Accounts Payable in Financial Management

Kent County Training Manual

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1. Accounts Payable

Accounts Payable is the business function through which an entity's obligation to pay an external or internal vendor is recorded, and the actual disbursement of funds is established in a timely manner. The process involves proper referencing of contract terms, if applicable.

Entities use Accounts Payable to pay for goods and services, including: utilities, lease agreements, professional services, and inventory items. This course teaches the user how to perform accounts payable business processes in CGI Advantage© Financial Management (hereafter referred to as A360).

1.1. Document Lifecycle

Below is a detailed process flow of the system, showing the relationship among the highlighted documents.

There are two Procurement documents that will be used by Kent County:

- The Purchase Order (PO) document is created by the Purchasing Department and will establish the encumbrance against a budget line.
• The **Invoice** (IN) document is entered by departmental end users and will establish a relationship between a vendor’s invoice and its related purchase order (if any).

There are two **Payables** documents (also known as Payment Request documents) that will be used by Kent County:

• The **Payment Request** (PRC) document is entered by department end users and will create the relationship between a vendor’s invoice and its related Master Agreement (*formerly known as a Term Contract in PeopleSoft*). It will also identify the budget lines that will record the expense.

• The **General Accounting Expense** (GAX) document is entered by department end users will identify and record the payment of a vendor’s invoice to the indicated budget lines (*formerly known as a direct pay invoice PeopleSoft*).

There is one **Disbursements** document that will be used by Kent County:

• The **Automatic Disbursement** (AD) is a document that is automatically created from overnight batch processes run by Fiscal Services. It is created when a payment request document (PRC) described above) meets the established payment selection criteria (*formerly known as the Pay Cycle Manager in PeopleSoft*). The AD is available to end users on an inquiry basis.
  
  o Payment selection criteria will look to pick up those payment request documents where the vendor invoice dates, and vendor payment terms fall within the daily check selection criteria.

**Invoice Documents**

To invoice for items that were ordered via the Purchase Order (PO), the AP User uses the Invoicing Search (INSRCH) wizard.

**Payment Request Documents**

Pymt Request-Commodity Based (PRC), and General Accounting Expense (GAX) documents are processed to pay for goods and services, which book the expenditure and establish a payable in the system.

In Advantage360, once the payment request document is in Final phase, it is picked up in the daily Automated Disbursement batch run. With this batch run, the selected transactions are posted, ledgers are updated, and disbursements are generated.

**Commodity versus Non-Commodity Documents**

Some Accounts Payable documents, such as the GAX, do not have a Commodity line and have a different structure than documents with a commodity line. These documents are referred to as non-commodity documents.

### 1.2. Event Types

Event Types are used on the accounting line to signify what posting codes are referenced, while also bringing in specific rules for data entry for referenced transactions, customer codes, vendor codes, and all defined Chart of Accounts elements in the system.
All documents have allowable event types defined and a single default event type identified. The user can either let the event type default or select an event type from the pick list for a particular document. If the data entered on the document is not correct for the event type or document rules, error messages are issued.
2. Accounts Payable Document Processing

2.1. OnBase Instructions with A360

OnBase is used for document storage and referencing the payment of a vendor invoice through the use of the GAX or PRC documents in A360.

Coding Invoices

2. Login
3. In the Document section, choose Workflow
4. Choose AP A360
5. Choose AP Dept Invoice Coding A360
6. **Click on your invoice.** Note the additional keywords that appear in the yellow box. You will be using these keywords in A360.

![A360 OnBase Screen]

7. At this point you will open the **A360** program **[Keep OnBase open!]**

8. You will need to determine if you are:
   a. Paying an invoice against a PO
   b. Paying an invoice against a Master Agreement (MA) **formerly known as term contracts**
   c. Paying an invoice directly (GAX)
2.2. Direct Pay Invoice (GAX)

General Accounting Expenditure (GAX)

The General Accounting Expenditure (GAX) document is used to make direct disbursements. This document is for non-commodity based payment requests; therefore, it does not require a reference to an award document (such as a purchase order) but may reference the GAE. When referencing a GAE, several fields are copied forward to the GAX, minimizing the amount of data entry required on the GAX. The GAX document liquidates all or part of the encumbrance established by the GAE and decreases the remaining available amount of the GAE.

The GAX document is created for items that do not require a purchase order, such as utilities or postage.

When creating a GAX document:

- The **Vendor Invoice Number** prints on the check stub and can be entered directly in the GAX. This field is used to communicate data needed by the vendor, in order to apply the disbursement properly.
- Although optional, the **Document Name or Document Description** field can be used to record a short name or description for reporting and identification purposes.
- Users have to search for vendors by system assigned vendor code or **Legal Name**. If the vendor has more than one location, the **Address Code** pick list can be used to select the proper payment remittance address/location.
- The **Scheduled Payment Date** is the date the check is printed or EFT is created. This value defaults to today’s date, unless a date is manually entered or inferred from other areas (for example, discount terms within the referenced award document).
- Although optional, use of an Accounting Template is recommended as a quick way to populate accounting elements and reduce the risk of errors. Users are able to edit or enter additional elements in the fund and detail accounting sections. Any value entered by the user overrides defaulted values from the template. Creating Accounting Templates is discussed in the Advantage360 Navigation course.
- The **Disbursement Format** field defaults to REG, which is for a check. When the vendor is setup on the Vendor Customer (VCUST) table as eligible for EFT, the Disbursement Format updates to EFT upon clicking Validate.
- When applicable, tax must be calculated manually and added to the line amount field on the General Accounting Expenditure document.

Several event types can be used with the GAX document but the default event type is AP01-Normal Payment.
2.3. Direct Pay Invoice (GAX) Flowchart

**Vendor Invoice**
(From OnBase)

$200

**User Created**

**GAX Document**
(to record information from the vendor invoice)

**Nightly cycle**

**AD/EFT**

**Check for Vendor $200**

**OR**

**EFT for Vendor $200**

2.4. Direct Pay Invoice using GAX

1. Go to **Search > Document Catalog**
2. In the **Document Identifier** enter:
3. **Code**: GAX
4. **Dept**: Your 3-digit Dept Code
5. Click **Create**

![Image of Document Catalog](image1)

6. Click **Auto Numbering**, click **Create**

![Image of Document Catalog with Auto Numbering](image2)

7. In the **Header** section, **General Information**
   No changes necessary here.
8. Click the Vendor Section using either the left navigation or bottom navigation.

9. In the Vendor Section, General Information Tab
   a. Click on
   b. Enter Vendor Customer from OnBase Vendor Number
   c. Click Save.
   d. Verify correct vendor information populated
10. Click the Accounting Section using either the left navigation or bottom navigation.

11. In the Accounting Section, General Information Tab
   a. Click on
   b. Enter Line Description (optional)
   c. Enter the Line Amount from OnBase adv_doc_actu_am
   d. Enter Vendor Invoice Number from OnBase Invoice Number
   e. Enter Vendor Invoice Date from OnBase Invoice Date
   f. Enter Check Description (Optional)
12. In the Accounting Section, Fund Accounting Tab
   a. Enter the following primary Chart of Accounts information
      i. Fund = 101
      ii. Sub Fund = 1000
      iii. Dept = Your Dept Code
      iv. Unit = 1000
      v. Object = Use the Pick list to choose the appropriate object
      vi. Sub Object = 1000
      vii. Leave other fields blank
   b. Grant and CIP Project information can be entered on the Detail Accounting tab when applicable.

   ![Image of Fund Accounting Tab]

   c. Click the Save button
   d. Click the Validate button.

13. At the top of the screen you should get a message that reads:

   **Welcome, MaryBeth Beighley**
   View All 1 of 1 0 Document validated successfully

14. Click Submit button
15. This submits the invoice for approval. At the top of the screen you should get a message that reads:

   **Welcome, MaryBeth Beighley**
   View All 1 of 1 0 Document submitted successfully - Pending Approval
Now you need to go back to OnBase to reference it to the A360 document.

16. Select Invoice
17. Click **Code Invoice**
18. Click **Yes**
19. Enter the following CGI Keyword Values
20. Click **Save** to Save
   - Cancel cancels the process
   - Clear clears the fields
You will see this additional keyword information reflected in the Keywords window.

21. Click Coding Complete.
2.5. Commodity Based Payments (PRC)

A commodity-based payment request document records payment activity at the commodity level. It requires entry of the commodity code and commodity information. Commodity based expenditures may be encumbered on an award document such as a Master Agreement. The A360 commodity-based payment request documents for Accounts Payable is a Pymt Request-Commodity Based (PRC).

**Pymt Request-Commodity Based (PRC)**

When commodity based payment requests need to be established manually, the Pymt Request Commodity Based (PRC) document can be created. A GAX can also be used to expedite the payment request when the commodity codes are not required. The PRC document has a Commodity section to record the goods purchased or services rendered while the General Accounting Expenditure (GAX) document does not have a Commodity section. When a PRC references an order, the PRC liquidates all or part of the encumbrance established by the order and decreases the remaining open amount for the Order.

When creating a PRC document:

- The Scheduled Payment Date is the date the check is printed or EFT is created. This value defaults to today’s date, unless the date is manually entered
- The Vendor Invoice Number prints on the check stub. This field should be used to communicate data needed by the vendor to apply the disbursement properly
- If not referencing an IN, enter the invoice information on the PRC. The Invoice Information tab exists on both the Vendor and Commodity line. Enter invoice information on the Vendor line, if you are paying one invoice (information is inferred on all Commodity lines) or on the Commodity line if you are paying multiple invoices with the PRC
- The Disbursement Format field defaults to REG, which is for a check. When the vendor is set up on the Vendor Customer (VCUST) table as eligible for EFT, the Disbursement Format updates to EFT upon clicking Validate
- Applicable taxes for the payment are automatically calculated when the Tax Profile is entered on the Order, inferred from the Vendor or manually coded on the Commodity lines by the user
2.6. Master Agreements Flowchart

Master Agreement (MA) created within A360
(by Purchasing Dept)

Vendor Invoice
(From OnBase)
$200

(User Created)

(Pre) Document to tie information from the vendor invoice to the MA

Nightly cycle

AD/EFT

Check for Vendor $200

OR

EFT for Vendor $200
2.7. Invoicing Against a Master Agreement (MA)

1. Go to Search > Page Search
2. In the Page Code field enter SHOP*
3. Click on Shopper

4. In the Search For field, enter the Master Agreement Number or use the Advanced Search tools, click Search.
5. Enter the **SC Amount** (from OnBase Invoice `adv_doc_actu_am`), then click **Add to Cart**.

![Shopping Cart Image]

6. You now have 1 item in your Shopping Cart. Click **Proceed to Checkout**.

![Checkout Image]
7. In the **Code** field, enter **PRC**, in the **Department** field enter your **Dept Code**, Select “**Auto Numbering**”

   The **Shipping** and **Billing Locations** should auto populate based on your User ID.

8. Populate the **Delivery Date** with the current date.

9. Click “**Checkout**”

10. Select **OK** at the following message
11. The PRC Document will appear, opened to the **Header Section**
12. On the **General Information** tab, in **Record Date** field enter the today’s date.

13. Then select the **Vendor Section**.
14. The **General Information** tab is prepopulated with the vendor information from the **Master Agreement**.
15. In the **Vendor Section**, go to the **Invoice Information** tab
   a. enter the **Vendor Invoice Number** from **Invoice Number** in **OnBase**
   b. enter the **Vendor Invoice Date** from the **Invoice Date** in **OnBase**

**Note:** if you go to the **Agreement Reference** tab, you will see the **Master Agreement Document ID** information has automatically been “referenced” to this PRC document.
16. Go to the Commodity Section and verify that the Contract Amount field displays the SC Amount (Invoice Amount) entered on the SHOP page earlier:
17. Go to the Accounting Section to the General Information tab and click Insert New Line

18. An optional Line Description can be entered here

19. Enter the amount for the Sub Total Line Amount.

21. Grant and CIP Project information can be entered on the **Detail Accounting** tab when applicable.

22. When finished entering in all information **Click save**, then **Validate**, then **Submit** the document for departmental approval.

Now you need to go back to **OnBase** to reference it to the A360 document.

1. Select Invoice
2. Click **Code Invoice**
3. Click **Yes**
4. Enter the following CGI Keyword Values: dept_cd, adv_doc_cd and adv_doc_id
5. Click **Save** to Save
6. Click **Coding Complete**.
Note: If you have multiple COA distributions, Repeat step 17 with the following changes.

23. Go to the Accounting Section to the General Information tab and click Insert New Line

24. An optional Line Description can be entered here
25. Enter the amount for the Sub Total Line Amount.

Make sure that the total equals the SC amount that you entered on the SHOP page.
2.8. PO Invoice Flowchart

- Requisitions & POs start outside of A360

- **Automated Cycle**
  - (PO) Document from the Purchasing/Requisition System

- **Vendor Invoice**
  - (From OnBase)
  - $200

- **User Created**
  - (IN) Document to pull in information from the Purchase Order

- **User Copy Forward**
  - PRC Document
  - COA → Acct data Elements

- **Nightly Cycle**
  - AD/EFT Document

- **Check for Vendor $200** OR **EFT for Vendor $200**
2.9. Invoicing Against a Purchase Order (PO)

1. Go to Search > Page Search
2. In the Page Code field enter INSrch
3. Click the Invoicing Search link

4. In Doc Code enter PO. In Department enter the 3-digit Department Code (if known) and Doc ID (if known), click Browse.
5. A list of POs will appear.

6. Select the row containing the PO you wish to invoice, then click on the **Select Lines to Invoice** hyperlink.

![Select Lines to Invoice](image)

7. Place a checkmark on the Line(s) you wish to invoice, then **click Invoice**

![Invoice](image)

8. This brings up the “Create Document” screen to create an IN document
   a. **Document Department Code** will prepopulate based on the PO.
   b. This can be changed to your Dept if different

9. Enter Document Information, then click on the **Create Document** hyperlink
   a. **Document Department Code** = Your Department
   b. **Auto Numbering** = checked (YES)
   c. Click **Create Document**

![Create Document](image)
10. This brings up an IN Document screen prepopulated with select data from the PO

11. **Header Section** – [At this point refer to your OnBase Invoice Keywords]
   a. **General Information Tab**
      - In the Vendor field verify that the Vendor Number matches OnBase
      - In the Invoiced Date field enter the Invoice Date from OnBase
      - Enter the Vendor Invoice Number enter the Invoice Number from OnBase
      - Click Save

12. **Vendor Section**
    - No Changes necessary here
13. **Commodity Section**  
  a. **Reference Tab**  
   
   **Invoice Indicator** = Change to **Final or Partial** depending on what your invoice detail is. (for each line of PO that was referenced)
b. Commodity Information Tab

- Verify commodity information
- Enter **Check Description** (optional)
- In the **Reason** field may want to indicate why the IN may be a partial vs a final

---

14. Click the **Validate** button. You should see at the top of your screen:

```
Welcome, MaryBeth Beigley
View All 1 of 1 | Document validated successfully
```

15. Click **Submit** button. You should see at the top of your screen:

```
Welcome, MaryBeth Beigley
View All 1 of 1 | Document submitted successfully
```
16. Click **Copy Forward** (located at the bottom of the screen)

![Copy Forward Button](image)

17. This will copy the invoice to create a PRC for payment
   - Enter **Doc Department Code**
   - Click **Auto Numbering**
   - Click **OK**

![Copy Forward Dialog](image)
18. This will bring up the **Pymt Request-Commodity Based (PRC)** page

![Pymt Request-Commodity Based (PRC) page](image)

19. Click the **Validate** button. You should see at the top of your screen:

![Document validated successfully](image)

20. Click the **Submit** button. This submits the invoice for approval. At the top of the screen you should get a message that reads:

![Document submitted successfully - Pending Approval](image)
Now you need to go back to OnBase to reference the A360 document.

1. Select Invoice
2. Click Code Invoice
3. Click Yes
4. Enter the following CGI Keyword Values
5. Click Save to Save
   - Cancel cancels the process
   - Clear clears the fields

NOTE: you can copy and paste by highlighting the number and using Ctrl C (copy) and Ctrl V (paste)
You will see this additional keyword information reflected in the Keywords window.

6. Click **Coding Complete**. This will automatically remove the invoice from your workflow queue.
3. Worklist Approvals

3.1 How to Approve a GAX or PRC document

Workflow approvals are handled via the Worklist that is located in the Message Center menu. As with OnBase, each department will have its own departmental Approval Worklist in A360. In addition, each authorized approver within the department will have their own “named” worklist. This “named” worklist is very similar in concept to the Approval Note in OnBase that contained the User ID and time/date stamp of when the vendor invoice was approved.

Approvals are a two-step process in A360. When invoices are submitted for approval, they will go first to the departmental approval worklist (i.e. Dept 445 – Approval Queue). To Approve the documents, the end user will select the documents from the departmental approval queue and “take” the document to their own named approval queue.

1. Go to Message Center > Worklist
2. Select Worklist – Department Approvers will see **Dept ### - Approval Queue**

3. **Select** the documents that you would like to approve.
   Click **Take Task**. This will remove the items from the Departmental Approval Queue and put them in your approval queue.
4. Select your name from the Worklist.
5. Select the documents for approval. Click **Approve**

6. You should receive an “Approve action completed” message.

7. You’re done!
3.1. Viewing your OnBase Image in A360

Once a GAX or PRC document has been validated and submitted a link is created between A360 and OnBase so that when you are looking up a GAX or PRC in A360, you can see the corresponding invoice image from OnBase.

*Note: this link is created through a process that runs on the top of the hour, every hour.*

To view an invoice image in your worklist:

1. Go to **Message Center > Worklist**
2. Click the **ID hyperlink** of the document that you want to view.
3. Once in the document click on the top menu button and select **Document Attachments**.
4. The **Document Attachments** window will open. Click on the File Name hyperlink.

5. You will be prompted to open or save. Click **Open**.

6. This will open the file in your default photo viewer.

Once you are done reviewing the image, you can close the window and then click **Return to Document**.

7. Then **Close** your document.