



# Process Documentation

*Department:*

Customer Support

*Last Updated:*

3/17/2026 9:09 AM

## NAME OF PROCESS

## Managing an A/P Invoice [Roleplay]

## Use Case / Objectives

This guide will help you through how to enter header information for an A/P invoices batch, voucher invoices from your vendors and make updates if necessary.

Click one of the links below to go directly to the specific steps:

- [Enter an A/P Invoice](#)
- [Edit an A/P Invoice](#)
- [Delete an A/P Invoice](#)
- [Accepting Partial Payment of an Invoice](#)

## Configuration, Training, and Reporting

This document assumes you know how to perform basic Search functionality to find information in the system (i.e., F4 search). The steps for this are not included within this document.

**Field definitions for applicable tasks are available in the Reference Glossary. To view these definitions either click on the screen name in the task or scroll to the end of the documentation to view the Glossary.**

Menu options to access:

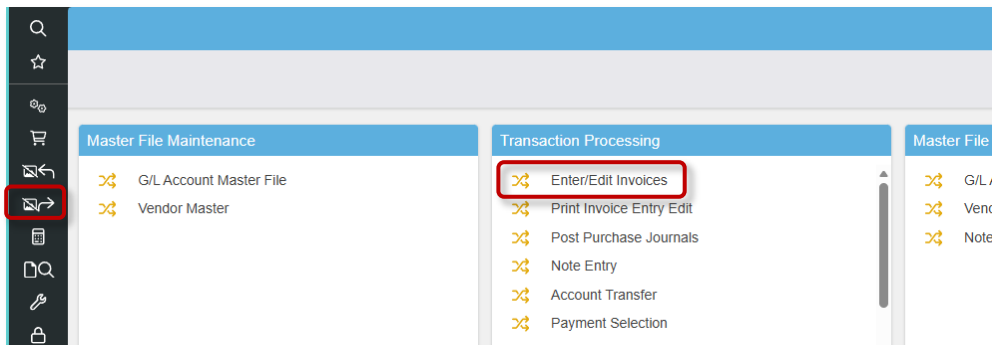
Accounts Payable => Transaction Processing => Enter/Edit Invoices

Accounts Payable => Transaction Processing => Payment Selection

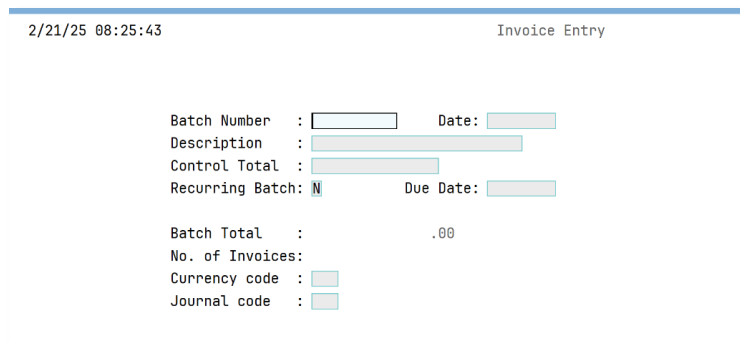
## Enter an A/P Invoice

### Process Steps

1. Log into the [Roleplay Environment](#) using your credentials.
2. Click on the **Accounts Payable** menu option on the left side of your screen.
3. In the **Transaction Processing** section, click on the **Enter/Edit Invoices** option.



- a. The Invoice Entry - Launch screen opens.

A screenshot of the Invoice Entry launch screen. The screen displays the following fields and values:  
2/21/25 08:25:43 Invoice Entry  
Batch Number :  Date:   
Description :   
Control Total :   
Recurring Batch: N Due Date:   
Batch Total : .00  
No. of Invoices:  
Currency code :   
Journal code : 

4. Type in the **Batch Number** field or with the cursor in the **Batch Number** field, press F6 on your keyboard or click on **F06 Auto-Assign Number** in the **Display Functions** menu to have the system automatically generate a batch number for you. **NOTE:** Control record **NXTAPB** must be set to **Y** to manually enter a **Batch Number**.
5. Press Enter.
  - a. The **Batch Number** field populates with either the number entered or the system-generated number.
  - b. The **Date** field populates with the current date.
  - c. The **Currency code** field populates with the system default of **USD**.

2/18/26 11:09:20 Invoice Entry

Batch Number : 02182026 Date: 2/18/26

Description : \_\_\_\_\_

Control Total : \_\_\_\_\_

Recurring Batch:  N Due Date: \_\_\_\_\_

Batch Total : .00

No. of Invoices: \_\_\_\_\_

Currency code : USD

Journal code : \_\_\_\_\_

6. In the *Description* field, type a short, referenceable description for the new batch.
7. In the *Control Total* field, type the total of all invoices in the batch.
8. If this is a recurring batch, change the value in the *Recurring Batch* field to Y. **NOTE:** If you enter Y, you will need to enter how many times you want the invoice(s) to recur.
9. If all invoices have the same due date, type in the *Due Date* field; otherwise, leave the field blank.
10. Type in the *Journal Code* field or press F4 to search for the desired code.

2/18/26 11:19:18 Invoice Entry

Batch Number : 02182026 Date: 2/18/26

Description : ARTICLE TEST BATCH

Control Total : 1000.00

Recurring Batch:  N Due Date: 3/15/26

Batch Total : .00

No. of Invoices: \_\_\_\_\_

Currency code : USD

Journal code : APV

11. After verifying the information entered, press Enter to continue.
  - a. The **Invoice Entry - Details** screen opens.

2/18/26 11:20:43 Invoice Entry

Assignee No. : \_\_\_\_\_ Name: \_\_\_\_\_

Vendor No. : \_\_\_\_\_ Name: \_\_\_\_\_

Invoice Number: \_\_\_\_\_ Currency: USD

Invoice Amount: \_\_\_\_\_ Frght : \_\_\_\_\_ Tax : \_\_\_\_\_

P.O. Number : \_\_\_\_\_ Receiver #: \_\_\_\_\_

P.O. Reference: \_\_\_\_\_ Account: \_\_\_\_\_

Sequence No. : \_\_\_\_\_ Invoice code: \_\_\_\_\_

Type (I/C/N/D):  I Delete Seq.#: \_\_\_\_\_

Payment Method:

Mult. Invoices:  N (Y/N)

Name : \_\_\_\_\_

Address : \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Batch Total : .00 # of Invoices: \_\_\_\_\_

Control Total: 1,000.00

12. Type in the required fields and any additional fields desired. **NOTE:** As you enter through the fields, a message will display at the bottom of the screen denoting required fields.

2/18/26 11:24:38 Invoice Entry

Assignee No. :  Name:

Vendor No. :  Name: ALVEY'S SIGN INC

Invoice Number:  Currency: USD

Invoice Amount:  Frght :  Tax :

P.O. Number :  Receiver #:

P.O. Reference:  Account:

Sequence No. :  Invoice code:

Type (I/C/N/D):  Delete Seq.#:

Payment Method:  CHECK

Mult. Invoices:  (Y/N)

Name :

Address :

City/State/Zip:

Batch Total : .00 # of Invoices:

Control Total: 1,000.00

13. Press Enter to continue.
- a. The Invoice Entry - G/L Distribution screen opens.

2/18/26 11:26:14 Invoice Entry

Recurring Qty: Posted: Mult. Invoices: N

1099 Income :  (Y/N) Prepaid Code :  (Y/N) Due Date

Check Number :  Check date :

Disc. Percent:  Disc. Date :  Halt Code:

Invoice Date :

Invoice Desc.:  Employee: RM0001DA

Batch number.: 02182026 Close batch:  (Y/N) Date : 2/18/26

AP Reference number:

Type option, press Enter.

2=Cost update 8=Detail Description

----- Disbursements -----

Account Number	Amount	D/C	Description	Equip#	Type	I	Tax Cd
<input type="text" value="1271000000000000"/>	<input type="text" value="1000.00"/>	<input type="text" value="D"/>	OFFICE SUPPLIES	<input type="text"/>	<input type="text"/>	<input type="text" value="Y"/>	<input type="text"/>
<input type="text" value="1245000100000000"/>	<input type="text"/>	<input type="text" value="D"/>	PARTS	<input type="text"/>	<input type="text"/>	<input type="text" value="Y"/>	<input type="text"/>
<input type="text" value="9999999999999999"/>	<input type="text"/>	<input type="text" value="D"/>	SHOWING AS INVALID	<input type="text"/>	<input type="text"/>	<input type="text" value="Y"/>	<input type="text"/>
<input type="text" value="10000001000500"/>	<input type="text"/>	<input type="text" value="D"/>	RNI-QUASI A/P - DMO	<input type="text"/>	<input type="text"/>	<input type="text" value="Y"/>	<input type="text"/>
<input type="text" value="1300000000000000"/>	<input type="text"/>	<input type="text" value="D"/>	RENTAL EQUIPMENT	<input type="text"/>	<input type="text"/>	<input type="text" value="Y"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text" value="Y"/>	<input type="text"/>
21200000001000	1000.00	A/P Account	----- Messages -----				

+

14. Verify data displayed and type in any additional information desired.
15. if necessary, press F11 on your keyboard or click F11 Discounts in the Display Functions menu so the Disc and Analysis code fields display.

2/18/26 11:26:14 Invoice Entry Sys: DEMO V12 Cmp: RM Loc: L6B

Recurring Qty: Posted: Mult. Invoices: N  
 1099 Income: (Y/N) Prepaid Code: N (Y/N) Due Date  
 Check Number: Check date: Disc. Percent: 1.00 Disc. Date: 2/23/26 Halt Code:  
 Invoice Date: 2/18/26 Invoice Desc.: Employee: RH0001DA  
 Batch number.: 02182026 Close batch: (Y/N) Date: 2/18/26  
 AP Reference number:

Type option, press Enter.  
 2=Cost update 8=Detail Description  
 ----- Disbursements -----

Account Number	Amount	D/C	Description	Equip#	Type	I	Tax Cd
12710000000000	1000.00	N	OFFICE SUPPLIES		W		
Disc: 4850003000100	10.00						
Analysis code 1:	2:	3:	4:	5:	6:		
12450001000000			PARTS		W		
Disc: 4850003000100							
Analysis code 1:	2:	3:	4:	5:	6:		
2120000001000	1000.00	A/P	Account				

Messages

Display

F03 Exit

F04 Search

F09 Deposits

F11 Discounts

F12 Previous

16. In the *Disc* field, if desired, type in a discount value in the field or press F4 to open the **G/L Account Number Look-Up** pop-up window and select an option by typing 1 in the *O* field next to the desired *Account Description* and pressing Enter; otherwise, leave blank.

G/L Account Number Look-Up

Opt: 1=Select Filter

O	Account description	Account #
<input type="checkbox"/>	CASH ACCOUNT WHATEVER I WANT-	10-0000-0000-01
<input type="checkbox"/>	CASH ON HAND	1000-0000-0000-00
<input type="checkbox"/>	CASH ACCOUNT BOFA EXTRA STUFF	1000-0000-0444-00
<input type="checkbox"/>	CASH ACCOUNT WELLS FARGO	1000-0000-0445-00
<input type="checkbox"/>	CASH ACCOUNT - CANDIAN BANK	1000-0000-0446-00
<input type="checkbox"/>	RNI-QUASI A/P - DMO	1000-0001-0005-00
<input type="checkbox"/>	CASH ACCOUNT WELLS FARGO	1000-0001-0445-00
<input type="checkbox"/>	CASH ACCOUNT 2	1000-0002-0000-00
<input type="checkbox"/>	QUASI AP.	1000-0002-0005-00

More...

17. In the *Analysis code* field, type in the desired value or press F4 to open the **G/L Analysis Code Search** pop-up window and select an option by typing 1 in the *O* field next to the desired *Description* and pressing Enter.

G/L Analysis Code Search

1=Select

O	Code	Description
<input type="checkbox"/>	1000	<35HP GASOLINE
<input type="checkbox"/>	116105	CUSTOMER 2237 COSTCO JOB # 116

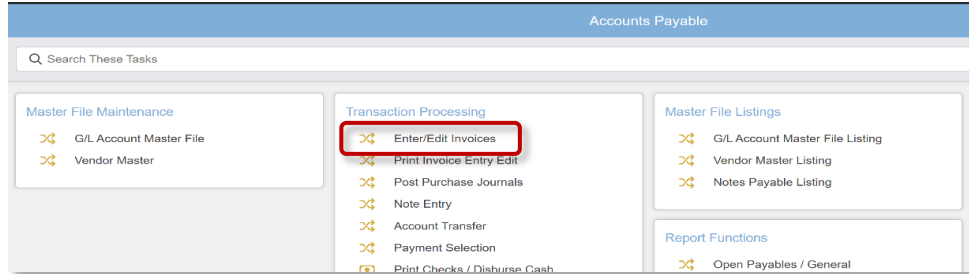
18. Review the information and press Enter twice to write the invoice.

- a. The **Invoice Entry - G/L Distribution** screen closes and the **Invoice Entry - Details** screen displays. You can either enter additional invoices by following the steps above or press F3 to return to the **Accounts Payable** menu screen.

## Edit an A/P Invoice

### Process Steps

1. On the **Accounts Payable** screen, click on the **Enter/Edit Invoices** option in the **Transaction Processing** section.



- a. The **Invoice Entry - Launch** screen opens.

The 'Invoice Entry' screen displays the following fields:

- Batch Number :
- Date:
- Description :
- Control Total :
- Recurring Batch:  Due Date:
- Batch Total : .00
- No. of Invoices:
- Currency code :
- Journal code :

2. If you know the **Batch Number** you would like to edit, type in field; otherwise press F4 in the field to search.
  - a. Either the value displays as entered in the **Batch Number** field or the **AP Batch Look Up** screen opens. **NOTE:** If you receive the message “Batch number exists for a different company/location XX/XXX,” you will need to change your location to the one within which your invoice was created.

The 'AP Batch Look Up' screen shows a table of batch entries. A 'Created by:' field is highlighted with a red box. The table data is as follows:

0	Batch #	T	Description	Date	Control Total	Batch Total
<input type="checkbox"/>	0000061904	N	VOID CHECK FOR VIDEO DEMO	12/10/24	137.49	
<input type="checkbox"/>	0000061905	N	VOID CHECK VIDEO DEMO	12/10/24	500.00	
<input type="checkbox"/>	0000061907	N	TEST	12/10/24	150.00	
<input type="checkbox"/>	0000061908	N	TEST	12/10/24	2,000.00	
<input type="checkbox"/>	0000061909	N	TEST	12/10/24	2,000.00	
<input type="checkbox"/>	0000061913	N	TEST	12/11/24	150.00	
<input type="checkbox"/>	0000061978	N	VIDEO TEST BATCH	10/29/25	1,300.00	
<input type="checkbox"/>	0000061985	Y	ARTICLE TEST ONLY	12/12/25	1,400.00	1,400.00
<input type="checkbox"/>	0000061992	Y	VIDEO TEST ONLY	12/18/25	500.00	500.00
<input type="checkbox"/>	0000062009	N	VIDEO TEST 1	12/16/25	500.00	500.00
<input type="checkbox"/>	0000062033	N	MULTIPLE POS	2/13/26	2,000.00	2,000.00
<input type="checkbox"/>	02182026	N	ARTICLE TEST BATCH	2/18/26	1,000.00	1,000.00
<input type="checkbox"/>	1125251	Y	168 VENDOR LOAN	12/25/25	291.67	291.67

- b. Find the desired batch in the list, type 1 in the **O** field next to the desired batch and press Enter. **NOTE:** To condense the list, you can type in your **USERID** in the *Created by* field and press Enter.
  - i. The **Invoice Entry - Details** screen opens.

2/18/26 11:45:08 Invoice Entry

Assignee No. :  Name:   
 Vendor No. :  Name:   
 Invoice Number:  Currency: USD  
 Invoice Amount:  Frght :  Tax :   
 P.O. Number :  Receiver #:   
 P.O. Reference:  Account:   
 Sequence No. :  Invoice code:   
 Type (I/C/N/D):  Delete Seq.#:   
 Payment Method:   
 Mult. Invoices:  (Y/N)

Name :   
 Address :   
 City/State/Zip:

Batch Total : 1,000.00 # of Invoices: 1  
 Control Total: 1,000.00

- 3. Press F7 on your keyboard or click on F7 Invoice Selection in the **Display Functions** menu to open the **Invoice Entry - Invoice Selection** screen.

2/18/26 11:46:12 Invoice Entry - Batch: 02182026 Sys: DEMO V12  
 Cmp: RM Loc: L6B

1/X=Select

<input type="checkbox"/>	Vendor #	Vendor Name	Invoice Number	Description	Inv.Date	Gross Amount	Employee	Date
<input checked="" type="checkbox"/>	147	ALVEY'S SIGN INC	21826-1	ALVEY'S SIGN INC;21826-1	2/18/26	1,000.00	RM0001DA	2/18/26

- 4. Type 1 or X in the **O** field next to the invoice you would like to work with and press Enter.
  - a. The **Invoice Entry - Details** screen opens displaying the details for the selected invoice.

2/18/26 11:47:51 Invoice Entry

Assignee No. :  Name:   
 Vendor No. : 147 Name: ALVEY'S SIGN INC  
 Invoice Number: 21826-1 Currency: USD  
 Invoice Amount: 1000.00 Frght :  Tax :   
 P.O. Number :  Receiver #:   
 P.O. Reference:  Account:   
 Sequence No. : 2289 Invoice code:   
 Type (I/C/N/D): I Delete Seq.#:   
 Payment Method:  CHECK  
 Mult. Invoices:  (Y/N)

Name : ALVEY'S SIGN INC  
 Address : 13100 HWY 57 NORTH  
 City/State/Zip: EVANSVILLE IN 47725

Batch Total : 1,000.00 # of Invoices: 1  
 Control Total: 1,000.00

5. Make any necessary changes and press Enter twice to continue.
  - a. The Invoice Entry - G/L Distribution screen opens.

3/12/25 09:08:24 Invoice Entry

Recurring Qty:      Posted:      Mult. Invoices: N  
 1099 Income :      (Y/N)      Prepaid Code : N (Y/N) Due Date 5/01/25  
 Check Number :      Check date :        
 Disc. Percent:      Disc. Date :      Halt Code:        
 Invoice Date : 3/12/25 9:08:39  
 Invoice Desc.: Jefferson Uniforms;8675      Employee: RM00010A  
 Batch number.: 0000061936 Close batch: N (Y/N) Date : 3/12/25  
 AP Reference number:        
 Type option, press Enter.  
 2=Cost update 8=Detail Description

----- Disbursements -----						
Account Number	Amount	D/C Description	Equip#	Type	I	Tax Cd
10000001044500	550.00	D CASH			Y	
					Y	
					Y	
					Y	
					Y	
					Y	
21200000001000	225.00	A/P Account				

----- Messages -----  
 +

Distribution amount does not equal A/P account amount. Dst amt is 550.00.

6. Update the disbursement amount(s) and press Enter.
 

**NOTE:** The Disbursement amount(s) must equal the A/P account amount(s), or you will receive an error at the bottom of the screen (shown in the screenshot above); you must correct this prior to continuing. If there are multiple invoices on the batch you can update them if necessary.
7. Press Enter again to confirm once you have resolved any errors.
  - a. Updates will save as entered and the Invoice Entry - Invoice Selection screen displays.
8. Press F3 to return to the Accounts Payable menu screen.

## Delete an A/P Invoice

### Process Steps

1. On the **Accounts Payable** screen, click on the **Enter/Edit Invoices** option in the **Transaction Processing** section to open the **Invoice Entry - Launch** screen.

2/18/26 11:38:53 Invoice Entry

Batch Number :  Date:

Description :

Control Total :

Recurring Batch:  Due Date:

Batch Total : .00

No. of Invoices:

Currency code :

Journal code :

2. Type in the **Batch Number** field or press F4 to search.
3. Press Enter.
  - a. The **Invoice Entry - Details** screen opens. **NOTE:** If you receive the message “Batch number exists for a different company/location XX/XXX,” you will need to change your location to the one within which your invoice was created.

2/20/26 08:38:23 Invoice Entry

Assignee No. :  Name:

Vendor No. :  Name:

Invoice Number:  Currency: USD

Invoice Amount:  Frght :  Tax :

P.O. Number :  Receiver #:

P.O. Reference:  Account:

Sequence No. :  Invoice code:

Type (I/C/N/D):  Delete Seq.#:

Payment Method:

Mult. Invoices:  (Y/N)

Name :

Address :

City/State/Zip:

Batch Total : 1,200.00 # of Invoices: 2

Control Total: 1,200.00

2/20/26 07:59:45 Invoice Entry

Batch Number : 02182026 Date: 2/20/26

Description :

Control Total :

Recurring Batch:  Due Date:

Batch Total : .00

No. of Invoices:

Currency code : USD

Journal code :

Batch number exists for a different company/location RM/LGB

4. Press F7 on your keyboard or click on F7 Invoice Selection in the **Display Functions** menu to open the **Invoice Entry - Invoice Selection** screen.

2/20/26 08:42:01 Invoice Entry - Batch: 02202026 Sys: DEMO V12 Cmp: RM Loc: LGB

1/X=Select

<input type="checkbox"/>	Vendor #	Vendor Name	Invoice Number	Description	Inv.Date	Gross Amount	Employee	Date
<input type="checkbox"/>	147	ALVEY'S SIGN INC	22026-1	ALVEY'S SIGN INC;22026-1	2/20/26	600.00	RM0001DA	2/20/26
<input type="checkbox"/>	168	A-1 AUTO PARTS	22026-2	A-1 AUTO PARTS;22026-2	2/20/26	600.00	RM0001DA	2/20/26

5. Type 1 or X in the O field next to the invoice you would like to work with and press Enter.
  - a. The **Invoice Entry - Details** screen opens displaying the details for the selected invoice.

2/18/26 12:05:00 Invoice Entry

Assignee No. :  Name:   
 Vendor No. : 147 Name: ALVEY'S SIGN INC  
 Invoice Number: 21826-2 Currency: USD  
 Invoice Amount: 250.00 Frght :  Tax :   
 P.O. Number :  Receiver #:   
 P.O. Reference:  Account:   
 Sequence No. : 2290 Invoice code:   
 Type (I/C/N/D): I Delete Seq.#:   
 Payment Method:  CHECK  
 Mult. Invoices:  (Y/N)

Name : ALVEY'S SIGN INC  
 Address : 13100 HWY 57 NORTH  
 City/State/Zip: EVANSVILLE IN 47725

Batch Total : 1,000.00 # of Invoices: 2  
 Control Total: 1,000.00

6. Click on F23 Delete Record in the **Display Functions** menu or press shift+F11 on your keyboard.
  - a. The message “Record deletion pending; press Enter to delete or F12 to cancel” displays at the bottom of the screen.

Record deletion pending; press Enter to delete or F12 to cancel.

- b. **NOTE:** If you receive the message “Invalid sequence number to change,” you will need to verify you are attempting to delete an invoice in the same location within which it was created, and you will need to change your location accordingly.
7. If you want to continue with deleting the record, press Enter.
  - a. The **Invoice Entry - Details** screen refreshes to BLANK and the totals at the bottom of the screen update to reflect the totals after removing the selected invoice.

2/20/26 08:46:35 Invoice Entry

Assignee No. :  Name:   
 Vendor No. :  Name:   
 Invoice Number:  Currency: USD  
 Invoice Amount:  Frght :  Tax :   
 P.O. Number :  Receiver #:   
 P.O. Reference:  Account:   
 Sequence No. :  Invoice code:   
 Type (I/C/N/D): I Delete Seq.#:   
 Payment Method:   
 Mult. Invoices:  (Y/N)

Name :   
 Address :   
 City/State/Zip:

Batch Total : 600.00 # of Invoices: 1  
 Control Total: 1,200.00

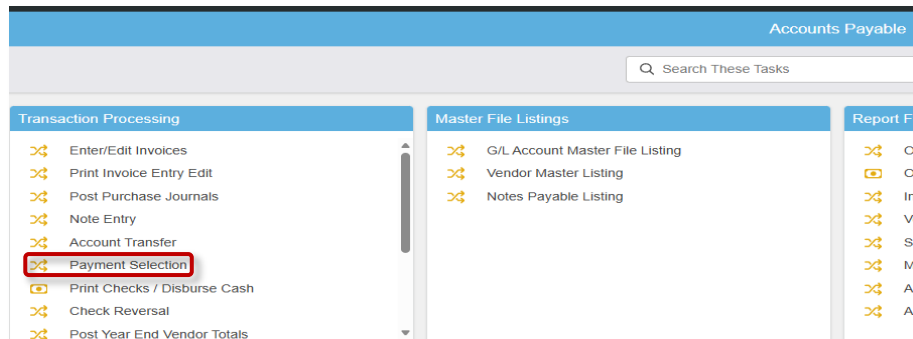
8. You can either enter additional invoices by following the steps above or press F3 to return to the **Accounts Payable** menu screen. **NOTE:** The *Batch Total* and *Control Total* values must be the *same* to post/close a batch.

## Partial Payment of an A/P Invoice

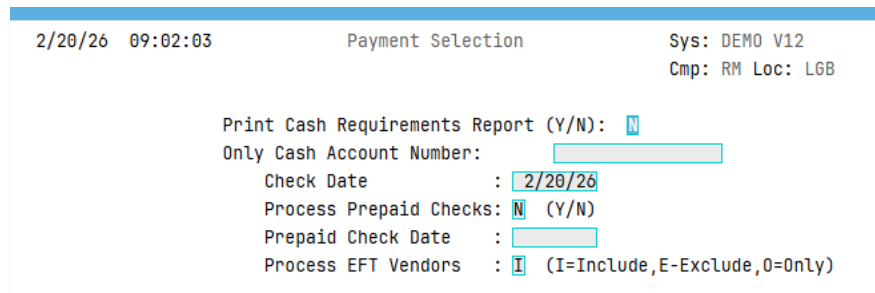
### Process Steps

This process allows you to pay only part of a vendor invoice. You will need the vendor number and payment selection number for the invoice you want to partially pay.

1. On the **Accounts Payable** screen, click on the **Payment Selection** option in the **Transaction Processing** section.

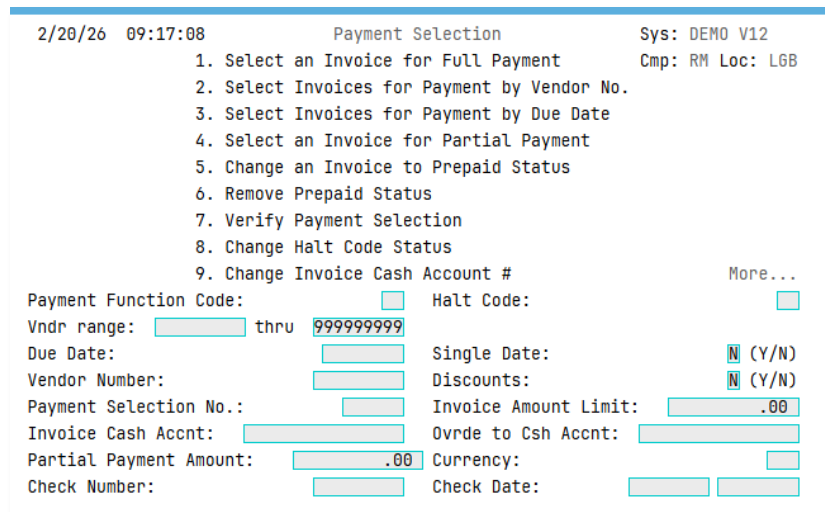


- a. The **Payment Selection** screen opens.



2. Type in any desired parameters and press Enter to continue.

- a. The **Payment Selection - Payment Functions** screen opens.



3. Type 4 in the *Payment Function Code* field, type in the *Vendor Number*, *Payment Selection No*, and *Partial Payment Amount* fields.

2/20/26 09:47:17 Payment Selection Sys: DEMO V12  
 Cmp: RM Loc: LGB

1. Select an Invoice for Full Payment
2. Select Invoices for Payment by Vendor No.
3. Select Invoices for Payment by Due Date
4. Select an Invoice for Partial Payment
5. Change an Invoice to Prepaid Status
6. Remove Prepaid Status
7. Verify Payment Selection
8. Change Halt Code Status
9. Change Invoice Cash Account # More...

Payment Function Code: 4 Halt Code:

Vndr Range:  tnp0 999999999

Due Date:  Single Date:  (Y/N)

Vendor Number: 173 Discounts:  (Y/N)

Payment Selection No.: 1623 Invoice Amount Limit:  .00

Invoice Cash Acct:  Ovrde to Csh Acct:

Partial Payment Amount: 300.00 Currency:

Check Number:  Check Date:

Vendor Name : Training Vendor  
 Invoice No. : 22026-3 Due Date: 3/22/26  
 Description : Training Vendor|22026-3  
 Gross Amount: 600.00

4. Press Enter twice to continue.
  - a. The **Payment Selection - Payment Functions** screen resets to BLANK.
5. To verify your partial payment posted, type 7 in the *Payment Function Code* field and press Enter.
  - a. The **Selected Invoices** screen opens displaying invoices selected for partial payment.

2/20/26 09:57:33 Selected Invoices Sys: DEMO V12  
 Detail Mode Cmp: RM Loc: LGB  
 Mode SELECTED

Type option, press Enter  
 1/X=Hold invoice 2=Change cash account

0	Vendor#	Addr#	Grp	Vendor Name	Invoice No.	Due Date	Gross Amount	Cur	D
<input type="checkbox"/>	147			ALVEY'S SIGN INC	7619	9/29/23	95,000.00	USD	*
<input type="checkbox"/>	173			Training Vendor	22026-3	3/22/26	600.00	USD	
<input type="checkbox"/>							.00		
<input type="checkbox"/>				USD TOTAL	---		95,600.00		

6. From here, you can run the Cash Requirements Report to see the partial payment, print checks, and disburse cash as usual. **NOTE:** Once cash is disbursed, an unposted A/P batch is created for the balance due on the partial payment invoice entered above. The batch will begin with **PP** and will need to be posted. Once posted, a vendor inquiry will reflect the partially paid amount and show the remaining balance due.

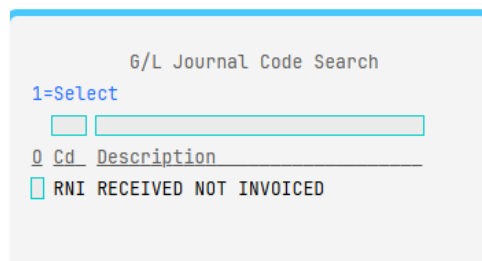
**NOTE:** For assistance with any of these processes, please refer to the training videos and articles on the [InTempo Rental Resources Website](#)

## Reference Glossary

### Field Definitions for Tasks

#### Invoice Entry - Launch

- **Batch Number** - Enter the number of the batch you want to edit or create. Press F4 to search for the correct batch number. Press F6 to have the system automatically assign a number to a new batch.
- **Date** - Enter the date you are entering the new batch. This is not an invoice date or a posting date.
- **Description** - Enter a brief, meaningful description for the new batch.
- **Control Total** - Enter the total of all invoices in the batch. This figure is compared to the calculated figure in the Batch Total field to ensure the batch is in balance and ready for posting.
- **Recurring Batch** - Indicate if this is a recurring batch where all of the invoices in the batch are recurring. If you enter **Y**, for each invoice in the batch, enter how many times you want that invoice to recur.
- **Due Date** - If all invoices in the batch have the same due date, enter it here. Otherwise, you can enter each invoice's due date later in the program. If you enter a date here and do not enter one on the invoice, the date entered here defaults as that invoice's due date.
- **Batch Total** - Displays the system-calculated total of all invoices in the batch. This is compared to the figure entered in the Control Total field to ensure the batch is in balance and ready for posting.
- **Number of Invoices** - Displays the number of invoices entered in the batch. For a new batch, this field is blank until you return to the screen after entering your invoices.
- **Currency Code** - Enter the code for the currency in which the invoices are being entered in the batch.
- **Journal Code** - If applicable, enter the journal code you want assigned to the batch.  
**NOTE:** press F4 to open the **G/L Journal Code Search** pop-up window if you do not know it.



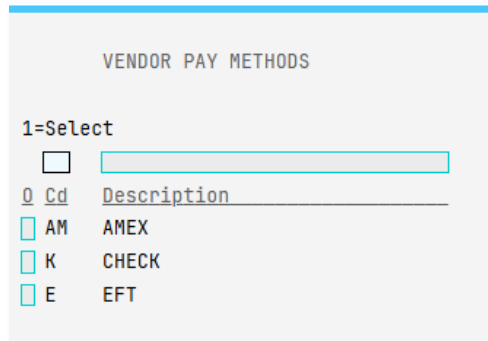
The screenshot shows a pop-up window titled "G/L Journal Code Search". At the top, it says "1=Select" followed by a text input field. Below that is a table with two columns: "Cd" and "Description". The first row in the table shows a checkbox next to the code "RNI" and the description "RECEIVED NOT INVOICED".

Cd	Description
<input type="checkbox"/> RNI	RECEIVED NOT INVOICED

## Invoice Entry - Details

- **Assignee Number** - If applicable, enter a payee for the invoice other than the vendor. Enter zero (0) if the assignee is not a vendor in the vendor master file. Use the Name and Address fields at the bottom of the screen to designate who payment should go to. This is usually done for a one-time vendor; the information is not added to the vendor master file. If the assignee is a vendor in your vendor master file, enter the appropriate vendor number that is different from the vendor from whom the items were purchased. If you enter a vendor number from your master file, use the field to the right of Assignee Number to enter the sequence number of the appropriate address to which payment should be sent. Leave the field blank to send payment to the vendor's main address. **NOTE:** If you do not know this value, press F4 to search.
- **Vendor Number** - Enter the number of the vendor from whom you received the invoice. If you do not know the number, press F4 to search. If payment is not sent to the vendor's main address, use the field to the right of Vendor Number to enter the sequence number of the appropriate address to which payment should be sent. The name and address are displayed in the fields at the bottom of the screen. If the **Always dft vendor** field is set to **Y** in control record **IP2102**, you can skip this field and let the system fill it in after you enter the purchase order number referenced on the invoice.
- **Invoice Number** - Enter the number on the vendor's invoice.
- **Currency** - Displays the currency code entered on the batch header screen.
- **Invoice Amount** - Enter the total amount of the vendor's invoice, including freight and taxes. Enter a negative sign for a credit.
- **Freight Amount** - Enter the total freight amount from the invoice. This amount was included in the Invoice Amount.
- **Tax Amount** - If applicable, enter the total tax amount from the invoice. This amount was included in the Invoice Amount.
- **Purchase Order Number** - Enter the purchase order number for which the invoice was sent. If you do not know the number, press F4 to search for it.
- **Receiver Number** - If applicable, enter the receiver number from the purchase order for the items on the invoice. If you do not know the receiver number, press F4 to search for it. If you want to reference all receivers for the purchase order, leave the field blank.
- **Purchase Order Reference** - If applicable, enter any reference between the purchase order and the invoice.
- **Account** - If applicable, enter the account number the vendor has assigned to your organization.
- **Sequence Number** - If you are retrieving a pending invoice, enter the invoice's sequence number. The sequence number is found on the Invoice Inquiry screen.
- **Invoice Code** - Enter a user-defined code that categorizes the invoice. The invoice code is code **AP** set up in Reason Code File Maintenance. Make this code a required field in control record **IP210T**.

- **Type** - Indicate the type of invoice you are entering. Valid codes for this program are:
  - I - Debit Invoice. This is the default code.
  - C - Credit invoice. Enter the amount of the invoice as a debit or positive amount. On the following screen, enter the distribution accounts/amounts as normal. By changing the type to a **C**, the system will then know to reverse the sign.
  - N - Note payable. This is automatically assigned to an invoice that is created by the system in the Note Entry option #14.
  - D - Delete or reverse invoice. This is used when an invoice has been posted and needs to be reversed. Enter the original invoice number and amount. Change the invoice type to **D**. Enter the invoice sequence number in the **Delete Sequence** field. This value can be found through option 4-61 invoice inquiry by looking at the detail of the invoice or on the **Open Payables Report** option 4-81. Press Enter and follow the prompts on the screen.
- **Delete Sequence Number** - If you enter **D** in the **Type** field, enter the sequence number of the invoice to delete. The sequence number is found on the Invoice Inquiry screen.
- **Recurring Quantity** - If you marked the invoice batch as recurring on the Enter/Edit Invoices - Launch screen, enter the number of times that this invoice should recur.
- **Payment Method** - Enter the code that represents the method of payment for this invoice. If you do not know the code, press F4 to open the **Vendor Pay Methods** pop-up window.



VENDOR PAY METHODS

1=Select

Cd	Description
AM	AMEX
K	CHECK
E	EFT

- **Multiple Invoices** - Indicate whether you are going to enter this invoice number multiple times with different amounts and due dates.
- **Invoice OCR** - Enter the Optical Character Recognition reference number - used in European banking.
- **Name** - Displays the name of the vendor. If you enter a zero (0) in the Assignee Number field, enter the name of the assignee.
- **Address** - Displays the street address of the vendor. If you enter a zero (0) in the Assignee Number field, enter the address to which payment should be made.
- **City/State/Zip (Postal Code)** - Displays the city, state, and postal code of the vendor. If you enter a zero (0) in the **Assignee Number** field, enter the city, state, and postal code where payment should be made.

- *Batch Total* - Displays the system calculated total of all invoices in the batch. This is compared to the figure in the *Control Total* field to ensure the batch is in balance and ready for posting.
- *Number of Invoices* - Displays the number of invoices entered in the batch.
- *Control Total* - Displays the total of all invoices in the batch. This figure is compared to the calculated figure in the *Batch Total* field to ensure the batch is in balance and ready for posting.

### Invoice Entry - G/L Distribution

- *Recurring Quantity* - Displays the number of times that this invoice will recur.
- *Posted* - Indicates whether the invoice batch has been posted.
- *Multiple Invoices* - Indicates whether this invoice number will be entered multiple times with different amounts and due dates.
- *1099 Income* - Indicate whether this invoice represents 1099 income for the vendor.
- *Prepaid Code* - Indicate whether this invoice has already been paid manually. If you enter *Y*, this invoice cannot be selected for payment. If you need to enter multiple invoices or credit memos for the same prepaid check, enter the invoices/credit memos as if they were not prepaid (leave this field blank), and then use the Payment Selection program to change the prepaid status of each invoice/credit memo using payment function code 5.
- *Due Date* - Enter the invoice due date. If you entered a due date on the **Batch Header** screen and leave this field blank, the system defaults the due date from the batch header. If you did not enter a due date on the **Batch Header** screen and leave this field blank, the system calculates a due date based on the invoice date and the number of days entered in the *Term Days* field in **Vendor Master Maintenance**.
- *Check Number* - If the invoice was prepaid, enter the number of the check used for payment.
- *Check Date* - If the invoice was prepaid, enter the date and time of the check used for payment.
- *Discount Percent* - Enter the percentage to use to calculate the discount on the gross amount of the invoice.
- *Discount Date* - Enter the date up to which the discount can be taken.
- *Halt Code* - If applicable, enter the halt code to prevent the invoice from being selected for payment. Based on certain circumstances when you enter the invoice header, the system might default a halt code into this field. **NOTE:** With the appropriate security setting, you can change the halt code status of an invoice in the Payment Selection program. Valid codes include:
  - H1 - Items on the purchase order have not been received.
  - H2 - Invoice amount does not equal the purchase order amount.
  - H3 - Invalid purchase order number.
  - H4 - An invoice against this purchase order already exists.

- H5 - Same invoice amount found on another invoice (Use control record **CKINV\$** to turn this halt code off).
- H6 - An invoice for this receiver number already exists.
- H7 - Vendor is on hold.
- **Invoice Date** - Enter the date from the invoice.
- **Invoice Description** - Enter or accept the description of the invoice. Settings in control record **IP210T** determine how the invoice description defaults.
- **Employee** - Displays the name of the user who entered the invoice.
- **Batch Number** - Displays the batch number entered on the first screen.
- **Close Batch** - Indicate whether to close the batch after saving this invoice.
- **Date** - Displays the date that the invoice was entered in the batch.
- **Account Number** - Enter or accept the general ledger account number to be debited or credited when this invoice is posted. Various settings in control records **IP210T**, **IP2102**, and **IP2103** dictate how the G/L account numbers are defaulted and whether they can be modified on this screen. Control record **IP210T** also contains a setting to indicate whether the vendor master record should be updated with G/L account numbers entered for this invoice.
- **Amount** - Displays the amount from the invoice that applies as a debit or credit to the corresponding G/L account.
- **Debit/Credit** - Indicates whether the amount is debited or credited to the corresponding G/L account.
- **Description** - Displays a description of the G/L account.
- **Equipment Number** - Displays the number of the equipment from the purchase order. If the equipment number does not default from the purchase order, or if the item that was purchased is not equipment but is related to a specific piece of equipment, you can enter the equipment number.
- **Type** - Displays the Type code assigned to the equipment at receipt. Valid codes include:
  - C - Customer Owned
  - F - Floored
  - G - Consignment
  - L - Lease
  - N - New
  - - Non-rental Asset
  - R - Rental
  - S - Sub-leased
  - T - Trade In
- **Invoiced** - Indicate if the equipment has been fully invoiced for capitalization purposes. An asset's monthly depreciation amount is estimated and calculated as an accrual until it is verified that its initial cost has been completely entered by setting this Invoiced flag to **Y**, or by setting the **Fully Invoiced** flag on the **Equipment Maintenance - Cost** screen to **Y**. This ensures that when freight or other adjustments for the asset are entered in **Accounts Payable Invoice Entry** during the first part of the asset's life, they

are calculated as accruals and reversed accordingly. Once all costs for the asset have been entered, at least one of the "Invoiced" flags to Y; the system brings the asset's depreciation up to date according to the true and final cost when the asset is next depreciated.

- *Messages* - If applicable, enter a brief message about the invoice.

#### Invoice Entry - Invoice Selection

- *Vendor Number* - Displays the number of the vendor who sent the invoice.
- *Vendor Name* - Displays the name of the vendor who sent the invoice.
- *Invoice Number* - Displays the number from the vendor's invoice.
- *Description* - Displays the description of the invoice.
- *Invoice Date* - Displays the date entered from the invoice.
- *Gross Amount* - Displays the total amount of the invoice including freight, taxes, and other charges.
- *Employee* - Displays the name of the user who entered the invoice.
- *Date* - Displays the date the invoice was entered into the system.

#### Payment Selection - Launch

- *Print Cash Requirements Report* - Indicate whether you want to print the Cash Requirements report after your payment selections. If you want the Cash Requirements report to include monies not yet disbursed for prepaid checks, enter Y in the *Process Prepaid Checks* field, and enter a *Prepaid Check Date*.
- *Only Cash Account Number* - If you want to make payment selections for only one G/L cash account, enter that number here.
- *Check Date* - Enter or accept the date to print on the checks for your payment selections.
- *Process Prepaid Checks* - Indicate whether you want to process prepaid checks in the next check run.
- *Prepaid Check Date* - Enter the date of the prepaid checks you want to process. The system processes prepaid checks dated on or before this date.

#### Payment Selection - Payment Functions

- *Payment Function Code* - Enter the appropriate function code for the payment processing you want to perform. Valid codes are:
  1. Select an Invoice for Full Payment
  2. Select Invoices for Payment by Vendor Number
  3. Select Invoices for Payment by Due Date
  4. Select an Invoice for Partial Payment
  5. Change an Invoice to Prepaid Status

6. Remove Prepaid Status
  7. Verify Payment Selection
  8. Change Halt Code Status
  9. Change Invoice Cash Account Number
  10. Select Invoices for Payment by Vendor Group
  11. Select Invoices for Payment by Payment Method
- **Halt Code** - If you enter Payment Function Code 8, enter the Payment Selection Number of the invoice with the halt code you want to change. Press Enter and the invoice's current halt code appears in this field. Enter the new halt code, and then press Enter again to write that halt code to the invoice record. Valid codes include:
    - H1 - Items on the purchase order have not been received
    - H2 - Invoice amount does not equal the purchase order amount
    - H3 - Invalid purchase order number
    - H4 - An invoice against this purchase order already exists
    - H5 - Same invoice amount found on another invoice (Use control record CKINV\$ to turn this halt code off)
    - H6 - An invoice for this receiver number already exists
    - H7 - Vendor is on hold
  - **Vendor Range** - If applicable, enter the starting and ending vendor numbers for which you want to list invoices. Use this with Payment Function Code 3.
  - **Due Date** - If you enter Payment Function Code 3, enter the due date for which invoices are selected for payment. Based on the setting in the Single Date field, invoices with due dates on or before this date may appear on the list for payment.
  - **Single Date** - When using Payment Function Code 3, indicate whether to select only invoices with the exact due date entered in the Due Date field (Y) or all invoices with due dates up to and including the date in the Due Date field (N).
  - **Vendor Number** - If you enter Payment Function Code 2, enter the number of the vendor for which you want to select invoices.
  - **Vendor Group** - If you enter Payment Function Code 10, enter one or more vendor group codes for which you want to select invoices.
  - **Payment Method** - If you enter Payment Function Code 11, enter the code for the vendor payment method assigned to the invoices you want to select for payment.
  - **Discounts** - Indicate whether you want to limit the selection of invoices to only those that are eligible for a discount.

- *Payment Selection Number* - When processing payment selection one invoice at a time, enter the payment selection number assigned to the invoice that you want to select for payment. An invoice's payment selection number is found on the Invoice Register or through Invoice Inquiry.
- *Invoice Amount Limit* - If applicable, enter an amount to limit the invoices selected for payment. Only invoices with a gross amount less than or equal to this amount are selected.
- *Invoice Cash Account* - If you enter Payment Function Code 9, enter the G/L cash account that you want to change.
- *Override to Cash Account* - If you enter Payment Function Code 9, enter the G/L cash account to override the account number you entered in the Invoice Cash Account field.
- *Partial Payment Amount* - If you enter Payment Function code 4, enter the amount of the partial payment for the specified invoice. Discounts cannot be taken with a partial payment.
- *Currency* - If applicable, enter a currency code to limit the invoices selected for payment.
- *Check Number* - If you enter Payment Function Code 5, enter the number of the prepaid check.
- *Check Date* - If you enter Payment Function Code 5, enter the date and time of the prepaid check.

#### Payment Selection - Select Invoices

- *Address Number* - If applicable, this field displays the alternate address number for the vendor.
- *Vendor Name* - Displays the name of the vendor on the invoice.
- *Invoice Number* - Displays the number of the vendor's invoice.
- *Due Date* - Displays the date that the invoice is due.
- *Gross Amount* - Displays the amount of the invoice before discounts.
- *Currency* - Displays the currency of the invoice.
- *Discount* - Displays an asterisk if the invoice is eligible for a discount.