InTempo

Process Document

Department:
Customer Service
Last Updated:
12/12/2025 9:03 AM

NAME OF PROCESS

Post an AP Invoice Paid by Petty Cash or Manual Check

Use Case / Objectives

When an Accounts Payable (AP) invoice has already been paid using petty cash or a manual (handwritten) check, the invoice must still be entered into the system, so the expense posts correctly to the General Ledger (GL). The following procedure outlines how to record the invoice, designate it as prepaid, and properly disburse the cash to complete the accounting cycle.

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.

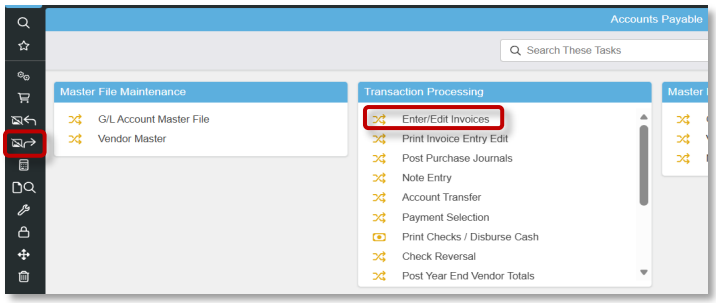
Field definitions for applicable tasks are available in the Reference Glossary. To view these definitions either click on the screen name in the task or scroll to the end of the documentation to view the Glossary.

Menu options to access:
Accounts Payable => Transaction Processing => Enter/Edit Invoices
Accounts Payable => Transaction Processing => Print Checks/Disburse Cash

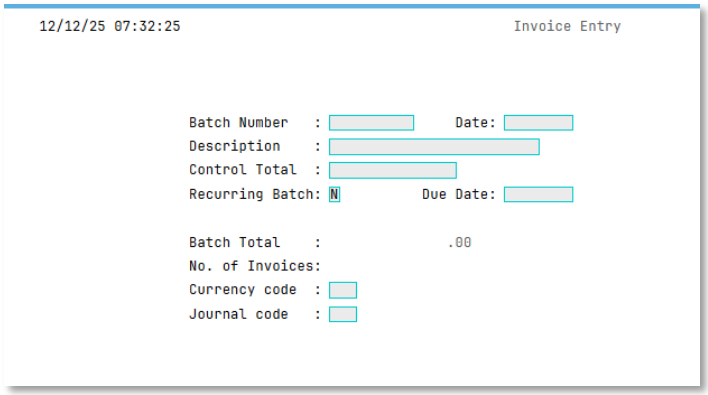
Entering the AP Invoice

Process Steps

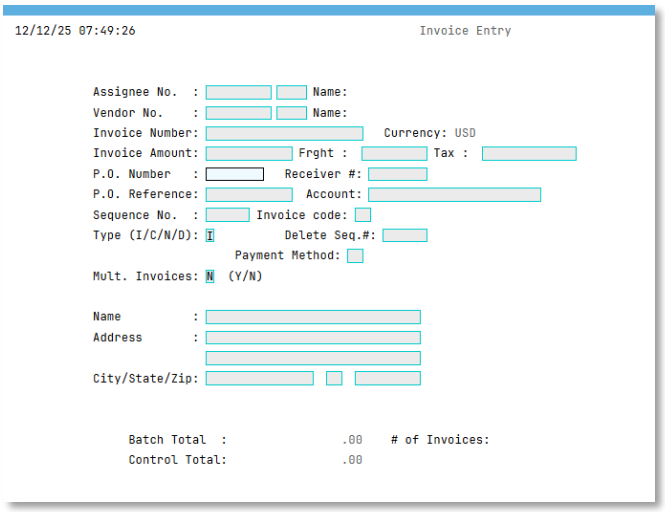
1. Log into the RolePlay environment using your credentials.
2. On the **Account Payable** menu, click on the **Enter/Edit Invoices** option.



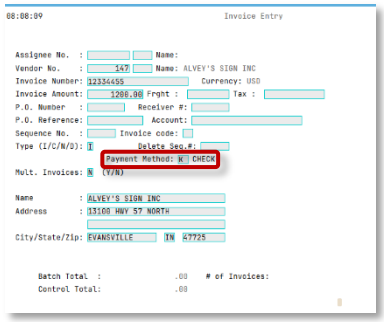
3. The **Invoice Entry - Launch** screen opens.



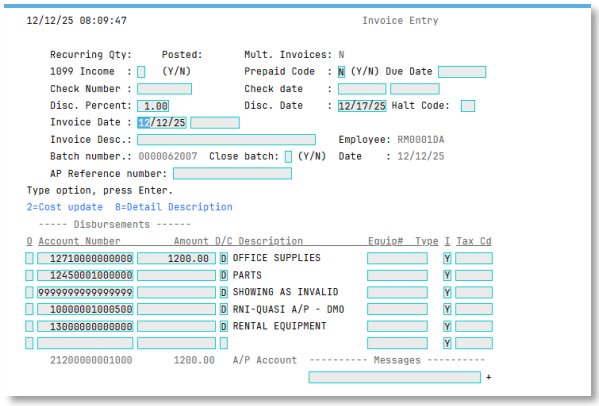
4. Type in the required fields and press Enter. **NOTE:** For a more detailed explanation of how to complete this screen, refer to the Entering or Editing an AP Invoice [RolePlay] document.
5. The **Invoice Entry - Details** screen displays.



6. Type in the *Vendor No*, *Invoice Number* and *Invoice Amount* fields.
7. Ensure the *Payment Method* corresponds to the bank or cash account from which the payment was made. **NOTE:** Press F4 to search and select a payment method if needed.



8. Review and press Enter to continue.
9. The **Enter/Edit Invoice – G/L Distribution** screen opens.



10. Update the following fields:
    a. *Prepaid Code* - Set to **Y'**
    b. *Check Number* – type in the manual or petty cash check number used
    c. *Check Date* – type in the actual payment date
    d. Populate all remaining fields as you would for any typical AP invoice.

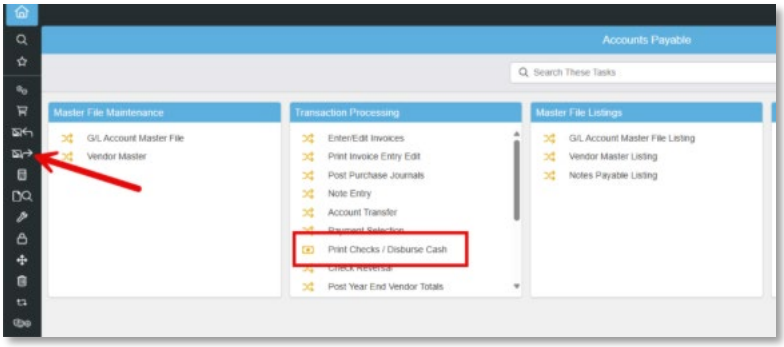
11. Press Enter to save the record.
12. Print the **AP Journal Report** and process the **AP Batch**. **NOTE:** Refer to the Viewing and Posting AP Invoice Batches [RolePlay] - PDF for assistance with performing those steps.
13. The invoice will now be recorded as prepaid and ready for the cash disbursement process.

Disbursing Cash for Prepaid Checks

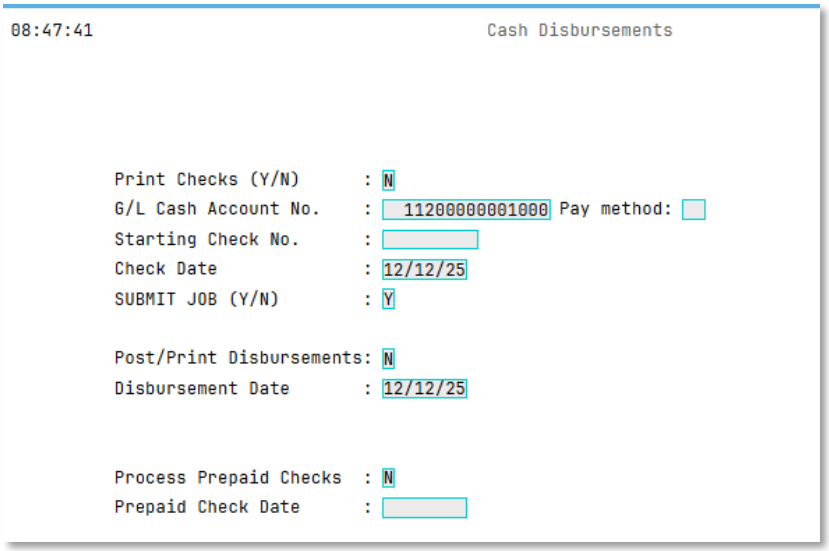
Process Steps

Once the AP batch has been posted, you must run the prepaid cash disbursement process to update GL balances and mark the invoice as paid.

1. From the Accounts Payable menu, select, click on the **Cash Disbursements** option in the **Transaction Processing** section.



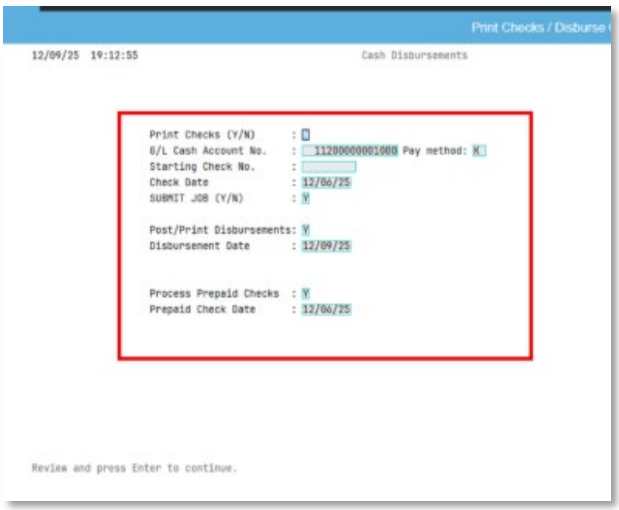
2. The **Cash Disbursements** screen opens.



3. Type in the details for the fields on this screen as follows:

Field	Value / Description
Print Checks	N
G/L Cash Account	Enter the GL account used to pay the invoice; ensure the correct **Pay Method** is associated
Check Date	Enter the actual payment date
Submit Job	Y

Post/Print Disbursements	Y
Disbursement Date	Same as the payment date
Process Prepaid Checks	Y
Prepaid Check Date	Same as the payment date



4. Press Enter to run the disbursement.
5. After processing:
    a. The system posts prepaid payment to the **General Ledger**.
    b. The **AP invoice status** is updated to **Paid**.
    c. A disbursement report is generated and sent to your **push files** for review and record keeping.

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 Y is entered here, for each invoice in the batch, you must 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 you 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 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.

Enter/Edit Invoice - Invoice Entry

- *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.

- *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 for it. If payment will not be 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 - Invoice
    - C - Credit (see Special Topics below)
    - D - Delete (must enter a Delete Sequence Number)
- *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 search for it.
- *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.

Enter/Edit Invoices – 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 was already manually paid. 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 you 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 you 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. 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

With the appropriate security setting, you can change the halt code status of an invoice in the Payment Selection program.

- *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. For information on how equipment is costed, read the Equipment Costing quick guide.
- *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
  - O - 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, set at least one of the "Invoiced" flags to **Y**, and 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.

Cash Disbursements

- *Print Checks* - Indicate whether you want to use the program to print checks for the invoices selected in the Payment Selection program.
- *G/L Cash Account Number* - Enter or accept the G/L account number to which the checks are posted. The default is the account number in the *Cash in Bank - A/P* field set up in Default System G/L Values Maintenance, but it can be changed.
- *Pay Method* - Enter a payment method code in this field to limit the invoices selected for check printing to those that match that code.
- *Starting Check Number* - After entering **Y** to *Print Checks* and entering or accepting the G/L cash account number, press Enter. The system defaults the next check number in the sequence of checks to be printed. If this number is correct, press Enter again to continue. If it is incorrect, replace it with the starting check number for this run, and then press Enter.
- *Check Date* - Enter or accept the date to print on all checks in the run.
- *Submit Job* - Enter **N** to print the checks interactively. When you print interactively, you cannot do any other processing until the print job is finished. Enter **Y** to submit the printing of the checks. Submit the print job to run in the background while you continue other system activities. You can schedule a submitted print job to run at a specific time.
- *Post/Print Disbursements* - Indicate whether you want to use the program to post cash disbursements after checks have been printed. When you enter **Y**, the system also prints a **Cash Disbursement** journal and a **Cash Disbursement** recap. Ensure checks have printed correctly before posting cash disbursements. Once cash has been disbursed, checks cannot be re-printed. You can also use this field to post cash

disbursements for prepaid checks. Ensure regular checks have already been disbursed before disbursing prepaid checks.

- *Disbursement Date* - Enter the posting date of the cash disbursements.
- *Submit Job* - Enter **N** to post cash disbursements interactively. When you post interactively, you cannot do any other processing until the job is finished. Enter **Y** to submit the posting of cash disbursements. Submit the posting job to run in the background while you continue other system activities. You can schedule a submitted job to run at a specific time.
- *Process Prepaid Checks* - Indicate whether you want to post cash disbursements for prepaid checks.
- *Prepaid Check Date* - Enter the posting date for prepaid checks cash disbursement.