

## Accounts Payable One-Step Check APOHBTDP

### Introduction

A new feature has been added to Accounts Payable in the 14.1 release of ONESolution Finance allowing users to distribute and pay one or more invoices in a single step. Earlier versions of the software included a feature called “Immediate Pay” and this new one-step feature replaces it with more functionality.

### Features

The new one-step check process includes several advantages over the older “Immediate Pay” process.

- Supports USE Tax\*
- Supports AP Withholding\*
- Supports Contract Retention
- Allows different dates for expenses and cash posting in GL

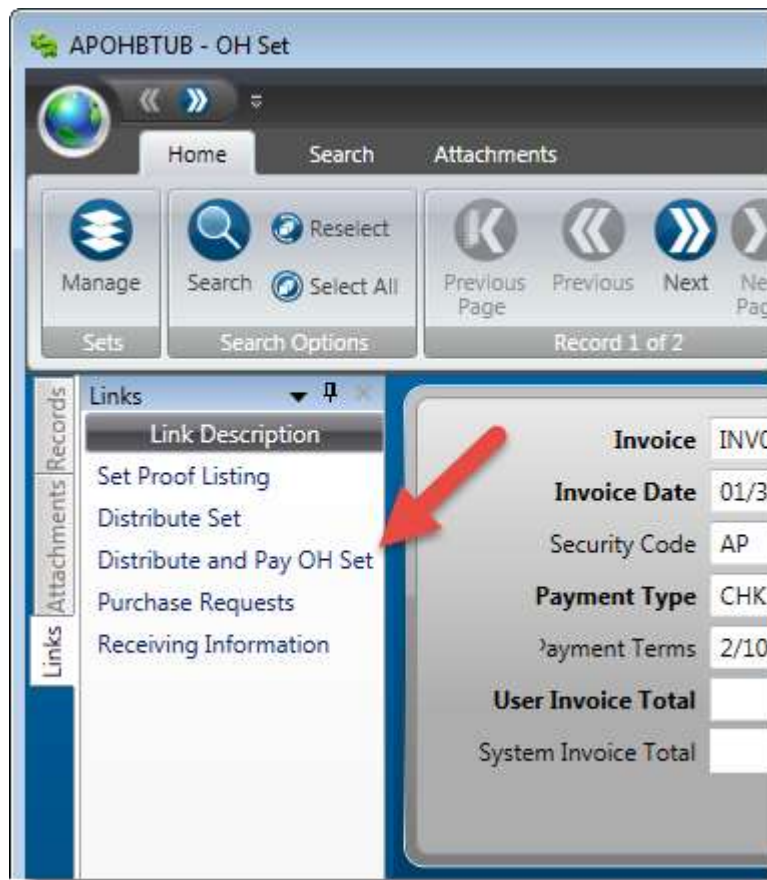
\* Note: AP posting options that generate new payment records (such as USE tax and withholding) must be configured to use a hold code (H0-H9) in place of the usual “DS” status. This is necessary to prevent these new payment records from being included in the one-step check run.

### Data Entry

Data entry is done as usual using the OH Set screen APOHBTUB. The new one-step distribute and pay does not apply invoices entered in APOHININ as there is no easy way to identify which invoices you wish to process. All payments entered into an OH set will be distributed and paid together. This means you can produce checks for multiple invoices and multiple vendors all at the same time.

## Distribute and Pay

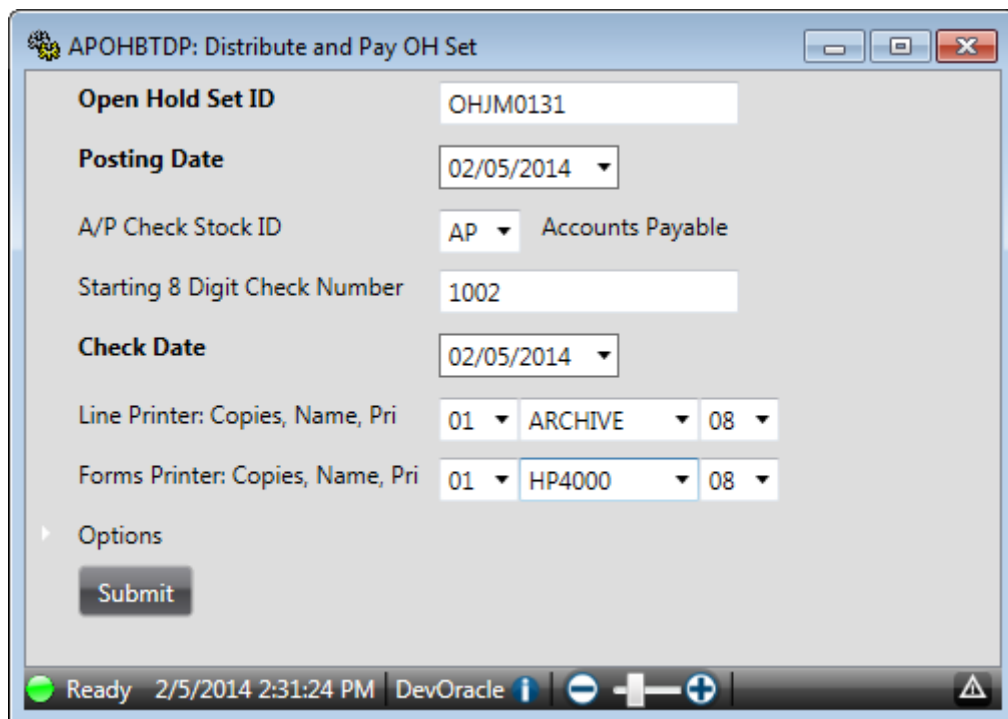
Enter or locate the OH Set with the payments you wish to pay. If you are on the APOHBTUB screen, a link to “Distribute and Pay OH Set” is provided. When using the link from the data entry screen, the Open Hold Set ID and AP Check Stock ID fields will be filled in for you using the values from the current record. If you are starting from the ONESolution Desktop, access the APOHBTDP entry point using the search box or Finance menu. When launched from the Desktop you will need to enter the Open Hold Set ID you wish to pay.



APOHBTUB – Link to Distribute and Pay OH Set

## Running the Job

After accessing Distribute and Pay OH Set, you will be presented with the following job launch dialog. If you access this from the link on APOHBTUB then the Open Hold Set ID will be filled in for you. There are five essential values you must provide. A number of optional settings are also available under >Options.



The screenshot shows a Windows-style dialog box titled "APOHBTDP: Distribute and Pay OH Set". It contains the following fields and options:

- Open Hold Set ID:** Text input field containing "OHJM0131".
- Posting Date:** Date dropdown menu showing "02/05/2014".
- A/P Check Stock ID:** Dropdown menu showing "AP" and "Accounts Payable".
- Starting 8 Digit Check Number:** Text input field containing "1002".
- Check Date:** Date dropdown menu showing "02/05/2014".
- Line Printer: Copies, Name, Pri:** Three dropdown menus showing "01", "ARCHIVE", and "08".
- Forms Printer: Copies, Name, Pri:** Three dropdown menus showing "01", "HP4000", and "08".
- Options:** A collapsed section indicated by a right-pointing arrow.
- Submit:** A button located below the Options section.

The taskbar at the bottom shows the system is "Ready" on "2/5/2014 2:31:24 PM" on a "DevOracle" machine.

APOHBTDP Job Launch Dialog

**Open Hold Set ID:** If not already filled in, enter the OH Set ID you wish to pay.

**Posting Date:** Choose the date for OH postings. This is the date used for expense posting.

**A/P Check Stock ID:** Choose the Check Stock ID (aka Bank ID) corresponding to the bank account and printing format. This must match the payments in your OH set. Payments in your set with a different Bank ID will be distributed (expensed), but will not be paid.

**Starting 8 Digit Check Number:** Enter the appropriate starting number for payments by paper check. EFT and ePay payments have their own numbering sequence that is automatically tracked by the system and does not need to be entered here.

**Check Date:** Choose the date for the payments. This date will appear on the paper checks as well as EFT and ePay payments. It is also used for postings against cash in the General Ledger.

Options

Would you like the Short Format of the AP Set Proof  (No)

Summarize GL entries by Set ID?  (Yes)

Do you want to transfer AP activity to AR? (Y/N)  (No)

**Process USE Tax for this Set? (Y/N)**  (Yes)

How would you like the Set sorted? BE Set Entry Order

Would you like a page break when the sort criteria changes (Y/N)  (No)

Would you like Totals Only to appear?  (No)

Address Hierarchy BLPRHOLC

How would you like the checks sorted? NM Name Order

Would you like the short format on Report of Entries for Payment  (No)

Override format ID for printing only NONE No Override, same as check ID

AP to PY Pay Period - YYccIII (YY=Year, cc=Cycle, III=Number)

Job Priority: 08

Schedule job to run at date MM/DD/YYYY, time HH:MM:

Submit

Ready 2/5/2014 2:31:24 PM DevOracle

### APOHBTDP – Optional Questions

The optional questions available on APOHBTDP are the same options presented when distributing an OH Set (APOHBTDS) and generating AP checks (APOHPPPA). These are seldom-changed options and are not covered in detail here. Refer to the documentation on APOHBTDS and APOHPPPA for more information about these options.

## Job Results

The APOHBTDP job essentially combines OH Set Distribution (APOHBTDS) and Pay Selected Open Hold Invoices (APOHPPPA). The system will first distribute all payments within the selected OH Set. Once successfully distributed, the system will pay each invoice from the set that has a “DS” status and matches the selected Check Stock ID.

All postings and updates that happen during the standard Set Distribution and AP Check run also occur during Distribute and Pay, therefore many reports are generated to document this activity. The reports generated will depend on the payments processed as well as system configurations. The example list of reports below may or may not match the reports generated for your specific job.

Suite	Description	Job Number	Status
Classic Job: APOHBTDP		<a href="#">122835</a>	Completed
<b>Details</b>			
Description	Doc Id		
<a href="#">Tail Sheet</a>	98669		
<a href="#">Distribution Report</a>	98666		
<a href="#">F Open A/p Batch Proc</a>	98662		
<a href="#">GL Posting Report</a>	98663		
<a href="#">Check Register</a>	98667		
<a href="#">Distribution Report</a>	98661		
<a href="#">Open Hold Pay Selecti</a>	98665		
<a href="#">GL Posting Report</a>	98668		
<a href="#">Open Hold Db Posting</a>	98664		

Reports generated by APOHBTDP