

Accounts Payable Upload

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AP Upload Overview

Users are now able to upload 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.

Creating an Upload File

1. Use the Excel file called AP Upload and enter the data related to the AP transaction into the corresponding fields

| | 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 | | | | | | | | | | | | | | | | | |

2. Enter the Invoice Numbers for each invoice you would like to upload. You can upload multiple invoices on one .csv file

| | A | E |
|----|----------------|-------|
| 1 | Invoice Number | Vendc |
| 2 | Ref | PeId |
| 3 | TEST001 | |
| 4 | TEST002 | |
| 5 | TEST003 | |
| 6 | TEST004 | |
| 7 | TEST005 | |
| 8 | TEST006 | |
| 9 | TEST007 | |
| 10 | TEST008 | |
| 11 | TEST009 | |
| 12 | TEST010 | |
| 13 | TEST011 | |
| 14 | | |

3. Enter the PEID for each invoice

| | B |
|----|-----------|
| er | Vendor ID |
| | PeId |
| | V15545 |
| | V109509 |
| | V1567 |
| | V31574 |
| | V13920 |
| | V30559 |

4. Enter the remit address code for each vendor.

| Address Code | Inv |
|--------------|-----|
| PeAddrCd | Ref |
| R2 | |
| R1 | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| 1 | |

5. Enter the Invoice Date.

| D | |
|--------------|----|
| Invoice Date | Se |
| RefDt | Se |
| 1/15/2018 | |
| 12/30/2017 | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |

6. Enter the Security Code for each invoice

| E | | F |
|---------------|--------|---|
| Security Code | GL Key | |
| SecCd | GLKey | |
| 1018 | 1210 | |
| 1017 | 1210 | |
| | 1210 | |
| | 1210 | |
| | 1210 | |
| | 1210 | |
| | 1210 | |
| | 1210 | |
| | 1210 | |
| | 1210 | |
| | 1210 | |
| | 1210 | |
| | 1210 | |
| | 1210 | |

7. Enter the GL Key/Object and JL Key/Object for each line of the invoice. If an invoice has multiple lines, make sure the invoice number is referenced for each line

| A | B | C | D | E | F | G | H | | |
|-------------|-----------|-----------|--------------|------------|--------|-----------|--------|-----------|--|
| Invoice Num | Vendor ID | Address C | Invoice Date | Security C | GL Key | GL Object | JL Key | JL Object | |
| Ref | PeId | PeAddrCd | RefDt | SecCd | GLKey | GLObj | JLKey | JLObj | |
| TEST001 | V15545 | R2 | 1/15/2018 | 1210 | 122100 | 62381 | F00100 | 62381 | |
| TEST001 | V15545 | R2 | 1/15/2018 | 1210 | 122200 | 62381 | F00100 | 62381 | |
| TEST001 | V15545 | R2 | 1/15/2018 | 1210 | 123100 | 62381 | F00100 | 62381 | |
| TEST002 | V109509 | R1 | 12/30/2017 | 1210 | 122100 | 62381 | | | |
| TEST003 | V1567 | R1 | 12/30/2017 | 1210 | 122100 | 62381 | | | |
| TEST004 | V81574 | R1 | 12/30/2017 | 1210 | 122200 | 62381 | | | |
| TEST005 | V13920 | R1 | 12/30/2017 | 1210 | 123100 | 62381 | | | |
| TEST006 | V30559 | R1 | 12/30/2017 | 1210 | 622100 | 62381 | | | |
| TEST007 | V221 | R1 | 12/30/2017 | 1210 | 12210 | 62381 | | | |

You must fill out all the data elements for every line item on the invoice.

8. Enter a description for the invoice. Remember this field is limited to 30 characters in ONESolution.

| J | |
|----------------------|----|
| Description | Qt |
| Desc | Ur |
| 1 Line 1 | |
| 1 Line 2 | |
| 1 Line 3 | |
| Line 1 | |
| Line 1 | |
| Line 1 | |
| Line 1 | |
| Line 1 | |
| Line 1 | |
| this description has | |
| Line 1 | |
| Line 1 | |
| Line 1 | |
| 1 Line 1 | |

If a description is loaded with too many characters, the system will truncate the description to fit the character limit

| | | | | | |
|-------------|--------------------------------|-------|-------|----|------|
| GL Account | GL | 12210 | 62381 | JL | PKEY |
| Description | this description has way too m | | | | |
| PO# | | | | | |

9. Enter the amount for each line of the invoice

| L | I |
|------------|------|
| Unit Price | PO # |
| DistAmt | Enck |
| 100.05 | |
| 1005.42 | |
| 2000 | |
| 25 | |
| 10 | |
| 18.75 | |
| 84 | |
| 196 | |
| 14.9 | |
| 500 | |
| 11.67 | |
| 10 | |
| 45.5 | |

10. If there is a PO associated with a line item or invoice, enter it. If the PO is associated with all the line items, enter the PO on every line item related to the PO

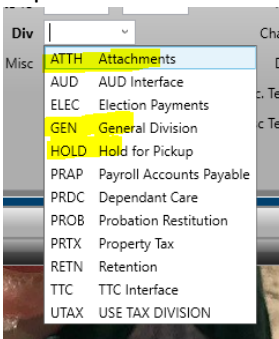
| M | |
|----------|---|
| PO # | D |
| EnckPo | D |
| 18B72493 | |

If you enter an amount greater than the balance remaining on the PO the invoice will be blocked from being paid.

- 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.

| | |
|-----------|----|
| N | |
| Due Date | Di |
| DueDt | Di |
| 1/20/2018 | |
| | |
| | |
| 2/25/2018 | |
| | |
| 1/22/2018 | |
| | |

- Enter the Div Code for the invoices. The highlighted options are commonly used by departments:



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.

| | |
|----------|------|
| | O |
| Div Code | C |
| Div | C |
| 3 | ATTH |
| | ATTH |
| | ATTH |
| | HOLD |
| 3 | GEN |
| | GEN |
| 3 | GEN |
| | GEN |
| | GEN |
| | GEN |
| | GEN |
| | GEN |
| | GEN |

For every line item on the invoice, be sure to use the same DIV code. You must enter a DIV code for every line.

13. Enter the Duty Code for your department (Your department's 2 digit department number)

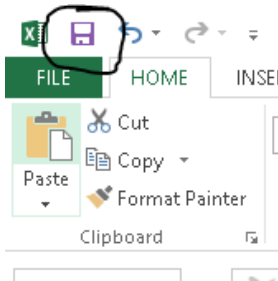
| | |
|-----------|----|
| P | |
| Duty Code | E |
| DutyCd | C |
| | 12 |
| | 12 |
| | 12 |
| | 12 |
| | 12 |
| | 12 |
| | 12 |
| | 12 |
| | 12 |

For every line item on the invoice, be sure to use the same Duty Code.

14. Enter the Check Id 02 for every line on the invoice.

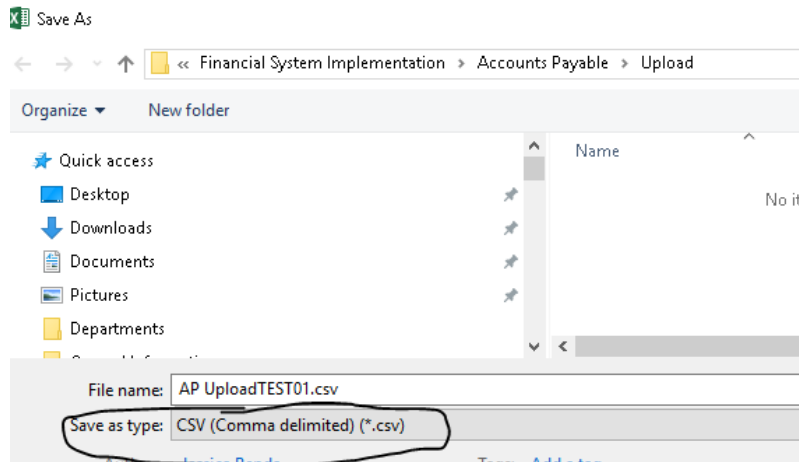
| | |
|---------|----|
| Q | |
| Bank ID | |
| CheckId | |
| | 02 |
| | 02 |
| | 02 |
| | 02 |

15. Save your completed Excel File

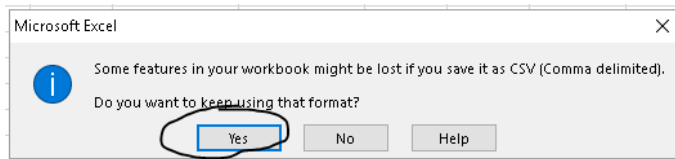


Using the AP Upload Utility

1. Save your Excel File in .CSV format



2. You will see this message:

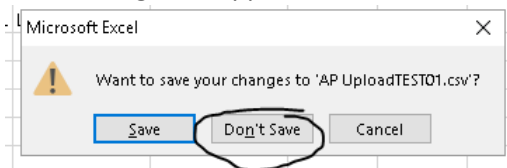


Select Yes

3. Click the X to close the Document



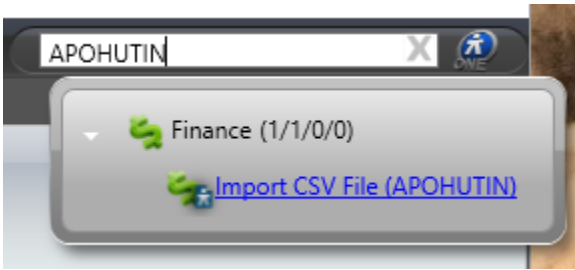
4. This message will appear



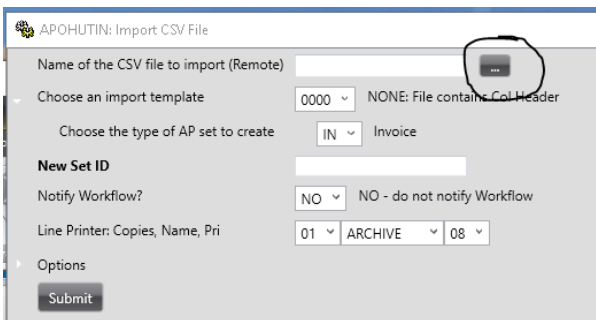
Select Don't Save

5. The Excel document will close.
6. 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

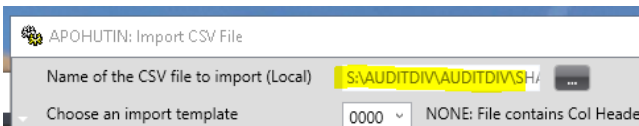
7. Open the ONESolution utility APOHUTIN Import CSV File



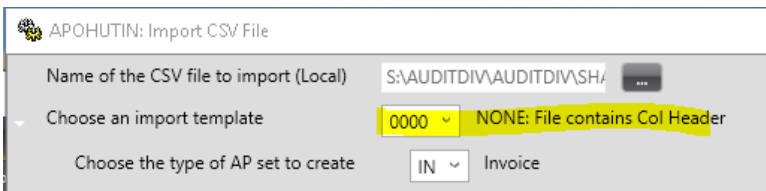
8. When the utility opens, use the ... button to select the CSV file you save containing the invoices you would like to upload



9. The file name you selected will appear in the field



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



11. 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

APOHUTIN: Import CSV File

Name of the CSV file to import (Local) S:\AUDITDIV\AUDITDIV\SHA ...

Choose an import template 0000 NONE: File contains Col Header

Choose the type of AP set to create IN Invoice

12. Type in a New Set ID

APOHUTIN: Import CSV File

Name of the CSV file to import (Local) S:\AUDITDIV\AUDITDIV\SHA ...

Choose an import template 0000 NONE: File contains Col Header

Choose the type of AP set to create IN Invoice

New Set ID APUPLOAD011718

Notify Workflow? NO NO - do not notify Workflow

Line Printer: Copies, Name, Pri 01 ARCHIVE 08

Options

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

New Set ID APUPLOAD011718

Notify Workflow? NO NO - do not notify Workflow

Line Printer: Copies, Name, Pri IN Notify for each Invoice

Options

NO NO - do not notify Workflow

SE Notify for each Set

Submit

14. Click Submit

New Set ID APUPLOAD011718

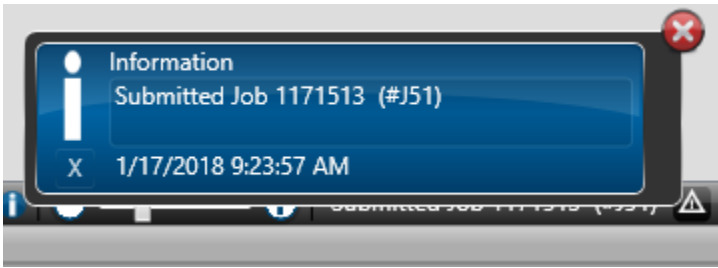
Notify Workflow? IN Notify for each Invoice

Line Printer: Copies, Name, Pri 01 ARCHIVE 08

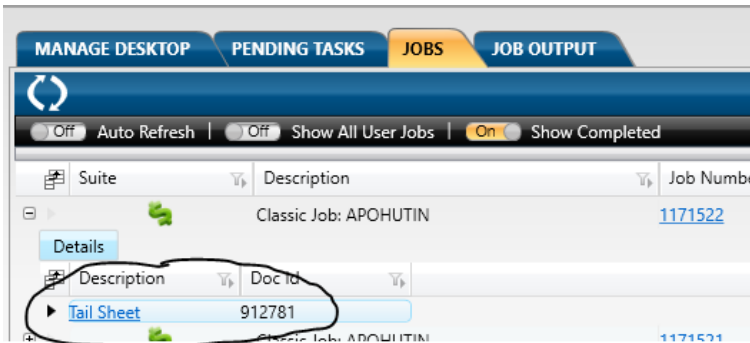
Options

Submit

15. You will receive a job number for the upload



16. Go to the ONESolution home screen to access the job. The only report generated with the upload is a tail sheet.



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

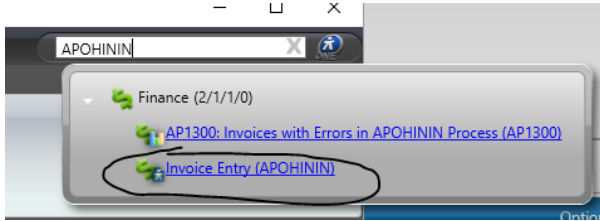
```
=====
==          Done Processing CSV File          ==
=====
Number of CSV records read      :      15
Number of non-data records     :       1
Number of AP records written   :      13
Number of TEMP vendors created :       0

PE ID      Invoice      Invoice Total
-----
V15545     TEST001           3,105.47
V109509    TEST002             28.00
V1567      TEST003             10.00
V31574     TEST004             18.75
V13920     TEST005             84.00
V30559     TEST006            196.00
221        TEST007BAD          14.90
V109742    TEST008             500.00
V125409    TEST009             11.67
V128758    TEST010             10.00
V15504     TEST011             45.50
=====

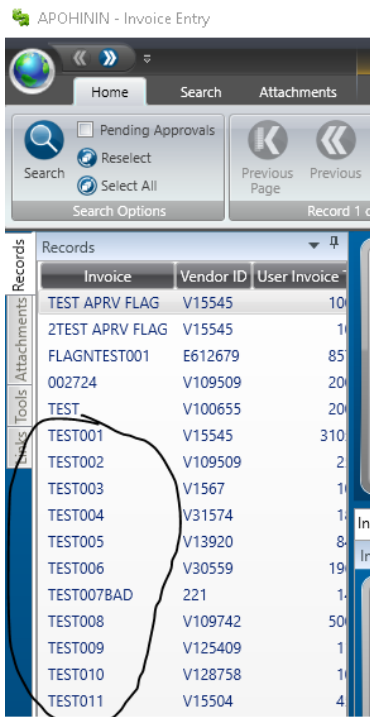
End  AP900 <1.28>   WED, JAN 17, 2018,  9:49 AM  CPU = 0.0"  Lg = GL
```

Processing Uploaded Invoices

1. Open the ONESolution APOHININ Invoice Entry Screen

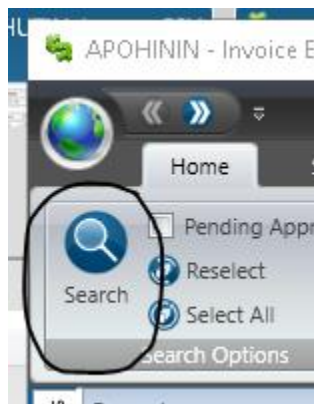


2. If you are in Normal mode, you may see your uploaded invoices in the records column.

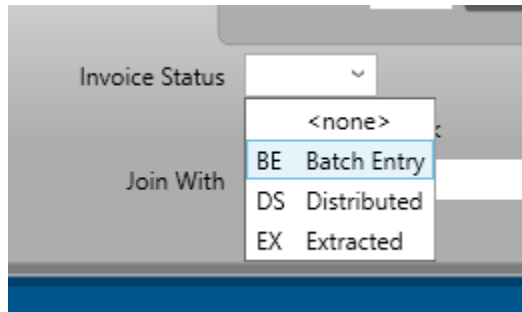


3. You may need to search for the transactions.

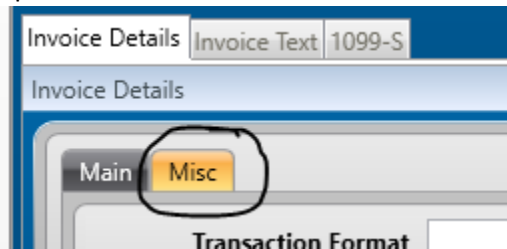
- a. Click the Search button



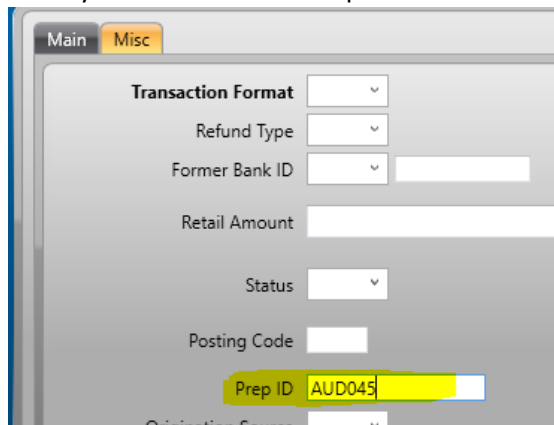
- b. Select BE for Invoice Status



- c. Open the Misc tab in the bottom section of the screen



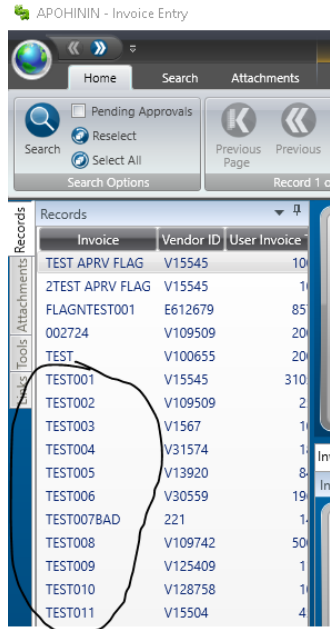
- d. Enter your user ID in the Prep ID field



- e. Click Apply



f. You should see the uploaded invoices in the Records column

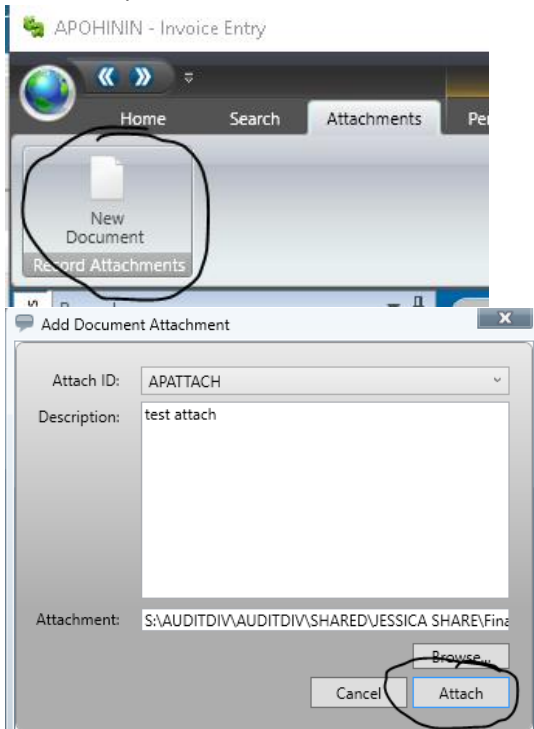


The screenshot shows the 'APOHININ - Invoice Entry' application interface. At the top, there are tabs for 'Home', 'Search', and 'Attachments'. Below the tabs, there are search options including 'Pending Approvals', 'Reselect', and 'Select All'. The main area displays a table of records. A red circle highlights the 'Records' column, which contains the following data:

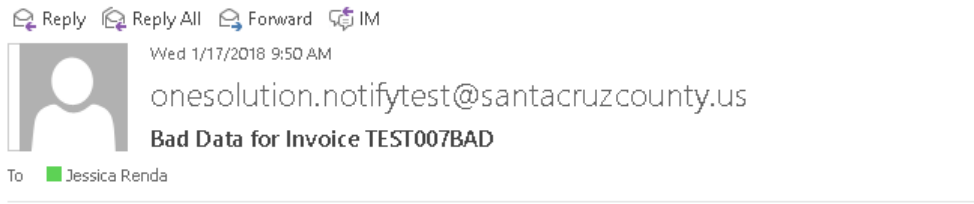
| Invoice | Vendor ID | User Invoice |
|-----------------|-----------|--------------|
| TEST APRV FLAG | V15545 | 10 |
| 2TEST APRV FLAG | V15545 | 1 |
| FLAGNTEST001 | E612679 | 85 |
| 002724 | V109509 | 20 |
| TEST | V100655 | 20 |
| TEST001 | V15545 | 310 |
| TEST002 | V109509 | 2 |
| TEST003 | V1567 | 1 |
| TEST004 | V31574 | 1 |
| TEST005 | V13920 | 8 |
| TEST006 | V30559 | 19 |
| TEST007BAD | 221 | 1 |
| TEST008 | V109742 | 50 |
| TEST009 | V125409 | 1 |
| TEST010 | V128758 | 1 |
| TEST011 | V15504 | 4 |

4. Check each invoice for correctness and completeness

5. Attach required documentation to each invoice



- 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

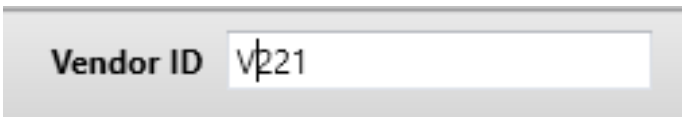
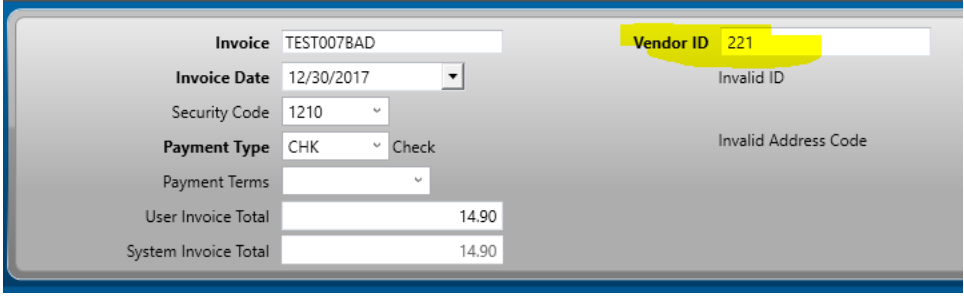


No Vendor Found for PEID: 221.

Invoice Number = TEST007BAD Batch ID = OH251299
 Invoice Total\$ = 14.90
 Entry Date = 12/30/2017
 Vendor = 221 -

| Quantity | Description | Account (s) | Amount |
|----------|--------------------------------|-------------|---------|
| 1.00 | this description has way too m | 12210-62381 | \$14.90 |

- Open that transaction and correct whatever was wrong with it



- Save the transaction



- Run an Invoice proof listing for your transactions using the APOHINBP utility. If you just open the utility and click the submit button you will see a proof listing for all the invoices you created in BE status.

```

GL Account      Invoice Number      Invoice Amt Units      Set ID  Inv Date  Division Code  Pay Terms  PTerm Stat
Org Key  Description  Secondary Ref      Distribution Amt Tax      Tax Amt  Due Date  Vendor ID / PEDB Cd / Addr Cd  Misc Post
Object  Description  Ench PO# / Pmt      Discount Amt Tax2      Tax2 Amt  Rcv Date  Vendor Name      PType Sec
JL Account      Product ID      Pay Disc Amt Chrg      Charge Amt  Disc Date  Vendor Address Line(s)  Sc/Tf Prep
Proj Key  Description  Item Description--Item Description  Duty      Duty Amt  Ck ID-No  Vendor City, State, Zip  R1/2  Cktp
=====
* * * BLOCK * * * * DATA EXCEPTION =====> Approval not complete

Invoice :   TEST005           System Computed Total:           84.00      User Computed Total:           84.00      TOTALS MATCH
                                           Distribution Total:           84.00
                                           Net Total:                   84.00

123100-62381      TEST011           45.50 1           OH251303 12/30/2017  GEN           .0000 DS
GEN.ACCOUNTING - GENERAL           45.50           0.00 12/30/2017  V15504      P           R1      01
PROF & SPECIAL SERV-OTHE           0.00           0.00           WRAPAROUND MILWAUKEE           CHK      1210
FO0100 -62381           0.00           0.00           2760 N HARTUNG AVE           NB AUDO
AC-GEN ACCTG SYSTEM COST Line 1           12           0.00 02           MILWAUKEE, WI 53210           CC
PROF & SPECIAL SERV-OTHE           Net Amount:           45.50
* * * BLOCK * * * * DATA EXCEPTION =====> Approval not complete

```

- You will always see blocks for Approval Not Complete. This is fine.

```

Net Amount: 10.00
* * * BLOCK * * * * DATA EXCEPTION =====> Approval not complete

Invoice :   2TEST APRV FLAG      System Computed Total:           10.00      Us
                                           ni

```

- If you see any other errors, correct these prior to approving the transaction in the workflow.

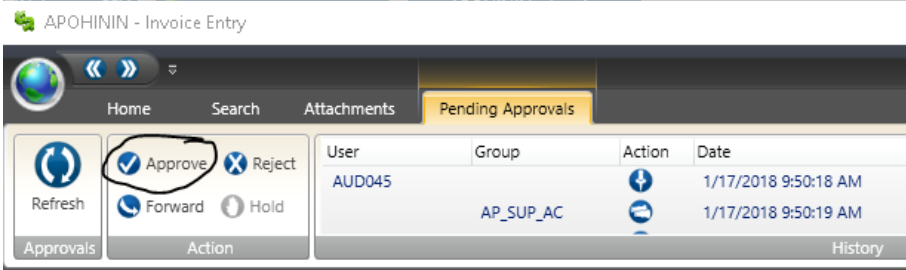
```

Net Total: 14.90

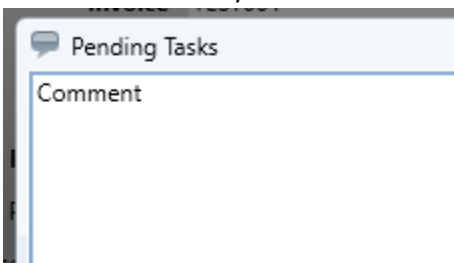
622100-62381      TEST006           196.00 1           OH251298 12/30/2017  GEN           .0000 DS
APTOS SEASCAPE CSA 3           196.00           0.00 12/30/2017  V30559      P           R1      01
PROF & SPECIAL SERV-OTHE           0.00           0.00           BELLIZZI, ROBERT C           CHK      1210
Line 1           12           0.00 02           285 UNION AVE BLDG E2112           NB AUDO
Net Amount: 196.00
* * * BLOCK * * * * DATA EXCEPTION =====> BLOCK:Transactions coded to Org Key 622100 require a Job Ledger Reference
* * * BLOCK * * * * DATA EXCEPTION =====> Approval not complete

```

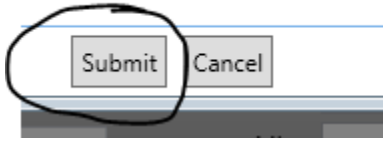
- Once all the transactions are correct, initiate the Workflow for each invoice by clicking the Approve Button in the Pending Approvals Tab



- Enter Comments if you wish



14. Click Submit



15. The transaction will flow to the next people in the workflow and will eventually be posted and paid by the A-C claims staff

| User | Group | Action | Date | Com |
|--------|-----------|--------|-----------------------|-----|
| AUD045 | | ✓ | 1/17/2018 9:50:18 AM | |
| AUD026 | AP_SUP_AC | ↓ | 1/17/2018 10:19:20 AM | |

History