

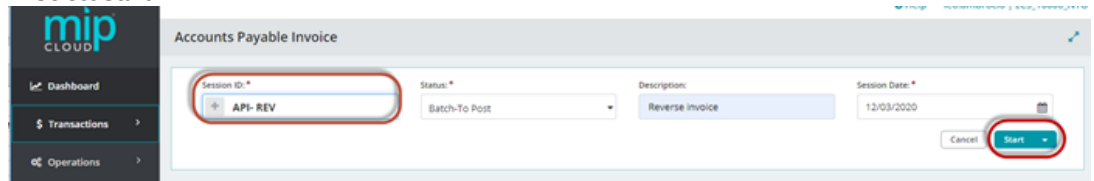
MIP Cloud- Web Interface- How do I correct coding or change the dates of a posted Accounts Payable Invoice (API)?

ANSWER:

The MIP software is designed to be as auditable as possible, therefore it is not possible to simply alter the coding of a posted transaction. To correct the coding of an Accounts Payable Invoice (API) the transaction must first be reversed and then a new API with the same document and correct coding can be posted to remedy the problem.

Reverse the API:

1. Go to Transactions>Accounts Payables>Invoices
2. Enter a unique Session ID and Description
3. For easy identification purposes, use "REV" somewhere in the session ID
4. Select Start



The screenshot shows the 'Accounts Payable Invoice' form in the MIP Cloud interface. The Session ID field is highlighted with a red circle and contains the text 'API- REV'. The Status dropdown menu is set to 'Batch-To Post'. The Description field contains 'Reverse invoice'. The Session Date is '12/03/2020'. The Start button is also highlighted with a red circle.

5. Select the Reverse Document tab
6. Enter or select from the dropdown the original session ID
7. Select the original document (invoice) number. If you entered the correct session ID, you will see the invoice available for selection in the Document field. If you do not see the invoice in this list, you have not selected the correct session that the original invoice was posted in.
8. Use the original document date
9. Use the original effective date
10. Select Reverse

API- REV

Session Date:
12/03/2020

Session Description:
Reverse invoice

Copy Document

Reverse Document

Recall Memorized Document

Reverse From

Session ID: *

API0201002

Session Description:

Invoices

Document ID: *

4942

Document Description:

Parking

Reverse To

Document ID: *

4942

Document Description: *

Parking

Use Original Document Date

Document Date:

__/__/__

Use Original Effective Date

Effective Date:

__/__/__

Use Document Description for Line Items

Cancel

Reverse

Debit: \$0.00 | Credit: \$0.00 | Net: \$0.00

11. Select Ok to the message "The invoice xxx had already been posted.."

Warning



The invoice 279711 has already been posted for the Vendor ID Rapid. This entry will be appended to the original invoice when saved. To prevent an appending entry, enter a new invoice number.

Click OK to return the form.

Ok

12. Review the document – it should be a complete reversal of the original posting

13. Do not edit the document. You want the reversal to negate the original entry. Therefore, all coding should remain the same with the exception of original debits which will now be credits and original credits will now be debits.

14. Select Save & Close

15. If you wish to reverse more documents Select Save & New and go back to step 6 and repeat process.

16. Select the unposted Session from the Accounts Payable Invoice screen. Click on Post to post the reversal.

Accounts Payable Invoice

Session ID: *

Status: *

Description:

Session Date:

Unposted Sessions

Select	Session ID	Status	Document Co...	Session Total	Session D...	Description
<input type="checkbox"/>	1234568	BP	1	\$500.00	11/23/2020	12345678
<input checked="" type="checkbox"/>	API-REV	BP	1	(\$583.37)	12/04/2020	Reverse invoice

Copy/ Correct the API:

Prior to copying an AP Invoice, please run a Posted Transaction Report to obtain the original Session ID that the invoice was posted in. The Session ID and Document number will be required to perform the reversal.

1. Go to Transactions>Accounts Payables>Invoices
2. Enter a unique Session ID and Description
3. For easy identification purposes, use "COPY" somewhere in the session ID
4. Select Start

Accounts Payable Invoice

Session ID: *

Status: *

Description:

Session Date: *

5. Select the Copy Document tab
6. Enter or select from the dropdown the original session ID
7. Select the original document (invoice) number. If you entered the correct session ID, you will see the invoice available for selection in the Document field. If you do not see the invoice in this list, you have not selected the correct session that the original invoice was posted in.
8. If you are changing document date uncheck box -type in the original document date; if using original, leave the box checked.
9. If you are changing effective date uncheck box – type in the original effective date; if using original, leave the box checked. Use the original effective date
10. Select Copy

API-Copy

Session Date: 10/26/2021

Session Description:

Totals
 Session Total 50.00

Copy Document Reverse Document Recall Memorized Document

Copy From

Session ID: *

Document ID: *

Session Description:

Document Description:

Copy To

Document ID: *

Document Description: *

Use Original Document Date

Use Original Effective Date

Use Document Description for Line Items

COPY DOCUMENT
 A document from a previously posted session can be copied to the current session.

NEW DOCUMENT INFORMATION
 Accept the default document ID or enter a new one for the document you are creating. This ID cannot be the same as an existing ID in this session.

11. Select Ok to the message "The invoice xxx had already been posted.."

Warning



The invoice 279711 has already been posted for the Vendor ID Rapid. This entry will be appended to the original invoice when saved. To prevent an appending entry, enter a new invoice number.

Click OK to return the form.



12. Review the document – it should be a copy of the original posting

13. This is where you will make edits to the copy if you are correcting the document.

14. Select Save & Close

15. If you wish to copy more documents, Select Save & New and go back to step 6 and repeat process.

16. Select the unposted Session from the Accounts Payable Invoice screen. Click on Post to post the copy.

	Transaction Source	Session ID	Status	Posted Status...	Document Count	Session Total	Session Date	Description
1	API	API-Copy	BP	Unposted	1	\$72.00	10/26/2021	
2	API	jonj	BP	Unposted	1	\$100.00	10/22/2021	
3	API	test1	BP	Unposted	1	(\$98.95)	10/20/2021	

Required Tags:

ARTICLE TYPE: Product Info

PRODUCT LINE: MIP Cloud/Login.abilaonline.com

PRODUCT MODULE/FEATURE: Accounts Payable

PRODUCT VERSION:
2021.1.2
2021.1.1
2021.1.0

RANKING: No votes yet

? FAQ

#27661

Last updated:

10/29/2021 - 11:06AM

View count:

67

Ranking:



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Software

MIP Fund Accounting (<https://www.mip.com/>)

NetFORUM Enterprise (<https://www.netforumenterprise.com/association-software/>)

NetFORUM Pro (<https://netforum.avectra.com/>)

Millennium (<https://www.mip.com/fund-accounting-software/millennium/>)

Fundraising 50 (<https://www.mip.com/fund-accounting-software/fundraising-50/>)

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