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:

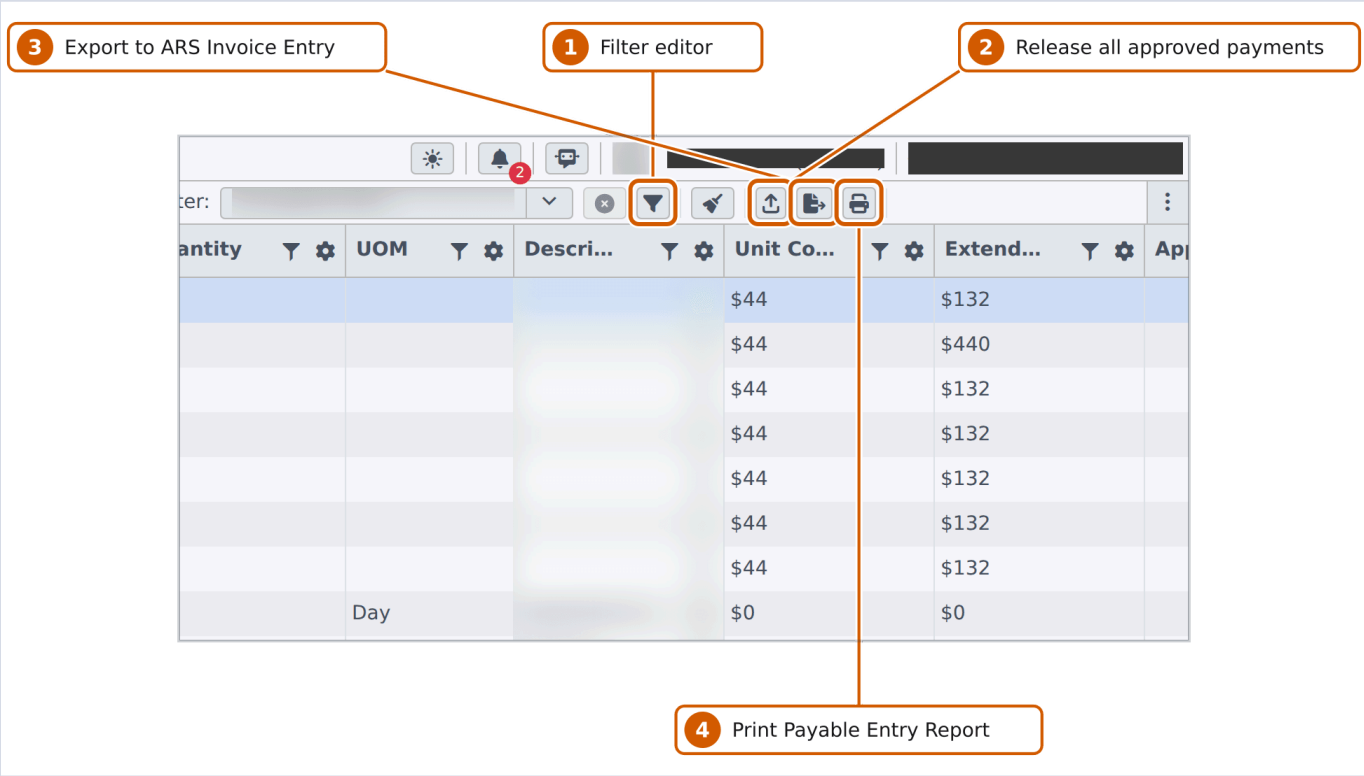
- Approve or unapprove one payable with its **Approved** switch, or every payable in the current filter with **Approve All** and **Unapprove All**.
- Print the Payable Entry Report for the payables in the current filter before you pay them.
- Release all approved payments in the current filter with a **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.

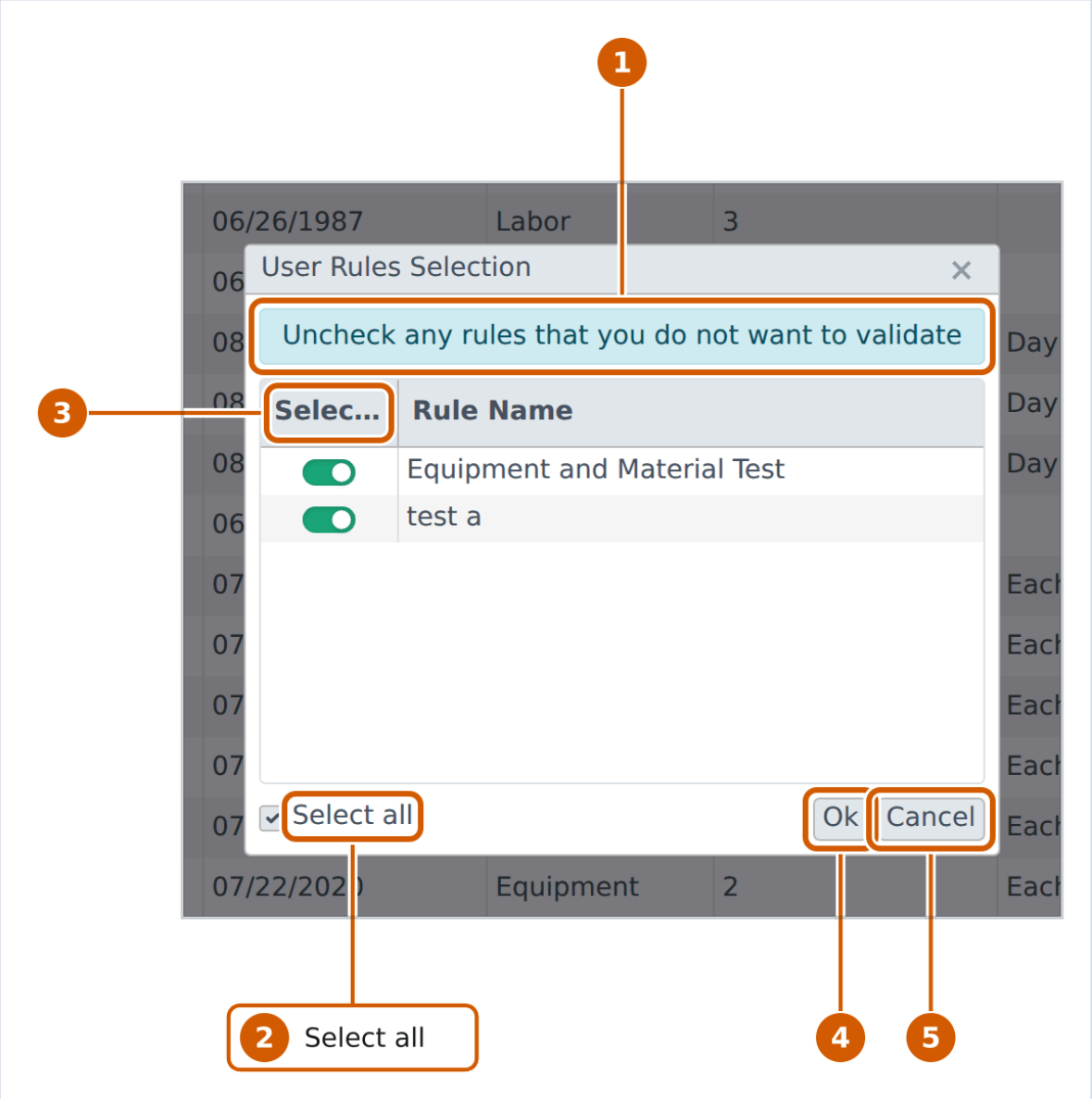
   Release acts on every approved payable that matches the current filter.
2. Make sure each payable to be paid has its **Approved** switch on, and that payables you are not paying yet have it off.

   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