TECH TALKS

With Frontier Customer Support

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Today's Topic: Accounts Payable – Part 1
Auto vouchering, Recurring Invoices and Allocation Sets

JAN CUSHING| FRIEDMAN CUSTOMER SUPPORT

Auto Vouchering

Accounts Payable – Part 1

Auto Vouchering Set up in green screen.

Create a vendor quote in QM11 for you purchased part, warehouse and vendor

Set the Auto/Vch flag to Y

Accounts Payable – Part 1

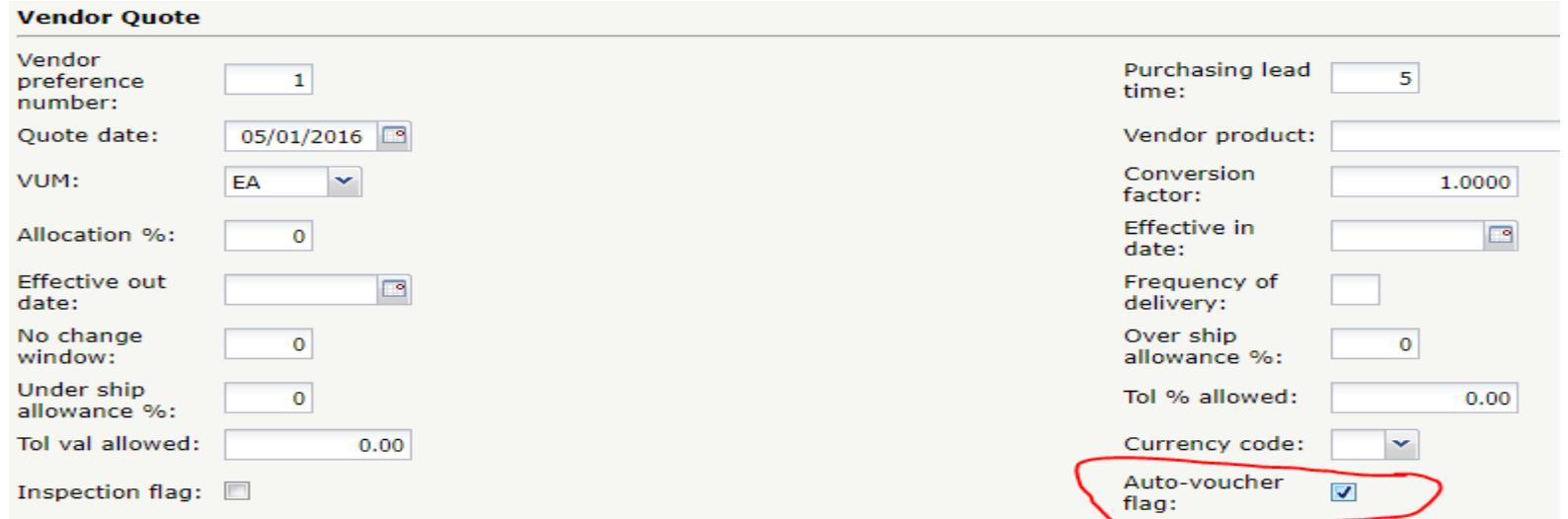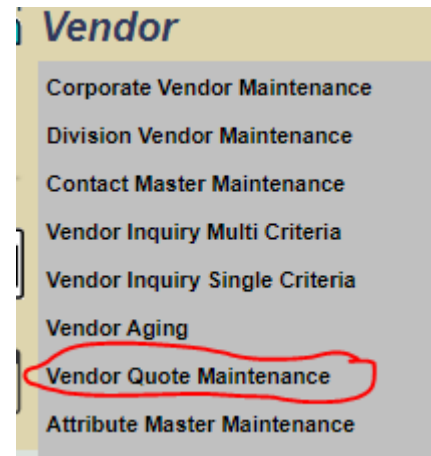Auto Vouchering Set up in the UI/web-based Frontier.

Click on Vendor

The select Vendor Quote Maintenance

Enter your product #, warehouse and vendor

Check the check box the one you want and hit enter

Check the Auto-Voucher flag box.

- AUTO VOUCHERING – UI Screen

Accounts Payable – Part 1

Go to APMENU Run option 260 – A/P Auto Vouchering – APJ004

Enter your division

Enter the book period

Enter your Dist division

Hit enter and F3 to submit

- AUTO VOUCHERING – Green Screen


```
240.  A/P Recurring Invoices     APJ500
250.  A/P Out of Tolerance Inv   APJ550
260.  A/P Auto Vouchering         APJ004
            * Other Menus *
```

```
ECS040C                      AUTO VOUCHERING                    2/
                                                                08:

Enter the division and the book period to be used for received
purchase orders qualified for an auto voucher.

Make the required changes and PRESS ENTER.

Division          JC

Book period       2102    (YYMM)

Dist division     JC
```

Accounts Payable – Part 1

After you have run option 260 on APMENU selection option 900

Then select option 7 to look at the spool file for your job APJ004P and hit enter

Scroll to the bottom of the screen or hit shift F6 to go to the bottom of the list

Put an 8 on the Opt line in front of the APJ004P job and hit enter

```
         * Other Menus *
300.  A/P Monthly            APMENU01
301.  A/P Parameter           APMENUD
302.  A/P Reorganization      APMENUR
900.  System Functions         SYMENU
OFF.  Sign Off
```

```
Select one of the following:

      * AS/400 Functions *
  5.  Send Message
  6.  Display Messages
  7.  Work Submitted Jobs
  8.  Work Output
  9.  Start Printer
 10.  End Printer
 11.  End Pass Through
 12.  Display Library List
OFF.  Sign Off
```

```
Opt  Job        User      Type    -----St
 _   EV60X      RADCUR2   BATCH   OUTQ
 _   WHH049MR   RADCUR2   BATCH   OUTQ
 _   WO85MR     RADCUR2   BATCH   OUTQ
 _   WO86MR     RADCUR2   BATCH   OUTQ
 _   PKG003MR   RADCUR2   BATCH   OUTQ
 _   APJ004P    ECS040C   BATCH   OUTQ
 _   APJ004P    ECS040C   BATCH   OUTQ
 8   APJ004P    ECS040C   BATCH   OUTQ
```

Accounts Payable – Part 1

Put a 5 on the Opt line in front of either the APJ004 report and hit enter.

The APJ004 is a list of purchase orders that have been received that are not eligible for Auto vouchering

- AUTO VOUCHERING – Green Screen

		Device or		
Opt	File	Queue	User Data	S
5	QSYSPRT	FRNPRT	APJ004	
_	QSYSPRT	FRNPRT	APJ006	
_	QPJOBLOG	QEZJOBLOG	APJ004P	


```
*...+....1....+....2....+....3....+....4....+....5....+....6....+....7....+...
Program:    APJ004                          FRONTIER 4.0 EC PROGRAM - V4.0 ECS0
Division:   JC                              RECEIVED PRODUCTS NOT ELIGIBLE FOR AUTO
PO #      REC #    REC DT   VND #   CONTRACT #            RECEIPT $          CONTRAC
  17634      1   06-14-17   JLC     NEKEA01                  350.00        105252000
  17636      1   06-14-17   JLC     NEKEA01                  350.00        105252000
  17639      1   06-14-17   JLC     NEKEA01                  350.00        105252000
  18356      1   07-12-17   JLC     NEKEA01                                105252000
  18370      1   07-12-17   JLC     NEKEA01                  150.00        105252000
```

Accounts Payable – Part 1

Put a 5 on the Opt line in front of the APJ006 report and hit enter.

The APJ006 reports shows the batch # created, the vendor, invoice #, PO # and received date

Accounts Payable – Part 1

Put a 5 on the Opt line in front of the APJ006 report and hit enter.

The APJ006 reports shows the batch # created, the vendor, invoice #, PO # and received date

• AUTO VOUCHERING – Green Screen

Accounts Payable – Part 1

The vouchers in this batch created by the auto vouchering will not be posted so you will have to go to either AP65 in green screen or your Process Accounts Payable in the UI

Open the batch

Make any adjustments to the vouchers if needed

Post the vouchers

Post the batch

- AUTO VOUCHERING
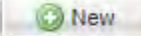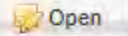

```
Batch number      218172
Amount            _____
Date               2/18/21
Division          JC
Dist division     JC
Maintained by     ECS040C
Fast checks       N
```


Batch Information

Batch Number [   ] 🔍

[New] [Open]

Batch #	User	Status	Date
7411	ECS040C	Locked	02/15/21
218172	ECS040C	Open	02/18/21

Recurring Invoices

Accounts Payable – Part 1

Recurring invoice can also be set up in both Green screen and in the UI

In Green screen go to APMENU and select option 67 and hit enter

In the selection screen you create your own Frequency Code. Examples of frequency codes are DAILY, WEEKLY, MONTHLY or anything you want

Enter the frequency code and hit enter

Accounts Payable – Part 1

Since you are just setting this up you will get a message at the bottom of the screen saying *No records to display

Just hit F9 to start adding the vendors you went to set up for recurring invoicing. Examples are phone bill, electric bill, rent, etc.

You can add lines for different Frequency codes all at the same time

- A/P RECURRING INVOICES – Green Screen

Accounts Payable – Part 1

In Frontier release 4.1 A/P Recurring invoices is now in the UI as well

Click on Accounts Payable

Then click on A/P Recurring invoices

Click Add New

Enter Div, Vendor #, invoice # account #, Freq code and invoice amount

Then click Save
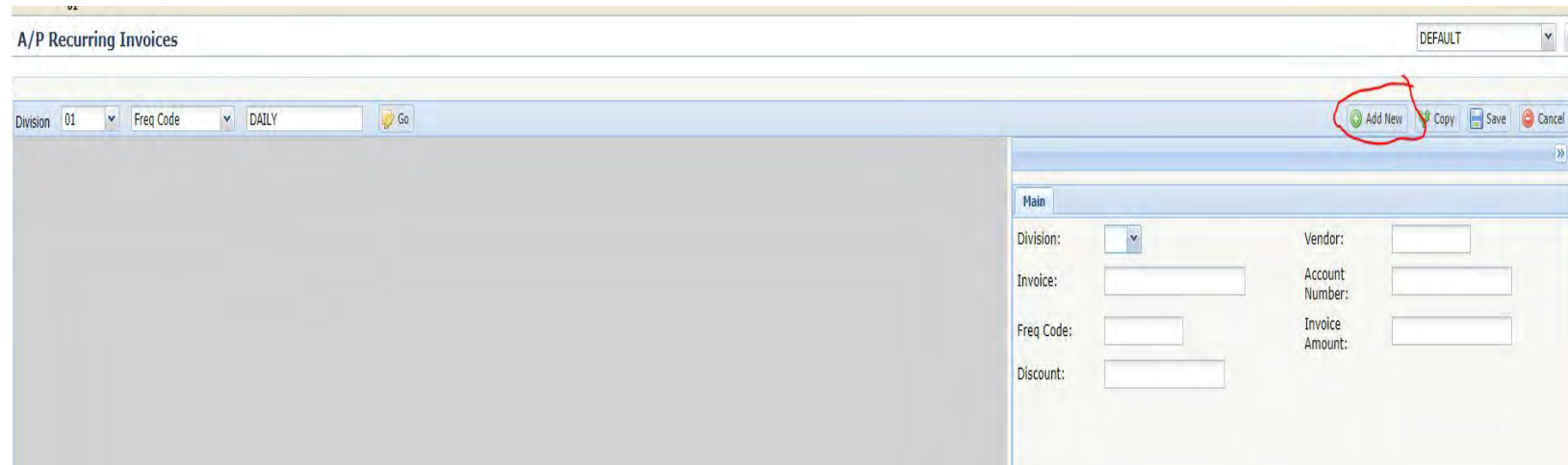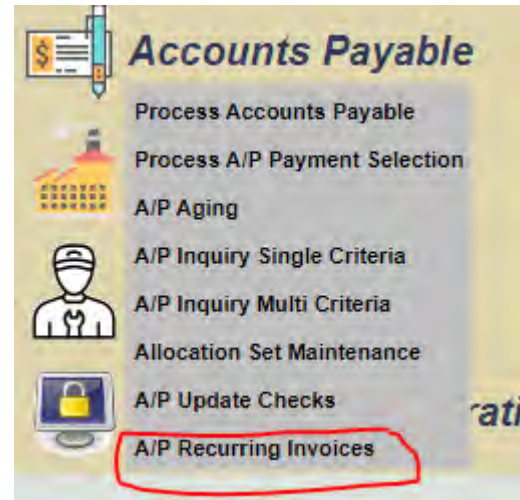
• A/P RECURRING INVOICES – UI Screen

Accounts Payable – Part 1

After you have set up your records it will look like this in the UI screen.

Click the check box in front of the vendor record you want to see the details that were set up

You can make changes and click Save

Do not check more than one box because if you do that the details will not display

Accounts Payable – Part 1

After you have set up all your frequency code records you are now ready to run your recurring invoices

Go to APMENU

Select option 240 – A/P Recurring Invoices – APJ500

Enter your division

The Frequency code you want to run

The book period

The invoice date

Hit enter and F3 to submit

- A/P RECURRING INVOICES – Green Screen

Accounts Payable – Part 1

After you have run option 260 on APMENU selection option 900

Then select option 7 to look at the spool file for your job APJ004P and hit enter

Scroll to the bottom of the screen or hit shift F6 to go to the bottom of the list

Put an 8 on the Opt line in front of the APJ500P job and hit enter

```
              * Other Menus *
300.  A/P Monthly              APMENU01
301.  A/P Parameter            APMENUD
302.  A/P Reorganization       APMENUR
900.  System Functions         SYMENU
OFF.  Sign Off
```

```
Select one of the following:

        * AS/400 Functions *
  5.  Send Message
  6.  Display Messages
  7.  Work Submitted Jobs
  8.  Work Output
  9.  Start Printer
 10.  End Printer
 11.  End Pass Through
 12.  Display Library List
OFF.  Sign Off
```

```
Submitted from . . . . . . . . . . :   *WRKSTN

Type options, press Enter.
  2=Change    3=Hold    4=End    5=Work with    6=R
  8=Work with spooled files

Opt   Job        User      Type      -----Stat
  _   WHH049MR   RADCUR2   BATCH     OUTQ
  _   WO85MR     RADCUR2   BATCH     OUTQ
  _   WO86MR     RADCUR2   BATCH     OUTQ
  _   PKG003MR   RADCUR2   BATCH     OUTQ
  _   APJ004P    ECS040C   BATCH     OUTQ
  _   APJ004P    ECS040C   BATCH     OUTQ
      APJ004P    ECS040C   BATCH     OUTQ
  8   APJ500P    ECS040C   BATCH     OUTQ
```

Accounts Payable – Part 1

Put a 5 on the Opt line for the APJ500 and hit enter

This will display the report giving you the batch # and showing all the vendor and invoices created for the month

Notice that it add the fiscal period to the end of the invoice # (2102) so you know which period this invoice was created for so be aware if you put in an invoice # that filled the entire line it will drop off the last 4 characters of the invoice # and replace with the period

- A/P RECURRING INVOICES – Green Screen

Accounts Payable – Part 1

The vouchers in this batch created by the AP Recurring Invoices program will not be posted so you will have to go to either AP65 in green screen or your Process Accounts Payable in the UI

Open the batch

Make any adjustments to the vouchers if needed

Post the vouchers

Post the batch

```
Batch number     218181
Amount           _____
Date              2/18/21
Division         JC
Dist division    JC
Maintained by    ECS040C
Fast checks      N
```

Division:	JC	Distribution Division:	JC

Apply Invoices

| Active Batch: | | Active Voucher: | | Invoice Balance: | | Applied Amount: | |

Settings

Batch Information

Batch Number [_____] 🔍

⊕ New   Open

Batch #	User	Status	Date	Amount	Balance	Lock User	Lock Date
7411	ECS040C	Locked	02/15/21	$0.00	$0.00	ECS040C	02/15/21
218172	ECS040C	Open	02/18/21	$150.00	$150.00		
218181	APJ500	Open	02/18/21	$18,384.40	$18,384.40		

Allocation Sets

Accounts Payable – Part 1

An allocation set is a division specific code that identifies a group of general ledger accounts to which AP batch allocates the vendor invoice amount during the vouchering process.

Set up in green screen by going to APMENU and selecting option 21.

Click in the Mode field and select Alt+F1 and it will display the options you can put in the Mode field.

Put a ? In the Allocation Set field to display allocation sets already set up for that division

- A/P ALLOCATION SETS – Green Screen


```
APMENU                          Accounts Pay
Select one of the following:
          * A/P File Maint/Inq *
   62.  A/P Unvouch/Vouch Receipts      AP62
   63.  A/P Payment Selection           AP63
   64.  A/P Inquiry                     AP64
   65.  A/P Batch Maintenance           AP65
   66.  A/P Check Void Maintenance      AP66
   67.  A/P Recurring Invoices          AP67
  68A.  A/P Partial Payments            AP68
          * Master File Maint/Inq *
    8.  Corp Vendor Master Maint        VM08
   10.  Vendor Master Maintenance       VM10
   12.  Vendor Master Inquiry           VM12
   21.  A/P Account Allocation Sets     AP21
   68.  Note Type Maintenance           NF68
   69.  Chart of Accounts               AC69
          * Daily Reports *
```

```
ECS033C        ACCOUNTS PAYABLE ALLOCATION SET MAINTENANCE         2/18/21
                                                                  11:36:48
Allocation set                    Description _____
Total value               .00  Total %        0

F GL account          Allocate value  Allocate % Account description




AP21  Div JC  Allocation Set _____    Mode __
F3=Exit  F6=Fold/unfold  F10=Menu Bar
```

```
MODE       HELP  _____
  Type one of the following modes:

  ADD -  add an allocation set
  CHG -  change an allocation set
  CPY -  copy an allocation set
  DEL -  delete an allocation set

  Leave this field blank to display an allocation set.
```

Accounts Payable – Part 1

Type the name you want for your allocation set in the Allocation Set field and put ADD in the mode and hit enter.

Enter a description

Enter your account numbers and put a value either in the Allocate value field or in the Allocate % field

The Allocate % field accepts or displays the percentage to be allocated when vouchering invoices. Example: to allocate 25 percent type 25 in the Allocate % field

- A/P ALLOCATION SETS – Green Screen

Accounts Payable – Part 1

After you have created your allocation set in AP21 you need to now add that allocation set to you vendor in the vendor master VM10

- A/P ALLOCATION SETS – Green Screen

Accounts Payable – Part 1

Set up data area AP25 on APMENUD option 38

- A/P ALLOCATION SETS – Green Screen


```
APMENUD                 Accounts Payable Parameter Menu              2/18/21
                                                                     11:49:19
Select one of the following:

 10. Last Date A/P Checks Wrtn APCHKD    34. A/P Default Price Tolerance AP06
 12. A/P Check Date & Stock    APDATE    36. A/P Check Output queue       AP09
 14. A/P Nbr Days For Pay Date APDAYS    38. A/P Auto Display Alloc Sets AP25
 16. A/P M/E Date/Book Period  APMEDT    40. A/P 1099 Minimum Amount      AP10
 18. A/P Check Register Submit APCHKR    42. A/P Next Batch Number      NXAPBT
 20. A/P Warehouse             APWH      44. A/P Dup Invoice Error Level AP14
 22. Last Chk Nbr & Print by CS  APO4    48. A/P 1099 File Path Maint    AP19
```

```
ECS033C            AUTOMATICALLY DISPLAY ALLOCATION SET             2/18/21
                                                                    11:51:34
   Use this screen to set the flag to allow for the automatic population of
   a voucher with the GL allocation set specified on the vendor.

   This will occur in AP65 when the 'enter' key is pressed when displaying
   an open voucher.

   Make required changes and PRESS ENTER.

   AP65 to automatically allocate GL sets   N    (Y or N)
```

```
SCFLAG   HELP  _____ Pg:  1    Ln:  2
  Type one of the following codes:

  N - do not automatically allocate invoices using the vendor's
      default allocation set

  Y - automatically allocate invoices using the vendor's default
      allocation set
```

Accounts Payable – Part 1

Now you are ready to use allocation sets in green screen.

Create a batch in AP65

Enter your vendor #, invoice #, invoice amt, invoice date and hit enter.

Type AA in the KW field and hit enter

This will autofill the account # and dollar amounts based on your allocate set

Make any adjustments needed and post the voucher

A/P ALLOCATION SETS – Green Screen

Accounts Payable – Part 1

If you do not have an allocation set list on your Vendor in VM10 you can just enter AA in the KW field and hit enter.

This brings up a popup screen with a list of existing allocation sets and you can choose the one you want by clicking on it or putting the name in the Set name field and hitting enter.

- A/P ALLOCATION SETS – Green Screen

Accounts Payable – Part 1

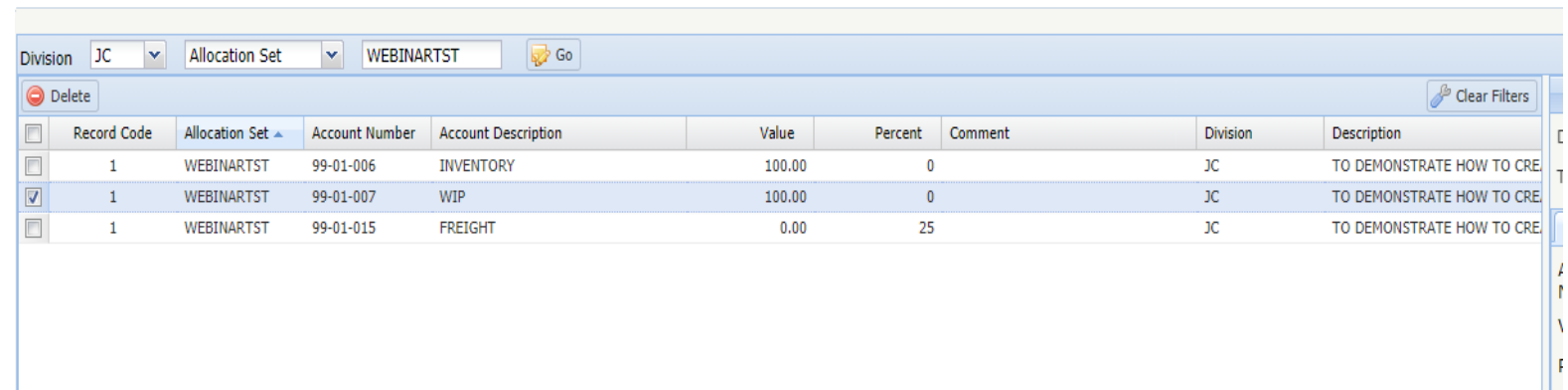To set up in the UI click on Accounts Payable

Click on Allocation Set Maintenance

Click Add New

- A/P ALLOCATION SETS – UI Screen

A/P ALLOCATION SETS – UI Screen

Accounts Payable – Part 1

To set up in the UI click on Accounts Payable

Click on Allocation Set Maintenance

Click Add New

Type in Division, Allocation set name, description, account #, either dollar value or percent and comment if desired and click Save

To add another account click Add New again and enter all the information and click Save
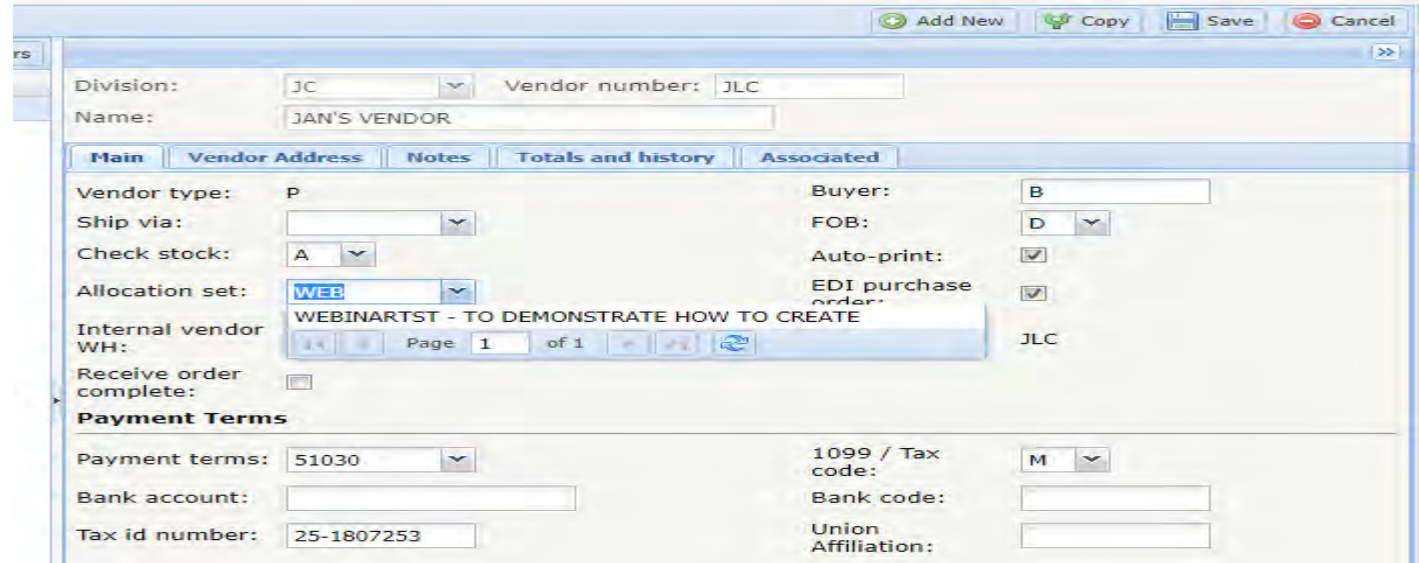
Accounts Payable – Part 1

To add the allocation set to your vendor click on Vendor

Then click on Division Vendor Maintenance

Enter your vendor and check the check box next to your vendor to bring up the details

Enter the allocation set name in the allocation set field and click Save

Accounts Payable – Part 1

Now you are ready to use your allocation set

Click on Accounts Payable

Click on Process Accounts Payable

Create a batch

Create a voucher for your vendor

You will see the allocation set name is populate as it is assigned to your vendor

Click Apply Allocation Set to populate the account info

Accounts Payable – Part 1

If you do not want to apply that allocation set or if you do not have an allocate set on you vendor in the Division Vendor Master Maintenance, you can select from the dropdown list.

- A/P ALLOCATION SETS – UI Screen

QUESTIONS?