Accounts Payable

User Guide

OVERVIEW

Accounts Payable

Accounts Payable is one of the three basic modules of the School Accounting System. Within the Accounts Payable module, a full vendor cycle from entering requisitions and purchase orders to invoicing and check writing can be completed. The history for vendors, invoices, purchase orders, and requisitions is tracked within the Accounts Payable module; thus, a variety of reports including vendor payment, invoice distribution, and purchase order and requisition reports in both summary and detail, can be generated. At the end of the calendar year, Vendor 1099s can also be generated and printed for the applicable vendors.

Available Help

Help File
The School Accounting System features a Help File that includes a table of contents, a topical index, a search option, and context-sensitive help. To open the Help File, select the **Help** menu from any screen and then select **School Accounting System Help**. To then access the table of contents, click the **Contents** tab located in the upper left-hand corner of the screen; to use the topical index, click the **Index** tab; or to complete a search for specific information, click the **Search** tab.

The context-sensitive help provides help text related to a specific field in the data entry and maintenance screens of the School Accounting System and its add-on modules. To access the context-sensitive help, place the cursor on the desired field and then press the **F1** key (or right-click in a field and select **What's This?**).

To print a specific topic in the Help File, bring up the desired topic and then click the **Print** button located at the top of this screen.

Web Page
Access Software Unlimited, Inc.'s web site at **www.su-inc.com**, and to view the Knowledge Base containing Frequently Asked Questions (FAQs) and Training Tidbits, click the **Knowledge Base** link under the Help & Support section on any of the main screens in the School Accounting System.

Customer Support Help Line
The Customer Support Help Line is a toll-free number available to our customers from 8 a.m. to 5 p.m. Central Time, Monday through Friday. The annual maintenance fee for the software includes help line assistance for questions related to the School Accounting System and the add-on modules your organization has licensed. **To reach our Customer Support Help Line, call 800.756.0035, Ext. 2,** or utilize the Create a Support Request feature in the software. If calling, be ready to give the receptionist your Name, School District, Customer ID, and a brief message regarding the problem. After calling or creating a support request, one of our Certified Customer Support Representatives will call you back to assist with problem resolution.

Create a Support Request

The Create a Support Request feature allows a user to request assistance from Customer Support for help with a question or issue. Once a request has been submitted, a Customer Support Representative will contact you for assistance.

Creating a Support Request:
1. From the main School Accounting System screen or a module's main screen, click the **Request Support** icon (see **Diagram A**) in the lower right-hand corner of the screen, or click the **Create a Support Request** link under the Help & Support section.
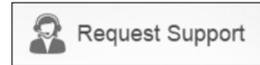
    Diagram A

2. At the Create a Support Request screen, the customer ID number assigned to your organization by Software Unlimited, Inc. displays in the Customer Number field and <u>cannot</u> be changed.
3. In the Name field, enter the name of the user at your organization that should be contacted for assistance, or click the **down-arrow** button to select the correct one.

    Note: Only the users we have listed in our records for your organization are able to be entered into the Name field; if your name is not listed, click the **Cancel** button and contact Customer Support.
4. Enter your question or a description of the issue in the Comment/Question field. The question or description can be up to **8,000** characters long.
5. If desired, to attach a file to submit with the support request, enter the path (drive and folders) and file name of the file to attach in the Attach File field, or click the **Attach File** button to browse to and select the file.

    Note: Only one file can be attached, and the file size <u>cannot</u> be greater than 50MB.
6. Click the **Execute** button.
7. A prompt will appear stating the request has been submitted; click **OK**.

Program Suggestions

The Program Suggestions feature allows a user to submit a suggestion for a future change or enhancement to the School Accounting System or one of the add-on modules.

Submitting a Program Suggestion:
1. From the main School Accounting System screen or a module's main screen, click the **Program Suggestions** link under the Information section.
2. At the Program Suggestions screen (see **Diagram B**), the customer ID number assigned to your organization by Software Unlimited, Inc. displays in the Customer Number field and <u>cannot</u> be changed.
3. In the Name field, enter the name of the user at your organization that should be contacted for any additional information regarding the suggestion, or click the **down-arrow** button to select the correct one.
4. Enter a description of the suggestion and an explanation of the benefits for the enhancement in the applicable fields. The description and explanation can each be up to **8,000** characters long.
5. Complete the next three fields by clicking the **down-arrow** button and selecting the appropriate response.
6. If desired, to attach a file to submit with the program suggestion, enter the path (drive and folders) and file name of the file to attach in the Attach File field, or click the **Attach File** button to browse to and select the file.

    Note: Only one file can be attached, and the file size <u>cannot</u> be greater than 50MB.
7. Click the **Execute** button to submit the suggestion.
8. A prompt will appear stating the suggestion has been submitted; click **OK**.

Diagram B

Backups

The backup database function, which is accessed by clicking the **Backup** icon on the main screen of the School Accounting System or the Backup option listed under the Check Cycle menus in Accounts Payable and Payroll, makes an encrypted backup file of the database at a specific point in time. Since all the data in the School Accounting System resides in one database, the backup database function backs up all modules including Accounts Payable, General Ledger, Payroll, Fixed Asset Inventory, Human Resources, Negotiations, Report Writer, and Accounts Receivable.

When making a backup in the School Accounting System, the backup file of the database is created in the backup folder in the SQL Server instance and can be copied to a different location, such as to a flash drive or a location on the user's local hard drive, if desired. The backup files in the backup folder in the SQL Server instance are retained based on the values entered in the Number of Days to Keep Backups field and the Minimum Number of Backups to Keep field in the System File, while the additional backup copies can be stored for longer periods of time as desired.

Tips:
- Be sure to make a backup prior to updating files in the School Accounting System (for example, make a backup prior to updating a check cycle).
- **For organizations using the School Accounting System-Online version,** a nightly backup is automatically made and the nightly backups are retained for three weeks. If needed, the previous night's backup file is readily available to be restored by contacting Customer Support for assistance to access it; if a nightly backup other than the prior night's backup is needed, there may be a fee to access it (as that nightly backup file is stored offsite).
- **For organizations with the School Accounting System installed locally,** be sure to make regular backups of your database in the School Accounting System (such as a weekly or a daily backup), in addition to making backups prior to updating files; and develop a schedule for all users for when to make backups and establish a procedure for storing the backups in a safe place away from the office in case of a fire or other natural disaster.

Note: For organizations with the School Accounting System installed locally, the School Accounting System can be set up to complete daily backups of the database, if desired. To set up the system to make a daily backup, complete the fields on the Backup Options screen in the System File (refer to Steps 1, 4, and 5 of the Completing the System File topic in the Help File). When making a daily backup, the backup file is only created in the backup folder in the SQL Server instance (an external copy is <u>not</u> made).

<u>Backing Up</u>:
Note: The steps below are for completing the backup database function at a specific point in time in the School Accounting System.

1. From the School Accounting System screen, click the **Backup** icon.

   Note: The Backup option can also be accessed by selecting the **Check Cycle** menu and then **Backup** from the Accounts Payable or Payroll screen if backing up prior to updating a batch of checks for Accounts Payable or Payroll. If making a backup as part of completing the Change Account Structure, Crosswalk Account Numbers, Purge Data, or Upload Database to SUI option, or installing an update, skip this step.

2. At the Backup Database screen (see **Diagram A**), enter a description to explain the reason for making the backup in the Comment field. The description can be up to **1,000** characters long. For example, if making a backup prior to updating a batch of checks in Accounts Payable, enter **Accounts Payable Checks Backup October YYYY** in the Comment field. If applicable (such as when making a backup as part of completing an option or installing an update), leave this field <u>blank</u> to use a default description assigned by the system.

3. Select the Make an Additional Copy field to copy the backup from the backup folder (on the SQL Server instance) to a different location, such as to a flash drive or a location on the user's local hard drive, in order to retain the backup for a longer period of time (than what is stipulated on the Backup Options screen in the System File) or store the backup away from the office. A checkmark will appear in the box if the field is selected.

4. If the Make an Additional Copy field is selected, the Path for Additional Copy field will be enabled. Enter the destination location for where to make the additional backup copy in the Path for Additional Copy field, or click the **Directory** button to browse to the desired path and then click the

OK button. The path last specified when an additional backup was made on your computer appears as the default, but can be changed.

5. Click the **Execute** button to backup the database.

   Tip: The name of the backup file will include the date and time the backup was made, using the following format: **XX_####_OrganizationName_yyyy-mm-dd_hhmmss**, with **XX** being the appropriate state abbreviation and **####** being the customer ID number for the organization. The backup file created in the backup folder will have a file extension of **.bak**, while the additional backup file copied to the specified location (if applicable) will have a file extension of **.gz**.

6. Once the backup file (**.bak** file) has been created, the Backup Database screen will close. If an additional copy was selected to be made, the system will start creating the additional backup file (**.gz** file) after the screen closes and will continue working in the background. (*Tip:* If the additional backup file is being made on a removable drive (i.e. a flash drive), keep the removable drive connected until the additional copy has been completed.)

   Note: The Backup Database screen will remain open until the additional copy (if applicable) was created if making a backup while installing an update to the School Accounting System or completing the Upload Database to SUI Support option.
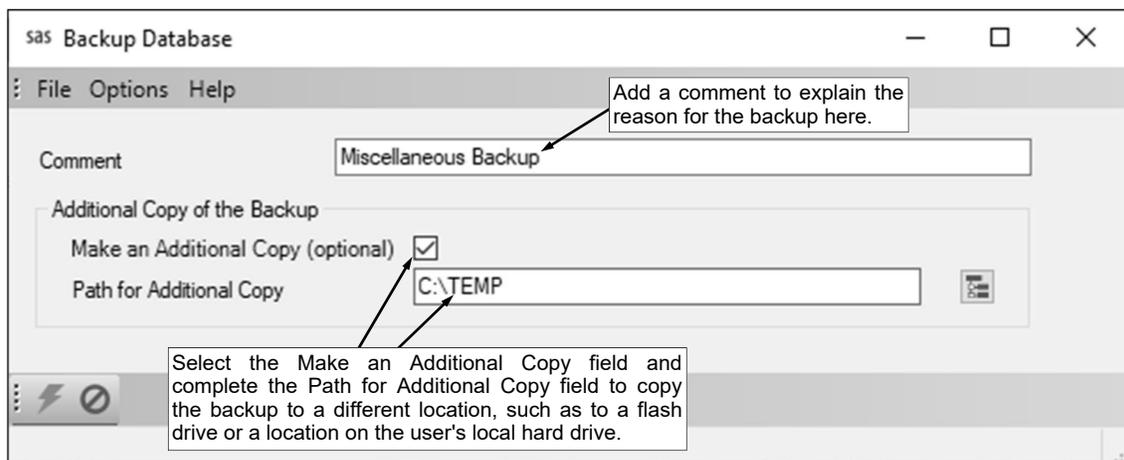
Diagram A

Printing Reports

<u>Printing a Report</u>:

1. From the applicable screen, select the **Reports** menu. See **Diagram A**.

   Tips:

   1) If accessing the **Reports** menu from the main screen for a module, select **Report Writer - Standard** if the report to print is a standard report; select **Report Writer - Custom** if the report to print is a custom report; select the Report Search option to search for a particular report within that module; select the appropriate group (for example, Employee Reports, Vendor Reports, etc.) as a short-cut to only view reports pertaining to a particular file or item; or select the "favorites" group for your user to view only the reports designated as a favorite for your User ID. (**<u>Note</u>:** The Report Writer - Custom option is only available if custom reports have been built for the particular module.)

   2) If printing a report *prior to* printing checks during an Accounts Payable or Payroll check cycle, select the **Check Cycle** menu and then **Pre-Check Reports**, or if printing a report *after* printing checks during a check cycle, select the **Check Cycle** menu and then **Post-Check Reports**.

   3) Within the various option or groups of reports, the custom reports are listed with an icon of a blue pencil.
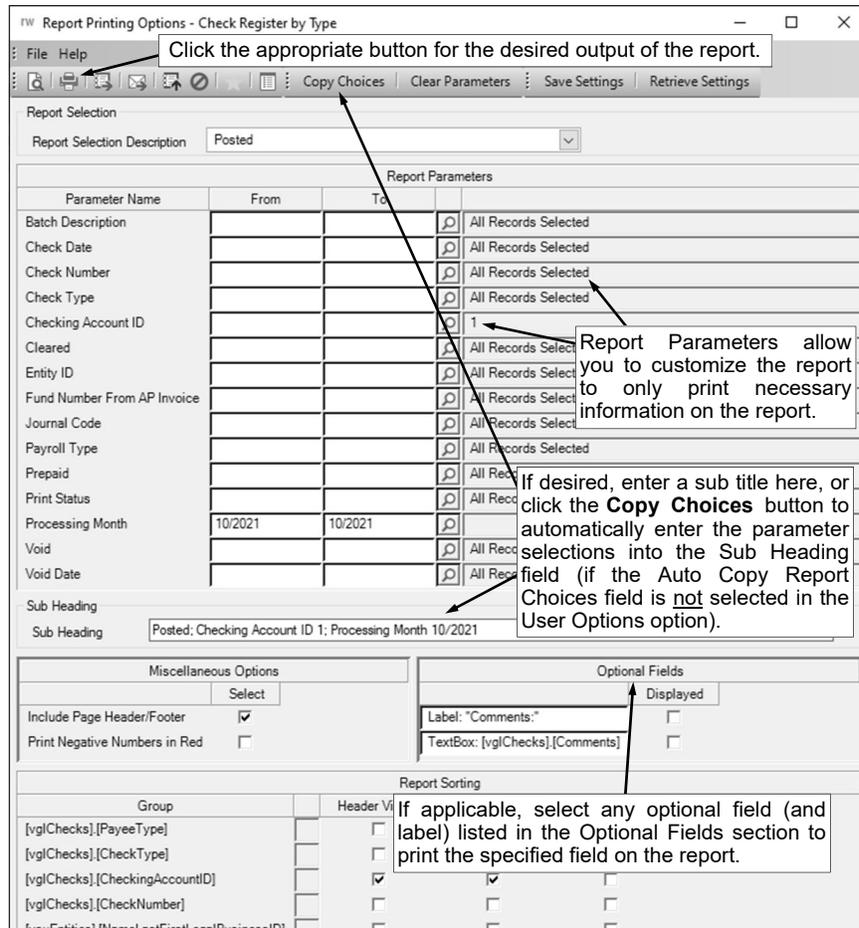
2. Select the desired report.

3. If printing mailing labels, when prompted, select the label setup for which to use by double-clicking on the desired format.

4. Complete the required report printing options, if applicable. See **Diagram B**.

   Tip: If the report printing options for the particular report have been previously saved by clicking the **Save Settings** button, click the **Retrieve Settings** button at this time to display the saved settings.

   From the **Reports** menu, select the appropriate grouping, and then the desired report to run.
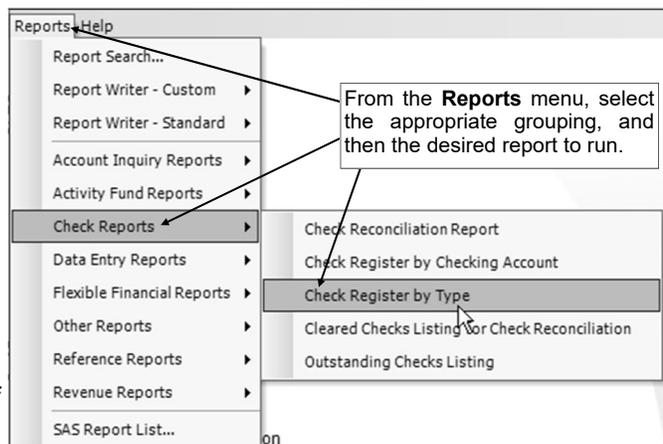
   Diagram A

   a. If applicable, specify the desired type of the report to print in the Report Selection Description field. For example, when printing the Balance Sheet in General Ledger, select either **Monthly** or **Annual**, depending on which type of balance sheet to print. The default report selection will appear in the Report Selection Description field but can be changed by clicking the **down-arrow** button and selecting the correct one.

   b. If applicable, specify the variable values for each field listed in the Variable Fields section to determine what information to print on the report. When entering the value for a date, month, or year variable field, use the format of **mm/dd/yyyy** for a date, **mm/yyyy** for a month, or **yyyy** for a year, or click the **down-arrow** button to select the desired date, month, or year.

   c. If applicable, specify the ranges or select only certain records for each field listed in the Report Parameter section to determine what information to print on the report. To select the desired records to include on the report for the parameter fields, complete one of the following:

   - Click the **Search** button to select specific records. When using the **Search** button, only the records applicable for the other specified selections will appear (for example, if a particular pay group has been specified on a Payroll report, only the employees in the particular pay group will appear when clicking the **Search** button for the Employee ID parameter).

     <u>Note</u>: If the **Search** button is used to select specific records, the number of records selected will appear to the right of the button (or if the description of the selected records will fit in the space allotted for the display, the description of those selected records will display instead).

   - Enter the desired starting record to include on the report in the From field and the ending record to include in the To field. If the parameter field is for a date or month, use the format of **mm/dd/yyyy** when entering a date or **mm/yyyy** for a month, or click the **down-arrow** button to select the desired date or month.

   - Enter the records to include on the report using the wildcard characters (**%** or **_**) as placeholders in your variable search information for the parameters in the From field. Use the percent sign (**%**) as a placeholder for an unlimited number of characters and the underscore (**_**) as a placeholder for one character. For example, enter **G%** in the From

Report Printing Options - Check Register by Type — □ ×

File   Help

Click the appropriate button for the desired output of the report.

🔍 🖨 📇 ✉ 📤 ⊘ ⭐ ▦ Copy Choices | Clear Parameters Save Settings | Retrieve Settings

Report Selection

Report Selection Description   Posted   ▼

Report Parameters				
Parameter Name	From	To		
Batch Description			🔍	All Records Selected
Check Date			🔍	All Records Selected
Check Number			🔍	All Records Selected
Check Type			🔍	All Records Selected
Checking Account ID			🔍	1
Cleared			🔍	All Records Select
Entity ID			🔍	All Records Select
Fund Number From AP Invoice			🔍	All Records Select
Journal Code			🔍	All Records Select
Payroll Type			🔍	All Records Selected
Prepaid			🔍	All Rec
Print Status			🔍	All Rec
Processing Month	10/2021	10/2021	🔍	
Void			🔍	All Rec
Void Date			🔍	All Rec

Report Parameters allow you to customize the report to only print necessary information on the report.

Sub Heading

Sub Heading   Posted; Checking Account ID 1; Processing Month 10/2021

If desired, enter a sub title here, or click the **Copy Choices** button to automatically enter the parameter selections into the Sub Heading field (if the Auto Copy Report Choices field is not selected in the User Options option).

Miscellaneous Options		Optional Fields	
	Select		Displayed
Include Page Header/Footer	☑	Label: "Comments:"	☐
Print Negative Numbers in Red	☐	TextBox: [vglChecks].[Comments]	☐

If applicable, select any optional field (and label) listed in the Optional Fields section to print the specified field on the report.

Report Sorting		
Group	Header V	
[vglChecks].[PayeeType]		☐
[vglChecks].[CheckType]		☐
[vglChecks].[CheckingAccountID]		☑
[vglChecks].[CheckNumber]		☐
[vsuEntities].[NameLastFirstLegalBusinessID]	☐	☐

Diagram B

field for a Vendor ID parameter to print all vendors defined with an ID starting with the letter G. **When entering a mask for account numbers using the wildcard characters, be sure to key spaces between the account dimensions.**

- Enter the particular range of records to include using a "z". To print a range, enter the beginning information of the first records to print in the range in the From field for the desired parameter; then in the To field for that parameter, enter the beginning information of the last records to print in the range followed by a "z" at the end of the string. For example, to print all vendors defined with an ID starting with letters A through H, enter **A** in the From field for a Vendor ID parameter and enter **Hz** in the To field. To see an example using the "z" to print a range of account numbers on a report, click here. **When entering a range for account numbers using a "z", be sure to key spaces between the account dimensions.**

Tip: If there are parameters selected by default (for example, a batch is selected by default), click the **Clear Parameters** button, if desired, to clear the defaults so that all records are selected for each item.

d. If desired, enter a description to use as a sub title for the report in the Sub Heading field. The sub heading can be up to **255** characters long. If the Auto Copy Report Choices field is selected within the User Options option, a default sub heading will appear but can be changed.

Tip: Click the **Copy Choices** button to automatically copy the selections made to the report, such as the specified Report Selection Description and selected parameters, into the Sub Heading field (only applicable if the Auto Copy Report Choices field is not selected within the User Options option).

e. If applicable, complete the Miscellaneous Options section with the desired options.

- The Include Page Header/Footer field appears if the report contains the Page Header and Page Footer sections. If applicable, select the Include Page Header/Footer field (by clicking the box under the Select column located to the right of the field) to print the information included in the Page Header and Page Footer sections on the report. A checkmark will appear in the box if the field is selected. This field is selected by default.

Tip: Typically, this field is only unselected if the report will be exported to a format in which the page header and page footer sections should be omitted, such as when exporting to a Microsoft® Excel spreadsheet file.

- The Mask Federal ID field appears if the report contains the Federal ID field for employees or vendors. If applicable, select the Mask Federal ID field (by clicking the box under the Select column located to the right of the field) to print only the last 4 digits of the federal IDs on the report. If this field is selected, the first digits of the federal IDs will be masked (for example, XXX-XX-4321 or XX-XXX1234). A checkmark will appear in the box if the field is selected. This field is selected by default.

   Note: This field will be disabled if the user does <u>not</u> have the Print Federal ID field selected within the User Security option.

- The Mask Bank Account Number field appears if the report contains a bank account number field. If applicable, select the Mask Bank Account Number field (by clicking the box under the Select column located to the right of the field) to print only the last 4 digits of the bank account numbers on the report. If this field is selected, the first digits of the bank account numbers will be masked (for example, XXXXXXX4321). A checkmark will appear in the box if the field is selected. This field is selected by default.

- The Print Negative Numbers in Red field appears if the report contains numeric fields. If applicable, select the Print Negative Numbers in Red field (by clicking the box under the Select column located to the right of the field) to have the numeric values that are negative on the report appear in red on the preview screen and print in red (provided a color printer is utilized). A checkmark will appear in the box if the field is selected. This field will be selected by default if the Print Negative Numbers in Red field is selected within the User Options option for the specified user.

f. If applicable, select the Displayed field for any optional field and the corresponding label field listed in the Optional Fields section to print the specified field on the report. A checkmark will appear in the box if the Displayed field is selected and the optional field will print on the report.

g. Only the following items can be changed for the Report Sorting section; otherwise, if other changes are made, the report will <u>not</u> print correctly.

- If the [vprEmployeePersonnelReference].[NoCustomReferencedID] field appears as a Report Sorting field, click the **Search** button to select the desired referenced custom field on which to sort the information included on the report.

- If applicable, for each Report Sorting field listed, select the New Page After field to insert a page break after the specified item. For example, if printing the Deduction Register by Deduction report, select the New Page After field for the [vprDeductionsAndTaxes].[DeductionID] report sorting field to have each deduction print on a separate page.

   Note: If the selected report was built with a defined page break for a particular item, the New Page After field will be selected by default for that item, but can be changed. Each time the report is printed, only the default page breaks will be selected.

- Only when printing the applicable reports, such as the Employee Detail Listing for Payroll or the Vendor Listing - Detail, select the Footer Visible field to remove the checkmark for any section to omit (<u>not</u> print).

5. If desired, click the **Save Settings** button at this time to save the specified report printing options in order to run the report with these exact settings in the future by utilizing the **Retrieve Settings** button. If you do <u>not</u> click the **Save Settings** button at this time, the settings must be re-entered the next time the report is generated.

   Tip: A report can also be set as a favorite report (for the user) at this time by clicking the **Favorite Reports** button, or the report can be added to the user's report list accessed under the Reports menu on a module's main screen by clicking the **Report List** button.

6. Click the appropriate button for the desired output:

   a. To preview the report on the screen, click the **To Screen** button.

   b. To print the report directly to the printer, click the **To Printer** button.

   c. To export the report to a file, click the **Export** button and then complete the Export Options as desired.

   d. To email the report, click the **Email** button. Refer to the Emailing a Report topic in the Help File for requirements to email a report.

   e. For organizations with the K12Docs module licensed and users with the applicable rights, click the **Upload to K12Docs** button to upload the report to K12Docs.

7. After the report is printed, click the **X** in the upper right-hand corner to close the reporting printing options screen, if applicable.

Set Screen Preferences

The Set Screen Preferences option allows a user to define settings for a specific screen, in order to have the fields (or tabs) on the screen display or function a certain way. The Set Screen Preferences are saved by user (except for the settings with custom fields, which are saved and applied to all users system wide). Depending on where the Set Screen Preferences option is accessed, the following functions may be available when setting the screen preferences: changing the order of the fields, columns, or screens; hiding particular fields, columns, or screens; and/or defining which fields to repeat information automatically from the previous entry without requiring an additional keystroke by the user. There are also a few additional miscellaneous features available within the Set Screen Preferences option for particular screens.

The Set Screen Preferences option is only available for certain screens within the School Accounting System. In the Accounts Payable module, the options where the Set Screen Preferences option can be accessed, along with the functions available for the option, are listed below.

Option	**Set Screen Preference Functions**
Custom Fields	Change order
Invoices	Change order, hide, repeat
Purchase Orders	Change order, hide, repeat
Vendor Inquiry	Change order, hide, repeat
Purchase Order Inquiry	Change order, hide, repeat
Requisition Inquiry	Change order, hide, repeat

Note: If changes are made to the screen preferences, the default preference settings can be restored if desired. The option to restore the default settings is not available for custom fields.

Tip: If desired, the data entry (screen) preferences to hide and/or repeat fields, along with other settings, for requisition entry can be defined within the Requisition Options option.

Setting Screen Preferences for Custom Fields:
Note: The following instructions are for changing the screen preferences for custom fields. If the order of a custom field is changed, the changes will be reflected for all records in the particular file for all users.

1. From the Accounts Payable screen, select the **Maintenance** menu and then **Custom Fields**.
2. Select the **Options** menu and then **Set Screen Preferences**.
3. To change the order of the custom fields, click once on the field to move and then click the **Top**, **Up**, **Down**, or **Bottom** button until the field is in the desired position. See **Diagram A**.
4. After setting the desired screen preferences, click the **Save** button.
5. The Set Screen Preferences screen will close and the new settings will take effect the next time the applicable screen(s) is refreshed.

Setting Screen Preferences for Data Entry Screens:
Note: The following instructions are for changing the screen preferences in Accounts Payable for Invoices and Purchase Orders.

1. From within the specific entry screen, select the **Options** menu and then **Set Screen Preferences**.

    Note: When setting the screen preferences for an item in Accounts Payable, select Set Screens Preferences (Header) or Set Screen Preferences (Detail), depending on the location of the fields for which screen preferences to change.
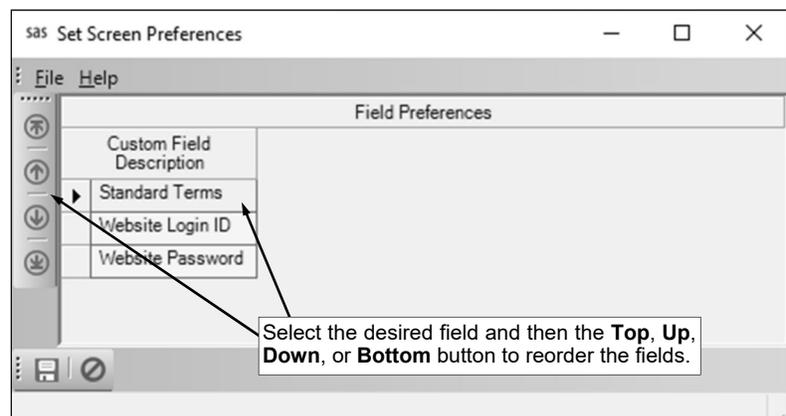
Diagram A

2. To define a field so it will automatically repeat the information from the previous entry without requiring an additional keystroke by the user, select the Repeat field for the desired field. A checkmark will appear in the box if the option is selected.

    Note: The Repeat function does not work for fields that have other preset default values.

    Tip: When setting the screen preferences in the Header Information of invoices for the Prepaid Information fields (Check Type, Checking Account ID, Check Number, and Check Date), select the Repeat field for each desired field (line) individually to set the Repeat function; the line for Prepaid Information is only utilized when hiding or moving the Prepaid Information fields.

3. When setting the screen preferences for the options in Accounts Payable and General Ledger, additional options for Hide and Required are displayed, along with buttons to change the order of the fields, if desired.

    a. To define a field so it will not display on the entry screen, select the Hide field for the desired field. A checkmark will appear in the box if the option is selected.

        Note: If a field is marked as Required, the Hide field cannot be selected as the field must appear on the screen.

    b. To change the order of the fields, click once on the field to move and then click the **Top**, **Up**, **Down**, or **Bottom** button until the field is in the desired position.

    Tip: When setting the screen preferences in the Header Information of invoices for the Prepaid Information fields (Check Type, Checking Account ID, Check Number, and Check Date), utilize the Prepaid Information line as the fields must be hidden or moved as a group and cannot be hidden or moved individually. To hide all the Prepaid Information fields, select the Hide field for the Prepaid Information line. To move the Prepaid Information fields, click once on the Prepaid Information line and then click the buttons to move to the desired location.

4. After setting the desired screen preferences, click the **Save** button.

5. The Set Screen Preferences screen will close and the new settings will take effect immediately.

DATA ENTRY

Requisitions

Requisitions can be entered into Accounts Payable to streamline the requisition process by allowing users to enter their requests for goods or services electronically and submit the requisition for approval by designated users, such as building principals and the superintendent, in order to become purchase orders. The system can be set to send notification emails to those users who approve requisitions and those who submit requisitions to track when requisitions are pending approval or have been processed (received final approval or rejected). Approval trees must be defined and utilized with requisitions. Also, bids can be tracked for requisitions, and a minimum amount for which bids are entered can be set in the system if needed.

Once requisitions are approved, they can be quickly selected and converted to purchase orders in order to show as encumbrances on the financial reports.

Entering Requisitions:
Note: The instructions listed below explain each field as they appear on the Requisition Entry screen when the data entry preferences are set to the defaults within the Requisition Options option. If the data entry preferences were changed, some of the fields may <u>not</u> appear on the screen. Also, for any field equipped with the repeat function and <u>not</u> set to automatically repeat within the data entry preferences, click the **Repeat** button or press the **Ctrl+R** keys to repeat the previous entry for the specified field. The repeat function is only available after your initial entry.

1. From the Accounts Payable screen, select the **Requisitions** menu and then **Requisition Entry**.

2. If there are any unsubmitted requisitions previously entered and saved by the current user (or rejected or recalled requisitions <u>not</u> yet cancelled or deleted), the Requisition Search screen will appear. To continue working with an existing requisition, select the desired requisition by double-clicking on the record; otherwise, to enter a new requisition, click the **New Record** button. If there are <u>not</u> any unsubmitted requisitions (or rejected or recalled requisitions <u>not</u> yet cancelled or deleted), the Requisition Entry screen will appear immediately in order to enter a new requisition.

3. Complete the Header Information of the requisition. See **Diagram A**.

    a. If applicable, enter the ID of the approval tree for which to use for the requisition in the Approval Tree ID field, or click the **down-arrow** button to select the correct one. If the Allow Override of Approval Tree field in the Requisition Options option is <u>not</u> selected, the user will only be able to utilize an assigned approval tree, and if only one approval tree is assigned to the user, this field will be completed by default and <u>cannot</u> be changed. If the Allow Override of Approval Tree field is selected and only one approval tree is tied to the user, the approval tree assigned to the user will appear as the default (unless the field is set to repeat within the data entry preferences), but can be changed if needed.

    b. Enter the number for the requisition in the Requisition Number field. The requisition number can be alphanumeric and up to **15** characters long. Leave this field <u>blank</u> to have the system

Diagram A

automatically assign the next available requisition number once the requisition is saved. If the Disable Requisition Number in Data Entry field in the Requisition Options is selected, the Requisition Number field will be disabled (gray) and the requisition number will be automatically assigned once the requisition is saved.

Note: If having the system assign the requisition number, the system will assign the number as follows: 1) first, if the requisition is tied to a ship to address with a defined requisition prefix, the number will be incremented from the most recently used requisition number with that prefix; 2) otherwise, if a requisition prefix was defined in the Accounts Payable System File, the number will be incremented from the most recently used requisition number with that prefix; or 3) else the number will be incremented from the most recently used requisition number. Keep in mind, if the Purchase Order Number Same as Requisition Number field is selected in the Accounts Payable System File, a requisition number <u>cannot</u> be used if it matches a purchase order number that already exists.

c. In the Vendor ID field, enter the ID of the vendor from whom the goods or services will be ordered or purchased. If the ID is not known, click the **down-arrow** button to select the correct one, or press the **Ctrl+F** keys to access the search feature.

  Note: If the Default Requisition Vendor ID field was completed for the specified approval tree within the Requisition Options option, leave this field <u>blank</u> to use the default vendor for this requisition (then a different vendor can be assigned by the Business Office at a later time, if needed).

  Tip: If the user entering the requisition is tied to one or more vendor groups (in the User Security option), the vendor entered here must be included in one of the designated vendor groups.

d. Enter the total amount of the requisition in the Requisition Amount field. The amount can be up to **14** digits long (including the decimal point and comma(s) if applicable) and will typically be rounded to **2** decimal places by the system if capable. If desired, leave this field <u>blank</u> until all the detail lines have been entered; then click the **Calculate** button to have the system automatically add up all the detail line items and display the total in this field.

  Note: If the Automatically Calculate Totals on Data Entry field in the Accounts Payable System File is selected, the system will automatically add up all the detail line items when saving the requisition and display the total in this field.

e. Enter the date of the requisition in the Requisition Date field. Use the **mm/dd/yyyy** format or click the **down-arrow** button to select the desired date. Leave the field <u>blank</u> to default to the current date.

f. Enter the date the goods or services are expected to be received in the Expected Date field. Use the **mm/dd/yyyy** format or click the **down-arrow** button to select the desired date. Leave the field <u>blank</u> to default to the current date.

  Note: The Expected Date is used to determine the correct fiscal year balances to display for the requisition.

g. Enter a summary description for what is included on the requisition in the Requisition Description field. The description can be alphanumeric and up to **40** characters long.

  Note: To use the description from the Vendor File for the specified vendor, enter a **V** in this field.

h. If applicable, enter the ID of the ship to address to use for the requisition in the Ship To Address ID field. If the ID is not known, click the **down-arrow** button to select the correct one, or press the **Ctrl+F** keys to access the search feature.

  Tip: If the user entering the requisition is tied to one or more ship to addresses (in the User Security option), one of the designated ship to addresses must be entered here; if only ship to address is assigned to the user, the designated ship to address will appear by default and <u>cannot</u> be changed.

i. If applicable, enter the ID of the employee who should receive the merchandise included on the requisition in the Employee ID field, or click the **down-arrow** button to select the correct one. If the Allow AP Data Entry Employee Selection field in the User Security option is <u>not</u> selected, this field <u>cannot</u> be changed. If the Allow AP Data Entry Employee Selection field is selected and an employee is tied to the user in the User Security option, the employee assigned to the user will appear as the default (unless the field is set to repeat within the data entry preferences), but can be changed if needed.

j. The Cancelled field will be disabled when entering a new requisition.

Note: Once a requisition has been entered and submitted, if it is rejected (not approved), the requisition can be edited and then cancelled by selecting this field, if desired.

    k.   In the Comments List (located in the upper right-hand side of the screen), enter any additional information to track for the requisition in the Comments field, if desired. The comment can be up to **1,000** characters long. The system will automatically display the ID of the current user in the User ID field and the date the comment was entered (or updated) in the Date Updated field; the information in these two fields cannot be changed.

Note: Only one comment per user can be added for each requisition (not including the automatically generated comment for submitting a requisition on another user's behalf).

4.   Complete the Detail Information of the requisition.

    a.   Select the Print on Purchase Order field to print the line item on the purchase order (once the requisition is approved and converted to a purchase order). A checkmark will appear in the box if the field is selected. When entering a new detail line item, this field is selected by default (unless the field is set to repeat within the data entry preferences).

Tip: Do not select this field if the line item is only entered to expense the cost of an item to one of several account numbers and does not need to be printed on the purchase order.

    b.   Select the Post to General Ledger field to post the line item to the specified account number. A checkmark will appear in the box if the field is selected. When entering a new detail line item, this field is selected by default (unless the field is set to repeat within the data entry preferences).

Tip: Do not select this field if the line item is only entered to order an item that will be split between several account numbers.

    c.   Enter the account number to be expensed for the line item in the Chart of Account Number field. Typically, the account number entered here is an expense account. If the account number is not known, click the **down-arrow** button to select the correct one, or press the **Ctrl+F** keys to access the search feature. If the Post to General Ledger field is selected for the detail line and the Chart of Account Number field is set as a required field within the data entry preferences, the Chart of Account Number field must be completed; if the field is not set as required, the field can be left blank and an account number entered at a later time (for example, during the approval process).

Note: If one or more default chart of account numbers had been entered in the Vendor File for the vendor, the designated account number(s) will appear in the detail section, with each account number as its own detail line item; the detail lines can be changed as desired.

Tip: If the user entering the requisition is assigned to one or more account groups with the AP & WL Data Entry usage (in the User Security option), the account number entered here must be included in one of the designated account groups. Once the account number is specified, the name of the account and the budget balance (including the total of unposted invoices, unposted purchase orders, and outstanding requisitions (those that have been approved but not yet converted to purchase orders) for the particular account number, if applicable) will display in the status bar located at the bottom of the screen; if the account number is in a fund defined as an activity fund, the appropriate fund balance will also display. Also, the total of all submitted requisitions that have not yet received final approval and the requisitions not yet submitted (including the current requisition) for the particular account number will display, if applicable. If desired, click the **Go To** button located to the right of the Budget Balance, Fund Balance, or Unapproved Requisitions in the status bar to open the Chart of Accounts and display the Inquiry screen for the appropriate account number.

    d.   Enter a description for the line item in the Requisition Detail Description field. The description can be alphanumeric and up to **1,000** characters long.

Note: To use the description from the Vendor File for the specified vendor, enter a **V** in this field. To use the requisition description entered in the Header Information, enter an **H** in this field. To use the description for the account number from the Chart of Accounts File, enter a **C** in this field.

    e.   Enter the item number in the Item Number field, if desired. The number can be alphanumeric and up to **30** characters long.

    f.   Enter the ID of the cost center to track for this line item in the Cost Center ID field. If the ID is not known, click the **down-arrow** button to select the correct one, or press the **Ctrl+F** keys to access the search feature.

g. Enter the quantity of the item to order in the Requisition Detail Quantity field, if applicable. The quantity can be up to **14** digits long (including the decimal point, if applicable) and will be rounded to **4** decimal places by the system if capable.

h. Enter the cost of one unit of the item in the Unit Price field, if desired. The amount can be up to **14** digits long (including the decimal point, if applicable) and will be rounded to **4** decimal places by the system if capable.

i. Enter the unit of the item to order, such as *EA* for *Each* or *DOZ* for *Dozen*, in the Unit Description field. The unit can be alphanumeric and up to **10** characters long.

j. If the Requisition Detail Quantity and Unit Price fields were completed, the system automatically calculates the total cost of the line item and displays it in the Requisition Detail Amount field (can be changed, if needed); otherwise, enter the amount to be distributed to the specified account number for this line item in the Requisition Detail Amount field. The amount can be up to **14** digits long (including the decimal point, if applicable) and will be rounded to **2** decimal places by the system if capable.

k. If desired, complete the Split Percent field in order to do one of the following:

   1) To split an amount proportionately among multiple line items already entered, such as for shipping, enter the percent sign (**%**) in the Split Percent field, leave the Chart of Account Number field <u>blank</u>, complete the remaining fields with the appropriate description and amount, and then save the requisition. The system will expense the amount (shipping) proportionately to the expense accounts specified for the line items already entered and list a second line for each expense account with the proportionate amount.

   2) To expense a certain percentage of the total amount of the requisition (as entered in the Requisition Amount field) to the line item, enter the percentage of the total amount to use for the line item in the Split Percent field and the system will then calculate the amount for the line item and display it in the Requisition Detail Amount field. For example, if **15%** of the requisition total should be expensed to this line item, enter **15** in this field.

   3) To calculate a percentage of a particular amount to expense to the line item, enter the percentage followed by the percent sign (**%**) and then the particular amount; for example, enter **20%299.75** to have the system calculate 20% of $299.75 for the line item and display it in the Requisition Detail Amount field.

   Note: The information entered into the Split Percent field is <u>not</u> saved with the requisition and will be cleared after advancing from the field or saving the requisition.

l. To track the bids or quotes received from other vendors for the purchase of the goods or services included in the line item, click the **Edit Record** button for the Number of Bids field (cursor must be in or over the field before the button will appear) to enter the bids. Then at the Requisition Bids screen, complete the following:

   • In the Vendor ID field, enter the ID of the vendor from whom the bid was received, or click the **down-arrow** button to select the correct one.
   Tip: If the user entering the requisition is tied to one or more vendor groups (in the User Security option), the vendor entered here must be included in one of the designated vendor groups.

   • Enter a description for the bid in the Bid Description field, if desired. The description can be alphanumeric and up to **40** characters long.

   • Enter the total amount of the bid from the specified vendor in the Bid Amount field. The amount can be up to **14** digits long (including the decimal point, if applicable) and will be rounded to **2** decimal places by the system if capable.

   • If desired, enter the date the bid expires in the Bid Expiration Date field. Use the **mm/dd/yyyy** format or click the **down-arrow** button to select the desired date.

   • If desired, enter the website address for the bid item in the Bid URL field. The URL can be up to **2,000** characters long.
   Note: If your computer is connected to the Internet, click the **Go To** button located to the right of this field to launch the Internet browser and display the specified website.

   • Repeat the steps until all the bids have been entered for the line item.

   • Click the **Save** button to save the information and close the Requisition Bids screen; the number of bids entered for the line item will appear in the Number of Bids field.

   Note: If the amount of the line item is equal to or greater than the amount entered in the Minimum Bid Amount field for the specified approval tree in the Requisition Options option (if

applicable), the Requisition Bids screen will automatically display for the line item; enter the bids or click the **X** in the upper right-hand corner of the screen to close without entering any information.

    m. If desired, enter the website address for the item in the URL field. The URL can be up to **2,000** characters long.

       Note: If your computer is connected to the Internet, click the **Go To** button located to the right of this field to launch the Internet browser and display the specified website.

5. Repeat the steps to complete the Detail Information to enter all the detail line items for the requisition.

    Note: The Distributed amount for the requisition must equal the Requisition Amount specified in the Header Information. These totals are displayed at the bottom of the screen.

6. If the Requisition Amount field was left <u>blank</u> (and the Automatically Calculate Totals on Data Entry field in the Accounts Payable System File is <u>not</u> selected)*,* click the **Calculate** button for the Requisition Amount field at this time to have the system automatically add up the total of all the detail line items and display the total amount.

7. Click the **Save** button. If desired, to print the requisition form for the current requisition number displayed, click the **To Screen & Save** button instead to save the requisition and print the form now, using the report entered in the Default Requisition Form Report field for the specified approval tree within the Requisition Options option.

8. If desired, print and submit the requisition at this time, or wait until all requisitions have been entered, and then print and submit the requisitions all at once.

    Tip: Print the **Requisition Listing-Detail** or **Requisition Listing-Summary** from the **Reports** menu to view a listing of the requisition(s). Print the **Requisition Form** report from the **Reports** menu to print the actual requisitions form(s).

9. After all requisitions have been entered and submitted, click the **X** in the upper right-hand corner to close the Requisition Entry screen.

    Tip: The number of unsubmitted requisitions (for the current user) appears at the bottom of the screen.

10. If designated to do so in the Email Manager option, notification emails for approval will be sent at this time to the appropriate users as based on the approval trees assigned to the requisitions.

    Note: If there were notification email messages that did <u>not</u> go through, a message will appear; click **OK** and then contact the Business Office in order to check activity log file (System Log tab within the Activity Log option) and resolve the error(s). If an email is rejected, the rejection notice will be sent to the appropriate address for the designated email address in the Email Manager option.

<u>Submitting Requisitions:</u>
Submitting a Requisition Immediately After Entering:
1. With the requisition to submit displayed on the Requisition Entry screen, click the **Submit Current Requisition** button (located at the bottom of the screen). See **Diagram A**.

Submitting a Saved Requisition:
1. From the Accounts Payable screen, select the **Requisitions** menu and then **Requisition Entry**.

2. If there are any unsubmitted requisitions previously entered and saved by the current user (or rejected or recalled requisitions not yet cancelled or deleted), the Requisition Search screen will appear. Select the desired requisition to submit by double-clicking on the record. If there are <u>not</u> any unsubmitted requisitions (or rejected or recalled requisitions not yet cancelled or deleted), the Requisition Entry screen will appear immediately in order to enter a new requisition.

    Tip: If needed, from the Requisition Entry screen, enter the requisition number for the requisition to submit in the Requisition Number field, or click the **Find** button to select the correct one.

3. Click the **Submit Current Requisition** button located at the bottom of the screen.

Submitting Multiple Saved Requisitions:
1. From the Accounts Payable screen, select the **Requisitions** menu and then **Requisition Entry**.

2. If there are any unsubmitted requisitions previously entered and saved by the current user (or rejected or recalled requisitions not yet cancelled or deleted), the Requisition Search screen will appear; click the **New Record** button.

3. Click the **Submit All Requisitions** button located at the bottom of the screen.

Submitting Requisitions Entered by Others:
1. If needed, use the Submit Requisitions on Behalf of Users option (accessed from within the Requisition Inquiry option) to submit requisitions entered by others.

Approving Requisitions:
The Requisition Approvals option in Accounts Payable is utilized by designated users to approve requisitions that have been submitted for approval. The approval process for requisitions follows the hierarchy (approval sequences) as defined with the approval trees assigned to the requisitions. If a requisition is rejected by one approver on the approval tree within the Requisition Approvals option, the requisition will <u>not</u> proceed to the next approval sequence on the approval tree, and will instead be sent back to the submitter. If applicable, the fields defined to be edited (within the Requisition Options option) can be changed within the Requisition Approvals option. If a change is made to a requisition in the Requisition Approvals option for a field defined with the Requires Restart of Approval field selected in the Requisition Options option, the requisition will be sent back to the first sequence on the approval tree.

If the system is set up to send notification emails for requisitions (in the Email Manager option), upon closing the Requisition Approvals option, emails will be sent to the appropriate users with the next approval sequences as the requisitions flow through the approval trees, to the users who submitted the requisitions once completely processed (received final approval or rejected), to the prior approvers and/ or submitter if requisitions were changed (if applicable), and to the users who are designated to receive an email for requisitions that received final approval.

1. From the Accounts Payable screen, select the **Requisitions** menu and then **Requisition Approvals**.

   Note: An alert will appear on the Accounts Payable screen under the Alerts section if there are requisitions pending your approval; if applicable, click the alert and then continue with Step 6.
2. The Requisition Approvals screen will appear. See **Diagram B**.
3. In the Approval Type field, enter the type of approvals (**Alternate Approvals**, **Approval Tree Owner**, or **Regular Approvals**) to view and process, or click the **down-arrow** button to select the correct one, if applicable. To view the requisitions currently awaiting approval from you (the user logged into the system), enter **Regular Approvals**. To view the requisitions awaiting approval from others for which you are designated as an alternate approver (as defined in the Alternate User ID field for approval trees), enter **Alternate Approvals**. To view all the requisitions awaiting approval for which you are the owner (as defined in the Approval Tree Owner ID field for approval trees), enter **Approval Tree Owner**. The approval type of **Alternate Approvals** is only available to users designated as an alternate approver, and the approval type of **Approval Tree Owner** is only available to users designated as an approval tree owner. The default of **Regular Approvals** will appear, but can be changed if applicable.

   Note: The requisitions that display for **Regular Approvals** or **Alternate Approvals** include only those which are currently at your sequence on the approval tree or the alternate user's sequence (if applicable); the requisitions that are awaiting approvals from other users for other sequences prior to yours will <u>not</u> appear unless the Approve Requisitions Out of Sequence field is selected (see below).
4. If the Allow Approvals Out of Sequence field in the Requisition Options option is selected, the Approve Requisitions Out of Sequence field is enabled. If applicable, select the Approve Requisitions Out of Sequence field to display all requisitions pending approval from you including

Select the Approve Requisitions Out of Sequence field to process requisitions out of the normal sequence order defined for the approval trees.

Select to approve or reject the requisitions.

Enter a comment to track for the approval or rejection of the requisition, if desired.

If needed, the fields defined to be edited during the approval process can be changed at this time. In this example, the Chart of Account Number and Vendor ID fields are defined to be edited.

Diagram B

those that are currently awaiting approval from other users first for other sequences on the approval trees. A checkmark will appear in the box if the field is selected.

Tip: Select the Approve Requisitions Out of Sequence field if you will soon be gone for a period of time and would like to approve requisitions that will be moving through the approval process and needing your approval before your return.

5. If **Alternate Approvals** is selected as the Approval Type, the User ID field is enabled. Enter the ID of the user for which you are an alternate and want to view the requisitions pending that user's approval in the User ID field, or click the **down-arrow** button to select the correct user. Only the users for which you are an alternate approver that have requisitions pending their approval can be entered here.

6. Complete the approval process for the desired requisitions:

   a. To view the details included on a requisition, click on the desired requisition in the Requisitions Awaiting Approval/Rejection List located at the top of the screen; the details for the selected requisition will then display in the Requisition Details List in the middle of the screen.

      Tip: If desired, click the **To Screen** button to preview or print a copy of the requisition using the report entered in the Default Requisition Form Report field for the specified approval tree within the Requisition Options option.

   b. To approve a requisition, select the Approved field for the desired requisition in the Requisitions Awaiting Approval/Rejection List. A checkmark will appear in the box if the field is selected.

   c. To reject a requisition, select the Rejected field for the desired requisition in the Requisitions Awaiting Approval/Rejection List. A checkmark will appear in the box if the field is selected.

   d. If desired, enter a comment to track for approving or rejecting a requisition in the Comments field in the Requisitions Awaiting Approval/Rejection List. The comment can be up to **1,000** characters long. If a comment was previously entered by the user, the previous comment will appear, but can be changed

      Note: If a change is made to the requisition (to the fields defined to be edited (as set within the Requisition Options option)), a comment will automatically be added in this Comments field stating the fields that were changed.

      Tip: Once saved, this comment, along with the ID of the user who entered the comment and the date the comment was entered, will display in the Comments List in the bottom right side of the screen, in addition to any other comments entered by other users. Only the Comments field in the Requisitions Awaiting Approval/Rejection List can be changed.

   e. If needed, the fields defined to be edited (as set within the Requisition Options option) can be changed or completed for a requisition at this time. To make a change, click in the appropriate field within the Requisitions Awaiting Approval/Rejection List or the Requisition Details List for the desired requisition, and then key the correct information or click the **down-arrow** button to select the correct item (if applicable).

      Tip: The Requisition Amount field in the Requisitions Awaiting Approval/Rejection List for a requisition will automatically be updated when the changes are saved if the amounts for the detail line items were changed.

   f. If desired, to view (and edit, if applicable) the bids or quotes received from other vendors for the purchase of the goods or services included in the line item on the requisition, click the **Edit Record** button for the Number of Bids field (cursor must be in or over the field before the button will appear).

   g. If the URL field is completed for a detail line, click the **Go To** button for the URL field (cursor must be in or over the field before the button will appear) to launch the Internet browser and display the specified website.

   h. If the Approvers Add New Detail Lines option has the Allow Approver Edits field selected within the Requisitions Options option, new detail lines can be added by completing the blank line (indicated with an asterisk) at the bottom of the Requisition Details List, if needed. If applicable, when adding a new detail line, any of the fields can be completed (not just those that are defined to be edited within the Requisition Options option).

      Note: A detail line that was added by an approver can be edited by any approver, but only the fields defined to be edited will be enabled for the other approvers, while all the fields are enabled for the approver who added the line. If needed, a detail line that was added by an approver can be deleted but only by the particular approver who added it (to delete a detail line, click the **Delete** button located to the left of the desired record; when prompted to delete the line, click **Yes**).

> *Tip:* If a new detail line is added or deleted, a comment will automatically be added in the Comments field in the Requisitions Awaiting Approval/Rejection List, and the Requisition Amount field in the Requisitions Awaiting Approval/Rejection List will automatically be updated when the changes are saved.

    i. Click the **Save** button.

> *Tip:* The budget balance (including the total of unposted invoices, unposted purchase orders, and approved requisitions for the particular account number, if applicable) will display in the Requisition Details List for each detail line item included on a requisition; if the account number is in a fund defined as an activity fund, the appropriate fund balance will also display. Also, the total of all submitted requisitions that have <u>not</u> yet been approved for the particular account number (including the detail line items on the current requisition) will display. If desired, click the **Go To** button located to the right of the Budget Balance Total, Submitted Balance Total, or Fund Balance Total fields (cursor must be in or over the fields before the button will appear) to open the Chart of Accounts and display the Inquiry screen for the appropriate account number.

> **Note:** If approving requisitions out of the normal order of an approval tree by using the Approve Requisitions Out of Sequence field (and **Regular Approvals** or **Alternate Approvals** is selected as the Approval Type), the requisitions will still be pending for the other users with approval sequences preceding and following your sequence. If approving as the owner of the assigned approval trees (**Approval Tree Owner** is selected as the Approval Type), the requisitions will be considered fully processed and will <u>not</u> require approval from other users on the approval tree. If a requisition is rejected by one approver on the approval tree, the requisition will <u>not</u> proceed to the next approval sequence on the approval tree, and will instead be sent back to the submitter. If a change is made to a requisition for a field defined with the Requires Restart of Approval field selected in the Requisition Options option, the requisition will be sent back to the first sequence on the approval tree.

7. After all requisitions have been approved or rejected, click the **X** in the upper right-hand corner to close the Requisition Approvals screen.

8. If designated to do so in the Email Manager option, notification emails will be sent at this time to the appropriate users with the next approval sequences as based on the approval trees assigned to the requisitions (or to the first approval sequence if the approval process needed to restart, if applicable), to the users who submitted the requisitions if completely processed (received final approval or rejected), to the prior approvers and/or submitter if requisitions were changed (if applicable), and/or to the users who are designated to receive an email for requisitions that received final approval.

> **Note:** If there were notification email messages that did <u>not</u> go through, a message will appear; click **OK** and then contact the Business Office in order to check the log file (System Log tab within the View Log File option) and resolve the error(s). If an email is rejected, the rejection notice will be sent to the appropriate address for the designated email address in the Email Manager option.

Viewing a Requisition within Requisition Status:
Note: Changes <u>cannot</u> be made to submitted requisitions from within the Requisition Status option.

1. From the Accounts Payable screen, select the **Requisitions** menu and then **Requisition Status**.
2. The Requisition Status screen will appear listing all requisitions that have been entered by the user currently logged into the system. If needed, change the filters to view the desired requisitions.
3. Select the requisition for which to view the status by clicking once on the Requisition Number.
4. For requisitions that been submitted, the approval information will appear in the Approvals List on the bottom of the screen for the selected requisition. For each approval sequence (as based on the approval tree assigned to the requisition), the following information appears: whether the user approved or rejected the requisition, the name of the user who actually completed the approval process for the sequence, the name of the user who was listed as the primary user for the particular approval sequence, the name of the user who was listed as the alternate (if applicable), and the date the approval sequence was completed. If applicable, the comments for the selected requisition will also appear on the bottom of the screen in the Comments List. The system will display the comments, the name of the user who entered the comments, and the date the comment was entered (or updated).
5. For requisitions that have <u>not</u> yet been submitted, if desired, click the **Edit Record** button to open the Requisition Entry option and edit the requisition.
6. If desired, click the **To Screen** button to preview or reprint a copy of the requisition using the report entered in the Default Requisition Form Report field for the specified approval tree within the Requisition Options option.

Purchase Orders

Purchase orders are entered into Accounts Payable to record the products or services that will be (or have been) ordered from a particular vendor and have been granted the necessary approval for purchase. Purchase orders include all the necessary details for the products or services, including the descriptions, item numbers (if applicable), quantities, prices, and the appropriate account numbers from which the products or services will be expensed. Once purchase orders have been entered into the system, the purchase order forms can be printed and submitted (or emailed) to the vendors to place the orders, if desired.

When a batch of purchase orders is posted, the applicable detail line items are encumbered in General Ledger to track the district's financial commitments. When reports are printed, the encumbrances for Outstanding Purchase Orders can be included in order to help business officials determine the remaining line item budget amounts. As the invoices and merchandise arrive, the purchase order items can be received within the Receiving option, if desired, and then the purchase orders invoiced for payment, by simply entering the appropriate purchase order number and selecting the necessary detail line items to invoice. When the invoiced purchase orders are posted, the purchase order encumbrances are then released, as the amounts move from purchase order encumbrances to expected expenditures (if operating on a cash basis) or expenses (if operating on an accrual basis).

If requisitions are used (entered on the system) prior to entering purchase orders, the requisitions (those that have been approved) can be quickly selected and converted to purchase orders.

Entering Purchase Orders:
Note: The instructions listed below explain each field as they appear on the Purchase Orders screen when the screen preferences are set to the defaults. If the screen preferences were changed, the fields may be out of order as described below and there may even be fields that do not appear on the screen. If desired, the default screen preferences can be restored.

Also, for any field equipped with the repeat function, click the **Repeat** button or press the **Ctrl+R** keys to repeat the previous entry for the specified field. The repeat function is only available after your initial entry.

1. From the Accounts Payable screen, select the **Data Entry** menu and then **Purchase Orders**.

2. If a batch already exists, the Purchase Order Batch Search screen will appear. To continue adding purchase orders to an existing batch, select the desired batch by double-clicking on the batch description; otherwise, to enter a new batch, click the **New Record** button and then complete the batch options. If a batch does <u>not</u> exist, the batch options screen will appear immediately in order to create a new batch. See **Diagram A**.

3. The Purchase Orders screen will appear for the selected purchase order batch. The description and processing month for the selected batch will appear in the title bar.

Diagram A

4. Click the **New Record** button to initialize the screen for a new entry.

5. Complete the Header Information of the purchase order. **See Diagram B**.

   a. Enter the number for the purchase order in the Purchase Order Number field. The purchase order number can be alphanumeric and up to **15** characters long. Leave this field <u>blank</u> to have the system automatically assign the next available purchase order number once the purchase order is saved. If the purchase order was created from converted requisitions and the Purchase Order Number Same as Requisition Number field is selected in the Accounts Payable System File, the number of the requisition selected as the Primary one (if applicable) will appear but can be changed; if the particular purchase order number is already in use, the Purchase Order Number field will be <u>blank</u> and can be manually entered or assigned by the system.

   Note: If having the system assign the purchase order number, the system will assign the number as follows: 1) first, if the Batch Beginning Purchase Order Number field is completed in the batch options, the first purchase order in the batch will be that specified number and then

Diagram B

the other purchase orders will increment from there; 2) if the purchase order is tied to a ship to address with a defined purchase order prefix, the number will be incremented from the most recently used purchase order number with that prefix; 3) otherwise, if a purchase order prefix was defined in the Accounts Payable System File, the number will be incremented from the most recently used purchase order number with that prefix; or 4) else the number will be incremented from the most recently used purchase order number. Keep in mind, if the Purchase Order Number Same as Requisition Number field is selected in the Accounts Payable System File, a purchase order number <u>cannot</u> be used if it matches a requisition number that already exists.

b. In the Vendor ID field, enter the ID of the vendor from whom the goods or services will be ordered or purchased. If the ID is not known, click the **down-arrow** button to select the correct one, or press the **Ctrl+F** keys to access the search feature. If the purchase order was created from converted requisitions (using the Select Requisitions for Single Purchase Order or the Select Requisitions for Multiple Purchase Orders option), the Vendor ID can be updated at this time, if needed (for example, if the Default Requisition Vendor ID for the approval tree was utilized and a different vendor needs to be specified).

Tip: If the user entering the purchase order is tied to one or more vendor groups (in the User Security option), the vendor entered here must be included in one of the designated vendor groups.

c. Enter the total amount of the purchase order in the Purchase Order Amount field. The amount can be up to **14** digits long (including the decimal point and comma(s) if applicable) and will typically be rounded to **2** decimal places by the system if capable. If desired, leave this field <u>blank</u> until all the detail lines have been entered; then click the **Calculate** button to have the system automatically add up all the detail line items and display the total in this field.

Note: If the Automatically Calculate Totals on Data Entry field in the Accounts Payable System File is selected, the system will automatically add up all the detail line items when saving the purchase order and display the total in this field.

d. Enter the date of the purchase order in the Purchase Order Date field. Use the **mm/dd/yyyy** format or click the **down-arrow** button to select the desired date. Leave the field <u>blank</u> to default to the current date.

e. Enter a summary description for what is included on the purchase order in the Purchase Order Description field. The description can be alphanumeric and up to **40** characters long.

Note: To use the description from the Vendor File for the specified vendor, enter a **V** in this field.

f. Enter the date the goods or services are expected to be received in the Expected Date field. Use the **mm/dd/yyyy** format or click the **down-arrow** button to select the desired date. Leave the field <u>blank</u> to default to the current date.

Note: The Date Expected must be within the *same* fiscal year as the processing month specified in the batch options.

g. If applicable, enter the ID of the ship to address to use for the purchase order in the Ship To Address ID field. If the ID is not known, click the **down-arrow** button to select the correct one, or press the **Ctrl+F** keys to access the search feature. Leave this field blank to default to the ID of the ship to address specified in the Ship To Address ID field in the batch options, if applicable, or if ship to addresses are not used.

   Tip: If the user entering the purchase order is tied to one or more ship to addresses (in the User Security option), one of the designated ship to addresses must be entered here; if only one ship to address is assigned to the user, the designated ship to address will appear by default and cannot be changed.

h. If applicable, enter the ID of the employee who should receive the merchandise included on the purchase order in the Employee ID field, or click the **down-arrow** button to select the correct one. If the Allow AP Data Entry Employee Selection field in the User Security option is not selected, this field cannot be changed. If the Allow AP Data Entry Employee Selection field is selected and an employee is tied to the user in the User Security option, the employee assigned to the user will appear as the default (unless the field is set to repeat within the Set Screen Preferences), but can be changed if needed.

i. If the purchase order was created from a converted requisition (using the Select Requisitions for Single Purchase Order or the Select Requisitions for Multiple Purchase Orders option) and the requisition contained comments, the Requisition Comments List will appear in the upper right-hand side of the screen with the comments entered for the requisition. The comments cannot be edited.

6. Complete the Detail Information of the purchase order.

a. Select the Print on Purchase Order field to print the line item on the purchase order. A checkmark will appear in the box if the field is selected. When entering a new detail line item, this field is selected by default (unless the field is set to repeat within the Set Screen Preferences).

   Tip: Do not select this field if the line item is only entered to expense the cost of an item to one of several account numbers and does not need to be printed on the purchase order.

b. Select the Post to General Ledger field to post the line item to the specified account number. A checkmark will appear in the box if the field is selected. When entering a new detail line item, this field is selected by default (unless the field is set to repeat within the Set Screen Preferences).

   Tip: Do not select this field if the line item is only entered to order an item that will be split between several account numbers.

c. If the Post to General Ledger field is selected, enter the account number to be expensed for the line item in the Chart of Account Number field. Typically, the account number entered here is an expense account. If the account number is not known, click the **down-arrow** button to select the correct one, or press the **Ctrl+F** keys to access the search feature.

   Note: If one or more default chart of account numbers had been entered in the Vendor File for the vendor, the designated account number(s) will appear in the detail section, with each account number as its own detail line item; the detail lines can be changed as desired.

   Tip: If the user entering the purchase order is assigned to one or more account groups with the AP & WL Data Entry usage (in the User Security option), the account number entered here must be included in one of the designated account groups. Once the account number is specified, the name of the account and the budget balance (including the total of unposted invoices and unposted purchase orders (including the current purchase order) for the particular account number, if applicable) will display in the status bar located at the bottom of the screen; if the account number is in a fund defined as an activity fund, the appropriate fund balance will also display. Also, the total of all outstanding requisitions (those that have been approved but not yet converted to purchase orders) for the particular account number will display, if applicable. If desired, click the **Go To** button located to the right of the Budget Balance, Fund Balance, or Approved Requisitions in the status bar to open the Chart of Accounts and display the Inquiry screen for the appropriate account number.

d. Enter a description for the line item in the Purchase Order Detail Description field. The description can be alphanumeric and up to **1,000** characters long.

   Note: To use the description from the Vendor File for the specified vendor, enter a **V** in this field. To use the purchase order description entered in the Header Information, enter an **H** in this field. To use the description for the account number from the Chart of Accounts File, enter a **C** in this field.

e. Enter the item number in the Item Number field, if desired. The number can be alphanumeric and up to **30** characters long.

f. If desired, enter the ID of the cost center to track for this line item in the Cost Center ID field. If the ID is not known, click the **down-arrow** button to select the correct one, or press the **Ctrl+F** keys to access the search feature.

g. Enter the quantity of the item to order in the Purchase Order Detail Quantity field, if applicable. The quantity can be up to **14** digits long (including the decimal point, if applicable) and will be rounded to **4** decimal places by the system if capable.

h. Enter the cost of one unit of the item in the Unit Price field, if desired. The amount can be up to **14** digits long (including the decimal point, if applicable) and will be rounded to **4** decimal places by the system if capable.

i. If desired, enter the unit of the item to order, such as *EA* for *Each* or *DOZ* for *Dozen*, in the Unit Description field. The unit can be alphanumeric and up to **10** characters long.

j. If the Purchase Order Detail Quantity and Unit Price fields were completed, the system automatically calculates the total cost of the line item and displays it in the Purchase Order Detail Amount field (can be changed, if needed); otherwise, enter the amount to be distributed to the specified account number for this line item in the Purchase Order Detail Amount field. The amount can be up to **14** digits long (including the decimal point, if applicable) and will be rounded to **2** decimal places by the system if capable.

k. If desired, complete the Split Percent field in order to do one of the following:

1) To split an amount proportionately among multiple line items already entered, such as for shipping, enter the percent sign (**%**) in the Split Percent field, leave the Chart of Account Number field <u>blank</u>, complete the remaining fields with the appropriate description and amount, and then save the purchase order. The system will expense the amount (shipping) proportionately to the expense accounts specified for the line items already entered and list a second line for each expense account with the proportionate amount.

2) To expense a certain percentage of the total amount of the purchase order (as entered in the Purchase Order Amount field) to the line item, enter the percentage of the total amount to use for the line item in the Split Percent field and the system will then calculate the amount for the line item and display it in the Purchase Order Detail Amount field. For example, if **15%** of the purchase order total should be expensed to this line item, enter **15** in this field.

3) To calculate a percentage of a particular amount to expense to the line item, enter the percentage followed by the percent sign (**%**) and then the particular amount; for example, enter **20%299.75** to have the system calculate 20% of $299.75 for the line item and display it in the Purchase Order Detail Amount field.

Note: The information entered into the Split Percent field is <u>not</u> saved with the purchase order and will be cleared after advancing from the field or saving the purchase order.

l. If desired, enter the website address for the item in the URL field. The URL can be up to **2,000** characters long.

Note: If your computer is connected to the Internet, click the **Go To** button located to the right of this field to launch the Internet browser and display the specified website.

7. Repeat the steps to complete the Detail Information to enter all the detail line items for the purchase order.

Note: The Distributed amount for the purchase order must equal the Purchase Order Amount specified in the Header Information. These totals along with the batch total are displayed at the bottom of the screen.

8. If the Purchase Order Amount field was left <u>blank</u> (and the Automatically Calculate Totals on Data Entry field in the Accounts Payable System File is <u>not</u> selected)*,* click the **Calculate** button for the Purchase Order Amount field at this time to have the system automatically add up the total of all the detail line items and display the total amount.

9. Click the **Save** button. If desired, to print the purchase order form for the current purchase order number displayed, click the **To Screen & Save** button instead to save the purchase order and print the form now, using the report entered in the Default Purchase Order Format field in the Accounts Payable System File.

10. Once all the purchase orders have been entered, print a listing and post the batch. If desired, the purchase orders can also be emailed by completing the Email Purchase Orders option.

    Tip: Print the **Purchase Order Listing-Detail** or **Purchase Order Listing-Summary** from the **Reports** menu to view a listing of all purchase orders in the selected batch. Print the **Standard Purchase Order Form** report (or other custom purchase order format setup defined for your school district) from the **Reports** menu to print the actual purchase order forms.

Posting Entries:
1. After all the items have been entered in the batch, select the **Options** menu (from within the desired batch) and then **Post Entries**.
2. The Post Entries screen will appear; verify the information on the screen.

   Note: If any information for the current batch displayed on the screen (in the disabled fields) needs to be changed, click the **Cancel** button and then complete the Change Batch Options to edit the information.
3. Click the **Execute** button to continue posting the batch.
4. A prompt will appear stating the batch has been posted; click **OK**.

Correcting a Purchase Order *Before* Posting:
1. From the Accounts Payable screen, select the **Data Entry** menu and then **Purchase Orders**.
2. The Batch Search screen will appear.
3. Select the batch which contains the purchase order to correct by double-clicking on the desired batch description.
4. The Purchase Orders screen will appear for the selected purchase order batch. The description for the selected batch will appear in the title bar.
5. Enter the purchase order number for the purchase order to edit in the Purchase Order Number field. If the purchase order number is not known, click the **down-arrow** button or the **Find** button to select the correct one.
6. Make the desired changes to the purchase order.
   a. For the line items in the Detail Information section, complete the blank line (indicated with an asterisk) at the bottom of the list to add a new line item, or click the **Delete** button located to the left of the desired line item to delete one (when prompted to delete, click **Yes**).
   b. If the purchase order includes converted requisitions, complete the Combine Detail Lines option to merge multiple detail line items that are similar to be just one line on the purchase order, if desired.
7. If the total amount of the purchase order changed but the Purchase Order Amount field was not updated (and the Automatically Calculate Totals on Data Entry field in the Accounts Payable System File is not selected)*,* click the **Calculate** button for the Purchase Order Amount field at this time to have the system automatically add up the total of all the detail line items and display the updated total.
8. After all the changes have been made, click the **Save** button.
9. If the purchase order number was changed, a prompt will appear verifying whether or not to change the specified information for the purchase order or add a new one. To change the information for the purchase order, click the **Change** button. To not change the information and revert to use the original information, click the **Revert to Original** button. To add a new purchase order with the specified information that is a duplicate of the current one, click the **Create New** button.

Correcting a Purchase Order *After* Posting:
Note: The following steps are for correcting a purchase order if it has not been fully or partially received or invoiced. To correct a purchase order that has been fully or partially received or invoiced, complete the steps for adjusting or cancelling a purchase order line item within the Purchase Order Inquiry option.

1. From the Accounts Payable screen, select the **Data Entry** menu and then **Purchase Orders**.
2. Select the desired batch of purchase orders for which to add the corrected purchase order by double-clicking on the desired batch description, or if needed, create a new batch.
3. The Purchase Orders screen will appear for the selected purchase order batch. The description for the selected batch will appear in the title bar.
4. Enter the purchase order number for the purchase order to edit in the Purchase Order Number field.

5. After advancing from the Purchase Order Number field, a message will appear stating that the purchase order has already been posted and asking if it should be moved to the current batch; click **Yes** to move the purchase order into the current batch.

    Note: A purchase order that has been fully or partially received or invoiced <u>cannot</u> be brought into a batch for correction.

6. Make the desired changes to the purchase order.

    a. For the line items in the Detail Information section, complete the blank line (indicated with an asterisk) at the bottom of the list to add a new line item, or click the **Delete** button located to the left of the desired line item to delete one (when prompted to delete, click **Yes**).

    b. If the purchase order includes converted requisitions, complete the Combine Detail Lines option to merge multiple detail line items that are similar to be just one line on the purchase order, if desired.

7. If the total amount of the purchase order changed but the Purchase Order Amount field was <u>not</u> updated (and the Automatically Calculate Totals on Data Entry field in the Accounts Payable System File is <u>not</u> selected)*,* click the **Calculate** button for the Purchase Order Amount field at this time to have the system automatically add up the total of all the detail line items and display the updated total.

8. After all the changes have been made, click the **Save** button.

9. Upon posting the batch, the corrected purchase order will be posted again.

<u>Deleting a Purchase Order *Before* Posting</u>:
1. From the Accounts Payable screen, select the **Data Entry** menu and then **Purchase Orders**.
2. The Batch Search screen will appear.
3. Select the batch which contains the purchase order to delete by double-clicking on the desired batch description.
4. The Purchase Orders screen will appear for the selected purchase order batch. The description for the selected batch will appear in the title bar.
5. Enter the purchase order number for the purchase order to delete in the Purchase Order Number field, or click the **Find** button to select the correct one.
6. Once the purchase order to delete is displayed on the screen, click the **Delete** button; when prompted to delete the record, click **Yes**.

<u>Deleting a Purchase Order *After* Posting</u>:
Note: The following steps are for deleting a purchase order if it has <u>not</u> been fully or partially received or invoiced. To delete (cancel) a purchase order that has been fully or partially received or invoiced, complete the steps for cancelling a purchase order line item within the Purchase Order Inquiry option.
1. From the Accounts Payable screen, select the **Data Entry** menu and then **Purchase Orders**.
2. Select the desired batch of purchase orders for which to continue working with by double-clicking on the desired batch description, or if needed, create a new batch.
3. The Purchase Orders screen will appear for the selected purchase order batch. The description for the selected batch will appear in the title bar.
4. Enter the purchase order number for the purchase order to delete in the Purchase Order Number field.
5. After advancing from the Purchase Order Number field, a message will appear stating that the purchase order has already been posted and asking if it should be moved to the current batch; click **Yes** to move the purchase order into the current batch.

    Note: A purchase order that has been fully or partially received or invoiced <u>cannot</u> be brought into a batch for deletion.

6. Once the purchase order to delete is displayed on the screen, click the **Delete** button; when prompted to delete the record, click **Yes**.

Receiving

The Receiving option in Accounts Payable is used when the merchandise from purchase orders is physically received by the school district. Within the Receiving option, a user designates the quantity received for the items on a purchase order, enters the date the items were received, and enters any additional comments as needed, while the system automatically tracks the ID of the user who entered the receiving information. The receiving information then appears when invoicing purchase orders.

The system can be set up to send notification emails to a designated user when purchase orders have been received and are ready for invoicing.

For those school districts who have licensed the Fixed Asset Inventory module, the asset information can also be entered within the Receiving option if the item should be tracked as an asset in Fixed Asset Inventory.

Entering Receivings:
Note: For any field equipped with the repeat function, click the **Repeat** button or press the **Ctrl+R** keys to repeat the previous entry for the specified field. The repeat function is only available after your initial entry.

1. From the Accounts Payable screen, select the **Data Entry** menu and then **Receiving**.
2. The Receiving screen will appear. See **Diagram A**.
3. If needed, click the **New Record** button to initialize the screen for a new entry.
4. Enter the number of the purchase order for which the merchandise was received in the Purchase Order Number field. If the purchase order number is not known, click the **down-arrow** button or the **Find** button to select the correct one.

   Note: If one ore more ship to addresses are assigned to the user in the User Security option, only the purchase orders tied to the designated ship to addresses can be entered in this field for receiving.

   Tip: If desired, click the **Go To** button located to the right of the Purchase Order Number field to open the Purchase Order Inquiry option for the specified purchase order.
5. Enter the date to use as the default for the date the merchandise was received in the Received Date field. Use the **mm/dd/yyyy** format or click the **down-arrow** button to select the desired date. Leave the field blank to default to the current date.
6. The purchase order detail lines with the Print on Purchase Order field selected appear in the Purchase Order Detail Information List. The detailed information as entered on the purchase order for each line displays, along with the outstanding balance, whether a receiving has previously been entered, the outstanding quantity, and whether an invoice has been entered for the detail line.

   Note: The detail lines that appear in the list include those with both the Print on Purchase Order and Post to General Ledger fields selected, and those with only the Print on Purchase Order field selected. The detail lines with only the Post to General Ledger field selected do <u>not</u> appear. If desired, click the **Go To** button located to the right of the URL field (cursor must be in or over the field before the button will appear) to launch the Internet browser and display the specified website, if applicable.

Diagram A

Tip: To view only the purchase order detail lines with an outstanding balance, plus *all* the detail lines designated with only the Print on Purchase Order field selected (those with or without an outstanding balance), click the **Display Outstanding Only** button located above the Purchase Order Detail Information List. To view all the purchase order detail lines (with or without an outstanding balance), click the **Display All** button located above the Purchase Order Detail Information List. By default, the **Display Outstanding Only** button is selected.

7. To receive items for one detail line, click on the desired line in the Purchase Order Detail Information List and then complete the following:

- In the blank line (indicated with an asterisk) at the bottom of the Receiving Information List, enter the appropriate status (**Incomplete**, **Final**, or **Cancelled**) in the Receiving Status field, or click the **down-arrow** button to select the correct one. If only part of the line item was received and the rest is still expected, select **Incomplete**. If the line item was received in full, select **Final**. If the line item was cancelled and will <u>not</u> be received, select **Cancelled**.

- Enter the number of the quantity received (or cancelled) for the detail line in the Received Quantity field. The quantity can be up to **14** digits long (including the decimal point, if applicable) and will be rounded to **4** decimal places by the system if capable.

- If desired, enter a comment to track for the receiving (and display when invoicing the purchase order) in the Comments field. The comment can be up to **1,000** characters long.

- Select the Asset field to track the line item as an asset within the Fixed Asset Inventory module, if applicable. A checkmark will appear in the box if the field is selected. By selecting the field, when the purchase order is invoiced and the batch posted, the item will post to a pending file and then can be added to a batch within the Add New Assets option in Fixed Asset Inventory (using the View Accounts Payable Assets option).
  Note: If the amount of the line item is equal to or greater than the amount entered in the Minimum Inventory Amount field in the Accounts Payable System File (if applicable), a warning icon will display if the Asset field is <u>not</u> selected for the line item.

- If the Asset field is selected for the line item, click the **Edit Record** button located to the right of the Asset field to enter additional information for the asset (for use when adding the asset to the Fixed Asset Inventory module).
  Note: Multiple assets can be entered for one detail line, if needed.

- Enter the date the merchandise was received in the Received Date field. Use the **mm/dd/yyyy** format or click the **down-arrow** button to select the desired date. The date entered in the Received Date field at the top of the screen will appear as the default, but can be changed.

- The system will automatically display the ID of the current user in the Received by User field and the field <u>cannot</u> be changed.

- The Invoice Number field will be updated by the system once the receiving detail line on the purchase order has been invoiced (the invoice saved). The field <u>cannot</u> be changed.

- Click the **Save** button.

- If designated to do so in the Email Manager option, a receiving notification email will be sent at this time to the designated user.
  Note: If a notification email did <u>not</u> go through, a message will appear; click **OK** and then contact the Business Office in order to check the activity log file (System Log tab within the Activity Log option) and resolve the error(s). If an email is rejected, the rejection notice will be sent to the appropriate address for the designated email address in the Email Manager option.
  Tip: A notification email is <u>not</u> sent if the only changes made were to update the Receiving Status to Cancelled for one or more purchase order lines.

- Repeat Step 7 until all the desired lines have been received for the specified purchase order.
  Note: All receiving lines entered for the selected purchase order detail line appear in the Receiving Information List. The receiving lines entered by different users and those that have been invoiced will be disabled and <u>cannot</u> be changed.

8. To receive all the detail lines at once if the purchase order is received in full, click the **Process All Detail Lines as Final** button and then click the **Save** button. By clicking the **Process All Detail Lines as Final** button, the system will automatically add lines in the Receiving Information List with a Receiving Status of **Final** for each detail line displayed in the Purchase Order Detail Information List that does <u>not</u> already have a line with a Receiving Status of **Final** or **Cancelled** and has an outstanding balance (or has only the Print on Purchase Order field selected (with or without an

outstanding balance)). If needed, complete the asset information for the applicable line items (refer to the steps above).

9. Once all the receivings have been entered, print a listing if desired.

Tip: Print the **Receiving Report-Detail** or **Receiving Report-Summary** from the **Reports** menu to view a listing of the receivings; if desired, to only print the receivings just entered, complete the Received by User ID and Received Date parameters. Print the **Asset Details Report for Receiving** from the **Reports** menu to print the detail information for the line items tracked as assets for posting to the Fixed Asset Inventory module.

10. Click the **X** in the upper right-hand corner to close the Receiving screen.

Invoices

Invoices are entered into Accounts Payable to record which vendors to pay during a check cycle, which account numbers to charge, and for what dollar amounts. More than one invoice can be entered for the same vendor and the user specifies whether to print one check for each invoice or have the system combine all the invoices and write only one check to the vendor.

If operating on a cash basis, General Ledger tracks the amount of expected expenditures for each detail line item entered on the invoices when a batch of invoices is posted. When reports are printed, the expected expenditures (Outstanding Accounts Payable) can be included in order to help determine the district's financial commitments. After the checks for the invoices are printed and posted, the amounts move from expected expenditures to an expense.

If operating on an accrual basis, the Accounts Payable account number (as designated in the Fund File) is credited for the invoice detail and the expense account is debited when a batch of invoices is posted. Then when the checks are written and updated, the system debits the Accounts Payable account number to release the liability and credits the Cash in Bank account number.

If purchase orders are used (entered on the system) prior to entering invoices, the purchase orders can be quickly retrieved and then invoiced.

If there are invoices that need to be posted each month for the same dollar amount or charged to the same account numbers, they can be set up as recurring entries in the batch options.

Entering Invoices:
Note: The instructions listed below explain each field as they appear on the Invoices screen when the screen preferences are set to the defaults. If the screen preferences were changed, the fields may be out of order as described below and there may even be fields that do not appear on the screen. If desired, the default screen preferences can be restored.

Also, for any field equipped with the repeat function, click the **Repeat** button or press the **Ctrl+R** keys to repeat the previous entry for the specified field. The repeat function is only available after your initial entry.

1. From the Accounts Payable screen, select the **Data Entry** menu and then **Invoices**.

2. If a batch already exists, the Invoice Batch Search screen will appear. To continue adding invoices to an existing batch, select the desired batch by double-clicking on the batch description; otherwise, to enter a new batch, click the **New Record** button and then complete the batch options. If a batch does not exist, the batch options screen will appear immediately in order to create a new batch.

   Note: Below are the steps to complete the batch options screen for a new batch of invoices.

   a. Enter a unique description for the new batch in the Batch Description field. The description can be alphanumeric and up to **50** characters long. Leave the field blank to use a default description assigned by the system. See **Diagram A**.

   Diagram A

   Note: If a unique description is not entered, the system will add a dash and four numbers starting with **0001** at the end (for example, *Batch Description-0001*) to make it distinctive.

   b. In the Processing Month field, enter the fiscal period for which to post the entries within the batch to the applicable modules; for example, enter the month for which to post the entries to General Ledger, if applicable. Entries to record the expenditures will post to the specified processing month only for prepaid checks and automatic payments if operating on a cash basis,

or for *all* invoices if operating on an accrual basis. Use the **mm/yyyy** format or click the **down-arrow** button to select the desired date. Leave the field <u>blank</u> to default to the current month (as based on the computer date).

Note: If the month entered in this field is more than two months different from the current month, a warning icon will appear to the right of the field; verify the month entered is correct. If the specified processing month is in the next fiscal year and there are funds in the Fund File in General Ledger with the Automatically Start New Fiscal Year field <u>not</u> selected, the Start New Fiscal Year option will need to be completed for the appropriate funds if it has <u>not</u> already been done.

c. If applicable, select the Recurring Entries field to retain the batch of entries after posting the batch. A checkmark will appear in the box if the field is selected. For example, select the field if the batch (entries) needs to be processed on a regular basis, such as each month or quarter.

Note: If the Recurring Entries field is selected for the batch, prepaid checks <u>cannot</u> be entered in the batch.

d. Complete the Credit Card Payment Batch section to write one prepaid check or automatic payment to a specific vendor for all the prepaid checks or automatic payments entered within the batch.

Tip: Complete this section to write one check for the credit card payment (for example, to Visa) and then enter each transaction or charge as prepaid checks within the batch; after entering the last prepaid check (invoice) in the batch, click the **To Screen & Save** button to print one check to the credit card company for the total of all the invoices in the batch.

- Enter the ID for the vendor for which to write the one prepaid check or automatic payment in the Credit Card Vendor ID field. If the ID is not known, click the **down-arrow** button to select the correct one, or press the **Ctrl+F** keys to access the search feature.

- Enter the type of payment (**Prepaid Check** or **Automatic Payment**) that will be made to the vendor in the Check Type field, or click the **down-arrow** button to select the correct one. If a check was written manually or will be printed immediately after entering the invoices in the batch, enter **Prepaid Check**. If the payment was or will be automatically paid (deducted) from your checking account, enter **Automatic Payment**.

  Note: If the Recurring Entries field is selected for the batch, a prepaid check <u>cannot</u> be used as the type of payment.

- Enter the ID of the checking account from which the check was written (or will be written if printing the check immediately after entering the invoices) or the automatic payment was (or will be) made in the Checking Account ID field. If the ID is not known, click the **down-arrow** button to select the correct one, or press the **Ctrl+F** keys to access the search feature.

- Enter the check number of the check or the automatic payment stub number in the Check Number field. The check number can be up to **9** digits long.

  Note: If Automatic Payment is specified as the Check Type, the system will automatically display the next available automatic payment stub number in the Check Number field. If the Recurring Entries field is selected for the batch, the Check Number field will be disabled, as the system will assign the next available automatic payment stub number once the batch is posted.

- Enter the date of the check or automatic payment in the Check Date field. Use the **mm/dd/yyyy** format or click the **down-arrow** button to select the desired date. Leave the field <u>blank</u> to default to the current date.

  Note: If the date entered in this field is more than two weeks different from the current date, or more than two months different from the current date, a warning icon will appear to the right of the field; verify the date entered is correct. If the date entered in this field is more than six months different from the current date, the system will <u>not</u> allow the date to be saved and an error icon will appear to the right of the field; verify the date entered is correct, and if needed, contact Customer Support for assistance in entering a date more than six months different from the current date.

Note: To write a check (or automatic payment) to each company or person specified on the individual invoices entered within the batch, do <u>not</u> complete the Credit Card Payment Batch section.

e. At the end of the fiscal year, complete the End of Fiscal Year Options section to expense the invoices that will be entered into the batch, if applicable. Refer to the Accounts Payable End of Fiscal Year Checklist for more information.

f. Click the **Save** button.

3. The Invoices screen will appear for the selected invoice batch. The description and processing month for the selected batch will appear in the title bar.

4. Click the **New Record** button to initialize the screen for a new entry.

5. Complete the Header Information of the invoice. See **Diagram B**.

a. Leave the Purchase Order Number field <u>blank</u> and do <u>not</u> select the Received in Full field unless you are invoicing a purchase order.

Note: Even if purchase orders were <u>not</u> entered into the School Accounting System, the purchase order number can be tied to this invoice; refer to the instructions for invoicing purchase orders.

b. In the Vendor ID field, enter the ID of the vendor from whom the invoice (or bill) was received. If the ID is not known, click the **down-arrow** button to select the correct one, or press the **Ctrl+F** keys to access the search feature.

Note: In order to enter an ID in this field for an entity already defined as an employee, employer history, payee, received from, and/or ship to address, the entity role of Vendor must first be added by calling up the entity within the Vendor File and clicking **Yes** when prompted to make the entity a vendor.

Tip: If the user entering the invoice is tied to one or more vendor groups (in the User Security option), the vendor entered here must be included in one of the designated vendor groups.

c. Enter the number of the invoice (bill) to pay in the Invoice Number field. The invoice number ties the invoice to the vendor; thus, an invoice number can only be used once for each vendor because the system tracks the invoice number for each vendor to prevent an invoice from being entered and paid twice. If an invoice (bill) does <u>not</u> have an invoice number, use the date of the invoice as the invoice number, or leave the field <u>blank</u> to have the system automatically assign the current date as the invoice number using the **yyyymmdd** format once the invoice is saved. The invoice number can be alphanumeric and up to **20** characters long (for recurring invoices, only **15** characters).

Note: If having the system assign the invoice number and the invoice number has already been used for the vendor, the system will add a dash and four numbers starting with **0001** at the end (for example, *20150115-0001*). If the Recurring Entries field is selected for the batch, the system will <u>not</u> assign invoice numbers if the field is left <u>blank</u>; also, upon posting the recurring

Diagram B

invoices, the system will change the invoice numbers for the posted invoices by adding a dash and four numbers starting with **0001** at the end (for example, *PHONE-0001*) to make the posted recurring invoice numbers distinctive.

d. Enter the total amount of the invoice in the Invoice Amount field. The amount can be up to **14** digits long (including the decimal point and comma(s) if applicable) and will typically be rounded to **2** decimal places by the system if capable. If desired, leave this field <u>blank</u> until all the detail lines have been entered; then click the **Calculate** button to have the system automatically add up all the detail line items and display the total in this field.

    Note: If the Automatically Calculate Totals on Data Entry field in the Accounts Payable System File is selected, the system will automatically add up all the detail line items when saving the invoice and display the total in this field.

e. Enter the date of the invoice (bill) in the Invoice Date field. Use the **mm/dd/yyyy** format or click the **down-arrow** button to select the desired date. Leave the field <u>blank</u> to default to the current date.

f. Enter the date the invoice is due in the Due Date field. Use the **mm/dd/yyyy** format or click the **down-arrow** button to select the desired date. Leave the field <u>blank</u> to default to the current date.

    Note: The Due Date is used to select which invoices to pay during a check cycle. Most school districts enter the date of the next board meeting as the Due Date.

g. Enter a summary description for what is included on the invoice in the Invoice Description field. The description can be alphanumeric and up to **40** characters long. The description entered here can be printed on the board report(s) and check stubs if desired.

    Note: To use the description from the Vendor File for the specified vendor, enter a **V** in this field.

h. Enter the desired check sequence (**1** to **99**) for the invoice in the Check Sequence field to stipulate whether to include the invoice on only one check or separate checks if there are multiple invoices for the vendor. If there is more than one invoice for the specified vendor and *separate* checks should be printed during the check cycle for each invoice, enter a *different* sequence number for each invoice in the Check Sequence field. If there is more than one invoice for the specified vendor and *only one* check should be printed during the check cycle, enter the *same* sequence number in the Check Sequence field for all the invoices. Leave this field <u>blank</u> to have the system default to a check sequence of **1**.

    Note: Click the **Search** button to see all other unpaid invoices and check sequences entered for the specified vendor in order to specify or select a same or different check sequence for the current invoice; or click the **New Record** button to assign the current invoice the next available check sequence number. If the Credit Card Payment Batch section is completed for the invoice batch, the Check Sequence field will default to **1** and <u>cannot</u> be changed.

i. If the invoice (bill) has already been paid (by a check that was written manually or by a payment automatically deducted from your checking account) or the check will be printed immediately after entering this invoice, complete the Prepaid Information section as follows:

    Note: If the Credit Card Payment Batch section is completed for the invoice batch, the Prepaid Information section will already be completed and <u>cannot</u> be changed.

    • Enter the type of payment (**Prepaid Check** or **Automatic Payment**) made to the vendor in the Check Type field, or click the **down-arrow** button to select the correct one. If a check was written manually or will be printed immediately after entering the invoice, enter **Prepaid Check**. If the payment was or will be automatically paid (deducted) from your checking account, enter **Automatic Payment**.

        Note: If the Recurring Entries field is selected for the batch, a prepaid check <u>cannot</u> be used as the type of payment.

    • Enter the ID of the checking account from which the check was written (or will be written if printing the check immediately after entering the invoice) or the automatic payment was (or will be) made in the Checking Account ID field. If the ID is not known, click the **down-arrow** button to select the correct one, or press the **Ctrl+F** keys to access the search feature.

    • Enter the check number of the check or the automatic payment stub number in the Check Number field. The check number can be up to **9** digits long.

Note: If Automatic Payment is specified as the Check Type for the invoice, the system will automatically display the next available automatic payment stub number in the Check Number field (unless a vendor has multiple automatic payments entered in the batch; in which case the system will default to the same automatic payment stub number of the invoice (automatic payment) with the same check sequence), but it can be changed if needed. If the Recurring Entries field is selected for the batch and Automatic Payment is specified as the Check Type for the invoice, the Check Number field will be disabled, as the system will assign the next available automatic payment stub number and it <u>cannot</u> be changed.

- Enter the date of the check or automatic payment in the Check Date field. Use the **mm/dd/yyyy** format or click the **down-arrow** button to select the desired date. Leave the field <u>blank</u> to default to the current date.

  Note: If the date entered in this field is <u>not</u> within the processing month for the batch, is more than two weeks different from the current date, or is more than two months different from the current date, a warning icon will appear to the right of the field; verify the date entered is correct (the date for the check should be within the specified processing month for the invoice batch or else it could result in <u>not</u> being able to successfully complete a check reconciliation batch). Also, if the date entered in this field is more than six months different from the current date, the system will <u>not</u> allow the date to be saved and an error icon will appear to the right of the field; verify the date entered is correct, and if needed, contact Customer Support for assistance in entering a date more than six months different from the current date. Also, if the Recurring Entries field is selected for the batch and Automatic Payment is specified as the Check Type for the invoice, the Check Date field will be disabled, as the system will assign the check date using the Due Date for the invoice and it <u>cannot</u> be changed.

6. Complete the Detail Information of the invoice.

   a. Select the Invoice field to post the amount of the line item to the specified account number in General Ledger. A checkmark will appear in the box if the field is selected. This field is selected by default when adding a new line item to the invoice.

   Note: If invoicing a purchase order, select the Invoice field for a line item that has been fully or partially received or will be cancelled.

   b. Enter the account number to debit for the line item in the Chart of Account Number field. Typically, the account number entered here is an expense account. If the account number is not known, click the **down-arrow** button to select the correct one, or press the **Ctrl+F** keys to access the search feature. If one or more default chart of account numbers had been entered in the Vendor File for the vendor, the designated account number(s) will appear in the detail section with each account number as its own detail line item; the detail lines can be changed as desired.

   Tip: If the user entering the invoice is assigned to one or more account groups with the AP & WL Data Entry usage (in the User Security option), the account number entered here must be included in one of the designated account groups. Once the account number is specified, the name of the account and the budget balance (including the total of unposted invoices (including the current invoice) and unposted purchase orders for the particular account number, if applicable) will display in the status bar located at the bottom of the screen; if the account number is in a fund defined as an activity fund, the appropriate fund balance will also display. Also, the total of all outstanding requisitions (those that have been approved but <u>not</u> yet converted to purchase orders) for the particular account number will display, if applicable. If desired, click the **Go To** button located to the right of the Budget Balance, Fund Balance, or Approved Requisitions in the status bar to open the Chart of Accounts and display the Inquiry screen for the appropriate account number.

   Note: If entering a prepaid invoice or an automatic payment and the Allow Override Checking Account on Prepaid Information field in the Accounts Payable System File is not selected, the account number(s) entered here must have the same checking account designated in the Fund File as the checking account entered in the Prepaid Information section.

   c. Enter a description for the line item in the Invoice Detail Description field. The description can be alphanumeric and up to **40** characters long.

   Note: To use the description from the Vendor File for the specified vendor, enter a **V** in this field. To use the invoice description entered in the Header Information, enter an **H** in this field. To use the description for the account number from the Chart of Accounts File, enter a **C** in this field.

d. If desired, enter the ID of the cost center to track for this line item in the Cost Center ID field. If the ID is not known, click the **down-arrow** button to select the correct one, or press the **Ctrl+F** keys to access the search feature.

e. Enter the amount to be distributed to the specified account number for this line item in the Invoice Detail Amount field. The amount can be up to **14** digits long (including the decimal point, if applicable) and will be rounded to **2** decimal places by the system if capable.

f. Leave the Received in Full Status field blank unless you are invoicing a purchase order.

g. Select the Asset field to track the line item as an asset within the Fixed Asset Inventory module, if applicable. A checkmark will appear in the box if the field is selected. By selecting the field, the item will post to a pending file and then can be added to a batch within the Add New Assets option (using the View Accounts Payable Assets option) once the batch of invoices is posted.

    Note: If the amount of the line item is equal to or greater than the amount entered in the Minimum Inventory Amount field in the Accounts Payable System File (if applicable), a warning icon will display if the Asset field is not selected for the line item.

h. If the Asset field is selected for the line item, click the **Edit Record** button located to the right of the Asset field to enter additional information for the asset (for use when adding the asset to the Fixed Asset Inventory module).

    Note: Multiple assets can be entered for one detail line, if needed.

i. If applicable, enter the amount of the line item (from the Invoice Detail Amount field) that is reportable on the 1099 form issued to the vendor in the Vendor 1099 Amount field. The amount can be up to **14** digits long (including the decimal point, if applicable) and will be rounded to **2** decimal places by the system if capable. If the Accumulate 1099 Amount field is selected for the vendor (in the Vendor File), the amount entered in the Invoice Detail Amount field will appear in the Vendor 1099 Amount field for the line item, but can be changed or deleted, if needed.

j. If desired, complete the Split Percent field in order to do one of the following:

    1) To split an amount proportionately among multiple line items already entered, such as for shipping, enter the percent sign (**%**) in the Split Percent field, leave the Chart of Account Number field blank, complete the remaining fields with the appropriate description and amount, and then save the invoice. The system will expense the amount (shipping) proportionately to the expense accounts specified for the line items already entered and list a second line for each expense account with the proportionate amount.

    2) To expense a certain percentage of the total amount of the invoice (as entered in the Invoice Amount field) to the line item, enter the percentage of the total amount to use for the line item in the Split Percent field and the system will then calculate the amount for the line item and display it in the Invoice Detail Amount field. For example, if **15%** of the invoice total should be expensed to this line item, enter **15** in this field.

    3) To calculate a percentage of a particular amount to expense to the line item, enter the percentage followed by the percent sign (**%**) and then the particular amount; for example, enter **20%299.75** to have the system calculate 20% of $299.75 for the line item and display it in the Invoice Detail Amount field.

    Note: The information entered into the Split Percent field is not saved with the invoice and will be cleared after advancing from the field or saving the invoice.

k. The Purchase Order Detail Quantity, Received Quantity, and Comments (from Receiving) fields will be blank and are only utilized when invoicing a purchase order.

7. Repeat the steps to complete the Detail Information to enter all the detail line items for the invoice.

    Note: The Distributed amount for the invoice must equal the Invoice Amount specified in the Header Information. These totals along with the batch total are displayed at the bottom of the screen.

8. If the Invoice Amount field was left blank (and the Automatically Calculate Totals on Data Entry field in the Accounts Payable System File is not selected)*,* click the **Calculate** button for the Invoice Amount field at this time to have the system automatically add up the total of all the detail line items and display the total amount.

9. Click the **Save** button.

    Note: If the invoice is a prepaid check or an automatic payment, click the **To Screen & Save** button instead to save the invoice and print the check or automatic payment stub now, using the default

check or direct deposit format for the applicable checking account as defined in the Check Setup - Vendors option. When printing a check for a prepaid invoice, be sure the correct check with the specified check number is in the printer. If using a check-writing software, click the **Check Writing Software** button (displays in place of the **To Screen & Save** button) to save the invoice and print the check or automatic payment stub to a file; when prompted, specify the correct path (drive and folders), edit the file name if needed, and then click the **Save** button.

10. Once all the invoices have been entered, print a listing and post the batch.

Tip: Print the **Invoice Listing-Detail** or **Invoice Listing-Summary** from the **Reports** menu to view a listing of all invoices in the selected batch. Print the **Asset Details Report for Invoices** from the **Reports** menu to print the detail information for the line items tracked as assets for posting to the Fixed Asset Inventory module.

Invoicing Purchase Orders:
Note: If desired, the Display Zero Balance Purchase Order Detail Lines option can be turned on in order to view *all* the lines for the specified purchase order, including the lines that were previously invoiced (received in full or cancelled) and have a zero balance; otherwise, if the Display Zero Balance Purchase Order Detail Lines option is off, only the lines for the specified purchase order that have outstanding balances are displayed. By default, the Display Zero Balance Purchase Order Detail Lines option is turned off.

1. From the Accounts Payable screen, select the **Data Entry** menu and then **Invoices**.

2. If a batch already exists, the Invoice Batch Search screen will appear. To continue adding invoices to an existing batch, select the desired batch by double-clicking on the batch description; otherwise, to enter a new batch, click the **New Record** button and then complete the batch options. If a batch does <u>not</u> exist, the batch options screen will appear immediately in order to create a new batch.

3. The Invoices screen will appear for the selected invoice batch. The description and processing month for the selected batch will appear in the title bar.

4. Click the **New Record** button to initialize the screen for a new entry.

5. Complete the Header Information of the invoice.

   a. Enter the number of the purchase order to invoice in the Purchase Order Number field. If the purchase order number is not known, click the **down-arrow** button to select the correct one, or press the **Ctrl+F** keys to access the search feature.

   Note: To track the purchase order number tied to the invoice if the purchase order was <u>not</u> entered within the School Accounting System, enter the purchase order number here; then once the invoice is saved, the system will prompt to create that purchase order (see Step 10 below). This prompt will <u>not</u> appear if the Automatically Create Purchase Order in Invoice Entry field is selected in the Accounts Payable System File.

   b. The vendor ID, total amount remaining for the specified purchase order, and description (if one was entered for the purchase order) will appear in the appropriate fields in the Header Information of the invoice. The detail lines from the purchase order will also appear in the Detail Information of the invoice, along with the quantity received and comments if a receiving had been entered for the purchase order.

   Note: If the specified purchase order had <u>not</u> been entered within the School Accounting System, the information stated above will <u>not</u> appear on the screen.

   c. If the purchase order is received in full (or if the purchase order is <u>not</u> received in full, but the remaining items are cancelled), select the Received in Full field. If the purchase order is <u>not</u> received in full and the remaining items are still expected, leave this field unselected to allow the remainder of the purchase order to be outstanding (active). A checkmark will appear in the box if the field is selected.

   Note: If the Received in Full field is selected, the system will automatically select the Invoice field for all the line items in the Detail Information section and change the Received in Full Status field to reflect **Final**.

   d. If the invoice is for a different vendor than the one displayed in the Vendor ID field, delete the ID displayed and enter the correct ID. If the ID is not known, click the **down-arrow** button to select the correct one, or press the **Ctrl+F** keys to access the search feature.

   Tip: If the user entering the invoice is tied to one or more vendor groups (in the User Security option), the vendor entered here must be included in one of the designated vendor groups.

e. Enter the number of the invoice (bill) to pay in the Invoice Number field. The invoice number ties the invoice to the vendor; thus, an invoice number can only be used once for each vendor because the system tracks the invoice number for each vendor to prevent an invoice from being entered and paid twice. If an invoice (bill) does not have an invoice number, use the date of the invoice as the invoice number, or leave the field blank to have the system automatically assign the current date as the invoice number using the **yyyymmdd** format. The invoice number can be alphanumeric and up to **20** characters long (for recurring invoices, only **15** characters).

    Note: If having the system assign the invoice number and the invoice number has already been used for the vendor, the system will add a dash and four numbers starting with **0001** at the end (for example, *20150115-0001*). If the Recurring Entries field is selected for the batch, the system will not assign invoice numbers if the field is left blank; also, upon posting the recurring invoices, the system will change the invoice numbers for the posted invoices by adding a dash and four numbers starting with **0001** at the end (for example, *PHONE-0001*) to make the posted recurring invoice numbers distinctive.

f. If the amount for the invoice is different than the amount of the purchase order because not all of the merchandise was received, or because shipping charges were added, change the amount displayed in the Invoice Amount field. The amount can be up to **14** digits long (including the decimal point and comma(s) if applicable) and will typically be rounded to **2** decimal places by the system if capable. If desired, this field can be left unchanged until all the detail lines have been invoiced; then click the **Calculate** button to have the system automatically add up all the detail line items and display the total in this field.

    Note: If the Automatically Calculate Totals on Data Entry field in the Accounts Payable System File is selected, the system will automatically add up all the detail line items when saving the invoice and display the total in this field.

g. Enter the date of the invoice (bill) in the Invoice Date field. Use the **mm/dd/yyyy** format or click the **down-arrow** button to select the desired date. Leave the field blank to default to the current date.

h. Enter the date the invoice is due in the Due Date field. Use the **mm/dd/yyyy** format or click the **down-arrow** button to select the desired date. Leave the field blank to default to the current date.

    Note: The Due Date is used to select which invoices to pay during a check cycle. Most school districts enter the date of the next board meeting as the Due Date.

i. If a description was entered on the purchase order, it will display in the Invoice Description field, but can be changed if desired. If a description was not entered on the purchase order, enter a summary description for what is included on the invoice at this time. The description can be alphanumeric and up to **40** characters long. The description entered here can be printed on the board report(s) and check stubs if desired.

    Note: To use the description from the Vendor File for the specified vendor, enter a **V** in this field.

j. Enter the desired check sequence (**1** to **99**) for the invoice in the Check Sequence field to stipulate whether to include the invoice on only one check or separate checks if there are multiple invoices for the vendor. If there is more than one invoice for the specified vendor and *separate* checks should be printed during the check cycle for each invoice, enter a *different* sequence number for each invoice in the Check Sequence field. If there is more than one invoice for the specified vendor and *only one* check should be printed during the check cycle, enter the *same* sequence number in the Check Sequence field for all the invoices. Leave this field blank to have the system default to a check sequence of **1**.

    Note: Click the **Search** button to see all other unpaid invoices and check sequences entered for the specified vendor in order to specify or select a same or different check sequence for the current invoice; or click the **New Record** button to assign the current invoice the next available check sequence number. If the Credit Card Payment Batch section is completed for the invoice batch, the Check Sequence field will default to **1** and cannot be changed.

k. If the invoice (bill) has already been paid (by a check that was written manually or by a payment automatically deducted from your checking account) or the check will be printed immediately after entering this invoice, complete the Prepaid Information section as follows:

    Note: If the Credit Card Payment Batch section is completed for the invoice batch, the Prepaid Information section will already be completed and cannot be changed.

- Enter the type of payment (**Prepaid Check** or **Automatic Payment**) made to the vendor in the Check Type field, or click the **down-arrow** button to select the correct one. If a check was written manually or will be printed immediately after entering the invoice, enter **Prepaid Check**. If the payment was or will be automatically paid (deducted) from your checking account, enter **Automatic Payment**.
  Note: If the Recurring Entries field is selected for the batch, a prepaid check <u>cannot</u> be used as the type of payment.

- Enter the ID of the checking account from which the check was written (or will be written if printing the check immediately after entering the invoice) or the automatic payment was (or will be) made in the Checking Account ID field. If the ID is not known, click the **down-arrow** button to select the correct one, or press the **Ctrl+F** keys to access the search feature.

- Enter the check number of the check or the automatic payment stub number in the Check Number field. The check number can be up to **9** digits long.
  Note: If Automatic Payment is specified as the Check Type for the invoice, the system will automatically display the next available automatic payment stub number in the Check Number field (unless a vendor has multiple automatic payments entered in the batch; in which case the system will default to the same automatic payment stub number of the invoice (automatic payment) with the same check sequence), but it can be changed if needed. If the Recurring Entries field is selected for the batch and Automatic Payment is specified as the Check Type for the invoice, the Check Number field will be disabled, as the system will assign the next available automatic payment stub number and it <u>cannot</u> be changed.

- Enter the date of the check or automatic payment in the Check Date field. Use the **mm/dd/yyyy** format or click the **down-arrow** button to select the desired date. Leave the field <u>blank</u> to default to the current date.
  Note: If the date entered in this field is <u>not</u> within the processing month for the batch, is more than two weeks different from the current date, or is more than two months different from the current date, a warning icon will appear to the right of the field; verify the date entered is correct (the date for the check should be within the specified processing month for the invoice batch or else it could result in <u>not</u> being able to successfully complete a check reconciliation batch). Also, if the date entered in this field is more than six months different from the current date, the system will <u>not</u> allow the date to be saved and an error icon will appear to the right of the field; verify the date entered is correct, and if needed, contact Customer Support for assistance in entering a date more than six months different from the current date. Also, if the Recurring Entries field is selected for the batch and Automatic Payment is specified as the Check Type for the invoice, the Check Date field will be disabled, as the system will assign the check date using the Due Date for the invoice and it <u>cannot</u> be changed.

6. Complete the Detail Information of the invoice.
   Note: If the purchase order was received in full and the Received in Full field was selected, skip this step and continue with Step 9 as the system automatically invoiced the entire purchase order.

   a. Select the Invoice field for a line item that has been fully or partially received or will be cancelled, in order to post the amount of the line item (or release the encumbrance if cancelled) to the specified account number in General Ledger. A checkmark will appear in the box if the field is selected.

   b. The account number entered for the line item on the purchase order will display in the Chart of Account Number field, but can be changed, if needed. Typically, the account number entered here is an expense account. If the account number is not known, click the **down-arrow** button to select the correct one, or press the **Ctrl+F** keys to access the search feature. If one or more default chart of account numbers had been entered in the Vendor File for the vendor, the designated account number(s) will <u>not</u> appear when invoicing purchase orders.

   Tip: If the user entering the invoice is assigned to one or more account groups with the AP & WL Data Entry usage (in the User Security option), the account number entered here must be included in one of the designated account groups. Once the account number is specified, the name of the account and the budget balance (including the total of other unposted invoices and unposted purchase orders for the particular account number, if applicable) will display in the status bar located at the bottom of the screen; if the account number is in a fund defined as an activity fund, the appropriate fund balance will also display. Also, the total of all requisitions that have been approved for the particular account number will display, if applicable. If desired, click the **Go To** button located to the right of the Budget Balance, Fund Balance, or Approved Requisitions in the status bar to open the Chart of Accounts and display the Inquiry screen for the appropriate account number.

Note: If entering a prepaid invoice or an automatic payment and the Allow Override Checking Account on Prepaid Information field in the Accounts Payable System File is not selected, the account number(s) entered here must have the same checking account designated in the Fund File as the checking account entered in the Prepaid Information section.

c. The description for the line item entered on the purchase order will appear in the Invoice Detail Description field, but can be changed if desired. The description can be alphanumeric and up to **40** characters long.

   Note: To use the description from the Vendor File for the specified vendor, enter a **V** in this field. To use the invoice description entered in the Header Information, enter an **H** in this field. To use the description for the account number from the Chart of Accounts File, enter a **C** in this field.

d. If applicable, the ID of the cost center to track for the line item as entered on the purchase order will appear in the Cost Center ID field, but can be changed if needed. If the ID is not known, click the **down-arrow** button to select the correct one, or press the **Ctrl+F** keys to access the search feature.

e. The amount of the line item still outstanding from the purchase order will display in the Invoice Detail Amount field. If *only part* of the line item was received, change the amount shown in this field to the amount that was received. If the line item was *cancelled*, do not change the amount in this field as it will automatically change to zero when you specify **Cancelled** in the next step. The amount can be up to **14** digits long (including the decimal point, if applicable) and will be rounded to **2** decimal places by the system if capable.

f. Enter the appropriate status (**Incomplete**, **Final**, or **Cancelled**) for the line item in the Received in Full Status field, or click the **down-arrow** button to select the correct one. If only part of the line item was received and the rest is still expected, select **Incomplete**. If the line item was received in full, select **Final**. If the line item was cancelled and will not be received, select **Cancelled**. If applicable, the status from the receiving line will appear but can be changed.

   Note: If **Incomplete** is selected, be sure to change the amount of the line item in the Invoice Detail Amount field as needed. If **Cancelled** is selected, the system will automatically change the amount of the line item to zero.

   Tip: To help determine the line item status, refer to the Purchase Order Detail Quantity, Received Quantity, and Comments (from Receiving) fields for the line item. The original quantity ordered for the line item appears in the Purchase Order Detail Quantity field. If a receiving had been entered for the purchase order, the quantity received for the line item from the receiving lines that have not yet been invoiced will display in the Received Quantity field. Also, the comments entered for the receiving lines not yet invoiced will appear in the Comments (from Receiving) field.

g. Select the Asset field to track the line item as an asset within the Fixed Asset Inventory module, if applicable. A checkmark will appear in the box if the field is selected. By selecting the field, the item will post to a pending file and then can be added to a batch within the Add New Assets option (using the View Accounts Payable Assets option) once the batch of invoices is posted.

   Note: If the amount of the line item is equal to or greater than the amount entered in the Minimum Inventory Amount field in the Accounts Payable System File (if applicable), a warning icon will display if the Asset field is not selected for the line item.

h. If the Asset field is selected for the line item, click the **Edit Record** button located to the right of the Asset field to enter additional information for the asset (for use when adding the asset to the Fixed Asset Inventory module).

   Note: Multiple assets can be entered for one detail line, if needed.

i. If applicable, enter the amount of the line item (from the Invoice Detail Amount field) that is reportable on the 1099 form issued to the vendor in the Vendor 1099 Amount field. The amount can be up to **14** digits long (including the decimal point, if applicable) and will be rounded to **2** decimal places by the system if capable. If the Accumulate 1099 Amount field is selected for the vendor (in the Vendor File), the amount entered in the Invoice Detail Amount field will appear in the Vendor 1099 Amount field for the line item, but can be changed or deleted, if needed.

j. If desired, complete the Split Percent field in order to do one of the following:

   1) To split an amount proportionately among multiple line items already entered, such as for shipping, enter the percent sign (**%**) in the Split Percent field, leave the Chart of Account Number field underline blank, complete the remaining fields with the appropriate description and

amount, and then save the invoice. The system will expense the amount (shipping) proportionately to the expense accounts specified for the line items already entered and list a second line for each expense account with the proportionate amount.

    2) To expense a certain percentage of the total amount of the invoice (as entered in the Invoice Amount field) to the line item, enter the percentage of the total amount to use for the line item in the Split Percent field and the system will then calculate the amount for the line item and display it in the Invoice Detail Amount field. For example, if **15%** of the invoice total should be expensed to this line item, enter **15** in this field.

    3) To calculate a percentage of a particular amount to expense to the line item, enter the percentage followed by the percent sign (**%**) and then the particular amount; for example, enter **20%299.75** to have the system calculate 20% of $299.75 for the line item and display it in the Invoice Detail Amount field.

    Note: The information entered into the Split Percent field is <u>not</u> saved with the invoice and will be cleared after advancing from the field or saving the invoice.

    k. The original quantity ordered from the purchase order for the line item appears in the Purchase Order Detail Quantity field and <u>cannot </u>be changed.

    l. If a receiving had been entered for the purchase order, the quantity received for the line item from the receiving lines that have <u>not</u> yet been invoiced will display in the Received Quantity field and <u>cannot</u> be changed.

    m. If a receiving had been entered for the purchase order, the comments entered for the receiving lines <u>not</u> yet invoiced will appear in the Comments (from Receiving) field and <u>cannot</u> be changed. If multiple receiving lines had been entered for one purchase order detail line item, the comments from all the receiving lines <u>not</u> yet invoiced will be listed together in this field.

7. Repeat the steps to complete the Detail Information until all the line items have been invoiced.

    Note: The Distributed amount for the invoice must equal the Invoice Amount specified in the Header Information. These totals along with the batch total and the amounts for the selected detail line item from the purchase order (Amount, Balance, and Balance-Unposted) are displayed at the bottom of the screen.

8. If the Invoice Amount field was left <u>unchanged</u> (and the Automatically Calculate Totals on Data Entry field in the Accounts Payable System File is <u>not</u> selected)*,* click the **Calculate** button for the Invoice Amount field at this time to have the system automatically add up the total of all the detail line items and display the updated total.

9. Click the **Save** button.

    Note: If the invoice is a prepaid check or an automatic payment, click the **To Screen & Save** button instead to save the invoice and print the check or automatic payment stub now, using the default check or direct deposit format for the applicable checking account as defined in the Check Setup - Vendors option. When printing a check for a prepaid invoice, be sure the correct check with the specified check number is in the printer. If using a check-writing software, click the **Check Writing Software** button (displays in place of the **To Screen & Save** button) to save the invoice and print the check or automatic payment stub to a file; when prompted, specify the correct path (drive and folders), edit the file name if needed, and then click the **Save** button.

10. If a purchase order number was specified, but the purchase order had <u>not</u> been entered within the School Accounting System, a prompt will appear asking whether or not to create that purchase order; click **Yes** to save the invoice and create the purchase order, click **No** to save the invoice but <u>not</u> create the purchase order, or click **Cancel** to <u>not</u> save the invoice nor create the purchase order.

    Note: This prompt will <u>not</u> appear if the Automatically Create Purchase Order in Invoice Entry field is selected in the Accounts Payable System File.

11. Once all the purchase orders have been invoiced, print a listing and post the invoice batch.

    Tip: Print the **Invoice Listing-Detail** or **Invoice Listing-Summary** from the **Reports** menu to view a listing of all invoices in the selected batch. Print the **Asset Details Report for Invoices** from the **Reports** menu to print the detail information for the line items tracked as assets for posting to the Fixed Asset Inventory module.

<u>Posting Entries</u>:
1. After all the items have been entered in the batch, select the **Options** menu (from within the desired batch) and then **Post Entries**.

2. The Post Entries screen will appear; verify the information on the screen.
   Note: If any information for the current batch displayed on the screen (in the disabled fields) needs to be changed, click the **Cancel** button and then complete the Change Batch Options to edit the information.
   - If desired, select the Delete Zero Entries field to omit posting invoices that do <u>not</u> have the Prepaid Information section completed and contain all zeros (in the Header and Detail Information sections). A checkmark will appear in the box if the field is selected.
     Note: If the batch is set as recurring (the Recurring Entries field is selected in the batch options), the zero invoices will remain in the batch.
   - If posting a batch with the Recurring Entries field selected in the batch options, complete the New Processing Month field by entering the fiscal period for which to use as the next processing month for the recurring batch. Use the **mm/yyyy** format or click the **down-arrow** button to select the desired date. The next month (as based on the computer date) will appear as the default, but can be changed.
3. Click the **Execute** button to continue posting the batch.
4. A prompt will appear stating the batch has been posted; click **OK**.

<u>Completing a Purchase Order Detail Search</u>:
Note: Use the following instructions when invoicing purchase orders to add a detail line item from the purchase order to the invoice if the invoice was previously saved without that particular line item or to view all the original detail lines (including previously invoiced lines).
1. From the Accounts Payable screen, select the **Data Entry** menu and then **Invoices**.
2. Select the batch which contains the invoice for which to complete a purchase order detail search by double-clicking on the desired batch description.
3. In the appropriate fields, enter the purchase order number, vendor ID, and invoice number for the invoice to edit or click the **Find** button to select the desired invoice.
4. From the Invoices screen, select the **Options** menu and then **Purchase Order Detail Search**.
5. The Purchase Order Detail Search screen will appear listing all the line items for the specified purchase order.
6. Double-click on the line item to add to the invoice.
7. The Invoices screen will appear including the selected detail line item.
8. Complete the information for the detail line following the same steps as when invoicing a purchase order.
9. If the Invoice Amount field was left <u>unchanged</u> (and the Automatically Calculate Totals on Data Entry field in the Accounts Payable System File is <u>not</u> selected)*,* click the **Calculate** button for the Invoice Amount field at this time to have the system automatically add up the total of all the detail line items and display the updated total.
10. After all the changes have been made, click the **Save** button.

<u>Correcting an Invoice *Before* Posting</u>:
1. From the Accounts Payable screen, select the **Data Entry** menu and then **Invoices**.
2. The Batch Search screen will appear.
3. Select the batch which contains the invoice to correct by double-clicking on the desired batch description.
4. The Invoices screen will appear for the selected invoice batch. The description for the selected batch will appear in the title bar.
5. Click the **Find** button and select the desired invoice to edit.
6. Make the desired changes to the invoice.
   a. For the line items in the Detail Information section, complete the blank line (indicated with an asterisk) at the bottom of the list to add a new line item, or click the **Delete** button located to the left of the desired line item to delete one (when prompted to delete, click **Yes**).
   b. If the invoice is tied to a purchase order, complete a Purchase Order Detail Search to add a detail line item from the specified purchase order that is <u>not</u> currently displayed (saved on the invoice).

7. If the total amount of the invoice changed but the Invoice Amount field was <u>not</u> updated (and the Automatically Calculate Totals on Data Entry field in the Accounts Payable System File is <u>not</u> selected)*,* click the **Calculate** button for the Invoice Amount field at this time to have the system automatically add up the total of all the detail line items and display the updated total.

8. After all the changes have been made, click the **Save** button.

9. If the vendor ID or invoice number was changed, a prompt will appear verifying whether or not to change the specified information for the invoice or add a new one. To change the information for the invoice, click the **Change** button. To <u>not</u> change the information and revert to use the original information, click the **Revert to Original** button. To add a new invoice with the specified information that is a duplicate of the current one, click the **Create New** button.

Correcting an Invoice *After* Posting:
1. Once an invoice has been posted, certain fields can be changed or corrected within the Vendor Inquiry option for only *active* invoices (those that have been posted but <u>not</u> yet paid). If other changes are needed, the invoice must be voided and then reentered with the correct information.

Deleting an Invoice *Before* Posting:
1. From the Accounts Payable screen, select the **Data Entry** menu and then **Invoices**.
2. The Batch Search screen will appear.
3. Select the batch which contains the invoice to delete by double-clicking on the desired batch description.
4. The Invoices screen will appear for the selected invoice batch. The description for the selected batch will appear in the title bar.
5. Click the **Find** button and select the desired invoice to delete.
6. Once the invoice to delete is displayed on the screen, click the **Delete** button; when prompted to delete the record, click **Yes**.
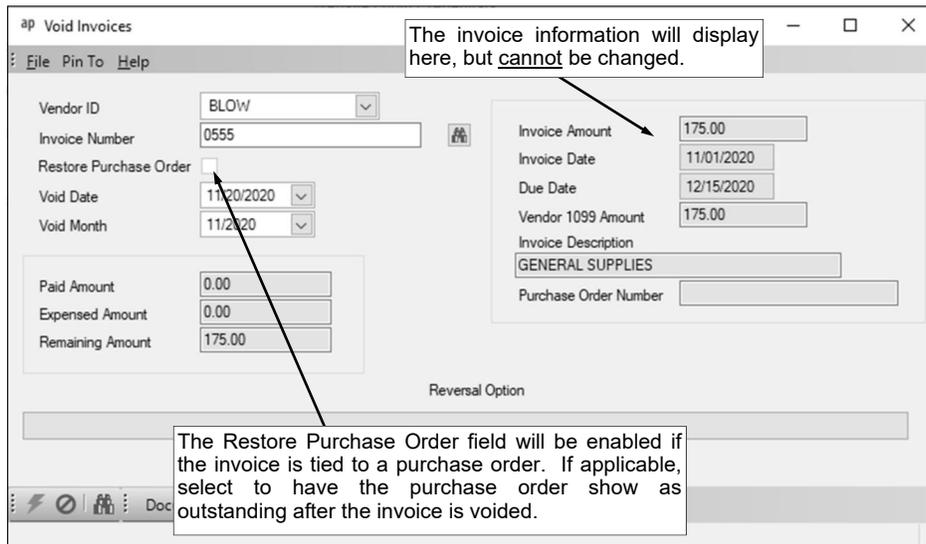
Deleting an Invoice *After* Posting:
Once an invoice has been posted, the invoice must be voided in order to delete it.

Voiding an Invoice:
1. From the Accounts Payable screen, select the **Options** menu and then **Void Invoices**.
2. At the Void Invoices screen, enter the ID of the vendor for the invoice to void in the Vendor ID field. If the ID is not known, click the **down-arrow** button to select the correct one, or press the **Ctrl+F** keys to access the search feature. See **Diagram C**.

    Note: Click the **Find** button to select the correct vendor and invoice number of the invoice to void; then continue with Step 4.
3. Enter the number of the invoice to void in the Invoice Number field. If the invoice number is not known, click the **Find** button to select the correct one.
4. The information for the specified invoice will display on the right-hand side of the screen, such as the Invoice Amount, Invoice Date, Due Date, and Invoice Description.

    Note: If part of the invoice was previously paid (only applicable for invoices with multiple detail line items), the amount that was paid appears in the Paid Amount field and only the remaining amount that is unpaid will be voided (reversed).
5. If the invoice to be voided is tied to a purchase order, the Restore Purchase Order field will be enabled. If applicable, select the Restore Purchase Order field to have the purchase order show as outstanding (<u>not</u> invoiced) after the invoice is voided. A checkmark will appear in the box if the field is selected. The Restore Purchase Order field is selected by default.
6. Enter the date the invoice is voided in the Void Date field. Use the **mm/dd/yyyy** format or click the **drop-arrow** button to select the desired date. Leave the field <u>blank</u> to default to the current date.
7. Enter the month for which to post the voided invoice in the Void Month field. Use the **mm/yyyy** format or click the **drop-arrow** button to select the desired date. Leave the field <u>blank</u> to default to the current month (as based on the computer date).

    Note: Only for organizations that operate on an accrual basis OR if voiding an invoice that was previously expensed using the Expense Outstanding Payables option, if the month entered is *prior* to the current month, all the financials from the month specified and *forward* will be affected (changed).

The invoice information will display here, but <u>cannot</u> be changed.

The Restore Purchase Order field will be enabled if the invoice is tied to a purchase order. If applicable, select to have the purchase order show as outstanding after the invoice is voided.

Diagram C

8. If voiding an invoice that was expensed in a prior fiscal year (from operating on an accrual basis or expensing invoices at the end of the fiscal year; does <u>not</u> apply to invoices that were reverse GAAP expensed), the Reversal Option field is enabled. If applicable, enter the option for the entries to make when voiding the invoice in the Reversal Option field, or click the **down-arrow** button to select the correct one.

    Note: If **Debit Payables and Credit Refund of Prior Years' Expenditures Account in specified Void Month** is selected as the Reversal Option, the Refund of Prior Years' Expenditures Account field in the Fund File must be completed for the applicable fund(s).

    Tip: For invoices with multiple detail line items, if part of the invoice was expensed in a prior fiscal year and part was expensed in the same fiscal year, the Reversal Option is only applicable for the lines that were expensed in a prior fiscal year.

9. Click the **Execute** button to void the specified invoice.

10. When prompted to continue, click **Yes** to void the invoice.

    Note: If the invoice to be voided includes an asset that was posted to Fixed Asset Inventory and the asset had already been added within the Add New Assets option, the prompt will note the invoice is tied to an asset; click **Yes** to continue voiding the invoice.

CHECK CYCLE

Select Invoices to Pay

The Select Invoices to Pay option creates a batch of invoices for which to print checks. When selecting the invoices to pay, only the invoices with a particular range of due dates can be displayed if desired, and the invoices to pay can be selected by invoice detail line item, vendor, fund, and/or checking account. After the Select Invoices to Pay option has been completed, a board report can then be printed.

Selecting Invoices to Pay:
1. From the Accounts Payable screen, select the **Check Cycle** menu and then **Select Invoices to Pay**.
2. If a batch already exists, the Select Invoices to Pay Batch Search screen will appear. To continue selecting invoices to pay in an existing batch, select the desired batch by double-clicking on the batch description; otherwise, to enter a new batch, click the **New Record** button and then complete the batch options. If a batch does <u>not</u> exist, the batch options screen will appear immediately in order to create a new batch. See **Diagram A**.
3. The Select Invoices to Pay screen will appear for the selected batch. The description for the selected batch will appear in the title bar. See **Diagram B**.
4. If desired, to view only invoices with particular due dates, enter the range of dates in the From and To fields. Use the **mm/dd/yyyy** format or click the **down-arrow** button to select the desired date. Leave the fields <u>blank</u> to display all invoices.
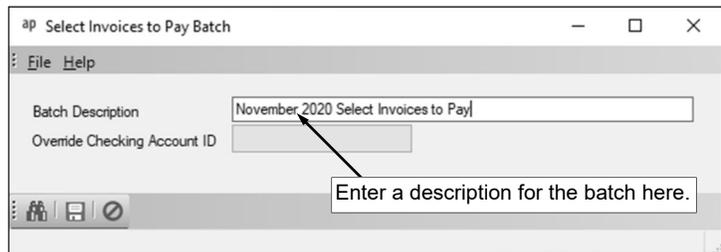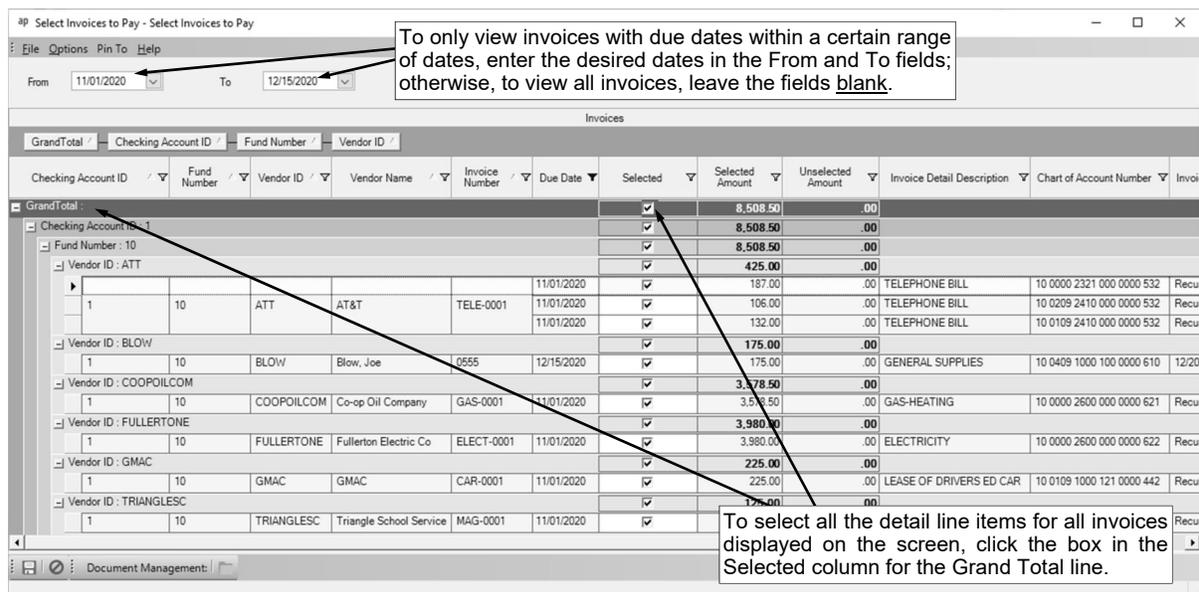

Diagram A

5. Only the unpaid invoices with due dates within the specified date range (and match the fund of the Reconciliation Account if the Override Checking Account ID field in the batch options was completed) will appear. For each unpaid detail line item on an invoice, the following information displays: fund, vendor ID and name, invoice number, due date, amount, detail description, account number, description of invoice batch from which the invoice was posted, and payment type.

   Note: To display (and select) invoices already selected to be paid in another batch, change the filters for the Select to Pay Batch Description column.

6. Select the invoice detail line items to pay:
   a. **To select *an invoice detail line item*,** click the box in the Selected column for the desired invoice line item. A checkmark will appear in the box if a detail line item is selected.

Diagram B

b. **To select *all the detail line items on a particular invoice,*** click the box in the Selected column for each detail line item on the desired invoice. A checkmark will appear in the box if a detail line item is selected.

Tip: If desired, click and drag the column heading for Invoice Number up to the top of the Invoices List so that it appears in the gray area after the boxes for Grand Total, Checking Account ID, Fund Number, and Vendor ID; by adding the Invoice Number to that section, a subtotal line will display in the grid for each different invoice number. To then select to pay all the detail line items on an invoice, click the box in the Selected column for the subtotal line for the desired invoice number. If selected, a checkmark will appear in the box for the invoice number subtotal line and for all the detail line items for the particular invoice.

c. **To select *all the detail line items for all invoices to a particular vendor,*** click the box in the Selected column for the subtotal line for the desired vendor ID. If selected, a checkmark will appear in the box for the vendor ID subtotal line and for all the detail line items for all the invoices for the particular vendor.

d. **To select *all the detail line items for all invoices (for all vendors) displayed for a particular fund,*** click the box in the Selected column for the subtotal line for the desired fund. If selected, a checkmark will appear in the box for the fund subtotal line and for all the detail line items for all the invoices (and vendors) for the particular fund.

e. **To select *all the detail line items for all invoices (for all vendors) displayed for a particular checking account,*** click the box in the Selected column for the subtotal line for the desired checking account ID. If selected, a checkmark will appear in the box for the checking account ID subtotal line and for all the detail line items for all invoices (and vendors) for the particular checking account.

f. **To select *all the detail line items for all invoices (for all vendors) displayed on the screen,*** click the box in the Selected column for the Grand Total line. If selected, a checkmark will appear in the box for the Grand Total line and for all the detail line items for all invoices (and vendors) on the screen.

Note: After an invoice detail line item has been selected, the amount of the selected line item will be added to the necessary subtotal lines, such as for the vendor and fund, and the Grand Total line.

7. After all the desired invoices have been selected, click the **Save** button.

Note: If an invoice with a negative total was selected and the check total for that vendor is negative, the system will unselect that invoice when the batch is saved and display a message of how many negative checks were deleted.

Checks

The Checks option is used to print the checks for an Accounts Payable check cycle. When printing the checks, the default check format for each applicable checking account as defined in the Check Setup - Vendors option will be used.
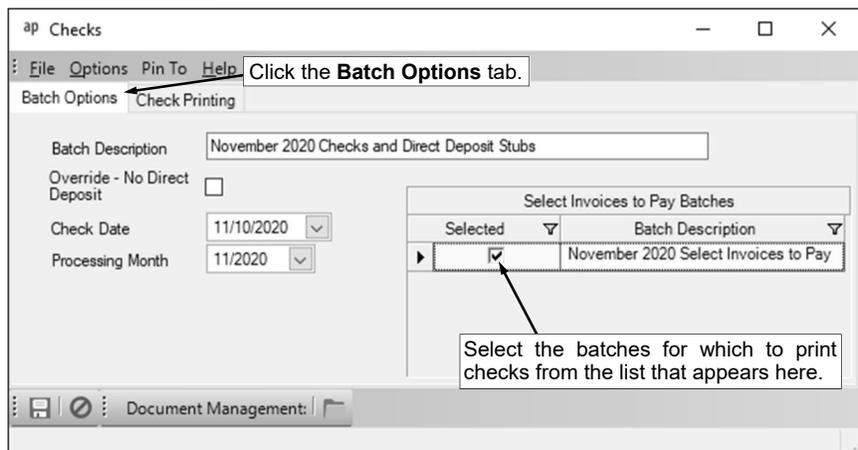
Printing Accounts Payable Checks:
Note: Complete the Select Invoices to Pay option before printing checks.

1. From the Accounts Payable screen, select the **Check Cycle** menu and then **Checks**.
2. If a batch already exists, the Checks Batch Search screen will appear. To continue printing checks for an existing batch, select the desired batch by double-clicking on the batch description and then skip to Step 9; otherwise, to create a new batch, click the **New Record** button and then complete the batch options (following Steps 3-8). If a batch does <u>not</u> exist, continue with Step 3 to create a new batch.
3. On the Batch Options screen (tab), enter a unique description for the batch in the Batch Description field. The description can be alphanumeric and up to **50** characters long. Leave the field <u>blank</u> to use a default description assigned by the system. See **Diagram A**.

    Note: If a unique description is <u>not</u> entered, the system will add a dash and four numbers starting with **0001** at the end (for example, *Batch Description-0001*) to make it distinctive.
4. Select the Override - No Direct Deposit field to <u>not</u> make payments through direct deposit for applicable vendors in the specified batch and instead print checks for those vendors in this check cycle. A checkmark will appear in the box if the field is selected.
5. Enter the date to print on the checks, direct deposit stubs, and automatic payment stubs in the Check Date field. Use the **mm/dd/yyyy** format or click the **down-arrow** button to select the desired date. Leave the field <u>blank</u> to default to the current date.

    Note: If the date entered in this field is more than two weeks different from the current date, more than two months different from the current date, or <u>not</u> in the month specified as the Processing Month, a warning icon will appear to the right of the field; verify the date entered is correct. If the date entered in this field is more than six months different from the current date, the system will <u>not</u> allow the date to be saved and an error icon will

Diagram A

appear to the right of the field; verify the date entered is correct, and if needed, contact Customer Support for assistance in entering a date more than six months different from the current date.

6. In the Processing Month field, enter the fiscal period for which to post the entries within the batch to the applicable modules; for example, enter the month for which to post the entries to General Ledger, if applicable. Use the **mm/yyyy** format or click the **down-arrow** button to select the desired date. Leave the field <u>blank</u> to default to the current month (as based on the computer date).

    Note: If the specified processing month is in the next fiscal year and there are funds in the Fund File in General Ledger with the Automatically Start New Fiscal Year field <u>not</u> selected, the Start New Fiscal Year option will need to be completed for the appropriate funds if it has <u>not</u> already been done.
7. In the Select Invoices to Pay Batches List, select the batch(es) for which to print checks, direct deposit stubs, and automatic payment stubs. To select a batch, click on the box in the Selected column to the left of the desired batch description. A checkmark will appear in the box if the batch is selected.
8. Click the **Save** button.

9. On the Check Printing screen (tab), enter the ID of the checking account for which to print checks in the Checking Account ID field, or click the **down-arrow** button to select the correct one.

10. Enter the check number of the first check to print in the Starting Check Number field, or click the **Search** button to view the last check number used for the checking account and specify to use the next available number. The check number can be up to **9** digits long. See **Diagram B**.

    Note: If using the **Search** button to view the last check number, the next available check number can be specified as follows: 1) double-click the Last Check Number column to use the next highest (greatest) check number on file in the system for the specified checking account; 2) double-click the Last Check Number in Batch column to use the next check number from the last one used while printing checks within the batch for the specified checking account (for example, use if had a paper/ printer jam and needed to reprint checks starting with the next check number after the ones that were jammed); or 3) double-click the Last Check Number Printed column to use the next check number from the last one printed in the system in all but the current batch for the specified checking account (for example, use if had ordered and use new checks with a lower number than the greatest number on file in the system).

11. The system will automatically display the last check number to print in the Ending Check Number field, based on the total number of checks to be printed for the specified checking account. The check number entered in this field <u>cannot</u> be changed.

12. Leave the Starting and Ending Vendor fields <u>blank</u> to print *all* the checks for *all* vendors for the specified checking account.

    Note: These fields are typically only utilized if *reprinting* checks within a batch.

13. Print the specified checks as desired:

    a. To preview the checks on the screen, click the **To Screen** button. To then print the checks to the printer, click the **Print** button on the preview screen.

    b. To print the checks directly to the printer, click the **To Printer** button.

    c. If using a check-writing software, click the **Check Writing Software** button (displays in place of the **To Screen** button and **To Printer** button) to print the checks to a file to import into your check-writing software; when prompted, specify the correct path (drive and folders), edit the file name if needed (will default to be named "APCHECK"), and then click the **Save** button.
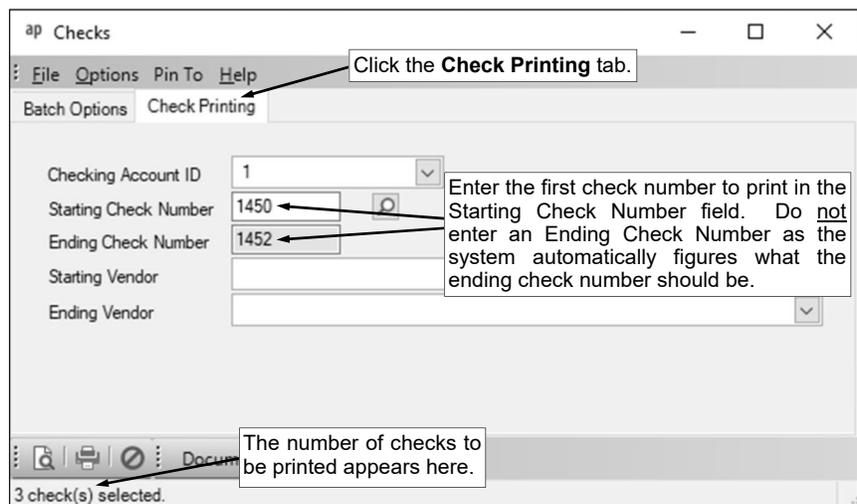
    Note: When printing the checks, the default check format for the applicable checking account as defined in the Check Setup - Vendors option will be used.

14. Repeat Steps 9-13 until all the checks have been printed for all the checking accounts included in the batch.

    Note: If a check for a particular vendor includes more invoices than will print on one check stub, the system writes the check based on the setting in the Multiple Check Option field in the Check Setup-Vendors option.

Diagram B

ap Checks — □ ✕

File Options Pin To Help

Batch Options   Check Printing

Click the **Check Printing** tab.

Checking Account ID   1

Starting Check Number   1450

Ending Check Number   1452

Enter the first check number to print in the Starting Check Number field. Do <u>not</u> enter an Ending Check Number as the system automatically figures what the ending check number should be.

Starting Vendor

Ending Vendor

The number of checks to be printed appears here.

3 check(s) selected.

Direct Deposit Stubs

The Direct Deposit Stubs option is used to print the direct deposit stubs for an Accounts Payable check cycle. This option is used only if direct deposit is set up for vendors in Accounts Payable. When printing the direct deposit stubs, the default direct deposit format for each applicable checking account as defined in the Check Setup - Vendors option will be used.

Printing Accounts Payable Direct Deposit Stubs:
1. From the Accounts Payable screen, select the **Check Cycle** menu and then **Direct Deposit Stubs**.
2. If a batch already exists, the Checks Batch Search screen will appear. To continue printing direct deposit stubs for an existing batch for which the checks have already been printed, select the desired batch by double-clicking on the batch description and then skip to Step 9. If a batch does not exist or checks have not already been printed for the check cycle, continue with Step 3 to create a new batch.
3. On the Batch Options screen (tab), enter a unique description for the batch in the Batch Description field. The description can be alphanumeric and up to **50** characters long. Leave the field blank to use a default description assigned by the system.

    Note: If a unique description is not entered, the system will add a dash and four numbers starting with **0001** at the end (for example, *Batch Description-0001*) to make it distinctive.
4. Select the Override - No Direct Deposit field to not make payments through direct deposit for applicable vendors in the specified batch and instead print checks for those vendors in this check cycle. A checkmark will appear in the box if the field is selected.
5. Enter the date to print on the checks, direct deposit stubs, and automatic payment stubs in the Check Date field. Use the **mm/dd/yyyy** format or click the **down-arrow** button to select the desired date. Leave the field blank to default to the current date.

    Note: If the date entered in this field is more than two weeks different from the current date, more than two months different from the current date, or not in the month specified as the Processing Month, a warning icon will appear to the right of the field; verify the date entered is correct. If the date entered in this field is more than six months different from the current date, the system will not allow the date to be saved and an error icon will appear to the right of the field; verify the date entered is correct, and if needed, contact Customer Support for assistance in entering a date more than six months different from the current date.
6. In the Processing Month field, enter the fiscal period for which to post the entries within the batch to the applicable modules; for example, enter the month for which to post the entries to General Ledger, if applicable. Use the **mm/yyyy** format or click the **down-arrow** button to select the desired date. Leave the field blank to default to the current month (as based on the computer date).

    Note: If the specified processing month is in the next fiscal year and there are funds in the Fund File in General Ledger with the Automatically Start New Fiscal Year field not selected, the Start New Fiscal Year option will need to be completed for the appropriate funds if it has not already been done.
7. In the Select Invoices to Pay Batches List, select the batch(es) for which to print checks, direct deposit stubs, and automatic payment stubs. To select a batch, click on the box in the Selected column to the left of the desired batch description. A checkmark will appear in the box if the batch is selected.
8. Click the **Save** button.
9. On the Stub Printing screen (tab), enter the ID of the checking account for which to print direct deposit stubs in the Checking Account ID field, or click the **down-arrow** button to select the correct one. See **Diagram A**.
10. Enter the stub number of the first direct deposit stub to print in the Starting Stub Number field, or click the **Search** button to view the last stub number used for the checking account and specify to use the next available number. The stub number can be up to **9** digits long.

    Note: If using the **Search** button to view the last stub number, the next available stub number can be specified as follows: 1) double-click the Last Check Number column to use the next highest (greatest) stub number on file in the system for the specified checking account; 2) double-click the Last Check Number in Batch column to use the next stub number from the last one used while printing direct deposit stubs within the batch for the specified checking account; or 3) double-click the Last Check Number Printed column to use the next stub number from the last one printed in the system in all but the current batch for the specified checking account.

11. The system will automatically display the last stub number to print in the Ending Stub Number field, based on the total number of direct deposit stubs to be printed for the specified checking account. The stub number entered in this field <u>cannot</u> be changed.

12. Leave the Starting and Ending Vendor fields <u>blank</u> to print *all* the direct deposit stubs for *all* vendors for the specified checking account.
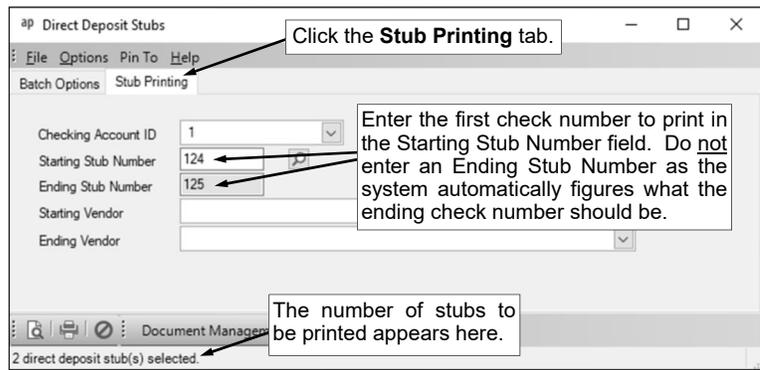
   Note: These fields are typically only utilized if *reprinting* direct deposit stubs within a batch.

Diagram A

13. Print the specified direct deposit stubs as desired:

   a. To preview the direct deposit stubs on the screen, click the **To Screen** button. To then print the direct deposit stubs to the printer, click the **Print** button on the preview screen.

   Note: If emailing direct deposit stubs, the direct deposit stubs for those vendors who will <u>not</u> be emailed appear in one preview screen and the direct deposit stubs for those vendors who will be emailed appear in another. If desired, only print a paper copy for the first set of direct deposit stubs for the vendors who will <u>not</u> have the stubs emailed, and then just close the preview screen for the second set of direct deposit stubs for those who will be emailed without printing to the printer if a paper copy is <u>not</u> wanted.

   b. To print the direct deposit stubs directly to the printer, click the **To Printer** button.

   c. If using a check-writing software, click the **Check Writing Software** button (displays in place of the **To Screen** button and **To Printer** button) to print the direct deposit stubs to a file to import into your check-writing software; when prompted, specify the correct path (drive and folders), edit the file name if needed, and then click the **Save** button.

   Note: If applicable, the system will prompt multiple times to create separate files for the direct deposit stubs that will <u>not</u> be emailed (named "APDIRDEP") and the direct deposit stubs that will be emailed (named "APDIRDEPEMAIL"). If desired, import only the file named "APDIRDEP" into your check-writing software in order to print the paper stubs for those vendors who will <u>not</u> be emailed (do <u>not</u> import the file named "APDIRDEPEMAIL" if a paper copy is <u>not</u> wanted for those vendors who will be emailed).

   Note: When printing the direct deposit stubs, the default direct deposit format for the applicable checking account as defined in the Check Setup - Vendors option will be used.

14. Repeat Steps 9-13 until all the direct deposit stubs have been printed for all the checking accounts included in the batch.

   Note: If a direct deposit stub for a particular vendor includes more invoices than will print on one stub, the system writes the direct deposit stub based on the setting in the Multiple Check Option field in the Check Setup-Vendors option.

Email Direct Deposit Stubs

The Email Direct Deposit Stubs option is used to email the direct deposit stubs (as a .PDF file attachment) to vendors during a check cycle in Accounts Payable. Only the vendors set up for direct deposit with an email address entered and the usage of Direct Deposit selected for the email address will be included when the Email Direct Deposit Stubs option is completed.

Complete the steps on the Accounts Payable Email Direct Deposit Stubs Setup Checklist in order to utilize the Email Direct Deposit Stubs option.

**Emailing Accounts Payable Direct Deposit Stubs:**
Note: Before emailing direct deposit stubs to the applicable vendors, the direct deposit stubs must first be printed. Also, the Accounts Payable Email Direct Deposit Stubs Setup Checklist must be completed in order to utilize the Email Direct Deposit Stubs option.

1. From the Accounts Payable screen, select the **Check Cycle** menu and then **Email Direct Deposit Stubs**.
2. The Checks Batch Search screen will appear.
3. Select the batch that contains the direct deposit stubs to be emailed by double-clicking on the desired batch description.
4. At the Email Direct Deposit Stubs screen, the description for the selected batch appears in the Batch Description field. To change the batch at this time, click the **down-arrow** button or the **Find** button.
5. Enter the ID of the checking account for which to email direct deposit stubs in the Checking Account ID field, or click the **down-arrow** button to select the correct one. See **Diagram A**.
6. If desired, click the **down-arrow** button for the Starting Vendor field to select the first vendor (and check sequence, if applicable) for whom to email a direct deposit stub. Leave this field <u>blank</u> to email starting with the *first* vendor (and check sequence) in the batch for the specified checking account.
7. If desired, click the **down-arrow** button for the Ending Vendor field to select the last vendor (and check sequence, if applicable) for whom to email a direct deposit stub. Leave this field <u>blank</u> to email from the vendor specified in the Starting Vendor field to the *last* vendor (and check sequence) in the batch for the specified checking account.
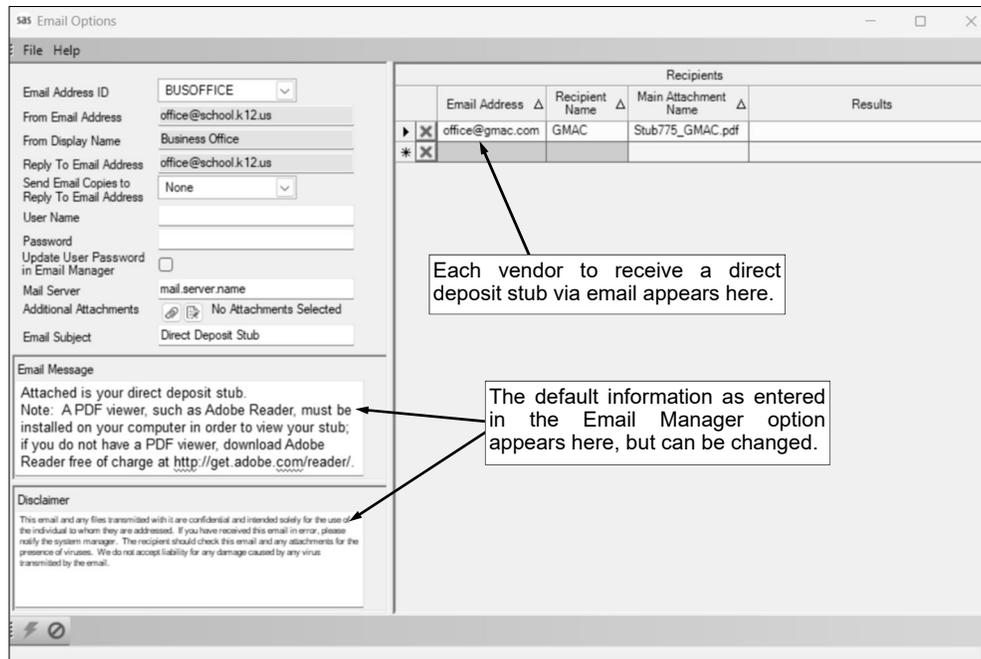8. Click the **Email** button.

   Note: When emailing the direct deposit stubs, the default direct deposit format for each applicable checking account as defined in the Check Setup - Vendors option will be used.

9. The Email Options screen will appear; complete the email options as needed. See **Diagram B**.
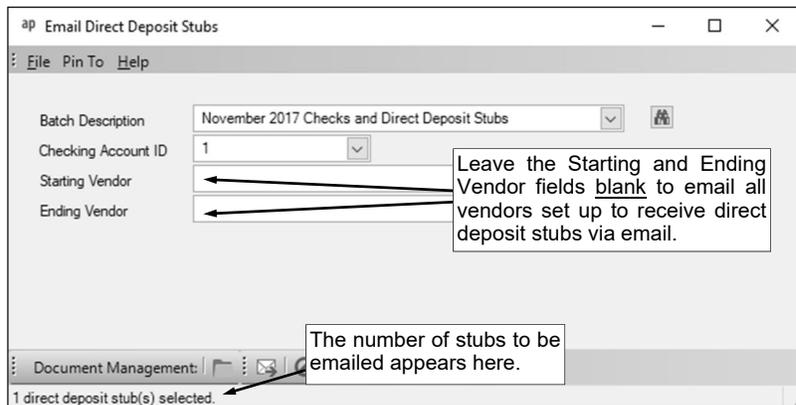
   a. Enter the ID of the email address to use when sending the emails in the Email Address ID field, or click the **down-arrow** button to select the correct one. If applicable, the ID of the email address designated in the Email Manager option will appear by default, but can be changed if needed.

   b. The email address from which the emails will be sent for the specified ID appears in the From Email Address field and <u>cannot</u> be changed on this screen.

   c. The name to show who the emails are from (within the recipient's inbox) for the specified ID appears in the From Display Name field and <u>cannot</u> be changed on this screen.

   d. The email address that will be used when a recipient replies to an email for the specified ID appears in the Reply To Email Address field and <u>cannot</u> be changed on this screen.

   e. In the Send Email Copies to Reply To Email Address field, enter the appropriate option (**None**, **CC**, or **BCC**) for whether or <u>not</u> to send copies of the emails to the email address designated in the Reply To Email Address field, or click the **down-arrow** button to select the correct one. To <u>not</u> send copies to the email address designated in the Reply To Email Address field, select

Leave the Starting and Ending Vendor fields <u>blank</u> to email all vendors set up to receive direct deposit stubs via email.

The number of stubs to be emailed appears here.

Diagram A

Diagram B

None. To send carbon copies of the emails to the email address designated in the Reply To Email Address field, select **CC**. To send blind carbon copies to the email address designated in the Reply To Email Address field, select **BCC**. By default, **None** is selected.

f. If the specified email address has the User Name field completed on the Email Addresses tab in the Email Manager option, the user ID appears in the User Name field and <u>cannot</u> be changed on this screen; however, if the User Name field is <u>not</u> completed for the email address, enter the user ID for the email address in the User Name field only if required by your organization's SMTP mail server. The user ID can be alphanumeric and up to **128** characters long. **Consult your Technology Coordinator to determine if the field is required and what to enter in the field.**

   Note: This field is disabled and <u>blank</u> if using the hosted mail server (as defined in the Email Manager option); when emails are sent, the proper information for the user name will be automatically included.

g. If required by your organization's SMTP mail server, enter the password for the email address in the Password field. The password can be alphanumeric and up to **128** characters long. The password is case sensitive. If the Password field is completed on the Email Addresses tab in the Email Manager option, the password will appear in the Password field, but can be changed if needed. **Consult your Technology Coordinator to determine if the field is required and what to enter in the field.**

   Note: This field is disabled and <u>blank</u> if using the hosted mail server (as defined in the Email Manager option); when emails are sent, the proper information for the password will be automatically included.

h. If desired, select the Update User Password in Email Manager field to have the system retain the password (and user ID, if applicable) entered in the Password field (and User Name field) for the specified email address, if applicable. A checkmark will appear in the box if the field is selected.

   Note: This field is disabled if using the hosted mail server (as defined in the Email Manager option).

i. The name of the mail server that will be used to send the emails (as entered in the Email Manager option) appears in the Mail Server field. If using your organization's SMTP mail server, the name can be changed if needed.

   Note: This field is disabled if using the hosted mail server (as defined in the Email Manager option).

j. If desired, click the **Attach File** button for the Additional Attachments field to browse to and select one or more files to attach to the emails. If needed, click the **Edit Record** button for the

Additional Attachments field to view or remove the files selected to be attached to the emails. The number of files selected will appear to the right of the buttons.

Note: The selected file(s) would be sent in addition to the direct deposit stub automatically attached.

k. Enter the subject line to use for the emails in the Email Subject field. The subject line can be alphanumeric and an unlimited number of characters. When emailing direct deposit stubs, the subject line entered as the default in the Email Manager option appears, but can be changed.

l. Enter the text for the message (body) of the emails in the Email Message field. The text can be alphanumeric and an unlimited number of characters. If applicable, a generic default message appears, but can be changed. When emailing direct deposit stubs (or testing vendors or employees from within the Email Manager option), the text entered as the default in the Email Manager option appears, but can be changed.

m. The text to use as the disclaimer as entered in the Email Manager option appears in the Disclaimer field. If needed, the text can be changed. The text for the disclaimer can be alphanumeric and an unlimited number of characters.

n. The recipients to receive the emails appear in the Recipients List on the right side of the screen. The email address and name for each recipient displays, along with the file name of the main attachment if applicable. If needed, edit the Recipients List as desired.

Tip: When emailing direct deposit stubs in Accounts Payable, only the vendors included in the check cycle batch that are set up with direct deposit and have an email address entered in the Vendor File with the Direct Deposit field selected will be included in the Recipients List.

- If applicable, to change the email address for a recipient, click in the Email Address field for the recipient and key the desired email address. The Email Address field is disabled and cannot be changed when emailing direct deposit stubs.

- To add an email address to the list so that the email message (without an attachment) will be sent to an additional recipient, complete the Email Address field in the blank line (indicated with an asterisk) at the bottom of the Recipients List.

- To delete an email address so that the email message will not be sent to a particular recipient, click the **Delete** button located to the left of the desired record in the Recipients List; when prompted to delete the record, click **Yes**.

Note: As the email messages are sent, the Results column in the Recipients List will be updated with the status; for example, "Sent mm/dd/yyyy at hh:mm AM/PM" will appear after the email was sent successfully.

10. Click the **Execute** button to email the direct deposit stubs.

Note: If the first email is unable to be sent successfully, a prompt will appear asking to continue trying to send the remaining emails; click **Yes** to continue sending the remaining emails, or click **No** to quit sending the emails at this time (and, if desired, edit the Recipients List and then resend). If an email is rejected because an incorrect email address was entered for a recipient, the rejection notice will be sent to the address entered in the Reply To Email Address field if using the hosted mail server, or the address entered in the From Email Address field if using your organization's mail server.

11. A message will appear in the status bar once the direct deposit stubs have been emailed.

12. Click the **X** in the upper right-hand corner to close the Email Options screen.

Note: If there was one or more emails (direct deposit stubs) that were not successfully sent, the **Cancel** button and **Retry** button appear at the bottom of the Email Options screen. If desired, edit the Recipients List and then click the **Retry** button to try resending the emails (direct deposit stubs) to those vendors who did not have one sent initially; otherwise, click the **Cancel** button to close the Email Options screen.

13. Repeat these steps until all the direct deposit stubs have been emailed for all the checking accounts included in the batch.

Automatic Payment Stubs

The Automatic Payment Stubs option is used to print the automatic payment stubs for an Accounts Payable check cycle. This option is used only if automatic payment is set up for vendors in Accounts Payable. When printing the automatic payment stubs, the default direct deposit format for each applicable checking account as defined in the Check Setup - Vendors option will be used.

Printing Accounts Payable Automatic Payment Stubs:
1. From the Accounts Payable screen, select the **Check Cycle** menu and then **Automatic Payment Stubs**.
2. If a batch already exists, the Checks Batch Search screen will appear. To continue printing automatic payment stubs for an existing batch for which the checks and/or direct deposit stubs have already been printed, select the desired batch by double-clicking on the batch description and then skip to Step 9. If a batch does <u>not</u> exist or checks and direct deposit stubs have <u>not</u> already been printed for the check cycle, continue with Step 3 to create a new batch.
3. On the Batch Options screen (tab), enter a unique description for the batch in the Batch Description field. The description can be alphanumeric and up to **50** characters long. Leave the field <u>blank</u> to use a default description assigned by the system.

    Note: If a unique description is <u>not</u> entered, the system will add a dash and four numbers starting with **0001** at the end (for example, *Batch Description-0001*) to make it distinctive.
4. Select the Override - No Direct Deposit field to <u>not</u> make payments through direct deposit for applicable vendors in the specified batch and instead print checks for those vendors in this check cycle. A checkmark will appear in the box if the field is selected.
5. Enter the date to print on the checks, direct deposit stubs, and automatic payment stubs in the Check Date field. Use the **mm/dd/yyyy** format or click the **down-arrow** button to select the desired date. Leave the field <u>blank</u> to default to the current date.

    Note: If the date entered in this field is more than two weeks different from the current date, more than two months different from the current date, or <u>not</u> in the month specified as the Processing Month, a warning icon will appear to the right of the field; verify the date entered is correct. If the date entered in this field is more than six months different from the current date, the system will <u>not</u> allow the date to be saved and an error icon will appear to the right of the field; verify the date entered is correct, and if needed, contact Customer Support for assistance in entering a date more than six months different from the current date.
6. In the Processing Month field, enter the fiscal period for which to post the entries within the batch to the applicable modules; for example, enter the month for which to post the entries to General Ledger, if applicable. Use the **mm/yyyy** format or click the **down-arrow** button to select the desired date. Leave the field <u>blank</u> to default to the current month (as based on the computer date).

    Note: If the specified processing month is in the next fiscal year and there are funds in the Fund File in General Ledger with the Automatically Start New Fiscal Year field <u>not</u> selected, the Start New Fiscal Year option will need to be completed for the appropriate funds if it has <u>not</u> already been done.
7. In the Select Invoices to Pay Batches List, select the batch(es) for which to print checks, direct deposit stubs, and automatic payment stubs. To select a batch, click on the box in the Selected column to the left of the desired batch description. A checkmark will appear in the box if the batch is selected.
8. Click the **Save** button.
9. On the Stub Printing screen (tab), enter the ID of the checking account for which to print automatic payment stubs in the Checking Account ID field, or click the **down-arrow** button to select the correct one.
10. Enter the stub number of the first automatic payment stub to print in the Starting Stub Number field, or click the **Search** button to view the last stub number used for the checking account and specify to use the next available number. The stub number can be up to **9** digits long. See **Diagram A**.

    Note: If using the **Search** button to view the last stub number, the next available stub number can be specified as follows: 1) double-click the Last Check Number column to use the next highest (greatest) stub number on file in the system for the specified checking account; 2) double-click the Last Check Number in Batch column to use the next stub number from the last one used while printing automatic payment stubs within the batch for the specified checking account; or 3) double-click the Last Check Number Printed column to use the next stub number from the last one printed in the system in all but the current batch for the specified checking account.

11. The system will automatically display the last stub number to print in the Ending Stub Number field, based on the total number of automatic payment stubs to be printed for the specified checking account. The stub number entered in this field <u>cannot</u> be changed.

12. Leave the Starting and Ending Vendor fields <u>blank</u> to print *all* the automatic payment stubs for *all* vendors for the specified checking account.

    <u>Note</u>: These fields are typically only utilized if *reprinting* automatic payment stubs within a batch.

13. Print the specified automatic payment stubs as desired:

    a. To preview the automatic payment stubs on the screen, click the **To Screen** button. To then print the automatic payment stubs to the printer, click the **Print** button on the preview screen.

    b. To print the automatic payment stubs directly to the printer, click the **To Printer** button.

    c. If using a check-writing software, click the **Check Writing Software** button (displays in place of the **To Screen** button and **To Printer** button) to print the automatic payment stubs to a file to import into your check-writing software; when prompted, specify the correct path (drive and folders), edit the file name if needed (will default to be named "APCHECK"), and then click the **Save** button.

    <u>Note</u>: When printing the automatic payment stubs, the default direct deposit format for the applicable checking account as defined in the Check Setup - Vendors option will be used.

14. Repeat Steps 9-13 until all the automatic payment stubs have been printed for all the checking accounts included in the batch.

    <u>Note</u>: If an automatic payment stub for a particular vendor includes more invoices than will print on one stub, the system writes the automatic payment stub based on the setting in the Multiple Check Option field in the Check Setup-Vendors option.
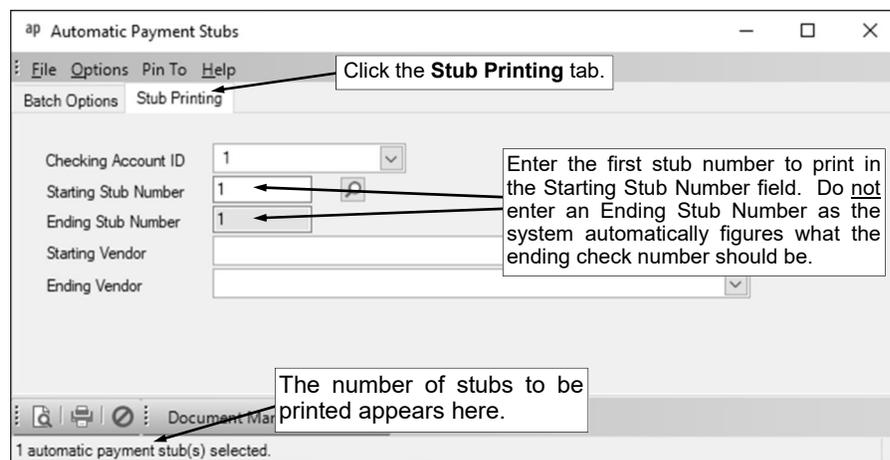
Diagram A

Create Direct Deposit File

The Create Direct Deposit File option is used to build the file that is submitted to the bank in order to process the direct deposit for the specified batch in Accounts Payable. Complete the steps on the Accounts Payable Direct Deposit Setup Checklist in order to utilize the Create Direct Deposit File option.

Creating a Direct Deposit File in Accounts Payable:

1. From the Accounts Payable screen, select the **Check Cycle** menu and then **Create Direct Deposit File**.

2. The Batch Description Search screen will appear.

3. Select the batch for which to create the direct deposit file by double-clicking on the desired batch.

4. On the Create Direct Deposit File screen, the description for the selected batch appears in the Batch Description field. To change the batch at this time, click the **down-arrow** button or the **Find** button.

5. Enter the date the file is created in the File Creation Date field. Use the **mm/dd/yyyy** format or click the **down-arrow** button to select the desired date. The current date will appear as the default, but can be changed to a future date. See **Diagram A**.

    Note: Contact your bank to determine how many days in advance to create the file before a check cycle.

6. Enter the date the transactions will be processed and the money will be deposited into the vendors' accounts in the Effective Entry Date field. Use the **mm/dd/yyyy** format or click the **down-arrow** button to select the desired date. The date entered as the Check Date for the specified batch will appear as the default, but can be changed to a future date.

    Note: Contact the bank to determine what date should be entered here.

7. Enter the description for the direct deposit in the Company Entry Description field. The description can be alphanumeric and up to **10** characters long. The default of **PAYABLES** will appear, but can be changed.

8. In the File Name field, enter the correct path (drive and folders) and file name for the direct deposit file, or click the **Search** button to select the correct path. The name and location specified the last time the direct deposit file was created will appear as the default, but can be changed.

Diagram A

9. Enter the correct **1-digit** modifier code for the direct deposit file in the File ID Modifier field. The code entered the last time the direct deposit file was created will appear, but can be changed. Typically, the file modifier code is **A**.

10. Select the Uppercase All Fields field if your bank requires that the information included in the direct deposit file be in all uppercase letters. A checkmark will appear in the box if this field is selected.

11. If changes were made to the account number, transaction code, bank, standard entry class code, or addenda for a vendor while in the middle of the check cycle, the Use Updated Direct Deposit Account Information field will be enabled. If applicable, select the Use Updated Direct Deposit Account Information field to use the updated information when creating the direct deposit file. To see the vendors with changes to the applicable direct deposit fields, click the **Show Details** button.

    Note: Only the changes affecting the account number, transaction code, bank, standard entry class code, or addenda are processed if this field is selected; changes to the amount, activating or inactivating, or the removal or addition of direct deposit are <u>not</u> processed.

12. The information for the direct deposit header record (or records, if applicable) utilized when creating the direct deposit file (or files, if applicable) appears in the Direct Deposit Header Records List. If a direct deposit header record is defined with the Enable Editing on File Creation field selected in the Direct Deposit Header Record File, the Company Identification field (column) can be changed as needed.

13. Click the **Execute** button.

14. A message will appear after the file(s) is created; click **OK**.

15. A section for Results will appear in the lower left-hand corner of the screen listing the name of the file(s) and the total number of entries included in the file(s).
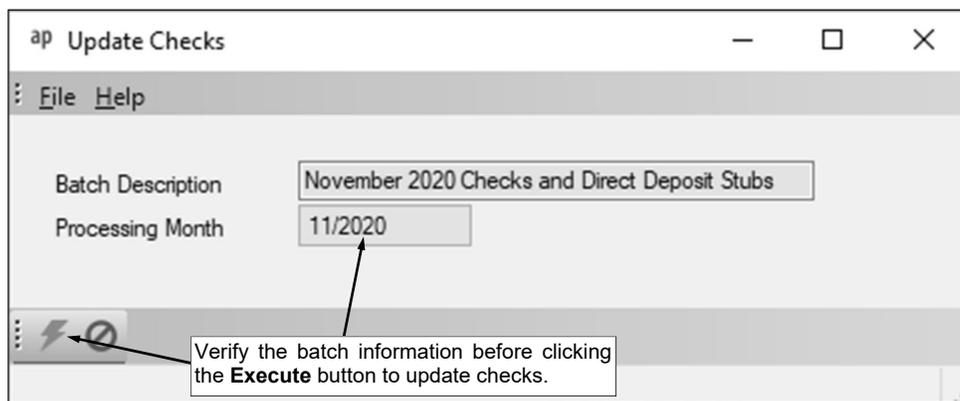
Update Checks

The Update Checks option is used to post (update) a check cycle in Accounts Payable. During the update process, the entries are posted to the appropriate account numbers in General Ledger, the checks (and direct deposit stubs and automatic payment stubs, if applicable) are posted to the Checks File Maintenance option for reconciliation purposes, and the vendor information is updated.

Updating Checks:
1. Select the **Check Cycle** menu from the Accounts Payable screen, and then **Update Checks**.
2. At the Batch Search screen, select the batch to update by double-clicking on the desired batch description.
3. The Update Checks screen will appear; verify the information on the screen and then click the **Execute** button to continue posting the batch. See **Diagram A**.

   Note: If any information displayed on the screen needs to be changed, click the **Cancel** button; then make the appropriate changes and complete the necessary steps before selecting the Update Checks option again.
4. A message will appear once the batch has been updated (posted); click **OK**.

Diagram A

MAINTENANCE AND MISCELLANEOUS

Vendors

Vendors are used in Accounts Payable to define each different company or individual from which the school district purchases services or goods and issues a check. Within the Vendors option, each company or individual has a record containing specific information, including name, addresses, phone numbers, fax number, email address, tax information (if applicable), and other miscellaneous information.

Note: In the School Accounting System, all entities with an address defined within the various modules are stored in the Entities Table within the database. Therefore, a vendor with a particular ID is able to also be set up as an employee (in Payroll), employer history (in Human Resources), payee (in Payroll), received from (in General Ledger), and/or a ship to address (in Accounts Payable), using the *exact same ID* since it is just *one* entity, if desired.

Adding a Vendor:
1. From the Accounts Payable screen, select the **Maintenance** menu and then **Vendors**.

   Note: If a checks batch has been created and not yet updated, a message will appear stating a check cycle is in progress and the changes may not take effect unless the batch is deleted and started over; click **OK**.

2. At the Vendors screen, click the **New Record** button.

   Note: For any field equipped with the repeat function, click the **Repeat** button or press the **Ctrl+R** keys to repeat the previous entry for the specified field. The repeat function is only available after your initial entry.

3. Click the **Address** tab to complete the name and address information for the vendor.

   a. Enter a unique ID for the vendor in the Vendor ID field. The ID can be alphanumeric and up to **10** characters long (no spaces). See **Diagram A**.

      Note: To have the system automatically assign the ID *using the first 10 characters (letters and numbers only) of the Legal Business Name (or Last Name if an individual),* leave the ID field blank; once the record is saved, the ID will be assigned. If the company's name starts with the word "The" and "The" is entered at the beginning of the company name in the Legal Business Name field, the system will disregard "The" when automatically assigning the ID. If the ID entered in the field is for an existing entity not currently flagged with the entity role of Vendor, a prompt will appear asking if the Vendor role should be added; click **Yes** to make the entity a vendor.

   b. Select the Active field to stipulate the vendor is currently active and used by the district. A checkmark will appear in the box if the field is selected. When adding a new vendor, the Active field is selected by default.

   c. The role(s) in which the vendor is defined and used within the School Accounting System appears in the Entity Roles field. When adding a new vendor, the system automatically assigns the entity role of Vendor. If more than one entity role appears, the vendor can be used and accessed in all the applicable areas using the *exact same ID*.

   d. *If the vendor is a company,* enter the name of the company in the Legal Business Name field. *If the vendor is an individual,* leave this field blank. The name can be alphanumeric and up to **75** characters long.

      Note: If the company's name starts with the word "The", be sure to enter "The" at the beginning of the name in the Legal Business Name field; the system will disregard "The" when automatically assigning the ID (if applicable) and when searching on the Vendor Name field in other areas of the system (for example, "The Paper Company" becomes "Paper Company, The" for sorting and searching purposes).

   e. *If the vendor is an individual,* enter the person's last name in the Last Name field. *If the vendor is a company,* leave this field blank, or if desired, enter the last name of the person who owns the business in the Last Name field. The last name can be up to **40** characters long.

      Note: When a check is printed to the vendor, the check will be written using the Legal Business Name if applicable, or else the First Name followed by the Last Name.

   f. *If the vendor is an individual,* enter the prefix (such as Dr., Mr., or Mrs.) for the person in the Prefix field if applicable, or click the **down-arrow** button to select the correct one. *If the vendor is a company,* leave this field blank, or if desired, enter the prefix of the person who owns the business in the Prefix field.

Diagram A

g. ***If the vendor is an individual,*** enter the suffix (such as Jr. or Sr.) for the person in the Suffix field if applicable, or click the **down-arrow** button to select the correct one. ***If the vendor is a company,*** leave this field <u>blank</u>, or if desired, enter the suffix of the person who owns the business in the Suffix field.

h. ***If the vendor is an individual,*** enter the person's first name in the First Name field. ***If the vendor is a company,*** leave this field <u>blank</u>, or if desired, enter the first name of the person who owns the business in the First Name field. The first name can be up to **30** characters long.

i. ***If the vendor is an individual,*** enter the person's middle name in the Middle Name field. ***If the vendor is a company,*** leave this field <u>blank</u>, or if desired, enter the middle name of the person who owns the business in the Middle Name field. The middle name can be up to **30** characters long.

j. Complete the information for the Primary Address, Purchase Order Address, and Tax Form Address for the vendor by clicking the appropriate tab and entering the data as follows:

Note: The Primary Address is printed on the checks issued to the vendor; the Purchase Order Address is included on purchase orders and requisitions for the vendor; and the Tax Form Address is printed on the 1099 form for the vendor, if applicable. **If the information for all three addresses is the <u>same</u>, enter the information on the Primary Address tab only and then select the Same as Primary Address field for the Purchase Order and Tax Form Addresses.** The Same as Primary Address field on the Purchase Order Address and Tax Form Address tabs will be selected by default when adding a new vendor; if needed, first remove the checkmark from the Same as Primary field in order to enter the necessary information into the fields for the Purchase Order or Tax Form Address.

- If the vendor is a company and the correspondence should be sent directly to a specific person or department at the company, enter the name of the person or department in the Attention field. The name can be alphanumeric and up to **30** characters long. If the Attention field is completed for the Primary Address, it will display with the vendor's address when entering invoices and will print on the actual check. If the Attention field is completed for the Purchase Order Address, it will display with the vendor's address when entering purchase orders and requisitions and will print on the actual purchase order form. The Attention field for the Tax Form Address is <u>not</u> used (printed) on the 1099 form.

- Enter the address (up to two lines) for the vendor in the Address 1 and Address 2 fields. The addresses can be alphanumeric and each can be up to **30** characters long.
- Enter the city where the vendor is located in the City field. The city can be alphanumeric and up to **25** characters long.
- Enter the appropriate state abbreviation (or applicable code for the province, if located outside of the United States) for the vendor in the State/Province field. If the state abbreviation or province code is not known, click the **down-arrow** button to select the correct one, or press the **Ctrl+F** keys to access the search feature.
  Note: Only the state abbreviations and province codes for the specified country (as entered in the Country field, or United States if the Country field is <u>blank</u>) appear by default when searching, but the filters can be changed if needed in order to view other state or province codes.
- Enter the zip code for the vendor in the Zip Code field. The zip code can be alphanumeric and up to **15** characters long. The system will automatically add the dash in the zip code if 9 digits are entered, using the format of ##### - ####.
- Enter the applicable **2-digit** code of the country where the vendor is located in the Country field, or click the **down-arrow** button to select the correct one. If the State/Province field is completed, the corresponding country code will appear by default in this field and can only be changed by first deleting the state or province (or specifying a different state or province).
- Enter up to three phone numbers (including a fax number, if applicable) for the vendor in the Primary Phone Number, Secondary Phone Number, and Other Phone Number fields. Then enter the appropriate type (**Business**, **Cell**, **Fax**, **Home**, or **Other**) in the Phone Type field for each phone number entered, or click the **down-arrow** button to select the correct one. Each phone number can be up to **30** digits long. The system will automatically add the dashes for the phone numbers (if entered with numbers only) using the following formats: 1) ### - #### if 7 digits are entered; 2) ### - #### x ## if 8 or 9 digits are entered; 3) ### - ### - #### if 10 digits are entered; or 4) ### - ### - #### x ## if 11 or more digits are entered.
- If desired, enter the address for the vendor's website in the Internet Address field. The website address can be up to **50** characters long.
  Note: If your computer is connected to the Internet, click the **Go To** button located to the right of this field to launch the Internet browser and display the specified website.
- If the vendor is a company, enter the name of the person or department who should be contacted with any questions in the Contact Person field. The name can be alphanumeric and up to **30** characters long.

k. If desired, enter the email address(es) for the vendor in the Email Addresses section.

- Enter the business email address for the vendor in the Business Email Address field. Enter a home or personal email address for the vendor in the Personal Email Address field. Enter another email address for the vendor, such as an email address for emailing purchase orders (if different from the Business Email Address), in the Other Email Address field. The email addresses can be up to **50** characters long and must follow the proper format of "username@example.com".
- Specify the uses for each email address by selecting the appropriate usage fields (Direct Deposit, Tax Forms, and/or Other Communication fields). If the vendor will be set up for direct deposit and the direct deposit stub should be emailed to the vendor using the particular email address during an Accounts Payable check cycle, select the Direct Deposit field. If the vendor will be issued a 1099 form and the 1099 form should be emailed to the vendor using the particular email address, select the Tax Forms field. If the vendor will be sent other email communications such as purchase orders or reports, from within the School Accounting System using the particular email address, select the Other Communication field. A checkmark will appear in the box if the field is selected.

Note: The Other Communication field must be selected for an email address in order to use it when emailing copies of the purchase orders to the vendor using the Email Purchase Orders option in Accounts Payable. In order to email reports to a particular email address for the vendor, at least one of the usage fields (Direct Deposit, Tax Forms, or Other Communication field) must be selected for the email address (at the time a report is emailed, the usages for which email addresses to use is then specified).

4. Click the **Save** button.
5. Click the **Miscellaneous** tab.

a. If applicable, complete the Tax Information section for the vendor as follows:

- If a federal ID number will be entered for the vendor (because the vendor is a 1099 vendor), enter the correct type of number that will be entered in the Federal ID Type field, or click the **down-arrow** button to select the correct one. The available types are: Adoption Taxpayer Identification Number, Employer Identification Number, Individual Taxpayer Identification Number, or Social Security Number. See **Diagram B**.

- If the Federal ID Type field is completed, the Federal ID field is enabled. Enter the federal ID number of the vendor in the Federal ID field. The number can be up to **9** digits long (plus up to **2** dashes if needed). The system will automatically add the dashes for the federal ID number using the following formats: 1) ## - ####### if the type is Employer Identification Number; or 2) ### - ## - #### if the type is Adoption Taxpayer Identification Number, Individual Taxpayer Identification Number, or Social Security Number.

  Note: If the federal ID number is <u>not</u> known at this time, leave the Federal ID Type and Federal ID fields <u>blank</u>, and then make sure to complete the fields before generating a 1099 form for the vendor at the end of the calendar year.

  Tip: If the federal ID number entered in this field matches the federal ID number entered for another vendor (or entity), a warning icon will appear to the right of the field; verify the number entered is correct, and if needed, determine if the new record should continue to be added for the vendor or if a record already exists.

- If applicable, enter the type of 1099 form (**1099-MISC** or **1099-NEC**) for which to generate for the vendor at the end of the calendar year in the Federal Form Type field, or click the **down-arrow** button to select the correct one. Enter **1099-MISC** to generate a 1099-MISC form to report miscellaneous income for the vendor, or enter **1099-NEC** to generate a 1099-NEC form to report nonemployee compensation for the vendor.

- If the Federal Form Type field is completed, enter the box number for where to post the year -end totals on the 1099 for the vendor in the Federal Form Box ID field, or click the **down-arrow** button to select the correct one.

- If applicable, in the 1099 Name Format field, enter the format of the fields to print as the recipient name on the 1099 form, or click the **down-arrow** button to select the correct one. The format designates which fields (from the Vendor File) to print as the name on the 1099 and if there will be a second name for "Doing Business As" (those with DBA included in the format name) that will print as the second line of the recipient name. The available formats are: Additional Recipient Name DBA First Middle Last Suffix, Additional Recipient Name DBA Legal Business Name, First Middle Last Suffix, First Middle Last Suffix DBA Additional Recipient Name, First Middle Last Suffix DBA Legal Business Name, Legal Business Name, Legal Business Name DBA Additional Recipient Name, or Legal Business Name DBA First Middle Last Suffix.

Note: If this field is left <u>blank</u> and a 1099 is generated for the vendor for a particular calendar year, the format of Legal Business Name will be used if Employer Identification Number is specified as the Federal ID Type, or the format of First Middle Last Suffix will be used for all other Federal ID Types.

Diagram B

- If needed, enter the additional business name to print on the 1099 form for the vendor in the Additional Recipient Name field. The name can be alphanumeric and up to **40** characters long.

  Tip: The name entered in this field will only be printed on the 1099 form if a format that includes Additional Recipient Name is specified in the 1099 Name Format field.

- If the vendor is a 1099 vendor, select the Accumulate 1099 Amount field to have the system automatically track the 1099 amounts when entering invoices for the vendor. A checkmark will appear in the box if the field is selected.

  Note: Only select this field if a 1099 form should be generated for the vendor.

- If the vendor is an organization that is exempt from tax, select the Tax Exempt field. A checkmark will appear in the box if the field is selected.

- If desired, enter the date a W9 form was sent to the vendor in the W9 Sent Date field, and the date a W9 form was received from the vendor in the W9 Received Date field. Use the **mm/dd/yyyy** format or click the **down-arrow** button to select the correct date. The information in these fields will display below the vendor's address when entering invoices, purchase orders, and requisitions.

- If desired, enter the appropriate federal tax classification for the vendor as stipulated on the W9 form in the W9 Tax Classification field, or click the **down-arrow** button to select the correct one.

- If desired, enter the state sales tax permit number for the vendor in the Sales Tax ID field. The number can be alphanumeric and up to **30** characters long. If an ID number is entered here, it will display below the vendor's address when entering invoices, purchase orders, and requisitions.

b. Complete the Miscellaneous Information section for the vendor as follows:

- Enter a generic description of what is most frequently purchased from the vendor in the Vendor Description field. The description can be alphanumeric and up to **40** characters long. The description entered here can be pulled into descriptions used on invoices, purchase orders, requisitions, and board reports (including newspaper vendor reports).

- Leave the Last Check Date field <u>blank</u> when entering the new vendor, as the system will automatically update this field with the last date the vendor was paid once a check has been issued to this vendor. The information in this field will display below the vendor's address when entering invoices, purchase orders, and requisitions.

- If desired, enter the account number or ID for your school district for this vendor in the Customer ID field. The number can be alphanumeric and up to **30** characters long. If a number is entered, it will display below the vendor's address when entering invoices, purchase orders, and requisitions, and will print on the check stub if defined to print within the Check Setup - Vendors option.

- Enter any additional information to track for the vendor in the Comments field, if desired. The comment can be alphanumeric and up to **1,000** characters long. If a comment is entered, it will display below the vendor's address when entering invoices, purchase orders, and requisitions.

- All the custom fields defined in Accounts Payable appear in the Custom Fields List. If applicable, enter the information (up to **50** characters) for the vendor in each text field.

- If desired, enter the account number(s) to use as the default when entering in invoices, purchase orders, and requisitions for this vendor in the Expense Accounts List. To do this, in the blank line (indicated with an asterisk) at the bottom of the Expense Accounts List, enter the account number in the Chart of Account Number field. If the account number is not known, click the **down-arrow** button to select the correct one, or press the **Ctrl+F** keys to access the search feature.

  Note: When entering invoices, purchase orders, and requisitions, one line item (entry) will appear in the Detail Information section of the invoice, purchase order, or requisition for each different account number entered here.

- All the vendor groups defined in the system appear in the Vendor Groups List. To include the vendor in one or more of the existing vendor groups, click the box for the Selected column to the left of each desired Vendor Group ID. A checkmark will appear in the box if the vendor group is selected.

  Note: For Iowa school districts only, to have this vendor included on the Targeted Small Business Report, assign the vendor to the appropriate vendor group defined for targeted vendors.

6. Click the **Save** button.

7. Click the **Direct Deposit** tab.

   a. Select the Automatic Payment field to stipulate the payment to the vendor will automatically be deducted from your checking account, rather than being paid by a check or through direct deposit. A checkmark will appear in the box if the field is selected. See **Diagram C**.

   b. Select the Direct Deposit field to stipulate the payment to the vendor will be made through direct deposit. A checkmark will appear in the box if the field is selected. Then complete the additional direct deposit information fields as follows:

- Enter the account number of the checking or savings account for the vendor for where the payment will be deposited in the Account Number field. The account number can be up to **17** digits long.

- Enter the correct **2-digit** standard transaction number in the Direct Deposit Transaction Code field, or click the **down-arrow** button to select the correct one. The most commonly used codes are **22** for a checking account deposit and **32** for a savings account deposit.

- Enter the ID of the direct deposit bank used by the vendor in the Direct Deposit Bank ID field. If the ID is not known, click the **down-arrow** button to select the correct one, or press the **Ctrl+F** keys to access the search feature.

- Enter the appropriate code to identify the entry class for the direct deposit payment in the Standard Entry Class Code field, or click the **down-arrow** button to select the correct one. Typically, **PPD** for *Prearranged Payment and Deposit Entry* is used if the direct deposit payment will be made to an account for a person, and **CCD** for *Corporate Credit or Debit* is used if the payment will be made to an account for a business. If unsure, verify with the vendor (or your bank) to determine what class code should be used.

- If required by the vendor, enter the additional information regarding the transaction in the Addenda field. The addenda information can be alphanumeric and up to **80** characters long. Use an asterisk (*****) as the delimiter between data elements within the addenda information, and use a backslash (****) at the end of the addenda information as the terminator.

   Note: The reserved words available within the School Accounting System to be used within the addenda information in Accounts Payable are: ***INVOICE** to include the invoice number in the addenda; ***AMOUNT** to include the amount; ***AMTDEC** to include the amount using a decimal point; ***CHECKDATE** to include the date of the check formatted in six digits as **yymmdd**; and ***EOM6** to include the end of month date (as based on the check date) formatted in six digits as **yymmdd**. For example, enter the addenda as ***INVOICE*AMOUNT** to have the invoice number and amount included in the addenda record created with the direct deposit transaction (entry).

   Tip: The School Accounting System creates a maximum of one addenda record per direct deposit transaction (entry). If multiple addenda records are needed for a vendor (for example, addenda records listing each invoice being paid to the vendor), use multiple check sequences on the invoices to create multiple direct deposit entries each with its own addenda record.

8. Click the **Save** button to save the new vendor.
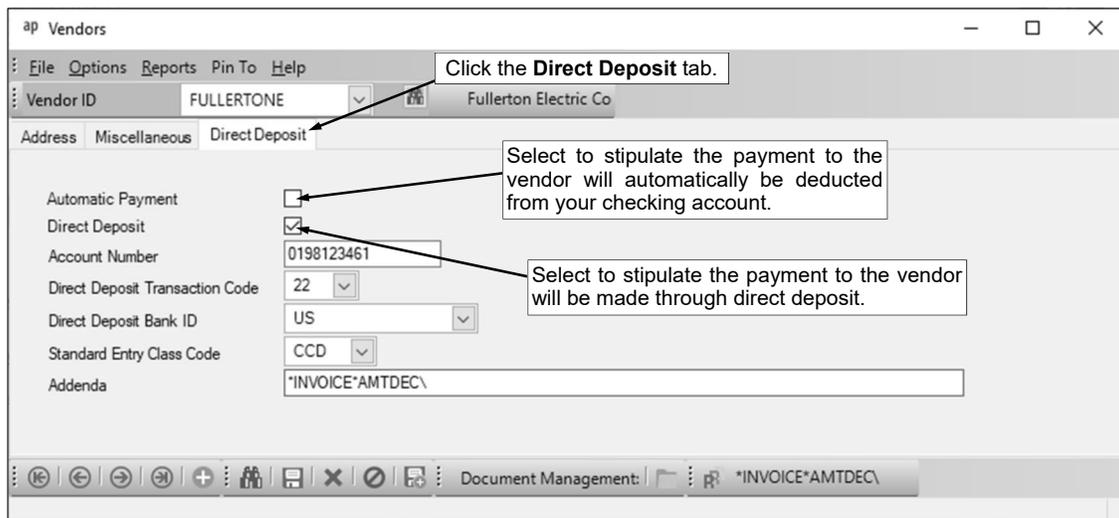
Diagram C

Changing a Vendor:

1. From the Accounts Payable screen, select the **Maintenance** menu and then **Vendors**.

   Note: If a checks batch has been created and <u>not</u> yet updated, a message will appear stating a check cycle is in progress and the changes may not take effect unless the batch is deleted and started over; click **OK**.

2. At the Vendors screen, enter the ID of the vendor to change in the Vendor ID field. If the ID is not known, click the **down-arrow** button or the Find button to select the correct one.

   Note: If the specified vendor is included in a checks batch that has <u>not</u> been updated, a warning will appear in the status bar stating a check cycle is in progress for the vendor. If the ID entered in the field is for an entity <u>not</u> currently flagged with the entity role of Vendor, a prompt will appear asking if the Vendor role should be added; click **Yes** to make the entity a vendor.

3. Make the desired changes to the vendor.

   a. To change the country for where the vendor is located in the Country field, do one of the following: 1) click the **down-arrow** button for the State/Province field (or press the **Ctrl+F** keys to access the search feature), change the filters for the Country Code, and then select the appropriate state or province within the desired country; or 2) delete the information in the State/Province field, change the Country field as needed, and then complete the State/Province field again.

   b. If applicable, to change the type of 1099 form for which to generate for the vendor at the end of the calendar year in the Federal Form Type field, do one of the following: 1) click the **down-arrow** button for the Federal Form Box ID field (or press the **Ctrl+F** keys to access the search feature), change the filters for the Federal Form Type, and then select the appropriate box number and federal form type for where to post the year-end totals for the vendor; or 2) delete the information in the Federal Form Box ID field, change the Federal Form Type field as needed, and then complete the Federal Form Box ID field again.

   c. For the account number(s) in the Expense Accounts List, complete the blank line (indicated with an asterisk) at the bottom of the list to add a new account number, or click the Delete button located to the left of the desired account number to delete one (when prompted to delete it, click **Yes**).

4. After all the changes have been made, click the **Save** button.

5. If the ID for the vendor was changed, a prompt will appear verifying whether or not to change the ID or add a new one. To change the ID for the vendor, click the **Change** button. To <u>not</u> change the ID and revert to use the original ID, click the **Revert to Original** button. To add a new vendor with the specified ID that is a duplicate of the current vendor, click the **Create New** button.

   Note: If the ID was changed (by clicking the **Change** button) and the vendor is also defined with the entity role of Employee, the system will check to see if the particular employee is tied to a user in the User Security option in which the User ID matches the Employee ID, and if so, a prompt will appear stating the vendor is also an employee and there is a User ID tied to the employee; if you are a supervisor, click **Yes** to also change the User ID to match the updated Employee ID (or click **No** to leave the User ID as is), or if you are <u>not</u> a supervisor, click **OK** and then notify a supervisor to update the User ID within the User Security option.

6. If the Accumulate 1099 Amount field was selected (or unselected) and the vendor has accumulations (or 1099 accumulations), a prompt will appear asking to open the Adjust 1099 Amounts option in order to make the necessary adjustments; click **Yes** to open the option to make the adjustments, or click **No** to <u>not</u> open the option.

Deleting a Vendor:
Note: If a vendor has been paid or used with any data entry item in Accounts Payable, the system will <u>not</u> allow it to be deleted. If a vendor was defined only with an Entity Role of Vendor, it will be completely deleted from the system with this process; however, if the vendor had multiple Entity Roles, the ID will remain valid for the other applicable areas and just the Entity Role of Vendor will be deleted.

1. From the Accounts Payable screen, select the **Maintenance** menu and then **Vendors**.

   Note: If a checks batch has been created and <u>not</u> yet updated, a message will appear stating a check cycle is in progress and the changes may not take effect unless the batch is deleted and started over; click **OK**.

2. At the Vendors screen, enter the ID of the vendor to delete in the Vendor ID field. If the ID is not known, click the **down-arrow** button or the **Find** button to select the correct one.

   Note: If the specified vendor is included in a checks batch that has <u>not</u> been updated, a warning will appear in the status bar stating a check cycle is in progress for the vendor.
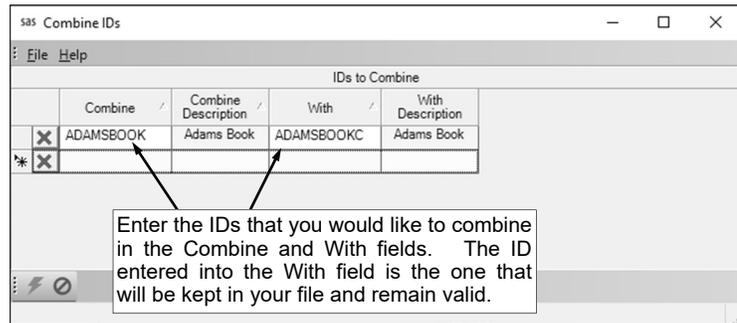
3. Once the vendor to delete is displayed on the screen, click the **Delete** button; when prompted to delete the record, click **Yes**.

Combining IDs:
Note: The Combine IDs option is only available for employees, employer history, payees, received froms, ship to addresses, vendors, and customers.

Tip: Complete print screens of the record that will be merged with another *before* combining the IDs, as some of the data from the record that will be merged may <u>not</u> be maintained (displayed) in the final merged record; for example, if combining Vendor A with Vendor B, the address from Vendor A may <u>not</u> be retained in the final merged record (the address for Vendor B would be maintained, unless the address for Vendor B was blank initially).

1. From the appropriate file maintenance screen, select the **Options** menu and then **Combine IDs**.

2. At the Combine IDs screen, enter the ID for the record (for example, vendor, employee, etc.) to combine with another in the Combine field. If the ID is not known, click the **down-arrow** button to select the correct one, or press the **Ctrl+F** keys to access the search feature. See **Diagram D**.

Enter the IDs that you would like to combine in the Combine and With fields. The ID entered into the With field is the one that will be kept in your file and remain valid.

Diagram D

   Note: The ID entered in this field will no longer be a valid ID after the records have been combined.

3. Enter the ID for the record to combine with the first record in the With field. If the ID is not known, click the **down-arrow** button to select the correct one, or press the **Ctrl+F** keys to access the search feature.

   Note: The ID entered in this field will remain valid after the records have been combined. *If combining a vendor with an employee,* the Employee ID must be entered in this field so that it remains as the valid ID.

4. After all the records to combine have been entered, click the **Execute** button.
5. When prompted, click **Yes** to continue the process.
6. After the IDs are combined, a message will appear; click **OK**.

Converting IDs to Alpha:
Note: The instructions below are for using the Convert IDs to Alpha option with employees, employer history, payees, received froms, ship to addresses, vendors, and customers.

1. From the appropriate file maintenance screen, select the **Options** menu and then **Convert IDs to Alpha**.
2. At the Convert IDs to Alpha screen, select the entities (listed in the Change section) for which to have the IDs converted to alpha. A checkmark will appear in the box if the item is selected.
3. Complete the Letters From section as desired.
   a. In the Last Name field, enter the number of characters to include in the ID from the last name for the selected entities.
   b. In the First Name field, enter the number of characters to include in the ID from the first name for the selected entities.

      Note: The total number of characters specified in the Last Name and First Name fields <u>cannot</u> be greater than **10**.
   c. In the Legal Business Name field, enter the number of characters to include in the ID from the legal business name for the selected entities.

      Note: If an entity has both a legal business name and a first/last name, the ID will use the characters from the legal business name.
4. After all the selections have been specified, click the **Execute** button.
5. When prompted, click **Yes** to continue the process.
6. After the IDs are converted, a message will appear; click **OK**.

Direct Deposit Banks

Direct Deposit Banks are used only if your school district pays employees, payees, and/or vendors through direct deposit, and are defined for each different bank used by the employees, payees, and vendors. Each direct deposit bank includes the bank's routing number, which is a unique number assigned by the Federal Reserve to identify the bank and route the funds to the correct location. Once the direct deposit banks are defined, the banks are then tied to the appropriate employees in the Employee File, payees in the Payee File, and/or vendors in the Vendor File.

Adding a Direct Deposit Bank:
1. From the General Ledger screen, select the **Maintenance** menu and then **Direct Deposit Banks**.

    Note: If desired, to access the Direct Deposit Banks File from Accounts Payable or Payroll, select the **Options** menu from the Accounts Payable or Payroll screen, **Direct Deposit Options**, and then **Direct Deposit Banks**.
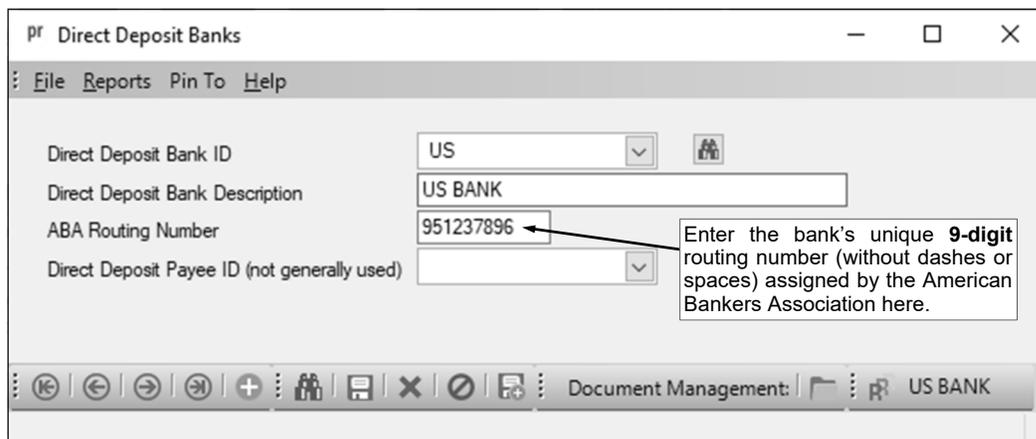
2. At the Direct Deposit Banks screen, click the **New Record** button.

    Note: For any field equipped with the repeat function, click the **Repeat** button or press the **Ctrl+R** keys to repeat the previous entry for the specified field. The repeat function is only available after your initial entry.

3. Enter a unique ID for the direct deposit bank in the Direct Deposit Bank ID field. The ID can be alphanumeric and up to **10** characters long (no spaces). See **Diagram A**.

    Note: To have the system automatically assign the ID *using the first 10 characters (letters and numbers only)* of the description, leave the ID field <u>blank</u>; once the record is saved, the ID will be assigned.

4. Enter the name of the bank in the Direct Deposit Bank Description field. The name can be up to **40** characters long.

5. Enter the bank's unique **9-digit** routing number (without dashes or spaces) assigned by the American Bankers Association in the ABA Routing Number field.

6. If desired, to write a check during a Payroll check cycle for the total amount of the direct deposit transactions for the particular bank, enter the ID of the payee for which to issue the check in the Direct Deposit Payee ID (not generally used) field. If the ID is not known, click the **down-arrow** button to select the correct one, or press the **Ctrl+F** keys to access the search feature. Leave this field <u>blank</u> to only include the direct deposit transactions for the particular bank on the direct deposit file and <u>not</u> write a check to the bank. Typically, this field is only completed by school districts that are <u>not</u> set up for direct deposit with their bank (do <u>not</u> want the money transferred electronically, but rather want to write checks to take to each specified bank to have deposited into the employees' accounts).

    Note: This field is only applicable for direct deposit transactions in Payroll and is <u>not</u> used for direct deposit transactions in Accounts Payable.

7. Click the **Save** button.

Diagram A

<u>Changing a Direct Deposit Bank</u>:
1. From the General Ledger screen, select the **Maintenance** menu and then **Direct Deposit Banks**.

   <u>Note</u>: If desired, to access the Direct Deposit Banks File from Accounts Payable or Payroll, select the **Options** menu from the Accounts Payable or Payroll screen, **Direct Deposit Options**, and then **Direct Deposit Banks**.

2. At the Direct Deposit Banks screen, enter the ID of the direct deposit bank to change in the Direct Deposit Bank ID field. If the ID is not known, click the **down-arrow** button or the **Find** button to select the correct one.

3. Make the desired changes to the direct deposit bank.

4. After all the changes have been made, click the **Save** button.

5. If the ID for the direct deposit bank was changed, a prompt will appear verifying whether or not to change the ID. To change the ID for the direct deposit bank, click the **Change** button. To <u>not</u> change the ID and revert to use the original ID, click the **Revert to Original** button.

<u>Deleting a Direct Deposit Bank</u>:
<u>Note</u>: If a direct deposit bank is being used, the system will <u>not</u> allow it to be deleted.

1. From the General Ledger screen, select the **Maintenance** menu and then **Direct Deposit Banks**.

   <u>Note</u>: If desired, to access the Direct Deposit Banks File from Accounts Payable or Payroll, select the **Options** menu from the Accounts Payable or Payroll screen, **Direct Deposit Options**, and then **Direct Deposit Banks**.

2. At the Direct Deposit Banks screen, enter the ID of the direct deposit bank to delete in the Direct Deposit Bank ID field. If the ID is not known, click the **down-arrow** button or the **Find** button to select the correct one.

3. Once the direct deposit bank to delete is displayed on the screen, click the **Delete** button; when prompted to delete the record, click **Yes**.

Custom Fields

Custom Fields is used to track additional information for which there is <u>not</u> a predefined field. With the Custom Fields option, each school district is able to define an unlimited number of specific, user-defined fields. There are different types of custom fields that can be created, and only certain types are available in particular modules.

In Accounts Payable, the following types of fields can be defined within the Custom Fields option for vendors: 1) text fields (which allow up to **50** characters to be keyed into the field). Examples of custom fields defined for vendors include a Website Login ID field, Website Password field, and Standard Terms field.
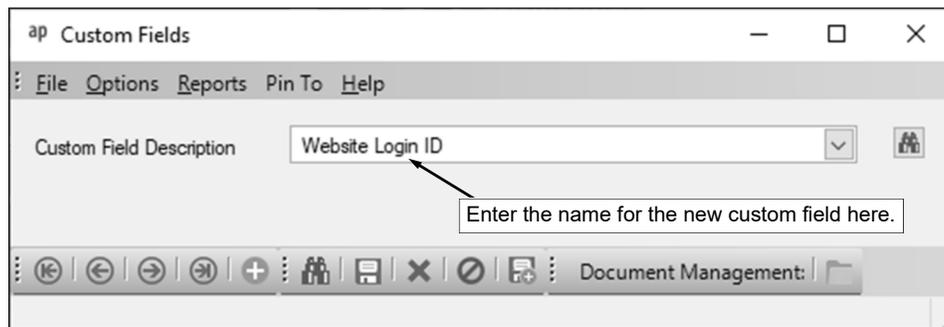
Once created, the order the custom fields display within the Vendor File can be changed with the Set Screen Preferences option.

<u>Adding a Custom Field in Accounts Payable</u>:
Note: If a custom field is added, the new field will appear for all vendors.
1.   From the Accounts Payable screen, select the **Maintenance** menu and then **Custom Fields**.
2.   At the Custom Fields screen, click the **New Record** button.
3.   Enter the name for the new custom field in the Custom Field Description field. The description can be alphanumeric, but must start with a letter, and can be up to **40** characters long.   See **Diagram A**.
4.   Click the **Save** button.
     Tip: The order the custom fields display within the Vendor File can be changed with the Set Screen Preferences option.

Diagram A

<u>Changing a Custom Field in Accounts Payable</u>:
Note: If a custom field is changed, the changes for the field will appear for all vendors.
1.   From the Accounts Payable screen, select the **Maintenance** menu and then **Custom Fields**.
2.   At the Custom Fields screen, enter the name of the custom field to change in the Custom Field Description field, or click the **down-arrow** button or the **Find** button to select the correct one.
3.   Make the desired changes to the custom field.
     a.   To change the order the custom fields display within the Vendor File, use the Set Screen Preferences option.
4.   After all the changes have been made, click the **Save** button.
5.   If the description (name) of the custom field was changed, a prompt will appear verifying whether or not to change the description of the custom field. To change the description of the custom field, click the **Change** button. To <u>not</u> change the description and revert to use the original description, click the **Revert to Original** button.

<u>Deleting a Custom Field in Accounts Payable</u>:
Note: If a custom field is deleted, the field (and the data entered in the field) will be removed from all vendors.
1.   From the Accounts Payable screen, select the **Maintenance** menu and then **Custom Fields**.

2. At the Custom Fields screen, enter the name of the custom field to delete in the Custom Field Description field, or click the **down-arrow** button or the **Find** button to select the correct one.

3. Once the custom field to delete is displayed on the screen, click the **Delete** button; when prompted to delete the field (and the data in the field for all assets, if applicable), click **Yes**.

Vendor Groups

Vendor Groups are used in Accounts Payable to define different groupings or categories of vendors. Once a vendor group is created, reports can be printed to only include the vendors tied to a particular vendor group, or a user can be tied to vendor groups in the User Security option in order to limit the user's access to only certain vendors within the School Accounting System and Web Link (if applicable), such as when entering invoices, purchase orders, or requisitions, or entering vendor information in Fixed Asset Inventory.

Vendors can be assigned to a vendor group from within the Vendor Groups or Vendors option, and one vendor can be assigned to multiple vendor groups, if needed.
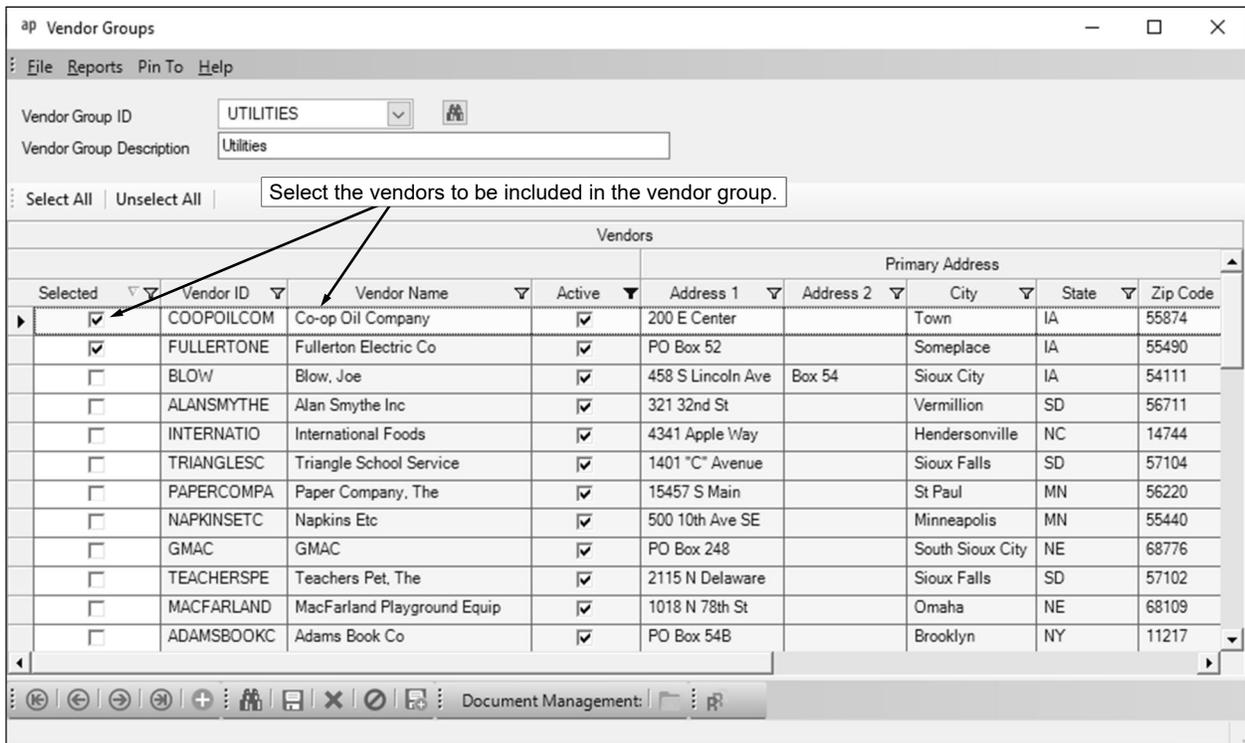
Adding a Vendor Group:
1. From the Accounts Payable screen, select the **Maintenance** menu and then **Vendor Groups**.
2. At the Vendor Groups screen, click the **New Record** button.
   Note: For any field equipped with the repeat function, click the **Repeat** button or press the **Ctrl+R** keys to repeat the previous entry for the specified field. The repeat function is only available after your initial entry.
3. Enter a unique ID for the vendor group in the Vendor Group ID field. The ID can be alphanumeric and up to **10** characters long (no spaces). See **Diagram A**.
   Note: To have the system automatically assign the ID *using the first 10 characters (letters and numbers only)* of the description, leave the ID field <u>blank</u>; once the record is saved, the ID will be assigned.
4. Enter a description for the vendor group in the Vendor Group Description field. The description can be up to **40** characters long.
5. In the Vendors List, specify which vendors to assign to the vendor group by clicking the box for the Selected column to the left of each desired Vendor ID. A checkmark will appear in the box if the vendor is selected. To select all the vendors listed on the screen, click the **Select All** button located above the Vendors List. If desired, change the filters to modify the vendors displayed here.
6. Click the **Save** button.

Diagram A

<u>Changing a Vendor Group</u>:

1. From the Accounts Payable screen, select the **Maintenance** menu and then **Vendor Groups**.

2. At the Vendor Groups screen, enter the ID of the vendor group to change in the Vendor Group ID field. If the ID is not known, click the **down-arrow** button or the Find button to select the correct one.

3. Make the desired changes to the vendor group.

   a. To add a vendor to the vendor group, click the box for the Selected column to the left of the desired Vendor ID. A checkmark will appear in the box if the vendor is selected. To select all the vendors listed on the screen, click the **Select All** button located above the Vendors List. If desired, change the filters to modify the vendors displayed here.

   b. To remove a vendor from the vendor group, click the box for the Selected column to the left of the desired Vendor ID to remove the checkmark. To unselect all the vendors listed on the screen, click the **Unselect All** button located above the Vendors List. If desired, change the filters to modify the vendors displayed here.

4. After all the changes have been made, click the Save button.

5. If the ID for the vendor group was changed, a prompt will appear verifying whether or not to change the ID or add a new one. To change the ID for the vendor group, click the **Change** button. To <u>not</u> change the ID and revert to use the original ID, click the **Revert to Original** button. To add a new vendor group with the specified ID that is a duplicate of the current vendor group, click the **Create New** button.

<u>Deleting a Vendor Group</u>:
<u>Note</u>: If a vendor group is tied to a user within the User Security option, the system will <u>not</u> allow it to be deleted.

1. From the Accounts Payable screen, select the **Maintenance** menu and then **Vendor Groups**.

2. At the Vendor Groups screen, enter the ID of the vendor group to delete in the Vendor Group ID field. If the ID is not known, click the **down-arrow** button or the **Find** button to select the correct one.

3. Once the vendor group to delete is displayed on the screen, click the **Delete** button; when prompted to delete the record, click **Yes**.

Ship To Addresses

Ship To Addresses are used in Accounts Payable with purchase orders and requisitions to define the different locations for where merchandise should be delivered (shipped to) within the organization, such as each building or site. The ship to addresses then print on the purchase orders (if specified to do so in the Purchase Order Format Setup option).

Within the Ship To Addresses option, each ship to address can be set up with a particular prefix in order to have the system automatically assign the next available purchase order and/or requisition number using that prefix. For example, the ship to address for West High School could be defined with a prefix of "WEST" so that all purchase orders and/or requisitions tied to West High School are assigned a purchase order or requisition number starting with WEST, such as WEST0001, WEST0002, etc.

Ship to addresses can be tied to users in the User Security option in order to limit a user's access to designated ship to addresses in Accounts Payable and Web Link (if applicable).

Note: In the School Accounting System, all entities with an address defined within the various modules are stored in the Entities Table within the database. Therefore, a ship to address with a particular ID is able to also be set up as an employee (in Payroll), employer history (in Human Resources), payee (in Payroll), received from (in General Ledger), and/or a vendor (in Accounts Payable), using the *exact same ID* since it is just *one* entity, if desired.

Adding a Ship To Address:

1. From the Accounts Payable screen, select the **Maintenance** menu and then **Ship To Addresses**.
2. At the Ship To Addresses screen, click the **New Record** button.

   Note: For any field equipped with the repeat function, click the **Repeat** button or press the **Ctrl+R** keys to repeat the previous entry for the specified field. The repeat function is only available after your initial entry.
3. Enter a unique ID for the ship to address in the Ship To Address ID field. The ID can be alphanumeric and up to **10** characters long (no spaces).   See **Diagram A**.

   Note: To have the system automatically assign the ID *using the first 10 characters (letters and numbers only)* of the Legal Business Name (or Last Name if an individual), leave the ID field blank; once the record is saved, the ID will be assigned. If the ID entered in the field is for an existing entity not currently flagged with the entity role of Ship To Address, a prompt will appear asking if the Ship To Address role should be added; click **Yes** to make the entity a ship to address.
4. Select the Active field to stipulate the ship to address is currently active and used by the district. A checkmark will appear in the box if the field is selected. When adding a new ship to address, the Active field is selected by default.
5. The role(s) in which the ship to address is defined and used within the School Accounting System appears in the Entity Roles field. When adding a new ship to address, the system automatically assigns the entity role of Ship To Address. If more than one entity role appears, the ship to address can be used and accessed in all the applicable areas using the *exact same ID*.
6. *If the ship to address is not an individual,* enter the name of the ship to address in the Legal Business Name field. *If the ship to address is an individual,* leave this field blank. The name can be alphanumeric and up to **75** characters long.
7. *If the ship to address is an individual,* enter the person's last name in the Last Name field. *If the ship to address is not an individual,* leave this field blank. The last name can be up to **40** characters long.
8. *If the ship to address is an individual,* enter the prefix (such as Dr., Mr., or Mrs.) for the person in the Prefix field if applicable, or click the **down-arrow** button to select the correct one. *If the ship to address is not an individual,* leave this field blank.
9. *If the ship to address is an individual,* enter the suffix (such as Jr. or Sr.) for the person in the Suffix field if applicable, or click the **down-arrow** button to select the correct one. *If the ship to address is not an individual,* leave this field blank.
10. *If the ship to address is an individual,* enter the person's first name in the First Name field. *If the ship to address is not an individual,* leave this field blank. The first name can be up to **30** characters long.

Diagram A

11. ***If the ship to address is an individual,*** enter the person's middle name in the Middle Name field. ***If the ship to address is <u>not</u> an individual,*** leave this field <u>blank</u>. The middle name can be up to **30** characters long.

12. If correspondence should be sent directly to a specific person or department at the ship to address, enter the name of the person or department in the Attention field. The name can be alphanumeric and up to **30** characters long.

13. Enter the address (up to two lines) for the ship to address in the Address 1 and Address 2 fields. The addresses can be alphanumeric and each can be up to **30** characters long.

14. Enter the city where the ship to address is located in the City field. The city can be alphanumeric and up to **25** characters long.

15. Enter the appropriate state abbreviation (or applicable code for the province, if located outside of the United States) for the ship to address in the State/Province field. If the state abbreviation or province code is not known, click the **down-arrow** button to select the correct one, or press the **Ctrl+F** keys to access the search feature.

    Note: Only the state abbreviations and province codes for the specified country (as entered in the Country field, or United States if the Country field is <u>blank</u>) appear by default when searching, but the filters can be changed if needed in order to view other state or province codes.

16. Enter the zip code for the ship to address in the Zip Code field. The zip code can be alphanumeric and up to **15** characters long. The system will automatically add the dash in the zip code if 9 digits are entered, using the format of ##### - ####.

17. Enter the applicable **2-digit** code of the country where the ship to address is located in the Country field, or click the **down-arrow** button to select the correct one. If the State/Province field is completed, the corresponding country code will appear by default in this field and can only be changed by first deleting the state or province (or specifying a different state or province).

18. Enter up to three phone numbers (including a fax number, if applicable) for the ship to address in the Primary Phone Number, Secondary Phone Number, and Other Phone Number fields. Then enter the appropriate type (**Business**, **Cell**, **Fax**, **Home**, or **Other**) in the Phone Type field for each phone number entered, or click the **down-arrow** button to select the correct one. Each phone number can be up to **30** digits long. The system will automatically add the dashes for the phone numbers (if entered with numbers only) using the following formats: 1) ### - #### if 7 digits are entered; 2) ### - #### x ## if 8 or 9 digits are entered; 3) ### - ### - #### if 10 digits are entered; or 4) ### - ### - #### x ## if 11 or more digits are entered.

19. If desired, enter the address of the website for the ship to address in the Internet Address field. The website address can be up to **50** characters long.

    Note: If your computer is connected to the Internet, click the **Go To** button located to the right of this field to launch the Internet browser and display the specified website.

20. If the ship to address is <u>not</u> an individual, enter the name of the person or department who should be contacted with any questions in the Contact Person field. The name can be alphanumeric and up to **30** characters long.

21. To have the system automatically assign the next available purchase order number using a particular prefix defined for this ship to address, complete the Purchase Order section as follows:

    a. Enter the desired prefix in the Purchase Order Prefix field. The prefix can be alphanumeric and up to **11** characters long. For example, if **WH-** is entered as the prefix for the Washington High School ship to address, all purchase orders tied to that ship to address will be assigned a number that starts with **WH-**, such as **WH-0001**, **WH-0002**, **WH-0003**.

    Note: The prefix is only applicable (will be used) if the purchase order number is <u>not</u> entered manually, but is instead automatically assigned by the system.

    b. Enter the number of characters to use for the length of the purchase order numbers (when automatically assigned by the system using the prefix) in the Purchase Order Length field. This number must include the length of the prefix, have *at least* an additional **4** digits onto the length of the prefix, and <u>not</u> exceed **15**. For example, if **WH-** is entered as the prefix, the length must be *at least* **7** and <u>*cannot be greater than*</u> **15**.

22. To have the system automatically assign the next available requisition number using a particular prefix defined for this ship to address, complete the Requisition section as follows:

    a. Enter the desired prefix in the Requisition Prefix field. The prefix can be alphanumeric and up to **11** characters long. For example, if **WH-** is entered as the prefix for the Washington High School ship to address, all requisitions tied to that ship to address will be assigned a number that starts with **WH-**, such as **WH-0001**, **WH-0002**, **WH-0003**.

    Note: The prefix is only applicable (will be used) if the requisition number is <u>not</u> entered manually, but is instead automatically assigned by the system.

    b. Enter the number of characters to use for the length of the requisition numbers (when automatically assigned by the system using the prefix) in the Requisition Length field. This number must include the length of the prefix, have *at least* an additional **4** digits onto the length of the prefix, and <u>not</u> exceed **15**. For example, if **WH-** is entered as the prefix, the length must be *at least* **7** and <u>*cannot be greater than*</u> **15**.

23. If desired, enter the email address(es) for the ship to address in the Email Addresses section.

    a. Enter the business email address for the ship to address in the Business Email Address field. Enter a home or personal email address for the ship to address in the Personal Email Address field. Enter another email address for the ship to address in the Other Email Address field. The email addresses can be up to **50** characters long and must follow the proper format of "username@example.com".

    b. Specify the uses for each email address by selecting the appropriate usage fields (Direct Deposit, Tax Forms, and/or Other Communication fields). If the ship to address will be sent other email communications, such as reports, from within the School Accounting System using the particular email address, select the Other Communication field. Disregard the fields for Direct Deposit and Tax Forms as they are <u>not</u> applicable to a ship to address (would only be used in other areas if the ship to address had multiple entity roles). A checkmark will appear in the box if the field is selected.

    Note: In order to email reports to a particular email address for the ship to address, at least one of the usage fields (Direct Deposit, Tax Forms, or Other Communication field) must be selected for the email address (at the time a report is emailed, the usages for which email addresses to use is then specified).

24. Click the **Save** button to save the new ship to address.

<u>Changing a Ship To Address</u>:
1. From the Accounts Payable screen, select the **Maintenance** menu and then **Ship To Addresses**.

2. At the Ship To Addresses screen, enter the ID of the ship to address to change in the Ship To Address ID field. If the ID is not known, click the **down-arrow** button or the **Find** button to select the correct one.

Note: If the ID entered in the field is for an entity <u>not</u> currently flagged with the entity role of Ship To Address, a prompt will appear asking if the Ship To Address role should be added; click **Yes** to make the entity a ship to address.

3. Make the desired changes to the ship to address.

   a. To change the country for where the ship to address is located in the Country field, do one of the following: 1) click the **down-arrow** button for the State/Province field (or press the **Ctrl+F** keys to access the search feature), change the filters for the Country Code, and then select the appropriate state or province within the desired country; or 2) delete the information in the State/Province field, change the Country field as needed, and then complete the State/Province field again.

4. After all the changes have been made, click the **Save** button.

5. If the ID for the ship to address was changed, a prompt will appear verifying whether or not to change the ID or add a new one. To change the ID for the ship to address, click the **Change** button. To <u>not</u> change the ID and revert to use the original ID, click the **Revert to Original** button. To add a new ship to address with the specified ID that is a duplicate of the current ship to address, click the **Create New** button.

   Note: If the ID was changed (by clicking the **Change** button) and the ship to address is also defined with the entity role of Employee, the system will check to see if the particular employee is tied to a user in the User Security option in which the User ID matches the Employee ID, and if so, a prompt will appear stating the ship to address is also an employee and there is a User ID tied to the employee; if you are a supervisor, click **Yes** to also change the User ID to match the updated Employee ID (or click **No** to leave the User ID as is), or if you are <u>not</u> a supervisor, click **OK** and then notify a supervisor to update the User ID within the User Security option.

<u>Deleting a Ship To Address</u>:
Note: If a ship to address has been used in Accounts Payable or is tied to a user within the User Security option, the system will <u>not</u> allow it to be deleted; however, a ship to address can be made inactive by removing the checkmark for the Active field within the Ship To Address File. If a ship to address was defined only with an Entity Role of Ship To Address, it will be completely deleted from the system with this process; however, if the ship to address had multiple Entity Roles, the ID will remain valid for the other applicable areas and just the Entity Role of Ship To Address will be deleted.

1. From the Accounts Payable screen, select the **Maintenance** menu and then **Ship To Addresses**.

2. At the Ship To Addresses screen, enter the ID of the ship to address to delete in the Ship To Address ID field. If the ID is not known, click the **down-arrow** button or the **Find** button to select the correct one.

3. Once the ship to address to delete is displayed on the screen, click the **Delete** button; when prompted to delete the record, click **Yes**.

Check Setup - Vendors

The Check Setup - Vendors option is used to define the format of the checks and direct deposit (and automatic payment) stubs issued to vendors in Accounts Payable. The check measurements, margins, fonts, check print positions, and stub information are defined within the Check Setup - Vendors option. If a signature image is used when printing Accounts Payable checks, the necessary information is also entered in the Check Setup - Vendors option; for step-by-step instructions on using a signature image, refer to the Signature Image Setup Checklist topic in the Help File.

Note: If a check-writing software is used to print Accounts Payable checks, use the Check Writing Software option within the Check Setup - Vendors option to define the check setup(s).

<u>**Adding a Check Setup for Vendors**</u>:
Note: If a check-writing software is used to print checks (and direct deposit stubs or automatic payment stubs, if applicable), follow the instructions for Adding a Check Setup for Vendors for Use with a Check-Writing Software instead.

1. From the Accounts Payable screen, select the **Maintenance** menu and then **Check Setup - Vendors**.
2. At the Check Setup - Vendors screen, click the **New Record** button.
3. Click the **General** tab to complete the general information and settings for the new check setup.
    a. Enter a unique name for the check setup in the Report Name field. The name can be alphanumeric and up to **255** characters long.   See **Diagram A**.
    b. Complete the Page Settings section for the check setup:
        • Enter the desired page orientation (**Portrait** or **Landscape**) for the new check setup in the Orientation field, or click the **down-arrow** button to select the correct one. To print the checks or direct deposit stubs with the long edge of the paper down the side, enter **Portrait**. To print the checks or direct deposit stubs with the long edge of the paper on the top and bottom, enter **Landscape**. The default of **Portrait** will appear (unless **Landscape** is set as the default in the Report Writer Defaults option if the district has the Report Writer module), but can be changed.
        • Enter the distance *in inches* from the top edge of the paper to where the information should start printing on the checks or direct deposit stubs in the Top Margin field. The margin <u>cannot</u> be *greater than* **2** inches, but can be up to **4** digits long (including the decimal point) and will be rounded to **2** decimal places by the system if capable. The default of **0.50** for one -half inch (or other specified margin as designated in the Report Writer Defaults option if the district has the Report Writer module) will appear, but can be changed.
        • Enter the distance *in inches* from the bottom edge of the paper to where the information should stop printing on the checks or direct deposit stubs in the Bottom Margin field. The margin <u>cannot</u> be *greater than* **2** inches, but can be up to **4** digits long

Diagram A

(including the decimal point) and will be rounded to **2** decimal places by the system if capable. The default of **0.50** for one-half inch (or other specified margin as designated in the Report Writer Defaults option if the district has the Report Writer module) will appear, but can be changed.

- Enter the distance *in inches* from the left edge of the paper to where the information should start printing on the checks or direct deposit stubs in the Left Margin field. The margin cannot be *greater than* **2** inches, but can be up to **4** digits long (including the decimal point) and will be rounded to **2** decimal places by the system if capable. The default of **0.50** for one-half inch (or other specified margin as designated in the Report Writer Defaults option if the district has the Report Writer module) will appear, but can be changed.

- Enter the distance *in inches* from the right edge of the paper to where the information should stop printing on the checks or direct deposit stubs in the Right Margin field. The margin cannot be *greater than* **2** inches, but can be up to **4** digits long (including the decimal point) and will be rounded to **2** decimal places by the system if capable. The default of **0.50** for one-half inch (or other specified margin as designated in the Report Writer Defaults option if the district has the Report Writer module) will appear, but can be changed.

c. Enter the desired check and stub format (**Check Stub**, **Check Stub Stub**, **Stub Check**, **Stub Check Stub**, **Stub Only**, or **Stub Stub Check**) for the new check setup in the Check Layout field, or click the **down-arrow** button to select the correct one. To print the check first followed by one stub, enter **Check Stub**. To print the check first followed by two stubs, enter **Check Stub Stub**. To print just one stub followed by the check, enter **Stub Check**. To print one stub first followed by the check and then a second stub, enter **Stub Check Stub**. To print just the stub (no check), enter **Stub Only**. To print two stubs first followed by the check, enter **Stub Stub Check**.

d. Enter the actual height of the check portion *in inches* in the Check Height field. The height cannot be *greater than* **11** inches, but can be up to **5** digits long (including the decimal point) and will be rounded to **2** decimal places by the system if capable.

e. Enter the actual height of <u>one</u> stub *in inches* in the Stub Height field. The height cannot be *greater than* **11** inches, but can be up to **5** digits long (including the decimal point) and will be rounded to **2** decimal places by the system if capable.

   Note: The height of the stub multiplied by the number of stubs <u>plus</u> the height of the check must <u>equal</u> the size of the paper (or slightly less due to rounding).

f. Enter the distance *in inches* from the top edge of the stub (edge of paper or perforation) to where the first line should print on the stub in the Stub Top Margin field. The margin cannot be *greater than* **2** inches, but can be up to **5** digits long (including the decimal point) and will be rounded to **2** decimal places by the system if capable.

g. Enter the number of columns to print across the stub (times to repeat the fields) in the Number of Columns field. The number of columns can range from **1 to 5**.

   Note: If information will be included in the Detail section on the check stub, specify to print only **1** column; otherwise, if **2 or more** columns are specified, the check stub will <u>not</u> print properly.

h. Select the Sort by Vendor ID field to print the checks in order by the vendor ID, or leave this field unselected to print the checks in alphabetical order by the name of the vendor. A checkmark will appear in the box if the field is selected.

i. Select the Print Zero Balance Checks field to have checks and direct deposit stubs print if they are a zero balance. A checkmark will appear in the box if the field is selected.

j. Enter the option (**Print Multiple Checks (Invoices/Detail Wrap to Next Check)**, **Print One Check Per Vendor (Truncate Invoices/Detail on Stubs)**, or **Suppress Invoice Detail if Multiple Checks**) for how to print a vendor's check if there is more detail information than will print on one stub (check) in the Multiple Check Option field, or click the **down-arrow** button to select the correct one. To print all the detail as defined on the check setup, and if a check for a vendor includes more invoices/detail than will print on one check stub, the system writes the check for the amount of the invoices included (printed) on the check stub and then writes another check for the next set of invoices, enter **Print Multiple Checks (Invoices/Detail Wrap to Next Check)**. To print all the detail as defined on the check setup, and if a check for a vendor includes more invoices/detail than will print on one check stub, the system writes only <u>one</u> check for the total of all the invoices but only prints as many invoices/detail that will fit on the one stub and then truncates the rest, enter **Print One Check Per Vendor (Truncate Invoices/Detail on Stubs)**. To <u>not</u> print the information in the Detail section on a vendor's check if there is more detail than will print on one stub (check); however, if a check for a vendor includes more invoices than will print

on one check stub, the system will still write multiple checks (will print separate checks for each set of invoices included on each check), enter **Suppress Invoice Detail if Multiple Checks**.

k.   Only if the new check setup is for direct deposit stubs, enter the desired option for printing the bank account information (**Do Not Print Bank Account Information**, **Print Bank Name/Exclude Account Number**, **Print Bank Name/Full Account Number**, or **Print Bank Name/Last 4 Digits of Account Number**) in the Bank Account Information on Direct Deposit Stubs field, or click the **down-arrow** button to select the correct one. To omit the vendor's bank account information and deposit amount from printing on the direct deposit stubs, enter **Do Not Print Bank Account Information**. To print just the name of the vendor's bank with the deposit amount and not the vendor's bank account number, enter **Print Bank Name/Exclude Account Number**. To print the name of the vendor's bank and the vendor's entire bank account number with the deposit amount , enter **Print Bank Name/Full Account Number**. To print the name of the vendor's bank and only the last 4 digits of the vendor's bank account number with the deposit amount, enter **Print Bank Name/Last 4 Digits of Account Number**. Leave this field blank to have the system default to **Do Not Print Bank Account Information**.

l.   Select the font, font style, and font size to use for the information printed on the stub by clicking the **Search** button for the Stub Font field. After selecting the desired font information, click the **OK** button and the selected font will appear in this field. The default of **Arial**, **Regular**, font size **8** (or other specified font as designated in the Report Writer Defaults option if the district has the Report Writer module) will appear, but can be changed.

m.   Select the font, font style, and font size to use for the information printed on the check portion of the check setup (if applicable) by clicking the **Search** button for the Check Font field. After selecting the desired font information, click the **OK** button and the selected font will appear in this field. The default of **Arial**, **Regular**, font size **8** (or other specified font as designated in the Report Writer Defaults option if the district has the Report Writer module) will appear, but can be changed.

n.   In the Checking Accounts List, specify which checking accounts use the particular check setup as the default when printing checks and/or direct deposit stubs for vendors.

- To select the particular check setup as the default when printing checks, select the Default Check Format field (column) for the desired checking accounts. A checkmark will appear in the box under the Default Check Format column for the checking account if the field is selected.

- To select the particular check setup as the default when printing (and emailing, if applicable) direct deposit stubs and printing automatic payment stubs, select the Default Direct Deposit Format field (column) for the desired checking accounts. A checkmark will appear in the box under the Default Direct Deposit Format column for the checking account if the field is selected.

Note: Only one check setup can be selected as the default for checks or direct deposit stubs per checking account. If the Default Check Format or Default Direct Deposit Format field is selected for a checking account that also had been previously selected for a different check setup, the field will be unselected for that other check setup after saving this check setup.

4.   Click the **Check Print Positions** tab to complete the check print positions for the check setup.

a.   To print the date on the check portion of the check setup, enter the distance *in inches* from the top edge of the check (edge of paper or perforation) to where the date should print in the Top field for Date. Enter the distance *in inches* from the left edge of the check (paper) to where the date should start to print in the Left field for Date. Enter the distance *in inches* for how wide the date should be in the Width field for Date. The distance cannot be *greater than* **11** inches, but can be up to **5** digits long (including the decimal point) and will be rounded to **2** decimal places by the system if capable. To omit the date from the check setup, leave the Top, Left, and Width fields for Date blank. See **Diagram B**.

b.   To print the amount written in words on the check portion of the check setup, enter the distance *in inches* from the top edge of the check (edge of paper or perforation) to where the amount in words should print in the Top field for Amount (Words). Enter the distance *in inches* from the left edge of the check (paper) to where the amount in words should start to print in the Left field for Amount (Words). Enter the distance *in inches* for how wide the amount in words should be in the Width field for Amount (Words). The distance cannot be *greater than* **11** inches, but can be up to **5** digits long (including the decimal point) and will be rounded to **2** decimal places by the system if
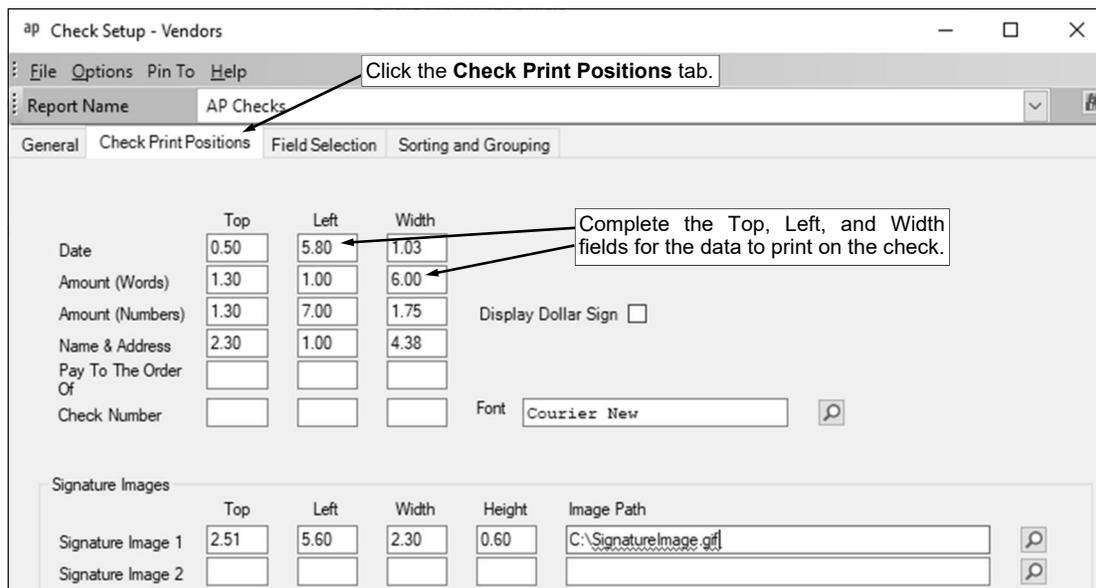
Diagram B

capable. To omit the amount in words from the check setup, leave the Top, Left, and Width fields for Amount (Words) <u>blank</u>.

c. To print the amount written in numbers on the check portion of the check setup, enter the distance *in inches* from the top edge of the check (edge of paper or perforation) to where the amount in numbers should print in the Top field for Amount (Numbers). Enter the distance *in inches* from the left edge of the check (paper) to where the amount in numbers should start to print in the Left field for Amount (Numbers). Enter the distance *in inches* for how wide the amount in numbers should be in the Width field for Amount (Numbers). The distance <u>cannot</u> be *greater than* **11** inches, but can be up to **5** digits long (including the decimal point) and will be rounded to **2** decimal places by the system if capable. To omit the amount in numbers from the check setup, leave the Top, Left, and Width fields for Amount (Numbers) <u>blank</u>.

d. If desired, select the Display Dollar Sign field located to the right of the fields for Amount (Numbers) to print a dollar sign with the check amount written in numbers. A checkmark will appear in the box if the field is selected.

Note: The Display Dollar Sign field only applies to the check amount in the check portion and does not apply to the amounts included in the stub. If the district has the Report Writer module, the system will use the applicable settings for printing dollar signs with the amounts in the stub portion from the Report Writer Defaults option (defaults are applied when saving the new check setup).

e. To print the name and address on the check portion of the check setup, enter the distance *in inches* from the top edge of the check (edge of paper or perforation) to where the name and address should print in the Top field for Name & Address. Enter the distance *in inches* from the left edge of the check (paper) to where the name and address should start to print in the Left field for Name & Address. Enter the distance *in inches* for how wide the name and address should be in the Width field for Name & Address. The distance <u>cannot</u> be *greater than* **11** inches, but can be up to **5** digits long (including the decimal point) and will be rounded to **2** decimal places by the system if capable. To omit the name and address from the check setup, leave the Top, Left, and Width fields for Name & Address <u>blank</u>.

f. To print only the name on the check portion of the check setup, enter the distance *in inches* from the top edge of the check (edge of paper or perforation) to where the name should print in the Top field for Pay To The Order Of. Enter the distance *in inches* from the left edge of the check (paper) to where the name should start to print in the Left field for Pay To The Order Of. Enter the distance *in inches* for how wide the name should be in the Width field for Pay To The Order Of. The distance <u>cannot</u> be greater than **11** inches, but can be up to **5** digits long (including the decimal point) and will be rounded to **2** decimal places by the system if capable. To omit the name from the check setup, leave the Top, Left, and Width fields for Pay To The Order Of <u>blank</u>.

g. To print the check number on the check portion of the check setup, enter the distance *in inches* from the top edge of the check (edge of paper or perforation) to where the check number should print in the Top field for Check Number. Enter the distance *in inches* from the left edge of the check (paper) to where the check number should start to print in the Left field for Check

Number. Enter the distance *in inches* for how wide the check number should be in the Width field for Check Number. The distance <u>cannot</u> be *greater than* **11** inches, but can be up to **5** digits long (including the decimal point) and will be rounded to **2** decimal places by the system if capable. To <u>not</u> have the check number print on the check portion of the check setup, leave the Top, Left, and Width fields for Check Number <u>blank</u>.

Note: Typically, the check number is only included (printed) on the check portion of the check setup if the check number is <u>not</u> already printed on the check stock.

h. If the Top, Left, and Width fields are completed for Check Number, select the font, font style, and font size to use for the check number printed in the check portion of the check setup, by clicking the **Search** button for the Font field. After selecting the desired font information, click the **OK** button and the selected font will appear in this field. The default of **Arial**, **Regular**, font size **8** (or other specified font as designated in the Report Writer Defaults option if the district has the Report Writer module) will appear, but can be changed.

i. Complete the Signature Images section if the signatures to print on the checks have been scanned and saved as a **.gif** file. Up to two signature files can be used for each check setup, with each signature file containing multiple signatures, if desired.

Note: Complete the Signature Image 1 fields for the *first* signature file and the Signature Image 2 fields for the *second* signature file, if applicable.

- Enter the distance *in inches* from the top edge of the check (edge of paper or perforation) to where the image should print in the Top field. The distance <u>cannot</u> be *greater than* **11** inches, but can be up to **5** digits long (including the decimal point) and will be rounded to **2** decimal places by the system if capable.

- Enter the distance *in inches* from the left edge of the check (paper) to where the image should print in the Left field. The distance <u>cannot</u> be *greater than* **11** inches, but can be up to **5** digits long (including the decimal point) and will be rounded to **2** decimal places by the system if capable.

- Enter the width of the image *in inches* in the Width field. The width <u>cannot</u> be *greater than* **11** inches, but can be up to **5** digits long (including the decimal point) and will be rounded to **2** decimal places by the system if capable.

- Enter the height of the image *in inches* in the Height field. The height <u>cannot</u> be *greater than* **11** inches, but can be up to **5** digits long (including the decimal point) and will be rounded to **2** decimal places by the system if capable.

- Enter the path (drive and folders) to the signature file in the Image Path field, or click the **Search** button to select the correct path and file. The path can be up to **150** characters in length.

5. Click the **Field Selection** tab to select the fields of information to include on the stub portion of the check setup. See **Diagram C**.

a. To add fields to the check setup, select the section for where to insert the fields by clicking once on the line for the desired section in the Report Layout List on the right side of the screen, and then select the fields (columns) of information to include on the stub by double-clicking on the desired fields in the Report Fields List on the left side of the screen. As the fields are added to the check setup, the fields will appear under the selected section in the Report Layout List on the right side of the screen.

Note: The Stub Heading section is the first line of information that prints on the check stub, such as the name of the vendor, check date, and check number. To remove a field from the check setup, click the **Delete** button located to the left of the desired field; when prompted to delete the line, click **Yes**.

Tip: To print the description from the Header of the invoice if one was entered (or the description from the Vendor File if the Header description on the invoice was <u>blank</u>), include the Invoice Description field. To print the line number (**1**, **2**, **3**, etc.) for each detail line item on an invoice on the check setup, include the Invoice Detail Sequence field. To print the Invoice Amount from the Header of the invoice on the check setup, include the Invoice Detail Amount field in a Group_## section as the system will add the amount of each detail line and print the total in the Group_## section.

b. The order the fields are listed on the screen under each section in the Report Layout List is the order the fields (columns) will print on the stub. If desired, to change the order of the fields, click once on the field to move and then click the **Top**, **Up**, **Down**, or **Bottom** button until the field is in the desired position.

c. Define the settings for each field included in each section on the check setup as follows:
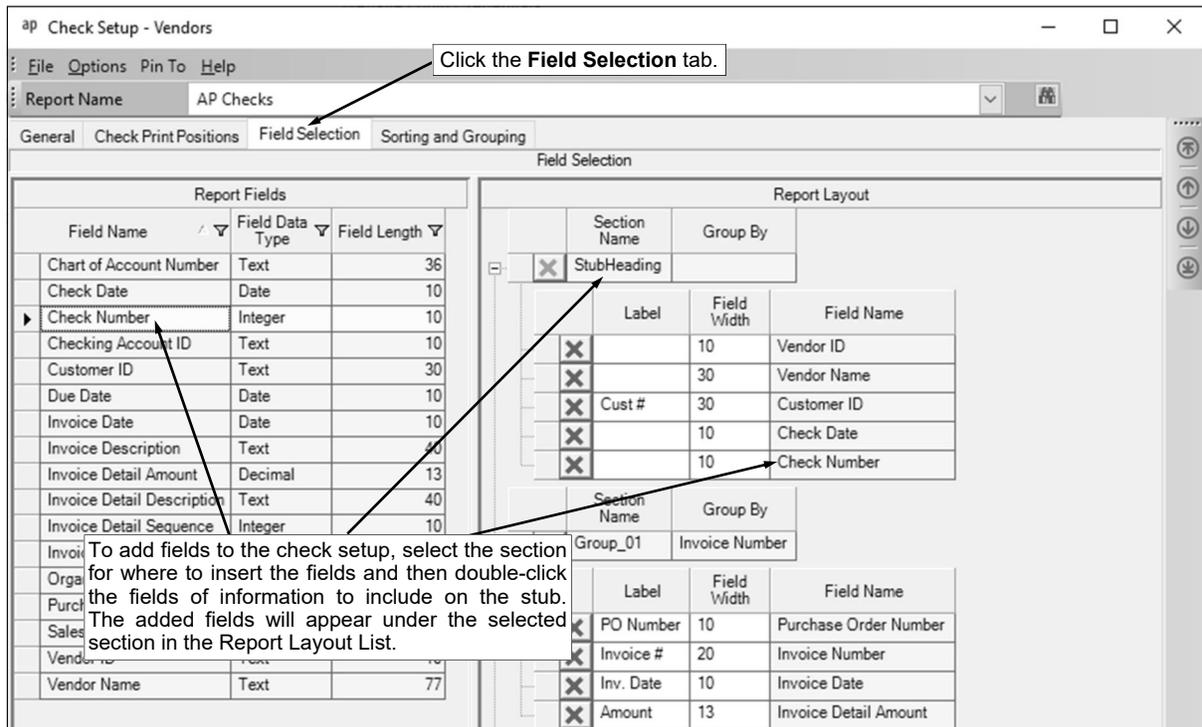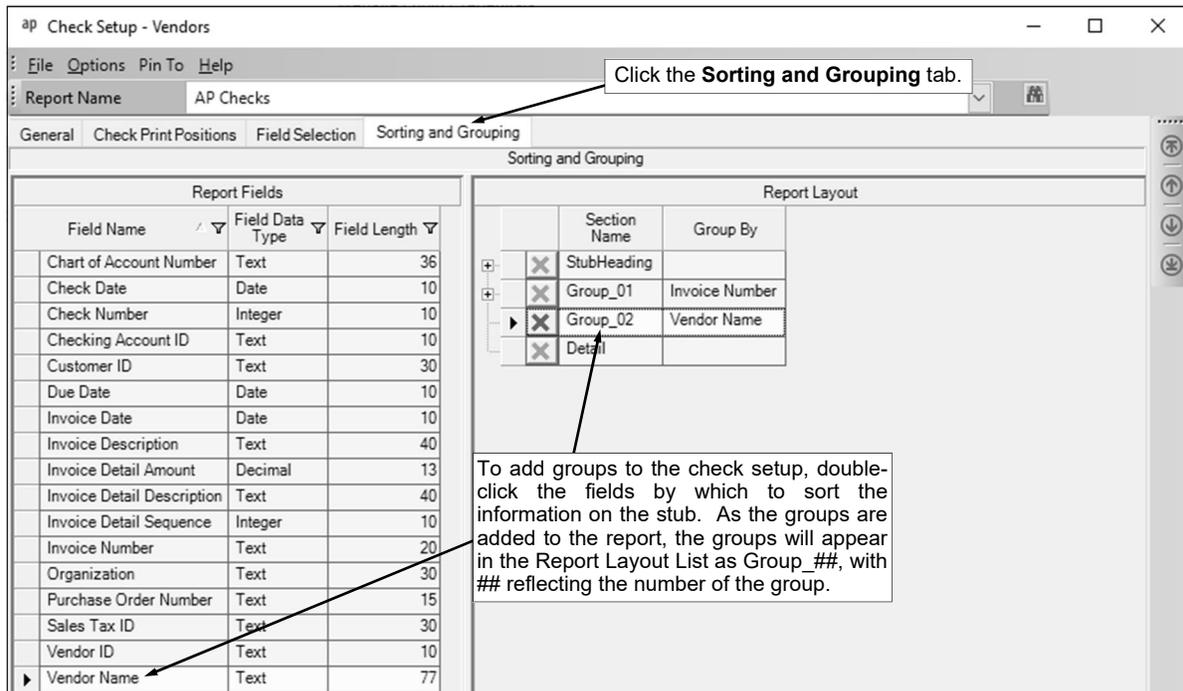
Diagram C

- Enter the heading description to print for the field (column) on the stub in the Label field, or leave <u>blank</u> to omit the heading, if desired. The description can be alphanumeric and up to **128** characters long. A default heading description for the field will appear, but can be changed.

- Enter the number of characters for how wide to print the field (column) on the stub in the Field Width field. The number for the width can be up to **3** digits long. A default width for the field will appear, but can be changed.

- The name of the field (column) to print on the stub appears in the Field Name field and <u>cannot</u> be changed.

6. Click the **Sorting and Grouping** tab to define how to sort the information on the stub portion of the check setup. See **Diagram D**.

   a. To add groups to the check setup, select the fields by which to sort the information on the stub by double-clicking on the desired fields in the Report Fields List on the left side of the screen. As the groups are added to the check setup, the groups will appear in the Report Layout List on the right side of the screen as Group_##, with ## reflecting the number of the group. For example, the first group will be called Group_01, the second group will be called Group_02, the third group will be Group_03, etc.

   Note: To remove a group from the report, click the **Delete** button located to the left of the desired group (Group_##); when prompted to delete the line, click **Yes**. The Group_01 is defined on Invoice Number and <u>cannot</u> be deleted.

   b. The order the groups are listed on the screen in the Report Layout List is the order the groups will print (sort) the information on the stub. If desired, to change the order of the groups, click once on the group to move and then click the **Top**, **Up**, **Down**, or **Bottom** button until the group is in the desired position. The Group_01 for Invoice Number <u>cannot</u> be moved and must remain as the first sort (group).

   c. If desired, click the plus sign (**+**) in the box in front of the group (Group_##) to expand the record and view the fields included in the section.

   d. To add fields to a group, refer to Step 5 above.

7. Click the **Save** button.

   Note: If the district has the Report Writer module, the system will use the applicable settings from the Report Writer Defaults option when saving the new check setup. For example, if the default for how a negative number prints is changed in the Report Writer Defaults option, the setting will be applied to the new check setup.

8. If desired, click the **Execute** button to print a test of the check setup from within the Check Setup - Vendors option.

Diagram D

<u>Changing a Check Setup for Vendors</u>:
1. From the Accounts Payable screen, select the **Maintenance** menu and then **Check Setup - Vendors**.
2. At the Check Setup - Vendors screen, enter the name of the check setup to edit in the Report Name field. If the name is not known, click the **down-arrow** button or the **Find** button to select the correct one.
   Note: If the district has the Report Writer module and changes were last made to the check setup in Report Writer, a message will appear stating the changes will be lost if re-saved within the Check Setup - Vendors option; click **OK**.
3. Make the desired changes to the check setup.
4. After all the changes have been made, click the **Save** button.
   Note: If the district has the Report Writer module, the system will use the applicable settings from the Report Writer Defaults option when saving the changes for the check setup. For example, if the default for how a negative number prints is changed in the Report Writer Defaults option, the setting will be applied to the check setup.
5. If the report name was changed, a prompt will appear verifying whether or not to change the name or add a new one. To change the name for the check setup, click the **Change** button. To <u>not</u> change the name and revert to use the original report name, click the **Revert to Original** button. To add a new check setup with the specified report name that is a duplicate of the current check setup, click the **Create New** button.
6. If desired, click the **Execute** button to print a test of the check setup from within the Check Setup - Vendors option.

<u>Deleting a Check Setup for Vendors</u>:
1. From the Accounts Payable screen, select the **Maintenance** menu and then **Check Setup - Vendors**.
2. At the Check Setup - Vendors screen, enter the name of the check setup to delete in the Report Name field. If the name is not known, click the **down-arrow** button or the **Find** button to select the correct one.
   Note: If the district has the Report Writer module and changes were last made to the check setup in Report Writer, a message will appear stating the changes will be lost if re-saved within the Check Setup - Vendors option; click **OK**.
3. Once the check setup to delete is displayed on the screen, click the **Delete** button; when prompted to delete the record, click **Yes**.

Accounts Payable System File

The Accounts Payable System File includes customized information pertaining to the Accounts Payable module for your organization.

Completing the Accounts Payable System File:
1. From the Accounts Payable screen, select the **Maintenance** menu and then **Accounts Payable System File**.
2. **Only if your organization has licensed the Fixed Asset Inventory module,** enter the dollar amount to use as the threshold for what is considered to be a fixed (or capital) asset (or the dollar amount for what assets should be tracked as inventory in Fixed Asset Inventory) in the Minimum Inventory Amount field, if desired. The amount can be up to **14** digits long (including the decimal point and comma(s) if applicable) and will typically be rounded to **2** decimal places by the system if capable. By completing this field, the system will display a warning icon if a detail line item on a receiving or an invoice was entered in Accounts Payable with an amount equal to or greater than the amount entered in this field and did <u>not</u> have the Asset field selected (in Web Link, a message will display when saving a receiving line). Leave this field <u>blank</u> to <u>not</u> have the system display a warning icon (or message in Web Link, if applicable). See **Diagram A**.
3. Select the Warn if Purchase Order Over Budget field to have the system display a warning icon when entering a detail line item on a purchase order in Accounts Payable (or display a message in Web Link, if applicable) with an amount that goes over budget for the specified account number. A checkmark will appear in the box if the field is selected.
4. Select the Automatically Create Purchase Order in Invoice Entry field to have the system create a purchase order if a purchase order number is entered for an invoice, but the purchase order was <u>not</u> entered within the School Accounting System. A checkmark will appear in the box if the field is selected. If this field is selected, the purchase order is automatically created when the invoice is saved; otherwise, if this field is <u>not</u> selected, the system will prompt to create the purchase order once the invoice is saved.
5. Select the Include Purchase Order Number on Import Invoices field to have the Purchase Order Number field available when importing invoices. A checkmark will appear in the box if the field is selected. If this field is selected and a purchase order number (for a purchase order that was previously entered within the School Accounting System) is imported with an invoice, the detail lines on the purchase order and invoice will <u>not</u> be tied together (the outstanding balance on the purchase order will <u>not</u> be reduced); and if the purchase order number is for a purchase order that was <u>not</u> previously entered within the School Accounting System, the purchase order will automatically be created as part of the import process.
6. Select the Purchase Order Number Same as Requisition Number field to have the system use the requisition number as the purchase order number when selecting to make a requisition a purchase order in Accounts Payable (and Web Link, if applicable). A checkmark will appear in the box if the field is selected. If this field is <u>not</u> selected, the purchase order number will need to be manually entered or the system can automatically assign one at the time the requisition is selected to become a purchase order.

Diagram A

Tip: If this field is selected, a requisition number <u>cannot</u> be used if it matches a purchase order number that already exists, or a purchase order number <u>cannot</u> be used if it matches a requisition number that already exists.

7. Select the Automatically Calculate Totals on Data Entry field to have the system automatically add up all the detail line items when entering (saving) invoices in Accounts Payable and purchase orders and requisitions in Accounts Payable or Web Link, and display the total in the Invoice, Purchase Order, or Requisition Amount field located in the header. A checkmark will appear in the box if the field is selected.

8. Select the Allow Override Checking Account on Prepaid Information field to use a different checking account when completing the Prepaid Information section of an invoice (only applicable for a prepaid check or automatic payment) than what is specified in the Accounts Payable Checking Account ID field in the Fund File for the account numbers entered in the Detail Information section. A checkmark will appear in the box if the field is selected. If the field is <u>not</u> selected, the checking account designated in the Fund File for the account numbers entered in the Detail Information section must match the checking account entered in the Prepaid Information section in order to save the invoice.

9. In the Default Purchase Order Format field, enter the name of the report to print when clicking the **To Screen & Save** button from within the Purchase Orders option in Accounts Payable (or the **Print Purchase Order** button from within the Purchase Orders option in Web Link), or click the **down-arrow** button to select the correct one.

   Note: Only the reports created using the Purchase Order Format Setup option, along with the Standard Purchase Order Form, are able to be entered into this field.

10. To have the system automatically assign the next available purchase order number using a particular prefix (if the purchase order is <u>not</u> tied to a ship to address with a defined prefix or the Batch Beginning Purchase Order Number field is <u>not</u> completed for the batch of purchase orders), complete the Purchase Order Prefix section as follows:

    a. In the Type field, enter the correct option (**Fiscal Year** or **User Defined**) for whether to use the fiscal year as the prefix or a custom prefix, or click the **down-arrow** button to select the correct one. To use the fiscal year as part of the prefix (for example, FY16-17-), enter **Fiscal Year**. To use a custom prefix, enter **User Defined**.

    b. If **User Defined** is specified in the Type field, the Prefix field is enabled. If applicable, enter the desired prefix in the Prefix field. The prefix can be alphanumeric and up to **11** characters long. For example, if **A-** is entered as the prefix, purchase orders will be assigned a number that starts with **A-**, such as **A-0001**, **A-0002**, **A-0003**.

       Note: The prefix is only applicable (will be used) if the following criteria is met: 1) the purchase order number is <u>not</u> entered manually, but is instead automatically assigned by the system, 2) the purchase order is <u>not</u> tied to a Ship To Address with a defined prefix, and 3) the Batch Beginning Purchase Order Number field is <u>not</u> completed for the batch of purchase orders.

    c. If **Fiscal Year** is specified in the Type field, the Format field is enabled. If applicable, enter the format of the fiscal year to use as the prefix in the Format field, or click the **down-arrow** button to select the correct one.

    d. Enter the number of characters to use for the length of the purchase order numbers (when automatically assigned by the system using the prefix) in the Purchase Order Length field. This number must include the length of the prefix, have *at least* an additional **4** digits onto the length of the prefix, and <u>not</u> exceed **15**. For example, if **A-** is entered as a user-defined prefix, the length must be *at least* **6** and <u>*cannot be greater than*</u> **15**.

11. To have the system automatically assign the next available requisition number using a particular prefix (if the requisition is <u>not</u> tied to a ship to address with a defined prefix), complete the Requisition Prefix section as follows:

    a. In the Type field, enter the correct option (**Fiscal Year** or **User Defined**) for whether to use the fiscal year as the prefix or a custom prefix, or click the **down-arrow** button to select the correct one. To use the fiscal year as part of the prefix (for example, FY16-17-), enter **Fiscal Year**. To use a custom prefix, enter **User Defined**.

    b. If **User Defined** is specified in the Type field, the Prefix field is enabled. If applicable, enter the desired prefix in the Prefix field. The prefix can be alphanumeric and up to **11** characters long. For example, if **REQ-** is entered as the prefix, requisitions will be assigned a number that starts with **REQ-**, such as **REQ-0001**, **REQ-0002**, **REQ-0003**.

Note: The prefix is only applicable (will be used) if the following criteria is met: 1) the requisition number is <u>not</u> entered manually, but is instead automatically assigned by the system, and 2) the requisition is <u>not</u> tied to a Ship To Address with a defined prefix.

 c. If **Fiscal Year** is specified in the Type field, the Format field is enabled. If applicable, enter the format of the fiscal year to use as the prefix in the Format field, or click the **down-arrow** button to select the correct one.

 d. Enter the number of characters to use for the length of the requisition numbers (when automatically assigned by the system using the prefix) in the Requisition Length field. This number must include the length of the prefix, have *at least* an additional **4** digits onto the length of the prefix, and <u>not</u> exceed **15**. For example, if **REQ-** is entered as the prefix, the length must be *at least* **8** and <u>*cannot*</u> *be greater than* **15**.

12. Click the **Save** button.

Vendor Inquiry

The Vendor Inquiry option shows all transactions for a particular vendor. All the invoices, purchase orders, and requisitions that have been paid (applicable for invoices), are active, or have been entered and <u>not</u> yet posted (submitted, for requisitions) are included in the inquiry. The detail information, such as the date, description, and account number(s), for each transaction are shown.

Within the Vendor Inquiry option, the following items can be changed for an *active* invoice that is <u>not</u> yet selected to be paid: invoice date (only if operating on a cash basis), due date, check sequence, invoice description, account number (only if operating on a cash basis), invoice detail description (only if operating on a cash basis), and cost center (only if operating on a cash basis).

Completing a Vendor Inquiry:
1. From the Accounts Payable screen, select the **Options** menu and then **Vendor Inquiry**.

   Note: The Vendor Inquiry option can also be accessed from the **Options** menu within the Vendors, Invoices, and Purchase Orders options.

2. At the Vendor Inquiry screen, enter the ID for the vendor for which to complete the inquiry in the Vendor ID field. If the ID is not known, click the **down-arrow** button or the **Find** button to select the correct one. See **Diagram A**.

   Note: To search for a specific invoice, purchase order, or requisition instead, key the number of the invoice, purchase order, or requisition in the appropriate field, or click the **Search** button for the applicable field to select the desired one.

   Tip: If desired, click the **Go To** button located to the right of the Vendor ID field to open the specified vendor's record in the Vendor File.

3. Enter the desired viewing option (**Invoice View**, **Purchase Order View**, or **Requisition View**) for how to display (sort) the information on the Vendor Inquiry screen in the View Option field, or click the **down-arrow** button to select the correct one. To have the information sorted by the Transaction Type, Transaction Date, and then Invoice Number, enter **Invoice View**. To have the information sorted by the Purchase Order Number and then Purchase Order Detail Sequence, enter **Purchase Order View**. To have the information sorted by the Transaction Type and then Requisition Number, enter **Requisition View**. The default of **Invoice View** will appear, but can be changed.

4. All the transactions for the particular vendor will appear on the screen, along with the totals of the paid/history, active, and unposted/unsubmitted invoices, purchase orders, and requisitions.

   Tip: The order of the columns on the Vendor Inquiry screen can be changed by clicking on the column heading and dragging the column to the desired location. To change the order of the columns, or hide columns, so that the settings are retained for the next time the Vendor Inquiry

Diagram A

option is accessed, use the Set Screen Preferences option. If the screen preferences are changed, the default screen preferences can be restored, if desired.

5. To view the detail information for a particular invoice, purchase order, or requisition, double-click the desired line for the invoice, purchase order, or requisition. When finished, click the **Cancel** button to display only the information on the left side of the screen.

    Note: If viewing the detail information for a line item on a requisition, click the **To Screen** button located to the right of the Requisition Number field to preview or reprint a copy of the requisition using the report entered in the Default Requisition Form Report field for the specified approval tree within the Requisition Options option. If viewing the detail information for a line item on a requisition or purchase order, click the **Go To** button located to the right of the URL field to launch the Internet browser and display the specified website, if applicable. If viewing the detail information for a line item on a purchase order or a line item on an invoice or requisition tied to a purchase order, click the **To Screen** button located to the right of the Purchase Order Number field to preview or reprint a copy of the purchase order using the report entered in the Default Purchase Order Format field in the Accounts Payable System File. If viewing the detail information for a line item on an invoice or requisition tied to a purchase order, click the **Go To** button located to the right of the Purchase Order Number field to view the detail information for the purchase order. If viewing the detail information for a line item on an invoice that has been paid, click the **To Screen** button located to the right of the Check Number field to preview or reprint a copy of the check, which will include a "Copy" overlay; the **To Screen** button by the Check Number field is only enabled if the user has Full Access rights to the Replace/Reprint Checks option in Accounts Payable. If viewing the detail information for a line item on an invoice tracked as an asset to be added to the Fixed Asset Inventory module, click the **Show Details** button located to the right of the Asset field within the Invoice Header section to view the asset information. For purchase orders that have been received, if viewing the detail information for a line item on a purchase order that was tracked as an asset to be added to the Fixed Asset Inventory module, click the **Show Details** button located to the right of the Asset field in the Receiving Status List to view the asset information.

6. To change the invoice date (only if operating on a cash basis), due date, check sequence, invoice description, account number (only if operating on a cash basis), invoice detail description (only if operating on a cash basis), or cost center (only if operating on a cash basis) for an *active* invoice that is not yet selected to be paid, double-click the desired line for the invoice and make the change to the appropriate field.   If changing the account number, the new account must be within the *same* fund as the original account number. When finished, click the **Save** button to save the changes and then click the **Cancel** button to display the information on the left side of the screen.

7. If desired, a line item with an outstanding balance on a posted purchase order can be cancelled.

    Note: If a purchase order line item was cancelled, the date when it was cancelled will display in the Cancelled field, which appears when viewing the detail information for the line item.

8. If desired, the balance of a line item on a posted purchase order can be adjusted (increased or decreased).

9. If desired, to print the information for the vendor inquiry, print the **Vendor Inquiry** from the **Reports** menu.

Void Checks

The Void Checks option, which is in General Ledger but also can be accessed from Accounts Payable and Payroll, is used to void a check, direct deposit stub, or automatic payment stub. When accessing the Void Checks option from Accounts Payable or Payroll, only the items written in the particular module from which the option was accessed can be voided.

With the Void Checks option, the original entries that were posted to General Ledger when the item was written (and updated) are reversed, and the item is marked as voided for reconciliation purposes. Also, when voiding an Accounts Payable check, the invoices tied to the check are automatically voided, while the purchase orders (if applicable) can be restored to invoice and pay later, if desired. When voiding a Payroll check for an employee, the entries for leaves (if applicable) can be reversed, if desired.

Voiding a Check:
Note: Use the instructions below to void a check, direct deposit stub, or automatic payment stub. When voiding a direct deposit stub or an automatic payment stub, contact your bank to be sure that they are able to reverse the transaction before voiding the item within the School Accounting System. If a direct deposit stub is voided, all the direct deposit transactions (splits) included on the stub are voided, including any transactions (splits) that were written as a check, if applicable.

1. From the General Ledger screen, select the **Check Options** menu and then **Void Checks**.

   Note: If desired, to access the Void Checks option from Accounts Payable or Payroll, select the **Options** menu from the Accounts Payable or Payroll screen, **Check Options**, and then **Void Checks**. When accessing the option from Accounts Payable or Payroll, only the checks written in the particular module from which the option was accessed can be voided.

2. At the Void Checks screen, enter the appropriate type of check (**Automatic Payment**, **Check**, **Direct Deposit**, or **Zero Balance**) to void in the Check Type field, or click the **down-arrow** button to select the correct one. See **Diagram A**.

   Note: Click the **Find** button to select the correct check type, checking account, and check number of the check, direct deposit stub, or automatic payment stub to void; then continue with the Void Date field.

3. Enter the ID of the checking account from which the check to void was posted in the Checking Account ID field, or click the **down-arrow** button to select the correct one.

4. Enter the number of the check to void in the Check Number field, or click the **Find** button to select the correct one.

5. The information for the specified check (including the ID, name, and address for the employee, payee, or vendor to which the check was written, the amount, the date, and the journal code where the check was posted) will appear in the appropriate fields on the right side of the screen and <u>cannot</u> be changed.

6. Enter the date the check is voided in the Void Date field. The date should be *after* the date of the check and *within* the month specified as the Void Processing Month (completed in next step); also, if voiding a Payroll check, the Void Date <u>cannot</u> be in a different calendar year or fiscal year from the Check Date. Use the **mm/dd/yyyy** format or click the **down-arrow** button to select the desired date.

   Note: The date entered in this field will be used to determine on which Quarterly 941, Employee W2, or Vendor 1099 the voided amount will be reflected as those reports are all generated based on the Check Dates. If the date entered in this

The void date and void processing month need to be in the *same* month.

The default message of "Voided Check" will appear, but can be changed.

Diagram A

field is more than two months different from the current date, or is <u>not</u> in the month specified as the Void Processing Month, a warning icon will appear to the right of the field; verify the date entered is correct. If a Quarterly 941 has been electronically submitted for the applicable quarter, the system will <u>not</u> allow the date to be saved and an error icon will appear to the right of the field; verify the date entered is correct, and if needed, contact Customer Support for assistance.

7. Enter the month for which to post the voided check in the Void Processing Month field. Use the **mm/yyyy** format or click the **down-arrow** button to select the desired date.

    Note: If the month entered is *prior* to the current month, all the financials from the specified month and forward will be affected (changed). If the month entered in this field is more than two months different from the current month, a warning icon will appear to the right of the field; verify the month entered is correct. If the month entered in this field is different from the month specified in the Void Date field, a warning icon will appear to the right of the Void Date field; verify the dates entered are correct.

8. If voiding a Payroll check for an employee which included entries for one or more leaves, the Reverse Leaves field is enabled. Select the Reverse Leaves field when voiding the employee's check to reverse the entries for any leaves that are included on the check. For example, select the Reverse Leave field to reverse the entries if a leave is defined to accrue each pay period and the units earned for the leaves during the pay period should be subtracted from their current balance once the check is voided, or if leave was used during the pay period in which the check was written and it should be added back to their current balance once the check is voided. A checkmark will appear in the box if the field is selected.

9. If voiding an Accounts Payable check and the invoice(s) paid with the check were tied to a purchase order, the Restore Purchase Order(s) field is enabled. Select the Restore Purchase Order(s) field to restore the purchase order(s) in order to invoice and pay at a later date. A checkmark will appear in the box if the field is selected.

    Tip: Since the invoices tied to the check are automatically voided when the check is voided, utilize the Copy Invoice option to copy and recreate the voided invoice in order to pay at a later date, if needed.

10. If voiding an Accounts Payable check that was written in a prior fiscal year or contains invoices that were expensed in a prior fiscal year (from operating on an accrual basis or using the Expense Outstanding Payables option; does <u>not</u> apply to invoices that were reverse GAAP expensed), the Reversal Option field is enabled. If applicable, enter the option for the entries to make when voiding the check in the Reversal Option field, or click the **down-arrow** button to select the correct one.

    Note: If **Debit Cash and Credit Refund of Prior Years' Expenditures Account in specified Void Processing Month** is selected as the Reversal Option, the Refund of Prior Years' Expenditures Account field in the Fund File must be completed for the applicable fund(s).

    Tip: If the check contained invoices that were expensed in a prior fiscal year and some that were expensed in the same fiscal year, the Reversal Option is only applicable for the invoices that were expensed in a prior fiscal year.

11. If desired, enter a comment for why the check is being voided in the Comments field. The comment can be alphanumeric and up to **1,000** characters long. The default message of "Voided Check" will appear, but can be changed.

    Note: Once the check is voided, this comment will be reflected in the Comments field in the Checks File Maintenance for the voided check.

12. Click the **Execute** button to continue voiding the check.

    Note: If voiding a Payroll check, the system will automatically accumulate the payables in the Deductions Payable and Taxes Payable options for all deductions and taxes which are tied to payees (Payee ID field is completed).

13. A message will appear once the check is voided; click **OK**.

14. If desired, print a Check Register from the **Reports** menu in General Ledger, selecting the Voids Only report selection to view a listing of the checks, direct deposit stubs, and/or automatic payment stubs that were voided.

    Note: When printing a Check Register, to specify a particular date range for when the voided checks were written (<u>not</u> voided), use the Check Date parameter; to specify a particular date range for when the checks were voided, use the Void Date parameter.

Replace/Reprint Checks

The Replace/Reprint Checks option, which is in General Ledger but also can be accessed from Accounts Payable and Payroll, is used to reprint a check, direct deposit stub, or automatic payment stub that was lost. When accessing the Replace/Reprint Checks option from Accounts Payable or Payroll, only the items written in the particular module from which the option was accessed can be replaced or reprinted.

The Replace/Reprint Checks option can be used in the following ways: 1) a posted check, direct deposit stub, or automatic payment stub can be reprinted on plain paper using the *same* check (or stub) number as originally used, for purposes of just printing the stub information for a lost check (with a "Copy" overlay); 2) a posted check can be replaced by printing a new check (on check stock) using a newly assigned check number, for purposes of reissuing a lost check that is outstanding (not yet cashed); or 3) a posted direct deposit stub containing only one direct deposit transaction (split) that is outstanding (not yet cleared) can be replaced by printing a check (on check stock) using a newly assigned check number, for purposes of reissuing a direct deposit stub as a check in the situation where a bank rejects (is not able to process) a direct deposit. With the Replace/Reprint Checks option, if the check or direct deposit stub is reissued (example 2 or 3 above), the system marks the original check or direct deposit stub as voided and then creates an entry in the Checks File Maintenance for the new check for reconciliation purposes.

Replacing/Reprinting a Check:

1. From the General Ledger screen, select the **Check Options** menu and then **Replace/Reprint Checks**.

    Note: If desired, to access the Replace/Reprint Checks option from Accounts Payable or Payroll, select the **Options** menu from the Accounts Payable or Payroll screen, **Check Options**, and then **Replace/Reprint Checks**. When accessing the option from Accounts Payable or Payroll, only the checks written in the particular module from which the option was accessed can be replaced or reprinted.

2. At the Replace/Reprint Checks screen, enter the appropriate type of check (**Automatic Payment**, **Check**, **Direct Deposit**, or **Zero Balance**) to replace or reprint in the Check Type field, or click the **down-arrow** button to select the correct one. See **Diagram A**.

    Note: Click the **Find** button to select the correct check type, checking account, and check number of the check, direct deposit stub, or automatic payment stub to replace or reprint; then continue with the Check Date field.

3. Enter the ID of the checking account from which the check to replace or reprint was posted in the Checking Account ID field, or click the **down-arrow** button to select the correct one.

In this example, check number 1409 is lost and being replaced with check number 1503.

Diagram A

4. Enter the number of the check to replace or reprint in the Check Number of Lost Check field, or click the **Find** button to select the correct one.

    Note: If the check, direct deposit stub, or automatic payment stub has been cleared, a warning icon will appear to the right of the Check Number of Lost Check field.

    Tip: The name of the entity to whom the check, direct deposit stub, or automatic payment stub was issued appears to the right of the Check Type field.

5. The date of the specified check will appear in the Check Date field and cannot be changed.

6. The Replacement Check Type field will only be enabled if the item selected is a direct deposit stub containing only one direct deposit transaction (split) and is outstanding (not yet cleared). If

applicable, to replace the direct deposit stub as a check in the situation where a bank rejects (is <u>not</u> able to process) a direct deposit, enter **Check** in the Replacement Check Type field (or click the **down-arrow** button to select it); otherwise, to reprint the direct deposit for purposes of just reprinting the stub information, leave **Direct Deposit** in the Replacement Check Type field.

7. If applicable, enter the number of the new check in the Replacement Check Number field. The check number can be up to **9** digits long. To reprint a check that has <u>not</u> yet been cashed for purposes of just reprinting the stub information, be sure to use the *same* check number. To replace a check that has <u>not</u> yet been cashed for purposes of voiding the original check and reissuing a new check, be sure to use a *different* check number.

   Note: If reprinting a direct deposit stub, an automatic payment stub, or a cleared check, the Replacement Check Number field will be disabled and <u>cannot</u> be changed.

8. If applicable, the date of the check will appear in the Replacement Check Date field, but can be changed if a new date is desired for the replacement check. To change the date, key the new date over the date that is displayed using the **mm/dd/yyyy** format, or click the **down-arrow** button to select the desired date.

   Note: If reprinting a direct deposit stub, an automatic payment stub, a cleared check, or an uncleared check using the same check number, the Replacement Check Date field will be disabled and <u>cannot</u> be changed.

9. If desired, enter a comment for the check that was lost in the Comment for Lost Check field. The comment can be alphanumeric and up to **1,000** characters long. A default comment will appear, but can be changed.

   Note: Once the check is replaced or reprinted, this comment will be reflected in the Comments field in the Checks File Maintenance for the lost check.

10. If applicable, enter a comment for the check that will be written to replace the lost check in the Comment for Replacement Check field. The comment can be alphanumeric and up to **1,000** characters long. A default comment will appear, but can be changed.

    Note: Once the check is replaced or reprinted, this comment will be reflected in the Comments field in the Checks File Maintenance for the replacement check. If reprinting a direct deposit stub, an automatic payment stub, a cleared check, or an outstanding check using the *same* check number, the Comment for Replacement Check field will be disabled and <u>cannot</u> be changed.

11. Click the **To Screen & Save** button to update the Checks File Maintenance with the comments and new check number (if applicable), void the lost check (if applicable), and print the new check at this time. If using a check-writing software, click the **Check Writing Software** button to update and then print the check to a file; when prompted, specify the correct path (drive and folders), edit the file name if needed, and then click the **Save** button.

    Note: The check will be printed using the default check (or direct deposit) format for the applicable checking account as defined in the appropriate Check Setup option.

12. If a check does <u>not</u> have any detail entries tied to it, a message will appear stating the information for the check was updated but the replacement check will need to be handwritten; click **OK** and then handwrite the check.