



# Accounts Payable Archive (CI-APA)



## Quick Reference Card

### Function CI-APA

Accounts Payable Archive (CI-APA) saves an archive of the invoice and on-demand check activity recorded in your Accounting application, and allows you to look up detail records for any invoice or check based on custom search criteria.

- The archive of your Accounts Payable detail data begins after CI-APA is installed on your system and added to the ADP Job Stack.
- To start the archive process, enter **CI-APA-MAIN** on your *name-A* account, and then select the **Setup Copy Invoices/Build XRefs Jobstack** option. The program adds the APA program to the Job Stack.

*Note: The Accounts Payable Archive application runs only on systems with a DAILY job stack setup that is scheduled and activated (for daily runs) on the applicable Accounting logon.*

### Using CI-APA

Function CI-APA runs from your Accounting (*name-A*) application account.

### Searching for Invoices

```

DEMO-A CI-APA          AP/ODC Search          csr 6003
(I)Invoice or (O)DC ....:
Vendor number.....:
Vendor/Payee name.....:
Invoice number.....:
Check number.....:
Check amount range from:      to:
Check date range from...:     to:
Invoice Status.....:

Enter I to search Invoices, O to search On Demand Checks.
[F1]=Help  [F3]=EXIT  [F5]=Search

```

1. At the Function Code prompt on your *name-A* account, enter **CI-APA**.
2. At the Invoice or ODC prompt, enter **I** for Invoice or **O** for On-demand check.
3. Enter selection criteria, as described below, in at least one field.
4. Press **F5=Search**.

*If the program does not find any matches, the screen displays a notification message. (The message content includes the exact date the CI-APA application was installed on your system, in case you are searching for an invoice or check that predates the existing archive.)*

5. See *Search Results Detail* on the next page to continue.

#### CI-APA selection criteria

Vendor number – Enter the exact number of the vendor submitting the invoice (*not applicable to ODC searches*)

Vendor/Payee name – Enter a complete or partial name

Invoice number – Enter the exact number of the vendor invoice (*not applicable to ODC searches*)

Check number – Enter the exact advice number on the check or invoice

Check amount range – Enter a minimum and maximum value for the invoice or check (assuming two decimal places)

Date range – Enter a starting and ending date for the invoice or check date

*Tip: To enter the current date, press the period key (.)*

Invoice status – Use the spacebar to switch between HOLD and NOT ON HOLD, or leave blank for either option

## Search Results Detail

```

DEMO-A CI-APA          AP/ODC Search          csr 6003
(I)Invoice or (O)DC ....:I

Vendor number.....:
Vendor/Payee name.....:
Invoice number.....:
Check number.....:
Check amount range from:          to:
Check date range from...:01/01/2004 to:07/19/2004
Invoice Status.....:

Vendor-Name-      Invoice-      Amount-Check No.-Check Date-Flag-File-
-----
421  PAVEY, MARNI  4321      700.00 138      04/18/2004  Current
421  PAVEY, MARNI  9998      563.00 139      04/18/2004  Current
700  UNION TRIBUNE 225A      700.00 6278     04/24/2004  Current
800  BRIGHT ADVERT 146      550.00 109      04/24/2004  Current
838084 TIMES ADVERTI 631      4500.00 6280     04/24/2004  Current
912  OFFICE DEPOT  462        600.00 6273     04/17/2004  Current
                                     <more above>

Choose a line and press <enter> to see detail info.
[F1]=Help  [F3]=Exit  [F9]=Search
    
```

```

DEMO-A CI-APA          AP/ODC Search          6003
Detail Invoice/On-Demand Check View
Detail for Invoice Number 146

Vendor Number: 800
Vendor Name...: BRIGHT ADVERTISING AGENCY

Amount...:      550.00      Invoice Date...: 04/24/2004
Discount...:    0.00      Due Date.....: 04/24/2004
Net.....:      550      Purchase Order: 146
Status...: NOT ON HOLD

Check No:      109      Check Date....: 04/24/2004
Comments: BILLBOARDS

CD  JRNL  DESC
---
1  75

POST DATE  CD  ACCOUNT          AMOUNT  CONTROL  CONTROL 2
-----
04/24/2004 1  30000      -550.00  800      146
DESC
-----
BILLBOARDS JONES RD AND SMITH RD

Use PgUp and PgDn or arrow keys to view information.
[F1]=Help  [F3]=Exit  [F7]=Print  [F9]=Search
    
```

Invoice record example

```

DEMO-A CI-APA          AP/ODC Search          csr 6003
Detail Invoice/On-Demand Check View
Status...: NOT ON HOLD

Check No:      109      Check Date....: 04/24/2004
Comments: BILLBOARDS

CD  JRNL  DESC
---
1  75

POST DATE  CD  ACCOUNT          AMOUNT  CONTROL  CONTROL 2
-----
04/24/2004 1  30000      -550.00  800      146
2  71100       550.00
DESC
-----
BILLBOARDS JONES RD AND SMITH RD

Use PgUp and PgDn or arrow keys to view information.
[F1]=Help  [F3]=Exit  [F7]=Print  [F9]=Search
    
```

The second page shows journal and GL/account posting information

```

DEMO-A CI-APA          AP/ODC Search          6003
Detail Invoice/On-Demand Check View
Detail for ODC Check Number: 6255

Payee Number: 10330
Payee Name...: SMITH, BILL

Check Amount:      326.59      Check Date: 07/17/2004

Check Type...: Accounting check

Invoice(s):
None

REG Status: Not printed on REG
CD  JRNL  DESC
---
1  60

CD  ACCOUNT          AMOUNT  CONTROL  CONTROL 2
-----

Use PgUp and PgDn or arrow keys to view information.
[F1]=Help  [F3]=Exit  [F7]=Print  [F9]=Search
    
```

On-demand check record example

On a successful search, the program displays all archived invoices or checks that match the search criteria.

Each row in the table indicates the vendor number, payee name, invoice number, amount and check advice number, the date the check or invoice was entered, the flag code (if any), and whether the Accounts Payable data is from the current file or the archive.

(Refer to the F1=Help command key for details on codes in the Flag column.)

- To find a text string within the search results listing, use the F9=Search command key.

- To review the detail on a particular entry in the list, move to that row and then press **Enter**.

The details for invoice records include due dates and purchase order information, as well as the status. For ODC records, the details include the type of check and any related invoice numbers.

- To see a second page of data for a detail record, press the **PgDn** key. You can also use the F9=Search key to find text strings within the detail screen.

- To print the detail record, use the F7=Print command key.

## Vendor Invoice Download Option

For invoice searches on specific vendors, CI-APA provides a download option.

After searching for invoices matching the selection criteria (using a single vendor number), press **F5=Download** to create a spreadsheet or comma-separated data file of the invoices in the results list. Then simply select a format (either .XLS or .CSV) and save the data file to any folder on your Reflection PC.

```

DEMO-A CI-APA          AP/ODC Search          csr 6006
(I)Invoice or (O)DC ....:I

Vendor number.....:400
Vendor/Payee name.....:NAPA AUTO PARTS
Invoice number.....:
Check number.....:
Check amount range from:          1.00 to: 100.00
Check date range from...:          to:
Invoice Status.....:

Vendor-Name-      Invoice-      Amount-Check No.-Check Date-Flag-File-
-----
400  NAPA AUTO PAR 199      4.00 126      10/25/2005  Archive
400  NAPA AUTO PAR 203      5.00 128      10/26/2005  Archive
400  NAPA AUTO PAR 296      56.00 6169     10/04/2005  Archive
400  NAPA AUTO PAR 410      2005      Archive

Use F5 to generate a downloadable file

Choose a line and press <enter> to see detail info.
[F1]=Help  [F3]=Exit  [F5]=Download  [F9]=Search
    
```