

**SUNGARD**<sup>®</sup> PUBLIC SECTOR

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ONESolution<sup>™</sup> 

**ONESolution**  
**Accounts Payable**  
**End User Guide**

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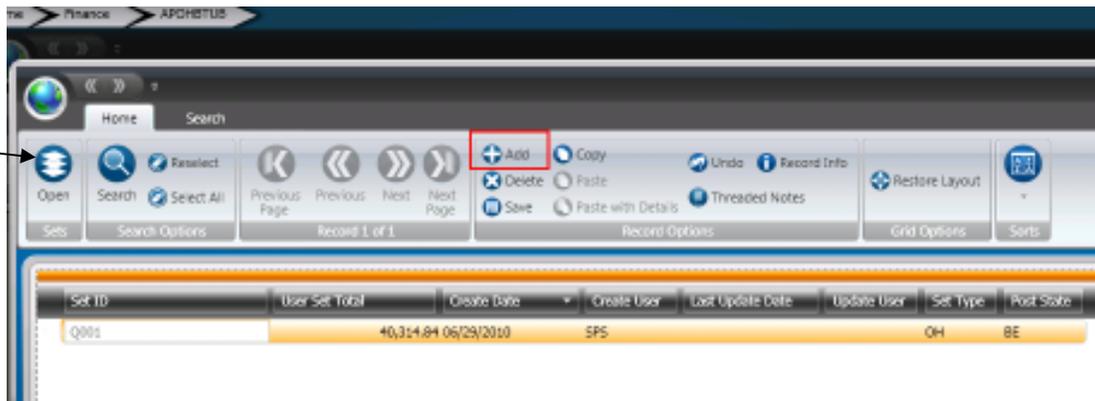
**SECTION 22: UNDO AP CHECK RUN POSTING ..... 68**

## Section 1: OH Open Hold AP Batch Entry

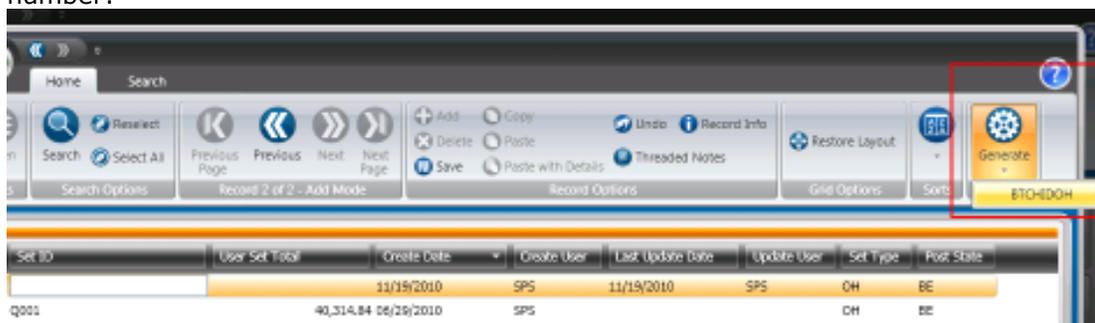
Type **APOHBTUB** into the search bar in the top right corner of the home screen and click on the **UB-Create/Update Set** link to launch the **APOHBTUB** screen:



(1) Once the **APOHBTUB** screen opens, click on the Add button to create a **NEW** Set on the top ribbon Bar. If the Set is only going to be edited click on Open Sets Button:

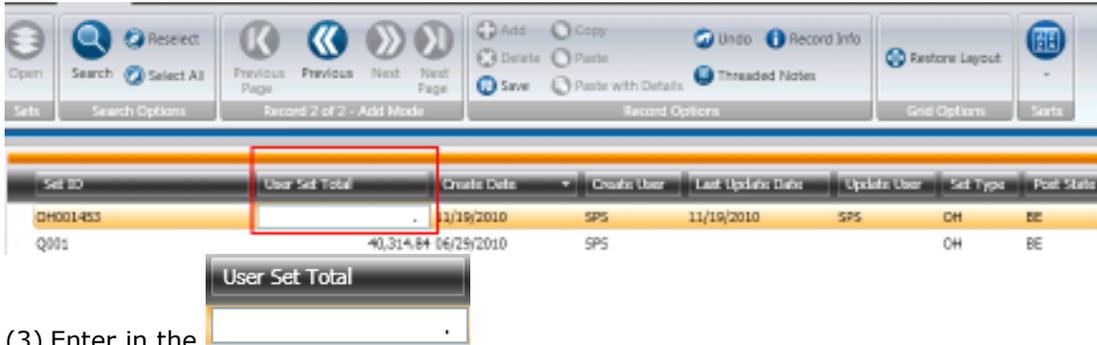


**Set ID**- Click on the Generate Button and Click on BTCHIDOH to Assign the next number:



(2) Click on the  to assign the next 

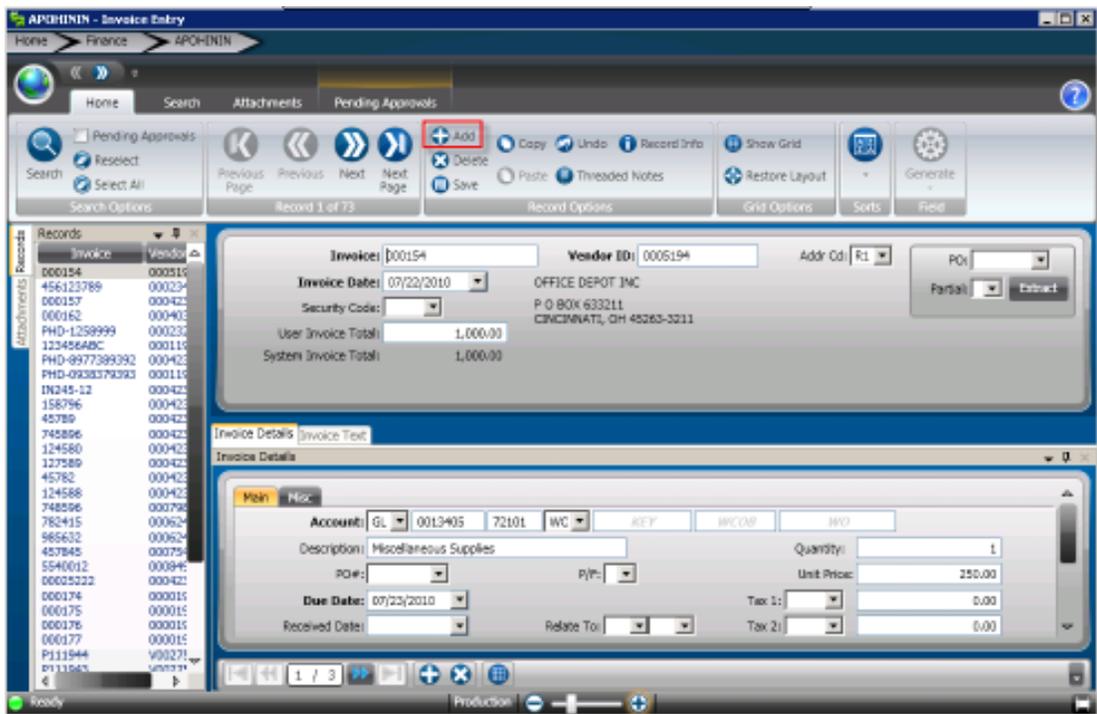
**User Set Total-** Enter in the Amount of User Set Total:



Set ID	User Set Total	Create Date	Create User	Last Update Date	Update User	Set Type	Post Date
QH001453		11/19/2010	SPS	11/19/2010	SPS	OH	BE
Q001	40,314.84	06/29/2010	SPS			OH	BE

User Set Total

(3) Enter in the



APQHININ - Invoice Entry

Home Finance APQHININ

Home Search Attachments Pending Approvals

Records

Invoice	Vendor
000154	000315
456123789	000124
000157	000423
000162	000403
PHD-1258999	000232
123456ABC	000119
PHD-9977389392	000423
PHD-9938379393	000119
IN245-12	000423
158796	000423
45789	000423
74896	000423
124580	000423
127889	000423
45782	000423
124588	000423
74896	000798
782415	000624
985632	000624
457845	000754
5540012	000945
00025222	000423
000174	000015
000175	000015
000176	000015
000177	000015
P111544	V00271
0111543	000174

Invoice: 000154 Vendor ID: 0005194 Add Cd: R1 PO: Partial Extract

Invoice Date: 07/22/2010 OFFICE DEPOT INC  
P O BOX 633211  
CINCINNATI, OH 45263-3211

Security Code: User Invoice Total: 1,000.00 System Invoice Total: 1,000.00

Invoice Details Invoice Text

Main Misc

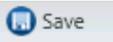
Account: GL 0013405 72101 W/C REF W/COP WFO

Description: Miscellaneous Supplies Quantity: 1

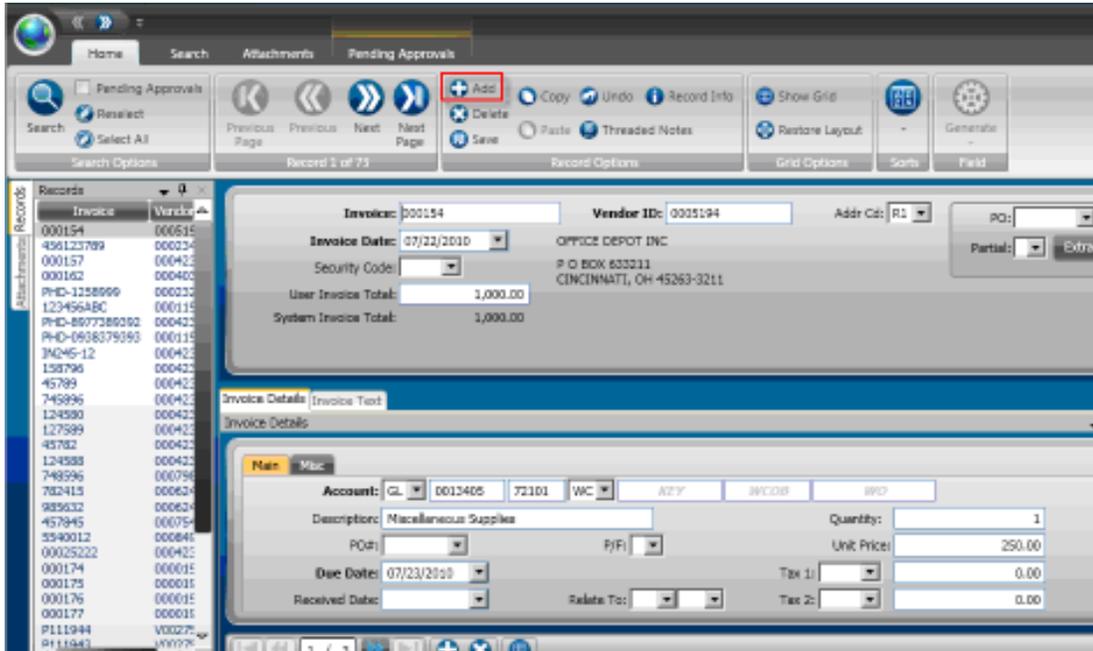
PO#: P/P: Unit Price: 250.00

Due Date: 07/22/2010 Tax 1: 0.00

Received Date: Relate To: Tax 2: 0.00

Click on the Save Button 

(4) **Add**-Click on the Add button  to create a **NEW** Invoice on the top ribbon Bar:



(5) Enter the invoice number, invoice date & user invoice total:



## Section 2: Batch PO Extraction

(1) **PO** – Enter in the PO number in the header portion of the screen:



Invoice: OHR7900777 Vendor ID: Addr Cdt: AP  
 Invoice Date: 12/15/2009  
 Security Code: DT  
 User Invoice Total: 30.  
 System Invoice Total: 0.00

PO: P0001893  
 Partial: P Extract

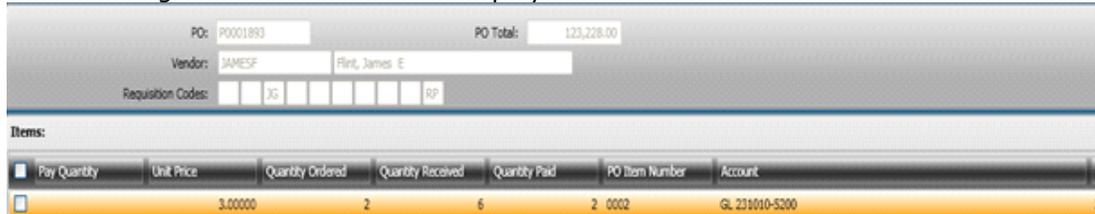
(2) **Partial** – Select P- Partial and then click on the Extract Button:



Invoice: OHR7900777 Vendor ID: Addr Cdt: AP  
 Invoice Date: 12/15/2009  
 Security Code: DT  
 User Invoice Total: 30.  
 System Invoice Total: 0.00

PO: P0001893  
 Partial: P Extract

The following extraction screen will display:



PO: P0001893 PO Total: 123,228.00  
 Vendor: JAMESF Flint, James E  
 Requisition Codes: JG RP

Pay Quantity	Unit Price	Quantity Ordered	Quantity Received	Quantity Paid	PO Item Number	Account
<input type="checkbox"/>	3.00000	2	6	2	0002	GL 231010-5200

The PO Extract screen displays the information from the PO and allows the user to select which line items are to be brought into the Invoice record.

(3) Enter the **pay quantity** or click on the check box to pay the full quantity of the line items and click save. It is also possible to modify the Amount and Pay Quantity on this screen if they are different on the Invoice than on the PO. Click on the Save Button to close the PO Extract screen and to pull the data into the Invoice.



PO: P0001893 PO Total: 123,228.00  
 Vendor: JAMESF Flint, James E  
 Requisition Codes: JG RP

Pay Quantity	Unit Price	Quantity Ordered	Quantity Received	Quantity Paid	PO Item Number	Account
<input checked="" type="checkbox"/>	3.00000	2	6	2	0002	GL 231010-5200

This process will update the Invoice details tab:

Invoice Details Invoice Test

Invoice Details

GL Account: GL 231010 5300 PR PROF ACCT WFO

Description: 2

Quantity: 6

Unit Price: 3.00

PD#: P0001893 P/F: P

Due Date: 12/15/2009

Relate To: [dropdown]

Received Date: [dropdown] Div: GEN

Authorized Date: [dropdown] Misc Code: [dropdown]

Second Ref: [dropdown]

Product ID: [dropdown]

Bank ID: JG Sap Check: [checkbox]

Disc. Terms: 0

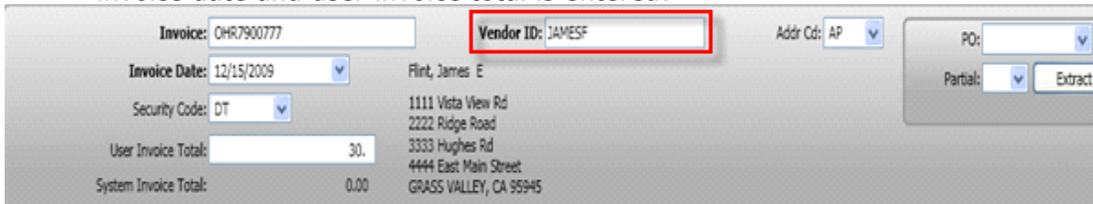
Extended Amount: 18.00

Vendor of Rec: JAMESF AP Rint, James E

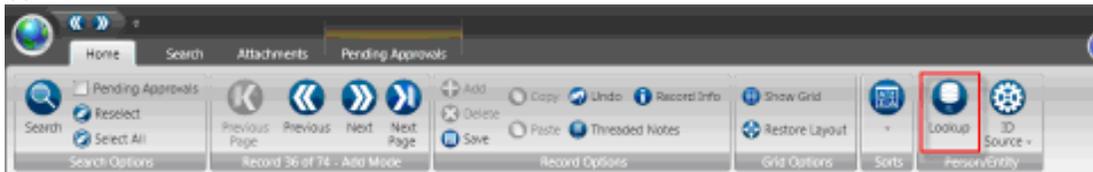
Tax 1:	[dropdown]	0.00
Tax 2:	[dropdown]	0.00
Charge:	[dropdown]	0.00
Duty:	[dropdown]	0.00

### Section 3: Batch Direct Pays

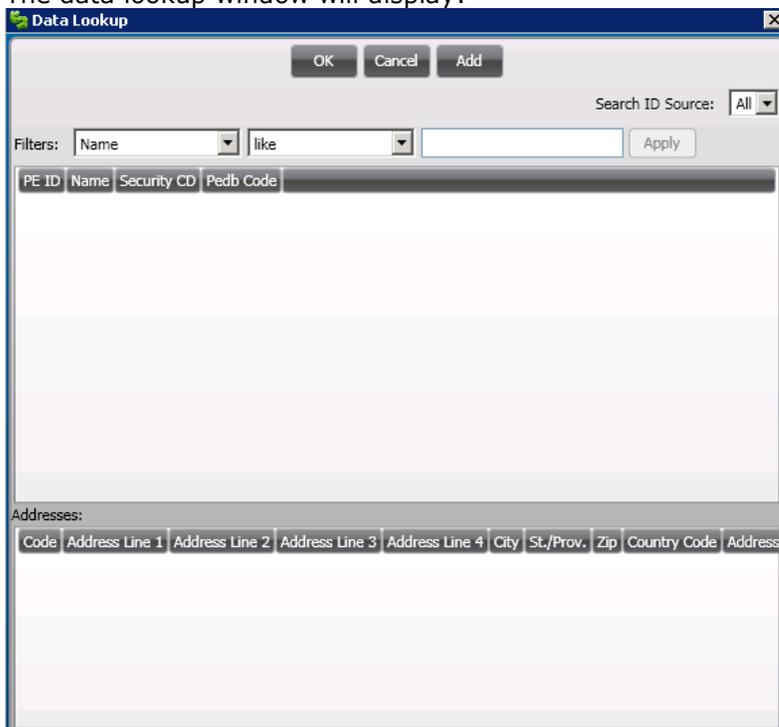
(1) If the invoice doesn't have PO, enter the vendor ID once the invoice number, invoice date and user invoice total is entered:



**Vendor Lookup**-To look up a vendor click on the Lookup icon  on the top ribbon bar:

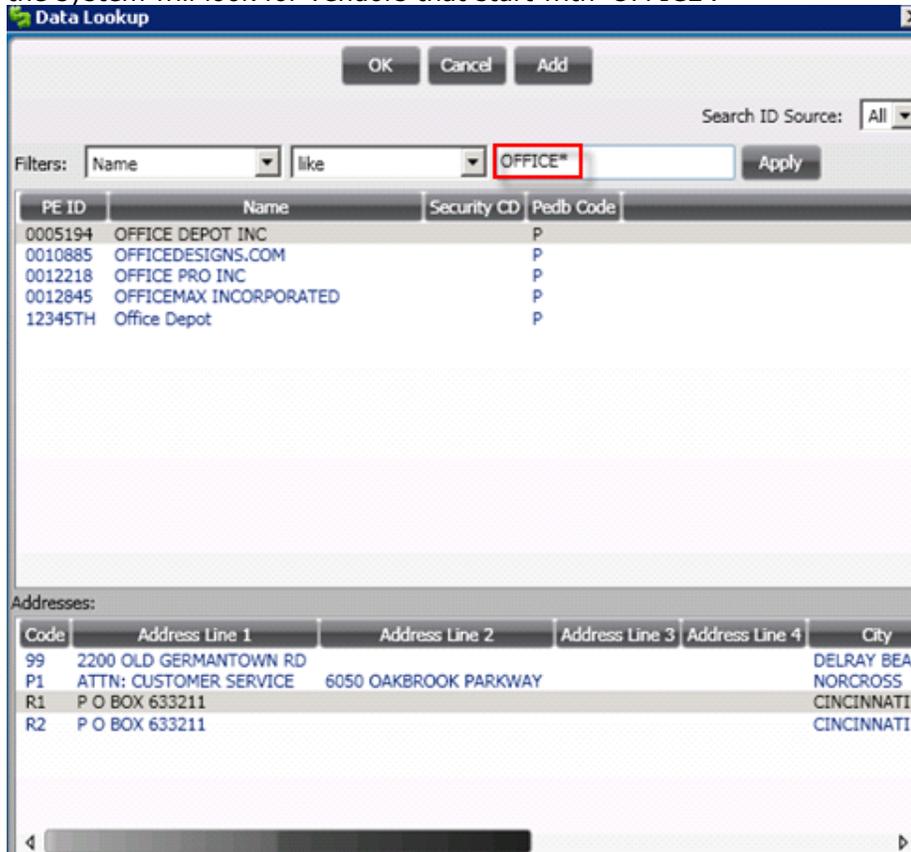


The data lookup window will display:

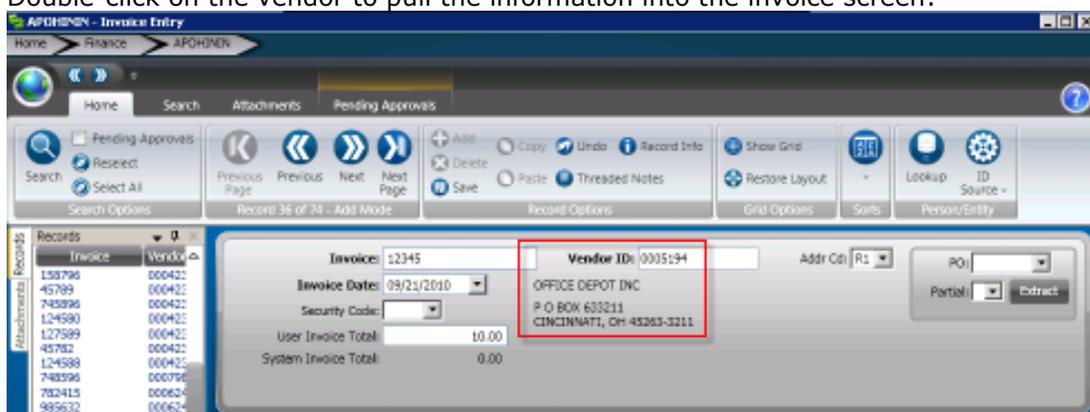


Type in the vendor name and click apply.

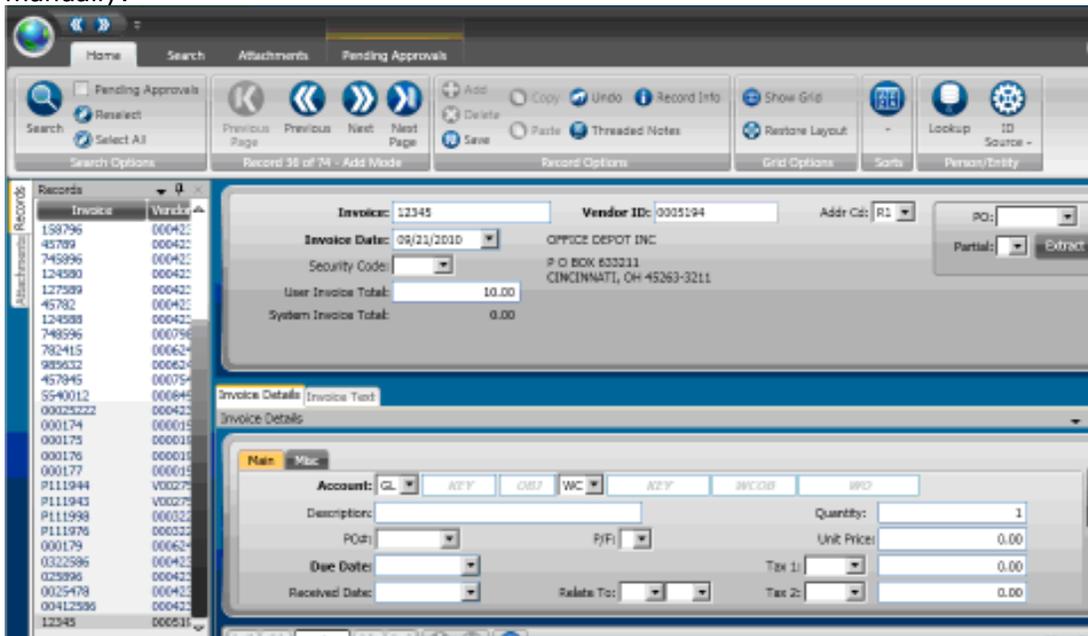
Another option is to type a portion of the vendor's name and use a (\*) wildcard at the end to view all vendors that begin with that name. For example: if OFFICE\* is used the system will look for vendors that start with 'OFFICE'.



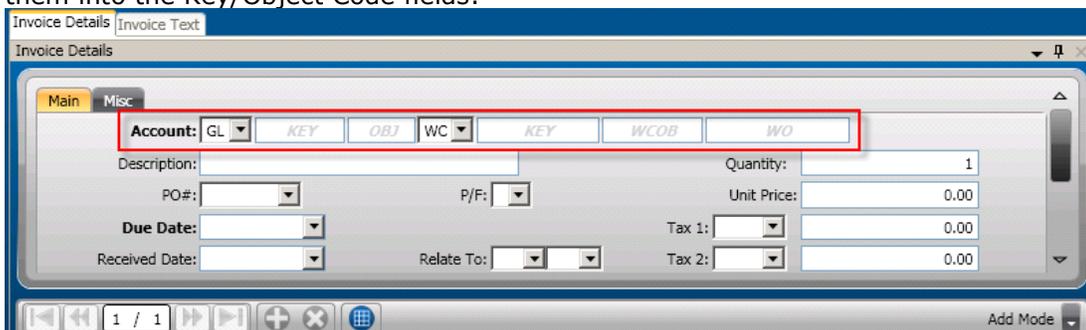
Double-click on the vendor to pull the information into the invoice screen:



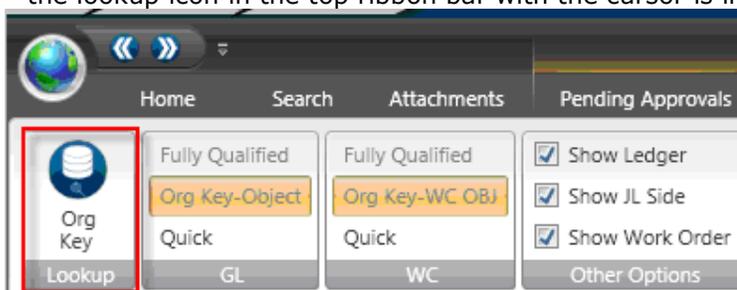
If the invoice doesn't have PO, the line item information will need to be entered manually:



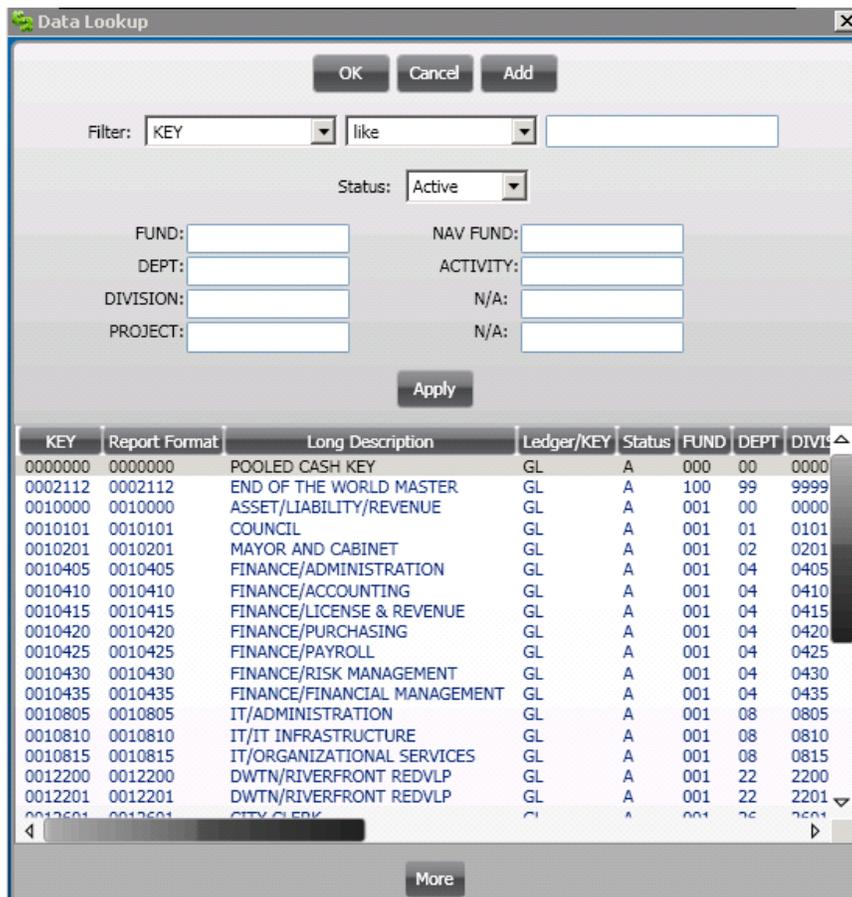
(1) **Account** – Enter the GL Key/Object Code. If the numbers are known, simply type them into the Key/Object Code fields:



Access the lookup for Key Code by placing the cursor in the Key field and clicking on the lookup icon in the top ribbon bar with the cursor is in the Key/Object fields:



The data Lookup will display:



Filter: KEY like

Status: Active

FUND: NAV FUND:

DEPT: ACTIVITY:

DIVISION: N/A:

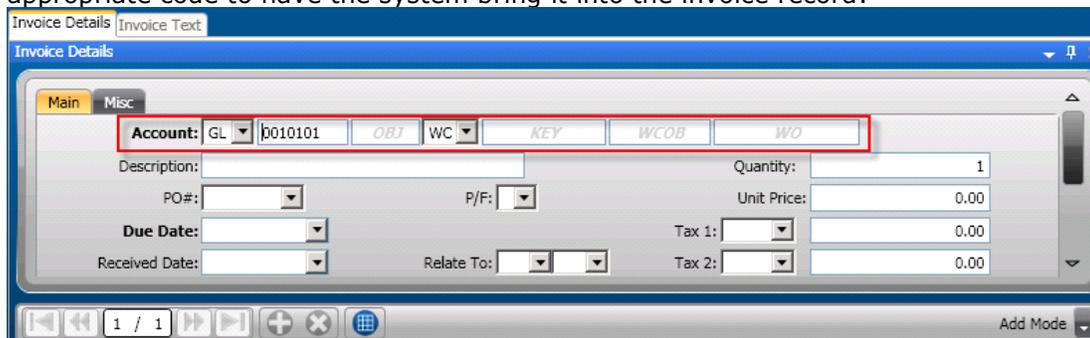
PROJECT: N/A:

Apply

KEY	Report Format	Long Description	Ledger/KEY	Status	FUND	DEPT	DIVISION
0000000	0000000	POOLED CASH KEY	GL	A	000	00	0000
0002112	0002112	END OF THE WORLD MASTER	GL	A	100	99	9999
0010000	0010000	ASSET/LIABILITY/REVENUE	GL	A	001	00	0000
0010101	0010101	COUNCIL	GL	A	001	01	0101
0010201	0010201	MAYOR AND CABINET	GL	A	001	02	0201
0010405	0010405	FINANCE/ADMINISTRATION	GL	A	001	04	0405
0010410	0010410	FINANCE/ACCOUNTING	GL	A	001	04	0410
0010415	0010415	FINANCE/LICENSE & REVENUE	GL	A	001	04	0415
0010420	0010420	FINANCE/PURCHASING	GL	A	001	04	0420
0010425	0010425	FINANCE/PAYROLL	GL	A	001	04	0425
0010430	0010430	FINANCE/RISK MANAGEMENT	GL	A	001	04	0430
0010435	0010435	FINANCE/FINANCIAL MANAGEMENT	GL	A	001	04	0435
0010805	0010805	IT/ADMINISTRATION	GL	A	001	08	0805
0010810	0010810	IT/IT INFRASTRUCTURE	GL	A	001	08	0810
0010815	0010815	IT/ORGANIZATIONAL SERVICES	GL	A	001	08	0815
0012200	0012200	DWTN/RIVERFRONT REDVLP	GL	A	001	22	2200
0012201	0012201	DWTN/RIVERFRONT REDVLP	GL	A	001	22	2201
0012601	0012601	CITY CLERK	GL	A	001	26	2601

More

And a list will appear of key codes for your department. Double-click on the appropriate code to have the system bring it into the invoice record:



Invoice Details | Invoice Text

Account: GL 0010101 OBJ WC KEY WCOB WO

Description: Quantity: 1

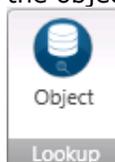
PO#: P/F: Unit Price: 0.00

Due Date: Tax 1: 0.00

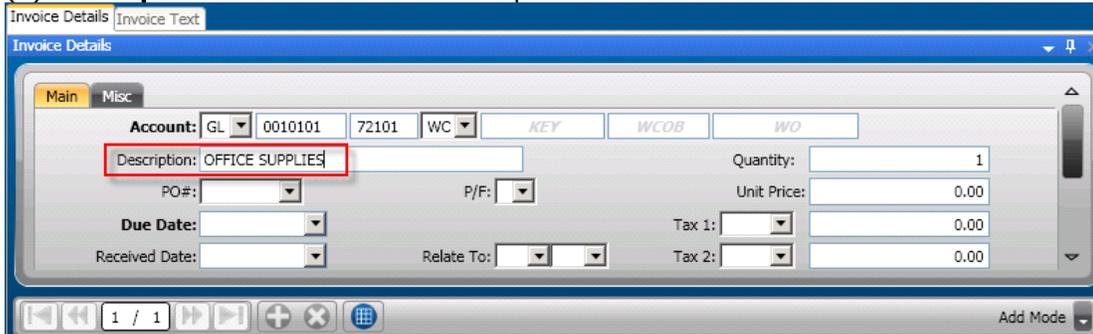
Received Date: Relate To: Tax 2: 0.00

1 / 1 Add Mode

Repeat this process for the object code lookup but make sure to place the cursor in the object code field to have the Lookup icon display Object:

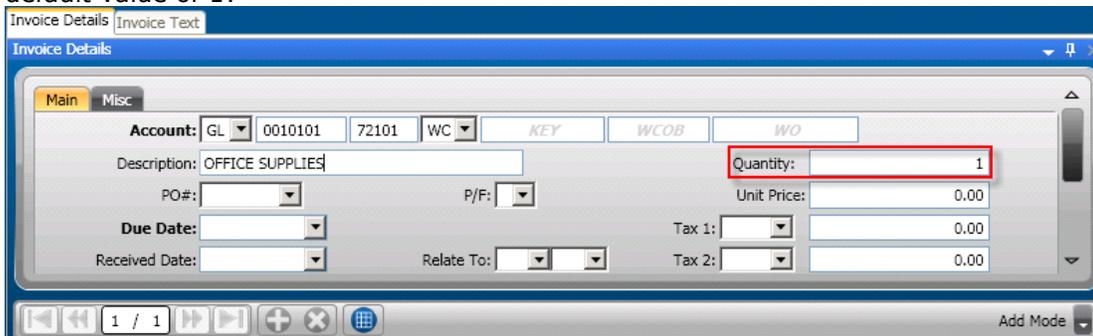


(2) **Description**-Enter a line item description:



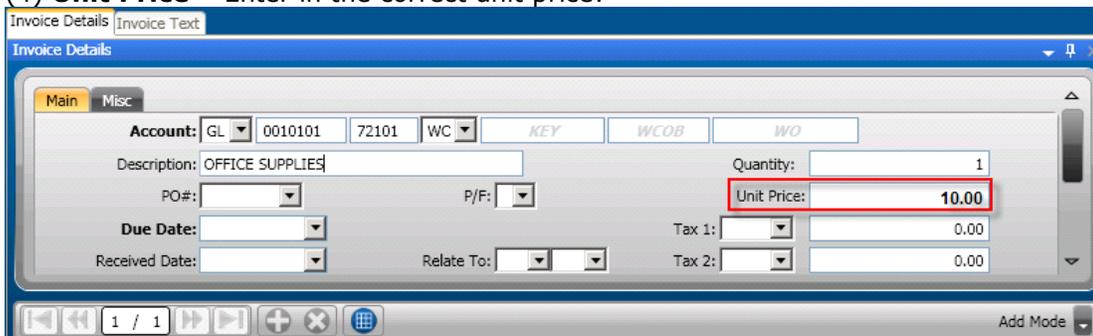
The screenshot shows the 'Invoice Details' window with the 'Main' tab selected. The 'Description' field contains the text 'OFFICE SUPPLIES' and is highlighted with a red rectangular box. Other fields include 'Account' (GL 0010101 72101 WC KEY WCOB WO), 'Quantity' (1), 'Unit Price' (0.00), 'PO#', 'P/F', 'Due Date', 'Received Date', 'Relate To', 'Tax 1', and 'Tax 2'.

(3) **Quantity** – Enter in the correct quantity in the field if it is different from the default value of 1:



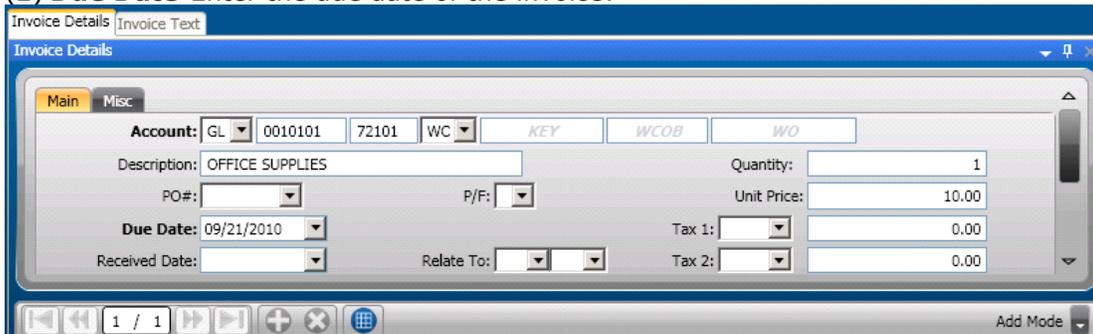
The screenshot shows the 'Invoice Details' window with the 'Main' tab selected. The 'Quantity' field contains the value '1' and is highlighted with a red rectangular box. The 'Description' field contains 'OFFICE SUPPLIES'. Other fields are the same as in the previous screenshot.

(4) **Unit Price** – Enter in the correct unit price:



The screenshot shows the 'Invoice Details' window with the 'Main' tab selected. The 'Unit Price' field contains the value '10.00' and is highlighted with a red rectangular box. The 'Description' field contains 'OFFICE SUPPLIES' and 'Quantity' is '1'. Other fields are the same as in the previous screenshots.

(2) **Due Date**-Enter the due date of the invoice:



The screenshot shows the 'Invoice Details' window with the 'Main' tab selected. The 'Due Date' field contains the date '09/21/2010' and is highlighted with a red rectangular box. The 'Description' field contains 'OFFICE SUPPLIES', 'Quantity' is '1', and 'Unit Price' is '10.00'. Other fields are the same as in the previous screenshots.

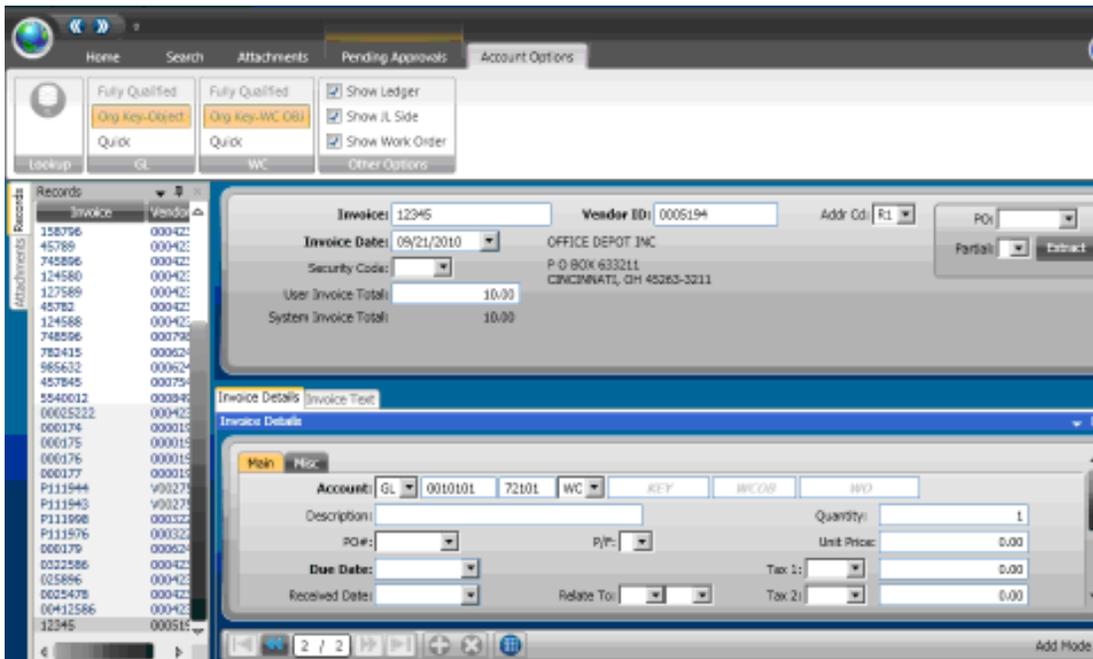
(3) **Division**- Select the appropriate division:

Press Enter to save the first line item on the Invoice. A message saying "Saving Record" will appear in the bottom left corner then "Record Accepted" will display with a green checkmark on the lower portion of the screen if all required fields are complete and there are not any budget warnings or blocks.

Until the "Ready" message is displayed the record is not saved in the database. Once it is saved the invoice will appear in the entity list:

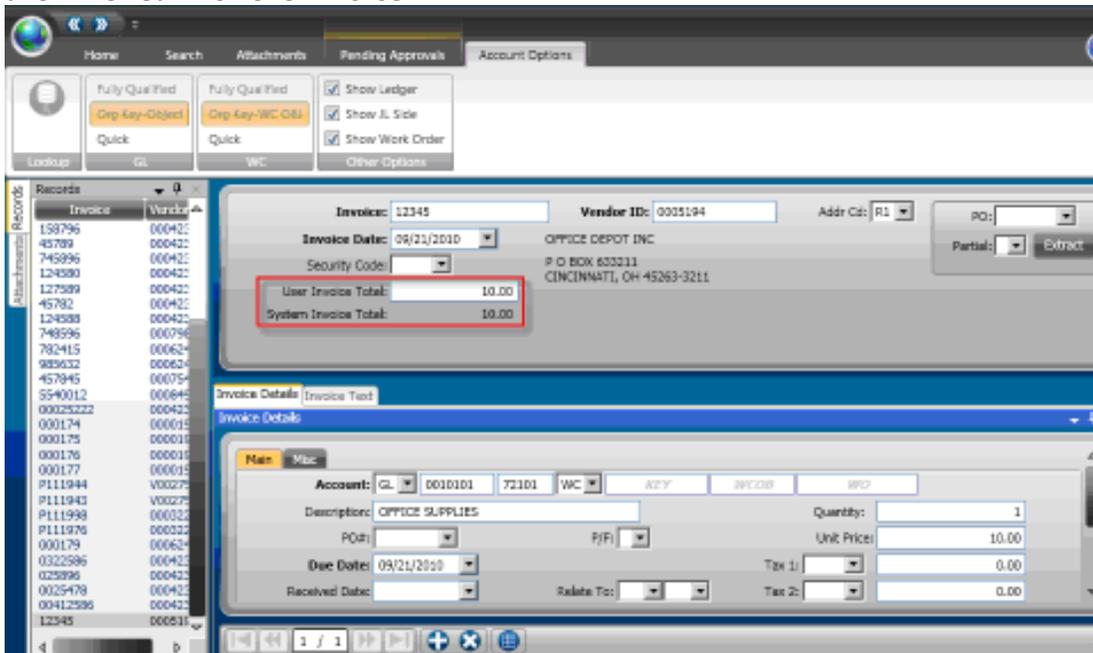
## Adding Line Items to Invoices

If additional line items are necessary, click on the  icon on the left toolbar in the bottom portion of the screen. The bottom portion will then clear out and allow the user to add the next line item:



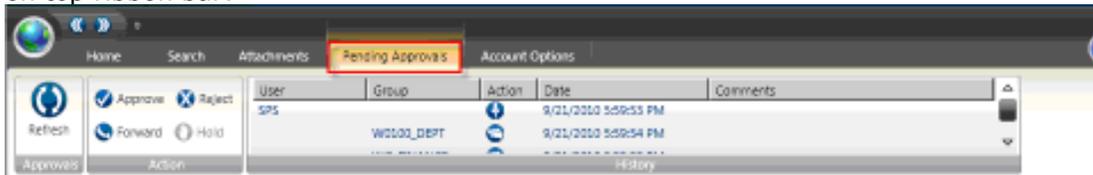
Simply repeat the steps outlined for data entry of Item Information in Section 7.

**\*\*Note Make sure the User Invoice Total and System Total Match when you are finished with the invoice.**

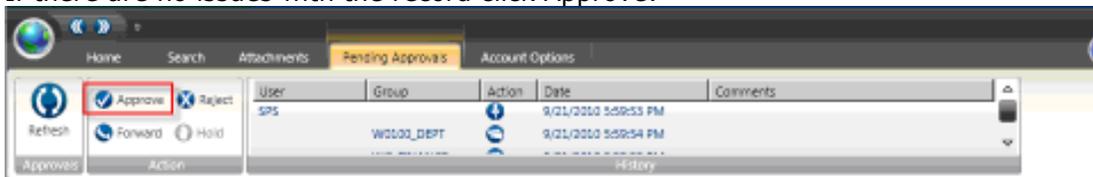


## Section 4: Direct Pay Invoice Approvals

(1) **Approvals-** To submit the invoice for approval click on the pending approvals tab on top ribbon bar:



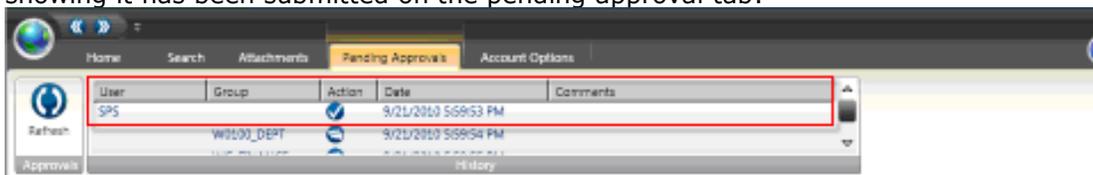
If there are no issues with the record click Approve:



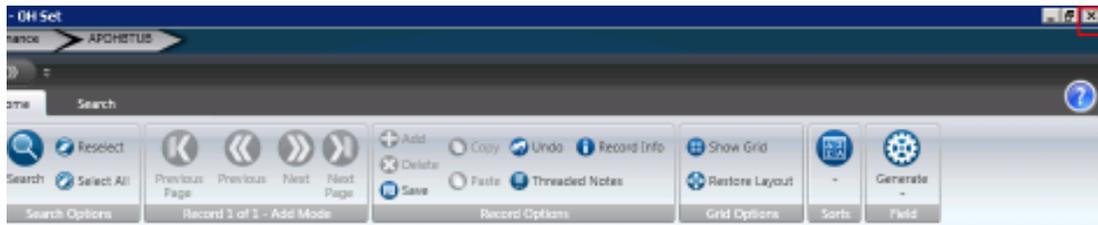
Write any necessary comments and then click on the Submit Button:



The system will display a check next to the invoice that has been sent to Workflow showing it has been submitted on the pending approval tab:



If no additional invoices are to be entered, simply close the screen by clicking on the  on the upper left corner of the screen.



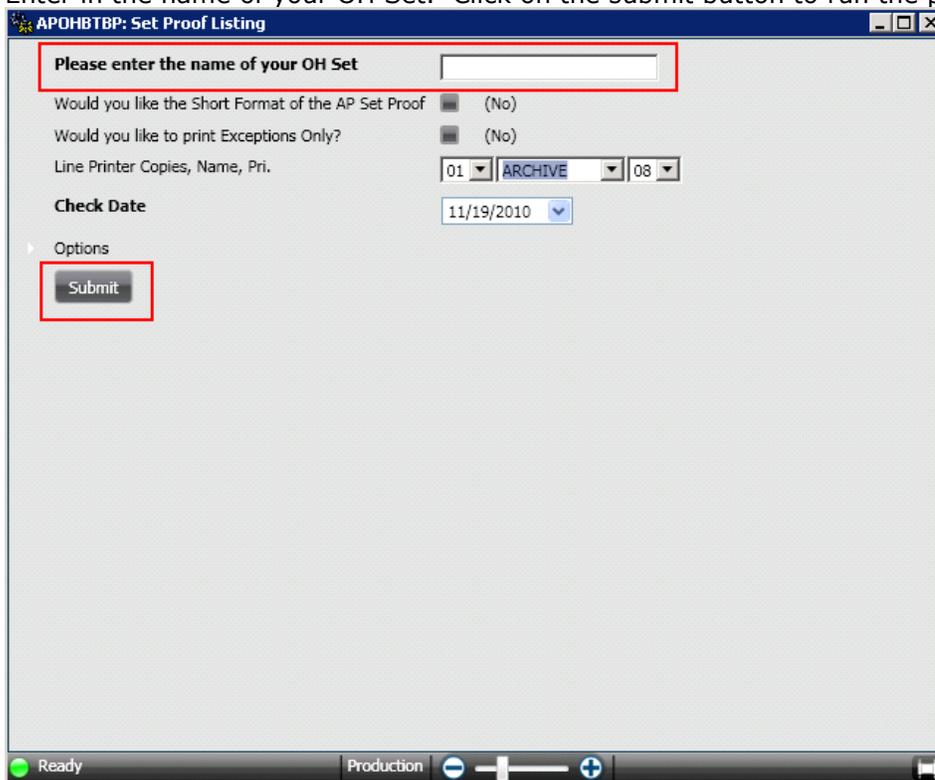
There will be times when the "Record Accepted" message is not received and a budget warning appears instead. These warnings are intended to inform the User that funds are not available and to take the necessary steps to move money into the account or choose another account to expense the purchase. Budget warnings can be overridden and the record saved by simply pressing the Enter key again until the "Record Accepted" message is received.

## Section 5: Batch Proof Set-APOHBTBP

Once the invoices are entered, run a Batch Proof of the set by launching the **APOHBTBP** which is used to verify the data:



Enter in the name of your OH Set. Click on the submit button to run the proof:



Once the job is launched a job number will display in the bottom left corner:



If the Batch proof report is archived access the report by clicking in the documents section on the finance desktop:



Click on the plus sign and then click on the Open A/p Batch Proof link to view the archived APOHBTBP report:

Description	Job Number	Mask	Status	Job Type
Classic Job: APOHBTBP	<a href="#">212660</a>	APOHBTBP	Completed	Classic Job

Description	DocId
<a href="#">Tail Sheet</a>	9806
<a href="#">F Open A/p Batch Proof</a>	9801

Sample APOHBTBP report:

```

CITY OF MONTGOMERY          PROOF          F O P E N  A / P  B A T C H  P R O O F          Set ID: OHS01456          Page 1
MON, NOV 22, 2010, 12:10 PM --req: SPS-----leg: GL GP--loc: OHSITR----job: 212660 $J281----prog: OHS01456 *2.76--report id: OHS01456
Account      Invoice Number      Invoice Amt Units      Set ID  Inv Date  Division Code and Description  Term  Stat
Org Key      Description          Secondary Ref      Distribution Amt Tax      Tax Amt  Due Date  Vendor ID / PRIG CG / Addr CG  Misc  Post
Object      Description          Rich PO# / Pmt      Discount Amt Tax2      Tax2 Amt  Row Date  Vendor Name                      S/TA  Prep
Account      Product ID          Retail Amt Chrg      Charge Amt  Pct Disc  Vendor Address Line(s)         S/TA  Prep
Org Key      Description          Item Description--Item Description  Duty      Duty Ret  Ck ID-No  Vendor City, State, Zip        S/TA  Cktp
=====
0010420-14105  777                5,000.00 1          OHS01456 11/21/2010  GSN General Division          .0000  05
FINANCE/PURCHASING  5,000.00          5,000.00          0.00          0.00          11/21/2010  0004235 P                            M1    01
PURCH/OFFICE SUPPLIES  0.00              0.00              0.00          0.00          NAFA
PURCH/OFFICE SUPPLIES  0.00              0.00              0.00          0.00          P O BOX 409843
Net Amount:          5,000.00          AP                ATLANTA, GA 30384-9043          M0  SPS
1

Set ID:      OHS01456          System Computed Total:      5,000.00          User Computed Total:      5,000.00          TOTALS MATCH
Distribution Total:      5,000.00
Net Total:      5,000.00
    
```

## Section 6: Distributing Set-APOHBTDS

- (1) After Running a Batch Proof you will run Distribute Set to OH and GL by launching the **APOHBTDS** screen:



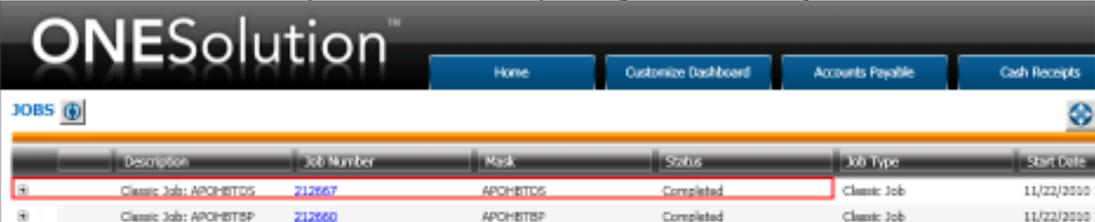
- (2) Enter in the name of the Set and click on the Submit button:

- (2) Enter in the **Please enter the name of your OH Set**
- (3) And Click on **Submit**

Once the system displays the job number if the reports were archived:



Go to the finance desktop and click on the plus sign next to the job:



The screenshot shows the ONESolution interface with a navigation bar containing 'Home', 'Customize Dashboard', 'Accounts Payable', and 'Cash Receipts'. Below the navigation bar is a 'JOBS' section with a plus sign icon. A table lists two jobs:

	Description	Job Number	Task	Status	Job Type	Start Date
+	Classic Job: APOHBTDS	212667	APOHBTDS	Completed	Classic Job	11/22/2000
+	Classic Job: APOHBTSP	212660	APOHBTSP	Completed	Classic Job	11/22/2000

Make sure the "Audit report" displays and verify all distribution reports posted correctly:



Description	Job Number	Mask	Status	Job Type
<a href="#">F Open A/p Batch Proof</a>				
<a href="#">GL Posting Report</a>				
<a href="#">Tail Sheet</a>				
Classic Job: APOHBTBP	<a href="#">212660</a>	APOHBTBP	Completed	Classic Job

Sample Audit report:

```

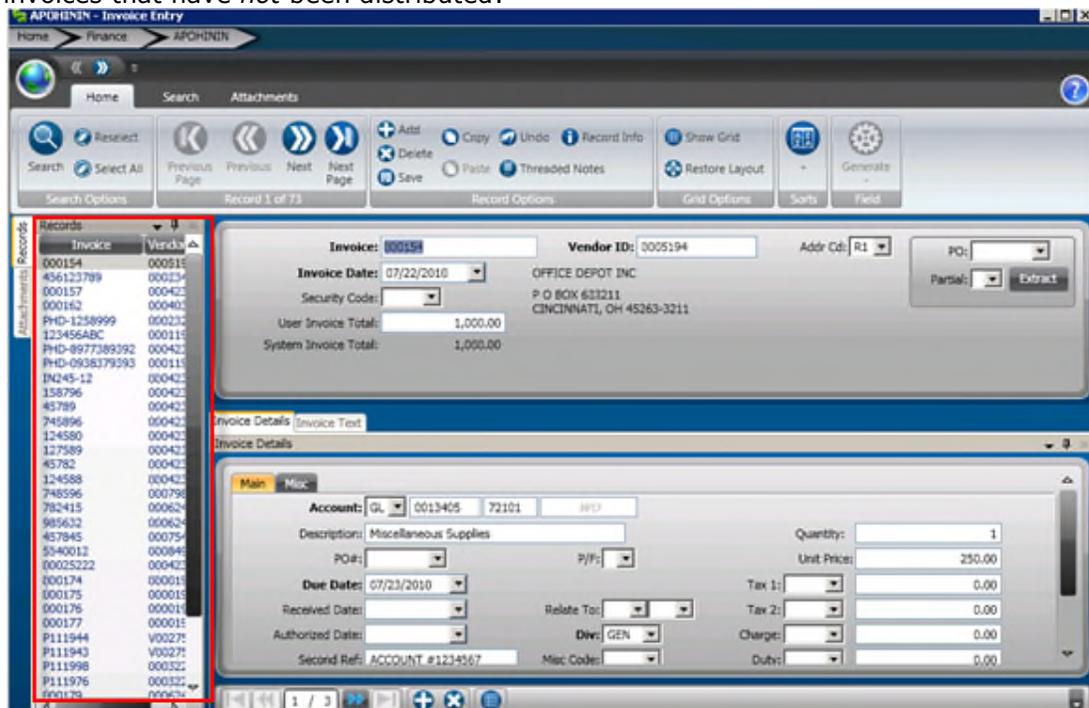
CITY OF MONTGOMERY      POST      O / H  POSTINGS  TO  GL DR      08001456.DATA.ADMIN      Page 1
MON, NOV 22, 2010, 12:54 PM --req: 595-----log: GL GF--loc: 0M5ITE----job: 212667 #J190----prog: GL150 <2.13>---report id: GLPOST92
Ledger: GL
                                A U D I T   R E P O R T
*----- BEFORE  THIS  JOB -----*  P O S T I N G  T H I S  J O B  -----*  N E W  T O T A L S  -----*
MO/YR:  Debit      Credit      Net |  Debit      Credit      Net |  Debit      Credit      Net |
-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
10/10:  144,884.28   144,884.28   0.00|           0.00           0.00|  144,884.28   144,884.28   0.00|
11/10:  5,674,879.66   5,674,879.66   0.00|  5,000.00   5,000.00   0.00|  5,679,879.66   5,679,879.66   0.00|
TOTAL:  5,819,763.94   5,819,763.94   0.00|  5,000.00   5,000.00   0.00|  5,824,763.94   5,824,763.94   0.00|
    
```

## Section 7: OH Open Hold AP Invoice Entry

Type **APOHININ** in the search bar on the home screen and click on the **Open Hold Invoice Entry** link to launch the APOHININ screen:

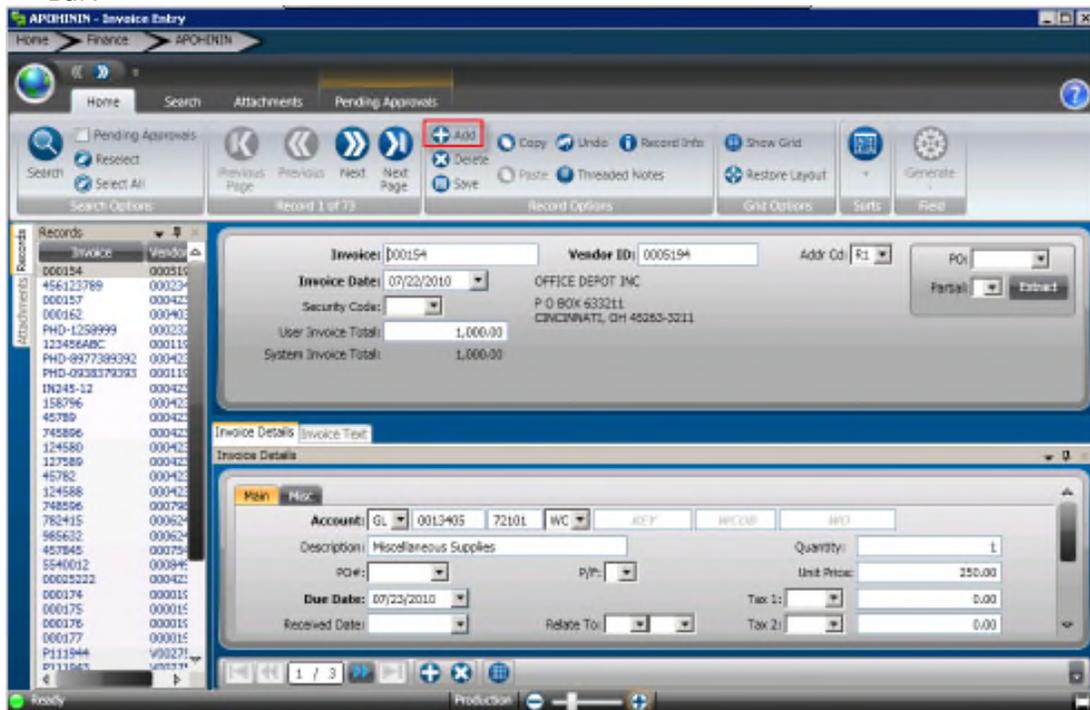


The **APOHININ** screen displays in Browse mode & the entity list will show all invoices that have *not* been distributed:

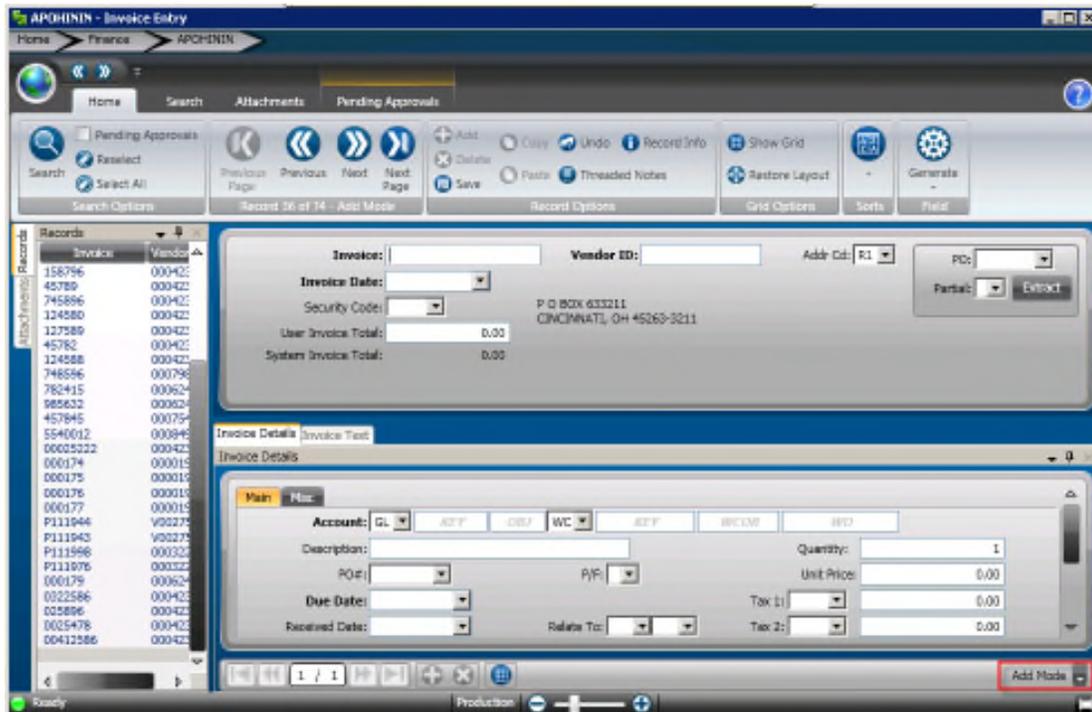


(1) Click on **Maximize** 

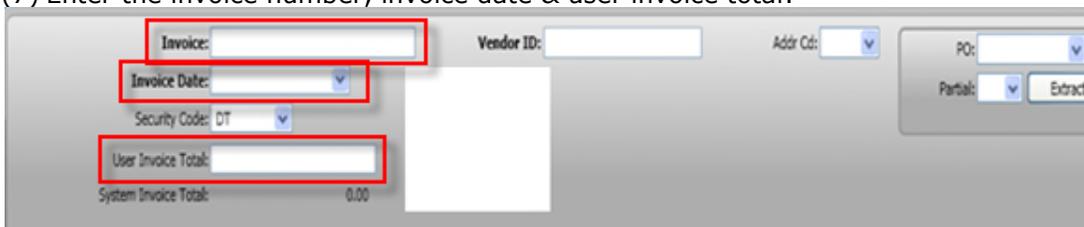
(6) **Add**-Click on the Add button  to create a **NEW** Invoice on the top ribbon Bar:



The bottom right corner will show add mode:

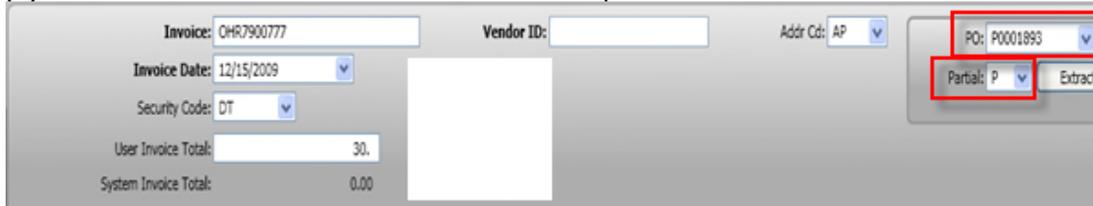


(7) Enter the invoice number, invoice date & user invoice total:

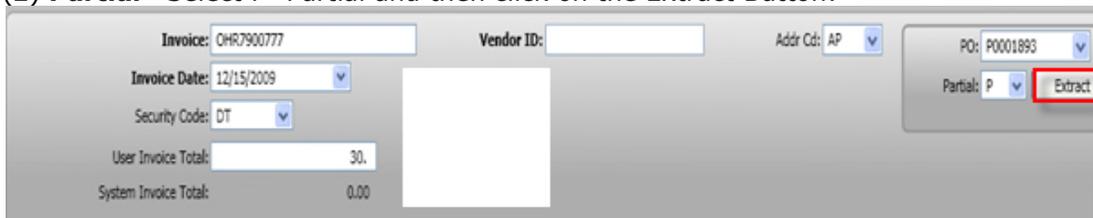


## Section 8: Invoice Entry PO Extraction

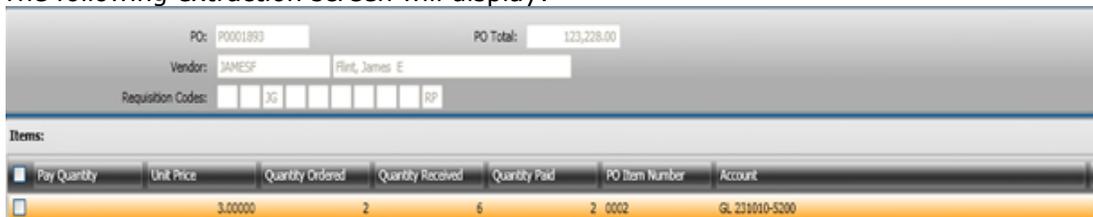
(1) **PO** – Enter in the PO number in the header portion of the screen:



(2) **Partial** – Select P- Partial and then click on the Extract Button:



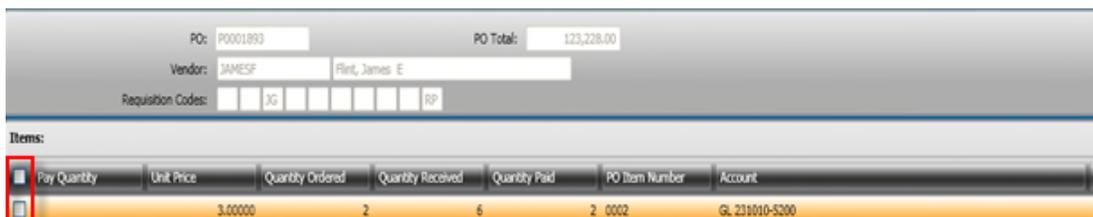
The following extraction screen will display:



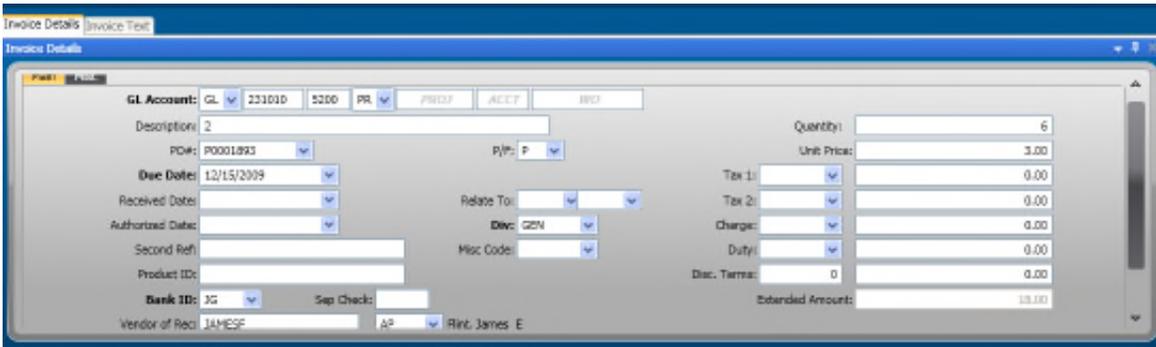
Pay Quantity	Unit Price	Quantity Ordered	Quantity Received	Quantity Paid	PO Item Number	Account
<input type="checkbox"/>	3.00000	2	6	2	0002	GL 231010-5200

The PO Extract screen displays the information from the PO and allows the user to select which line items are to be brought into the Invoice record.

(3) Enter the **pay quantity** or click on the check box to pay the full quantity of the line items and click save. It is also possible to modify the Amount and Pay Quantity on this screen if they are different on the Invoice than on the PO. Click on the Save Button to close the PO Extract screen and to pull the data into the Invoice.



This process will update the Invoice details tab:



Invoice Details [Invoice Test]

Invoice Details

GL Account: GL 231010 5200 PR PROJ ACCT WFO

Description: 2

PO#: P0001893 P/P: P

Due Date: 12/15/2009

Received Date: Relate To:

Authorized Date: ID#: G2N

Second Ref: Misc Code:

Product ID:

Bank ID: JG Sap Check:

Vendor of Rec: JAMESF AP Rint, James E

Quantity: 6

Unit Price: 3.00

Tax 1: 0.00

Tax 2: 0.00

Charge: 0.00

Duty: 0.00

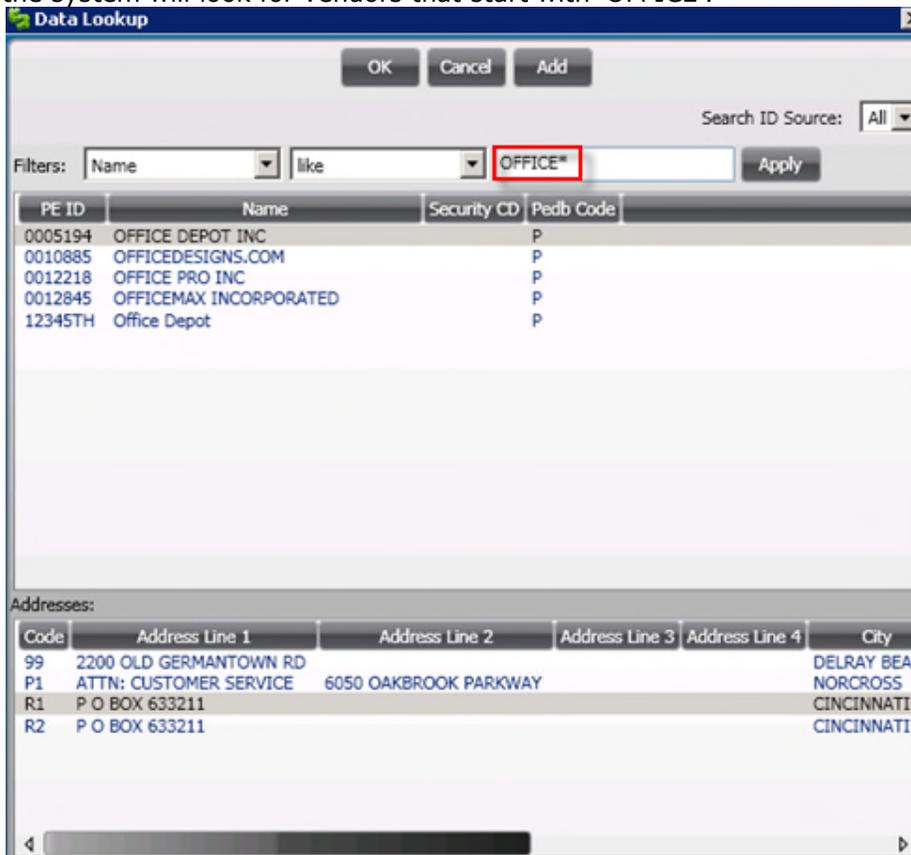
Disc. Terms: 0

Extended Amount: 18.00

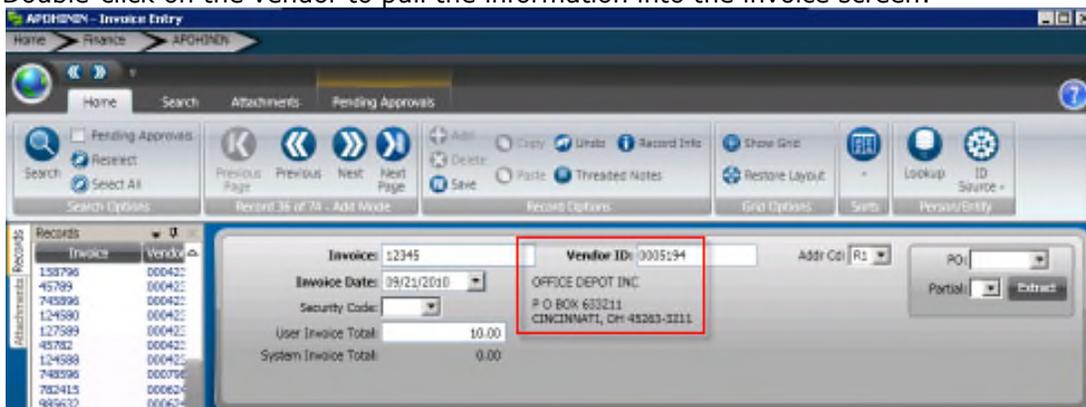
Proceed to 1.2.7 Save the Invoice Record:



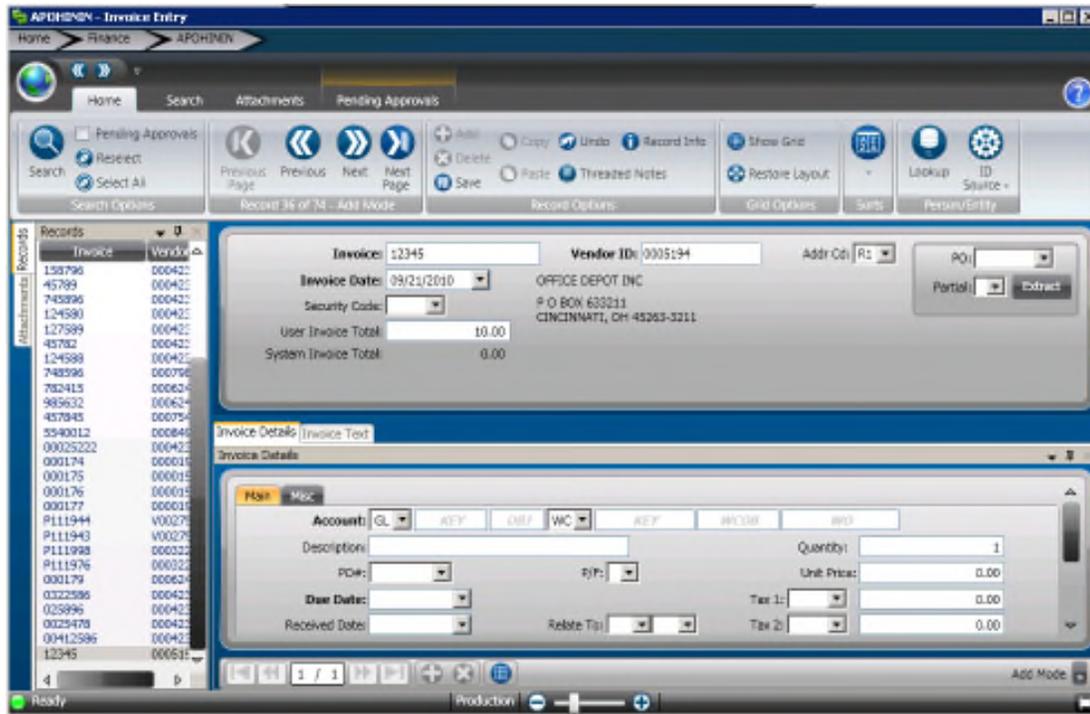
Another option is to type a portion of the vendor's name and use a (\*) wildcard at the end to view all vendors that begin with that name. For example: if OFFICE\* is used the system will look for vendors that start with 'OFFICE'.



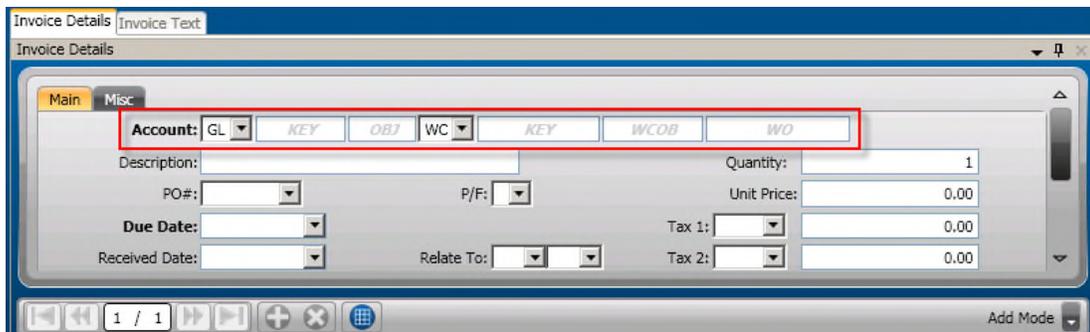
Double-click on the vendor to pull the information into the invoice screen:



If the invoice doesn't have PO, the line item information will need to be entered manually:



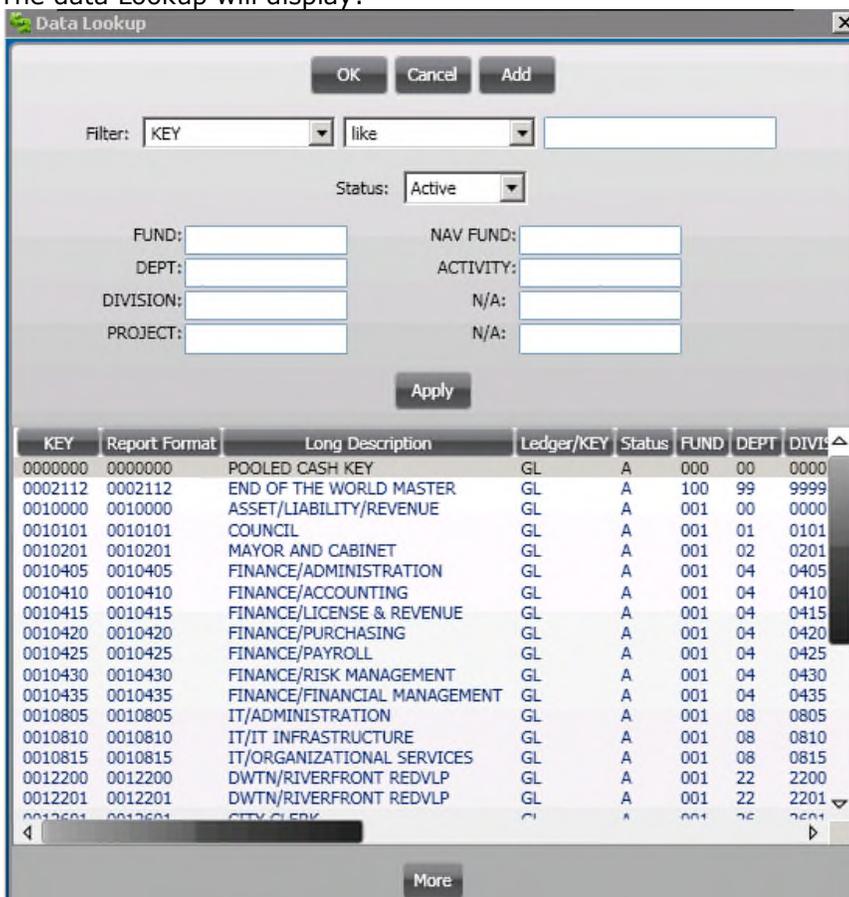
(1) **Account** – Enter the GL Key/Object Code. If the numbers are known, simply type them into the Key/Object Code fields:



Access the lookup for Key Code by placing the cursor in the Key field and clicking on the lookup icon in the top ribbon bar with the cursor is in the Key/Object fields.



The data Lookup will display:



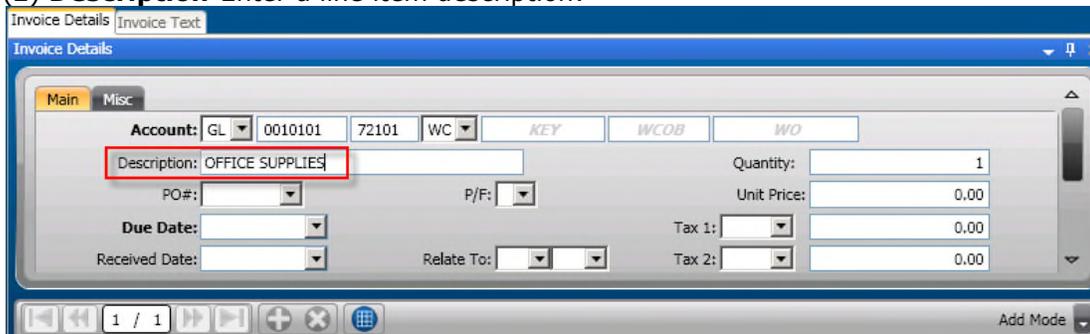
And a list will appear of key codes for your department. Double-click on the appropriate code to have the system bring it into the invoice record.



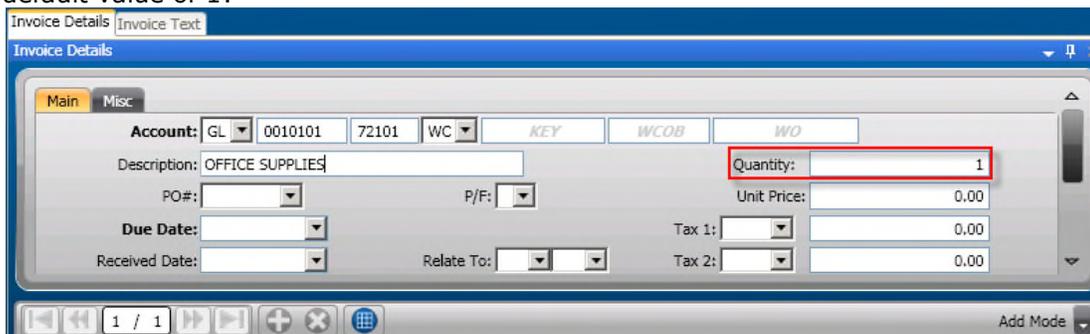
Repeat this process for the object code lookup but make sure to place the cursor in the object code field to have the Lookup icon display Object:



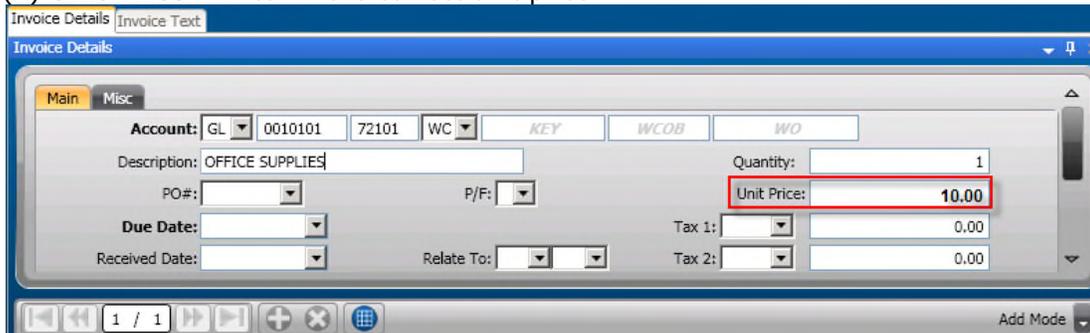
(2) **Description**-Enter a line item description:



(3) **Quantity** - Enter in the correct quantity in the field if it is different from the default value of 1:

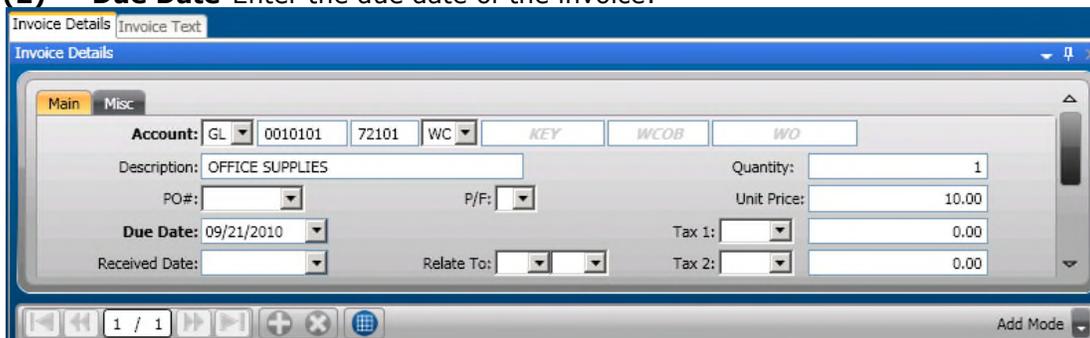


(4) **Unit Price** – Enter in the correct unit price:



The screenshot shows the 'Invoice Details' window with the 'Main' tab selected. The 'Account' field is set to 'GL 0010101 72101 WC'. The 'Description' is 'OFFICE SUPPLIES' and the 'Quantity' is '1'. The 'Unit Price' field is highlighted with a red box and contains the value '10.00'. Other fields include 'PO#:', 'P/F:', 'Due Date:', 'Received Date:', 'Relate To:', 'Tax 1:', and 'Tax 2:'. The 'Tax 1' and 'Tax 2' fields both contain '0.00'. The bottom of the window shows navigation buttons and 'Add Mode'.

(2) **Due Date**-Enter the due date of the invoice:

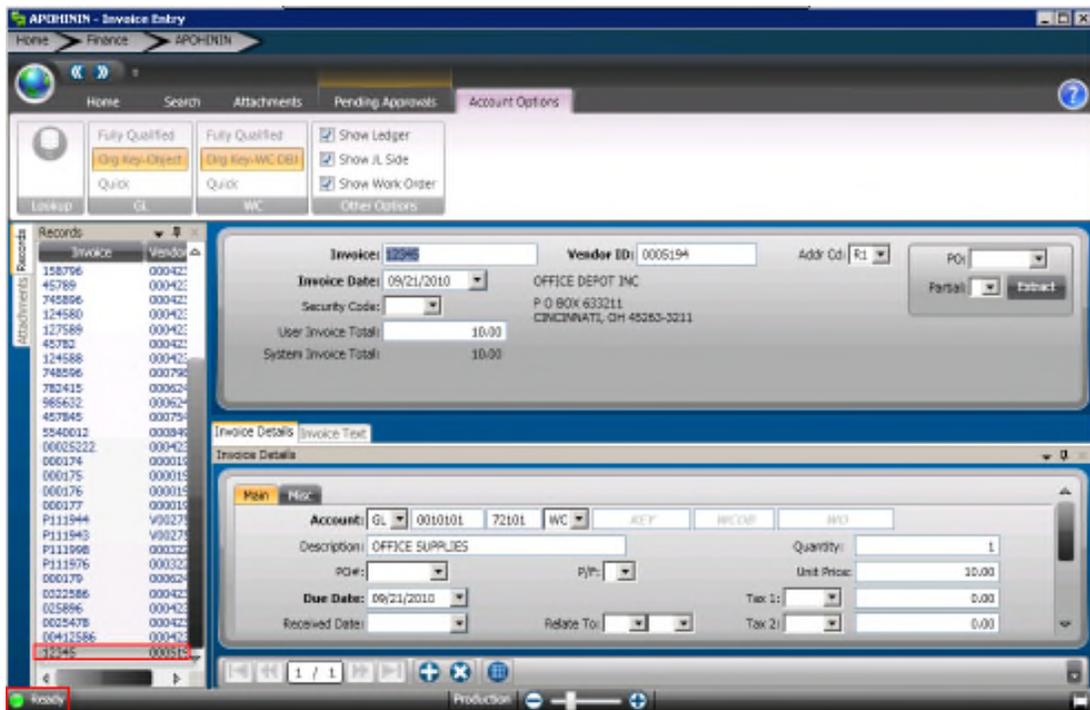


This screenshot is identical to the previous one, but the 'Due Date' field is now filled with the date '09/21/2010'. The 'Unit Price' field still contains '10.00'. The 'Tax 1' and 'Tax 2' fields remain at '0.00'. The bottom of the window shows navigation buttons and 'Add Mode'.

## Save the Invoice Record

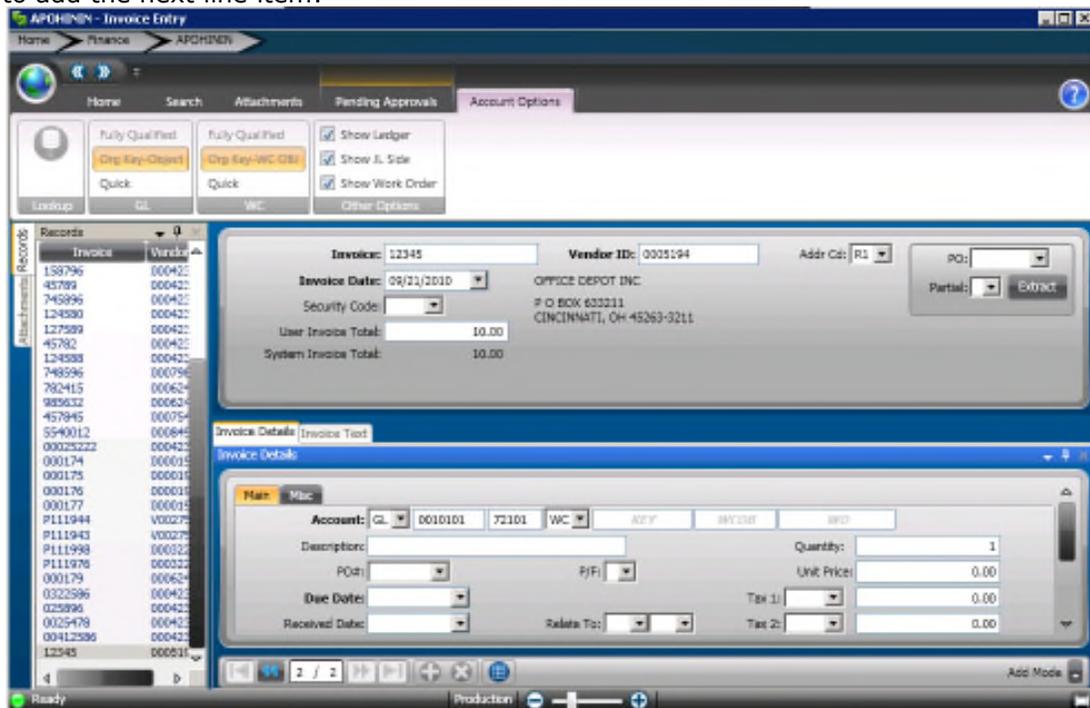
Press Enter to save the first line item on the Invoice. A message saying "Saving Record" will appear in the bottom left corner then "Record Accepted" will display with a green checkmark on the lower portion of the screen if all required fields are complete and there are not any budget warnings or blocks.

Until the "Ready" message is displayed the record is not saved in the database. Once it is saved the invoice will appear in the entity list:



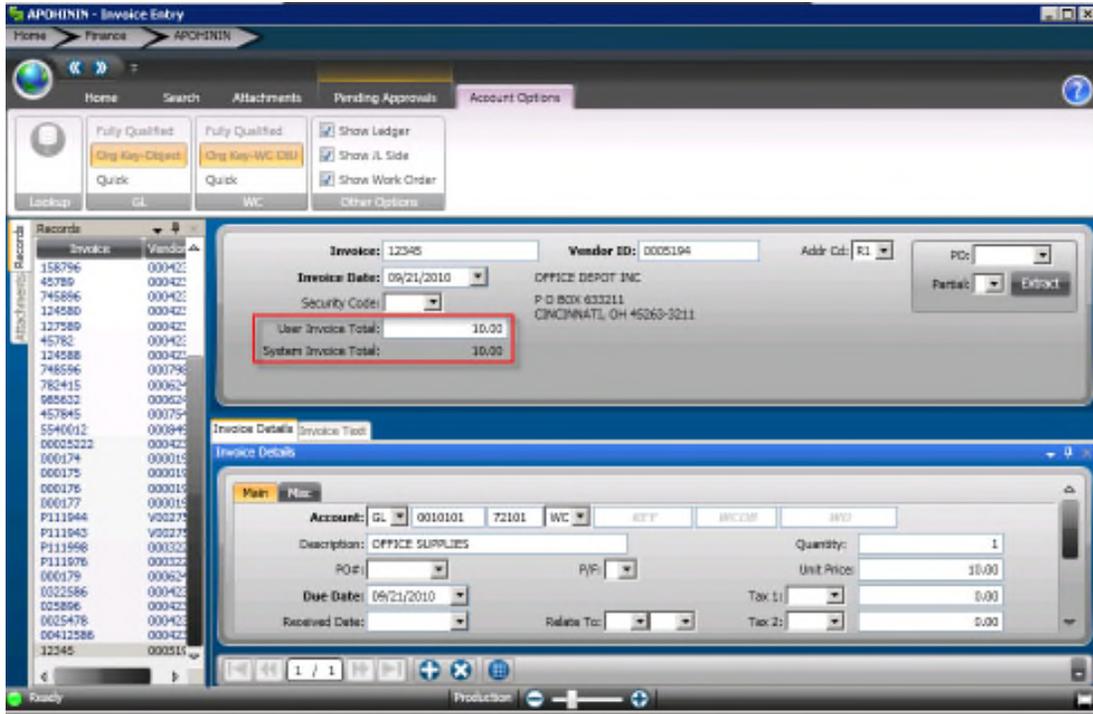
## Adding Line Items to Invoice

If additional line items are necessary, click on the  icon on the left toolbar in the bottom portion of the screen. The bottom portion will then clear out and allow the user to add the next line item:



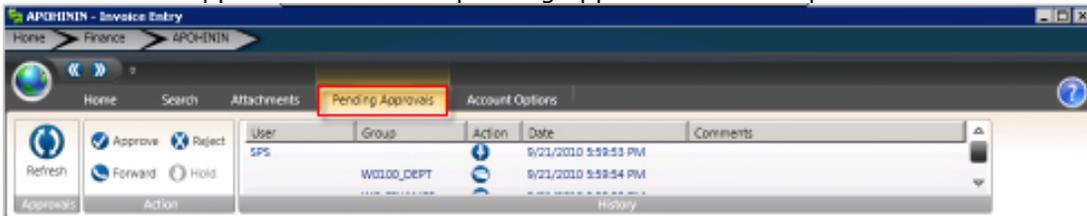
Simply repeat the steps outlined for data entry of Item Information in Section 7.

**\*\*Note Make sure the User Invoice Total and System Invoice Total Match when you are finished with the invoice.**

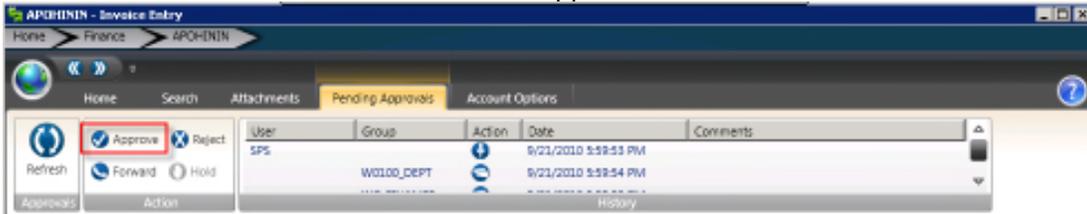


## Section 10: Invoice Approvals-Direct Pays

(1) **Approvals**- Typically users will only set up a WF for direct pay invoices since the invoices that have a PO# have already gone through an approval process. To submit the invoice for approval click on the pending approvals tab on top ribbon bar:



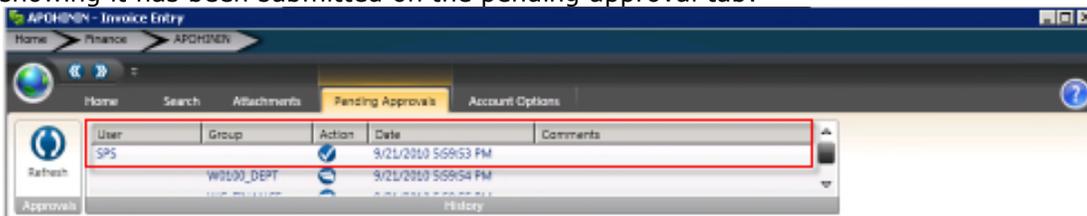
If there are no issues with the record click Approve:



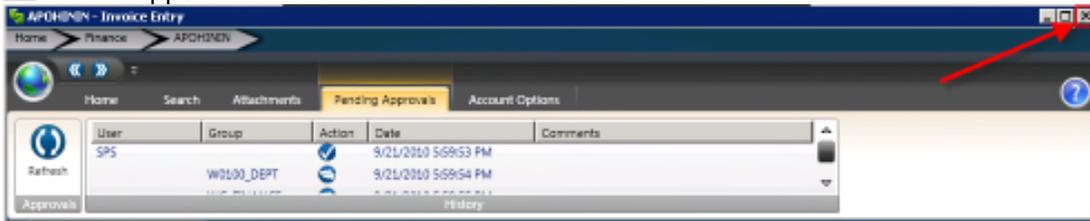
Write any necessary comments and then click on the Submit Button:



The system will display a check next to the invoice that has been sent to Workflow showing it has been submitted on the pending approval tab:



If no additional invoices are to be entered, simply close the screen by clicking on the  on the upper left corner of the screen:



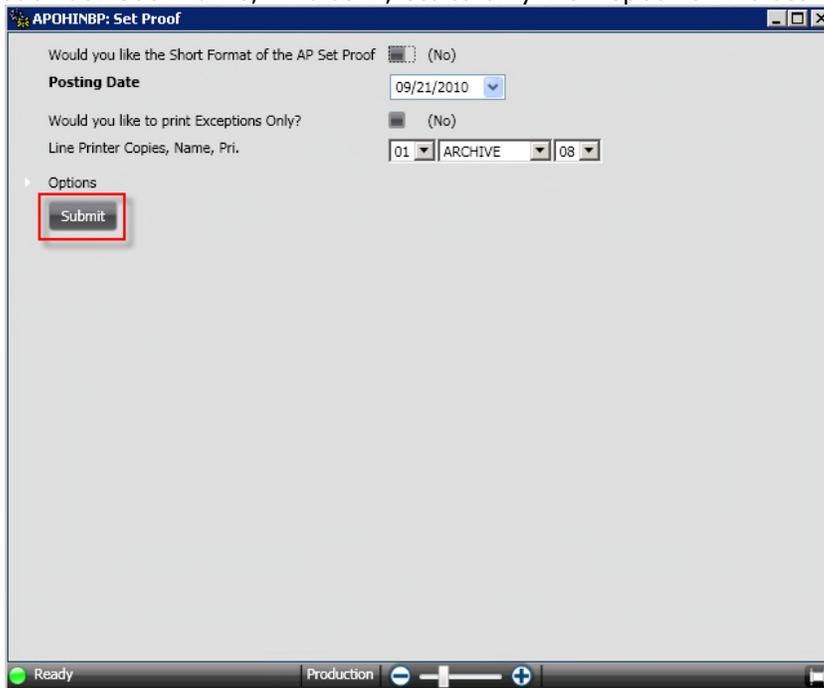
There will be times when the "Record Accepted" message is not received and a budget warning appears instead. These warnings are intended to inform the User that funds are not available and to take the necessary steps to move money into the account or choose another account to expense the purchase. Budget warnings can be overridden and the record saved by simply pressing the Enter key again until the "Record Accepted" message is received.

## Section 11: Batch Proof Invoices-APOHINBP

Once the invoices are entered, run a Batch Proof by launching the **APOHINBP** screen which is used to verify the data:



Click on the submit button to run the proof. If needed, use the AP selection criteria such as: User name, invoice #, etc to only view specific invoices



Once the job is launched a job number will display in the bottom left corner:



If the Batch proof report is archived access the report by clicking in the documents section on the finance desktop:



Click on the plus sign and then click on the Open A/p Batch Proof link to view the archived APOHINBP report:



The screenshot shows the ONESolution application interface. At the top, there are navigation tabs for 'Home', 'Customize Dashboard', 'Items' (selected), and 'Accounts Payable'. Below the navigation is a 'JOBS' section with a 'Restore Layout' button. A table displays job information:

Description	Job Number	Plant	Status	Job Type	Last Date
Classic Job: APOHINBP	209775	APOHINBP	Completed	Classic Job	9/21/2010 6:18 PM

Below the table, there is a sub-table with columns 'Description' and 'DocId'. A link 'Open A/p Batch Proof' is highlighted in red in the 'Description' column, with '6806' in the 'DocId' column.

Sample APOHINBP report

```

CITY OF MONTGOMERY          PROOF          F OPEN A / P BATCH PROOF          Page 22
TUE, SEP 21, 2010, 6:18 PM --req: SPG-----log: GL GP--loc: ONSITE----job: 209775 8J090----prog: CR450 *3.76--report id: CRBPROOF

Account      Invoice Number      Invoice Amt  Units  Set ID  Inv Date  Division Code and Description  Term  Stat
Org Key      Description        Secondary Ref      Distribution Amt  Tax      Tax2 Amt  Due Date  Vendor ID / FEED CG / Addr CG  Misc  Post
Object      Description        Sncb POS / Pmt    Discount Amt  Tax2      Tax2 Amt  Rcv Date  Vendor Name                    Rfnd  Sec
Account      Description        Product ID        Retail Amt  Chrg      Charge Amt  Pct Date  Vendor Address Line(s)         Sc/Tr  Prep
Org Key      Description        Item Description--Item Description  Duty      Duty Amt  Ck ID-No  Vendor City, State, Zip       R1/2  Cktp
*****

0010101-72101      12345              10.00      1      OH001271  09/21/2010  GEN General Division              .0000  DC
COUNCIL              10.00              10.00              09/21/2010  0005194      P                      R1      01
OFFICE SUPPLIES              0.00              0.00              09/21/2010  OFFICE DEPOT INC
OFFICE SUPPLIES              0.00              0.00              09/21/2010  P O BOX 433211
Net Amount:              10.00              AP      CINCINNATI, OH 45263-3211              78

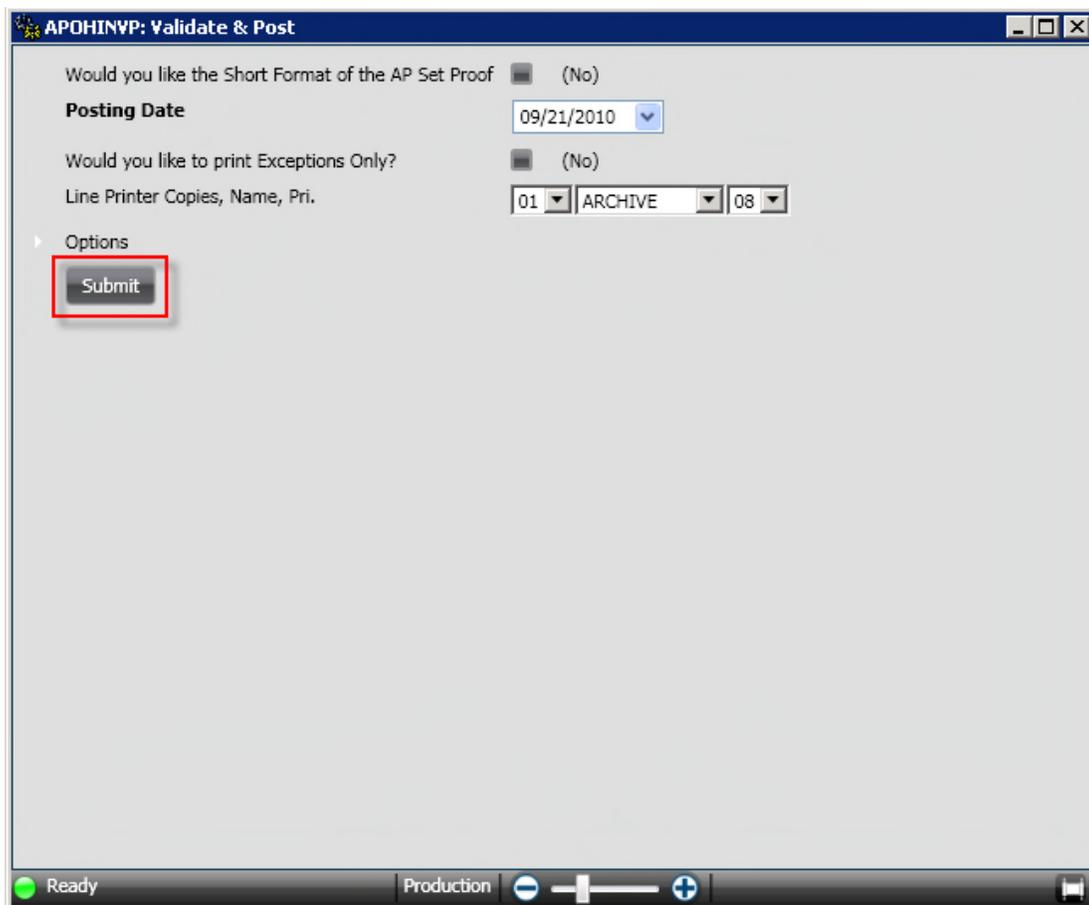
Invoice : 12345          System Computed Total:          10.00      User Computed Total:          10.00      TOTALS MATCH
Distribution Total:          10.00
Net Total:          10.00
    
```

## Section 12: Posting Invoices-APOHINVP

- (1) After Running a Batch Proof you will Validate and Post the batch by launching the **APOHINVP** screen:



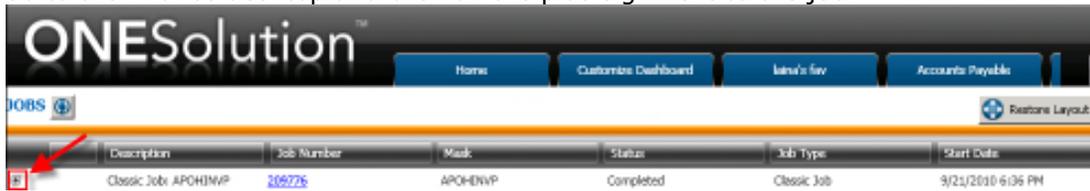
- (2) Click on the Submit button. No selection criteria is needed for this report since it validates each approved invoice. If the invoice passes, then it will post. If the invoice does not pass, then it will not post and it will create error text on the APOHININ screen:



Once the system displays the job number if the reports were archived:



Go to the finance desktop and click on the plus sign next to the job:



Make sure the "Audit report" displays and verify all distribution reports posted correctly:



Sample Audit report:

CITY OF MONTGOMERY APOHNP O/H POSTINGS TO GLDB Page 1  
 THE SEP 21, 2010, 6:37 PM --req: SFG-----leg: GL GP--loc: UNSITE----job: 209726 #2091---prog: GL250 <2.13>---report id: GLPOST02

Ledger: GL

AUDIT REPORT										
*----- BEFORE THIS JOB -----*				POSTING THIS JOB			----- NEW TOTALS -----*			
MO/YR	Debit	Credit	Net	Debit	Credit	Net	Debit	Credit	Net	
10/09	1684,210,648.78	1684,225,257.98	**WASH**	0.00	0.00	0.00	1684,210,648.78	1684,225,257.98	**WASH**	
11/09	121,182,926.59	121,182,926.59	0.00	0.00	0.00	0.00	121,182,926.59	121,182,926.59	0.00	
12/09	157,676,970.55	158,706,142.61	**WASH**	0.00	0.00	0.00	157,676,970.55	158,706,142.61	**WASH**	
01/10	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
05/10	315,000.00	315,000.00	0.00	0.00	0.00	0.00	315,000.00	315,000.00	0.00	
06/10	1505,042,072.49	1505,042,072.49	0.00	0.00	0.00	0.00	1505,042,072.49	1505,042,072.49	0.00	
07/10	334,329.21	334,329.21	0.00	0.00	0.00	0.00	334,329.21	334,329.21	0.00	
08/10	65,827.83	65,827.83	0.00	0.00	0.00	0.00	65,827.83	65,827.83	0.00	
09/10	1,074.00	1,074.00	0.00	10.00	10.00	0.00	1,074.00	1,074.00	0.00	
TOTAL	3469,829,839.45	3469,873,630.71	**WASH**	10.00	10.00	0.00	3469,829,849.45	3469,873,630.71	**WASH**	

Section 13: AP Check Run Process

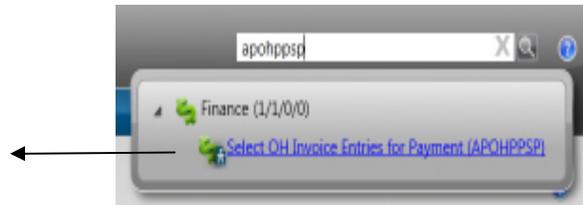
**Steps to Process AP checks:**

- APOHPPSP**-Select for Payment
- APOHPPRP**-Report for Payment
- Load AP ELF form to printer
- APOHPPPA**-Cut Checks

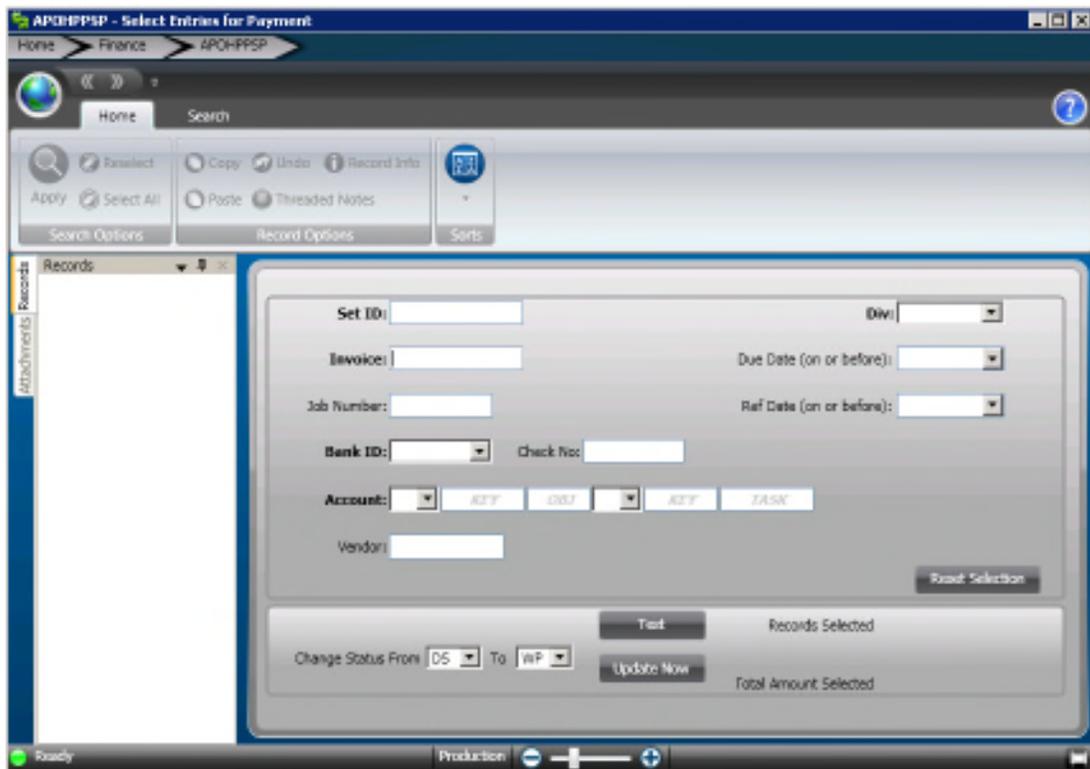
## Section 14: Select for Payment-APOHPPSP

### Select Entries for Payment

It is necessary to change the status of the AP distributed records to WP in order for them to be included in the Check Run. This is done by accessing the mask **APOHPPSP**.

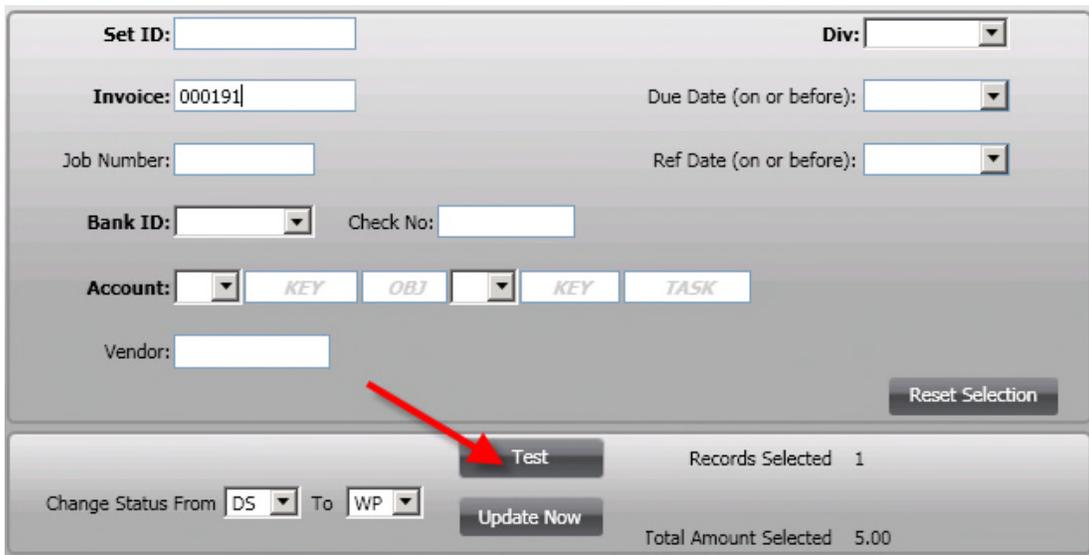


Clicking on the Select OH Invoice Entries for Payment (APOHPPSP) link will display the following screen:



Selection criteria can be used to select records. If only one Set, one Invoice or one Vendor needs to be paid, only records meeting the selection criteria entered will be updated.

Clicking on the Test button will show how many records and the Total Amount of those records but will not update them.



Set ID:  Div:

Invoice: 000191 Due Date (on or before):

Job Number:  Ref Date (on or before):

Bank ID:  Check No:

Account:  KEY OBJ  KEY TASK

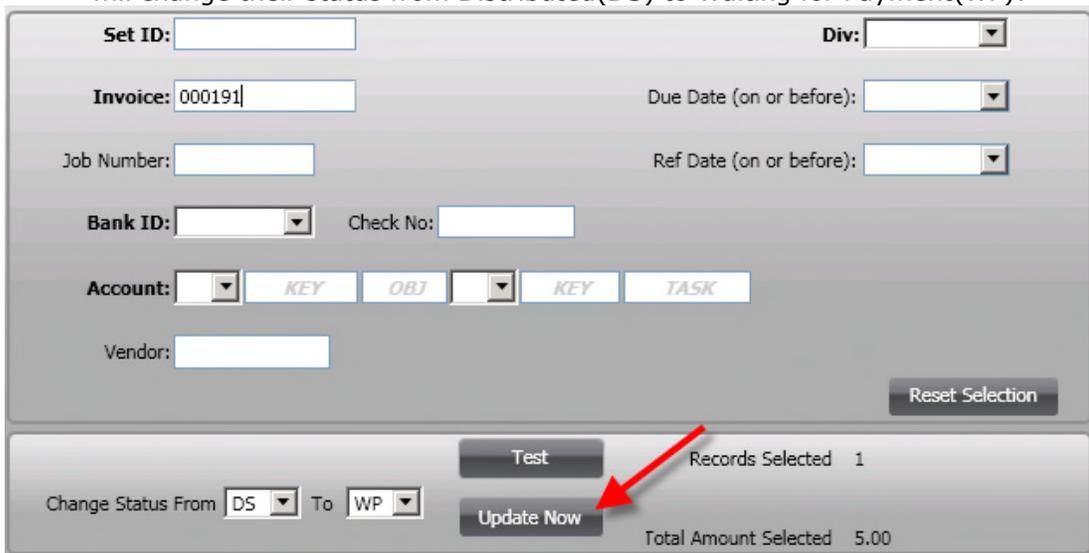
Vendor:

Reset Selection

Test Records Selected 1

Change Status From DS To WP Update Now Total Amount Selected 5.00

- The next step is to hit the Update button. The process of updating the batches will change their status from Distributed(DS) to Waiting for Payment(WP):



Set ID:  Div:

Invoice: 000191 Due Date (on or before):

Job Number:  Ref Date (on or before):

Bank ID:  Check No:

Account:  KEY OBJ  KEY TASK

Vendor:

Reset Selection

Test Records Selected 1

Change Status From DS To WP Update Now Total Amount Selected 5.00

Clicking on Update Now will update the records with the **WP** status. Note the message at the bottom of the screen which tells the user how many records were updated.

Set ID:  Div:

Invoice: 000191 Due Date (on or before):

Job Number:  Ref Date (on or before):

Bank ID:  Check No:

Account:  KEY  OBJ  KEY  TASK

Vendor:

Test Records Selected 1

Change Status From  To

Information  
1 Records updated.  
X 10/6/2010 6:06:41 PM

## Section 15: Report for Payment-APOHPPRP

### Report of Items Selected for Pay

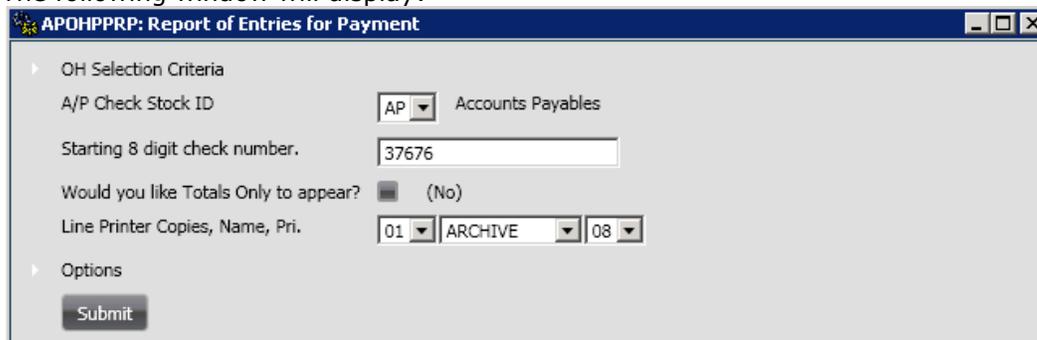
Similar to using the batch proof the **APOHPPRP** creates a report like a batch proof showing what checks would be issued or blocked. This step is optional as the check run process will produce the same report. If it is necessary to see all records to be included in the check run prior to cutting checks this report will provide the following information

- Individual Invoice Record information
- Check total by Vendor listed alphabetically
- Total number of checks to be issued

Enter **APOHPPRP** in the search bar and click on the Report of OH Invoice Entries for Payment link:



The following window will display:



Once submit is selected the following report will be archived to documents online.

Sample APOHPPRP report:

CITY OF MONTGOMERY 10/06/10 OPEN HOLD PAY SELECTIONS Page 1  
 WED, OCT 06, 2010, 5:18 PM --req: SPS-----leg: GL GP--loc: OMSITE----job: 210416 #02Y1----prog: OMS55 <2.31>--report id: OMSFTEBL

Account	Invoice Number	Invoice Amt	Units	Batch ID	Inv Date	Vendor ID / PHSB Cd / Addr Cd	Term	Misc	Stat
Org Key / Object	Secondary Ref	Distribution Amt	Tax	Tax Amt	Due Date	Vendor Name			
Account	Subj PCE / Pnt	Discount Amt	Tax2	Tax2 Amt	Rev Date	Vendor Address			
Org Key / TRSE	Product ID	Retail Amt	Chrg	Charge Amt	Pmt Date	Vendor City, State Zip			
*****	Item Description--Item Description	Duty		Duty Amt	Chk ID-No	Division Code and Description	RI/2	Freq	
*****	*****	*****	*****	*****	*****	*****	*****	*****	*****
S010420-72202	020191	5.00	1	0MS01290	10/06/2010	0502786 P	RI	.0000	WF
FINANCR/PURCHASING		5.00			10/06/2010	KNIGHT PRINTING CO			01
MEDICAL SUPPLIES	P112004 P	5.00				1747 UPPER WRTUMPSA ROAD			MS
		5.00			10/06/2010	MONTGOMERY, AL 36107			SPS
	This is a test for fax number				AP	GEN General Division			
	Net Amount:	5.00							1

CHEK TOTAL	System Computed Total:	5.00
GRAND TOTAL	System Computed Total:	5.00

Checks to be issued 1

-----  
 Summary Information

Sort Order	:	NN
Transactions Read	:	1
Transactions with "RF"	:	1
Trans. with Check ID "AP"	:	1
Transactions Passed	:	1
Checks to be issued	:	1
RF payments to be made	:	0
RFAY payments to be made	:	0

## Section 16: Load ELF Form AP Check

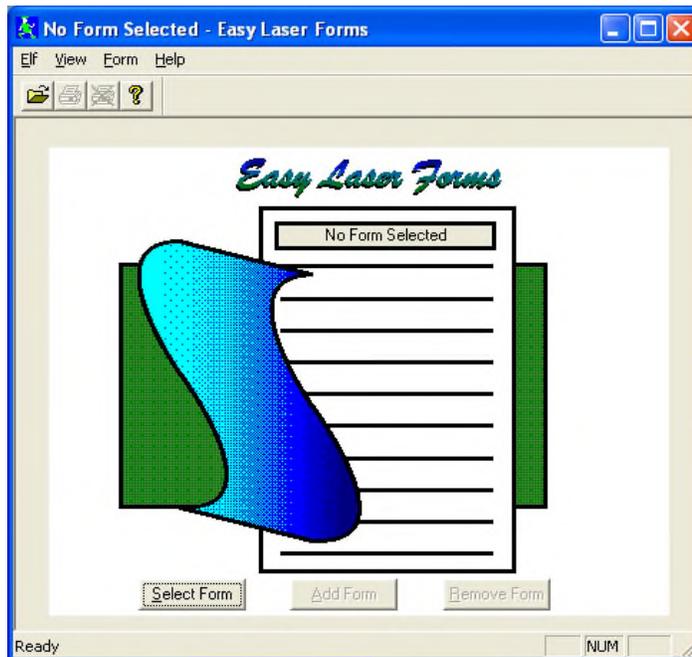
Loading the AP ELF Form

- Open the ELF Application to load the ELF forms
- Click the ELF icon

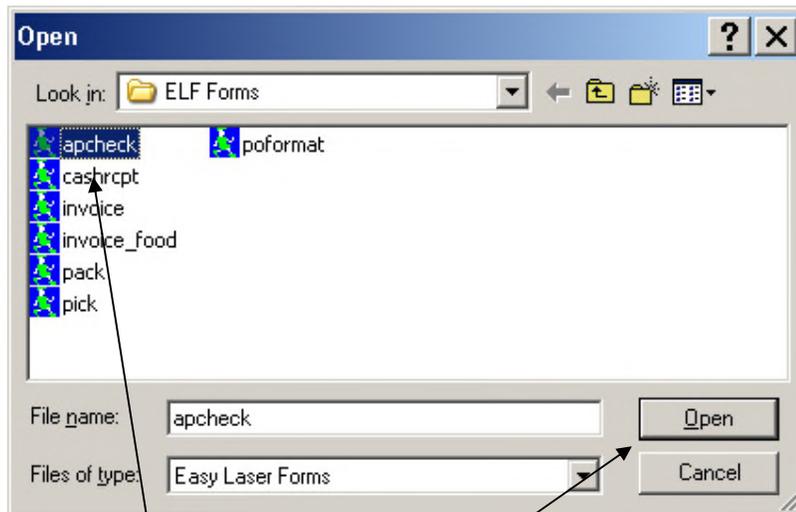


ELF

The following window will display:



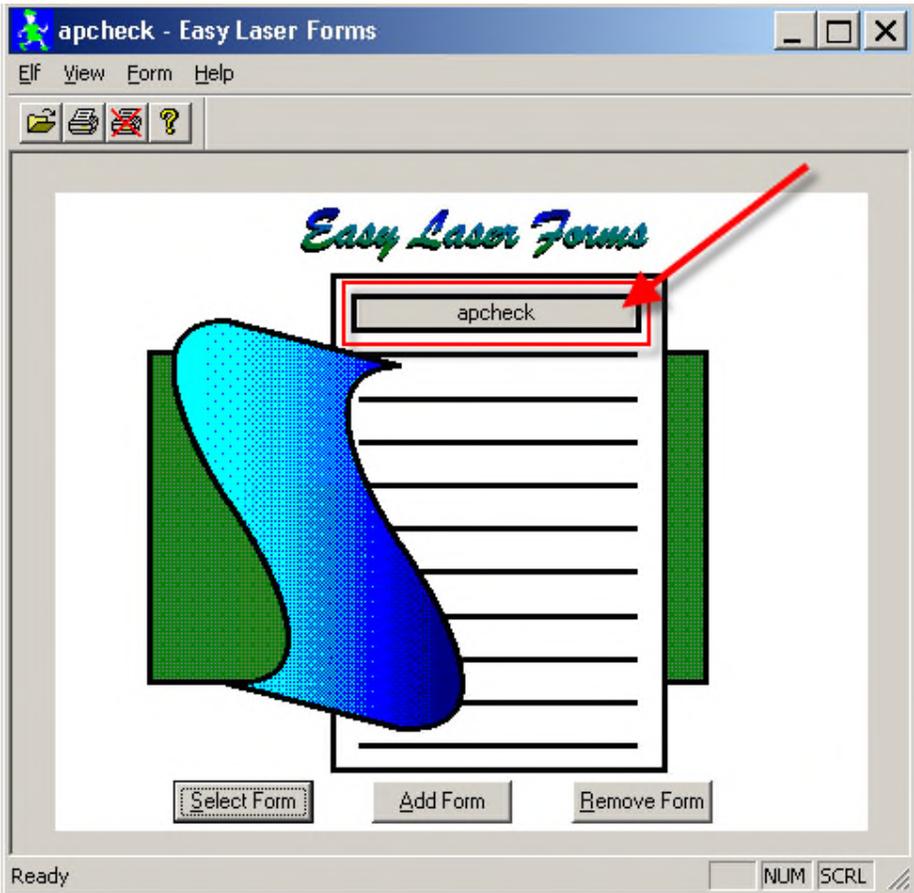
- Click on Select Form and following window will appear:



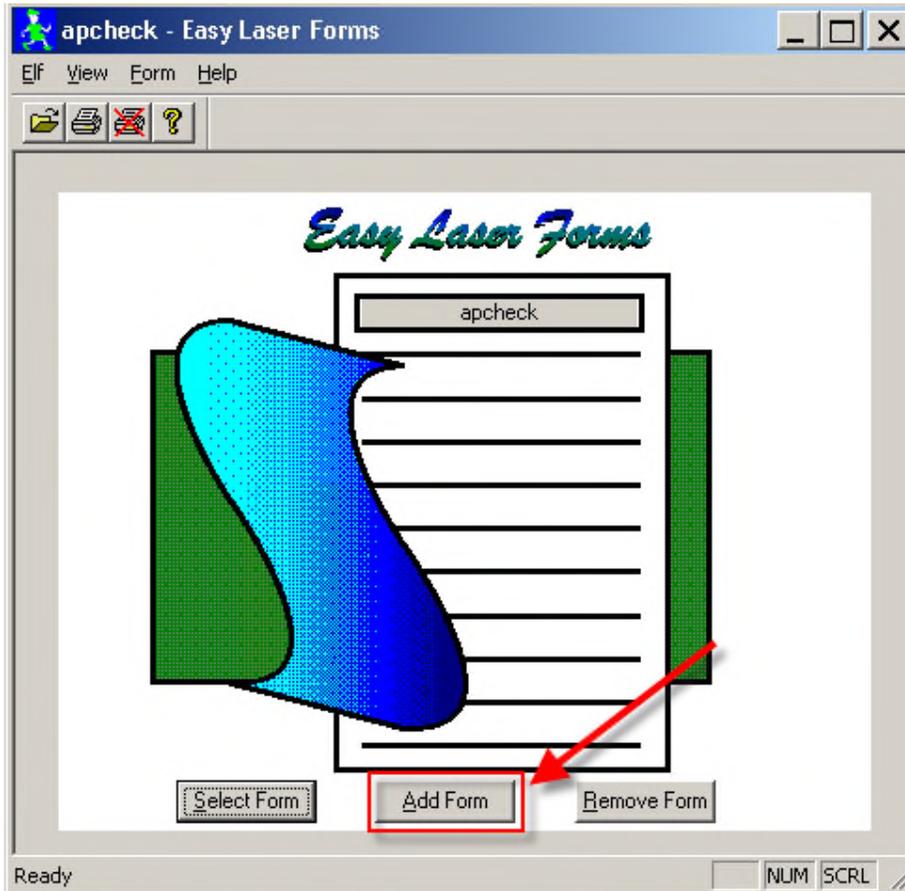
- Click 'apcheck' and click 'Open'
- Once you have clicked 'Open' the following window will appear where you will enter the check password and click 'OK':



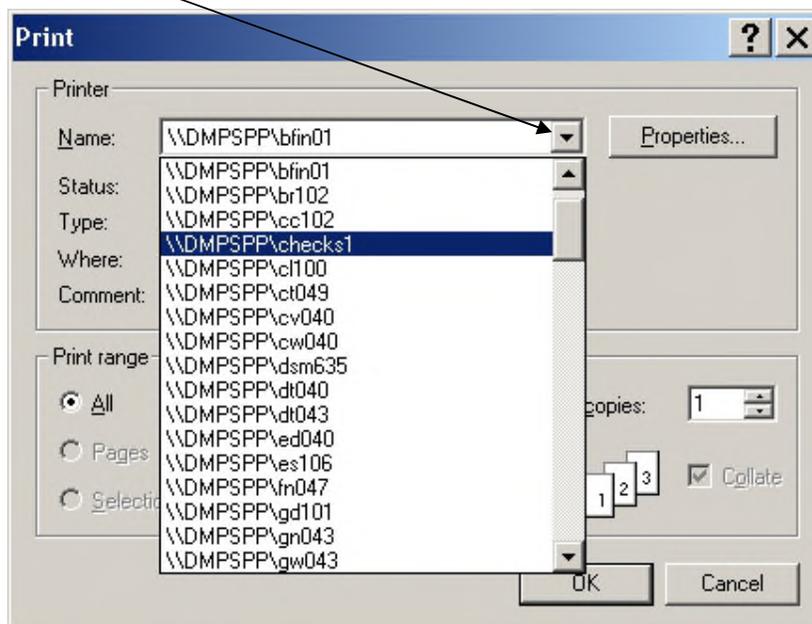
- The apcheck form should now be shown at the top of the ELF window:



- Click on Add Form:



The following window will display where you will select the correct printer from the drop down menu.



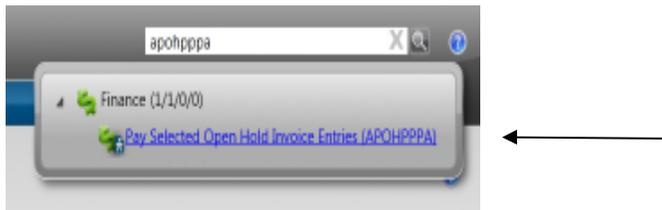
- Once the printer is selected click **OK**.
- Once you have clicked 'OK' the printer will print a page with the following statement:
  - 'ELF form apcheck has been enabled!'
  - You may minimize this window to your taskbar at the bottom of your screen.
  - You may now load the check stock and MICR toner in the printer.

## Section 17: Cut Checks-APOHPPPA

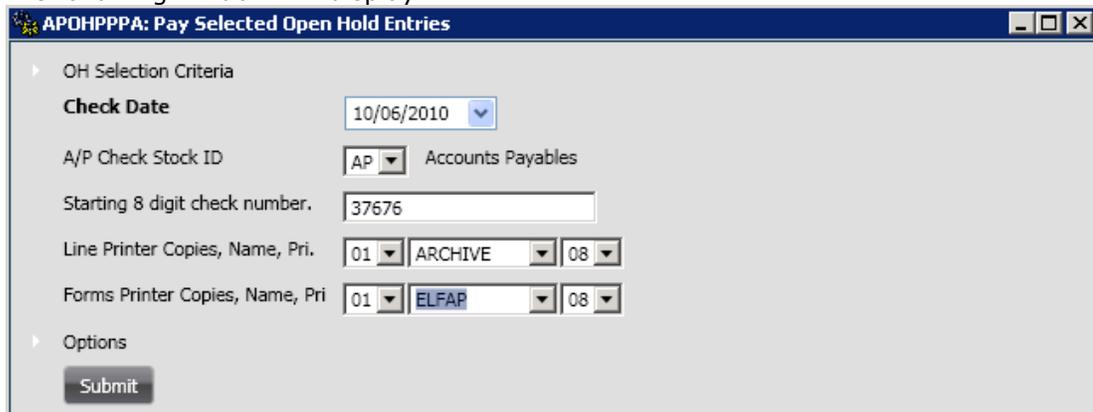
### Cutting Checks

**APOHPPPA** is the last step in the process of the Check Run. This prints the physical checks and posts the check run.

- Type **APOHPPPA** in the search bar and click on the Pay Selected Open Hold Invoice Entries link:



The following window will display:



Fill in the appropriate fields. If you wish to print specific range of checks fill in the corresponding fields in the OH selection criteria.

- Choose the Check Date.
- Choose the appropriate Check Stock ID.
- The system keeps track of issued check numbers and automatically assigns the next available check number.
- The line printer prints the check register and distribution reports.
- The forms printer prints the actual check using the ELF form and the check stock.

**\*\*NOTE\*\*** Make sure to load ELF, check stock and the MICR toner before hitting the submit button.

Click "Submit" to launch the Check Run process.



**APOHPPPA: Pay Selected Open Hold Entries**

OH Selection Criteria

**Check Date** 10/06/2010

A/P Check Stock ID AP Accounts Payables

Starting 8 digit check number. 37676

Line Printer Copies, Name, Pri. 01 ARCHIVE 08

Forms Printer Copies, Name, Pri 01 ELFAP 08

Options

**Submit**

If checks printed properly, the system will complete the check run process and generate the following reports.

- Items Selected for Pay
- Check Register
- OH Distribution Report
- PO Status Update
- Disencumbrances
- OH Posting to GL
- Audit Report

Sample Check register report:

CITY OF MONTGOMERY      10/06/10      O N C H E C K R E G I S T E R      CHECK REGISTER      Page 1  
 WED, OCT 06, 2010, 5:20 PM --req: SPS-----lag, GL GP--loc, OSGITR---job, 210417 #3372---prog, RK390 v1.14---report id, CRR25---

Check	Payee ID.	Payee Name	Date	Check Amount	Type	Subs	Rel To	Note
MP00037675	0090746	KNIGHT PRINTING CO	10/06/10	5.00	MW			OF
G R A N D T O T A L S:								
		Total Void Machine Written		0.00			Number of Checks Processed:	0
		Total Void Hand Written		0.00			Number of Checks Processed:	0
		Total Machine Written		5.00			Number of Checks Processed:	1
		Total Hand Written		0.00			Number of Checks Processed:	0
		Total Reversals		0.00			Number of Checks Processed:	0
		Total Cancelled		0.00			Number of Checks Processed:	0
		Total EFTs		0.00			Number of EFTs Processed:	0
		Total SPAYs		0.00			Number of SPAYs Processed:	0
		G R A N D T O T A L		5.00				

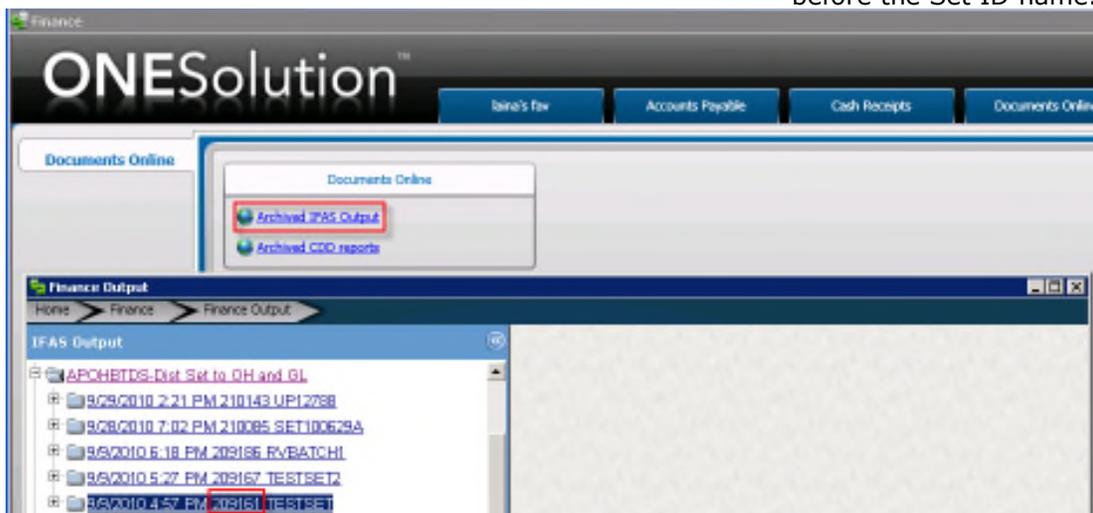


## Section 18: Undo AP Invoice Posting Requirements

Steps to Undo the posting of AP Set from APOHBTUB or of Validate & Post from APOHININ:

- You will need the IFAS job number for the distribution of the set:
- To access this job number go to the documents online tab.
- Then click on Archived IFAS Output.
- Find the APOHBTDS or APOHINVP mask.

Look for the Set ID that needs to be undone and record the job number that displays before the Set ID name.

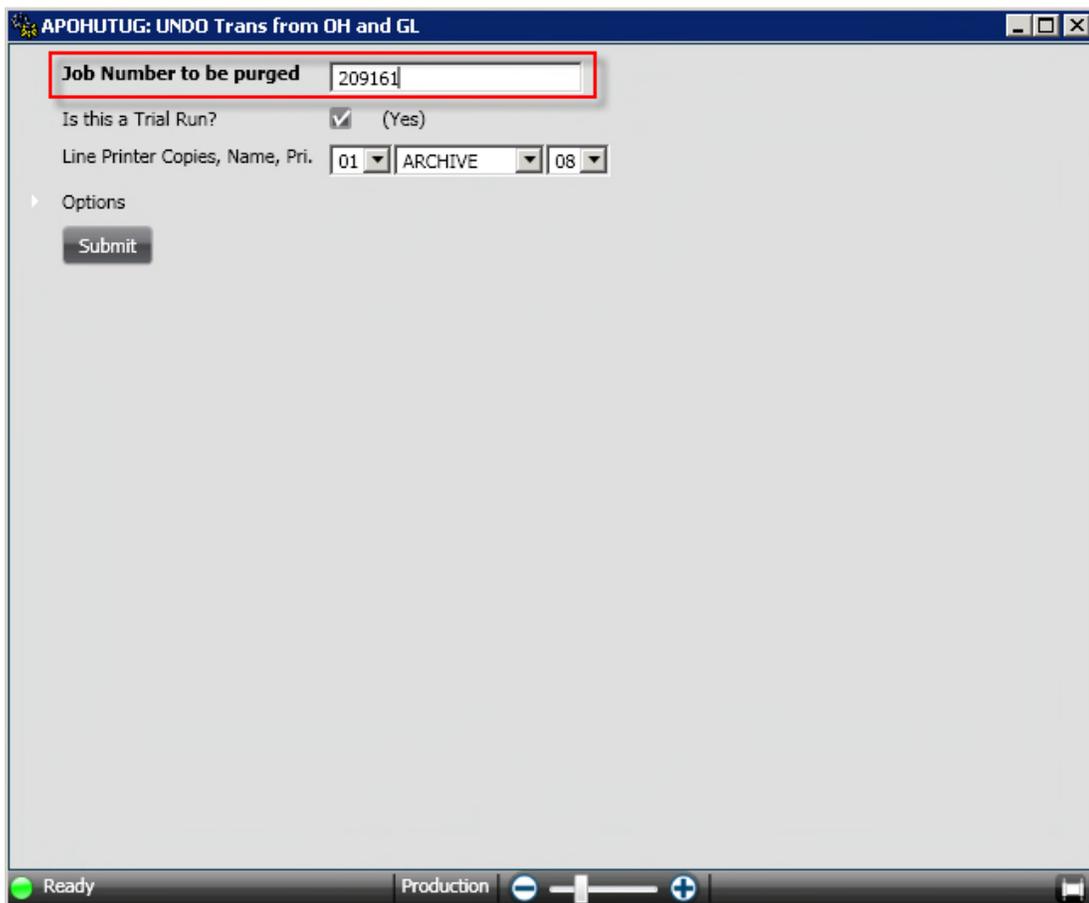


## Section 19: Undo AP Posting Utility-APOHUTUG

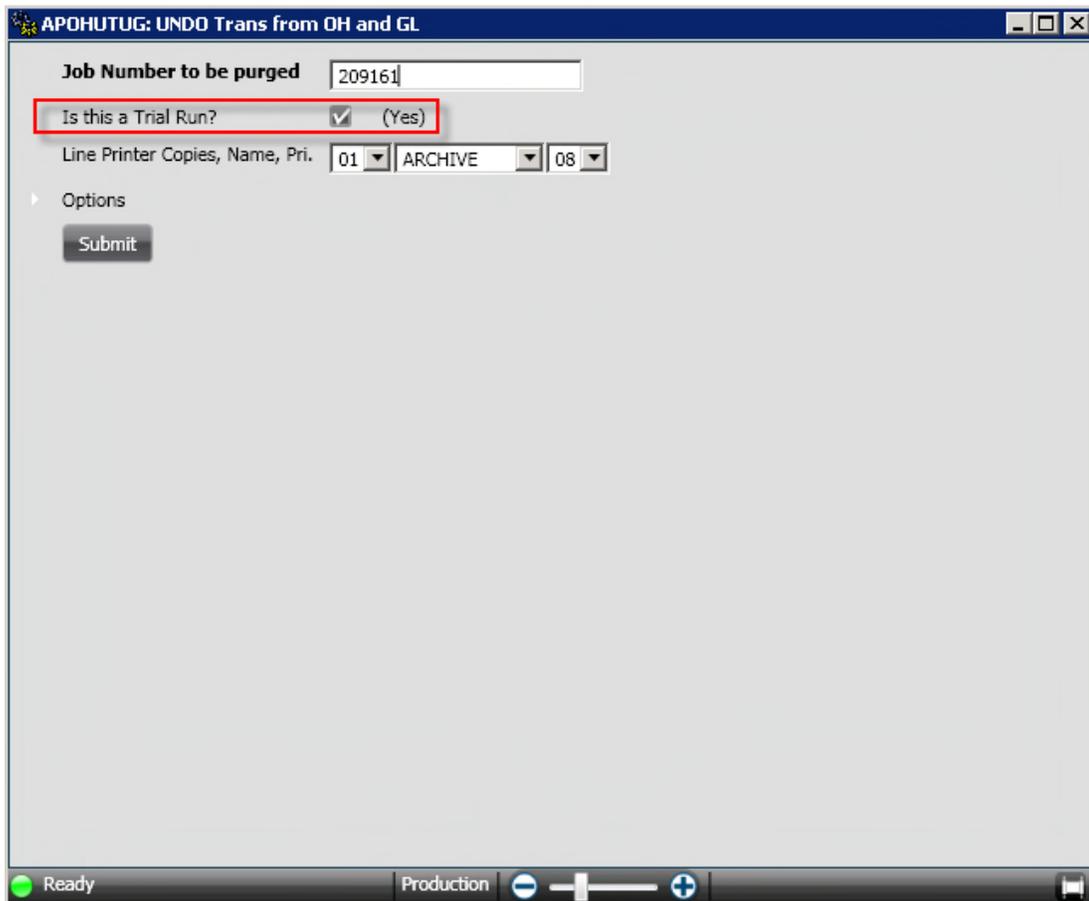
Once the job number is recorded, type **APOHUTUG** in the search bar and click on the UNDO Trans from OH and GL link:



The following window will display:



Enter the distribution job number that needs to be undone:



**APOHUTUG: UNDO Trans from OH and GL**

Job Number to be purged: 209161

Is this a Trial Run?  (Yes)

Line Printer Copies, Name, Pri. 01 ARCHIVE 08

Options

Submit

Ready Production

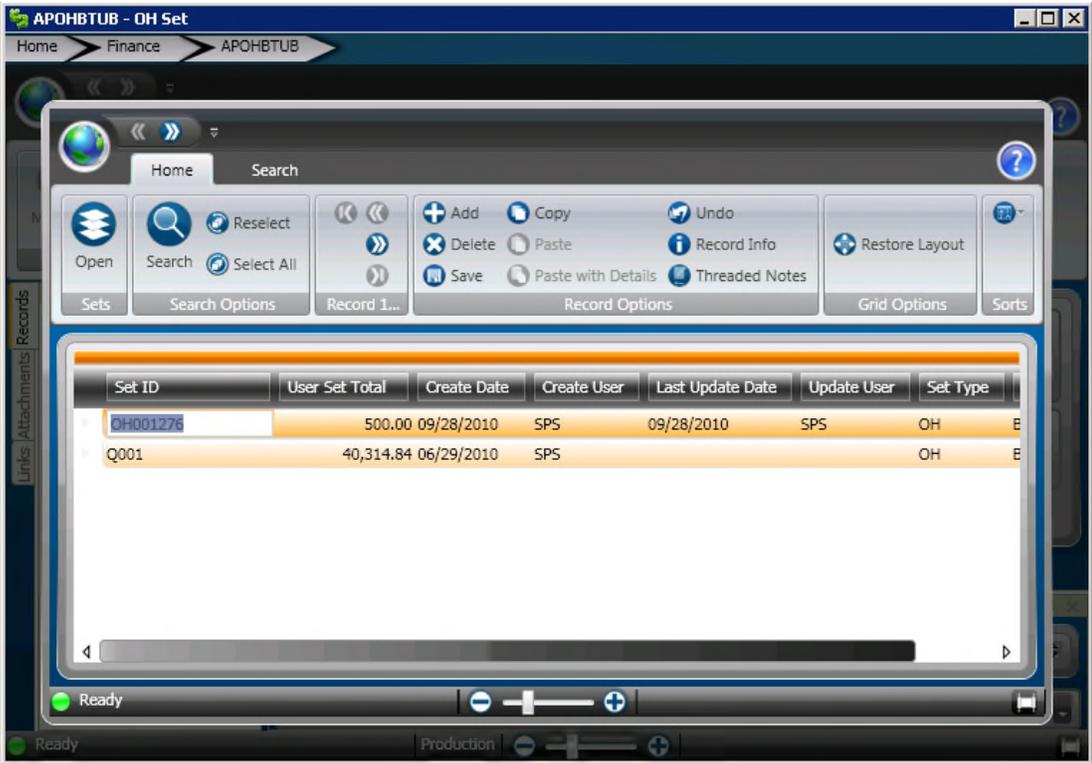
Test the Undo process first by making sure the "Is this a Test Run?" box is checked  
 Review the reports to make sure everything looks ok and that you have selected the correct job to undo.  
 Then undo the distribution by un-checking the "Is this a Test Run?" box and clicking submit a second time

Check documents online to verify the process undid the correct set:



Description	Job Number	Mask	Status	Job Type	Start Date
Classic Job: APOHUTUG	240332	APOHUTUG	Completed	Classic Job	11/1/2010 6:24 PM

Make any necessary changes to the set in APOHBTUB once the undo posting completes and re-distribute:

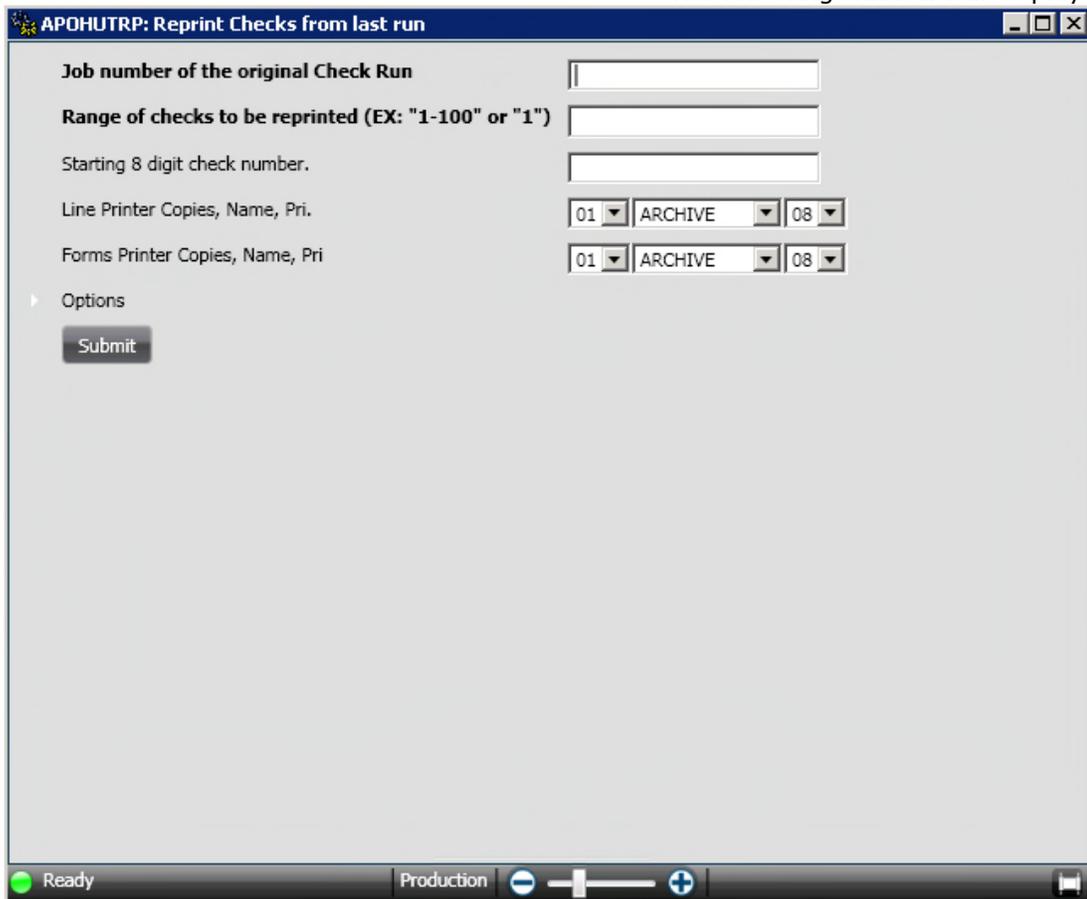


## Section 20: Reprint Checks from last check run

To reprint checks from the last check run, type **APOHUTRP** into the search bar and click on the link:



The following window will display:



**APOHUTRP: Reprint Checks from last run**

Job number of the original Check Run

Range of checks to be reprinted (EX: "1-100" or "1")

Starting 8 digit check number.

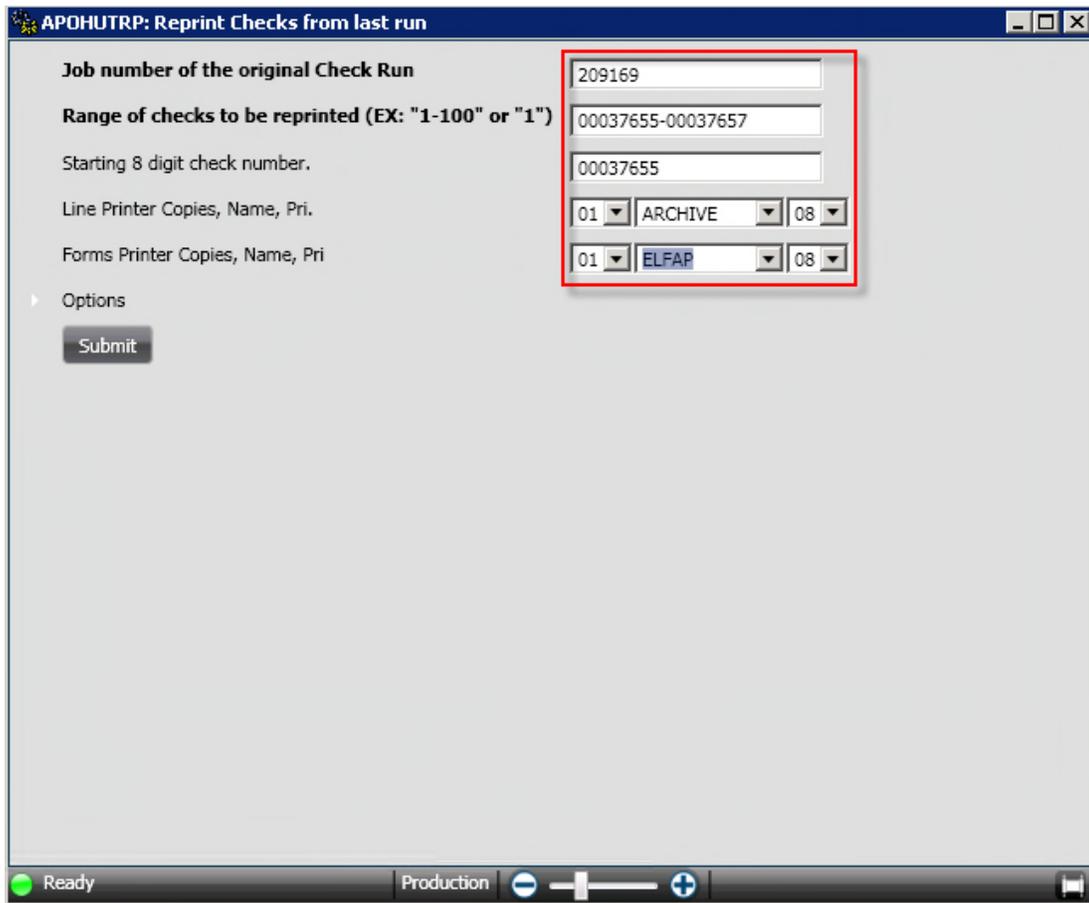
Line Printer Copies, Name, Pri. 01 | ARCHIVE | 08

Forms Printer Copies, Name, Pri 01 | ARCHIVE | 08

Options

Ready Production 

You will need the job number from the check run, checks numbers from the last check run, the first check number that was printed and to select the correct printers. Re-load the ELF form to the forms printer.



**APOHUTRP: Reprint Checks from last run**

**Job number of the original Check Run** 209169

**Range of checks to be reprinted (EX: "1-100" or "1")** 00037655-00037657

Starting 8 digit check number. 00037655

Line Printer Copies, Name, Pri. 01 | ARCHIVE | 08

Forms Printer Copies, Name, Pri. 01 | ELFAP | 08

Options

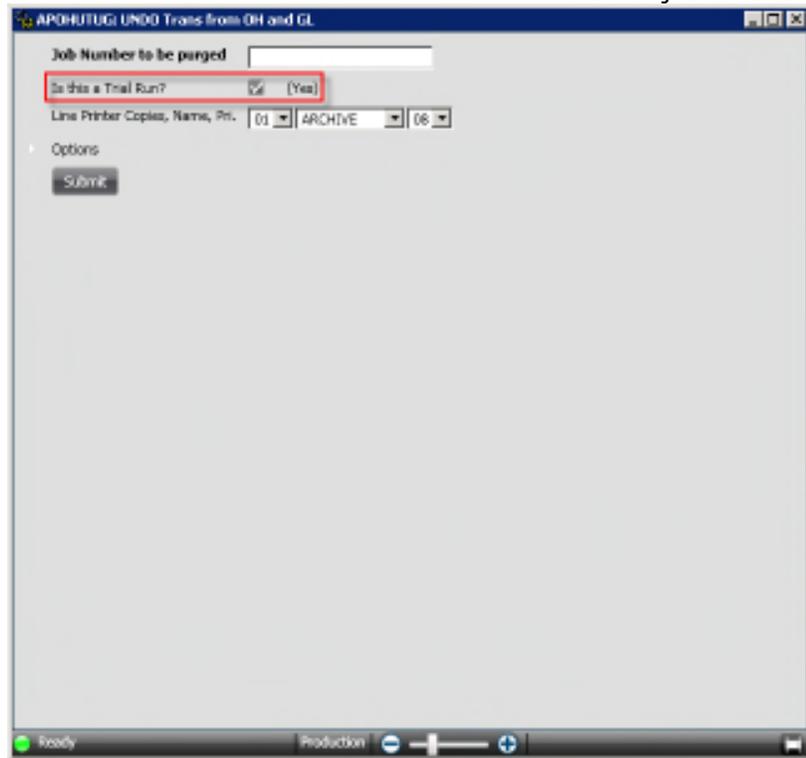
Submit

Ready Production - +

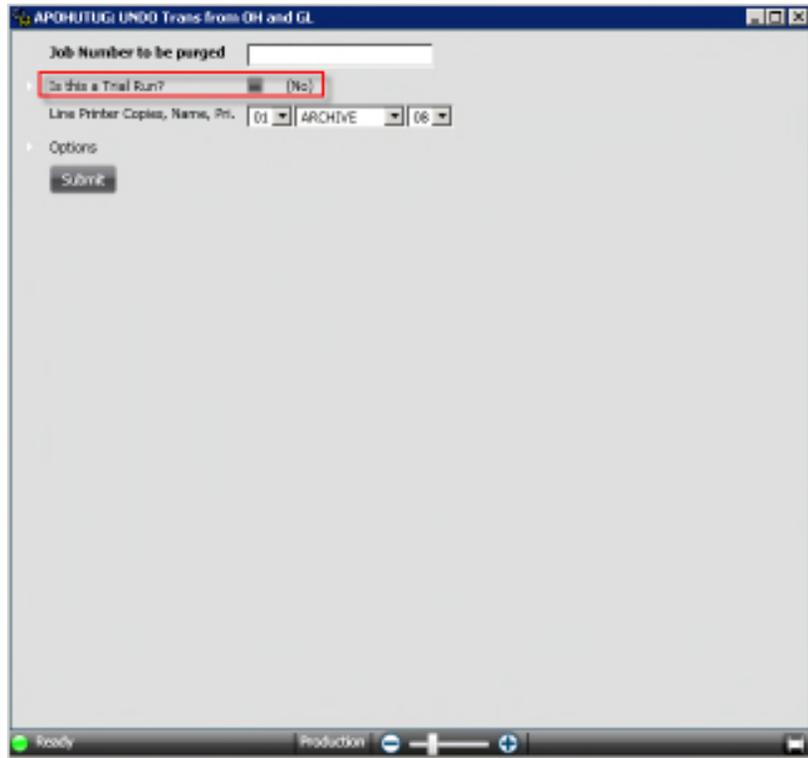
(3) Click the "Submit" button to re-print the checks.

## Section 21: Reprint Check Run-From An Earlier Check Run

You will need the job number for the distribution of the set. (The job number is in BK)  
**APOHUTUG** – Accounts Payable, Open Hold AP, Utilities, Undo Trans from OH and GL.  
Test the Undo process first by making sure the “Is this a Test Run?” box is checked.  
Review the reports to make sure everything looks ok and that you have selected the correct job to undo.



Undo the distribution by un-checking the “Is this a Test Run?” box:



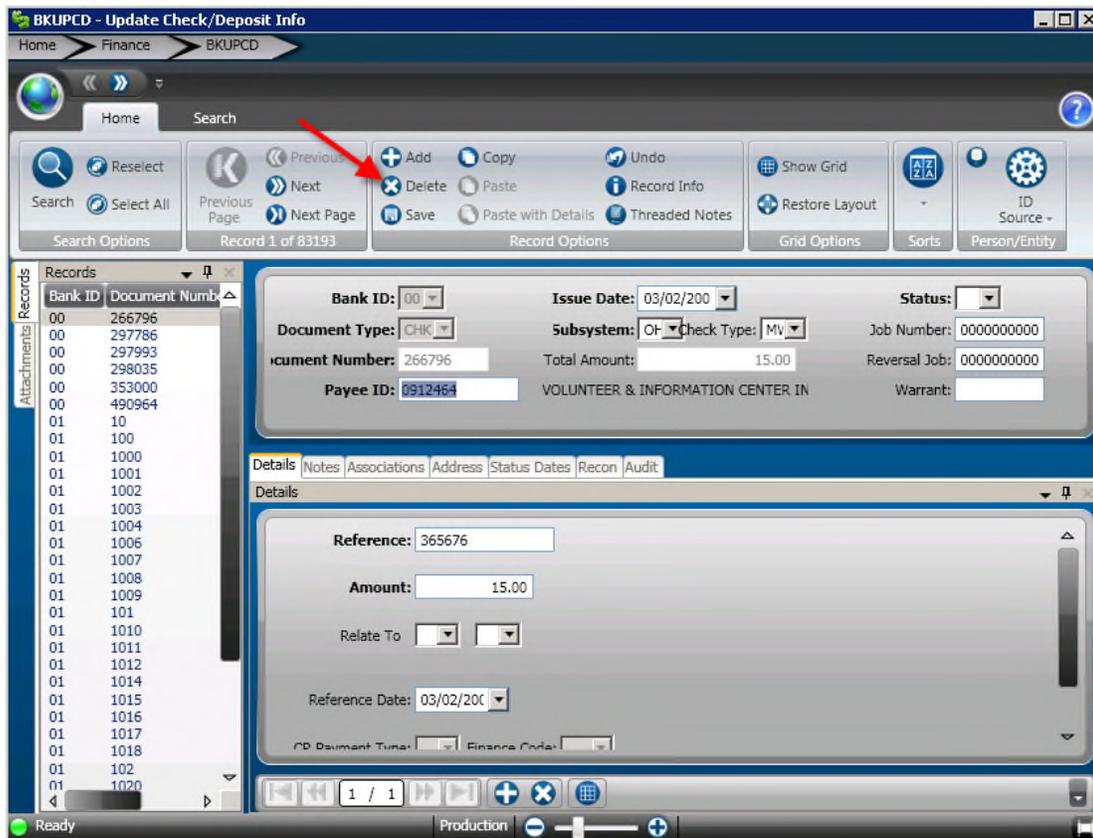
(1) Change the invoices back to distributed in **APOHPPSP**:



**\*\* Change the drop downs to WP to DS \*\***

(2) Delete the checks from **BKUPCD**:

*\*If there is more than one invoice, child record, being paid by the check (look for a blue right arrow in the bottom left hand corner) you will need to delete all but one of the invoice records before you can delete the check, parent, record.*



**\*\*Note\*\*** If you receive the following error message when you delete the check, there is more than one invoice, child record, that needs to be deleted first:

```

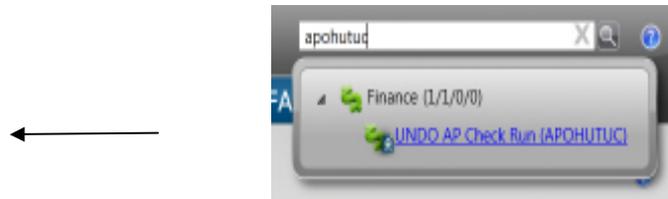
    Subquery returned more than 1 value. This is not permitted when the subquery follows =, <, >, <=, >= or when the subquery is used as an expression. The statement has been terminated. DELETE FROM bk_document_detail WHERE ( [bk_cd_id] = ? AND [bk_type] = ? AND [bk_number] = ? ) (0)
    Unable to delete Document detail records for document: AP EFT 1480701. (BK34)
    
```

If necessary undo the distribution of the AP (expense) transaction as well. If no changes to the AP (expense) posting then re-run **APOHPPRP** and re-print the checks using **APOHPPPA**. If changes were made to the AP (expense) posting then re-select for payment with **APOHPPSP**, re-run **APOHPPRP**, and re-print the checks.

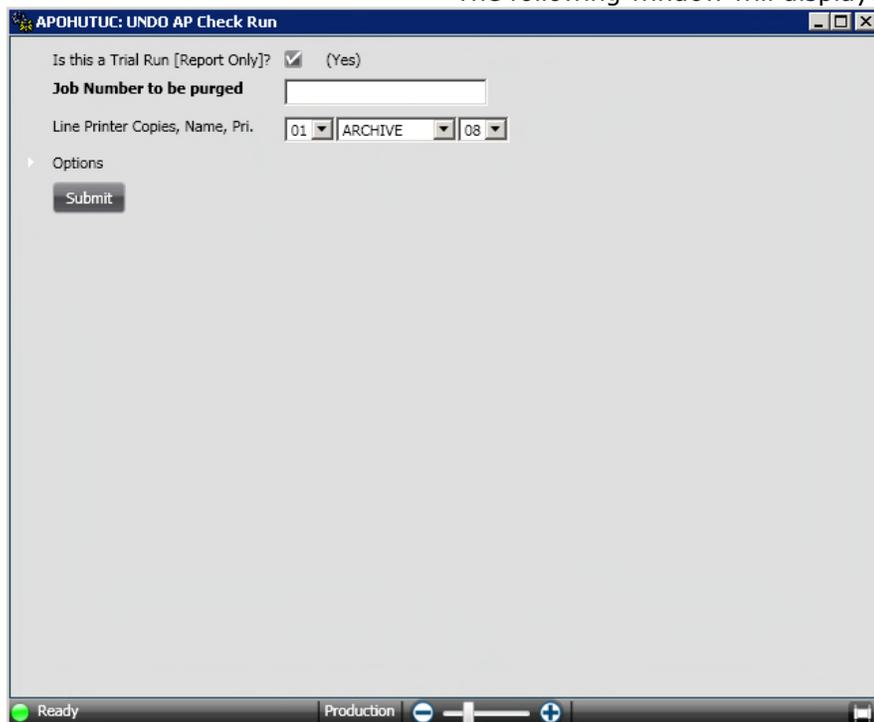


## Section 22: Undo AP Check Run Posting

(1) To Undo the AP check run posting go to **APOHUTUC** by typing this in the search bar and clicking the link:



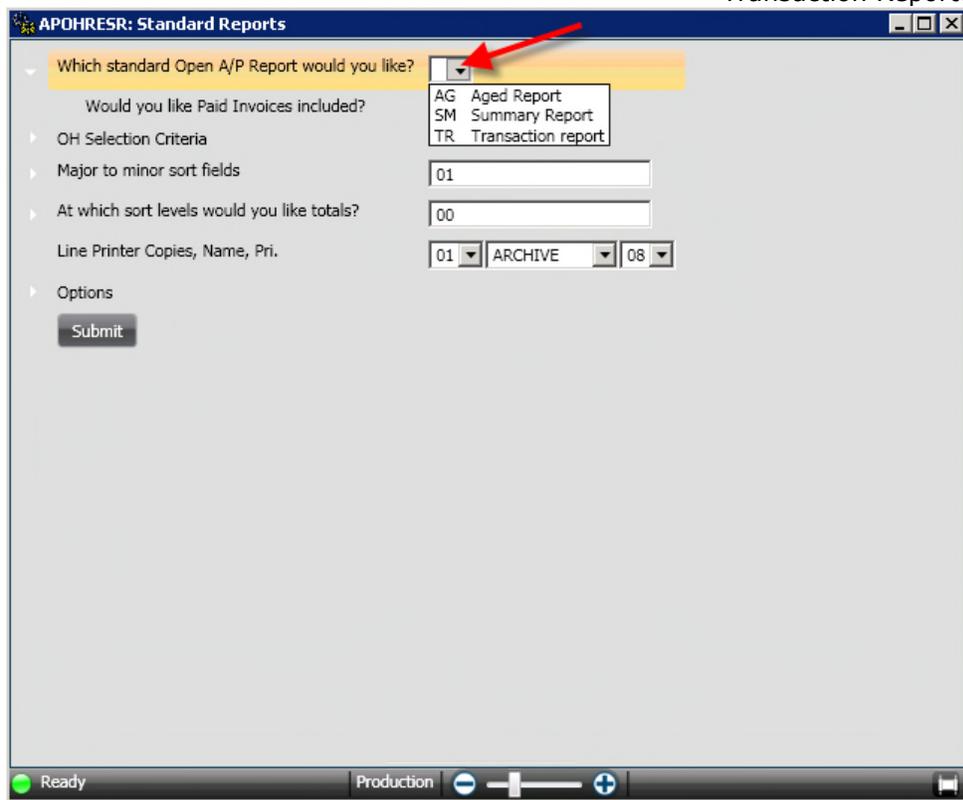
The following window will display:



(2) Uncheck trial run and enter the job number of the **APOHPPA** posting. Select archive and then click on the submit button to undo the distribution.

## AP Non-CDD Reports that may be useful:

- (1) **APOHRESR**-AG Open A/P Aged Report Listing, SM Summary Report and TR Transaction Report:



**APOHRESR: Standard Reports**

Which standard Open A/P Report would you like?  

Would you like Paid Invoices included?

OH Selection Criteria

Major to minor sort fields

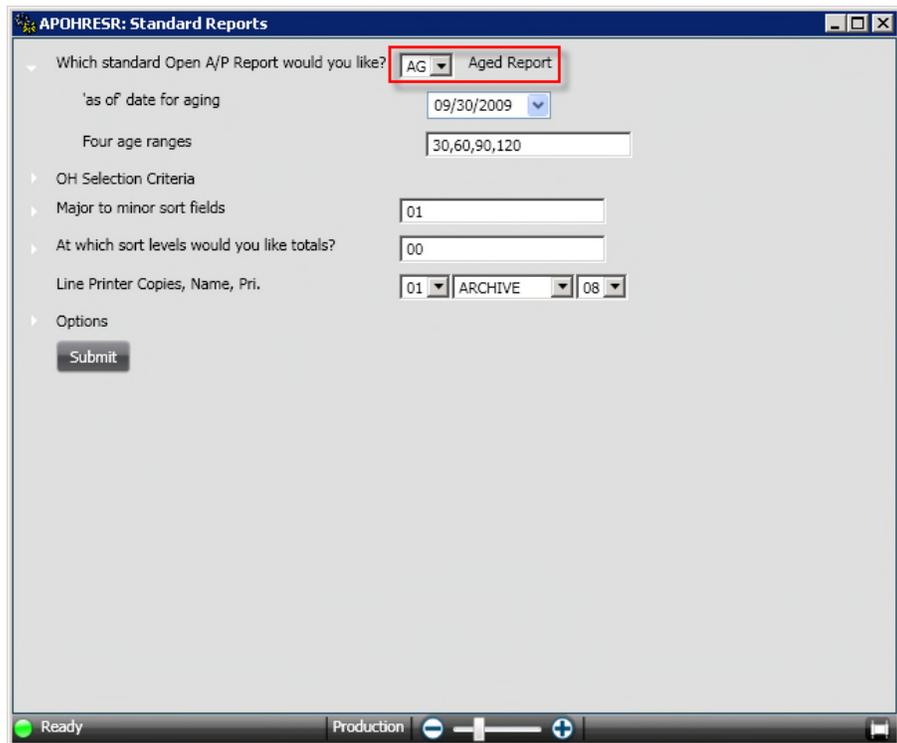
At which sort levels would you like totals?

Line Printer Copies, Name, Pri.

Options

Ready Production 

Once AG Aged report is selected the following prompts display:



**APOHRESR: Standard Reports**

Which standard Open A/P Report would you like? **AG** Aged Report

'as of' date for aging: 09/30/2009

Four age ranges: 30,60,90,120

OH Selection Criteria

Major to minor sort fields: 01

At which sort levels would you like totals?: 00

Line Printer Copies, Name, Pri.: 01 ARCHIVE 08

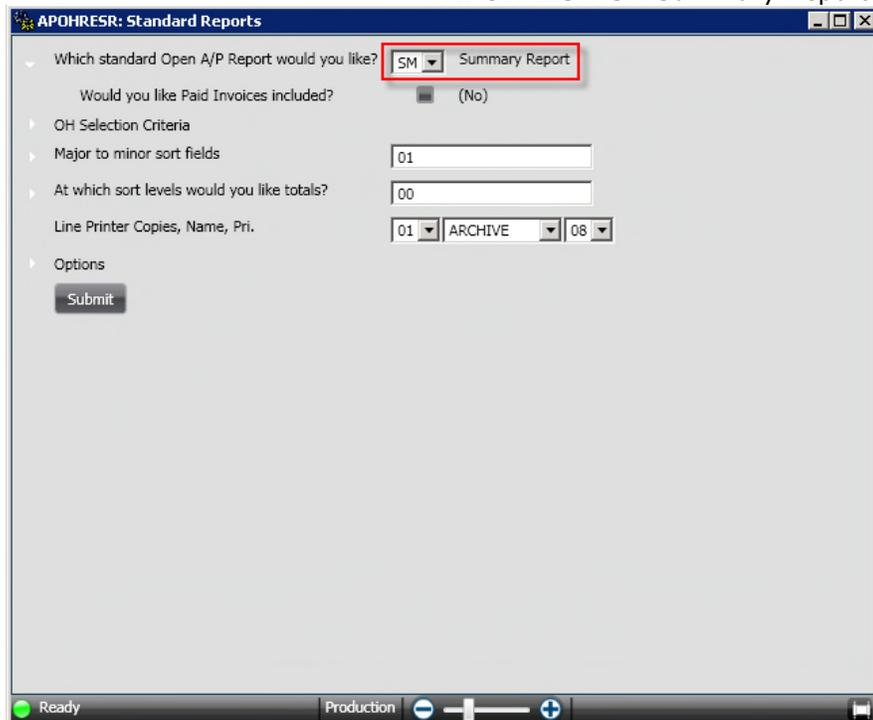
Options

**Submit**

Ready Production

Click submit to archive the report to documents online.

**APOHRESR-SM Summary Report:**



**APOHRESR: Standard Reports**

Which standard Open A/P Report would you like? **SM** Summary Report

Would you like Paid Invoices included?  (No)

OH Selection Criteria

Major to minor sort fields: 01

At which sort levels would you like totals?: 00

Line Printer Copies, Name, Pri.: 01 ARCHIVE 08

Options

**Submit**

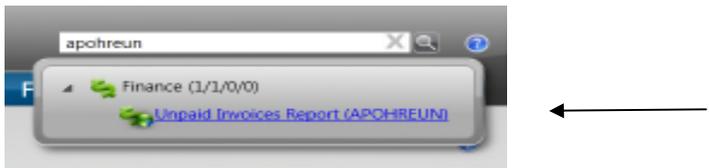
Ready Production

Click submit to archive the report to documents online.

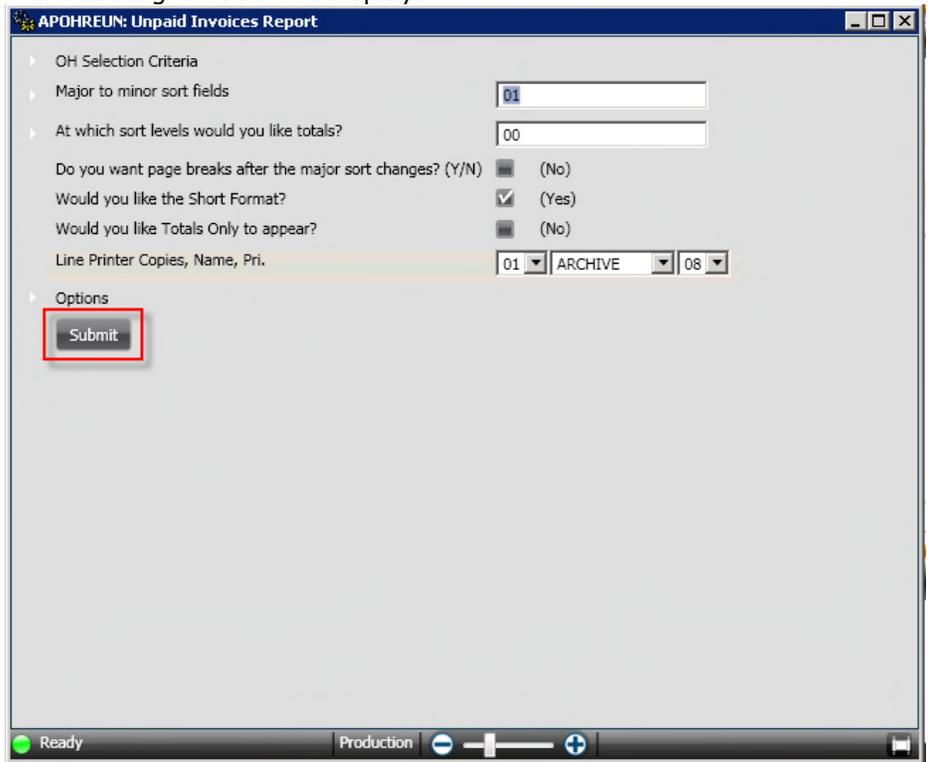
TR-Transaction Report

Click submit to archive the report to documents online.

Run **APOHREUN** (Unpaid Open A/P Invoices Report Listing) by typing this in the search bar and clicking the link:



The following window will display:



Click submit to archive the report to documents online.