IRIS 10 — Accounts Payable

User manual

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1. Payables: approve, release and export
2. Payable transactions: void, duplicate and reassign
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Payables: approve, release and export

Overview

Use the Payable Entry Screen to approve vendor invoices, print the Payable Entry Report, release approved payments and export payables to ARS Invoice Entry.

This page covers how to:

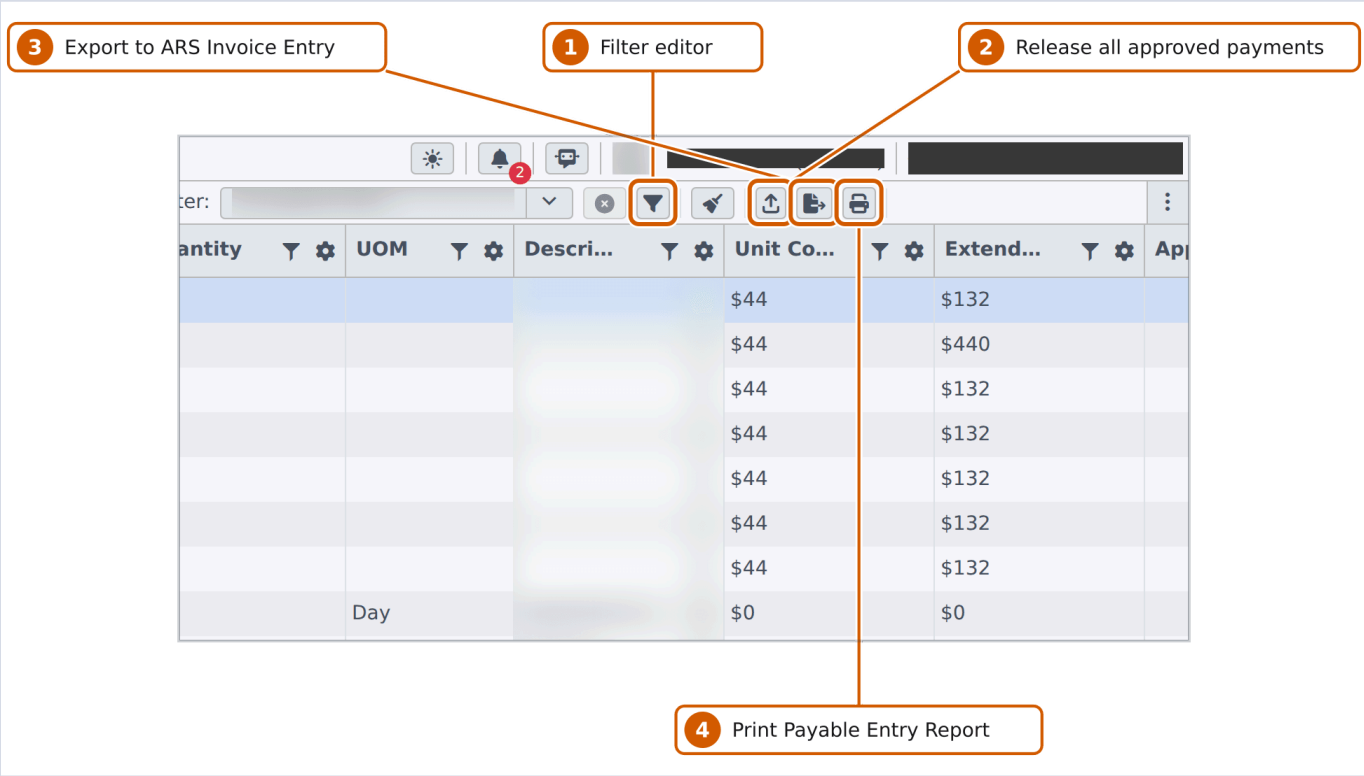
- Approve or unapprove one payable with its **Approved** switch, or every payable in the current filter with **Approve All** and **Unapprove All**.
- Print the Payable Entry Report for the payables in the current filter before you pay them.
- Release all approved payments in the current filter with a **Payment Date** and the user rules you want checked.
- Read what a release creates and why some payables stay on the screen.
- Export selected payables to ARS Invoice Entry for billing.

> **Important: Approve All**, **Unapprove All**, **Release all approved payments** and **Print Payable Entry Report** act on every payable that matches the current filter, not only the selected rows or the rows on screen. Filter the grid first.

Before you begin

- Sign in to IRIS10 and open the Payable Entry Screen in the Accounts Payable portal.
- Make sure you have security level **1 - Read Only** or higher on the Payable Entry Screen to release approved payments. You need **4 - Can Post** for **Approve All**, **Unapprove All**, **Export to ARS Invoice Entry** and **Print Payable Entry Report**. Administrators grant these levels as described in Security Administration: access levels by user.
- Know how to filter the grid. See Grid filters.
- To select rows for export, see Data grid overview and basics.

Procedure



The Payable Entry Screen toolbar. Filter the grid first, then release, export or print.

1. **Filter editor** — Filter to the payables you want to act on.
2. **Release all approved payments**
3. **Export to ARS Invoice Entry** — Uses the selected rows.
4. **Print Payable Entry Report**

Approve or unapprove a single payable

1. Open the Payable Entry Screen and find the payable row. Filter the grid if needed.

   The grid lists payables with columns such as **Vendor**, **Invoice Number**, **Invoice Date**, **Unit Cost**, **Extended Cost** and **Approved**.
2. Turn the **Approved** switch on that row on to approve the payable, or off to unapprove it.

   The change saves as soon as you switch it. There is no prompt and no Save step. The grid refreshes when the record is updated. If something goes wrong, a message appears instead.

   > **Note:** Saving the switch also depends on your security level for this screen.

Approve or unapprove every payable in the current filter

1. Filter the grid so it shows only the payables you want to change.

   Only the payables you want to approve or unapprove match the filter.

2. Click the **Approve All** toolbar button (tooltip "Click to approve all invoices."), or choose **Options** > **Approve All**.

   A confirmation appears: "Attention: Confirm the approval of all records?" with **Yes** and **No** buttons.

   > **Note:** This action requires security level **4 - Can Post**.

   > **Note:** To unapprove, click the **Unapprove All** toolbar button (tooltip "Click to unapprove all invoices.") or choose **Options** > **Unapprove All** instead. The confirmation reads "Attention: Confirm the unapproval of all records?"

3. Click **Yes** to apply the change.

   Every payable matching the current filter is approved (or unapproved), not only the rows on screen or the selected rows. The grid refreshes when at least one record changed.

   > **Note:** To stop without changing anything, click **No**.

Print the Payable Entry Report

1. Filter the grid to the payables you want on the report.

   The grid shows the payables you want to report on.
2. Click **Print Payable Entry Report** on the toolbar (tooltip "Click to print the payable entry report"), or choose **Options** > **Print Payable Entry Report**.

   The **Payment Date** window opens with a date picker and **Ok** and **Cancel** buttons.

   > **Note:** This action requires security level **4 - Can Post**.

3. Choose the date to show on the report. It defaults to today.
4. Click **Ok**.

   IRIS10 builds the report for the payables in the current filter using the date you entered.
5. Review the report, then close the preview.

   The preview closes. Printing does not prompt you to release and changes no data.

Release all approved payments

1. Filter the grid so that only the payables you intend to pay match the filter.

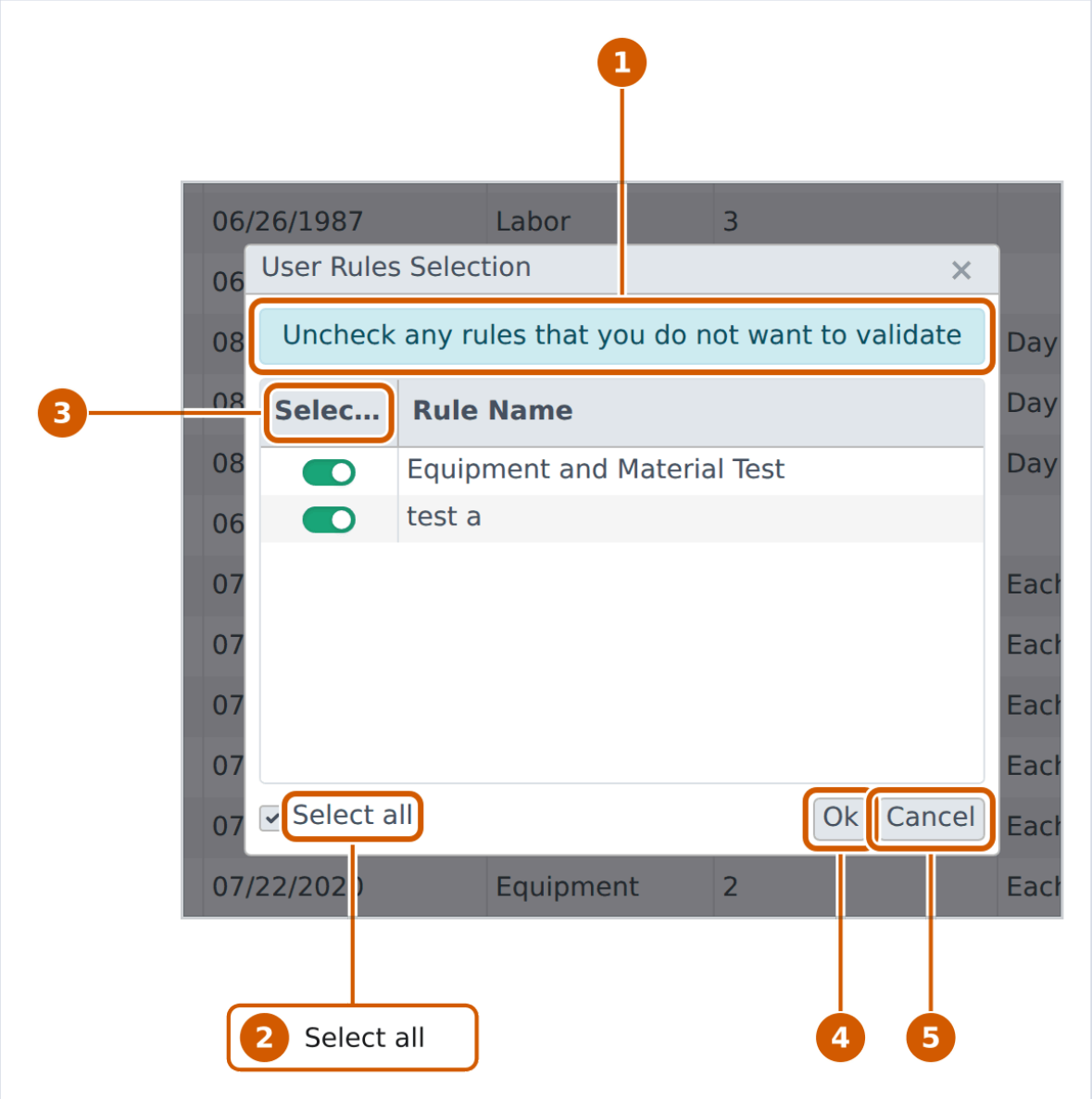
   Release acts on every approved payable that matches the current filter.
2. Make sure each payable to be paid has its **Approved** switch on, and that payables you are not paying yet have it off.

   Only approved payables can be released.
3. Click **Release all approved payments** on the toolbar (tooltip "Click to release all approved payments."), or choose **Options** > **Release All Approved Payments**.

   The **User Rules Selection** window opens with the instruction "Uncheck any rules that you do not want to validate", a rule list with **Selected** and **Rule Name** columns, a **Select all**

checkbox, and **Ok** and **Cancel** buttons.

> **Note:** This action requires security level **1 - Read Only**.



Release all approved payments opens User Rules Selection first. Uncheck any rules you do not want to validate.

1. **Instruction**
2. **Select all**
3. **Selected / Rule Name columns**
4. **Ok**
5. **Cancel**

4. Turn off the **Selected** switch for each rule you do not want checked during this release. The rules left checked are used to validate the payables.
5. To check or clear every rule at once, use **Select all**.

Select all starts out checked.

6. Click **Ok** (tooltip "Use the selected rules for posting and validation.").

   If no payable is approved, "Attention: There are no approved records present. Approve record(s) and try again." appears and the release stops. Otherwise "Attention: Confirm the release of all approved payments?" appears with **Yes** and **No** buttons.

   > **Note:** To stop, click **Cancel** (tooltip "Cancel the current posting operation.") or close the window instead. If you close the window, "Posting canceled." appears and nothing is released.

7. Click **Yes** to continue.

   The **Payment Date** window opens with "Enter payment date.", a date picker set to today, and **Ok** and **Cancel** buttons.

   > **Note:** To stop without changes, click **No**.

8. Enter the **Payment Date**.

   IRIS10 records this date on the released payable transactions.

9. Click **Ok** to continue the release.

   A loading indicator shows.

   > **Note:** To close the window without releasing, click **Cancel**.

10. Read the result.

    On success the grid reloads and "Payment released successfully." appears. A technical failure shows "Failed to release payment due to a technical error. An email has been sent to support." IRIS10 also sends you a Payment release notification with the result. See Notifications.

11. If posting errors are listed, review them in the **Posting Messages** window and fix the payables named there.

    The **Posting Messages** window lists each error by task date, vendor name, invoice number and error message.

Export payables to ARS Invoice Entry

1. Select the payable rows you want to export. Click a plain text cell, not the **Approved** switch.

   Export acts only on the selected rows.

2. Click **Export to ARS Invoice Entry** on the toolbar (tooltip "Click to Export ARS Invoice Entry"), or choose **Options** > **Export to ARS Invoice Entry**.

   If no rows are selected, "Please select grid rows before exporting records." appears. Otherwise a window titled **Export to APS** opens with **Customer** and **Organization** drop-downs and **Export** and **Cancel** buttons.

   > **Note:** This action requires security level **4 - Can Post**.

3. Choose the **Customer** to bill (placeholder "Select a customer").

   You can type in the drop-down to search.
4. Choose the **Organization** (placeholder "Select a organization").
5. Click **Export**.

   If **Customer** or **Organization** is missing, "Please select a customer and organization." appears and nothing is exported. Otherwise valid payables become ARS invoice approval records for that customer and organization.

   > **Note:** To close the window without exporting, click **Cancel**.
6. Read the result message and check the highlighted rows.

   The grid reloads and shows "{n} record(s) were exported to ARS." or "No records were exported to ARS. Any records with errors will be highlighted on the grid." Rows that failed are highlighted as errors and keep the reason as their error message. Exported rows are highlighted as successful, stay on the Payable Entry Screen and are marked **Post To AR**.

Reference

Toolbar buttons and Options menu items

TOOLBAR BUTTON (TOOLTIP)	OPTIONS MENU ITEM	SECURITY LEVEL	ACTS ON
Release all approved payments (Click to release all approved payments.)	**Release All Approved Payments**	1 - Read Only	Every approved payable matching the current filter
Approve All (Click to approve all invoices.)	**Approve All**	4 - Can Post	Every payable matching the current filter
Unapprove All (Click to unapprove all invoices.)	**Unapprove All**	4 - Can Post	Every payable matching the current filter
Print Payable Entry Report (Click to print the payable entry report)	**Print Payable Entry Report**	4 - Can Post	Payables matching the current filter; changes no data
Export to ARS Invoice Entry (Click to Export ARS Invoice Entry)	**Export to ARS Invoice Entry**	4 - Can Post	Selected rows only

Release checks that keep a payable from being released

CONDITION	MESSAGE ON THE PAYABLE	WHAT TO DO
Post To CAS is on and Task Date is empty	Missing Task Date: Task Date must be entered to post to CAS	Enter the Task Date, then release again
Post To CAS is on and Activity is empty	Missing Activity: Activity must be entered to post to CAS	Enter the Activity, then release again

CONDITION	MESSAGE ON THE PAYABLE	WHAT TO DO
The same vendor and invoice number were already released and not voided	A duplicate invoice error	Check for a duplicate payable; void the earlier transaction only if it was wrong
The payable breaks a user rule selected in **User Rules Selection**	The rule name	Correct the payable, or uncheck the rule if it should not apply
The payable is not approved	Not released; stays on the screen	Turn on **Approved** if it should be paid

For how user rules are set up, see Timecard rules.

What a release creates

RESULT	DETAILS
Payable transaction	Each released payable becomes a payable transaction with a batch number, the vendor's check number, the **Payment Date** you entered and a release date of now. See Payable transactions: void, duplicate and reassign.
Check numbers	One check number per vendor, so all of a vendor's payables in the run share it
Cost Accounting transaction	Created when **Post To CAS** is on, dated by Task Date and described as "Vendor name - description". Bill rate is the unit cost only on billable projects, otherwise 0. See Transactions: void, reinstate and export.
Inventory receipt	When **Post To Inventory** is on and an Inventory Location is set, stock is received as "Accounts Payable Receipt" (or "Accounts Payable Return" for a negative quantity). Lines without an Inventory Location move no stock. See Posting inventory.
Budget balances	Expenditure budget detail balances are recalculated. See Expenditure budgets.
Payable Entry Screen	IRIS10 removes released payables from the screen. Unapproved payables stay.

Export to ARS Invoice Entry messages

MESSAGE	MEANING
Please select grid rows before exporting records.	No rows were selected
Please select a customer and organization.	**Customer** or **Organization** was left empty
APS Invoice already exported to AR	The payable was exported before
Task Date is null	The payable has no Task Date
Quantity is null	The payable has no Quantity
Not associated with a billable project	The payable's project is not billable
{n} record(s) were exported to ARS.	Export succeeded for n payables
No records were exported to ARS. Any records with errors will be highlighted on the grid.	Nothing was exported; check the highlighted rows

Fields on exported ARS invoice approval records

ARS FIELD	COMES FROM
Customer and organization	The values chosen in the export window
Date of service	The payable's Task Date
Bill rate	The payable's Unit Cost
Description	The payable's description, or "Missing Description" if empty

Exported payables arrive in ARS Invoice Entry for approval and issue. See Invoice entry: approve and issue.

Terms

- **Approved**: Switch on each payable row. A payable must be approved before it can be released. Switching it saves immediately.
- **Post To CAS**: When on, releasing the payable also creates a Cost Accounting transaction. Task Date and Activity are then required.
- **Post To Inventory**: When on and an Inventory Location is set, releasing the payable receives (or returns) stock at that location.
- **Post To AR**: Read-only flag set when the payable has been exported to ARS Invoice Entry.
- **User Rules Selection**: Window that opens first when you release. It lists user rules with a **Selected** switch so you can choose which rules validate the release.
- **Payment Date**: Window and date used for release (recorded on the payable transactions) and for the Payable Entry Report. It defaults to today.
- **Posting Messages**: Window listing release errors by task date, vendor name, invoice number and error message.
- **Extended Cost**: Read-only amount calculated from the payable's quantity and unit cost.

Tips and notes

> **Important: Approve All**, **Unapprove All**, **Release all approved payments** and **Print Payable Entry Report** act on every payable that matches the current filter, not only the selected rows or the rows on screen. Filter the grid first.

> **Important:** The **Approved** switch saves as soon as you switch it. There is no prompt and no Save step, so switch carefully.

> **Note: Export to ARS Invoice Entry** is different from the other actions: it uses only the rows you select.

> **Note:** All of a vendor's payables released in the same run share one check number.

Note: Released payables leave the Payable Entry Screen and appear as payable transactions. Exported payables stay on the Payable Entry Screen and are marked **Post To AR**. You cannot edit **Post To AR**.

Tip: IRIS10 skips incomplete user rules during release validation. Check the rule set-up if a rule you expected was not applied.

Tip: Closing the report preview after **Print Payable Entry Report** never starts a release, so you can use the report to review payables before you pay them.

Note: The export window is titled **Export to APS** even though it exports to ARS Invoice Entry.

Tip: To show hidden grid columns, see Grid configurations.

Related topics

- Grid filters
- Notifications
- Payable transactions: void, duplicate and reassign
- Expenditure budgets
- Invoice entry: approve and issue
- Transactions: void, reinstate and export
- Posting inventory
- Timecard rules
- Security Administration: access levels by user
- Grid configurations
- Data grid overview and basics

Payable transactions: void, duplicate and reassign

Overview

The **Payable Transaction** screen lists released Payable Transactions. Rows are sorted by **Invoice Date**, newest first, and you can select more than one row.

From this screen you can:

- Find released Payable Transactions.
- Print the invoice for a selected transaction.
- Copy transactions back to the Payable screen as new, unapproved payables.
- Change the organization on selected transactions with Reassign Organization.
- Void transactions, or Reinstate them to the Payable screen, including whole-invoice handling.

The toolbar has four actions: **Re-assign organization**, **Duplicate rows to payable entry screen**, **Void payable transaction record(s)** and **Print invoice**. Each action also has an **Options** menu item. See Reference.

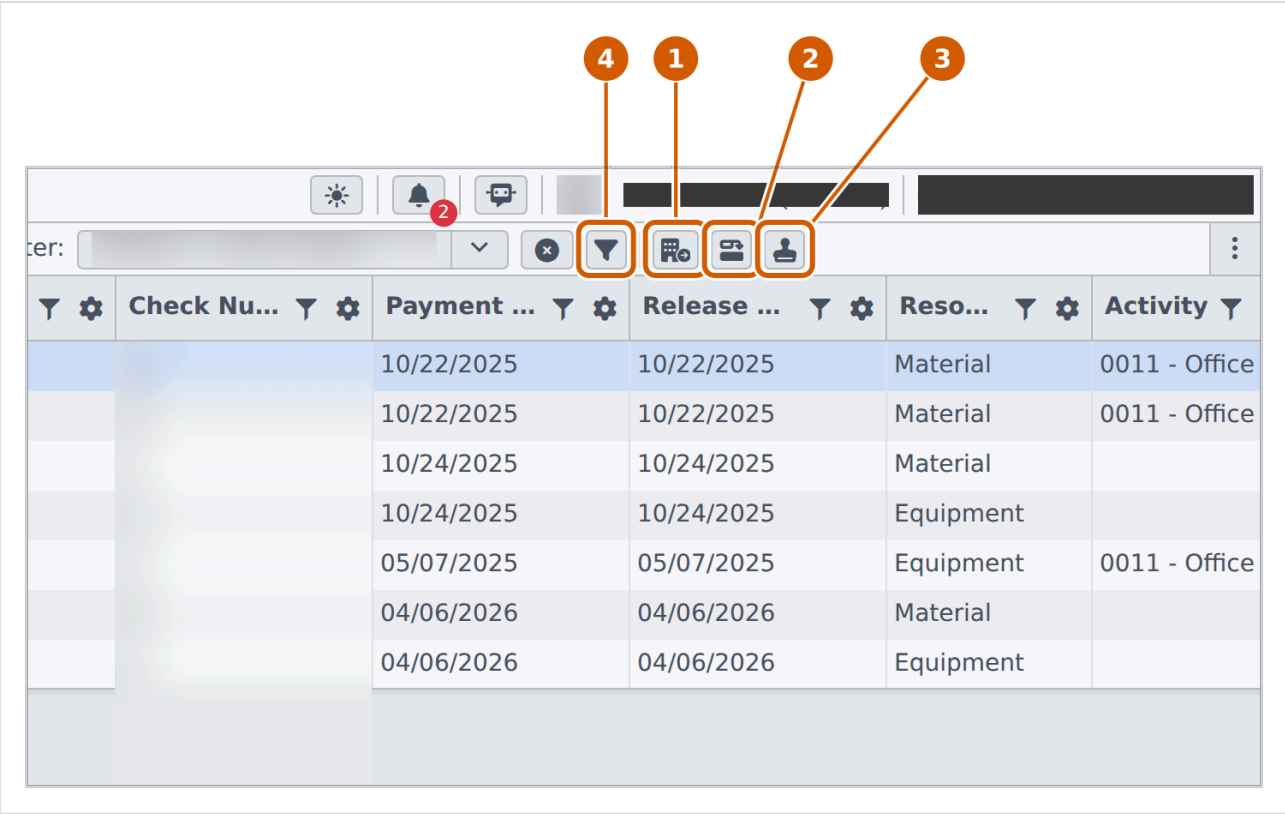
Before you begin

- Sign in to IRIS10.
- Make sure you have access level 4 on the Payable Transaction screen to use the toolbar actions. See Security Administration: access levels by user.
- Know how to select rows, use filters and use grid configurations. See Data grid overview and basics.

Procedure

Find Payable Transactions

1. Open the **Payable Transaction** screen (the browser shows the path `/aps/transact`).
   The grid opens with its toolbar. Rows are sorted by **Invoice Date**, newest first.



The Payable Transaction screen and its toolbar.

1. Re-assign organization
2. Duplicate rows to payable entry screen
3. Void payable transaction record(s)
4. Filter editor

2. To narrow the list, click **Filter editor** on the toolbar and build a filter, for example on **Invoice Number** or **Vendor**. For more about filters, see Grid filters.

   The grid shows only matching rows.
3. To remove the filter, click **Clear filter**.

   The grid shows all rows again.
4. Select the rows you want to work with. You can select more than one row.

   The rows are highlighted as selected.

Print an invoice

1. Select a row that belongs to the invoice you want to print.

   If no row is selected, IRIS10 shows "Please select an invoice to print."
2. Click **Print invoice** on the toolbar. If the button is not shown, look in the toolbar's overflow menu.

   The APS Invoice Report is produced for that row's invoice number. If you selected several rows, IRIS10 uses only the first selected row. No data changes.

> **Note:** This action requires access level 4 on Payable Transaction. You can also choose **Options** > **Print Selected Invoice**.

Duplicate transactions to payable entry

1. Select the transaction rows to copy.

   If nothing is selected, IRIS10 shows "Please select records to duplicate to payable entry."
2. Click **Duplicate rows to payable entry screen** on the toolbar.

   IRIS10 asks "Are you sure you want to duplicate the selected records(s) in the payable entry screen?" with **Yes** and **No**.

   > **Note:** The toolbar button requires access level 4 on Payable Transaction. You can also choose **Options** > **Duplicate Selected Row(s) in Payable Entry Screen**.
3. Click **Yes** to copy the rows.

   "Records have been copied to payable entry." appears. IRIS10 adds new, unapproved rows to the Payable screen. The original transactions do not change, and this grid does not reload.

   > **Note:** Click **No** to stop.
4. Open the Payable screen. See Payables: approve, release and export.

   The new rows appear on the Payable screen.
5. Approve the new rows on the Payable screen.

   The rows are approved again there.

Re-assign the organization

1. Select the transaction rows whose organization you want to change.

   If nothing is selected, IRIS10 shows "Please select records to reassign their organization."
2. Click **Re-assign organization** on the toolbar.

   IRIS10 asks "Are you sure you want to change the Organization for these N rows?" with **Yes** and **No**.

   > **Note:** This action requires access level 4 on Payable Transaction. You can also choose **Options** > **Reassign Organization**.
3. Click **Yes**.

   The **Reassign Organization** window opens.
4. In the list ("Select an organization..."), type part of the name and choose the new organization. For the organizations offered, see Units of measure, fiscal years and organizations.

   The organization is shown in the list.
5. Click **Ok**.

"Records have been reassigned." appears and the grid reloads. Only the organization of the selected rows changes. If you did not choose a valid organization, "Invalid organization selected. Please try again." appears and nothing changes.

> **Note:** Click **Cancel** to close the window without changes.

Void or Reinstate transactions

> **Important:** The prompt in step 2 has no cancel. Both **Reinstate** and **Void** act on your selection. Check your selection before you continue.

1. Select the transaction rows to Void or Reinstate, and check the selection carefully before continuing.

   If nothing is selected, IRIS10 shows "You must first select records to void."
2. Click **Void payable transaction record(s)** on the toolbar.

   IRIS10 asks "Do you want to reinstate these records?" with the buttons **Reinstate** and **Void**. There is no cancel button: both buttons act.

   > **Note:** This action requires access level 4 on Payable Transaction. You can also choose **Options** > **Void Records**.
3. Click **Reinstate** to return the lines to the Payable screen.

   If you selected every line of each affected invoice, the action completes (see step 6). Reinstated lines appear on the Payable screen as new, unapproved payables.

   > **Note:** Click **Void** instead to remove the lines. The same result applies when you selected every line of each affected invoice.
4. If your selection left out other lines of the same invoice, review the **Confirm Void - Affected Records** window.

   The window lists all line items of the affected invoices (up to 25 invoices), grouped by invoice number. The **Included By** column shows "Your selection" or "The split". The alert explains how many additional line items, and their total, share these invoices, and that the whole invoice must Void or Reinstate together. You can export the list to Excel from the window's toolbar.
5. Click **Void Entire Invoice(s)** (or **Reinstate Entire Invoice(s)**) to include the whole invoice.

   IRIS10 adds the missing line items of the same invoices and runs the action.

   > **Note:** Click **Cancel** to stop. Cancel makes no change.
6. Read the completion message.

   The message reads "Voiding Complete on N records" (Void) or "Voiding Complete, N records are reinstated" (Reinstate). When IRIS10 added whole-invoice lines, the message continues "(M additional line item(s) from the same invoice(s) were included)". The grid reloads.

Reference

Payable Transaction actions

TOOLBAR BUTTON	TOOLTIP	OPTIONS MENU ITEM	WHAT IT DOES
Re-assign organization	Click to reassign organization.	**Reassign Organization**	Changes only the organization of the selected rows.
Duplicate rows to payable entry screen	Click to duplicate rows to the payable entry screen.	**Duplicate Selected Row(s) in Payable Entry Screen**	Copies selected rows to the Payable screen as new, unapproved rows; originals stay.
Void payable transaction record(s)	Click to void payable transaction record(s).	**Void Records**	Voids the selected rows, or Reinstates them to the Payable screen.
Print invoice	Click to print the selected invoice.	**Print Selected Invoice**	Prints the APS Invoice Report for the first selected row's invoice; no data changes.

What Void and Reinstate change

AREA	EFFECT
Payable Transaction lines	Void removes them. Reinstate removes them here and returns them to the Payable screen as new, unapproved payables.
Cost Accounting transactions	IRIS10 removes the matching transactions and records them in audit history. See Transactions: void, reinstate and export.
Inventory	For lines posted to inventory with an inventory location, IRIS10 reverses the inventory receipt. See Posting inventory.
Budgets	IRIS10 recalculates budget balances from the remaining (non-voided) Payable Transactions. See Expenditure budgets.
Invoices	All line items of an invoice Void or Reinstate together.

Confirm Void - Affected Records columns

COLUMN	MEANING
Included By	"Your selection" for rows you selected; "The split" for other lines of the same invoice
Vendor	Vendor of the line
Invoice Date	Invoice date
Resource Type	Resource type of the line
Description	Line description
Quantity	Quantity
Unit Cost	Unit cost
Extended Cost	Extended cost

Messages

MESSAGE	MEANING / WHAT TO DO
Please select an invoice to print.	Select a row, then print.
Please select records to duplicate to payable entry.	Select rows, then duplicate.
Records have been copied to payable entry.	Duplicate succeeded; check the Payable screen.
Please select records to reassign their organization.	Select rows first.
Invalid organization selected. Please try again.	Choose an organization from the list, then click **Ok**.
Records have been reassigned.	Reassign succeeded.
You must first select records to void.	Select rows first.
No records were supplied to void.	No rows reached the Void; select rows and try again.
Your session has expired. Refresh the page and sign in again before voiding records.	Refresh the page and sign in again.
Invoice(s) X have additional line items that were not selected. Do you want to void\	reinstate the entire invoice(s)?
Voiding Complete on N records / Voiding Complete, N records are reinstated	Void or Reinstate succeeded.

Tips and notes

Important: The Void prompt has no cancel: both **Reinstate** and **Void** act on your selection. Check the selected rows before clicking **Void payable transaction record(s)**.

Important: Void and Reinstate also remove the matching Cost Accounting transactions, reverse posted inventory receipts and recalculate budget balances.

Note: An invoice voids or reinstates as a whole. If you select only some of its lines, IRIS10 shows the other lines so you can confirm the whole invoice or cancel.

Note: Reinstated and duplicated rows arrive on the Payable screen unapproved. You must approve them again there.

Tip: Print invoice uses only the first selected row. Select one row per invoice you want to print.

Tip: If a toolbar button is not visible, look in the toolbar's overflow (more) menu. The same actions are also on the **Options** menu.

Related topics

- Payables: approve, release and export
- Transactions: void, reinstate and export
- Posting inventory
- Expenditure budgets
- Grid filters
- Data grid overview and basics
- Security Administration: access levels by user
- Units of measure, fiscal years and organizations

Expenditure budgets

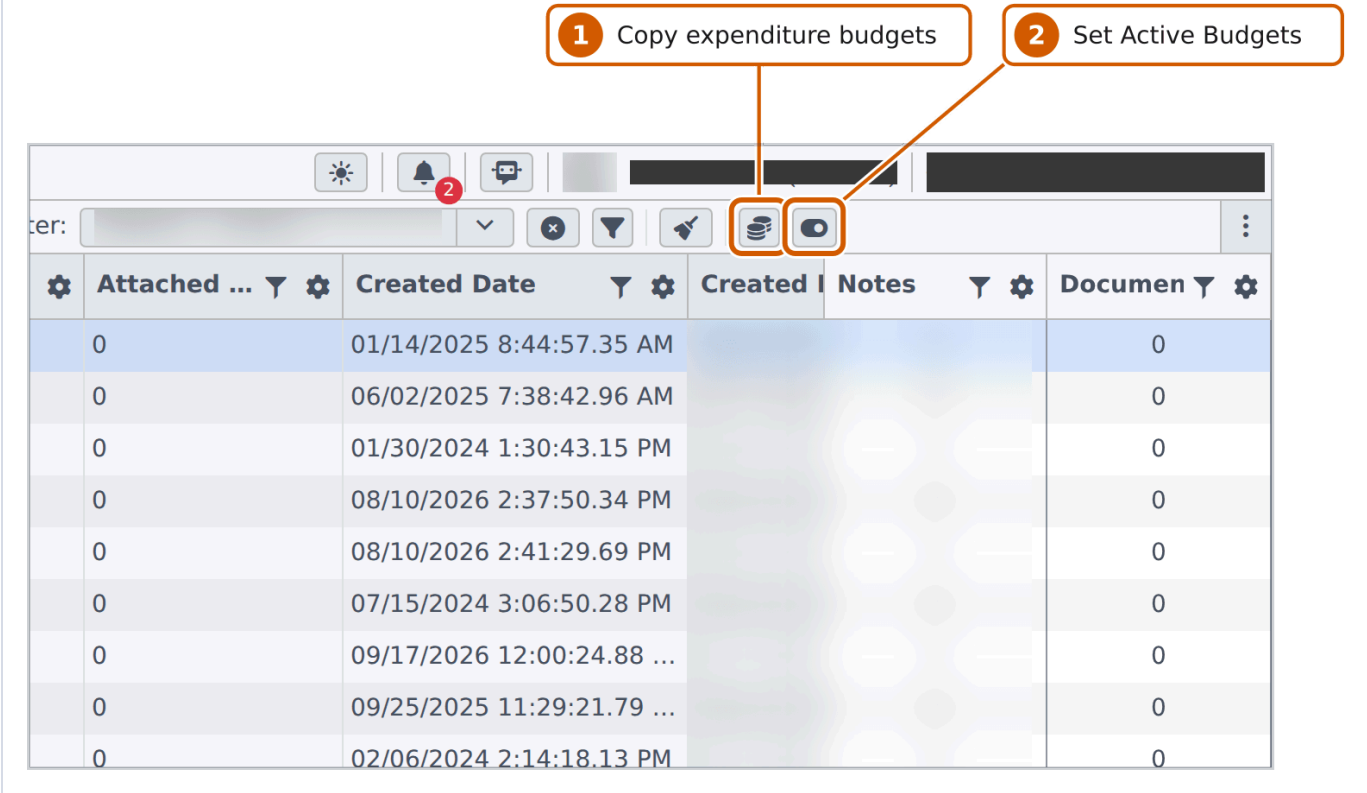
Overview

The **Expenditure Budgets** screen (Accounts Payable > Expenditure Budgets) is where you keep budgets. The main grid lists the budgets. Each budget has an expandable child grid of budget details for one or more fiscal years, with the fiscal-year balances. The child grid lists only Active budget details unless **Show Inactive Budget Details** is turned on.

From this screen you can:

- Show or hide inactive budget details with **Show Inactive Budget Details**.
- Carry budgets forward into a new fiscal year with the Copy Expenditure Budgets window.
- Set all budget details for a fiscal year to Active or Inactive at once with the Set Active Expenditure Budgets window.

To add and edit records in the grids, see Grid viewing and editing. For how parent and child grids and toolbars work, see Data grid overview and basics.



The Expenditure Budgets screen. The copy and Set Active Budgets buttons are on the toolbar.

1. Copy expenditure budgets
2. Set Active Budgets

Before you begin

- Sign in to IRIS10 (see Logging in).
- Make sure you have access to the Accounts Payable > Expenditure Budgets screen. For help finding it, see Navigating portals and pages.
- For Copy and Set Active, you need level 4 on the Expenditure Budgets screen. See Security Administration: access levels by user.
- Set up your fiscal years first. See Units of measure, fiscal years and organizations.

Procedure

Show or hide inactive budget details

1. Open Accounts Payable > Expenditure Budgets. The budgets grid opens. Expanding a budget shows its budget details. By default only Active details are listed.
2. Select the **Show Inactive Budget Details** checkbox on the toolbar. The grid reloads, and the budget-detail grids now include inactive details. No data is changed.

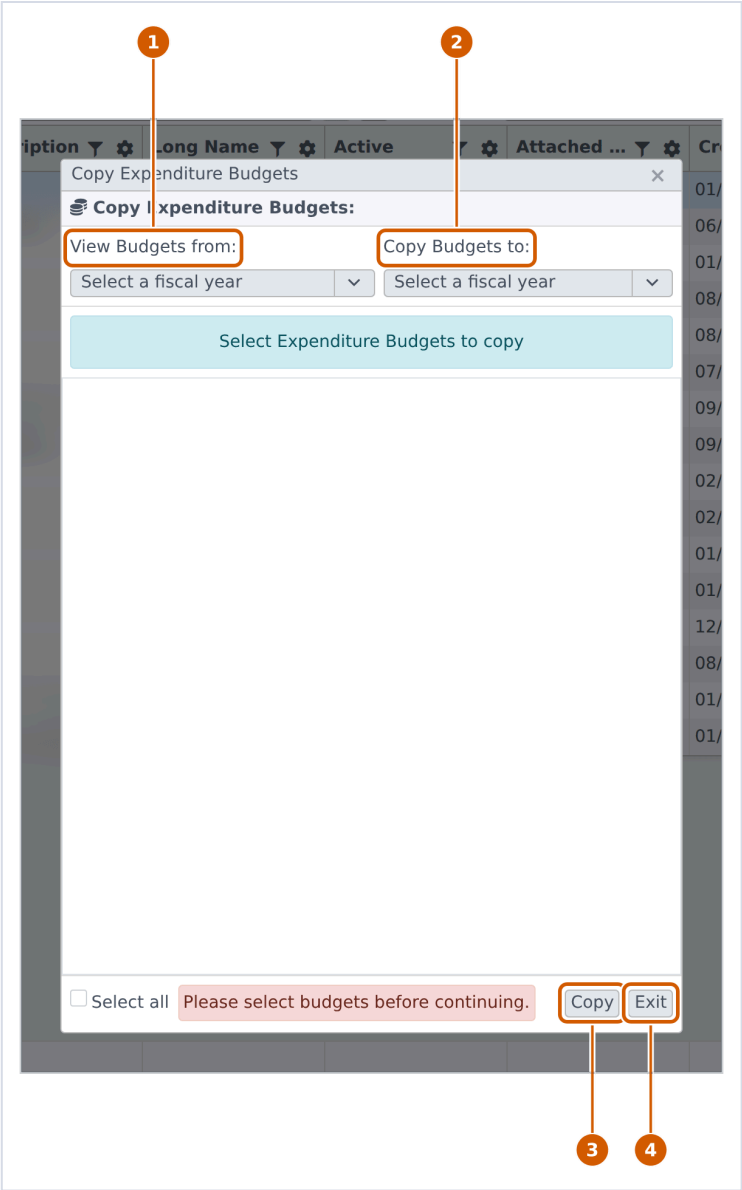
   > **Note:** You can also choose **Options** > **Show Inactive Budget Details**.

3. To hide inactive details again, clear the **Show Inactive Budget Details** checkbox. The grid reloads and shows only Active budget details. If the change cannot be saved, the checkbox goes back to its previous setting.

Copy expenditure budgets to another fiscal year

1. Open Accounts Payable > Expenditure Budgets. The budgets grid opens.
2. On the toolbar, click the button with the tooltip "Click to copy expenditure budgets." The Copy Expenditure Budgets window opens with the banner "Select Expenditure Budgets to copy". If no budgets have fiscal years, you see "There are no budgets with associated fiscal years to copy." and the window closes.

   > **Note:** This button needs access level 4 on the Expenditure Budgets screen. You can also choose **Options** > **Copy Expenditure Budgets**.



The Copy Expenditure Budgets window: choose the fiscal year to copy from and the year to copy to, then select the budgets.

1. View Budgets from:
2. Copy Budgets to:
3. Copy (acts at once)
4. Exit

3. In **View Budgets from:**, choose the fiscal year you want to copy from. The newest fiscal years appear at the top of the list. The budgets for the chosen year load into the list below, sorted by Name Desc.
4. In **Copy Budgets to:**, choose the fiscal year you want to copy into. This list shows the organization's fiscal years, not just years that already have budgets.
5. Select the budgets to copy in the list. You can select more than one. The budgets are highlighted.

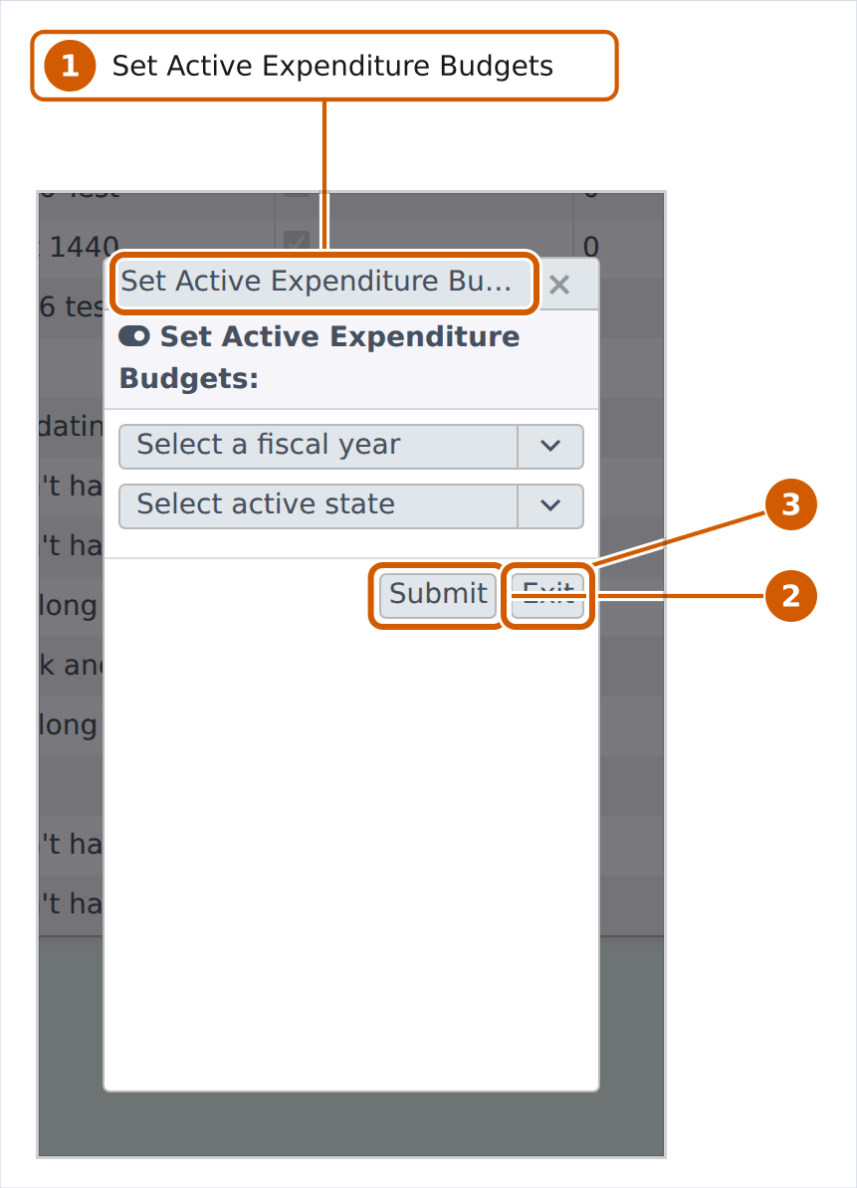
> **Note:** To copy every budget in the list, select **Select all**. If you change the selection by hand after using **Select all**, **Select all** is cleared.

6. Click **Copy**. The copy runs straight away, with no further confirmation. Both fiscal years and at least one budget are required. If no budgets are selected, the copy is not sent.
7. Read the result message. If it worked, you see "{N} expenditure budgets copied from: {from year} to: {to year}, successfully." If nothing could be copied, you see "No APS budget detail records where found with that criteria to copy forward or records already exist for the destination fiscal year".
8. Click **Exit** to close the window. The window closes. **Exit** makes no changes.

Set all budgets for a fiscal year to Active or Inactive

1. Open Accounts Payable > Expenditure Budgets. The budgets grid opens.
2. On the toolbar, click **Set Active Budgets** (tooltip "Click to set active state for expenditure budgets by fiscal year."). The Set Active Expenditure Budgets window opens. If no budgets have fiscal years, you see "There are no budgets with associated fiscal years." and the window closes.

> **Note:** This button needs access level 4 on the Expenditure Budgets screen. This action is not on the **Options** menu.



The Set Active Expenditure Budgets window. Submit changes every budget detail in the chosen fiscal year.

1. Set Active Expenditure Budgets
2. Submit (whole fiscal year)
3. Exit

3. In the fiscal-year list (placeholder "Select a fiscal year"), choose the fiscal year. The current status appears. It reads "Currently Active (N records)", "Currently Inactive (N records)", "X Active, Y Inactive of N records", or "No budget details found for this fiscal year".
4. In the state list (placeholder "Select active state"), choose **Active** or **Inactive**. The state you chose is shown.
5. Click **Submit**. The change applies straight away, with no further confirmation. Every budget detail in that fiscal year is set to the chosen state, whatever is selected or filtered in the grid. If a fiscal year or state is missing, you see "Please select both a fiscal year and an active state."

6. Read the result message. You see "Expenditure budgets for the selected fiscal year have been set to Active/Inactive successfully." The budgets grid reloads and the status text updates.
7. Click **Exit** to close the window. The window closes. **Exit** makes no changes.

Reference

Toolbar buttons and Options menu items

ACTION	WHERE	TOOLTIP	WHAT IT DOES	ACCESS
Copy expenditure budgets	Toolbar button, and **Options** > **Copy Expenditure Budgets**	Click to copy expenditure budgets.	Opens the Copy Expenditure Budgets window, which copies the selected budgets from one fiscal year into another	Level 4
Set Active Budgets	Toolbar button only	Click to set active state for expenditure budgets by fiscal year.	Opens the Set Active Expenditure Budgets window, which sets every budget detail in a fiscal year to Active or Inactive	Level 4
Show Inactive Budget Details	Toolbar checkbox, and **Options** > **Show Inactive Budget Details**	—	Shows or hides inactive budget details for the current session. Changes no data.	—

Budgets grid columns

COLUMN	NOTES
Organization	—
Name	Required. Up to 30 characters.
Description	Up to 50 characters
Name Desc	—
Long Name	Up to 50 characters
Active	Selected by default for new budgets
Attached Documents	—

Budget details (child grid) columns

COLUMN	NOTES
Fiscal	The fiscal year a budget detail belongs to
Budget Amount	—
Total Expenditure	—

COLUMN	NOTES
Remaining Balance	—
Warning Level	—
Active	Whether the budget detail is in use. Inactive details are hidden unless **Show Inactive Budget Details** is on.

What Copy creates

ITEM	RESULT IN THE DESTINATION FISCAL YEAR
Which budgets	Only the budgets you selected from the **View Budgets from:** year
Budget amount	Same as the source
Warning level	Same as the source
Balance	Set to the budget amount. The source balance is not carried over.
Active	Copied details are Active
Budget already in the destination year	Skipped. It is not overwritten or duplicated.

Messages

MESSAGE	WHEN IT APPEARS
There are no budgets with associated fiscal years to copy.	You open the copy window and no budgets have fiscal years. The window closes.
{N} expenditure budgets copied from: {from year} to: {to year}, successfully.	The copy worked
No APS budget detail records where found with that criteria to copy forward or records already exist for the destination fiscal year	Nothing was copied, for example because every selected budget already exists in the destination year
Unable to copy expenditure budgets due to a technical error. An email has been sent to support.	A technical error stopped the copy
There are no budgets with associated fiscal years.	You open Set Active and no budgets have fiscal years. The window closes.
Please select both a fiscal year and an active state.	You click **Submit** without choosing both values
Expenditure budgets for the selected fiscal year have been set to Active/Inactive successfully.	Set Active worked
Unable to set active state for expenditure budgets due to a technical error. An email has been sent to support.	A technical error stopped Set Active
You can not affect a tenant you are not logged into	You tried to change budgets for an organization you are not signed in to

Tips and notes

Important: Copy and Submit act as soon as you click them. There is no extra confirmation, so check both fiscal years and your selection first.

Important: Set Active changes every budget detail in the chosen fiscal year, including ones the grid is not showing. Selections and filters in the grid make no difference. See Grid filters.

Tip: Before you click **Submit** in Set Active, read the status text after choosing the fiscal year. If it says "No budget details found for this fiscal year", **Submit** will not change anything.

Note: You can run Copy again safely. Budgets that already exist in the destination year are skipped, never duplicated or overwritten.

Note: Show Inactive Budget Details lasts only for your current session. It is not saved as a permanent setting.

Note: Copy and Set Active only affect budgets in the organization you are signed in to.

Related topics

- Grid viewing and editing
- Data grid overview and basics
- Grid filters
- Units of measure, fiscal years and organizations
- Security Administration: access levels by user
- Revenue budgets
- Navigating portals and pages