# Encumbered Payments Work Instruction
## (A/P-W001)

**1.0 SCOPE:**

    1.1  This procedure describes the process in which Accounts Payable processes encumbered payments for a purchase order at Washoe County School District.

**2.0 RESPONSIBILITY:**

    2.1  Chief Accountant

**3.0 APPROVAL AUTHORITY:**

    3.1  Senior Accountant

**4.0 DEFINITIONS:**

    4.1  N/A

*(Approval signature on file)*

_____  _____
Signature                         Date

**5.0 PROCEDURE:**

    5.1  Enter data in a batch

        5.1.1  Type in APOHBTUB and press the enter key. The Get File Screen appears; enter the Batch File Name.

        5.1.2  The batch file name is made up of 2 Letters (OH for Open Hold), one letter indicating the assigned data entry clerk's initial, two numbers indicating the fiscal year, one number indicating the number of the month using A for Oct., B for Nov, C for Dec, one number indicating the week of the month and one number indicating the batch sequence for that week.

                For example: OHB05A11 equates to Open Hold, B clerk, 05 Fiscal Year, A for October, 1 for week 1 and 1 for batch 1. Another example is OHB05324, which equates to Open Hold, B clerk, 05 Fiscal Year, 3 for March, 2 for the 2nd week of the March and 4 as it is the 4th batch for week two of March.

        5.1.3  The Batch Default Screen comes up with the following data entry fields populated: DS should show in the Status field (if not present type DS in the Status field), the batch file name should show in the BATCH ID field (if not present type in the Batch File Name exactly the same as typed in on the previous Get File Screen) The Preparer's Initials should already show the initials of the data entry clerk logged onto the accounting system. M should already show in the Form? field to pay using the Multi-Line Screen. It can be switched to the Single Line Screen by typing S in the Form? field.

                Type GEN in the Division field, NB in the Trans Format field, AP in the Check Stock I.D. field and type the adding machine tape "control total" that's been run for the batch being paid in the Tape Total field. After all fields have been entered and verified press enter.

        5.1.4  The Open Hold Batch Update Screen Multi-Line comes up. In COLLECT MODE type the invoice number and date as indicated on the vendor's invoice in the

appropriate screen fields. (Do not type the invoice amount in the associated screen field except as instructed in section 5.2.3.1). Type in the actual check date for the batch being processed in the due date field. Enter the Purchase Order number referenced on the invoice. Type a P for a Partial Payment of the P.O. or type F to Fully Pay the PO in the TYPE (P/F) field. Press enter.

5.1.4.1 Only enter an amount in the Inv. Amount field if you are adding a shipping or a discount line not included as a line item on the Purchase Order.

5.1.4.2 Only enter a Vendor I.D. number if you need to remit to a vendor that is different than the vendor's name printed on the purchase order, or when adding a shipping or discount line as described in section 5.2.3.1.

5.1.5 The screen will display the Vendor's Name, Vendor's address and items ordered on the Purchase Order. Verify the screen displays the correct vendor and purchase order number.

5.1.6 On the line item(s) next to the one(s) invoiced enter an X when the amount on the PO matches the invoice exactly or type in the correct dollar amount listed on the invoice @ the quantity you are paying. Example: 5.05@ 7 equates to $5.05 at 7 items. After putting an X or dollar amount on each line to pay press enter.

5.1.7 The screen will either display the next page of the purchase order items if there are more than 12 items on the order or the cursor will return to the beginning of the first line item. When the cursor returns to the first line item press F8 to go back to your original entry screen, or if it goes to the next page of the purchase order items then repeat the process of paying each line of that page and press enter to continue. Once you reach the end of the purchase order items press F8 to go back to your original entry screen.

5.1.8 When the original screen appears after pressing F8 proceed to the next invoice.

5.1.8.1 After all invoices are entered for the batch press F7 to switch to BROWSE MODE. Arrow down to the bottom of the screen until your cursor is in the Single: field, type Y and press enter. When the single line screen is displayed use the F5 (Previous Record) key to scroll backwards through the batch records. Verify the vendor addresses with the invoice addresses. Verify that the tape total entered on the Batch Default Screen when the batch was created matches the amount in the Batch field across the bottom of the screen directly under the line item area labeled Inv / Batch / Tape.

5.1.8.2 To change a vendor address, toggle to BROWSE MODE (Press F7 to switch between COLLECT AND BROWSE MODES), enter a Y in the PE Update field at the bottom of the screen and press enter. At the bottom of your screen type in the vendor name and hit enter. Use the F5 or F6 keys to maneuver back and forth between vendor records on this screen. When the correct vendor ID and address is found write the ID number and the address code down on the invoice. Press F8 to leave this screen and return to the single line entry screen. Type the corrected vendor number and address code in the PEID and ADDR (Example: R1, R2, R3, etc.) fields and press enter. Verify the changes have updated the record in the batch on the screen.

5.1.9 After all vendor addresses and dollars amounts in the batch are verified against the invoices close the batch.

5.1.10 Run a batch proof to make sure all the items entered are free of edit errors. The batch proof program will perform a series of edits to determine problems such as the availability of budget for what is entered into the batch.

    5.1.10.1 Type in APOHBTBT and this will run the Batch Proof to your screen. It will give you your batch name and if this is correct hit enter, if not correct type in your correct batch number. The report will show one page on the screen at a time and stop, you need to hit enter to continue at the end of each page. The report is complete when the report stops running and it will show Totals Match.

5.1.11 If an error message is encountered on the batch proof see what record it is and find that record in the batch. Check to see if the date in the APOHBTUB screen is correct. If the date is correct, screen print the page, delete the item from the batch (you will have to re-do your adding machine tape). Attach the screen print to the invoice you removed from the batch, write your name and date on it and give it to the Budget Analyst (if it's over budget), the Account Technician (if it's a block Org Key) or to State and Federal Programs Department Grants if it's a grant account. They will return it to you when the problem is fixed.

5.1.12 If the message "Totals Match" comes at the end of the process then you are ready to distribute your batch. The distribution process updates (posts) the batch information to the general ledger, accounts payable, encumbrance and purchase order databases.

    5.1.12.1 Type APOHBTDS to run a Batch Distribution. Default past all questions except when it asks if you want long or short form. Type an S for short format. Change the printer address to (press space bar twice) terminal07 and press enter. Type YI in place of the YR and leave the number that's there; press enter. When the batch is finished distributing Print the final page (you might have to scroll up to get it all). Place the page you print in the designated box.

5.1.13 Write your Batch I.D. and tape total, under your name, in the Accounts Payable Batch Log Binder.

5.1.14 At the end of the week alphabetize all your invoices together and place them in the designated box.

## 6.0 ASSOCIATED DOCUMENTS:

6.1 Vendor Invoice

6.2 Batch Distribution Report

## 7.0 RECORD RETENTION TABLE:

| Identification | Storage | Retention | Disposition | Protection |
|---|---|---|---|---|
| Vendor Invoice | Business | 5 years | Shred | Shelving Units in Secured Office |
| Batch Distribution Report | Business | 5 years | Shred | Storage box in Secured Office |

## 8.0 REVISION HISTORY:

| Date: | Rev. | Description of Revision: |
|---|---|---|
| 12/1/05 | A | Initial Release |
| 6/27/07 | B | Revised Associated Documents and Record Retention Table; corrected minor grammatical and spelling errors. |

**\* \* \* E n d   o f   w o r k   i n s t r u c t i o n \* \* \***