AP INVOICE PROCESSING USING AS400 & GUI FOR BUILDINGS

1 **BATCH PROCESSING**
Log into AS400, Click on Budget/Finance Main Menu, Click on A/P Main Menu
Click on A/P Invoice Processing Menu, Click on Invoice Entry

Batch ID:	initials, batch #, bldg #	TL12314
Default Due Date:		Check run date
Default Bank		120
		PRESS ENTER
		F10 TO ADD

2 **INVOICE BATCH HEADER MAINTENANCE**

Batch Total	Enter total amount of invoices
Month to Post	Always use the month the "check run" falls on
Recurring Batch	Do not change
Use Alternate Cash ASN	Do not change

3 **INVOICE ENTRY**

Vendor #	Press F4 to find correct vendor
	Check Remit to Address
Invoice #	Use exact numbers that are on the invoice
	and all dashes, if no # use school initials and date
Invoice #	Enter date
Gross Amt	Enter amount of invoice
Separate Check	If you need the check returned, enter "Y"
	Also make note in body of email when submitting batch
ASN	Enter ASN used to pay invoice
Amount	Enter amount of invoice
Description	Enter brief description of invoice, then enter
	Hit F3 once all invoices have been entered
	Enter "REIMB" if reimbursing a vendor so it won't show on 1099

4 **INVOICE EDIT**

Invoice Edit List	Enter Batch ID number
	Hit enter
Spooled Files	Log into GUI, click on general systems, work with spooled files
	Review your edit list (CD0130) **"LOVE" YOUR EDIT LIST**

Fixing an error after entry is made but not posted:
Invoice Change/Delete
>   enter vendor # and select invoice to change
>   F2 to change address (see bottom of the screen)

Invoice Change vendor # /Invoice #
>   enter your batch ID
>   enter vendor # and select invoice # to change

5 **INVOICE POST TO OPEN ITEMS**

Batch ID:	initials, batch #, bldg #	TL12314
Journal description date		12/9/2022 (Always use Fridays Date)
		Hit Enter

*If you receive a message out of balance use F18 Batch Header Maintenance to correct the total
(Hold shift key and F6 for F18 option)

Spooled Files	Go into GUI and save to PDF CD0130, CD0140 and CD141B

6 **E-MAIL REPORTS**
Subject Line
>   Check Run 3-16-12 Batch TL12314 @ 1,214.15 Notes/Attachments
>   (only use **notes** if you're typing a message (i.e.. send MISD check back to the school)
>   (only use **Attachments** if there are forms to be sent with the check.
>   Attach the edit CD0130, disbursement CD0140 and due to due from CD0141B
>   to the email. Email reports to accountspayable@wcskids.net on Wednesdays