

ACCOUNTS PAYABLE

MODULE

PROCEDURES

MANUAL



ACCOUNTS PAYABLE MODULE PROCEDURES TABLE OF CONTENTS

	<u>PAGE</u>	<u>SECTION</u>
TABLE OF CONTENTS	i-ii	25-200
OVERVIEW	1	25-210
NEW FEATURES	2	25-215
INVOICE WORKSHEET	3	25-220
WORKSHEET FEATURES	4	25-230
REQUEST FIELD COMMANDS	5	25-240
DATA ENTRY CONVENTIONS	6	25-250
ENTERING CONTROL GROUP HEADER	7-8	25-260
BALANCING CONTROL GROUP HEADER	9	25-265
ENTERING DIRECT INVOICES	10-18	25-270
ENTERING EMPLOYEE INVOICES	19-21	25-280
ENTERING MATCHED INVOICES	22-28	25-290
ENTERING DOCUMENT COMMENTS	29	25-295
NEXT PROCESSING	30	25-300
PASS PROCESSING	31-32	25-305
CONTROL ENTRY STATUS	33	25-320
ADDING TO AN OPEN CONTROL GROUP	34	25-330
CHANGING A DOCUMENT BEFORE CONTROL GROUP IS BALANCED	35-36	25-340
REJECTING OR DELETING A DOCUMENT BEFORE CONTROL GROUP IS BALANCED	37	25-342
CHANGING AN EXISTING DOCUMENT AFTER CONTROL GROUP IS BALANCED	38	25-350
DELETING A DOCUMENT AFTER CONTROL GROUP IS BALANCED	39	25-352
CANCELLING A DOCUMENT	40	25-354
DELETING A CONTROL GROUP	41	25-360
REMITTANCE MESSAGES CODES	42-43	25-365
MINI-CHART INDICATORS	44-45	25-366

ACCOUNTS PAYABLE MODULE PROCEDURES

TABLE OF CONTENTS

	<u>PAGE</u>	<u>SECTION</u>
INQUIRY SCREENS		
Vendor - VSL, VOS, VRS, VPT	46-48	<u>25-371</u>
Document List - DCL	49-50	<u>25-372</u>
Document General Information – DGI	51	<u>25-373</u>
Document General Payment Information – DPG	52	<u>25-373</u>
Document Payment Additional Information - DPA	53	<u>25-374</u>
Document Comment Inquiry - DCI	54	<u>25-375</u>
Document Detail Line List - DLL	55	<u>25-376</u>
Invoice to Purchase Order List - IPL	56	<u>25-377</u>
Purchase Order to Invoice List - PIL	57	<u>25-378</u>
Purchase Order Invoice Matching Information - PMI	58	<u>25-379</u>
History Document List - HDL	59	<u>25-380</u>
 Payment List - PYL	 60-61	 <u>25-390</u>
Invoices by Payment Reference Number - IRL	62	<u>25-395</u>
Payment Due Date List - PDL	63	<u>25-396</u>
Remittance Messages Codes List - RML	64	<u>25-400</u>
Mini-Chart of Accounts List - MCL	65	<u>25-410</u>
Budgetary Control Exceptions List - BCEL	66	<u>25-420</u>
1099 Codes List - TNL	67	<u>25-430</u>
 MULTIPLE PAYMENT INVOICES OVERVIEW	 68	 <u>25-510</u>
ENTERING MULTIPLE PAYMENT INVOICES - MPY	69-70	<u>25-520</u>
ENTERING RECURRING PAYMENTS	71	<u>25-530</u>
ENTERING VARIABLE PAYMENTS	72	<u>25-540</u>
ENTERING RECURRING AND VARIABLE PAYMENTS	73	<u>25-550</u>
MULTIPLE PAYMENT INQUIRY - MPI	74	<u>25-560</u>
 DOCUMENT MODELS - MWS	 75-79	 <u>25-570</u>
 BACKUP WITHHOLDING	 80-81	 <u>25-910</u>

ACCOUNTS PAYABLE MODULE PROCEDURES OVERVIEW

These procedures should be used for data entry or inquiry of invoices in the Accounts Payable (AP) module. There are two types of invoices: direct and matched. Direct invoices include employee advances and expenses, and direct vendor payments. Matched invoices involve matching an invoice to a purchase order. Additionally, credit memos can be either entered as a direct invoice or matched to a purchase order.

Single-invoicing is required to pay AP invoices. This means that each individual vendor's invoice or credit memo must be entered separately in AP to make payments and the vendor's invoice number, whenever possible, must be used on entry (see [section 25-270](#) on entering direct invoices and [section 25-290](#) on matched invoices). Since invoice number is a key field, this helps prevent duplicate payments and provides for better vendor self-service.

The following entries are posted to general ledger (GL) for each direct invoice line. The invoice line is entered on-line; the other three lines are generated by AP.

- (A) Invoice line (expense or advance) - Debit to account as entered on-line
Accounts payable setup - Credit account 2110000
- (B) Accounts payable reversal - Debit account 2110000
Cash - Credit account 1140000

The entries in (A) are extracted to GL after the invoice has been approved for payment. They have an effective date equal to the expense effective date, usually the date entered. Entries in (B) are extracted to GL after the payment has been written. They have an effective date equal to the payment write date.

In addition to the lines above, the following are also generated for matched invoices.

- (C) Encumbrance reversal - Credit class 8 account
Reserved for encumbrance reversal - Debit account 3210010

When a payment is cancelled, AP generates reversing entries for those in (B). When the invoice is cancelled, AP generates reversing entries for those in (A). For matched invoices, the entries in (C) are also reversed.

ACCOUNTS PAYABLE MODULE PROCEDURES NEW FEATURES

In March and May 2012, the AP module was updated for the following online enhancements:

- AP DCL, Added APPROVAL NBR field; allows for inquiry by pay entity and Auditor approval number; see [section 25-372](#)
- AP ILA, Added BEG LINE field; allows direct access of PO lines when matching; see [section 25-290](#)
- AP PYL, Added pay entity and vendor selection criteria with History switch; see [section 25-390](#)

In May 2014, the AP module was updated for the following online enhancement:

- AP IRL, Added PYMNT ST field and its value; additional display field provides payment status for payment number; see [section 25-395](#)

ACCOUNTS PAYABLE MODULE PROCEDURES INVOICE WORKSHEET

The IWS (Invoice Worksheet) and EWS (Employee Worksheet) screens are the entry points for direct invoices and employee expenses. An invoice document is divided into three worksheets, each with a top and bottom view. Each worksheet allows for header information and multiple lines of detail.

IWS1 - INVOICE WORKSHEET 1

Collects the most essential and frequently entered information including:

- Invoice Number
- Vendor Number
- Payment Due Date
- Invoice Amount
- Expense Indicator (Mini-Chart Indicator)
- GL Distribution
- Remittance Message
- All required information for the invoice

IWS2 - INVOICE WORKSHEET 2

Carries over the information from IWS1 and collects more specialized and/or less frequently entered information. This screen is also used by approving agencies.

- Handling Code
- BAP Code

IWS3 - INVOICE WORKSHEET 3

Collects optional data in the AP description fields. Use this worksheet only if you need to use the AP description fields 1, 2 or 3.

ACCOUNTS PAYABLE MODULE PROCEDURES WORKSHEET FEATURES

Each worksheet or window allows for 9,998 lines of detail. Documents can be distributed either by percentages or amounts.

There are four main types of worksheets:

- IWS** - Invoice Worksheet
- EWS** - Employee Worksheet
- IMW** - Invoice Maintenance Worksheet
- EMW** - Employee Maintenance Worksheet

How to navigate in the worksheet:

The worksheets are presented one at a time; however, because they are part of the same "spreadsheet", you can scroll left, right, up, or down to view another window. The scrolling commands are typed in the REQUEST field. Valid scrolling values for the REQUEST field are:

- R** = Right
- L** = Left
- D** = Down
- U** = Up
- TOP** = Home

ACCOUNTS PAYABLE MODULE PROCEDURES REQUEST FIELD COMMANDS

ADD or **A** - Enters new information into the system.

BALANCE, BAL or **B** - Concludes processing current control group; used on CES screen.

CHANGE or **C** - Changes information previously entered.

DELETE or **DEL** - On policy screens, marks data to be deleted by purge program. On CDE or worksheets, deletes data immediately. Invoices that have been approved and extracted to GL cannot be deleted, they can only be cancelled. See canceling a document in [section 25-354](#).

DOWN or **DN** - Scrolling command to scroll down one page on select screens. Use this command after you have encoded four lines of data and you want to put in more lines.

DOWNxx or **DNxx** - Scrolling command to scroll down the number of pages indicated by xx, where xx is a number from 1 to 10. This command is useful on DCL screen.

END, QUIT or **E** - Erases information just entered for ADD or CHANGE.

GET or **G** - Retrieves information previously entered.

LEFT or **L** - From worksheet 3, this command moves to worksheet 2. To go from worksheet 3 to worksheet 1, type **L2**. From worksheet 2, this command moves to worksheet 1.

MORE - Redisplays IMP during matching process.

NEXT or **N** - Concludes processing current document, updates the AFF, and prepares you for encoding a new invoice by presenting a blank worksheet screen.

PASS - Alerts purchasing department to exception document (used on DLA screen).

REJECT - On worksheet screens EWS, IWS or IMP, erases data entered for the current invoice and displays a screen with all fields blank. On maintenance screens EMW or IMW, displays a screen with all fields blank (it does not delete a completed invoice, merely clears all fields on the screen).

RESTORE or **RST** - Cancels a DELETE command on policy screens (e.g., MCA, STT).

RETURN or **R** - Redisplays screen accessed just prior to current screen.

RIGHT or **R** - From worksheet 1, this command takes you to worksheet 2. To skip the worksheet 2, type **R2**; this takes you directly to worksheet 3.

TOP or **T** - Scrolling command moves to the top (line 0001) of a worksheet screen.

UP - Scrolling command to scroll up one page on select screens.

UPxx - Scrolling command to scroll up the number of pages indicated by xx, where xx is a number from 1 to 10. This command is useful on DCL screen.

ACCOUNTS PAYABLE MODULE PROCEDURES DATA ENTRY CONVENTIONS

AMOUNTS – The system automatically inserts a decimal point before the last two digits entered. (Example: 12345 is recorded as 123.45). A decimal can be entered. (Example: 123. is recorded as 123.00). Inquiry screens always display amounts with decimal points and commas.

DATES – Enter dates in month, day, year (MDY) format. Express dates with digits only; use either the last two or four digits of the year, e.g., 021517 or 02152017. When entering dates, you can type the slashes, but it's not necessary. The system always displays dates with the slash character. For example, 021517 or 02152017 returns 02/15/2017. Inquiry screens always display dates with slashes for readability.

PERCENTAGES – The % sign must be entered, otherwise, a dollar amount is assumed. The decimal point is not needed if one or two digits are keyed. (Example: 5% = 5.00%, 25% = 25.00%). If three or four digits are keyed, the decimal is required. (Example: 12.5% = 12.50%, 26.70% = 26.70%). The maximum percentage is 99.99.

QUANTITY – Quantities must be entered as whole numbers, i.e., a decimal cannot be used. Inquiry screens always display quantities greater than 999 with commas, e.g., 1,031.

ACCOUNTS PAYABLE MODULE PROCEDURES ENTERING CONTROL GROUP HEADER

All invoices must be entered into the system through control groups. Each control group must have a **control document** which is referred to as the control group header. The Control Group Header collects general information common to the documents within the group.

Only one operator can access a particular control group number at a time. Therefore, we have assigned a sequence of numbers for each operator (see section 20-050 of the [Accounting Systems Overview Procedures manual](#)). We recommend you use a different number for each type of document. Example:

Direct invoices	- 1001
Matched invoices	- 1002
Employee expense	- 1003

HOW TO USE THE CONTROL GROUP HEADER - After signing on to the Accounts Payable module, you should be at the APM (Accounts Payable Main Menu) screen. Type **CDE** (Control Document Entry) in the NEXT FUNCTION field and press Enter. The following screen is presented:

```

AP                                CONTROL DOCUMENT ENTRY                                CDE
200 - ENTER CONTROL GROUP INFORMATION
NEXT FUNCTION: _____ ACTION: _____                                02/13/2017  15:16:32
REQUEST: _____

=====
PAY ENTITY : | _____ CONTROL NUMBER: _____ CNTL AMT : _____
CNTL DATE : _____ APPL AREA : _____ AMT ENTERED: _____
GL EFF DATE: _____ CURRENCY CODE : _____ DIFFERENCE : _____
HANDLING CD: S ENTRY METHOD : _____ NBR DOC'S : _____
=====
OPTIONAL AMOUNTS AND DEFAULTS =====
MODEL INVOICE NUMBER: _ _____
THIS FIELD NOT USED : _____ THIS FIELD NOT USED : _____
" " " " : _____ " " " " : _____
" " " " : _____ " " " " : _____
" " " " : _____ " " " " : _____
" " " " : _____ " " " " : _____
" " " " : _____ " " " " : _____
" " " " : _____ " " " " : _____
" " " " : _____ " " " " : _____
" " " " : _____ " " " " : _____
" " " " : _____ " " " " : _____
SIGNATURE APPROVAL : _____ " " " " : _____
THIS FIELD NOT USED : _____ " " " " : _____

```

Required fields on CDE are:

PAY ENTITY
CONTROL NUMBER
ENTRY METHOD

ACCOUNTS PAYABLE MODULE PROCEDURES ENTERING CONTROL GROUP HEADER

ADDITIONAL INFORMATION ON CDE FIELDS

PAY ENTITY - The code assigned to identify a group of vendors. Type **EMPL**, **HEPL** or **XXXX** (agency specific pay entity).

CONTROL NUMBER - A four-digit number you establish and assign to a control group containing invoices/employee expenses. The same number cannot be used the same day. However, you can use that same number the next day. See section 20-050 of the [Accounting Systems Overview Procedures manual](#) for the control group header range of numbers assigned to your agency.

CNTL DATE - The date you enter as the identifying date for the control group of documents. If a date is not entered, the system automatically uses the current date.

APPLICATION AREA - The code defined to indicate the origin of a control group. See section 20-050 of the [Accounting Systems Overview Procedures manual](#) for the application area(s) assigned to your agency.

HANDLING CD - This field contains an **S**, which means do not pay the document or extract distribution information to general ledger until it is approved.

ENTRY METHOD - This indicates the entry method you want to use. The system automatically displays the corresponding screens. Valid options are:

- D** = Direct Invoice (IWS)
- E** = Employee Expense (EWS)
- M** = Matching Purchase Order to receipt to Invoice (IMP)

When left blank, the default is **D**, Direct Invoice. Press Enter and the appropriate screen would appear, depending on the ENTRY METHOD chosen.

MODEL INVOICE NUMBER - The model invoice number contains two fields: a one-byte worksheet model type and a sixteen-byte model invoice number. See [section 25-570](#) for more information on the different worksheet model types and how to establish a document model.

Remember, when you enter a model invoice number on the CDE screen, the model will apply to all invoices entered in that control group. However, you can change the invoice model on the worksheet screen (EWS or IWS).

Type model type in the one-byte field. Valid values for the invoice model are: **G** for global models, **P** for paying entity models, and **V** for vendor models. Type the invoice model number (as established on the MWS screen) in the sixteen-byte field.

ACCOUNTS PAYABLE MODULE PROCEDURES

BALANCING CONTROL GROUP HEADER

BALANCING CONTROL GROUP HEADER - Control group headers must be balanced after completing entry of invoices in a control group AND prior to sending those invoices to the approving agency. Sending invoices in for approval prior to balancing a control group can prevent the approving agency from accessing invoices in the group. If they cannot access an invoice, they cannot approve it.

You cannot balance a control group containing incomplete documents or invoices with matching exceptions. These documents must be resolved before balancing can proceed. Resolve an incomplete document by completing it, or by rejecting it. See [section 25-300](#) on next processing and [25-342](#) on rejecting documents or completing incomplete documents. See [section 25-305](#) on pass processing to resolve a matching exception.

To balance a control group header, type **CGS** in the NEXT FUNCTION field and press Enter. When the CGS (Control Group Status) screen is presented, select the control group you want to balance by typing **S** in the S field. This displays the CES (Control Entry Status) screen:

AP	CONTROL ENTRY STATUS				CES
NEXT FUNCTION: _____		ACTION: _____		02/13/2017 15:22:58	
REQUEST: _____					
PAY ENTITY : 0110	CNTL NBR : 0137	INVOICE STATUS: _____			
CNTL DATE : 02/10/2017	CURRENCY :	CONTROL AMT :	.00		
GL EFF DATE : 02/10/2017	APPL AREA: 14	GROSS DOC AMT:	148,533.56		
NBR OF DOC'S: 10		DIFFERENCE : 33.56	10		
VENDOR/EMPLOYEE	DOCUMENT NUMBER	GROSS AMOUNT	DOC DATE	STATUS	SEL
12479166	015695501-010217	85.00	01/02/2017	SUSPENDED	-
12279233	7235274x01242017	20,382.49	01/24/2017	SUSPENDED	-
12479166	015695501-020217	85.00	02/02/2017	SUSPENDED	-
12004143	07827041702	22.12	02/02/2017	SUSPENDED	-
12028886	140600-020617	104.95	02/06/2017	SUSPENDED	-
12219369	N6380459	691.08	02/04/2017	SUSPENDED	-
12421289	INV00373922	47,628.00	02/01/2017	SUSPENDED	-
12051515 01	206963	5,897.52	02/01/2017	SUSPENDED	-
12051515 01	206996	34,433.69	02/01/2017	SUSPENDED	-
12051515 01	206994	39,203.71	02/01/2017	SUSPENDED	-
PAGE: 1 STATUS: END OF LIST					

Type **B** or **BAL** in the REQUEST field on the CES screen. This removes the control group header from the system. The invoices are still on file and can be viewed on the DCL (Document List) screen. You can also still make changes, if necessary, on the maintenance worksheets, EMW or IMW. See [section 25-350](#) on changing an existing document after control group is balanced.

Use the INVOICE STATUS field to limit display of invoices by invoice status. The following values can be used in the field: Balanced, Cancelled, Full Paid, Incomplete, Partial Paid, Suspended, Hold, Match Excep, Unbal.

ACCOUNTS PAYABLE MODULE PROCEDURES ENTERING DIRECT INVOICES

DIRECT INVOICE

All groups of invoices must be preceded by a control group (CDE) as shown in [section 25-260](#). For direct invoices, the ENTRY METHOD must be blank or D. Press Enter to proceed to the Invoice Worksheet 1 (IWS1). The following screen is presented:

AP		INVOICE WORKSHEET 1		IWS-1T	
235 - ENTER REQUIRED KEY FIELDS					
NEXT FUNCTION: _____		ACTION: _____		02/13/2017 15:26:09	
REQUEST: _____					
=====					
INVOICE NUMBER : _____		DATE: _____		MODEL: _ _____	
VENDOR SHORT NM: _____				CURR : _____	
VENDOR NUMBER : _____				CM/DM : _____	
PO REFERENCE : _____		APPROVAL NBR: _____		MULTI PYMT: _	
TERMS CODE: _____		PYMT DUE DATE: _____		DO NOT USE : _____	
REMIT MSG: _____					
		SIGNATURE APPR CD: _____			
LINE	AMOUNT/PERCENT	EXP	CO	ACCOUNT	CENTER
VAT	QUANTITY UNIT	ITEM	NUMBER	DESCRIPTION	PRORATE (T F A D)
0001	_____	_____	_____	_____	_____
0002	_____	_____	_____	_____	_____
0003	_____	_____	_____	_____	_____
0004	_____	_____	_____	_____	_____
					GROSS AMOUNT: _____

IWS1 REQUIRED FIELDS - Complete the following required fields:

INVOICE NUMBER, **DATE**, and **VENDOR NUMBER** (including two-digit group, if any) or **VENDOR SHORT NM**, and press Enter. These fields represent the document "key" and cannot be changed. If an error is made on data entry, you must REJECT and reenter the invoice.

Then complete the following fields:

CM/DM (optional)

MULTI PYMT (optional)

PYMT DUE DATE

REMIT MSG (optional)

AMOUNT/PERCENT

EXP (optional)

COMPANY, **ACCOUNT**, and **CENTER**

PROJECT-COMPANY and **NUMBER** (optional)

QUANTITY (required for employee mileage reimbursements and motor fuel purchases)

GROSS AMOUNT

Type **NEXT** in the REQUEST field and press Enter. This is explained further in [section 25-300](#).

ACCOUNTS PAYABLE MODULE PROCEDURES ENTERING DIRECT INVOICES

ADDITIONAL INFORMATION ON IWS1 FIELDS

INVOICE NUMBER - The number can be up to 16 alphanumeric characters. This number is supplied by the vendor on the invoice or credit memo. Each invoice or credit memo must be entered separately. Each invoice number you enter must be unique for that vendor and paying entity. If a vendor's invoice does not include an invoice number, you must assign one. An assigned invoice number may not include personally identifiable information (PII), such as name, address, phone number, tax ID number (TIN), account number, etc., of anyone related to the goods and/or services provided on the invoice. Assigned invoice numbers should include a fiscal year indicator to help prevent duplicates.

DATE - Enter the date specified on the vendor's invoice or credit memo. If no date is supplied, use the date service was provided or when items were received.

VENDOR NUMBER or SHORT NAME - The short name look-up facility is used to locate a vendor/employee number. To use the short name look-up, enter a portion of the short name, followed by an @ sign in the SHORT NAME field on the worksheet and press Enter. The system responds with the Short Name Look-up screen (VSL). Select the desired vendor for the document by typing an R in the ACTIVITY field and press Enter. The system would return to the worksheet with the vendor information displayed. If you need to view more address lines on a particular vendor, the Order From Vendor Set-up Screen (VOS) can be used. Once at the VOS screen, type G in the REQUEST field, the paying entity, and vendor number, and press Enter. The address lines should appear (see also [section 25-371](#) on vendor inquiry screens).

MODEL - This is a document model number as created on the model worksheet screen (MWS). Refer to [section 25-570](#).

CM/DM (optional) – This indicates the type of invoice being entered. Leave blank for a normal invoice. Type C for a Credit Memo issued by the vendor.

MULTI PYMT (optional) - This indicates if the invoice should be broken down into multiple or variable payments. If you indicate Y (yes), the system displays the MPY screen after you NEXT the document. Otherwise, the system defaults to blank, or N (no) which means the invoice will not be broken into multiple payments. For further information, see [section 25-510](#) on Multiple Payments. If this field is completed, the PYMT DUE DATE field must be left blank.

TERMS CODE – Three-digit terms code; leave blank if using PYMT DUE DATE.

PYMT DUE DATE - The date on which the invoice is due to be paid. This field is required if the TERMS CODE and MULTI PYMT fields are blank or N (no).

REMIT MSG CODE (optional) - This indicates the standard phrase used when printing the remittance message on the payment. Remittance message codes are added on the RMC (Remittance Message Codes) screen; see [section 25-365](#). Use the RML (Remittance Messages List) screen to inquire remittance messages codes; see [section 25-400](#).

REMIT MSG (optional) - Leave blank if you entered a REMIT MSG CODE. Otherwise, type a remittance message. The message prints on the remittance portion of the payment as your communication with the vendor. A remittance message is the appropriate place to enter an account number and/or other pertinent information that will assist the vendor in properly crediting a payment.

AMOUNT/PERCENT - Enter the amount or percentage of the detail line. If you enter a percentage, you must enter the percent (%) sign after the amount. The system calculates the amount of each line using the percentage. To view the amounts after the calculation, go to the DLL (Document Detail Line List) screen. To enter a negative or credit amount, precede the amount with a dash (-). A negative percent cannot be entered. The net of all amounts must equal the GROSS AMOUNT.

ACCOUNTS PAYABLE MODULE PROCEDURES

ENTERING DIRECT INVOICES

EXP (optional) - Type the three-digit alphanumeric code representing a company, account, and center as established on the MCA (Mini-Chart of Accounts) screen. See [section 25-366](#) to maintain EXP codes on MCA. See [section 25-410](#) to inquire EXP codes on the MCL (Mini-Chart of Accounts List) screen.

COMPANY, ACCOUNT, and CENTER - Enter a valid company/account/center combination. These three fields can be left blank if you use an EXP code; see above.

PROJ-CO and NUMBER (optional) - Enter a valid project company (0008 or 0009) and project number. See also the [procedures manual](#) on using project company and project code.

QUANTITY (optional, except as noted) - Enter whole numbers only (no decimals). This is a required field for employee mileage reimbursements (subobjects 5203020, 5203030, 5203220 & 5203230) and for motor fuel purchases (subobjects 5205650 through 5205890).

1099 CODE - A code established to identify the category of payment reported on the 1099 tax form. A listing of the possible codes can be viewed on the TNL (1099 Codes List) screen, see [section 25-430](#). A code should be keyed in this field on every line subject to 1099 reporting.

Generally, reporting is required if payment is made to anyone other than a corporation, except a medical corporation or to a corporation for legal services. Payments to individuals, companies, sole proprietorships, estates, trusts and partnerships are reportable.

The exemption from issuing Form 1099-MISC to a corporation does not apply to payments for medical or health care services provided by corporations, including professional corporations. However, reporting is not required for payments made to a tax-exempt hospital or extended care facility or to a hospital or extended care facility owned and operated by the United States (or its possessions), a state, the District of Columbia, or any of their political subdivisions, agencies, or instrumentalities.

Most common 1099 codes and related examples of reportable payments:

I1, Interest

I4, Federal Income Tax Withheld

Backup Withholding (see [section 25-910](#) for procedures to enter backup withholding on an AP invoice)

M1, Rents

Equipment, Hotel/Motel, Office space, Parking Lot Space, Rental Assistance Paid to Landlords, Operating Agreement Leases

M2, Royalties

Payments for the right to exploit natural resources on a property for mining, extraction or other purposes as well as the right to exploit intangible property resources such as copyrights, trademarks and patents. Also, payments for the use of intellectual property rights, e.g., software licensing agreements. (Surface royalties are reported using M1; working interests in oil and gas extraction are reported using M7. Pay-as-cut timber royalties are reported on Form 1099-S, not 1099-MISC).

M3, Other Income

Prizes and Awards not for services performed. Deceased employee wages paid to an estate or beneficiary after the year of death. Most taxable damage awards paid to claimants for cases other than taxable back pay, physical injury or medical expense (payments to attorneys are reported as M7 or MC).

M4, Federal Income Tax Withheld

Backup Withholding (see [section 25-910](#) for procedures to enter backup withholding on an AP invoice)

M6, Medical and Health Care Payments

Payments to health and medical care service providers, including corporations. Mark payments for goods and services, if provided together, e.g., flu vaccine and services to inject the vaccine. Ambulance Services, Dentists, Doctors, For-Profit Hospitals, Lab Services, Optometrists, Private Duty Nurses, Psychiatrists, Psychologists, Rehabilitation Centers, Therapists, Veterinarians, Expert Witnesses

ACCOUNTS PAYABLE MODULE PROCEDURES

ENTERING DIRECT INVOICES

M7, Nonemployee Compensation

Services paid to non-employees, including payment for parts or materials used to perform the service if supplying the parts or materials was incidental to providing the service.

Accountants, Advertising, Appraisers, Architects, Attorneys Fees (including corporations), Auto Repair, Construction, Custodial/Maintenance, Consultants, Engineers, Landscapers, Locksmiths, Photographers, Printing Services, Professional Services, Referees, Rubbish Removal

Per diem and expenses not accounted for to the payer.

MC, Gross Proceeds Paid to an Attorney

Gross proceeds are payments made to an attorney as part of a legal settlement or court order, and should be marked MC. If you make a payment that includes both fees and a settlement amount, split it between M7 and MC. If you do not know this split, mark the entire amount MC.

Examples of payments that are NOT reportable on 1099-INT or 1099-MISC include:

- Accounted-for jury and witness per diem and expenses
- Accounted-for employee or consultant expense reimbursements
- Most social benefit program payments
- Most foster care payments
- Communication services (e.g., telegrams, telephone, etc.)
- Merchandise (except as noted above)
- Informer awards paid by a government agency for information relating to criminal activity
- Freight and storage charges
- Partnership distribution
- Prescription drugs paid to pharmacies
- Payments reportable on another form

Payees subject to reporting:

- Individuals
- Estates and trusts
- Partnerships
- Companies
- Medical corporations
- Attorneys, including corporations

Payees NOT subject to reporting:

- Corporations, except medical corporations or corporations providing legal services
- Governmental entities (federal, state, county, city, etc.)

GROSS AMOUNT - The gross document amount. This amount cannot be changed after you NEXT an invoice. If the approving agency does not approve an invoice because the amount is wrong, you must DELETE and reenter the invoice with the correct amount. See [section 25-342](#), or [25-352](#) for more information on rejecting and deleting documents.

ACCOUNTS PAYABLE MODULE PROCEDURES ENTERING DIRECT INVOICES

ADDITIONAL INFORMATION IWS-2T FIELDS

From screen IWS-1T type 'R' or 'RIGHT' in the REQUEST field and press enter. Screen IWS2T will be displayed.

HANDLING CODE - The handling code field is a two-character field. The first character will always be S.

The second position of handling code is the **single payment indicator**. The default value is blank (to combine payments). Type '1' to mark an invoice as single payment (valid only with BAP code AP3). Only use single payment when necessary, such as settlement payments and in cases requiring additional information related to a payment be submitted to the payee.

BANK PYMT - The bank account payment (BAP) code is used to designate how payment is made. The default value should be used unless there is a valid reason to do otherwise. ACH is used for electronic payments; AP1 for warrants sent out centrally; AP3 for warrants returned to the agency for mailing; and, AP2 must be used for pay entity EMPL invoices, on zero-amount invoices, or if processing an invoice and a credit memo that will combine for a zero total.

Note: Certain high-volume vendors have AP3/combine within pay entity as their default payment method (BAP code is AP3 and position two of handling code is blank). This allows for combining of invoices (within pay entity) that are sent back to agencies.

PROCESSING A ZERO-AMOUNT INVOICE – Zero-amount invoices, those with a GROSS AMOUNT of \$0.00 or those with a combined net of zero, require using BAP code AP2. No physical form is issued for AP2 payments.

COMPLETING THE DOCUMENT - You complete a document by typing **N** or **NEXT** in the REQUEST field and pressing Enter. This completes the invoice and performs funds checking for each line. Lines with account or funds exceptions will be added to the budgetary control exception queue. Use the BCEL screen to view these lines (see [section 25-420](#) on BCEL inquiry). If the total of all lines does not equal gross amount, there will be an error message. When a "clean" screen appears, you are ready to enter another invoice. You can check the status of any invoice through inquiry; see [section 25-372](#).

MULTIPLE DISTRIBUTION LINES - Four lines can be entered per screen. Additional lines are added by scrolling down the IWS1 worksheet. Type **D** (Down) in the REQUEST field and press Enter. The fourth distribution line shown on a screen is brought forward. Lines are automatically numbered by the system. You can enter up to 9,998 distribution lines. Invoices must have at least one line. To return to the first line, type in **T**, or **TOP** in the REQUEST field and press Enter.

ACCOUNTS PAYABLE MODULE PROCEDURES ENTERING DIRECT INVOICES

REPEATING INVOICE LINES - The " (double quote) key can be used to repeat the previous lines COMPANY and/or ACCOUNT and/or CENTER fields on the invoice worksheet 1 screen. Enter a " mark in the first position of the field(s) you want to repeat. See the following screen.

AP INVOICE WORKSHEET 1 IWS-1T

NEXT FUNCTION: | ACTION: 02/13/2017 15:46:22
REQUEST:

INVOICE NUMBER : 35203 DATE: 02/10/2017 MODEL: -
VENDOR SHORT NM: ANDERSONBROTHER PRECISION PRESS INC CURR :
VENDOR NUMBER : 12025429 01 SIOUX CITY CM/DM : I
PO REFERENCE : APPROVAL NBR: MULTI PYMT: N
TERMS CODE: 001 PYMT DUE DATE: DO NOT USE :
REMIT MSG: ACCOUNT_10524683

SIGNATURE APPR CD:

LINE	AMOUNT/PERCENT	EXP	CO	ACCOUNT	CENTER	PROJ-CO	NUMBER
VAT	QUANTITY UNIT	ITEM	NUMBER	DESCRIPTION	PRORATE	(T F A D)	USE 99 I'RC
0001	100.00	001	3125	52043900	0620020		
						N N N	
0002	50.00	001	"	"	0620140		
						N N N	
0003							
0004							
	:				:		
	:					GROSS AMOUNT:	150.00

ACCOUNTS PAYABLE MODULE PROCEDURES ENTERING DIRECT INVOICES

Press Enter. The previous line's COMPANY, ACCOUNT, and/or CENTER appears where the " (double quote) was entered. See the following screen.

AP	INVOICE WORKSHEET 1	IWS-1T
NEXT FUNCTION: _____ ACTION: _____		02/13/2017 15:47:41
REQUEST: _____		
=====		
INVOICE NUMBER : _____35203 DATE: 02/10/2017 MODEL: _ _____		
VENDOR SHORT NM: ANDERSONBROTHER PRECISION PRESS INC		CURR : _____
VENDOR NUMBER : _12025429 01 SIOUX CITY		CM/DM : I
PO REFERENCE : _____ APPROVAL NBR: _____		MULTI PYMT: N
TERMS CODE: 001 PYMT DUE DATE: _____		DO NOT USE : _____
REMIT MSG: _ ACCOUNT_10524683_____		
SIGNATURE APPR CD: _____		
LINE	AMOUNT/PERCENT EXP CO ACCOUNT	CENTER PROJ-CO NUMBER
VAT	QUANTITY UNIT ITEM NUMBER	DESCRIPTION PRORATE (T F A D) USE 99 I'RC
0001	_____100.00 001 3125 52043900	_____ 0620020
		N N N N
0002	_____50.00 001 3125 52043900	_____ 0620140
		N N N N
0003	_____	_____
0004	_____	_____
_____	_____	_____
	: _____	GROSS AMOUNT: _____150.00

ACCOUNTS PAYABLE MODULE PROCEDURES ENTERING DIRECT INVOICES

DELETING INVOICE LINES - It may be necessary to delete an invoice line after entering it on a worksheet screen. The system does not recognize erasing or spacing out the line.

To delete an entered invoice line, type **DEL** in the AMOUNT/PERCENT field and erase the amount or percent entered on that line. See the following screen.

```

AP                                INVOICE WORKSHEET 1                                IWS-1T
NEXT FUNCTION: _____ ACTION: _____                                02/13/2017  16:04:58
REQUEST: _____

=====
INVOICE NUMBER : _____35203  DATE: 02/10/2017  MODEL: _ _____
VENDOR SHORT NM: ANDERSONBROTHER  PRECISION PRESS INC  CURR : _____
VENDOR NUMBER : _12025429 01  SIOUX CITY  CM/DM : I
PO REFERENCE : _____ APPROVAL NBR: _____ MULTI PYMT: N
TERMS CODE: 001  PYMT DUE DATE: _____ DO NOT USE : _____
REMIT MSG: _ ACCOUNT_10524683_____

SIGNATURE APPR CD: _____
LINE  AMOUNT/PERCENT EXP  CO  ACCOUNT  CENTER  PROJ-CO NUMBER
VAT  QUANTITY UNIT  ITEM NUMBER  DESCRIPTION PRORATE (T F A D) USE 99 I'RC
0001  _____100.00 001 3125 52043900_____ 0620020_____
                                           N N N N _____
0002  DEL_____50.00 001 3125 52043900_____ 0620140_____
                                           N N N N _____
0003  _____
0004  _____
_____
: _____
: _____
GROSS AMOUNT: 100.00
  
```

If you delete an invoice line, you will either need to change your GROSS AMOUNT or change the amount of one or more invoice lines to keep gross amount the same. In this example, the gross amount was changed.

ACCOUNTS PAYABLE MODULE PROCEDURES ENTERING DIRECT INVOICES

Press Enter. The line reappears with a **DEL** status. This line does not stay on the document. If you inquire on the DLL (Document Detail Line) screen, you would not see the deleted line. See the following IWS screen:

```

AP                                     INVOICE WORKSHEET 1                                     IWS-1T

NEXT FUNCTION: _____ ACTION: _____                                02/13/2017  15:54:02
REQUEST: |_____

=====
INVOICE NUMBER : _____35203  DATE: 02/10/2017    MODEL: _ _____
VENDOR SHORT NM: ANDERSONBROTHER  PRECISION PRESS INC      CURR      : _____
VENDOR NUMBER  : _12025429 01    SIOUX CITY                CM/DM       : I
PO REFERENCE   : _____ APPROVAL NBR: _____    MULTI PYMT: N
TERMS CODE: 001  PYMT DUE DATE: _____    DO NOT USE : _____
REMIT MSG: ____ ACCOUNT_10524683_____

                                     SIGNATURE APPR CD: _____

LINE  AMOUNT/PERCENT EXP  CO  ACCOUNT          CENTER    PROJ-CO NUMBER
VAT   QUANTITY UNIT  ITEM NUMBER  DESCRIPTION PRORATE (T F A D) USE 99 I'RC
0001  _____100.00 001 3125 52043900_____ 0620020_____
                                     N N N N _____
DEL_  _____50.00 001 3125 52043900_____ 0620140_____
                                     N N N N _____
0003  _____
                                     - - - - -
0004  _____
                                     - - - - -
_____
: _____
: _____
: _____    GROSS AMOUNT: _____100.00

```

And the following DLL screen:

```

AP                                DOCUMENT DETAIL LINE LIST                                DLL
NEXT FUNCTION: _____ ACTION: _____ HISTORY: _      02/13/2017  15:55:02

=====
PAY ENTITY          : p110                VEND/EMP NBR:    12025429 01
VEND/EMP SHORT NAME: ANDERSONBROTHER      DOCUMENT NBR:          35203
DOCUMENT DATE       : 02/10/2017          PAYMENT NBR : 001      PRTL PYMT NBR: 000
DOCUMENT STATUS     : SUSPENDED

=====
PYMT PRTL DOC   EXPENSE AMOUNT   EXP CO      ACCOUNT          CENTER      SEL
NBR  NBR  LINE
001  000  0001          100.00   001 3125 52043900          0620020          _

PAGE:      1 STATUS: END OF LIST

```

ACCOUNTS PAYABLE MODULE PROCEDURES ENTERING EMPLOYEE INVOICES

EMPLOYEE INVOICES - All groups of invoices must be preceded by a control group (CDE screen) as shown in [section 25-260](#). For employee advances and expenses, the PAY ENTITY must be **EMPL** or **HEPL** and the ENTRY METHOD must be **E**. Press Enter to proceed to the Employee Expense Worksheet (EWS1). The following screen is presented:

[illegible]

EWS - REQUIRED FIELDS - Complete the following required fields:

EMP VOUCHER NBR**DATE** (travel return date for EMPL travel reimbursements)

EMPLOYEE NUMBER or **EMP SHORT NAME** - and press Enter.

These fields represent the document "key". If an error is made in one of these fields, you must REJECT (before Next) or DELETE (after Next) and reenter the invoice.

Then complete the following fields:

TRAVEL BEG DATE (Required for EMPL travel reimbursements) Enter travel begin date in ten-digit field (middle of three fields)

PYMT DUE DATE (Required)**REMIT MSG CODE or REMIT MSG** (optional)

AMOUNT/PERCENT

QUANTITY (Required for mileage or fuel subobjects)

EXP (optional)

COMPANY, ACCOUNT, and CENTER

PROJECT-COMPANY and **NUMBER** (optional)

GROSS AMOUNT

Type **NEXT** in the REQUEST field and press Enter.

ACCOUNTS PAYABLE MODULE PROCEDURES

ENTERING EMPLOYEE INVOICES

ADDITIONAL INFORMATION ON REQUIRED EWS FIELDS

EMP VOUCHER NUMBER – Enter up to 16 alphanumeric characters in the format: Z, two-digit department code, one-digit fiscal year indicator, two-digit document type (AD = advance, RB = reimbursement), and sequence number, e.g., Z014AD00125, Z064RB000134. This helps to prevent duplicate voucher numbers for this pay entity and vendor in a given fiscal year. EMP VOUCHER NUMBER may not include personally identifiable information (PII), such as name, address, phone number, tax ID number (TIN), etc. For travel advances or when applying expenses to an advance, see the [advance travel procedures manual](#).

For EMPL travel reimbursements, only one overnight out-of-state trip may be claimed per invoice. In-state and/or non-overnight out-of-state trips may be combined on an invoice. Separate invoice lines must be added for multiple receipts relating to airline tickets, registration fees, lodging, car rentals and similar items.

DATE - Enter travel return date for an EMPL travel reimbursement; for non-travel related reimbursements, enter the date expense was incurred; enter current date for a travel advance (AD).

MODEL – If applicable, enter an invoice model number as created on the model worksheet screen (MWS). Refer to [section 25-570](#).

EMPLOYEE NUMBER or EMP SHORT NAME - To use short name look-up, enter a portion of the short name followed by an @ sign in the SHORT NAME field and press Enter. The system responds with the VSL (Vendor Short Name Look-up) screen. Select the desired vendor for the document by typing an **R** in the ACTIVITY field and press Enter. This returns you to the worksheet with the vendor information displayed. To view more address lines on a particular vendor, use the VOS (Order From Vendor Setup) screen. See [section 25-371](#) on vendor inquiry screens.

TRAVEL BEG DATE (Required for EMPL travel reimbursements) Enter travel begin date in the ten-digit field (middle of three fields), otherwise leave blank.

MULTI PYMT (optional) - This indicates if the invoice should be broken down into multiple or variable payments. If you indicate **Y** (yes), the system displays the MPY screen after you **NEXT** the document. Otherwise, the system defaults to blank or **N** (no), which means the invoice will not be broken into multiple payments. For further information, see [section 25-510](#) on Multiple Payments. If this field is completed, the PYMT DUE DATE field must be left blank.

TERMS CODE – Three-digit terms code; leave blank if using PYMT DUE DATE.

PYMT DUE DATE - The date on which the invoice is due to be paid. This field is required if the TERMS CODE and MULTI PYMT fields are blank or **N** (no).

REMIT MSG CODE (optional) - This indicates the standard phrase used when printing the remittance message on the payment. Remittance message codes are added on the RMC (Remittance Message Codes) screen; see [section 25-365](#). Use the RML (Remittance Messages List) screen to inquire remittance messages codes; see [section 25-400](#).

REMIT MSG (optional) - Leave blank if you entered a REMIT MSG CODE. Otherwise, type a remittance message. The message prints on the remittance portion of the payment.

AMOUNT/PERCENT - Enter the amount or percentage of the detail line. If you enter a percentage, you must enter the percent (%) sign after the amount. The system calculates the amount of each line using the percentage. To view the amounts after the calculation, go to the DLL (Document Detail Line List) screen. To enter a negative or credit amount, precede the amount with a dash (-). A negative percent cannot be entered. The net of all line amounts must equal GROSS AMOUNT.

ACCOUNTS PAYABLE MODULE PROCEDURES

ENTERING EMPLOYEE INVOICES

EXP (optional) - Type the three-digit alphanumeric code representing a company, account, and center as established on the MCA (Mini-Chart of Accounts) screen. See [section 25-366](#) to maintain EXP codes on MCA. See [section 25-410](#) to inquire EXP codes on the MCL (Mini-Chart of Accounts List) screen.

COMPANY, ACCOUNT, and CENTER - Enter a valid company/account/center combination. These three fields can be left blank if you use an EXP code; see above.

PROJ-CO and NUMBER (optional) - Enter a valid project company and project number.

QUANTITY (optional, except as noted) - Enter whole numbers only (no decimals). This is a required field for employee mileage reimbursements (subobjects 5203020, 5203030, 5203220 & 5203230) and for motor fuel purchases (subobjects 5205650 through 5205890).

1099 CODE - A code established to identify the category of payment reported on the 1099 tax form. A listing of the possible codes can be viewed on the TNL (1099 Codes List) screen, see [section 25-430](#). A code should be entered in this field on every line subject to 1099 reporting (see [section 25-270](#) for more information). Payments to employees are generally not 1099 reportable.

GROSS AMOUNT - The gross document amount. This amount cannot be changed after you NEXT an invoice. If the approving agency does not approve an invoice because the amount is wrong, you must DELETE and reenter the invoice with the correct amount. See [section 25-342](#) or [25-352](#) for more information on rejecting and deleting documents.

HANDLING CODE - The handling code field is a two-character field. The first character will always be S. The second position of handling code for employee invoices should not be changed from its default value.

BANK PYMT - The bank account payment (BAP) code is used to designate how payment is made. EMPL invoices default to AP2. HEPL invoices may default to ACH or AP1. The default values should not be changed.

COMPLETING THE DOCUMENT - Finish the document by typing **N** or **NEXT** in the REQUEST field and press Enter. This completes the invoice and performs funds checking for each line. Lines with account or funds exceptions are added to the budgetary control exception queue (BCQ). Use the BCEL (Budgetary Control Exception List) screen to view these lines (see [section 25-420](#) on BCEL inquiry). If the total of all lines does not equal the gross amount, there will be an error message. When a clean screen appears, you are ready to enter the next invoice. You can check the status of any invoice through inquiry; see [section 25-372](#).

MULTIPLE DISTRIBUTION LINES - Four lines can be entered per screen. Additional lines are added by scrolling down the IWS1 worksheet. Type **D** (Down) in the REQUEST field and press Enter. The fourth distribution line is pulled forward. Lines are automatically numbered by the system. You can enter up to 9,998 distribution lines. Invoices must have at least one line. To return to the first line, type **T** or **TOP** in the REQUEST field and press Enter.

REPEATING INVOICE LINES - See [section 25-270](#).

DELETING INVOICE LINES - See [section 25-270](#).

ACCOUNTS PAYABLE MODULE PROCEDURES ENTERING MATCHED INVOICES

OVERVIEW

Effective 07/01/2009, we use the **PURCHASE ORDER QUANTITY** payment basis, which means the system requires a two-way match. An invoice must be matched to a purchase order (PO).

Additionally, system policy is set to use the **LINE AUDIT METHOD**. This means the invoice is matched to purchase order lines. The system compares the PO line's PTP (Permit-to-Pay) amount to the invoice line's expense amount.

The **PTP (Permit-to-Pay)** is calculated as follows:

(Quantity x Unit Price) – Amount Invoiced-to-date

REQUEST FIELD COMMANDS - The valid request field commands on the IMP (Invoice Matching) screen are:

NEXT - Finish document

REJECT - Erases data entered for the current invoice and displays a screen with all fields blank

PO lines are batched into the purchasing (PS) module from the procurement system, provided by the Office of Procurement Management, with a quantity of 1. **Receipts must be entered in the procurement system.**

You can match open (invoice status O) or partially matched (P) PO lines multiple times using the usual procedures. Just change the line amount as needed.

ACCOUNTS PAYABLE MODULE PROCEDURES ENTERING MATCHED INVOICES

ENTERING A MATCHED INVOICE - To enter a matching document, the following steps must be performed.

1. Enter the control group information. Type **CDE** (Control Document Entry) in the NEXT FUNCTION field and press Enter. The following screen is presented:

AP		CONTROL DOCUMENT ENTRY		CDE
200 - ENTER CONTROL GROUP INFORMATION				
NEXT FUNCTION: _____		ACTION: _____		02/13/2017 16:19:16
REQUEST: _____				
=====				
PAY ENTITY :	0800	CONTROL NUMBER:	0843	CNTL AMT : _____
CNTL DATE :	_____	APPL AREA :	_____	AMT ENTERED: _____
GL EFF DATE:	_____	CURRENCY CODE :	_____	DIFFERENCE : _____
HANDLING CD: S		ENTRY METHOD :	M	NBR DOC'S : _____
===== OPTIONAL AMOUNTS AND DEFAULTS =====				
MODEL INVOICE NUMBER: _____				
THIS FIELD NOT USED :		THIS FIELD NOT USED : _____		
" " " "	_____	" " " "	_____	_____
" " " "	_____	" " " "	_____	_____
" " " "	_____	" " " "	_____	_____
" " " "	_____	" " " "	_____	_____
" " " "	_____	" " " "	_____	_____
" " " "	_____	" " " "	_____	_____
" " " "	_____	" " " "	_____	_____
" " " "	_____	" " " "	_____	_____
" " " "	_____	" " " "	_____	_____
" " " "	_____	" " " "	_____	_____
" " " "	_____	" " " "	_____	_____
SIGNATURE APPROVAL :	_____	" " " "	_____	_____
THIS FIELD NOT USED :	_____	" " " "	_____	_____

Required fields on CDE:

PAY ENTITY - The code assigned to identify a group of vendors. Type **XXXX** (Agency Specific Pay Entity).

CONTROL NUMBER - A four-digit number you establish and assign to a control group containing invoices/employee expenses. The same number cannot be used the same day. However, you can use that same number another day. See [Accounting Systems Overview Procedures manual](#), section 20-050.

ENTRY METHOD - Type an **M** in the ENTRY METHOD field and press Enter. You cannot mix matched invoices and direct invoices in the same control group.

ACCOUNTS PAYABLE MODULE PROCEDURES ENTERING MATCHED INVOICES

2. The system responds with **IMP** (Invoice Matching) screen:

AP		INVOICE MATCHING		IMP
235 - ENTER REQUIRED KEY FIELDS				
NEXT FUNCTION: _____		ACTION: _____		02/13/2017 16:23:08
REQUEST: _____				
=====				
INVOICE NUMBER :	_____	DATE :	_____	EXCEPTION CMNTS: _
VENDOR SHORT NAME :	_____			
VENDOR NUMBER :	_____			CM/DM: I
P O BUY ENTITY :	_____	P O NUMBER :	_____	RELEASE: _____ ALL: _
GROSS AMOUNT :	_____	FREIGHT :	_____	
SALES TAX/VAT :	_____	ADDITIONAL COST :	_____	
SALES TAX 2 :	_____	SALES TAX 3 :	_____	
REMIT MSG :	_____			
RESERVED FIELD :	_____			
===== SUGGESTED VALUES =====				
TERMS CODE :	_____	DISCOUNT AMT/PCT :	_____	
PAYMENT DUE DATE :	_____	REASON CODE :	_____	
GL EFFECTIVE DATE :	_____	FACTOR NUMBER :	_____	
PROVISIONAL DATE :	_____	SIGNATURE APPR CD :	_____	
PAYMENT ROUTE CD :	_____	CURRENCY CODE :	_____	
EXPENSE :	_____	DISCOUNT :	_____	
ACCOUNTING RULE :	_____	INTERCO PAYABLES :	_____	

Required fields on IMP:

INVOICE NUMBER The number can be up to 16 alphanumeric characters. This number is supplied by the vendor on the invoice or credit memo. Each invoice or credit memo must be entered separately. Each invoice number you enter must be unique for that vendor and paying entity. You must enter an invoice number even if the vendor does not supply one.

DATE - Enter the date specified on the vendor's invoice or credit memo. If no date is supplied, use the date service was provided or when items were received.

VENDOR NUMBER or SHORT NAME (leave VENDOR NUMBER blank to use the vendor on PO)

P O BUY ENTITY
P O NUMBER

Optional fields on IMP:

CM/DM – Type a 'C' to apply a Credit Memo to a Purchase Order

ALL – Type a 'Y' to allow for matching closed PO lines, otherwise leave blank.

Press Enter, then complete the following fields:

GROSS AMOUNT
PAYMENT DUE DATE

Press Enter

ACCOUNTS PAYABLE MODULE PROCEDURES ENTERING MATCHED INVOICES

3. If the purchase order is not known, enter all of the required fields except PO NUMBER. Type an **F** or **FIND** in the REQUEST field and press Enter. The POF (Purchase Order Finder) screen is presented:

AP	PO FINDER	POF																																										
NEXT FUNCTION: _____ ACTION: _____		02/13/2017 17:09:04																																										
REQUEST: _____																																												
=====																																												
PAY ENTITY : 0800 VENDOR NUMBER: 12030341 SHORT NAME: BEHAVIORMANAGEM BUY ENTITY : SRVC PO NUMBER : _____ ALL: _																																												
=====																																												
<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">PURCHASE ORDER</th> <th style="text-align: left;">PO DATE</th> <th style="text-align: left;">LINES TPE ST</th> <th style="text-align: right;">PERMIT TO PAY</th> <th style="text-align: right;">AMOUNT</th> <th style="text-align: right;">SEL</th> </tr> </thead> <tbody> <tr> <td>B/E NUMBER RELEASE</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>SRVC 17SC08B301</td> <td>07/07/2016</td> <td>10 V 1</td> <td></td> <td style="text-align: right;">945,751.29</td> <td style="text-align: center;">S</td> </tr> <tr> <td>SRVC 17SC08B319</td> <td>07/07/2016</td> <td>2 V 1</td> <td></td> <td style="text-align: right;">52,553.00</td> <td style="text-align: center;">-</td> </tr> <tr> <td>SRVC 17SC08B601</td> <td>07/08/2016</td> <td>2 V 1</td> <td></td> <td style="text-align: right;">48,876.00</td> <td style="text-align: center;">-</td> </tr> <tr> <td>SRVC 17SC08C304</td> <td>07/05/2016</td> <td>16 V 1</td> <td></td> <td style="text-align: right;">344,483.20</td> <td style="text-align: center;">-</td> </tr> <tr> <td>SRVC 17SC087303</td> <td>07/05/2016</td> <td>2 V 1</td> <td></td> <td style="text-align: right;">15,440.29</td> <td style="text-align: center;">-</td> </tr> </tbody> </table>			PURCHASE ORDER	PO DATE	LINES TPE ST	PERMIT TO PAY	AMOUNT	SEL	B/E NUMBER RELEASE						SRVC 17SC08B301	07/07/2016	10 V 1		945,751.29	S	SRVC 17SC08B319	07/07/2016	2 V 1		52,553.00	-	SRVC 17SC08B601	07/08/2016	2 V 1		48,876.00	-	SRVC 17SC08C304	07/05/2016	16 V 1		344,483.20	-	SRVC 17SC087303	07/05/2016	2 V 1		15,440.29	-
PURCHASE ORDER	PO DATE	LINES TPE ST	PERMIT TO PAY	AMOUNT	SEL																																							
B/E NUMBER RELEASE																																												
SRVC 17SC08B301	07/07/2016	10 V 1		945,751.29	S																																							
SRVC 17SC08B319	07/07/2016	2 V 1		52,553.00	-																																							
SRVC 17SC08B601	07/08/2016	2 V 1		48,876.00	-																																							
SRVC 17SC08C304	07/05/2016	16 V 1		344,483.20	-																																							
SRVC 17SC087303	07/05/2016	2 V 1		15,440.29	-																																							
PAGE: 1 STATUS: END OF LIST																																												

4. **POF (PO FINDER)** - Shows all PO headers for a particular vendor which are not closed or cancelled. The PO NUMBER is a starting point. Select a PO from this screen by typing an **S** in the SEL field.

The **ALL** field tells the system whether to list closed purchase orders as well as open ones. Entries are:

Y - Yes, list open and closed POs

N - No, do not list closed POs

If no eligible POs are displayed, type a **4** in the REQUEST field and press Enter. This returns you to the IMP screen.

5. If a **PAYMENT DUE DATE** is entered, the TERMS CODE and DISCOUNT fields must be blank. This can be done with the EOF (erase-end-of-field) key, or by spacing through the field.
6. Once you press Enter, the system freezes INVOICE NUMBER, DATE, and VENDOR NUMBER. That is, you can no longer change them, since they make up the document "key". If an error is made in one of these fields, you must REJECT and reenter the invoice.

ACCOUNTS PAYABLE MODULE PROCEDURES

ENTERING MATCHED INVOICES

7. The ILA (Invoice Line Audit) screen is presented when the audit method for the PO is Line Audit:

AP										INVOICE LINE AUDIT										ILA									
NEXT FUNCTION: _____										ACTION: _____										02/14/2017 11:26:13									
REQUEST: _____										BEG LINE: _____										PAGE STATUS: MORE									
=====																													
VENDOR : 12030341										PO NUMBER : 17SC08B301										EXCEPTION CMNTS: _									
INVOICE NO: 17SC08B301-FEB										RELEASE : _____										REM AMT: 1,750.00									
S VENDOR'S PO LAST										AP MULT -----										INVOICE----- P P C									
Q ITEM NUMBER LINE DELIV.										ATTN UOP DISTR QUANTITY										AMOUNT S R D L									
A SERVICE CONTRCT 0001										NO EA _____										1 67,774.56 - N _									
PURCHASE - BH-EMERGE										FRT _____										N									
IND CO ACCOUNT										CENTER TX/VAT _____										N									
1000 520601000										0851010 ADD'L _____										N									
										CONV FACTOR 1.																			
B SERVICE CONTRCT 0002										NO EA _____										1 42,142.00 - N _									
PURCHASE - BH										FRT _____										N									
IND CO ACCOUNT										CENTER TX/VAT _____										N									
1000 520601000										0851041 ADD'L _____										N									
										CONV FACTOR 1.																			
C SERVICE CONTRCT 0003										NO EA _____										1 .01 - N _									
PURCHASE - BH										FRT _____										N									
IND CO ACCOUNT										CENTER TX/VAT _____										N									
2004 520601005										0851041123 ADD'L _____										N									
										CONV FACTOR 1.																			

You can leave IMP and go to any other AP or Purchasing (PS) screen by typing its ID in the NEXT FUNCTION field. To return to IMP, type **BACK** in the NEXT FUNCTION field of the screen you are on and press Enter. Data you entered on IMP is saved. If you do not return to IMP, the document is given an incomplete status.

VALID REQUEST COMMANDS - On the ILA (Invoice Line Audit) screen:

- A, B, C, S** - Tag or select PO lines (A = 1st line on screen; B = 2nd line; C = 3rd line; S = All lines on screen)
- CONT** - Return to IMP screen
- DOWN or D-** Move down three lines
- MORE** - Match more PO's to the invoice
- NEXT-** Finish document
- PASS-** Send matching exception to buyer queue
- REJECT** - Clear all fields and return to IMP screen
- Top or T** - Return to line first line of PO
- UP or U** - Move up three lines

BEG LINE – Use to go directly to a specific line number (the specified line will become top line on ILA). Type the line number and press Enter.

The REQUEST field must be empty when using the BEG LINE field. You can undo a tag by blanking out the REQUEST field and pressing Enter. But if you have already matched a line or lines on a particular screen, you can blank out the tag and navigate directly to another line using BEG LINE without undoing the tag. In other words, if something is already in the REQUEST field, you can still use BEG LINE by blanking out the REQUEST field without undoing your tags.

ACCOUNTS PAYABLE MODULE PROCEDURES

ENTERING MATCHED INVOICES

8. The ILA screen lists PO lines eligible for invoicing, or all PO lines (including closed lines) if Y in the ALL field is used. The screen displays up to three PO lines per screen. Additional lines can be accessed by pressing Enter or by using the BEG LINE field ([see above](#)). Typing **TOP** in the REQUEST field and pressing Enter will return you to the first PO line displayed.
9. The INVOICE QUANTITY can be changed if it is not the same as the invoiced quantity. The INVOICE AMOUNT can also be changed if different from the invoiced amount.
10. You can type a **P** or a **C** in the S (Select) field, which takes you to the following inquiry screens: P = PO LINE INQUIRY (PLI); C = PO COMMENTS (PCI). Typing **BACK** in the NEXT FUNCTION field and pressing Enter returns you to ILA.
11. To match lines, they must be 'tagged' in the REQUEST field with the line sequence identifier: **A, B, C**, or the appropriate combination (e.g. AB, AC, BC, or ABC). An **S** tags ALL lines displayed on a screen (the same as ABC).
12. If this is a final payment, type **Y** in the CL (close) field (at the far right of AMOUNT field).

AP	INVOICE LINE AUDIT	ILA
NEXT FUNCTION: _____ ACTION: _____		02/14/2017 11:26:13
REQUEST: AB BEG LINE: _____ PAGE STATUS: MORE		
VENDOR : 12030341	PO NUMBER : 17SC08B301	EXCEPTION CMNTS: _
INVOICE NO: 17SC08B301-FEB	RELEASE :	REM AMT: .00
S VENDOR'S PO LAST AP MULT -----	INVOICE-----	P P C
Q ITEM NUMBER LINE DELIV. ATTN UOP DISTR QUANTITY	AMOUNT	S R D L
A SERVICE CONTRACT 0001	NO EA 1 900.00	- N Y
PURCHASE - BH-EMERGE		
IND CO ACCOUNT	CENTER TX/VAT	N
1000 520601000	0851010 ADD'L	N
	CONV FACTOR 1.	
B SERVICE CONTRACT 0002	NO EA 1 850.00	- N Y
PURCHASE - BH		
IND CO ACCOUNT	CENTER TX/VAT	N
1000 520601000	0851041 ADD'L	N
	CONV FACTOR 1.	
C SERVICE CONTRACT 0003	NO EA 1 .01	- N _
PURCHASE - BH		
IND CO ACCOUNT	CENTER TX/VAT	N
2004 520601005	0851041123 ADD'L	N
	CONV FACTOR 1.	

13. If you need to make corrections on the IMP screen, type **MORE** in the REQUEST field of the ILA screen and press Enter. When the IMP screen is presented, make you changes and press Enter to return to ILA screen, or proceed with Next.

When finished, type **NEXT** in the REQUEST field and press Enter. A blank IMP screen will appear. To repeat or delete a particular line, see [section 25-270](#).

Important: Do not Next a matching invoice on an IWS screen; Next on IMP or ILA screen instead.

ACCOUNTS PAYABLE MODULE PROCEDURES ENTERING MATCHED INVOICES

14. When all matched lines of a purchase order have been tagged, a request of:
- NEXT** - balances the current invoice and initiates a new invoice if no exceptions have occurred.
or
MORE - presents the IMP (Invoice Matching) screen allowing other PO's to be matched to an invoice.
15. The **REM AMT** (remaining amount) field shows the amount outstanding still to be matched. The REM AMT field must show 0.00 before you can **NEXT** or **PASS** a document.
16. If an exception exists, make corrections if necessary, OR pass the document to the buyer for resolution by keying **PASS** in the REQUEST field (see [section 25-305](#)).

Add a new line or lines with negative amounts coded to the company, account, center to be changed (reversed). Then add as many new lines as necessary to affect the "change" or "split" required. An example follows:

To "change" or "split" coding on a matched invoice line - After a document has been completed with **NEXT**, you can "change" or "split" lines of coding on the IMW screen. Even additional lines can be added, provided some are negative to maintain the same document total (GROSS AMOUNT). See also [section 25-350](#).

AP		INVOICE WORKSHEET 1				IWS-1T	
NEXT FUNCTION: _____		ACTION: _____		02/14/2017 11:49:57			
REQUEST: _____							
INVOICE NUMBER : __17SC08C803-FEB		DATE: 02/10/2017		MODEL: __			
VENDOR SHORT NM: USDSTUDENTCOUNS		USD STUDENT COUNSELING CENTER		CURR : ____			
VENDOR NUMBER : ____USD 57		VERMILLION		CM/DM : I			
PO REFERENCE : SRVC 17SC08C803		APPROVAL NBR: _____		MULTI PYMT: N			
TERMS CODE: 001		PYMT DUE DATE: _____		DO NOT USE : _____			
REMIT MSG: ____		ACCOUNT 3861920					
		SIGNATURE APPR CD: _____					
LINE	AMOUNT/PERCENT	EXP	CO	ACCOUNT	CENTER	PROJ-CO	NUMBER
VAT	QUANTITY	UNIT	ITEM	NUMBER	DESCRIPTION	PRORATE (T F A D)	USE 99 I'RC
0001	1,000.00	001	1000	520601000	0851130		
	1	EA		SERVICE_CONTRCT	INTER-AGENCY_-BH/AD	N N N N	
0003	500.00	001	2004	520601006	0851130139		
	1	EA		SERVICE_CONTRCT	INTER-AGENCY_-BH/AD	N N N N	
0004	-250.00	001	1000	520601000	0851130		
						N N N N	
0005	250.00	001	2004	520601006	0851130139		
						N N N N	
		:			:		
		:			:		
						GROSS AMOUNT:	1,500.00

ACCOUNTS PAYABLE MODULE PROCEDURES

ENTERING DOCUMENT COMMENTS

ENTERING DOCUMENT COMMENTS - The DLC (Document Level Comments) screen allows you to store comments associated with any type of invoice.

You can display the DLC screen while entering an invoice by typing **6** in the REQUEST field on screens EWS, IWS, or IMP and pressing Enter.

AP	DOCUMENT LEVEL COMMENTS	DLC
NEXT FUNCTION: _____ ACTION: _____		02/14/2017 12:00:27
PAY ENTITY	: EMPL	DOCUMENT NUMBER : 2017090607
VENDOR/EMP SHORT NAME:	LASTNAMEFIRSTNA	DOCUMENT DATE : 02/10/2017
VENDOR NUMBER	: 189833 _	BEGINNING SEQ NBR: _
SEQ		
NBR	COMMENTS	
010	THIS INVOICE FOR TRAVEL EXPENSES SHARED BY THE BUREAU OF FINANCE AND	
015	MANAGEMENT AND THE BUREAU OF ADMINISTRATION. JS 02/15/2017	
PAGE: 1		STATUS: END OF LIST

Required fields on DLC:

PAY ENTITY

DOCUMENT NUMBER

VENDOR/EMP NUMBER or **SHORT NAME**

DOCUMENT DATE

SEQ NBR (it's a good idea to leave gaps in your sequence numbers (e.g. 005, 010, 015, 020, etc.) to allow for insertion of more comments later, if necessary).

If you access DLC from EWS, IWS, or IMP, required fields are brought forward for you. All you need do is type your sequence number(s) and comments, and press Enter.

Return to EWS or IWS by typing a **3** in the REQUEST field on DLC and pressing Enter. Return to IMP, by typing **4** in the REQUEST field on DLC and press Enter.

To access DLC directly, type **DLC** in the NEXT FUNCTION field and press Enter. Complete the required fields, enter your comments and press Enter.

You can inquire the comments encoded on DLC by using the DCI (Document Comment Inquiry) screen. See [section 25-375](#) for further information.

ACCOUNTS PAYABLE MODULE PROCEDURES

NEXT PROCESSING

Do not Next a matching invoice on an IWS screen; Next on IMP or ILA screen instead.

NEXT PROCESSING - Typing **NEXT** in the REQUEST field lets the system know this invoice is complete and you are ready to enter the next invoice. NEXT balances the distribution lines to the invoice gross amount.

If the invoice is **in balance**:

1. It is updated to the invoice file.
2. The available funds are reduced by the expense amount of the invoice or a BC exception is encountered.
3. A blank worksheet 1 screen is presented.

If the invoice is **out of balance**:

1. An error message is displayed; and,
2. "OUT OF BALANCE DIFFERENCE" message shows the difference between the GROSS AMOUNT entered and the calculated gross amount for the distribution lines.

If a BC exception is encountered, you would receive the following message: "A10 - INVOICE ADDED WITH BC EXCEPTION; SEE BCEL SCREEN FOR TYPE OF EXCEPTION". The document is updated to the invoice file, placed in the BC Exception Queue (BCQ), and flagged as either an account exception or a funds exception. See [section 25-420](#) on BCEL inquiry. BC exceptions also appear in the daily budgetary control exception report.

Account exceptions may occur after new coding has been added to GL, if that coding is not yet on the BC available funds file (AFF). Check the coding; if it is correct, you need do nothing further.

Account exceptions also occur if the GL effective date on an invoice is less than active date or greater than inactive date in GL for that coding. If coding is correct, change the active or inactive date of the coding using GL screen 287 (see [GL module procedures manual](#), pp. 7-10). Changes to GL coding reflect in the AFF only after an AFF rebuild.

After each AFF rebuild (run Wednesday and Saturday), resolved account exceptions are removed from the BCQ by BFM.

Funds exceptions require one or more of the following actions: (1) change the coding to a budget unit that has sufficient budget; (2) do a JV adjustment reducing expenditure in the budget unit with lines in the BCQ; or, (3) prepare an appropriation/budget transfer to the budget unit with lines in the BCQ. If you take the action in (1), lines in the BCQ will be removed automatically. For (2) and (3), contact BFM to remove related funds exceptions from the BCQ.

Note: Invoice lines in the BCQ do not affect the AFF. As lines are removed from the BCQ, the AFF update takes place.

ACCOUNTS PAYABLE MODULE PROCEDURES PASS PROCESSING

PASS PROCESSING - There may be times when the system does not allow a matching invoice to be paid because the unit price or the total price exceeds set tolerances. If this occurs, the following message is displayed, "Invoice Unit Price is Greater Than PO Unit Price and Tolerance".

The Office of Procurement Management (OPM) determines if the invoice can be paid as is, must be changed, or if no payment can be made. Send a matching exception to the OPM buyer's in-basket by typing **PASS** in the REQUEST field and pressing Enter. The status of the document can be viewed on the IRQ screen (Invoice Reapplication Queue).

AP	INVOICE REAPPLICATION WORK QUEUE				IRQ
NEXT FUNCTION: _____		ACTION: _____		02/14/2017 12:11:38	
REQUEST: _____					
=====					
PAYING ENTITY: 0110					
AP OPERATOR : 000120					
STATUS : L		GL EFFECTIVE DT: _____			
---CONTROL---					
GROUP	DATE	VENDOR NUMBER	INVOICE NUMBER	AMOUNT	REFERRAL T S
6010	02/14/2017	12011614 01	48923716	5,000.00 BUY	003 B _
PAGE: 1 STATUS: END OF LIST					

After encoding the PAYING ENTITY and AP OPERATOR, the list contains only invoices for which you are responsible. The IRQ screen allows you to reapply invoices the purchasing buyer has passed back to the accounts payable department after resolving the invoice exception.

EXPLANATION OF FIELDS ON IRQ SCREEN

PAYING ENTITY - XXXX (agency specific pay entity).

AP OPERATOR - The identification of the person who entered the invoice. This is the code you use to sign on to the accounting system.

STATUS - Indicates the status of the invoices. This allows you to limit your search to a specific status.

A - Invoice is ready for further processing by the accounts payable department.

B - Buyer has control of the invoice and needs to take action.

ACCOUNTS PAYABLE MODULE PROCEDURES PASS PROCESSING

EXPLANATION OF DISPLAY FIELDS ON IRQ

CONTROL GROUP - The code you assign to a group of invoices for identification and tracking. Established on CDE.

CONTROL DATE - The date established on CDE as the control date for the control group.

VENDOR NUMBER - The number assigned to identify the vendor associated with the invoice.

GROUP NUMBER - Suffix to the VENDOR NUMBER.

INVOICE NUMBER - The identifying number of the invoice as entered on IMP.

AMOUNT - The gross invoice amount as entered on IMP.

REFERRAL - Identifies the buyer or requestor to whom the invoice was passed for review. The following codes are displayed:

REQ - A requestor.

BUY - A buyer within the Purchasing System (PS).

The system also displays an assigned three-digit number to represent the buyer.

STATUS - Specifies status of the exception invoice.

A - Invoice has been released to Accounts Payable; you can proceed with SELECT below.

B - Buyer has control of the invoice and needs to take action; you cannot SELECT .

S (SELECT) - Type **P** to pay an invoice as approved by the buyer at Procurement Management.

If you type **S** instead of **P**, you will need to go through the pass process again.

ACCOUNTS PAYABLE MODULE PROCEDURES

CONTROL ENTRY STATUS

CONTROL ENTRY STATUS - Prior to balancing a control group, you can view documents in that control group on the CES (Control Entry Status) screen. To access CES, type **CGS** in the NEXT FUNCTION field and press Enter. Only the control groups established with the operator identification you signed on with appear. From this screen, you can select the control group containing the documents you want to view. Make the selection by typing an **S** in the S field and press Enter. This takes you to the CES (Control Entry Status) screen. The CES screen follows:

AP				CONTROL ENTRY STATUS		CES	
NEXT FUNCTION: _____				ACTION: _____		02/14/2017 15:34:05	
REQUEST: _____							
PAY ENTITY : 0110		CNTL NBR : 2222		INVOICE STATUS: _____			
CNTL DATE : 02/07/2017		CURRENCY :		CONTROL AMT :		.00	
GL EFF DATE : 02/07/2017		APPL AREA: 01		GROSS DOC AMT:		28,323.02	
NBR OF DOC'S: 8				DIFFERENCE : 23.02		8	
VENDOR/EMPLOYEE	DOCUMENT NUMBER	GROSS AMOUNT	DOC DATE	STATUS	SEL		
12048878	45065	135.18	02/01/2017	FULL PAID	-		
12048878	45056	979.12	01/31/2017	FULL PAID	-		
12048878	45064	488.53	02/01/2017	FULL PAID	-		
12048878	282	5,821.16	01/31/2017	FULL PAID	-		
12043312	012817128	44.10	01/27/2017	SUSPENDED	-		
12177768 07	012817129	57.00	02/02/2017	SUSPENDED	-		
12037377	012817130	20,388.93	01/30/2017	FULL PAID	-		
12390573	012817131	409.00	02/07/2017	FULL PAID	-		
PAGE: 1 STATUS: END OF LIST							

CES lists all documents within a control group. CES displays:

Number of documents in the control group

Status of documents in the control group

Control amount entered on CDE vs. the individual invoice amounts and the difference

Use the INVOICE STATUS field to limit display of invoices by invoice status. The following values can be used in the field: Balanced, Cancelled, Full Paid, Incomplete, Partial Paid, Suspended, Hold, Match Excep, Unbal.

Depending on invoice status, from the CES screen, you can add documents to the control group, view documents in the control group, or delete documents from the control group.

ACCOUNTS PAYABLE MODULE PROCEDURES

ADDING TO AN OPEN CONTROL GROUP

ADDING TO AN OPEN CONTROL GROUP - To ADD a document to an open control group, type **CGS** (Control Group Status) in the NEXT FUNCTION field and press Enter. This takes you to CES (Control Entry Status). Key one of the following in the REQUEST field and press Enter:

- 3** takes you to IWS (Invoice Worksheet)
- 4** takes you to IMP (Invoice Matching)
- 5** takes you to EWS (Employee Worksheet)

NOTE: The PAY ENTITY on the control group header must be the same PAY ENTITY on the invoice worksheet (re: EWS, IWS or IMP) or the VENDOR NUMBERS will not be found.

ACCOUNTS PAYABLE MODULE PROCEDURES

CHANGING A DOCUMENT

CHANGING A DOCUMENT BEFORE CONTROL GROUP IS BALANCED - Control group headers must be balanced after completing entry of the invoice(s) to that header AND before sending the invoice(s) in for approval. Sending invoices in before balancing the control group can prevent the approving agency from accessing the invoice. If they cannot access it, they cannot approve it. See [section 25-350](#) on making changes to documents after balancing the control group.

Also note particular fields such as **gross amount** and key fields like **paying entity**, **vendor number**, **invoice number** and **invoice date** CANNOT be changed. Therefore, documents with one or more of these fields incorrect must be **REJECTED** or **DELETED**, depending on the status of the document.

To make modifications to a document after the control group is balanced, see [section 25-350](#).

To make modifications to a document before the control group is balanced, type **CGS** in the NEXT FUNCTION field and press Enter. The following screen is presented:

AP	CONTROL GROUP STATUS	CGS
NEXT FUNCTION: _____ ACTION: _____		02/14/2017 15:55:27
REQUEST: _____		
PAY ENTITY: _____		
PAY ENTITY	--- CONTROL --- DATE NUMBER	CONTROL AMOUNT
		NBR OF DOCS
		DATE ENTERED
		S
EMPL	01/05/2017 2221	.00 3 01/05/2017 -
0110	12/19/2016 2222	.00 19 12/19/2016 -
0110	12/27/2016 2223	.00 1 12/27/2016 -
0110	12/28/2016 2222	.00 6 12/28/2016 -
0110	01/04/2017 2222	.00 7 01/04/2017 -
0110	01/05/2017 2222	.00 8 01/05/2017 -
PAGE: 1 STATUS: END OF LIST		

ACCOUNTS PAYABLE MODULE PROCEDURES

CHANGING A DOCUMENT

The CGS screen provides a listing of CONTROL GROUPS that have not been balanced. Select the group containing the document(s) you want to change by typing an **S** in the S field and press Enter. The CES (Control Entry Status) screen is displayed:

AP	CONTROL ENTRY STATUS	CES
NEXT FUNCTION: _____ ACTION: _____		02/14/2017 15:56:50
REQUEST: _____		
=====		
PAY ENTITY : 0110	CNTL NBR : 2222	INVOICE STATUS: _____
CNTL DATE : 01/05/2017	CURRENCY :	CONTROL AMT : .00
GL EFF DATE : 01/05/2017	APPL AREA: 01	GROSS DOC AMT: 223,808.01
NBR OF DOC'S: 8		DIFFERENCE : 08.01 8
=====		
VENDOR/EMPLOYEE	DOCUMENT NUMBER	GROSS AMOUNT DOC DATE STATUS SEL
12048878	44827	425.06 12/27/2016 BALANCED
12043312	012817110	44.10 12/27/2016 SUSPENDED -
12041198	14202	190,000.00 12/14/2016 SUSPENDED -
12029703	012817111	13,645.84 12/22/2016 BALANCED -
12029703	012817112	1,258.00 12/20/2016 BALANCED -
12390573	012817113	11,400.01 01/04/2017 BALANCED -
12015175	010416-5	3,307.50 01/04/2017 BALANCED -
12015175	010416-4	3,727.50 01/04/2017 BALANCED -
PAGE: 1 STATUS: END OF LIST		

The CES screen provides a list of documents in the control group. Use the INVOICE STATUS field to limit display of invoices by invoice status. The following values can be used in the field: Balanced, Cancelled, Full Paid, Incomplete, Partial Paid, Suspended, Hold, Match Excep, Unbal.

Select the document you want to change by typing an **S** in the SEL field and press Enter.

If the document has an **INCOMPLETE** status, the IWS (Invoice Worksheet), EWS (Employee Worksheet) or IMP (Invoice Matching) screen is presented.

If the document has a **SUSPENDED** or **BALANCED** status, the IMW (Invoice Maintenance Worksheet), or EMW (Employee Maintenance Worksheet) screen is presented.

After making your changes, update them by typing **NEXT** in the REQUEST field, and pressing Enter.

ACCOUNTS PAYABLE MODULE PROCEDURES

CHANGING A DOCUMENT

REJECTING OR DELETING A DOCUMENT BEFORE CONTROL GROUP IS BALANCED - To delete a document from an open control group, type **CGS** (Control Group Status) in the NEXT FUNCTION field and press Enter. Type an **S** in the S field of the control document you want to access and press Enter. NOTE: The same control document number can be used on different days, so you must know the control group header date as well as the number.

The CES screen appears listing documents in the control group. Select the document you want to reject or delete by typing an **S** in the SEL field and press Enter.

If the document is **INCOMPLETE** or **OUT-OF-BALANCE**:

- The system displays the entry worksheet (IWS/EWS).
- Type **REJECT** in the REQUEST field and press Enter.

If the document is **SUSPENDED** or **BALANCED**:

- The system displays the maintenance worksheet. (IMW/EMW).
- Type **DELETE** in the REQUEST field and press Enter.

A document in an open control group can also be deleted by going directly to the maintenance worksheets, EMW or IMW. Encode document key information: paying entity, invoice number, and vendor number, then press Enter. After the invoice appears on the screen, type **DELETE** in the REQUEST field and press Enter.

COMPLETING AN INCOMPLETE DOCUMENT - Type **CGS** in the NEXT FUNCTION field and press Enter. Type an **S** in the S field of the control group containing the document you want to complete and press Enter. This takes you to one of the invoice entry screens, EWS, IWS, or IMP. From this point, follow the procedures in [section 25-270](#) for direct invoices, [section 25-280](#) for employee invoices, or [25-290](#) for matching invoices.

ACCOUNTS PAYABLE MODULE PROCEDURES CHANGING A DOCUMENT

CHANGING AN EXISTING DOCUMENT AFTER CONTROL GROUP IS BALANCED - Once a control group has been balanced, you can still make changes to invoices in that control group (not including key fields, GL effective date or gross amount). This is done using the IMW or EMW screen.

Encode the document key information on IMW or EMW: paying entity, invoice number, and vendor number, and press Enter. After the invoice appears on the screen, make changes as necessary, type **NEXT** in the REQUEST field and press Enter.

```

AP                                INVOICE MAINTENANCE 1                                IMW-1T

NEXT FUNCTION: _____ ACTION: _____                                02/14/2017  16:00:57
REQUEST: |_____|

=====
PAY ENTITY      : 0110                      VEND SHORT NM: ROBINSWATERCOND
INVOICE NBR     :          012817110        VENDOR NUMBER:   12043312    MULTI PYMT: N
INVOICE DATE    : 12/27/2016                DO NOT USE      : _____ .00    TERMS: 001
APPROVAL NBR    : _____                 PO REFERENCE   : _____ CM/DM : I
PYMT NBR: 001 PRTL PYMT NBR: 000 PYMT DUE DTE: 12/27/2016 GL EFF DT: 01/05/2017
REMIT MESSAGE:  ___ ORM_DECEMBER_ACCT#21063_____

LINE   AMOUNT      EXP CO   ACCOUNT              CENTER   PROJ-CO   NUMBER
VAT    QUANTITY   UNIT  ITEM NUMBER       DESCRIPTION  USE    1099    I' REC
0001   _____ 44.10   001  6014 52045600 _____ 0128100673 _____
0002   _____
0003   _____
0004   _____
           :         :
           :         :
GROSS AMOUNT: _____ 44.10

```

Changes made to company, account, or center on an invoice already extracted to GL result in a reversing entry to the old coding and a corresponding entry to the new coding (this does not apply to EMPL invoices). Coding changes should only be made to invoices paid in the current fiscal year.

Warning: Cash entries are only produced when company is changed. Consequently, changes should not be made on the IMW screen to account (if you use grant year in cash) or center only, unless cash entries are not needed, as in funds with only one cash center, for example. An expenditure adjustment entered in budgetary control (BC) is the appropriate method to correct the account or center coding on an invoice already extracted to GL.

ACCOUNTS PAYABLE MODULE PROCEDURES

DELETING A DOCUMENT

DELETING A DOCUMENT AFTER CONTROL GROUP IS BALANCED - Since the GROSS AMOUNT and key fields cannot be changed on a document after you NEXT it, you must delete and reenter the invoice if the approving agency does not agree on the invoice amount.

Delete SUSPENDED documents using the IMW or EMW screen. Encode document key information: paying entity, invoice number, and vendor number, and press Enter. After the invoice appears on the screen, type **DELETE** in the REQUEST field and press Enter.

BALANCED documents not extracted to general ledger can be deleted using the IMW or EMW screens as above, or by using the ICD or ECD screen (Invoice Delete or Employee Delete). Type **ICD** (or **ECD**) and press Enter. The following screen is presented:

AP		INVOICE CANCEL/DELETE		ICD	
NEXT FUNCTION: _____		ACTION: _____		02/14/2017 16:05:26	
PAY ENTITY	: 0110	VENDOR NUMBER	: 12020921		
VENDOR SHORT NAME	: MACARTHURCOMPAN	INVOICE NUMBER	: _____		
INVOICE DATE	: _____				
VENDOR NUMBER	INVOICE NUMBER	INVOICE DATE	GROSS INVOICE AMOUNT	GL EFF DATE	C/D
12020921	2016000072930	12/01/2016	1,304.59	_____	-
12020921	2016000075368	12/06/2016	425.39	_____	-
12020921	2016000075388	12/06/2016	38.70	_____	-
PAGE: 1 STATUS: END OF LIST					

The ICD and ECD screens allow you to view summary information about BALANCED invoices and select one or more of them for deletion or cancellation.

Find the appropriate document number and delete it by typing a **D** in the C/D field and pressing Enter. The invoice would be deleted. You can reenter the document with the same invoice number.

Required fields on ICD/ECD:

PAY ENTITY and **VENDOR NUMBER**

Search criteria on ICD/ECD:

PAY ENTITY, VENDOR NUMBER

PAY ENTITY, VENDOR NUMBER, INVOICE NUMBER

PAY ENTITY, VENDOR NUMBER, INVOICE NUMBER, INVOICE DATE

ACCOUNTS PAYABLE MODULE PROCEDURES CANCELLING A DOCUMENT

CANCELLING A DOCUMENT - If a BALANCED invoice has already been extracted to general ledger, it can only be cancelled on the ICD screen. If you try to delete an extracted invoice, the system displays an error message. To cancel a BALANCED invoice, key in the required fields and press Enter. Then type **C** in the C/D field for the invoice you want to cancel, and press Enter; cancellation would be complete.

AP	INVOICE CANCEL/DELETE				ICD
NEXT FUNCTION: _____		ACTION: _____		02/14/2017 16:05:26	
PAY ENTITY : 0110		VENDOR NUMBER : 12020921			
VENDOR SHORT NAME: MACARTHURCOMPAN		INVOICE NUMBER : _____			
INVOICE DATE : _____					
VENDOR NUMBER	INVOICE NUMBER	INVOICE DATE	GROSS INVOICE AMOUNT	GL EFF DATE	C/D
12020921	2016000072930	12/01/2016	1,304.59	_____	-
12020921	2016000075368	12/06/2016	425.39	_____	-
12020921	2016000075388	12/06/2016	38.70	_____	C
PAGE: 1 STATUS: END OF LIST					

After canceling an invoice, you cannot reenter the document using the same invoice number. If reentry is necessary, the invoice number must be modified.

ACCOUNTS PAYABLE MODULE PROCEDURES

DELETING CONTROL GROUPS

DELETING A CONTROL GROUP - Only empty control groups, that is ones containing no documents, can be deleted.

Type **CGS** (Control Group Status) in the NEXT FUNCTION field and press Enter. On CGS, select the appropriate control group number and date by typing an **S** in the S field and press Enter. This takes you to the CES (Control Entry Status) screen. Type a **1** in the REQUEST field and press Enter. This takes you to CDE (Control Document Entry). Type **D** or **DELETE** in the REQUEST field and press Enter. The control group header is deleted.

ACCOUNTS PAYABLE MODULE PROCEDURES

REMITTANCE MESSAGES CODES

REMITTANCE MESSAGES CODES - Remittance message codes are three-digit alphanumeric codes used on the EWS, IWS, or IMP screen. The codes represent messages that will appear on warrant stubs or in electronic payment notifications. A remittance message is the appropriate place to enter an account number and/or other pertinent information that will assist the vendor in properly crediting a payment. See the [Accounting Systems Overview Procedures manual](#), section 20-050, for the range of remittance message codes assigned to your agency.

Use the RMC (Remittance Messages Codes) screen to add, change, or delete remittance message codes and their related messages.

1. Type **RMC** in the NEXT FUNCTION field and press Enter. The RMC screen is displayed:

AP	REMITTANCE MESSAGES CODES	RMC
NEXT FUNCTION: _____ ACTION: _____		02/14/2017 16:10:57
REQUEST: _____		
PAY ENTITY : 0110		BEGINNING REMITTANCE MESSAGE : F&T
REMITTANCE CODE	REMITTANCE MESSAGE	
F&T	ACCOUNT - SOUTH DAKOTA FLEET & TRAVEL	
OSE	OFFICE EXPENSE STATE ENGINEERS OFFICE	
701	ASW07--01L/SWMR STATE ENGINEERS OFFICE	
702	ASW07--02L/SWMR STATE ENGINEERS OFFICE	

PAGE: 1 STATUS: END OF LIST		

2. Type the PAY ENTITY: **EMPL**, **HEPL** or **XXXX** (your agency specific pay entity).
3. To ADD a new code: type a new three-digit alphanumeric code in a blank REMITTANCE CODE field. Type the message you want to appear on a warrant stub or in an electronic payment notification in the sixty-byte REMITTANCE MESSAGE field and press Enter.
4. To CHANGE an existing code: type a new code over the existing one in the REMITTANCE CODE field and press Enter.
5. To DELETE a code (and its accompanying message), type **DEL** over the code in the REMITTANCE CODE field and press Enter.

ACCOUNTS PAYABLE MODULE PROCEDURES

REMITTANCE MESSAGES CODES

The BEGINNING REMITTANCE MESSAGE field can be used for inquiry and maintenance of the REMITTANCE MESSAGE. To find a particular message, type the remittance code for that message in the BEGINNING REMITTANCE MESSAGE field. This tells the system where to begin the display of messages.

To use a remittance message code, type the three-digit code in the REMIT MSG field on a EWS, IWS, or IMP screen. The remittance message related to the code would print on the warrant stub or appear in an electronic payment notification.

Required fields on RMC:

PAY ENTITY
REMITTANCE CODE

Use the RML (Remittance Messages Codes List) screen to inquire remittance messages codes you have entered on the RMC screen; see [section 25-400](#).

ACCOUNTS PAYABLE MODULE PROCEDURES

MINI-CHART INDICATORS

MINI-CHART OF ACCOUNTS (MCA) - Mini-Chart indicators are three-digit alphanumeric codes used on the EWS or IWS screen. The indicators represent general ledger distributions you regularly use. They provide a convenient way to encode company, account, and center combinations you use most often on invoice worksheets. See the [Accounting Systems Overview Procedures manual](#), section 20-050, for the range of mini-chart indicators assigned to your agency.

Use the MCA (Mini-Chart of Accounts) screen to add, change, delete, restore, or inquire mini-chart indicators.

1. Type **MCA** in the NEXT FUNCTION field and press Enter. The MCA screen is displayed:

AP	MINI-CHART OF ACCOUNTS	MCA
NEXT FUNCTION: _____ ACTION: _____		02/14/2017 16:13:14
REQUEST: _____		
=====		
PAY ENTITY	:	
CATEGORY CODE	:	
DISTRIBUTION IND	:	
GENERAL LEDGER COMPANY	:	
GENERAL LEDGER ACCOUNT	:	
GENERAL LEDGER CENTER	:	
SUMMARIZATION OPTION	:	
ABBREVIATED DESCRIPTION:		
DESCRIPTION	:	
INTERCOMPANY RECV IND	:	INTERCOMPANY PAY IND :
SALES TAX/VAT PERCENT	:	VAT RATE DATE :
RATE BASE	:	CURRENCY LOSS ACCT :
VERIFY OPTION	:	TOLERANCE AMOUNT :
TOLERANCE PERCENT	:	FORMULA BASIS :

2. Type the PAY ENTITY: **EMPL**, **HEPL** or **XXXX** (your agency specific pay entity).
3. Type **EXP** in the CATEGORY CODE field.
4. Type a three-digit alphanumeric code in the DISTRIBUTION IND field.
5. To ADD a new indicator: complete the COMPANY, ACCOUNT, and CENTER fields. The company, account, center combination must exist on the general ledger master file. If it does not, you would receive an error message. See the [General Ledger Procedures manual](#) on how to perform GL maintenance.

Type a brief description for this indicator in the ABBREVIATED DESCRIPTION field. This is a 25-byte field. What you enter here also appears on the MCL (Mini-Chart of Accounts List) screen, and makes inquiry on MCL more informative.

ACCOUNTS PAYABLE MODULE PROCEDURES

MINI-CHART INDICATORS

If you want, use the four 30-byte DESCRIPTION fields for a more complete description of this mini-chart indicator.

Leave all remaining fields blank; press Enter.

6. To CHANGE an indicator: type **C** in the REQUEST FIELD, key in: PAY ENTITY, **EXP** in CATEGORY CODE, the DISTRIBUTION INDICATOR, and press Enter. Information related to the indicator is presented. You can change: COMPANY, ACCOUNT, CENTER, ABBREVIATED DESCRIPTION, or DESCRIPTION.
7. To DELETE an indicator: type **D** in the REQUEST FIELD, key in: PAY ENTITY, **EXP** in CATEGORY CODE, the DISTRIBUTION IND, and press Enter.
8. To RESTORE an indicator you have marked for deletion: type **RESTORE** in the REQUEST FIELD, key in: PAY ENTITY, **EXP** in CATEGORY CODE, the DISTRIBUTION IND, and press Enter.
9. To INQUIRE an indicator: type **G** in the REQUEST FIELD, key in: PAY ENTITY, **EXP** in CATEGORY CODE, the DISTRIBUTION IND, and press Enter.

Required fields on MCA:

PAY ENTITY
CATEGORY CODE
DISTRIBUTION IND
GENERAL LEDGER COMPANY
GENERAL LEDGER ACCOUNT
GENERAL LEDGER CENTER
ABBREVIATED DESCRIPTION

Request field commands on MCA:

A = Add. **C** = Change, **D** = Delete, **G** = Get (inquire)
E = End processing; blanks all screen fields except PAY ENTITY and CATEGORY CODE.
QUIT = same as E.
RESTORE = restores indicators set for deletion.

See [section 25-410](#) for information on the MCL (Mini-Chart of Accounts List) inquiry screen.

ACCOUNTS PAYABLE MODULE PROCEDURES INQUIRY

INQUIRY USING VENDOR SHORT NAMES - Type **VSL** (Vendor Short Name Look-up) in the NEXT FUNCTION field and press Enter. The following screen is presented:

AP	VENDOR SHORT NAME LOOKUP	VSL
NEXT FUNCTION: _____ ACTION: _____		02/14/2017 17:03:15
REQUEST: _____		
PAY ENTITY: _____		
SHORT NAME: _____	ADDRESS TYPE: _	PRIVATE VENDORS : _
SHORT NAME	VENDOR NBR	GROUP
ORDER FROM ADDRESS	NAME	ACTIVITY
	REMIT TO ADDRESS	
PAGE NO: _____		SCREEN STATUS: _____

The VSL screen lists vendors by their short name. It also displays the vendor number, name, and address for the short name you select.

Required fields on VSL:

PAY ENTITY and **SHORT NAME**

ADDITIONAL INFORMATION ON VSL FIELDS

PAY ENTITY – EMPL, HEPL or XXXX (agency specific paying entity).

SHORT NAME - A brief name established to identify and access a vendor. Use this field to indicate where you want to begin a search of short names. The @ (at sign) can be used as a wildcard. For example, JONES@, would show all the vendors with short names beginning with JONES; JONESAL@ would show only vendors with short names beginning with JONESAL. The list is shown in alphabetical order.

ADDRESS TYPE - Specifies whether the vendor address displayed is a remit-to address, an order-from address, or both. If you request this screen from another Accounts Payable screen, the default for this field is R. If you request this screen from the Purchasing System, the default is O. You can enter:

- B** - Display both REMIT TO ADDRESS and ORDER FROM ADDRESS or the one allowed.
- O** - Display ORDER FROM ADDRESS.
- R** - Display REMIT TO ADDRESS.

VENDOR NBR - The number used with the paying entity to identify a vendor.

ACCOUNTS PAYABLE MODULE PROCEDURES INQUIRY

GROUP - Suffix to the VENDOR NUMBER. Used to identify the same vendor at different addresses.

NAME - The name of the vendor as it appears on the payment.

ORDER FROM ADDRESS - First and third address lines associated with the vendor order-from name and address information.

REMIT TO ADDRESS - First and third address lines associated with the vendor remit-to name and address information.

ACTIVITY - Allows you to select a vendor for processing on another screen. Key in the desired screen label beside the name of the vendor you want to work with. To return to the screen you previously displayed, type an **R** and press Enter. Otherwise, key in the label of any other system screen valid for the NEXT FUNCTION field; press Enter. When you select another screen that collects or lists vendor information, the system automatically carries forward information about the vendor.

See [sections 25-270](#) and [25-280](#) for additional information on using the VSL screen.

INQUIRY USING VENDOR NUMBERS - Type **VOS** (Order From Vendor Set Up) in the NEXT FUNCTION field and press Enter. The following screen is presented:

AP	ORDER FROM VENDOR SETUP	VOS
NEXT FUNCTION: _____ ACTION: _____		02/14/2017 17:09:17
PAY ENTITY :	_____	
VENDOR NUMBER :	_____	
GROUP NUMBER :	_____	
SHORT NAME :	_____	
VENDOR TYPE :		EDI/FAX CODE :
ORDER FROM NAME:		FAX :
ADDR LINE 1:		PHONE :
ADDR LINE 2:		STATE CODE :
ADDR LINE 3:		POSTAL CODE :
OPT ADDR 1:		OPT ADDR USE :
OPT ADDR 2:		OPT STATE CD :
CONTACT :		OPT POSTAL CD:
PAYMENT TERMS : STATUS: ORDER HOLD:		
--- CONSOLIDATED REPORTING INFORMATION ---		
PAY ENTITY :		
VENDOR NUMBER :		
GROUP NUMBER :		

The VOS screen allows you to view vendor data used to print purchase orders for a vendor. This screen displays all vendor address fields. Use the VRS screen to view remit-to address.

To retrieve the complete vendor address, complete required fields noted below and press Enter.

PAY ENTITY

VENDOR NUMBER and **GROUP NUMBER** or **SHORT NAME**

ACCOUNTS PAYABLE MODULE PROCEDURES INQUIRY

VENDOR PAYMENT TOTALS - The VPT (Vendor Payment Totals) screen provides information about payment totals for a vendor for the current and previous four fiscal years. Type **VPT** in the NEXT FUNCTION field and press Enter. The VPT screen follows:

AP	VENDOR PAYMENT TOTALS	VPT
NEXT FUNCTION: _____ ACTION: _____		02/14/2017 17:11:46
BROWSE: _		
=====		
PAY ENTITY : _____		
SHORT NAME : _____		
VENDOR NUMBER: _____		GROUP : _
VENDOR STATUS: _____		
CURRENT LIABILITY TOTAL PAID YTD DISCOUNT TAKEN YTD DISCOUNT NOT TAKEN YTD		
----- HISTORICAL ACTIVITY -----		
YEARS AGO	PAID	DISC TAKEN DISC NOT TAKEN
1		
2		
3		
4		

CURRENT LIABILITY represents the amount of invoices that have been entered but not yet paid. TOTAL PAID YTD represents the total amount paid in the current fiscal year. HISTORICAL ACTIVITY shows amounts paid to a vendor in the previous four fiscal years.

Required fields on VPT:

PAY ENTITY

VENDOR NUMBER and **GROUP** or **SHORT NAME**

ACCOUNTS PAYABLE MODULE PROCEDURES INQUIRY

DOCUMENT INQUIRY - Type **DCL** (Document List) in the NEXT FUNCTION field and press Enter. The following screen is presented:

AP		DOCUMENT LIST		DCL	
111 - PAY ENTITY MUST BE ENTERED					
NEXT FUNCTION: _____		ACTION: _____		HISTORY: _ 02/14/2017 17:13:00	
REQUEST: _____					
=====					
PAY ENTITY : _____		CONTROL DATE : _____		CONTROL NBR: _____	
SHORT NAME : _____		VEND/EMP NBR : _____			
DOCUMENT DTE: _____		DOCUMENT STAT: _____		LIST MRQ _	
DOCUMENT NBR: _____		DOCUMENT AMT : _____		CURR: _____	
APPROVAL NBR: _____		DOCUMENT AMT2: _____		- SELECT -	
VEN/EMP NBR	DOCUMENT NUMBER	DOCUMENT DATE	GROSS AMOUNT	CURR STATUS CODE	DGI DCI DPA DLL
PAGE:		STATUS:			

The DCL screen allows you to display a list of recent (last 6 months plus current month) or history (12 months prior to recent) invoices or employee expenses or according to criteria you determine. This screen shows summary information about each document, including status. Inquiry screens DGI, DPG, DPA, DCI, and DLL can be selected from this screen. Select the document and inquiry screen(s) to view further information. To select documents from the history files, type an 'X' in the HISTORY field at the top of the screen.

Required field on DCL:

PAY ENTITY

Search criteria on DCL:

- PAY ENTITY
- PAY ENTITY, VEND/EMP NBR or SHORT NAME
- PAY ENTITY, DOCUMENT STAT
- PAY ENTITY, DOCUMENT AMT
- PAY ENTITY, CONTROL DATE, CONTROL NBR
- PAY ENTITY, VEND/EMP NBR or SHORT NAME, DOCUMENT DTE (FROM/TO)
- PAY ENTITY, VEND/EMP NBR or SHORT NAME, DOCUMENT DTE (FROM/TO)
- PAY ENTITY, VEND/EMP NBR or SHORT NAME, CONTROL DATE, CONTROL NBR
- PAY ENTITY, VEND/EMP NBR or SHORT NAME, CONTROL DATE, CONTROL NBR, DOCUMENT DTE
- PAY ENTITY, CONTROL DATE, CONTROL NBR, VEND/EMP NBR or SHORT NAME, DOCUMENT AMT
- PAY ENTITY, DOCUMENT NBR or APPROVAL NBR

ACCOUNTS PAYABLE MODULE PROCEDURES INQUIRY

DOCUMENT STAT - The status of the document. Use this field to limit your search for documents by document status. Entries are:

- | | |
|--------------------------|--|
| SUSPEND | - Complete and pending approval. |
| BALANCD | - Complete, balanced, approved, and ready for payment. |
| PD-FULL (or PAID) | - All payments required for the document are made. |
| PRTL-PD | - One or more of the multiple and/or partial payments scheduled for the document are paid. |
| CANCELLED | - The document has been cancelled and the GL distribution has been reversed. |

SELECT - If you want to see more information about a document listed, enter an **S** in the appropriate field(s) on the same line as the document and below the screen label (DGI, DPA, DCI, DLL). Selecting one document at a time, you can choose to view one or any combination of the following screens:

- | | |
|--|---|
| DGI - Document General Information / | DGP - Document Payment General Information |
| DPA - Document Payment Additional Information | |
| DLL - Document Detail Line List | |
| DCI - Document Comment Inquiry | |

For example, type **S**'s as shown in the screen below:

AP		DOCUMENT LIST				DCL	
NEXT FUNCTION: _____		ACTION: _____		HISTORY: _		02/14/2017 17:16:17	
REQUEST: _____							
=====							
PAY ENTITY : 0110		CONTROL DATE : _____		CONTROL NBR: _____			
SHORT NAME : GRAYBARELECTRIC		VEND/EMP NBR : 12004435		_____			
DOCUMENT DTE: _____		DOCUMENT STAT: _____		LIST MRQ		_	
DOCUMENT NBR: _____		DOCUMENT AMT : _____		CURR: _____			
APPROVAL NBR: _____		DOCUMENT AMT2: _____		- SELECT -			
VEN/EMP NBR	DOCUMENT NUMBER	DOCUMENT DATE	GROSS AMOUNT	CURR STATUS CODE	DGI	DCI	DPA DLL
12004435	985688173	06/16/16	196.08	PD-FULL	S	S	S S
12004435	986005012	07/05/16	866.70	PD-FULL		-	- -
12004435	986127236	07/12/16	210.58	PD-FULL	-	-	- -
12004435	986410007	07/27/16	319.86	PD-FULL	-	-	- -
12004435	986486728	08/01/16	117.55	PD-FULL	-	-	- -
12004435	986744391	08/16/16	79.50	PD-FULL	-	-	- -
12004435	986842734	08/19/16	270.00	PD-FULL	-	-	- -
12004435	987089813	09/02/16	486.62	PD-FULL	-	-	- -
12004435	987089815	09/02/16	54.00	PD-FULL	-	-	- -
12004435	987130259	09/07/16	948.05	PD-FULL	-	-	- -
PAGE: 1 STATUS: MORE							

ACCOUNTS PAYABLE MODULE PROCEDURES INQUIRY

And press Enter; the **DGI** (Document General Information) screen is presented:

AP	DOCUMENT GENERAL INFORMATION	DGI
NEXT FUNCTION: _____ ACTION: _____ HISTORY: _		02/15/2017 08:56:01
PAY ENTITY	: 0110	VENDOR/EMP NUMBER: 12004435
VEND/EMP SHORT NAME:	GRAYBARELECTRIC	DOCUMENT NUMBER : 985688173
DOC/TRVL RET DATE	: 06/16/2016	
CONTROL NUMBER	: 0137	CONTROL DATE : 07/18/2016
DOCUMENT TYPE	: INVOICE	APPLICATION AREA : 14
DOCUMENT STATUS	: PD-FULL	DATE ENTERED : 07/18/2016
CURRENCY CODE	:	DATE LAST UPDATED: 07/25/2016
GROSS DOC AMOUNT	: 196.08	PROV ACCTG DATE :
AMOUNT PAID	: 196.08	
APPROVAL NUMBER	: 015671	
PO REF/TRVL BEGIN	:	
SIGN APPROVAL CODE	:	
DATES APPROVED	:	
REMIT MESSAGE:	ACCT #0000109609 PO #26087	

The **DGI** screen allows you to view general information about an invoice/employee expense, including document type and status, control number and date, date entered, date last updated, gross amount, amount paid, and remit message.

Required fields on DGI:

PAY ENTITY
VENDOR/EMP NUMBER or **VEND/EMP SHORT NAME**
DOCUMENT NUMBER

Search criteria on DGI:

- PAY ENTITY, VENDOR/EMP NUMBER, DOCUMENT NUMBER
- PAY ENTITY, VENDOR/EMP NUMBER, DOCUMENT NUMBER, DOCUMENT DATE

ACCOUNTS PAYABLE MODULE PROCEDURES INQUIRY

When you select DGI, the DPG (Document Payment General Information) screen is also displayed. Press Enter again, to see DPG:

AP	DOCUMENT PAYMENT GENERAL INFORMATION		DPG
NEXT FUNCTION: _____ ACTION: _____ HISTORY: _		02/15/2017 08:59:46	
BROWSE: _			
=====			
PAY ENTITY	: 0110	VEND/EMP NBR:	12004435
VEND/EMP SHORT NAME:	GRAYBARELECTRIC	DOCUMENT NBR:	985688173
DOCUMENT DATE	: 06/16/2016	PAYMENT NBR:	001
		PRTL PYMT NBR:	000
	IND	AMOUNT	
SALES TAX/VAT	:	VAT INCLUSIVE	: N
SALES TAX 2	:	EXPENSE IND	:
SALES TAX 3	:	GL EFFECTIVE DATE:	07/18/2016
FREIGHT	:	EXTRACT DATE	: 07/26/2016
ADDITIONAL COST	:	ACCRUAL CANC DATE:	
GROSS INVOICE	:	CURRENCY CODE	:
PAYMENT AMOUNT	:	DISCOUNT TYPE	: NOT TAKEN
AMOUNT PAID	:	DISCOUNT TAKEN	: .00
PAYMENT TERMS	: 001 PER INVOICE	PAYMENT STATUS	: PAID
PAYMENT DATE	: 07/26/2016	PAYMENT REF NBR	: 0100326187
PAYMENT ROUTE CD	:	PAYMENT TYPE	: SYSTEM
FACTOR NUMBER	:	HANDLING CODE	:
REASON CODE/DESC	:	ONE INVC PER PYMT:	
		BANK ACCT PYMT CD:	AP1

The DPG screen shows gross and payment amount, payment due date, payment status, payment reference number, and GL extract date.

ACCOUNTS PAYABLE MODULE PROCEDURES INQUIRY

Press Enter again, and the DPA (Document Payment Additional Information) screen is displayed:

AP	DOCUMENT PAYMENT ADDITIONAL INFO		DPA
NEXT FUNCTION: _____	ACTION: _____	HISTORY: _	02/15/2017 09:01:10
BROWSE: _			
PAY ENTITY	: 0110	VEND/EMP NBR:	12004435
VEND/EMP SHORT NAME:	GRAYBARELECTRIC	DOCUMENT NBR:	985688173
DOCUMENT DATE	: 06/16/2016	PAYMENT NBR :	001 PRTL PYMT NBR: 000
INDICATORS			
PAYMENT AMOUNT	: 196.08	EXPENSE	:
AMOUNT PAID	: 196.08	PAYABLES	: 001
PAYMENT DUE DATE	: 06/16/2016	DISCOUNT	:
DISCOUNT TAKEN	: .00	CASH	: 001
DISCOUNT DATE 1	:	INTERCO PAYABLES	:
DISCOUNT AMOUNT 1	:	INTERCO REC	:
DISCOUNT DATE 2	:	PROVISIONAL ACCT	:
DISCOUNT AMOUNT 2	:	EMPLOYEE ADVANCE	:
1099 WITHHELD AMT	:	FACTOR NUMBER	:
GL EXTRACT DATE	: 07/26/2016	CURRENCY	:
ACCRUAL CANC DATE	:	PAYMENT EQUIV	: .00
GL REVERSE DATE	:	DISCOUNT EQUIV	: .00

The DPA screen information includes payment date, GL extract date, payment cancel date, and GL (expense) reversal date.

Required fields on DPA:

PAY ENTITY
VEND/EMP NBR or **VEND/EMP SHORT NAME**
DOCUMENT NBR

ACCOUNTS PAYABLE MODULE PROCEDURES INQUIRY

Press Enter again, and the DCI (Document Comment Inquiry) screen is displayed:

[illegible]

The DCI screen allows you to view comments created on the DLC (Document Level Comments) screen.

Required fields on DCI:

PAY ENTITY

DOCUMENT NUMBER

VENDOR/EMP NUMBER or VENDOR/EMP SHORT NAME

ACCOUNTS PAYABLE MODULE PROCEDURES INQUIRY

Press Enter again, and the DLL (Document Detail Line List) screen is presented:

AP		DOCUMENT DETAIL LINE LIST				DLL	
NEXT FUNCTION: _____		ACTION: _____		HISTORY: _		02/15/2017 09:09:53	
PAY ENTITY : 0110		VEND/EMP NBR: 12004435					
VEND/EMP SHORT NAME: GRAYBARELECTRIC		DOCUMENT NBR: 985688173					
DOCUMENT DATE : 06/16/2016		PAYMENT NBR : 001		PRTL PYMT NBR: 000			
DOCUMENT STATUS : PD-FULL							
PYMT NBR	PRTL NBR	DOC LINE	EXPENSE AMOUNT	EXP	CO	ACCOUNT	CENTER SEL
001	000	0001	196.08	001	6002	52056180	0133200619 _
PAGE: 1 STATUS: END OF LIST							

The DLL screen allows you to view the distribution and amount of detail lines. After viewing this data, you can select a line for further inquiry. A **C** in the SEL field displays DLA (Detail Line Additional Information). This screen shows the current distribution for the line. An **H** in the SEL field displays DLH (Document Distribution Line History). This screen reviews any changes made to the general ledger distribution of a detail line.

Required fields on DLL:

PAY ENTITY
VEND/EMP NBR or **VEND/EMP SHORT NAME**
DOCUMENT NBR

NOTE: You can also use the DGI, DPG, DPA, DCI, and DLL screens independently from the DCL screen. On any AP screen, type the screen identifier (e.g. **DLL**) in the NEXT FUNCTION field. Complete the required fields as shown above, and press Enter.

ACCOUNTS PAYABLE MODULE PROCEDURES INQUIRY

MATCHED INVOICE INQUIRY - There are several different screens that can be used to inquire matched invoices.

Type **IPL** (Invoice to Purchase Order List), **PIL** (Purchase Order to Invoice List) or **PMI** (PO Invoice Matching Information) in the NEXT FUNCTION field and press Enter.

Following is an example of the IPL (Invoice to Purchase Order List) screen:

AP		INVOICE TO PURCHASE ORDER LIST				IPL	
NEXT FUNCTION: _____		ACTION: _____		02/15/2017		09:14:19	
PAY ENTITY : 0110		VEND/EMP NBR: 12029345					
VEND/EMP SHORT NAME: _____		DOCUMENT NBR: 687709-0					
DOCUMENT DATE : 12/21/2016		ERS : N					
BUY	PO	BLANKET	PO	UOP	- - - - -	QUANTITY - - - - -	ACT
ENTITY	NUMBER	REL NBR	LINE		ORDERED	DELIVERED	INVOICED
SDPP	17HP524628		0001	EA	1	0	1 _____
PAGE: 1 STATUS: END OF LIST							

The IPL screen is an inquiry screen listing all purchase order lines matched against a particular invoice. From this screen, you can select purchase order lines you want to see in detail.

Required fields on IPL:

PAY ENTITY
VEND/EMP NBR or **VEND/EMP SHORT NAME**
DOCUMENT NBR

If you need more detailed line information on the selected PO line, type the label of the screen you want to view in the ACT (activity) field and press Enter. The system would display that screen. You can select only one line at a time.

ACCOUNTS PAYABLE MODULE PROCEDURES INQUIRY

Following is an example of the PIL (Purchase Order to Invoice List) screen:

AP		PURCHASE ORDER TO INVOICE LIST					PIL	
NEXT FUNCTION: _____		ACTION: _____		HISTORY: _		02/15/2017 09:17:19		
<hr/>								
BUY ENTITY : SDPP								
PO NUMBER : 17HP524628		BLANKET RELEASE NBR: _____		PO LINE : 0000				
ERS : N								
CURRENCY CODE:								
PO LINE	PAY ENT	VENDOR NUMBER	INVOICE NUMBER	INVOICE DATE	DISTR LINE	EXPENSE AMOUNT	ACT	
0001	0110	12029345	687709-0	12/21/2016	0001	747.30	_____	
PAGE: 1				STATUS: END OF LIST				

The **PIL** (Purchase Order to Invoice List) screen lists all the invoices matched against a particular purchase order. From this screen, you can select invoice lines you want to view in more detail.

Required fields on PIL:

BUY ENTITY
PO NUMBER

Search criteria on PIL:

BUY ENTITY, PO NUMBER
BUY ENTITY, PO NUMBER, BLANKET RELEASE NBR
BUY ENTITY, PO NUMBER, PO LINE
BUY ENTITY, PO NUMBER, BLANKET RELEASE NBR, PO LINE

For more detailed information about an invoice line, type the label of the screen you want to view in the ACT (activity) field. The system would display that screen. You can select only one line at a time.

ACCOUNTS PAYABLE MODULE PROCEDURES INQUIRY

Following is an example of the PMI (Purchase Order Invoice Matching Information) screen:

PS	PO INVOICE MATCHING INFORMATION		PMI
NEXT FUNCTION: _____ ACTION: _____ HISTORY: _		02/15/2017 09:20:04	
BROWSE: _			
BUY ENTITY	: SDPP	VENDOR: WESTERN STATIONERS	
PO NO.	: 17HP524628		
PO LINE NO.	: 0001		
BLANKET REL. NO.	:		
INVOICE-TO CODE	: 999		
PAYMENT BASIS	: PO		
	BASE PERMIT TO PAY	INVOICED TO DATE	PERMIT TO PAY
PO HEADER	747.30	747.30	.00
PO HEADER TAX/VAT	.00	.00	.00
PO HEADER ADDL COST	.00	.00	.00
BLANKET			
BLANKET TAX/VAT			
BLANKET ADDL COST			
PO LINE	747.30	747.30	.00
PO LINE TAX/VAT	.00	.00	.00
PO LINE ADDL COST	.00	.00	.00

The PMI (PO Invoice Matching Information) presents permit-to-pay amounts for a given purchase order line. Information on this screen includes base permit-to-pay, invoiced-to-date, and permit-to-pay.

Required fields on PMI:

BUY ENTITY
PO NUMBER

Search criteria on PMI:

BUY ENTITY, PO NO., PO LINE NO.
BUY ENTITY, PO NO., PO LINE NO., BLANKET REL. NO.

ACCOUNTS PAYABLE MODULE PROCEDURES INQUIRY

HISTORY DOCUMENT LIST - Type **HDL** in the NEXT FUNCTION field and press Enter. The following screen is presented:

AP		HISTORY DOCUMENT LIST				HDL	
NEXT FUNCTION: _____		ACTION: _____		02/15/2017		09:23:04	
REQUEST: _____							
PAY ENTITY : 0110		VENDOR/EMPLOYEE NUMBER : 12029345 __					
VENDOR NUMBER	DOCUMENT NUMBER	DOCUMENT DATE	GL EXTR DATE	DOC STAT	DOCUMENT AMOUNT	CURR CODE	
12029345	539242-0	10/23/2014	11/19/2014	P	505.70		
12029345	545799-0	02/09/2015	02/20/2015	P	468.96		
12029345	548298-0	03/26/2015	04/17/2015	P	732.48		
12029345	649795-0	04/14/2015	04/29/2015	P	717.22		
12029345	652652-0	05/19/2015	05/29/2015	P	468.96		
12029345	652937-0	06/02/2015	06/24/2015	P	4,921.84		
12029345	652939-0	05/28/2015	06/24/2015	P	2,109.36		
12029345	652940-0	05/28/2015	06/24/2015	P	1,406.24		
12029345	652941-0	05/28/2015	06/24/2015	P	703.12		
12029345	658355-0	08/21/2015	09/04/2015	P	703.12		
12029345	661922-0	11/04/2015	11/24/2015	P	717.22		
12029345	663835-0	12/01/2015	01/06/2016	P	717.22		
12029345	664525-0	12/16/2015	01/15/2016	P	8,437.20		
		PAGE: 1 STATUS: MORE					

The HDL screen lists paid and cancelled documents more than six months old that have been purged from the invoice file and moved to the invoice key file. They are accessible for inquiry only. These documents can also be viewed on the Document List (DCL) screen using the History switch. The HDL screen provides a record of paid and cancelled invoices. You might also use this screen to review documents paid to a vendor over a period of time.

Use UP in REQUEST field to page backward.

Required fields on HDL:

PAY ENTITY

Search criteria on HDL:

PAY ENTITY

PAY ENTITY, VENDOR/EMPLOYEE NUMBER

Note: The vendor/employee number entered on this screen is used as a starting point. If no invoices exist for the number entered, the inquiry list begins with the next vendor on file.

ACCOUNTS PAYABLE MODULE PROCEDURES INQUIRY

PAYMENT LIST - Type **PYL** in the NEXT FUNCTION field and press Enter. The following screen is presented:

AP	PAYMENT LIST										PYL
NEXT FUNCTION: _____ ACTION: _____ HISTORY: _ 02/14/2017 16:36:27											
=====											
PAY ENTITY: 0110 VENDOR NBR: 12004442 13 SHORT NAME: INTERNATIONALBU											
BAP CODE : _____ PAYMENT REFERENCE NUMBER: _____											
BEGINNING PAYMENT DATE: _____ ENDING PAYMENT DATE: _____											
BAP CODE	PYMT REF NUMBER	AMOUNT	DATE	TYPE	STAT	CLEARANCE DATE	REPLACE PYMT REF	S			
AP1	0100326188	32,600.02	07/26/16	S	CLEARED	08/01/16			-		
AP1	0100326925	9,963.20	07/29/16	S	CLEARED	08/08/16			-		
AP1	0100332586	27,090.02	08/17/16	S	CLEARED	08/23/16			-		
AP1	0100338557	6,073.00	09/07/16	S	CLEARED	09/13/16			-		
AP1	0100341217	27,090.02	09/21/16	S	CLEARED	09/26/16			-		
AP1	0100344222	10,693.00	09/30/16	S	CLEARED	10/07/16			-		
AP1	0100352392	27,305.62	10/19/16	S	CLEARED	10/25/16			-		
AP1	0100353390	31,043.66	10/21/16	S	CLEARED	10/31/16			-		
AP1	0100354069	31,714.26	10/26/16	S	CLEARED	11/02/16			-		
AP1	0100355353	6,073.00	10/28/16	S	CLEARED	11/08/16			-		
AP1	0100360552	23,650.42	11/18/16	S	CLEARED	11/28/16			-		
STATUS: MORE											

Use this inquiry screen to review the status of a series of payments. The system displays summary information according to the search criteria you specify. You can limit the list to payments made to a specific vendor. The list is organized by payment number.

If you select a specific payment from the list, the system displays Invoices by Payment Reference Number (IRL) screen with information about the document(s) associated with the payment.

Required fields on PYL:

PAY ENTITY and **VENDOR NBR**

or

BAP CODE and **PAYMENT REFERENCE NUMBER**

Search criteria on PYL:

BAP CODE

BAP CODE, PAYMENT REFERENCE NUMBER

BEGINNING and ENDING PAYMENT DATES

PAY ENTITY, VENDOR NBR or SHORT NAME

EXPLANATION OF PYL FIELDS

HISTORY - Indicates if purged payments are to be displayed. Enter a non-blank character to list purged payments. Leave blank to list active payments.

ACCOUNTS PAYABLE MODULE PROCEDURES INQUIRY

BEGINNING PAYMENT DATE - Use the Beginning Payment Date field to search for payments beginning with this payment date. The system finds all payments from the beginning payment date to the date entered in the Ending Payment Date field.

ENDING PAYMENT DATE - Use the Ending Payment Date field to search for payments up to and including this payment date. The system finds all payments from the date entered in the Beginning Payment Date field to the date entered in the Ending Payment Date field. If you enter no Ending Payment Date, the current date defaults for this field.

PAYMENT AMOUNT - The total amount of the payment written on the payment form.

PAYMENT DATE - The date appearing on the printed payment form.

PAYMENT TYPE - Code indicating the type of payment. The system displays one of the following:

E – Electronic payment (ACH)

M – Manual payment

N – Non-AP system payment (outside payable or payroll)

S – System-generated (AP) payment

PAYMENT STATUS - Indicates the status of the payment. The system displays one of the following: OPEN, CLEARED, VOIDED, CANCELLED, or REPLACED.

CLEARANCE DATE - If the status of a payment is CLEARED, the system displays the bank clearance date.

REPLACEMENT PAYMENT REFERENCE NUMBER - If the status of a payment is REPLACED, the system displays the reference number of the payment replaced.

SELECT - If you want to view a list of the documents associated with a payment, select the payment from PYL. Enter **S** in this field opposite the payment number. The system displays IRL with information about the payment you choose.

PAY ENTITY - Code for the paying entity to which the vendor is assigned. If you specify a vendor as part of the search criteria, you must complete this field.

VENDOR NBR – Code including vendor group, if any, assigned on VSU screen to identify a vendor. If you want the system to display a payment made to a specific vendor, enter either the VENDOR NBR or SHORT NAME (see below).

SHORT NAME - Brief identifying name assigned on VSU when vendor is added. To specify a vendor in the search criteria, enter either the VENDOR NBR or SHORT NAME.

BAP CODE - Bank account payment method through which the payment was made. For example, AP warrants mailed directly to vendors use AP1, employee and zero-amount invoices must be AP2, AP warrants returned to agencies are AP3; central payroll is P07. Indicate the BAP CODE you want to view.

PAYMENT REFERENCE NUMBER - The number identifying a payment. Assigned when the payment is created. If you include a number in the search criteria, the system begins the display with the number you specify.

ACCOUNTS PAYABLE MODULE PROCEDURES INQUIRY

INVOICES BY PAYMENT REFERENCE NUMBER - For AP system payments (payment type = S), you can view the invoice(s) related to a specific payment. This is done by using the IRL (Invoices by Payment Reference Number) screen.

If you select a payment from the PYL screen, you can select IRL by typing an **S** in the S field and pressing Enter. You can also access IRL directly by typing **IRL** in the NEXT FUNCTION field and pressing Enter. Complete the required fields and press Enter.

AP	INVOICES BY PAYMENT REFERENCE NUMBER				IRL	
NEXT FUNCTION: _____		ACTION: _____		HISTORY: _	02/15/2017 09:31:38	
<div style="display: flex; justify-content: space-between;"> <div> BANK ACCT PAY CODE: AP1 PAYMENT DATE : 02/02/2017 VENDOR NUMBER : 12124293 FACTOR NUMBER : </div> <div> PYMT REF NBR: 0099906583 PAYMENT AMT : 256.00 ALL-AROUND INC DBA ALL-AROUND GRAPHIX 819 N EUCLID AVE PIERRE SD </div> <div> PYMT ST: CLEARED </div> </div>						
PAY ENTITY	INVOICE NUMBER	INVOICE DATE	PYMT NBR	PRTL NBR	PAYMENT AMOUNT	ACT
1400	62094	01/10/2017	001	000	201.00	_____
2900	62131	01/03/2017	001	000	55.00	_____
STATUS: END OF LIST						

If you want to obtain additional information about one of the documents listed, select it from the list by typing a screen label in the ACT field. For example, if you type **PYL** in the ACT field and press Enter, you can return to the PYL screen to select other payments. Or, if you type **DCL** in the ACT field and press Enter, you can use the DCL screen to select other inquiry screens.

Required fields on IRL:

BANK ACCT PAY CODE
PYMT REF NUMBER

HISTORY - Indicates if purged payments are to be displayed. Enter a non-blank character to list purged payments. Leave blank to list active payments.

ACCOUNTS PAYABLE MODULE PROCEDURES INQUIRY

PAYMENT DUE DATE LIST - The PDL (Payment Due Date List) screen shows invoices due to be paid, and can also show paid invoices. You can inquire by date range or by payment status.

Type **PDL** in the NEXT FUNCTION field and press Enter.

AP		PAYMENT DUE DATE LIST				PDL	
NEXT FUNCTION: _____		ACTION: _____		02/14/2017		16:46:22	
PAY ENTITY : 0110		VEND/EMP NBR: _____					
PYMT DUE DT: _____		SHORT NAME : _____					
PYMT STATUS: HOLD		DOCUMENT AMT: _____				CURR: _____	
DUE DATE	PAY ENT	VEND/EMP NBR GROSS AMOUNT	DOCUMENT NUMBER STATUS	DOC DATE CURR CODE	PYMT PRTL NBR NBR	SELECT DPG DPA	
12/12/2016	0110	12001887 179.76	HOLD	00762 12/12/2016	001 000	-	-
01/30/2017	0110	12001907 33,130.74	ACC16--07X-4F HOLD	01/30/2017	001 000	-	-
01/30/2017	0110	12003284 08 999.51	3302747487 HOLD	01/30/2017	001 000	-	-
02/02/2017	0110	12004143 22.12	07827041702 HOLD	02/02/2017	001 000	-	-
02/04/2017	0110	12004442 13 289.06	2702129 HOLD	02/04/2017	001 000	-	-
PAGE: 1 STATUS: MORE							

Required field on PDL is **PAY ENTITY**. Search criteria on PDL:

PAY ENTITY, PYMT DUE DT (FROM/TO)

PAY ENTITY, PYMT DUE DT, VEND/EMP NBR or **SHORT NAME**

PAY ENTITY, PYMT DUE DT, VEND/EMP NBR or **SHORT NAME, DOCUMENT AMT**

PAY ENTITY, PYMT STATUS

PAY ENTITY, PYMT STATUS, VEND/EMP NBR or **SHORT NAME**

PAY ENTITY, PYMT STATUS, DOCUMENT AMT

PAY ENTITY, PYMT STATUS, VEND/EMP NBR or **SHORT NAME, DOCUMENT AMT**

Values for PYMT STATUS field (if you complete PYMT DUE DT, this field must be left blank, and vice versa):

OPEN	= document approved, not paid.
OPEN-BC	= approved document with BC exception, not paid.
HOLD	= document not approved.
HOLD-BC	= unapproved document with BC exception.
PAID	= paid document.
CANCELLED	= cancelled document.

When you complete the DOCUMENT AMT field, the system displays those documents with an amount equal to or greater than the amount specified.

ACCOUNTS PAYABLE MODULE PROCEDURES INQUIRY

REMITTANCE MESSAGES CODES LIST (RML) - The RML (Remittance Messages List) screen lists remittance message codes established on the RMC screen (see [section 25-365](#)). To view the screen, type **RML** in the NEXT FUNCTION field and press Enter. The RML is presented:

AP	REMITTANCE MESSAGES CODES LIST	RML
NEXT FUNCTION: _____ ACTION: _____		02/15/2017 09:34:18
PAY ENTITY : <u>1100</u>	REMITTANCE CODE : BAA	
REMITTANCE CODE	REMITTANCE MESSAGE	
BAA	INQUIRIES CONCERNING THIS INVOICE PLEASE CALL (605) 626-2244	
BAB	INQUIRIES CONCERNING THIS INVOICE PLEASE CALL (605) 626-7885	
BAD	INQUIRIES CONCERNING THIS INVOICE PLEASE CALL (605) 693-3231	
BAE	INQUIRIES CONCERNING THIS INVOICE PLEASE CALL (605) 353-7140	
BBA	INQUIRIES CONCERNING THIS INVOICE PLEASE CALL (605) 995-8129	
BBC	INQUIRIES CONCERNING THIS INVOICE PLEASE CALL (605) 367-5680	
BBD	INQUIRIES CONCERNING THIS INVOICE PLEASE CALL (605) 367-5689	
BBE	INQUIRIES CONCERNING THIS INVOICE PLEASE CALL (605) 668-2929	
BBF	INQUIRIES CALL (605) 369-4402 & ASK FOR JIM @ DOT REPAIR SHOP	
BBG	INQUIRIES CONCERNING THIS INVOICE PLEASE CALL (605) 995-8120	
BCA	INQUIRIES CONCERNING THIS INVOICE PLEASE CALL (605) 773-3465	
BCB	INQUIRIES CONCERNING THIS INVOICE PLEASE CALL (605) 773-5294	
PAGE: 1 STATUS: MORE		

1. Type **EMPL**, **HEPL** or **XXXX** (your agency specific pay entity) in PAY ENTITY field; this field is required.
2. Type the three-digit alphanumeric remittance message code in the REMITTANCE CODE field. This indicates the remittance code to be displayed first. If you leave this field blank, the list begins with the first remittance code in alphanumeric order.
3. Press Enter.

ACCOUNTS PAYABLE MODULE PROCEDURES INQUIRY

MINI-CHART OF ACCOUNTS LIST (MCL) - The MCL (Mini-Chart of Accounts List) screen lists mini-chart established on the MCA screen (see [section 25-366](#)). To view the screen, type **MCL** in the NEXT FUNCTION field and press Enter. The MCL is presented:

AP	MINI-CHART OF ACCOUNTS LIST	MCL
NEXT FUNCTION: _____ ACTION: _____		02/15/2017 09:37:49
PAY ENTITY : 0110 CATEGORY CODE : EXP DISTR IND : _____		
IND	CO	ACCOUNT
		CENTER
		SUM
		ABBR DESC
CDA	6007	52044600
CDB	6007	52042200
CLA	6020	52049600
FLA	6509	52050100
FM1	1000	52050200
FM2	6010	52050200
FPS	6511	52050180
FRE	6006	52045800
FRF	6511	52045810
FRO	6511	52045820
FRS	6511	52045800
GAS	6006	52055100
		0123730625
		0123730625
		0121300643
		0120000644
		01111
		0111301635
		0120000645
		0120000624
		0120000645
		0120000645
		0120000645
		0120000645
		0123610624
		N RENTAL - CENTRAL DUP
		N MAINTENANCE - DUPLICATING
		N OTHER CONTRACTUAL - COLLE
		N FLAGS
		N BFM BUDGET SUPPLY CODING
		N BFM ACCTNG SUPPLY CODING
		N RESALE FIXED PRICE
		N FREIGHT/POSTAGE/PH. BOOKS
		N FREIGHT FIXED PRICE
		N OVERSEAS FREIGHT
		N FREIGHT SURPLUS
		N LPGAS/FORKLIFT/CENT SUPPL
PAGE NO: 1 STATUS: MORE		

1. Type the **EMPL**, **HEPL** or **XXXX** (agency specific pay entity) in the PAY ENTITY field; this field is required.
2. Type **EXP** in the CATEGORY CODE field; this is a required field.
3. Type the three-digit alphanumeric mini-chart indicator in the DISTR IND field. This indicates the indicator to be displayed first. If you leave this field blank, the list begins with the first indicator.
4. Press Enter.

ACCOUNTS PAYABLE MODULE PROCEDURES INQUIRY

BUDGETARY CONTROL EXCEPTION LIST (BCEL) - The BCEL screen lists requisition, purchase order, and invoice lines that have BC exceptions. See [section 25-300](#) for action needed to resolve BC exceptions. There are two types of BC exceptions: account and funds.

An account exception is received when the company, account, center coded to does not exist on the Available Funds file (AFF). An update cannot take place if the needed record is not on the AFF. It does not mean the company, account, center is not on general ledger (GL).

A funds exception occurs when the amount on a line exceeds the funds available for the company/program on that line. Funds are checked at the company/program total expense level.

To see exceptions, type **BCEL** in the NEXT FUNCTION field and press Enter.

AP										BUDGETARY CONTROL EXCEPTION LIST										BCEL			
NEXT FUNCTION: _____										ACTION: _____										02/15/2017 09:45:24			
REQUEST: _____																							
=====																							
COMPANY : 2004				CENTER : 0				9				DOC TYPE : _____											
ENTITY : _____				DOC NBR: _____								RELEASE NBR: _____											
INV DATE: _____				PAY NBR: _____								LINE NUMBER: _____											
VNDR NBR: _____				VNDR SHORT NAME: _____																			
										DOC												BC	
CO	CENTER	TYPE	ENTY	DOCUMENT	NBR	LINE	AMOUNT	STATUS	ACT														
2004	081110000101	INV	EMPL	Z081703808	0002		1,710.00	ACCT EX	1														
ACCT: 51023100				VNDR: 158333				INV DTE:08/20/2016				PAY NO:001 000											
PAGE: 1										STATUS: END OF LIST													

The easiest way to see exceptions on BCEL is by company and center. Type the company and beginning center, and press Enter. To see a range of centers, include an ending center. To see all centers, type **0** (zero) in beginning center, and **9** in ending center.

The type of exception is shown on the right side of the screen under BC STATUS. **ACCOUNT** indicates an account exception; **FUNDS E** indicates a funds exception.

Required fields on BCEL:

COMPANY and **CENTER** (from/to)

or

DOC TYPE, **ENTITY**, **DOC NBR**, and **VNDR NBR** or **VNDR SHORT NAME**

ACCOUNTS PAYABLE MODULE PROCEDURES INQUIRY

1099 CODES LIST (TNL) - TNL allows you to view 1099 tax codes and their corresponding descriptions.

To see 1099 codes, type **TNL** in the NEXT FUNCTION field and press Enter.

AP	1099 CODES LIST			TNL
NEXT FUNCTION: _____		ACTION: _____		02/15/2017 09:47:36
=====				
1099 CODE: MC				
1099 CODE	1099 GROUP	ABBREV DESC	DESCRIPTION	
MC	MS	ATTORNEY PMTS	GROSS PROCEEDS TO ATTORNEYS IN CONNECTION WITH LEGAL SERVICES REGARDLESS OF WHETHER PERFORMED FOR PAYER	
M1	MS	RENTS	PAYMENTS FOR ALL TYPES OF RENT INCLUDING OFFICE SPACE, MACHINE RENTALS, AND LAND.	
M2	MS	ROYALTIES	PAYMENTS FOR ROYALTIES.	
PAGE: 1 STATUS: MORE				

The list begins with the 1099 code you enter in the 1099 CODE field. If left blank, the list begins with the first code and continues in alphanumeric order.

For more information on using 1099 codes when adding invoice lines, see [section 25-270](#).

ACCOUNTS PAYABLE MODULE PROCEDURES

MULTIPLE PAYMENTS INVOICE OVERVIEW

MULTIPLE PAYMENT INVOICE OVERVIEW - A multiple payment invoice is entered and approved once, yet generates multiple payments at specified intervals, on specified dates, or both. There are two types of multiple payments: recurring and variable.

Recurring and variable payments can be combined on a single invoice. However, all recurring payments must fall before the variable payments.

Multiple payment invoices entered on the MPY (Multiple Payments) screen, produce an encumbrance for the invoice gross amount which is posted to GL. As payments are made, the encumbrance balance is reduced by the payment amount and expense account(s) are correspondingly increased.

RECURRING PAYMENTS - The same dollar amount is produced for each payment at specified intervals, such as weekly or monthly. Each payment references the same invoice number. The system sequentially assigns a payment number (e.g. 001, 002, etc.) for each payment. You can specify up to 999 recurring payments for an invoice. Example: Rent payment of \$500 due on the first day of each month.

VARIABLE PAYMENTS - Up to **FOUR** payments with different amounts and different due dates can be paid on a single invoice. Each payment references the same invoice number. The system sequentially assigns a payment number (e.g. 001, 002, etc.) for each payment. Example: Installment payment is due quarterly for varying amounts, or contract payments for four different amounts due on four different dates.

Important Policy Note - Bureau of Finance and Management policy does not allow carryover of encumbrances related to multiple payment invoices. Therefore, you should not set up any multiple payments that cross fiscal years. That is, all payment due dates on a multiple payment invoice must be within the current fiscal year.

Multiple payments in Accounts Payable should not be confused with payments made through the SDAS Multiple Payee System.

MULTIPLE PAYMENTS PROCEDURES ENTERING MULTIPLE PAYMENT INVOICES

ENTERING MULTIPLE PAYMENT INVOICES - Entry of a multiple payment invoice begins with a control group on the CDE (Control Document Entry) like other invoices. The process for entering multiple payments follows:

1. Type in **CDE** (Control Document Entry) in the NEXT FUNCTION field and press Enter. The CDE screen is presented:

AP	CONTROL DOCUMENT ENTRY	CDE
200 - ENTER CONTROL GROUP INFORMATION		
NEXT FUNCTION: _____ ACTION: _____		02/15/2017 09:51:46
REQUEST: _____		
=====		
PAY ENTITY : _____	CONTROL NUMBER: _____	CNTL AMT : _____
CNTL DATE : _____	APPL AREA : _____	AMT ENTERED: _____
GL EFF DATE: _____	CURRENCY CODE : _____	DIFFERENCE : _____
HANDLING CD: S	ENTRY METHOD : _____	NBR DOC'S : _____
===== OPTIONAL AMOUNTS AND DEFAULTS =====		
MODEL INVOICE NUMBER: - _____		
THIS FIELD NOT USED : _____	THIS FIELD NOT USED : _____	
" " " " : _____	" " " " : _____	
" " " " : _____	" " " " : _____	
" " " " : _____	" " " " : _____	
" " " " : _____	" " " " : _____	
" " " " : _____	" " " " : _____	
" " " " : _____	" " " " : _____	
" " " " : _____	" " " " : _____	
" " " " : _____	" " " " : _____	
" " " " : _____	" " " " : _____	
" " " " : _____	" " " " : _____	
SIGNATURE APPROVAL : _____	" " " " : _____	
THIS FIELD NOT USED : _____	" " " " : _____	

2. Enter information in the following fields and press Enter.

PAY ENTITY - A code assigned to identify a group of vendors. Type **EMPL**, **HEPL** or **XXXX** (agency specific pay entity).

CONTROL NUMBER - An identifying number you establish and assign to a control group containing invoices/employee expenses. See [Accounting Systems Overview Procedures manual](#), section 20-050.

ENTRY METHOD - Determine the entry method you need to use based on the invoice screen you need to use: **D** or blank = direct invoice (IWS), **E** = employee expense (EWS), **M** = invoice matching (IMP).

The following example uses pay entity 0110 and entry method D.

ACCOUNTS PAYABLE MODULE PROCEDURES ENTERING RECURRING PAYMENTS

8. Once the invoice has been balanced, the MPY (Multiple Payment) screen is presented:

AP	MULTIPLE PAYMENTS	MPY
NEXT FUNCTION: _____ ACTION: _____		02/15/2017 10:21:44
REQUEST: _____		
INVOICE NUMBER : AUTOPAY-FY17-PH2	INVOICE GROSS AMOUNT :	10,000.00
NBR OF RECURRING PYMTS: 005	RECURRING PYMT AMOUNT :	2000.00_____
1ST PAYMENT DUE DATE : 02/15/2017	FREQUENCY :	M
VARIABLE DUE DATE 1 : _____ VARIABLE AMOUNT 1 : _____		
VARIABLE DUE DATE 2 : _____ VARIABLE AMOUNT 2 : _____		
VARIABLE DUE DATE 3 : _____ VARIABLE AMOUNT 3 : _____		
VARIABLE DUE DATE 4 : _____ VARIABLE AMOUNT 4 : _____		
LAST PAYMENT HOLD : N		

- 9a. Required fields on MPY for **RECURRING PAYMENTS**:

NBR OF RECURRING PYMTS - The total number of regularly scheduled payments you want to make.

RECURRING PYMT AMOUNT - The amount of each recurring payment.

1ST PAYMENT DUE DATE - The due date of the first recurring payment. This date must fall on or after the document data. Due dates must be in chronological order.

FREQUENCY - Specifies how often recurring payments are to be generated by the system. This field is required when you complete the NBR OF RECURRING PYMTS field. If the NBR OF RECURRING PYMTS field is blank, this field must also be blank. Valid codes are:

W = Weekly **M** = Monthly **Q** = Quarterly **S** = Semi-annually **A** = Annually

The NBR OF RECURRING PYMTS X RECURRING PYMT AMOUNT must equal GROSS AMOUNT entered on the worksheet screen. If not, an error message is displayed. Check and re-key fields as necessary.

After completing the required fields, press Enter to process the invoice. A blank worksheet screen is displayed.

LAST PAYMENT HOLD: Type an **N** if you do not want to hold final payment. If you want the system to hold the last payment, leave blank, or type an **H** in this field.

Note: A multiple invoice cannot be deleted on the MPY screen. If an incorrect amount was entered on the worksheet screen, complete MPY as shown above. Contact the Bureau of Finance & Management to cancel the invoice.

ACCOUNTS PAYABLE MODULE PROCEDURES ENTERING VARIABLE PAYMENTS

AP	MULTIPLE PAYMENTS	MPY
NEXT FUNCTION: _____ ACTION: _____		02/15/2017 10:37:53
REQUEST: _____		
=====		
INVOICE NUMBER : AUTOPAY-FY17-PH3	INVOICE GROSS AMOUNT :	4,000.00
NBR OF RECURRING PYMTS: _____	RECURRING PYMT AMOUNT :	_____
1ST PAYMENT DUE DATE : _____	FREQUENCY :	_
VARIABLE DUE DATE 1 : 03/08/2017	VARIABLE AMOUNT 1 :	1150.00_____
VARIABLE DUE DATE 2 : 03/29/2017	VARIABLE AMOUNT 2 :	1250.00_____
VARIABLE DUE DATE 3 : 04/19/2017	VARIABLE AMOUNT 3 :	850.00_____
VARIABLE DUE DATE 4 : 05/10/2017	VARIABLE AMOUNT 4 :	750.00_____
LAST PAYMENT HOLD : N		

9b. Required fields on MPY for **VARIABLE PAYMENTS**:

VARIABLE DUE DATE(S) - The due date(s) of the variable payment(s). Up to four variable due dates can be entered. You must enter a variable due date for each variable amount.

VARIABLE AMOUNT(S) - The payment amount for each variable due date you enter. You must have a variable amount for each variable due date.

The sum of VARIABLE AMOUNTS must equal GROSS AMOUNT entered on the worksheet screen. If not, an error message is displayed. Check and re-key fields as necessary.

After completing the required fields, press Enter to process the invoice. A blank worksheet screen is displayed.

LAST PAYMENT HOLD: Type an **N** if you do not want to hold final payment. If you want the system to hold the last payment, leave blank, or type an **H** in this field.

Note: You cannot delete a multiple payment invoice; it can only be cancelled. Contact the Bureau of Finance and Management if it becomes necessary to cancel a multiple payment invoice.

ACCOUNTS PAYABLE MODULE PROCEDURES ENTERING RECURRING AND VARIABLE PAYMENTS

AP	MULTIPLE PAYMENTS	MPY
NEXT FUNCTION: _____ ACTION:		02/15/2017 10:51:54
REQUEST: _____		
INVOICE NUMBER :	104562	INVOICE GROSS AMOUNT : 3,700.00
NBR OF RECURRING PYMTS: 002		RECURRING PYMT AMOUNT : 750.00_____
1ST PAYMENT DUE DATE : 03/05/2017		FREQUENCY : M
VARIABLE DUE DATE 1 : 04/15/2017		
		VARIABLE AMOUNT 1 : 700.00_____
VARIABLE DUE DATE 2 : 05/10/2017		
		VARIABLE AMOUNT 2 : 600.00_____
VARIABLE DUE DATE 3 : 06/05/2017		
		VARIABLE AMOUNT 3 : 500.00_____
VARIABLE DUE DATE 4 : 06/25/2017		
		VARIABLE AMOUNT 4 : 400.00_____
LAST PAYMENT HOLD : N		

9c. Required fields on MPY for **RECURRING and VARIABLE PAYMENTS**:

NBR OF RECURRING PYMTS - The number of regularly scheduled payments you want to make.

RECURRING PYMT AMOUNT - The amount of each recurring payment.

1ST PAYMENT DUE DATE - The due date of the first recurring payment. This date must fall on or after the document date. Due dates must be in chronological order. All recurring payments must occur before any variable payments.

FREQUENCY - Specifies how often recurring payments are to be generated by the system. This field is required when you complete the NBR OF RECURRING PYMTS field. If the NBR OF RECURRING PYMTS field is blank, this field must also be blank. Valid codes are:

A = Annually **M** = Monthly **Q** = Quarterly **S** = Semi-annually **W** = Weekly

VARIABLE DUE DATE(S) - The due date(s) of the variable payment(s). Up to four variable due dates can be entered. You must enter a variable due date for each variable amount.

VARIABLE AMOUNT(S) - The payment amount for each variable due date you enter. You must have a variable amount for each variable due date.

The NBR OF RECURRING PYMTS x RECURRING PYMT AMOUNT plus the sum of VARIABLE AMOUNTS must equal GROSS AMOUNT entered on the worksheet screen. If not, an error message is displayed. Check and re-key fields as necessary.

LAST PAYMENT HOLD: Type an **N** if you do not want to hold final payment. If you want the system to hold the last payment, leave blank, or type an **H** in this field.

After completing the required fields, press Enter to process the invoice. A blank worksheet screen is displayed.

ACCOUNTS PAYABLE MODULE PROCEDURES

MULTIPLE PAYMENTS INQUIRY

MULTIPLE PAYMENT INQUIRY - Use the MPI (Multiple Payment Inquiry) screen to review information about recurring or variable payments. Type **MPI** in the NEXT FUNCTION field and press Enter. The MPI screen is presented:

AP	MULTIPLE PAYMENT INQUIRY		MPI
NEXT FUNCTION: _____ ACTION: _____		02/15/2017 11:08:37	
PAY ENTITY	: 0110	VENDOR/EMP NUMBER	: 12010659
VENDOR/EMP SHORT NAME	: POWDERHORNLLC	DOCUMENT NUMBER	: 104562
DOCUMENT DATE	: 02/15/2017		
LAST PAYMENT DATE :		LAST PAYMENT NBR : 000	
NBR OF MULTIPLE PYMTS: 6		REMAINING NUMBER : 6	
RECURRING PYMT AMOUNT: 750.00		FIRST PAYMENT DATE: 03/05/2017	
CURRENCY CODE :		FREQUENCY	: MONTHLY
LAST PAYMENT HOLD : NO HOLD			
	DATE	AMOUNT	
VARIABLE PAYMENT 1	: 04/15/2017	700.00	
VARIABLE PAYMENT 2	: 05/10/2017	600.00	
VARIABLE PAYMENT 3	: 06/05/2017	500.00	
VARIABLE PAYMENT 4	: 06/25/2017	400.00	

Required fields on MPI:

PAY ENTITY
VENDOR/EMP NUMBER or **SHORT NAME**
DOCUMENT NUMBER

Search criteria on MPI:

PAY ENTITY, VENDOR/EMP NUMBER or **SHORT NAME, DOCUMENT NUMBER**

PAY ENTITY, VENDOR/EMP NUMBER or **SHORT NAME, DOCUMENT NUMBER, DOCUMENT DATE**

ACCOUNTS PAYABLE MODULE PROCEDURES

DOCUMENT MODELS OVERVIEW

DOCUMENT MODELS OVERVIEW - You may find yourself regularly entering much of the same information for certain types of invoices. For example, when paying a utility vendor, you may enter the same data for each monthly bill, changing only the payment amount.

Rather than retype duplicate information, you can reduce data entry time and errors by creating and using document models. A document model is a sample invoice you create on the model worksheet screen (MWS) that includes information regularly repeated on a certain set of documents.

You assign the model number. When entering an invoice (or a control group), you complete required fields and cite the model number appropriate for the invoice. After pressing Enter, the system displays all the information in the model. Once displayed, you can make additions and changes, if needed, to your invoice, without affecting the model.

Some of the fields that you can store in a model invoice include: remittance message, expense indicator or company, account, and center, project company, project code, 1099 code, amount or percentage, and description.

There are three types of models that can be set up on the MWS screen. They are vendor, paying entity, and global.

Vendor models are identified by paying entity, vendor number, and model number. A vendor model could prove useful if you want to guard against using the wrong vendor number. Since vendor models are tied to a particular vendor, only the specific vendor could be used with that model.

Paying entity models are identified by paying entity and model number. A paying entity model might be useful when paying similar invoices to various vendors (e.g., travel expenses) in the same paying entity. Because this type of model is tied to a paying entity, it ensures use of that entity with that model.

Global models are identified only by the model number. They are not tied to a particular paying entity or vendor. A global model can be used if you need to create model invoices that cross paying entities and vendors.

ACCOUNTS PAYABLE MODULE PROCEDURES

ADDING DOCUMENT MODELS

ADDING DOCUMENT MODELS - The model worksheet (MWS) screen follows the same general conventions of the employee and invoice worksheets (EWS and IWS, respectively). MWS includes two additional fields to identify the model invoice number: model type, a one byte field, and model number, a sixteen-byte field (see MODEL INV NUMBER field on the MWS screen shown below).

MWS also excludes certain fields that appear on EWS and IWS. These fields are generally unique to a specific document. They include invoice number, invoice date, payment due date, gross amount, and general ledger (GL) effective date.

Unlike the data entry worksheets, data you enter on MWS is not validated. GL company, account, center distributions are not validated on models. GL distributions are validated when you use the model to create an invoice through EWS or IWS.

To create a model invoice, follow these steps:

Step 1. Type **MWS** in NEXT FUNCTION field of an Accounts Payable (AP) screen and press Enter. The following screen would appear:

AP	MODEL INVOICE WORKSHEET 1	MWS-1T
235 - ENTER REQUIRED KEY FIELDS		
NEXT FUNCTION: _____	ACTION: _____	02/15/2017 11:17:51
REQUEST: _____		
=====		
PAY ENTITY : _____	MODEL INV NUMBER : - _____	
VENDOR SHORT NAME: _____		
VENDOR NUMBER : _____	TYPE : _	
CURRENCY CODE : _____		
TERMS CODE : _____	DO NOT USE : _____	MULTIPLE PAYMENTS: _
REMIT MESSAGE: _____		
=====		
LINE	EXPENSE	EXP CO ACCOUNT CENTER 1099
	AMOUNT/PERCENT	IND PROJ-CO NUMBER DESCRIPTION
0001	_____	_____
0002	_____	_____
0003	_____	_____
0004	_____	_____
DO NOT USE : _____		DO NOT USE : _____
DO NOT USE : _____		

Step 2. In the model type field (the one-byte part of MODEL INV NUMBER field), encode one of the following: **V** for vendor model, **P** for paying entity model, or **G** for global model.

In the model number field (the sixteen-byte part of MODEL INV NUMBER field), type a 1 to 16 character model number.

ACCOUNTS PAYABLE MODULE PROCEDURES

ADDING DOCUMENT MODELS

Step 3. The model type you entered determines which other fields you must complete.

Global models do not require any other identifying information.

For a paying entity model, you must complete the PAY ENTITY field: type **EMPL**, **HEPL** or **XXXX** (agency specific pay entity).

For a vendor model, you must complete the **PAY ENTITY** and the **VENDOR NUMBER** (or **VENDOR SHORT NAME**) fields.

Step 4. Complete optional information as desired. You can use the following fields on MWS worksheet 1: **MULTIPLE PAYMENTS**, **REMIT MESSAGE**, **EXPENSE AMOUNT/PERCENT**, **EXP IND**, **CO** (company), **ACCOUNT**, **CENTER**, **1099**, **PROJ-CO** (project company), **NUMBER** (project code), and **DESCRIPTION**. Agencies using MWS worksheet 3 can also use the appropriate fields on that screen.

NOTE: Paying entity dependent fields, such as **REMIT MESSAGE** and **EXP IND**, can only be entered on paying entity and vendor models.

Step 5. After completing all required and optional fields, type N or NEXT in the REQUEST field, and press Enter. This saves the model invoice on the invoice file. You would be ready to enter another model or use a different screen.

ACCOUNTS PAYABLE MODULE PROCEDURES CHANGING OR DELETING DOCUMENT MODELS

To change a document model, follow these steps:

Step 1. Type **MWS** in the NEXT FUNCTION field, and press Enter.

Step 2. Complete the required fields depending on model type:

Global models: type in the **MODEL INV NUMBER**.

Paying entity models: type in the **PAY ENTITY** and **MODEL INV NUMBER**.

Vendor models: type in the **PAY ENTITY**, **VENDOR NUMBER** (or **VENDOR SHORT NAME**) and **MODEL INV NUMBER**.

Step 3. After completing required fields, press Enter. The model invoice would be retrieved on-screen.

Step 4. Make your changes, then type **N** or **NEXT** in the REQUEST field, and press Enter. The model is saved on the invoice file with your changes.

To delete a document model, follow steps 1 through 3 described above for changing a document model, and:

Step 4. Type **REJECT** in the REQUEST field and press Enter. The document model is immediately removed from the invoice file. Once you REJECT a model, you cannot retrieve it again.

Document models should be deleted when they are no longer being used.

ACCOUNTS PAYABLE MODULE PROCEDURES USING DOCUMENT MODELS

You can employ one of the two methods described below to use a document model during invoice entry.

Method 1. If a model applies to a series of documents you are entering in the same control group, you can indicate the model type and number on the control document entry (CDE) screen (see [section 25-260](#)). Type the model number in the DOCUMENT MODEL NBR field.

This document model number would appear on all the invoices you enter in the control group. However, you can override the control group model number by typing in a different model number on the worksheet screen (EWS or IWS; see method 2 below).

Method 2. You can indicate the model type and number on the worksheet screen, EWS or IWS (see also [sections 25-270](#) and [25-280](#)). Type the model number in the MODEL field.

Regardless of the method used, once you reach the worksheet (EWS or IWS), you must type in the key fields. For EWS key fields are **EMP VOUCHER NBR**, **DATE**, and **EMPLOYEE NUMBER**. For IWS key fields are **INVOICE NUMBER**, **DATE**, and **VENDOR NUMBER**.

After the key fields and the model number have been typed in, press Enter, and the information on the model will be retrieved. Once model information is displayed on the worksheet, you can make any changes necessary for the document you are entering. The model would remain unchanged.

ACCOUNTS PAYABLE MODULE PROCEDURES BACKUP WITHHOLDING

When to Backup Withhold

Backup withholding at a flat 24% rate must be done in the following situations:

- Payee does not give us their TIN in the required manner (the IRS considers a TIN missing if it is not provided, has more or less than nine numbers, or contains an alpha character)
- The IRS notifies us that the TIN payee provided is incorrect (the IRS considers a TIN incorrect if it is in the proper format, but the TIN/Name combination does not match or cannot be found in IRS or SSA files; this information may come to us in a B Notice from the IRS, or be provided by the IRS via TIN Matching)
- Payee is required, but fails, to certify that they are not subject to backup withholding
- The IRS notifies us to start withholding on interest or dividends because payee has underreported interest or dividends on their income tax return. The IRS will do this only after it has mailed payee four notices over at least a 210-day period.

Payments Subject to Backup Withholding

Backup withholding can apply to most kinds of payments that are reported on Form 1099. These include:

- Interest payments (Form 1099–INT)
- Rents, profits, or other gains (Form 1099–MISC)
- Commissions, fees, or other payments for work you do as an independent contractor (Form 1099–MISC)
- Royalty payments (Form 1099–MISC), and
- Certain other payments.

Payees Exempt from Backup Withholding

- 1) An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2).
- 2) The United States or any of its agencies or instrumentalities.
- 3) A state, the District of Columbia, a possession of the United States, or any of their political subdivisions or instrumentalities.
- 4) A foreign government or any of its political subdivisions, agencies, or instrumentalities.
- 5) An international organization or any of its agencies or instrumentalities.

Other payees that may be exempt from backup withholding include:

- 6) A corporation.
- 7) A foreign central bank of issue.
- 8) A dealer in securities or commodities required to register in the United States, the District of Columbia, or a possession of the United States.
- 9) A futures commission merchant registered with the Commodity Futures Trading Commission.
- 10) A real estate investment trust.
- 11) An entity registered at all times during the tax year under the Investment Company Act of 1940.
- 12) A common trust fund operated by a bank under section 584(a).
- 13) A financial institution.
- 14) A middleman known in the investment community as a nominee or custodian.
- 15) A trust exempt from tax under section 664 or described in section 4947.

See Instructions for the [Requester of Form W-9](#) for types of payments exempt from backup withholding as indicated for items 1 through 15 above.

See also [IRS Publication 1281](#), Backup Withholding for Missing and Incorrect Name/TINS(s)

ACCOUNTS PAYABLE MODULE PROCEDURES BACKUP WITHHOLDING

Entering Backup Withholding on an AP Invoice

1. Code your expense lines as usual, but with additional negative amount line coded to company 8000, account 2301261 and center 330027 for 1099 backup withholding amount. The backup withholding rate is 24% of any 1099 reportable amounts*. AP lines must be marked with the appropriate 1099 code: M6, M7, etc., for expense lines; I4 or M4 for backup withholding line. The invoice gross amount will be the net of all invoice lines.

For example:

Line	Comp	Account	Center	Amount	1099	Description
0001	1000	52040400	01111	100.00	M7	Invoice amount marked M7
0002	8000	2301261	330027	- 24.00	NO	Amount to 8000 marked NO
0003	1000	52040400	01111	24.00	M4	Withheld amount marked M4
0004	1000	52040400	01111	- 24.00	NO	Offset to line 3 marked NO
Invoice Gross Amount				76.00		

Line 1 records agency expense marked for 1099 reporting; line 2 records funds going to company 8000 in the Auditor's office (marked NO); line 3 records agency expense marked for withholding (M4); line 4 offsets line 3 (marked NO). The invoice gross amount is 76.00. Total agency expense is 100.00 and withholding is 24.00 (100.00 x 24%).

2. In addition to regular routing of voucher to State Auditor, send a print-screen (or copy) of AP screen IWS or IMW to Penni Almond with cc to Judy Flagstad in the State Auditor's office (this may be e-mailed). Auditor's copy should be marked: 1099 Backup Withholding.
3. The State Auditor will periodically sweep the 1099 backup withholding account and remit those amounts to the IRS.
4. Lines marked with M4 will be reported to the vendor in box 4 of form 1099-MISC. All amounts must be reported.

* [Section 3406](#) of IRS tax code requires backup withholding when a payee of a "reportable payment" fails to furnish his/her TIN to the payer upon request. Under section 3406(b)(3), a reportable payment includes a payment under [section 6045](#). Under section 3406(b)(4), a "reportable payment" is determined without regard to any minimum amount that must be paid before a return is required (except for payments not exceeding \$10).

Accordingly, even though the proposed regulations under section 6045(f) provide that a return and statement are not required for payments not exceeding \$600 in the aggregate, that minimum amount is not applicable where a payee fails to furnish his/her TIN. Accordingly, payments to payees that are larger than \$10, but not larger than \$600, are subject to backup withholding if the payee refuses to supply his/her TIN.