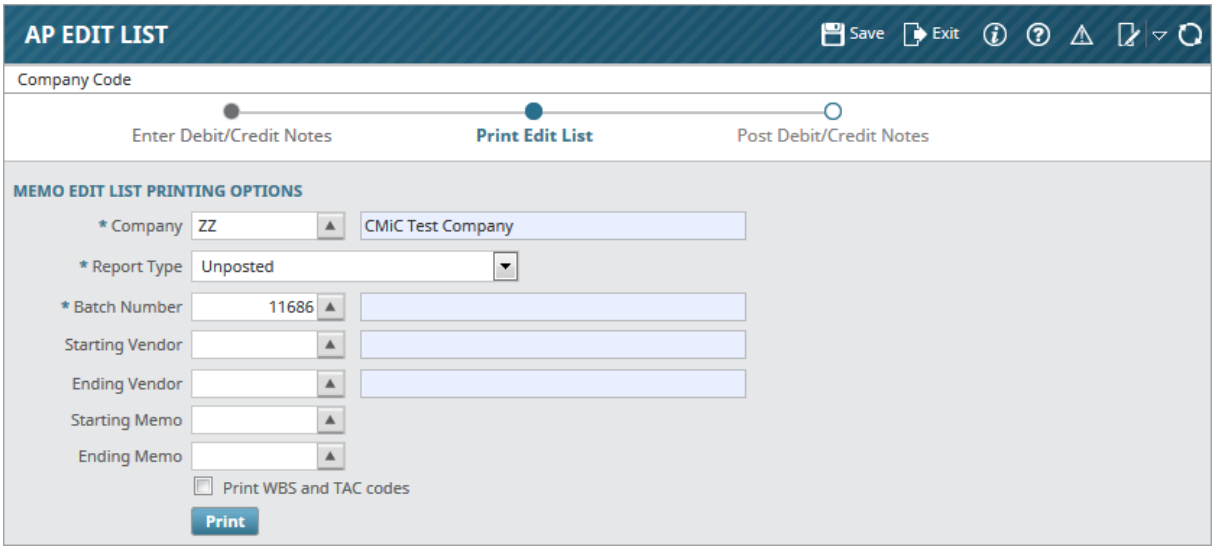
For further details about this popup, please refer to the following subsection: *Processing Invoices > Enter Vouchers – Screen > [Distribution] – Button*.

Defaults – Tab

This tab is used to edit the Memo's taxes and retainage.

For further details about this tab, please refer to the following subsection: *Processing Invoices > Enter Vouchers – Screen > Defaults – Tab (Override Vendor's Defaults).*

Print Edit List – Screen

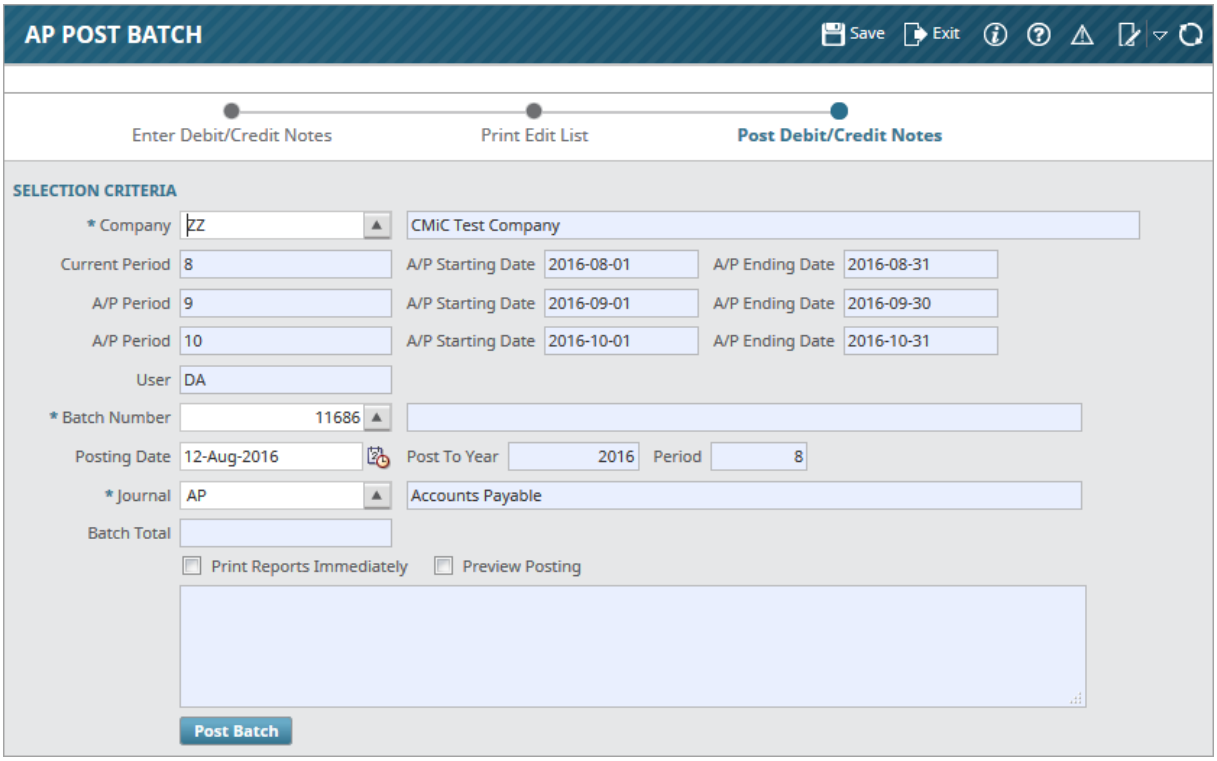


Pgm: Print Edit List (APEDITLIST)

The Edit List should be used to verify the memos entered before they are posted. It is much better to make any corrections before posting. The listing can be printed for the complete batch, or be limited to specific memos or vendors.

Select the relevant Company and Batch, and enter any required restrictions via the parameters. This screen assumes that the report is being generated for an unposted Batch, but it can be generated to retrieve information about posted Batches.

Post Debit/Credit Notes – Screen



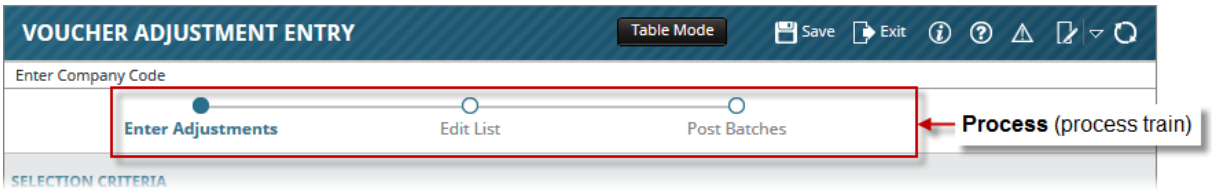
Pgm: Post Debit/Credit Notes (AP Post Batches – APPST)

Posting the Batch of Memos is done via the standard AP Batch Posting screen (APPST).

For details about this screen, please refer to the following subsection: *Processing Invoices > Post Batch – Screen*.

Adjusting Posted Vouchers

Overview – Adjusting Posted Vouchers



Sample of Process on Voucher Adjustment Entry screen; standard Treeview path: Accounts Payable > Voucher > Adjust Distributions.

This section covers the screens in the Process, shown above, used to enter Voucher Adjustments into a Batch, verify them, and to post the Batch.

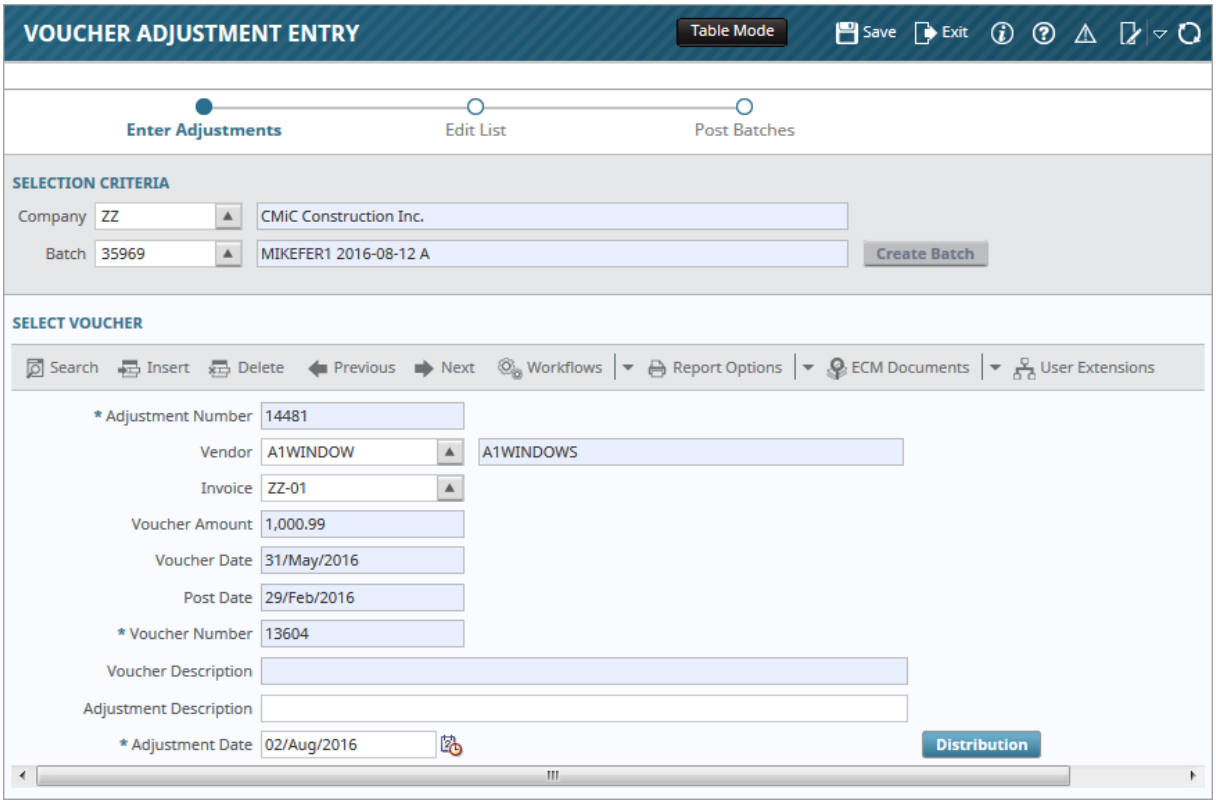
Voucher Adjustments are used to change posted Voucher information entered incorrectly. Adjustments only affect the General Ledger system and the costing applications; they do not affect the accounts payable balances. Adjustments are usually entered without any formal notification from the vendor. If the adjustment to the Voucher is a dollar amount requiring a change to the vendor's outstanding balance and new G/L dispositions, it would be entered as a Credit/Debit Memo.

Voucher Adjustment Procedure

The adjustment process consists of the same steps used when entering a Voucher or a Credit/Debit Memo. The difference is that the only information needing to be entered or edited is on the distribution popup of the Enter Adjustments screen. The following are the required steps:

1. Select/Create an Adjustment Batch
2. Enter Adjustment Detail
3. Print Edit List
4. Post Batch
5. File the posting reports

Voucher Adjustment Entry – Screen



Pgm: VOUADJ – Voucher/Invoice Adjustment; standard Treeview path: Accounts Payable > Voucher > Adjust Distributions

Use this screen to edit the G/L distribution for previously posted Vouchers. If you wish to remove a Voucher completely, use the Void Voucher screen. If you want to adjust the actual Voucher Amount, use the Memo Entry screen.

Voucher adjustments are normally used to make corrections that do not require notification to the supplier. If a credit or debit note has been received from the supplier for this correction, or if you have to send notice to the supplier for this adjustment, use the Enter Debit/Credit Memos screen. Additional distribution lines will be appended to the original distribution lines rather than replace them.

Selection Criteria – Section

Select the relevant **Company**, and select a **Batch** or create a new. To create a new Batch, clear the **Batch** field, tab or click away from it to enable the [**Create Batch**] button, then click [**Create Batch**].

Select Voucher – Section

This section is used to add the posted Vouchers that require adjustments to the selected Batch, via the Block Toolbar's [**Insert**] button. It is also used to remove posted Vouchers from the Batch, via the [**Delete**] button.

If more than one adjustment is being entered in the Batch, they should all be within the same fiscal period, as there is only one post date for the entire Batch.

Adjustment Number

Display-only field, displaying automatically generated number to identify the adjustment.

Vendor, Invoice

Select the Vendor for the Voucher to be adjusted, and then select the Voucher's identifying Invoice Number.

Voucher Amount

Display-only field, displaying the posted Voucher Amount.

Voucher Date

Display-only field, displaying the date the Voucher was created.

Post Date

Display-only field, displaying the Voucher's Post Date.

Voucher Number

Display-only field, displaying the Voucher's identifying Voucher Number.

Voucher Description

Display-only field, displaying the entered description for the Voucher.

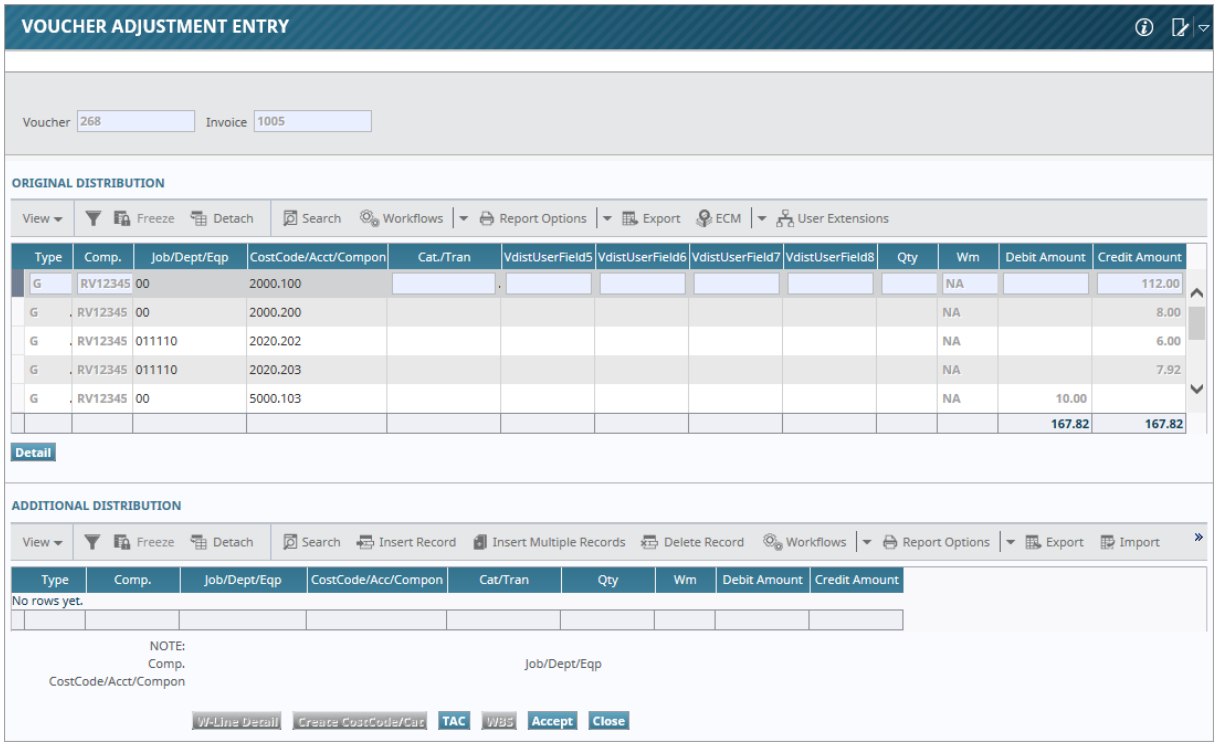
Adjustment Description

Enter a description for the adjustment that you are defining. The description can be up to 60 alphanumeric characters in length.

Adjustment Date

Date Voucher was adjusted via this screen.

[**Distribution**] – Button

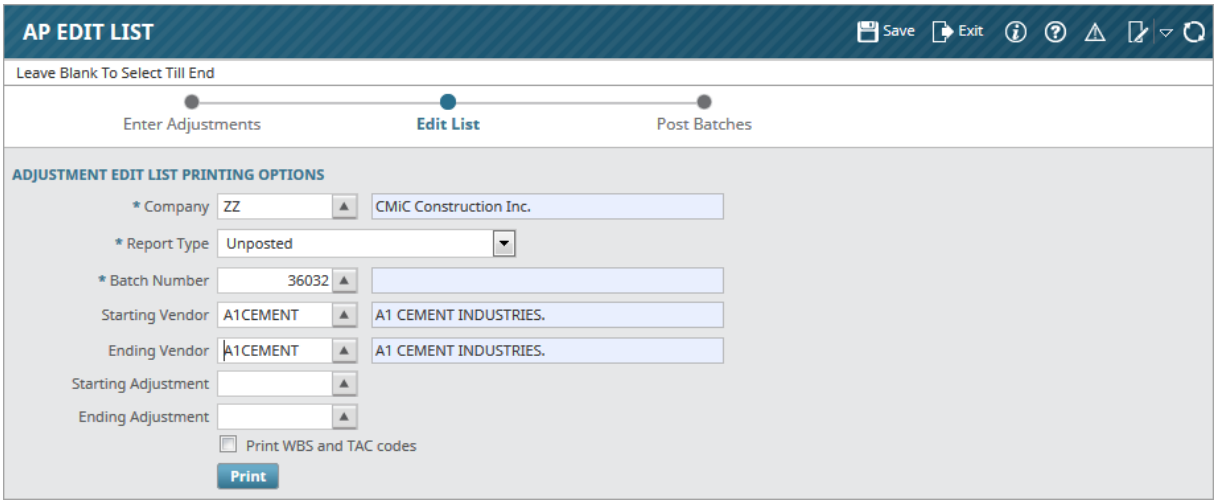


This button launches the Distribution popup, shown above, which displays the Voucher's original distribution in the **Original Distribution** section.

The **Additional Distribution** section is used to enter the distribution changes. The distribution lines entered must sum to zero. The original distribution is at the top so that it is easy to duplicate a line and reverse its amount. The distribution changes can be line types G, J, E, or W.

For further details about this popup, please refer to the following subsection: *Processing Invoices > Enter Vouchers – Screen > [Distribution] – Button*.

Edit List – Screen

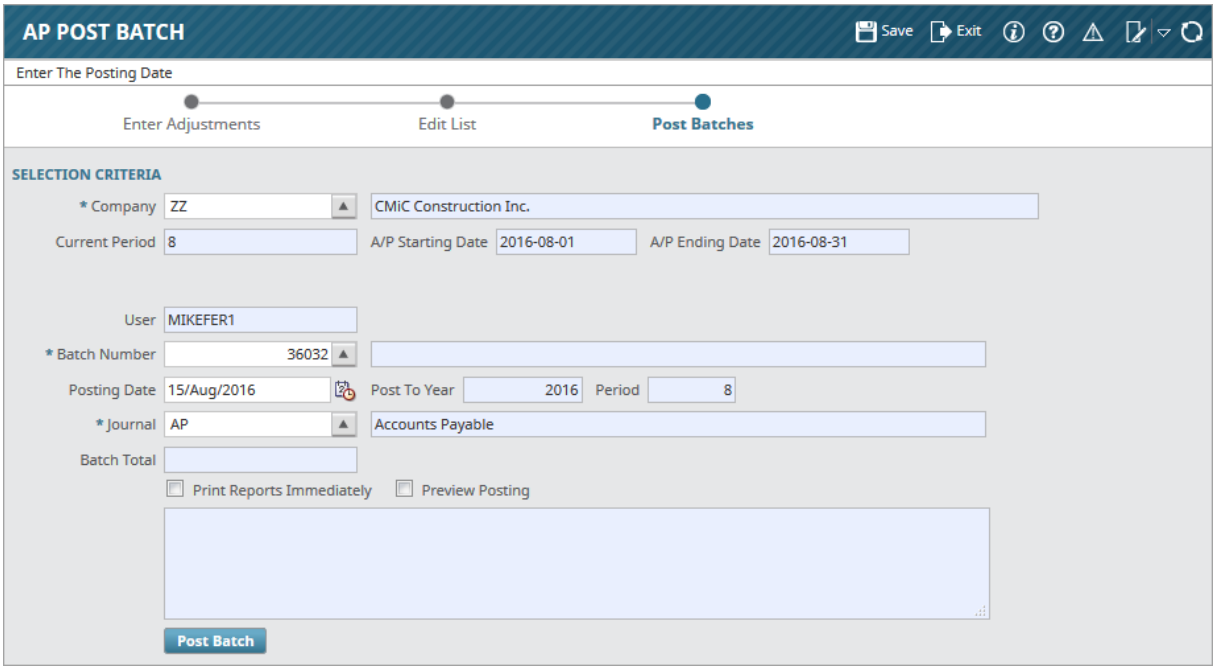


Pgm: APEDITLIST – Edit List

The Edit List should be used to verify the adjustments entered before they are posted. It is much better to make any corrections before posting. The listing can be printed for the complete Batch, or it can be limited to specific adjustments or vendors.

Select the Company and Batch, and any required restrictions. The program will automatically assume that the report is being printed for an unposted Batch, but it is possible to use this report to retrieve information about posted Batches.

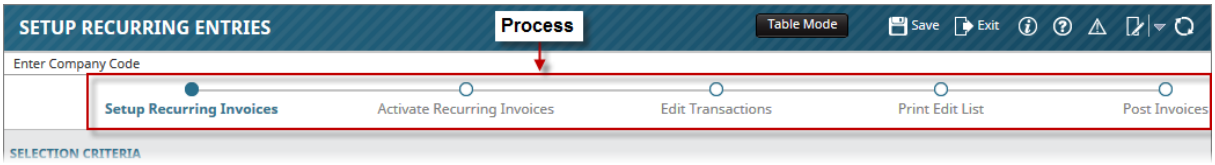
Post Adjustment Batch – Screen



Posting a Batch of Adjustments is done via the standard Post Batches screen (APPST). For details about this screen, please refer to the following subsection: *Processing Invoices > Post Batch – Screen.*

Working with Recurring Payables

Overview – Recurring Payables



Sample of Process on Process Recurring Entries screen; standard Treeview path: Accounts Payable > Voucher > Process Recurring Entries

This section covers the screens in the Process, shown above, used to set up Recurring Invoices, to create Vouchers using the set up Recurring Invoices, to edit the created Vouchers, to verify the Vouchers in the Batch, and to post the Batch of Vouchers.

A Recurring Invoice stores the details of a regularly occurring invoice for a particular vendor and amount, and it is used to automatically create a Voucher, saving users the trouble of having to regularly re-enter the invoice details. Most commonly, these invoices are for rent or services.

The Recurring Voucher forms have been created to reduce the amount of time required for the operator to key in data. Recurring Vouchers can be arranged into common sets to allow for automatic posting as a group.

Recurring Vouchers Procedure

Create Recurring Payable Groups

Recurring Payable Groups are used to group and sort different types/frequencies of recurring payables. These are user defined, and only need to be created on an as needed basis.

For details about maintaining Recurring Payable Groups, please refer to the following subsection: *Configuring AP Module > Recurring Payable Groups Maintenance*.

Setup Recurring Invoices

A Recurring Payable is created for a particular Recurring Payable Group and Vendor, via the Setup Recurring Invoices screen, and it contains the recurring invoice's details and GL distribution required to create a Voucher in AP via the Activate Recurring Invoices screen.

Activate Recurring Invoices

Using the Activate Recurring Invoices screen, Recurring Payables defined within the Setup Recurring Invoices screen are selected and used to generate standard Vouchers in AP, which can be edited and processed like all other Vouchers. The generated Vouchers are put into a Voucher Batch.

Edit Transactions (Edit Generated Vouchers)

After the Vouchers have been generated via the Activate Recurring Invoices screen, they can be edited via the standard Enter Vouchers screen (program: VOUCHENT), and if required, Vouchers can be removed from the Batch.

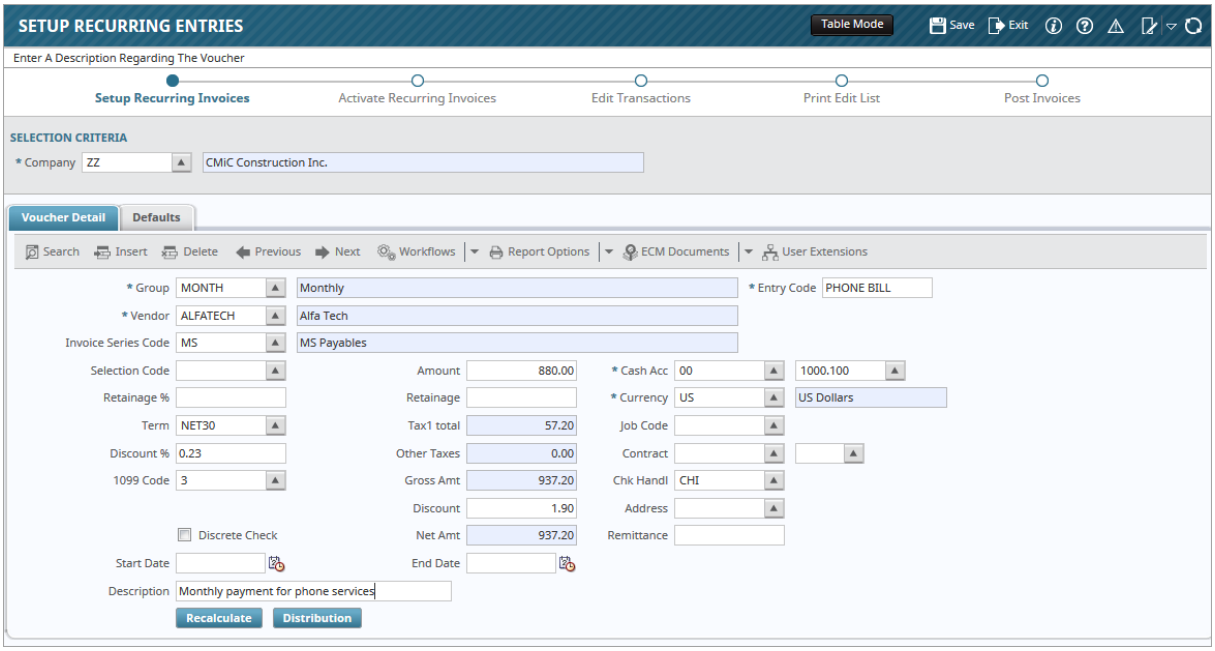
Print Edit List

The standard Print Edit List screen can then be used to verify the generated Vouchers before they are posted.

Post Invoices (Vouchers)

The Batch of generated and verified Vouchers can then be posted via the standard Post Batches screen (APPST).

Setup Recurring Invoices – Screen



Pgm: RECVENT – Setup Recurring Entries

This screen is used to define Recurring Payables, which contain the details of recurring invoices and their GL distributions required to generate standard Vouchers via the Activate Recurring Invoices screen.

This screen is very similar to the Enter Vouchers screen, except it only has fields with values that recur. Fields with values that do not recur, such as the Invoice Number and Due Date fields, are enter after the Voucher is generated via the standard Enter Vouchers screen launched via the **Edit Transactions** Process step.

Recurring Payables are grouped using Recurring Payable Groups, and if required, they can also be grouped using Selection Codes. Recurring Payables that are typically processed together via a Batch can be grouped together using a Recurring Payable Group, and if a subgroup is required, a Selection Code can be used to group them.

As this screen contains a subset of the fields on the Enter Vouchers screen, the only fields discussed in this section are those that differ from the Enter Vouchers screen. For further details about this screen, please refer to the following subsection in this reference guide: *Processing Invoices > Enter Vouchers – Screen*.

Voucher Detail – Tab

Group

Recurring Payable Groups are usually used to signify the frequency of the invoice, but it may also refer to the type of voucher. Also, Recurring Payables that are typically processed together via a Batch can be grouped together using a Recurring Payable Group, and if a subgroup is required, a Selection Code can be used to group them in a subgroup.

For details about maintaining Recurring Payable Groups, please refer to the following subsection: *Configuring AP Module > Recurring Payable Groups Maintenance*.

Code

Enter a Recurring Entry Code identifying this recurring invoice as a unique record within the Recurring Payable Group specified in the previous field. A code must be entered for each recurring voucher set up and this code must be unique within the Recurring Payable Group.

Selection Code

Enter a selection code that will further identifying this recurring payable within the group specified in the group field. The code that you enter in this field can be up to 6 alphanumeric characters in length, does not have to be unique within the payable group and is not validated. Once a new selection code has been entered and committed, it can then be re-selected through the list of values on this field. The selection code is used when creating the voucher as part of the selection criteria

Description

Enter a description for the recurring entry that you are defining. The description can be up to 60 alphanumeric characters in length. This description will print on the check unless a remittance description is entered. The AP Control File's **Mandatory Voucher Description** checkbox, on the **Voucher** tab, does not apply to Recurring Payables.

Cash Acc

The first field is the Cash Department and the field to the right is the Cass Account. The values for these fields default from the associated Vendor record, but you may override the defaults. When checks are produced for this Vendor, this invoice will be paid only if the bank account entered here is one of the bank accounts selected for the automatic check run procedure. The **Use Bank Accounts by Job** checkbox on the AP Control File does not apply to the setup of recurring entries.

Start/End Date

These two fields determine the life of the recurring payable, they are not required, but if not entered, this recurring invoice will always be selected for invoice creation if the Group and Selection code match.

[**Recalculate**] – Button

If the Voucher has been distributed, but an amount change requires that it be re-calculated, use this button. A prompt will ask you if you wish to delete the existing distribution. Click [**Yes**] to recalculate it.

[**Distribution**] – Button

Once the Recurring Payable information has been entered, the distribution will be required before the record can be saved. The Distribution popup, launched by clicking the [**Distribution**] button, is used to view a Recurring Payable's defaulted distribution setup, and if necessary, to change it.

For details about this popup, please refer to the following subsection: *Processing Invoices > Enter Vouchers – Screen > [Distribution] – Button*.

Removing a Recurring Payable

Once a recurring payable has been setup, it can be removed by querying the record and using the Block Toolbar's [**Delete**] button.

Another way is to inactivate the payable by setting the **End Date** of the recurring payable to a date in the past. This is most commonly used when the payable is only for a portion of the year, but repeated every year.

Defaults – Tab

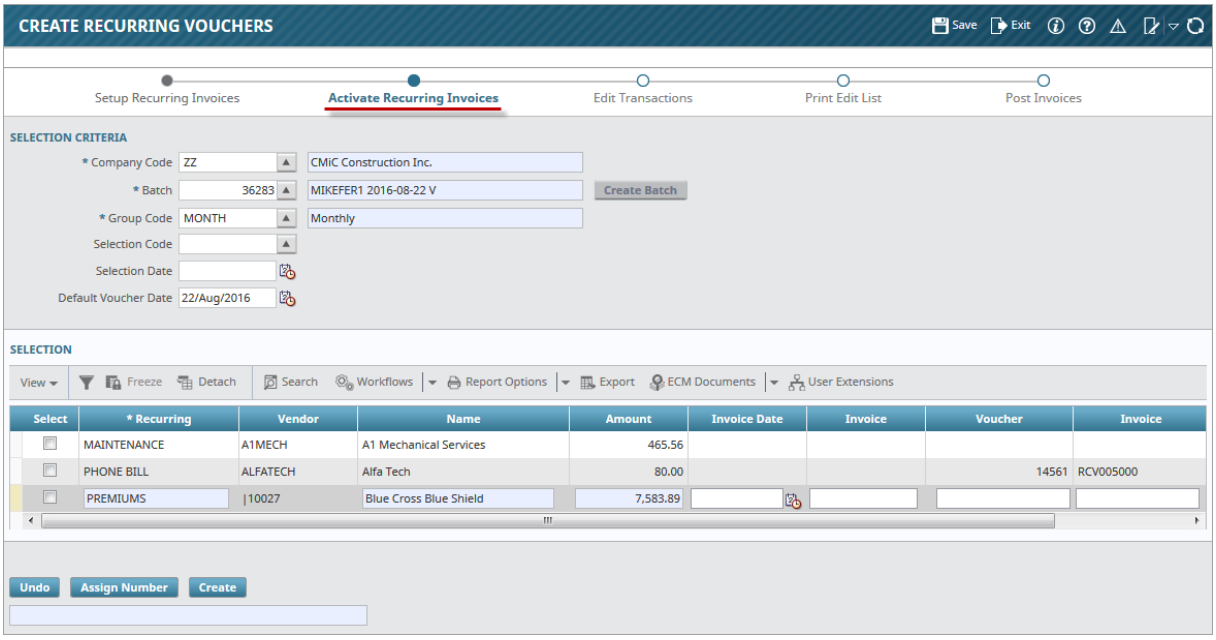
The default values on this tab come from the corresponding Vendor's record, and they can be overridden if necessary. The defaults set up on this tab are used to generate the Recurring Payable's corresponding Voucher.

Once the invoice amount has been entered, the system will automatically calculate and display the amount of retainage, taxes, discounts and other charges on the invoice. To make changes to any of the amounts, use this tab to change any of the amount fields and tax codes as required. If a tax code is changed, then the system will re-calculate the amounts for you.

If the tax amount on the **Voucher Detail** tab is incorrectly calculated, change the tax amount directly through this tab. When this tab is exited, the change made will be reflected on the **Voucher Detail** tab. If the distribution has been entered prior to this change, you must press the [**Recalculate**] button on the **Voucher Detail** tab and then go into the Distribution popup to accept this change.

For details about this tab, please refer to the following subsection: *Processing Invoices > Enter Vouchers – Screen > Defaults – Tab (Override Vendor's Defaults).*

Activate Recurring Invoices – Screen



Pgm: RECVCRE – Create Recurring Vouchers

This screen is used to create standard Vouchers using the selected Recurring Payables. The generated Vouchers are put into the entered Batch.

Once the required Recurring Payables have been selected, the system can automatically assign the invoice numbers and dates to the generated Vouchers, or it allows for the manual entry of this information. If the

Automatic Invoice Numbering functionality is used, the system will generate the Invoice Number according to the **Recurring Voucher Prefix** and **Next Recurring Voucher Sequence #** fields on the **Voucher** tab of the AP Control File.

Once the Vouchers are generated, they can be used like any other Voucher in AP.

Selection Criteria – Section

This section is used to enter the selection criteria for the Recurring Payables to be listed in the **Selection** section, and to select or create a Batch to put the generated Vouchers in. In order to create Vouchers from Recurring Payables, it is necessary to have a Batch of Vouchers to contain the generated Vouchers.

Select the relevant **Company Code**, and select a **Batch** or create a new. To create a new Batch, clear the **Batch** field, tab or click away from it to enable the [**Create Batch**] button, then click [**Create Batch**].

Select the relevant Recurring Payable Group via the **Group Code** field, and if necessary, the relevant **Selection Code**.

The **Selection Date** field can be used to limit the Recurring Payables to only those where the Selection Date falls between the Start Date and End Date of the Recurring Payable.

If entered, the **Default Voucher Date** will be applied to all of the generated Vouchers, which may be overridden on a line by line basis if required.

Selection – Section

This section is used to select the Recurring Payables to use to generate the required Vouchers, via the **Select** checkbox. It is also used to enter data for Voucher fields with non recurring values.

Manually enter the **Invoice Date** for the Voucher(s) if the **Default Voucher Date** in the **Selection Criteria** section is not used, or leave this field blank if you want the system to use the **Default Voucher Date** for the **Invoice Date**. The invoice date will automatically be assigned when you press the [**Assign Number**] button.

When all required data has been entered/modified use the [**Assign Number**] button to automatically assign the invoice date and number.

[**Undo**] – Button

Use this button to undo the automatic assigning of the Invoice Number and Invoice Date, any time before the Vouchers have been created. The Undo feature removes the invoice date and numbers of the selected entries and reverse the 'Next Recurring Voucher Sequence #' back to the number available before the last process of assigning numbers.

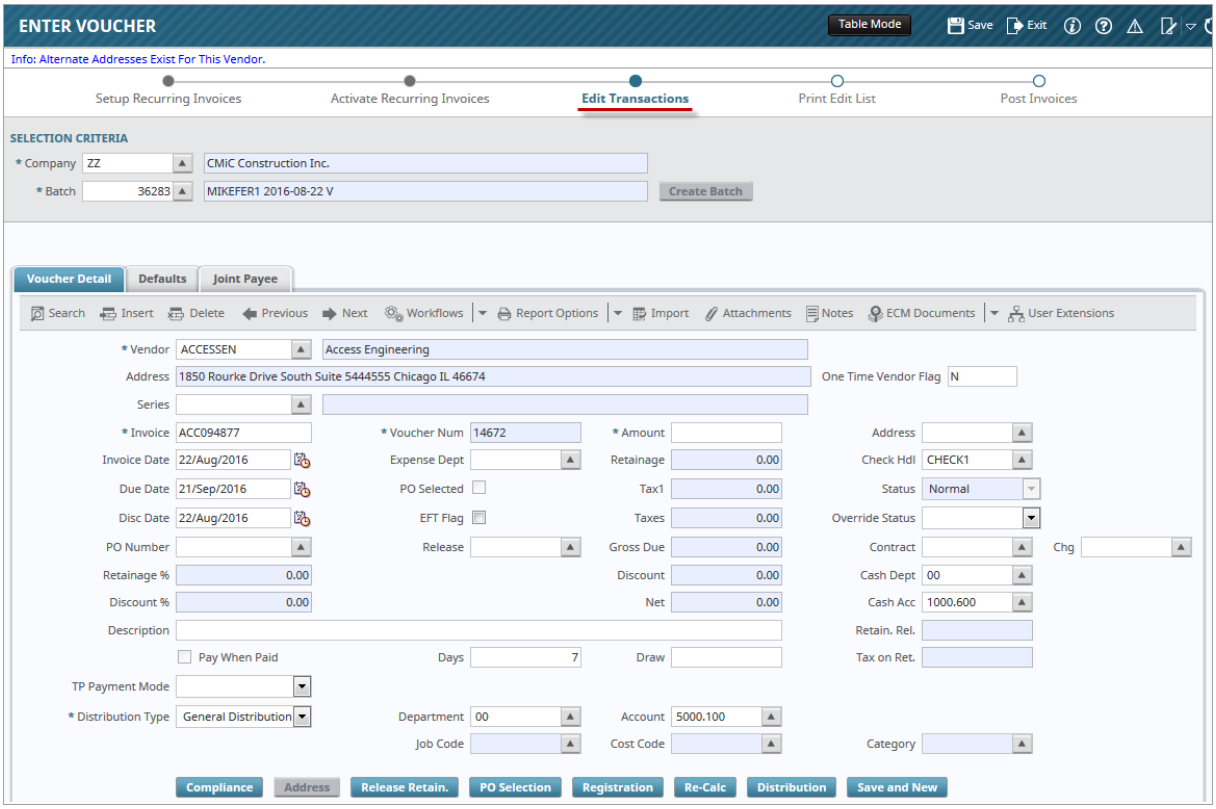
[**Assign Number**] – Button

Use this button to automatically assign the invoice date and number.

[**Create**] **– Button**

Click to generate the Vouchers using the selected Recurring Payables. This process will create a Voucher for each selected Recurring Payable using a combination of the Recurring Payable information plus the invoice date and number entered on this screen. Once generated, the Vouchers are available in the Enter Vouchers screen, and they can be updated, deleted and posted just like all other standard Vouchers in AP.

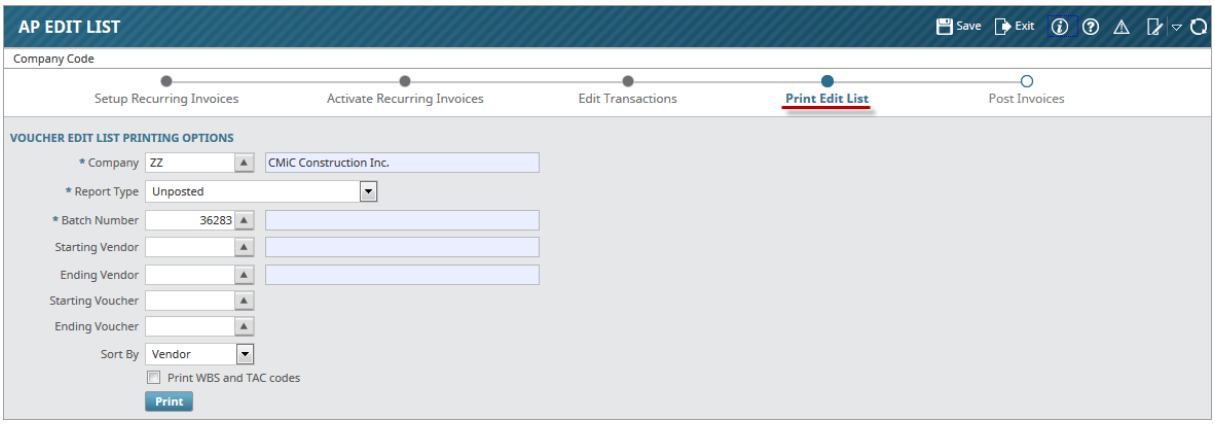
Edit Transactions – Screen



Pgm: Enter Vouchers screen – VOUCHENT

The Edit Transactions stop on the Process launches the standard Enter Vouchers screen to edit the generated Vouchers.

Edit List – Screen

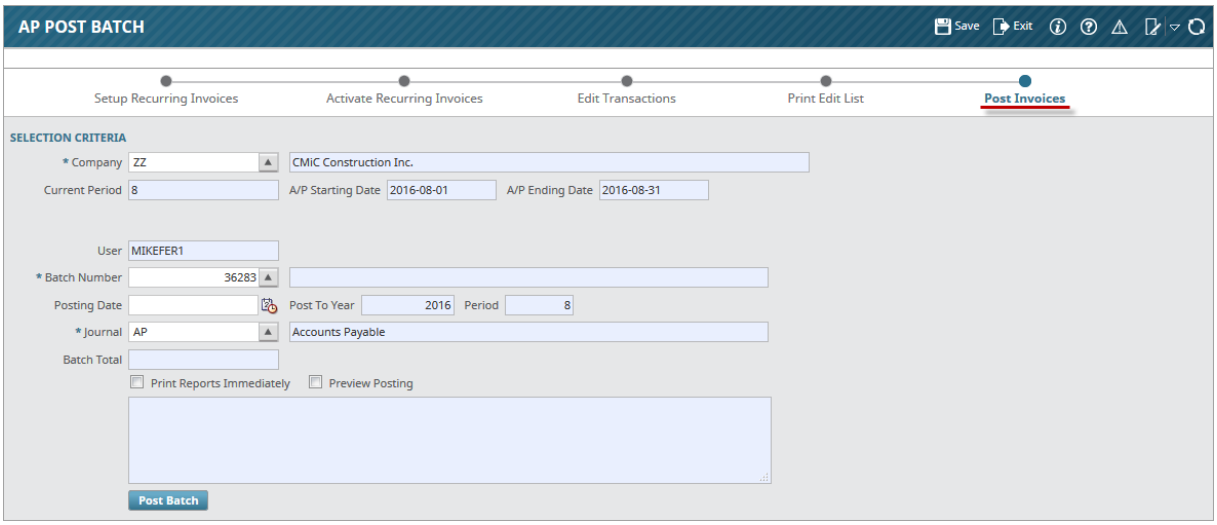


Pgm: APEDITLIST – Edit List

The Edit List is used to verify the Batch of Vouchers before the Batch is posted. The listing can be printed for the complete Batch, or it can be limited to specific Vouchers.

Select the Company and Batch, and any required restrictions. The screen automatically assumes that the report is for an unposted Batch, but it can be used to retrieve information about posted Batches.

Post Adjustment Batch – Screen



Posting a Batch of Vouchers is done via the standard Post Batches screen (APPST).

For details about this screen, please refer to the following subsection: *Processing Invoices > Post Batch – Screen*.

AP Material Invoices

NOTE: Material invoicing functionality has been moved into the Material Sales module.

Payment Processing

Overview – Payment Processing

The highly flexible Payment Processing functionality in Accounts Payable is used process the entered Vouchers for payment.

Users can use Payment Selection Codes to select Vouchers for payment according to various criteria, they can override payment amounts, set up partial payments, hold payments to particular vendors, and much more. Also, Payment Selection Codes can be combined using AP Pay Run Groups to allow a single vendor's Vouchers, entered under various Companies in the system, to be consolidated on a single check or electronic payment in order to save money on banking and check stock charges.

Payment Processing Procedure

This procedure gives you the ability to easily customize your cash requirements for a period.

The frequency of this procedure can vary by business. It can be run as often as required. We recommend that you process payments at least once a fiscal period.

Apply or Release Hold Status on Vendor

By applying a Hold status to a Vendor, you are telling the system that under no circumstances is it to create a check for the Vendor. The Vendor will remain on hold until you change the status.

Defer Vouchers for Payment

The Adjust Voucher Status screen can be used to defer particular Vouchers, so that they will not be included in the cash requirements report, regardless of their **Due Date**, and so that the Vouchers will remain deferred until their Payment Status (**Status**) is changed to "**Normal** (**N**)" or "**Express** (**E**)" via the Adjust Voucher Status screen.

There are two types of deferral Payment Statuses: one is "**Permanently Deferred** (**P**)" and the other is a "**Temporarily Deferred** (**T**)". The **Temporarily Deferred** status only lasts until the next time a check run for the Company is posted, after which the status is automatically changed to "**Normal**".

Mark Vouchers for Express Payment

The Adjust Voucher Status screen allows you to flag a Voucher for payment after it has been posted, even if it is not yet due for payment.

Update Date Sensitive Compliance Codes

The procedure will verify and adjust any date sensitive Compliance Codes that have expired, marking the related Vouchers as On Hold due to compliance issues where appropriate.

Select Vouchers for Payment (Payment Selection)

This program will calculate which Vouchers are due to be paid according to the date and selection criteria entered, and taking into account whether the Voucher is:

- ON HOLD

- DEFERRED
- Marked for EXPRESS payment
- Marked as PAY WHEN PAID
- Marked as NON COMPLIANT
- Marked as PAY by MANUAL check.

Print the Cash Requirement Report

This report lists all of the Vouchers the select payment program flagged as payable according to the selection criteria entered. This report shows only the total payable amount for each Voucher. Any partial payments are entered in the next step. If there are incorrect Vouchers shown on the report, or Vouchers that you know should be paid are not on the report, you will have to re-run steps one through four as required. These steps can be performed as often as necessary.

If Vouchers appear to be missing from the Cash Requirement Report, re-do the payment selection (step #4), verifying you have entered the correct dates, processing flags, and selection conditions. Also check that the Vouchers you are looking for are not being deferred and that the vendor associated with these Vouchers is not on hold.

Apply Partial Payments Against Selected Vouchers

This option allows you to remove a Voucher from the payment selection, set the Voucher's Payment Status to deferred for payment, or to pay only a portion of the outstanding amount on a Voucher, which sets its Close Status to "**P**" (**Partially Paid**). Vouchers with a Close Status of **Partially Paid** remain open, and further payments against them may be made at a later date. The system will keep any current non-compliant status, and it will set the Payment Status to either the user's override Payment Status from the Partial Payment screen or to the Payment Status default set via the **Default Voucher Status** field on the **Voucher** tab of the AP Control File.

NOTE: The Close Status of "**Partially Paid**" can also mean that the partial payment was voided, as when a Check is voided, the **Close Status** of the associated Voucher is not switched back to "**Open**", because there is still a link between the voided Check and the Voucher. Details about the **Close Status** of a Voucher can be viewed in the Payments popup launched via the [**Payments**] button on the Voucher Query screen (AKA: Invoice Query; program: APINMQRY).

Re-Print Cash Requirements Report

This is a safety precaution, to verify the report once more. Once the Prepare Check program is run, it is too late to change the cash requirements.

Prepare Checks

This program assigns the check numbers to each payment being made.

Add Joint Payee Info

This is the last chance to add joint payee info before actually printing the checks, if not already done so via the Voucher Entry or Adjust Voucher Status screens.

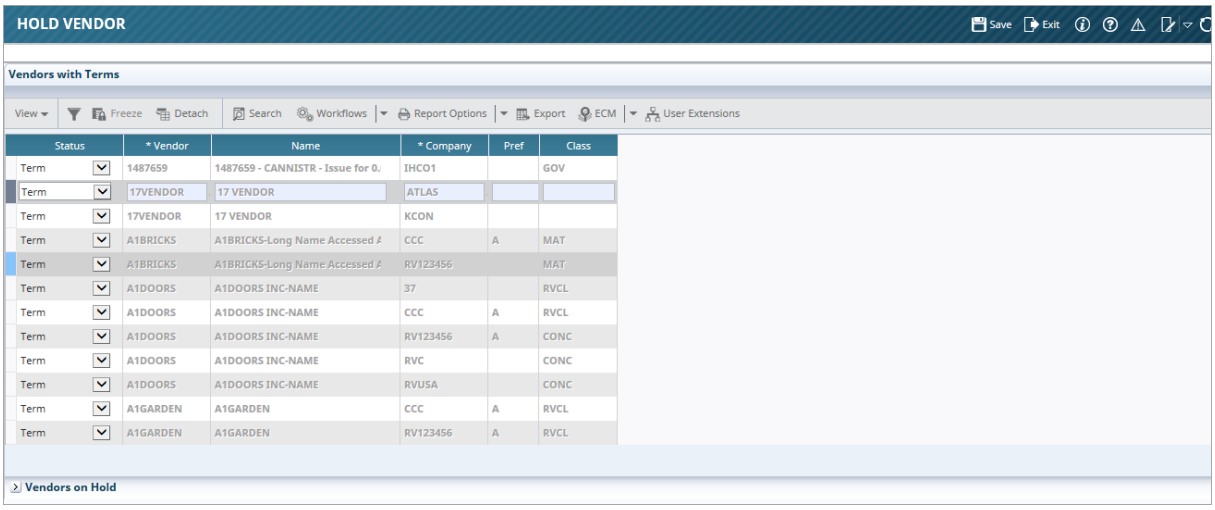
Print Checks

After the payments have been prepared, the Print Checks screen is used to print checks or to generate electronic payment files for their payment. If for some reason the checks did not print properly, or the electronic payment files were not generated correctly, this screen can be used to re-print the checks or re-generate the payment files.

Post Check Run

Once the checks have been printed and verified, or the electronic payment files have been generated and verified, the payments can be posted via the Post Check Run screen. Posting will update the vendors and the GL with the payment details, and as such, this step should not be performed until the payments have been verified.

Hold Vendor – Screen



Pgm: VENHOLD – Hold Vendor

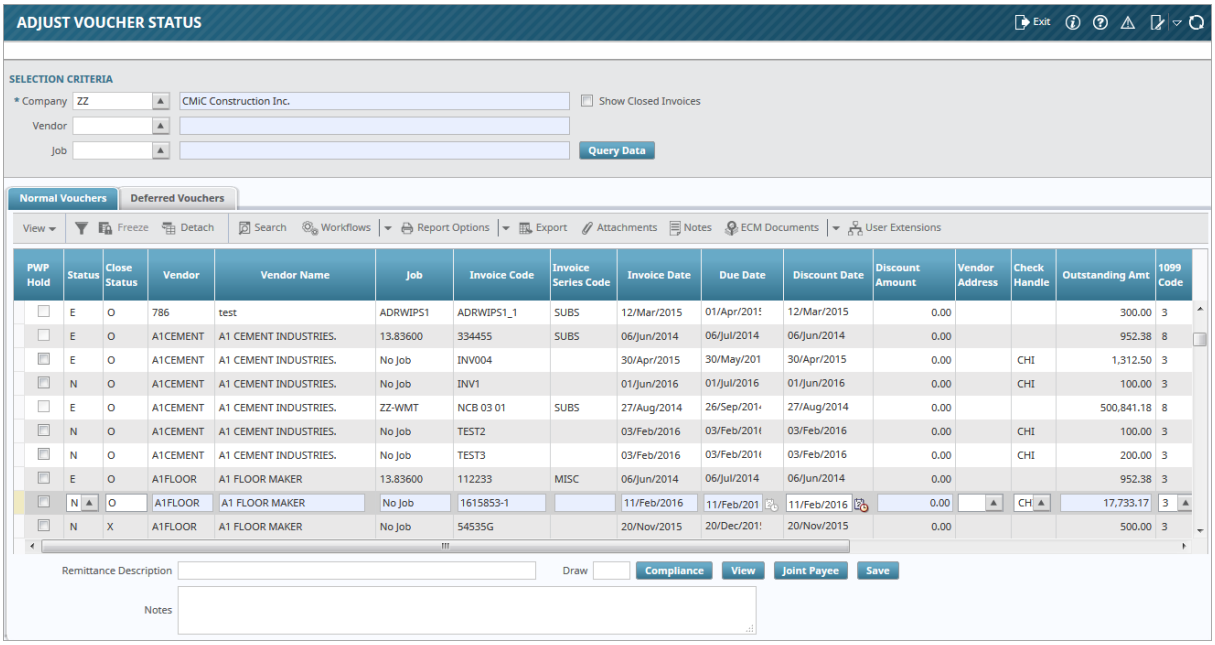
Use this screen to specify vendors for which no checks are to be issued when computer-generated checks are produced. Vendors where payment is held are given the **Hold Payment** status, and will remain as such until they are manually changed back to the **Term** status.

The **Vendors with Terms** section of this screen lists all vendors with the **Term** status, and the **Vendors on Hold** section lists vendors with the **Hold Payment** status.

Vendors with the **Term** status will have their associated Vouchers processed in accordance with the Terms Codes defined for the vendors.

Change the **Status** field to **Hold** to place the vendor's Vouchers on hold indefinitely. This vendor will then be listed in the **Vendors on Hold** section, and when checks are generated by the system, no check will be produced for this vendor. Also, no Vouchers for this vendor will be listed on other Payment Selection screens.

Adjust Voucher Status – Screen



Pgm: VOUSTAT – Adjust Voucher Status

The Adjust Voucher Status screen is used to update the details of posted Vouchers that are relevant to the processing of Vouchers for payment.

The **Normal Vouchers** tab lists non-deferred Vouchers, while the **Deferred Vouchers** tab lists Vouchers that have been deferred. If a Voucher is set to be non-deferred on the **Deferred Vouchers** tab, upon saving, it will then appear on the **Normal Vouchers** tab.

The following Voucher details are editable via this screen:

- **PWP Hold** (Pay-When-Paid Hold Payment flag)
- **Status** (Payment Status): Express, Normal, Permanently Deferred, Temporarily Deferred
- **Close Status**: Open, Partially Paid, Closed (Fully Paid)

> **NOTE**: "**Partially Paid**" can also mean partial payment was voided, as when a Check is voided, the **Close Status** of the associated Voucher is not switched back to "**Open**", because there is still a link between the voided Check and the Voucher. Details about the **Close Status** of a Voucher can be viewed in the Payments popup, launched via the [**Payments**] button on the Voucher Query screen (AKA: Invoice Query; program: APINMQRY).

- **Hold Status**
- Compliance Details: Compliance Status of Compliance Codes & their details
- **Due Date**
- **Discount Date**
- **Vendor Address**
- **Check Handle**
- **1099 Code**
- **Discrete Check** (checkbox)

- **Pay Manually** (checkbox)
- **EFT Flag** (checkbox)
- **Third Party Payment Mode**
- **CIS/RCT Percent**
- **Tax Treatment %**
- Joint Payee Details
- **Remittance Description**, **Draw**, **Notes**

Selection Criteria – Section

These fields are used to filter the Vouchers listed on the tabs. Select the relevant Company, and if required, select a Vendor and a Job, then click [**Query Data**].

[**Query Data**] – Button

Click this button to filter the Vouchers listed on the tabs according to the selected criteria. If changes are made to the selection criteria, this button must be clicked to refresh the display.

Show Closed Invoices – Checkbox

Check to also list Vouchers with a Close Status of "**Closed** (**C**)".

Normal Vouchers – Tab

This tab lists all non-deferred Vouchers, which are Vouchers with a Payment Status of either "**Normal** (**N**)" or "**Express** (**E**)" that do not have any holds.

Table's Fields

The following are details about the editable fields in this tab's table.

PWP Hold – Checkbox

If checked, this voucher will have the Pay When Paid rules applied it to determine its **Due Date** field.

This flag is set if the Pay When Paid feature is being used. This checkbox will be unchecked once the associated AR invoice has been paid and the appropriate time lapse has occurred, or it may be manually removed here.

Status (Payment Status)

This field is used to mark a Voucher for express payment, and it is used to defer a Voucher until its compliance requirements are met, or to defer it for any other reason.

Code	Status Name	Details
N	Normal	Indicates that the **Due Date** is used to determine when the Voucher will be paid.
T	Temporarily Deferred	Indicates that Voucher is deferred until after the next check run; after the next Check Run, its **Status** will automatically be set to "**N**".
P	Permanently Deferred	Indicates that Voucher is deferred until its **Status** is changed via this screen. Deferred Vouchers are listed on the **Deferred Vouchers** tab.
E	Express	Indicates that Voucher is to be paid during the next Check Run, regardless of its Due Date.

Close Status

Code	Status Name	Details
O	Open	Indicates no payment has been made against Voucher.
P	Partially Paid	Indicates a partial payment has been made against Voucher. "**Partially Paid**" can also mean partial payment was voided, as when a Check is voided, the **Close Status** of the associated Voucher is not switched back to "**Open**", because there is still a link between the voided Check and the Voucher. Details about the **Close Status** of a Voucher can be viewed in the Payments popup, launched via the [**Payments**] button on the Voucher Query screen (AKA: Invoice Query; program: APINMQRY).
C	Closed (Fully Paid)	Indicates Voucher has been fully paid.

Vendor, Vendor Name

Vendor the Voucher is for.

Job

If this Voucher has a job distribution, this field specifies the Job for the distribution.

Invoice Code

This is the Voucher's identifying Invoice Number, which is not the same as this Voucher's Voucher Number. Voucher Numbers are automatically generated by the system and they are used in the backend. They are not used to identify Vouchers in the various AP screens.

Invoice Series Code

Invoice Series Code assigned to Voucher.

Invoice Date

Voucher's Invoice Date. The system will calculate the **Disc Date** and the **Due Date** fields according to the selected value of the **Terms** field, on the Vendor record's **Vendors** tab. Once one record has been entered, this field will default to the last date entered on each new record.

Due Date

This date will default from the calculation of the payment terms associated with this vendor.

Discount Date

The Voucher's Discount Date will default from the calculation of the payment terms associated with the vendor.

Discounts are considered 'taken' when the Discount Date is on or after the Payment Date, and before the next payment date. If the Discount Date falls outside of this range, or it has not been taken, the amount of the discount will appear in the Discount Lost column on cash requirement reports. Normally, the system will 'take' any allowable discounts automatically for you. Discounts that have been taken will appear in the Discount Taken column on reports.

Discount Amount

The Discount amount will default from the calculation of the Discount percentage against the invoice amount. If incorrect, it can be changed by editing the amount on the **Discount** field of the **Defaults** tab.

Vendor Address

This field is used to select an Address record associated to the Vendor, which will be the address printed on the payment for the Voucher.

Check Handle

Only enter this field if the company address is to be replaced. The address associated to the Check Handling Code will replace the company address when a check is printed for this payable. The LOV shows all available Check Handling Codes.

Outstanding Amt

Voucher's outstanding amount that still needs to be paid.

1099 Code

This is the 1099 tax code that is most applicable to the vendor.

Discrete Check

During payment processing, all outstanding Vouchers for a vendor are processed together and paid via a single check. If the Discrete Check feature is used, each Voucher for the vendor is paid via separate checks.

Leave this box blank if this Voucher can be combined with other outstanding Vouchers in order to generate a single check for this vendor during payment selection and check printing.

Pay Manually

If checked, the Voucher will be paid using a written check; otherwise, payment is made via the AP system.

EFT Flag

This flag's default state comes from the **EFT Payments** flag on the Vendor record's **Account** tab. If this flag is checked, it indicates that this Voucher is to be paid electronically instead of by check.

In order to use this payment method, the vendor's banking and EFT information must have been set up on the Vendor's record.

Third Party Payment Mode

If the vendor is setup to use Third Party Payment Mode, and if this invoice needs to be paid by this mode, select a mode from the list.

CIS/RCT Percent (UK & Ireland – Construction Industry Scheme/Relevant Contract Tax)

This field is relevant to our UK and Ireland clients using the Self Billing functionality, and it works in conjunction with the **Tax Treatment %** field.

Enter the percentage of the Voucher amount that is to be taxed by the percentage entered in the **Tax Treatment %** field

Tax Treatment % (UK & Ireland)

This field is relevant to our UK and Ireland clients, and it works in conjunction with the **CIS/RCT Percent** field.

Enter the percentage to tax the taxable amount of the Voucher.

Fields Under Table

The following are details about the editable fields under this tab's table, which are for the selected Voucher in the above table.

Remittance Description

Enter a Remittance description for the selected Voucher if required. If entered, it replaces the description field on checks.

Draw

If required, enter a Draw Number for the selected Voucher and click [**Save**]. This field is used for the Pay When Paid feature. It is the Job Billing Contract Draw Number entered for the Job. This will usually be either the current or next Draw Number for the contract. This is the Draw Number on which this Voucher will be paid to the vendor.

Notes

Use this field to enter notes for the selected Voucher.

Buttons

[**Compliance**] – Button

If the compliance of a specific Voucher needs to be checked or updated, it can be done via the [**Compliance**] button. This will display the standard Compliance Status popup used throughout the AP and Subcontract modules.

NOTE: When leaving the Compliance Status popup, if the Voucher is not compliant based on all of its Compliance Codes, the system will set its Payment Status to "**Compliance Hold** (**C**)", and move the Voucher to the **Deferred Vouchers** tab.

[**View**] – Button

If an Image from the Imaging module exists for this invoice, this button will be enabled to display the attached Imaging document.

[**Joint Payee**] – Button

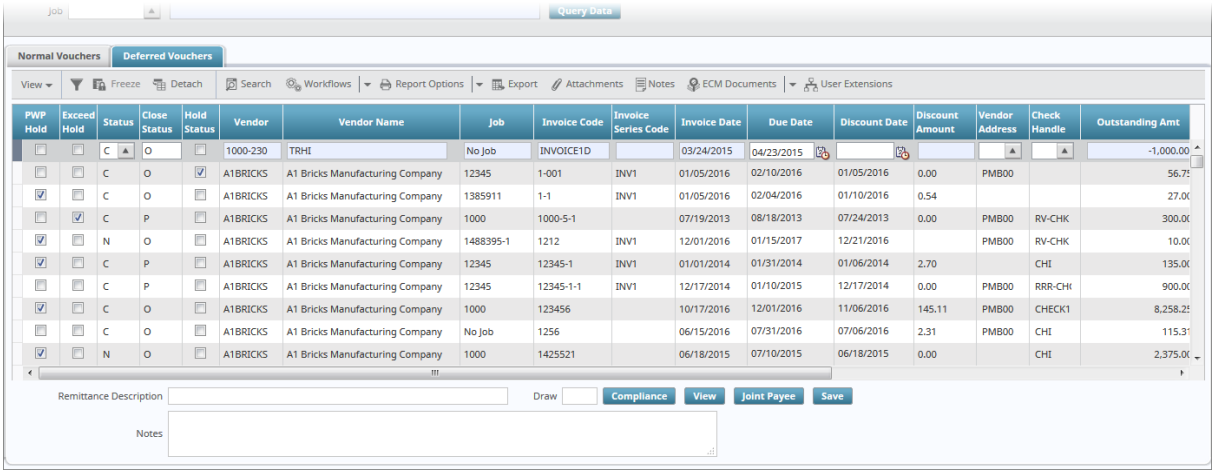
The [**Joint Payee**] button displays the standard Joint Payee popup, which is also available via the Enter Vouchers screen.

For details about the popup, please refer to the following subsection: *Processing Invoices > Enter Vouchers – Screen > Joint Payee – Tab.*

[**Save**] – Button

Used to save the entered data.

Deferred Vouchers – Tab



This tab lists all deferred Vouchers, which are Vouchers with at least one of the following Payment Statuses or holds:

I. Payment Status of either: "**Compliance Hold** (**C**)", "**Temporarily Deferred** (**T**)", or "**Permanently Deferred** (**P**)".

II. **PWP Hold** checked

III. **Exceed Hold** checked

IV. **Hold Status** checked

The following are details relevant to this tab:

PWP Hold

This flag is set if the Pay When Paid feature is being used. This checkbox will be unchecked once the associated AR invoice has been paid and the appropriate time lapse has occurred, or it may be manually removed here.

Exceed Hold

This flag is set when a Voucher for a Request For Payment against a Subcontract exceeds the Subcontract Amount and the **Auto Hold Pay Requests Over Contract** feature is enabled on the **RFP Defaults** tab of the SC Control File.

The Voucher's hold is released here, by unchecking this checkbox.

Status (Payment Status)

Deferred Vouchers have a Payment Status of "**Temporarily Deferred** (**T**)" or "**Permanently Deferred** (**P**)", and they are marked for payment processing when the **Status** is set to "**Normal** (**N**)" or "**Express** (**E**)" via this tab.

Close Status

Code	Status Name	Details
O	Open	Indicates no payment has been made against Voucher.

P	Partially Paid	Indicates a partial payment has been made against Voucher. "**Partially Paid**" can also mean partial payment was voided, as when a Check is voided, the **Close Status** of the associated Voucher is not switched back to "**Open**", because there is still a link between the voided Check and the Voucher. Details about the **Close Status** of a Voucher can be viewed in the Payments popup, launched via the [**Payments**] button on the Voucher Query screen (AKA: Invoice Query; program: APINMQRY).
C	Closed (Fully Paid)	Indicates Voucher has been fully paid.

Hold Status

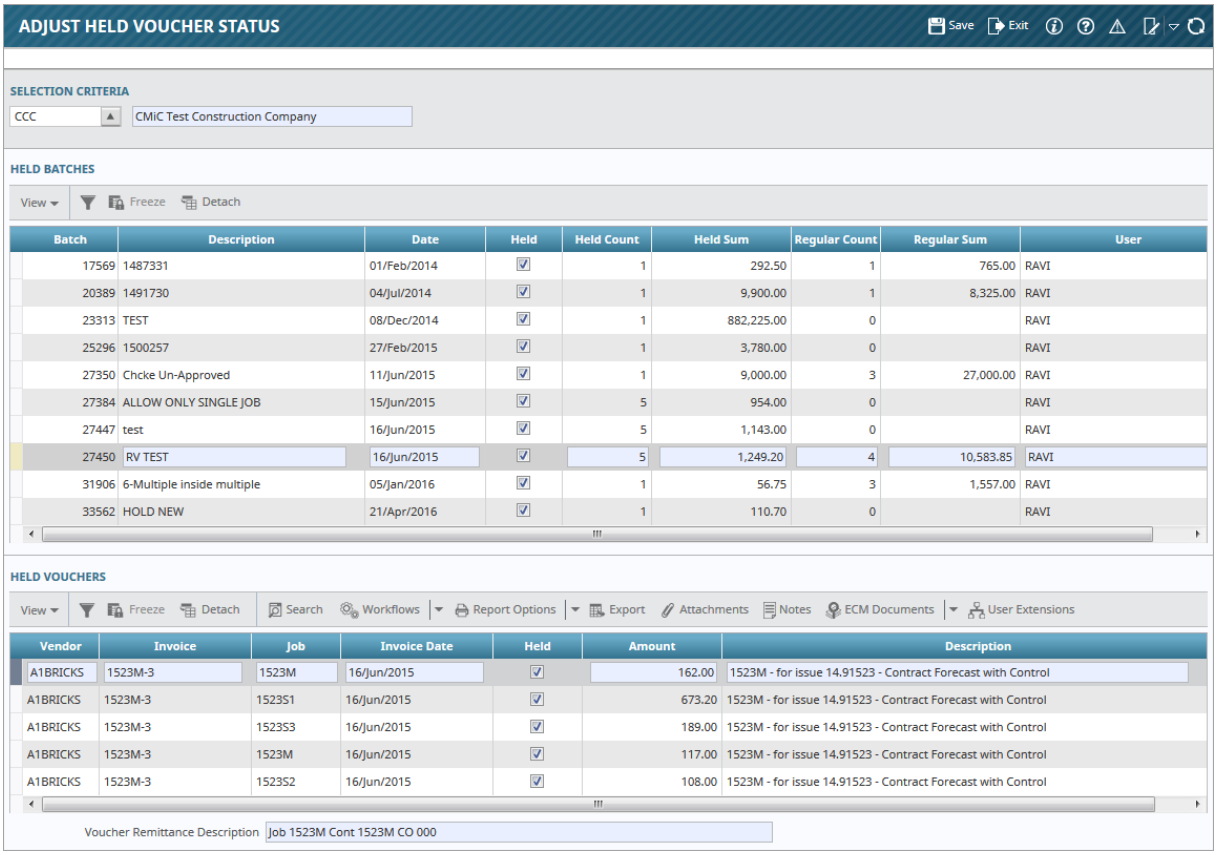
A Voucher's Hold status could have been set to true by either of the following means:

I. **Hold All New AP Vouchers** checkbox is checked on the **Voucher** tab of the AP Control File, which causes the **Hold Voucher** checkbox to be checked by default on the **Defaults** tab of the Enter Voucher screen.

II. During Voucher Entry, the **Hold Voucher** checkbox on the **Defaults** tab of the Enter Voucher screen was manually checked for the Voucher.

III. RFP corresponding to the Voucher had their **On Hold** checkbox checked manually, or automatically due to the **Hold All New SC Pay Requests** checkbox being checked on the **RFP Defaults** tab of the SC Control File.

Adjust Held Voucher Status – Screen



Pgm: APVOUSTJ – Adjust Special Held Voucher Status

The Adjust Held Voucher Status screen is used to release Vouchers with a Hold status set to true, which may have occurred due to either of the following means:

I. **Hold All New AP Vouchers** checkbox is checked on the **Voucher** tab of the AP Control File, which causes the **Hold Voucher** checkbox to be checked by default on the **Defaults** tab of the Enter Voucher screen.

II. During Voucher Entry, the **Hold Voucher** checkbox on the **Defaults** tab of the Enter Voucher screen was manually checked for the Vouchers.

III. RFPs corresponding to the Vouchers had their **On Hold** checkbox checked manually, or automatically due to the **Hold All New SC Pay Requests** checkbox being checked on the **RFP Defaults** tab of the SC Control File.

For payment to occur, Vouchers posted with the hold must first be released through this screen, which lists held Vouchers by Batches, or released through the **Deferred Vouchers** tab of the Adjust Voucher Status screen.

The **Held Batches** section lists Batches containing held Vouchers, and the **Held Vouchers** section lists the Vouchers in the Batch selected in the **Held Batches** section.

Do not confuse this status with the standard Payment Status of "**Normal** (**N**)", "**Temporarily Deferred** (**T**)", "**Permanently Deferred** (**P**)" and "**Express** (**E**)".

A user's "**APVOUHLD**" System Privilege, assigned to their User ID or Security Role, determines if the user is able to modify this Hold status.

Held Batches – Section (Release All Held Vouchers in Held Batch)

To release a held Batch, select it in the **Held Batches** section and uncheck its **Held** box, which releases the hold on all the Vouchers in the selected Batch.

Held Vouchers – Section (Release Held Vouchers Individually)

To release particular Vouchers in a Batch, select the Batch in the **Held Vouchers** section, then in the **Held Vouchers** section, uncheck the **Held** box for the Vouchers to be released.

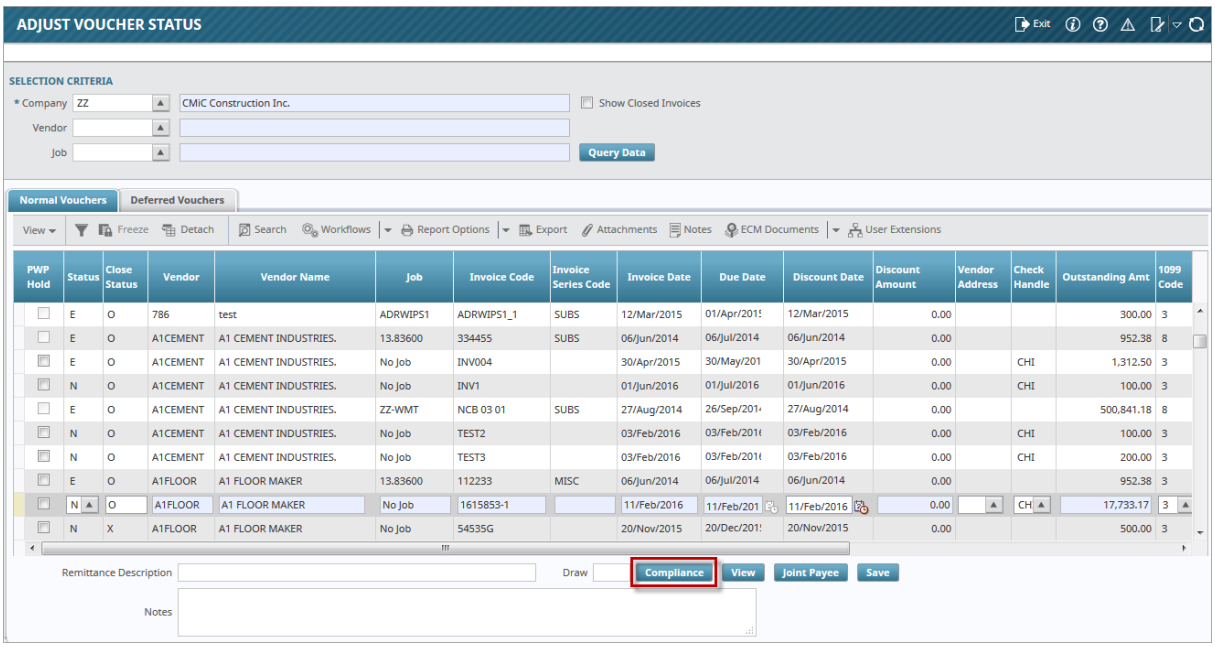
Vendor Compliance

This section provides details about changing the Compliance Status of Compliance Codes assigned to posted Vouchers.

Changes to Compliance Code details and Compliance Statuses can be made for a Vendor at the System, Company, and Subcontract/PO Level. These updates can then be propagated down to the corresponding Vouchers, en masse.

For details about setting up default Compliance Codes for a Vendor, please refer to the following subsection: *Configuring AP Module > Vendor Compliance Setup.*

Adjust Voucher Status – Screen (Voucher Level)

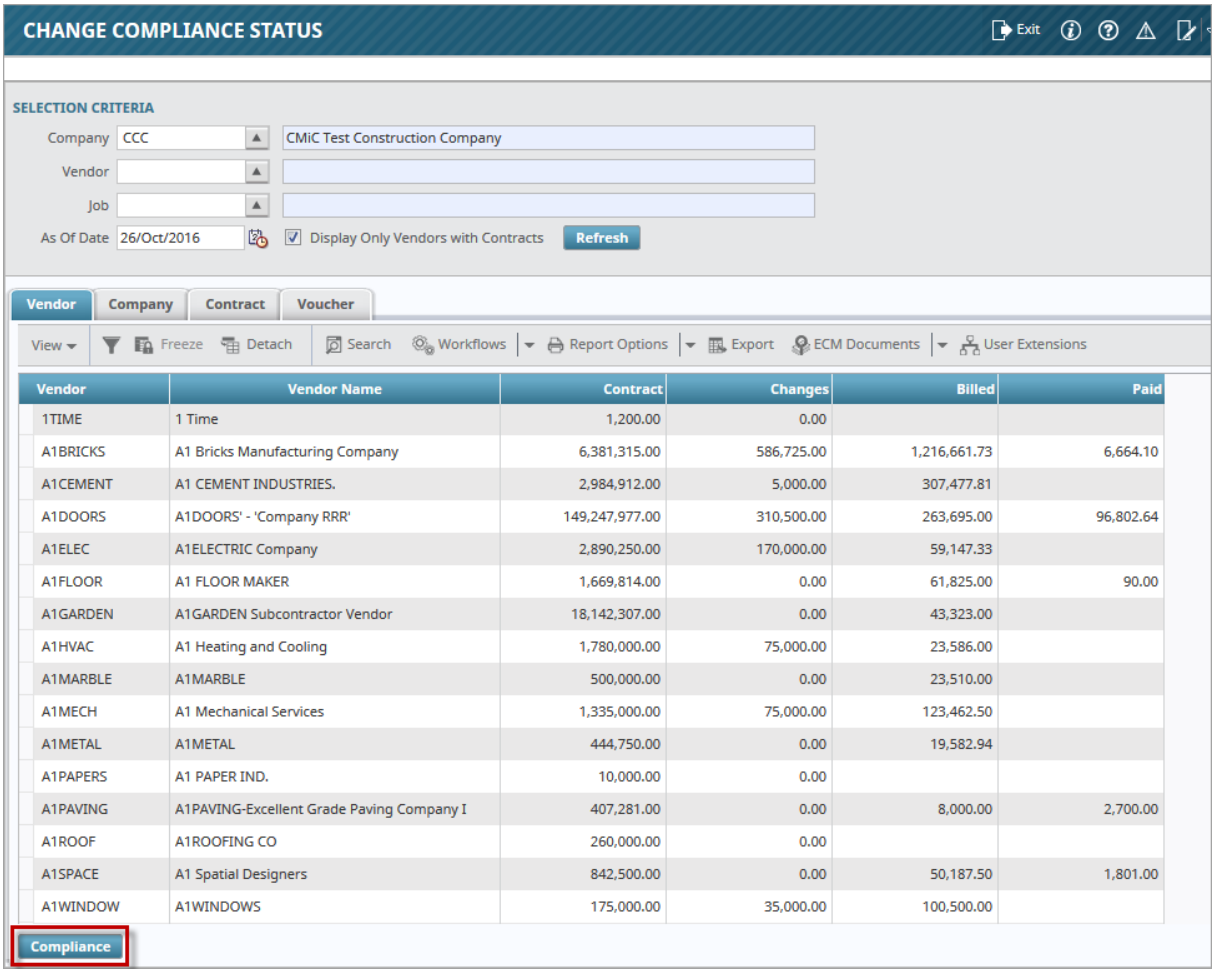


Pgm: VOUSTAT – Adjust Voucher Status (standard path: Accounts Payable > Payment > Adjust Voucher Status)

The Adjust Voucher Status screen can be used to change the Compliance Status (**Compliance** checkbox) of a Compliance Code assigned to a single Voucher. For details about this screen, please refer to the *Adjust Voucher Status – Screen* subsection in this reference guide.

For details about the Compliance Status popup launched by the [**Compliance**] button, please refer to the following subsection in this guide: *Compliance Status – Popup*.

Change Compliance Status – Screen (System to Voucher Level)



Vendor	Vendor Name	Contract	Changes	Billed	Paid
1TIME	1 Time	1,200.00	0.00		
A1BRICKS	A1 Bricks Manufacturing Company	6,381,315.00	586,725.00	1,216,661.73	6,664.10
A1CEMENT	A1 CEMENT INDUSTRIES.	2,984,912.00	5,000.00	307,477.81	
A1DOORS	A1DOORS' - 'Company RRR'	149,247,977.00	310,500.00	263,695.00	96,802.64
A1ELEC	A1ELECTRIC Company	2,890,250.00	170,000.00	59,147.33	
A1FLOOR	A1 FLOOR MAKER	1,669,814.00	0.00	61,825.00	90.00
A1GARDEN	A1GARDEN Subcontractor Vendor	18,142,307.00	0.00	43,323.00	
A1HVAC	A1 Heating and Cooling	1,780,000.00	75,000.00	23,586.00	
A1MARBLE	A1MARBLE	500,000.00	0.00	23,510.00	
A1MECH	A1 Mechanical Services	1,335,000.00	75,000.00	123,462.50	
A1METAL	A1METAL	444,750.00	0.00	19,582.94	
A1PAPERS	A1 PAPER IND.	10,000.00	0.00		
A1PAVING	A1PAVING-Excellent Grade Paving Company I	407,281.00	0.00	8,000.00	2,700.00
A1ROOF	A1ROOFING CO	260,000.00	0.00		
A1SPACE	A1 Spatial Designers	842,500.00	0.00	50,187.50	1,801.00
A1WINDOW	A1WINDOWS	175,000.00	35,000.00	100,500.00	

*Pgm: SCTABCOM – Change Compliance Status; launched via [**Change Compliance Status**] button at top of the Select Payments screen.*

Via the popup launched by the [**Compliance**] buttons on the **Vendor**, **Company** and **Contract** tabs, this screen is used to update default Compliance Code details and statuses for a Vendor at the System, Company, and Subcontract/PO Level. These updates can then be propagated down to the corresponding Vouchers, en masse, via the popup's [**Apply Changes**] button.

On the **Voucher** tab, the [**Compliance**] button's popup can be used to update compliance details for individual Vouchers.

For details about the [**Compliance**] button's popup, please refer to the following subsection in this guide: *Compliance Status – Popup*.

Selection Criteria – Section

Use the fields in this section to filter entries on the tabs, leaving a field blank to not filter entries according to its value.

To only list Vendors with associated Contracts, check the **Display Only Vendors with Contracts** checkbox.

Once a section criteria is entered or modified, click [**Refresh**] to refresh the entries on the tabs accordingly.

NOTE: If Compliance Code Security has been applied to a Compliance Code, then only authorized users may modify details on that Code.

Vendor – Tab

The **Vendor** tab lists Subcontracts according to the **Selection Criteria** parameters.

[**Compliance**] – Button

For a selected Subcontract, the [**Compliance**] button's popup on this tab displays Compliance Code defaults set up for the associated Vendor at the System Level.

NOTE: **Company** field in popup is in regards to the Subcontract, and does not mean popup is at Company Level.

At the System Level, this button's popup is used to change a Vendor's Compliance Code's default details and Compliance Statuses, which can be propagated down to various levels via its buttons.

The security privilege **VENCOMPL** is used to restrict access to the [**Compliance**] button at the Vendor Level.

Company – Tab

The **Company** tab lists Subcontracts according to the **Selection Criteria** parameters.

[**Compliance**] – Button

For a selected Subcontract, the [**Compliance**] button's popup on this tab displays Compliance Code defaults set up for the associated Vendor at the Company Level.

At the Company Level, this button's popup is used to change a Vendor's Compliance Code's default details and Compliance Statuses, which can be propagated down to various levels via its buttons.

The security privilege **VENCOMPL** is used to restrict access to the [**Compliance**] button at the Vendor Level.

Contract – Tab

The **Contract** tab lists Subcontracts according to the **Selection Criteria** parameters.

[**Dates**] – Button

This button's popup allows entry of dates related to the Subcontract.

[**Compliance**] – Button

For a selected Subcontract, the [**Compliance**] button's popup on this tab displays Compliance Code defaults for the Subcontract, which defaulted to the Subcontract from higher levels, or were manually added to it.

This button's popup is used to change a Subcontract's Compliance Code's default details and Compliance Statuses, which can be propagated down to its RFPs (Vouchers in AP).

Voucher – Tab

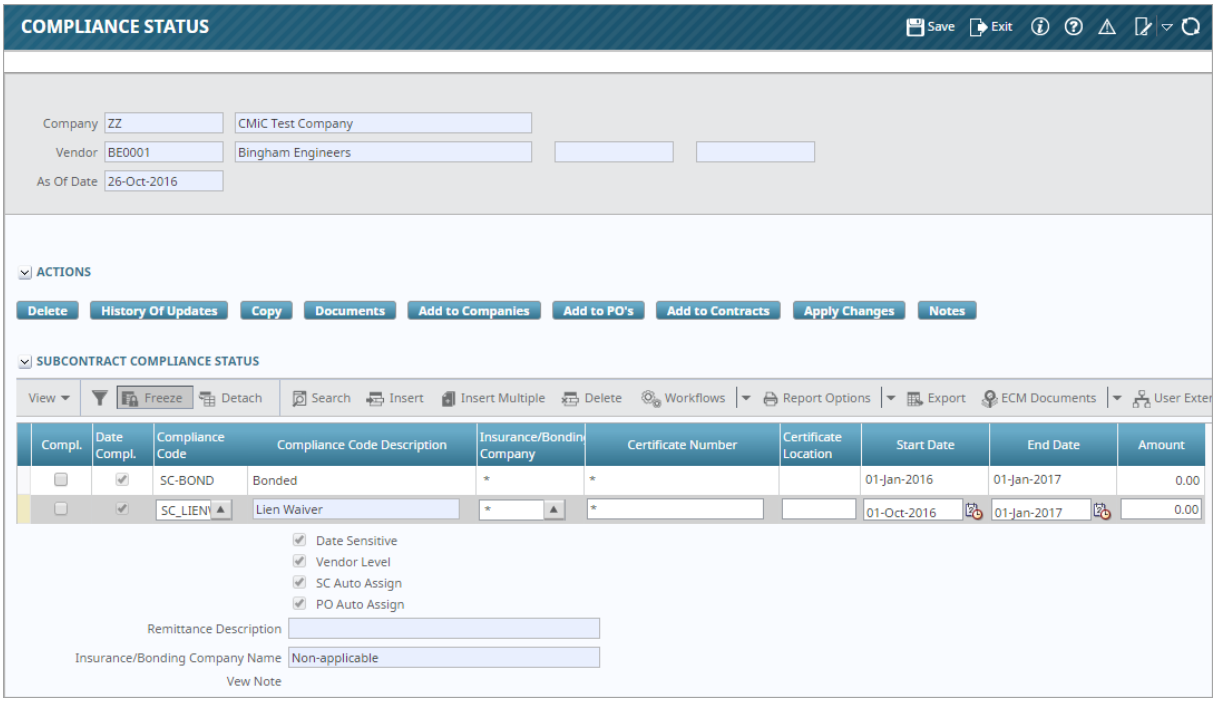
The **Voucher** tab lists RFPs (Vouchers in AP) according to the **Selection Criteria** parameters.

[**Compliance**] – Button

For a selected RFP/Voucher, the [**Compliance**] button's popup on this tab displays its Compliance Codes, which defaulted in from higher levels, or were manually added to it.

This button's popup is used to change a Voucher's Compliance Code's details and Compliance Statuses.

Compliance Status – Popup



Pgm: INSINFO – Compliance Status popup (sample of popup at System Level)

This popup is launched via the [**Compliance**] button on the Enter Vouchers, Adjust Voucher Status, or Change Compliance Status (SCTABCOM) screens. It is also available in the SC and PO modules. What it displays and what functionality is available depends on where this popup was launched.

For a particular Vendor, at the System Level down to the Voucher Level, this popup can be used to:

I. Add or delete Compliance Codes to or from a selected Vendor's existing Subcontracts, POs and Vouchers.

II. Change the Compliance Status (compliant/non-compliant) of a Vendor's default Compliance Code, which becomes the code's default status. The Compliance Code and its default Compliance Status will default to any new Vouchers against the Vendor. This is useful, for instance, if a Vendor fulfills a Compliance Code's requirement, and you want to set the Compliance Status of that Compliance Code to compliant, so that any new Vouchers created for the Vendor will have that Compliance Code's Compliance Status default to compliant.

III. Also, once a Compliance Code's default status is changed, the [**Apply Changes**] button can be used to propagate the change to the existing Vouchers for the Vendor, en masse.

NOTE: When leaving the Compliance Status popup at the Voucher Level, if the Voucher is not compliant based on all of its Compliance Codes, the system will set its Payment Status to "**Compliance Hold** (**C**)".

System Level – Vendor's Default Codes Under All Companies

If this popup was launched for a Vendor at the System Level, this popup displays the default Compliance Codes for the Vendor's Subcontracts and POs at the System Level. This popup is launched at the System Level by clicking the [**Compliance**] button on the **Vendor** tab of the Change Compliance Status screen (note: even though a Company is specified in this screen, when the [**Compliance**] button is clicked on the **Vendor** tab, the popup is launched at the System Level; if clicked on the **Company** tab, the popup is launched at the Company Level).

Since these Vendor Compliance details are at the System Level, the [**Add to Companies**], [**Add to POs**], [**Add to Contracts**], and [**Apply Changes**] buttons are enabled to allow changes to be propagate to lower levels, being:

- Vendor's default Compliance Codes for POs/Subcontracts, under all Companies
- existing POs/Subcontracts for Vendor, under all Companies
- existing posted Vouchers associated to PO/Subcontract for Vendor, under all Companies

These System Level defaults for the Vendor can also be viewed via the Vendor Compliance screen.

Company Level – Vendor's Default Codes Under Specified Company

If this popup was launched for a Vendor at the Company Level, via the **Company** tab of the Change Compliance Status screen, this popup displays the default Compliance Codes set up for this Vendor's Subcontracts and POs at the Company Level.

Since these Vendor Compliance details are at the Company Level, the [**Add to Companies**] button is disabled (only enabled at System Level), but the [**Add to POs**], [**Add to Contracts**], and [**Apply Changes**] buttons are enabled to allow changes to be propagate to lower levels, being:

- existing POs/Subcontracts for Vendor, under specified Company
- existing posted Vouchers for the Vendor associated to PO/Subcontract, under specified Company

These Company Level defaults for the Vendor can also be viewed via the Vendor by Company Compliance screen.

PO/Subcontract Level – PO/Subcontract's Assigned Codes & Details

If this popup was launched for a particular PO or Subcontract, this popup displays its Compliance Codes, which default to Vouchers against them. The Compliance Codes displayed were automatically added to the Subcontract or PO based on the defaults set up for the Vendor at the System, Company or Job (**Compliance** tab of Enter Job screen) Level, or they were manually added to this particular Subcontract/PO. Since these compliance details are at the PO/Subcontract Level, the [**Add to Companies**], [**Add to POs**], and [**Add to Contracts**] buttons are disabled. The [**Apply Changes**] button is enabled, however, to allow changes to be propagate to existing Vouchers for the Vendor, under the specified Company.

Voucher Level – Voucher's Assigned Codes & Details

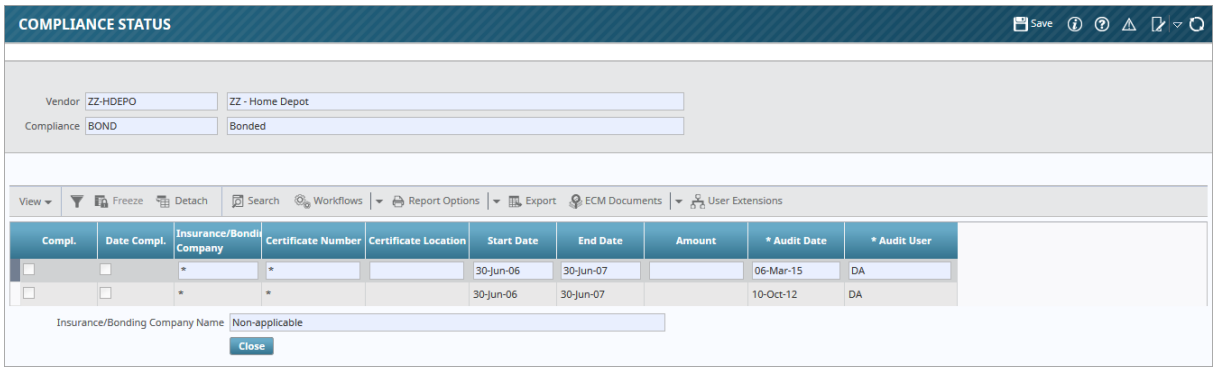
If this popup was launched for a particular Voucher, this popup displays its compliance details. The Compliance Codes displayed were automatically added to the Voucher based on the defaults set up for the Vendor, or they were manually added. Since these Vendor Compliance details are at the Voucher Level, the [**Add to Companies**], [**Add to POs**], [**Add to Contracts**], and [**Apply Changes**] buttons will be disabled, as there are no lower levels to propagate changes to.

Screen's Buttons

[**Delete**] – Button

Used to delete a selected Compliance Code.

[**History Of Updates**] – Button



Used to view the history of changes to a selected Compliance Code.

[**Copy**] – Button

Use the [**Copy**] button to copy the Compliance Code to a target Vendor.

[**Documents**] – Button

The Documents popup can be used to maintain reference details (doc number, date, description, and amount) about documents associated to the selected Compliance Code.

[**Add To Companies**] – Button

This button is only enabled if this popup was launched at the System Level.

This button is used to assign a selected Compliance Code as a default for the Vendor, under all Companies.

When this button is clicked, a record of the default will be created under all Companies the Vendor exists. These defaults can be viewed via the Vendor Compliance by Company screen, in which there will be a record of the default code for the Vendor under each Company the Vendor exists.

> **Example**: Say there are instances of a Vendor, Ven1, under three Companies: Comp1, Comp2, and Comp3. If a default Compliance Code is assigned to Ven1 system wide via this screen, in the Vendor by Company Compliance screen, an entry of the default for Ven1 will exist under Comp1, Comp2, and Comp3.

NOTE: This button is not available in the Vendor by Company Compliance screen as this button creates defaults at the System Level

[**Add to POs**] – Button

This button is enabled if the popup was launched for a Vendor at the System or Company Level.

If this popup was launched at the System Level, this button assigns a new Compliance Code to the Vendor's existing posted POs and their associated posted Vouchers system wide.

If this popup was launched at the Company Level, this button assigns a new Compliance Code to the Vendor's existing POs and Vouchers associated to the POs under the specified Company.

If this popup was launched at the System Level, this application will examine every PO and Voucher associated to a PO for the selected Vendor system wide. If this popup was launched at the Company Level, this application will examine every PO and associated Voucher for the Vendor under the specified Company. If the POs or Vouchers do not have the code, it will be added. If any of them already have this code and the **Insurance Company** and **Certificate #** fields match, the code's details will be overwritten with this code's details. If a PO or Voucher already has this code and the **Insurance Company** and **Certificate #** fields do not match, this code will be added under the variant version so that users can see details such as when the older compliance certificate ends and the new one begins.

NOTE: For Vouchers, a Compliance Code is added or updated only if the Voucher's Payment Status is "**Compliance Hold** (**C**)". A Voucher is automatically assigned the **Compliance Hold** Payment Status when it is posted and the system determines that it is not compliant. Once the Payment Status is changed to a different status, Compliance Codes can no longer be added to, or updated for the Voucher via this screen.

[**Add to Contracts**] – Button

This button is enabled if the popup was launched for a Vendor at the System or Company Level.

If this popup was launched at the System Level, this button assigns a new Compliance Code to the Vendor's existing posted Subcontracts and their associated posted Vouchers system wide.

If this popup was launched at the Company Level, this button assigns a new Compliance Code to the Vendor's existing Subcontracts and Vouchers associated to the Subcontracts under the specified Company.

If this popup was launched at the System Level, this application will examine every Subcontract and Voucher associated to a Subcontract for the selected Vendor system wide. If this popup was launched at the Company Level, this application will examine every Subcontract and associated Voucher for the Vendor under the specified Company. If the Subcontracts or Vouchers do not have the code, it will be added. If any of them already have this code and the **Insurance Company** and **Certificate #** fields match, the code's details will be overwritten with this code's details. If a Subcontract or Voucher already has this code and the **Insurance Company** and **Certificate #** fields do not match, this code will be added under the variant version so that users can see details such as when the older compliance certificate ends and the new one begins.

NOTE: For Vouchers, a Compliance Code is added or updated only if the Voucher's Payment Status is "**Compliance Hold** (**C**)". A Voucher is automatically assigned the **Compliance Hold** Payment Status when it is posted and the system determines that it is not compliant. Once the Payment Status is changed to a different status, Compliance Codes can no longer be added to, or updated for the Voucher via this screen.

[**Apply Changes**] – Button

This button is enabled if the popup was launched at the System, Company, or PO/Subcontract Level, to propagate changes down to the corresponding Vouchers.

This button is used to update the details of a Compliance Code assigned to a Vendor's posted Subcontracts, POs and Vouchers associated to the Subcontracts and POs. If this popup was launched at the System Level, this application will examine every PO, Subcontract and Voucher associated to a PO or Subcontract for the selected Vendor system wide. If this popup was launched at the Company Level, this application will examine every PO, Subcontract and associated Voucher for the Vendor under the specified Company. If this popup was launched at the PO/Subcontract Level, this application will examine every Voucher associated to the PO or Subcontract. If any of these items have the Compliance Code and the **Insurance Company** and **Certificate #** fields matching, the Compliance Code's details will be updated using these details.

This button can also be used to change the Compliance Status (**Compliance** checkbox) of a Compliance Code assigned to Vouchers en masse, at the following levels:

- System Level: all Vouchers associated to POs & Subcontracts for Vendor, system wide
- Company Level: all Vouchers associated to POs & Subcontracts for Vendor, under specified Company
- PO/Subcontract Level: all Vouchers associated to PO/Subcontract

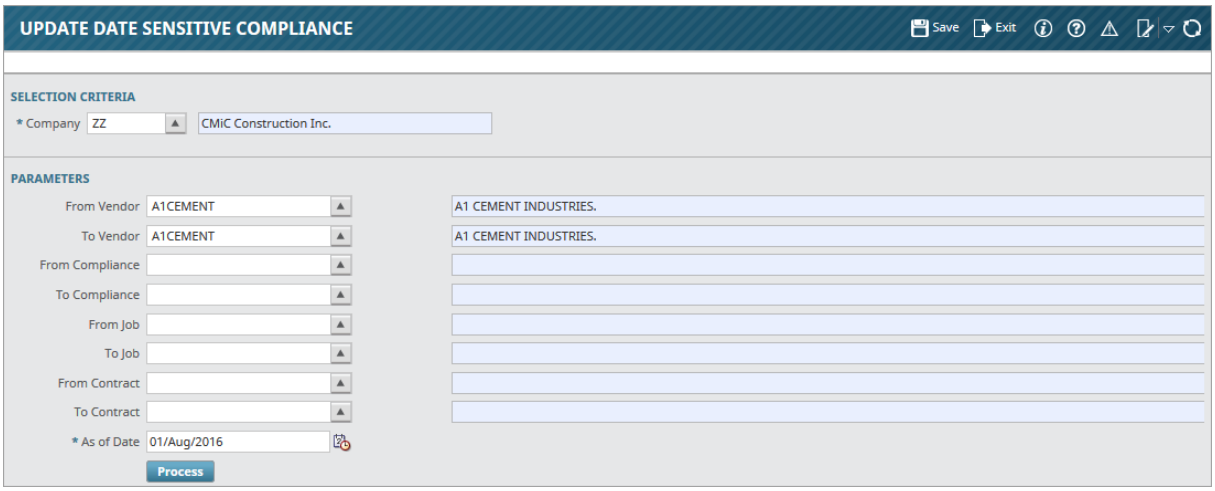
To change the Compliance Status (**Compliance** checkbox) of a Compliance Code assigned to a single Voucher, use the Adjust Voucher Status screen.

NOTE: For Vouchers, a Compliance Code is added or updated only if the Voucher's Payment Status is "**Compliance Hold** (**C**)". A Voucher is automatically assigned the **Compliance Hold** Payment Status when it is posted and the system determines that it is not compliant. Once the Payment Status is changed to a different status, Compliance Codes can no longer be added to, or updated for the Voucher via this screen.

[**Notes**] – Button

Used to view or add a note to the selected Compliance Code.

Update Date Sensitive Compliance – Screen



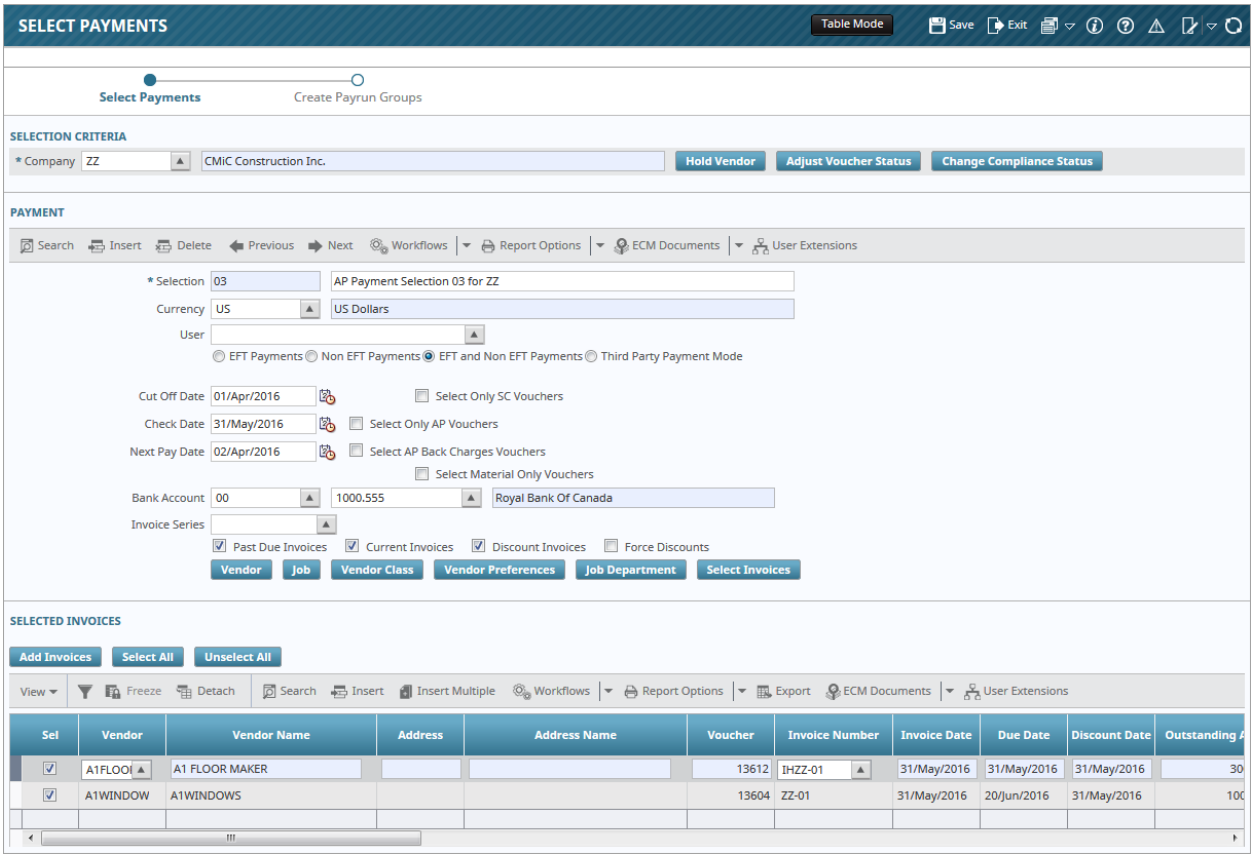
Pgm: APCHGCOM – Update Compliance Codes

If any of the Compliance Codes being utilized are date sensitive, this program should be run to ensure that the date sensitive Compliance Codes are updated where necessary. This procedure will check every date sensitive Compliance Code on every Vendor/Voucher to determine if the current Compliant Status is still applicable, and updates it where necessary. The date used in updating depends on the **Update Date Sensitive Compliance** setting (**SYS Date** or **Invoice Date**) on the **Voucher** tab of the AP Control File.

As of Date

This is the date that will be compared with the rules of the Compliance code to determine if the Vendor is compliant or not.

Select Payments – Screen



Pgm: PAYSEL – Select Payments

This screen is used to select a group of Vouchers to pay on the next check run, by creating a Payment Selection Code and then selecting Vouchers to associate to the Payment Selection Code. In many cases, this code is the initials of the person creating the selection.

The Payment Selection Code is then used in the Prepare Checks screen (first screen in Print Checks Process) to prepare the checks, and then in the Print Check screen to print them. Finally, it is used in the Post Check Run screen to post the payments. After posting the payments, the Payment Selection Code is automatically deleted from the system so that it can be recreated and used again.

If Payment Selection Codes have been defined for the selected Company, but they have not yet been used to complete a check run (thus, not yet deleted), this screen will initially display the first one defined. To navigate between a Company's current Payment Selection Codes, use the [**Previous**] and [**Next**] buttons on this section's Block Toolbar. To delete a Payment Selection Code, click the Block Toolbar's [**Delete**] button.

Also, this screen allows the editing of a Voucher's **Discount Taken**, **Payment Amount**, and **Next Status Ovrd** fields, with the **Payment Amount** field allowing a partial payment amount to be specified.

Using Payment Selection Codes

The availability of Payment Selection Codes in the various screens used for the payment process depends on what stage of the process they are being used.

After a Payment Selection Code has been created in the Select Payments screen and at least one Voucher has been associated to it, the code will be available in the Prepare Checks screen, and it will also be available in the Select Payments screen.

After the checks have been prepared in the Prepare Checks screen, the Payment Selection Code will no longer be available in the Select Payments screen. It will only be available in the rest of the screens along the payment process.

Finally, after the payments have been posted, the Payment Selection Code will be deleted from the system so that it can, if required, be recreated and used again.

Unprepare Checks

Once payments associated to Selection Code(s) (plural if AP Pay Run Group is used) have been prepared, the Selection Code(s) will no longer be available in the Select Payments screen. To make the codes available in the Select Payments screen, the Unprepare Checks utility must be used.

Selection Criteria – Section

Company

Select the relevant Company.

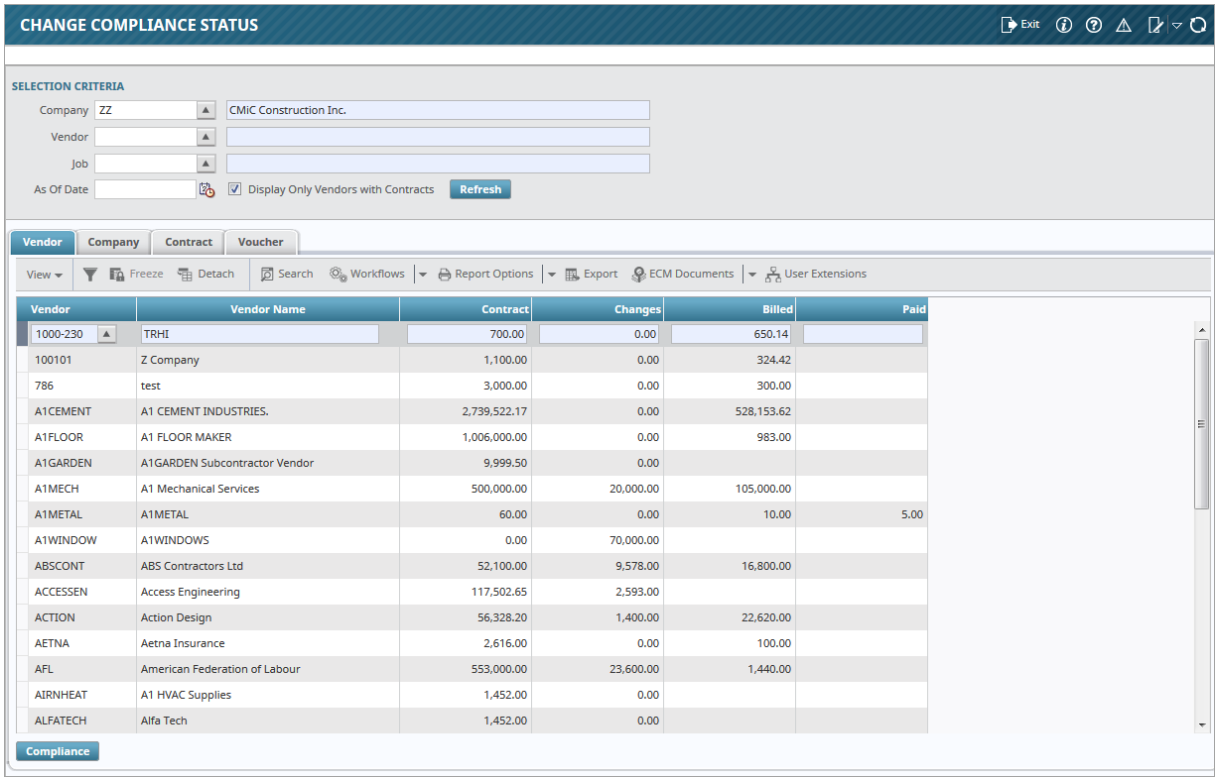
[**Hold Vendor**] – Button

This button launches the Hold Vendor screen. For details, refer to the previous subsection, *Hold Vendor.*

[**Adjust Voucher Status**] – Button

This button launches the Adjust Voucher Status screen. For details, refer to the previous subsection, *Adjust Voucher Status.*

[**Change Compliance Status**] – Button



Pgm: SCTABCOM – Change Compliance Status

Via the popup launched by the [**Compliance**] buttons on the **Vendor**, **Company** and **Contract** tabs, this screen is used to update default Compliance Code details and statuses for a Vendor at the System, Company, and Subcontract/PO Level. These updates can then be propagated down to the corresponding Vouchers, en masse, via the popup's [**Apply Changes**] button.

On the **Voucher** tab, the [**Compliance**] button's popup can be used to update compliance details for individual Vouchers.

For details about this screen, please refer to the following subsection in this guide: *Change Compliance Status – Screen (System to Voucher Level)*.

Payment – Section

This section is used to create a one-time Payment Selection Code, and to specify a criteria to select Vouchers to be associated to the Payment Selection Code. Once the selection criteria is specified, the [**Select Invoices**] button is used to list the matching Vouchers in the **Select Invoices** section, which will automatically have their **Sel** (Select) checkbox checked to associate them to the Payment Selection Code.

Also, if the **User in Payment Selection is the one who posted the Voucher** checkbox is checked on the **Check** tab of the AP Control File, only the Vouchers that were posted by the user will be available.

The Payment Selection Code is then used in the Prepare Checks screen (first screen in Print Checks Process) to specify the Vouchers to be paid. After the posting the check run, the Payment Selection Code is automatically deleted.

Recall, if Payment Selection Codes have been defined for the selected Company, but they have not yet been used to complete a check run, this screen will initially display the first one defined. To navigate between them,

use the [**Previous**] and [**Next**] buttons on this section's Block Toolbar. Also, to delete a Payment Selection Code, click the Block Toolbar's [**Delete**] button.

NOTE: If the [**Select Invoices**] button is used and the results are unexpected, verify the values entered in all of the fields in this section, and in the popups launched by this section's buttons.

Selection, Description

Enter a 2-character code for the Payment Selection Code being defined. All payment selection information defined on this screen will be associated with this code. The code must be unique within the Company. In most cases the Payment Selection Code is the initials of the person creating the selection. By using this as a code, it makes sure that there are not uncompleted payment selections still outstanding.

If this selection code includes vouchers with posting dates after the payment date, and these vouchers are excluded from the payment selection, an alert displays the number of remaining vouchers.

The field to the right of the **Selection** field is used to enter a description for the Payment Selection Code.

Currency

Verify/modify the currency code for the Payment Selection Code. The system will default the Company's 'home' currency as defined on the Company File. Only Vouchers with the specified currency will be selected and associated to the Payment Selection Code.

User

If a user is selected from the LOV, only Vouchers *created* (as opposed to *posted*) by the specified user will be selected.

If the **Warn If User Is Null In Payment Selection Entry** checkbox is checked on the **Check** tab of the AP Control File, a soft warning message appears to notify the user of this violation.

EFT Payments

Select this option to only select Vouchers with the **EFT Flag** checked.

Non EFT Payments

This is the default option. Select it to only select Vouchers with the **EFT Flag** unchecked.

EFT and Non EFT Payments

If this option is used both EFT and non EFT Vouchers will be selected for payment.

Third Party Payment Mode Option

If this option is selected, a Third Party Payment Mode drop-down box appears to select a third party payment mode. Only Vouchers to be paid via the selected mode will be selected.

Cut Off Date

Enter the cut-off date for the Vouchers to be selected for payment. For each Voucher, the **Due Date** of the Voucher is compared to this cut-off date. If the **Due Date** of a Voucher is on or before this cut-off date, it will be selected. If the **Due Date** of the Voucher is after this cut-off date, it will not be selected.

NOTE: The **Use Invoice Date As Cutoff Date For Payment Selection** checkbox on the **Check** tab of the AP Control File changes the logic behind this field.

Check Date

Enter the payment date for the checks that will be prepared. This date is also used to help determine whether a Voucher selected for payment is "past due" or "current due". If the system is set to Not Allow

Pre-Dated Checks then this field will default to the system date which may be modified, but only to dates in the future. If the Payment Date entered is prior to the Voucher date of any of the selected Vouchers, a message will be displayed reading "There are selected Vouchers with post date after check print date, press continue to save, cancel to delete." Pressing [**Continue**] will save the Payment Selection with Vouchers, whereas [**Cancel**] will delete the Vouchers selected, but will keep the Selection Code and selection criteria in the table, allowing the users to go back and make corrections and then select the payments.

Next Pay Date

Enter the payment date to follow the one entered in the previous field. This date is used in the calculation of discounts. Discounts are considered 'taken' when the Discount Date is on or after the Check Date (entered in the previous field) and before the Next Pay Date (entered here).

If the Discount Date of the Voucher falls outside of this range, or the discount has not been taken, the amount of the discount will appear in the DISCOUNT LOST column on cash requirement reports. Normally, the system will 'take' any allowable discounts automatically for you. Discounts that have been taken will appear in the Discount Taken column on reports. You can use the Partial Payment Entry form to "turn off" a discount set to be taken or "turn on" a discount which has been lost.

Select Only SC Vouchers – Checkbox

This selection criterion allows the users to select Vouchers that are associated with a subcontract. Vouchers created from SC payment request entry, AP Voucher Entry for a subcontract and those registered pay requests entered via imaging application are considered 'SC Vouchers'.

Select Only AP Vouchers – Checkbox

This selection criterion allows the users to select Vouchers that were created via AP Voucher Entry or Registered Voucher Entry programs without any reference to subcontracts.

Select AP Back Charges Vouchers – Checkbox

This selection criterion allows the users to select Vouchers entered through custom flysheets from the Imaging module and pushed through to the AP Voucher system. This is still under development.

Select Material Only Vouchers – Checkbox

This selection criterion is used to select Vouchers that were created via the Enter External Invoices screen of the Material Sales module (standard Treeview path: *Material Sales > Material Invoice > Enter External Invoice*).

Bank Account (Department, Account)

If the payment (check) run is only for Vouchers that have a specific bank account, select the department via the first field and the account via the adjacent field.

Invoice Series

If the payment (check) run is only for Vouchers with a specific Invoice Series Code, select the required Series Code in this field.

Past Due Invoices – Checkbox

This option is used in conjunction with the Current Due and Discountable invoice flags to determine which Vouchers get selected for payment.

Check this box to select all Vouchers whose due date is on or before the cutoff date for payment. Do not check this field if Vouchers with due date on or before the cutoff date should not be selected for payment.

Current Invoices – Checkbox

Check this box to select all Vouchers whose due dates are after the cutoff date, but on or before the payment date (as specified in this section).

Discount Invoices – Checkbox

This checkbox is relevant to paying Vouchers with term discounts. Check this box to select Vouchers with discounts that have Check Dates less than or equal to the Discount Date, and that have the Discount Date less than the Next Pay Date.

Force Discounts – Checkbox

If you want the system to take the discounts on the selected Vouchers, even if the Discount Date has expired, check this field. Otherwise, expired discounts will be ignored.

[**Vendor**] – Button

This button's popup is used to filter Vouchers based on the Vendors associated to them. Only Vouchers for Vendors listed in this popup will be selected for payment. If this popup's list is empty, Vouchers will not be filtered by Vendors.

[**Job**] – Button

This button's popup is used to filter Vouchers based on the Job Code associated to them. Only Vouchers associated to Job Codes listed in this popup will be selected for payment. If this popup's list is empty, Vouchers will not be filtered by Jobs.

[**Vendor Class**] – Button

This button's popup is used to filter Vouchers based on the Vendor Class of their associated Vendors. Only Vouchers for Vendors belong to the classes listed will be selected. If this list is empty, then Vouchers will not be filtered by Vendor Classes.

NOTE: The Vendor Class filter cannot be used in conjunction with the Job or Vendor filters.

[**Vendor Preference**] – Button

This button's popup is used to filter Vouchers based on the Vendor Preference Codes of their associated Vendors. Only Vouchers for Vendors that have Vendor Preference Codes listed here will be included in this payment selection. If this list is left blank, Vouchers will not be filtered by Vendor Preference Codes.

NOTE: This field can work in conjunction with the Vendor Class filter, but not the Job or Vendor filters.

[**Job Department**] – Button

This button's popup is used to select Vouchers with a Job Distribution, based on the Job Department. Using the popup, Job Departments are entered. Only Vouchers with a Job Distribution that have the Job's **Default Department** (field on **Job Detail** tab of Enter Job screen) being a Job Department listed via the popup will be selected.

[**Select Invoices**] – Button

Once the criteria have been entered, use this button to start the Voucher selection process. After the process finishes, a message will appear on the top right of the screen indicating the number of Vouchers selected, and the total dollar value of the selection.

Selected Invoices – Section

Once the selection criteria is specified, the [**Select Invoices**] button is used to list the matching posted Vouchers in this section, which will automatically have their **Sel** (Select) checkbox checked to associate them to the Payment Selection Code.

This section can be used to edit a Voucher's **Discount Taken**, **Payment Amount**, and **Next Status Ovrd** fields, with the **Payment Amount** field allowing a partial payment amount to be specified.

[**Add Invoices**] – Button

This button's popup lists unpaid Vouchers in the system for the selected Company. Any of the listed Vouchers can be selected and brought into this section.

[**Select All**] – Button

Click to select all listed Vouchers (all **Sel** checkboxes checked).

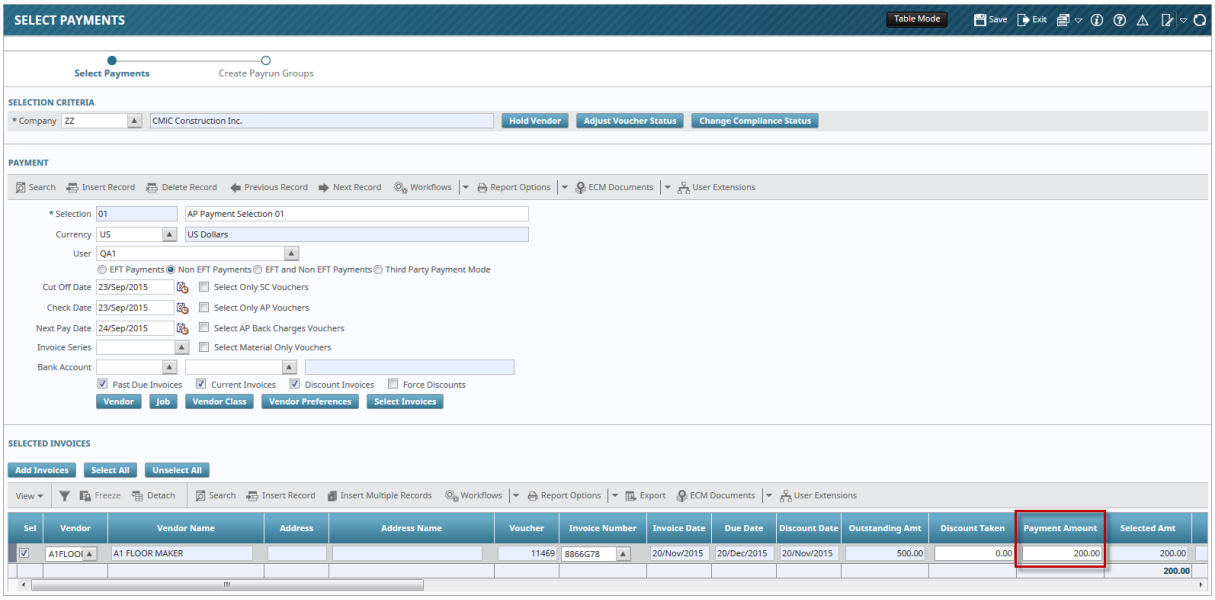
[**Unselect All**] – Button

Click to unselect all listed Vouchers (uncheck all **Sel** checkboxes).

The following table provides details about the editable fields in this section's table:

Field	Details
Sel – Checkbox	Check to associate Voucher to Payment Selection Code.
Vendor	Vendor that this Voucher is for.
Invoice Number	This is the Voucher's identifying Invoice Number, which is not the same as this Voucher's Voucher Number. Voucher Numbers are automatically generated by the system and they are used in the backend - they are not used to identify Vouchers in the various AP screens.
Discount Taken	This field can be used to modify the discount amount for the Voucher. Discounts are taken when the **Discount Date** is on or after the **Check Date**, and before the **Next Pay Date**. If the Discount Date falls outside of this range, or it has not been taken, the amount of the discount will appear in the Discount Lost column on cash requirement reports. Discounts that have been taken will appear in the Discount Taken column on reports.
Payment Amount	This field can be used to modify the Payment Amount for the Voucher, and if necessary, it can be used to enter a partial payment against the Outstanding Amount.
Next Status Ovrd	This field can be used to select a Payment Status to override the Voucher's next default Payment Status.

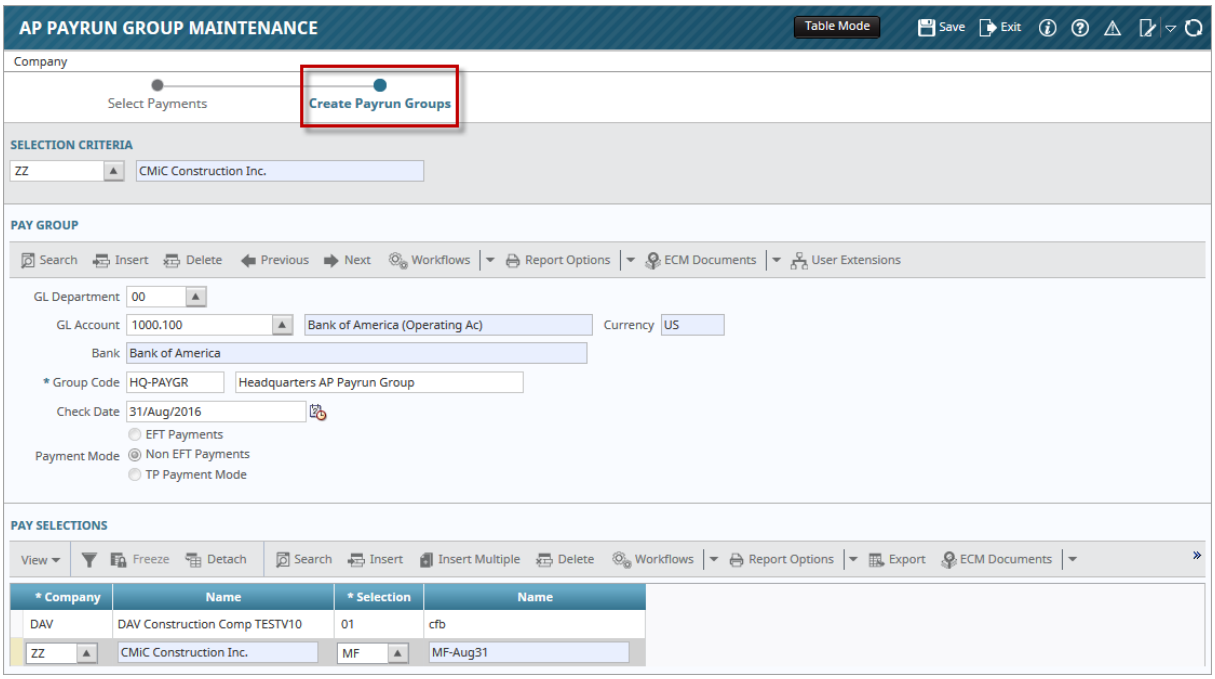
Partial Payments



Pgm: PAYSEL – Select Payments

The Select Payments screen can be used to edit the amount to be paid for a Voucher via the **Payment Amount** field, which can be a partial payment against the Outstanding Amount.

Create Payrun Groups



Pgm: PASELGRP – Create Payrun Groups

The Create Payrun Groups screen is launched via the **Create Payrun Groups** link, framed above, on the Process at the top of the Select Payments screen.

This screen is used to create an AP Pay Run Group to group and pay the posted Vouchers associated to different Payment Selection Codes of Companies in the system, using a single company's bank account.

Section Criteria – Section

Select the Company for which the AP Pay Run Group will be created.

Pay Group – Section

The following table provides details about the editable fields in this section's table:

Field	Details
GL Department	GL Department of GL Account to use for payment.
GL Account	GL Account to use for payment.
Bank	Display-only field displaying name of GL Account's bank.
Group Code	Enter a code to identify this AP Pay Run Group.
Check Date	Payment Date for the checks that will be prepared. If the system does not allow pre-dated checks, this field will only accept the current or future dates.
Payment Mode	Select the mode of payment.

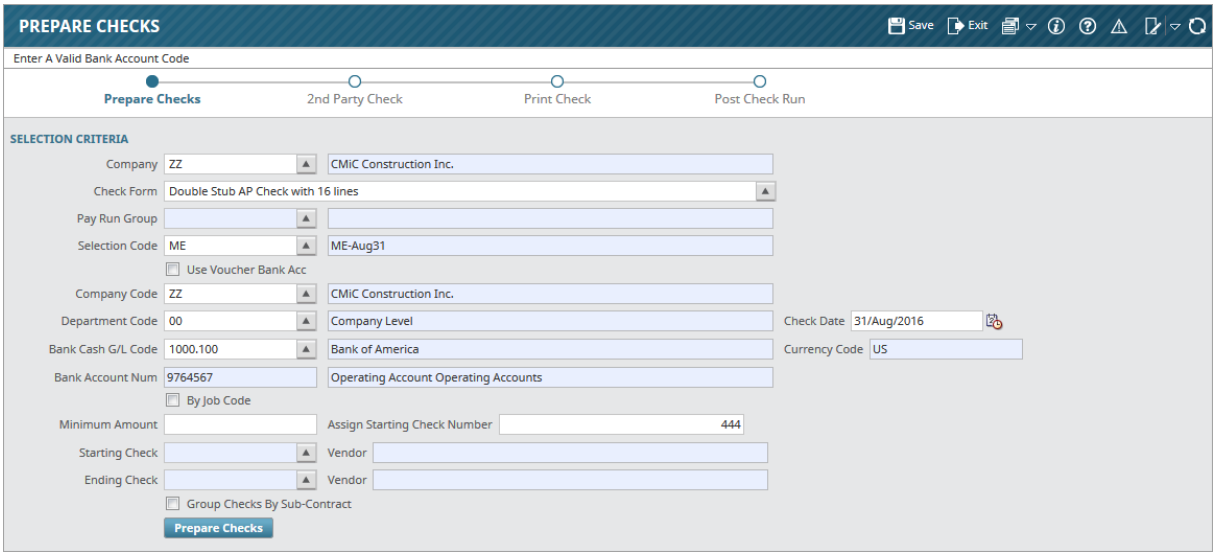
Pay Selections – Section

In this section, the Payment Selection Codes to group are inserted.

To add a Payment Selection Code, click the [**Insert**] button on this section's Block Toolbar, then, using the new row, select the Company and its Payment Selection Code.

To delete a Payment Selection Code, select it and click the Block Toolbar's [**Delete**] button.

Prepare Checks (Automated Check Generation)



Pgm: APCHQPRE – Prepare Checks

This screen is used to prepare the checks/electronic payments for the Vouchers that have been selected for payment through the use of either an AP Pay Run Group or a Payment Selection Code.

During the preparation process, depending on the settings related to checks, all Voucher payments for a single vendor are consolidated into one payment, or a separate payment is made for each of the Voucher for the vendor. Settings for the generation of checks (payments) are set on the **Check** tab of the AP Control File, and on the **Accounting** tab of Vendor records. Also, checks can be grouped by Subcontract Codes for the same Vendor by checking the **Group Checks By Sub-Contract** checkbox (bottom of screen).

This screen can also be used to renumber checks. If Vouchers associated to the AP Pay Run Group or the Selection Code have already had their checks prepared and numbered via this screen, the [**Renumber Checks**] button is available instead of the [**Prepare Checks**] button.

NOTE: This screen handles check numbering, and the starting check number must always be verified.

Company

Select the Company under which the AP Pay Run Group or Selection Code is defined.

Check Form

Check format to use to print checks.

Pay Run Group

Select the AP Pay Run Group for which payment will be processed, or leave this field blank if a Selection Code is to be used to specify the Vouchers for payment instead.

AP Pay Run Groups are set up using the Create Payrun Groups screen, which is launched via the Process at the top of the Select Payments screen.

Selection Code

Select the Selection Code for which payments will be processed, or leave this field blank if an AP Pay Run Group is to be used to specify the Vouchers for payment instead.

Selection Codes are set up using the Select Payments screen.

NOTE: If a Selection Code does not have any associated Vouchers, it will not be listed here. Also, if a Selection Code is associated to an AP Pay Run Group, it will not be available her, as the AP Pay Run Group must be used.

Use Voucher Bank Acc – Checkbox

Check this box if the checks for this run are to be credited to the cash accounts associated with the Vouchers rather than from a single cash account specified by the **Company Code**, **Department Code**, and **Bank Cash G/L Code** fields (these fields are disabled if this box is checked).

Company Code

Select the Company whose Bank Account will be used to pay the Vouchers selected on this pay run. Since AP Pay Run Groups allow for the combining of Selection Codes from various Companies, this field allows you to specify which Company will pay the Vouchers.

Department Code

GL Cash Department of cash account.

Bank Cash G/L Code

Cash account to use for payment.

Check Date

Check Date for the check.

By Job Code – Checkbox

This option allows for separate checks for a vendor that has multiple Vouchers that are tied to different Job Codes. For example, if a single vendor has two Vouchers tied to two different Job on the same check run, two checks will be generated.

Minimum Amount

Enter a minimum check amount to be used as the criteria for generating a check. Any checks that have a total payment amount less than the amount entered in this field will not be generated.

Leave this field blank if all checks should be generated regardless of the total payment amount on that check. Vouchers that are linked to checks that fall into this category are considered paid.

Assign Starting Check Number

This field is disabled if the **Use Voucher Bank Acc** box is checked.

The system will default the starting check number for this run by incrementing the Last Check Number associated to the Bank Account by one. Each subsequent check number generated will increment sequentially.

Modify this number if the first check number on this check run should be different than the default number within this field.

The last used check number associated to the selected Bank Account is stored in the **Last Check Number** field of the Bank Account record, which can be viewed or edited via the Bank Account Maintenance screen of the System Data module (standard Treeview path: *System > Global Tables > Banking > Bank Account*).

Starting Check, Ending Check (Renumbering Functionality Only)

This fields are disabled unless the Vouchers associated to the AP Pay Run Group or the Payment Selection Code have already had their checks prepared and numbered via this screen; otherwise these fields are available to specify the range of checks to renumber, and the [**Renumber Checks**] button becomes

available to initiated the renumbering process. If the **Start Check** field is blank, the first check (by check number) is assumed, and if the **End Check** field is blank, the last check is assumed.

This functionality is also only applicable if the check stock is pre-numbered.

Group Checks by Sub-Contract – Checkbox

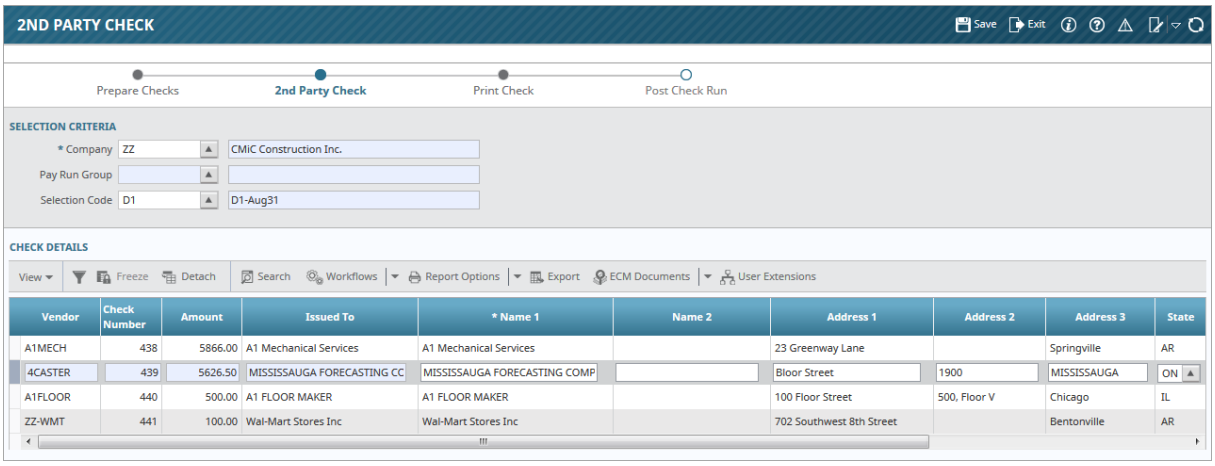
The checkbox state is defaulted from the **Group Checks by Sub-Contract** checkbox on the AP Control File's **Check** tab. When checked, the screen groups checks for Vouchers that are associated with sub-contracts.

[**Prepare Checks**], [**Renumber Checks**] – Button

Click the [**Prepare Checks**] button to generate the checks that apply to the check run being processed once the system has completed this process, a message will appear at the bottom line of this screen indicating the number of checks that were generated.

If Vouchers associated to the AP Pay Run Group or the Selection Code have already had their checks prepared and numbered via this screen, this button become the [**Renumber Checks**] button to initiated the renumbering process.

Assign 2nd Parties to Checks



Pgm: APCHQ2ND – Second Party Checks

Use the 2nd Party Checks screen to assign alternate names to checks prepared through the automated Prepare Checks functionality. This screen allows the modification of the payee name(s) prior to printing. The system creates 2nd party checks by changing the name to which the check will be issued, or by creating joint checks by simply adding a name to the check.

Section Criteria – Section

Company

Select the Company under which the AP Pay Run Group or Selection Code is defined.

Pay Run Group

Select the AP Pay Run Group for which the checks were prepared, or leave this field blank if a Selection Code is to be used instead.

Selection Code

Select the Selection Code for which the checks were prepared, or leave this field blank if an AP Pay Run Group is to be used instead.

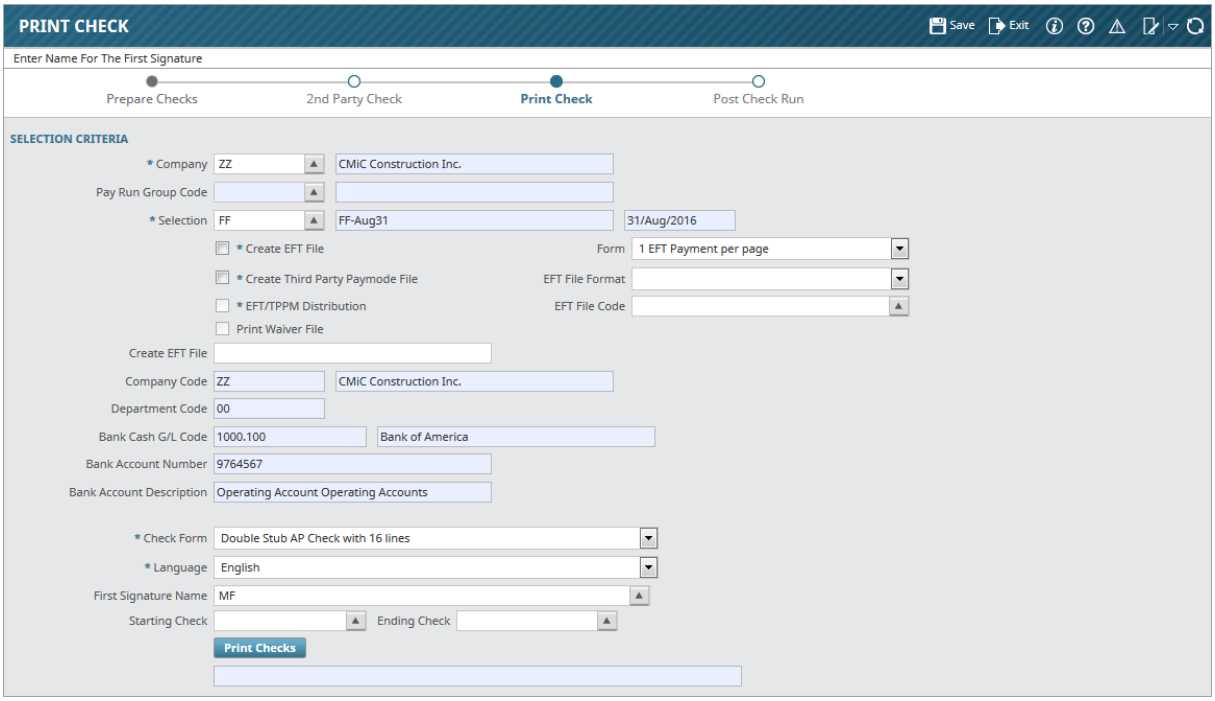
Check Details – Section

To change the name on the check that is to be issued, delete the vendor name from the **Name 1** field and enter the name that you want to appear on the check. If a second name is required to prepare a joint check, enter that name in the **Name 2** field. If two names are entered, they will print as Name One & Name Two.

Also, the address fields are editable to allow the address to be changed.

The **Issued To** field will contain the name on the check for history purposes.

Print Checks



Pgm: APCHQPRT – Print Checks

For the prepared checks associated to either an AP Pay Run Group or a Selection Code, this screen is used to either physically print the checks and check stubs, to create an EFT file for payment, or to create a Third Party Paymode file for payment.

The following table provides details about the fields on this screen:

Field	Details
Company	Select the Company under which the AP Pay Run Group or Selection Code is defined.
Pay Run Group Code	Select the AP Pay Run Group for which the checks were prepared, or leave this field blank if a Selection Code is to be used instead.
Selection	Select the Selection Code for which the checks were prepared, or leave this field blank if an AP Pay Run Group is to be used instead.

Create EFT File – Checkbox	Check this box if the payments are to be made via an EFT file; if checked, the **EFT/TPPM Distribution** checkbox become enabled.
Form	EFT file generation options.
Create Third Party Paymode File – Checkbox	Check to create a Third Party Paymode file for payment; if the **Create EFT File** box is checked, uncheck it to enable this checkbox.
EFT File Format	Bank-specific EFT file format.
EFT/TPPM Distribution – Checkbox	If checked and the **E-Mail** option is selected for the vendor via their Vendor record's **EFT/TPPM Distribution** field on the **Accounting** tab, an e-mail to notify the vendor of the EFT payment will be sent. It will be sent with a subject line of "ACH Payment Notification", and it will be sent to the e-mail specified by the **EFT E-mail** field on the **Accounting** tab of the Maintain Vendors screen. The sender's e-mail we be the e-mail specified via the **Default ACH Email** field on the **Check** tab of the AP Control File. Also, if the **Send a Copy of EFT to E-mail Address Below** checkbox is checked on the **Check** tab of the AP Control File, a BCC e-mail will also be sent to the e-mail specified under the **Send a Copy of EFT to E-mail Address Below** checkbox (which, for instance, may be used as a copy for historical purposes).
EFT File Code	This drop-down field lists the different versions of the selected bank-specific EFT file format. EFT File Codes are set up via the EFT Formats screen. Please refer to the *EFT Formats (File Layouts)* subsection under this reference guide's *Configuring AP Module* section.
Print Waiver File – Checkbox	Check to print the waiver file.
Create EFT File	Name of generated EFT file; once the EFT file is generated, a popup appears to open or save the EFT file to a user specified location, and its AP Check report will be available on a new tab of your web browser.
Company Code	Display-only field, displaying Company, entered via Prepare Checks screen, to which cash account belongs. If the **User Voucher Bank Acc** box was checked on the Prepare Checks screen, this field will be blank as the cash account info comes from the Voucher records.
Department Code	Display-only field, displaying Department, entered via Prepare Checks screen, to which cash account belongs.
Bank Cash G/L Code	Display-only field, displaying cash account, entered via Prepare Checks screen, against which payments are made.
Bank Account Number	Display-only field, displaying cash account's account number.
Bank Account Description	Display-only field, displaying cash account's description.
Check Form	Check format to use to print checks.
Language	The language will default to English, but can be changed to French or Spanish if required.
First Signature Name	Select a First Signature image, which is associated to the selected bank account. First Signature images are associated to bank accounts via the Bank Account Maintenance screen in the System Data module.

Starting Check, Ending Check	These fields are used to specify the starting and ending check numbers for check printing.

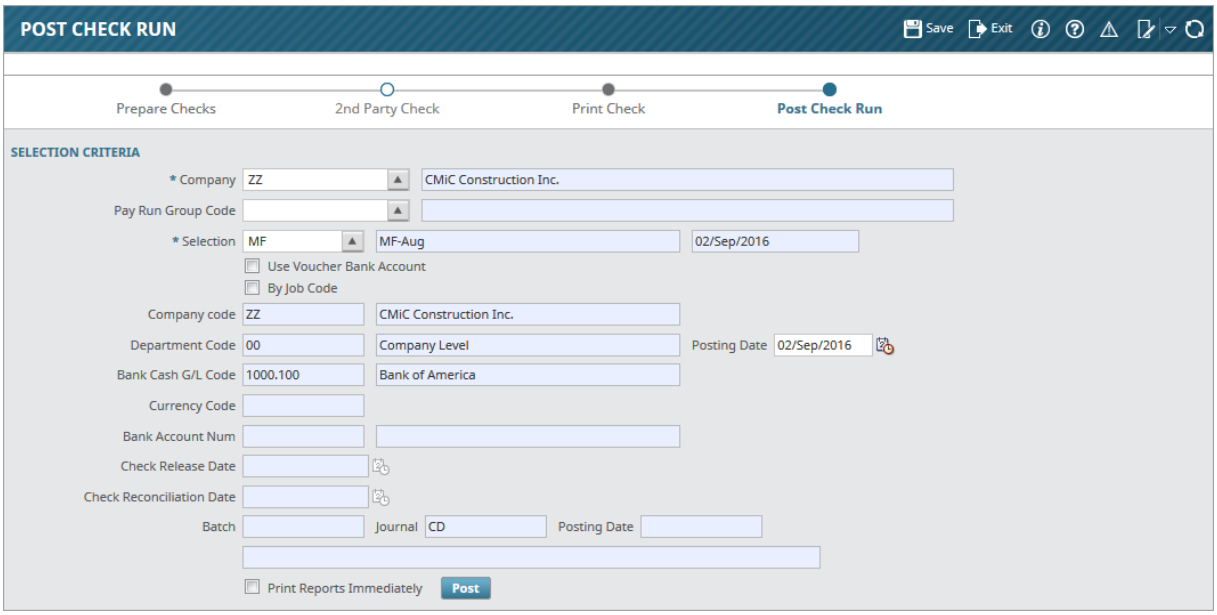
[**Print Checks**] – Button

This button is used to initiate the printing process. The first launched popup is used to select the printing destination (Preview or Email) and format (PDF, HTML, CVC…).

If "Preview" is selected, your web browser's print preview functionality will display a preview of what will be printed on a new tab. Actual printing can then be done via the web browser's print preview functionality.

Checks will print sorted by Bank Account and Job Code, and according to the check printing settings on the **Check** tab of the AP Control File, and on the **Accounting** tab of Vendor records. Also, checks can be grouped by Subcontract Codes for the same Vendor by checking the **Group Checks By Sub-Contract** checkbox at the bottom of the Prepare Checks screen.

Post Check Run



Pgm: APCHQPST – Post Check Run

This screen is used to post payments once the checks have been correctly printed or the electronic payment files have been created properly.

After selecting the AP Pay Run Group or the Payment Selection Code that applies to the check run being posted, the system will default the information that pertains to this check run in the relevant fields.

The system will create the G/L transactions to reflect the cash disbursements and update the vendor records with the appropriate payments.

The post checks option will update the Wasted Check table with the check numbers used for Overflow checks; "STUB ONLY" will be the description on these checks. The Wasted Checks screen is available in the Wasted Checks screen (program: APCHQMWC).

Use Voucher Bank Account – Checkbox

Check this box if the checks for this run are to be credited to the cash accounts associated with the Vouchers rather than a single cash account specified by the **Company Code**, **Department Code**, and **Bank Cash G/L Code** fields (these fields are disabled if this box is checked).

By Job Code – Checkbox

This option allows for separate checks for a vendor that has multiple Vouchers that are tied to different Job. For example, if a single vendor has two Vouchers tied to two different Jobs on the same check run, two checks will be generated.

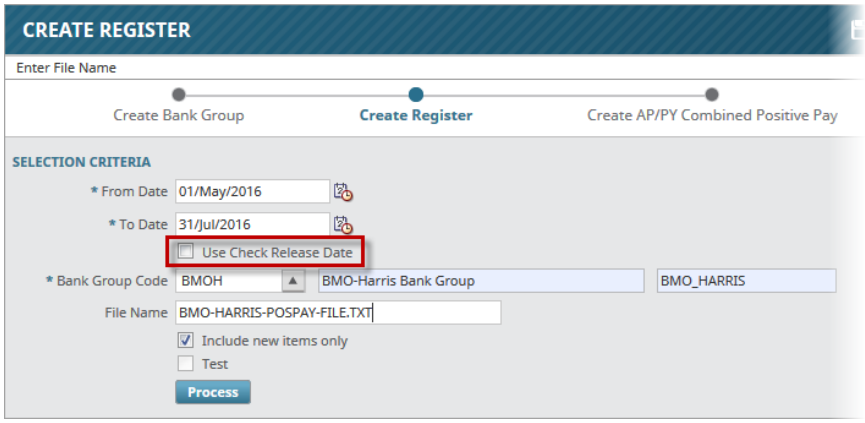
Posting Date

Enter the date to record for the posting of these payments to the General Ledger.

Check Release Date

Check's release date.

If the **Use Check Release Feature** checkbox is checked on the **Check** tab of the AP Control File, then, in the Create Register screen (shown below), if the **Use Check Release Date** checkbox is checked, the system will use the **Check Release Date** of checks instead of their **Check Date** to determine if they are to be included in the Positive Pay file.



Pgm: APPOSPAY – Create Positive Pay Register/File

Check Reconciliation Date

This date field is enabled and mandatory for posting if the **Automatically Populate Check Reconciliation Date** checkbox is checked on the **Check** tab of the AP Control File. Also, this date is <u>only relevant to EFT payments</u>.

Print Reports Immediately – Checkbox

Check this box if the posting report is to be printed as part of the posting routine. If this field is not checked, the posting report will not print automatically after posting, but it can be printed at a later time using the Print Posting Reports utility.

[**Post**] – Button

Click this button to initiate the posting process. Any messages about the posting will be displayed in the field just above this button.

Manual Checks & Deposits

Overview – Manual Checks & Deposits

Prepare Batch

As with other Accounts Payable transactions, a Batch must be created for manual check transactions.

Enter Manual Checks & Deposits

Manual checks are any checks that the system does not generate. Usually a manual check is used when a supplier requires immediate payment, or an invoice is for a one time only supplier.

Within the same Batch, Deposits (pre-payments) can also be made for vendors (deposited into Prepaid Expenses Account associated to vendors), before invoices are received from the vendors and used to create Vouchers in the system. Later, after pre-paid invoices are received and their corresponding Vouchers are entered into the system, Deposits for the vendor can be used to associate the pre-payments to the Vouchers.

Print Edit Listing

The edit listing is your proof sheet for the details to a specific batch. To avoid posting errors, the edit listing should be printed, and the details verified before each batch is posted.

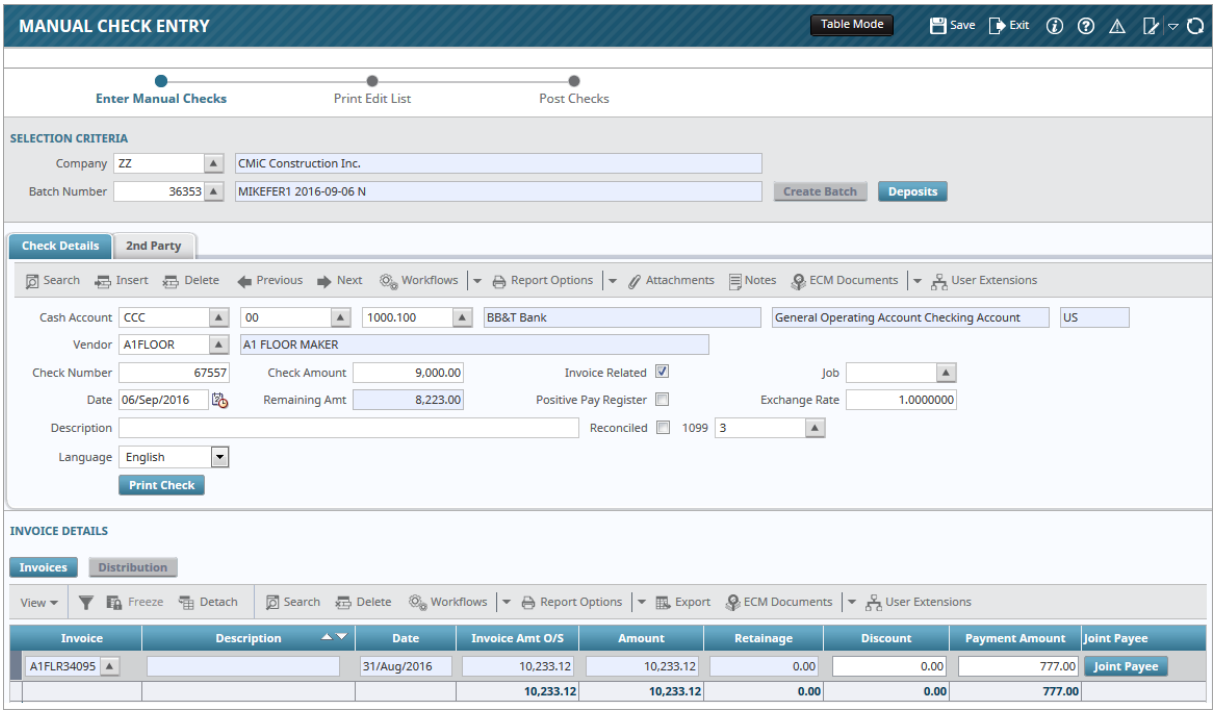
Post Batch

This step will take the detail of all the invoice and payment information within a batch and apply them to the indicated supplier, General Ledger accounts, and Jobs. Once a batch has been posted, it is no longer available for invoice entry.

Adjust Check Sequence Numbers

This step is done through the Bank Account Maintenance screen. This step must be done if the system generated checks and the manual checks are using the same checks. You have to change the number of the last check printed to match the last one issued on the manual check batch.

Enter Manual Checks



Pgm: APCHQMAN – Manual Check Entry

Manual checks are checks that are prepared bypassing the system's automated check generation functionality.

Manual checks are normally required when a vendor must be paid immediately, when a one-time only vendor needs to be paid, or to make a payment for which there is no Voucher in the system.

This screen is also used to enter Deposits (pre-payments, before invoice is received) for a vendor, and to pay Vouchers in the system using Deposits saved for the vendor.

This screen allows for inter-company expense allocations in the General Ledger distribution when allocating non-AP checks. Remember not to confuse this with inter-company payment of invoices.

Also, this screen allows for multiple AP control accounts to be used in the same Batch.

Create Manual Checks to Pay Vouchers

If a manual check is for the payment of one or more Vouchers in AP, check the **Invoice Related** checkbox. This causes the [**Invoices**] button in the **Invoice Details** section to become enabled, which is used to select the Vouchers in AP being paid by the manual check.

Using Deposits (Pre-payments – Prepaid Expense Account)

This screen can also be used to make a deposit (pre-payment) to a vendor via a manual check before its associated invoice is received from the vendor. The pre-payment made to the vendor is entered into the system as a Deposit, and it is deposited into the Prepaid Expenses Account associated to the vendor.

Later, after the pre-paid invoice is received and entered into the system as a Voucher, the Enter Manual Checks screen is used to associate the Voucher to the entered Deposit that paid it.

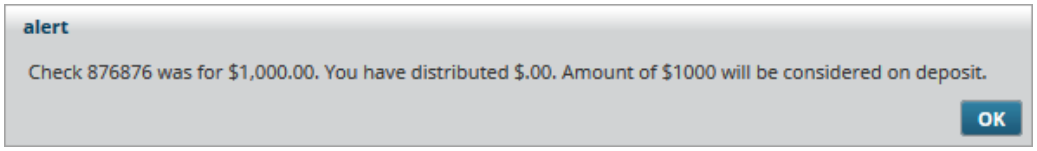
Issue Deposit (Pre-payment) to Vendor

There are two ways in which a deposit can be issue to a vendor via a manual check:

Method 1: Issue Manual Check for Deposit

To issue a deposit to a vendor via a manual check, enter the check details, check the **Invoice Related** checkbox (even though no Vouchers will be associated to the payment), and click [**Save**].

Since the entered Check Amount was not distributed to any Vouchers, the system knows that the payment is a deposit, and a message will pop up to notify the user of this, as follows:



The pre-payment will be entered into the system as a Deposit, and deposited into the Prepaid Expenses Account associated to the vendor.

Method 2: Issue Manual Check for Voucher Payments & Deposits

If the Check Amount is greater than the amount distributed to the Vouchers, the difference is deemed a Deposit, and deposited into the Prepaid Expenses Account associated to the vendor.

Associate Pre-Payment's Voucher to Deposit that Paid It

Later, after an invoice for the pre-payment is received from the vendor and entered into the system as a Voucher, the previously entered Deposit that paid the Voucher (via a manual check) is then associated to the Voucher.

To associate the Voucher to the Deposit, click the [**Deposits**] button and select the Deposit that paid the Voucher and click [**Commit**]. This brings the Deposit into the Manual Check Entry screen, with the **Cash Account** fields being populated with the Prepaid Expense Account associated to the Deposit, and the other fields loaded with the relevant Deposit details. The next step is to select the Voucher via the [**Invoices**] button in the **Invoice Details** section and saving the association.

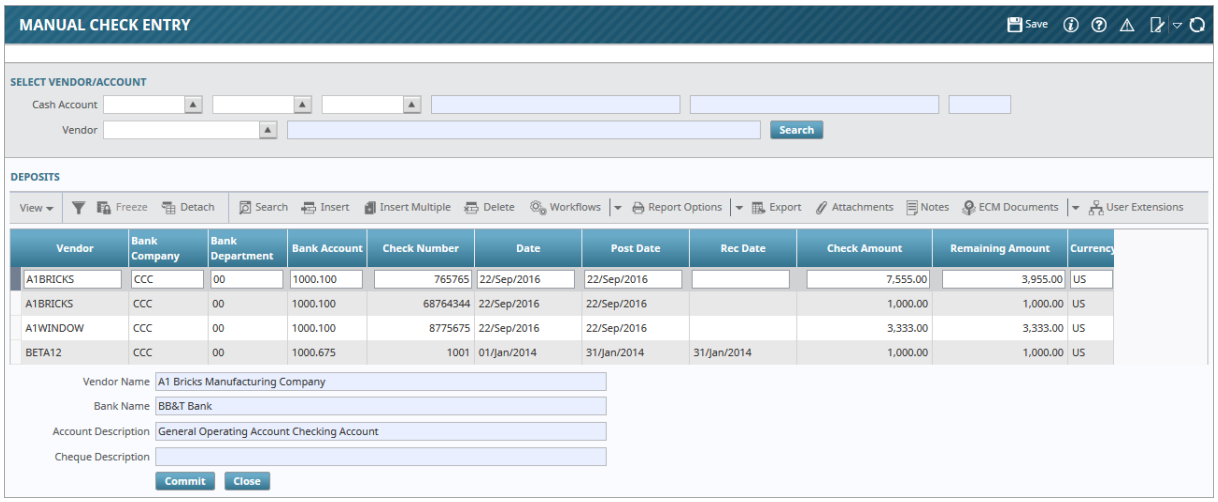
Create Manual Checks for Payments Not Associated to Vouchers

Should the need arise to create manual checks for payments that do not have corresponding Vouchers in the system, this screen can be used to do so. To do so, the **Invoice Related** checkbox must be unchecked. This causes the [**Distribution**] button to become enabled, which is used to enter the manual check's GL distribution.

Selection Criteria – Section

Select the relevant **Company**, and select a **Batch** or create a new. To create a new Batch, clear the **Batch** field, tab or click away from it to enable the [**Create Batch**] button, then click [**Create Batch**].

[**Deposits**] – Button



This button's popup is used to select an entered Deposit for a vendor, in order to associate the Deposit to its corresponding Voucher via the Enter Manual Checks screen. To bring a Deposit into the Enter Manual Checks screen, so that it can be associated to its corresponding Voucher, select it and click the [**Commit**] button.

The **Select Vendor/Account** section can be used to filter the Deposits listed under the **Deposits** section. If a value is selected via one of the fields, results will be filtered accordingly, otherwise, no filtering is done.

For details, please refer to the previous section: *Using Deposits* ***(Pre-payments – Prepaid Expense Account)***.

Check Details – Tab

This tab contains the details of the manual checks in the selected Batch.

To navigate between the manual checks in the batch, use this tab's [**Previous**] and [**Next**] Block Toolbar buttons; and to view the list of the manual checks, click the [**Table Mode**] button along the top of the screen.

To enter a new manual check into the Batch, click this tab's [**Insert**] button; and to remove one from the Batch, click the [**Delete**] button.

Manual checks can be written by hand, in which case the [**Print Check**] button is not used, and payment details are just saved in this screen. After saving the payments, they are posted to the GL, like all other payments.

Cash Account (Company, Department, Cash Account, Bank Name, Account Description, Currency)

The Cash Account is the General Ledger account to credit for the full amount of the check.

The first two drop-down fields are used to select the Company and Department of the Cash Account, and the third one is used to select the Cash Account. To the right of these fields are display-only fields that display the bank's name, a description of the Cash Account, and the currency of the account.

Vendor

Select the vendor for which the check is being entered.

Check Number

Enter the number of the check issued. This number is required for the reconciliation of manually entered checks. This is a mandatory numeric field.

Check Amount

Enter the amount of the check. The **Remaining Amt** display-only field displays the remaining amount, of the amount entered in this field that needs to be distributed to the Vouchers selected in the **Invoice Details** section.

If the Check Amount is greater than the amount distributed to the Vouchers, the difference is deemed a Deposit, and deposited into the Prepaid Expenses Account associated to the vendor.

Invoice Related – Checkbox

If the manual check is for the payment of a Voucher in AP, check this checkbox. This causes the [**Invoices**] button in the **Invoice Details** section to become enabled, which is used to select the Vouchers in AP being paid by the manual check.

If the manual check is for a payment that does not have a corresponding Voucher in AP, this checkbox must be unchecked. This causes the [**Distribution**] button to become enabled, which is used to enter the manual check's GL distribution.

This checkbox's default state is determined by the **Use Accounts Payable Check** checkbox on the **Check** tab of the AP Control File.

Job

If the manual check is for the payment of costs being tracked in the Job Costing module, select the Job that this payment is for, otherwise leave this field blank.

Date

Enter the check date for the check. The check date will default from the system date.

Remaining Amt

This display-only field displays the remaining amount, of the amount entered in the **Check Amount** field, that needs to be distributed to the Vouchers selected in the **Invoice Details** section. This value is refreshed upon clicking the [**Save**] button.

Positive Pay Register – Checkbox

Check this box to include this manual check in the Positive Pay file, or uncheck it to exclude this manual check from the Positive Pay file.

Exchange Rate

This exchange rate is used to convert currency. The currency of the selected Cash Account is displayed by the last field in the row of fields that display details about the Cash Account.

Description

Enter the description for the check that you are defining. The check description can be up to 60 alphanumeric characters in length. If the check is printed via the system, this will be the description on the check.

Reconciled – Checkbox

Check this box to reconcile this check as soon as it is posted. If unchecked, this manual check is marked as un-reconciled. During the Check Reconciliation process, this check will appear and may be reconciled at that time. This checkbox's default state is unchecked.

1099

Enter the 1099 code that applies to the selected vendor.

Language

Select the required check language from the drop down list. The system will default English into this field.

[**Print Checks**] – Button

Press the [**Print Check**] button after fully completing the check entry, if it is necessary to print a system check rather than hand writing a check for the information just entered. If the system is not to print a check, or if this screen is being used to associate a Deposit to one or more Vouchers in the system, for their payment, click [**Save**] when the payment details have been entered; then perform the posting procedure.

The first launched popup is used to select the printing destination (Preview or Email) and format (PDF, HTML, CVC…).

If "Preview" is selected, your web browser's print preview functionality will display a preview of what will be printed on a new tab. Actual printing can then be done via the web browser's print preview functionality.

2nd Party – Tab

This tab contains the default payee details associated to the vendor for the check that you are entering. Use this tab to add a second payee name to the manual check being entered, or to change the payee name and address that will be printed on the check.

To change the name to who the check will be issued, use the **Name 1** field. If a second name is required on the check, enter it in the **Name 2** field. Also, the address fields can be used to change the payee address on the check.

Invoice Details – Section

If the **Invoices Related** checkbox is checked, the [**Invoices**] button will be enabled in order for you to select the Vouchers that are being paid by this check.

Otherwise, the [**Distribution**] button will be enabled in order for you to provide the GL distribution details, since there are no Vouchers associated to this payment.

The following are details about the editable columns in this section's table:

Discount Amount

Enter the discount amount.

If joint payees are entered for the selected Voucher, the discount will be applied proportionally to each payee.

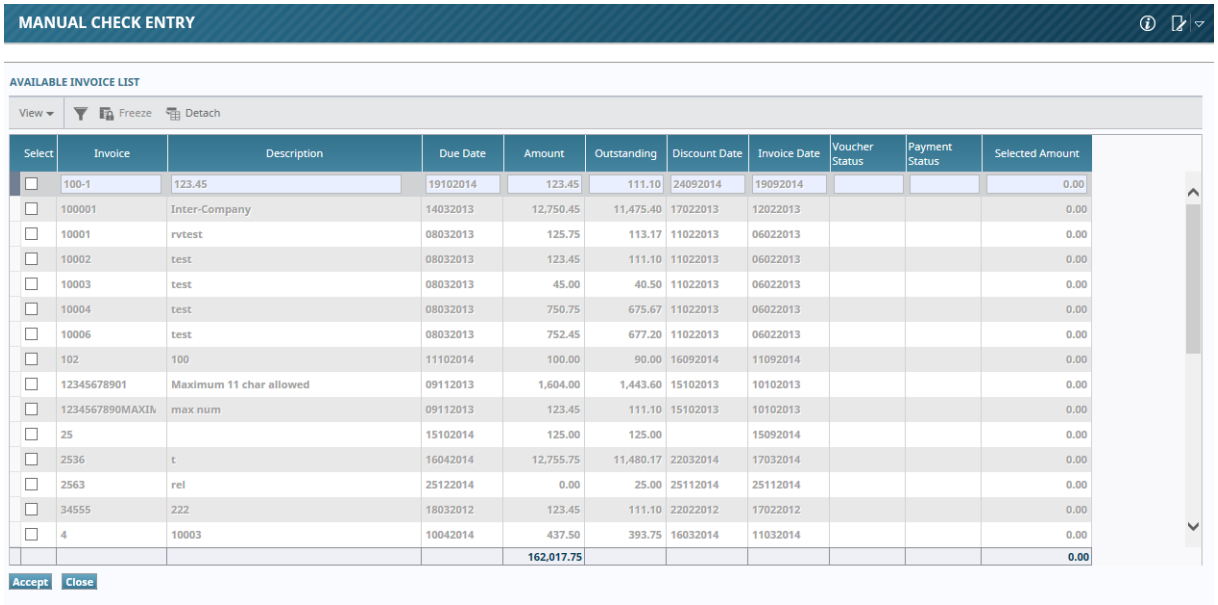
Payment Amount

Enter the amount of the manual check to be applied to this Voucher. The system will allow the entry of any amount in this field, but will continue to prompt for additional voucher numbers until the total amount of the check is distributed.

[**Joint Payee**] – Button

This button's popup lists the joint payee's entered for the Voucher. To issue separate checks to the joint payees, check their corresponding **Manual Check Flag** checkbox and click [**Accept**].

[**Invoices**] – Button



Select	Invoice	Description	Due Date	Amount	Outstanding	Discount Date	Invoice Date	Voucher Status	Payment Status	Selected Amount
☐	100-1	123.45	19102014	123.45	111.10	24092014	19092014			0.00
☐	100001	Inter-Company	14032013	12,750.45	11,475.40	17022013	12022013			0.00
☐	10001	rvtest	08032013	125.75	113.17	11022013	06022013			0.00
☐	10002	test	08032013	123.45	111.10	11022013	06022013			0.00
☐	10003	test	08032013	45.00	40.50	11022013	06022013			0.00
☐	10004	test	08032013	750.75	675.67	11022013	06022013			0.00
☐	10006	test	08032013	752.45	677.20	11022013	06022013			0.00
☐	102	100	11102014	100.00	90.00	16092014	11092014			0.00
☐	12345678901	Maximum 11 char allowed	09112013	1,604.00	1,443.60	15102013	10102013			0.00
☐	1234567890MAXIM	max num	09112013	123.45	111.10	15102013	10102013			0.00
☐	25		15102014	125.00	125.00		15092014			0.00
☐	2536	t	16042014	12,755.75	11,480.17	22032014	17032014			0.00
☐	2563	rel	25122014	0.00	25.00	25112014	25112014			0.00
☐	34555	222	18032012	123.45	111.10	22022012	17022012			0.00
☐	4	10003	10042014	437.50	393.75	16032014	11032014			0.00
				162,017.75						0.00

Pgm: APCHQMAN – Manual Check – Voucher List Window

This button is enabled if the **Invoice Related** checkbox is checked.

Its popup lists the outstanding Vouchers available for payment for the selected vendor. To add Vouchers to the payment, check their corresponding **Select** checkbox and press [**Accept**].

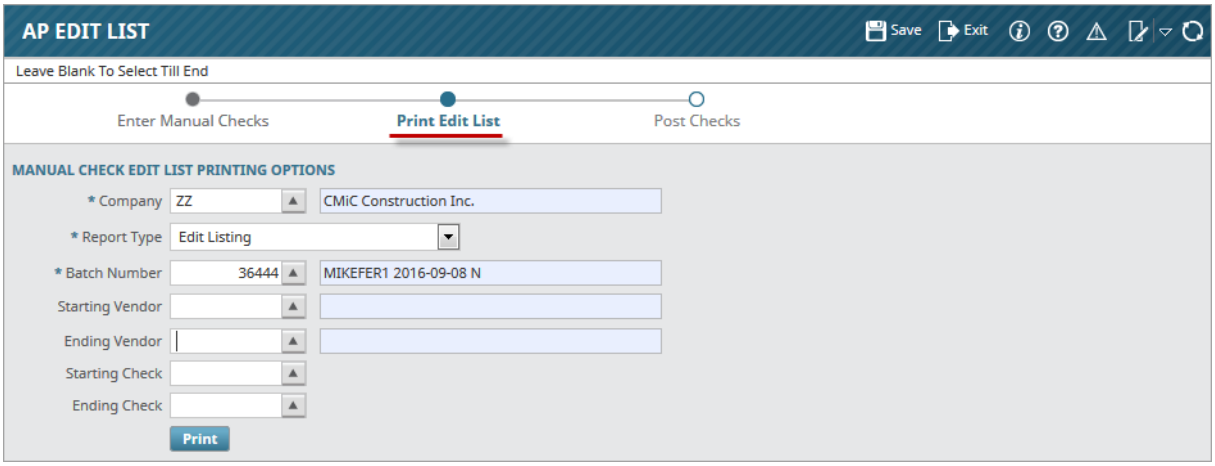
[**Distribution**] – Button

This button is enabled if the **Invoice Related** checkbox is unchecked.

For details about the Distribution popup, please refer to the following subsection: *Processing Invoices > Enter Vouchers – Screen > [Distribution] – Button*.

Should you happen to want to deleted the entered check while in this popup, the [**Delete Check**] button will do this for you.

Print Edit List



This screen is used to verify the Batch of manual checks by printing the Edit Listing, or to retrieve information about posted Batches of manual checks by printing the Posting Report.

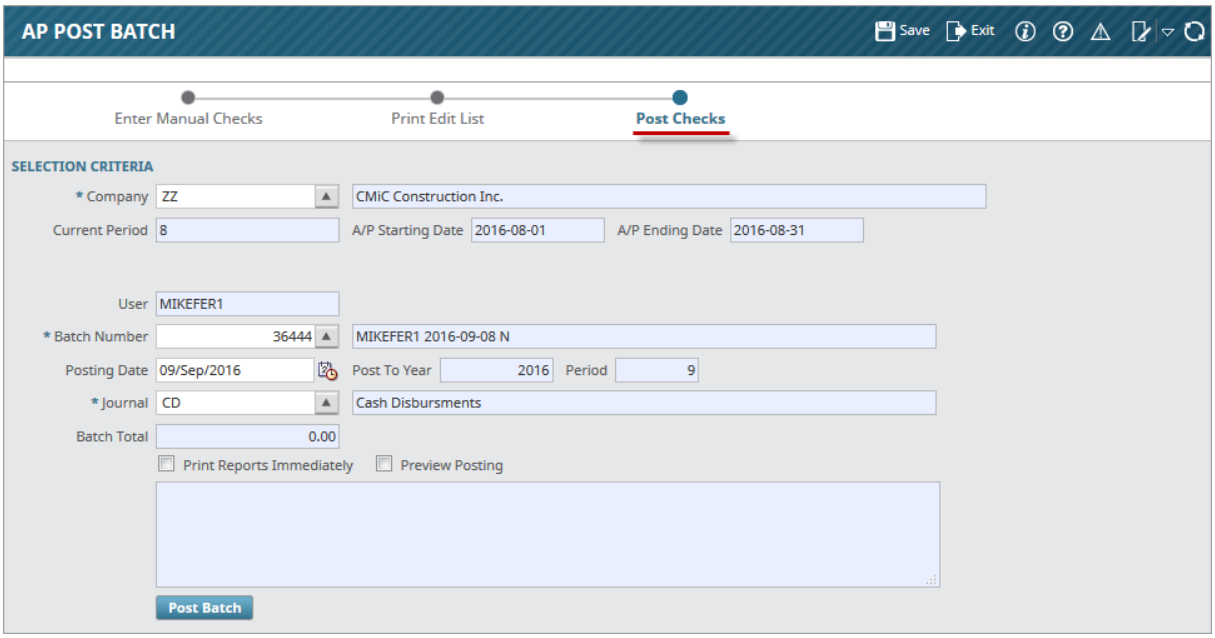
The following table provides details about this screen's report parameters:

Field	Details
Company	Company for which the Batch of manual checks was created.
Report Type	**Edit Listing**: information about manual checks in Batch. **Posting Report**: information about posted Batch of manual checks.
Batch Number	Batch of manual checks.
Starting Vendor, Ending Vendor	Range of Vendors to consider; if the **Starting Vendor** field is blank, the first Vendor (by Vendor Code) is assumed, and if the **Ending Vendor** field is blank, the last Vendor is assumed.
Starting Check, Ending Check	Range of manual checks within Batch to consider; if the **Starting Check** field is blank, the first check (by check number) is assumed, and if the **Ending Check** field is blank, the last check is assumed.

[**Print**] – Button

Use this button to initiate the printing process.

Post Manual Checks



This screen is used to post the Batch of manual checks once they have been correctly printed. During posting, the system creates the G/L transactions to reflect the cash disbursements, and it updates the vendor records with the appropriate payments.

The following table provides details about the fields on this screen:

Field	Details
Company	Company for which the Batch of manual checks is being posted.
Current Period, **A/P Starting Date**, **A/P Ending Date**	The first display-only field displays the current AP Period, as set by the **Current Year and Period** field on the **System Defaults** tab of the AP Control File. The fields to the right display the current period's start and end dates.
User	User ID of person posting Batch.
Batch Number	This field is used to select the Batch of manual checks to post. The display-only field to the right of this field displays the Batch's name, which by default is composed of three parts: user ID, creation date of Batch, and Batch Type code ("**N**" for batch of manual checks).

Posting Date	This is the Posting Date for the Vouchers in the Batch. The General Ledger dispositions and any distributions to sub-ledgers will be processed with this date. The **Post To Year** and **Period** display-only fields to the right of this field display the AP Year and Period for the Posting Date. If the **Default Post Date Into Posting And Check Printing Programs** checkbox is checked on the **System Defaults** tab of the AP Control File, this date will default to the current date if the current date is within the open AP Period, or to the last day of the AP Period otherwise; otherwise, if not checked, no date will default to this field. If the **Allow To Post To Future Periods** checkbox is checked on the **System Defaults** tab of the AP Control File, posting to future periods will be allowed. If the **Check And Post Date In The Same GL Period** checkbox is checked on the **Check** tab of the AP Control File, to post of checks, their Check Date and Post Date must be in the same GL Period.
Journal	The system will default the Journal code from the Accounts Payable control file. The journal code is used to group like transactions together so that they can be viewed in the GL under one query. The Journal code usually represents the sub-ledger.
Batch Total	This display only field displays the Batch's total amount to post.
Print Reports Immediately - Checkbox	Check this box to print the posting report immediately after posting. If left unchecked the posting report will not print during the posting process, but it can be printed at a later time using the Print Posting Reports utility.
Preview Posting - Checkbox	Check **Preview Posting** and press the [**Post Batch**] button to review the posting reports without actually posting the batch. Once the reports have been verified, the [**Post Batch**] button must be pressed without the **Preview Posting** checkbox checked to actual post the invoices.

[**Post Batch**] – Button

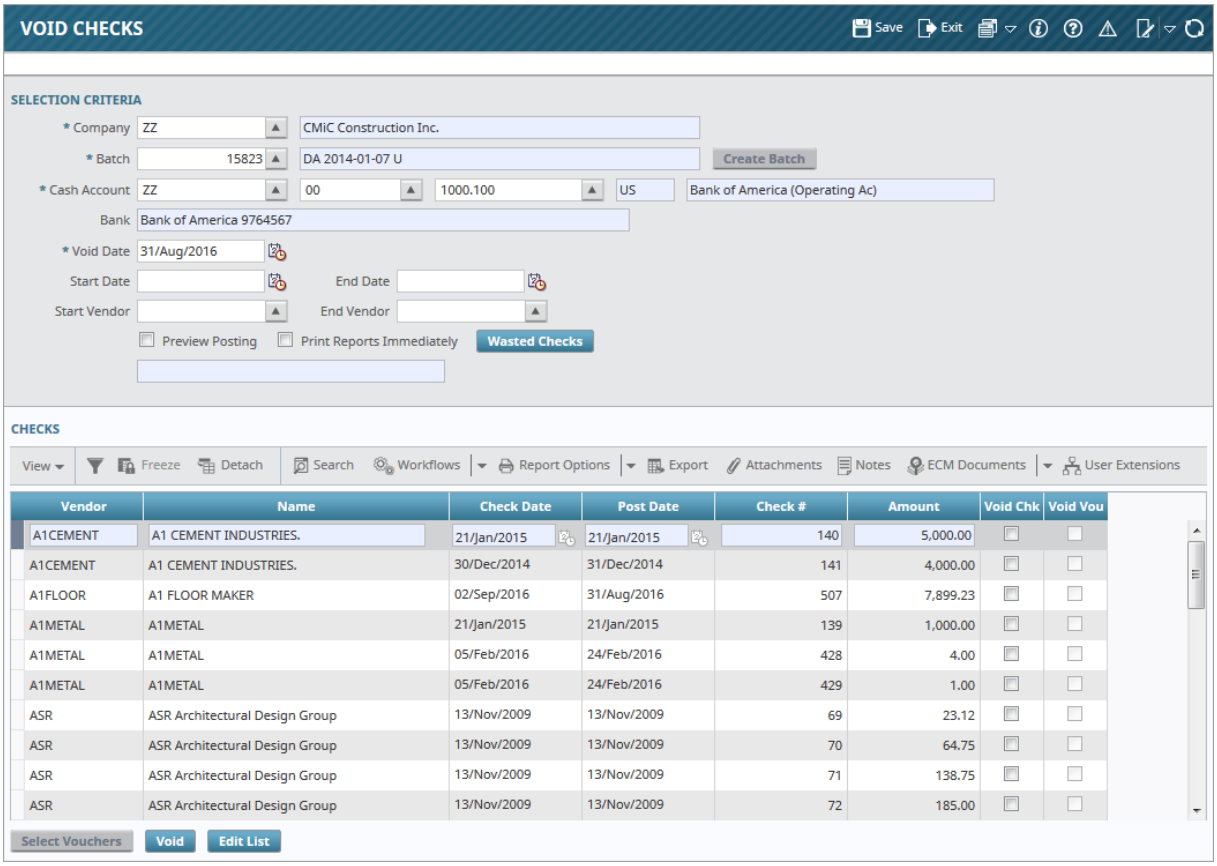
Use this button to initiate the posting process. The display-only text field above this button displays messages about the posting process.

Other Check/Payment Features

Overview – Additional Check Functions

The other payment processing options include Wasted Checks, Release Checks, Posted Check Voiding, Check Reconciliation and Check Listing. The processing of these auxiliary payment options is explained in the following section.

Void Posted Check



Pgm: APCHQVOD – Void Posted Checks

This screen is used to void checks that have already been posted to the system.

Selection Criteria – Section

This section is used to enter the selection criteria to use to list the appropriate posted checks in the **Checks** section.

The following table provides details about the fields in this section:

Field	Details
Company	Select Company for which checks are being voided.
Batch	Select Batch of checks to void ("**U**" batch type), or create a new. To create a new Batch of checks to void, clear the **Batch** field, tab or click away from it to enable the [**Create Batch**] button, then click [**Create Batch**].
Cash Account	Select the Company, Department and Cash Account from which the checks being voided were issued. The system will default the Cash Account set in the AP Control File. To the right of the editable fields are display-only fields that display the account's currency and description.
Bank	Bank name of Cash Account.

Void Date	Verify/Modify the Void Date that the debits and credits from this batch should be posted to. All checks set up to be voided on this form will be voided upon exit from the form, and the appropriate G/L distributions will be processed to the General Ledger as of the date entered here. All checks selected to be voided will utilize this void date.
Start Date, **End Date**	Enter a date range for which checks with a Check Date on or within this range will be listed under the **Checks** section. If either of these fields is left blank, checks are not filtered by it.
Start Vendor, **End Vendor**	Enter a range of Vendors to which the checks were issued. If the Start Vendor field is left blank, the first Vendor (by Vendor Code) is assumed; and if the End Vendor field is left blank, the last Vendor is assumed.
Preview Posting - Checkbox	Check to preview the voiding details prior to the actual voiding process.
Print Reports Immediately - Checkbox	Check this box to print the posting report immediately after the voiding process, or later use the Print Posting Reports utility to print it.

[**Wasted Checks**] – Button

This button launches the Wasted Checks screen. For details, please refer to the following *Wasted Checks (Registry)* sub-section.

Checks – Section

This section lists all of the checks that matched the selection parameters entered in the **Selection Criteria** section. It is used to select the checks to void.

The following provides details about the editable fields in this section's table:

Field	Details
Void Chk – Checkbox	These checkboxes are used to select checks for voiding. If checked, the corresponding **Void Vou** checkbox is enabled.
Void Vou – Checkbox	For the checks selected for voiding, check this box to void the associated Voucher(s) as well. Once this box is checked, the [**Select Vouchers**] button becomes enabled, which launches a popup to select which associated Vouchers get voided.

[**Select Vouchers**] – Button

This button is enabled if the selected check in the above table has the **Void Vou** checkbox checked.

This button's popup is used to select which Vouchers associated to the selected check get voided. By default, all listed Vouchers are marked for voiding via the **Selected for Voiding** checkbox.

NOTE: It is not possible to void the check and the matching Voucher if the Voucher has had retainage released. In this case the Check must be voided, then the retainage release Vouchers then the original Voucher. Additionally, a Voucher created via Subcontract cannot be voided here.

[**Void**] – Button

This button initiates the voiding process. Unlike most other programs, the Check Voiding program does an immediate posting.

Payment Status of Associated Vouchers

When a check is voided, the Voucher's Payment Status will be set back to the Vendor's default Payment Status. This means that if the Vendor's Payment Status was "**Permanent Deferral** (**P**)", but the Voucher was changed at time of entry to "**Normal** (**N**)", after voiding the check against the Voucher, the Voucher's Payment Status will be reset to "**Permanent Deferral**" instead of "**Normal**".

Close Status of Associated Partially Paid Vouchers

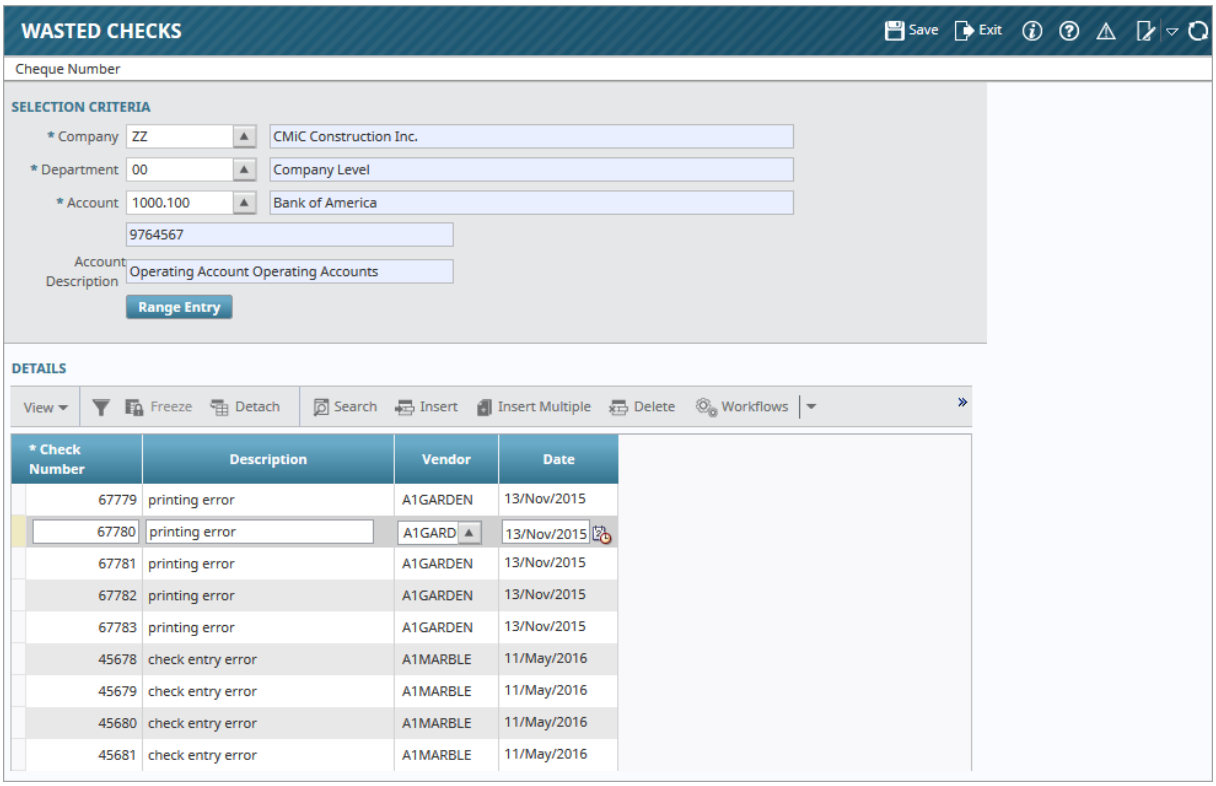
When Checks are voided, any associated Vouchers for partial payments with a Close Status of "**Partially Paid** (**P**)" will not switched back to "**Open** (**O**)", because there is still a link between the voided Check and the Voucher.

So, a Voucher with a Close Status of "**Partially Paid** (**P**)" could be a voided Voucher. Details about the **Close Status** of a Voucher can be viewed in the Payments popup launched via the [**Payments**] button on the Voucher Query screen (AKA: Invoice Query; program: APINMQRY).

[**Edit List**] – Button

This button prints the Edit List for the voiding, for verification purposes, prior to voiding.

Wasted Checks (Registry)



Pgm: APCHQMWC – Wasted Checks

This screen is applicable if pre-numbered checks are used. It is used, along with the Missing Checks screen, to track the use of all pre-numbered check numbers for historical purposes.

This screen lists manually entered wasted check numbers, and wasted check numbers automatically entered during the posting of checks used as 'overflow' or 'stub only' checks. It also lists wasted check numbers automatically entered by the Unprepare Checks utility if the **Record Unprepared Checks As Wasted** checkbox on the **Check** tab of AP Control File was checked.

NOTE: While any user can enter a wasted check, only the DA can modify or delete a check already committed.

Selection Criteria – Section

This section is used to specify the Company, Department, and Account against which the check was issued, and it can be used to enter a range of numbers.

[**Range Entry**] – Button

If a range of checks needs to be entered, enter the range of unused checks through the [**Range Entry**] button's popup. The popup allows the entry of the range's start and end numbers, and the entry of the **Description**, **Vendor**, and **Date** fields, in order to create a record for each wasted check number in the range.

Details – Section

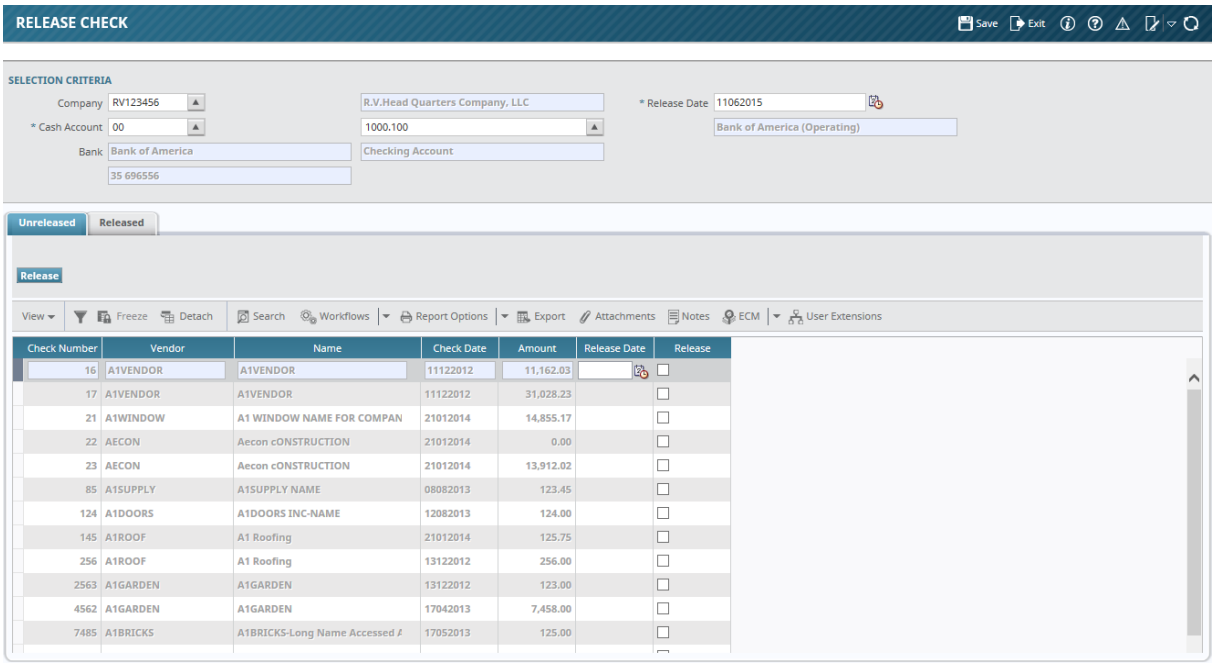
This section lists the wasted check numbers for the selected **Company**, **Department** and **Account**, and it can be used to manually enter wasted check numbers. To add an entry, click the Block Toolbar's [**Insert**] button.

Missing Checks (Registry)

This screen is used to fine tune the numerical sequence of pre-printed Check Numbers by defining the sequence of numbers to bypass during the check printing process.

For details, please refer to the following sub-section: *Utilities > Missing Checks (Registry).*

Release Checks



Pgm: APCHQRLS – Release Checks

The Release Checks screen only available for Companies that have the **Use Check Release Feature** checkbox checked on the **Check** tab of the AP Control File.

This screen is used to release posted and printed checks to the Vendor, which must have been approved and signed in order for the checks to be available for release. During the process of being signed and approved, this screen allows the Company to determine the total amount for checks not released simply by executing a query of unreleased checks. Thereby, allowing the necessary adjusting journal entries to be made at the end of the period for maintaining an accurate balance of the cash account.

This screen can also be used to un-release released checks, via the **Released** tab.

Unreleased – Tab

The **Unreleased** tab lists the unreleased checks matching the selection criteria.

To release checks, check their **Release** checkbox, select their **Release Date**, and click [**Release**].

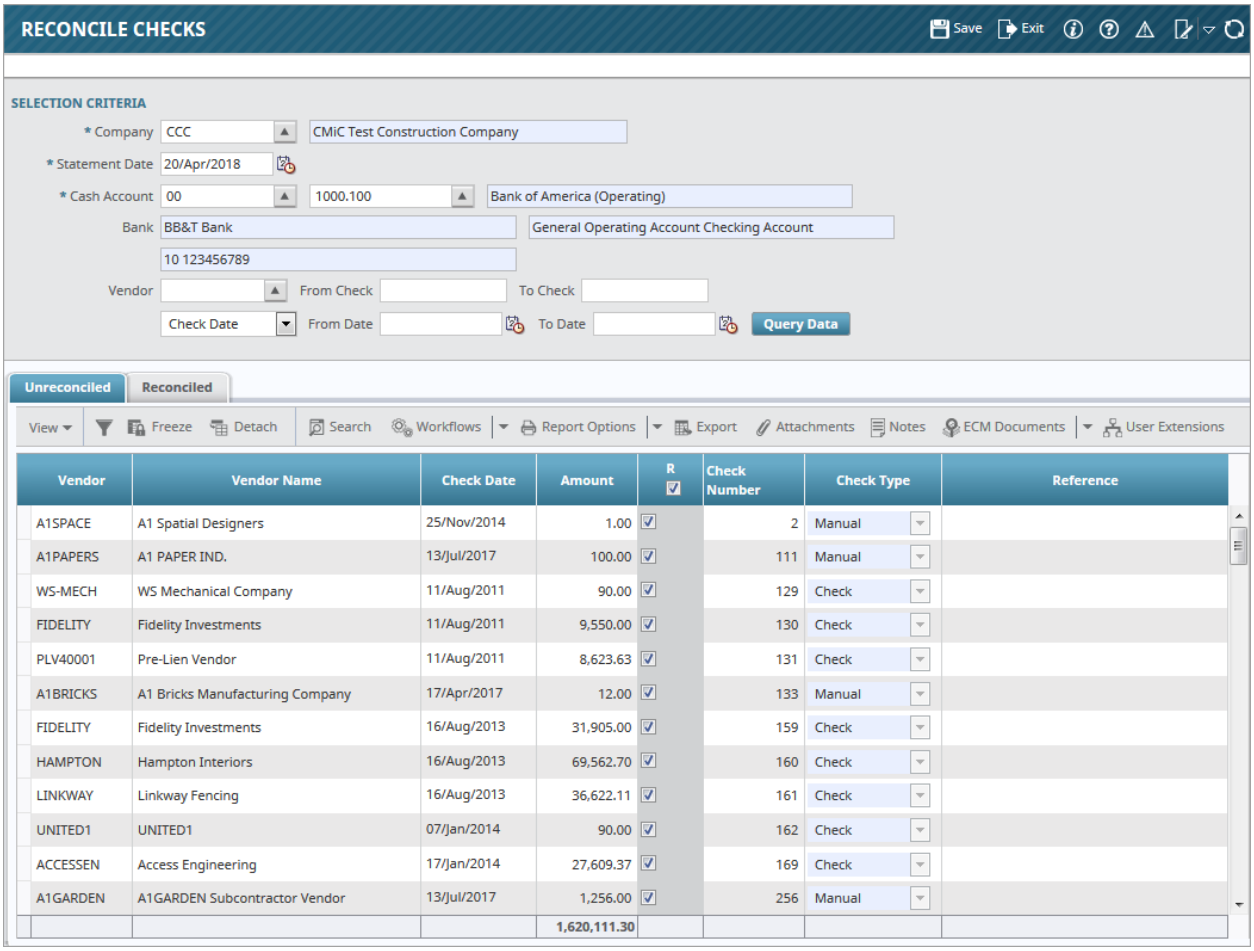
Release – Tab

The **Released** tab displays checks that have been released, and it can be used to un-release checks that have been released.

To un-release checks, check their **Release** checkbox, select their **Release Date**, and click [**Unrelease**].

NOTE: When un-releasing checks, the bank must be notified as the checks may have already been included in a positive pay transmission.

Reconcile Checks



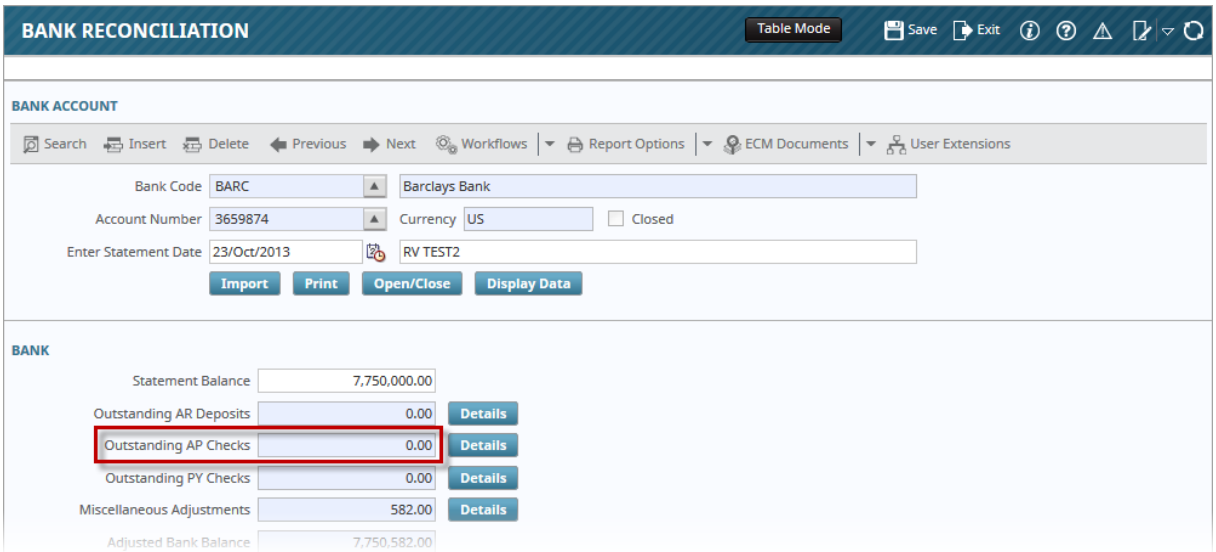
Vendor	Vendor Name	Check Date	Amount	R	Check Number	Check Type	Reference
A1SPACE	A1 Spatial Designers	25/Nov/2014	1.00	☑	2	Manual	
A1PAPERS	A1 PAPER IND.	13/Jul/2017	100.00	☑	111	Manual	
WS-MECH	WS Mechanical Company	11/Aug/2011	90.00	☑	129	Check	
FIDELITY	Fidelity Investments	11/Aug/2011	9,550.00	☑	130	Check	
PLV40001	Pre-Lien Vendor	11/Aug/2011	8,623.63	☑	131	Check	
A1BRICKS	A1 Bricks Manufacturing Company	17/Apr/2017	12.00	☑	133	Manual	
FIDELITY	Fidelity Investments	16/Aug/2013	31,905.00	☑	159	Check	
HAMPTON	Hampton Interiors	16/Aug/2013	69,562.70	☑	160	Check	
LINKWAY	Linkway Fencing	16/Aug/2013	36,622.11	☑	161	Check	
UNITED1	UNITED1	07/Jan/2014	90.00	☑	162	Check	
ACCESSEN	Access Engineering	17/Jan/2014	27,609.37	☑	169	Check	
A1GARDEN	A1GARDEN Subcontractor Vendor	13/Jul/2017	1,256.00	☑	256	Manual	
			1,620,111.30				

Pgm: APCHQREC – Check Reconciliation

This screen is used to flag unreconciled AP Checks as reconciled, and for checks that have been previously flagged as reconciled (mistakenly), it can be used to flag them as unreconciled.

According to the entered parameters in the **Selection Criteria** section, this screen lists unreconciled AP Checks on the **Unreconciled** tab, and AP Checks that have been flagged as reconciled (either manually via this screen, or automatically via the Import functionality of the Bank Reconciliation screen) on the **Reconciled** tab.

This screen is used in conjunction with the Bank Reconciliation screen of the GL module, if AP clerks are responsible for manually flagging AP Checks as reconciled. If all relevant AP Checks are flagged as reconciled through this screen, then the **Outstanding AP Checks** field on the Bank Reconciliation screen will display "**0.00**", as shown below. Otherwise, there are unreconciled AP Checks making up the outstanding balance, which can be viewed on the **Unreconciled** tab of this screen.



Sample of Bank Reconciliation screen of GL module

If the Import functionality of the Bank Reconciliation screen is used, which imports a bank statement for the reconciliation process, this screen (Reconcile Checks) would not be used to manually flag checks as reconciled, since the Import functionality would automatically flag checks as reconciled. This screen could, however, be used to manually make adjustments as to what checks are and are not reconciled. To access this screen from the Bank Reconciliation screen, click the [**Details**] button that corresponds to the **Outstanding AP Checks** field (shown above).

Selection Criteria – Section

Statement Date

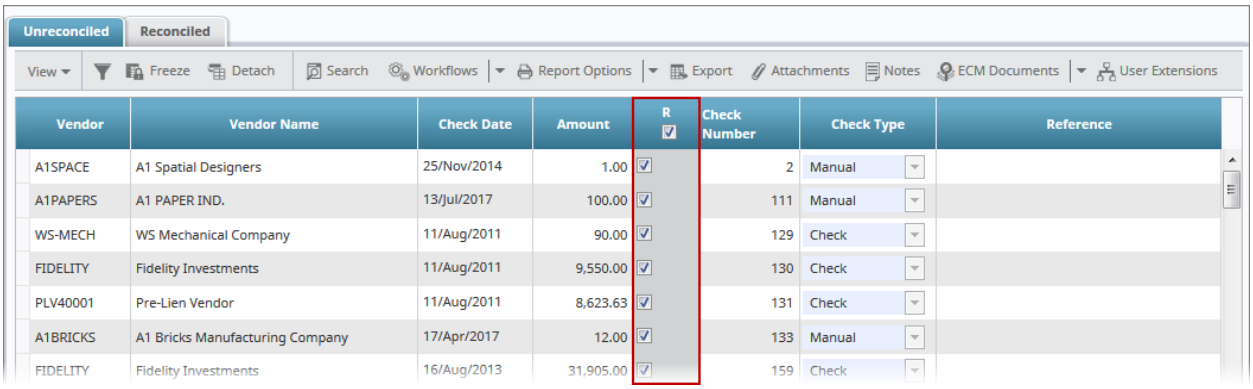
Enter the date on the bank statement from which the checks are being reconciled. This limits the display of unreconciled checks to checks that were issued before or on the entered **Statement Date**.

Cash Account (Department, Cash Account)

Reconciliation is done by bank account, so a valid GL department and account representing the bank account to be reconciled must be selected.

These fields will default from the department and account entered for the **Cash** fields on the **Accounting** tab of the AP Control File for the selected Company.

Unreconciled – Tab



Vendor	Vendor Name	Check Date	Amount	R	Check Number	Check Type	Reference
A1SPACE	A1 Spatial Designers	25/Nov/2014	1.00	☑	2	Manual	
A1PAPERS	A1 PAPER IND.	13/Jul/2017	100.00	☑	111	Manual	
WS-MECH	WS Mechanical Company	11/Aug/2011	90.00	☑	129	Check	
FIDELITY	Fidelity Investments	11/Aug/2011	9,550.00	☑	130	Check	
PLV40001	Pre-Lien Vendor	11/Aug/2011	8,623.63	☑	131	Check	
A1BRICKS	A1 Bricks Manufacturing Company	17/Apr/2017	12.00	☑	133	Manual	
FIDELITY	Fidelity Investments	16/Aug/2013	31,905.00	☑	159	Check	

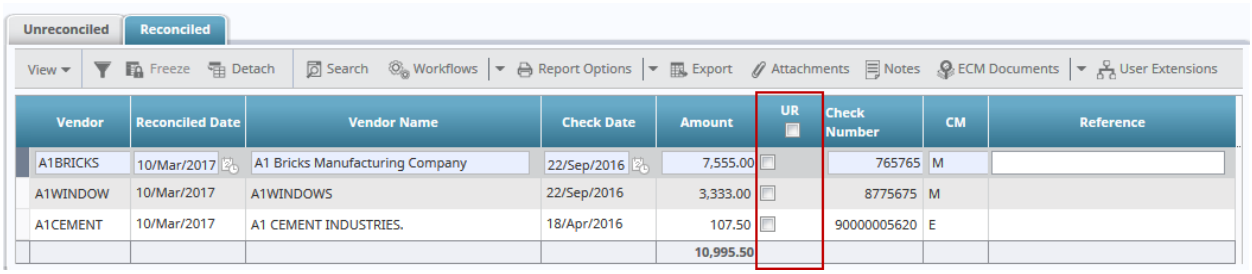
This tab lists unreconciled checks that satisfy the selection parameters entered in the **Selection Criteria** section.

Use this tab to mark checks as reconciled. To reconcile checks, check their **R** checkbox and click [**Save**].

The **Check Type** display-only column displays the payment's type: Automatic, EFT, Manual or Draft.

The **Reference** fields are used to enter the payment's corresponding reference statement number.

Reconciled – Tab



Vendor	Reconciled Date	Vendor Name	Check Date	Amount	UR	Check Number	CM	Reference
A1BRICKS	10/Mar/2017	A1 Bricks Manufacturing Company	22/Sep/2016	7,555.00	☐	765765	M	
A1WINDOW	10/Mar/2017	A1WINDOWS	22/Sep/2016	3,333.00	☐	8775675	M	
A1CEMENT	10/Mar/2017	A1 CEMENT INDUSTRIES.	18/Apr/2016	107.50	☐	90000005620	E	
				10,995.50				

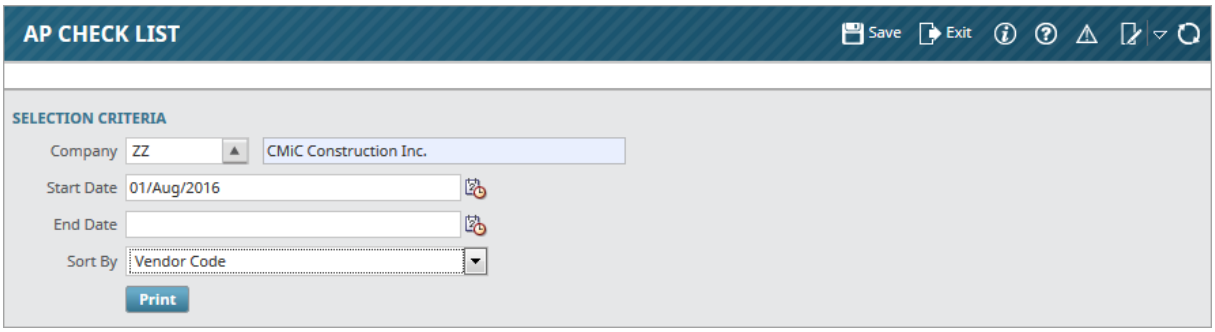
This tab lists previously reconciled checks, based on the selection parameters entered in the **Selection Criteria** section.

To un-reconcile checks, check their **UR** checkbox and click [**Save**].

The **CM** display-only column displays the payment's type: **C** = Automatic, **E** = EFT, **M** = Manual and **D** = Draft.

The **Reference** fields are used to enter the payment's corresponding reference statement number.

Print Check List (AP Check List Report)



Pgm: AP4100 – Print Check List

This screen is used to print the AP Check List report, which lists details about checks that have been produced using the AP module's automatic prepare checks functionality. It can be used to reprint vital audit trail reports if the original is damaged or lost.

The report is generated for a particular Company, and if desired, for checks with a Check Date that is on or within the range of dates specified by the **Start Date** and **End Date** fields. If either of the date fields is left blank, checks are not filtered by it.

The **Sort By** field can be used to specify the order of the listed checks.

One the report's parameters have been selected, click [**Print**] to generate the report.

The following is a sample of an AP Check List report:

ZZ - CMiC Construction Inc.

ACCOUNTS PAYABLE- CHECK LIST REPORT

Page: 1 of 4
Date: 09/13/2016
Time: 12:44 PM

Check Number	Check Date	Check Amount	Bank	Vendor	Issued To	Invoice	Dept	Account	Amount	Paid
2	08/25/2016	300.00	10293847	A1FLOOR	A1 FLOOR MAKER	IHZZ-01	00	5000.100	300.00	300.00
									300.00	300.00
3	08/25/2016	1,000.99	10293847	A1WINDOV	A1WINDOWS	ZZ-01	00	5000.100	1,000.99	1,000.99
									1,000.99	1,000.99
11	06/17/2009	2,672,318.34	9764567	EXCAV	Excavating United Inc. and Jim Jones	1-642010	00	5200.110	2,969,242.60	2,672,318.34
									2,969,242.60	2,672,318.34
12	08/17/2009	671,296.00	9764567	EXCAV	Excavating United Inc.	4-642010	00	5200.110	742,320.00	671,296.00
									742,320.00	671,296.00
13	09/09/2009	593,120.30	9764567	EXCAV	Excavating United Inc.	5-642010	00	5200.110	659,022.56	593,120.30
									659,022.56	593,120.30
64	11/13/2009	100.00	9764567	TREVSHIP	Dell Equipment and Jim Jones	3	00	5000.100	100.00	100.00
									100.00	100.00
69	11/13/2009	23.12	9764567	ASR	ASR Architectural Design Group	1	30	5200.100	25.00	23.12
									25.00	23.12
70	11/13/2009	64.75	9764567	ASR	Dell Equipment	2	30	5200.100	70.00	64.75
									70.00	64.75
71	11/13/2009	138.75	9764567	ASR	Dell Equipment	4	30	5200.100	150.00	138.75
									150.00	138.75

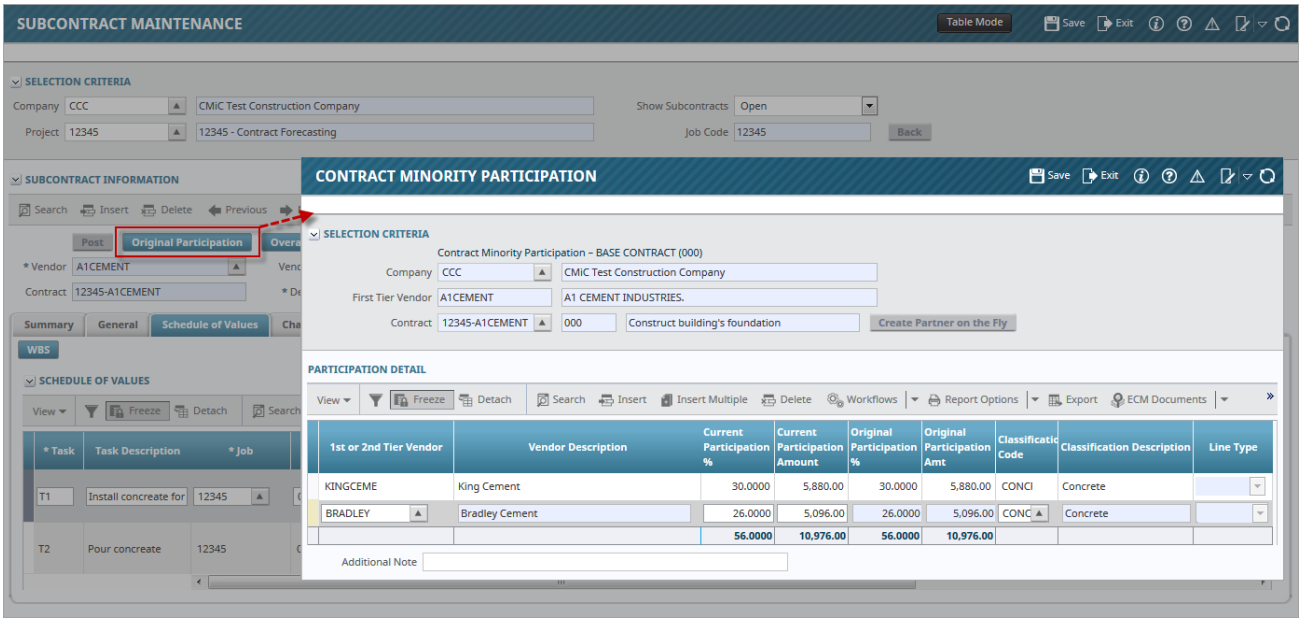
Pre-Lien Vendors & Joint Payees

Overview – Pre-Lien & Joint Payees

Pre-lien vendors are companies or individuals to whom the subcontractor owes money. Most likely, they are performing part of a job or supplying materials, although there could be other scenarios. When a subcontractor gets paid, these vendors also need to be paid. What needs to be known by the paying party (CMiC Enterprise user) is: a) there is a pre-lien vendor, and b) the amount that needs to be paid to the vendor out of the next subcontractor payment.

This feature provides the ability to keep track of unlimited number of joint payees that are associated with a Vendor or Subcontractor on a particular Job. These payees can be added, deleted, and modified as long as there are no pre-lien payment selections in progress against any associated Vouchers. There may be multiple tiers of pre-lien vendors, but realistically only the second and third tiers need to be tracked.

Subcontract Entry – Entering Joint Payees (Second Tier Vendors)

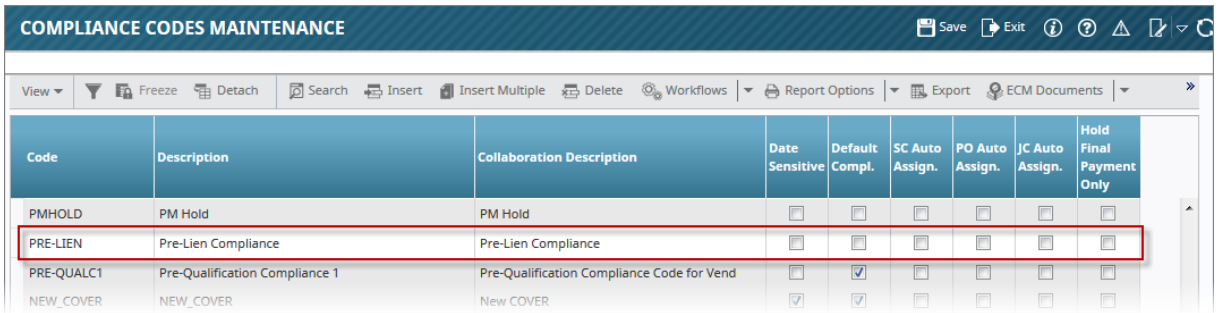


Sample of Subcontract Minority Participation popup launched from Subcontract Entry screen in the SC module.

During the entry of Subcontracts via the Enter Subcontract screen in the SC module, joint payee details can be entered using the [**Original Participation**] button, as shown above, so that Vouchers created against the Subcontract will automatically have their amounts distributed to the Vendors accordingly.

Setup & Processing

AP Global Tables: Create the Pre-Lien Compliance Codes



Code	Description	Collaboration Description	Date Sensitive	Default Compl.	SC Auto Assign.	PO Auto Assign.	JC Auto Assign.	Hold Final Payment Only
PMHOLD	PM Hold	PM Hold	☐	☐	☐	☐	☐	☐
PRE-LIEN	Pre-Lien Compliance	Pre-Lien Compliance	☐	☐	☐	☐	☐	☐
PRE-QUALC1	Pre-Qualification Compliance 1	Pre-Qualification Compliance Code for Vend	☐	☑	☐	☐	☐	☐
NEW_COVER	NEW_COVER	New COVER	☑	☑	☐	☐	☐	☐

The Compliance Code for a Pre-Lien Compliance is set up via the following screen: *AP > Setup > Global Tables > Compliance > Compliance Codes*.

For a Compliance Code to be used for Pre-Lien Compliance, all of the checkboxes for the Compliance Code attributes must be unchecked (as shown above), as those attributes do not apply to a Pre-Lien Compliance.

System Options: Set Compliance Code for Pre-Lien Compliance

Set the Compliance Code for Pre-Lien Compliance via the **Compliance Code to be Used in Pre-lien Set Up** field on the **Financials** tab of the System Options screen.

AP Local Tables: Flag Invoice Series Codes to Use Pre-Lien Compliance

If an Invoice Series Code is to be used with Pre-Lien Vouchers, indicate this by checking the Invoice Series Code's **Use Pre-Lien** checkbox via the Invoice Series Code maintenance screen (standard Treeview path; *AP > Setup > Local Tables > Invoice Series Codes*).

AP Control File

Voucher Tab

Ensure the Use Pre-lien Compliance checkbox is checked, and select the underlying rule for applying Pre-Lien Compliance to Vouchers via the **Pre-Lien Rules** field.

Check Tab

Check the **Group Checks By Joint Payee Name** checkbox to allow pre-lien tiers to be included on checks.

Vendor Records: Set Up Pre-Lien Compliance Vendor

Indicate that Pre-Lien Compliance applies to a Vendor by checking their record's **Use Pre-lien Compliance** checkbox, via the **Vendors** tab of the Maintain Vendors screen.

The **Voucher Status Def.** field on the **Accounting** tab is kept at "**Normal**".

Vouchers

The Pre-Lien Compliance Code is added to RFPs (if being used) and Vouchers against a Subcontract based on the setup for the Vendor (note, the Pre-Lien Compliance Code is not added to Subcontracts). It can also be added or deleted from a posted or unposted Voucher as long as no payments have already been made against it (to prevent data inconsistency problems).

A Voucher with a Pre-Lien Compliance Code gets its Payment Status set to "**Compliance Hold** (**C**)", and it will not be available for payment until a payment is released via the Release Lien screen, in which a payment **Release Date** is specified.

The way in which Vouchers are created in AP for Subcontracts is determined by the setting of the **Enter Invoices** field on the **Contract Defaults** tab of the Subcontract Control File screen. The following provides details about the two settings for the **Enter Invoices** field:

Via Subcontracts:

Indicates that Vouchers against Subcontracts, in the AP module, are automatically generated using Subcontract Request For Payments (RFPs) when RFPs are posted in the SC module. Also, the Vouchers created in the AP module will be posted Vouchers, ready for payment processing.

Via Accounts Payable:

Indicates that Vouchers against Subcontracts, in the AP module, are manually entered through the Enter Vouchers screen of this module. If this option is selected, RFPs are not used in the system.

Pre-Lien Notice

Create the Pre-Lien Notice per Job/Vendor or Job/Vendor/Subcontract via the Enter Lien screen by entering the 2nd and 3rd tier pre-lien vendors to be paid when the primary vendor is paid, and entering their corresponding notice dates.

These payee details are used to create the payee distribution in the Release Lien screen each time a payment for a Voucher against the Subcontract needs to be released, until the final payment is released for each payee. When the final payment is released for a payee via the Release Lien screen, the **Closed** checkbox for the payee line in the Enter Lien screen is automatically checked (note, this checkbox can be manually checked if required).

The **Subcontract** code is validated if entered, and replaced by N/A if there is no Subcontract for the Vendor yet.

The **Date of Notice** field at the Header Level is informational only, and not used in the payment selection process.

Pre-Lien Release: Release Payments Against Subcontract

A Pre-Lien Release record is automatically created for a Pre-Lien Notice record, and available in the Release Lien screen, however, only the Header Level information is detailed. The payee distribution in the **Payee Information** section is created each time a payment against the Subcontract needs to be released for a payee, until the final payment is released for each payee. When the final payment is released for a payee via the Release Lien screen, the **Closed** checkbox for the payee line in the Enter Lien screen will automatically be checked (note, the checkbox can be manually checked if required).

Payment Selection

Payment selection based on Pre-Lien Release occurs only after all other compliances (including PwP) have been met, thus Pre-Lien would remain as the only outstanding compliance.

Based on Invoice Date, Notice Date, Release Date, Payment cut-off Date.

(Notice Date < Invoice Date < Cut-off Date <= Release Date)

Addition/deletion of pre-lien tiers is not allowed once a payment selection exists for that Job/Vendor/Subcontract combination.

Printed Checks

Checks for joint payees should show all payees, and are printed in the order that is shown in the Pre-Lien Release.

When checks are posted, any outstanding Voucher amounts can be view via the Adjust Voucher Status screen.

Cash Requirements Report

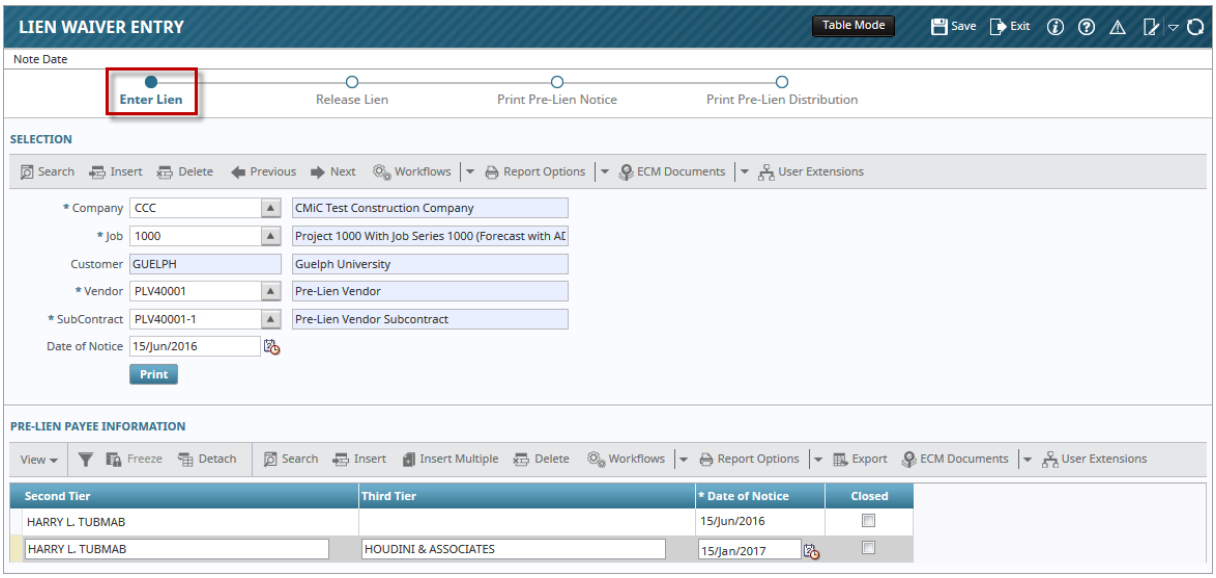
This report should show the payments to be made.

Check Voiding

When a check related to Pre-Lien payments is voided, the release schedule lines will have to be manually adjusted before re-processing.

Process Pre-Liens

Enter Lien



Pgm: APPRELNOTE – Lien Waiver Entry

This screen is used to create a Pre-Lien Notice per Job/Vendor or Job/Vendor/Subcontract combination.

The **Date of Notice** is informational only, and not used during the Payment Selection process.

The **Pre-Lien Payee Information** section is used to enter any Second Tier and Third Tier pre-lien vendors (payees) and their corresponding notice dates. Second Tier pre-lien vendors are subcontractors working under the Primary Vendor (**Vendor** field), and they are entered using the **Second Tier** field <u>only</u>. Third Tier pre-lien vendors are subcontractors under a Second Tier pre-lien vendor, and they are entered by specifying their associated Second Tier vendor in the **Second Tier** field and entering their payee name in the **Third Tier** field. These entries are used to create the payee distribution in the Release Lien screen.

Example:

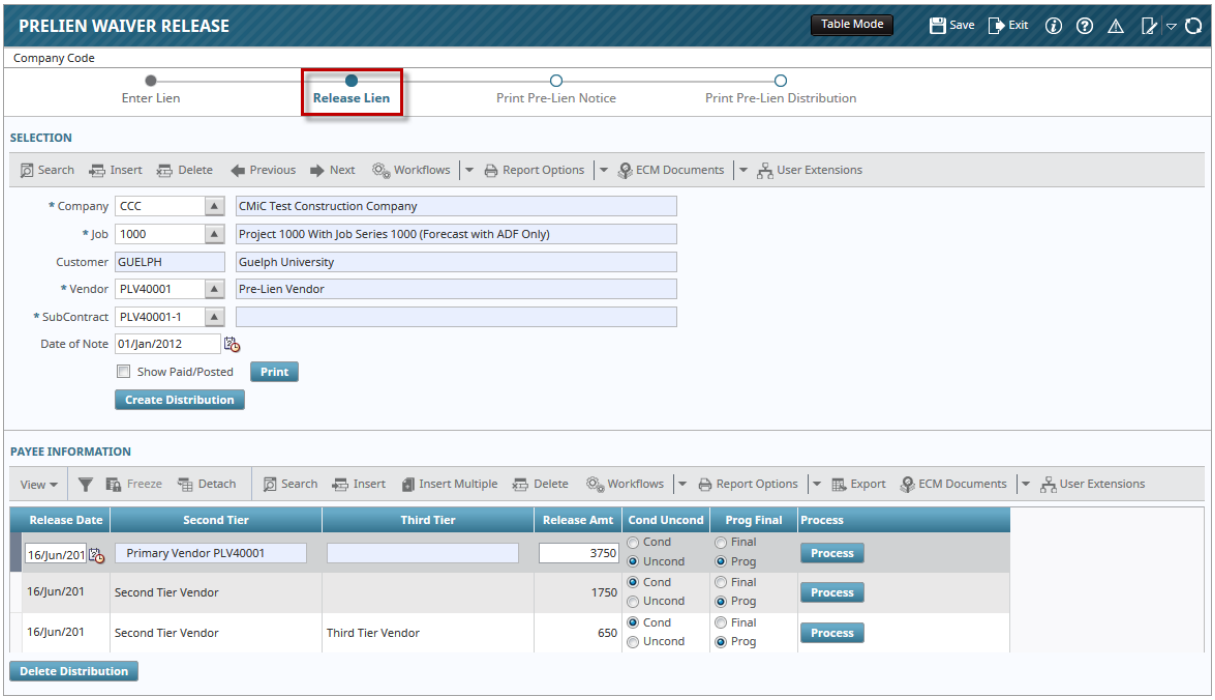
> In the screenshot above, in the **Pre-Lien Payee Information** section, the first entry specifies a Second Tier pre-lien vendor, and the second entry specifies a Third Tier vendor (Houdini & Associates).

The **Date of Notice** field specifies the date on which the Vouchers will be subject to the Pre-Lien Compliance.

The **Closed** checkbox gets automatically checked for the payee when the final payment is released via the Release Lien screen.

Once a Pre-Lien Notice is saved, its corresponding Pre-Lien Release record is automatically created and available via the Release Lien screen.

Release Lien



Pgm: APVOUJPAYEE – Pre-Lien Waiver Release

This screen displays Pre-Lien Release records, which were automatically created when their corresponding Pre-Lien Notice records were initially saved. When automatically created, however, only the Header Level information is detailed. The payee distribution in the **Payee Information** section is created each time a payment against the Subcontract needs to be released for a payee, until the final payment is released for each payee. When the final payment is released for a payee, the **Closed** checkbox for the payee line in the Enter Lien screen is automatically checked (note, the checkbox can be manually checked if required).

Selection – Section

The first line under the Payee Information section is for the Primary Vendor.

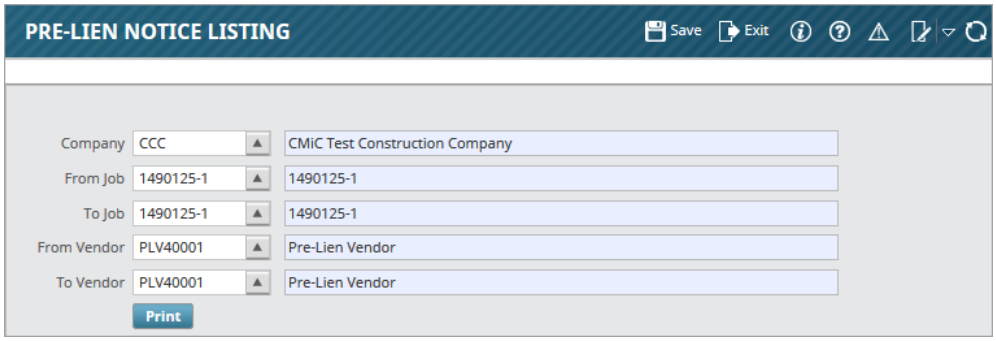
Date of Note

This date is for reference purposes.

Show Paid/Posted – Checkbox

If checked, paid information is also displayed.

[**Print**] – Button



This button is used to view the pre-lien information for a range of Jobs and/or range of Vendors.

[**Create Distribution**] – Button

This button is used to create a payee distribution line in the **Payee Information** section for each Second Tier and Third Tier vendor specified in the corresponding Pre-Lien Notice record, each time a payment against the Subcontract needs to be released for a payee.

Payee Information – Section

The first line in this section always displays the Primary Vendor. This section is used to enter the **Release Date** (date Voucher payment is allowed) and **Release Amount** per payee, and to indicate the Release Type using the radio buttons, according to the following details:

If Conditional (**Cond**), a joint check will be issued, otherwise a joint check is not used.

If Unconditional (**Uncond**) and **Final**, then the Release Amount must be 0.

If Progress (**Prog**), then more payments (releases) are expected.

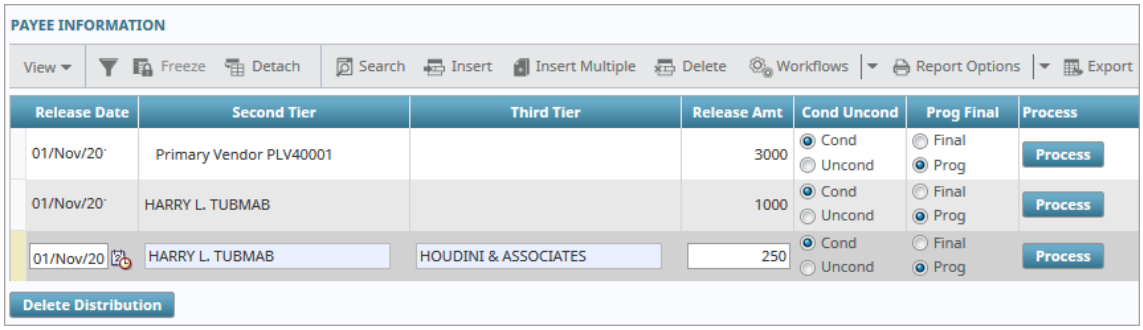
When entering the amounts to be released, 'Conditional' amounts cannot be below 'Unconditional' amounts in the same "2nd-3rd tier" group, otherwise an error message is displayed.

If a release amount greater than the total invoice amount under consideration is entered, only the total invoice amount will be used for any payment selection.

If the **Show Paid/Posted** box is checked, lines that have already been paid will be shown, however, no update is allowed on these lines.

The amount for the Primary Vendor is the total amount for the Voucher, inclusive of any amounts paid to Second Tier vendors, which are inclusive of any Third Tier vendor amounts, as per the following example:

Example:



For the sample payee distribution in the above screenshot, the amounts paid to each vendor is as follows:

Primary Vendor (**PLV40001**): $3000 - $1000 = $2000

Second Tier Vendor (**Harry L. Tubmab**): $1000 - $250 = $750

Third Tier Vendor (**Houdini & Associates**): $250

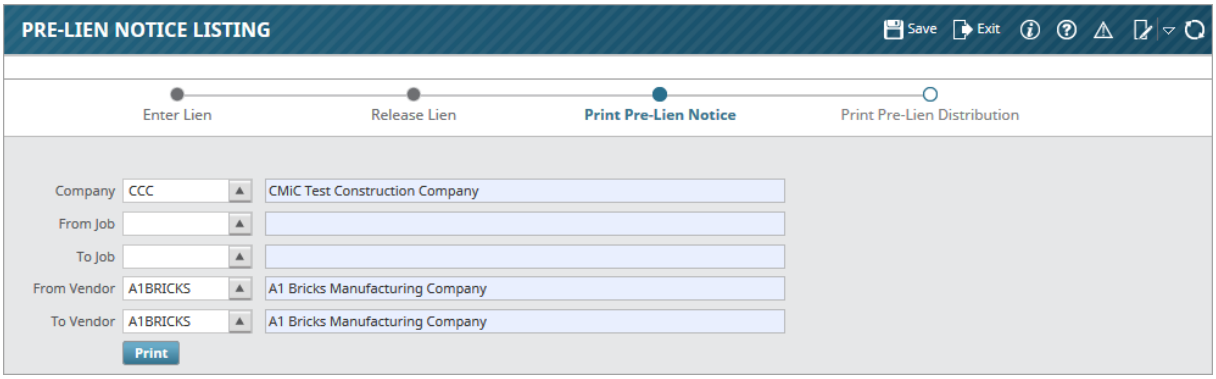
[**Process**] – Button

Click this button to save the payee distribution line.

[**Delete Distribution**] – Button

Use this button to delete the payee distribution lines.

Print Pre-Lien Notice



Pgm: APPRELNOTEPRT – Print Pre-Lien Notice

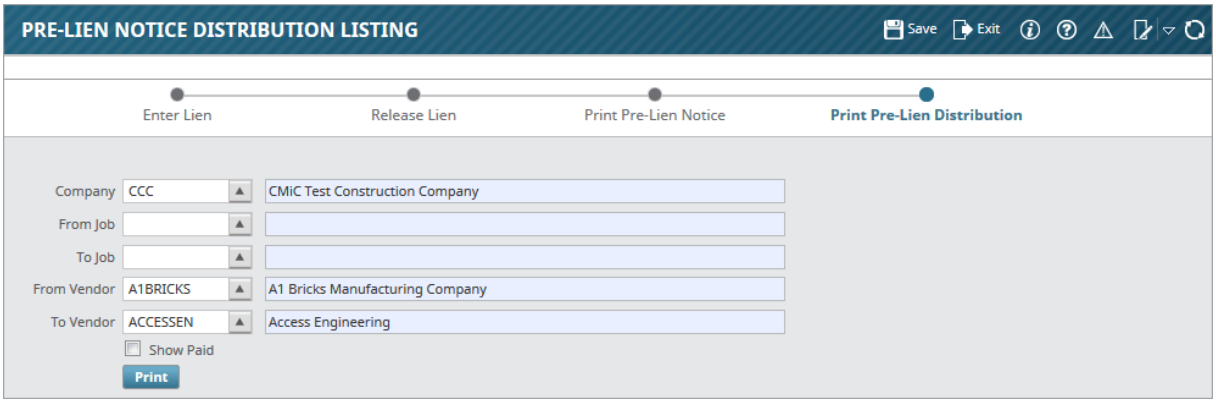
This screen is used to print the Pre-Lien Notice Listing report for a range of Vendors.

Select the Company under which the Vendors are defined via the **Company** field.

To filter Pre-Lien Notices by Job, specify the range of Jobs to consider via the **From Job** and **To Job** fields. If the **From Job** field is left blank, the first Job in the list is assumed, and if the **To Job** field is left blank, the last Job in the list is assumed.

The **From Vendor** and **To Vendor** fields are used to specify the Vendors to consider. If the **From Vendor** field is left blank, the first Vendor in the list is assumed, and if the **To Vendor** field is left blank, the last Vendor in the list is assumed.

Print Pre-Lien Distribution



Pgm: APPRELNOTEDPRT - Print Pre-Lien Distribution

This screen is used to print the Pre-Lien Distribution Listing report for a range of Vendors.

Select the Company under which the Vendors are defined via the **Company** field.

To filter Pre-Lien Distributions by Job, specify the range of Jobs to consider via the **From Job** and **To Job** fields. If the **From Job** field is left blank, the first Job in the list is assumed, and if the **To Job** field is left blank, the last Job in the list is assumed.

The **From Vendor** and **To Vendor** fields are used to specify the Vendors to consider. If the **From Vendor** field is left blank, the first Vendor in the list is assumed, and if the **To Vendor** field is left blank, the last Vendor in the list is assumed.

Click the **Show Paid** box to include paid information in the report.

Positive Pay Register

Overview – Positive Pay

This section provides details about the screens used to create Positive Pay files for a specified bank.

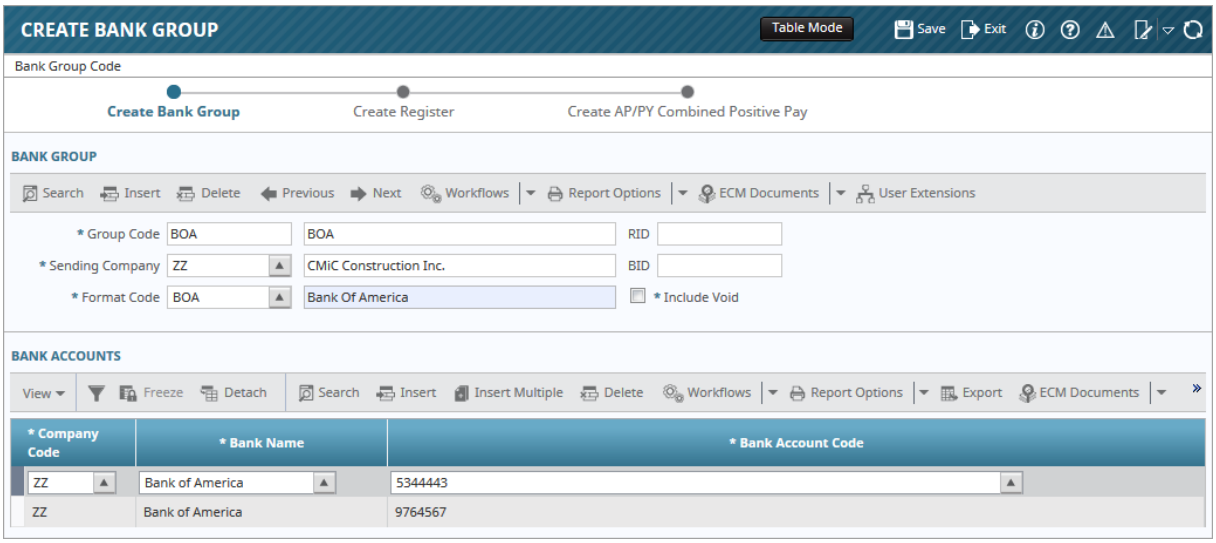
The Positive Pay file is an electronic register used by the bank to confirm the checks issued by your company. The bank will only clear a check for payment if is details, such as payee name and amount, match the details of a corresponding entry for the check in the Positive Pay file.

Within the AP module, Positive Pay files can be created for two types of payments, and if required, they can contain entries for voided checks. The Create Register screen is used to create Positive Pay files for Voucher payments, and the Create AP/PY Combined Positive Pay screen is used to create Positive Pay files for Payroll payments.

To create a Positive Pay file via the Create Register screen, a Bank Group must have been created to specify the details for the Positive Pay file.

Also, to create a Positive Pay file, its bank-specific format must be specified. For the Create Register screen, the format is specified via a Bank Group, which has an associated Positive Pay file format. For the Create AP/PY Combined Positive Pay screen, the format is specified via the Bank Code, which also has an associated Positive Pay file format. If you require a bank-specific format other than the ones available in the system, please contact your CM*i*C Consultant.

Create Bank Group



Pgm: APBNKGRP – Positive Pay Bank Group (standard Treeview path: AP > Check > Positive Pay Register)

This screen is used to create a Bank Group, which is used in the Create Register screen to specify the details for the generation of a Positive Pay file.

The format of the Positive Pay file is defined by the bank to which you are sending the register. The currently supported file formats are listed in the following section.

Bank Group – Section

Group Code

Enter a code to identify the Bank Group being defined.

Sending Company

Select the Company that is sending the Positive Pay file.

Format Code

Select the bank-specific format of the Positive Pay file. Below is the list of currently supported formats. If the format required does not exist, please contact your CM*i*C Consultant.

Bank	Multi Positive Pay File Format Code
Amegy Bank	AMEGYBANK
Bank of Montreal	BMO
BMO Harris Bank	BMO_HARRIS
Bank Of America	BOA
Bank of America Cash Pro	BOA-CPRO
Chase Bank	CHASE_BANK
Chittenden Bank	CHITTENDEN
Comerica Bank	COMERICABK
Commerce Bank	COMMERCE
Fifth Third Bank	FTB
Harris Bank	HARRISBANK
Nicolet Bank	NICOLETBNK
Private Bank	PVT-BANK
South Trust Bank	SOUTHTRUST
Toronto-Dominion Bank	TD_BANK
UMB Financial Corporation	UMB_BANK
United Bank	UNITEDBANK
Wachovia First Union	WACHOVIAFU

NOTE: All the above formats are supposed to work as per the recommendations set by respective banks at the time of their implementation in CMiC. Also, the file formats may differ by the states where used. Any further changes to the acceptable formats by the banks, as reported by the customers, were implemented on specific request by them through work orders. It is NOT guaranteed that all of the above formats work with the current specifications by the bank, and programming changes may be required.

RID

Enter the Remote ID that identifies you as the transmitter of the Positive Pay file being defined. The bank issues this code. Leave this field blank if your bank does not require a Remote ID as part of its file format.

BID

Enter the Batch ID that identifies your company as the transmitter of the Positive Pay file being defined. This code is also issued by the bank. Leave this field blank if your bank does not require a Batch ID as part of its file format.

Include Void

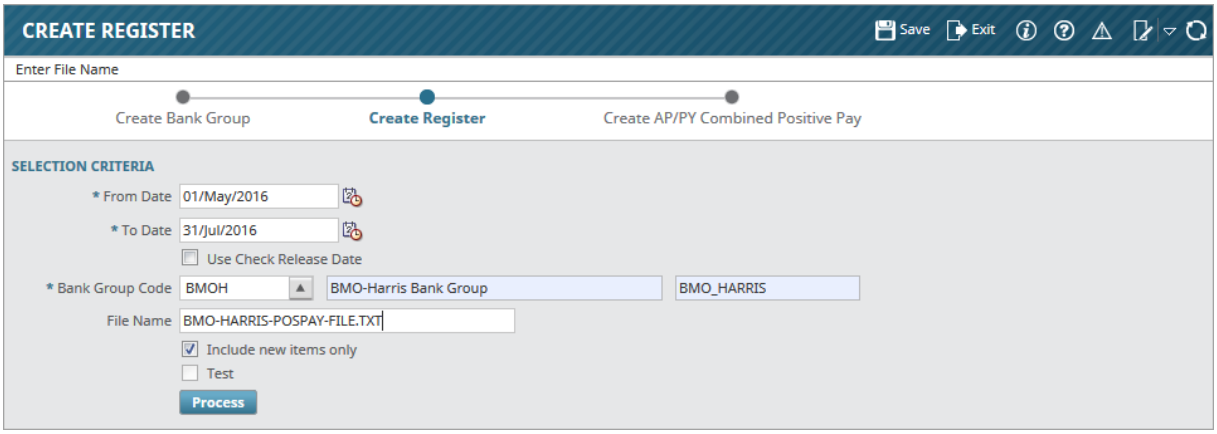
Check this box if the Positive Pay file should include entries for voided checks.

Bank Accounts – Section

Bank Accounts

This section is used to enter the Bank Accounts from which the payments were issued. Note that it is possible to associate accounts under different Companies to the Bank Group.

Create Positive Pay File



Pgm: APPOSPAY – Create Positive Pay Register/File

This screen is used to create Positive Pay files for Voucher payments. To specify the details required to generate the Positive Pay file, a Bank Group is used.

The following are details about the fields on this screen:

From Date, To Date

Enter the date range to use to determine which checks are to be included in the Positive Pay file. Only checks with a Check Date that is on or within this range will be included.

Use Check Release Date – Checkbox

This checkbox works in conjunction with the **From Date** and **To Date** fields. If this box is checked and the **Use Check Release Feature** box is checked on the **Check** tab of the AP Control File, the system will use the checks' **Check Release Date** instead of their **Check Date** to determine if they are to be included in the Positive Pay file.

Bank Group Code

Select the Bank Group that contains the details required to generate the Positive Pay file.

File Name

Enter the Positive Pay file's filename.

Include New Items Only – Checkbox

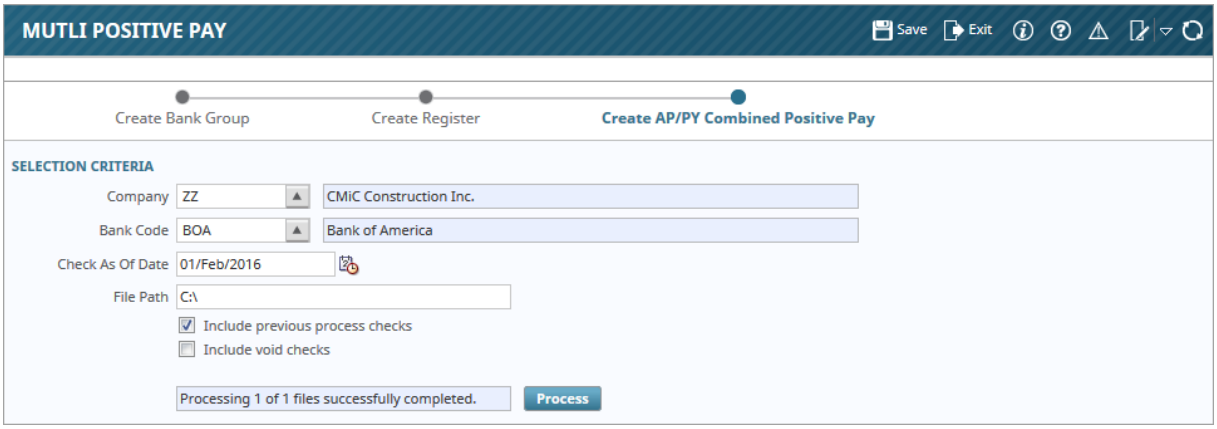
Check this box to only generate the Positive Pay file for checks that have not been previously included in other Positive Pay files, regardless of the date range specified by the **From Date** and **To Date** fields.

[**Process**] – Button

Click to begin the process of creating the Positive Pay file, after which, the file will be available via your browser's download functionality.

NOTE: If nothing happens after clicking this button, ensure that a filename is provided via the **File Name** field.

Create AP/PY Combined Positive Pay File



Pgm: APMPOSPAY – Create AP/PY Combined Positive Pay

This screen is used to create Positive Pay files for Payroll payments.

The Positive Pay file's format is specified via a Bank Code, which has an associated Positive Pay file format.

Company

Select the Company sending the Positive Pay file.

Bank Code

Bank to which the Positive Pay file will be sent.

The bank-specific format of the Positive Pay file is specified via this code, which has an associated Positive Pay file format. A Bank's Positive Pay file format is modified via the Banks maintenance screen (standard Treeview path: *System > Global Tables > Banking > Banks*).

Check As Of Date

Only checks with a Check Date as of the date specified via this field will be considered.

File Path

Enter the Positive Pay file's filename.

Include Previous Process Checks

If checked, checks previously processed will be considered again for the generation of the Positive Pay file.

Include Void Checks

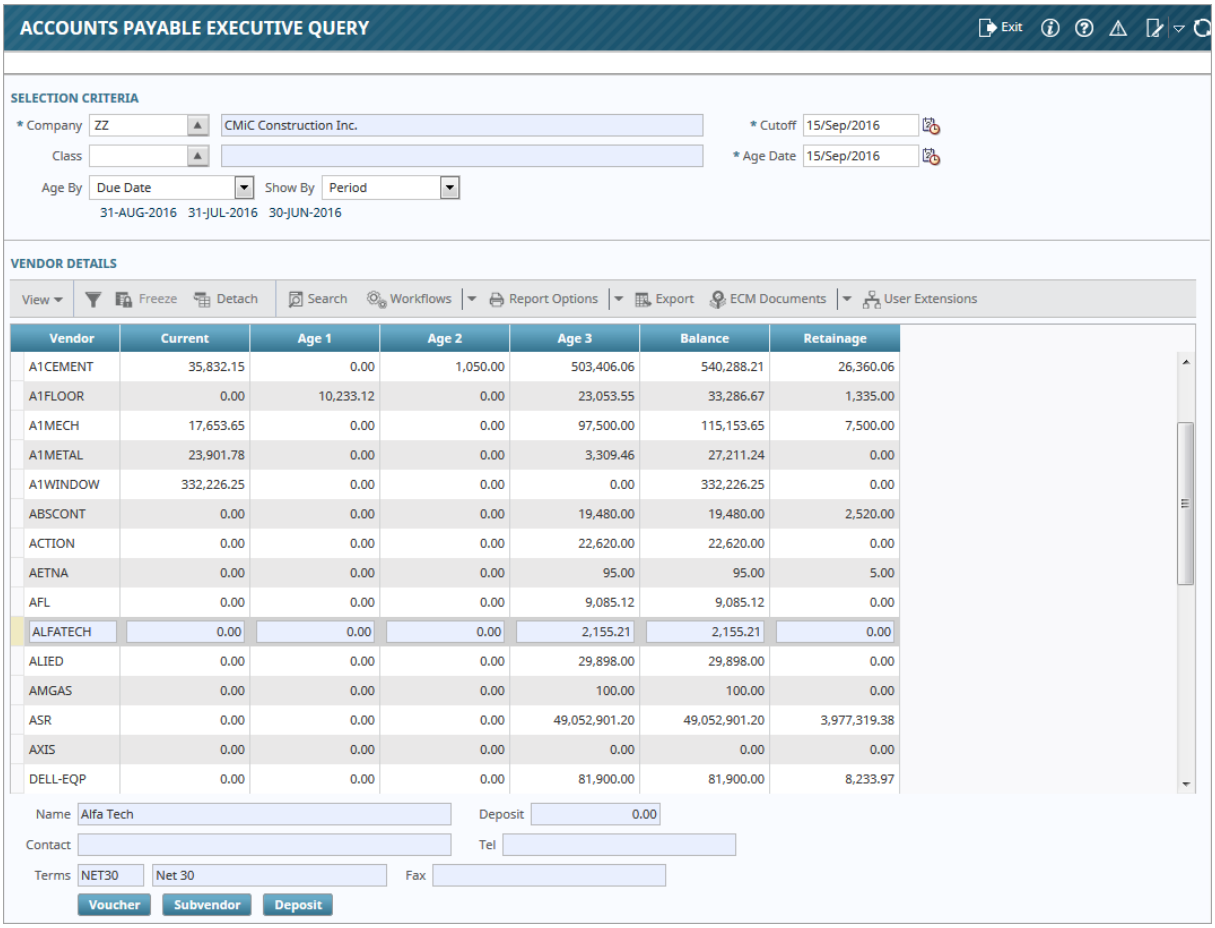
If checked, voided checks will be considered during processing.

[**Process**] – Button

Click to begin the process of creating the Positive Pay file. Once created, it will be available via your browser's download functionality.

Querying Data

Executive Query (Vendor Balances)



Vendor	Current	Age 1	Age 2	Age 3	Balance	Retainage
A1CEMENT	35,832.15	0.00	1,050.00	503,406.06	540,288.21	26,360.06
A1FLOOR	0.00	10,233.12	0.00	23,053.55	33,286.67	1,335.00
A1MECH	17,653.65	0.00	0.00	97,500.00	115,153.65	7,500.00
A1METAL	23,901.78	0.00	0.00	3,309.46	27,211.24	0.00
A1WINDOW	332,226.25	0.00	0.00	0.00	332,226.25	0.00
ABSCONT	0.00	0.00	0.00	19,480.00	19,480.00	2,520.00
ACTION	0.00	0.00	0.00	22,620.00	22,620.00	0.00
AETNA	0.00	0.00	0.00	95.00	95.00	5.00
AFL	0.00	0.00	0.00	9,085.12	9,085.12	0.00
ALFATECH	0.00	0.00	0.00	2,155.21	2,155.21	0.00
ALIED	0.00	0.00	0.00	29,898.00	29,898.00	0.00
AMGAS	0.00	0.00	0.00	100.00	100.00	0.00
ASR	0.00	0.00	0.00	49,052,901.20	49,052,901.20	3,977,319.38
AXIS	0.00	0.00	0.00	0.00	0.00	0.00
DELL-EQP	0.00	0.00	0.00	81,900.00	81,900.00	8,233.97

Pgm: APEXEQRY – Executive Query

The Executive query allows the user to drill down into the details of a particular Vendor's balance. The query will show the balance at the Controlling Vendor Level, and the user can then drill down into the Sub-Vendor, Voucher or Deposit details.

Selection Criteria – Section

This section's fields are used to select the Vendors to list in the **Vendor Details** section.

The following table provides details about the fields in this section:

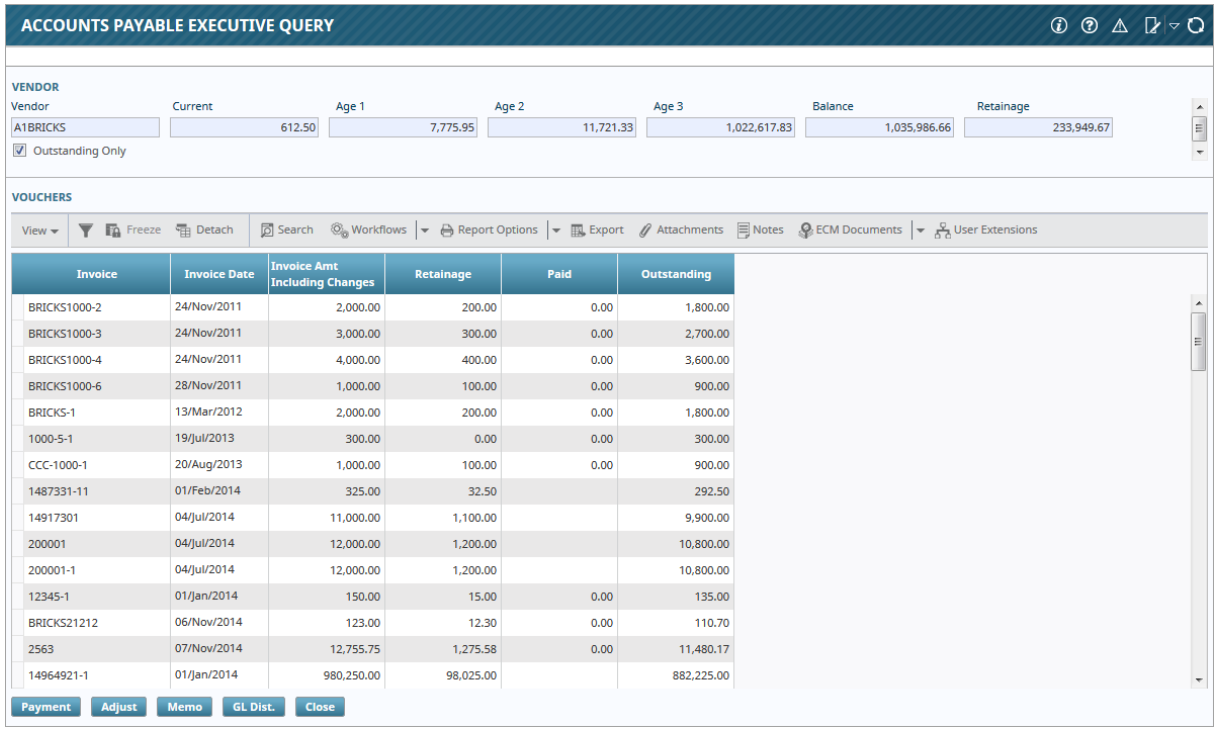
Field	Details
Company	Select relevant Company.

Class	Used to filter Vendors by Vendor Class.
Age By	Select how the outstanding amounts are aged, by **Voucher Date** or by **Due Date**.
Show By	Select how the aged outstanding amounts are shown, by **Period** or by **Days**.
Cutoff	Any Vouchers with dates after this date will not be included in the balances.
Age Date	The balances shown will be aged based on this date.

Vendor Details – Section

This section list the Vendors selected via the **Selection Criteria** section. The listed Vendors are at the Controlling Vendor Level.

[**Voucher**] – Button



Invoice	Invoice Date	Invoice Amt Including Changes	Retainage	Paid	Outstanding
BRICKS1000-2	24/Nov/2011	2,000.00	200.00	0.00	1,800.00
BRICKS1000-3	24/Nov/2011	3,000.00	300.00	0.00	2,700.00
BRICKS1000-4	24/Nov/2011	4,000.00	400.00	0.00	3,600.00
BRICKS1000-6	28/Nov/2011	1,000.00	100.00	0.00	900.00
BRICKS-1	13/Mar/2012	2,000.00	200.00	0.00	1,800.00
1000-5-1	19/Jul/2013	300.00	0.00	0.00	300.00
CCC-1000-1	20/Aug/2013	1,000.00	100.00	0.00	900.00
1487331-11	01/Feb/2014	325.00	32.50		292.50
14917301	04/Jul/2014	11,000.00	1,100.00		9,900.00
200001	04/Jul/2014	12,000.00	1,200.00		10,800.00
200001-1	04/Jul/2014	12,000.00	1,200.00		10,800.00
12345-1	01/Jan/2014	150.00	15.00	0.00	135.00
BRICKS21212	06/Nov/2014	123.00	12.30	0.00	110.70
2563	07/Nov/2014	12,755.75	1,275.58	0.00	11,480.17
14964921-1	01/Jan/2014	980,250.00	98,025.00		882,225.00

Pgm: APEXEQRY – Executive Query – Voucher Details

Click this button to view details about Vouchers that make up the selected Vendor's balance. From the launched popup, you can view a Voucher's payment details, memos, adjustments and its original GL distribution.

Outstanding Only – Checkbox

If checked, only Voucher's with an outstanding amount will be displayed.

[**Payment**] – Button

This button's popup displays details about the check(s) issued for the selected Voucher's payment. The popup displays a check's number, sequence number, discount amount, paid amount, retainage amount, and post date. Also, a **Voided** flag indicates if the check was voided or not.

[**Adjust**] – Button

Click this button to view any adjustments made against the selected Voucher. The popup displays the Invoice Amount, Memo Amount, Freight Amount, Miscellaneous Amount, Tax Amount, Total Amount, Discount Taken Amount, Paid Amount, Retainage Amount, Memo Retainage Amount and Outstanding Amount.

[**Memo**] – Button

This button's popup lists any Debit/Credit Memos entered against the selected Voucher.

[**GL Dist.**] – Button

This button's popup displays the selected Voucher's GL distribution. It displays the Account, Department, Company, Post Date, Batch, Reference Date, Amount, Units and Weight Measure for each disposition.

Also, the [**JC Dist.**] button on the popup can be used to view the JC distribution.

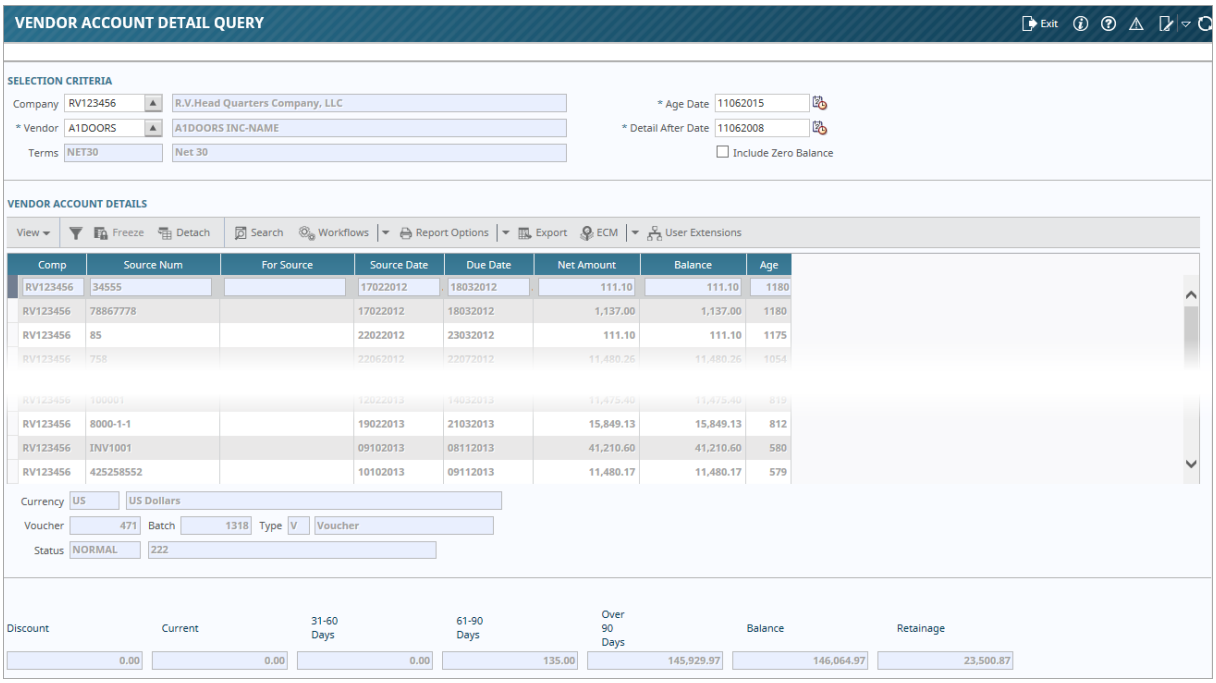
[**Subvendor**] – Button

Click this button to view Sub-Vendor details of the selected Controlling Vendor, including details about their Vouchers and Deposits.

[**Deposit**] – Button

Click this button to view Deposits (pre-payments) entered for the selected Vendor.

Vendor Account Detail Query



Pgm: APACCQRY – Account Detail Query

This screen is used to perform detailed vendor account queries. The first section allows the operator to query Vendor accounts by Vendor Code, Vendor Name, or Terms. After entering the Age Date and cut-off date, the

relevant transactions against the Vendor's account, making up the Vendor's balance, appear in the **Vendor Account Details** section. Note that the **Company** field can be left blank in order to query Vendor details across multiple Companies.

Selection Criteria – Section

The following table provides details about the fields in this section:

Field	Details
Company	Select relevant Company; leave blank to view account details for the selected Vendor across all Companies in the system.
Vendor	Select the Vendor.
Terms	Display-only field displaying Payment Term associated to Vendor.
Age Date	Aging of Vouchers will be as of this date.
Detail After Date	Detail will be shown only for Voucher Dates which are on or after this date.
Include Zero Balances – Checkbox	If checked, zero balances will be include.

Vendor Account Details – Section

This section lists the Vouchers making up the Vendor's balance, according to the parameters entered in the **Selection Criteria** section.

The following provides details about the columns of this section's table:

Field	Details
Comp	Company under which Voucher was entered.
Source Num	Identifying number of transaction; for instance, if the transaction was made via a Voucher, this number would be the Voucher's Invoice Number.
For Source	PO or Contract Number.
Source Date	Voucher's Invoice Date.
Due Date	Voucher's Due Date.
Net Amount	Voucher's Net Amount.
Balance	Voucher's Balance.
Age	Difference, in days, between **Age Date** (in Selection Criteria section) and **Source Date**.

Under this section's table, display-only fields provide details about the selected Voucher. The **Type** field indicates what type of transaction has been processed against the Vendor's account:

V - Posted Voucher

C- Posted automatically generated check

M - Posted Memo

D - Draft indicates a payment in foreign currency

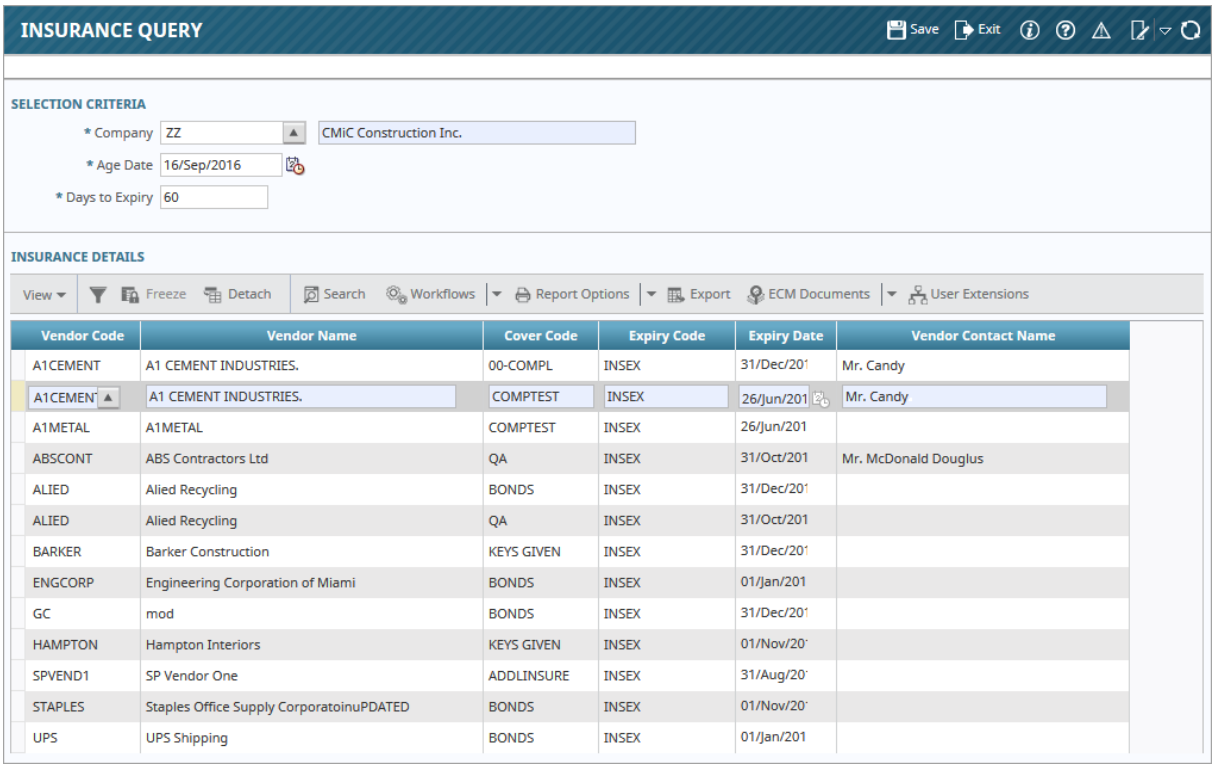
Q - Posted Manual Check

T - Deposits (posted pre-payments)

Z - Posted Manual Check not associated with a vendor invoice

Under these display-only fields are display-only fields displaying Vendor's account aging summary and account totals.

Insurance Query



Pgm: APINSQRY – Insurance Query by Vendor

The Vendor Insurance query is used to examine the insurance policies that have expired or are due to expire within a specified number of days.

Selection Criteria – Section

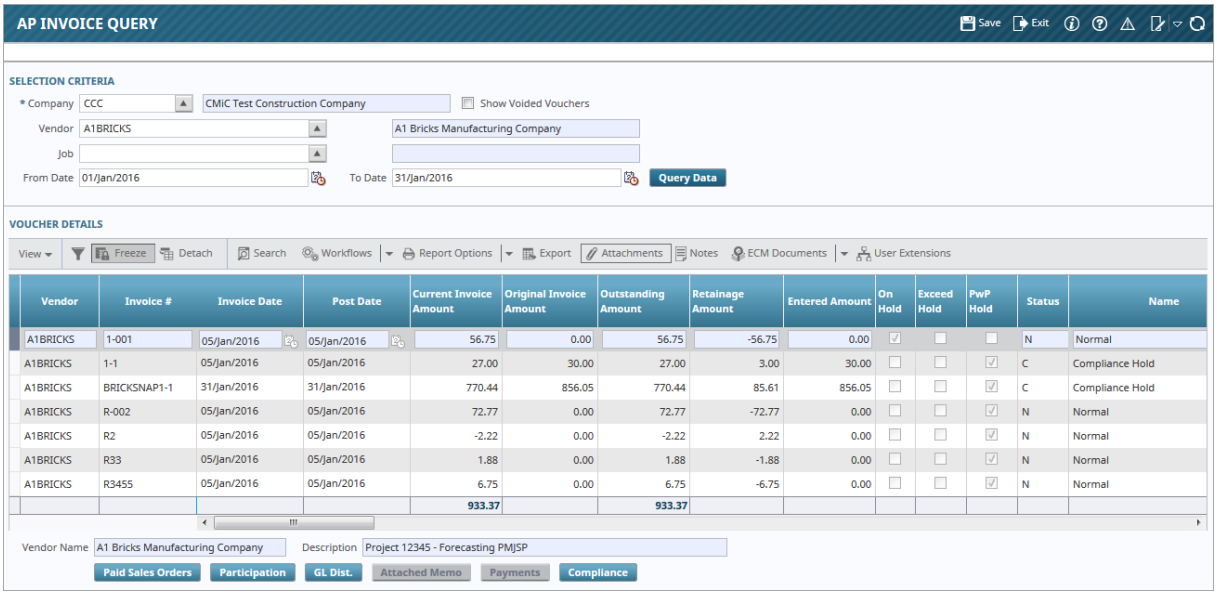
The following table provides details about the fields in this section:

Field	Details
Company	Select relevant Company.
Age Date	Aging of Vouchers will be as of this date.
Days to Expiry	Number of days to insurance expiry.

Insurance Details – Section

The **Insurance Details** section lists the insurance details of Vendors selected via the **Selection Criteria** section.

Invoice Query



Pgm: APINMQRY – Voucher Query

This screen is used to examine the Vouchers entered in the system. The screen has a horizontal scroll bar that allows the user to view far more information than is shown on the above screenshot; most of the information that is entered on a Voucher, such as tax codes, holdback amount, description, discrete flag, etc., is available.

Selection Criteria – Section

The following table provides details about the fields in this section:

Field	Details
Company	Select relevant Company.
Vendor	Select the Vendor.
Job	Select a Job to filter Vouchers by it.
From Date, **To Date**	Enter a date range for which Vouchers with an Invoice Date on or within this range will be listed under the **Checks** section. If either of these fields is left blank, Vouchers are not filtered by it.
Show Voided Vouchers – Checkbox	If checked, voided Vouchers will also be listed.

[**Query Data**] – Button

Click this button to list the Vouchers in the **Voucher Details** section according to the selected parameters. If one of the parameters is changed, click this button again to refresh the list.

Voucher Details – Section

Reasons for Hold on a Voucher are detailed via flags identifying the types of various holds. These include:

On Hold: Identifies a Hold applied by either AP or SC Control File to Hold all Vouchers.

Exceed Hold: Identifies that the SC/AP RFP Voucher is on Hold for exceeding the Subcontract Amount.

PwP Hold: Flag identifies that Pay When Paid functionality is applicable.

Status: This value (**N** or **C**) identifies Compliance Code status for the Voucher.

On Hold	Exceed Hold	PwP Hold	Status	Name	Close Status
☐	☐	☑	C	Compliance Hold	O
☐	☐	☐	N	Normal	C
☐	☐	☐	N	Normal	O
☐	☐	☑	C	Compliance Hold	O
☐	☐	☐	N	Normal	C
☐	☐	☑	C	Compliance Hold	O
☐	☐	☑	C	Compliance Hold	O
☐	☐	☑	C	Compliance Hold	O

Participant percentages and amounts can be changed for a posted Subcontract Request For Payment in this query screen. The voucher description will show the material receipts paid.

[**Paid Sales Orders**] – Button

This button's popup displays MS Sales Order associated to the selected Voucher.

[**Participation**] – Button

Participant percentages for second tier vendors can be changed for a posted Subcontract Request For Payment via this button's popup.

These Participant percentages would have been initially entered for the Subcontract via the [**Original Participation**] button on the Enter Subcontract screen of the SC module.

[**GL Dist.**] – Button

This button's popup displays the selected Voucher's GL distribution.

[**Attached Memo**] – Button

This button becomes enabled if the selected Voucher has a Debit/Credit Memo entered against it, in order to view the memo's details.

[**Payments**] – Button

This button's popup displays payment details, including details about voided checks.

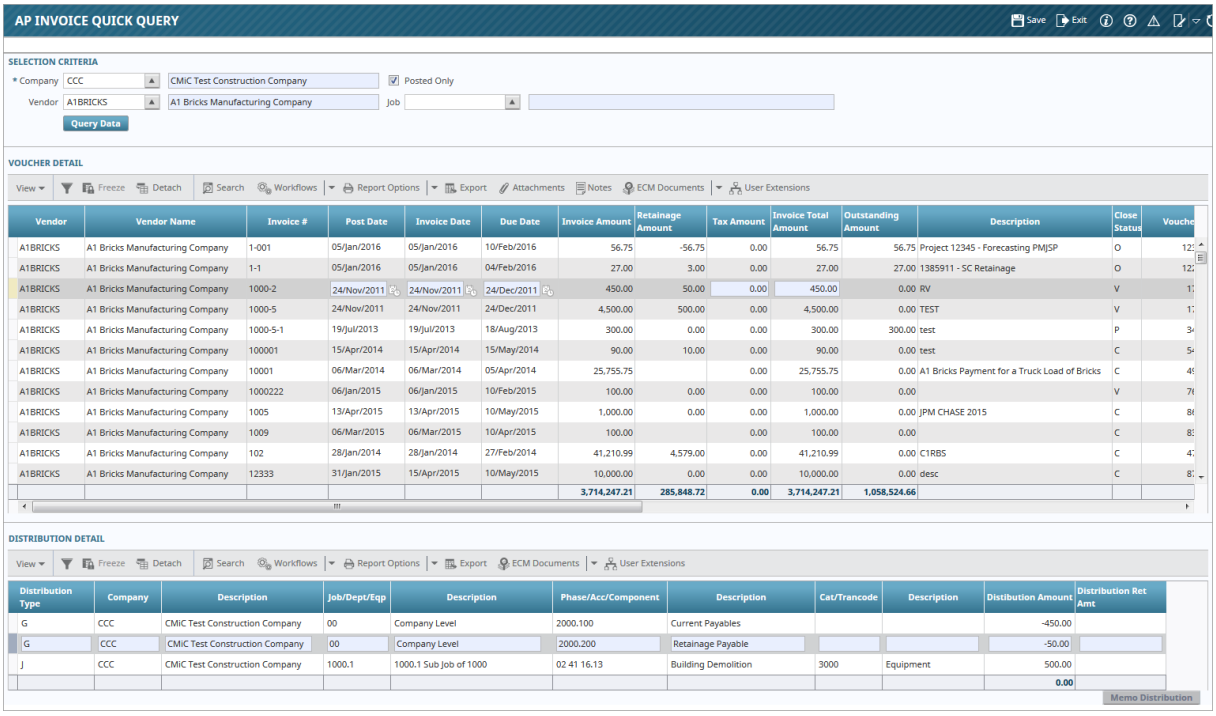
NOTE: The Close Status of "**Partially Paid**" can also mean that the partial payment was voided, as when a Check is voided, the **Close Status** of the associated Voucher is not switched back to "**Open**", because there is still a link between the voided Check and the Voucher. Details about the **Close Status** of a Voucher can be viewed in the Payments popup launched via the [**Payments**] button on the Voucher Query screen (AKA: Invoice Query; program: APINMQRY).

[**Compliance**] – Button

This button becomes enabled if the selected Voucher has associated Vendor Compliance Codes, in order to view the compliance status details.

Via the popup, the history of changes to a Compliance Code can also be viewed by selecting it and clicking the [**History Of Updates**] button. Also, the [**Documents**] button can be used to maintain reference details (doc number, date, description, and amount) about documents associated to the selected Compliance Code.

Invoice Quick Query



Pgm: VOUCHQRY – Invoice Quick Query

Selection Criteria – Section

The following table provides details about the fields in this section:

Field	Details
Company	Select relevant Company for Vendor.
Vendor	Select the Vendor.
Posted Only – Checkbox	If checked, only posted Vouchers will be listed.
Job	Select a Job to filter Vouchers by it.

[**Query Data**] – Button

Click this button to list the Vouchers in the **Voucher Details** section according to the selected parameters. If one of the parameters is changed, click this button again to refresh the list.

Voucher Detail – Section

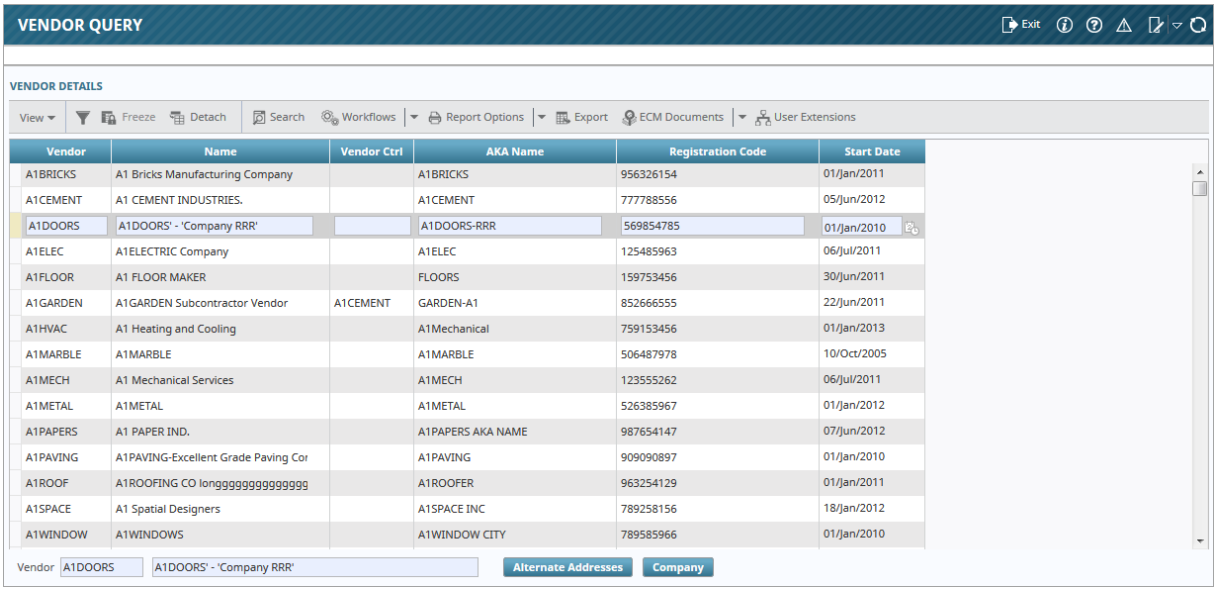
This section lists Vouchers selected via the **Selection Criteria** section.

Distribution Detail – Section

This section displays the distribution details for the Voucher selected in the **Voucher Detail** section.

It also contains a [**Memo Distribution**] button that become enabled if a selected distribution line has a memo distribution, in order to view the details.

Vendor Query



Pgm: APVENQRY – Vendor Query

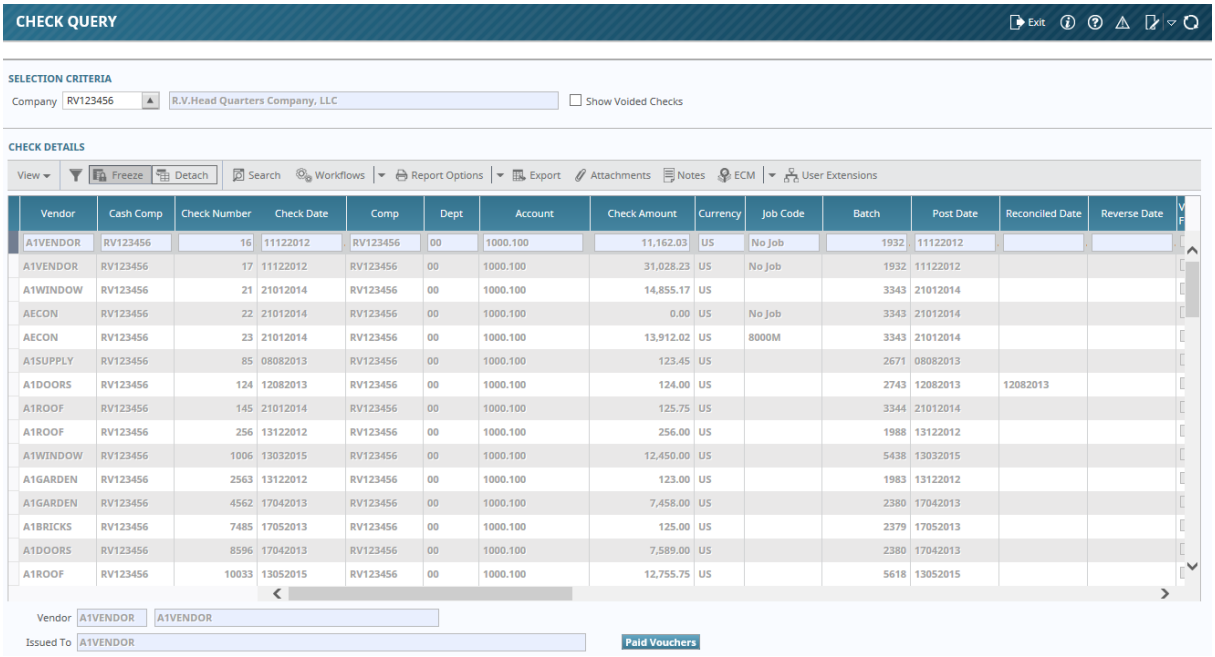
The Vendor Query screen is used to view the details of a particular Vendor, such as their address and telephone numbers.

Use the Query by Example option on the Block Toolbar, or the screen's vertical scrollbar to search for a Vendor.

The [**Company**] button will show what Companies this Vendor is used by, and the department and GL accounts assigned to the Vendor by each Company. The AKA (Also Known As) name will appear if it is entered on the business partner.

The [**Alternate Address**] button will show all alternate addresses entered for the selected Vendor.

Check Query



Pgm: APCHQQRY – Check Query

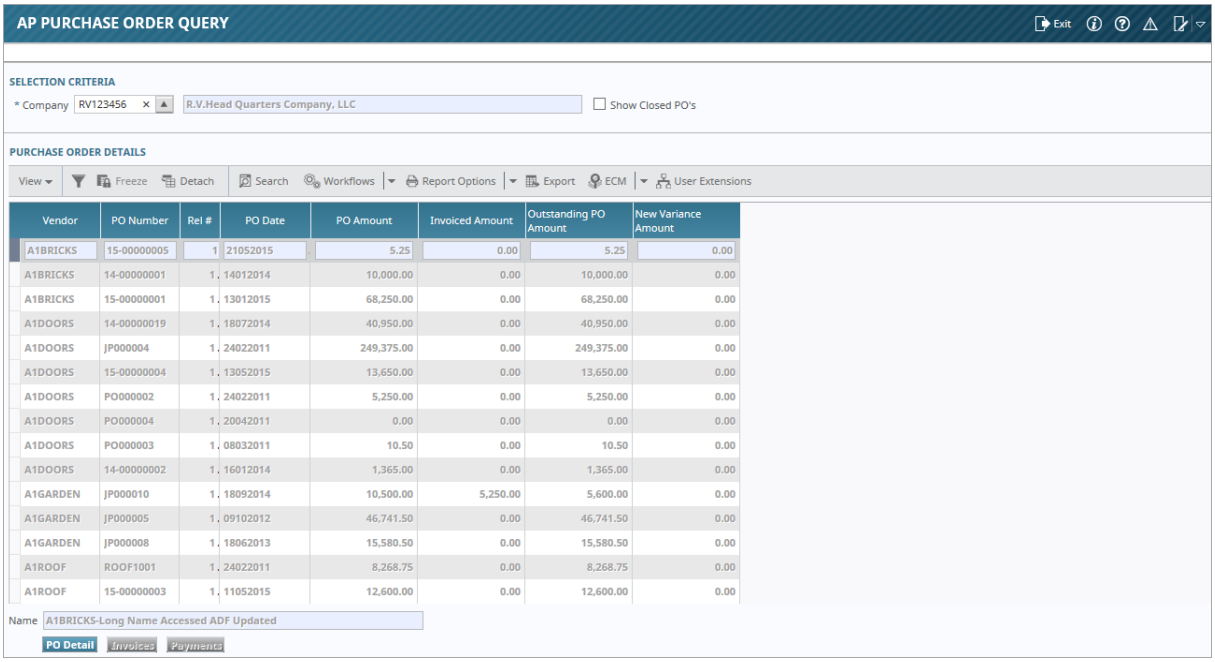
The Check query will display all the checks that have been produced by the system for a specific Company, or all Companies if the **Company** field is left blank. If the **Show Voided Checks** checkbox is checked, voided checks will also be listed.

Use the Query by Example option on the Block Toolbar, or the screen's vertical scrollbar to search for entries.

The **Description** field in the **Check Details** section's table is populated from the **Description** field of the Enter Manual Checks screen.

To view what Vouchers the check paid, press the [**Paid Vouchers**] button. This brings up a popup that lists the Vouchers, showing their Due Date, Invoice Date, Batch Number, and if applicable, a 1099 code and a PO Number.

Purchase Order Query

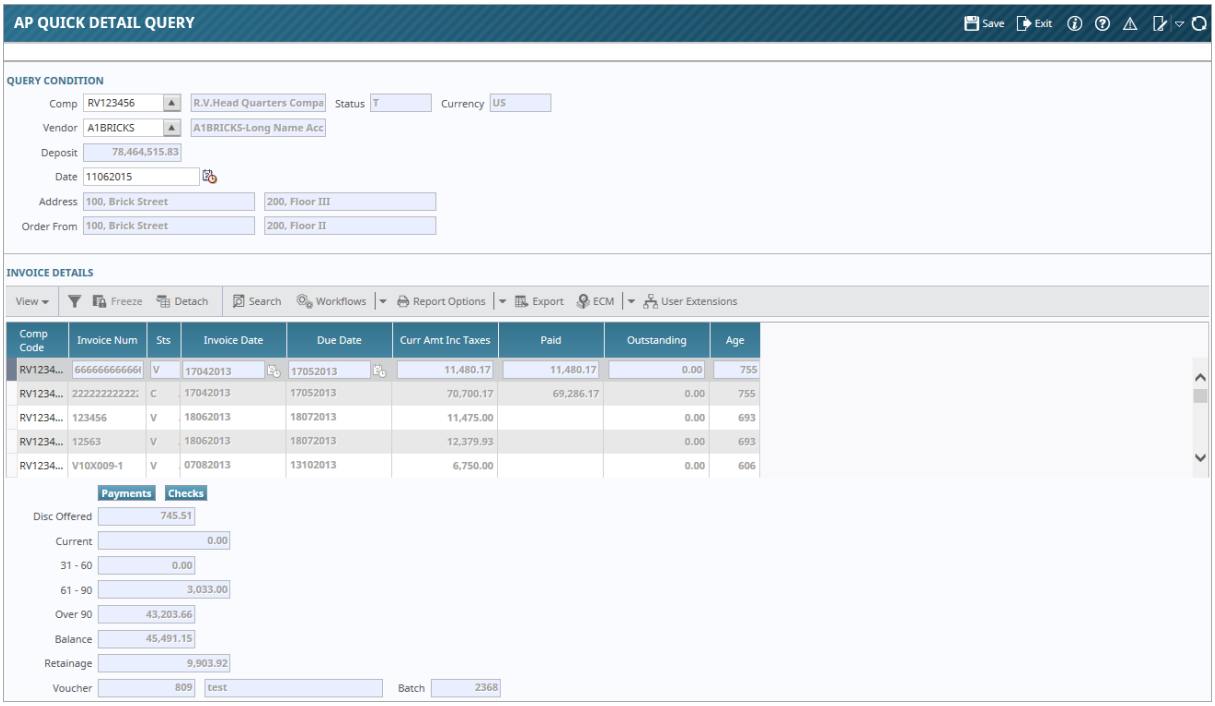


Vendor	PO Number	Rel #	PO Date	PO Amount	Invoiced Amount	Outstanding PO Amount	New Variance Amount
A1BRICKS	15-00000005	1	21052015	5.25	0.00	5.25	0.00
A1BRICKS	14-00000001	1	14012014	10,000.00	0.00	10,000.00	0.00
A1BRICKS	15-00000001	1	13012015	68,250.00	0.00	68,250.00	0.00
A1DOORS	14-00000019	1	18072014	40,950.00	0.00	40,950.00	0.00
A1DOORS	JP000004	1	24022011	249,375.00	0.00	249,375.00	0.00
A1DOORS	15-00000004	1	13052015	13,650.00	0.00	13,650.00	0.00
A1DOORS	PO000002	1	24022011	5,250.00	0.00	5,250.00	0.00
A1DOORS	PO000004	1	20042011	0.00	0.00	0.00	0.00
A1DOORS	PO000003	1	08032011	10.50	0.00	10.50	0.00
A1DOORS	14-00000002	1	16012014	1,365.00	0.00	1,365.00	0.00
A1GARDEN	JP000010	1	18092014	10,500.00	5,250.00	5,600.00	0.00
A1GARDEN	JP000005	1	09102012	46,741.50	0.00	46,741.50	0.00
A1GARDEN	JP000008	1	18062013	15,580.50	0.00	15,580.50	0.00
A1ROOF	ROOF1001	1	24022011	8,268.75	0.00	8,268.75	0.00
A1ROOF	15-00000003	1	11052015	12,600.00	0.00	12,600.00	0.00

Pgm: APPOQRY – Purchase Order Query

The Accounts Payable Purchase Order Query is used to view outstanding Purchase Orders and their associated PO, Invoice and Payment detail.

Quick Detail Query



Pgm: APQCKQRY – AP Quick Query

This screen is used to quickly access details about a Vendor's account.

Query Condition – Section

The following table provides details about the fields in this section:

Field	Details
Comp	Select relevant Company for Vendor.
Vendor	Select the Vendor.
Deposit	Display-only field displaying total amount of Deposits entered for Vendor.
Date	Except Vouchers with an "**Open** (**O**)" status, which are always listed, only Vouchers with an **Invoice Date** on or before this date will be listed.
Address	Vendor's address, entered on **Vendors** tab of Maintain Vendors screen.
Order From	Order address entered on **Order Address** tab of Maintain Vendors screen.
Status	Vendor's Payment Status.
Currency	Vendor's currency.

Invoice Details – Section

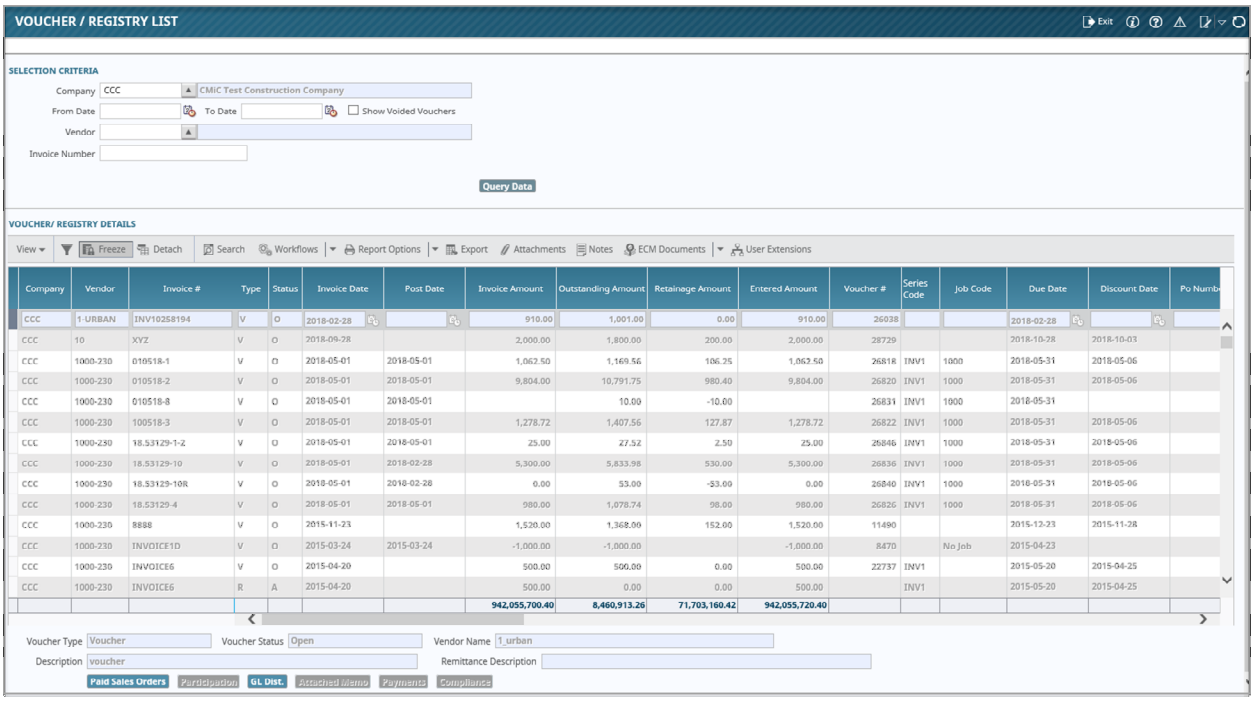
This section list the Vouchers according to the **Comp**, **Vendor** and **Date** fields in the **Query Condition** section, and it provides details about the Vendor's balance via the display-only fields under the [**Payments**] and [**Checks**] buttons.

The [**Payments**] button can be used to examine the payment history of a selected Voucher, and the [**Checks**] button's popup displays all checks issued to the vendor.

The system date will default into the **Date** field, but it can be changed to control what Voucher details are displayed. All Vouchers entered on or before the entered date, of all statuses, will be displayed, including all Vouchers with an "**Open**" status dated in the future.

The ageing details summary at the bottom of the screen displays the ageing details, calculated by using Voucher Due Dates compared with the system date to determine the aging group under which the amounts will be displayed.

Registry/Voucher Query



Pgm: APVOUINQ – Voucher and Registry Query

The Registry/Invoice Query screen is used to view Voucher and Registered Invoice details for a selected Vendor.

Selection Criteria – Section

The following table provides details about the fields in this section.

Field	Details
Company	Select relevant Company.
Vendor	If a Vendor is selected, only Vouchers and Registered Invoices associated to the Vendor will be listed.
From Date, **To Date**	Enter a date range for which Vouchers with an Invoice Date on or within this range will be listed. If either of these fields is left blank, Vouchers are not filtered by it.

Show Voided Vouchers – Checkbox	If checked, voided Vouchers will also be listed.
Invoice Number	If invoice number is selected, only vouchers and registered invoices which match the selected invoice number will be listed.

[**Query Data**] – Button

Click this button to list the Vouchers in the **Voucher Details** section according to the selected parameters. If one of the parameters is changed, click this button again to refresh the list.

Voucher/Registry Details – Section

This section list the Vouchers and Registered Invoices according to the criteria entered in the **Selection Criteria** section.

[**Paid Sales Orders**] – Button

This button's popup displays MS Sales Order associated to the selected Voucher.

[**Participation**] – Button

Participant percentages and amounts can be changed for a posted Subcontract Request For Payment via this button's popup.

These Participant percentages would have been initially entered for the Subcontract via the [**Original Participation**] button on the Enter Subcontract screen of the SC module.

[**GL Dist.**] – Button

This button's popup displays the selected Voucher's GL distribution.

[**Attached Memo**] – Button

This button becomes enabled if the selected Voucher has a Debit/Credit Memo entered against it, in order to view the memo's details.

[**Payments**] – Button

This button's popup displays payment details, including details about voided checks.

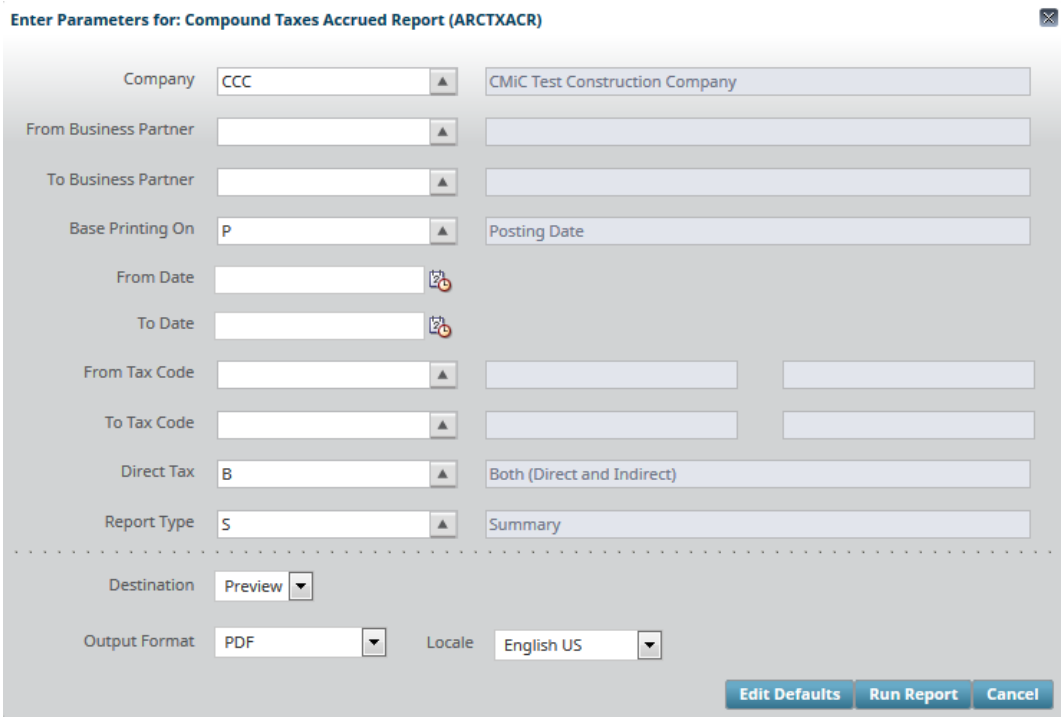
[**Compliance**] – Button

This button becomes enabled if the selected Voucher has associated Vendor Compliance Codes, in order to view the compliance status details.

Via the popup, the history of changes to a Compliance Code can also be viewed by selecting it and clicking the [**History Of Updates**] button. Also, the [**Documents**] button can be used to maintain reference details (doc number, date, description, and amount) about documents associated to the selected Compliance Code.

Reports

Compound Taxes Accrued Report



Sample of Compound Taxes Accrued report's Enter Parameters screen.

NOTE: This report is also found in the AR module.

Report Type

If the "**AR Only Detail**" option is selected, the report will not display any information from Accounts Payable, and reports on AR data only.

Report Printout

AR Compound Tax Report

Page: 1 of 4
Date: JUN 22, 2006
Time: 04:18 PM

Customer Code	Customer Name	Type	Invoice Number	Invoice Date	Applicable Amount	Applicable Amount Less Retainage	Current Taxed Amount	Non-Taxable Amount (Incl. Retainage)	Tax Amount
Company: 6A	**Darrows CIT Construction Grp**								
Tax: 0680815	**ARCMPT**								
Jurisdiction: FLORIDA	**Florida State Tax**								
Job: ARCMPMULTI	**Multiple Compound Tax Test**								
LEECOUNT	Lee County Port	I	J0106-004	JAN 31, 2006	29,150.00	26,235.00	26,234.00	2,916.00	1,049.40
LEECOUNT	Lee County Port	I	J0306-001	MAR 31, 2006	30,000.00	27,000.00	13,500.00	16,500.00	540.00
LEECOUNT	Lee County Port	I	J0206-002	FEB 28, 2006	30,000.00	27,000.00	27,000.00	3,000.00	1,080.00
Total For Job	**ARCMPMULTI**				89,150.00	80,235.00	66,734.00	22,416.00	2,669.40
Job: ARTAXPART	**AR Compound Partial Billed Tax Testing 0680815**								
LEECOUNT	Lee County Port	I	J0106-003	JAN 31, 2006	19,000.00	17,100.00	17,100.00	1,900.00	684.00
Total For Job	**ARTAXPART**				19,000.00	17,100.00	17,100.00	1,900.00	684.00
Job: ARTAXTEST	**AR Compound Tax Testing 0680815**								
LEECOUNT	Lee County Port	I	J0206-001	FEB 28, 2006	44,000.00	43,100.00	43,100.00	900.00	1,724.00
LEECOUNT	Lee County Port	I	J0106-002	JAN 31, 2006	22,745.65	20,471.08	20,471.58	2,274.07	818.84
Total For Job	**ARTAXTEST**				66,745.65	63,571.08	63,571.58	3,174.07	2,542.84
Job: No Job									
CASH	Cash Customer	I	ARINVOICE01	JAN 15, 2006	8,550.00	8,550.00	8,550.00	0.00	342.00
Total For Job	**No Job**				8,550.00	8,550.00	8,550.00	0.00	342.00
Total For Jurisdiction	**FLORIDA**				183,445.65	169,456.08	155,955.58	27,490.07	6,238.24
Jurisdiction: MIAMI CITY	Miami City								

Applicable Amount

This shows the amount of the Invoice to which the Tax Code is being applied.

Applicable Amount Less Retainage

This shows the first amount less the calculated Retainage for the current Invoice

Current Taxed Amount

This represents the amount being taxed on the Invoice.

Non-Taxable Amount

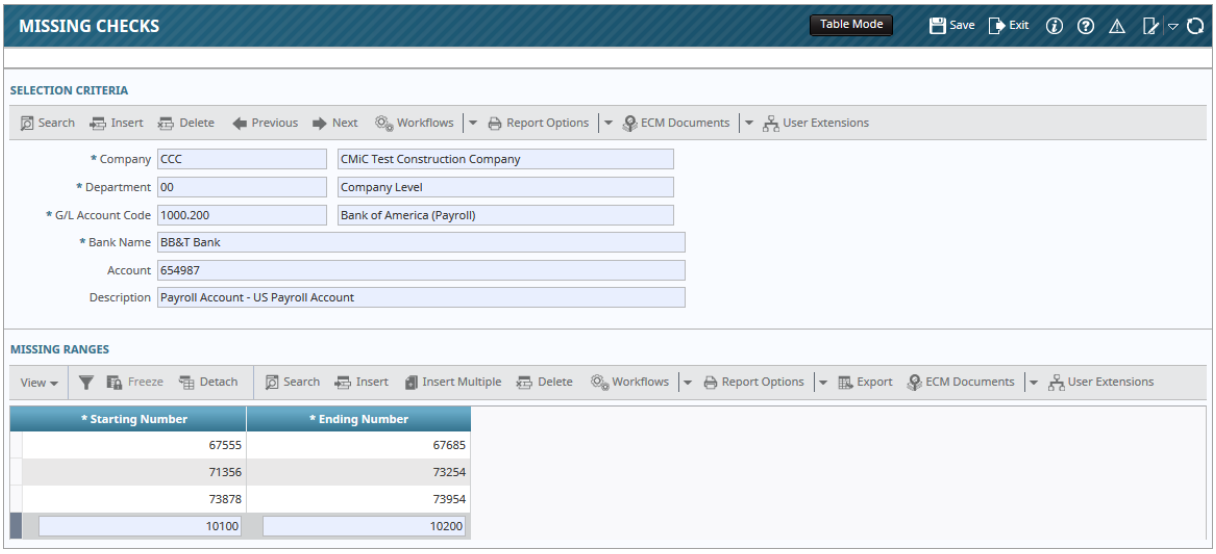
This value shows the Retainage Amount plus in the case of Job Billing Invoices, the amount not being taxed based on use of the “Percentage To Which Tax Applies” option.

Tax Amount

The current Invoice Tax amount for the Jurisdiction/Tax Code.

Utilities

Missing Checks (Registry)



Pgm: BANKMCHQ – Missing Checks

This screen is used to also establish the numerical sequence of the pre-printed Check Numbers for a particular Company's Account, by defining the sequence of numbers to bypass during the check printing process.

For example, an order is placed to a supplier for box of 1,000 checks having the check Number sequence begin at "00001". The supplier delivers the 1,000 checks with the sequence of the Check Numbers divided. The Check Number sequence begins with "00001" and Check Numbers "00100" to "00300" are missing. Therefore, the last Check Number in the series of checks received from the supplier is "01300". If the Check Numbers "00100" to "00300" are not defined as missing, the system will assume the Check Numbers exist.

Selection Criteria – Section

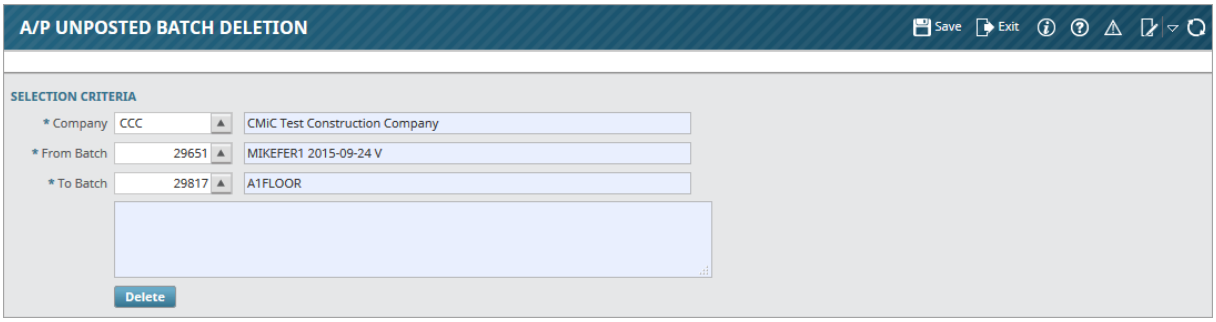
To create a new entry of missing check numbers for a Company's Account, click the [**Insert**] button on this section's Block Toolbar, fill in the details, and click [**Save**]. Then, use the **Missing Ranges** section to enter the missing check numbers.

Missing Ranges – Section

Use this section to enter the range of check numbers missing for the Bank Account specified in the previous section.

To enter a range, click this section's [**Insert**] button and use the new row to enter the range of check numbers to be by-passed by the system. Only those check numbers equal to or within the range will be printed on the report. If you want to bypass a single check number, enter the same number in both fields.

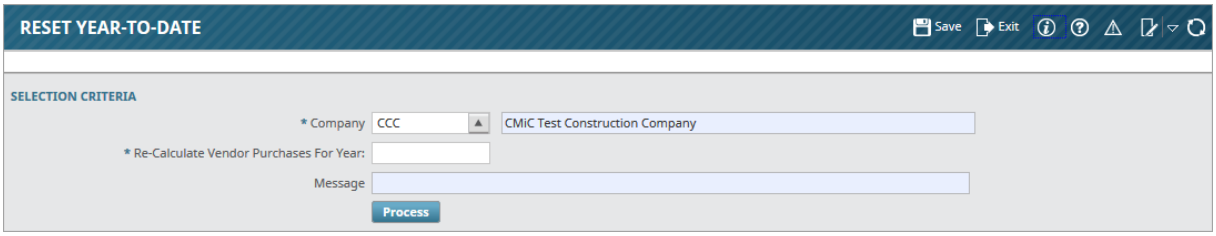
Delete Unposted Batches



Pgm: DELBATAP – AP Unposted Batch Deletion

This utility is used to delete unposted Batches. To specify a single Batch, select it for both the **From Batch** and **To Batch** fields.

Reset Year-to-Date (Re-Calculate Vendor YTD Numbers)



Pgm: APUTCLN – Reset Year-To-Date

This utility is used to re-calculate vendor purchases and payments for a specific calendar year and company, according to the Post Date of the items.

This program can be run at any time. Also, the system will allow for the calculation as far back as required, but each year must be calculated one at a time.

The only fields required are the Company and the Year.

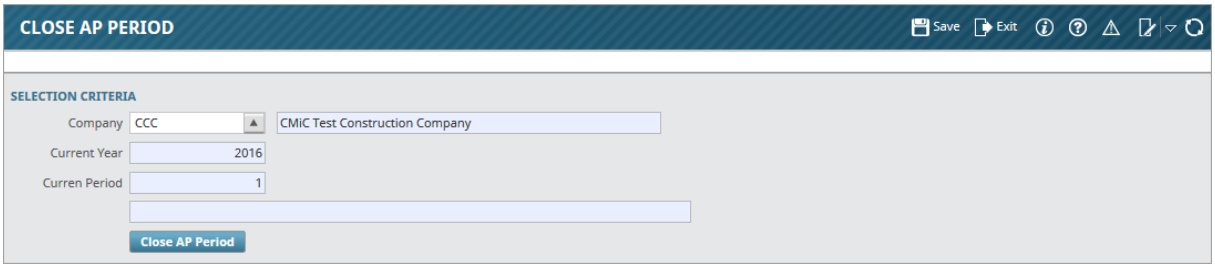
Reset Invoice Series Sequence

Pgm: APINVSET – Reset Invoice Series Codes

This utility is used to reset the Invoice Series Sequence numbers. This number is used in the sequencing of Registered Invoices.

To specify a single Invoice Series Code, selected from both the **From Invoice Series** and **To Invoice Series** fields.

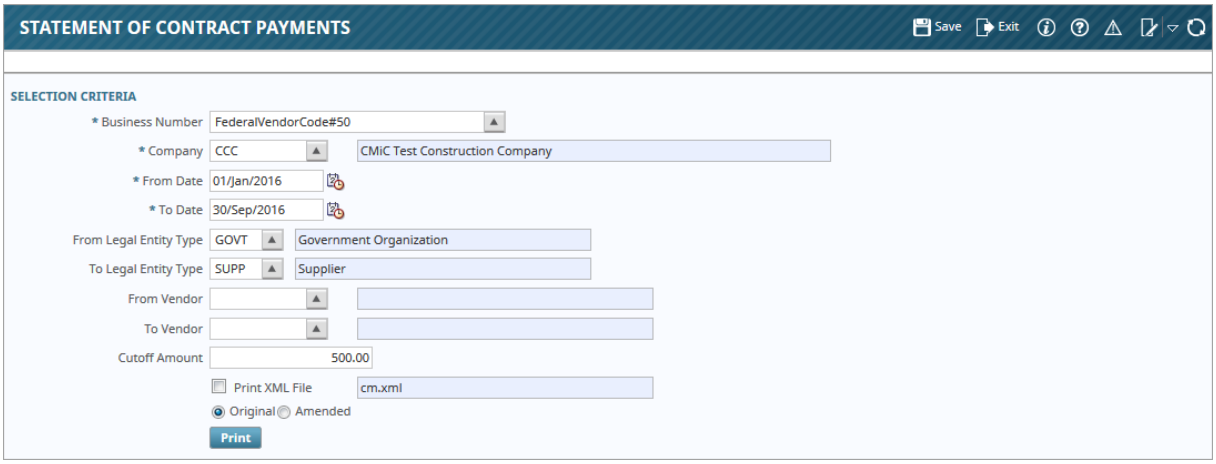
Close Current AP Period



Prg: APCLOSE – Close Current AP Period

This utility changes the current period and if necessary year on the AP Control file for the company code selected. This function can also be done directly on the **System Defaults** tab of the AP Control File for the Company required.

Print T5018 Forms

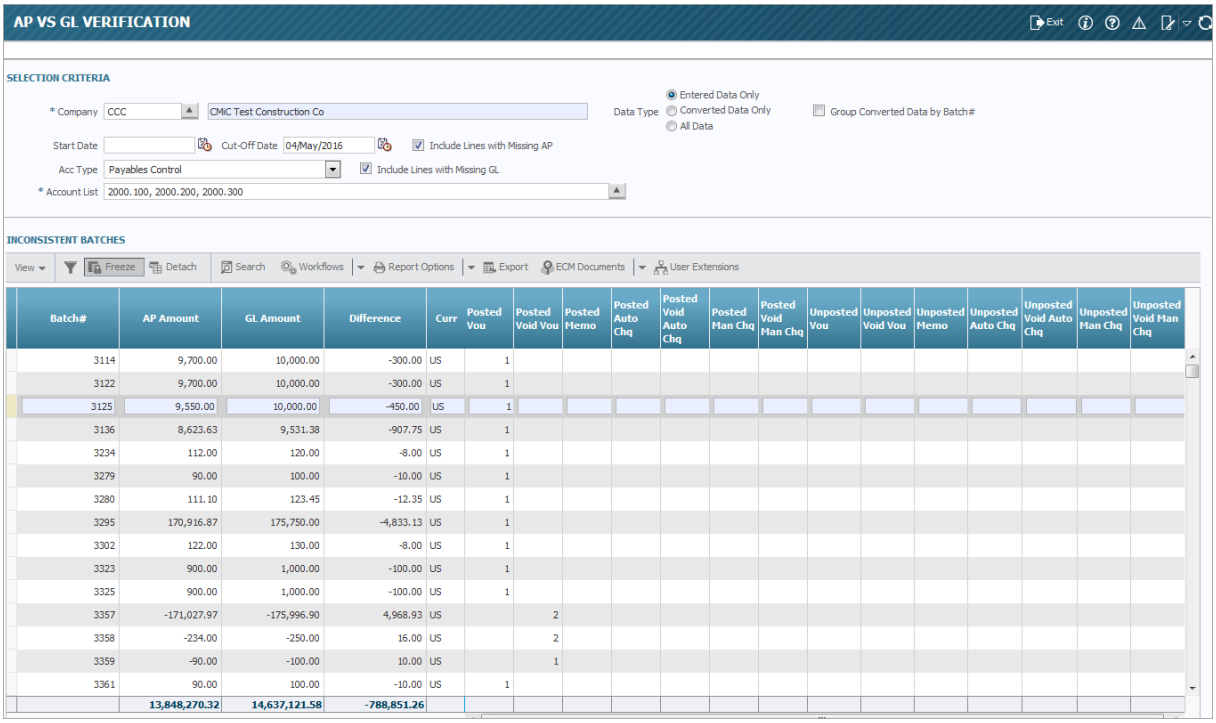


Pgm: T5018 – Statement of Contract Payments

This utility is used to print T5018 Forms, applicable in Canada for government reporting, according to the entered parameters.

For all applicable Vendors, the **Report T5018** checkbox on the **Vendors** tab of the Maintain Vendors screen must be checked.

AP vs GL Verification



Batch#	AP Amount	GL Amount	Difference	Curr	Posted Vou	Posted Void Vou	Posted Memo	Posted Auto Chq	Posted Void Auto Chq	Posted Man Chq	Posted Void Man Chq	Unposted Vou	Unposted Void Vou	Unposted Memo	Unposted Auto Chq	Unposted Void Auto Chq	Unposted Man Chq	Unposted Void Man Chq
3114	9,700.00	10,000.00	-300.00	US	1													
3122	9,700.00	10,000.00	-300.00	US	1													
3125	9,550.00	10,000.00	-450.00	US	1													
3136	8,623.63	9,531.38	-907.75	US	1													
3234	112.00	120.00	-8.00	US	1													
3279	90.00	100.00	-10.00	US	1													
3280	111.10	123.45	-12.35	US	1													
3295	170,916.87	175,750.00	-4,833.13	US	1													
3302	122.00	130.00	-8.00	US	1													
3323	900.00	1,000.00	-100.00	US	1													
3325	900.00	1,000.00	-100.00	US	1													
3357	-171,027.97	-175,996.90	4,968.93	US		2												
3358	-234.00	-250.00	16.00	US		2												
3359	-90.00	-100.00	10.00	US		1												
3361	90.00	100.00	-10.00	US	1													
	13,848,270.32	14,637,121.58	-788,851.26															

Pgm: APGLBCH – AP vs GL Verification

This utility is used for routine verifications and to verify imported and converted data. It identifies Batches with which the AP module's account of its GL postings are inconsistent with the GL module's account of its postings. These Batches are referred to as inconsistent Batches, and they are listed in the **Inconsistent Batches** section.

Details about the inconsistent Batches can then be viewed by running the AP Aged Report (provides posting details according to AP module) and a GL Trial Balance report (provides posting details according to GL module).

Inconsistent Batches

When a Batch created in the AP module is posted to the GL, the AP module keeps a record of the Batch sent to the GL module for posting. In the GL module, a corresponding record of the received and posted Batch from the AP module is also kept. So, both modules have their own records of the Batch created in AP and posted to the GL.

However, for a Batch created in the GL module, via its GL Transaction Entry screen, and posted against AP sub-ledger accounts, a record of the posted Batch only exists in the GL module.

This utility identifies inconsistent Batches by checking that the corresponding records for each posted Batch exist in the AP and GL modules. This provides extra assurance that a sent Batch was received and posted. If this utility finds a record of a posted Batch in the AP module, but it does not find the corresponding record of the posted Batch in the GL module, or vice versa, it will list the Batch in the **Inconsistent Batches** section. Thus, a Batch created via the GL Transaction Entry screen to post against AP sub-ledger accounts will always be listed in the **Inconsistent Batches** section, because there is no corresponding record of the Batch in the AP module (i.e. it is an unusual transaction that should be noted).

Also, for each pair of posted batch records (one in AP and other in GL), this utility checks that the amounts posted to the accounts are the same.

Lastly, it checks that each posting is consistent with what was intended, in order to try and catch errors with the accounts used for postings. For instance, for a Vendor, if either of their Voucher's default **A/P**, **Discount**, or **Retainage** accounts (set on **Accounting** tab of Maintain Vendors screen) are accidentally set to the same account, this utility will catch that its posted Vouchers were not distributed in a standard fashion.

Selection Criteria – Section

Company

The company code will automatically default to the user's AP Logon Company, which may be changed if required.

Start Date (optional)

From which this utility should start looking for inconsistent batches.

Cut-Off Date (required)

The cutoff date represents the posting date being reconciled to. In most cases this would be the last day of a month or of a fiscal period.

Acc Type

There are 3 choices, these choices are the AP Control Accounts, AP Retainage Accounts or AP Deposit Accounts. Select the type of account you are trying to reconcile.

Account List

This field is used to enter the accounts to be considered by this utility. Account codes are separated by commas, and up to 19 accounts can be listed.

NOTE: To find all inconsistent batches, all appropriate accounts must be entered. In most cases when unexpected results are returned, the cause is an incorrect list of the accounts to consider via this field.

Data Type: Entered Data Only, Converted Data Only, All Data

The default for this field is **Entered Data Only**, but you may use this utility on converted or imported data as well. Select the required type.

Include Lines with Missing AP – Flag

If checked, posted batches with missing records of the posting in the AP module will be displayed. This happens when postings originate from the GL module, via its GL Transaction Entry screen.

Include Lines with Missing GL – Flag

If checked, posted batches that originated from the AP module that do not have a corresponding record of the posting in the GL module will be displayed.

Group Converted Data by Batch # – Flag

If checked, converted data will be grouped by batch numbers, otherwise converted data will be shown as one batch.

NOTE: It is recommended that this flag is unchecked because AP and GL data is converted in separate batches, therefore these batches will always show up as inconsistencies.

Inconsistent Batches – Section

This section list all inconsistent Batches, according to the parameters set in the **Selection Criteria** section.

For each inconsistent Batch, the following is displayed: batch number, the AP amount, the GL amount, the variance, and what types of AP transactions were within the Batch (number of transactions of that type displayed under type's column).

The **AP Amount** column shows posted amounts according to the AP module, and the **GL Amount** column shows posted amounts according to the GL module. If an amount only shows up in one column, it means that a record of the posting only exists in the corresponding module; and if amounts show up in both columns, it means that a record of the posting exists in both corresponding modules.

Details about the inconsistent Batches can be viewed by running the AP Aged Report (provides posting details according to AP module) and a GL Trial Balance report (provides posting details according to GL module).

Common Examples

If you have No AP amount at all, this usually indicates that the user 'DA' has entered a Journal Entry directly to a Control Account.

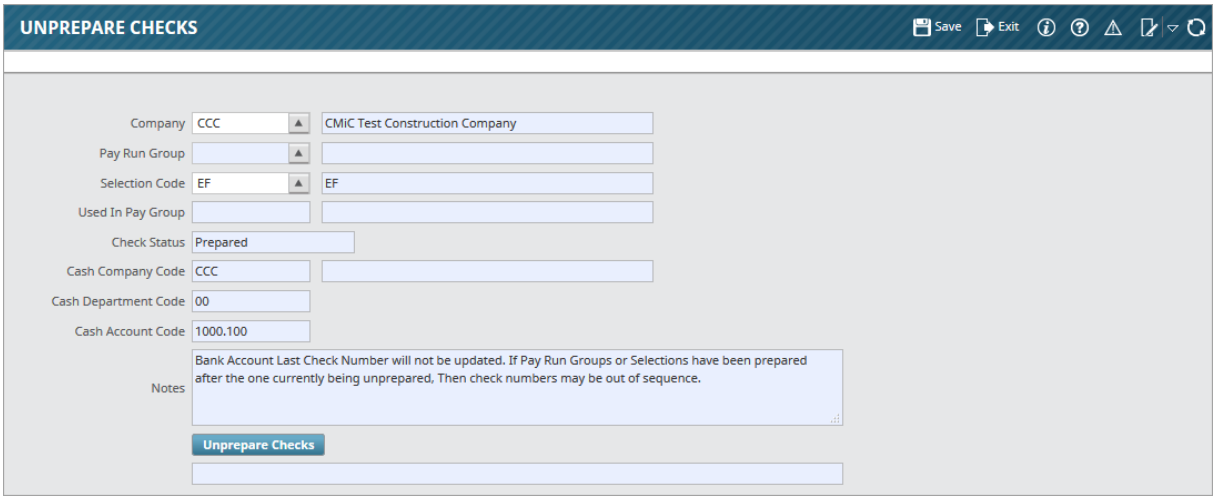
If you have No AP amount at all and the Data was imported, is means the imported distribution contained the wrong account codes

If you have No GL then this usually indicates that the user 'DA' overrode the default GL account on an AP transaction.

If you have No GL the data was imported this usually indicates that you brought in AP without posting it to the GL and the GL was imported via a different batch number.

If all of the appropriate accounts were not entered via the **Account List** field, an unexpected Batch may be listed.

Unprepare Checks



Pgm: APUNPRE – Unprepare Checks

This utility should be used when an automatic check run has been prepared that needs to be removed from the system.

Users can unprepare checks that have not been printed; otherwise, the user must have the **UNPRECHK** (Unprepare Already Printed Checks) privilege, which is granted via the **System Privileges** tab of the User Maintenance screen in the System Data module.

Enter the Company and Payment Selection Code. If the Check Run is a pay run group enter the group code in the Pay Run Group field.

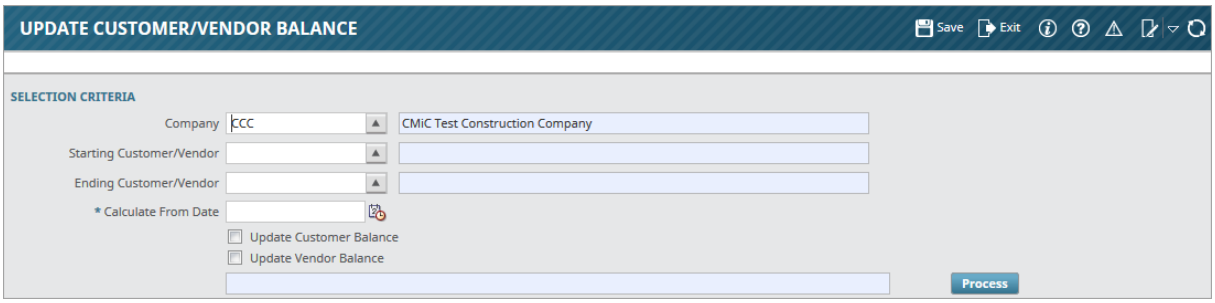
All the fields displayed below are only information and should be checked to make sure that the correct check run has been selected.

Once you are sure the data is correct, click [**Unprepare Checks**] to start the process.

When the process is finished the check run will have been unprepared, but still available in the Select Payments screen. If the run is to be completely removed, it will need to be deleted manually from the Select Payments screen.

The Unprepare Checks utility does not reset the Last Check Number associated to the Bank Account to its value before the checks were prepared, as the check numbers are deemed wasted. To have those wasted check numbers automatically recorded, check the **Record Unprepared Checks As Wasted** checkbox on the **Check** tab of AP Control File so that when the Unprepare Checks utility is run, they would be inserted into the Wasted Check Registry, maintained via the Wasted Checks screen (standard Treeview path: AP > Check > Wasted Checks).

Update Cust/Vendor Balance



Pgm: ARCUSUPD – Update Customer/Vendor Balance

This utility is used to recalculate Customer and Vendor balances, as of the specified date.

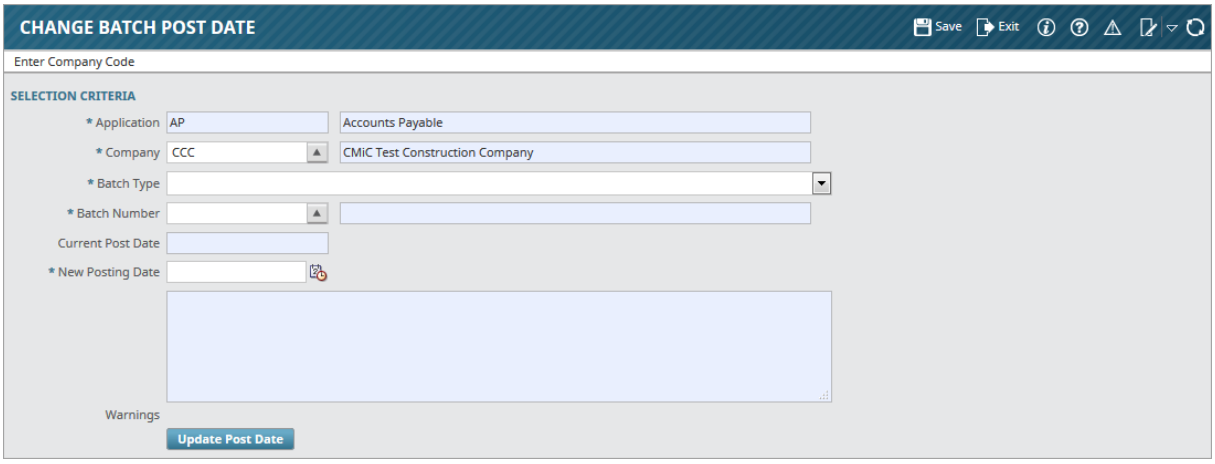
The **Calculate From Date** field specifies the starting date for the recalculations. To recalculate balances for Customers, check the **Update Customer Balance** box, and for Vendors, check the **Update Vendor Balance** box.

Commodity List Import

Pgm: AP_COMMODITY_LIST_IMPORT – Commodity List Import

This utility is used by our European Union clients that must report data related to the exchange of goods between EU members to the Intrastat system.

Change Batch Post Date



Pgm: SYS_POST_DATE_CHANGE – Change Batch Post Date

A generic utility is available in AP, JC, SC, PY, PYC, CI and PRM that allows a new batch post date to be applied to an already posted batch. This will reverse the original posting by creating a negating transaction in all affected sub-ledgers and creating a new transaction as of the new posting date. The new batch will use the original posting batch number. Where multiple post dates within a batch are affected the new batch will have one post date only. In Job Costing there will be no recalculation of the projections. This screen uses a privilege with is varied for each application i.e. PSTCHGAP.

Company

Enter or select from the LOV batch company code.

Batch Type

Select from the Batch Type dropdown list the batch type that will be given a new post date. The options are AP Adjustment batch, Automated Check Batch, AP Memo Batch, Manual Check Batch, Void Check Batch, Voucher Batch, and Void Voucher Batch.

Batch Number

Enter or select from the LOV the batch number that will be given a new post date.

Current Post Date

The current posting date will display the actual posting date of the batch. The current posting date will change to the new posting date after Update Post Date has been processed.

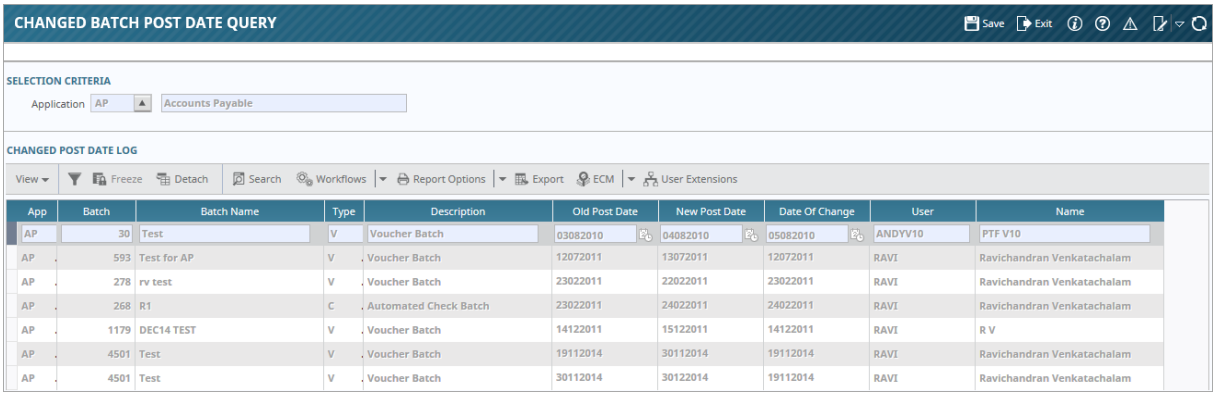
New Posting Date

Enter the new posting date that will be applied to the selected batch.

[**Update Post Date**] – Button

This button applies the new post date to the batch. The original transaction will be marked with the change date (system date) as will the reversing entry. The new transaction will show the post date with the new post date and the change date as null leaving the transaction available for the post date to be changed again, if required. General rules will be followed, i.e. no posting to a closed GL or AP period.

Change Batch Post Date Query

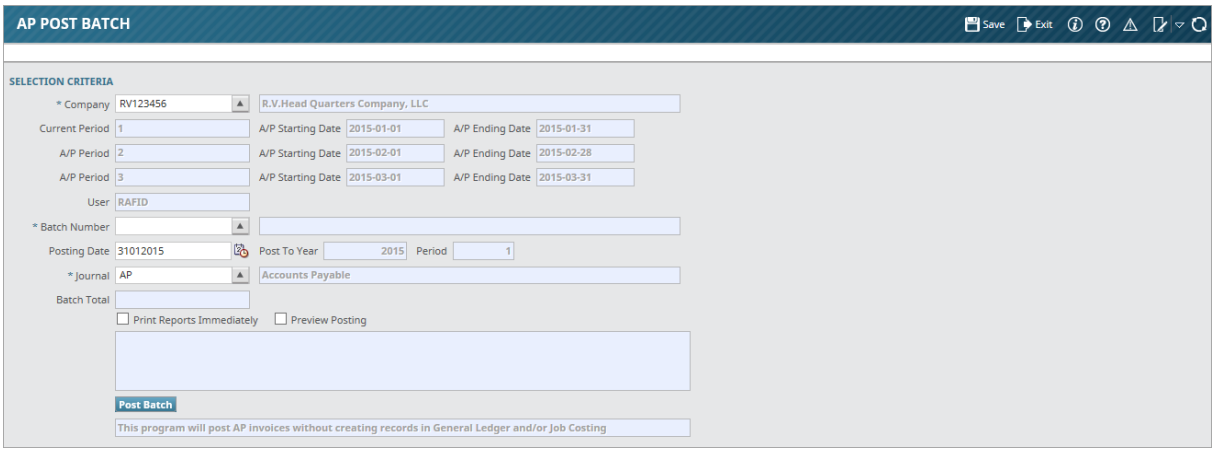


App	Batch	Batch Name	Type	Description	Old Post Date	New Post Date	Date Of Change	User	Name
AP	30	Test	V	Voucher Batch	03082010	04082010	05082010	ANDYV10	PTF V10
AP	593	Test for AP	V	Voucher Batch	12072011	13072011	12072011	RAVI	Ravichandran Venkatachalam
AP	278	rv test	V	Voucher Batch	23022011	22022011	23022011	RAVI	Ravichandran Venkatachalam
AP	268	R1	C	Automated Check Batch	23022011	24022011	24022011	RAVI	Ravichandran Venkatachalam
AP	1179	DEC14 TEST	V	Voucher Batch	14122011	15122011	14122011	RAVI	R V
AP	4501	Test	V	Voucher Batch	19112014	30112014	19112014	RAVI	Ravichandran Venkatachalam
AP	4501	Test	V	Voucher Batch	30112014	30122014	19112014	RAVI	Ravichandran Venkatachalam

Pgm: SYS_POST_DATE_CHANGE_QRY – Changes Batch Post Date Query

This generic query utility provides an audit table for changed batch post dates. The query is available in all applications where the Changed Batch Post Date utility is available, including AP, JC, SC, PY, PYC, CI and PRM.

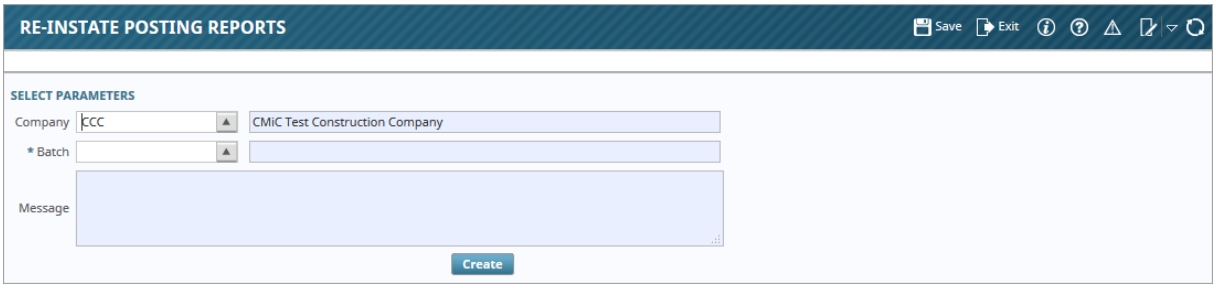
Post Invoices – No GL/JC



Pgm: APPSTNOGL – AP Post Batch

This utility is used to post AP Vouchers within the specified Batch without creating records in the General Ledger and/or Job Costing.

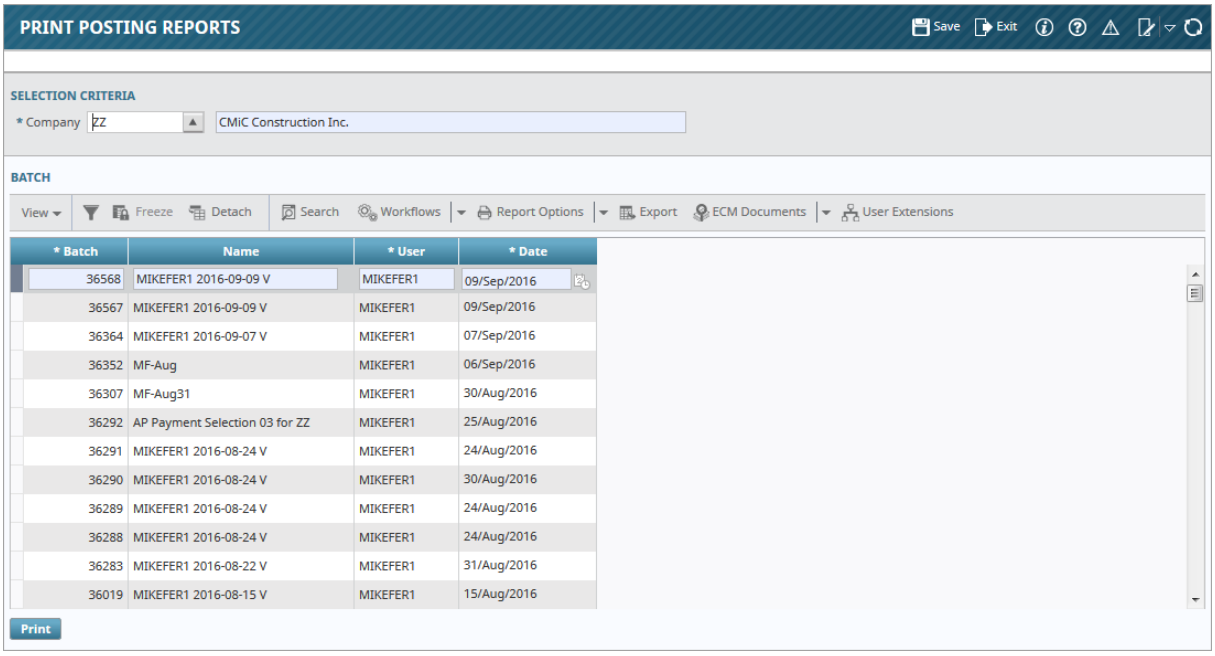
Re-Instate Posting Reports



Pgm: APMISBCH– Re-instate Posting Reports

This standard utility allows users to re-instate the posting reports, if they are found missing in the Print Posting Reports utility for some reason, such as a network disconnection before the action is completed.

Print Posting Reports



Pgm: SYSRUN – Reprint Posting Reports

Use this utility to print posting reports for posted Batches within your system. Companies that post large volumes of data and do not want their system tied up during the day with printing processes most often use this utility. Often these companies will defer the printing of posting reports to the evening or the end of the day.

During the posting process, you can print your reports immediately by checking the **Print Reports Immediately** checkbox, or at a later time using this utility. If the posting reports are not printed during the posting process, you can return to this utility at a later time and select a range of posting reports that can be printed at one time.

The screen first displays all posting reports for the users default Company. Change the Company if required.

To print a posting report for a posted Batch, select it and click [**Print**].

Configuring AP Module

Accounts Payable Structure

The Accounts Payable application uses information from the Tax Code, Payment Terms, Currency, and the Weight/Measure forms.

When setting up A/P, you will be required to specify your standard currency and weight/measure code. If you will be charged any taxes on purchases, the proper tax codes will be required for entry when vendors are set up.

A Step by Step Guide for Setting Up Accounts Payable

You cannot use the Accounts Payable until you have set up a company in the General Ledger application. That procedure defines the company code and allows you to set up the G/L accounts, currency codes, and weight/measure codes that will be used in all applications, including Accounts Payable.

You will not be able to complete any of other steps in this procedure if you haven't set up a Company in the General Ledger.

1. Required Tax Codes

If your suppliers charge any federal, state, provincial, county, municipal or any other taxes on the goods or services they provide, a tax code must be set up. You will have to set up one code for each different tax charged. (These may have already been set up if A/R has been completed)

2. Required Payment Terms

Completion for the setup of any Vendor cannot be made without specification of a default Payment Term for the Vendor. Payment terms appear on vendor vouchers indicating when the amounts are due, whether any discounts are applicable, etc.

If your suppliers do not offer any terms, simply set up a code, such as "REC", indicating the amount is due upon receipt of the goods or services.

Payment Terms are maintained via the Payment Terms screen in the System Data module (*standard Treeview path: System > Global Tables > Payment Terms*).

3. Required Bank Accounts

Bank account codes are required for automatic checking procedures and check reconciliation. You must set up one Bank Account code for each bank account that is used by the Company.

Since you may also produce checks for the Payroll module and reconcile checks in the Accounts Receivable module, this step may have already been completed. However, if you pay suppliers out of a different Bank Account than you pay employees, the bank account used for paying suppliers must be set up separately on this form.

Each vendor defined must have a default Bank Account (Cash Account) from which you pay amounts owing.

4. AP Control File

The Control Maintenance file contains important information about how Accounts Payable will interact with other applications, what special forms that it will use, and what general rules will govern certain processing activity. The Control file is also used to set up default G/L accounts specific to the Accounts Payable. These default accounts will appear for each new vendor set up, making entry of new vendors faster.

5. User's Defaults: Company, Department, Cash Account, Check Handling Code

Via the Set User Defaults screen (standard Treeview path: AP > Setup > Set User Defaults), user defaults are selected, such as the user's default Company, to facilitate operations and to reduce mistakes (like entering data into the wrong Company).

6. Vendor Class Codes

Vendor Class Codes are used to group Vendors who sell similar goods or services.

Each Vendor defined must be associated with a Vendor Class. If you don't plan to use Vendor Classes, set up one class on this form with the code "ALL", and enter "ALL" as the class for each vendor you set up.

If you will be using Material Management, Vendor Classes will be used to determine who is a Broker or Sub-Hauler.

7. Vendor Preference Codes

Vendor Preference Codes allow you to group vendors who are more or less preferred as suppliers. These codes may be used during payment selection to decide which vendors get paid.

Each Vendor may have a Preference Code. If you do not plan to use Vendor Preference Codes as a method of selecting the vouchers that should be paid, then it is not necessary to set these codes up.

8. Currency Account

(*Optional*) If you wish to utilize the AP Accounts By Currency feature, you must setup the accounts by currency data.

9. Recurring Payable Group Codes

(*Optional*) If Recurring Payable Group codes are not required for your Company, this step may be skipped and setup at a later date. The Recurring Payable Group codes facilitate the voucher entry process by grouping a collection of repetitive expenditures made on a regular basis. For example, a lease for photocopy machines would have invoices, for the same amount, billed on a monthly basis for a fixed term.

10. Check Handling Codes

(*Optional*) If Check Handling Codes are not required for your Company, this step may be skipped.

The Check Handling Codes are used to sort the Accounts Payable Checks by the assigned Handling Code as well as print separate checks for each set of vouchers entered for the same vendor.

11. Insurance File

(*Optional*) If the Insurance File is not required for your Company, this step may be skipped.

The Insurance File Sub-Menu is comprised of an Insurance Coverage Type (Compliance Codes), Insurance Company Maintenance (Insurance/Bonding Companies), and the Insurance File Maintenance Forms. The maintenance screen for Vendor Insurance (Vendor Compliance) allows insurance expiry dates to be tracked on a Vendor by Vendor basis. If a specific insurance policy has expired for a Vendor, the system will prohibit the processing of vouchers and checks. This option is usually applicable for those companies dealing with sub-contractors.

12. 1099 Codes

(*Optional*) If you require 1099 reporting then you should make sure that your required 1099 codes are defined via the 1099 menu before creating Business Partners or Vendors.

13. Business Partners

For more details, see Chapter 4: Business Partners.

14. Invoice Series Codes

(*Optional*) Invoice series codes allow you to define specific AP accounts by types of invoices and even define default distribution by code if required. It is also possible to print the AP Aged Report by Invoice Series code if required.

15. Registration Group

Registration groups are only applicable if you will be utilizing the Invoice Registry.

17. Business Partners & Vendors

Before any Vouchers can be entered in the Accounts Payable module, the main vendors that you do business with should be entered as Business Partners.

To store additional data that is only relevant to a vendor or customer business partner type, Vendor and Customer records are created from and tied to Business Partner records. Vendor and Customer records are based on Business Partner records, hence, to create a Customer or Vendor record, its base Business Partner record must first be created. Vendor record are relevant to tasks in Accounts Payable, and Customer records are relevant to tasks in Accounts Receivable.

Once a Business Partner is defined it can be assigned to a Company or a set of Companies, and distinguished as a Vendor.

If your vendor master list has been electronically transferred from your previous computer system, you may still have to access each one to enter the desired G/L accounts, vendor class, payment terms, bank account, and vendor preference code. Check with your CM*i*C Consultant if you aren't sure.

For more details, please refer to the

This procedure is complete for the Company you have been setting up. If you want to set up the Accounts Payable for another Company, repeat these steps from the beginning.

Once you have set up the Accounts Payable for each Company you will be using, you are ready to enter opening balances for your Vendor Accounts. See the following section, *Set Up Opening Balances*, for more details.

Set Up Opening Balances

After you have set up the Accounts Payable for each Company you will be using, you still have to set up opening account balances for each vendor, so that account information is up-to-date when you begin entering new vouchers.

1. Determine Source of Opening Balances to Enter

If your opening balances will be electronically transferred from your previous accounting system, read the following for informational purposes, understanding that the physical input of the data is not required. Please discuss the transfer of data with your Business Consultant, as it is not always possible to match data from one system to another.

If an operator will manually enter your opening balances, proceed to step #2.

2. Determining Opening Balance Information

Normally, the start of use of the Accounts Payable application does not correspond to the start of existence of each company. For example, you may have vouchers that you entered in your old accounting system that have not yet been paid. As a result, the opening balances for each vendor account must be entered so that ongoing balances (for subsequent periods after you first set up the A/P) have the correct aging for each vendor account.

For example, suppose you are setting up a vendor that has sent three invoices that you've not yet paid. Suppose those three invoices totaled $352.18. If you did not somehow record that you still owe the supplier the $352.18, only newly entered invoices would show as payable and the amount you owe the supplier would be understated. The amount owed to each vendor at the point in time that you begin using this system represents the opening balance for the vendor. The point in time that you begin using the system for Accounts Payable may not be the same point in time that you began using the system for General Ledger or costing applications. This distinction is crucial, since all Accounts Payable vendor account balances are representative of G/L transactions and costing distributions.

Since A/P is a sub-ledger to the G/L and costing applications (like Job Costing and Equipment Costing), all invoices you enter through the Accounts Payable also create G/L transactions and cost distributions.

The problem is this. If you are starting A/P after these other applications, you must be careful not to create G/L transactions and costing distributions when you set up the account balances, since that would be double-counting. If you are starting A/P before these other applications, you have be equally careful to make sure G/L transactions and costing distributions are tracked, so that those other applications may be properly updated later.

Use the following guidelines:

Situation #1: Set Up A/P after the G/L and Costing Applications

Those applications have already been updated with the account information.

Enter opening balances after Period End procedures are complete in the other applications. Balance each G/L disposition the system creates on the Voucher Entry screen with an equal and opposite distribution to the same G/L account. The transactions will balance to zero, and the G/L will not be double-counted.

Situation #2: Set Up A/P before the G/L and Costing Applications

Those applications have not yet been updated with the account information.

As you enter opening balances, process the G/L and costing distributions normally. When you begin using the G/L and the costing applications, you have the following two choices:

- Set up the G/L and costing application opening balances on or before the time of the A/P opening balances. You will have to adjust the opening balances in the G/L and costing applications to reflect the A/P information already transferred.
- Set up the G/L and costing application opening balances after the time of the A/P opening balances. Before doing this, you will have to purge the G/L and costing applications of the transferred information from A/P, since it is already recorded in the opening balances you will enter.

Situation #3: Sett Up A/P at Same Time as Other Applications

In this case, all opening balances for all applications should be entered as of the same date. The date will always be the opening day of a fiscal period. Since you will be using closing balances from your previous accounting system to do this, those closing balances will be inclusive. That is, the G/L transactions and cost distribution information in the closing balances will include the outstanding account balance information from Accounts Payable. Therefore:

- Balance each G/L disposition the A/P system creates on the Voucher Entry form with an equal and opposite distribution to the same G/L account. The transactions will balance to zero, and the G/L will not be double-counted.

3. Enter Opening Balances via the Voucher Entry Screen

There are three ways to enter each vendor balance on this form. You may:

- Enter one voucher for each voucher outstanding for every vendor.
- Enter one voucher for each balance outstanding in each aging period for every vendor.
- Enter one voucher for the entire balance outstanding for every vendor.

The method you choose will depend entirely on how many vouchers are outstanding, the number of vendors you have, the level of detail you want in the Accounts Payable for outstanding invoices, and the amount of time you want to spend entering opening account balances. You may wish to discuss the best method for your situation with your Business Consultant. You do not have to enter all the opening balance vouchers in one batch. If there are enough vouchers you may want to have a unique batch number for each vendor's invoices or each month's vouchers. However, it will be faster to enter all the vouchers in one batch. Be sure to specify the appropriate invoice date and due date for each opening balance voucher entered. This is important for aging purposes. For example, if you are just entering one invoice per vendor, you may wish to use the first day of the current period as the invoice and due date. If you are entering one invoice per aging period, you should use due dates/voucher dates that will age the outstanding sums for the vendor appropriately. If you are entering one voucher for each outstanding voucher, then the original dates of the "real" invoice could be entered.

You should follow the normal procedure for editing and posting of this/these special batch(s) of opening account balance vouchers.

4. Print Aging Report

Verify the balance for each vendor account is correct, using an aging report from your previous accounting system for comparison. If the balances are correct, proceed to the next step. If the balances are incorrect, you will have to enter a second transaction to correct the mistakes. This procedure is now complete. You are now ready to process new information using the Accounts Payable application.

Period End Procedure

1. Reconcile Checks

This is part of the bank reconciliation process. Without reconciling the Accounts Payable cashed checks to the bank statement, you will not be able to reconcile your bank account.

2. Print Aged Summary Report

This report allows the user to see at a glance, an aged listing of all unpaid invoices. This report is also a great management tool for future cash flow analysis.

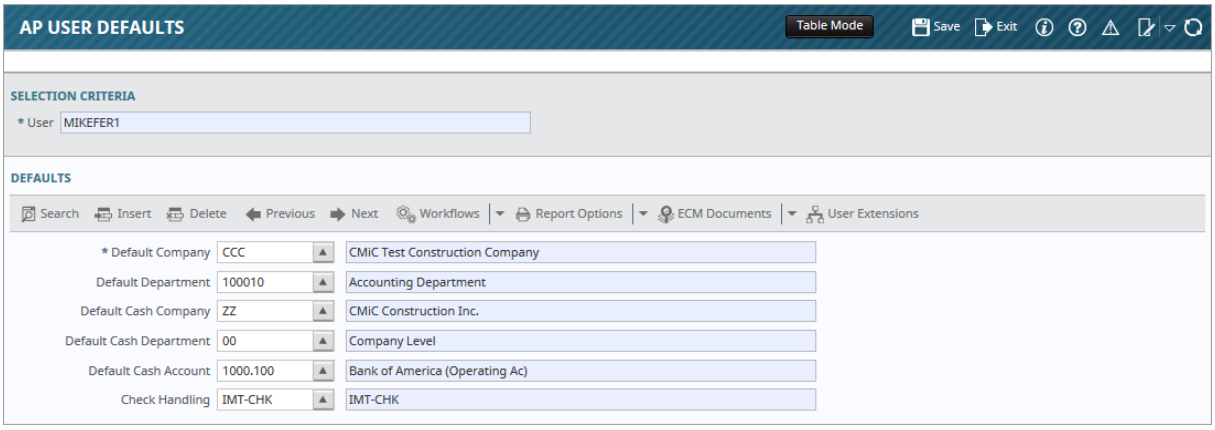
3. Reconcile Accounts Payable to General Ledger

The accounts payable should be reconciled to the GL every period. This means that the total outstanding payable shown on the aged report should match the account payable control account as shown in the General Ledger Trial Balance report for the period.

4. Move to the Next Period

Update the **Current Year And Period** fields on the **System Defaults** tab of the AP Control File for the relevant Company.

Set User Defaults



Pgm: APSETFRM – Default Logon

This screen is used to set up a User's defaults for the AP module. The defaults selected on this screen will default to the appropriate fields of an Accounts Payable screen when it initially loads for the User.

Default Company

Enter the code for the Company that will default when this user accesses a screen that requires the entry of a Company.

Default Department

Enter the code for the default Department for the Accounts Payable module.

Default Cash Company

Enter the code for the Company that is the default for payments.

Default Cash Department

Enter the code for the Department that is the default for payments.

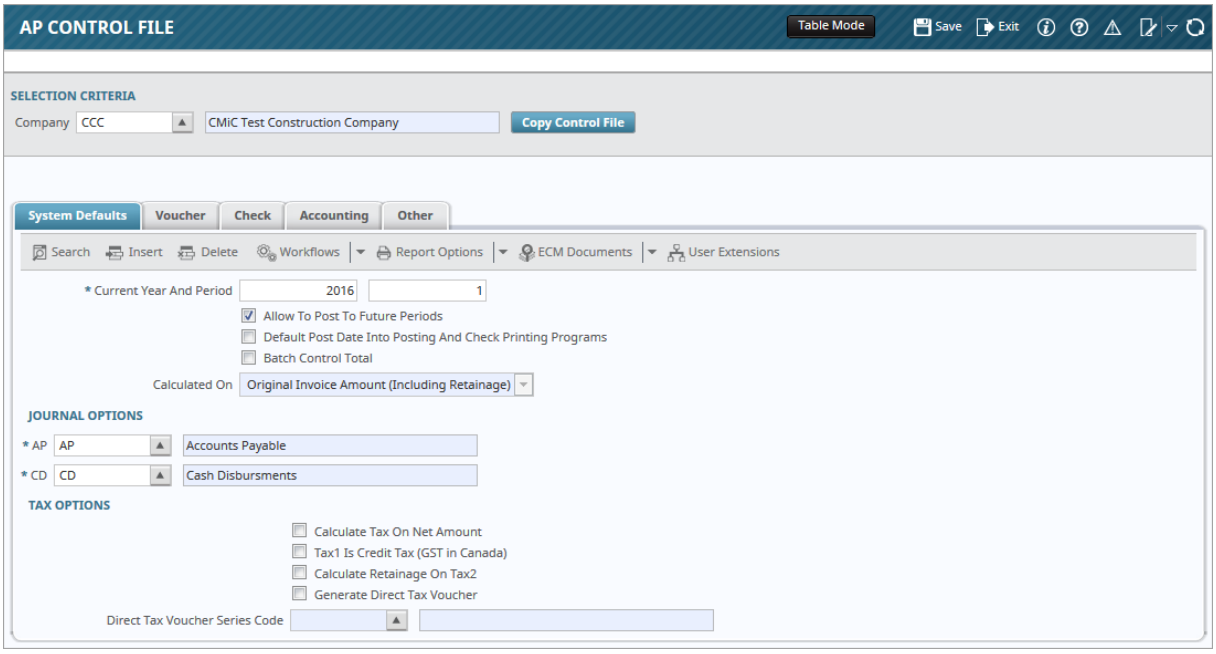
Default Cash Account

Enter the code for the default Cash Account.

Check Handling

Select the Check Handling Code default to use when this user accesses a screen that uses the Check Handling Code.

AP Control File

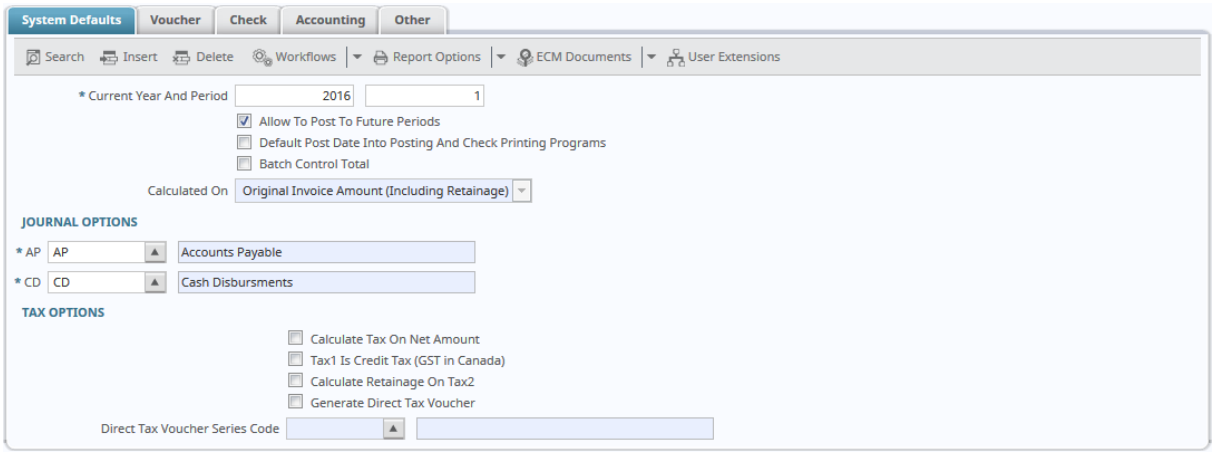


Pgm: APCTRLFM – AP Control File

The AP Control file is used to declare the default information for each Company set up for the Accounts Payable module. All information entered in this screen will be specific to the Company specified at the top of the screen.

The [**Copy Control File**] button can be used to copy the AP Control File settings from one Company to another.

System Defaults – Tab



*Pgm: APCTRLFM – AP Control File – **System Defaults** tab*

Current Year and Period

Set the Current Year and Current Period for the Accounts Payable application. The Current Year and Current Period of the Accounts Payable is set independent of the General Ledger and is required to be updated on a period basis.

Allow Posting to Future Periods

Check this box if for this company the user is allowed to post transactions into a period ahead of the current period. The period checks will be as follows:

- Does the transaction posting date fall within the current or future AP period
- Does the transaction posting date fall within the company current or future period
- Does the transaction posting date fall within the open periods allowed in GL Period Dates
- Is there a '**J**' type distribution on the transaction being posted? If yes does Job Costing Control have a period setup? If no the period will be ignored but the Allow Posting To Future Periods checkbox will be used. If yes does the transaction posting fall within the current period on the Job Costing control. Does Job Costing have the Allow Posting To A Future Period checkbox checked
- Is there an inter-company distribution on the transaction being posting? Is the Period Date for this company Open? Do the Job Costing control and/or Equipment Costing control of this company have a period date entered and is the 'Allow Posting To Future Periods' checkbox checked? The AP period will not be checked for this company.
- Is there an '**E**' type distribution on the transaction being posted? If yes does Equipment Costing Control have a period setup? If no the period will be ignored but the Allow Posting To Future Periods checkbox will be used. If yes does the transaction posting fall within the current period on the Equipment Costing control. Does Equipment Costing have the Allow Posting To A Future Period checkbox checked?

Default Post Date Into Posting And Check Printing Programs

If checked, the Check Printing and Posting screens will have the **Posting Date** field default to the current date if the current date is within the open AP Period, or to the last day of the AP Period otherwise. If not checked, no date will default to the **Posting Date** field.

Batch Control Total

If checked, users are required to specify a Control Amount (Batch Control Total) when creating a Batch of Vouchers. When posting the Vouchers, the system will then compare the Batch's total to the **Control Amount** entered when the Batch was created. When the two totals are exact, the posting will be allowed. When the totals do not match, a user must have the override System Privilege "**APBCHAMT**" for posting to occur.

Also, if this box is checked, the **Calculated On** field is enabled in order to choose the calculation method to use to calculate the Batch's total that is compared against the Batch Control Total.

Calculated On

If the **Batch Control Total** box is checked, this field becomes enabled in order to choose the calculation method to use to calculate the Batch's total, which is compared against the Control Amount (Batch Control Total) when the Batch of Vouchers is posted.

The following are details about the two calculation methods for calculating a Voucher's amount, which is used to calculate a Batch's total.

NOTE: While using credit taxes or tax on taxes the retainage amounts on Tax1 & Tax2 are not included in the voucher pay amount. This is applicable for all types of tax setup and irrespective of the status of AP Control flags 'Tax 1 is credit tax' and 'Calculate Retainage on Tax 2'

Original Invoice Amount (Including Retainage)

Voucher Amount = Invoice Amount + Tax Amount(s)

Voucher Invoice Outstanding Amount

Voucher Amount = Invoice Amount + Tax Amount(s) – Retainage

Journal Options – Section

There are two default Journal Codes used by the AP system, depending on the type of transaction being posted to the General Ledger. Both can be the same, or you can differentiate them if required. Enter the Journal Code to be associated with 'AP' Purchases and 'CD' Cash Disbursements.

Tax Options – Section

Calculate Tax On Net Amount

If checked, tax will be calculated on the Net Amount, and tax on the Retainage Release Amount will be calculated at the time of Release Retainage using the current tax rate. Also, if checked, the **Tax1 Is Credit Tax (GST in Canada)** and **Calculate Retainage On Tax2** options must be unchecked.

The following are further details about this option:

- Registry, Voucher, Memo, and Recurring Voucher Entry screens create Vouchers using this tax option.
- This AP Control File tax option defaults to the SC Contract Entry and PM Contract Entry screens. Note, however, if this tax option is used, the Contract-Level Retainage Release functionality is not allowed for the Subcontracts.
- Pay Request Entry screen will also use this tax option.
- During the Retainage Release process, the Voucher Entry screen only allows the selection of invoices with the same type of taxes.
- Currently, this option does not apply to the following invoice types: Registered Invoices from Imaging, MS Truckers Payroll invoices, AP Rental Equipment invoices, and MS Internal/External Material invoices. And this option does not apply to the Purchase Order Distribution screen (program: APPOPICK.fmx) – the distribution always has taxes calculated on the Gross amount.

Tax1 Is Credit Tax (GST in Canada)

This field is applicable to Companies operating in Canada only. Check this box if the Goods and Services Tax (GST) should be the first tax to be calculated during the Voucher Entry process.

Calculate Retainage On Tax2

This field is applicable to companies operating in Canada only. Check this box if the provincial tax allows holdback. Currently this is only applicable in Quebec.

Generate Direct Tax Voucher

If the system is to automatically create a payable to the tax authority every time a voucher that includes a direct pay tax is posted, check this box. If this box is not checked and direct pay taxes are used, the payment of this tax is a manual process.

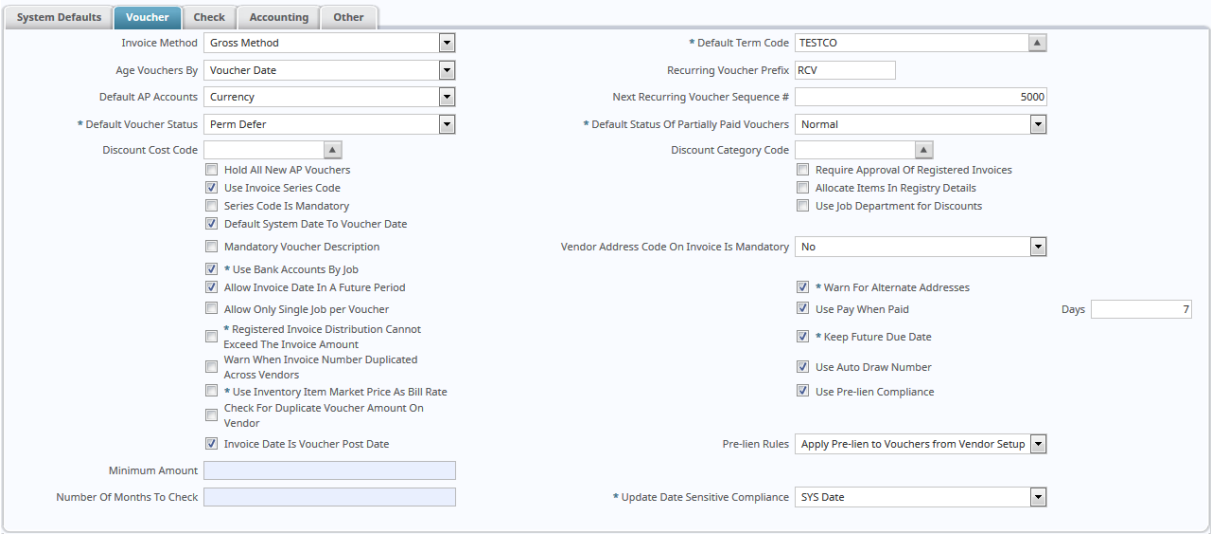
When this box is checked, the **Direct Tax Voucher Series Code** field is enabled to enter the Invoice Series Code to use when creating Vouchers for direct pay taxes.

Direct Tax Voucher Series Code

This field is enabled when the **Generate Direct Tax Voucher** box is checked, and it is used to enter the Invoice Series Code that will be used when creating Vouchers for direct pay taxes.

When Vouchers in the AP or Subcontract modules are posted with a direct pay tax, the system will post them and then create secondary Vouchers for the direct pay tax amount.

Voucher – Tab



*Pgm: APCTRLFM – AP Control File – **Voucher** tab*

Invoice Method

This option determines whether discounts are calculated and taken when Vouchers are entered (Net method) or when checks are paid (Gross method).

The Net Method will automatically debit the Discounts Taken G/L account for the amount of the discount when entering a voucher. The voucher will appear in the sub-ledger with an amount equal to the original invoice amount less the discount taken.

The Gross Method will not process the discount until checks are paid. The G/L account distribution will not reflect the discount and the voucher will appear for its full amount. The most common method is Gross.

Age Vouchers By

The system allows for the aging of Vouchers by Voucher Date or by Due Date in aged reports.

Default AP Accounts

Select from where the system should default the required AP accounts. The system allows for three options: Vendor, Currency and Invoice Series.

Select Vendor the system is to use the General Ledger accounts as set up on the Vendor File when generating General Ledger Distributions.

Select Currency if the system is to use the General Ledger accounts defined by Currency in the Currency Accounts screen when generating General Ledger Distributions.

Select Invoice Series if the system is to use the General Ledger accounts defined on the Invoice Series Code screen when generating General Ledger Distributions.

Default Voucher Status

Select the default Payment Status to default to the **Default Voucher Status** field on the **Voucher** tab of all new (not existing) Vendor records created under the Company selected on this screen. This default for the Vendors then defaults to all new Vouchers entered for the Vendors.

The following are the two possible defaults for a Voucher's Payment Status (there are other statuses, but only these two can be initial statuses):

Permanent Deferral (**P**): indicates that a Voucher is deferred until its Payment Status is changed via the Adjust Voucher Status screen (deferred Vouchers are listed on the **Deferred Vouchers** tab).

Normal (**N**): status indicates that the Voucher's **Due Date** is used to determine when the Voucher will be paid.

Discount Cost Code

If the "**Job Discount Cost Code and Category**" Discount Allocation Method is being used, it default Cost Code must be selected via this field. After the discount is taken during payment processing, and the payment is posted, the discount will be allocated to the Job Department, and associated to this Cost Code and the Category Code selected via the **Discount Category Code** field.

Hold All New AP Vouchers – Checkbox

This Hold is a special hold. If this box is checked, it does not matter what the Voucher's Payment Status (**Status**) is, as the Voucher will not be paid until the hold is manually released through the Adjust Held Voucher Status screen.

Use Invoice Series Code – Checkbox

Check this if Invoice Series Codes are allowed to be entered within the Register Invoices and Enter Vouchers screens.

Invoice Series Codes can be used to group Vouchers for reporting purposes, or as a means to generate pre-defined GL distributions.

Series Code Is Mandatory – Checkbox

This field is enabled only when the **Use Invoice Series Code** checkbox is checked. When checked, invoice series code is mandatory during voucher entry.

Default System Date to Voucher Date – Checkbox

Check this box if the system date is to default as the Voucher Date within the Voucher Entry screen. If unchecked, the user will be required to enter a Voucher Date.

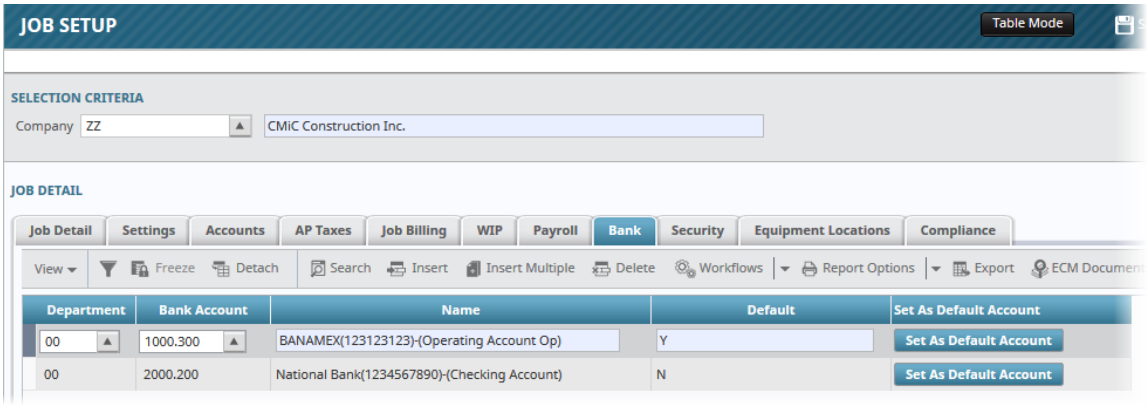
Mandatory Voucher Description – Checkbox

If the user is not allowed to enter a Voucher without a description, check this checkbox.

Use Bank Accounts by Job – Checkbox

If this checkbox is checked, the Job Bank Account feature is activated, which is used to have the default Cash Account for a new Voucher or Request for Payment come from the Job instead of the Vendor.

If checked the system will retrieve the Cash Account for a Voucher according to the Cash Account set for the Job, via the **Bank** tab of the Enter Job screen (shown below), rather than the one set for the Vendor or Currency:



This feature is also available in the SC module. In the SC module, it is activated using the **Use Bank Accounts By Job** checkbox on the **RFP Defaults** tab of the SC Control File screen (standard Treeview path: SC > Local Tables > Control).

NOTE: If this feature is activated in the SC module, it also needs to be activated in the AP module.

Allow Invoice Date In A Future Period – Checkbox

If this box is un-checked the system will not allow the user to enter a voucher where the voucher date is in a period ahead of the current AP period. This applies to vouchers entered via the Invoice Registry, Voucher Entry or Subcontract Pay Request screens.

Allow Only Single Job Per Voucher – Checkbox

If checked a separate voucher number will be given to each line of an invoice distributed to a separate job code when entered in the Details entry of registered invoice or through the SC RFP.

NOTE: If this option is selected, the Subcontract MUST be created using only the Schedule Level Retainage Release option.

Registered Invoice Distribution Can Not Exceed The Invoice Amount – Checkbox

When checked, system validates during registered invoice distribution, if users enter an amount that is in excess of the invoice amount, issues a warning and forces the user to adjust the amount to be same s the invoice amount.

Warn When Invoice Number Duplicated Across Vendors – Checkbox

If checked, the system will issue a warning message every time an Invoice Number is duplicated, regardless of the Vendor associated with the invoice, as Invoice Numbers are used to identify Vouchers in the various AP screens (Voucher Number are auto generated by system and used in the backend). The system standard is to not allow duplicate invoice numbers for a vendor within a company.

Use Inventory Item Market Price As Bill Rate – Checkbox

When this checkbox is checked and an invoice is entered for a PO with an inventory item, the AP Voucher Distribution pop-up billable amount for the transaction will be populated by the item market price that was entered in the Inventory module.

Check For Duplicate Amount on Vendor – Checkbox

If checked the system will verify that the amount being entered for a specific Vendor/Voucher combination has not been previously entered. Also, if checked, the **Minimum Amount** and **Number Of Months To Check** fields become enabled to specify the minimum dollar amount of a Voucher in order for it to be checked for a duplication, and the number of months to go back and check for duplications. This feature is useful if you have vendors that tend to duplicate invoices.

Invoice Date Is Voucher Post Date – Checkbox

If checked, the system uses the Invoice Date as the Voucher Posting Date, unless the Invoice Date is in a closed period, in which case posting is prevented. If unchecked, the system works as usual, using the Batch Posting Date as the official Voucher Posting Date.

This checkbox affects all invoices, including those created in the Imaging module, the Subcontract Management module's Enter Request for Payment screen, and in Invoice Register.

For an example of this checkbox's functionality, refer to the *Use Invoice Date as Voucher Post Date – Example* subsection under *Quick Guides*.

NOTE: No other transaction types, such as Debit/Credit Notes, Manual Checks, or Invoice Adjustments have been modified to alter the Voucher Posting Date in such a way. They all continue to use the Voucher Posting Date as associated with the Batch.

Minimum Amount

If the **Check For Duplicate Amount on Vendor** box is checked, this field becomes enabled in order to specify the minimum dollar amount of a Voucher in order for it to be checked for a duplication.

Number Of Months To Check

If the **Check For Duplicate Amount on Vendor** box is checked, this field becomes enabled in order to specify the number of previous months to check for a duplication of the Voucher.

Default Term Code

Select a default Payment Term for this Company. This value is defaulted to every new Vendor created for the Company. It can of course be changed on the Vendor record.

Payment Terms are maintained via the Payment Terms screen in the System Data module (*standard Treeview path: System > Global Tables > Payment Terms*).

Recurring Voucher Prefix

Enter a prefix for Vouchers generated via the Recurring Payables functionality (Process Recurring Entries screens) to help distinguish between Invoice Numbers generated for recurring Vouchers and regular Vouchers. The prefix can be up to 3 alphanumeric characters in length. Leave this field blank if a prefix for invoices generated by the Recurring Invoices functionality is not required.

Next Recurring Voucher Sequence #

Enter the next available recurring Voucher Sequence Number.

Default Status Of Partially Paid Vouchers

Select the default Payment Status of a Voucher that was partially paid (Voucher has a remaining unpaid amount). This feature can be used to automatically defer all partially paid Vouchers. If this is not required, leave the default as "**Normal** (**N**)".

Discount Category Code

If the "**Job Discount Cost Code and Category**" Discount Allocation Method is being used, it default Category Code must be selected via this field. After the discount is taken during payment processing, and the payment is posted, the discount will be allocated to the Job Department, and associated to the Cost Code selected via the **Discount Cost Code** field and this Category Code.

Require Approval of Registered Invoices – Checkbox

This box should be checked if Registered Invoices must be approved before they can be converted into vouchers.

Allocate Items In Registry Details – Checkbox

Instead of just entering the lump sum invoice amount in invoice registry, check this box. Checked the user will be able to enter the line item detail of the invoice including taxes when entering invoices in the registry.

Use Job Department for Discounts – Checkbox

This checkbox is used for the Accrue AP Discounts to Job functionality. For details, please refer to the *Accrue AP Discounts to Job* sub-section under the *Processing Invoices* section.

Vendor Address Code On Invoice Is Mandatory

If it is necessary to force the entry of a Vendor Address Code on every Voucher/Invoice entered into the system then select appropriate radio button. The available options are:

1. Yes – Address Code mandatory always. A message will pop-up when they tab out of the field until a valid entry is made or selected from the LOV.
2. No – Not Required. Users may either prefer to enter the code or leave it blank. There will not be any message stopping the user.
3. Yes, if alternate address exists – If an alternate address code exists for a vendor, then it is mandatory to make an entry, otherwise users are allowed to proceed.

The Address associated with the Vendor Address Code, which is entered during voucher entry will be the address printed on the payment for the voucher. This feature applies to Voucher Entry and the Invoice Registry screens only.

Warn For Alternate Addresses – Checkbox

This checkbox will cause a soft warning to users that Alternate Addresses exist for this Business Partner when entering Vouchers. This warning will only appear if the Business Partner has at least one Alternate Address Code defined.

Use Pay When Paid – Checkbox

If this is checked, when entering a Voucher via the Enter Vouchers screen, the system will automatically mark Vouchers as utilizing the Paid When Paid feature if there is a Job entered on the Voucher. If this is active, the user will be able to adjust the number of days and indicate the matching AR Draw Number when entering a Voucher.

Days

Enter the default number of days that a Voucher utilizing the Pay When Paid feature will become due for payment after the hold on its payment is removed.

Keep Future Due Date – Checkbox

If this is checked the due date for the PWP voucher will be kept, should the AR invoice be paid prior to the expected date. If unchecked the voucher due date will recalculate using the AR invoice payment date plus the PWP days.

Use Auto Draw Number – Checkbox

This checkbox is used in conjunction with Pay When Paid. If the 'Use Auto Draw Number' is checked, when entering a voucher via the AP Enter Voucher Program the Draw Number associated to the 'Use Paid When Paid' is not mandatory and may be left as null. When the job billing invoice is produced the draw number will be automatically associated to the voucher. If the job billing invoice is subsequently voided the draw number will be automatically removed and the next billing draw number will be applied.

Use Pre-lien Compliance – Checkbox

If checked, the Compliance Code selected for the **Compliance Code to be Used in Pre-lien Set Up** field on the **Financials** tab of the System Options screen will be assigned to the vendor invoice.

In addition, there are six options (rules) by which Pre-Lien related vouchers can be generated, and the default is selected via the below **Pre-lien Rules** field.

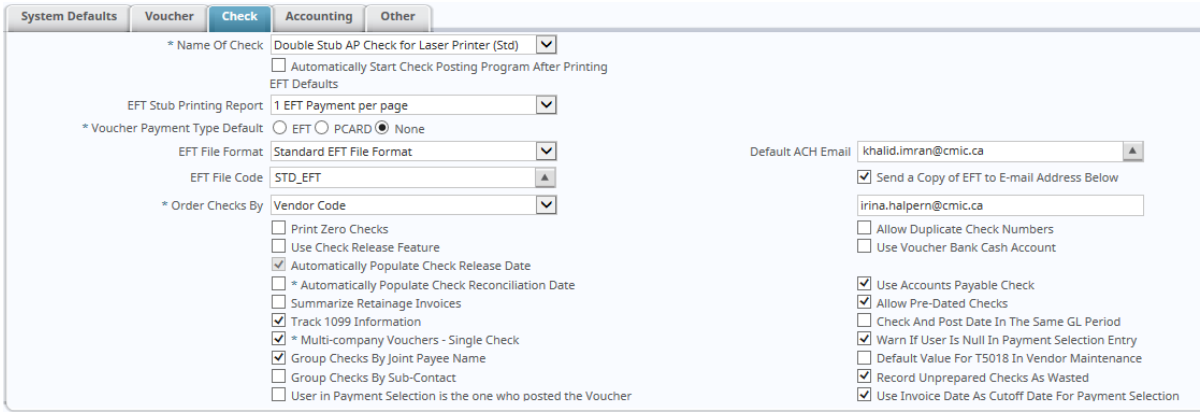
Pre-lien Rules

Ensure that the **Use Pre-lien Compliance** checkbox is checked, and select the underlying rule for applying Pre-Lien Compliance to Vouchers via this field.

Update Date Sensitive Compliance

The setting of this checkbox will be used in the Update Date Sensitive Compliance screen. If the "SYS Date " option is chosen, specified compliance records will be updated based on the system date, and if the "Invoice Date" option is chosen, the update will be done based on the invoice date. For example, if the invoice date was March15, 2005 and the date sensitive compliance record was valid Jan 01, 2005 to Jun 06, 2005 and the update was done based on the SYS Date that was after Jun01, 2005 the record would be marked as non-compliant, but if the update was done based on the Invoice Date the same record would be marked as compliant.

Check – Tab



*Pgm: APCTRLFM – AP Control File – **Check** tab*

Name of Check

CMiC Enterprise comes with multiple standard check formats including 'Single Stub A/P Check for Laser Printer (Std) ' or 'Double Stub A/P check for Laser Printer (Std)' and 'Double Stub A/P Check 16 Lines', 'Double Stub A/P Check For Laser Printer 006'. Canadian standard versions include the description of '(CPA 006)' at the end of the names and match to the Canadian Payments Association Standard 006.

Automatically Start Check Posting Program After Printing – Checkbox

Checked the system will automatically launch the Check Posting program after printing AP checks. This checkbox does not mean that the checks will be posted automatically it just starts the Check Posting program. The user must still press the [**Post**] button.

EFT Stub Printing Report

Options for the printing of the Direct Deposit Stubs (EFT) report that is generated after the EFT file is generated via the Print Checks screen.

Voucher Payment Type Default

Select the default payment type: **EFT**, **PCARD**, **None**

EFT File Format, EFT File Code

The **EFT File Format** drop-down field lists the different bank-specific EFT file formats that CMiC currently supports. The **EFT File Code** drop-down field lists the different versions of the selected bank-specific EFT file format.

EFT File Codes are set up via the EFT Formats screen. Please refer to the *EFT Formats (File Layouts)* subsection under this reference guide's *Configuring AP Module* section.

Order Checks By

The system can print AP checks by either the Vendor Code or the Vendor Name. Select the option best suited for your organization.

Print Zero Checks – Checkbox

If checked, the check-printing screens will print zero dollar checks, otherwise, zero dollar checks will not print.

Use Check Release Feature – Checkbox

This option provides a facility to approve the release of posted and printed checks prior to their release to the vendor, via the Release Checks screen (program: APCHQRLS).

Automatically Populate Check Release Date – Checkbox

This checkbox is enabled if the **Use Check Release Feature** checkbox is checked on this tab, and this checkbox is <u>only relevant to EFT payments</u>.

If this box is checked, the system will automatically fill in the **Check Release Date** with the **Check Date** of the check. The user may override this defaulted date if required.

Automatically Populate Check Reconciliation Date – Checkbox

When checked, during check posting, the **Check Reconciliation Date** field is enterable, and users must enter the reconciliation date in order to post the check run. This **Check Reconciliation Date** is <u>only relevant to EFT payments</u>.

Summarize Retainage Invoices – Checkbox

This field is not applicable to this version of the product.

Track 1099 Information – Checkbox

Check this box if the Company is operating in the United States and is subject to filing 1099 federal/state tax returns at the end of the calendar year to the Internal Revenue Service.

Multi-company Vouchers – Single Check – Checkbox

Check this box if you want to consolidate the payments of multi-company vouchers to a vendor by issuing a single check against a single Company's cash account; otherwise, the system will print a separate check from each Company owing payment to the shared vendor.

Group Checks By Joint Payee Name – Checkbox

Check this box to allow Pre-Lien tiers to be included on the check.

Group Checks by Sub-Contract – Checkbox

If checked, the **Group Checks by Sub-Contract** checkbox on the Prepare Checks screen will automatically be checked, to group checks by Subcontract Codes for the same Vendor.

User in Payment Selection is the one who posted the Voucher – Checkbox

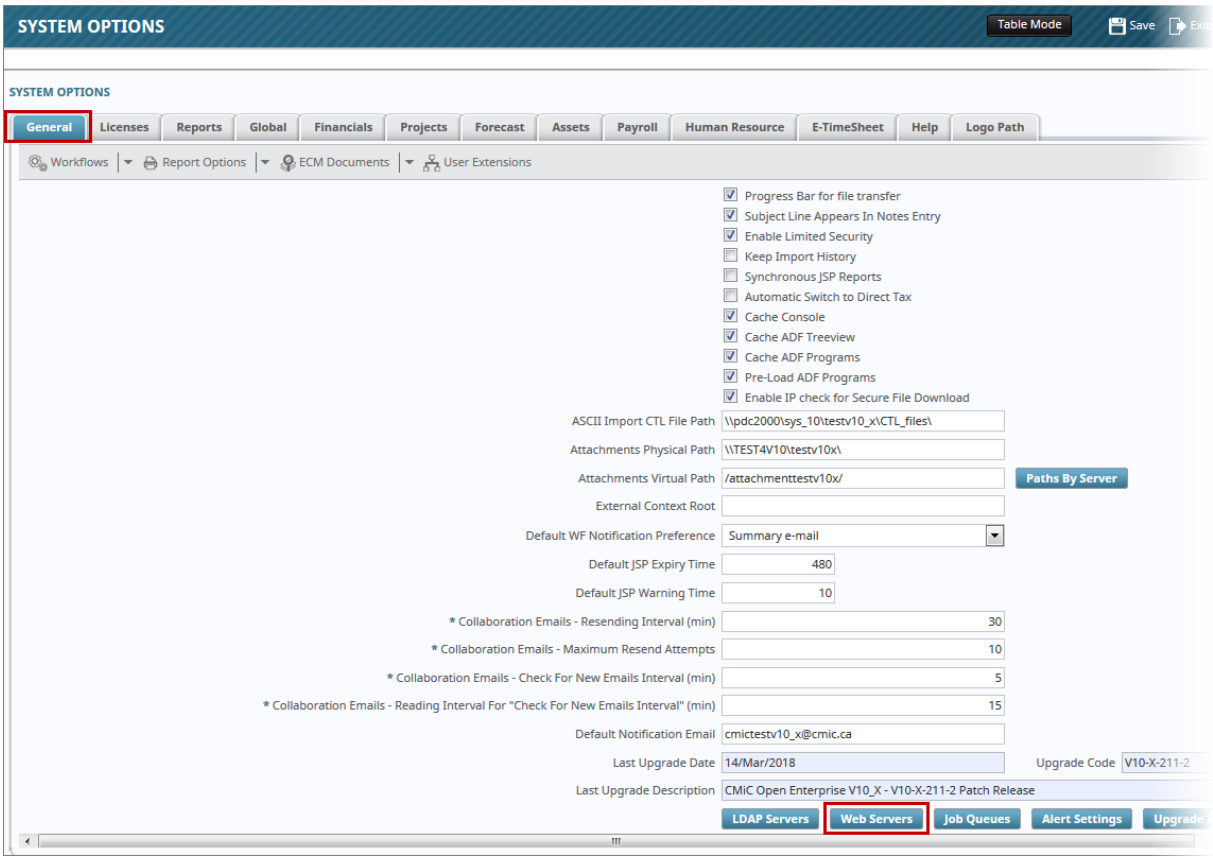
If checked, the only Vouchers that will be available to a user in the Select Payments screen are the ones that were posted by the user.

Default ACH Email, **Send a Copy of EFT to E-Mail Address Below**

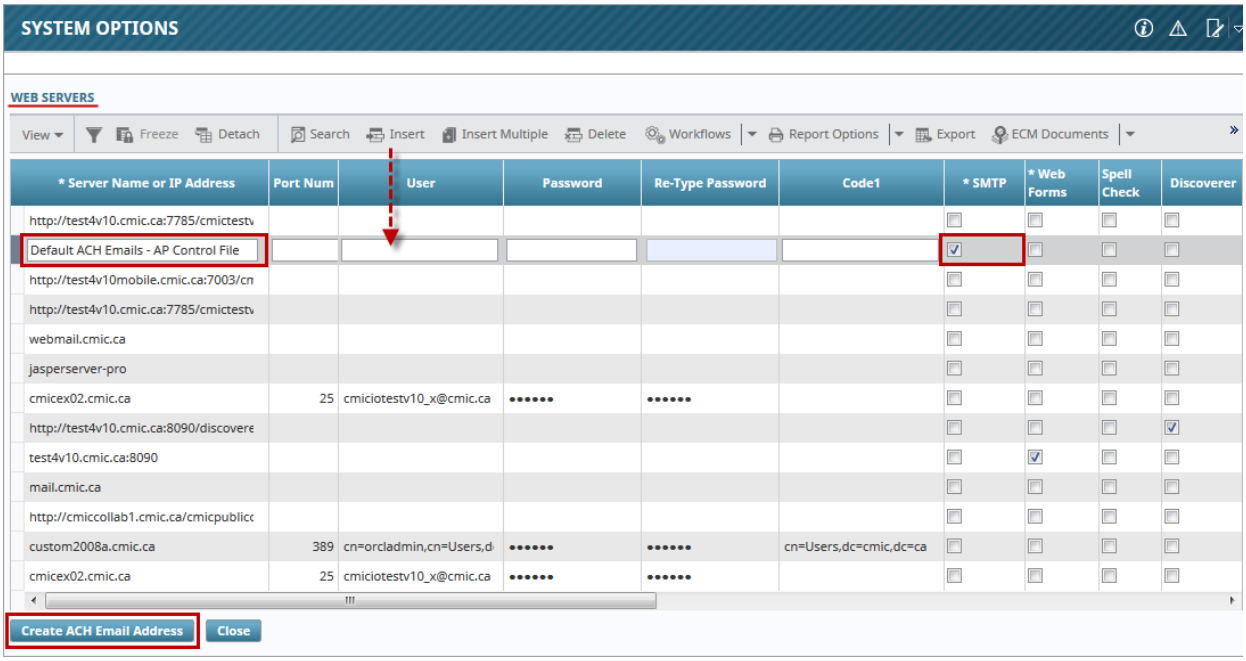
When making EFT payments via the Print Check screen, if the **EFT/TPPM Distribution** checkbox is checked on Print Check screen, and the **E-Mail** option is selected for a vendor via their Vendor record's **EFT/TPPM Distribution** field on the **Accounting** tab, an e-mail to notify the vendor of the EFT payment will be sent. This field's e-mail will be the sender's e-mail for the sent e-mail.

Also, if the below checkbox, **Send a Copy of EFT to E-Mail Address Below**, is checked, a corresponding BCC e-mail will be sent to the e-mail specified under it.

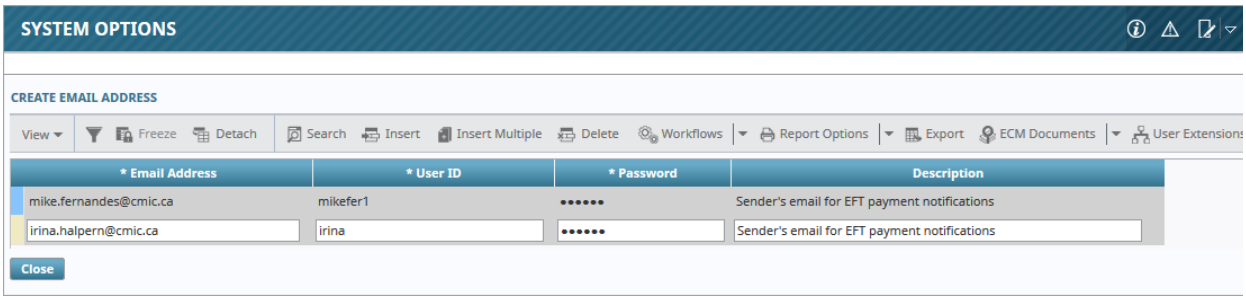
To set up the values for the **Default ACH Email** field's LOV, launch the System Options screen (standard path: *System* > *Setup* > *System Options*), and on the **General** tab, click [**Web Servers**], shown below:



In the Web Servers popup, shown below, insert a new row, provide a name for the new entry and check the **SMTP** checkbox to enable the [**Create ACH Email Address**] button:



Next, click [**Create ACH Email Address**], and in the popup, insert the emails to be available in the **Default ACH Email** field's LOV:



Allow Duplicate Check Numbers – Checkbox

Check this box to allow the printing of duplicate check numbers. Leave this box blank if duplicate check numbers are not allowed.

Use Voucher Bank Cash Account – Checkbox

Check this box if you want checks generated based on the voucher bank cash account rather than the bank account displayed on the Check Printing screen. This is only applicable if you have more than one Cash Checking Account.

Leave this field blank if the checks are to be generated from the bank account listed on the payment selection when determining the payment bank.

Use Accounts Payable Check – Checkbox

If most of the manual checks you write are NOT related to AP Invoices then leave unchecked and the Manual Check program will default the value 'Not An AP Check' when the form is entered.

Allow Pre-Dated Checks – Checkbox

If this box is unchecked, no validation between the check date and the check posting date will occur.

If checked, the system will allow a payment to be back-dated to any date prior to the system date. If left unchecked the system will not allow the entry of a check date prior to the current system date. The system will default the check date to the current system date during payment selection. Any date modification can only be for future dates.

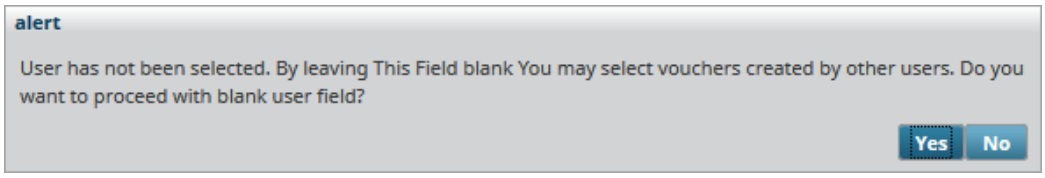
Also, the system will validate that the check date and the check posting date are in the same GL Period, and where they differ, it will display an error message stating that the check and posting date must be in the same period; and the user will not be allowed to continue from either check printing or check posting, depending on when the posting date was changed.

Check And Post Date In The Same GL Period – Checkbox

If checked, to post checks, their Check Date and Post Date must be in the same GL Period.

Warn If User Is Null In Payment Selection Entry – Checkbox

If checked, in the Payment Selection screen, if the **User** field is left blank, the following message will be displayed after clicking the [**Select Invoices**] button:



Default Value For T5018 In Vendor Maintenance – Checkbox

Checked, sets the default value as 'Y' of the T5018 field in vendor maintenance screen.

Record Unprepared Checks As Wasted – Checkbox

Check this box to have the Unprepare Checks utility record the check numbers as wasted, due to ruined checks, in the Wasted Checks table. The Wasted Checks table is available in the Wasted Checks screen (program: APCHQMWC). This may be useful towards any audit requirements.

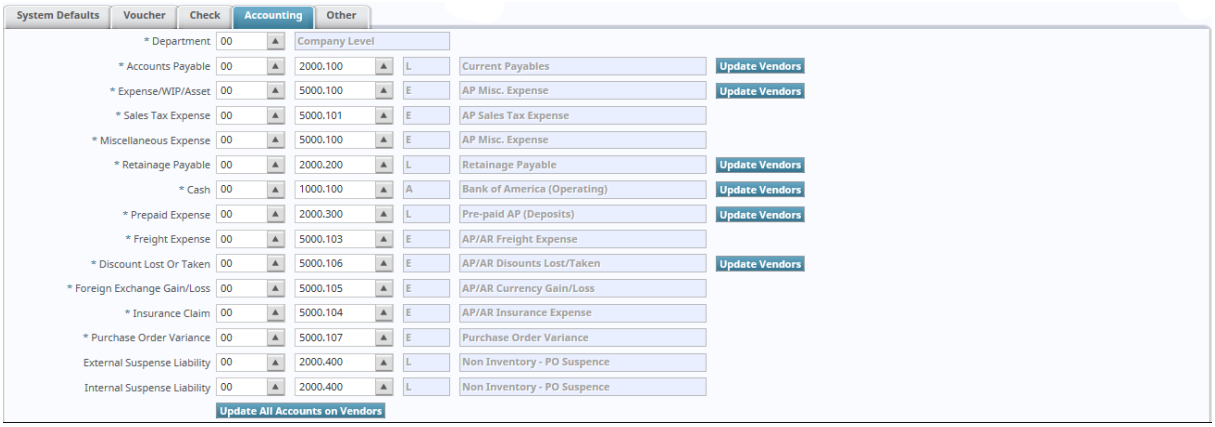
Use Invoice Date As Cutoff Date For Payment Selection – Checkbox

This checkbox changes the logic behind the **Cut Off Date** field on the Select Payments screen.

If this box is checked, the following applies to the Select Payments screen:

- Instead of the **Cut Off Date** being compared to a Voucher's **Due Date**, it will be compared to a Voucher's **Invoice Date**. So, if a Voucher's **Invoice Date** is on or before the entered **Cut Off Date**, it will be selected.
- Additionally, Vouchers will be selected if their **Invoice Date** is after the **Cut Off Date**, but before the **Next Pay Date**.
- If the **Discount Invoices** checkbox is checked, Vouchers with a **Discount Date** on or later than the **Check Date**, but before the **Next Pay Date**, will be selected.
- The **Past Due Invoices** and **Current Invoices** checkboxes will be disabled and unchecked.

Accounting – Tab



Pgm: APCTRLFM – AP Control File – ***Accounting*** *tab*

Enter the accounts to be used by the Accounts Payable system for automatic General Ledger distributions. The account has a field for the appropriate General Ledger Department for each default account defined. Enter a valid Department code for the G/L Account being entered in the adjacent field.

External Suspense Liability and Internal Suspense Liability are only required if AP Receiver entry will be used.

NOTE: The account entered as the Accounts Payable account should be entered as the Accounts Payable sub-ledger control in the Maintain Accounts screen of the General Ledger module.

[**Update Vendors**] – Button

This button updates the corresponding account in Vendor records to the AP Control File account.

[**Update All Accounts on Vendors**] – Button

This button updates all of the accounts in Vendor records to these AP Control File accounts.

Other – Tab

Pgm: APCTRLFM – AP Control File – ***Other*** *tab*

Subcontract Controls

Is Subcontract Management Installed – Checkbox

Check this box if this Company will be utilizing the Subcontract Management module.

Validate Subcontract Entry – Checkbox

Check this box if you want to validate the application of a voucher against a subcontract during the voucher's entry. With this option checked, a list of values will be available within the subcontract field of the Enter Vouchers screen in order to restrict the selection to valid subcontract for that vendor. Leave this box blank if this field is to be used for reference only, and no validation is required.

Validate Subcontract CostCode/Category Structure – Checkbox

If you require the ability to apply AP entered vouchers to subcontracts, but you do not want the system to restrict the coding of the costs to only valid Cost Code/Categories setup on the contract, then leave this box unchecked. If checked, the system will restrict AP Voucher distribution entry to valid subcontract task lines only.

Material Receipt

Automatic Numbering Of Material Receipt, Number Mask

If checked, the Receipt Number in AP Receivers Material Receipt will fill automatically with the number mask; otherwise, the receipt number must be entered manually.

The available pre-defined codes are:

b	Business Partner Code (Customer)
c	Company Code
y	Year
m	Month
d	Day
*****	Next Available Number

NOTE: The predefined codes must be entered in lower case, otherwise they will be assumed to be hard coded values. No spaces are permitted in masks.

Purchase Order Controls

Validate PO Entry – Checkbox

Check this option if you want to validate the application of a voucher to a Purchase Order during voucher entry. With this option checked, a list of values will be available within the purchase order field of the voucher entry screen in order to restrict the selection to a valid purchase order for that vendor. Leave this box blank if the purchase order field will be used for reference only, and no validation is required.

Automatically Close 0 Balance PO Lines – Checkbox

Check this option if the system should automatically close PO lines that have a zero balance. If this is unchecked the user will manually have to close the line. Leave this box unchecked if PO lines should be closed manually regardless of their balance.

Verify Invoice PO Amounts – Checkbox

Check this option if you want the system to check for a variance between the Purchase Order amounts and applied Invoice amounts. This option is used in conjunction with the next three fields.

PO Line Variance Allowance

This field is enabled if the **Verify Invoice PO Amounts** checkbox is checked.

This field indicates the allowable variance between the PO receipt price and the AP Invoice price. For example, if a PO line was received at $100.00 and the AP Invoice amount applied to the same line was $110.00, there would be a $10 dollar variance.

PO Line Variance Apply To Overages Only – Checkbox

When checked, only overages to the PO Line Variance Allowance amount will evoke a message, 'under' variances will be allowed. During PO Receipt Entry, any variance that is in excess of the allowed PO variance amount, system issues a warning and users have to adjust the amount within the variance limits.

Invoice Variance Allowance

This field is enabled if the **Verify Invoice PO Amounts** checkbox is checked.

This field indicates the allowable variance between the amount allocated to purchase orders and the invoice amount. For example if the total dollars allocated to PO lines was $150.00 dollars and the Invoice Amount entered was for $200.00 there would be a $50 dollar variance.

Invoice Variance % Allowance

This field is enabled if the **Verify Invoice PO Amounts** checkbox is checked.

This field indicates the allowable % of variance between the amount allocated to Purchase Order lines and the Invoice amount.

Raise Error when Variance Amount Is Exceeded – Checkbox

If checked, users will not be able to create a voucher where the variance exceeds any of the amounts entered in the previous 3 fields. There is a privilege code that can be assigned to roles or specific users that overrides this checkbox. Please refer to the System Data reference guide for more info on this.

Utilize Variance Privilege Code – Checkbox

There is a system privilege that restricts which users can access the PO Variance Window when matching a PO to a Voucher. This checkbox determines if you want to utilize this privilege or just allow all users to be able to enter a variance. Leave this field unchecked if you want to automatically give every user access to the Variance distribution entry. If checked, only those with the privilege to exceed the variance will have access to the Variance popup when matching a purchase order to a voucher.

Use PO Terms – Checkbox

This field determines from where the purchase terms are derived. This field only applies to vouchers that are related to purchase orders. If checked, the system will utilize the Purchase Terms as stated on the Purchase Order. If unchecked, the system will ignore the PO Terms and use the terms on the vendor.

Do Not Allow Closed PO To Be Assigned To The Voucher – Checkbox

This field is enabled if the Automatic Receipt functionality is enabled via the PO Control File (**Normal Receiving** setting set to **Automatic** on **Posting** tab), and its default state is unchecked.

When checked, the POs which were closed using the Close/Re-Open PO utility in the Purchase Order module will not be available in the LOVs in Voucher, Registry and PO Selection popups. Also, manually entry will not be allowed.

Image Management

Default VAT Rate Code

Select the default VAT.

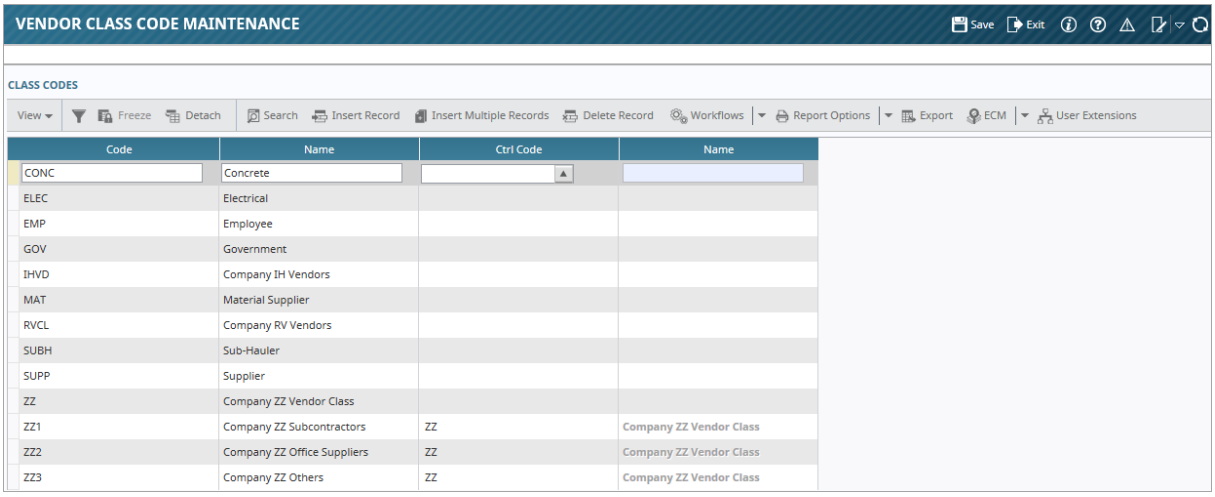
The available Taxes are maintained via the Maintain Tax Code screen (standard Treeview path: System > Global Tables > Tax Code > Maintain Tax Code).

1099 Controls

Print Business Partner Legal Name on 1099s – Checkbox

If checked, business partner legal names will be printed on 1099s.

Vendor Classes



Code	Name	Ctrl Code	Name
CONC	Concrete		
ELEC	Electrical		
EMP	Employee		
GOV	Government		
IHVD	Company IH Vendors		
MAT	Material Supplier		
RVCL	Company RV Vendors		
SUBH	Sub-Hauler		
SUPP	Supplier		
ZZ	Company ZZ Vendor Class		
ZZ1	Company ZZ Subcontractors	ZZ	Company ZZ Vendor Class
ZZ2	Company ZZ Office Suppliers	ZZ	Company ZZ Vendor Class
ZZ3	Company ZZ Others	ZZ	Company ZZ Vendor Class

Pgm: VENCLAFM – Vendor Class Code Maintenance; standard Treeview path: AP > Setup > Global Tables > Vendor Class Codes

This screen is used to define Vendor Classes for the types of vendors to be entered in the Accounts Payable module. Vendor Class can be used to group vendors by the type of product or service they provide (e.g. OFFI for Office supplies, SUBC for Subcontractors, etc.).

Vendor Classes can be hierarchical. By specifying a controlling class, different classes can be grouped together to provide varying degrees of detail. For example, under class SUBC for subcontractors, all subcontractors might be further sub- divided by the type of subcontractor, ELEC for electrical, PLUM for plumbing or by the territory they service.

Vendor Classes may be used in Payment Selection criteria and some of the AP Queries.

Vendor Classes are used by the Material Management module to determine the Vendor Trucker Class. When a Vendor Class is mapped in Material Management, it signifies that a Broker or Sub-hauler is to be included in the external trucker payroll. A Voucher will be created at the same time of trucker payroll posting. A credit Voucher will be created through material management back charges if the vendor class determines that this is a Broker or Sub-Hauler.

Code, Name

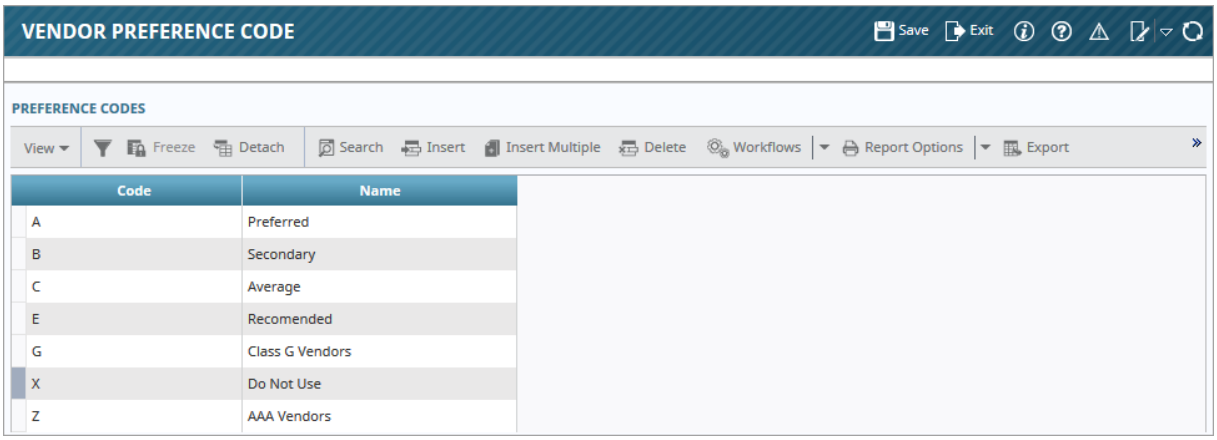
Enter a code and name to represents the Vendor Class being defined. The code can be up to 8 characters and the name 50.

Ctrl Code, Name

Enter the Controlling Vendor Class Code and its name if you want to maintain a hierarchical class structure. Once a Vendor Class has been set up, it may then be used as a hierarchical control for another class. The controlling class field is where you specify the class that will control the vendor class being set up.

For reporting purposes, it is recommended that you create one class that is the controlling class for ALL types of vendors. Some of the A/P reports can print for a specific class code, and unless there is a class code representing all classes, you will not be able to get a report for all of your vendors.

Vendor Preference Codes

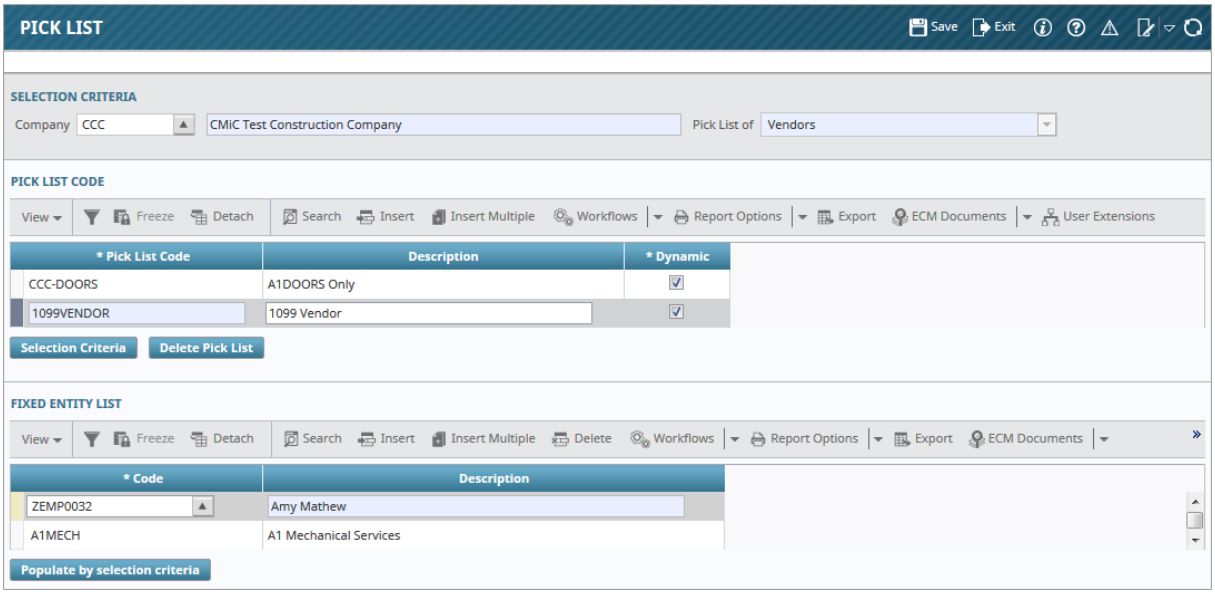


Pgm: VENPREFM – Vendor Preference Codes; standard Treeview path: AP > Setup > Global Tables > Vendor Preference Codes

This screen is used to specify codes that will be used to group vendors by their desirability as suppliers. Codes might be set up which indicate poor, good, and great suppliers. When processing automatic checks, these codes can be used in the Select Payments screen as part of the criteria to determine which suppliers are to be paid on a specific check run. In the Select Payments screen, Vendor Preference Codes can be added to the selection criteria via the [**Vendor Preferences**] button.

To add a Vendor Preference Code to the system, click the Block Toolbar's [**Insert**] button, and using the new row, enter a one character code and its name.

Vendor Pick List



Pgm: SDPICK – Vendor Pick List; standard Treeview path: AP > Setup > Maintain Vendor Pick List

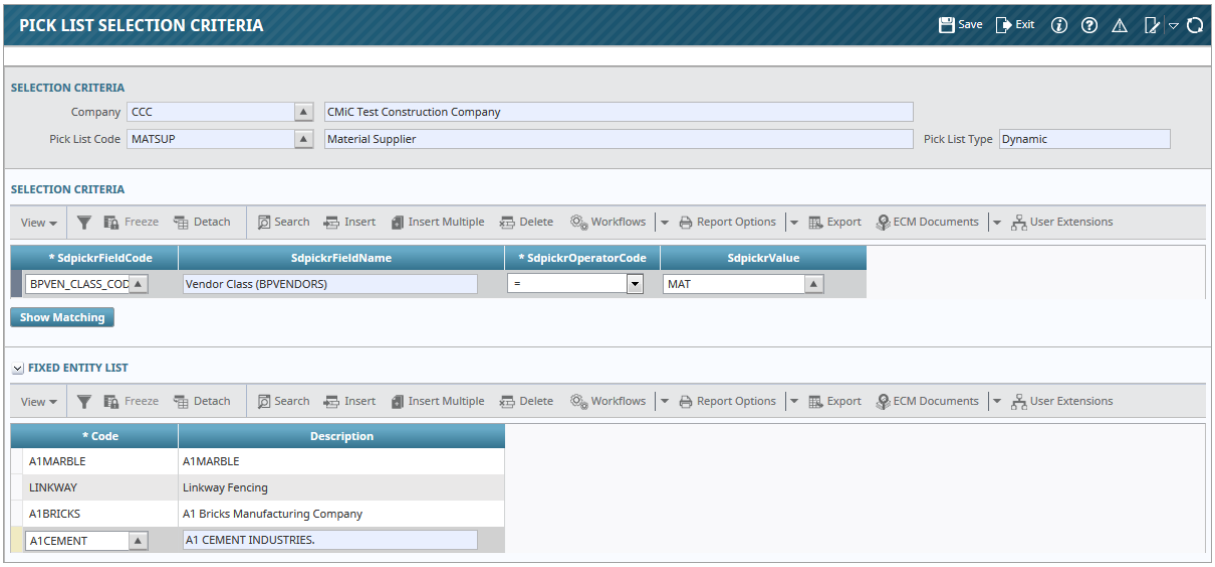
The Maintain Vendor Pick List screen provides an alternative method to print multiple Vendors that do not fall under a specific Vendor Code range, and it works in the way that the Job Pick List screen in the JC module does. Vendor Pick Lists are alternatives to the Vendor Code Range parameters used in AP Reports to specify the Vendors to consider in reports.

The **Pick List Code** section is used to create a new Vendor Pick List for the selected **Company**, and the **Fixed Entity List** section lists the Vendors associated to the selected Pick List Code.

To create a new list, click the **Pick List Code** section's [**Insert**] button, then using the new row, provide a code and description for it. If the list being defined is dynamic, meaning that new Vendors can be added automatically based on a specified selection criteria, check the **Dynamic** box.

If the list is small and not dynamic, move directly to the **Fixed Entity List** section and insert the required Vendors manually. Otherwise, use the [**Selection Criteria**] button to have the system select Vendors to add to the **Fixed Entity List** based on an entered selection criteria.

[**Selection Criteria**] – Button



Pgm: SDPICKR – Pick List Selection Criteria

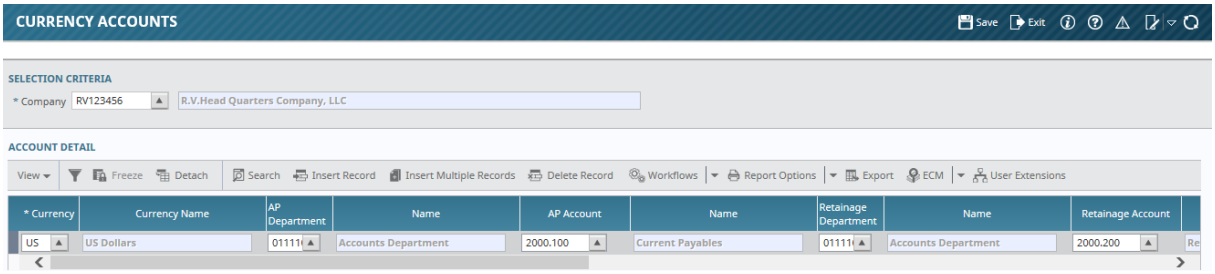
This button's popup is used to select Vendors to add to the Pick List through the use of a selection criteria.

To enter a selection criteria, click the [**Insert**] button in the second **Selection Criteria** section. Using the new row, select a Vendor record's field via the **SdpickrFieldCode**, select the required relational operator via the **SdpickrOperatorCode** field, then select a value to compare against via the **SdpickrValue** field. Only Vendors satisfying this entered criteria will be selected.

To view the results of the specified selection criteria, press the [**Show Matching**] button, and the Vendor records matching your selection criteria will be listed via another popup. In the popup, click the [**Populate By Selection Criteria**] button to bring the matched Vendor records into the **Fixed Entity List** section.

To bring the Vendor records listed under this popup's **Fixed Entity List** section into the **Fixed Entity List** section of the main screen, click [**Save**], then [**Exit**].

Currency Accounts



Pgm: ACCBYCUR – Accounts By Currency (standard Treeview path: AP > Setup > Local Tables > Currency Accounts)

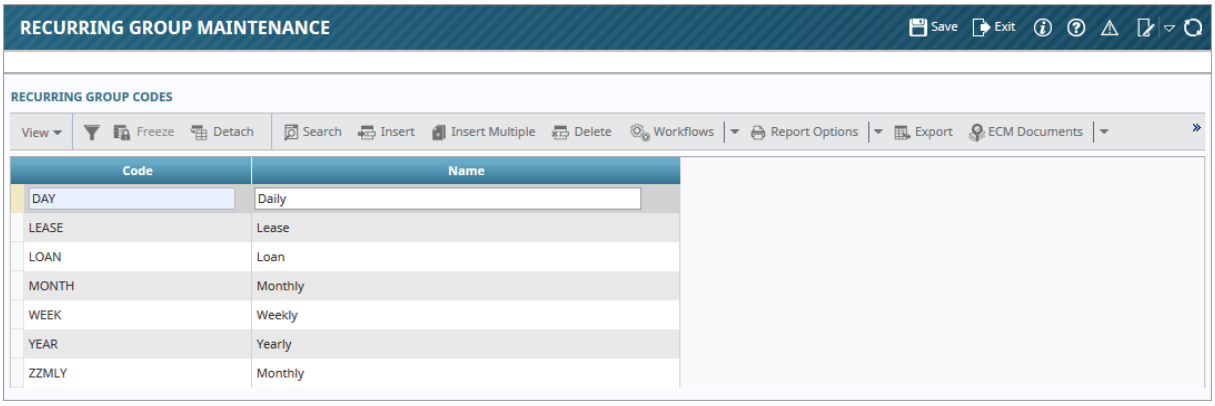
The Currency Accounts screen is used to set up the AP Accounts By Currency feature, which is turned on by selecting "**Currency**" from the **Default AP Accounts** field on the **Voucher** tab of the AP Control File.

This screen provides the ability to associate Currency Codes with Accounts Payable, Retainage and Bank Accounts that will default whenever the system posts a Voucher or payment distribution for these accounts.

During voucher entry, if the AP Control File is set to select accounts from the currency, the system will use the ledger accounts defined in this screen. If the account is not found on the currency, the system will use the ledger accounts defined in the AP Control File.

Select the code for the currency. Apply the Accounts as required. There are 4 Account/Department combinations that need to be defined: AP Control Account, AP Retainage Account, AP Bank Account and the AP Pre-Paid Expense Account.

Recurring Payable Groups



Pgm: RECUGRP – Recurring Payable Groups; standard Treeview path: AP > Setup > Global Tables > Recurring Groups

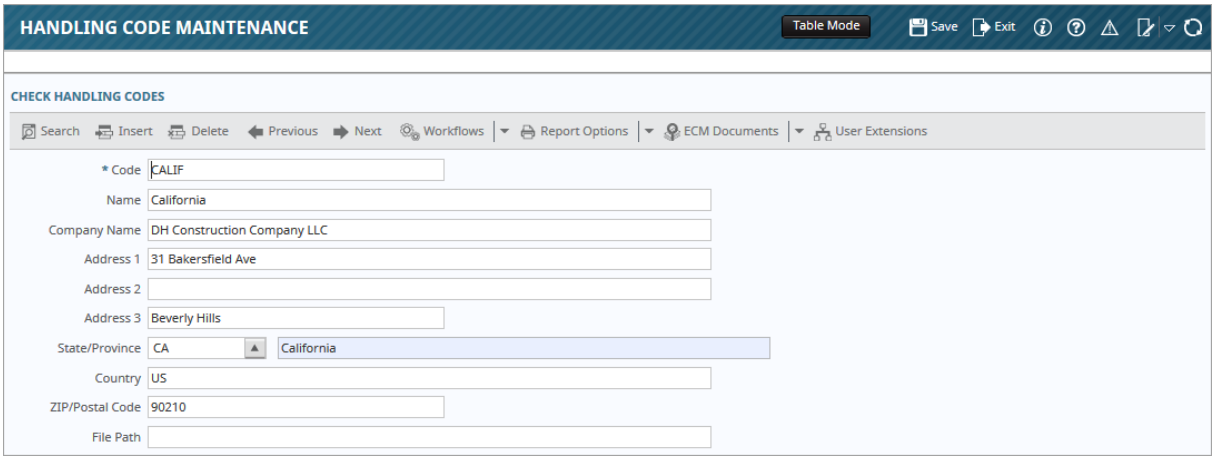
The Recurring Payable Group Maintenance screen is used to define common components for Recurring Vouchers in order to break down the entries into smaller, more manageable groups. Each Recurring Voucher is assigned a Recurring Entry Code for selecting and activating the Recurring Voucher.

Code, Name

Enter the code and name for the Recurring Group that you are defining. This code can be up to 5 alphanumeric characters in length.

Recurring group codes can be either types of payable, such as leases, or bank loans, or they can reflect a frequency code such a weekly, monthly or yearly. These codes are only a method of grouping recurring payables together; the code in itself is only meaningful to your organization.

Check Handling Codes



Pgm: CHQHAND – Check Handling Codes; standard Treeview path: AP > Setup > Global Tables > Check Handling Codes

The Check Handling Code Maintenance screen can be used if you have multiple Company Names and Addresses for one Company. These codes can be applied to Vouchers so that when their checks are printed, the Company Names and Addresses are derived from the Check Handling Codes instead of the Company record.

This feature is useful if the head-office prints all of the checks, but you want the payee to think that a local branch office produced the check.

Each Voucher can be associated with a Check Handling Code, and as checks are printed, a separate check will be produced for each set of Vouchers under each Check Handling Code.

Code, Name

Enter an identifying code for the Check Handling Code and its name.

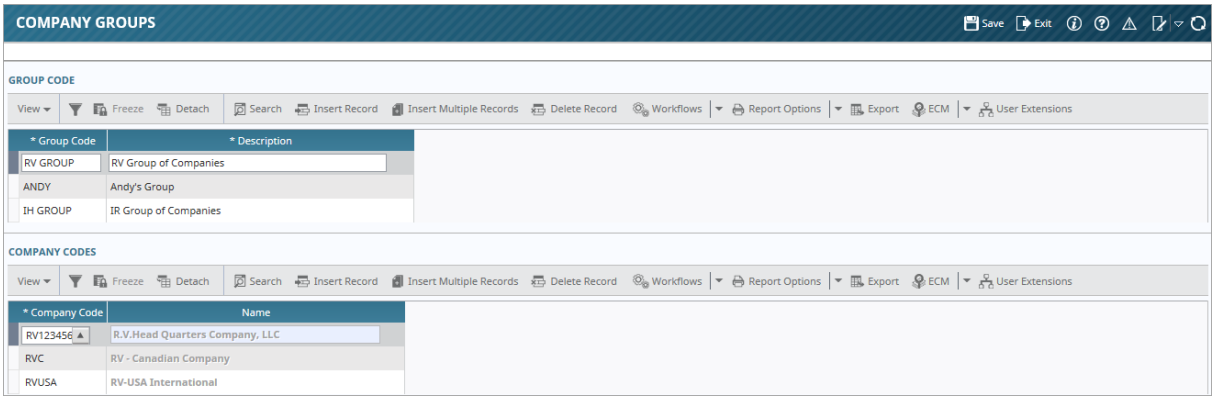
Company Name, *Address Fields*

Enter the name of the Company and the address to be associated with the Check Handling Code. This name and address will be used on the check instead of the name and address in the Company record associated with the Vouchers. The address lines should include number, street, and apartment or suite number (or PO Box if mail is not delivered to the street address).

File Path

If you wish to associate a company logo with this address, you may by including the path and file name in this field. This logo will be used when printing AP checks using this Check Handling Code.

Company Groups



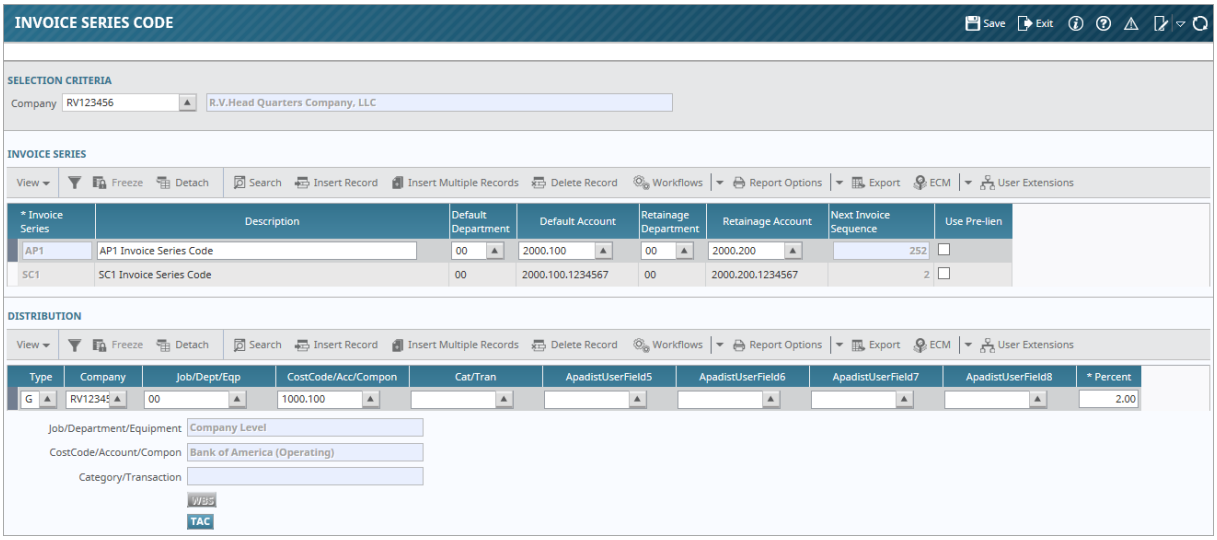
Pgm: GLCOMPPK – Company Groups; standard Treeview path: AP > Setup > Global Tables > Company Groups

The Company Groups Maintenance screen provides a method of grouping Companies for the purpose of printing multiple Companies within a single report selection.

The **Groups** section lists the Company Group Codes in the system, and the **Companies** section lists the Companies associated to the selected Company Group Code.

Currently, this grouping selection is only available on the General Ledger Trial Balance Report (GL2000) and the Accounts Payable Aged Report (AP1000). This is the same screen that is available in the GL module. Data may already have been set up.

Invoice Series Codes



Pgm: APINVSER – Invoice Series Codes; standard Treeview path: AP > Setup > Local Tables > Invoice Series Codes

Invoice Series Codes are user defined codes that can be attached to Vouchers as a means to generate pre-defined GL distributions, or as an alternate grouping method for Vouchers.

To use this feature, check the **Use Invoice Series Code** checkbox on the **Voucher** tab of the AP Control File. Once checked, the **Series** (Invoice Series Code) field becomes enabled in the Enter Vouchers screen.

In its simplest form, Invoice Series Codes can be set up to group and sort Vouchers entered through the Enter Vouchers screen. Simply create a series code for each type of Voucher you wish to process, and during voucher entry, select the series code that applies to the Voucher. Report processing and payment selection will allow you to sort entries by Invoice Series Codes so that you can get report totals and print checks by Invoice Series Codes.

When used to generate pre-defined GL distributions, Invoice Series Codes can be used to establish General Ledger account distributions. These distributions can include both the Expense and the Balance Sheet accounts. Partial distributions of the expense accounts is allowed and would require that only a portion of the debit distribution remain constant for each invoice assigned to that series code. Complete auto-distributions would maintain the full details of the debit distribution. In both cases, distribution proportions are maintained based on a percentage allocation where allocations can be made across companies, departments and accounts. Once defined using this screen, the entry of the series code within the voucher entry screen, would automatically generate the debit portion of the General Ledger distribution established for that code using the voucher amount and the allocation established.

If you wish to enforce the use of Invoice Series Codes to define the AP Control and Retainage Accounts, then you must set the **Default AP Accounts** field on the **Voucher** tab of the AP Control File to "**Invoice Series**".

In addition, Invoice Series Codes are used in conjunction with the Register Invoices screen. Although Invoice Series Codes are optional for the entry of Vouchers through the Enter Vouchers screen, they are mandatory when entering Vouchers using the Register Invoices screens. The Register Invoices screen allows you to post invoices into the Accounts Payable without entering and posting their allocation to the General Ledger. These invoices are held in suspense until the allocation can be established and then are retrieved for allocation processing. Invoice Series codes provide a means of sorting and sequencing the 'registered invoices' as well allowing for the automatic distributions (whether partial or whole) of those invoices based on their series codes.

Series Code and Description

Enter the code and description. This code can be up to 4 alphanumeric characters in length and the description 60.

Accounts Payable Control Dept. and Account

The Accounts Payable Control Account and Department can be tied to the invoice series code if required. This means that the whenever this series code is used the system will override the vendor defaults for the AP Control Dept. and Account.

Retainage Account and Dept.

The retainage department and account can also be tied to the invoice series code. If entered the system will utilize this dept. and account whenever the series code is used.

Next Invoice Sequence Number

The Next Invoice Sequence Number is a system-generated number used as a sequential reference for registered invoices entered through the Register Invoices screens.

Invoice Series Code Distribution

Move to the distribution block and enter the distribution detail for the Series Code that you are defining. The auto-distribution allows you to enter complete as well as partial distributions. As long as you allocate 100 percent of the distribution, you can pre-define as much or as little of the other detail as you desire. For example, if you want to create a 'job' series code to keep track of all vouchers that pertain to jobs, you might set the distribution type to 'J', the allocation to 100%, and leave all the other fields blank.

Distribution Type Code

There are 4 different distribution type codes available on the system each type implies different required information.

- "**G**" to distribute dollars to a specific General Ledger department and account TAC allocations are available under this distribution type
- "**J**" to distribute dollars to a specific job, phase, and category.
- "**E**" to distribute dollars to a specific piece of equipment and cost category
- "**W**" to distribute dollars to a job, general ledger account or equipment depending on the work order allocation

Company Code

Enter the Company Code for the company whose distribution you are defining.

Enter The Appropriate Distribution

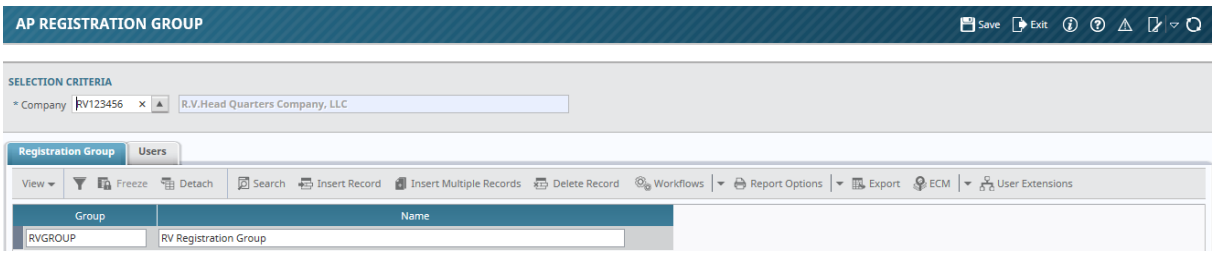
Depending on the code in the previous field, the type of data entered within the next fields will change. Enter as much or as little detail into the subsequent fields as you require for automatic debit distribution. Any distribution detail not entered at this point will be prompted for during the distribution allocation of vouchers assigned this series code in voucher entry.

Percentage

Enter the percent distribution that will apply to the company, department and account you have defined in the previous fields.

The total of the percentages entered for all the allocations specified in this block must be equal to 100%.

Invoice Registry Groups



Pgm: APREGGRP – Invoice Registration Groups

Invoice Registration Groups are used to group the access, entry and approval of invoices entered through the Register Invoices screen.

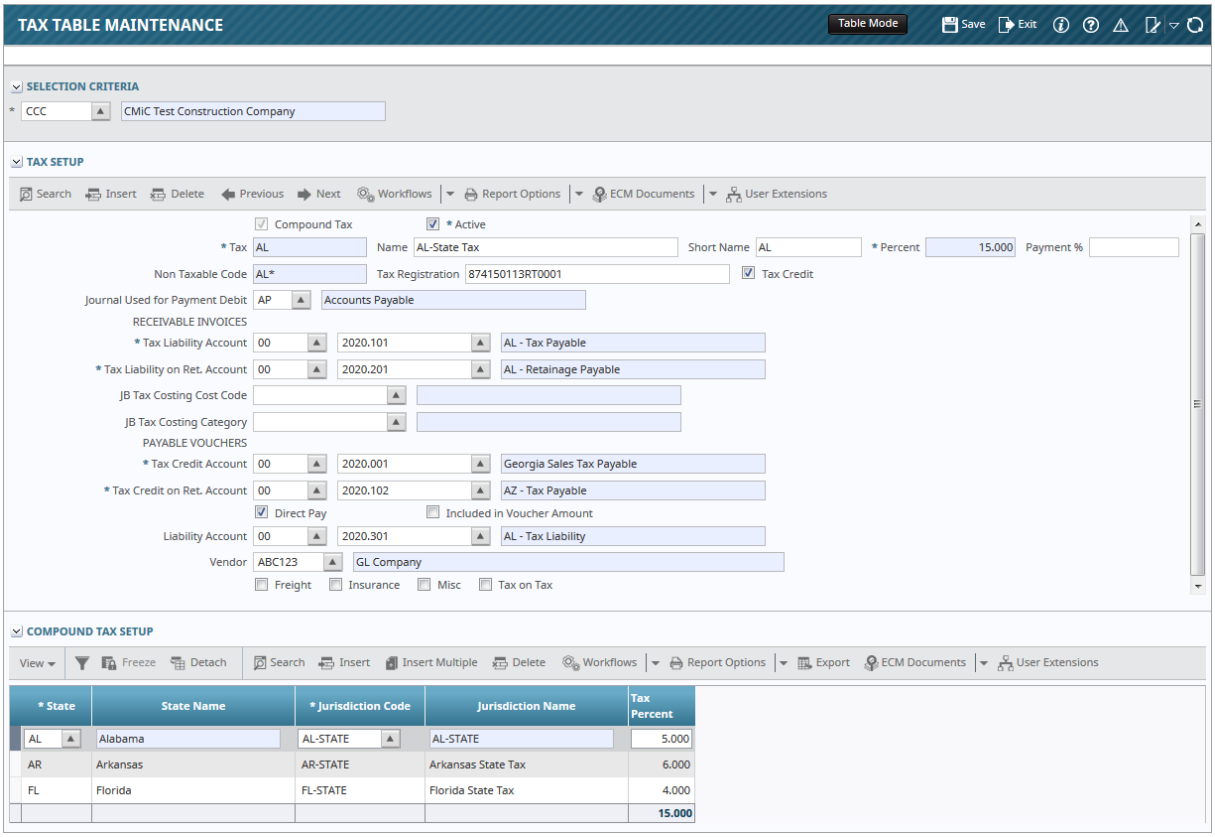
The Register Invoices screen allows you to enter invoices into Accounts Payable without entering and posting their allocation to the General Ledger. These invoices are held in suspense until their allocation can be established, after which they are retrieved for allocation processing (see the *Using Invoice Registration* section for more details). Also, the Register Invoices screen requires that you enter Registered Invoices into a Registration Group, so, you must set up at least one Registration Group in order to use the Registered Invoices functionality.

The **Registration Group** tab list the Registration Groups for the selected **Company**, and the **Users** tab lists the users that belong to the Registration Group selected on the **Registration Group** tab.

To create a new Registration Group, click the **Registration Group** tab's [**Insert**] button, and use the new row to enter its identifying code in the **Group** field, and its name in the **Name** field. Next, click the **Users** tab and use it to insert the group's users.

NOTE: The user who created the Registration Group does not automatically acquire access to the group. Every user must be manually enrolled in the group via the **Users** tab.

Tax Codes



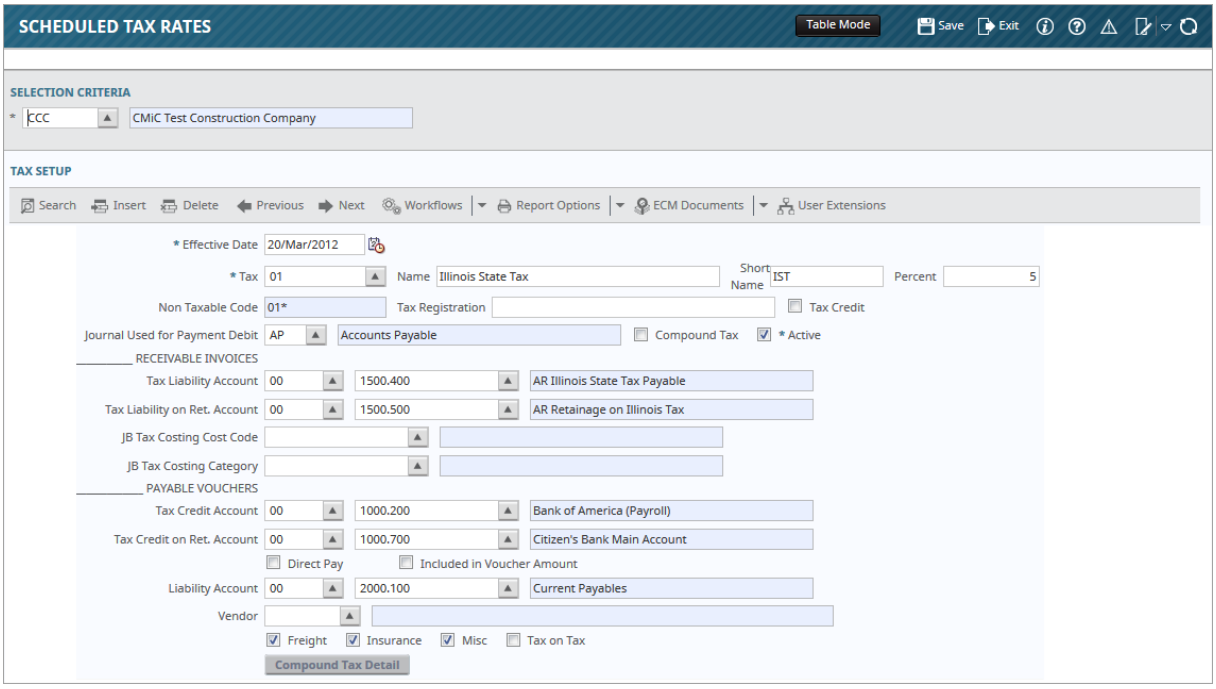
Pgm: ARTAXFM – Tax Code Maintenance; standard Treeview path: AP > Setup > Local Tables > Tax Code

This Tax Code Maintenance screen is also available in the AR and SD modules.

This screen is used to define all taxes that are applicable to each Company you have set up in the system. These codes are used by the system screens that calculate the taxes invoiced and paid by Companies.

For details, please refer to the Global Tables – ADF user guide (GTv10_x_ADF.pdf), or the System Data –ADF guide.

Scheduled Tax Rates



Pgm: ARTSFM – Scheduled Tax Rates; standard Treeview path: AP > Setup > Local Tables > Scheduled Tax Rates

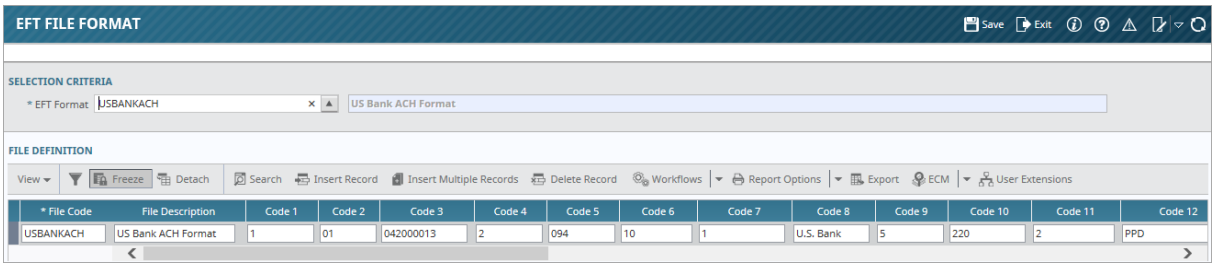
This Scheduled Tax Rates screen is also available in the AR and SD modules.

This screen is used to enter the future details of a Tax Code defined in the system, so that on the specified **Effective Date**, the Tax Code will be updated with the new details.

If a Tax Code is of the Compound Tax type, the [**Compound Tax Detail**] button will be enabled to alter the component tax rates.

For details about the fields of this screen, please refer to the *Tax Codes* section in the Global Tables – ADF user guide (GTv10v_ADF.pdf).

EFT Formats (File Layouts)



Pgm: APEFTFM – EFT File Formats

This screen is used if your company will pay vendors by direct deposits (Electronic File Transfers) rather than by checks. The only EFT file formats to set up here are those for your banks from which EFT payments are made. The requirements for each code field (**Code 1**… **Code 29**) are particular to an EFT file format, and these requirements would be provided by your banks.

The **EFT Format** drop-down list shows the bank formats currently supported.

The details in the **File Definition** section are for the selected bank-specific EFT file format. This section details the record layout required by the banking institution.

If you want to set up EFT file formats and your own bank format does not conform to any already defined, please contact your CMiC Consultant.

Vendor Compliance Setup

Overview – Vendor Compliance

The Vendor Compliance functionality, which is implemented using Vendor Compliance Codes (Compliance Codes for short), is used to ensure compliance with payment terms before a payment can be made against a Subcontract or a Purchase Order via a Voucher in the AP module.

These Compliance Codes are inherited by Vouchers for payments against Subcontracts and Purchase Orders from the defaults set up for the Vendors at various levels.

Initial Setup – Master Set of Compliance Codes & Security

The following provides an overview about setting up the system's Vendor Compliance Codes at the System Level.

Master Set of Compliance Codes & Insurance/Bonding Companies

Enter the master set of Compliance Codes for the system via the Compliance Codes maintenance screen, and enter the Insurance and Bonding companies via the Insurance/Bonding Companies screen.

Compliance Code Security

If required, security can be applied to Compliance Codes via the System module, in a manner similar to Job Security. For details, please refer to the *Compliance Security* section in the System reference guide.

Compliance Groups

If required, Compliance Groups can be set up to assign their default Compliance Codes to the Subcontracts, Purchase Orders and Vouchers associated to a specified Vendor.

Hierarchical Assignment of Compliance Codes

Once the initial setup is completed, the default Compliance Codes for new POs and Subcontracts are set up, which are inherited by all new RFPs and Vouchers against them.

Any changes made to these defaults only apply to new POs and Subcontracts, not to existing POs and Subcontracts. To apply changes made to these default Compliance Codes to existing POs and Subcontracts, and their RFPs and Vouchers, use the [**Apply Changes**] button on either the Vendor Compliance screen or the Vendor by Company Compliance screen.

The way in which default Compliance Codes are assigned to new POs and Subcontracts is hierarchical, so that Compliance Codes can be applied at the level that makes sense.

Example

If a Compliance Code is to default to all new POs, for all Vendors under all Companies in the system, the default Compliance Code is set up in the Compliance Code screen (used to set up codes at the System Level), with the **PO Auto Assign** checkbox checked.

The following is the order in which default Compliance Codes set up for all Vendors, groups of Vendors or particular Vendors are assigned to new Subcontracts and POs, with lower level versions of the Compliance Codes overriding higher level versions of them. In this way, defaults are set up en masse for groups, and exceptions can be set up at lower levels.

1st: Compliance Codes Master – System Level

In determining what Compliance Codes need to be assigned to a Vendor's new POs and Subcontracts, the system first assigns Compliance Codes set up for them via the Compliance Codes maintenance screen. If variant versions of the Compliance Codes exists for the POs or Subcontracts at any of the following lower levels, the lowest level versions are assigned.

2nd: Vendor Class Compliance – System Level

Next, the system assigns Compliance Codes set up for a Vendor's new POs and Subcontracts via the Vendor Class Compliance screen. Again, if variant versions of the Compliance Codes exists at lower levels, the lowest level versions are assigned.

3rd: Vendor Compliance – System Level

Next, the system assigns Compliance Codes to a Vendor's new POs and Subcontracts set up via the Vendor Compliance screen, with variant versions at lower levels overriding versions at higher levels.

4th: Vendor by Company Compliance – Company Level

The system then assigns Compliance Codes to a Vendor's new POs and Subcontracts set up via the Vendor by Company Compliance screen, with variant versions of the Compliance Code at lower levels overriding versions at higher levels.

5th: Vendor Subcontract Compliance by Job – Job Level

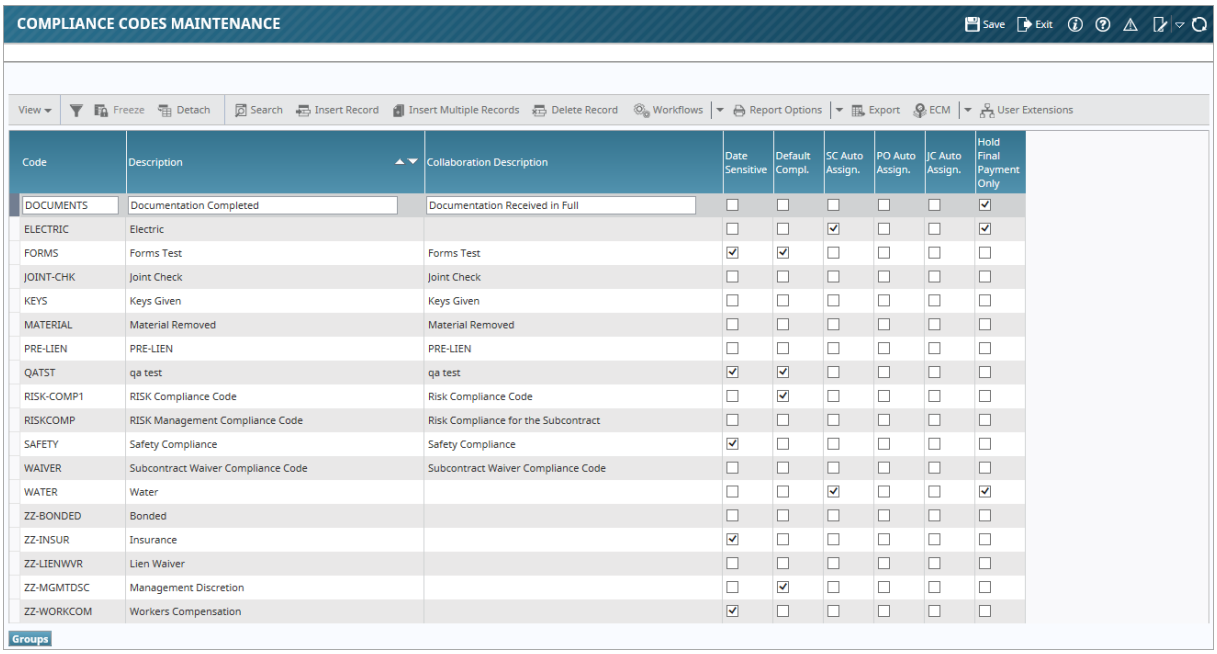
Next, if a new Subcontract is being created, the system assigns it Compliance Codes assigned to its associated Job. Job Level Compliance Codes are set up via the **Compliance** tab of the Enter Job screen, and the default Compliance Codes for all new Jobs are set up in the Compliance Codes maintenance screen, in which codes with the **JC Auto Assign** checkbox checked default to all new Jobs.

Additional: Vendor Subcontract Tax Compliance by Region – Region Level

Additionally, Compliance Codes can be assigned to Region Codes, to ensure that Vendors do not charge state/province taxes when they are not applicable due to locations.

These default Compliance Codes for Regions are not assigned hierarchically. They are set up in the Compliance Codes maintenance screen and then assigned to a Region Code. Then, if a Compliance Code is set up for a Region Code, any Job located in the Region Code's state/province will have the Compliance Code assigned to its new Subcontracts (not existing ones) if its state/province is not the same as that of the Vendor.

Compliance Codes (Master) – System Level



Code	Description	Collaboration Description	Date Sensitive	Default Compl.	SC Auto Assign.	PO Auto Assign.	JC Auto Assign.	Hold Final Payment Only
DOCUMENTS	Documentation Completed	Documentation Received in Full	☐	☐	☐	☐	☐	☑
ELECTRIC	Electric		☐	☐	☑	☐	☐	☑
FORMS	Forms Test	Forms Test	☑	☑	☐	☐	☐	☐
JOINT-CHK	Joint Check	Joint Check	☐	☐	☐	☐	☐	☐
KEYS	Keys Given	Keys Given	☐	☐	☐	☐	☐	☐
MATERIAL	Material Removed	Material Removed	☐	☐	☐	☐	☐	☐
PRE-LIEN	PRE-LIEN	PRE-LIEN	☐	☐	☐	☐	☐	☐
QATST	qa test	qa test	☑	☑	☐	☐	☐	☐
RISK-COMP1	RISK Compliance Code	Risk Compliance Code	☐	☑	☐	☐	☐	☐
RISKCOMP	RISK Management Compliance Code	Risk Compliance for the Subcontract	☐	☐	☐	☐	☐	☐
SAFETY	Safety Compliance	Safety Compliance	☑	☐	☐	☐	☐	☐
WAIVER	Subcontract Waiver Compliance Code	Subcontract Waiver Compliance Code	☐	☐	☐	☐	☐	☐
WATER	Water		☐	☐	☑	☐	☐	☑
ZZ-BONDED	Bonded		☐	☐	☐	☐	☐	☐
ZZ-INSUR	Insurance		☑	☐	☐	☐	☐	☐
ZZ-LIENWVR	Lien Waiver		☐	☐	☐	☐	☐	☐
ZZ-MGMTDSC	Management Discretion		☐	☑	☐	☐	☐	☐
ZZ-WORKCOM	Workers Compensation		☑	☐	☐	☐	☐	☐

Pgm: INSTYPE – Compliance/Insurance Type Codes

The Compliance Codes Maintenance screen is used to enter user defined Vendor Compliance Codes, which are used to determine whether a payment can be made against a Purchase Order or a Subcontract Request For Payment.

Vendor Compliance Codes are defined at the System Level, and this screen and its entries are shared by the Purchase Order, Subcontract Management and Accounts Payable modules.

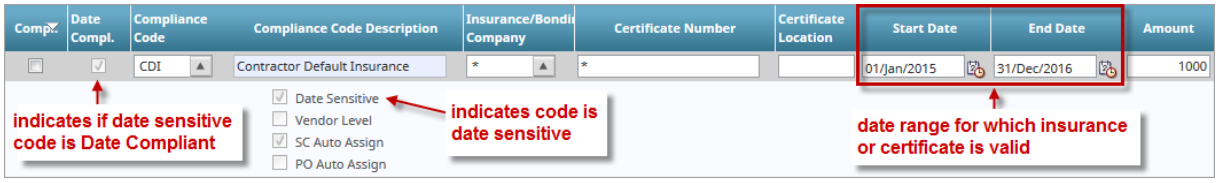
Code, Description

Enter an identifying code and description for the Vendor Compliance Code being defined.

Collaboration Description

The collaboration description will be used by JSP applications.

Date Sensitive – Checkbox



This checkbox indicates if the Compliance Code is date sensitive.

Date sensitive Compliance Codes are used to ensure that required insurance or certificates for Vendors are up-to-date. When a date sensitive Compliance Code is defined, a **Start Date** and **End Date** are specified (Coverage Start & End Dates), which the system uses to determine if a Voucher is Date Compliant. A Voucher with a date sensitive Compliance Code is Date Compliant if its Invoice Date or the system date (depending on which date is selected via the **Update Date Sensitive Compliance** field on the **Voucher** tab of the AP Control File) is within the range specified by the Compliance Code's **Start Date** and **End Date**.

Default Compliant – Checkbox

Check this box if the Compliance Code is to default to ‘Compliant’.

SC Auto Assign. – Checkbox

If checked, the Compliance Code will automatically be applied to new Subcontracts.

PO Auto Assign. – Checkbox

If checked, the Compliance Code will automatically be applied to new Purchase Orders.

JC Auto Assign. – Checkbox

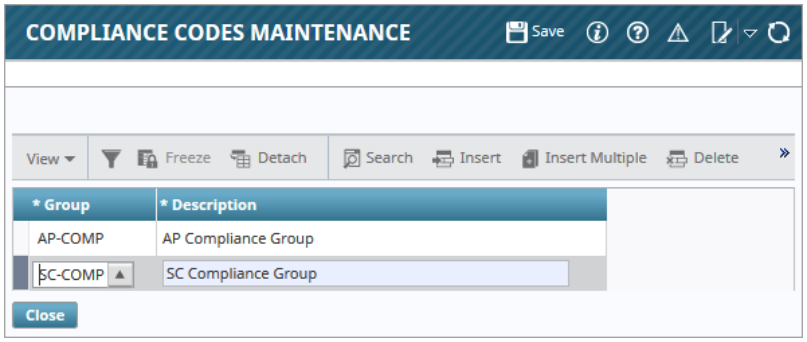
If checked, the Compliance Code will automatically be applied to new Controlling Jobs.

Hold Final Payment Only – Checkbox

This checkbox is only applicable to Compliance Codes for RFPs.

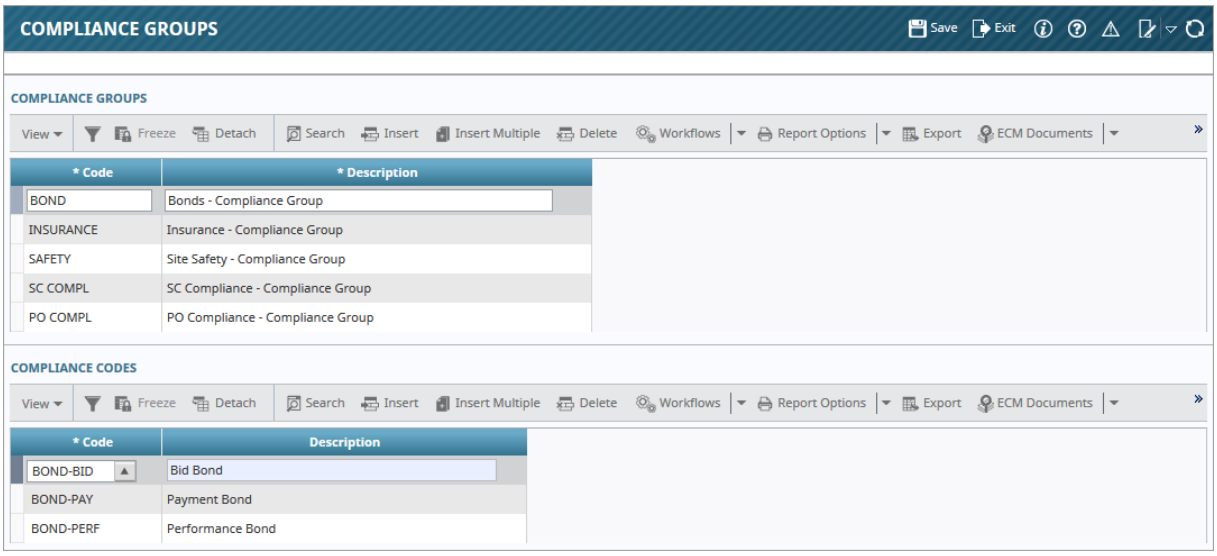
If checked, the Compliance Code will only be considered for a Voucher (during Voucher payment in AP) if the Voucher’s corresponding RFP has the **Final** checkbox checked (indicates corresponding Voucher will be a Final Payment Voucher).

[**Groups**] – Button



Press the [**Groups**] button to assign Compliance Groups to the selected Compliance Code.

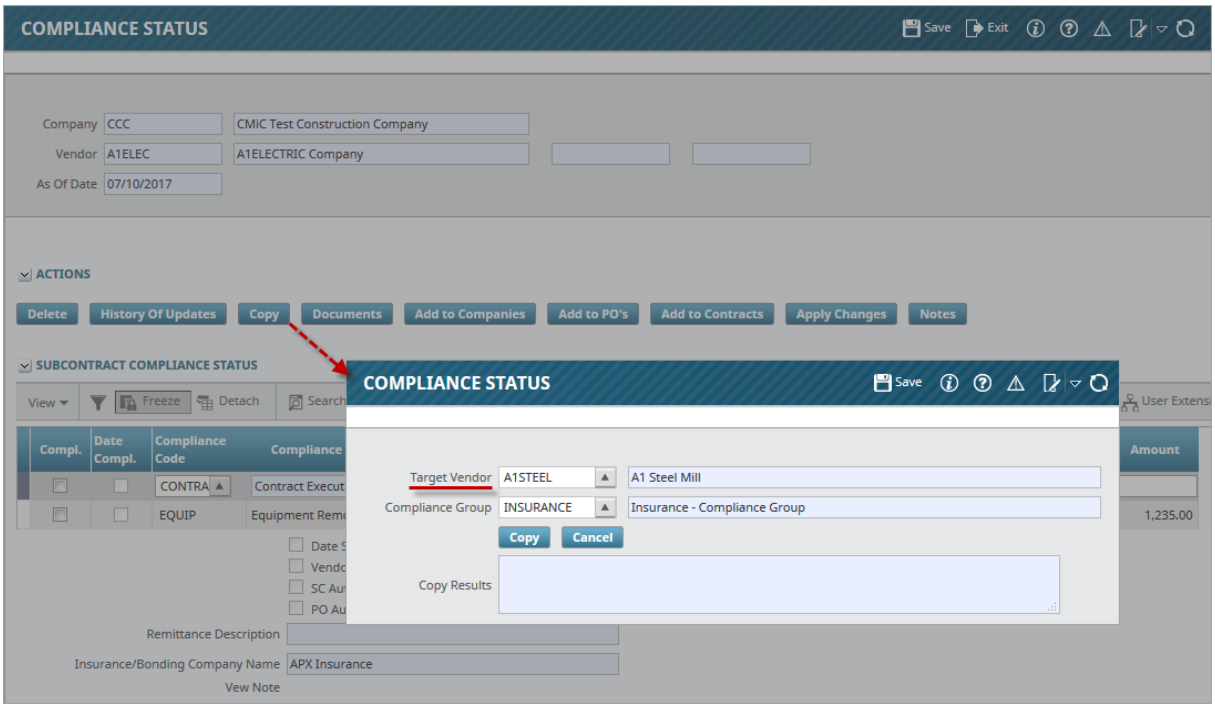
Compliance Groups



Pgm: INSGRPS – Compliance Groups

This screen is used to create Compliance Groups, and to associate Compliance Codes to them. These Compliance Groups can then be used in the Change Compliance Status screen (program: SCTABCOM) of the SC module to assign their associated Compliance Codes to the Subcontracts, Purchase Orders and Vouchers associated to a specified Vendor.

In the Change Compliance Status screen, this functionality is reached by clicking the [**Compliance**] button on the bottom-left of the screen to launch the Compliance Status screen, and then by clicking the [**Copy**] button, as shown below:



Pgm: INSINFO – Compliance Status popup

Compliance Groups are defined at the System Level, and this screen and its entries are shared by the Purchase Order, Subcontract Management and Accounts Payable modules.

Compliance Groups – Section

Code

Identifying code for the Compliance Group.

Description

Description of the Compliance Group.

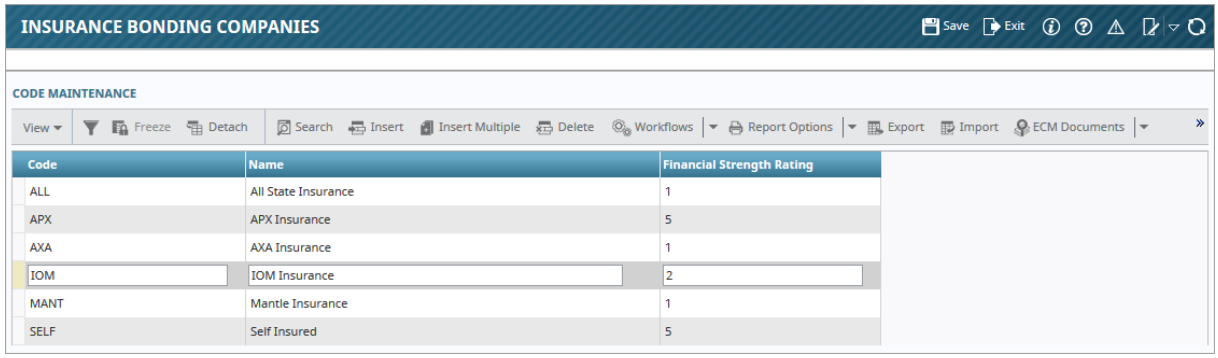
Compliance Codes – Section

Use this section's [**Insert**] and [**Delete**] buttons, on the Block Toolbar, to manage the Compliance Codes associated to the Compliance Group selected in the upper section.

Code

Compliance Code associated to the Compliance Group selected in the upper section; note, a Compliance Code can exist in more than one Compliance Group.

Insurance/Bonding Companies

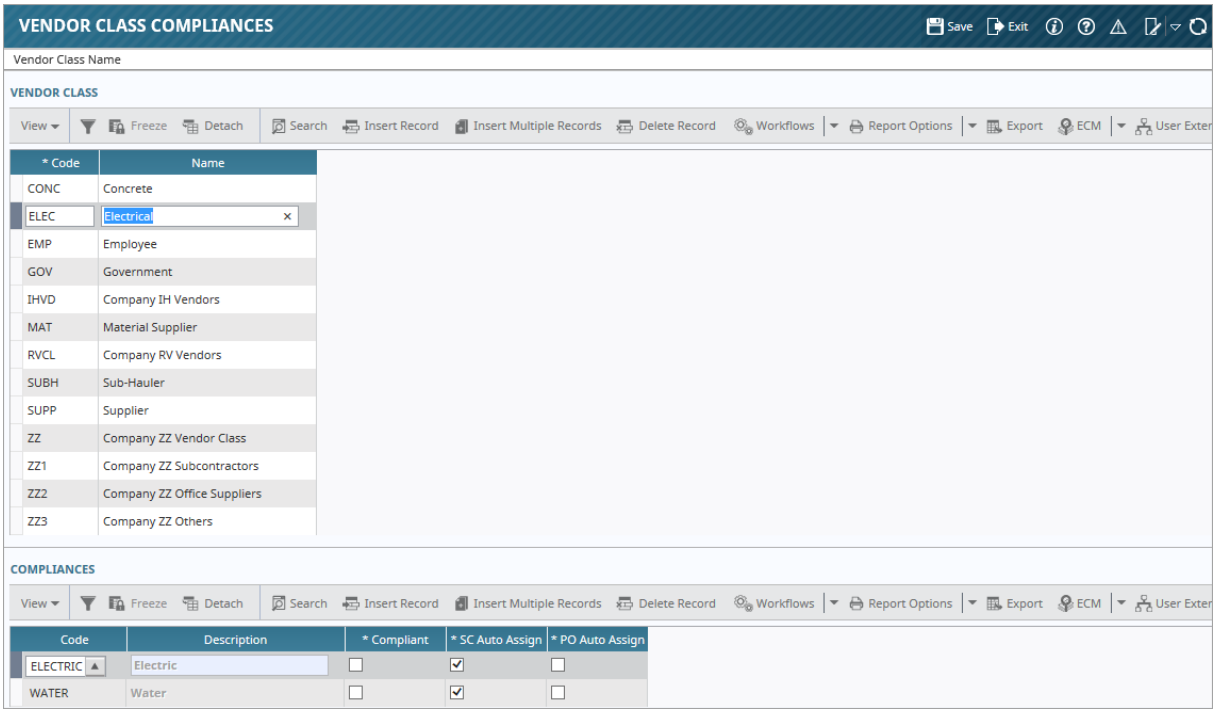


Pgm: INSCOMP – Insurance/Bonding Companies

Use this screen to enter Insurance and Bonding companies. These Insurance/Bonding companies are used in conjunction with Compliance Codes to maintain coverage details for assigned vendors.

Enter an identifying code and name for the Insurance/Bonding company. The **Financial Strength Rating** field is optional.

Vendor Class Compliance – System Level



Pgm: INSVENCLASS – Vendor Class Compliances

This screen is used to associate Vendor Classes in the system to Compliance Codes, so that when creating Subcontracts or Purchase Orders against a Vendor, the Compliance Codes associated to the Vendor's Vendor Class will automatically be assigned to them, according to the **SC Auto Assign** and **PO Auto Assign** checkbox settings under the **Compliances** section of this screen. This screen is also available in the SC and PO modules.

This auto-assignment of Compliance Codes to Vendors by Vendor Class works in conjunction with the auto-assignment functionality of the Compliance Codes maintenance screen.

Vendor Class – Section

This section lists the Vendor Classes setup in the system via the Vendor Classes screen.

Compliances – Section

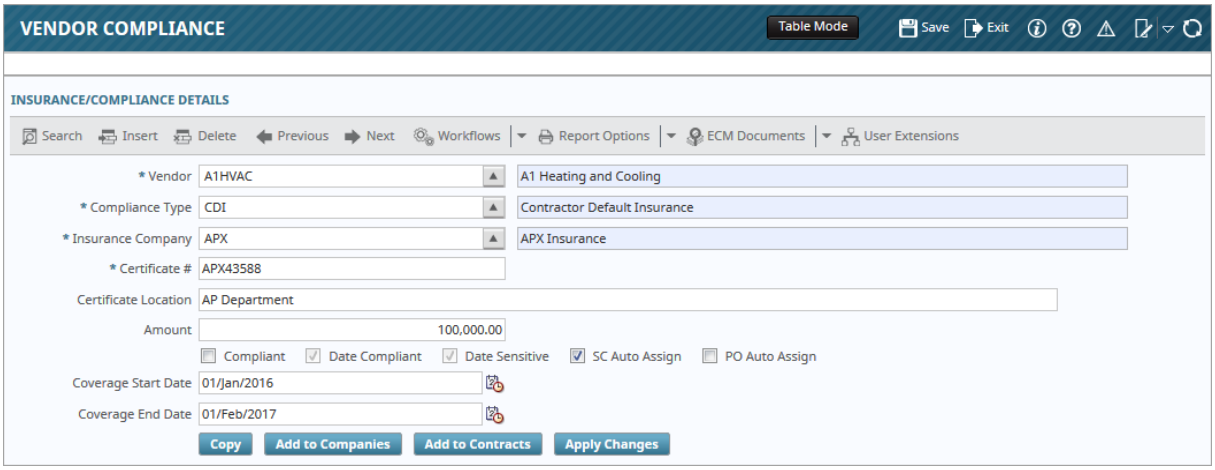
This section is used to assign Compliance Codes to the Vendor Class selected in the **Vendor Class** section.

If a code's **Compliant** checkbox is checked, it will automatically be checked as compliant.

If a code's **SC Auto Assign** checkbox is checked, it will automatically be assigned to new Subcontracts.

If a code's **PO Auto Assign** checkbox is checked, it will automatically be assigned to new Purchase Orders.

Vendor Compliance – System Level



Pgm: INSFM – Vendor Compliance

This screen is used to set up a default Compliance Code for a Vendor at the System Level. Once the details of a default Compliance Code have been entered, the default is assigned to the selected Vendor system wide (i.e. to every instance of the Vendor under all Companies in the system) via the [**Add to Companies**] button. The system wide default for the Vendor is saved as entries in the Vendor by Company Compliance screen, in which there will be an entry of this default Compliance Code for the Vendor for each Company under which the Vendor exists.

> **Example**: Say there are instances of a Vendor: Ven1, under three Companies: Comp1, Comp2, and Comp3. If a default Compliance Code is assigned to Ven1 system wide via this screen, in the Vendor by Company Compliance screen, an entry of the default for Ven1 will exist under Comp1, Comp2, and Comp3.

The default Compliance Code will be assigned to new Subcontracts for the Vendor if the **SC Auto Assign** box is checked, and to new POs if the **PO Auto Assign** box is checked. These assigned Compliance Codes are then inherited by the associated RFPs and Vouchers.

To assign Compliance Codes to a Vendor at the Company Level instead of at the System Level, use the Vendor By Company Compliance screen.

Using the [**Add to Contracts**] button, this screen can also be used to add a Compliance Code to a Vendor's existing posted Subcontracts and POs, and to the posted Vouchers associated to the Subcontracts and POs. And using the [**Apply Changes**] button, users can update the details of a Compliance Code assigned to a Vendor's existing posted Subcontracts, POs, and posted Vouchers that are associated to a Subcontract or PO.

NOTE: Before using this screen's buttons to apply changes, save the changes.

Vendor

Select the Vendor to apply the Compliance Code to.

Compliance Type

Select the Compliance Code being assigned.

Insurance Company

Enter the Insurance/Bonding Company that holds the insurance policy that you are detailing.

Certificate

An asterisk '*' will default to this field to indicate that this field is not applicable. If it is, enter the certificate/policy number in this field.

Certificate Location

If applicable, enter the location of the certificate/policy.

Amount

Enter the amount of insurance coverage provided by the insurance policy that you are defining.

Coverage Start Date, Coverage End Date

Enter the Coverage Start and End Date that represents the coverage period of the insurance policy that you are defining. The Coverage End Date will be used to warn the operator if this date is approaching. If the Compliance Code was defined as date sensitive, then these fields are required.

If the Vendor allows the insurance coverage to expire, and the Compliance Code's **Date Sensitive** box is checked, Vouchers cannot be created for the Vendor, and checks to the Vendor cannot be printed.

Compliant – Checkbox

This field sets the default compliance status of this Compliance Code for the specified Vendor. If it is checked, when this Compliance Code is assigned to a Vendor's PO, Subcontract or Voucher, the **Compliant** checkbox will default to checked.

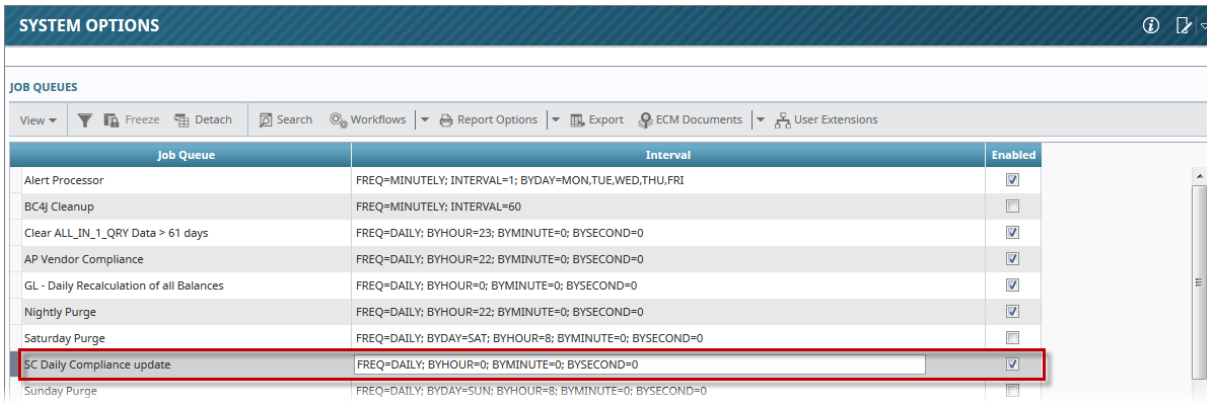
In this screen, this checkbox's default state comes from the master Compliance Code, in the Compliance Code screen, and it can be changed at this level if desired.

Date Compliant – Checkbox

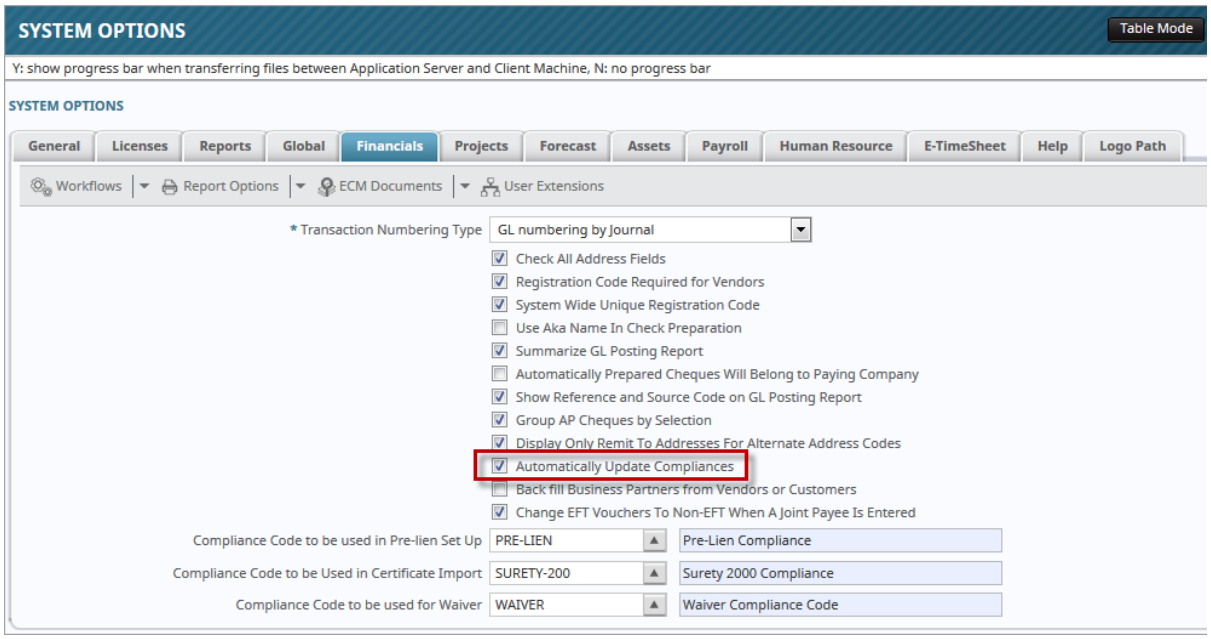
For Vouchers with date sensitive Compliance Codes, this field indicates if the Voucher is Date Compliant. This checkbox is not editable, as its state is automatically determined by the system. A Voucher with a date-sensitive Compliance Code is Date Compliant if its Invoice Date or the system date, depending on the date selected via the **Update Date Sensitive Compliance** field on the **Voucher** tab of the AP Control File, is within the date-sensitive code's **Start Date** and **End Date** (Coverage Start & End Dates).

Also, a backend utility can be enabled to run nightly to check all posted Vouchers in the Accounts Payable module with date-sensitive Compliance Codes to update their Date Compliance Status, and if necessary, their Payment Status accordingly. To enable this nightly utility, the following two checkboxes in the System Options screen of the System Data module must be checked (standard Treeview path: *System > Setup > System Options*):

1. Check the **SC Daily Compliance update** checkbox (shown below) in the Job Queues popup launched by clicking the [**Job Queues**] button on the **General** tab of the System Options screen:



2. Check the **Automatically Update Compliances** checkbox (shown below) on the **Financials** tab of the System Options screen:



Date Sensitive – Checkbox

This checkbox indicates if the Compliance Code is date sensitive. This checkbox's state defaults from the master Compliance Code's setup in the Compliance Codes maintenance screen, and it is not editable.

Date sensitive Compliance Codes are used to ensure that required insurance or certificates for Vendors are up-to-date. When a date sensitive Compliance Code is defined, a **Start Date** and **End Date** are specified (Coverage Start & End Dates), which the system uses to determine if a Voucher is Date Compliant.

A Voucher with a date sensitive Compliance Code is Date Compliant if its Invoice Date or the system date (depending on which date is selected via the **Update Date Sensitive Compliance** field on the **Voucher** tab of the AP Control File) is within the range specified by the Compliance Code's **Start Date** and **End Date**.

SC Auto Assign – Checkbox

This checkbox's state defaults from the master Compliance Code's setup in the Compliance Codes maintenance screen.

Leave this box blank if you do not wish to assign this Compliance Code to all new Subcontracts under the specified Vendor, otherwise, check this box.

PO Auto Assign – Checkbox

This checkbox's state defaults from the master Compliance Code's setup in the Compliance Codes maintenance screen.

To assign this Compliance Code to all new Purchase Orders against the specified Vendor, check this box.

[**Copy**] – Button

Use the [**Copy**] button to copy the Compliance Code to a target Vendor.

[**Add To Companies**] – Button

This button is used to create a default Compliance Code for the selected Vendor at the System Level. Once the details of the default Compliance Code have been entered, the default is assigned to the selected Vendor system wide (i.e. to every instance of the Vendor under all Companies in the system) via this button. The system wide default for the Vendor is saved as entries in the Vendor by Company Compliance screen, in which there will be an entry of this default Compliance Code for the Vendor for each Company under which the Vendor exists.

Example: Say there are instances of a Vendor: Ven1, under three Companies: Comp1, Comp2, and Comp3. If a default Compliance Code is assigned to Ven1 system wide via this screen, in the Vendor by Company Compliance screen, an entry of the default for Ven1 will exist under Comp1, Comp2, and Comp3.

NOTE: This button is not available in the Vendor by Company Compliance screen as this button assigns codes at the System Level

[**Add to Contracts**] – Button

Use this button to add a Compliance Code to a Vendor's existing posted Subcontracts and POs, and to the posted Vouchers associated to the Subcontracts and POs.

NOTE: For Vouchers, a Compliance Code is added or updated only if the Voucher's Payment Status is "**Compliance Hold** (**C**)". A Voucher is automatically assigned the **Compliance Hold** Payment Status when it is posted and the system determines that it is not compliant. Once the Payment Status is changed to a different status, Compliance Codes can no longer be added to, or updated for the Voucher via this screen.

When this button is pressed, the system will examine every Subcontract, PO and posted Voucher associated to a Subcontract or PO for the selected Vendor in the system. If any of these items do not have the code, it will be added. If any of these items already have this Compliance Code, and the **Insurance Company** and **Certificate #** fields match, its details will be overwritten with this code's details. If an item already has this Compliance Code, and the **Insurance Company** and **Certificate #** fields do not match, this code will be added under the variant version, so that users can see details such as when the older compliance certificate ends and the new one begins.

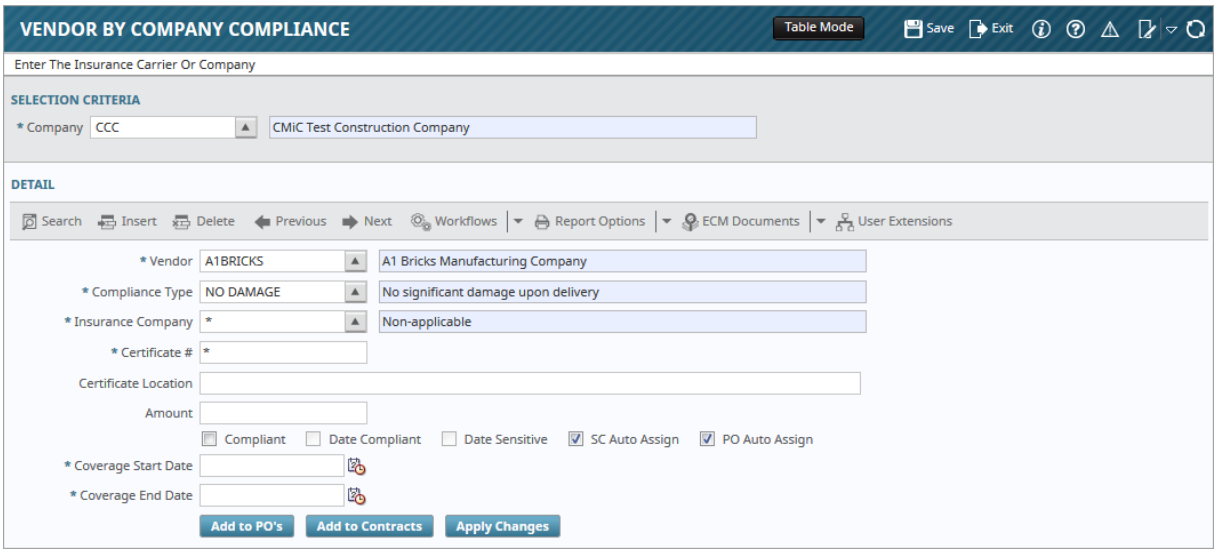
[**Apply Changes**] – Button

This button is used to update the details of a Compliance Code assigned to a Vendor's Subcontracts, POs and posted Vouchers associated to a Subcontract or PO, system wide.

When this button is clicked, the system will examine every Subcontract, PO and posted Voucher associated to a Subcontract or PO for the selected Vendor in the system. If any of these items have the Compliance Code, and the **Insurance Company** and **Certificate #** fields match, the Compliance Code's details will be updated using these details.

NOTE: For Vouchers, a Compliance Code is added or updated only if the Voucher's Payment Status is "**Compliance Hold** (**C**)". A Voucher is automatically assigned the **Compliance Hold** Payment Status when it is posted and the system determines that it is not compliant. Once the Payment Status is changed to a different status, Compliance Codes can no longer be added to, or updated for the Voucher via this screen.

Vendor by Company Compliance – Company Level



Pgm: INSVCFM – Vendor by Company Compliance

This screen is used to set up default Compliance Codes for a Vendor at the Company Level. The default Compliance Codes will be assigned to new Subcontracts for the Vendor if the **SC Auto Assign** box is checked, and to new POs if the **PO Auto Assign** box is checked. These assigned Compliance Codes are then inherited by the associated RFPs and Vouchers.

Using the [**Add to POs**] button, this screen can also be used to add a Compliance Code to a Vendor's existing POs, and to the posted Vouchers associated to the POs.

Using the [**Add to Contracts**] button, a Compliance Code can be added to a Vendor's existing posted Subcontracts, and to the posted Vouchers associated to the Subcontracts.

And via the [**Apply Changes**] button, users can update the details of a Compliance Code assigned to a Vendor's existing posted Subcontracts, POs, and posted Vouchers that are associated to a Subcontract or PO.

NOTE: Before using this screen's buttons to apply changes, save the changes.

Vendor

Select the Vendor to apply the Compliance Code to.

Compliance Type

Select the Compliance Code being assigned.

Insurance Company

Enter the Insurance/Bonding Company that holds the insurance policy that you are detailing.

Certificate

An asterisk '*' will default to this field to indicate that this field is not applicable. If it is, enter the certificate/policy number in this field.

Certificate Location

If applicable, enter the location of the certificate/policy.

Amount

Enter the amount of insurance coverage provided by the insurance policy that you are defining.

Coverage Start Date, Coverage End Date

Enter the Coverage Start and End Date that represents the coverage period of the insurance policy that you are defining. The Coverage End Date will be used to warn the operator if this date is approaching. If the Compliance Code was defined as date sensitive, then these fields are required.

If the Vendor allows the insurance coverage to expire, and the Compliance Code's **Date Sensitive** box is checked, Vouchers cannot be created for the Vendor, and checks to the Vendor cannot be printed.

Compliant – Checkbox

This field sets the default compliance status of this Compliance Code for the specified Vendor. If it is checked, when this Compliance Code is assigned to a Vendor's PO, Subcontract or Voucher, the **Compliant** checkbox will default to checked.

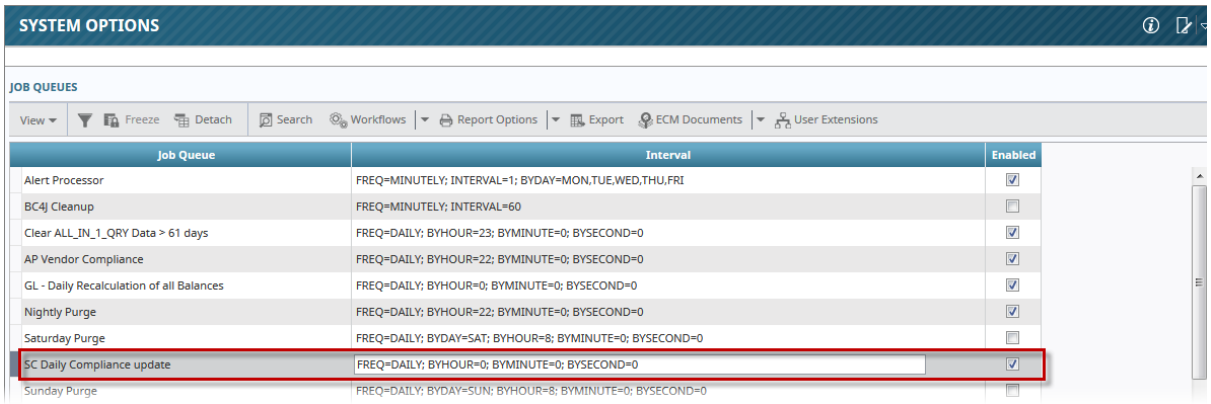
In this screen, this checkbox's default state comes from the master Compliance Code, in the Compliance Code screen, and it can be changed at this level if desired.

Date Compliant – Checkbox

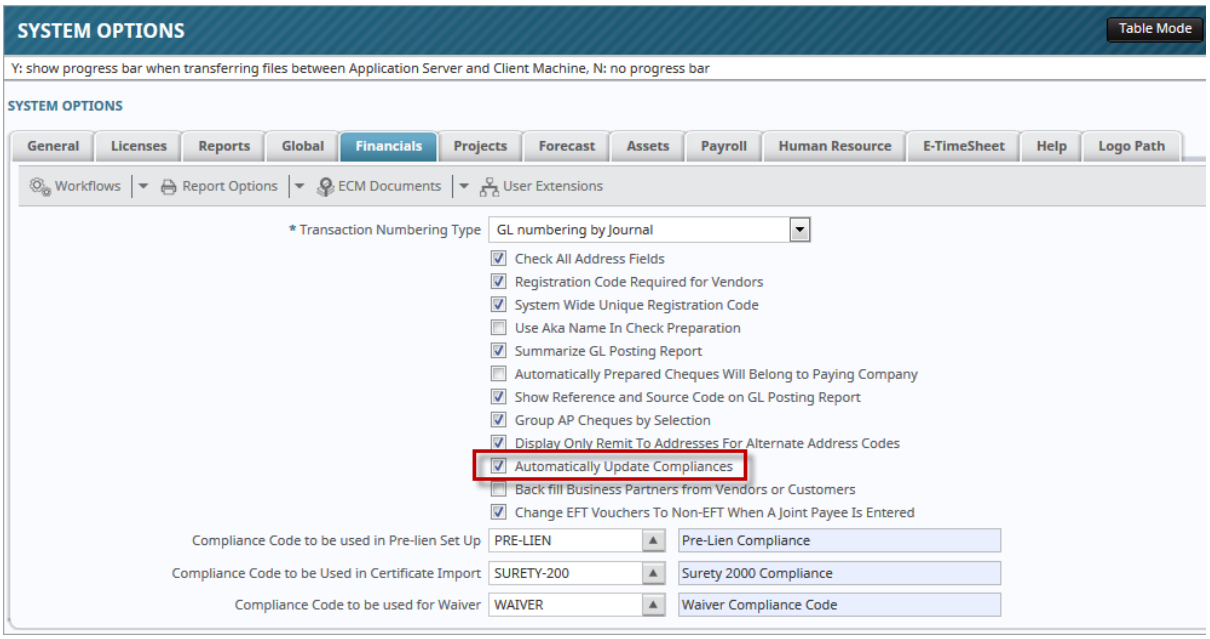
For Vouchers with date sensitive Compliance Codes, this field indicates if the Voucher is Date Compliant. This checkbox is not editable, as its state is automatically determined by the system. A Voucher with a date-sensitive Compliance Code is Date Compliant if its Invoice Date or the system date, depending on the date selected via the **Update Date Sensitive Compliance** field on the **Voucher** tab of the AP Control File, is within the date-sensitive code's **Start Date** and **End Date** (Coverage Start & End Dates).

Also, a backend utility can be enabled to run nightly to check all posted Vouchers in the Accounts Payable module with date-sensitive Compliance Codes to update their Date Compliance Status, and if necessary, their Payment Status accordingly. To enable this nightly utility, the following two checkboxes in the System Options screen of the System Data module must be checked (standard Treeview path: *System > Setup > System Options*):

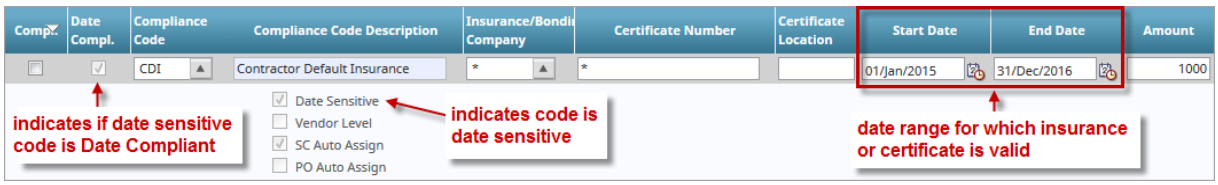
1. Check the **SC Daily Compliance update** checkbox (shown below) in the Job Queues popup launched by clicking the [**Job Queues**] button on the **General** tab of the System Options screen:



2. Check the **Automatically Update Compliances** checkbox (shown below) on the **Financials** tab of the System Options screen:



Date Sensitive – Checkbox



This checkbox indicates if the Compliance Code is date sensitive. This checkbox's state defaults from the master Compliance Code's setup in the Compliance Codes maintenance screen, and it is not editable.

Date sensitive Compliance Codes are used to ensure that required insurance or certificates for Vendors are up-to-date. When a date sensitive Compliance Code is defined, a **Start Date** and **End Date** are specified, which the system uses to determine if a Voucher is Date Compliant. A Voucher with a date sensitive Compliance Code is Date Compliant if its Invoice Date or the system date (depending on which date is selected via the **Update Date Sensitive Compliance** field on the **Voucher** tab of the AP Control File) is within the range specified by the Compliance Code's **Start Date** and **End Date** (Coverage Start & End Dates).

SC Auto Assign – Checkbox

This checkbox's state defaults from the master Compliance Code's setup in the Compliance Codes maintenance screen.

Leave this box blank if you do not wish to assign this Compliance Code to all new Subcontracts under the specified Vendor, otherwise, check this box.

PO Auto Assign – Checkbox

This checkbox's state defaults from the master Compliance Code's setup in the Compliance Codes maintenance screen.

To assign this Compliance Code to all new Purchase Orders against the specified Vendor, check this box.

[**Add to POs**] – Button

This button is used to add a Compliance Code to a Vendor's existing POs, and to the posted Vouchers associated to the POs.

NOTE: For Vouchers, a Compliance Code is added or updated only if the Voucher's Payment Status is "**Compliance Hold** (**C**)". A Voucher is automatically assigned the **Compliance Hold** Payment Status when it is posted and the system determines that it is not compliant. Once the Payment Status is changed to a different status, Compliance Codes can no longer be added to, or updated for the Voucher via this screen.

When this button is pressed, the system will examine every PO and posted Voucher associated to a PO for the selected Vendor, under the selected Company. If any of these items do not have the code, it will be added. If any of these items already have this Compliance Code, and the **Insurance Company** and **Certificate #** fields match, its details will be overwritten with this code's details. If an item already has this Compliance Code, and the **Insurance Company** and **Certificate #** fields do not match, this code will be added under the variant version, so that users can see details such as when the older compliance certificate ends and the new one begins.

[**Add to Contracts**] – Button

Use this button to add a Compliance Code to a Vendor's existing posted Subcontracts, and to the posted Vouchers associated to the Subcontracts.

NOTE: For Vouchers, a Compliance Code is added or updated only if the Voucher's Payment Status is "**Compliance Hold** (**C**)". A Voucher is automatically assigned the **Compliance Hold** Payment Status when it is posted and the system determines that it is not compliant. Once the Payment Status is changed to a different status, Compliance Codes can no longer be added to, or updated for the Voucher via this screen.

When this button is pressed, the system will examine every Subcontract and posted Voucher associated to a Subcontract for the selected Vendor, under the selected Company. If any of these items do not have the code, it will be added. If any of these items already have this Compliance Code, and the **Insurance Company** and **Certificate #** fields match, its details will be overwritten with this code's details. If an item already has this Compliance Code, and the **Insurance Company** and **Certificate #** fields do not match, this code will be added under the variant version, so that users can see details such as when the older compliance certificate ends and the new one begins.

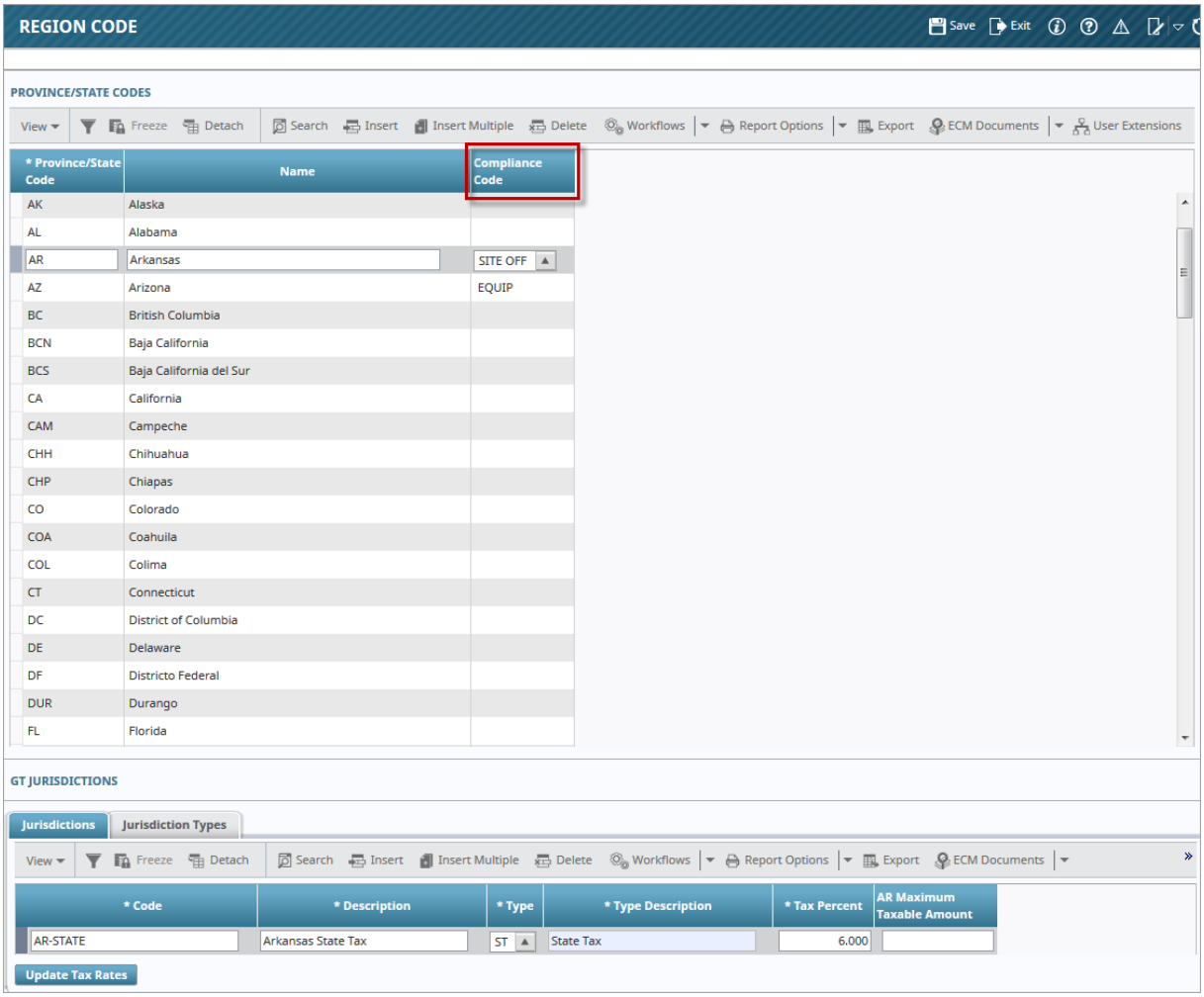
[**Apply Changes**] – Button

This button is used to update the details of a Compliance Code assigned to a Vendor's Subcontracts, POs and posted Vouchers associated to a Subcontract or PO, under the selected Company.

When this button is clicked, the system will examine every Subcontract, PO and posted Voucher associated to a Subcontract or PO for the selected Vendor, under the selected Company. If any of these items have the Compliance Code, and the **Insurance Company** and **Certificate #** fields match, the Compliance Code's details will be updated using these details.

NOTE: For Vouchers, a Compliance Code is added or updated only if the Voucher's Payment Status is "**Compliance Hold** (**C**)". A Voucher is automatically assigned the **Compliance Hold** Payment Status when it is posted and the system determines that it is not compliant. Once the Payment Status is changed to a different status, Compliance Codes can no longer be added to, or updated for the Voucher via this screen.

Vendor in Job's State/Province Tax Compliance



Pgm: REGFM – Region Maintenance (standard Treeview path: System > Global Tables > Region Codes)

The Region Code screen is found in the System module, and it can be used to associate a Compliance Code to a state/province Region Code, so that in the Subcontract Entry screen, if the Subcontract's Job location state is not the same as that of the Vendor, the Compliance Code assigned to the Region Code will be added to the Subcontract. This can be used to ensure that Vendors do not charge state/province taxes when they are not applicable, due to locations.

For details about this screen, please refer to the *Region Codes* subsection in the System reference guide.

Business Partner Setup Requirements

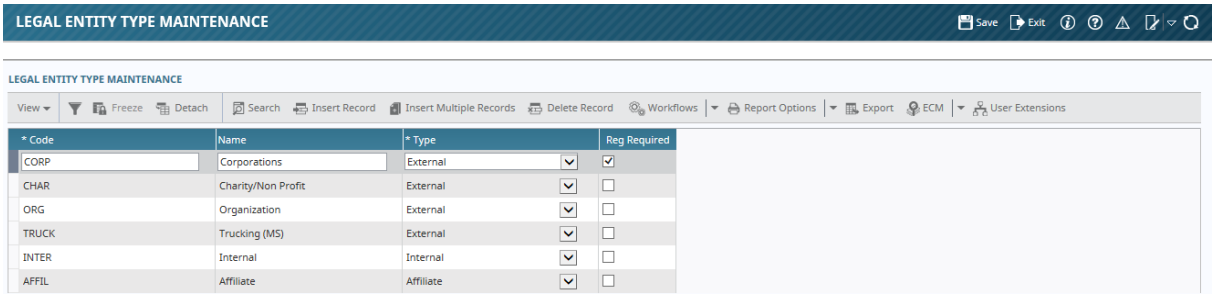
Define the Legal Entity Types

Define any Legal Entity Types required to distinguish the Business Partners you will define.

Define Business Classifications

Business Classifications are used to monitor the Government classifications, such as minority owned…

Creating Legal Entity Types



Pgm: BPLEGFM – Legal Entity Types

Legal Entity Types define the different types of Business Partners with whom you conduct business. In this screen, set up the Legal Entity Types you will use to group Business Partners for reporting purposes. When creating a Business Partner you will have the option of specifying a Legal Entity type.

Examples of legal entity types that you might define to group Business Partners are government entities, charities and even sister-companies.

Legal Entity Code and Name

Enter the code that represents the Legal Entity that you are defining. This code can be up to 5 alphanumeric characters in length. Enter the descriptive name for the Legal Entity that you are defining. The name can be up to 30 alphanumeric characters in length.

Legal Entity Type

There are three types of Legal Entities:

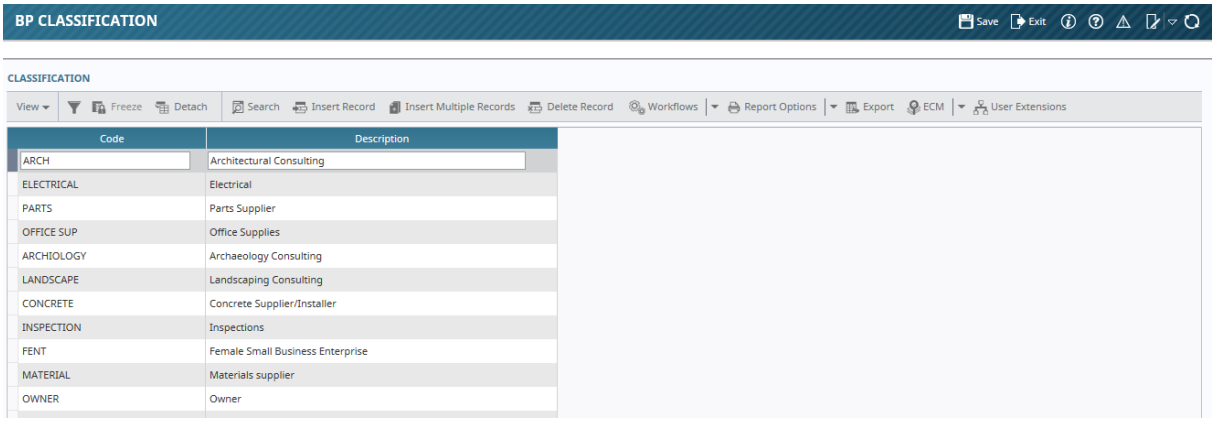
Type	Meaning
External	Indicates there is no relationship between your Company and any Business Partner assigned a Legal Entity code with this type associated to it.
Affiliate	Indicates there is some relationship between any Business Partner assigned a Legal Entity code with this type associated to it
Internal	Indicates the Business Partner with this Legal Entity assigned is actually part of your Company.

The Legal Entity Type is used to determine what Revenue Accounts are to be used when selling Inventory to a Customer. (For more information refer to the Inventory Manual)

Required Flag

If Business Partners who are assigned this Legal Entity type are required to have a Registration Code entered before they can become vendors, check this field. Registration Codes are used for 1099 reporting in the US and for storing GST numbers in Canada. The default value for this field is set on the Systems Option form in the System Data menu.

Entering Business Partner Classifications



Pgm: PMCLSFCT – Business Partner Classifications

Business Partner Classifications are used to apply one or more classifiers to a business partner. The functionality of these classifiers is used in the Project Management System. The most common use for these classifiers is for ownership classifications that may require government reporting, such as minority owned. These classifications can also be applied to 2nd tier subcontractors.

Invoice Registration Setup Procedure

Set the Accounts Payable Control File flags

The AP Control File maintains checkboxes pertaining to the Invoice Registration functionality.

If checked, the **Use Invoice Series Code** checkbox enables the **Series** (Invoice Series Code) field within the Enter Vouchers screen. As a mandatory field on invoices within the registry, you will need access to this field during voucher entry to distribute and post registered invoices.

On the **Voucher** tab, The **Require Approval of Registered Invoices** checkbox determines whether approval is required to convert a Registered Invoice into a Voucher. This is an optional process, and you are not obligated to use this feature in order to generate Vouchers from Registered Invoices.

Check the **Require Approval of Registered Invoices** box if you want registered invoices to go through a formal approval process. Leave this box blank if approval is not required.

Specify the Invoice Registration Layout by User

Specify the Layout for invoice registration by selecting an appropriate option within the Set User Defaults screen (standard Treeview path: *AP > Setup > Set User Defaults*). The system allows for the display of invoices within the Register Invoices screen in either Table or Form mode.

Tabular Entry displays the invoices in a multi-row format. Form entry displays each registered invoice individually. This field is used for default purposes only and may be changed at any point during the entry of registered invoice within the Register Invoices screen. Custom entry is defined by the user.

Create an Invoice Registration Group

Invoice Registration Groups are used to group the access, entry and approval of invoices entered through the Register Invoices screen.

The Register Invoices screen requires that you enter the invoices into a registration group. For this reason, you must create at least one Registration Group and grant the appropriate user access if you want to register invoices prior to the creation of vouchers within the Accounts Payable.

Frequently Asked Questions

FAQs

What Do I Need to Create an Independent Contractor Electronic Filing Report?

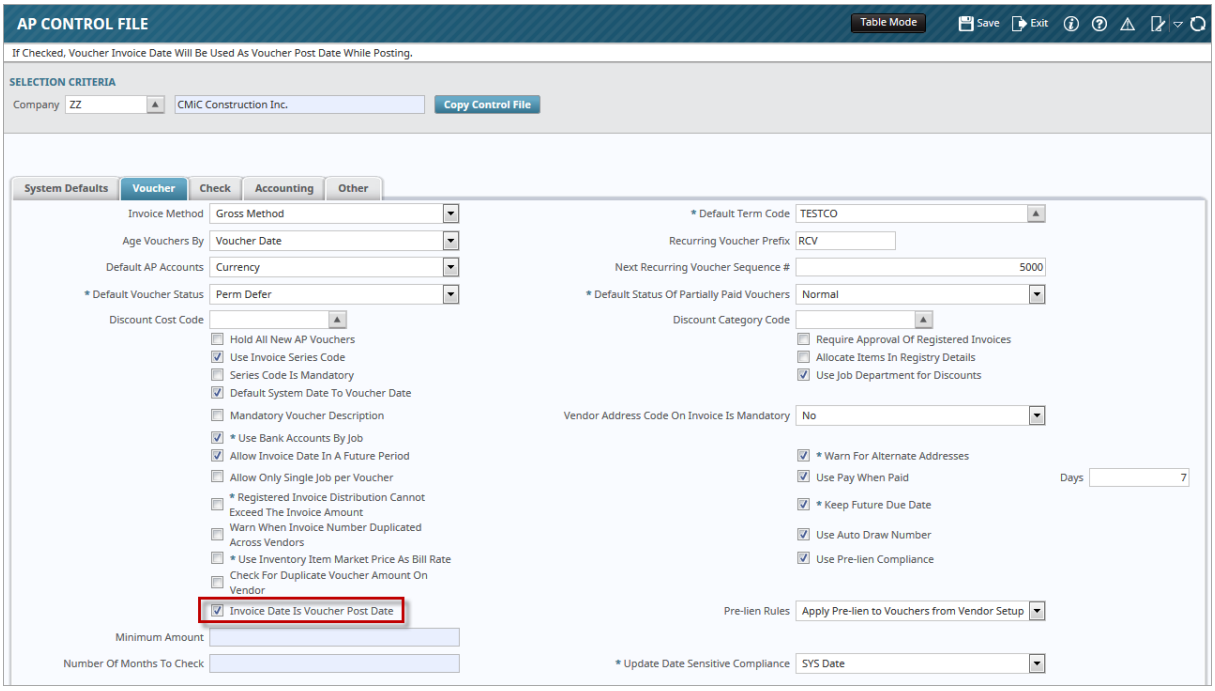
Answer: The Independent Electronic Filing Report is for the state of California. See the *Create Independent Contractor* section in this reference guide on how to mark a business partner as an Independent Contractor. Because the FEIN is only stored in the Payroll module, you must set up your AP company in the Payroll module. From and To dates are mandatory fields and must be in the same calendar year. Only posted checks are included in the threshold. The report will include independent contractors whose calendar year to date payments have reached or exceeded the set threshold for the first time in the calendar year during the specified from/to period. At present a hard copy of the report is not available for independent contractors it will be included in the ASCII output data file if specified.

Where is the name and address coming from for Independent Contractor Reporting?

Answer: The First Name, Middle Initial and Last Name come from the contact information for the person marked as the independent contractor. The address from the business partner screen, the Contractors SSN number from the Registration Number on the Business Partner screen.

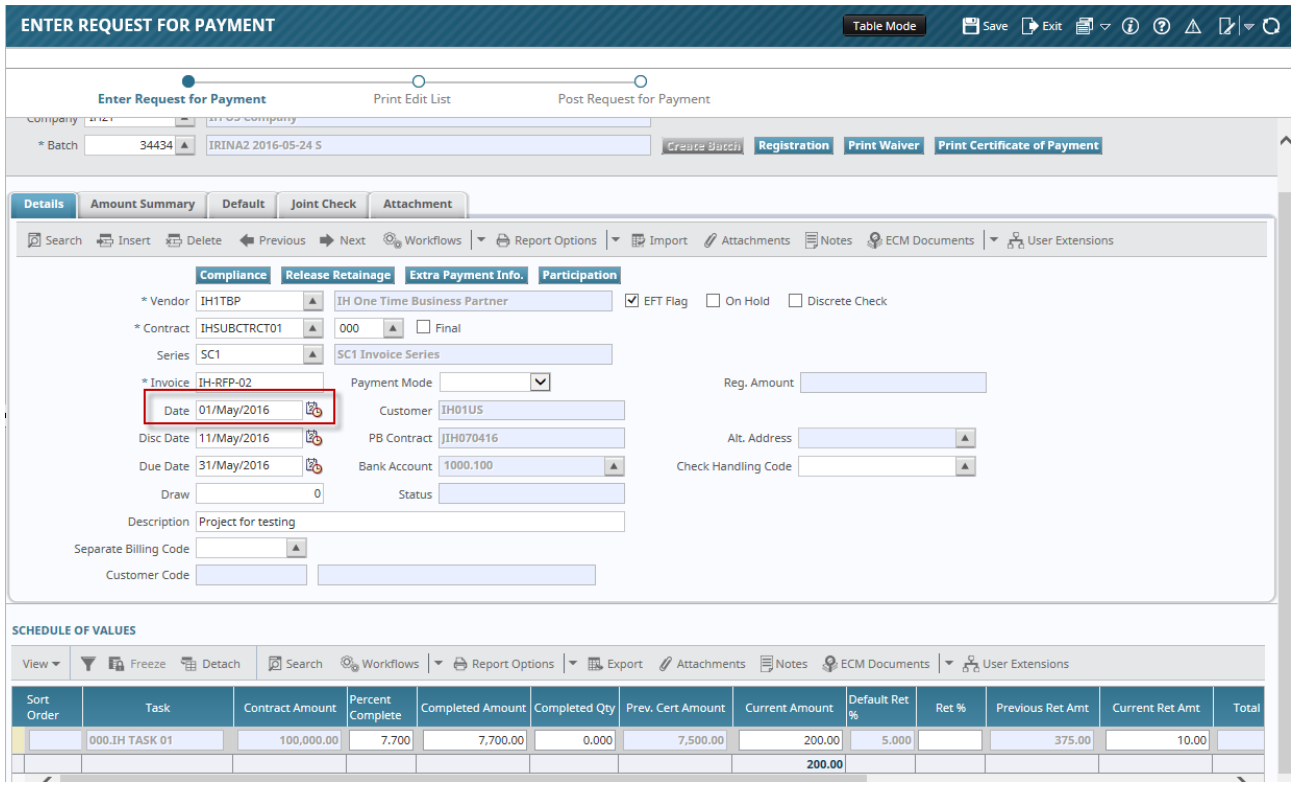
Quick Guides

Use Invoice Date as Voucher Post Date – Example

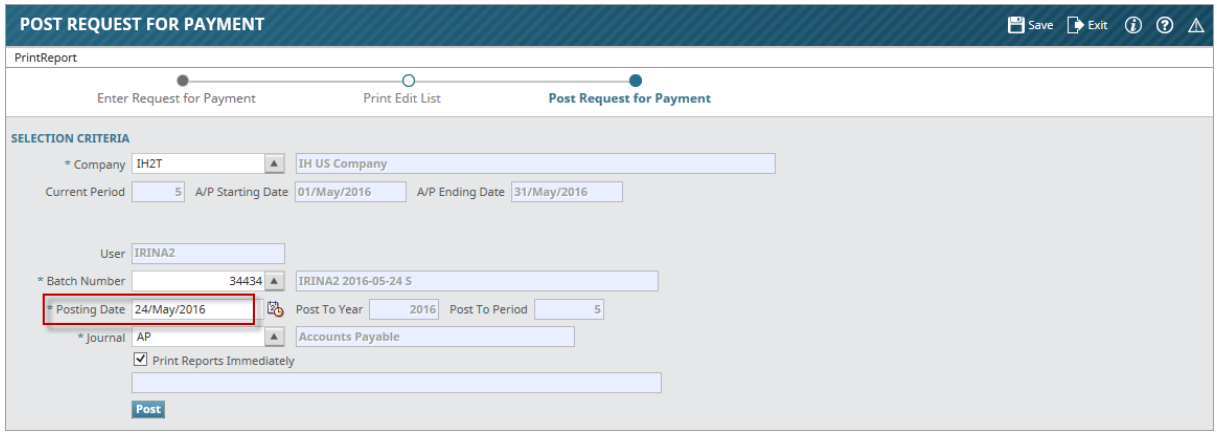


This section provides an example for the functionality provided by the **Invoice Date Is Voucher Post Date** flag on the **Voucher** tab of the AP Control File screen, shown above.

First, an RFP is created via the Enter Request For Payment screen in the Subcontract Management module, with an **Invoice Date** of May 01, 2016 and a **Batch Posting Date** of May 24, 2016:



Next, RFP is posted:



Then, view posting reports and compare the **Invoice Date** to the voucher's **Post Date**.

1. Account Payable – Voucher Posting Report (AP201):

IH2T - IH US Company
ACCOUNTS PAYABLE - VOUCHER POSTING REPORT
Batch 34434 - IRINA2 2016-05-24 S

Page: 1 of 2
Date: May 24, 2016
Time: 2:25 PM EDT

Vendor	Status	Voucher #	Invoice #	Invoice Date	Due Date	Curr	Cash Account	Purchase	Charges	Discount	Taxes	Net	Retainage
Currency: US - US Dollars													
IH1TBP	NON-COMPL	13446	IH-RFP-02	May 01, 2016	May 31, 2016	US	1000.100	200.00	0.00	3.80	9.50	195.70	10.50

IH One Time Business Partner — Disc Date: May 11, 2016 — Series Code: SC1 — Handling Code: — Discrete: N
Project for testing — Subcontract: IHSUBCTRCT01 — Change: 000 — Request ID: NONE

Type	Company	Dept	Account	Account Name	Debit	Credit	Qty/WM	Job/Eqp/WO	Cost Code /Eqp/WI	Cat/Tr/Exp	Expense Code	PO#/CONT	Item/Task
G	IH2T	00	2000.100	Current Payables		199.50	NA					IHSUBCTRCT01	
G	IH2T	00	2000.200	Retainage Payable		10.50	NA					IHSUBCTRCT01	
J	IH2T	00	1000.100	Bank of America (Operating Ac)	210.00		0.00 HR	JIH070416	01	1000		IHSUBCTRCT01	IH TASK 01

Total for Currency: US	200.00	0.00	3.80	9.50	195.70	10.50

Invoice Date
May 01, 21016

IH2T - IH US Company
ACCOUNTS PAYABLE - VOUCHER POSTING REPORT
Batch 34434 - IRINA2 2016-05-24 S

Page: 2 of 2
Date: May 24, 2016
Time: 2:25 PM EDT

GL Summary

Company	Dept	Account	Account Name	Debit	Credit	Net	Net Converted Comp Curr	Memo
Currency: US	US Dollars							
IH2T	00	1000.100	Bank of America (Operating Ac)	210.00	0.00	210.00	210.00 US	
IH2T	00	2000.100	Current Payables	0.00	199.50	-199.50	-199.50 US	
IH2T	00	2000.200	Retainage Payable	0.00	10.50	-10.50	-10.50 US	
Total for Currency: US				210.00	210.00	0.00		

Post Voucher Date is May 01, 2016 - the same as the Invoice Date

Report Parameters

Company:	IH2T	From Vendor:	Order By:	Vendor	Posted:	Yes	Run Date: May 24, 2016
Batch:	34434	To Vendor:	Print TAC:	No	Post Date:	01-May-2016	Run Time: 2:25 PM EDT
		From Voucher:			Job Number:	1166657	Operator: IRINA2
		To Voucher:					Report Code: AP201

2. General Ledger Summary Posting Report (GLPOST)

IH2T - IH US Company
General Ledger Summary Posting Report
Batch 34434 - IRINA2 2016-05-24 S

Page: 1 of 1
Date: May 24, 2016
Time: 2:25 PM EDT

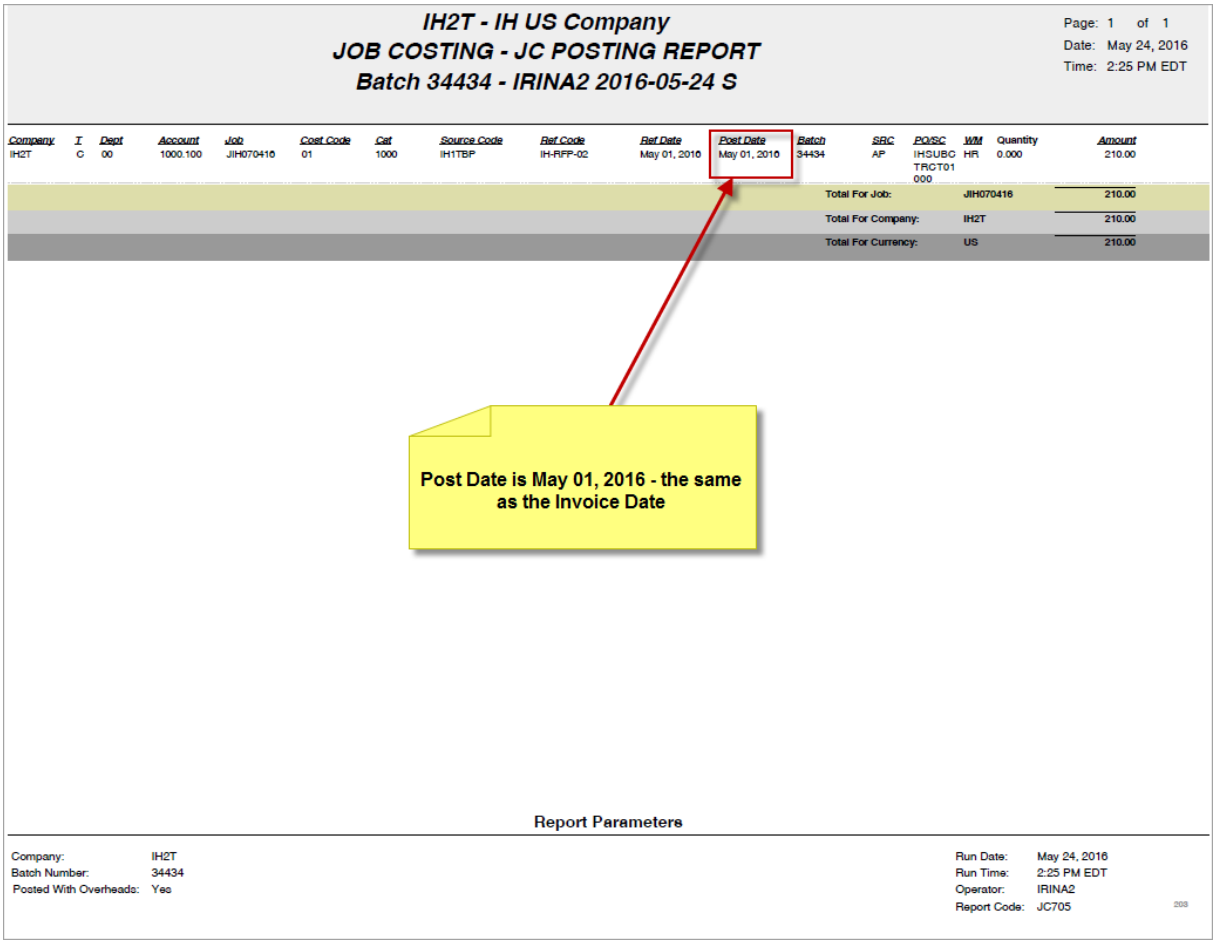
Department	Account	Account Name	Post Date	Source	Reference	Debit	Credit	Exchange Amount	Currency	Rate
Company IH2T - IH US Company										Currency US
00	1000.100	Bank Of America (Operating Ac)	May 01, 2016	IH1TBP	IH-RFP-02	210.00	0.00	210.00	US	1.0000
00	2000.100	Current Payables	May 01, 2016	IH1TBP	IH-RFP-02	0.00	199.50	-199.50	US	1.0000
00	2000.200	Retainage Payable	May 01, 2016	IH1TBP	IH-RFP-02	0.00	10.50	-10.50	US	1.0000
Total for Company IH2T - IH US Company						210.00	210.00	0.00		
Total for Currency US						210.00	210.00	0.00		
					Total for Batch	210.00	210.00	0.00		

Post Date is May 01, 2016 - the same as the Invoice Date

Report Parameters

Batch Number: 34434
Summary: No
Show: No
Job ID: 1166656
Run Date: May 24, 2016
Run Time: 2:25 PM EDT
Operator: IRINA2
Report Code: GLPOST

3. Job Costing – JC Posting Report (JC705)



IH2T - IH US Company
JOB COSTING - JC POSTING REPORT
Batch 34434 - IRINA2 2016-05-24 S

Page: 1 of 1
Date: May 24, 2016
Time: 2:25 PM EDT

Company	T	Dept	Account	Job	Cost Code	Cat	Source Code	Ref Code	Ref Date	Post Date	Batch	SRC	PO/SC	WM	Quantity	Amount
IH2T	C	00	1000.100	JIH070416	01	1000	IH1TBP	IH-RFP-02	May 01, 2010	May 01, 2010	34434	AP	IHSUBC TRCT01 000	HR	0.000	210.00
												Total For Job:		JIH070416		210.00
												Total For Company:		IH2T		210.00
												Total For Currency:		US		210.00

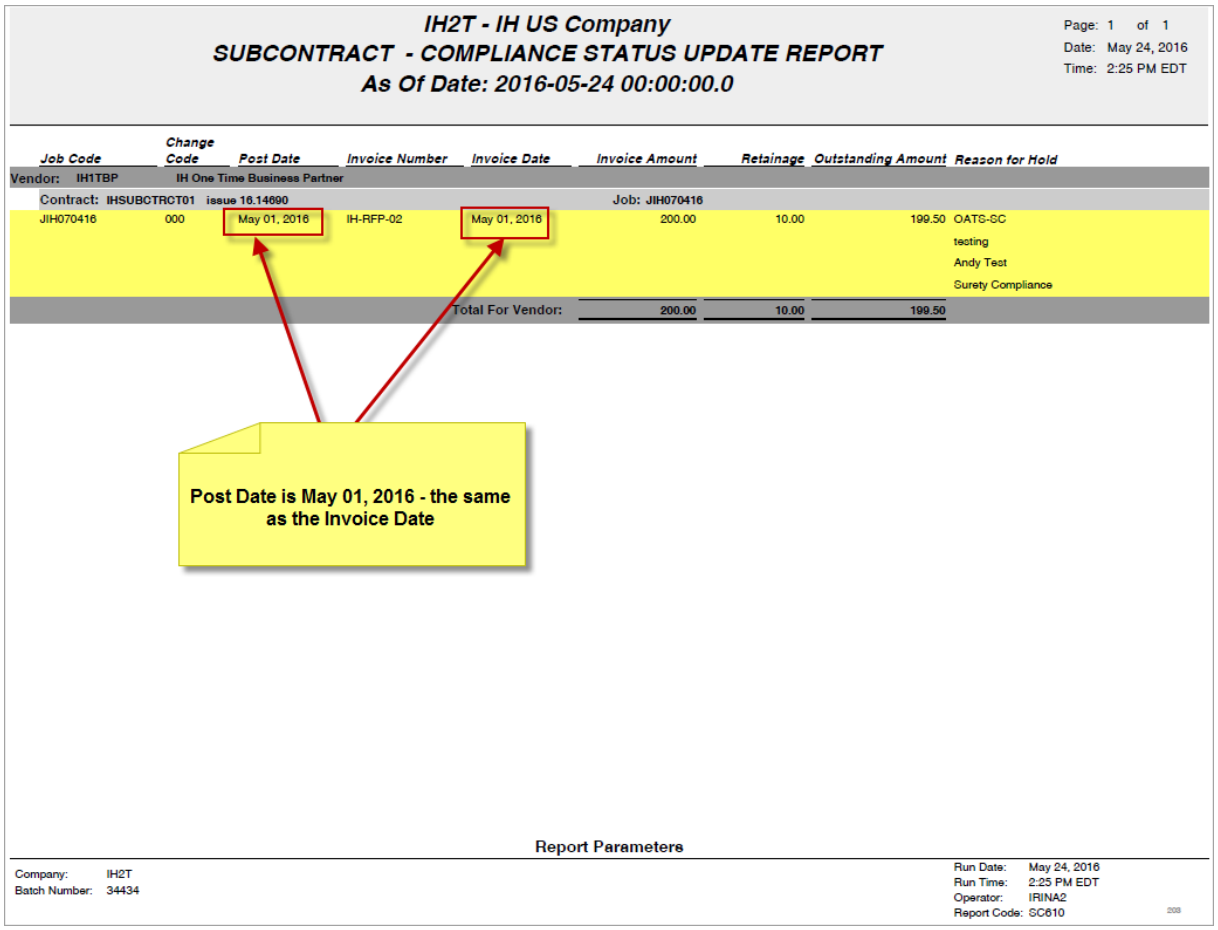
Post Date is May 01, 2016 - the same as the Invoice Date

Report Parameters

Company: IH2T
Batch Number: 34434
Posted With Overheads: Yes

Run Date: May 24, 2016
Run Time: 2:25 PM EDT
Operator: IRINA2
Report Code: JC705

4. Subcontract – Compliance Status Update Report (SC610)



IH2T - IH US Company
SUBCONTRACT - COMPLIANCE STATUS UPDATE REPORT
As Of Date: 2016-05-24 00:00:00.0

Page: 1 of 1
Date: May 24, 2016
Time: 2:25 PM EDT

Job Code	Change Code	Post Date	Invoice Number	Invoice Date	Invoice Amount	Retainage	Outstanding Amount	Reason for Hold
Vendor: IH1TBP	IH One Time Business Partner							
Contract: IHSUBCTRCT01 issue 16.14690					Job: JIH070416			
JIH070416	000	May 01, 2016	IH-RFP-02	May 01, 2016	200.00	10.00	199.50	OATS-SC testing Andy Test Surety Compliance
				Total For Vendor:	200.00	10.00	199.50	

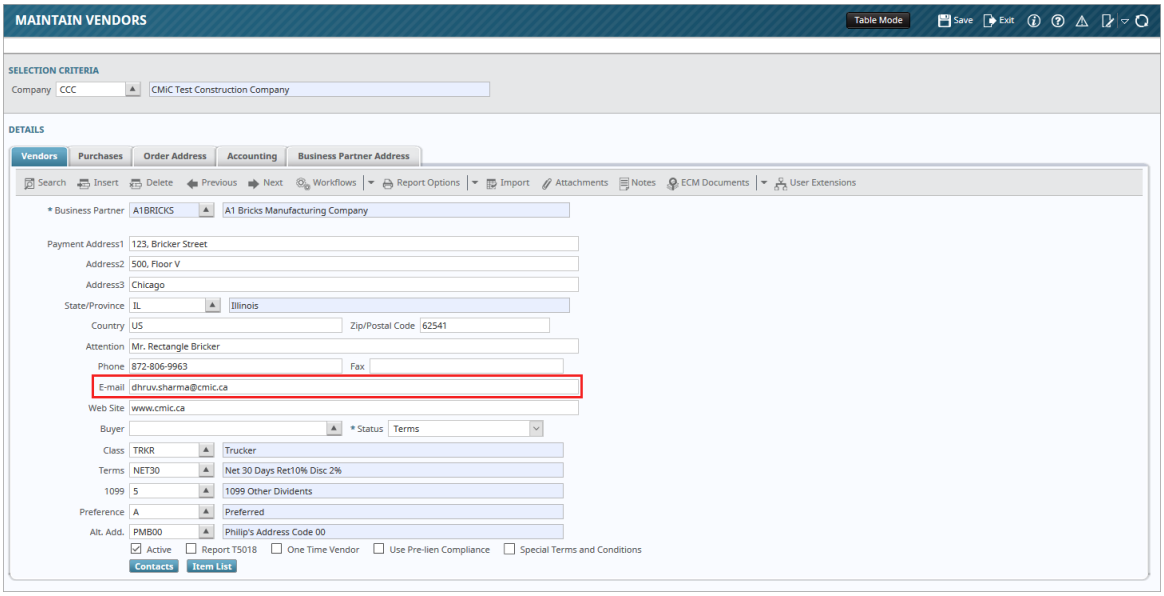
Post Date is May 01, 2016 - the same as the Invoice Date

Report Parameters

Company: IH2T
Batch Number: 34434

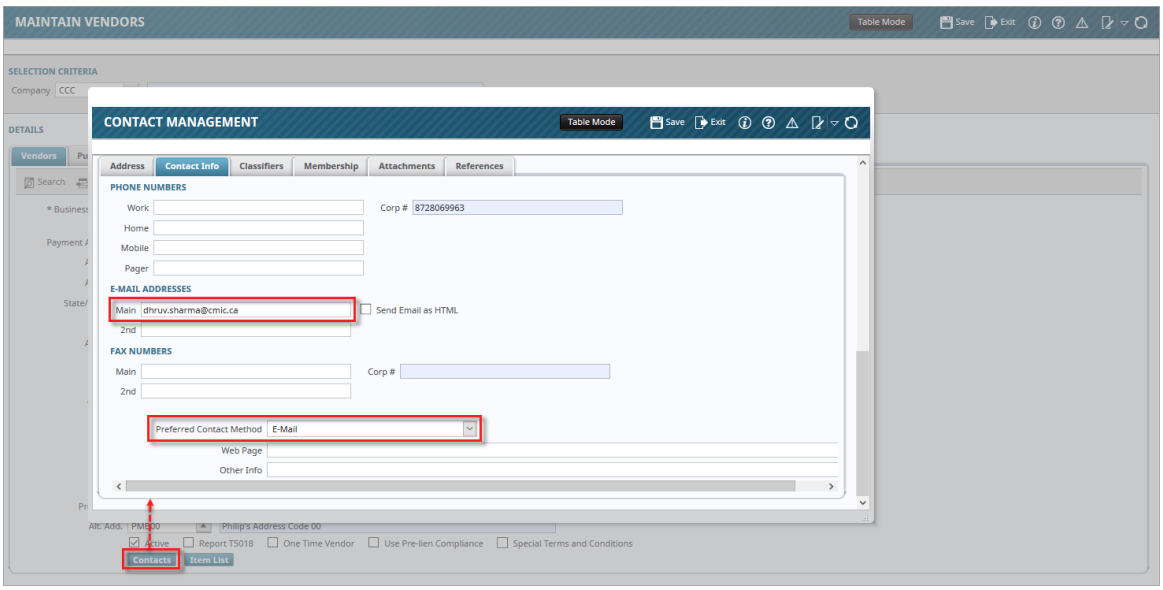
Run Date: May 24, 2016
Run Time: 2:25 PM EDT
Operator: IRINA2
Report Code: SC610

Emailing Vendor Pay Stubs When Printing an EFT File



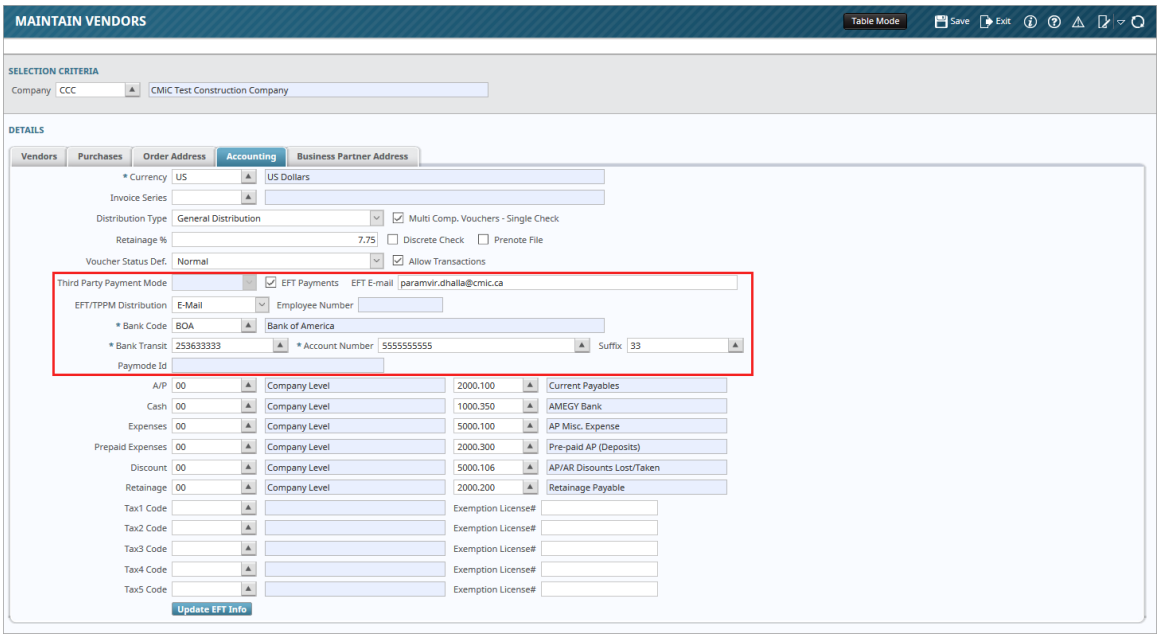
Pgm: BPVENFM – Maintain Vendors; standard Treeview path: Accounts Payable > Setup > Maintain Vendors

Enter a valid email address for the vendor on the Vendors tab of the Maintain Vendors screen.



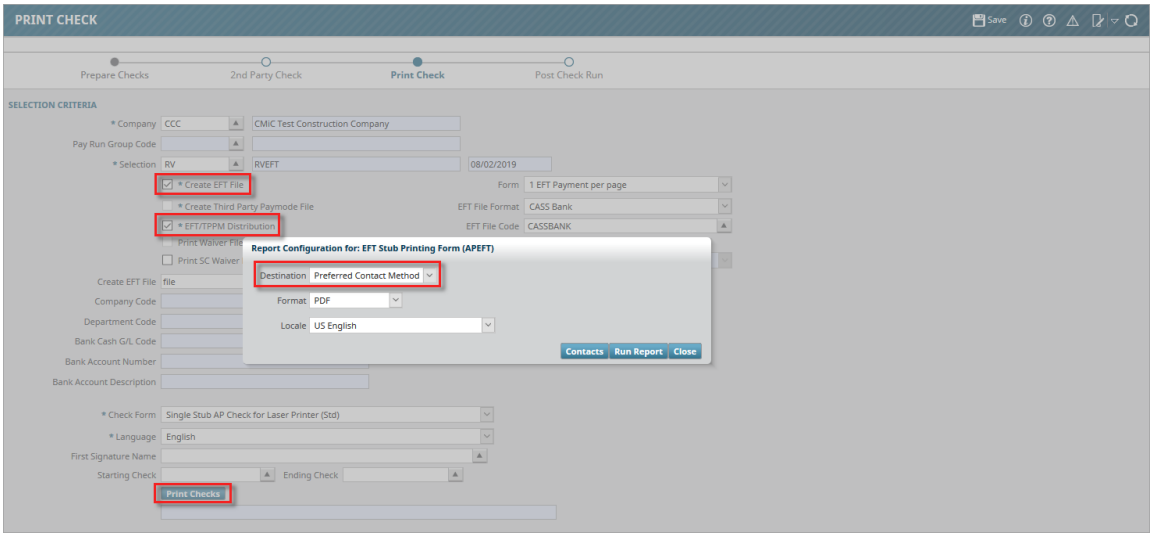
Pgm: BPVENFM – Maintain Vendors; standard Treeview path: Accounts Payable > Setup > Maintain Vendors – Vendors tab – [Contacts] button

In the Vendors tab of the Maintain Vendors screen, click the [**Contacts**] button to open the Contacts pop-up window for the business partner and set the Preferred Contact Method field as “E-mail” for the primary contact.



Pgm: BPVENFM – Maintain Vendors; standard Treeview path: Accounts Payable > Setup > Maintain Vendors – Accounting tab

Enter valid bank information in Accounting tab of the Maintain Vendors screen and check the 'EFT Payments' box.

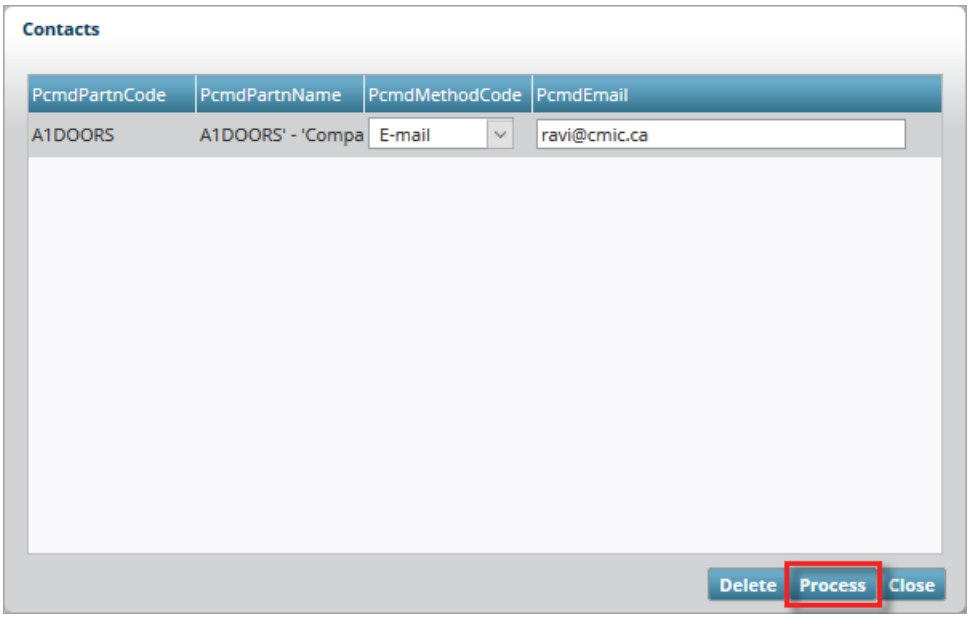


Pgm: APCHQPRT – Print Check; standard Treeview path: Accounts Payable > Check > Print Checks

Once the user is ready to print checks, navigate to the Print Checks screen, enter the necessary information, and check the ‘EFT/TPPM Distribution’ box. Next, press the [**Print Checks**] button.

In the print parameters pop-up window, set the Destination field as “Preferred Contact Method”.

If required, press the [**Contacts**] button to review the list of vendors and their email addresses.



[Contacts] button pop-up window

Click the [**Process**] button from the Contacts pop-up window, as shown above, or click [**Run Report**] from the main print parameters pop-up window. The checks and drafts report is printed, EFT files prepared, and the pay stub is emailed to the vendor.

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