

Accounts Payable Enhancements Including distributed approvals and paying vendors via ACH

Date 7/7/16

Spec Writer: Karen

Systems Affected:

CU*BASE

Programmer analysis required.

This project started with adding the functionality to pay Accounts Payable vendors via ACH and improving payment processing, but in March 2016 was expanded to include a new process for selecting invoices for payment, working with open payables, and approving invoices.

Refer to the Accounts Payable Flow Diagram on pages 4-5 for an overview of the new Account Payable (A/P) process as detailed in this spec.

Smart Links for A/P Invoicing – “Adding More Touchpoints for Scanning/Fetching Invoices from CU*BASE Accounts Payable Screens” is addressed via PS#41971. The assumption is that #41971 will be in production prior to #32390 (this project), but if not then the scan and view invoice options will not be part of #32390.

New Accounts Payable Workflow Controls Configuration

A new configuration is developed that includes the controls for paying vendors via ACH, a new sort option for accounts payable checks, an approval process activation flag and the ability to configure employees for accounts payable approval limits.

The *Accounts Payable Workflow Controls* configuration also allows credit unions to select a printer other than the default printer when processing check payments. THIS WAS AN IDEA FORM REQUEST.

Paying vendors via ACH

Today CU*BASE only allows for Accounts Payable vendors to be paid via check. With this project, a new process for paying vendors via ACH is developed. The items will generate via Magic Wrighter with the SEC code of “CCD”. The A/P vendor record is expanded to include financial institution information for paying via ACH. Each A/P vendor can be set up with a unique relationship for outgoing payments.

Revamp of payment processing

The process for paying invoices via MNACCK #5 is totally revamped. The *Process Payments for Vendors* screen is now a dashboard format that lists both ACH and check items that have been prepared for payment (vouched). It will be much easier to identify and filter the items to be paid. It will be a “working” screen where checks and ACH items can be processed separately or one item can be processed at a time. The items will be paid as they are selected and nothing disappears from the screen until the user indicates he/she is done.

Checks will process the same as today however will sort according to the new flag on *Accounts Payable Workflow Controls* when printing. ACH items are assigned an ACH sequence number for tracking purposes.

Improved process for selecting items for payment

An improved process for selecting invoices for payment replaces the current awkward way this is done via MNACCK #2. An entire list of open payables will display in a dashboard format and can then be filtered as desired (by branch, due dates, etc.). From the new *Organize Invoices for Payment/Approval* screen, items can be viewed, assigned an approver and prepared for payment.

New optional invoice approval process

If the approval process is activated via *Accounts Payable Workflow Controls*, then a separate (new) menu option *Approve Accounts Payable Items* will be available by Employee ID. The screen will list open payables for the employee designated to approve items for one or multiple A/P vendors. The employee can either be a default approver (as defined on the vendor record) or can be the assigned approver via the *Organize Invoices for Approval* screen. These items are open payables and must be approved before they can be prepared for payment (vouched).

New process for generating emails to approvers

If “Generate emails to approvers” is activated via *Accounts Payable Workflow Controls*, then an email will generate to the assigned approver either when the invoice is created (if there is a default approver) or when the approver is assigned via *Organize Invoices for Approval*. It will be a generic email indicating that one or more A/P items are ready for approval.

Future Accounts Payable Projects

The following improvements for Accounts Payable will be addressed in future projects:

- Improved process for adding and editing invoices (MNACCK #1)
- Enhance the A/P vendor record
- Improvements to the Accounts Payable check
- Link misc. accounts payable checks to the vendor record for tax reporting and research purposes
- Combine the vendor history programs (IAPVED-01) and (APHISM-02)
- Create a history record for quick checks
- Email notification to vendor when ACH payment is made
- Change the vendor number to alphanumeric
- Creation of an invoice template (Keegan to get more info)
- Ability to sort the Open Payables Report and Paid History Report by vendor name
- Date fields brought to standards in various A/P programs
- Misc. A/P screen and report enhancements

Suggested content for the **Release Summary** (sales pitch, geared toward credit unions): will be done at a later date – lots of moving parts with this project

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<p>Note to Programmer: Any screens and programs that are not to current standards (including the 132x27 host screen size), please bring them to standards with this project.</p>

Accounts Payable Flow Illustration

Without Approvals

1
Lists all open payables

Organize Invoices for Payment

Filter by: due date... branch... vendor... Selected: **3 items**
\$1,669.00

Inv#	Due	Vendor	Amount	etc...	Select for Pmt
11111	02/15/2016	ABC Company	\$100.00		<input checked="" type="checkbox"/>
22222	02/02/2016	ABC Company	\$335.00		<input checked="" type="checkbox"/>
33333	02/03/2016	Other Vendor	\$1,234.00		<input checked="" type="checkbox"/>
55555	02/24/2016	Another Vendor	\$43,137.23		
55555	02/24/2016	Another Vendor	\$893.03		

• View details • Scan Invoice Image • View Invoice Image

Select these items Unselect these items Enter=Refresh
 Show selected only Show all items Save/Prepare to Pay

Would love to come up with a way to put these above the Select for Pmt column to indicate they simply check/uncheck all visible items in the list

This is what vouches the marked ones (show a confirm window showing items / \$ selected)

2
These are all "V" (selected/ vouched) items

Process Payments

Filter by: due date.... vendor... pmt method... Processed: **\$100.00**
Unprocessed: **\$1,569.00**

Inv#	Due	Vendor	Amount	etc...	Method	Status
11111	02/15/2016	ABC Company	\$100.00		ACH	Paid
22222	02/02/2016	ABC Company	\$335.00		Check	
33333	02/03/2016	Other Vendor	\$1,234.00			

• Process payment • Other stuff....

Pay all ACH Pay all checks etc...

General notes, both methods:

- **IMPORTANT:** Screen 1 is NOT where invoices would be added/edited by the original file clerk. The goal is to make a similar, separate menu option strictly for adding and working with invoices. Any invoices selected or approved would not be allowed to be worked there, though.
- Approvers get assigned at two points in the process, and this is also when the email notification gets generated:
 1. When saving the initial invoice, IF there's a default approver ID on that vendor AND the invoice \$\$ is under that approver's max (per HCU, in that case would like to show "Max exceeded" message on the invoice detail screen so they can see why there isn't an approver name defaulted in)
 2. When assigning an approver in the "Organize" screen (maybe upon Enter or perhaps the Save/Done?)
- Approvals can happen at any point after the invoice has been created (or approver ID assigned, if no default) and when they are selected for payment (must be approved before they can be selected for payment, of course)
- Edit and Delete will be available only from the Work With Invoices feature (not illustrated here) or the Process Payments screen (for CUs NOT using approval process). Needed to clean up an invoice that was entered in error (wrong vendor, typo, that sort of thing).
- "Quick check" feature on the Process Payments screen will be disabled for CUs that use the approval process
- No way to return a vouched item to an open payable (like now); must pay and void (?) – someday maybe we can solve that, but not now as the ripple effect is too great
- Will be adding buttons to scan and view invoices wherever appropriate

Considered using buttons like these but too difficult for this stage; may consider them in the final GOLD design, although it got confusing which button did what



With Approvals

1

Lists all open payables

Organize Invoices for Approval

Filter by: due date... branch... vendor.... approver... Selected: **3 items**
\$1,669.00

Inv#	Due	Vendor	Amount	Approver	Apprvd	etc...	Sel for Pmt
11111	02/15/2016	ABC Company	\$100.00	Sue Accountant	Y		<input checked="" type="checkbox"/>
22222	02/02/2016	ABC Company	\$335.00	Sue Accountant	Y		<input checked="" type="checkbox"/>
33333	02/03/2016	Other Vendor	\$1,234.00	John Manager	Y		<input checked="" type="checkbox"/>
55555	02/24/2016	Another Vendor	\$43,137.23	(none assigned)			
55555	02/24/2016	Another Vendor	\$893.03	(none assigned)			

View Details
 Scan Invoice Image
 View Invoice Image
 Assign Approver
 Send Reminder to Approver

[Select these items](#)
 [Unselect these items](#)
 [Enter=Refresh](#)
[Show selected only](#)
 [Show all items](#)
 [Show all approved](#)
 [Save/Prepare to Pay](#)

This is what vouches the marked ones (show a confirm window showing items / \$ selected)

2

These are open payables based on approver ID

My Approvals

A1 SUE ACCOUNTANT

Inv#	Due	Vendor	Amount	etc...	Approve This Item
11111	02/15/2016	ABC Company	\$100.00		<input checked="" type="checkbox"/>
22222	02/02/2016	ABC Company	\$335.00		<input type="checkbox"/>

View Details
 View Invoice Image

[Mark all approved](#)
 [Unmark all items](#)
 [Save/Done](#)

My Approvals

B2 JOHN MANAGER

Inv#	Due	Vendor	Amount	etc...	Approve This Item
33333	02/03/2016	Other Vendor	\$1,234.00		<input checked="" type="checkbox"/>

View Details
 View Invoice Image

[Mark all approved](#)
 [Unmark all items](#)
 [Save/Done](#)

3

These are all "V" (approved/ vouched) items

Process Payments

Filter by: due date.... vendor... pmt method... Processed: \$100.00
Unprocessed: \$1,569.00

Inv#	Due	Vendor	Amount	Appvd by	etc...	Method	Status
11111	02/15/2016	ABC Company	\$100.00	A1		ACH	Paid
22222	02/02/2016	ABC Company	\$335.00	A1		Check	
33333	02/03/2016	Other Vendor	\$1,234.00	B2			

Process payment
 Other stuff...

[Pay all ACH](#)
 [Pay all checks](#)
 [etc...](#)

Programming Changes

- New configuration for Accounts Payable Workflow Controls
- Expand APVEND (Accounts Payable Vendor Information) to include information on the financial institution being paid via ACH. This includes financial institution name, routing number, account number, account type and account holder name.
- Default approver added to APVEND
- Expand APHIST (Accounts Payable History Transactions) to include the ACH sequence number
- New table to store Accounts Payable limits by Employee ID
- Add Approver ID (Employee ID) and Approval Date to both APOPEN and APHIST
- Possibly add a date paid field to APHIST ??? – per Jim’s research the existing fields APCHYY/APCHMM/APCHDD represent the date the item was vouched
- ???

Paying via ACH Processing Changes

Prior to May 2016, most of the ACH processing changes have been coded. Refer to the original spec for 32390. However, items impacted by the more recent changes are highlighted in [blue on pages 18-29](#).

[Per meeting discussion on 6/20/16](#), as an additional identifier for the vendor receiving the ACH item, the invoice number will be captured in one of the optional fields on the ACH record. It will be up to the credit union to populate the invoice number with the appropriate identifying information.

Record Locks

The system will need to check if multiple users are attempting to access the same invoice item via either MNACCK #1 *Open Payables Maintenance, Organize Invoices for Payment/Approval* (pg. 14) or *Approve Accounts Payable Items* (pg. 16). **Programmer analysis needed.**

Process for Generating Emails to Approvers

A new process must be developed that generates an email to the approver when the following occurs:

- Invoice is created via MNACCK #1 and a default approver is assigned to the vendor
- Approver is assigned via the new *Organize Invoices for Approval* screen (pg. 14)
- Approver is notified via the new *Organize Invoices for Approval* screen (pg. 14)

The email is generated when the user exits the session. For new invoices entered via MNACCK #1 this is when the user exits the screen (and the APOPEN record is created). For assigning or notifying an approver, this is when the user exits the *Organize Invoices for Approval* via F5=Save/Prepare to Pay.

If multiple invoices are created or assigned an approver in the same session, then only one email should generate to the same employee ID. Email verbiage is “You have one or more Accounts Payable invoices to approve”.

Note: The process for generating emails to approvers is activated via *Accounts Payable Workflow Controls* (pg. 9).

Invoice Creation Process Changes

If approval process is activated and emails are to be generated to the approver (per the new flag in workflow controls), then when invoices get created via MNACCK #1 an email is generated to the default approver for the vendor. If the vendor record does not have a default approver, then no email is generated. The email(s) generate when the user exits the session.

Include an edit that an approved invoice cannot be deleted.

MNACCK #1 (UAPOPD-01)

Session 0 CUPBASE GOLD Edition - Open Payables Maintenance

File Edit Tools Help

Open Payables Maintenance

 Add

Corp ID 01 Vendor 2 CONSUMER'S ENERGY
Sequence # 00000 PO BOX 740309
CINCINNATI OH 452740309 N

Scan e-Document
Imaging Solutions

Invoice Information

Invoice # Purchase order
Date May 18, 2016 [MMDDYY] Due date 000000 [MMDDYY]

Add Multiple Details For This Invoice Enter information below for single item

Invoice Detail

Assigned to branch # 01 Expense/credit description
Expense amount 0.00 To G/L account
- Or -
Credit G/L amount 0.00 To G/L account

Sequence	Invoice #	Location	Debit	Credit	Description

Change Invoice(s) total 0.00
Next Invoice / New Vendor

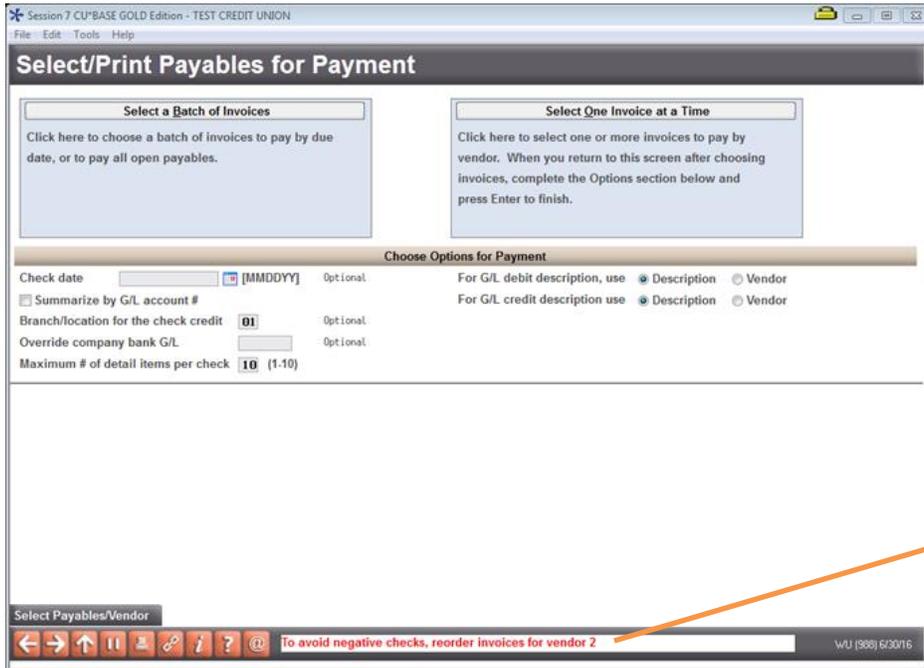
Multiple Details Delete Skip Duplicates Subsidiary Inquiry Vendor Inquiry

FR (1649) 5/13/16

Doc Note: For ACH items, the Invoice # is included with the ACH record that goes to the vendor, so be sure to put whatever information that you want the vendor to receive in the Invoice # field when creating the invoice.

Error Messages

Review is needed of the current error messages from MNACCK #2 (PAPSE-01) and MNACCK #5 (UGLCHIA) for clarity. See below for an example, In addition to the verbiage being confusing, the error condition could now occur for ACH, so the word “check” should not be used. Programmer Note: When appropriate, please set up a meeting to review the current error messages for verbiage changes.



Sample error message

Miscellaneous Testing Items

Michelle Bader from Fox reported the following issues:

#1 When updating an invoice with multiple details, can all the details be changed at once like the date it will be paid for example. Right now I have to highlight each one to change any information.

#2 When you are going to print checks there is a screen that you can updated vendor detail before the checks are posted, you are unable to change the address. Or when you need to change an expense amount and you have multiple expenses it only shows 3 expenses, there is no way to toggle down to more expense if you need to change an expense amount or general ledger number.

With the revamped process for selecting items for payment and paying invoices per this spec, check to be sure that the above items are no longer issues.

Accounts Payable Workflow Controls

Access: MNACCK #?? “Accounts Payable Workflow Controls”
 Program: UAPCTL-01 (NEW)
 GOLD panel: NEW

*.....1.....2.....3.....4.....5.....6.....7.....8.....9.....0.....1.....2.....3..

4/11/16	Accounts Payable Workflow Controls	16:00:39	UAPCTL-01
Activate approval process for accounts payable invoices Y (Y/N) Generate emails to approvers N (Y/N) Checks should print in order by <u>1</u> (1=vendor number, 2= vendor name) Allow ACH Payments in Accounts Payable <u>Y</u> (Y/N) Last used ACH sequence number 00000165 Clearing G/L account for ACH payments <u>87012</u> ? G/L check processing - Auto-post JE after posting <u>Y</u> (Y/N) Branch/location for payment credit: Use workstation branch <u>Y</u> (Y/N) or use branch <u> </u> ? Use this G/L debit description on the check stub <u>D</u> (D=G/L debit description, V=Vendor name) Use this G/L credit description on the check stub <u>V</u> (D=G/L credit description, V=Vendor name)			
F7=CANCEL F9=Select Branch Enter=Save/Continue			

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27

- Unprotect “Activate approval process for accounts payable invoices”. If a Y, then display a Y/N option – “Generate emails to approvers”. This option must be Y in order for emails to generate either when A/P items are assigned an approver or a reminder email is requested (see page 14).
- Note: In order to set “Allow ACH Payments in Accounts Payable” to a Y, the Magic Wrighter flag on CU Master Parameters (CUMSTRPF) must be set to “M”.
- A Y in “Activate approval process for accounts payable invoices” flows to the *Configure Employees for Accounts Payable Limits* screen on the next page. Edit that the approval process cannot be deactivated (changed to an N) if employees are configured for A/P limits.
- Include “Branch/location for payment credit” field here (was “Location No” on PAPSE-01). See below for more information. Include **F9=Select Branch** for single select of branch.
- Include “Use this G/L debit description on the check stub” field here (was “Use description or vendor for G/L debit desc” on PAPSE-01).
- Include “Use this G/L credit description on the check stub” field here (was “Use description or vendor for G/L credit desc” on PAPSE-01).

Field Specifications

Field Name	Specifications, Comments, etc.
Branch/location for the payment credit	The branch for the credit to the G/L to be recorded. Options are Use workstation branch Y/N, (default is Y) or use branch XX (single select lookup via F9=Select Branch). If Y, then edit that a branch number cannot be selected.
Use this G/L debit description on the check stub	Options are D (expense/debit description) or V (Vendor Name). Used to specify which text (if any) should be used for the description of the debit journal entry on the check stub. Default is D. Doc Note: Clarify this in online help.
Use this G/L credit description on the check stub	Options are D (expense/credit description) or V (Vendor Name). Used to specify which text (if any) should be used for the description for the credit journal entry on the check stub if applicable. Default is V. N/A in most instances??

Other fields already coded

Field Specifications

Field Name	Specifications, Comments, etc.
Checks should print in order by	Options are 1=vendor number, 2=vendor name
Allow ACH payments in Accounts Payable	Y/N flag, default is N. In order to set this flag to a Y, the flag on the CU Master Parameters (CUMSTRPF) must be set to "M"
Last used ACH sequence number	
Clearing G/L account for ACH payments	G/L account
G/L check processing – Auto-post JE after posting	This field is moved from the Chart of Accounts maintenance screen (UGLMAC-01) Note: At conversion, all credit unions are defaulted to Y (pretty sure that there are no N's out there) Could we get rid of this option all together?

Configure Employees for Accounts Payable Limits

Access: From Accounts Payable Workflow Controls

Program: NEW

GOLD panel: NEW

*.....1.....2.....3.....4.....5.....6.....7.....8.....9.....0.....1.....2.....3..

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```

4/11/16   Configure Employees for Accounts Payable Limits   12:05:17   USMAST-0?
2=Edit 4=Delete
Opt  ID  JC  Name
-   ^B  AU  BARB A SMITH
-   AA  AU  JULIE C BLACK
-   AB  TL  ANDREW BLEG
-   AE  TL  AMANDA BISCH
-   AG  TL  ALICE JONES

F3=Backup F6=Add F7=CANCEL

More...
    
```

This is a subfile list of Employee IDs configured with Accounts Payable limits. (Can kinda look like USMAST-01 except that only 1 column is needed)

Include options for 2=Edit and 4=Delete. **F6=Add** proceeds to the screen below.

F6=Add (or 2=Edit)

*.....1.....2.....3.....4.....5.....6.....7.....8.....9.....0.....1.....2.....3..

1
2
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4
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8
9
10
11
12

```

4/11/16   Configure Employees for Accounts Payable Limits   12:05:17   ADD   ??????
Allow Accounts Payable invoices to be approved by Employee ID __ ?
Invoice line item limit is no greater than 9999999999 2
Employee is authorized for these vendors __ selected
Email address for notification
_____

F3=Backup F5=Add/Update || F8=Choose Vendors
    
```

- “Allow Accounts Payable invoices to be approved by Employee ID” is a single select lookup of Employee IDs. The Employee ID is protected in Edit mode. Programmer Note: This lookup can be modeled after the Employee ID lookup on ISECMNT-01 (Security Maintenance File Inquiry Report). The default is no employees. Be sure that this window has a screen ID.
- “Invoice line item limit is no greater than” should Default to all 9’s, 2 decimal places (9.2)
- Include “Email address for notification” (100 positions). Note: Email address is being added to SECMAS per PS#37579.
- F8=Choose Vendors** is a hidden function key that brings up a multiple select window where multiple vendors can be selected. If any vendors are selected then the number selected displays next to “Employee is authorized for these vendors”. If no vendors have been selected, then ALL should display (instead of the number selected). This will make it clear that the Employee ID is authorized for all vendors. GOLD Note: This can be a button that says Choose Vendors.
- F5=Add/Update** saves the changes and returns to the previous screen.
- Edit that an email address must be specified if “Generate emails to approvers” is a Y on *Accounts Payable Workflow Controls*.

Accounts Payable Vendor Maintenance

Access: MNACCK #5 "Work with A/P Vendors"
 Program: UAPVE-02
 GOLD panel: 1653

*...+...1...+...2...+...3...+...4...+...5...+...6...+...7...+...8...+...9...+...0...+...1...+...2...+...3..

1
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4
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6
7
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9
10
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4/11/16	Accounts Payable Vendor Maintenance	15:27:03	CHANGE	UAPVE-02
Vendor	6	Default approver	?	
TIN	000000000	TIN Type	__ (TI/SS)	
Name	PAYCHEX	Customer Number	5009828	
Address 1	PO BOX 251236	Debit G/L Acct	29000 ?	
2		Credit G/L Acct	00000 ?	
3				
City	WEST BLOOMFIELD	State	MI	
Zip Code	48325 1236	Foreign	N (Y/N)	
Phone No	0000000000	Fax No	0000000000	
Contact	CLIENT # 0050-9828	Print Contact Name On Check	Y (Y/N)	
Amount Paid Year To Date	000002255	Create A Form 1099 Year End	N (Y/N)	
Amount Paid Previous Year	0000000000	Previous Year 1099 Amount	0000000000	
1099-MISC Box #	7		/\	
Use Contact for IRS	N (Y/N)			
Email Address				
Vendor URL				
Pay this vendor via <u>C</u> (A=ACH, C=Check)				
If ACH, financial institution name _____				
Routing # _____ Account holder name at institution _____				
Account # at institution _____ Type _ (C=Checking, S=Savings)				
F2=Expense G/L(company) F3=Backup F4=Suspend F5=A/P Hist Mnt F7=CANCEL F16=Delete F20=Corp Dtl F21=Comments				
F23=Env Prt F18=Approval IDs				

- If the approval process is activated via *Account Payable Workflow Controls*, then "Default approver" displays. This is a single select list of the Employee IDs configured with Accounts Payable limits. The vendor is not required to have a Default approver. Note: Display both the ID and name of the default approver if applicable.
- If approval process is activated via *Accounts Payable Workflow Controls* and no "Default approver" or Employee IDs are configured for Accounts Payable limits, then display "No authorized approvers assigned".

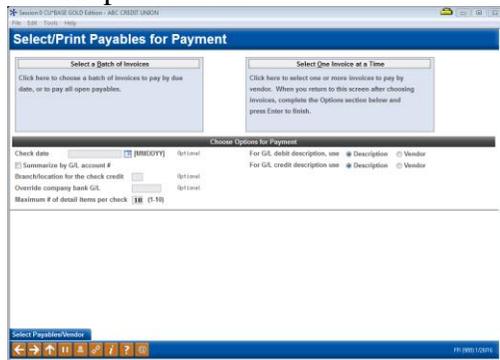
Other fields already coded

Field Specifications

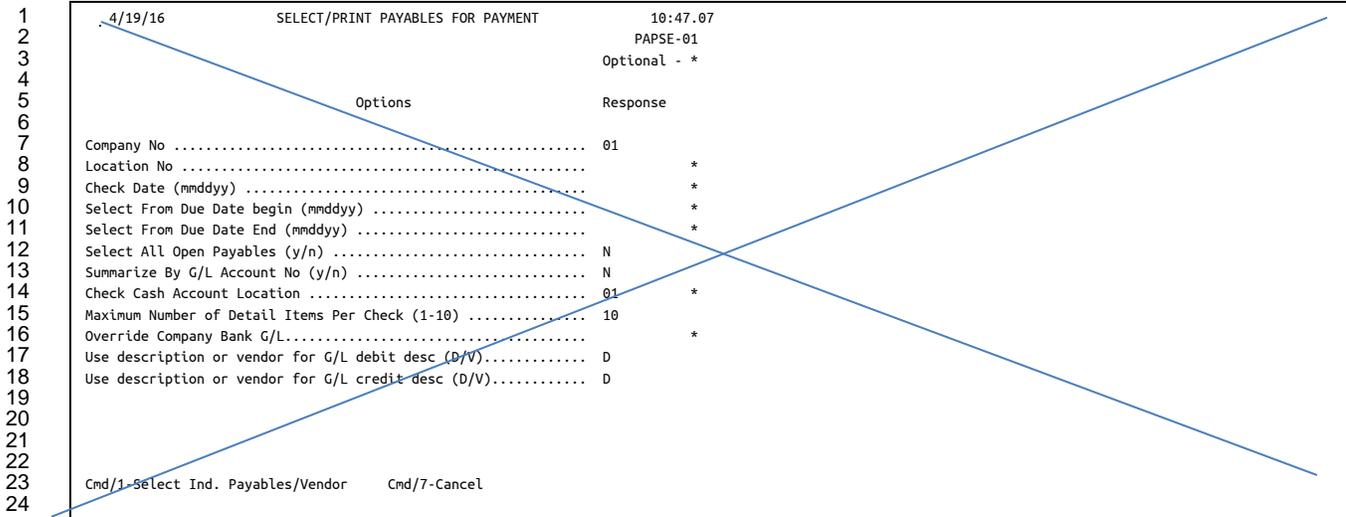
Field Name	Specifications, Comments, etc.
Pay this vendor via	Options are A=ACH, C=Check. Default is C.
If ACH, financial institution name	Name of the financial institution for the ACH payment credit, 30 positions?. Note: If a financial institution has already been set up for the vendor, then the name displays. Only one financial institution is allowed per vendor.
Routing #	Routing number for the financial institution, 9 positions (use the existing algorithm that checks for a valid routing number)
Account holder name at institution	Name of account holder, 30 positions
Account # at institution	Account number to receive the ACH payment, 15 positions
Type	Type of account at the other institution (C=Checking, S=Savings)

Select Invoices for Payment

Access: MNACCK #2, "Select Invoices for Payment"
 Program: PAPSE
 GOLD panel: 988



*.....1.....2.....3.....4.....5.....6.....7.....8.....9.....0.....1.....2.....3..

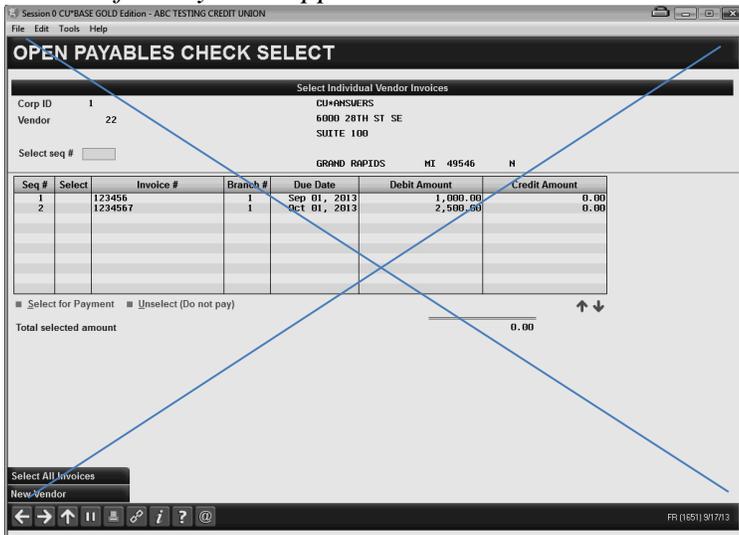


This screen is completely re-vamped. See the next page.

The options in the bottom section of the screen are moved to other screens as follows:

Existing Field	Where am I now?
Check date MMDDCCYY	The option to change the payment date (formerly check date) will become part of the process for paying invoices (MNACCK #5)
Summarize by G/L account #	Removed
Branch/location for the check credit	Moved to <i>Accounts Payable Workflow Controls</i>
Override company bank G/L	Removed
Maximum # of detail items per check	Removed (10 is the maximum)
For G/L debit description, use (D=Expense/debit description, V=Vendor name)	Moved to <i>Accounts Payable Workflow Controls</i>
Use G/L credit description, use (D=Expense/credit description, V=Vendor name)	Moved to <i>Accounts Payable Workflow Controls</i>

IMPORTANT NOTE: With the re-vamp of the process for paying invoices, screen UAPSEA (GOLD 1651) is no longer needed. Individual invoices can be selected for payment via the new *Organize Invoices for Payment/Approval* screen.



Organize Invoices for Payment/Approval (MNACCK #2)

```

*...+...1...+...2...+...3...+...4...+...5...+...6...+...7...+...8...+...9...+...0...+...1...+...2...+...3...
1 1/26/16 Organize Invoices for Approval 12:05:17 PAP???
2 Sort Corp ID 01 Branch 00 selected Vendor __ selected Total amount prepared for payment 9.22
3 Due dates from 02012016 to 02152016 Approver __ selected Total items prepared for payment 3
4 5=View details 6=Assign approver 7=Send reminder to approver 8=Scan invoice image 9=View invoice image
5 Invoice Due G/L Pmt
6 Sel Opt Date Date Invoice Number Seq Br Acct Amount Pay to Meth Appr A
7 Y _ 1/26/16 2/26/16 001 01 33999 2.22 CONSUMERS ENERGY ACH ED
8 Y _ 1/26/16 2/27/16 001 01 32499 3.00 N.A.D.A. APPRAISAL GUIDES CHK ED
9 Y _ 1/26/16 2/28/16 001 01 36798 4.00 N.A.D.A. APPRAISAL GUIDES CHK RT Y
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25 F2=Details F5=Save/Prepare to Pay F7=CANCEL F9=Select These Items F10=Unselect These Items F11=Inv Descr F12=Vendor #
26 F14=Show Selected Items || F13=Select
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```

- Title is conditional depending on whether approvals are activated. If activated, *Organize Invoices for Approval*. If not activated, *Organize Invoices for Payment*.
- Default is to display all open payables by due date. To see multiple items for an invoice (each listed on a separate line), **F2=Details** is used.
- Display filters for Branch, Vendor (cursor sensitive multiple select via **F13=Select**) and Due date range.
- The total number of items and dollar amount prepared for payment should display in the upper right section of the screen.
- All columns are sortable.

- Include a Y/N “Sel” column used to select/prepare invoices for payment. Default is N. Refer to screen IPLSLCT-01 for an example. If approval process is activated and the item is not approved, then do not allow a Y. GOLD Note: This should be a checkbox.
- F9=Select These Items** places a Y in the “Sel” column to select/prepare the items for payment. **F10=Unselect These Items** places an N in the “Sel” column to unselect the items for payment. Only the items filtered on the screen are selected/unselected.
- F11=Inv Descr** toggles the Invoice Description with the Invoice Number.
- F12=Vend Number** toggles the Vendor Number with the Vendor Name.
- F14=Show Selected Items** toggles the display of items with a Y in the Sel column with all items.
- 5=View Details, 8=Scan Invoice Image, and 9=View Invoice Image** are available options:

Field Name	Specifications, Comments, etc.
5=View Details	Allows you to view the invoice details (see page 22).
8=Scan Invoice Image	Refer to PS#41971
9=View Invoice Image	Refer to PS#41971

If approvals are not activated via A/P workflow controls:

- F5=Save/Prepare to Pay** brings up a confirmation window*, then processes the items selected for payment and returns to the menu. Items are vouched and therefore become available for payment. (Edit that at least one item has been selected via the “Sel” column)

If approvals are activated via A/P workflow controls:

- Conditional fields are indicated in purple.
- Include a multiple select filter for Approver. Employees who are configured for approvals are available for selection.
- Include an “Appr” (Approver) column. Display the default approver from the A/P vendor configuration if it exists, otherwise is blank. Note: If the configured limit for the default approver is less than the invoice amount, then no approver is defaulted. Honor asked for a “max exceeded” message to indicate why there is not a default approver. **Programmer please review.**
- Include an “A” (Approved) Y/N column. “N” can display as blank. A “Y” indicates the item has been approved via the approval screen (see page 16).
- F5=Save/Prepare to Pay** brings up a confirmation window*, then processes the items selected/prepared for payment and returns to the menu. Selected items move from an open payable to “vouched” and become available for payment. Unselected items remain as an open payable.
- 6=Assign approver and 7=Send reminder to approver** are available options:

Field Name	Specifications, Comments, etc.
6=Assign approver	Proceeds to the window on the next page where an approver gets assigned.
7=Send reminder to approver	Display of this option is conditional if “Generate emails to approvers” on <i>Account Payable Workflow Controls</i> is a Y. An email will generate to the assigned approver when F5=Save/Prepare to Pay is used. Edit that an approver is assigned. See page 6 for more information.

***Confirmation window**

5/17/16	Confirm Items Selected for Payment	10:34:01	??????
These items will be marked for payment and can be paid via the process payments feature.			
Number of invoices	15		
Number of items	22		
Net amount	5927.34		
F5=Confirm F8=Bypass			

6=Assign Approver

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Employee ID Selection ????

X=Select

Sel	ID	Employee Name
-	^B	BARB A SMITH
-	AA	AUDITOR
-	AB	ANDREW BLACK
-	AE	AMANDA BISCH
-	AG	ALICE JONES
-	AH	ANGIE APPROVER
-	AP	AMANDA PLIST
-	BA	BRETT ATKINSON
-	BL	BRENDA LABRAKE
-	CD	CADE DRAKE

More...

F3=Backup

- This is a single select lookup of Employee IDs that are configured for accounts payable limits.
- Edit that the dollar amount for the invoice item being assigned is within the configured approval limit for the Employee ID. Error msg : “Employee is not authorized to approve this item”.
- Assigning an approver generates an email to the approver when **F5=Save/Prepare to Pay** is used on the previous screen if “Generate emails to approvers” is activated via workflow controls.

Approve Accounts Payable Items

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1/26/16 Approve Accounts Payable Items 12:05:17 PAP???

Sort Corp ID 01 Branch 03 selected Total amount approved for payment 9.22

Approver ;E Karen Sorensen Total items approved for payment 3

5=View details 9=View invoice image

A Opt	Date	Due	Invoice Number	Seq Br	Acct	Amount	Number	Pay to	Pnt	Meth
N	1/26/16	2/26/16		001	01 33999	2.22	3	CONSUMERS ENERGY		ACH
N	1/26/16	0/00/00		001	01 32499	3.00	12	N.A.D.A. APPRAISAL GUIDES		CHK
N	1/26/16	0/00/00		001	01 36798	4.00	12	N.A.D.A. APPRAISAL GUIDES		CHK

Bottom

F2=Details F7=CANCEL F5=Done F9=Mark All Approved F10=Unmark All Items F11=Inv Descr

- This new menu option will be disabled if the Accounts Payable approval process is not activated.** If access is attempted message should display “This feature has not been activated”.
- This screen lists open payables for assigned approvers by invoice number. (Items have not yet been selected for payment). NOTE: Do not display items already approved in another session.
- To see multiple items for an invoice (each listed on a separate line), **F2=Details** is used.
- Columns should be sortable. (Note: No filtering is available at the top of the screen, however the Approver displays)
- Include an “A” Approve column (Y/N) used to approve invoices displayed on the screen. Default is N. Refer to screen IPLSLCT-01 for an example. GOLD Note: This should be a checkbox.
- “Total amount approved for payment” and “Total items approved for payment” are tracked at the top of the screen when Enter is used.

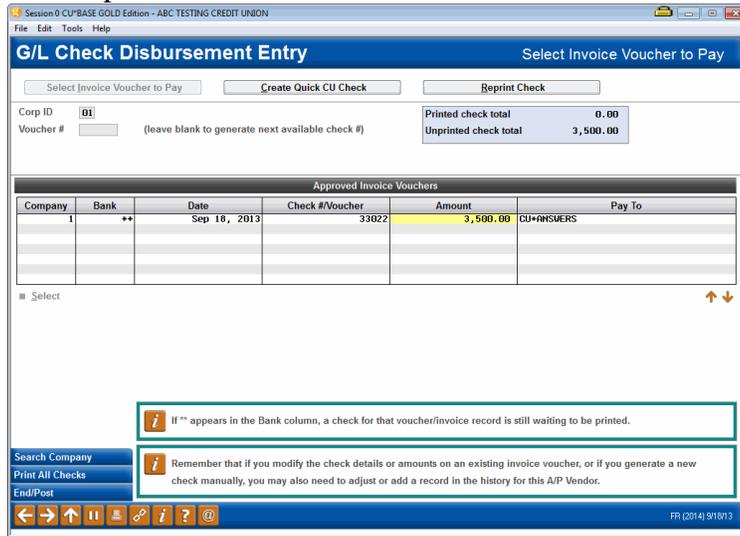
- Include an Option column with an option for **5=View details** which proceeds to the screen on page 22. **9=View invoice image** is also available (refer to PS#41971).
- F9=Mark All Approved** places a Y in the “A” column to approve the items. **F10=Unmark All Items** places an N in the “A” column to unselect the items for approval.
- F5=Done** processes the approvals and returns to the menu. Items remain as an open payable and become available to be selected/prepared for payment on the *Organize Invoices for Approval* screen. Send the Approver ID (Employee ID) and Approval Date to AOPEN.

Process Payment for Vendors

Most of the information in this section is pulled from the original spec for ACH for Accounts Payable. The majority of this coding has been completed as of 4/25/16. [Programmer note: Review items in blue.](#)

Disbursement Entry Screen

Access: MNACCK #5 "Print CU Checks"
 Program: UGLCHIA
 GOLD panel: 2014



Revised screen (Re-worked)

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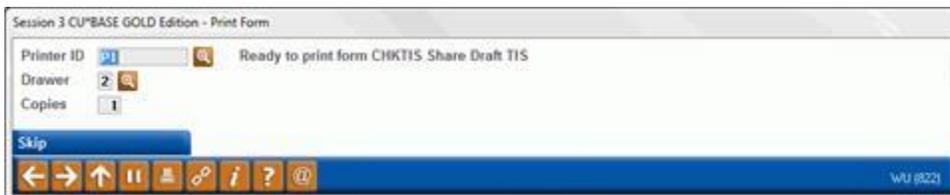
1	1/26/16	Process Payments for Vendors	12:05:17	UGLCHIA
2	Sort	Corp ID 01 Branch __ selected	Processed Item Total .00	Total selected for payment 9.22
3	Voucher number	Unprocessed Item Total 9.22		
4	Vendor __ selected	Due Dates From To	Payment method __ (CHK, ACH)	
5	2=Edit 4=Delete 5=Process Payments 6=View details			
6	Invoice	Due	Chk/ACH/	Vendor
7	Opt Bank Br	Date Date	Invoice Number	Purch Ord Vouch#
8	*** 01	1/26/16 2/26/16	3000000000	12350 2.22 3
9	** 01	1/26/16 0/00/00	12348	3.00 12
10	** 01	1/26/16 0/00/00	12349	4.00 12
11				CONSUMERS ENERGY
12				N.A.D.A. APPRAISAL GUIDES
13				N.A.D.A. APPRAISAL GUIDES
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- Title of the screen is *Process Payments for Vendors*. All columns should be sortable.
- Subfile lists all open payables that have been vouched (prepared for payment on MNACCK #2 *Organize Invoices for Approval/Payment*). [The default sort order for checks is either by vendor number or vendor name as configured on Accounts Payable Workflow Controls.](#)
- F13=Select** is used for multiple select of branches or configured vendors. (vendor multi-select lookup is new -see page 23).
- Include a filter for Payment Method with options ACH or CHK. GOLD Note: This is a dropdown.
- Remove **F1=Search Company** (this is for multiple corporations and is not applicable anymore)

- Include “Total **selected** for payment” which is the total dollar amount of line items selected for payment and updates when Enter is used.
- Include **F11=Inv Desc** which toggles the invoice number and invoice description.
- Add a column for Payment Method (“Pmt Method”). Either ACH or Check will display depending on how the vendor is set up for payments (“I pay this vendor via’ on the vendor maintenance screen).
- Expand the “Bank” column to be 3 positions. Currently, if the item is paid the Bank ID appears. For items paid via ACH, display “ACH” in this column for invoices paid. Note: This screen lists the items to be paid and will now include both checks and ACH. If an item is not paid, asterisks display in the Bank ID column (display 2 asterisks ** for items paid via check or 3 asterisks*** for items paid via ACH). When the check gets printed, the “Bank” column should contain the Bank ID.
- Add a column next to “Pmt Meth” with no heading that indicates if an item has been paid. When the item is paid, then display PAID in the column. If the item has not been paid, then the column should be blank. Doc Note: On the current version of the screen, it is not always clear when an item is paid. This new functionality will clarify.
- Include options for **2=Edit, 4=Delete, 5=Process Payments, 6=View details**

2=Edit	Proceed to <i>Maintain Accounts Payable Disbursement</i> screen on page 21 (both checks and ACH items can be edited if approvals not activated) Edit that items already paid cannot be edited. Edit msg: “Items that have already been paid cannot be edited”. <u>This option is not available if approvals are activated.</u>
4=Delete	Delete the entire invoice, edit that items already paid cannot be deleted. Edit msg: “Items that have already been paid cannot be deleted” <u>This option is not available if approvals are activated.</u>
5=Process Payments	One invoice at a time can be selected for payment. This option processes the ACH or check item. Confirmation window needed: “Are you sure that you want to process the payment for this item? Item cannot be reversed.”
6=View details	Proceed to the <i>Accounts Payable Invoice Detail</i> screen on page 22

- Include function keys for **F9=Pay These Checks** and **F10=Pay These ACH**. Either of these options processes the items for payment. Confirmation window(s) needed.
F9: “Are you sure you want to pay these checks?”
F10: “Are you sure you want to pay these ACH items? These items cannot be reversed.”
NOTE: Error handling is needed if the program can’t find the ACH config info needed to process the payment (i.e. the vendor config was changed). **How to handle an ACH item that has been processed but the user changes their mind and doesn’t want the item to be paid (we talked about having a “holding file” and processing the ACH payments at end-of-day?)**
- If checks are included in the payments being processed, then **F14=Done** pops the existing printer window below. The lookup button can be used to select an alternate printer. Checks then get printed. **F14=Done** also posts the journal entries.



- During the check printing process, the checks are sorted in either vendor name or number order as configured on the *Account Payable Workflow Controls* (regardless of how the items are sorted on the screen). Note: Follow the same process that exists today to combine checks for the same vendor.

- When an ACH item is paid, a new ACH payment sequence number is assigned. This sequence number then appears in the check number column for ACH items. Change the heading to Chk/ACH/Vouch # .
- GOLD Notes: Existing GOLD buttons for Select Invoice Voucher to Pay, Create CU Quick Check and Reprint Check to be removed. Change the first tip to “The Bank column will display ‘**’ for check items that have not been paid and ‘***’ for ACH items that have not been paid. Change the second tip to “Remember that if you create a quick check or edit a check item, you may also need to adjust or add a record in the A/P vendor history.

Create Quick Check/Edit Invoice

- F6=Create Quick Check** can only be used for checks AND is only available if approvals are not activated. (don’t display function key if approvals are activated). If approvals are not activated and an ACH item is selected, generate a message, “Cannot choose a vendor configured to be paid via ACH”. Note: If the Process Payments screen is filtered by a single vendor, then automatically proceed to the next screen. Otherwise the vendor selection popup displays.

Currently, the below screen appears after selecting an individual invoice voucher to pay on the initial G/L Check Disbursement Entry screen (UGLCHIA):

Program: UGLCHDA GOLD panel: 1997

G/L Check Disbursement Entry

Company # 01 ABC TESTING CREDIT UNION

Voucher # 033022 Branch # 01 Date Sep 18, 2013
 Vendor # 000000 Bank G/L account 745.15 Check amount 3,500.00

Remitter ABC TESTING CREDIT UNION
 Pay To CU+ANSUERS
 Address 6000 28TH ST SE
 SUITE 100
 City GRAND RAPIDS
 State MI
 ZIP code 49546

Account Information

Sequence # Description
 Branch # G/L account Amount

Sequence	Description	Branch	Account	Amount
01	CU+ANSUERS	01	266.00	1,000.00
02	CU+ANSUERS	01	266.00	2,500.00

Remember that if you modify the check details or amounts on an existing invoice voucher, or if you are creating a new check manually, you may also need to adjust or add a record in the history for this A/P Vendor.

FR (1997) 9/18/13

View Invoice Detail

Access points for this screen:

- **5=View details** from *Organize Invoices for Payment/Approval* (pg. 14)
- **5=View details** from *Approve Accounts Payable Items* (pg. 16)
- **6=View details** from *Process Payments for Vendors* (pg. 18)

View details (can be modeled after UGLCHDA)

*.....1.....2.....3.....4.....5.....6.....7.....8.....9.....0.....1.....2.....3..

10/15/15	Accounts Payable Invoice Detail	15:52:09	VIEW	PAPAPR-02
Corp ID 01	TEST CREDIT UNION	Vendor 05	Consumers Energy	Due date 10/30/15
Voucher number 030573	Branch 01	Date 101515	Approver ;E Karen Sorensen	
Invoice number 121212	Bank G/L acct 74515	Amount 500.07	Approval date 10/14/15	
Remitter	TEST CREDIT UNION			
Pay To	I CU NOW, INC			
Address	4455 LBJ FREEWAY			
	SUITE 900			
City	FARMERS BRANCH	St TX	Zip 75244	
Invoice Detail				
<u>Seq</u>	<u>Description</u>	<u>Br</u>	<u>Account</u>	<u>Amount</u>
01	TESTING	01	285 00	500.07
F3=Backup				

Include the voucher number, vendor number/name and the due date. Conditionally display the “Approver” and “Approval date” if approvals are activated. Note: The voucher number will be zeroes if the item(s) has not yet been selected/prepared for payment.

Multiple Users Processing Payments

- Ideas for handling multiple users in the payments screen at a time:
 - When Pay (F9=Pay These Checks /F10=Pay These ACH) features are used, check for other users and give error so they don’t accidentally pay something just added by another user
 - When paying individual items, need mechanism to lock so another user doesn’t change/pay that same one (Bob C. had some ideas)

Programmer note: Please review these issues reported by Fox CU and make sure not occurring with the updated payment process per this project:

1. Invoice items that were altered and never paid are showing in the paid item history (shows the voucher # in the “Check #” column)
2. Items that were never actually paid are showing with a valid check number used for a different invoice

Vendor Multi-Select Lookup

Accounts Payable Vendor Selection ??????

Jump to code starting with: _____

Jump to name starting with: _____

Search for name containing: _____

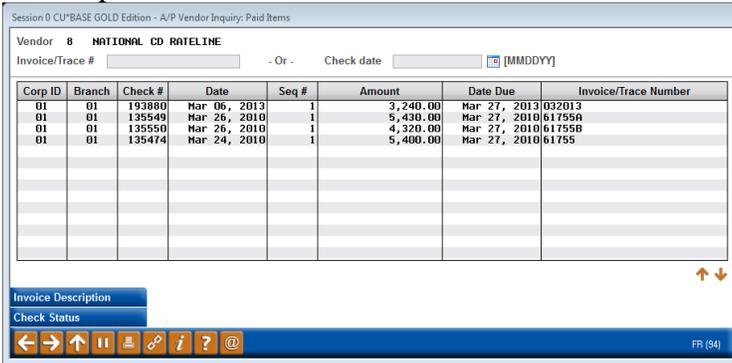
X Vend #	Vendor Name	X Vend #	Vendor Name
- 01	DOMESTIC UNIFOR RENTAL	- 15	UNIFORMS UNLIMITED
- 02	CONSUMERS ENERGY	- 16	DTE ENERGY
- 03	CARO PUBLISHING/TUSCOLA	- 17	SHATTUCH
- 04	STARS AND STRIKES	-	
- 05	TRANSUNION	-	
- 06	MAIL ROOM SERVICE CENTER	-	
- 07	CU*ANSWERS	-	
- 08	ONE SOURCE OFFICE PRODUCTS	-	
- 09	BENEFIT ADVANTAGE	-	
- 10	TRI CITY OFFICE MACHINES	-	
- 11	ARMORED SECURITY COMPANY	-	
- 12	MASTERCARD	-	
- 13	NEW YORK LIFE	-	
- 14	AT&T	-	

position cursor on column heading and press ENTER to sort

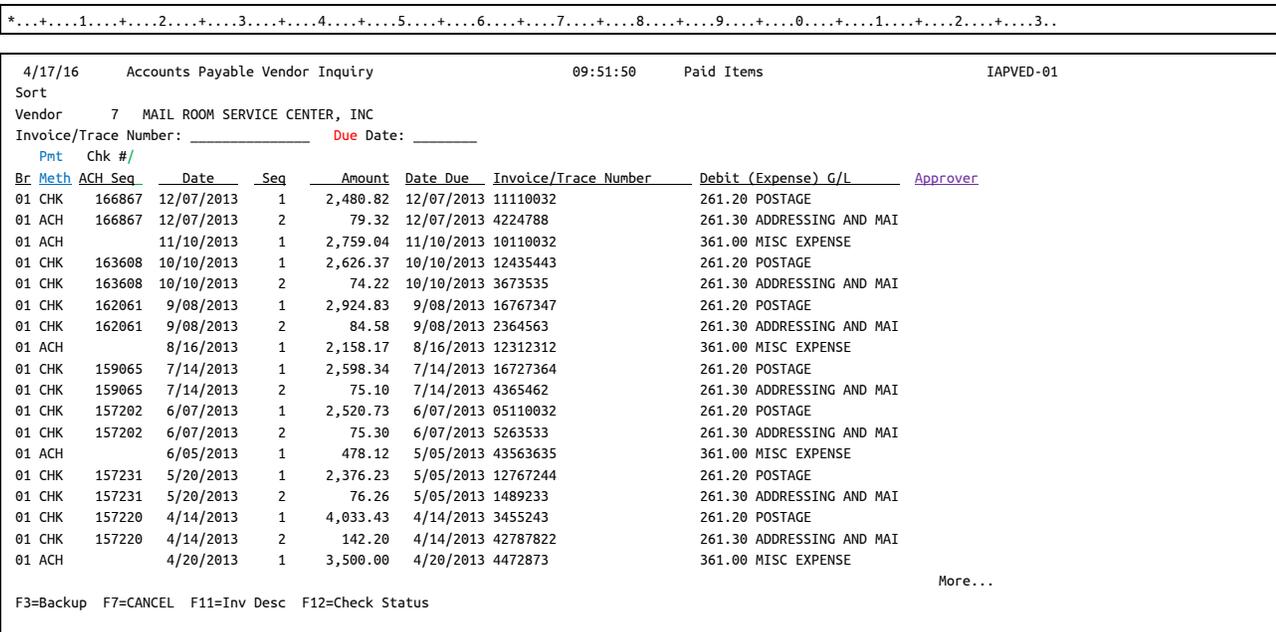
F3=Backup F9=Select All F10=Unselect All

A/P Vendor Inquiry Paid Items

Access: MNACCK #16 "A/P Vendor Inquiry > select a vendor > F1=Paid
 Program: IAPVED
 GOLD panel: 94



Revised screen



- Change screen to 27x132 standard; rearrange title line and move command keys down as shown
- This screen will now include ACH items. Change heading of Check # as shown (Check #/ACH Seq #). If it is an ACH item, then the Chk # column displays the new ACH payment sequence number.
- Remove the word "Check" from the "Check Date" filter at the top of the screen. **Programmer Note: Please confirm the date this search is using. If it is the "Due Date" then the label should match.**
- Expand the subfile list to display as many items as possible on the screen.
- Remove the Corp ID column.
- Date fields should be brought to standards.
- Add a column for **Payment Method**. Either ACH or CHK will display depending on how the vendor is set up for payments ("I pay this vendor via" on the vendor maintenance screen).
- Add a column for Approver (will conditionally display if approvals are activated).**
- The F11 function key currently toggles Invoice/Trace Number, Invoice Description and Debit (Expense) GL. With the added space on the screen, make Debit (Expense) GL a separate column, therefore the toggle is for invoice number and description.
- Programmer Note:** We would like this screen to be updated to have sortable columns in order to be easier to use. Please advise if this is possible (this is an old screen and can contain a lot of data).

Possibly add the date the item was paid?

Currently when a check is issued, a record is written out to vendor history and the check register. ACH items may need to write to the vendor history file a bit differently. Need to research the A2ATRANS file, how long does it store items going to or coming from Magic Wrighter? **Jim to research**

A/P Vendor Inquiry Open Items

Access: MNACCK #16 "A/P Vendor Inquiry > select a vendor > F2=Open
Program: IAPVEC
GOLD panel: 93

Revised screen

*.....1.....2.....3.....4.....5.....6.....7.....8.....9.....0.....1.....2.....3..

5/16/16	Accounts Payable Vendor Inquiry	12:42:26	Open items	IAPVEC-01				
Vendor	2 CONSUMER'S ENERGY							
Invoice Number:	_____	-or-	Due Date.....:	_____				
<u>Br</u>	<u>Pmt Meth</u>	<u>Seq</u>	<u>Inv Date</u>	<u>Due Date</u>	<u>Net Amount</u>	<u>Invoice Number</u>	<u>Debit (Expense) G/L</u>	<u>Approver</u>
01	CHK		05/10/2016	05/30/2016	500.00	48978787	261.30 ADDRESSING AND MAI	

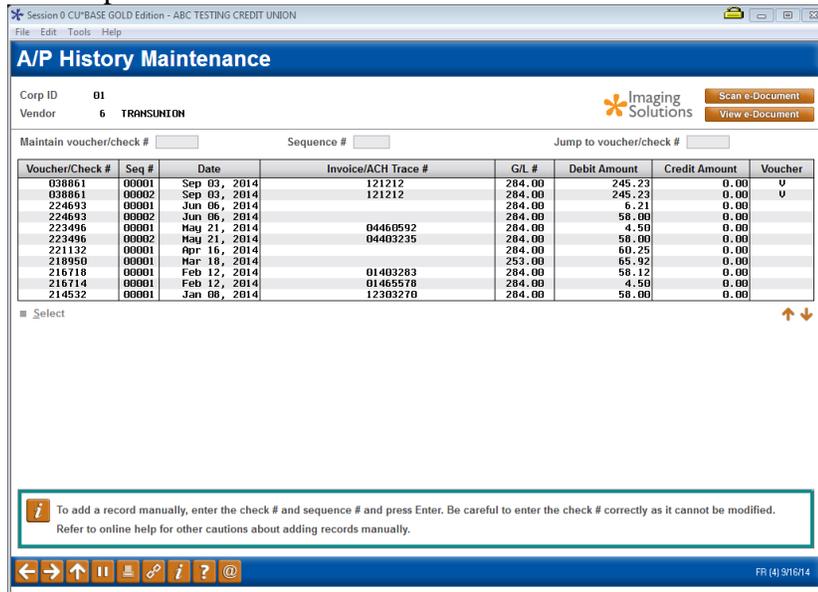
F3=Backup F7=CANCEL F11=Inv Desc

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- Change screen to 27x132 standard; rearrange title line and move command keys down as shown
- The F11 function key currently toggles Invoice Number, Invoice Description and Debit (Expense) GL. With the added space on the screen, make Debit (Expense) GL a separate column, therefore the toggle is for invoice number and description.
- Expand the subfile list to display as many items as possible on the screen.
- Remove the Corp ID column. Change the verbiage of the Branch column from "Lo" to "Br".
- Date fields should be brought to standards.
- Add a column for Pmt Meth. Either ACH or Check will display depending on how the vendor is set up for payments ("I pay this vendor via" on the vendor maintenance screen).
- Add a column for Approver (will conditionally display if approvals are activated).

A/P History Maintenance

Access: MNACCK #3 "Work With AP Vendors" > select a vendor > F5=A/P Hist Maint
 Program: APHISM-02
 GOLD panel: 4



REVISED screen

*.....1.....2.....3.....4.....5.....6.....7.....8.....9.....0.....1.....2.....3.....

9/16/14	Accounts Payable History Maintenance	9:24.54	APHISM-02
Corporate ID	01		
Vendor	6 TRANSUNION	Position to Check #/ACH Seq #/Voucher # _____	
2=Edit, 4=Delete, 5=View			
Chk/ACH/	Sequence		
X Br	Vouch #	Type	Number Date Invoice/ACH Trace # G/L Acct Debit Amt Credit Amt Approver
- 01	038861	CHECK	00001 090314 121212 284-00 0000024523 0000000000
- 01	038861	CHECK	00002 090314 121212 284-00 0000024523 0000000000
- 01	224693	CHECK	00001 060614 121212 284-00 0000006621 0000000000
- 01	224693	CHECK	00002 060614 121212 284-00 0000005800 0000000000
- 01	223496	CHECK	00001 052114 04460592 284-00 0000004500 0000000000
- 01	223496	CHECK	00002 052114 04403235 284-00 0000005800 0000000000
- 01	221132	CHECK	00001 041614 121212 284-00 0000006025 0000000000
- 01	218950	CHECK	00001 031814 121212 253-00 0000006592 0000000000
- 01	216718	CHECK	00001 021214 01403283 284-00 0000005812 0000000000
- 01	216714	CHECK	00001 021214 01465578 284-00 0000004500 0000000000
- 01	214532	CHECK	00001 010814 12303270 284-00 0000005800 0000000000

F3=Backup F6=Add Record F7=CANCEL

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- Change screen to 27x132 standard; rearrange title line and move command keys down as shown
- Get rid of the Corp ID popup window and default 01 for the Corp ID.
- Expand the subfile to display as much as possible on the screen.
- Update report title and column headings in host as indicated.
- Add Branch in the subfile display.
- Remove the 1st Voucher/Check # field (Maintain voucher/check # in GOLD) and Sequence fields from the top section of the screen. Change the verbiage of the 2nd Voucher/Check # to "Position to Check #/ACH Seq #/Voucher #".
- Remove the Voucher column and add a column between Chk/ACH/Vouch # and Sequence Number for "Type". Values are CHECK, ACH or VOUCHER.

- Add a column for Approver that conditionally displays if approvals are activated.
- Include **F6=Add Record** which is used to add a history record. (this replaces the awkward way this is done today by entering a voucher/check # and Sequence #).
- Add a column for selection options 2=Edit, 4=Delete, 5=View. (GOLD currently already allows items to be selected via a Select button).
 - o 2=Edit and 5=View options go to the second screen in the appropriate mode (don't think there is a VIEW mode currently, so you'll need to create one)
 - o 4=Delete option should use the standard delete confirmation window (CUTCDWDW) – replaces F16 on screen 2
- Chk/ACH/Vouch # column displays either the Check #, ACH payment sequence # or Voucher #, 9 positions.
- GOLD Note: Remove the existing tip and replace with “Use caution when creating a record manually. Once entered, the data cannot be modified.”

Screen 2

REVISED Screen 2

```

*.....1.....2.....3.....4.....5.....6.....7.....8.....9.....0.....1.....2.....3..
1  5/05/15  Accounts Payable History Maintenance          15:50.36  CHANGE          APHISM-03
2
3  Corporate ID  01          Vendor      2 CONSUMER'S ENERGY
4  Check/ACH Seq # 223495   Seq No  00001   Payment method  CHK
5
6  Voucher Code  _ (V=Unpaid voucher, blank=Paid item)
7  Status        A (A=Active, U=Updated, S=Suspended)
8  Branch        20
9  Expense G/L Acct 25300
10 Credit G/L Acct 00000
11 Invoice No
12 Date          052114 (mmddyy)
13 Due Date      052114 (mmddyy)
14 P/O No
15
16 Debit Amt     0000071754
17 Credit Amt    0000000000
18              /\
19 Payment/Voucher Date 052114 (mmddyy)
20 Description    CONSUMERS ELKTON
21
22
23
24
25
26 F3-Backup  F5=Update  F6-New Vendor  F7=CANCEL
27
  
```

- Change screen to 27x132 standard; rearrange title line and move command keys down as shown
- Fix the title so that it is not all caps and change verbiage of fields as indicated
- Add a subtitle that shows ADD, CHANGE or VIEW.
- Add **F5=Update** function key used to save changes to the record. Enter should just refresh the screen after running edits.
- Remove Cmd/16-Delete. History records are deleted on the previous screen.
- GOLD Note” The labels for the Voucher code values must be change to “Paid Item” or “Unpaid Voucher”. The tip can remain.
- Programmer Note: **Confirm how the Payment/Voucher Date field is populated.** Should it still say “Check/Voucher date”?
- Add a display only field for “Payment method”. Values are CHK or ACH.

A/P Open Payables Report

Access: MNACCK #19 “A/P Paid History Report”

Program: LAPOPE-01

GOLD panel: 5963

The screenshot shows a software interface for the 'A/P Open Payables Report'. It has a 'Report Options' section on the left and a 'Response' section on the right. The 'Report Options' section includes fields for Company # (01), Vendor #, Invoice date begin (Jan 01, 2016), Invoice date end (Jun 01, 2016), Date due begin, Date due end, and checkboxes for 'Print items selected to be paid only' and 'Print suspended vendors'. The 'Response' section includes 'Job queue' (checked), 'Copies' (1), and 'Printer' (P1). A navigation bar at the bottom contains icons for back, forward, home, and help, along with the text 'FR [5963]'.

UPDATED

```

*...+...1...+...2...+...3...+...4...+...5...+...6...+...7...+...8...+...9...+...0...+...1...+...2...+...3..
1 6/01/16 Accounts Payables Open Payables Report 12:12:04 LAPOPE-01
2
3 JOBQ Y
4 Copies 1 Optional-*
5 Printer P1 ?
6
7 Corporate ID 01
8 Vendor number _ selected *
9 Invoice date begin 010116 (mmddyy) *
10 Invoice date end 010116 (mmddyy) *
11 Date due begin ____ (mmddyy) *
12 Date due end ____ (mmddyy) *
13 Print items selected/prepared to be paid only S (S=Selected, blank=Not selected) *
14 Print suspended vendors Y (Y=Yes, N=No, O=Only) *
15
16
17
18
19
20
21
22
23
24
25
26 F7=CANCEL || F13=Select
27

```

- Bring screen up to standards. (refer to User Interface Style Guide)
- Company Number verbiage changed to Corporate ID and default a value of 01.
- Change title of report to Accounts Payable Open Payables Report.
- Change *Vendor* field to be multiple select via **F13=Select**. See page 23 for lookup.

UPDATED

```

*...+...1...+...2...+...3...+...4...+...5...+...6...+...7...+...8...+...9...+...0...+...1...+...2...+...3..
  
```

6/01/16 12:04:58		FRANKENMUTH CREDIT UNION				LAPOPE		PAGE	
RUN ON 6/01/2016		ACCOUNTS PAYABLE OPEN PAYABLES REPORT						USER KARENS	
COMPANY NO	TEST CREDIT UNION	PMT METH	SEQ #	DEBIT AMT	CREDIT AMT	INVOICE NO	BR G/L NO DATE	INVOICE DATE DUE	PAST DUE APPR
34	NEW YORK LIFE	CHK	1	400.20	.00		01 847.00	11/09/15 11/09/01	53 JP
				400.20	.00	400.20 =NET AMT			
658	LEGALSHIELD	CHK	1	344.85	.00		01 847.50	11/09/15 11/09/01	318 JP
				344.85	.00	344.85 =NET AMT			
				745.05	.00	745.05 =NET AMT			
*** END OF REPORT ***									

- Bring report up to standards, all caps, remove dotted lines, etc. (refer to User Interface Style Guide)
- Remove the CO column.
- Add Payment Method (PMT METH) and Approver (APPR) to the report. Truncate fields as needed to fit all the information (Vendor Name shorten to 25, AMOUNT TO AMT).
- Change verbiage for LOC to BR and remove the dash in between BR and G/L NO.

A/P Vendor Paid History Report

Access: MNACCK #19 "A/P Paid History Report"
 Program: LAPHIS-01
 GOLD panel: 535

UPDATED

```

*...+...1...+...2...+...3...+...4...+...5...+...6...+...7...+...8...+...9...+...0...+...1...+...2...+...3..
  
```

1	10/29/14	Accounts Payable Paid History Report	11:49:15	LAPHIS-01
2	JOBQ	Y (Y/N)	Optional - *	
3	Copies	1 (1-9)		
4	Printer	P1 ?		
5				
6	Corporate ID	01		
7	Vendor	selected *		
8	Payment date begin	_____ *		
9	Payment date end	_____ *		
10	Date due begin	_____ *		
11	Date due end	_____ *		
12	Check number/ACH sequence number	_____ *		
13	Page break between vendors	Y (Y/N) *		
14				
15				
16				
17				
18				
19				
20				
21				
22				
23				
24				
25				
26	F7=CANCEL	F13=Select		
27				

- Bring screen up to standards. (refer to User Interface Style Guide).
- Default 01 for the Corporate ID.
- Change title of report to Accounts Payable Paid History Report.
- Change *Vendor* field to be multiple select via **F13=Select**. See page 23 for lookup.
- Change verbiage for Check Date Begin and End fields to “Payment date begin” and “Payment date end”. **Is this actually the payment date, need to confirm??**
- Change verbiage of Check number field to “Check number/ACH sequence number”. Field should allow for either.

UPDATED

*...+...1...+...2...+...3...+...4...+...5...+...6...+...7...+...8...+...9...+...0...+...1...+...2...+...3..

10/29/14 10:28:55		ABC CREDIT UNION										LAPHIS		PAGE	
ACCOUNTS PAYABLE PAID HISTORY REPORT												USER	KARENS		
CORPORATE ID: 1 TEST CREDIT UNION															
VENDOR NO: 1 DOMESTIC UNIFORM RENTAL															
INVOICE #	DESCRIPTION	PMT METH	SEQ NUMBER	DEBIT AMOUNT	CREDIT AMOUNT	PAYMENT DATE	CHK#/ACH SEQ	DUE DATE	BR	G/L NO	PRCH ORD	APPR			
31124	AUGUST	CHK	1	268.20	.00	9/10/02	10032	9/10/02	01	252.30	1234567890	;E			
9683	AUGUST	CHK	2	90.30	.00	9/10/02	10032	9/10/02	02	252.30	435355	;E			
				358.50	.00	358.50	=NET AMOUNT								
	SEPT MAIN	CHK	1	214.56	.00	10/09/02	11195	10/09/02	01	252.30	2424354	;E			
	SEPT RICHVILLE	CHK	2	60.20	.00	10/09/02	11195	10/09/02	02	252.30	3636363	;E			
				274.76	.00	274.76	=NET AMOUNT								
	OCT- DOMESTIC	CHK	1	268.20	.00	11/11/02	12466	11/11/02	01	252.30	4242424	;E			
	RICHVILLE - DOMESTIC	CHK	2	60.20	.00	11/11/02	12466	11/11/02	02	252.30	3646463	;E			
				328.40	.00	328.40	=NET AMOUNT								
	NOV DOMESTIC - MAIN	CHK	1	214.56	.00	12/17/02	13878	12/17/02	01	252.30	2553535	;E			
	DOMESTIC RICHVILLE	CHK	2	60.20	.00	12/17/02	13878	12/17/02	02	252.30	5353553	;E			
				274.76	.00	274.76	=NET AMOUNT								
	MAIN DEC - DOMESTIC	CHK	1	214.56	.00	1/15/03	15008	1/15/03	01	252.30	553535	;E			
	DEC RICHVILLE - DOM	CHK	2	60.20	.00	1/15/03	15008	1/15/03	02	252.30	535345	;E			
				274.76	.00	274.76	=NET AMOUNT								

- Bring report up to standards, all caps, remove dotted lines, etc. (refer to User Interface Style Guide)
- Add Payment Method (PMT METH) and Approver (APPR) to the report. In order to fit the additional fields, truncate the invoice description to 20 positions.
- Change verbiage for Check Date to PAYMENT DATE and Check Number to CHK#/ACH SEQ. **Confirm that this is actually the payment date??**
- Change verbiage for LOC to BR and remove the dash in between BR and G/L NO.