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Options

AP > Administration > Options

The Options screen is used to set up and maintain the basic controls used when defining and processing the Accounts Payable (AP) module for a company. The preferences set up are used throughout the AP module. The Options screen must be set up before the other Administration records and vendors can be created, entered, and processed.

There are five tabs on this screen: General, Additional Info, Import, Sales Tax Expense GL Accounts, and Export.

Invoice Import File Layout

The file imported is a comma-separated value (.csv) file where each field is separated by commas. When you do not use a particular feature, such as Division, the placeholder is still expected in the file. The file contains the following columns in the order listed.

Position	Description	Format	Comments
1	GL Division	9999	n/a
2	GL Department	9999	n/a
3	GL Account	9999.999999	GL Account and Sub Account.
4	GL Activity	9999	n/a
5	Reference	X(40)	n/a
6	Amount	999999999.99	If a value is input without a decimal, the decimal is assumed. For example, 100 would be imported as 100.00.
7	Vendor	X(15)	Used only when the vendor is not passed in at run time.
8	Organization Name	X(40)	n/a
9	First Name	X(20)	n/a
10	Last Name	X(20)	n/a
11	Joint Name	X(40)	n/a
12	Address Line 1	X(40)	n/a
13	Address Line 2	X(40)	n/a
14	Address Line 3	X(40)	n/a
15	City	X(20)	n/a
16	State	X(2)	n/a
17	ZIP	X(10)	n/a
18	Bank Account	9999	Only applicable for Cash Basis Wire Transfer Payments.
19	Due Date	99/99/9999	n/a
20	Invoice	X(20)	Automatically generated if not assigned.
21	Customer	9999999999	n/a
22	Payment Type	X(1)	C - Check, D - Direct Deposit, W - Wire Transfer, M - Manual Payment, R - Credit Card If this is not set in the file, or is invalid, it is set to Check.

Position	Description	Format	Comments
23	1099	Y/N(40)	If this is not assigned in the file, it is set to Y if there is a 1099 Type defined on the Vendor, and N if there is no 1099 Type on the Vendor
24	Type	X(1)	I - Invoice, M - Miscellaneous Credit.
25	Invoice Date	99/99/9999	Only used when the Invoice Date is not passed in at run time.
26	GL Post Date	99/99/9999	Optional. If it is not populated in the file, the GL Post Date is assigned from the Invoice Date (which may be assigned in the file or at run time).
27	Discount	9999999.99-	If a value is input without a decimal, the decimal is assumed. For example, 100 would be imported as 100.00.
28	Sales Tax	9999999.99-	If a value is input without a decimal, the decimal is assumed. For example, 100 would be imported as 100.00.
29	Additional Charge 1 Code	X(4)	Optional. If it is not populated in the file, it will be retrieved from AP Options.
30	Additional Charge 1 Amount	999999999.99-	If a value is input without a decimal, the decimal is assumed. For example, 100 would be imported as 100.00.
31	Addl Chg 1 Taxable	Y/N	n/a
32	Additional Charge 2 Code	X(4)	Optional. It is not populated in the file, it will be retrieved from AP Options.
33	Additional Charge 2 Amount	999999999.99-	If a value is input without a decimal, the decimal is assumed. For example, 100 would be imported as 100.00.
34	Addl Chg 2 Taxable	Y/N	n/a
35	Use Tax 1 Code	X(4)	n/a
36	Use Tax 1 Amount	9999999.99-	If a value is input without a decimal, the decimal is assumed. For example, 100 would be imported as 100.00.
37	Use Tax 2 Code	X(4)	n/a
38	Use Tax 2 Amount	9999999.99-	If a value is input without a decimal, the decimal is assumed. For example, 100 would be imported as 100.00.
39	Use Tax 3 Code	X(4)	n/a
40	Use Tax 3 Amount	9999999.99-	If a value is input without a decimal, the decimal is assumed. For example, 100 would be imported as 100.00.
41	Use Tax 4 Code	X(4)	If it is not assigned in the file, it will be set to N.
42	Use Tax 4 Amount	9999999.99-	If a value is input without a decimal, the decimal is assumed. For example, 100 would be imported as 100.00.
43	Taxable	Y/N	n/a
44	Apply Addl Chg 1	Y/N	n/a
45	Apply Addl Chg 2	Y/N	n/a
46	Distribute Tax	X(1)	n/a
47	Distribute Addl Chg 1	X(1)	n/a

Position	Description	Format	Comments
48	Distribute Addl Chg 2	X(1)	n/a
49	AP GL Division	9999	n/a
50	AP GL Account	9999.999999	GL Account and Sub Account.
51	Dispute	Y/N	n/a
52	Separate Payment	Y/N	n/a
53	Times To Post	999	n/a
54	Invoice Type	X(4)	n/a
55	Extended Reference	X(250)	n/a
56	Authorization Type	X(4)	n/a
57	Credit Card	X(4)	n/a
58	Paid Vendor	X(1)	'Y' or 'N'
59	Charge Dt	99/99/9999	Optional. If it is not populated in the file, and Paid Vendor is 'Y', the Charge Date is assigned from the Invoice Date (which may be assigned in the file or at run-time).
60	BU Project	X(15)	Optional. Regardless of the value in the import file, the BU Project will only be imported when the GL > Administration > Options > Use Budget Project is marked, and the GL Account is not a Work Order GL Account when AP > Administration > Options > Work Order Interface is Integrated and there are no WO interfacing records being imported.
61	GL Distribution Reference	X(40)	Optional. If it is not populated in the file, the value for the GL Reference on the GL Accounting tab will be assigned to the Invoice Reference (column 5).

Material Inventory Interface Record

Position	Description	Format	Comments
1	Interface Type	MI	n/a
2	Item	X(15)	n/a
3	Quantity	999999999.999-	If a value is input without a decimal, the decimal is assumed. For example, 100 would be imported as 100.00.
4	Unit Cost	9999999.9999	If a value is input without a decimal, the decimal is assumed. For example, 100 would be imported as 100.00.
5	Amount	9999999.99-	If a value is input without a decimal, the decimal is assumed. For example, 100 would be imported as 100.00.
6	Location	X(4)	n/a
7	Description	X(40)	n/a
8	Sub Location	X(15)	n/a

Material Inventory Interface Serial

Position	Description	Format	Comments
1	Interface Type	SL	n/a
2	Serial	X(30)	n/a

Material Inventory Interface Reel

Position	Description	Format	Comments
1	Interface Type	RL	n/a
2	Reel	X(30)	n/a
3	Inner Sequence	999999999	n/a
4	Outer Sequence	999999999	n/a
5	Quantity	999999999.999	n/a
6	Cable Gauge	X(8)	n/a
7	Cable Size	X(8)	n/a
8	Manufacturer	X(4)	n/a
9	Manufacturer Reel	X(30)	n/a
10	Sequence UOM	X(4)	n/a

Work Order Interface Record

Position	Description	Format	Comments
1	Interface Type	WO	n/a
2	Work Order	X(15)	n/a
3	Charge Code	99	n/a
4	Amount	9999999.99-	If a value is input without a decimal, the decimal is assumed. For example, 100 would be imported as 100.00.

Asset Management Record

Position	Description	Format	Comments
1	Interface Type	AM	n/a
2	Asset	X(15)	n/a
3	Quantity	999999999	n/a
4	Group	X(4)	n/a
5	Serial	X(30)	n/a
6	Line	999999	n/a

AM Special Equipment Interface Record (An MI interface is allowed with an SE Interface.)

Position	Description	Format	Comments
1	Interface Type	SE	n/a
2	Asset	X(15)	n/a
3	Group	X(4)	n/a
4	Install GL Division	9999	n/a
5	Install GL Department	9999	n/a
6	Install GL Account	9999.99999	n/a
7	Install GL Activity	9999	n/a
8	GL Reference	X(40)	n/a

Position	Description	Format	Comments
9	Quantity	999999999	n/a
10	Serial	X(30)	n/a
11	Item Amount	999999999.99-	If a value is input without a decimal, the decimal is assumed. For example, 100 would be imported as 100.00.
12	Install Labor	999999999.99	If a value is input without a decimal, the decimal is assumed. For example, 100 would be imported as 100.00.
13	Loan	X(6)	n/a
14	Loan Project	X(8)	n/a
15	Loan Project Extension	X(4)	n/a
16	Engineering Code	X(4)	n/a
17	BU Project	X(15)	Optional. Regardless of the value in the import file, the BU Project will only be imported when the GL > Administration > Options > Use Budget Tracking is marked.

Fleet Management Interface Record

Position	Description	Format	Comments
1	Interface Type	FM	n/a
2	Expense Code	X(4)	n/a
3	Fleet Asset	X(15)	n/a
4	Class	X(4)	n/a
5	Amount	9999999.99-	If a value is input without a decimal, the decimal is assumed. For example, 100 would be imported as 100.00.
6	Number Of Periods	999	n/a
7	Service Code	X(4)	n/a
8	Service Request	X(15)	n/a
9	Actual Reading	9999999.99	If a value is input without a decimal, the decimal is assumed. For example, 100 would be imported as 100.00.
10	Quantity	999999999.999-	If a value is input without a decimal, the decimal is assumed. For example, 100 would be imported as 100.00.
11	Meter Type	X(1)	n/a
12	Allocation Code	X(1)	If a value is input without a decimal, the decimal is assumed. For example, 100 would be imported as 100.00.
13	GL Matrix	X(4)	n/a
14	Start Period	YYYYMM	n/a

Vendor PO Import File Layout

Required fields are marked with an asterisk (*). If required fields are not sent, the record will be rejected.

Note: The Line # field is required and accepted only when the PO# field is entered. The file contains the following columns in the order listed.

Position	Field	Format	Comments
1-15	1. PO#	x(15)	If 0, the coop generates their own purchase order. If entered, only the GRN and invoice will be created for the coop, referring to the

Position	Field	Format	Comments
			PO# sent.
16-17	2. Code Identifier	x(2)	The constant value is MI.
18-57	3. Description	x(40)	Description of the purchase order.
58-72	4. Vendor #	zzzzzzzzzzzzz9	Vendor number as defined by the coop.
73-82	5. Created Date	mm/dd/yyyy	The date this purchase order was created. This is also the invoice date.
83-122	6. Buyer	x(40)	Buyer code on the coop side that is associated with this order, as defined by the coop. In Admin, this is the user ID of the buyer. If this field is not entered in the Vendor PO Import file, then it will come from the Buyer field in AP > Administration > Options.
123-126	7. Location	x(4)	Location code associated with the order, as defined by the coop.

Fields 8-26 are invoice related fields. Each line of the invoice must contain all the same values.

Position	Field	Format	Comments
127-146	8. Vendor Invoice #	x(20)	Vendor's Invoice number.
147-157	9. Discount Amt	- zzzzzz9.99	Discount amount applied to the whole invoice.
158-168	10. Sales Tax Amt	- zzzzzz9.99	Amount of tax to be paid to the vendor (sales tax).
169-172	11. Terms Type	x(4)	Terms code associated with the invoice, as defined by the coop. If the terms type is not supplied in Vendor PO Import file, use terms associated with the vendor. If vendor terms are not defined, use AP > Administration > Options.

Fields 12-17 are additional charges to be associated with the vendor on the invoice.

Position	Field	Format	Comments
173-176	12. Additional Chrg 1	x(4)	Additional charges code associated with the invoice, as defined by the coop.
177-180	13. Additional Chrg 2	x(4)	Additional charges code associated with the invoice, as defined by the coop.
181-192	14. Addon Amt 1	zzzzzzz9.99	Amount of the additional charge.
193-204	15. Addon Amt 2	zzzzzzz9.99	Amount of the additional charge.
205	16. Addon Tax Flag1	x(1)	Y = Taxable, Blank, or N = Nontaxable.
206	17. Addon Tax Flag2	x(1)	Y = Taxable, Blank, or N = Nontaxable.
207-210	18.* Line #	zzz9	Line number for this item on the purchase order.
211-225	19.* Item (Part)	x(15)	Name of the item or part ordered.
226-238	20.* Quantity	zzzzzzz9.999	How many of the item were ordered.
239-242	21.* Unit Of Measure	x(4)	Code identifying the unit of measure used on this item, as defined by the coop.
243-254	22. Unit Cost	zzzzz9.9999	Unit cost of the item ordered.
255-264	23. Discount Amt	zzzzz9.99	Identifies any discount to apply on the invoice for this line item.
265-279	24. Work Order #	x(15)	Identifies any work order number associated with this line item.

Position	Field	Format	Comments
280-320	25. Item Description	x(40)	Description of the item.

Fields 1 - 5 are use tax related fields. These fields are optional. If a UT (Use Tax) record is in the file, use tax will be placed on the invoice. The UT record must be placed directly after each PO invoice it should be associated to. If there are multiple PO lines for an invoice in the file, then the UT record must be placed directly after the first PO line of the invoice. Placing the record at the end of all the PO lines will prevent the use tax from importing.

Position	Field	Format	Comments
1-15	1. PO#	x(15)	If 0, the coop generates their own purchase order. If entered, only the GRN and invoice will be created for the coop, referring to the PO# sent.
16-17	2. Code Identifier	x(2)	Constant Value "UT"
18-37	3. Vendor Invoice #	x(20)	Vendor's Invoice number
38-41	4. Tax Code	x(4)	Use Tax Code defined by coop
42-52	5. Tax Amount	- zzzzzz9.99	Tax Amount for invoice

Fields 1 - 6 are serial number related fields. These fields are required only if the material item on the PO line is serialized. If a PO line in the file has a serialized item, then the SI (Serial) record(s) must be placed directly after the serial item the serials belong to. If there are multiple PO lines for an invoice that all have serial items, you would then have your first PO line with the first serial item, then your SI record(s) with the serials, then your second PO line with the second serial item, then your next SI record(s) with the serials. When Post PO Cost at Receiving is selected (Yes) on the MI item's group then the serials will be posted to the line upon importing. When Post PO Cost at Receiving is cleared (No), then the serials will be posted upon posting the invoice.

Position	Field	Format	Comments
1-15	1. PO#	x(15)	If 0, the coop generates their own purchase order. If entered, only the GRN and invoice will be created for the coop, referring to the PO# sent.
16-17	2. Code Identifier	x(2)	Constant Value "SI"
18-37	3. Vendor Invoice #	x(20)	Vendor's Invoice number
38-41	4. Line Number	zzz9	Purchase Order Line Number
42-56	5. Item Number	x(15)	Item Number serial number is for
57-86	6. Serial Number	x(30)	Assumed 30 character serial number

Fields 1 - 9 are reel-related fields. These fields are required only if the material item on the PO line is reel-related. If a PO line in the file has a reel-related item, then the RT (Reel) record(s) must be placed directly after the reel item the reels belong to. If there are multiple PO lines for an invoice that all have reel items, you would then have your first PO line with the first reel item, then your RT record(s) with the reels, then your second PO line with the second reel item, then your next RT record(s) with the reels. When Post PO Cost at Receiving is selected (Yes) on the MI item's group, then the reels will be posted to the line upon importing. When Post PO Cost at Receiving is cleared (No), then the reels will be posted upon posting the invoice.

Position	Field	Format	Comments
1-15	1. PO#	x(15)	If 0, import will create PO#, else if populated import will assume PO# already exists. Left justified, fill with blanks.

Position	Field	Format	Comments
16-17	2. Code Identifier	x(2)	Constant Value "RT"
18-37	3. Invoice #	x(20)	Vendor's Invoice number
38-41	4. Line Number	zzz9	Purchase Order Line Number
42-56	5. Item Number	x(15)	Item Number reel is for
57-96	6. Reel Number	x(40)	Assumed 40 character reel number
97-104	7. Initial Quantity	zzzzzzz9	n/a
105-112	8. Inner Sequence #	zzzzzzz9	n/a
113-120	9. Outer Sequence #	zzzzzzz9	n/a

If the item is a type of reel, and there is no RT record available, then a receiving record is not created for the line. In the case where the requisition and/or purchase order is being built, the line will be created on the PO; however, the Receiving Qty for the line will be zero. The Invoice Qty for the line will be populated; however, you will receive an error on the AP Invoice Print Entries or Post Entries, indicating the Received Qty needs to be input for the line.

When you save or make changes to the Options screen, an audit record is created identifying the modified field value which can be viewed in Common > History Inquiry > Revision History Inquiry.

How To

Set Up Or Modify Options

Fields/Buttons

AP Batch

Define a one-time batch to use when invoices are created.

AP Holding GL Activity

This is the identifier for the GL Activity.

This field determines the default accounting on the invoices when they are created in a batch from iVUE Service - Utility (CC&B - Utility) or iVUE Service - Broadband (CC&B - Telecom). The AP Holding Activity field is only available on entry screens when the GL Option Use Activity-Based Accounting field is selected (Yes) in General Ledger > Administration > Options. The drop-down displays all active activity codes and their descriptions.

On the initial create, the AP Holding Activity defaults to **0 - Unassigned Activity**. When a Division has been defined but no account/subaccount, the drop-down for AP Holding Activity is 0 - Unassigned Activity.

When using AP Holding Activity and the Account/Subaccount is required whether or not the AP Holding Activity field is required is based on the following:

- The AP Holding Activity field is required when AP Holding Activity 0 is not an applicable AP Holding Activity for the account.
- The AP Holding Activity field is NOT required when the account has an association with AP Holding Activity 0. The AP Holding Activity field will be available but will not be required, blank is not an available option.
- The AP Holding Activity field is disabled and will default with 0 when a GL Account (Division and Account/Subaccount) has been defined and no associations exist for the GL Account.

The drop-down for AP Holding Activity will be restricted to the applicable AP Holding Activity that are associated to the GL Account.

AP Holding GL Department

This is the identifier for the GL Department.

This field determines the default accounting on the invoices when they are created in a batch from iVUE Service - Utility (CC&B - Utility) or iVUE Service - Broadband (CC&B - Telecom). This field is only available when the Department Length in General Ledger > Administration > Options has been defined with a length greater than zero.

On the initial create, the AR Holding GL Department defaults to 0 - Unassigned Department. When a Division has been defined but no Account/Subaccount, the drop-down for Department is 0 - Unassigned Department. When Departmentalized and the Account/Subaccount is required, whether or not the AR Holding GL Department field is required is based on the following:

- The AR Holding GL Department field is required when Department 0 is not an applicable Department for the Account.
- The AR Holding GL Department field is NOT required when the account has an association with Department 0. The Department field will be available but will not be required, blank is not an available option.
- The AR Holding GL Department field is not available for selection and defaults with 0 when a GL account (Division and Account/Subaccount) has been defined and no associations exist for the GL account.

The drop-down for AR Holding GL Department will be restricted to the applicable departments that are associated to the GL account.

AP Holding GL Division

This is the identifier for the GL Division.

This field determines the default accounting on the invoices when they are created in a batch from iVUE Service - Utility (CC&B - Utility) or iVUE Service - Broadband (CC&B - Telecom). The Division field is only available when the Division Length in General Ledger > Administration > Options has been defined with a length greater than zero. The drop-down list displays all active divisions and their descriptions. When the account is required, on the initial create in entry screens, the Division defaults with the first Division value in the drop-down. On subsequent create records, the Division defaults with the previously entered value.

Add Row

This adds rows to the table.

Click this button to add a new row to the table.

Once the row is added, you can add information for another line item on this updateable table.

Additional Charge 1

Identifier and description for invoice additional charge 1.

Although this field initially defaults to blank, you can select an additional charge 1 from those listed in this field as the default for the invoice. Additional charges are set up in AP > Administration > Additional Charge.

Additional Charge 2

Identifier and description for invoice additional charge 2.

Although this field initially defaults to blank, you can select an additional charge 2 from those listed in this field as the default for the invoice. Additional charges are set up in AP > Administration > Additional Charge.

Administrator Contact Information

This frame contains fields the Administrator contact info.

Allow Charge/Credit Expense Type

Indicates if a charge/credit can be assigned as the exp type.

When this checkbox is selected (default), it indicates the Charge or Credit can be assigned as the Expense Type for Expenses that were not imported in AP > Entry > Expense.

Allow Invoice Import

If Yes, you can import invoice information.

Although this field initially defaults to cleared (No), you can change it. If this field is selected (Yes), the **Invoice Import** button is available on the AP > Invoice > Invoice screen.

Allow Invoice Maintenance After Authorization

If selected, allows invoice modification after authorization.

The default for this field is **selected (Yes)** when upgrading current sites to 2.37. The default for this field for new installs of 2.37 and greater though, is **cleared (No)**.

When this field is selected (Yes), then when the following fields are changed on an authorized invoice or expense on the AP > Entry > Invoice and AP > Entry > Expense screen, then the invoice or expense needs to be routed for authorization again:

AP > Entry > Invoice screen:

Vendor

Invoice

Authorization Type

Times To Post

Any field that changes the amount of the invoice, which include any of the following: Amount, Invoice Discount, Sales Tax, and Additional Charge amount.

AP > Entry > Expense screen:

Vendor

Expense

Authorization Type

Any field that changes the amount of the expense, which include any of the following: Amount, Quantity, Rate, and Sales Tax.

When this field is cleared (No), then when ANY field EXCEPT the following are changed on an authorized invoice or expense, then the invoice or expense needs to be routed for authorization again:

AP > Entry > Invoice screen:

Invoice Date

Reference

Terms

Due Date

Ready To Post

Payment Type

Dispute

Separate Check/Direct Deposit

Invoice Type

Scheduled Payment Date

Scheduled Payment Amount

Scheduled Payment Create Retainage Payment

Scheduled Payment Hold Payment/Dispute Invoice

AP > Entry > Expense screen:

Expense Date

Reference

Terms
Due Date
Ready To Post
Payment Type
Separate Check/Direct Deposit

In addition, this field affects how the Address dialog on the Invoice Maintenance screen works. If this field is cleared (No), then all fields are not available for selection on the Address dialog box, and the Revert To Vendor Name/Address button is hidden. If this field is selected (Yes), then the Revert To Vendor Name/Address button is displayed, and the address fields are available for selection as long as the invoice is not paid or voided.

Allow Mass PO Line GL Acctg

If selected, the Allow Mass PO Line GL Acctg button is active.

When this field is selected, the Allow Mass PO Line GL Acctg button will become available on the AP > Entry > Invoice screen. This button allows you to input GL Accounting information that will be used to update the GL Accounting for all Exempt and Noninventory items on the PO Lines tab.

Allow Vendor PO Import

If selected, Invoice screen displays Vendor PO Import button.

Although this field initially defaults to cleared (No), you can change it. If you select (Yes) this field, the Vendor PO Import button displays on the AP > Entry > Invoice screen and allows you to import files. Also, when this field is selected (Yes), the Vendor, Buyer, and Generic Item fields are available for entry in the Vendor PO File Import frame of this screen. These fields are used to enter the default values for the Vendor PO Import process.

If this field is cleared (No), the Vendor PO Import button is not available on the AP > Entry > Invoice screen.

Apply Credits

Indicates how Misc Credits and Invoices are displayed.

Valid options are Invoice and AP GL Account. The default value is AP GL Account. The value selected will be assigned as the default value selected for the "Apply By" field on the Apply Miscellaneous Credit screen.

When you select AP GL Account, the AP GL Div, AP GL Acct and AP GL Acct Desc columns display in the Miscellaneous Credit summary table and the Invoice spreadsheet on the Apply Miscellaneous Credits screen.

Since the AP GL Div/Account is assigned on the GL Accounting dialog, there is a possibility that a Miscellaneous Credit may be displayed more than once.

Asset Management

This field determines how AP and PO interface with AM.

This field initially defaults to Integrated on the initial setup; however, you can change it.

Integrated - The AM interface is available, and entry is required when entering an invoice if an active AM GL account has been entered. The AM information is validated and updated with the applicable information.

None - The AM information is hidden on the Invoice screen.

Note: Validation is done when an invoice is saved or changed.

Automatically Route

Used for invoice proc through 3rd Party Doc and Ready to Post.

When a **Document Processing Batch** has been defined, this checkbox is enabled with an initial default of **unmarked**. When a **Document Processing Batch** hasn't been defined, the checkbox is unmarked and disabled.

When the checkbox is enabled, you have the option to select whether any invoice that is processed through the **3rd Party Document Processing** solution and is marked **Ready To Post** should be automatically routed. When **Automatically Route** is marked, the document is sent to the default authorizer (Sequential and Manual) or to all authorizers (Parallel). When **Automatically Route** is unmarked, a default authorizer is not indicated or the invoice is not **Ready To Post**, the invoice is placed in the batch but not automatically routed. The initial **default** is **unmarked**.

Automatically Route Invoice

When selected, the invoice will automatically be routed.

This field is enabled when the Require Invoice Authorization field on the General tab is set to Non-Purchase Order Invoices or All Invoices, and the Create Invoice In Batch checkbox is selected on the Additional Info tab. Otherwise, it is disabled.

Select this checkbox if any invoice processed through the 3rd-Party Document Processing solution and marked Ready To Post should be automatically routed. When the checkbox is selected the document can be sent to the default authorizer or to all authorizers. When the checkbox is not selected, a default authorizer is not indicated or the invoice is not Ready To Post, the invoice will be placed in the batch but not automatically routed.

Business Phone

This is the business telephone number for this contact.

Although you are not required to do so, you can enter the telephone number and extension for the AP administrator contact. This field initially defaults to blank. If an entry is made in this field, it is also included on the Direct Deposit Transmittal Register.

Business Phone Extension

This is the business phone extension number for this contact.

You can enter the extension number of the business phone number for the contact. This field can contain up to four digits.

Buyer

This is the identifier and name of the buyer.

You are required to select a valid buyer from those listed in this field if the Allow Vendor PO Import field is selected (Yes). This buyer will be used as the default buyer for the Vendor PO Import process. If the Allow Vendor PO Import field is cleared (No), this field is cleared of any value and not available for selection.

Buyers are set up in PO > Administration > Buyer, or you can right-click on this field to add a new buyer or edit an existing buyer using the Add/Edit functionality.

Note: *This field is used only for the Import process when you are creating a purchase order. If the vendor is already provided a purchase order, and the import is generating just the receiving and invoice, the buyer entered here will not be used.*

Carriage Return

If selected, a carriage return is inserted after the row.

If this field is selected (Yes), then a carriage return is imbedded in the header/footer line or detail line following the field. The default for the Carriage Return field is cleared (No).

Check Number

If selected, the check number is printed on check stub.

Although this field initially defaults to selected (Yes), you can change it. If this field is cleared (No), the check number is not printed on the check stub.

Check Register

Indicates if check register prints with Check Print process.

Although this field initially defaults to cleared (No), you can change it. This field is used to determine whether or not you want to print the Check Register when the Check Process is run.

Create Invoice In Batch

When selected, the invoice will be created in the batch.

You have the ability to indicate if invoices created outside of Accounts Payable are created in an AP batch. The initial default selection for this field is **cleared (No)**.

Credit Card

Indicates if Payment Stub is printed for a Credit Card pymt.

If selected, a Payment Stub will be printed for a payment where the Payment Type is Credit Card. The stubs will be generated as a separate output with the Post Entries process on either the AP > Entry > Invoice screen or the AP > Entry > Manual Payment screen, depending on where the payment is recorded.

Default AP Administrator

This is the default AP administrator.

If the All Invoices or Non-Purchase Order Invoices option is selected in the Require Invoice Authorization field and the Automatically Route Invoice field is cleared (No), you have the ability to select a Default AP Administrator that will be assigned when an invoice, miscellaneous credit, or expense is routed, and the user currently logged in is not an active AP Administrator.

If the All Invoices or Non-Purchase Order Invoices option is selected in the Require Invoice Authorization field and the Automatically Route Invoice field is selected (Yes), you are required to define a Default AP Administrator that will be assigned when an invoice, miscellaneous credit, or expense is routed, and the user currently logged in is not an active AP Administrator.

If the Never option is selected in the Require Invoice Authorization field, the Default AP Administrator field is unavailable for selection and set to blank.

Note: *If a Default AP Administrator field is assigned when initially routing an invoice, miscellaneous credit, or expense, and the user currently logged in is not an active AP Administrator, the Default AP Administrator will be assigned to the invoice, miscellaneous credit, or expense. Allowing an administrator to be assigned to the invoice, miscellaneous credit, or expense immediately without having to be routed to an administrator first will allow the invoice, miscellaneous credit, or expense to be routed directly to an authorizer.*

Default Authorization Type

This is the default authorization type.

When the Require Invoice Authorization field is set to anything but "Never", then you have the ability to set an active Authorization Type as the default; otherwise, this field is disabled and blank. The field is blank by default.

Default PO Line Item Qty/Serv Amt

If selected, qty or serv amt on a PO line item should default.

Default Reference From Previous Invoice

This is the default reference from the previous invoice.

This allows you to select whether a blank Reference should default from the Previous Invoice. When this checkbox is selected and a Reference value hasn't been provided, the system will use the Reference from the Previous Invoice. When this checkbox is cleared and a Reference value hasn't been provided, the system won't assign a Reference value. If the system requires a Reference, then the system won't mark the Ready To Post option when the Default Reference From Previous Invoice is unmarked. When a Reference Value has been provided, it will be used.

Delete Row

This deletes selected row(s) from the table.

Click this button to delete the selected row(s) from the table.

Distribute Additional Charge 1

Identifies how additional charge 1 will be distributed.

Although this field initially defaults to Assign All As Distribute, you are required to designate if additional charge 1 will all be distributed, expensed, or assigned from file. Valid selections are Assign All As Distribute, Assign All As Expense, and From File.

Distribute Additional Charge 2

Identifies how additional charge 2 will be distributed.

Although this field initially defaults to Assign All As Distribute, you are required to designate if additional charge 2 will all be distributed, expensed, or assigned from file. Valid selections are Assign All As Distribute, Assign All As Expense, and From File.

Distribute Tax

Identifies how tax will be distributed.

Although this field initially defaults to Assign All As Distribute, you are required to designate if tax will all be distributed, expensed, or assigned from file. Valid selections are Assign All As Distribute, Assign All As Expense, and From File.

Division

This is the division for the AP GL account number.

When you click **Add Row**, you are required to select an active division from those listed in this field. Only active GL divisions that have a division type of General Ledger, Both, or All, and are not already listed in the summary table, are included in the available selections.

If the **Allow Multiple Cash GL Accounts Per Bank** checkbox is NOT selected in GL > Options, the list of available Divisions to select from is All and any active Division assigned in GL > Administration > Division where the Type is equal to General Ledger or Both with an initial default of All.

If the **Allow Multiple Cash GL Accounts Per Bank** checkbox is selected in GL > Options, the list of available Divisions to select from is any active Division assigned in GL > Administration > Division where the Type is equal to General Ledger or Both.

Document Processing

review.

E-Mail

Electronic mailing (e-mail) address for AP administrator.

Although this field initially defaults to blank, you are not required to enter an e-mail address for the AP administrator contact, unless the E-Mail Contacts field is selected (Yes).

You can enter up to 60 characters in this field, but only 40 characters display in this field at one time. You can scroll past the first 40 characters displayed to view the rest of the e-mail address. If an entry is made in this field, it is also included on the Direct Deposit Transmittal Register.

Note: *This must be a valid e-mail address.*

E-Mail Contacts

If selected, notify vendor via e-mail when payment is made.

Although this field initially defaults to cleared (No), you can determine whether or not the vendor contacts should be notified via e-mail if a payment has been made. The vendors e-mail address is entered on the AP > Vendor > Vendor > Contacts tab.

If this field is selected (Yes), you are required to enter a valid e-mail address in the E-Mail field.

Enter GL Accounting Before Routing

Determines navigation preference on the Invoice Entry screen.

This setting determines a navigation preference on the AP > Entry > Invoice screen. When this field is selected, and you are entering an invoice on the Invoice screen, you will automatically move to the GL Accounting tab after you have completed the Invoice tab. The Add Row function will be initiated on the GL Accounting tab. So if you typically enter GL Accounting information on the initial invoice, then this option should be selected.

If you do not populate GL Accounting information at this time, then do not select this field. With the field unselected, and invoice authorization required, then you will automatically move to the GL Accounting tab, but the Add Row function will not be initiated. If you press Enter, you will return to the Invoice tab.

Regardless of the setting, if there is a default GL Accounting on the vendor, it will be built upon entry of the invoice.

Expense Reporting Batch

This is used when exp are created in AppSuite or HR Connect.

This field is enabled and required when the **Require Expense Request Authorization** or **Require Expense Report Authorization** field is set to Always; otherwise, it is optional and you are able to select an expense reporting batch.

This field is used when expenses are created from AppSuite or iVUE Connect - Financials. The available values to select from is limited to One-Time AP Batches where:

- Secured is not marked, or
- Secured is marked and the currently logged in user is equal to the created by user on the batch or the currently logged in user has the Secured Item "Allows access to all Accounts Payable-related batches" selected in iVUE Administration > Security > Roles > Secured Items dialog box.

Field

Indicates which field(s) to include in the header/footer.

In the Header and Footer tables, this field allows you to select which field(s) are to be included in the header/footer record. The options include:

1099 Box
1099 Type
Account
Additional Charge 1
Additional Charge 1 Description
Additional Charge 2
Additional Charge 2 Description
Address 1
Address 2
Address 3
Amount - Additional Charge 1
Amount - Additional Charge 2
Amount - Invoice Discount
Amount - Sales Tax
Amount - Total Additional Charge
Amount - Total GL Amount
Amount - Total Invoice
Amount - Use Tax
AP GL Account
AP GL Division
Calendar Period
Cash Basis
City
Country
Current Date
Customer
File Number
Fiscal Period
Fiscal Year
Fixed Value
Invoice Date
Invoice Due Date
Invoice ID
Invoice Reference
Invoice Unique ID
Journal
Journal Activity
Journal Description
Line Number
Member
Name
Payment Mode
Payment Mode Description
Post Date
Purchase Order
State
Terms
Total Amount
Total Credits
Total Invoices
Transaction Count
Type
Vendor
ZIP
ZIP + 4

In the Details table, this field allows you to select which field(s) are to be included in the detail record. The options include:

1099 Applicable
1099 Box
1099 Type
Account
Additional Charge 1
Additional Charge 1 Description
Additional Charge 2
Additional Charge 2 Description
Address 1
Address 2
Address 3
Amount - Additional Charge 1
Amount - Additional Charge 2
Amount - Distribution Amount
Amount - Invoice Discount
Amount - Sales Tax
Amount - Total Additional Charge
Amount - Total GL Amount
Amount - Total Invoice
Amount - Use Tax
AP GL Account
AP GL Division
Asset
BU Project
Calendar Period
Cash Basis
City
Country
Current Date
Customer
File Number
Fiscal Period
Fiscal Year
Fixed Value
Fleet Asset
FM Class
FM Expense
GL Account
GL Activity
GL Department
GL Division
GL Reference
Invoice Date
Invoice Due Date
Invoice ID
Invoice Reference
Invoice Unique ID
Item
Journal
Journal Activity
Journal Description
Line Number
Member
Name
Payment Mode
Payment Mode Description
Payment Type
Payment Type Description
Post Date

Purchase Order
Sequence
State
Terms
Type
Vendor
ZIP
ZIP + 4

File Name

This is the name of the export file.

When the Use Accounts Payable Export field is selected, you are required to enter an export file name. The default value is ap_export.dat.

File Type

Identifies the type of output format: Fixed Length or CSV.

When the Use Accounts Payable Export field is selected, you are required to choose a file type of Fixed Length or CSV. The default value is Fixed Length.

Find

Find screen(s) for the search criteria entered.

The Find field, located above the left navigation panel, allows you to find the screen you want to navigate to. As you begin entering the name of the screen, a drop-down list displays with screens that match the text. The more you type, the more this list is narrowed down. At any point you can click on a screen listed, and you will navigate to that screen.

You can also enter the Jump-To Name for the screen you want to navigate to.

Fleet Management

This field determines how Fleet Management interfaces to AP.

This field initially defaults to Integrated on the initial setup; however, you can change it.

Integrated - The FM Expense interface is available and required when entering an invoice if an FM GL account has been entered. The FM information is validated and updated with the applicable information.

None - The FM Expense information is hidden on the Invoice screen.

Note: Validation is done when an invoice is saved or changed.

Format

This indicates the format of specified fields.

When the Field column is set to one of the following, you can select a format from the drop-down menu.

Current Date
Invoice Date
Invoice Due Date
Post Date
Fiscal Year
Calendar Period
Fiscal Period
Name
Amount - Distribution Amount
Amount - Total Distribution Amount
Amount - Invoice Discount
Amount - Sales Tax
Amount - Additional Charge 1

Amount - Additional Charge 2
Amount - Total Additional Charge
Amount - Total Invoice
Amount - Use Tax
Amount - Total GL Amount
AP GL Account
GL Account
Total Amount
Total Invoices

GL Account

The GL account to record sales tax expense transactions.

If you click the **Add Row** button, and an entry is made in the Division field, you are required to enter an active GL account for each sales tax expense record created in the summary table.

If this is an enterable field, enter an active GL account number. If the lookup feature is available, and you would like to look for an existing GL account, click the **Binocular** button or press **F12**. The Lookup: GL Account dialog box displays, allowing you to search for a specific active GL account number.

In the search area, you can search for account numbers that start with a specific account number, regardless of the subaccount. For example, if you want to search for all 593 accounts, you would enter 593 in the Account field and click **Search**. The system will display all the 593 accounts, regardless of the subaccount.

If the GL Account is entered in the Additional Info tab > Default Escheat Unclaimed GL Account frame, this will be the Account that defaults in the Bank Reconciliation > Entry > Void Payment screen when the Additional Action for **Accounts Payable Payments** is set to **Record Check As Ready To Escheat**.

GL accounts are set up in GL > Account > Account.

GL Account Description

This is the description for the GL account.

You can enter a different description for GL account if you wish.

GL Activity

If selected, the GL activity is printed on check stub.

GL Activity

The GL activity used to record the sales tax expense trans.

If you click the **Add Row** button, and an entry is made in the Division field, you can select an active GL activity for each sales tax expense record created in the summary table. Only active activities are listed in this field. This field initially defaults to zero.

If the Use Activity-Based Accounting field in the GL > Administration > Options screen is selected (Yes), you are required to make a selection in this field. If the Use Activity-Based Account field is cleared (No), this field is not available for selection.

If the GL Activity is selected in the Additional Info tab > Default Escheat Unclaimed GL Account frame, this will be the Activity that defaults in the Bank Reconciliation > Entry > Void Payment screen when the Additional Action for **Accounts Payable Payments** is set to **Record Check As Ready To Escheat**.

GL activities are set up in GL > Administration > Activity.

GL Department

The GL department used to record the sales tax expense trans.

If you click the **Add Row** button, and an entry is made in the Division field, you can select an active GL department for each sales tax expense record created in the summary table. Only active departments are listed in this field. This field initially defaults to zero.

If the Department Length field in the GL > Administration > Options > Account Format frame is greater than zero, you are required to make a selection in this field. If the Department Length field is set to zero, this field is not available for selection.

If the GL Department is selected in the Additional Info tab > Default Escheat Unclaimed GL Account frame, this will be the Department that defaults in the Bank Reconciliation > Entry > Void Payment screen when the Additional Action for **Accounts Payable Payments** is set to **Record Check As Ready To Escheat**.

GL departments are set up in GL > Administration > Department.

GL Distribution

Identifies when GL distribution info is printed on check stub.

Although this field initially defaults to Duplicate, you can change it. This field is used to determine when you want to print GL distribution information on the check stub. Valid selections are Duplicate, Check And Duplicate, and No Distribution.

GL Division

The GL division to record sales tax expense transactions.

If you click the **Add Row** button, and an entry is made in the Division field, you are required to select an active GL division from those listed in this field for each sales tax expense GL account created in the summary table. Divisions listed in this field include only active divisions that have a division type of General Ledger or Both.

If the GL Division is selected in the Additional Info tab > Default Escheat Unclaimed GL Account frame, this will be the Division that defaults in the Bank Reconciliation > Entry > Void Payment screen when the Additional Action for **Accounts Payable Payments** is set to **Record Check As Ready To Escheat**.

If Division is equal to All, you are required to indicate the GL Div. If Division is not equal to All, GL Div is disabled and set to the Division.

GL Reference

If selected, the GL reference info is printed on check stub.

Although this field initially defaults to selected (Yes), you can change it. If this field is cleared (No), the GL reference information is not included on the check stub.

Note: *Printing the reference information can cause the report to be quite lengthy.*

GL Reference

The GL reference used to record sales tax expense trans.

If you click the **Add Row** button, and an entry is made in the Division field, you can enter a valid GL reference for each sales tax expense record created in the summary table. If you are unsure of the GL reference, the lookup feature is available for you to look for an existing GL reference. You can click the **Binocular** button located to the right of this field or press **F12**. The Lookup: GL Reference dialog box displays allowing you to search for a specific active GL reference.

GL references are set up in GL > Administration > Reference.

Generic Item

This is the identifier for the generic item.

You are required to enter a valid generic item to use as the default generic item for the Vendor PO Import process if the Allow Vendor PO Import field is selected (Yes). If the Allow Vendor PO Import field is cleared (No), this field is cleared of any value and not available for entry.

If you are unsure of the generic item, the lookup feature is available for you to look for an existing vendor. You can click the **Binocular** button located to the right of this field or press **F12**. The Lookup: Item dialog box displays allowing you to search for a specific generic item.

Generic items are set up in MI > Item > Item and have the Generic Item field selected (Yes).

Generic Item Description

This is a description for the generic item.

The description for the generic item displays to the right of the Generic Item identifier field after a valid generic item has been entered.

Group Generic Vendors

If selected, group generic vendors on Vendor Detail report.

Although this field initially defaults to cleared (No), you can change it to identify if you want to group the generic vendors when printing the Check Print report. If you select (Yes) in this field, all generic vendors grouped by vendor and vendor name and are printed after all the other vendors have printed.

Group Generic Vendors

If selected, checks for generic vendors are grouped together.

Although this field initially defaults to cleared (No), you can change it. This field is used to determine whether or not you want to group generic vendors when printing checks. If this field is selected (Yes), all generic vendors are sorted by vendor and vendor name, and the checks are printed after all the other vendor checks.

Group Header/Footer Values

If selected, multiple headers can be included in the file.

If this field is cleared (No), a single header value is included in the file. If this field is selected (Yes) multiple headers can be included in the file.

Note: *In order for invoice transaction data items (vendor, invoice, year, date, period, etc.) to be included in the header, you are required to group the header.*

Import

This frame contains the fields regarding import vendor files.

Import Name/Addr For Non-Generic Vendors

If Yes, vendor name and address info is imported to file.

This field is used to assign name and address information in the file for all invoices, but designate it will only be used when it is a generic vendor. Its main purpose is to avoid creating separate check/direct deposit records for each invoice. If the vendor is not a generic vendor, and the name and address is populated in the file.

Although this field initially defaults to selected (Yes), you can change it. You are required to select if you will import name and address information for non-generic vendor from the file.

If you select (Yes) this field, the name and address information is assigned to the invoice and separate check/direct deposit records are created. If the vendor is not a generic vendor, and name and address information is populated in the file.

If this field is cleared (No), the name and address information will not be assigned to the invoice and separate check/direct deposit records will not be created. The name and address information is retrieved from the vendor when the Check Print is processed, and the invoice can be included with other invoices for the vendor to create a single check.

Integration Default Terms

The identifier and description of the term to use as default.

Although this field initially defaults to blank, you are required to select a term as a default for integration. This field is used from iVUE Service - Utility (CC&B - Utility) or iVUE Service - Broadband (CC&B - Telecom) Border States Import, etc., where an invoice is created. Because you are not required to enter terms on the vendor, it is not updated on the AP > Vendor > Vendor screen. Therefore, the terms selected on this screen will be the default used.

Terms are set up in Common > Administration > Terms, or you can right-click on this field add a new terms record or edit an existing terms record using the Add/Edit functionality.

Joint Name

If selected, the joint name is printed on check stub.

Although this field initially defaults to selected (Yes), you can change it. If this field is cleared (No), the joint name information is not included on the check stub. If this field is selected (Yes), the joint name, if one exists, is printed below the vendor name on the Federal 1099 Extract.

Justification

This indicates the justification of the field in the file.

You are required to specify the justification of the field in the export file when the File Type field is set to Fixed Length. This field defaults to blank.

Note: When the file type is CSV, this field is unavailable and set to "Left".

Length

This specifies the length of the field in the export file.

This specifies the length of the field in the export file. The field is two numeric positions and defaults to zero. When the Field column is set to Fixed Value, the length cannot be greater than 40 positions.

Liability Paid From AP Batch

Indicates if the liability is paid from AP Batch.

The batch name is assigned to the batch which is a grouping of transactions posted at the same time.

If the Create Invoice In Batch field is selected (Yes), you are required to define a one-time batch to be used when invoices are created from iVUE Service - Utility (CC&B - Utility), iVUE Service - Broadband (CC&B - Telecom) or MR. The default for the Liability From AP Batch field is **blank**. This field is a drop-down of AP batches where the Type is One-Time and Secured is cleared (No), or Secured is selected (Yes), and the currently logged in user is equal to the Created By User on the batch, or the currently logged in user has the Secured Item set to "Allows access to all Accounts Payable-related batches". If Create Invoice In Batch is not selected, the Liability Paid From AP Batch field is cleared and not available for selection.

Manual Payment

Indicates if Payment Stub is printed for a Manual Payment.

If selected, a Payment Stub will be printed for a payment where the Payment Type is Manual Payment. The stubs will be generated as a separate output with the Post Entries process on the Manual Payment screen.

Material Inventory

This field determines how Material Inventory interfaces to AP.

This field identifies how Accounts Payable (AP) interfaces with Material Inventory (MI) when a purchase order does not exist for the invoice. This field initially defaults to Integrated on the initial setup; however, you can change it.

Integrated - The WO information is available and required when entering an invoice if a GL account has been entered on an active MI Group, and the Type is set to Inventory. The MI information is validated and updated with the applicable information. If the Type is set to Non-Inventory, the interface to MI is available, but entry is not required.

None - The MI information is hidden on the Invoice screen.

Note: *There is no validation when this field is changed. Validation is done when an invoice is saved or changed.*

Move Down

Moves selected item one position down in the table.

Click this button to move the selected table item down one position in the table.

Each time you click the button, the selected item will move down another position on the table.

Move Up

Moves selected item one position up in the table.

Click this button to move the selected table item up one position in the table.

Each time you click the button, the selected item will move up another position on the table.

Name

This is the name of the AP administrator.

Although this field initially defaults to blank, you can enter a name as the AP administrator contact. The AP administrator contact is the person responsible for the selections on the Options screen. If a name is entered in this field, it is also included on the Direct Deposit Transmittal Register.

Next Vendor

This identifies the next vendor identifier to be assigned.

Although this field initially defaults to one, you can change it. If an entry is made, it must be a numeric value which is unique and does not already exist.

When a vendor is created, the Vendor field initially defaults to blank on the AP > Vendor > Vendor screen, but it is updated with the value identified in the Next Vendor field when you save the record. This field is incremented by one or the next unique value each time you create a vendor and do not enter a specific vendor identifier in the Vendor field on the AP > Vendor > Vendor screen.

Zero is a value entry; however, a vendor with a zero identifier will never be created. If you enter zero in the Vendor field, it is incremented to the next highest value available when the vendor is created and

saved.

Primary Sort

Identifies how the Vendor Detail report is primarily sorted.

Although this field initially defaults to Vendor, you are required to identify how you want the Check Print report sorted. Valid selections are Name and Vendor. If you select Vendor, the vendor identified will be sorted pseudo-numerically (right-justified) in ascending sequence. If you select Name, the Check Print report is sorted in last name, first name format.

Print Stub

Identifies when the check stubs are printed.

If the E-Mail Contacts field is selected (Yes), the Print Stub field is available, and you are required to make a selection in this field. Valid selections are Vendors With No E-Mail, All, and None. This field initially defaults to Vendors With No E-Mail, if the field is available, but you can change it.

Vendors With No E-Mail - Prints stub for vendors that do not have an e-mail address entered on the AP > Vendor > Vendor > Contact tab. The stub is mailed to those vendors. All other vendors will receive e-mails.

None - No stubs are printed.

All - Print all stubs, as well as send e-mails to all vendors that have an e-mail address entered on the AP > Vendor > Vendor > Contact tab.

If the E-Mail Contacts field is cleared (No), you are required to make a selection in this field. Valid selections are All and None. The initial default is All, but you can change it.

Print Vendor Remittance

Print Vendor Remittance information on Check Print report.

When selected, either the address information entered on the invoice (if it exists) or the vendor address information will print on the Vendor Detail report that is generated with the AP Check Print Process.

This option defaults to not selected.

Related

Lists other function(s) related to this screen.

The **Related** button allows you to quickly access functions related to this screen without "jumping" from screen to screen.

Click this button to view a list of associated functions and select the desired function. If there are no functions associated with this screen, this button will not be available.

If you do not have security for one of the screens that could be listed within the **Related** button, that screen will not display for you.

Require Expense Report Authorization

This indicates whether Expense Reports require authorization.

You are required to indicate whether an Expense Report requires authorization. Valid values are Never (default) and Always.

Require Expense Request Authorization

This indicates whether Expense Requests require authorization.

You are required to indicate whether an Expense Request requires authorization. Valid values are Never (default) and Always.

Require Invoice Authorization

Indicate when you want to require invoice authorization.

When "Never" is selected, Invoice Authorization functions throughout all of AP are disabled.

When "Non-Purchase Order Invoices" is selected, any invoice entered in Invoice Entry without a Purchase Order defined will require the Authorization Type to be "Input", which will determine the authorization process for the invoice.

When "All Invoices" is selected, any invoice entered in Invoice Entry will require an Authorization Type, which will determine the authorization process for the invoice.

Require Invoice GL Reference

If selected, GL reference information is required on invoice.

Although this field initially defaults to cleared (No), you can change it. This field is used to determine whether or not GL reference information must be entered in the GL Reference field on the AP > Invoice > Invoice screen when you are entering invoices. If this field is selected (Yes), a valid entry is required in the GL Reference field on the Invoice screen when invoices are entered. If this field is cleared (No), entry is not required in the GL Reference field.

Require Invoice Image

Indicate if an invoice image is required.

This option requires an image be attached in the Vault before an invoice can be routed to the Authorization queue. If this field is not selected, then an image is never required.

Require Review Of GL Acctg

If selected, a review of GL Accounting is required.

Require Security Group

If selected, a security group is required for the vendor.

Selecting this field enables security groups, restricting Vendors to only certain users. Before this field can be selected, all Vendors must have a security group defined.

Reset

Reverses all actions for the selected record.

Click this button to clear any fields that were changed and return to the original values.

Retrieve

Calls the set aside record to the screen.

Click this button to retrieve the record that was previously set aside.

Save

Saves the current record.

Click this button to save the information entered in the current window.

Secondary Sort

Identifies how to sort invoices on the Vendor Detail report.

Although this field initially defaults to Invoice, you are required to select to sort invoices printed on the Check Print report. Valid selections are Invoice, Invoice Date, and Order Entered.

If you select Order Entered, the report is sorted by vendor, journal, and then line number, all in ascending sequence.

Sequence

Sequencing number identifying the order of the fields.

This indicates the sequence of the field in the file. You have the ability to reposition the fields by using the Move Up and Move Down buttons. When you select and move a record, the system automatically renumbers the records. When records have been re-sequenced, the Add Row and Delete Row buttons are unavailable until you click the Save button.

Set Aside

Sets aside this record to work on at a later time.

Click this button to set aside the selected record to be worked on later. You can access any records set aside by clicking **Retrieve**.

There is no limit to the number of records that can be set aside.

If you shut down or exit the system, you will be reminded that you have a specific number of records set aside. You can handle them now or close the session. If you close the session, the records that were set aside will not be saved and cannot be retrieved when you access the system again.

Sort

This field identifies how the checks will be sorted.

The available sort options include: Vendor, Name, and ZIP and they will sort based on the fields listed below when they are available.

When Vendor is selected, then sort by Vendor, Account, Member, Customer, Charity Code, Name.

When Name is selected, then sort by Name, Vendor, Account, Member, Customer, Charity Code.

When ZIP is selected, then sort by ZIP Code, ZIP Code Plus4, Name, Vendor, Account, Member, Customer, Charity Code.

Take Late Discounts

If selected, discounts are accepted past the discount date.

Although this field defaults to cleared (No), you can change it. This field is used to determine whether or not to accept late discounts when the invoice is being paid on a date beyond the invoice discount date.

Terms

This identifies the payment terms for the Vendor.

Selections are Net - 15 Days, Net - 25 Days, Net - 30 Days, and Net - Net. This field is required.

Update Ready To Post Upon Receiving

If selected, Ready To Post is marked when receiving occurs.

When this option is marked, the Ready To Post field on an invoice in batch will be marked when an unposted invoice against the purchase order line items exists and subsequent receiving for the line item occurs. When this option is unmarked, the Ready To Post is not changed.

Use Accounts Payable Export

Identifier and description for the invoice use accounts payable export.

When this field is selected (Yes), the File Type, File Name, and Group Header/Footer Values fields are available. In addition, the Add Row/Delete Row buttons in the Header, Detail, and Footer frames are available.

Use Tax 1

Identifier and description for the invoice use tax 1.

Although this field initially defaults to blank, you can select a tax from the active taxes listed in this field. The taxes listed are restricted to active taxes that have the Purchase field selected (Yes) on the Common > Administration > Tax screen, and have not been selected in the screen or another tax screen for the same type (excluding Miscellaneous). For example, you cannot assign two city taxes. If you already selected a city tax in the Use Tax 1 field, all the other city taxes are filtered from those listed in the Use Tax 2, Use Tax 3, and Use Tax 4 fields.

Taxes are set up in Common > Administration > Tax.

Use Tax 2

Identifier and description for the invoice use tax 2.

Although this field initially defaults to blank, you can select a tax from the active taxes listed in this field. The taxes listed are restricted to active taxes that have the Purchase field selected (Yes) on the Common > Administration > Tax screen, and have not been selected in the screen or another tax screen for the same type (excluding Miscellaneous). For example, you cannot assign two city taxes. If you already selected a city tax in the Use Tax 1 field, all the other city taxes are filtered from those listed in the Use Tax 2, Use Tax 3, and Use Tax 4 fields.

Taxes are set up in Common > Administration > Tax.

Use Tax 3

Identifier and description for the invoice use tax 3.

Although this field initially defaults to blank, you can select a tax from the active taxes listed in this field. The taxes listed are restricted to active taxes that have the Purchase field selected (Yes) on the Common > Administration > Tax screen, and have not been selected in the screen or another tax screen for the same type (excluding Miscellaneous). For example, you cannot assign two city taxes. If you already selected a city tax in the Use Tax 1 field, all the other city taxes are filtered from those listed in the Use Tax 2, Use Tax 3, and Use Tax 4 fields.

Taxes are set up in Common > Administration > Tax.

Use Tax 4

Identifier and description for the invoice use tax 4.

Although this field initially defaults to blank, you can select a tax from the active taxes listed in this field. The taxes listed are restricted to active taxes that have the Purchase field selected (Yes) on the Common > Administration > Tax screen, and have not been selected in the screen or another tax screen for the same type (excluding Miscellaneous). For example, you cannot assign two city taxes. If you already

selected a city tax in the Use Tax 1 field, all the other city taxes are filtered from those listed in the Use Tax 2, Use Tax 3, and Use Tax 4 fields.

Taxes are set up in Common > Administration > Tax.

Value

This is the value used for the field in the export file.

This is the value for the field in the export file. When the Field column is set to Fixed Value, the entry in this column can be up to 40 alphanumeric characters.

Vendor

If selected, the vendor is printed on check stub.

Although this field initially defaults to selected (Yes), you can change it. If this field is cleared (No), the vendor information is not included on the check stub.

Vendor

Identifies an active Vendor for use with Document Processing.

When a Document Processing Batch has been defined, you are required to define an active Vendor that will be used by NISC's Document Processing Solution when a vendor is not found on file. The Vendor must be a Generic Vendor. When an Document Processing Batch Name is not defined, the field is cleared and disabled.

Vendor

This is the identifier for the vendor.

You are required to enter a valid vendor identifier to use as the default vendor for the Vendor PO Import process. This field is available for entry only when the Allow Vendor PO Import field is selected (Yes).

Enter the vendor identifier or all or part of the vendor name. If an exact vendor name is entered or a partial vendor name is entered and there is not more than one result, then the value will be changed to the vendor identifier when leaving the field. If a partial vendor name is entered and there is more than one result, then the Lookup: Vendor dialog box displays, allowing you to select a specific vendor. If the lookup feature is available, and you would like to look for an existing vendor, click the Binocular button, located to the right of this field, or press F12. The Lookup: Vendor dialog box displays, allowing you to search for a specific vendor.

Note: When the vendor has a Type of Individual, then the automatic searching feature searches on the vendor's last name.

Vendors are set up in AP > Vendor > Vendor.

Note: The vendor field is only used for the Import process when creating a purchase order. If the vendor has already been provided a purchase order, and the import is generating just the receiving and invoice, the vendor entered will not be used.

Vendor Name

This is the name assigned to the vendor identifier.

The name of the vendor displays to the right of the Vendor identifier field after a valid vendor has been entered.

Wire Transfer

Indicates if Payment Stub is printed for a Wire Transfer pymt.

If selected, a Payment Stub will be printed for a payment where the Payment Type is Wire Transfer. The stubs will be generated as a separate output with the Post Entries process on the AP > Entry > Credit Card Reconcile/Invoice screen, the AP > Entry > Invoice screen, or the AP > Entry > Manual Payment screen, depending on where the payment is recorded.

Note: The payment will be recorded on the AP > Entry > Credit Card Reconcile/Invoice screen or the AP > Entry > Invoice screen when Cash Basis is selected on the invoice.

Work Order

This field determines how Work Order interfaces to AP.

This field initially defaults to Integrated on the initial setup; however, you can change it.

Integrated - The Work Order field is available and required when entering an invoice if a WO GL account has been entered. The WO information is validated and updated with the applicable information.

None - The Work Order field is hidden on the Invoice screen.

Note: *There is no validation when this field is changed. Validation is done when an invoice is saved or changed.*