Keystone Financial Information System (FIS*TM*)

Accounts Payable Check Processing

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I.   GENERAL INFORMATION

A.   Keystone Client Navigation – Icons, Buttons, and Function Keys

To view a list/description of the buttons, icons, and function keys included in this document please access the **Keystone Client Navigation – Icons, Buttons, and Function Keys documentation**. You can locate this documentation by going to the Client Care website → Documents → User Manuals → Keystone Client.

B.   Payroll Agency Checks Setup and Processing

Documentation on **Processing Payroll Agency Invoices** can be found by going to the Client Care website → Documents → User Manuals → KEMS (HR, Payroll) → Agency Checks → Payroll Agency Invoices.

II.   ACCOUNTS PAYABLE/AGENCY CHECK PROCESSING

Note: If you use the SFTP Net Drive utility (X: drive) for KeyDocs, be sure that's connected.

A.   Step One: Post Payroll Agency Invoices (AP1002)

Financial Information System → Invoice Entry → **Post Payroll Agency Invoices (AP1002)**

This process is only needed if you are running Payroll Agency Checks. The process will pull any invoice that has been released from the Maintain PR Agency Invoices into Accounts Payables. This screen will post all invoices, move the files from PRAP to AP and will create the **General Ledger Distribution** records.

Note: Once the invoices are posted to Financials, they <u>cannot</u> be viewed or modified in Payroll. Also, you will receive a message if you have insufficient funds and the invoices may be placed on <u>hold</u>.
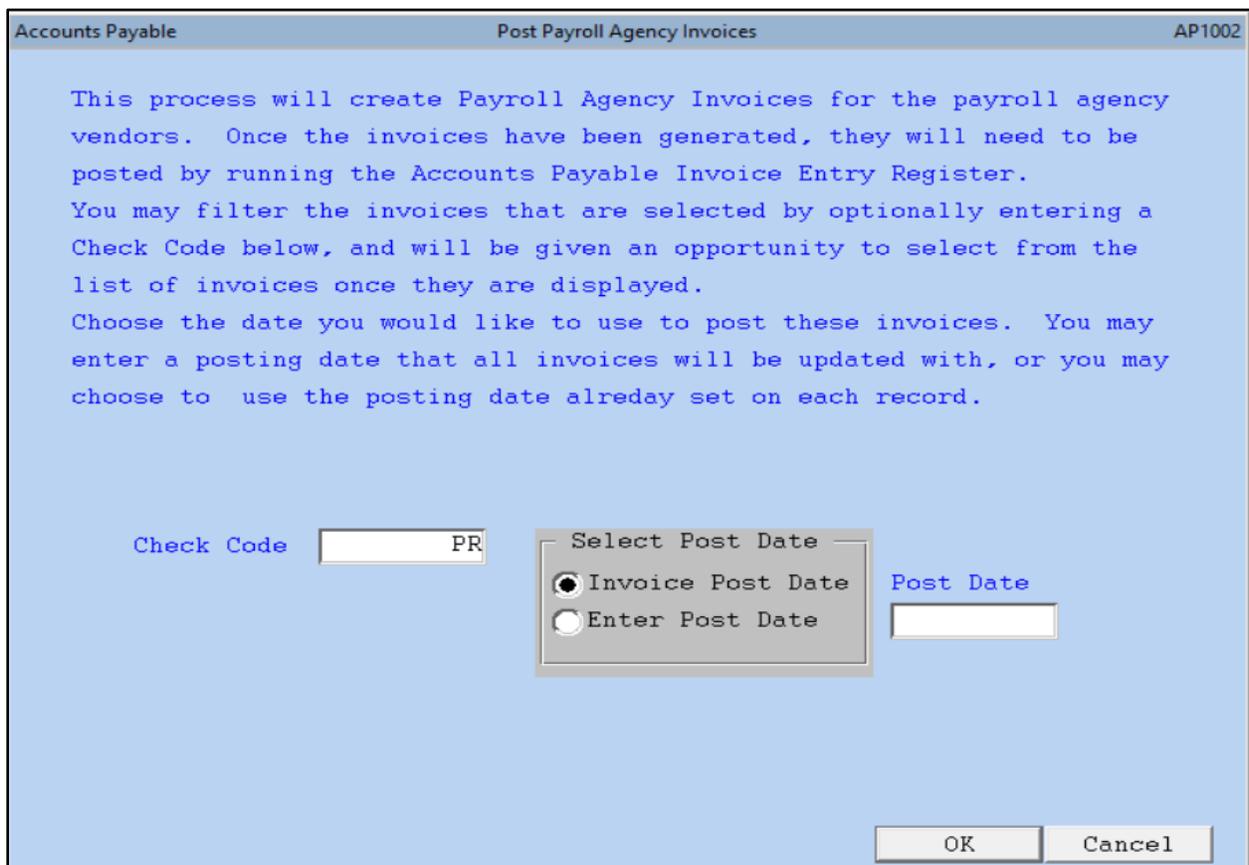
Accounts Payable	Post Payroll Agency Invoices	AP1002

```
This process will create Payroll Agency Invoices for the payroll agency
vendors.  Once the invoices have been generated, they will need to be
posted by running the Accounts Payable Invoice Entry Register.
You may filter the invoices that are selected by optionally entering a
Check Code below, and will be given an opportunity to select from the
list of invoices once they are displayed.
Choose the date you would like to use to post these invoices.  You may
enter a posting date that all invoices will be updated with, or you may
choose to  use the posting date alreday set on each record.
```

Check Code   [PR]

Select Post Date
( ) Invoice Post Date   Post Date
( ) Enter Post Date   [   ]

[OK]   [Cancel]

Check Code: Enter the check code associated with the invoices that you wish to post. Run this process for each individual check code.

Select Post Date: Select if you want to use the **Invoice Post Date** assigned to the invoice when generated in Payroll or select **Enter Post Date** and enter the **Post Date** to be used for posting.

B. **Step Two: Run the Invoice Entry Register (AP9119) and Accept the Posting**

Financial Information System → Invoice Entry → **Invoice Entry Register (AP9119)**

This report lists all invoices entered that have **not** been posted.
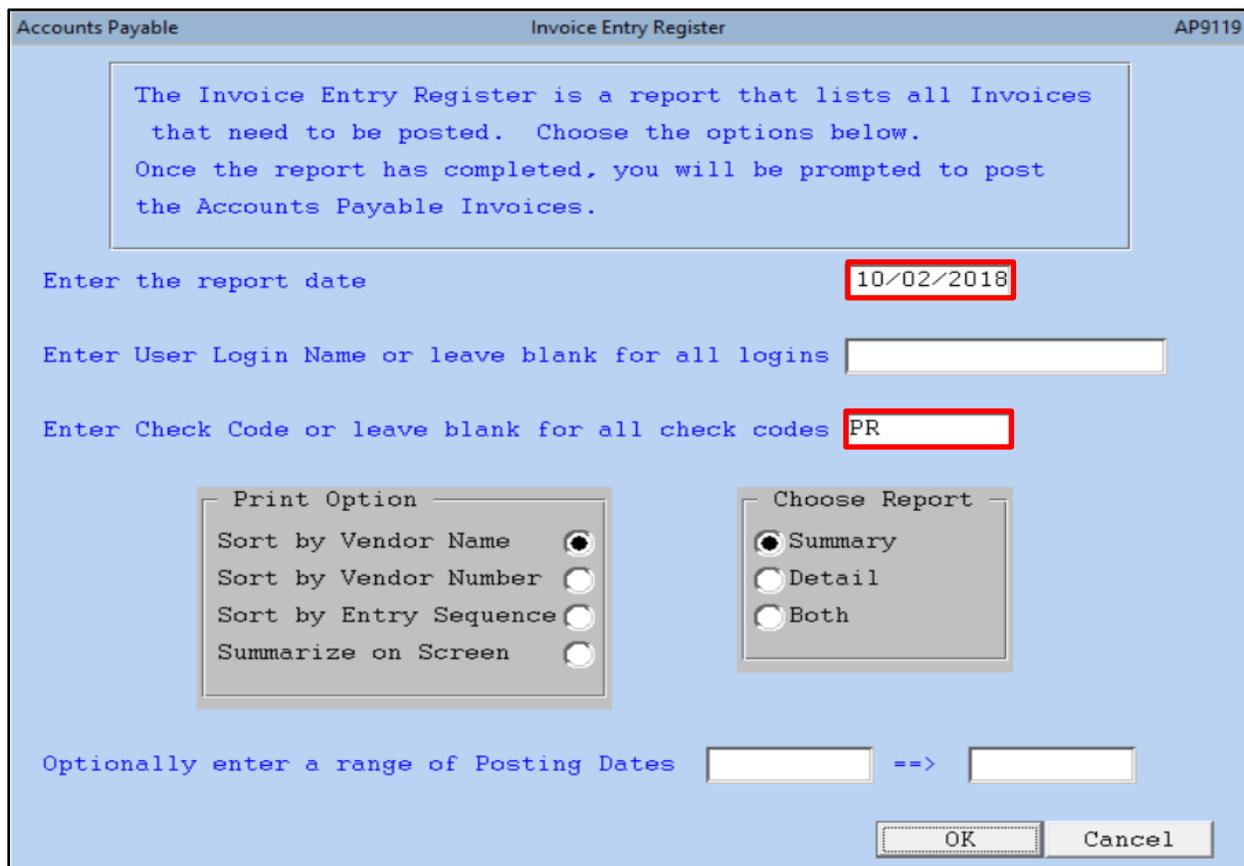
Enter the report date: Enter the date you are running the report for.

Enter User Login Name or leave blank for all logins: Use the **Look Up** icon to select a username or leave this field blank for all.

Enter Check Code or leave blank for all check codes: Use the **Look Up** icon to select a check code or leave blank for all check codes (*Example: (PR) Payroll).*

> *Note: If you used multiple codes in Payroll, you will have to <u>repeat</u> this process for each check code (Example: 90 – Live Checks, 91 – No Check Transactions (wire transfers, ACH, etc.)). When reviewing multiple Check Codes, you may want to enter a User Login Name and leave the Check Code field blank (for all invoices).*

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Print Option: Select the option you want the report to be sorted by when printing.

Choose Report: Select how detailed you want the report to be.

Optionally enter a range of Posting Dates: (Optional) you can enter a range of posting dates to view the report for.

1. Invoice Entry Register Report

```
Report Preview                                    1  of  1   ⏮ ◀ ▶ ⏭
AP9120                        INVOICE ENTRY REGISTER              16:31:19 26 NOV 2019  Page 1
                                RUN DATE: 10/02/18
                                 USER NAME: ALL
                                CHECK CODE: PR
Vendor/Invoice........... SC Budget#...................... P/O No... Amount...... Freight... Discount.. Tax....... Extension...

Ven# 000012          N  303-69130-2100-202-00-000           785215.15                                          785215.15
Keystone
Inv# 12584
Inv ,Due
Post Date 10/09/19
1099 Type: M
1099 Flag: N
                                                        ------------ ---------- ---------- ---------- ------------
                                                          785215.15       0.00       0.00       0.00    785215.15

                                                        ------------ ---------- ---------- ---------- ------------
                                                          785215.15       0.00       0.00       0.00    785215.15

                                                        ============ ========== ========== ========== ============
                                                          785215.15       0.00       0.00       0.00    785215.15

1 records listed.
```

2. Invoice Entry Register Report by Fund

```
Report Preview                                    1  of  1   ⏮ ◀ ▶ ⏭
AP9120                      INVOICE ENTRY REGISTER BY FUND        16:37:44 26 NOV 2019  Page 1
                                RUN DATE: 10/02/18
                                 USER NAME: ALL
                                CHECK CODE: PR
Fund    Extension...

 303       785215.15
           ============
           785215.15

1 records listed.
```

*Note: If corrections are needed, go to: Disbursements → Invoice Release / Check Writer → **A/P Invoice Status Change (AP9140)** or go to: Invoice Entry → **A/P Invoice Change/Cancel (AP3324)** to make the necessary updates (hold, release, etc.).*

Once the report is reviewed and verified for accuracy, the posting can be accepted. All invoices <u>must</u> be posted before they can be released for the check run.

Posting the invoices will create a debit to the detail accounts and a credit to Accounts Payable. Posting is dated by each Invoice's Posting Date. You will be prompted to post the invoices on the report; then, you will be prompted for selection and sorting criteria, and a detail register will be produced followed by a summary by fund.

```
                        Confirm

   Do you wish to proceed with the POSTING ?



                 [  Yes  ]      [  No  ]
```
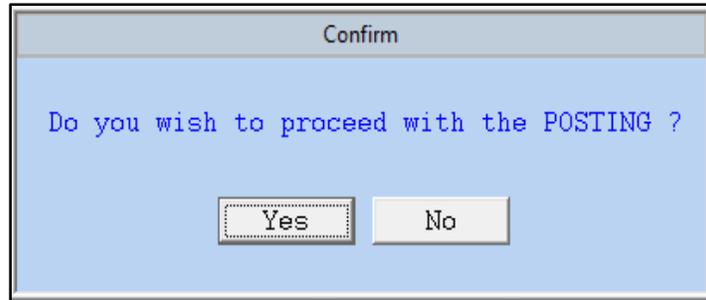
Click **Ok** to perform the post and answer the sort criteria prompt. Posting the invoices will create a debit to the detail accounts and a credit to Accounts Payable. Posting is dated, by each Invoice's Posting Date.

3.   Invoice Entry Register Distribution Summary

```
Report Preview                                                    1  of  1   |◄ ◄ ► ►|
AP3122                          Keystone County       16:43:12  11-26-19    Page 1
Report Date 11/26/19       Invoice Entry Register Distribution Summary

Account/Description.......................................   Debits.......   Credits......

303-00500-0001-000-00-000 ACCOUNTS PAYABLE                      0.00         785215.15
303-69130-2100-202-00-000 2100 - FICA BENEFITS             785215.15              0.00
                                                          =============    =============
                                                           785215.15         785215.15

2 records listed.
```

C. **Step Three: Release A/P Invoices for Payment (AP0092)**

Financial Information System → Disbursements → Invoice Release / Check Writer → **A/P Release for Payment (AP0092)**

Logname: Use the **Look Up** icon to select a username or leave this field blank for all.

Check Code: Use the **Look Up** icon to select a check code *(Example: 90 – Live Checks, 91 – No Check Transactions (wire transfers, ACH, etc.)).*

Source Code: Enter the source code *(Example: (PR) Payroll Agency Invoices).*

In the white area invoices will appear click **All** or select the invoices to release them for payment (and click view). A box will appear showing you the number of invoices that are being released. Click the **Release** button. Repeat this step for each Check Code *(Example: 90 -Live Checks, 91 – No Check Transactions (wire transfers, ACH, etc.)).* ***Review the Invoice Entry documentation for further details about entering/changing invoices on the Client Care Website under Documents → User Manuals → Financials → Invoice Entry.***

D.   **Step Four: Run the Payment Review Report (AP3063)**

Financial Information System → Disbursements → Invoice Release / Check Writer →
Payment Review Report (AP3063)

This will print a hard copy of invoices that have been released for payment which may be reviewed prior to printing checks.

Username: Use the **Look Up** icon to select a username or leave this field blank for all.

Check Code: Use the **Look Up** icon to select a check code *(Example: 90 – Live Checks, 91 – No Check Transactions (wire transfers, ACH, etc.))* or leave this field blank for all.

> *Note: Please view the next page for an example of the **Payment Review Report (AP3062)**.*

1. Payment Review Report (AP3062)

```
Report Preview                                                    4  of   4    ⏮ ◀ ▶ ⏭
|                                        Keystone County
AP3062                                 PAYMENT REVIEW REPORT              16:35:26 27 NOV 2019    PAGE 4


VENDOR   VENDOR NAME                INVOICE              INV DATE  CHK  CODE  Invoice Amt     NET AMOUNT
-------- -------------------------- -------------------- -------- ---- ----  -----------    --------------

                        PAID TO  : Vendor 000012 Ach

000174   Keystone Information Systems LISA041119          04/11/19  N   555      9,900.00
                        205-61320-6012-203-00-000  BOOKS & SUPPLIES                              9,900.00
                                                                                           --------------
                        TOTAL FOR: Keystone Information Systems                                  9,900.00
                        PAID TO  : Keystone Computer Systems


                                                                                           ===============
                        REPORT TOTAL                                                           $33,082.34

Total Checks to be paid - 19
Total Invoices to be paid - 36
205  GENERAL FUND            19,269.35
303  SCHOOL GRANTS FUND       1,467.00
555  Casey's Fund            12,245.99
556  Student Activities         100.00
***  FUND TOTALS             33,082.34
```

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E. Step Five: Print Accounts Payable Checks (AP0007)

Financial Information System → Disbursements → Invoice Release / Check Writer →
Print Accounts Payable Checks (AP0007)

Enter the information that will determine what will print on your checks. The check date you enter will also be the posting date.
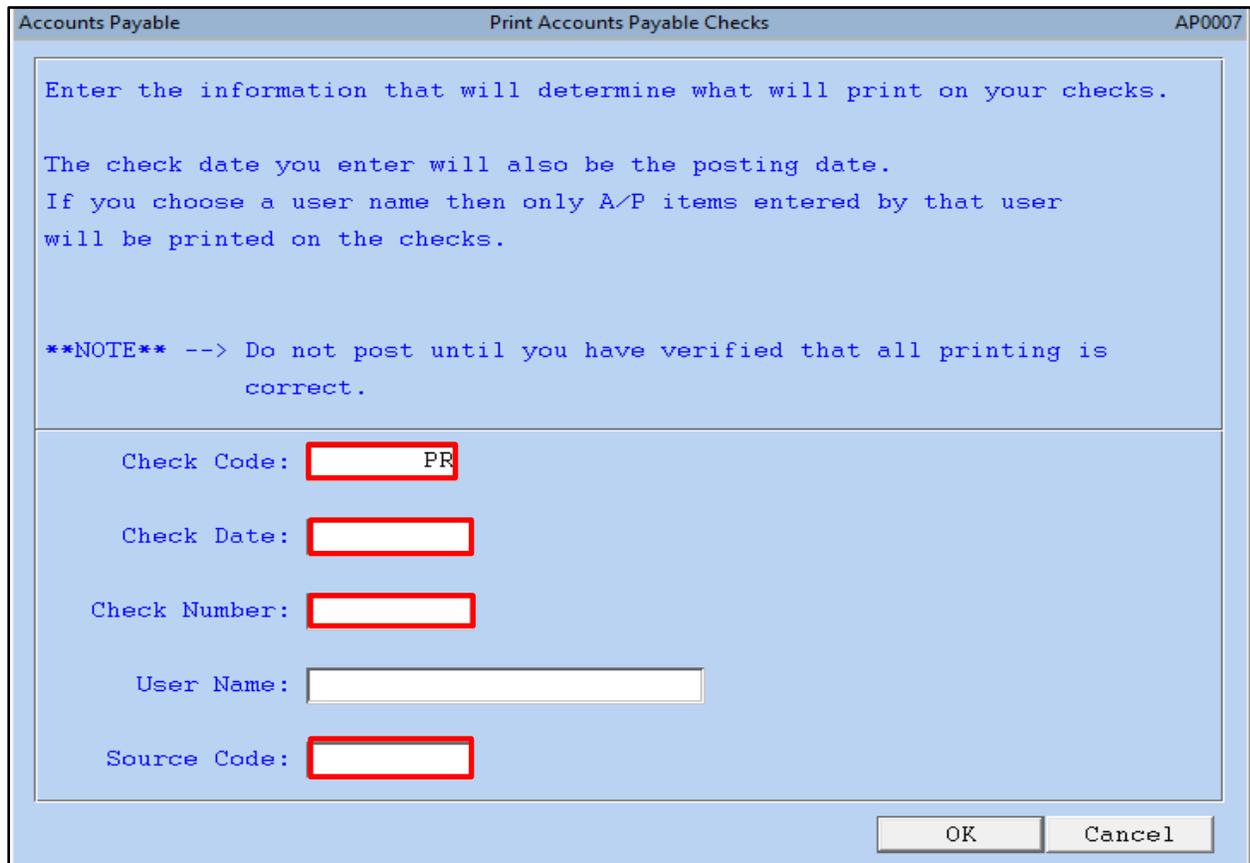
Check Code: Use the **Look Up** icon to select a check code *(Example: 90 – Live Checks, 91 – No Check Transactions (wire transfers, ACH, etc.)).*

Check Date: Enter the check date, this date will also be the posting date.

Check Number: This is the number the check(s) will be assigned, tab through or enter a check number.

User Name: Use the **Look Up** icon to select a username or leave this field blank for all. If you choose a user name then only Accounts Payable items entered by that user will be printed on the check(s).

Source Code: Enter the source code (*Example: (PR) Payroll Agency Invoices*).

Note: When printing the PDF file select <u>Actual Size</u>. You do not have to physically print the vouchers for the wire transfers (no checks); however, you still have to complete <u>ALL</u> the steps.

Before proceeding, make sure you verified that the first check number and the last check number, that the system printed, matches the preprinted form (if you are using a preprinted form).

<u>DO NOT POST</u> until you have verified all printing is <u>correct</u> and you have <u>ALL</u> the checks you need at this time.

F.   <u>**Step Six: Print Check Register and Update (AP4070)**</u>

Financial Information System → Disbursements → Invoice Release / Check Writer → **Check Register and Update (AP4070)**

This option will allow you to print a check register and update the cash disbursement journals for the pay run (will complete this step for the manual (no checks) and computer-generated checks).
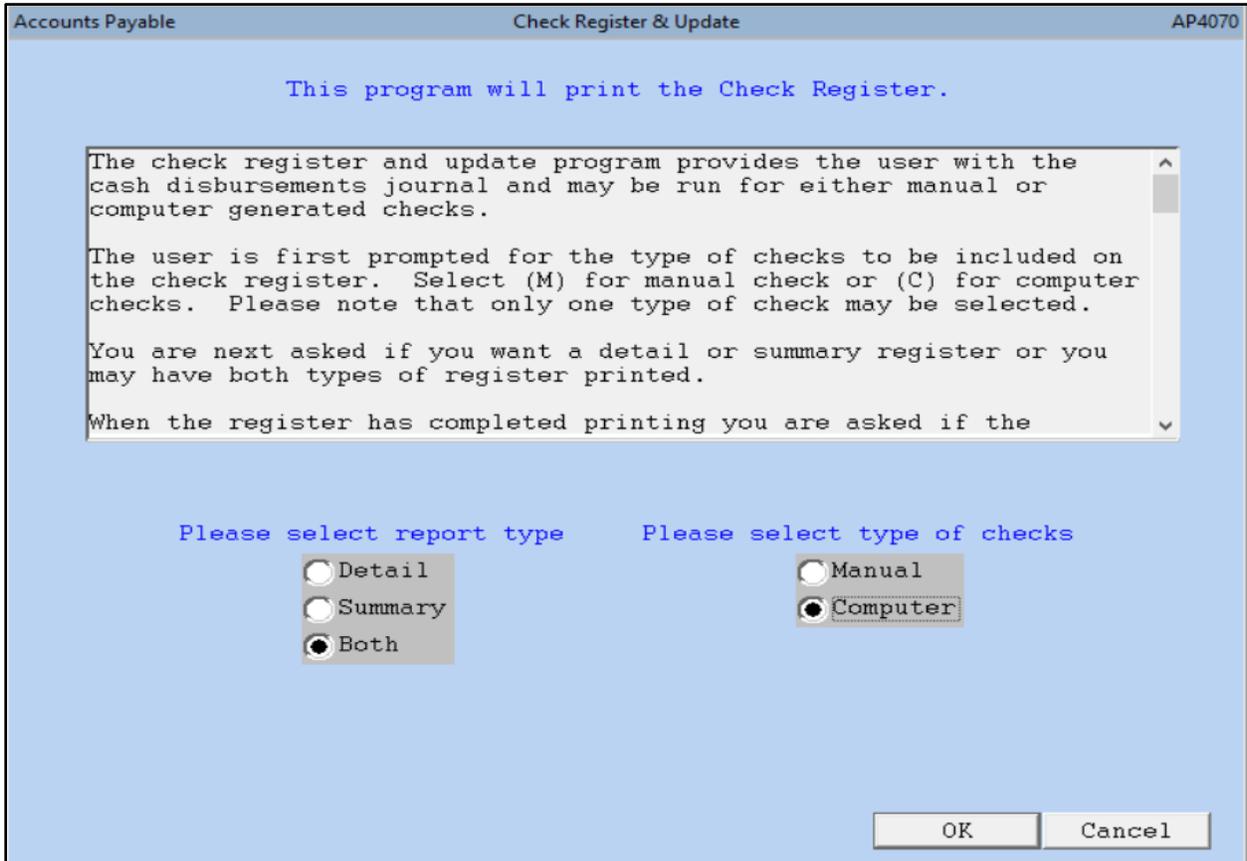
Please select report type: Select if you want the Check Register in Detail, Summary or both for each check type (manual or computer).

Please select type of check: Select if the checks are manual or computer *(only one type of check can be selected)*.

> *Note: Please view the next page for an example of the **Accounts Payable Check Register Detail Listing (AP4070).***

1. Accounts Payable Check Register Detail Listing (AP4070)

Report Preview   1 of 5

```
                                        Keystone County
AP4070                  ACCOUNTS PAYABLE CHECK REGISTER DETAIL LISTING      17:10:59 27 NOV 2019      PAGE 1
                           Accounts Payable COMPUTER Check Register

CK   CHECK     INVOICE    PURCHASE    BUDGET CODE                VENDOR  VENDOR NAME                  DISTRIBUTION
CD   NUMBER    NUMBER     ORDER                                  NUMBER                                    TOTAL

01      605  1002TEST                 555-20300-0000-000-00-000  000008    Aflac                          2,990.00
                                                                  *** TOTAL AMOUNT OF CHECK# 101*605   ***    2,990.00*

01      606  44                       303-69151-6001-102-40-000  001330    Jillian Arnett                    44.00
                                                                  *** TOTAL AMOUNT OF CHECK# 101*606   ***       44.00*

01      607  TEST1                    556-00000-3000-101-00-000  002293    Joann X Test                     100.00
                                                                  *** TOTAL AMOUNT OF CHECK# 101*607   ***      100.00*

01      608  1212112    200013        555-20000-0000-000-00-000  000012    Vendor 000012 Ach              4,920.00
             ABC-123                  555-20000-0000-000-00-000                                             100.00
             ABC123456                555-88600-0000-000-00-000                                             479.99
                                                                  *** TOTAL AMOUNT OF CHECK# 101*608   ***    5,499.99*

01      609  1002TEST                 555-20300-0000-000-00-000  000012    Irs                            1,000.00
                                                                  *** TOTAL AMOUNT OF CHECK# 101*609   ***    1,000.00*

01      610  1002TEST                 555-20300-0000-000-00-000  000174    Keystone Information Systems      29.90
             123445                   205-61100-6001-101-10-003                                              10.00
             12584                    205-68200-3170-101-10-000                                           9,308.36
             41414                    303-69151-6001-102-40-000                                              12.00
             4422                     303-69151-6001-102-40-000                                              22.00
             44412                    303-69151-6001-102-40-000                                              12.00
             5512                     303-69151-6001-102-40-000                                               5.00
             83776655   1852          205-68200-3170-101-10-000                                              15.00
                                                                  *** TOTAL AMOUNT OF CHECK# 101*610   ***    9,414.26*

01      611  0101                     303-69151-6001-102-30-000  000174    Julie Alfred                      10.00
             1222                     303-69151-6001-102-40-000                                               1.00
             333                      205-24020-0600-000-00-000                                               1.00
             9966       1836          205-61320-6012-202-00-000                                              11.00
```

After you print the register, you will be prompted:

Confirm

Do you wish to proceed with the Update?

Yes   No
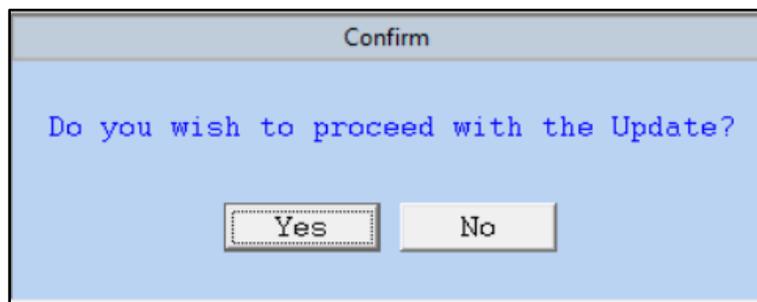
Select **YES** to continue with the posting. Select **No** to cancel the posting process.

Once you have posted, you have completed the process.

III. VOID/REISSUE ACCOUNTS PAYABLE CHECKS IN FINANCIALS

A. Step One: Void a check that has been posted (AP3401)

Financial Information System → Disbursements → Voided Checks → **Entry of Voided Checks (AP3401)**

This process will allow you to void a check.
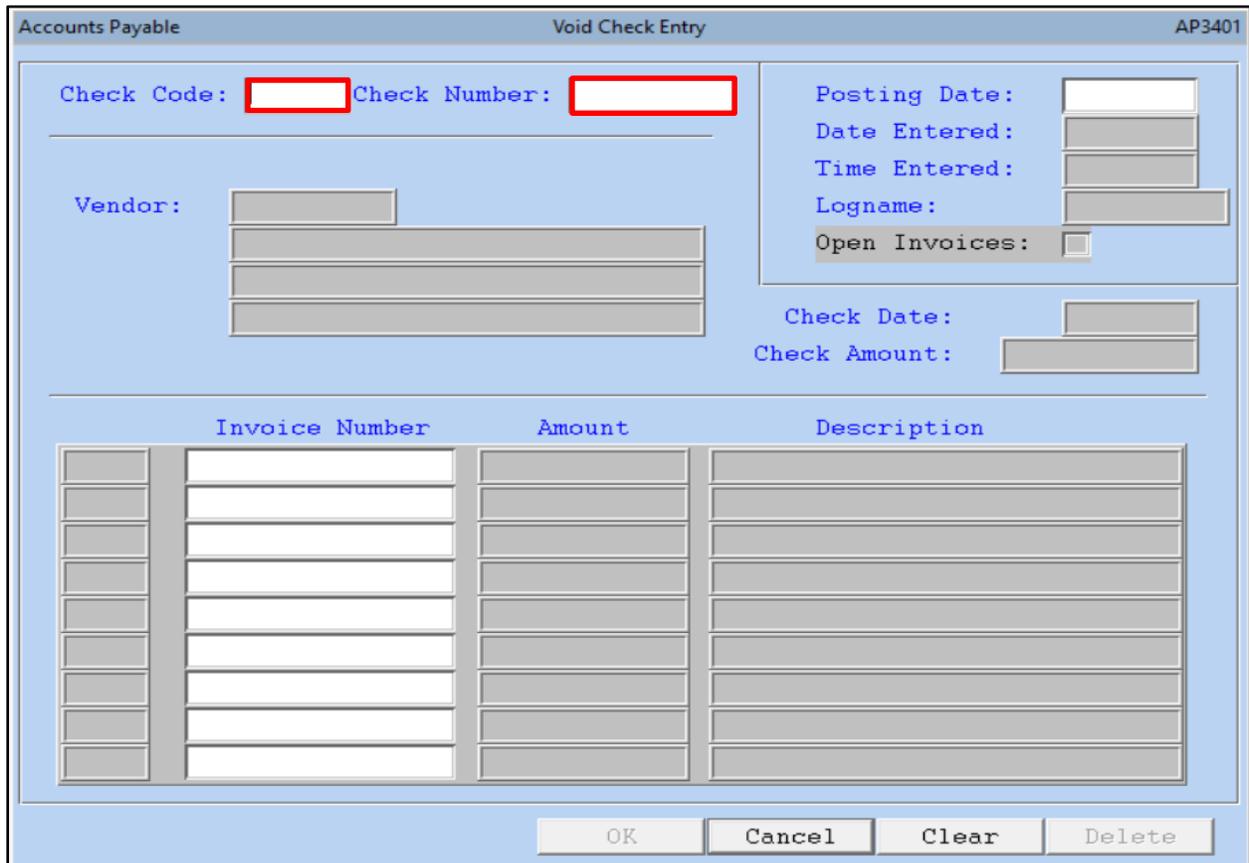
Check Code: Use the **Look Up** icon to select a check code *(Example: 90 – Live Checks, 91 – No Check Transactions (wire transfers, ACH, etc.)).*

Check Number: Enter the check number or use the **Look Up** icon to locate the vendor and check number you want to void.

Tab through the remaining fields, the information from the original check will be displayed. Click **OK** to proceed with voiding the check or click **Cancel**/**Clear** to exit without voiding the check.

B. **Step Two: Print the Voided Check Register and Update (AP3409)**

Financial Information System → Disbursements → Voided Checks → **Void Check Register and Update (AP3409)**

This option will provide you with a hard copy report of checks that have been voided. Review the report for completeness and accuracy.

1. **Accounts Payable Voided Check Register (AP3410)**

| Report Preview | | | | | | | 1 | of | 1 | ⏮ ◀ ▶ ⏭ |

```
                                      Keystone County
AP3410                      ACCOUNTS PAYABLE VOIDED CHECK REGISTER           14:44:13 29 NOV 2019      PAGE 1

VENDOR# NAME                    INVOICE#        GROSS        DISC      FREIGHT         NET     CHECK AMT   CHECK N

000174  Keystone Information Systems 1258       10.00        0.00        0.00       10.00      9,992.27    101*2
                                999999           5.00        0.00        0.00        5.00
                                MATT            23.00        0.00        0.00       23.00
                                MATT01          23.00        0.00        0.00       23.00
                                113              9.00        0.00        0.00        9.00
                                116              9.99        0.00        0.00        9.99
                                117              6.96        0.00        0.00        6.96
                                118              2.52        0.00        0.00        2.52
                                119            152.00        0.00        0.00      152.00
                                134879          20.00        0.00        0.00       20.00
                                174             80.00        0.00        0.00       80.00
                                18-08-23-A   8,948.25        0.00      447.42    9,595.57
                                18-08-23-B       8.79        0.00        0.44        9.23
                                1_1              1.00        0.00        0.00        1.00
                                2255            10.00        0.00        0.00       10.00
                                5544             5.00        0.00        0.00        5.00
                                8520            20.00        0.00        0.00       20.00
                                87553           10.00        0.00        0.00       10.00
                                        TOT   9,344.51        0.00      447.86    9,992.27        0.00


                        TOTALS               9,344.51        0.00      447.86    9,992.27    9,992.27
```

When the report has been completed, the program will ask "Do you wish to proceed with the update?". Select **Yes** to proceed with the posting. Select **No** to return to the voided check menu. The posting will update the information in the accounting records.

Confirm
Do you wish to proceed with the update?
Yes   No

C.   <u>**Step Three: Issue a new check for payment (AP3324) or (AP9140)**</u>

Important Information:

1. When the check is voided, the status of the invoice is automatically set to HC for Hold Cancelled.
2. If you need to make a change to the invoice prior to reissuing, you can use the Invoice Change/Cancel process to do so.
3. To reissue a check, you will need to remove the HC status to P for released for payment.

To make necessary updates (change, hold, release, etc.) to the Invoice, go to:
Invoice Entry → **A/P Invoice Change/Cancel (AP3324)** screen

To release the invoice for payment, go to: Disbursements → Invoice Release / Check Writer → **A/P Invoice Status Change (AP9140)**

A/P Invoice Status Change (AP9140) allows you to change the status of an invoice (to release for payment).
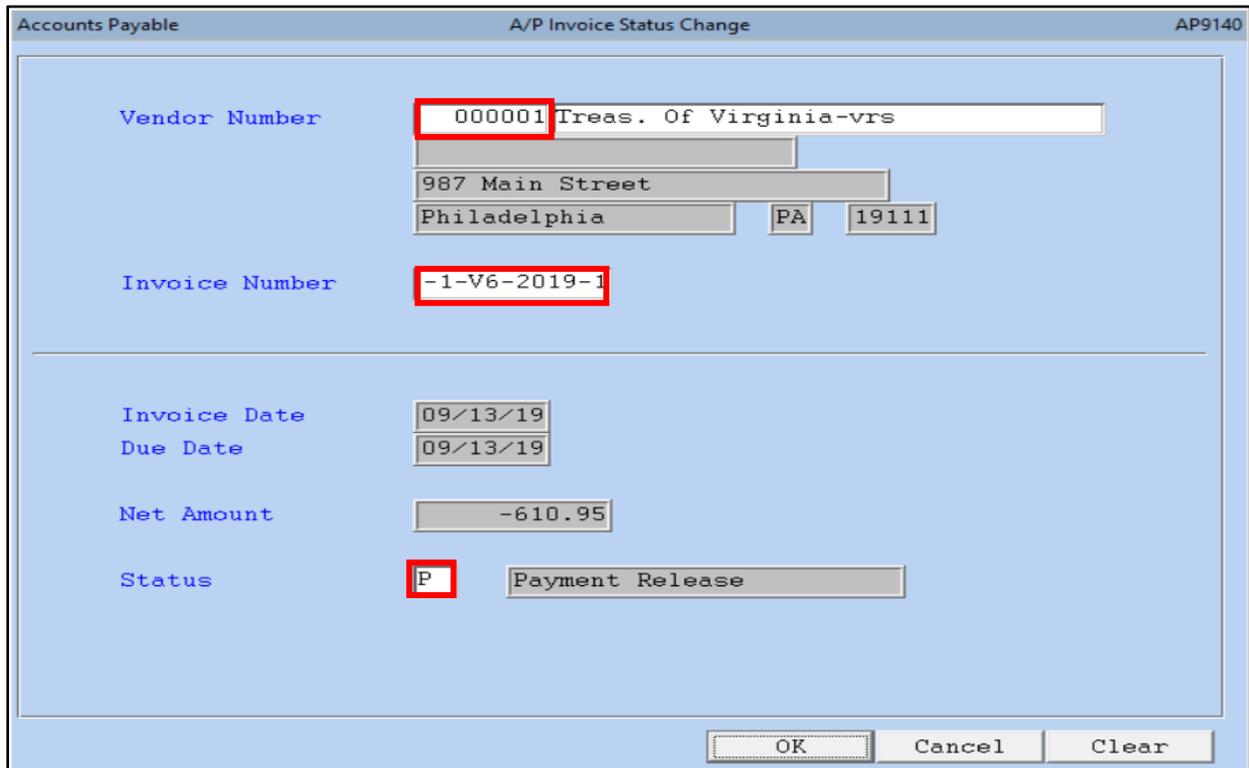
Vendor Number: Use the **Look Up** icon to view a list of vendor numbers or enter the vendor number.

Invoice Number: Use the **Look Up** icon to view a list of invoice numbers for this specific vendor or enter the invoice number.

Status: Select **P – Payment Release** or use the **Look Up** icon to view a list of statuses *(Example: C – Cancel Payment Release, H – Hold, P – Payment Release, R – Remove Hold, VC – VOIDed Check/Invoice Cancelled, etc.)*.

> D.   <u>**Step Four: Complete Steps for Running Accounts Payable Checks in Financials (shown on pages 6 - 15)**</u>

> Proceed with the prior steps (Run the Payment Review Report (AP3063) → Print Accounts Payable Checks (AP0007) → Print Check Register and Update (AP4070)).

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IV. VOID/NO REISSUE ACCOUNTS PAYABLE CHECKS IN FINANCIALS

A. Step One: Void a check that has been posted (AP3401)

Financial Information System → Disbursements → Voided Checks → **Entry of Voided Checks (AP3401)**

This process will allow you to void a check.
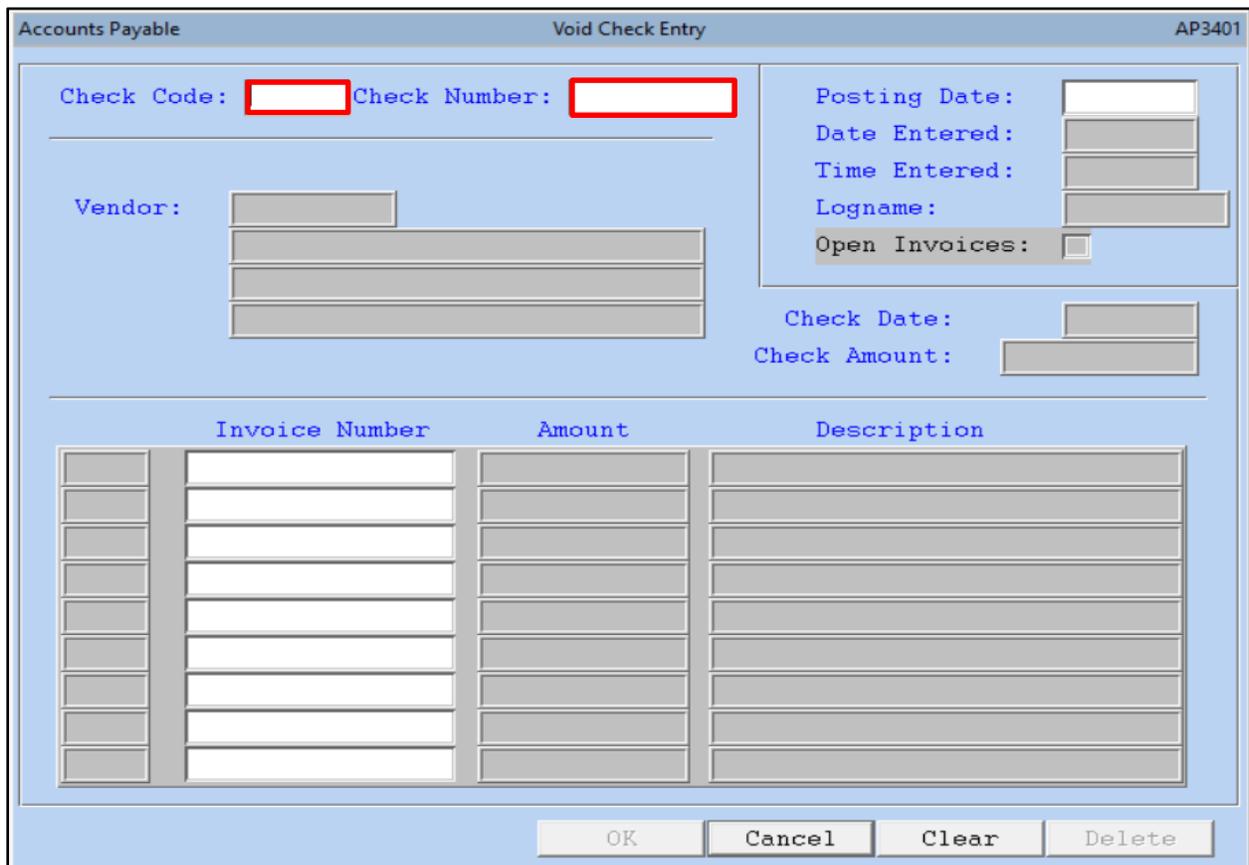
Check Code: Use the **Look Up** icon to select a check code *(Example: 90 – Live Checks, 91 – No Check Transactions (wire transfers, ACH, etc.)).*

Check Number: Enter the check number or use the **Look Up** icon to locate the vendor and check number you want to void.

Tab through the remaining fields, the information from the original check will be displayed. Select **OK** to proceed with voiding the check or select **Cancel/Clear** to exit without voiding the check.

B.   **Step Two: Print the Voided Check Register and Update (AP3409)**

Financial Information System → Disbursements → Voided Checks → **Void Check Register and Update (AP3409)**

This option will provide you with a hard copy report of checks that have been voided. Review the report for completeness and accuracy.

1. **Accounts Payable Voided Check Register (AP3410)**


```
Report Preview                                                    1  of  1   ◄◄ ◄ ► ►►
                                        Keystone County
AP3410                        ACCOUNTS PAYABLE VOIDED CHECK REGISTER        14:44:13 29 NOV 2019    PAGE 1

VENDOR# NAME                  INVOICE#      GROSS      DISC     FREIGHT        NET     CHECK AMT    CHECK N

000174  Keystone Information Systems 1258   10.00      0.00      0.00       10.00      9,992.27     101*2
                              999999         5.00      0.00      0.00        5.00
                              MATT          23.00      0.00      0.00       23.00
                              MATT01        23.00      0.00      0.00       23.00
                              113            9.00      0.00      0.00        9.00
                              116            9.99      0.00      0.00        9.99
                              117            6.96      0.00      0.00        6.96
                              118            2.52      0.00      0.00        2.52
                              119          152.00      0.00      0.00      152.00
                              134879        20.00      0.00      0.00       20.00
                              174           80.00      0.00      0.00       80.00
                              18-08-23-A  8,948.25     0.00    447.42    9,595.57
                              18-08-23-B      8.79     0.00      0.44        9.23
                              1_1            1.00      0.00      0.00        1.00
                              2255          10.00      0.00      0.00       10.00
                              5544           5.00      0.00      0.00        5.00
                              8520          20.00      0.00      0.00       20.00
                              87553         10.00      0.00      0.00       10.00
                                 TOT     9,344.51      0.00    447.86    9,992.27         0.00


                     TOTALS            9,344.51      0.00    447.86    9,992.27     9,992.27
```

When the report has been completed, the program will ask "Do you wish to proceed with the update?". Select **Yes** to proceed with the posting. Select **No** to return to the voided check menu. The posting will update the information in the accounting records.

C. **Step Three: Issue a new check for payment (AP3324) or (AP9140)**

After the check is voided, the status of the invoice is automatically set to HC for Hold Cancelled. If you are not reissuing the check, you can cancel the invoice. To cancel the Invoice, go to: Invoice Entry → **A/P Invoice Change/Cancel (AP3324)** → Select the Vendor → **Look Up** the invoice → Select **Cancel Invoice**

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