

# Adjust A/P Payment Processing Date

Project # \_\_\_\_\_

Date 5/28/20

Spec Writer: Karen

Systems Affected:

CU\*BASE

DRAFT

There are two different dates that are stored when processing payments in the Accounts Payable system. The first is the *check/voucher date* which gets populated when the item is selected for payment via Tool #1910 “Organize Invoices for Payment” (see below). The second is the *payment date* which gets populated when the item is processed for payment via Tool #1961 “Process Payments for Vendors” (see page 2).

Today, the *check/voucher date* is the date that is printed on the actual check and used for the G/L entries. This project changes the system to use the *payment date* instead on the actual check and G/L entries. Therefore, the date printed on the check and used for the G/L entries will be the date that the item is actually processed for payment via Tool #1961. This is when the check actually gets cut. For credit unions that organize invoices for payment and process the payments the same day this change will have no impact. But, for credit unions that do not process payments (cut checks) the same day they are selected for payment, this will provide more accurate accounting of the payment. The A/P history for the item will still store both dates.

## Tool #1910 “Organize AP Invoices for Processing”

**Organize Invoices for Payment**

Corp ID **01** Branch **Select** Total amount prepared for payment **.00**  
 Vendor **Select** Total items prepared for payment **0**  
 Due dates from  To  [MMDDYYYY]

Pay	Invoice Date	Due Date	Invoice Number	Amount	Pay to	Pmt Meth	*	Appr	A
<input type="checkbox"/>	Apr 01, 2020	May 01, 2020	#A12345	1500.00	HEATHER'S COMPANY	CHK			

Delete   
  Invoice details   
  Scan invoice image   
  View invoice image

ACH pmt advice note ↑ ↓

**i** An asterisk (\*) next to the Pay checkbox means only some items on that invoice were selected for payment. Use Invoice Details to see which items.  
 An asterisk (\*) next to Invoice Date or Due Date means not all items on that invoice have the same date.  
 An asterisk (\*) next to an ACH payment item means ACH payment advice notes exist.

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Selecting the item for payment here updates the *check/voucher date*.

Currently, this date prints on the check and is used for the G/L entries.

*Should we re-name check/voucher date to be just voucher date?*

Tool #1961 "Process Accounts Payable Payments"

Process Payments for Vendors											
Corp ID	01		Branch	Select		Processed item total	.00				
Voucher #			Vendor #	Select		Unprocessed item total	1,500.00				
Due dates from			To			Total selected for payment	1,500.00				
Payment method	<input checked="" type="radio"/> All <input type="radio"/> Check <input type="radio"/> ACH										
Bank	Br	Invoice Date	Due Date	Invoice Number	Purchase Order	Check/ACH/Voucher #	Amount	Vendor #	Pay to	Pmt Mth	St
**	01	4/01/20	5/01/20	#012345	123456789	68170	1500.00	1273	HEATHER'S COMPANY	CHK	
<input type="checkbox"/> Edit <input type="checkbox"/> Delete <input type="checkbox"/> Process Payment <input type="checkbox"/> View details <input type="checkbox"/> View invoice image											
<i>i</i> The Bank column will display **** for check items that have not been paid and ***** for ACH items that have not been paid.											
<i>i</i> 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   Pay These Checks   Pay These ACH   Invoice Desc   Done/Exit											
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Processing the items for payment here updates the *payment date*.

This project changes Accounts Payable processing to use this *payment date* on the actual printed check and the G/L entries.

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**Note to Programmer:** Any screens and programs that are not to current standards, please bring them to standards with this project.

## Summary of Program Changes

The following program changes are anticipated with this project:

- Update to Accounts Payable payment processing to use the *Payment date* (APPAYDT) from APHIST instead of the *Check/voucher date*\* for printing on the actual check and for any associated G/L entries (ACH items already use the *payment date* in the Magic Wrighter file)
  - \**Check/voucher date* is actually 3 fields – month (APCHMM), day (APCHDD) and year (APCHYY) – programmer question: **if possible with this project can these fields be combined as one?**
- Possibly** rename *check/voucher date* to just *check date*?

### APHIST

```
5/20/20      Accounts Payable History Maintenance      13:01:40  CHANGE      APHISM-03

Corporate ID  01      Vendor  1273  HEATHER'S COMPANY
Check/ACH Seq # 407773      Seq No  1  Payment method  CHK

Voucher Code  -      (V=Unpaid voucher, Blank=Paid item)
Status        A      (A=Active, U=Updated, S=Suspended)      SCAN VIEW
Branch        1
Expense G/L Acct 25110
Credit G/L Acct
Invoice No     #A12345
Invoice Date   4012020  (mmddccyy)
Due Date       5012020  (mmddccyy)
P/O No        123456789

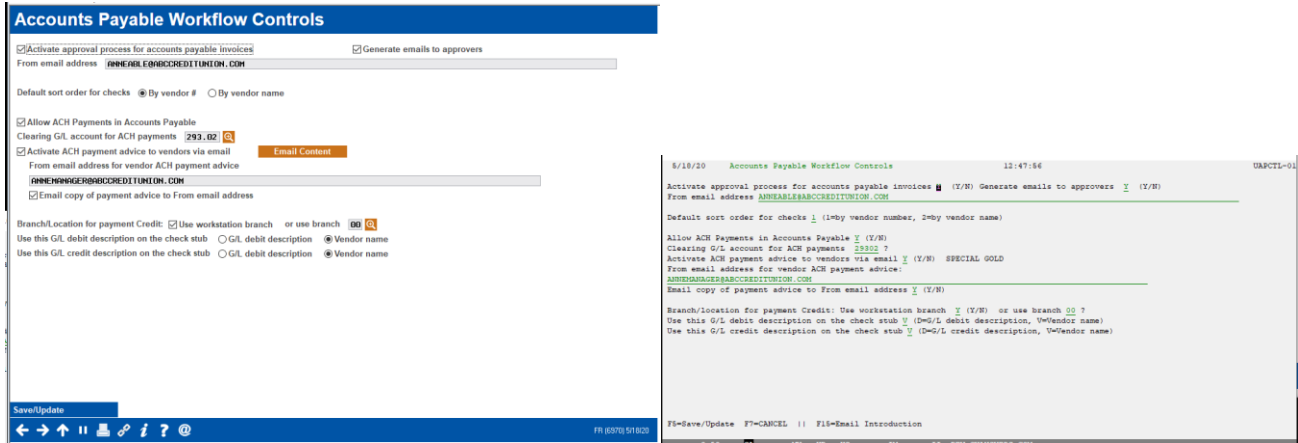
Debit Amt     0000150000
Credit Amt    0000000000
/\
Check/Voucher Date 5052020  (mmddccyy)
Description       TESTING PAYABLE DATES
Payment Date      5052020  (mmddccyy)

F3=Backup  F5=Update  F7=CANCEL
```

The Payment Date highlighted above will be printed on the actual check and used for the G/L entries that occur when the item is processed for payment.

# Accounts Payable Workflow Controls

Access: Tool #1900 "Workflow Controls: Accounts Payable"  
 Program: UAPCTL-01  
 GOLD panel: 6790



*...+...1...+...2...+...3...+...4...+...5...+...6...+...7...+...8...+...9...+...0...+...1...+...2...+...3..			
1	5/18/20	Accounts Payable Workflow Controls	UAPCTL-01
2			
3		Activate approval process for accounts payable invoices Y (Y/N) Generate emails to approvers Y (Y/N)	
4		From email address ANNEABLE@ABCCREDITUNION.COM	
5			
6		Default sort order for checks 1 (1=by vendor number, 2=by vendor name)	
7			
8		Allow ACH Payments in Accounts Payable Y (Y/N)	
9		Clearing G/L account for ACH payments 29302 ?	
10		Activate ACH payment advice to vendors via email Y (Y/N) SPECIAL GOLD	
11		From email address for vendor ACH payment advice:	
12		ANNEMANAGER@ABCCREDITUNION.COM	
13		Email copy of payment advice to From email address Y (Y/N)	
14			
15		Branch/location for payment Credit: Use workstation branch Y (Y/N) or use branch 00 ?	
16		Use this G/L debit description on the check stub V (D=G/L debit description, V=Vendor name)	
17		Use this G/L credit description on the check stub V (D=G/L credit description, V=Vendor name)	
18			
19			
20			
21			
22			
23			
24			
25			
26		F5=Save/Update F7=CANCEL    F15=Email Introduction	
27			

Should we allow the CU to configure whether they want the *payment date* to be used instead of the *check/voucher date*? If so, a new Y/N flag would be added here.

## Tool Database Changes

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Tool changes are handled by the Writing Team with the release. **Programmers may use Tool #970** to view current tools, but should never use the maintenance version of this program (which is tool #1000).

**Note to Programmer:** Please use the "[CU\\*BASE Tool Request Form](#)" (located on the **Product Team** and **Frequently Used Forms** pages of the portal) as soon as you have a program call and any parameters required to launch the program(s) so we can add a tool # for everyone to use during QC testing.

### New Tools to Add

Description/suggested tool title (what does it do?):	<b>NONE</b>
Program to call:	
Parms (if any):	
Is this for CU employees or just for Ops or data center employees?	

### Existing Tools to Alter

<i>Tool #</i>	<i>Tool Title</i>	<i>What needs to change?</i>
<b>NONE</b>		