SUNGARD® PUBLIC SECTOR

ONESolution™

ONESolution
Accounts Payable
Special District User Guide

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Printed in the U.S.A

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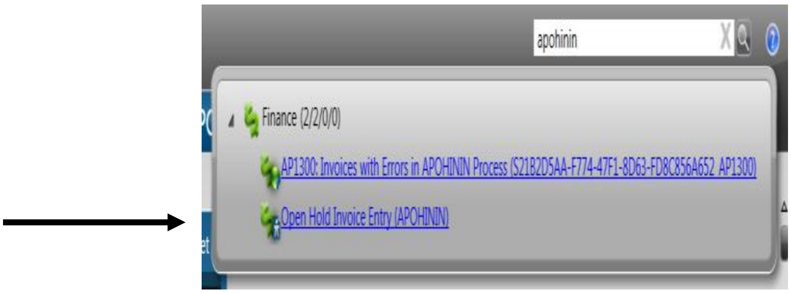
Section 1: Direct Pay Invoice Entry

1. Type **APOHININ** in the search bar on the home screen on the desktop and click on the **Open Hold Invoice Entry** link to launch the **APOHININ** screen:



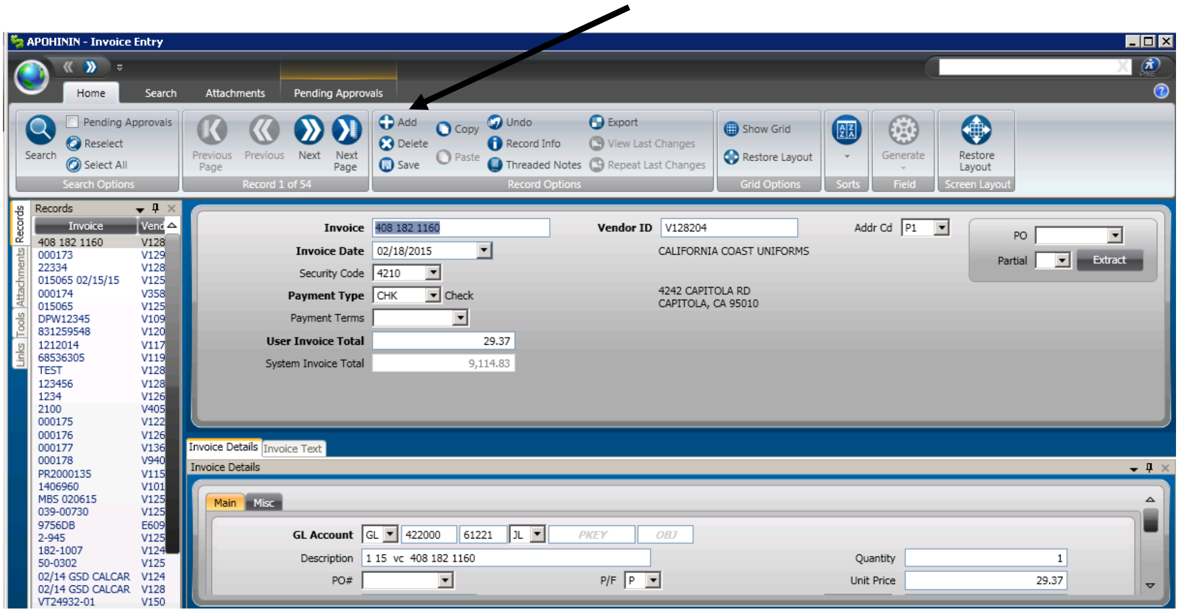
apohinin

Finance (2/2/0/0)

AP1300: Invoices with Errors in APOHININ Process (S21B2D5AA-F774-47F1-8D63-FD8C856A652 AP1300)

Open Hold Invoice Entry (APOHININ)

2. **Once the APOHININ screen** opens, click the **ADD button** in the top ribbon bar.


APOHININ - Invoice Entry
Home
Search
Attachments
Pending Approvals
Search
Pending Approvals
Reselect
Select All
Search Options
Previous Page
Previous
Next
Next Page
Record 1 of 54
Add
Delete
Save
Copy
Paste
Undo
Record Info
Threaded Notes
Export
View Last Changes
Repeat Last Changes
Record Options
Show Grid
Restore Layout
Grid Options
Sorts
Generate
Field
Restore Layout
Screen Layout
Records
Invoice
Vend
Records
Attachments
Tools
Links
Extract
Invoice Details
Invoice Text
Main
Misc

Invoice: 408 182 1160

Invoice Date: 02/18/2015

Security Code: 4210

Payment Type: CHK Check

Payment Terms:

User Invoice Total: 29.37

System Invoice Total: 9,114.83

Vendor ID: V128204

CALIFORNIA COAST UNIFORMS

4242 CAPITOLA RD
CAPITOLA, CA 95010

Addr Cd: P1

PO:

Partial:

GL Account: GL 422000 61221 JL PKEY OBJ

Description: 1 15 vc 408 182 1160

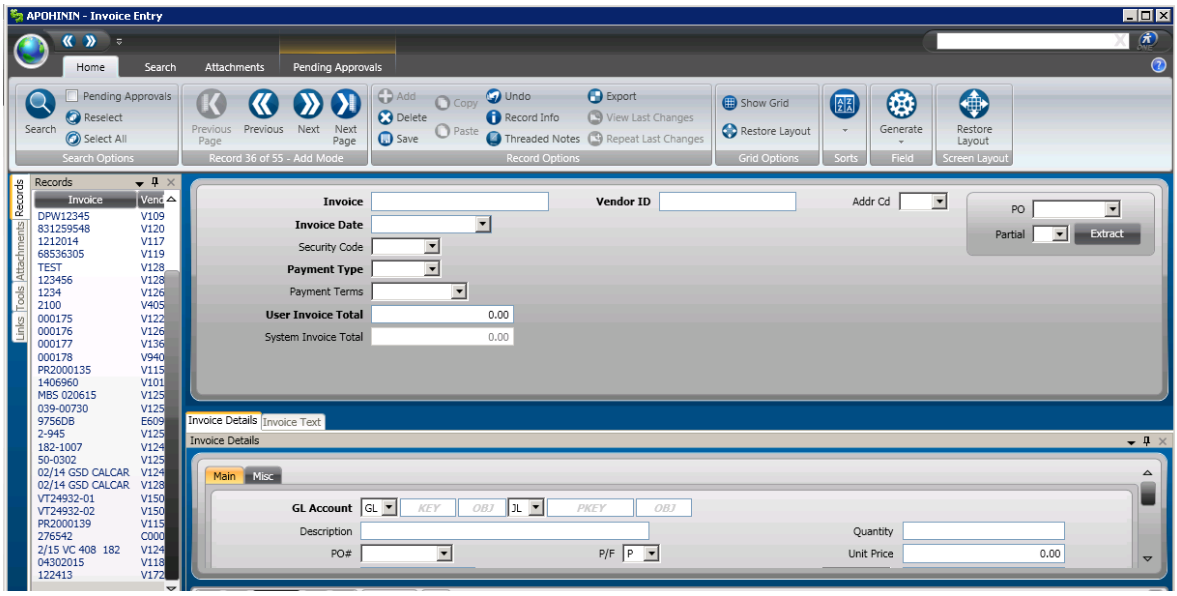
PO#:

P/F: P

Quantity: 1

Unit Price: 29.37

3. The screen will clear.


APOHININ - Invoice Entry
Home
Search
Attachments
Pending Approvals
Search
Pending Approvals
Reselect
Select All
Search Options
Previous Page
Previous
Next
Next Page
Record 36 of 55 - Add Mode
Add
Delete
Save
Copy
Paste
Undo
Record Info
Threaded Notes
Export
View Last Changes
Repeat Last Changes
Record Options
Show Grid
Restore Layout
Grid Options
Sorts
Generate
Field
Restore Layout
Screen Layout
Records
Attachments
Tools
Links
Invoice Details
Invoice Text
Main
Misc
Extract

Records

Invoice	Vend
DPW12345	V109
831259548	V120
1212014	V117
68536305	V119
TEST	V128
123456	V128
1234	V126
2100	V405
000175	V122
000176	V126
000177	V136
000178	V940
PR2000135	V115
1406960	V101
MBS 020615	V125
039-00730	V125
9756DB	E609
2-945	V125
182-1007	V124
50-0302	V125
02/14 GSD CALCAR	V124
02/14 GSD CALCAR	V128
VT24932-01	V150
VT24932-02	V150
PR2000139	V115
276542	C000
2/15 VC 408 182	V124
04302015	V118
122413	V172

Invoice
Vendor ID
Addr Cd
PO
Partial
Invoice Date
Security Code
Payment Type
Payment Terms
User Invoice Total 0.00
System Invoice Total 0.00

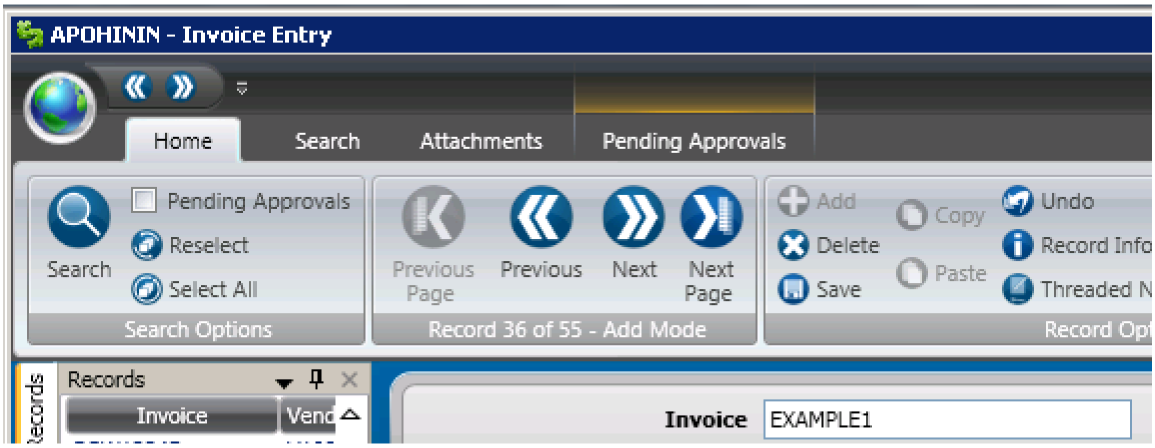
Invoice Details

GL Account GL KEY OBJ JL PKEY OBJ
Description
PO#
P/F P
Quantity
Unit Price 0.00

4. In the top header section of the Invoice, enter the **Invoice number** (16 characters).

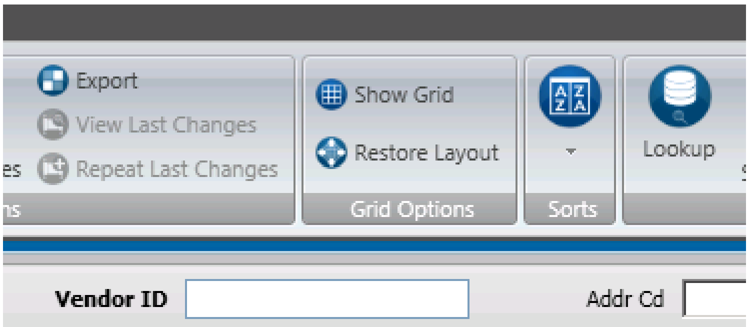
- Use the Invoice number that vendor provides (if they sent it).
- If it is a valid **duplicate invoice number**, enter the Invoice number plus the month and the year. The system will not accept duplicate invoice numbers for a vendor.
    - EX: Invoice number 1234 and the month/year of February 2015 would be entered as: 12340215
- If there is **NO Invoice number**, create a unique Invoice number.

Please reach out to the Auditor's Office for further guidance if it is needed

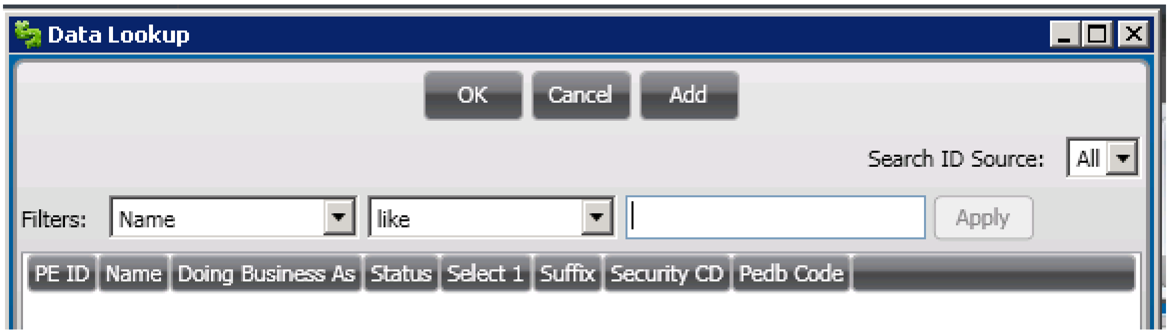

APOHININ - Invoice Entry
Home
Search
Attachments
Pending Approvals
Search
Pending Approvals
Reselect
Select All
Search Options
Previous Page
Previous
Next
Next Page
Record 36 of 55 - Add Mode
Add
Delete
Save
Copy
Paste
Undo
Record Info
Threaded N
Record Opt
Records
Records
Vend

Invoice EXAMPLE1

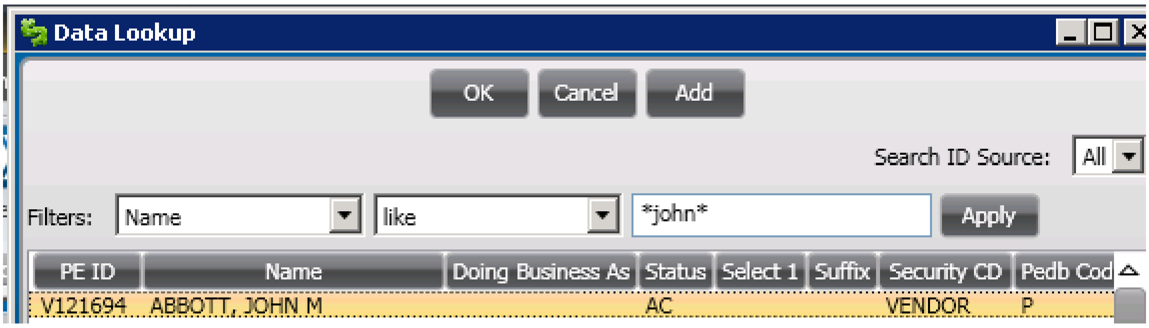
5. Enter the vendor
    a. Clicking in the **Vendor ID field** will cause a **Lookup button** to appear in the top right corner of the ribbon bar.


Export
View Last Changes
Repeat Last Changes
Show Grid
Restore Layout
Grid Options
Sorts
Lookup
Vendor ID
Addr Cd

b. Clicking on the **Lookup button** will open a Lookup window.


Data Lookup
OK
Cancel
Add
Search ID Source:
All
Filters:
Name
like
Apply
PE ID
Name
Doing Business As
Status
Select 1
Suffix
Security CD
Pedb Code

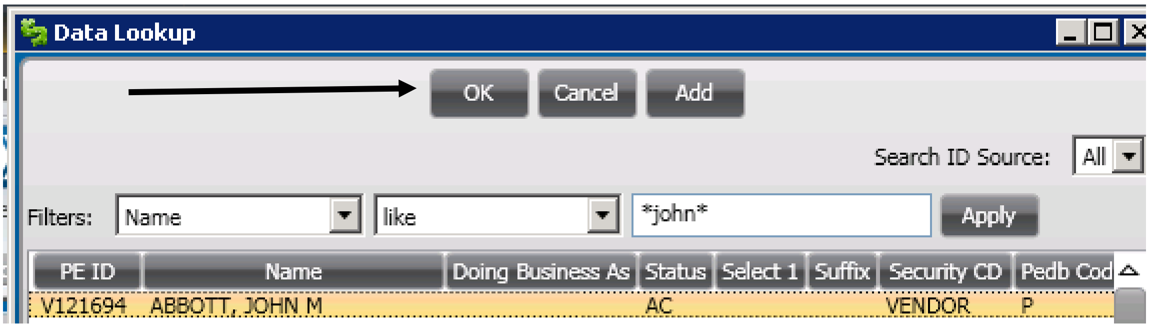
c. Use the **Filters** and the search field to find the Vendor you want to use on the Invoice. Click „Apply" will display the results of the filter


Data Lookup
OK
Cancel
Add
Search ID Source:
All
Apply

Filters: Name like *john*

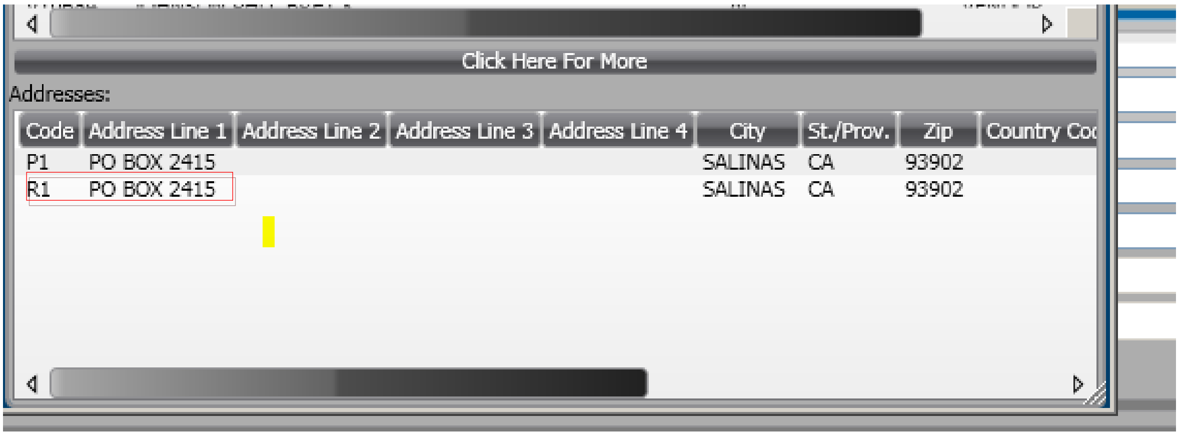
PE ID	Name	Doing Business As	Status	Select 1	Suffix	Security CD	Pedb Cod
V121694	ABBOTT, JOHN M		AC			VENDOR	P

d. Highlight the Vendor and the R Type (Remit to) address you want to use and then click OK.


Data Lookup
OK
Cancel
Add
Search ID Source:
All
Apply

Filters: Name like *john*

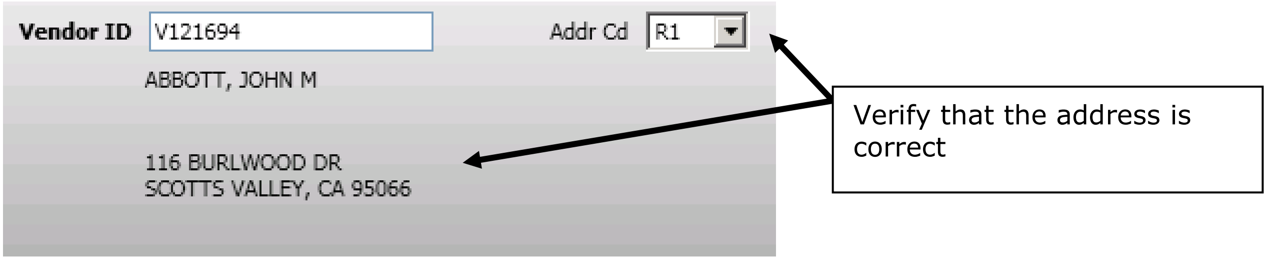
PE ID	Name	Doing Business As	Status	Select 1	Suffix	Security CD	Pedb Cod
V121694	ABBOTT, JOHN M		AC			VENDOR	P



Addresses:

Code	Address Line 1	Address Line 2	Address Line 3	Address Line 4	City	St./Prov.	Zip	Country Coc
P1	PO BOX 2415				SALINAS	CA	93902	
R1	PO BOX 2415				SALINAS	CA	93902	

e. The Vendor ID will pull into the **Vendor ID field** on the Invoice. The **Vendor ID** field and **Addr Cd** dropdown will auto populate. The **Addr Cd** can be changed by clicking into the dropdown and selecting a different Address Code.


Vendor ID V121694

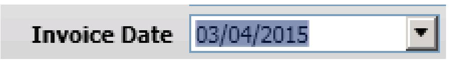
Addr Cd R1

ABBOTT, JOHN M

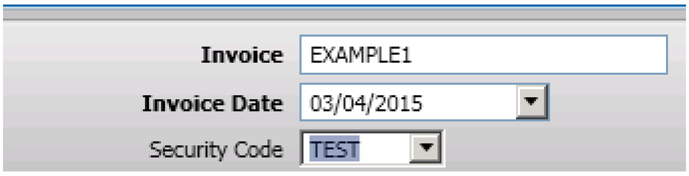
116 BURLWOOD DR
SCOTTS VALLEY, CA 95066

Verify that the address is correct

6. Enter the Date in the **Invoice Date field**.


Invoice Date 03/04/2015

7. Enter your security code

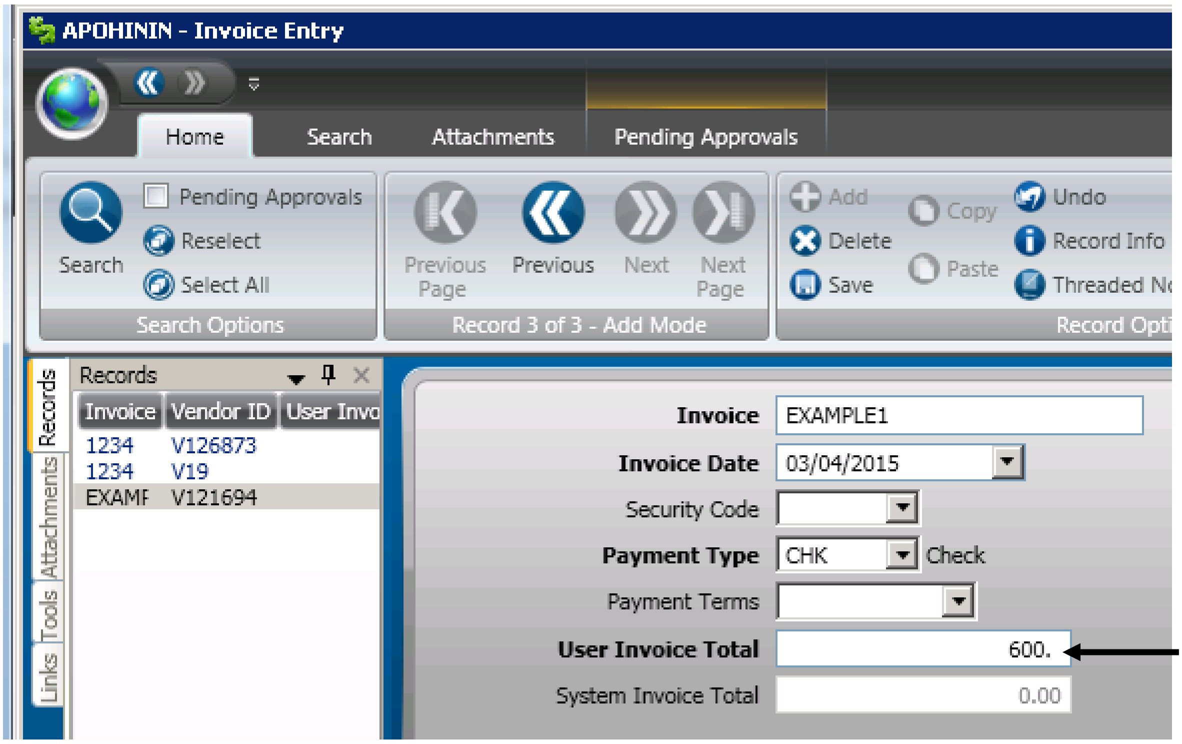

Invoice EXAMPLE1

Invoice Date 03/04/2015

Security Code TEST

8. Enter the invoice total into the **User Invoice Total field.**

*The **System Invoice Total** is calculated by the system as you add line items to the invoice. This is a non-editable field.


APOHININ - Invoice Entry
Home
Search
Attachments
Pending Approvals
Search
Pending Approvals
Reselect
Select All
Search Options
Previous Page
Previous
Next
Next Page
Record 3 of 3 - Add Mode
Add
Delete
Save
Copy
Paste
Undo
Record Info
Threaded N
Record Opti
Records
Attachments
Tools
Links

Records

Invoice	Vendor ID	User Invo
1234	V126873	
1234	V19	
EXAMF	V121694	

Invoice EXAMPLE1

Invoice Date 03/04/2015

Security Code

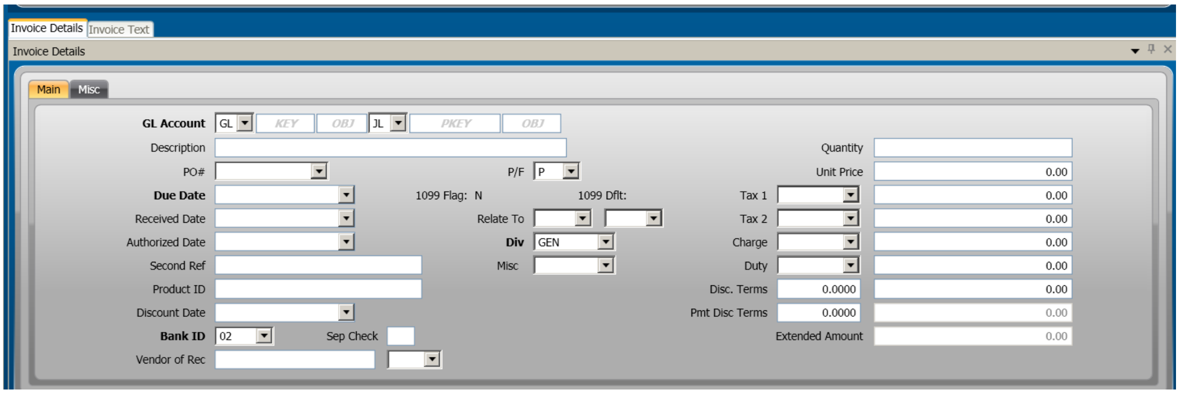
Payment Type CHK Check

Payment Terms

User Invoice Total 600.

System Invoice Total 0.00

9. Once the necessary fields are populated in the header section of the Invoice, scroll down to the bottom half of the screen (the details section).


Invoice Details
Invoice Text
Invoice Details
Main
Misc
KEY
OBJ
PKEY
OBJ

GL Account GL JL

Description

PO#

P/F P

Due Date

1099 Flag: N

1099 Dflt:

Received Date

Relate To

Authorized Date

Div GEN

Second Ref

Misc

Product ID

Discount Date

Bank ID 02

Sep Check

Vendor of Rec

Quantity

Unit Price 0.00

Tax 1 0.00

Tax 2 0.00

Charge 0.00

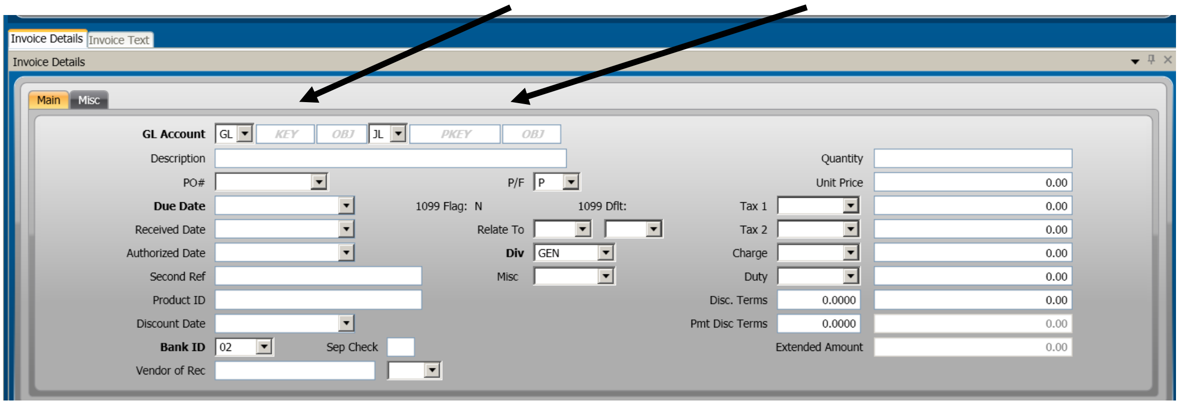
Duty 0.00

Disc. Terms 0.0000 0.00

Pmt Disc Terms 0.0000 0.00

Extended Amount 0.00

10. You can enter the **GL Key** and **Object** and the **JL Key** and **Object** into the fields or you can use the Lookup function:



Invoice Details
Invoice Text
Main
Misc
KEY
OBJ
PKEY
OBJ
Description
PO#
Received Date
Authorized Date
Second Ref
Product ID
Discount Date
Vendor of Rec
Relate To
Misc
Sep Check
Quantity
Tax 1
Tax 2
Charge
Duty
Extended Amount

GL Account GL JL

P/F P

Due Date

1099 Flag: N

1099 Dflt:

Div GEN

Bank ID 02

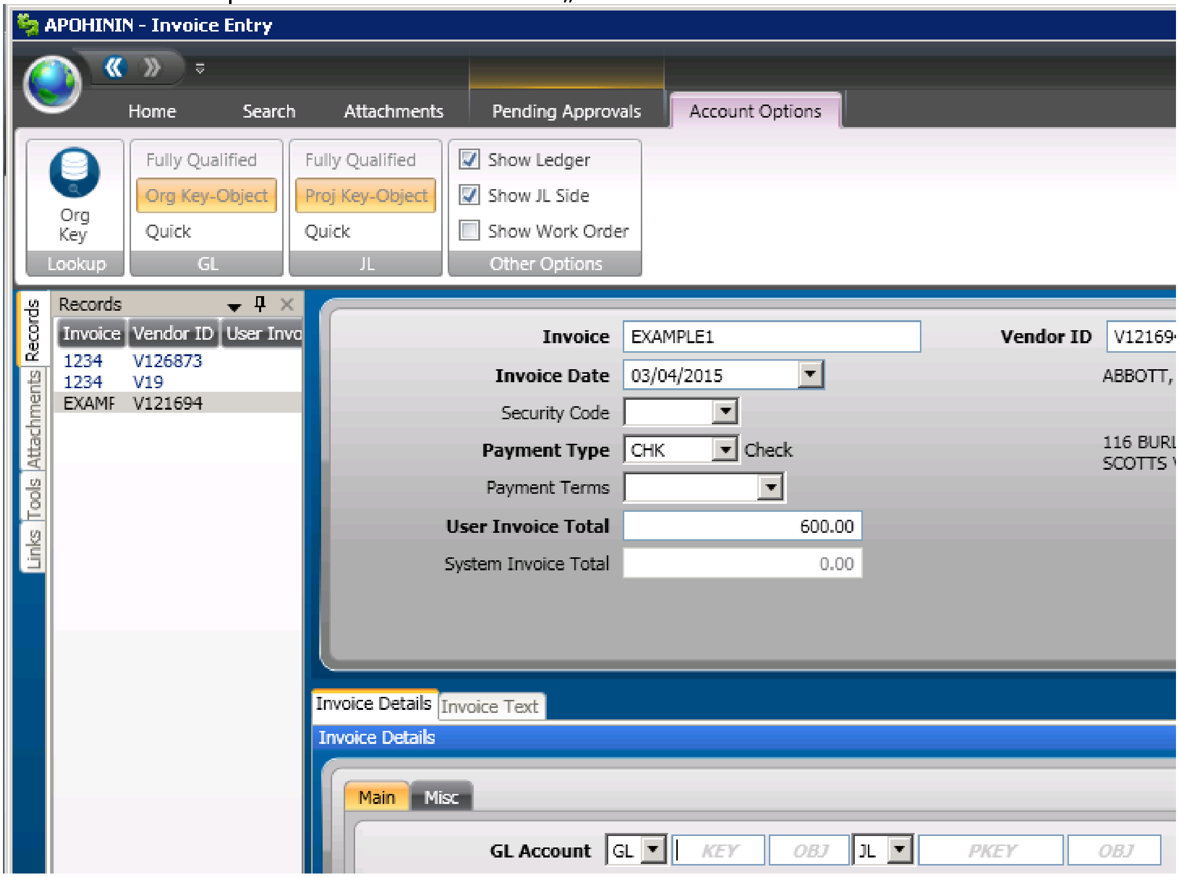
Unit Price 0.00

Disc. Terms 0.0000 0.00

Pmt Disc Terms 0.0000 0.00

a. To utilize the **Lookup** function, click into the **Key field** and then click on the **Key** button that appears in the top left corner of the screen:

b. To access the Job Ledger, you may need to click on Account Options at the top of the screen and click „Show JL Side".



APOHININ - Invoice Entry
Home
Search
Attachments
Pending Approvals
Account Options
Org Key
Lookup
Fully Qualified
Org Key-Object
Quick
GL
Fully Qualified
Proj Key-Object
Quick
JL
Other Options
Records
Attachments
Tools
Links
Invoice Details
Invoice Text
Main
Misc
KEY
OBJ
PKEY
OBJ

☑ Show Ledger
☑ Show JL Side
☐ Show Work Order

Invoice	Vendor ID	User Invo
1234	V126873	
1234	V19	
EXAMF	V121694	

Invoice EXAMPLE1

Invoice Date 03/04/2015

Security Code

Payment Type CHK Check

Payment Terms

User Invoice Total 600.00

System Invoice Total 0.00

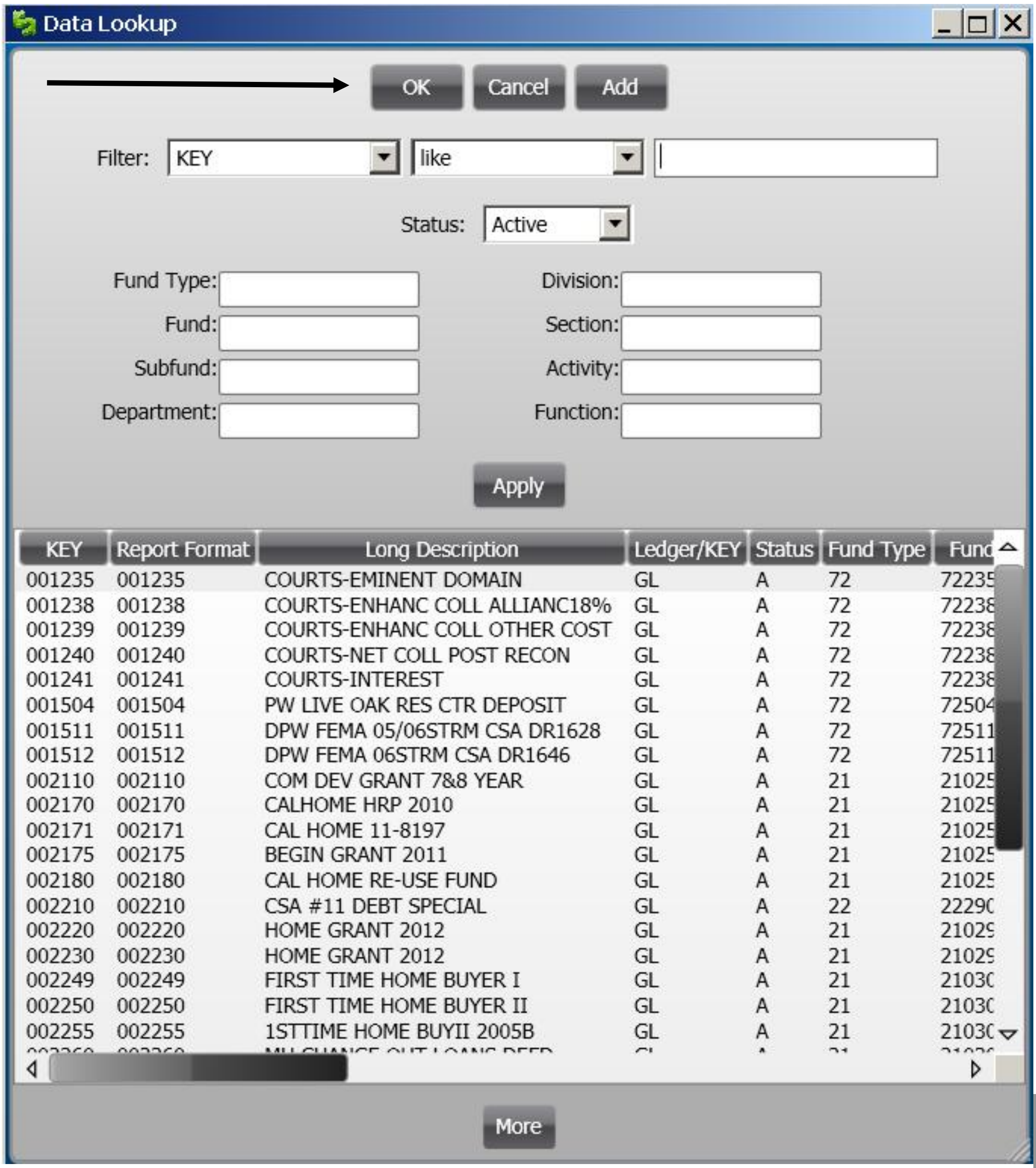
Vendor ID V12169

ABBOTT,

116 BURL
SCOTTS

GL Account GL JL

c. Utilize the **Filters** to search for and find the Key you would like to use. Click **OK** to select a specific Key.



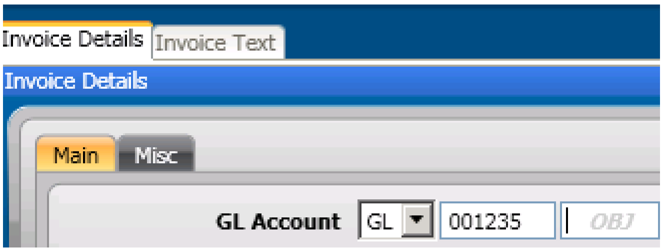
Filter: KEY like

Status: Active

Fund Type:
Fund:
Subfund:
Department:
Division:
Section:
Activity:
Function:

KEY	Report Format	Long Description	Ledger/KEY	Status	Fund Type	Fund
001235	001235	COURTS-EMINENT DOMAIN	GL	A	72	72235
001238	001238	COURTS-ENHANC COLL ALLIANC18%	GL	A	72	72238
001239	001239	COURTS-ENHANC COLL OTHER COST	GL	A	72	72238
001240	001240	COURTS-NET COLL POST RECON	GL	A	72	72238
001241	001241	COURTS-INTEREST	GL	A	72	72238
001504	001504	PW LIVE OAK RES CTR DEPOSIT	GL	A	72	72504
001511	001511	DPW FEMA 05/06STRM CSA DR1628	GL	A	72	72511
001512	001512	DPW FEMA 06STRM CSA DR1646	GL	A	72	72511
002110	002110	COM DEV GRANT 7&8 YEAR	GL	A	21	21025
002170	002170	CALHOME HRP 2010	GL	A	21	21025
002171	002171	CAL HOME 11-8197	GL	A	21	21025
002175	002175	BEGIN GRANT 2011	GL	A	21	21025
002180	002180	CAL HOME RE-USE FUND	GL	A	21	21025
002210	002210	CSA #11 DEBT SPECIAL	GL	A	22	22290
002220	002220	HOME GRANT 2012	GL	A	21	21029
002230	002230	HOME GRANT 2012	GL	A	21	21029
002249	002249	FIRST TIME HOME BUYER I	GL	A	21	21030
002250	002250	FIRST TIME HOME BUYER II	GL	A	21	21030
002255	002255	1STTIME HOME BUYII 2005B	GL	A	21	21030

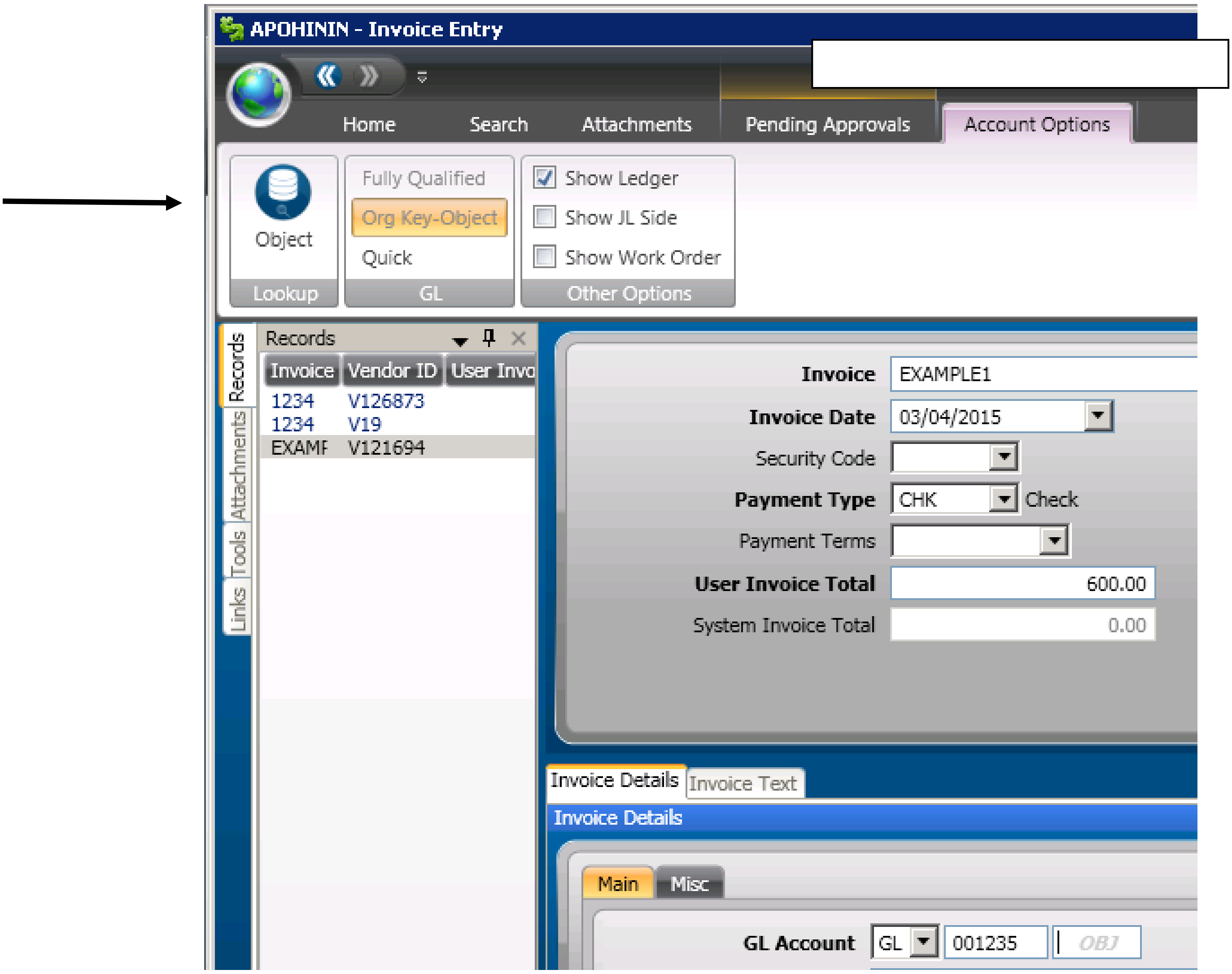
d. The **Key** will populate the **Key field** like so:



GL Account GL 001235

11. Enter the Object code for the transaction

    a. To search, Click in the **Object** field and then the **Object button** in the top left corner.


APOHININ - Invoice Entry
Home
Search
Attachments
Pending Approvals
Account Options
Object
Lookup
Fully Qualified
Org Key-Object
Quick
GL
Other Options
Records
Attachments
Tools
Links
Invoice Details
Invoice Text
Main
Misc

☑ Show Ledger
☐ Show JL Side
☐ Show Work Order

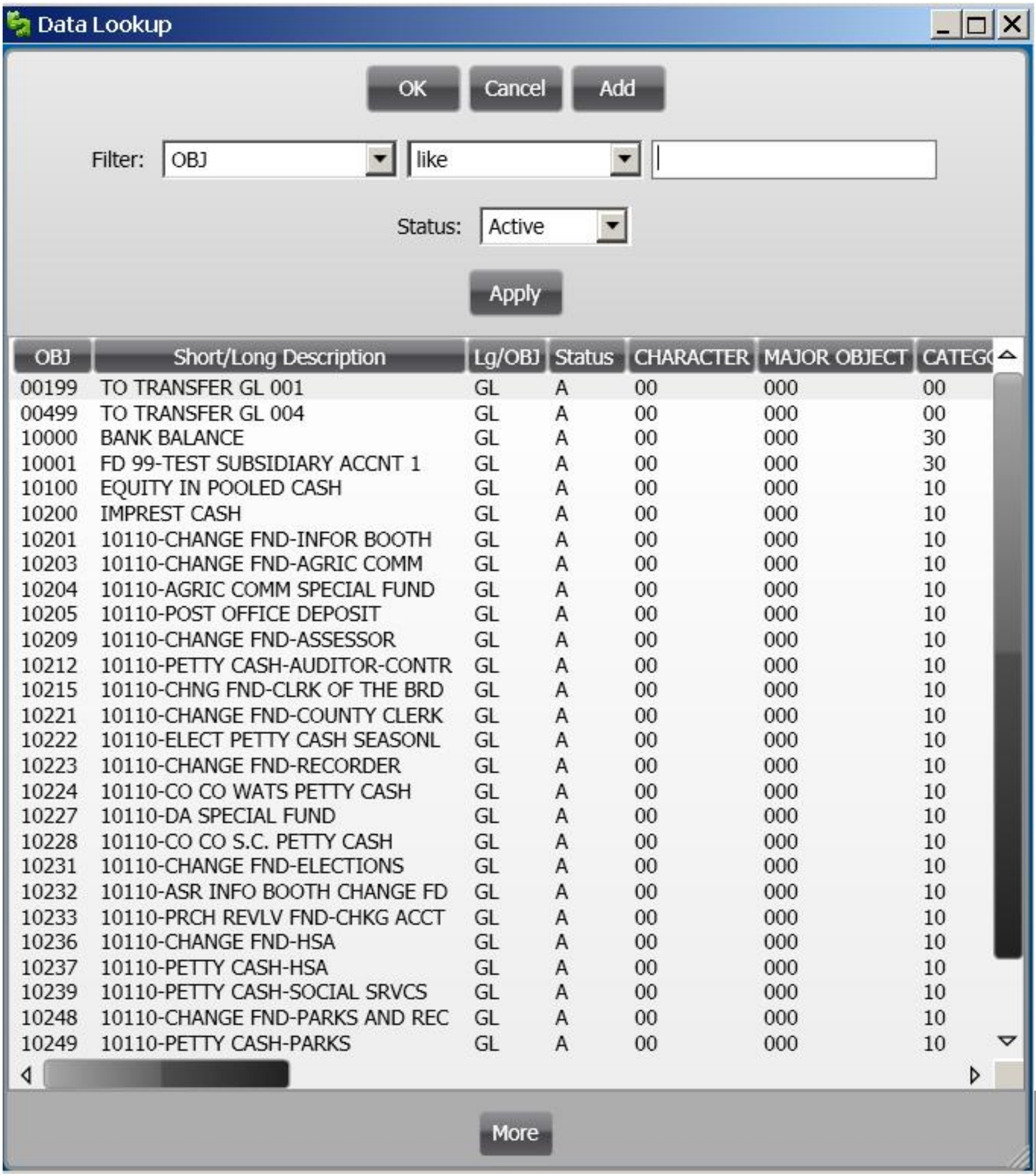
Invoice	Vendor ID	User Invo
1234	V126873	
1234	V19	
EXAMF	V121694	

Invoice: EXAMPLE1
Invoice Date: 03/04/2015
Security Code:
Payment Type: CHK Check
Payment Terms:
User Invoice Total: 600.00
System Invoice Total: 0.00

Invoice Details

GL Account: GL 001235 OBJ

b. Once the **Lookup** window opens, utilize the **Filters** and select the correct **Object**.

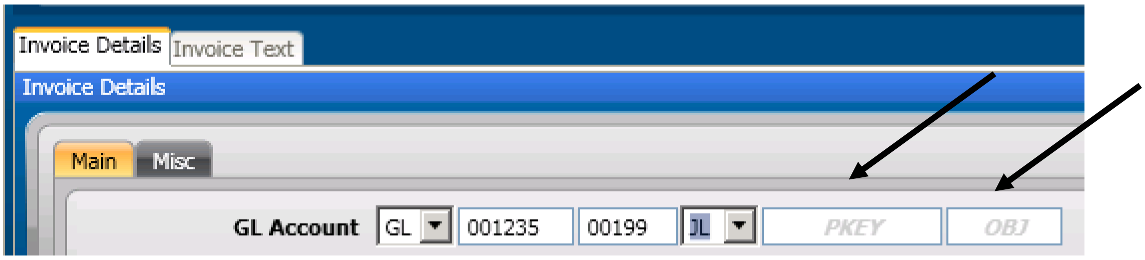


Filter: OBJ like

Status: Active

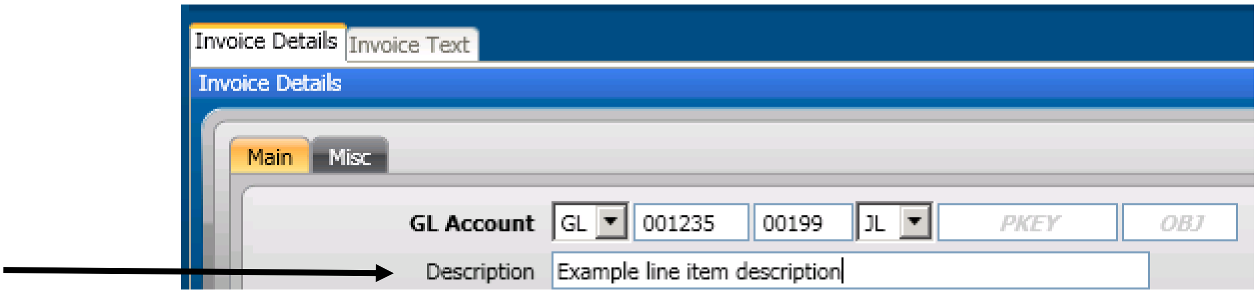
OBJ	Short/Long Description	Lg/OBJ	Status	CHARACTER	MAJOR OBJECT	CATEG
00199	TO TRANSFER GL 001	GL	A	00	000	00
00499	TO TRANSFER GL 004	GL	A	00	000	00
10000	BANK BALANCE	GL	A	00	000	30
10001	FD 99-TEST SUBSIDIARY ACCNT 1	GL	A	00	000	30
10100	EQUITY IN POOLED CASH	GL	A	00	000	10
10200	IMPREST CASH	GL	A	00	000	10
10201	10110-CHANGE FND-INFOR BOOTH	GL	A	00	000	10
10203	10110-CHANGE FND-AGRIC COMM	GL	A	00	000	10
10204	10110-AGRIC COMM SPECIAL FUND	GL	A	00	000	10
10205	10110-POST OFFICE DEPOSIT	GL	A	00	000	10
10209	10110-CHANGE FND-ASSESSOR	GL	A	00	000	10
10212	10110-PETTY CASH-AUDITOR-CONTR	GL	A	00	000	10
10215	10110-CHNG FND-CLRK OF THE BRD	GL	A	00	000	10
10221	10110-CHANGE FND-COUNTY CLERK	GL	A	00	000	10
10222	10110-ELECT PETTY CASH SEASONL	GL	A	00	000	10
10223	10110-CHANGE FND-RECORDER	GL	A	00	000	10
10224	10110-CO CO WATS PETTY CASH	GL	A	00	000	10
10227	10110-DA SPECIAL FUND	GL	A	00	000	10
10228	10110-CO CO S.C. PETTY CASH	GL	A	00	000	10
10231	10110-CHANGE FND-ELECTIONS	GL	A	00	000	10
10232	10110-ASR INFO BOOTH CHANGE FD	GL	A	00	000	10
10233	10110-PRCH REVLV FND-CHKG ACCT	GL	A	00	000	10
10236	10110-CHANGE FND-HSA	GL	A	00	000	10
10237	10110-PETTY CASH-HSA	GL	A	00	000	10
10239	10110-PETTY CASH-SOCIAL SRVCS	GL	A	00	000	10
10248	10110-CHANGE FND-PARKS AND REC	GL	A	00	000	10
10249	10110-PETTY CASH-PARKS	GL	A	00	000	10

12. Enter the **JL Key** and **Object** if required, utilize the same **Lookup** function you used for the **GL Key** and **Object** to find and select them.


Invoice Details
Invoice Text
Invoice Details
Main
Misc
PKEY
OBJ

GL Account GL 001235 00199 JL

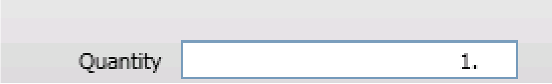
13. Enter a description into the **Description field(30 Chars Max)**:


Invoice Details
Invoice Text
Invoice Details
Main
Misc
PKEY
OBJ

GL Account GL 001235 00199 JL

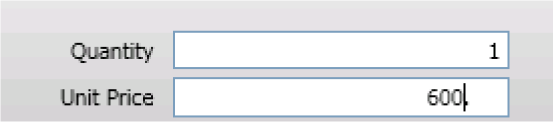
Description Example line item description

14. Enter a quantity into the **Quantity field**.



Quantity 1.

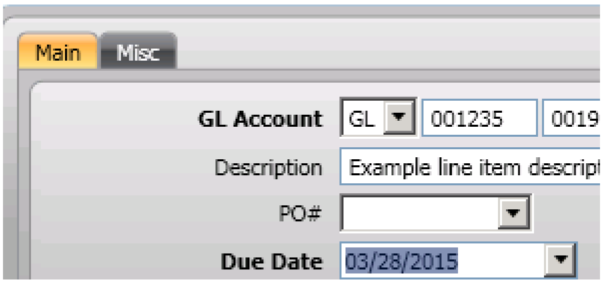
15. Enter a price into the **Unit Price field**.



Quantity 1

Unit Price 600

16. Enter a due date into the **Due Date field**. The auditor's office suggests entering the current date in this field.



GL Account GL 001235 0019

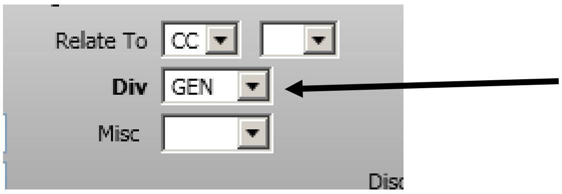
Description Example line item descript

PO#

Due Date 03/28/2015

17. Choose the Value for **Div**
    a. **GEN** – This indicates the check will be printed and mailed to the vendor with no special handling
    b. **ATTH** – This indicates there are items attached electronically to the transactions that need to be printed and mailed with the check.

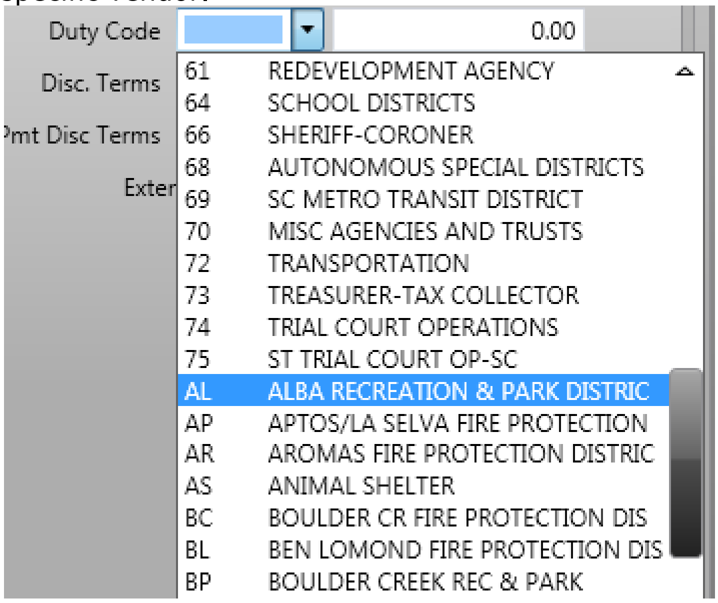
c. **HOLD** – This indicates that the check will be printed and the department or district will come to the auditor's office and pick up the check.



Relate To CC
Div GEN

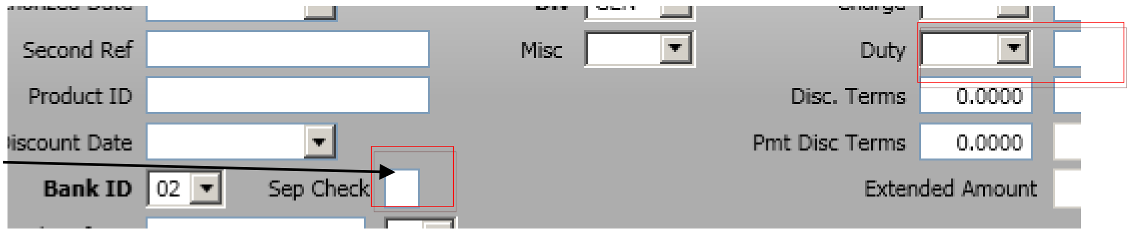
18. Flag invoice for separate checks

    a. Always select your two character department or district from the Duty Code drop down menu. This separates your district's payments to a specific vendor.


Duty Code
Disc. Terms
Pmt Disc Terms
Exter
61 REDEVELOPMENT AGENCY
64 SCHOOL DISTRICTS
66 SHERIFF-CORONER
68 AUTONOMOUS SPECIAL DISTRICTS
69 SC METRO TRANSIT DISTRICT
70 MISC AGENCIES AND TRUSTS
72 TRANSPORTATION
73 TREASURER-TAX COLLECTOR
74 TRIAL COURT OPERATIONS
75 ST TRIAL COURT OP-SC
AL ALBA RECREATION & PARK DISTRIC
AP APTOS/LA SELVA FIRE PROTECTION
AR AROMAS FIRE PROTECTION DISTRIC
AS ANIMAL SHELTER
BC BOULDER CR FIRE PROTECTION DIS
BL BEN LOMOND FIRE PROTECTION DIS
BP BOULDER CREEK REC & PARK

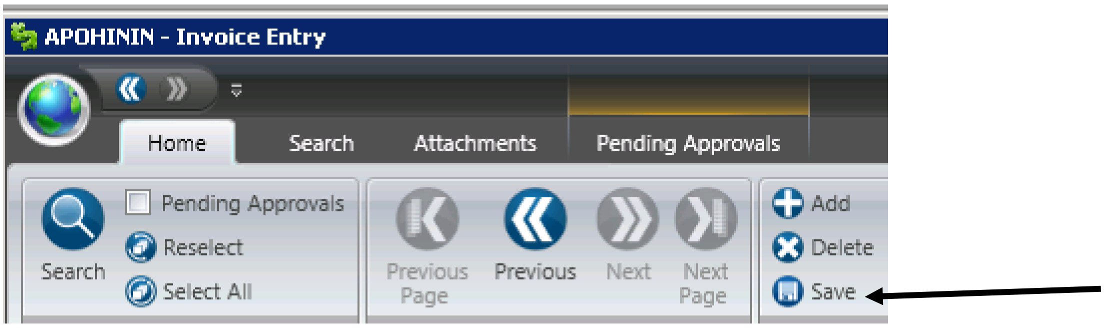
0.00

    b. If you have multiple invoices to one vendor and would like the invoices to be on separate checks, insert a „1" in the Sep Check field for the first invoice, and a „2" in the Sep Check field for the second check.
    c. To combine multiple invoices on one check to one vendor, insert a „1" in the Sep Check field for all the invoices that should be combined. The check stub will list the invoice details.

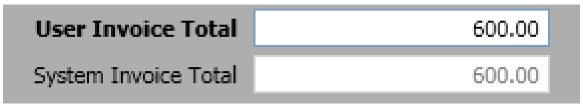

Second Ref
Product ID
Discount Date
Sep Check
Misc
Duty
Extended Amount

Bank ID 02
Disc. Terms 0.0000
Pmt Disc Terms 0.0000

19. You can now save your record by hitting the **Enter button** on your keyboard or clicking the **Save button** in the ribbon bar at the top of the screen.

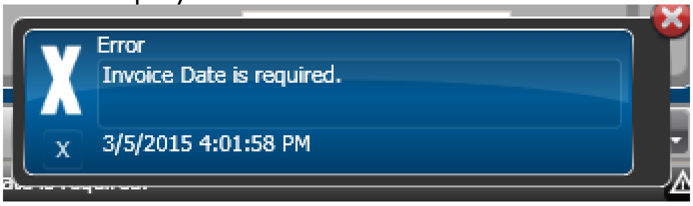

APOHININ - Invoice Entry
Home
Search
Attachments
Pending Approvals
Search
Pending Approvals
Reselect
Select All
Previous Page
Previous
Next
Next Page
Add
Delete
Save

20. If the User **Invoice Total field** matches the **System Invoice Total field**, the system will automatically clear your screen, move you off of your current record, and put you into add mode so that you can add another invoice.



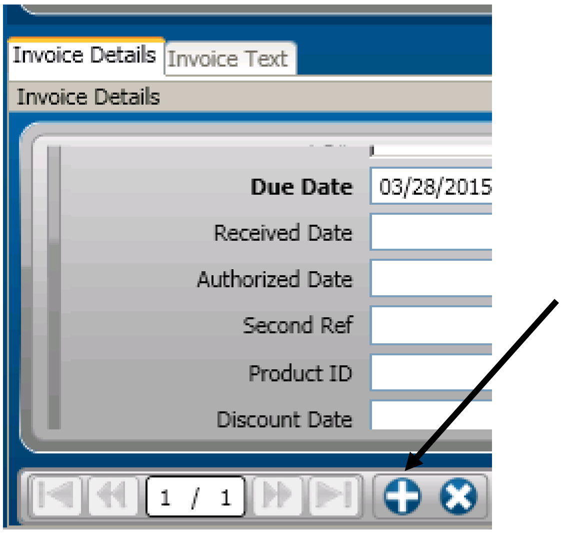
User Invoice Total	600.00
System Invoice Total	600.00

- Note: If there's any errors on the data entry, a pop up error message will display the error:



Error
Invoice Date is required.
3/5/2015 4:01:58 PM

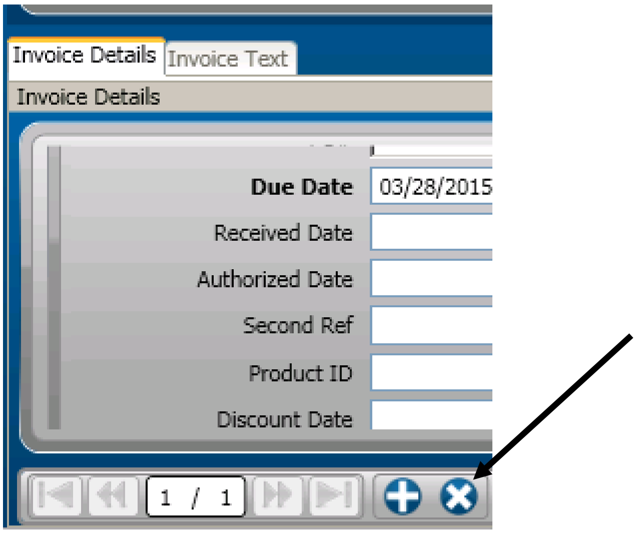
21. If you want to add another line item to your invoice, click the **+ button** on the bottom of your screen.


Invoice Details
Invoice Text
Invoice Details

Due Date 03/28/2015
Received Date
Authorized Date
Second Ref
Product ID
Discount Date

1 / 1

22. To delete a line item, click the X button on the bottom of the screen.

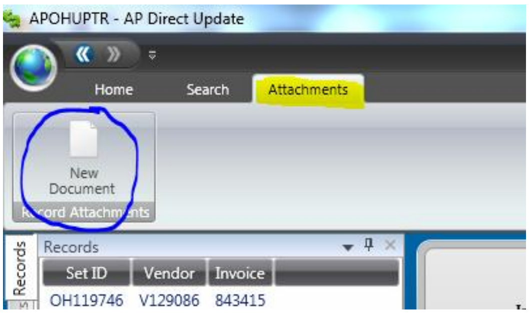

Invoice Details
Invoice Text
1 / 1

Invoice Details

Due Date 03/28/2015
Received Date
Authorized Date
Second Ref
Product ID
Discount Date

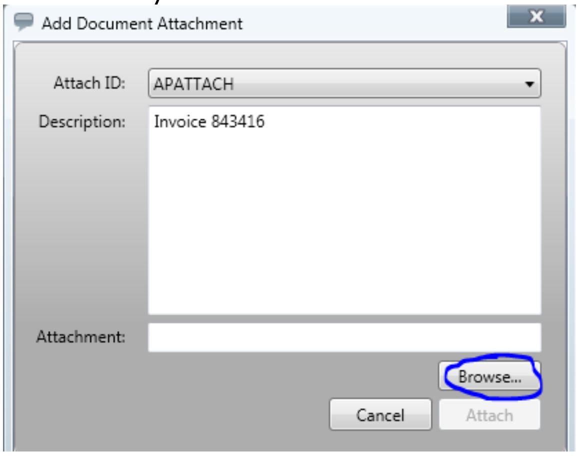
23. Attach the invoice to the claim and any items that need to be printed and mailed with the payment.

    a. Click the Attachments tab at the top of the screen and select New Document.


APOHUPTR - AP Direct Update
Home
Search
Attachments
New Document
Record Attachments
Records

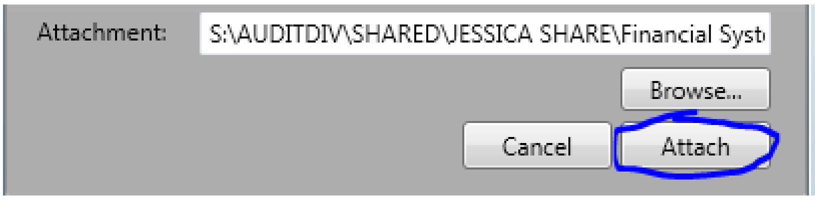
Set ID	Vendor	Invoice
OH119746	V129086	843415

    b. Select AP Attach, enter a short description or invoice number, and browse for your scanned invoice file.


Add Document Attachment
Browse...
Cancel
Attach

Attach ID: APATTACH
Description: Invoice 843416
Attachment:

    c. Click Attach.

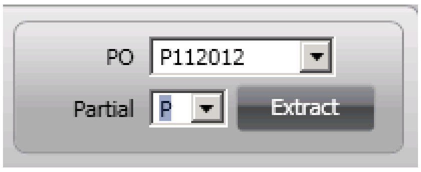


Attachment: S:\AUDITDIV\SHARED\JESSICA SHARE\Financial Syst

Browse...
Cancel
Attach

Section 2: Extracting a PO into an Invoice

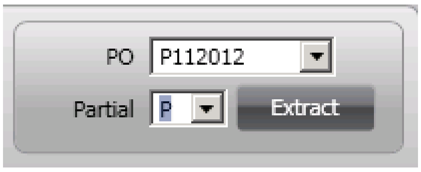
1. Follow the instructions for a Direct Pay Invoice through step 8.
2. Click into the **PO field** and select the PO you wish to extract into the Invoice. Only open PO's for the vendor will appear in this dropdown.



PO: P112012

Partial: P

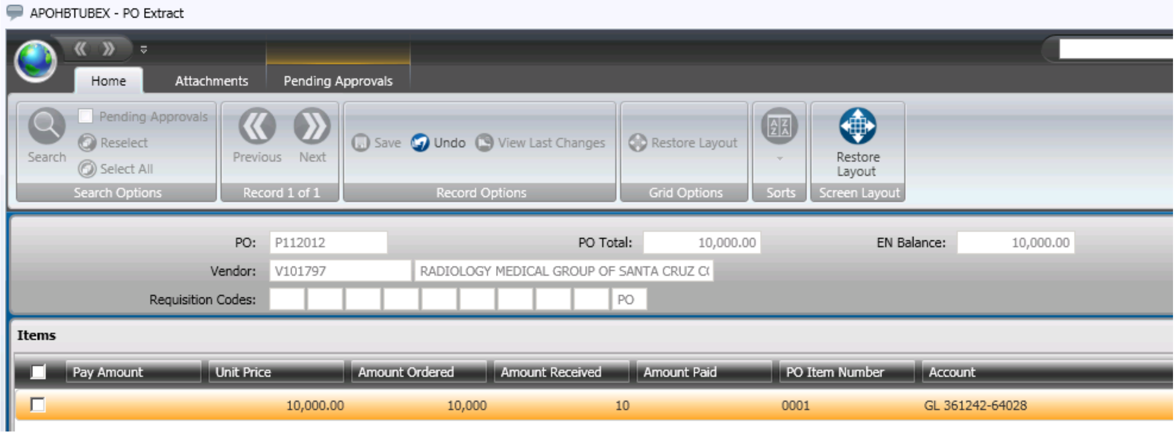
3. Select P – Partial then click **Extract**.



PO: P112012

Partial: P

4. The following screen will open.



APOHBTUBEX - PO Extract

Home
Attachments
Pending Approvals
Search
Pending Approvals
Reselect
Select All
Search Options
Previous
Next
Record 1 of 1
Save
Undo
View Last Changes
Record Options
Restore Layout
Grid Options
Sorts
Restore Layout
Screen Layout

PO: P112012

PO Total: 10,000.00

EN Balance: 10,000.00

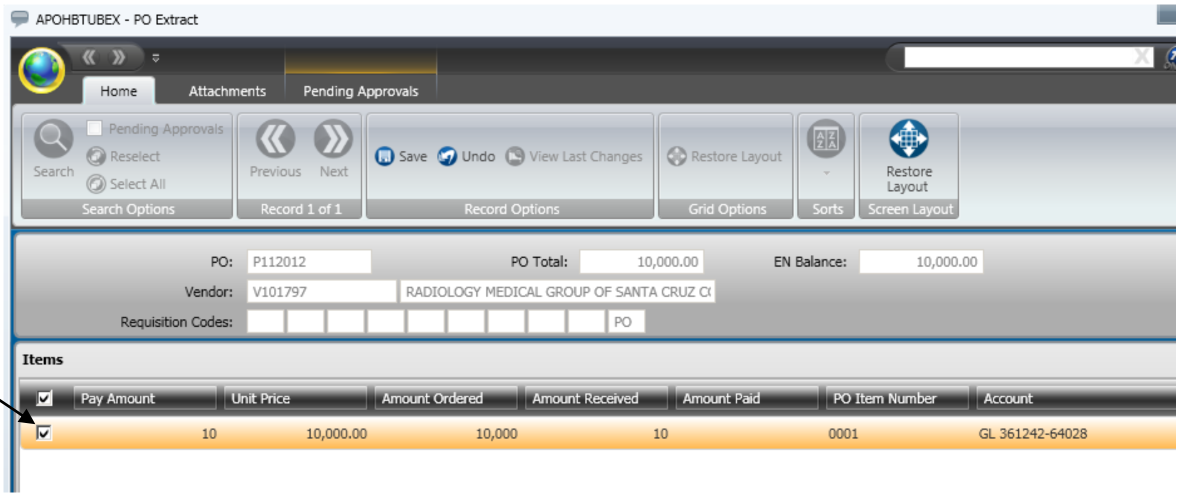
Vendor: V101797 RADIOLOGY MEDICAL GROUP OF SANTA CRUZ C(

Requisition Codes: PO

Items

☐	Pay Amount	Unit Price	Amount Ordered	Amount Received	Amount Paid	PO Item Number	Account
☐		10,000.00	10,000	10		0001	GL 361242-64028

5. Check the box next to the line items you want to extract.


APOHBTUBEX - PO Extract
Home
Attachments
Pending Approvals
Search
Pending Approvals
Reselect
Select All
Search Options
Previous
Next
Record 1 of 1
Save
Undo
View Last Changes
Record Options
Restore Layout
Grid Options
Sorts
Restore Layout
Screen Layout

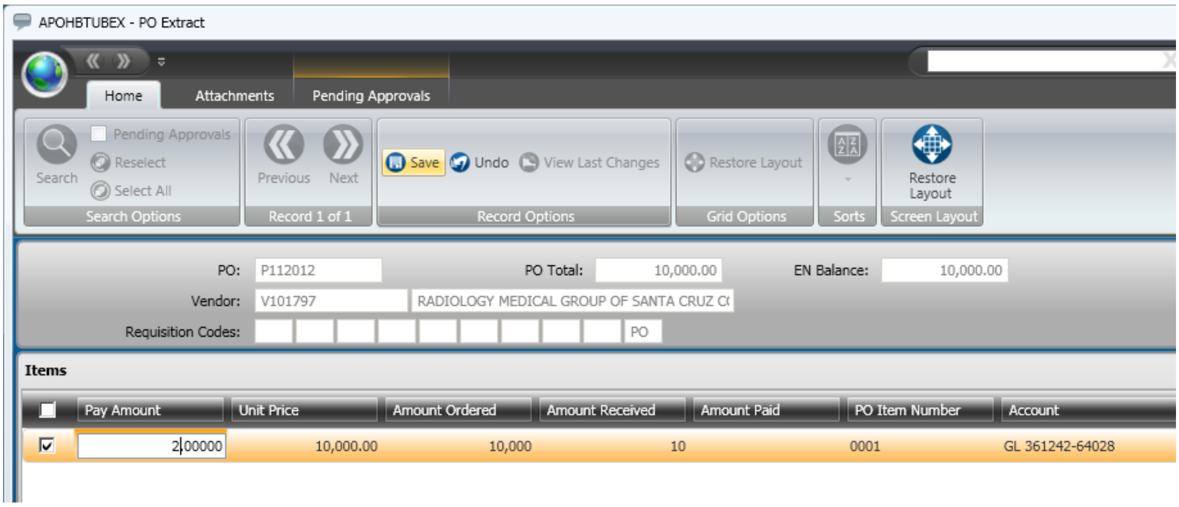
PO: P112012 PO Total: 10,000.00 EN Balance: 10,000.00
Vendor: V101797 RADIOLOGY MEDICAL GROUP OF SANTA CRUZ C(
Requisition Codes: PO

Items

☑	Pay Amount	Unit Price	Amount Ordered	Amount Received	Amount Paid	PO Item Number	Account
☑	10	10,000.00	10,000	10		0001	GL 361242-64028

a. If the amount in the Pay Amount field matches the invoice, you can click the Save button at this point.

b. If the amount in the Pay Amount field is not the amount you like to pay, click into this field and type in the amount you would like to pay. Then click Save.

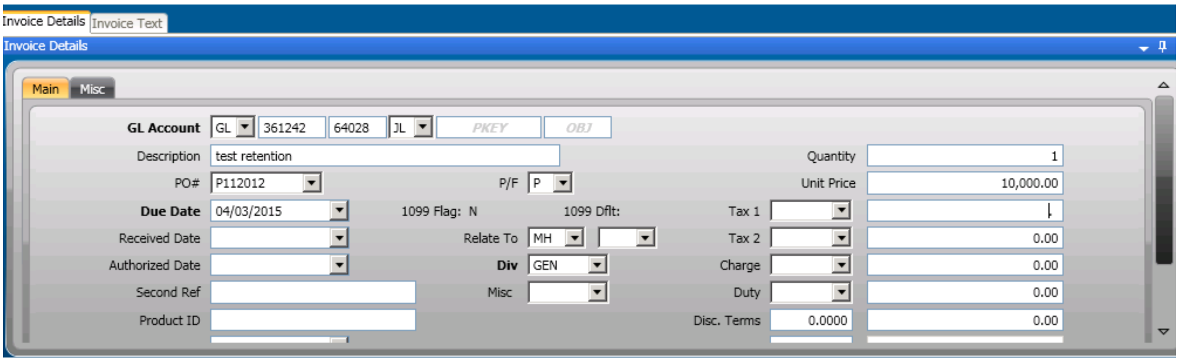

APOHBTUBEX - PO Extract
Home
Attachments
Pending Approvals
Search
Pending Approvals
Reselect
Select All
Search Options
Previous
Next
Record 1 of 1
Save
Undo
View Last Changes
Record Options
Restore Layout
Grid Options
Sorts
Restore Layout
Screen Layout

PO: P112012 PO Total: 10,000.00 EN Balance: 10,000.00
Vendor: V101797 RADIOLOGY MEDICAL GROUP OF SANTA CRUZ C(
Requisition Codes: PO

Items

☐	Pay Amount	Unit Price	Amount Ordered	Amount Received	Amount Paid	PO Item Number	Account
☑	2000000	10,000.00	10,000	10		0001	GL 361242-64028

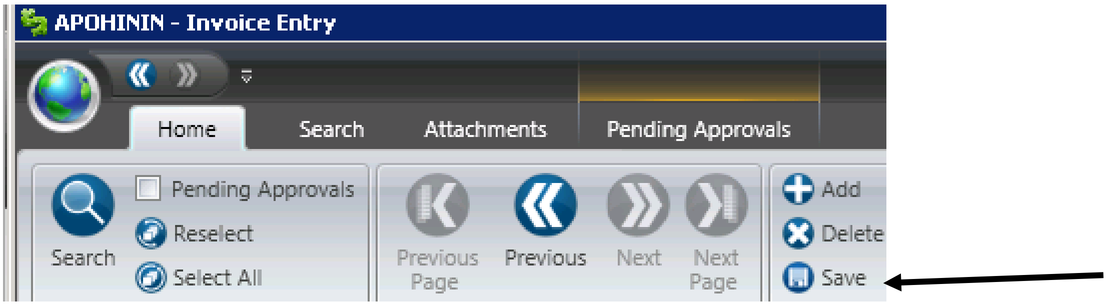
6. The line items will pull into the invoice.


Invoice Details
Invoice Text
Invoice Details
Main
Misc

GL Account: GL 361242 64028 JL PKEY OBJ
Description: test retention
PO#: P112012
Due Date: 04/03/2015
Received Date:
Authorized Date:
Second Ref:
Product ID:
P/F: P
1099 Flag: N
1099 Dflt:
Relate To: MH
Div: GEN
Misc:
Quantity: 1
Unit Price: 10,000.00
Tax 1:
Tax 2: 0.00
Charge: 0.00
Duty: 0.00
Disc. Terms: 0.0000 0.00

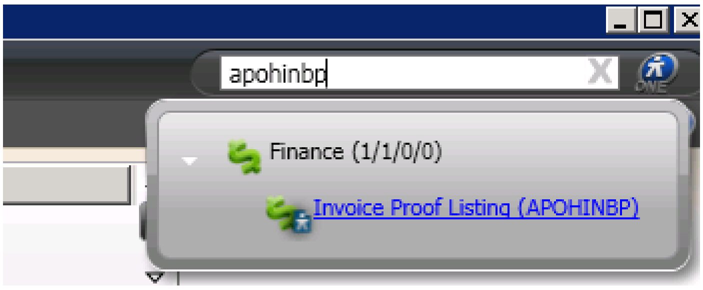
7. Review the information that populated. Change the Description and Due Date if needed.

8. Make sure you save your Record by clicking the **Save button** in the top ribbon bar or hitting your **Enter button** on your keyboard.


APOHININ - Invoice Entry
Home
Search
Attachments
Pending Approvals
Search
Pending Approvals
Reselect
Select All
Previous Page
Previous
Next
Next Page
Add
Delete
Save

Section 3: Run the Batch Proof Report

1. Type **APOHINBP** into the **search bar**, either on your Desktop or on the APOHININ screen.

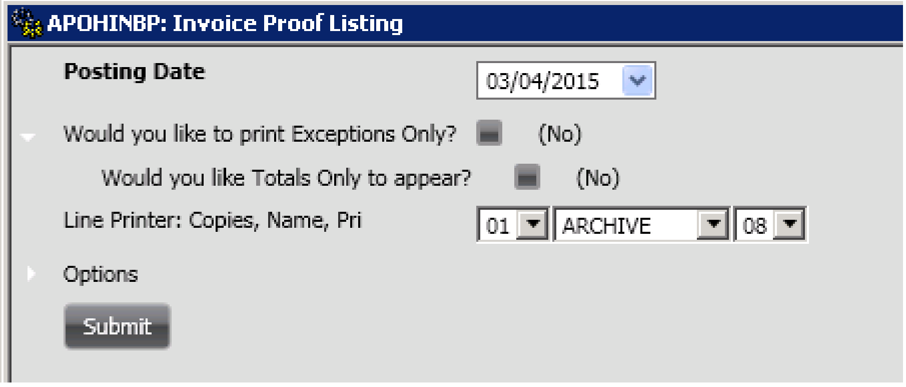


apohinbp

Finance (1/1/0/0)

Invoice Proof Listing (APOHINBP)

2. The following screen will open.



APOHINBP: Invoice Proof Listing

Posting Date 03/04/2015

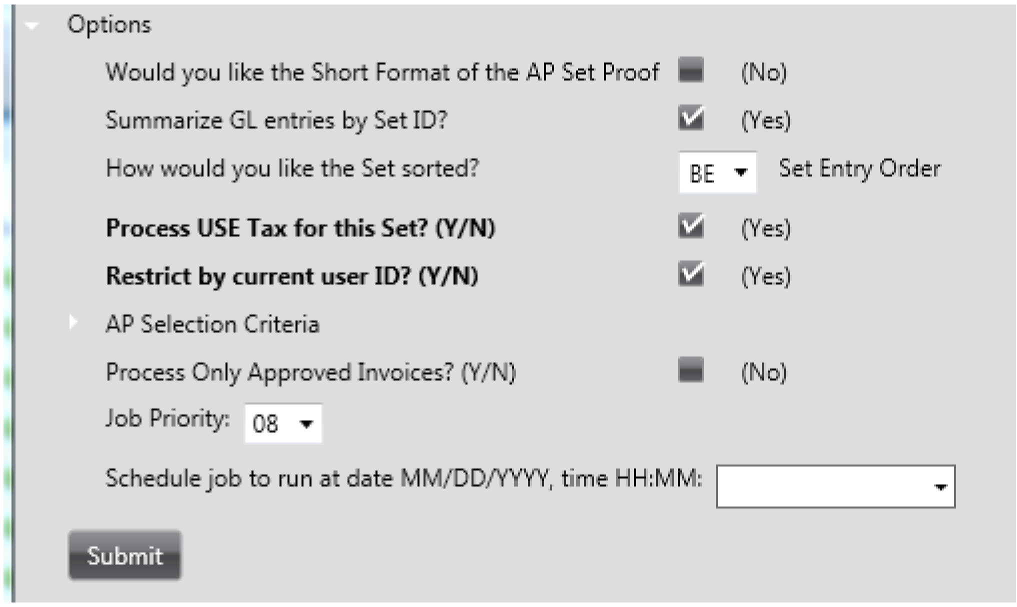
Would you like to print Exceptions Only? ☐ (No)

Would you like Totals Only to appear? ☐ (No)

Line Printer: Copies, Name, Pri 01 ARCHIVE 08

Options

3. Expand out the **Options**.



Options

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

Process USE Tax for this Set? (Y/N) ☑ (Yes)

Restrict by current user ID? (Y/N) ☑ (Yes)

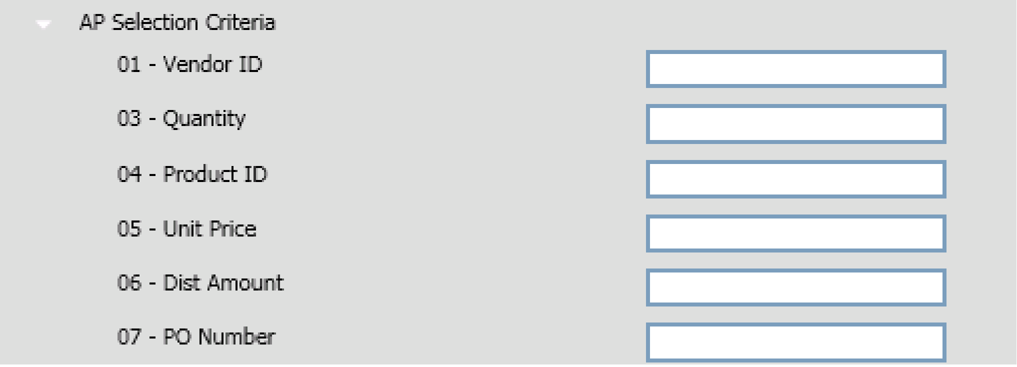
AP Selection Criteria

Process Only Approved Invoices? (Y/N) ☐ (No)

Job Priority: 08

Schedule job to run at date MM/DD/YYYY, time HH:MM:

4. Expand out the **AP Selection Criteria**.



AP Selection Criteria

01 - Vendor ID

03 - Quantity

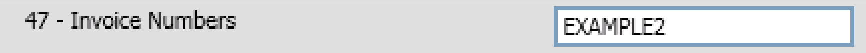
04 - Product ID

05 - Unit Price

06 - Dist Amount

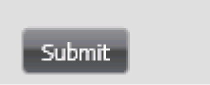
07 - PO Number

5. Scroll down to **prompt 47**. Enter your Invoice Number.

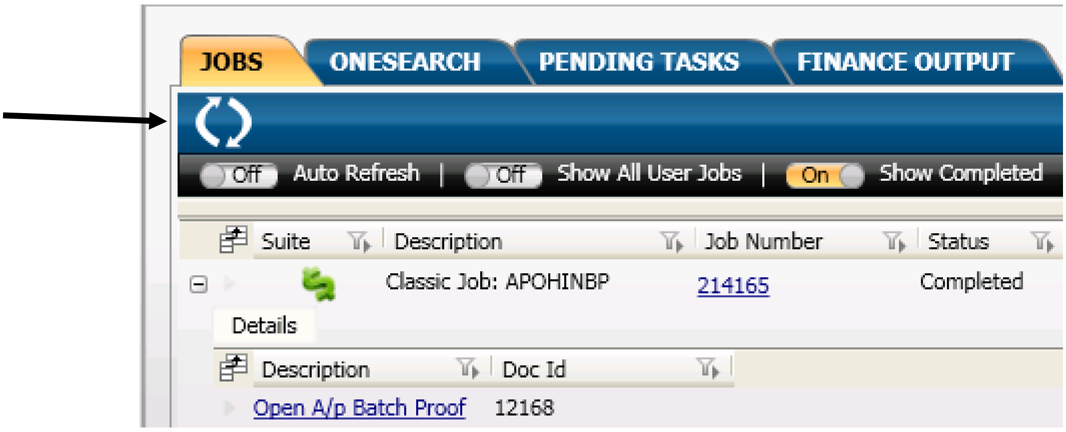


47 - Invoice Numbers: EXAMPLE2

6. Scroll down and click **Submit**.



7. Navigate to the **Jobs tab** on your **Desktop**. Click the Refresh **button** until your Job completes.

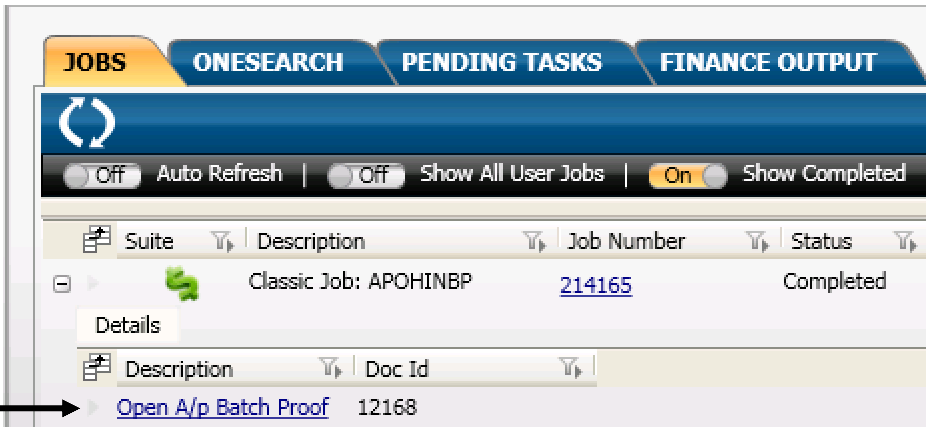

JOBS
ONESEARCH
PENDING TASKS
FINANCE OUTPUT
Off
Auto Refresh
Off
Show All User Jobs
On
Show Completed

Suite	Description	Job Number	Status
	Classic Job: APOHINBP	214165	Completed

Details

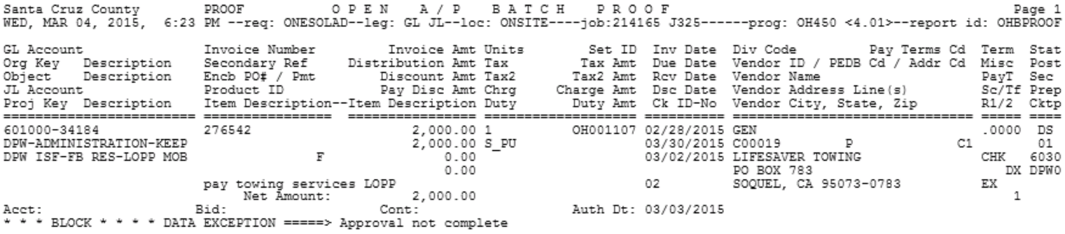
Description	Doc Id
Open A/p Batch Proof	12168

8. Click on the Open A/P Batch Proof Report link to open the report.


JOBS
ONESEARCH
PENDING TASKS
FINANCE OUTPUT
Off Auto Refresh
Off Show All User Jobs
On Show Completed
Suite
Description
Job Number
Status
Classic Job: APOHINBP
214165
Completed
Details
Description
Doc Id
Open A/p Batch Proof
12168

9. Review the Batch Proof Report for any Blocks or Errors. If there are Blocks or Errors, you will need to go back into your invoice and make corrections.

*You will receive a Block message due to Approvals being incomplete. You will need to go back into your Invoice to approve your Invoice and send it onwards to be fully approved and distributed.

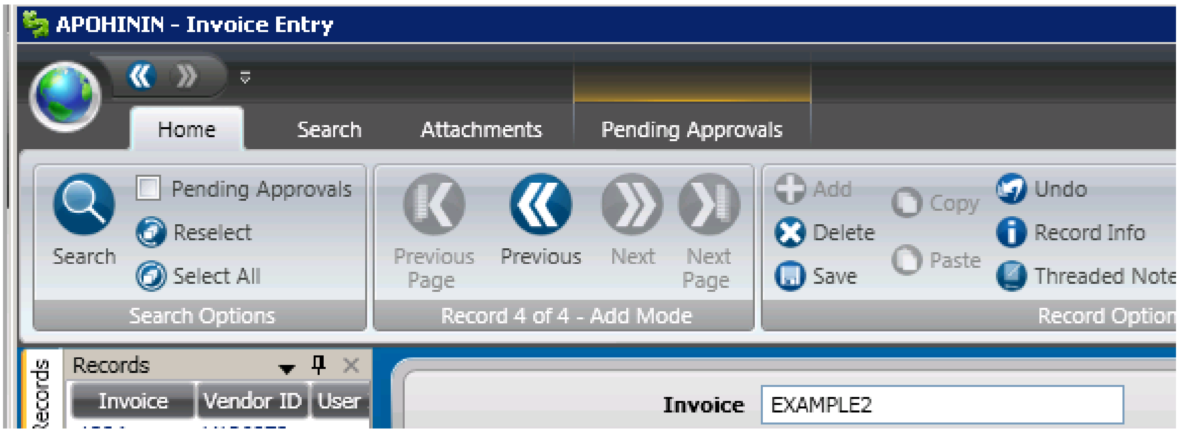


```
Santa Cruz County        PROOF           O P E N    A / P    B A T C H    P R O O F                                           Page 1
WED, MAR 04, 2015,  6:23 PM --req: ONESOLAD--leg: GL JL--loc: ONSITE----job:214165 J325------prog: OH450 <4.01>--report id: OHBPROOF

GL Account               Invoice Number         Invoice Amt Units        Set ID  Inv Date  Div Code         Pay Terms Cd  Term  Stat
Org Key   Description    Secondary Ref     Distribution Amt Tax         Tax Amt  Due Date  Vendor ID / PEDB Cd / Addr Cd  Misc  Post
Object    Description    Encb PO# / Pmt        Discount Amt Tax2       Tax2 Amt  Rcv Date  Vendor Name                    PayT  Sec
JL Account               Product ID            Pay Disc Amt Chrg     Charge Amt  Dsc 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
======================== ================  ================ =================== ========== ============================== ===== ====
601000-34184             276542                    2,000.00 1          OH001107 02/28/2015 GEN                            .0000  DS
DPW-ADMINISTRATION-KEEP                            2,000.00 S_PU                03/30/2015 C00019        P             C1        01
DPW ISF-FB RES-LOPP MOB                F               0.00                     03/02/2015 LIFESAVER TOWING               CHK   6030
                                                       0.00                                PO BOX 783                        DX DPW0
                         pay towing services LOPP                               02         SOQUEL, CA 95073-0783          EX
                              Net Amount:          2,000.00                                                                   1
Acct:                   Bid:                   Cont:                   Auth Dt: 03/03/2015
* * * BLOCK * * * * DATA EXCEPTION =====> Approval not complete
```

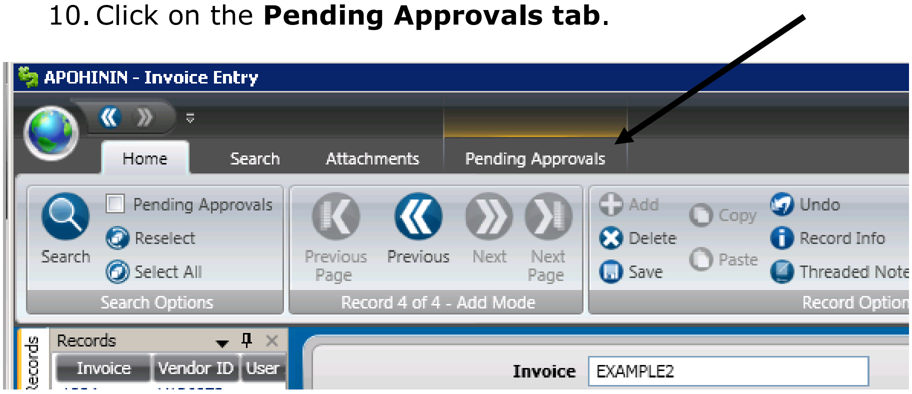
Section 4: Approve the Invoice

1. Navigate back to your **APOHININ** screen, select your invoice.


APOHININ - Invoice Entry
Home
Search
Attachments
Pending Approvals
Search
☐ Pending Approvals
Reselect
Select All
Search Options
Previous Page
Previous
Next
Next Page
Record 4 of 4 - Add Mode
Add
Delete
Save
Copy
Paste
Undo
Record Info
Threaded Note
Record Option
Records
Invoice
Vendor ID
User

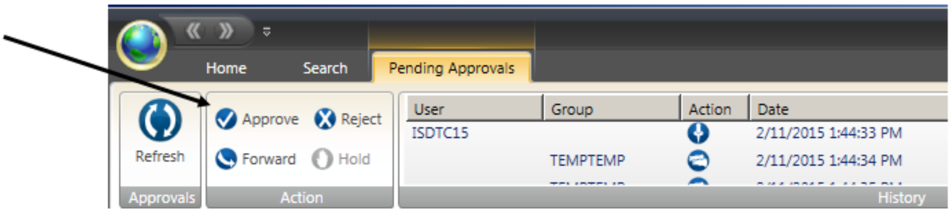
Invoice: EXAMPLE2

10. Click on the **Pending Approvals tab**.


APOHININ - Invoice Entry
Home
Search
Attachments
Pending Approvals
Search
☐ Pending Approvals
Reselect
Select All
Search Options
Previous Page
Previous
Next
Next Page
Record 4 of 4 - Add Mode
Add
Delete
Save
Copy
Paste
Undo
Record Info
Threaded Note
Record Option
Records
Invoice
Vendor ID
User

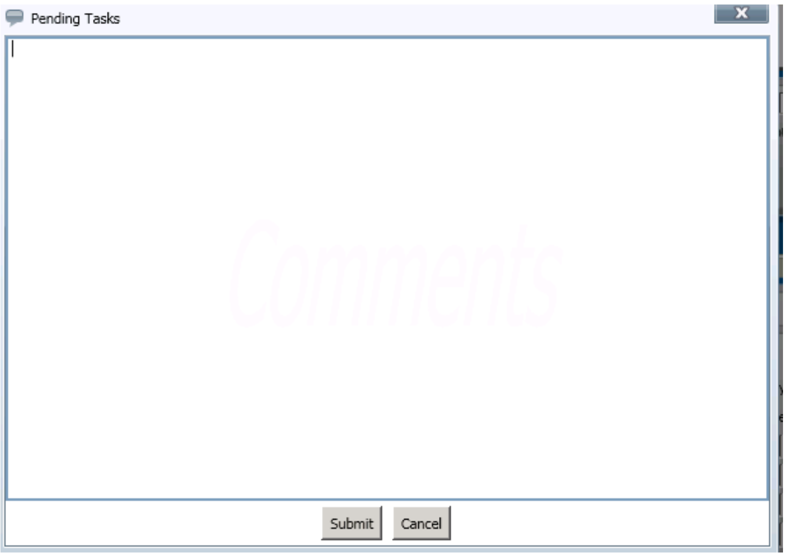
Invoice: EXAMPLE2

11. Click the **Approve button**


Home
Search
Pending Approvals
Refresh
Approvals
Approve
Reject
Forward
Hold
Action
History

User	Group	Action	Date
ISDTC15			2/11/2015 1:44:33 PM
	TEMPTEMP		2/11/2015 1:44:34 PM

12. A Comments box will open. Enter any comments that you would like other approvers to see and then click **Submit**.

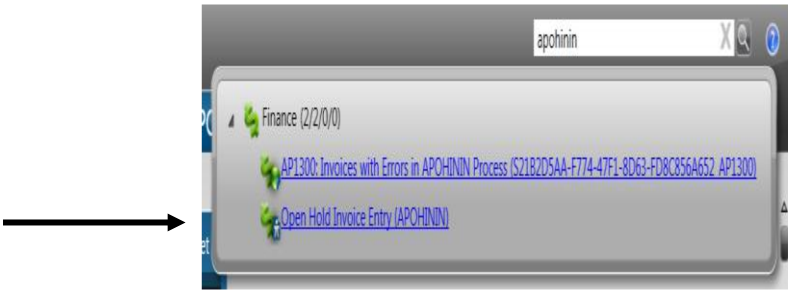

Pending Tasks
Comments
Submit
Cancel

13. The Invoice will now be routed electronically for the remaining approvals.

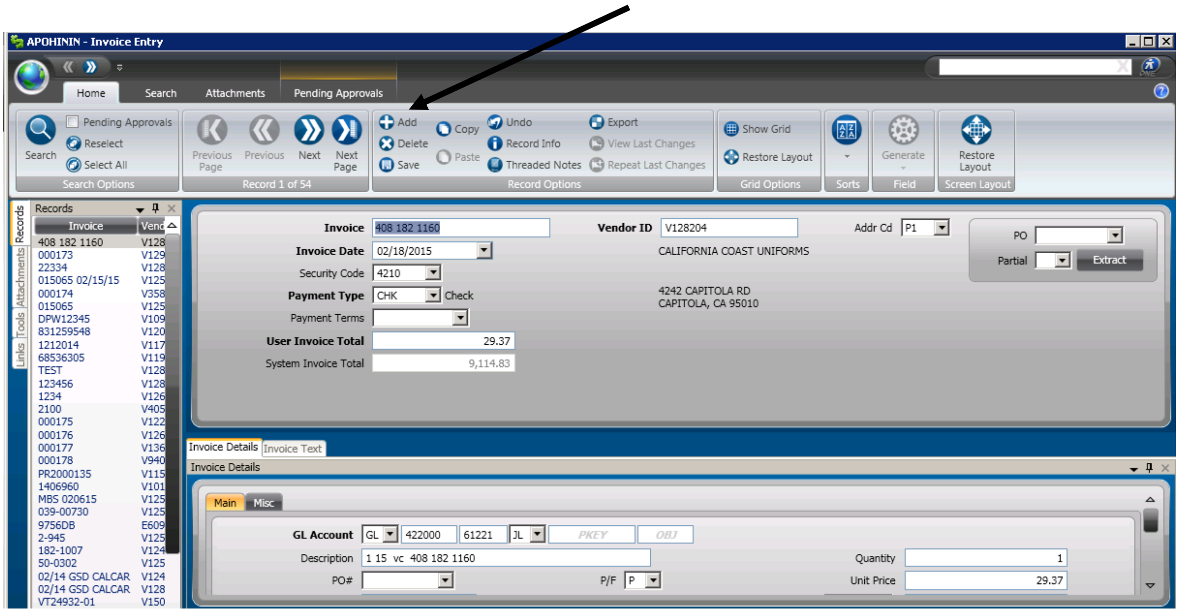
Section 5: Entering a Travel Claim

If your department has a designated person that collects and enters travel claims into the computer, submit the paper claim along with receipts to this person.
If entering your own travel claim directly into the financial system, you do not need to complete the travel claim form. You will enter your expenses directly into the system.

1. Type **APOHININ** in the search bar on the home screen on the desktop and click on the **Open Hold Invoice Entry** link to launch the **APOHININ** screen:


apohinin
Finance (2/2/0/0)
AP1300: Invoices with Errors in APOHININ Process (S21B2D5AA-F774-47F1-8D63-FD8C856A652 AP1300)
Open Hold Invoice Entry (APOHININ)

2. **Once the APOHININ screen** opens, click the **ADD button** in the top ribbon bar.

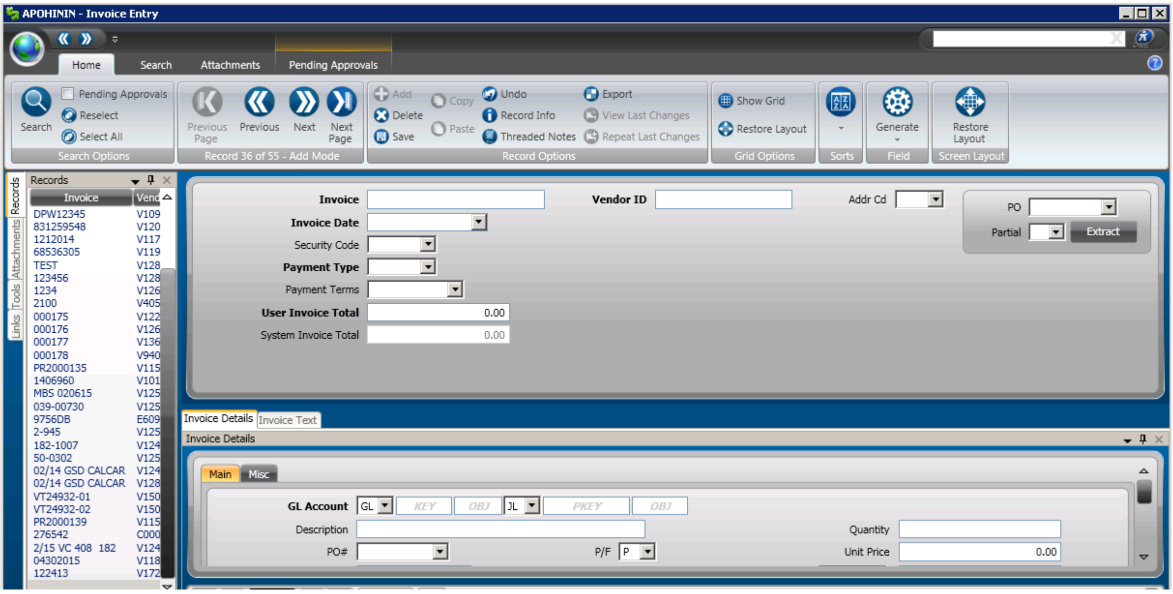

APOHININ - Invoice Entry
Home
Search
Attachments
Pending Approvals
Search
Pending Approvals
Reselect
Select All
Search Options
Previous Page
Previous
Next
Next Page
Record 1 of 54
Add
Delete
Save
Copy
Paste
Undo
Record Info
Threaded Notes
Export
View Last Changes
Repeat Last Changes
Record Options
Show Grid
Restore Layout
Grid Options
Sorts
Generate
Field
Restore Layout
Screen Layout
Records
Attachments
Tools
Links
Extract
Invoice Details
Invoice Text
Main
Misc

Invoice	Vend
408 182 1160	V128
000173	V129
22334	V128
015065 02/15/15	V125
000174	V358
015065	V125
DPW12345	V109
831259548	V120
1212014	V117
68536305	V119
TEST	V128
123456	V128
1234	V126
2100	V405
000175	V122
000176	V126
000177	V136
000178	V940
PR2000135	V115
1406960	V101
MBS 020615	V125
039-00730	V125
9756DB	E609
2-945	V125
182-1007	V124
50-0302	V125
02/14 GSD CALCAR	V124
02/14 GSD CALCAR	V128
VT24932-01	V150

Invoice 408 182 1160
Vendor ID V128204
Addr Cd P1
CALIFORNIA COAST UNIFORMS
4242 CAPITOLA RD
CAPITOLA, CA 95010
Invoice Date 02/18/2015
Security Code 4210
Payment Type CHK Check
Payment Terms
User Invoice Total 29.37
System Invoice Total 9,114.83
PO
Partial

GL Account GL 422000 61221 JL PKEY OBJ
Description 1 15 vc 408 182 1160
Quantity 1
PO#
P/F P
Unit Price 29.37

3. The screen will clear.


APOHININ - Invoice Entry
Home
Search
Attachments
Pending Approvals
Search
Pending Approvals
Reselect
Select All
Search Options
Previous Page
Previous
Next
Next Page
Record 36 of 55 - Add Mode
Add
Delete
Save
Copy
Paste
Undo
Record Info
Threaded Notes
Export
View Last Changes
Repeat Last Changes
Record Options
Show Grid
Restore Layout
Grid Options
Sorts
Generate
Field
Restore Layout
Screen Layout
Records
Attachments
Tools
Links
Invoice
Invoice Date
Security Code
Payment Type
Payment Terms
User Invoice Total
System Invoice Total
Vendor ID
Addr Cd
PO
Partial
Extract
Invoice Details
Invoice Text
Main
Misc
GL Account
KEY
OBJ
PKEY
Description
PO#
P/F
Quantity
Unit Price

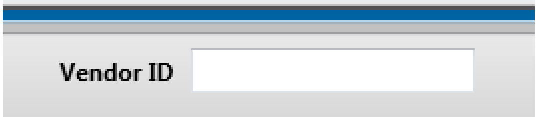
User Invoice Total 0.00
System Invoice Total 0.00
GL Account GL JL
P/F P
Unit Price 0.00

Invoice	Vend
DPW12345	V109
831259548	V120
1212014	V117
68536305	V119
TEST	V128
123456	V128
1234	V126
2100	V405
000175	V122
000176	V126
000177	V136
000178	V940
PR2000135	V115
1406960	V101
MBS 020615	V125
039-00730	V125
9756DB	E609
2-945	V125
182-1007	V124
50-0302	V125
02/14 GSD CALCAR	V124
02/14 GSD CALCAR	V128
VT24932-01	V150
VT24932-02	V150
PR2000139	V115
276542	C000
2/15 VC 408 182	V124
04302015	V118
122413	V172

4. In the top header section of the Invoice, enter the **Invoice number** (16 characters). For travel claims, you may use an abbreviated description of the meeting and date or month, for example:
   Invoice: CSDA March 15

   Note: You can only use 16 characters but you can enter more in the description field. Make sure your invoice number is unique and not a duplicate for this particular vendor. You can use the same invoice number for different vendors/employees.

5. Enter the Vendor ID (Employee ID-now starts with ″E‟ for County Employees and „V‟ for Special District Employees).



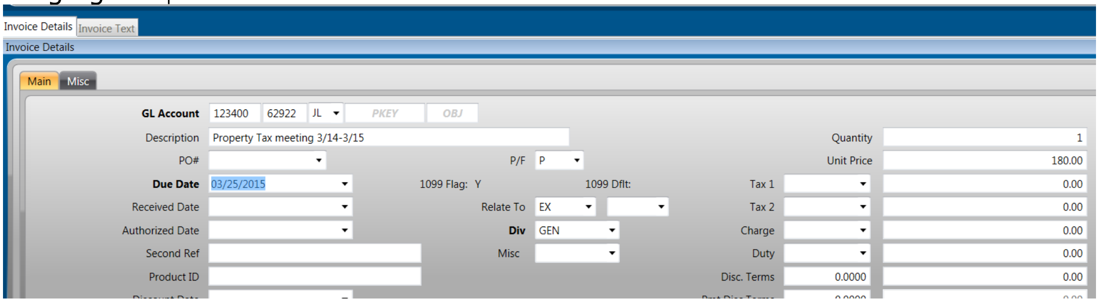
6. Enter Invoice Date

Invoice Date

7. Enter User Invoice Total

User Invoice Total

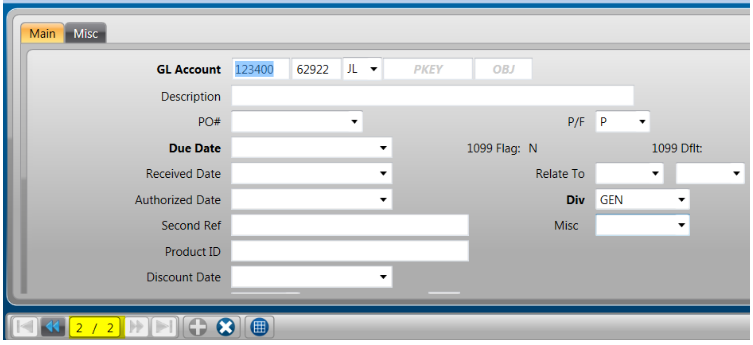
8. Go to the Invoice Details section. Enter your GL Org Key (Index Code), Object Key (subobject), a Description (max 30 characters), Qty = 1 and the amount of the expense in the Unit Price field. In this example, we selected Lodging for $180.00.



GL Account 123400 62922 JL
Description Property Tax meeting 3/14-3/15
Quantity 1
PO#
P/F P
Unit Price 180.00
Due Date 03/25/2015
1099 Flag: Y
1099 Dflt:
Tax 1 0.00
Received Date
Relate To EX
Tax 2 0.00
Authorized Date
Div GEN
Charge 0.00
Second Ref
Misc
Duty 0.00
Product ID
Disc. Terms 0.0000 0.00

Use the lookup buttons at the top right corner of the Ribbon bar to search for your Object codes.

9. Hit Enter until you see the 2nd line indicator at the bottom of the screen.



GL Account 123400 62922 JL
Description
PO#
P/F P
Due Date
1099 Flag: N
1099 Dflt:
Received Date
Relate To
Authorized Date
Div GEN
Second Ref
Misc
Product ID
Discount Date
2 / 2

10. The Org Key and Object key will default from the first line item. Change the object key to mileage, for example, by using the lookup button in the top right corner of the ribbon bar. Enter Qty= 1 and amount in the Unit Price field.

11. When you are done entering your expenses, click on the SAVE button at the top of the Ribbon bar.

12. The User Invoice Total and System Invoice Total should agree.

13. Scan all receipts and attach them to your Claim. You can tape small receipts all on one page if necessary and scan. Follow the instructions for adding attachments (step 24 of Direct Pay Invoice Entry).

14. Run an Invoice Proof Listing to ensure there are no errors that would prevent your invoice from being processed (Follow instructions for Run the Batch Proof Report).

15. Following the instructions for Approve the Invoice, sent your completed invoice into the workflow for approval.