



Infor System21 Accounts Payable

Product Guide

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About this guide

The purpose of this document is to describe the functions that can be used within the Accounts Payable Module.

Intended audience

The guide is intended for any users of the PL Accounts Payable business module.

Related documents

You can find the documents in the product documentation section of the Infor Support Portal, as described in "Contacting Infor" on page 19.

Contacting Infor

If you have questions about Infor products, go to Infor Concierge at <https://concierge.infor.com/> and create a support incident.

The latest documentation is available from docs.infor.com or from the Infor Support Portal. To access documentation on the Infor Support Portal, select **Search > Browse Documentation**. We recommend that you check this portal [periodically](#) for updated documentation.

If you have comments about Infor documentation, contact documentation@infor.com.

Chapter 1 Overview

The Accounts Payable Application

The system has been developed to satisfy growing customer requirements and take full advantage of constant advances in technology with a family of high quality software products; products which combine innovative and advanced techniques with practical and pragmatic facilities; products which will solve a wide range of business problems quickly and easily.

The Accounts Payable application maintains full details of all supplier-related liabilities from receipt, giving tighter control of external expenses and improved cash management. The following are some of the main features available to you when you use the Accounts Payable application:

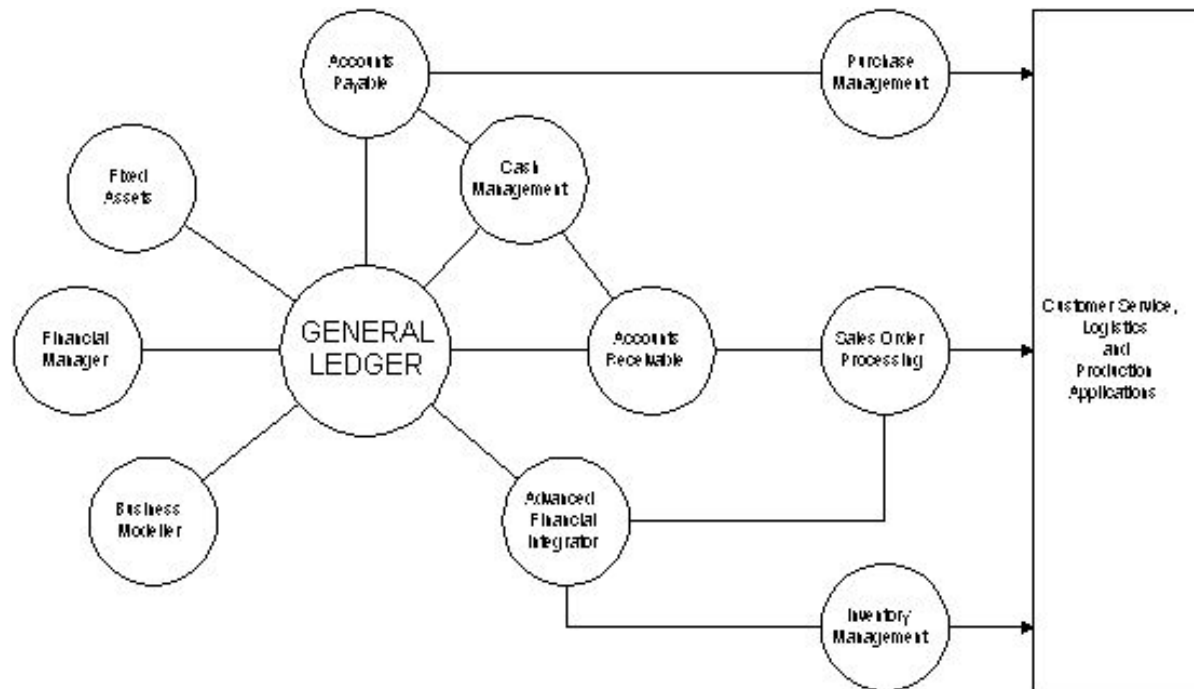
- Accounts Payable is completely integrated with the other Finance, Purchase Order Management and Inventory Management applications.
- Multiple companies are supported.
- The application fully supports processing in multiple currencies: [transactions](#) in any number of currencies can be posted to a single account.
- The application is designed for multi-national use, and all accounting procedures can be set to work in accordance with local accounting practices and regulations.
- Extensive free-format text stores notes and queries for suppliers and [transactions](#).
- An extremely flexible method of defining [payment terms](#) allows payments to be spread as required. All terms can be defined at company, supplier or payment level.
- Re-valuation facilities for open currency [items](#) are provided for both 'what if' purposes and to generate General Ledger journals.
- The invoice register includes an authorisation procedure and accrual reports.
- [Transactions](#) are accepted from manual entry, Purchase Management or a user-written application.
- A flexible [payment cycle](#) includes selection criteria, on-line amendment and release for payment. It will also allow multiple bank accounts and currencies to be processed simultaneously, payment sequencing by descending balance and part payments.
- A wide range of flexible enquiries and reports give visibility of all supplier and [transaction](#) details. These cater fully for single and multiple currency accounts and [transactions](#).

The application will support payment by [collection document](#) (formerly known as a [bill of exchange](#)).

The Accounts Payable Application Environment

Financial Management

Addressing all the needs of production, distribution and financial management, the range of applications is illustrated below:



Financial Management is a suite of comprehensive and fully integrated applications which may be considered as a single financial management tool. It addresses specific business functions (such as debtor management) within a common framework. At its heart lies the General Ledger, collecting, organising and analysing all your company's financial information, with the processing of invoices and other procedures being supported by the Accounts Payable, Accounts Receivable and Cash Management applications.

This application is designed to present information which is relevant, timely and accurate so as to support your operational procedures and your executive decisions within a framework which fully conforms to international legal and audit requirements.

Multi-National Accounting

A company trading only within its own national boundaries may set up a very straightforward set of single-currency ledgers, where all the [multi-currency](#) features are hidden.

For the international trading company, on the other hand, the system provides full [multi-currency](#) trading and accounting features in all relevant applications. Thus, you can process sales and purchase orders in any currency and hold bank accounts in any currency, with each account able to receive cash and make payments in any currency.

Each General Ledger company has a [base currency](#), which is the common currency of all applications linked into it. All financial [transactions](#), in whichever currency they are posted (known as the [prime currency](#)), are also expressed in this [base currency](#).

Within Accounts Payable and Accounts Receivable, individual suppliers and customers may be single-currency or [multi-currency](#). (For single-currency use, the [multi-currency](#) features are not displayed.) For [multi-currency](#) customers and suppliers, you can post invoices in any valid currency, and receive or make payment in any currency. Resultant exchange gains and losses are fully accounted for. You can re-value debtor and creditor balances at any time in order to create unrealised gains and losses.

Finally, you can record ledger [transactions](#) in the prime ([transaction](#)) currency as well as in the [base currency](#) of the ledger. Translation procedures provide for the expression of [base currency](#) values in another currency, this being used primarily for reporting multi-national company results in a common currency.

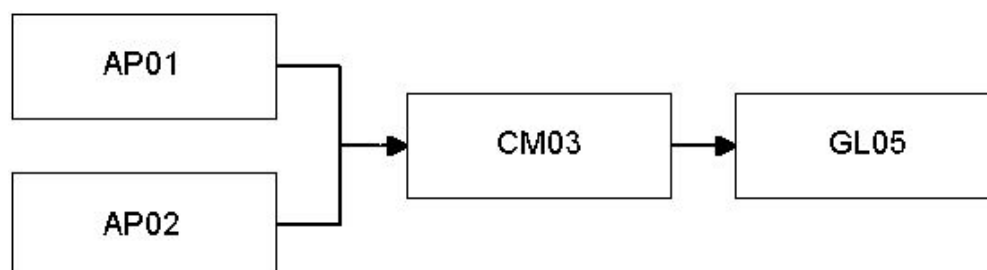
Three further features enhance the multi-national capability of the system:

- Language Translation provides facilities for translating report text and on-line help text into your own language.
- [Tax Accounting](#) procedures are designed to meet the accounting and reporting requirements of most taxation authorities - and specifically those of the European Community.
- Application [Parameters](#) allow you to set up and use only those features appropriate to your needs.

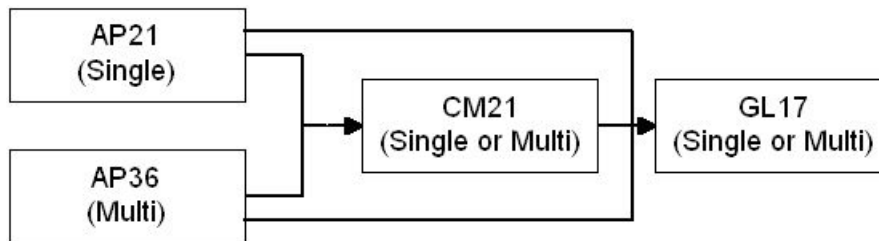
Multi-company Accounting Environment

Each accounting company is controlled by its General Ledger. You can have multiple Accounts Payable, Accounts Receivable and Cash Management companies.

You can create two types of company structure:



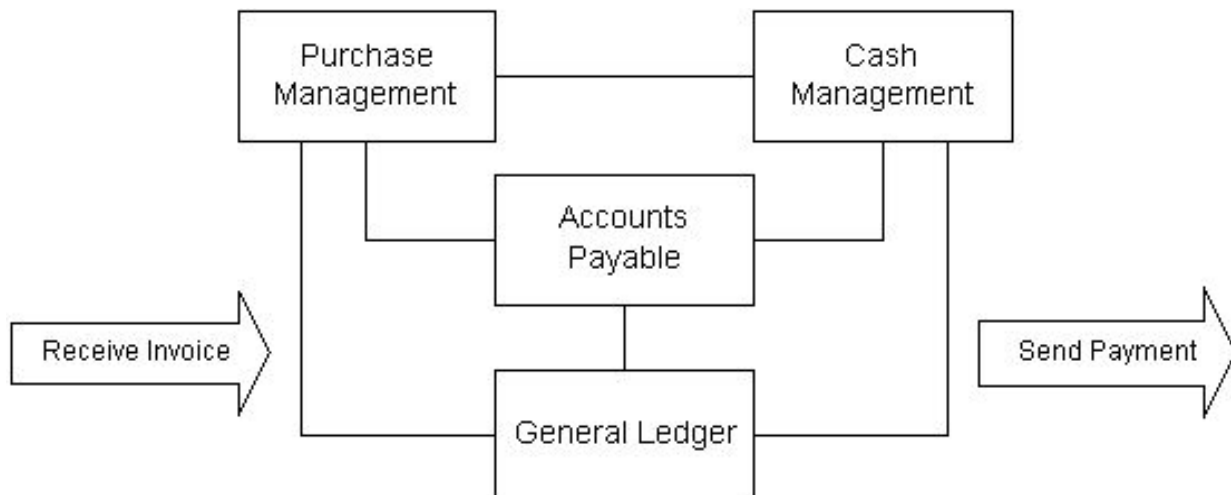
- Simple - This structure (diagram above) meets the complete accounting requirements of a company trading in its own local currency. Single currency Accounts Payable companies link to a single currency General Ledger, via Cash Management.
- Comprehensive - This structure (next diagram) is used where the company has [multi-currency](#) suppliers. The Payable company and its linked Cash Management company must both link to the same General Ledger.



Note: Single currency and [multi-currency](#) Accounts Payable and Accounts Receivable companies can be linked to single currency or [multi-currency](#) Cash Management companies in any combination. The General Ledger company to which they are all linked can itself be single or [multi-currency](#).

Links to Other Applications

Accounts Payable is at its most effective when implemented as part of a full suite of applications:



Purchase Management manages orders placed on suppliers, from the originating requirement (itself possibly derived from other applications) to the receipt of the goods or service. It includes matching the supplier's invoice to the receipt. If needed, it draws on the currency data held by the General Ledger.

Cash Management is used to make the actual payment to the supplier, when payment has been authorised. Methods of payment include cheques, automatic bank [transfers](#) and bills of exchange (now generally referred to as [collection documents](#)). [Multi-currency](#) payments rely on currency data held by the General Ledger, to which appropriate journals are also posted.

General Ledger is the repository for collecting, organising and analysing all your company's financial information. It also includes [multi-currency](#) exchange rates and tax data used by Accounts Payable.

Standard Interface

A standard interface is available from your software supplier if you need to link data from any non-System21 application into General Ledger.

Essentially, it requires the external application to create work files containing the [transaction](#), in the required format. The interface procedure then validates the [transactions](#), posts them to the General Ledger, and produces an audit report.

Please refer to your software supplier for more information about this facility.

Entering Basic Data

You must initialise your application by entering the following basic data:

[Company Profile](#)

This is a record which contains control and [parameter](#) information for the operation of your company within the application.

Supplier Accounts

These are accounts to which [transactions](#) are posted. When the basic data has been created, you are in a position to enter [transactions](#).

[Reason Codes](#)

These are codes which identify the reasons for [credit note](#) and journal [transaction](#) postings to the General Ledger.

[Location](#) Codes

These are codes which show where a [log item](#) is to be sent for authorisation.

Starting to Use Accounts Payable

When you have set up the basic data, you can start using the Accounts Payable application.

If you have an existing computer system, it may be possible to commission a computer-to-computer conversion to [transfer](#) supplier data and [transactions](#) across to the Accounts Payable application. This is the preferred approach. The following are alternative methods of [transferring](#) your existing system data.

- Use your existing accounts system to reduce existing supplier account balances to nil. At the same time you can post new invoices to the application. You would probably need to operate both systems for several financial [periods](#).
- [Transfer](#) the existing supplier balances to the application as a single [transaction](#). You will need an analysis report of the details of outstanding balances for the posting of payments and dealing

with queries. Once you have [transferred](#) all the balances, you should continue to operate the old system to reduce balances to nil and to validate the procedures on your new application.

- If you do not have too many outstanding [transactions](#) on your existing system, you could [transfer](#) each [item](#) to the application. Bear in mind that even for a small system this can be a time consuming task. Whichever method you choose to use to [transfer](#) your accounts, ensure that the value held in the General Ledger [control account](#) is equal to the sum of any balances [transferred](#) to your new application.
- When conducting this exercise, most users do not concern themselves with entering [transactions](#) into the correct accounting [periods](#). They usually enter [transactions](#) into the [period](#) prior to going live. However, they do try to enter the original document date on the [transaction](#) so that the correct [due date](#) can be calculated by the system.
- When entering any opening balances into Accounts Payable, it is customary not to update your GL, as the GL will have its own data entered. There are several ways to address this problem.
- Post the [transactions](#) to your Accounts Payable system and update your live general ledger, subsequently post to a GL ledger to reverse out the postings.
- Back up the GL prior to Accounts Payable data entry, post the [transactions](#) and then restore the GL.
- Copy the GL chart of accounts to another company and, at Accounts Payable data entry, link the live Accounts Payable company to the copy of the GL company via the Accounts Payable [company profile](#). After entering the [transactions](#), re-link your Accounts Payable company to the live GL company.
- Your software supplier will be able to advise you of the best approach to take.

Chapter 2 Maintenance

Introduction to Maintenance

Before invoices can be posted or payments made in Accounts Payable, it is first necessary to set up the basic information about suppliers. This can be done, after the [company profile](#) has been set up, using maintenance tasks.

First of all, one record is created for each supplier, using the Maintain Suppliers task. Each record is identified by a unique, user-defined supplier account number, and holds such information as the supplier address, details of [payment terms](#) and methods, tax codes, [discounts](#) and General Ledger accounts.

The system also enables you to define despatch addresses for each supplier. These are used if you have the Purchase Management application installed, and are particularly flexible with regard to the entry of text at supplier or [item](#) level.

[Reason codes](#) and [location](#) codes may also need to be defined. See the relevant sections for more details.

The final three maintenance tasks enable you to set up profiles for [recurring payments](#) to be made within Accounts Payable.

Corresponding reports are available for most of the maintenance tasks.

Maintain AP Company Profile [3/ASCO]

Each application requires the configuration of control [parameters](#) and master files in order for you to operate it. The most important control information that any application requires is the [company profile](#). Accounts Payable supports multiple companies. For every company that you want to use you must create a [company profile](#) that holds the rules that govern the operation of Accounts Payable for that company.

Caution: In order to configure the Accounts Payable module you must ensure that the General Ledger company which you want to link AP to is installed with a complete chart of accounts. Also, you must set up the Cash Management company to be linked to Accounts Payable.

This section describes how you create and maintain a [company profile](#) in Accounts Payable. The system also provides you with the facility to produce a printout of configured [company profiles](#).

Caution: You should avoid changing existing company profiles once the application is in use, as this may corrupt your data. If a change is essential it must be strictly controlled.

Note: You cannot maintain a [company profile](#) when other users are using the application.

This section describes how to create or maintain a [company profile](#). The maintenance of [company profiles](#) is performed using the same procedure and windows as those used in creating a company.

Creating a [Control Account](#)

When you specify a General Ledger account as an Accounts Payable [control account](#), a message is displayed, telling you that if you want to make this account a General Ledger [control account](#) you should select **F8**.

Printing the [Company Profile](#)

You can print a report of [company profile](#) details. A report is generated of all the [company profile](#) data for this company.

Country-specific [Parameters](#)

GL Country-specific [Parameters](#) control such features as the accounting [period](#) to which an invoice is posted, the goods and tax amounts which are required for each line [dissection](#) and the dates when an invoice can be due.

Below are some of the [parameters](#) that affect Accounts Payable.

[Default](#) Tax Calculation Method A/R

This determines the values required on the invoice [dissection](#) line:

- 0 - Enter the goods and tax values.
- 1 - Enter the goods value and the tax value is calculated.
- 2 - Enter the gross amount and the tax value is calculated from this.

Check That Date and [Period](#) Correspond?

This causes the system to validate the invoice date to see if this falls within the application posting [period](#). This requires the accounting calendar to be active.

Accounting Calendar Active?

This switches on the calendar in the General Ledger. Non-working days and holidays can be specified in this calendar. It is possible to prevent future posting by using this calendar. There is a field that allows or disallows this.

AP [Due Date](#) Exclude Weekends?/AP [Due Date](#) Exclude Holidays?

If these are set to 1 and the calculated [due date](#) falls on a weekend or holiday, the next valid working day will become the [due date](#). For the two [due date](#) activities to be effective:

- Accounting Calendar Active? must be set to 1
- Holiday and weekend dates are set up as a calendar code in the [parameter](#) CLND in the General Ledger

A calendar code must be entered for the supplier in the Maintain Suppliers maintenance task.

Russian Specifics

If Russian Function is active, GL country specific [parameter](#) 069 is 1, set-up the **On account prepayment account** and extension

Maintain Company Profile Selection Window

To display this window, select the Maintain AP [Company Profile](#) task.

Fields

Company Code

Enter the code of the company you want to create or maintain.

Press Enter to display the Maintain [Company Profile](#) window.

Maintain Company Profile Window

To display this window, enter the code of the company you want to set up or maintain and then press Enter on the Maintain [Company Profile](#) Selection window.

This window is the first window of information about the company you are creating or maintaining. It contains basic company details and defines [defaults](#) that are used throughout the application. If you are creating a new profile, you must complete the fields displayed. If you are maintaining an existing [company profile](#), you can amend any of the fields displayed.

Fields

Company Name

If this is the first time this company has been set up in any application, enter the name of the company. (This name will then be given to all other applications for this company.)

If the company has already been named, the name is displayed and cannot be changed.

Multi Currency?

Enter one of the following:

- 1 - If currency [transactions](#) can be posted

0 - If postings can be made in [base currency](#) only

Default Currency Rate Code?

For a [multi-currency](#) ledger, enter the rate code most often used to convert [prime currency](#) values into [base currency](#) values. If the code is not yet set up, a pop-up is displayed to enable you to define it.

You can use the [prompt](#) facility on this field to select from the Select Currency Rate Code pop-up.

Periods per Year

Enter the number of [periods](#) in the financial year, from 1 to 99. This must be the same as for the General Ledger if the two applications are linked.

Currency Code

Enter the [default currency code](#) for suppliers in the company. This must be a valid [currency code](#).

You can use the [prompt](#) facility on this field to select from the Select Currency pop-up.

Caution: Once you have used Accounts Payable, this field cannot be amended.

Posting Period

When you are adding a new company, enter the opening [period](#) for the ledger using the format YYYYPP. This is subsequently maintained by the normal [period](#) close and open functions. Once set up, it should not be updated. The [period](#) entered should be the [period](#) into which you want to enter the opening balances.

Overdue Analysis Period 1-5

The accounts payable overdue analysis allows for analysis across five [periods](#). The number of day's indebtedness for each [period](#) is established here. These values provide a [default](#) that can be changed at report request time.

Next Invoice Number

To ask the system to generate your invoice numbers sequentially, check the Auto Generate Inv Ref field on this window.

Enter the first number from which the system should begin to number [items](#). This may be 1, or the number after the last value used on the system, if applicable. Most users write this number on the actual document for reference purposes after entering the invoice on the system.

You may also, if you are using two separate Accounts Payable systems, set them off on separate number sequences. This is essential if two or more Accounts Payable companies are linked to the same General Ledger company.

The system will automatically number invoices from the value given, and will update this field.

Next Payment Number

This field displays the number sequence for [payment runs](#) processed through the GL Bank tasks. This is not used if Cash Management is linked.

Next Transfer Ref

Each [transfer](#) may be assigned an automatic [transfer](#) reference. See the [Item Transfer](#) section in the Processing chapter of this product guide for more details. This reference number is assigned during the [transaction](#) to [transfer](#) an invoice from one supplier account to another.

If several Accounts Payable companies are linked to one General Ledger, the ranges of references used need to be different for each Accounts Payable company.

Revaluation?

Use this checkbox as follows:

Unchecked - If currency re-valuation is not required or you run a single currency environment

Checked - To re-value creditor balances in this company by the General Ledger re-valuation procedure

Default Payment Terms

Enter the codes that enable the system to calculate a [default](#) payment date for each [item](#) posted. The value can be overridden at supplier level.

There are three parts to the definition of [payment terms](#):

A single-character code defines the type of terms to be used.

Enter one of the following:

D - Number of days from invoice date

M - Number of months before payment

P - [Periodic](#) range

T - Extended (spread) [payment terms](#)

This field is used with the above code **P**, to indicate the [period](#) range in number form.

For example, a code of P 2019 106 would generate for all invoices with a document date between 20th of this month and the 19th of next month a payment date of 6th of next month.

This field holds the number of days in the format DDD for the above code **D**, or holds the month and the date in the format MDD for the above codes **P** and **M**.

For example, a code of D ____ 030 means that the payment date is 30 days from the invoice date. A code of M ____ 210 means a payment will be made on the 10th of the second month after the month in which the invoice was sent.

Immediate/Delayed Updates

You can opt either for an immediate or for a delayed update of Accounts Payable. If immediate update is chosen, an update job is submitted at the end of each session.

Select one of the following:

Immediate - For immediate update of the ledger

Delayed - For a deferred update

(General Ledger update is always submitted as a batch job.)

Post Inhibit Flag

Enter one of the following:

1 - If no processing is allowed in this Accounts Payable company

This is used by the application during [period](#) close to prevent processing until the next [period](#) is opened. The [flag](#) can also be set manually if you want to prevent processing.

0 - To allow processing to re-start

This can be useful at set up time to prevent users from entering test data into a live company in error. Please note that whilst this [flag](#) is set, should you attempt to process any data, a message will be displayed warning that the [period](#) has been closed.

Allow Due Date Overrides?

Check this field to enable payment [due dates](#) (calculated by the application from the given [payment terms](#)) to be changed at invoice posting.

Leave this field **unchecked** to inhibit changes

Purge: No. of Months

When completed, [transactions](#) are eligible to be deleted (purged) from the computer system. The value entered into this field indicates the minimum number of [periods](#) for which [transactions](#) are to be retained for each customer.

At set up time it is worth entering a value here. For example, you could enter 12 even though this could be changed later. This will prevent accidental purge of [transactions](#) in recent [periods](#) if you are running the purge to remove names and addresses.

Purge: No. of Transactions

The value entered into this field indicates the minimum number of [transactions](#) that are to be retained for each customer, regardless of the value in the Purge: No of Months field. You can enter zero. Extreme caution should be exercised when deleting [transactions](#). Refer to your consultant for further details. [Transactions](#) are purged ([archived](#) using [Utilities](#) tasks) and can be enquired or reported on using [Historical Data](#) tasks.

Payment Print Queue/In Library

These fields establish the print queue and library associated with the production of remittance advices and cheques that are produced on special stationery. The values override those set up in System Manager. You may need to discuss these values with your systems administrator.

Take All Discounts/ELSE, Days Margin

These two fields establish company policy with regard to [discounts](#). If you want [discounts](#) to be taken in the payment routines regardless of age, **check** the Take all [Discounts](#) field. If you want [discounts](#) to be taken only under controlled circumstances, leave the Take all [Discounts](#) field **unchecked** and specify in the Days Margin field the number of days overdue beyond which [discount](#) will not be taken. Days overdue is based on the date on which the Final Report is confirmed.

Use Batch Controls?

Check this field if you want to use [batch controls](#), otherwise leave this field **unchecked**.

As well as the mandatory [session control](#), which ensures the [audit trail](#) of [transactions](#) on the system, Accounts Payable offers you an optional [batch control](#) facility.

This, if switched on here, requires anyone about to enter a batch of [transactions](#) to enter a total beforehand. This is reconciled with the actual batch total on leaving the session. Any discrepancy is displayed, but may be ignored.

Country Code

This is a three-character field that holds the code of the country in which the system is operating. The code will ensure that the financial system operates in accordance with local practice. The code is not related to language or [currency codes](#). See the Maintain Country-specific [Parameters](#) section in the Company Maintenance and Other [Utilities](#) chapter of the General Ledger product guide for further details.

You can use the [prompt](#) facility on this field to select from the [Parameter](#) Codes pop-up.

Invoice Log Active?

This determines whether you may enter invoices to the invoice registration [log](#) (pending authorisation), before they are posted to the ledger.

Use this checkbox as follows:

Unchecked - If the invoice [log](#) features will not be used

Checked - If you can enter invoices to the [log](#)

If you intend to use the invoice matching features of the Purchase Management application, you need to **check** this field.

Default Payment Method

If the Cash Management application is not installed, the [payment methods](#) available to you are pre-defined as:

CHQ - Cheque

TRF - [Transfer](#)

BAC - [BACS](#)

When Cash Management is installed, [payment methods](#) are defined there. This is done using the Maintain [Payment Methods](#) task. Any number of methods may be defined, although each will be of one of the following types:

- Cheque
- [Transfer](#)
- Electronic
- [Collection Documents](#)
- Cash
- Credit Card

- [EDI](#)

You can use the [prompt](#) facility on this field to select from the Select [Payment Method](#) pop-up.

Auto Generate Inv Ref?

Accounts Payable invoices, [credit notes](#) and journals require a unique reference for access, enquiry and audit purposes.

Use this checkbox as follows:

Unchecked - If you want to enter the references for directly posted [transactions](#)

Checked - If you want these references to be generated by the application

Extended Terms

The Cash Management application enables you to set up [extended terms](#) codes that govern the payment by instalment of any Accounts Payable [item](#). The code selected will spread the payment of the [item](#) according to the rules set up in the code itself.

You can use the [prompt](#) facility on this field to select from the Select [Extended Terms](#) pop-up.

General Ledger Active?

The General Ledger application is a prerequisite of the full Accounts Payable application.

Use this checkbox as follows:

Unchecked - If the link is not active

Checked - If the link is active

If this field is left **unchecked**, no General Ledger analysis will be available.

General Ledger Company

If the link from Accounts Payable to the General Ledger is active, you must also enter the company of the General Ledger company to which you are linked. General Ledger details are entered on a subsequent window.

Cash Management Active?

The Cash Management application is mandatory. **Check** this field.

Cash Management Company

Enter the company code of the Cash Management company from which payments are to be made. This need not be the same as the General Ledger company to which you are linked. However, the Cash Management company and the Accounts Payable company must be linked to the same General Ledger.

Add a Rate Pop-up

If the rate code you enter on the Maintain [Company Profile](#) window has not yet been set up, the Add Currency Rate Code pop-up will be displayed. You can select [Prompt](#) (F4) for a list of available rate codes, or to press Enter to add a rate code. If you press Enter, this pop-up will be displayed.

Fields

Rate Code Description

Enter up to 35 characters defining the rate code (e.g. Standard Trading Rate).

Effectivity Type

An [effectivity](#) date may be applied to each rate code. This may be entered as a calendar date or accounting [period](#).

Select one of the following:

P - To use an accounting [period](#)

D - To use a calendar date

[Effectivity](#) dates are entered when you set up the exchange rates themselves.

Select **Update (F8)** to add the code.

Add a Currency Pop-up

If the [currency code](#) you select on the Maintain [Company Profile](#) window has not yet been set up, the Add a Currency pop-up is displayed. Select [Prompt](#) (F4) for a list of available [currency codes](#), or to press Enter to add a [currency code](#). If you press Enter, this pop-up will be displayed.

Fields

Description

Enter the currency description.

Short Description

The description entered here will appear on many windows and reports.

Smallest Unit

This field contains the value of the smallest unit of the specified currency (e.g. in US dollars the smallest unit is one cent, shown as 0.01, whereas the smallest unit of the Japanese yen is one yen, shown as 1.00).

Movement Tolerance

Some currency exchange rates fluctuate wildly whereas others vary within a much smaller band. The movement tolerance field enables you to specify a single plus/minus percentage for the exchange rate variation. Movements outside this range will cause a warning to be issued when exchange rate information is entered.

Further maintenance of currency rates is available from the GL Currency tasks.

Maintain Company Profile Invoice Log Details Window

To display this window, check the Invoice [Log](#) Active? field and then press Enter on the Maintain [Company Profile](#) window:

Fields

Auto. References?

All [log transactions](#) require a unique reference for access, enquiry and audit purposes.

Use this checkbox as follows:

Unchecked - If you want to enter the references manually

Checked - If you want these references to be generated by the application

Validate Accounts?

When analysing [log items](#), it is possible to specify [dissection](#) to actual General Ledger accounts. It may be that such analysis is not required at this stage. In this case, you may analyse [items](#) to general headings rather than real codes.

Check this field if you want codes to be validated on the General Ledger chart of accounts.

Validate Tax?

Use this checkbox as follows:

Unchecked - If you do not want the [items](#) validated until they are [transferred](#) to the ledger

Checked - If you want tax codes and values for posted [items](#) to be validated when they are posted to the [log](#)

This is particularly useful if you use the [log](#) reports to accrue for tax.

Ignore Tax Tolerance

Use this checkbox as follows:

Unchecked - Not to ignore bulk [transfer](#) tax tolerance

Checked - To ignore bulk [transfer](#) tax tolerance

GL Postings from Receipts

This field is available when you have the Purchase Management system installed.

Use this checkbox as follows:

Unchecked - If you are not using AFI to post stock receipts

In this case, no GL postings will be generated.

Checked - If, when you are using AFI to post stock receipts as a result of goods receipts in Purchase Management, ledger postings will:

- Debit stock account
- Credit Receipts Suspense (Stock Accruals account) when stock receipt posted

In Invoice Matching, on posting the invoice, ledger postings will:

- Debit Receipts Suspense (Stock Accruals account)
- Credit Creditors account

Note: On the Maintain Company Profile GL Details window you will be prompted to enter a GL balance sheet Stock Accruals account code.

Caution: A problem could occur if you change this field after processing. A manual adjustment journal for the existing receipts would be required.

Post Unmatched to Ledger

This field is an Italian accounting requirement to enable tax reclaim at an earlier stage.

Use this checkbox as follows:

Unchecked - If unmatched invoices are to be posted to the unmatched invoice [log](#) and only later (when matched) posted to general ledger accounts

Checked - If unmatched invoices posted via the Invoice Matching task will be posted to the ledger rather than the [log](#)

The [default](#) ledger balance accounts will be updated to:

- Debit unmatched suspense and tax accounts and credit the creditors accounts

Once matched, goods received will be posted from the suspense account to either:

- The accrual account

Or

- Purchase accounts(for non-stock orders)

Note: On the Maintain [Company Profile](#) GL Details window you will be [prompted](#) to enter a GL balance sheet Unmatched Suspense Account code.

Only when matched can payments be made via the automatic [payment cycle](#). Manual or ad hoc payments may be made.

Press Enter to display the Maintain [Company Profile](#) GL Details window.

Maintain Company Profile GL Details Window

To display this window, press Enter on the Maintain [Company Profile](#) Invoice [Log](#) Details window.

Fields

Control Account

This is the [default](#) creditors [control account](#) in the attached General Ledger for this Accounts Payable company, and it may not be changed once postings have been made to it. (The account may be changed at supplier level as long as no postings have been made to the supplier.)

The account entered must not have had postings made to it, and, once defined, the system prevents user postings being made.

You can use the [prompt](#) facility on this field to select from the Select [Control Account](#) pop-up.

General Ledger Bank Account

This is the [default](#) bank account in the General Ledger for Accounts Payable payments. It must be user-defined as a bank account. This account can be changed at supplier level.

You can use the [prompt](#) facility on this field to select from the Select Bank Account pop-up.

General Ledger Discount Account

This is the General Ledger account for the posting of [discount](#) taken when [items](#) are settled.

You can use the [prompt](#) facility on this field to select from the Select [Discount](#) Account pop-up.

Stock Accruals Account

This field will be displayed if the GL Postings from Receipts field (on the previous window) is **checked**.

This is the General Ledger credit account for posting stock accruals via AFI.

Post Unmatched Suspense Account

This field will be displayed if the Post Unmatched to Ledger field (on the previous window) is **checked**.

If you are using three-way match, this is the debit account for posting unmatched invoices.

Default Tax Code

A tax code is set up in the General Ledger to carry not only a percentage rate (in Britain, for example, the code STD might carry a rate of 17.5%), but also to specify the General Ledger accounts for tax postings for sales and purchases.

The effect of settlement [discounts](#) on tax calculations is controlled by tax tasks in GL.

When posting [transactions](#), the system calculates a tax rate from the tax and goods values entered, and compares it to the rate attached to this tax code. If these are not the same (or are outside the tolerance levels defined in the General Ledger), an error message is given.

Enter the tax code to be used as the [default](#) for this company. This can be overridden at supplier and [transaction](#) level.

Alternatively, use the [prompt](#) facility to select from the Select Tax Code pop-up.

Tax on Cash Date

The entry in this field decides whether tax is accounted for an [item](#) on the [transaction](#) date or when payment is made.

Use this checkbox as follows:

Unchecked - For tax based on [transaction](#) Tax Date

Checked - For tax based on cash payment

This is a [default flag](#) that may be changed for individual suppliers.

Tax Address Despatch Sequence Code

If tax communications are to be sent to an address other than the normal supplier address, enter the despatch address code that will be used for each such supplier.

Supplier Prompt Exclusion Default

Use the checkboxes to check any of the [statuses](#) that you wish to exclude from the displayed supplier list when performing a supplier search.

These settings are the [defaults](#) that will display when a supplier search is requested

Press Enter to update the [company profile](#).

Maintain Suppliers [1/APM]

This task enables you to set up and subsequently maintain basic details for each of your suppliers.

[Tax Registers](#)

This facility to produce tax analysis reports based on tax area is used in Italy, where [tax registers](#) are a feature of tax reporting. The two-character codes, known as registers, are set up in the General Ledger, and each code relates to a particular tax office.

If the tax to be paid is cash-based, in which case tax cannot be claimed until the supplier has been paid, in addition to the standard purchase register already set up for the tax office, a suspense tax register would be defined to it. This register would hold the tax on the paid invoice until it was claimed, when it would be [transferred](#) to the purchase tax register.

Contra Accounts

A [trading partner](#) may often be both a supplier and a customer. Where this is the case, the contra accounts facility establishes a link between the supplier and customer accounts. This link causes an Accounts Payable payment to be reduced by the amount in the contra account in Accounts Receivable.

It is possible to include Accounts Receivable [items](#) to net off against the amount due. It is then necessary to enter the Contra Account task within Accounts Receivable to match the payment to the Accounts Receivable [items](#).

Supplier Maintenance Selection Window

To display this window, select Maintain Suppliers task.

Use this window to:

- Enter a new [supplier code](#) to add a new supplier
The maintenance window will be displayed with blank fields.
- Enter a new [supplier code](#) to add a new supplier, and then select Base On (F6) to base the supplier on an existing supplier
Instead of showing blank fields, the maintenance window will be displayed showing the details of the supplier on which the new supplier is to be based
- Enter an existing code to view or change the details of a supplier already on the system

Fields

Supplier Code

Enter the code of the supplier whose details you want to be copied to form the basis of the new supplier.

Alternatively, use the [prompt](#) facility to select from the Supplier Selection pop-up.

Enter a new supplier or select an existing supplier and then press Enter to see the Supplier Maintenance Name and Address window. If you enter a new supplier and want to base it on an existing supplier, enter the new [supplier code](#) and select **Base On (F6)** to see the Based On pop-up.

For new suppliers, if fixed format addresses are active (function 00068 in GL country specific [parameters](#)) the Fixed Format Type Selection Pop-up is displayed prior to the Supplier Maintenance Name and Address Window to allow you to choose the type of address you wish to define against the supplier.

Based On Pop-up

To display this window, enter a new [supplier code](#) and select **Base On (F6)** on the Supplier Maintenance Selection window.

Fields

Supplier Code

Enter the code on which to base the new supplier.

Alternatively, use the [prompt](#) facility to select from the Supplier Selection pop-up.

Company

Enter the company to which the base supplier is defined. This field [defaults](#) to the current company.

You can use the [prompt](#) facility on this field to select from the Purchase Ledger Companies pop-up.

Copy Despatch Addresses

Check this field if you want the despatch addresses defined to the base supplier to be copied to the new supplier.

Press Enter to see the Supplier Maintenance Name and Address window.

Fixed Format Address Type Selection Pop-up

For new master file details, this pop-up is automatically displayed. To display this pop-up for existing master file details, select **Fixed Format Address (F15)** on the master file Name and Address window.

Use this pop-up to define whether the address is fixed or free format.

Function**Address Type**

Enter the address type for the address you wish to add or maintain.

Alternately, use the [prompt](#) facility to select address types from the L1 Description ADDF.

Functions**No Fixed Format (F7)**

Use this to create/maintain a free format address.

Note: *The Address Type must be blank to use a free format address*

When India function (GL [parameter 070](#)) is active integration with local.ly services and tax engine require fixed format address to be mandatory and function **No Fixed Format** is disabled.

Caution: If an address with a fixed format is amended and this option is selected, the previously existing fixed format details are deleted.

Update (F8)

Use this to create/maintain a fixed format address in the Address [Mapping](#) Maintenance window.

Previous (F12)

Use this to return to the previous screen.

Note: *This option is only available once the address details have been created.*

ION Name (F16)

Use this as a Name ION extension can optionally be established, the extension consists of Name 64 characters and Description 256 characters.

Select a function to continue to the address details, or **Previous (F12)** to return to the previous window.

Address Mapping Maintenance window

To display this window, select **Update (F8)** on the Fixed Format Address Type Selection Pop-up.

Use this window to define the address in fixed format according to the format specified in **Map Addresses** [20/L1M].

Functions

Update (F8)

Use this to update the details and continue to the Name and Address Window

Change Address Type (F9)

Use this to return to the Fixed Format Address Type Selection Pop-up to select a new address type.

Check Address (F15)

Use this to view the entered address in the free format fields.

Select a function to continue to the next window.

Free Format Address Preview Pop-up

To display this pop-up, select **Check Address (F15)** on the Address [Mapping](#) Maintenance window.

Use this pop-up to view the free-format address. This is the format that will be used in existing System21 functions.

Select **Previous (F12)** to return to the Address [Mapping](#) Maintenance window.

Supplier Maintenance Name and Address Window

To display this window, press Enter on the Supplier Maintenance Selection window.

Fields

Account

This is a display-only field with the caption Addition or Amendment as appropriate displayed alongside.

Alpha Sequence (Untitled)

The information entered here is used to sequence the supplier in alphabetical order in reports. It can be used to search for a supplier using the [prompt](#) facility. If you do not want to use alpha sequence for report sequencing, you can use this field to specify particular supplier types, e.g. stationery.

Name

Enter up to 35 characters for the supplier's name to be displayed or printed.

Address (5 Lines)

Enter up to 35 characters for the first three lines of the supplier's address.

Enter up to 25 characters the last two lines of the supplier's address.

Post Code

Enter the supplier's postcode.

Phone

Enter up to 20 characters for the supplier's telephone number.

Fax

Enter up to 20 characters for the supplier's facsimile number.

Website

You can optionally enter the supplier's web site.

Primary Contact

Enter a primary contact.

Alternatively, use the [prompt](#) facility to select from the Contact Details pop-up.

Remarks

Up to 60 characters are available to hold any remarks or notes.

Country

Some [payment methods](#) require the supplier's bank details. If the [default payment method](#) you select for this supplier is one of these methods, a bank details window will be displayed.

The [country code](#) entered here decides the format of this window for entry of the supplier's banking details.

You can use the [prompt](#) facility on this field to select from the Select [Parameter](#) Codes pop-up.

Language

This field is for future development.

You can use the [prompt](#) facility on this field to select from the Select Language pop-up.

Groups 1-4?

These four three-character group codes enable suppliers to be sequenced in many different ways, for user-defined analysis.

These codes must be predefined GL [parameters](#) SGP1 to SGP4.

These codes may also be used to sequence reports within this application, for example the aged creditors analysis, and the name and address report.

You can use the [prompt](#) facility on this field to select from the Select [Parameter](#) Codes pop-up.

Functions**Website**

Use this to go to the specified web site.

Contacts (F13)

Use this to display the [Trading Partner](#) Contacts window.

Fixed Format Address (F15)

Use this to create or maintain the fixed format address for the supplier.

Extended Attributes (F20)

Use this function to display Extended Attributes for Amendment. See **Extended Attribute Data (11/L1M)** task details for more details on this function.

Note: *If another user is currently maintaining any Extended Attribute record for the same Supplier, even if it is for a different Category, then a message stating that the record is currently in use will be displayed.*

Press Enter to validate the window and display the Supplier Maintenance Other Details window.

Trading Partner Contacts Window

To display this window, select **Contacts (F13)** on the Supplier Maintenance Name and Address window.

Options**Select**

Use this to see details of an existing contact.

Maintain Extended Text

Use this to maintain extended text against an existing contact.

Functions**Refresh (F5)**

Use this to refresh the window after changes have been made.

Add New Contact (F10)

Use this to add a new contact.

Select an option or function to display the next window.

Trading Partner Contacts Detail Window

To display this window, select a contact on the [Trading Partner](#) Contacts window.

Fields**Contact Name**

Enter the name of the contact.

Contact Title

Enter the job title of the contact.

Correspondence Name

Enter the correspondence name for the contact.

Contact Type

Enter a contact type.

Alternatively, use the [prompt](#) facility to select from the [Parameter](#) Codes pop-up.

Note: The Contact Type code is maintained in General Ledger [Parameters](#), type CTCT.

General Comments

Enter any required comments.

Functions**Refresh (F5)**

Use this to refresh the window after changes have been made.

Delete (F11)

Use this to delete a contact.

Numbers (F17)

Use this to display the [Trading Partner](#) Numbers window.

Text (F21)

Use this to add text.

Select **Update (F8)** to update the details.

Trading Partner Numbers Window

To display this window, select **Numbers (F17)** on the [Trading Partner](#) Contact Details window.

Fields

Office

Enter the office telephone number for the contact.

Mobile

Enter the mobile telephone number for the contact.

Home

Enter the home telephone number for the contact.

Preference

Select one of the following:

Office - To use the office telephone number for the contact as a preference

Mobile - To use the mobile telephone number for the contact as a preference

Home - To use the home telephone number for the contact as a preference

Email Address

Enter the e-mail address for the contact.

Functions

E-mail

Use this to send an e-mail to the specified address.

Select **Update (F8)** to update the details.

Trading Partner Extended Text Pop-up

To display this pop-up, select Maintain Extended Text against a contact on the [Trading Partner](#) Contacts window.

Fields

Text

Enter the required text.

Functions**Refresh (F5)**

Use this to refresh the pop-up after changes have been made.

Select **Update (F8)** to update the details.

Supplier Maintenance Other Details window

To display this window, press Enter on the Supplier Maintenance Name and Address window.

Use this window to enter more details, including the General Ledger accounts to be used in processing payments to a supplier.

Fields**Currency**

Use this checkbox as follows:

Unchecked - If this supplier trades only in [base currency](#)

Checked - If the supplier trades in various currencies and may have currency invoices posted to the account

This field is displayed if the ledger is [multi-currency](#).

Currency Code

If the Currency field is **unchecked**, either leave this field blank (the [base currency](#) will then be the [default](#)) or enter the [base currency](#).

This field is displayed if the ledger is [multi-currency](#). Currencies must be defined in the GL Currency tasks.

If the Currency field is **checked**, enter the three-character [currency code](#) that is to be the [default](#) trading currency of the supplier. Leave this field blank if no [default](#) code is required (the supplier may trade in several currencies).

You can use the [prompt](#) facility on this field to select from the Select Currency pop-up

Payment Terms

[Payment terms](#) will [default](#) to those which are established in the [company profile](#) if these fields are left blank, but enter different terms here to define rules for this particular supplier.

There are four parts to the definition of [payment terms](#).

A single-character code that defines the type of terms to be used

Enter one of the following:

D - Number of days from invoice date

M - Number of months before payment

P - [Periodic](#) range

T - Extended (spread) [payment terms](#)

This part of the field is used with code **P**, to indicate the [period](#) range in number form.

For example, a code of P 2019 106 would generate for all invoices with a document date between 20th of this month and the 19th of next month a payment date of 6th of next month.

This part of the field holds the number of days in the format DDD for code **D**, or holds the month and the date in the format MDD for codes **P** and **M**.

For example, a code of D ____ 030 means that the payment date is 30 days from the invoice date. A code of M ____ 210 means a payment will be made on the 10th of the second month after the month in which the invoice was sent.

If code **T** was specified, this part of the field must hold the [extended terms](#) code. This is a code set up in the Cash Management application that defines a schedule of payments. If the invoice meets the financial value, it will be paid in specified instalments.

You can use the [prompt](#) facility on the last part of this field to select from the Select [Extended Terms](#) pop-up.

Payment Method

Enter the [default payment method](#) to be used for payments to this supplier.

Alternatively, use the [prompt](#) facility to select from the Select [Payment Method](#) pop-up.

This field [defaults](#) from the [company profile](#) or can be input for each supplier record. The [payment methods](#) are set up in Cash Management maintenance. The choice of [payment method](#) includes the following types:

- Cheque
- [Transfer](#)
- Electronic
- [Collection Documents](#) (bills of exchange)
- Cash
- Credit Card
- [EDI](#)

Note: Bank details will be requested for [EDI payment methods](#) (unless they are excluded). [EDI payment methods](#) with bank details excluded are created by selecting a type 7 ([EDI](#)), but one that was set up as a sub-code on CS [parameter](#) EBDP.

Calendar

Enter a calendar code (as set up in GL [Parameters](#)).

Alternatively, use the [prompt](#) facility to select from the [Parameter](#) Codes pop-up.

This code will be used to calculate the payment [due date](#).

Credit Limit

This field is for future development.

Discount % & Override

In the first field, enter the percentage settlement [discount](#) that can be claimed from invoices submitted by this supplier.

This cannot be used if a [discount](#) code is defined for this supplier.

Use the override checkbox as follows:

Unchecked - Not to allow [discount](#) percentage to be changed at [item](#) entry time

Checked - To allow the [discount](#) percentage to be changed at [item](#) entry time

Discount Code

Enter the Cash Management extended settlement [discount](#) code that holds the [discount](#) structure used by this supplier.

This field cannot be used if a [discount](#) percentage has been entered for this supplier.

You can use the [prompt](#) facility on this field to select from the Select [Discount](#) Code pop-up.

Withholding Tax

Check this field if this supplier is subject to [withholding tax](#), to be paid directly to the government.

Tax Classification

Select one of the following:

Legal entity

Male

Female

The last two codes are used for [withholding tax](#) suppliers.

Value Date Type

Select one of the following:

Banks in same town

Banks in different countries

Banks in different towns

This field is only displayed only if value dates are required by the Country-specific [Parameters](#) in the General Ledger.

The value is used with the value date table in Cash Management to calculate the date on which the bank account is updated with a payment. It is an estimate of the number of days a payment takes to clear.

Note: This field is only displayed if Value Date Active? field in Country-specific [Parameters](#) (GL [Utilities](#)) is set to 1.

A/C Status

This single-character field indicates the current [status](#) of the supplier in terms of postings and payments. It can have the following values:

Blank - If [items](#) entered for the supplier's account are processed by the automatic payment procedure

H - If all invoices and journals entered for this supplier are held, and will not be eligible for payment through the automatic payments due cycle

H has no effect on [credit notes](#), which are always treated as [prompt](#) pay [items](#). H has no effect on [items](#) already posted to the invoice [log](#) or ledger. If you need to hold these [items](#), this may be done through payment [status](#) maintenance.

N - If payments to the supplier will not be made under any circumstances

P - If all [items](#) will appear on the next automatic Payment Due report

The payment [due date](#) will be set to the document date automatically when the [item](#) is entered.

L - If postings to this supplier can only be made to the invoice [log](#)

X - If invoices and [credit notes](#) cannot be posted against this supplier

Payments can still be made.

If the [status](#) is changed there is no retrospective effect on outstanding invoices.

You can use the [prompt](#) facility on this field to select from the Select Payment [Status Flag](#) pop-up.

Deletion Flag

This field indicates whether the supplier is still active. It is normally left blank to denote an active supplier. If you want a supplier to be removed from the application, select **Delete**. This will have two effects:

No further postings will be allowed

The application will attempt to remove the supplier when the supplier purge and [archive](#) routines are next run. If there are still unpurged [transactions](#) against the supplier at this time, the application will be unable to remove the supplier.

Factor Code

If the supplier requires all payments to be made to a factoring company, enter the factor's [supplier code](#) here. This is created in the same manner as an ordinary supplier account.

The factor company must itself be set up as a supplier in Accounts Payable.

You can use the [prompt](#) facility on this field to select from the Supplier Selection pop-up.

Payment Group

You can categorise your suppliers, for example, as steel suppliers, miscellaneous suppliers, etc. The category can be used to select suppliers for an automatic payments run.

This must also be pre-defined in the GL [parameters](#).

The character * must not be used, as it has a reserved meaning within the application.

You can use the [prompt](#) facility on this field to select from the [Parameter](#) Codes pop-up.

GL Company

This field displays the General Ledger company to which this Accounts Payable company is attached.

Control A/C

This field enables you to specify that this supplier's [transactions](#) are to be posted to a different [control account](#) to the one set up in the [company profile](#).

If this field is left blank, the [default control account](#) in the [company profile](#) will be used. If an account is entered, it must already have been defined to the chart of accounts in General Ledger.

This account cannot be changed once postings have been made for this supplier.

You can use the [prompt](#) facility on this field to select from the Select [Control Account](#) pop-up.

Bank A/C

Separate bank accounts may be set up to cater for specific suppliers. If entered, it must have been defined to the chart of accounts and as a bank account. If this field is left blank, the [company profile](#) bank account is used.

You can use the [prompt](#) facility on this field to select from the Select Bank Account pop-up.

Contra Co/Account

The first field is a two-character field that holds the company code of the related contra account in Accounts Receivable. [Contra accounting](#) is carried out within AR Processing.

The second field is an eight-character field that holds the Accounts Receivable customer account number which is automatically set up as a contra account.

You can use the [prompt](#) facility on this field to select from the displayed pop-up.

Purchase A/C

This field enables you to specify that purchases made from this supplier are normally to be posted to the General Ledger account code entered here.

The account must already be set up on the chart of accounts. This code is offered for [dissection](#) of invoices and [credit notes](#), but you may change it if you want.

You can use the [prompt](#) facility on this field to select from the Select Purchase Account pop-up.

GL Dist Code

If a pre-defined distribution code is used when invoices are posted to AP the General Ledger [dissections](#) will be generated automatically. More accounts are available here than the Purchase Account. Standard distributions are defined in AP Maintenance.

You can use the [prompt](#) facility on this field to select from the Select Distribution Profile pop-up.

Pricing UoM

Enter a pricing unit of measure for this supplier. You may enter any text, as this is a free text field.

Functions**Additional Bank Accounts (F15)**

Select **Additional Bank Accounts** to allow additional bank accounts to be set up for the supplier without the need to separately maintain them in the External Bank Details (9/CSM) task

Withholding Tax Maintenance Pop-up

To display this pop-up, check the [Withholding Tax](#) field on the Supplier Maintenance Other Details window.

This function is essentially a form of advance income tax. For example, any sub-contractors and professional employees are set up as suppliers in Accounts Payable. When they submit invoices, part of the invoice value is retained by the paying company and paid directly to the government.

In order to do this, details required by the government are entered on this pop-up.

Fields**Tax Company**

For [withholding tax](#) to be paid, the government must be defined as a supplier on the system. Enter the company to which the government supplier is defined, normally the same company.

Tax Supplier Code

For [withholding tax](#) to be paid, the government must be defined as a supplier on the system. Enter the government's [supplier code](#).

Alternatively, use the [prompt](#) facility to select from the [Parameter](#) Codes pop-up.

Type

This is a government-provided code identifying the supplier's type of business. This is always attached to a supplier defined as a [withholding tax](#) supplier.

Enter a valid code.

Alternatively, use the [prompt](#) facility to select from the [Parameter](#) Codes pop-up.

National Code

Enter the code indicating the country from which the supplier is operating.

Alternatively, use the [prompt](#) facility to select from the [Parameter](#) Codes pop-up.

Address Code

Enter the government-provided code indicating the region of the tax authority for the purposes of [withholding tax](#).

Area

Enter the government-provided code indicating the area of the tax authority for the purposes of [withholding tax](#). The area code lies within the address code.

Birthplace

Enter the birthplace of the supplier.

Date of Birth

Enter or select the birth date of the supplier.

Calculation Percentage

Enter the percentage of the goods or service value that is subject to [withholding tax](#).

Tax Percentage

Enter the [withholding tax](#) percentage that is to be charged against the amount subject to [withholding tax](#).

Select **Update (F8)** to update the details.

Payment Analysis Maintenance Pop-up

If the company you are working with is defined as using [payment analysis](#) or 1099, when you press Enter on the Supplier Maintenance Other Details window, this pop-up is displayed.

The [payment analysis](#) facility is governed by a [flag](#) setting in the environment in which the company is running. It is not a setting in the [company profile](#) itself.

[Payment analysis](#) enables you to analyse payments you make by attaching each one to an analysis group. These groups are set up in the General Ledger, and can have a series of analysis enquiries and reports run over them.

This facility has a particular application in the USA, where it is referred to as 1099, and is a type of tax reporting. Companies employing contractors are required to inform the government of any payments made, and the [payment analysis](#) facilities provided throughout the application enable accurate reporting of this.

Fields

Analysis Reporting ID

Enter the government-provided analysis reporting ID (TIN number) for this supplier.

Default 1099 Anl. Group

Enter the analysis group that you want to appear as a [default](#) group when postings are made.

Alternatively, use the [prompt](#) facility to select from the Analysis Group Codes pop-up.

Reporting ID Type

Enter the type of ID for this supplier:

0 - [Payment analysis](#) supplier

1 - 1099 supplier

If you enter **1**, the 1099 Reporting Address Maintenance pop-up is displayed to enable you to specify the address to which the supplier's copy of the 1099 details will be sent. (This may not be the same as the supplier master address.)

Select **Update (F8)** to update the details.

1099 Reporting Address Maintenance Pop-up

To display this pop-up, enter 1 in the Reporting ID Type field and then select **Update (F8)** on the [Payment Analysis](#) Maintenance pop-up.

Use this pop-up to specify the address to which the supplier's copy of the 1099 details will be sent. This may not be the same as the supplier master address. When you produce a 1099 return for the US government, you will send a copy to the supplier. As the supplier address you have on the system could be a branch address, for example, you need to enter the head office address for the tax return.

The government assigns one Analysis Reporting ID (also known as TIN Number) to each business entity. As several of your suppliers may belong to a single entity, they will have the same reporting ID. Once the reporting address has been entered for one of them, the details will be displayed automatically in the pop-up for each of the others. Otherwise, the fields will be blank.

Fields**1st Payee/2nd Payee**

Enter the contact and name of the supplier entity to which a copy of the 1099 return is to be sent.

Line 1

Enter the first line of the reporting address.

Line 2

Enter the second line of the address.

City

You must enter the city name. The city name must be entered here to ensure that the address is formatted correctly when printed.

State

Enter the two-character state code.

You can use the [prompt](#) facility on this field to select from the [Parameter](#) Codes pop-up.

The following is a list of standard USA state codes:

Code	Description
AL	Alabama
AK	Alaska
AZ	Arizona
AR	Arkansas
CA	California
CZ	Canal Zone
CO	Colorado
CT	Connecticut
DE	Delaware
DC	District of Colombia
FA	Florida
GA	Georgia
GU	Guam
HI	Hawaii
ID	Idaho
IL	Illinois
IA	Iowa
KS	Kansas
KY	Kentucky
LA	Louisiana
ME	Maine
MD	Maryland
MA	Massachusetts
MI	Michigan
MN	Minnesota
MS	Mississippi
MO	Missouri

Code	Description
MT	Montana
NE	Nebraska
NV	Nevada
NH	New Hampshire
NJ	New Jersey
NM	New Mexico
NY	New York
NC	North Carolina
ND	North Dakota
OH	Ohio
OK	Oklahoma
OR	Oregon
PA	Pennsylvania
PR	Puerto Rico
RI	Rhode Island
SC	South Carolina
SK	South Dakota
TN	Tennessee
TX	Texas
UT	Utah
VT	Vermont
VA	Virginia
VI	Virgin Islands
WA	Washington
WV	Wisconsin
WI	Wyoming

Zip Code

Enter the zip code.

Country

Enter the [country code](#).

Alternatively, use the [prompt](#) facility to select from the [Parameter](#) Codes pop-up.

Edit Code

The 1099 reporting requirements specify that the tax identification number (TIN) of a supplier be formatted correctly.

Select one of the following:

XX-XXXXXXX - If the supplier is a company and TIN is a federal identification number

XXX-XX-XXXX - If the supplier is an individual and the TIN is a social security number

FATCA Filing?

Use this field to indicate if the supplier is subject to FATCA Filing. Otherwise, leave blank

Select **Update (F8)** to update the details.

Tax Details Pop-up

This pop-up is displayed automatically on completion of the Supplier Maintenance Other Details window.

Fields**Tax Code**

Enter a [default](#) tax code to be used for this supplier. If this field is left blank, the system will [default](#) instead to the tax code in the [company profile](#). The code can be re-defined at [transaction](#) level.

A tax code is set up in the General Ledger to carry not only a percentage rate, but also to specify the General Ledger accounts for tax postings for sales and purchases.

When posting [transactions](#), the system calculates a tax rate from the tax and goods values entered, and compares it to the rate attached to this tax code. If these are not the same (or are outside the tolerance levels defined in the General Ledger), an error message is displayed.

You can use the [prompt](#) facility on this field to select from the Select Tax Code pop-up.

Cash Basis Tax

This field is used to decide whether tax is accounted for on the [item](#) tax date or when payment is made. The field [defaults](#) to the value in the [company profile](#). Enter one of the following:

0 - For tax based on [transaction](#) date

1 - For tax based on payment

Tax ID

Enter the tax identity code assigned by the government to this supplier.

Fiscal Code

Enter the classification code assigned by the government to this supplier.

This is a reference field that displays on some reports.

Tax Register Required

Check this if you want to analyse the supplier's tax using registers.

Note: [Tax Registers](#) are used in Italy.

Tax Register

This is a two-character field that holds a tax register code defined in the General Ledger. Enter the appropriate tax register for the supplier.

You can use the [prompt](#) facility on this field to select from the displayed pop-up.

Press Enter to update the details.

Bank Details Maintenance Pop-up

To display this pop-up, when you have completed the Supplier Maintenance Other Details window, plus any [payment analysis](#) and 1099 information, press Enter. If the [payment method](#) you have specified for your supplier requires bank details to be entered, this pop-up is displayed. The format of this pop-up varies depending on the setting of Country-specific [Parameter](#) 047 in GL [Utilities](#). It also depends on the setting of the Bank Account Format [flag](#) in the Maintain [Payment Methods](#) task for the chosen [default payment method](#) for this supplier.

Note: If you are maintaining a supplier defined as a [withholding tax](#) supplier, this pop-up is displayed when you select **Update (F8)** on the [Withholding Tax](#) Maintenance pop-up.

Enter the supplier's bank details and then press Enter.

Maintain Supplier Trade Details Pop-up

This pop-up displays automatically on completion of the Supplier Maintenance Other Details window if World Trade is active.

Enter the details as required and then press Enter to update the details.

Supplier Indian Detail Pop-up

India only

Use this to enter India-specific data against a supplier.

Note: Ensure that the India country-specific [parameter](#) is active

Fields

PAN

Enter a Pan Number if required.

GSTIN

Enter a GSTIN Number if required

MSME Number

Enter a MSME Number if required

India Supplier Group 1

Enter a Supplier Group 1

Alternatively, use the [prompt](#) facility to select from the GL description ISG1 India Supplier Group 1 pop-up.

Note: It is expected this will never be blank for supplier without a GST (i.e. GSTC parameter limit is >0)

India Supplier Group 2

Enter a Supplier Group 2

Alternatively, use the [prompt](#) facility to select from the GL description ISG2 India Supplier Group 2 pop-up.

India Supplier Group 3

Enter a Supplier Group 3

Alternatively, use the [prompt](#) facility to select from the GL description ISG3 India Supplier Group 3 pop-up.

Cheque Payable to

Enter details of the person or company that payments to this account will be made to.

RCM Classification

Enter a valid RCM Classification (RCMC table in 2/L1M) for the selected Supplier. This is only required if the GST classification means no GSTN is required.

Tax Company

For reverse charge taxes to be paid, the government must be defined as a supplier on the system. Enter the company to which the government supplier is defined, normally the same company.

Tax Supplier Code

For reverse charge taxes to be paid, the government must be defined as a supplier on the system. Enter the government's [supplier code](#).

Alternatively, use the [prompt](#) facility to select from the [Parameter](#) Codes pop-up.

Vendor Type

Enter the vendor type for this supplier

Alternatively, use the [prompt](#) facility to select from the Vendor Type Selection pop-up

F12 from the maintenance window will allow the GST classification to be changed.

Select Update (F8) to update the data and return to the Supplier Maintenance Selection Window.

India Details – GST Classification

India only

This function is displayed after all other maintenance panels if the India function is active and the supplier being maintained does not currently have a GST Classification defined.

Fields**GST Classification**

Enter a valid GST Classification (GSTC table in 2/L1M) for the selected Supplier.

RCM Classification

Enter a valid RCM Classification (RCMC table in 2/L1M) for the selected Supplier.

Use ENTER to confirm and display the main India details panel. F12 will return the user to the supplier master file maintenance panel

Supplier Russian Detail Pop-up

Russia only

This window will only be displayed if Country Specific [parameter](#) 00069 Russian Function is active.

Note: It is assumed the INN (Tax registration number) is entered in the Tax ID on Tax Details window.

Fields**KPP**

Enter the KPP code which accompanies the INN if required

OKPO:

Enter the OKPO code if required

OKVED:

Enter the OKVED code if required

OKATO

Enter the OKATO code if required

OKOPF:

Enter the OKOPF code if required

OKFS:

Enter the OKFS code if required

OKPD:

Enter the OKPD code if required

Select **Update (F8)** to update the data and return to the Supplier Maintenance Selection Window.

Maintain Despatch Addresses [2/APM]

This information is used only by the Purchase Management package, and this task should be disregarded if Purchase Management is not available.

If Purchase Management is installed, this maintenance task enables you to assign up to 999 despatch addresses to any one supplier.

Note: *The supplier must be set up via the Maintain Suppliers task before despatch addresses can be attached to it.*

If a tax address code is specified in the [company profile](#), you need to set up a tax address with this code for each supplier requiring separate tax communications.

This option has been extended to allow you to create and maintain supplier fixed format despatch addresses.

Maintain Despatch Addresses Selection Window

To display this window, select the Maintain Despatch Addresses task.

Fields

Please Enter Supplier Code

Enter a valid [supplier code](#).

Alternatively, use the [prompt](#) facility to select from the Supplier Selection pop-up.
Press Enter to display the Maintain Despatch Addresses Confirmation window.

Maintain Despatch Addresses Confirmation Window

To display this window, press Enter on the Maintain Despatch Addresses Selection window.
Press Enter to display the Maintain Despatch Addresses Shipping Address window.

Maintain Despatch Addresses Shipping Address Window

To display this window, press Enter on the Maintain Despatch Addresses Shipping Address window.

Fields

Enter Shipping Address Code

Enter the shipping address code or leave this field blank to display a list of existing codes.
Press Enter to display the Maintain Despatch Addresses window.
For new despatch addresses, (function 00068 in GL country specific [parameters](#)) the Fixed Format Type Selection Pop-up is displayed prior to the Maintain Despatch Addresses Window to allow you to choose the type of address you wish to define against the despatch address.

Maintain Despatch Addresses Shipping Address Selection Window

To display this window, leave the Enter Shipping Address Code field blank and then press Enter on the Maintain Despatch Addresses Shipping Address window.

Fields

Enter Shipping Address Code

Enter a shipping address code.
Press Enter to display the Maintain Despatch Addresses window.

Maintain Despatch Addresses Window

To display this window, press Enter on the Maintain Despatch Addresses Shipping Address window.

Fields

Shipping Name

Enter the name of the despatch recipient using up to 35 characters.

Address Line 1

Enter the first line of the despatch address using up to 35 characters.

Address Line 2

This field has free-format entry of up to 35 characters.

Address Line 3

This field has free-format entry of up to 35 characters.

Address Line 4

This field has free-format entry of up to 25 characters.

Address Line 5

This field has free-format entry of up to 25 characters.

Post Code

You can optionally enter the post code of the despatch address.

Primary Contact

Enter a primary contact, if contacts have already been set up.

Alternatively, use the [prompt](#) facility to select from the Contact Details pop-up.

Telephone Number

Enter the telephone number of this address using up to 20 numeric characters.

Fax

Enter the facsimile number of this address using up to 20 numeric characters.

Supplier Groups 1-4

These three character group codes enable the coding of suppliers for user defined analysis. These codes may also be used to sequence reports within this application such as the aged debt analysis and name and address report. These codes are pre-defined using the GL [Parameters](#) Maintenance task.

You can use the [prompt](#) facility on these fields to select from the [Parameter](#) Codes pop-up.

Special Remarks

This is a free-format entry field of up to 60 characters. It provides a brief narrative for the despatch address if required.

Activity Code

You can optionally make an entry in this field to define the [status](#) of this despatch record.

Select one of the following:

None - To signify that the address is active

Suspend - If the despatch address is to be suspended

Delete - If the despatch address details are to be removed from the system when the next purge or [archive](#) routine is performed

Functions

Contacts (F13)

Use this to display the [Trading Partner](#) Contacts window.

Fixed Format Address (F15)

Use this to create or maintain the fixed format address for the supplier despatch address.

ION Name (F16)

Use this as a Name ION extension can optionally be established, the extension consists of Name 64 characters and Description 256 characters.

Extended Attributes (F20)

Use this function to display Extended Attributes for Amendment. See **Extended Attribute Data (11/L1M)** task details for more details on this function.

Note: *If another user is currently maintaining any Extended Attribute record for the same Supplier, even if it is for a different Category, then a message stating that the record is currently in use will be displayed.*

Press Enter to update the details.

Maintain Supplier Trade Details Pop-up

This pop-up displays automatically on completion of the Maintain Despatch Addresses window if World Trade is active.

Enter the details as required and then press Enter to update the details.

Supplier Tax Pop-up

This window will only be displayed if Country Specific [parameter](#) 00065 Nota Fiscal is active.

Fields

Tax ID

Enter the Tax Identifier used for Brazil

Fiscal Code

Enter the fiscal code

Supplier Indian Detail Pop-up

India only

This is the same display as Supplier maintenance (1/APM) with the exception that only GSTIN and Supplier groups are maintainable. All other data is [defaulted](#) from the primary account (delivery address '000').

If the primary delivery address is GST registered and the secondary delivery address is not, or both are not registered, a warning message is issued as per customer maintenance.

India Details – GST Classification

India only

This is the same display as Supplier Maintenance (1/APM) except that if the parent supplier (delivery sequence '000') is not registered for GST any subsidiary delivery addresses will also be non-registered.

Supplier Russian Detail Window

Russia only

This is the same display as Supplier Maintenance (1/APM).

Maintain Reason Codes [3/APM]

When you are creating a journal adjustment or a [credit note](#), an explanation of the reason for the [transaction](#) may be attached to the journal or credit. This is done by creating a code for each reason, and entering the appropriate code when creating the [transaction](#). The codes are set up via this task.

Note: These codes are not maintainable. To alter a code, delete it and then enter it as a new code.

Reason Codes Maintenance Selection Window

To display this window, select the Maintain Reason task.

Fields

Reason Code

Enter the new [reason code](#).

Description

Enter a brief [reason code](#) description.

Options**Delete**

Use this to delete an existing [reason code](#).

Press Enter to update the details.

Maintain Location Codes [4/APM]

This facility is used only by the invoice [log](#) procedure. If you do not use an invoice [log](#), do not set up [location](#) codes.

If you are using the [log](#) but do not want to trace [log items](#), it is advisable to set up a blank [location](#) code so that the validation may be bypassed. A blank code should ONLY be used in this circumstance. To create a blank [location](#), leave the [location](#) code blank but enter a description.

A [location](#) code represents an individual or a department within a company to whom authority is given for the acceptance of invoices, [credit notes](#) or journals. Its use, mandatory if [logs](#) are used, enables the tracking of documents sent for authorisation.

Note: *These codes are not maintainable. To alter a code, delete it and then enter it as a new code.*

Location Codes Maintenance Window

To display this window, select the Maintain [Location](#) Codes task.

Fields**Location Code**

Enter the [location](#) code.

Description

Enter a brief description of the [location](#) being defined.

Options**Delete**

Use this to delete an existing [location](#) code.

Press Enter to update the details.

Supplier and Item Text [5/APM]

In addition to the normal financial details held for each supplier, you can also maintain free-format text. The text can be used for keeping records of accounts in query, payment promises, telephone conversations, and so on. You can also add or change text associated with a specific [transaction](#) on this supplier's account. This text can be accessed and maintained in many areas of the system, e.g. enquiries.

Supplier and Item Text Selection Window

To display this window, select the Supplier and [Item](#) Text task.

Fields

Supplier

Enter a valid supplier.

Alternatively, use the [prompt](#) facility to select from the Supplier Selection pop-up.

Press Enter to display the Supplier and [Item](#) Text [Item](#) Selection window.

Supplier and Item Text Item Selection Window

To display this window, press Enter on the Supplier and [Item](#) Text Selection window.

Fields

Item Type

Enter an [item](#) type if you want to specify [item](#) text.

The valid type codes are as follows:

CR - [Credit Note](#)

JL - Nominal Journal

CA - Cash on Account

FJ - [Prime Currency](#) Journal

PX - Cancelled Payment

PY - Payment

DL - [Log](#) Deletion

AL - Allocation

JT - Journal [Transfer](#)

Leave this field blank if you want to specify supplier text.

You can use the [prompt](#) facility on this field to select from the Select [Item](#) Type pop-up.

Item Reference

Enter an [item](#) reference if you want to specify [item](#) text.

Leave this field blank if you want to specify supplier text.

You can use the [prompt](#) facility on this field to select from the Select [Item](#) pop-up.

Supplier and Item Text Window

To display this window, press Enter on the Supplier and [Item](#) Text [Item](#) Selection window.

Once you have finished entering text, select **Update (F8)** to update the text.

Recurring Profile [6/APM]

Note: *This function is not available if India function is active*

The [recurring payments](#) facility enables you to make regular payments automatically, for example, lease payments or payments for public [utilities](#). Once a recurring profile has been defined it should be processed via the Process [Recurring Payments](#) task.

The method for setting up recurring profiles is as follows.

Use the Maintain [Parameters](#) task to set up [parameter](#) RPAC.

Use the Schedules maintenance task to set up the schedule.

Use this task to set up the recurring profile.

There are three types of recurring payment:

Constant Recurring Payment

When you know the value of each payment to be made as well as the value of each General Ledger [dissection](#), this can all be defined and payments made with a minimum of maintenance.

Standing Recurring Payment

If the payment value varies but the General Ledger accounts used remain the same, this type of payment enables you to specify the accounts here, but to enter the values when the payment is due.

Spread Recurring Payment

If the payment value varies but the General Ledger accounts used and the proportion of the payment value to go to each account remain the same, this type of payment enables you to specify the accounts and ratios here, but to enter the value when the payment is due.

Recurring Profile Maintenance Selection Window

To display this window, select the Recurring Profile task.

Fields

Supplier

Enter the code of the supplier to whom you want to make [recurring payments](#).

Alternatively, use the [prompt](#) facility to select from the Supplier Selection pop-up.

Profile

Enter a code to which you are to define the pattern of [recurring payments](#).

Alternatively, use the [prompt](#) facility to select from the Select Recurring Profile pop-up.

Based on Profile

If you want to copy the details of a profile which has already been defined, enter that profile code here.

Alternatively, use the [prompt](#) facility to select from the Select Recurring Profile pop-up.

Based on Company

If you want to copy the details of a profile that has already been defined, enter the company of that profile code here.

This field [defaults](#) to the current Accounts Payable company.

You can use the [prompt](#) facility on this field to select from the Purchase Ledger Companies pop-up.

When you have completed these fields, press Enter to display the Recurring Profile Maintenance Detail window.

Recurring Profile Maintenance Detail Window

To display this window, press Enter on the Recurring Profile Maintenance Selection window.

Fields

Description

Enter the code description.

Timing

Number to Post

Enter the number of postings to be made for this profile. Enter **0** if an end date is to be specified.

Terms

You can define here your pattern of [recurring payments](#), using the following three fields:

A single-character code that defines the type of terms to be used

Enter one of the following codes:

D - Number of days from invoice date

M - Number of months before payment

P - [Periodic](#) range

W - Weekly terms

The second field is used with code **P**, to indicate the [period](#) range in number form. For example, a code of P 2019 106 would generate for all invoices with a document date between 20th of this month and 19th of next month a payment date of 6th of the month following the 19th.

If the first field is **D**, the third field holds the number of days, in the format DDD.

If the first field is **P** or **M**, the third field holds the number of months and the date (format MDD).

If the first field is **W**, position 1 holds a value from 1-7 (1=Monday, 2=Tuesday etc.). Positions 2-3 hold a multiple of 7 to indicate frequency of payment.

Examples:

A code of D ____ 030 means that the payment date is 30 days from the invoice date.

A code of M ____ 210 means a payment will be made on the 10th of the second month after the month in which the invoice was sent.

A code of W ____ 414 means that payments will be made every other Thursday.

Next Date

Enter or select the date on which the supplier next expects payment to be made.

End Date

Enter or select the date of the final payment to be made.

Lead Time

The Next Date field represents the date on which payment must be received by the supplier.

Enter the number of days before this date that the payment procedure must be started (taking account of the mail, the clearing system, your own procedures, etc.).

This entry has a direct effect on the date that the payment will be recommended to be paid. Note that when lead time is calculated, weekends must be included. Therefore, if it is Friday 15th, and you want payment to reach the supplier on Tuesday 19th, the lead time is five days, not three.

Schedule

A schedule is a code set up in Accounts Payable Maintenance that holds user-defined posting dates.

If you want to define your posting dates using a schedule, (if, for example, the payments are irregular), enter an existing schedule code here.

Schedules cannot be used if the Terms field is being used.

You can use the [prompt](#) facility on this field to select from the Purchase Ledger Schedules pop-up.

Rules & Values

Type

You must select one of the following codes in this field:

Constant - If the value of each payment is unchanging, and the distribution to the General Ledger accounts and values is also constant

Standing - If the payment value may vary, but the General Ledger accounts used do not change and the account values are entered when posting

Spread - If the payment value may vary, but the General Ledger accounts used and the ratio of the spread values are pre-defined and the values may be amended when posting

Note: *This field cannot be maintained once a posting has been made.*

Autopay

This field is used to decide to what extent automatic processing is to be used when a [recurring payments](#) run is made.

Select one of the following:

[Log](#) only - To create a [log item](#) only

Ledger - To create a ledger [item](#) only

Ledger + Pay Req - To create a ledger [item](#) and a payment record for subsequent release from Cash Management

Ledger + Payment - To create the ledger [item](#) and automatically process a [manual payment](#) through Cash Management

This is the recommended value for standing order payments, for example.

If [Log only](#) or **Ledger** is selected, the supplier's [default payment terms](#) must not be for spread payments.

Standard Value

The entry here depends on the code entered in the Type field.

- If the type is Constant, enter the gross posting amount in [prime currency](#). The value must be greater than 0.00.
- If the type is Standing, this field is not used and must equal 0.00.
- If the type is Spread, enter the spread control value. The value must be greater than 0.00.

Discount Rate

This field [defaults](#) to the [discount](#) percentage set up for this supplier. The field can only be maintained only if the [Discount](#) Override field for the supplier is **checked**.

Discount Value

This field can be used only if the type is Constant and the [Discount](#) Override field for the supplier is **checked**.

Enter the value of the [discount](#) in [prime currency](#).

Press Enter to display the Recurring Profile Maintenance [Defaults](#) window.

Recurring Profile Maintenance Defaults Window

To display this window, press Enter on the Recurring Profile Maintenance Detail window.

Fields**Payment Method**

Enter a valid [payment method](#).

Alternatively, use the [prompt](#) facility to select from the Select [Payment Method](#) pop-up.

External Reference

Enter any contract or agreement number. If this field is not used, it will [default](#) to the profile code.

Location Code

Enter a [location](#) code if the Autopay field is set to **checked**.

You can use the [prompt](#) facility on this field to select from the Select [Location](#) Code pop-up.

Analysis Code

This is a user classification code that is not used by the system.

Valid codes are set up in the General Ledger [Parameters](#) file. Use the [parameter](#) RPAC. At least one code must be set up because it is a mandatory entry field.

You can use the [prompt](#) facility on this field to select from the [Parameter](#) Codes pop-up.

Inter Co

Check this field if inter-company postings are to be made.

Withholding Tax

Enter **1** in this field if [withholding tax](#) details are to be entered.

1099 Code

Enter **1** in this field if either [payment analysis](#) (including 1099) details are to be entered.

Tax

Check this field if tax is to be entered as part of the General Ledger distribution.

tax Value (Untitled)

Enter a tax value only if the Type field is **Constant**, and the tax field is **checked**.

Tax Register

This field will [default](#) to the register set up for the supplier, but can be amended.

Currency

If this is a [multi-currency](#) supplier, this field will [default](#) to the supplier's currency, but it can be amended.

You can use the [prompt](#) facility on this field to select from the Select Currency pop-up.

Rate Code

This code will supply the currency conversion rate if any currency other than base is being used.

Rate

This field displays the actual currency conversion rate, if it used instead of a rate code.

Press Enter to display the [dissection](#) window to enable you to enter the correct distribution for the profile you have selected. The window displayed will depend on whether you selected a constant, standard or spread profile in the Type field on the Recurring Profile Maintenance Detail window.

Maintain Constant Distribution Window

To display this window, press Enter on the Recurring Profile Maintenance [Defaults](#) window if you selected Constant in the Type field on the Recurring Profile Maintenance Detail window.

Fields**I/C**

If posting is required to a General Ledger company other than the current one, enter that company here.

Alternatively, use the [prompt](#) facility to select from the Select Inter-company Company pop-up.

Account Code

Enter the General Ledger account.

Alternatively, use the [prompt](#) facility to select from the Select Account pop-up.

Value

Enter the value to be posted to this account.

Tax

The tax code in this field will [default](#) to the supplier's tax code for the first line, and thereafter will [default](#) to the last code entered.

You can use the [prompt](#) facility on this field to select from the Select Tax Code pop-up.

Tax Value

Enter the tax value for the account.

Description

Enter a description as required. If this field is left blank, this field will [default](#) to the short description on the chart of accounts.

Options**Select**

Use this to select a line for amendment. The details will be displayed in the input fields for you to alter, if necessary.

Delete

Use this to delete a line.

Press Enter to display the line you have entered in the table in the middle of the window. If you are using General Ledger extension codes, an extension code pop-up will be displayed and you must amend the codes if necessary and then press Enter to accept them.

Select **Accept (F8)** to accept your entries.

Maintain Standing/Spread Distribution Window

To display this window, press Enter on the Recurring Profile Maintenance [Defaults](#) window if you selected Standing in the Type field on the Recurring Profile Maintenance Detail window.

Use this window to select a distribution line for amendment or deletion.

Fields**I/C**

If posting is required to a General Ledger company other than the current one, enter that company here.

Alternatively, use the [prompt](#) facility to select from the Select Inter-company Company pop-up.

Account Code

Enter the General Ledger account.

Alternatively, use the [prompt](#) facility to select from the Select Account pop-up.

Desc

Enter a description as required. If this field is left blank, it will [default](#) to the short description on the chart of accounts.

Options**Select**

Use this to select a line for amendment. The details will be displayed in the input fields for you to alter, if necessary.

Delete

Use this to delete a line.

Press Enter to display the line you have entered in the table in the middle of the window. If you are using General Ledger extension codes, an extension code pop-up will be displayed and you must amend the codes if necessary and then press Enter to accept them.

Select **Accept (F8)** to accept your entries.

Withholding Tax Pop-up

To display this pop-up, check the [Withholding Tax](#) field on the Recurring Profile Maintenance window and then select **Accept (F8)** on the relevant [dissection](#) window.

Fields**Type**

This field will [default](#) to the tax code set up for the supplier, but can be amended.

You can use the [prompt](#) facility on this field to select from the [Parameter](#) Codes pop-up.

Calculation %

Enter the percentage of the goods or service value which is subject to [withholding tax](#).

This field [defaults](#) to the value set for the supplier, but can be amended.

Tax %

Enter the [withholding tax](#) percentage to be charged against the amount subject to [withholding tax](#). This field [defaults](#) to the value set up for the supplier, but can be amended.

Excluded Goods Value

Enter the value of goods not taxed.

This field will [default](#) to zero.

Press Enter to accept these details. A pop-up will be displayed showing the calculated values.

Select **Accept (F8)** to complete all updates.

Payment Analysis (1099) Pop-up

To display this pop-up, enter 1 in the 1099 Code field and then select Update (F8) on the Recurring Profile Maintenance [Defaults](#) window.

Fields**Code**

Enter the analysis group code for the entered value.

1099 Amount

Enter the value for the corresponding analysis group code.

Select **Update (F8)** to update the details.

Standard Distribution [7/APM]

This task enables the system to enter General Ledger [dissections](#) automatically when making a posting.

First, you must define any commonly used pattern of [dissections](#) as a code. This code is then specified as a supplier [default](#) or entered for an individual posting. This provides the [dissections](#) automatically during posting, but you can still make any necessary amendments before the posting is sent.

Maintain Distribution Templates Window

To display this window, select the Standard Distribution task.

This window enables you to:

- Select a template to maintain. Its details will be [transferred](#) to the fields at the bottom of the window, where they can be amended.
- Enter a new template using the fields at the bottom of the window.

Fields**Distribution Ref**

Enter a standard General Ledger distribution.

Description

Enter a template description.

Distribution Type

Select one of the following:

Standing - For a standing type

Spread - For a spread type

Control Value

This field will be used only for a template with a distribution type of **Spread**. Enter the value.

Inter Co

Check this field if distribution postings are to be made across General Ledger companies.

Options**Select**

Use this to maintain a distribution template.

Delete

Use this to delete a distribution template.

Press Enter to display the Maintain Spread Distribution window, where you can maintain existing details or enter new ones.

Maintain Spread Distribution Window

To display this window, press Enter on the Maintain Distribution Templates window.

Use this window to select a distribution line for amendment or deletion.

Fields**I/C**

If posting is required to a General Ledger company other than the current one, enter that company here.

Alternatively, use the [prompt](#) facility to select from the Select Inter-company Company pop-up.

Account Code

Enter the General Ledger account.

Alternatively, use the [prompt](#) facility to select from the Select Account pop-up.

Value

Enter a value.

Note: *that if you are defining a spread profile, the values entered here are taken to be a ratio, not an actual value.*

Tax

The tax code in this field will [default](#) to the supplier's tax code for the first line, and thereafter will [default](#) to the last code entered.

You can use the [prompt](#) facility on this field to select from the Select Tax Code pop-up.

Tax Value

Enter the tax value for the account.

Desc

Enter a description as required. If this field is left blank, it will [default](#) to the short description on the chart of accounts.

Options**Select**

Use this to select a line for amendment.

Delete

Use this to delete a line.

Functions**Delete Whole Distribution**

Use this to delete all the distribution details. You will be asked for confirmation.

More Detail/Less Detail (F22)

Use this to toggle the display between more detail and less detail of each entry.

When you are satisfied with the updates, select **Accept (F8)**.

Schedules [8/APM]

This task enables you to set up a schedule of payment dates to use with the [recurring payments](#) facility.

This facility will be used when the pattern of payments is irregular.

If you want to maintain an existing schedule, enter the code in the field and press Enter. The dates defined to that schedule will be displayed first, unless you want to maintain the description, in which case you must select **F19** to see the header.

If you are entering a new code, enter the code in the field and then press Enter and the header window will be displayed automatically to enable you to enter the description.

Schedule Selection Window

To display this window, select the Schedules task.

Fields**Schedule Code**

Enter a code.

Alternatively, use the [prompt](#) facility to select from the Purchase Ledger Schedules pop-up.

Functions**Header (F19)**

For an existing code, use this to display the Maintain Schedules Description window.

If you are maintaining an existing code, press Enter to display the Maintain Schedules window. If you are creating a new code, press Enter to display the Maintain Schedules Description window.

Maintain Schedules Description Window

To display this window, if you are creating a new code, press Enter on the Schedule Selection window. Alternatively, if you are maintaining an existing code, select Header (F19) on the Schedule Selection window

Fields

Group Description

Enter a description for the schedule code.

Press Enter to see the Maintain Schedules window.

Maintain Schedules Window

To display this window, press Enter on the Schedule Selection window or press Enter on the Maintain Schedules Description window.

Fields

Date

Enter or select the series of dates on which you want payments to be made.

Functions

Generate Dates (F9)

Use this to display the Generate Dates pop-up.

Enter each date individually in the fields provided. There is no need to enter them in order, as they will be sorted automatically.

Select **Update (F8)** to update the schedule.

You can select **Generate Dates (F9)** to display the Generate Dates pop-up to generate the dates automatically.

Generate Dates Pop-up

To display this pop-up, select **Generate Dates (F9)** on the Maintain Schedules window.

Fields

Start Date for the Sequence

This field holds the earliest date generated according to the criteria you have selected. The field [defaults](#) to the current date.

Number of Dates to Generate

Enter the number of dates to be generated.

Last Day in Each Month

Enter **1** to generate dates for the last day in each month.

A Day in Each Month

Enter a day from the range 1-30 to generate a date for this day each month.

Number of Days Interval

Enter a number of days from the range 1-99 to generate dates with a specific number of days interval.

When you have entered the generation rules you want to use, press Enter to see the result on the Maintain Schedules window. If it is correct, select **Update (F8)**.

Contacts [9/APM]

Use this task to maintain Contacts for a supplier

Contacts Maintenance Supplier Selection Window

Fields**Account Code**

Enter the account for which you wish to set up contacts.

You can use the [prompt](#) facility on this field to select from the Supplier Selection by Account Code pop-up.

Press ENTER to display the Contacts Maintenance Supplier Shipping Address Selection window

Contacts Maintenance Supplier Delivery Code Selection Window

Fields

Delivery Code

Enter the delivery code for which you wish to set up contacts.

Use '000' for the main supplier address or leave blank to see a list of delivery addresses

Press ENTER to display the Contacts Maintenance Supplier Shipping Address window, or enter a delivery code to display the Contacts Maintenance window

Contacts Maintenance Supplier Shipping Address Selection Window

Fields**Delivery Code**

Enter the address code for which you wish to set up contacts.

Press ENTER to display the [Trading Partner](#) Contacts window.

Supplier Enquiry Preferences [10/APM]

This task allows you to customize the [defaults](#) used in the supplier enquiry. These are applied for all companies

Note: The first view defined will become the [default](#) view

Note: To use the system-defined view, do not set up any defined views.

Supplier Enquiry User Preferences Window

Fields**User**

Enter the ID of the user to be maintained

Base On

Enter the ID of the user already set up with user preferences, which can be amended and updated as required for the specified user

Press ENTER to display the Customise Supplier Enquiry Preferences window

Customise Supplier Enquiry Preferences Window

Fields

Default item lists

Selections are made for each of the lists of [items](#) shown within supplier enquiries

Sequence by newest

Use this checkbox as follows:

Checked – [transactions](#) will be displayed as newest first

Unchecked – [transactions](#) will be displayed as oldest first

Note. The sequence is within currency and date (due/document) as applicable.

Default Revalued Base

Use this checkbox as follows:

Checked – revalued base shown as [default](#)

Unchecked – original base shown as [default](#)

Default Displays

Cashflow analysis

Select either:

- [Log](#) and ledger [items](#), or
- Ledger

to choose what types of [items](#) are included in analysis

Press ENTER to validate the details for the user and F8 to update the preferences

Report on Supplier [31/APM]

Use this task to produce a list of all or a range of your suppliers, in alphabetical order or sequenced by supplier group, and with addresses only or including all details, by running this task.

List Supplier Names and Addresses Sequence Window

To display this window, select the Report on Supplier task.

Use this window to select accounts for the report, the sequence and the detail level.

Fields

ALL Addresses in ACCOUNT CODE Sequence

Check this field to produce a report in ascending account number sequence.

Select a RANGE of ACCOUNT CODES

Check this field to allow the selection of a range of accounts for which the report is to be produced. The Select Account Codes window is displayed.

Sequenced by Content of SUPPLIER GROUP 1-4

Check the appropriate field to sequence the report by the contents of a supplier group code.

Sequenced by Content of ALPHA SEQUENCE CODE

Check this field to sequence the report by suppliers in alphabetical order.

Enter a '1' Here...

Either a detailed report may be produced showing the full name and address details of the supplier, or a summary report showing only the supplier name and first line of the address. To obtain a detailed report, enter **1** in this field.

Enter your selections and then press Enter.

If you checked the Select a RANGE of ACCOUNT CODES field, the Select Account Codes window is displayed; otherwise, a confirmation message will be displayed. Press Enter again to exit the task and submit a job to produce the report.

Select Account Codes Window

To display this window, check the Select a RANGE of ACCOUNT CODES field on the List Supplier Names and Addresses Sequence window.

Use this window to specify the range of accounts to be included in the report.

Fields

Account Code to START At

Enter the account from which you wish to start the report. Leave this field blank to start at the first account.

Account Code to END At

Enter the account with which you wish to end the report. Leave this field blank to continue to the last account.

Enter your selections and then press Enter to submit the report.

Report on Despatch Addresses [32/APM]

You can produce a list of despatch addresses for your suppliers by entering details in the same way as for the Supplier report.

List Supplier Shipping Addresses Sequence Window

To display this window, select the Report on Despatch Addresses.

Use this window to select accounts for the report, the sequence and the detail level.

Fields

ALL Addresses in ACCOUNT CODE Sequence

Check this field to produce a report in ascending account number sequence.

Select a RANGE of ACCOUNT CODES

Check this field to allow the selection of a range of accounts for which the report is to be produced. The Select Account Codes window is displayed.

Sequenced by Content of SUPPLIER GROUP 1-4

Check the appropriate field to sequence the report by the contents of a supplier group code.

Enter a '1' Here...

Either a detailed report may be produced showing the full name and address details of the supplier, or a summary report showing only the supplier name and first line of the address. To obtain a detailed report, enter **1** in this field.

Enter your selections and then press Enter.

If you checked the Select a RANGE of ACCOUNT CODES field, the Select Account Codes window is displayed; otherwise, a confirmation message will be displayed. Press Enter again to exit the task and submit a job to produce the report.

Select Account Codes Window

To display this window, check the Select a RANGE of ACCOUNT CODES field on the List Supplier Shipping Addresses Sequence window.

Use this window to specify the range of accounts to be included in the report.

Fields

Account Code to START At

Enter the account from which you wish to start the report. Leave this field blank to start at the first account.

Account Code to END At

Enter the account with which you wish to end the report. Leave this field blank to continue to the last account.

Enter your selections and then press Enter to submit the report.

Report on Reason Codes [33/APM]

This task produces a full list of [reason code](#) details. No [parameters](#) need to be entered.

Select **Confirm Submit (F8)** to produce a list of all the [reason codes](#) set up in Accounts Payable.

Location Codes Report [34/APM]

This task produces a full list of [location](#) code details. No [parameters](#) need to be entered.

Select **Confirm Submit (F8)** to produce a list of all the [location](#) codes set up in Accounts Payable.

Supplier Audit [35/APM]

The Supplier Audit report is a list of all additions and alterations made to your supplier details, either since the report was last run, or since a specified date. In the case of additions, the report prints all the new details. For amendments, the report prints the affected details as they appeared before the change as well as in their amended state. Suppliers [flagged](#) for deletion also appear on the report.

This report should be scheduled to run on a regular basis and checked to ensure any new or changed supplier have been maintained correctly. This also clears down the work file.

Supplier Audit Report Selection Window

To display this window, select the Supplier Audit task.

Fields**Enter Supplier Number for Report**

Enter the [supplier code](#) to produce an audit list for a specific supplier. Alternatively, leave this field blank to print the audit report for all accounts.

Date from Which to Start

Enter or select a start date from which changes are to be printed including any previously printed changes. Alternatively, leave this field blank to print all changes which have not previously been printed.

Press Enter to submit the report.

Report on Contacts [36/APM]

This task produces a report of all the company's supplier [trading partner](#) contacts in [trading partner](#)/delivery sequence. No [parameters](#) need to be entered.

Select **Confirm Submit (F8)** to produce a list of all the [trading partner](#) contacts.

Chapter 3 Processing

Introduction to Processing

One of the main functions of the Accounts Payable module is to enter invoices, [credit notes](#) and journals (collectively known as [items](#)) as [transactions](#) to the ledger. This is done using the processing tasks.

You should read the following sections on Accounts Payable processing before using any task.

The Use of the Log

Any [item](#) can be posted directly to the ledger when authorised. However, to avoid delays in registering the receipt of invoices, the use of the [logging](#) procedure is recommended. An [item](#) is registered to the [log](#) and remains there until it is either cancelled or [transferred](#) to the ledger when authorised. A [location](#) code is entered against each invoice to identify where an invoice has been sent for approval.

A [log item](#) will be assigned a reference number if this is requested in the [company profile](#). The [item](#) must also have a [location](#) defined for it, indicating where an [item](#) is to be sent for authorisation.

The [log](#) is also used as a holding area until the goods have been received and the invoice has been **checked** against a goods received note. If the System21 Purchase Management system is being operated, the invoice can be matched against the goods received note via the invoice matching task in Purchase Management. This process will match the invoice lines to the order lines received and update the invoice [dissections](#) window with the General Ledger account codes from the purchase order, whilst catering for price variances.

3-Way Invoice Matching in Purchase Management allows entry of an invoice to the [log](#) for automated batch-matching, if for example the goods are not yet received. Also an invoice may be held on the [log](#) for later interactive matching if there is a problem, discrepancy or dispute.

A [log](#) invoice may be received via [EDI](#) and loaded into the files for automated 3-Way Batch Matching.

There are several reports available to analyse postings to the [log](#). See the reports section for more details.

Note: A [log item](#) will not show as an [open item](#) on the supplier account but it does appear on a separate window within the supplier enquiry.

Understanding Session Control

The terms batch and session both identify a single group of [transactions](#) posted to the module. The important differences between them must be understood, and are explained here.

When you enter an Accounts Payable task to post an [item](#) (that is an invoice, a [credit note](#) or a journal), a system session is started with an automatically generated session number. This number is recorded with every [transaction](#) entry you make until you complete the [transaction](#) entry procedure. The session numbers are held on every [transaction](#) record for use in session audit reports and for enquiries.

If you cancel or interrupt a session, the session number remains assigned, but is identified as a cancelled or incomplete session. Certain session types can be recovered, for instance if a window fails due to power failure. Session Type I will result. See the Session Recovery section in the [Utilities](#) chapter of this product guide for further information.

Note: [Session control](#) is an important feature in [item](#) reports and enquiries, in archiving data, and in [audit trails](#), and is therefore controlled by the system. It is not an optional feature.

Understanding Batch Control

In contrast to [session control](#), the [batch control](#) function is optional, and the [batch control](#) fields will be displayed only if the Accounts Payable [Company Profile](#) is set up to run [batch control](#).

If it is, batch details (a batch number and a control total) are entered on the same window as the one that begins a new session. The facility enables you to group together a set of [transactions](#) in a batch - for example, invoices issued in a day. A control total is entered for the batch of [transactions](#) being entered.

When you have completed a batch, the system matches the actual total of all the [transactions](#) entered against the specified batch total and any discrepancy between the two totals is highlighted.

Note: The [batch control](#) total is always entered as a hash total, particularly when [transactions](#) of various currencies are entered. For example, if you are entering one invoice for 100 pounds sterling and another for 100 French francs, the hash total is 200.

Note: The batch total control is intended to be a check for the user, and is not enforced.

The Effect of Country-specific Parameters

These [parameters](#), set up in General Ledger [Utilities](#), can affect such features as the accounting [period](#) to which an invoice is posted, the goods and tax values that are required for each line [dissection](#) and the dates when an invoice can be due.

The [Default Tax Calculation Method \(A/R\) parameter](#) determines the values required on the invoice [dissection](#) line. The values are as follows:

- 0 - If you enter the goods and tax values
- 1 - If you enter the goods value and the tax value is calculated
- 2 - If you enter the gross value and the tax value is calculated from this

The *Check That Date and [Period](#) Correspond* [parameter](#) causes the system to validate the invoice date to see if this falls within the module posting [period](#).

The *Accounting Calendar Active* [parameter](#) switches on the calendar in the GL. Non-working days and holidays can be specified in this calendar. It is possible to prevent future posting by using this calendar. There is a field that allows or disallows this.

If the AP [Due Date Exclude Holidays?](#) and AP [Due Date Exclude Weekends?](#) [parameters](#) are set on, the *Accounting Calendar Active?* mentioned above must be set to 1.

Where the India function is active additional details and screens will be displayed

Posting an Item

The posting procedure is similar whether you are posting to the [log](#) (the [Item](#) Entry task) or to the ledger (Direct Posting). The same windows are also seen when [transferring items](#) individually from [log](#) to ledger (Confirm [Log](#) Entries).

The windows outline the steps involved:

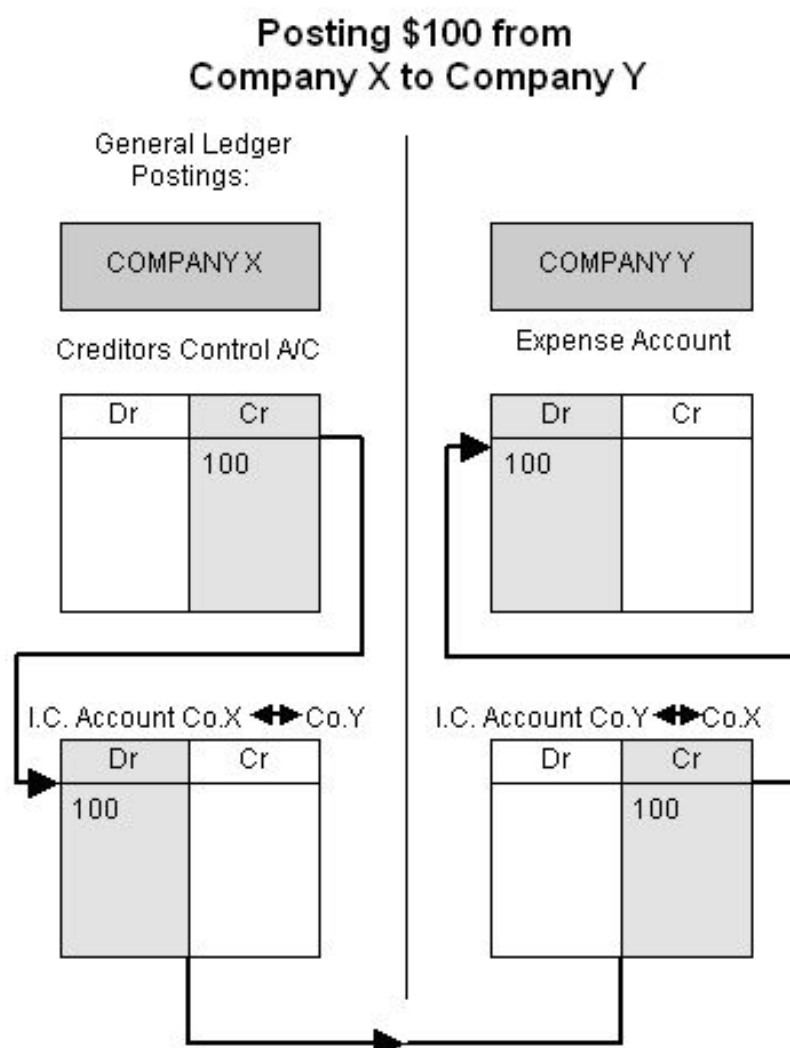
- Start a session (also a batch, if batches are used)
- Select supplier
- Enter document header information
- Enter document detail information ([dissections](#))
- End session

Inter-company Accounting

Any Accounts Payable company can be set up to use the [inter-company accounting](#) facility. This facility enables you to post journals, invoices and [credit notes](#) between different General Ledger companies. The chart of accounts for each company which uses this facility must include inter-company [control accounts](#).

Note: Refer to the General Ledger product guide for more details of setting up inter-company [control accounts](#).

The figure below illustrates how inter-company posting is performed between two companies.



If you select the inter-company posting option to post [transactions](#) between companies, the system includes an additional field on the General Ledger [Item](#) Analysis window that enables you to select a target company for posting. If you then [prompt](#) on the Account Number field, the [prompt](#) pop-up displays all the available account numbers for the selected company. When you have completed a batch that includes inter-company [transactions](#), the postings are made automatically.

Cross Period Journals

This facility is available when you post invoices, credits and journals directly. The purpose of this function is the posting of accruals and prepayments. It enables you to spread both General Ledger journals and Accounts Payable invoices over several [periods](#). Both prior and future [periods](#) can be

used, although you will need separate authority to use prior [periods](#). You must also be authorised to the task code to see the necessary fields for posting cross [period](#) journals.

You will be able to maintain spread profiles for the [dissections](#) using the usual budgeting spread profiles.

The function is controlled by a cross [period](#) journal field shown on the first window. **Check** it, and you will see the cross [period](#) journal option made available on each [dissection](#) you post. When you press Enter, a pop-up will ask you to enter the relevant [periods](#).

Enquiries enable you to drill down to the relevant journal [dissections](#). The function is also available for General Ledger journal posting.

Reverse Sign Postings

This function is controlled by a country-specific [parameter](#) in General Ledger [Utilities](#). If it is activated, you can make corrective postings by posting positive values to the credit side and negative values to the debit side of the account.

The facility is available for CR (credit) and JL (journal) postings only.

Tasks Available

Seven processing tasks are available for invoice [log](#) and [transaction](#) posting:

- [Log Item](#) Entry
- Confirm [Log](#) Entries
- Volume [Log](#) to Ledger [Transfer](#)
- [Log](#) Amendment
- Journal [Log](#) Entry
- Direct Posting ([Transaction](#))
- Journal Direct Posting ([Transaction](#))

Equipment Servicing and Job Management Posting

If your Accounts Payable system is linked to the Equipment Servicing or Job Management systems, invoice, [credit note](#) or employee expenses can be posted to a specified holding GL account. Your posting options for job costs are from the following tasks: Confirm [Log](#) Entries, Direct Posting and Journal Direct Posting.

In addition costs may be posted automatically from 3-Way Invoice Matching for Non-stock/Service orders that are linked to an EQ Job.

Log Item Entry [1/APP]

Use this task to enter invoices and [credit notes](#) on the [log](#). Although invoices, [credit notes](#) and journals can be entered as postings directly into the ledger, it is more usual to enter them first as [log items](#). In the [log](#) they await approval for payment, and confirmation (i.e. [transfer](#) to the ledger) as a separate operation.

This task enables you to make such entries for invoices and [credit notes](#) only.

If you want to enter journals, select the Journal [Log](#) Entry task. The window sequence and fields will be the same, but the [item](#) type is **JL** and cannot be changed.

Note: For India, do not use this function to enter advance and refund vouchers

Log Entry Window

To display this window, select the [Log Item](#) Entry task.

Use this window to enter the [batch control](#) value and quantity, if you are using [batch control](#).

Note: The Batch Number, Control Value and Quantity fields are only displayed if the Use [Batch Controls?](#) field is checked in the [company profile](#).

Fields

Document Type

You can only input one type of [transaction](#) per session.

Enter one of the [transaction](#) types as follows:

IN - Invoices

CR - [Credit notes](#)

Transaction type

India only

When India functionality is active the transaction type of the documents included in the session may be specified.

This field is optional but if entered, must be a valid AP transaction type and will be used to derive default values associated with the Accounts Payable Item.

Note. Advance [transaction](#) types are not valid in this option

Batch Number

The batch number assigned by the user is recorded with the [session control](#) details for enquiry/reporting purposes. If the batch number has previously been used, a warning message is displayed. To override the warning, select **Re-use (F19)**

Control Value

A batch total must be entered, but the value entered here does not restrict the value of documents subsequently entered. At the end of processing a batch, the value of documents entered is reconciled. Any discrepancy is highlighted but can be ignored.

See the Understanding [Batch Control](#) section for more details.

Quantity

You can optionally enter the batch total for any quantities that are to be entered.

Supplier Selection

This field governs the sequence of windows.

Use this checkbox as follows:

Unchecked - If, on completion of each [item](#), a window will be displayed for entry of another [item](#) for the same supplier

(**Previous (F12)** will enable you to select another supplier.)

Checked - If, on completion of each [item](#), the Supplier Selection window will be displayed

Confirm Items

If you want the Invoice [Log](#) Entry window to be re-displayed after input of each [item](#), to enable you to validate the input data, **check** this field; otherwise, leave it **unchecked**.

Inter-company

Check this if inter-company postings are to be allowed for this supplier, otherwise leave it **unchecked**.

Note: The option to use batch totals when entering [transactions](#) is specified in the [company profile](#). The Batch Number, Control Value and Quantity fields will only be displayed on the window if you have chosen to use batch totals. The use of the Quantity field is optional, whilst entry in the Batch Number and Control Value fields is mandatory.

Press Enter to display the Supplier Selection window.

Supplier Selection Window

This window is displayed when you press Enter on the [Log](#) Entry window and after the update of each [item](#).

Fields

LAST ITEM

The fields in this output-only section display information about the last [item](#) entered and are blank on first entry.

Supplier

Enter a valid supplier account code.

Alternatively, use the [prompt](#) facility to select from the Supplier Selection pop-up.

Acquisition Tax?

Use this checkbox as follows:

Unchecked - If you do not wish to use acquisition tax during this session

Checked - If you wish to use acquisition tax

Note: This can only be checked if [tax Registers](#) are in use (via Country-specific [Parameter](#) 1) and Acquisition tax is valid for the selected supplier, so the supplier must be an overseas supplier where the supplier's [country code](#) is different from the GL [company profile country code](#).

Text

Check this to display any text held against this supplier. The text is displayed, but cannot be amended in this task.

Reverse Sign

If you are posting a credit and you are using the reverse sign function (set up in Country-specific [Parameter](#) 21), this field will be displayed. **Check** it to reverse the sign.

Note: This function is used mainly to correct a previous entry, and is available only when you are entering a posting type of CR (credit) or JL (journal - via Journal [Log](#) Entry).

Functions

End Session (F8)

Use this to end the present session. The Completing a Session window is displayed if the Use [Batch Controls](#)? field is **checked** in the [company profile](#).

Review Batch Controls (F12)

Use this to review the [batch control](#) details already entered. The [Log](#) Entry window is displayed and you can override all the current entries except the [item](#) type.

Review Session (F15)

Use this to review a list of [items](#) entered so far in this batch.

Cancel Session (F23)

Use this to cancel the session. A confirmation pop-up is displayed. Select **Confirm (F23)** to confirm the cancellation.

Press Enter. If you checked the Text field, the Review Supplier Text window will now be displayed. Otherwise, the Invoice [Log](#) Entry window is displayed.

Invoice Log Entry Window

To display this window, press Enter on the Supplier Selection window.

The window shown below is one of several possible window versions and fields can be displayed in a different order. This is because the display depends on the setting of country-specific [parameters](#), [company profile flags](#) and the Acquisition Tax? [flag](#). Credits and invoices are also different.

Fields

Our Ref

If the option to generate references automatically was taken at [company profile](#) level (the Auto Generate Inv Ref field was **checked** in the [company profile](#)), this field is not displayed and a number is allocated. Otherwise, enter a unique reference for this document.

This reference should be recorded on the source document.

Register

This field is only displayed when [tax registers](#) are active (via Country-specific [Parameter](#) 1).

If [tax registers](#) are active, the tax register facility is provided to enable you to produce your tax reports based on tax area. The codes are set up in the General Ledger by the user, and relate to a particular tax office.

You can use the [prompt](#) facility on this field to select from the displayed pop-up.

Currency

The [default](#) is the supplier currency, but it can be changed.

You can use the [prompt](#) facility on this field to select from the Select Currency pop-up.

This field is not displayed if you are working in a single currency.

Tax Date

Enter or select the date associated with this [item](#) for tax purposes. If this is not entered, the document date will be used to establish the tax [period](#).

Doc. Date

Enter or select the date printed on the document, not the date on which it was received by your company.

This date is used to calculate the [due date](#) for payment.

Reason

This code is only displayed for [credit notes](#).

This code is mandatory for [credit notes](#) and journals and provides more detailed analysis of the reasons for such postings. The code must have been set up in the Maintain [Reason Codes](#) task.

You can use the [prompt](#) facility on this field to select from the Select [Reason Code](#) pop-up.

Supp Ref

This is the reference the supplier has attached to the [item](#). This field is optional, but, if a value is entered, it must be a unique reference within this supplier, ensuring that an invoice is entered only once.

If Country-specific [Parameter](#) 36 is set **On**, this field is mandatory.

If Country-specific [Parameter](#) 70 is set **On**, then the same reference may be used more than once

Note: Suppliers in India are permitted to reuse invoice references provided the documents are for different fiscal years as such if India function is active this may not be unique

Gross

Enter the total value of the [item](#) (including tax).

Rate Code

This field [defaults](#) to the rate code of the [company profile](#), and is not a maintainable field. To change this code, select **Override Rate (F17)**.

Convert Pt

The field will only be displayed if Country-specific [Parameter](#) 32 (Select Currency Conversion Date) is set **On**.

Enter one of the following:

- 1 - If the document date is used to perform currency conversion
- 2 - If the tax date is used to perform currency conversion

Ex Rate

This display-only field shows the currently selected exchange rate. To change this, select **Override Rate (F17)**.

Dis Rate

This figure represents the [discount](#) rate which is to be applied on settlement of this [item](#).

If the option to change [discount](#) rates or values for this supplier is **checked**, you can change this rate, and the new rate entered will override that specified for the supplier.

Dis. Code

A [discount](#) code can be defined to hold the percentage [discount](#) structure of a particular supplier. The supplier's [default](#) is displayed and can be changed if required.

You can use the [prompt](#) facility on this field to select from the Select [Discount](#) Code pop-up.

Disc Value

This figure represents the [discount](#) value which is to be applied on settlement of this [item](#).

If the option to change [discount](#) rates or values for this supplier is **checked**, you can change this value, and the new value entered will override that specified for the supplier.

Note: *The rate and the value cannot both be used.*

Due Date

The payment [due date](#) is calculated automatically from the [payment terms](#) defined for the supplier, and is based on the document date. It can be changed for this [transaction](#) if the option to change it is set in the [company profile](#).

The system can ensure that the [due date](#) for payment does not fall on a holiday or weekend day (your country-specific [parameters](#) must be set up for this in General Ledger [Utilities](#)).

Location

Enter the appropriate code to indicate where this [item](#) is to be sent for authorisation. Reports can be obtained identifying which invoices are in which [location](#).

You can use the [prompt](#) facility on this field to select from the Select [Location](#) Code pop-up.

Order Ref

Enter an order reference as required.

Ext Terms

If this [item](#) is to be paid by a series of instalments, enter the relevant [extended terms](#) code. These codes are defined in Cash Management.

[Item](#) entry will pay this [item](#) according to the terms used. On updating the [item](#) it is possible to amend the payment details within the [extended terms](#) code.

This is only displayed if [Extended Terms](#) are **checked** in the [company profile](#). You can not use [Extended Terms](#) with [discounts](#).

You can use the [prompt](#) facility on this field to select from the Select [Extended Terms](#) pop-up.

Status

Select one of the following:

Blank - To cause the [item](#) to be included in the automatic [payment cycle](#) when its [due date](#) is reached and the supplier is included

Select (1) - To indicate that you have selected this [item](#) to be paid next time you run a Payment Due report using Selection Method **Selected [Items](#)**

This enables [items](#) to be included in the [payment run](#) independent of their [due date](#).

Hold (3) - To cause this [item](#) to be held until released

[Prompt](#) pay (9) - To cause this [item](#) to be included in the next automatic [payment cycle](#) should the supplier be included, irrespective of the supplier's [payment terms](#)

The [item](#) must be [transferred](#) from [log](#) to ledger before the [status](#) becomes active.

Distribute

You can optionally enter a distribution code that has been set up in Accounts Payable Maintenance as a standard distribution profile.

When you enter the [dissection](#) window, the General Ledger accounts specified for this distribution code will be entered automatically.

Depending on the type of distribution code, the gross value can also have been automatically spread over the accounts.

You can use the [prompt](#) facility on this field to select from the Select Distribution Profile pop-up.

Note: This function will not be available where India function is active

P/M

The [default](#) is the supplier [payment method](#).

Amend the [payment method](#) if require. You can use the [prompt](#) facility to select from the Select [Payment Method](#) pop-up.

If the [payment method](#) defines that a GIRO Reference is required, then on invoice completion the program will attempt to invoke a GIRO reference entry program with the name GL025CCC where CCC is the [country code](#) of the supplier.

Support is now provided for Swiss GIRO [payment methods](#) (ESR15 and ESR27), by invoking the Swiss GIRO reference entry program GL025CH if the supplier is set as [country code](#) CH.

Tax Calc

The value in this field will dictate how tax is calculated for the [dissection](#) lines.

Select one of the following:

Manual (0) - If both goods and tax values are entered line by line

Goods Entered (1) - To enter the goods value and have the tax calculated from it

Gross Entered (2) - If the total value of the line is entered in the goods value and the system dis-aggregates the goods and tax accordingly

The [default](#) is controlled by the country-specific [parameters](#) defined in GL [Utilities](#).

Note: This is not shown if India function is active

Cash tax

Check this if this is a cash-based tax supplier, and the invoice is tax reclaimable only on payment.

Note: This is not shown if India function is active

Text (Checkbox)

Check this to display the supplier's text (if any exists).

Text (Field)

For invoices, [credit notes](#) and journals, up to 99 lines of text can be entered at this stage. Only one line is displayed here. **Page Down** can be used to display or enter further lines if required.

Desc

This field enables you to enter free-format description relating to this [item](#).

Functions**End Session (F8)**

Use this to end the session once [dissections](#) have been entered. The Completing a Session window is displayed if the Use [Batch Controls](#)? field is **checked** in the [company profile](#). If not, the [Log](#) Entry window is displayed.

Re-select Acct (F12)

Use this to select a different supplier account. A confirmation pop-up will be displayed.

Review Session (F15)

Use this to review a list of items entered so far in this batch.

Override Rate (F17)

Use this to change the current currency conversion rate. For more information see the Override Conversion [Parameters](#) Pop-up section.

Note: *Where the source and target currencies are both Euro currencies, no override is permitted.*

Bank Account (F21)

Use this to display the Bank Account Selection pop-up. The format depends on the [country code](#) of the supplier.

Cancel Session (F23)

Use this to cancel the session. A confirmation pop-up will be displayed.

Press Enter to display the Invoice [Log Dissections](#) window.

Override Conversion Parameters Pop-up

To display this pop-up, if you have entered a currency other than the [base currency](#), you can override the [default](#) currency conversion rate by selecting **Override Rate (F17)** on the Invoice [Log](#) Entry window.

Use this pop-up to override the [default](#) currency rate. To override the current rate, you can enter one of the following:

- A pre-defined rate code specified on the General Ledger currency options
- A new rate by which the value is to be multiplied or divided
- The target value - the conversion rate will be calculated by the system

For a more detailed explanation of currency processing and rate codes, see the General Ledger product guide.

Note: Where both the source and target currencies are Euro, you cannot override the conversion rate.

Fields

Rate Code

Enter a pre-defined rate code as set up in the Currency Rate Code task.

Alternatively, use the [prompt](#) facility to select from the Select Rate Code pop-up.

Rate

Alternatively, you can enter the new rate code to be used with up to five decimal places.

Multiply or Divide

If this field is used, a value must be entered in the Rate field.

Select one of the following:

Multiply (M) - To multiply the values held in the source currency by the exchange rate to achieve the target currency value

Divide (D) - To divide values held in the source currency by the exchange rate to achieve the target currency values

Note: For Euro conversion, the system holds Euro/target fixed rates.

Note: For guidance on when to select Multiply or Divide in a Euro IN/OUT OUT/IN situation, see the Eurocurrency: Phase 1: Illustration of Conversions section in the Currency chapter of the General Ledger product guide.

Source to Euro

The value of **0** or **1** [defaults](#) from the Euro Currencies Maintenance task and decides the calculation rules as follows:

0 - The currencies will be converted directly.

1 - This uses a triangulation currency conversion via the Euro currency.

Note: This field is displayed when either the source or target currency is a currency IN the Euro Zone.

Target Currency Value

Enter the target currency value and the system will calculate the rate.

Note: Only the variable part of the rate is displayed if the currencies are Euro OUT/IN or IN/OUT.

Press Enter. You will see the rate applied to the converted currencies.

Invoice Additional Details (India)

India only

This function is specific to India and so is only available if the GL Country Specific India Function is active.

Use this window to enter additional invoice header details

Fields**Transaction Type**

Enter the AP [transaction](#) type for this [item](#); this will [default](#) for the session if one has been selected

A [prompt](#) on [Transaction](#) Type is available

Note: Advance [transaction](#) types are not valid in this option

Fiscal Document Type

Enter the document type passed to the Tax Engine.

This will be used to determine what type of taxes the engine expects to calculate. This is the S21 Fiscal Document maintained against Usage Code '02' (Purchase) in Fiscal Document Usage Codes Maintenance (3/L1M).

A [prompt](#) on Fiscal Document Type is available.

Note: If a [credit note](#) is being entered and an original invoice is entered then this will be set from the invoice when the details are validated

Note: If a purchase order has been entered on the header, then this will [default](#) from the order rather than for the [transaction](#) type

Tax Amount

Enter the total tax amount on the supplier invoice or [credit note](#). This will be compared later with the total taxes calculated by the Tax Engine. The value will normally be entered without a minus sign. [Credit Notes](#) will automatically assume the entered data is negative.

The [prime currency](#) of the invoice or [credit note](#) is displayed for information only

Note: If a [credit note](#) is being entered and an original invoice is entered then this will be set from the invoice when the details are validated

Tax Date

Enter the tax date of the invoice

This will default to blank

For imports, this should be the bill of lading date

Supplier Delivery Address

Enter the Supplier delivery sequence code indicating the [location](#) from which the goods and/or services purchased have been shipped.

This will [default](#) to '000' which is the address sequence currently transmitted to the Tax Engine.

A [prompt](#) on supplier delivery address is available.

Note: If a [credit note](#) is being entered and an original invoice is entered then this will be set from the invoice when the details are validated

Receiving Tax Department

Enter the Receiving Tax Department indicating where the purchased goods and/or services have been received. In combination with the supplier delivery address this enables the Tax Engine to correctly calculate the GST. The company [default](#) if specified will be displayed initially.

A [prompt](#) on Tax Engine department is available.

BI Number

Enter the BI number associated with the document. This field is not mandatory.

Reverse Charge Mechanism

This is only available if the supplier is [flagged](#) as eligible for RCM in the India Details panel of Supplier Maintenance (1/APM). It will [default](#) to on but if switched off no associated RCM invoice will be generated, and taxes will be calculated as if the supplier was not eligible for RCM. The tax amount must be zero if the RCM [flag](#) is on. The RCM invoice will be generated in the same currency as the supplier invoice unless the designated RCM supplier defined in 1/APM is [flagged](#) as requiring payment in the company [base currency](#). This is the case if the GL [parameter](#) RCMG (32/GLA) for the RCM Supplier has value 1 set to 1. The [default](#) will be zero.

RCM Classification

Enter a valid RCM Classification (RCMC table in 2/L1M) for the invoice if applicable

RCM Fiscal Document Type

Enter a valid Fiscal Document Type for the RCM invoice. This is only required if the Reverse Charge Mechanism [flag](#) for the invoice is on and will initially display the RCM [default](#) held against usage code '02'.

This is only required if the Reverse Charge Mechanism applies for the invoice and will [default](#) from the [transaction](#) type

It must not be the same as the Fiscal Document Type

Original Invoice Number

This field is only available if processing a [Credit Note](#). The specified original invoice must relate to the same supplier as the [credit note](#).

A [prompt](#) on original invoice number is available.

Bill of Lading Number

This field is only available if the supplier is deemed to be an overseas supplier (i.e. the [country code](#) of the supplier is different from the [country code](#) of the current GL [company profile](#)) or the supplier's India Supplier Group 1 is defined as a Special Economic Zone in the L1 Descriptions table IDSZ (2/L1M).

Bill of Lading Date

Associated with the Bill of Lading Number this field is only applicable to an overseas supplier. The date must be valid and not in the future.

Port Number

This field is only available if the supplier is deemed to be an overseas supplier (i.e. the [country code](#) of the supplier is different from the [country code](#) of the current GL [company profile](#)) or the supplier's India Supplier Group 1 is defined as a Special Economic Zone in the L1 Descriptions table IDSZ (2/L1M).

TDS applicable

Use this checkbox as follows:

Unchecked - Not to apply TDS to this invoice

Checked - To apply TDS to this invoice ([default](#))

Auto Reverse

This would only be applicable for tax only invoices.

Use this checkbox as follows:

Unchecked – This [transaction](#) should not be auto reversed

Checked – This [transaction](#) should be auto reversed

This will [default](#) from the [transaction](#) type

Auto Reverse GL account

This would only be applicable for tax only invoices where auto reverse is used.

Enter the GL account to be used for reversal. This will [default](#) from the [transaction](#) type

Press ENTER to validate the data and display the State/GSTIN Confirmation window.

State/GSTIN Confirmation

India only

Use this window to confirm the State/GSTIN information

Fields**SOS GSTIN**

SOS GSTIN is displayed.

POS GSTIN

POS GSTIN is displayed.

Press ENTER to display the Invoice [Log Dissections](#) (India) window

Invoice Log Dissection Window

To display this window, press Enter on the Invoice [Log](#) Entry window.

The gross value entered on the Invoice [Log](#) Entry window can be entered in the fields at the bottom of the window, according to the tax rules chosen. If a certain General Ledger distribution code has been selected on the header, the [dissections](#) will be entered automatically and will appear as a list above the entry fields.

Note: All values are entered in the [transaction currency](#), not in the [base currency](#). The conversion rate already specified is used to convert them to [base currency](#) for posting to the General Ledger.

Fields**Account**

If a [default](#) purchasing account is specified for this supplier, it is displayed, but can be amended. For [items](#) being confirmed and for direct postings, this must be a valid General Ledger account code. The account code can be blank for a tax only line.

You can use the [prompt](#) facility on this field to select from the Select Account pop-up.

Note: If the *Validate Accounts* and *Validate tax fields* are left unchecked on the *Maintain Company Profile* Invoice [Log](#) Details window, it is not necessary to enter valid GL accounts or tax codes for the [log](#).

Value

The value entered here depends upon the tax calculation code to be used (as defined in the Tax Calc field on the Invoice [Log](#) Entry window).

If the Tax Calc field is set to **Manual**, both the Value and Tax Value fields must be entered manually and will not be calculated.

If it is set to **Goods Entered** and the Tax Value field is **0**, the system will calculate the tax based on the value entered. The value entered will therefore not change.

If it is set to **Gross Entered** and the Tax Value field is **0**, when you enter the Value field, the system will subtract the tax from this amount. The figure in the Value field will thus be reduced.

If Country-specific [Parameter 5](#) (A/P [Default](#) Tax Calculation on First Line?) is set to **1** and a [default](#) purchase account has been set up for this supplier, the first [dissection](#) line to be entered will use the tax calculation code **Gross Entered**, regardless of the tax calculation method selected. The goods and tax calculation will be carried out automatically and the results displayed on entry to this window. The tax code used will be the supplier's [default](#) tax code. If none is entered, the [default](#) from the [company profile](#) is used.

If this [parameter](#) is set to **0**, or the [default](#) purchase account has not been set up, or if this is not the first [dissection](#) to be entered, the tax calculation method used will be the one entered and no [default](#) values will be displayed.

Tax Code

A tax code is set up in the General Ledger to carry not only a percentage rate (in Britain, for example, the code STD might carry a rate of 17.5%), but also to specify the General Ledger accounts for tax postings for sales and purchases.

When posting [transactions](#), the system calculates a tax rate from the tax and goods values entered, and compares it to the rate attached to this tax code. If these are not the same (or are outside the tolerance levels defined in the General Ledger), an error message is displayed.

You can use the [prompt](#) facility on this field to select from the Select Tax Code pop-up.

Tax Value

This is the tax amount to be associated with the tax code entered on this line. tax can be entered individually against relevant [items](#), or posted as one figure against any one of these [items](#), or posted as a separate figure on its own.

Example of tax Calculation:

If the gross value is 117.50 and the tax rate is 17.5%, the goods value is 100.00 and the tax is 17.50.

If settlement [discount](#) applies to this [transaction](#), the calculation of tax depends on the [discount](#) basis of the tax record. See the Tax Subsystem section in the General Ledger product guide for a description of tax codes and rates.

IC

If inter-company postings are required, enter the company code to which you wish to post.

Alternatively, use the [prompt](#) facility to select from the Select Company pop-up.

This field is only displayed if the Inter-company field was **checked** on the [Log](#) Entry window.

Quantity

You can optionally enter the quantity if required. Although this field is not mandatory, the total quantity entered in a session will be reconciled against the batch quantity total, if one was entered. The quantity will also be part of the [transaction](#) posted to the General Ledger.

Line quantities entered are not shown above and are displayed by scrolling the window to the right.

Description

Up to thirty characters can be entered as a description against this [dissection](#) line.

Descriptions entered are not shown above and are displayed by scrolling the window to the right.

Options**Select**

Use this to select a line for amendment. The values will be re-displayed in the lower half of the window.

Description

Use this to display the Display Account Levels pop-up for the selected line.

Functions**Ratios/Spread (F7)**

Use this to toggle between entering values and entering ratios. The field heading that initially shows Value toggles between Value and Ratio.

Entering values in spread mode means that goods values entered do not have to add up to the control value. They will, instead, be calculated and displayed as a ratio of the invoice control value.

Once you have entered ratios, select **Spread (F7)** to display the calculated values.

Note: *The Tax Value and Quantity fields are not affected by the ratio function and are always entered as absolute values.*

Update Log (F8)

Use this to save the details entered. Updates are not performed immediately but are processed when the session is completed.

If Validate Tax? is **checked** in the [company profile](#), the total tax values entered must be correct, based on the values and tax codes selected and within the tolerances specified in the GL [company profile](#) in the Error Limit Percentage and Error Limit Absolute Value fields. If not, the Tax Error pop-up is displayed.

If the total goods plus tax in all [dissections](#) do not equal the gross value entered, the Total Does Not Equal Gross pop-up is displayed.

If Extended [Payment Terms](#), [Payment Analysis](#) or [Withholding Tax](#) are in use, further pop-ups are displayed.

Cancel Item (F11)

Use this to cancel the [item](#) being entered (not the entire session).

Amend Item (F15)

Use this to re-display the header information for viewing or amending.

Selections/Values (F20)

Use this to toggle between allowing input into the fields at the base of the window and allowing input into the fields listed at the top.

Descriptions/Extensions (F22)

Use this to toggle between any description entered for a line and any General Ledger extension code or codes related to the [dissection](#).

When you have entered all the [dissections](#) for the [item](#), select **Update Log (F8)**. If there are no errors and no further pop-ups are required, the Supplier Selection window will be displayed with the last [item's](#) details.

Tax Error Pop-up

This pop-up is displayed when **Update Log (F8)** is selected on the Invoice [Log Dissection](#) window and there is a discrepancy in the tax calculations.

Functions**Accept (F19)**

Use this if you wish to accept the entered tax values in spite of the discrepancy.

Press Enter to return to the Invoice [Log Dissection](#) window and correct the tax.

Total Does Not Equal Gross Pop-up

This pop-up is displayed when **Update Log (F8)** is selected on the Invoice [Log Dissection](#) window and the total [dissection](#) value (Goods + tax) does not equal the gross value entered for the [item](#).

Press Enter to return to the Invoice [Log Dissection](#) window and correct the [dissections](#).

Extended Payment Terms Pop-up

This pop-up is displayed when you make the posting (by selecting **Update Log (F8)** on the Invoice [Log Dissection](#) window) if the [payment terms](#) for the [item](#) you are posting involves extended payments. You can then choose to display the Maintain [Extended Terms](#) window to amend the extended [payment terms](#) associated with the extended payment code of the [item](#) to be paid.

Note: Any changes made will affect this [item](#) only. Other [items](#) using the same extended payment code will be unaffected.

Functions

Accept Default Extended Terms (F8)

Use this to accept the current [extended terms](#) for this supplier. The [item](#) is accepted and the Supplier Selection window will be displayed with the last [item's](#) details.

Press Enter to display the Maintain [Extended Terms](#) window where you can modify the terms.

Maintain Extended Terms Window

To display this window, press Enter on the Extended [Payment Terms](#) pop-up.

Use this window to modify the [due dates](#), payment amounts and [payment methods](#) for this [item](#).

Fields**Extended Terms**

Enter a code and then press Enter to see the [extended terms](#) associated with that code displayed.

You can use the [prompt](#) facility on this field to select from the Select [Extended Terms](#) pop-up.

Due Date

The [due date](#) of payment for the instalment on this line is displayed here. If you decide to change it, it will change for this [item](#) only. Other [items](#) using the same extended payments code will be unaffected.

The system can ensure that the [due date](#) for payment does not fall on a holiday or weekend day (if your country-specific [parameters](#) are set up for this in General Ledger [Utilities](#)).

Payment Spread Amount

The payment value of the instalment on this line is displayed here. If you decide to change it, it will change for this [item](#) only. Other [items](#) using the same extended payments code will be unaffected.

Payment Method

The [payment method](#) code for the instalment on this line is displayed here. If you decide to change it, it will change for this [item](#) only. Other [items](#) using the same extended payments code will be unaffected.

You can use the [prompt](#) facility on this field to select from the Select [Payment Method](#) pop-up.

Functions**Update (F8)**

Use this to update the [extended terms](#) with any amendments made. These amendments will affect only this payment, and other [items](#) using the same extended payments code will be unaffected.

Delete All Spreads (F11)

Use this to delete the [extended terms](#) definition for this payment.

Previous (F12)

If you want to exit without updating the terms, select **Previous (F12)** and a message will be displayed warning you that if you select **Confirm (F12)** the [default](#) payment spreads terms will be used.

Select **Update (F8)** to accept the terms as displayed. The Supplier Selection window will be displayed with the last [item's](#) details.

Payment Analysis Pop-up

This pop-up is displayed when you enter [dissections](#) anywhere in the system for a supplier if you are using [payment analysis](#), or if your company and supplier are using 1099 tax reporting.

Use this pop-up to enter the values that you want to be reported later.

Fields**1099 Code**

Enter the analysis group code for the entered value.

Alternatively, use the [prompt](#) facility to select from the Analysis Group Codes pop-up.

Amount

Enter the value for the corresponding analysis group code.

Enter the values and analysis codes as appropriate and select **Update (F8)** to update. The Supplier Selection window will be displayed with the last [item's](#) details.

Withholding Tax Pop-up

This pop-up is displayed when you update [dissections](#) if your supplier is using [withholding tax](#).

Use this pop-up to enter the values that you want to be reported later.

Fields**Type**

Enter the type of supplier.

Alternatively, use the [prompt](#) facility to select from the [Parameter](#) Codes pop-up.

Calculation %

Enter the percentage that will be withheld. This percent will be applied to the goods value and taxed at the rate specified in the Tax % field.

Tax %

Enter the tax rate that will be applicable to the withheld value.

Total Goods Value

Enter the goods value to which the above percentage will be applied.

Excluded Goods Value

Enter the excluded goods value, i.e. the value which will not have tax withheld.

Functions**Bypass (F17)**

Use this if you do not wish to apply [withholding tax](#) to this [item](#).

Press Enter to display the [Withholding Tax](#) Values pop-up.

Withholding Tax Values Pop-up

To display this pop-up, press Enter on the [Withholding Tax](#) pop-up.

This pop-up displays the calculated values, based on the values and percents entered.

Fields**Type**

Enter the type of supplier.

Alternatively, use the [prompt](#) facility to select from the [Parameter](#) Codes pop-up.

Calculation %

Enter the percentage that will be withheld. This percent will be applied to the goods value and taxed at the rate specified in the Tax % field.

Tax %

Enter the tax rate that will be applicable to the withheld value.

Total Goods Value

Enter the goods value to which the above percentage will be applied.

Excluded Goods Value

Enter the excluded goods value, i.e. the value which will not have tax withheld.

Functions**Bypass (F17)**

Use this if you do not wish to apply [withholding tax](#) to this [item](#).

Select **Update (F8)** to accept the entered values. The Supplier Selection window will be displayed with the last [item's](#) details.

Completing a Session Window

To display this window, select **End Session (F8)** on the Supplier Selection window if the Use [Batch Controls?](#) Field is checked in the [company profile](#).

Fields

Batch Number

The batch number of the batch in which you are working is displayed and can be amended.

Control Value

The original control value is displayed and can be amended.

Quantity

The original quantity (if any) is displayed and can be amended.

- accumulated

The first field displays the actual total value you have entered so far in this batch. You can only change this value by re-entering the batch and changing existing entries or entering more.

The second field displays the actual quantity you have entered so far in this batch. You can only change this value by re-entering the batch and changing existing entries or entering more.

Discrepancies

Any differences between the control value fields and the - accumulated fields are displayed here.

This discrepancy is simply a warning. You can:

- Go back into the batch to add [item](#) entries by selecting **Enter More Items (F10)**
- Alter the control value fields to match those accumulated during batch entry
- Ignore the discrepancy by selecting **Update Session (F8)** to update
- Select **Cancel Session (F23)** to cancel the session altogether
- Review the session details by selecting **Review Session (F15)**, which enables you to delete [items](#) or to [edit item](#) text as desired

Functions

Update Session (F8)

Use this to update and complete the session.

Enter More Items (F10)

Use this to re-enter the batch to add [items](#).

Review Session (F15)

Use this to re-display the session details.

Cancel Session (F23)

Use this to cancel the session completely and delete all entries. Select **Confirm (F23)** to confirm cancellation.

Select **Update Session (F8)** to update and complete this session.

Review Session Details Window

To display this window, select Review Session (F15) on the Completing a Session window.

Options

Delete Item

Use this to delete the [item](#).

Review Text

Use this to display the [item](#) text.

Select **Previous (F12)** to return to the Completing a Session window.

Invoice Log Dissections Window (India)

India Only

Fields

Account

If India function is active and a [default](#) GL account code is specified for the [transaction](#) type this will be initially displayed in preference to the supplier purchase account code.

Tax Code

Not displayed if the Indian functionality is active

Tax Value

Not displayed if the Indian functionality is active

Goods/Serv.

Only displayed if the Indian functionality is active

[Flag](#) the [dissection](#) as either for Goods (G) or Services (S). This will impact on whether a HSN or SAC code is required. The initial value will [default](#) from the selected AP [transaction](#) type.

HSN/SAC

Only displayed if the Indian functionality is active

Enter a valid HSN code if the [dissection](#) relates to purchased goods. Enter a valid SAC code if the [dissection](#) is for purchased services. A [prompt](#) is available on both HSN or SAC code. The initial value will [default](#) from the selected AP [transaction](#) type.

Calculate

Only displayed if the Indian functionality is active

Enter a valid code indicating the type of tax processing required for this [transaction](#). A [prompt](#) of L1 [parameter](#) ITXC is available. The initial value will [default](#) from the selected [transaction](#) type.

Valid codes are:

- 1 – Post goods and tax (this is the [default](#) setting). Memo accounts are not valid if this code is used.
- 2 – Post goods, not tax (the [dissection](#) value is not submitted to the tax engine). Memo accounts are not valid if this code is used.
- 3 – Post tax, not goods (the [dissection](#) value is submitted to the tax engine for the purposes of tax calculation but only the tax value will posted to the ledger). Only memo accounts are valid for this code.
- 0 – Post neither goods nor tax (memorandum entry only and excluded from tax engine calculations). Only memo accounts are valid for this code.

Functions

Update Log (F8)

Note: *If posting to the log and the India function is active no taxes will be calculated*

Confirm Log Entries [2/APP]

This task [transfers](#) one or more [items](#) from the [log](#) to the ledgers. On completion of each session, the Accounts Payable and General Ledger company information is updated.

You can correct various errors at the [log](#) to ledger posting stage. You can change an [item logged](#) against the wrong supplier, and amend posting details entered in the [log](#).

If you use Purchase Management, this task is normally selected after an invoice has been matched to the purchase order. You can produce a report of matched [items](#). This report should be run and matched [items](#) confirmed throughout the match but especially just before a [period](#) end. The process of matching will update the invoice [dissections](#) with GL accounts from the purchase order and will cater for price variances. This task is not applicable to invoices entered and matched using 3-Way match

If you use Equipment Servicing or Job Management, you can enter costs and post to a holding account. After you have entered [dissections](#), a pop-up will be displayed to ask for the type of posting being made.

Log Transfer Window

To display this window, select the Confirm [Log](#) Entries task.

If you are using [batch control](#) (specified in the [company profile](#)), the Batch Number, Control Value and Quantity fields will be displayed on this window. Otherwise, these fields will not be displayed.

Fields

Document Type

You can only input one type of [transaction](#) per session.

Enter one of the [transaction](#) types as follows:

IN - Invoices

CR - [Credit Notes](#)

JL - Journals

Posting Period

The posting [period defaults](#) to the current Accounts Payable [period](#), but can be changed to a future [period](#) if necessary. The [period](#) must exist on the calendar file.

Batch Number

Enter a batch number. This is recorded with the [session control](#) details for enquiry and reporting purposes. If the batch number has previously been used, a warning message is displayed. To override the warning, select **Re-use (F19)**.

Control Value

A batch total must be entered, but the value entered here does not restrict the value of documents subsequently entered. At the end of processing a batch, the value of documents entered is reconciled. Any discrepancy is highlighted but can be ignored.

See the Understanding [Batch Control](#) section for more details.

Quantity

You can optionally enter the batch total for any quantities which are to be entered.

Confirm Items

If you want the Invoice [Log](#) Entry window to be re-displayed after input of each [item](#), to enable you to validate the input data, **check** this field, otherwise leave it **unchecked**.

Inter-company

Check this field if inter-company postings are to be allowed for this supplier, otherwise leave it **unchecked**.

Cross Period

Check this field if the posting is to be made over a range of [periods](#).

When you have completed these fields to your satisfaction, press Enter to see the Invoice [Log Transfer](#) window.

Invoice Log Transfer Window

To display this window, press Enter on the [Log Transfer](#) window.

Use this window to select a single [item](#) to be [transferred](#), or a range of [items](#).

Fields

Log Ref

Enter the reference of the [item](#) you want to confirm. If you want to see a range of [items](#), leave this field blank and use the Supplier and [Location](#) fields.

If you want to change the supplier for an [item](#), make an entry in this field and select **Change Supplier (F16)**. The Change Supplier pop-up will be displayed.

Supplier

If you want to review a list of [items](#) for a particular supplier, enter that supplier instead of entering an [item](#) reference.

Alternatively, use the [prompt](#) facility to select from the Supplier Selection pop-up.

Location

If you want to review a list of [items](#) for a certain [location](#), enter that [location](#) here.

Alternatively, use the [prompt](#) facility to select from the Select [Location](#) Code pop-up.

You can further specify the [items](#) you want to review by entering both a supplier and a [location](#).

Item Text

Check this to see [item](#) text.

Functions

End Session (F8)

This window is re-displayed after each [item](#) is confirmed. Use this to complete and update the session.

Review Batch Controls (F12)

Use this to review the [batch control](#) details already entered. The [Log Transfer](#) window is displayed and you can override all the current entries except the [item](#) type.

Review Session (F15)

Use this to review a list of [items](#) entered so far in this batch.

Change Supplier (F16)

Use this to change the supplier for a selected [log item](#). The Change Supplier pop-up is displayed.

Cancel Session (F23)

Use this to cancel the session. A confirmation pop-up is displayed. Select **Confirm (F23)** to confirm the cancellation.

Press Enter. If you entered a supplier or [location](#), the Select Supplier [Item](#) pop-up or the Select [Location Item](#) window will be displayed. If you have selected an [item](#) and checked the Text field, the Review Supplier Text window will now be displayed. Otherwise, the Invoice [Log Transfer](#) Detail window is displayed.

Change Supplier Pop-up

To display this pop-up, select **Change Supplier (F16)** after you have entered an [item](#) in the [Log](#) Ref field on the Invoice [Log Transfer](#) window.

Fields

Change to Supplier

Enter the supplier you wish to use for the selected [item](#).

Alternatively, use the [prompt](#) facility to select from the Supplier Selection pop-up.

Press Enter to display the Invoice [Log Transfer](#) Detail window using the new supplier.

Select Supplier Item Pop-up

To display this pop-up, enter or select a supplier on the Invoice [Log Transfer](#) window.

For non-currency suppliers, the Prime O/S and Cur fields are not displayed.

Options

Select

Use this to select the [item](#) you wish to confirm.

Select the [item](#) you wish to confirm. The Invoice [Log Transfer](#) window is re-displayed showing the selected [item](#) in the [Log](#) Ref field.

Select Location Item Window

To display this window, enter or select a [location](#) and optionally a supplier on the Invoice [Log Transfer](#) window.

Fields

Select

Check this to select an [item](#) for confirmation.

Functions**Confirm (F8)**

Use this to confirm your selections for processing.

Position to Supplier (F17)

Use this to position the display. The Position to Supplier pop-up is displayed where you can enter a supplier.

Cancel Session (F23)

Use this to cancel the current session. A confirmation pop-up is displayed.

Select the [items](#) you wish to confirm and then select **Confirm (F8)**. The Invoice [Log Transfer](#) window is displayed. More than one [item](#) can be selected; they will be processed one at a time.

Invoice Log Transfer Detail Window

To display this window, confirm selection of an [item](#) on the Invoice [Log Transfer](#) window.

Fields**LAST ITEM**

The fields in this output-only section display information about the last [item](#) entered and are blank on first entry.

Our Ref

This field displays the [log](#) reference of the [item](#) you selected.

Register

This field is only displayed when [tax registers](#) are active (via Country-specific [Parameter 1](#)).

If [tax registers](#) are active, the tax register facility is provided to enable you to produce your tax reports based on tax area. The codes are set up in the General Ledger by the user, and relate to a particular tax office.

You can use the [prompt](#) facility on this field to select from the displayed pop-up.

Protocol

Note: This field is only displayed when [tax registers](#) are active (via GL Country-specific [parameter 1](#)).

If [tax registers](#) are active, the [protocol numbers](#) are the sequential numbers of invoices to a particular register.

Select **Protocol Gaps (F20)** to display a pop-up of valid protocol gaps and select a number or type in the appropriate number directly.

Currency

The [default](#) is the supplier currency, but it can be changed.

You can use the [prompt](#) facility on this field to select from the Select Currency pop-up.

This field is not displayed if you are working in a single currency.

Period

This field displays the [period](#) to which this [item](#) will be posted. It [defaults](#) to the current Accounts Payable [period](#) but can be changed to a later [period](#) (though not to an earlier one). The [period](#) must be on the GL calendar file.

Tax Date

This field displays the date associated with this [item](#) for tax purposes. If this is not entered, the document date will be used to establish the tax [period](#).

Doc. Date

Enter or select the date printed on the document, not the date on which it was received by your company.

This date is used to calculate the [due date](#) for payment.

Reason

This code is only displayed for [credit notes](#).

This code is mandatory for [credit notes](#) and journals and provides more detailed analysis of the reasons for such postings. The code must have been set up in the Maintain [Reason Codes](#) task.

You can use the [prompt](#) facility on this field to select from the Select [Reason Code](#) pop-up.

Supp Ref

This is the reference the supplier has attached to the [item](#). This field is optional, but, if a value is entered, it must be a unique reference within this supplier, ensuring that an invoice is entered only once.

If Country-specific [Parameter](#) 36 is set **On**, this field is mandatory.

If Country-specific [Parameter](#) 70 is set On, then the same reference may be used more than once.

Gross

Enter the total value of the [item](#) (including tax).

Rate Code

This field [defaults](#) to the rate code of the [company profile](#), and is not maintainable. To change this code, select **Override Rate (F17)**.

Convert Pt

The field will only be displayed if Country-specific [Parameter](#) 32 (Select Currency Conversion Date) is set **On**.

Enter one of the following:

- 1 - If the document date is used to perform currency conversion
- 2 - If the tax date is used to perform currency conversion

Ex Rate

This display-only field shows the currently selected exchange rate. To change this, select **Override Rate (F17)**.

Dis Rate

This figure represents the [discount](#) rate which is to be applied on settlement of this [item](#).

If the option to change [discount](#) rates or values for this supplier is **checked**, you can change this rate, and the new rate entered will override that specified for the supplier.

Dis. Code

A [discount](#) code can be defined to hold the percentage [discount](#) structure of a particular supplier. The supplier's [default](#) is displayed and can be changed if required.

You can use the [prompt](#) facility on this field to select from the Select [Discount](#) Code pop-up.

Disc Value

This figure represents the [discount](#) value which is to be applied on settlement of this [item](#).

If the option to change [discount](#) rates or values for this supplier is **checked**, you can change this value, and the new value entered will override that specified for the supplier.

Note: *The rate and the value cannot both be used.*

Due Date

The payment [due date](#) is calculated automatically from the [payment terms](#) defined for the supplier, and is based on the document date. It can be changed for this [transaction](#) if the option to change it is set on in the [company profile](#).

The system can ensure that the [due date](#) for payment does not fall on a holiday or weekend day (if your country-specific [parameter](#) is set up for this in the General Ledger).

Order Ref

Enter an order reference as required.

Ext Terms

If this [item](#) is to be paid by a series of instalments, enter the relevant [extended terms](#) code. These codes are defined in Cash Management.

[Item](#) entry will pay this [item](#) according to the terms used. When you update the [item](#), it is possible to amend the payment details within the [extended terms](#) code.

This field is only displayed if the [Extended Terms](#) field is **checked** in the [company profile](#). You can not use [extended terms](#) with [discounts](#).

You can use the [prompt](#) facility on this field to select from the Select [Extended Terms](#) pop-up.

Status

Leave this field blank or enter a valid [status](#) code.

Select one of the following:

Blank - To cause the [item](#) to be included in the automatic [payment cycle](#) when its [due date](#) is reached and the supplier is included

Select (1) - To indicate that you have selected this [item](#) to be paid next time you run a Payment Due report using Selection Method **Selected Items**

(This enables [items](#) to be included in the [payment run](#) independent of their [due date](#).)

Hold (3) - To cause this [item](#) to be held until released

[Prompt](#) pay (9) - To cause this [item](#) to be included in the next automatic [payment cycle](#) should the supplier be included, irrespective of the supplier's [payment terms](#)

The [item](#) must be [transferred](#) from [log](#) to ledger before the [status](#) becomes active.

P/M

The [default](#) is the supplier [payment method](#).

Amend the [payment method](#) if require. You can use the [prompt](#) facility to select from the Select [Payment Method](#) pop-up.

If the [payment method](#) defines that a GIRO Reference is required, then on invoice completion the program will attempt to invoke a GIRO reference entry program with the name GL025CCC where CCC is the [country code](#) of the supplier.

Support is now provided for Swiss GIRO [payment methods](#) (ESR15 and ESR27), by invoking the Swiss GIRO reference entry program GL025CH if the supplier is set as [country code](#) CH.

Tax Calc

The value in this field will dictate how tax is calculated for the [dissection](#) lines.

Select one of the following:

Manual (0) - If both goods and tax values are entered line by line

Goods Entered (1) - To enter the goods value and have the tax calculated from it

Gross Entered (2) - If the total value of the line is entered in the goods value and the system dis-aggregates the goods and tax accordingly

The [default](#) is controlled by the country-specific [parameters](#) defined in GL [Utilities](#).

Cash Tax

Check this if this is a cash-based tax supplier, and the invoice is tax reclaimable only on payment.

Text (Checkbox)

Check this to display the supplier's text (if any exists).

Text (Field)

For invoices, [credit notes](#) and journals, up to 99 lines of text can be entered at this stage. Only one line is displayed here. **Page Down** can be used to display or enter further lines if required.

Desc

This field enables you to enter free-format description relating to this [item](#).

Functions**Re-select Ref (F12)**

Use this to select a different [log](#) reference.

Review Session (F15)

Use this to review a list of [items](#) entered so far in this batch.

Override Rate (F17)

Use this to change the current currency conversion rate. For more information see the Override Conversion [Parameters](#) Pop-up section.

Note: *Where the source and target currencies are both Euro currencies, no override is permitted.*

Protocol Gaps (F20)

Use this to display protocol gaps.

Note: *This is only displayed when [tax registers](#) are active (via GL Country-specific [Parameter](#) 1).*

Bank Account (F21)

Use this to display the Bank Account Selection pop-up. The format depends on the [country code](#) of the supplier.

Cancel Session (F23)

Use this to cancel the session. A confirmation pop-up will be displayed.

Press Enter to display the Invoice [Log Transfer Dissections](#) window.

Override Conversion Parameters Pop-up

To display this pop-up, if you have entered a currency other than the [base currency](#), you can override the [default](#) currency conversion rate by selecting **Override Rate (F17)** on the Invoice [Log Transfer](#) Detail window.

Use this pop-up to override the [default](#) currency rate. To override the current rate, you can enter one of the following:

- A pre-defined rate code specified on the General Ledger currency options
- A new rate by which the value is to be multiplied or divided
- The target value - the conversion rate will be calculated by the system

For a more detailed explanation of currency processing and rate codes, see the General Ledger product guide.

Note: Where both the source and target currencies are Euro, you cannot override the conversion rate.

Fields

Rate Code

Enter a pre-defined rate code as set up in the Currency Rate Code task.

Alternatively, use the [prompt](#) facility to select from the Select Rate Code pop-up.

Rate

Alternatively, you can enter the new rate code to be used with up to five decimal places.

Multiply or Divide

If this field is used, a value must be entered in the Rate field.

Select one of the following:

Multiply (M) - To multiply the values held in the source currency by the exchange rate to achieve the target currency value

Divide (D) - To divide values held in the source currency by the exchange rate to achieve the target currency values

Note: For Euro conversion, the system holds Euro/target fixed rates.

Note: For guidance on when to select Multiply or Divide in a Euro IN/OUT OUT/IN situation, see the Eurocurrency: Phase 1: Illustration of Conversions section in the Currency chapter of the General Ledger product guide.

Source to Euro

The value of **0** or **1** [defaults](#) from the Euro Currencies Maintenance task and decides the calculation rules as follows:

- 0 - The currencies will be converted directly.

1 - This uses a triangulation currency conversion via the Euro currency.

Note: This field is displayed when either the source or target currency is a currency IN the Euro Zone.

Target Currency Value

Enter the target currency value and the system will calculate the rate.

Note: Only the variable part of the rate is displayed if the currencies are Euro OUT/IN or IN/OUT.

Press Enter. You will see the rate applied to the converted currencies.

Invoice Log Transfer Dissections Window

To display this window, press Enter on the Invoice [Log Transfer](#) Detail window.

[Dissections](#) already entered on the [log](#) will be displayed on this window. These can be amended and additional [dissections](#) added.

Fields

Account

For [items](#) being confirmed, this must be a valid General Ledger account code. The account code can be blank for a tax-only line.

You can use the [prompt](#) facility on this field to select from the Select Account pop-up.

Value

The value entered here depends upon the tax calculation code to be used (as defined in the Tax Calc field on the Invoice [Log](#) Entry window).

If the Tax Calc field is set to **Manual**, both the Value and Tax Value fields must be entered manually and will not be calculated.

If it is set to **Goods Entered** and the Tax Value field is **0**, the system will calculate the tax based on the value entered. The value entered will therefore not change.

If it is set to **Gross Entered** and the Tax Value field is **0**, when you enter the Value field, the system will subtract the tax from this amount. The figure in the Value field will thus be reduced.

If Country-specific [Parameter](#) 5 (A/P [Default](#) Tax Calculation on First Line?) is set to **1** and a [default](#) purchase account has been set up for this supplier, the first [dissection](#) line to be entered will use the tax calculation code **Gross Entered**, regardless of the tax calculation method selected. The goods and tax calculation will be carried out automatically and the results displayed on entry to this window. The tax code used will be the supplier's [default](#) tax code. If none is entered, the [default](#) from the [company profile](#) is used.

If this [parameter](#) is set to **0**, or the [default](#) purchase account has not been set up, or if this is not the first [dissection](#) to be entered, the tax calculation method used will be the one entered and no [default](#) values will be displayed.

Tax Code

A tax code is set up in the General Ledger to carry not only a percentage rate (in Britain, for example, the code STD might carry a rate of 17.5%), but also to specify the General Ledger accounts for tax postings for sales and purchases.

When posting [transactions](#), the system calculates a tax rate from the tax and goods values entered, and compares it to the rate attached to this tax code. If these are not the same (or are outside the tolerance levels defined in the General Ledger), an error message is displayed.

You can use the [prompt](#) facility on this field to select from the Select Tax Code pop-up.

Tax Value

This is the tax amount to be associated with the tax code entered on this line. Tax can be entered individually against relevant [items](#), or posted as one figure against any one of these [items](#), or posted as a separate figure on its own.

Example of Tax Calculation:

If the gross value is 117.50 and the tax rate is 17.5%, the goods value is 100.00 and the tax is 17.50.

If settlement [discount](#) applies to this [transaction](#), the calculation of tax depends on the [discount](#) basis of the tax record. See the Tax Subsystem section in the General Ledger product guide for a description of tax codes and rates.

IC

If inter-company postings are required, enter the company code to which you wish to post.

Alternatively, use the [prompt](#) facility to select from the Select Company pop-up.

This field is only displayed if the Inter-company field was **checked** on the [Log Transfer](#) window.

Quantity

You can optionally enter the quantity. This field is not mandatory, but the total quantity entered in a session will be reconciled against the batch quantity total, if one was entered. The quantity will also be part of the [transaction](#) posted to the General Ledger.

Line quantities entered are not shown above and are displayed by scrolling the window to the right.

Cross Period

This field will only be displayed if the Cross [Period](#) field was **checked** on the [Log Transfer](#) window. In this case, it will contain **1** here.

Leave this field set to **1** if you wish to use [cross period postings](#). The Cross [Period](#) pop-up will be displayed allowing entry of a different [period](#) or [periods](#) to the header [period](#).

If a range of [periods](#) is entered, the values entered on the [dissection](#) line will be spread across those [periods](#) either equally, or based upon the spread profile entered in the pop-up.

Set this field to **0** if you do not wish to use [cross period posting](#) for this [item](#).

Description

You can optionally enter up to thirty characters as a description against this [dissection](#) line.

Descriptions entered are not shown above and are displayed by scrolling the window to the right.

Options

Select

Use this to select a line for amendment. The values will be re-displayed in the lower half of the window.

Description

Use this to display the Display Account Levels pop-up for the selected line.

Functions

Ratios/Spread (F7)

Use this to toggle between entering values and entering ratios. The field heading that initially shows Value toggles between Value and Ratio.

Entering values in spread mode means that goods values entered do not have to add up to the control value. They will, instead, be calculated and displayed as a ratio of the invoice control value.

Once you have entered ratios, select **Spread (F7)** to display the calculated values.

Note: *The Tax Value and Quantity fields are not affected by the ratio function and are always entered as absolute values.*

Update Ledger (F8)

Use this to save the details entered. Updates are not performed immediately but are processed when the session is completed.

If Validate Tax? is **checked** in the [company profile](#), the total tax values entered must be correct based on the values and tax codes selected and within the tolerances specified in the GL [company profile](#) in the Error Limit Percentage and Error Limit Absolute Value fields. If not, the Tax Error pop-up is displayed.

If the total goods plus tax in all [dissections](#) do not equal the gross value entered, the Total Does Not Equal Gross pop-up is displayed.

If Extended [Payment Terms](#), [Payment Analysis](#) or [Withholding Tax](#) are in use, further pop-ups are displayed.

If Equipment Servicing or Job Management are in use and one of the accounts entered is the EQ or JM Holding account for accounts payable costs, the Type of Entry Selection pop-up is displayed.

Cancel Item (F11)

Use this to cancel the [item](#) being entered (not the entire session).

Amend Item (F15)

Use this to re-display the header information for viewing or amending.

Selections/Values (F20)

Use this to toggle between allowing input into the fields at the base of the window, and allowing input into the fields listed at the top.

Descriptions/Extensions (F22)

Use this to toggle between any description entered for a line and any General Ledger extension code or codes related to the [dissection](#).

When you have entered all the [dissections](#) for the [item](#), select **Update Ledger (F8)**. If there are no errors and no further pop-ups are required, the Invoice [Log Transfer](#) window will be displayed.

Tax Error Pop-up

This pop-up is displayed when **Update Ledger (F8)** is selected on the Invoice [Log Transfer Dissection](#) window and there is a discrepancy in the tax calculations.

Functions**Accept (F19)**

Use this if you wish to accept the entered tax values in spite of the discrepancy.

Press Enter to return to the Invoice [Log Transfer Dissection](#) window and correct the tax.

Total Does Not Equal Gross Pop-up

This pop-up is displayed when **Update Ledger (F8)** is selected on the Invoice [Log Transfer Dissection](#) window and the total [dissection](#) value (Goods + tax) does not equal the gross value entered for the [item](#).

Press Enter to return to the Invoice [Log Transfer Dissection](#) window and correct the [dissections](#).

Extended Payment Terms Pop-up

This pop-up is displayed when you make the posting (by selecting **Update Ledger (F8)** on the Invoice [Log Transfer Dissection](#) window) if the [payment terms](#) for the [item](#) you are posting involves extended payments. You can then choose to display the Maintain [Extended Terms](#) window to

amend the extended [payment terms](#) associated with the extended payment code of the [item](#) to be paid.

Note: Any changes made will affect this [item](#) only. Other [items](#) using the same extended payment code will be unaffected.

Functions

Accept Default Extended Terms (F8)

Use this to accept the current [extended terms](#) for this supplier. The [item](#) is accepted and the Supplier Selection window will be displayed with the last [item's](#) details.

Press Enter to display the Maintain [Extended Terms](#) window where you can modify the terms.

Maintain Extended Terms Window

To display this window, press Enter on the Extended [Payment Terms](#) pop-up.

Use this window to modify the [due dates](#), payment amounts and [payment methods](#) for this [item](#).

Fields

Extended Terms

Enter a code and then press Enter to see the [extended terms](#) associated with that code displayed.

You can use the [prompt](#) facility on this field to select from the Select [Extended Terms](#) pop-up.

Due Date

The [due date](#) of payment for the instalment on this line is displayed here. If you decide to change it, it will change for this [item](#) only. Other [items](#) using the same extended payments code will be unaffected.

The system can ensure that the [due date](#) for payment does not fall on a holiday or weekend day (if your country-specific [parameters](#) are set up for this in General Ledger [Utilities](#)).

Payment Spread Amount

The payment value of the instalment on this line is displayed here. If you decide to change it, it will change for this [item](#) only. Other [items](#) using the same extended payments code will be unaffected.

Payment Method

The [payment method](#) code for the instalment on this line is displayed here. If you decide to change it, it will change for this [item](#) only. Other [items](#) using the same extended payments code will be unaffected.

You can use the [prompt](#) facility on this field to select from the Select [Payment Method](#) pop-up.

Functions

Update (F8)

Use this to update the [extended terms](#) with any amendments made. These amendments will affect only this payment, and other [items](#) using the same extended payments code will be unaffected.

Delete All Spreads (F11)

Use this to delete the [extended terms](#) definition for this payment.

Previous (F12)

If you want to exit without updating the terms, select **Previous (F12)** and a message will be displayed warning you that if you select **Confirm (F12)** the [default](#) payment spreads terms will be used.

Select **Update (F8)** to accept the terms as displayed. The Supplier Selection window will be displayed with the last [item's](#) details.

Payment Analysis Pop-up

This pop-up is displayed when you enter [dissections](#) anywhere in the system for a supplier if you are using [payment analysis](#), or if your company and supplier are using 1099 tax reporting.

Use this pop-up to enter the values that you want to be reported later.

Fields**1099 Code**

Enter the analysis group code for the entered value.

Alternatively, use the [prompt](#) facility to select from the Analysis Group Codes pop-up.

Amount

Enter the value for the corresponding analysis group code.

Enter the values and analysis codes as appropriate and select **Update (F8)** to update. The Invoice [Log Transfer](#) window will be displayed.

Withholding Tax Pop-up

This pop-up is displayed when you update [dissections](#) if your supplier is using [withholding tax](#).

Use this pop-up to enter the values that you want to be reported later.

Fields**Type**

Enter the type of supplier.

Alternatively, use the [prompt](#) facility to select from the [Parameter](#) Codes pop-up.

Calculation %

Enter the percentage that will be withheld. This percent will be applied to the goods value and taxed at the rate specified in the Tax % field.

Tax %

Enter the tax rate that will be applicable to the withheld value.

Total Goods Value

Enter the goods value to which the above percentage will be applied.

Excluded Goods Value

Enter the excluded goods value, i.e. the value which will not have tax withheld.

Functions**Bypass (F17)**

Use this if you do not wish to apply [withholding tax](#) to this [item](#).

Press Enter to display the [Withholding Tax](#) Values pop-up.

Withholding Tax Values Pop-up

To display this pop-up, press Enter on the [Withholding Tax](#) pop-up.

This pop-up displays the calculated values, based on the values and percentages entered.

Fields**Type**

Enter the type of supplier.

Alternatively, use the [prompt](#) facility to select from the [Parameter](#) Codes pop-up.

Calculation %

Enter the percentage that will be withheld. This percent will be applied to the goods value and taxed at the rate specified in the Tax % field.

Tax %

Enter the tax rate that will be applicable to the withheld value.

Total Goods Value

Enter the goods value to which the above percentage will be applied.

Excluded Goods Value

Enter the excluded goods value, i.e. the value which will not have tax withheld.

Functions

Bypass (F17)

Use this if you do not wish to apply [withholding tax](#) to this [item](#).

Select **Update (F8)** to accept the entered values. The Invoice [Log Transfer](#) window will be displayed.

Type of Entry Selection Pop-up

This pop-up is displayed if you have Equipment Servicing or Job Management linked to Accounts Payable (the Accounts Payable Active field is checked in the EQ or JM [company profile](#)) and the account code entered for a [dissection](#) is the Holding account for accounts payable costs (see EQ or JM [company profile](#)). The same pop-up is displayed for either interface.

Fields**What Type of Document is being Posted?**

Select one of the following:

Supplier Invoice/Credits/Journals (1) - If you are posting supplier invoices, credits or journals

Employee Expenses (2) - If you are posting employee expenses

Press Enter to go into Equipment Servicing or Job Management, to the Direct [Transaction](#) Entry window or to the Employee Expenses window. This will enable you to complete the breakdown of the payment. It also enables multiple [transactions](#) to be entered against one invoice.

Note: *The document type you select here will be used for the rest of this session.*

When the batch of Account Payable invoices is complete, the system triggers simultaneous updates to the General Ledger and to Equipment Servicing or Job Management, ensuring that both balance.

Press Enter to display the Direct [Transactions](#) Entry window or the Employee Expenses window.

Direct Transactions Entry Window

To display this window, select Supplier Invoice/Credits/Journals on the Type of Entry Selection pop-up.

The Equipment Servicing or Job Management version of direct [transaction](#) processing is done via this window.

Fields**Control Total**

The control total comes from the Account Payable goods value entered on the [dissection](#) line.

Job/Sub-job/Task

Enter a suitable job, sub-job and task.

You can use the [prompt](#) facility on these fields.

Expense Type

Enter an expense type.

You can use the [prompt](#) facility on this field.

Trans Source

The [transaction](#) source is pre-filled with **PL** and cannot be changed.

Trans Type

Enter a [transaction](#) type.

You can use the [prompt](#) facility on this field.

Charge Code

Enter a charge code.

You can use the [prompt](#) facility on this field.

Ext Reference

The external reference [defaults](#) to the [supplier code](#) but can be changed.

Narrative

Enter free format narrative if required.

Date

The date [defaults](#) to the document date and cannot be changed.

Quantity

The quantity [defaults](#) to that entered against the Accounts Payable GL [dissection](#) and can be changed.

Cost

The cost [defaults](#) to the goods value entered on the [dissection](#) line and can be changed.

Currency

The currency [defaults](#) to that of the document and cannot be changed.

Invoice

This shows the number of the invoice being generated for EQ or JM.

Mark Up %

Enter a mark up percent if required

Charge Amount

Enter a charge amount if required.

Functions**Update (F8)**

Use this when all [transactions](#) have been entered to update the EQ or JM session. If the entered [transactions](#) equal the control total, the Accounts Payable Supplier Selection window is displayed. If they do not balance, the Discrepancy window is displayed.

Review (F15)

Use this to display the Direct [Transaction](#) Review window to review [transactions](#) already entered.

External Text (F21)

Use this to view and maintain external text. The External Text window is displayed.

Cancel (F23)

Use this to cancel the [transactions](#) entered. A confirmation pop-up is displayed. Select **Confirm Cancel (F23)** to confirm the cancellation. The Type of Entry Selection pop-up is displayed.

Press Enter to validate and accept the [transaction](#) and enter more [transactions](#). Select **Update (F8)** when [transaction](#) entry in EQ or JM is complete to display the Discrepancy window (if there are errors) or the Supplier Selection window.

Note: Batch end and review procedures are the same as for the Direct [Transactions](#) task, with a discrepancy window if it does not balance.

Direct Transactions Review Window

To display this window, select **Review (F15)** on the Direct [Transactions](#) Entry window.

Use this window to review [transactions](#) already entered.

Select **Previous (F12)** to return to the Direct [Transactions](#) Entry window.

External Text Window

To display this window, select **External Text (F21)** on the Direct [Transactions](#) Entry window.

Fields**For the Attention Of**

Enter the user for whom this text is relevant.

You can use the [prompt](#) facility on this field.

Print This Text On

Enter the date on which to print the text.

Equipment Text

Add or maintain text as required for this [transaction](#).

Select **Update (F8)** to update the text and return to the Direct [Transactions](#) Entry window.

Discrepancy Window

This window is displayed if **Update (F8)** is selected on the Direct [Transactions](#) Entry and entered [transactions](#) do not equal the control total.

Functions**Enter More Items (F10)**

Use this to enter more [transactions](#). The Direct [Transactions](#) Entry window is displayed.

Review (F15)

Use this to display the Direct [Transactions](#) Review window to review [transactions](#) already entered.

Cancel (F23)

Use this to cancel the [transactions](#) entered. A confirmation pop-up is displayed. Select **Confirm Cancel (F23)** to confirm the cancellation. The Type of Entry Selection pop-up is displayed.

Select **Enter More [Items](#) (F10)** to enter more [transactions](#) or select **Cancel (F23)** to cancel these [transactions](#).

Employee Selection Window - Equipment Servicing

To display this window, select Employee Expenses on the Type of Entry Selection pop-up.

The differences between expense processing within Accounts Payable and the stand-alone version are as follows:

- The batch number and control totals come from the Accounts Payable invoice entry.
- Total Employee Expenses is the total invoice value and is already displayed.
- **F23=Cancel Batch** is not allowed.
- **F8=End Batch** returns you to the Supplier Selection window within Accounts Payable.
- Employee number is filled in if you are using the common supplier and employee codes as defined in the Job Management [company profile](#).
- The details window in the stand-alone version has no tax fields, because the tax is dealt with within Accounts Payable.

Fields**Technician**

Enter the technician for the expenses.

You can use the [prompt](#) facility on this field.

Job/Sub-job/Task

Enter the relevant job, sub-job and task.

You can use the [prompt](#) facility on this field.

Date

Enter or select the date for the expenses.

Press Enter to display the Employee Expenses Entry window.

Employee Expenses Entry Window - Equipment Servicing

To display this window, press Enter on the Employee Selection window.

Fields**Total Klms to Date**

Enter the number of kilometres claimed.

CC

Enter the relevant charge code.

You can use the [prompt](#) facility on this field.

Description

The charge code description is retrieved automatically and can be overwritten.

Klms

Enter the number of kilometres for this charge code.

Net Amt

Enter the net amount for the code.

Cur

Enter the currency.

You can use the [prompt](#) facility on this field.

Inv Amt

Enter the total invoice amount for this expense.

Tax

Enter the tax code.

You can use the [prompt](#) facility on this field.

Tax Amt

Enter the tax amount.

Press Enter to validate your entries and then select **Update (F8)** to update the [transaction](#).

Employee Selection Window - Job Management

To display this window, select Employee Expenses on the Type of Entry Selection pop-up.

The differences between expense processing within Accounts Payable and the stand-alone version are as follows:

- The batch number and control totals come from the Accounts Payable invoice entry.
- Total Employee Expenses is the total invoice value and is already displayed.
- **Cancel Batch (F23)** is not allowed.
- **End Batch (F8)** returns you to the Supplier Selection window within Accounts Payable.
- Employee number is filled in if you are using the common supplier and employee codes as defined in the Job Management [company profile](#).
- The details window in the stand-alone version has no tax fields, because the tax is dealt with within Accounts Payable.

Fields**Control Value**

The control value for the total of all expense sheets entered is displayed

Batch Number

The unique batch number is displayed.

Employee Number

Enter an employee number.

Week Number

Enter a week number, in the format YYYYWW where WW is between 0 and 53.

Total Employee Expenses

The total value of expenses for this particular employee is displayed.

Press Enter to display the Employee Expenses Entry window.

Employee Expenses Entry Window - Job Management

To display this window, press Enter on the Employee Selection window.

Fields

Total Mileage to Date

Enter the total mileage to date. This [defaults](#) from the employee details file.

Job/Sub-job/Task

Enter at least a job. You can also enter a sub-job and task.

CC

Enter the relevant charge code which describes the expense.

You can use the [prompt](#) facility on this field.

Date

Enter the date, in the format DDMMYYYY.

Net Amount

Enter the net amount of the expense line.

If you want to enter mileage expenses using the standard claim and charge rates for that employee, leave this field blank. Enter the number of miles in the Miles field.

Note: When you amend this field, you do not alter the tax value.

Note: You can only override the employee mileage rate and the charge rate by entering the amounts required in the Net Amount and the Charge Amount fields.

Chg

This is the re-charge field.

Enter one of the following:

Blank - To use the value in the Chg Mat field on the Job Details Maintenance window

0 - If you do not want to charge this expense

1 - To re-charge the expense line to the customer on a Time and Material job

You cannot re-charge if you set the Re-charge field in job details for the materials part of Time and Materials to 0.

2 - To review this line before posting this [transaction](#) and decide if you want to re-charge at that point

You can display the details in the Chargeable [Transaction](#) Review task before you create any invoices.

Miles

If the expense line is for mileage, enter the number of miles.

Charge Amnt

Enter the charge amount.

Leave this field blank to calculate the charge automatically using either the percentage mark-up for expenses as set up in job type, or if you are entering mileage expenses, the mileage chart rate.

You can enter a charge amount against a reviewable [transaction](#). This is used as the calculated value in the Chargeable [Transaction](#) Review task.

***Note:** If the cost currency differs from the income currency, you must enter a charge, since the software does not use the mark-up percentage to calculate re-charge values automatically for invoices or chargeable reviews.*

Tax (Untitled)

Enter the tax code to use.

If you leave this blank, when you press Enter for a net amount or mileage expense, the tax [defaults](#) to the tax rate code on the expense type set up in the job type.

Tax Amount (Untitled)

Enter the tax amount. Leave this field blank to calculate the tax automatically using the entered tax code.

Press Enter to validate your entries and then select **Update (F8)** to update the [transaction](#).

Invoice Tax Review (India) Window

India only

This is displayed if India function is active to allow review and manipulation of the taxes calculated

Options

Select (1)

Select a line to amend the tax value calculated by the tax engine and display the Maintain Tax Value window

Functions

Tax Summary (F13)

Use this function to display a tax summary for the invoice and display the Tax Summary window

TDS Estimate (F15)

Use this function to display the potential tax deducted at source (TDS) against this invoice

Note. *This function is only available if TDS is applicable for this document.*

Press F8 to update the taxes and add the invoice to the session

Maintain Tax Value Window

India only

This window is displayed if a line is selected from maintenance from the Invoice Tax Review (India) window

Use this window to manipulate the tax values calculated by the Tax Engine

Tax Summary Window

India only

This window is displayed if Tax Summary is selected from the Invoice Tax Review (India) window

Use this function to display the tax summary for the current invoice.

TDS Summary window

India only

This window is displayed if TDS Estimate is selected from the Invoice Tax Review (India) window

Use this function to display the potential TDS for this invoice.

Press ENTER to return to the Invoice Tax Review (India) window.

Completing a Session Window

To display this window, select **End Session (F8)** on the Invoice [Transfer](#) window if the Use [Batch Controls?](#) field is checked in the [company profile](#).

Fields

Batch Number

The batch number of the batch in which you are working is displayed and can be amended.

Control Value

The original control value is displayed and can be amended.

Quantity

The original quantity (if any) is displayed and can be amended.

- accumulated

The first field displays the actual total value you have entered so far in this batch. You can only change this value by re-entering the batch and changing existing entries or entering more.

The second field displays the actual quantity you have entered so far in this batch. You can only change this value by re-entering the batch and changing existing entries or entering more.

Discrepancies

Any differences between the control value fields and the - accumulated fields are displayed here.

This discrepancy is simply a warning. You can:

- Go back into the batch to add [item](#) entries by selecting **Enter More Items (F10)**
- Alter the control value fields to match those accumulated during batch entry
- Ignore the discrepancy by selecting **Update Session (F8)** to update
- Select **Cancel Session (F23)** to cancel the session altogether
- Review the session details by selecting **Review Session (F15)**, which enables you to delete [items](#) or to [edit item](#) text as desired

Functions

Update Session (F8)

Use this to update and complete the session.

Enter More Items (F10)

Use this to re-enter the batch to add [items](#).

Review Session (F15)

Use this to re-display the session details.

Cancel Session (F23)

Use this to cancel the session completely and delete all entries. Select **Confirm (F23)** to confirm cancellation.

Select **Update Session (F8)** to update and complete this session.

Review Session Details Window

To display this window, select **Review Session (F15)** on the Completing a Session window.

Options**Delete Item**

Use this to delete the [item](#).

Review Text

Use this to display the [item](#) text.

Select **Previous (F12)** to return to the Completing a Session window.

Volume Log to Ledger Transfer [3/APP]

This task enables you to [transfer](#) many supplier [items](#) from the [log](#) to the ledger in one simple operation.

Volume Log to Ledger Transfer Window

To display this window, select the Volume [Log](#) to Ledger [Transfer](#) task.

If you are using [batch control](#) (specified in the [company profile](#)), the Batch Number and Control Value fields will be displayed on this window. Otherwise, these fields will not be displayed.

Fields**Document Type**

Enter the [item](#) type for the volume [transfer](#).

Posting Period

Enter the [period](#) to which the [items](#) are to be posted.

Batch Number

Enter a batch number for the [transfer items](#).

Control Value

A batch total must be entered, but the value entered here does not restrict the value of documents subsequently entered. At the end of processing a batch, the value of documents entered is reconciled. Any discrepancy is highlighted but can be ignored.

See the Understanding [Batch Control](#) section for more details.

When you have completed these fields, press Enter to display the Select Supplier window.

Caution: This function is not available if India function is active

Select Supplier Window

To display this window, press Enter on the Volume [Log](#) to Ledger [Transfer](#) window.

Fields**Supplier**

Enter the relevant supplier for which you wish to select [items](#) for posting.

Alternatively, use the [prompt](#) facility to select from the Supplier Selection pop-up.

Location

If you want to review a list of [items](#) for a certain [location](#), enter that [location](#) here.

You can further specify the [items](#) you want to review by entering both a supplier and a [location](#).

You can use the [prompt](#) facility on this field to select from the Select [Location](#) Code pop-up.

If you leave both fields blank, a list of all the open ledger [items](#) will be displayed.

Functions**Review Batch Controls (F12)**

Use this if you wish to review the Volume [Log](#) to Ledger [Transfer](#) window.

Cancel Session (F23)

Use this if you wish to cancel the session. A confirmation pop-up is displayed.

Press Enter to display the Invoice Volume [Log](#) to Ledger [Transfer](#) window.

Invoice Volume Log to Ledger Transfer Window

To display this window, press Enter on the Select Supplier window.

A list of [items](#) that fulfil the selection criteria of the Select Supplier window is now displayed.

Fields

Select

Use this to select an [item](#) to confirm.

Functions

Confirm (F8)

Use this to confirm your selections for processing.

Position to Reference (F19)

Use this to position the display. The Position to Reference pop-up is displayed on which you can enter the reference from which you wish to display.

Select All Matched (F22)

Use this to select all available matched [items](#) for processing.

Cancel Session (F23)

Use this to cancel the current session. A confirmation pop-up is displayed.

Select the [items](#) you wish to confirm and then select **Confirm (F8)** or select **Select All Matched (F22)** to select all [items](#). The Completing a Session window is displayed if the Use [Batch Controls?](#) field is checked in the [company profile](#).

Completing a Session Window

This window is displayed when you select **Confirm (F8)** on the Invoice [Log](#) to Ledger [Transfer](#) window if the Use [Batch Controls?](#) field is checked in the [company profile](#).

Fields

Batch Number

The batch number of the batch in which you are working is displayed and can be amended.

Control Value

The original control value is displayed and can be amended.

Quantity

The original quantity (if any) is displayed and can be amended.

- accumulated

The first field displays the actual total value you have entered so far in this batch. You can only change this value by re-entering the batch and changing existing entries or entering more.

The second field displays the actual quantity you have entered so far in this batch. You can only change this value by re-entering the batch and changing existing entries or entering more.

Discrepancies

Any differences between the control value fields and the - accumulated fields are displayed here.

This discrepancy is simply a warning. You can:

- Go back into the batch to add [item](#) entries by selecting **Enter More Items (F10)**
- Alter the control value fields to match those accumulated during batch entry
- Ignore the discrepancy by selecting **Update Session (F8)** to update
- Select **Cancel Session (F23)** to cancel the session altogether
- Review the session details by selecting **Review Session (F15)**, which enables you to delete [items](#) or to [edit item](#) text as desired

Functions**Update Session (F8)**

Use this to update and complete the session.

Enter More Items (F10)

Use this to re-enter the batch to add [items](#).

Review Session (F15)

Use this to re-display the session details.

Cancel Session (F23)

Use this to cancel the session completely and delete all entries. Select **Confirm (F23)** to confirm cancellation.

Select **Update Session (F8)** to update and complete this session.

Maintain Log Items [4/APP]

Use this task to change the [location](#) or to delete selected [log items](#).

Deletion of a [log item](#) that is held in Three Way Matching is allowed in this option. This deletes the associated Purchase Management held details and frees the matched receipts. A [log](#) maintenance session is created as normal, with a DL [transaction](#) code.

Maintain Log Items Window

To display this window, select the Maintain [Log Items](#) task.

Fields

Supplier Code

Enter a range of [supplier codes](#) in the From and To fields for [items](#) you wish to maintain.

You can use the [prompt](#) facility on these fields to select from the Supplier Selection pop-up.

Location Code

Enter a range of [location](#) codes in the From and To fields for [items](#) you wish to maintain.

You can use the [prompt](#) facility on these fields to select from the Select [Location](#) Code pop-up.

Press Enter to display the [Item](#) Select window.

Item Select Window

To display this window, select ranges of suppliers and [locations](#) on the Maintain [Log Items](#) window.

Fields

Select (Sel)

Enter one of the following:

- 1 - To maintain an [item](#)

When you press Enter, the Select [Location](#) pop-up will be displayed. All the [items](#) selected will be moved to the new [location](#).

- 2 - To view the current details for an [item](#)

When you press Enter, the [Item](#) Details window is displayed. [Items](#) are processed one at a time.

Press Enter to process the selected [items](#).

Select Location Pop-up

To display this pop-up, enter 1 against an [items](#) or [items](#) on the [Item](#) Select window.

Fields

(Untitled)

Enter the new [location](#) code for the selected [items](#). They will all be [transferred](#) to this [location](#).

You can use the [prompt](#) facility on this field to select from the Selection [Location](#) Code pop-up.

Select **Confirm (F8)** to confirm the move of the selected [items](#) to the new [location](#). The [Item](#) Select window is re-displayed with the updated [locations](#).

Item Details Window

To display this window, enter 2 against an [item](#) or [items](#) on the [Item](#) Select window.

Fields

Current Location Code

The current [location](#) of each [item](#) is displayed on entry. Amend the [location](#) code as required.

You can use the [prompt](#) facility on this field to select from the Select [Location](#) Code pop-up.

Functions

Next (F2)

Use this to display the next [item](#) selected without updating the current [item](#).

Update (F8)

Use this to update the [location](#) of the displayed [item](#).

Delete (F11)

Use this to delete selected [items](#). A confirmation window is displayed.

Deleted [items](#) are shown with * in the Select field and are removed when you leave this task.

Select **Update (F8)** to confirm the move of the selected [item](#) or select **Delete (F11)** to delete the [item](#). When all [items](#) have been processed, the [Item](#) Select window is re-displayed with the updated [locations](#) or [items flagged](#) for deletion.

Log Amendment [5/APP]

This task offers you a comprehensive [log item](#) amend facility.

Note: You can not amend [items](#) posted via the Invoice Matching routines. You can, however, delete matched or unmatched [items](#).

Log Item Amendment Window

To display this window, select the [Log](#) Amendment task.

Fields

Item Type

Enter the type of [item](#) you want to review or amend.

You can use the [prompt](#) facility on this field to select from the Select [Item](#) Type pop-up.

Only [items](#) of type IN, CR or JL can be posted to the [log](#).

Log Reference

Enter the [log](#) reference number.

Alternatively, use the [prompt](#) facility to select from the Select [Item](#) Reference pop-up.

Supplier

If you wish to narrow down the [log](#) reference search, enter a supplier and then search on [log](#) reference. Only [items](#) for that supplier will be displayed.

You can use the [prompt](#) facility on this field to select from the Supplier Selection pop-up.

Functions

Change Supplier (F16)

Enter an [item](#) reference and select **Change Supplier (F16)** to display a pop-up that will allow you to change the supplier for an [item](#).

Select an [item](#) for amendment and then press Enter to display the Invoice [Log](#) Amendment window.

Invoice Log Amendment Window

To display this window, select an [item](#) for amendment and then press Enter on the [Log Item](#) Amendment window.

Fields

Our Ref

This field displays the [log](#) reference of the [item](#) you selected.

Register

This field is only displayed when [tax registers](#) are active (via Country-specific [Parameter](#) 1).

If [tax registers](#) are active, the tax register facility is provided to enable you to produce your tax reports based on tax area. The codes are set up in the General Ledger by the user, and relate to a particular tax office.

You can use the [prompt](#) facility on this field to select from the displayed pop-up.

Currency

The [default](#) is the supplier currency, but it can be changed.

You can use the [prompt](#) facility on this field to select from the Select Currency pop-up.

This field is not displayed if you are working in a single currency.

Tax Date

This is the date associated with this [item](#) for tax purposes. If this is not entered, the document date will be used to establish the tax [period](#).

Doc. Date

Enter or select the date printed on the document, not the date on which it was received by your company.

This date is used to calculate the [due date](#) for payment.

Reason

This code is only displayed for [credit notes](#).

This code is mandatory for [credit notes](#) and journals and provides more detailed analysis of the reasons for such postings. The code must have been set up in the Maintain [Reason Codes](#) task.

You can use the [prompt](#) facility on this field to select from the Select [Reason Code](#) pop-up.

Supp Ref

This is the reference the supplier has attached to the [item](#). This field is optional, but, if a value is entered, it must be a unique reference within this supplier, ensuring that an invoice is entered only once.

If Country-specific [Parameter](#) 36 is set **On**, this field is mandatory.

If Country-specific [Parameter](#) 70 is set On, then the same reference may be used more than once.

Gross

Enter the total value of the [item](#) (including tax).

Rate Code

This field [defaults](#) to the rate code of the [company profile](#), and is not maintainable. To change this code, select **Override Rate (F17)**.

Convert Pt

The field will only be displayed if Country-specific [Parameter](#) 32 (Select Currency Conversion Date) is set **On**.

Enter one of the following:

- 1 - If the document date is used to perform currency conversion
- 2 - If the tax date is used to perform currency conversion

Ex Rate

This display-only field shows the currently selected exchange rate. To change this, select **Override Rate (F17)**.

Dis Rate

This figure represents the [discount](#) rate which is to be applied on settlement of this [item](#).

If the option to change [discount](#) rates or values for this supplier is **checked**, you can change this rate, and the new rate entered will override that specified for the supplier.

Dis. Code

A [discount](#) code can be defined to hold the percentage [discount](#) structure of a particular supplier. The supplier's [default](#) is displayed and can be changed if required.

You can use the [prompt](#) facility on this field to select from the Select [Discount](#) Code pop-up.

Disc Value

This figure represents the [discount](#) value which is to be applied on settlement of this [item](#).

If the option to change [discount](#) rates or values for this supplier is **checked**, you can change this value, and the new value entered will override that specified for the supplier.

Note: *The rate and the value cannot both be used.*

Due Date

The payment [due date](#) is calculated automatically from the [payment terms](#) defined for the supplier, and is based on the document date. It can be changed for this [transaction](#) if the option to change it is set on in the [company profile](#).

The system can ensure that the [due date](#) for payment does not fall on a holiday or weekend day (if your country-specific [parameters](#) are set up for this in General Ledger [Utilities](#)).

Location

You can change the [location](#), if necessary.

Alternatively, use the [prompt](#) facility to select from the Select [Location](#) Code pop-up.

Order Ref

Enter an order reference as required.

Ext Terms

If this [item](#) is to be paid by a series of instalments, enter the relevant [extended terms](#) code. These codes are defined in Cash Management.

[Item](#) entry will pay this [item](#) according to the terms used. When you are updating the [item](#), it is possible to amend the payment details within the [extended terms](#) code.

This field is only displayed if [extended terms](#) are [flagged](#) as in use in the [company profile](#). You cannot use [extended terms](#) with [discounts](#).

You can use the [prompt](#) facility on this field to select from the Select [Extended Terms](#) pop-up.

Status

Select one of the following:

Blank - To cause the [item](#) to be included in the automatic [payment cycle](#) when its [due date](#) is reached and the supplier is included

Select (1) - To indicate that you have selected this [item](#) to be paid next time you run a Payment Due report using Selection Method **Selected Items**

(This enables [items](#) to be included in the [payment run](#) independent of their [due date](#).)

Hold (3) - To cause this [item](#) to be held until released

Prompt pay (9) - To cause this [item](#) to be included in the next automatic [payment cycle](#) should the supplier be included, irrespective of the supplier's [payment terms](#)

The [item](#) must be [transferred](#) from [log](#) to ledger before the [status](#) becomes active.

P/M

The [default](#) is the supplier [payment method](#).

Amend the [payment method](#) if require. You can use the [prompt](#) facility to select from the Select [Payment Method](#) pop-up.

If the [payment method](#) defines that a GIRO Reference is required, then on invoice completion the program will attempt to invoke a GIRO reference entry program with the name GL025CCC where CCC is the [country code](#) of the supplier.

Support is now provided for Swiss GIRO [payment methods](#) (ESR15 and ESR27), by invoking the Swiss GIRO reference entry program GL025CH if the supplier is set as [country code](#) CH.

Tax Calc

The value in this field will dictate how tax is calculated for the [dissection](#) lines.

Select one of the following:

Manual (0) - If both goods and tax values are entered line by line

Goods Entered (1) - To enter the goods value and have the tax calculated from it

Gross Entered (2) - If the total value of the line is entered in the goods value and the system dis-aggregates the goods and tax accordingly

The [default](#) is controlled by the country-specific [parameters](#) defined in GL [Utilities](#).

Cash Tax

Check this if this is a cash-based tax supplier, and the invoice is tax reclaimable only on payment.

Text (Checkbox)

Check this to display the supplier's text (if any exists).

Text (Field)

For invoices, [credit notes](#) and journals, up to 99 lines of text can be entered at this stage. Only one line is displayed here. **Page Down** can be used to display or enter further lines if required.

Desc

This field enables you to enter free-format description relating to this [item](#).

Functions

Delete Item (F11)

Use this to delete the selected [item](#). A confirmation pop-up is displayed.

Re-select Item (F12)

Use this to select a different [log](#) reference.

Override Rate (F17)

Use this to change the current currency conversion rate. For more information see the Override Conversion [Parameters](#) Pop-up section.

Note: *Where the source and target currencies are both Euro currencies, no override is permitted.*

Bank Account (F21)

Use this to display the Bank Account Selection pop-up. The format depends on the [country code](#) of the supplier.

Press Enter to display the Invoice [Log](#) Amendment [Dissections](#) window.

Override Conversion Parameters Pop-up

To display this pop-up, if you have entered a currency other than the [base currency](#), you can override the [default](#) currency conversion rate by selecting **Override Rate (F17)** on the Invoice [Log](#) Amendment window.

Use this pop-up to override the [default](#) currency rate. To override the current rate, you can enter one of the following:

- A pre-defined rate code specified on the General Ledger currency options
- A new rate by which the value is to be multiplied or divided
- The target value - the conversion rate will be calculated by the system

For a more detailed explanation of currency processing and rate codes, see the General Ledger product guide.

Note: *Where both the source and target currencies are Euro, you cannot override the conversion rate.*

Fields

Rate Code

Enter a pre-defined rate code as set up in the Currency Rate Code task.

Alternatively, use the [prompt](#) facility to select from the Select Rate Code pop-up.

Rate

Alternatively, you can enter the new rate code to be used with up to five decimal places.

Multiply or Divide

If this field is used, a value must be entered in the Rate field.

Select one of the following:

Multiply (M) - To multiply the values held in the source currency by the exchange rate to achieve the target currency value

Divide (D) - To divide values held in the source currency by the exchange rate to achieve the target currency values

Note: For Euro conversion, the system holds Euro/target fixed rates.

Note: For guidance on when to select Multiply or Divide in a Euro IN/OUT OUT/IN situation, see the Eurocurrency: Phase 1: Illustration of Conversions section in the Currency chapter of the General Ledger product guide.

Source to Euro

The value of **0** or **1** [defaults](#) from the Euro Currencies Maintenance task and decides the calculation rules as follows:

0 - The currencies will be converted directly.

1 - This uses a triangulation currency conversion via the Euro currency.

Note: This field is displayed when either the source or target currency is a currency IN the Euro Zone.

Target Currency Value

Enter the target currency value and the system will calculate the rate.

Note: Only the variable part of the rate is displayed if the currencies are Euro OUT/IN or IN/OUT.

Press Enter. You will see the rate applied to the converted currencies.

Invoice Log Amendment Dissections Window

When you press Enter on the Invoice [Log](#) Amendment window, the [dissections](#) are displayed. You can use this to maintain the current [dissections](#) as required.

Fields

Account

This must be a valid General Ledger account code. The account code can be blank for a tax only line.

You can use the [prompt](#) facility on this field to select from the Select Account pop-up.

Value

The value entered here depends upon the tax calculation code to be used (as defined in the Tax Calc field on the Invoice [Log](#) Entry window).

If the Tax Calc field is set to **Manual**, both the Value and Tax Value fields must be entered manually and will not be calculated.

If it is set to **Goods Entered** and the Tax Value field is **0**, the system will calculate the tax based on the value entered. The value entered will therefore not change.

If it is set to **Gross Entered** and the Tax Value field is **0**, when you enter the Value field, the system will subtract the tax from this amount. The figure in the Value field will thus be reduced.

If Country-specific [Parameter](#) 5 (A/P [Default](#) Tax Calculation on First Line?) is set to **1** and a [default](#) purchase account has been set up for this supplier, the first [dissection](#) line to be entered will use the tax calculation code **Gross Entered**, regardless of the tax calculation method selected. The goods and tax calculation will be carried out automatically and the results displayed on entry to this window. The tax code used will be the supplier's [default](#) tax code. If none is entered, the [default](#) from the [company profile](#) is used.

If this [parameter](#) is set to **0**, or the [default](#) purchase account has not been set up, or if this is not the first [dissection](#) to be entered, the tax calculation method used will be the one entered and no [default](#) values will be displayed.

Tax Code

A tax code is set up in the General Ledger to carry not only a percentage rate (in Britain, for example, the code STD might carry a rate of 17.5%), but also to specify the General Ledger accounts for tax postings for sales and purchases.

When posting [transactions](#), the system calculates a tax rate from the tax and goods values entered, and compares it to the rate attached to this tax code. If these are not the same (or are outside the tolerance levels defined in the General Ledger), an error message is displayed.

You can use the [prompt](#) facility on this field to select from the Select Tax Code pop-up.

Tax Value

This is the tax amount to be associated with the tax code entered on this line. tax can be entered individually against relevant [items](#), or posted as one figure against any one of these [items](#), or posted as a separate figure on its own.

Example of Tax Calculation:

If the gross value is 117.50 and the tax rate is 17.5%, the goods value is 100.00 and the tax is 17.50.

If settlement [discount](#) applies to this [transaction](#), the calculation of tax depends on the [discount](#) basis of the tax record. See the Tax Subsystem section in the General Ledger product guide for a description of tax codes and rates.

IC

If inter company postings are required, enter the company code to which you wish to post.

Alternatively, use the [prompt](#) facility to select from the Select Company pop-up.

This field is only displayed if Inter-company postings were part of the existing [dissections](#).

Quantity

Enter the quantity if required. This field is not mandatory, but the total quantity entered in a session will be reconciled against the batch quantity total, if one was entered. The quantity will also be part of the [transaction](#) posted to the General Ledger.

Line quantities entered are not shown above and are displayed by scrolling the window to the right.

Description

Up to thirty characters can be entered as a description against this [dissection](#) line.

Descriptions entered are not shown above and are displayed by scrolling the window to the right.

Options

Select

Use this to select a line for amendment. The values will be re-displayed in the lower half of the window.

Description

Use this to display the Display Account Levels pop-up for the selected line.

Functions

Ratios/Spread (F7)

Use this to toggle between entering values and entering ratios. The field heading that initially shows Value toggles between Value and Ratio.

Entering values in spread mode means that goods values entered do not have to add up to the control value. They will, instead, be calculated and displayed as a ratio of the invoice control value.

Once you have entered ratios, select **Spread (F7)** to display the calculated values.

Note: The Tax Value and Quantity fields are not affected by the ratio function and are always entered as absolute values.

Update Log (F8)

Use this to save the details entered. Updates are not performed immediately but are processed when the session is completed.

If Validate Tax? is **checked** in the [company profile](#), the total tax values entered must be correct based on the values and tax codes selected and within the tolerances specified in the GL [company profile](#) in the Error Limit Percentage and Error Limit Absolute Value fields. If not, the Tax Error pop-up is displayed.

If the total goods plus tax in all [dissections](#) do not equal the gross value entered, the Total Does Not Equal Gross pop-up is displayed.

If Extended [Payment Terms](#), [Payment Analysis](#) or [Withholding Tax](#) are in use, further pop-ups are displayed.

Cancel Item (F11)

Use this to cancel the [item](#) being amended.

Amend Item (F15)

Use this to re-display the header information for viewing or amending.

Selections/Values (F20)

Use this to toggle between allowing input into the fields at the base of the window, and allowing input into the fields listed at the top.

Descriptions/Extensions (F22)

Use this to toggle between any description entered for a line and any General Ledger extension code(s) related to the [dissection](#).

When you have entered all the [dissections](#) for the [item](#), select **Update Log (F8)**. If there are no errors and no further pop-ups are required, the [Log Item](#) Amendment window will be displayed.

Tax Error Pop-up

This pop-up is displayed when **Update Log (F8)** is selected on the Invoice [Log](#) Amendment [Dissections](#) window and there is a discrepancy in the tax calculations.

Functions

Accept (F19)

Use this if you wish to accept the entered tax values in spite of the discrepancy.

Press Enter to return to the Invoice [Log](#) Amendment [Dissections](#) window and correct the tax.

Total Does Not Equal Gross Pop-up

This pop-up is displayed when **Update Log (F8)** is selected on the Invoice [Log](#) Amendment [Dissections](#) window and the total [dissection](#) value (Goods + tax) does not equal the gross value entered for the [item](#).

Press Enter to return to the Invoice [Log](#) Amendment [Dissections](#) window and correct the [dissections](#).

Extended Payment Terms Pop-up

This pop-up is displayed when you make the posting (by selecting **Update Log (F8)** on the Invoice [Log](#) Amendment [Dissections](#) window) if the [payment terms](#) for the [item](#) you are posting involves extended payments. You can then choose to display the Maintain [Extended Terms](#) window to amend the extended [payment terms](#) associated with the extended payment code of the [item](#) to be paid.

Note: Any changes made will affect this [item](#) only. Other [items](#) using the same extended payment code will be unaffected.

Functions

Accept Default Extended Terms (F8)

Use this to accept the current [extended terms](#) for this supplier. The [item](#) is accepted and the Supplier Selection window will be displayed with the last [item's](#) details.

Press Enter to display the Maintain [Extended Terms](#) window where you can modify the terms.

Maintain Extended Terms Window

To display this window, press Enter on the Extended [Payment Terms](#) pop-up.

Use this window to modify the [due dates](#), payment amounts and [payment methods](#) for this [item](#).

Fields

Extended Terms

Enter a code and then press Enter to see the [extended terms](#) associated with that code displayed.

You can use the [prompt](#) facility on this field to select from the Select [Extended Terms](#) pop-up.

Due Date

The [due date](#) of payment for the instalment on this line is displayed here. If you decide to change it, it will change for this [item](#) only. Other [items](#) using the same extended payments code will be unaffected.

The system can ensure that the [due date](#) for payment does not fall on a holiday or weekend day (if your country-specific [parameters](#) are set up for this in General Ledger [Utilities](#)).

Payment Spread Amount

The payment value of the instalment on this line is displayed here. If you decide to change it, it will change for this [item](#) only. Other [items](#) using the same extended payments code will be unaffected.

Payment Method

The [payment method](#) code for the instalment on this line is displayed here. If you decide to change it, it will change for this [item](#) only. Other [items](#) using the same extended payments code will be unaffected.

You can use the [prompt](#) facility on this field to select from the Select [Payment Method](#) pop-up.

Functions

Update (F8)

Use this to update the [extended terms](#) with any amendments made. These amendments will affect only this payment, and other [items](#) using the same extended payments code will be unaffected.

Delete All Spreads (F11)

Use this to delete the [extended terms](#) definition for this payment.

Previous (F12)

If you want to exit without updating the terms, select **Previous (F12)** and a message will be displayed warning you that if you select **Confirm (F12)** the [default](#) payment spreads terms will be used.

Select **Update (F8)** to accept the terms as displayed. The Supplier Selection window will be displayed with the last [item's](#) details.

Payment Analysis Pop-up

This pop-up is displayed when you enter [dissections](#) anywhere in the system for a supplier if you are using [payment analysis](#), or if your company and supplier are using 1099 tax reporting.

Use this pop-up to enter the values that you want to be reported later.

Fields

1099 Code

Enter the analysis group code for the entered value.

Alternatively, use the [prompt](#) facility to select from the Analysis Group Codes pop-up.

Amount

Enter the value for the corresponding analysis group code.

Enter the values and analysis codes as appropriate and select **Update (F8)** to update. The [Log Item](#) Amendment window will be displayed.

Withholding Tax Pop-up

This pop-up is displayed when you update [dissections](#) if your supplier is using [withholding tax](#).

Use this pop-up to enter the values that you want to be reported later.

Fields

Type

Enter the type of supplier.

Alternatively, use the [prompt](#) facility to select from the [Parameter](#) Codes pop-up.

Calculation %

Enter the percentage that will be withheld. This percent will be applied to the goods value and taxed at the rate specified in the Tax % field.

Tax %

Enter the tax rate that will be applicable to the withheld value.

Total Goods Value

Enter the goods value to which the above percentage will be applied.

Excluded Goods Value

Enter the excluded goods value, i.e. the value which will not have tax withheld.

Functions

Bypass (F17)

Use this if you do not wish to apply [withholding tax](#) to this [item](#).

Press Enter to display the [Withholding Tax](#) Values pop-up.

Withholding Tax Values Pop-up

To display this pop-up, press Enter on the [Withholding Tax](#) pop-up.

This pop-up displays the calculated values, based on the values and percentages entered.

Fields

Type

Enter the type of supplier.

Alternatively, use the [prompt](#) facility to select from the [Parameter](#) Codes pop-up.

Calculation %

Enter the percentage that will be withheld. This percent will be applied to the goods value and taxed at the rate specified in the Tax % field.

Tax %

Enter the tax rate that will be applicable to the withheld value.

Total Goods Value

Enter the goods value to which the above percentage will be applied.

Excluded Goods Value

Enter the excluded goods value, i.e. the value which will not have tax withheld.

Functions**Bypass (F17)**

Use this if you do not wish to apply [withholding tax](#) to this [item](#).

Select **Update (F8)** to accept the entered values. The [Log Item](#) Amendment window will be displayed.

Journal Log Entry [6/APP]

Refer to the [Log Item](#) Entry section for details of how to make a [log](#) posting. The procedure is exactly the same for making a journal [log](#) posting.

Although journals can be entered directly into the ledger, it is more usual to enter them first as [log items](#), where they await approval for payment, and then confirm them (i.e. [transfer](#) them to the ledger) as a separate operation.

Only postings of the type **JL** can be entered using this task.

Log Item Duplication [7/APP]

This task enables you to create a [credit note](#) by specifying the invoice, or vice versa.

- Only invoices and [credit notes](#) can be duplicated, not journal [transactions](#).
- Duplication cannot take place between suppliers; only within one supplier.
- [Log items](#) cannot be used as the [item](#) to be duplicated, but the new [item](#) will be a [log item](#).

Caution: This function is not available if India function is active

Log Item Duplication Window

To display this window, select the [Log Item](#) Duplication task.

Fields

New Item Type

Enter the [item](#) reference of the [item](#) you want to match.

You can use the [prompt](#) facility on this field to select from the Select [Item](#) Type pop-up.

The only valid values are:

IN - Invoice

CR - [Credit note](#)

Duplicate Item

Enter the [item](#) on which the new [item](#) is to be based.

This [item](#) must not be paid, part paid or be in the process of being paid if you are matching an invoice with a [credit note](#) or vice versa.

You can use the [prompt](#) facility on this field to select from the Select [Item](#) Reference pop-up.

Supplier

If you wish to [prompt](#) for an [item](#) to duplicate and wish to restrict the [items](#) displayed to only one supplier, enter the [supplier code](#) required.

Alternatively, use the [prompt](#) facility to select from the Supplier Selection pop-up.

Reverse Sign

If you are posting a credit and you are using the reverse sign function (set up in Country-specific [Parameter](#) 21), this field will be displayed. **Check** it to reverse the sign.

Enter the reference of the invoice for which you want to create a matching credit (or vice versa) and then press Enter to display the [Item](#) Duplication Header window.

Item Duplication Header Window

To display this window, select an [item](#) and then press Enter on the [Log Item](#) Duplication window.

Fields

Our Ref

If the option to generate references automatically was taken at [company profile](#) level (the Auto Generate Inv Ref field was **checked** in the [company profile](#)), this field is not displayed and a number is allocated. Otherwise, enter a unique reference for this document.

This reference should be recorded on the source document.

Register

This field is only displayed when [tax registers](#) are active (via Country-specific [Parameter](#) 1).

If [tax registers](#) are active, the tax register facility is provided to enable you to produce your tax reports based on tax area. The codes are set up in the General Ledger by the user, and relate to a particular tax office.

You can use the [prompt](#) facility on this field to select from the displayed pop-up.

Currency

The [default](#) is the supplier currency, but it can be changed.

You can use the [prompt](#) facility on this field to select from the Select Currency pop-up.

This field is not displayed if you are working in a single currency.

Period

This field displays the [period](#) to which this [item](#) will be posted. It [defaults](#) to the current Accounts Payable [period](#) but can be changed to a later [period](#) (though not to an earlier one). The [period](#) must be on the GL calendar file.

Tax Date

This is the date associated with this [item](#) for tax purposes. If this is not entered, the document date will be used to establish the tax [period](#).

Doc. Date

Enter or select the date printed on the document, not the date on which it was received by your company.

This date is used to calculate the [due date](#) for payment.

Reason

This code is only displayed when you are creating a [credit note](#).

This code is mandatory for [credit notes](#) and journals and provides more detailed analysis of the reasons for such postings. The code must have been set up in the Maintain [Reason Codes](#).

You can use the [prompt](#) facility on this field to select from the Select [Reason Code](#) pop-up.

Supp Ref

This is the reference the supplier has attached to the [item](#). This field is optional, but, if a value is entered, it must be a unique reference within this supplier, ensuring that an invoice is entered only once.

If Country-specific [Parameter](#) 36 is set **On**, this field is mandatory.

If Country-specific [Parameter](#) 70 is set On, then the same reference may be used more than once.

Gross

Enter the total value of the [item](#) (including tax).

Rate Code

This field [defaults](#) to the rate code of the [company profile](#), and is not a maintainable field. To change this code, use **Override Rate (F17)**.

Convert Pt

The field will only be displayed if Country-specific [Parameter](#) 32 (Select Currency Conversion Date) is set **On**.

Enter one of the following:

- 1 - If the document date is used to perform currency conversion
- 2 - If the tax date is used to perform currency conversion

Ex Rate

This display-only field shows the currently selected exchange rate. To change this use **Override Rate (F17)**.

Dis Rate

This figure represents the [discount](#) rate which is to be applied on settlement of this [item](#).

If the option to change [discount](#) rates or values for this supplier is **checked**, you can change this rate, and the new rate entered will override that specified for the supplier.

Dis. Code

A [discount](#) code can be defined to hold the percentage [discount](#) structure of a particular supplier. The supplier's [default](#) is displayed and can be changed if required.

You can use the [prompt](#) facility on this field to select from the Select [Discount](#) Code pop-up.

Disc Value

This figure represents the [discount](#) value which is to be applied on settlement of this [item](#).

If the option to change [discount](#) rates or values for this supplier is **checked**, you can change this value, and the new value entered will override that specified for the supplier.

Note: *The rate and the value cannot both be used.*

Due Date

The payment [due date](#) is calculated automatically from the [payment terms](#) defined for the supplier, and is based on the document date. It can be changed for this [transaction](#) if the option to change it is set in the [company profile](#).

The system can ensure that the [due date](#) for payment does not fall on a holiday or weekend day (your Country-specific [Parameters](#) must be set up for this in General Ledger [Utilities](#)).

Location

Enter the appropriate code to indicate where this [item](#) is to be sent for authorisation. Reports can be obtained identifying which invoices are in which [location](#).

You can use the [prompt](#) facility on this field to select from the Select [Location](#) Code pop-up.

Order Ref

Enter an order reference as required.

Ext Terms

If this [item](#) is to be paid by a series of instalments, enter the relevant [extended terms](#) code. These codes are defined in Cash Management.

[Item](#) entry will pay this [item](#) according to the terms used. On updating the [item](#) it is possible to amend the payment details within the [extended terms](#) code.

This is only displayed if [Extended Terms](#) are **checked** in the [company profile](#). You can not use [Extended Terms](#) with [discounts](#).

You can use the [prompt](#) facility on this field to select from the Select [Extended Terms](#) pop-up.

Status

Select one of the following:

Blank - To cause the [item](#) to be included in the automatic [payment cycle](#) when its [due date](#) is reached and the supplier is included

Select (1) - To indicate that you have selected this [item](#) to be paid next time you run a Payment Due report using Selection Method **Selected [Items](#)**

This enables [items](#) to be included in the [payment run](#) independent of their [due date](#).

Hold (3) - To cause this [item](#) to be held until released

[Prompt](#) pay (9) - To cause this [item](#) to be included in the next automatic [payment cycle](#) should the supplier be included, irrespective of the supplier's [payment terms](#)

The [item](#) must be [transferred](#) from [log](#) to ledger before the [status](#) becomes active.

Distribute

You can optionally enter a distribution code that has been set up in Accounts Payable Maintenance as a standard distribution profile.

When you enter the [dissection](#) window, the General Ledger accounts specified for this distribution code will be entered automatically.

Depending on the type of distribution code, the gross value can also have been automatically spread over the accounts.

You can use the [prompt](#) facility on this field to select from the Select Distribution Profile pop-up.

P/M

The [default](#) is the supplier [payment method](#).

Amend the [payment method](#) if require. You can use the [prompt](#) facility to select from the Select [Payment Method](#) pop-up.

If the [payment method](#) defines that a GIRO Reference is required, then on invoice completion the program will attempt to invoke a GIRO reference entry program with the name GL025CCC where CCC is the [country code](#) of the supplier.

Support is now provided for Swiss GIRO [payment methods](#) (ESR15 and ESR27), by invoking the Swiss GIRO reference entry program GL025CH if the supplier is set as [country code](#) CH.

Tax Calc

The value in this field will dictate how tax is calculated for the [dissection](#) lines.

Select one of the following:

Manual (0) - If both goods and tax values are entered line by line

Goods Entered (1) - To enter the goods value and have the tax calculated from it

Gross Entered (2) - If the total value of the line is entered in the goods value and the system dis-aggregates the goods and tax accordingly

The [default](#) is controlled by the country-specific [parameters](#) defined in GL [Utilities](#).

Cash Tax

Check this if this is a cash-based tax supplier, and the invoice is tax reclaimable only on payment.

Text (Checkbox)

Check this to display the supplier's text (if any exists).

Text (Field)

For invoices, [credit notes](#) and journals, up to 99 lines of text can be entered at this stage. Only one line is displayed here. **Page Down** can be used to display or enter further lines if required.

Desc

This field enables you to enter free-format description relating to this [item](#).

Functions

Re-select Ref (F12)

Use this to select a different supplier.

Override Rate (F17)

Use this to change the current currency conversion rate. For more information see the Override Conversion [Parameters](#) Pop-up section.

Note: Where the source and target currencies are both Euro currencies no override is permitted.

Bank Account (F21)

Use this to display the Bank Account Selection pop-up. The format depends on the [country code](#) of the supplier.

Press Enter to display the [Item](#) Duplication [Dissections](#) window.

Override Conversion Parameters Pop-up

To display this pop-up, if you have entered a currency other than the [base currency](#), you can override the [default](#) currency conversion rate by selecting **Override Rate (F17)** on the [Item](#) Duplication Header window.

Use this pop-up to override the [default](#) currency rate. To override the current rate, you can enter one of the following:

- A pre-defined rate code specified on the General Ledger currency options
- A new rate by which the value is to be multiplied or divided
- The target value - the conversion rate will be calculated by the system

For a more detailed explanation of currency processing and rate codes, see the General Ledger product guide.

Note: Where both the source and target currencies are Euro, you cannot override the conversion rate.

Fields

Rate Code

Enter a pre-defined rate code as set up in the Currency Rate Code task.

Alternatively, use the [prompt](#) facility to select from the Select Rate Code pop-up.

Rate

Alternatively, you can enter the new rate code to be used with up to five decimal places.

Multiply or Divide

If this field is used, a value must be entered in the Rate field.

Select one of the following:

Multiply (M) - To multiply the values held in the source currency by the exchange rate to achieve the target currency value

Divide (D) - To divide values held in the source currency by the exchange rate to achieve the target currency values

Note: For Euro conversion, the system holds Euro/target fixed rates.

Note: For guidance on when to select Multiply or Divide in a Euro IN/OUT OUT/IN situation, see the Eurocurrency: Phase 1: Illustration of Conversions section in the Currency chapter of the General Ledger product guide.

Source to Euro

The value of **0** or **1** [defaults](#) from the Euro Currencies Maintenance task and decides the calculation rules as follows:

0 - The currencies will be converted directly.

1 - This uses a triangulation currency conversion via the Euro currency.

Note: This field is displayed when either the source or target currency is a currency IN the Euro Zone.

Target Currency Value

Enter the target currency value and the system will calculate the rate.

Note: Only the variable part of the rate is displayed if the currencies are Euro OUT/IN or IN/OUT.

Press Enter. You will see the rate applied to the converted currencies.

Item Duplication Dissections Window

To display this window, press Enter on the [Item](#) Duplication Header window.

Fields**Account**

This must be a valid General Ledger account code. The account code can be blank for a tax only line.

You can use the [prompt](#) facility on this field to select from the Select Account pop-up.

Value

The value entered here depends upon the tax calculation code to be used (as defined in the Tax Calc field on the Invoice [Log](#) Entry window).

If the Tax Calc field is set to **Manual**, both the Value and Tax Value fields must be entered manually and will not be calculated.

If it is set to **Goods Entered** and the Tax Value field is **0**, the system will calculate the tax based on the value entered. The value entered will therefore not change.

If it is set to **Gross Entered** and the Tax Value field is **0**, when you enter the Value field, the system will subtract the tax from this amount. The figure in the Value field will thus be reduced.

If Country-specific [Parameter](#) 5 (A/P [Default](#) tax Calculation on First Line?) is set to **1** and a [default](#) purchase account has been set up for this supplier, the first [dissection](#) line to be entered will use the tax calculation code **Gross Entered**, regardless of the tax calculation method selected. The goods and tax calculation will be carried out automatically and the results

displayed on entry to this window. The tax code used will be the supplier's [default](#) tax code. If none is entered, the [default](#) from the [company profile](#) is used.

If this [parameter](#) is set to 0, or the [default](#) purchase account has not been set up, or if this is not the first [dissection](#) to be entered, the tax calculation method used will be the one entered and no [default](#) values will be displayed.

Tax Code

A tax code is set up in the General Ledger to carry not only a percentage rate (in Britain, for example, the code STD might carry a rate of 17.5%), but also to specify the General Ledger accounts for tax postings for sales and purchases.

When posting [transactions](#), the system calculates a tax rate from the tax and goods values entered, and compares it to the rate attached to this tax code. If these are not the same (or are outside the tolerance levels defined in the General Ledger), an error message is displayed.

You can use the [prompt](#) facility on this field to select from the Select Tax Code pop-up.

Tax Value

This is the tax amount to be associated with the tax code entered on this line. tax can be entered individually against relevant [items](#), or posted as one figure against any one of these [items](#), or posted as a separate figure on its own.

Example of Tax Calculation:

If the gross value is 117.50 and the tax rate is 17.5%, the goods value is 100.00 and the tax is 17.50.

If settlement [discount](#) applies to this [transaction](#), the calculation of tax depends on the [discount](#) basis of the tax record. See the Tax Subsystem section in the General Ledger product guide for a description of tax codes and rates.

IC

If inter company postings are required, enter the company code to which you wish to post.

Alternatively, use the [prompt](#) facility to select from the Select Company pop-up.

This field is only displayed if inter-company postings were made on the original [item](#).

Quantity

Enter the quantity if required. This field is not mandatory, but the total quantity entered in a session will be reconciled against the batch quantity total, if one was entered. The quantity will also be part of the [transaction](#) posted to the General Ledger.

Line quantities entered are not shown above and are displayed by scrolling the window to the right.

Description

Up to thirty characters can be entered as a description against this [dissection](#) line.

Descriptions entered are not shown above and are displayed by scrolling the window to the right.

Options

Select

Use this to select a line for amendment. The values will be re-displayed in the lower half of the window.

Description

Use this to display the Display Account Levels pop-up for the selected line.

Functions

Ratios/Spread (F7)

Use this to toggle between entering values and entering ratios. The field heading that initially shows Value toggles between Value and Ratio.

Entering values in spread mode means that goods values entered do not have to add up to the control value. They will, instead, be calculated and displayed as a ratio of the invoice control value.

Once you have entered ratios, select **Spread (F7)** to display the calculated values.

Note: *The Tax Value and Quantity fields are not affected by the ratio function and are always entered as absolute values.*

Update Ledger (F8)

Use this to save the details entered. Updates are not performed immediately but are processed when the session is completed.

If Validate Tax? is **checked** in the [company profile](#), the total tax values entered must be correct based on the values and tax codes selected and within the tolerances specified in the GL [company profile](#) in the Error Limit Percentage and Error Limit Absolute Value fields. If not, the Tax Error pop-up is displayed.

If the total goods plus tax in all [dissections](#) do not equal the gross value entered, the Total Does Not Equal Gross pop-up is displayed.

If Extended [Payment Terms](#), [Payment Analysis](#) or [Withholding Tax](#) are in use, further pop-ups are displayed.

Amend Item (F15)

Use this to re-display the header information for viewing or amending.

Selections/Values (F20)

Use this to toggle between allowing input into the fields at the base of the window, and allowing input into the fields listed at the top.

Descriptions/Extensions (F22)

Use this to toggle between any description entered for a line and any General Ledger extension code(s) related to the [dissection](#).

When you have entered all the [dissections](#) for the [item](#), select **Update Ledger (F8)**. If there are no errors and no further pop-ups are required, the [Log Item](#) Duplication window will be displayed.

Tax Error Pop-up

This pop-up is displayed when **Update Ledger (F8)** is selected on the [Item](#) Duplication [Dissections](#) window and there is a discrepancy in the tax calculations.

Functions

Accept (F19)

Use this if you wish to accept the entered tax values in spite of the discrepancy.

Press Enter to return to the [Item](#) Duplication [Dissections](#) window and correct the tax.

Total Does Not Equal Gross Pop-up

This pop-up is displayed when **Update Ledger (F8)** is selected on the [Item](#) Duplication [Dissections](#) window and the total [dissection](#) value (Goods + tax) does not equal the gross value entered for the [item](#).

Press Enter to return to the [Item](#) Duplication [Dissections](#) window and correct the [dissections](#).

Extended Payment Terms Pop-up

This pop-up is displayed when you make the posting (by selecting **Update Ledger (F8)** on the [Item](#) Duplication [Dissections](#) window) if the [payment terms](#) for the [item](#) you are posting involves extended payments. You can then choose to display the Maintain [Extended Terms](#) window to amend the extended [payment terms](#) associated with the extended payment code of the [item](#) to be paid.

Note: Any changes made will affect this [item](#) only. Other [items](#) using the same extended payment code will be unaffected.

Functions

Accept Default Extended Terms (F8)

Use this to accept the current [extended terms](#) for this supplier. The [item](#) is accepted and the Supplier Selection window will be displayed with the last [item's](#) details.

Press Enter to display the Maintain [Extended Terms](#) window where you can modify the terms.

Maintain Extended Terms Window

To display this window, press Enter on the Extended [Payment Terms](#) pop-up.

Use this window to modify the [due dates](#), payment amounts and [payment methods](#) for this [item](#).

Fields

Extended Terms

Enter a code and then press Enter to see the [extended terms](#) associated with that code displayed.

You can use the [prompt](#) facility on this field to select from the Select [Extended Terms](#) pop-up.

Due Date

The [due date](#) of payment for the instalment on this line is displayed here. If you decide to change it, it will change for this [item](#) only. Other [items](#) using the same extended payments code will be unaffected.

The system can ensure that the [due date](#) for payment does not fall on a holiday or weekend day (if your country-specific [parameters](#) are set up for this in General Ledger [Utilities](#)).

Payment Spread Amount

The payment value of the instalment on this line is displayed here. If you decide to change it, it will change for this [item](#) only. Other [items](#) using the same extended payments code will be unaffected.

Payment Method

The [payment method](#) code for the instalment on this line is displayed here. If you decide to change it, it will change for this [item](#) only. Other [items](#) using the same extended payments code will be unaffected.

You can use the [prompt](#) facility on this field to select from the Select [Payment Method](#) pop-up.

Functions

Update (F8)

Use this to update the [extended terms](#) with any amendments made. These amendments will affect only this payment, and other [items](#) using the same extended payments code will be unaffected.

Delete All Spreads (F11)

Use this to delete the [extended terms](#) definition for this payment.

Previous (F12)

If you want to exit without updating the terms, select **Previous (F12)** and a message will be displayed warning you that if you select **Confirm (F12)** the [default](#) payment spreads terms will be used.

Select **Update (F8)** to accept the terms as displayed. The [Log Item](#) Duplication window will be displayed.

Payment Analysis Pop-up

This pop-up is displayed when you enter [dissections](#) anywhere in the system for a supplier if you are using [payment analysis](#), or if your company and supplier are using 1099 tax reporting.

Use this pop-up to enter the values that you want to be reported later.

Fields

1099 Code

Enter the analysis group code for the entered value.

Alternatively, use the [prompt](#) facility to select from the Analysis Group Codes pop-up.

Amount

Enter the value for the corresponding analysis group code.

Enter the values and analysis codes as appropriate and select **Update (F8)** to update. The [Log Item](#) Duplication window will be displayed.

Withholding Tax Pop-up

This pop-up is displayed when you update [dissections](#) if your supplier is using [withholding tax](#).

Use this pop-up to enter the values that you want to be reported later.

Fields

Type

Enter the type of supplier.

Alternatively, use the [prompt](#) facility to select from the [Parameter](#) Codes pop-up.

Calculation %

Enter the percentage that will be withheld. This percent will be applied to the goods value and taxed at the rate specified in the Tax % field.

Tax %

Enter the tax rate that will be applicable to the withheld value.

Total Goods Value

Enter the goods value to which the above percentage will be applied.

Excluded Goods Value

Enter the excluded goods value, i.e. the value which will not have tax withheld.

Functions

Bypass (F17)

Use this if you do not wish to apply [withholding tax](#) to this [item](#).

Press Enter to display the [Withholding Tax](#) Values pop-up.

Withholding Tax Values Pop-up

To display this pop-up, press Enter on the [Withholding Tax](#) pop-up.

This pop-up displays the calculated values, based on the values and percentages entered.

Fields

Type

Enter the type of supplier.

Alternatively, use the [prompt](#) facility to select from the [Parameter](#) Codes pop-up.

Calculation %

Enter the percentage that will be withheld. This percent will be applied to the goods value and taxed at the rate specified in the Tax % field.

Tax %

Enter the tax rate that will be applicable to the withheld value.

Total Goods Value

Enter the goods value to which the above percentage will be applied.

Excluded Goods Value

Enter the excluded goods value, i.e. the value which will not have tax withheld.

Functions

Bypass (F17)

Use this if you do not wish to apply [withholding tax](#) to this [item](#).

Select **Update (F8)** to accept the entered values and re-display the [Log Item](#) Duplication window.

Direct Posting [11/APP]

The use of [logs](#), though recommended, is not mandatory, and [items](#) can be posted directly into the ledger. The sequence and style of entry windows is the same here as when entering [log items](#). Notice that a posting [period](#) is assigned when posting directly to the ledger.

Ledger Posting Window

To display this window, select the Direct Posting task.

Use this window to enter the [batch control](#) value and quantity, if you have decided to use [batch control](#). If you have decided not to, these fields will not be displayed on your window.

Fields

Document Type

You can only input one type of [transaction](#) per session. Enter one of the [transaction](#) types as follows:

IN - Invoices

CR - [Credit notes](#)

Posting Period

The posting [period defaults](#) to the current Accounts Payable [period](#), but can be changed to a future [period](#) if required. The [period](#) must exist on the calendar file.

Batch Number

The batch number assigned by the user is recorded with the [session control](#) details for enquiry/reporting purposes. If the batch number has previously been used, a warning message is displayed. To override the warning, select **Re-use (F19)**.

Control Value

A batch total must be entered, but the value entered here does not restrict the value of documents subsequently entered. At the end of processing a batch, the value of documents entered is reconciled. Any discrepancy is highlighted but can be ignored.

See the Understanding [Batch Control](#) section for more details.

Quantity

Optionally, enter the batch total for any quantities that are to be entered.

Supplier Selection

This field governs the sequence of windows.

Use this checkbox as follows:

Unchecked - On completion of each [item](#) a window will be displayed for entry of another [item](#) for the same supplier (**Previous (F12)** will enable you to select another supplier).

Checked - On completion of each [item](#), the supplier selection window will be displayed.

Confirm Items

If you want the [Item](#) Entry window to be re-displayed after input of each [item](#), to enable you to validate the input data, **check** this field, otherwise leave it **unchecked**.

Inter-company

Check this field if inter-company postings are to be allowed for this supplier, otherwise leave it **unchecked**.

Cross Period

Check this field if the posting is to be made across a range of [periods](#).

Note: The option to use batch totals when entering [transactions](#) is specified in the [company profile](#). The Batch Number, Control Value and Quantity fields will only be displayed on the window if you have chosen to use batch totals. The use of the Quantity field is optional, whilst entry in the Batch Number and Control Value fields is mandatory.

If India function is active taxes will be calculated and the Invoice Tax Review window displayed (refer to Confirm [Log](#) Entry for details)

When you have entered these fields, press Enter.

Supplier Selection Window

This window is displayed when you press Enter on the Ledger Posting window and after the update of each [item](#).

Fields**LAST ITEM**

The fields in this output-only section display information about the last [item](#) entered and are blank on first entry.

Supplier

Enter a valid supplier account code.

Alternatively, use the [prompt](#) facility to select from the Supplier Selection pop-up.

Acquisition Tax?

Use this checkbox as follows:

Unchecked - if you do not wish to use acquisition tax during this session.

Checked - if you wish to use acquisition tax.

Note: This can only be checked if [Tax Registers](#) are in use (via Country-specific [Parameter](#) 1) and Acquisition tax is valid for the selected supplier, so the supplier must be an overseas supplier where the supplier's [country code](#) is different from the GL [company profile country code](#).

Text

Check this field to display any text held against this supplier. The text is displayed, but cannot be amended by this procedure.

Reverse Sign

If you are posting a credit and you are using the reverse sign function (set up in Country-specific [Parameter](#) 21), this field will be displayed. **Check** it to reverse the sign.

Note: This function is used mainly to correct a previous entry, and is available only when entering a posting type of CR (credit) or JL (journal - via Journal Entry).

Functions**End Session (F8)**

Use this to end the present session. The Completing a Session window will be displayed the Use [Batch Controls](#)? field is **checked** in the [company profile](#).

Review Batch Controls (F12)

Use this to review the [batch control](#) details already entered. The Ledger Posting Window is displayed and you can override all the current entries except the [item](#) type.

Review Session (F15)

Use this to review a list of [items](#) entered so far in this batch.

Cancel Session (F23)

Use this to cancel the session. A confirmation pop-up is displayed. Select **Confirm (F23)** to confirm the cancellation.

Press Enter. If you checked the Text field, the Review Supplier Text window will now be displayed. Otherwise the Invoice Posting window is displayed.

Invoice Posting Window

To display this window, press Enter on the Supplier Selection window.

The window below is one of several possible windows and fields can be displayed in a different order. The display depends on the setting of country specific [parameters](#), [company profile flags](#) and the Acquisition Tax? [Flag](#). Credits and invoices are also different.

Fields**Our Ref**

If the option to generate references automatically was taken at [company profile](#) level (the Auto Generate Inv Ref field was **checked** in the [company profile](#)), this field is not displayed and a number is allocated. Otherwise, enter a unique reference for this document.

Register

This field is only displayed when [tax registers](#) are active (via Country-specific [Parameter 1](#)).

If [tax registers](#) are active, the tax register facility is provided to enable you to produce your tax reports based on tax area. The codes are set up in the General Ledger by the user, and relate to a particular tax office.

You can use the [prompt](#) facility on this field to select from the displayed pop-up.

Currency

The [default](#) is the supplier currency, but it can be changed.

You can use the [prompt](#) facility on this field to select from the Select Currency pop-up

This field is not displayed if you are working in a single currency.

Tax Date

This is the date associated with this [item](#) for tax purposes. If this is not entered, the document date will be used to establish the tax [period](#).

Doc. Date

Enter or select the date printed on the document, not the date on which it was received by your company.

This date is used to calculate the [due date](#) for payment.

Reason

This code is only displayed for [credit notes](#).

This code is mandatory for [credit notes](#) and journals and provides more detailed analysis of the reasons for such postings. The code must have been set up in the Maintain [Reason Codes](#).

You can use the [prompt](#) facility on this field to select from the Select [Reason Code](#) pop-up.

Supp Ref

This is the reference the supplier has attached to the [item](#). This field is optional, but, if a value is entered, it must be a unique reference within this supplier, ensuring that an invoice is entered only once.

If Country-specific [Parameter 36](#) is set **On**, this field is mandatory.

If Country-specific [Parameter 70](#) is set On, then the same reference may be used more than once.

Gross

Enter the total value of the [item](#) (including tax).

Rate Code

This field [defaults](#) to the rate code of the [company profile](#), and is not a maintainable field. To change this code, select **Override Rate (F17)**.

Convert Pt

The field will only be displayed if Country-specific [Parameter](#) 32 (Select Currency Conversion Date) is set **On**.

Enter one of the following:

- 1 - If the document date is used to perform currency conversion
- 2 - If the tax date is used to perform currency conversion

Ex Rate

This display-only field shows the currently selected exchange rate. To change this, select **Override Rate (F17)**.

Dis Rate

This figure represents the [discount](#) rate which is to be applied on settlement of this [item](#).

If the option to change [discount](#) rates or values for this supplier is **checked**, you can change this rate, and the new rate entered will override that specified for the supplier.

Dis. Code

A [discount](#) code can be defined to hold the percentage [discount](#) structure of a particular supplier. The supplier's [default](#) is displayed and can be changed if required.

You can use the [prompt](#) facility on this field to select from the Select [Discount](#) Code pop-up.

Disc Value

This figure represents the [discount](#) value which is to be applied on settlement of this [item](#).

If the option to change [discount](#) rates or values for this supplier is **checked**, you can change this value, and the new value entered will override that specified for the supplier.

Note: *The rate and the value cannot both be used.*

Due Date

The payment [due date](#) is calculated automatically from the [payment terms](#) defined for the supplier, and is based on the document date. It can be changed for this [transaction](#) if the option to change it is set in the [company profile](#).

The system can ensure that the [due date](#) for payment does not fall on a holiday or weekend day (your Country-specific [Parameters](#) must be set up for this in General Ledger [Utilities](#)).

Order Ref

Enter an order reference as required.

Ext Terms

If this [item](#) is to be paid by a series of instalments, enter the relevant [extended terms](#) code. These codes are defined in Cash Management.

[Item](#) entry will pay this [item](#) according to the terms used. On updating the [item](#) it is possible to amend the payment details within the [extended terms](#) code.

This is only displayed if [Extended Terms](#) are **checked** in the [company profile](#). You can not use [Extended Terms](#) with [discounts](#).

You can use the [prompt](#) facility on this field to select from the Select [Extended Terms](#) pop-up.

Status

Select one of the following:

Blank - To cause the [item](#) to be included in the automatic [payment cycle](#) when its [due date](#) is reached and the supplier is included

Select (1) - To indicate that you have selected this [item](#) to be paid next time you run a Payment Due report using Selection Method **Selected Items**

This enables [items](#) to be included in the [payment run](#) independent of their [due date](#).

Hold (3) - To cause this [item](#) to be held until released

[Prompt](#) pay (9) - To cause this [item](#) to be included in the next automatic [payment cycle](#) should the supplier be included, irrespective of the supplier's [payment terms](#)

The [item](#) must be [transferred](#) from [log](#) to ledger before the [status](#) becomes active.

Distribute

You can optionally enter a distribution code that has been set up in Accounts Payable Maintenance as a standard distribution profile.

When you enter the [dissection](#) window, the General Ledger accounts specified for this distribution code will be entered automatically.

Depending on the type of distribution code, the gross value can also have been automatically spread over the accounts.

You can use the [prompt](#) facility on this field to select from the Select Distribution Profile pop-up.

P/M

The [default](#) is the supplier [payment method](#).

Amend the [payment method](#) if require. You can use the [prompt](#) facility to select from the Select [Payment Method](#) pop-up.

If the [payment method](#) defines that a GIRO Reference is required, then on invoice completion the program will attempt to invoke a GIRO reference entry program with the name GL025CCC where CCC is the [country code](#) of the supplier.

Support is now provided for Swiss GIRO [payment methods](#) (ESR15 and ESR27), by invoking the Swiss GIRO reference entry program GL025CH if the supplier is set as [country code](#) CH.

Tax Calc

The value in this field will dictate how tax is calculated for the [dissection](#) lines.

Select one of the following:

Manual (0) - If both goods and tax values are entered line by line

Goods Entered (1) - To enter the goods value and have the tax calculated from it

Gross Entered (2) - If the total value of the line is entered in the goods value and the system dis-aggregates the goods and tax accordingly

The [default](#) is controlled by the country-specific [parameters](#) defined in GL [Utilities](#).

Cash Tax

Check this if this is a cash-based tax supplier, and the invoice is tax reclaimable only on payment.

Text (Checkbox)

Check this to display the supplier's text (if any exists).

Text (Field)

For invoices, [credit notes](#) and journals, up to 99 lines of text can be entered at this stage. Only one line is displayed here. **Page Down** can be used to display or enter further lines if required.

Desc

This field enables you to enter free-format description relating to this [item](#).

Functions

End Session (F8)

Use this to end the session once [dissections](#) have been entered. If [Batch controls](#) are in use, the Completing a Session window is displayed. If not, the Ledger Posting window is displayed.

Re-select Acct (F12)

Use this to select a different supplier account.

Review Session (F15)

Use this to review a list of items entered so far in this batch.

Override Rate (F17)

Use this to change the current currency conversion rate. For more information see the Override Conversion [Parameters](#) Pop-up section.

Note: Where the source and target currencies are both Euro currencies no override is permitted.

Bank Account (F21)

Use this to display the Bank Account Selection pop-up. The format depends on the [country code](#) of the supplier.

Cancel Session (F23)

Use this to cancel the session. A confirmation pop-up will be displayed.

Press Enter to display the Invoice Posting [Dissections](#) window.

Invoice Additional Details (India)

India only

Refer to [Log Item](#) Entry (1/APP) for details

Override Conversion Parameters Pop-up

To display this pop-up, if you have entered a currency other than the [base currency](#), you can override the [default](#) currency conversion rate by selecting **Override Rate (F17)** on the Invoice Posting window.

Use this pop-up to override the [default](#) currency rate. To override the current rate, you can enter one of the following:

- A pre-defined rate code specified on the General Ledger currency options
- A new rate by which the value is to be multiplied or divided
- The target value - the conversion rate will be calculated by the system

For a more detailed explanation of currency processing and rate codes, see the General Ledger product guide.

Note: *Where both the source and target currencies are Euro, you cannot override the conversion rate.*

Fields

Rate Code

Enter a pre-defined rate code as set up in the Currency Rate Code task.

Alternatively, use the [prompt](#) facility to select from the Select Rate Code pop-up.

Rate

Alternatively, you can enter the new rate code to be used with up to five decimal places.

Multiply or Divide

If this field is used, a value must be entered in the Rate field.

Select one of the following:

Multiply (M) - To multiply the values held in the source currency by the exchange rate to achieve the target currency value

Divide (D) - To divide values held in the source currency by the exchange rate to achieve the target currency values

Note: *For Euro conversion, the system holds Euro/target fixed rates.*

Note: For guidance on when to select Multiply or Divide in a Euro IN/OUT OUT/IN situation, see the Eurocurrency: Phase 1: Illustration of Conversions section in the Currency chapter of the General Ledger product guide.

Source to Euro

The value of **0** or **1** [defaults](#) from the Euro Currencies Maintenance task and decides the calculation rules as follows:

- 0 - The currencies will be converted directly.
- 1 - This uses a triangulation currency conversion via the Euro currency.

Note: This field is displayed when either the source or target currency is a currency IN the Euro Zone.

Target Currency Value

Enter the target currency value and the system will calculate the rate.

Note: Only the variable part of the rate is displayed if the currencies are Euro OUT/IN or IN/OUT.

Press Enter. You will see the rate applied to the converted currencies.

Invoice Posting Dissection Window

To display this window, press Enter on the Invoice Posting window.

The gross value entered on the Invoice Posting window will be entered in the fields at the bottom of the window, according to the tax rules chosen. If a certain General Ledger distribution code has been selected on the header, the [dissections](#) will be entered automatically and will appear as a list above the entry fields.

Note: All values are entered in the [transaction currency](#), not in the [base currency](#). The conversion rate already specified is used to convert them to [base currency](#) for posting to the General Ledger.

Fields

Account

If a [default](#) purchasing account is specified for this supplier, it is displayed, but can be amended. For [items](#) being confirmed and for direct postings, this must be a valid General Ledger account code. The account code can be blank for a tax only line.

You can use the [prompt](#) facility on this field to select from the Select Account pop-up.

Note: If the Validate Accounts and Validate tax fields are left unchecked on Maintain [Company Profile Invoice Log](#) Details window, it is not necessary to enter valid GL accounts or tax codes for the [log](#).

Value

The value entered here depends upon the tax calculation code to be used (as defined in the Tax Calc field on the Invoice [Log](#) Entry window).

If the Tax Calc field is set to **Manual**, both the Value and Tax Value fields must be entered manually and will not be calculated.

If it is set to **Goods Entered** and the Tax Value field is **0**, the system will calculate the tax based on the value entered. The value entered will therefore not change.

If it is set to **Gross Entered** and the Tax Value field is **0**, when you enter the Value field, the system will subtract the tax from this amount. The figure in the Value field will thus be reduced.

If Country-specific [Parameter](#) 5 (A/P [Default](#) Tax Calculation on First Line?) is set to **1** and a [default](#) purchase account has been set up for this supplier, the first [dissection](#) line to be entered will use the tax calculation code **Gross Entered**, regardless of the tax calculation method selected. The goods and tax calculation will be carried out automatically and the results displayed on entry to this window. The tax code used will be the supplier's [default](#) tax code. If none is entered, the [default](#) from the [company profile](#) is used.

If this [parameter](#) is set to **0**, or the [default](#) purchase account has not been set up, or if this is not the first [dissection](#) to be entered, the tax calculation method used will be the one entered and no [default](#) values will be displayed.

Tax Code

A tax code is set up in the General Ledger to carry not only a percentage rate (in Britain, for example, the code STD might carry a rate of 17.5%), but also to specify the General Ledger accounts for tax postings for sales and purchases.

When posting [transactions](#), the system calculates a tax rate from the tax and goods values entered, and compares it to the rate attached to this tax code. If these are not the same (or are outside the tolerance levels defined in the General Ledger), an error message is displayed.

You can use the [prompt](#) facility on this field to select from the Select tax Code pop-up.

Tax Value

This is the tax amount to be associated with the tax code entered on this line. tax can be entered individually against relevant [items](#), or posted as one figure against any one of these [items](#), or posted as a separate figure on its own.

Example of Tax Calculation:

If the gross value is 117.50 and the tax rate is 17.5%, the goods value is 100.00 and the tax is 17.50.

If settlement [discount](#) applies to this [transaction](#), the calculation of tax depends on the [discount](#) basis of the tax record. See the Tax Subsystem section in the General Ledger product guide for a description of tax codes and rates.

IC

If inter company postings are required, enter the company code to which you wish to post.

Alternatively, use the [prompt](#) facility to select from the Select Company pop-up.

This field is only displayed if Inter-company was **checked** on the Ledger Posting window.

Quantity

Enter the quantity if required. This field is not mandatory, but the total quantity entered in a session will be reconciled against the batch quantity total, if one was entered. The quantity will also be part of the [transaction](#) posted to the General Ledger.

Line quantities entered are not shown above and are displayed by scrolling the window to the right.

Cross Period

This field will only be displayed if the Cross [Period](#) field was **checked** on the Ledger Posting window. In this case, it will contain **1** here.

Leave this field set to **1** if you wish to use [cross period postings](#). The Cross [Period](#) pop-up will be displayed allowing entry of a different [period](#) or [periods](#) to the header [period](#).

If a range of [periods](#) is entered, the values entered on the [dissection](#) line will be spread across those [periods](#) either equally, or based upon the spread profile entered in the pop-up.

Set this field to **0** if you do not wish to use [cross period posting](#) for this [item](#).

Description

Up to thirty characters can be entered as a description against this [dissection](#) line.

Descriptions entered are not shown above and are displayed by scrolling the window to the right.

Options

Select

Use this to select a line for amendment. The values will be re-displayed in the lower half of the window.

Description

Use this to display the Display Account Levels pop-up for the selected line.

Functions

Ratios/Spread (F7)

Use this to toggle between entering values and entering ratios. The field heading that initially shows Value toggles between Value and Ratio.

Entering values in spread mode means that goods values entered do not have to add up to the control value. They will, instead, be calculated and displayed as a ratio of the invoice control value.

Once you have entered ratios, select **Spread (F7)** to display the calculated values.

Note: The Tax Value and Quantity fields are not affected by the ratio function and are always entered as absolute values.

Update Ledger (F8)

Use this to save the details entered. Updates are not performed immediately but are processed when the session is completed.

If Validate Tax? is **checked** in the [company profile](#), the total tax values entered must be correct based on the values and tax codes selected and within the tolerances specified in the GL [company profile](#) in the Error Limit Percentage and Error Limit Absolute Value fields. If not, the Tax Error pop-up is displayed.

If the total goods plus tax in all [dissections](#) do not equal the gross value entered, the Total Does Not Equal Gross pop-up is displayed.

If Extended [Payment Terms](#), [Payment Analysis](#) or [Withholding Tax](#) are in use, further pop-ups are displayed.

If Equipment Servicing or Job Management are in use and one of the accounts entered is the EQ or JM Holding account for accounts payable costs, the Type of Entry Selection pop-up is displayed.

Cancel Item (F11)

Use this to cancel the [item](#) being entered (not the entire session).

Amend Item (F15)

Use this to re-display the header information for viewing or amending.

Selections/Values (F20)

Use this to toggle between allowing input into the fields at the base of the window, and allowing input into the fields listed at the top.

Descriptions/Extensions (F22)

Use this to toggle between any description entered for a line and any General Ledger extension code(s) related to the [dissection](#).

When you have entered all the [dissections](#) for the [item](#), select **Update Ledger (F8)**. If there are no errors and no further pop-ups are required, the Supplier Selection window will be displayed with the last [item's](#) details.

Tax Error Pop-up

This pop-up is displayed when **Update Ledger (F8)** is selected on the Invoice Posting [Dissection](#) window and there is a discrepancy in the tax calculations.

Functions**Accept (F19)**

Use this if you wish to accept the entered tax values in spite of the discrepancy.

Press Enter to return to the Invoice Posting [Dissection](#) window and correct the tax.

Total Does Not Equal Gross Pop-up

This pop-up is displayed when **Update Ledger (F8)** is selected on the Invoice Posting [Dissection](#) window and the total [dissection](#) value (Goods + tax) does not equal the gross value entered for the [item](#).

Press Enter to return to the Invoice Posting [Dissection](#) window and correct the [dissections](#).

Extended Payment Terms Pop-up

This pop-up is displayed when you make the posting (by selecting **Update Ledger (F8)** on the Invoice Posting [Dissection](#) window) if the [payment terms](#) for the [item](#) you are posting involves extended payments. You can then choose to display the Maintain [Extended Terms](#) window to amend the extended [payment terms](#) associated with the extended payment code of the [item](#) to be paid.

Note: Any changes made will affect this [item](#) only. Other [items](#) using the same extended payment code will be unaffected.

Functions

Accept Default Extended Terms (F8)

Use this to accept the current [extended terms](#) for this supplier. The [item](#) is accepted and the Supplier Selection window will be displayed with the last [item's](#) details.

Press Enter to display the Maintain [Extended Terms](#) window where you can modify the terms.

Maintain Extended Terms Window

To display this window, press Enter on the Extended [Payment Terms](#) pop-up.

Use this window to modify the [due dates](#), payment amounts and [payment methods](#) for this [item](#).

Fields

Extended Terms

Enter a code and then press Enter to see the [extended terms](#) associated with that code displayed.

You can use the [prompt](#) facility on this field to select from the Select [Extended Terms](#) pop-up.

Due Date

The [due date](#) of payment for the instalment on this line is displayed here. If you decide to change it, it will change for this [item](#) only. Other [items](#) using the same extended payments code will be unaffected.

The system can ensure that the [due date](#) for payment does not fall on a holiday or weekend day (if your country-specific [parameters](#) are set up for this in General Ledger [Utilities](#)).

Payment Spread Amount

The payment value of the instalment on this line is displayed here. If you decide to change it, it will change for this [item](#) only. Other [items](#) using the same extended payments code will be unaffected.

Payment Method

The [payment method](#) code for the instalment on this line is displayed here. If you decide to change it, it will change for this [item](#) only. Other [items](#) using the same extended payments code will be unaffected.

You can use the [prompt](#) facility on this field to select from the Select [Payment Method](#) pop-up.

Functions

Update (F8)

Use this to update the [extended terms](#) with any amendments made. These amendments will affect only this payment, and other [items](#) using the same extended payments code will be unaffected.

Delete All Spreads (F11)

Use this to delete the [extended terms](#) definition for this payment.

Previous (F12)

If you want to exit without updating the terms, select **Previous (F12)** and a message will be displayed warning you that if you select **Confirm (F12)** the [default](#) payment spreads terms will be used.

Select **Update (F8)** to accept the terms as displayed. The Supplier Selection window will be displayed with the last [item's](#) details.

Payment Analysis Pop-up

This pop-up is displayed when you enter [dissections](#) anywhere in the system for a supplier if you are using [payment analysis](#), or if your company and supplier are using 1099 tax reporting.

Use this pop-up to enter the values that you want to be reported later.

Fields

1099 Code

Enter the analysis group code for the entered value.

Alternatively, use the [prompt](#) facility to select from the Analysis Group Codes pop-up.

Amount

Enter the value for the corresponding analysis group code.

Enter the values and analysis codes as appropriate and select **Update (F8)** to update. The Supplier Selection window will be displayed with the last [item's](#) details.

Withholding Tax Pop-up

This pop-up is displayed when you update [dissections](#) if your supplier is using [withholding tax](#).

Use this pop-up to enter the values that you want to be reported later.

Fields

Type

Enter the type of supplier.

Alternatively, use the [prompt](#) facility to select from the [Parameter](#) Codes pop-up.

Calculation %

Enter the percentage that will be withheld. This percent will be applied to the goods value and taxed at the rate specified in the Tax % field.

Tax %

Enter the tax rate that will be applicable to the withheld value.

Total Goods Value

Enter the goods value to which the above percentage will be applied.

Excluded Goods Value

Enter the excluded goods value, i.e. the value which will not have tax withheld.

Functions

Bypass (F17)

Use this if you do not wish to apply [withholding tax](#) to this [item](#).

Press Enter to display the [Withholding Tax](#) Values pop-up.

Withholding Tax Values Pop-up

To display this pop-up, press Enter on the [Withholding Tax](#) pop-up.

This pop-up displays the calculated values, based on the values and percentages entered.

Fields

Type

Enter the type of supplier.

Alternatively, use the [prompt](#) facility to select from the [Parameter](#) Codes pop-up.

Calculation %

Enter the percentage that will be withheld. This percent will be applied to the goods value and taxed at the rate specified in the Tax % field.

Tax %

Enter the tax rate that will be applicable to the withheld value.

Total Goods Value

Enter the goods value to which the above percentage will be applied.

Excluded Goods Value

Enter the excluded goods value, i.e. the value which will not have tax withheld.

Functions**Bypass (F17)**

Use this if you do not wish to apply [withholding tax](#) to this [item](#).

Select **Update (F8)** to accept the entered values. The Supplier Selection window will be displayed with the last [item's](#) details.

Type of Entry Selection Pop-up

This pop-up is displayed if you have Equipment Servicing or Job Management linked to Accounts Payable (the Accounts Payable Active field is checked on the EQ or JM [company profile](#)) and the account code entered for a [dissection](#) is the Holding account for accounts payable costs (see EQ or JM [company profile](#)). The same pop-up is displayed for either interface.

Fields**What Type of Document is being Posted?**

Select one of the following:

Supplier Invoice/Credits/Journals (1) - If you are posting supplier invoices, credits or journals

Employee Expenses (2) - If you are posting employee expenses

Press Enter to go into Equipment Servicing or Job Management, to the Direct [Transaction](#) Entry window or to the Employee Expenses window. This will enable you to complete the breakdown of the payment. It also enables multiple [transactions](#) to be entered against one invoice.

Note: *The document type you select here will be used for the rest of this session.*

When the batch of Account Payable invoices is complete, the system triggers simultaneous updates to the General Ledger and to Equipment Servicing or Job Management, ensuring that both balance.

Press Enter to display the Direct [Transactions](#) Entry window or the Employee Expenses window.

Direct Transactions Entry Window

To display this window, select Supplier Invoice/Credits/Journals on the Type of Entry Selection pop-up.

The Equipment Servicing or Job Management version of direct [transaction](#) processing is done via this window.

Fields

Control Total

The control total comes from the Account Payable goods value entered on the [dissection](#) line.

Job/Sub-job/Task

Enter a suitable job, sub-job and task.

You can use the [prompt](#) facility on these fields.

Expense Type

Enter an expense type.

You can use the [prompt](#) facility on this field.

Trans Source

The [transaction](#) source is pre-filled with **PL** and cannot be changed.

Trans Type

Enter a [transaction](#) type.

You can use the [prompt](#) facility on this field.

Charge Code

Enter a charge code.

You can use the [prompt](#) facility on this field.

Ext Reference

The external reference [defaults](#) to the [supplier code](#) but can be changed.

Narrative

Enter free format narrative if required.

Date

The date [defaults](#) to the document date and cannot be changed.

Quantity

The quantity [defaults](#) to that entered against the Accounts Payable GL [dissection](#) and can be changed.

Cost

The cost [defaults](#) to the goods value entered on the [dissection](#) line and can be changed.

Currency

The currency [defaults](#) to that of the document and cannot be changed.

Invoice

This shows the number of the invoice being generated for EQ or JM.

Mark Up %

Enter a mark up percent if required

Charge Amount

Enter a charge amount if required.

Functions**Update (F8)**

Use this when all [transactions](#) have been entered to update the EQ or JM session. If the entered [transactions](#) equal the control total, the Accounts Payable Supplier Selection window is displayed. If they do not balance, the Discrepancy window is displayed.

Review (F15)

Use this to display the Direct [Transaction](#) Review window to review [transactions](#) already entered.

External Text (F21)

Use this to view and maintain external text. The External Text window is displayed.

Cancel (F23)

Use this to cancel the [transactions](#) entered. A confirmation pop-up is displayed. Select **Confirm Cancel (F23)** to confirm the cancellation. The Type of Entry Selection pop-up is displayed.

Press Enter to validate and accept the [transaction](#) and enter more [transactions](#). Select **Update (F8)** when [transaction](#) entry in EQ or JM is complete to display the Discrepancy window (if there are errors) or the Supplier Selection window.

Note: Batch end and review procedures are the same as for the Direct [Transactions](#) task, with a discrepancy window if it does not balance.

Direct Transactions Review Window

To display this window, select **Review (F15)** on the Direct [Transactions](#) Entry window.

Use this window to review [transactions](#) already entered.

Select **Previous (F12)** to return to the Direct [Transactions](#) Entry window.

External Text Window

To display this window, select **External Text (F21)** on the Direct [Transactions](#) Entry window.

Fields

For the Attention Of

Enter the user for whom this text is relevant.

You can use the [prompt](#) facility on this field.

Print This Text On

Enter the date on which to print the text.

Equipment Text

Add or maintain text as required for this [transaction](#).

Select **Update (F8)** to update the text and return to the Direct [Transactions](#) Entry window.

Discrepancy Window

This window is displayed if **Update (F8)** is selected on the Direct [Transactions](#) Entry and entered [transactions](#) do not equal the control total.

Functions

Enter More Items (F10)

Use this to enter more [transactions](#). The Direct [Transactions](#) Entry window is displayed.

Review (F15)

Use this to display the Direct [Transactions](#) Review window to review [transactions](#) already entered.

Cancel (F23)

Use this to cancel the [transactions](#) entered. A confirmation pop-up is displayed. Select **Confirm Cancel (F23)** to confirm the cancellation. The Type of Entry Selection pop-up is displayed.

Select **Enter More [Items](#) (F10)** to enter more [transactions](#) or select **Cancel (F23)** to cancel these [transactions](#).

Employee Selection Window - Equipment Servicing

To display this window, select Employee Expenses on the Type of Entry Selection pop-up.

The differences between expense processing within Accounts Payable and the stand-alone version are as follows:

- The batch number and control totals come from the Accounts Payable invoice entry.
- Total Employee Expenses is the total invoice value and is already displayed.
- **Cancel Batch (F23)** is not allowed.
- **End Batch (F8)** returns you to the Supplier Selection window within Accounts Payable.
- Employee number is filled in if you are using the common supplier and employee codes as defined in the Job Management [company profile](#).
- The details window in the stand-alone version has no tax fields, because the tax is dealt with within Accounts Payable.

Fields

Technician

Enter the technician for the expenses.

You can use the [prompt](#) facility on this field.

Job/Sub-job/Task

Enter the relevant job, sub-job and task.

You can use the [prompt](#) facility on this field.

Date

Enter or select the date for the expenses.

Press Enter to display the Employee Expenses Entry window.

Employee Expenses Entry Window - Equipment Servicing

To display this window, press Enter on the Employee Selection window.

Total Klms to Date

Enter the number of kilometres claimed.

CC

Enter the relevant charge code.

You can use the [prompt](#) facility on this field.

Description

The charge code description is retrieved automatically and can be overwritten.

Klms

Enter the number of kilometres for this charge code.

Net Amt

Enter the net amount for the code.

Cur

Enter the currency.

You can use the [prompt](#) facility on this field.

Inv Amt

Enter the total invoice amount for this expense.

tax

Enter the tax code.

You can use the [prompt](#) facility on this field.

tax Amt

Enter the tax amount.

Press Enter to validate your entries and then select **Update (F8)** to update the [transaction](#).

Employee Selection Window - Job Management

To display this window, select Employee Expenses on the Type of Entry Selection pop-up.

The differences between expense processing within Accounts Payable and the stand-alone version are as follows:

- The batch number and control totals come from the Accounts Payable invoice entry.
- Total Employee Expenses is the total invoice value and is already displayed.
- **Cancel Batch (F23)** is not allowed.
- **End Batch (F8)** returns you to the Supplier Selection window within Accounts Payable.
- Employee number is filled in if you are using the common supplier and employee codes as defined in the Job Management [company profile](#).
- The details window in the stand-alone version has no tax fields, because the tax is dealt with within Accounts Payable.

Fields**Control Value**

This field displays the control value for the total of all expense sheets entered.

Batch Number

This field displays the unique batch number.

Employee Number

Enter an employee number.

Week Number

Enter a week number, in the format YYYYWW, where WW is between 0 and 53.

Total Employee Expenses

This field displays the total value of expenses for this particular employee.

Press Enter to display the Employee Expenses Entry window.

Employee Expenses Entry Window - Job Management

To display this window, press Enter on the Employee Selection window.

Total Mileage to Date

Enter the total mileage to date. This [defaults](#) from the employee details file.

Job/Sub-job/Task

Enter at least a job. You can also enter a sub-job and task.

CC

Enter the relevant charge code which describes the expense.

You can use the [prompt](#) facility on this field.

Date

Enter the date, in the format DDMMYYYY.

Net Amount

Enter the net amount of the expense line.

If you want to enter mileage expenses using the standard claim and charge rates for that employee, leave this field blank. Enter the number of miles in the Miles field.

Note: When you amend this field, you do not alter the tax value.

Note: You can only override the employee mileage rate and the charge rate by entering the amounts required in the Net Amount and the Charge Amount fields.

Chg

This is the re-charge field.

Enter one of the following:

Blank - To use the value in the Chg Mat field on the Job Details Maintenance window

0 - If you do not want to charge this expense

1 - To re-charge the expense line to the customer on a Time and Material job

You cannot re-charge if you set the Re-charge field in job details for the materials part of Time and Materials to **0**.

2 - To review this line before posting this [transaction](#) and decide if you want to re-charge at that point

You can display the details in the Chargeable [Transaction](#) Review task before you create any invoices.

Miles

If the expense line is for mileage, enter the number of miles.

Charge Amnt

Enter the charge amount.

Leave this field blank to calculate the charge automatically using either the percentage mark-up for expenses as set up in job type, or if you are entering mileage expenses, the mileage chart rate.

You can enter a charge amount against a reviewable [transaction](#). This is used as the calculated value in the Chargeable [Transaction](#) Review task.

Note: *If the cost currency differs from the income currency, you must enter a charge, since the software does not use the mark-up percentage to automatically calculate re-charge values for invoices or chargeable reviews.*

tax (Untitled)

Enter the tax code to use.

If you leave this field blank, when you press Enter for a net amount or mileage expense, the tax [defaults](#) to the tax rate code on the expense type set up in the job type.

tax Amount (Untitled)

Enter the tax amount. Leave this field blank to calculate the tax automatically using the entered tax code.

Press Enter to validate your entries and then select **Update (F8)** to update the [transaction](#).

Completing a Session Window

This window is displayed when you select **End Session (F8)** on the Invoice Posting Session window if Use [batch controls](#)? is checked in the [company profile](#).

Fields

Batch Number

The batch number of the batch in which you are working is displayed and can be amended.

Control Value

The original control value is displayed and can be amended.

Quantity

The original quantity (if any) is displayed and can be amended.

- accumulated

The first field displays the actual total value you have entered so far in this batch. You can only change this value by re-entering the batch and changing existing entries or entering more.

The second field displays the actual quantity you have entered so far in this batch. You can only change this value by re-entering the batch and changing existing entries or entering more.

Discrepancies

Any differences between the control value fields and the - accumulated fields are displayed here.

This discrepancy is simply a warning. You can:

- Go back into the batch to add [item](#) entries by selecting **Enter More Items (F10)**
- Alter the control value fields to match those accumulated during batch entry
- Ignore the discrepancy by selecting **Update Session (F8)** to update
- Select **Cancel Session (F23)** to cancel the session altogether
- Review the session details by selecting **Review Session (F15)**, which enables you to delete [items](#) or to [edit item](#) text as desired

Functions**Update Session (F8)**

Use this to update and complete the session.

Enter More Items (F10)

Use this to re-enter the batch to add [items](#).

Review Session (F15)

Use this to re-display the session details.

Cancel Session (F23)

Use this to cancel the session completely and delete all entries. Select **Confirm (F23)** to confirm cancellation.

Select **Update Session (F8)** to update and complete this session. The Ledger Posting window is displayed.

Review Session Details Window

To display this window, select **Review Session (F15)** on the Completing a Session window.

Options

Delete Item

Use this to delete the [item](#).

Review Text

Use this to display the [item](#) text.

Select **Previous (F12)** to return to the Completing a Session window.

Item Transfer [12/APP]

Invoices or other [transactions](#) may have been posted to the wrong supplier's account. This task enables you to [transfer](#) them to the correct supplier.

Only outstanding ledger [items](#) not already in a [payment cycle](#) can be [transferred](#).

This function is not available if India function is active

Item Transfer Window

To display this window, select the [Item Transfer](#) task.

Fields**Enter FROM account**

Enter the account code from which the [transfer](#) is to be made.

Alternatively, use the [prompt](#) facility to select from the Supplier Selection pop-up.

This can be the same as the To account if you want to amend details of an unpaid [item](#).

...& TO account

Enter the account code to which the [transfer](#) is to be made.

Alternatively, use the [prompt](#) facility to select from the Supplier Selection pop-up.

This can be the same as the From account if you want to amend details of an unpaid [item](#).

Enter the relevant account numbers and then press Enter to display the [Item Transfer](#) Selection window.

Caution: This function is not available if India function is active

Item Transfer Selection Window

To display this window, enter the relevant account numbers and then press Enter on the [Item Transfer](#) window.

Fields

Document Type

Enter the document type of the [item](#) to be [transferred](#), e.g. **IN**, **CR** or **JL**.

Alternatively, use the [prompt](#) facility to select from the Select [Item](#) Type pop-up.

Reference

Enter the eight-character internal reference of the [item](#) to be [transferred](#).

Alternatively, use the [prompt](#) facility to select from the Select [Item](#) pop-up.

Press Enter to display the details of the [item](#) you have selected in the [Item Transfer](#) Details window.

Note: If the two suppliers have different General Ledger [control accounts](#), this task [transfers](#) the value of the [item](#) between the two accounts. If the [transaction](#) includes tax, the tax [transaction](#) records are amended accordingly.

Item Transfer Details Window

To display this window, press Enter on the [Item Transfer](#) Selection window.

Use this window to amend [item](#) details as required before moving the [item](#) to the new account.

Fields

Reference

Amend the [item](#) reference if necessary.

If this field is unchanged, the reference is retained as the document reference on the To account.

The reference on the From account is the next [transfer](#) reference as defined in the [company profile](#).

If this field is changed, the new reference is used both as the document reference on the To account and as the old one as the reference on the From account.

Document Date

You can change the date of the [transferred](#) document.

Period

If an [item](#) is to be [transferred](#) into another [period](#), enter the new [period](#) number here in the format YYYYPP. This must not be a prior [period](#).

Due Date

You can change the [due date](#) of the [transferred](#) document if the [company profile](#) enables the override; otherwise this field is not input capable.

The system can ensure that the [due date](#) for payment does not fall on a holiday or weekend day (if your country-specific [parameters](#) are set up for this in General Ledger [Utilities](#)).

Supp. Ref

This is the reference the supplier has attached to the [item](#). This field is optional, but, if a value is entered, it must be a unique reference within this supplier, ensuring that an invoice is entered only once.

If Country-specific [Parameter](#) 36 is set On, this field is mandatory

If Country-specific [Parameter](#) 70 is set On, then the same reference may be used more than once.

Press Enter to validate your entries and then select **Update (F8)** to perform the update.

Journal Direct Posting [13/APP]

This task enables you to post a journal directly to the General Ledger without the use of the [log](#) facility.

Refer to the Direct Posting section for details on how to make a direct posting. The procedure is exactly the same when posting a journal directly into the General Ledger.

Only postings of the type **JL** (journal) can be entered.

Ledger Item Duplication/Match [14/APP]

It is a common requirement to enter a [credit note](#) that matches the value of a specific invoice for a supplier. This task enables you to create a [credit note](#) by specifying the invoice itself.

- Only invoices and [credit notes](#) can be duplicated, not journal [transactions](#).
- Duplication cannot take place between suppliers; only within one supplier.
- [Log items](#) cannot be duplicated.

This function is not available if India function is active

Item Duplication Window

To display this window, select the Ledger [Item](#) Duplication/Match task.

Fields

New Item Type

Enter the [item](#) reference of the [item](#) you want to match.

Alternatively, use the [prompt](#) facility to select from the Select [Item](#) Type pop-up.

The only valid values are:

IN - Invoice

CR - [Credit note](#)

Duplicate Item

Enter the [item](#) on which the new [item](#) is to be based.

This [item](#) must not be paid, part paid or be in the process of being paid if you are matching a [credit note](#) with an invoice or vice versa.

You can use the [prompt](#) facility on the first field to select from the Select [Item](#) Type pop-up and on the second field to select from the Select [Item](#) Reference pop-up.

Supplier

If you wish to [prompt](#) for an [item](#) to duplicate and wish to restrict the [items](#) displayed to only one supplier, enter the [supplier code](#) required.

Alternatively, use the [prompt](#) facility to select from the Supplier Selection pop-up.

Reverse Sign

If you are posting a credit and you are using the reverse sign function (set up in Country-specific [Parameter](#) 21), this field will be displayed. Check it to reverse the sign.

Enter the reference of the invoice for which you want to create a matching credit (or vice versa), and press Enter to display the [Item](#) Duplication Header window.

Item Duplication Header Window

To display this window, select an [item](#) and then press Enter on the [Item](#) Duplication window.

Fields

Our Ref

If the option to generate references automatically was taken at [company profile](#) level (the Auto Generate Inv Ref field was checked in the [company profile](#)), this field is not displayed and a number is allocated. Otherwise, enter a unique reference for this document.

This reference should be recorded on the source document.

Register

This field is only displayed when [tax registers](#) are active (via Country-specific [Parameter 1](#)).

If [tax registers](#) are active, the tax register facility is provided to enable you to produce your tax reports based on tax area. The codes are set up in the General Ledger by the user, and relate to a particular tax office.

You can use the [prompt](#) facility on this field to select from the displayed pop-up.

Protocol

If [tax registers](#) are active, the [protocol numbers](#) are the sequential numbers of invoices to a particular register.

Select **Protocol Gaps (F20)** to display a pop-up of valid protocol gaps and select a number or type in the appropriate number directly.

Note: This field is only displayed when [tax registers](#) are active (via GL Country-specific [Parameter 1](#)).

Currency

The [default](#) is the supplier currency, but it can be changed.

You can use the [prompt](#) facility on this field to select from the Select Currency pop-up.

This field is not displayed if you are working in a single currency.

Tax Date

This is the date associated with this [item](#) for tax purposes. If this is not entered, the document date will be used to establish the tax [period](#).

Doc. date

Enter or select the date printed on the document, not the date on which it was received by your company.

This date is used to calculate the [due date](#) for payment.

Reason

This code is only displayed when you are creating a [credit note](#).

This code is mandatory for [credit notes](#) and journals and provides more detailed analysis of the reasons for such postings. The code must have been set up in the Maintain [Reason Codes](#).

You can use the [prompt](#) facility on this field to select from the Select [Reason Code](#) pop-up.

Supp Ref

This is the reference the supplier has attached to the [item](#). This field is optional, but, if a value is entered, it must be a unique reference within this supplier, ensuring that an invoice is entered only once.

If Country-specific [Parameter 36](#) is set **On**, this field is mandatory.

If Country-specific [Parameter](#) 70 is set On, then the same reference may be used more than once.

Gross

Enter the total value of the [item](#) (including tax).

Rate Code

This field [defaults](#) to the rate code of the [company profile](#), and is not a maintainable field. To change this code, use **Override Rate (F17)**.

Convert Pt

The field will only be displayed if Country-specific [Parameter](#) 32 (Select Currency Conversion Date) is set **On**.

Enter one of the following:

- 1 - If the document date is used to perform currency conversion
- 2 - If the tax date is used to perform currency conversion

Ex Rate

This display-only field shows the currently selected exchange rate. To change this, select **Override Rate (F17)**.

Dis Rate

This figure represents the [discount](#) rate which is to be applied on settlement of this [item](#).

If the option to change [discount](#) rates or values for this supplier is checked, you can change this rate, and the new rate entered will override that specified for the supplier.

Dis. Code

A [discount](#) code can be defined to hold the percentage [discount](#) structure of a particular supplier. The supplier's [default](#) is displayed and can be changed if required.

You can use the [prompt](#) facility on this field to select from the Select [Discount](#) Code pop-up.

Disc Value

This figure represents the [discount](#) value which is to be applied on settlement of this [item](#).

If the option to change [discount](#) rates or values for this supplier is checked, you can change this value, and the new value entered will override that specified for the supplier.

Note: *The rate and the value cannot both be used.*

Due Date

The payment [due date](#) is calculated automatically from the [payment terms](#) defined for the supplier, and is based on the document date. It can be changed for this [transaction](#) if the option to change it is set in the [company profile](#).

The system can ensure that the [due date](#) for payment does not fall on a holiday or weekend day (your Country-specific [Parameters](#) must be set up for this in General Ledger [Utilities](#)).

Order Ref

Enter an order reference as required.

Ext Terms

If this [item](#) is to be paid by a series of instalments, enter the relevant [extended terms](#) code. These codes are defined in Cash Management.

[Item](#) entry will pay this [item](#) according to the terms used. On updating the [item](#) it is possible to amend the payment details within the [extended terms](#) code.

This is only displayed if [Extended Terms](#) are checked in the [company profile](#). You can not use [Extended Terms](#) with [discounts](#).

You can use the [prompt](#) facility on this field to select from the Select [Extended Terms](#) pop-up.

Status

Select one of the following:

Blank - To cause the [item](#) to be included in the automatic [payment cycle](#) when its [due date](#) is reached and the supplier is included

Select (1) - To indicate that you have selected this [item](#) to be paid next time you run a Payment Due report using Selection Method **Selected [Items](#)**

This enables [items](#) to be included in the [payment run](#) independent of their [due date](#).

Hold (3) - To cause this [item](#) to be held until released

[Prompt](#) pay (9) - To cause this [item](#) to be included in the next automatic [payment cycle](#) should the supplier be included, irrespective of the supplier's [payment terms](#)

The [item](#) must be [transferred](#) from [log](#) to ledger before the [status](#) becomes active.

Distribute

You can optionally enter a distribution code that has been set up in Accounts Payable Maintenance as a standard distribution profile.

When you enter the [dissection](#) window, the General Ledger accounts specified for this distribution code will be entered automatically.

Depending on the type of distribution code, the gross value can also have been automatically spread over the accounts.

You can use the [prompt](#) facility on this field to select from the Select Distribution Profile pop-up.

P/M

The [default](#) is the supplier [payment method](#).

Amend the [payment method](#) if require. You can use the [prompt](#) facility to select from the Select [Payment Method](#) pop-up.

If the [payment method](#) defines that a GIRO Reference is required, then on invoice completion the program will attempt to invoke a GIRO reference entry program with the name GL025CCC where CCC is the [country code](#) of the supplier.

Support is now provided for Swiss GIRO [payment methods](#) (ESR15 and ESR27), by invoking the Swiss GIRO reference entry program GL025CH if the supplier is set as [country code](#) CH.

tax Calc

The value in this field will dictate how tax is calculated for the [dissection](#) lines.

Select one of the following:

Manual (0) - If both goods and tax values are entered line by line

Goods Entered (1) - To enter the goods value and have the tax calculated from it

Gross Entered (2) - If the total value of the line is entered in the goods value and the system dis-aggregates the goods and tax accordingly

The [default](#) is controlled by the country-specific [parameters](#) defined in GL [Utilities](#).

Cash tax

Check this if this is a cash-based tax supplier, and the invoice is tax reclaimable only on payment.

Text (Checkbox)

Check this to display the supplier's text (if any exists).

Text (Field)

For invoices, [credit notes](#) and journals, up to 99 lines of text can be entered at this stage. Only one line is displayed here. **Page Down** can be used to display or enter further lines if required.

Desc

This field enables you to enter free-format description relating to this [item](#).

Functions

Re-select Item (F12)

Use this to select a different [item](#) and supplier account.

Override Rate (F17)

Use this to change the current currency conversion rate. For more information see the Override Conversion [Parameters](#) Pop-up section.

Note: Where the source and target currencies are both Euro currencies no override is permitted.

Protocol Gaps (F20)

Use this to display protocol gaps.

Note: This is only displayed when [tax registers](#) are active (via GL Country-specific [Parameter](#) 1).

Bank Account (F21)

Use this to display the Bank Account Selection pop-up. The format depends on the [country code](#) of the supplier.

Press Enter to display the [Item](#) Duplication [Dissections](#) window.

Override Conversion Parameters Pop-up

To display this pop-up, if you have entered a currency other than the [base currency](#), you can override the [default](#) currency conversion rate by selecting **Override Rate (F17)** on the [Item](#) Duplication Header window.

Use this pop-up to override the [default](#) currency rate. To override the current rate, you can enter one of the following:

- A pre-defined rate code specified on the General Ledger currency options
- A new rate by which the value is to be multiplied or divided
- The target value - the conversion rate will be calculated by the system

For a more detailed explanation of currency processing and rate codes, see the General Ledger product guide.

Note: Where both the source and target currencies are Euro, you cannot override the conversion rate.

Fields

Rate Code

Enter a pre-defined rate code as set up in the Currency Rate Code task.

Alternatively, use the [prompt](#) facility to select from the Select Rate Code pop-up.

Rate

Alternatively, you can enter the new rate code to be used with up to five decimal places.

Multiply or Divide

If this field is used, a value must be entered in the Rate field.

Select one of the following:

Multiply (M) - To multiply the values held in the source currency by the exchange rate to achieve the target currency value

Divide (D) - To divide values held in the source currency by the exchange rate to achieve the target currency values

Note: For Euro conversion, the system holds Euro/target fixed rates.

Note: For guidance on when to select Multiply or Divide in a Euro IN/OUT OUT/IN situation, see the Eurocurrency: Phase 1: Illustration of Conversions section in the Currency chapter of the General Ledger product guide.

Source to Euro

The value of **0** or **1** [defaults](#) from the Euro Currencies Maintenance task and decides the calculation rules as follows:

- 0 - The currencies will be converted directly.
- 1 - This uses a triangulation currency conversion via the Euro currency.

Note: This field is displayed when either the source or target currency is a currency IN the Euro Zone.

Target Currency Value

Enter the target currency value and the system will calculate the rate.

Note: Only the variable part of the rate is displayed if the currencies are Euro OUT/IN or IN/OUT.

Press Enter. You will see the rate applied to the converted currencies.

Item Duplication Dissections Window

This window is displayed when you press Enter on the [Item](#) Duplication Header window. The [dissections](#) for the original [item](#) are displayed but can be amended if required.

Fields

Account

This must be a valid General Ledger account code. The account code can be blank for a tax only line.

You can use the [prompt](#) facility on this field to select from the Select Account pop-up.

Value

The value entered here depends upon the tax calculation code to be used (as defined in the tax Calc field on the Invoice [Log](#) Entry window).

If the tax Calc field is set to **Manual**, both the Value and tax Value fields must be entered manually and will not be calculated.

If it is set to **Goods Entered** and the tax Value field is **0**, the system will calculate the tax based on the value entered. The value entered will therefore not change.

If it is set to **Gross Entered** and the tax Value field is **0**, when you enter the Value field, the system will subtract the tax from this amount. The figure in the Value field will thus be reduced.

If Country-specific [Parameter 5](#) (A/P [Default](#) tax Calculation on First Line?) is set to **1** and a [default](#) purchase account has been set up for this supplier, the first [dissection](#) line to be entered will use the tax calculation code **Gross Entered**, regardless of the tax calculation method selected. The goods and tax calculation will be carried out automatically and the results displayed on entry to this window. The tax code used will be the supplier's [default](#) tax code. If none is entered, the [default](#) from the [company profile](#) is used.

If this [parameter](#) is set to **0**, or the [default](#) purchase account has not been set up, or if this is not the first [dissection](#) to be entered, the tax calculation method used will be the one entered and no [default](#) values will be displayed.

tax Code

A tax code is set up in the General Ledger to carry not only a percentage rate (in Britain, for example, the code STD might carry a rate of 17.5%), but also to specify the General Ledger accounts for tax postings for sales and purchases.

When posting [transactions](#), the system calculates a tax rate from the tax and goods values entered, and compares it to the rate attached to this tax code. If these are not the same (or are outside the tolerance levels defined in the General Ledger), an error message is displayed.

You can use the [prompt](#) facility on this field to select from the Select tax Code pop-up.

tax Value

This is the tax amount to be associated with the tax code entered on this line. tax can be entered individually against relevant [items](#), or posted as one figure against any one of these [items](#), or posted as a separate figure on its own.

Example of tax Calculation:

If the gross value is 117.50 and the tax rate is 17.5%, the goods value is 100.00 and the tax is 17.50.

If settlement [discount](#) applies to this [transaction](#), the calculation of tax depends on the [discount](#) basis of the tax record. See the tax Subsystem section in the General Ledger product guide for a description of tax codes and rates.

IC

If inter company postings are required, enter the company code to which you wish to post.

Alternatively, use the [prompt](#) facility to select from the Select Company pop-up.

This field is only displayed if inter-company postings were made on the original [item](#).

Quantity

Enter the quantity if required. This field is not mandatory, but the total quantity entered in a session will be reconciled against the batch quantity total, if one was entered. The quantity will also be part of the [transaction](#) posted to the General Ledger.

Line quantities entered are not shown above and are displayed by scrolling the window to the right.

Description

Up to thirty characters can be entered as a description against this [dissection](#) line.

Descriptions entered are not shown above and are displayed by scrolling the window to the right.

Options**Select**

Use this to select a line for amendment. The values will be re-displayed in the lower half of the window.

Description

Use this to display the Display Account Levels pop-up for the selected line.

Functions**Ratios/Spread (F7)**

Use this to toggle between entering values and entering ratios. The field heading that initially shows Value toggles between Value and Ratio.

Entering values in spread mode means that goods values entered do not have to add up to the control value. They will, instead, be calculated and displayed as a ratio of the invoice control value.

Once you have entered ratios, select **Spread (F7)** to display the calculated values.

Note: *The tax Value and Quantity fields are not affected by the ratio function and are always entered as absolute values.*

Update Ledger (F8)

Use this to save the details entered. The Match or Partial Match pop-up will be displayed.

If Validate tax? is checked in the [company profile](#), the total tax values entered must be correct based on the values and tax codes selected and within the tolerances specified in the GL [company profile](#) in the Error Limit Percentage and Error Limit Absolute Value fields. If not, the tax Error pop-up is displayed.

If the total goods plus tax in all [dissections](#) do not equal the gross value entered, the Total Does Not Equal Gross pop-up is displayed.

If Extended [Payment Terms](#), [Payment Analysis](#) or [Withholding Tax](#) are in use, further pop-ups are displayed.

Amend Item (F15)

Use this to re-display the header information for viewing or amending.

Selections/Values (F20)

Use this to toggle between allowing input into the fields at the base of the window, and allowing input into the fields listed at the top.

Descriptions/Extensions (F22)

Use this to toggle between any description entered for a line and any General Ledger extension code(s) related to the [dissection](#).

When you have entered all the [dissections](#) for the [item](#), select **Update Ledger (F8)**. If there are no errors and no further pop-ups are required, the Match or Partial Match pop-up will be displayed.

Tax Error Pop-up

This pop-up is displayed when **Update Ledger (F8)** is selected on the [Item](#) Duplication [Dissections](#) window and there is a discrepancy in the tax calculations.

Functions**Accept (F19)**

Use this if you wish to accept the entered tax values in spite of the discrepancy.

Press Enter to return to the [Item](#) Duplication [Dissections](#) window and correct the tax.

Total Does Not Equal Gross Pop-up

This pop-up is displayed when **Update Ledger (F8)** is selected on the [Item](#) Duplication [Dissections](#) window and the total [dissection](#) value (Goods + tax) does not equal the gross value entered for the [item](#).

Press Enter to return to the [Item](#) Duplication [Dissections](#) window and correct the [dissections](#).

Payment Analysis Pop-up

This pop-up is displayed when you enter [dissections](#) anywhere in the system for a supplier if you are using [payment analysis](#), or if your company and supplier are using 1099 tax reporting.

Use this pop-up to enter the values that you want to be reported later.

Fields**1099 Code**

Enter the analysis group code for the entered value.

Alternatively, use the [prompt](#) facility to select from the Analysis Group Codes pop-up.

Amount

Enter the value for the corresponding analysis group code.

Enter the values and analysis codes as appropriate and select **Update (F8)** to update. The Match or Partial Match pop-up will be displayed.

Withholding Tax Pop-up

This pop-up is displayed when you update [dissections](#) if your supplier is using [withholding tax](#).

Use this pop-up to enter the values that you want to be reported later.

Fields**Type**

Enter the type of supplier.

Alternatively, use the [prompt](#) facility to select from the [Parameter](#) Codes pop-up.

Calculation %

Enter the percentage that will be withheld. This percent will be applied to the goods value and taxed at the rate specified in the Tax % field.

Tax %

Enter the tax rate that will be applicable to the withheld value.

Total Goods Value

Enter the goods value to which the above percentage will be applied.

Excluded Goods Value

Enter the excluded goods value, i.e. the value which will not have tax withheld.

Functions**Bypass (F17)**

Use this if you do not wish to apply [withholding tax](#) to this [item](#).

Press Enter to display the [Withholding Tax](#) Values pop-up.

Withholding Tax Values Pop-up

To display this pop-up, press Enter on the [Withholding Tax](#) pop-up.

This pop-up displays the calculated values, based on the values and percentages entered.

Fields

Type

Enter the type of supplier.

Alternatively, use the [prompt](#) facility to select from the [Parameter](#) Codes pop-up.

Calculation %

Enter the percentage that will be withheld. This percent will be applied to the goods value and taxed at the rate specified in the Tax % field.

Tax %

Enter the tax rate that will be applicable to the withheld value.

Total Goods Value

Enter the goods value to which the above percentage will be applied.

Excluded Goods Value

Enter the excluded goods value, i.e. the value which will not have tax withheld.

Functions**Bypass (F17)**

Use this if you do not wish to apply [withholding tax](#) to this [item](#).

Select **Update (F8)** to accept the entered values. The Match or Partial Match pop-up is displayed.

Match Pop-up

This pop-up is displayed when you select **Update Ledger (F8)** on the [Item](#) Duplication [Dissections](#) window, if you are creating a new credit and the value of the credit equals that of the invoice.

Use this pop-up to create a new [credit note](#) or to pay the invoice. The credit will always be cleared. You can also use this to match a new invoice to an existing credit.

Fields**Match with Invoice**

Use this checkbox as follows:

Unchecked - To create a new [item](#) and not to match with the original [item](#)

Checked - To match with the original [item](#)

Press Enter to update and complete the matching.

Partial Match Pop-up

This pop-up is displayed when you select **Update Ledger (F8)** on the [Item](#) Duplication [Dissections](#) window, if you are creating a new credit and the value of the credit is less than that of the invoice.

Use this pop-up to enables you to create a new [credit note](#), to part pay the invoice or to create a journal. The credit will always be cleared. You can also use this to part match a new invoice to an existing credit. The invoice value must be more than the credit.

Fields

Match with Invoice

Use this checkbox as follows:

Unchecked - To create a new [item](#) and not to match with the original [item](#)

Checked - To match with the invoice, part pay the [item](#), or create an adjustment

Create Adjustment Item

If the Match with Invoice field is checked, select one of the following:

Part match [item](#) (0) - For part payment to be made against the original [item](#) when you press Enter

Create JL [item](#) (1) - To clear the invoice and account for the difference by creating a journal on the client's account when you press Enter

Press Enter to complete the update.

Account

This field is displayed after you have selected **OK**, if the Match with Invoice field is checked and the Credit Adjustment [item](#) field is set to **Create JL [item](#)**, to allow you to enter the contra account for the journal.

You can use the [prompt](#) facility on this field to select from the Select Account pop-up.

Press Enter again to update and complete the matching.

Item De-allocation [15/APP]

The [item](#) de-allocation task allows the de-allocation of AP invoices and [credit notes](#) where they have been matched but no payment has been posted.

Note: To cancel payments use Cancel [Transactions](#) [42/CSP]

Item for De-allocation Selection Window

To display this window select the [Item](#) De-allocation task.

Use this window to select the [item](#) to be de-allocated

Note: Only [items](#) that have been allocated to zero payments are valid for de-allocation in this menu option.

[Items](#) that have been paid or included in a contra posting will not be valid for selection.

When a valid [item](#) has been entered then all allocation events for that [item](#) will be displayed in the [Item](#) Allocations window, showing the amount of the [item](#) allocated.

If there is only one allocation session for the [item](#) then this screen will be by-passed and the detailed de-allocation screen displayed.

Fields

Item type

Enter a valid [item](#) type.

Alternatively, use the [prompt](#) facility to select an [item](#) type

Item reference

Enter a valid [item](#) reference.

Alternatively, use the [prompt](#) facility to select an [item](#) reference for the [item](#) type.

Note: An [item](#) type must be entered before [prompting](#) on [item](#) reference

Select **Enter** to display the [Item](#) Allocations window

Item Allocations Window

To display this window, enter a valid [item](#) type and reference on the [Item](#) for De-allocation Selection Window.

Sessions which cannot be de-allocated are those that contain non-zero payments, [withholding tax](#) or have been previously de-allocated or cancelled.

Options

Select (1)

Use this to select the session for de-allocation.

A warning is given if the session contains adjustment journals, as these will be de-allocated but not cancelled.

Press **ENTER** to validate the selection and display the detailed de-allocation window.

Allocation Details Window

To display this window, select a session in the [Item](#) Allocations Window.

Note: This window is displayed automatically if an [item](#) has only allocation session

Options

Select (1)

Use this to select the type for de-allocation.

Functions

De-allocate (F8)

Use this to de-allocate the session.

Select **De-allocate(F8)** to de-allocate and return to the [item](#) selection window.

Customs Invoice [31/APP]

The importing of goods from abroad can involve both shipping agents and the customs office in the levying of tax. The result is non-standard tax invoicing. The [customs invoice](#) function is available specifically to enable you to enter a tax posting directly to the General Ledger tax subsystem, without posting [transactions](#) to Accounts Payable or the General Ledger.

If you import goods from abroad, the invoice from the supplier will not show customs duty or tax. The value will therefore be recorded in the General Ledger net of tax, not in the tax files.

The agent handling the import pays the tax on the goods on your behalf, and includes this tax on the invoice sent to you. In addition, the invoice will include the service charge, the tax on that service, and the value of the tax that has already been paid on your behalf.

The tax in this case is recorded in the General Ledger, not in the tax files, as the invoice is not a true tax invoice, having no tax document to allow for reclaiming.

The customs office sends a separate tax invoice for the tax. This will be entered in the tax system only. It is this posting which the Post [Customs Invoice](#) task enables you to make.

Post Customs Invoice tax Selection Window

To display this window, select the [Customs Invoice](#) task.

Field

Supplier

Enter the supplier you require.

Alternatively, use the [prompt](#) facility to select from the Supplier Selection pop-up.

Press Enter to display the Post [Customs Invoice](#) tax window.

Post Customs Invoice tax Window

To display this window, press Enter on the Post [Customs Invoice](#) tax Selection window.

Fields**Reference**

Enter the third-party reference number from the customs document.

Period

Enter the [period](#).

Document Date

Enter or select the document date.

Tax Date

This is the date associated with this [item](#) for tax purposes. If this is not entered, the document date will be used for tax ageing.

Total tax

Enter the total tax value to be paid. This value is used in the same way as a batch total when entering [transactions](#): a warning will be given if the total tax entered on the detail lines does not equal the total entered here. The warning can be overridden.

Description

Up to thirty characters can be entered as a description against this invoice.

Once you have entered your details, press Enter to see the Input Lines window.

Input Lines Window

To display this window, press Enter on the Post [Customs Invoice](#) tax window.

This window enables you to enter different tax values at different tax rates by entering more than one detail line, although you can often find that one line is all you require.

Fields

Line

Enter the line number of any detail line you want to amend. The details will then be displayed on the input line and can be amended.

Code

A tax code provides the % tax and the General Ledger accounts for tax postings for such purchases.

When posting [transactions](#), the system calculates a tax rate from the tax and goods values entered, and compares it to the rate attached to this tax code. If these are not the same (or are outside the tolerance levels defined in the General Ledger), an error message is displayed.

You can use the [prompt](#) facility on this field to select from the Select tax Code pop-up.

tax Amount

Enter the tax value for the tax code entered.

Goods Amount

Enter the goods value relating to the tax value entered. This will be used to check the tax rate before posting the tax, and will also appear on the tax report.

When you have entered your details, press Enter.

The system will check that the tax rate of the values entered corresponds to that held by the tax code. If it does, the detail line is displayed in the table in the middle of the window. If it does not, an error message is displayed, and you can either amend the line or override the warning by selecting **Accept (F19)**.

When you have finished entering your tax values and are ready to update, select **Update (F8)**. If your tax entries add up to the tax total entered, the update is made to the tax files. If the totals do not agree, the tax Error pop-up is displayed.

Tax Error Pop-up

This pop-up is displayed if your tax entries do not add up to the tax total entered.

Fields**Total tax**

The current tax total is displayed here. You can amend it if you are satisfied that the detail total is correct and should be posted to the tax files.

Once the above totals are reconciled, press Enter to return to the Input Lines window.

Receive Invoices [41/APP]

Supplier invoices, once validated, are received onto the Invoice [Log](#) via [EDI](#) for subsequent invoice matching via the standard Purchase Management task.

The purpose of this task is to receive Supplier Invoices sent via [EDI](#) onto the Accounts Payable Invoice [log](#). A control list is printed which can print details of all invoices received or only of those in error.

Please refer to the latest version of the [EDI](#) AP Inbound Invoices Layout

Note: The invoices must have already been received into the [Application Interface](#) database via the Receive Documents task in [EDI](#).

Receive Invoices via EDI Window

To display this window, select the Receive Invoices task.

Use this window to submit the batch function which adds records to the Accounts Payable [Log](#) for Invoices received via [EDI](#).

This performs the following:

- The following details are validated in the document header:
 - The [supplier code](#) must be valid in Accounts Payable
 - The supplier [status](#) must be suitable (not [flagged](#) for deletion and postings allowed)
 - The invoice number cannot be duplicated for the supplier's invoice reference

If any of these conditions are not satisfied, the invoice is ignored and output on the control list.

Other points to note:

If entered the [Location](#) Codes is validated

The GL code and extension may be specified on each AI invoice line - to override the [default](#) normally taken from the Supplier. If the account is specified but no extension, then the [default](#) extension is used

(any GL code errors are highlighted in Confirm [Log](#) entries [2/APP], and may be corrected there.)

[Dissections](#) are summarised by VAT Code / GL code / Extension.

If purchase matching is used then the GL codes on the [dissections](#) are only retained if the option **Retain Accounts Payable [log dissections](#)?** is set on in the PM [Company Profile](#). Additionally, [dissections](#) are not retained if standard costed [items](#) are matched or if there are discrepancies in goods values.

The VAT code will [default](#) from the supplier if not present, or from the first line if present there.

The order number, if included in the header, is passed into the 'Sales Order Number' of the AP invoice.'

The description from a line is passed through into the AP [dissection](#), but there can only be one description held per VAT Code / GL code combination.

A [session control](#) record is created for the first invoice in Accounts Payable.

The following values are accumulated per invoice:

- Line values (excluding [discount](#))
- [Discount](#) values
- tax values (per tax code)

These are then compared with the corresponding values on the invoice tax summary records received. If any of these differ, the invoice is ignored and output on the control list.

The invoice is added to the invoice [log](#) and a [log dissection](#) record is written per tax code.

If the control list inclusion has been set to **All**, the invoice details are always output to the control list.

Fields

Control List Inclusion

Select one of the following:

All (1) - To print details of all invoices received

Exceptions only (2) - To print only exceptions, i.e. those invoices in error

Select **Update (F8)** to submit the batch job.

Receive Batch Match Invoices [42/APP]

This is a new function similar to **Receive Invoices [41/APP]** but the [EDI](#) documents are placed into the [log](#) for batch matching in 3-Way Match.

This task is compatible with Work Management and you can run it as part of a Business Process in @ctive Modeler.

Please refer to the latest version of the [EDI](#) AP Inbound Invoices Layout

Receive batch Match Invoices Window

Use this window to submit the batch function which adds records to the Accounts Payable [Log](#) for Invoices received via [EDI](#). The invoices are made available for 3-Way Batch Matching.

This performs the following:

The following details are validated in the document header:

- The [supplier code](#) must be valid in Accounts Payable
- The supplier [status](#) must be suitable (not [flagged](#) for deletion and postings allowed)
- The invoice number cannot be duplicated for the supplier's invoice reference

If any of these conditions are not satisfied, the invoice is ignored and output on the control list.
Other points to note:

If entered the [location](#) code must be valid

The order number, if included in the header, is passed into the 'Sales Order Number' of the AP invoice.'

The GL code and extension (the latter only if extensions are in use) may be specified on each AI invoice line. These override the codes from the PO Line. If the account is specified but no extension, then the [default](#) extension is used (if extensions are in use). **Note:** *GL A/C errors may be corrected in Maintain [Log Entries](#) [2/API] using option 1=Amend.*

The GL code/extension is particularly relevant to charges. However, these still need to be identified explicitly as charges in Maintain [Log Entries](#) [2/API].

When a valid VAT code is not supplied, and the Supplier VAT code is assumed

Currency conversions are based on the Invoice Date rather than the current date

A [session control](#) record is created for the first invoice in Accounts Payable.

The lines are validated. They are only rejected if a serious error occurs, otherwise incomplete or erroneous details are accepted for later review/correction within **Unmatched Invoice Maintenance** [2/API].

The following values are accumulated per invoice:

- Line values (excluding [discount](#))
- Line values (excluding [discount](#))
- [Discount](#) values
- VAT values (per VAT code)

These are then compared with the corresponding values on the invoice VAT summary records (if received – as they are optional). If any of these differ, the invoice is ignored and output on the control list.

The invoice is added to the invoice [log](#), and [log dissection](#) records are written per VAT code and per goods line. Details are also written to the Batch Match [log](#).

Fields

Control List Inclusion

Select one of the following:

All (1) - To print details of all invoices received

Exceptions only (2) - To print only exceptions, i.e. those invoices in error or containing exceptions.

Select **Update (F8)** to submit the batch job.

Period End [5/AP]

When you have completed entering [transactions](#) for a financial [period](#) you must perform a set of [period](#) close procedures before you can start entering [transactions](#) for a new [period](#).

[Period](#) end dates must be pre-set in the [period](#) calendar; otherwise the [period](#) close and open routines will not succeed. However, the entered end date is not used to end a [period](#) automatically, and you can keep the [period](#) open until processing is complete.

The current Accounts Payable [period](#) must be closed and the next one opened before you can close the equivalent [period](#) of the Cash Management and General Ledger companies to which it is linked.

Restrictions on the Use of Period End Routines

You must wait until users have completed all data entry and left the system.

If the job queue contains no other jobs, a [period](#) close is run immediately. While it is queuing or running, users are not permitted by the system to enter any Accounts Payable data.

Note: We advise you to run period close routines at times when users are least likely to be entering Accounts Payable data, for example overnight.

Caution: No other user should attempt an Accounts Payable period close routine for the selected company at the same time.

Note: You must open the next Accounts Payable [period](#) before you can close the current General Ledger [period](#) to which this module is linked.

Once you have closed a [period](#), you cannot post invoices or cash until the next [period](#) is opened. If you close the [period](#) prematurely, you can re-open it, provided that you have not already opened the next [period](#).

The procedures required at the end of a [period](#) are:

- De-allocate failed sessions (see the [Utilities](#) chapter)
- Close the [period](#)
- Open the next [period](#)

Note: You may want to reconcile your Aged Creditors report to your General Ledger before closing the [period](#).

The [period](#) close procedure provides a cut-off point for entering [transactions](#) to Accounts Payable. This point need not coincide with the [period](#) end date in the calendar, but can be any convenient date.

Period End Session Failures Window

This window is displayed when you select the [Period](#) Close task if the current [period](#) is open and session failures have occurred during the [period](#).

Read the information on this window carefully. You can decide to close the [period](#) by selecting **Close [Period](#) (F19)**, ignoring the messages, but the messages will appear at every [period](#) close until action is taken to deal with the failed sessions.

Select **View Session (F15)** to review the failed sessions. The View Failed Sessions window will be displayed.

View Failed Session Window

To display this window, select **View Session (F15)** on the [Period](#) End Session Failures window.

Options

Display Session

Use this to select the session for which you want to display the session [transactions](#).

Once the session in error has been reviewed, you should de-allocate it, using a task described in the [Utilities](#) chapter. When this has been done, select the [Period](#) Close task again. This time the message window should enable you to close the [period](#) simply by selecting **OK**. This will submit a batch job. While this is pending or active, no postings can be made in Accounts Payable.

Select **Previous (F12)** to return to the previous window.

Period End Opening New Period

This window is displayed when you select the [Period](#) Close task and the current [period](#) has been closed.

Use this window to open a new [period](#) or to re-open the old one. The latter course can be taken if there are errors in the closed [period](#). Once the new [period](#) has been opened, however, the previous

[period](#) can not be re-opened. The new [period](#) must be defined on the [period](#) calendar in the General Ledger.

Fields

Which Would You Like

Select one of the following:

Open the next [period](#) - To open the [period](#) displayed

Re-open the current [period](#) - To re-open the current [period](#)

Press Enter to submit a job to perform the processing.

Invoice Matching Tasks

The Invoice Match and 3-Way Invoice Match tasks are documented in the Purchase Management Product Guide.

Invoices, Credit Notes [51/APP]

India only

This task enables you to print Accounts Payable invoices and [credit notes](#)

Invoices/Credit Note Print Selection Window

To display this window, select the Invoices, [Credit Notes](#) Print task

Fields

Type of Document

Select one of the following:

- Invoice ([default](#))
- [Credit note](#)
- RCM invoice

From Reference/To Reference

Use these fields as follows:

[Item](#) references may be left blank; in which case ALL invoices/[credit notes](#) will be printed for the company and [item](#) type.

- If a To reference is entered, a From value is required.
- If a From reference is entered, a To value is required.
- The To reference must be greater than or equal to the From reference.
- No validation is performed on the actual references entered.

You can use the [prompt](#) facility on these fields to select from the Select [Item](#) Reference pop-up.

Select **Submit (F8)** to submit a job to print the required documents

Advances/Refund Vouchers [61/APP]

India only

Use this function to enter advance and refund vouchers only

It is the same as AP direct entry except it validates the requirement for an advance [transaction](#) type and reference

Invoice Additional Details (India)

India only

Ref. PL0LK02

Use this window to enter additional invoice header details for India. These details are similar to those in [Log Item](#) Entry (1/APP) with some additions:

Fields

Transaction Type

Note: An advance transaction type is only valid for AP invoices/credits when creating an advance/refund voucher.

It is not valid for three-way match transactions

It is important to note that advance [transactions](#) should not calculate GST except in the case of RCM. As such the advance [transaction](#) types should use a special fiscal document type (eg NOTAX) to ensure no GST is calculated

Auto Reverse

This is only applicable for tax only invoices and advance/refund vouchers

Advance Reference

This is only applicable for advance/refund vouchers.

If entering an advance voucher then enter the Advance Payment reference to which this voucher relates. The specified reference must relate to the same supplier and the advance must still be outstanding

A [prompt](#) is available.

If entering a refund voucher then enter the Advance Voucher reference to which this refund relates. The specified reference must relate to the same supplier and the voucher must not have been fully allocated to any invoices

A [prompt](#) is available.

Press ENTER to validate the data and the Invoice [Log Dissections](#) window is displayed

Advance Allocation [62/APP]

India only

Use this function to allocate advance vouchers to invoices.

Allocations are at document level only

Note: This option is not for the allocation of cash to invoices – this is done via the AP payment options

Note: To use this option an advance allocation [reason code](#) must be defined in the India [company profile](#)

Note: The advance allocation [transaction](#) type will be that defined in the India [company profile](#)

Advance Allocation Select Supplier

Ref. PL0LW99

To display this window, select the Advance Allocation task

Use this window to select the supplier for which an advance voucher and invoice is being allocated

Fields

Supplier

Enter the code of supplier for whom allocation is to be made.

Alternatively, use the prompt facility to select from the Supplier Selection pop-up

Once an Advance Allocation has been completed and General and Accounts Payable sessions created these are displayed along with details of the last allocation record.

Press ENTER to display the Advance Allocation Selection window

Advance Allocation Selection

Ref. PL0LY99

To display this window, press ENTER on the Advance Allocation Select Supplier window

Use this window to select the advance voucher and invoice being allocated for the supplier

Fields

Advance Voucher

Enter the Advance Voucher reference to be allocated

The specified reference must

- relate to the same from/to states as the invoice
- have the same HSN/SAC details as the invoice (unless generic codes used)
- still be outstanding

A [prompt](#) is available.

Invoice

Enter the Invoice reference to be allocated

The specified reference must

- relate to the same from/to states as the advance
- have the same HSN/SAC details as the advance (unless generic codes used)
- still be outstanding

A [prompt](#) is available.

Press ENTER to validate the selections made and display the Advance Allocation Summary window

Advance Allocation Summary

Ref. PL0LZ99

To display this window, press ENTER on the Advance Allocation Selection window

Use this window to display the selected advance voucher and invoice

Press ENTER to display the Amount to Allocate pop-up

Amount to Allocate

Ref. PL0M099

To display this pop-up press, ENTER on the Advance Allocation Summary window

Fields

Amount to Allocate

Enter the amount to be allocated

Press ENTER to validate the amount and display the Advance Allocation Detail window

Advance Allocation Detail

Ref. PL0M199

To display this window, press ENTER on the Amount to Allocate pop-up

Use this window to display the allocated advance voucher and invoice details.

Note: *Whilst line level details are shown, allocations are made at header level only*

Functions

Update (F8)

Use this function to update the confirm the allocation and post the required journals

Chapter 4 Payments

Introduction to Payments

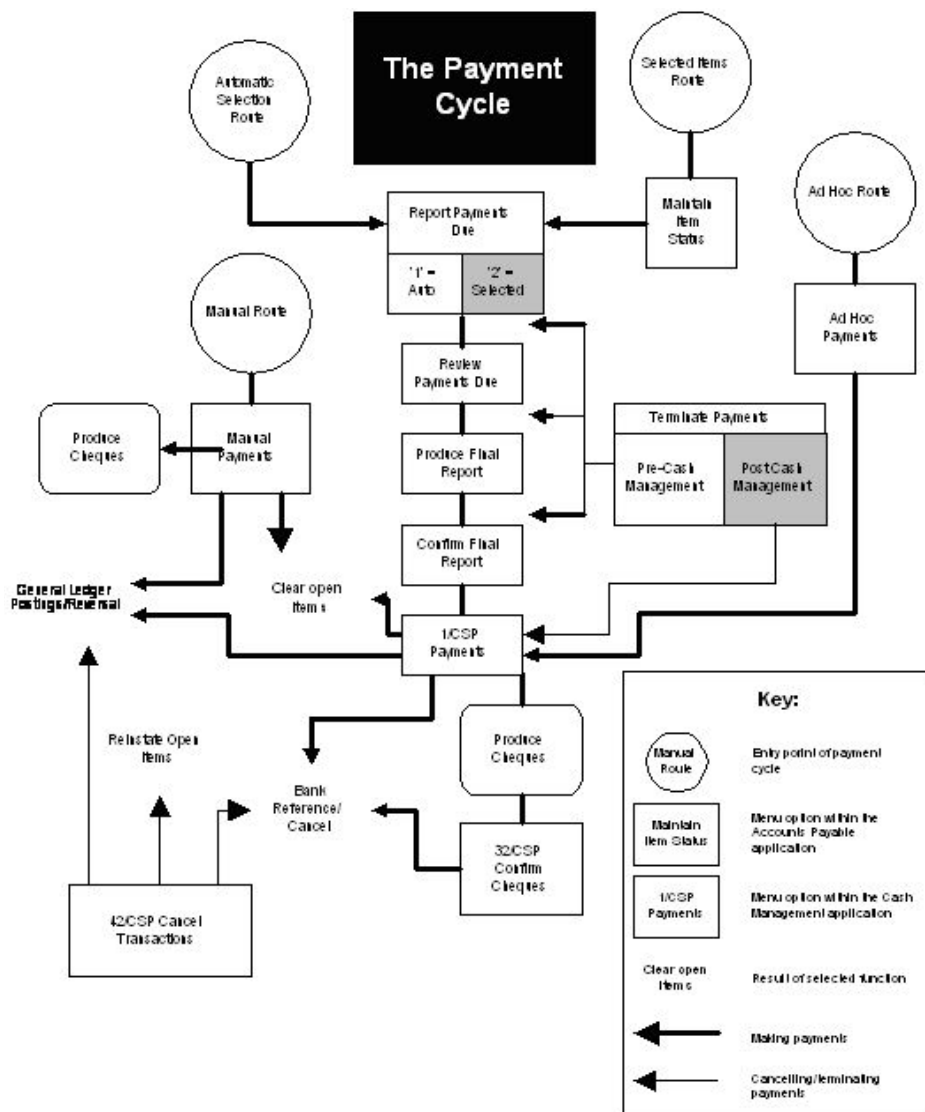
The tasks in Accounts Payable Payments allow you to carry out all the necessary tasks relating to the payment of your suppliers.

Both the [payment cycle](#) and its variations are outlined in the [Payment Cycle](#) diagram, and clarified in the sections dealing with each task.

- The Automatic Payments cycle enables supplier payments to be made automatically once a [due date](#) or a range of [items](#) has been selected.
- The Sundry Payments tasks make non-automatic payments, with ad hoc payments producing documentation and [manual payments](#) producing a remittance advice.
- The Documentation tasks produce remittances and cheques and confirm cheque numbers against payments.
- Payments [Status](#) allows the maintenance of the [status](#) of [open items](#). [Items](#) can be held to exclude them from a [payment cycle](#), or released to allow inclusion in a future cycle.
- The Reports section includes payments made and supplier statements.

The typical sequence of tasks which might be followed in paying suppliers is shown in the diagram below. The Review Payments Due and Produce Final Report tasks can be omitted, or repeated as often as necessary in order to adjust the [payment run](#) details.

Note: When the [payment method](#) is specified as being by cheque, the cheque print program ensures that the printed cheque is compliant with the Association for Payment Clearing Services (APACS) Standard 3.



If an account is in credit, you may receive money back from a supplier. This is handled using the Supplier Receipts task in Cash Management.

Report Payments Due [1/APY]

This task represents the first stage of the automatic [payment cycle](#). It produces an initial report showing the payments to be made to your suppliers. Choose how [items](#) are selected for payment:

- Automatically
- By selecting [items](#) for inclusion in the [payment cycle](#) according to their [due date](#) ([items](#) with a [status](#) of 1 (Selected) or 9 ([Prompt](#) pay) will also be included)
- According to selection criteria
- [Items](#) with a [status](#) of 1 will be selected for inclusion in the [payment cycle](#).

Note: [Items](#) posted in the Invoice Matching task which are awaiting match will be excluded from the report.

Payments Due Report Window

To display this window, select the Report Payments Due task from Payments. If there are no [payment runs](#) as yet, the next window will be displayed. If runs do exist, they will be displayed in a list on this window.

This window displays existing runs for you to select. Alternatively, you can select to create a new payments run.

Options

Select Payment Run

Use this to select an existing [payment run](#).

Functions

Start New Payment Run (F10)

Use this to start a new [payment run](#) rather than selecting an existing run. If on this window you select an existing run, the details of that run will be displayed on the Payments Due Report window.

Select **Select [Payment Run](#)** or select **Start New [Payment Run](#) (F10)** to display the Payments Due Report Run Number window.

Payments Due Report Run Number Window

To display this window, select **Select [Payment Run](#)** or select **Start New [Payment Run](#) (F10)** on the Payments Due Report window.

If you selected an existing run on the Payments Due Report window, the details of that run will be displayed on this window.

If, however, you selected **Start New [Payment Run](#) (F10)**, the window is displayed for you to enter the payments run details.

Fields

Selection Method

Select one of the following:

Automatic (1) - If [items](#) are selected for the report on the basis of payment [due date](#)

This will include [items](#) with payment [status](#) of **Select**.

Selected [items](#) (2) - To select only [items](#) with payment [status](#) of **Select**

Payment Group

Enter a payment group or enter * for all groups.

If a payment group is entered, all suppliers with that payment group on their name and address will be included. If a value is entered here, the [Supplier Code](#) field must be blank.

Supplier Code

Enter the account code of a specific supplier if the [payment run](#) is to be restricted to a single supplier. In this case, the Payment Group field must be left blank.

Alternatively, use the [prompt](#) facility to select from the Supplier Selection pop-up.

Payment Due Date

If the Selection Method field is set to **Automatic**, all invoices with a [due date](#) on or before the date entered here will be selected for payment.

Discount Date Range

Enter or select a range of [discount](#) dates to include invoices for payment if the [discount](#) date is within the range entered.

Invoices are then selected either because of meeting the criteria of the payment [due date](#), or because they are within the [discount](#) date range.

Note: This field is only displayed if the Take [Discounts](#) field is checked. If it is not, check it and then press Enter to see these fields.

Take Discounts

Use this checkbox as follows:

Unchecked - If there is no selection on [discount](#) date, so that only invoices whose [due date](#) is within the payment [due date](#) will be selected

Checked - If invoices will be selected if the [discount](#) date is within the payment [due date](#) (even if the invoice [due date](#) is outside it)

Payment Method

You can select [items](#) for payment on the basis of their [payment method](#) by entering that method here.

Alternatively, use the [prompt](#) facility to select from the Select [Payment Method](#) pop-up.

Prime Currency

Enter a [currency code](#) to restrict payments to [items](#) with this [transaction currency](#).

Alternatively, use the [prompt](#) facility to select from the Select Currency pop-up.

Leave this field blank to select [transactions](#) with any currency.

Details to Print

Use this to specify the level of reporting required for [items](#) that meet the selection criteria.

Select one of the following:

Include [items](#) (1) - To produce a full report with [items](#) listed

Exclude [items](#) (2) - To produce a summary suppliers report (one line per supplier)

No report (3) - Not to produce a report

Sequence By

Use this to define the primary sequence in which the report will be printed.

Select one of the following:

Supplier (1) - [Supplier code](#)

Prime (2) - [Transaction currency](#)

Base (3) - [Base currency](#)

Revalued base (4) - Re-valued [base currency](#)

Include Contra Items

[Contra accounting](#) provides the facility to link a supplier to a customer when reciprocal trading takes place. If this is **checked**, the Accounts Receivable [open items](#) are considered when calculating the payment value.

Currencies to Print

Check Prime, Base or Revalued Base to include those in any print.

Functions**Bank Account (F14)**

Use this if you wish either to select suppliers on the basis of their bank account, or to override the General Ledger Bank account used. The Override Bank Account pop-up is displayed.

Select **Submit Report (F8)** to select the [items](#) and produce a report.

Bank Account Pop-up

To display this pop-up, select **Bank Account (F14)** on the Payments Due Report Run Number window.

Fields

Select Bank Account

Enter a bank account to restrict the selection of suppliers to those with a [default](#) bank account which matches the one specified here.

Alternatively, use the [prompt](#) facility to select from the Select Bank Account pop-up.

Leave this field blank to select suppliers regardless of bank account.

This field can be used in conjunction with the Override Bank Account field below it.

Override Bank Account

Enter a bank account to override the [default](#) bank account of any supplier selected for the [payment cycle](#).

Alternatively, use the [prompt](#) facility to select from the Select Bank Account pop-up.

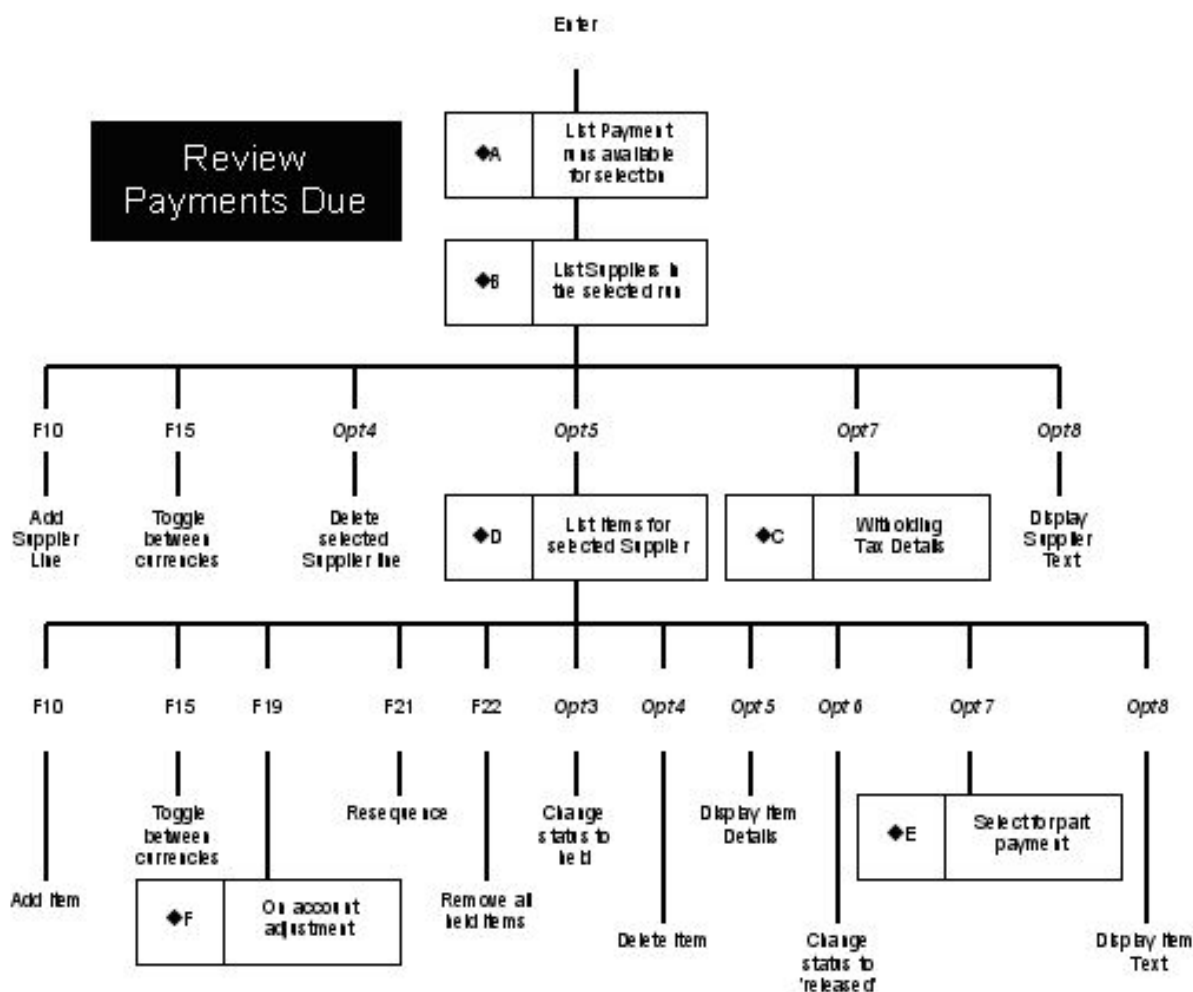
Press Enter to return to the Payments Due Report Run Number window.

Review Payments Due [2/APY]

This task leads to an extended series of windows which display, and allow some maintenance of, payment details at both supplier and [item](#) level. The following diagram will guide you to the information you require.

The use of a letter in some boxes indicates that the relevant window is displayed. Where the function is straightforward, the window is not displayed.

The main windows in this task are shown on the diagram with a letter.



Review Payments Due Window

To display this window, select the Review Payments Due task.

This window displays existing [payment runs](#).

Options

Select Payment Run

Use this to select the [payment cycle](#) to be reviewed or amended.

Once you have made your selection one of two windows will be displayed depending on the value displayed in the Sts field:

- If the [status](#) of the run you have selected is **1**, **2** or **5**, the run is still in progress and no enquiry is available. The window displayed will show the run details of that run, with a message saying that the run is in progress.
- Normally the run will have completed, and a list of suppliers in that run will be displayed.

Review Suppliers Payment Run Window

To display this window, select an existing [payment run](#) on the Review Payments Due window.

If the [status](#) of the run you have selected is **1**, **2** or **5**, the run is still in progress and no enquiry is available. The window displayed will show the details of that run, with a message saying that the run is in progress.

Normally the run will have completed, and a list of suppliers in that run will be displayed.

Use this window to review the selected [payment run](#) suppliers.

Fields

Select

Enter one of the following:

4 - To remove this supplier/currency from the payments run

The list is re-displayed with the supplier to be removed in reverse image. Select **Remove Supplier (F11)** to confirm removal of the selected supplier/currency, or press Enter to cancel the request. If you select several supplier/currency combinations for removal, each is confirmed separately.

5 - To display the [items](#) selected for payment for this supplier/currency for individual review

The Review [Items](#) for [Payment Run](#) window is displayed.

7 - To display [withholding tax](#) details for the selected [item](#)

The [Withholding Tax](#) Details window will be displayed.

Note: This option is only available when the supplier is subject to [withholding tax](#) to be paid directly to the government.

Note: Base values must be on the display (select **Alternate Values (F15)** to achieve this if necessary) and Country-specific [Parameter](#) 6 ([Withholding Tax](#) Active?) must be set to 1.

8 - To display the text associated with this supplier

(An asterisk in the * field indicates that there is text available for this supplier. This field is to the right of the Sts field and is not shown above.) The Review Text window is displayed, showing supplier text.

Functions

Add Supplier (F10)

Use this to add a new supplier to this payments run. The Add Supplier pop-up is displayed.

Alternate Values (F15)

Use this to toggle the display between prime, base and re-valued values.

Position To (F21)

Use this to position the display at a selected supplier. The Position to Supplier window is displayed.

Select a supplier with 4, 5, or 8 and then press Enter.

Review Items for Payment Run Window

To display this window, select a supplier/currency with 5 on the Review Suppliers [Payment Run](#) window.

Use this window to review the [items](#) for the selected supplier/currency.

Fields**Select**

You may review and maintain the selected [items](#) on this window by entering one of the following:

3 - To hold the [item](#) and not include the [item](#) in the [payment run](#)

The [item](#) will be displayed with **3** in the Sts field.

4 - To remove this supplier/currency from the payments run

The list is re-displayed with the supplier to be removed in reverse image. Select **Remove Item (F11)** for removal of the selected supplier/currency, or press Enter to cancel the request.

When you remove several supplier/currency combinations, each is confirmed separately.

5 - To display full [item](#) details for this [item](#)

The Display Full Details window is displayed.

6 - To release a previously held [item](#) that was at [status](#) 3 (Held)

This also changes the Total Held and Total Payment values for [items](#) that were at [status](#) 3 (Held) or 7 (Part Paid) so that they are now fully included in this [payment run](#).

7 - To display the [items](#) details with the option to enter the value of the part payment and [discount](#) being taken values

The Part Pay [Item](#) window is displayed. The [item](#) will be displayed with **7** in the Sts field.

8 - To display the text associated with this [item](#)

An asterisk in the P/T field indicates that there is text available for this [item](#). The Review Text window is displayed showing [item](#) text.

Functions

Update (F8)

Use this to save all changes made.

Add (F10)

Use this to display additional [items](#) for this supplier/currency that may be selected for payment. These [items](#) are displayed as [status](#) 3 (Held) but may be released.

Alt Value (F15)

Use this to toggle the display between prime, base and re-valued values.

On Account (F19)

Use this to add on account adjustments. The On Account pop-up is displayed.

Resequence (F21)

Use this to re-sequence the [items](#) on display. The Resequence pop-up is displayed, where you can select the sequencing criteria.

Remove All Held (F22)

Use this to remove held [items](#) from the payments run. A confirmation pop-up is displayed.

Disc Date (F23)

Use this to toggle the displayed date between the [discount](#) date and the [due date](#) of the displayed [items](#).

Select options and functions as required against the [items](#) displayed and press Enter. When all entries are complete, select **Update (F8)** to save any changes.

Display Full Details Window

To display this window, select 5 against an [item](#) on the Review [Items](#) for [Payment Run](#) window. Select **Exit (F3)** or **Previous (F12)** to leave this window.

Part Pay Item Window

To display this window, select 7 against an [item](#) on the Review [Items](#) for [Payment Run](#) window.

Fields

Disc Being Taken

Enter the [discount](#) being taken for this [item](#) (if any).

Enter Part Payment Amount in XXX

(XXX represents to the currency.)

Enter the amount to pay on this [payment run](#).

Select **Update (F8)** to save the changes and return to the Review [Items](#) for [Payment Run](#) window.

On Account Pop-up

To display this pop-up, select **On Account (F19)** on the Review [Items](#) for [Payment Run](#) window.

Fields**Enter Amount to Pay In**

Note: The values in [base currency](#) (GBP here) and the rate code and rate are not shown on first entry to this pop-up. To see these values, select **On Account (F19)** again.

Enter the on account amount in the currency shown.

Press Enter to save the amount and return to the Review [Items](#) for [Payment Run](#) window. The Payment on A/C value will be updated.

Resequencing Pop-up

To display this pop-up, select **Resequencing (F21)** on the Review [Items](#) for [Payment Run](#) window.

Select the sequence you require. The Review [Items](#) for [Payment Run](#) window will be re-displayed in the selected sequence.

Withholding Tax Details Window

To display this window, select 7 against a supplier on the Review Suppliers [Payment Run](#).

This window displays the [withholding tax](#) for all [items](#) for the selected supplier. Each [item's](#) details are displayed across the page. Scroll to the right to see extra fields.

Note: This window is only available when the supplier is subject to [withholding tax](#) to be paid directly to the Government (see the note against option 7).

Select **Exit (F3)** or **Previous (F12)** to leave this window.

Review Text Window

To display this window, select 8 against a supplier on the Review Suppliers [Payment Run](#) window or select 8 against an [item](#) on the Review [Items](#) for [Payment Run](#) window.

This window displays any text for the supplier or [item](#).

Select **Previous (F12)** to leave this window.

Add Supplier Pop-up

To display this pop-up, select **Add Supplier (F10)** on the Review Suppliers [Payment Run](#) window.

Use this to add a supplier to this payments run.

Fields

Supplier Code to be Added to Payments Run

Enter the code for the supplier to be added.

Alternatively, use the [prompt](#) facility to select from the Supplier Selection pop-up.

Currency

Enter the currency for the payment if the [default](#) supplier currency is not to be used.

Alternatively, use the [prompt](#) facility to select from the Select Currency pop-up.

Note: Once a supplier has been entered, press Enter to see the supplier's [default](#) currency in this field. This may be overridden.

Payment Method

Enter the [payment method](#) to be used if the supplier's [default payment method](#) is not required.

Alternatively, use the [prompt](#) facility to select from the Select [Payment Method](#) pop-up.

Note: Once a supplier has been entered, press Enter to see the supplier's [default payment method](#) in this field. This may be overridden.

Press Enter to display supplier [defaults](#) and press Enter again to display the Review [Items](#) for [Payment Run](#) window which will display any [items](#) available to include in this run.

Position to Supplier Window

To display this pop-up, select **Position To (F21)** on the Review Suppliers [Payment Run](#) window.

Use this pop-up to position the display at a particular supplier.

Fields**Position to Supplier Code**

Enter the code for the supplier at which you want to start the display.

Alternatively, use the [prompt](#) facility to select from the Supplier Selection pop-up.

Currency

Enter the currency from which to start the display.

Alternatively, use the [prompt](#) facility to select from the Select Currency pop-up.

Press Enter. The Review Suppliers [Payment Run](#) window is re-displayed from the selected supplier and/or currency.

Produce Final Report [3/APY]

This task will produce a report combining the original selections made at the initial payment report stage with the amendments made at the review stage. Further amendments or additions may also be made after the printing of the final report, which should then be re-printed. These two tasks - Review Payments Due and Produce Final Report - can be repeated as often as necessary.

Final Report Window

To display this window, select the Produce Final Report task.

Use Select [Payment Run](#) to display the Final Payments Report Run Number window.

Final Payments Report Run Number Window

To display this window, select Select [Payment Run](#) against a [payment cycle](#) on the Final Report window.

Fields**Details to Print**

Use this to specify the level of reporting required for [items](#) that meet the selection criteria.

Select one of the following:

Include [items](#) (1) - To produce a full report with [items](#) listed

Exclude [items](#) (2) - To produce a summary suppliers report (one line per supplier)

No report (3) - Not to produce a report

Sequence By

Use this to define the primary sequence in which the report will be printed.

Select one of the following:

Supplier (1) - [Supplier code](#)

Prime (2) - [Transaction currency](#)

Base (3) - [Base currency](#)

Revalued base (4) - Re-valued [base currency](#)

Currencies to Print

If the Prime, Base or Revalued Base fields are checked, this indicates that they will be included in any print.

Functions**Report Current State (F8)**

Use this to produce the final report for this run based on the currently included [items](#) and suppliers.

Restart Run (F19)

Use this to re-start the payments cycle for this run. Any new suppliers and payments that are now available may be automatically included.

The window is re-displayed with the previously protected fields now available for modification so that you may change the selections for the run (see the Report Payments Due section (1/APY) for details).

Select **Report Current State (F8)** to submit a job to produce the final report for this run.

Confirm Final Report [4/APY]

Use this task to confirm the final report for this [payment run](#).

Final Report Confirmation Window

To display this window, select the **Confirm Final Report** task.

Use Select [Payment Run](#) to select the run to confirm.

If a [payment run](#) with a [status](#) of 3 is selected, the Final Report Not Yet Produced pop-up will be displayed.

If a [payment run](#) with a [status](#) of 6 is selected, the Confirm Final Report window will be displayed.

Final Report Not Yet Produced Pop-up

To display this pop-up, select a [payment run](#) at [status](#) 3 on the Final Report Confirmation window.

Select **Proceed without Final Report (F19)** to proceed with confirmation even though the final report has not yet been produced. The Confirm Final Report window will be displayed.

Press Enter to return to the Final Report Confirmation window.

Confirm Final Report Window

To display this window, select a [payment run](#) at [status](#) 6 on the Final Report Confirmation window or select **Proceed without Final Report (F19)** on the Final Report Not Yet Produced pop-up.

Field

Payment Date

Enter or select the payment date as required.

Functions

Confirm Report (F8)

Use this to submit a job to confirm the final report.

Payment Thresholds (F14)

Use this to display the Payment Thresholds pop-up if you wish to use different [payment methods](#) depending on the value of the payment.

Cash Apportionment (F16)

Use this to display the Cash Apportionment window to apportion values to different bank accounts.

Select **Confirm Report (F8)** to submit a job to process the confirmation.

Payment Thresholds Pop-up

To display this pop-up, select **Payment Thresholds (F14)** on the Confirm Final Report window.

Use this pop-up to change the [payment method](#) of individual payments if their value is over or under a specified amount.

Fields

From Payment Method

Enter the [payment method](#) which is to be changed if a payment is above or below a certain value.

Alternatively, use the [prompt](#) facility to select from the Select [Payment Method](#) pop-up.

To Payment Method

Enter the new [payment method](#) for any payment which is above or below a certain value.

Alternatively, use the [prompt](#) facility to select from the Select [Payment Method](#) pop-up.

Cut-off Value

Enter the value at which you want the new [payment method](#) to be used.

Cut-off Rule

Select one of the following:

More than (1) - If you want the new To [payment method](#), specified above, to be used when a payment is over a certain value

Less than (2) - If you want the new To [payment method](#), specified above, to be used when a payment is below a certain value.

Cut-off Date

Enter or select the date from which this change will be applied.

Press Enter to save the values entered and return to the Confirm Final Report window.

Cash Apportionment Window

To display this window, select **Cash Apportionment (F16)** on the Confirm Final Report window.

Use this window to apportion cash to different bank accounts. If more than one currency is involved in the [payment run](#), values can be apportioned for each currency.

The cash apportionment facility enables you to split the [payment run](#) between different bank accounts. Any bank account may be used if it is specified as a cash apportionment account in Cash Management.

Fields

Bank Account

When you define a bank account within the Cash Management application, you can [flag](#) it as a cash apportionment account. This makes it available for apportionment here. You can add such bank accounts as required.

Once you have specified the cash apportionment method of payment, any [default](#) accounts specified to a supplier are ignored.

Enter Allocated

Enter values in this field against each bank.

The system can interpret the figures entered here either values or as spread ratios. When you select **Confirm (F8)**, if the total you have entered equals the total payment value for the currency, the entries will be regarded as monetary values.

If the total of the entries does not equal the total payment value and there is a value in the Diff field, the Spread Ratio pop-up will be displayed.

Functions

Confirm (F8)

Use this to confirm the entries. If the values entered against the banks do not equal the total payment, the Spread Ratio pop-up will be displayed.

Currency (F17)

This will only be displayed if there is more than one currency used in this [payment run](#).

In this case, select this function to display the Cash Apportionment window for the next currency.

Use **Confirm (F8)** to confirm entries. If you attempt to enter your apportionments and go on to the next currency without having apportioned the exact value displayed at the top of the window, a message will be displayed.

Continuing the [Payment Cycle](#)

The next stage in the [payment cycle](#) is to select the Supplier Payments task from Cash Management Processing in order to maintain and then release the run for payment.

Refer to the Supplier Payments section in the Processing chapter of the Cash Management product guide for more details on this.

Refer to the Introduction to see a diagram showing the route through the payments cycle using the Cash Management tasks.

Ad Hoc Payment [11/APY]

Within Accounts Payable, the facility exists for making supplier payments quickly using either the Ad Hoc task or the [Manual Payments](#) task. Both tasks bypass the full [payment cycle](#) procedure; but an [item](#) cannot be selected using the Ad Hoc task or the [Manual Payments](#) task if it is already part of an automatic [payment cycle](#) run.

The difference between ad hoc and [manual payments](#) is that an ad hoc payment is passed to Cash Management for processing. The Supplier Payments task may be selected to generate cheques etc. and cheque numbers can be assigned to the [transaction](#).

The [Manual Payments](#) task updates Accounts Payable immediately to tag invoices as historical. No further processing is required in Cash Management. It is possible to generate remittance advices.

[Manual Payments](#) can be used to process [manual payments](#) of invoices and can also be used to clear [credit notes](#) against invoices. It should be noted that even though [manual payments](#) do not

require any Cash Management processing, records are written to the bank account involved in Cash Management.

The Ad Hoc Payments window will be displayed to allow you to specify payment details. The [defaults](#) set up for the supplier in question will be shown but may be changed.

This option can be used on receipt of a prepayment request since entry of the [supplier reference](#)/contract can be made when an on account payment is added.

Supplier Selection Window

To display this window, select the Ad Hoc Payment task.

Field

Supplier Code

Enter the [supplier code](#) required.

Alternatively, use the [prompt](#) facility to select from the Supplier Selection pop-up.

Select a supplier or enter a supplier and then press Enter to display the Ad Hoc Payments window.

Ad Hoc Payments Window

To display this window, select a supplier or enter a supplier and then press Enter on the Supplier Selection window.

Use this window to allow you to specify payment details. The [defaults](#) set up for the supplier in question will be shown, but may be changed.

Fields

Bank Account

Enter the General Ledger bank account for this payment.

Alternatively, use the [prompt](#) facility to select from the Select Bank Account pop-up.

This field will [default](#) to the [default](#) bank account specified for this supplier as defined in the Maintain Suppliers (1/APM) task in Accounts Payable.

Currency Code

Enter the [currency code](#) of [items](#) to be selected for payment.

Alternatively, use the [prompt](#) facility to select from the Select Currency pop-up.

Payment Date

Enter or select the payment date to be associated with this payment posting in Accounts Payable and in the General Ledger. The payment date [defaults](#) to today's date.

Posting Period

Enter the posting [period](#) to be associated with this payment posting in Accounts Payable and in the General Ledger.

The posting [period defaults](#) to the current Accounts Payable [period](#), but may be changed to a future [period](#) if required.

Print Remittance

Check this field to print a remittance, and leave it **unchecked** to prevent printing.

Review Text

Check this to review text for this supplier. The Review Text window is displayed when you press Enter.

Payment Method

Enter the code to indicate the [payment method](#) to be used in making this payment.

Alternatively, use the [prompt](#) facility to select from the Select [Payment Method](#) pop-up.

The [payment methods](#) are defined in Cash Management.

Include Contra Items

Check this to include [contra accounting items](#) in your selection.

Note: *This field is only displayed if the supplier is defined with a contra account in the Maintain Suppliers task (1/APM).*

Press Enter to display the Ad Hoc Payments Select [Items](#) window.

Ad Hoc Payments Select Items Window

To display this window, enter your choices and then press Enter on the Ad Hoc Payments window.

This window lists the [items](#) which you may choose to pay.

Fields**Select**

You can review and maintain the selected [items](#) on this window by entering one of the following:

3 - To hold the [item](#) and not to include the [item](#) in this payment

The [item](#) will be displayed with **3** in the Sts field.

5 - To display full [item](#) details for this [item](#)

The Display Full Details window is displayed.

6 - To release a previously held [item](#) that was at [status](#) 3 (held).

This also changes the Total Held and Total Payment values for [items](#) that were at [status](#) 3 (Held) or 7 (Part Paid) so that they are now fully included in this payment.

7 - For the [item's](#) details to display with the option to enter the value of the part payment and [discount](#) being taken values

The Part Pay [Item](#) window is displayed. The [item](#) will be displayed with 7 in the Sts field.

8 - To display the text associated with this [item](#)

An asterisk in the P/T field indicates that there is text available for this [item](#). The Review Text window is displayed showing [item](#) text.

Functions

Make Payment (F8)

Use this to save all the changes made and make the payment.

Alt Value (F15)

Use this to toggle the display between prime, base and re-valued values.

On Account (F19)

Use this to add on account adjustments. The On Account pop-up is displayed.

Resequence (F21)

Use this to re-sequence the [items](#) on display. The Resequence pop-up is displayed, where you can select the sequencing criteria.

Remove All Held (F22)

Use this to remove held [items](#) from this payment. A confirmation pop-up is displayed.

Disc Date (F23)

Use this to toggle the displayed date between the [discount](#) date and the [due date](#) of the displayed [items](#).

Select options and functions as required against the [items](#) displayed and then press Enter. When the entries are complete, select **Make Payment (F8)** to save any changes.

Display Full Details Window

To display this window, select 5 against an [item](#) on the Ad Hoc Payments Select [Items](#) window.

Select **Exit (F3)** or **Previous (F12)** to leave this window.

Part Pay Item Window

To display this window, select 7 against an [item](#) on the Ad Hoc Payments Select [Items](#) window.

Fields

Disc Being Taken

Enter the [discount](#) being taken for this [item](#) (if any).

Enter Part Payment Amount in XXX

(XXX represents the currency.)

Enter the amount to pay on this [payment run](#).

Select **Update (F8)** to save the changes and return to the Ad Hoc Payments Select [Items](#) window.

On Account Pop-up

To display this pop-up, select **On Account (F19)** on the Ad Hoc Payments Select [Items](#) window.

Fields**Enter Amount to Pay In**

Enter the on account amount in the currency shown.

Supplier reference

The [supplier reference](#) can be entered for an on account payment.

Advance Payment

India only

Use this checkbox as follows:

Unchecked – The payment is not an advance (default)

Checked – The payment is an advance

Note: *If an advance is being paid, then it will not be possible to select any other items for payment for the supplier in this run.*

Russian Specifics

If Russian Function is active, GL country specific [parameter 069](#) is **1**, specify if this on account payment is a **Prepayment**.

Processing of a **Prepayment** and **Accounts Payable Invoices** in the same [payment run](#) is not permitted due to the conflict over which creditors [control account](#) to post the payment to.

The prepayment on account cash is posted to:

- Debit AP On account prepayment account
- Credit AP account bank account

Where on-account prepayments posting occurs the [periodic](#) balance of outstanding prepayments by supplier is maintained.

Note: The values in [base currency](#) (GBP here) and the rate code and rate are not shown on first entry to this pop-up. To see these values, select **On Account (F19)** again.

Press Enter to save the amount and return to the Ad Hoc Payments Select [Items](#) window. The Payment on A/C value will be updated.

Resequencing Pop-up

To display this pop-up, select **Resequencing (F21)** on the Ad Hoc Payments Select [Items](#) window.

Select the sequence you require. The Ad Hoc Payments Select [Items](#) window will be re-displayed in the selected sequence.

Review Text Window

To display this window, check the Review Supplier Text field on the Ad Hoc Payments window or select 8 against an [item](#) on the Ad Hoc Payments Select [Items](#) window.

This window displays any text for the supplier or [item](#).

Press Enter or **Previous (F12)** to leave this window. The Ad Hoc Payments Select [Items](#) window will be displayed whether you were viewing supplier or [item](#) text.

Manual Payments [12/APY]

Within Accounts Payable, the facility exists for making supplier payments quickly using either the Ad Hoc Payments task or the [Manual Payments](#) task. Both tasks bypass the full [payment cycle](#) procedures; but an [item](#) cannot be selected using these tasks if it is already part of an automatic [payment cycle](#) run.

The [Manual Payments](#) task updates Accounts Payable immediately to tag invoices as historical. No further processing is required in Cash Management. It is possible to generate remittance advices.

[Manual Payments](#) is used to process [manual payment](#) of invoices and can also be used to clear [credit notes](#) against invoices. It should be noted that even though [manual payments](#) do not require any Cash Management processing, records are written to the bank account involved in Cash Management.

This option can be used on receipt of a prepayment request since entry of the [supplier reference](#)/contract can be made when an on account payment is added.

Supplier Selection Window

Field

Supplier Code

Enter the [supplier code](#) required.

Alternatively, use the [prompt](#) facility to select from the Supplier Selection pop-up.

Press Enter to display the [Manual Payments](#) window.

Manual Payments Window

To display this window, press Enter on the Supplier Selection window.

Use this window to specify payment details. The [defaults](#) set up for the supplier in question will be shown, but may be changed.

Fields

Pay Reference

Enter a unique reference associated with this [manual payment](#), such as a cheque number, for access and audit purposes. Ensure that this reference does not conflict with the application-generated references used for automatic and ad hoc payments.

Bank Account

Enter the General Ledger bank account for this payment. This field will [default](#) to the [default](#) bank account specified for this supplier as defined in the Maintain Suppliers (1/APM) task in Accounts Payable.

Alternatively, use the [prompt](#) facility to select from the Select Bank Account pop-up.

Currency Code

Enter the [currency code](#) of [items](#) to be selected for payment.

Alternatively, use the [prompt](#) facility to select from the Select Currency pop-up.

Payment Date

Enter or select the payment date to be associated with this payment posting in Accounts Payable and in the General Ledger. The payment date [defaults](#) to today's date.

Posting Period

Enter the posting [period](#) to be associated with this payment posting in Accounts Payable and in the General Ledger.

The posting [period defaults](#) to the current Accounts Payable [period](#), but may be changed to a future [period](#) if required.

Print Remittance

Check this field to print a remittance, and leave it **unchecked** to prevent printing.

Review Text

Check this to review text for this supplier. The Review Text window is displayed when **OK** is selected.

Payment Method

Enter the code to indicate the [payment method](#) to be used in making this payment.

Alternatively, use the [prompt](#) facility to select from the Select [Payment Method](#) pop-up.

The [payment methods](#) are defined in Cash Management.

Include Contra Items

Check this to include [contra accounting items](#) in your selection.

Note: *This field is only displayed if the supplier is defined with a contra account in the Maintain Suppliers task (1/APM).*

Press Enter to display the [Manual Payments](#) Select [Items](#) window.

Manual Payments Select Items Window

To display this window, enter your choices and then press Enter on the [Manual Payments](#) window.

This window lists the [items](#) which you may choose to pay.

Fields**Select**

You may review and maintain the selected [items](#) on this window by entering one of the following:

3 - To hold the [item](#) and not include the [item](#) in the payment

The [item](#) will be displayed with **3** in the Sts field.

5 - To display full [item](#) details for this [item](#)

The Display Full Details window is displayed.

6 - To release a previously held [item](#) that was at [status](#) 3 (Held)

This also changes the Total Held and Total Payment values for [items](#) that were at [status](#) 3 (Held) or 7 (Part Paid) so that they are now fully included in this payment.

7 - To display the [item](#) details with the option to enter the value of the part payment and [discount](#) being taken values

The Part Pay [Item](#) window is displayed. The [item](#) will be displayed with **7** in the Sts field.

8 - To display the text associated with this [item](#)

(An asterisk in the P/T field indicates that there is text available for this [item](#).) The Review Text window is displayed showing [item](#) text.

Functions

Conversion (F5)

Use this to display the Conversion pop-up showing payment to bank and payment to base conversion rates.

Alt Value (F15)

Use this to toggle the display between prime, base and re-valued values.

Payment/Bank (F16)

Use this to display the Override Conversion [Parameters](#) pop-up to override the exchange rate between the payment currency and the bank currency.

Payment/Base (F17)

Use this to display the Override Conversion [Parameters](#) pop-up to override the exchange rate between the payment currency and the [base currency](#).

On Account (F19)

Use this to add on account adjustments. The On Account pop-up is displayed.

Resequencing (F21)

Use this to re-sequence the [items](#) on display. The Resequencing pop-up is displayed, where you can select the sequencing criteria.

Select options and functions as required against the [items](#) displayed and then press Enter. When you have completed your entries, select **Make Payment (F8)** to save any changes.

Display Full Details Window

To display this window, select 5 against an [item](#) on the [Manual Payments](#) Select [Item](#) window.

Select **Exit (F3)** or **Previous (F12)** to leave this window.

Part Pay Item Window

To display this window, select 7 against an [item](#) on the [Manual Payments](#) Select [Item](#) window.

Fields

Disc Being Taken

Enter the [discount](#) being taken for this [item](#) (if any).

Enter Part Payment Amount in XXX

(XXX represents the currency.)

Enter the amount to pay on this [payment run](#).

Select **Update (F8)** to save the changes and return to the [Manual Payments](#) Select [Items](#) window.

Override Conversion Parameters Pop-up

To display this pop-up, select **Payment/Bank (F16)** or **Payment/Base (F17)** on the [Manual Payments](#) Select [Items](#) window.

Use this pop-up to override the [default](#) currency rate. To override the current rate you enter either:

- A pre-defined rate code specified on the General Ledger currency options
- A new rate by which the value is to be multiplied or divided
- The target value (the conversion rate will be calculated by the system)

For a more detailed explanation of currency processing and rate codes, see the General Ledger product guide.

Note: Where both the source and target currencies are Euro, you cannot override the conversion rate.

Fields**Rate Code**

Enter a pre-defined rate code as set up in the Currency Rate Code task.

Alternatively, use the [prompt](#) facility to select from the Select Currency Rate Code pop-up.

Rate

Alternatively, you may enter the new rate code to be used with up to five decimal places.

Multiply or Divide

If this field is used, a value must be entered in the Rate field.

Select one of the following:

Multiply (M) - To multiply the values held in the source currency by the exchange rate to achieve the target currency value

Divide (D) - To divide values held in the source currency by the exchange rate to achieve the target currency values

Note: For Euro conversion, the system holds Euro/target fixed rates.

Note: For guidance on when to select Multiply or Divide in a Euro IN/OUT OUT/IN situation, see the *Eurocurrency: Phase 1: Illustration of Conversions* section in the *Currency* chapter of the *General Ledger* product guide.

Source to Euro

This field [defaults](#) from the values set in the Euro Currencies Maintenance task and decides the calculation rules.

Enter one of the following:

- 0 - If the currencies will be converted directly
- 1 - To use a triangulation currency conversion via the Euro currency

Note: This field is displayed when either the source or target currency is a currency IN the Euro Zone.

Target Currency Value

Enter the target currency value and the system will calculate the rate.

Note: Only the variable part of the rate is displayed if the currencies are Euro OUT/IN or IN/OUT.

Press Enter. You will see the rate applied to the converted currencies.

On Account Pop-up

To display this pop-up, select **On Account (F19)** on the [Manual Payments](#) Select [Items](#) window.

Fields

Enter Amount to Pay In

Enter the on account amount in the currency shown.

Supplier reference

The [supplier reference](#) can be entered for an on account payment.

Russian Specifics

If Russian Function is active, GL country specific [parameter 069](#) is **1**, specify if this on account payment is a **Prepayment**.

Processing of a **Prepayment** and **Accounts Payable Invoices** in the same [payment run](#) is not permitted due to the conflict over which creditors [control account](#) to post the payment to.

The prepayment on account cash is posted to:

- Debit AP On account prepayment account

- Credit AP account bank account

Where on-account prepayments posting occurs the [periodic](#) balance of outstanding prepayments by supplier is maintained.

Note: The values in [base currency](#) (GBP here) and the rate code and rate are not shown on first entry to this pop-up. To see these values, select **On Account (F19)** again.

Press Enter to save the amount and return to the [Manual Payments](#) Select [Items](#) window. The Payment on A/C value will be updated.

Resequencing Pop-up

To display this pop-up, select **Resequencing (F21)** on the [Manual Payments](#) Select [Items](#) window.

Select the sequence you require. The [Manual Payments](#) Select [Items](#) window will be re-displayed in the selected sequence.

Review Text Window

To display this window, check the Review Supplier Text field on the [Manual Payments](#) window or select 8 against an [item](#) on the [Manual Payments](#) Select [Items](#) window.

This window displays any text for the supplier or [item](#).

Select **Previous (F12)** to leave this window. The [Manual Payments](#) Select [Items](#) window will be displayed whether you were viewing supplier or [item](#) text.

Terminate Payments [14/APY]

If you select this task, the window displayed offers you two methods of termination. The difference between them is as follows:

Using Terminate [Payment Runs](#) (1)

This option will terminate a complete [payment run](#) as long as it has not yet been confirmed using the Confirm Final Report task from Accounts Payable Payments, and will re-instate all [items](#) in the run as released, [open items](#).

Using Terminate [Payment Runs](#) Released to Cash Management (2)

This option will terminate a payment for a particular supplier when the run has already been confirmed. Note that, unlike the above option which terminates the complete run, this option is based on the supplier and will terminate payments within a supplier.

A payment can only be terminated as long as it has not been processed via the Supplier Payments task in Cash Management. If it has, the Cash Management Cancel Payments task can be used.

Terminate Payments Window

To display this window, select the Terminate Payments task.

Fields

(Untitled)

Select one of the following:

Terminate [payment runs](#) (1) - If you want to cancel an entire run which has not yet been confirmed (using Confirm Final Report)

The next window will then display all runs in progress, and you may select the run or runs you want to terminate.

Terminate [payment runs](#) released to Cash Management (2) - If you have confirmed the run

Both of these tasks result in the payments involved being re-instated as [open items](#).

Press Enter to view the Select [Payment Run](#) window or the Select Cash Management Payments window.

Select Payments Run Window

To display this window, select Terminate [payment runs](#) and then press Enter on the Terminate Payments window.

Select the [payment run](#) to terminate. A confirmation pop-up is displayed. Select **Proceed with Termination (F11)** to confirm.

Select Cash Management Payment Window

To display this window, select **Terminate [payment runs](#) released to Cash Management** and then press Enter on the Terminate Payments window.

Options

Select for Termination

Use this to select the payment to terminate.

Select the payment to terminate. A confirmation pop-up is displayed. Select **Proceed with Termination (F11) to confirm**.

Payment Status Maintenance [31/APY]

This task enables you to adjust payment [status](#) codes by selectively holding or releasing [items](#) for payment. This governs the inclusion or exclusion of an [item](#) in any subsequent automatic payments cycle.

Supplier Selection Window

To display this window, select the Payment [Status](#) Maintenance task.

Fields

Supplier Code

Enter a valid [supplier code](#) for the payments that are to be processed.

Alternatively, use the [prompt](#) facility to select from the Supplier Selection pop-up.

Currency Code

The [currency code defaults](#) to the supplier's normal trading currency, but you can change it.

You can use the [prompt](#) facility on this field to select from the Select Currency pop-up.

Press Enter to see a list of the [items](#) satisfying the selection criteria on the Payment [Status](#) Maintenance window.

Payment Status Maintenance Window

To display this window, press Enter on the Supplier Selection window.

This window displays all [open items](#) not already included in a [payment run](#). You can maintain the [status](#) codes either by using the option numbers or the functions.

Options

Select

Use this to select an [item](#). [Items flagged](#) in this way will be included in the next [payment run](#) if the run uses selection method **Selected [items](#)**. This includes [items](#) regardless of supplier and [due date](#).

Change

Use this to change an [item](#). The Amendment pop-up is displayed unless the [item](#) has extended [payment terms](#), in which case the [Extended Terms](#) window is displayed.

Hold

Use this to hold an [item](#) so that it will not be paid.

Release

Use this to release a previously held [item](#).

Prompt Pay

Use this to select an [item](#) for [prompt](#) payment.

The current [status](#) of each [item](#) is shown in the Sts field.

Any [item](#) marked with an asterisk in the Sp field of the window has an [extended terms](#) code defined to it, and if you select **Change** against this [item](#), a window will be displayed, allowing you to maintain the extended [payment terms](#) of the [item](#).

Functions**Alt Values (F15)**

Use this to toggle between displaying all values in the original currency, re-valued [base currency](#) and [transaction currency](#).

Release All (F20)

Use this to release all [items](#).

Prompt Pay All (F21)

Use this to select all [items](#) for [prompt](#) payment.

Select All (F22)

Use this to select all [items](#) for payment.

Hold All (F23)

Use this to hold all [items](#).

Select options as required. When you have completed your entries, select **Update (F8)** to save and exit.

Amendment Pop-up

To display this pop-up, select **Change** against an [item](#), unless the [item](#) already has [extended terms](#).

Fields**Due Date**

You can amend the [due date](#) as necessary. (The [due date](#) displayed may be calculated to exclude weekends and holidays, depending on the way in which your country-specific [parameters](#) are set up.)

Payment Method

Enter the relevant [payment method](#).

Alternatively, use the [prompt](#) facility to select from the Select [Payment Method](#) pop-up.

Discount Available

This field holds the [discount](#) available from the supplier.

Extended Terms

If you want to pay an [item](#) in several instalments over a [period](#) of time, enter or change the relevant [extended terms](#) code here. When you press Enter, the Maintain [Extended Terms](#) window will be displayed and the values can all be maintained.

You can use the [prompt](#) facility on this field to select from the Select [Extended Terms](#) pop-up.

Discount Date

Enter or select the [discount](#) date.

Discount Code

Enter a relevant [discount](#) code for this supplier.

Alternatively, use the [prompt](#) facility to select from the Select [Discount](#) Code pop-up.

Advance Payment

India only

Use this to [flag](#) the payment as an advance. This is only possible if the cash has not yet been allocated

Use this checkbox as follows:

Unchecked – The payment is not an advance

Checked – The payment is an advance

Functions**Bank Details (F21)**

Use this to select a different bank for the supplier. The Supplier Bank pop-up is displayed.

Press Enter to save the changes and leave the task.

Maintain Extended Terms Window

To display this pop-up, enter or change the [extended terms](#) of an [item](#) and then press Enter on the Amendment pop-up.

This pop-up will also be displayed if the [item](#) already has [extended terms](#) and you select **Change** on the Payment [Status](#) Maintenance window.

Fields**Extended Terms**

The selected code is displayed and can be amended.

You can use the [prompt](#) facility on this field to select from the Select [Extended Terms](#) pop-up.

Due Date

The [due date](#) of payment for the instalment on this line is displayed here. If you decide to change it, it will change for this [item](#) only. Other [items](#) using the same extended payments code will be unaffected.

(The [due date](#) displayed may be calculated to exclude weekends and holidays, depending on the way in which your country-specific [parameters](#) are set up.)

Payment Spread Amount

The payment value of the instalment on this line is displayed here. If you decide to change it, it will change for this [item](#) only. Other [items](#) using the same extended payments code will be unaffected.

Discount

The [discount](#) value of the instalment on this line is displayed here. If you decide to change it, it will change for this [item](#) only. Other [items](#) using the same extended payments code will be unaffected.

Payment Method

The [payment method](#) code for the instalment on this line is displayed here. If you decide to change it, it will change for this [item](#) only. Other [items](#) using the same extended payments code will be unaffected.

You can use the [prompt](#) facility on this field to select from the Select [Payment Method](#) pop-up.

1099

An asterisk in this field indicates that 1099 tax reporting is required for this payment. When **Update (F8)** is selected, the [Payment Analysis](#) (1099) pop-up will be displayed for each payment.

Select **Update (F8)** to accept the terms.

Payment Analysis (1099) Pop-up

A [payment analysis](#) or 1099 value for a posting will be divided proportionately among [extended terms](#) payments, so after reviewing [extended terms](#) and selecting **Update (F8)** on the Maintain [Extended Terms](#) window, this pop-up will be displayed for each [extended terms](#) payment.

Fields

1099 Code

Enter the analysis group code for the entered value.

Alternatively, use the [prompt](#) facility to select from the Analysis Group Codes pop-up.

Amount

Enter the value for the corresponding analysis group code.

Select **Update (F8)** to accept the code. The Payment [Status](#) Maintenance window will be displayed.

Supplier Bank Pop-up

To display this pop-up, select **Bank Details (F21)** on the Amendment pop-up.

Select the bank account required. If it is not displayed, you can select **Add (F10)** to add a new bank. The Country Bank Account pop-up is displayed. This varies with the [country code](#) of the supplier and is not shown here.

Payments Enquiry [32/APY]

Enquire on Payment Run Window

To display this window, select the Payments Enquiry task.

This window displays the run details requested.

Select **Select [payment run](#)** against the run you wish to view. The Enquire on [Payment Run](#) Number window is displayed.

Functions**Reverse sequence (F6)**

Use this to reverse the sequence of the [payment runs](#) on display. The [default](#) sequence is latest run date.

Exclude cancelled runs (F7)

Use this to exclude runs at [status](#) 30 & 31 (cancelled) from the display

Enquire on Payment Run Number Window

To display this window, select **Select [payment run](#)** against the run you wish to view on the Enquire on [Payment Run](#) window.

Select **Exit (F3)** or **Previous (F12)** to leave the window.

Report on Payments Being Processed [41/APY]

This task produces a list of outstanding payments awaiting processing, showing suppliers and payment values involved.

Select **Submit Job (F8)** to submit a job to produce the report.

Report on Manual Payments [42/APY]

This task will produce a report listing all [manual payments](#) made on a specific bank account, for each [payment method](#), since the latest [transaction](#) purge. It includes the payee, the cheque number, and values in [transaction](#) and base currencies.

Manual Payments Report Window

To display this window, select the Report on [Manual Payments](#) task.

Fields

Bank Account

Enter the payment bank account code for which [manual payments](#) are to be listed. The bank account code [defaults](#) to the code defined as the [default](#) upon the [company profile](#). This can be overridden to any other valid bank account code.

You can use the [prompt](#) facility on this field to select from the Select Bank Account pop-up.

Period

This field [defaults](#) to the current [period](#) from the [company profile](#), but can be changed.

Press Enter and then select **Print Report (F8)** to produce the report.

Statements [43/APY]

Supplier statements are provided to help with the reconciliation of a supplier's account. These statements show the movements for the current month, and the [period](#) balances.

Print Statements Window

To display this window, select the Statements task.

Fields**Statement Date**

Enter or select the date that is to appear on the statement.

Cut-off Date/Cut-off Period

Either enter or select the date or enter the [period](#) (YYYYPP) up to which [transactions](#) are to be printed. If the [period](#) is entered, the date used is the end date of that [period](#) in the [period](#) calendar file.

From Supplier

Use this to specify the beginning of the range of supplier account codes for which statements are to be produced. Leave this field blank to start from the first supplier on file.

To Supplier

Use this to specify the end of the range of supplier account codes for which statements are to be produced. Leave this field blank to start from the value in the From Supplier field and list up to the last supplier on file.

Suppress Payment Item Details

Use this checkbox as follows:

Unchecked - To include payment details on the statement

Checked - To omit payment details from the statement

Update Cleared Items

Check this field to indicate that [items](#) have been printed on the statement. This means that cleared [items](#) printed during this run will not subsequently appear. Leave this field **unchecked** to retain details for subsequent statements.

Print Statements in Prime

Use this checkbox as follows:

Unchecked - To print statements in [base currency](#)

Checked - To print statement values in the [transaction currency](#) (one statement per currency)

Press Enter to submit a job to produce the statements.

Create Recurring Payments [51/APY]

A [recurring payments](#) definition is specified using the Recurring Profiles maintenance task.

When you run this task, the system checks all [recurring payments](#) and recommends those now due for payment. When the job has completed, each payment is available for review, [edit](#) and release.

This process also produces:

- An error report
- A report of recommended constant payments
- A report of recommended standing payments
- A report of recommended spread payments

Select **Submit Job (F8)** to run the job to create recurring payment recommendations.

Edit Recurring Payments [52/APY]

This task enables you to:

- Review the runs, recommended payments and [dissections](#)
- Enter the [dissection](#) values for standing and spread payments
- Enter 1099 or [withholding tax](#) details for standing and spread payments, where relevant

Review/Confirm Recurring Postings Window

To display this window, select the [Edit Recurring Payments](#) task.

Options

Select for Processing

Use this to select a run for processing.

Edit Posting Run

Use this to review the payments in the run.

Report

Use this to print a report of the payments for the run.

The payments recommended for processing are sorted so that a run will consist of payments of one type (for example, constant payments) for one date.

The runs are displayed on the [Recurring Payments](#) window, and each can be selected for processing, [editing](#) or printing. The runs of the standing or spread type cannot be processed until they have been [edited](#), as values must first be entered.

Each run has a [status](#) displayed for it. This will change as you [edit](#) and process a run, and the [statuses](#) you may meet are:

- **INITIAL** - The run has not yet been [edited](#).
- **IN USE** - The run is being maintained by another user.
- **EDITED** - The run has been [edited](#), but has not yet been submitted for processing.

- **PROCESS** - The run has been submitted for processing.
- **ACTIVE** - The run update is in progress.
- **PARTIAL** - The update has finished but some records are still unprocessed.

To [edit](#) a run, select it with [Edit](#) posting run. The Review/Confirm Recurring Postings [Edit](#) window is displayed.

Review/Confirm Recurring Postings Edit Window

To display this window, select a run with [Edit](#) posting run on the Review/Confirm Recurring Postings window.

Fields

Select

Select one of the following:

Select - To select a payment to be paid when the run is processed

Begin Range/End Range - To select a range of payments to be paid

Ignore In Range - To de-select any unwanted payments within a range

[Edit](#) Distribution - To see the [dissections](#) for a payment

Delete - To delete a payment

External Reference

This field displays the reference entered when the recurring [payment terms](#) were defined. If it was left blank, a [default](#) is displayed instead. This can be maintained here.

Due Date

You can amend the [due date](#) if necessary.

(The [due date](#) displayed may be calculated to exclude weekends and holidays, depending on the way in which your country-specific [parameters](#) are set up.)

Position To

Enter the supplier at which you want to re-position the list.

Alternatively, use the [prompt](#) facility to select from the Supplier Selection pop-up.

Functions

Select All (F17)

Use this to select all payments in the run.

More/Less Detail (F22)

Use this to toggle the display to see the extra fields for the supplier name and the recurring profile description.

Select **Update (F8)** when you have completed your selections.

To [edit](#) a payment, or review its [dissections](#), select it with [Edit](#) Distribution.

Review/Confirm Distribution

When you select a payment with [Edit Distribution](#), the payment details are displayed. For a constant payment, the values are already available for each [dissection](#) (see Constant Payment window), because these are set up when the recurring payment itself is defined. For standing and spread payments, however, the values must be entered (see the Standing Window and Spread Payment Window sections).

Constant Payments Window

To display this window, select [Edit Distribution](#) against a constant payment on the Review/Confirm Recurring Postings [Edit](#) window.

Fields

Account Code

Enter the relevant GL account.

Alternatively, use the [prompt](#) facility to select from the Select Account pop-up.

Value

Enter the [dissection](#) value for this payment.

tax/tax Code

Enter the tax value and code, unless the system is to calculate it.

You can use the [prompt](#) facility on the tax code field to select from the Select tax Code pop-up.

Desc

Enter a [dissection](#) description. If this field is left blank, it will [default](#) to the account code description from the General Ledger.

Options

Select

Use this to amend a [dissection](#).

Delete

Use this to delete a [dissection](#).

Functions

Override Rate (F17)

Use this to override the exchange rate from supplier to base. The Override Conversion [Parameters](#) pop-up is displayed.

Control/Edit (F18)

Use this to toggle the display between allowing entries in fields at the bottom of the window and allowing entries in the Value and tax value fields only.

Bypass (F24)

Use this to bypass this distribution and move on to the next.

The [dissections](#) can be amended and new ones added as required. When the [editing](#) is complete, select **Accept (F8)** to accept the [dissections](#).

Standing Payments Window

To display this window, select **Edit Distribution** against a standing payment on the Review/Confirm Recurring Postings [Edit](#) window.

Fields**Account Code**

Enter the relevant GL account.

Alternatively, use the [prompt](#) facility to select from the Select Account pop-up.

Value

Enter the [dissection](#) value for this payment.

Desc

Enter a [dissection](#) description. If this field is left blank, it will [default](#) to the account code description from the General Ledger.

Options**Select**

Use this to amend a [dissection](#).

Delete

Use this to delete a [dissection](#).

Functions**Override Rate (F17)**

Use this to override the exchange rate from supplier to base. The Override Conversion [Parameters](#) pop-up is displayed.

Control/Edit (F18)

Use this to toggle the display between allowing entries in fields at the bottom of the window and allowing entries in the Value field only.

More Detail (F22)

Use this to toggle the display to show the account extension code if extension codes are in use.

Bypass (F24)

Use this to bypass this distribution and move on to the next.

The [dissections](#) can be amended and new ones added as required. When the [editing](#) is complete, select **Accept (F8)** to accept the [dissections](#).

Spread Payments Window

To display this window, select **Edit Distribution** against a spread payment on the Review/Confirm Recurring Postings [Edit](#) window.

Fields**Control Value**

Enter the control value for the [dissections](#).

Table**Value**

Enter the [dissection](#) value for this payment.

Input Fields

(These are not shown above. Select **Control/Edit (F18)** to display them.)

Account Code

Enter the relevant GL account.

Alternatively, use the [prompt](#) facility to select from the Select Account pop-up.

Value

Enter the [dissection](#) value for this payment.

Desc

Enter a [dissection](#) description. If this field is left blank, it will [default](#) to the account code description from the General Ledger.

Options**Select**

Use this to amend a [dissection](#).

Delete

Use this to delete a [dissection](#).

Functions**Apportion Value (F10)**

Use this to apportion the control value over the [dissections](#).

Override Rate (F17)

Use this to override the exchange rate from supplier to base. The Override Conversion [Parameters](#) pop-up is displayed.

Control/Edit (F18)

Use this to toggle the display between allowing entries in fields at the bottom of the window and allowing entries in the Value field only.

More Detail (F22)

Use this to toggle the display to show the account extension code if extension codes are in use.

Bypass (F24)

Use this to bypass this distribution and move on to the next.

The [dissections](#) can be amended and new ones added as required. When the [editing](#) is complete, select **Accept (F8)** the [dissections](#).

Override Conversion Parameters Pop-up

To display this pop-up, select **Override Rate (F17)** on the Constant Payments window, Standing Payments window or Spread Payments window.

Use this pop-up to override the [default](#) currency rate. To override the current rate you enter one of the following:

- A pre-defined rate code specified on the General Ledger currency options
- A new rate by which the value is to be multiplied or divided
- The target value (the conversion rate will be calculated by the system)

For a more detailed explanation of currency processing and rate codes, see the General Ledger product guide.

Note: Where both the source and target currencies are Euro, you cannot override the conversion rate.

Fields**Rate Code**

Enter a pre-defined rate code as set up in the Currency Rate Code task.

Alternatively, use the [prompt](#) facility to select from the Select Rate Code pop-up.

Rate

Alternatively, you may enter the new rate code to be used with up to five decimal places.

Multiply or Divide

If this field is used, a value must be entered in the Rate field.

Select one of the following:

Multiply (M) - To multiply the values held in the source currency by the exchange rate to achieve the target currency value

Divide (D) - To divide the values held in the source currency by the exchange rate to achieve the target currency values

Note: For Euro conversion, the system holds Euro/target fixed rates.

Note: For guidance on when to select Multiply or Divide in a Euro IN/OUT OUT/IN situation, see the Eurocurrency: Phase 1: Illustration of Conversions section.

Source to Euro

This field [defaults](#) from the value set up in the Euro Currencies Maintenance task and decides the calculation rules.

Enter one of the following:

0 - If the currencies will be converted directly

1 - To use a triangulation currency conversion via the Euro currency

Note: This field is displayed when either the source or target currency is a currency IN the Euro Zone.

Target Currency Value

Enter the target currency value and the system will calculate the rate.

Note: Only the variable part of the rate is displayed if the currencies are Euro OUT/IN or IN/OUT.

Press Enter. You will see the rate applied to the converted currencies.

Withholding Tax Pop-up

This pop-up is displayed when you update [dissections](#) if your supplier is using [withholding tax](#).

Use this pop-up to enter the values that you want to be reported later.

Fields

Type

Enter the type of supplier.

Alternatively, use the [prompt](#) facility to select from the [Parameter](#) Codes pop-up.

Calculation %

Enter the percentage that will be withheld. This percent will be applied to the goods value and taxed at the rate specified in the Tax % field.

Tax %

Enter the tax rate that will be applicable to the withheld value.

Total Goods Value

Enter the goods value to which the above percentage will be applied.

Excluded Goods Value

Enter the excluded goods value, i.e. the value which will not have tax withheld.

Functions**Bypass (F17)**

Use this if you do not wish to apply [withholding tax](#) to this [item](#).

Press Enter to display the [Withholding Tax](#) Values pop-up.

Withholding Tax Values Pop-up

To display this pop-up, press Enter on the [Withholding Tax](#) pop-up.

This pop-up displays the calculated values, based on the values and percentages entered.

Fields**Type**

Enter the type of supplier.

Alternatively, use the [prompt](#) facility to select from the [Parameter](#) Codes pop-up.

Calculation %

Enter the percentage that will be withheld. This percent will be applied to the goods value and taxed at the rate specified in the Tax % field.

Tax %

Enter the tax rate that will be applicable to the withheld value.

Total Goods Value

Enter the goods value to which the above percentage will be applied.

Excluded Goods Value

Enter the excluded goods value, i.e. the value which will not have tax withheld.

Functions**Bypass (F17)**

Use this if you do not wish to apply [withholding tax](#) to this [item](#).

Select **Update (F8)** to accept the entered values. The Supplier Selection window will be displayed with the last [item's](#) details.

Payment Analysis Pop-up

This pop-up is displayed when you enter [dissections](#) anywhere in the system for a supplier if you are using [payment analysis](#), or if your company and supplier are using 1099 tax reporting.

Use this pop-up to enter the values that you want to be reported later.

Fields**1099 Code**

Enter the analysis group code for the entered value.

Alternatively, use the [prompt](#) facility to select from the Analysis Group Codes pop-up.

Amount

Enter the value for the corresponding analysis group code.

Enter the values and analysis codes as appropriate and select **Update (F8)** to update. The Supplier Selection window will be displayed with the last [item's](#) details.

[Payment Analysis](#) Codes

Code	Description
FISH	Fishing Proceeds
RENT	Rent
ROYA	Royalties
PRIZ	Prizes
NEC	Non-employee Compensation
SUBP	Substitute Payments
CINS	Crop Insurance
MHCP	Medical/Health Care Payments

Process Recurring Payments [53/APY]

This task takes each recurring payment that has been released for payment by the [edit](#) procedure, and checks the setting of the Autopay field in the [Recurring Payments](#) task of the Maintenance menu.

It will create a [log item](#), a ledger [item](#), or a payment, according to the [status](#) indicated by the Autopay setting.

Select **Submit (F8)** to submit a job to process the payments according to the setting of the Autopay field as set in the [Recurring Payments](#) task.

Confirm Prepayments [61/APY]

On receipt of the prepayment invoice, the invoice is matched to the on account payment.

Russian Specifics

When a Prepayment Invoice is received and matched, the following GL postings are made:

- Debit AP account [control account](#)
- Credit AP On account prepayment account

Enter Prepayment Invoice

Enter the prepayment invoice number to be matched.

Fields

Account

Enter the supplier account for the Prepayment Invoice

Supplier Reference

Enter the [supplier reference](#) that the Prepayment Invoice relates to.

Prepayment Invoice

Enter the Prepayment Invoice number.

Select **Enter** to list the on account payments for the supplier and reference.

Match Prepayment

Match the prepayment invoice to an on account payment.

Options

Update

Match the Prepayment Invoice to the on account cash and.

Fields**S**

Enter **1** to match the prepayment invoice to an on account payment.

Item

The on account payment [item](#) reference.

Payment Number

The [payment method](#) and [transaction](#) or document number.

Value

The on account payment amount.

Date

The [transaction](#) or document date.

Prepay Invoice

Any existing prepayment invoice previously matched.

Where on-account prepayment posting occurs a [periodic](#) balance of outstanding prepayments by supplier is maintained.

Chapter 5 Enquiries

Transaction Types

The following is a list of Accounts Payable [transactions](#) types displayed on the Enquiry windows. Included are [transaction](#) types originating from the Accounts Payable system and which are only reported in General Ledger.

Accounts Payable [Transaction](#) Types

- AJ** - Adjust
- AL** - Cash Allocation
- CA** - Cash on Account
- CD** - [Collection Document](#)
- CR** - [Credit Note](#)
- CT** - Contra [Transactions](#)
- CU** - Three-way Match [Log](#) Journal
- DC** - [Discount](#)
- DL** - De-allocation
- DX** - Cancelled [Discount](#)
- FC** - Foreign Currency
- FX** - Cancelled Foreign Currency
- IN** - Invoice
- IP** - [Withholding Tax](#) Payments
- IT** - [Withholding Tax Transaction](#)
- IU** - Three-way Match [Log](#) Journal - JL
- JL** - Journal

JT - Journal [Transfer](#)
JU - Three-way Match [Log](#) Journal
KX - Cancelled Bank Suspense Posting
LC - [Log](#) Credit
LI - [Log](#) Invoice
LJ - [Log](#) Journal
OA - On Account Allocation
OX - Cancelled Payment (superseded by PX)
PB - Foreign Currency Bank Suspense Posting for PY
PX - Cancelled Payment
PY - Payment Reference
RV - Revaluation Journal
UB - Foreign currency bank suspense posting for unallocated cash
UC - Unallocated Cash
UX - Cancelled Cash Receipt
XC - Cross [Period Credit Note](#)
XJ - Cross [Period](#) Journal

Supplier, Reference, Item and Profile Enquiries [/APE]

This section deals with the four linked enquiries of Accounts Payable Enquiries and Reports, which are:

Supplier Enquiry - This displays information about the supplier account.

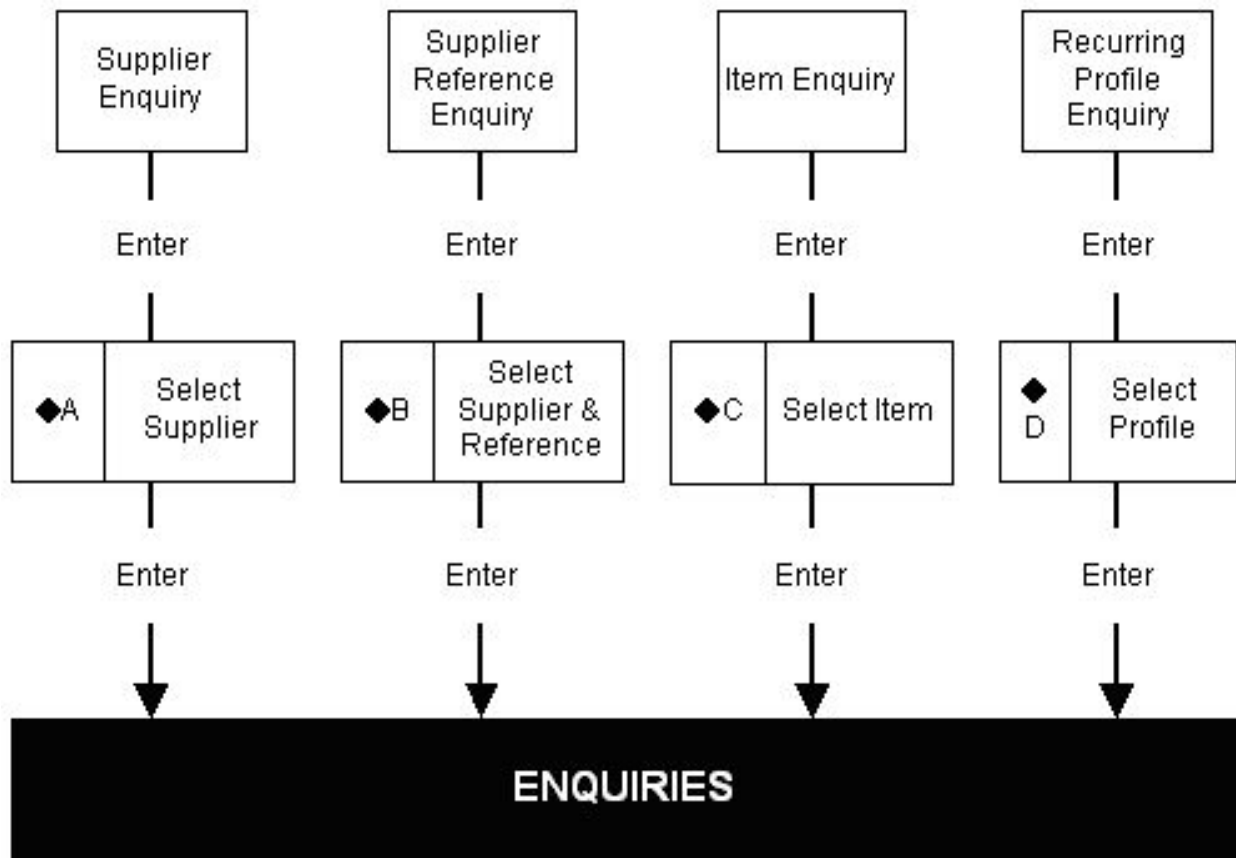
[Supplier Reference](#) Enquiry - This displays the details of a particular [item](#) using the [supplier reference](#) number as the search key.

[Item](#) Enquiry - This displays the details of a particular [item](#) using the internal reference number as the search key.

Recurring Profile Enquiry - This displays recurring profile data.

Note: *If you are working in a [multi-currency](#) environment, the enquiries will display both [transaction](#) and base values.*

The structure of this section is clarified by the following diagram, which shows the extent to which the four enquiries listed above are interrelated:



Enquire on Supplier [1/APE]

Select Supplier Window

To display this window, select the Enquire on Supplier task.

Field

Account Code

Enter the account code of the supplier on which you wish to enquire.

Alternatively, use the [prompt](#) facility to select from the Supplier Selection pop-up.

Press Enter to see the Supplier Balance window.

Supplier Balance Window

To display this window, press Enter on the Select Supplier window.

Fields

Account Code

This field displays the supplier account code on which to enquire. If you select another account here, press Enter to display the new supplier's account details. This opening window displays current balances for [items logged](#) against the supplier and for [items transferred](#) to the ledger. The total outstanding to the supplier is given.

Further supplier details can be selected from the functions displayed at the bottom of the window.

You can use the [prompt](#) facility on this field to select from the Supplier Selection pop-up.

Currency

If the selected supplier is a currency supplier, enter the currency to display. Both currency and base totals will display when you press Enter.

You can use the [prompt](#) facility on this field to select from the Select Currency pop-up.

Press Enter to see the [Item](#) Enquiry window. Further enquiries may be made from this window using standard functions. Details of these are given in the AP Enquiries Standard Functions section.

Enquire on [Supplier Reference](#) [2/APE]

Select Supplier Reference Window

To display this window, select the Enquire on [Supplier Reference](#) task.

Fields

Item Type

Enter the type of document on which to enquire.

Alternatively, use the [prompt](#) facility to select from the Select [Item](#) Type pop-up.

Account Code

Enter the [supplier code](#) on which to enquire.

Alternatively, use the [prompt](#) facility to select from the Supplier Selection pop-up.

Account Reference

Enter the required [supplier reference](#) code.

Alternatively, use the [prompt](#) facility to select from the Select [Supplier Reference](#) Enquiry pop-up.

Note: If Country-specific [Parameter](#) 70 is set on, then the same reference may be used more than once, as such, if the Account Reference entered exists more than once for this supplier the [Supplier Reference prompt](#) will be displayed showing all [items](#) with this reference from which one may be selected.

Note: If values have been entered in the [Item](#) Type and Account Code fields, only [items](#) for that type and account code are displayed. The [prompt](#) pop-up will look slightly different: the Supplier field will not be displayed and the Supplier and Document Type will be displayed at the top of the pop-up.

Press Enter to see the [Item](#) Enquiry window. Further enquiries may be made from this window using standard functions. Details of these are given in the AP Enquiries Standard Functions section.

Enquire on Session [3/APE]

This enquiry task enables you to display full details of any session which has been processed by the application.

Session Status Window

To display this window, select the Enquire on Session task.

This window will display all the sessions available for enquiry for the company.

Fields

Enter Session Number FROM WHICH You Wish to Display

Enter the session number from which you wish to start the display.

Options

Display

Use this to display session details. The Session [Transactions](#) window will be displayed.

Print Session Details

Use this to print the session details.

Print Transaction Details

Use this to print the [transaction](#) details.

Select **Display** against a session for which you wish to display [transaction](#) details to display the Session [Transactions](#) window.

Session Transactions Window

To display this window, select **Display** against a session on the Session [Status](#) window.

This window will display all the [transactions](#) for the session.

Functions

Base (F15)

Use this to toggle the display between showing prime only and base and prime values.

Select **Exit (F3)** to leave the task or **Previous (F12)** to return to the previous window.

Enquire on Items [4/APE]

Select Item Window

To display this window, select the Enquire on [Items](#) task.

Fields

Item Type

Enter the type of document on which to enquire, e.g. IN (invoice), CR ([Credit Note](#)).

Alternatively, use the [prompt](#) facility to select from the Select [Item](#) Type pop-up.

Item Reference

Enter the required [item](#) reference.

Alternatively, use the [prompt](#) facility to select from the Select [Item](#) Reference pop-up. If you have entered the [item](#) type, the system will display only [items](#) of the requested type.

Leave this field blank to select from all [items](#) with an outstanding balance.

Press Enter to see the [Item](#) Enquiry window. Further enquiries may be made from this window using standard functions. Details of these are given in the AP Enquiries Standard Functions section.

Additional Details (India) window

India only

Select India Details (8) against an [item](#) to display this window

Note: *If the invoice being enquired upon is of type IR i.e. it is the RCM invoice then the enquiry will display limited details from the originating invoice (from and to country and state)*

Tax value and fiscal document type are for the IR RCM invoice:

The following fields are displayed.

- [Transaction](#) Type
- Fiscal Document Type
- Supplier Delivery Address and GSTIN
- Receiving Tax Department and GSTIN
- BI Number
- RCM Classification, RCM Fiscal Document Type
- Original Invoice Number, Original Invoice Date
- Bill of Lading Number
- Bill of Lading Date, Port No
- Auto Reverse & GL Account
- TDS Applicable
- TDS Document Type/Number
- TDS Amount

Functions

Tax Details (F13)

Use this function to display the Tax Details window for the selected invoice.

TDS Invoice (F14)

Use this function to display the TDS invoice associated with this invoice

Note: This function is only available if TDS is applicable for this document

TDS Summary (F15)

Use this function to display the TDS summary for this invoice

Note: This function is only available if TDS is applicable for this document

Tax Details Window

India only

Select Tax Details (F13) in the Additional Details (India) to display the GST taxes posted for the selected invoice.

Functions

Tax Summary (F13)

Use this function to display the Tax Summary window for the selected invoice.

Tax Summary

India only

Select Tax Summary (F13) in the Tax Details window to display a summary of the GST taxes associated with the selected invoice.

TDS Summary window

India only

This window is displayed if the TDS Summary (F15) is selected from the Invoice Additional Details (India) window. Use this function to display the TDS for this invoice.

Press F12 to return to the Invoice Additional Details (India) window

Enquire on Recurring Profiles [5/APE]

Select Supplier Profile Window

To display this window, select the Enquire on Recurring Profiles task.

Fields

Supplier

Enter the supplier to which the recurring profile is defined. You can, if you wish, first search for a profile code and then enter the supplier.

You can use the [prompt](#) facility on this field to select from the Supplier Selection pop-up.

Profile

Enter the recurring profile code.

Alternatively, use the [prompt](#) facility to select from the Select Recurring Profile pop-up.

Press Enter to see the Recurring Profile Enquiry window. Further enquiries may be made from this window using the standard functions. For this enquiry, the standard functions are slightly varied. Details of these are given in the AP Enquiries Standard Functions section.

AP Enquiries Standard Functions

Note: The functions listed below are used on windows throughout the AP enquiries Enquire on Supplier (1/APE), Enquire on [Supplier Reference](#) (2/APE), Enquire on [Items](#) (4/APE) and Enquire on Recurring Profiles (5/APE). They are referred to as the standard functions

Functions

Contras (F5)

Use this to display the Contra Enquiry pop-up for suppliers with contra accounts defined.

Turnover (F6)

Use this to display the Turnover Enquiry window.

Re-sequence (F7)

Use this to re-sequence the [items](#) being shown

Recur Payments (F8)

Use this to view the Recurring Profile Enquiry Selection pop-up.

Less Detail/More Detail (F9)

Use this to toggle between more or less detail for each [item](#) in the window.

Text (F10)

Use this to display the Text window, where text can be maintained for the selected supplier or [item](#).

Log Items (F11)

Use this to display the [Item](#) Enquiry window for [log items](#).

Open Items (F13)

Use this to display the [Item](#) Enquiry window for [open items](#).

All Items (F14)

Use this to display the [Item](#) Enquiry window for all [items](#).

Pay History (F15)

Use this to display the [Item](#) Enquiry window showing the supplier's payment history.

Next Payment (F16)

Use this to display the [Item](#) Enquiry window with a date displayed. [Items](#) due for payment by the entered date will be displayed when **OK** is selected.

Cash Flow (F17)

Use this to display the Cash Flow Enquiry window.

Period History (F18)

Use this to display the [Period](#) History Enquiry window for the selected supplier.

Master (F19)

Use this to display the Supplier Master Enquiry window.

Select History (F20)

Use this to display the [Item](#) Enquiry window with a range of dates for the [items](#) to display.

Select Payment (F21)

Use this to display the [Item](#) Enquiry window showing the supplier's payment history with a range of dates for the payments to display.

Withholdings (F22)

Use this to display the [Withholding Tax](#) Enquiry window, showing [items](#) subject to [withholding tax](#).

Note: This function is only displayed if the supplier is subject to [withholding tax](#).

Base/Reval. (F23)

Use this to toggle the [Item](#) Enquiry window between prime and base and prime and re-valued base.

Select the appropriate function for the required enquiry.

Contra Enquiry Pop-up

To display this pop-up, select **Contras (F5)** if a supplier has a contra account defined.

Fields**Currency**

Enter the currency for which you wish to see current balances.

Alternatively, use the [prompt](#) facility to select from the Select Currency pop-up.

Functions**Customer Item Enquiry (F17)**

Use this to display the [open item](#) details for the contra account (see the Accounts Receivable product guide for details).

Select **Previous (F12)** to return to the previous window.

Turnover Enquiry Window

To display this window, select **Turnover (F6)**.

Initially, only the current [period](#) is displayed and other ranges may be selected.

Fields

Account Code

Enter the account code you require.

Alternatively, use the [prompt](#) facility to select from the Supplier Selection pop-up.

Currency

Enter the currency for which you wish to see current balances.

Alternatively, use the [prompt](#) facility to select from the Select Currency pop-up.

From Period

Enter the [period](#) from which you wish to display balances.

To Period

Enter the [period](#) up to which you wish to display balances.

Select another function or select **Exit (F3)** to leave the enquiry.

Cash Flow Window

To display this window, select **Cash Flow (F17)**.

Fields

Account Code

Enter the account code you require.

Alternatively, use the [prompt](#) facility to select from the Supplier Selection pop-up.

Currency

Select the currency for which you wish to see current balances.

Alternatively, use the [prompt](#) facility to select from the Select Currency pop-up.

Date

Enter the date from which to commence the display.

Select another function or select **Exit (F3)** to leave the enquiry.

Recurring Profile Enquiry Selection Pop-up

To display this pop-up, select **Recur (F8)**.

Fields

Supplier

Enter the [supplier code](#) you require.

Alternatively, use the [prompt](#) facility to select from the Supplier Selection pop-up.

Recurring Profile

Enter the profile required.

Alternatively, use the [prompt](#) facility to select from the Select Recurring Profile pop-up.

Press Enter to see the Recurring Profile Enquiry window.

Recurring Profile Enquiry Window

To display this window, press Enter on the Recurring Profile Enquiry Selection pop-up.

Functions

Note: For this enquiry, the standard functions are varied slightly. The differences are shown below.

Distribution (F8)

Use this to see the Recurring Profile Enquiry Distribution window.

Posted to Date (F9)

Use this to see the Recurring Profile Enquiry Posted window.

Select another function or select **Previous (F12)** to return to the previous window or select **Exit (F3)** to leave the enquiry.

Recurring Profile Enquiry Distribution Window

To display this window, select **Distribution (F8)** on the Recurring Profile Enquiry window.

Functions

1099 (F18)

Use this to see 1099 details, if any exist.

Extensions (F22)

If extension codes are in use, use this to toggle the display between showing and not showing account extension codes.

Select **Previous (F12)** to return to the Recurring Profile Enquiry window or select **Exit (F3)** to leave the enquiry.

Recurring Profile Enquiry Posted Window

To display this window, select **Posted to Date (F9)** on the Recurring Profile Enquiry window.

Options

Ledger Item

Use this to display the [Item](#) Details Enquiry window for the [item](#).

G/L Posting

Use this to display the GL [Transaction](#) enquiry.

Select **Previous (F12)** to return to the Recurring Profile Enquiry window or select **Exit (F3)** to leave the enquiry.

Text Window

To display this window, select **Text (F9)**.

The text displayed may be supplier or [item](#) text. If a supplier with multiple [items](#) is displayed when this function is selected, supplier text will be shown. If a single [item](#) is displayed, [item](#) text will be shown.

Fields

Text

Add, maintain or delete text as required.

Functions

Delete All (F23)

Use this to delete all text for the supplier or [item](#).

Press Enter to update the text and return to the previous window.

Item Enquiry Window

To display this window, select [Log Items \(F10\)](#), [Open Items \(F12\)](#), [All Items \(F14\)](#), [Pay History \(F15\)](#), [Next Payment \(F16\)](#), [Select History \(F20\)](#) or [Select Payment \(F21\)](#). The [items](#) displayed will depend on the function selected.

Fields

Account Code

Enter the account code you require.

Alternatively, use the [prompt](#) facility to select from the Supplier Selection pop-up.

Currency

Enter the currency for which you wish to see current balances.

Alternatively, use the [prompt](#) facility to select from the Select Currency pop-up.

Item Details

Enter the line number (1-6) to see the details of that [item](#). The [Item](#) Details Enquiry window is displayed.

Item Transactions

Enter the line number (1-6) to see the details of that [item](#). The [Item Transactions](#) Enquiry window is displayed.

Note: Where **Less Detail (F9)** has been selected, more [items](#) will be shown (up to 12) but fewer detail fields will be displayed (for example, [location](#), external reference and [due date](#) will no longer be displayed).

Date

You can optionally enter or select a date. When you press Enter, only [items](#) with [due dates](#) before the selected date are displayed.

Note: This field is displayed if you select **Next Payment (F16)**. It is not displayed on the window shown above.

From Date/To Date

You can optionally enter or select a range of dates. When you press Enter, only [items](#) with document dates within the selected range are displayed.

Note: These fields are displayed if you select **Select History (F20)** or **Select Payment (F21)**. They are not displayed on the window shown above.

Select another function or select **Exit (F3)** to leave the enquiry.

Item Details Enquiry Window

To display this window, enter the line number of an [item](#) in the [Item](#) Details field on the [Item](#) Enquiry window.

Fields

Item Type/Ref

Enter the type and reference of any other [item](#) you wish to display.

More

Further details are available as follows. Enter the number in the field or [prompt](#) and select the type of enquiry to display next:

[Item](#) Details/[Transactions](#) (1) - To display the [Item Transactions](#) Enquiry window

Payments (2) - To display the Payments Enquiry window

Spread (3) - To display the Spread Payments Enquiry window is displayed

3 way Match Details (4) - To display the [Logged](#) for Batch Match Enquiry window

Note: This can only be used with 3-way match [log items](#) submitted for batch matching.

Ledger G/L details (5) - To display the GL [Transaction](#) Enquiry window (see the General Ledger product guide)

Unmatched G/L details (6) - To display the GL [Transaction](#) Enquiry window (see the General Ledger product guide)

Note: This can only be used when the Post Unmatched to Ledger field is checked on the AP [company profile](#). In this case, 3-way match [items](#) may be posted directly to the ledger before matching. [Transaction](#) details for such [items](#) may be viewed in this way.

Cleared Date

Cleared date will be updated when an invoice is fully paid.

Press Enter to display the details if another [item](#) is selected.

Item Transactions Enquiry Window

To display this window, enter the line number of an [item](#) in the [Item Transactions](#) field on the [Item](#) Enquiry window.

Fields**Item Type/Ref**

Enter the type and reference of any other [item](#) you wish to display.

More

Further details are available as follows. Enter the number in the field or [prompt](#) and select the type of enquiry to display next:

[Item](#) Details/[Transactions](#) (1) - To display the [Item](#) Details Enquiry window

Payments (2) - To display the Payments Enquiry window

Spread (3) - To display the Spread Payments Enquiry window

3 way Match Details (4) - To display the [Logged](#) for Batch Match Enquiry window

Note: This can only be used with 3-way match [log items](#) submitted for batch matching.

Ledger G/L details (5) - To display the GL [Transaction](#) Enquiry window (see the General Ledger product guide)

Unmatched G/L details (6) - To display the GL [Transaction](#) Enquiry window (see the General Ledger product guide)

Note: This can only be used when the Post Unmatched to Ledger field is checked on the AP [company profile](#). In this case, 3-way match [items](#) may be posted directly to the ledger before matching. [Transaction](#) details for such [items](#) can be viewed in this way.

Press Enter to display other details or the [transactions](#) if another [item](#) is selected.

Payment Enquiry Window

To display this window, select **Payments** in the More field on the [Item](#) Details or [Item Transactions](#) Enquiry windows.

Functions

Pounds Sterling (F9)

Use this to toggle the display between prime, base and re-valued base values.

Select **Previous (F12)** to return to the previous window or select **Exit (F3)** to leave the enquiry.

Spread Enquiry Window

To display this window, select **Spread** in the More field on the [Item](#) Details or [Item Transactions](#) Enquiry windows.

Select another function or select **Exit (F3)** to leave the enquiry.

Logged For Batch Match Enquiry Window

To display this window, select **3 way Match Details** in the More field on the [Item](#) Details or [Item Transactions](#) Enquiry windows.

Select **Previous (F12)** to return to the previous window.

Period History Enquiry Window

To display this window, select [Period History](#) (F18).

Functions

Barchart (F22)

Use this to display a bar chart for the values.

Select **Previous (F12)** to return to the previous window or **Exit (F3)** to leave the enquiry.

Supplier Master Enquiry Window

To display this window, select **Supplier Master (F19)**. All name and address details are displayed in enquiry mode. Only the first window is shown below.

Functions

Contacts (F13)

Use this to display contact details for the supplier.

Extended Attributes (F20)

Use this function to display Extended Attributes. See **Extended Attribute Data [11/L1M]** task details for more details on this function.

Press Enter to display further supplier windows or select **Previous (F12)** to return to the previous window.

Withholding Tax Enquiry Window

To display this window, select **Withholdings (F22)**.

Fields

Account Code

Enter the account code you require.

Alternatively, use the [prompt](#) facility to select from the Supplier Selection pop-up.

Currency

Note: *This field has no functionality on this display.*

From Date/To Date

You can optionally enter a range of dates. When you press Enter, only [items](#) with document dates within the selected range are displayed.

Select another function or select **Exit (F3)** to leave the enquiry.

Chapter 6 Reports

Introduction to Reports

This section describes the reports which are available to assist in the management of Accounts Payable. The reports fall into three categories:

Credit Control Reports

Overdue Analysis

This lists [items](#) which are overdue for payment.

Aged Creditors

This prints the age of outstanding debts based on the [item](#) posting [period](#).

Outstanding Items

This lists [open items](#) for all suppliers, either for all [transaction](#) types, or for a single [transaction](#) type.

Supplier [Items](#)

This lists [open items](#) or all [items](#) for a specific supplier, with totals by [period](#).

Cash Flow Analysis

This provides a summary or detailed analysis of the cash requirement needed to meet outstanding debts, based on the [payment terms](#) set up against each supplier account.

Log Reports

Log Report by Supplier

This prints all [transactions](#) on the invoice [log](#), either for all suppliers or for a specific supplier.

Log Report by General Ledger Account

This lists [log transactions](#) in General Ledger account sequence for accrual purposes. Values may be printed in [transaction](#) or in [base currency](#).

Log Report by Location

This lists [log items](#) in [location](#) code sequence. This report can be used to trace an [item's](#) progress through the authorisation process.

Items Matched by Purchasing

This is available only if the Purchase Management application is installed. It enables [log items](#) to be reported in terms of their progress in the matching process - unmatched, partially matched, or completely matched.

Administration Reports

Session Audit

This prints details of [transactions](#) posted, by selected session, in detailed or summary format.

Supplier Revenue

This produces a report showing supplier turnover for selected accounts.

Negative Balances by Supplier

This report contains details of all suppliers with [negative balances](#).

Inactive Suppliers

This prints names and addresses of suppliers which have been inactive since a specified date.

Inactivity is defined as the absence of [transactions](#) posted to the supplier.

Labels by Supplier

This prints mailing labels for suppliers.

Creditor Balances

This prints supplier balances in credit. It can be run as a summary report with balances only, or as a detailed report, including [transactions](#).

Supplier Item Audit

This lists [items](#) for a chosen supplier.

Vendor Payment Analysis

This reports on Accounts Payable and Cash Management payments by General Ledger distribution code or [supplier code](#).

Note: If you are working in a [multi-currency](#) environment, several of the reports include currency selection criteria which are not visible in a [base currency](#) ledger.

For a [multi-currency](#) ledger, the report windows often allow you to select which currencies to print. Where this occurs, you can select one or more of the following values:

- Prime - The value in the currency in which it was entered
- Base - The equivalent value in [base currency](#) at the time the [transaction](#) was posted
- Revalued Base - The equivalent value in [base currency](#) when last revalued (available only where the [company profile](#) allows revaluation)

Retrospective Open Items

This report prints a snapshot of the position, by [control account](#), as at the end of any selected [period](#). All [open items](#) are listed, with a total for each account, and a total for all [control accounts](#) included.

The report is used for end-of-year auditing purposes.

Groups

Some of these reports can be sequenced by different groups. Below is a reminder of the significance of the different groups, and where they are set up.

Group Type and Group Company

If you want to set up a number of companies which are all to be maintained in a similar way, the Group Company Maintenance task in General Ledger Audit enables you to do this. You could set up companies C1, C2 and C3, for example, under the group reference G1, and from then on maintain G1. Any changes made to the group company will be applied to the member companies.

When you set up a group company such as G1, you must assign a group type. The types currently available are:

- 1 - Mass maintenance and creation
- 2 - Mass creation
- 3 - Mass maintenance

When you come to run your report, you can use the group as a selection and sequencing criterion. These fields are not displayed if the company you are in is not set up for group companies.

Supplier Groups

You can group your suppliers in up to four groups. These groups are set up using the [Parameters](#) task in General Ledger Audit, and a supplier is assigned to a group (or groups) in supplier maintenance.

Report on Overdue Analysis [11/APE]

This report lists, by supplier, [items](#) which are overdue for payment.

Overdue Payments Window

To display this window, select the Report on Overdue Analysis task.

Fields

User Code

Enter your user code here.

Alternatively, use the [prompt](#) facility to select from the Select User Code pop-up.

When you press Enter, any previously saved report [parameters](#) you have used will be automatically entered, and may be re-used or maintained.

Group Type

If entered, this must be in the range 1-6.

Note: This field is only displayed if the current company is a member of a group as defined in the GL Audit task Maintain Group Company (36/GLA).

Group Company

You can choose to run the report over a group instead of the company. To do so, enter a valid group company. The current company must exist within the group.

You can use the [prompt](#) facility on this field to select from the Purchase Ledger Companies pop-up.

Note: This field is only displayed if the current company is a member of a group as defined in the GL Audit task Maintain Group Company (36/GLA).

Seq 1-6

These sequencing fields enable you to structure your report.

Up to 6 fields may be selected for sequencing, which means that selected fields will be sequenced within each other. For example, if you want to list by Supplier Group 3 within Account Code, enter **1** beside Account Code and **2** beside Supplier Group 3.

At least one sequence field must be selected, and if value is selected as a selection criterion, no other level should be specified.

Sub Total

Check any sequence field for which a subtotal is required in addition to supplier and currency.

Ranges

Account Code From/To

Enter the range of accounts for this report.

You can use the [prompt](#) facility on these fields to select from the Supplier Selection pop-up.

Alpha Sequence From/To

To select the report by the alpha sequence codes which are entered in supplier maintenance, enter the alpha sequence range here.

Supplier Groups 1-4 From/To

For each supplier group, 1-4, you can enter a range as required.

You can use the [prompt](#) facility on these fields to select from the [Parameter](#) Codes pop-up.

Overdue Date

Enter or select the [due date](#) from which to calculate the number of days overdue for [items](#). This [defaults](#) to the current date.

Co/Balances/Items

Select one of the following:

Company (1) - For summary totals to be printed for each code within the [parameters](#) selected for sequencing

Individual supplier balances will not be printed. The totals will be in base, and, if selected, in re-valued base.

Balances (2) - For supplier balances to be printed

[Items](#) (3) - For [items](#) to be printed

Note: If you select [Items](#) in the Co/Balances/[Items](#) field, the Overdue [Transactions](#) window will be displayed.

Functions**Submit Report (F8)**

Use this to exit the task and submit a job to produce the report.

Report & Save (F10)

Use this to save this report format for future reference, exit the task and submit a job to produce the report.

Edit Rules (F14)

Use this to [edit](#) the rules used by the software, in addition to the selection criteria specified on the Overdue Payments window, to select [items](#) for inclusion in the report. The [Edit](#) Rules pop-up is displayed.

Currency (F18)

Use this to select currencies for which the report is to be produced. The Currency pop-up is displayed.

Single Company (F22)

Use this to toggle the display so that the Group Type and Group Company fields are not displayed.

Note: This function is only displayed if the current company is a member of a group as defined in the GL Audit task Maintain Group Company (36/GLA).

Enter the report criteria and then select **Submit Report (F8)** to generate the report, or select **Report & Save (F10)** to generate the report and save the report definition for future use.

If you select **Report & Save (F10)** and you have not entered a user code, or the one you have entered is not yet defined to the system, the User Code pop-up will be displayed.

User Code Pop-up

This pop-up is displayed if a user code is not entered or has not been defined on the Overdue Payments window.

Fields

User Code

Enter a new code under which this report definition will be saved.

Alternatively, use the [prompt](#) facility to select from the Select User Code pop-up.

Desc

Enter a description for this user code.

Enter the user code and description details and then select **Report and Save (F10)** to update the user code.

Edit Rules Pop-up

To display this pop-up, select **Edit Rules (F14)** on the Overdue Payments window.

Fields

Include Log Items

Use this checkbox as follows:

Unchecked - If [log items](#) are not to be included in this report

Checked - If [log items](#) are to be included

Include Negatives

Use this checkbox as follows:

Unchecked - To omit negatives

Checked - To include negatives

If balances are selected, this [flag](#) will apply to balances; otherwise it applies to the [transaction](#) value.

Double Space

Use this checkbox as follows:

Unchecked - For single spacing

Checked - For double spacing

New Page

Check this field to start a new page after printing user-defined subtotals.

Include Zero Accounts

Check this field to include zero balance accounts when balances are requested.

Minimum Balance

If a value is entered here, only accounts with an outstanding balance greater than or equal to this will be eligible for selection. If this is left at zero, balances are not taken into account. If a currency is selected, this value will apply to that currency. Otherwise, it will apply to the base.

Minimum Age (Days)

If a value is entered here, all [items](#) with a number of days overdue which is less than this will be omitted from the report.

Overdue Periods

These fields [default](#) to the ageing [periods](#) from the [company profile](#), but may be amended. At least one field must be completed.

Supplier Text

Check this field to print supplier text on the report.

Press Enter to confirm your selection. The Overdue Payments window is re-displayed.

Currency Pop-up

To display this pop-up, select **Currency (F18)** on the Overdue Payments window.

Fields**Code**

Enter a [currency code](#) if you want to select only [items](#) in this currency.

Leave this field blank to include all currencies.

You can use the [prompt](#) facility on this field to select from the Select Currency pop-up.

Prime

If you select [prime currency](#), [items](#) will be reported in prime; otherwise re-valued base will be used.

Enter one of the following:

0 - To produce the report with [items](#) reported in the re-valued [base currency](#)

1 - To produce the report with [items](#) reported in their [prime currency](#)

Base

Base will be reported at [item](#) level only if it is the only selection.

Enter one of the following:

- 0 - To produce the report in the re-valued [base currency](#)
- 1 - To produce the report in the [base currency](#)

Revalued Base

Enter one of the following:

- 0 - To produce the report in either the prime or [base currency](#), depending on your other selections
- 1 - To produce the report in the re-valued [base currency](#)

Report in Euro

If your company's [base currency](#) is not the Euro, you can use this field to produce the report with values in the Euro.

Enter one of the following:

- 0 - To produce the report in the currencies selected
- 1 - To produce the report with the [base currency](#) values converted to their Euro equivalent

Note: When the Report in Euro field has been set to 1 and only one set of values is to be printed, the [base currency](#) values presented on the report will be converted to their Euro equivalent.

Note: When the Report in Euro field has been set to 1 and multiple sets of values are to be printed, these values will continue to be printed where these options exist. Re-valued base will always be in the [base currency](#), even if the Report in Euro field has been set to 1.

The [status](#) of the [base currency](#) with regard to Euro membership, that is, whether it is IN or OUT, is of no relevance to the availability of this function. In both cases an exchange rate to convert the [base currency](#) value must exist. The rate used will be that determined using the General Ledger [default](#) rate code for the system date.

Note: Totals within reports are built up from the lowest level of detail. This also applies if the Report in Euro field has been set to 1. Thus, a total on a Report in Euro may not be a straightforward conversion of a total in [base currency](#).

Enter your selection and then press Enter to re-display the Overdue Payments window.

Overdue Transactions Window

To display this window, select [Items](#) in the Co/Balances/[Items](#) field on the Overdue Payments window.

Fields

Seq 1-6

The sequencing here is second-level sequencing within the selections on the first window.

Up to 6 fields may be selected for sequencing, which means that selected fields will be sequenced within each other. For example, if you want to list [transaction](#) type within [discount](#) date, enter **1** beside [discount](#) date and **2** beside [transaction](#) type.

At least one sequence field must be selected, and if value is selected as a selection criterion, no other level should be specified.

Sub Total

Check any sequence field for which a subtotal is required in addition to supplier and currency. The field must have been selected for sequencing.

Ranges

Document Date From/To

Enter or select the document date range for selecting [transactions](#). If these fields are left blank, all dates will be selected.

Due Date From/To

Enter or select the [due date](#) range for selecting [transactions](#). If these fields are left blank, all dates will be selected.

Discount Date From/To

Enter or select the [discount](#) date range for selecting [transactions](#). If these fields are left blank, all dates will be selected.

Transaction Type From/To

Enter the [transaction](#) type range for selecting [transactions](#). If these fields are left blank, all types will be selected.

You can use the [prompt](#) facility on these fields to select from the Select [Item](#) Type pop-up.

Document Reference From/To

Enter the document reference range for selecting [transactions](#). If these fields are left blank, all references will be selected.

Value From/To

Enter the value range for selecting [transactions](#). If these fields are left blank, all values will be selected.

Functions

Submit Report (F8)

Use this to exit the task and submit a job to produce the report.

Report & Save (F10)

Use this to save this report format for future reference, exit the task and submit a job to produce the report.

Edit Rules (F14)

Use this to [edit](#) the rules used by the software, in addition to the selection criteria specified on the Overdue Payments window, to select [items](#) for inclusion in the report. The [Edit](#) Rules pop-up is displayed.

Currency (F18)

Use this to select currencies for which the report is to be produced. The Currency pop-up is displayed.

Enter the report criteria and then select **Submit Report (F8)** to generate the report, or select **Report & Save (F10)** to generate the report and save the report definition for future use.

If you select **Report & Save (F10)** and you have not entered a user code, or the one you have entered is not yet defined to the system, the User Code pop-up will be displayed.

Report on Aged Credit [12/APE]

This report shows aged debts based on the [item](#) posting [period](#). This report should be run at month end and compared to the session re-print total and the creditors [control account](#) in the General Ledger.

Aged Payables Analysis Selection Window

To display this window, select the Report on Aged Credit task.

You use this window to select a range of suppliers, supplier groups, [period](#) and totals for the report.

User Code

Enter your user code here.

Alternatively, use the [prompt](#) facility to select from the Select User Code pop-up.

When you press Enter, any previous saved report [parameters](#) you have used will be automatically entered, and may be re-used or maintained.

Group Type

If entered, this must be in the range 1-6.

Note: This field is only displayed if the current company is a member of a group as defined in the GL Audit task Maintain Group Company (36/GLA).

Group Company

You can choose to run the report over a group instead of the company. To do so, enter a valid group company. The current company must exist within the group.

You can use the [prompt](#) facility on this field to select from the Purchase Ledger Companies pop-up.

Note: This field is only displayed if the current company is a member of a group as defined in the GL Audit task Maintain Group Company (36/GLA).

Seq 1-6

These sequencing fields enable you to structure your report.

Up to 6 fields may be selected for sequencing, which means that selected fields will be sequenced within each other. For example, if you want to list by Supplier Group 3 within Account Code, enter **1** beside Account Code and **2** beside Supplier Group 3.

At least one sequence field must be selected, and if value is selected as a selection criterion, no other level should be specified.

Sub Total

Check any sequence field for which a subtotal is required in addition to supplier and currency.

Ranges

Account Code From/To

Enter the range of accounts for this report.

You can use the [prompt](#) facility on these fields to select from the Supplier Selection pop-up.

Alpha Sequence From/To

To select the report by the alpha sequence codes which are entered in supplier maintenance, enter the alpha sequence range here.

You may use the [prompt](#) facility on these fields.

Supplier Groups 1 - 4 From/To

For each supplier group, 1 - 4, you can enter a range as required.

You can use the [prompt](#) facility on these fields to select from the [Parameter](#) Codes pop-up.

Start Period

Enter the start [period](#) for the report.

Co/Balances/Items

Select one of the following:

Company (1) - For summary totals to be printed for each code within the [parameters](#) selected for sequencing

Individual supplier balances will not be printed. The totals will be in base, and, if selected, in re-valued base.

Balances (2) - For supplier balances to be printed

[Items](#) (3) - For [items](#) to be printed

Note: If you select [Items](#) in the Co/Balances/[Items](#) field, the Aged [Transactions](#) window will be displayed.

Functions

Submit Report (F8)

Use this to exit the task and submit a job to produce the report.

Report & Save (F10)

Use this to save this report format for future reference, exit the task and submit a job to produce the report.

Edit Rules (F14)

Use this to [edit](#) the rules used by the software, in addition to the selection criteria specified on the Aged Payables Analysis Selection window, to select [items](#) for inclusion in the report. The [Edit Rules](#) pop-up is displayed.

Currency (F18)

Use this to select currencies for which the report is to be produced. The Currency pop-up is displayed.

Single Company (F22)

Use this to toggle the display so that the Group Type and Group Company fields are not displayed.

Note: This function is only displayed if the current company is a member of a group as defined in the GL Audit task Maintain Group Company (36/GLA).

Enter the report criteria and then select **Submit Report (F8)** to generate the report, or select **Report & Save (F10)** to generate the report and save the report definition for future use.

If you select **Report & Save (F10)** and you have not entered a user code, or the one you have entered is not yet defined to the system, the User Code pop-up will be displayed.

User Code Pop-up

This pop-up is displayed if a user code is not entered or has not been defined on the Aged Payables Analysis Selection window.

Fields**User Code**

Enter a new code under which this report definition will be saved.

Alternatively, use the [prompt](#) facility to select from the Select User Code pop-up.

Desc

Enter a description for this user code.

Enter the User Code and Description details and then select **Report and Save (F10)** to update the User Code.

Edit Rules Pop-up

To display this pop-up, select **Edit Rules (F14)** on the Aged Payables Analysis Selection window.

Fields**Include Log Items**

Use this checkbox as follows:

Unchecked - If [log items](#) are not to be included in this report

Checked - If [log items](#) are to be included

Include Negatives

Use this checkbox as follows:

Unchecked - To omit negatives

Checked - To include negatives

If balances are selected, this [flag](#) will apply to balances; otherwise it applies to the [transaction](#) value.

Double Space

Use this checkbox as follows:

Unchecked - For single spacing

Checked - For double spacing

New Page

Check this field to start a new page after printing user-defined subtotals.

Include Zero Accounts

Check this field to include zero balance accounts when balances are requested.

Press Enter to confirm your selection. The Aged Payables Analysis Selection window is re-displayed.

Currency Pop-up

To display this pop-up, select **Currency (F18)** on the Aged Payables Analysis Selection window.

Fields

Code

Enter a [currency code](#) if you want to select only [items](#) in this currency.

Alternatively, use the [prompt](#) facility to select from the Select Currency pop-up.

Leave this field blank to include all currencies.

Prime

If you select [prime currency](#), [items](#) will be reported in prime; otherwise re-valued base will be used.

Enter one of the following:

- 0 - To produce the report with [items](#) reported in the re-valued [base currency](#)
- 1 - To produce the report with [items](#) reported in their [prime currency](#)

Base

Base will be reported at [item](#) level only if it is the only selection.

Enter one of the following:

- 0 - To produce the report in the re-valued [base currency](#)
- 1 - To produce the report in the [base currency](#)

Revalued Base

Enter one of the following:

- 0 - To produce the report in either the prime or [base currency](#), depending on your other selections
- 1 - To produce the report in the re-valued [base currency](#)

Report in Euro

If your company's [base currency](#) is not the Euro, you can use this field to produce the report with values in the Euro.

Enter one of the following:

- 0 - To produce the report in the currencies selected
- 1 - To produce the report with the [base currency](#) values converted to their Euro equivalent

Note: When the Report in Euro field has been set to 1 and only one set of values is to be printed, the [base currency](#) values presented on the report will be converted to their Euro equivalent.

Note: When the Report in Euro field has been set to 1 and multiple sets of values are to be printed, these values will continue to be printed where these options exist. Re-valued base will always be in the [base currency](#), even if the Report in Euro field has been set to 1.

The [status](#) of the [base currency](#) with regard to Euro membership, that is, whether it is IN or OUT, is of no relevance to the availability of this function. In both cases an exchange rate to convert the [base currency](#) value must exist. The rate used will be that determined using the General Ledger [default](#) rate code for the system date.

Note: Totals within reports are built up from the lowest level of detail. This also applies if the Report in Euro field has been set to 1. Thus, a total on a Report in Euro may not be a straightforward conversion of a total in [base currency](#).

Aged Transactions Window

To display this window, select [Items](#) in the Co/Balances/[Items](#) field on the Aged Payables Analysis Selection window.

Fields

Seq 1-6

The sequencing here is second-level sequencing within the selections on the first window.

Up to 6 fields may be selected for sequencing, which means that selected fields will be sequenced within each other. For example, if you want to list [transaction](#) type within [discount](#) date, enter **1** beside [discount](#) date and **2** beside [transaction](#) type.

At least one sequence field must be selected, and if value is selected as a selection criterion, no other level should be specified.

Sub Total

Check any sequence field for which a subtotal is required in addition to supplier and currency. The field must have been selected for sequencing.

Ranges

Document Date From/To

Enter or select the document date range for selecting [transactions](#). If these fields are left blank, all dates will be selected.

Due Date From/To

Enter or select the [due date](#) range for selecting [transactions](#). If these fields are left blank, all dates will be selected.

Discount Date From/To

Enter or select the [discount](#) date range for selecting [transactions](#). If these fields are left blank, all dates will be selected.

Transaction Type From/To

Enter the [transaction](#) type range for selecting [transactions](#). If these fields are left blank, all types will be selected.

You can use the [prompt](#) facility on these fields to select from the Select [Item](#) Type pop-up.

Document Reference From/To

Enter the document reference range for selecting [transactions](#). If these fields are left blank, all references will be selected.

Value From/To

Enter the value range for selecting [transactions](#). If these fields are left blank, all values will be selected.

Functions**Submit Report (F8)**

Use this to exit the task and submit a job to produce the report.

Report & Save (F10)

Use this to save this report format for future reference, exit the task and submit a job to produce the report.

Edit Rules (F14)

Use this to [edit](#) the rules used by the software, in addition to the selection criteria specified on the Aged Payables Analysis Selection window, to select [items](#) for inclusion in the report. The [Edit Rules](#) pop-up is displayed.

Currency (F18)

Use this to select currencies for which the report is to be produced. The Currency pop-up is displayed.

Enter the report criteria and then select **Submit Report (F8)** to generate the report, or select **Report & Save (F10)** to generate the report and save the report definition for future use.

If you select **Report & Save (F10)** and you have not entered a user code, or the one you have entered is not yet defined to the system, the User Code pop-up will be displayed.

Report on Outstanding Items [13/APE]

This report provides a list of all [outstanding items](#) against each supplier. It can be run for all [item](#) types, or a separate report can be requested for each [item](#) type.

Outstanding Items Report Window

To display this window, select the Report on [Outstanding Items](#) task.

Fields

Enter Item Type

Select an [item](#) type or leave this field blank to include all [item](#) types.

Currencies to Print

Prime/Base/Revalued Base

The report may print in any combination of prime, base or re-valued [base currency](#). Check the currency values required.

Report in Euro

If your company's [base currency](#) is not the Euro, you can use this field to produce the report with values in the Euro.

Use this checkbox as follows:

Unchecked - To produce the report in the currencies selected

Checked - To produce the report with the [base currency](#) values converted to their Euro equivalent

Note: When the Report in Euro field has been checked and only one set of values is to be printed, the [base currency](#) values presented on the report will be converted to their Euro equivalent.

Note: When the Report in Euro field has been checked and multiple sets of values are to be printed, these values will continue to be printed where these options exist. Re-valued base will always be in the [base currency](#), even if the Report in Euro field has been checked.

The [status](#) of the [base currency](#) with regard to Euro membership, that is, whether it is IN or OUT, is of no relevance to the availability of this function. In both cases an exchange rate to convert the [base currency](#) value must exist. The rate used will be that determined using the General Ledger [default](#) rate code for the system date.

Note: Totals within reports are built up from the lowest level of detail. This also applies if the Report in Euro field has been checked. Thus, a total on a Report in Euro may not be a straightforward conversion of a total in [base currency](#).

Held Items Only

Use this checkbox as follows:

Unchecked - To print all [outstanding items](#)

Checked - To print held [items](#) only

Enter your selections and then press Enter to exit the task and submit a job to produce the report.

Report on Supplier Items [14/APE]

This report provides a list of all [items](#) or [open items](#) for a chosen supplier.

Supplier Item Listing Window

To display this window, select the Report on Supplier [Items](#) task.

Fields

Account Code

Enter the supplier account code.

Alternatively, use the [prompt](#) facility to select from the Supplier Selection pop-up.

Items Required

Select one of the following:

[Open items](#) (0) ([default](#)) - For open (unpaid) [items](#) only

All [items](#) (1) - For all [items](#), paid or unpaid

Currencies to Print

For a [multi-currency](#) Accounts Payable application, currency selection criteria must often be defined. (For a single currency ledger, these are not displayed). **Check** the following if you want to see the values printed:

Prime - The value in the currency in which it was entered as a [transaction](#)

Base - The equivalent value in [base currency](#) at the time the [transaction](#) was posted

Revalued Base - The equivalent value in [base currency](#) when last re-valued (available only where the [company profile](#) allows re-valuation)

Not all of the above are necessarily available, but you can select as many as you like of those that are available as selection options.

Press Enter to submit a job to produce the report.

Cash Flow Analysis [15/APE]

This report shows projected cash outflows for the company for individual days, up to the 30 days level, and as totals for the ranges 30 - 60 days, 60 - 90 days, and beyond.

Cash Flow Report Window

To display this window, select the Cash Flow Analysis task.

You use this window to select the report criteria.

Fields

All Accounts in ACCOUNT CODE Sequence

Check this field to produce a report in ascending account number sequence.

Select a Range of ACCOUNT NUMBERS

Check this field to allow the selection of a range of accounts for which the report is to be produced. When you press Enter, the Select Account Codes window is displayed.

Sequenced by Value of SUPPLIER GROUP 1 - 4

Check the appropriate field to sequence the report by the contents of a supplier group code.

Sequenced by Value of ALPHA SEQUENCE CODE

Check this field to sequence the report by the contents of the supplier alpha search entry.

Date from Which to Report

Enter or select the starting date for the report. It [defaults](#) to today's date but may be changed.

Summary or Detail Print

Select one of the following:

Summary (0) - To print a single page analysed into 30 one-day totals, followed by groupings of 30 days' to 90 days' ageing

Details (1) - To print a one line total for each supplier, followed by the summary page for the whole ledger

Include Log Items

Check this field to include [log items](#) in the report.

Prime Currency the Report Should be Printed In

If a [currency code](#) is entered, only [transactions](#) in that currency will be included in the report. (If the [base currency](#) is entered, the report will include only [base currency transactions](#).)

If this field is left blank, the base equivalent of all [transactions](#) of all currencies will be included.

You can use the [prompt](#) facility on this field to select from the Select Currency pop-up.

If Base, Report In

If the [currency code](#) is blank, select one of the following:

Base (0) - To print values at the originally posted exchange rate

Revalued (1) - To print re-valued base values

Euro (2) - To report the values in Euros

The [status](#) of the [base currency](#) with regard to Euro membership, that is, whether it is IN or OUT, is of no relevance to the availability of this function. In both cases an exchange rate to convert the [base currency](#) value must exist. The rate used will be that determined using the General Ledger [default](#) rate code for the system date.

Note: Totals within reports are built up from the lowest level of detail. This also applies if the Report in Euro field has been set to 1. Thus, a total on a Report in Euro may not be a straightforward conversion of a total in [base currency](#).

Enter your selections and press Enter.

If you checked the Select a Range of ACCOUNT NUMBERS field, the Select Account Codes window is displayed; otherwise, a confirmation message will be displayed. Press Enter again to exit the task and submit a job to produce the report.

Select Account Codes Window

To display this window, check the Select a Range of ACCOUNT NUMBERS field on the Cash Flow Report window.

Fields

FROM Account

Enter the account from which you wish to start the report. Leave this field blank to start at the first account.

TO Account

Enter the account with which you wish to end the report. Leave this field blank to continue to the last account.

Enter your selections and press Enter to submit the report.

Log Report by Supplier [31/APE]

This report lists all [log items](#) recorded against an individual supplier or all suppliers.

Log Items by Supplier Window

To display this window, select the [Log](#) Report by Supplier task.

Fields

Account Code

Enter the supplier account code.

Alternatively, use the [prompt](#) facility to select from the Supplier Selection pop-up.

Currencies to Print

For a [multi-currency](#) Accounts Payable application currency selection criteria must often be defined. (For a single currency ledger, these are not displayed).

Check the values you want to see printed:

Prime - The value in the currency in which it was entered as a [transaction](#)

Base - The equivalent value in [base currency](#) at the time the [transaction](#) was posted

Revalued Base - The equivalent value in [base currency](#) when last re-valued (available only where the [company profile](#) allows re-valuation)

Not all of the above are necessarily available, but you can select as many as you like of those that are available as selection options.

Press Enter to submit a job to produce the report.

Log Report by GL Account [32/APE]

This report lists [log transactions](#) in General Ledger account sequence. Values may be printed in prime or [base currency](#). The report is used to establish values on the [log](#) against General Ledger accounts, for accrual purposes.

Log Items by General Ledger Code Listing

To display this window, select the [Log](#) Report by GL Account task.

Fields**Currencies to Print**

For a [multi-currency](#) Accounts Payable application currency selection criteria must often be defined. (For a single currency ledger, these are not displayed).

Check the values you want to see printed:

Prime - The value in the currency in which it was entered as a [transaction](#)

Base - The equivalent value in [base currency](#) at the time the [transaction](#) was posted

Enter a Cut-off Date for the Report if Required

The report lists [log transactions](#) posted up to the cut-off date you enter or select. It [defaults](#) to the current date, but you can change this.

Press Enter to submit a job to produce the report.

Log Report by Location [33/APE]

This report lists [log items](#) in [location](#) code sequence. (The [location](#) code is entered as it is registered, and can be used to trace an [item's](#) progress through the authorisation process). Values may be printed in prime or [base currency](#).

Log Items by Location Window

To display this window, select the [Log](#) Report by [Location](#) task.

Fields

Currencies to Print

For a [multi-currency](#) Accounts Payable application currency selection criteria must often be defined. (For a single currency ledger, these are not displayed).

Check the values you want to see printed:

Prime - The value in the currency in which it was entered as a [transaction](#)

Base - The equivalent value in [base currency](#) at the time the [transaction](#) was posted

Enter a Cutoff Date for the Report if Required

The report lists [log transactions](#) posted up to the cut-off date you enter or select. It [defaults](#) to the current date, but you can change this.

Press Enter to submit a job to produce the report.

Matched by Purchasing Report [34/APE]

If your system has the Purchase Management application installed, this provides you with an invoice matching function. This enables [log items](#) to be matched with receipts and orders in the Purchase Management application.

This report enables [log items](#) to be reported in terms of their progress in this matching process - i.e. unmatched, partially matched or completely matched.

The report of unmatched [items](#) would normally be used as a [prompt](#) for [log](#) to ledger [transfers](#) of the [items](#) concerned, especially just prior to month end.

List Log Invoices Matched by Purchasing

To display this window, select the Matched by Purchasing task.

Fields

Enter Selection

Select the code associated with the level of detail required upon the report.

The allowable codes and their function are as follows:

Both (Blank) ([default](#)) - To display both partly and completely matched.

Partly matched only (1) - To display [log items](#) that have been partially matched by the purchase management application

Completely matched only (2) - To display [log items](#) that have been completely matched by Purchasing

Log History Required

Check this to print the [log](#) history of each [item](#).

Press Enter to submit a job to produce the report.

Report on Session Audit [41/APE]

This audit report is the fundamental [transaction](#) audit report. It should be printed each day, reconciled to the General Ledger [control account](#), and filed for audit purposes. This enables any errors to be trapped immediately.

The report will provide a hard copy of all [items](#) posted for each session number. The information given for each session number includes the following:

- Type of [item](#) posted
- Document references.
- [Reason code](#) ([credit notes](#) and journals only)
- Total value of the [transaction](#) and the goods/tax split
- [Discounts](#) allowed and taken
- Relevant posting [period](#)

At the end of the report, totals by [transaction](#) type are summarised, and the net value posted to the ledger for the range of sessions included in the report.

Accounts Payable Session Report Window

To display this window, select the Report on Session Audit task.

Fields**Session Range required FROM/TO**

To print all sessions not previously printed, leave both of these fields blank.

To print all sessions up to an entered number, leave the From field blank and enter the requested number in the To field.

To print all sessions from an entered number to the last session used, enter the number in the From field and **9999999** in the To field.

Summary or Detail

Select one of the following to indicate the level of detail required on the session audit report:

Summary (0) - For each [transaction](#) type, the total value posted is shown. This option is not available when producing a report of all unprinted sessions.

Detail (1) - This lists every [transaction](#) in each session. The summary page is printed at the end of the report.

Press Enter to submit a job to produce the report.

Report on Supplier Revenue [42/APE]

This report shows the total invoice and total [credit note](#) values for given [periods](#).

Report on Supplier Revenue Window

To display this window, select the Report on Supplier Revenue task.

Fields**ALL Accounts in ACCOUNT CODE Sequence**

Check this field to produce a report in ascending account code sequence.

Select a RANGE of ACCOUNT CODES

Check this field to allow the selection of a range of accounts for which the report is to be produced. The Select Account Codes window is displayed.

Sequenced by Content of SUPPLIER GROUP 1 - 4

Check the appropriate field to sequence the report by the contents of a supplier group code.

Sequenced by Content of ALPHA SEQUENCE CODE

Check this field to sequence the report by the contents of the supplier alpha search entry.

Period Selection**Start Period Number/End Period Number**

Enter the range of [periods](#) for which turnover is to be reported.

Include Period Details on the Report

Check this field to print [period](#) details making up the turnover value, or leave it blank to print only a summary line per supplier/[period](#).

Include Suppliers with Zero Balances

Check this field if you want all suppliers to be included on the report

If you leave this field blank, only suppliers with a balance value which exceeds zero will be included on the report.

Currencies to Print

For a [multi-currency](#) Accounts Payable application currency selection criteria must often be defined. (For a single currency ledger, these are not displayed).

Check the values you want to see printed:

Prime - The value in the currency in which it was entered as a [transaction](#)

Base - The equivalent value in [base currency](#) at the time the [transaction](#) was posted

Enter your selections and then press Enter.

If you checked the Select a Range of ACCOUNT CODES field, the Select Account Codes window is displayed; otherwise, a confirmation message will be displayed. Press Enter again to exit the task and submit a job to produce the report.

Select Account Codes Window

This window is displayed if you checked the Select A Range OF ACCOUNT CODES field on the Report on Supplier Revenue window.

Fields**Account Code to START At**

Enter the account from which you wish to start the report. Leave this field blank to start at the first account.

Account Code to END At

Enter the account with which you wish to end the report. Leave this field blank to continue to the last account.

Enter your selections and then press Enter to submit the report.

Report on Negative Balances by Supplier [43/APE]

This report lists all supplier accounts which are in credit, i.e. which owe money to the company.

Select **Submit Job (F8)** to submit the batch job to produce the report.

Report on Inactive Suppliers [44/APE]

This report prints names and addresses of suppliers which have been inactive since a specified date. Inactivity is defined as the absence of [transactions](#) posted to this supplier. This report may be used to identify obsolete suppliers to be [flagged](#) for deletion prior to a purge.

Note: Factor suppliers do not have a date last posted/invoiced and are always selected for inclusion on the report. This can be an issue when the set deletion [flag](#) option is taken, as deletion of the factor suppliers will not usually be required.

Note: Factor suppliers are therefore not deleted automatically whatever the setting of the deletion [flag](#) and will be listed separately for manual deletion if required.

Produce a List of Inactive Suppliers Window

To display this window, select the Report on Inactive Suppliers task.

Fields

Date of Last Posted Item...Earlier Than

Enter or select the cut-off date for this report. This date defines the last posting date of a [transaction](#) for the supplier's account. If the last posting date is prior to the date entered here, the supplier will be classified as being inactive.

Set Deletion Flag for Suppliers

Check this field if you want inactive suppliers to be [flagged](#) for deletion on the Supplier Maintenance file.

Any supplier [flagged](#) for deletion will be deleted the next time the [archive](#) routine is run, as long as there are no outstanding [transactions](#) for that supplier.

Press Enter to submit a job to produce the report.

Labels by Supplier [45/APE]

This task enables you to print labels for suppliers. This is a useful mailing list facility.

Standard labels are printed on continuous stationery, printing three labels across the page, at 10 characters per inch. Label depth is 1.5 inches (38 mm), printing six lines per inch. You need to ensure that you are using labels of the correct specification.

Labels by Supplier Window

To display this window, select the Labels by Supplier task.

Fields

ALL Addresses in ACCOUNT CODE Sequence

Check this field to produce a report in ascending account number sequence.

Select a RANGE of ACCOUNT CODES

Check this field to allow the selection of a range of accounts for which the report is to be produced. The Select Account Codes window is displayed.

Sequenced by Content of SUPPLIER GROUP 1-4

Check the appropriate field to sequence the report by the contents of a supplier group code.

Sequenced by Content of POST CODE

Check this field to sequence the report by the post code of the suppliers.

Sequenced by ACCOUNT CATEGORY

Check this field to sequence the report by the contents of the account category field defined for the supplier.

Include Despatch Addresses

Check this field if labels are to be produced for each despatch address for each supplier selected.

Enter your selections and then press Enter.

If you checked the Select a RANGE of ACCOUNT CODES field, the Select Account Codes window is displayed; otherwise, a confirmation message will be displayed. Press Enter again to exit the task and submit a job to produce the report.

Select Account Codes Window

To display this window, check the Select a RANGE of ACCOUNT CODES field on the Labels by Supplier window.

Fields**Account Code to START At**

Enter the account from which you wish to start the report. Leave this field blank to start at the first account.

Account Code to END At

Enter the account with which you wish to end the report. Leave this field blank to continue to the last account.

Enter your selections and then press Enter to submit the report.

Report on Creditor Balances [46/APE]

This task enables you to produce a report of creditor's balances. You can select a range of [periods](#) to include, and can choose whether to use [control accounts](#) or supplier accounts to produce the figures.

A summary report prints the balances only, while a detailed report prints the [transaction](#) values for each account.

The report takes the opening balance for a [control account](#) in the GL, adds the AP movements and calculates a closing balance for the GL [control account](#). It then checks and reports on any variances. The print is useful for reconciliation purposes.

Creditor Balances Report Window

To display this window, select the Report on Creditor Balances task.

Fields**Period Number From/To**

Enter the range of [periods](#) the report is to represent.

Selection**Control Account From/To**

Enter the range of [control accounts](#) over which the report is to run.

You can use the [prompt](#) facility on these fields to select from the Select Existing Supplier [Control Account](#) pop-up.

Supplier Account From/To

Enter the range of supplier accounts over which the report is to run.

You can use the [prompt](#) facility on these fields to select from the Supplier Selection pop-up.

Detail or Summary Report

Select one of the following:

Summary (1) - To produce a report listing the [transaction](#) and values for each account, as well as the balance

Balances (2) - To list the balances only

Both reports will give a warning message if there are General Ledger account discrepancies.

Enter your selections and then press Enter to submit the report.

Report on Supplier Item Audit [47/APE]

This report lists either all [items](#) or all [open items](#) for a chosen supplier. You may choose whether or not to print payment details.

Supplier Item Audit List Window

To display this window, select the Supplier [Item](#) Audit task.

Fields**Account Code**

Enter the [supplier code](#) as required.

Alternatively, use the [prompt](#) facility to select from the Supplier Selection pop-up.

Items Required

Select one of the following:

All [items](#) (1) - To print all [items](#)

[Open items](#) (0) ([default](#)) - To print only open (unpaid) [items](#)

Print Payments of Items

Check this to print [item](#) payment details.

Press Enter to submit a job to produce the report.

Vendor Payment Analysis Report [48/APE]

This task enables you to print a report of Accounts Payable and Cash Management payments by General Ledger distribution and/or [supplier code](#).

This provides an analysis of how the money was spent, which can be compared with original cash forecasts.

Selection Window

To display this window, select the Vendor Payments Analysis task.

Fields

Include Accounts Payable Transactions

Check this field if you want Accounts Payable payments to be included in this analysis.

Distributions to creditor [control accounts](#) and memorandum accounts will not be included.

Include Cash Management Transactions

Check this field if you want Cash Management payments to be included in this analysis.

Distributions to bank accounts and memorandum accounts will not be included.

Sequence

Select one of the following:

Summary GL analysis (1) - To sequence the report by General Ledger

Vendor (2) - To sequence the report by supplier

This cannot be used if Cash Management payments are to be included in the analysis.

Period Range/To

Enter the required [period](#) range for the report. These fields [default](#) to the [period](#) before the current one.

Press Enter and then select **Submit (F8)** to generate the report.

Report on Retrospective Open Items [49/APE]

This report prints a snapshot of the position, by [control account](#), as at the end of any selected [period](#). All [open items](#) are listed, with a total for each account, and a total for all [control accounts](#) included.

The report is used for end-of-year auditing purposes.

Retrospective Open Item Report Window

To display this window, select the Report on Retrospective [Open Items](#) task.

Enter your selection for the audit.

Fields

Period

The report produces the position at the end of the [period](#) entered here.

Control Account From/To

Enter the range of accounts to be included in the report. Leave these fields blank to include all accounts.

You can use the [prompt](#) facility on these fields to select from the Select Existing Supplier [Control Account](#) pop-up.

Press Enter to validate your entries and to submit the job for processing.

Chapter 7 Partita

Introduction to AP Italian Function

Two tasks exist for the purpose of processing and enquiry:

- Partita (enquiry)
- Partita (processing)

If you are using the Italian Partita function (Country-specific [Parameter](#) 30 is set to **2** in General Ledger [Utilities](#)), your postings are assigned a unique system-generated partita number composed of the year and [item](#) reference.

When you allocate partita [items](#), the relevant partidas are consolidated into the partidas with the lowest (normally the earliest) partita reference.

You can enquire on Partitas and amend them. The header windows will show total debits, credits and total outstanding debits and credits.

Enquire on Partita [1/APZ]

Partita Selection Window

To display this window, select the Enquire on Partita task.

Use this window to select partita data for the enquiry.

Fields

Partita Status

Select one of the following:

Open (0) ([default](#)) - To see all open partidas

Closed (1) - To see all closed partidas (i.e. where balances = 0 and all [items](#) are closed)

Both (2) - To see all partidas

Source Account

You must enter the supplier whose partidas you want to see.

You can use the [prompt](#) facility on this field to select from the Supplier Selection pop-up.

Partita Numbers/To

Enter the range of partita reference numbers you want to see. The reference numbers must be prefixed by the year.

Leave this field blank to see all partidas included in the selection.

You can use the [prompt](#) facility on these fields to select from the Select Partita pop-up.

Press Enter to see the Partita [Transactions](#) window

Partita Transactions Window

To display this window, press Enter on the Partita Selection window.

Fields**Select**

Enter one of the following:

- 1 - To display the [item](#) details in the AP [Item](#) Details Enquiry window
(See the Enquiries chapter for further details.)
- 2 - To display the [transactions](#) in the AP [Transactions](#) Enquiry window
(See the Enquiries chapter for further details.)

Functions**Reverse Items (F15)**

Use this to reverse the order of the [items](#) within each partita.

Reverse Partitas (F16)

Use this to reverse the order of the partidas.

Select **Exit (F3)** to leave the enquiry or select **Previous (F12)** to return to the previous window.

Item Amend [11/APZ]

This task enables you to amend a ledger [item](#).

Note: If any of the GL journal lines for the [item](#) have been matched, the match must be cancelled first. It will not be possible to select matched [transactions](#) for amendment in this task.

Item Selection Window

To display this window, select the [Item](#) Amend task.

Fields

Item Type

Enter the [item](#) type required.

Alternatively, use the [prompt](#) facility to select from the Select [Item](#) Type pop-up.

Item Reference

Enter the [item](#) reference to amend.

Alternatively, use the [prompt](#) facility to select from the Select [Item](#) Reference pop-up.

Supplier

You can optionally enter a supplier.

Alternatively, use the [prompt](#) facility to select from the Supplier Selection pop-up.

This can be used to narrow the search on [item](#) reference to the entered supplier.

Press Enter to see the Invoice Amendment window.

Invoice Amendment Window

To display this window, press Enter on the [Item](#) Selection window.

Fields

Protocol

If [tax registers](#) are active, the [protocol numbers](#) are the sequential numbers of invoices to a particular register.

Select **Protocol Gaps (F20)** to display a pop-up of valid protocol gaps and select a number, otherwise type in the appropriate number directly.

Currency

This field [defaults](#) to the supplier currency, but it may be changed.

You can use the [prompt](#) facility on this field to select from the Select Currency pop-up.

This field is hidden if you are working in a single currency.

Document Date

Enter or select the date printed on the document, not the date on which it was received by your company.

This date is used to calculate the [due date](#) for payment.

Reason Code

This code is not displayed for invoices.

This code is mandatory for [credit notes](#) and journals and provides more detailed analysis of the reasons for such postings. The code must have been set up in the [Reason Codes](#) file.

You can use the [prompt](#) facility on this field to select from the Select [Reason Code](#) pop-up.

Supplier Reference

This is the reference the supplier has attached to the [item](#). This field is optional, but if entered, it must be a unique reference within this supplier, ensuring that an invoice is entered only once.

Gross

This is the total value of the [item](#) (including tax).

For journal postings, the value may be positive or negative. A positive value increases the value owing to the supplier (in the same way as an invoice), with debits to the [dissection](#) and tax accounts. A negative value reduces the value owing to the supplier (in the same way as a [credit note](#)).

Rate Code

This field [defaults](#) to the rate code of the [company profile](#) and is not maintainable. To change this code, select **Override Rate (F17)**.

Convert Pt

The field will only be displayed if Country-specific [Parameter](#) 32 (Select Currency Conversion Date) is set **On**.

Enter one of the following:

- 1 - If the document date is used to perform currency conversion
- 2 - If the tax date is used to perform currency conversion

Ex Rate

This display-only field shows the currently selected exchange rate. To change this, select **Override Rate (F17)**.

Dis Rate

This figure represents the [discount](#) rate which is to be applied on settlement of this [item](#).

If the option to change [discount](#) rates or values for this supplier is **checked**, you can change this rate, and the new rate entered will override that specified for the supplier.

Dis. Code

A [discount](#) code can be defined to hold the percentage [discount](#) structure of a particular supplier. The supplier's [default](#) code is displayed in this field and can be changed if necessary.

You can use the [prompt](#) facility on this field to select from the Select [Discount](#) Code pop-up.

Disc Value

This figure represents the [discount](#) value which is to be applied on settlement of this [item](#).

If the option to change [discount](#) rates or values for this supplier is **checked**, you can change this value, and the new value entered will override that specified for the supplier.

Note: *The rate and the value cannot both be used.*

Due Date

The payment [due date](#) is calculated automatically from the [payment terms](#) defined for the supplier, and is based on the document date. It may be changed for this [transaction](#) if the option to change it is set **on** in the [company profile](#).

The system may ensure that the [due date](#) for payment does not fall on a holiday or weekend day (if your country-specific [parameters](#) are set up for this in General Ledger [Utilities](#)).

Order Ref

Enter an order reference as required.

Ext Terms

If this [item](#) is to be paid by a series of instalments, enter the relevant [extended terms](#) code. These codes are defined in Cash Management.

[Item](#) entry will pay this [item](#) according to the terms used. On updating the [item](#) it is possible to amend the payment details within the [extended terms](#) code.

This is only displayed if the [Extended Terms](#) field is **checked** in the [company profile](#). You may not use [extended terms](#) with [discounts](#).

You can use the [prompt](#) facility on this field to select from the Select [Extended Terms](#) pop-up.

Status

Select one of the following:

Blank - To cause the [item](#) to be included in the automatic [payment cycle](#) when its [due date](#) is reached and the supplier is included

Select (1) - To indicate that you have selected this [item](#) to be paid next time you run a Payment Due report using Selection Method **Selected [Items](#)**

(This enables [items](#) to be included in the [payment run](#) independent of their [due date](#).)

Hold (3) - To cause this [item](#) to be held until released

[Prompt](#) pay (9) - To cause this [item](#) to be included in the next automatic [payment cycle](#) should the supplier be included, irrespective of the supplier's [payment terms](#)

The [item](#) must be [transferred](#) from [log](#) to ledger before the [status](#) becomes active.

tax Calc

The value entered here will dictate how tax is calculated for the [dissection](#) lines.

Enter one of the following:

Manual (0) - If both goods and tax values are entered line by line

Goods Entered (1) - If you enter the goods value, and tax is calculated from it

Gross Entered (2) - If the total value of the line is entered in the goods value and the system dis-aggregates the goods and tax accordingly

The [default](#) is controlled by the country-specific [parameters](#) defined in GL [Utilities](#).

Cash tax

Check this field if this is a cash-based tax supplier, and the invoice is tax reclaimable only on payment.

Text (Checkbox)

Check this to display the supplier's text (if any exists).

Text (Field)

For invoices, [credit notes](#) and journals, up to 99 lines of text may be entered at this stage. Only one line is displayed here. **Page Down** may be used to display or enter further lines if required.

Desc

This field enables you to enter free-format description relating to this [item](#).

Functions

Delete Item (F11)

Use this to delete the [item](#). A confirmation pop-up is displayed.

Re-select Item (F12)

Use this to select a different [item](#) for maintenance.

Override Rate (F17)

Use this to change the current currency conversion rate. For more information see the Override Conversion [Parameters](#) Pop-up section.

Note: *Where the source and target currencies are both Euro currencies, no override is permitted.*

Protocol Gaps (F20)

Use this to display protocol gaps.

Note: *This is only displayed when [tax registers](#) are active (GL Country-specific [parameter](#) 1).*

Any input fields can be amended. Press Enter to see the [Item](#) Amend [Dissections](#) window.

Override Conversion Parameters Pop-up

To display this pop-up, if you have entered a currency other than the [base currency](#), you can override the [default](#) currency conversion rate by selecting **Override Rate (F17)** on the Invoice Amendment window.

Use this pop-up to override the [default](#) currency rate. To override the current rate, you can enter one of the following:

- A pre-defined rate code specified on the General Ledger currency options
- A new rate by which the value is to be multiplied or divided
- The target value - the conversion rate will be calculated by the system

For a more detailed explanation of currency processing and rate codes, see the General Ledger product guide.

Note: Where both the source and target currencies are Euro, you cannot override the conversion rate.

Fields

Rate Code

Enter a pre-defined rate code as set up in the Currency Rate Code task.

Alternatively, use the [prompt](#) facility to select from the Select Currency Rate Code pop-up.

Rate

Alternatively, you can enter the new rate code to be used with up to five decimal places.

Multiply or Divide

If this field is used, a value must be entered in the Rate field.

Select one of the following:

Multiply (M) - To multiply the values held in the source currency by the exchange rate to achieve the target currency value

Divide (D) - To divide values held in the source currency by the exchange rate to achieve the target currency values

Note: For Euro conversion, the system holds Euro/target fixed rates.

Note: For guidance on when to select Multiply or Divide in a Euro IN/OUT OUT/IN situation, see the Eurocurrency: Phase 1: Illustration of Conversions section in the Currency chapter of the General Ledger product guide.

Source to Euro

The value of **0** or **1** [defaults](#) from the Euro Currencies Maintenance task and decides the calculation rules as follows:

0 - If the currencies will be converted directly

1 - To use a triangulation currency conversion via the Euro currency

Note: This field is displayed when either the source or target currency is a currency IN the Euro Zone.

Target Currency Value

Enter the target currency value and the system will calculate the rate.

Note: Only the variable part of the rate is displayed if the currencies are Euro OUT/IN or IN/OUT.

Press Enter. You will see the rate applied to the converted currencies.

Item Amend Dissections Window

This window is displayed when you press Enter on the Invoice Amendment window. The [dissections](#) for the original [item](#) are displayed but can be amended if required.

Fields**Account**

For [items](#) being confirmed, this must be a valid General Ledger account code. The account code may be blank for a tax only line.

You can use the [prompt](#) facility on this field to select from the Select Account pop-up.

Value

The value entered here depends upon the tax calculation code to be used (as defined in the tax Calc field on the Invoice [Log](#) Entry window).

If the tax Calc field is set to **Manual**, both the Value and tax Value fields must be entered manually and will not be calculated.

If it is set to **Goods Entered** and the tax Value field is **0**, the system will calculate the tax based on the value entered. The value entered will therefore not change.

If it is set to **Gross Entered** and the tax Value field is **0**, when you enter the Value field, the system will subtract the tax from this amount. The figure in the Value field will thus be reduced.

If Country-specific [Parameter](#) 5 (A/P [Default](#) tax Calculation on First Line?) is set to **1** and a [default](#) purchase account has been set up for this supplier, the first [dissection](#) line to be entered will use the tax calculation code **Gross Entered**, regardless of the tax calculation method selected. The goods and tax calculation will be carried out automatically and the results

displayed on entry to this window. The tax code used will be the supplier's [default](#) tax code. If none is entered, the [default](#) from the [company profile](#) is used.

If this [parameter](#) is set to 0, or the [default](#) purchase account has not been set up, or if this is not the first [dissection](#) to be entered, the tax calculation method used will be the one entered and no [default](#) values will be displayed.

tax Code

A tax code is set up in the General Ledger to carry not only a percentage rate (in Italy, for example, the code STD might carry a rate of 19.0%), but also to specify the General Ledger accounts for tax postings for sales and purchases.

When posting [transactions](#), the system calculates a tax rate from the tax and goods values entered, and compares it to the rate attached to this tax code. If these are not the same (or are outside the tolerance levels defined in the General Ledger), an error message is displayed.

You can use the [prompt](#) facility on this field to select from the Select tax Code pop-up.

tax Value

This is the tax amount to be associated with the tax code entered on this line. tax can be entered individually against relevant [items](#), or posted as one figure against any one of these [items](#), or posted as a separate figure on its own.

Example of tax Calculation:

If the gross value is 117.50 and the tax rate is 17.5%, the goods value is 100.00 and the tax is 17.50.

If settlement [discount](#) applies to this [transaction](#), the calculation of tax depends on the [discount](#) basis of the tax record. See the tax Subsystem section in the General Ledger product guide for a description of tax codes and rates.

IC

If inter-company postings are required, enter the company code to which you wish to post.

Alternatively, use the [prompt](#) facility to select from the Select Company pop-up.

This field is only displayed if the Inter-company field was **checked** when the original [item](#) was entered.

Quantity

You can optionally enter the quantity if required. Although this field is not mandatory, the total quantity entered in a session will be reconciled against the batch quantity total, if one was entered. The quantity will also be part of the [transaction](#) posted to the General Ledger.

Line quantities entered are not shown above and are displayed by scrolling the window to the right.

Cross Period

This field will only be displayed if the Cross [Period](#) field was **checked** on the original [item](#). In this case, it will [default](#) to being **checked** here.

Leave this field **checked** if you wish to use [cross period postings](#). The Cross [Period](#) pop-up will be displayed, allowing entry of a different [period](#) or [periods](#) to the header [period](#).

If a range of [periods](#) is entered, the values entered on the [dissection](#) line will be spread across those [periods](#) either equally, or based upon the spread profile entered in the pop-up.

Uncheck this field if you do not wish to use [cross period posting](#) for this [item](#).

Description

Up to thirty characters may be entered as a description against this [dissection](#) line.

Descriptions entered are not shown above and are displayed by scrolling the window to the right.

Options

Select

Use this to select a line for amendment. The values will be re-displayed in the lower half of the window.

Description

Use this to display the Display Account Levels pop-up for the selected line.

Functions

Ratios/Spread (F7)

Use this to toggle between entering values and entering ratios. The field heading that initially shows Value toggles between Value and Ratio.

Entering values in the spread mode means that goods values entered do not have to add up to the control value. They will, instead, be calculated and displayed as a ratio of the invoice control value.

Once you have entered ratios, select **Spread (F7)** to display the calculated values.

Note: *The tax Value and Quantity fields are not affected by the ratio function and are always entered as absolute values.*

Update Ledger (F8)

Use this to save the details entered. Updates are not performed immediately but are processed when the session is completed.

If Validate tax? is **checked** in the [company profile](#), the total tax values entered must be correct based on the values and tax codes selected and within the tolerances specified on the GL [company profile](#) in the Error Limit Percentage and Error Limit Absolute Value fields. If not, the tax Error pop-up is displayed.

If the total goods plus tax in all [dissections](#) does not equal the gross value entered, the Total Does Not Equal Gross pop-up is displayed.

If Extended [Payment Terms](#), [Payment Analysis](#) or [Withholding Tax](#) are in use, further pop-ups are displayed.

Cancel Item (F11)

Use this to cancel the [item](#) being entered.

Amend Item (F15)

Use this to re-display the header information for viewing or amending.

Selections/Values (F20)

Use this to toggle between allowing input into the fields at the base of the window, and allowing input into the fields listed at the top.

Descriptions/Extensions (F22)

Use this to toggle between any Description entered for a line and any General Ledger extension code(s) related to the [dissection](#).

When you have entered all the [dissections](#) for the [item](#), select **Update Ledger (F8)**. If there are no errors and no further pop-ups are required, the Invoice [Log Transfer](#) window will be displayed.

tax Error Pop-up

This pop-up is displayed when **Update Ledger (F8)** is selected on the [item](#) Amend [Dissections](#) window and there is a discrepancy in the tax calculations.

Functions**Accept (F19)**

Use this if you wish to accept the entered tax values in spite of the discrepancy.

Press Enter to return to the [item](#) Amend [Dissections](#) Window and correct the tax.

Total Does Not Equal Gross Pop-up

This pop-up is displayed when **Update Ledger (F8)** is selected on the [item](#) Amend [Dissections](#) window and the total [dissection](#) value (Goods + tax) does not equal the gross value entered for the [item](#).

Press Enter to return to the [item](#) Amend [Dissections](#) window and correct the [dissections](#).

Extended Payment Terms Pop-up

This pop-up is displayed when you make the posting (by selecting **Update Log (F8)** on the Invoice [Log Dissection](#) window) if the [payment terms](#) for the [item](#) you are posting involves extended payments. You can then choose to display the Maintain [Extended Terms](#) window to amend the extended [payment terms](#) associated with the extended payment code of the [item](#) to be paid.

Note: Any changes made will affect this [item](#) only. Other [items](#) using the same extended payment code will be unaffected.

Functions

Accept Default Extended Terms (F8)

Use this to accept the current [extended terms](#) for this supplier. The [item](#) is accepted and the Supplier Selection window will be displayed with the last [item's](#) details.

Press Enter to return to display the Maintain [Extended Terms](#) window where you can modify the terms.

Maintain Extended Terms Window

To display this window, press Enter on the Extended [Payment Terms](#) pop-up.

Use this window to modify the [due dates](#), payment amounts and [payment methods](#) for this [item](#).

Fields

Extended Terms

Enter a code and then press Enter to see the [extended terms](#) associated with that code displayed.

You can use the [prompt](#) facility on this field to select from the Select [Extended Terms](#) pop-up.

Due Date

The [due date](#) of payment for the instalment on this line is displayed here. If you decide to change it, it will change for this [item](#) only. Other [items](#) using the same extended payments code will be unaffected.

The system can ensure that the [due date](#) for payment does not fall on a holiday or weekend day (if your country-specific [parameters](#) are set up for this in General Ledger [Utilities](#)).

Payment Spread Amount

The payment value of the instalment on this line is displayed here. If you decide to change it, it will change for this [item](#) only. Other [items](#) using the same extended payments code will be unaffected.

Payment Method

The [payment method](#) code for the instalment on this line is displayed here. If you decide to change it, it will change for this [item](#) only. Other [items](#) using the same extended payments code will be unaffected.

You can use the [prompt](#) facility on this field to select from the Select [Payment Method](#) pop-up.

Functions

Update (F8)

Use this to update the [extended terms](#) with any amendments made. These amendments will affect only this payment, and other [items](#) using the same extended payments code will be unaffected.

Delete All Spreads (F11)

Use this to delete the [extended terms](#) definition for this payment.

Previous (F12)

If you want to exit without updating the terms, select **Previous (F12)** and a message will be displayed warning you that if you select **Confirm (F12)** the [default](#) payment spreads terms will be used.

Select **Update (F8)** to accept the terms as displayed. The Invoice [Log Transfer](#) window will be displayed.

Withholding Tax Pop-up

This pop-up is displayed when you update [dissections](#) if your supplier is using [withholding tax](#).

Use this pop-up to enter the values that you want to be reported later.

Fields**Type**

Enter the type of supplier.

Alternatively, use the [prompt](#) facility to select from the [Parameter](#) Codes pop-up.

Calculation %

Enter the percentage that will be withheld. This percent will be applied to the goods value and taxed at the rate specified in the Tax % field.

Tax %

Enter the tax rate that will be applicable to the withheld value.

Total Goods Value

Enter the goods value to which the above percentage will be applied.

Excluded Goods Value

Enter the excluded goods value, i.e. the value which will not have tax withheld.

Function**Bypass (F17)**

Use this if you do not wish to apply [withholding tax](#) to this [item](#).

Press Enter to display the [Withholding Tax](#) Values pop-up.

Withholding Tax Values Pop-up

To display this pop-up, press Enter on the [Withholding Tax](#) pop-up.

This pop-up displays the calculated values, based on the values and percentages entered.

Fields

Type

Enter the type of supplier.

Alternatively, use the [prompt](#) facility to select from the [Parameter](#) Codes pop-up.

Calculation %

Enter the percentage that will be withheld. This percent will be applied to the goods value and taxed at the rate specified in the Tax % field.

Tax %

Enter the tax rate that will be applicable to the withheld value.

Total Goods Value

Enter the goods value to which the above percentage will be applied.

Excluded Goods Value

Enter the excluded goods value, i.e. the value which will not have tax withheld.

Functions

Bypass (F17)

Use this if you do not wish to apply [withholding tax](#) to this [item](#).

Select **Update (F8)** to accept the entered values. The Supplier Selection window will be displayed with the last [item's](#) details.

Process Partita [12/APZ]

This task enables you to change the partita reference of any [item](#) for a selected supplier. You can change it to an existing partita reference, and the [item](#) will be moved to the entered partita.

You can select two or more partita references to be moved to and grouped under a new or existing partita reference.

If you remove the last - or only - [item](#) from a partita, that partita is deleted.

Partita Selection Window

To display this window, select the Process Partita task.

Use this window to select partita data to process.

Fields

Partita Status

Select one of the following:

Open (0) ([default](#)) - To see all open partitas

Closed (1) - To see all closed partitas (i.e. where balances = **0** and all [items](#) are closed)

Both (2) - To see all partitas

Source Account

You must enter the supplier whose partitas you want to see.

Alternatively, use the [prompt](#) facility to select from the Supplier Selection pop-up.

Partita Numbers/To

Enter the range of partita reference numbers you want to see. The reference numbers must be prefixed by the year.

Leave these fields blank to see all partitas included in the selection.

You can use the [prompt](#) facility on these fields to select from the Select Partita pop-up.

Press Enter to see the Partita [Transactions](#) window.

Partita Transactions Window

To display this window, press Enter on the Partita Selection window.

Fields

Select

Enter one of the following:

1 - To move a single [item](#)

The Change Partita pop-up will be displayed for you to enter a new or existing partita reference.

2 - Use this to move, or group, two or more [items](#)

Enter **2** against each total line to be moved. The Change Partita pop-up will be displayed for you to enter a new or existing partita reference for the mass change. When confirmed, all lines selected will be moved to the new partita.

Functions

Reverse Items (F15)

Use this to reverse the order of the [items](#) within each partita.

Reverse Partitas (F16)

Use this to reverse the order of the partidas.

Select **Exit (F3)** to leave the task or select **Previous (F12)** to return to the previous window.

Change Partita Pop-up

To display this pop-up, select 1 or 2 against [items](#) on the Partita [Transactions](#) window.

Fields

New Partita

Enter the number of the new partita.

Select **Update (F8)** to confirm the change.

If the new partita does not yet exist, a further confirmation window will be displayed. Select **Update (F8)** again to confirm.

Partita Verification and Rebuild [21/APZ]

This task is used only when processing errors are suspected.

It will rebuild partita balances and [transactions](#) and check that partita details match posted [items](#) and [transactions](#).

You will have the option to verify balances, structures and [items](#) and to correct balances.

A report will be produced for each validation selected.

Partita Verification and Rebuild Select Window

To display this window, select the Partita Verification & Rebuild task.

Fields

Verify Partita Items?

Use this checkbox as follows:

Unchecked - If you do not wish to verify partita [items](#)

Checked - If you wish to verify partita [items](#)

Verify Partita Structures?

Use this checkbox as follows:

Unchecked - If you do not wish to verify partita structures

Checked - If you wish to verify partita structures

And Correct Any Errors?

Use this checkbox as follows:

Unchecked - If you do not wish to correct partita structure errors

Checked - If you wish to correct partita structure errors

Verify Partita Balances?

Use this checkbox as follows:

Unchecked - If you do not wish to verify partita balances

Checked - If you wish to verify partita balances

And Correct Any Errors?

Use this checkbox as follows:

Unchecked - If you do not wish to correct partita balance errors

Checked - If you wish to correct partita balance errors

Press Enter and then select **Submit (F8)** to submit the batch job.

Chapter 8 Historical Data

Introduction to Historical Data

To access these tasks, select the **Accounts Payable** [Historical Data](#) menu.

This chapter of the product guide describes how to enquire and report on Accounts Payable [historical data](#).

The Accounts Payable application provides facilities to [archive](#) data no longer needed for operational use. This involves saving the data so that it can be stored away from the machine, releasing space for new data. The [Utilities](#) chapter of this product guide describes how this is done (see the Delete Redundant Data section (31/APU)).

Data saved in this way is called [historical data](#) and each time data is [archived](#), a single new library is created to hold the [historical data](#).

Note: Check that the [archived](#) data you want to review has been restored to your computer.

Selecting Archive Libraries

Whichever [Historical Data](#) task you select, the Enquire on [Archived Items](#) window is displayed. This lists the [archive](#) libraries restored to the computer, and enables you to select the one on which you want to enquire.

Select the library that you want to use.

Note: If the [archive](#) library selected does not exist on the machine, an explanatory message is displayed. In this case, contact your systems department to have the library restored to the application.

Enquire on Archived Items [1/APH]

This task enables you to display [archived items](#).

Item Selection Criteria Window

To display this window, select the Enquire on [Archived Items](#) task and select the required [archive](#) library from the list.

Use this window to specify the range of [items](#) on which you want to enquire. Once the fields are completed as required, press Enter to see a list of [items](#) matching the search criteria you entered. Select a particular [item](#) by entering 1 against it.

Fields

Order (1-5)

Use this field to state the sequence in which the selected details are to be sorted. 1 is the most important sequence and 5 is the least important.

Ascending/Descending

Use this field to specify the sequence in which the selected details are to be displayed.

Ranges

Item Type From/To

Enter the [item](#) type range to be included within the enquiry. Leave these fields blank to include all [item](#) types.

The [item](#) type, if entered, must be one of the following:

- IN - Invoice
- CR - [Credit note](#)
- JL - Nominal Journal
- CA - Cash on Account
- FJ - [Prime Currency](#) Journal
- PX - Cancelled Payment
- PY - Payment
- DL - [Log](#) Deletion
- AL -Allocation
- JT - [Transfer](#) Journal
- AJ - Adjustment
- FC - Exchange Gains Journal
- CX - Cancelled Cheque Payment
- LI - [Log](#) Invoice
- LJ - [Log](#) Journal
- LC - [Log](#) Credit

OA - On Account Allocation

IP - Invoice Cross [Period](#)

CT - Contra

Item Reference From/To

You can optionally enter a range of references. Leave these fields blank to include all [archived](#) references.

Supplier From/To

You can optionally enter a range of account codes. Leave these fields blank to include all suppliers.

Supplier's Ref From/To

You can optionally enter a range of references. Leave these fields blank to include all references.

Document Date From/To

You can optionally enter or select a range of dates to enquire on documents posted within specific date limits. Leave these fields blank to include all [items](#) regardless of posting date.

Posting Period From/To

You can optionally enter a range of [periods](#) to enquire upon documents posted within specific [periods](#). Leave these fields blank to include all [items](#) regardless of [period](#).

Session From/To

You can optionally enter a range of session numbers to enquire on [transactions](#) posted within particular sessions. If only one session is required, enter the same session number in both fields. Leave these fields blank to include all sessions.

Value Excl. tax From/To

You can optionally enter a range of [transaction](#) values, exclusive of tax. Leave these fields blank to include all [transactions](#) regardless of the value.

Value Incl. tax From/To

You can optionally enter a range of [transaction](#) values, inclusive of tax. Leave these fields blank to include all [transactions](#) regardless of the value.

Values in Base?

Use this checkbox as follows:

Checked - To select [items](#) with [base currency](#)

Unchecked - To select [items](#) with a non-[base currency](#)

In this case, a currency must be entered.

In Currency

Enter the [currency code](#) for the [items](#) you wish to view.

Press Enter to display the [Item](#) Enquiry window.

Item Enquiry Window

To display this window, press Enter on the [Item](#) Selection Criteria window.

Functions

Greater Detail (F15)

Use this to display further details of each line.

Select an [item](#) for detailed enquiry. The [Item](#) Detail Enquiry window is displayed.

Item Detail Enquiry Window

To display this window, select an [item](#) on the [Item](#) Enquiry window.

Select **[Transactions](#) (F22)** to view [transactions](#) for this [item](#). The [Item Transactions](#) window is displayed.

Item Transactions Window

To display this window, select **[Transactions](#) (F22)** on the [Item](#) Details Enquiry window.

Functions

Display Prime Values Too (F15)

Use this to display prime and base values for the displayed [transactions](#).

Select **Exit (F3)** to leave the task or select **Previous (F12)** to return to the previous window.

Enquire on Archived Supplier [2/APH]

This task enables you to display [archived](#) supplier details.

Supplier Selection Criteria Window

To display this window, select the Enquire on [Archived](#) Suppliers task and then select the required [archive](#) library from the list.

Use this window to specify the range of suppliers you want to enquire on or print out. Once the fields are completed as required, press Enter to see a list of suppliers matching the search criteria you entered. You can select a supplier to see further details.

Fields

Order (1-5)

Use this field to state the sequence in which the selected details are to be sorted. **1** is the most important sequence and **5** is the least important.

Ascending/Descending

Use this field to specify the sequence in which the selected details are to be displayed.

Ranges

Supplier From/To

You can optionally enter a range of suppliers. Leave these fields blank to include all suppliers. If details for one specific supplier are required, enter the same [supplier code](#) in the From and To fields.

You can use the [prompt](#) facility on these fields to select from the Supplier Selection pop-up.

Shipping Address Code From/To

If details specific to despatch (shipping) addresses are required, enter the range of despatch addresses that are to be selected. Leave these fields blank to include all despatch addresses. If information particular to one despatch address is required, enter the same despatch address code in both of these fields.

Name (First 15 Chars) From/To

You can optionally select [archived](#) details based on the contents of the alpha search fields. A range of search arguments may be entered if required.

Supplier Groups 1 - 4 From/To

[Archived](#) details may be selected for display based upon the contents of a supplier group. Leave these fields blank to include all suppliers regardless of the contents of these fields.

Press Enter to display the Supplier Enquiry window.

Supplier Enquiry Window

To display this window, press Enter on the Supplier Selection Criteria window.

Select a supplier for detailed enquiry. The Supplier Detail Enquiry window is displayed.

Supplier Detail Enquiry Window

To display this window, select a supplier on the Supplier Enquiry window.

Functions

Contacts (F13)

Use this to view any [archived](#) contacts for this supplier.

Supplier's Period Balances (F22)

Use this to view the supplier's [period](#) balances.

Select **Supplier's [Period](#) Balances (F22)** to display the Supplier Balances window.

Supplier Balances Window

To display this window, select **Supplier's [Period](#) Balances (F22)** on the Supplier Details Enquiry window.

Functions

Greater Detail (F15)

Use this to display greater detail for these balances.

Select **Exit (F3)** to leave the task or select **Previous (F12)** to return to the previous window.

Enquire on Company Profile Audit [3/APH]

Company Profile Audit Selection Criteria Window

To display this window, select the Enquire on [Company Profile](#) Audit task and then select the required [archive](#) library from the list.

This window enables you to specify the changes to the [company profile](#) which you want to see displayed on window or in print.

Fields

Order (1-4)

Use this field to state the sequence in which the selected details are to be sorted. **1** is the most important sequence and **4** is the least important.

Ascending/Descending

Use this field to specify the sequence in which the selected details are to be displayed.

Ranges

Date Changed From/To

You can optionally enter or select the range of dates in order to display changes made to the [company profile](#) within those dates. If you want to display changes performed on one particular day, enter or select the same date in both fields. Leave these fields blank to include all changes, regardless of date.

Time Changed (hhmmss) From/To

You can optionally enter a range of times in order to display changes made to the [company profile](#) within those times. Leave these fields blank to include all changes, regardless of time.

Terminal from Which Changed From/To

You can optionally enter a range of terminals in order to display only changes made to the [company profile](#) on terminals within that range. If you want to select only one terminal, enter the ID of that terminal in both the From and To fields. Leave these fields blank to include all changes, regardless of the terminal on which they were made.

User by Whom Changed From/To

You can optionally enter a range of user IDs in order to display only changes made to the [company profile](#) by user IDs within that range. If you want to select only one user, enter the ID of that user in both the From and To fields. Leave these fields blank to include all changes, regardless of the user who made them.

Press Enter to display the [Company Profile](#) Audit Enquiry window.

Company Profile Audit Enquiry Window

To display this window, press Enter on the [Company Profile](#) Audit Selection Criteria window.

Select an audit line for detailed enquiry. The [Company Profile](#) Audit Detail Enquiry window is displayed.

Company Profile Audit Detail Enquiry Window

To display this window, select an audit line on the [Company Profile](#) Audit Enquiry window.

Functions

View Amendments (F15)

Use this to view a series of further windows showing Basic Details 1 & 2, Invoice [Log](#) Details and General Ledger Details. These show the details before the amendment to the [company profile](#) was made.

Use **View Amendments (F15)** to view further details of the [Company Profile](#) audit record. The [Company Profile](#) Audit Basic Details window is displayed.

Company Profile Audit Basic Details Window

To display this window, select **View Amendments (F15)** on the [Company Profile](#) Audit Details Enquiry window.

Press Enter to view the Basic Details 2, Invoice [Log](#) Details and General Ledger Details windows in rotation (windows not shown here). Select **View Less Amendments (F15)** to return to the [Company Profile](#) Audit Details window.

Enquire on Names and Addresses Audit [4/APH]

Supplier Audit Selection Criteria Window

To display this window, select the Enquire on Names and Addresses Audit task and then select the required [archive](#) library from the list.

This window enables you to view the changes to the supplier profiles which you want to see displayed on window or printed.

Fields**Order (1-5)**

Use this field to state the sequence in which the selected details are to be sorted. **1** is the most important sequence and **5** is the least important.

Ascending/Descending

Use this field to specify the sequence in which the selected details are to be displayed.

Ranges

Supplier From/To

If you want to display details specific to a single supplier or range of suppliers, enter the appropriate account codes in these fields. Leave these fields blank to include all suppliers. If

details for one specific supplier are required, enter the [supplier code](#) in both the From and To fields.

Despatch Address Code From/To

If audit details specific to despatch (shipping) addresses are required, enter the range of despatch addresses that are to be selected. Leave these fields blank to include all despatch addresses. If information particular to one despatch address is required, enter the same despatch address code in both of these fields.

Name (first 15 chars) From/To

You can optionally select [archived](#) details for display, based upon the contents of the alpha search fields. A range of search arguments may be entered if required.

Supplier Groups 1-4 From/To

[Archived](#) details may be selected for display, based upon the contents of a supplier group. Leave these fields blank to include all suppliers regardless of the contents of these fields. A range of supplier groups can be selected by entering the appropriate values in the From and To group arguments.

Date Changed From/To

You can optionally enter or select the range of dates that are to be examined for changes having been carried out upon supplier names and addresses. If changes performed upon one particular day are required, enter the same date in both fields. Leave these fields blank to include all changes, regardless of date.

Time Changed (hhmmss) From/To

If necessary, enter the range of times that are to be examined for changes having been carried out upon supplier names and addresses. Leave these fields blank to include all changes, regardless of time.

Terminal from Which Changed From/To

You can optionally enter a range of terminals in order to display only changes made to the [company profile](#) on terminals within that range. If you want to select only one terminal, enter the ID of that terminal in both the From and To fields. Leave these fields blank to include all changes, regardless of the terminal on which they were made.

User by Whom Changed From/To

You can optionally enter a range of user IDs in order to display only changes made to the [company profile](#) by user IDs within that range. If you want to select only one user, enter the ID of that user in both the From and To fields. Leave these fields blank to include all changes, regardless of the user who made them.

Press Enter to display the Supplier Audit Enquiry window.

Supplier Audit Enquiry Window

To display this window, press Enter on the Supplier Audit Selection Criteria window.

Function

Greater Detail (F15)

Use this to display greater detail.

Select a supplier for detailed enquiry. The Supplier Audit Detail Enquiry window is displayed.

Supplier Audit Detail Enquiry Window

To display this window, select a supplier on the Supplier Audit Enquiry window.

Functions

View Amendments (F15)

Use this to view a series of further windows showing the supplier details before the amendment was made.

Use **View Amendments (F15)** to view further details of the supplier audit record. The Supplier Audit Amendment Details window is displayed.

Supplier Audit Amendment Details Window

To display this window, select **View Amendments (F15)** on the Supplier Audit Details Enquiry window.

Press Enter to view further details of the supplier before amendment on more windows in rotation (windows not shown here). Select **View Less Amendments (F15)** to return to the Supplier Audit Details window.

Enquire on Reason Codes Audit [5/APH]

Reason Codes Audit Selection Window

To display this window, select the Enquire on [Reason Codes](#) Audit task and then select the required [archive](#) library from the list.

This window enables you to specify the changes to the [reason codes](#) which you want to see displayed on window or print.

Fields

Order (1-5)

Use this field to state the sequence in which the selected details are to be sorted. **1** is the most important sequence and **5** is the least important.

Ascending/Descending

Use this field to specify the sequence in which the selected details are to be displayed.

Ranges

Reason Code From/To

If you want to see details specific to a single reason or range of reasons, enter the appropriate codes in these fields. Leave these fields blank to include all [reason codes](#). If you want to see details for one specific [reason code](#), enter the same code in both the From and To fields.

Code Description From/To

To enquire on a range of descriptions associated with [reason codes](#), enter the start description and end description for the range. To display all changes associated with a specific description, enter the same description in both the From and To fields. Leave these fields blank to include all details, regardless of the description.

Date Changed From/To

You can optionally enter or select the range of dates that are to be examined for changes having been carried out on the [Reason Codes](#) file. If you want to see changes performed on one particular day, enter the same date in both fields. Leave these fields blank to include all changes, regardless of date.

Time Changed (hhmmss) From/To

You can optionally, enter the range of times that are to be examined for changes having been carried out on the [Reason Codes](#) file. Leave these fields blank to include all changes, regardless of time.

Terminal from Which Changed From/To

You can optionally enter a range of terminals at which the [reason code](#) changes may have been performed. If you only want to see changes made at one terminal, enter the ID of that terminal in both the From and To fields. Leave these fields blank to include all changes, regardless of the terminal, on which they were made.

User by Whom Changed From/To

You can optionally enter a range of user IDs by which the [reason code](#) changes may have been performed. If you only want to see changes made by one user, enter the ID of that user in both the From and To fields. Leave these fields blank to include all changes, regardless of the user by whom they were made.

Press Enter to display the [Reason Codes](#) Audit Enquiry window.

Reason Codes Audit Enquiry Window

To display this window, press Enter on the [Reason Codes](#) Audit Selection Criteria window.

Select **Exit (F3)** to leave the task or select **Previous (F12)** to return to the previous window.

Enquire on Location Codes Audit [6/APH]

Location Codes Audit Selection Criteria Window

To display this window, select the Enquire on [Location](#) Codes Audit task and then select the required [archive](#) library from the list.

This window enables you to specify the changes to the [location](#) codes which you want to see displayed on window or in print.

Fields

Order (1-5)

Use this field to state the sequence in which the selected details are to be sorted. **1** is the most important sequence and **5** is the least important.

Ascending/Descending

Use this field to specify the sequence in which the selected details are to be displayed.

Ranges

Location Code From/To

If details specific to a single [location](#) code or range of [location](#) codes are required, enter the appropriate codes in these fields. Leave these fields blank to include all [location](#) codes. If details for one specific [location](#) code are required, enter the same code in both the From and To fields.

Code Description From/To

To enquire upon a range of [location](#) codes, based on the descriptions associated with those codes, enter the start description and end description of the range. To display all changes associated with a specific description, enter the same description into both the From and To fields. Leave these fields blank to include all changes, regardless of the description.

Date Changed From/To

You can optionally enter or select the range of dates that are to be examined for changes having been carried out on the [Location](#) Codes file. If you want to see changes performed on one particular day, enter the same date in both fields. Leave these fields blank to include all changes, regardless of date.

Time Changed (hhmmss) From/To

You can optionally, enter the range of times that are to be examined for changes having been carried out on the [Location](#) Codes file. Leave these fields blank to include all changes, regardless of time.

Terminal from Which Changed From/To

You can optionally enter a range of terminals at which the [location](#) code changes may have been performed. If you only want to see changes made at one terminal, enter the ID of that terminal in both the From and To fields. Leave these fields blank to include all changes, regardless of the terminal, on which they were made.

User by Whom Changed From/To

You can optionally enter a range of user IDs by which the [location](#) code changes may have been performed. If you only want to see changes made by one user, enter the ID of that user in both the From and To fields. Leave these fields blank to include all changes, regardless of the user by whom they were made.

Press Enter to display the [Location](#) Codes Audit Enquiry window.

Location Codes Audit Enquiry Window

To display this window, press Enter on the [Location](#) Codes Audit Selection Criteria window.

Select **Exit (F3)** to leave the task or select **Previous (F12)** to return to the previous window.

Report on Archived Items [31/APH]

This task enables you to print out the details of any [archived item](#).

Report on Archived Items Selection Window

To display this window, select the Report on [Archived Items](#) task and then select the required [archive](#) library from the list.

This window enables you to specify the [items](#) you want to print out according to many different criteria.

Fields

For details of the criteria fields, refer to the Enquire on [Archived Items](#) section.

Select **Submit Job (F8)** to submit the job to produce the report.

Report on Archived Suppliers [32/APH]

This task enables you to print [archived](#) supplier details.

Report on Archived Suppliers Selection Window

To display this window, select the Report on [Archived](#) Suppliers task and then select the required [archive](#) library from the list.

This window enables you to specify the suppliers you want to print out according to many different criteria.

Fields

For details of the criteria fields, refer to the Enquire on [Archived](#) Suppliers section.

Select **Submit Job (F8)** to submit the job to produce the report.

Report on Company Profile Audit [33/APH]

This task enables you to print [company profile](#) audit details.

Report on Archived Company Profile Audit Window

To display this window, select the Report on [Company Profile](#) Audit task and then select the required [archive](#) library from the list.

This window enables you to specify the criteria for the report.

Fields

For details of the criteria fields, refer to the Enquire on [Company Profile](#) Audit section.

Press Enter to submit the job to produce the report.

Report on Archived Names and Addresses Audit [34/APH]

This task enables you to print [archived](#) name and address details.

Report on Archived Names and Addresses Audit Selection Window

To display this window, select the Report on [Archived](#) Names and Addresses Audit task and then select the required [archive](#) library from the list.

This window enables you to specify the names and addresses you want to print out according to many different criteria.

Fields

For details of the criteria fields, refer to the Enquire on [Archived](#) Names and Addresses Audit section.

Press Enter to submit the job to produce the report.

Report on Reason Codes Audit [35/APH]

This task enables you to print [archived reason code](#) details.

Report on Archived Reason Codes Audit Selection Window

To display this window, select the Report on [Reason Codes](#) Audit task and then select the required [archive](#) library from the list.

This window enables you to specify the [reason codes](#) you want to print out according to many different criteria.

Fields

For details of the criteria fields, refer to the Enquire on [Reason Codes](#) Audit section.

Press Enter to submit the job to produce the report.

Report on Location Codes Audit [36/APH]

This task enables you to print [archived location](#) code details.

Report on Archived Location Codes Audit Selection Window

To display this window, select the Report on [Location](#) Codes Audit task and then select the required [archive](#) library from the list.

This window enables you to specify the [location](#) codes you want to print out according to many different criteria.

Fields

For details of the criteria fields, refer to the Enquire on [Location](#) Codes Audit section.

Press Enter to submit the job to produce the report.

Report on Archived Contacts [37/APH]

The report displays all [archived](#) contacts for the selected company in [trading partner](#)/delivery sequence order.

There are no selection criteria and a job is submitted to produce the report as soon as the required [archive](#) library is selected.

Select a library to submit the job to produce the report.

Chapter 9 Utilities

Introduction to Utilities

Accounts Payable provides a number of [utilities](#) for database re-organisation and verification. These [utilities](#) are not required during normal operation.

Caution: All the tasks which are provided here require great care and some require a detailed technical understanding of the application. It is recommended that these tasks be carried out with the advice of your accounts manager, computer manager, and/or software supplier.

The [utilities](#) in Accounts Payable provide the ability to do the following:

- [Archive](#), which enables you to take a security copy of [period](#) balance records and [transactions](#) before removing them from the system

The [archived](#) copies may be restored for enquiry and report purposes only; no postings may be made to a restored system.

The procedures are:

- Save company data to an [archive](#) file
- Remove (purge) the data from the current system
- Restore [archived](#) data as and when required
- Enquire and report on restored [archived](#) data
- Delete a company when you no longer need to keep accounts for the company concerned
- Copy a company to a separate library
- Verify the database to confirm that data submitted to the application has been correctly processed, for example that [period](#) balances represent the sum of [transactions](#)
- Re-build account [period](#) balances from the [transactions](#), if discrepancies have been found in the verification procedure
- De-allocate postings made in a session which failed
- Re-print cheques

Important

The Financials applications maintain balances using hidden programs known as subsystems.

Certain [utilities](#) tasks also maintain these balances, and if you enter one of these tasks while a subsystem is active, a message is displayed and you are prevented from using the task.

All subsystems must therefore be stopped before such [utilities](#) can be used. See the Start/End Balances Update section for more details.

Entering Details of Libraries

Many of the tasks described in this section require you to enter the names of certain libraries. The names of the following libraries are often required:

Program Library

This field displays the name of the library containing the utility programs.

File Library

This field displays the library containing the database files for the application.

Work Library

This is the name of a general purpose library to which intermediate files may be copied during certain procedures, for example, when deleting a company. Most users would create a new, dedicated library for this task. After successful completion of the task or tasks to be performed, the library would be deleted.

If you are uncertain which libraries apply to your particular system, or you are not authorised to create new libraries, you are strongly advised to consult your computer systems department or your software supplier.

Note: *The Delete Redundant Data task requires you to enter a 'volatile' files library and a 'non-volatile' files library. The volatile files library contains the data files for deleting and archiving, while the non-volatile files library contains the display and printer files.*

Template Companies

If you need to maintain several companies all in the same way, the easiest way to do this is to set up all the companies as a group, with another company defined in the General Ledger as a template company. When you maintain the template company, the related group companies will be updated in the way specified.

Create Company [1/APU]

This task enables you to create a new company by copying the contents of an existing company. The new company can be created in any library, not just in the same library as the existing company. Only the static data in a company can be copied; the copied data will not include [items](#) or balances.

Note: *This facility will only copy companies. If you want to create a separate company from scratch, this should be done using the Maintain AP [Company Profile](#) task.*

Create Company Initial Window

To display this window, select the Create Company task.

Fields

From Company

Enter the company from which to copy.

To Company

Enter the company to which to copy.

Press Enter. The [Country Code](#) field is displayed.

If you are copying a template company to a group of companies, the [country code](#) will automatically be that of the template country, so the extra field is not displayed.

Country Code

Enter the [country code](#) for the new company.

Alternatively, use the [prompt](#) facility to select from the [Parameter](#) Codes pop-up.

If you are simply copying one company to another, when you press Enter, the Company Code field will appear beneath the other two fields, and you can either leave this blank to pick up the [country code](#) of the company being copied, or you can enter a [country code](#) as required. Once this is entered, press Enter to see the Create Company selection window.

Press Enter to display the Dependant Companies pop-up.

Dependent Companies Pop-up

To display this pop-up, press Enter on the Create Company window.

Fields

GL Co

Enter the General Ledger company to which the new company is to be attached.

CM Co

Enter the Cash Management company to which the new company is to be attached.

When you have made your entries, press Enter to display the Create Company Final window.

Create Company Final Window

Fields

Supplier Codes

Check this to copy all the suppliers from the existing company to the new company.

Supplier Text

Check this to copy all the supplier text from the existing company to the new company.

Reason Codes

Check this to copy all the [reason codes](#) from the existing company to the new company.

Location Codes

Check this to copy all the [location](#) codes from the existing company to the new company.

Speed Entry Distribution Codes

Check this to copy all the distribution codes (schedules) from the existing company to the new company.

Payment Threshold

Check this to copy payment threshold details from the existing company to the new company. The payment threshold details of the last [payment method](#) used is copied.

Caution: If the company being copied is in a different country from the new company, you may have to amend the currency. When the copy is done, update the Currency field in the company profile.

When you have made your selections, select **Confirm (F8)** to create the new company.

Save Company [2/APU]

This task enables you to save a copy of a company into a separate library. It does not relate to normal daily back ups where the files libraries for all applications are saved.

The work library, however, must be specified. This should be the name of a general-purpose library which the save procedure can use to store certain files while the save is carried out. This will commonly be a new library created for the task, which will be deleted when the task is completed.

Save Companies into a Different Library Initial Window

To display this window, select the Save Company task.

This initial window allows you to specify where the program should look for the save programs and files when it performs the save procedure. However, the [default](#) values of *LIBL should suit any normal save procedure and it is rarely necessary to change these.

Press Enter to display the Save Companies into a Different Library window.

Save Companies into a Different Library Window

Fields

Enter the Name of the Library Containing the A/P files

Enter the name of the library containing the Accounts Payable files.

Enter the Name of the Library the Company is to be Saved In

Enter the library in which the selected company is to be saved.

Enter the Name of the Message Queue for Messages

If the save job were to fail for any reason, a message would be sent to inform you of this fact. This message will be sent to the message queue specified here. The field [defaults](#) to the message queue of the person starting the job, but this can be changed.

Enter the Name of the Message Queue Library

If the save job were to fail for any reason, a message would be sent to inform you of this fact. This message will be sent to the message queue in the library specified here. The field [defaults](#) to your library list, but this may be changed.

When these fields are completed, press Enter to display the confirmation window. Select **Select Company to Save** to submit a job to save that company.

Restore Company [3/APU]

This task enables the data from one or more companies to be restored from off-line storage to the live system. The restore will overwrite the company data existing on the live system.

Caution: This task will delete data from your system. You are therefore advised to take a security copy before running this task.

You must specify a work library. This should be a general purpose library which the restore procedure can use to store certain files while the restore is going on. This will commonly be a new library created for the task, which will be deleted when the task is completed.

Restore Saved Companies Window

To display this window, select the Restore Company task.

This initial window allows you to specify where the program should look for the restore programs and files when it performs the restore procedure. However, the [default](#) values of *LIBL should suit any normal restore procedure, and changing these should rarely be necessary.

Once you have selected **OK**, the Restore Saved Companies window will ask you to enter the restore libraries.

Fields

Enter the Name of the Library Containing the Saved Companies

Enter the name of the library containing the saved companies.

Enter the Name of the Library to Receive the Restored Companies

Enter the library to which the selected company is to be restored.

Enter the Name of the Work Library to be Used during Restore

Enter the name of a work library that can be used by the restore process.

Enter the Name of the Message Queue to Receive Messages

If the restore job were to fail for any reason, a message would be sent to inform you of this fact. This message will be sent to the message queue specified here. The field [defaults](#) to the message queue of the person starting the job, but this may be changed.

Library of this Message Queue

If the save job were to fail for any reason, a message would be sent to inform you of this fact. This message will be sent to the message queue in the library specified here. The field [defaults](#) to your library list, but this can be changed.

Do You Want ALL Companies in the Receiving Library Cleared?

Check this if you want the restore job to delete all companies in the library specified as the receiving library. If you leave this field **unchecked**, the restore will delete only those companies being restored.

Press Enter to proceed with the restore.

Delete Company [4/APU]

This task allows you to delete companies set up in Accounts Payable.

Caution: Great care is needed while performing this procedure. Beforehand, as well as creating a security copy of the files library, you may want to archive the data which you intend to delete. This could be achieved by using the Save Company procedure followed by a security backup.

This initial window allows you to specify where the program should look for the delete programs and files when it performs the delete procedure. However, the [default](#) values of *LIBL should suit any normal delete procedure, and it should rarely be necessary to change these.

The work library, however, must be specified. This should be the name of a general-purpose library which the delete procedure can use to store certain files while the delete is carried out. This will commonly be a new library created for the task, which will be deleted when the task is completed.

Delete Companies Window

To display this window, select the Delete Company task, specify the libraries to use and then press Enter.

This window lists all the companies available for deletion.

Options

Delete

Select this to delete a company.

A confirmation window is displayed. Select **Delete Companies Selected (F11)** to confirm your choice and complete the deletion. The system will display [status](#) messages at the bottom of the window as the files are being processed. When the deletion is complete it will show you a message stating this.

Note: *The deletion process involves copying the existing files to the work library and removing data for the companies no longer required. This process may take a long time and consume a lot of disk space for large databases.*

Maintain Company [5/APU]

This task enables you to copy a single company or a group of companies under a template company.

Create Company Window

To display this window, select the Maintain Company task, enter the company codes of the company from which to copy and the company to be maintained on the initial window and then press Enter.

Fields

Supplier Codes

Check this to copy all the suppliers from the base company to the maintained company.

Supplier Text

Check this to copy all the supplier text.

Reason Codes

Check this to copy all the [reason codes](#).

Location Codes

Check this to copy all the [location](#) codes.

Speed Entry Distribution Codes

Check this to copy all the distribution codes (schedules) from the base company to the maintained company.

Payment Threshold

Check this to copy all the payment threshold details from the base company to the maintained company.

Make your selections and then select **Confirm (F8)** to update.

Verify/Rebuild Balances [11/APU]

This task checks that the balances for the specified supplier are correct. In particular, it checks the total outstanding balance for the supplier, as well as the [period](#) balances for the [periods](#) specified. The checks include both [log](#) and ledger balances.

Supplier Balances Verification/Rebuild Window

To display this window, select the Verify/Rebuild Balances task.

Fields

Verify/Rebuild Supplier Balances

Select one of the following:

Verify - To run the verification program

Rebuild - To verify and rebuild or correct imbalances

A normal procedure might be to run the verification program first, then check the outcome and decide on this basis whether to run the rebuild program.

Company Code

Enter the company code of the supplier to be verified. This [defaults](#) to the current company.

Supplier Code

Enter the code of the supplier whose balances are to be verified.

Start Period

Enter the [period](#) number at which you want the verification process to start.

Press Enter to validate your entries and then select **Proceed (F8)** to run the verification.

Rebuild Name Scan Indexes [12/APU]

The search facility provided on supplier names by the Accounts Payable application is called the Name Scan. It works by cross-referencing every separate word in a supplier description when that supplier is entered on the system.

If a supplier is not entered via Accounts Payable maintenance (as may happen if suppliers are downloaded from a different system), this task will update the name scan with all the new data.

Rebuild Name Scan Indexes Window

To display this window, select the Rebuild Name Scan Indexes task.

Fields

Enter Company Number

Enter the required company.

Press Enter and then select **Confirm Rebuild (F8)** to confirm the rebuild.

Reconciliation [13/APU]

This batch process is run to check the validation of one or all of the following:

- Balance file totals against the [transaction](#) file totals
- Supplier [transaction](#) summaries against the [period](#) balances
- Allocations and [discounts](#) taken
- Accounts payable movements against General Ledger movements

There is an option to select validations for a range of customers and session numbers from a selected [period](#). Any errors encountered will be included in an error report when the reconciliation is completed.

Reconciliation Window

To display this window, select the Reconciliation task.

Use this window to select the type of validation to be performed.

Fields

Item to Transaction

Use this checkbox as follows:

Unchecked - If you do not want to include a [transaction](#) check in the validation

Checked - If you want to check the balance file totals against the [transaction](#) file totals

Transaction to Balance

Use this checkbox as follows:

Unchecked - If you do not want to include a check of [transactions](#) to summary/[period](#) balances in the validation

Checked - If you want the validation to check [transactions](#) posted against summary and cumulative [period](#) balances

Optionally Specify Supplier Range for Above

From

Enter the first supplier in the range of suppliers to be selected.

Leave this field blank to include all suppliers for the company.

To

Enter the last supplier in the range of suppliers to be selected.

If you leave this field blank and the From supplier is entered, the validation is run for one supplier only. If the From supplier is also left blank, all suppliers in the company are selected.

And/Or From Period

You can optionally enter a [period](#) from which to start.

Allocations

Use this checkbox as follows:

Unchecked - If you do not want to include a check on the integrity of allocation

Checked - If you want allocations and also [discounts](#) taken to be checked for balance errors

AP to GL Session

Use this checkbox as follows:

Unchecked - If you do not want to check and report errors on matching Accounts Payable movements to GL movements

Checked - If you want the balances of Accounts Payable postings and GL [control account](#) postings to be checked

Optionally Specify Session Range for Above**From**

Enter the first session number in the range of sessions to be selected.

Alternatively, leave this field blank to include all sessions in the [period\(s\)](#).

To

Enter the last session number in the range of sessions to be selected.

If you leave this field blank and the From session number is entered, the validation is run for one session only. If the From session is also left blank, all sessions in the [period\(s\)](#) are selected.

Press Enter to validate your entries and then select **Submit Report (F8)** to begin the batch process.

Unprocessed Transactions [14/APU]

This batch process should be run as required, either from this task or scheduled to run overnight through Machine Manager.

A listing will be produced of accounts payable [transactions](#), which were posted before the system date, and have not yet been updated in General Ledger. The listing will include full [transaction](#) details in session order.

Caution: It is recommended that this batch submission be run as an overnight job.

Select **Confirm Submit (F8)** to start the batch process.

Rebuild Balance Update Data Queue [15/APU]

When a [log](#) or a ledger session is confirmed, it is written to a data queue, which holds all unprocessed sessions. These sessions are then processed as a batch job. If for any reason the data queue were to become corrupted, the option to rebuild it would cause all unprocessed [transactions](#) to be checked, and all sessions with unprocessed [transactions](#) to be added to the data queue, where processing would then continue as normal. See the section on start/end balances.

Note: *The process will not cause a [transaction](#) to be processed twice. If a session holds both a processed and an unprocessed [transaction](#), only the latter will be processed.*

The procedure requires no [parameters](#) to be specified, so no window will be displayed.

Select the task to start the batch process.

Verify Log Balances [16/APU]

This task checks that the [log](#) balances are correct. Select a company, a range of suppliers and [items](#) for balances to be verified.

A report is produced with supplier total base, re-valued base, [item](#) balance values and with a report total and re-valued report total.

Verify Log Balances Window

To display this window, select the Verify [Log](#) Balances task.

Fields

Company Code for Verification

Enter the required company code.

Starting Supplier

Enter the starting [supplier code](#).

Leave this field blank to start from the first supplier.

Ending Supplier

Enter the ending [supplier code](#).

Leave this field blank to finish at the last supplier.

Item Details to be Printed

Select one of the following:

No [item](#) details

[Items](#) for [periods](#) in error ([default](#))

[Items](#) for all [periods](#)

Make your selections and then press Enter. The job is submitted for processing. Press Enter to leave the task.

Rebuild Log Balances [17/APU]

This task will rebuild or correct imbalances. A normal procedure might be to run the verification program first, then check the outcome and decide on this basis whether to run the rebuild program. Reports of record changes are produced.

Rebuild Log Balances Window

To display this window, select the Rebuild [Log](#) Balances task.

Fields

Company Code for Rebuild

Enter the required company code.

Starting Supplier

Enter the starting [supplier code](#).

Leave this field blank to start from the first supplier.

Ending Supplier

Enter the ending [supplier code](#).

Leave this field blank to finish at the last supplier.

Item Details to be Printed

Select one of the following:

No [item](#) details

[Items](#) for [periods](#) in error ([default](#))

[Items](#) for all [periods](#)

Make your selection and then press Enter. The job is submitted for processing. Press Enter to leave the task.

Delete Redundant Data [31/APU]

This task enables you to delete redundant data in order to free storage space on the system. You can also choose to [archive](#) (save) it to an off-line medium from which it may be restored, as required, for enquiries and reports (see the section on [Historical Data](#) for details).

Before taking this task you must ensure that the Accounts Payable subsystem is inactive. Refer to the Start/End Balances Update section for further details on how to do this.

The removal of ledger [items](#) is linked to the Purge No of Months and the Purge No of Trans fields in the [company profile](#). The Purge No of Months field specifies how many [periods](#) of data should be retained. The Purge No of Trans field specifies how many [transactions](#) should be retained for each supplier. These [parameters](#) should be checked prior to running the [archive](#).

This task copies the redundant data into a separate library which can either be left on the computer or backed up to tape and deleted. [Historical data](#) enquiries are possible using the [Historical Data](#) tasks.

Caution: Before running this task, you are strongly advised to make a security copy of the files library.

Note: Where purge of Supplier data has been selected the [periodic](#) outstanding prepayments balance records for that supplier are deleted.

Delete Redundant Data Selection Window

To display this window, select the Delete Redundant Data task.

The initial window allows you to specify where the program should look for the delete/[archive](#) programs and files when it performs the delete or [archive](#) procedure. However, the [default](#) values of *LIBL should suit any normal delete/[archive](#) procedure, and changing these should rarely be necessary.

The work library, however, must be specified. This should be the name of a general purpose library which the delete/[archive](#) procedure can use to store certain files while the procedure is carried out. This will commonly be a new library created for the task, which will be deleted when the task is completed.

Fields

Company Number

Enter the company for which data is to be [archived](#).

Ledger Items

If you want ledger [items](#) to be deleted from the selected company, **check** this field.

Names & Addresses

If supplier names and addresses that are no longer required ([flagged](#) as inactive) are to be purged from the selected company, **check** this field.

Payment Details

To delete the payment details file, **check** this field.

Company Profile

To delete the [company profile](#) audit file, **check** this field. The cut-off date must be specified if audit file data is to be deleted.

Names & Addresses Audit

To delete the supplier names and addresses audit file, **check** this field. The cut-off date must be specified if audit file data is to be deleted.

Reason Codes Audit

To delete the [reason codes](#) audit file, **check** this field. The cut-off date must be specified if audit file data is to be deleted.

Location Codes Audit

To delete the [location](#) codes audit file, **check** this field. The cut-off date must be specified if audit file data is to be deleted.

If Any Audit Files Have Been Selected, Enter a Cut-off Date

If any audit file data is to be deleted, it is necessary to specify a cut-off date. All audit file data prior to the date entered here will be [archived](#).

Select the data to be deleted and then press Enter. The window will be re-displayed showing your options and, depending on your authorisation, asking whether you want to [archive](#) the data.

If you decide to [archive](#) the data, select **Proceed with Deletions (F8)** to start the job. If you decide not to [archive](#), a further warning will be displayed. Select **F19** to start the job.

Caution: Archiving is strongly recommended.

Reorganise Files [32/APU]

When data is deleted from an application using the maintenance tasks, the data is marked for deletion in the file, but is not actually deleted from the system. The Reorganise Files task removes such marked records from the files, freeing valuable storage space.

Re-organise Physical Files Window

To display this window, select the Reorganise Files task.

This window allows you to specify where the program should look for the re-organisation programs and files when it performs the re-organisation procedure. However, the [default](#) values of *LIBL should suit any normal re-organisation procedure, and changing these should rarely be necessary.

Fields

Object/Files

Enter a library from which to run the program and the library containing the files you want to re-organise.

Press Enter and the next window will ask you to confirm your decision to re-organise your files. Select **Proceed with Re-organize (F8)** to confirm, or **Exit (F3)** to leave the task.

De-allocate Failed Posting Session [33/APU]

If a session is reported as having failed to complete, it is important to deal with the failure either immediately or when you run the [period](#) close procedures. Session failure may result from an interruption to the power supply, etc., and the de-allocation process will restore the failed session to a state in which it can be completed in the normal way (i.e. via Processing).

This section describes the de-allocation procedure, and also explains how to re-enter the session to complete it.

De-allocate Failed Session Window

To display this window, select the De-allocate Failed Posting Session task.

Fields

Enter Company Number for Session

Enter the company within which the session failed. The company entered must be a company defined to the system.

Enter Session to be De-allocated

Enter the session number of the failed session.

Press Enter to de-allocate the session.

Ledger Posting Window

Completing a Failed Session

Once you have de-allocated your failed session you may re-enter it via the [Log Entry](#) or the **Direct Posting** tasks, as appropriate, in Accounts Payable Processing. Selecting the task will display the normal posting entry window.

Within these tasks, if you now select **Previous (F12)** from the posting entry window, the window below is displayed.

This window allows you to enter the session number of the de-allocated session and to complete the session as desired.

Note: *This option will not recover all failed session types, for example [payment runs](#). In these instances it is advisable to contact your software supplier.*

Re-run Cheques [34/APU]

This task enables you to re-run the cheque printing process for all cheques without allocated cheque numbers on a selected bank account. The task might be used, for example, if cheques in the original run were damaged during printing.

To produce the re-print, take the usual cheque printing task for your system. This may mean taking the Payments and Remittances task from Cash Management (see the Cash Management product guide for more details).

Printed cheques go to the print queue with a [status](#) of Saved. This means that if the original print is damaged the saved print can be released and printed again. This task should only be used if the saved print has been removed from the output queue.

Re-print Cheques Company Selection Window

To display this window, select the **Re-run Cheques** task.

Fields

Enter Company Number

Enter the required company.

Press Enter to display the Re-print Cheques Bank Selection window.

Re-print Cheques Bank Selection Window

To display this window, press Enter on the Re-print Cheques Company Selection window.

Fields

Enter Bank Account Number

Enter the required bank account.

Press Enter to display the Re-print Cheques window.

Re-print Cheques Window

To display this window, press Enter on the Re-print Cheques Bank Selection window.

Fields

Re-print

Check this to select a cheque for re-printing.

Select **Accept Cheques for Printing (F8)**. All your selected cheques will be marked for re-printing, and a report will be produced listing the cheques you have selected.

Appendix A Glossary

1099

See Payment Analysis.

Ad-hoc Payment

This is a quick way of paying an item by creating a payment cycle for a single supplier. The payment request and the payment confirmation are made simultaneously, and the payment will be made through the normal payment procedure. See also Manual payment.

Application Interface

This is a System21 application which extracts documents to be sent to a Trading Partner via EDI files for translation and transmission.

Conversely, it updates System21 with information from documents received via EDI files from your chosen EDI transmission product.

ANSI X12

This is a message standard developed by the American National Standards Institute, which is widely used in the United States.

Application Reference Data

This is the basic data set up by the user without which the application cannot function - for example, supplier details, or reason codes.

Archive

Facilities are provided whereby redundant or old data can be removed from the system. Archived data will normally be held offline, and can be restored for enquiry and report purposes.

Audit Trail

It is vital that a complete record of all data entries and amendments be kept in order to comply with accounting regulations and to provide a means of tracking the provenance of any errors. The Accounts Payable application provides a full range of such auditing facilities.

BACS

This is the Banks Automatic Clearing System, a procedure whereby payments may be made to suppliers electronically through the banks' computer systems.

Base Currency

When setting up a new company a base currency must be specified. This is the currency into which any non-base currency will be converted for the purposes of enquiry, reporting and accounting. Once postings have been made to the company the base currency cannot be changed, so it must be decided with care. The base currency must be the same as that of the General Ledger.

Batch Control

The Company Profile can be set up to allow transactions to be posted in batches for control purposes. Accumulated batch values are then validated against a given batch total. Unlike **Session control**, this function is optional.

Bill of Exchange

See Collection Document.

Collection Document

A collection document or bill of exchange is a guaranteed negotiable payment which may be issued to the company by its customers, or by the company to its suppliers as a promissory payment of an outstanding debt. When a collection document is accepted or issued, it is posted to the company's account to reduce the outstanding debt. On maturing, the document is exchanged for cash - as a payment or a receipt.

Company Profile

Accounts Payable is a multi-company application, and a number of parameters for each of its companies must be set up before the application can be run. The Company Profile contains all the basic rules within which a particular company is to operate.

Contra Accounting

A trading partner may often be both a supplier and a customer. Where this is the case, the contra accounts facility establishes a link between the supplier and customer accounts. This link causes an Accounts Payable payment to be reduced by the amount in the contra account in Accounts Receivable.

Control Account

The control account holds values posted from all the accounts of a sub-ledger beneath it. It cannot be posted to directly.

Country Code

Depending on where it is used, the country code may either control which *international* options are available to users, or it may simply control the format of the bank account window to appear when entering bank details.

Credit Note

This is also called a *credit memo*. Credit Notes are normally issued by suppliers to cancel or amend previously issued invoices. They may also be raised in Distribution or in Accounts Receivable, sometimes as a miscellaneous credit, but usually to cancel an invoice.

Cross Period Posting

If cross period postings are allowed for a supplier, a value posted to a General Ledger account in one dissection can be split over a number of G/L periods using a predefined spread profile.

It is not possible to post tax using a cross period dissection.

Currency Code

In Accounts Payable, a default trading currency may be defined to a supplier, and a transaction may be entered in any currency defined to the system, provided that the company being used is defined as a multi-currency company. The three-character currency code refers to the currency to be used, and provides default exchange rates, etc.

Customs Invoice

Goods values and their associated tax values are usually posted together. When goods are imported, however, the payments are sometimes made separately, with the tax invoice arriving from Customs *after* the goods payment has been made. This means that the General Ledger is already updated, and the tax must be posted to the tax files without touching the General Ledger. The *Post Customs Invoice* activity in Accounts Payable Payments allows this to be done.

Default

A default value is a value stored by the system for use when no other value can be found. For example, when setting up supplier details, default payment terms can be entered. These payment terms will be used for any item which does not have its own payment terms defined.

Discount

This refers to settlement discount only. Trade or other discounts do not appear in Accounts Payable. It is a value or percentage to be deducted from the payment value if payment is made by the due date.

Dissection

The breakdown of a single transaction value across a number of General Ledger accounts, or to tax codes

Distribution Reference

The *Standard Distributions* activity in Accounts Payable Maintenance enables you to define to a distribution reference code how a posting is to be distributed among General Ledger codes. This can then be used as a default for supplier postings.

Due Date

The date on which payment of a transaction is due to your supplier

EDI

Electronic Data Interchange - a method of transmitting business information over a Network, between Trading Partners who agree to follow approved national or industry standards in translating and exchanging information

Effectivity

It is often useful to be able to define the validity dates of an entity, so that the system can prevent its use outside of these dates. This period of validity is called an entity's *effectivity*.

Extended Terms

If payment of an item is to be spread over a period of time - paying different amounts each month, for example - then the best way to achieve this is to set up an extended terms code within the Cash Management application, and to define the payment terms to the code.

Flag

A trigger to activate or de-activate certain facilities and parameters within the application

Historical Data

Application data which has been archived (i.e. is no longer considered current data), but which is retained offline, and may be restored for enquiries and reports

Inter-company Accounting

You can flag any company as having inter-company status within the General Ledger. Having done so, you can link your company with other such companies within the same application. When posting transactions to another company, you merely have to specify that company's code and process the transaction in the normal way.

Item

In the Accounts Payable application, an item is a transaction document which has been entered onto the system.

Location

The location or department to which a log item is to be sent for authorisation

Lockbox

This is receive notification from your bank that cash has been paid into your account. Payment advice and remittance information (Tradacoms document type ANSI 823) is processed, validated and received from your bank via EDI.

Lockbox (non-EDI) operates in the Cash Management module as the AR Interface Posting activity to process valid receipts from your bank on media.

Log

A means of registering the receipt of documents awaiting authorisation before they are posted to the company's accounts

Manual Payment

This is confirmation of payment already made to a supplier. This differs from an ad-hoc payment in that a manual payment does not go through the payment cycle, and no documentation is produced, although a report can be run.

Mapping

Shows the relationship between Segments and Elements in a standard document and fields in the System21 Application Interface database

Multi-company

The software is designed to control more than one independent company, or several companies reporting to a controlling or reporting company.

Multi-currency

Trading in several currencies, linked to a single currency or multi-currency General Ledger

Negative Balances

Supplier balances where the supplier owes money, e.g. an account showing a cash or credit note entry but no invoices

Open Item

An open or outstanding item is an item which has been authorised but not yet fully paid

Our Reference

This item reference number may, depending on the setting of the Company Profile, be allocated automatically by the system, or entered by the user.

Outstanding Item

See Open Item.

Parameter

A characteristic or constant factor defined by you or already in the system, which determines the specific form or specific limitations of a function

Payment Analysis

This function enables you to keep track of payments made to contractors, and to report on such payments. The facility has a particular use in the USA, where notifying the government of payments to contractors is a legal requirement and is referred to as 1099. The use of the function is decided by a flag when setting up the environment of a company - it is not a flag on the Company Profile.

Payment Cycle

The set of procedures by which suppliers are paid, from an analysis of payment due to actual payment

Payment Method

The way in which a supplier is paid - for example, by cheque, collection documents or BACS

Payment Run

When items are selected for payment they are processed together in a batch job which produces the payment (e.g. prints the cheques). This job is called a payment run.

Payment Terms

This defines the way in which the payment due date is calculated for each transaction. See also Extended Terms.

Period

These are the units into which a financial year is divided for accounting purposes (usually 12 or 13). These are the same for each financial application.

Period Close/Open

This is the procedure which completes the processing for the current period. The next period may then be opened.

Prime Currency

The prime or transaction currency is the currency in which a transaction is made, as opposed to the base currency, into which transaction values will be converted.

Prompt

This is a facility which brings up a list of records relating to a data entry field. To activate, click on the prompt arrow on prompt capable fields or enter ? and then select **Prompt (F4)**.

Protocol Number

The sequential number allocated to a tax transaction in a *tax register*

See tax Registers.

Reason Code

A code which may be used to define the reason for a credit note or journal

Recurring Payments

This facility enables you to pay a supplier's recurring payments automatically. Three activities in Accounts Payable Maintenance enable you to set up recurring payments profiles which store the payment details and three activities in Accounts Payable Payments enable these payments to be made.

Session Control

When starting to enter transactions, the system automatically sets up a session number. All transactions entered at once will then be part of that session. The session is the principal method of control in transaction processing, and provides the information required to satisfy audit requirements.

Spread Elements

These are the elements which make up a complete **Extended Terms** definition.

Status

Every **Open Item** has a status assigned to it. The status, a numeric code, defines the payment rule for the item - it may be a prompt pay item, to be paid immediately, or a status **1** item, which is to be included in the next payment run if its due date is reached, etc. The status can be maintained by the user.

Supplier Code

This is the unique identifier assigned to each of the company's suppliers. Each supplier may have multiple delivery addresses. Payment may be made to a different payee code.

Supplier Reference

This is the reference on the document sent by the supplier.

Tax Accounting

This is the way in which Tax is posted, recorded and accounted for. See tax Subsystem in General Ledger for more details.

Tax Registers

This is a facility to enable the producing of tax reports based on tax area. The codes are set up in General Ledger by the user, and relate to a particular tax office. This facility will be used mainly in Italy.

Tradacoms

A message standard developed and supported in the UK by the ANA

Trading Partner

A customer or supplier with whom there is an agreement to exchange documents electronically

Transaction

A general term used to describe a unit of financial data submitted to the application such as an invoice

Transaction Currency

Same as Prime Currency

Transfer

The journal used to correct a mis-posting from one account to another

Utilities

This is a set of procedures for verification, utilisation and management of the application database. They are not required during normal operation, and when used may require technical support.

Withholding Tax

This function is essentially a form of advance income tax. When a sub-contractor submits an invoice, part of the invoice payment is retained by the paying company and paid directly to the government. This payment is known as *withholding tax*.