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.

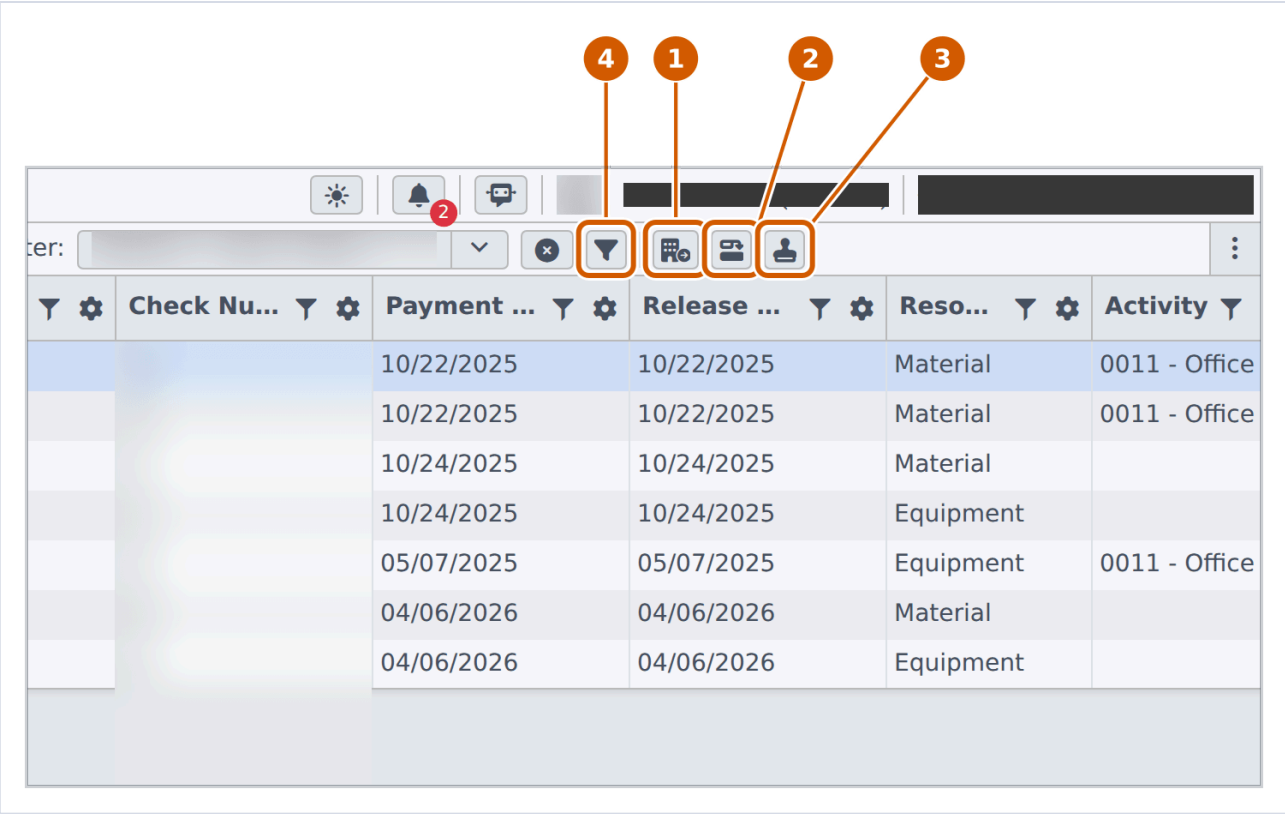
Before you begin

- 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