

List of Use Cases Implemented by the AP140, AP141, and AP145 RPG Programs

The RPG programs AP140, AP141, and AP145, along with the associated OCL script, implement a single primary use case as part of an IBM System/36 or AS/400 accounts payable (A/P) system for processing employee expense payments. This use case is:

1. Generate Employee Expense Voucher Selection Spreadsheet and Report:
- **Description:** This use case allows the system to process A/P payment transactions for employee expenses, select eligible open payables (vouchers), and produce a detailed report and summary file for payroll integration. It supports multiple payment methods (checks, ACH, wire transfers, employee expenses, utility auto-pay) and handles validations, calculations, and reporting.
  - **Components:**
    - **AP140:** Interactive entry of payment transaction details (company, bank G/L, batch, check date, pay-by date, payment type, vendor/voucher specifics).
    - **AP141:** Matches transactions to open payables and creates payment records with appropriate payment amounts and types.
    - **AP145:** Generates detailed reports and a summary file, validating checks and accumulating totals for reporting.
  - **Inputs:** Company number, bank G/L number, batch number, check date, pay-by date, payment type, vendor/voucher details, and accounting period/year (if 13 periods).
  - **Outputs:** Payment records (ADPPAY, ADPYCK), detailed reports (APEEEXP, APEEEXPO), and a summary disk file (APEEPY) for payroll integration.

Function Requirement Document

Employee Expense Processing Function Requirements

Overview

The **Employee Expense Processing Function** automates the selection, validation, and reporting of accounts payable (A/P) employee expense payments. It processes transactions, matches them to open payables, calculates payment amounts, and generates detailed reports and a payroll summary file. The function supports multiple payment methods (checks, ACH, wire transfers, employee expenses, utility auto-pay) and ensures compliance with accounting rules, including support for 13 accounting periods.

Inputs

- **Company Number (CONO):** Valid company identifier from APCONT.
- **Bank G/L Number (BKGL):** Valid bank G/L account from GLMAST (not deleted/inactive).
- **Batch Number (BTCH):** Non-zero batch identifier for grouping payments.
- **Check Date (CKDT):** Valid date (MMDDYY) for issuing payments.
- **Pay-By Date (DATE):** Optional date (MMDDYY) to filter vouchers by due date.
- **Payment Type (KYHOLD):** ' ' (check), 'A' (ACH), 'W' (wire), 'E' (employee expense), 'U' (utility auto-pay).
- **Vendor Number (PTVEND):** Optional vendor identifier from APVEND (0 for one-time vendors).
- **Voucher Number (PTVO):** Optional voucher identifier from APOPEN (0 for whole vendor).

- **Partial Payment Amount (PTAMT)**: Optional amount for partial voucher payment.
- **Override Discount (PTDISC)**: Optional discount amount to override default.
- **Force Discount (FDISC)**: 'D' to force discount, else blank.
- **Pay or Hold (PTPORH)**: 'P' to pay, 'H' to hold (for vendor/voucher-specific transactions).
- **Single Check (PTSNGL)**: 'S' for single check per vendor, else blank.
- **Prepaid Flag (PTMKPP)**: 'P', 'A', 'W', 'E', 'U' for prepaid vouchers, else blank.
- **Prepaid Check Number (PTPPCK)**: Check number for prepaid vouchers.
- **Prepaid Date (PTPPDT)**: Date for prepaid vouchers.
- **Period/Year (KYPD, KYPDYY)**: Accounting period (1–13) and year (if 13 periods enabled in GSCONT).

## Outputs

- **Payment Records (ADPPAY)**: Records with company, vendor, voucher, payment amount, discount, check number, and payment type.
- **Check Records (ADPYCK)**: Check details with check number, amount, and status (normal, prepaid, credit/no pay, full stub).
- **Reports (APEEEXP, APEEEXP0)**: Detailed reports with company, vendor, invoice details, check totals, and company totals.
- **Summary File (APEEPY)**: Disk file with vendor payroll ID and payment amounts for payroll integration.

## Process Steps

### 1. Validate Inputs:

- Verify CONO exists in APCONT.
- Ensure BKGL is valid in GLMAST (not deleted/inactive).
- Confirm BTCH ≠ 0.
- Validate CKDT and DATE (MMDDYY format, valid month/day, leap year).
- If 13 accounting periods enabled (GX13GL = 'Y' in GSCONT), ensure KYPD is 1–13 and CKDT falls within period dates in GSTABL.
- Validate KYHOLD is ' ', 'A', 'W', 'E', or 'U'.
- For vendor-specific transactions, verify PTVEND exists in APVEND and PTVO in APOPEN (if provided).

### 2. Create Transactions:

- Store transaction details in ADPYTR with sequence number, company, bank G/L, batch, check date, pay-by date, payment type, and vendor/voucher details.

### 3. Match Open Payables:

- For pay-by-date transactions (DATE ≠ 0):
  - Select APOPEN records where OPCONO = CONO, OPBKGL = BKGL, due date (OPDUED) ≤ DATE, and not deleted (OPDEL ≠ 'D') or halted (OPHALT ≠ 'H').
  - Match payment type: ' ' (non-ACH/wire/employee/utility), 'A' (OPHALT = 'A'), etc.
- For vendor-specific transactions:
  - Select APOPEN records matching PTVEND (and PTVO if provided), OPCONO, and OPBKGL (if whole vendor).
  - Override hold (OPHALT = 'H') if PTPORH = 'P'.
  - Validate prepaid flags match KYHOLD.

**4. Calculate Payment Amounts:**

- Gross amount: **OPGRAM** from **AOPEN**.
- Discount: Apply **PTDISC** (if provided), else **OPDISC** from **AOPEN**. Set to 0 if voucher is past due (**OPDUED > CKDT**) or partially paid (**OPPPTD ≠ 0**) and **FDISC ≠ 'D'**.
- Payment amount: **OPLPAM = OPGRAM - OPDISC - OPPPTD**.
- Partial payment: If **PTAMT ≠ 0**, set **OPLPAM = PTAMT** and adjust remaining **PTAMT**.

**5. Assign Check Numbers:**

- Use **PTPPCK** for prepaid vouchers.
- Use next check number (**PTNXCK**) from **ADPYTR** for non-prepaid.
- Set check number to 0 for credit/no pay (**OPLPAM = 0**).
- Increment **PTNXCK** for each new check unless full stub or credit/no pay.

**6. Validate Checks:**

- Ensure non-void checks do not exist in **APCHKR** or are not open (**AMCODE ≠ '0'**).
- For void checks, ensure they exist, are open, and match the full amount.
- Mark negative or zero-amount checks as credit/no pay ( **Hypothesized:** (**AXRECD = 'C'**)).

**7. Generate Outputs:**

- Write payment records to **ADPPAY** with company, vendor, voucher, payment amount, discount, check number, payment type, and single check flag.
- Write check records to **ADPYCK** with check number, amount, and status (normal, prepaid, credit/no pay, full stub).
- Generate reports (**APEEEXP**, **APEEEXPO**) with:
  - Headers: Company name, payment type, date, time.
  - Details: Sequence number, invoice number, description, gross amount, discount, partial paid to date, payment amount, due date, vendor, voucher number.
  - Totals: Check totals, company totals (employee count, gross, discount, payment amounts).
- Write summary file (**APEEPY**) with vendor payroll ID (**VNPRID**) and negative payment amount.

**Business Rules****1. Validation:**

- Company, bank G/L, and batch must be valid and non-zero.
- Dates must be valid and align with accounting periods (if 13 periods).
- Payment type must match voucher type in **AOPEN**.
- Vendor/voucher must exist for specific transactions.

**2. Payment Selection:**

- Pay-by-date: Select vouchers due by **DATE**, not on hold unless overridden.
- Vendor-specific: Match vendor (and voucher if specified), override hold if **PTPORH = 'P'**.
- Prepaid vouchers must match payment type (**OPPAID = KYHOLD**).

**3. Discounts:**

- Apply override discount (**PTDISC**) or default (**OPDISC**).
- Set discount to 0 for past due or partially paid vouchers unless forced (**FDISC = 'D'**).

**4. Payment Amount:**

- Calculate as  $OPGRAM - OPDISC - OPPPTD$ .
- Adjust for partial payments ( $PTAMT$ ).

#### 5. Check Handling:

- Single checks ( $OPSNGL = 'S'$ ) for one-time vendors or specified cases.
- Maximum 12 invoices per stub; mark as full stub ( $AXRECD = 'F'$  or  $'V'$ ).
- Negative/zero-amount checks marked as credit/no pay.

#### 6. Reporting:

- Include vendor name from  $APVEND$  or  $AOPEN$ .
- Display payment type labels (e.g., "PAY BY CHECK", "PAY BY UTIL-AUPY").
- Report errors for invalid checks (e.g., "CHECK IS ALREADY OPEN").

## Calculations

- **Payment Amount:**  $OPLPAM = OPGRAM - OPDISC - OPPPTD$ . If  $PTAMT \neq 0$ ,  $OPLPAM = \min(PTAMT, OPGRAM - OPDISC - OPPPTD)$  and update  $PTAMT$ .
- **Discount:**  $OPDISC = PTDISC$  (if provided) or  $OPOPEN.OPDISC$ . Set to 0 if past due ( $OPDUED > CKDT$ ) or  $OPPPTD \neq 0$  and  $FDISC \neq 'D'$ .
- **Check Number:**  $THISCK = OPCKNO$  (prepaid),  $PTNXCK$  (non-prepaid), or 0 (credit/no pay). Increment  $PTNXCK$  unless full stub or credit/no pay.
- **Totals:** Accumulate gross ( $CKGRAM, C6GRAM, P6GRAM, L6GRAM$ ), discount ( $CKDISC, C6DISC, P6DISC, L6DISC$ ), and payment ( $CKAMT, C6LPAM, P6LPAM, L6LPAM$ ) at check and company levels.

## Dependencies

- **Files:**
  - $APCONT$ : Company data.
  - $GLMAST$ : G/L accounts.
  - $GSCONT$ : System settings (13 periods).
  - $GSTABL$ : Period end dates.
  - $APVEND$ : Vendor details.
  - $AOPEN$ : Open payables.
  - $APCHKR$ : Check register.
  - $ADPYTR$ : Transaction input.
  - $ADPPAY$ : Payment output.
  - $ADPYCK$ : Check output.
  - $APEEPY$ : Payroll summary output.
  - $APEEEXP, APEEEXPO$ : Report output.