CENTRALSQUARE

TECHNOLOGIES

AP Invoice Entry

(APOHININ)

Last Updated: 9/8/2019

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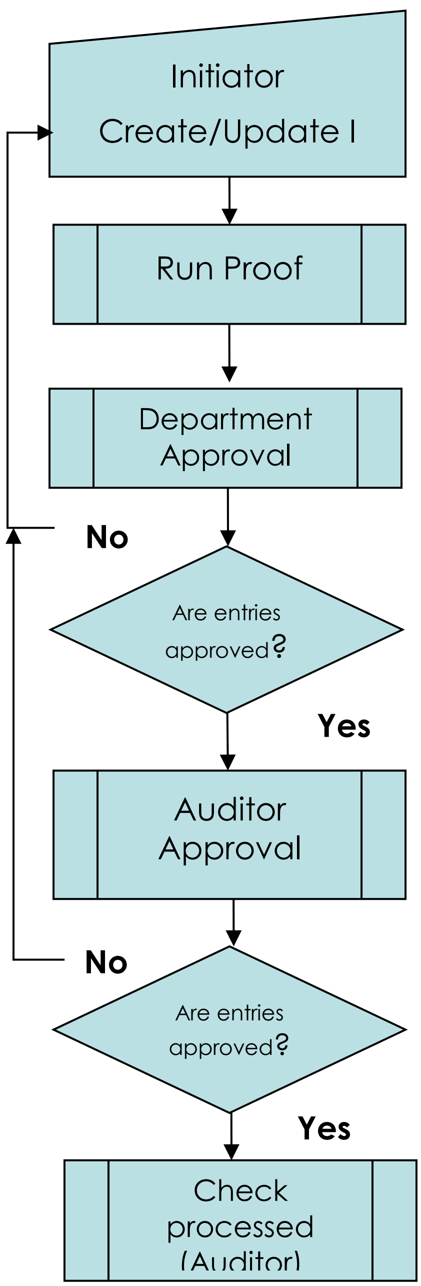
Overview

Invoice entries are used to process department accounts payables. The system allows the invoices to be entered and processed individually.

Basic Invoice Entry Process

A typical invoice entry process includes: an invoice is created, proofed, approved, and finally check processed and distributed in ledgers.



Users create invoice record and attach required back up documentation.

Initiator runs Proof Listing report.

The proof creates reports showing invoice details.

User approves set to initiate workflow.

User receives e-mail if invoice contains error.

Invoice is approved the workflow is initiated and moves to the Department approval.

If department approval group rejects the invoice it will be sent back to the initiator for correction and resubmission

Auditors approve invoice and check is processed.

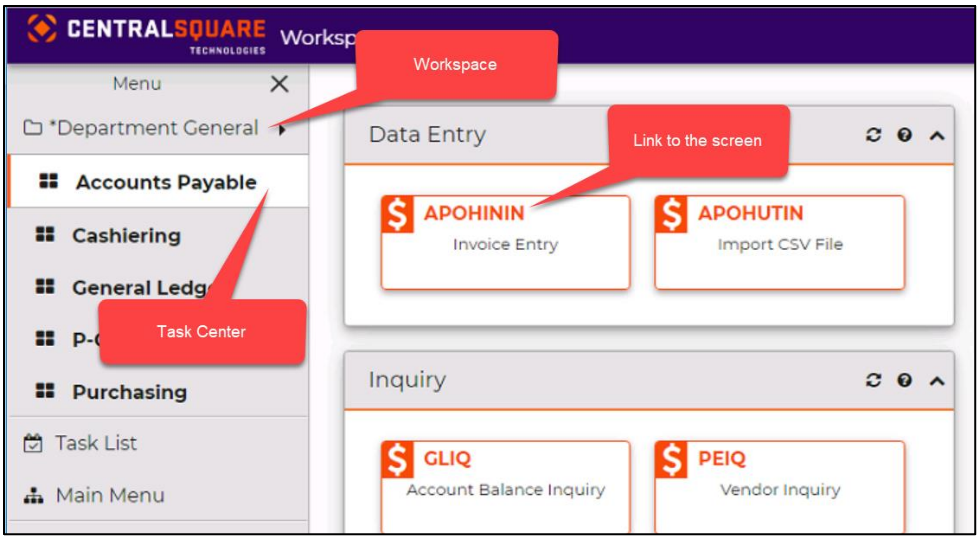
If invoice contains an error then Auditor rejects invoice and sends it back to the initiator for correction and resubmission.

Accessing the APOHININ Screen

There are several ways to access the Invoice Entry screen.

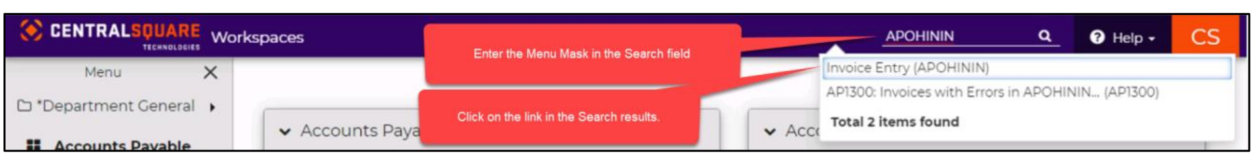
Using a Link

You may also access this screen by navigating to the Data Entry table in the Accounts Payable task center and selecting the APOHININ screen link.



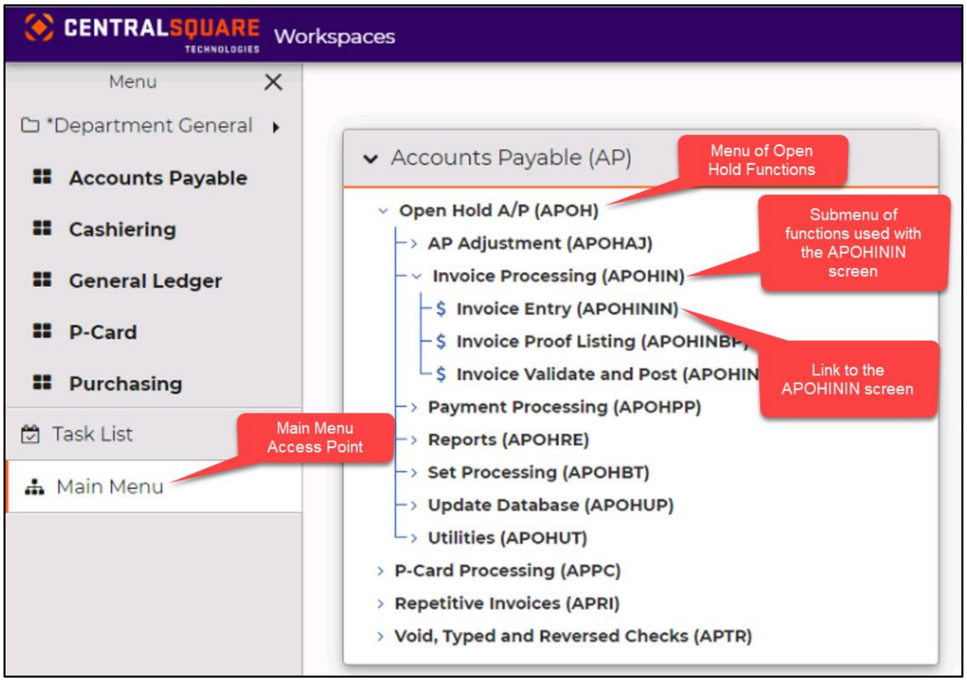
Using the Search Bar

You may access this screen by navigating to the search bar in the top right corner of any screen and enter **APOHININ** or screen name in the search field. As you type the matching screen link will display. Select the link or press Enter to load the screen.



Using the Main Menu

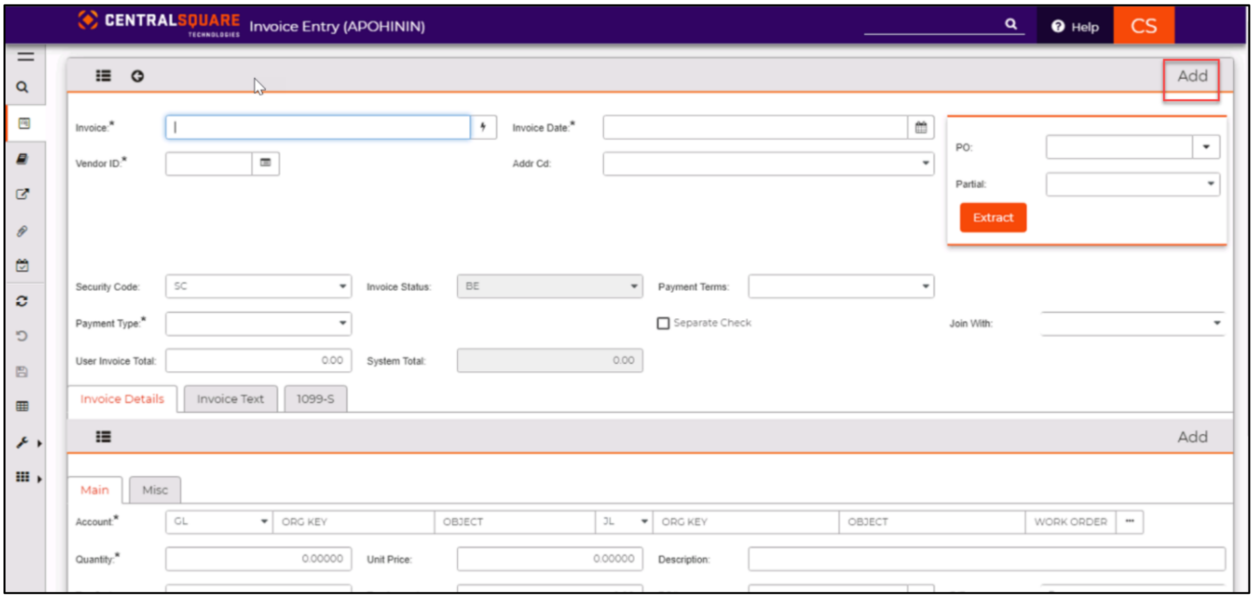
You may also access this screen by clicking the Main Menu icon and scroll down to the Accounts Payable (AP) section. Select the carrot next to Open Hold A/P, select the carrot next to Invoice Processing (APOHIN) and select the screen link Invoice Entry (APOHININ) from the drop down.



Creating an Invoice Entry

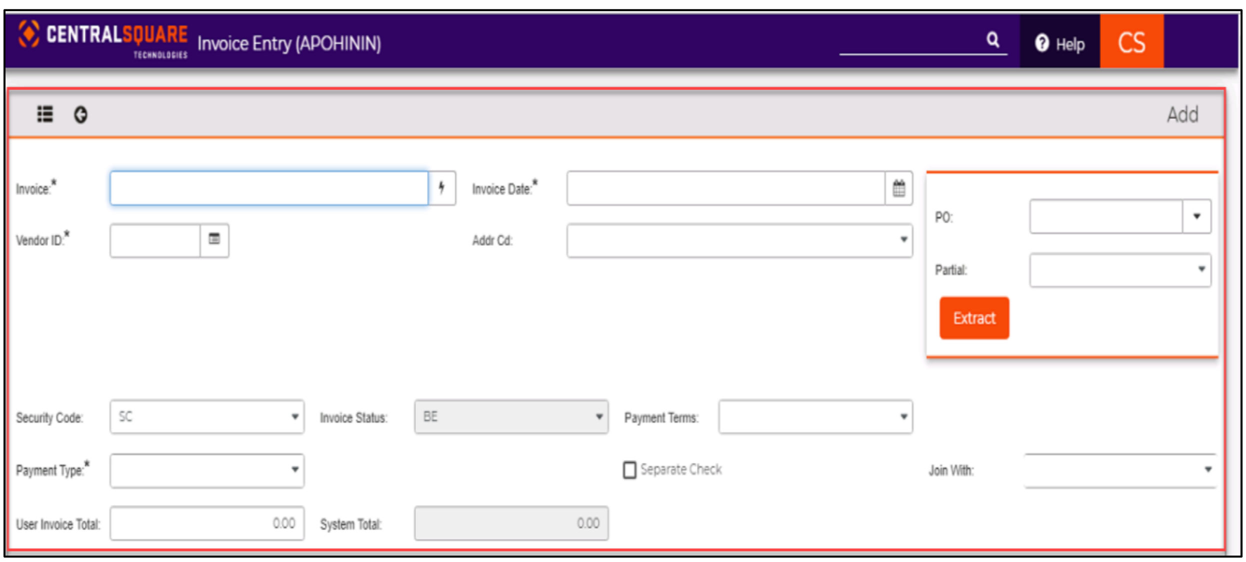
To create a new Invoice Entry, you must first switch the screen from Search Mode to Add Mode. This is done by clicking on the + plus icon at the top of the screen to the right of the task pane.

The screen will change to display a new blank record that will be used to enter the invoice information. A mode indicator of 'Add' will also be displayed in the top-right corner of the main screen area as shown below.



Invoice Header

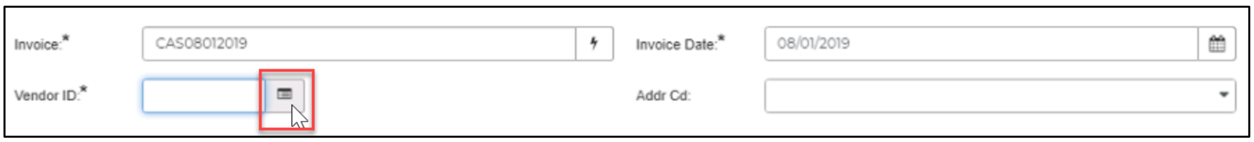
Enter the invoice header details which are used to identify the invoice.

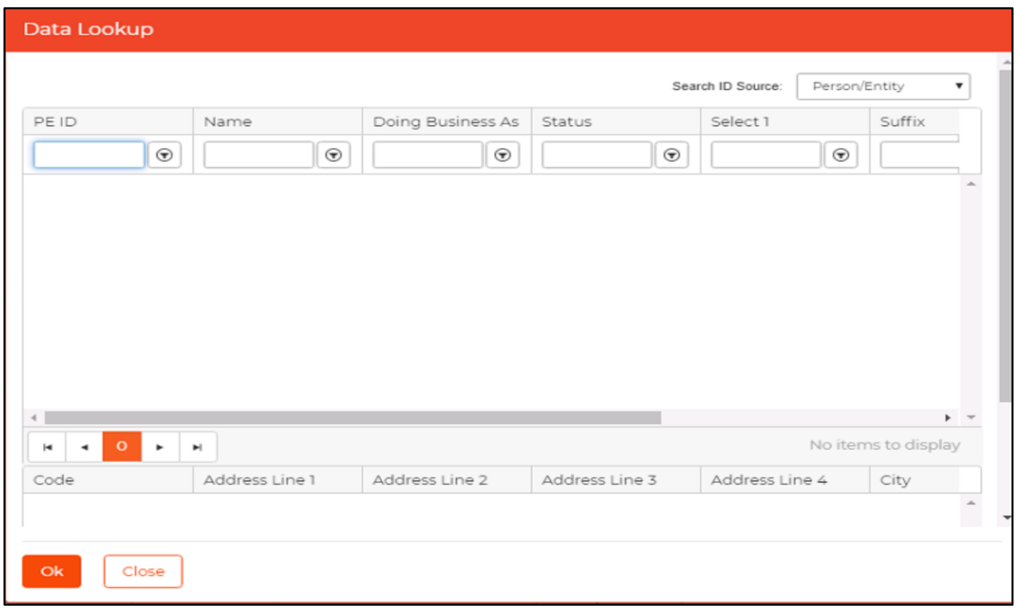


Invoice (Required; Character 16) – Enter the vendor's invoice number. If you don't have an invoice number generate it by clicking the lightening bolt icon and selecting the seed OHREFNO and the system will automatically assign a sequential Invoice Number. The same invoice number cannot be entered more than once for a vendor.

Invoice Date (Required) – Enter the Invoice Date. If you don't have an invoice then input the current date.

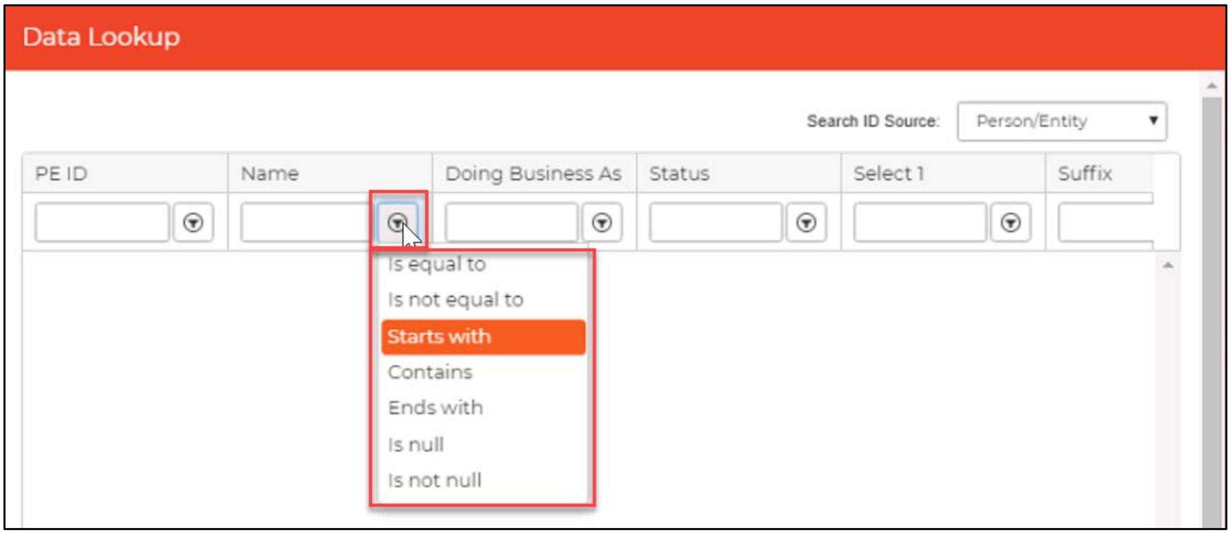
Vendor ID (Required) – Enter Vendor ID. If the Vendor ID is unknown it can be looked up using the table lookup button located at the right edge of the field.





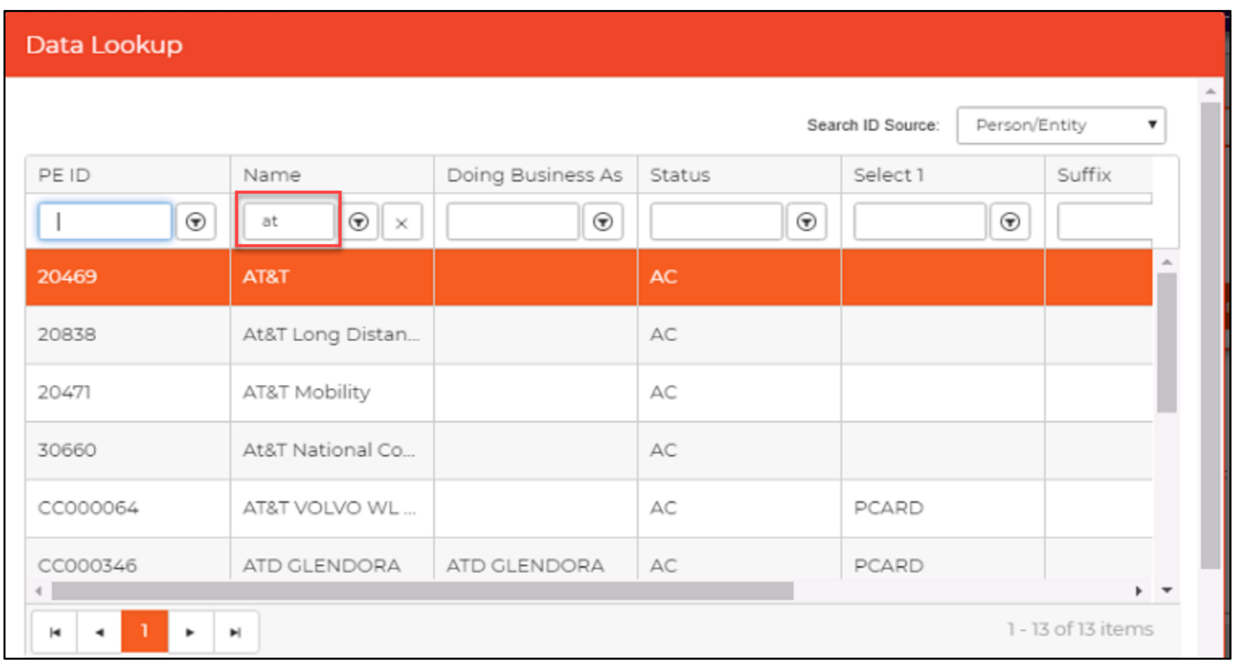
Information entered in the filtered fields at the top of the window will be used to locate existing vendors with field values matching the information entered. More than one field can be used to perform the search.

Filters may also be applied for the data entered by clicking on the filter button at the right edge of the field. A list of available filter options will be displayed as shown below.

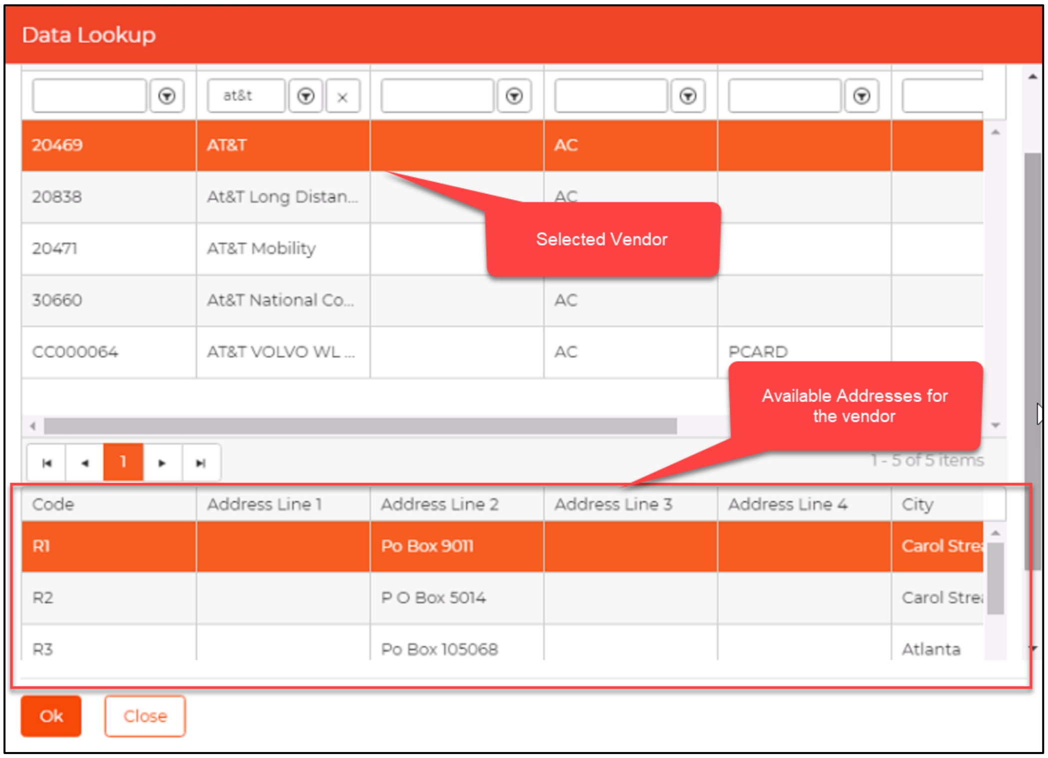


Filters are used in conjunction with values entered in the blank box for the field and should be selected prior to entering the values for the field.

Vendor records are most often located using the vendor's name as shown below. The more information entered, the fewer records will be displayed in the Search results portion of the window.



After selecting the desired vendor record, select the address record that matches the one located on the invoice to identify where the payment should be sent. Click the OK button to transfer the information to the invoice record being created.



The resulting changes to the record are shown below.

Security Code (Required) – The security code can be used hide confidential payments from other users. Code SC: Generic Security auto populates and should not be changed unless directed by the Finance Department.

Payment Type (Required) – The preferred method of payment will be defaulted into the field for the Payment Type as designated in the vendor's information screen. A different Payment Type can be selected from the drop-down list for the field if the invoice being entered should be paid using a Payment Type other than the default for that vendor.

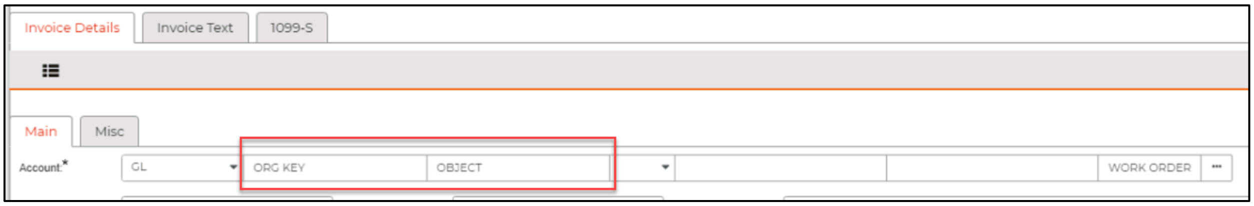
Separate Check (Optional) - If a separate check is to be issued for this invoice payment, the Separate Check checkbox should also be checked.

User Invoice Total (Required) – Enter the total due to the vendor on the invoice.

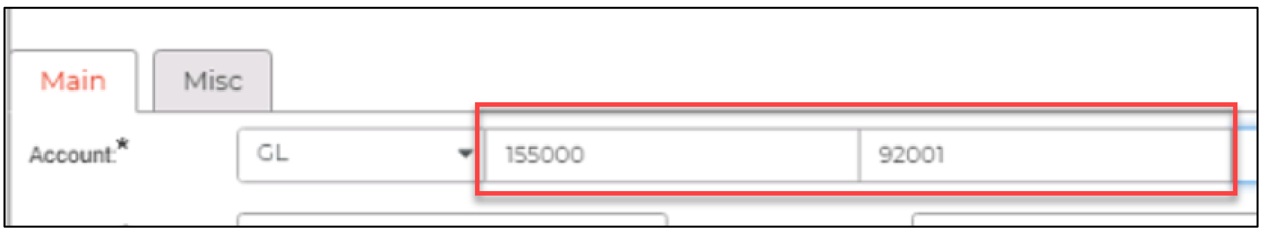
Note: Skip to the Create a PO Invoice Entry section if you are making a payment off a purchase order.

Invoice Details

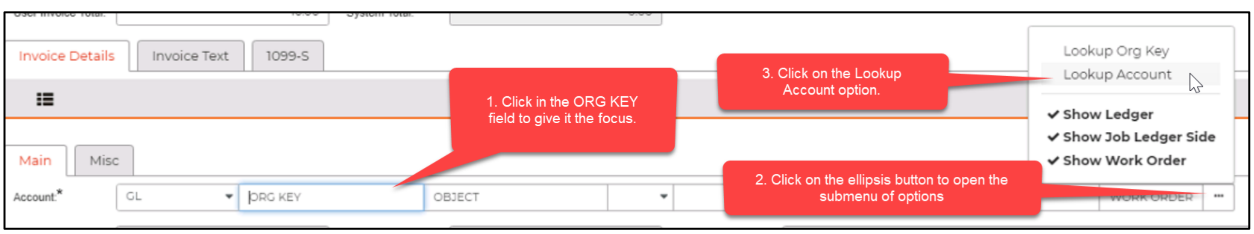
Account (Required) Enter the account number associated with the expense line.



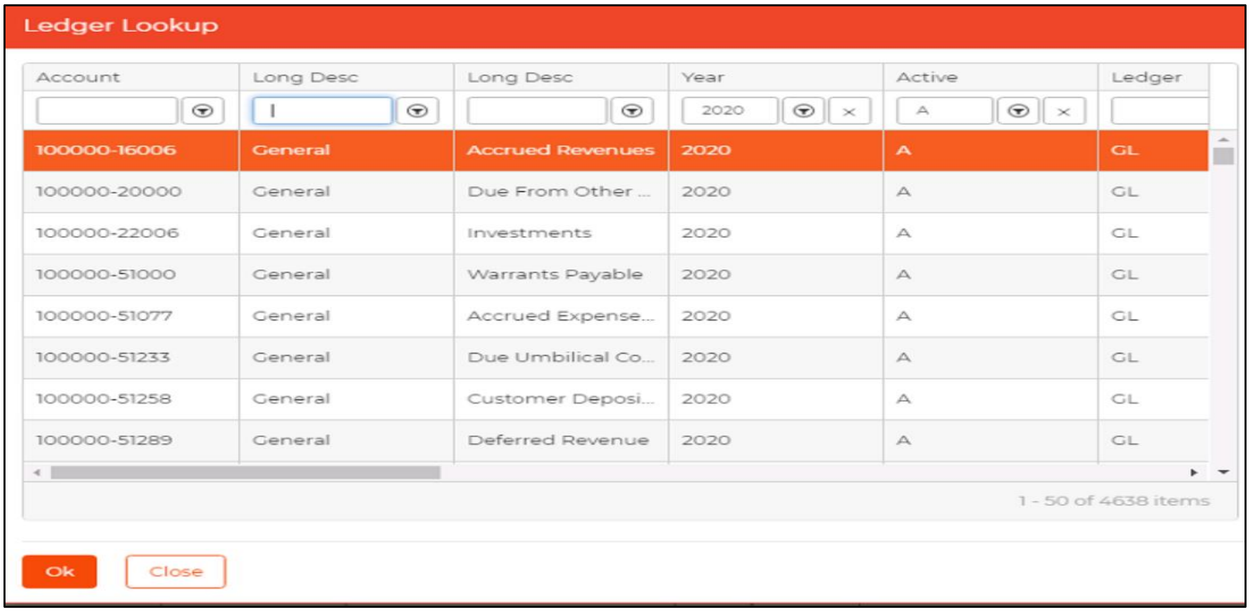
If the account number is known, the ORG KEY and OBJECT may be manually keyed into the field.



If the account number is not known, click in either the ORG KEY or OBJECT field and then click on the ellipsis button at the right end of the Account fields to open a sub-menu of options. Select the Lookup Account option from the list as shown in the following image.



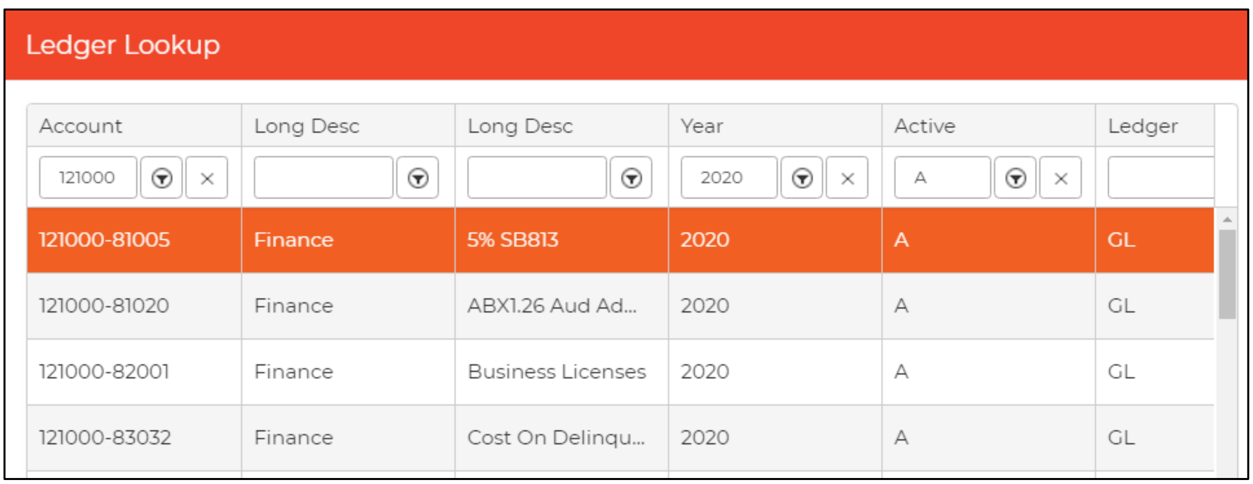
A Ledger Lookup window will open and display the accounts you have access to.



Ledger Lookup

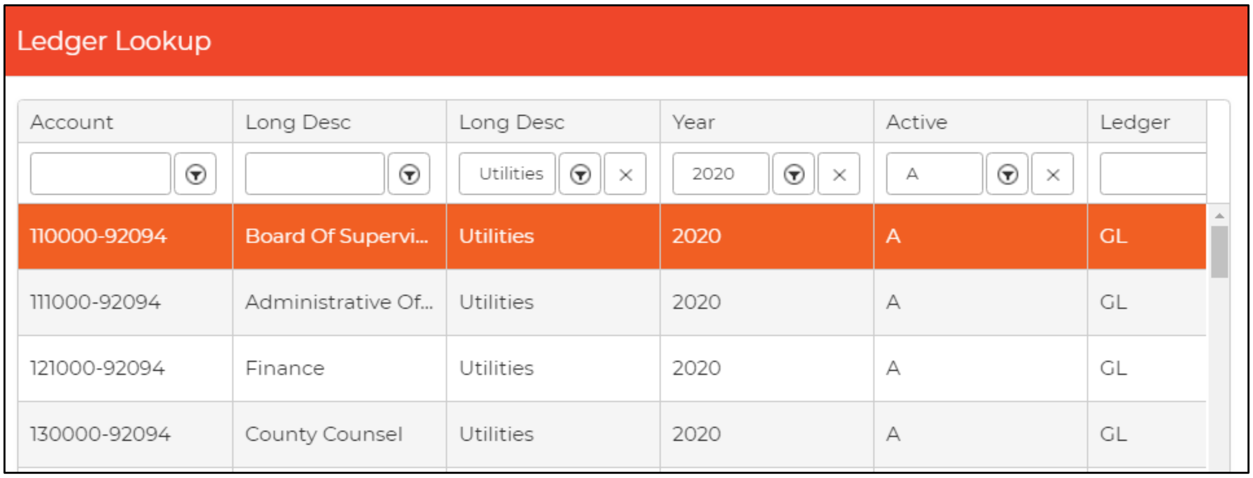
Account	Long Desc	Long Desc	Year	Active	Ledger
	I		2020	A	
100000-16006	General	Accrued Revenues	2020	A	GL
100000-20000	General	Due From Other ...	2020	A	GL
100000-22006	General	Investments	2020	A	GL
100000-51000	General	Warrants Payable	2020	A	GL
100000-51077	General	Accrued Expense...	2020	A	GL
100000-51233	General	Due Umbilical Co...	2020	A	GL
100000-51258	General	Customer Deposi...	2020	A	GL
100000-51289	General	Deferred Revenue	2020	A	GL

You can filter the account results by searching a specific key, description, or department. You can further narrow down your results by utilizing more than one filter field.

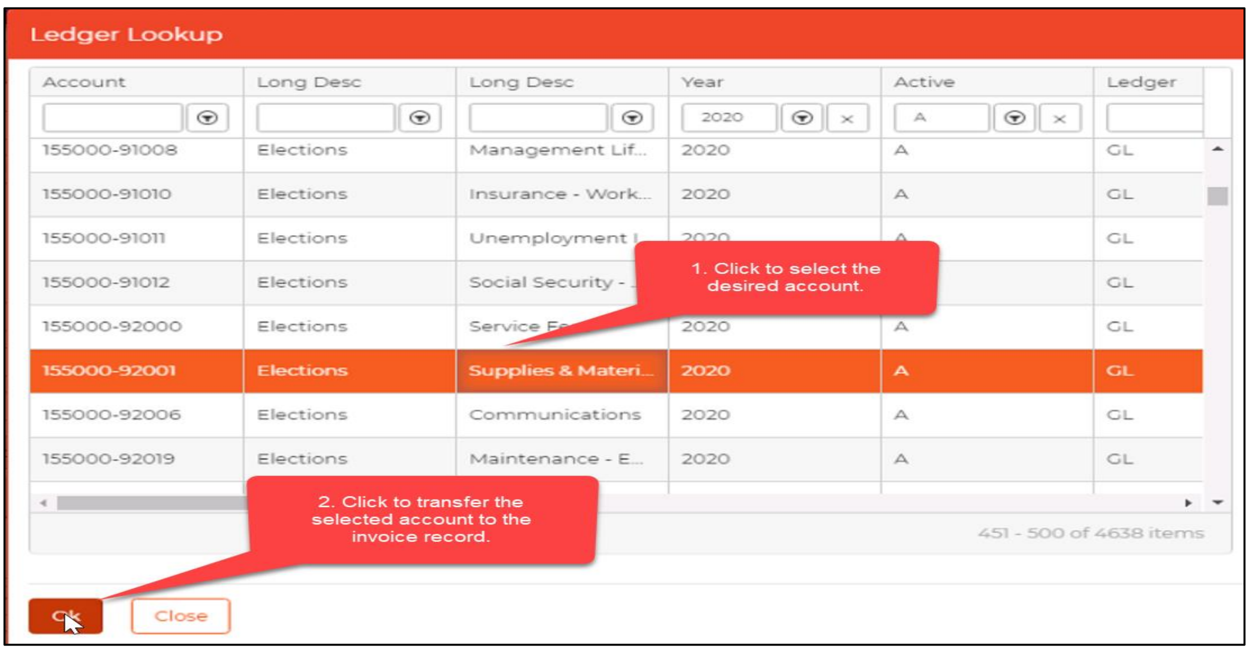


Ledger Lookup

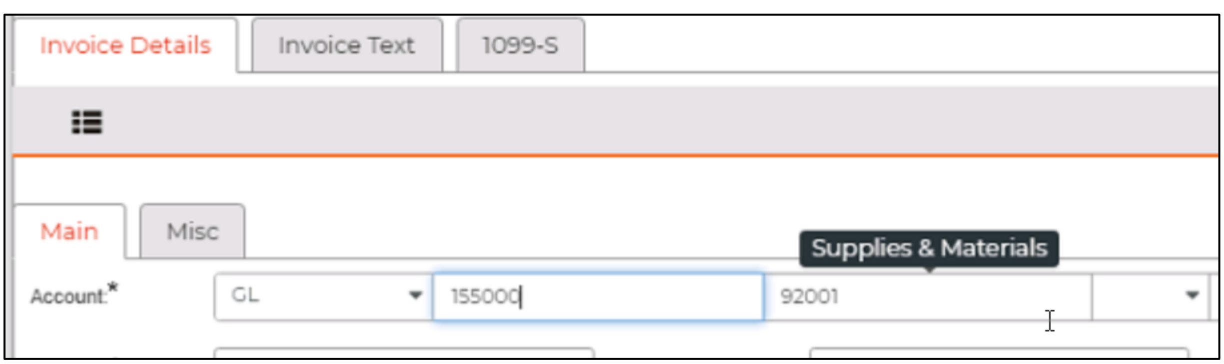
Account	Long Desc	Long Desc	Year	Active	Ledger
121000			2020	A	
121000-81005	Finance	5% SB813	2020	A	GL
121000-81020	Finance	ABX1.26 Aud Ad...	2020	A	GL
121000-82001	Finance	Business Licenses	2020	A	GL
121000-83032	Finance	Cost On Delinqu...	2020	A	GL

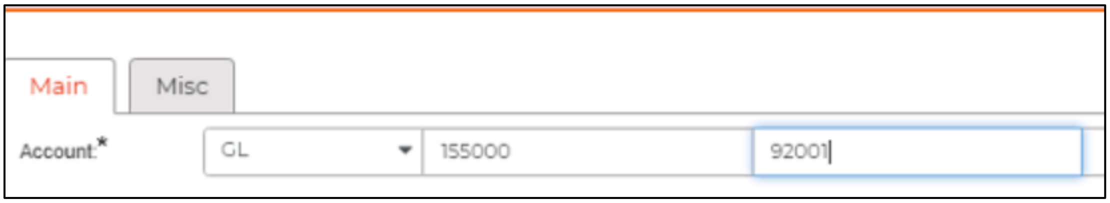


Once you have found your desired click on the desired record to select it and then click the OK button.

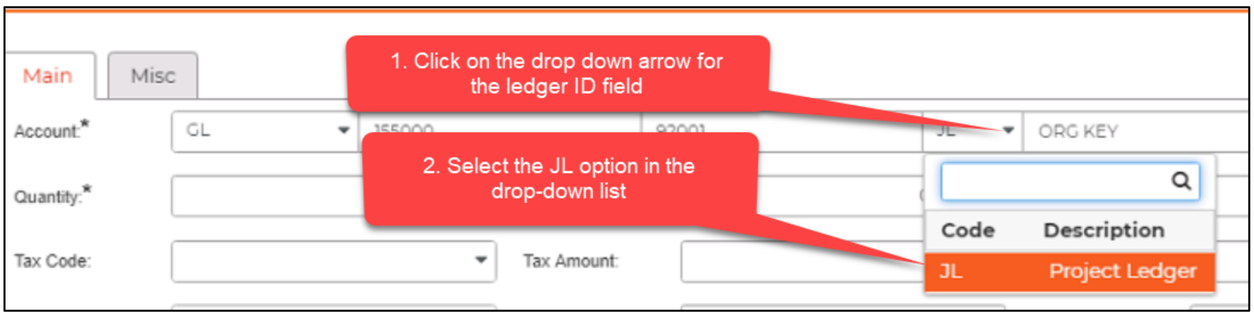


The account information will be transferred to the invoice record ORG KEY and OBJECT fields.





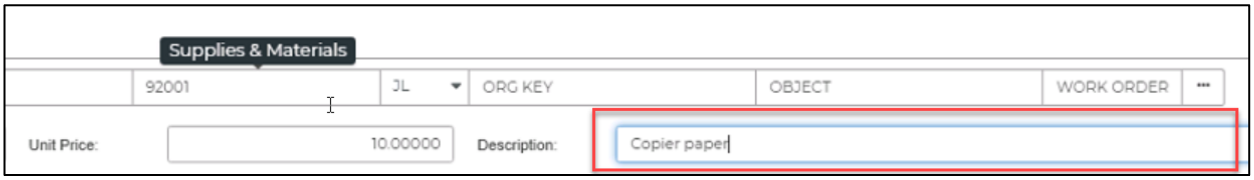
If the account selected also requires a job/project ledger the ORG KEY and OBJECT field values can be manually entered or a lookup can be used to locate the desired account using the same process described above for the GL ledger ORG KEY and OBJECT.



Quantity (Required) Enter a non-zero value must be entered in this field. This value will be multiplied by the value in the Unit Price field to assist with calculating the extended amount for the line.

Unit Price (Required) Enter the price value of the expense line.

Description (Optional; Character 30) Enter desired description of expense line. If no description is entered, the description of the GL Object will be assigned to the Description field when the record is saved.



Tax Code (Not utilized at this time)

Tax Amount (Not utilized at this time)

PO # (Required)- Autopopulates the associated PO number when utilizing the PO Extract method.

P/F (Required) Select the status of the PO during the PO Extract method. If you select Full, Accounts Payable fully disencumbers the given PO number regardless of the actual amount that has been paid. If you select P - Partial, Accounts Payable tags the payment as partial.

Charge Code (Not utilized at this time)

Charge Amount (Not utilized at this time)

Disc Terms (Not utilized at this time)

Pmt Disc Terms (Not utilized at this time)

1099 Flag – System auto populates data based on what is inputted in the vendor's information screen.

1099 Dfit - System auto populates data based on what is inputted in the vendor's information screen.

Relate 1 (Not utilized at this time)

Relate 2 (Not utilized at this time)

Due Date (Required) Select the date payment of this invoice is due. If there is no due date on the invoice enter the current date.

Discount Date (Not utilized at this time)

Pmt Disc (Not utilized at this time)

Misc (Not utilized at this time)

Div (Required) – System auto populates GEN. Do not change.

Bank ID (Required) – System auto populates AP. Do not change.

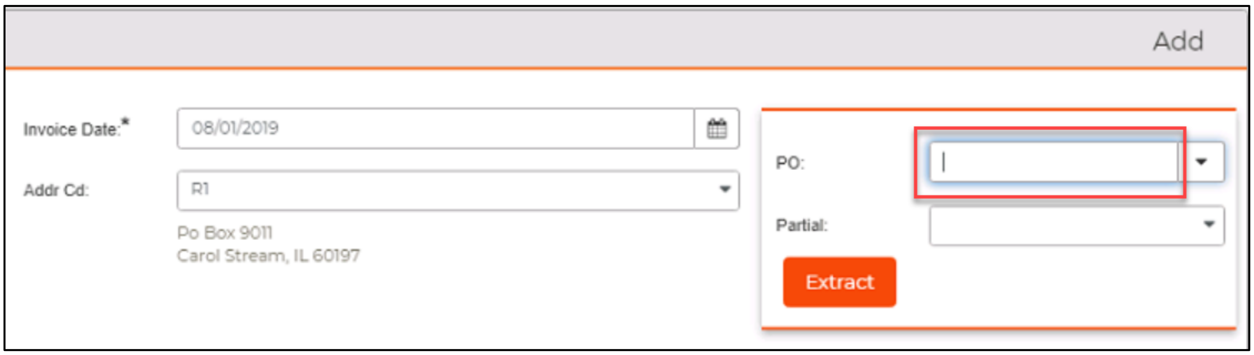
Extended Amount – System auto populates the total amount of the invoice using data entered in the Quantity and Unit Price fields.

MO or PU (Optional) – If your total invoice is over $50,000 select if you will be picking up (PU) the check or if the Finance Department will be mailing it out (MO).

Save the record and then repeat this process for any additional invoice detail lines.

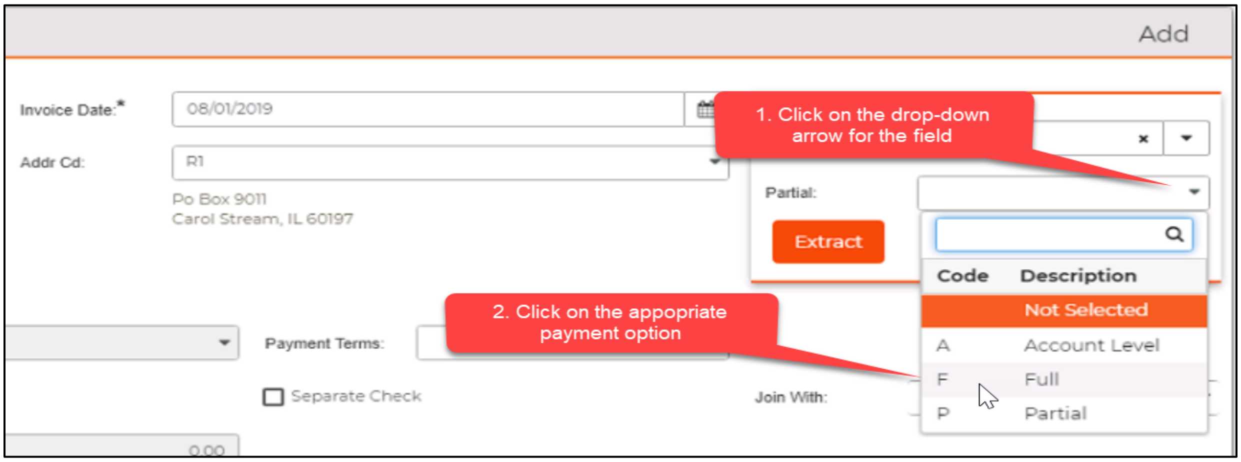
Creating a PO Invoice Entry

When an invoice is associated with a purchase order, the fields in the top-right corner of the header record are used to select the purchase order being paid and whether the payment being entered is a full or partial payment.

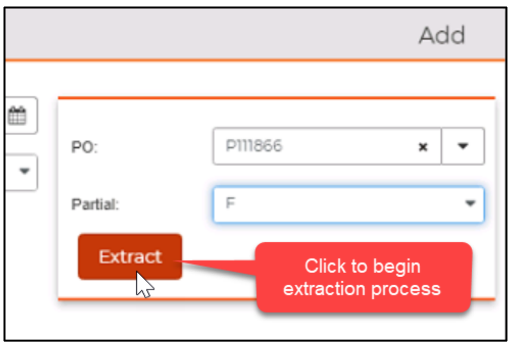


If the PO number is known, it can be typed into the PO field in this extraction section. Alternatively, the PO can be selected from a drop-down list of open POs for the vendor as shown below.

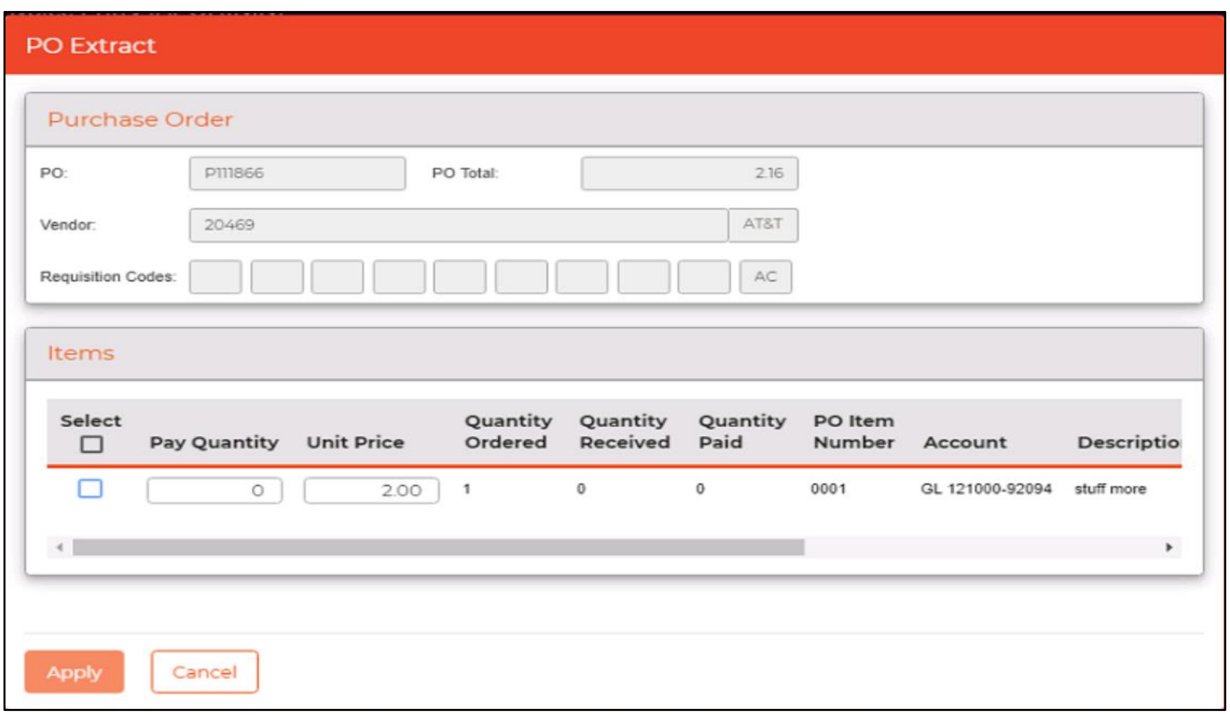
The Full/Partial status is selected next by clicking on the drop-down arrow for the Partial field and selecting the Full or Partial option.



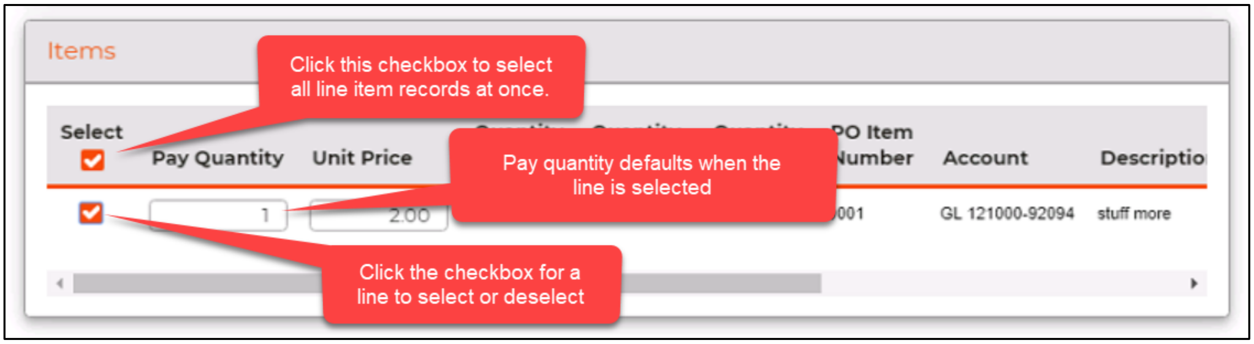
To begin the extraction process, click on the Extract button.



The PO Extract window will then open so that the PO line item records being paid can be selected.

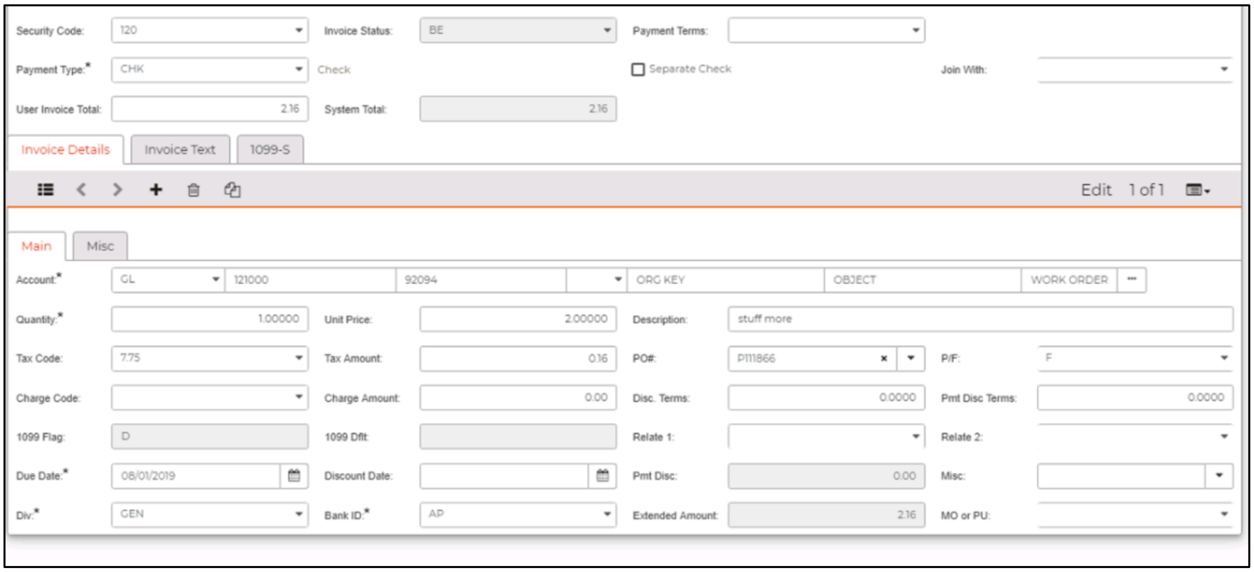


In the PO Extract window, all of the line item records from the PO will be displayed along with the PO quantity and unit cost information. To select a PO line for payment, click in the checkbox at the left edge of the screen to select a line individually, or click the checkbox below the Select label to select all lines. Selecting a line will default the PO quantity into the Pay Quantity field.

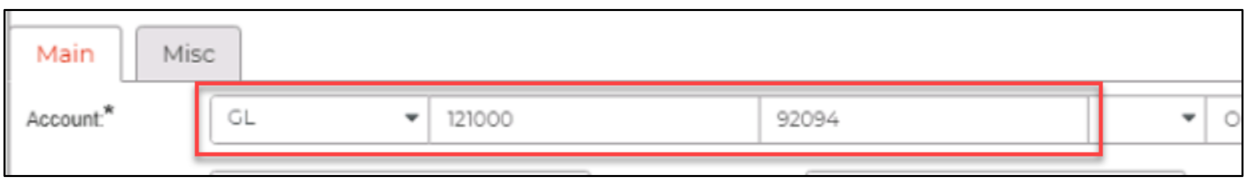


Click Apply when complete and the PO Extract window will close and an Information message will be displayed in the top-right corner of the screen to show how many detail records were created in the invoice by the extraction process.

The invoice record will also be saved and the invoice detail lines added by the extraction process can be viewed on the Invoice Details Main Tab as shown below.

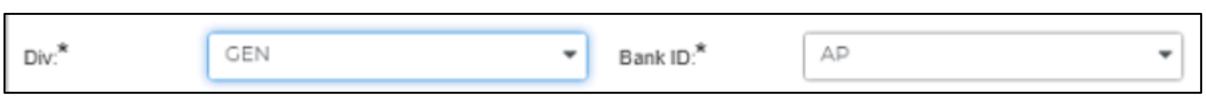


The invoice detail record will include data from other fields extracted from the PO that were not included in the extraction screen. The Account fields will display the account number used in the PO and encumbrance records.



The Due Date field was also set based on a setting in the Due Date field of the vendor's PEUPPE vendor record. This field can be changed if needed.

The Division and Bank ID fields are also populated by a custom business rule that set a default value for the fields.



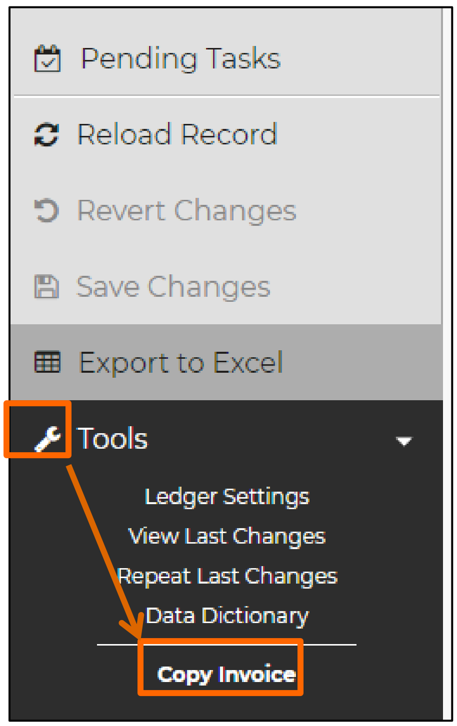
Changes can be made to any of the other fields in the detail records as needed. Any changes made should be saved to apply the changes.

Note: If the invoice total is more than the PO was approved for then the payment will not be able to be saved/approved. A Change Order will need to be created/approved before the invoice can be created. Refer to the Change Order user guide for processing.

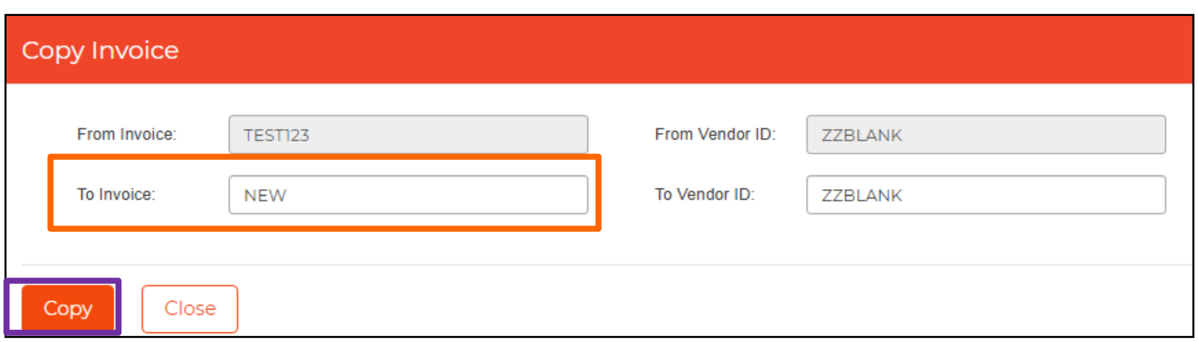
Copy an Invoice Entry (Copy Tool)

If there are invoice entries that are created on regular bases then the user can choose to create the invoice entry using the copy feature in the Tools Function.

Navigate to the APOHININ screen and select the invoice set you wish to copy. Click the wrench icon on the left Menu and select Copy Invoice.



Enter the new invoice number in the To Invoice field. If you do not have an invoice number do not update the To Invoice field and the system will generate a number.

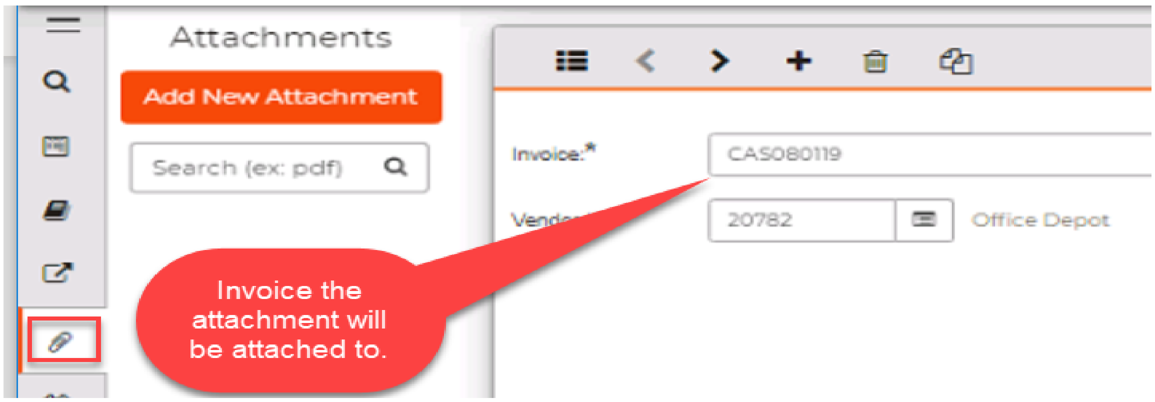


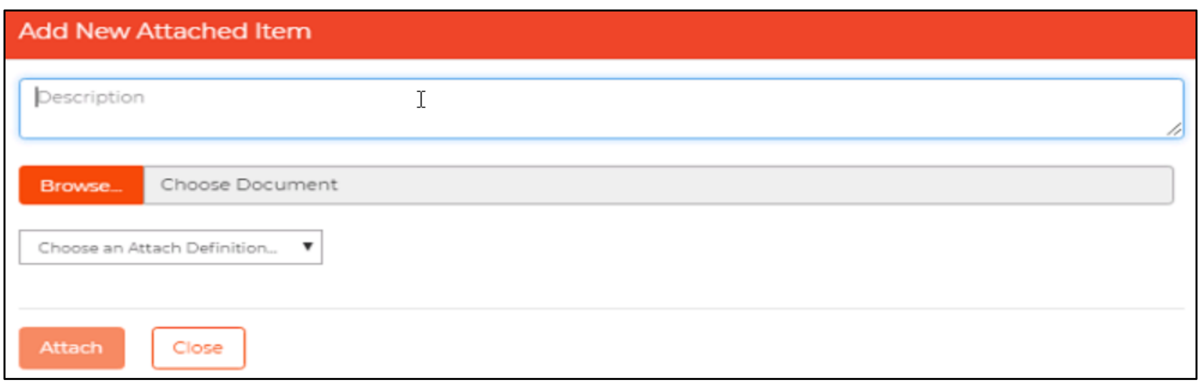
Return to APOHININ screen and search for your newly created invoice. The user can make changes, add/delete transactions, and upload proper attachments.

Attaching Documents to Invoices

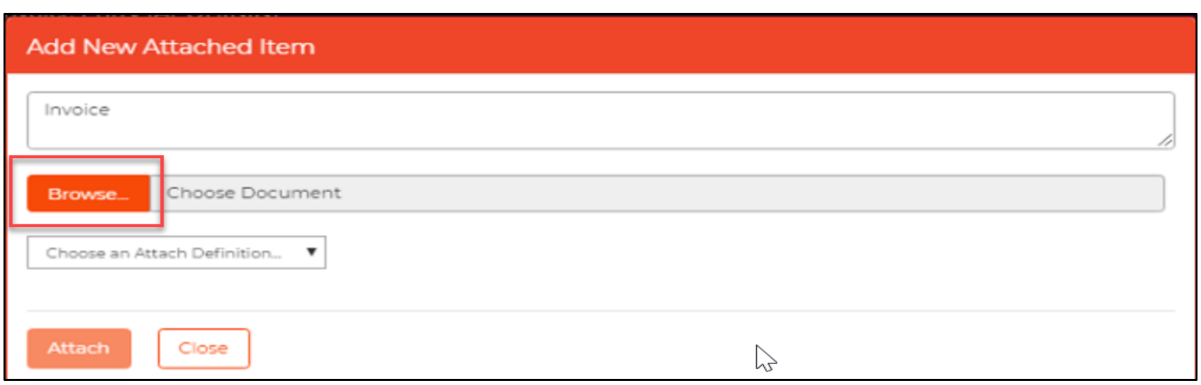
After the invoice record has been entered and saved, any supporting documents may be scanned and attached to the invoice record.

When the record is displayed on screen, click on the paperclip icon in the navigation pane. Click on the Add New Attachment button in the Attachments pane. An Add New Attached Item window will appear.

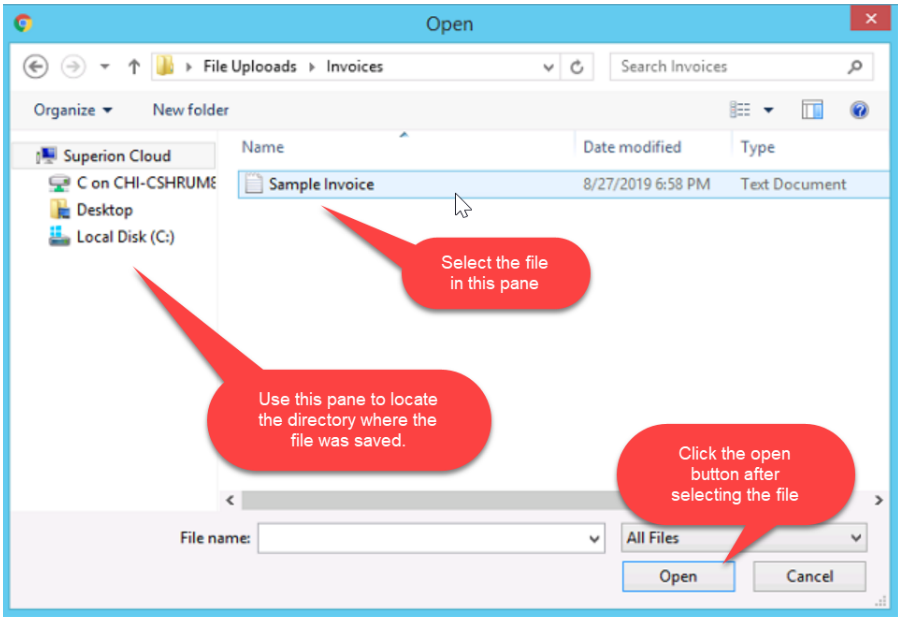




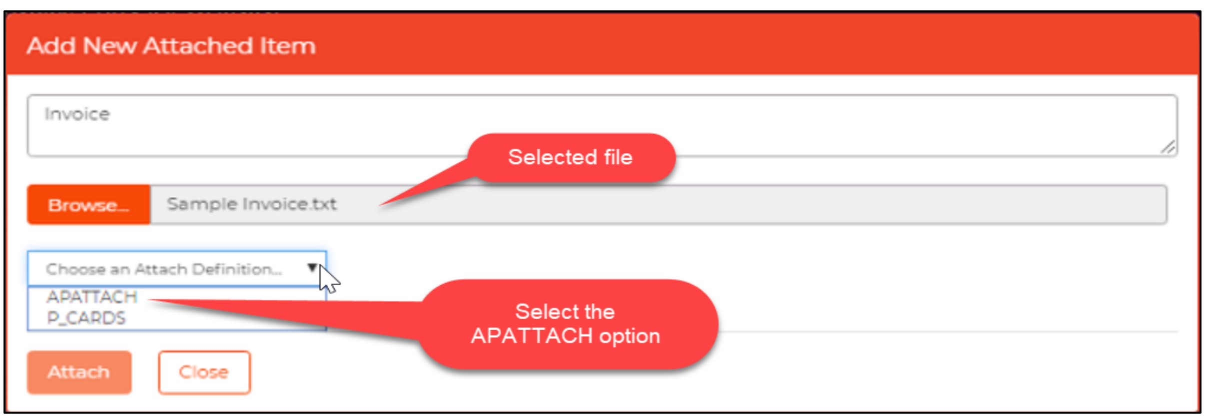
Enter a description of the item being attached in the Description field. This will be used to label a link icon for the item when the attachment is completed.



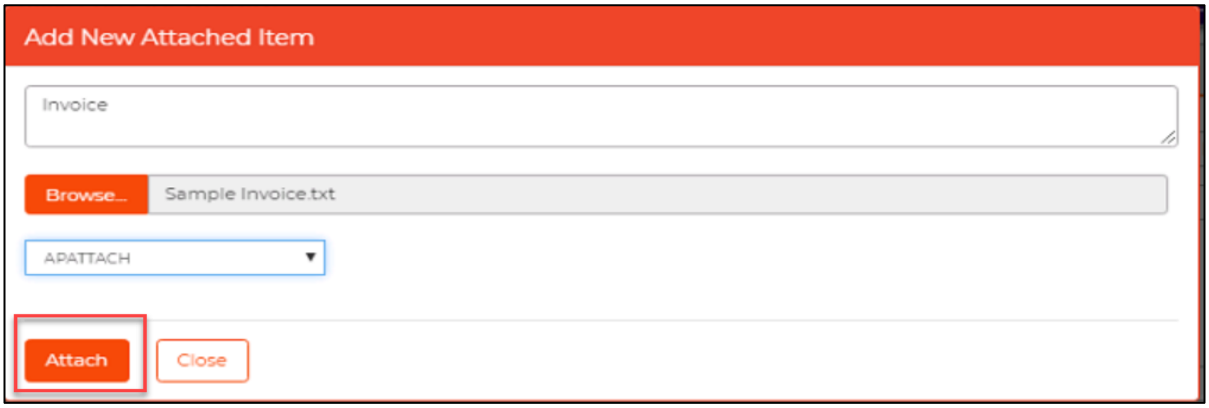
Click the Browse button next to open a window used to locate the document to be attached.



Use the left pane to locate the directory where the file was saved, then locate and select the file. When the file to be attached is selected, click the Open button.



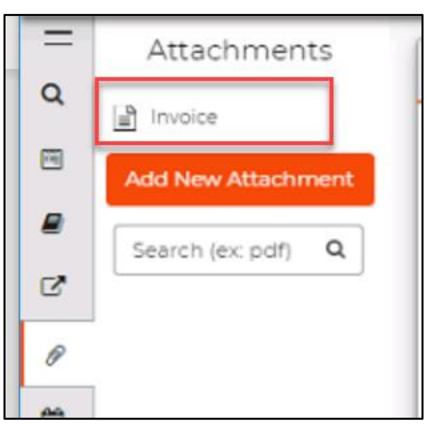
The filename of the selected file will be displayed in the field to the right of the Browse button. An attachment definition must then be selected. Click on the APATTACH option in the drop-down list for the "Choose and Attach Definition" field.



This will activate the Attach button in the lower-left corner of the window. Click the Attach button to perform the attachment.

A green File attached successfully message will be displayed in the top-right corner of the browser tab. Click the x in the lower-right corner of the message to close it.

Click the Close button in the Add New Attached Item window or repeat the prior process to attach another document.

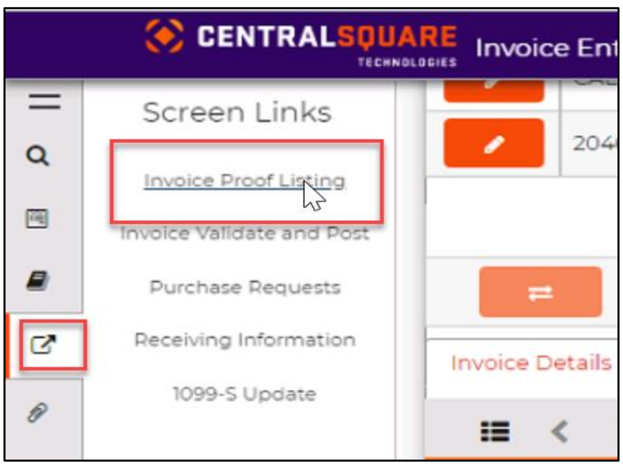


A link to the attached record will be displayed above the Add New Attachment button in the Attachments pane. This link can be used to open the record for viewing on screen at any point in the future such as during the approval process.

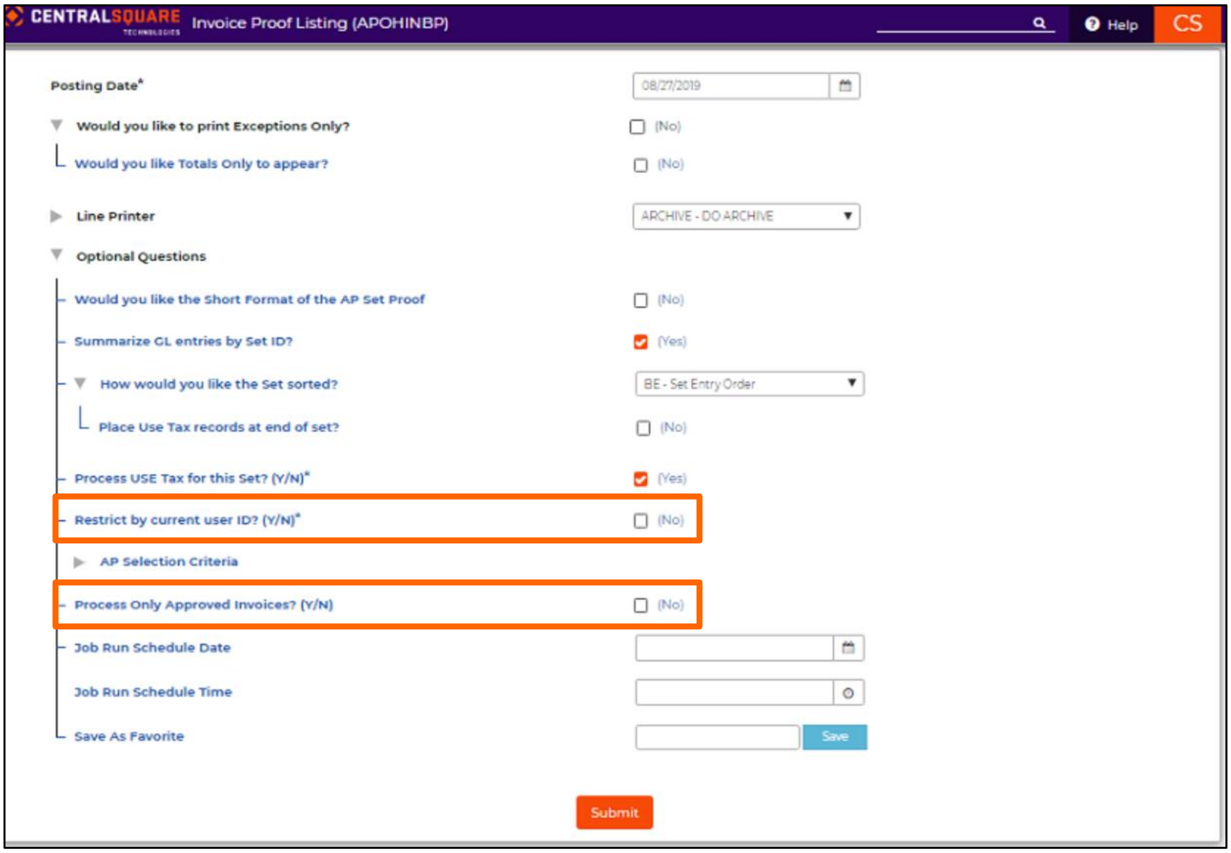
Invoice Proof Listing Report

After the invoice detail records are completed and saved, the Invoice Proof Listing Report should be printed and used to verify the information entered prior to submitting the invoice for approval.

The Invoice Proof Listing report is run using a link on the Screen Links tab of the navigation pane along the left edge of the screen as shown in the following image.



When the link is clicked, the Invoice Proof Listing screen will load.



In the new tab, click on the arrow next to the "Optional Questions" prompt to display a submenu of options.

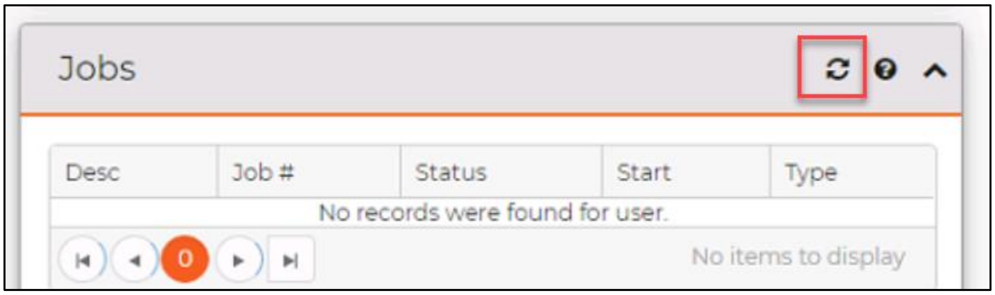
Make sure that the "Restrict by current user ID (Y/N)" checkbox is selected Yes. If this is not selected, all of the unposted invoices will be included in the report, including those entered by other users.

The "Process Only Approved Invoices? (Y/N)" prompt is also left unchecked since the purpose of this report is to view the information entered prior to submitting it for approval.

When all selection criteria have been entered, click the Submit button at the bottom of the tab. A job number will be assigned and a message displayed in the top-right corner of the screen.

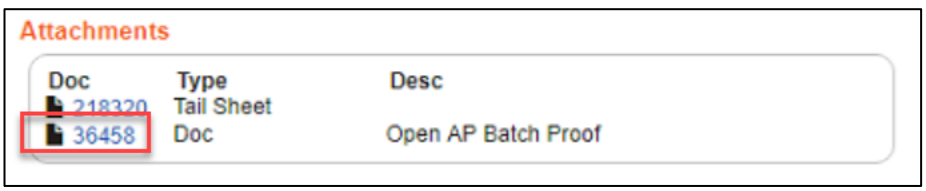
View Report

To view the report, return to the Workspaces tab and locate the Jobs panel on the Accounts Payable Task Center.



Click the refresh button in the Jobs panel to display the recent jobs.

When the Status of the job says Completed, the reports can be viewed by clicking on a link in the Attachments section. The Open AP Batch Proof link is the one that will be used to display the proof report.



The proof report will show you the invoice information entered and is used to verify the entries. If an error is noted, return to the invoice record and make the necessary corrections to the field containing the error and save the changes made. When all changes have been made, rerun the proof report to verify the changes were made.

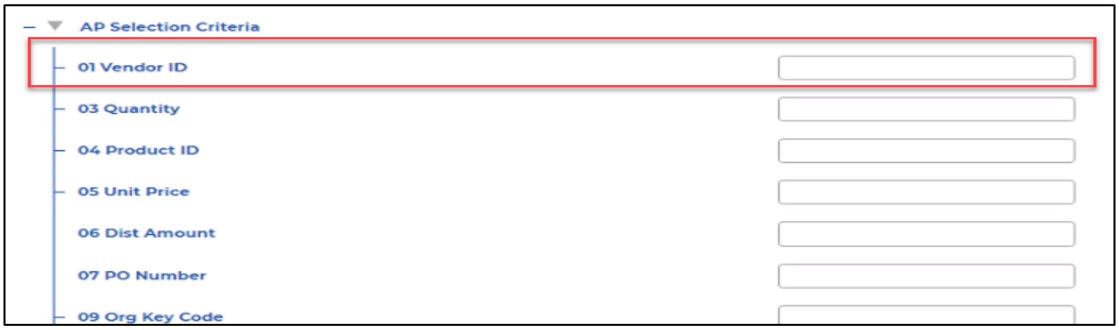
```
Account                  Invoice Number         Invoice Amt Units        Set ID  Inv Date   Division Code    Pay Terms      PTerm Stat
Org Key   Description    Secondary Ref     Distribution Amt Tax          Tax Amt  Due Date   Vendor ID / PEDB Cd / Addr Cd   Misc  Post
Object    Description    Encb PO# / Pmt        Discount Amt Tax2         Tax2 Amt  Rcv Date   Vendor Name                     PType Sec
Account                  Product ID            Pay Disc Amt Chrg       Charge Amt Disc Date  Vendor Address Line(s)          Sc/Tf Prep
Org Key   Description    Item Description--Item Description Duty         Duty Amt  Ck ID-No   Vendor City, State, Zip         R1/2  Cktp
========================= ================ ================ =================== ========== ============================== ===== ====
155000-92001             CAS080119                   0.80 1          OH001170 08/01/2019 UTAX                              .0000  H9
Elections                                            0.80                0.00 08/01/2019 20634            P            R1       01
Supplies & Materials                    P            0.00                0.00            Calif Dept Of Tax & Fee Admin  CHK
                                                     0.00                0.00            State Board Of Equalization       NB |SST
                         Copier paper                                    0.00 AP         Po Box 942879
                              Net Amount:            0.80                                Sacramento, CA 94279                 1


 Invoice :    CAS080119         System Computed Total:          0.80    User Computed Total:          0.80       TOTALS MATCH
                                                                         Total w/o Use Tax:            0.00
                                                                         Use Tax Total:                0.80
                                                                         Distribution Total:           0.80
                                                                         Net Total:                    0.80

155000-92001             CAS080119                  10.00 1          OH001170 08/01/2019 GEN                               .0000  DS
Elections                                           10.00 USE            0.00 08/01/2019 20782            P            R1       01
Supplies & Materials                    P            0.00                0.00            Office Depot                     EPY1  120
                                                     0.00                0.00            Po Box 88040                        NB CSHR
                         Copier paper                                    0.00 AP         Chicago, IL 60680
                              Net Amount:           10.00                                                                   2
* * * BLOCK * * * * DATA EXCEPTION =====> Approval not complete


 Invoice :    CAS080119         System Computed Total:         10.00    User Computed Total:         10.00       TOTALS MATCH
                                                                         Distribution Total:          10.00
                                                                         Net Total:                   10.00
```

```
Account                  Invoice Number         Invoice Amt Units        Set ID  Inv Date   Division Code    Pay Terms      PTerm Stat
Org Key   Description    Secondary Ref     Distribution Amt Tax          Tax Amt  Due Date   Vendor ID / PEDB Cd / Addr Cd   Misc  Post
Object    Description    Encb PO# / Pmt        Discount Amt Tax2         Tax2 Amt  Rcv Date   Vendor Name                     PType Sec
Account                  Product ID            Pay Disc Amt Chrg       Charge Amt Disc Date  Vendor Address Line(s)          Sc/Tf Prep
Org Key   Description    Item Description--Item Description Duty         Duty Amt  Ck ID-No   Vendor City, State, Zip         R1/2  Cktp
========================= ================ ================ =================== ========== ============================== ===== ====
155000-92001             CAS080119                   0.80 1          OH001170 08/01/2019 UTAX                              .0000  H9
Elections                                            0.80                0.00 08/01/2019 20634            P            R1       01
Supplies & Materials                    P            0.00                0.00            Calif Dept Of Tax & Fee Admin  CHK
                                                     0.00                0.00            State Board Of Equalization       NB |SST
                         Copier paper                                    0.00 AP         Po Box 942879
                              Net Amount:            0.80                                Sacramento, CA 94279                 1


 Invoice :    CAS080119         System Computed Total:          0.80    User Computed Total:          0.80       TOTALS MATCH
                                                                         Total w/o Use Tax:            0.00
                                                                         Use Tax Total:                0.80
                                                                         Distribution Total:           0.80
                                                                         Net Total:                    0.80

155000-92001             CAS080119                  10.00 1          OH001170 08/01/2019 GEN                               .0000  DS
Elections                                           10.00 USE            0.00 08/01/2019 20782            P            R1       01
Supplies & Materials                    P            0.00                0.00            Office Depot                     EPY1  120
                                                     0.00                0.00            Po Box 88040                        NB CSHR
                         Copier paper                                    0.00 AP         Chicago, IL 60680
                              Net Amount:           10.00                                                                   2
* * * BLOCK * * * * DATA EXCEPTION =====> Approval not complete


 Invoice :    CAS080119         System Computed Total:         10.00    User Computed Total:         10.00       TOTALS MATCH
                                                                         Distribution Total:          10.00
                                                                         Net Total:                   10.00
```

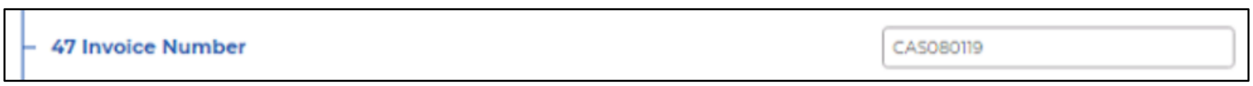
When the invoice entry and any necessary corrections have been made, the invoice record is ready to be submitted for approval.

Options for Proof Reports

To further restrict the report to only include some of the invoices, the AP Selection Criteria can also be optionally used to enter additional selection criteria. To display the additional fields available, click on the arrow next to the AP Selection Criteria prompt. A submenu of fields will be displayed.



The 01 – Vendor ID or 47 – Invoice Number fields are most often used but any of the available fields can be used.

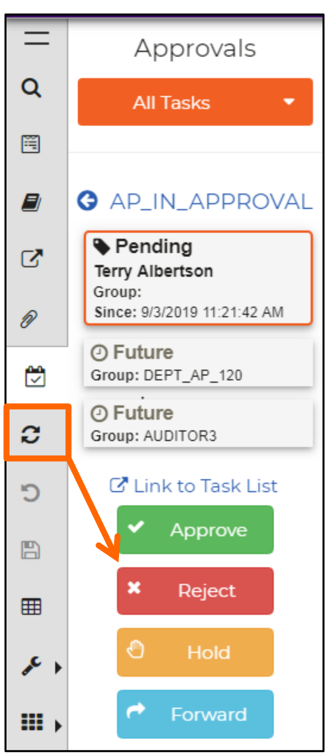


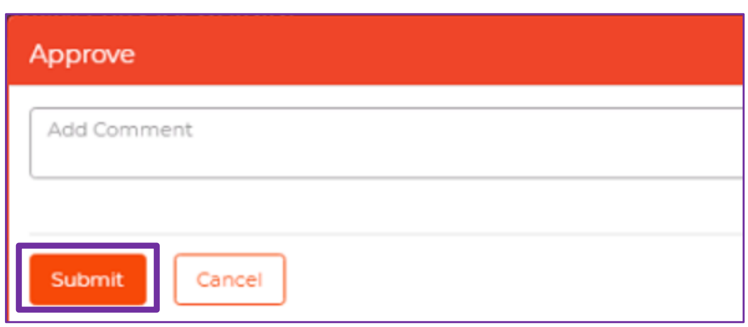
The values related to the criteria option are entered in the field to the right of the field label as shown.

Invoice Entry Approval

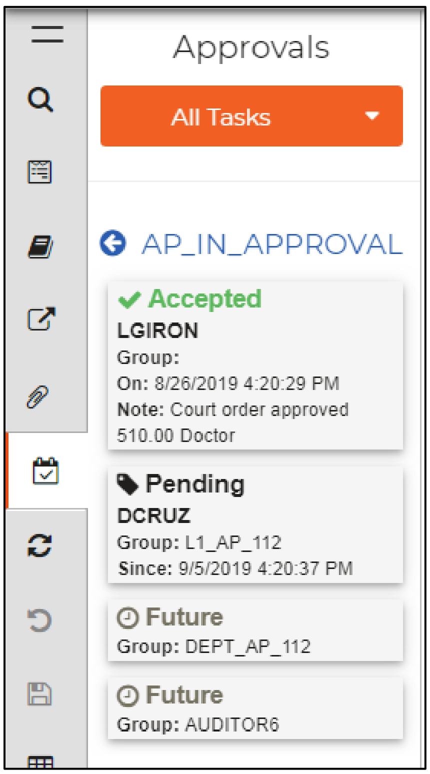
Once the initiator of the invoice has completed proofing the record that user must approve the set to kick off the Workflow process.

Select Pending Tasks on the left from the Menu and click Approve. Add any comments but keep in mind that comments are not required and cannot be deleted or edited once they are submitted. Click Submit to initiate the workflow.

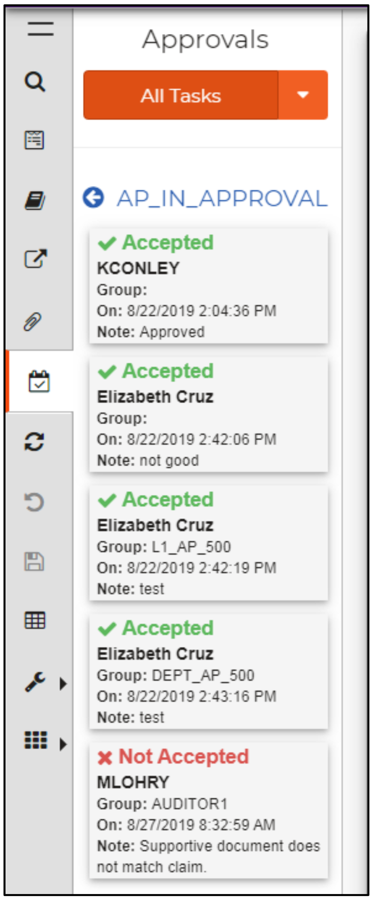




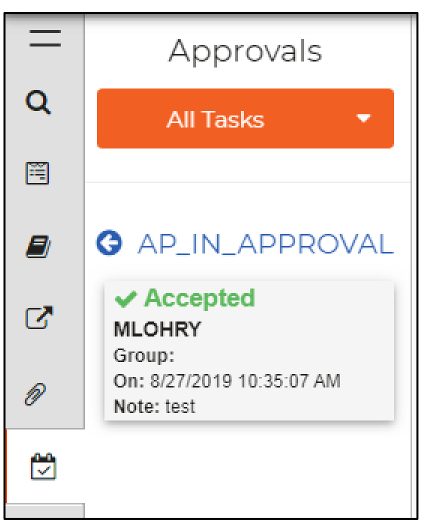
The Approvals will update to show the next approval group in the workflow. The number of approval groups is dependent on the department's need/request. The approval workflow is determined by the key used in the invoice entry. If you use another department's key their approval group will be included in the invoice's workflow and they must now approve the invoice before it can continue through the workflow. The Auditor will always be the last approval group in the workflow before it is processed.



If any approval group rejects the invoice it will stop the workflow and it will be sent back to the originator for correction and resubmission.



If the originator tries to approve an invoice but is missing a required item the workflow will show the record as accepted by the user but the workflow will not be initiated as shown below there is no one after the initiator.



The user will receive an email stating there was an error in the invoice record and they will need to correct and re-approve the record to verify the invoice has all required items completed and the workflow was initiated.