

Open Items Maintenance (OPENMAINT)

This option allows for maintaining invoices that have been posted to the Open Items file.

Tip: Refer to Open Items Change – Vendor #/Invoice # (**OPENCHG**) to change the vendor or invoice number.

Tip: If an invoice has been selected for payment (refer to the detail screen), only the user who selected the invoice can maintain the invoice. If a selected invoice is updated or deleted, the check processing status is reset and the processing must be restarted with the Select Invoices For Payments (**SELINV**) option.

Tip: A journal entry is automatically posted to the Finance Monthly file for the line item ASN(s) and for the A/P (for computer checks) or Cash (for manual checks) ASN if an ASN or amount is changed or if a line item or the invoice is deleted. If a line item is changed, the journal reverses the original ASN and amount and posts the new ASN and amount. If a line item or the invoice is deleted, the journal reverses the original ASN and amount. The journal number is formatted as “APmmdyyxx” (mmdyy is the current date and xx starts at “01” and is incremented by 1 for each journal created on that day).

CD0030DF.S1 MACOMB ISD DEMO	Open Items Maintenance	1/21/05 07:57:32
Vendor Number: _____		
F3 - Cancel		F4 - List

- **Vendor Number:** Vendor number or press **F4** to select from the alpha sorted Vendor file.

Function Keys

Enter	Advances to the Invoice Selection window.
F3 – Cancel	Returns to the menu.
F4 – List	Displays a window listing valid entries for the field where the cursor is located.

Open Items Maintenance – Invoice Selection

This window displays *all* invoices for the vendor in the Open Items file.

CD0030DF.S1 MACOMB ISD DEMO	Open Items Maintenance	1/21/05 08:15:55												
Vendor Number: <u>27530</u>														
<table border="1"> <thead> <tr> <th><u>X</u></th> <th><u>Invoice #</u></th> <th><u>Inv Date</u></th> <th><u>Gross Amount</u></th> <th><u>Due Date</u></th> <th><u>P.O. #</u></th> </tr> </thead> <tbody> <tr> <td>-</td> <td>1125478A</td> <td>1/18/05</td> <td>776.44</td> <td>1/21/05</td> <td>32573</td> </tr> </tbody> </table>			<u>X</u>	<u>Invoice #</u>	<u>Inv Date</u>	<u>Gross Amount</u>	<u>Due Date</u>	<u>P.O. #</u>	-	1125478A	1/18/05	776.44	1/21/05	32573
<u>X</u>	<u>Invoice #</u>	<u>Inv Date</u>	<u>Gross Amount</u>	<u>Due Date</u>	<u>P.O. #</u>									
-	1125478A	1/18/05	776.44	1/21/05	32573									
F12 - Return														

- **X**: Select invoice number.

Tip: This option is *not* available if the invoice has been selected for payment by another user.

- Invoice #: Invoice number being paid.
- Inv Date: Invoice date.
- Gross Amount: Gross amount of *all* invoice detail line items.
- Due Date: Invoice due date.
- P.O. #: Purchase order number.
- Selected By: Selected by user profile is *only* displayed if the invoice is selected for payment by another user.

Function Keys

Enter	Advances to the detail screen for the selected invoice.
F12 – Return	Returns to the selection screen.
Page Down/Page Up	Down one screen/Up one screen.

Open Items Maintenance – Detail

Invoice header and detail information is provided.

CD0030DF.S2		Open Items Maintenance		1/21/05		
MACOMB ISD DEMO				08:24:59		
Vendor Number	27530	P.O. Number	32573	Invoice Number	1125478A	
OFFICE SUPPLY SUPERSTORE		Bank Number:	<u>1</u>			
3000 KING STREET		Invoice Date:	<u>11805</u>	Due Date:	<u>12105</u>	
SUITE 200		Gross Amt:	<u>776.44</u>			
SAGINAW, MI 48605-1838		Separate Check:	<u>N</u>	Net Amt	776.44	
		Discount Amt:	Misc: <u> </u>			
		Check Number:	Date: <u> </u>			
Invoice Is Selected For Payment In Current Check Run. If ENTER Is Pressed, Or If Invoice Is Deleted, The Selection Option Must Be Run Again.						
Hld	ASN	Amount	Description	Rcv Qty	Rcv Amt	1099
-	1113240	525.36	POSTURE CHAIR	1		-
-	1115110	76.08	PHOTO PAPER	3		-
-	1115110	175.00	MISCELLANEOUS SUPPLIES		175.00	-
-						-
-						-
-						-
-						-
F2 - Chg Address		F12 - Return		F23 - Delete		

- Vendor Number: Vendor number *displayed*. The vendor name and address are *displayed* below the number.
- P.O. Number: PO number *displayed*.
- Invoice Number: Invoice number *displayed*.
- **Bank Number:** Bank number for the invoice or press **F4** to select from the number sorted Bank file.

Tip: The bank is used as an optional selection for selecting invoices for payment and is used to create separate spooled files for each bank account when checks are printed.

- **Invoice Date:** Invoice date.
- **Due Date:** Invoice due date.

Tip: The due date is used for selecting invoices for payment.

- **Gross Amt:** The gross amount of *all* invoice detail line items. The gross amount *must* match the total of *all* line items if the discount amount is *not* used.
- **Separate Check:** (Y – Yes, N – No) A “yes” produces a separate check for this invoice.
- Net Amt: Calculated net amount (gross amount minus discount amount) of the invoice *displayed*.
- Discount Amt: Discount amount for the invoice.

- Misc: Miscellaneous code or press **F4** to select from the code sorted Miscellaneous Code file. The code can be used to further track or identify the invoice.

Tip: Multiple invoices can be added to the same manual check number if the vendor number and due dates are the same.

Tip: The check number or check date *cannot* be removed from, or added to, an invoice. To add or remove a manual check, the invoice *must* be deleted and re-entered (refer to Invoice Entry [INVENTORY]).

- Check Number: Check number if this invoice is on a manual check. *Required* if check date is entered.
- Date: Check date for a manual check; *required* if check number is entered.

Tip: A “selected for payment” message is displayed if the invoice has been selected for payment.

Invoice Detail Line Items

- Hld: (Y – Yes, N – No, Blank – No) A “yes” holds the line item from payment when selecting invoices for payment.
- ASN: Line item ASN.
- Amount: Dollar amount of the line item.
- Description: Line item description. If left blank, defaults to the prior line item description when the invoice is updated.
- Rcv Qty: PO quantity received for the line item *displayed*. Displayed *only* if a purchase order with receivers is associated with the invoice and the line item was entered with a quantity.
- Rcv Amt: PO amount received for the line item *displayed*. Displayed *only* if a purchase order with receivers is associated with the invoice and the line item was entered with an amount.
- 1099: Line item 1099 flag; defaults to the 1099 flag on the Vendor file for a 1099 vendor. The line item can be overridden from the Vendor file 1099 flag. Press **F4** to select from the flag sorted 1099 Description file.

Flag	Description
N (No)	Non 1099 Line Item
Blank	Matches Vendor file 1099 flag
Y (Yes)	Non-Employee (Box 7)
1	Rents (Box 1)
3	Other Income (Box 3)
6	Medical & Health (Box 6)
7	Non-Employee (Box 7)

Tip: Refer to 1099 File Maintenance (**MAINT1099**) to change a 1099 line item flag on invoices in the A/P History file.

Tip: To remove an invoice detail line, clear all invoice detail line item fields.

Function Keys

Enter

Advances to the Restore Receivers window if PO receivers exist for any line item removed and the Restore Receivers To PO flag on the A/P District Header (**APHDR**) is “yes” or “no.” Updates and returns to the selection screen.

Reports: CD0030 – Accounts Payable Due To/Due From*

CD0030 – Update Error Listing – Closed Post Month*

Tip: If the invoice has been selected for payment, the check processing status is reset and the processing *must* be restarted with the Select Invoices For Payments (**SELINV**) option.

Tip: If PO receivers exist for any line item removed and the Restore Receivers To PO flag on the A/P District Header (**APHDR**) is “9” (not allowed) or if the receivers are *not* restored from the Restore Receivers window, refer to P.O. Receiver Transfer (**RECVTRA**) in the Purchase Order Manual to transfer the paid receivers to unpaid to allow for re-invoicing.

F2 – Chg Address

Advances to the Address Selection window if the Multiple Vendor Addresses flag on the A/P District Header (**APHDR**) is “yes.”

F12 – Return

Returns to the selection screen *without* updating.

F23 – Delete

Advances to the Restore Receivers window if PO receivers exist for any line item and the Restore Receivers To PO flag on the A/P District Header (**APHDR**) is “yes” or “no.” Deletes the displayed invoice after confirming by using **F23** and returns to the selection screen.

Reports: CD0030 – Accounts Payable Due To/Due From*

CD0030 – Update Error Listing – Closed Post Month*

Tip: If the invoice has been selected for payment, the check processing status is reset and the processing *must* be restarted with the Select Invoices For Payments (**SELINV**) option.

Tip: If PO receivers exist for any line item and the Restore Receivers To PO flag on the A/P District Header (**APHDR**) is “9” (not allowed) or if the receivers are *not* restored from the Restore Receivers window, refer to P.O. Receiver Transfer (**RECVTRA**) in the Purchase Order Manual to transfer the paid receivers to unpaid to allow for re-invoicing.

Page Down/Page Up

Down one screen/Up one screen.

Output

Accounts Payable Due To/Due From (CD0030)

Sort: Journal Number

Header: N/A

Detail: Journal Type, Journal Number, Description, Entry Date, Due To/Due From ASN,
Amount

Totals: N/A

Update Error Listing – Closed Post Month (CD0030)

Sort: N/A

Header: N/A

Detail: Fund, ASN, Description, Amount, Post Month Entered, Post Month Changed To

Totals: N/A

Open Items Maintenance – Restore Receivers

This window provides for restoring receivers to the PO detail line item(s) when a line item is removed from an invoice or when an invoice is deleted. The restored receivers are available for re-invoicing.

CD0030DF.S2	Open Items Maintenance	1/21/05
MACOMB ISD DEMO		08:24:59
Vendor Number 27530	P.O. Number 32573	Invoice Number 1125478A
OFFICE SUPPLY SUPERSTORE	Bank Number: 1	Invoice Date: 11805
3000 KING STREET		Due Date: 12105
SUITE 200	Gross Amt: 776.44	
SAGINAW, MI 48604		mt 776.44
	Restore Receivers	Misc: —
Invoice Is, Se	PO Receivers Exist For Line Item(s) Deleted.	Date: —
If Invoice Is	Restore Receivers To PO: Y (Y/N)	Is Pressed, Or
Hld ASN		Rcv Amt 1099
— 1113240		—
— 1115110		—
— 1115110	F12 - Return	175.00
—		—
—		—
—		—
—		—
—		—
—		—
	F2 - Chg Address	F12 - Return
		F23 - Delete

- **Restore Receivers To PO:** Y/N (Y – Yes, N – No) A “yes” restores the receivers to the PO line item(s) for re-invoicing. Defaults to the Restore Receivers To PO flag on the A/P District Header (APHDR).

Tip: Closed PO line items are automatically reopened when restoring the receivers.

Tip: If the receivers are *not* restored (“N”), refer to P.O. Receiver Transfer (RECVTRA) in the Purchase Order Manual to transfer the paid receivers to unpaid to allow for re-invoicing.

Function Keys

Enter Restores the receivers if applicable, updates the invoice and returns to the selection screen.
Report: PO0700 [CD0030] – PO Restore Receivers – Open Items Maintenance*

Tip: The report ID within brackets is displayed on the Work With Spooled File (SP) option.

F12 – Return Returns to the detail screen *without* updating.

Output

A/P Maintenance Menu

Sort: N/A

Header: N/A

Detail: PO Number, Vendor Number, Vendor Name, Invoice Number, PO Line #, Description,
Quantity/Amount, Restored/Not Restored

Totals: N/A

Open Items Change – Vendor #/Invoice # (OPENCHG)

This change option allows for the vendor and/or invoice number to be changed on an invoice in the Open Items file.

Tip: If an invoice has been selected for payment (refer to the detail screen), only the user who selected the invoice can maintain the invoice. If a selected invoice is updated, the check processing status is reset and the processing must be restarted with the Select Invoices For Payments (**SELINV**) option.

CD0121DF.S1	Open Items Change - Vendor #/Invoice #	1/21/05
MACOMB ISD DEMO		08:40:26
Vendor Number: _____		
F3 - Cancel		F4 - List

- **Vendor Number:** Vendor number or press **F4** to select from the alpha sorted Vendor file.

Function Keys

Enter	Advances to the Invoice Selection window.
F3 – Cancel	Returns to the menu.
F4 – List	Displays a window listing valid entries for the field where the cursor is located.

Open Items Change – Vendor #/Invoice # – Invoice Selection

This window displays *all* invoices for the vendor in the Open Items file.

CD0121DF.S1	Open Items Change - Vendor #/Invoice #				1/21/05												
MACOMB ISD DEMO					08:45:26												
Vendor Number: <u>27530</u>																	
<table border="1"> <thead> <tr> <th>X</th> <th>Invoice #</th> <th>Inv Date</th> <th>Gross Amount</th> <th>Due Date</th> <th>Selected By</th> </tr> </thead> <tbody> <tr> <td>-</td> <td>1125478A</td> <td>1/18/05</td> <td>776.44</td> <td>1/21/05</td> <td>ISDDMO</td> </tr> </tbody> </table>						X	Invoice #	Inv Date	Gross Amount	Due Date	Selected By	-	1125478A	1/18/05	776.44	1/21/05	ISDDMO
X	Invoice #	Inv Date	Gross Amount	Due Date	Selected By												
-	1125478A	1/18/05	776.44	1/21/05	ISDDMO												
F12 - Return																	
Ve																	

- **X**: Select invoice number.

Tip: This option is *not* available if the invoice has been selected for payment by another user.

- Invoice #: Invoice number being paid.
- Inv Date: Invoice date.
- Gross Amount: Gross amount of *all* invoice detail line items.
- Due Date: Invoice due date.
- Selected By: Selected by user profile.

Function Keys

Enter	Advances to the detail screen for the selected invoice.
F12 – Return	Returns to the selection screen.
Page Down/Page Up	Down one screen/Up one screen.

Open Items Change – Vendor #/Invoice # – Detail

CD0121DF.S2	Open Items Change - Vendor #/Invoice #	1/21/05
MACOMB ISD DEMO		08:48:02
Invoice Selected For Payment, The Select Option Must Be Run Again If Any Changes		
Vendor Number	27530 OFFICE SUPPLY SUPERSTORE	
	3000 KING STREET	
	SUITE 200	
	SAGINAW, MI 48605-1838	
Invoice Number	1125478A	
New Vendor Number:	_____	
New Invoice Number:	_____ (Optional)	
F4 - List	F12 - Return	F15 - Process Change

Tip: A “selected for payment” message is displayed if the invoice has been selected for payment.

- Vendor Number: Vendor number, name and address *displayed*.
- Invoice Number: Invoice number being paid *displayed*.
- **New Vendor Number:** New vendor number (number can be the same) or press **F4** to select from the alpha sorted Vendor file. Advances to the Address Selection window if the Multiple Vendor Addresses flag on the A/P District Header (**APHDR**) is “yes.” The vendor name and address are *displayed*.

Tip: If the Multiple Vendor Addresses flag is “yes,” press **F4** to advance to the Address Selection window to select a different address or remove the vendor number to select a different vendor.

- New Invoice Number: New invoice number.

Function Keys

- | | |
|----------------------|---|
| Enter | Redisplays the screen with the new vendor name and address. |
| F4 – List | Displays a window listing valid entries for the field where the cursor is located. |
| F12 – Return | Returns to the selection screen <i>without</i> updating. |
| F15 – Process Change | Redisplays the screen with the new vendor name and address if the address has <i>not</i> yet been displayed. Processes the change and returns to the selection screen. If the invoice number is already on file for the vendor, press F8 to add the invoice. |

Open Items Change – Vendor #/Invoice # – Address Selection

This window allows for the selection of an accounts payable or purchase order address for the invoice.

Tip: This option is *only* available if the Multiple Vendor Addresses flag on the A/P District Header (**APHDR**) is “yes.”

Tip: If the vendor has *only one* address on file, that address is automatically selected and this window is bypassed.

- Vendor: Vendor number and name *displayed*.
- **X**: Select address.
- AP (or PO) Address: Accounts Payable (or Purchasing) addresses.
- City/State/Zip: City, state and ZIP + 4 code.

Tip: If no AP addresses are on file, the PO addresses are displayed.

Function Keys

Enter	Returns the selected address to the detail screen.
F7 – PO (or AP) Address	Displays the Purchasing (or Accounts Payable) addresses.
F12 – Return	Returns to the detail screen <i>without</i> selecting.
Page Down/Page Up	Down one screen/Up one screen.

Invoice Batch Header Maintenance (BATCHMAINT)

This option allows for maintaining invoice batch header information.

Tip: Batch IDs are added when a new invoice batch is created (refer to Invoice Entry [INVENTORY]).

Tip: This option is also available from the Invoice Change/Delete (INVCD) and Invoice Post (INVPOST) selection screens.

CD0136DF.S1 Invoice Batch Header Maintenance 4/29/04
MACOMB ISD DEMO 09:04:40

Batch ID: _____

F3 - Cancel F4 - List

- **Batch ID:** Batch ID or press **F4** to select from the alpha sorted Batch Header file.

Function Keys

Enter	Advances to the detail screen.
F3 – Cancel	Returns to the menu.
F4 – List	Displays a window listing valid entries for the field where the cursor is located.

Invoice Batch Header Maintenance – Detail

Batch header information is provided.

CD0136DF.S2 MACOMB ISD DEMO	Invoice Batch Header Maintenance	1/20/05 09:55:20
Batch ID GF011805		
Batch Total: _____ (Required To Post)		
Month To Post: __ (Required)		
Recurring Batch: N (Y/N)		
Use Alternate Cash ASN: N (Y/N)		
F12 - Return		

- Batch ID: Batch ID *displayed*.
- Batch Total: Total net amount of all invoices in the batch; *required* for posting.

Tip: The batch total *must* match the actual invoice totals for the batch to post.

- **Month To Post:** Calendar post month for the invoice batch journal entries. If creating a new batch, the post month *must* be entered even if **F12** is pressed.
- **Recurring Batch:** Y/N (Y – Yes, N – No) A “yes” indicates that the batch is a recurring batch. The temporary invoice transaction journal entries are *not* created for a recurring batch. A “no,” the default, indicates that the batch is to be posted to Open Items and the temporary invoice transaction journal entries are automatically created.

Tip: The recurring batch is protected after the batch is created.

Tip: Refer to Load Recurring Invoice (**INVRECUR**) for loading recurring batches for processing.

- Use Alternate Cash ASN: Y/N (Y – Yes, N – No) A “yes” uses the Alternate Cash ASN when posting the invoice batch journal entries; defaults to “no.” This flag is *only* displayed if an Alternate Cash ASN is entered on the Fund file or Bank file.

Tip: If the AP/Cash ASN From Bank File flag on the A/P District Header (**APHDR**) is “yes,” the A/P and Cash ASNs are pulled from the Bank file. If “no,” the ASNs are pulled

from the Fund file (refer to Fund Maintenance [**FUNDMaint**] in the Budget/Finance Manual).

Function Keys

Enter

Updates and returns to the selection screen if processing this option from the A/P Maintenance Menu (**APMAINT**); updates and advances to the Invoice Entry detail screen if transferred from Invoice Entry (**INVENTORY**) or advances to the Invoice Change/Delete (**INVCD**) or Invoice Post (**INVPOST**) selection screen.

F12 – Return

Returns to the selection screen *without* updating if processing this option from the A/P Maintenance Menu (**APMAINT**); updates and advances to the Invoice Entry detail screen if transferred from Invoice Entry (**INVENTORY**) or advances to the Invoice Change/Delete (**INVCD**) or Invoice Post (**INVPOST**) selection screen.