# Infor VISUAL Accounts Payable User's Guide

# Contents

# Chapter 1:  Vendor Maintenance

This chapter includes:

# What is Vendor Maintenance?

Use Vendor Maintenance to enter and maintain vendor information in your database. Although you do not need to enter information into all of the fields in the Vendor Maintenance window to add a new vendor, entering a complete set of information can streamline data entry in other areas of the application, such as Purchase Order Entry.

# Adding Vendors

Use Vendor Maintenance to add vendors to your database.

**Note:** If there is a vendor in the database that closely matches the new vendor you are adding, you can select the existing vendor, change the ID and click the **Save** toolbar button. You can then edit the information you want to match the new vendor.

To add vendors:

**1** Select **Purchasing**, **Vendor Maintenance** or **Payables**, **Vendor Maintenance**.

**2** In the Vendor ID field, specify a unique identifier for this vendor. To comply with the European Union GDPR rules, we recommend that you do not use persona information, such as a name, for the ID. See "Individual Privacy" on page 4–1 in the System Administration guide.

**3** In the Purchase From fields, specify the vendor's Purchase From name and address.

**4** If the vendor has a different name and address to which they want you to send payments, enter it in the Remit To section.

If you leave the Remit To name and address blank, the Purchase From name and address is used for the remit to address.

**5** Click the **General** tab and specify this information:

**Default Carrier ID** – Click the arrow and select the ID of the carrier you want to use for this vendor.

**Free On Board** – Click the arrow and select the point at which you want the freight to be charged to the vendor. You can also enter your own free on board point by entering it in the Free On Board field.

**Ship Via** – Click the arrow and select the shipping method you want to use for this vendor. You can also enter your own shipping method preferred for this vendor by highlighting the field and entering the desired information.

**Buyer** – Click the arrow or browse button and specify the purchasing agent from your company that is responsible for making purchases from this vendor. If the buyer ID is not listed in the browse table or drop-down list, type the buyer ID into the Buyer field to add it to the buyer table.

**Default Disp Addr ID** – Click the browse button and select the address from which you want your vendor to dispatch product. This is only applicable if your vendor ships the same product from multiple locations.

**Default Ship ID** – Click the browse button and select the address to which you want your vendor to ship the products you purchase.

**Prevent edit of PO after receipt** – Select this check box to prevent users from modifying purchase orders for this vendor after receipts have been made. Clear this check box to allow users to modify certain information on purchase orders after receipts have been made.

**Dispatch Pallet Required** – If this vendor must use pallets when shipping, select the **Dispatch Pallet Required** check box.

Internal Vendor – If this vendor is an internal vendor, select the Internal Vendor check box. If you are licensed to use multiple sites, you can buy materials from other sites within your enterprise. Select this check box to indicate that the vendor you are setting up represents one of the other sites in your enterprise. See "Setting up an internal vendor" on page 1-7 in this guide.

Account Open – Click the calendar button and select the date on which you opened this account.

Account Modified – If you have modified this account, the date on which you last modified information for this vendor is entered.

6   Click the **Contact** tab to specify the vendor's primary contact using one of these methods:

Select an alternate contact with a registered Contact ID - Click the **Contact** browse button and select a contact from the browse table showing contacts assigned to the vendor. Select the **Primary** check box. Click the **Save** toolbar button.

Select a contact from all contacts with a registered Contact ID - Click the **Contact** browse button and then click the **Associate existing contact** toolbar button. Select a contact from the Contacts dialog and click **Ok**. In the Contacts for Vendor dialog, select the **Primary** check box. Click the **Save** toolbar button.

Specify a new contact in the Vendor Maintenance window - When no primary contact exists for the vendor the contact fields are empty. Enter the contact information and click **Save**. The contact becomes the primary contact and a Contact ID is generated.

Specify a new contact in the Contacts for Vendor dialog - Click the **Contact** browse button. Click the **Add New Contact** button and specify contact information in the General tab and Address tab fields. Select the **Primary** check box for that contact and click the **Save** toolbar button.

You can also assign contacts to customers in the Contact Maintenance window.

To clear the Contact tab, click the **Contact** browse button and clear the **Primary** check box. The Contact tab is cleared. The contact is still associated with the vendor, but is no longer the vendor's primary contact.

You can edit this information:

Contact – The contact's full name is displayed. **The Contact ID field is not modifiable.**

Position – Enter the contact's position. For example, CEO.

Salutation – Enter the salutation you want to use for this vendor contact. This field has a drop-down menu populated with some of the most popular salutations.

E-Mail Address – Enter the appropriate vendor E-mail address.

Note: All contacts you enter here are added to the E-mail Documents list.

Phone/Ext – The contact's business telephone number, with area code and extension is displayed. This may be a direct line to the contact, or a generic company line.

Fax – Enter the area code and Fax number.

Mobile Phone – Enter the contact's area code and mobile phone number.

7   Specify this information on the Accounting tab:

**Terms** – Click the Terms button and select the default payment terms that govern when you pay the vendor invoice. See "Entering Information into the Terms Table" on page 2-16 in the System-wide guide.

If you do not specify a value, then the default terms that are specified on the Defaults tab in Application Global Maintenance are inserted when you save the record. If you do not specify a value in the Terms field and default terms have not been defined in Application Global Maintenance, then Due on Receipt is inserted. If you do not specify a value in the Terms field and default terms have not been defined in Application Global Maintenance, then the terms ID that is specified in the Due on Receipt ID field in Application Global Maintenance is inserted. If the Due on Receipt ID field is blank, then the first ID in the database that meets the criteria for due on receipt is used.

**Internal Site ID** – If this vendor is an internal vendor, click the arrow and select the site ID this vendor ID represents. For example, if this vendor is the vendor you use when you buy from Site MMC, specify MMC in this field. This field only applies to the internal purchasing and sales process. See "Setting up an internal vendor" on page 1-7 in this guide.

**Currency ID** – Click the browse button and select the currency you want to use for this vendor. Usually this will be the vendor's native currency.

**Default Transaction Currency** – Click the browse button and select a default transaction currency for this vendor.

**Default A/P Acct ID** – Click the browse button and select a default control payables account for this vendor.

Because all Account IDs from your database are listed in the browse dialog box, you can filter the accounts appearing in the table by selecting check boxes in the Account Types section.

**Default Exp Acct ID** – Click the browse button and select a default control expense account for this vendor.

For consumable purchases with a selected vendor, you should select a Default Expense Account ID that you can use as the default during purchase order entry when you have not entered a Default Expense Account ID for this consumable part or product code on the part in Part Maintenance.

**Matching** – In the Invoice Matching group box, specify the parameters to use when matching the A/P Invoice to the Purchase Order. Select one of these options:

**Exact** – If the A/P Invoice total must match the Purchase Order total, select Exact.

**Range** – If the A/P Invoice total must be within a certain range of the Purchase Order total, select Range. This may be useful if you want to build in shipping charges that vary slightly, or to account for currency exchange rates that may change on a day-to-day basis. Specify the upper and lower ranges in these fields:

**Plus %** – Specify the maximum percentage by which the A/P Invoice line can exceed the Purchase Order total. For example, if you specified 10% in this field, and the Purchase Order total is $150, then the A/P Invoice total could exceed the Purchase Order total by up to $15.

**Minus %** – Specify the maximum percentage by which the A/P Invoice line can be less than the Purchase Order total. For example, if you specified 10% in this field, and the Purchase Order total is $150, then the A/P Invoice total could be less than the Purchase Order total by up to $15.

**Not Checked** – If you do not require the Purchase Order total to be compared to the A/P Invoice, select Not Checked.

8   If you have set up User Defined field for vendors, click the **User Defined** tab to enter the necessary information.

9   If you enabled VAT, enter the following information on the VAT tab:

**VAT Registration** – Enter the vendor's VAT registration number in the VAT Registration field.

**VAT Code** – Click the **VAT Code** browse button and select a default VAT Code for this vendor. You can override the code during order entry.

**Invoice VAT Book Code** – Click the arrow and select the appropriate VAT Book.

**Memo VAT Book Code** – Click the arrow and select the appropriate VAT Book.

Select the appropriate VAT options for this vendor:

**VAT Exempt** – If the vendor is VAT exempt, select the **VAT Exempt** check box.

**Note:** Even if vendors are VAT exempt, they still need to belong to a VAT Book.

**VAT is Discounted If Within Terms** – To include the VAT amount when calculating a discount, if a purchase transaction is within the vendor's settlement terms, select the **VAT Is Discounted If Within Terms** check box.

**VAT Is Always Discounted** – To always include the VAT amount when a discount is calculated, select the **VAT Is Always Discounted** check box.

**Vendor VAT Code Overrides Part VAT** – If you specified a VAT Code for a Part ID and you are purchasing that part from this vendor and want the Vendor VAT code used instead of the part VAT Code, select the **Vendor VAT Code Overrides Part VAT** check box.

10   If you enabled Intrastat, enter the following information on the Intrastat tab:

**Port of Arrival** – Click the browse button and select the default port of arrival for this vendor.

**Port of Transshipment** – Click the browse button and select the default port of transshipment for this vendor. A port of transshipment is the location from which goods are shipped.

**Country ID** – Click the browse button and select the vendor's Country ID.

**Nature of Transaction** – Click the browse button and select the nature of transaction code for this vendor.

**Nature of Return Transaction** – Click the browse button and select nature of return transaction for this vendor.

**Mode of Transport** – Click the browse button and select the mode of transport this vendor uses.

**Siret Number** – Enter the vendor's siret number in the Siret Number field.

All businesses registered in France, as well as public bodies, are assigned a 14 digit SIRET number for identification purposes. This number identifies the legal entity and the local unit of that entity.

**11** Enter the following information on the Payment tab:

**Note:** The information on this tab is used for electronic bank transfers when you select the Export file or BACS payment methods.

**Bank Account ID** – Click the browse button and select a Bank Account ID for this vendor.

**Payment Method** – Click the Payment Method arrow and select the appropriate payment method for this vendor. You can select BACS, Check, Credit Card, Export file or Wire.

**Payee Reference Code** – If you will be using on-line bank payments, enter your payee reference code. By using a payee reference code, you usually are not required to send any other vendor bank information when making a payment.

These three fields only appear if you have selected the Withholding Enabled check box in Accounting Entity Maintenance.

**Withholding Code** – Click the browse button and select this vendor's withholding code.

**Vendor Type** – Click the Vendor Type arrow and select the appropriate type code for this vendor. You can select either **C** (Company) or **P** (Person).

**Payment Priority** – In the Payment Priority field, enter the priority you want to use when making payments to this vendor.

**Social Security No.** – Enter the vendor's social security number.

**12** Click the **Specifications** tab and enter any specifications or comments you want for this vendor.

**13** Click the **Save** toolbar button.

## Setting up an internal vendor

Create a vendor record for sites that send shipments from other sites. To set up an internal vendor:

**1** Select **Purchasing**, **Vendor Maintenance**.

**2** In the Vendor ID field, specify an ID for the internal vendor.

**3** In the **General** tab, click the **Internal Vendor** check box.

**4** Click the **Accounting** tab and specify this information:

**Currency ID** – Select the currency ID for this internal vendor.

**Internal Site ID** – Click the arrow and select the site ID. This is the site ID that owns the vendor ID. For example, if you created an internal vendor ID called MMC-I Internal Vendor, select MMC-I as the site ID.

**5** Complete the other information for the internal vendor as necessary.

**6** Click the **Save** button.

# Editing Vendor Information

**1**  In the Vendor Maintenance window, select the Vendor ID you want to edit.

**2**  Make any necessary changes to the vendor information.

You can change any field in the Vendor Maintenance window except the Vendor ID and Currency ID. Changing the Vendor ID field creates a new vendor record.

**3**  Click the **Save** button on the main toolbar to save the changes.

# Deactivating Vendors

If you no longer conduct business with a vendor, you can deactivate the vendor. When you deactivate a vendor, the vendor cannot be selected in any new transactions. All of the vendor's information is retained in the database.

To deactivate a vendor, clear the **Active** check box in the Vendor Maintenance header.

# Deleting Vendors

> **Caution:**  Deleting a vendor permanently removes the information from the database. You cannot delete vendors with outstanding purchase order receivers or A/P invoices.

To delete vendors from your database:

**1**  In the Vendor Maintenance window, click the Vendor ID browse button and select the vendor you want to delete.

**2**  Click the **Delete** toolbar button.

The system prompts you to confirm the deletion.

**3**  Click the **Yes** button.

The vendor information is removed from your database but the Vendor Maintenance window is not cleared. If you click the Save toolbar button, the Vendor information is saved as a new vendor.

**4**  To clear the Vendor Maintenance window, click the **New** toolbar button.

# Specifying Vendor Addresses

For each vendor, you can store the following additional addresses:

- Purchase (You can also enter address specific Intrastat and VAT information)
- Remit To
- Shipping (You can also enter address specific Intrastat information) These addresses are where you want to receive your Vendor's shipments. For example, if you have a heat treatment performed by one company and then a chrome plating by another, you may want your vendor to ship your parts to the plater rather than to you.

If a vendor uses purchase addresses that are different from their mailing address, enter them using the Purchase Address dialog box.

To add vendor purchase addresses:

**1**   In the Vendor Maintenance window, click the Vendor ID browse button and select the vendor to which you want to add addresses.

**2**   From the Maintain menu, select the **Purchase Addresses**, **Remit To Addresses**, or **Shipping Addresses**. The system opens the appropriate dialog box.

**3**   Click the **Insert** button.

A new line appears in the table.

**4**   Enter the information for the address in the fields at the bottom of the window.

The information appears in the table as you move through the address fields.

**5**   If you are entering a Purchase Address and have enabled VAT, click the VAT tab.

Enter information in the following fields:

**VAT Registration** – If the vendor's VAT Registration number is different when shipping from this address, enter the appropriate registration number here.

**VAT Code** – If the vendor's VAT Code number is different when shipping from this address, enter the appropriate code here.

**Purchase Address VAT Code Overrides Part VAT** – To use the VAT Code for this address instead of any VAT Codes you have entered for parts, select this check box.

**6**   If you are entering a Purchase address or a Shipping address and have enabled Intrastat, click the **Intrastat** tab.

Enter the following information:

**Port of Transshipment** – This is place from which the goods are shipped.

**Country ID** – Enter the Country ID for the purchase address.

**7**   Click the **Save** button.

# Searching For Vendor Addresses

If you are editing a vendor's address and have many addresses for that vendor, you can use the search function to find the address you want.

To search for addresses:

**1**  In the appropriate Addresses dialog box, click the **Search** button.

A new row appears at the top of the table.

**2**  Enter the text on which you want to search in the appropriate column.

There are two types of wild card you can specify. Use the % character to indicate zero or more of any character in the position it is placed. Use the _ (underscore) character to indicate exactly one of any character in the position it is placed. Any other characters must be matched exactly. For example, if you wanted to search for addresses in the state of NH, click in the State column and enter NH. The table is populated only with addresses with a state of NH.

# Deleting Addresses

To remove an address completely.

**1**  In the appropriate Addresses dialog box, select the address you want to delete.

The row appears highlighted.

**2**  Click the **Delete** button.

An X appears in the row header and the row is marked for deletion.

**3**  Click the **Save** button.

# Maintaining Alternate Contacts

Use the Contact tab to specify the vendor's primary contact. Specify additional contacts in the Alternate Contacts dialog. You can also assign a contact to a vendor in Contact Maintenance.

You can manage basic information about your contacts directly in the Contacts for Vendors window, but for complete functionality use the Contacts Maintenance window.

When you add an alternate contact, the contact is also added to the Email Documents list.

To add alternate contacts:

1    In the Vendor Maintenance window, click the **Vendor ID** browse button and select the vendor for whom you want to add alternate contacts.

2    Select **Maintain**, **Alternate Contacts**.

3    Click **the Associate existing contact toolbar button**.

4    Select the contact and click **Ok**.

     If the contact you want to use does not exist, you can add the contact to your database. To add a new contact, click the **Add New Contact** button. The Contact Maintenance window is displayed.

5    If the contact is the primary contact, select the **Primary** check box. You can assign only one primary contact.

6    Click the **Save** toolbar button.

To view details about a contact, select the contact in the table. These details are displayed in the General and Address tab fields:

**Name** – The contact's full name is displayed.

**Position** – The contact's occupation is displayed.

**E-Mail Address** – The contact's e-mail address is displayed. *All contacts you enter here are added to the E-mail Documents list.*

**Phone/Ext** – The contact's business telephone number, with area code and extension is displayed. This may be a direct line to the contact, or a generic company line.

**Fax** – The contact's fax number is displayed.

**Mobile Phone** – The contact's cell phone number is displayed.

**Web User ID** – If you have a web site and require the contact to enter a User ID to access it, the contact's User ID is displayed.

**Web Password** – If you have a web site and require the contact to enter a User ID and password, the contact's password is displayed.

**Confirm Password** – If you specified a Web Password, confirm the password by retyping it in the Confirm Password field.

**Address** - The street address, city, state, zipcode, and country of the contact is displayed.

To disassociate an alternate contact from a vendor:

1    Select the vendor In the Vendor Maintenance window.

**2**   Select **Maintain**, **Alternate Contacts**.

**3**   Select the contact to disassociate from the vendor in the Contacts for Vendor dialog.

**4**   Click the **Remove contact association** toolbar button.

**5**   Click **Save** to save your selections.

# Specifying Vendor E-mail Document Lists

All of your vendor contacts are added to an E-mail Documents list. The E-mail Documents list contains a check box for each of the reports available to you to send to the contact.

To maintain a vendor's E-mail Documents list:

**1**   In Vendor Maintenance, specify the ID of the vendor to set up.

**2**   Select **Maintain**, **Email Documents**.

The Email Documents dialog table displays all of the vendor's associated contacts by allowable site.

**3**   For each contact select the appropriate check boxes for the reports you want to send when you select the Send To Document Contacts option in the Print dialog.

**4**   If you want to override the contact's default e-mail address, specify where to e-mail the documents in the **Send Docs to: Email Addr** column for each of the listed alternate contacts. This e-mail address is applied to the site indicated in the Document Site ID column.

**5**   Click **Save**.

**6**   When you print a report, select the **Send to document contents** check box to e-mail the document to the contacts you specified.

# Notifications

Use the Notifications dialog in Vendor Maintenance to select the events that trigger an email notification to vendors. You also use the Notifications dialog to specify the employees that receive copies of the notifications.

You can override the defaults in Purchase Order Entry.

To set up this information:

**1** Select **Purchasing**, **Vendor Maintenance**.

**2** In the Vendor ID field, select the customer for whom you are setting up notification settings.

**3** Select **Maintain**, **Notifications**.

**4** In the Send Notifications to Vendor section, use the check boxes to specify default notification settings. These check boxes are available:

**Email on New Order** – Select this check box to email the vendor when a purchase order is saved for the first time.

**Email on Changed Order** – Select this check box to email the vendor when changes to a purchase order are saved.

**Email on PO Receipt** – Select this check box to email the vendor when a shipment has been received. If multiple purchase receipts are used to fulfill an order, then emails are sent for each receipt.

**5** In the Send Internal Notifications section, use the check boxes to specify when employees receive notifications. In addition to the Email on New Order, Email on Changed Order, and Email on PO Receipt check boxes, you can select the Email on Invoice Payment to send a notification to an employee when a payment record for the purchase receipt invoice is created.

**6** To select the employees that receive notifications, click the **Internal Employee** browse button. One tab for each notification event is displayed. The tab is active only if you selected the corresponding check box in the Send Internal Notifications section.

**7** Click the tab for the business event that you are setting up. A list of available employees is displayed. To be displayed in the list, the employee's record in Employee Maintenance must meet these requirements:

• An email address must be specified for the employee

• The employee must be active

**8** Select the employees to notify, then click the **Add to Selected List** button.

**9** Click **Ok**.

# Specifying Excluded Buyers

To prevent certain buyers from being used on purchasing documents for certain vendors, use the Excluded Buyers dialog box. For example, if you would like to prevent the buyer JED from being specified in the Buyer ID field on a purchase order from the vendor BOSSEL, you use the Excluded Buyers dialog box to set up the limitation.

When you add a buyer to the excluded buyers list for a vendor, the buyer cannot be specified in the Buyer ID field on any of these documents for the vendor:

- Purchase Requisitions
- Purchase Orders, including purchase order placed through the Material Planning Window and Manufacturing Window
- Vendor RFQs

In addition, an excluded buyer should not be used as the default Buyer ID in Vendor Maintenance.

When you set up the excluded buyer list, the buyers you specify are prohibited from being specified on vendor documents in all sites.

You can specify an additional level of buyer security on a site-by-site basis. Use the Vendor Exclusion Mode section on the Defaults tab in Site Maintenance to choose the level of security. You can select these options:

**Exclude buyers from vendors** – If this option is clicked, then excluded buyers can create purchasing documents for their excluded vendors only if the excluded buyers specify an eligible buyer in the Buyer ID field.

**Exclude buyers and users from using excluded vendors** – If this option is clicked, then excluded buyers cannot use the excluded vendors on any document, even if they do not specify themselves in the Buyer ID field. Excluded buyers can edit certain information in the purchasing documents. If the Read only mode for excluded vendor documents check box is selected, then excluded buyers can only view purchasing documents for their excluded vendors. They cannot edit them.

## Specifying the Excluded Buyer Mode in Site Maintenance

To specify the excluded buyer mode in Site Maintenance:

**1** Select **Admin**, **Site Maintenance**.

**2** If you are licensed to use multiple sites, specify the ID of the site you are setting up in the Site ID field. If you are licensed to use a single site, then this field is unavailable.

**3** Click the **Defaults** tab.

**4** In the Excluded Buyer Mode section, click one of these options:

**Exclude buyers from using vendor** – Click this option to prevent the use of an excluded buyer on a purchasing document. If the excluded buyer is a user, the buyer can still create and edit purchasing documents, but cannot be the buyer specified on the document.

**Exclude users and buyers from using vendor** – If an excluded buyer is also a database user, click this option to prevent the buyer from creating any purchasing documents for vendors that the buyers are not allowed to use. Users can still view purchasing documents from any vendor and edit certain information in the documents. To prevent excluded buyers from editing purchasing purchase orders and vendor RFQs for vendors they are not allowed to use, select the **Read only mode for excluded vendor documents**.

**5**    Click the **Save** button.

## Adding Buyers to the Excluded Buyers List

To add buyers to a vendor's excluded buyers list:

**1**    Select **Maintain**, **Excluded Buyers**.

**2**    Click **Insert**.

**3**    Specify this information:

**Vendor ID** – Double-click the browse button to select a vendor.

**Buyer ID** – Double-click the browse button to select the buyer who is prohibited from being specified as the buyer ID on vendor documents.

If the buyer you specify is currently the default buyer for the vendor you specified, then this message is displayed: "Buyer is the default buyer for vendor. Do you wish to clear the vendor's default buyer?" Click Yes to clear the buyer ID field. The buyer is removed from the vendor record. if the vendor record is currently open in Vendor Maintenance, you must refresh the record to view the change. Click No to retain the excluded buyer on the vendor record. If you click No, you should manually remove the buyer ID from the vendor record.

**Effective Date** – Click in the Effective Date field and enter the effective date for the buyer prohibition. The buyer will be able to enter purchase orders using the vendor until the effective date. On the effective date and any date after, the buyer will not be able to enter a purchase order using the vendor.

**4**    Click **Save**.

## Excluded Buyers and Vendor Documents

These applications are affected by your excluded buyer settings:

**Vendor Maintenance** – If you select a default buyer who is on the vendor's excluded buyer list, a warning message is displayed to inform you that the selected buyer cannot make purchases from the vendor. To choose a different buyer, click the No button and then select a different buyer. To retain the excluded buyer on the vendor record, click Yes. The buyer will not be able to make purchases from this vendor until you remove the buyer from the vendor's excluded buyer list.

Excluded buyers can edit vendor records regardless of the Vendor Exclusion Mode setting in Site Maintenance.

**Purchase Order Entry and Purchase Management Window** – If you selected the Exclude buyers from vendors option in Site Maintenance, then these conditions apply to purchase orders:

- If a buyer is excluded from using a particular vendor, you cannot specify the excluded buyer in the Buyer ID field if the vendor is specified in the Vendor ID field.

- If you create a new purchase order by clearing the purchase order ID field and then clicking the Save button, the buyer ID in the original order is cleared and the ID of the user currently logged into the database is inserted. If the current user is prohibited from purchasing from the vendor, a message is displayed. You can either change the buyer ID to a buyer who is not excluded from the vendor, or change the vendor ID to a vendor who is not excluded from the buyer.

- If you use the Copy Purchase Order function to copy a purchase order with an excluded buyer, the buyer ID is replaced with the currently logged in user on the new purchase order. If the currently logged in user is an excluded buyer, then the user is prohibited from copying the purchase order.

- Excluded buyers can create purchase orders for an excluded vendor only if they specify an accepted buyer ID on the purchase order. Excluded buyers can edit purchase orders, including adding lines and changing statuses.

- When generating a purchase order from a purchase requisition, only purchase requisitions for the currently logged in user are displayed in the Requisition ID browse. For example, if the currently logged in user is AL, then only purchase requisitions with the buyer ID AL are displayed. The user can manually enter a requisition ID if the buyer on the requisition is different from the user ID. If a requisition with an excluded buyer is selected, then the purchase order cannot be generated.

- When generating a purchase order from a vendor RFQ, only vendor RFQs for the currently logged in user are displayed in the Vendor RFQ ID browse. For example, if the currently logged in user is AL, then only vendor RFQs with the buyer ID AL are displayed. The user can manually enter a RFQ ID if the buyer on the RFQ is different from the user ID. If a RFQ with an excluded buyer is selected, then the purchase order cannot be generated.

If you selected Exclude users and buyers from using excluded vendors, then these conditions apply:

- The buyer cannot create a purchase order for an excluded vendor. This includes creating a purchase order through using the copy function and through deleting the order ID and clicking save. Excluded buyers also cannot create purchase orders from a purchase requisition or a vendor RFQ.

- Excluded buyers can edit certain information in an existing purchase order for an excluded vendor. Excluded buyers cannot edit the buyer, cannot change the status to firmed or released, cannot add order lines, cannot edit order quantities, and cannot add a delivery schedule. If the status of the order is Firmed, then the excluded buyer can change the vendor ID. If the excluded buyer does change the vendor ID, the buyer cannot change the vendor ID back to the original vendor. The buyer must select an eligible vendor.

If the Read only mode for excluded vendor documents check box is selected, then the excluded buyers can only view the information. No edits are allowed.

**Purchase Requisition Entry** – Excluded buyers cannot be specified in the Buyer ID of purchase requisitions for vendors that the buyers are not allowed to use. Excluded buyers and excluded users can create purchase requisitions for vendors they are not allowed to use only if the users specify an allowed buyer in the Buyer ID field.

**Vendor RFQ Entry** – If you selected the Exclude buyers from vendors option in Site Maintenance, then these conditions apply to vendor RFQs:

• If a buyer is excluded from using a particular vendor, you cannot specify the excluded buyer in the Buyer ID field if the vendor is specified in the Vendor ID field.

• Excluded buyers can create vendor RFQs for an excluded vendor only if they specify an accepted buyer ID on the purchase order. Excluded buyers can edit purchase orders, including adding lines and changing statuses.

All of the conditions that apply if you select the Exclude buyers from using excluded vendors option also apply if you select the Exclude buyers and users from using excluded vendors option in Site Maintenance. If you selected Exclude users and buyers from using excluded vendors, then these additional conditions apply:

• If a user is excluded from using a particular vendor, the excluded user cannot create a vendor RFQ for the vendor. This includes creating a vendor RFQ through using the copy function.

• If the Read only mode for vendor documents check box is selected, then the excluded user cannot edit a vendor RFQ for an excluded vendor.

**Material Planning Window** – An excluded buyer cannot purchase materials from an excluded vendor. The excluded buyer also cannot firm or release a planned order for an excluded vendor.

**Manufacturing Window** – An excluded buyer cannot purchase material requirements from an excluded vendor.

# Specifying Vendor Bank Information

Use Vendor Maintenance to enter vendor bank information for all your vendors. Typically, each vendor has only one vendor bank, but you can add others if necessary.

**1**   From the Vendor Maintenance window, select the **Vendor Bank Accounts** option from the Maintain menu.

The Vendor Bank Accounts dialog box appears. The Address tab information appears by default.

**2**   On the Address tab, enter the following:

**Bank Account ID** – Enter a Bank Account ID. This is the identifier for a specific vendor bank account.

**Description** – Enter a description of the bank account.

**Name/Address** – Enter the complete name of the bank to which this bank account belongs.

**Address** – Enter the address of the bank to which this bank account belongs.

**City/State/Zipcode/Country** – Enter the city, state, zipcode, and country of the bank to which this bank account belongs.

**3**   Click the **Payment** tab and enter the following information:

The Bank Account ID and Description fields are populated from the Address tab.

**Bank ID** – Enter the Bank ID for this vendor's bank.

**Account #** – Enter the bank-issued account number.

**Account Type** – Enter the bank-issued account type.

**Branch ID** – Enter the bank-issued sort code or Branch ID.

**IBAN** – Enter the International Bank Account Number for this bank.

**BIC** – Enter the Bank Identification Code for this bank.

**4**   Click the **Save** button.

## Adding Vendor Specific Bank Accounts

You can enter as many bank accounts as you want for each vendor. You cannot use these bank accounts for other vendors.

To add vendor bank accounts:

**1**   In the Vendor Maintenance window, click the **Vendor ID** browse button and select the vendor for whom you want to add bank accounts.

**2**   Select the **Banks** option from the Maintain menu.

**3**   Click the **Insert** button.

**4**   Enter a unique identifier for this bank in the Bank ID field.

**5**  Enter a description for this bank in the **Description** field.

**6**  Enter the Name and Address for this bank in the appropriate fields.

**7**  Enter the following account information for this bank:

**Account ID** – Enter the account number for this line. You can enter several accounts within the same bank in the table each having a separate line.

**IBAN** – Enter the IBAN (International Bank Account Number) number for this account.

**SWIFT** – Enter the SWIFT identifier for your vendor's bank; the bank designated to receive the funds transfer.

**Branch ID** – Enter the vendor's bank branch identifier.

**Country ID** – Click the **Country ID** browse button and select the country code for this bank.

**8**  If you want to make this bank account the default account for this vendor, click the **Use as Default** button.

The Default check box appears selected for that line.

**9**  Click the **Save** button.

# Adding and Deleting Vendor Withholding Codes

Use Vendor Maintenance to add vendor withholding codes. Because vendors may require that you withhold different tax amounts, you can enter as many codes as required.

To add vendor withholding codes:

**1** From the Vendor Maintenance window, select the **Withholding Codes** option from the Maintain menu.

**2** Click the **Insert** button.

A new line appears in the table.

**3** In the Code column, enter a unique identifier for this withholding code.

**4** In the Description column, enter a unique description for this withholding code.

**5** In the Tax Percent field, enter the withholding tax percentage for this withholding code.

**6** In the Tax G/L Account ID field, enter the general ledger account to which this tax is posted.

**7** In the Tax Allowance Percent field, enter the total amount that can be exempt from withholding tax.

**8** Click the **Save** button.

## Deleting Vendor Withholding Codes

**1** In the Withholding Codes dialog box, select the withholding code line you want to delete.

**2** Click the **Delete** button.

An X appears in the row header indicating you have marked it for deletion.

**3** Click the **Save** button.

# Viewing Audit History

If you are auditing information in database tables related to vendors, you can view a history of the changes made to audited table columns for a vendor record in the Audit History dialog.

A system administrator must grant you permission to view this dialog.

Use Audit Maintenance to set up the audit. See "Audit Maintenance" on page 5–1 in the System Administration guide.

Information is written to this dialog if you are auditing columns in these database tables:

- VENDOR
- VEND_CONTACT
- VEND_GROUP_RELATION
- VENDOR_ADDRESS
- VENDOR_BANK
- VENDOR_BUYER
- VENDOR_CALENDAR
- VENDOR_CONTACT
- VENDOR_ENTITY
- VENDOR_PART
- VENDOR_QUOTE
- VENDOR_REMIT_ADDR
- VENDOR_SERV_QUOTE
- VENDOR_SERVICE
- VENDOR_WEEK

To view audit history information:

**1** Select **Purchasing**, **Vendor Maintenance**.

**2** Open a vendor record.

**3** Select **Info**, **Audit History**.

**4** This information is displayed:

**ID** – The primary key of the database record that was changed.

**User ID** – The ID of the user who made the change.

**Date** – The date that the change was made.

**Field** – The database table and column that was changed.

**Old Value** – The original value.

**New Value** – The new value.

**Action** – The action that occurred to update the date. These actions are used:

**Insert** – A new value was created.

**Update** – An existing value was changed.

**Delete** – A value was deleted.

# Exporting Audit Information

You can export Audit Information to Microsoft Excel or to an XML file.

## Exporting Audit Information to Microsoft Excel

To export the information to Microsoft Excel:

**1**   Select **Purchasing**, **Vendor Maintenance**.

**2**   Open a vendor record.

**3**   Select **Info**, **Audit History**.

**4**   In the table, select the rows to export.

**5**   Right-click the table and select **Send to Microsoft Excel**. Microsoft Excel is opened, and the rows you selected are inserted in the spreadsheet.

## Exporting Audit Information to XML

To export audit information to XML:

**1**   Select **Purchasing**, **Vendor Maintenance**.

**2**   Open a vendor record.

**3**   Select **Info**, **Audit History**.

**4**   In the table, select the rows to export.

**5**   Right-click the table and select **Send to XML**.

**6**   Specify this information:

**File Name** – Specify the name to use for the XML file.

**XML to Write** – Specify the content to include in the file. Click one of these options:

**Schema** – Click this option to export the schema only. The XML structure is exported, but no information from the table is exported.

**Document** – Click this option to export the rows that you selected in the Audit History table in XML format.

**Both** – Click this option to export both a schema file and a document file.

**Tags** – Specify the information to use for the XML tags. Click one of these options:

**Use column name** – Click this option to use the database column names for the tags.

**Use item name** – Click this option to use the column names as displayed in the Audit History table for the tags.

**7** Click **Export**.

# In-context Vendor View Panel

Use the Vendor View panel to view information about the selected vendor. You can view summary information, detail information, and a chart. For information about setting up the summary and detail information views, see "In-context View Panels" on page 9–1 in the Concepts and Common Features guide.

To access the Vendor View panel, select **View**, **Vendor View Panel**.

The Vendor View Panel shows information about your outstanding transactions with the vendor in a particular accounting entity. Specify the accounting entity in the Entity ID field at the top of the panel. All values are shown in the selected accounting entity's functional currency.

The chart has four bars. The bars show totals for all sites in the selected accounting entity, including sites you are not allowed to access. When you click a bar, a grid is displayed showing transactions that contribute to the total value of the bar. The grid shows transactions created in your allowable sites only. As a result, the total of the transactions shown in the grid may not match the total shown by the bar.

This table shows the bars displayed in the chart:

| Bar | This bar shows... | Click a bar to view |
| --- | --- | --- |
| Orders | The total amount of open orders. If any lines on the order have been completely received, then those lines are not included in the calculation. An open order has the status of Firmed or Released.<br><br>Sales tax and VAT are not included in the amount calculations. | **Order ID** – The ID of the purchase order is displayed. Click an ID to open the order in Purchase Order Entry. If you are viewing the Vendor View Panel in Purchase Order Entry, then the order you select replaces the order you were viewing in order entry.<br><br>**Desired Recv Date** – The date that you want to receive the order is displayed.<br><br>**Order Amt** – The monetary value of the order line. If the order is late, then the amount is displayed in red. An order is considered to be late if it has not been received the desired receive date.<br><br>**Received Amt** – The monetary value of any receipts made against the order. Only partial receipts are considered. If a particular line on the purchase order is closed, the line is not considered in the calculation.<br><br>**Currency ID** – The functional currency ID of the selected accounting entity is displayed.<br><br>**Site ID** – The ID of the site where the transaction was created is displayed. |

| Bar | This bar shows... | Click a bar to view |
| --- | --- | --- |
| Received | The total amount of uninvoiced receipts.<br><br>Sales tax and VAT are not included in the amount calculations. | **Receiver ID** – The ID of the receiver and the receiver line are displayed. Click the ID to open the receipt in Purchase Receipt Entry.<br><br>**Received Amount** – The monetary value of the receipt. Only uninvoiced values are shown. If the order was not received before the desired receive date, then the value is displayed in red.<br><br>**Received Date** – The date that the order was received is displayed.<br><br>**Purchase Order ID** – The ID of the purchase order that was received. Click the ID to open the order in Purchase Order Entry.<br><br>**Ship Via** – The shipping method that the vendor used to ship the order is displayed.<br><br>**Currency ID** – The functional currency ID of the selected accounting entity is displayed.<br><br>**Site ID** – The ID of the site where the transaction was created is displayed. |
| Invoices | The total amount of unpaid invoices.<br><br>Sales tax and VAT are included in the amount calculations. | **Voucher ID** – The ID of the voucher is displayed. Click the ID to open the voucher in Accounts Payable Invoice Entry.<br><br>**Balance Amount** – The total outstanding balance is displayed. If the amount is overdue, then the amount is displayed in red.<br><br>**Invoice Date** – The date of the invoice is displayed.<br><br>**Invoice Amount** – The total amount of the invoice is displayed. If the amount is overdue, then the amount is displayed in red.<br><br>**Paid Amount** – The amount paid to date is displayed.<br><br>**Currency ID** – The functional currency ID of the selected accounting entity is displayed.<br><br>**Site ID** – The ID of the site where the transaction was created is displayed. |
| Total | The total amount of open orders, uninvoiced receipts, and unpaid invoices. | Information about all transactions that contribute to your open balance with the vendor. The information shown in the table is a combination of the other three bars. The Type column shows whether the transaction is a purchase order, a receiver, or an invoice. Click an ID to open the transaction. |

# Activities

Activities are available in Vendor Maintenance. Use activities to manually create reminders about follow-up items or to record information about interactions you have with vendors.

To add a new activity, select **Edit**, **Activity Entry**. See "Creating Activities" on page 5–5 in the Concepts and Common Features guide.

To view existing activities, select **View**, **Activities**. To view all activities related to the purchasing cycle, select View, Activities from a blank Vendor Maintenance window. To view all activities related to a particular vendor, select a vendor in Vendor Maintenance before selecting View, Activities. All activities entered for the vendor in Vendor Maintenance are displayed, along with all activities entered for transactions with the vendor. See "Activity Maintenance" on page 5–10 in the Concepts and Common Features guide.

# Printing Vendor Information

There are a number of options available for outputting vendor information.

1   In the Vendor Maintenance window, select the **Print** toolbar button.

The current vendor appears in the starting and ending fields so you can print a report only for that vendor.

2   Select the vendors to include in the report:

To create reports for a single vendor, select the same vendor for the Starting and Ending Vendor IDs.

If you want to create reports for ranges of vendors, select different Starting and Ending Vendor IDs.

3   Click the output arrow and select how you want to view the report:

**Print** – If you want to send the report to your printer, select the **Print** option.

**View** – If you want to view the report using the report viewer, select the **View** option.

**File** – If you want to send the report to text file, select the **File** option. Your report is prepared as a RTF file and a dialog box appears prompting you to enter the location and file name for the file to be saved.

**E-mail** – To have the report prepared and attached to an e-mail, select the **E-mail** option. The report is prepared as a RTF file, a Microsoft Outlook e-mail message is opened, and the file is attached, allowing you to address the communique and enter any comments you want. Click the **Send** button when you are ready to send the message.

4   Select the following options:

**Print Barcodes** – If you want to print barcodes select the **Print Barcodes** check box and select a barcode type.

> **Code39** – This barcode type, also known as Code 3 of 9, contains variable length, discrete symbology. You must have a Code 39 barcode font installed to view the barcode. If you do not have the Code 39 font installed, then the alphanumeric ID is displayed instead with a prefix and suffix. This pattern is used: *%ID%*.

> **QR Code** – This is a two-dimensional or matrix barcode. QR stands for quick response.

**Print Associated Documents** – If you have associated any documents to any of the vendors in the report and want to print those documents, select the **Print Associated Documents** check box.

**Send To Document Contacts** – If you selected to e-mail the report and want to include the document contacts in that e-mail, select the **Send To Document Contacts** check box.

**PDF** – If you want to attach a PDF (Portable Document Format) file to your e-mail instead of a RTF file, select the **PDF Format** check box in the Type section.

5   Click the **Ok** toolbar button.

6   If you selected the Print output, a standard print dialog box appears allowing you to select the print quantity and range.

# Printing Labels

To print labels for your vendors:

**1**   From the Vendor Maintenance window, select the **Print Labels** option from the File menu.

**2**   Enter the number of labels you want to print for each vendor.

**3**   Select the vendors for whom you want to print labels:

If you want to create labels for a single vendor, select the same vendor for the Starting and Ending Vendor IDs.

If you want to create labels for ranges of vendors, select different Starting and Ending Vendor IDs.

Leave both blank to print labels for all vendors.

**4**   If you want to print barcodes on your labels, select the **Print Barcodes** check box.

**5**   In the Format section, select the print format for the labels. If you have not set up any user-defined label formats, you cannot change this option.

**6**   If you will be printing labels to a different printer, click **Print Setup** and select the printer you want to use.

**7**   Click **Ok**.

# Chapter 2:  Vendor Group Maintenance

This chapter includes these topics:

# What is Vendor Group Maintenance?

In certain cases, you may have more than one vendor ID for a single vendor. For example, if you have different credit and terms arrangements or different billing addresses to use with the same company, you would create separate vendor IDs to manage these differences.

When you have different vendor IDs for the same vendor company, you can group them together in Vendor Groups. When individual vendor IDs are grouped together in Vendor Groups, you can make payments to the vendor parent and apply them to invoices for the individual vendor IDs.

If you are licensed to use multiple sites, you can use Vendor Group Maintenance to group vendor IDs that you use with different sites together under one parent vendor.

# Starting Vendor Group Maintenance

Select **Sales**, **Vendor Group Maintenance** or **Payables**, **Vendor Group Maintenance**.

# Adding Vendor Groups

Each vendor ID can belong to only one vendor group.

To add a vendor group:

**1**   In the header, specify this information:

   **Vendor Group ID** – Specify an ID for this vendor group.

   **Group Name** – Specify a description of the vendor group ID.

   **Bill to Address** – Specify the bill to address for the vendor group.

**2**   To add vendor records to the vendor group, click the **Insert** button.

**3**   Double-click the **Vendor ID** browse button and select the vendor to add to the group. Each vendor ID can belong to only one group.

**4**   Click **Save**.

# Chapter 3:   Accounts Payable Invoice Entry

Accounts Payable Invoice Entry automatically tracks every vendor purchase. This VISUAL Financials accounting module produces reports that inform you when payment is due, to whom the payment is owed, and the cash requirements for paying all payments due. Other critical reports are provided to supply information about vendor history and uninvoiced receipts.

This chapter includes:

# Introducing Accounts Payable Invoice Entry

The Accounts Payable Invoice Entry module incorporates the Euro Multi-Currency functionality and is in compliance with the standards established by the European Monetary Union (EMU). This functionality allows you to create an order in a different currency from the customer's default and transaction currency.

Before you fully implement Accounts Payable and use it as "live," you may want to run VISUAL parallel to your existing financial software to ensure that your setup is correct as well as to maintain the integrity of your books.

## Implementation Process

To control how your Accounts Payable system works, you must implement this process to establish your baseline of information.

**1** Build the Vendor tables by adding vendors using Vendor Maintenance. For additional information on Vendor Tables, refer to "Adding Vendors" on page 1–2 in this guide.

**2** Add Accounts Payable accounts to the General Ledger Interface Table. For additional information, refer to "Adding Accounts" on page 1–4 of the General Ledger book.

## Processing Procedures

You enter and store payables data in the Accounts Payable module. Use this data to generate the required Accounts Payable reports to keep track of your company's purchases and payments.

A typical Accounts Payable processing cycle is as follows:

## Manufacturing Flow

Account information is available from orders made within Financials.

**1** Enter purchase orders using Purchase Order Entry.

**2** Enter purchase receipts using Purchase Receipt Entry.

The receipt information is saved into a receiver. A receiver is an object within Financials that is linked to a Purchase Order and records receipt and return dates and quantities. You can also manage your Backorders Partial Receipts from this module.

**3** Enter invoices by matching uninvoiced receivers to the A/P Invoices. You can either use purchase order entry to generate invoices, or you can enter invoices manually.

## Accounts Payable Flow

The Accounts Payable system provides important cash flow information vital to the effective management of your business.

Use the A/P Invoice Entry function for:

- Implementing A/P Invoice Entry
- Creating A/P Invoices from Purchase Receipts in Manufacturing
- Creating Invoices NOT Linked to the Purchasing System
- Recording Credit Memos from Vendors
- Linking Vendor Invoices to an Auto Numbering Voucher
- Maintaining A/P Invoice Notes
- Creating A/P Invoice Entry tables
- Editing/Adjusting Cost of Purchases
- Posting A/P Invoices to the General Ledger
- Printing Various A/P Reports and Transactions
- Recurring Payables
- Redistributing Transactions

## Starting A/P Invoice Entry

The Accounts Payable Invoice Entry window records vendor purchases made by your company. Use Vendor Invoice information and your Purchase Order Receiver to create vouchers and to generate payments for the vendor.

You can also enter invoice information manually. Use this procedure ONLY if there is **no** Manufacturing Purchase Order Receipt issued.

If an invoice is associated with a purchase order, you must use the purchase order receiver to enter information (vendor, line item, part, quantity, etc.) for the invoice. If the invoice is NOT associated with a receipt, you must manually enter all information.

To start A/P Invoice Entry:

Select **Invoice Entry** from the **Payables** menu.

## Setting Up Auto Numbering

Use Automatic Numbering to generate the Voucher IDs to significantly reduce keystrokes and confusion. Although it is not required, you should use this feature. You would normally set up Automatic Numbering during implementation; however, you may activate Automatic Numbering at any time.

If you want to modify your numbering scheme AFTER you have entered data into the database, you may do so here; however, you cannot use duplicate numbers. If you try to assign a duplicate number, a warning message is generated and you are prompted to supply a different number.

**1**  Select **Edit**, **Auto Numbering** from the A/P Invoice Entry menu.

**2**  If you are licensed to use multiple sites, click the **Site ID** arrow and select the site for which you are setting up auto numbering. If you are licensed to use a single site, this field is unavailable.

**3**  In the Next Sequential Number field, enter the number that you want to use to set your numbering sequence (up to 7 digits long) for the Voucher ID.

**4**  Assign any alphanumeric prefix and/or suffix in the appropriate fields. These fields are case sensitive.

**5**  Enter the total number of digits in the numeric portion of the ID in the Number of Decimal Digits field.

   This number is used to generate the proper number of leading zeroes, if you select that option.

**6**  If you want leading zeroes to be included in a number, check the **Show Leading Zeroes** check box.

   This keeps all IDs the same number of characters in length.

**7**  Click the **Save** button to save the changes, or **Cancel** to close the dialog box without saving the changes.


## Creating an A/P Invoice from a Purchase Order Receipt

Use the A/P Invoice Entry window to create a voucher for an invoice you received from a vendor.

There are two methods available to create the voucher. You can create an A/P Voucher linked to a Purchase Order Receipt, or you can create the A/P Voucher manually as long as there is NO associated Purchase Order.


## Creating a Voucher Manually in Accounts Payable Invoice Entry

Use this method to create a voucher manually if the voucher does **not** exist from the Manufacturing Purchase Order.

## Creating a Voucher from a Purchase Order Receipt

This method uses the Purchase Order information and Purchase Receipt information to automatically supply the information for the voucher details, and matches the voucher to your Purchase Receiver.

Before you match a receiver to a vendor invoice in A/P the following needs to take place:

- You have created a Purchase Order; listing items, quantity, and unit price.
- You have received the goods or services. This procedure automatically creates a receiver number.

## Setting Purchase Order Receipts

**1**   If you are licensed to use multiple sites, click the **Site ID** arrow and select the site for which you are viewing purchase order receipts. If you are licensed to use a single site, this field is unavailable.

**2**   On the Invoice Entry window, select **Edit**, **Purchase Order Receipts**, or use the F6 key as a shortcut.

**3**   Select one of the two options to open the file you want.

**Purchase Order ID** – Click the Browse button to select a Purchase Order ID from the list, or enter the ID in the field provided. If you are licensed to use multiple sites, you can select received purchase orders that contain lines for the site selected in step 1.

**Receiver ID** – Click the Browse button to select a Receiver ID from the list, or enter the ID in the field provided.

If you select a Receiver ID, the Order ID associated with the receiver is automatically populated. If you call up the Order ID, the information is not automatically populated and you must select the Receiver ID.

If you enter or select a Purchase Order ID, all Receiver IDs pertinent to this Purchase Order that have no vouchers are displayed. If you call up a receiver, only that receiver appears.

**4**   Select the line for the Receiver ID by clicking the row header of the line for which you want to create the voucher.

You can also select multiple receiver lines by clicking and dragging or by using the point, click and shift keys. To select non-consecutive lines use your mouse to select the lines you want while pressing the CTRL key until all lines are selected.

**5**   If necessary, click the **Configure Table** button to custom fit the columns.

**6**   Click the **Ok** button.

You are returned to the A/P Invoice Entry window and the selected information from the Purchase Order and Receiver ID is populated into the Vendor ID and Site ID fields as well as the Line Item Rows.

**7**   In the Voucher ID field, specify an ID for this voucher. If you are using Auto Numbering, leave the field blank.

**8**   In the Invoice ID field, specify an invoice ID for this voucher.

**9**   In the Invoice Total field, the total amount from the lines in the table is inserted.

This is the total amount owed to the vendor for the invoice.

The Paid to Date field is maintained within VISUAL. It shows the amount of the invoice that has been paid to the vendor as of the current date. The Balance due fields are also maintained. It is the remaining amount of the invoice to be paid (the Invoice Total minus the Paid to Date amount) and it is updated when you save.

**10**   Click the **General** tab if necessary, then enter the following information in the Type group box.

**Invoice** – Indicates that the invoice total is an amount that your company owes the vendor.

**Memo** – Indicates that the total is an amount owed to your company by the vendor. This is a credit memo that you can pay or apply against open invoices for that vendor.

**Unapplied Cash** – Indicates that this invoice contains cash that has not been applied.

**1099-MISC** – This is not a type, but a flag. Use when creating custom reports to indicate that this voucher is to appear as a 1099-MISC entry as a taxable invoice reportable for the vendor.

**Landed Costs** – If you have selected the Allow Multiple AP Invoices Per Receiver Line check box in Financials Application Global Maintenance, the Landed Costs check box appears active. If you want to use landed costs on this receiver, select this check box.

**11**   Select one of the pay status options in the Status group box.

Select **Pay** if you want to pay the invoice when it is due (Pay on or after date). Pay is the default.

Select **Void** if you want to void the invoice.

Select **Hold** if you do not want to pay or apply the voucher at this time.

The **Hold** button and the Pay On or After Date fields are an important means of control during the payment generation process.

It is recommended that you create vouchers with a Hold status. This prevents the A/P Payment Entry function from automatically generating a check for this voucher until you change the status to Pay on the Payment Schedule in A/P Payment Entry. If the invoice has been paid, these status options are unavailable to you.

Select **Log** if you do not want to include the invoice in costing calculations and financial reporting. An invoice with a status of log:

- Is not included in Aging reports
- Cannot be posted
- Does not affect Actual Material Cost for inventory transactions
- Cannot be costed

You can change this default setting by selecting **Options**, **Preferences** from the menu.

Select your company's Pay Status preference. This sets the default status for all newly created invoices.

**12**   If you use user dimensions, the user dimension associated with the vendor is inserted. Click the **User Dimension** browse buttons to select different user dimensions.

**13** Click the arrow next to the Currency ID field to select a Currency ID from the list.

The Currency ID defaults from the entry made in Vendor Maintenance.

**14** Click the **Calendar** button beside the Invoice Date field to select an invoice date, or enter the invoice date in the field provided.

This date is used in determining aging and the calculation of the "Pay on or after date."

The invoice date defaults to the current system date.

**15** Click the **Calendar** button beside the Posting Date field to enter a posting date, or enter a posting date in the field provided.

The posting date is the date to post the voucher to the General Ledger.

The posting date defaults to the invoice date.

**16** Click the **Calendar** button beside the Pay On or After Date field to select a date, or enter the date in the field provided.

The "Pay On or After date" is the date that the check is generated if you mark the invoice as **Pay**. The Pay On or After date is calculated based on the vendor terms and specified invoice date, allowing you to take advantage of the vendor discount. This information defaults from the Terms specified.

**17** In the Authorize Payment field, enter the partial payment amount to be generated during the next check run.

If you leave this field blank, by default, the total Balance due is inserted. This field is optional.

**18** If necessary, click the Browse button beside the Payable Acct field to select an account, or enter the Account ID in the field provided.

**19** In the Disbursement Terms field, the system inserts the default terms defined for the vendor in Vendor Maintenance. To change the terms, click the **Disbursement Terms** button and select a terms ID from the table.

**20** Click the **Remit to** tab to review the Remit To address of the vendor.

To select a different Remit To address for this vendor, or to edit the address shown, click the Browse button and make your selection from the table, or enter the appropriate information into the corresponding fields.

**21** If you have Intrastat and/or VAT enabled, click the VAT/ESL tab.

The VAT/ESL information appears.

**22** Enter the following information on the VAT/ESL tab.

**VAT Books** – Click the Browse button to select a VAT Book from the list, or enter the VAT Book in the field provided.

**VAT Reports** – Click the **Print** button to output the VAT (Value Added Tax) report.

**ESL Reports** – Click the **Print** button to output the ESL (European Sales List) report.

**23** Click the **Withholding** tab to set the Withholding Code.

**24** Enter the following information in the Withholding tab.

**Withholding Code** – This field defaults to the withholding code entered for this vendor in Vendor Maintenance. If necessary, click the Browse button to select a withholding code from the list, or enter the withholding code in the field provided.

**Withholding Reports** – Click the **Print** button to set the appropriate criteria for requesting the report(s). A wide range of options are available based on dates, sort selections, report type and format.

**25** In the line detail table, review the information in each of the columns.

**Ln #** – Each line is automatically numbered.

**Is Frt** – If the charge on the line is for freight, select the **Is Frt** check box.

**Quantity** – The quantity populates from the P/O and represents the quantity received. Make any edits through Purchase Order Entry.

**Reference** – The reference populates from the P/O. Override as necessary.

**Order ID** – Refers to the Purchase Order ID. You can search this column by double-clicking the column header. If the Order ID is incorrect, clear the window and re-select the correct P/O and Receiver.

**Ln #** – Refers to the Purchase Order line number. You can search this column by double-clicking the column header.

**Receiver ID** – The Receiver ID assigned at the time of receipt of the Purchase Order. You can search this column by double-clicking the column header.

**G/L Account ID** – Select the G/L Account ID to post to. You can search this column by double-clicking the column header.

**G/L Account Description** – Populates automatically from the selected G/L Account ID. This is the G/L Account description you defined in the Accounting window.

**Amount** – The amount populates from the P/O line and represents the inventory part or work order cost.

**Fixed Chg** – The fixed charge again populates from the P/O line.

**User Dimensions** – On the lines, a default value is inserted in the user dimensions fields based on the priorities you set up. These conditions apply:

• If a purchase order is entered on the line without a receiver, the priorities you specify for Invoices - Accounts Payable are used.

• If a receiver is entered on the line, the dimensions saved for the purchase receipt are used.

• If a work order is entered on the line, then the priorities you specify for Work Order - Service are used if the item on the line is a service. The priorities you specify for Work Order - Issue are used if the item on the line is a part.

You can override the default dimension on the lines.

**VAT Code** – If the vendor requires VAT (Value Added Tax) reporting, enter or select the applicable VAT Code. You can enter the VAT Code manually, or double-click the browse button in the row header to vies a list of available VAT Codes. Maintain VAT Codes within VISUAL's Accounting Entity Maintenance. For additional information about setting up VAT Codes, refer to the "Accounting Entity Maintenance" chapter in your *Infor VISUAL System Administrator's Guide*.

**VAT Percent** – If you want to calculate VAT as a percentage of the total value of the line, enter the percentage to use for VAT in this column.

**VAT Amount** – If you use a fixed VAT value, enter the total monetary amount to use in this column. Enter the value in the currency specified on the Invoice Entry header's General tab.

**VAT Account ID** – If you want to use a specific G/L account from which to draw VAT funds, enter or select the appropriate account ID. You can enter the ID manually, or you can double-click the browse button in the column header to select your account from a list.

**VAT Account Description** – When you enter or select a valid Account ID for VAT, the Account ID's associated Description is inserted in this column.

**VAT Rcv Percent** – If you can recover, that is, be reimbursed by customs, any percentage of VAT paid, enter the applicable percentage in this column.

**VAT Rcv Amount** – If you can recover VAT from customs and know the fixed amount, enter it in this column.

**VAT Rcv Account ID** – If you deposit recovered VAT funds into a specific account, enter or select the account to use. You can enter the Account ID manually, or you can select it from a list by double-clicking the browse button in the column header.

**VAT Recoverable Account Description** – If you enter or select a valid Account ID, the associated Description is copied into this field.

**Withhold Type** – Every line item for an invoice that requires withholding tax, needs to have a withholding type associated with it. Click the arrow to select one of the four choices from the drop-down list box; T (Tax), C (Commission), E (Expense) or O (Other). Lines that use a type other than T (Tax), are not subject to a withholding tax.

**Sales Disc Allowed** – This is the Sales discount you allow, if any. This is a memo field; enter Y (Yes) or N (No).

**Material Code** – To categorize inventory, you may want to supply a Material Code for the line.

**HTS Code** – For international trading, you may need to include a Harmonized Tariff Schedule (HTS) Code. Enter HTS Codes within your main VISUAL Application Global Maintenance window. For additional information about HTS Codes, refer to the "Application Global Maintenance" chapter in your *Infor VISUAL System Administrator's Guide*.

**Country of Origin** – If this is an international order, enter the country where the inventory originated.

**Duty %** – If the inventory on the invoice line is subject to import taxes (Duty), enter the percentage here.

**Duty Amount** – If the inventory line is subject to import dues (Duty), and it is a fixed value, enter the amount.

**Duty Account ID** – Enter or select the Account ID from which you want to pay for any duty charges. You can enter the account ID manually, or you can double-click the browse button in the column header to select the Account ID from the list that appears.

**Duty Account Description** – When you enter or select a valid Account ID to use for Duty, the associated account Description is automatically copied into this column, as defined within the Accounting Window.

**P/O Recv Quantity** – This is the Purchase Order receipt quantity.

**Rounded P/O Recv Unit Price** – This is the Purchase Order receipt unit price, rounded based on currency.

**Actual P/O Recv Unit Price** – This is the Purchase Order receipt unit price taken directly from the associated purchase order line.

**P/O Recv Discount %** – This is the Purchase Order receipt discount percent.

**P/O Recv Amount** – This is the Purchase Order receipt amount based on the Recv Discount %.

**P/O Recv Fixed Charge** – This is the Purchase Order receipt fixed charge amount.

**P/O Variance Account ID** – This is the variance account for the Purchase Order.

P/O Recv G/L Account Description – This is the receipt general ledger account description for the Purchase Order.

**P/O Recv In Inspection** – This is the Purchase Order receipt in inspection information.

**WO Base ID** – Refers to the Work Order Base ID. You can search this column by double-clicking the browse button in the column header.

**WO Lot ID** – Refers to the Work Order Lot ID.

**WO Split ID** – Refers to the Work Order Split ID (account).

Every line item for an invoice that requires withholding tax, needs to have a withholding type associated with it. Select one of the four choices from the drop-down list box; T (Tax), C (Commission), E (Expense) or O (Other). Lines that use a type other than T (Tax), are not subject to a withholding tax.

**Costing Category** – The Cost Category applies to manual vouchers to a W/O; select S (Service), or M (Material).

The other types under the Cost Category allow the user to differentiate between exemptions that show on the Tax Certificate.

**VAT Category** – If applicable, enter or select the VAT Category for the invoice line. You can enter the category manually, or you can double-click the browse button in the column header to select it from the list that appears. Maintain VAT Categories within VISUAL's Accounting Entity Maintenance. For additional information on defining VAT Category definitions, refer to the "Accounting Entity Maintenance" chapter of your *Infor VISUAL System Administrator's Guide*.

**Vendor Packlist ID** – If you entered a Vendor Packlist ID on the Purchase Receipt Entry window, the ID is copied to this column. You can manually enter the Packlist ID, but it is not required.

**Vendor Packlist Date** – If you entered a Packlist Date within Purchase Receipt Entry, the date is copied to this column. It is for reference only, and not a required field.

**Vendor Freight ID** – If there is an associated Vendor Freight Bill ID on the Purchase Receipt Entry header, the ID is copied to this column. It is not a required value.

As you add or delete line items from the AP Invoice Entry line item table, the system calculates the amount, freight, fixed charge, VAT (if VAT-enabled), Duty, and Grand Total for all lines in the table. The system displays the amounts below the table.

## Adding Line Items that are not associated with the Purchase Order

**1** To add items that are not associated with the Purchase Order to the Invoice, such as Freight, click the **Insert Row** toolbar button. The information entered in the Receiver defaults to the row area.

This adds a new row to the table area and assigns it a line number. The cursor appears in the Quantity field by default.

**2** If you need to add more items, click the **Insert Row** toolbar button again and enter the next item.

**3** If this is the last entry to make, click the **Save** button to save the information.

## Deleting Line Items

> **Caution:** Be extremely cautious when you delete invoice lines, as any information you erase is not recoverable.

You can delete a line by selecting the row, then clicking the **Delete Row** toolbar, or by double-clicking the row.

The row or line is deleted if the entry on the invoice has not already been saved. If the entry on the invoice has been saved, the line is marked for deletion with an X. Saving the invoice permanently removes the entry from the database.

## Entering Notations to the A/P Invoice Entry window

You can enter any notes for the vendor or voucher using the Notes buttons respectively.

Keep in mind that the notes do not print on any reports and are specifically for your reference. See "Working with Notations" on page 3–24 for more information.

You can use the Payment Entry option to create or record a check for payment. For additional information on entering payments, refer to "A/P Payment Entry" on page 5–1.

**Note:** Before posting this invoice, it is a good idea to print unposted transactions. This way you can check for mistakes and correct them BEFORE posting.

## Entering a Manual A/P Voucher

There may be times when you need to manually create a voucher. Use this function ONLY when there is NO associated Purchase Order.

Much of the procedure for manually creating an A/P Voucher is similar to basing it on a Purchase Order Receipt. Follow the procedure outlined in "Creating a Voucher from a Purchase Order Receipt" on page 3–5, and manually edit the table lines as necessary.

## Deleting Rows

**1**   Select the appropriate detail line in the table and click the **Delete Row** toolbar button.

If you have not previously saved this voucher containing this row, the row is deleted immediately.

If you have previously saved this voucher containing this row, the row is marked for deletion with an X.

**2**   Click the **Save** toolbar button to delete the row.

**Note:** Before you post a voucher, it is a good idea to print Unposted Transactions. Use this feature to check for mistakes and correct them before you post. To print Unposted Transactions, select *File*, *Print G/L Transactions* from the menu.

# Maintaining A/P Vouchers

## Editing Vouchers

You can edit individual line items of an existing voucher only if it has not been posted to the G/L and/ or has no payments against it. The edits can include adding a line item, changing an existing item, and deleting a line item.

### Adding a Line Item

**1**   If you are licensed to use multiple sites, click the **Site ID** arrow and select the site in which the voucher was created. If you are licensed to use a single site, this field is unavailable.

**2**   Call up the voucher by entering its identifier or by selecting it from the table by Voucher ID or Vendor Invoice ID.

**3**   Click the **Insert Row** toolbar button.

A new line appears in the table section of the voucher.

**4**   Enter the line item detail information.

**5**   Click the **Save** toolbar button to update the voucher.

### Editing a Line Item

You cannot edit all line items.

**1**   If you are licensed to use multiple sites, click the **Site ID** arrow and select the site in which the voucher was created. If you are licensed to use a single site, this field is unavailable.

**2**   Call up the voucher by entering its identifier or by selecting it from the table by Voucher ID or Vendor Invoice ID.

**3**   Move the cursor to the field that you want to edit.

**4**   Make the changes to the field(s).

**5**   Click on **Save** to update the voucher.


## Deleting a Line Item

You cannot delete a line item if the voucher has an associated payment or if it has been posted to the G/L. If you need to delete that line, void the payment first.

**1**   If you are licensed to use multiple sites, click the **Site ID** arrow and select the site in which the voucher was created. If you are licensed to use a single site, this field is unavailable.

**2**   Call up the voucher by entering its identifier or by selecting it from the table by Voucher ID or Vendor Invoice ID.

**3**   Highlight the line that you want to delete.

**4**   Click the **Delete Row** toolbar button.

An X is placed in the far right column, marking the item for deletion.

**5**   Click the **Save** toolbar button to remove the item and update the voucher.


# Deleting a Voucher

You can completely remove an unposted or unpaid invoice or voucher from the database, including all its line item details. If the invoice/voucher has been posted to the G/L or if it has any payments assigned to it, you cannot delete it. To reverse the action, it must be voided. See Voiding a Voucher in this chapter.

> **Caution:**   Make certain you want to completely remove the voucher before you use the Delete functionality. You cannot recover an invoice after you delete it.

**1**   If you are licensed to use multiple sites, click the **Site ID** arrow and select the site in which the voucher was created. If you are licensed to use a single site, this field is unavailable.

**2**   Call up the voucher by entering its identifier or by selecting it from the table by Voucher ID or Vendor Invoice ID.

**3**   Click the **Delete** toolbar button.

You are warned that the invoice information, including all details will be permanently removed and asks if you want to proceed.

**4**   Click the **Yes** button to permanently remove the voucher, or click the **No** button to leave the voucher in the database.

**5**   The voucher is removed from the database.

# Voiding an A/P Voucher

You cannot void a voucher that has been posted to the G/L or has payments applied against it. If you must void the voucher under these circumstances, you must first void the payment. See "Voiding a Voucher that HAS Been Posted" on page 3–14.

You may need to void a voucher (that has not been posted to the G/L or has any payments applied against it). For example, the voucher may have been entered in error, or may be associated with the wrong vendor.

Do NOT use a void for merchandise returned to the vendor. In this case use the Customer Order Shipments Return function of Purchase Receipt Entry in Financials.

## Voiding a Voucher that has NOT Been Posted

**1**   If you are licensed to use multiple sites, click the **Site ID** arrow and select the site in which the voucher was created. If you are licensed to use a single site, this field is unavailable.

**2**   Call up the voucher by entering its identifier or by selecting it from the table by Voucher ID or Vendor Invoice ID.

**3**   Select the **Void** radio button on the General tab in the Status group box.

**4**   Click the **Save** toolbar button to save the action.

This voucher will NOT be passed to the General Ledger for posting. It appears on the Vendor History Report as a void with a zero value. It does not appear on the Aged Receivables Report or the G/L Unposted Transaction Report.

## Voiding a Voucher that HAS Been Posted

**1**   If you are licensed to use multiple sites, click the **Site ID** arrow and select the site in which the voucher was created. If you are licensed to use a single site, this field is unavailable.

**2**   Call up the voucher by entering its identifier or by selecting it from the table by Voucher ID or Vendor Invoice ID.

**3**   Select the **Void** radio button located on the General tab in the Status group box.

   If the voucher is from a prior period, you must first activate the posting date to the current, active period.

**4**   Click the **Save** toolbar button to save the action.

**5**   Post the transaction(s) to the General Ledger by selecting **File**, **Post to General Ledger** from the menu.

## Voiding a Voucher that Has Been Paid by Check

Before you can void a voucher that was paid by check, you must first void that check. Refer to "Voiding Payments" on page 5–9.

After you void the check, you can void the voucher using the procedures outlined in "Voiding an A/P Voucher" on page 3–14.

## Redistributing Transactions

If you make any changes or revisions to an invoice, select this feature to recalculate and redistribute the transaction(s). This functionality is provided as a way to "refresh" and update the database tables. This function corrects any out-of-balance conditions. You can only apply to a previously saved unposted transaction.

If you want to apply a change, you must execute the **Redistribute Transactions** option for each invoice as necessary.

1   If you are licensed to use multiple sites, click the **Site ID** arrow and select the site in which the invoice was created. If you are licensed to use a single site, this field is unavailable.

2   Use the Browse button located beside the Invoice ID field to select the invoice you want to edit from the A/P Invoice Entry window.

3   Make the necessary adjustments.

4   Click the **Save** toolbar button to save the changes.

5   With the unposted invoice open, select **File**, **Redistribute Transactions** from the menu.

The distribution record (invoice) of the modifications is automatically updated.

If you make any changes or revisions to any Financial module, the transactions are automatically redistributed when you save and reflect across all pertinent database tables.

## Calculate Freight from Receipts

Use this feature to calculate the freight costs that you specify on the Purchase Order Receipt to apply to the A/P voucher.

1   Click the **Calculate Freight from Receipts** toolbar button, or select **Edit**, **Calculate Freight from Receipts** from the menu.

A message box appears that asks you to confirm the recalculation procedure.

2   Click the **Yes** button to activate the request to recalculate the freight or **No** to cancel the request without recalculating freight.

# Viewing Payments

Use List Payments to view a list of the payments you made to the vendor selected in the Invoice Maintenance window. All checks and/or credit memos that you applied are listed. This is an excellent way to track payments to a specific voucher.

You can access the List Payments dialog box only if the invoice you select in the Invoice Entry window has a payment associated with it. If no payments have been made, you cannot access the dialog box.

Select **Info**, **List Payments** from the A/P Invoice Entry menu.

To view a payment, highlight the line and click the **View** button. The Payment Entry window is opened populated with the payment you selected.

# Generating Credit Memos

In some instances you may need to enter credit memos. A credit memo represents the amount owed to you by the vendor, and therefore, works opposite of an invoice.

If you are returning inventory that had previously been received using the Purchase Receipt tool, you should create a return for that receipt using the same tool. You can then call up a return receiver to create a credit memo voucher.

When you are creating a credit memo, it is important to remember to match this Purchase Return Receiver to the Credit Memo so that the Purchase Receipts Accrual account remains in balance.

## Making an A/P Invoice into a Credit Memo

You can create credit memos in Accounts Payable when there is no associated purchasing transaction. If you are entering a credit memo for an invoice for a voucher that has already been posted, use that voucher as a template to create the credit memo. Credit memos use the same entry window as vouchers.

1   If you are licensed to use multiple sites, click the **Site ID** arrow and select the site in which the invoice was created. If you are licensed to use a single site, this field is unavailable.

2   Click the Browse button for the Voucher ID or the Invoice ID field to select the record you want, or enter the ID in the appropriate field provided.

3   Click the **Make Credit Memo** toolbar button.

    This creates a new credit memo using the reverse of the invoice information and then converts the invoice total into a negative amount and clears the Voucher ID and Invoice ID fields.

4   If you are using Automatic Numbering, leave the Voucher ID field blank. You can also enter a Voucher ID for this memo.

5   Assign an Invoice ID for this credit memo in the Vendor Invoice ID field.

6   Edit any field that may need modifying. Take this opportunity to insert or delete rows.

**7**   Click the **Save** toolbar button to save the changes.

If you have an open invoice for the vendor, you may want to apply this credit memo to it. See "Applying Credit Memos to a Vendor Invoice" on page 3–17.

## Applying Credit Memos to a Vendor Invoice

You can apply a credit memo through A/P Invoice Entry or through A/P Payment Entry. If there are any outstanding open invoices for a vendor for which a credit memo exists, you can apply the credit memo to one or more open invoices through A/P Invoice Entry.

**1**   If you are licensed to use multiple sites, click the **Site ID** arrow and select the site in which the invoice was created. If you are licensed to use a single site, this field is unavailable.

**2**   Call the invoice that you want to apply as a memo into the A/P Invoice Entry window by selecting either the Voucher ID or entering the Vendor ID and Invoice ID.

In order to apply a memo to an invoice, set the Status to **Pay** and the Type to **Memo**.

**3**   Click the **Make Credit Memo** button.

The invoice is converted to a credit memo.

**4**   Select **Edit**, **Apply Credit Memo** from the menu.

The Apply Credit Memo dialog box contains a table of available unpaid invoices for this vendor.

**5**   Click the line that pertains to the invoice to which you are applying this credit memo.

The total amount of the credit memo is displayed in the Amount column. You can edit this if you want to only apply a portion of the credit memo to this invoice and the balance to others. Or if you simply want to apply a portion of the memo and the remainder at a later time.

**6**   When the total amount of the credit memo has been applied click the **Save** button to save the transaction.

Notice that in the memo header, the Paid to Date amount changes to the amount applied and the Balance Due also changes by the same amount. The Apply Credit Memo dialog box closes.

No postings result from this transaction.

## Working with Recurring Payables

You can create payables to generate on a regular systematic basis. The intent of the Recurring Payables is to automatically create payables on a user definable schedule.

Use Recurring Payables to enter regular occurring activities for items such as rent, utility payments, taxes, and loan payments.

# Setting Up Recurring Payables

**1** Select **Maintain**, **Recurring Payables** from the A/P Invoice Entry menu.

**2** Enter the following information in the Recurring Payables dialog box.

**Recurring Payable ID** – Enter or select a unique Recurring Payable ID code.

The Recurring Payable IDs are stored in a specific table designed only for Recurring Payable IDs. Numbering should be unique within this table. There is no Auto Numbering feature available.

**Vendor ID** – Click the Browse button to select a vendor for this recurring payable, or enter the vendor in the field provided.

**Site ID** – If you are licensed to use multiple sites, click the **Site ID** arrow and select the site in which the invoice was created. If you are licensed to use a single site, this field is unavailable.

**Total** – Enter a Total for the payable. This is the total amount owed to the vendor for this payable and must equal the total of all the line items.

**User Dimensions** – If you are using user dimensions, click the browse buttons and select the user dimensions to use for this transaction.

**3** Click the **General** tab if necessary, and enter the following information in the Type group box.

**Invoice** – Indicates that the invoice total is an amount that you owe the vendor.

**Memo** – Indicates that the total is an amount owed to you by the vendor. You can apply this credit memo against open payables for that vendor.

**1099-MISC** – This is not a type, but a flag. Use when creating custom reports to indicate that this payable is to appear as a 1099-MISC entry or a taxable payable reportable for the vendor.

**4** Select the payable status in the Status group box.

**Hold** – Select this option if you do not want to apply this payable or credit memo at this time. A Hold status prevents the Accounts Payable Check Generation function from automatically generating a check. This status continues to be in effect until you manually change the status to Pay.

**Pay** – Select this option if you want to pay this payable when you activate the Accounts Payable Check Generation.

You may want to assign a Hold status to selected payables to prevent the A/P Check Generation function from automatically generating a check until you manually change this status to Pay. The default is Pay.

**5** Enter the following information in the General tab.

**Currency ID** – Click the arrow to select a Currency ID from the list.

**Group ID** – Click the arrow to assign a Group ID.

This allows you to schedule a number of recurring payables for triggering at the same time.

This ID is used in conjunction with the Generate Recurring Payable function. For this reason, it is useful to group your payables into types of payments such as utilities or loans. This is a required field.

**Auth Payment** – In the Authorized payment field, enter the amount you want to pay against this payable the next time you generate checks.

If you leave this field blank, the total amount due from the payable is authorized.

**Payable Account** – This is the account that the payable will post to. Click the Browse button to select a payable account from the list, or enter the account in the field provided. You can also leave the field blank, instructing the use of the default from the G/L Interface Accounts table.

The Account ID in the Payable Acct field defaults from Vendor Maintenance.

**Terms** – The system inserts the default terms for the vendor defined in Vendor Maintenance. To change the terms, click the browse button and select a terms ID from the table.

6   Click the **Triggering** tab.

7   Select one of the following triggering methods for the payable.

**Always** – Choose this trigger when you expect to generate recurring payables on a daily basis, or each time you run **Generate Recurring Payables**. A payable can be generated once a day when you select Generate Recurring Payables, as long as the payable falls within the Maximum Application value and the Discontinue After date has not been reached.

**Weekly** – Choose this trigger when you want to generate recurring payables on a weekly basis.

When you select the Weekly option, the drop down field beside the radio button activates. Click the arrow to select a processing day of the week (Saturday through Sunday). When you generate recurring payables, a payable is generated up to once per week, as long as you specify the current date on or after the Day of Week that the payable falls within the Maximum Application value, and the Discontinue After date has not been reached.

**Monthly** – Choose this trigger when you want to generate recurring payables on a monthly basis.

When you select the Monthly option, the drop down field beside this radio button activates. Click the arrow to select a number (1-31). Specify "31" for the last day of the month. A payable is generated up to once per month when you generate recurring receivables as long as the current system date is on or after the Day of Month specified, the payable falls within the Maximum Application value, and the Discontinue After date has not been reached.

**Hold** – Choose this trigger when you do NOT want to generate recurring payables at this time. You can manually change the status when circumstances change.

Recurring Payables are never generated more than once for any given date.

8   Enter the maximum number of times you want the payable generated in the Max Applications field. Leave the field blank if there is no limit.

The number of times a payable has been run as of the current date is maintained in the To Date field.

9   Enter the month, day, and year you want the automatic generation of payables to stop in the Discontinue After field.

10  Click the **Remit to** tab.

The Remit information appears.

Notice that the Purchase From/Remit To fields automatically populate when you select the Recurring Payable ID. You can select a different Recurring Payable ID by clicking the Browse button beside the Remit To field.

11   If you have VAT enabled, click the **VAT/ESL** tab.

12   Click the **VAT Book** browse button and select the VAT Book information for this recurring payable.

13   If you have Withholding enabled, click the **Withholding** tab.

The Withholding information appears.

14   Click the Browse button beside the Withholding Code field to select a withholding code from the list, or enter the withholding code in the field provided.

15   To enter new detail lines to the payable, click the **Insert Row** toolbar button.

A row is added to the table and a line number is assigned.

16   Specify the Quantity for this line, if applicable.

17   You can use the **Reference** column to enter a description for this line item.

18   Specify a G/L Account ID for this line item.

You can also select it from the list by double-clicking the column heading. When you specify the account number, the associated G/L Account Description is displayed. This is the account to which the line item amount posts.

19   Enter the payable amount for this line item in the Amount field.

20   Enter any Fixed Charges for this line item in the Fixed Chg field.

The sum of all the row(s) amounts and fixed charges must equal the Total payable amount you entered in the payable header total field.

21   Click the **Save** toolbar button to save the payable with all the line items.

## Deleting a Row from a Recurring Payable

You can delete a row from the Recurring Payable window. There may be instances where a recurring payment is no longer necessary. For example, a satisfied loan payment.

1   With the Recurring Payable selected in the Recurring Payables dialog box, select the appropriate line in the table and click the **Delete Row** toolbar button.

If you have not previously saved the payable containing this row, the row is deleted immediately.

If you have previously saved this payable containing this row, the deleted row is marked by an X in the row header.

2   Click the **Save** toolbar button to permanently delete the row.

## Editing a Recurring Payable

You can edit a Recurring Payable at any time. Use this option to edit payment statistics.

**1**  Select the Recurring Payable that you want to edit by clicking the arrow in the Recurring Payable field to view the list of existing payables.

**2**  Make the necessary changes.

**3**  Click the **Save** toolbar button to save your changes.

## Deleting a Recurring Payable

You can delete an entire Recurring Payable from the database if necessary. Use extreme caution as it removes the entire Recurring Payable, not just a single entry.

**1**  Select the Recurring Payable that you want to delete by clicking the arrow in the Recurring Payable field to view the list of existing payables.

**2**  Click the **Delete** button.

You are warned that this will delete the ENTIRE Recurring Payable and you are asked to confirm the action.

**3**  Click the **Yes** button to confirm the action or **No** to cancel.

The recurring payable is deleted from the database.

## Generating Recurring Payables

After you have created Recurring Receivables, you may want to generate them on a specific schedule. Use the following procedure to generate payables:

**1**  Click the **Generate Recurring Payables** toolbar button, or select **File**, **Generate recurring payables** from the A/P Invoice Entry menu.

**2**  If you are licensed to use multiple sites, click the **Site ID** arrow and select the site in which you are generating recurring payables. If you are licensed to use a single site, this field is unavailable.

**3**  Click the **Calendar** button beside the Posting Date field to select a posting date, or enter the posting date in the field provided.

The invoice must be within an active period. The default is the current system date.

When you tab out of the field, the posting period and year is displayed in the field below the date.

**4**  Select a scheduling method in the Recurring Payables To Apply group box.

**Apply All Recurring Payables Defined** – Select this option if you want to generate all eligible payables, regardless of the Group ID or Recurring Payable ID. All payables are scanned and the ones qualified due either daily, weekly, or monthly that are not dated on or after the Discontinue After date are selected.

**Apply Recurring Payables in Group** – Select this option if you want to generate all eligible payables for a specified Group ID. All payables are scanned and the ones qualified due either daily, weekly, or monthly that are not dated on or after the Discontinue After date are selected.

If you select this option, you are required to select a Group ID. Click the arrow beside the Group ID field to select the group ID.

**Apply Specific Recurring Payable** – Select this option if you want to generate a single specified Recurring Payable ID. Specify the identifier in the Recurring Payable ID field.

If you select this option, you are required to select a Recurring Payable ID. Click the arrow beside the Recurring Payable ID field to select a recurring payable ID.

**5** After making your selection of payables to generate, click the **Ok** button.

The Recurring Payables for processing is selected based on the selection criteria you specified and the Payable IDs are displayed as they are processed. A numeric Payable ID is assigned based on your Auto Numbering parameters, then an Invoice ID is created, comprised of the Recurring Payable ID plus the processing date.

These payables are posted to the G/L with the next posting of A/P Invoices.

## Setting/Resetting Exchange Rates

There may be instances where you employ vendors/suppliers that do business in a different currency. A module is offered to adjust and set or reset exchange rates to convert the company's entire invoice to the , or a particular detail line. This makes tracking monies in your vendor or suppliers currency environment successful. You can set or reset the exchange rate as long as the invoice has NOT been posted.

To reset exchange rates for the entire invoice:

**1** If you are licensed to use multiple sites, click the **Site ID** arrow and select the site in which the invoice was created. If you are licensed to use a single site, this field is unavailable.

**2** Click the Browse button beside the Voucher ID to select a voucher ID from the list, or click the Browse buttons for both the Vendor ID and the Invoice ID to select the appropriate IDs from each list.

**3** Click the **Set/Reset Exchange Rates** toolbar button, or select **Edit**, **Set/Reset Exchange Rates** from the menu.

**4** Click the **Calendar** button located at the bottom right of the dialog box to select an exchange rate date for the invoice, or enter the date in the field provided.

**5** To set the exchange rate for the date entered, click the **Lookup Rates** button.

**6** Click the **Close** button to close the dialog box.

**7** Click the **Save** toolbar button to save your changes.

# Creating a Payment

You can create a payment instantaneously while working in the A/P Invoice Entry window. This feature expedites the payment process, saving you time.

Follow the procedure to create the payment.

**1**   If you are licensed to use multiple sites, click the **Site ID** arrow and select the site in which the invoice was created. If you are licensed to use a single site, this field is unavailable.

**2**   Select the voucher that you want to pay from the A/P Invoice Entry window.

**3**   Click the **Create Payment** toolbar button, or select **File**, **Create Payment** from the menu.

**4**   Enter the following information in the A/P Payment Entry window.

**Bank Account ID** – Click the arrow to select a Bank Account ID from the list. If you are licensed to use multiple sites, you can select only a bank assigned to the site's parent accounting entity ID.

**Cash Mgmt Site ID** – When you access the Payment Entry window from the Invoice Entry window, this field is unavailable. The site you selected in Invoice Entry is inserted in this field.

**Currency ID** – When you access the Payment Entry window from the Invoice Entry window, this field is unavailable. The currency you selected in Invoice Entry is inserted in this field.

**Control Number** – A unique identifier called a Control Number is assigned when you save the payment.

**Memo Field** – Use the Memo field to record any memo entry by typing in the field.

**Payment No.** – If you have already issued a payment, click the Browse button to select a payment number from the list, or enter the payment number in the field provided.

If you have not already issued the payment, the Payment Number is issued when you generate payments.

**Payment Date** – Click the **Calendar** button to enter a payment date, or enter the date in the field provided. This field is populated with the current system date.

This is the date that prints on the check if payment is issued in check form.

**Posting Date** – Click the **Calendar** button to enter a posting date, or enter the date in the field provided. This field is populated with the current system date.

**Amount** – Specify the amount of the payment in the Amount field.

**5**   Select one of the following output types from Output Type field.

**BACS** – (Banks Automated Clearing Service) Select this option to produce a single electronic file containing all payment information. BACS is a centralized clearing system for the United Kingdom's major bank and building societies.

**Check** – Select this option to produce a paper check; possible preprinted or pre-numbered.

**Credit Card** – Select this option to indicate the payment will be made via a credit card.

**Export File** – Select this option to produce an electronic file containing multiple payment information files to export to each bank.

**6** Click the **Save** toolbar button to save the information.

**Wire** – Select this option to indicate the payment will be a direct wire payment.

## Working with Notations

Notations (or notes, for short) are tools that allow you to attach free-form text to documents for internal purposes. Notations are arranged into entries, each having a date and time stamp. When you use notations, you either view, modify, add, or delete an entry. Each entry is numbered and shows in the upper right corner of the notation window.

- Notes are exclusively for internal use of your business. They do NOT appear on any outgoing paperwork.
- Individual note entries are automatically date/time stamped, and maintained as separate entries. This is different from specs, where you can modify the entire block of text at any point as a single object.

All notations function in the same way.

There are two types of notes associated with A/P Invoice Entry:

**Voucher Notes** – These are associated with the voucher as a whole. These are used for internal dialogs concerning this particular payable.

**Vendor Notes** – These are running notes associated with the current Vendor of the A/P Invoice/ Voucher. If no vendor is selected, these notes are not active. These notes are not linked to any current A/P Invoice, but to the current vendor. Notes are often used for internal dialogs regarding vendors.

## Viewing Batch Information

You can information about the batch used to post the transaction.

**1** Select **View**, **View Batch Information**.

You can use the **Previous** and **Next** buttons to move between batches.

The Entry Date, Accounting Period, Site ID, Description, and Batch Type information are automatically populated.

This information is displayed in the table:

**Trans ID** – The Transaction ID is a simple line number that is used as a reference for the transaction detail line.

**G/L Account ID** – The G/L Account ID indicates the ID for the account associated with the debit or credit transaction within the Journal Batch.

**G/L Account Description** – This is a brief description of the G/L Account. This information comes from the Account table. You can modify the Account Description within the Accounting Window.

**Site ID** – The Site ID indicates the site in which the transaction was made.

**Debit** – The Debit column indicates the amount, in the transaction currency, that the current transaction line withdraws from the Account on the current line.

**Credit** – This column indicates the amount, in the transaction currency, that the current transaction line deposits into the Account on the current line.

**Reference** – The Reference column contains any reference information that you entered on the original Journal Entry line.

**Currency ID** – This column indicates the ID for the transaction currency.

**Native** – This column indicates whether the currency is a Native or Non-Native currency. If it is native, this column contains a Y. If it is non-native, the column indicates N.

2   To view transactions for a specific currency, select the currency from the Display Currency drop-down list.

3   To exit the Batch Information dialog box, click **Close**.

## In-context Vendor View Panel

Use the Vendor View panel to view information about the selected vendor. You can view summary information, detail information, and a chart. For information about setting up the summary and detail views, see "In-context View Panels" on page 9–1 in the Concepts and Common Features guide.

To access the Vendor View panel, select **View**, **Vendor View Pane**l.

The Vendor View Panel shows information about your outstanding transactions with the vendor. The panel shows information for the parent accounting entity of the site specified in the header. All values are shown in the functional currency of the accounting entity.

The chart has four bars. The bars show totals for all sites in the selected accounting entity, including sites you are not allowed to access. When you click a bar, a grid is displayed showing transactions that contribute to the total value of the bar. The grid shows transactions created in your allowable sites only. As a result, the total of the transactions shown in the grid may not match the total shown by the bar.

This table shows the bars displayed in the chart:

| Bar | This bar shows... | Click a bar to view |
|---|---|---|
| Orders | The total amount of open orders. If any lines on the order have been completely received, then those lines are not included in the calculation. An open order has the status of Firmed or Released.<br><br>Sales tax and VAT are not included in the amount calculations. | **Order ID** – The ID of the purchase order is displayed. Click an ID to open the order in Purchase Order Entry. If you are viewing the Vendor View Panel in Purchase Order Entry, then the order you select replaces the order you were viewing in order entry.<br>**Desired Recv Date** – The date that you want to receive the order is displayed.<br>**Order Amt** – The monetary value of the order line. If the order is late, then the amount is displayed in red. An order is considered to be late if it has not been received the desired receive date.<br>**Received Amt** – The monetary value of any receipts made against the order. Only partial receipts are considered. If a particular line on the purchase order is closed, the line is not considered in the calculation.<br>**Currency ID** – The functional currency ID of the selected accounting entity is displayed.<br>**Site ID** – The ID of the site where the transaction was created is displayed. |
| Received | The total amount of uninvoiced receipts.<br><br>Sales tax and VAT are not included in the amount calculations. | **Receiver ID** – The ID of the receiver and the receiver line are displayed. Click the ID to open the receipt in Purchase Receipt Entry.<br>**Received Amount** – The monetary value of the receipt. Only uninvoiced values are shown. If the order was not received before the desired receive date, then the value is displayed in red.<br>**Received Date** – The date that the order was received is displayed.<br>**Purchase Order ID** – The ID of the purchase order that was received. Click the ID to open the order in Purchase Order Entry.<br>**Ship Via** – The shipping method that the vendor used to ship the order is displayed.<br>**Currency ID** – The functional currency ID of the selected accounting entity is displayed.<br>**Site ID** – The ID of the site where the transaction was created is displayed. |

| Bar | This bar shows... | Click a bar to view |
|---|---|---|
| Invoices | The total amount of unpaid invoices.<br><br>Sales tax and VAT are included in the amount calculations. | **Voucher ID** – The ID of the voucher is displayed. Click the ID to open the voucher in Accounts Payable Invoice Entry.<br>**Balance Amount** – The total outstanding balance is displayed. If the amount is overdue, then the amount is displayed in red.<br>**Invoice Date** – The date of the invoice is displayed.<br>**Invoice Amount** – The total amount of the invoice is displayed. If the amount is overdue, then the amount is displayed in red.<br>**Paid Amount** – The amount paid to date is displayed.<br>**Currency ID** – The functional currency ID of the selected accounting entity is displayed.<br>**Site ID** – The ID of the site where the transaction was created is displayed. |
| Total | The total amount of open orders, uninvoiced receipts, and unpaid invoices. | Information about all transactions that contribute to your open balance with the vendor. The information shown in the table is a combination of the other three bars. The Type column shows whether the transaction is a purchase order, a receiver, or an invoice. Click an ID to open the transaction. |

## Activities

Activities are available in AP Invoice Entry. Use activities to manually create reminders about follow-up items or to record information about interactions you have with vendors.

To add a new activity, select **Edit**, **Activity Entry**. See "Creating Activities" on page 5–5 in the Concepts and Common Features guide.

To view existing activities, select **View**, **Activities**. To view all activities related to the purchasing cycle, select View, Activities from a blank Invoice Entry window. To view all activities related to a particular invoice, select the invoice in Invoice Entry before selecting View, Activities. See "Activity Maintenance" on page 5–9 in the Concepts and Common Features guide.

## Document Lifecycle

The Lifecycle Document Viewer shows you documents linked to the sales or purchasing document that you are currently viewing. You can drill down to view all linked documents.

You can access the Purchasing lifecycle from AP Invoice Entry. These documents are included in the Purchasing lifecycle:

• Purchase requisitions
• Purchase orders
• Work orders linked to purchase orders
• Purchase receipts
• AP Invoices
• AP Payments

To access the Lifecycle Document Viewer, select **Info**, **Document Lifecycle…**.

See "Document Lifecycle" on page 8–1 in the Concepts and Common Features guide.

## Source and Target Buttons

When you are viewing a transaction, you can use the source and target toolbar buttons to view related transactions. Use the source button to view the previous transaction in the lifecycle. Use the target button to view the next transaction in the lifecycle.

In AP Invoice Entry, the Source button is labeled Purchase Receipt. Click the button to open the receiver. The Target button is labeled Payment. It is available if you have created a payment the invoice. Click the Target button to open the payment.

## Working with Uninvoiced Receipts

Any items that are received via the Purchase Receipt Entry are automatically accrued in Financials. When you run the Prepare Journals function of the Costing Utilities, a Purchase Journal is created for all items received. This journal creates a distribution, which when posted, debits the appropriate inventory or expense account (from the purchase order) and credits the Purchase Receipts Accrual account. The monetary value of this journal is based on the purchase order value at the time of receipt and the actual quantity received for the item.

The Purchase Receipts Accrual account accumulates the value of Receivers until the invoice from the vendor is entered into the database and is properly matched to its associated purchase receipt. It is important to remember that you must match vouchers to the Receiver for this account to be properly relieved for the value of the accrual.

To reconcile the Purchase Receipts Accrual account, you should print the Uninvoiced Purchase Receipts Detail report. This report provides information about the amount accrued for each line item detail. This lists by Purchase Order ID and Vendor, the Receiver ID, purchase order line number received, Part ID, received quantity, date received, the purchase order amount for the line and the amount accrued for this line, as well as the transaction Currency ID and transaction currency value. The total on this report should balance with the total of the Purchase Receipts Accrual account in the General Ledger.

The other reports available include:

- Listing by vendor showing Purchase Order ID, Receiver ID and received date.
- Listing by Vendor and Order ID with order date, received date, purchase order status, order amount and accrued amount.

# Printing Uninvoiced Receipt Detail Reports

Reconciliation of the Purchase Receipts Accrual account is necessary to maintain proper balances. The Uninvoiced Receipts Detail report is necessary for this reconciliation, as it shows all Receivers that have not been matched to a voucher. This does not mean that an invoice has not been received for this item, just that it has not been matched and it still appears on the report.

The Uninvoiced Purchase Receipts Detail Report provides information concerning the amount accrued for each line item detail. The total on this report should balance with the total of the Purchase Receipts Accrual account in the General Ledger.

Follow this procedure to print a summary listing of all uninvoiced receipts:

1   Select **File**, **Print Uninvoiced Receipts Detail** from the menu.

2   Enter the following information in the Print Uninvoiced Receipt Detail.

**Site ID(s)** – If you are licensed to use multiple sites, click the **Site ID(s)** arrow and select the sites to use for the uninvoiced receipts report. If you are licensed to use a single site, this field is unavailable.

**Starting Date** – Click the **Calendar** button to select a starting date for the report, or enter the starting date in the field provided.

If you do not enter Starting or Ending Dates, the beginning and ending dates of the current period are the defaults. You can blank out the dates and create a report to include all Uninvoiced Receipts of any date.

**Ending Date** – Click the **Calendar** button to select an ending date for the report, or enter the ending date in the field provided.

If you do not enter Starting or Ending Dates, the beginning and ending dates of the current period are the defaults. You can blank out the dates and create a report to include all Uninvoiced Receipts of any date.

**Report Currency** – Click the arrow and select the currency for the report. If you are printing a report for a single site or multiple sites in the same entity, you can select any currency that the parent entity uses. If you are printing a report for multiple sites in multiple entities, the drop-down list shows the currencies shared in common by the parent entities of the selected sites. If no common currencies are found, "Not Available" is inserted. Clear site selections until a common currency ID is displayed in the drop-down list, or select **Native** to generate the report in the native currencies of the transactions. If you select **Native**, report grand totals are not available.

3   Select one of the following sort options in the Sequence group box.

**Purchase Order ID** – Select this option to sort uninvoiced receipts by purchase order ID.

**Vendor ID** – Select this option to sort uninvoiced receipts by Vendor ID.

If you choose Vendor ID, the Starting and Ending Vendor ID fields become active. Click the Browse button to enter the appropriate Vendor ID in each field, or enter the Vendor IDs in the fields provided.

4   Click the arrow beside the Report Display field to select one of the following output options for the report.

**Print** – Select this option to output the file to a printer. The file will be sent to the selected default printer in Printer Setup. When the Print dialog box appears, click the **Ok** button.

**View** – Select this option to see what the output will look like before you print it. When the information appears on the window, you can scroll through and print if you want a hard copy.

**File** – Select this option to save the Uninvoiced Receipts Report to a text file.

When you click the **Ok** button, the Print to File dialog box appears asking you to specify a destination directory and a filename. If you do not specify a destination, the text file is placed in the same directory that the program files were placed in when the database was installed (i.e. the default VMFG). Select the **Include field names on first output line** check box if you want to output column labels. Click **Ok** and the file that can be edited using any text editor is created.

**E-mail** – Select this option to send the report as an .RTF file attachment through Microsoft Outlook.

5   Select all check boxes that apply in the Status group box.

**Released** – Select this option to include released orders in the report. A Released status refers to orders that are active, ready for receipt or not yet fully received.

**Closed** – Select this option to include closed orders in the report. Closed orders are considered completed, or fully received.

**Cancelled** – Select this option to include cancelled orders in the report. Cancelled orders will never be received.

6   Select the type of report that you want to print in the Type group box.

The **Summary Report** includes Purchase Order ID, Vendor ID, Order Date, Received Date, Status, Order Amount, and Accrued Amount. The report provides grand totals.

The **Detail Report** includes Order ID, Vendor ID, Order Date, Received On Date, and Status. It lists detail information for lines including: Order Quantity, Received Quantity, Part ID or Service ID, Discounted Unit Price, Fixed Charge, Order Amount, Accrued Amount, and Receiver ID. The report provides order totals as well as grand totals.

7   Click the **Ok** button to create the report.

The report is printed.

## Printing Uninvoiced Receipt Reports

The Uninvoiced Receipt Report is a brief summary list of all uninvoiced receivers by Vendor ID or Purchase Order ID. It contains the Vendor ID, Vendor Name, Purchase Order Number, Receiver ID and Date Received. The report does not provide amounts; it lists receivers that have not been matched to their respective invoices.

Follow this procedure to print a summary listing of all uninvoiced receipts:

**1**   Select **File**, **Print Uninvoiced Receipts** from the menu.

**2**   If you are licensed to use multiple sites, click the **Site ID(s)** arrow and select the sites to use for the report. If you are licensed to use a single site, this field is unavailable.

**3**   Click the arrow to choose an output option for the report.

   **Print** – Select this option to output the file to a printer. The file is sent to the selected default printer in Printer Setup. When the Print dialog box appears, click on **Ok**.

   **View** – Select this option to see what the output will look like before you print it. When the information appears on the window, you can scroll through and print if you want a hard copy.

   **File** – Select this option to save the Uninvoiced Receipts Report to a text file.

   When you click on **Ok**, the Print to File dialog box appears.

   Specify the destination directory and filename in the Filename field. If you do not specify a destination, the text file is placed in the same directory that the program files were placed in when the database was installed (i.e. the default VMFG). Click the **Include field names on first output line** check box if you want to output column labels. Click **Ok** and the file that can be edited using any text editor is created.

   **E-mail** – Select this option to send the report as an .RTF file attachment through Microsoft Outlook.

**4**   If you want the report to print Vendor Receivers in descending order click the **Sort Descending** check box.

**5**   Click the **Print Setup** button to modify printer options.

   Click on **Ok** to create the report.

   The report is printed.

# Printing the A/P Reports

Printing reports is the most efficient way to review your work. By printing reports you are able to verify the accuracy of transactions before you permanently post to the General Ledger. You can create an output file, print to your monitor (view), or output the file to a printer.

You can print the following reports. The choices are available from the File menu of the A/P Invoice Entry window:

- Current Voucher
- Aged Payables Report
- Vendor History Report
- G/L Transactions Report

If you have VAT and/or Intrastat enabled on your system, the following reports are also available for output:

- VAT Report

• Intrastat Report

## Printing the Current Voucher

To print the current voucher:

1  If you are licensed to use multiple sites, click the **Site ID** arrow and select the site in which you created the voucher. If you are licensed to use a single site, this field is unavailable.

2  Click the **Voucher ID** browse button and select the voucher to print.

3  Select **File**, **Print Voucher**.

4  Specify this information:

**Format** – Select the format for the voucher. You can select the standard report format, the printed format, or a user-defined format.

**Samples** – In the Samples section, specify how many sample vouchers to print. Select the Print Samples Only check box to print only sample vouchers. If you select this option, your voucher will not be printed.

**Draft** – To print a draft version of the voucher, select this check box.

5  Select the output for the report. You can select:

**Print** – Select this option to output the file to a printer. The file will be sent to the selected default printer in Printer Setup. When the Print dialog box appears, click the **Ok** button. To print any documents that have been attached to the voucher, select the **Send Associated Documents** check box.

**View** – Select this option to see what the output will look like before you print it. When the information appears on the window, you can scroll through and printed if you want a hard copy.

**File** – To save the report to a text file. When you click the **Ok** button, the Print to File dialog box appears requesting the destination directory and filename.

**E-mail** – Select this option to send the report as an attachment through Microsoft Outlook. To send the report as a PDF, select the PDF Format check box. To send the report as a rich text format (RTF) file, clear the PDF Format check box. To send any documents that have been attached to the voucher, select the **Send Associated Documents** check box.

6  Click **Ok** to generate the report.

## Printing the Aged Payables Report

The Aged Payables Report is a valuable reconciliation tool to verify transactions against the General Ledger. You can also use to determine when monies are owed to vendors and how much is owed. A summary or detail version of the report is available. The summary report shows how much is owed to each vendor and is broken down into different aging brackets (i.e., current, over 30,60,90 days). The detail report additionally provides invoice information.

**1**   Select **File**, **Print Aged Payables** from the menu.

**2**   Enter the following information in the Print Aged Payables dialog box.

**Site ID(s)** – If you are licensed to use multiple sites, click the **Site ID(s)** arrow and select the sites to use for the report. If you are licensed to use a single site, this field is unavailable.

**Payable Account** – Click the arrow to select a Payable account from the list, or leave the default. Only payables that post to this account appear on the report.

**As of Date** – Click the **Calendar** button to select a date for the payables you want to appear on the report, or enter the date in the field provided.

If you specify a date, only invoices open on or before that particular date are displayed. You can also accept the default date of the current system date, which shows all open invoices to date.

**3**   Specify the aging periods in the Aging Periods group box.

The Aging Periods allows you to set how this report shows invoices. The defaults are aging periods of 30, 60, 90 & 120 days. The number you specify signifies the number of days the invoice is considered past due based on the aging basis.

Click the **Save As Default** button to permanently save the Aging Periods you specify.

**4**   Click the arrow beside the Report Display field to select one of the following output options from the list.

**Print** – Select this option to output the file to a printer. The file will be sent to the selected default printer in Printer Setup. When the Print dialog box appears, click the **Ok** button.

**View** – Select this option to see what the output will look like before you print it. When the information appears on the window, you can scroll through and printed if you want a hard copy.

**File** – To save the report to a text file. When you click the **Ok** button, the Print to File dialog box appears requesting the destination directory and filename. If a destination is not specified, the text file is placed in the same directory that the program files were placed in when the database was installed (i.e. the default VMFG).

Click the **Include field names on first output line** if you want to output column labels.

Click the **Ok** button and the file that can be edited using any text editor is created.

**E-mail** – Select this option to send the report as an .RTF attachment through Microsoft Outlook.

**5**   Click the arrow beside the Report Currency field to select a Report Currency ID from the list.

If you are printing a report for a single site or multiple sites in the same entity, you can select any currency that the parent entity uses. If you are printing a report for multiple sites in multiple entities, the drop-down list shows the currencies shared in common by the parent entities of the selected sites. If no common currencies are found, "Not Available" is inserted. Clear site selections until a common Currency ID is displayed in the drop-down list, or select **Native** to generate the report in the native currencies of the transactions. If you select **Native**, report grand totals are not available.

**6**   Select one of the following vendor options in the Vendors group box. Use this prompt in conjunction with the Invoices setting, where you can print all invoices or all invoices of a specific currency.

**All Vendors** – Select this option to include all vendors in the report.

**Vendor** – Select this option to include a specific vendor in the report.

If you select Vendor, the Vendor ID field becomes active. Click the Browse button beside the Vendor ID field to select a vendor from the list, or enter the Vendor ID in the field provided.

7  Enter the following information in the Report Type group box.

**Summary** – Select this option to print a line total for each vendor.

**Detail** – Select this option to print all open invoices for each vendor.

8  Enter the following information in the Aging Basis group box.

**Invoice Date** – Select this option to print the age of invoices based on the invoice date.

**Due Date** – Select this option to print the age of invoices based on the due date.

9  Enter the following information in the Sort By group box.

**Vendor ID** – Select this option to sort your report by Vendor ID.

**Vendor Name** – Select this option to sort your report by Vendor Name.

**Currency ID** – If you selected **Native** in the Currency ID field, select this check box to add currency to the sort order. If you select this check box, the report is grouped first by currency ID. Within each currency group, the report is sorted either by Vendor ID or Vendor Name, depending on your selection. If you are not printing this report in native currency, this selection has no effect on the report.

10  Enter the following information in the Invoices group box.

**All Invoices** – Select this option to print all invoices of any currency.

**All Invoices of Currency** – Select this option to print all invoices of a specific currency.

When you select the All Invoices of Currency option, you must select a Currency ID from the drop down list.

11  Click the **Rates** button to view and/or select rates on a specified date.

Click the **Print Setup** button to modify printer options.

Click the **Print** button to output the information.

If you selected **Print** as the output, a standard Windows Print dialog box appears.

12  Make the appropriate selections then click the **Ok** button.

The Aged Payables Report prints.


## Printing the Vendor History Report

The Vendor History Report provides you with payment and invoice histories for all activities on your vendors.

1  If you want to print a specific vendor for the report, enter the vendor in the A/P Invoice Entry window.

If you want the Vendor History report to consist of all your vendors, there is no need to select a vendor.

2   Select the **File**, **Print Vendor History** option from the A/P Invoice Entry menu.

3   If you are licensed to use multiple sites, click the **Site ID(s)** arrow and select the sites to use for the uninvoiced receipts report. If you are licensed to use a single site, this field is unavailable.

4   Click the **Calendar** button beside the Start Date field to select a start date, or enter the start date in the field provided.

The date you specify determines when the history that appears on the report will begin. If this field is left blank, a complete history is supplied.

5   Click the arrow beside the Report Display field to select one of the following output types from the list.

**Print** – Select this option to output the file to a printer. The file will be sent to the selected default printer in Printer Setup. When the Print dialog box appears, click the **Ok** button.

**View** – Select this option to see what the output will look like before you print it. When the information appears on the window, you can scroll through and printed if you want a hard copy.

**File** – To save the report to a text file. When you click on **Ok**, the Print to File dialog box appears.

Specify the destination directory and filename in the Filename field. If a destination is not specified, the text file is placed in the same directory that the program files were placed in when the database was installed (i.e. the default VMFG).

Click the **Include field names on first output line** if you want to output column labels.

Click **Ok** and the file that can be edited using any text editor is created.

**E-mail** – Select this option to send the report as an .RTF attachment through your Microsoft Outlook.

6   Enter one of the following options in the Vendors group box.

**Print Current Vendor** – Select this option to print vendor history on the vendor currently selected in the A/P Invoice Entry window.

**Print All Vendors** – Select this option to print vendor history of all vendors in the database.

7   Click the **Print Setup** button to modify printer options.

8   Click the **Ok** button to print the report.

The report prints.


## Printing the G/L Transaction Report

The G/L Transactions Report provides invoice activity to the G/L by accounting period or batch. You have the option of printing posted or unposted transactions. This allows you to print unposted transactions to review them before posting them to the ledger. You can also use this report to detail postings within a particular batch or accounting period.

1   Select **File**, **Print G/L Transaction** option from the menu.

**2** Do one of these steps:

- To print a standard report, click the **Standard** tab, and specify this information:

   **Site ID** – If you are licensed to use multiple sites, click the **Site ID** arrow and select the site for which to view G/L Transactions. If you are licensed to use a single site, this field is unavailable.

   **By Accounting Period** – Click this option to generate the report by accounting period.

   **End Date of Accounting Period** – Click the **Calendar** button to select any date within an accounting period, or enter the end date in the field provided.

   The ending date of the accounting period is automatically determined.

   **Fiscal Period** – The fiscal period is entered when an end date is selected.

   **By Batch ID** – Click this option to generate the report by Batch ID.

   **Starting Batch ID** – Click the Browse button to select the starting batch ID, or enter the starting batch ID in the field provided.

   **Ending Batch ID** – Click the Browse button to select the ending batch ID, or enter the ending batch ID in the field provided.

- To print an advanced report, click the **By Accounting Period** option, then click the **Advanced** tab. Specify this information:

   **Report Calendar ID** – Click the **Report Calendar ID** arrow and select the reporting calendar to use for the report.

   **Fiscal Year** – Click the **Fiscal Year** browse button and select the fiscal year for the report.

   **Site ID(s)** – Click the **Site ID(s)** arrow and select the sites to include in the report. When you select multiple sites, shared tracking currencies are identified and inserted in the Report Currency field. If a shared tracking currency does not exist, "Not Available" is inserted in the Report Currency field. If "Not Available" is displayed, clear site selections until a shared currency can be identified.

**3** Click the arrow beside the Report Currency ID to select a currency from the list. If you are printing a standard report, the entity currency associated with the site is inserted. If you are printing an advanced report and are printing the report for multiple sites, the drop-down list shows the tracking currencies shared by the selected sites. If no shared tracking currencies are found, "Not Available" is inserted. You cannot run the report if a shared tracking currency is not found. Clear site selections until a shared tracking currency ID is displayed in the drop-down list.

**4** Click the arrow to select one of the output types from the drop-down menu.

   **Print** – Select this option to output the file to a printer.

   **View** – Select this option to see what the printed output will look like before you print it.

   **File** – Select this option to save the General Ledger to a text file. You are then able to edit the file using any text editor.

   **E-Mail** – Select this option to send the report as a rich text file attachment through Microsoft Outlook.

**5** In the **Sequence** group box, select one of the following options.

**G/L Account ID** – Select this option to sort G/L Transactions by Account ID.

**Invoice ID, G/L Account ID** – Select this option to sort by Invoice ID, then by G/L Account ID.

**Batch ID, G/L Account ID** – Select this option to sort by Batch ID, then by G/L Account ID. This option is only active when the Batch Number option is selected.

**Batch ID, Invoice ID** – Select this option to sort by Batch ID, then by Invoice ID. This option is only active when the Batch Number option is selected.

6   In the Transactions group box, select one of the following options.

**Print Unposted Txs** – Select this option to print unposted transactions.

**Print Posted Txs** – Select this option to print posted transactions. This option is only active when the Batch Number option is selected.

7   Click the **Print** button to output the information.

Click the **Close** button to exit the dialog box without outputting the information.

Click the **Print Setup** button to modify printer options.

If you selected **Print** as the output, a standard Windows Print dialog box appears. You can print selected pages, and modify printer options by clicking on the **Setup** button. Click the **OK** button to print G/L transactions.


# Printing VAT Reports

VAT (Value Added Tax) reports are specific to European manufacturers who sell goods within Europe. VAT applies to goods sold within a given country, not goods leaving or entering the country.

VAT is usually product-related rather than destination-related. Since the United States relies on different form of sales tax, the Sales Tax Group Maintenance feature in Financials is disabled when the VAT option is enabled in Accounting Entity Maintenance.

1   From the Accounts Payable Invoice Entry window, select **File**, **Print VAT Reports** from the menu.

2   Enter the information in the following fields.

**To Country ID** – Click the arrow to select the Country ID from the list, or enter the Country ID in the field provided.

All country IDs are printed by default.

**Year** – Enter the year you are reporting.

**Period** – Enter the reporting period that works in conjunction with reporting type.

**Report #** – Enter the next sequential report number to use. You can enter any report number that has already been created. The report number is automatically assigned to one at the beginning of the new year.

If you assigned automatic numbering in Accounting Entity Maintenance, this field is automatically populated using the settings you requested.

**Report Currency** – Click the arrow to select a currency from the list.

**From/To** – This field indicates the date range of the reporting period.

Depending on what you choose in the Period Type group box (discussed in step 4) determines whether or not you have the option to select a date range. The Monthly, Quarterly, and Yearly selections are preset dates that are automatically populated in the From/To field. However, if you choose the **User Defined** radio button, you must select the date range for the reporting period.

To select a date range, click the **Calendar** button beside the appropriate field to select the date you want, or enter the date in the field provided.

3   Enter one of the following options in the Select Using group box.

**Invoice Date** – Select this option to include transactions using the From/To field based on the invoice date.

**Posting Date** – Select this option to include transactions using the From/To field based on the posting date.

4   Enter one of the following options in the Period Type group box. The dates in the From/To field are automatically populated for Monthly, Quarterly, and Annually selections.

**Monthly** – Select this option to print a monthly VAT report.

**Quarterly** – Select this option to print a quarterly VAT report.

**Annually** – Select this option to print an annual VAT report.

**User Defined** – Select this option to print the VAT report using specific dates in the From/To field.

5   Click the arrow to select the type of output for this report.

**Print** – Select this option to output the file to a printer. The file will be sent to the selected default printer in Printer Setup. When the Print dialog box appears, click on **Ok**.

**View** – Select this option to see what the output will look like before you print it. When the information appears on the window, you can scroll through and printed if you want a hard copy.

**File** – To save the report to a text file. When you click on **Ok**, the Print to File dialog box appears.

Specify the destination directory and filename in the Filename field. If a destination is not specified, the text file is placed in the same directory that the program files were placed in when the database was installed (i.e. the default VMFG).

Click the **Include field names on first output line** if you want to output column labels.

Click **Ok** and the file that can be edited using any text editor is created.

**E-mail** – Select this option to send the report as an .RTF attachment through Microsoft Outlook.

6   Select any of the check boxes that apply to this report.

**Draft Mode** – If you do NOT want to commit any reports to the database, click the **Draft Mode** check box.

In Draft mode, you can create a scenario to see what the line item quantity would be when you change the reporting frequency. This mode also allows you to print a report and makes sure all the necessary data is there.

When you generate this report, all of the lines included in the report (according to the specifications) are flagged in the database as reported. You can only request this report once. A "work around" is allowed to this one-time only report. Request to rerun the report in "draft mode." If you request to run the report in draft mode (after the report has initially been run) click on the **Show Reported Lines** option.

You may want to incorporate a procedure to use the Draft mode to confirm accuracy prior to running the actual reports.

**Show Reported Lines** – If you request to run the report in draft mode (after the report has initially been run) click on the **Show Reported Lines** option to print reported lines.

**Report Freight Separately** – Select this check box to print freight separately.

7  Specify what type of order to print your VAT report by selection one of the following options in the Sort By group box. Choose from Customer ID, Country ID, Invoice ID, Invoice Date, VAT Code, and VAT Category.

8  Choose the type of transactions you want to print for your report in the Report Type group box. Choose from one of the following options: Receivables, Payables, Receivables/Payables Summary, and VAT Book.

If you select the VAT Book option, you must also supply the VAT Book by clicking the Browse button beside the VAT Book field, or entering the VAT Book in the field provided.

9  Enter one of the following support formats in the Format group box.

**Standard** – Select this option to print the VISUAL standard format for this report. For an example of this report, refer to "Reports" in Appendix A of this manual.

**User Defined 1/2/3** – Select this option to print a user defined format. These options are not available if you have not created a format.

.QRP files are used to define formats as follows: Note: x is 1, 2, or 3

VAT Payables/Payables VAT Book: VFVATPUx.QRP.

VAT Receivables/Receivables VAT Book: VFVATRUx.QRP.

VAT Summary: VFVATSUx.QRP.

10  Click the **Print Setup** button to modify printer settings.

11  Click the **Print** button to output the report.

Click the **Close** button to exit this dialog box without printing the VAT report.


## Printing Intrastat Reports

Intrastat reports are specific to European manufacturers that sell products outside Europe. The European Community (EC) requires that goods sold and manufactured in Europe be tracked so that their origin and destination are recorded in some permanent way. Each manufacturer and distributor of goods must report items sold and distributed, where they were manufactured or obtained, and where they were sent, including intermediate distribution points, when the origin or destination is outside of the country where the manufacturer or distributor resides. Only VAT registered companies

are required to provided Intrastat information. Intrastat uses the Country IDs to track good movements, allowing only those goods that have been sold to outside countries to appear on the Intrastat report.

You can also print ESL (European Sales List) reports from this option. ESL reports are a VAT report that is based on goods reported under Intrastat.

**1**    From the A/P Invoice Entry window, select **File**, **Print ESL Reports** from the menu.

The Intrastat/ESL Reports dialog box appears.

**2**    Enter the appropriate information in the following fields:

**Country ID** – This option exists to view data by country. For dispatches, the country selected is the *to* county. For arrivals, the country selected is the *from* country.

Click the arrow to select a Country ID, or enter the Country ID in the field provided. All countries are defaulted.

Create Country IDs in Application Global Maintenance.

**Year** – Enter the reporting year.

**Period** – Enter the reporting period. The reporting period reflects the date range of the report.

**Report #** – Enter the next sequential report number to use. You can enter any report number that has already been created. The report number is automatically assigned to one at the beginning of the new year. Set the report sequence number in Accounting Entity Maintenance.

**Period Type** – Select the appropriate period type: Monthly, Quarterly, or Annually.

The period and year default to the date range of the current date. You can only change the Period Type in draft mode.

**3**    Select one of the following output types from the drop down list.

**Print** – Select this option to output the file to a printer. The file will be sent to the selected default printer in Printer Setup. When the Print dialog box appears, click on **Ok**.

**View** – Select this option to see what the output will look like before you print it. When the information appears on the window, you can scroll through and printed if you want a hard copy.

**File** – To save the report to a text file. When you click on **Ok**, the Print to File dialog box appears.

Specify the destination directory and filename in the Filename field. If a destination is not specified, the text file is placed in the same directory that the program files were placed in when the database was installed (i.e. the default VMFG).

Click the **Include field names on first output line** if you want to output column labels.

Click **Ok** and the file that can be edited using any text editor is created.

**E-mail** – Select this option to send the report as an .RTF attachment through your Microsoft Outlook.

**4**    Enter any of the following check boxes that apply.

**Draft Mode** – If you do NOT want to commit any reports to the database, click the **Draft Mode** check box.

In Draft mode, you can see what the line item quantity would be if the reporting frequency were changed. This mode also allows the user to print a report and make sure all the necessary data is there. You can also edit Intrastat information using the **Edit** button. Refer to step 8 for more information.

**Show Reported Lines** – If you request to run the report in draft mode (after the report has initially been run) click on the **Show Reported Lines** option to print reported lines.

5   Select the Intrastat tab, if necessary.

The Intrastat information appears.

6   Enter the following information in the Intrastat tab.

**Report Type** – Select either Arrivals or Dispatches.

An edit option is offered that allows you to choose which statistics will be required for reporting purposes.

**Format** – Reporting supports the following user defined formats:

Intrastat Arrival: VFISTAUx.QRP where x is 1, 2, or 3.

Intrastat Arrival: VFISTDUx.QRP where x is 1, 2, or 3.

**Sort By** – You can sort by Destination Country, Originating Country, Region ID, Packlist/Receiver ID, or Received/Shipped Date.

**Sub Sort By** – You can further sort by Nature of Transaction, Mode of Transport, or Tariff Code.

7   Select the **ESL** tab.

The ESL information appears.

8   Enter the following information in the ESL tab.

**Include Invoices for Customer** – Select to include customers with a VAT number, or customers without a VAT number in the report.

**Sort By** – Choose to sort your report by Customer ID, Country ID.

**Format** – Select either the standard VISUAL format, or one of the three user-defined formats, if applicable.

Reporting supports the following user defined formats:

The following qrp file is used for printing arrival intrastat reports: VFESLUDx.QRP where x is 1, 2, or 3.

9   Click the **Edit** button to make any necessary changes to the packing lists before printing.

The Intrastat Dispatch dialog box appears.

10   To edit information, click in the field you want to edit, or double-click the column header to make your selection.

11   When you are finished editing, click the **Save** button.

12   Click the **Close** button to exit the Intrastat Dispatch dialog box and return to the Intrastat/ESL Reports dialog box.

13   Click the **Print Setup** button in the Intrastat/ESL Reports dialog box to modify printer settings.

**14** Click the **Print** button to print the report.

The report is printed. To view an example of the Intrastat report, refer to "Reports" in Appendix A of this manual.

Click the **Close** button to exit this dialog box without printing the Intrastat report.

## Customizing User Defined Report Format Labels

If you have created user-defined report formats for the Voucher, ESL, or VAT reports, you can customize the labels that are displayed for the formats in the report dialog boxes.

To customize the labels:

**1** Select **Admin**, **Preferences Maintenance**.

**2** Click the **Insert** button.

**3** Specify this information:

**Section** – Specify **AccountsPayable**.

**Entry** – Specify the user-defined label to change. Specify one of these entries:

**RenameESLUD1**, **RenameESLUD2**, **RenameESLUD3** – Specify these entries to change the user-defined report format labels in the Intrastat/ESL report dialog.

**RenameVatUD1**, **RenameVatUD2**, **RenameVatUD3** – Specify these entries to change the user-defined report format labels in the VAT report dialog.

**RenameVoucherUD1**, **RenameVoucherUD2**, **RenameVoucherUD3** – Specify these entries to change the user-defined report format labels in the Voucher report dialog.

**Value** – Specify the new label for the user-defined report.

**4** Click the **Save** button.

## Posting A/P Vouchers to the G/L

After you have verified that your voucher entries are correct, you must post them to the General Ledger. DO NOT post to the General Ledger if any vouchers are incorrect, need to be modified or voided.

**1** Select **File**, **Post to G/ L** from the A/P Invoice Entry menu.

**2** Enter the following information in the dialog box.

**Site ID** – If you are licensed to use multiple sites, click the **Site ID** arrow and select the site for which you are posting the distributions to the general ledger.

**Batch Date** – The Batch date field automatically populates with the current system date. To change the date, click the **Calendar** button, or enter the date in the field provided.

All unposted vouchers dated up to and including the Batch date are posted.

**Accounting Period** – The month and year are automatically determined when you tab out of the Batch Date field.

**Current User Only** – Select this check box to post only your A/P Vouchers.

Leave the **Current User Only** option unchecked to post all A/P Vouchers.

**One Tx per Batch** – This check box is read-only. It indicates whether the One Tx per Batch check box is selected or cleared in Accounting Entity Maintenance. If the check box is selected, then each batch will contain only one transaction. If the check box is not displayed, then the batch will contain all transactions in the posting run. Specify the setting to use in Accounting Entity Maintenance.

**3**   Click the **Start** button to begin the posting process.

A dialog box appears asking if you want to preview the posting to the General Ledger.

**4**   Click the **Yes** button to display the Print G/L Transactions dialog box to activate the print request.

You can direct the output to the screen, a printer or an external file.

After outputting the transactions, click **Close** to disable the dialog box.

Click the **No** button while on the Print G/L Transactions dialog box to proceed with the posting without viewing, printing, or outputting the transactions first.

The Post to General Ledger dialog box is re-displayed.

**5**   Click the **Yes** button to post the transactions or click the **No** button to stop the process. Stopping the process allows you to go back and make corrections, if necessary.

You are informed of which batch(es) were processed.

If an error is detected during the posting, a message displays. You can return to the A/P Invoice Entry window and resolve the problem. If the posting is successful, a dialog box appears asking if you want to print the batch(es). Either way, the A/P Voucher transactions are posted to the General Ledger.

# Chapter 4:  Payment Scheduling

The Payment Scheduling option in Financials incorporates some of the features found in the A/P Payment Entry and A/P Invoice Entry windows. You can access commonly used features within one window. You can also view invoices before payment is made, reschedule payments, change the status of a payment, write payments through the A/R Payment Entry window, and print associated reports in the Payment Scheduling window.

This chapter includes:

## Accessing the Payment Scheduling Window

The Payment Scheduling window is accessible from the main menu.

Select **Payables**, **Payment Scheduling** from the main menu.

## Rescheduling Payments

The Reschedule Payment option allows you to edit payment scheduling on vouchers before payment runs.

When you create a voucher, you assign a payment status, either **Pay** or **Hold**, however, you can override the status of a voucher when you reschedule the payment if you decide to change how these vouchers are to be paid.

You can reschedule payments manually, or automatically using the Reschedule Payment window.

## Automatically Rescheduling Payments

**1**   If you are licensed to use multiple sites, click the **Site ID(s)** arrow and select the sites for which to automatically reschedule payments. If you are licensed to use a single site, this field is unavailable.

**2**   To reschedule payments for vouchers from a specific vendor, click the Browse button beside the Vendor ID field to select a Vendor ID from the list, or enter the Vendor ID in the field provided.

**3**   Select the vouchers you want to reschedule.

If you want to reschedule payment for all vouchers in the table, you do not have to select any rows.

**4**   Click the **Currency** arrow to select the currency to use for the payment. If you are scheduling payments for multiple sites, the drop-down list shows the currencies shared by the selected sites. If no shared currencies are found, "Not Available" is inserted. You cannot schedule a payment if a shared currency is not found. Clear site selections until a shared currency ID is displayed in the drop-down list.

**5**   Click the **Reschedule Payments** toolbar button, or select **View**, **Rescheduling Tool** from the Payment From Schedule menu.

You can move the Reschedule Payment window anywhere on your screen and leave this window open while working on the Payment From Schedule window.

**6**   Select the option or options that you want from the Reschedule Payments dialog box. These options automatically manipulate the Payment Schedule.

**Pay** – Marks the selected items for payment.

**Pay now!** – Removes the pay date setting to pay immediately.

**Pay by term** – Adds ability to reset payment date to terms for all invoices which missed the discount days.

**Pay in +/- ___ days** – By placing a value in this field, the payment date is adjusted accordingly for each invoice selected. This option applies to invoices only, not credit memos.

**Pay on** – Allows you to reset an invoice to be assigned a specific due date.

**Hold** – Place the selected invoice on hold.

**Select All** – Highlights (globally) every line item in the schedule for possible manipulation.

**Deselect All** – Causes the highlighted line items to be deselected.

**7**   Turn off the Reschedule Payments dialog box by clicking the X in the top right corner or select **View**, **Rescheduling Tool** option from the menu.


## Creating the Payment Schedules Manually

Use this function to create a payment run at this moment.

**1**   If necessary, exit the Reschedule Payments dialog box to view the Payment Scheduling window.

**2**   If you are licensed to use multiple sites, click the **Site ID(s)** arrow and select the sites for which to schedule payments. If you are licensed to use a single site, this field is unavailable.

**3**   Click the Browse button beside the Vendor ID field to select a different Vendor ID, or enter the Vendor ID in the field provided.

To view the previous or next vendors within the table, click the **Previous Vendor ID in Set** toolbar button, or the **Next Vendor ID in Set** toolbar button.

Only the vouchers for that vendor are listed.

**4**   Click the **Currency** arrow to select the currency to use for the payment. If you are scheduling payments for multiple sites, the drop-down list shows the currencies shared by the selected sites. If no shared currencies are found, "Not Available" is inserted. You cannot schedule a payment if a shared currency is not found. Clear site selections until a shared currency ID is displayed in the drop-down list.

**5**   With the appropriate vendor in the dialog box, select which invoices to pay.

To find the invoices you want to pay in the table, you can select the **Descending** or **Ascending** check boxes, or select **Edit**, **Search** from the menu to begin a search.

**6**   Use the scroll buttons to find the Pay Date column in the table. Enter the pay date for the invoice in the appropriate Pay Date field.

If you leave the field blank, the full amount is paid when the payment runs.

This is useful if there are invoices that you want to pay on specific dates.

**7**   Enter an authorized payment amount in the **Auth Payment** column.

An authorized payment means a specific amount is paid, allowing you to make partial payments against invoices.

If you leave the field blank, the entire amount is paid.

**8**   Click the **Save** toolbar button.

If you are individually changing vendors, make sure to save your changes before selecting the next vendor.

**9**   Click the **Close** button to return to the Payment Scheduling window.


## Writing Payments

The Payment From Schedule window uses the A/P Payment Entry window to write payments for your vouchers.

**1**   If you are licensed to use multiple sites, click the **Site ID(s)** arrow and select the sites for which to write payments. If you are licensed to use a single site, this field is unavailable.

**2**   Click the Browse button beside the Vendor ID field to select a Vendor ID from the list, or enter the Vendor ID in the field provided.

**3**   Click the **Currency** arrow to select the currency to use for the payment. If you are scheduling payments for multiple sites, the drop-down list shows the currencies shared by the selected sites.

If no shared currencies are found, "Not Available" is inserted. You cannot schedule a payment if a shared currency is not found. Clear site selections until a shared currency ID is displayed in the drop-down list.

**4**   Select the vouchers to pay from the list.

**5**   Select the **Write Payment** toolbar button, or select **File**, **Write Payment** from the Payment From Schedule menu.

The A/P Payment Entry window appears with the voucher(s) you selected.

For more information on writing payments, refer to "Generating and Printing Payments" on page 5–6.

## Payments for Purchases in Receiving Inspection

By default, you cannot schedule payments for purchases in receiving inspection. Invoices for purchases in receiving inspection can only be created with a status of On Hold and therefore cannot be paid.

To override the default behavior, use the PayVouchersInReceivingInspection setting in Preferences Maintenance. When you set the value for this setting to Y, you can use the Payment Scheduling Window to change the status of the invoice to Pay and then schedule or write the payment. You must use the Payment Scheduling Window to change the invoice's status. You cannot use the AP Invoice Entry window to change the invoice's status.

To set up the preference setting:

**1**   Select **Admin**, **Preferences Maintenance**.

**2**   Click the **Insert** button.

**3**   Specify this information:

**Section** – PaymentSchedule.

**Entry** – PayVouchersInReceivingInspection.

**Value** – Y

Click **Save**.

## Working with Notations

Notations (or notes, for short) are tools that allow you to attach free-form text to documents for **internal** purposes. Notations are arranged into entries, each having a date and time stamp. When you use notations, you can view, modify, add, or delete an entry. Each entry is numbered and shows in the upper right corner of the notation window.

•   Notes are exclusively for internal use of your business. They do NOT appear on any outgoing paperwork.

- Individual note entries are automatically date/time stamped, and maintained as separate entries. This is different from specs, where you can modify the entire block of text at any point as a single object.

All notations function in the same way.

There are two types of notes associated with A/P Invoice Entry:

**Invoice Notes** – These are associated with the invoice as a whole. These are used for internal dialogs concerning this particular payable.

**Vendor Notes** – These are running notes associated with the current Vendor of the A/P Invoice/ Voucher. If no vendor is selected, these notes are not active. These notes are not linked to any current A/P Invoice, but to the current vendor. Notes are often used for internal dialogs regarding vendors.

## Printing the Aged Payables Report

The Aged Payables Report is a valuable reconciliation tool to verify transactions against the General Ledger. You can also use to determine when monies are owed to vendors and how much is owed. A summary or detail version of the report is available. The summary report shows how much is owed to each vendor and is broken down into different aging brackets (i.e., current, over 30,60,90 days). The detail report additionally provides invoice information.

1   Select **File**, **Print Aged Payables** from the menu.

2   Enter the following information in the Print Aged Payables dialog box.

   **Site ID(s)** – If you are licensed to use multiple sites, click the **Site ID(s)** arrow and select the sites to include in the report. If you are licensed to use a single site, this field is unavailable.

   **Payable Account** – Click the arrow to select a Payable account from the list, or leave the default. Only payables that post to this account appear on the report.

   **As of Date** – Click the **Calendar** button to select a date for the payables you want to appear on the report, or enter the date in the field provided.

   If you specify a date, only invoices open on or before that particular date are displayed. You can also accept the default date of the current system date, which shows all open invoices to date.

3   Specify the aging periods in the **Aging Periods** group box.

   The Aging Periods allows you to set how this report shows invoices. The defaults are aging periods of 30, 60, 90 & 120 days. The number you specify signifies the number of days the invoice is considered past due based on the aging basis.

   Click the **Save As Default** button to permanently save the Aging Periods you specify.

4   Click the arrow beside the Report Display field to select one of the following output options from the list.

   **Print** – Select this option to output the file to a printer. The file will be sent to the selected default printer in Printer Setup. When the Print dialog box appears, click the **Ok** button.

**View** – Select this option to see what the output will look like before you print it. When the information appears on the window, you can scroll through and printed if you want a hard copy.

**File** – To save the report to a text file. When you click the **Ok** button, the Print to File dialog box appears requesting the destination directory and filename. If a destination is not specified, the text file is placed in the same directory that the program files were placed in when the database was installed (i.e. the default VMFG).

Click the **Include field names on first output line** if you want to output column labels.

Click the **Ok** button and the file that can be edited using any text editor is created.

**E-mail** – Select this option to send the report as an .RTF attachment through Microsoft Outlook.

5  Click the arrow beside the Report Currency field to select a Report Currency ID from the list. If you are printing a report for a single site or multiple sites in the same entity, you can select any currency that the parent entity uses. If you are printing a report for multiple sites in multiple entities, the drop-down list shows the currencies shared in common by the parent entities of the selected sites. If no common currencies are found, "Not Available" is inserted. Clear site selections until a common currency ID is displayed in the drop-down list, or select **Native** to generate the report in the native currencies of the transactions. If you select **Native**, report grand totals are not available.

6  Select one of the following vendor options in the **Vendors** group box. Use this prompt in conjunction with the Invoices setting, where you can print all invoices or all invoices of a specific currency.

**All Vendors** – Select this option to include all vendors in the report.

**Vendor** – Select this option to include a specific vendor in the report.

If you select Vendor, the Vendor ID field becomes active. Click the Browse button beside the Vendor ID field to select a vendor from the list, or enter the Vendor ID in the field provided.

7  Enter the following information in the **Report Type** group box.

**Summary** – Select this option to print a line total for each customer.

**Detail** – Select this option to print all open invoices for each customer.

8  Enter the following information in the **Aging Basis** group box.

**Invoice Date** – Select this option to print the age of invoices based on the invoice date.

**Due Date** – Select this option to print the age of invoices based on the due date.

9  Enter the following information in the **Sort By** group box.

**Vendor ID** – Select this option to sort your report by Vendor ID.

**Vendor Name** – Select this option to sort your report by Vendor Name.

**Currency ID** – If you selected **Native** in the Currency ID field, select this check box to add currency to the sort order. If you select this check box, the report is grouped first by currency ID. Within each currency group, the report is sorted either by Vendor ID or Vendor Name, depending on your selection. If you are not printing this report in native currency, this selection has no effect on the report.

10  Enter the following information in the **Invoices** group box.

**All Invoices** – Select this option to print all invoices of any currency.

**All Invoices of Currency** – Select this option to print all invoices of a specific currency.

When you select the All Invoices of Currency option, you must select a Currency ID from the drop down list.

11 Click the **Rates** button to view and/or select rates on a specified date.

Click the **Print Setup** button to modify printer options.

Click the **Print** button to output the information.

If you selected Print as the output, a standard Windows Print dialog box appears.

12 Make the appropriate selections then click the **Ok** button.

The Aged Payables Report prints.

## Printing Cash Requirement Reports

The Cash Requirement Report is the preliminary review of a payment run. Before you generate and print payments, access and review the Cash Requirement report. It lists all transactions, by Bank ID, by batch number, and the totals of the pending invoices that have been selected for payment in Setup Payment Schedule. These payments are created the next time you generate and print payments. Use this report as an audit trail and as a tool to check your work.

1 Select **File**, **Print Cash Requirements** from the Payment From Schedule menu.

2 Enter the following information in the Print Cash Requirements dialog box.

**Site ID(s)** – If you are licensed to use multiple sites, click the **Site ID(s)** arrow and select the sites to include in the report. If you are licensed to use a single site, this field is unavailable.

**Invoices Through** – Click the **Calendar** button to select the date through which you want to print the invoices, or enter the date in the field provided.

All invoices with a status of pay due on or before that date appear on the report.

**Payment Date** – Click the **Calendar** button to select a payment date, or enter the payment date in the field provided.

This is considered the anticipated payment date. Any checks that are due "as of" the date entered appear on the report. Keep in mind that the date influences discount eligibility on the report.

**Report Currency** – Click the arrow to select a currency from the list. If you are printing a report for a single site or multiple sites in the same entity, you can select any currency that the parent entity uses. If you are printing a report for multiple sites in multiple entities, the drop-down list shows the currencies shared in common by the parent entities of the selected sites. If no common currencies are found, "Not Available" is inserted. Clear site selections until a common currency ID is displayed in the drop-down list, or select \*\*Native\*\* to generate the report in the native currencies of the transactions. If you select \*\*Native\*\*, report grand totals are not available.

3 Click the arrow to select one of the following output types from the list.

**Print** – Select this option to output the file.

**View** – Select this option to see what the printed output will look like before it is printed.

**File** – Select this option to save the Cash Requirements Report to a text file. You can then edit the file using any text editor.

**E-mail** – Select this option to send the report as an .RTF (rich text file) attachment through Microsoft Outlook.

4   Select the additional options to use with this check run.

**Take All Discounts** – During payment generation, a determination is made to see if you are allowed to take discounts on invoices being paid and the discount is incorporated.

This discount is the percentage to deduct from the payment if you pay within the specified number of days.

**Override Invoice Terms with Vendor Terms** – Select this option to use the terms specified by the vendor to be used instead of the invoice terms.

A terms discount override is offered. Select this option if your payment date is after the discount date range. The discount, in effect, is forced.

5   Select the payment category print option by clicking the radio button that pertains to your request:

**Print A/P Payments only** – Use this setting to print A/P Payments only.

**Print Manual Payments only** – Use this setting to print Manual Payments only.

**Print Both** – Use this setting to print both A/P Payments as well as Manual Payments.

6   Select one of the following options in the **Invoices** group box.

**All Invoices** – Select this option to print all invoices selected for payment in the database.

**All Invoices of Currency** – Select this option to print all invoices of a specific currency that have been selected for payment.

If you select All Invoices of Currency, you must click the arrow to select a currency.

7   Click the **Ok** button to activate your selections to output the information.

The Print A/P Payments dialog box appears with the information populated.

If you selected the Print output option, a standard Windows Print dialog box appears.

8   Make the appropriate selections, then click the **Ok** button.

The report prints the invoice amount as well as the discount and payment amounts.

# Chapter 5:  A/P Payment Entry

Use Payment Entry to generate payments to the vendor and update the appropriate ledger accounts. This application also allows you to record and process manual payments. For example, this may be a check to record a payment made from petty cash or a Cash On Delivery (COD) request.

This chapter includes:

## Introducing Payment Entry

Payment Entry handles the entire Accounts Payable payment generation function by looking at the invoices that have been flagged for payment when entered and /or during the Setup Payment Schedule process to determine what is to be paid and when. It then generates and prints a check or an electronic file for each vendor based on this criterion. You can make the payment in any currency.

If A/P Payment Entry releases several invoices or vouchers for one vendor, all payments for that vendor are combined on one check with individual line entries for each transaction listed on the remittance advice stub. The default for the maximum number of lines on a check form (stub) is 13. If there are over 13 transactions for that vendor, another check marked void is printed. The remaining detail lines, in excess of 13, are printed on the voided remittance advice check stub.

If your check form accommodates more or less than 13 line entries, you can alter the number in Preferences Maintenance to adjust to your individual needs.

In Preference Maintenance, find the Check Generation section. For the MaxCheckLines entry, specify a numeric value you want to use.

In Payment Entry you can generate payment runs in the transaction currency or in the vendors base currency or in any currency regardless of the transaction currency in the form of a Check/Cheque, BACS, Electronic File, Credit Card or Wire from a particular bank.

## Processing Procedures

Use the following steps to implement the A/P Payment Entry procedure:

- To Process Payments
    - Setup Payment Schedule
    - Enter any Manual Payments
    - Generate Vendorless Checks (Writing Payments on the Fly)
    - Generate Payments for Transactions without Voucher IDs
    - Generate Payment Export Files
    - Voiding Payments
    - Check Exchange Rates
    - Print the Payment Advice Report
    - Print the Cash Requirements Report
    - Using the Payment Entry Tables
    - Generating and Printing Payments
    - Print Payment Register
- Posting Payments to the General Ledger
- Print the G/L Transaction Report

## Starting A/P Payment Entry

You can access A/P Payment Entry from the main menu.

To start A/P Payment Entry, select **Payables**, **A/P Payment Entry** from the main menu.

# Generating Manual Payments & Payments for Transactions without Voucher IDs

You can generate manual payments for numerous reasons, the most common being a C.O.D. (Cash on Delivery) receipt, or for transactions that do not have a corresponding Voucher ID. You must manually enter the payment information.

A manual payment can have a Voucher ID, but typically, has no associated Voucher ID.

The payment can be endorsed to an existing vendor, or created "on the fly" to a one-time payee that is not in the vendor file.

If you set up vendor groups, you can pay invoices from multiple vendors in one transaction.

If you are licensed to use multiple sites, you can pay invoices created in different sites in a single transaction. The site you specify in the Cash Mgmt Site ID generates the payment for the invoices and is then reimbursed by the other sites. The cash management site can generate payments for other sites only if all sites' parent entities share at least one common tracking currency.

1   Select **Payment Entry** from the Payables menu.

    The A/P Payment Entry window appears.

2   Enter the following information in the A/P Payment Entry window.

    **Bank Account ID** – Click the arrow beside the Bank Account ID field to select a Bank Account ID from the list. If you are licensed to use multiple sites, the bank account you select governs the sites available in the Cash Mgmt Site ID drop-down list.

    Cash Mgmt Site ID – If you are licensed to use multiple sites, click the **Cash Mgmt Site ID** arrow and select the site to use as the site that processes the transaction. The site you specify in the Cash Mgmt Site ID field can manage payments for sites, provided that all sites involved in the transaction share at least one common tracking currency. Tracking currencies are defined at the accounting entity level.

    The site specified in this field generates the check for all invoices involved in the payment transaction. The cash management site also maintains any underpayment or overpayment information. If you are paying invoices from multiple sites, the system generates transactions to reimburse the cash management site for any payments made for other sites. The accounts used for these reimbursement transactions are the general ledger intercompany cash accounts you set up in Financials Application Global Maintenance.

    To pay invoices within a single site only, make sure that the site ID on the invoices you select for payment match the site ID you specified in the Cash Mgmt Site ID field.

    **Currency ID** – The Currency ID automatically defaults to the Currency ID of the Bank account. Click the arrow to select a different currency.

    **Control No.** – A Control Number is automatically assigned when you save.

    **Allocate Cash By** – To pay vendors that are a member of a vendor group, click the Vendor Group option. If you select the Vendor Group option, you can pay multiple vendors as long as they are a member of the same vendor group. To pay an individual vendor, click the Vendor option.

If you are licensed to use multiple sites, you can pay invoices for multiple vendors generated in multiple sites. See the description of the Cash Mgmt Site ID field for limitations. All sites involved in the transaction must share at least one tracking currency.

**Pay To/Pay To Group** – Click the Browse button to select a vendor or payee from the list, or enter the vendor or payee in the field provided. If you selected Vendor Group in the Allocate By section, select the vendor group to pay. If you selected Vendor in the Allocate By section, select the vendor to pay.

The Pay To the Order of field is filled in with the vendor or vendor group's name and address.

**Remit To** – If necessary, click the Browse button to select a different Remit To address from the table.

Enter the Remit to address in the appropriate field.

Use the Remit to address field to designate an auxiliary address.

**Memo** – Use the Memo field to record any memo entry.

**Payment No** – Leave the Payment No field blank. A payment number is generated when you save the payment.

**Payment Date** – Click the **Calendar** button to select a payment date, or enter the date in the field provided.

This is the date printed on the check and the date that is referenced in Cash Book.

**Posting Date** – Click the **Calendar** button to select a posting date, or enter the date in the field provided.

This is the posting date to the General Ledger.

**Amount** – Enter the amount of the payment in the Amount field.

The total of all detail lines must equal the payment amount. The amount you enter is credited to the G/L Account based on the Bank Account ID.

**User Dimensions** – When you select a Bank ID on the header, the dimension ID for credits associated with the bank is inserted. You can override the dimension ID.

3    Click the arrow to select one of the following output types from the list.

**BACS** – Produces its output to a file. When you select this option, all vendors coded as (B) BACS and (F) Export as used for some European electronic payments are processed.

**Check** – Produces a check as the output type.

**Export file** – Produces its output to a file to be sent to a bank.

**Credit Card** – Indicates the payment will be made via a credit card.

**Wire** – Indicates the payment will be made via a direct wire payment.

Note that you can only select an output type of BACS or Export file if the Bank Account ID has a Pay Export ID associated with it.

4    If you use online bank payments, enter a Payee Reference Code in the Payee Ref Code field.

Using this reference number, the user generally need not send any other vendor bank information when making a payment.

**5**  Click the **Insert Row** toolbar button to enter the line item(s) for the payment in the table.

**6**  Enter the following information for each line item in the table where applicable.

**Voucher ID** – If you are paying an A/P Voucher, double-click the Voucher ID column header to select a Voucher ID from the list, or enter the Voucher ID in the field provided.

If you do call up a Voucher ID, the G/L Account debited will be the A/P Account that the voucher was entered against.

**Invoice ID** – The invoice ID is automatically populated when you select the voucher ID in the Voucher ID column. You cannot edit this field.

**Invoice Currency** – The currency used for this payment is automatically populated based on the currency in which the invoice was created.

**G/L Account ID** – If you do not use a Voucher ID, double-click the G/L Account ID column header to select a G/L Account from the list, or enter the G/L Account in the field provided.

**Payment** – Enter the payment amount in the Payment field.

The total for all line payment amounts must equal the payment amount on the header section (Amount field). When you summon a vendor voucher, the payment amount defaults to the balance due on the voucher. You can however, override the payment amount to an amount that you choose.

The total detail payment amounts must equal the total payment on the header before saving. You are informed of an inaccuracy in payment totals with a dialog box when saving.

**Invoice Amount in Payment Currency** – The amount of the invoice based on the currency selected for the payment.

If the currency is different than the currency used to generate the invoice, the amount in this field is a converted value.

**Balance in Payment Currency** – The balance of the invoice(s) based on the currency selected for the payment. The invoice balance is updated by the current payment when you save.

**Payment Discount Applied** – The discount amount you are eligible to receive is listed based on the vendor's payment terms. You can override this amount, if necessary. The discount amount is calculated on the total invoice amount. The terms discount basis is not considered when calculating discount on a payable invoice.

**Payment Withheld Amount** – If you choose to withhold payment for an invoice, enter the amount you are withholding.

**Payment Allowed Amount** – Enter the payment allowed.

If you entered the payment amount in the payment schedule, the payment amount is automatically entered.

**Withholding Code** – Double-click the Withholding Code column to select a withholding code from the list, or enter the withholding code in the field provided.

**Withholding G/L Account ID** – Enter the withholding G/L Account ID in the field provided.

**User Dimensions** – If you use user dimensions, the dimension ID from the invoice header is inserted if you select a Voucher ID. You can override the dimension ID.

**Reference** – Enter any information for reference in the field provided.

**Site ID** – The site ID associated with the voucher is inserted.

**Vendor ID** – The vendor receiving the payment is inserted.

**7**    Click the **Save** toolbar button to save the information.

After you schedule payments, you can generate and print them.

## Generating and Printing Payments

Vendor payments can be made electronically or by check using the Payment Generation and Print function. Use this feature to significantly reduce the amount of time previously spent preparing a payment run for processing.

The following procedure discusses the steps to generate, print and record payments successfully.

To access the Generate A/P Payments dialog box:

**1**    Select **File**, **Generate Payments** from the A/P Payment Entry menu.

**2**    Specify this information:

**Bank Account ID** – Click the arrow and select the bank account from which you are making the payment. If you are licensed to use multiple sites, the bank account ID you select determines which sites are available in the Cash Mgmt Site ID field.

**Currency** – Click the arrow and select the currency to use for the payment. Invoices created in the currency you select are eligible for payment.

**Cash Mgmt Site** – Click the arrow and select the site that is managing these payments. If you are paying invoices for multiple sites, the cash management site makes the payment for all sites initially, then is reimbursed by the other sites through the intercompany cash accounts.

**Site ID(s)** – If you are licensed to use multiple sites, click the arrow and select the sites for which you are generating A/P payments. If you are licensed to use a single site, this field is unavailable.

To pay invoices within a single site only, make sure that the site ID on the invoices you select for payment match the site ID you specified in the Cash Mgmt Site ID field.

**Maximum Available Funds** – Specify the maximum available funds in the selected bank account.

This can be the actual amount, or a preset amount that you do not want to exceed. An entry is not required.

**Pay Invoices Through Date** – Click the **Calendar** button to select a date, or enter the date in the field provided.

All vouchers due on or before the date specified in this field will be paid if you set the voucher status to Pay.

**Payment Date** – Click the **Calendar** button to select a payment date, or enter the payment date in the field provided.

The payment date is the date that prints on the check(s) or the date that you assign to the payment file. This date also validates the discount eligibility.

**Posting Date** – Click the **Calendar** button to select a posting date, or enter the posting date in the field provided.

The posting date is the date that is used when posting to the General Ledger.

The current system date is the default if you do not enter a date.

**Output Type** – Click the arrow to select one of these options from the list.

**BACS** – (Banks Automated Clearing Service) BACS is a centralized clearing system for the United Kingdom's major banks. BACS produces its output to a single electronic file containing all payment information. When you select this option all vendors coded as (B) BACS and (F) Export are processed.

**Check** – Produces a paper check as the output type (possibly preprinted or pre-numbered).

**Export File** – Produces multiple output files (one for each bank account) for payment to be sent to a bank electronically.

**Credit Card** – Indicates the payment will be made via a credit card.

**Wire** – Indicates the payment will be made via a direct wire payment.

Note that you can only select an output type of BACS or Export file if the Bank Account ID has a Pay Export ID associated with it.

Payments made electronically involves a direct access method provided by a third party software package that connects to the bank or a clearing house via modem or other on-line connection.

Exported payments can only be done one Bank Account ID at a time, one currency at a time.

The output that you select for generating payments for vendors correspond with the same output type as set in Vendor Maintenance. For example, if a vendor is set as File in Vendor Maintenance you are not able to generate a check.

When you select the Export or BACS output type, the Check type and Samples section of Generate and Print A/P Payments window are not available.

In order to use an output type of BACS or Export file, the Bank Account ID must have a Pay Export ID associated with it.

3   Select the additional options to use with this check run.

**Take all discounts** – During payment generation, it is determined if you are allowed to take discounts on invoices being paid and the discount is incorporated. The discount amount is calculated on the total invoice amount.  The terms discount basis is not considered when calculating discount on a payable invoice.

A terms discount override is offered. Select this option if your payment date is after the discount date range. The discount, in effect, is forced.

**Override invoice terms with vendor terms** – Select this option to use the terms specified by the vendor to be used instead of the invoice terms.

**4** Select the print option payment category by clicking the radio button that pertains to your request:

**Print A/P Payments only** – Use this setting to print A/P Payments only.

**Print Manual Payments only** – Use this setting to print Manual Payments only.

**Print Both** – Use this setting to print both A/P Payments as well as Manual Payments.

**5** Click the **Ok** button to activate your selections or **Cancel** to exit the dialog box without making any payments.

The Bank Account ID, Cash Mgmt Site, Currency and Output type automatically populate from the information you entered into the Payment Generation dialog box. You can select a different cash management site ID and output type.

The next sequential payment batch number defaults from the last payment run. You can override this number if needed.

**6** Enter a starting payment number in the Payment number field. This is a required field.

Typically, preprinted checks already have check numbers. If you are using preprinted checks, ensure that the starting check number and the preprinted check number match.

Assign a Payment number when using electronic payments as well.

If you cleared the Allow Duplicate A/P Checks option in Accounting Entity Maintenance, the system will skip check numbers that you have manually assigned. If you selected the check box, the system could duplicate an already-issued check number.

**7** Select the type of check you use in the **Payment Style** group box. This applies only to paper checks.

**Two Stub Laser** – Select this check box to produce two check stubs along with the check.

**Top** – Select this radio button if your checks are at the top of the sheet.

**Middle** – Select this radio button if your checks are at the middle of the sheet.

**Bottom** – select this radio button if your checks are at the bottom of the sheet.

**8** Enter the following information in the **Sample Payments** group box.

**No. of Samples** – Select the number of samples you want to print. This option applies to paper checks only.

Use this option to make sure your checks are aligned properly.

**9** Ensure that your printer is connected properly and that the checks are aligned properly in the printer.

**10** To print detail lines, select the Print check box in the table for each row.

**11** To edit the payment line entries, use the **Set Print**, **Clear Print** and **Print All** buttons to activate your request.

**Set Print** – Sets the selected line to print.

**Clear Print** – Clears the selected line to print.

**Print All** – Selects all lines to print.

**12** Click the **Print** button to print payments or generate a payment file or **Cancel** to exit without printing. If you select cancel, all payments generated are removed and the vouchers are set as eligible for payment again.

If you selected Check, Credit Card or Wire as the Output type, the payments are printed.

If you cleared the **Allow Duplicate A/P Checks** option in Financials Application Global Maintenance, the system displays a dialog box listing the check numbers that it skipped. Click **Ok**.

The selected vendors are processed and the payments are printed for those vendors. When the payments have finished printing, a dialog box appears, asking you to Confirm Payment Creation. (Did the payments print correctly?)

This feature provides an opportunity to reprint payments.

**13** Click the **Yes** button if the payments printed correctly, or **No** if the payments did not print correctly.

If you click **Yes**, another dialog box appears, telling you that the payments will be saved permanently if you continue.

If you click **No**, enter the last good check number. The incorrectly printed payments are re-sent to the printer.

**14** Click the **Yes** button to update VISUAL.

Click the **No** button to return to the Generate and Print A/P Payments window without updating VISUAL.

# Voiding Payments

You can void payments whether they have been posted or not.

## Voiding a Payment that has NOT Been Posted

If you want to void a payment that has not been posted to the General Ledger, follow this procedure:

**1** Call up the payment that you want to void into the A/P Payment Entry window.

You can access the payment in several ways:

- Enter the Bank ID, Cash Mgmt Site ID, and the Payment Number
- Enter the Bank ID, Cash Mgmt Site ID, and the Control Number
- Select the payment from the table by double-clicking it.

**2** Click the **Void** check box.

**3** Click the **Save** toolbar button. The check is voided and will not be posted to the General Ledger.

## Voiding a Payment that HAS Been Posted

If you want to void a check that **has** been posted to the General Ledger, use the following procedure:

**1**   Call up the payment that you want to void into the A/P Payment Entry window.

**2**   Click the **Void** check box.

**3**   Change the Posting Date to the **current period** if the payment is from a prior period.

**4**   Click the **Save** toolbar button.

This creates a reversing entry to the G/L and reopens the paid invoice (resets to unpaid status).

## Setting/Resetting Exchange Rates

You can Set or Reset (change) the exchange rates of foreign vendors when scheduling payments, allowing you to update currencies. Use the Set or Reset Exchange Rates module to convert the payment to the foreign currency.

To reset exchange rates:

**1**   Open a payment for a foreign vendor in the A/P Payment Entry window.

**2**   Click the **Set/Reset Exchange Rates** toolbar button, or select **Edit**, **Set/Reset Exchange Rates** from the menu. If you ar licensed to use multiple sites, only the currencies associated with the parent entity of the site specified in the A/P Payment Entry window are displayed. If you are licensed to use a single site, all currencies are displayed.

**3**   Click the **Calendar** button to select a date to view exchange rates, or enter the date in the field provided.

The information for the currency is populated.

**4**   To set the exchange rate press the **Lookup Rates** button.

The **1F=>(USD)$** is the rate at which you exchange one unit of foreign currency for the equivalent in the entity currency. Use this rate when dealing with a customer with a foreign currency.

The **1(USD)$=>F** is the rate at which you exchange one unit of entity currency for the equivalent in the foreign currency. Use this rate when dealing with a vendor with a foreign currency.

The exchange rates are updated.

## Redistributing Transactions

If you make any changes or revisions to an invoice select this feature to recalculate and redistribute the transaction(s). This functionality is provided as a way to "refresh" and update the database tables. This function corrects any out of balance conditions. You can only apply to a previously saved unposted transaction.

If you want to apply a change, you must run the **Redistribute Transactions** option for each invoice.

**1**   Call up the unposted invoice from the A/P Invoice Entry window.

**2**   Make the necessary changes.

**3**   Click the **Save** toolbar button to save the changes.

**4**   With the revised unposted invoice open, select **File**, **Redistribute Transactions** from the menu.

The distribution record (invoice) of the modifications is automatically updated.

If changes or revisions are made to any Financial module, the transactions are automatically redistributed when you save and are reflected across all pertinent database tables.

## Viewing Batch Information

You can information about the batch used to post the transaction.

**1**   Select **View**, **View Batch Information**.

You can use the **Previous** and **Next** buttons to move between batches.

The Entry Date, Accounting Period, Site ID, Description, and Batch Type information are automatically populated.

This information is displayed in the table:

**Trans ID** – The Transaction ID is a simple line number that is used as a reference for the transaction detail line.

**G/L Account ID** – The G/L Account ID indicates the ID for the account associated with the debit or credit transaction within the Journal Batch.

**G/L Account Description** – This is a brief description of the G/L Account. This information comes from the Account table. You can modify the Account Description within the Accounting Window.

**Site ID** – The Site ID indicates the site in which the transaction was made.

**Debit** – The Debit column indicates the amount, in the transaction currency, that the current transaction line withdraws from the Account on the current line.

**Credit** – This column indicates the amount, in the transaction currency, that the current transaction line deposits into the Account on the current line.

**Reference** – The Reference column contains any reference information that you entered on the original Journal Entry line.

**Currency ID** – This column indicates the ID for the transaction currency.

**Native** – This column indicates whether the currency is a Native or Non-Native currency. If it is native, this column contains a Y. If it is non-native, the column indicates N.

**2**   To view transactions for a specific currency, select the currency from the Display Currency drop-down list.

**3**   To exit the Batch Information dialog box, click **Close**.

## Activities

Activities are available in Payment Entry. Use activities to manually create reminders about follow-up items or to record information about interactions you have with vendors.

To add a new activity, select **Edit**, **Activity Entry**. See "Creating Activities" on page 5–5 in the Concepts and Common Features guide.

To view existing activities, select **View**, **Activities**. To view all activities related to the purchasing cycle, select View, Activities from a blank Payment Entry window. To view all activities related to a particular payment, select the payment in Payment Entry before selecting View, Activities. See "Activity Maintenance" on page 5–9 in the Concepts and Common Features guide.

## Document Lifecycle

The Lifecycle Document Viewer shows you documents linked to the sales or purchasing document that you are currently viewing. You can drill down to view all linked documents.

You can access the Purchasing lifecycle from Payment Entry. These documents are included in the Purchasing lifecycle:

- Purchase requisitions
- Purchase orders
- Work orders linked to purchase orders
- Purchase receipts
- AP Invoices
- AP Payments

To access the Lifecycle Document Viewer, select **Info**, **Document Lifecycle…**.

See "Document Lifecycle" on page 8–1 in the Concepts and Common Features guide.

## Source and Target Buttons

When you are viewing a transaction, you can use the source and target toolbar buttons to view related transactions. Use the source button to view the previous transaction in the lifecycle. Use the target button to view the next transaction in the lifecycle.

In Payment Entry, the Source button is labeled Invoice. Click the button to open the AP invoice. The Target button is not displayed.

# Printing Cash Requirement Reports

The Cash Requirement Report is the preliminary review of a payment run. Before you generate and print payments, access and review the Cash Requirement report. It lists all transactions, by Bank ID, by batch number, and the totals of the pending invoices that have been selected for payment in Setup Payment Schedule. These payments are created the next time you generate and print payments. Use this report as an audit trail and as a tool to check your work.

1   Select **File**, **Print Cash Requirements** from the A/P Payment Entry menu.

2   Enter the following information in the Print Cash Requirements dialog box.

**Site ID(s)** – If you are licensed to use multiple sites, click the **Site ID(s)** arrow and select the sites to use. If you are licensed to use a single site, this field is unavailable.

**Invoices Through** – Click the **Calendar** button to select the date through which you want to print the invoices, or enter the date in the field provided.

All invoices with a status of pay due on or before that date appear on the report.

**Payment Date** – Click the **Calendar** button to select a payment date, or enter the payment date in the field provided.

This is considered the anticipated payment date. Any checks that are due "as of" the date entered appear on the report. Keep in mind that the date influences discount eligibility on the report.

**Report Currency** – Click the arrow to select a currency from the list. If you are printing a report for a single site or multiple sites in the same entity, you can select any currency that the parent entity uses. If you are printing a report for multiple sites in multiple entities, the drop-down list shows the currencies shared in common by the parent entities of the selected sites. If no common currencies are found, "Not Available" is inserted. Clear site selections until a common currency ID is displayed in the drop-down list, or select **Native** to generate the report in the native currencies of the transactions. If you select **Native**, report grand totals are not available.

3   Click the arrow to select one of the following output types from the list.

**Print** – Select this option to output the file.

**View** – Select this option to see what the printed output will look like before it is printed.

**File** – Select this option to save the Cash Requirements Report to a text file. You can then edit the file using any text editor.

**E-mail** – Select this option to send the report as an .RTF (rich text file) attachment through Microsoft Outlook.

4   Select the additional options to use with this check run.

**Take All Discounts** – During payment generation, it is determined if you are allowed to take discounts on invoices being paid and incorporates the discount.

This discount is the percentage to deduct from the payment if you pay within the specified number of days.

**Override Invoice Terms with Vendor Terms** – Select this option to use the terms specified by the vendor to be used instead of the invoice terms.

A terms discount override is offered. Select this option if your payment date is after the discount date range. The discount, in effect, is forced.

**5**   Select the payment category print option by clicking the radio button that pertains to your request:

**Print A/P Payments only** – Use this setting to print A/P Payments only.

**Print Manual Payments only** – Use this setting to print Manual Payments only.

**Print Both** – Use this setting to print both A/P Payments as well as Manual Payments.

**6**   Select one of the following options from the **Invoices** group box.

**All Invoices** – Select this option to print all invoices selected for payment in the database.

**All Invoices of Currency** – Select this option to print all invoices of a specific currency that have been selected for payment.

If you select **All Invoices of Currency**, you must click the arrow to select a currency.

**7**   Click the **Ok** button to activate your selections to output the information.

The Print A/P Payments dialog box appears with the information populated.

If you selected the Print output option, a standard Windows Print dialog box appears.

**8**   Make the appropriate selections, then click the **Ok** button.

The report prints displaying the invoice amount as well as the discount and payment amounts.


## Printing Payment Advice Reports

The Payment Advice Report outlines the advice (check stub detail of check) of the payments made to vendors. The Print Advice Report is available only when payments have been printed.

It is good practice to print and review the generated payment information before posting to the General Ledger.

**1**   Select **File**, **Print Payment Advice** from the A/P Payment Entry menu.

**2**   If you are licensed to use multiple sites, click the **Site ID** arrow and select the site to include in the report. If you are licensed to use a single site, this field is unavailable.

**3**   Click the arrow beside the Bank Account ID field to select a Bank Account ID from the list, or enter the Bank Account ID in the field provided. If you are licensed to use multiple sites, the bank account ID you specify should exist in the parent entity of the site you specified in step 2.

**4**   Click the arrow beside the Output Type field to select one of the following output types from the list. *All*, Check, Export file, BACS, Credit Card or Wire.

**5**   Click the **Calendar** button beside the Starting Payment Date field to enter a starting date, or enter the starting date in the field provided.

You can leave the date fields blank to include all dates, or enter just a starting or ending date to control a beginning or ending range.

**6**   Click the **Calendar** button beside the Ending Payment Date field to enter a ending date, or enter the ending date in the field provided.

You can leave the date fields blank to include all dates, or enter just a starting or ending date to control a beginning or ending range.

**7** Use the **Previous** and **Next** buttons to select previous or future starting and ending payment dates. The first and last days of each month are the defaults.

**8** Click the Browse button by the Starting Batch ID field to select the starting batch ID from the table, or enter the starting batch ID in the field provided.

**9** Click the Browse button by the Ending Batch ID field to select the ending batch ID from the table, or enter the ending batch ID in the field provided.

**10** Click the arrow to select one of the following output types from the list.

**Print** – Select this option to output the file to the printer.

**View** – Select this option to see what the printed output will look like before it is printed.

**File** – Select this option to save the report to a text file. You can then edit the file using any text editor.

**E-mail** – Select this option to send the report as an .RTF (rich text file) attachment through Microsoft Outlook.

**11** Select one of the following sort types in the **Select/Group By** group box.

**Payment Batch #** – Select this option to print by payment batch numbers. The Payment Batch # is the batch that contains the payment.

**Vendor ID** – Select this option to sort by Vendor ID. The Vendor ID is the vendor identification code.

**Payment Batch #Vendor ID** – Select this option to sort by payment batch number, then by vendor ID. The Payment Batch # Vendor ID refers to the batch and Vendor ID.

**12** Click the display currency choice. You can select either Entity Currency or Native Currency.

If you choose Native Currency, click the arrow to choose a native currency from the list.

**13** Click the **Print Setup** button to modify printer options.

**14** Click the **Print** button to activate the report request.

**15** Click the **Close** button when you have completed your request(s).

## Printing the G/L Transaction Report

You can output a G/L Transaction Report from A/P Payment Entry. This report allows you to review posted or unposted check activity to date. Refer to Appendix A to see an example of this report.

This report is available from both the A/P Payment Entry window and the Invoice Entry window. Both reports use the same format with the difference being the report printed from A/P Payment Entry reflects check activity and the report printed from Invoice Entry reflects invoice activity.

**1** Select **File**, **Print G/L Transactions** from the menu.

**2** Do one of these steps:

- To print a standard report, click the **Standard** tab, and specify this information:

   **Site ID** – If you are licensed to use multiple sites, click the **Site ID** arrow and select the site for which to view G/L Transactions. If you are licensed to use a single site, this field is unavailable.

   **By Accounting Period** – Click this option to generate the report by accounting period. If you click this option.

   **End Date of Accounting Period** – Click the **Calendar** button to select any date within an accounting period, or enter the end date in the field provided.

   The ending date of the accounting period is automatically determined.

   **Fiscal Period** – The fiscal period is entered when an end date is selected.

   **By Batch ID** – Click this option to generate the report by Batch ID.

   **Starting Batch ID** – Click the Browse button to select the starting batch ID, or enter the starting batch ID in the field provided.

   **Ending Batch ID** – Click the Browse button to select the ending batch ID, or enter the ending batch ID in the field provided.

- To print an advanced report, click the **By Accounting Period** option, then click the **Advanced** tab. Specify this information:

   **Report Calendar ID** – Click the **Report Calendar ID** arrow and select the reporting calendar to use for the report.

   **Fiscal Year** – Click the **Fiscal Year** browse button and select the fiscal year for the report.

   **Site ID(s)** – Click the **Site ID(s)** arrow and select the sites to include in the report. When you select multiple sites, shared tracking currencies are identified and inserted in the Report Currency field. If a shared tracking currency does not exist, "Not Available" is inserted in the Report Currency field. If "Not Available" is displayed, clear site selections until a shared currency can be identified.

3   Click the arrow beside the Report Currency ID to select a currency from the list. If you are printing a standard report, the entity currency associated with the site is inserted. If you are printing an advanced report and are printing the report for multiple sites, the drop-down list shows the tracking currencies shared by the selected sites. If no shared tracking currencies are found, "Not Available" is inserted. You cannot run the report if a shared tracking currency is not found. Clear site selections until a shared tracking currency ID is displayed in the drop-down list.

4   Click the arrow to select one of the following output types from the list.

   **Print** – Select this option to output the file to a printer.

   **View** – Select this option to see what the printed output will look like before you print it.

   **File** – Select this option to save the General Ledger to a text file. You are then able to edit the file using any text editor.

   **E-mail** – Select this option to send the report as an .RTF (rich text file) attachment through Microsoft Outlook.

5   Select one of the following options in the **Sequence** group box.

   **By G/L Account ID** – Select this option to sort G/L Transactions based on the G/L Account ID.

**By Control #, G/L Account ID** – Select this option to sort G/L Transactions by control number, then by G/L account ID.

**By Batch, G/L Account ID** – Select this option to sort G/L Transactions by batch, then by G/L account ID. This option is only active when the By Batch Number radio button is selected.

**By Batch, Vendor ID** – Select this option to sort G/L Transactions by batch, then by Vendor ID. This option is only active when the By Batch Number radio button is selected.

6    Select one of the following options in the **Transactions** group box.

**Print Unposted Txs** – Select this option to print unposted transactions.

**Print Posted Txs** – Select this option to print posted transactions.

7    Click the Print Setup button to modify printer options.

8    Click the **Ok** button to output the information.

If you selected **Print** as the output, a standard Windows Print dialog box appears.

9    Make the appropriate selections then click the **Ok** button.

The G/L Transaction Report prints.

## Printing the Payment Register

After you have updated the status of payments, you can print a listing of all outstanding payments to complete your bank reconciliation by bank account; this is your Payment Register. All payment transactions appear in the currency of the transaction and the selected tracking currency. Use the Cash Book Application to reconcile bank accounts.

1    Select **File**, **Print Payment Register** from the menu.

2    Enter the following information in the Print Payment Register dialog box.

Site ID(s) – If you are licensed to use multiple sites, click the **Site ID(s)** arrow and select the sites to include in the report. If you are licensed to use a single site, this field is unavailable.

**Bank Account ID** – Click the arrow to select a bank account ID from the list, or leave the default set to **All**.

This is the bank for which you want to print the payment register. Each register is unique for each bank. If you select to print All Bank Accounts the report displays the transaction values as well as the converted entity values.

**Currency** – Click the arrow to select a currency from the list. If you are printing a report for a single site, the entity currency associated with the site is inserted. If you are printing a report for multiple sites, the drop-down list shows the tracking currencies shared by the selected sites. If no shared tracking currencies are found, "Not Available" is inserted. You cannot run the report if a shared tracking currency is not found. Clear site selections until a shared tracking currency ID is displayed in the drop-down list.

**Starting Date** – Click the **Calendar** button to select a starting date, or enter the starting date in the field provided.

Leave both the Starting Date and the Ending Date fields blank to print all dates.

**Ending Date** – Click the **Calendar** button to select a ending date, or enter the ending date in the field provided.

Leave both the Starting Date and the Ending Date fields blank to print all dates.

**Start Payment No** – If the report is for a specific range of payments, enter the starting payment number in this field.

Leave both the Start Payment No and the End Payment No fields blank to print all payments.

**End Payment No** – If the report is for a specific range of payments, enter the ending payment in this field.

Leave both the Start Payment No and the End Payment No fields blank to print all payments.

3   Select one of the following options in the **Range By** group box.

Choose from Payment No, or Payment Batch No.

4   Click the arrow to select one of the following output types from the list.

**Print** – Select this option to output the file to a printer.

**View** – Select this option to see what the printed output will look like before you print it.

**File** – Select this option to save the General Ledger to a text file. You are then able to edit the file using any text editor.

**E-mail** – Select this option to send the report as an .RTF (rich text file) attachment through Microsoft Outlook.

Select the check types you want to print.

5   Select any of the check boxes that apply.

**Cleared Payments** – Select this check box if you want to include cleared payments in this report.

**Uncleared Payments** – Select this check box if you want to include uncleared payments in this report.

**Void Payments** – Select this check box if you want to include voided payments in this report.

6   Select one of the following options in the **Sort By** group box.

**Control No** – Select this option to sort payments by control number.

**Payment No** – Select this option to sort payments by payment number.

**Payment Batch No** – Select this option to sort payments by payment batch number.

7   Click the **Print Setup** button to modify printer options.

8   Click the **Ok** button to output the information.

If you selected Print as the output, a standard Windows Print dialog box appears.

9   Make the appropriate selections then click the **Ok** button.

The Payment Register is printed.

# Printing the Vendor 1099 Report

When your vendors perform services for you, typically outside contractors, you must generate a Form 1099 report for taxation purposes. If a contractor makes less than $600.00 USD, you typically do not need to provide them with a Form 1099. Check your local and federal tax laws and regulations for further information.

**1**   From the Payment Entry window's File menu, select **Print Vendor 1099 Report**.

**2**   On the Print 1099s dialog box, enter the appropriate information as follows:

**Site ID(s)** – If you are licensed to use multiple sites, click the **Site ID(s)** arrow and select the sites to include in the report. If you are licensed to use a single site, this field is unavailable.

**Starting Vendor ID** – If you want to print your 1099s for a range of Vendors, enter or select the Vendor ID to use for the beginning of the print range. You can enter the Vendor ID manually, or you can click the browse button to select the Vendor from the list that appears. If you want to print all vendor 1099s up to and including the Ending Vendor ID, leave this field blank. If you want to print the 1099 for a specific Vendor ID, enter the same ID in this field and the Ending Vendor ID. To print the report for all vendors, leave both the Starting and Ending Vendor ID fields blank.

**Ending Vendor ID** – If you want to print your 1099 report for a range of vendors, enter or select the Vendor ID to use for the end of your print range. You can enter the Vendor ID manually, or you can click the browse button to select it from the list that appears. If you want to print all vendor 1099s from the Starting Vendor ID to the end of the list of vendors, you can leave this field blank. If you want to print the 1099 report for a specific Vendor ID, enter the same ID in this field as you enter for the Starting Vendor ID. To print the report for all vendors, leave both the Starting and Ending Vendor ID fields blank.

**Begin Date** – Typically, you print 1099 reports for the previous tax year, and by default, a date of January 1 of the previous year is inserted in this field. However, you can override the default Begin Date, and generate the 1099 for any date range. Enter or select the beginning date of the report range. You can enter the date manually, in Windows system format, or you can click the Calendar button to select it from the pop-up calendar.

**End Date** – You typically print 1099 reports for the previous tax year. By default, the last day of the previous year, December 31, is inserted in this field. You can override the default End Date, and generate the report for any date range. You can enter the date manually, or you can click the Calendar button to select the end date from the pop-up calendar.

**Currency ID** – Click the arrow to select a currency from the list. If you are printing a report for a single site, the entity currency associated with the site is inserted. If you are printing a report for multiple sites, the drop-down list shows the tracking currencies shared by the selected sites. If no shared tracking currencies are found, "Not Available" is inserted. You cannot run the report if a shared tracking currency is not found. Clear site selections until a shared tracking currency ID is displayed in the drop-down list.

**3**   From the drop-down list, select the output method for your 1099s. Make your selection from:

**Print** – If you want to send the Vendor 1099 to a printer, select Print. This uses the Printer you select in Print Setup as its destination. You can change the destination printer through the Print Setup function.

**View** – If you want to preview your Vendor 1099 output on the screen before actually sending it to a printer, select View. The specified report appears on your screen. You can scroll through the 1099s, and then send the file to a printer, if necessary.

**File** – If you want to save the 1099 report to a file, select File. When you click **OK**, you are prompted to enter a file name for the output file. If you want to save this file to any location other than your installation directory, you must type the entire path as well as the file name. You must specify a file extension for the file for Windows to determine the application to use to open the file.

If you want to include the names of the fields in the first line of the output, select the **Include Field Names on First Output Line** check box. This is useful if you want to import the data to an application such as Microsoft Excel, where you want to have column headers for the data.

When the information is exported to a file, it is comma-delimited, which means that each piece of data is separated from other data by a comma.

**E-mail** – If you want to send the Vendor 1099s by electronic mail, select E-Mail. The file is sent as a .RTF file in an attachment through Microsoft Outlook. You can use Microsoft Word or Wordpad, among other applications, to open .RTF files.

**4**   If you select an output method of Print, and you need to configure your destination printer, click the Print Setup button. A printer selection dialog box appears.

**5**   To output the report, click **OK**. This sends the report to the destination you selected in Step 3 If you want to exit the Print 1099s dialog box without generating the report, click **Cancel**.

## Posting Payments to the General Ledger

After you have verified that your check entries are correct, you need to post them to the General Ledger.

To post to the General Ledger:

**1**   Select **File**, **Post to G/L** from the menu.

**2**   If you are licensed to use multiple sites, click the **Site ID** arrow and select the site for which you are posting transactions to the general ledger. If you are licensed to use a single site, this field is unavailable.

**3**   The One Tx per Batch check box is read-only. It indicates whether the One Tx per Batch check box is selected or cleared in Accounting Entity Maintenance. If the check box is selected, then each batch will contain only one transaction. If the check box is not displayed, then the batch will contain all transactions in the posting run. Specify the setting to use in Accounting Entity Maintenance.

**4**   Click the **Calendar** button beside the Batch Date field to enter a batch date, or enter the batch date in the field provided.

The system defaults to the current date. Remember that you are posting all unposted batches up to and including this date.

The month and year is displayed beside the Accounting Period when you tab out of the Batch Date field.

**5**   Select the **Current User Only** check box to post only your payments.

If you want to post all payments by all users, deselect the check box before starting.

**6**   Click the **Start** button to begin the posting process.

A dialog box appears, asking if you want to preview the posting to the General Ledger.

**a**   Click the **Yes** button to call up the Print G/L Transactions dialog box, or **No** to continue posting.

**b**   If you clicked **Yes**, select the appropriate print options from the dialog box, then click the **OK** button.

**c**   Click the **Close** button to close the print G/L Transaction print preview screen.

**d**   A dialog box appears, asking you if you want to post to the General Ledger.

Click **Yes** to continue.

**e**   The payments are posted to the General Ledger.

# Chapter 6: Generate Sales Commissions

If you have contracted sales representatives to sell your product, you may be paying them a commission based on what they sell. The commission is usually established as a percent of that sale to the customer. Paying commissions on sales volume provides an incentive to the sales representative to sell as much as possible.

This chapter includes:

## Introducing Generate Sales Commissions

Multi-Currency and the Euro are incorporated into the commission calculations when transaction currencies are handled. When you create an invoice in a currency other than the system or account currency, the appropriate exchange values are assigned. The commission to the sales representative is posted in the transaction currency of the sales representative with the proper conversion. Commission values are properly recorded for transactions, customers, sales representatives, system, site, and tracking currencies.

Commissions are generated when the customer pays the amount of the invoice due. The Generate Sales Commissions function creates an Accounts Payable voucher for the sales representative's commission, which you can pay through the normal Accounts Payable Payment process.

You can generate commissions for sales representatives that are linked to a Vendor ID only. Sales representatives linked to an employee are paid through the Payroll process.

Before you generate any commissions, you must create a Vendor ID for the sales representatives, then you must enter your sales representative using Customer Maintenance. Use Generate A/P Sales Commissions Invoices to optionally create a Vendor ID using a predefined Sales Rep ID.

# Implementing Sales Commissions

## Implementing Sales Commissions in Customer Maintenance

The first step that you must perform is to create a Sales Representative ID for each Sales Representative that you deal with using Customer Maintenance.

Commissions are calculated according to the settings you define in Customer Maintenance. You can assign each customer a sales representative, where you identify the sales representatives commission percentages and sharing structure (when sales representatives share a customer or territory).

You can override the default Sales Representative in Customer Order Entry or you can change it at any time in Customer Maintenance. Changing the Sales Representative in Customer Maintenance is a global setting and is not order specific; therefore, it does not change the orders in process.

For information about configuring Sales Reps, refer to "Entering Sales Reps" of the *Infor10 ERP Express (VISUAL) Financials Receivables User's Guide*.

### Copying and Pasting Sales Rep Information

You can copy and paste information from one line to another. To copy information, select the line in the table that you want to copy and click the **Copy** button.

To paste information, select the line that you want to paste the information into and click the **Paste** button. The line must exist before you can paste into it. When you paste the information into the new line, the fields at the bottom of the dialog box populates with the information.

### Deleting Sales Reps

To remove a sales rep completely, highlight the line and click the **Delete** button. Click the **Save** button to save the deletion.

### Setting Up Commission Sharing

The commission sharing option is offered within Customer Order Entry, allowing you to override the standard sharing default settings to share commissions between sales reps. This is particularly useful when the rep has agreed to share commissions for a particular customer. You cannot set individual sharing on a line by line item basis. Commission sharing does not affect the total commission paid, only how it is distributed between reps. Assure that each line item displays the proper total commission.

To set commission sharing:

1    Select the sales rep that is to share the commission.

**2**   Click the **Commission Sharing** button.

The Commission Sharing dialog box appears.

**3**   Click the **Insert** button.

A new row appears in the table.

**4**   Enter the information for the sales rep who is to receive a percentage of the selected sales rep's commission.

The sales rep you are adding must already exist in the Sales Rep table.

Note that the Share % value is the percentage of the total commission shared, not the sale amount.

**Note:** Set Sharing as a percent of primary sales commissions, NOT as a percent of sales value.

**5**   Click the **Save** button to save the information and exit the Shared Commissions dialog box.

There are payroll tax issues that you must consider when you pay commissions. Consult your tax advisor to discuss those issues.

## Implementing Sales Commissions using Vendor Maintenance

If you are planning to use the Generate Sales Commission feature of Financials, you should set up your sales rep as a vendor in Vendor Maintenance using the same Vendor ID as the Sales Rep ID. You then link the Vendor ID to the Sales Rep ID in Customer Maintenance.

**1**   Select **Payables**, **Vendor Maintenance** from the main menu.

**2**   Enter the Sales Rep as a Vendor to generate sales commissions for this sales rep.

**3**   For additional information on configuring vendors, refer to "Vendor Maintenance" on page 1–1.

## Adding Commission Account to the G/L Interface Table

Commission accounts MUST exist in the G/L Interface Accounts Table. If no commission account exists, you can setup the account in the Financials Accounting window.

**1**   Select **Ledger**, **Accounting Window** from the main menu.

**2**   Create the necessary commission account(s).

For additional information about adding accounts, refer to "Adding Accounts" on page 1–4 of the General Ledger book.

## Overriding Default Sales Reps in Customer Order Entry

You can override default Sales Reps at the Customer Order Entry level directly on the Customer Order. A valid sales rep must be present for you to override the commission.

To view and/or override the sales rep commission:

**1**    Select **Sales**, **Customer Order Entry** from the menu.

**2**    Click the **Other** tab to access the Sales Reps information.

**3**    Make the edit(s) to the Sales Rep ID, Territory, Sales Tax, and/or Disc Code fields.

**4**    Click on **Save** to save the new Sales Rep information.

The order is saved with the new Sales Rep information.

For additional information on entering Customer Orders, refer to the "Customer Order Entry" chapter in the *Infor VISUAL Front Office User's Guide*.

## Creating the Shipping - A/R Invoice

Commissions are generated based on paid A/R Invoices. After the A/R Invoice is created, the liability for commissions is accrued and the expense is incurred. The A/P liability is created and the commission accrual is relieved when you run the generate sales commissions.

| A/R Invoice | Debit | Credit |
|---|---|---|
| Commission Expense | XXX | |
| Commission Accrual | | XXX |
| **After Generation of A/P for Sales Representatives** | | |
| Commission Accrual | XXX | |
| A/P | | XXX |

**Note:** A/R Invoices created manually, without any manufacturing implications (shipments) now generate sales commissions.

## Starting Generate Sales Commissions

The Generate Sales Commission window is available from the Main window.

Select **Payables**, **Generate Sales Commission** from the main menu.

# Generating Sales Commissions

Sales commissions are generated. After you ship the order and you receive payment from the customer on the A/R Invoice, you can have A/P Invoices generated to pay the Sales Reps who earned the commission. You can also set up the automatic creation of unique Vendor IDs for the Sales Reps in your vendor table.

1   Select **Payables**, **Generate Sales Commissions** from the main menu.

    The Generate Sales Commissions Invoices window appears.

2   If you are licensed to use multiple sites, click the **Site ID** arrow and select the site for which you are generating sales commissions. If you are licensed to use a single site, this field is unavailable.

3   Click the **Calendar** button beside the Starting A/R Invoice Date field to select the starting A/R invoiced date, or enter the Starting A/R Invoice date in the field provided.

4   Click the **Calendar** button beside the Ending A/R Invoice Date field to select the ending A/R invoice date, or enter the date in the field provided.

    The range of dates you specify instructs which A/R Invoices should be used to create the A/P vouchers to generate for sales commissions. Leave the date range blank to create all A/R Invoices.

5   Click the **Calendar** button and select the A/P invoice date, or enter the A/P Invoice date in the field provided.

    This is the date that appears on the A/P Vouchers generated for sales commissions.

    This field defaults to the current system date.

6   Select the **Create New Vendor(s) Using Sales Rep ID** check box to automatically create Vendor IDs while generating sales commissions.

    Be careful when you use the Create New Vendor Using Sales Rep ID feature.

    **Note:** The Sales Rep ID is used as the Vendor ID; therefore, you must pay attention to your Sales Rep ID if you are planning on activating the automatic creation of Vendor IDs. Make sure your Sales Rep IDs do not have the same numbering scheme as your Vendor IDs. Use unique alpha assignments instead (i.e. Bob Jones would be SR-Jones).

    This creates the new Vendor IDs and adds them to the Vendor table.

    In order to create A/P Invoices for sales representatives, you must set up sales representatives as vendors. You can either set up as vendors before you use this function to generate invoices, or you can have the sales representatives added to the table.

    If the Create New Vendor(s) Using Sales Rep ID box is checked, a Vendor ID is created for each of the sales representatives for whom invoices are generated using the Sales Rep ID. The new Vendor IDs are added to the Vendor table for subsequent use.

7   Select the **Suppress Payment of Partial Commissions** check box if you do NOT want to generate partial commission payments. This applies only to partially paid A/R Invoices.

    Partial commissions may exist because the commission is paid to the sales rep only if you receive payment from the customer. If a partial payment is received through A/R, any commission generated for that payment is a portion of the total that is due on the invoice order line.

Leaving this box unchecked, commissions are generated based on partial payments.

**8** If you selected the **Create New Vendor(s) using Sales Rep ID** check box, enter the following information in the Settings for New Vendors group box.

**Currency ID** – Click the arrow to select a Currency ID from the list. This currency is inserted in the Currency ID field in the new vendor record.

**Terms** – Click the Browse button to select terms for when you will pay the sales rep. Use the default if you have already established the sales rep as a vendor under the Accounting tab of the Vendor Maintenance window.

**1099-MISC** – Select the 1099-MISC check box to have the 1099 flag activated in the vendor file to report the sales commissions on the 1099 tax form. This field is optional.

**9** Select the setting for the new invoices in the Settings For New Invoices group box.

These options determine the status of the voucher.

**Hold payment** – Select this setting to generate new A/P Vouchers with a Hold status.

**Pay** – Select this setting if you want to pay this invoice when it is due. The default is Pay.

**10** Click the **Generate** toolbar button, or select **File**, **Generate** from the menu of Generate A/P Sales Commissions Invoices.

A dialog box appears.

**11** Click the **Yes** button to preview Payables generation, or the **No** button to continue generating A/P Sales Commission Invoices without previewing.

**12** If you chose to preview the invoices, the Print Payables dialog box appears.

If you chose **not** to preview the invoices, skip to Step 16.

**13** Select one of the three radio button options in the Sort By group box: Invoice ID, Sales Rep, or Customer.

**14** Click the arrow beside the Report Display field and select one of the following output types:

**View** – Preview the invoices in a print preview window with the option to print.

**File** – Save the invoices report to a file. You are required to enter the path and name for the file.

**E-mail** – Send the invoices report to others via Microsoft Outlook. An e-mail is opened with the invoice report as an attachment.

**15** Click the **OK** button to continue.

Click the **Cancel** button to exit the Print Payables dialog box without generating a report.

Click the **Print Setup** button to modify printer options.

**16** After you have sent, exited, saved the output, or declined to view an output, the next Generate A/P Sales Commission Invoices message box appears, prompting you to create payables.

**17** Click the **Yes** button to create payables, or the **No** button to exit the dialog box without generating a report.

The commission invoices are generated. When the commission invoices are finished generating, a dialog box appears, telling you the number of records that were processed and the number of invoices that were generated.

**18** To post these invoices to the General Ledger, select **File**, **Payables**, **Invoice Entry** from the menu.

The A/P Invoice Entry window opens.

Select **File**, **Post to G/L** from the menu in the A/P Invoice Entry window, or select the **Post to General Ledger** toolbar button.

**19** You can print the checks associated with these invoices by selecting **File**, **Payables**, **Payment Entry** from the Generate A/P Sales Commission Invoices menu.

Posting the commission invoices generated with the "Shipment" procedure, creates G/L transactions that Debit the Commissions Payable account and Credit Accounts Payable, relieving the commissions payable account. When a sales rep is linked to a customer order and that order is shipped and invoiced, a G/L transaction is created that will Debit a Commission Expense account and Credit Commissions Payable. This way the commission expense and resulting liability is recognized when the product is invoiced, but does not become part of your Accounts Payable until the A/R Payment is received and you run the Generate Commissions function.

## Printing the Commission Report

The Commission report prints the information for all Firm, Released, and Closed customer orders in a specific date range. It displays the amount of the order and the resulting commission amount by order or sales rep. This report populates from shipped orders only.

To print the Commission report:

**1** Select **File**, **Print Commission Report** from the Generate Sales Commissions menu.

**2** Enter the following information in the dialog box.

**Site ID(s)** – If you are licensed to use multiple sites, click the Site ID(s) arrow and select the sites to include in the report. If you are licensed to use a single site, this field is unavailable.

**Start Date** – Click the **Calendar** button to select a starting date for the report, or enter the date in the field provided.

To print all dates in the range, leave the Starting and Ending Date fields blank.

**End Date** – Click the **Calendar** button to select an ending date for the report, or enter the date in the field provided.

To print all dates in the range, leave the Starting and Ending Date fields blank.

**Currency ID** – Click the arrow to select a currency from the list. If you are printing a report for a single site, the entity currency associated with the site is inserted. If you are printing a report for multiple sites, the drop-down list shows the tracking currencies shared by the selected sites. If no shared tracking currencies are found, "Not Available" is inserted. You cannot run the report if a shared tracking currency is not found. Clear site selections until a shared tracking currency ID is displayed in the drop-down list.

**3** Click the arrow beside the Report Display field to enter the type of output for your report.

**Print** – Select this option output the file to a printer.

If necessary, change the printer setup by clicking on the **Print Setup** button and make changes.

**View** – Select this option to see what the printed output will look like before you print it.

**File** – Select this option to see save the report to a text file. You can then edit the file using any text editor.

**E-mail** – Select this option to send the report as an .RTF (rich text file) attachment through Microsoft Outlook.

**4**   Click the **Print Setup** button to modify printer settings if necessary.

**5**   Click the **Ok** button to output your report.

If you chose to print your report, the Print dialog box appears. Enter or select the necessary information then click the **Ok** button to print the report.

Click the **Cancel** button to exit this dialog box without outputting the Commissions report.

# Chapter 7:  Generate MTD

Use the Generate MTD program gather information about VAT amounts that you paid and reclaimed and to generate a Microsoft Excel file that can be used to comply with HM Revenue & Customs Making Tax Digital regulations.

This chapter includes:

## Introducing Generate MTD

Beginning in April 2019, VAT-registered companies that do business in the United Kingdom must submit information about VAT amounts electronically. You can use the Generate MTD program to help you generate the electronic file.

### Avalara MTD Filer

The Excel file is designed to be compatible with the Avalara MTD Filer. The Avalara MTD Filer is a free tool that can be downloaded from the Avalara website at https://www.avalara.com/vatlive/en/vat-news/avalara-mtd-filer-free-tool-for-hmrcs-mtd.html.

## Gathering and Exporting VAT Information

**Note:** If you upgraded to 9.x.x from an earlier version of VISUAL, VAT data that was present in the database before the upgrade might not be reported in the Generate MTD window. To report all data, ensure that the country codes that are used in vendor and customer addresses are mapped to ISO codes. The SYSADM user can replace free-form country codes with the VMCHGCNT (Change Country) executable that is available in the VISUAL directory. See "Replacing Free-form Country Codes with ISO Codes" on page 9–2 in the System Administration guide.

**1**   Select **Payables**, **Generate MTD**. The program is launched only if at least one of the accounting entities in the database is VAT enabled. If none of the entities is VAT enabled, a message is displayed and the program is not opened.

**2**   In the Entity ID field, select the ID of the entity for which you are gathering VAT amounts. The list includes only VAT-enabled entities.

**3**   Specify the time period for the export file:

- To report VAT information for a particular quarter, click **Quarterly**, and the use the Year and Quarter fields to specify the quarter. For example, to view information for the third quarter of 2018, specify 2018 in the Year field and 3 in the Quarter field.

- To use a custom time period, click **User Defined**. Then, specify the starting and ending dates of the time period in the From and To field.

**4**   In the Select Using section, specify the date to use to identify the transactions to include in the file. Click **Invoice Date** to use the date of the invoice. Click **Posting Date** to use the date that the invoice was posted to the general ledger.

**5**   To include intra-Euro amounts in the calculation for box 2, select the I**nclude Intra-Euro VAT Amount in Box 2** check box.

**6**   In the Export Path field, specify where to store Microsoft Excel file.

**7**   Click the **Refresh** button. The amounts that will be included in the export file are displayed.

**8**   Click the **Export** button. An Excel file is opened. The file includes the amounts that are required for VAT reporting, the accounting entity's address, and the accounting entity's VAT registration ID.

# Chapter 8:  Accounts Payable Inquiry

You can use Financials Accounts Payable Inquiry to gather detailed information vital to the effective management of your business concerning your vendors transactions. Information from entries in the Accounts Payable module create the base. The Accounts Payable module stores and processes information about monies owed to your company.

Use this module to match-up payments against invoices and to identify possible exchange differences. The module is equipped with options to enable you to further analyze vendor orders, aged debts, and to view monthly summary information. You can elect to view the pertinent information by individual vendor or by its entirety. You can also request the information to display in either system, vendor, transaction or tracking currency.

This chapter includes:

## Starting Accounts Payable Inquiry

Accounts Payable Inquiry displays vendor details. The program uses the top portion of the window to display summary information and the bottom portion for invoices, credit notes and payments. Invoices and unallocated credits appear on the left side in black while allocated payments and credits appear on the right side. For easy identification, the payments appear in blue and the credit notes appear in magenta. Select the sort order and currency display using radio buttons and drop-down lists.

To open the A/P Inquiry window:

1   Select **Payables**, **Payable Inquiry** from the main menu.

2   Enter the following information in the Payable Inquiry window.

   **Vendor ID** – Click the Browse button to select a Vendor ID from the table, or enter the Vendor ID in the field provided.

When you select a select or enter a valid Vendor ID, additional vendor-related information appears on the tabs on the right of the Payable Inquiry header. For additional information about the information that appears, refer to "Understanding Additional Vendor Payable Information" on page 8–3.

**Site ID(s)** – If you are licensed to use multiple sites, click the **Site ID(s)** arrow and select the sites to use. If you are licensed to use a single site, this field is unavailable.

**Display Currency** – Click the arrow to select a currency from the list. If you are viewing information for a single site, the entity currency associated with the site is inserted. If you are viewing information for multiple sites, the drop-down list shows the tracking currencies shared by the selected sites. If no shared tracking currencies are found, "Not Available" is inserted. You cannot view information if a shared tracking currency is not found. Clear site selections until a shared tracking currency ID is displayed in the drop-down list.

3    Make the following selections in the Invoices group box.

**All invoices** – Select this option to include all invoices regardless of currency.

**All invoices of Currency** – Select this option to include all invoices of the specific currency only.

The fields are populated with the pertinent information for the requested vendor invoice.

If you select all invoices, you should also verify and/or select the currency of the requested vendor invoices.

4    Click the **Search** button (located at the bottom of the window) to search the table results for specific attributes.

There are two columns that enable you to search; the Voucher ID column and the Payment ID column. Simply double-click the column header to display the corresponding list. When you choose from the list, the associated information displays automatically. Select the further defining sort selections to display only the items wanted.

5    To view invoice details for an invoice, click the row header to highlight the row, then click the **Invoice Details** button to display specific details of an invoice.

6    To view payment details for an invoice, click the row header to highlight the row, then click the **Payment Details** button to display specific details of a payment.

7    To enter Vendor Note information to your inquiry, click the **Vendor Notes** toolbar button, or press the F7 key.

See "Adding Notes/Specifications" later in this chapter.

8    To enter Voucher Notes to your inquiry, click the **Voucher Notes** toolbar button, or press the SHIFT + F7 key.

9    To view the next Vendor ID, click the Next Vendor ID toolbar button.

To view the previous or next vendor ID in the set, click the Previous Vendor ID in Set, or the Next Vendor ID in Set toolbar buttons.

# Understanding Additional Vendor Payable Information

When you enter or select a valid (existing) Vendor ID, the tabs that appear in the Payable Inquiry window header are populated. By default, the Accounting tab appears in the foreground. The Payment and Purchase From/Remit to tabs are also visible. Additionally, you can click the navigation arrows above the tabs to view the Orders tab. The information on these tabs is informational and you cannot edit it from within Payable Inquiry.

## Understanding Accounting Information

**Vendor Currency** – This indicates the monetary currency that the Vendor uses. Define this information in Vendor Maintenance. For additional information, refer to "Adding Vendor Accounting Information" on page 1–6 in this guide.

**Def Trans Currency** – If the default transaction currency differs from the Vendor currency, the default currency is displayed in this field. This information carries over from Vendor Maintenance. For additional information, refer to "Adding Vendor Accounting Information" on page 1–6 in this guide.

**Payables** – This field indicates the total accrued payables minus the total amount you have paid against invoices from current vendor. As you make payments to the vendor, this value decreases. Ideally, this field should indicate a value as close to 0 as possible.

**Last Payment Date** – This system-maintained date reflects the last calendar date on which you made a payment to the vendor.

**Average Days to Pay** – Based on the invoice dates and the payment dates within the system, the total number of days it takes, on average, for you to pay the vendor are calculated.

**Paid Invoices** – This field indicates the total number of paid invoices to the vendor to date. This is an incremental number, based on each saved, paid invoice to the vendor.

## Understanding Payment Information

**Payment Method** – The Payment Method field reflects the default Payment Method selection from the Vendor Maintenance window's **Payment** tab. This may be either Export file, BACS, Check, Credit Card or Wire. For additional information about the Payment Method, refer to "Adding Vendor Payment Information" on page 1–11 in this guide.

**Bank Account ID** – If you use the same specific bank account for the vendor, the default ID appears in this field. This information is carried over from the Vendor Maintenance window's **Payment** tab. For additional information about the Bank Account ID, refer to "Adding Vendor Payment Information" on page 1–11 in this guide.

**Payee Reference Code** – If the vendor has a specific Reference Code, it appears in this field. This information is copied from the Vendor Maintenance window's **Payment** tab. For additional information about the Payee Reference Code, refer to "Adding Vendor Payment Information" on page 1–11 in this guide.

## Understanding Purchase From/Remit To Information

The Purchase From/Remit To tab includes the Purchase From and Remit To addresses from the Vendor Maintenance window header. It indicates the address from which you purchase the goods, as well as where you remit payment to the vendor. For additional information about Purchase From/ Remit To addresses, refer to "Adding Vendors" on page 1–2 in this guide.

## Understanding Orders Information

**Open Orders** – This field indicates the value for the total amount ordered from the vendor, minus the total amount you have received from them. This is indicated in the assigned Vendor Currency from the Accounting tab.

**Last Order Date** – This field indicates the system date when you last placed an order with the vendor.

# Selecting Viewing Options

Determine the transactions that you want to display using the options found under the **View** menu. Use this feature to track open vouchers, vouchers paid this period, all paid vouchers and vouchers that are partly paid or allocated. A list of transactions pertinent to the selected vendor is displayed.

To view open items, select **View**, **Open Items** from the Payable Inquiry window.

Only the open items that pertain to the specified criteria are populated. These should include vouchers not yet fully paid and credit notes not allocated.

To view closed items in this period, select **View**, **Closed this period** from the Payable Inquiry window.

The vouchers fully paid this period are populated.

To view all closed vouchers, select **View**, **Closed all** from the Payable Inquiry window.

All of the vouchers fully paid since the account was opened are populated.

To view partially paid or allocated vouchers, select **View**, **Part paid/allocated** from the Payable Inquiry window.

All of the vouchers where the total amount is greater than the paid amount are populated.

If a line in Payable Inquiry contains a voucher ID, you can view the invoice in Invoice Entry. Select a line containing a voucher ID, then select **View**, **Invoice Entry**. The system opens the selected invoice in Payable Invoice Entry. If you do not select a line, or if the line does not contain a voucher ID, the system deactivates the Invoice Entry option.

If a line in Payable Inquiry contains a payment ID, you can view the invoice in Payment Entry. Select a line containing a payment ID, then select **View**, **Payment Entry**. The system opens the selected payment in Payment Entry. If you do not select a line, or if the line does not contain a payment ID, the system deactivates the Payment Entry option.

To display more detailed allocation information, highlight the line on the A/P Inquiry table that you want to view, then click the **Invoice detail** button or the **Payment details** button.

The Payable Inquiry window is populated with the following transaction detail information. Refer to the descriptions below when viewing this table.

**Type** – I = Invoice, M = Credit Note

**Vendor –** Vendor ID

**Voucher ID** – Voucher ID - as entered or generated by the system.

**Vendor Invoice No** – Invoice number as supplied by vendor

**Invoice Date –** Date given when invoice entered.

**Voucher Currency ID** – Native currency of the voucher transaction.

**Invoice Amount** – Total invoice amount converted based on the display currency you selected.

**Discount** – Discount received on this voucher.

**Pay/Held** – Voucher status.

**Control No –** Payment identifier generated by the system.

**Payment No** – Payment number as automatically generated.

**Payment Batch No** – Payment batch number automatically generated.

**Payment Date –** Date given when payment entered.

**Payment Currency ID** – Native currency of the payment transaction.

**Payment Applied** – Amount allocated to invoice. This amount can be adjusted by the display currency you select.

**Balance** – Vouchers outstanding balance due.

**Exchange Difference** – Payment Amount - Invoice Amount (entity currency)

**Invoice Rate 1F=>S** – Exchange rate applicable on voucher date.

**Payment Rate=>1FtoS –** Exchange rate applicable on payment date.

**Full Payment Amount** – Total payment amount. If > payment amount, payment has been used to pay more than 1 voucher or additional amount was expensed on payment detail lines.

**Payment or Credit Note** – Indicates whether the amount was a payment, or a credit note.

**Voucher Notes** – If voucher notes exist for this detail line, the appropriate checkbox is automatically selected.

**Terms** – The payment terms as selected for the order in Payables Invoice Entry.

**Site ID** – The site for which the order was created.


## Viewing Manual Payments

You can view payments made manually from your G/L accounts.

To view manual payments:

**1** Click the Vendor ID browse button and select the Vendor for which to view payments.

**2** If you are licensed to use multiple sites, click the **Site ID(s)** arrow and select the sites to use. If you are licensed to use a single site, this field is unavailable.

**3** Select View, Manual G/L Payments by Vendor.

The system displays the following information:

**Control No** – Payment identifier generated by the system.

**Check No** – If the payment was a check, the check number.

**Line** – The check line item number associated with the payment.

**Check Date** – The date of the check.

**Reference** – The reference text from the associated line number.

**GL Account ID** – The account ID from which payment was made.

**Amount** – The amount paid out of the GL Account.

**Voucher ID**, **Tax Amount**, **Tax %**, **Discount**, **Order ID** – These fields are not used. They refer to payments associated with a payable invoice.

**File Name** – If the payment was made by electronic file, the file name of the payment.

**Chk Amount** – The amount of the check.

**Currency ID** – The currency ID of the payment.

**Check Memo** – The memo text on the check.

**Check Status** – The status of the check.

**Site ID** – The site from which the payment is made.

**Payee Ref Code** – If the payment was made by electronic file, the payee reference code used to route the payment.

**Payment Method** – The payment code. The system uses C for Check, B for BACS, F for Export file, R for Credit Card and W for Wire.

**Batch No** – The payment run batch number that issued the payment.

## Selecting Info Options

Three functional modules are offered to further detail your vendor information: Summary By Month, Purchase Orders, and Aging. It can be used for individual vendors or for all vendors.

## Summary By Month

**1** Click the **Site ID(s)** arrow and select the sites for which you are viewing summary information. If you are licensed to use a single site, this field is unavailable.

**2**   Click the **Summary** toolbar button, or select **Info**, **Summary** from the menu.

The (Monthly) Summary tracks the financial calendar and then totals the invoices, credits and payments for each period.

Highlight a period and click the **Display** button to populate the period totals.

Highlight a period and click the **Details** button to display transaction details for that period in date order.

## Purchase Orders

**1**   Click the **Site ID(s)** arrow and select the sites for which you are viewing summary information. If you are licensed to use a single site, this field is unavailable.

**2**   Click the **Orders** toolbar button, or select **Info**, **Orders** from the menu.

The (Purchase) Orders module displays a history of orders, by individual vendor or by all vendors. Highlight an order and click the **Details** button to display transaction details for that period in date order.

## Aging

**1**   Select **Info**, **Aging** from the menu.

**2**   Specify this information:

**Site ID(s)** – If you are licensed to use multiple sites, click the **Site ID(s)** arrow and select the sites to view in the dialog box. If you are licensed to use a single site, this field is unavailable.

**As Of Date** – Specify the date to use to calculate aging.

**Payable Account** – Click the down-arrow and select the account whose transactions you want to view. Select **All** to view information for all accounts.

**Display Currency** – Click the arrow to select a currency from the list. If you are viewing information for a single site, the entity currency associated with the site is inserted. If you are viewing information for multiple sites, the drop-down list shows the tracking currencies shared by the selected sites. If no shared tracking currencies are found, "Not Available" is inserted. You cannot view information if a shared tracking currency is not found. Clear site selections until a shared tracking currency ID is displayed in the drop-down list.

**Aging Periods** – Specify the aging "buckets" to use. The default is 30, 60, 90 and 120 days.

**Aging Basis** – In the Aging Basis section, select which document date to use in the aging calculation. You can click Invoice Date or Due Date.

**Invoices** – In the Invoices section, specify which invoices to display in the table. Click All Invoices to display all invoices. Click All Invoices of Currency to display only invoices generated in a particular currency. Click the **Currency ID** arrow and select the currency to use.

The table shows aging information based on your parameter selections.

The Aging (Display Aged Credit) tracks the aging analysis for any selected vendor or for all Payables for the periods specified. The default is 30, 60, 90 and 120 days. The Payable account defaults to the account as set in the G/L Interface Table, the aging basis is computed by invoice date and currency. You can overwrite any of these options to re-display the aging details by overtyping the appropriate entries and then pressing the **Display** button.

## Exporting Payable Inquiry Information

Payable Inquiry provides the ability to export vendor-specific information to a spreadsheet or an XML file format. This functionality allows you to save the information in a format that can be viewed by people who do not have VISUAL installed on their system.

From the Payable Inquiry window's File menu, select either **Send to Excel** or **Send to XML**.

When you select **Send to Excel**, Microsoft Excel is opened and it is populated with the information from the inquiry table.

When you select **Send to XML**, the system opens the Send to XML dialog box.

**1**  In the File Name field, either manually enter the full path and name that you want to use for the file, or click the browse button.

If you click the browse button, a Windows Export File dialog box, similar to a Save As dialog, appears. Locate the directory where you want to save the XML file, and enter the appropriate File Name. When you click Save, the path and file name are inserted into the File Name field on the Send to XML dialog box.

**2**  In the **XML to Write** group box, select the type of information you want to appear on the XML output file, as follows:

**Schema** – Select Schema if you want to export the information on the inquiry table to an XML Schema file, which uses a .XSD file extension. This requires a means to view the output that is not included in VISUAL or your standard Windows installation. When you select this option, _Schema is automatically appended to the end of the specified file name.

**Document** – Select Document if you want to export the inquiry table information to a simple .XML file. XML can be viewed in a web browser or various software applications, including Microsoft Word.

**Both** – Select Both if you want to generate both types of XML file formats. Both .XML and _Schema.XSD appear in the specified directory.

**3**  In the **Tags** group box, select how you want to define the tags in your XML file. Make your selection from either Column Name or Item Name.

Because XML tags are case-sensitive the selection you make here determines whether the tag uses the database column headers (Item name - All caps), or result table column headers (Column name - Mixed case with underscores replacing spaces).

**4**  To save your file in XML, click **Export**. This sends the file to the appropriate XML type (saving as either XML, XSD, or both).

**5**  To exit the Send to XML dialog box, click **Close**. You must click Close, even after you export the file, to return to the Payable Inquiry window.

# In-context Vendor View Panel

Use the Vendor View panel to view information about the selected vendor. You can view summary information, detail information, and a chart. For information about setting up the summary and detail information views, see "In-context View Panels" on page 9–1 in the Concepts and Common Features guide.

To access the Vendor View panel, select **View**, **Vendor View Panel**.

The Vendor View Panel shows information about your outstanding transactions with the vendor in a particular accounting entity. Specify the accounting entity in the Entity ID field at the top of the panel. All values are shown in the selected accounting entity's functional currency.

The chart has four bars. The bars show totals for all sites in the selected accounting entity, including sites you are not allowed to access. When you click a bar, a grid is displayed showing transactions that contribute to the total value of the bar. The grid shows transactions created in your allowable sites only. As a result, the total of the transactions shown in the grid may not match the total shown by the bar.

This table shows the bars displayed in the chart:

| Bar | This bar shows... | Click a bar to view |
|-----|-------------------|---------------------|
| Orders | The total amount of open orders. If any lines on the order have been completely received, then those lines are not included in the calculation. An open order has the status of Firmed or Released.<br><br>Sales tax and VAT are not included in the amount calculations. | **Order ID** – The ID of the purchase order is displayed. Click an ID to open the order in Purchase Order Entry. If you are viewing the Vendor View Panel in Purchase Order Entry, then the order you select replaces the order you were viewing in order entry.<br>**Desired Recv Date** – The date that you want to receive the order is displayed.<br>**Order Amt** – The monetary value of the order line. If the order is late, then the amount is displayed in red. An order is considered to be late if it has not been received the desired receive date.<br>**Received Amt** – The monetary value of any receipts made against the order. Only partial receipts are considered. If a particular line on the purchase order is closed, the line is not considered in the calculation.<br>**Currency ID** – The functional currency ID of the selected accounting entity is displayed.<br>**Site ID** – The ID of the site where the transaction was created is displayed. |

| Bar | This bar shows... | Click a bar to view |
|---|---|---|
| Received | The total amount of uninvoiced receipts. Sales tax and VAT are not included in the amount calculations. | **Receiver ID** – The ID of the receiver and the receiver line are displayed. Click the ID to open the receipt in Purchase Receipt Entry. **Received Amount** – The monetary value of the receipt. Only uninvoiced values are shown. If the order was not received before the desired receive date, then the value is displayed in red. **Received Date** – The date that the order was received is displayed. **Purchase Order ID** – The ID of the purchase order that was received. Click the ID to open the order in Purchase Order Entry. **Ship Via** – The shipping method that the vendor used to ship the order is displayed. **Currency ID** – The functional currency ID of the selected accounting entity is displayed. **Site ID** – The ID of the site where the transaction was created is displayed. |
| Invoices | The total amount of unpaid invoices. Sales tax and VAT are included in the amount calculations. | **Voucher ID** – The ID of the voucher is displayed. Click the ID to open the voucher in Accounts Payable Invoice Entry. **Balance Amount** – The total outstanding balance is displayed. If the amount is overdue, then the amount is displayed in red. **Invoice Date** – The date of the invoice is displayed. **Invoice Amount** – The total amount of the invoice is displayed. If the amount is overdue, then the amount is displayed in red. **Paid Amount** – The amount paid to date is displayed. **Currency ID** – The functional currency ID of the selected accounting entity is displayed. **Site ID** – The ID of the site where the transaction was created is displayed. |
| Total | The total amount of open orders, uninvoiced receipts, and unpaid invoices. | Information about all transactions that contribute to your open balance with the vendor. The information shown in the table is a combination of the other three bars. The Type column shows whether the transaction is a purchase order, a receiver, or an invoice. Click an ID to open the transaction. |

# Index

Deleting Sales Reps 6–2

## E

Editing
  A/P Vouchers
    in A/P Invoice Entry 3–12
  line item
    in A/P Invoice Entry 3–12
  Recurring Payable
    in A/P Invoice Entry 3–21
E-mail Document Lists
  maintaining 1–13
Entering
  alternate contacts 1–11
  manual A/P Voucher
    in A/P Invoice Entry 3–11
  vendor addresses 1–9
  vendor bank information 1–19
Exchange Rates
  Setting/Resetting
    in A/P Invoice Entry 3–22

## G

G/L Transaction Report
  Printing
    in A/P Payment Entry 5–16
  printing
    in A/P Invoice Entry 3–35
General Ledger
  posting Payments to
    in A/P Payment Entry 5–20
Generate Sales Commissions 6–1
  starting 6–4
Generating
  Credit Memos
    in A/P Invoice Entry 3–16
  Manual Payments
    for Transactions without Voucher IDs 5–3
  Payments 5–6
  Recurring Payable
    in A/P Invoice Entry 3–21
  sales commissions 6–5

## I

Implementation Process
  in A/P Invoice Entry 3–2
Implementing
  Sales Commissions 6–2
    in Customer Maintenance 6–2
    using Vendor Maintenance 6–3
Info Options
  selecting in A/P Payable Inquiry 8–6
Intrastat Reports
  printing
    in A/P Invoice Entry 3–39

## L

Labels
  printing in Vendor Maintenance 1–29
List Payments
  in A/P Invoice Entry 3–16

## M

Maintaining
  A/P Vouchers 3–12
  customer e-mail document lists 1–29
Making
  A/P Invoice into Credit Memos
    in A/P Invoice Entry 3–16
Manual A/P Voucher
  entering
    in A/P Invoice Entry 3–11
Manually
  Rescheduling Payments 4–2
Manually ReScheduling Payments 4–2
Manufacturing Flow
  in A/P Invoice Entry 3–2

## N

Notation Entries
  working with
    in A/P Invoice Entry 3–24
Notations
  Working with 4–4

## O

Overriding
  default sales reps in Customer Order Entry 6–4

## P

Payable Inquiry
  Accounting Tab 8–3
Payment Advice Reports
  printing
    in A/P Payment Entry 5–14
Payment Inquiry
  Orders Tab 8–4
  Payment Tab 8–3
  Purchase From/Remit To Tab 8–4
Payment Register
  printing
    in A/P Payment Entry 5–17
Payment Schedule
  creating Manually 4–2
Payment Scheduling 4–1
Payments
  generating 5–6
  Posting to the General Ledger