

BM3002 – Accounts Payable Invoice Screen

Use the AP Invoice Screen to record payments, produce checks, and generate and record accounting entries for the General Ledger Module.

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Initial AP Invoice Fields and Function Keys

These fields and function keys are the defaults which appear when you first access the Accounts Payable Screen.

Use these fields to access an existing invoice or to start creating an invoice.

User Function Keys

F1	REFRESH	Redisplays the most recently saved version of the record.
F2	ADD INVOICE	If no invoice number is entered, this function key adds a new invoice. If an invoice number is entered, this function key copies an existing invoice.
F3	CHANGE INVOICE	Changes an existing invoice.
F4	INQUIRY INVOICE	Displays an existing invoice.
F5	DELETE INVOICE	Deletes an existing invoice.
F6	LIST INVOICES	List invoices by ID Number and ID Type.
F8	MENU	Goes back to the FMS System Menu.

Data Fields

ID NUMBER	INVOICE NUMBER (key)
ID TYPE	ORDER NUMBER

Identification Number (IY-ID-NUM)

Description	A code identifying the payee.
Length	9 characters
Edits	If the payee is a vendor and a vendor ID number is used, then the ID number must be valid on the Vendor Table (MM2001).

Identification Type (IY-ID-TYP)

Description	A code identifying the type of payee.						
Length	1 character						
Values	Defined by SBCTC-ITD as follows: <table style="margin-left: 40px;"> <tr> <td>S</td> <td>Student</td> </tr> <tr> <td>E</td> <td>Employee</td> </tr> <tr> <td>V</td> <td>Vendor</td> </tr> </table>	S	Student	E	Employee	V	Vendor
S	Student						
E	Employee						
V	Vendor						

	O Other
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Invoice Number (INV-NUM)

Description	Key field. A unique, system-generated number assigned to each invoice. The starting invoice number for each fiscal year is defined on the Accounts Payable Information Screen (BM3001).
Length	6 digits

Order Number (ORDR-NUM)

Description	A number identifying the purchase order. Displayed only if parameter BM9999 (AP Option) on the Configuration Parameter Table (ZX0070) is set to Y (Yes).
Length	10 characters

Data Sets

Additions and changes made on this screen may update the following data sets:

- Check Master (AP-CHK-M)
- District Information (DST-INFO-M)
- Invoice Master (AP-INV-M)
- Invoice Account Detail (AP-INV-ACCT-D)
- Invoice Number/Check Number Cross Reference (AP-INV-CHK-D)
- Invoice Number/Order Number Cross Reference (AP-INV-ORDR-D)
- Invoice Payee Detail (AP-INV-PAYEE-D)
- Invoice/id Number Cross Reference (AP-INV-ID-NUM-D)

AP Invoice Fields and Function Keys

The Invoice fields and function keys are added to the Initial AP Invoice Screen when you press F2 (Add Invoice).

Use the AP Invoice Screen fields and function keys to define, copy, or change invoice attributes, for example:

- Use tax
- Sales tax
- Shipping and handling charges
- Whether a separate or combined check should be issued
- Check type
- Discount amount

User Function Keys

F1	REFRESH	Redisplays the most recently saved version of the record.
F5	ORDER SCREEN	Displays the Order Screen.
F6	ACCOUNT SCREEN	Displays the Account Screen.
F8	MENU	Goes back to the FMS System Menu.

When copying data from an existing invoice to a new invoice, these additional function keys will appear:

F2	ADD NEW INVOICE	Redisplays the screen clearing the data copied from the original invoice.
F3	COPY ORDERS	Copies purchase order data from the original invoice and accesses the Order Screen.
F4	COPY ACCOUNTS	Copies non-liquidation accounts and amounts from the original invoice and accesses the Account Screen.
F8	MENU	Goes back to the FMS System Menu.

Data Fields

YRQ INV	DESC
VENDOR INVOICE NUMBER	SEPR CHK IND
NAME	CHECK TYPE
1099 IND (display only)	CHECK NUMBER (required field when entering a manually generated check)
ADDR LN1	DISC PCT
ADDR LN2	DISC DAYS
ZIP	FINAL PYMT DAYS
CITY (display only)	INV TYPE

ST (display only)	BTCH ID
INV DATE	BTCH POST PERIOD
INV STATUS (display only)	DISC AMT
RECEIVED DATE	DISC TAKEN IND (display only)
INV TOTAL	DISC DATE
INV SALES TAX	INV PYMT AMT (display only)
INV SHIP/HAND	SCHD PYMT DATE (required field when entering a manually generated check)
USE TAX IND	ACCT AMT TOT (display only)

Year and Quarter (YRQ)

Description	A code identifying the fiscal year and session/quarter of the invoice.
Length	4 digits

Vendor Invoice Number (VNDR-INV-NUM)

Description	A number identifying the vendor's invoice.
Length	10 characters

Name (NAME)

Description	The name of the person or business to be paid. When a vendor number is entered, this information is automatically supplied from the Vendor Table (MM2001).
Length	30 characters

1099 Indicator

Description	Display only. Indicates whether the vendor qualifies for 1099 reporting.
Length	1 character
Values	<p>Defined by SBCTC-ITD as follows:</p> <p>Y Yes</p> <p>N No (default)</p> <p>A All activity qualifies for 1099 reporting.</p> <p>Value is set on the Vendor Screen (MM2001).</p>

Address Line One (ADDR-LN-1)

Description	The first line of a vendor's address. When a vendor number is entered, this information is automatically supplied from the Vendor Table (MM2001).
Length	30 characters

Address Line Two (ADDR-LN-2)

Description	The second line of a vendor's address. When a vendor number is entered, this information is automatically supplied from the Vendor Table (MM2001).
Length	30 characters

Zip Code (ZIP)

Description	The zip code of a vendor's address.
Length	9 characters
Edits	Must be valid on the Zip Code Table (ZX0020). When a vendor number is entered, this information is automatically supplied from the Vendor Table (MM2001).

City (CITY)

Description	The city name of a vendor's address. When a zip code is entered, this information is automatically supplied from the Zip Code Table (ZX0020).
Length	30 characters

State (ST)

Description	A universal code identifying a state. When a zip code is entered, this information is automatically supplied from the Zip Code Table (ZX0020).
Length	2 characters

Invoice Date (INV-DATE)

Description	The date of a vendor's invoice. This field is used to calculate the scheduled payment date, taking into account the check lead time established on the AP Information Screen (BM3001) and the discount or payment terms from the Vendor Screen (MM2001).
Length	6 digits

Invoice Status (INV-STAT)

Description	A code indicating the status of an invoice.
Length	1 character

Values	Defined by SBCTC-ITD as follows: P Paid U Unpaid O Out of balance H On hold C Canceled A Accrued D Delete (valid only if an invoice has been accrued)
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Received Date

Description	A date indicating when the merchandise or services was received.
Length	6 digits

Invoice Total (INV-TOT)

Description	A number identifying the total invoice amount prior to calculating any discount.
Length	12 digits

Invoice Sales Tax (INV-SALES-TAX)

Description	A number identifying the amount of sales tax charged on an invoice.
Length	7 digits

Invoice Shipping and Handling (INV-SHIP-HAND)

Description	A number identifying the amount of the shipping and handling charged for an invoice.
Length	7 digits

Use Tax Indicator (USE-TAX-IND)

Description	A code indicating whether or not use tax is to be calculated for an invoice.
Length	1 character
Values	Defined by SBCTC-ITD as follows: Y Yes N No (default)

Invoice Description (INV-DESC)

Description	A description of an invoice. This description is printed on the check stub.
Length	24 characters

Separate Check Indicator (SEPR-CHK-IND)

Description	A code indicating if a document authorizing payment should be paid on an individual check or combined with other invoices for the same vendor on a single check.				
Length	1 character				
Values	Defined by SBCTC-ITD as follows: <table style="margin-left: 40px;"> <tr> <td>Blank</td> <td>Combine invoices on one check (default)</td> </tr> <tr> <td>S</td> <td>Separate check for each invoice</td> </tr> </table>	Blank	Combine invoices on one check (default)	S	Separate check for each invoice
Blank	Combine invoices on one check (default)				
S	Separate check for each invoice				

Check Type (CHK-TYP)

Description	A code indicating the kind of check to be printed. The check type determines the batch ID. Sample entries might be: <table style="margin-left: 40px;"> <thead> <tr> <th>Check Type</th> <th>Generated</th> <th>Batch ID</th> <th></th> </tr> </thead> <tbody> <tr> <td>L Local (default)</td> <td>46</td> <td>Local Checks</td> <td></td> </tr> <tr> <td></td> <td>47</td> <td>Local Handwritten Checks</td> <td></td> </tr> <tr> <td>S State Warrant</td> <td>48</td> <td>State Warrant Checks</td> <td></td> </tr> <tr> <td>V Vendor Payment</td> <td>49</td> <td>VPA Checks</td> <td></td> </tr> <tr> <td></td> <td>50</td> <td>VPA Handwritten Checks</td> <td></td> </tr> <tr> <td>P Payroll Vendor Payment</td> <td>51</td> <td>Payroll Checks</td> <td></td> </tr> <tr> <td>F Financial Aid</td> <td>45</td> <td>Financial Aid Checks</td> <td></td> </tr> <tr> <td></td> <td>57</td> <td>Financial Aid Handwritten Checks</td> <td></td> </tr> <tr> <td></td> <td>58</td> <td>Financial Aid Auto Checks (from the Financial Aid System)</td> <td></td> </tr> <tr> <td>E Electronic Fund</td> <td>09</td> <td>Payroll EFT's (Note: EFT's are Transfer-generated by the Payroll/Personnel Management System.)</td> <td></td> </tr> </tbody> </table>	Check Type	Generated	Batch ID		L Local (default)	46	Local Checks			47	Local Handwritten Checks		S State Warrant	48	State Warrant Checks		V Vendor Payment	49	VPA Checks			50	VPA Handwritten Checks		P Payroll Vendor Payment	51	Payroll Checks		F Financial Aid	45	Financial Aid Checks			57	Financial Aid Handwritten Checks			58	Financial Aid Auto Checks (from the Financial Aid System)		E Electronic Fund	09	Payroll EFT's (Note: EFT's are Transfer-generated by the Payroll/Personnel Management System.)	
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Length	1 character																																												

Check Number (CHK-KEY)

Description	The number of the check .
Length	9 characters (8 digits for the check number followed by an optional check stock code)

Discount Percent (DISC-PCT)

Description	A number identifying the percentage an invoice will be discounted if paid within a specified period of time.
Length	3 digits

Discount Days (DISC-DAYS)

Description	The number of days within which an invoice must be paid to receive a discount.
Length	3 digits

Final Payment Days (FINAL-PYMT-DAYS)

Description	The number of days from the invoice date until payment is due. Note: If the vendor terms (<i>DISC PCT</i> , <i>DISC DAYS</i> , <i>FINAL PYMT DAYS</i>) have been entered on the Vendor Screen (MM2001), these values will be displayed automatically.
Length	3 digits

Invoice Type (INV-TYP)

Description	A code indicating the type of invoice being paid.				
Length	1 digit				
Values	Defined by SBCTC-ITD as follows: <table><tr><td>1</td><td>Vendor invoice (default)</td></tr><tr><td>2</td><td>Invoice voucher</td></tr></table>	1	Vendor invoice (default)	2	Invoice voucher
1	Vendor invoice (default)				
2	Invoice voucher				

Batch Identifier (BTCH-ID)

Description	A code identifying the source or type of batch. Entries are assigned from the CHECK TYPE field.		
Length	2 characters		
Values	Defined by SBCTC-ITD as follows: <table><tr><td>Batch ID</td><td>Title</td></tr></table>	Batch ID	Title
Batch ID	Title		

	09	EFT's (from Payroll/Personnel Management System)
	44	Student refund checks
	45	Financial Aid checks
	46	Local checks
	47	Local checks handwritten
	48	State warrants
	49	VPA checks
	50	VPA checks handwritten
	51	Payroll checks
	52	Cancel local checks
	53	Cancel VPA checks
	54	Cancel state warrants
	55	Cancel Financial Aid checks
	57	Financial Aid checks handwritten
	58	Financial Aid auto checks (from the Financial Aid System)

Batch Post Period (BTCH-POST-PER)

Description	The accounting period to which a batch of transactions will be posted. This field defaults to the current year and month but can be overridden.
Length	4 digits

Discount Amount (DISC-AMT)

Description	<p>A number identifying the amount of discount taken for an invoice if paid by the deadline. This number is calculated when the invoice completes. The calculation is:</p> $ \begin{array}{r} \text{INV TOTAL} \\ - \text{INV SALES TAX} \\ - \text{INV SHIP/HAND} \\ \times \text{DISC PCT} \\ \div 00 \\ \hline \text{DISC AMT} \end{array} $ <p>The invoice total minus (the sum of invoice sales tax and invoice shipping/handling) multiplied by the discount percent divided by one hundred equals the discount amount.</p>
Length	7 digits

Discount Taken Indicator (DISC-TAKE-IND)

Description	A code indicating whether or not a discount was offered or taken on a particular invoice.
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Length	1 character						
Values	Defined by SBCTC-ITD as follows: <table style="margin-left: 40px;"> <tr> <td>Blank</td> <td>No discount offered (default)</td> </tr> <tr> <td>N</td> <td>Discount offered - not taken</td> </tr> <tr> <td>T</td> <td>Discount offered - taken</td> </tr> </table>	Blank	No discount offered (default)	N	Discount offered - not taken	T	Discount offered - taken
Blank	No discount offered (default)						
N	Discount offered - not taken						
T	Discount offered - taken						

Discount Date (DISC-DATE)

Description	<p>The date that an invoice must be paid to receive a discount. The calculation is:</p> $ \begin{array}{r} \text{DISC DAYS} \\ + \text{INV DATE} \\ - \text{CHECK PRINT LEAD TIME} \\ \hline \text{DISC DATE} \end{array} $ <p>The discount days plus the invoice date minus check print lead time from the Accounts Payable Information Screen (BM3001) equals the discount date (excluding weekends).</p> <p>Note: Check print lead time is established on the Accounts Payable Information Screen (BM3001).</p> <p>If the Disc Date is less than the current date, the discount will not be taken.</p> <p>If the Disc Date is greater than or equal to the current date:</p> <ul style="list-style-type: none"> • The Disc Amt is calculated • The Schd Pymt Date is set to the Disc Date • The Disc Taken Ind is set to T (taken) <p>This is calculated when the invoice completes.</p>
Length	6 digits

Invoice Payment Amount (INV-PYMT-AMT)

Description	<p>A number indicating the amount which is to be paid for a particular invoice. This is calculated when the invoice completes. The calculation is:</p> $ \begin{array}{r} \text{INV TOTAL} \\ - \text{DISC AMT} \\ \hline \text{PYMT AMT TOT} \end{array} $ <p>The invoice total minus the discount amount equals the payment total amount.</p>
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Length	12 digits
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Scheduled Payment Date (SCHD-PYMT-DATE)

Description	The date an invoice is scheduled to be paid, or the actual check date of a manually generated check. Defaults to the current date, but can be overridden.
Length	6 digits

Account Amount Total (ACCT-AMT-TOT)

Description	<p>A field displaying the total of the account distribution amounts for a particular invoice. The calculation is:</p> $ \begin{array}{r} \text{ACCOUNT AMT(S)} \\ - \text{ACCT AMT DISC(S)} \\ + \text{ACCT AMT TAX(S)} \\ \hline \text{ACCT AMT TOT} \end{array} $ <p>The account amount(s) minus (account amount discount plus account amount tax) equals the net account amount.</p>
Length	12 digits

Data Sets

Additions and changes made on this screen may update the following data sets:

- Check Master (AP-CHK-M)
- District Information (DST-INFO-M)
- Invoice Master (AP-INV-M)
- Invoice Account Detail (AP-INV-ACCT-D)
- Invoice Number/Check Number Cross Reference (AP-INV-CHK-D)
- Invoice Number/Order Number Cross Reference (AP-INV-ORDR-D)
- Invoice Payee Detail (AP-INV-PAYEE-D)
- Invoice/id Number Cross Reference (AP-INV-ID-NUM-D)

Order Fields and Function Keys

The Order fields and function keys are added to the AP Invoice Screen when you press F5 (Order Screen) from the Initial AP Invoice Screen.

Use the Order Screen to designate the liquidation amount (in part or in full) of a purchase order. Orders are initially established on the Encumbrance Screen (MM2101).

User Function Keys

F1	REFRESH	Redisplays the most recently saved version of the record.
F2	ADD ORDER	Relates an existing purchase order to the payment of an invoice.
	-OR-	
	CANCEL	Clears data entered into the LIQ IND and AMOUNT fields.
F3	CHANGE ORDER	Changes an existing purchase order.
F4	INQUIRY ORDER	Displays an existing purchase order.
F5	DELETE ORDER	Deletes an existing purchase order.
F6	ACCOUNT SCREEN	Displays the Account Screen.
F8	MENU	Goes back to the FMS System Menu.

Data Fields

ORDER NUMBER	AMOUNT
LIQ IND	

Order Number (*ORDR-NUM*)

Description	The number of the purchase order.
Length	10 characters

Liquidation Indicator (*LIQ-IND*)

Description	A code identifying whether or not an encumbrance should be liquidated in full or for the amount being paid (up to the subledger balance).
Length	1 character
Values	Defined by SBCTC-ITD as follows: <ul style="list-style-type: none"> F Full (the total amount of the encumbrance subledger balance) P Partial (the amount being paid, not to exceed the encumbrance subledger balance) T Partial including use tax (the amount being paid including use

	tax, not to exceed the encumbrance subledger balance)
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Amount (INV-TOT)

Description	A number indicating the amount of the invoice to which the order is to be applied. Displayed only if parameter BM9999 (AP Option) on the Configuration Parameter Table (ZX0070) is set to Y (Yes).
Length	12 digits

Data Sets

Additions and changes made on this screen may update the following data sets:

- Check Master (AP-CHK-M)
- District Information (DST-INFO-M)
- Invoice Master (AP-INV-M)
- Invoice Account Detail (AP-INV-ACCT-D)
- Invoice Number/Check Number Cross Reference (AP-INV-CHK-D)
- Invoice Number/Order Number Cross Reference (AP-INV-ORDR-D)
- Invoice Payee Detail (AP-INV-PAYEE-D)
- Invoice/ID Number Cross Reference (AP-INV-ID-NUM-D)

Account Screen

Use the Account Screen to add, change, inquire about, or delete accounting distributions for an invoice. If appropriate for your college, accounting transactions for use tax, sales tax, and so on can be predefined.

To access the AP Invoice Account Screen:

1. From the main AP Invoice Screen, type an Invoice Number.
2. To enter accounting distribution information for a new invoice, press Add Invoice (F2).

To modify accounting distribution information for an existing invoice, press Change Invoice (F3).

To view accounting distribution information for an existing invoice, press F4 (Inquiry Invoice).

3. Press Account Screen (F6).

User Function Keys (New Account Distribution)

F1	REFRESH	Redisplays the most recently saved version of the record.
F2	DUP	Copies the current accounting distribution into a new distribution.
F6	INVOICE COMPLETE	If the invoice is in balance, completes the invoice process and updates the data to the AP invoice data set. Then goes back to the main AP Invoice Screen.
F8	MENU	Goes back to the FMS System Menu.

User Function Keys (Existing Account Distribution)

F1	REFRESH	Redisplays the most recently saved version of the record.
F4	NEXT ACCOUNT	Adds blank fields for a new account structure.
F5	DELETE ACCOUNT	Deletes an existing account structure.
F6	INVOICE SCREEN	Goes back to the AP Invoice Screen.
F8	MENU	Goes back to the FMS System Menu.

Data Fields

INV NUMBER (key field; display only)	SRC REV
NAME (display only)	SUB SRC
ORDER NUMBER	REIM-CD
TRNS CD	SUBSID ACCOUNT
TRNS RVRS	ACCOUNT AMT/PCT
APPR INDX	PCT IND
PRG INDX	ACCOUNT AMT DISC
ORG INDX	ACCT AMT TAX

SOBJ	NET ACCT AMT (display only)
SSOBJ	

Invoice Number (INV-NUM)

Description	Display only. The invoice number initially entered on the AP Invoice Screen.
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Name (NAME)

Description	Display only. The name of the payee initially entered on the AP Invoice Screen.
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Order Number (ORDR-NUM)

Description	The number of the purchase order.
Length	10 characters

Transaction Code (AS-TRNS-CD)

Description	A code identifying the type of transaction (for example, expenditure, liquidation, revenue, or liability).
Length	3 characters
Edits	Must be valid on the Transaction Code Table (GA1093).

Transaction Reverse (TRNS-RVRS)

Description	A code indicating that the normal debit/credit posting of the transaction code is to be reversed.				
Length	1 character				
Values	Defined by SBCTC-ITD as follows: <table style="margin-left: 20px;"> <tr> <td>R</td> <td>Reverse posting</td> </tr> <tr> <td>Blank</td> <td>Normal posting (default)</td> </tr> </table>	R	Reverse posting	Blank	Normal posting (default)
R	Reverse posting				
Blank	Normal posting (default)				

Appropriation Index (AS-APPR-INDX)

Description	A code identifying the appropriation index for the current AP transaction.
Length	3 characters
Edits	Must be valid on the Fund/Appropriation Information Table (GA1090).

Program Index (AS-PRG-INDX)

Description	A code identifying the program index for the current AP transaction.
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Length	3 characters
Edits	Must be valid on the Program Information Table (GA1091).

Organization Index (AS-ORG-INDX)

Description	A code identifying the organization index for the current AP transaction.
Length	4 characters
Edits	Must be valid on the Organization Information Table (GA1092).

Subobject (AS-SOBJ)

Description	A code identifying the subobject for the current AP transaction.
Length	2 characters
Edits	Must be valid on the Subobject Table (GA1011).

Sub-subobject (AS-SSOBJ)

Description	A code identifying the sub-subobject for the current AP transaction.
Length	2 characters
Edits	Must be valid on the Sub-Subobject Table (GA1012).

Source of Revenue (AS-SRC-REV)

Description	A code identifying the source of revenue for the current AP transaction.
Length	4 characters
Edits	Must be valid on the Major Source Table (GA1035).

Subsource (AS-SSRC)

Description	A code identifying the subsource for the current AP transaction.
Length	2 characters
Edits	Must be valid on the Subsource Table (GA1036).

Reimbursable Code (REIM-CD)

Description	The reimbursable code for the current AP transaction.
Length	2 characters
Edits	Must be valid on the Reimbursable Code Table (GA1075).

Subsidiary Account (SUBSID-ACCT)

Description	A code identifying the subsidiary account for the current AP transaction. The subsidiary account positions are: Position 1-6 AR-ID (accounts receivable identification number) Position 7 FA Source (financial aid source code) Position 8-10 Due To/From or FAPC (a code for the fund or agency the transaction is due to or received from, or financial aid program code)
Length	10 characters

Account Amount/Percent (ACCT-AMT)

Description	A number indicating the dollar amount or percentage associated with an account distribution. Expenditure Transaction If an order number is entered on the AP Order Screen, and there is only one account structure associated with the encumbrance, the account amount will be the same as the invoice total.. If an order number is entered on the AP Order Screen, and there is more than one account structure for the encumbrance, the account amounts for each account structure will be calculated on a prorated basis. If an order number is not entered on the AP Order Screen, the value entered can be either a dollar amount or a percentage of the invoice total, excluding tax and freight. Liquidation Transaction If Liq Ind (Liquidation Indicator) on the AP Order Screen is set to F (Full), the total amount encumbered will be liquidated. If Liq Ind (Liquidation Indicator) on the AP Order Screen is set to P (Partial), the amount of the expenditure will be liquidated, not to exceed the amount encumbered. Use Tax Transaction If Use Tax Ind is set to Y(Yes), and Inv Sales Tax is blank, the sales tax percent as defined on the Sales Tax Table (MM2002) will be applied to the invoice total when the order completes.
Length	12 digits

Amount Percent Indicator (AMT-PCT-IND)

Description	A code indicating whether the Account Amt/Pct entered is a dollar amount or a percentage.
Length	1 character
Values	Defined by SBCTC-ITD as follows: A Amount (default) P Percent

Account Amount Discount (ACCT-AMT-DISC)

Description	A number identifying the amount of discount applied to a particular account amount. Calculated when the invoice completes.
Length	7 digits

Account Amount Use Tax (ACCT-AMT-TAX)

Description	A number indicating the amount of use tax applied to a particular account amount. Calculated when the invoice completes.
Length	7 digits

Net Account Amount (NET-ACCT-AMT)

Description	Display only. A number indicating the net amount to be charged including discount and use tax. This is calculated for each account structure when the invoice completes.
Length	12 digits

Data Sets

Additions and changes made on this screen may update the following data sets:

- Check Master (AP-CHK-M)
- District Information (DST-INFO-M)
- Invoice Master (AP-INV-M)
- Invoice Account Detail (AP-INV-ACCT-D)
- Invoice Number/Check Number Cross Reference (AP-INV-CHK-D)
- Invoice Number/Order Number Cross Reference (AP-INV-ORDR-D)
- Invoice Payee Detail (AP-INV-PAYEE-D)
- Invoice/ID Number Cross Reference (AP-INV-ID-NUM-D)

List Screen

Use the AP Invoice List Screen to display invoices by ID number. To access the AP Invoice List screen, from the main AP Invoice Screen, press F6 (List Invoices).

User Function Keys

F1	REFRESH	Redisplays the most recently saved version of the record.
F6	INVOICE SCREEN	Displays the Initial AP Invoice Screen.
F8	MENU	Goes back to the FMS System Menu.

Data Fields

ID NUMBER (display only)	INVOICE DATE (display only)
ID TYPE (display only)	INVOICE PYMT AMT (display only)
NAME (display only)	SCHD PYMT DATE (display only)
INVOICE NUMBER (display only)	CHECK NUMBER (display only)
VENDOR INV NUMBER (display only)	CHECK DATE (display only)

Identification Number (IY-ID-NUM)

Description	Displayed from the Initial AP Invoice Screen. A number identifying the payee.
Length	9 characters

Identification Type (IY-ID-TYP)

Description	Displayed from the Initial AP Invoice Screen. A code identifying the type of payee.
Length	1 character
Values	Defined by SBCTC-ITD as follows: S Student E Employee V Vendor O Other

Name (NAME)

Description	Displayed from the AP-CHK-M data set. The name of the payee.
Length	30 characters

Invoice Number (INV-NUM)

Description	Displayed from the AP-INV-M data set. A unique, system-generated number assigned to each invoice.
Length	6 digits

Vendor Invoice Number (VNDR-INV-NUM)

Description	Displayed from the AP-INV-M data set. A vendor's invoice number.
Length	10 characters

Invoice Date (INV-DATE)

Description	Displayed from the AP-INV-M data set. The date of a vendor's invoice.
Length	6 digits

Invoice Payment Amount (INV-PYMT-AMT)

Description	Displayed from the AP-INV-M data set. The dollar amount for a payment made or scheduled to be made for a particular invoice.
Length	12 digits

Scheduled Payment Date (SCHD-PYMT-DATE)

Description	Displayed from the AP-INV-M data set. A field displaying the date that an invoice is or was scheduled to be paid, or the actual check date of a handwritten or computer-generated check or electronic funds transfer.
Length	6 digits

Check Number (CHK-KEY)

Description	Displayed from the AP-CHK-M data set. The number of the check followed by an optional check stock code.
Length	9 characters

Check Date (CHK-DATE)

Description	Displayed from the AP-CHK-M data set. The date the check was written.
Length	6 digits

Data Sets

Additions and changes made on this screen may update the following data sets:

- Check Master (AP-CHK-M)
- District Information (DST-INFO-M)
- Invoice Master (AP-INV-M)
- Invoice Account Detail (AP-INV-ACCT-D)
- Invoice Number/Check Number Cross Reference (AP-INV-CHK-D)
- Invoice Number/Order Number Cross Reference (AP-INV-ORDR-D)
- Invoice Payee Detail (AP-INV-PAYEE-D)
- Invoice/ID Number Cross Reference (AP-INV-ID-NUM-D)