Keystone Financial Information System (FIS*TM*)

Invoice Entry

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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.

II.   PROCESS OVERVIEW

The Invoice Entry menu allows the user to enter accounts payables by purchase order or vendor. Invoices can be placed on hold if necessary. Invoices can also be released individually or automatically by vendor, due date, postdate, check code, source code for payroll or by invoice numbers.

Payroll Agency Invoices and PAAS Tax Refund Invoices are also posted from this menu option.

III. A/P INVOICE ENTRY

Invoice Entry → **A/P Invoice Entry (AP0324)**
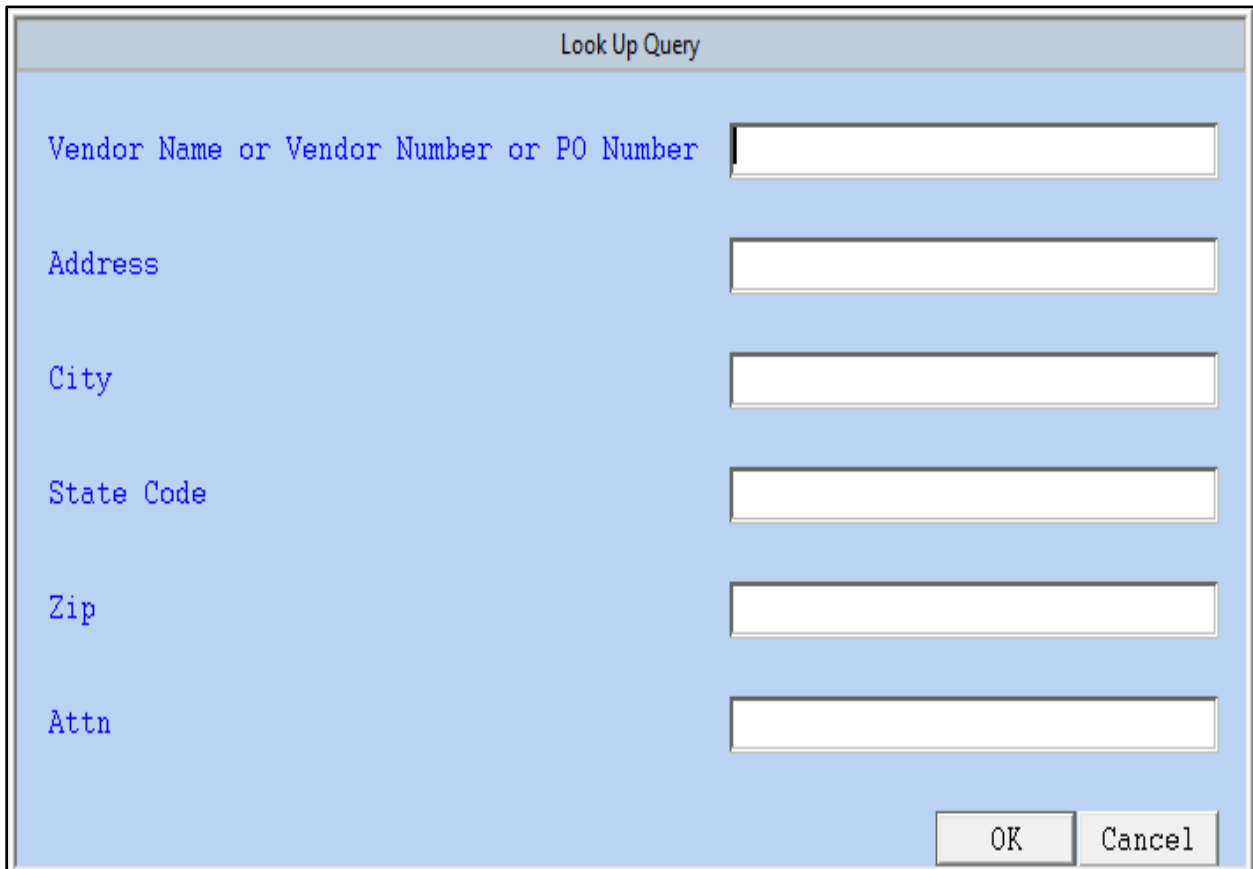
The A/P Invoice Entry (AP0324) screen allows for the entry of invoices into the Accounts Payable system. The system will allow the user to simplify the entry process by bringing in the information from a Purchase Order, or the user can enter the information directly from the vendor's invoice.

```
Accounts Payable                    Accounts Payable Invoice Entry                   AP0324

   Vendor Number:          000008        Invoice Date:        07/31/19
   Aflac                                 Due Date:            08/30/19
     Address:             8              Post Date:           07/31/19
   1932 Wynnton Rd                       Single Check:        ☒
   Columbus          GA  31993           1099 Type:           N
   Attn: Remittance Proces               Check Code:              101
     Invoice Number:  200010             Total Net:             15.00

   D#  Qty  Description  ExtCost..  Disc.....  Tax......  Freight..  LineTotal
    1   10  Books            15.00      0.00       0.00       0.00      15.00
    2

   ========== ========== ========== ========== ==========
   Detail Totals           15.00      0.00       0.00       0.00      15.00

                             Options..    OK       Cancel      Clear
```

The program allows the accounts payable department to enter and record invoices. These invoices may or may not be associated with a purchase order. An invoice can be entered for goods or services that have been received or rendered without the issuance of a purchase order *(**Example**: Monthly Telephone Bill)*.

> **Note:** You **cannot** enter a purchase order that crosses years.

This will then load the information from the Look Up Query screen into the **A/P Invoice Entry screen (AP0324)**. The following is displayed:

Fill in one or more of the fields on the Look Up Query screen and select OK.

Vendor Number: The vendor number and vendor name will auto-populate from the information entered on the Look Up Query screen.

Address: This field contains the service street address *(Example: 229 Brixton Road)*.

Attn: This field displays the intended recipient for the invoice.

Invoice Number: Enter the invoice number for this check or use the **Look Up** icon.

> *Note: DO NOT use any special characters other than (-) dash, (.) period, or (_) underscore.*

Invoice Date: Enter the invoice date for this invoice, the system will default to the current date. This date is used for determining invoice due date, discount date and for invoice ageing purposes.

Due Date: Enter the date this invoice will be released for payment. If the invoice does not have a due date entered the system will calculate a due date based upon the invoice date plus the number of days in the 'due' field in the vendor's record.

Post Date: Enter the date the invoice is to be posted to in the General Ledger. The system will default to the current date. The user may post the invoice to another date provided that the period is open in the General Ledger.

Single Check: This field is used to designate whether or not the system will generate a single check for the invoice or combine several invoices (if there is more than one invoice for this vendor) onto the check. If the user wants the invoice to be **paid separately** place an **X** in the box. If the user wants to **combine** this invoice with other invoices on a single check then **do not** place an **X** in the box.

1099 Type: If this invoice is to be included on a 1099, use the **Look Up** icon to select from a list of valid 1099 codes *(Death, Real Estate, Government, Health/Medical, Legal, Miscellaneous, Not subject to 1099, Other income, Rentals, etc.)*. This field will default to what is in the vendor's record.

> *Note:* *If for any reason this invoice should not be included in the 1099 totals, place an N in the box.*

```
Types of 1099's
D   Death                        ▲
E   Real Estate
G   Government
H   Health/Medical
L   Legal
M   Miscellaneous
N   Not subject to 1099
O   Other income
R   Rentals
Y   Miscellaneous
                                 ▼
10 records were identified.
      OK          Cancel

      All          New

   Refine...
```

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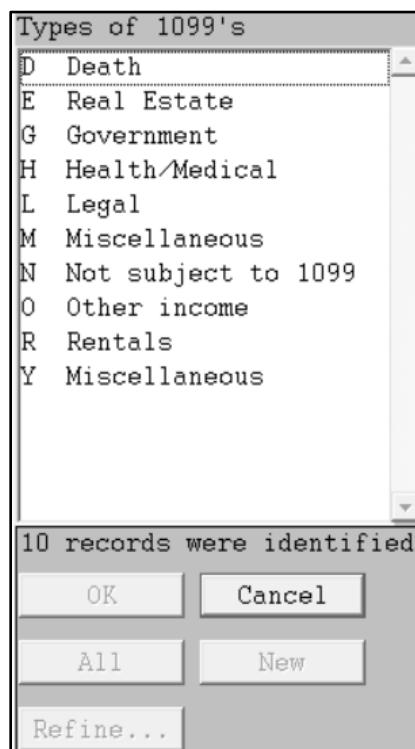
Check Code: Enter the check code or use the **Look Up** icon to view a list of valid check codes *(School Board, General Fund, Food Service, Payroll, Wire Transfers, etc.)*. The default check code is obtained from the Accounts Payable Control record *(System Administration → Control File Maintenance Menu → System Parameters Menu → Define Site Control Parameters (LG0144) → A/P button (LG0541))*.

```
Check
Code            Desc

     50                                    ▲
    101 School Board
 101.AC General Fund - ACH
    207 Food Service
    555 Casey's Bank Rec Acct
 555.AC Check Code 555 ACH
555.ACH Check Code 555 ACH
    556 Casey's Account 06/04/201
     PR Payroll
  SAF.1 Washington Trust Bank
     WR Wire Transfers

                                          ▼

11 records were identified.

     OK          Cancel          All

    New          Refine...
```
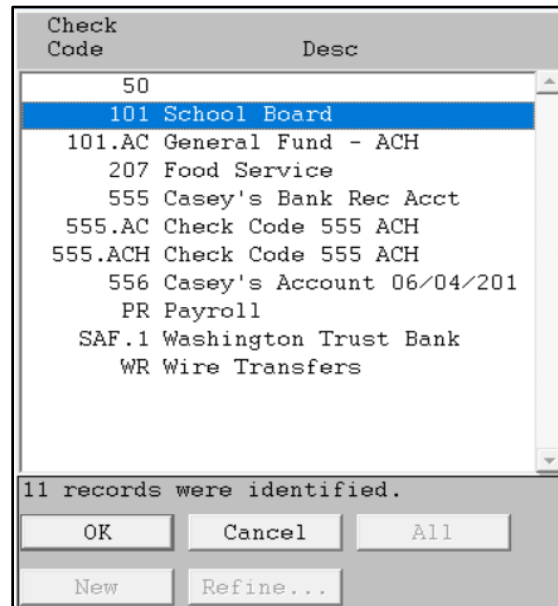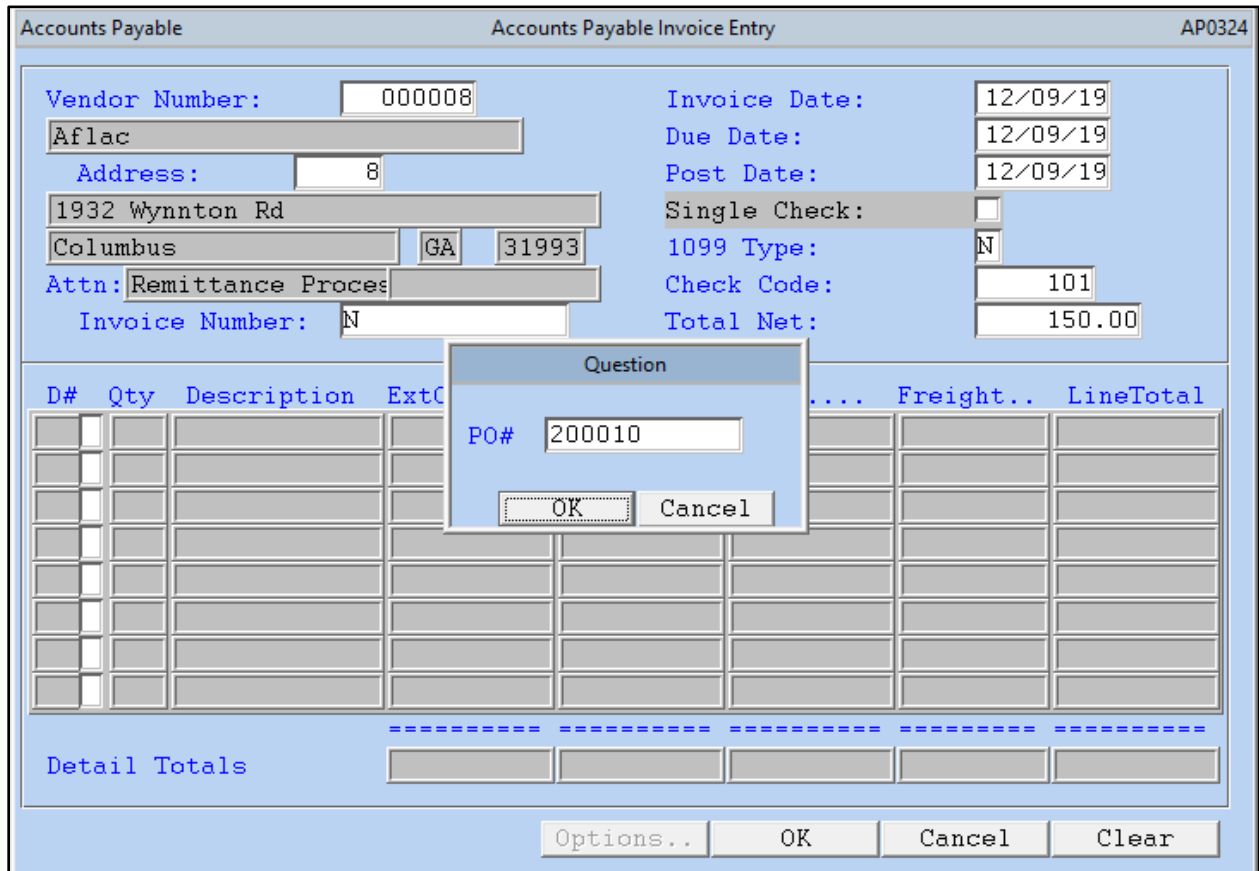
Total Net: Enter the total net amount for this invoice. The amount is used to verify that the detail lines match the net total once entered. This verification will alert the user if the total of each detail line does not match the amount in this field. Select **Yes** if you would like **To Accept** or select **No** to **Not Accept**.

```
                     Confirm

 Total () does not equal detail (0.00). Accept Detail ?

              Yes            No
```
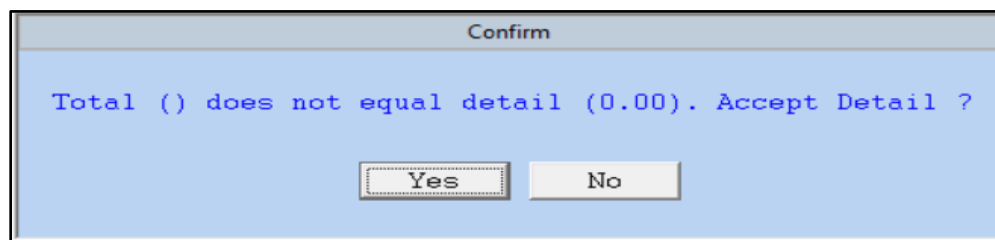
Note: **Credit Memos (Refunds)**: The system allows credit memos to be entered. Enter a negative amount for the Total Net invoice. When invoices are released and checks are cut, the process will net the credit memo with other invoices for the vendor. If the check produced is a negative check, it will not produce a negative check and the invoice will remain in the open accounts payable file until a positive check can be produced for the vendor (You cannot do a negative entry against a Purchase Order, has to be done through the Invoice).

After entering the Total Net, you will be prompted for the purchase order number in the event the purchase order was not entered in the beginning of the process.

Accounts Payable	Accounts Payable Invoice Entry	AP0324

Vendor Number: 000008   Invoice Date: 12/09/19
Aflac   Due Date: 12/09/19
   Address: 8   Post Date: 12/09/19
1932 Wynnton Rd   Single Check: ☐
Columbus   GA 31993   1099 Type: N
Attn: Remittance Proces Check Code: 101
   Invoice Number: N   Total Net: 150.00

Question

PO# 200010

OK   Cancel

D# Qty Description ExtC .... Freight.. LineTotal

Detail Totals

Options..   OK   Cancel   Clear

The header information has been entered; the prompt is displayed for entering the detailed information for this invoice.

Ln#	Ord Qty..	Rec Qty..	Pd Qty..	Inv Qty..	Cost......	Description	D	T	F	C
1	10	0	0	10	1.50		N	N	Y	N
2										

PO#...: 200010   Page 1 of 1

[Options..]   [OK]   [Cancel]

A. Options Button

The **Options:** button on the previous screen has several ways to globally enter information for invoices.

Options

Pay line	Pay ALL lines	Close paid lines	Change Disc (Y)
Change Disc (N)	Change Frt (Y)	Change Frt (N)	

[Cancel]

Select **Cancel** if you do not want to use any of the options.

Payline: This button will pay invoices that only have one line, using the quantity and cost from the purchase order.

Pay ALL lines: This button will pay **ALL** the lines from the purchase order, using the quantity and cost from the purchase order.

Close paid lines: This button will close the lines on the purchase order that have been paid.

Change Disc (Y): This button will change the discount from No to Yes on all line items.
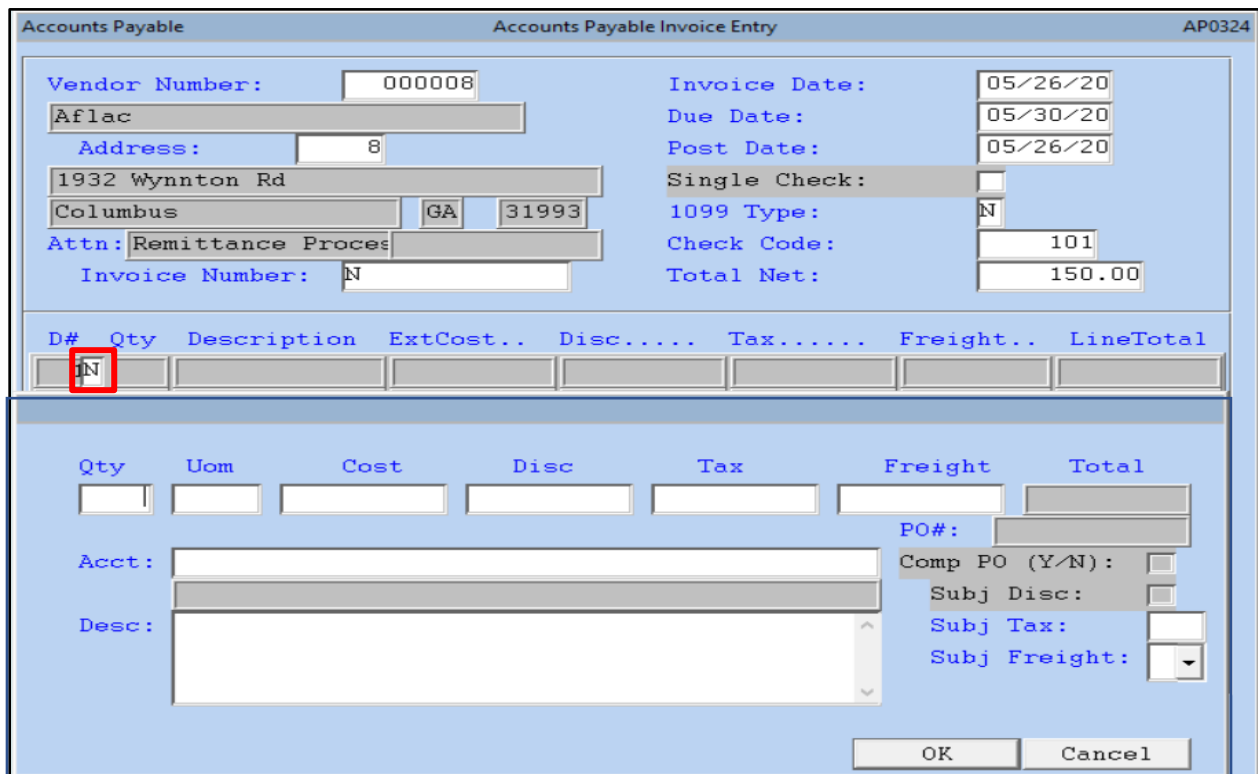
Change Disc (N): This button will change the discount from Yes to No on all line items.

Change Frt (Y): This button will change the freight from No to Yes on all line items.

Change Frt (N): This button will change the freight from Yes to No on all line items.

B. Manual Entry for Accounts Payable Invoice Entry

On the Accounts Payable Invoice Entry (AP0324), if a Purchase Order Number was not entered, enter an N in the white field next to the Line number and the following screen will appear for manual entry.

D#: This field contains the detail line number. If a purchase order was <u>not</u> entered, enter an **N** in the white field next to the detail line number the following screen will appear for manual entry.

Qty: Enter the quantity of the items being invoiced. The default quantity is 1 (one).

Description: Enter the description of the line item.

ExtCost: This field will display the extended cost *(Quantity X Amount = Extended Cost)*.

Disc: Enter the discount amount that will be applied to the line item.

Tax: Enter the sales tax applicable to the line item.

Freight: Enter the freight amount that will be applied to the line item.

LineTotal: This is the total of the line item.

Detail Totals: This field will give you the total of each column for **ExtCost, Disc, Tax, Freight** and **LineTotal**.

Qty: Enter the quantity of items being invoiced. Select the **Zoom** icon to view the purchase order.

Uom: Enter the Unit of Measure or use the **Look Up** icon to view available units of measure *(**Example**: EA – EACH, FT – FOOT, GAL – GALLON, DOZ – DOZEN)*.

Cost: Enter the cost per item per unit of measure in this field.

Disc: Enter the discount amount that will be applied to the line item.

Tax: Enter the sales tax applicable to the line item.

Freight: Enter the freight amount that will be applied to the line item.

Total: This field will display the total of the line item.

PO#: This field will display the purchase order number that is associated with the line item.

Acct: Enter the account number to be charged or use the **Look Up** icon for a list of valid account numbers.

Desc: Enter a description of the item. This is an unlimited length text field.

Comp PO (Y/N): Enter **Y** to <u>close</u> the purchase order with the completion of this invoice. Enter **N** if you do <u>not</u> want to close the purchase order with the completion of this invoice.

>   ***Note:*** *The default for this field comes from the System Parameters that are set up.*

Subj Disc: If this is subject to discount enter **Y** for yes, if this is <u>not</u> subject to discount enter **N** for no.

Subj Tax: If this is subject to tax enter **Y** for yes, if this is <u>not</u> subject to discount enter **N** for no.

Subj Freight: If this is subject to freight enter **Y** for yes, if this is <u>not</u> subject to discount enter **N** for no.

IV. ATTACHING SCANNED IMAGES – FILE ATTACHMENTS

Scanning backup documentation related to the invoice can be done at any time.

> **Note**: *See supplemental documentation on steps for scanning the images to a folder.*
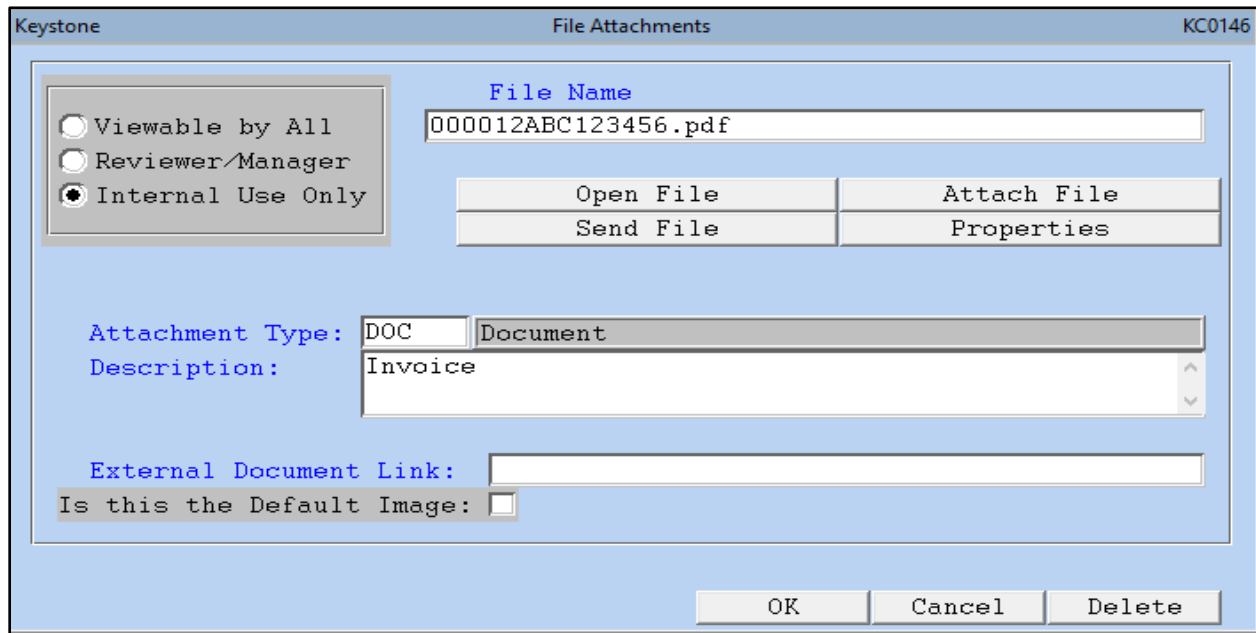
Scanned documentation should be saved as VENDORINVOICENUMBER *(Example: Vendor #000012 that has an invoice #ABC123456 would be saved as 000012ABC123456)*. When you have finished scanning the documentation, you can then attach the documentation to the invoice entered in the system.

Select the **Attach a new file** icon to access the server to select the documentation you need to attach. The system folders will open for you to navigate to where the documentation was saved.

Select on the document to attach it to the invoice and select **Open**. This will then take you to the **File Attachments (KC0146)** screen.
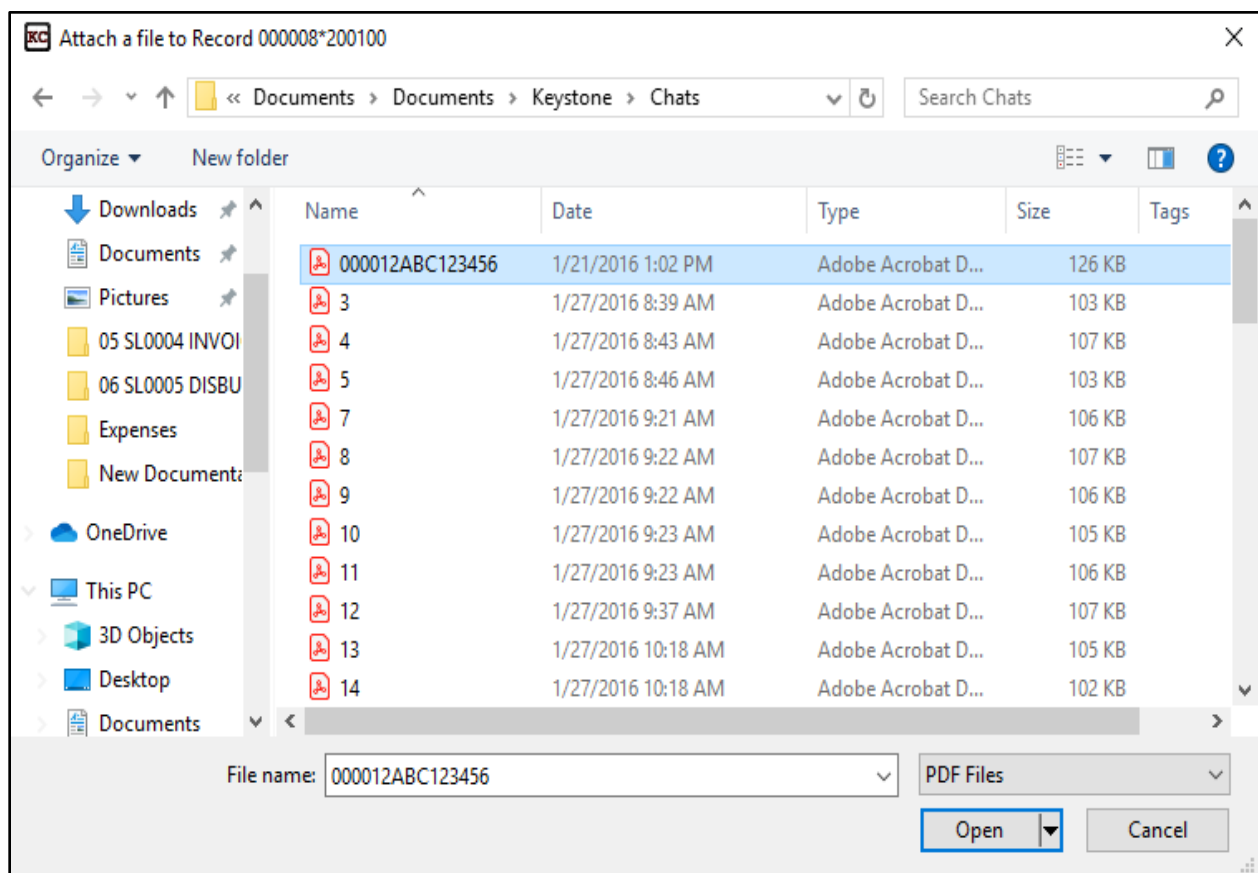
Once on the **File Attachments (KC0146)** screen tab through and fill in the different fields.

```
Keystone                    File Attachments                    KC0146

                            File Name
    ○ Viewable by All     ┌─────────────────────────────────────────┐
    ○ Reviewer/Manager    │000012ABC123456.pdf                      │
    ● Internal Use Only   └─────────────────────────────────────────┘
                          ┌──────────────────┐  ┌──────────────────┐
                          │    Open File     │  │   Attach File    │
                          ├──────────────────┤  ├──────────────────┤
                          │    Send File     │  │    Properties     │
                          └──────────────────┘  └──────────────────┘


      Attachment Type:  ┌─────┐ ┌──────────────────────────────────┐
                        │DOC  │ │Document                          │
                        └─────┘ └──────────────────────────────────┘
      Description:      ┌──────────────────────────────────────────┐
                        │Invoice                                   │▲
                        │                                          │
                        │                                          │▼
                        └──────────────────────────────────────────┘

      External Document Link:  ┌───────────────────────────────────┐
                               │                                   │
                               └───────────────────────────────────┘
      Is this the Default Image: □


                              ┌──────┐ ┌────────┐ ┌────────┐
                              │  OK  │ │ Cancel │ │ Delete │
                              └──────┘ └────────┘ └────────┘
```

Viewable by All: This option does not put security restrictions on the attachment *(as long as the user can view the related entity, they can view this attachment)*.

Reviewer/Manager: This option only allows the manager/supervisor to see the document. The document can only be viewed from the KeyNet Employee Manager screen *(the "Manager" role)*.

Internal Use Only: This option does not allow the document to be viewed in KeyNet, only employees who have access to Keystone Client can view this document.

File Name: This field contains the name you saved the document as *(**Example**: 000012ABC123456.pdf)*.

Attachment Type: Use the **Look Up** icon to view a list of attachment types *(**Example**: DOC – Document, OTH – Other, REF – Reference Letter, RES – Resume and TRA – Transcript)*. Select the type of attachment you are attaching to the invoice.

Description: Enter a brief description for the document attachment.
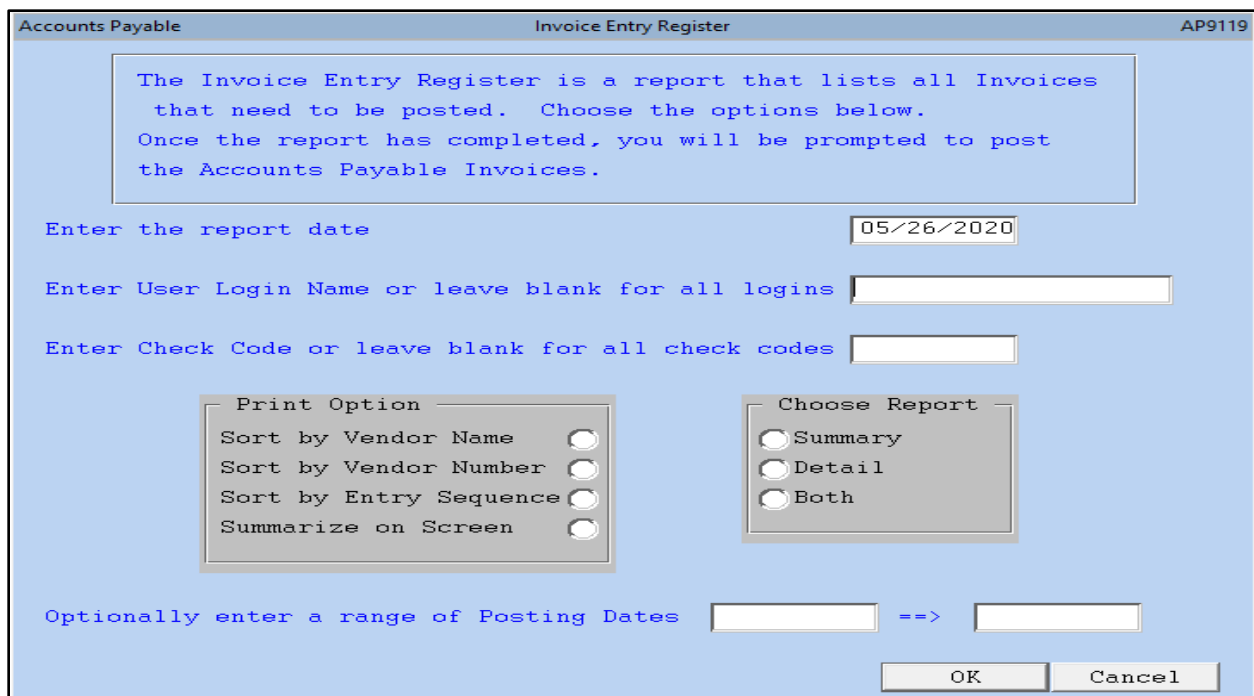
External Document Link: This allows you to select an external document to attach, use the **Look Up** icon to open the system folders.

Is this the Default Image: Check this box if this is the default image you want to view when viewing the invoice.

V.   INVOICE ENTRY REGISTER

Invoice Entry → **Invoice Entry Register (AP9119)**

The Invoice Entry Register prints a listing of invoices entered (unposted) to review for accuracy. The list can be sorted by Vendor Name, Vendor Number, Entry Sequence, or Summary to the screen. The report can be printed in Summary, Detail, or Both.

Enter the report date: Enter the run date that will appear on the register.

Enter User Login Name or leave blank for all logins: Enter the user login name to select invoices entered by this user only. To select all invoices for all users, leave this field blank.

Enter Check Code or leave blank for all check codes: Enter a check code or use the **Look Up** icon to select invoices associated with that check code only. To select all invoices for all check codes, leave this field blank.

Print Option: Select how you want the invoices to be sorted from the following options: Sort by Vendor Name, Sort by Vendor Number, Sort by Entry Sequence or Summarize on Screen.

Choose Report: Select how you want the report to be viewed either in Summary, Detail or Both.

Optionally enter a range of Posting Dates: This field is optional. Enter a range of posting dates.

A. Sample - Invoice Entry Register Detail

```
AP9120                              INVOICE ENTRY REGISTER              10:55:29 08 OCT 2019  Page 1
                                    RUN DATE: 10/08/19
                                    USER NAME: ALL
                                    CHECK CODE: ALL
Vendor/Invoice.......... SC Budget#...................... P/O No... Amount...... Freight... Discount.. Tax....... Extension... Tc

Ven# 000008             N  555-20300-0000-000-00-000              2990.00      0.00       0.00      0.00       2990.00 N
Aflac
Inv# 1002TEST
Inv 10/02/19,Due 10/02/19
Post Date 10/02/19
1099 Type:
1099 Flag: N
                                                            ------------ ---------- ---------- ---------- ------------
                                                                  2990.00      0.00       0.00      0.00       2990.00

                                                            ------------ ---------- ---------- ---------- ------------
                                                                  2990.00      0.00       0.00      0.00       2990.00

Ven# 000018             N  205-00501-0001-000-00-000               -30.34                                       -30.34
Washington National Ins.
Co
Inv# CHI-1-V6-2019-18
Inv 09/13/19,Due 09/13/19
Post Date 09/13/19
1099 Type:
1099 Flag: N
                                                            ------------ ---------- ---------- ---------- ------------
                                                                   -30.34      0.00       0.00      0.00        -30.34

                                                            ------------ ---------- ---------- ---------- ------------
                                                                   -30.34      0.00       0.00      0.00        -30.34

                                                            ============ ========== ========== ========== ============
                                                                  9245.33      0.00       0.00      0.00       9245.33


36 records listed.
```

B. Sample – Invoice Entry Register Summary

```
AP9120                           INVOICE ENTRY REGISTER BY FUND         10:52:44 08 OCT 2019  Page 1
                                    RUN DATE: 10/08/19
                                    USER NAME: ALL
                                    CHECK CODE: ALL

Fund     Extension...

 205        2920.44
 555        6324.89
            ============
            9245.33


39 records listed.
```

After the register prints, the user will be prompted to post the register. If the register prints correctly, with no errors, select **'Yes'** to post the invoices. If the register has errors select **'No'** to make corrections. The register can be rerun as many times as needed, until posted.
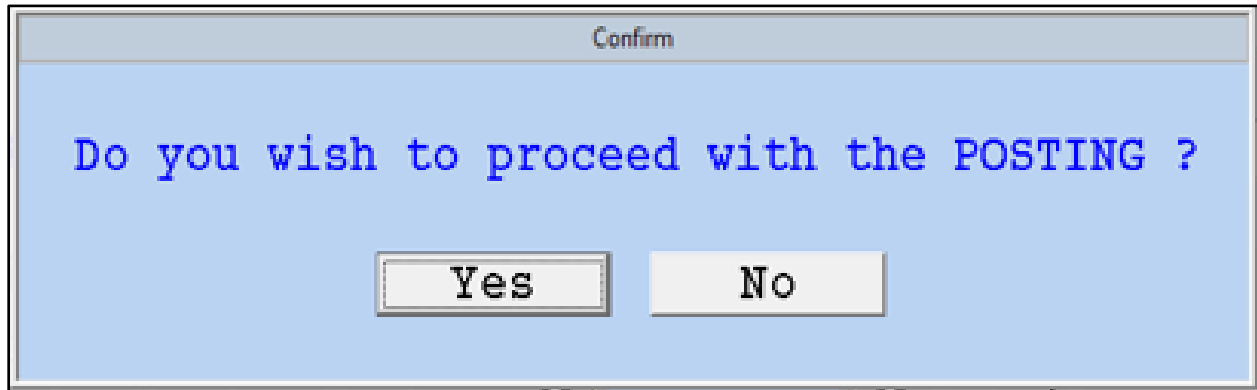
Posting will update the General Ledger and the invoices will not print on the register again.

Note: All invoices must be posted before they can be released for the check run.

All invoices must be posted before they can be released for the check run.
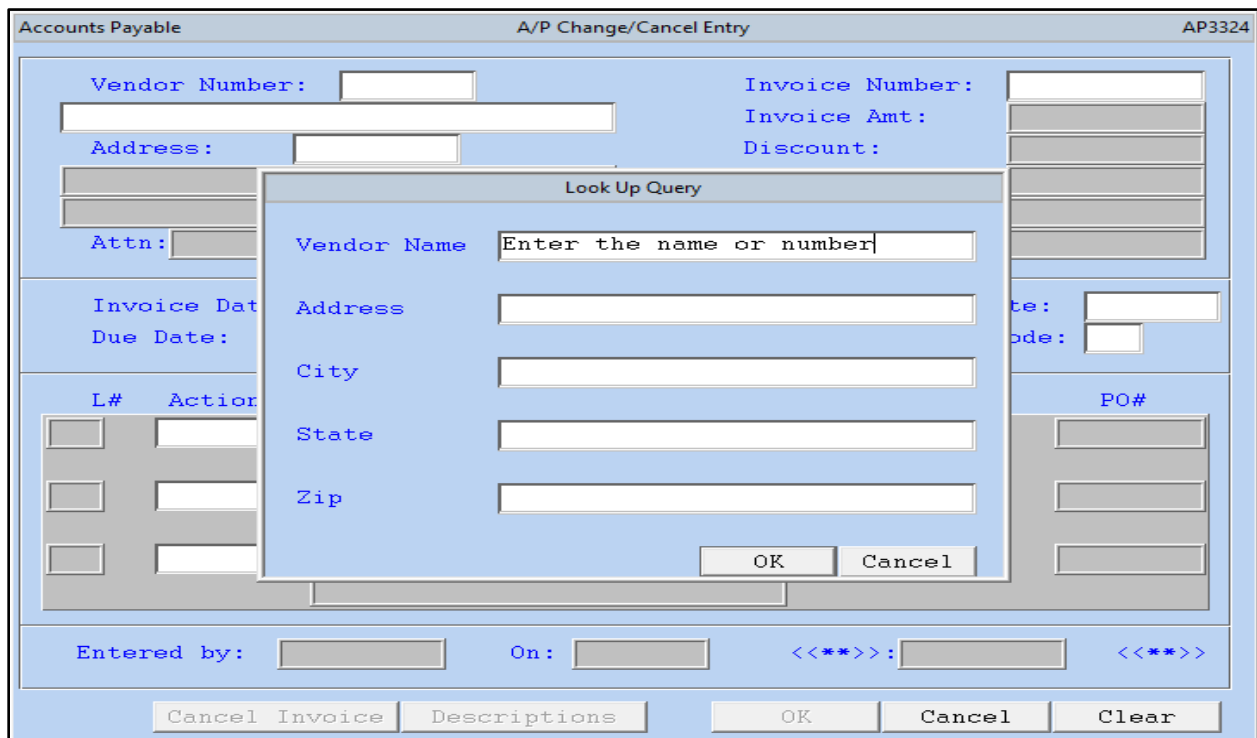
VI.   A/P INVOICE CHANGE/CANCEL

Invoice Entry → **A/P Invoice Change/Cancel (AP3324)**

A.   Key Items When Changing Invoices

- Once a check is released or printed and updated, you cannot change an invoice.
- If you cancel an unposted invoice the system acts as if the invoice never existed. You can then reuse the invoice number.
- If the incorrect vendor number was used the invoice needs cancelled and reentered.
- Posting an invoice writes it to the Invoice History File (IHIST).
- A/P Invoice Change/Cancel (AP3324) reposts an invoice if it has already been posted.
- A/P Invoice Change/Cancel (AP3324) does not post an unposted invoice.
- If you cancel a posted invoice, it remains in the invoice history file, and you cannot reuse the invoice number.
- The invoice history file does not have the check number and check date until the Check Register and Update option has been run.
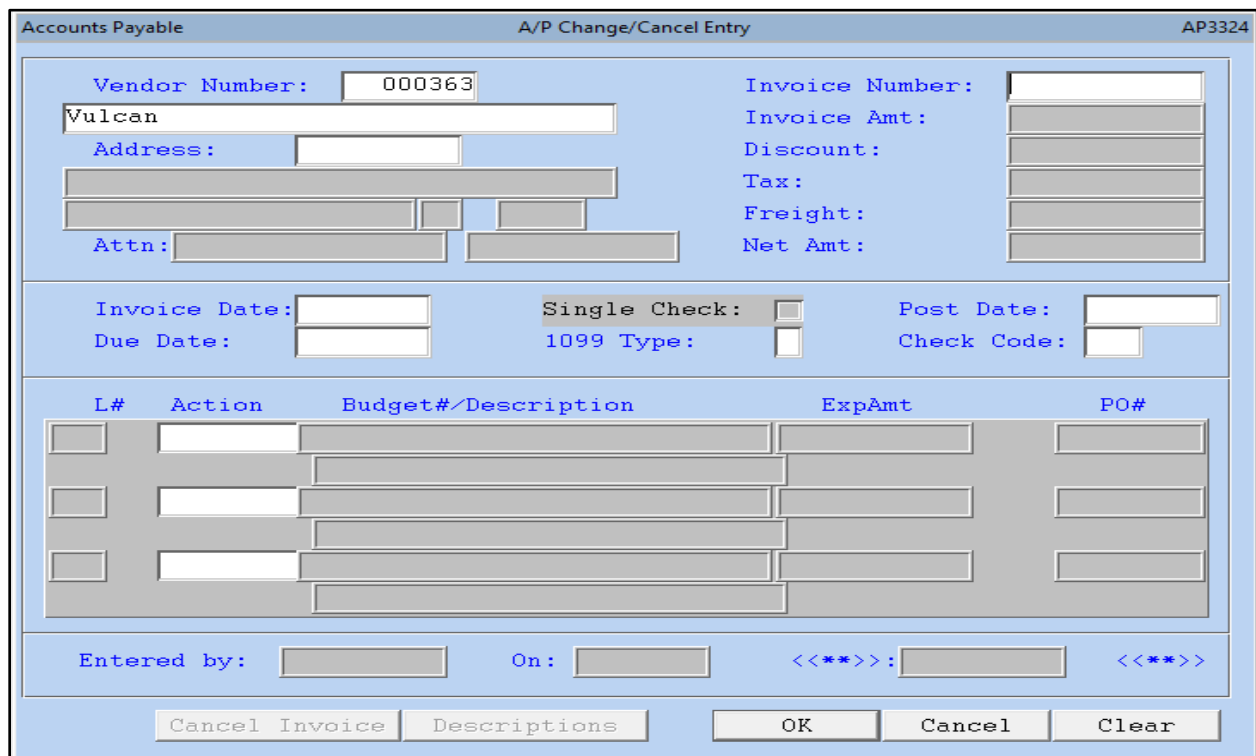
The A/P Invoice Change/Cancel process is used for making corrections to an invoice that has been entered. If the invoice ***has not been posted***, then any change can be made including changing the invoice number. If the invoice ***has been posted***, the invoice number nor the detail lines can be changed. The user will need to cancel the entire invoice and reenter.

Vendor Name: Enter the vendor name, number, or select the **Look Up** icon. If part of the vendor name is entered, and there are multiple vendors with similar names, the system will display a list of vendor names from which to choose.

After filling in the vendor information, you will need to pull up the invoice that needs updating/cancelling. If the incorrect invoice number was used, the detail line would need to be canceled and reentered.

Vendor Number: The vendor number and vendor name will auto-populate from the information entered on the Look Up Query screen.

Address: This field contains the service street address *(**Example**: 229 Brixton Road)*.

Attn: This field displays the intended recipient for the invoice.

Invoice Number: Enter the invoice number or use the **Lookup (F8)** icon to view a list of invoices for this vendor. The system will auto-fill the information about the invoice selected.

Invoice Amt: This field displays the total amount of the invoice.

Discount: This field displays the discount amount that was applied to the line item.

Tax: This field displays the sales tax applied to the line item.

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Freight: This field displays the freight amount that was applied to the line item.

Net Amt: This field displays the total amount of the invoice before anything is deducted.

Invoice Date: Enter the corrected date of the invoice.

Due Date: Enter the corrected date that the invoice is due to be paid.

Single Check: If this payment needs to be cut on a separate check, place a check in the box. If it is to be included with other invoices on a check, leave this box blank.

1099 Type: Enter the corrected 1099 type for this invoice. Select the **Look Up** icon for a list of valid 1099 types.

Post Date: This field cannot be changed if the invoice has been posted. You would need to cancel the invoice and reenter.

Check Code: Enter the check code for the checking account where the fund will be drawn.

L#: This field displays the line number.

Action: Select this box and choose from one of the following actions: (***Open** – Open a previously cancelled line item, **View** – View the line item detail for a specific invoice detail line, **Cancel** – Cancel a specific detail line item on the invoice, **New** – Add a new line on the invoice)*. If the incorrect general ledger account, quantity, cost, and/or tax was used the line needs to be **Cancelled** and a **New** line needs to be entered with the corrected information. The system allows you to cancel a specific line item and not the entire invoice.

Budget#/Description: This field will display the budget number and budget account description.

ExpAmt: This field displays the amount that is expensed from the budget account entered.

PO#: This field displays the purchase order number if there is one associated with the line item.

Entered by: This field displays the name of the person who entered the information.

On: This field displays the date the information was entered on.

<<>>:** This field displays the current status of the invoice as a whole *(**C** – Cancel Payment Release, **H** – Hold, **HC** - Hold created from a voided check, **HI** – Hold for insufficient funds, **HM** – Hold for multiple reasons, **HR** – Hold for items not received, **HV** – Vendor Hold, **P** – Payment Release, **R** – Remove Hold or **VC** – Voided Check/Invoice Cancelled)*.

B. **Cancel Invoice**

To cancel the entire invoice, select the **Cancel Invoice** button. The system will confirm that you want to cancel the entire invoice.

```
                    Confirm
    Are you sure you want to cancel the entire invoice ?

                [ Yes ]      [ No ]
```
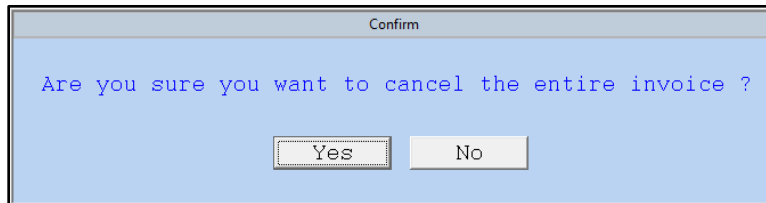
Select **'Yes'** to cancel the entire invoice. If you do not want to cancel the entire invoice select **'No'** the system will display the following message "**Invoice not cancelled**" and requires the user to select **'OK'**.

```
                Message
        Invoice not cancelled...

                [ OK ]
```
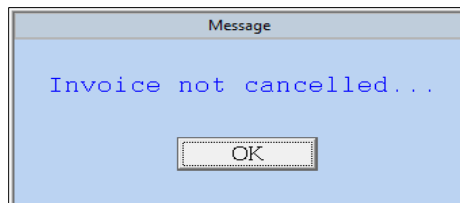
C. **Descriptions**

This screen, Approval/Check Descriptions (AP2326), allows you to enter a description for approving the line items and for describing the check.

```
Accounts Payable          APPROVAL/CHECK DESCRIPTIONS                    AP2326

        Approval Description

        [                                                    ]

        Check Description

        [                                                    ]

                                            [ OK ]    [ Cancel ]
```
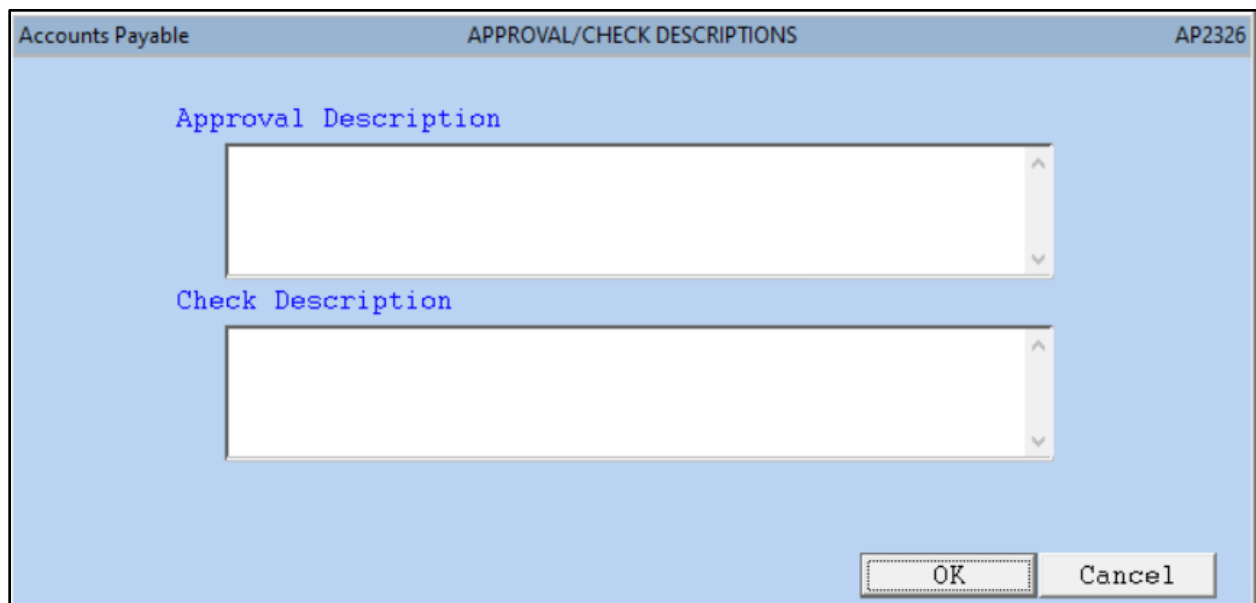
VII.   INVOICE CHANGE/CANCEL REGISTER

Invoice Entry → **Invoice Change/Cancel Register (AP3330)**

The Invoice Change/Cancel Register provides an Audit of all changes that are made to an invoice.

```
Accounts Payable                    Invoice Change/Cancel Register                        AP3330


                 This program will print the Audit Invoice Report.

 ┌──────────────────────────────────────────────────────────────────────────┐ ▲
 │The Invoice Change/Cancel Register provides a hard copy record of           │
 │changes and or cancellations of invoices.  The register includes the        │
 │folowing information:                                                       │
 │                                                                            │
 │        Invoice Number                                                      │
 │        By Whom (the change or cancel was made)                             │
 │        On Date and Time                                                    │
 │        Vendor Number and Name                                              │
 │        Quantity                                                            │
 │        Description                                                         │
 │        Unit Cost                                                           │
 │        Tax                                                                 │
 │        Freight                                                             │
 │        Discount                                                            │
 │        Total Line Item                                                     │
 │        Account Number                                                      │
 │        Purchase Order Number                                               │
 │        Status (Cancel, Change, New, etc.)                                  │ ▼
 └──────────────────────────────────────────────────────────────────────────┘



                                                    ┌────────────┐   ┌──────────┐
                                                    │    OK      │   │  Cancel  │
                                                    └────────────┘   └──────────┘
```

At the end of the report, there is a summary of all distribution changes by account number that occurred after the invoice was posted.

A. **Sample - Invoice Audit Report Detail**

Provides a record of changes and/or cancellations of invoices field by field, from the original invoice to the adjusted invoice.

```
                                    Keystone County
AP3329                             INVOICE AUDIT REPORT              10:27:09 10 OCT 2019    PAGE 1

Vendor: 000005   Internal Revenue Service    Invoice #1-101-2018-5 was changed by NICOLE   on 08/02/19 at 11:21
                 FIELD NAME    BEFORE CHANGE                AFTER CHANGE
                 ------------- ------------------------------ ------------------------------
                                                          -------------
                              INVOICE NET CHANGE:            0.00

**********************************************************************************************

Vendor: 000012   KEYSTONE                 Invoice #    12332 was changed by CASEYR   on 08/12/19 at 16:32
                 FIELD NAME    BEFORE CHANGE                AFTER CHANGE
                 ------------- ------------------------------ ------------------------------
    QTY  UOM    DESCRIPTION      COST    TAX  FREIGHT DISC.    TOTAL        ACCOUNT NUMBER          PO #  STATUS
    ---  ----   ------------     ------  ---- ------- ------- ----------- ------------------------- ------ ------
    12 EA   Baseball            125.00  0.00  625.00  0.00    2125.00 555-20080-0000-000-00-000   1839  CANCEL
     1 EA                      1222.00  0.00  124.99  0.00    1346.99 555-20000-0000-000-00-000   1835  CANCEL
    25 EA                         1.11  0.00    5.00  0.00      32.75 555-20000-0000-000-00-000   1846  CANCEL
    35 EA                         2.11  0.00   20.00  0.00      93.85 555-20000-0000-000-00-000   1846  CANCEL
    75 EA                         0.90  0.00   15.00  0.00      82.50 555-20000-0000-000-00-000   1846  CANCEL
    85 EA                         0.65  0.00   20.00  0.00      75.25 555-20000-0000-000-00-000   1846  CANCEL
    95 EA                         0.50  0.00   25.00  0.00      72.50 555-20000-0000-000-00-000   1846  CANCEL
     1 EA   Test AP Change Cance 1555.00 0.00  250.00  0.00   1805.00 555-20000-0000-000-00-000   1848  CANCEL
     1 EA   Test AP Change Cance 3000.00 0.00  250.00  0.00   3250.00 555-20000-0000-000-00-000   1848  CANCEL
                                                          -------------
                              INVOICE NET CHANGE:         -8,883.84

**********************************************************************************************

Vendor: 000012   KEYSTONE                 Invoice #   ABC123456 was changed by JOANN   on 10/08/19 at 10:21
                 FIELD NAME    BEFORE CHANGE                AFTER CHANGE
                 ------------- ------------------------------ ------------------------------
                                                          -------------
                              INVOICE NET CHANGE:            0.00

**********************************************************************************************

Vendor: 000013   Casey Web Rada What!      Invoice #SP-1-12-2017 was changed by CASEYR   on 08/12/19 at 16:31
                 FIELD NAME    BEFORE CHANGE                AFTER CHANGE
                 ------------- ------------------------------ ------------------------------
    QTY  UOM    DESCRIPTION      COST    TAX  FREIGHT DISC.    TOTAL        ACCOUNT NUMBER          PO #  STATUS
    ---  ----   ------------     ------  ---- ------- ------- ----------- ------------------------- ------ ------
     1       Agency Checks       23.00                         23.00 205-00501-0001-000-00-000           CANCEL
     1       Agency Checks       35.00                         35.00 205-00501-0002-000-00-000           CANCEL
                                                          -------------
                              INVOICE NET CHANGE:          -58.00

**********************************************************************************************

Vendor: 000174   Keystone Information Systems  Invoice #   123456 was changed by MIKEL   on 07/05/19 at 14:22
                 FIELD NAME    BEFORE CHANGE                AFTER CHANGE
                 ------------- ------------------------------ ------------------------------
                                                          -------------
                              INVOICE NET CHANGE:            0.00

**********************************************************************************************

Vendor: 000174   Keystone Information Systems  Invoice #   123456 was changed by MIKEL   on 07/05/19 at 14:28
```

B.   Sample – Invoice Audit Report Summary

Summary of all distribution changes by account number.

```
                                    Keystone County
AP3329                              INVOICE AUDIT REPORT                    10:27:09 10 OCT 2019    PAGE 2

            FIELD NAME    BEFORE CHANGE                    AFTER CHANGE
            ------------  -----------------------------    -----------------------------
            APPROVAL                                       THIS DESCRIPTION SHOULD NEVER
                                                           -------------
                               INVOICE NET CHANGE:              0.00

    ••••••••••••••••••••••••••••••••••••••••••••••••••••••••••••••••••••••••••••••••••••••••••••••••••••••

                        INVOICE CHANGE/CANCEL DISTRIBUTION
    ACCOUNT NUMBER                  DEBITS         CREDITS
    555-20080-0000-000-00-00          0.00        2,125.00
    555-00500-0001-000-00-00      2,125.00            0.00
    555-20000-0000-000-00-00          0.00        1,346.99
    555-00500-0001-000-00-00      1,346.99            0.00
    555-20000-0000-000-00-00          0.00           32.75
    555-00500-0001-000-00-00         32.75            0.00
    555-20000-0000-000-00-00          0.00           93.85
    555-00500-0001-000-00-00         93.85            0.00
    555-20000-0000-000-00-00          0.00           82.50
    555-00500-0001-000-00-00         82.50            0.00
    555-20000-0000-000-00-00          0.00           75.25
    555-00500-0001-000-00-00         75.25            0.00
    555-20000-0000-000-00-00          0.00           72.50
    555-00500-0001-000-00-00         72.50            0.00
    555-20000-0000-000-00-00          0.00        1,805.00
    555-00500-0001-000-00-00      1,805.00            0.00
    555-20000-0000-000-00-00          0.00        3,250.00
    555-00500-0001-000-00-00      3,250.00            0.00

    205-00501-0001-000-00-00          0.00           23.00
    205-00500-0001-000-00-00         23.00            0.00
    205-00501-0002-000-00-00          0.00           35.00
    205-00500-0001-000-00-00         35.00            0.00


                                  8,941.84        8,941.84
```

Upon exiting the report, the system will confirm "**Is the report acceptable?**".

```
┌─────────────────────────────────────────┐
│              Confirm                      │
├─────────────────────────────────────────┤
│                                           │
│    IS  THE  REPORT  ACCEPTABLE  ?         │
│                                           │
│                                           │
│        ┌──────────┐    ┌──────────┐       │
│        │   Yes    │    │    No    │       │
│        └──────────┘    └──────────┘       │
│                                           │
└─────────────────────────────────────────┘
```
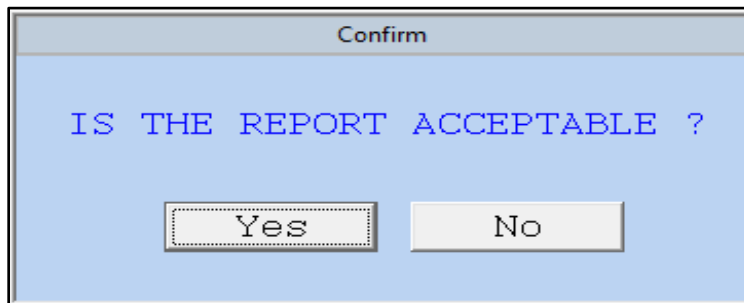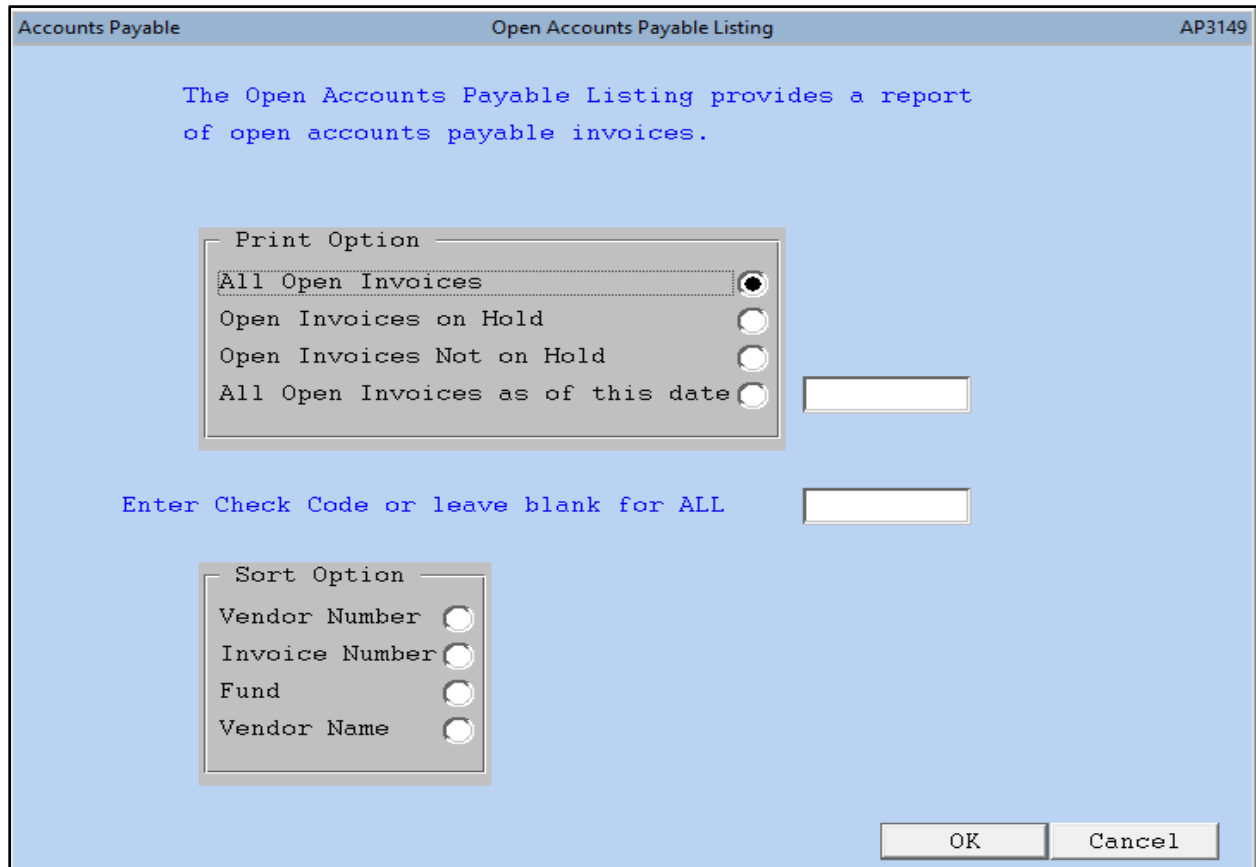
Review the report before answering 'Yes'. If you need to make additional changes and want those changes to appear on the same report, select **'No'** to make additional changes and re-run the report. If the report is acceptable select **'Yes'**.

VIII.   OPEN ACCOUNTS PAYABLE LISTING

Invoice Entry → **Open Accounts Payable Listing (AP3149)**

The Open Accounts Payable Listing provides a report of open accounts payable invoices. The listing can be printed in different data formats with different sorting options.

Print Option: Select one of the following options to print: *All Open Invoices, Open Invoices on Hold, Open Invoices Not on Hold* or *All Open Invoices as of this date*. If you select **'All Open Invoices as of this date'** enter the date in the blank space provided.

Enter Check Code or leave blank for ALL: Enter the check code if you wish to print each code separately; otherwise, leave blank for ALL check codes.

Sort Option: Select the way you would like the report to be sorted from the following options: *Vendor Number, Invoice Number, Fund* or *Vendor Name*.

A. Sample – Sort by Vendor Number

When the report is sorted by vendor number the total net invoice amounts by vendor are included as well as a grand total for all vendors. Also, the total number of invoices is included at the end of the report.

```
AP3149                                    ALL OPEN INVOICES          11:27:02 11 OCT 2019  Page 12
                                             BY VENDOR

  VENDOR ID    Invoice No..   Vendor Name.....................   Inv Date   ENT.DATE   Due Date   Extension...   Stflag

  **                                                                                              ------------
     000007                                                                                           1976.03

     000018      CHI-1-V6-201   Washington National Ins. Co      09/13/19   10/03/19   09/13/19        -30.34
                 9-18
  **                                                                                              ------------
     000018                                                                                            -30.34

                                                                                                 ============
                                                                                                   150899.93


     244 records listed.
```

B. Sample – Sort by Invoice Number

When the report is sorted by Invoice Number the vendor totals are not provided. A grand total of the net invoice amount and the total number of invoices are listed on the report.

```
AP3149                                    ALL OPEN INVOICES          11:33:12 11 OCT 2019  Page 1
                                             BY INVOICE

  Invoice No..   VENDOR ID    Vendor Name.....................   Inv Date   ENT.DATE   Due Date   Extension...   Stflag

  000040-1-101   000040       Valic                              12/31/18   08/29/19   12/31/18        400.00
  -2018-40
                                                                                                      300.00
  0101           000174       Keystone Information Systems       07/08/18   07/08/18   07/08/18         10.00   HC
  02-21-18.2     000013       Casey Web Rada What!               02/21/18   02/21/18   02/21/18        100.00   M
  02-21-18.3     000013       Casey Web Rada What!               02/21/18   02/21/18   02/21/18        200.00   M
  1002TEST       000004       Treas.of Virginia-vrs              10/02/19   10/02/19   10/02/19       1725.00
  1002TEST       000008       Aflac                              10/02/19   10/02/19   10/02/19       2990.00
  1002TEST       000012       KEYSTONE                           10/02/19   10/02/19   11/01/19       1000.00
  1002TEST       000174       Keystone Information Systems       10/02/19   10/02/19   11/01/19         29.90
  111            000012       KEYSTONE                           08/20/19   08/20/19   09/19/19        150.00   H
  12.07.2017     000174       Keystone Information Systems       12/08/17   12/07/17   01/06/18        100.00   M
  1212112        000012       KEYSTONE                           09/03/19   09/03/19   10/03/19       4920.00
  1222           000174       Keystone Information Systems       07/18/18   07/18/18   07/18/18          1.00   HC
  123445         000174       Keystone Information Systems       02/06/19   02/06/19   03/08/19         10.00
  123456         001924       Roann R Lasher Jr.                 10/09/18   10/09/18   10/09/18         10.00
  1234567        001924       Roann R Lasher Jr.                 10/09/18   10/09/18   10/09/18         10.00
                                                                                                      100.00
                                                                                                        1.00

  VRSP 1-1-V6-   000001       Treas. Of Virginia-vrs             09/13/19   10/03/19   09/13/19       -183.36
  2019-1
                                                                                                     -427.59

  VRSP 2-1-V1-   000001       Treas. Of Virginia-vrs             12/31/17   07/24/18   12/31/17       -172.78
  2018
                                                                                                     -402.93
                                                                                                 ============
                                                                                                   150899.93


     244 records listed.
```

C.   Sample – Sort by Fund

When the report is sorted by Fund the vendor totals are not provided. A total by fund, a grand total of the net invoice amounts, and the total number of invoices are listed on the report.

```
AP3149                              ALL OPEN INVOICES              15:04:35 14 OCT 2019  Page 31
                                         BY FUND

Fund    AP KEY........   Vendor Name.....................  Inv Date   ENT.DATE   Due Date   Extension...   Stflag

        **                                                                                 ------------
 555    000174*M101_166                                                                          200.00
        53

 555    000542*17-09-22  A Better System                  09/22/17   09/22/17   09/22/17      -199.99
        -CM-A
        **                                                                                 ------------
 555    000542*17-09-22                                                                        -199.99
        -CM-A

**                                                                                         ------------
 555                                                                                         18355.55

 556    002293*TEST1     Joann X Test                      05/03/19   05/03/19   05/03/19       100.00
        **                                                                                 ------------
 556    002293*TEST1                                                                            100.00

**                                                                                         ------------
 556                                                                                            100.00

                                                                                           ============
                                                                                             151169.93
```

D.   Sample – Sort by Vendor Name
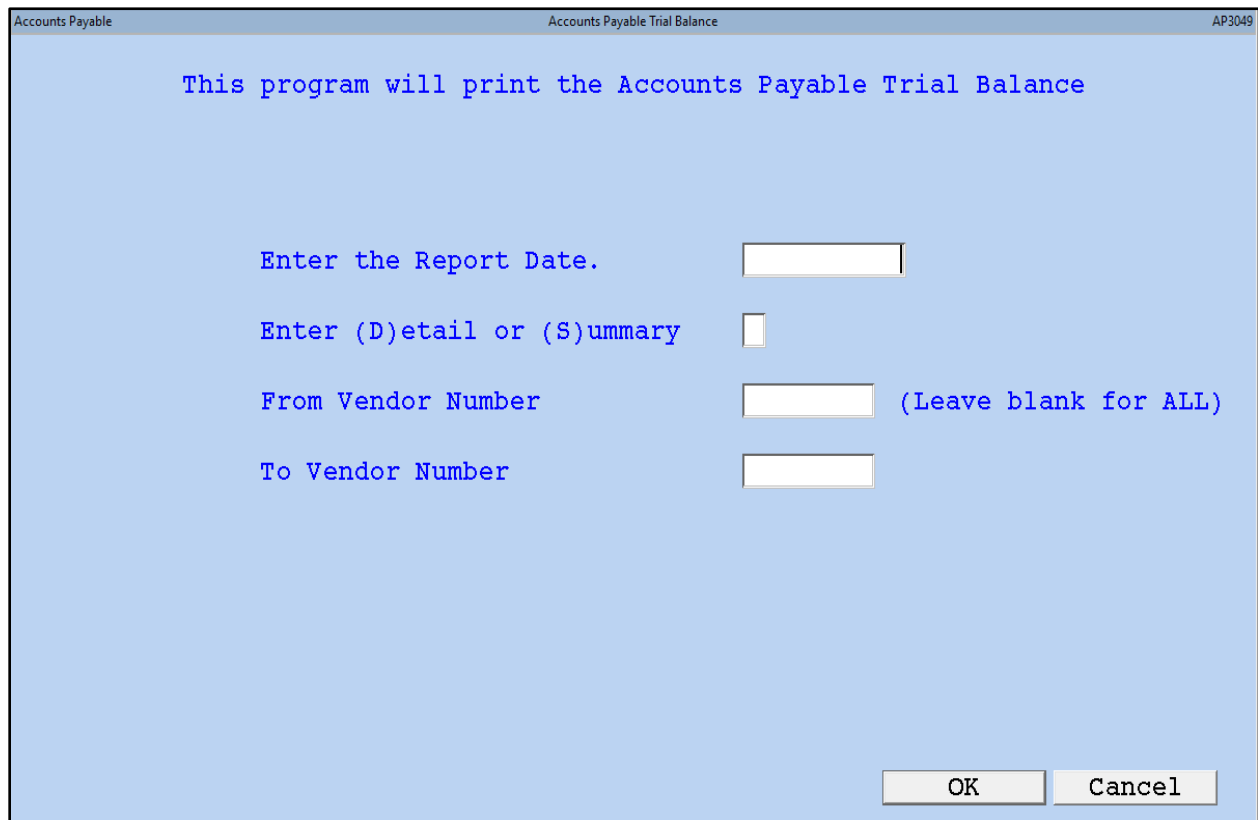
When the report is sorted by Vendor Name the total net invoice amounts by vendor are included as well as a grand total for all vendors. Also, the total number of invoices is included at the end of the report.

```
AP3149                              OPEN INVOICES ON HOLD          13:16:18 28 MAY 2020  Page 2
                                       BY VENDOR NAME

VENDOR ID   Invoice No..   Vendor Name.....................  Inv Date   ENT.DATE   Due Date   Extension...   Stflag

  000174                                                                                       10022.27

  002264    4372           Light Works Planet Earth Inc      10/06/17   04/04/18   10/06/17       100.00   HI
**                                                                                          ------------
  002264                                                                                          100.00

  002276    4497           Paas Vendor                       04/04/18   04/04/18   04/04/18      9600.00   HI
**                                                                                          ------------
  002276                                                                                         9600.00

                                                                                            ============
                                                                                              23292.96

30 records listed.
```

IX. ACCOUNTS PAYABLE TRIAL BALANCE

Invoice Entry → **Accounts Payable Trial Balance (AP3049)**

The Accounts Payable Trial Balance provides a hard copy record of open accounts payable invoices in an aged format. The listing can be printed in either a summary or detail format. Additionally, the report may be printed for either a single vendor, a range of vendors, or all vendors.

Accounts Payable	Accounts Payable Trial Balance	AP3049

This program will print the Accounts Payable Trial Balance

Enter the Report Date.   [   ]

Enter (D)etail or (S)ummary   [ ]

From Vendor Number   [   ]   (Leave blank for ALL)

To Vendor Number   [   ]

[OK]   [Cancel]

Enter the Report Date.: This field will auto-populate. This date will need to be changed if you are preparing for month-end. This will provide you with the detail support for the general ledger balances for accounts payable.

Enter (D)etail or (S)ummary: Select if you want the report to be detailed or just a summary.

From Vendor Number: Enter the starting number for the vendors you would like to view. Leave blank for all vendors or if you only want a single vendor enter the number in the **'From'** and the **'To'** field.

To Vendor Number: Enter the last number for the vendors you would like to view.

Keystone Information Systems, Inc.   **26**

A.   Sample – Detail Accounts Payable Trial Balance

```
                                      Keystone County
AP3050                      A/P OPEN TRIAL BALANCE AS OF 10/14/19           15:57:56 14 OCT 2019    PAGE 8


VENDOR VENDOR NAME                    INVOICE #          INV DATE    CURRENT   > 30 DAYS   > 60 DAYS   > 90 DAYS      TOTAL   ST
------ ----------------------------   ------------------ --------  ---------- ----------- ----------- ----------- ---------- ---

000004 Treas.of Virginia-vrs          1002TEST           10/02/19    1725.00                                         1725.00
                                      GNP 2-1-V6-2019-4  09/13/19                 -18.83                              -18.83
                                                                   ----------- ----------- ----------- ----------- -----------
              TOTAL FOR Treas.of Virginia-vrs                        1725.00     -18.83        0.00        0.00      1706.17

000032 Treasurer,dea                  DEAT-1-6-2017      03/31/17                                         44.00        44.00
                                                                   ----------- ----------- ----------- ----------- -----------
              TOTAL FOR Treasurer,dea                                   0.00       0.00        0.00       44.00        44.00

000040 Valic                          000040-1-101-2018-40 12/31/18                                     700.00       700.00
                                      457B-1-12-2017     10/06/17                                         35.00        35.00
                                      457B-1-6-2017      03/31/17                                         35.00        35.00
                                      457B-1-S1-2018     04/15/18                                         35.00        35.00 HI
                                                                   ----------- ----------- ----------- ----------- -----------
              TOTAL FOR Valic                                           0.00       0.00        0.00      805.00       805.00

000007 Virginia Dept Of Taxation      STAT-1-13-2017     11/03/17                                       243.33       243.33
                                      STAT-1-1A-2017     01/11/17                                       243.33       243.33
                                      STAT-1-3-2019-7    08/15/19                 363.00                              363.00
                                      STAT-1-5-2019-7    09/15/19     375.00                                          375.00
                                      STAT-1-6-2017      03/31/17                                       457.57       457.57
                                      STAT-1-6-2019-7    09/30/19     571.00                                          571.00
                                      STAT-1-M1-2017     03/15/17                                         99.58        99.58
                                      STAT-1-R1-2017     01/05/17                                       243.33       243.33
                                      STAT-1-S1-2018     04/15/18                                       114.33       114.33 HI
                                      STAT-1-S883-2018   06/28/18                                         25.38        25.38
                                      STAT-1-V1-2017     01/05/17                                      -156.06      -156.06
                                      STAT-1-V1-2018     12/31/17                                      -149.43      -149.43
                                      STAT-1-V6-2019-7   09/13/19                -211.00                             -211.00
                                      STAT-2-V1-2017     01/05/17                                      -243.33      -243.33
                                                                   ----------- ----------- ----------- ----------- -----------
              TOTAL FOR Virginia Dept Of Taxation                     946.00     152.00        0.00      878.03      1976.03

000018 Washington National Ins. Co    CHI-1-V6-2019-18   09/13/19                 -30.34                              -30.34
                                                                   ----------- ----------- ----------- ----------- -----------
              TOTAL FOR Washington National Ins. Co                     0.00     -30.34        0.00        0.00       -30.34

                                                                   ----------- ----------- ----------- ----------- -----------
                          TOTAL                                     10673.79   11184.52        0.00   180312.02    202170.33
              TOTAL VENDORS   :     41
              TOTAL INVOICES  :    247
```
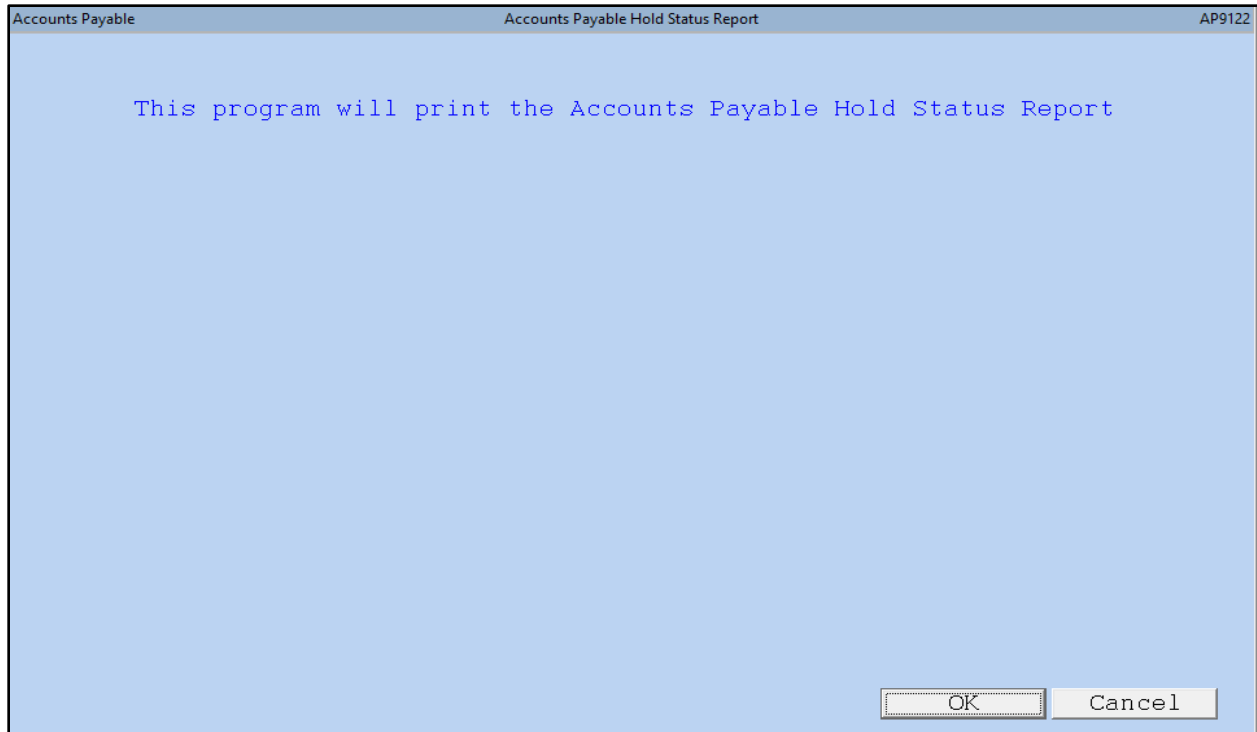
B.   Sample – Summary Accounts Payable Trial Balance

```
                                 Keystone County
AP3050                   A/P OPEN TRIAL BALANCE AS OF 10/14/19           16:04:27 14 OCT 2019   PAGE 2

VENDOR #   VENDOR NAME                    #INV     CURRENT   OVER 30 DAYS   OVER 60 DAYS   OVER 90 DAYS     BALANCE CK CD
--------   ------------------------------ ----  ------------ ------------  ------------   ------------  ------------ -----
000174     Keystone Information Systems     26        29.90        161.00          0.00       21653.36     21844.26 MULTY

002229     Kurt Schuehler,  Llc             1         0.00          0.00          0.00          23.99        23.99 101

002264     Light Works Planet Earth Inc     1         0.00          0.00          0.00         100.00       100.00 AP

001096     Mid Atlantic Trust Company       2         0.00        -50.00          0.00         -30.00       -80.00 PR

000026     Minnesota Life                   3         0.00          0.00          0.00          52.62        52.62 PR

000029     National Teachers Assoc.         1         0.00        -41.85          0.00           0.00       -41.85 PR

001924     Roann R Lasher Jr.               2         0.00          0.00          0.00         200.00       200.00 101

002147     Springleaf Financial Services    1         0.00          1.00          0.00           0.00         1.00 PR

000001     Treas. Of Virginia-vrs          25         0.00        477.96          0.00       23628.17     24106.13 PR

000006     Treas. Of Virginia-vrs           4         0.00        -40.71          0.00         264.92       224.21 PR

000002     Treas.of Virginia-vrs            5         0.00        -43.64          0.00         196.62       152.98 PR

000003     Treas.of Virginia-vrs            1         0.00       -260.64          0.00           0.00      -260.64 PR

000004     Treas.of Virginia-vrs            2      1725.00        -18.83          0.00           0.00      1706.17 MULTY

000032     Treasurer,dea                    1         0.00          0.00          0.00          44.00        44.00 PR

000040     Valic                            4         0.00          0.00          0.00         805.00       805.00 PR

000007     Virginia Dept Of Taxation       14       946.00        152.00          0.00         878.03      1976.03 PR

000018     Washington National Ins. Co      1         0.00        -30.34          0.00           0.00       -30.34 PR

                                               ------------ ------------  ------------   ------------  ------------
           TOTAL                                   10673.79      11184.52          0.00      180312.02    202170.33
              TOTAL VENDORS   :     41
              TOTAL INVOICES  :    247
```

X.   ACCOUNTS PAYABLE HOLD STATUS REPORT

Invoice Entry → **Accounts Payable Hold Status Report (AP9122)**

The Accounts Payable Hold Status Report provides a hard copy record of open accounts payable hold status in a "by location" format. Each invoice on hold is listed by detail line together with the hold status for each line item.
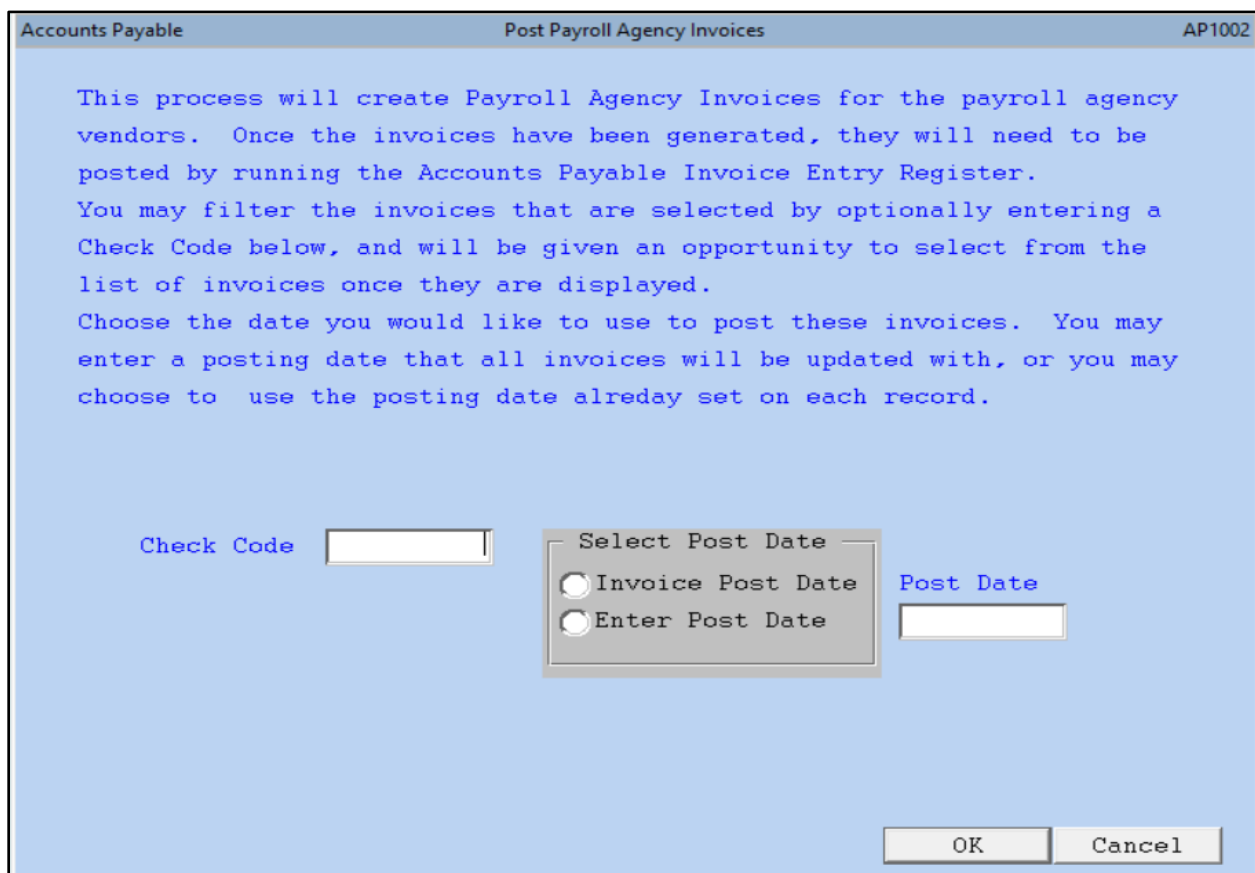
```
Accounts Payable                          Accounts Payable Hold Status Report                         AP9122



        This program will print the Accounts Payable Hold Status Report















                                                          OK          Cancel
```

```
16:19:48 14 OCT 2019                    Keystone County          Page 3
                                  ACCOUNTS PAYABLE STATUS REPORT


                                     FOR BUILDING 101


Vendor............. Invoice No.. ST ST. P/O No... QTY.. Description........ Extension... Budget#............... Avail..........

000174 - Keystone In 9966        HC I    1836    1 test                11.00 205-61320-6012-202-00-0          -41.25
formation Systems                                                            00

001999 - Health Serv HSAEEF-1-M2- HI Ok          1 Agency Checks       30.00 205-00501-0001-000-00-0
ices Administration  2018                                                    00

002024 - American Fi AF-1-S1-2018 HI Ok          1 Agency Checks      999.99 205-00501-0001-000-00-0
delity                                                                       00

002231 - Electric By 3391        HI Ok           1 Refund              20.00 100-12030-0001-00-02-00
J & J Llc
```

XI. POST PAYROLL AGENCY INVOICES

Invoice Entry → Inquiry Menu → **Post Payroll Agency Invoices (AP1002)**

This process will create Payroll Agency Invoices for the payroll agency vendors. The system will take a file that has been created within the Payroll Module and posts the Payroll Agency checks to Accounts Payables on the Financials side. Once the invoices have been generated, they will need to be posted by running the **Invoice Entry Register (AP9119)** *(Invoice Entry).*

> *Note: Once the invoices are posted to Financials, they cannot be viewed or modified in KEMS.*

```
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    [            ]     ┌─ Select Post Date ─┐    Post Date
                                            │ ◯ Invoice Post Date │
                                            │ ◯ Enter Post Date   │   [          ]
                                            └─────────────────────┘




                                                        [  OK  ]   [ Cancel ]
```

Check Code: Enter or use the **Look Up** icon to view a list of check codes. You can select a check code to filter the invoices.

Select Post Date: Select to use the **'Invoice Post Date'** or select to **'Enter Post Date'** your own postdate.

Post Date: If you selected to **'Enter Post Date'**, enter the post date you would like to use here.

The system will display a warning message if you have insufficient funds when processing the invoices.
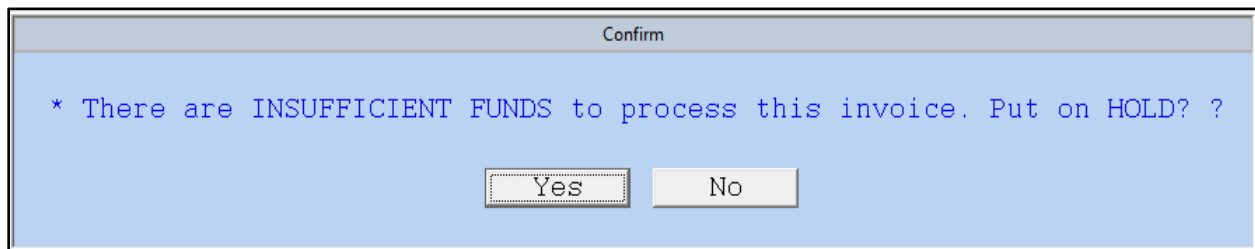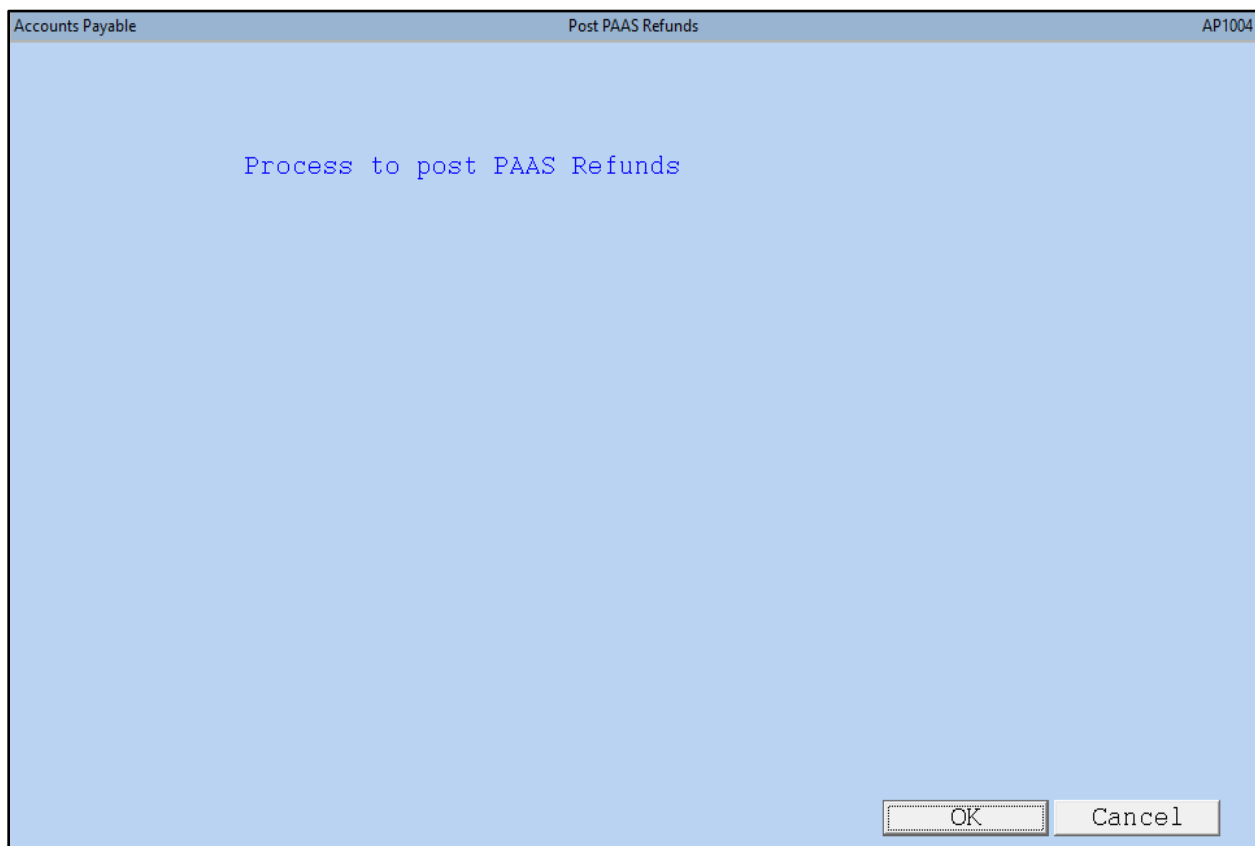

Select **'Yes'** to process with the process and place the insufficient fund invoice on hold on the Payroll side. Select **'No'** to complete the process and place the insufficient fund invoices on hold on the financials side.

XII.   POST PAAS REFUNDS

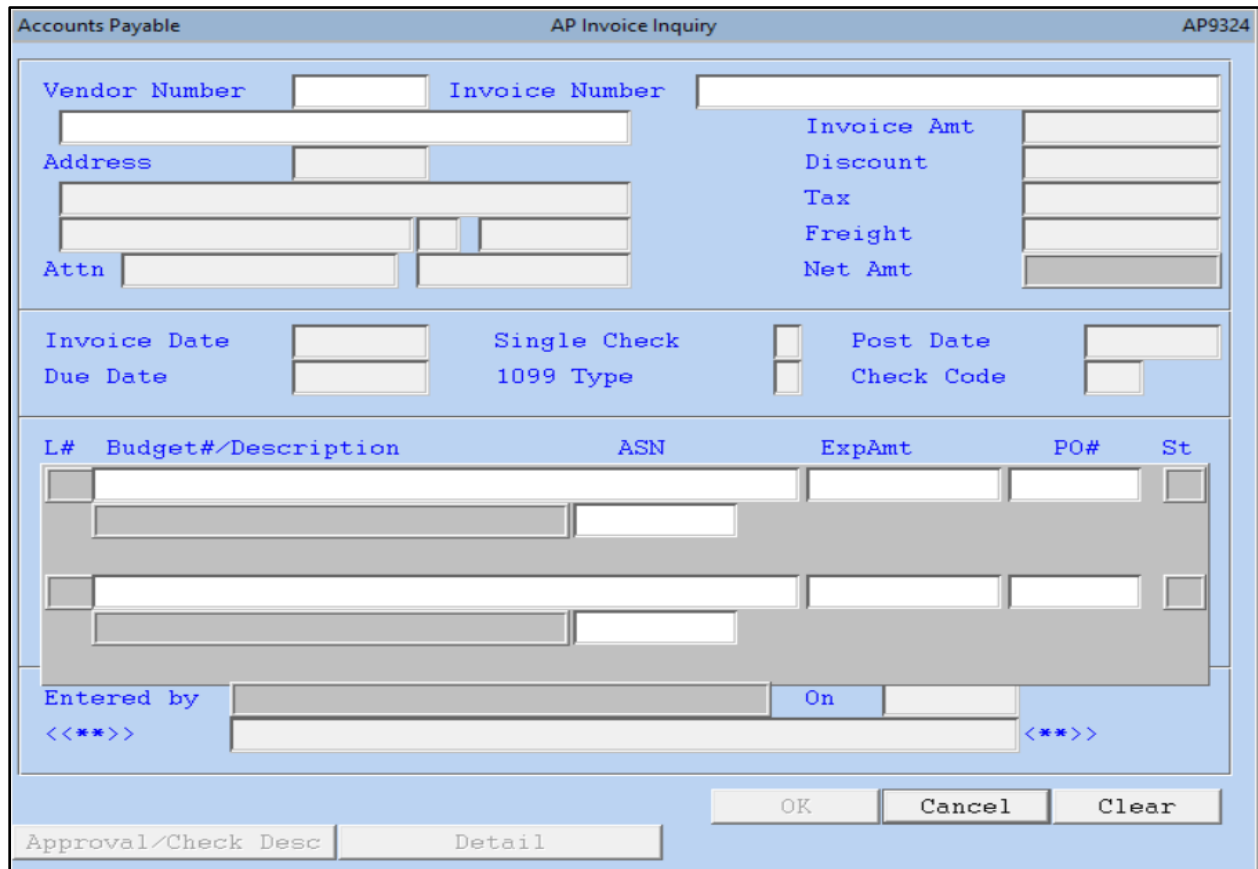Invoice Entry → Inquiry Menu → **Post PAAS Refunds (AP1004)**

This process will post PAAS Refunds.

XIII. A/P INVOICE INQUIRY

Invoice Entry → Inquiry Menu → **A/P Invoice Inquiry (AP9324)**

This process allows you to only view invoices, you cannot make any changes on this screen.

Vendor Number: Enter the vendor number or use the **Look Up** icon.

Address: This field contains the service street address *(Example: 229 Brixton Road)*.

Attn: This field displays the intended recipient for the invoice.

Invoice Number: Enter the invoice number or use the **Lookup (F8)** icon to view a list of invoices for this vendor. The system will auto-fill the information about the invoice selected.

Invoice Amt: This field displays the total amount of the invoice.

Discount: This field displays the discount amount that was applied to the line item.

Tax: This field displays the sales tax applied to the line item.

Freight: This field displays the freight amount that was applied to the line item.

Net Amt: This field displays the total amount of the invoice before anything is deducted.

Invoice Date: This field displays the date of the invoice.

Due Date: This field displays the date that the invoice is due to be paid.

Single Check: This field is display only. If this payment needs to be cut on a separate check, this box will be checked. If it is to be included with other invoices on a check, this box will be blank.

1099 Type: This field displays the 1099 type for this invoice.

Post Date: This field cannot be changed if the invoice has been posted. You would need to cancel the invoice and reenter.

Check Code: This field displays the check code for the checking account where the fund will be drawn.

L#: This field displays the line number.

Budget#/Description: This field will display the budget number and budget account description.

ExpAmt: This field displays the amount that is expensed from the budget account entered.

PO#: This field displays the purchase order number if there is one associated with the line item.

St: This field displays the status of the line item *(OK – it will release, I – insufficient funds, R – held for non – receipt of goods)*.

Entered by: This field displays the name of the person who entered the information.

On: This field displays the date the information was entered on.

<<>>:** This field displays the current status of the invoice as a whole, prior to reviewing the release status *(C – Cancel Payment Release, H – Hold, HC - Hold created from a voided check, HI – Hold for insufficient funds, HM – Hold for multiple reasons, HR – Hold for items not received, HV – Vendor Hold, P – Payment Release, R – Remove Hold or VC – Voided Check/Invoice Cancelled)*.