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**A/P MAINTENANCE MENU (APMAINT)**

The Accounts Payable Maintenance Menu provides options for maintaining A/P vendors and related codes and files.

```

=====
M@011      Menu for   Macomb ISD                      1/25/05
ISD5       Menu name A/P Maintenance Menu             10:43:52
=====
 1  Vendor Maintenance                               VENDMAINT
 2  Vendor Maintenance - Restricted                   VENDMAINTR
 3  Vendor Address Copy                             VENDCOPY
 4  Vendor Transfer                                 VENDXFER
 5  Bank Maintenance                               BANKMAINT
 6  Open Items Maintenance                         OPENMAINT
 7  Open Items Change - Vendor #/Invoice #          OPENCHG
 8  Invoice Batch Header Maintenance                BATCHMAINT
 9  A/P District Header Maintenance                APHDR
10  Check Processing Status Maintenance             APCHKMAINT
11  Check Processing User Transfer                 APCHKTRAN
12  Remove Invoice Batch                           RMVBATCH
13  Invoice Fund Security Maintenance               INVSEC
14  Miscellaneous Code Maintenance                 APMISC
=====
                                Option  [REDACTED]                More...

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

```

**A/P Maintenance Menu – continued**

```

=====
M@011      Menu for   Macomb ISD                      1/21/05
ISD5       Menu name A/P Maintenance Menu             15:02:55
=====
 1  Convert Vendors To Multiple Address File        CD0820
 2  Create CEO Vendor Download (CDCEOVEND)          CEOVEND
=====

                                Option  [REDACTED]

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

```

## Vendor Maintenance (VENDMAINT) or Vendor Maintenance – Restricted (VENDMAINTR)

This option allows for maintaining vendors for use within the Accounts Payable and Purchase Order applications.

Tip: The “Restricted” option *only* allows purchase order addresses to be maintained for existing vendors.

CD0010DF.S1 MACOMB ISD DEMO	Vendor Maintenance	1/24/05 08:37:21
<p>Vendor Number: _____</p> <p>Address Default: <u>PO</u> (AP/PO)</p>		
F3 - Cancel	F4 - List	F10 - Add

- Vendor Number: Vendor number or press **F4** to select from the alpha sorted Vendor file. The number is system assigned if left blank when adding a vendor.
- **Address Default:** AP/PO (AP – Accounts Payable, PO – Purchase Order) Initial address type to be maintained; defaults to the Multiple Address Default on the A/P District Header (**APHDR**). This option is *only* available if the Multiple Vendor Addresses flag on the A/P District Header is “yes.”

Tip: The address type defaults to "PO," and is protected, with the "Restricted" option.

### Function Keys

Enter

Advances to the Multiple Address detail screen.

Tip: Advances to the Single Address detail screen if the Multiple Vendor Addresses flag on the A/P District Header (**APHDR**) is “no.”

F3 – Cancel

Returns to the menu.

F4 – List

Displays a window listing valid entries for the field where the cursor is located.

F10 – Add

Advances to the Multiple Address detail screen and allows a vendor to be added.

Tip: Advances to the Single Address detail screen if the Multiple Vendor Addresses flag on the A/P District Header (**APHDR**) is “no.”

Tip: This function is *not* available with the "Restricted" option.

**Vendor Maintenance – Multiple Address Detail**

Vendor and address information is provided.

CD0010DF.S4		Vendor Maintenance		5/04/11	
MACOMB ISD DEMO				11:03:27	
Vendor #	27530	Flag:	_ Active	Sort:	OFFICE Entered 0/00/00
Name:	OFFICE SUPPLY SUPERSTORE				
Name 2:					
Terms:		Statement Account:	N (Y/N)		
W9:	Y (Y/N)	1099 Flag:	Y	SSN Or EIN:	2228 SSN: N (Y/N)
----- P0 Address -----					
Address 1	Address 2	P0 Box	Phone/Fax		
55214 MAIN STREET					
City: CLINTON TWP.	State: MI Zip: 48038-8002				
1204 EASTSIDE DRIVE					
City: WARREN	State: MI Zip: 48526				
City:	State: Zip:				
+					
F4 - List	F7 - AP Address	F9 - Comments	F12 - Return	F23 - Delete	

Tip: The cursor is positioned on the sort field if the Position Cursor On Vend Sort flag on the A/P District Header (**APHDR**) is "yes." If "no," the cursor is positioned on the vendor name field.

- Vendor #: Vendor number *displayed*.
- Flag: (Blank – Active) Vendor type or status and description; defaults to "active." Press **F4** to select from the flag sorted Vendor Description file.

Tip: Inactive vendors ("I") *cannot* be used on purchase orders or invoices and are *not* displayed with the **F4 – List** function within the purchase order and invoice maintenance options.

- Sort: Vendor sort is the first sort field (followed by vendor name) for check printing and as an option on the **F4 – List** function for selecting a vendor. Defaults to the first six characters of the vendor name if the Default Vendor Sort flag is "yes" on the A/P District Header (**APHDR**) and the sort is blank.

Tip: To sort "The State Of Michigan" within the S's, use "State" as the vendor sort.

Tip: The sort can be used to group A/P checks for distribution. Employee vendors could begin with "ZZ" or "99" to group the checks at the end of the check run.

- Entered: Date vendor added to the system and user name who added the vendor *displayed*.

Tip: Refer to the Comments screen to override the vendor name(s) to be printed on the 1099 form.

- **Name:** Vendor name.
- Name 2: Additional vendor name to include on A/P checks and purchase orders.
- Terms: Vendor terms for inquiry purposes *only*.
- Statement Account: Y/N (Y – Yes, N – No) A “yes” produces a separate 8 ½ x 11 vendor statement during the check processing that includes *all* invoice detail line items. The check stub *only* contains “See Attached.” If “no,” the default, *only* one line item per invoice number is printed on the check stub with the total amount of *all* invoice line items.

Tip: If invoices have been selected for payment and check numbers assigned and this flag is changed, the Assign Check Numbers And Print Summary Check Register (**ASSIGN#**) option *must* be reprocessed.

- **W9:** Y/N (Y – Yes, N – No) A “yes” indicates the W9 is on file. Defaults to “no.”
- **1099 Flag:** 1099 flag defaults to *all* invoice line items for the vendor. Press **F4** to select from the flag sorted 1099 description file. Defaults to “no.”

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

Tip: The 1099 flag on individual invoice line items can be overridden from the above flag when entering the invoice or the flag can be changed in the A/P History file by using the 1099 File Maintenance (**MAINT1099**) option.

- SSN Or EIN: Social security number or employer identification number. *Required* for a 1099 vendor.

Tip: If the vendor is already on file, *only* the last 4 are *displayed*. Press **F1** to display the complete number.

- SSN: Y/N (Y – Yes, N – No) A “yes” formats the SSN or EIN number on the 1099 form as a social security number; defaults to “no.”

#### Address Detail

Tip: The selected address type is *displayed*; press **F7** to switch the address type.

- Address 1: Street number and name.
- Address 2: Address line 2.
- PO Box: Post office box.
- Phone: Area code and phone number.
- City: City name; *required* if State is entered.
- State: USPS abbreviation; *required* if City is entered. Press **F4** to select from the alpha sorted State file.

Tip: The State file contains entries for foreign countries; the printed address includes the appropriate name and/or country. The following are some examples:

State	Printed Name/Country
AU	Australia
ON	Ontario, Canada
OX	Oxford, England

- Zip: Zip + 4 code; *required* if State is entered.
- Fax: Area code and fax number.

Tip: To remove an address, clear all address detail fields. An address that has already been used can *only* be removed if *all* purchase orders with that address are closed and *all* checks with that address have been updated.

### **Function Keys**

Enter	Updates after confirming by pressing <b>Enter</b> and returns to the selection screen.
F4 – List	Displays a window listing valid entries for the field where the cursor is located.
F7 – AP Address (or PO Address)	Updates after confirming by pressing <b>F7</b> and redisplay the screen with the AP (or PO) addresses. This function key is highlighted when there is an AP (or PO) address for the vendor.

Tip: This function is *not* available with the "Restricted" option.

F9 – Comments	Advances to the Comments screen. This function key is highlighted when there are comments for the vendor.
F12 – Return	Returns to the selection screen <i>without</i> updating.
F23 – Delete	Deletes the displayed vendor after confirming by using <b>F23</b> and returns to the selection screen.

Tip: Vendors can *only* be deleted if never been used.

Page Down/Page Up	Down one screen/Up one screen.
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**Vendor Maintenance – Single Address Detail**

Vendor and address information is provided.

Tip: Refer to Convert Vendors To Multiple Address File (**CD0820**) to convert the vendor file to multiple addresses. Converting to multiple vendor addresses eliminates the need to have multiple vendor numbers for the same vendor with different addresses.

CD0010DF.S2		Vendor Maintenance		1/24/05	
MACOMB ISD DEMO				08:41:11	
Vendor Number 27530		Flag: _ Active		Sort: OFFICE	
Name: OFFICE SUPPLY SUPERSTORE					
Name 2:					
Address 1: 55214 MAIN STREET					
Address 2:					
City: CLINTON TWP.		P.O. Box:		State: MI Zip Code: 48036-8002	
Telephone:		Fax #:			
W9: Y (Y/N) 1099 Flag: N SSN Or EIN: 382722228 SSN: N (Y/N)					
Statement Account: N (Y/N) Terms:					
Remit To Address					
Name: OFFICE SUPPLY SUPERSTORE					
Name 2:					
Address 1: 44155 LAKE DRIVE					
Address 2: SUITE 125					
City: HARRISON TWP.		P.O. Box:		State: MI Zip Code: 48039	
Telephone:		Fax #:			
F4 - List F8 - Update/Copy Address F9 - Comments F12 - Return F23 - Delete					
To Remit To					

Tip: The cursor is positioned on the sort field if the Position Cursor On Vend Sort flag on the A/P District Header (**APHDR**) is “yes.” If “no,” the cursor is positioned on the vendor name field.

- Vendor Number: Vendor number *displayed*.
- Flag: (E – Employee, I – Inactive, O – Athletic Official, R – Retiree, T – Temp, Blank – Active) Vendor type or status and description; defaults to "active." Press **F4** to select from the flag sorted Vendor Description file.

Tip: Inactive vendors (“I”) *cannot* be used on purchase orders or invoices and are *not* displayed with the **F4 – List** function within the purchase order and invoice maintenance options.

- Sort: Vendor sort is the first sort field (followed by vendor name) for check printing and as an option on the **F4 – List** function for selecting a vendor. Defaults to the first six characters of the vendor name if the Default Vendor Sort flag is “yes” on the A/P District Header (**APHDR**) and the sort field is blank.

Tip: To sort “The State Of Michigan” within the S’s, use “State” as the vendor sort.



Tip: The sort field can be used to group A/P checks for distribution. Employee vendors could begin with "ZZ" or "99" to group the checks at the end of the check run.

- Entered: Date vendor added to the system *displayed*.

Tip: Refer to the Comments screen to override the vendor name(s) to be printed on the 1099 form.

#### PO Address

- **Name:** Vendor name.
- Name 2: Additional vendor name to include on A/P checks and purchase orders.
- Address 1: Street number and name.
- Address 2: Address line 2.
- P.O. Box: Post office box.
- City: City name.
- State: USPS abbreviation; *required* if City is entered. Press **F4** to select from the alpha sorted State file.

Tip: The State file contains entries for foreign countries; the printed address includes the appropriate name and/or country. The following are some examples:

State	Printed Name/Country
AU	Australia
ON	Ontario, Canada
OX	Oxford, England

- Zip Code: Zip + 4 code.
- Telephone: Area code and phone number.
- Fax #: Area code and fax number.
- **W9:** Y/N (Y – Yes, N – No) A “yes” indicates the W9 is on file for the vendor. Defaults to “no.”
- **1099 Flag:** 1099 flag defaults to *all* invoice line items for the vendor. Press **F4** to select from the flag sorted 1099 description file. Defaults to “no.”

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

Tip: The 1099 flag on individual invoice line items can be overridden from the above flag when entering the invoice or the flag can be changed in the A/P History file by using the 1099 File Maintenance (**MAINT1099**) option.

- SSN Or EIN: Social security number or employer identification number. *Required* for a 1099 vendor.
- SSN: Y/N (Y – Yes, N – No) A “yes” formats the SSN or EIN number on the 1099 form as a social security number; defaults to “no.”
- Statement Account: Y/N (Y – Yes, N – No) A “yes” produces a separate 8 ½ x 11 vendor statement during the check processing that includes *all* invoice detail line items. The check stub *only* contains “See Attached.” If “no,” the default, *only* one line item per invoice number is printed on the check stub with the total amount of *all* invoice line items.

Tip: If invoices have been selected for payment and check numbers assigned and this flag is changed, the Assign Check Numbers And Print Summary Check Register (**ASSIGN#**) option *must* be reprocessed.

- Terms: Vendor terms for inquiry purposes *only*.

#### Remit To Address

Tip: If the following names or address are blank, the above PO names or address are used for the A/P check.

- Name: Vendor name.
- Name 2: Additional vendor name to include on A/P checks.
- Address 1: Street number and name.
- Address 2: Address line 2.
- P.O. Box: Post office box.
- City: City name.
- State: USPS abbreviation; *required* if City is entered. Press **F4** to select from the alpha sorted State file.

Tip: The State file contains entries for foreign countries; the printed address includes the appropriate name and/or country. The following are some examples:

State	Printed Name/Country
AU	Australia
ON	Ontario, Canada
OX	Oxford, England

- Zip Code: Zip + 4 code.
- Telephone: Area code and phone number.
- Fax #: Area code and fax number.

**Function Keys**

Enter	Updates and returns to the selection screen.
F4 – List	Displays a window listing valid entries for the field where the cursor is located.
F8 – Update/Copy Address To Remit To	Updates, copies the PO Address to the Remit To Address and returns to the selection screen.
F9 – Comments	Advances to the Comments screen. This function key is highlighted when there are comments for the vendor.
F12 – Return	Returns to the selection screen <i>without</i> updating.
F23 – Delete	Deletes the displayed vendor after confirming by using <b>F23</b> and returns to the selection screen.

Tip: Vendors can *only* be deleted if the vendor has never been used.

## Vendor Maintenance – Comments

This screen allows for comments to be attached to the vendor or for a 1099 form name override.

[illegible]

- Vendor: Vendor number and name *displayed*.
- Date: Comment date.
- Comments: Vendor comments or 1099 form name override.

Tip: If a comment exists, the **F9 – Comments** function key is highlighted on the detail screen.

Tip: To override the 1099 form name, enter "1099:" then the name to print on the form (one name per comment line). A maximum of two names can be printed on the form.

## Function Keys

Enter

Updates and returns to the previous screen.

## F12 – Return

Returns to the previous screen *without* updating.

Page Down/Page Up

Down one screen/Up one screen.

## Vendor Address Copy (VENDCOPY)

This option provides for copying *all* addresses from one vendor to another with the option of inactivating the "From Vendor."

Tip: This option can be used to combine the addresses for the same vendor that has multiple vendor numbers after converting the Vendor file to multiple vendor addresses. Refer to Convert Vendors To Multiple Address File (**CD0820**) to convert the vendor file.

CD0018DF.S1 MACOMB ISD DEMO	Vendor Address Copy	4/06/04 12:58:54
<p>From Vendor Number: _____</p> <p>To Vendor Number: _____</p> <p>Inactivate Vendor: _ (Y/N)</p>		
F3 - Cancel		F4 - List

- **From Vendor Number:** Copy from vendor number or press F4 to select from the alpha sorted Vendor file.
- **To Vendor Number:** Copy to vendor number or press F4 to select from the alpha sorted Vendor file.
- **Inactivate Vendor:** Y/N (Y – Yes, N – No) A “yes” inactivates the "From Vendor" after copying the addresses; defaults to “no.”

Tip: Inactive vendors cannot be used on purchase orders or invoices and are not displayed with the **F4 – List** function within the purchase order and invoice maintenance options.

### Function Keys

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

## Vendor Address Copy – Detail

The detail screen displays *all* addresses to copy.

CD0018DF.S3		Vendor Address Copy		1/20/05	
MACOMB ISD DEMO				15:51:09	
<b>From:</b> Vendor # 10156					
Name: ABC WAREHOUSE					
Name 2:					
<b>To:</b> Vendor # 3230					
Name: ABC WAREHOUSE					
Name 2:					
<u>Type</u>	<u>Address 1</u>	<u>Address 2</u>	<u>PO Box</u>	<u>Phone/Fax</u>	
AP	ONE SILVERDOME IND. PARK	P.O. BOX 436001			
	City: PONTIAC	State: MI Zip: 48343-6001			
PO	15477 HALL ROAD				
	City: MT. CLEMENS	State: MI Zip: 48044			
F12 - Return					

### From

- Vendor #: Vendor number.
- Name: Vendor name.
- Name 2: Additional vendor name.

### To

- Vendor #: Vendor number.
- Name: Vendor name.
- Name 2: Additional vendor name.

### From Vendor Address Detail

- Type: (AP – Accounts Payable, PO – Purchase Order) Address type.
- Address 1: Street number and name.
- Address 2: Address line 2.
- PO Box: Post office box.
- Phone: Area code and phone number.
- City: City name.
- State: USPS abbreviation.
- Zip: Zip + 4 code.
- Fax: Area code and fax number.

### Function Keys

Enter	Updates after confirming by pressing <b>Enter</b> and returns to the selection screen.
F12 – Return	Returns to the selection screen <i>without</i> updating.
Page Down/Page Up	Down one screen/Up one screen.

## Vendor Transfer (VENDXFER)

The transfer option provides for transferring *all* vendor information including A/P check history, open invoices and purchase orders to another vendor. The “From Vendor” is inactivated and the name is changed to “See Vendor Number xxxxxx” (xxxxxx is the vendor number transferred to).

Tip: This option can be used to “clean up” the vendor file if the same vendor has multiple vendor numbers and can also be used to copy the selected addresses for processing with multiple vendor addresses.

CD0040DF.S1 MACOMB ISD DEMO	Vendor Transfer	1/24/05 09:14:24
<p>From Vendor Number: _____</p> <p>To Vendor Number: _____</p> <p>Transfer Address: _ (Y/N)</p>		
F3 - Cancel		F4 - List

- **From Vendor Number:** Transfer from vendor number or press **F4** to select from the alpha sorted Vendor file.
- **To Vendor Number:** Transfer to vendor number or press **F4** to select from the alpha sorted Vendor file.
- **Transfer Address:** Y/N (Y – Yes, N – No) A “yes” allows for selecting the addresses to transfer to the "To Vendor."

Tip: The previous from and to vendor numbers transferred are *displayed*.

### Function Keys

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



## Vendor Transfer – Detail

The detail screen displays the addresses available to copy.

CD0040DF.S3		Vendor Transfer		1/24/05	
MACOMB ISD DEMO				09:14:54	
<b>From:</b> Vendor # 10156 Name: ABC WAREHOUSE Name 2:					
<b>To:</b> Vendor # 3230 Name: ABC WAREHOUSE Name 2:					
Place An X Next To The Selected Address(s) To Transfer					
<u>X</u>	<u>Type</u>	<u>Address_1</u>	<u>Address_2</u>	<u>PO_Box</u>	<u>Phone/Fax</u>
—	PO	15477 HALL ROAD City: MT. CLEMENS	State: MI Zip: 48044		
—	AP	ONE SILVERDOME IND. PARK City: PONTIAC	P.O. BOX 436001 State: MI Zip: 48343-6001		
F12 - Return					

### From

- Vendor #: Vendor number.
- Name: Vendor name.
- Name 2: Additional vendor name.

### To

- Vendor #: Vendor number.
- Name: Vendor name.
- Name 2: Additional vendor name.

Tip: If the Transfer Address flag is "no," the following fields are not available.

### Address Detail

- **X:** Select address(s) to transfer.
- **Type:** (AP – Accounts Payable, PO – Purchase Order) Address type.
- **Address 1:** Street number and name.
- **Address 2:** Address line 2.
- **PO Box:** Post office box.
- **Phone:** Area code and phone number.
- **City:** City name.
- **State:** USPS abbreviation.
- **Zip:** Zip + 4 code.
- **Fax:** Area code and fax number.

**Function Keys**

Enter	Redisplays the screen with the option to process the transfer.
F12 – Return	Returns to the selection screen <i>without</i> updating.
F15 – Process	Displayed after <b>Enter</b> is pressed. Submits the transfer for batch processing and returns to the selection screen.
	Report: CD0040 – Vendor Transfer

**Output**

Sort:	N/A
Header:	N/A
Detail:	From Vendor Number, From Vendor Name, To Vendor Number, To Vendor Name
Totals:	N/A

## Bank Maintenance (BANKMAINT)

This option allows for the maintenance of the A/P banks used for invoice processing.

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

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

Tip: If adding a new bank account, please contact the MISD support staff to have the check overlay created for the new account *before* processing invoices for the account.

CD0020DF.S1 MACOMB ISD DEMO	Bank Maintenance	1/24/05 09:19:35
Bank Number: ____		
F3 - Cancel	F4 - List	F10 - Add

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

Tip: Bank number *cannot* be "999."

### Function Keys

Enter	Advances to the detail screen.
F3 – Cancel	Returns to the menu.
F4 – List	Displays a window listing valid entries for the field where the cursor is located.
F10 – Add	Advances to the detail screen and allows a bank to be added.

**Bank Maintenance – Detail**

Detailed bank information is provided.

CD0020DF.S2 MACOMB ISD DEMO	Bank Maintenance	5/04/11 11:10:00
Bank Number 001		
Status:	A A=Active/I=Inactive	
Bank Name:	NATIONAL CITY - ACCTS PAYABLE	
Bank Acct #:	6230309607	
A/P Account ASN:	8402020	
Cash Account ASN:	7101120	
Alternate Cash ASN:	_____	
Last Check #:	222127	
Assign Next Check # From Bank & Update Change To Bank: ____ (Bank #)		
F12 - Return	F23 - Delete	

- Bank Number: Bank number *displayed*.
- **Status:** A/I (A – Active/I – Inactive) Bank status. Invoices *cannot* be entered for an inactive bank.
- **Bank Name:** Bank name.
- **Bank Acct #:** Bank account number.

Tip: The account number is *only* used for the processing of the uploaded check reconciliation file or for files received electronically (refer to the A/P Check Reconciliation Menu [APRECON]).

Tip: Refer to A/P Invoice Processing Menu (**APINV**), Open Items Maintenance (**OPENMAINT**), Update Files With Checks Written (**CHKUPD**), and Void Check Update (**VOIDUPD**) for detailed use of the A/P and cash ASNs.

- A/P Account ASN: Accounts payable ASN used for the automatic posting of journal entries for A/P computer check invoices.
- Cash Account ASN: Cash ASN used for the automatic posting of journal entries for A/P invoices.
- Alternate Cash ASN: Alternate cash ASN used for the automatic posting of journal entries for A/P invoices. If entered, the user is *required* to select the primary or alternate ASN for the journal entry when posting the invoice batch and when updating the check run.

- Last Check #: The last check number updated automatically during the A/P check update or the check replacement update. The number is automatically incremented for the starting number for a new check run or for a replacement check.
- Assign Next Check # From Bank & Update Change To Bank: If a bank number is entered, the check number for invoices for the bank being maintained is pulled from this bank. The bank number on those invoices is also changed to this bank number when the checks are updated.

Tip: This option allows for the processing of invoices and checks separately by using multiple banks that *all* use sequential check numbers from another bank.

### **Function Keys**

Enter	Updates and returns to the selection screen.
F12 – Return	Returns to the selection screen <i>without</i> updating.
F23 – Delete	Deletes the displayed bank after confirming by using <b>F23</b> and returns to the selection screen.

## Open Items Maintenance (OPENMAINT)

This option allows for maintaining invoices that have been posted to the Open Items file.

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

Tip: If an invoice has been selected for payment (refer to the detail screen), only the user who selected the invoice can maintain the invoice. If a selected invoice is updated or deleted, the check processing status is reset and the processing must be restarted with the Select Invoices For Payments (**SELINV**) option.

Tip: A journal entry is automatically posted to the Finance Monthly file for the line item ASN(s) and for the A/P (for computer checks) or Cash (for manual checks) ASN if an ASN or amount is changed or if a line item or the invoice is deleted. If a line item is changed, the journal reverses the original ASN and amount and posts the new ASN and amount. If a line item or the invoice is deleted, the journal reverses the original ASN and amount. The journal number is formatted as “APmmddyyxx” (mmddyy is the current date and xx starts at “01” and is incremented by 1 for each journal created on that day).

CD0030DF.S1 MACOMB ISD DEMO	Open Items Maintenance	1/21/05 07:57:32
Vendor Number: _____		
F3 - Cancel		F4 - List

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

### Function Keys

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

**Open Items Maintenance – Invoice Selection**

This window displays *all* invoices for the vendor in the Open Items file.

CD0030DF.S1		Open Items Maintenance		1/21/05 08:15:55													
MACOMB ISD DEMO																	
Vendor Number: <u>27530</u>																	
<table border="1"> <thead> <tr> <th>X</th> <th>Invoice #</th> <th>Inv Date</th> <th>Gross Amount</th> <th>Due Date</th> <th>P.O. #</th> </tr> </thead> <tbody> <tr> <td>—</td> <td>1125478A</td> <td>1/18/05</td> <td>776.44</td> <td>1/21/05</td> <td>32573</td> </tr> </tbody> </table>						X	Invoice #	Inv Date	Gross Amount	Due Date	P.O. #	—	1125478A	1/18/05	776.44	1/21/05	32573
X	Invoice #	Inv Date	Gross Amount	Due Date	P.O. #												
—	1125478A	1/18/05	776.44	1/21/05	32573												
F12 - Return																	

- **X:** Select invoice number.

Tip: This option is *not* available if the invoice has been selected for payment by another user.

- Invoice #: Invoice number being paid.
- Inv Date: Invoice date.
- Gross Amount: Gross amount of *all* invoice detail line items.
- Due Date: Invoice due date.
- P.O. #: Purchase order number.
- Selected By: Selected by user profile is *only* displayed if the invoice is selected for payment by another user.

**Function Keys**

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

**Open Items Maintenance – Detail**

Invoice header and detail information is provided.

CD0030DF.S2		Open Items Maintenance		1/21/05	
MACOMB ISD DEMO				08:24:59	
Vendor Number	27530	P.O. Number	32573	Invoice Number	1125478A
OFFICE SUPPLY SUPERSTORE		Bank Number:		<u>1</u>	
3000 KING STREET		Invoice Date:		<u>11805</u>	Due Date: <u>12105</u>
SUITE 200		Gross Amt:		<u>776.44</u>	
SAGINAW, MI 48605-1838		Separate Check:		<u>N</u>	Net Amt <u>776.44</u>
		Discount Amt:		Misc: <u>    </u>	
		Check Number:		Date: <u>    </u>	
Invoice Is Selected For Payment In Current Check Run. If ENTER Is Pressed, Or					
If Invoice Is Deleted, The Selection Option Must Be Run Again.					
Hld	ASN	Amount	Description	Rcv Qty	Rcv Amt
-	1113240	525.36	POSTURE CHAIR	1	-
-	1115110	76.08	PHOTO PAPER	3	-
-	1115110	175.00	MISCELLANEOUS SUPPLIES		175.00
-					-
-					-
-					-
-					-
F2 - Chg Address		F12 - Return		F23 - Delete	

- Vendor Number: Vendor number *displayed*. The vendor name and address are *displayed* below the number.
- P.O. Number: PO number *displayed*.
- Invoice Number: Invoice number *displayed*.
- **Bank Number:** Bank number for the invoice or press **F4** to select from the number sorted Bank file.

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

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

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

- **Gross Amt:** The gross amount of *all* invoice detail line items. The gross amount *must* match the total of *all* line items if the discount amount is *not* used.
- **Separate Check:** (Y – Yes, N – No) A “yes” produces a separate check for this invoice.
- Net Amt: Calculated net amount (gross amount minus discount amount) of the invoice *displayed*.
- Discount Amt: Discount amount for the invoice.



- Misc: Miscellaneous code or press **F4** to select from the code sorted Miscellaneous Code file. The code can be used to further track or identify the invoice.

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

Tip: The check number or check date *cannot* be removed from, or added to, an invoice. To add or remove a manual check, the invoice *must* be deleted and re-entered (refer to Invoice Entry [INVENTORY]).

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

Tip: A “selected for payment” message is displayed if the invoice has been selected for payment.

#### Invoice Detail Line Items

- Hld: (Y – Yes, N – No, Blank – No) A “yes” holds the line item from payment when selecting invoices for payment.
- ASN: Line item ASN.
- Amount: Dollar amount of the line item.
- Description: Line item description. If left blank, defaults to the prior line item description when the invoice is updated.
- Rcv Qty: PO quantity received for the line item *displayed*. Displayed *only* if a purchase order with receivers is associated with the invoice and the line item was entered with a quantity.
- Rcv Amt: PO amount received for the line item *displayed*. Displayed *only* if a purchase order with receivers is associated with the invoice and the line item was entered with an amount.
- 1099: Line item 1099 flag; defaults to the 1099 flag on the Vendor file for a 1099 vendor. The line item can be overridden from the Vendor file 1099 flag. Press **F4** to select from the flag sorted 1099 Description file.

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

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

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

### **Function Keys**

Enter

Advances to the Restore Receivers window if PO receivers exist for any line item removed and the Restore Receivers To PO flag on the A/P District Header (**APHDR**) is “yes” or “no.” Updates and returns to the selection screen.

Reports: CD0030 – Accounts Payable Due To/Due From\*

CD0030 – Update Error Listing – Closed Post Month\*

Tip: If the invoice has been selected for payment, the check processing status is reset and the processing *must* be restarted with the Select Invoices For Payments (**SELINV**) option.

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

F2 – Chg Address

Advances to the Address Selection window if the Multiple Vendor Addresses flag on the A/P District Header (**APHDR**) is “yes.”

F12 – Return

Returns to the selection screen *without* updating.

F23 – Delete

Advances to the Restore Receivers window if PO receivers exist for any line item and the Restore Receivers To PO flag on the A/P District Header (**APHDR**) is “yes” or “no.” Deletes the displayed invoice after confirming by using **F23** and returns to the selection screen.

Reports: CD0030 – Accounts Payable Due To/Due From\*

CD0030 – Update Error Listing – Closed Post Month\*

Tip: If the invoice has been selected for payment, the check processing status is reset and the processing *must* be restarted with the Select Invoices For Payments (**SELINV**) option.

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

Page Down/Page Up

Down one screen/Up one screen.

**Output**

**Accounts Payable Due To/Due From (CD0030)**

Sort: Journal Number

Header: N/A

Detail: Journal Type, Journal Number, Description, Entry Date, Due To/Due From ASN,  
Amount

Totals: N/A

**Update Error Listing – Closed Post Month (CD0030)**

Sort: N/A

Header: N/A

Detail: Fund, ASN, Description, Amount, Post Month Entered, Post Month Changed To

Totals: N/A

## Open Items Maintenance – Address Selection

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

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

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

CD0030DF.S2 MACOMB ISD DEMO	Open Items Maintenance	1/21/05 08:35:25
Vendor Number 27530 P.O. Number 32573 Invoice Number 1125478A		
<div> <div> Vendor 27530 OFFICE SUPPLY SUPERSTORE  Place An X Next To The Selected Address  X AP Address  3000 KING STREET SUITE 200 </div> <div> City/State/Zip  SAGINAW MI 48605-1838 </div> </div>		
Bottom		05 4 r 9
F7 - PO Address		F12 - Return

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

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

### Function Keys

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

## Open Items Maintenance – Restore Receivers

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

```

CD0030DF.S2                                Open Items Maintenance                                1/21/05
MACOMB ISD DEMO                                08:24:59

Vendor Number 27530 P.O. Number 32573 Invoice Number 1125478A
OFFICE SUPPLY SUPERSTORE                    Bank Number: 1
Invoice Date: 11805 Due Date: 12105
Gross Amt: 776.44
3000 KING STREET
SUITE 200
SAGINAW, MI 48601
Restore Receivers
PO Receivers Exist For Line Item(s) Deleted.
Restore Receivers To PO: Y (Y/N)
Invoice Is Set To PO Receivers If Invoice Is Deleted.
Hld ASN Rcv Amt 1099
1113240 175.00
1115110
1115110
F12 - Return
F2 - Chg Address F12 - Return F23 - Delete

```

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

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

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

## Function Keys

# Enter

Restores the receivers if applicable, updates the invoice and returns to the selection screen.

Report: PO0700 [CD0030] – PO Restore Receivers – Open Items Maintenance\*

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

## F12 – Return

Returns to the detail screen *without* updating.

### Output

A/P Maintenance Menu

Sort: N/A

Header: N/A

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

Totals: N/A

## Open Items Change – Vendor #/Invoice # (OPENCHG)

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

Tip: If an invoice has been selected for payment (refer to the detail screen), only the user who selected the invoice can maintain the invoice. If a selected invoice is updated, the check processing status is reset and the processing must be restarted with the Select Invoices For Payments (**SELINV**) option.

CD0121DF.S1 MACOMB ISD DEMO	Open Items Change - Vendor #/Invoice #	1/21/05 08:40:26
Vendor Number: _____		
F3 - Cancel		F4 - List

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

### Function Keys

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

## Open Items Change – Vendor #/Invoice # – Invoice Selection

This window displays *all* invoices for the vendor in the Open Items file.

CD0121DF.S1		Open Items Change - Vendor #/Invoice #			1/21/05 08:45:26													
MACOMB ISD DEMO																		
Vendor Number: <u>27530</u>																		
<table border="1"> <thead> <tr> <th>X</th> <th>Invoice #</th> <th>Inv Date</th> <th>Gross Amount</th> <th>Due Date</th> <th>Selected By</th> </tr> </thead> <tbody> <tr> <td>—</td> <td>1125478A</td> <td>1/18/05</td> <td>776.44</td> <td>1/21/05</td> <td>ISDDMO</td> </tr> </tbody> </table>							X	Invoice #	Inv Date	Gross Amount	Due Date	Selected By	—	1125478A	1/18/05	776.44	1/21/05	ISDDMO
X	Invoice #	Inv Date	Gross Amount	Due Date	Selected By													
—	1125478A	1/18/05	776.44	1/21/05	ISDDMO													
F12 - Return																		
Ve																		

- **X:** Select invoice number.

Tip: This option is *not* available if the invoice has been selected for payment by another user.

- Invoice #: Invoice number being paid.
- Inv Date: Invoice date.
- Gross Amount: Gross amount of *all* invoice detail line items.
- Due Date: Invoice due date.
- Selected By: Selected by user profile.

### Function Keys

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



**Open Items Change – Vendor #/Invoice # – Detail**

CD0121DF.S2	Open Items Change - Vendor #/Invoice #	1/21/05
MACOMB ISD DEMO		08:48:02
Invoice Selected For Payment, The Select Option Must Be Run Again If Any Changes		
Vendor Number	27530 OFFICE SUPPLY SUPERSTORE	
	3000 KING STREET	
	SUITE 200	
	SAGINAW, MI 48605-1838	
Invoice Number	1125478A	
New Vendor Number:	_____	
New Invoice Number:	_____ (Optional)	
F4 - List	F12 - Return	F15 - Process Change

Tip: A “selected for payment” message is displayed if the invoice has been selected for payment.

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

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

- New Invoice Number: New invoice number.

**Function Keys**

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

## Open Items Change – Vendor #/Invoice # – Address Selection

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

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

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

CD0121DF.S2	Open Items Change - Vendor #/Invoice #	1/31/05
MACOMB ISD DEMO		09:57:32
Invoice Selected For Payment, The Select Option Must Be Run Again If Any Changes		

Vendor 27530 OFFICE SUPPLY SUPERSTORE

Place An X Next To The Selected Address

<p><input checked="" type="checkbox"/> AP Address</p> <p><input type="checkbox"/> 3000 KING STREET SUITE 200</p>	<p>City/State/Zip</p> <p>SAGINAW MI 48605-1838</p>
------------------------------------------------------------------------------------------------------------------	----------------------------------------------------

Bottom

F7 - PO Address      F12 - Return

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

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

### Function Keys

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

## Invoice Batch Header Maintenance (BATCHMAINT)

This option allows for maintaining invoice batch header information.

Tip: Batch IDs are added when a new invoice batch is created (refer to Invoice Entry [INVENTORY]).

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

CD0136DF.S1      Invoice Batch Header Maintenance      4/29/04  
MACOMB ISD DEMO      09:04:40

Batch ID: \_\_\_\_\_

F3 - Cancel      F4 - List

- **Batch ID:** Batch ID or press **F4** to select from the alpha sorted Batch Header file.

### Function Keys

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

## Invoice Batch Header Maintenance – Detail

Batch header information is provided.

CD0136DF.S2 MACOMB ISD DEMO	Invoice Batch Header Maintenance	1/20/05 09:55:20
Batch ID GF011805		
Batch Total: _____ (Required To Post)		
Month To Post: ____ (Required)		
Recurring Batch: N (Y/N)		
Use Alternate Cash ASN: N (Y/N)		
F12 - Return		

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

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

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

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

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

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

Tip: If the AP/Cash ASN From Bank File flag on the A/P District Header (**APHDR**) is “yes,” the A/P and Cash ASNs are pulled from the Bank file. If “no,” the ASNs are pulled

from the Fund file (refer to Fund Maintenance [**FUNDMaint**] in the Budget/Finance Manual).

**Function Keys**

Enter	Updates and returns to the selection screen if processing this option from the A/P Maintenance Menu ( <b>APMAINT</b> ); updates and advances to the Invoice Entry detail screen if transferred from Invoice Entry ( <b>INVENTORY</b> ) or advances to the Invoice Change/Delete ( <b>INVCD</b> ) or Invoice Post ( <b>INVPOST</b> ) selection screen.
F12 – Return	Returns to the selection screen <i>without</i> updating if processing this option from the A/P Maintenance Menu ( <b>APMAINT</b> ); updates and advances to the Invoice Entry detail screen if transferred from Invoice Entry ( <b>INVENTORY</b> ) or advances to the Invoice Change/Delete ( <b>INVCD</b> ) or Invoice Post ( <b>INVPOST</b> ) selection screen.

**A/P District Header Maintenance (APHDR)**

The Accounts Payable District Header contains internal flags designating system procedures.

CD0139DF.S1		A/P District Header Maintenance		4/12/05	
MACOMB ISD DEMO				11:04:25	
Create Due To/Due From:	<u>Y</u> (Y/N)	Allow Journal Copy To 13th Month:	<u>Y</u> (Y/N)		
Lock Out Salary ASNs:	<u>N</u> (Y/N)	Lock Out Benefit ASNs:	<u>N</u> (Y/N)		
Default Vendor Sort:	<u>Y</u> (Y/N)	Position Cursor On Vend Sort:	<u>N</u> (Y/N)		
Invoice Fund Security:	<u>N</u> (Y/N)	AP/Cash ASN From Bank File:	<u>Y</u> (Y/N)		
Multiple Address Default:	<u>AP</u> (AP/PO)	Multiple Vendor Addresses:	<u>Y</u> (Y/N)		
Laser Checks:	<u>2</u> (1=Reg/2=Legal/3=ABM)	Sort:	<u>D</u> (A/D)		
Invoice Description:	<u>N</u> 1=Object Description 2=Object/Location Desc N=Not Allowed				
<b>-- P.O. Interface --</b>					
Allow Use Of PO Flag X:	<u>Y</u> (Y/N)	Restore Receivers To PO:	<u>Y</u> (Y-Yes N-No 9-Not Allowed)		
Allow ASN Change:	<u>Y</u> (Y/N)				
Allow Amount Increase:	<u>2</u> 1=No 2=Any Amount 3=Amount Limit 4=Percent Limit				
Amount Or Percent Limit:	<u>.00</u> (Ex: 2.5% = 2.50)				
New Lines Total Amount Limit:	<u>.00</u> (.00=Any Amount/9999.99=No New Lines)				
F3 - Cancel					

- **Create Due To/Due From:** Y/N (Y – Yes, N – No) A “yes” automatically creates the due to/due from journal entries when the A/P journals are posted.

Tip: The use of the due to/due from option ensures the funds debits are equal to the credits. Refer to Fund Maintenance (**FUNDMMAINT**) in the Finance Manual for the setup of the due to/due from ASNs.

- **Allow Journal Copy To 13<sup>th</sup> Month:** Y/N (Y – Yes, N – No) A “yes” allows the journal created from the Invoice Post To Open Items (**INVPOST**) option to be copied to the 13<sup>th</sup> Month Journal file.

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

- **Lock Out Salary ASNs:** Y/N (Y – Yes, N – No) A “yes” prevents a salary ASN from being entered on a purchase order (except a Payroll encumbrance PO) or on an invoice.
- **Lock Out Benefit ASNs:** Y/N (Y – Yes, N – No) A “yes” prevents a benefit ASN from being entered on a purchase order or on an invoice.
- **Default Vendor Sort:** Y/N (Y – Yes, N – No) A “yes” allows the vendor sort field to be defaulted to the first six characters of the vendor name if left blank when maintaining vendors. A “no” *requires* the vendor sort to be entered.

- **Position Cursor On Vend Sort:** Y/N (Y – Yes, N – No) A “yes” positions the cursor on the sort field in Vendor Maintenance (**VENDMAINT**). A “no” positions the cursor on the name field.

Tip: If the above default vendor sort flag is “yes,” a “no” on this flag may speed the entry of new vendors.

- **Invoice Fund Security:** Y/N (Y – Yes, N – No) A “yes” *requires* the user to have security for the fund code(s) being invoiced. Refer to Invoice Fund Security Maintenance (**INVSEC**).
- **AP/Cash ASN From Bank File:** Y/N (Y – Yes, N – No) A “yes” pulls the AP and Cash ASNs from the Bank file when posting the A/P journal entries. A “no” uses the line item ASNs to pull the A/P and Cash ASNs from the Fund file (refer to Fund Maintenance [**FUNDMAINT**] in the Budget/Finance Manual).
- **Multiple Address Default:** AP/PO (AP – Accounts Payable, PO – Purchase Order) The address flag defaults to the Vendor Maintenance (**VENDMAINT**) selection screen and is used in Vendor Inquiry (**VENDINQ**) to determine the initial address type to display.

Tip: This option is *only* available if the following flag is “yes.”

- **Multiple Vendor Addresses:** Y/N (Y – Yes, N – No) Vendor address flag *displayed*. A “yes” indicates that the Vendor file contains multiple purchase order and/or accounts payable addresses per vendor number.

Tip: Refer to Convert Vendors To Multiple Address File (**CD0820**) to convert the vendor file to multiple addresses. Converting to multiple vendor addresses eliminates the need to have multiple vendor numbers for the same vendor with different addresses.

- **Laser Checks:** 1/2/3 (1 – Regular 8 ½ x 11, 2 – Legal, 3 – ABM) Laser A/P check type.
- **Sort:** A/D (A – Ascending, D – Descending) Ascending or descending check number sort.

Tip: The check sorting is dependent on the type of folder/sealer used.

- **Invoice Description:** 1/2/N (1 – Object Description, 2 – Object/Location Description, N – Not Allowed) Specifies if an invoice line item description can be defaulted to the ASNs object code description or a combination of the object and location code descriptions when being entered.

#### P.O. Interface

- **Allow Use Of PO Flag X:** Y/N (Y – Yes, N – No) A “yes” allows the use of the PO processing flag “X” within Invoice Entry (**INVENTORY**). The “X” flag allows a closed PO to be invoiced or allows attaching a PO that is *not* entered to an invoice (the PO is created with a closed status).
- **Restore Receivers To PO:** Y/N/9 (Y – Yes, N – No, 9 – Not Allowed) This flag is used as the default for restoring receivers to PO line items when a line item is removed from an invoice, when an invoice is deleted or a check is voided. If receivers are restored, the

received quantity (or amount) is transferred from received paid to received unpaid (re-encumber) on the PO. A "9" does *not* allow receivers to be restored automatically. The "yes" or "no" options are used as the default and can be overridden on an invoice or check basis.

- **Allow ASN Change:** Y/N (Y – Yes, N – No) A "yes" allows the ASN of line items attached to a purchase order to be changed on an invoice. A "no" *requires* the invoice to use the same ASNs as the PO.
- **Allow Amount Increase:** 1/2/3/4 (1 – No, 2 – Any Amount, 3 – Amount Limit, 4 – Percent Limit) This flag indicates if the amount loaded from the purchase order onto an invoice can be increased or if the amount must remain the same. The options for the increase include any amount or a limit by the following amount or percent.
- **Amount Or Percent Limit:** Amount or percent limit; *required* if the above increase flag is "Amount Limit" or "Percent Limit."
- **New Lines Total Amount Limit:** This indicates if new line items that are *not* from the purchase order can be added to an invoice. To prevent new lines, use "9999.99." Defaults to "Any Amount."

#### **Function Keys**

Enter	Updates and returns to the menu.
F3 – Cancel	Returns to the menu <i>without</i> updating.



## Check Processing Status Maintenance (APCHKMAINT)

This option is used to maintain the last A/P check processing option selected. The last option selected determines the next option that can be processed on the A/P Check Processing Menu (**APCHK**). This option is *not* normally used; refer to the A/P Check Processing Menu for further information.

**Tip:** *Changing the last processing option could result in lost data. Only change the option if necessary.*

CD0270DF.S1 MACOMB ISD DEMO	Check Processing Status Maintenance	1/25/05 10:52:36
Selected By User: _____		
F3 - Cancel		F4 - List

- **Selected By User:** User profile or press **F4** to select from the alpha sorted User file.

### Function Keys

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

**Check Processing Status Maintenance – Detail**

CD0270DF.S2 MACOMB ISD DEMO	Check Processing Status Maintenance	1/25/05 10:53:53
Selected By User: Macomb ISD		
Last Processing Date: 12505		
Last Processing Option: I		
<u>Processing Options</u> I = Select Invoices A = Assign Check Numbers P = Print Checks S = Print Check Stubs U = Update Checks X = Open Items Maintenance *Or Post Batch & Allow Reselection Of Invoices		
F12 - Return		

- Selected By User: User name *displayed*.
- **Last Processing Date:** Date the last check processing option was processed.
- **Last Processing Option:** The last check processing option selected.

Option	Description
I	Select Invoices For Payment
A	Assign Check Numbers And Print Summary Register
P	Print Checks
S	Print Check Stub Statements
U	Update Files With Checks Written
X	Open Items Maintenance or Invoice Post

Tip: This field is protected if the last option is “X”; an “X” *requires* the Select Invoices For Payment (**SELINV**) option to be processed next. The last processing option is automatically updated with an “X” if a selected invoice is maintained in Open Items Maintenance (**OPENMAINT**) or if an invoice batch is posted to Open Items and an invoice due date within the batch fits within the last invoice selection due date option and the check run has *not* be updated.

**Function Keys**

Enter	Updates and returns to the selection screen.
F12 – Return	Returns to the selection screen <i>without</i> updating.

## Check Processing User Transfer (APCHKTRAN)

The transfer option is used to transfer invoices selected for payment from another user profile to the current user for continued processing.

CD0285DF.S1 MACOMB ISD DEMO	Check Processing User Transfer	1/25/05 10:54:13
Selected By User: _____		
F3 - Cancel		

- **Selected By User:** User profile that selected the invoices for payment.

### Function Keys

Enter	Advances to the detail screen.
F3 – Cancel	Returns to the menu.

## Check Processing User Transfer – Detail

CD0285DF.S2 MACOMB ISD DEMO	Check Processing User Transfer	1/25/05 10:54:26
Transfer From User: ISDDEMO01 ISD Demo User # 1		
Transfer To User: ISDDEMO Macomb ISD		
Transfer Pending - Press F15 To Confirm		
F12 - Return		F15 - Process

- Transfer From User: Transfer from user profile and name *displayed*.
- Transfer To User: Transfer to user profile and name *displayed*.

### **Function Keys**

Enter	Redisplays the screen.
F12 – Return	Returns to the selection screen <i>without</i> transferring.
F15 – Process	Processes the transfer and returns to the menu.

**Remove Invoice Batch (RMVBATCH)**

This option removes (deletes) an invoice batch and the temporary invoice transaction journal entries for the batch. Once removed, the batch is no longer available to be posted to Open Items.

Tip: Invoices batches are automatically removed when posted to Open Items.

BATCHCTL.S1 MACOMB ISD DEMO	Batch Control Processing	4/12/05 14:37:25
Remove Invoice Batch		
Batch ID: _____		
Restore Receivers To PO: <u>Y</u> (Y/N)		
F3 - Cancel	F4 - List	

- **Batch ID:** Batch ID or press **F4** to select from the alpha sorted Batch Header file.
- **Restore Receivers To PO:** Y/N (Y – Yes, N – No) A “yes” restores the receivers to the PO line item(s) for re-invoicing. Defaults to the Restore Receivers To PO flag on the A/P District Header (**APHDR**).

Tip: This option is *only* available if the Restore Receivers To PO flag on the A/P District Header (**APHDR**) is “yes” or “no.”

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

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

**Function Keys**

Enter

Restores the receivers if applicable, removes the invoice batch and returns to the menu.

Report: PO0700 [CD0150] – PO Restore Receivers – Remove Invoice Batch\*

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

F3 – Cancel

Returns to the menu *without* removing the batch.

F4 – List

Displays a window listing valid entries for the field where the cursor is located.

**Output**

Sort: N/A

Header: N/A

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

Totals: N/A

## Invoice Fund Security Maintenance (INVSEC)

This maintenance option allows for maintaining the Invoice Fund Security file.

Tip: Invoice fund security is *required* for users to enter or maintain invoices if the Invoice Fund Security flag on the A/P District Header (**APHDR**) is “yes.”

CD0111DF.S1 MACOMB ISD DEMO	Invoice Fund Security Maintenance	1/21/05 12:11:42
User Profile: _____		
F3 - Cancel	F4 - List	F10 - Add

- **User Profile:** User profile or press **F4** to select from the alpha sorted User file.

### Function Keys

Enter	Advances to the detail screen.
F3 – Cancel	Returns to the menu.
F4 – List	Displays a window listing valid entries for the field where the cursor is located.
F10 – Add	Advances to the detail screen and allows a user to be added.

### Invoice Fund Security Maintenance – Detail

```
CD0111DF.S2      Invoice Fund Security Maintenance      1/21/05
MACOMB ISD DEMO                                     13:56:41
```

User Profile ISDDemo Macomb ISD

Fund/*ALL	Description
11	GENERAL FUND
51	CAFETERIA

More...

F4 - List                  F12 - Return              F23 - Delete

- User Profile: User profile and name *displayed*.
- Fund/\*ALL: Fund code or “\*ALL” for authority to *all* funds. Press **F4** to select from the code sorted Fund file.
- Description: Fund description *displayed*.

## Function Keys

Enter	Updates after confirming by pressing <b>Enter</b> and returns to the selection screen.
F4 – List	Displays a window listing valid entries for the field where the cursor is located.
F12 – Return	Returns to the selection screen <i>without</i> updating.
F23 – Delete	Deletes the displayed user security after confirming by using <b>F23</b> and returns to the selection screen.
Page Down/Page Up	Down one screen/Up one screen.



## Miscellaneous Code Maintenance (APMISC)

This option allows for maintaining miscellaneous codes that can be attached to invoices for district defined tracking requirements.

Tip: The Miscellaneous Code file is shared with the Fixed Assets application.

FA0029DF.S1 MACOMB ISD DEMO	Miscellaneous Code Maintenance	8/20/02 10:16:04
Misc Code: ____		
F3 - Cancel	F4 - List	F10 - Add

- **Misc Code:** Miscellaneous code or press **F4** to select from the description sorted Miscellaneous Code file.

### Function Keys

Enter	Advances to the detail screen.
F3 – Cancel	Returns to the menu.
F4 – List	Displays a window listing valid entries for the field where the cursor is located.
F10 – Add	Advances to the detail screen and allows a miscellaneous code to be added.

## Miscellaneous Code Maintenance – Detail

FA0029DF.S2	Miscellaneous Code Maintenance	8/20/02
MACOMB ISD DEMO		10:16:30
Misc Code FS		
Description: FILE SERVER		
F12 - Return		
F23 - Delete		

- Misc Code: Miscellaneous code *displayed*.
- **Description:** Miscellaneous code description.

### Function Keys

Enter	Updates and returns to the selection screen.
F12 – Return	Returns to the selection screen <i>without</i> updating.
F23 – Delete	Deletes the displayed miscellaneous code after confirming by using <b>F23</b> and returns to the selection screen.

## Convert Vendors To Multiple Address File (CD0820)

This option converts the Vendor file to multiple purchase order and/or accounts payable addresses per vendor.

Tip: This option *cannot* be processed if already converted to multiple vendor addresses.

Tip: Converting to multiple vendor addresses eliminates the need to have multiple vendor numbers for the same vendor with different addresses. Refer to Vendor Listing – Duplicate Address (**CD0014**) or Duplicate Vendor Names (**CD0805**) to aid in determining the duplicate vendors.

Tip: Refer to Vendor Address Copy (**VENDCOPY**) and Vendor Transfer (**VENDXFER**) to “clean up” the vendor file after the conversion to multiple addresses.

CD0820DF.S1	Convert Vendors To Multiple Address File	1/24/05
MACOMB ISD DEMO		10:51:07
Convert Vendor File Pending, Press F15 To Convert, Press F3 To Cancel		
F3 - Cancel		
F15 - Convert		

### Function Keys

Enter	Redisplays the screen.
F3 – Cancel	Returns to the menu <i>without</i> converting.
F15 – Convert	Submits the conversion for batch processing and returns to the menu.
	Report: CD0820 Vendor File Conversion To Multiple Address

### Output

Sort: N/A  
Header: N/A  
Detail: N/A  
Totals: N/A

**Convert A/P Vendor Upload (CNVAPVEND)**

This option provides for uploading new vendors with A/P addresses *only*. The uploaded vendors can be maintained through the Vendor Maintenance (**VENDMAINT**) option on the A/P Maintenance Menu (**APMAINT**).

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

The file name to upload into is “VENDRMU” and the *required* PC File Description File (FDF file) is “VENDRMU\_tab.fdf” (or “VENDRMU\_txt.fdf” if uploading a space delimited file). Refer to appendix A for the upload procedures. If the FDF file is *not* available from your PC or network, download it from the MISD web site <http://www.misd.net/MT/accountspayable.html>.

The uploaded file layout is as follows (column widths are *not* required with tab delimited files):

Field Description	Length	Example	Notes
Sort	6	SMITH	Left justify, defaults to the vendor name if left blank.
<b>Vendor Name</b>	35	JOHN SMITH	Left justify.
Vendor Name 2	35		Left justify.
Address 1	25	51254 MAIN	Left justify.
Address 2	25	SUITE 125	Left justify.
PO Box	6	2115	Right justify.
<b>City</b>	20	CLINTON TWP	Left justify.
<b>State</b>	2	MI	Left justify.
<b>Zip Code</b>	10	48036-1254	Left justify.
1099 Flag	1	Y	Valid 1099 flag (Y/N/1/3/6/7).
EIN/SSN	9	382154781	Required if 1099 vendor.
SSN Y/N	1	N	Is EIN/SSN a social security # yes/no.
W9	1	N	W9 on file yes/no.
Area Code	3	586	
Phone #	7	5551205	
Fax Area Code	3	586	
Fax Phone #	7	5551325	

CD0950DF.S1 Macomb Test	Convert A/P Vendor Upload	9/30/11 14:33:57
<p>Edit List Only: _ (Y/N)</p>		
<p>F3 - Cancel</p>		

- **Edit List Only:** Y/N (Y – Yes, N – No) A “yes” produces *only* an edit listing of the vendor upload; a “no” produces an edit listing and converts the vendors.

### **Function Keys**

Enter	Edit Listing: Submits the convert for batch processing and returns to the menu.
F3 – Cancel	Report: CD0950 – A/P Vendor Upload Returns to the menu <i>without</i> converting.
F15 – Process	Displayed after <b>Enter</b> is pressed with the “Update” option. Submits the convert for batch processing and returns to the menu. Report: CD0950 – A/P Vendor Upload

### **Output**

Sort: N/A  
Header: N/A  
Detail: Vendor Name, Address 1, City, State, Zip, Vendor #  
Totals: Count

**Create CEO Vendor Download (CDCEOVEND) (CEOVEND)**

The Create CEO Vendor Download option creates a file with the selected vendors for importing into the CEO Imaging software.

Tip: The download file created is named “CDCEOVEND.” Refer to Data Transfer From AS/400 in Appendix A for setting up and processing the data transfer.

Tip: Refer to Create CEO Check Download (CDCEOCHK) (**CEOCHK**) to create the check detail download file for importing into the CEO Imaging software.

CDCEO01DF.S1 MACOMB ISD DEMO	Create CEO Vendor Download	1/21/05 14:40:26
<p>Include Vendors Used In Fiscal Year(s): ____ (BLANK = All Vendors)</p> <p>____</p> <p>Include Employee Vendors: <b>N</b> (Y/N/O=Only)</p> <p>F3 - Cancel</p>		

- Include Vendors Used In Fiscal Year(s): Fiscal year (maximum of two) for vendor activity or leave blank for *all* vendors.
- **Include Employee Vendors:** Y/N/O (Y – Yes, N – No, O – Only) A “yes” includes vendors flagged as employees; a “no” excludes employee vendors. Use “O” to *only* include employee vendors.

**Function Keys**

Enter	Submits the create for batch processing and returns to the menu Report: CDCEO01 – Create CEO Vendor Download
F3 – Cancel	Returns to the menu <i>without</i> creating.

**Output**

Sort: N/A  
Header: N/A  
Detail: N/A  
Totals: Count