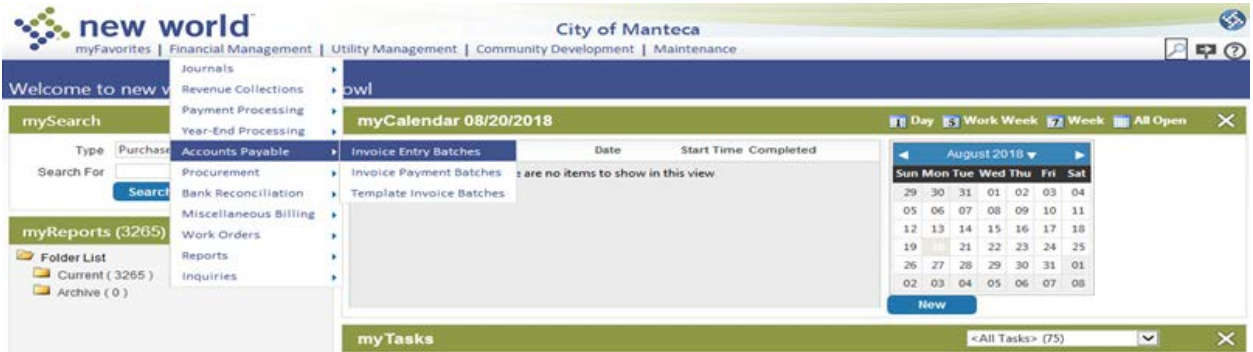


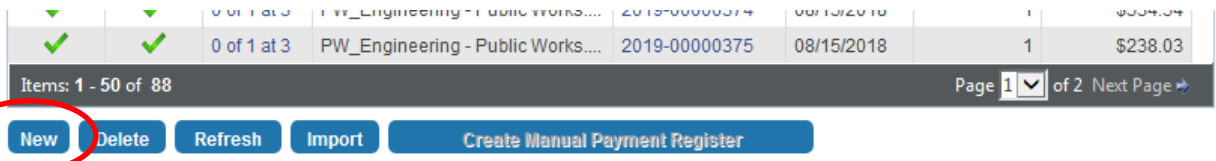
HOW TO PROCESS AN ACCOUNTS PAYABLE BATCH

- **CREATING THE PAYMENT BATCH**

- From the New World home screen, click on *Financial Management >Accounts Payable>Invoice Entry Batches*



- At the bottom left of the page, click the NEW Button



- To create the new batch, make sure the following defaults are populated:

- Department:** Should automatically populate
- Date:** Defaults to today's date (*Do not change this date*)
- Paying Bank:** Wells Fargo General Checking
- Click **SAVE**



- **INPUT THE INVOICES**

- On the left-hand side, click the second icon down called QUICK INVOICE. If you are unsure of the exact icon, the name of the icon will populate if you hover the mouse over the icon

- This is the screen where all of the invoice information needs to go. Fill in all required fields:
 - Department**: Choose the responsible department
 - Vendor**: Begin to type in the vendor name and choose from the drop down or type in the vendor number and it will populate for selection
 - Vendor Invoice**: Enter the Invoice Number
 - Description**: Enter an item description
 - Invoice Amount**: Enter the total invoice amount you are paying
 - Invoice Item**: Choose the appropriate invoice item
 - GL Account**: Type in the GL Expense Account
 - Invoice Date**: Enter the date listed on the invoice
 - Due Date**: Enter the due date listed on the invoice
 - GL Date**: This will automatically populate with today's date, and should never be changed
 - Paying Bank**: This should automatically populate (Wells Fargo General Checking)
 - Completes P.O. Item**: Make sure to check this box if this batch is closing out a purchase order that was input previously

- To find the ITEM, use the drop down to scroll through the items, or use the search icon to the right of the drop down . Make sure not to select any item with a 'Z' in the front – these are for Finance use only

Invoice Batch List
Invoice Batch - 2019-0000424

Quick Invoice Entry

Department: Finance - Finance

Purchase Order: []

Vendor: 10 - Amazon.com

Vendor Invoice: 1234

Description: Paper

Invoice Amount: \$100.00

Item: Office Supplies

Vendor Part Number: []

G/L Account: []

Contract: []

Completes P.O. Item:

Create New Asset:

Remittance: Amazon.com - Primary

Invoice Date: 08/20/2018

Due Date: 08/20/2018

G/L Date: 08/20/2018

Received Date: []

Paying Bank: 52840 - Wells Fargo General Checking

Hold Payment Reason: []

Manual Check:

Use Confirming EFT:

EFT G/L Date: []

Check Sort Code: []

Check Code: []

Save Save/New Reset

- Here is an example of what the screen looks like when the search icon is used:

new world ERP -- Webpage Dialog

Item Prompt

Item Number: []

Quick Code: []

Description: office

Commodity: []

Inventory Use: All

Asset Use: All

Verified Status: All

Contract Items Only:

Search Reset

Verified	Item Number	Description	Commodity
		Office Machines & Equipment	
		Office Supplies	

Cancel

- You can also use the search button to find the GL account, located to the right of the GL drop down

Invoice Batch List
Invoice Batch - 2019-00000424

Quick Invoice Entry

Department: Finance - Finance

Purchase Order: []

Vendor: 10 - Amazon.com

Vendor Invoice: 1234

Description: Paper

Invoice Amount: \$100.00

Item: Office Supplies

Vendor Part Number: []

GL Account: []

Contract: []

Completes P.O. Item:

Create New Asset:

Remittance: Amazon.com - Primary

Invoice Date: 08/20/2018

Due Date: 08/20/2018

G/L Date: 08/20/2018

Received Date: []

Paying Bank: 52840 - Wells Fargo General Checking

Hold Payment Reason: []

Manual Check:

Use Confirming EFT:

EFT G/L Date: []

Check Sort Code: []

Check Code: []

Save Save/New Reset

- The next screen is what comes up after clicking the Search icon. Input a description and uncheck all but the expense box and click SEARCH. All available GL account options will show. Click on the blue account number on the left, and it will populate it for you in the GL section

new world ERP -- Webpage Dialog

G/L Account Prompt

General

Organization Set: []

Account Number: []

Description: supplies

Budget Type: <All>

Level: []

Organizations

Fund: []

Department: 05 - Finance

Division: []

Program: []

Account Type

Asset:

Liability:

Fund Equity:

Revenue:

Expense:

Search Reset

G/L Account	Description	Quick Code	Transaction	Budget	Report	Account Type	Organization Description
100.05.00.150-6200.01	Supplies Office		✓	✓	✓	Expense	General Fund, Finance, Non Divisional, Fi
100.05.00.150-6200.01	Supplies Office		✓	✓	✓	Expense	General Fund, Finance, Non Divisional, R

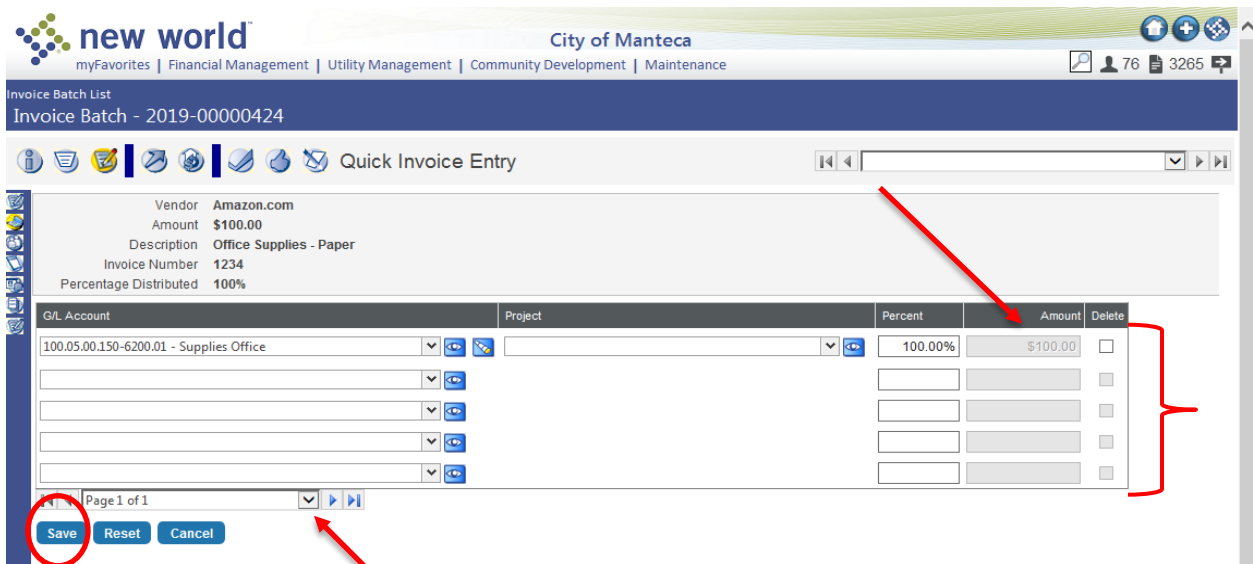
Current Page: 1 Total Number of Pages: 1 Total G/L Accounts: 2

Refresh < Prev Next >

- If multiple GL account numbers are needed, click the diamond icon to the right of the drop down arrow



- Enter the account without any dashes or decimals, and tab out of the box. The system will populate the entire account number and description for you. If you are unsure of the account number, choose the account you need using the search icon
- Enter a project number if it is associated with a project
- If you are processing by dollar amount instead of percentage, delete the percent amount in that box, and tab out of it. This will trigger the “Amount” column to open and you can then input dollars instead of percentages
- All other fields are optional
- If you need additional lines to enter more GL accounts, click the SAVE button, and wait for the screen to refresh (this may take a minute). Once it refreshes, use the dropdown on PAGE 1 OF 1 to select NEW PAGE, and input the remaining GL accounts



- When finished, click SAVE
- To enter another invoice in the same batch, click on the QUICK INVOICE ENTRY (left-hand side, second button down) icon, and a new invoice will populate for you
- If you are not in the multiple GL screen, click SAVE/NEW to input another invoice
- When finished inputting all invoices, ‘Breadcrumb’ back to the Invoice Batch List

Invoice Batch List
Invoice Batch - 2019-00000424

Quick Invoice Entry

Department: Finance - Finance

Purchase Order: []

Vendor: []

Vendor Invoice: []

Description: []

Invoice Amount: []

Item: []

Vendor Part Number: []

G/L Account: []

Contract: []

Completes P.O. Item:

Create New Asset:

Remittance: []

Invoice Date: 08/20/2018

Due Date: 08/20/2018

G/L Date: 08/20/2018

Received Date: []

Paying Bank: 52840 - Wells Fargo General Checking

Hold Payment Reason: []

Manual Check:

Use Confirming EFT:

EFT G/L Date: []

Check Sort Code: []

Check Code: []

Save Save/New Reset

- **VALIDATE THE BATCH**
- Once you have completed your batch, you can validate (you do not have to validate after each invoice is input)
- Click on the Validation Icon

Invoice Batch List

myTasks Validated Approvals Department Batch Number Batch Date Invoice Count Gross Invoice

myTasks	Validated	Approvals	Department	Batch Number	Batch Date	Invoice Count	Gross Invoice
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	0 of 1 at 3	CD - Community Development	2019-0000306	08/08/2018	24	\$102,050.87
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	0 of 1 at 3	CD - Community Development	2019-0000312	08/08/2018	9	\$1,454.78

- Check the box associated with your batch that needs to be validated
- Click SUBMIT

Invoice Batch Validation

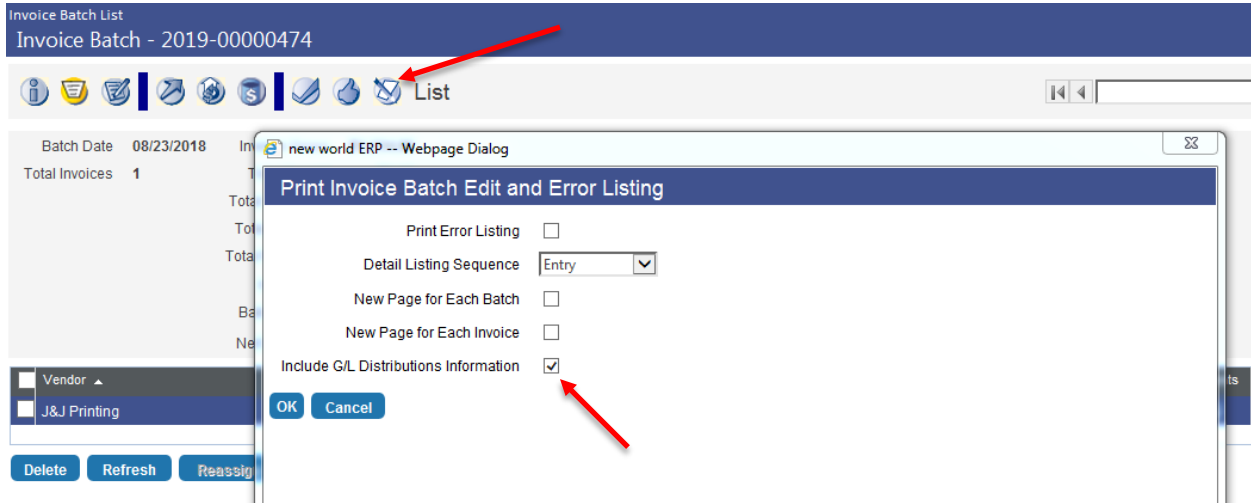
Validation

<input type="checkbox"/>	City Clerk - City Clerk	2019-0000406	08/16/2018	1	\$63.47
<input type="checkbox"/>	City Clerk - City Clerk	2019-0000407	08/16/2018		
<input type="checkbox"/>	City Manager - City Manager	2018-00003900	06/30/2018	1	\$280.00
<input type="checkbox"/>	City Manager - City Manager	2019-0000400	08/16/2018	2	\$8,304.92
<input type="checkbox"/>	Finance - Finance	2019-0000336	08/10/2018	11	\$2,619.75
<input type="checkbox"/>	Finance - Finance	2019-0000353	08/13/2018	7	\$12,303.59
<input type="checkbox"/>	Finance - Finance	2019-0000410	08/16/2018	27	\$345,005.68
<input type="checkbox"/>	Finance - Finance	2019-0000422	08/20/2018	2	\$750.48
<input type="checkbox"/>	Finance - Finance	2019-0000423	08/20/2018	2	\$12,441.26
<input checked="" type="checkbox"/>	Finance - Finance	2019-0000424	08/20/2018	1	\$100.00
<input type="checkbox"/>	Finance - Finance	2019-0000425	08/20/2018	12	\$6,374.24
<input type="checkbox"/>	Human Resources - Human Resources	2019-0000337	08/10/2018	1	\$163.08
<input type="checkbox"/>	Human Resources - Human Resources	2019-0000338	08/10/2018	1	\$906.00
<input type="checkbox"/>	Human Resources - Human Resources	2019-0000340	08/10/2018	1	\$1,200.00

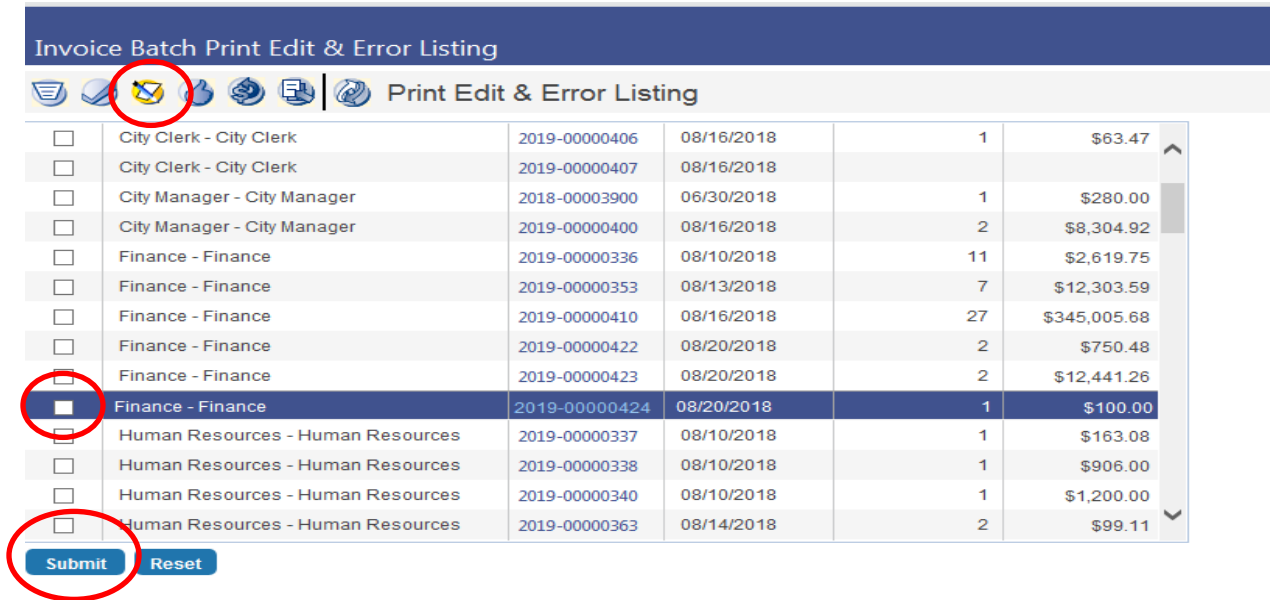
Submit Reset

- **PRINT EDIT & ERROR LISTING**

- If it is the first time printing this report, you will need to set the system up to default printing GL accounts for you. To set this up, click on the Print Invoice Batch Edit & Error Listing icon, and check the “Include G/L Distributions Information” box. Click OK to go back to the last screen
- You will only need to do this step one time – it will save this setting for future batches



- Check the box next to the batch to be printed
- Click SUBMIT



- To print the report created, go to your reports in the upper right-hand corner, and select the report titled “Accounts Payable Edit Listing”

Invoice Batch List > Invoice Batch > Quick Invoice myReports

Report 1 - 50 (647)

Reports for Amber Shipman

- Accounts Payable Payment Post Listing
- Accounts Payable Payment Post Listing
- Accounts Payable Payment Post Listing
- Accounts Payable Payment Post Listing

- Make sure the GL account numbers printed on the report. This is the report that Finance uses to audit each batch
- Group all invoices and invoice back-up in the order they were put into that batch, and place the Edit & Error Listing on the very top

• **APPROVALS**

- Click on the Approval Icon
- Check the box next to the batch that needs to be approved
- Click SUBMIT

Invoice Batch Approval

Approval

<input type="checkbox"/>	Finance - Finance	2019-00000423	08/20/2018	2	\$12,441.26
<input checked="" type="checkbox"/>	Finance - Finance	2019-00000424	08/20/2018	1	\$100.00
<input type="checkbox"/>	Finance - Finance	2019-00000425	08/20/2018	12	\$6,374.24
<input type="checkbox"/>	City Clerk - City Clerk	2018-00003901	06/28/2018	1	\$63.47
<input type="checkbox"/>	City Clerk - City Clerk	2019-00000384	08/15/2018	1	\$348.90
<input type="checkbox"/>	City Clerk - City Clerk	2019-00000406	08/16/2018	1	\$63.47
<input type="checkbox"/>	City Manager - City Manager	2018-00003900	06/30/2018	1	\$280.00
<input type="checkbox"/>	City Manager - City Manager	2019-00000400	08/16/2018	2	\$8,304.92
<input type="checkbox"/>	CD - Community Development	2019-00000306	08/08/2018	24	\$102,050.87
<input type="checkbox"/>	CD - Community Development	2019-00000312	08/08/2018	9	\$1,454.78
<input type="checkbox"/>	IT - Information Technology	2019-00000341	08/10/2018	1	\$10,666.12
<input type="checkbox"/>	IT - Information Technology	2019-00000342	08/10/2018	1	\$23,358.35
<input type="checkbox"/>	IT - Information Technology	2019-00000385	08/15/2018	1	\$5,936.01
<input type="checkbox"/>	Police - Police	2019-00000299	08/07/2018	7	\$7,232.21

Submit Reset

• ***QUICK TIP – You can validate, approve, and print when in your batch!***