



# **CENTRAL**SQUARE

## **TECHNOLOGIES**

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# **Accounts Payable**

## **END USER GUIDE**

**Finance Enterprise Version 20.2**

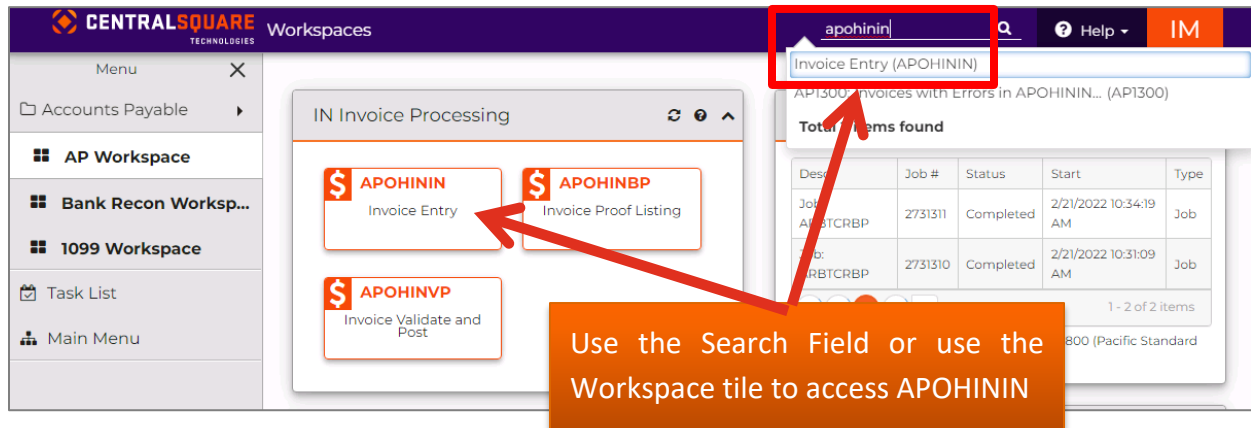
**Updated 11/14/2023**

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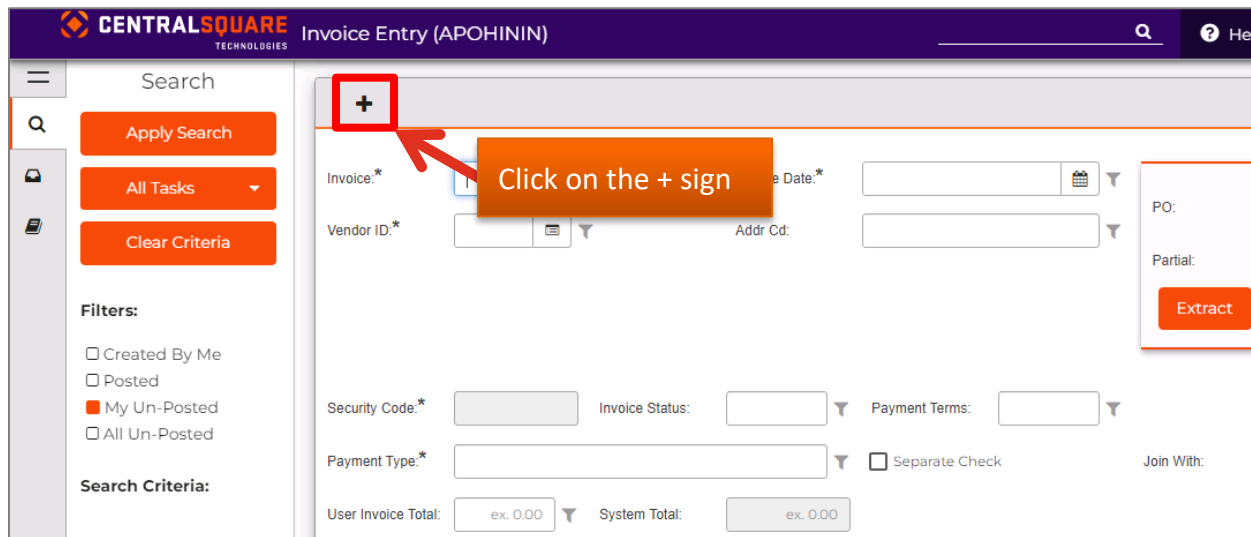
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# Direct Pay Invoice Entry

1. Open the APOHININ Invoice Entry screen. You can enter APOHININ in the Search field or you can select the APOHININ tile from the Accounts Payable workspace.



2. Once you are on the Invoice Entry (APOHININ) screen, click on the + button in the main screen area to switch to Add Mode.




You can confirm you are in Add mode because the system will display the word Add in the upper right hand corner:

The screenshot shows the 'Invoice Entry (APOHININ)' form. The top navigation bar includes the Central Square Technologies logo, a search icon, a 'Help' icon, and an 'IM' tab. The form itself has a left sidebar with various icons. The main area contains several input fields: 'Invoice:\*' (empty), 'Invoice Date:\*' (empty), 'Vendor ID:\*' (empty), 'Addr Cd:' (empty), 'Security Code:\*' (empty), 'Invoice Status:' (set to 'BE'), and 'Payment Terms:' (empty). On the right side, there is a section for 'PO:' and 'Partial:' with dropdown menus and an 'Extract' button. A red arrow points to the 'Extract' button.

## Entering Invoice Header Information

### 3. Enter invoice header information.

The screenshot shows the 'Invoice Entry (APOHININ)' form with data entered. The top navigation bar is the same. The form now contains: 'Invoice:\*' (17700051), 'Invoice Date:\*' (02/01/2022), 'Vendor ID:\*' (V127809), 'Addr Cd:' (R1), 'Security Code:\*' (7006), 'Invoice Status:' (BE), 'Payment Terms:' (empty), 'Payment Type:\*' (CHK), 'Check' (checked), 'Separate Check' (unchecked), 'Join With:' (empty), 'User Invoice Total:' (1,018.30), and 'System Total:' (1,018.30). The 'PO:' and 'Partial:' dropdowns are still empty, and the 'Extract' button is present.

- **Invoice:** Enter the invoice number that appears on the vendor’s invoice. If there is no invoice number, then create a unique invoice number or use the seed generator button  to the right of the Invoice field to auto-generate a seeded invoice number. \*Please reach out to the Auditor’s Office for further guidance if it is needed (*Required field*)
- **Vendor ID:** Type the Vendor’s ID from the Person Entity module. If you do not know the vendor ID, select the Lookup button in the ribbon bar. Please refer to the [Vendor Lookup](#) section for more information. (*Required field*)
- **Addr Cd:** Will default based on the vendor’s setup on PEUPPE but can be changed if necessary. Verify the address shown matches the vendor’s address on the invoice.
- **Invoice Date:** Enter the date of the invoice. (*Required field*)
- **Security Code:** Select the security code for your department/division. (*Required field*)

- **Payment Type:** Identifies how the invoice will be paid to this vendor. The payment type defaults as defined on the vendor setup screen and would generally not be changed (See EFT Payments pg. 45). *(Required field)*
- **Payment Terms:** Will default based on the vendor’s setup on PEUPPE.
- **User Invoice Total:** Enter the total amount of the invoice. *(Required field)*
- **System Invoice Total:** *Display only* – Shows the system calculated total of all line items that have been entered onto the invoice.
- **Invoice Status** (display only unless "BE", 2 characters): This field displays the current status of the invoice, there are three different status options that the system generates automatically. Possible values are **BE** (un-posted), **DS** (posted), and **EX** (extracted). Only un-posted (**BE**) invoices may be changed.
- **Separate Check:** Select this check box if a separate check is desired for this invoice.

### Entering Invoice Line Item Information

4. On the Main subtab from within the Invoice Details tab, enter your invoice line items.

The screenshot shows the 'Invoice Entry (APOHININ)' interface. At the top, there are fields for 'Payment Type' (CHK), 'User Invoice Total' (1,018.30), and 'System Total' (1,018.30). Below this, the 'Invoice Details' tab is selected, and the 'Main' subtab is active. The form contains several fields for entering invoice line item information, including 'GL Account\*', 'Description', 'Quantity\*', 'Unit Price', 'Tax Code', 'Tax Amount', 'Charge Code', 'Charge Amount', 'Dept', 'Duty Amount', 'Due Date\*', 'PO#', 'P/F', 'Div.\*', 'Misc', 'Second Ref.', 'Relate 1', 'Relate 2', '1099 Flag', and '1099 Dflt'. The 'Main' subtab is highlighted with a red box, and a red arrow points to it from the 'Invoice Details' tab.

- **GL Account** - Enter the Account. A value must be entered in both the GL ORG KEY and OBJECT fields. The JL PROJ KEY and OBJECT fields are optional. You can enter this information directly into the fields if you already know the account numbers. If you do not know the account numbers, select the Lookup button in the ribbon bar. Please refer to the [General Ledger Account Lookup](#) section for more information. *(Required)*

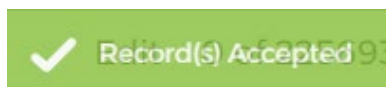
- **Description** - Enter up to a 30 character description into the Description field (the module will sometimes default the description to the GL object description, but you can customize the description)
- **Quantity** – Enter the quantity. *(Required)*
- **Unit Price** – Enter the unit price. *(Required)*
- **Division** – This will default to GEN for General AP invoices. You can change it as necessary (e.g., HOLD if the vendor check should be held for pickup). *(Required)*
- **Tax Code** – Select a tax code if appropriate:
  - Sales Tax – Select the tax rate to be applied to the line item.
  - Use Tax - Select USE in the Tax Code field AND in the Misc field, select the location that the items were shipped to.
  - Undercharged Sales Tax – Select the tax rate the vendor is charging AND in the Misc field, select the location the items were shipped to.
  - Overcharged Sales Tax – Select the correct tax rate that should be applied to the line item and advise your vendor what the correct rate should be.
- **Due Date** – This will typically default to 30 days past the invoice date based on the vendor’s profile on PEUPPE but can be changed as necessary. *(Required)*
- **Dept Code** – Entering your department code will ensure only your department’s invoices will be combined with individual payments.

All the other fields will either default or can be left empty.

5. Save the invoice by clicking the Save icon on the left menu panel (the gray vertical bar menu)



When the record has been successfully saved to the database, a green message is displayed that indicates the records was accepted:



If the total of your line items does not yet total the amount you entered into the User Invoice Total on the header portion of your screen, then the system will clear out the line item portion so you can enter additional line items until they total the User Invoice Total amount.

Once the total of your line items equals the User Invoice Total that was entered on the header portion of the screen, the system will clear out both the header portion and the line item portion of your screen in case you want to enter another invoice.

Proceed to [Run a Set Proof Listing](#), [Attaching Supporting Documentation](#) and [Submitting the Invoice for Approval](#).

## Vendor Lookup

If the Vendor ID is not known, use the lookup function by clicking on the lookup button at the right edge of the field.



Selection criteria can be entered in the lookup window to help locate the vendor ID. Most often, you would enter in a portion of the vendor’s name in the Name field. Please note that the filter icon defaults to “Starts With”, so the system will only look for vendor names that match what you type in unless you change the filter to “Contains” or another filter option. Press Enter to apply your search.

The system will display matching vendors based on your filter. The available vendor addresses for the vendor will also be displayed (on the bottom half of the window). Once you have selected the vendor and the correct address, click on the OK button to copy the vendor ID and address code to your invoice.

**Data Lookup**

Search ID Source: Person/Entity

PE ID	Name	Doing Business As	Status	Select 1	Suffix
<input type="text"/>	<input type="text" value="office d"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
V009355	OFFICE DEPOT		AC		
V009229	OFFICE DEPOT		AC		
V008059	OFFICE DEPOT		AC		
V003260	OFFICE DEPOT 9...		AC		
V016319	OFFICE DEPOT ...		AC		BUSN
V016342	OFFICE DEPOT, I...		AC		BUSN

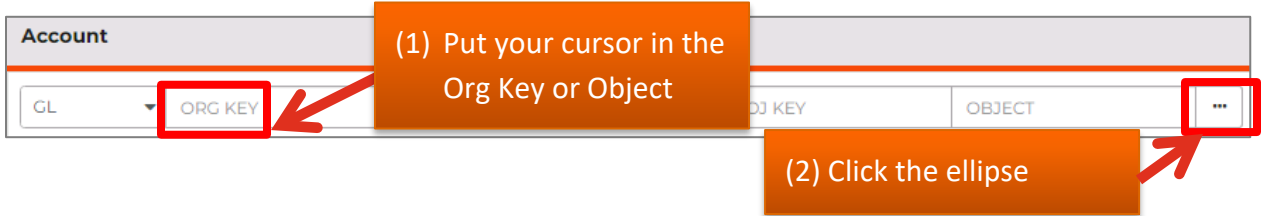
1 - 8 of 8 items

Code	Address Line 1	Address Line 2	Address Line 3	Address Line 4	City
99	3366 E WILLOW ...				Long Bea
R1	3366 E WILLOW ...				Long Bea

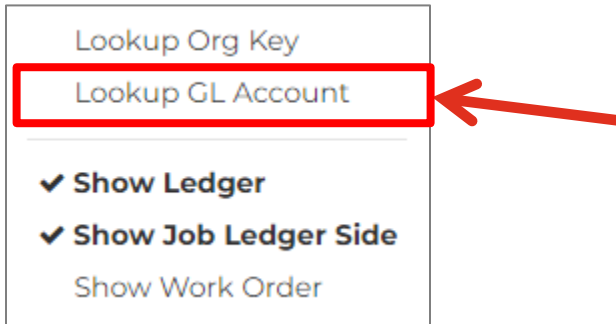
Ok
Close

## General Ledger Account Lookup

To lookup account numbers, click in the ORG KEY field and then click off to the right on the ellipsis button with the 3 dots.



Then select Lookup GL ACCOUNT. This will allow you to look up valid combinations of the org and the object together.

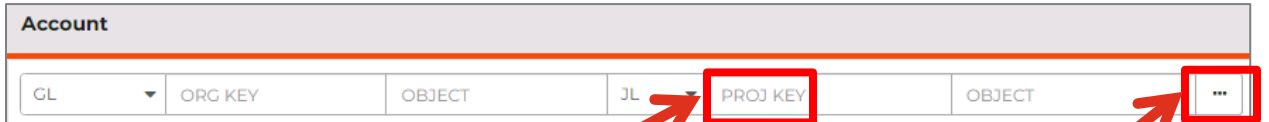


You can filter your lookup by the account number or by the description fields. Please note that the first Long Desc filter is to filter based on the org key description whereas the second Long Desc filter is to filter based on the object code description. Also keep in mind using the filter icon/button to the right of each filtering field to ensure that you are filtering based on the correct parameters.

Ledger Lookup					
Account	Long Desc	Long Desc	Year	Active	Ledger
<input type="text"/>	<input type="text"/>	<input type="text"/>	2022	A	
001020-10100	GF SUBFD-MHSA...	EQUITY-POOLED...	2022	A	GL
001020-10700	GF SUBFD-MHSA...	ACCOUNTS RECE...	2022	A	GL
001020-34304	GF SUBFD-MHSA...	COMMITTED - M...	2022	A	GL
001020-34400	GF SUBFD-MHSA...	FUND BALANCE	2022	A	GL
001238-10100	COURTS-ENHAN...	EQUITY-POOLED...	2022	A	GL



To enter a Project account, click in either the PROJ KEY or OBJECT field for the JL ledger and then click off to the right on the ellipsis button with the 3 dots. This will allow you to look up project information similar to how you looked up the GL account information.



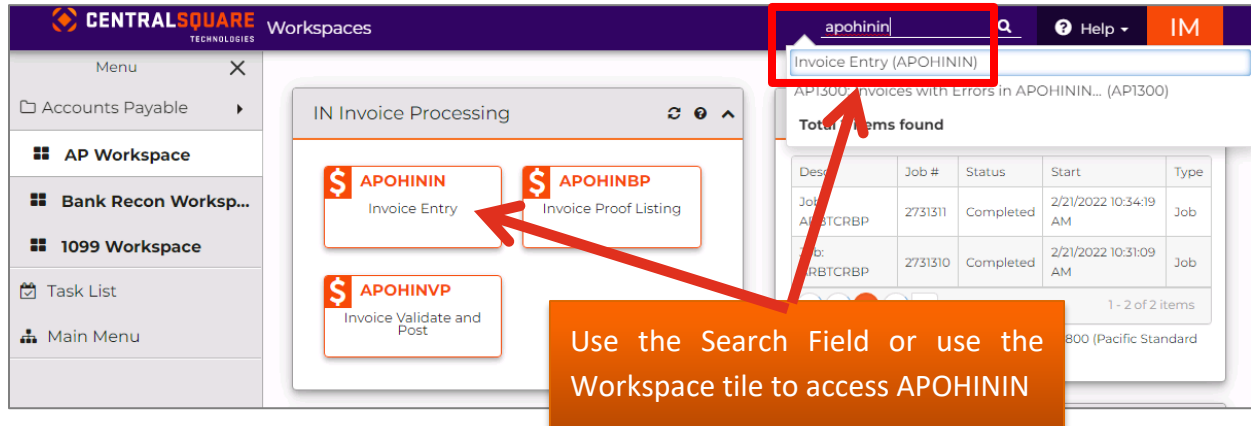
Account							
GL	▼	ORG KEY	OBJECT	JL	PROJ KEY	OBJECT	...

(1) Put your cursor in the Org Key or Object

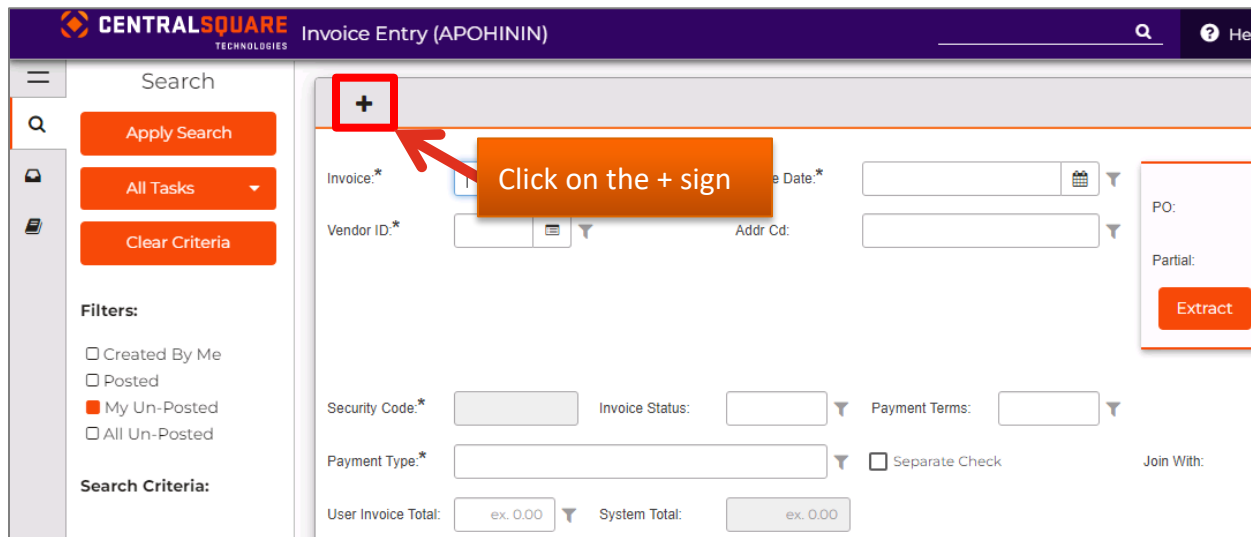
(2) Click the ellipse

# Purchase Order Invoice Entry

1. Open the APOHININ Invoice Entry screen. You can enter APOHININ in the Search field or you can select the APOHININ tile from the Accounts Payable workspace.



2. Once you are on the Invoice Entry (APOHININ) screen, click on the + button in the main screen area to switch to Add Mode.



You can confirm you are in Add mode because the system will display the word Add in the upper right hand corner:


The screenshot shows the 'Invoice Entry (APOHININ)' form in the Central Square Technologies interface. The form is currently blank, with only the 'Add' button highlighted in the top right corner by a red arrow. The form fields include Invoice, Vendor ID, Invoice Date, Addr Cd, Security Code, Invoice Status (set to BE), and Payment Terms.

## Entering Invoice Header Information

### 3. Enter invoice header information.

The screenshot shows the 'Invoice Entry (APOHININ)' form with the following information entered:

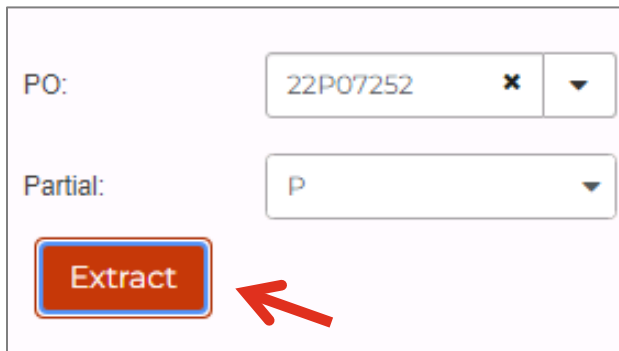
- Invoice:** 17700051
- Invoice Date:** 02/01/2022
- Vendor ID:** V127809 (AT&T)
- Addr Cd:** R1 (PO BOX 9011, CAROL STREAM, IL 60197-9011)
- Security Code:** 7006
- Invoice Status:** BE
- Payment Terms:** (empty)
- Payment Type:** CHK (Check)
- Separate Check:** (unchecked)
- Join With:** (empty)
- User Invoice Total:** 1,018.30
- System Total:** 1,018.30

- **Invoice:** Enter the invoice number that appears on the vendor’s invoice. If there is no invoice number, then create a unique invoice number or use the seed generator button  to the right of the Invoice field to auto-generate a seeded invoice number. \*Please reach out to the Auditor’s Office for further guidance if it is needed (*Required field*)
- **Vendor ID:** Type the Vendor’s ID from the Person Entity module. If you do not know the vendor ID, select the Lookup button in the ribbon bar. Please refer to the [Vendor Lookup](#) section for more information. (*Required field*)
- **Addr Cd:** Will default based on the vendor’s setup on PEUPPE but can be changed if necessary. Verify the address shown matches the vendor’s address on the invoice.
- **Invoice Date:** Enter the date of the invoice. (*Required field*)
- **Security Code:** Select the security code for your department/division. (*Required field*)

- **Payment Type:** Identifies how the invoice will be paid to this vendor. The payment type defaults as defined on the vendor setup screen and would generally not be changed (See EFT Payments pg. 45). *(Required field)*
- **Payment Terms:** Will default based on the vendor's setup on PEUPPE.
- **User Invoice Total:** Enter the total amount of the invoice. *(Required field)*
- **System Invoice Total:** *Display only* – Shows the system calculated total of all line items that have been entered onto the invoice.
- **Invoice Status** (display only unless "BE", 2 characters): This field displays the current status of the invoice, there are three different status options that the system generates automatically. Possible values are **BE** (un-posted), **DS** (posted), and **EX** (extracted). Only un-posted (**BE**) invoices may be changed.
- **Separate Check:** Select this check box if a separate check is desired for this invoice.
- **PO:** Click on the arrow to the right of the PO field to select the PO/contract to charge the invoice against. The PO's that display will be based upon the vendor number you entered earlier.
- **Partial:** Select P – Partial unless you are 100% sure that this is the final payment against the PO, in which case you can choose F – Full, which will close the PO after the invoice is processed.

### Extracting Line Items from the Purchase Order

4. Click the Extract button.



The screenshot shows a form with two input fields and a button. The first field is labeled "PO:" and contains the value "22P07252" with a clear (x) button and a dropdown arrow. The second field is labeled "Partial:" and contains the value "P" with a dropdown arrow. Below these fields is a red button labeled "Extract". A red arrow points to the "Extract" button.

5. Select the line items you want to pay against and then enter the amount you want to pay.

**PO Extract**

**Purchase Order**

PO:  PO Total:

Vendor:

Requis

**Items**

Select	Pay Amount	Unit Price	Amount Ordered	Amount Received	Amount Paid	PO Item Number	Account	Description
<input checked="" type="checkbox"/>	<input type="text" value="1000.00"/>	<input type="text" value="55,000.00"/>	55000	0	0	0001	GL 134909-86110	BRUCE J. MYERS

Click on box to select the line item

Enter the amount to pay

6. Click the Apply button.

You should receive a confirmation message identifying the number of line items that were created:




The invoice line item(s) should be automatically created for you.

The screenshot shows the 'Invoice Details' form with the following visible data:

- GL Account: GL 134909 86110 JL PROJ KEY OBJECT
- Description: BRUCE J. MYERS DBA MYERS SCULP
- PO#: CT1736781 P/F: P
- Quantity: 1.00000 Unit Price: 1,000.00000 Div: GEN Misc:
- Tax Code: Tax Amount: 0.00 Second Ref: Product ID:
- Tax Code 2: Tax Amount 2: 0.00 Relate 1: CC Relate 2:
- Charge Code: Charge Amount: 0.00 1099 Flag: N 1099 Dflt:
- Dept: Duty Amount: 0.00 Due Date: 03/28/2022 Received Date:
- Disc. Terms: 0.0000 Discount: 0.00 Authorized Date: Discount Date:
- Pmt Disc Terms: 0.0000 Extended Amount: 1,000.00 Pmt Disc: 0.00 Bank ID: 22
- Vendor of Rec: V125401 MYERS SCULPTURE Alt Address Code: R1

Address: 5178 ORCAS RD, FASTSOUND, WA 98245

7. If you make any edits to the description or other fields, then click the save button on the left menu panel (the gray vertical bar menu).  If you did not make any changes, then you don't need to save the record.

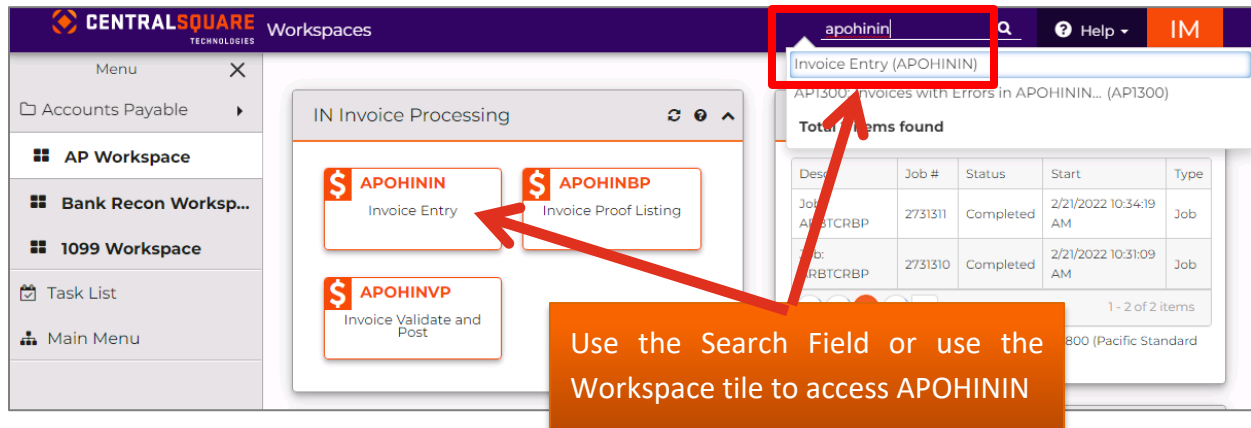
If you click the save button because you made a change to the item details, a green message will be displayed that indicates the records was accepted:



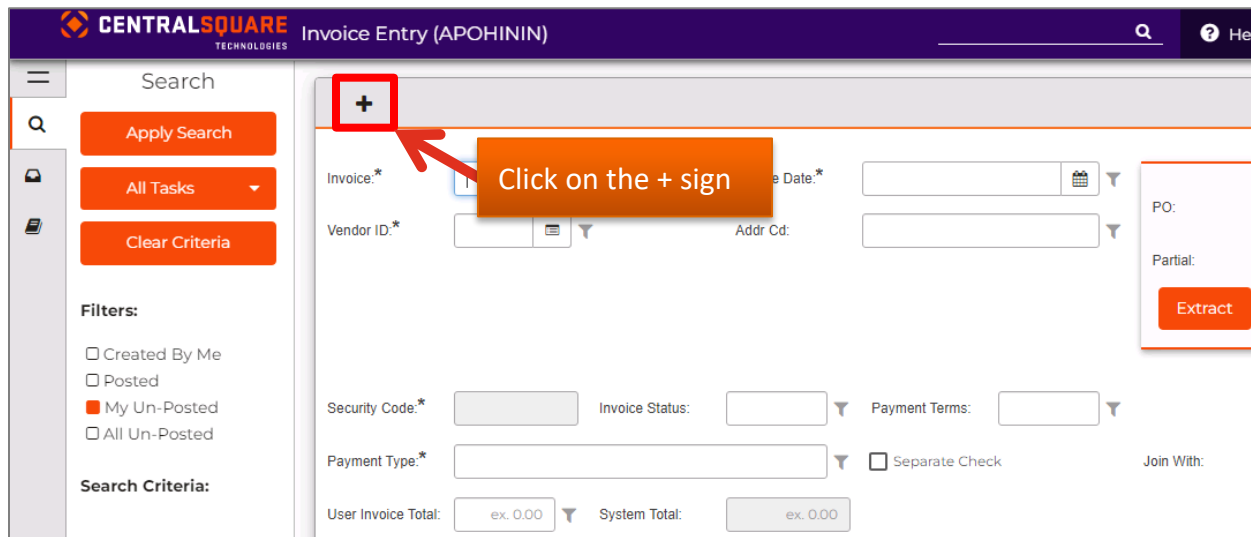
Proceed to [Run a Set Proof Listing](#), [Attaching Supporting Documentation](#) and [Submitting the Invoice for Approval](#).

# Travel Claim Invoice Entry

1. Open the APOHININ Invoice Entry screen. You can enter APOHININ in the Search field or you can select the APOHININ tile from the Accounts Payable workspace.



2. Once you are on the Invoice Entry (APOHININ) screen, click on the + button in the main screen area to switch to Add Mode.



You can confirm you are in Add mode because the system will display the word Add in the upper right hand corner:

## Entering Invoice Header Information

### 3. Enter invoice header information.

- **Invoice:** Create an invoice number up to 16 characters with reference to the meeting and date/month. For example, SACA022020. Note that you can use the description field to further describe the meeting. Make sure your invoice number is unique for this particular vendor. *(Required field)*
- **Vendor ID:** Enter the vendor ID, which would start with an E6 and end with the employee's ID number. You can also search for the employee's vendor number - please refer to the [Vendor Lookup](#) section for more information. *(Required field)*
- **Addr Cd:** Will default based on the vendor's setup on PEUPPE but can be changed if necessary. Verify the address shown matches the address on the travel claim.
- **Invoice Date:** Enter the date of the invoice. *(Required field)*
- **Security Code:** Select the security code for your department/division. *(Required field)*



- **Payment Type:** Identifies how the invoice will be paid to this vendor. The payment type defaults as defined on the vendor setup screen. The preferred method of payment for employees is EFT. Please work with your departmental payroll clerk to have the employee sent up with EFT if the default payment type is CHK. *(Required field)*
- **Payment Terms:** Will default based on the vendor’s setup on PEUPPE.
- **User Invoice Total:** Enter the total amount of the invoice. *(Required field)*
- **System Invoice Total:** *Display only* – Shows the system calculated total of all line items that have been entered onto the invoice.
- **Invoice Status** (display only unless "BE", 2 characters): This field displays the current status of the invoice, there are three different status options that the system generates automatically. Possible values are **BE** (un-posted), **DS** (posted), and **EX** (extracted). Only un-posted (**BE**) invoices may be changed.
- **Separate Check:** Select this check box if a separate check is desired for this invoice.

### Entering Invoice Line Item Information

A line item should be entered into Finance Enterprise for each line on your Travel Claim AUD26.

*Screen shot of Travel Claim (GL section only) used for example:*

GL KEY (6)	GL OBJ (5)	JL KEY	JL OBJ	DESCRIPTION - INDICATE MONTH (& purpose) OF TRAVEL (max 30)	AMOUNT
121000	62922			L BOWERS SACA FEB 2020	\$ 205.85
121000	62924			L BOWERS SACA FEB 2020	\$ 50.00
121000	62926			L BOWERS SACA FEB 2020	\$ 128.80
121000	62928			L BOWERS SACA FEB 2020	\$ 6.00
<b>TOTAL THIS CLAIM</b>					<b>(A)</b> \$ 390.65

4. On the Main subtab from within the Invoice Details tab, enter your invoice line items.

The screenshot shows the 'Invoice Details' tab selected. Below it, the 'Main' subtab is also selected. The form fields are as follows:

- GL Account: GL, 121000, 62922
- Description: L BOWERS SACA FEB 2020
- Quantity: 1.00000
- Unit Price: 205.85000
- Div: \*

In the above example, it indicates that \$205.85 is to be reimbursed for lodging, which correlates to line 1 of the AUD26 Travel Claim.

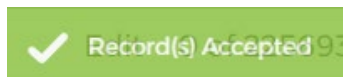
- **GL Account** - Enter the Account. A value must be entered in both the GL ORG KEY and OBJECT fields. The JL PROJ KEY and OBJECT fields are optional. You can enter this information directly into the fields if you already know the account numbers. If you do not know the account numbers, select the Lookup button in the ribbon bar. Please refer to the [General Ledger Account Lookup](#) section for more information. *(Required)*
- **Description** - Enter up to a 30 character description to describe the travel claim.
- **Quantity** – Enter 1. *(Required)*
- **Unit Price** – Enter the cost to be reimbursed. *(Required)*
- **Division** – This will default to GEN for General AP invoices. You can change it as necessary (e.g., HOLD if the vendor check should be held for pickup). *(Required)*
- **Tax Code** – Leave blank.
- **Due Date** – This will typically default to 30 days past the invoice date based on the vendor’s profile on PEUPPE but can be changed as necessary. *(Required)*
- **Dept Code** – Entering your department code will ensure only your department’s invoices will be combined with individual payments.

All the other fields will either default or can be left empty.

5. Save the invoice by clicking the Save icon on the left menu panel (the gray vertical bar menu)



When the record has been successfully saved to the database, a green message is displayed that indicates the records was accepted:



If the total of your line items does not yet total the amount you entered into the User Invoice Total on the header portion of your screen, then the system will clear out the line item portion so you can enter additional line items until they total the User Invoice Total amount.

Once the total of your line items equals the User Invoice Total that was entered on the header portion of the screen, the system will clear out both the header portion and the line item portion of your screen in case you want to enter another invoice.

Proceed to [Run a Set Proof Listing](#), [Attaching Supporting Documentation](#) and [Submitting the Invoice for Approval](#).

# Importing an Invoice

Users can upload Direct Pay Accounts Payable Invoices using a special utility (APOHUTIN) to the Invoice Entry (APOHININ) screen. The upload process includes creating a .CSV file which includes all of the data elements for the invoice.

You can download a copy of the **AP Upload Template** from the Auditor-Controller Intranet.

## Complete the Import Template

Fill out the **AP Upload** with your invoice information.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1	Invoice Number	Vendor ID	Address Code	Invoice Date	Security Code	GL Key	GL Object	JL Key	JL Object	Description	Quantity	Unit Price	PO #	Due Date	Div Code	Duty Code	Bank ID
2	Ref	PeId	PeAddrCd	RefDt	SecCd	GlKey	GlObj	JlKey	JlObj	Desc	Units	DistAmt	EnclPo	DueDt	Div	DutyCd	CheckId
3																	02
4																	
5																	

1. In Column A, enter the Invoice Numbers for each invoice you would like to upload. You can enter multiple invoices on a single .csv file.

	A	B
1	Invoice Number	Vendor ID
2	Ref	PeId
3	TEST001	
4	TEST002	
5	TEST003	
6	TEST004	
7	TEST005	
8	TEST006	
9	TEST007	
0	TEST008	
1	TEST009	
2	TEST010	
3		
4		

2. In Column B, enter the PEID for each invoice.

	B
1	Vendor ID
2	PeId
3	V106056
4	V11189
5	V109800
6	V111275
7	V11314
8	V120058
9	V14384
0	V32127
1	V33693
2	V39981
3	

3. In Column C, enter the remit address code for each vendor.

Address Code	Inv
PeAddrCd	Re
R1	
R1	
R1	
R5	
R3	
R2	
R7	
R2	
R1	
R2	

4. In Column D, enter the Invoice Date for each invoice.

Invoice Date	S
RefDt	S
2/1/2022	
2/2/2022	
2/3/2022	
2/4/2022	
2/5/2022	
2/6/2022	
2/7/2022	
2/8/2022	
2/9/2022	
2/10/2022	

5. In Column E, enter the Security Code for each invoice.

Security Code	G
SecCd	G
1210	
1210	
1210	
1210	
1210	
1210	
1210	
1210	
1210	
1210	

6. In columns F through I, enter the GL Key/Object and JL Key/Object for each line of the invoice. If an invoice has multiple lines, you will need to create one row for each invoice line item.

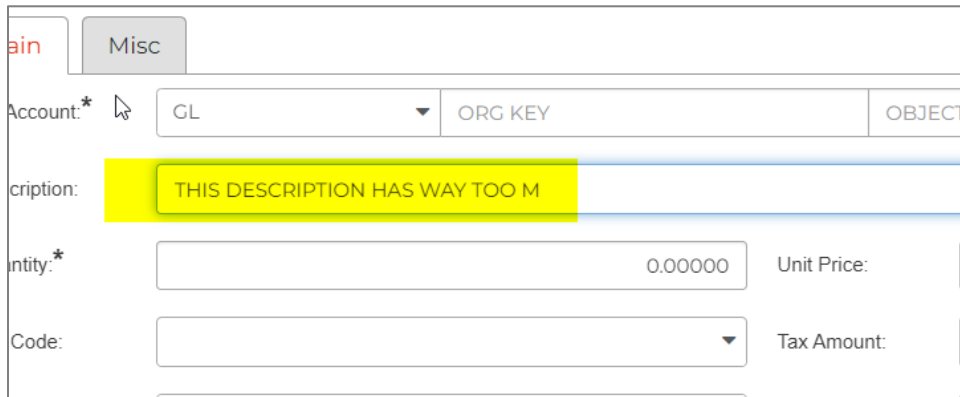
Invoice Number	Vendor ID	Address Code	Invoice Date	Security Code	GL Key	GL Object	JL Key	JL Object	Description
Ref	PeId	PeAddrCd	RefDt	SecCd	GLKey	GLObj	JLKey	JLObj	Desc
TEST001	V106056	R1	2/1/2022	1210	121000	62020			
TEST002	V11189	R1	2/2/2022	1210	123300	61725			
TEST003	V109800	R1	2/3/2022	1210	128000	62020			
TEST004	V111275	R5	2/4/2022	1210	121000	62223			
TEST005	V11314	R3	2/5/2022	1210	123200	62381			
TEST006	V120058	R2	2/6/2022	1210	121000	62221	EARP005	62221	
TEST006	V120058	R2	2/6/2022	1210	123200	62221	EARP005	62221	
TEST006	V120058	R2	2/6/2022	1210	123100	62221	EARP005	62221	
TEST007	V14384	R7	2/7/2022	1210	121000	62223			
TEST008	V32127	R2	2/8/2022	1210	121000	62930			
TEST009	V33693	R1	2/9/2022	1210	124000	62381			
TEST010	V39981	R2	2/10/2022	1210	123600	62381			

With the exception of the JL Key/Object, you must fill out ALL the data elements for every line item on the invoice.

7. In column J, enter the description for the invoice. Remember this field is limited to 30 characters in Finance Enterprise.

J	K
Description	Unit Price
Desc	DistAn
ANNUAL MEMBERSHIP	
MICR PRINTER MAINT	
ANNUAL MEMBERSHIP	
SUPPLIES	
EZ PAYROLL FEB22	
POSTAGE FEB22	
POSTAGE FEB22	
POSTAGE FEB22	
SUPPLIES	
SACA 4/2022 - E. DRISCO	
Q3 CAMERA MNT 21-22	
CAP PROFESSIONAL SVC	

If a description is loaded with too many characters, the system will truncate the description to 30 characters.



The screenshot shows a software interface with a 'Misc' tab. The 'Account:\*' field contains 'GL' and 'ORG KEY'. The 'Description:' field is highlighted in yellow and contains the truncated text 'THIS DESCRIPTION HAS WAY TOO M'. Other fields include 'Quantity:\*' with a value of '0.00000', 'Unit Price:', 'Code:', and 'Tax Amount:'.

8. In column K, enter the amount for each line of the invoice.

	Unit Price	PO #
	DistAmt	Encl
BE	100	
M	1000	
BE	100	
	50	
BZ	2000	
	50	
	50	
	50	
	100	
E.	400	
V	500	
N	100	

9. In column M, enter the due date for the invoice. If you leave this field blank, the due date will default to the same as the invoice date.

	L	M	N
e	PO #	Due Date	Div Code
	EnclPo	DueDt	Div
0		3/31/2022	
0		3/15/2022	
0		3/1/2022	
0	22B00900		
0	22B02540		
0			
0			
0			
0	22B69272		
0			
0	22B02070		
0	22B77391		

10. In column N, enter the Div Code for the invoices. The highlighted options are commonly used by departments:

ATTH	Attachments
AUD	AUD Interface
ELEC	Election Payments
GEN	General Division
HOLD	Hold for Pickup

- ATTH indicates there is special documentation that has to be sent with the payment to the vendor.
- GEN means the check will be printed and sent with no special handling.
- HOLD mean the department will pick up the check from the Auditor’s office.

IN	Div Code	Duty Code
	Div	Duty
2	GEN	
2	GEN	
2	GEN	
	GEN	
	GEN	
	ATTH	
	ATTH	
	ATTH	
	GEN	
	HOLD	
	GEN	
	GEN	

*If an invoice has more than one line item, you must use the same division code for each line item.*

11. In column O, under Duty Code, Enter your department’s 2 digit department number.

*If an invoice has more than one line item, you must use the same duty code for each line item.*

Duty Code
DutyCd
12
12
12
12
12
12
12
12
12
12
12
12
12
12
12

12. In column P, enter the Check Id 22 for every line on the invoice.

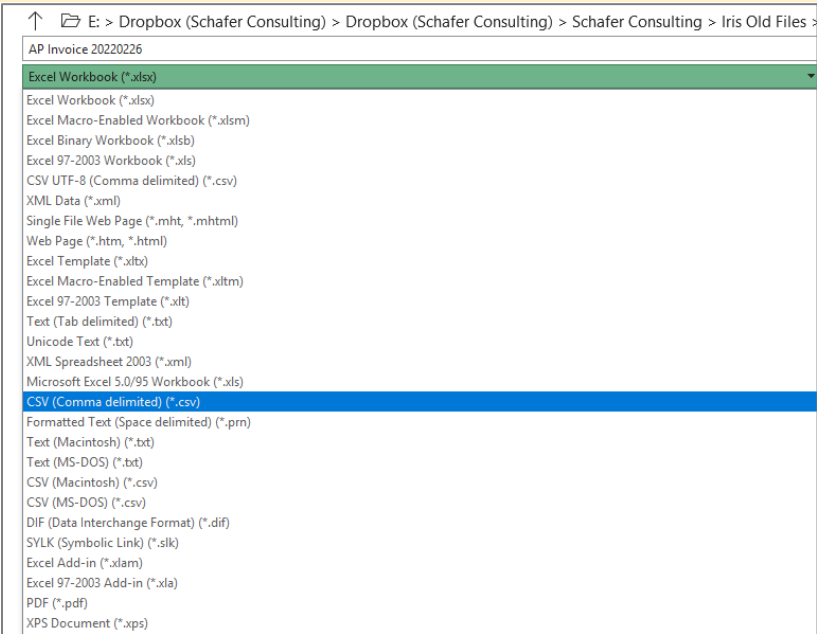
Bank ID	T
CheckId	T
22	
22	
22	
22	
22	
22	
22	
22	
22	
22	
22	
22	
22	

13. In column Q, enter DX as the Trans Format on every row.

Trans Format	
TrnsFormat	
DX	
DX	
DX	
DX	
DX	
DX	
DX	
DX	
DX	
DX	
DX	
DX	
DX	

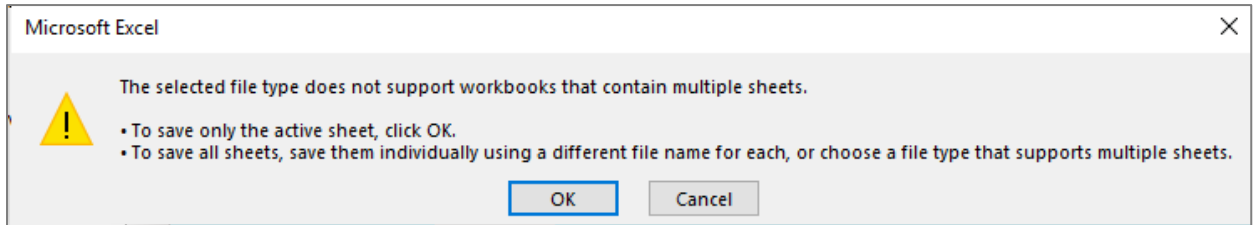
14. Save a copy of your Excel workbook.

15. Save a copy of your file in CSV format. Within Excel, use File > Save As to save the file in CSV format.





16. You will receive the following notification. Click OK.

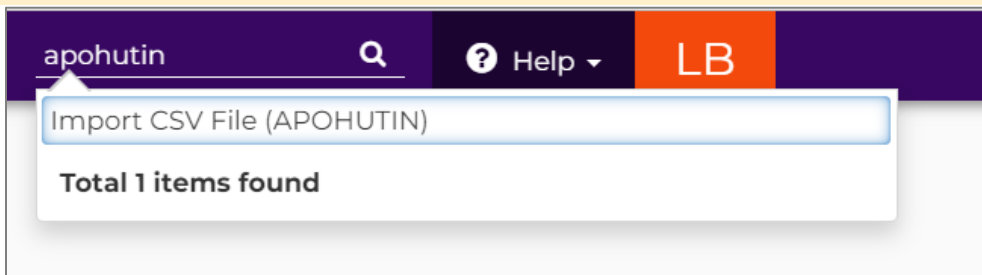


17. Close the file. If you are prompted to save your changes, click Don't Save.

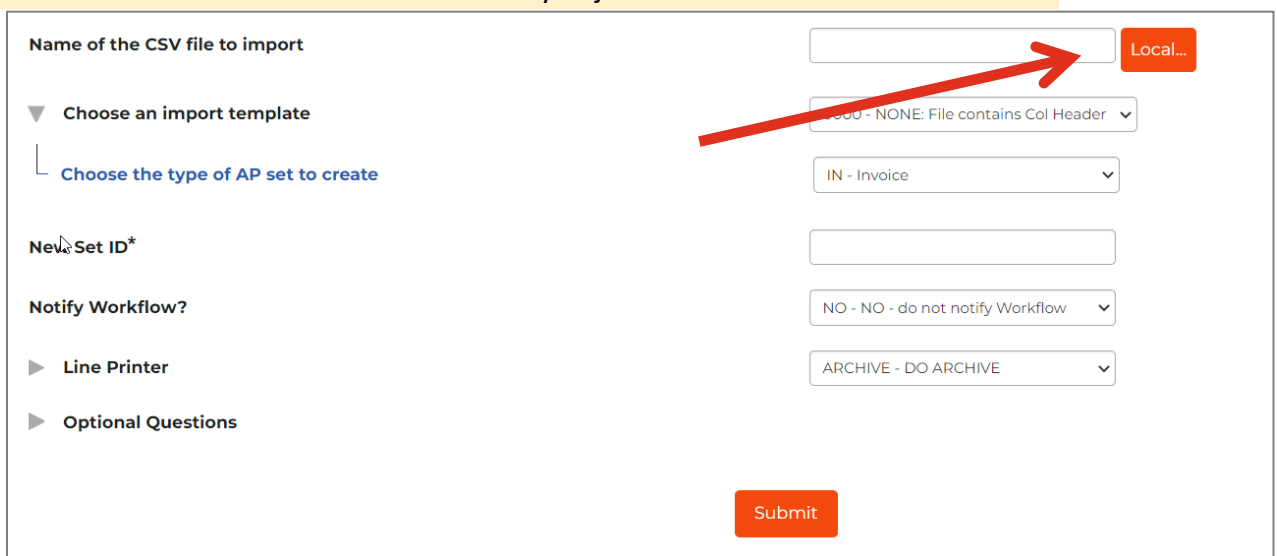
**DO NOT re-open the .csv file. If you need to make changes to the file open it in Excel and re-save in the .CSV format after the changes have been made.**

### Load the File to Finance Enterprise

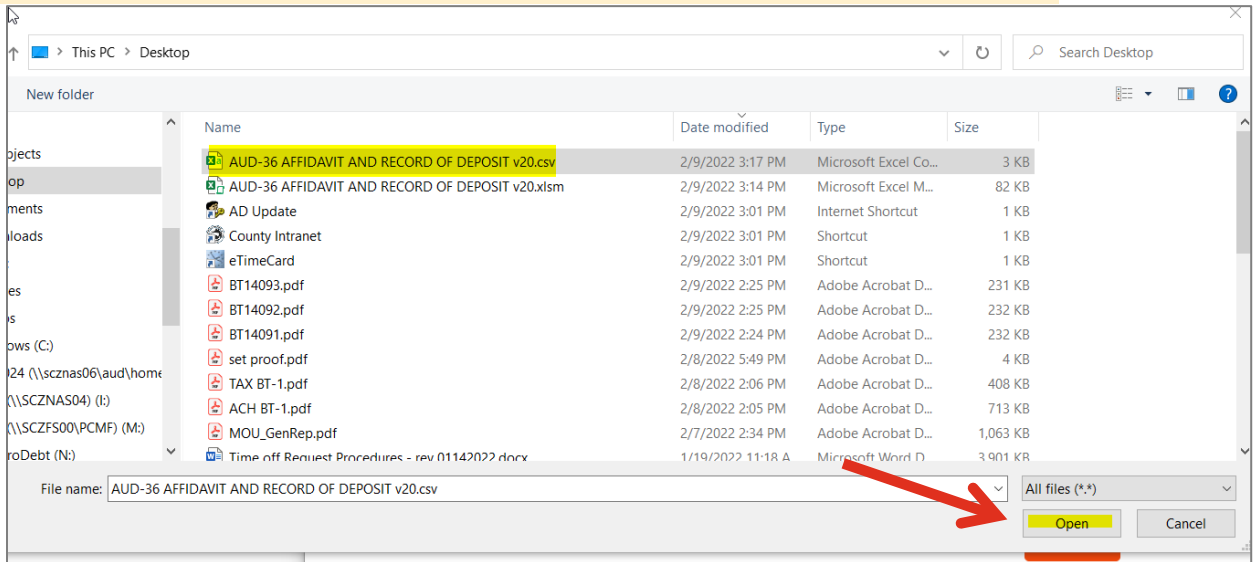
18. In Finance Enterprise open the APOHUTIN utility.



19. Click the Local button to find the CSV file you just saved.



20. Select the file that you want to import and then click Open



21. The upload template you are using contains a column header, so do not change the import template selection



22. Do not change the Choose the type of AP set to create field. The IN selection will create separate APOHININ records for each of the invoices on your upload file



23. Type in a New Set ID

Name of the CSV file to import: AP\_UPLOADB022222.CSV Remove

Choose an import template: 0000 - NONE: File contains Col Header

Choose the type of AP set to create: IN - Invoice

New Set ID\*: APUPLOAD02222

Notify Workflow?: NO - NO - do not notify Workflow

Line Printer: ARCHIVE - DO ARCHIVE

Optional Questions

Submit

24. Change the selection for Notify Workflow to IN. You must change this selection for the transactions to process correctly

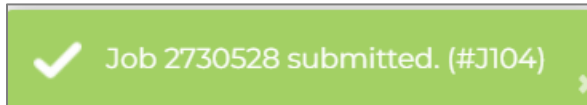
Notify Workflow? IN - Notify for each Invoice

Line Printer ARCHIVE - DO ARCHIVE

Optional Questions

25. Click the Submit button.

You will receive a notification that the job was submitted



26. Go back to your Workspace tab, which should still be open on another browser tab. Go to the My Jobs panel and click the Refresh icon to refresh the jobs list until your APOHUTIN job is complete.

My Jobs

Desc	Job #	Status	Start	Type
Job: APOHUTIN	2731348	Completed	2/22/2022 1:33:04 PM	Job

1 - 1 of 1 items

**Job Details**

**Job:** 2731348      **Status:** Completed  
**Desc:** Job: APOHUTIN      **Start:** 2/22/2022 1:33:04 PM  
**Type:** Job      **End:** 2/22/2022 1:33:09 PM

**Attachments**

Doc	Type	Desc
2731348	Tail Sheet	

Refreshed at Tue Feb 22 2022 13:34:01 GMT-0800 (Pacific Standard Time)

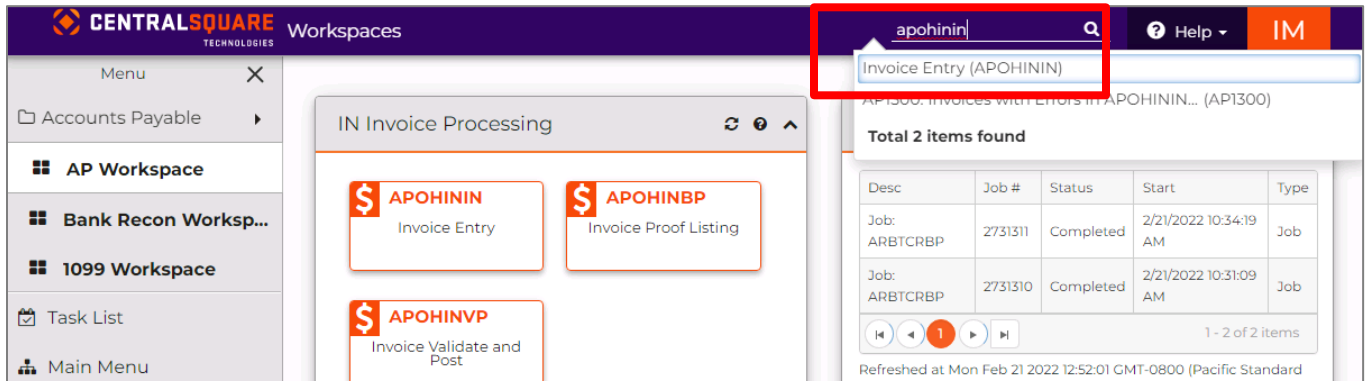
27. When you look at the tail sheet you can see a summary of the uploaded transactions

```

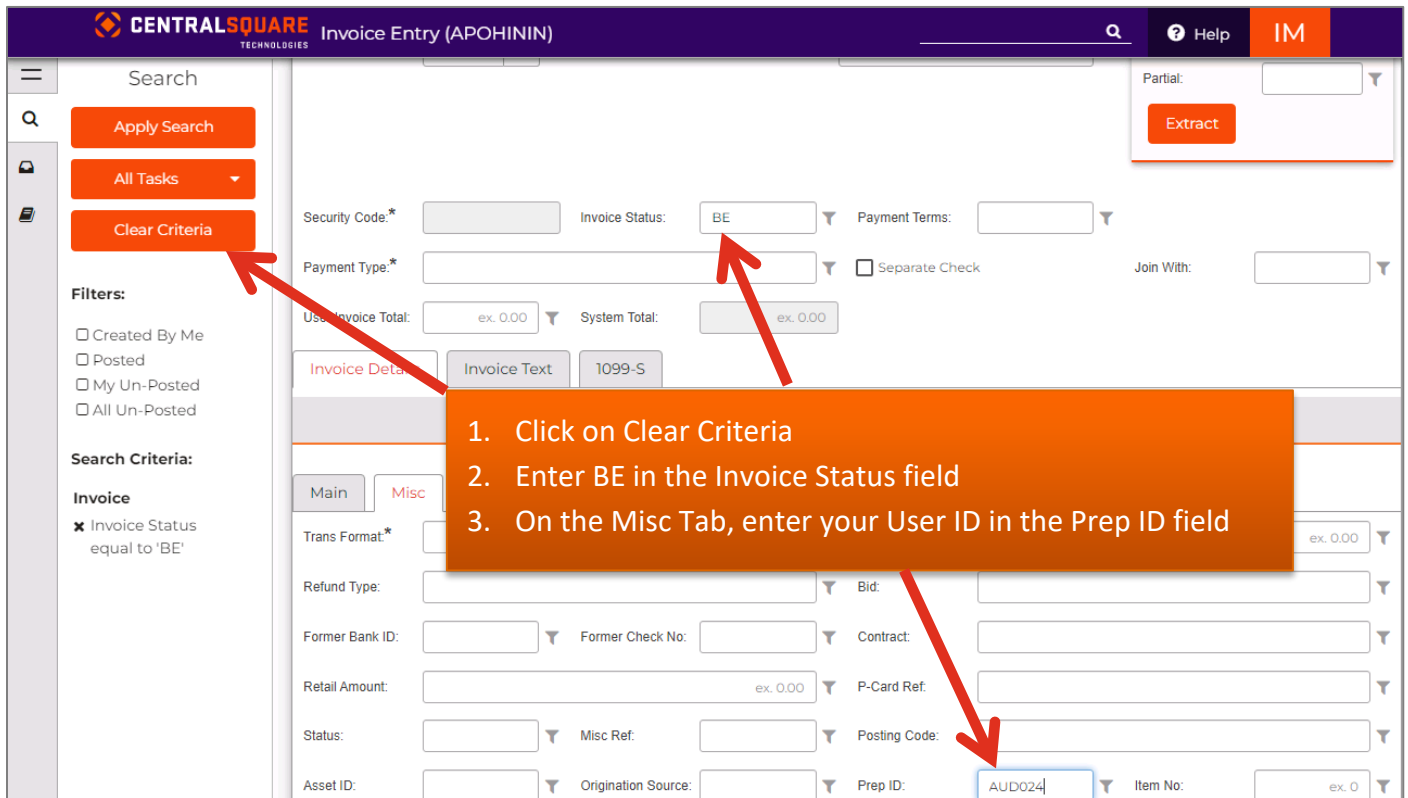
PE ID      Invoice      Invoice Total
-----
V106056   TEST001      100.00
V11189    TEST002      1,000.00
V109800   TEST003      100.00
V111275   TEST004       50.00
V11314    TEST005      2,000.00
V120058   TEST006      150.00
V14384    TEST007      100.00
V32127    TEST008      400.00
V42768    TEST009      500.00
V39981    TEST010      100.00
=====
  
```

Verify Accuracy of Import

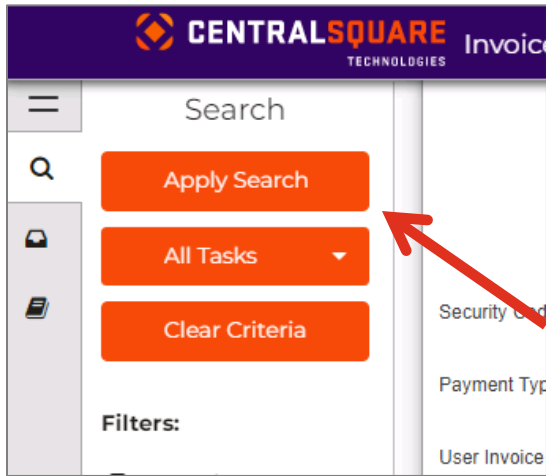
28. Once the status is Completed, you can view the imported invoice by going to the APOHININ screen and searching for the invoices that you just created.



29. When you are on the Invoice Entry (APOHININ) screen, search for your invoices by Clearing Criteria and then by searching by Invoice Status and Preparer ID.



30. Click on Apply Search.




31. You will be able to view all of the uploaded invoices. Review each one for correctness and completeness.

The screenshot displays the 'Invoice Entry (APOHININ)' interface. It shows a table with the following columns: Vendor ID, Invoice, Invoice Date, and User Invoice. Each row includes an edit icon (pencil) in the first column. The table contains 10 rows of invoice data.

	Vendor ID	Invoice	Invoice Date	User Invoice
	E609381	LBTEST021522	02/15/2022	50.00
	E609381	SACA022020	02/15/2022	390.65
	V11314	TEST02142022	02/14/2022	3000.00
	V11314	TEST	01/19/2022	1000.00
	V13534	1567026-20211031	10/31/2021	66.00
	V41026	8000353133	10/31/2021	68.06
	V125694	MANXT0000140	11/11/2021	8000.00
	V4194	1019272336	10/21/2021	2233.35
	V106056	TEST001	02/01/2022	100.00
	V11189	TEST002	02/02/2022	1000.00

32. If you had some invalid information on your uploaded invoice, you will get an email from the Workflow telling you what was wrong with the transaction

**Bad Data for Invoice TEST012**

 FEPredProdNotify@santacruzcounty.us  
 To ● Laura Bowers  
 Retention Policy 60-day Delete (60 days) Expires 4/23/2022

No Vendor Found for PEID: V19999.

Invoice Number = TEST012                      Batch ID = OH523524  
 Invoice Total\$ = 100.00  
 Entry Date = 2/15/2022  
 Vendor = V19999 -

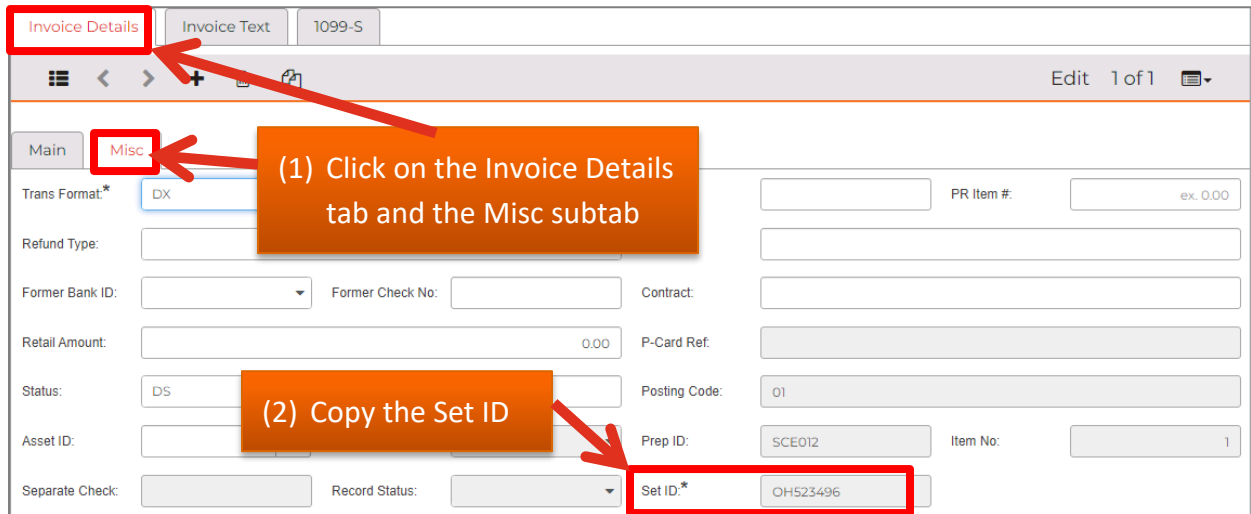
Quantity	Description	Account(s)	Amount
1.00	BAD VENDOR	121000-62223	\$100.00

Proceed to [Run a Set Proof Listing](#), [Attaching Supporting Documentation](#) and [Submitting the Invoice for Approval](#).

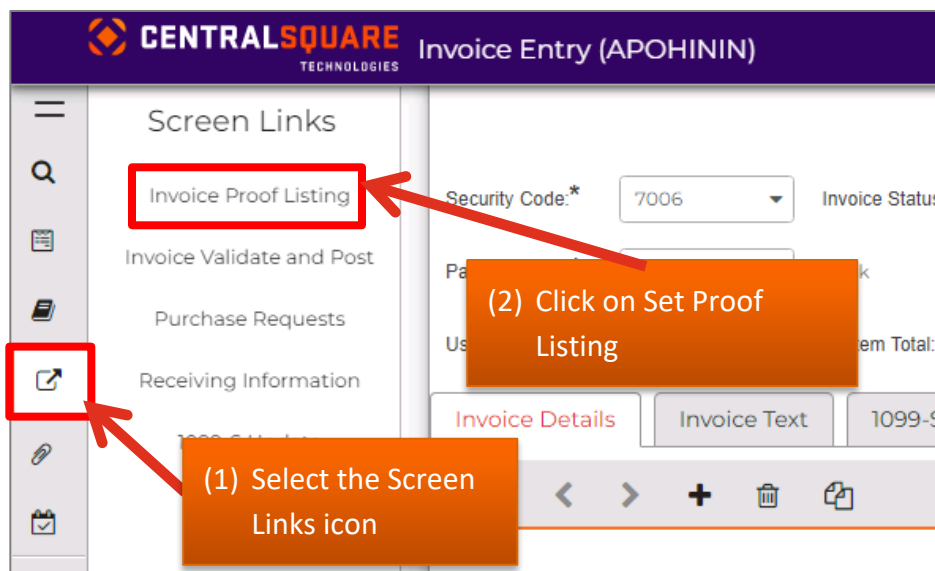
# Run a Set Proof Listing

It is recommended that you run a batch proof report after entering your invoice. This will allow you to verify the information that you entered and identify any potential issues that may prevent the invoice from being posted.

1. Click on the Misc subtab within the Invoice Details tab and copy the Set ID. *Note – you can alternatively copy the invoice number.*



2. Click on the Screen Links icon on the left menu bar and then select Invoice Proof Listing.



3. A new browser tab will open. Expand the Optional Questions section.

**CENTRAL SQUARE** TECHNOLOGIES Invoice Proof Listing (APOHINBP)

Posting Date\* 02/24/2022

▼ Would you like to print Exceptions Only?  (No)

└─ Would you like Totals Only to appear?  (No)

▶ Line Printer ARCHIVE - DO ARCHIVE

▶ **Optional Questions**

Submit

4. Next, expand the AP Selection Criteria.

▼ **Optional Questions**

└─ Would you like the Short Format of the AP Set Proof  (No)

└─ Summarize GL entries by Set ID?  (Yes)

└─ ▼ How would you like the Set sorted? BE - Set Entry Order

└─ └─ Place Use Tax records at end of set?  (No)

└─ Process USE Tax for this Set? (Y/N)\*  (Yes)

└─ Restrict by current user ID? (Y/N)\*  (Yes)

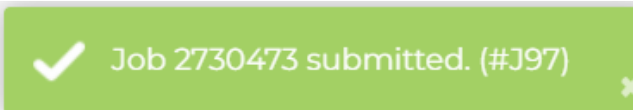
└─ ▶ **AP Selection Criteria**



5. Scroll down to 81 Set ID and paste your Set ID into the field. *Note – if you are using the invoice number, go to 47 Invoice Number.*

6. Click Submit to run the job.

You will receive a notification that your job has been submitted.



7. Go back to your Workspace tab, which should still be open on another browser tab. Go to the My Jobs panel and click the Refresh icon to refresh the jobs list until your APOHINBP job is complete.

Desc	Job #	Status	Start	Type
Job: APOHINBP	2731610	Completed	2/24/2022 6:53:51 PM	Job
Job: APOHINBP	2731609	Failed	2/24/2022 6:52:36 PM	Job
SCZCM1001: County Form ADM-29 Amendments (With Selection Criteri	2731551	Completed	2/24/2022 9:45:55 AM	CDD Report
SCZCM1000: County Form ADM-29	2731550	Completed	2/24/2022 9:44:13 AM	CDD Report

**Job Details**

Job: 2731610      Status: Completed  
 Desc: Job: APOHINBP      Start: 2/24/2022 6:53:51 PM  
 Type: Job      End: 2/24/2022 6:53:56 PM

**Attachments**

Doc	Type	Desc
2731610	Tail Sheet	
2393964	Doc	Open AP Batch Proof

8. Once the job is completed, click on the job (it should be highlighted in orange when selected) and then link for the Open AP Batch Proof to open the report for viewing.

Desc	Job #	Status	Start	Type
Job: APOHINBP	2731610	Completed	2/24/2022 6:53:51 PM	Job
Job: APOHINBP	2731609	Failed	2/24/2022 6:52:36 PM	Job
SCZCM1001: County Form ADM-29 Amendments (With Selection Criteri	2731551	Completed	2/24/2022 9:45:55 AM	CDD Report
SCZCM1000: County Form ADM-29	2731550	Completed	2/24/2022 9:44:13 AM	CDD Report

1 - 4 of 4 items

**Job Details**

Job: 2731610      Status: Completed  
 Desc: Job: APOHINBP      Start: 2/24/2022 6:53:51 PM  
 Type: Job      End: 2/24/2022 6:53:56 PM

**Attachments**

Doc	Type	Desc
2731610	Tail Sheet	
2393964	Doc	Open AP Batch Proof

The report will open in a new tab in the browser.



Document Viewer | Id: 2393964 | APOHINBP | Zip and download originals

1 of 2

Santa Cruz County PROOF [Open AP Batch Proof] Page 1  
 THU, FEB 24, 2022, 6:53 PM --req: SUN001----leg: GL JL--loc: ONSITE----job:2731610 J042----prog: OH450 <4.19>--report id: OHBPROOF

GL Account	Invoice Number	Invoice Amt	Units	Set ID	Inv Date	Division Code	Pay Terms	FTerm	Stat
103210-62020	003904	100.00	1	OH523527	02/24/2022	GEN		.0000	DS
AGRICULTURAL COMMISSIONE		50.00			02/24/2022	V33331	P		01
MEMBERSHIPS		0.00				A4D AUTOMATIC GATE COMPANY		CHK	0320
MEMBERSHIPS		0.00				810 WARRINGTON AVENUE		DX	SUN0
MEMBERSHIPS		50.00			02/22	REDWOOD CITY, CA 94063		EX	1

\*\*\* WARNING \*\*\* DATA EXCEPTION ===== WARN: Control C10302-60 (KEY/OBJ) over 22 Current by 52,973.73 (-52,923.73). [1,

Invoice : 003904	System Computed Total:	50.00	User Computed Total:	100.00	** BLOCK ** Not Equal
			Distribution Total:	50.00	
			Net Total:	50.00	

GRAND TOTAL:	System Computed Total:	50.00	User Computed Total:	100.00	** WARNING ** Not Equal
			Distribution Total:	50.00	

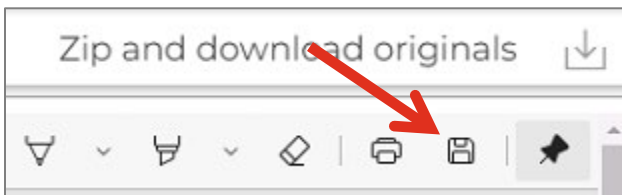
GRAND NET TOTAL:	50.00
------------------	-------

A hard copy of the report can optionally be printed using the printer icon in the upper-right corner of the report viewing window. A window will open where the printer to use can be selected from a drop-down list of available local or network printers set up for the workstation.

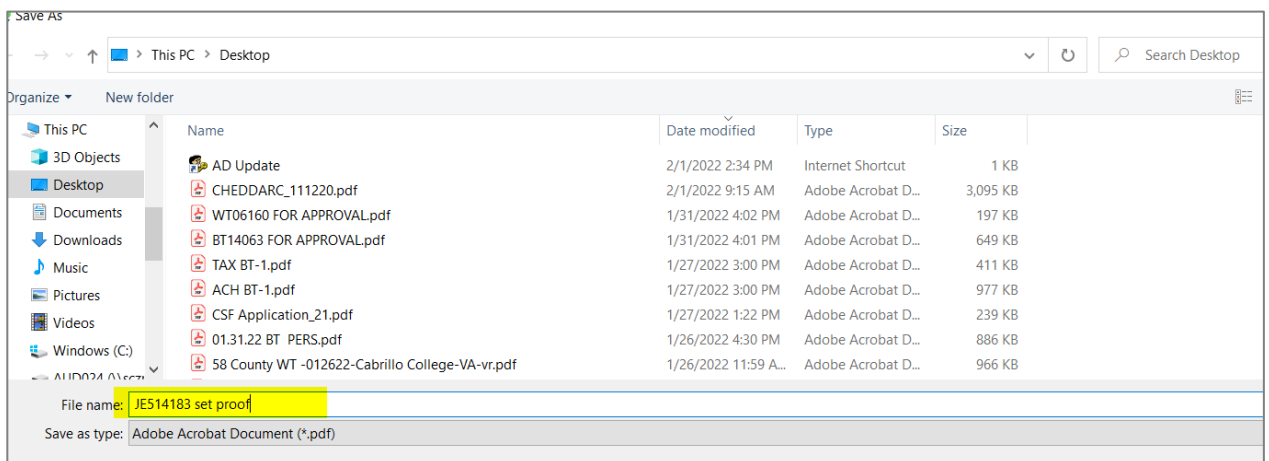
Use the report to verify that the invoice information entered is correct. Any BLOCK messages printed on the report will prevent the invoice from posting and must be resolved before the invoice can be posted. If the BLOCK messages pertain to Approvals not being complete, you can ignore them since the item is still in the midst of workflow approvals. *Note that you can ignore warnings as they will not prevent your invoice from posting.*

If any errors are noted in the review process, return to the APOHINI screen, and make the necessary changes to the invoice, save the changes made, and rerun the proof report to verify that the block messages are gone.

9. To save a copy of the proof listing report, click on the disc icon in the far right corner



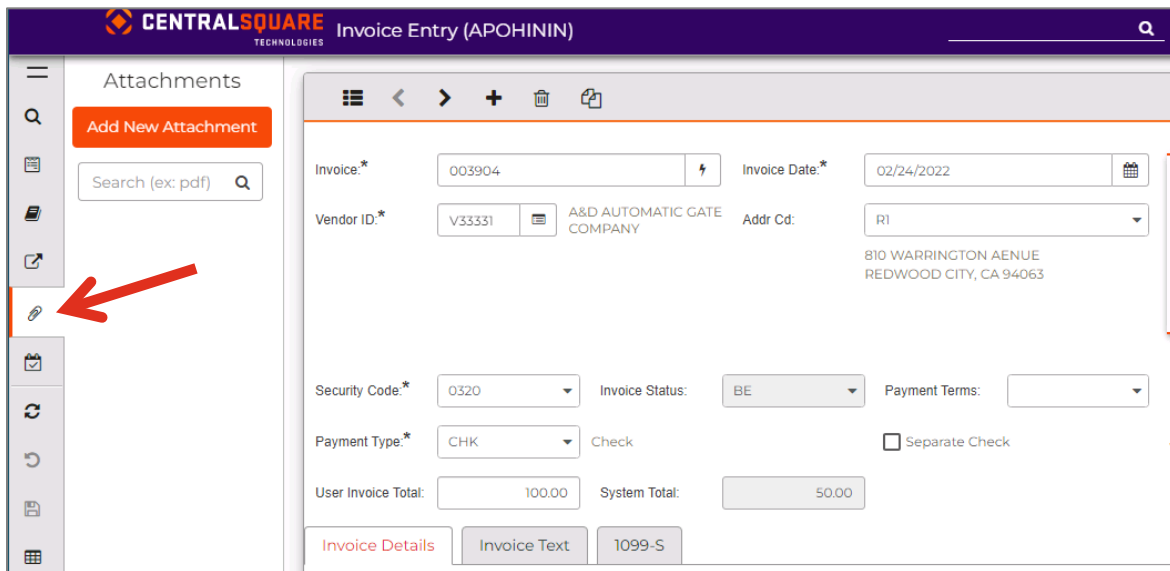
You will then be prompted to designate the folder where the report will be saved. Save the file with a name that identifies the Set ID and anything else you find useful to identify the file.



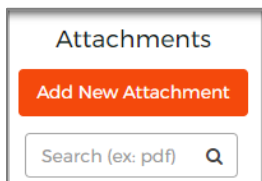
# Attaching Supporting Documents

To assist with the approval process, backup documentation should be attached to the APOHININ screen.

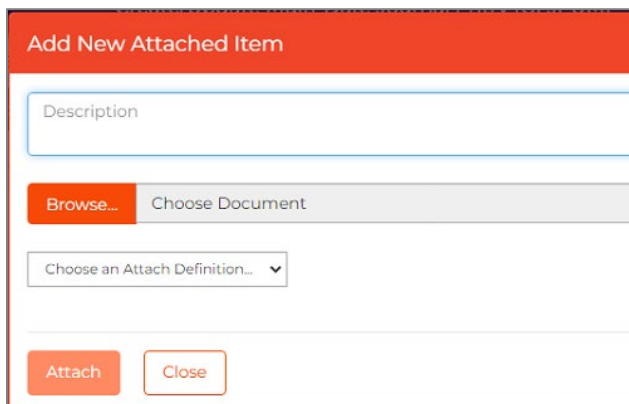
1. Click on the Attachment link (paperclip icon) in the navigation panel along the left edge of the screen. The panel will open to display the tools used to perform the attachment.



2. Click on the Add New Attachment button in the panel.

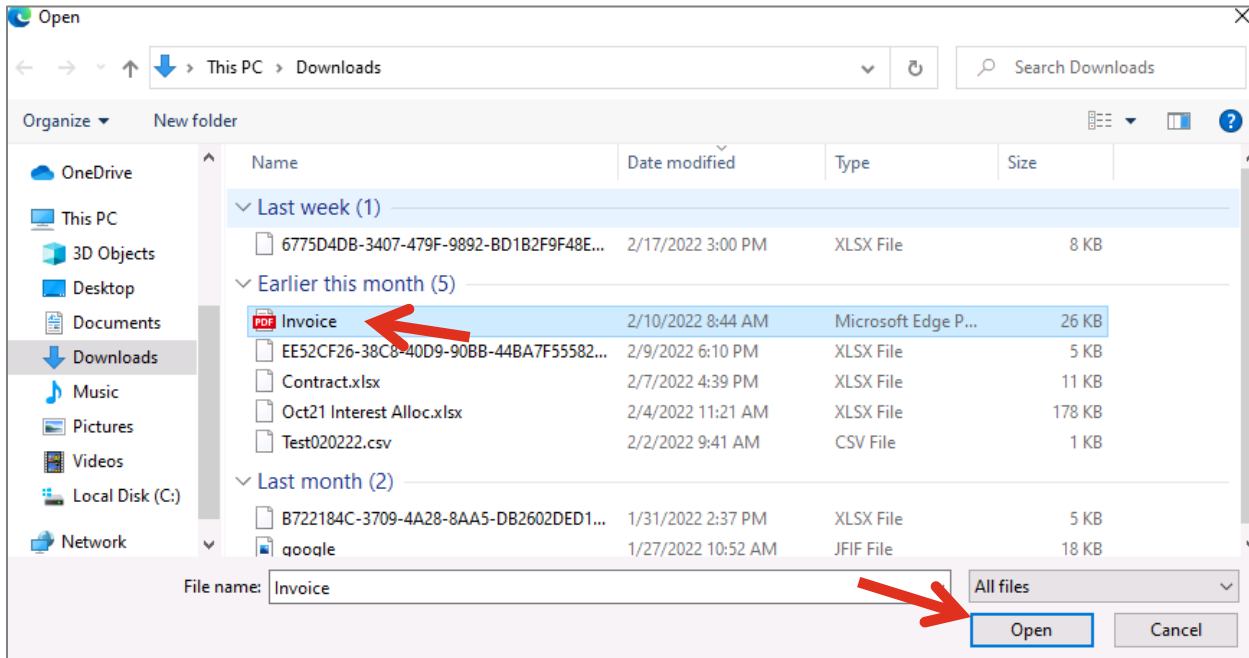


An "Add New Attached Item" window will open.

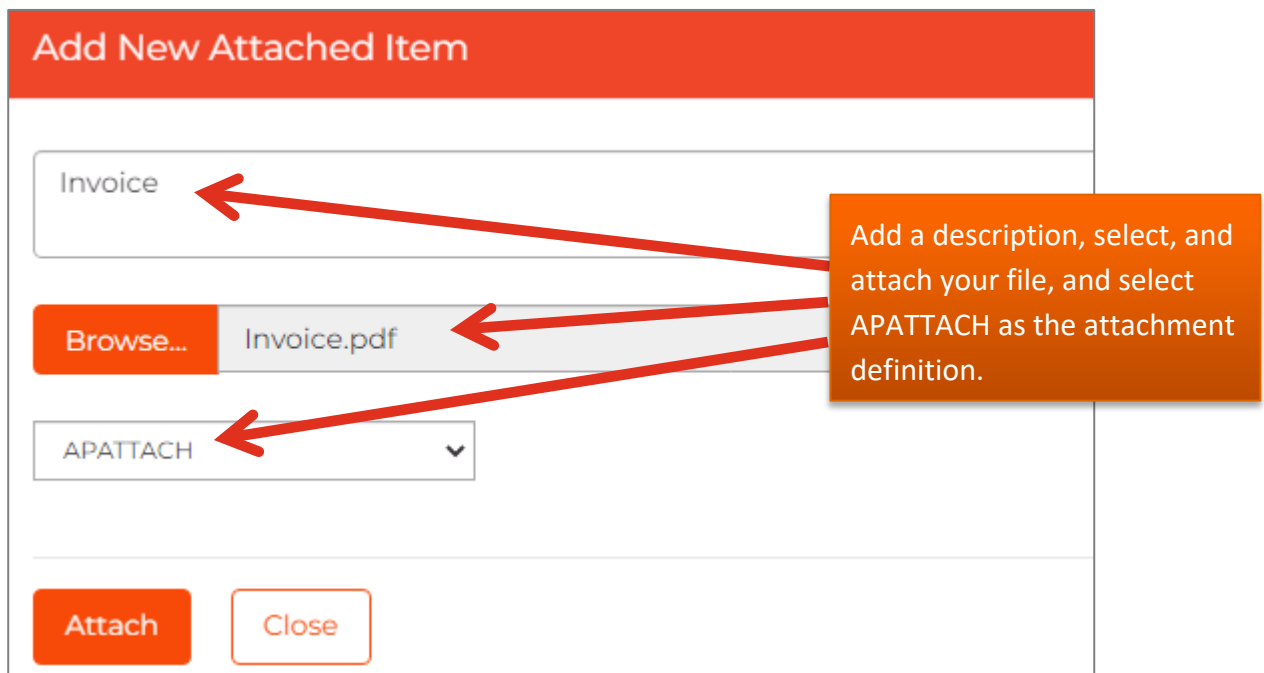


3. In the “Add New Attached Item” window, enter a Description of the item to be attached.

4. Next, click on the Browse button. Find the file that you would like to attach and click on Open to attach it.



It should look something like this when you are done:

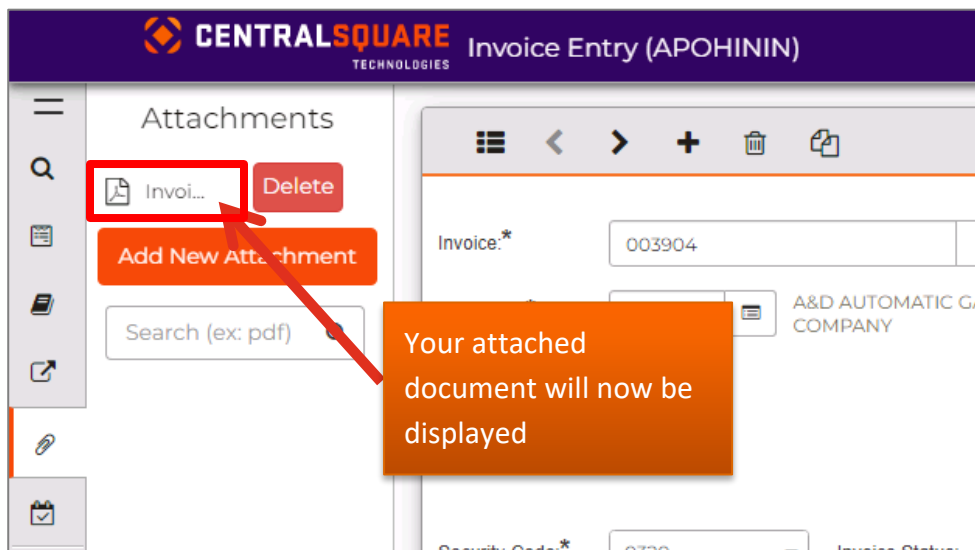


5. Click the Attach button to attach the selected document to the APOHININ invoice record.

You should receive a File Attached Successfully message.



6. Click on the Close button to close the “Add New Attached Item” window.

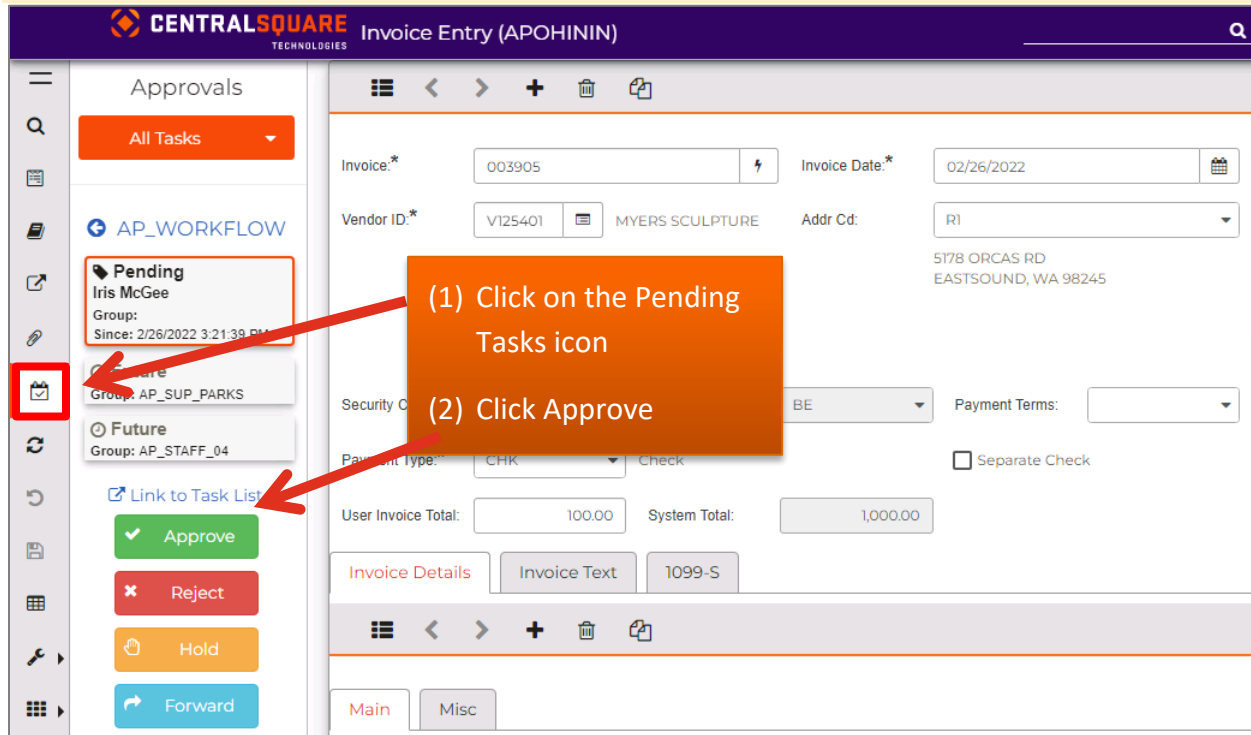


A link icon will be displayed in the Attachments panel with a label matching the Description that you entered during the attachment process. When the icon is clicked, the attached file will open for viewing as long as there is a program on the workstation that can open that file type.

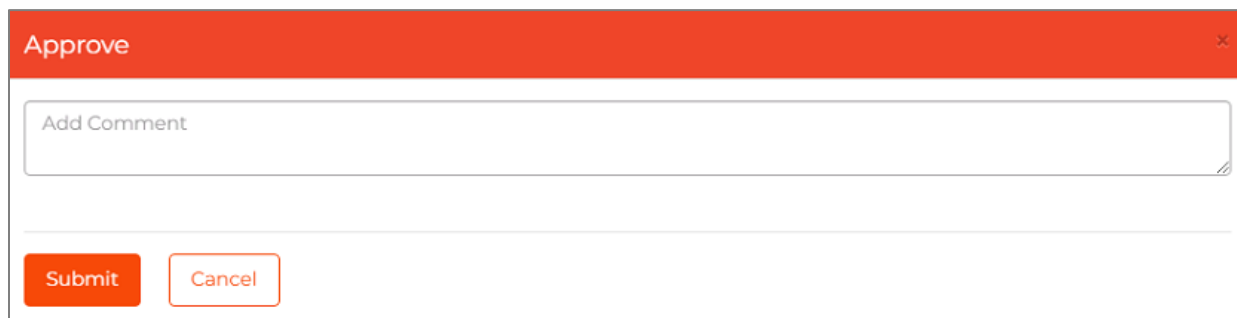
If you would like to attach another document, click on the Add New Attachment button again and repeat the above process.

# Submitting the Invoice for Approval

1. After the invoice has been completed, you will then need to self-approve it. Click on the pending tasks icon and then click Approve.

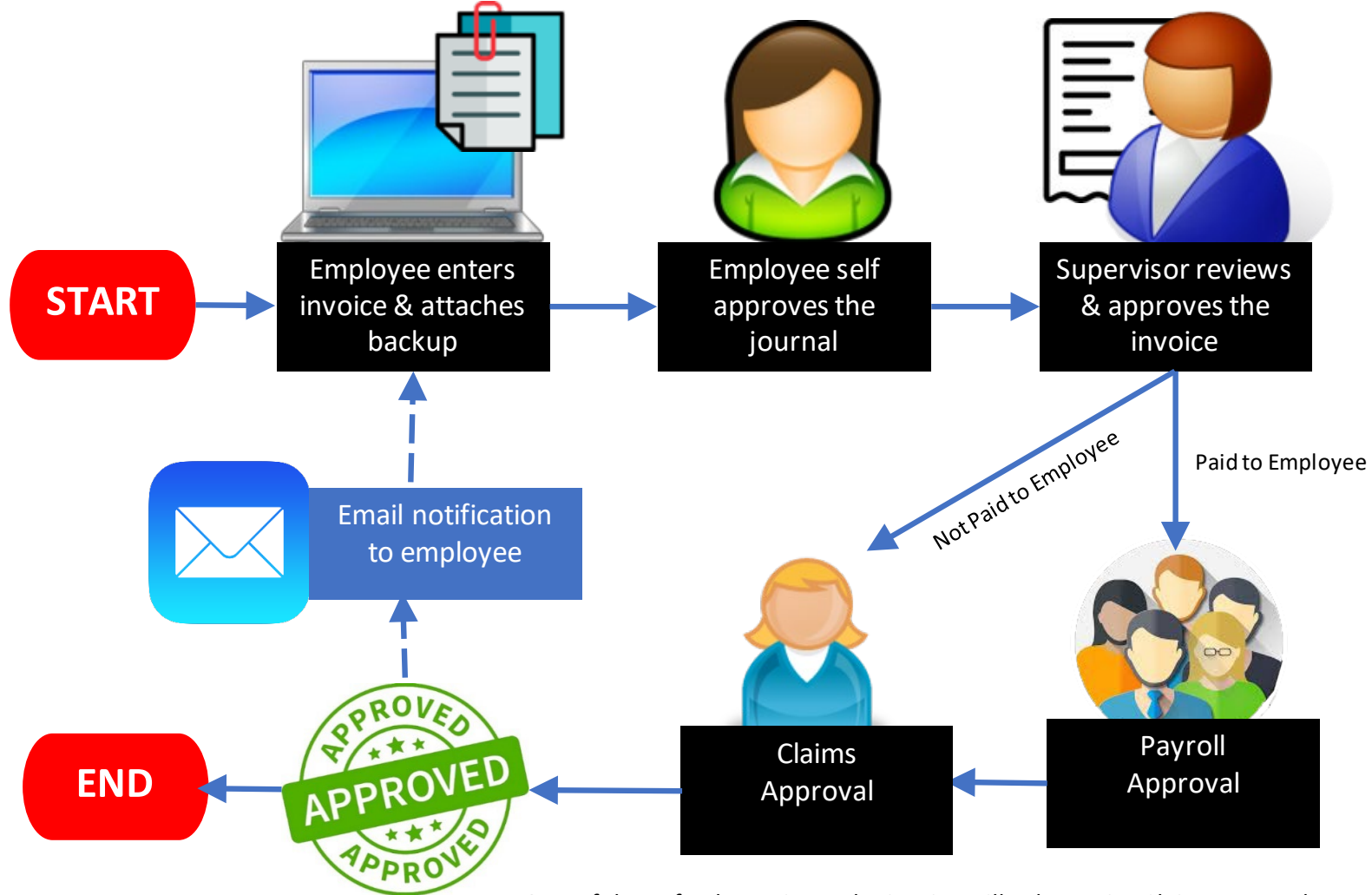


Comments can optionally be added to your self-approval. These comments are viewable by all approvers.



Invoices will be approved according to the following flow:

# INVOICE APPROVAL WORKFLOW



NOTE: If the Refund Type is BP, the invoice will only require Claims approval  
If the Refund Type is PY, the invoice will only require Payroll approval

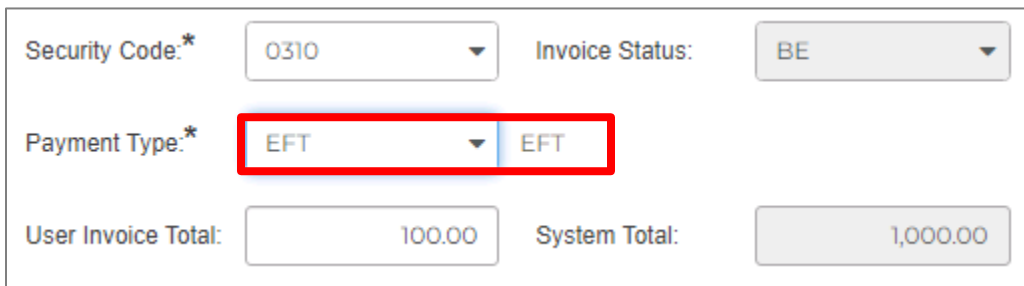


# EFT Payments

Some County vendors have provided documentation to the Auditor-Controller’s office which allows them to receive EFT payments instead of paper checks.

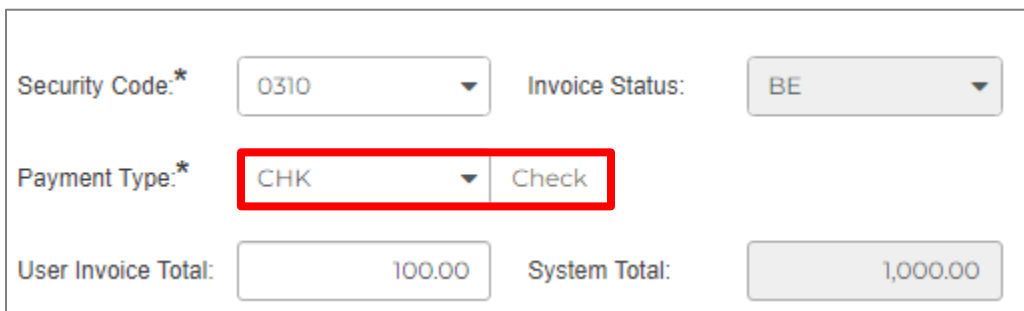
If a vendor has elected to receive payment via EFT, please make note of the following:

1. When the vendor has elected to receive an EFT payment, the Payment Type field on the APOHININ screen will auto-populate with EFT.



The screenshot shows a form with the following fields: Security Code:\* (0310), Invoice Status: (BE), Payment Type:\* (EFT), User Invoice Total: (100.00), and System Total: (1,000.00). The Payment Type field is highlighted with a red box.

2. If the vendor must receive a paper check for some reason, you can change this field manually to CHK. This change will only be for a single transaction.



The screenshot shows the same form as above, but the Payment Type field is now set to CHK and is highlighted with a red box.

3. All payments to a specific vendor will be on 1 EFT transaction. EFT payments do not go through on separate transactions depending on the Dept or Separate Check selection as with paper checks.

Security Code:	1210	Invoice Status:	DL	Payment terms:	
Payment Type:*	CHK	Check	<input type="checkbox"/> Separate Check		
User Invoice Total:	3,000.00	System Total:	3,000.00		
<span>Invoice Details</span>   <span>Invoice Text</span>   <span>1099-S</span>					
<span>Main</span>   <span>Misc</span>					
GL Account:*	GL	121000	62381	JL	PROJ KEY
Description:	TEST1			PO#:	
Quantity:*	1.00000	Unit Price:	3,000.00000	Div:*	GEN
Tax Code:		Tax Amount:	0.00	Second Ref:	
Tax Code 2:		Tax Amount 2:	0.00	Relate 1:	CC
Charge Code:		Charge Amount:	0.00	1099 Flag:	D
Dept:	12	Duty Amount:	0.00	Due Date:*	03/16/2022
Disc. Terms:	0.0000	Discount:	0.00	Authorized Date:	

4. When a vendor's EFT transaction is processed, the vendor receives an email remittance with the invoice number, date, description, and amount for each invoice included in the payment. Below is an example of what this looks like:

Vendor Number : E606583  
 Vendor Name : DRISCOLL, EDITH

An EFT payment has been processed in the amount of 100.00 and includes invoices:

Invoice #: TESTEFT021616 Date: 2/16/2016 test transaction Amount: 100.00

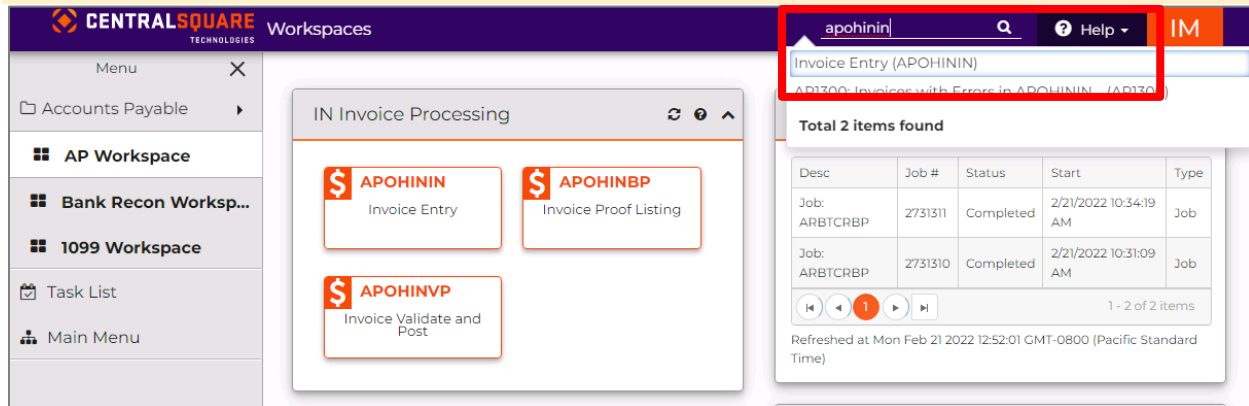
The funds should be credited to your bank account within three to four business days from the date of this e-mail.

This is an automated e-mail please do not respond directly. If you have any questions please contact the original Purchasing Department.

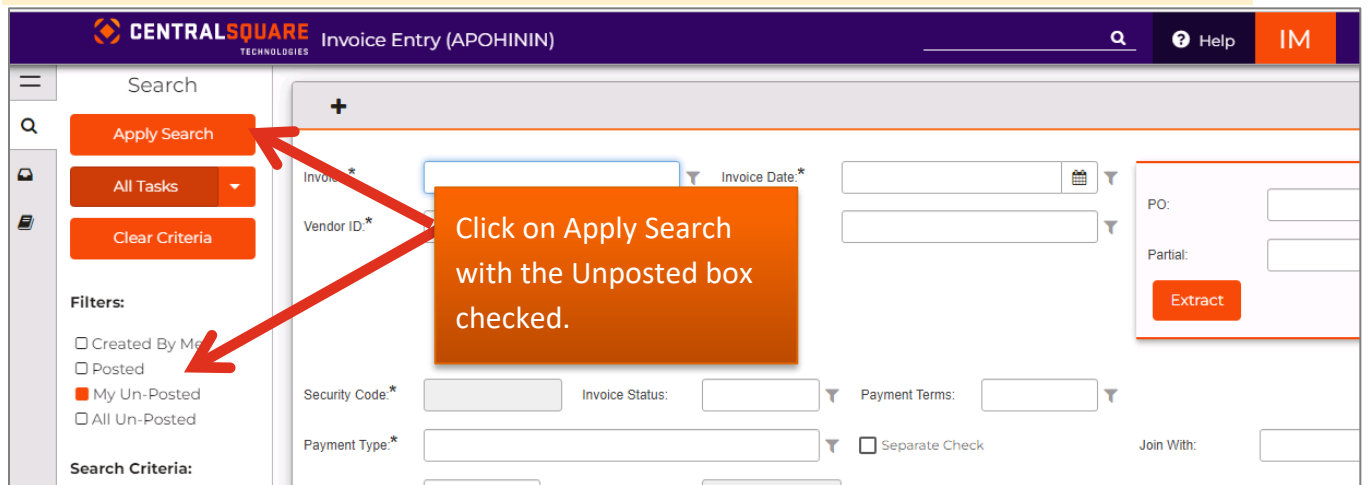
5. If your department has a vendor that you think would be a good candidate to receive payments via EFT, please reach out to AUDClaims@santacruzcounty.us . There are forms that need to be filled out by the vendor prior to transitioning from being paid by check to being paid electronically.

# Deleting an Unposted Invoice

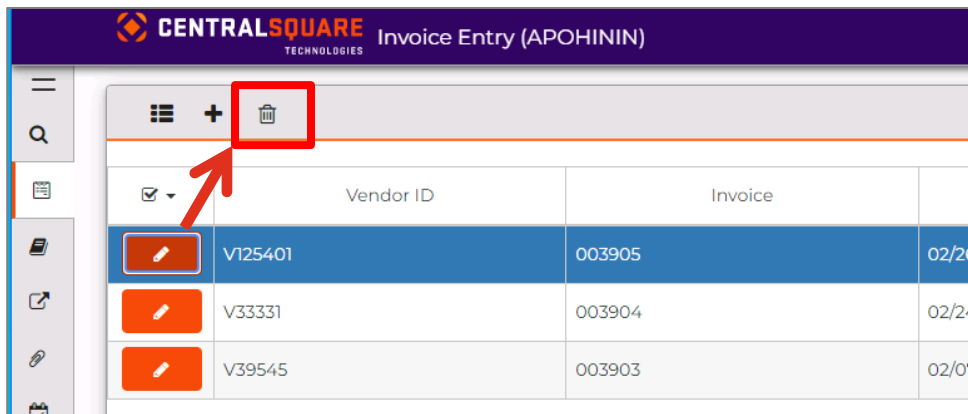
## 1. Navigate to APOHININ



## 2. When you are on the Create/Update Invoice (APOHININ) screen, click on Apply Search with Un-posted selected (it should already be selected by default).



## 3. The system will present all of your unposted invoices. Select the Invoice to be deleted (make sure it is highlighted in blue). Click the Trash can icon to delete the Set.



4. You will receive a confirmation message. Click Yes to confirm that you would like to delete the invoice.

