

RAMCOAVIATION SOLUTION VERSION 5.9 USER GUIDE PAYABLES MANAGEMENT

ramco

©2020 Ramco Systems Limited. All rights reserved. All trademarks acknowledged.

This document is published by **Ramco Systems Ltd**. without any warranty. No part of this document may be reproduced or transmitted in any form or by any means, electronic or mechanical, for any purpose without the written permission of **Ramco Systems Limited**.

Improvements and changes to this text necessitated by typographical errors, inaccuracies of current information or improvements to software programs and/or equipment, may be made by Ramco Systems Limited, at any time and without notice. Such changes will, however, be incorporated into new editions of this document. Any hard copies of this document are to be regarded as temporary reference copies only.

The documentation has been provided for the entire Aviation solution, although only a part of the entire solution may be deployed at the customer site, in accordance with the license agreement between the customer and **Ramco Systems Limited**. Therefore, the documentation made available to the customer may refer to features that are not present in the solution purchased / deployed at the customer site.

ABOUT THIS MANUAL

This manual briefly describes the basic processes and functions in Ramco Aviation Solution.

WHO SHOULD READ THIS MANUAL

This manual is intended for users who are managing the Aviation industry processes and are new to Ramco Aviation Solution. This manual assumes that the user is familiar with the Aviation Industry nomenclatures and systems based software.

HOW TO USE THIS MANUAL

Ramco Aviation Solution provides extensive Online Help that contains detailed instructions on how to use the application. Users are suggested to use this manual for specific references, along with the Online Help. This manual contains enough information to help the users perform the basic tasks and points toward the Online Help for more detailed information.

HOW THIS MANUAL IS ORGANIZED

The User Guide is divided into 7 chapters and index. Given below is a brief run-through of what each chapter consists of.

Chapter 1 provides an overview of the entire **Payables Management** business process. The sub processes are explained in the remaining chapters.

Chapter 2 focuses on the Normal Procurement of Inventory Items sub process.

Chapter 3 dwells on the Billing Process for Non-order Based Supplier Services sub process.

Chapter 4 dwells on the **Billing Process for Delivery Charges Invoice** sub process.

Chapter 5 dwells on the Advance Payments sub process.

Chapter 6 dwells on the Invoice Payment with Multiple Currencies sub process.

Chapter 7 dwells on the Supplier Receipts sub process.

The **Index** offers a quick reference to selected words used in the manual.

DOCUMENTCONVENTIONS

- The data entry has been explained taking into account the "Create" business activity. Specific references (if any) to any other business activity such as "Modify" and "View" are given as "Note" at the appropriate places.
- Boldface is used to denote commands and user interface labels.

Example: Enter **Company Code** and click the **Get Details** pushbutton.

Italics used for references.

Example: See Figure 1.1.

The Sicon is used for Notes, to convey additional information.

REFERENCE DOCUMENTATION

This User Guide is part of the documentation set that comes with Ramco Aviation Solution. The documentation is generally provided in two forms:

- The Documentation CD in Adobe® Systems' Portable Document Format (PDF).
- Context-sensitive Online Help information accessible from the application screens.

WHOM TO CONTACT FOR QUERIES

Please locate the nearest office for your geographical area from www.ramco.com for assistance.

contents

1	PAYA	BLES MANAGEMENT - USAGE MANUAL	. 7
1.	1 PAY	ABLES MANAGEMENT THEMES	8
	1.1.1	NORMAL PROCUREMENT OF INVENTORY ITEMS	8
	1.1.2	BILLING FOR REPAIR SERVICES	8
	1.1.3	BILLING FOR DELIVERY CHARGES	8
	1.1.4	BILLING FOR NON-ORDER BASED SUPPLIER SERVICES	.8
	1.1.5	ADVANCE PAYMENTS	8
	1.1.6	INVOICE PAYMENT WITH MULTIPLE CURRENCIES	8
	1.1.7	SUPPLIER RECEIPTS	8
1.	2 BUS	INESS SCENARIOS	9
	1.2.1	BUSINESS SCENARIOS FOR NORMAL PROCUREMENT OF	
	INVEN	TORY ITEMS	9
	1.2.2	BUSINESS SCENARIOS FOR BILLING FOR REPAIR SERVICES	.9
	1.2.3	BUSINESS SCENARIOS FOR BILLING FOR DELIVERY CHARGES	.9
	1.2.4	BUSINESS SCENARIOS FOR BILLING FOR NON-ORDER BASED	
	SUPPLI	ER SERVICES	9
	1.2.5	BUSINESS SCENARIOS FOR ADVANCE PAYMENTS	.9
	1.2.6	BUSINESS SCENARIOS FOR INVOICE PAYMENT WITH MULTIPLE	
	CURRE	NCIES	9
	1.2.7	BUSINESS SCENARIOS FOR SUPPLIER RECEIPTS	9
2	NOR	MAL PROCUREMENT OF INVENTORY ITEMS	. 10
2.	1 INVC	DICING PROCESS FOR A PURCHASE ORDER / GOODS RECEIPT	14
	2.1.1	SUPPLIER ORDER BASED INVOICE	14
	2.1.2	MAINTAIN INVOICE	14
	2.1.3	MANAGE ALLOCATION CHARGES	17
	2.1.4	MATCH INVOICE	20
	2.1.5	AUTHORIZE INVOICE	21
			21
	2.1.6	REVERSE INVOICE	21
	2.1.7	HOLD / RELEASE SUPPLIER ORDER BASED INVOICE	22
	2.1.8	CREATING PAYMENT VOUCHER FOR CREDIT DOCUMENTS OF	
	SAME	CURRENCY	23
	2.1.9	AUTHORIZE REGULAR PAY BATCH	24
	2.1.10	REVERSING VOUCHER	25

ramco

contents

ramco

	2.1.11	HOLD / RELEASE PAY VOUCHER	25
	2.1.12	MISCELLANEOUS PAYMENTS WITHOUT INVOLVING SUPPLIER	26
	2.1.13	RELEASING PAYMENT FOR PAYMENT VOUCHERS	29
2.2	2 CREA	ATING DEBIT NOTES FOR REBATES	38
	2.2.1	SUPPLIER DEBIT CREDIT NOTES	38
	2.2.2	CREATE ACCOUNT BASED NOTE	38
	2.2.3	AUTHORIZE ACCOUNT BASED NOTE	39
	2.2.4	REVERSE ACCOUNT BASED NOTE	39
	2.2.5	HOLD / RELEASE ACCOUNT BASED NOTE	40
	2.2.6	CREATE SINGLE CURRENCY ADJUSTMENT VOUCHER	40
	2.2.7	CREATE MULTI CURRENCY ADJUSTMENT VOUCHER	41
	2.2.8	AUTHORIZE SUPPLIER BALANCE ADJUSTMENT VOUCHER	43
	2.2.9	REVERSE ADJUSTMENT VOUCHER	43
	BILLI	ING PROCESS FOR NON-ORDER BASED	

3.1	INV	DICING PROCESS FOR MISCELLANEOUS EXPENSES INCURRED	47
	3.1.1	CREATE EXPENSE INVOICE	47
	3.1.2	EDIT EXPENSE INVOICE	48
	3.1.3	AUTHORIZE EXPENSE INVOICE	49
	3.1.4	REVERSE EXPENSE INVOICE	50
	3.1.5	HOLD / RELEASE EXPENSE INVOICE	50

4 BILLING PROCESS FOR DELIVERY CHARGES

INV	OICE.		52
	4.1.1	CREATING DELIVERY CHARGES INVOICE	.54
5	ADVA	NCE	55
PA	YMEN'	ΓS	55
5.1		NTAINING PREPAYMENT VOUCHER FOR ADVANCES	.57
	5.1.1	PREPAYMENT VOUCHER	.57
	5.1.2	MAINTAIN PREPAYMENT VOUCHER	.57
	5.1.3	AUTHORIZE PREPAYMENT VOUCHER	.59
6	INVO	ICE PAYMENT WITH MULTIPLE CURRENCIES	60
	6.1.1	CREATING PAY GROUP	.63
	6.1.2	CREATING ADVANCED PAY BATCH	.63
	6.1.3	AUTHORIZE ADVANCED PAY BATCH	.64

contents

ramco

7 SU	JPPLIER RECEIPTS	66
7.1 0	GENERATING RECEIPTS FOR SUPPLIER PAYMENTS	68
7.1	1.1 CREATE RECEIPT	68
7.1	1.2 EDIT RECEIPT	69
7.1	1.3 AUTHORIZE RECEIPT	70
7.1	1.4 REVERSE RECEIPT	70
7.1	1.5 HOLD / RELEASE SUPPLIER RECEIPT	71
7.1	1.6 MAINTAIN TDS REMITTANCE INFORMATION	71
7.1	1.7 MAINTAIN TAX DEPOSIT CHALLAN	72
Index.		74

PAYABLES MANAGEMENT -USAGEMANUAL

1.1 PAYABLES MANAGEMENT THEMES

1.1.1 NORMAL PROCUREMENT OF INVENTORY ITEMS

This theme covers the orders of all inventory items including raw materials, spares and consumables. Supplier payments are linked to the delivery of the goods at the buyer's premises.

1.1.2 BILLING FOR REPAIR SERVICES

This theme covers the process of sending the parts/components for repair.

1.1.3 BILLING FOR DELIVERY CHARGES

This theme covers the process of raising invoice for Delivery Charges from Supplier other than the Order Supplier.

1.1.4 BILLING FOR NON-ORDER BASED SUPPLIER SERVICES

This theme covers the process of raising direct invoice on a supplier without a purchase order.

1.1.5 ADVANCE PAYMENTS

This theme covers the process of raising prepayment vouchers for purchase order and adhoc expenses.

1.1.6 INVOICE PAYMENT WITH MULTIPLE CURRENCIES

This theme covers the process of paying invoices through multiple currencies.

1.1.7 SUPPLIER RECEIPTS

This theme covers the process of raising receipt for any payment received from the supplier.

1.2 BUSINESS SCENARIOS

1.2.1 BUSINESS SCENARIOS FOR NORMAL PROCUREMENT OF INVENTORY ITEMS

Invoicing Process for a Order / Goods Receipt Rebates

1.2.2 BUSINESS SCENARIOS FOR BILLING FOR REPAIR SERVICES

Invoicing Process for Repair order /Goods Receipt

1.2.3 BUSINESS SCENARIOS FOR BILLING FOR DELIVERY CHARGES

Invoicing Process for Freight Charges

1.2.4 BUSINESS SCENARIOS FOR BILLING FOR NON-ORDER BASED SUPPLIER SERVICES

Invoicing Process for Miscellaneous Expenses Incurred

1.2.5 BUSINESS SCENARIOS FOR ADVANCE PAYMENTS

Making advance payments for purchase order and adhoc expenses

1.2.6 BUSINESS SCENARIOS FOR INVOICE PAYMENT WITH MULTIPLE CURRENCIES

Paying in multiple currencies through a single pay batch

1.2.7 BUSINESS SCENARIOS FOR SUPPLIER RECEIPTS

Generating Receipts for Supplier Payments

NORMAL PROCUREMENT OF INVENTORY ITEMS

ramco

Theme: Normal Procurement of Inventory Items: Scenario 1 - Invoicing Process for a Order / Goods Receipt

S. No	Flow of Events	Primary Actor(s)	Component Name	Activity Name	UI Name	Functional Steps
1	Maintain Invoice	Accounts Assistant	Supplier Order Based Invoice	Maintain Invoice	<u>Maintain</u> <u>Invoice</u>	 Select the invoice category as "Exchange PO", "Loan Order', "Purchase Order" or "Repair Order". The details of the selected order (including Good Receipt details) are defaulted. Specify the Supplier Invoice details, quantity and rate at which the invoice is to be raised and create, modify as well as authorize the invoice.
2	Authorize invoice	Senior Accountant / Finance Controller	Supplier Order Based Invoice	Authorize Invoice	<u>Select</u> Invoice	 Select the invoice by specifying the invoice details. From the multiline select the invoice that needs to be authorized and authorize the invoice.
3	Reverse Invoice	Accounts Assistant / Senior Accountant / Finance Controller	Supplier Order Based Invoice	Reverse Invoice	Reverse Invoice	 Retrieves the invoices by specifying the invoice details and select the invoice that needs to be reversed from the multiline. Enter the reversal details such as reversal date and reversal document number, and click the Reverse Invoice pushbutton. The status of the invoice is updated as "Reversed".
4	Hold / Release supplier order based invoice	Senior Accountant / Finance Controller	Supplier Order Based Invoice	Hold / Release Invoice	Hold / Release Invoice	 Select the invoice that needs to be held or released. Enter the reason and remarks for holding / releasing the invoice. Click the Hold Invoice pushbutton to put the invoice on hold. Click the Release Invoice pushbutton to release the invoice.
5	Creating pay groups	Accounts Assistant	Supplier Payment	Create Pay Group	<u>Create Pay</u> group	 Create pay group in "Fresh" status by specifying the Date Criteria, Document Criteria and Description.



					1	
6	Create vouchers for payments using the invoice	Accounts Assistant	Supplier Payment	Create Regular Pay batch	<u>Create Pay</u> <u>Batch</u>	 Specify the invoice details for which payment is to be made, in the search criteria and retrieve the invoices. Create the pay batch / voucher. Authorize the pay voucher.
7	Authorize Regular Pay batch	Senior Accountant / Finance Controller	Supplier payment	Authorize Regular Pay batch	Authorize Regular Pay batch	 Select the Voucher for authorization. Authorize the same.
8	Reverse supplier payment voucher	Accounts Assistant / Senior Accountant / Finance Controller	Supplier Payment	Reverse Voucher	Reverse Voucher	 Retrieves the supplier payment vouchers by specifying the voucher details and select the voucher that needs to be reversed from the multiline. Enter the reversal details
						reversal document number, and click the Reverse Invoice pushbutton.
						The status of the voucher is updated as "Reversed".
9	Hold / Release	Senior Accountant	Supplier Payment	Hold / release	<u>Hold /</u> release	 Select the voucher that needs to be put on hold or released.
	supplier payment	/ Finance Controller		pay voucher	<u>pay</u> voucher	 Enter the remarks for holding / reversing the voucher.
	vouener					 Click the Hold Voucher pushbutton to put the voucher on hold.
						 Click the Reverse Voucher pushbutton to release the voucher.
10	Create vouchers for miscellaneo us payments	Accounts Assistant	Sundry Payment	Create Voucher	<u>Create</u> <u>Voucher</u>	 Creating voucher in "Draft" or "Fresh" status, for sundry payments by specifying the payment information.
11	Modify/ Authoriz e	Senior Accountant / Finance	Sundry Payment	Edit Voucher	<u>Edit</u> <u>Voucher</u>	 Specify the voucher details in the search criteria and retrieve the vouchers.
	Voucher	Controller				Edit/Authorize the voucher with or without modification
						 Voucher turns into "Requested" status.
12	Authorize Voucher	Senior Accountant	Sundry Payment	Authorize Voucher	<u>Authorize</u> <u>Voucher</u>	1. Retrieve the voucher for authorization
		/ Finance Controller				 Authorize the voucher with or without modification.
						 Voucher turns to Requested status.



13	Reverse Voucher	Accounts Assistant	Sundry Payment	Reverse Voucher	<u>Reverse</u> Voucher	1. Retrieve the voucher for reversal
		/ Senior Accountant / Finance Controller				 Reverse the voucher and the status of the voucher is updated as "Reversed".
14	Hold / Release	Senior Accountant	Sundry Payment	Hold / Release	Hold /_ Release	 Select the voucher that needs to be put on hold or released.
	sundry payment voucher	/ Finance Controller		Sundry Payment Voucher	<u>Sundry</u> <u>Payment</u> Voucher	Enter the remarks for holding / reversing the voucher.
						 Click the Hold Voucher pushbutton to put the voucher on hold. The status of the voucher is updated as "Held".
						 Click the Reverse Voucher pushbutton to release the voucher.
						The status of the voucher is updated as "Released".
15	Release Payment through	Accounts Assistant	Release Payment	Pay/ Reverse Cash	<u>Pay/_</u> <u>Reverse_</u> <u>Cash</u>	 Select the payment voucher to be paid and pay the cash for the selected voucher.
	Cash					 Reverse the cash payment done against the voucher, if required.
16	Release Payment through	Accounts Assistant	Release Bank Payment	Select Voucher	<u>Select</u> <u>Voucher</u>	 Select the payment voucher to be paid through check or direct debit.
	check or direct debit			Print Check Direct Debit	Print Check	2. Print the check for the selected payment voucher.
					<u>Direct</u> <u>Debit</u>	3. Make the direct debit payment for the selected voucher.
17	Recording Damaged	Account Assistant	Release Payment	Record Damage	<u>Record</u> Damaged	 Select the check # for which damage has to be recorded.
	Check Informatio			d Check	<u>Check</u>	Save the damage details for the check.
18	Voiding the check	Accounts Assistant	Release Payment	Void Check	<u>Void</u> <u>Check</u>	1. Select the check to be declared as void.
						 Declare the check void, and the status of the check turns as "Voided".
19	Void Direct Debit	Accounts Assistant	Release Payment	Void Direct Debit	<u>Void</u> <u>Direct</u> <u>Debit</u>	 Select the voucher for which the direct debit made is to be declared as void.
						 Declare the direct debit payment made against the selected voucher as void.
						3. Voucher turns status as "Void".

2.1 INVOICING PROCESS FOR A PURCHASE ORDER / GOODS RECEIPT

An invoice can be raised with reference to a Purchase Order, with reference to a Purchase Order after recording the receipt of goods or with reference to a Purchase Order after acceptance of goods in stores (Freeze acceptance of GR – Four way matching).

2.1.1 SUPPLIER ORDER BASED INVOICE

Supplier Order Based Invoicing is a process in which the liability is created in the books of the company towards the supplier with reference to the purchase order and goods receipt (Four way matching).

2.1.2 MAINTAIN INVOICE

* 🗉 Maintain Invoice			RAMCO OU-Ramco Rol	• • >\$ 🖨 🛱 🗲 🖽 ? 🗔		
Invoice Information						
Invoice # SI-001040-2020 Ø Clear	Invoice Category	Purchase Order 🗢	Status	Draft		
Invoice Date 2020-01-21	Finance Book	AVEOS 👻	Numbering Type	SI 🔻		
Currency CAD 🔻	Exchange Rate	1.00000000	Draft	Yes 🔻		
Comments	Return Remarks	sedfgvsdfgsedgrfthedtrfed	Deletion Remarks			
Supplier Information						
Supplier # 00198 🔤 🔎	Supplier Name	Supplier 9	Pay Term	N030D000_00.0 D		
Pay To Supplier # 00194 💌	Pay To Supplier Name	Supplier 8	Anchor Date	2020-01-21		
Sup. Invoice # 1500.001700	Sup. Inv. Amount	1,700.00	Sup. Inv. Date	2020-01-21		
Port / Order Level T/C/D Information Invoice Level T/C/D Information						
Default Tax Key	Tax Exclusive	<u>v</u>				
		▶ !!! 🗟 🛛 × 📽 🗙	∓ ≠ III 14 % All	 Search Q 		
# Invoice Line # Order # P Ref. Doc. Type	Ref. Doc. # Ref. Document	Date Entity Part T/C/D #	Variant # Invoice Quantit Inv	oice Rate Amount Proj		
1 🖹 1 APO00364220		POCOST :35895	1.00 1,	700.0000000 1,700.00		
2						
Payment Method Regular V	Payment Mode	Check 💌	Auto Adjust	No 🔻		
Pay Ref.ID	Pay Ref.Details		Payment Instructions			
Hold Pay NO V						
Action on Variance						
Decision Pending with Buyer Yes V						
User Defined Details						
User Defined Detail -1 123 💌	User Defined Detail -2	ABC 👻	User Defined Detail -3			
User Defined Detail -4						
Save	Save & Authorize	Delete		Return		
Pay Schedule	Upload Documents		View Associated Doc. Attachments			
Create Adjustment	Record Addl. Charges on CO-Services					
Invoice Summary	Accounting Information		Attach Notes			
View Purchase Order	View Repair Order		View Loan Order			
View Release Slip View Billing Supplier Information Maintain Tax Invoice						

Figure 2.1 Maintain supplier order based invoice

Note that you can identify the Finance Book with procurements in the Order/Source documents and record the liability in the same Finance Books.

To create an invoice:

1. Select Maintain Invoice link under the Supplier Order Based Invoice business component. The Maintain Invoice page appears. *See Figure 2.1*

In the Invoice Information group box:

- 2. Specify the Invoice Number, Invoice Category, and Invoice Date of the invoice.
- 3. Enter the Return Remarks and Deletion Remarks if the invoice is returned /deleted.

In the Supplier Information group box:

- 4. Specify Supplier #, Pay Term, Anchor Date, Sup. Invoice #, Sup, Invoice Amount and Sup. Inv Date.
 - Note: Supplier Invoice Date has to be provided mandatorily if set option is '1'. (Exchange Rate Reference rate for Supplier Order based Invoice is based on Supplier Invoice Date).

ramco

To proceed further,

• The **Part/Order/T/C/D Information** tab page appears by default on launch of the Maintain Invoice page. Select this page to view details of order based invoice.

Refer to the topic "Part/Order/T/C/D Information" for more details.

- Select the Invoice Level T/C/D Information tab page to view details of order based invoice at invoice level.
 Refer to the topic "Invoice Level "T/C/D Information" for more details.
- 5. Click the **Compute** pushbutton to calculate the total invoice amount.
- 6. The system displays Invoice Value Details, like taxes, charges, discounts.

In the Payment Information group box:

- 7. Specify the payment information like the method and mode of payment.
- 8. Specify whether the payment to the supplier is to be on hold or not in the Hold Pay field.

In the Action On Variance group box:

9. Specify whether the decision is pending with the buyer for authorizing the invoice for payment.

In the User Defined Details group box:

- 10. Specify the additional user defined detail of the invoice.
- 11. Click the **Save** pushbutton to save the modifications made.
- 12. Click Save & Authorize pushbutton to save the modifications made and authorize the invoice.
 - Note: The system saves the modifications and generates a new invoice based on the modifications made.
- 13. Click **Delete** pushbutton to delete an invoice.
- 14. Click the Return pushbutton to return the invoice for modifications.

To retrieve and maintain an invoice:

- 15. Enter the invoice number in the Invoice # field
- 16. Press <Enter>
- 17. Select Save pushbutton to save the modifications made to the invoice.
- 18. To authorize an invoice:
- 19. Enter the invoice number in the Invoice # field
- 20. Press <Enter>
- 21. Select Save & Authorize pushbutton to save the modifications and authorize the invoice.

Maintaining Part/Order/T/C/D Information

Note: The system displays Accounting Usage, Cost Center, Analysis Code and Sub Analysis Code columns only if "Purchase Order' is selected as the "Invoice Category" in the "Invoice Information" group box:

Part/	Part/Order Level T/C/D Information Invoice Level T/C/D Information									
	Default Tax Key P-CGST-EP V Tax Exclusive V									
(* < 1 - 1/1 >)> + - □ >< ☆ ダ ▼ ▼ A LE S Z × C X = 4 III 14 × AII ▼ Search Q										
#			Repair Part Stock Status	Ordering Point	Originating Point	Shipment Doc. #	Pack Slip/Way Bill #-GI			
1										
2										
4 >										
Get D	Get Details 📝 Get Pre-GI Order lines Allocate-Pre-GI Inv.									

Figure

2.2 Maintaining Part/Order/T/C/D information

- 1. The value chosen in the **Default Tax Key** will get defaulted in the multiline.
 - Note: The computation of Total value tax will be based on the set option 'Application of Default Tax Key in Supplier Order Invoice' set in the Set Finance Parameter screen of the OU Parameter Setup business component.
- 2. Enter the Order #, Invoice Quantity, Invoice Rate, Invoice Amount and Proposed Quantity. See Figure 2.2.
- 3. Enter the Salvage Value, Tax Key and Taxable Amount.
- 4. Enter the Material Cost, Labour Cost, Miscellaneous Cost, Service Charges and Remarks.
- 5. Enter the Pack Slip # or the Way Bill # captured from the Goods Inward document in the **Shipment Doc.** # field to retrieve the corresponding Order #.
- 6. Click the **Get Details** pushbutton to retrieve invoice details in the multiline as per the filter criteria entered.
 - Note: To retrieve modified or added order information in the multiline, select the order number and select the "Get Details" pushbutton.
 - Note: The system allows recording multiple invoices for a Repair Order for different entities Exchange fee, Repair Cost, BER Cost and Salvage Value.
- Select the Get Pre-GI Order lines checkbox to retrieve the lines from PO /RO for which Goods Receipt/ Repair Receipt is pending or not available, without the GI Information at a PO line level or RO Quote line level with its entity.
- 8. Click the Allocate-Pre-GI Inv. pushbutton to record the Invoice without GR information in 'Draft' status.

Maintaining Invoice Level T/C/D Information

Part/Order Level T/C/D Information Invoice Level T/C/D Information										
	4	1 -1/1 🕨 🗰 🕂	- 0 % 0 0	T T,			ä x₁ c i i	All	v	Q
#		Invoice Line #	TCD Type	T/C/D # 🔎	Variant # 🔎	Description	TCD Rate	Taxable Amount	TCD Amount	Currency
1			Charge 🗸 🗸							¥
2			•							*
		4								
		1								,

Figure 2.3 Maintaining invoice level T/C/D information

- 9. Enter the Invoice Line #, TCD Type, T/C/D #, and Variant #. See Figure 2.3.
- 10. Enter the Taxable Amount, TCD Amount, Currency, Cost Center, Analysis # and Subanalysis #.
- 11. Click the Get Details pushbutton to retrieve invoice details in the multiline as per the filter criteria entered.
 - Note: To retrieve modified or added order information in the multiline, select the order number and select the "Get Details" pushbutton. See Figure 2.4.

★ 🗻 Create Delivery Ch	arges Invoice			Ram	co Role - RAMCO OU 🛛	: 🗉 🖷		?	5
- Invoice Information									
 Invoice #		Invoice Category	Way Bill Based 💌		Status				
Invoice Date	17-Nov-2016	Finance Book	AVEOS 💌		Numbering Type	DC 💌			
Supplier Information									
Supplier # 🔎		Supplier Name							
Pay To Supplier #	T	Pay To Supplier Name							
Supplier Invoice #		Supplier Invoice Amount			Supplier Invoice Date				
Payment Information									
Currency	CAD 💌	Exchange Rate	1.00000000	I	Payment Processing Point	RAMCOOU		•	
Electronic Payment	No 💌	Payment Method	Regular 🔻		Payment Mode	Cash	•		
Payment Priority	Medium 💌	Pay Term 👂			Anchor Date	17-Nov-20	16	Ē	
Total Proposed Amount		Total Invoice Amount			Auto Adjust	No 🔻			
Comments									
Electronic Payment Information	n								
Pay Ref. Id	Ŧ	Pay Ref. Details			Payment Instructions				
Delivery Charges Information									
- Derivery charges Information				_					
•• • [No records to display]				¢ # + 10	All	•	r		Q
# 🛛 Line # Way Bill # J	ρ	Ref. Doc. # 🔎	Order #		Charge Option		Vay Bill # - GR		
1									
			4						
Cot Datalla									,
Get Details		Recompute							
	Create Invoice			Create and	Authorize				
Edit Invoice	Payment Sched	ule	Create Adjustment						
Invoice Summary		Accounting Information		Attach notes	3				
View Purchase Order		View Repair Order		View Release	e Slip				
	Created by			Created	Date				

Figure 2.4 Create Delivery Charges Invoice

2.1.3 MANAGE ALLOCATION CHARGES

This activity provides the ability to enable review and allocation of Freight Cost at a CO level. Organizations dealing with Inventory management operations perform numerous shipping transactions both outbound and inbound during a financial period/year. These organizations would normally have a freight forwarder(s) who perform all these shipping activities. The freight forwarder will send a consolidated invoice at the end of a period for all the transactions done during that period. Such Delivery Charges are recorded separately through Delivery Charge Invoice and cost is booked to Freight Cost. The requirement is to allocate such Delivery Charges to the Customer Order, if it is incurred with respect to a Customer Order or amend to the Asset Cost in case the part is capitalized in the system.

Delivery Charges Invoice allocation is introduced at each Part #, Serial #/Mfr. Lot # level from shipping Note or Advance Shipping Note for the corresponding Customer Order to bill back the same from the customer according to the INCO Terms.

*

P -* # 2 3 4 5

Pay	able	s Manageme	ent						1911	ICO
* E	Sel	ect Document						RAMCO OU-I	Ramco Role 🔻 📿 🛱 🎸	? 🗔
E Filt	er 🔍	Search								
Pendi	ng Alloci	ation 20	Under Allocation	0	Under Processing	0	Error	1		
Sea	rch Res	ults								
		1 - 12/18 🕨 🕨	7 7		人世日	1 🛛 🖹	C 🗙 🐺 🗄	= 010 14 % All	 Search 	Q
#		Allocation Type	Allocation #		Doc. Type	Doc. #		Doc. Date	Supplier #	Sup
1					Supplier Delivery Charges	DC-000	069-2020	2020/Oct/15	00000	Sup
2					Supplier Delivery Charges	DC-000	053-2020	2020/Aug/24	00000	Sup
3					Supplier Delivery Charges	DC-000	047-2020	2020/Jul/28	00000	Sup
4					Supplier Delivery Charges	DC-000	046-2020	2020/Jul/27	00198	Sup
5					Supplier Delivery Charges	DC-000	043-2020	2020/Jul/23	00000	Sup
6					Supplier Delivery Charges	DC-000	042-2020	2020/Jul/23	00000	Sup
7					Supplier Delivery Charges	DC-000	034-2020	2020/Jun/01	00198	Sup
8					Supplier Delivery Charges	DC-000	033-2020	2020/May/29	00000	Sup
9					Supplier Delivery Charges	DC-000	032-2020	2020/May/29	00000	Sup
10					Supplier Delivery Charges	DC-000	030-2020	2020/May/21	00000	Sup
11					Supplier Delivery Charges	DC-000	029-2020	2020/May/21	00000	Sup
12					Supplier Delivery Charges	DC-000	028-2020	2020/May/20	00000	Sup
		4								

Figure 2.5 Selecting Document in Manage Allocation of Charges

- 1. Select the Manage Allocation of Charges activity in the Supplier Order Based Invoice component. The Select Document page appears. See Figure 2.51.
- Filter 2. Specify the Delivery Charge Invoice for which allocation needs to be created using the section.
 - Pending Allocation Displays the count of all the delivery charge Invoices with Allocation Status as 'Pending Allocation'.
 - Under Allocation Displays the count of all the Allocation # that is under review and not yet confirmed.
 - Under Processing Displays the count of all the Allocation # that is confirmed and is in the process for generating the Journal Vouchers/ Stock Correction are displayed in this card.
 - Error Displays the count of all the Allocation # for which Journal Vouchers were not generated due to some error.
- Search 3. Specify the Delivery Charge Invoice using section.
- 4. Select the Delivery Charge Invoice from the Search Results multiline.
- 5. Select the Manage Allocation Charges link at the bottom of the page to Create Allocation #/ Modify or Review existing Allocation #.
- 6. Select the Confirm pushbutton to confirm the modified allocation and update the allocation status of the selected items in the multiline from "Pending Allocation" or "Under Allocation" to "Under Processing".

Managing Allocation Charges

This screen displays the system calculated allocation of delivery charges and the billability saved for the customer order in Proposed Allocation and Sys. Billable fields. The user can modify the Actual Allocation within Way Bill # such that the total allocation amount matches with the delivery charges for each Way Bill # as given in Delivery Charge Invoice. The billability can also be modified.

1. Select the Manage Allocation of Charges link at the bottom of the Select Document screen. The Manage Allocation of Charges page appears. See Figure 2.5.



*		Ma	nage Allo	cation of Char	jes						RAMCO	O OU-Ramco Role	▼ 2¢	₽₽	+	? 🗔
- 1	Ooc. 1	Enform Allo	ation cation Type			Allocati	on #					Allocation Status	Pending	Allocation		
		F	Doc. Type inance Book	Supplier Delivery C AVEOS	narges Invoice	Do Supplier # / N	oc. # DC-00002 lame 00000	8-2020 / Su	oplier 2			Currency Doc. Amount	USD 102.50			
-	lloca	ation I	nformation													
	•		1 - 1/1	• + 🗆 🖗	🕸 🖉 🍸 🤉	1	人口回	1	× C 🛛	¥ 🗰 💷 👎	% All		▼ Se	arch		Q
#			Ln. #	Way Bill #	Amount	Customer Order #	Order Type	Order #	Order Type		Order #	Part #	Serial #	Mfr. Lot #		Qty.
1									Customer Order	-						
2										×						
			4													k
	Cor	mments	5			User Defined Detail -	3		•	User Def	ìned Detail ·	- 4				,
F	econ	nmend	Billability				Save						С	onfirm		

Figure 2.6 Create Delivery Charges Invoice

In the Doc. Information section,

1. The Allocation Type and Allocation Status of the Delivery Charge Invoice are displayed.

In the Allocation Information section,

- 2. Specify the Order type of the way bill # in the Delivery Charges Invoice. The system lists the following values:
 - Customer Order
 - Loan Order
 - Part Sale Order
 - Purchase Order
 - Rental Order
 - Repair Order
- 3. Specify the **Cost Entity** of the way bill # in the Delivery Charges Invoice.
- 4. Enter the Actual Allocation amount for the Way Bill # Order # Part # Serial #/Mfr. Lot # Cost Entity combination.
- 5. **Ship. Ref. Doc. # Avbl.?** Indicates whether the shipment reference document in Delivery Charge Invoice for the corresponding Way Bill # is available or not.
- 6. The system displays INCO Term applicable/agreed with the customer for the customer/Sale Contract/Address ID.
- 7. Enter the modification Remarks and Remarks pertaining to the Allocation #.
- 8. Click the Recommended Billability pushbutton to recommend Billability for the selected Line #.
- 9. Click the Save pushbutton to generate the Allocation #.
- 10. Click the **Confirm** pushbutton to confirm the modified allocation.
 - Mote: The status of the Allocation # will be changed as 'Under Processing'.



2.1.4 MATCH INVOICE

*		Match Invoice				Ramco Role - RAMCO OU	ee e 1	2	3 4	▶ ≫ 1	/4 🕮 📰		+ 5
		Invoice	# SI-000767-2015		Invoice	Date 10-Sep-2015					Status AutoMatc	h Failed	
		Supplier	# 800228		Supplier I	Name Supplier 112				Finance	e Book AVEOS		
		Curren	icy CAD		Exchange	Rate 1.0000000							
		Supplier Invoice Amou	int 250.00		Total Proposed Am	nount 500.00				Total Invoice A	mount 250.00		
	Total Unmatched Amount 245.00 Maximum					e(%) 49.49			For	cematch Tolerand	ce(%) 200.00		
	raių	1 - 2 / 2 • •	+ 0 T T				ii ∞ ¢		· III	All		v	
#	10	Order #	Receipt #	Entity	Part/T/C/D	Part/T/C/D #	Variant #		Descript	tion	Invoice Quan	tity	
1		APO00302315	GI-010130-2015	POCOST	Part	PLMATIS1PART001			PL MAT	IS1 PART			1.0
2	E	APO00302315	GI-010130-2015	POCOST	Part	PLMATSTOPART001			PL MAT	STO PART			1.0
3	E												
		•											
	Varia	ice Information											
		Variance Accounti	ng	•	Hold Invoice for Pay	ment				Re	emarks		
					1	Match Invoice							
View	Invoi	e		At	tach notes			View	/ Release S	lip			
View	w Purchase Order View Repair Order							View	/ Loan Ord	er			
Acco	unting	Information		a	eate Adjustment			Rec	ord Addl. (charges on CO-Se	ervices		
			Created by	DATASETUPUSER					Created D	ate 10-Sep-201	5		

Figure 2.7 Match Order Based Invoice

- 1. Select Match Invoice link under the Supplier Order Based Invoice business component. The "Select Invoice" page appears.
- 2. Enter the **Invoice** # directly and select the **Match Invoice** link provided alongside or click the **Search** pushbutton and select the hyperlinked Invoice # in the multiline. The **Match Invoice** page appears. *See Figure 2.6*.
- 3. The system displays Invoice #, Invoice Date, Status, Supplier #, Supplier Name, Finance Book, Currency, Exchange Rate, Supplier Invoice Amount, Total Proposed Amount, Total Invoice Amount, Unmatched Amount and Force match Tolerance.
 - Note: If the category of the invoice is "Order Based", the system retrieves all the invoices that are in the "Matched" status.

In the Part/T/C/D Information multiline:

4. The system displays Order #, Receipt #, Part/T/C/D, Part/T/C/D #, Variant #, Description, Invoice Quantity, Invoice Rate, Invoice Amount, Proposed Quantity, Proposed Rate, Proposed Amount, Variance Amount, Variance % and Remarks.

In the Variance Information group box:

- 5. Use the drop-down list box to select the type of account to which the variance amount is to be accounted as "Expense Off" or "Supplier Receivable".
- 6. Use the drop down list box to select the **Hold Invoice for Payment** as "Yes" or "No" to specify whether the invoice must be held for payment.
- 7. View the invoice and click the **Match Invoice** pushbutton to match the invoice.



2.1.5 AUTHORIZE INVOICE

*	D	Select Invoice										Ram	ico Role - RAMC	:0 00	7		ţ	+	?	[ā [
	Sear	Invoice Type	Order Bas Order Bas	ed Invoice sed Invoice		-	Invoice #	•												
_		Invoice Category	Purchase	Order 💌			Finance Book	AVEOS 🔻					Supplier Invoi	ce #						7
		Supplier # From					То						Supplier N	lame						i I
		Order # From					То						Create	d by						ī l
		Total Invoice Amount From					То						Payment Pri	ority	All	-				
		Invoice # From					То						Cum	ency	All *	Ŧ				
		Invoice Date From			1000		To								Sea	rch				
	Sear	th Results		τ.				<u>له</u>	5 x x	: i c			All			Ŧ				Q
#		Invoice #		Invoice Date		Currency	Total Invoice Amou	nt		Order #				Sup	pplier #				5	uppli
1	E	SI-000682-2015		15-Jul-2015		CAD			0.00	APO003	11715			001	198				S	upplie
2	E	SI-000791-2015		05-Oct-2015		CAD			5120.00	APO0033	22315			000	060				S	upplie
3	E	SI-000792-2015		05-Oct-2015		CAD			5120.00	APO0033	22315			000	J60				S	upplie
		•																		•
Unio	od Dr	scumente				View Accorda	Authori:	ze Invoice												
Auth	au Do	Invoice				Authorize Deliv	very Charges Invoice													

Figure 2.1 Authorize Invoice

1. Select Authorize Invoice activity under the Supplier Order Based Invoice business component. The Select Invoice page appears. See Figure 2.1.

In the Search Criteria group box:

- 2. Specify the Invoice Type, Invoice Category and Status.
- 3. Enter other search criteria, if required.
- 4. Click the **Search** pushbutton, to retrieve the details in the **Search Results** multiline. Alternatively if you do not know the Invoice #, provide the search criteria and click the **Search** pushbutton to get the invoice details in the multiline
 - Note: If the category of the invoice is "Order Based", the system retrieves all the invoices that are in the "Matched" status.
- 5. Click the check box to select the row and click the **Authorize Invoice** pushbutton to put the invoice on hold. If you want to view and or edit the invoice before authorizing:
- 6. Select the **Invoice #** and select the **Authorize Invoice** link at the bottom of the page to authorize the service invoice. The **Maintain Invoice** page appears.
- 7. View the authorize invoice and click the **Save & Authorize Invoice** pushbutton to authorize the Order Based Invoice.
 - Note: The computation of Total value tax will be based on the set option 'Application of Default Tax Key in Supplier Order Invoice' set in the Set Finance Parameter screen of the OU Parameter Setup business component.

2.1.6 REVERSE INVOICE

★ 🗎 Reverse Invoice		Ramco Role - RAMCO OU 🤘 🕴 1	2 3 4 5 🕨 1 /66 🎞	
Reversal Document # Reversal Date	07-Dec-2011	Numbering Type RSI Invoice # SI-000030-2011	Status Invoice Date	Authorized 07-Dec-2011
Supplier # Finance Book	800782 AVE	Supplier Name Supplier 171 Reason Code Incorrect 💌	Total Invoice Amount Reversal Comments	14.00
		Reverse Invoice		
Accounting Information Attach notes		View Invoice	View Delivery Charges Invoice	

Figure 2.2 Reverse Invoice

1. Select the **Reverse Invoice** link under the **Supplier Order Based Invoice** business component. The **Select Invoice** page appears.

In the Search Criteria group box:

- 2. Specify the Invoice Type and Invoice Category.
- 3. Enter other search criteria, if required.
- 4. Click the **Search** pushbutton, to retrieve the details in the Search Results multiline. Alternatively, if you do not know the Invoice *#*, provide the search criteria and click the Search pushbutton to get the invoice details in the multiline.
 - Note: If the category of the invoice is "Order Based", the system retrieves all the invoices that are in the "Matched" status.
- 5. Click the hyperlinked **Invoice #** in the multiline to reverse the status of the invoice. The status of the invoice is updated as "Reversed". If you want to view and or edit the invoice before reversing:
- 6. Select the hyperlinked **Invoice #** in the multiline and select the "Reverse Invoice" link provided alongside the Invoice # field to reverse the status of an invoice. The **Reverse Invoice** page appears. *See Figure 2.2*.
- 7. View the invoice and click the **Reverse Invoice** pushbutton to reverse the status of the Order Based Invoice.
 - Note: Invoices having Tax Adjustment Journal in "Authorized" status cannot be reversed.

2.1.7 HOLD / RELEASE SUPPLIER ORDER BASED INVOICE

*	D	Hold / Release In	voice									ł	Ramco R	ole - RAMCO OU	",		+	?	[ō
	earcl	1 Criteria																	
		Invoice Type	Delivery Charges Invoice	Ŧ	Invoice Categ	ory	Ref. Doc. Ba	ased	•					Status	All			Ŧ	
		Supplier # From				То							Su	pplier Invoice #					
	Т	otal Invoice Amount From				То								Finance Book	AVEO	\mathbf{T}			
		Invoice # From				То								Currency	All	Ŧ			
		Invoice Date From				То								Payment Priority	All	•			
		Supplier Name			Created	by									Sea	rch	2		
	earcl	1 - 5 / 5 🕨 🕨	+ 🗇 🌣 🏹 Tx				<u> </u>	XZ	₿ X4	e	ļļ.	÷ 10	All			Ŧ			Q
#		Invoice #	Status		Invoice Date	Currei	су	Total In	nvoice An	nount				Supplier #			Suppl	ier Nar	ne
1		DC-000043-2015	Authorized		19-Feb-2016	CAD							55.00	00198			Suppl	ier 12	
2		DC-000047-2015	Authorized		25-Feb-2016	CAD							360.00	00198			Suppl	er 12	
3		DC-000057-2015	Authorized		01-Mar-2016	CAD							100.00	00198			Suppl	er 12	
4		DC-000065-2015	Authorized		03-Mar-2016	CAD							250.00	00000			Suppl	ier 2	
5		DC-000066-2015	Authorized		03-Mar-2016	CAD							27.00	00000			Suppl	ler 2	
		4		_															Þ
			Hold Invoice									Releas	e Invoic	e					
View	(nvoid	e		Vi	ew Delivery Charges invoice														

Figure 2.3 Hold / Release supplier order based invoice

1. Select Hold / Release Invoice link under the Supplier Order Based Invoice business component. The Hold / Release Invoice page appears. See Figure 2.3.

In the Search Criteria group box:

- 2. Specify the Invoice Type, Invoice Category and Status.
- 3. Enter other search criteria, if required.
- 4. Click the Search pushbutton, to retrieve the details in the Search Results multiline.
- 5. Enter the **Reason Code** and **Remarks for Hold** pertaining to the invoice in the multiline.
- 6. Click the Hold Invoice pushbutton to put the invoice on hold.

- Note: You can hold invoices that are in "Authorized", "Requested" or "Partly Paid" status. Invoices that are in "Requested" or "Partly Paid" status must not have requested amount equal to its total invoice amount.
- 7. Click the **Release Invoice** pushbutton to release the invoice that is in the held status.

2.1.8 CREATING PAYMENT VOUCHER FOR CREDIT DOCUMENTS OF SAME CURRENCY

★ 🗎 Create Pay Batch					Ra	mco Role - RAMCO OU	7\$		+	<u></u> ? [\$ K
Pay Batch # Request Date	17-Nov-2016	Pay Batch Numbering	g Type F Book A	PB V AVEOS V	Vo	Status ucher Numbering Type	PV 💌				
Search Criteria											
Pay Group # P		Apply Pay Group									
Document Type	All	Billin	ng Point	RAMCOOU 🔻		Priority	All	•			
Pay Mode	All	Document	Currency	CAD 🔻		Finance Book	AVE	Ŧ			
Supplier Group From			To								
Supplier # From			То			Sort by	Amount	1		Ŧ	
Supplier Name		Supplier Doct	ument #		F	orward Cover Applicable	No 🔻	,			
Pay To Supplier # From			То								
Amount From	tab.		То								
Due Date From			То								
Discount Date From			То				Get [Document	5		
Search Results											_
•• • 1 - 10 / 332 > >>	+-0*0*	Tx			₽ ≈ 00	All		•			Q
# Credit Document #	Credit Document	Currency	Present	t Outstanding Amount		Transaction Amount			Due Da	te	
1 🖾 SI-000864-2016	CAD				1.34			1.34	02-Mar-	2016	
2 SI-000935-2016	CAD				1.42			1.42	12-May-	2016	
3 SI-001024-2016	CAD				2.18			2.18	19-Nov-	2016	
4 SI-001028-2016	CAD				2.18			2.18	19-Nov-	2016	
5 SI-000863-2016	CAD	N			3.35			3.35	02-Mar-	2016	
5 SI-001000-2016	CAD	h2'			7.52			0.02	20-0CL-	2010	
8 DC-000070-2015	CAD				10.00			10.00	07-May-	2015	
9 SI-000985-2016	CAD				10.00			10.00	13-Jul-2	016	
10 SI-000936-2016	CAD				10.60			10.60	04-May-	2016	
4											+
Recompute Discount/Penalty											
Total Pay Amount (Tran)		Total Pay Amount ((Base)		То	tal Pay Amount (Bank)					
- Payment Information		rotari aj rino anci	(0000)			can r ay r ano ante (banny					
Pay Date	17-Nov-2016	Pay Curr	rency C	AD 🔻	Pay Curr.	to Bank Exch. Rate			1.0000	0000	
Bank/Cash #	ASB	Bank Curr	rency CA	4D	Bank Cu	III. to Base Exch. Rate	1.000000	00			
Description		Electronic Pay	ment N	0 🔻		Payment Route	Bank 🔻	r			
Payment Mode	•	Payment Release	Point R	AMCOOU 🔻		Priority	Medium	Ŧ			
Pay Charges By	•	Rer	marks								
	·										
Create I	Pay Batch			Create and Authorize Pay Batch	h			Print			
Edit Pay Batch		Accounting Information			Payment Voucl	hers					
Edit Pay Group		Edit Electronic Payment Informa	ation		Attach Notes						
Record Bank Charges		Edit/ View Payee Info.									
Direct Invoice		Expense Invoice			Order Based In	voice					
Delivery Charges Invoice		Item Based Credit Note			Account Based	Credit Note					
Receipt											
	Created by				Created D	ate					
	-,										

Figure 2.4 Create Payment Voucher

- 1. Select "Create Regular Pay Batch" under the Supplier Payment business component.
- 2. The "Create Pay Batch" page appears. See Figure 2.4.
- 3. Select the Numbering Type for the pay batch and payment voucher.
- 4. Select the Document Type as "Order Based Invoice".
- 5. Enter other search criteria, if required.
- 6. Click the Get Documents pushbutton to retrieve document details.
- 7. Select the records (schedules) for which payment are to be made.
 - Note: You can click on the icon in the Attachment column in the multiline to launch the Delete/View Associated Doc. Attachments page to view details of the list of attachments for the corresponding document.

- 8. Specify the Pay Currency, Payment Route ("Bank" or "Cash").
- 9. Specify the Payment Mode ("Cash", "Check", "Credit Card", "Demand Draft", "Direct Debit", "EFT", "Others")
- 10. Specify Pay Charges By (If the Pay Mode is not "Cash").
- 11. Specify the **Priority** for the payment, which could be "High", "Medium" or "Low".
- 12. Click the Create Pay Batch pushbutton to create the pay batch.
- 13. Click the Create and Authorize pushbutton to create and authorize the pay batch / voucher.
 - Note: Ensure that the "Applied WH Tax" amount is the same as the "Proposed WH Tax" amount if the option "Allow Modification of WH Tax" is set as "No" in the "Set Function Defaults" activity of the current business component.
 - Note that for the Payment Modes, if the option "Group Pay vouchers based on Pay To Supplier for pay batch with different Suppliers" is set as Yes, then the system generates separate pay vouchers only for each Pay-To Supplier, Pay Mode and Bank Type (if applicable) combination without considering Supplier.

2.1.9 AUTHORIZE REGULAR PAY BATCH

🗶 🏢 Authori	ize Pay Bat	tch			Ramco					1		L.
	Pay Batch #	PB-000366-2014						Status	Fresh			
F	Request Date	31-Jan-2014	田	1	Finance Book	AVE 💌						
- Search Criteria -			Killi									
 Dat	v Group # O				Apply Pay Group							
		011			Dilling Delet	_		Delevite	Madium	-		
Do	cument Type	All		·	Billing Point	C1D =		Priority	Meulum -			
	Pay Mode		•		Document Currency	CAD 🕈		Finance Book	AVE 🔻			
Supplie	r Group From				10							
Su	pplier # From				То			Sort by	Doc #		•	
S	Supplier Name				Supplier Document #		F	orward Cover Applicable	No 💌			
Pay To Su	pplier # From				To							
	Amount From				То							
D	Jue Date From				То		i		_			
Discou	unt Date From				То			Get Documents				
-Search Results-												
4 4 1 -1/1	1 🕨 🔛 🕒	+ 0 • •	T Tx			人口日又民自	x C I = II	All				
Credit Do	cument #		Credit Documen	t Currency	Pres	ent Outstanding Amount		Transaction Amou	int		Due Date	,
E EXP-0007			uco								01 440 2	
	757-2013		USD				0.0	0		50.00	01-Aug-2	2013
	757-2013		050				0.0	0		50.00	01-Aug-2	2013
:	t/Penalty		050				0.0	0		50.00	01-Aug-2	2013
Recompute Discount	t/Penalty	50.00	050		Total Pay Amount (Base)	30.00	0.0	0 tal Pav Amount (Bank)	50.00	50.00	01-A0 <u>9</u> -2	2013
Recompute Discoun Total Pay / Payment Inform	t/Penalty amount (Tran) ation	50.00	050		Total Pay Amount (Base)	30.00	O.C Te	al Pay Amount (Bank)	50.00	50.00	01-409-2	2013
Recompute Discourt Total Pay / Payment Inform	t/Penalty Amount (Tran) ation Pay Date	50.00 31-Jan-2014			Total Pay Amount (Base) Pay Currency	30.00 ISD V	ο. τα Pay Curr.	tal Pay Amount (Bank) to Bank Exch. Rate	50.00	50.00	1.000000	2013
Recompute Discoun Total Pay / Payment Inform	t/Penalty Amount (Tran) iation Pay Date Bank/Cash #	50.00 31-Jan-2014 BMO USD GENER	AL V	1	Total Pay Amount (Base) Pay Currency Bank Currency U	30.00 /SD ▼ SD	o.c To Pay Curr. Bank Cı	tal Pay Amount (Bank) to Bank Exch. Rate rr. to Base Exch. Rate	50.00	50.00	1.000000	2013
Recompute Discoun Total Pay Payment Inform	t/Penalty Amount (Tran) iation Pay Date Bank/Cash # Description	50.00 31-Jan-2014 BMO USD GENER BMO General USD	AL V	1	Total Pay Amount (Base) Pay Currency Bank Currency Electronic Payment	30.00 ISD V SD	τα Pay Curr Bank Cu	tal Pay Amount (Bank) to Bank Exch. Rate Payment Route	50.00 1.60000000 Bank 💌	50.00	1.000000	013
Recompute Discour Total Pay Payment Inform	t/Penalty Amount (Tran) iation Pay Date Bank/Cash # Description ² ayment Mode	50.00 31-Jan-2014 BMO USD GENER BMO General USD	AL V	1	Total Pay Amount (Base) Pay Currency Bank Currency Electronic Payment Payment (Payment	30.00 ISD • Io •	Ta Pay Curr. Bank Cu	tal Pay Amount (Bank) to Bank Exch. Rate Irr. to Base Exch. Rate Payment Route Priority	50.00 1.60000000 Bank V	50.00	1.000000	013
Recompute Discour Total Pay Payment Inform	t/Penalty Amount (Tran) Iation Pay Date Bank/Cash # Description Joscription a'ayment Mode ay Charges By	50.00 31-Jan-2014 BMO USD GENER BMO General USD]	Total Pay Amount (Base) Pay Currency Bank Currency Electronic Payment Payment Release Point Remarks	80.00 ISD ▼ SD Io ▼ IAAMCOOU ▼	Te Pay Curr. Bank Cu	tal Pay Amount (Bank) to Bank Exch. Rate Irr. to Base Exch. Rate Payment Route Priority	50.00 1.60000000 Bank V High V	50.00	1.000000	013
2 Recompute Discourr Total Pay Payment Inform I P	t/Penalty Amount (Tran) iation Pay Date Bank/Cash # Description Payment Mode ay Charges By isitt Pay Batch	50.00 31-Jan-2014 BMO USD GENER BMO General USD	AL V]	Total Pay Amount (Base) Pay Currency Bank Currency Electronic Payment Payment Release Point Remarks Edit and Authorize	S0.00 SD V SD V AMCOOU V Pay Batch	To Pay Curr. Bank Q	al Pay Amount (Bank) to Bank Exch. Rate Payment Route Priority Ret	50.00 1.60000000 Bank ♥ High ♥	50.00	1.000000	0013
Recompute Discour Total Pay Payment Inform	t/Penalty Amount (Tran) iation Pay Date Bank/Cash # Description Payment Mode Iay Charges By iatt Pay Batch	50.00 31-Jan-2014 BMO USD GENER BMO General USD	AL V	1	Total Pay Amount (Base) Pay Currency Bank Currency Electronic Payment Payment Release Point Remarks Edit and Authorize	S0.00 VSD V SD Ko V Pay Batch	To Pay Curr. Bank Q	tal Pay Amount (Bank) to Bank Exch. Rate Irr. to Base Exch. Rate Payment Route Priority Ret	50.00 1.60000000 Bank V High V	50.00	1.000000	013
Recompute Discour Total Pay Payment Inform	t/Penalty Amount (Tran) hation Pay Date Bank/Cash ≠ Description Payment Mode 'ay Charges By idit Pay Batch	50.00 31-Jan-2014 BMO USD GENER BMO General USD	AL V	Accounting	Total Pay Amount (Base) Pay Currency Electronic Payment Payment Release Point Remarks Edit and Authorize Information	30.00 ISD V SD V AMCOOU V Pay Batch	Payment Vouc	al Pay Amount (Bank) to Bank Exch. Rate Irr. to Base Exch. Rate Payment Route Priority Ret	50.00 1.60000000 Bank V High V	50.00	1.000000	013
2 Recompute Discour Total Pay Payment Inform	t/Penalty Amount (Tran) Iation Pay Date Bank/Cash ≠ Description 2ayment Mode 'ay Charges By Edit Pay Batch t Information	50.00 31-Jan-2014 BMO USD GENER BMO General USD		Accounting Record Ban	Total Pay Amount (Base) Pay Currency Bank Currency Electronic Payment Payment Release Point Remarks Edit and Authorize Information k Charges	30.00 JSD V SD Io V LAMCOOU V Pay Batch	Payment Vouc Edit/ View Pay	tal Pay Amount (Bank) to Bank Exch. Rate Irr. to Base Exch. Rate Payment Route Priority Ret hers se Info.	50.00 1.60000000 Bank V High V urn Pay Batcl	50.00	1.000000	0013
2 Recompute Discoun Total Pay / Payment Inform dit Pay Group dit Pay Group rect Invoice	t/Penalty Amount (Tran) lation Pay Date Bank/Cash # Description 2ayment Mode 'ay Charges By Edit Pay Batch t Information	50.00 31-Jan-2014 BMO USD GENER BMO General USD		Accounting Record Ban Exgense In	Total Pay Amount (Base) Pay Currency Bank Currency Electronic Payment Payment Release Point Remarks Edit and Authorize Information k Charges voice	30.00 ISD V SD IAMCOOU V Pay Batch	Payment Vouc Edit/ View Pay	tal Pay Amount (Bank) to Bank Exch. Rate Payment Route Priority Ret ters ae Info.	50.00 1.60000000 Bank V High V urn Pay Batcl	50.00]	1.000000	0013
2 Recompute Discoun Total Pay Payment Inform f dit Pay Group dit Electronic Payment irrect Invoice	t/Penalty Amount (Tran) nation Pay Date Bank/Cash # Description Payment Mode vay Charges By Edit Pay Batch t Information	50.00 31-Jan-2014 BMO USD GENER BMO General USD		Accounting Record Ban Expense Inv Item Based	Total Pay Amount (Base) Pay Currency Bank Currency Electronic Payment Payment Release Point Remarks Edit and Authorize Information k Charges voice Credit Note	30.00 ISD V SD IAMCOOU V Pay Batch	Payment Vouc Edit/ View Pay Order Based In Account Based	tal Pay Amount (Bank) to Bank Exch. Rate Payment Route Priority Ret ters ee Info. voice Credit Note	50.00 1.60000000 Bank V High V urn Pay Batcl	50.00	1.000000	013
Recompute Discours Total Pay / Payment Inform dit Pay Group dit Electronic Payment irrect Invoice relevery Charges Invoice exeipt	t/Penalty Amount (Tran) hation Pay Date Bank/Cah # Description Payment Mode tay Charges By Edit Pay Batch t Information e	50.00 31-Jan-2014 BMO USD GENER BMO General USD		Accounting Record Ban Expense In Item Based Attach Note	Total Pay Amount (Base) Pay Currency Bank Currency Electronic Payment Payment Release Point Remarks Edit and Authorize Information k Charges voice Credit Note s	30.00 ISD V SD V AMCOOU V Pay Batch	Payment Voucl Edit View Pay Order Based In Account Based	al Pay Amount (Bank) to Bank Exch. Rate rrr. to Base Exch. Rate Payment Route Priority Ret ners se Info. voice Credit Note	50.00 1.60000000 Bank V High V urn Pay Batcl	50.00	1.000000	013
Recompute Discour Total Pay / Payment Inform dit Pay Group dit Electronic Payment irrect Invoice eleivery Charges Invoice	t/Penalty Amount (Tran) lation Pay Date Bank/Cash ≠ Description 2ayment Mode 'ay Charges By Edit Pay Batch t Information e	50.00 31-Jan-2014 BMO USD GENER BMO General USD 		Accounting Record Ban Expense Inv Item Based Attach Note	Total Pay Amount (Base) Pay Currency Bank Currency Electronic Payment Payment Release Point Remarks Edit and Authorize Information k Charges voice Credit Note s	30.00 ISD • SD Io • IAMCOOU * Pay Batch	Payment Vouc Edit/ View Pay Order Based In Account Based	al Pay Amount (Bank) to Bank Exch. Rate priority Ret Priority Ret ters ee Info. voice Credit Note ate 31-Jan-2014	50.00 1.60000000 Bank V High V Hig	50.00	1.000000	013
2 Recompute Discoun Total Pay Payment Inform I I I I I I I I I I I I I I I I I I I	t/Penalty Amount (Tran) lation Pay Date Bank/Cash # Description 2ayment Mode 'ay Charges By Edit Pay Batch t Information e	50.00 31-Jan-2014 BMO USD GENER BMO General USD Created b	AL V MUSER	Accounting Record Ban Expense Im Item Based Attach Note	Total Pay Amount (Base) Pay Currency Bank Currency Electronic Payment Payment Release Point Remarks Edit and Authorize Information k Charges Volce Credit Note ss	30.00 ISD V SD IAMCOOU V Pay Batch	Payment Vouci Edit/ View Pay Order Based In Account Based Last Modified D	tal Pay Amount (Bank) to Bank Exch. Rate priority Priority Ret ers ee Info. voice Credit Note ate 31-Jan-2014	50.00 1.60000000 Bank V High V urn Pay Batcl	50.00	1.000000	0013

Figure 2.5 Authorize Regular Pay Batch

- 1. Enter the **Pay Batch #** or retrieve the same using the search criteria. Launch the page "Authorize Pay Batch". *See Figure 2.5.*
- 2. Modify the pay batch details if necessary.
 - Note: You can click on the icon in the **Attachment** column in the multiline to launch the **Delete/View Associated Doc. Attachments** page to view details of the list of attachments for the corresponding document.

- 3. Click the Edit and Authorize Pay Batch pushbutton.
- 4. The pay batch turns into "Authorized" status.

2.1.10 REVERSING VOUCHER

★ 🗎 Reverse Pay Vouc	her	Ramco R	ole - RAMCO OU 📢 4 1 2	3 4 5	>>> 2 /487	74	1	+	?	[ø]	ĸ
											_
Voucher #	PV-000054-2012				Statu	s Requested	i i				
Request Date	08-Jun-2012	Finance Book	AVE								
Reversal Date	08-Jun-2012	Reason Code	Incorrect 🔹		Remarks for Reverse	1					
Payment Information											-
Pay To Supplier #	36361	Pay to Supplier Name	Supplier 109								
Payment Route	Bank	Bank/Cash #	BMO CAD GENERAL		Payment Mod	e Check					
Pay Currency	CAD	Pay Amount	2545.00		Pay Dat	e 08-Jun-20	12				
		Revers	e Voucher								_
Accounting Information		View Voucher (DH)		Attach Notes							
	Created by DMUSER			Created Da	te 08-Jun-2012						
	Last Modified by			Last Modified Da	te						

Figure 2.6 Reversing supplier payment voucher

- Select the Voucher Type as "Payment Voucher" or "Prepayment Voucher" and retrieve the vouchers in the Select Pay Voucher page. Select the voucher in the multiline and click the Reverse Pay Voucher or Reverse Prepayment Voucher link. The "Reverse Pay Voucher" page appears. See Figure 2.6.
- 2. Enter the date on which the voucher is reversed, in the Reversal Date field.
- 3. Select the Reason # for reversing the voucher and enter the Remarks for Reversal.
- 4. Click the Reverse Voucher pushbutton to reverse the voucher. The status of the voucher is updated as "Reversed".

2.1.11 HOLD / RELEASE PAY VOUCHER

- 1. Select the **Voucher Type** as "Payment Voucher" or "Prepayment Voucher", and search for the pay vouchers in the **Select Pay Voucher** page.
- 2. Select the pay voucher that is to be held or released, in the multiline and click the Hold/Release Pay Voucher link. The Hold/Release Pay Voucher page appears. *See Figure 2.7.*

*	Hold/Release Pay	Voucher		Ramco	Role - RAMCO	OU 📢 🖣 丨	2 3 4	5 🕨 🗰	3 /500	7\$		≓ ←	?	Ľ¢	K
	Voucher Information														
	Voucher #	PV-000055-2012							Status	Request	ed				
	Pay Batch #	PB-000043-2012		Finance Book	AVE										
	Request Date	08-Jun-2012	G	Pay Date	08-Jun-2012										
-	Payment Information														
	Pay To Supplier #	00000		Supplier Name	Supplier 2			Payment Rel	ease Point	RAMCO	DU				
	Payment Route	Bank		Bank/Cash #	BMO CAD CHE	QUE		Paym	nent Mode	Check					
	Pay Currency	CAD	т	otal Pay Amount (Pay)	1130.00			Pay C	harges By						
	Credit Documents														
44	€ 1 -1/1 → → ▼	r Ta			人口		II	All			Ŧ			ρ	
#	Credit Document #	Due Date	Credit Document	Currency		Credit Doc Amount		Proposed D	Viscount			Applied	Discou	Int	
1	EXP-000039-2012	17-Jun-2012	CAD				1130.0	0			0.00				
	€													•	
	Reason Code	Hold 💌		Remarks for Hold											
Н	old Voucher			Relea	se Voucher										
Acco	unting Information		Attach Notes				Edit Electro	nic Payment Info	ormation						
		Created by DMUSER					Creater	Date 08-Jun-2	2012						
		Last Modified by					Last Modified	Date 17-Nov-	2016						

Figure 2.7 Hold / Release supplier payment voucher

- 3. Select the Reason # for holding or releasing the pay voucher
- 4. Enter the **Remarks for Hold** regarding the necessity to put the pay voucher on hold.

- 5. Click the **Hold Voucher** pushbutton to put the voucher on hold. The status of the payment voucher is updated as "Held".
- 6. Click the **Release Voucher** pushbutton to release the voucher.

2.1.12 MISCELLANEOUS PAYMENTS WITHOUT INVOLVING SUPPLIER

This section deals with the miscellaneous payments or sundry payments. Sundry payments refer to payments for which a previous liability does not exist. Payments of miscellaneous expenses, statutory charges, sundry advances are typical examples of sundry payments.

Create Voucher

*	Create Voucher				Ramco Role - RAMCO OL	고 등 다 수	? 🗟 🛛
	Voucher Information						
	Voucher #		Payment Category	Sundry Payment	Status		
	Request Date	17-Nov-2016	Finance Book	AVEOS 🔻	Numbering Type	SPV 💌	
-	Payment Information						
	Payee		Pay Date	17-Nov-2016 🛗	Electronic Payment	No 💌	
	Pay Currency	CAD 🔻	Exchange Rate	1.0000000	Pay Amount		
	Payment Method	Regular 💌	Payment Route	Bank 💌	Payment Mode	Check 💌	
	Bank/Cash #	ASB 💌	Description	Code	Payment Release Point	RAMCOOU 🔻	
	Instrument Charges	•	Priority	Medium 💌	Ref. Doc. #		
	Remarks						
	Inter-Bank Transfer Details						
	Transferee FB	v	Transferee Bank Code	•			
	Accounting Information						
44	[No records to display])	T T		All 🗤 👾 💷	•	Q
#	🖾 Usage ID 🔎	Account # 🔎	Currency 4	Amount	Dr/Cr Base Amount	Asset Proposal # 🔎	
1			CAD 🗸		Dr 🗸		
	4						•
C	ompute						
	Base Credit Amount		Base Debit Amount				
	Create Vo	bucher		Create and Authorize Vouche	r	Print	
Pay	ee Information		Edit Voucher		Attach Notes		
Rec	ord Bank Charges		Edit/ View Payee Info.				
Acc	ounting Information						
		Created by			Created Date		

Figure 2.8 Create Sundry Voucher

- 1. The Create Voucher screen is launched. See Figure 2.8.
- 2. Enter the **Voucher #** if the wish to generate the invoice number manually. Otherwise select the **Numbering Type** for automatic generation of the voucher number.
- 3. Select Payment Category as "Sundry Payment" or "Inter Bank Transfer".
- 4. Enter the date on which the payment voucher is raised in the **Requested Date** field.
- 5. Enter the Payment Information.

In the Inter-Bank Details group box,

- 6. Use the **Transferee FB** drop-down list box to select the finance book to which you want to post the sundry payment.
- 7. Use the **Transferee Bank Code** drop-down list box to select the bank into which the sundry payment must be made.
- 8. Enter **Pay to Transferee Bank Exch. Rate** to indicate the exchange rate between Pay currency and Transferee Bank currency for the exchange rate type for liability settlement as defined in the Set Parameters Payables activity of OU Parameter Setup.

In the Accounting Information multiline,

- 9. Enter the description of the account number(s) to which this voucher is to be debited or credited in a finance book, in the **Usage ID** field.
- 10. Enter the **Account #** in which the payment voucher has to be posted.
- 11. Enter the **Amount** that to be debited or credited in the corresponding account.
- 12. Click the Compute pushbutton to calculate the Base Credit Amount and Base Debit Amount.
- 13. Click the Create Voucher pushbutton to create the sundry payment voucher.
- 14. Click the Create and Authorize Voucher pushbutton to create the sundry payment voucher and authorize it.

Edit Voucher

*	D)	Edit Voucher				Ramco Role - R/	AMCO OU	J 44 4	1 > > 1 /	1 쟈 름 다	← ? 🗔
-	Vouch	er Information									
		Voucher # Request Date	SPV-000087-2015	Payment Categor Finance Boo	y Sundry Payment k AVEOS 💌				Status	Fresh	
-	Paymo	ent Information									
		Payee	00000	Pay Date	06-Nov-2015				Electronic Payment	No 💌	
		Pay Currency	CAD 🔻	Exchange Rate		1.00000	000		Pay Amount		1000.00
		Payment Method	Regular 💌	Payment Route	Bank 💌				Payment Mode	Check 💌	
		Bank/Cash #	ASB 💌	Description	Code				Payment Release Point	RAMCOOU 🔻	
		Instrument Charges	•	Priority	Medium 💌				Ref. Doc. #		
		Remarks									
-	Inter-	Bank Transfer Details —									
		Transferee FB	•	Transferee Bank Cod	e 🔻						
-	Accou	nting Information									
44	•	1 - 1 / 1 🕨 🕨	+ - 0 % ¢ ¢ T T,			K 🖸 🖬 😒	e 4	1 III	All	v	Q
#		Usage ID 🔎	Account # 🔎	Currency	Amount		Dr/Cr	Base	e Amount	Asset Proposal #	ρ
1		515100	515100	CAD 🗸		1000.00	Dr	*	100	0.00	
2				AUD 🗸			Dr	~			
		4									F
C	ompute										
		Base Credit Amount	1000.00	Base Debit Amour	nt 1000.00						
		Edit Voucher		Edit and Authorize Voucher]			D	elete Voucher	Print	
Paye	ee Infor	mation	At	tach Notes			Ac	counting I	Information		
Rec	ord Ban	k Charges	Ed	lit/ View Payee Info.				-			
-			Created by DMUSER					Created	Date 06-Nov-2015		
			Last Modified by				1 20	t Modified	Date		
			and the diffed by				600	ivanicu			

Figure 2.9 Edit Sundry Voucher

- 1. The Edit Voucher screen is launched. See Figure 2.9.
- 2. Retrieve the Voucher to be authorized, with the help of the search criteria.
- 3. If necessary, modify the Voucher Information, Payment Information, Inter-Bank Details and Accounting Information.
- 4. Click the Edit and Authorize Voucher pushbutton to save the modifications and authorize the sundry voucher.
- 5. The voucher turns into "Requested" status.

Authorize Voucher

*		Authorize Vouche	r			Ramco Role - RA	амсо оі	J 44 4	1 > > 1	/1 그루 🖶 🛱	+ ? 🗔 (
-	Vouch	er Information									
_		Voucher #	SPV-000087-2015	Payment Catego	ry Sundry Payment	t			Statu	is Fresh	
		Request Date	06-Nov-2015	Finance Boo	ok AVEOS 💌						
-	Paym	ent Information									
		Payee	00000	Pay Date	06-Nov-2015				Electronic Payment	No 💌	
		Pay Currency	CAD 💌	Exchange Rate		1.00000	0000		Pay Amount		1000.00
		Payment Method	Regular 💌	Payment Route	Bank 💌				Payment Mode	Check 🔻	
		Bank/Cash #	ASB 💌	Description	Code				Payment Release Point	RAMCOOU 🔻	
		Instrument Charges		Priority	Medium 💌				Ref. Doc. #		
		Remarks									
-	Inter	Bank Transfer Details —									
		Transferee FB	Ŧ	Transferee Bank Cod	le 🔻						
		- N									
	Accou	nting information									
44	4	1 - 1 / 1 🕨 👐 -	+ - 0 % ¢ ¢ T T,			x 🛛 🖾 🛪	6 1	•	All	.	Q
#		Usage ID 🔎	Account # P	Currency	Amount		Dr/Cr	Bas	e Amount	Asset Proposal	# P
1		515100	515100	CAD 🗸		1000.00	Dr	~	1	000.00	
2				AUD 🗸			Dr	*			
		4									۱.
Co	mpute										
		Base Credit Amount	1000.00	Base Debit Amour	nt 1000.00						
		Edit Voucher		Edit and Authorize Voucher				R	teturn voucher	Print	
	o Info	mation	٨	tach Notes				counting 1	Information		
Reco	e mio	k Charges	F	dit/ View Pavee Info.			А	counting :	Information		
			L. V								
			Created by DMUSER					Created	Date 06-Nov-2015		
			Last Modified by			La	st Modified	Date			

Figure 2.10 Authorize Sundry Voucher

- 1. Launch the page Authorize Voucher. See Figure 2.10.
- 2. Retrieve the Voucher to be authorized, with the help of the search criteria.
- 3. If necessary, modify the Voucher Information, Payment Information, Inter-Bank Details and Accounting Information.
- 4. Click Edit and Authorize Voucher pushbutton to save the modifications made while authorizing the voucher.
- 5. The voucher turns into "Requested" status.

Reverse Voucher

* 🗎 Reverse Voucher						, X\$	ē (3 ∢	⊢ ?
- Voucher Information									
Voucher #	SPV-000028-2014	Payment Category	Sundry Payment	Status	Requested				
Request Date	04/06/2014	Finance Book	AVEOS						
Payment Information									
Payee	ihj	Pay Date	04/06/2014	Electronic Payment	No				
Bank/Cash/PTT #	BMO CAD BLOCKED	Pay Currency	CAD	Pay Amount	2000000.00				
Payment Method	Regular	Payment Route	Bank	Payment Mode	Check				
Payment Release Point	AVEOSOU	Priority	Medium	Remarks					
Reversal Information									
Reversal Date	04/06/2014 × 🛍	Reason #	Incorrect 💌	Remarks for Reversal					
		Reverse	Voucher						
Accounting Information				Attach Notes					
	Created by DMUSER			Created Date 04/06/2014					
	Last Modified by			Last Modified Date					

Figure 2.11 Reverse Sundry Voucher

- 1. Select the **Payment Category** as "Sundry Payment" or "Inter Bank Transfer" and select the **Voucher #** in the **Select Voucher** page. The **Reverse Voucher** page appears. *See Figure 2.11*
- 2. Enter the date on which the voucher is to be reversed, in the Reversal Date field.
- 3. Select the Reason # for which the payment voucher is being reversed.

ramo

- 4. Enter the Remarks for Reversal.
- 5. Click the **Reverse Voucher** pushbutton to reverse the payment voucher. The status of the voucher is updated as "Reversed".
 - Note: However, when you reverse a voucher of the payment category 'Inter Bank Transfer' associated with finance book, the Sundry Receipt voucher in the Transferee finance book does not get automatically reversed. The voucher reversal must be done manually in the destination finance book.

Hold / Release Sundry Payment Voucher

1. Select the **Payment Category** as "Sundry Payment" and select the "Voucher #" in the **Select Voucher** page. The **Hold / Release Voucher** page appears. *See Figure 2.12.*

*	D,	Hold/Release Vou	cher			Ramco R	tole - RAMCO	0U 44	4	1	2	3	4	5	₩	1	/12	⊐;;		ţ	+	?	to r
	Vouc	her Information																					
		Voucher #	SPV-000083-2015		Payment Cat	egory In	nter Bank Trans	fer								Sta	tus R	Request	ed.				
		Request Date	05-Oct-2015		Finance	Book A	VEOS																
-	Paym	ent Information																					
		Electronic Payment	No		Payment M	ethod R	egular									Prio	rity N	4edium					
		Pay Date	05-Oct-2015		Payment	Route Ba	ank								Payn	nent Mo	de C	heck					
		Pay Currency	CAD		Exchange	Rate 1.	.00000000								Pa	iy Amoi	unt 1	.000.00)				
		Bank/Cash #	ASB		Descr	iption Co	ode									Pa	yee F	HGFGH					
		Instrument Charges		Pa	yment Release	Point R	AMCOOU								R	ef. Doc	#						
		Remarks																					
	Accou	Inting Information																					
44	4	[No records to display]	> >> T Tx				と目の		2	e	Щ.	98	0110	All					Ŧ				Q
#	Us	sage ID	Account #	Cun	rency	Amount				Dr/Cr		Base	Атои	nt				Asset P	roposa	a/ #			
		Base Credit Amount	1000.00		Base Debit Ar	nount 0.	.00																
		Reason #	Incorrect 💌		Remarks for	Hold																	
_			Hold Voucher									Rel	ease	Vouch	er								
Paye	e Info	rmation		Attach Notes																			
Acco	ounting	g Information																					
			Created by DMUSER									Crea	ted D	ate OS	5-Oct-2	2015							
			Last Modified by								Last	Modi	fied D	ate									

Figure 2.12 Hold / Release sundry payment voucher

- 2. Select the Reason # for holding or releasing the voucher.
- 3. Enter the **Remarks** for Hold regarding the necessity to put the voucher on hold.
- 4. Click the Hold Voucher pushbutton to put the voucher on hold. The status of the voucher is updated as "Held".
 - Note: You can hold vouchers that are in "Requested" status.
- 5. Click the **Release Voucher** pushbutton if you wish to release the voucher. The status of the voucher is updated as "Released".

2.1.13 RELEASING PAYMENT FOR PAYMENT VOUCHERS

Release Payment is the process in which the payment is released in the pay modes specified in the payment vouchers. The various pay modes are: Check, Cash, Direct Debit and Demand Draft. In addition to the normal pay modes electronic pay modes are also supported.

Select voucher for payment when Pay Mode is cash

★ 🗎 Pay/Reverse Ca	ash								R	amco Ro	ble - RAMCO OU	7\$		4	+	?	5
Action Transaction Ty Search Criteria	Action Transaction Type Pay Cash Search Criteria																
Voucher # From			То					P	ayment C	ategory	Payment Voucher						•
Voucher Amount From			То							Cash #	CASH001 🔻						
Payee From			То							Priority	All 🔻						
Pay Date From	17-Nov-2016		То	17-Nov-20	16				C	urrency	CAD 💌						
Search Results											Search						
📢 🔳 [No records to display])))) + - (• ▼	Tx		1 1 1	K 🗹	🗎 😒 C	4	H III	All			Ŧ				Q
# 🛛 Voucher #		Priority	Cash #			Pay	Date		Currence	y	Voucher Amount	t			Paye	е	
1																	
1																	•
Compute										Total /	Amount						
	Pay C	ash							R	everse (Cash						
Accounting Information																	

Figure 2.13 Pay/Reverse Cash

- 1. The Pay/Reverse Cash screen appears. See Figure 2.13.
- 2. Select the Transaction Type with "Pay Cash" or "Reverse Cash".
- 3. Enter the Search Criteria in the header.
- 4. Click the **Search** pushbutton.
 - Note: If the "Transaction Type" is "Pay Cash", the system retrieves all the vouchers in "Requested" status. If the "Transaction Type" is "Reverse Cash", the system retrieves all the vouchers in "Paid" status.
- 5. Select the **Voucher #** to be paid, in the multiline.
- 6. Select the **Reason #** for reversing the cash payment.
 - Note: Do not leave the field blank if the transaction type is "Reverse Cash".Leave this field blank if the transaction type is "Pay Cash".
- 7. Enter the **Reversal Date** on which the cash payment is reversed.
 - Note: Do not leave this field blank if the transaction type is "Reverse Cash". Leave this field blank if the transaction type is "Pay Cash".
- 8. Click the **Compute** pushbutton to calculate the total amount to be paid or reversed.
- 9. Click the Pay Cash pushbutton to save the payment details and update the status for the selected voucher.
- 10. Click the Reverse Cash pushbutton to reverse the cash payment done against the voucher.



Select Voucher for making payments through check or direct debit

★ 🗎 Select Voucher			Ramco Ro	ole - RAMCO OU 🛛 🕰		← ?	To K
Search Criteria							_
Payment Route Bank 💌	Bank #	ASB 💌	Pay Mode	Check 💌			
Voucher # From	То		Priority	All 💌			
Voucher Amount From	То		Currency	CAD 💌			
Supplier # From	То		Payment Category	All			•
Payee From	To						
Pay Date From	1 To			Search			
Search Results							
📢 🔹 [No records to display] 🕨 🕨 🝸 🏹			🗟 🛍 📽 💻 💷 🛛 Ali		T		Q
# Voucher # Supplier #	Payee			Priority		Payment	t Cate <u>i</u>
Print Chark	Direct Debit						_

Figure 2.14 Select Payment Voucher for Payment Release

- 1. Select **Release Bank Payment** activity in the **Release Payment** business component, the "**Select Voucher**" screen appears. See Figure 2.14.
- 2. Select the Payment Category with Payment Voucher.
- 3. Enter the search criteria in the header.
- 4. Click the **Search** pushbutton.
- 5. Select the **Voucher No.** in the multiline to be paid.
- 6. Select the Print Check link to go to the Print Check page.
- 7. Select the **Direct Debit** link to go to the "**Direct Debit**" page.

Print Check

The check series for a bank is created in the **Create Check Series** activity. The check series can be created either automatically or manually. The created check series is activated in the **Activate / Inactivate Check Series** activity.

			ee e 1 2 3 4	5 • • 1 /37	≭ = ₽	← ?
	Bank Code BMC) CAD BLOCKED		Currency CAD		
	Check Series Type Aut	omatic		Check Prefix		
	Next Usable Check # 003	7		Single Check No 💌		
		, ⊨ g x		Al	v	Q
Check Date	Check Amount	Check #	Pay Charges	Priority	Payee Address	
05/03/2014	4800.00	0037		Medium		
						>
	Generate Auto Check	Gen	erate Electronic Check			
Remittance	Advice Report		With Holding Tax Certificate			
	Check Date 05/03/2014	Bank Code BMC Check Series Type Aut Next Usable Check # 003 Check Date Check Amount 05/03/2014 4800.00 Generate Auto Check Remittance Advice Report	Bank Code BMO CAD BLOCKED Check Series Type Automatic Next Usable Check # 0037 Check Date Check Amount Check # 05/03/2014 4800.00 0037 Generate Auto Check Gen Remittance Advice Report	Image: Code BMO CAD BLOCKED Check Series Type Automatic: Next Usable Check # 0037 Image: Check Amount Check Date Ofheck Amount Check # Pay Charges 05/03/2014 Generate Auto Check Generate Auto Check Generate Auto Check Generate Auto Check Mith Holding Tax Certificate	Kiiki Kiikiki Kiiki Kiiki Kiiki Kiiki Kiiki Kiiki Kiiki Kiiki Kiiki	Image: Code BMD CAD BLOCKED Currency CAD Check Series Type Automatic Check Prefix Next Usable Check # 0037 Single Check No V Check Date Check Amount Check Date Check Amount

Figure 2.15 Check Printing for the Payment Voucher

- 1. Select the **Print Check** link at the bottom of the **Select Voucher** page. The **Print Check** page appears. See Figure 2.15.
- 2. In the Check Series Information group box, select Check Series # from which the check is printed.
- 3. In the Voucher Information multiline, enter the name of the Payee on whom the check must be printed.
- 4. Specify the Check Date.

- 5. Specify Pay Charges (if any).
- 6. Select the record in the multiline.
- 7. Click the **Issue Manual Check** pushbutton if the check series type is "Manual".

Void Check

- 1. Select Void Check under the Release Payment business component. The Void Check page appears. *See Figure* 2.16.
- 2. Enter the Search Criteria in the header.
- 3. Click the **Search** pushbutton.

★ 🗎 Void Check			Ramco Role - RAMCO OU 👻	고 등 다 ← 1	
Search Criteria					
Check # From	To		Payment Route	Bank 💌	
Check Series # From	To		Bank Code	ASB	•
Check Date From 17-Nov-2016	То	17-Nov-2016	Payee		
Automatic Check Series Automatic 💌				Search	
Search Results					
👯 🛃 [No records to display] 🕨 🕨 🛨 🗇 🕸 😋 🝸 🏹			3 🕸 👭 🗰 💷 🛛 All	Ŧ	Q
# Check # Check Series #	Bank #	Check	Date Currency Check	Amount	Voucher #
1					
4					F
	Voic	I Check			
Accounting Information					

Figure 2.16 Voiding Check

- 4. Enter the **Check #** that you want to declare as void.
- 5. Select the **Reason #** for declaring the check as void.
- 6. Select the **Check #** in the multiline to be declared as void.
- 7. Click the **Void Check** pushbutton to void the selected check.

Direct Debit

★ 🗎 Void Direct Debit			Ramco Role - RAMCO OU 🝷 🚅	ē ⇔ + ?	to K
Search Criteria					
Bank Code ASB Company Reference	•	Payee			
Pay Date From		To 17-Nov-2016	Search		
(4) 4 1 - 1/1 → → + □ ○ ○ ▼ ▼.			all 🗎	v	Q
# Company Reference Bank #	Pay Date	Direct Debit Amount	Voucher #	Void Bank Charges	
1					
2					
4	[•
	Void Dire	ect Debit			
Accounting Information					

Figure 2.17 Direct Debit

- 1. Select the **Direct Debit** link screen is launched. See Figure 2.17.
- 2. Enter the Company Reference issued by the company to be used while advising a direct debit.

3. Click the Pay pushbutton to make direct debit payments.

Record Damaged Check

- 1. Select **Record Damaged Check** under the **Release Payment** business component. The **Release Damaged Check** page appears. *See Figure 2.18*.
- 2. Enter the Search Criteria in the header.
- 3. Click the **Search** pushbutton.

*	D.	Record Damaged Check					Ran	nco Role - RAI	MCO OU 👻 🗄	4 =	₽	+ 1
	Searc	n Criteria										
		Check # From		То				Bank #	ASB		▼	
		Check Series # From		То				Run # 👂				
		Check Date From	÷	То	17-Nov-2016 🛗				Search			
	Check	Details										
		Default Reason # Bank	•									
44	4	1 - 5 / 11 🕨 🗰 🕂 🗇	T Tx			X4 🖡 🖷	III All		Ŧ			Q
#		Check #	Status	Check Type	Check Series #		Bank #			Reason a	#	
1		0003	Printed	Automatic	001		ASB			Bank		
2		0004	Printed	Automatic	001		ASB			Bank		
3		0005	Printed	Automatic	001		ASB			Bank		
4		0006	Printed	Automatic	001		ASB			Bank		
5		0007	Printed	Automatic	001		ASB			Bank		
		4										+
				Record Dan	haged Check							

Figure 2.18 Record Damaged Check

- 4. Enter the code identifying the reason for damage to the check in the **Default Reason #** drop-down list box in the **Check Details** group box.
- 5. Select the Check # in the multiline for which damage has to be recorded.
- 6. Click the Record Damaged Check pushbutton to save the damage details recorded.

Void Direct Debit

★ 🗎 Void Direct Debit					24		- ? 🗔 🗖
- Search Criteria							
Ba	ank Code BMO CAD EFT 💌						
Company Re	eference		Payee				
Pay Da	ate From 11-10-2015		То	31-07-2016			
					Search		
- Search Results							
<pre>(((1 - 1/1))) + ()</pre>	0 0 T T,		<u>ь</u> 1	≞ ♥ X 🛛 🗎 ≫ ♥ 単 ♥ Ⅲ	All	•	Q
# Company Reference	Bank #	Pay Date	Direct Debit Amount	Voucher #	Void Bank Charges		Payee Name
1							~
2 🖻							~
•							۱.
			Void Direct Debit				
Accounting Information							

Figure 2.19 Direct Debit

- 1. The Void Direct Debit screen is launched. See Figure 2.19.
- 2. Enter the **search criteria** in the header.
- 3. Click the **Search** pushbutton.
 - Note: The system retrieves all vouchers that are in the "Paid" status.
- 4. Select the **Voucher #** for which the direct debit is to be declared as void.
- 5. Select the **Reason #** for declaring the direct debit as void.
 - Note: Do not leave this field blank.

- 6. Enter the date on which the direct debit is declared as void, in the Voiding Date field.
 - >> Note: Do not leave the field blank.
- 7. Click the Void Direct Debit pushbutton to void the direct debit.



	Theme. Normal Procurement of Inventory Items. 3				Repates		
S. No	Flow of Events	Primary Actor(s)	Component Name	Activity Name	UI Name		Functional Steps
1	Credit Note from supplier arrives	Accounts Assistant	Supplier Debit Credit	Create Account Based	Create Account Based	1.	Select the Note Type in the header as "Debit".
	in accounts department for Discount on purchase made.		Note	Note.	<u>Note</u>	2.	Enter the supplier code and press the Enter key to get the supplier details such as Supplier name, currency etc.,
						3.	Specify the supplier document details (Not mandatory)
						4.	Enter the account code to which the discount needs to be credited, and enter the amount of discount.
						5.	Enter the reference document details in the same row of the multiline (Not mandatory).
						6.	Execute the compute task to get the total amount for the document.
						7.	Click the "Create Note" task or "Create and Authorize" task to create the debit note in Fresh or Authorized status.
2	Debit Note is received for Authorization	Senior Account / Finance Controller	Supplier Debit Credit Note	Authorize Debit Credit Note	<u>Select Note</u>	1.	Select the Note by specifying the Note details such as Note No., Note Date etc.,
						2.	From the Multiline select the Note that needs to be authorized and authorize the invoice. Alternatively you can click the Authorize Account based note link to view the note and authorize it.

36 | Payables Management

ramco

3	Debit/Credit Note is received for reversal	Accounts Assistant / Senior Accountant / Finance Controller	Supplier Debit Credit Note	Reverse Debit/ Credit Note	Reverse Debit/ Credit Note	1. 2. 3.	Retrieve the debit/credit note by specifying the Note details such as Note No., Note Date etc., Select the note that needs to be reversed, in the multiline. Enter the reversal details such as reversal date and reversal documents number. Click the Reverse Note
							pushbutton to update the status of the debit/credit note as "Reversed".
4	Hold/Release Debit/Credit Note	Senior Accountant / Finance Controller	Supplier Debit Credit Note	Hold / Release Account Based Note	Hold / Release Account Based Note	1.	Select the account based note that needs to be put on hold or released.
						2.	Enter the reason and remarks for holding / releasing the account based note.
						3.	Click the Hold Note or Release Note to hold / release the account based note.
4	Invoice and debit note arrives in accounts	Accounts Assistant	Supplier Balance Adjustment	Create Single Currency Adjustment	Create Single Currency Adjustment	1.	Enter the supplier Code for which adjustment needs to be done.
	department for adjustment. Creating supplier balance adjustment voucher for debit and credit notes of same currency.					2.	Select the debit document type as Account Based Debit Note
						3.	In the debit documents multiline enter the Account Based Debit Note that needs to be adjusted.
						4.	Select the Credit Document Type as "Order Based Invoice" or "Direct Invoice" as the case may be.
						5.	In the Credit document multiline, enter the "Order Based Invoice" or "Direct Invoice" and specify the amount to be adjusted.
						6.	Alternatively if you click the Propose Adjustment task, the system will propose the adjustment amount and then you can create and authorize the voucher.


ſ							1	
	5	Invoice and debit note arrives in accounts	Accounts Assistant	Supplier Balance Adjustment	Create Multi Currency Adjustment	Create Multi Currency Adjustment	1.	Enter the supplier # for which adjustment needs to be done.
		department for adjustment. Creating					2.	Select the debit document type
		supplier balance adjustment voucher for debit and credit notes					3.	In the debit documents multiline enter the Debit Note that needs to be adjusted.
		of different currencies.					4.	Select the Credit Document Type as the case may be.
							5.	In the Credit document multiline, enter the credit documents and specify the amount to be adjusted.
							6.	Alternatively if you click the Propose Adjustment task, the system will propose the adjustment amount and then you can create and authorize the youcher.
	6	Authorize supplier balance adjustment voucher	Senior Accountant / Finance Controller	Supplier Balance Adjustment	Authorize Adjustment Voucher	<u>Authorize</u> <u>Adjustment</u> <u>Voucher</u>	1.	Enter the supplier number and retrieve the adjustment vouchers for authorization.
	6	Authorize supplier balance adjustment voucher	Senior Accountant / Finance Controller	Supplier Balance Adjustment	Authorize Adjustment Voucher	<u>Authorize</u> <u>Adjustment</u> <u>Voucher</u>	1.	Enter the supplier number and retrieve the adjustment vouchers for authorization. Select the adjustment voucher that needs to be authorized and click the Authorize Voucher task to authorize the voucher.
	6	Authorize supplier balance adjustment voucher	Senior Accountant / Finance Controller	Supplier Balance Adjustment	Authorize Adjustment Voucher	<u>Authorize</u> <u>Adjustment</u> <u>Voucher</u>	 1. 2. 3. 	Enter the supplier number and retrieve the adjustment vouchers for authorization. Select the adjustment voucher that needs to be authorized and click the Authorize Voucher task to authorize the voucher. Alternatively click the Return voucher to return the adjustment voucher.
	6	Authorize supplier balance adjustment voucher Reverse supplier balance adjustment	Senior Accountant / Finance Controller Accounts Assistant / Senior	Supplier Balance Adjustment Supplier Balance Adjustment	Authorize Adjustment Voucher Reverse Adjustment Voucher	Authorize Adjustment Voucher	1. 2. 3.	Enter the supplier number and retrieve the adjustment vouchers for authorization. Select the adjustment voucher that needs to be authorized and click the Authorize Voucher task to authorize the voucher. Alternatively click the Return voucher to return the adjustment voucher. Select the adjustment voucher that needs to be reversed.
	6	Authorize supplier balance adjustment voucher Reverse supplier balance adjustment voucher	Senior Accountant / Finance Controller Accounts Assistant / Senior Accountant / Finance Controller	Supplier Balance Adjustment Supplier Balance Adjustment	Authorize Adjustment Voucher Reverse Adjustment Voucher	Authorize Adjustment Voucher	1. 2. 3.	Enter the supplier number and retrieve the adjustment vouchers for authorization. Select the adjustment voucher that needs to be authorized and click the Authorize Voucher task to authorize the voucher. Alternatively click the Return voucher to return the adjustment voucher. Select the adjustment voucher that needs to be reversed. Enter the reason and remarks for reversing the voucher.
	6	Authorize supplier balance adjustment voucher Reverse supplier balance adjustment voucher	Senior Accountant / Finance Controller Accounts Assistant / Senior Accountant / Finance Controller	Supplier Balance Adjustment Supplier Balance Adjustment	Authorize Adjustment Voucher Reverse Adjustment Voucher	Authorize Adjustment Voucher	1. 2. 3. 1. 2. 3.	Enter the supplier number and retrieve the adjustment vouchers for authorization. Select the adjustment voucher that needs to be authorized and click the Authorize Voucher task to authorize the voucher. Alternatively click the Return voucher to return the adjustment voucher. Select the adjustment voucher that needs to be reversed. Enter the reason and remarks for reversing the voucher. Click the Reverse Voucher task to reverse the voucher in "Authorized" status.

2.2 CREATING DEBIT NOTES FOR REBATES

2.2.1 SUPPLIER DEBIT CREDIT NOTES

Debit credit notes are the documents which supplements the terms and conditions specified in invoices. Account based debit notes and credit notes has no mandatory reference to invoices.

2.2.2 CREATE ACCOUNT BASED NOTE

Create Account Based Note	2				그 🖬 🖶	ţ]	- ?	Lo P
- Note Information								
Note #		Note Type	Debit 💌	Status				
Note Date	21-11-2017	Finance Book	AVEOS 🔻	Numbering Type	SAD 🔻			
Company Address Id 👂	1	Company Address	64 Sardar Patel Road, TaramaniCher	1				
Supplier Information								
Supplier Registered At	RAMCOOU 🔻	Supplier # P	00141	Supplier Name	Supplier 8		deals	
Supplier Note #		Supplier Note Amount		Supplier Note Date	21-11-2017			
Address Id P	1	Address						
Currency	CAD	Exchange Rate	1.00000000	Payment Processing Point	-			
Electronic Payment	V	Payment Method	•	Payment Mode	V			
Payment Priority	•	Pay Term 👂		Anchor Date	21-11-2017			
Total Amount		Comments						
Pay Ref. Id	T	Pay Ref. Details		Payment Instructions				
Document Information								_
📢 🖣 [No records to display] 🕨 🕨	• + - 0 % ¢ ¢ T	T _x		🖂 🗎 🍽 🗣 🖷 💷 🗛	T			Q
# 🖻 Account # 🔎	Dr/Cr Tr	ansaction Amount Remarks		Rei	Doc Type			
1	Credit 🗸							
<								>
Compute								
		Courter Martin	1					
		Create Note			Cre	ate and <i>i</i>	uthoriz	e Note
Edit Account Based Note		Payment Schedule			Upload Doc	uments		
View Associated Doc. Attachments								
Note Summary		Accounting Information		Attach Notes				
	Created by			Created Date				

Figure 2.20 Create Account Based Note

- 1. Select the **Create Account Based Note** under the **Supplier Debit Credit Note** business component. The **Create Account Based Note** page appears. *See Figure 2.20*.
- 2. Select the Note Type as "Debit" or "Credit".
 - > Note: When this field is modified, the system lists modified values of all the records in the multiline.
- 3. Enter the Supplier # and press the <Enter> key to get the supplier details.
- 4. Enter the Account #, Transaction Amount, Ref. Doc. # (if any). Destination Finance Book and Destination Account # in the multiline.
 - Note: For inter FB as well as regular supplier debit / credit transactions, the amount affecting the supplier control account, will be recorded in the Finance Book selected in the header.
- 5. Use the lens icon to select the Cost Center code and Analysis Code (if required) in the multiline.
- 6. Click the **Compute** pushbutton to compute the total amount.
- 7. Click the **Create Note** pushbutton or **Create** and **Authorize Note** pushbutton to generate the document in "Fresh" or "Authorized" status.



2.2.3 AUTHORIZE ACCOUNT BASED NOTE

*	D	Select Debit/Credit N	ote									74		ţ	+	? 🗔
	Searc	Note #			Note Type	Debit	•									
		Note Type	All		Note Category	All		•			Finance Book	AVEOS 🔻				
		Note # From			То						Currency	All 🔻				
		Note Date From	1m1 111		То						User Id	DMUSER				
		Note amount From			То					Supplie	r Registered At	RAMCOOU			-	
		Supplier # From			То						Supplier Name					
		Supplier Note #										Search				
-	Searc	h Results														
	4	1 - 5 / 35 🕨 🗰 🝸	Tx					<u>⊁ ⊡ ⊍ x</u>	2 i e	₽ ≈ III	All		Ŧ			Q
#	Ē	Note Type	Note Category	Note #	Note Da	te	Not	e Amount		Currency	Supplier #			Final	nce Bo	ok 🛛
1	E	Debit	Account Based	SAD-000660-2015	16-12-2	015				CAD	00000			AVEC	os	
2		Debit	Item Based	SID-000268-2016	21-01-2	016				USD	00000			AVEC	os	
3		Debit	Item Based	SID-000270-2016	21-01-2	016				USD	00000			AVEC	os	
4		Debit	Item Based	SID-000256-2015	23-10-2	015			250.00	USD	00000			AVEC	os	
5		Debit	Item Based	SID-000249-2014	10-07-2	014			500.00	USD	00000			AVEC)S	
		4														۰.
					Author	ize Note										
Acco	unt Ba	sed Note		Item Based Note												
_																
Acco	unting	Information														
_																

Figure 2.21 Authorize Account Based Credit Note

- 1. Select the Authorize Debit/Credit Note under the Supplier Debit Credit Note business component.
- 2. The Select Debit / Credit Note page appears. See Figure 2.21.
- 3. Enter the Note No. and select the Account Based Note link provided at the bottom of the page.
- 4. View the account based note and click the **Authorize** pushbutton to authorize the note.
- 5. Alternatively if you do not know the **Note No.**, provide the search criteria and click the **Search** pushbutton to get the note details in the multiline.
- 6. Select the **Note No.** to be authorized and click the Authorize pushbutton to authorize the note.

2.2.4 REVERSE ACCOUNT BASED NOTE

★ 🗎 Reverse Debit/Credit	Note			ee e 1 2 3 4 5	▶ ▶ 1 /813	겨 를 다	+	? 🗔	к н
Reversal Document # Reversal Date Reason Code	01-06-2012 節 Hold ▼	Finance Book Reversal Comments	AVEOS		Status Numbering Type	Authorized DNAAC 💌			
Note # Supplier # Total Amount	SAC-000009-2012 00000 3,000.00	Note Type Supplier Name Currency	Credit Supplier 2 USD		Note Category Note Date	Account Based 01-06-2012			
		Rever	se Note						
View Account Based Note		View Item Based Note							
Accounting Information									
	Created by DMUSER Last Modified by DMUSER			Created Date Last Modified Date	01-06-2012 01-06-2012				

Figure 2.22 Reverse Account Based Credit Note

- 1. Select the Note Category as **Account Based** and search for the debit/credit notes in the Select Debit/Credit Note page.
- 2. Select the Note Type or Note # in the multiline. The Reverse Debit/Credit Note page appears. See Figure 2.22.
- 3. Enter the **Reversal Document #**. If this field is left blank, the system generates the reversal document number based on the Numbering Type selected.
- 4. Enter the date on which the reversal document is created, in the Reversal Date field.
- 5. Select the Reason # for reversing the account based note and enter the Reversal Comments.

- 6. Click the **Reverse Note** pushbutton to reverse the debit/credit note. The status of the debit/credit note is updated as "Reversed".
 - Note: The system does not allow the reversal of any debit note created automatically for warranty claims.

2.2.5 HOLD / RELEASE ACCOUNT BASED NOTE

- 1. Select the Note Category as Account Based and search for the account based notes in the Select Debit / Credit Note page.
- 2. Select the note number from the multiline and click the **Account Based Note** link. The **Hold / Release Account Based Note** page appears. See Figure 2.23.

*	Hold/Release Account Based Note	Ramco Role	e - RAMCO OU 📢 🧃 1	2 3 4 5 🕨 1 /473 🗇	4 🖽 🖶	4 1	? 🗔
-	Note Information						
	Note # SAC-000002-2012	Note Type	CREDIT	Status	Authorized		
	Note Date 18-May-2012	Finance Book	AVEOS				
-	Supplier Information						
	Supplier Registered At 2	Supplier #	00000	Supplier Name	Supplier 2		
	Supplier Note # Payment Information	Supplier Note Amount		Supplier Note Date	18-May-2012		
		Exchange Bate	1.01800000	Payment Processing Point	2		
	Electronic Payment No	Payment Method	Regular	Payment Mode	Check		
	Payment Priority Medium	Pay Term	N030D000_00.0	Anchor Date	18-May-2012		
	Total Amount 1400.00	Comments					
-	Notes Details						
44	(4 1 - 1 / 1 → → T T _x			🗎 😋 🐺 🛥 💷 🛛 Ali	Ŧ		Q
#	Account # Dr/Cr	Transaction Amount Re	emarks		Re	f Doc Type	
1	511100 Debit	1400.00					
							,
	Reason Code Incorrect	Remarks for Hold					
-							
		Hold Note	Release Note				
Pay	yment Schedule	Attach Notes					
Not	te Summary	Accounting Information					
_	Created by DMUS	ER		Created Date 18-May-2012			
	Last Modified by DMUS	ER		Last Modified Date 18-May-2012			

Figure 2.23 Hold / Release account based note

- 3. Select the **Reason #** for holding or releasing the debit / credit note.
- 4. Enter the **Remarks for Hold** regarding the necessity to put the debit / credit note on hold.
- 5. Click the **Hold Note** pushbutton, to put the debit / credit note on hold.
- 6. The status of the debit / credit note is updated as "Held".
- 7. Click the **Release Note** pushbutton if you wish to release the debit / credit note.

2.2.6 CREATE SINGLE CURRENCY ADJUSTMENT VOUCHER

You can create the supplier balance adjustment voucher in single currency. Both the debit and the credit document must be of the same currency to do the adjustment. For example, if you have selected two debit documents and three credit documents, the currency column for all the five records must display the same value.



★	Adjustment Voucher			Ramco Role - RAMCO OU 👻 🚅	: 8 0	← ? ि
Voucher Information				Status		
Voucher #	-2016 📾	Einanco Rook	AVEOS T	Numbering Type SA1	-	
Supplier Information	2010	Finance book	AVEOS +	Numbering Type SAS	•	
Supplier # P				Supplier Name		
Currency CAD	r			Adjustment Sequence FIFO) T	
Debit Documents						
📢 📢 [No records to display] 🕟 脉	+ - 0 % 0 C T T,			🖷 💷 🛛 All	•	Q
# 🔲 Document Type	Document # 🔎	Document Date	Document Amount	Unadjusted Amount	Current Ac	ljustment
1 🔲 Item Debit Note	v					
	+ - □ ≠ ♥ & Y Y. Document = ₽	Due Date	L III T X C II X C I	All Currency Exchange Rate	v	ہم Adjustment An
Cradit Decuments						ł
Create Documents					-	0
The Desument Type		Qua Osta		Currency Cychange Rate	•	Adjustment An
Document Type Item Invoice	Document # P	Due Date	Unaujusteu Amount	currency Excitatige Rate		Aujustitient All
Propose Adjustment Adjustment Summary in Debit Doc. C Credit Doc Adjustment Amount	urrency	Discount Allowed	Compute Adjustment	Debit Doc Adjustment Amount		,
	Create Voucher			Create and Authorize Voucher		
Accounting Information						
Direct Invoice	Account Ba	sed Credit Note	Δει	ount Based Debit Note		
Item Based Debit Note	Account Ba Expense In	sed Credit Note voice	Acc	ount Based Debit Note n Based Credit Note		
	Account Ba Expense In Miscellaneo	sed Credit Note voice us Invoice	Acc Ite Orr	ount Based Debit Note n Based Credit Note ler Based Invoice		
Prepayment Voucher	Account Ba Expense In Miscellaneo Receipts	sed Credit Note voice us Invoice	Acc Ite Ore	ount Based Debit Note n Based Credit Note ler Based Invoice		

Figure 2.24 Create Single Currency Adjustment Voucher

- 1. The Create Single Currency Adjustment Voucher page is launched. See Figure 2.24.
- 2. Enter the Supplier Code and get the Supplier Name and default Currency.
- 3. Select the debit documents using the **Document Type** in the **Debit Documents** multiline.
- 4. Enter the Document No. and press the enter key to get the document details.
- 5. Alternatively, you can use the Help On Document page to get the document details.
- 6. Select the Credit documents using the Document Type in the Credit Documents multiline.
- 7. Enter the **Document No** and press the <Enter> key to get the document details.
- 8. Select the documents in both the multiline and click the **Propose Adjustment** pushbutton to get the system proposed adjustment amount.
- Alternatively select the documents in both the multilines and enter the Adjustment Amount and click the Compute Adjustment pushbutton to compute the adjustment amount.
- 10. Select the documents and click the **Create Voucher** pushbutton or **Create** and **Authorize Voucher** pushbutton to create the voucher in "Fresh" or "Authorized" status.

2.2.7 CREATE MULTI CURRENCY ADJUSTMENT VOUCHER

Note: You can create the supplier balance adjustment voucher for multi currency. The debit and the

credit document can be of different currencies to carry out the adjustment.

- 1. The Create Multi Currency Adjustment Voucher page is launched. See Figure 2.25.
- 2. Enter the Supplier # and get the Supplier Name and Debit Document Currency.
- 3. Select the debit documents using the **Document Type** list box in the **Debit Documents** multiline.
- 4. Enter the **Document #** and press the enter key to get the document details.
- 5. Alternatively, you can use the **Help On Document #** page to get the document details.
- 6. Select the Credit documents using the **Document Type** list box in the **Credit Documents** multiline.
- 7. Enter the **Document #** and press the <Enter> key to get the document details.
- 8. Select the documents in both the multiline and click the **Propose Adjustment** pushbutton to get the system proposed adjustment amount.
- 9. Alternatively, select the documents in both the multiline and enter the **Adjustment Amount** and click the **Compute Adjustment** pushbutton to compute the adjustment amount.
 - Note: For single currency transactions, ensure that the sum of the "Current Adjustment Amount" for Credit documents and the sum of the "Adjusted Amount" (Adjustment Amount' - Discount + Charges) for Debit Documents must be equal for the selected records in the multiline.
- 10. Select the documents and click the **Create Voucher** pushbutton or **Create** and **Authorize Voucher** pushbutton to create the voucher in "Fresh" or "Authorized" status.

*	D	Create Multi Currency Adjustmen	nt Voucher				Ramco Role - I	RAMCO OU 👻 🗐		ť1	⊢ ?	[ø]
	Vouch	er Information										
		Voucher #						Status				
		Voucher Date 17-Nov-2016		Finance Book	AVEOS V		Nu		-			
-	Suppl	ier Information		Thatee book			110	inbering type of b				
_		Supplier # 👂					s	upplier Name				
		Currency CAD V					Adjustm	ent Sequence FIF	▼ 0			
-	Debit	Documents										
44	•	No records to display] > >> + - 6	A O O T T			i x c I	H III All		Ŧ			Q
#		Document Type	Document # 🔎	Document Date	Document Am	nount	Unadjusted Amou	nt	Curr	ent Adju	stment	
1		Item Debit Note										
	Credit	< Cocuments No records to display								1		•
#	- Im	Document Type	P 3- W 52 T 1x	Due Date		*	Ourran cv	Evchange Pate	Ţ		Adjucto	ont An
1		Item Invoice	Document # #	Due Dale	Unaujusteu Ambum		currency	Exchange Nate			Aujusun	
		4										Þ
Pr	opose	Adjustment			Compute Adjustment							
-	Adjus	tment Summary in Debit Doc. Currency										
	Credi	t Doc Adjustment Amount		Discount Allowed			Debit Doc Adjust	ment Amount				
		Create V	'oucher				Create and Authoriz	e Voucher				
Edit	Vouche	er										
Acco	ounting	Information	Account Based C	redit Note		Acco	ount Based Debit No	te				
Dire	ct Invoi	ce	Expense Invoice			Item	n Based Credit Note					
Item	Based	Debit Note	Miscellaneous In	voice		Ord	er Based Invoice					
Prep	ayment	Voucher	Receipts			Atta	ch Notes					
		Created by					Created Date					

Figure 2.25 Create Multi Currency Adjustment Voucher



D	Select Adjustment Vou	icher			Ramco Role - RAI	MCO OU 🔻	Z\$		4	÷	?	0
_	Voucher #		Voucher Type	Single Currency 🔻	Authorize Voucher							
-	Search Criteria											
	Supplier # 👂	00001	Supplier Name 👂	00001	Vou	ucher Type	Single	Currenc	y	•		
	Currency	CAD 💌	User ID		Fin	iance Book	AVEOS	▼				
	Voucher # From		То									
	Voucher Date From		То									
	Voucher Amount From		То				Sear	ch				
-	Search Results											
44	[No records to display]	► → T T _x			📽 👎 🐨 All			Ŧ				Q
#	Voucher Type	Voucher #	Date	Currency	Amount	Finance Bo	ook					
			Found r	no rows to display!!!								
Auth	orize Veucher		Authoriz	e Voucher								

Figure 2.26 Select Adjustment Voucher

- 1. Select the **Voucher Type** as "Single Currency" or "Multi Currency" and retrieve the adjustment vouchers in the **Select Adjustment Voucher** page. See Figure 2.26.
- 2. Select the voucher number in the multiline of the same page. The Authorize Adjustment Voucher page appears.
- 3. Enter the date on which the adjustment voucher is created, in the **Voucher Date** field.
- 4. Specify the Adjustment Sequence.
- 5. Select the debit documents using the **Document Type** list box in the **Debit Documents** multiline.
- 6. Enter the **Document #** and press the enter key to get the document details.
- 7. Alternatively, you can use the Help On Document # page to get the document details.
- 8. Select the credit documents using the **Document Type** list box in the **Credit Documents** multiline.
- 9. Enter the **Document #** and press the <Enter> key to get the document details.
- 10. Select the documents in both the multilines and click the **Propose Adjustment** pushbutton to get the system proposed adjustment amount.
- 11. Alternatively, select the documents in both the multilines and enter the **Adjustment Amount** and click the **Compute Adjustment** pushbutton to compute the adjustment amount.
- 12. Select the documents and click the **Authorize Voucher** pushbutton to authorize the adjustment voucher. The status of the adjustment voucher is updated as "Authorized".
 - Note: For single currency transactions, ensure that the sum of the "Current Adjustment Amount" for Debit documents and the sum of the "Adjusted Amount" (Adjustment Amount' Discount + Charges) for Credit Documents must be equal for the selected records in the multiline.
- 13. Click the **Return Voucher** pushbutton to return the adjustment voucher. The status of the adjustment voucher is updated as "Returned".

2.2.9 REVERSE ADJUSTMENT VOUCHER

- 1. Select the Voucher Type as **Single Currency** or **Multi Currency** and retrieve the adjustment vouchers in the Select Adjustment Voucher page.
- 2. Select the voucher number that needs to be reversed. The **Reverse Adjustment Voucher** page appears.See Figure 2.27.
- 3. Enter the **Reversal Voucher #** if the Numbering Type is set as "Manual". Otherwise the system generates the reversal voucher number based on the **Numbering Type** selected.





4. Enter the date on which the adjustment voucher is reversed, in the **Reversal Voucher Date** field.

★ 🗎 Reverse Adjustment Voucher							저 을 다	← ? เว
Voucher Information								
Reversal Voucher #		Reversal Voucher Date	e 21-06-2016	節		Status	Authorized	
Voucher # SAJ-000272-201	6	Voucher Dat	e 21-06-2016			Numbering Type	RSAJ 🔻	
Finance Book AVEOS						Voucher Type	Single Currency	
Supplier Information								
Supplier # 00060		Supplier Nam	e Supplier 3			Currency	CAD	
Reason #		Remark	s			Adjustment Sequence	FIFO	
Debit Documents								
46 4 1 -1/1 ► → ▼ T _x				人上日	X 🛛 🗎 C	🕂 🖮 010 🛛 All	•	Q
# Document Type	Document #	Document Date	Document Amount		Unadjusted Amou	nt Current A	djustment	Currency
1 🗉 Item Debit Note	SID-000272-2016	21-06-2016		500.00		500.00	500.0	0 CAD
					_			
Credit Documents								,
(4) 4 1 -1/1 ▷ ▷ ▼ T ₂				人血豆	XQİC	I → III All	v	Q
# Document Type	Document #	Due Date Un	adjusted Amount		Currency	Exchange Rate	Adjustment Amount	
1 Expense Invoice	EXP-000730-2013	06-06-2013		1,250.00	CAD	1.000000	00	500.00
4								۱.
- Adjustment Summary in Debit Doc. Currency								
Credit Doc Adjustment Amount 500.00		Discount Allowe	d 0.00			Debit Doc Adjustment Amount	500.00	
		Rever	rse Voucher					
Accounting Information	Account	t Based Credit Note			Account	Based Debit Note		
Direct Invoice	Expense	e Invoice			Item Bas	ed Credit Note		
Item Based Debit Note	Miscella	neous Invoice			Order Ba	sed Invoice		
Prepayment Voucher	Receipt	S			Attach N	otes		
Create	d by DMUSER				Cn	eated Date 21-06-2016		
Last Modifie	d by DMUSER				Last Mo	dified Date 21-06-2016		

Figure 2.27 Reverse Balance Adjustment Voucher

- 1. Enter the Reason # and Remarks for reversing the authorized adjustment voucher.
- 2. Click the **Reverse Voucher** pushbutton to reverse the adjustment voucher in "Authorized" status. The status of the voucher is updated as "Reversed".

BILLING PROCESS FOR NON-ORDER BASED SUPPLIER SERVICES



Theme: Billing for Non-order Based Supplier Services Scenario 1 – Invoicing Process for Miscellaneous Expenses Incurred

S No	Flow of Events	Primary Actors	Component Name	Activity Name	UI Name	Functional Steps
1	Raise Invoice based on the miscellaneous expenses	Accounts Assistant	Supplier Direct Invoice	Create Expense Invoice	<u>Create</u> <u>Expense</u> <u>Invoice</u>	 Enter the expense information and select the expense for which invoice has to be created
					Process Way	 Generate invoice in Fresh status.
					Bill No	 Create way bill number for the supplier
2	Edit/Authorize Invoice	Senior Accountant	Supplier Direct Invoice	Edit Expense Invoice	Edit Expense Invoice	1. Retrieve the invoice for authorization.
		/ Finance Controller				2. Edit/Authorize the invoice with or without modification.
						3. Invoice turns to Authorized status
3	Authorize Invoice	Senior Accountant	Supplier Direct Invoice	Authorize Expense	<u>Authorize</u> <u>Expense</u>	1. Retrieve the invoice for authorization.
		/ Finance Controller		Invoice	Invoice	2. Authorize the invoice with or without modification.
						 Invoice turns to Authorized status.
4	Reverse Invoice	Accounts Assistant	Supplier Direct Invoice	Reverse Expense	Reverse Expense	1. Retrieve the invoice for reversal.
		/ Senior Accountant / Finance Controller		Invoice	Invoice	 Enter the reversal details such as reversal date, reversal document number, etc.
						 Click the Reverse Invoice pushbutton to update the status of the invoice as "Reversed".
5	Hold / Release Invoice	Senior Accountant / Finance	Supplier Direct Invoice	Hold / Release Expense	<u>Hold /</u> <u>Release</u> <u>Expense</u>	 Select the expense invoice that needs to be put on hold or released.
		Controller		Invoice	Invoice	 Enter the reason and remarks for holding / releasing the invoice.
						 Click the Hold Invoice or Release Invoice to hold / release the expense invoice.

3.1 INVOICING PROCESS FOR MISCELLANEOUS EXPENSES INCURRED

This process briefs us regarding the invoice creation for miscellaneous expenses. An expense invoice is a type of direct invoice that can be raised on a supplier without a purchase order. A direct invoice can also be used for maintaining details of expenses incurred. An expense invoice is raised based on the invoice issued by the supplier for any miscellaneous expenditure incurred. For example, an expense invoice can be raised for the purchase of stationary or consumable items. You can also raise an expense invoice for charges incurred through traveling, postage etc.

The system inherits tax in Supplier Direct Invoice based on the option 'Allow Inheritances of Taxes Based on' defined in the **Set Function Defaults** activity, on creating / editing / authorizing expense invoice.

- If the option 'Allow Inheritances of Taxes Based on' is as set as "Purchase Tax Rules", the system inherits tax from Manage Purchase Tax Rules activity of the Tax Charges & Discounts business component.
- If the option 'Allow Inheritances of Taxes Based on' is as set as "Statutory Tax Defaults", the system displays tax based on the Tax Key defined in the **Supplier Direct Invoice** business component.

- Invoice Information											
Invoice #				Expense Category		T		Status			
Invoice Date	22-11-2018			Finance Book	AVEOS			Numbering Type	EXP V		
Company Address Id 👂	1			Company Address	2311 Alfre	d-Nobel Boulevard,St Lau		Codification Status	Not Applicable 💌		
- Supplier Information											
Supplier Registered At	RAMCOOU 🔻			Supplier # 👂				Supplier Name			
Pay To Supplier #	•		Pa	ay to Supplier Name				Address Id 👂			
Supplier Invoice #			Supplie	r Invoice Amount				Supplier Invoice Date		l	
Payment Information											
Currency	CAD 💌			Exchange Rate	1.000000	00		Payment Processing Point	RAMCOOU 🔻		
Electronic Payment	No 🔻			Payment Method	Regular	•		Payment Mode	Cash 🔻		
Payment Priority	Medium 💌			Pay Term 👂				Anchor Date	22-11-2018	l	
Total Invoice Amount				Auto Adjust	No 🔻	Hold Pay No 🔻		Comments			
Electronic Payment Information -									_		4000
Pay Ref. Id	•			Pay Ref. Details				Payment Instructions			
Expense Information		Codific									
Default Tax Key		couny			-					WARDON POINT	2010-02-00-02-02-02-02-02-02-02-02-02-02-02
▲ [No records to display] ▶ ■	* + - 0	Iγ¢ ἀ Υ Τχ				人 Lu 명 X 로 븝 과 () I + III	tt All		nunnnn	-
Line # Expense		Usage Id 🔰	Cost Center	Analysis #	P	Sub Analysis #	Rate	Amount	Tax Key	ρ	Remark
mpute					Aut	o Codify					
ompute - Invoice Value Details					Aut	o Codify					
ompute Invoice Value Details Value Excluding Tax				Tax	Aut	o Codify	1	With-holding Tax			
ompute Invoice Value Details Value Excluding Tax Value Net of Tax				Tax	Aut	o Codify	1	With-holding Tax			
ompute Invoice Value Details Value Excluding Tax Value Net of Tax		7		Tax	Aut	o Codify	4	With-holding Tax			
ompute Invoice Value Details Value Excluding Tax Value Net of Tax Return Remarks		User D	efined - 1	Tax	Aut	o Codify User Defined - 2		With-holding Tax User E	Pefined - 3		
Invoice Value Details Value Excluding Tax Value Net of Tax Return Remarks	eate Invoice	User D	efined - 1	Tax	Aut	o Codify User Defined - 2	< metal and authorize Invo	With-holding Tax User E	Pefined - 3		
Invoice Value Details Value Excluding Tax Value Excluding Tax Value Net of Tax Return Remarks	eate Invoice	User D	efined - 1	Tax	Aut	o Codify User Defined - 2 Create ar	<	With-holding Tax User [Ce Doc. Attachments	vefined - 3		
Invoice Value Details	eate Invoice	User D	efined - 1	Tax	Aut	o Codify User Defined - 2 Create ar	Authorize Invo View Associated Record Addl.Chr	With-holding Tax User [Ce Doc. Attachments rges on CO-Services	Pefined - 3		
Invoice Datails Value Excluding Tax Value Excluding Tax Value Net of Tax Return Remarks Or Invoice D tre Adjustment	eate Invoice	User D	efined - 1 Upload Documents Payment Schedule	Tax	Aut	o Codify User Defined - 2 Create ar	Authorize Invo View Associated Record Addl.Che	With-holding Tax User I Ce Doc. Attachments rges on CO-Services	vefined - 3		
Invoice Value Details Value Excluding Tax Value Excluding Tax Value Net of Tax Return Remarks (Cr Invoice (D) ate Adjustment sice Summary	eate Invoice	User D	efined - 1	Tax	Aut	o Codify User Defined - 2 Create ar	Authorize Invo View Associated Record Addl.Chz Attach Notes	With-holding Tax User I Ce Doc. Attachments rges on CO-Services	refined - 3		

3.1.1 CREATE EXPENSE INVOICE

Figure 3.1 Creating Expense Invoice

- 1. The **Create Expense Invoice** page is launched. See Figure 3.1.
- 2. Enter the **Invoice #**, **Expense Category** if you wish to generate the invoice number manually. Otherwise select the Numbering Type for automatic generation of the invoice number.
 - Note: This field must not be left blank if "Manual" is selected in the "Numbering Type" field.
- 3. Enter the Invoice Date.
 - Note: The invoice date must be the same as or prior to the earliest due date.



- 4. Enter the Supplier #, Supplier Invoice #, Supplier Invoice Amount and Supplier Invoice Date.
- 5. Enter the **Payment Information**, like payterm and anchor date.
- 6. Enter the **Electronic Payment** Information.
- 7. Enter the Expense Information.
- 8. Enter the description of the Expense incurred by the invoice.
- 9. Enter the **Usage ID** that has been mapped to the account code.
- 10. Enter the **Amount** invoiced for the item.
- 11. The value chosen in the **Default Tax Key** will get defaulted in the multiline.
 - Note: The computation of Total value tax will be based on the set option 'Application of Default Tax Key in Supplier Direct Invoice' set in the Set Finance Parameter screen of the OU Parameter Setup business component.
- 12. Click the **Compute** pushbutton to calculate the total invoice amount.
- 13. The system displays Value Excluding Tax, Tax, With-Holding Tax and Value Net of Tax in the Invoice Value Details group box.
- 14. Click the Create Invoice pushbutton to create an expense invoice.
- 15. Click the Create and Authorize Invoice pushbutton to authorize the invoice during the creation process.

3.1.2 EDIT EXPENSE INVOICE

*		Edit Expe	ise Invoice								44 4 151 152 153 154 155 ▶ ▶	153 /183 🕮 🖽 🖾	+ ? 🖬 🖪
	Invoic	e Informatio	n										
			Invoice #	EXP-001365-2018			Expe	ense Category			Statu	s Fresh	
			Invoice Date	27-06-2018				Finance Book	AVEOS	•	Codification Statu	s Codified 💌	
		Company	Address Id 👂	1			Com	pany Address	2311 Alfred-	Nobel Boulevard,St Lau	1		
-	Suppli	er Informati	nc										
		Supplier	Registered At	RAMCOOU				Supplier # 0	0000		Supplier Name Su	.ppplier111	
		Pay	To Supplier #	00198 💌			Pay to Sup	plier Name S	upplier 9		Address Id 👂	3 554C BUSY STREET	,AUSTRALIA,MEI
0		Suppl	ier Invoice #	EI_6786_7897		Sup	plier Invoice	e Amount		210.00	Supplier Invoice Date 2	7-06-2018	<u> </u>
	² ayme	int Informati	on										
			Currency	CAD V			E	xchange Rate	1.00000000	_	Payment Processing Poir	t RAMCOOU V	
		Elec	tronic Payment	NO V			Pay	ment Method	Regular		Payment Mod		
			ayment Priority	Medium				Pay Term P	NET45		Anchor Dat	a 27-06-2018	
		Total	Invoice Amount	210.00				Auto Adjust	NO	Hold Pay	Comment	5	
Codif	,												
-	xpen	se/T/C/D In	formation										
	-	1 - 4/4		- A < A < T	T				L				0
#		Line #	Expense/ T/C/	D # Variant #	Usage Id .Q	UOM # .Q	Quantity	Rate	Rate Per	Amount	Remarks		THE OWNER PROPERTY OF THE OWNER
-	E	1			130100					120.00			
2	Ē	1	VAT-5	VAT-5						6.00			
3	0	2			131000					80.00			
4	E	2	VAT-5	VAT-5						4.00			
5													
		4											•
-		7								C- 416 -			
LO	npute								Auto	Codity			
		Return Rem	arks	1.63	User E	Defined - 1				User Defined - 2	Use	r Defined - 3	
			Edit Invoice				Edit	t and Authori	ze Invoice			Delete Invoice	
	1.0						10						
UDIO	u 1/0CU	ments				Payment Scher	u Doc. Attacn Iule	iments			Create Adjustment		
Edit	lectron	ic Payment In	formation			, aymant other					or catter registerituite		
Invoi	e Sum	mary				Accounting Info	ormation				Attach Notes		
View	Custon	ner Order				View Aircraft M	aint. Executio	n			View Shop Work Order		

Figure 3.2 Edit Expense Invoice

- 1. Launch the page Edit Expense Invoice. See Figure 3.2.
- 2. Enter the Supplier #, Supplier Invoice #, Supplier Invoice Amount and Supplier Invoice Date.

> Note: The invoice date must be the same as or prior to the earliest due date.

- 3. If necessary, modify the Supplier Information, Payment Information and Expense /T/C/D Information.
- 4. Click the **Compute** pushbutton to calculate the total invoice amount.
- 5. Click the Edit Invoice pushbutton to save the modifications made to the expense invoice.
- 6. Click the Edit and Authorize Invoice pushbutton to save the modifications and authorize the expense invoice.
- 7. The invoice turns into Authorized status.
 - Note: The computation of Total value tax will be based on the set option 'Application of Default Tax Key in Supplier Direct Invoice' set in the Set Finance Parameter screen of the OU Parameter Setup business component.

3.1.3 AUTHORIZE EXPENSE INVOICE

Figure 3.3 Authorize Expense Invoice

- 1. Launch the page Authorize Expense Invoice. See Figure 3.3.
- 2. Retrieve the Invoice to be authorized with the help of the search criteria in the Select Invoice page.
- Click the check box in the multiline and Click the Authorize Expense Invoice link to authorize the selected invoice. The Authorize Expense Invoice page appears
- 4. Enter the Supplier #, Supplier Invoice #, Supplier Invoice Amount and Supplier Invoice Date, if required.
- 5. If necessary, modify the Supplier Information, Payment Information and Expense/T/C/D Information.
- 6. Click the **Compute** pushbutton to calculate the total invoice amount.
- 7. Click the Edit Invoice pushbutton to save the modifications made to the expense invoice.
- 8. Click Edit and Authorize pushbutton to authorize the expense invoice.
- 9. Click the **Return Invoice** pushbutton to return the invoice.



Note: The computation of Total value tax will be based on the set option 'Application of Default Tax Key in Supplier Direct Invoice' set in the **Set Finance Parameter** screen of the **OU Parameter Setup** business component.

3.1.4 REVERSE EXPENSE INVOICE

\star 🗎 Reverse Invoice		Ramco Role - R	AMCO OU 📢 🖣	1 2 3	4 5	₩	1 /1042	7\$			+	?	[¢]	ĸ
Reversal Document #							S	Status	Authori	zed				
Reversal Date	18-May-2012	Finance Book	AVEOS				Numbering	Туре	RITM	•				
Invoice #	ITM-000001-2012	Invoice Date	18-May-2012				Invoice Cat	egory	All					
Total Invoice Amount	113.00	Currency	CAD											
Supplier Registered At	RAMCOOU	Supplier #	00060				Supplier	Name	Supplie	r 6				
Pay To Supplier #	00060	Pay to Supplier Name	Supplier 6											
Reason Code	Incorrect 💌	Remarks for Reversal												
Rever	se Invoice													_
View Item Invoice		View Expense Invoice												
Invoice Summary		Accounting Information			Attach	Notes								
Created by	DMUSER				Created Date	18-May-	2012							
Last Modified by	DMUSER			Las	st Modified Date	19-Sep-	2015							

Figure 3.4 Reverse Expense Invoice

- 1. Select the Invoice Category as "Expense" and select the **Invoice #** in the **Select Invoice** page. The **Reverse Expense Invoice** page appears. *See Figure 3.4*.
- 2. Enter the **Reversal Document #**. If this field is left blank, the system generates the reversal document number based on the Numbering Type selected.
- 3. Enter the date on which the reversal document is created, in the **Reversal Date** field.
- 4. Select the **Reason #** for reversing the expense invoice.
- 5. Enter the **Remarks** for Reversal.
- 6. Click the **Reverse Invoice** pushbutton to reverse the expense invoice. The system updates the status of the invoice as "Reversed".

3.1.5 HOLD / RELEASE EXPENSE INVOICE

- Select the Invoice Category as "Expense Invoice", and search for the invoices in the Select Invoice page. Select the expense invoice that is to be held or released, in the multiline and click the Hold/Release Expense Invoice link. The Hold/Release Expense Invoice page appears. See Figure 3.5.
- 2. Select the **Reason Code** for holding or releasing the expense invoice.

*	D	Hold/Release Invoi	ce			Ramco Role - RA	MCO OU	- <u>-</u> 7‡		+	? [
	earcl	1 Criteria										
		Invoice Category	All 👻	Expense Category	•							
		Supplier Registered At	All	Supplier #		Supplie	r Invoice #					
	Т	otal Invoice Amount From		То			Currency	All 🔻	,			
		Invoice # From		То		Fi	nance Book	All	•			
		Invoice Date From		То			Status	All		•		
		User ID		Supplier Name				Searc	:h			
5	earcl	1 Results							_			
44	4	1 - 5 / 1190 🕨 🕨	+ 0 0 C T T			ali 💷 🗐 🖉			Ŧ			Q
#		Invoice #	Supplier #	Supplier Name		Invoice Date	Total Invo	nice Amou	int			a
1		EXP-000040-2012	00000	Supplier 2		18-May-2012				20	34.00	U!
2		ITM-000001-2012	00060	Supplier 6		18-May-2012				2	13.00	C/
3		ITM-000002-2012	00060	Supplier 6		18-May-2012				1	11.01	U!
4		ITM-000004-2012	00060	Supplier 6		18-May-2012				1	13.00	C
5		EXP-000041-2012	00060	Supplier 6		29-May-2012				24	00.00	C
		4										
												-
			Hold Invoice			Release Invoice						
View	ltem I	invoice		View Expense Invoice								

Figure 3.5 Hold / Release expense invoice

- 3. Enter the **Remarks** for Hold regarding the necessity to put the expense invoice on hold.
- 4. Click the Hold Invoice pushbutton to hold the expense invoice. The status of the invoice is updated as "Held".
 - 🔌 Note: You can hold invoices that are in "Authorized", "Requested" or "Partly Paid" status.
- 5. Click the **Release Invoice** pushbutton to release the invoice in the held status.

BILLING PROCESS FOR DELIVERY CHARGES INVOICE

ramco

Theme: Covers the process of raising invoice for Delivery Charges from Supplier other than the Order Supplier

S. No	Flow of Events	Primary Actor(s)	Component Name	Activity Name	UI Name	Functional Steps
1	Raise Invoice for	Accounts Assistant	Supplier Order based	Create Delivery	<u>Create</u> Delivery	 Select the Invoice Category as Way bill based or Ref.Doc. based
	Freight/ Other Charges		Invoice	Charges Invoice	<u>Charges</u> Invoice	 Select Waybill if Waybill information is known for processing the invoice
						 Select Ref.Doc.based if Order/Receipt information is known for processing the invoice
						 Provide the Way Bill # / Ref Doc # and click 'Get Details' to retrieve the related Receipt document information
						 Provide the Charges amount against the Ref.Document – TCD #.
						 If the charges are necessary to be recorded against the Receipt document, add a new line to specify the information
						7. Verify and click Create Invoice to create the Invoice in Fresh Status
						 Click the Create and authorize task to Create and authorize the Invoice document.
2	Authorizing Invoice for Freight / Other Charges	Accounts Assistant	Supplier Order Based Invoice	Authorize Invoice	<u>Maintain</u> Invoice	 Retrieve the invoice for authorization. Authorize the invoice with or without modification Invoice turns to Authorized status.

4.1.1 CREATING DELIVERY CHARGES INVOICE

1. Select the **Create Delivery Charges Invoice** activity in the **Supplier Order Based Invoice** business component. See Figure 4.1.

Create Delivery Charges Invo	ice						≠ Ē	ţ	+	?	6	K !!
Invoice Information												
Invoice #		Invoice Categ	Way Bill Bas	ed 🔻		Status						
Invoice Date 14	-07-2016	Finance B	ok AVEOS 🔻		Number	ing Type	DLINV 🔻					
- Supplier Information												
Supplier # 👂 002	222	Supplier Na	me Supplier 10									
Pay To Supplier #	v	Pay To Supplier Na	me									
Supplier Invoice #		Supplier Invoice Amo	nt		Supplier Invoid	ce Date	14-02-201	5			Ē	
Payment Information												
Currency CAI	D	Exchange R	te 1.00000000		Payment Processi	ng Point	RAMCOOU			•		
Electronic Payment No	•	Payment Met	od Regular	•	Payme	nt Mode	Cash	_	▼		stants.	
Payment Priority Me	dium 🔻	Pay Term	P NET 45		Anch	or Date	14-07-201	5				
Total Proposed Amount		Total Invoice Amo	int		Aut	o Adjust	No 🔻					
Comments Comments												
Pay Pef Id	•	Pay Ref. Det	ile		Payment Inst	ructions						
Tuy Ker Au		hay ten bee			Tuyment and	acciona						
Delivery Charges Information												
•• • [No records to display] • •	+ - 0 % T T.			と同日ズ	🗟 🖄 📽 🖡 🖷 💷 🗛 Ali			Ŧ				Q
# 🗉 Line # Way Bill # 🔎	Ref.	Doc. # 👂	Order #		Charge Option	Way Bill	l # - GR					<i>T/C</i>
1												
												F
Get Details		Recompute										
L	Create Invoice				Create and Authorize							
Edit Invoice	Payment Sched	lule	Create Adju	stment								
Invoice Summary		Accounting Information			Attach notes							
View Purchase Order		View Repair Order			View Release Slip							
	Created by				Created Date							

Figure 4.1 Hold / Release expense invoice

- 2. Enter the Invoice #, Invoice Category, Invoice Date and other details in the Invoice Information group box.
- 3. Enter the Supplier #, Supplier Invoice #, Supplier Invoice Amount and other details in the Supplier Information group box.
- 4. Specify the **Pay Term** and the date from which the payment schedule of the invoice would be calculated in the **Anchor Date** field.

In the Delivery Charges Information multiline,

- 5. Enter the type of the goods receipt note based on which the invoice is being raised in the **Ref. Document #** field.
- 6. Enter the total **Amount** invoiced for the charges incurred.
- 7. Click the **Recompute** pushbutton to recalculate the total invoice amount.
- 8. Click the Create Invoice pushbutton to create the invoice.
- 9. Click the Create and Authorize pushbutton to create and authorize the invoice.

ADVANCE PAYMENTS

Theme: Advance Payments: Scenario 1 – Making Advance Payments for Purchase Order and Adhoc Expenses

S. No	Flow of Events	Primary Actor(s)	Component Name	Activity Name	UI Name	Functional Steps
1	Creating pay groups	Accounts Assistant	Supplier Payment	Create Pay Group	<u>Create Pay</u> group	 Create pay group in "Fresh" status by specifying the Date Criteria, Document Criteria and Description.
2	Maintaining prepayment voucher	Accounts Assistant	Supplier Payment	Maintaining Prepayment Voucher	<u>Maintaining</u> <u>Prepayment</u> <u>Voucher</u>	 Select the Voucher Type as "Prepayment". Enter the Supplier Information, Payment Information and Reference Information. Click the Create Voucher task to create the prepayment voucher in "Fresh" status. Click the Create And Authorize Voucher task to create and authorize the prepayment
3	Authorize Prepayment Voucher	Senior Accountant / Finance Controller	Supplier Payment	Authorize Prepayment Voucher	<u>Authorize</u> <u>Prepayment</u> <u>Voucher</u>	 Voucher. Select the prepayment voucher for authorization. Edit / Authorize the prepayment voucher with or without modification. Click the Return Voucher task
4	Reverse supplier payment voucher	Accounts Assistant / Senior Accountant / Finance Controller	Supplier Payment	Reverse Voucher	<u>Reverse</u> <u>Voucher</u>	 to return the prepayment Retrieves the supplier payment vouchers by specifying the voucher details and select the voucher that needs to be reversed from the multiline. Enter the reversal details and click the Reverse Invoice pushbutton. The status of the voucher is updated as "Reversed".
5	Hold / Release supplier payment voucher	Senior Accountant / Finance Controller	Supplier Payment	Hold / release pay voucher	Hold /_ release pay_ voucher	 Select the voucher that needs to be put on hold or released. Enter the remarks for holding / reversing the voucher. Click the Hold Voucher pushbutton to put the voucher on hold. Click the Release Voucher

5.1 MAINTAINING PREPAYMENT VOUCHER FOR ADVANCES

5.1.1 PREPAYMENT VOUCHER

The prepayment voucher is created for the advances to be paid to the supplier before the actual supply of goods or services is made. The prepayment vouchers are created for purchase orders and adhoc expenses. You can create prepayment voucher for a purchase order only if the "Terms and Conditions" are fulfilled for the purchase order.

5.1.2 MAINTAIN PREPAYMENT VOUCHER

1. Launch the Maintain Prepayment Voucher page. See Figure 5.1.

★ 🗎 Maintain Prepayment	Voucher				≭ ₽ ← ? ⊡ ⊑
Voucher Information					
Vender #		Vender Tore	DroDovmont T	Chebur	
Vouciei #		vouciei Type	Nigon -	Status	
Request Date	10-11-2017	Finance Book	AVEOS V	Numbering Type	SAV V
Voucher Category	•				
 Supplier Information 					
Supplier Registered At	RAMCOOU 💌	Supplier # 👂		Supplier Name	
Supplier Document #		Supplier Document Amount		Supplier Document Date	1001
- Payment Information					
Pay Currency	CAD 🔻	Pay Curr. to Base Exch. Rate	1.0000000	Pay Amount	
Payment Route	Bank 💌	Bank/Cash #	BMO CAD BLOCKED	Description	BMO Blocked CAD
Rank Currence	CAD	Pay Curr to Papk Eych Date	1 0000000	Day Amt in Bank Curr	
			chudu =	r ay Aine in Baine Carr.	_
Bank Curr. to Base Exch. Rate	1.00000000	Payment Mode	Check •	Pay Charges By	•
Priority	Medium 👻	Pay Date	10-11-2017	Payment Release Point	RAMCOOU 🔻
Remarks					
-					
Electronic Payment					
Pay Def Id	-	Pay Pef Details		Payment Instructions	
Tuy Ker Iu		Tuy for Decuis		i dynicite instructions	
Basic Value	Tax WHT	Total Voucher Amount			
Reference Information Tax I	nformation				
Default Tax Key					
44 4 1 -1/1 » »» +	- 0 - 0 - 1 - 1		▶ Ⅲ @ ೱ 区 自 ∞	C 🗏 🖮 💷 📶	Q v
# 🗆 Reference Type	Ordering Point	Ref Document # 🔎	Document Pay Amount	Tax Key 🔎	
1 0	✓ RAMCOOU	*			
2	~	×			
	÷				
		Com	nute		
		Com	para		
-				Additional Providence	
Notes		Comments		Additional Remarks	
Save	ave and Authorize		Delete	Return	Print
-					
Accounting Information		Edit Electronic Payment Information		Record Bank Charges	
Edit/ View Payee Info.		Upload Documents		View Associated Doc. Attachments	

Figure 5.1 Maintain prepayment voucher

- 2. Enter the **Voucher #**, the **Type of Voucher**, which could be Prepayment or Deposit, the date on which the voucher is raised in the Request Date in the **Voucher Information** group box.
- 3. Enter the Supplier Registered At, Supplier #, Supplier Document #, Supplier Document Amount and Supplier Document Date.in the **Supplier Information** group box.
- 4. Enter the exchange rate used to calculate the base currency amount if the pay currency is different from the base currency of the company in the Pay Curr. to Base Exch. Rate field, enter the amount to be paid to the supplier in the Pay Amount field, and the exchange rate for conversion from the Pay currency to the Bank currency in the Pay Curr. to Bank Exch. Rate and the date on which payment is to be made in the Pay Date field, in the Payment Information group box.
- 5. Enter the Pay Ref ID and Payment Instructions, in the Electronic Payment Information group box
- 6. Select the **Reference Information** tab page to record order level details of the prepayment invoice.
- 7. Select the <u>Tax Information</u> tab page to record tax and process the prepayment invoice.

8. Click the **Compute** pushbutton to compute the tax amount.

Recording reference information

This tab enables you to record order level details of the prepayment invoice. See Figure 5.2.

Ref	eren	ce Information Tax Information						
		Default Tax Key 🛛 💌						
44	(1 -1/1 → → + = □ % ◊ ◊	T Tx			# # III	All	ب
=		Reference Type	Ordering Point	Ref Document # 🔎	Document Pay Amount	Tax Key 🔎		
1		*	RAMCOOU 🗸					
2		*	×					

Figure 5.2 Reference information tab

- 1. Enter the **Reference Type**, select the organization unit at which the purchase order or the release slip has been raised in the **Ordering Point** drop-down list box
- 2. Enter the **Reference Document #** and the amount to be paid to the supplier as per the reference document in the **Document Pay Amount**.
- 3. Provide the combination of tax number and the tax variant number in the **Tax Key** column.

Recording tax information

This tab enables you to record tax to the prepayment voucher and process the same. See Figure 5.3.

Referenc	e Information Tax	(Information							
• • •	[No records to display]	> > + - D	%- ▼ ▼,		人口の		III All	v	ρ
	Line #	Tax Code 🔎	Variant #	Description	Tax Rate	Taxable Amount	Tax Amount	Tax Amt. in Base Curr.	
	Reference • • [Reference Information Tax (([No records to display] : Line #	Reference Information Tax Information Image: Constraint of the state of the s	Reference Information Tax Information Image: Imag	Tax Information Image: A state of the	Reference Information Image: Second stability Image: Second stability <t< th=""><th>Tax Information Image: Second stod display Image: Second</th><th>Tax Information Image: Second Stod Stod Stod Stod Stod Stod Stod Sto</th><th>Tax Information Image: Second splay Image: Second splay Image:</th></t<>	Tax Information Image: Second stod display Image: Second	Tax Information Image: Second Stod Stod Stod Stod Stod Stod Stod Sto	Tax Information Image: Second splay Image: Second splay Image:

Figure 5.3 Tax Information tab

- 1. Enter the **Tax Code**.
- 2. Enter the taxable amount at line level/doc level in the **Taxable Amount** column, provide the tax rate applied on the taxable amount.in the **Tax Amount** column and other details like **Cost Center**, **Analysis**, **Sub Analysis** code in the multiline.
- 3. Provide any observation regarding the tax information in the **Remarks** column.



5.1.3 AUTHORIZE PREPAYMENT VOUCHER

* 🗎 A	uthorize Prepaymen	t Voucher									44 4	1 > >>	1 /1 ⊐⊄	Ē	₽ ←	?	ā -
	r Information																
	Voucher #	SAV-000034-201	6			Voucher Type	PrePaymen	t				Status	Fresh				
	Request Date	31-05-2016				Finance Book	AVEOS	•			Vo	ucher Category	•				
	r Information																
	Supplier Registered At	RAMCOOU 🔻				Supplier #	00000					Supplier Name	Supplier 2				
	Supplier Document #	ahbg_a100			Supplier Do	ocument Amount			1,000.00		Supplier	Document Date	31-05-2016			H	
-Paymen	it Information												-			-	
	Pay Currency	USD 💌			Pay Curr. to Ba	ise Exch. Rate		2	2.14569000			Pay Amount	L		1,000.0	.0	
	Payment Route	Bank 🔻				Bank/Cash #	BMO CAD C	HEQUE	•			Description	BMO Cheque C	AD			
	Bank Currency	CAD			Pay Curr. to Ba	ink Exch. Rate	Charl	_	2.14569000		Pay Am	t. in Bank Curr.	2,145.69	_			
Ba	ank Curr. to Base Exch. Rate	1.0000000				Payment Mode	21 0E 201	•	1000		December	Pay Charges By	PAMCOON T				
	Priority	meurum *				Pay Date	51-05-201	,			Payment	Release Point	KANCOOU 4				
	Reliains																
- Referen	ce Information																
44	1-1/1 > >> + -	- 7 × 0 0	TT					A		自 x e		All		T			Q
# 8	Ref. Doc Type		Ordering Point		Ref. Document	t#P	Docum	ent Pay Amou	unt								
1	Purchase Order	~	RAMCOOU	~	APO00323116											1,000.	00
2		•		~													
	Notes]		Comments					Add	itional Remarks					_
																	_
	Edit Voucher		l	Edit and Autho	rize Voucher				Return Vo	ucher							
Accounting In	formation			Attach M	lotes					Edit Electr	onic Payment In	formation					
Record Bank (Charges			Edit/ Vie	ew Payee Info.												
																	_
		Created	by DMUSER							Crea	ated Date 31-0	5-2016					
		Last Modified	by DMUSER							Last Modi	fied Date 31-0	5-2016					

Figure 5.4 Authorize Prepayment Voucher

- 1. Select the **Voucher Type** as "Prepayment Voucher" and retrieve the prepayment vouchers in the **Select Prepayment Voucher** Page.
- 3. Select the prepayment voucher that needs to be authorized. The **Authorize Prepayment Voucher** page appears. *See Figure 5.4.*
- 2. If necessary, modify the Supplier Information, Payment Information and Reference Information.
- 3. Click **Edit** and **Voucher** pushbutton to modify the voucher for payment and authorize it.

INVOICE PAYMENT WITH MULTIPLE CURRENCIES

Theme: Invoice Payment with Multiple Currencies: Scenario 1 – Paying in multiple currencies through a single pay batch

S No	Flow of Events	Primary Actors	Component Name	Activity Name	UI Name	Functional Steps
1	Creating pay groups	Accounts Assistant	Supplier Payment	Create Pay Group	<u>Create Pay</u> group	 Create pay group in "Fresh" status by specifying the Date Criteria, Document Criteria and Description.
2	Creating advanced pay batch	Accounts Assistant	Supplier Payment	Create Advanced Pay Batch	Apply Pay Amount	 Select the credit documents and click the Apply Pay Amount. Specify the pay currency and exchange rate. Retrieve the bank cash information and net balance details, and specify the Applied Pay Amount. Click the Apply Pay Amount pushbutton to apply the pay amount. Click the Create Pay Batch task to create the advanced pay batch in "Fresh" status.
3	Authorize Advanced Pay Batch	Accountant Purchase	Supplier payment	Authorize Advanced Pay Batch	Authorize Pay Batch Apply Pay Amount	 Select the pay batch for authorization. Modify the pay batch if required Specify the pay currency and exchange rate. And retrieve the back cash information and net balance details. Click the Save and authorize task to authorize the advanced pay batch.
4	Reverse supplier payment voucher	Accounts Assistant / Senior Accountant / Finance Controller	Supplier Payment	Reverse Voucher	Reverse Voucher	 Retrieves the supplier payment vouchers by specifying the voucher details and select the voucher that needs to be reversed from the multiline. Enter the reversal details such as reversal date and reversal document number, and click the Reverse Invoice pushbutton. The status of the voucher is updated as "Reversed".

62 | Payables Management

ramco

5	Hold / Release supplier payment	Senior Accountant	Supplier Payment	Hold / release pay	Hold / release pay voucher	1.	Select the voucher that needs to be put on hold
	voucher	/ Finance		voucher			or released.
		Controller				2.	Enter the remarks for holding / reversing the voucher.
						3.	Click the Hold Voucher or Reverse Voucher pushbutton hold / reverse the voucher.



6.1.1 CREATING PAY GROUP

Authorize Pay Batch			44	< 1 2 3 4 5 >	1 /27 🎜 🖶	₽ ← ? ⊡
Pay Batch # PB-000320-2013				Status	Fresh	
Request Date 02-07-2013		Finance Book AVEOS V				
Search Criteria						
Pay Group # 👂	Apply Pay G	Group				
Document Type All	•	Billing Point		Priority	Medium V	
Pay Mode 🔹	Doc	cument Currency CAD V		Finance Book	AVEUS V	
Supplier Group From		To		Cort by	Doc #	-
Supplier # From	Supp	lier Document #		Forward Cover Applicable	No 🔻	
Pay To Supplier # From	5466	To		ronnin cover Apprecisie		
Amount From		То				
Due Date From		То				
Discount Date From	1	То		Get Documents		
					_	
- Search Results						
				🗎 😒 🕒 🖷 💷 🛛 All	v	Q
# Credit Document # Credit Docum	nent Currency	Present Outstanding Amount		Transaction Amount	Due Date	Pay Mode
1 EXP-000383-2012 CAD			0	.00 125	.00 18-08-2012	Check
2						
4						÷.
Recompute Discount/Penalty						
Total Pay Amount (Tran) 125.00	Total Pay	y Amount (Base) 125.00		Total Pay Amount (Bank)	125.00	
- Payment Information						
Pay Date 02-07-2013		Pay Currency CAD 🔻		Pay Curr. to Bank Exch. Rate		1.0000000
Bank/Cash # BMO CAD BLOCKED	T	Bank Currency CAD		Bank Curr. to Base Exch. Rate	1.0000000	
Description BMO Blocked CAD	Elect	tronic Payment No 🔻		Payment Route	Bank 💌	
Payment Mode	Payment	t Release Point RAMCOOU	T	Priority	High 🔻	
Pay Charges By		Remarks				
Edit Pay Batch	Ed	dit and Authorize Pay Batch		Re	eturn Pay Batch	
Edit Pay Group	Accounting Information			Payment Vouchers		
Edit Electronic Payment Information	Record Bank Charges			Edit/ View Payee Info.		
Direct Invoice	Expense Invoice			Order Based Invoice		

Figure 6.1 Creating Pay Group

- 1. Launch the **Create Pay Group** page. See Figure 6.1.
- 2. Enter the Pay Group # and Description.
- 3. Enter the Date Criteria: Pay Through Date, Financial Year, Financial Period.
- 4. Enter the Document Criteria: Supplier Group, Supplier # From, Supplier # To, Pay Mode, Supplier Priority.
- 5. Click the Create Pay Group pushbutton to create the pay group.

6.1.2 CREATING ADVANCED PAY BATCH

1. Select the Create Advanced Pay Batch under the Supplier Payment business component. The Select Credit Documents page appears.

In the Search Criteria group box,

- 2. Enter the **Pay Group** and click the **Apply Group** pushbutton to retrieve the pay group details, if required.
- 3. Specify the **Search Criteria** and click the **Get Documents** pushbutton or directly click the **Get Documents** pushbutton to retrieve the credit documents in the **Search Results** multiline.
- 4. Select the credit document number in the multiline and click the **Apply Pay Amount** link at the bottom of the page. The **Apply Pay Amount** page appears. *See Figure 6.2*.



Apply Pay Amount			2\$ E		+	?	۵.
Pay Batch # Pay Currency Pay Amount Request Date Get Bank Cash Information	Exchange Rate Base Amount Pay Date	Status Payment Route Get Net Balance					
-Bank Cash Information							
📢 📢 [No records to display] 🕨 🍽 🕂 🖨 🕸 🖏 🕇	τ		Ŧ				Q
# 🖻 Bank/Cash # Descrip	ption Bank/Cash Currency	Bank/Cash Balance Applied Pay Amount		Applie	d Base	Amour	nt
4							Þ.
Apply Pay Amount	Total Applied Amount (Tran)	Total Applied Amount (Base)					
Create Pay Batch		Create and Authorize Pay Batch	Print				_
Payment Information	Edit Pay Batch						_

Figure 6.2 Creating Advanced Pay Batch

- 5. Specify the **Pay Currency** and enter the **Exchange Rate**.
- 6. Click the Get Bank/Cash Information pushbutton to retrieve bank/cash details of the selected pay currency
- 7. Click the **Get Net Balance** pushbutton to retrieve the account balance.
- 8. Click the Apply Pay Amount pushbutton to apply the payment amount.
- 9. Click the Create Pay Batch pushbutton to create the advanced pay batch in "Fresh" status.
- 10. Select the Edit Pay Batch link at the bottom of the page to modify the advanced pay batch details.

6.1.3 AUTHORIZE ADVANCED PAY BATCH

1. Select the pay batch number in the Select Pay Batch page. The Authorize Pay Batch page appears. See Figure 6.3.

★ 🔋 Authorize Pay Batch									24	-		- ?	
Pay Batch #	PB-000356-20	013						Status	Fresh				
Request Date	22-12-2013			Finance Book	AVEOS 🔻								
- Search Criteria													
Pay Group # 👂			Apply Pay G	roup									
Document Type	All		•	Billing Point	•			Priority	Medium 🔻				
Pay Mode		•	Doc	ument Currency	CAD 🔻			Finance Book	AVEOS 🔻				
Supplier Group From				То									
Supplier # From				То				Sort by	Doc #				
Supplier Name			Supp	lier Document #			Forwa	rd Cover Applicable	No 🔻				
Pay To Supplier # From				То									
Amount From				То									
Due Date From		#		То									
Discount Date From		#		То			1	Get Documents					
										-			0
a Condit Decument #		Ix Cradit Decument Cur	200	Bracant Outsta	nding Amount	AUGX		- All	Oue Oate	•		Day Mo	,~
E Creat Document #		CAD	ency	Present Outsta	maing Amount		1 ransaction Amo	2,000 (Due Date	,		Pay Pio Chock	de
2 E		CAD					0.00	2,000.0	0 21-01-201			CHECK	
4													
Recompute Discount/Penalty													
Total Pay Amount (Tran)	2 000 00		Total Pay	Amount (Base)	2 000 00		Total	Pay Amount (Bank)	2 000 00				
Payment Information	2,000.00		rotarro,	vinioune (bube)	2,000100		rotar	r uy / intoune (burnity	2,000100				
Pay Date	22-12-2013	簠		Pay Currency	CAD 🔻		Pay Curr. to I	Bank Exch. Rate			1.00000	000	
Bank/Cash #	BMO CAD CH	EQUE 🔻		Bank Currency	CAD		Bank Curr.	to Base Exch. Rate	1.00000000				
Description	BMO Cheque	CAD	Elect	ronic Payment	No 💌			Payment Route	Bank 💌				
Payment Mode	Check	•	Payment	Release Point	RAMCOOU	-		Priority	High 💌				
Pay Charges By		Ŧ		Remarks									
Edit Pay Batch			Ed	it and Authorize	e Pay Batch			Ret	turn Pay Batcl	ı			
dit Pay Group			Accounting Information				Payment Vouchers						
Edit Electronic Payment Information			Record Bank Charges				Edit/ View Payee Info.						
Virect Invoice			Expense Invoice				Order Based Invoice						
elivery Charges Invoice			Item Based Credit Note				Account Based Credit I	lote					
leceipt			Attach Notes										
	Cre	ated by DMUSER					Created Date 2	2-12-2013					
	Last Mod	ified by					Last Modified Date						

Figure 6.3 Authorize Advanced Pay Batch

- 2. Enter the **Search Criteria** and click the **Get Documents** pushbutton, or directly click the **Get Documents** pushbutton to retrieve the credit documents in the Search Results multiline.
 - Note: Ensure the following: 1. The documents you select in the multiline are all either forward cover applicable or not forward cover applicable. You cannot select both forward cover and no forward cover documents. 2. The credit document currency of all the documents selected in the multiline must be the same. 3. The credit document currency must be the same as the pay currency for the selected documents. 4. The exchange rate of all the credit documents also must be the same.
- 3. Select the credit document in the multiline and click the **Edit Pay Batch** or **Return Pay Batch** pushbutton to modify or return the pay batch.
- 4. Select the credit document in the multiline and click the **Apply Pay Amount** link. The **Apply Pay Amount** page appears.
- 5. Specify the **Pay Currency** and enter the **Exchange Rate**.
- 6. Click the Get Bank/Cash Information pushbutton to retrieve bank/cash details of the selected pay currency
- 7. Click the **Get Net Balance** pushbutton to retrieve the account balance.
- 8. Click the Apply Pay Amount pushbutton to apply the payment amount.
- 9. Click the **Save** and **Authorize** pushbutton to save and authorize the advanced pay batch.

SUPPLIER RECEIPTS

Ramco Aviation Solution



Theme: Supplier Receipts: Scenario 1 – Generating Receipts for Supplier Payments

S No	Flow of Events	Primary Actors	Component Name	Activity Name	UI Name	Functional Steps
1	Creating Receipts for Supplier Payment	Accounts Assistant	Supplier Receipt	Create Receipt	<u>Create</u> <u>Receipt</u>	 Enter the supplier code and receipt information, and generate receipt in Fresh status.
2	Edit/Authorize Receipt	Senior Accountant / Finance Controller	Supplier Receipt	Edit Receipt	Edit Receipt	 Retrieve the receipt for authorization. Edit/Authorize the receipt with or without modification. Receipt turns to Authorized status
3	Authorize Receipt	Senior Accountant / Finance Controller	Supplier Receipt	Authorize Receipt	<u>Authorize</u> <u>Receipt</u>	 Retrieve the receipt for authorization. Authorize the receipt with or without modification. Receipt turns to Authorized status.
4	Reverse Receipt	Accounts Assistant / Senior Accountant / Finance Controller	Supplier Receipt	Reverse Receipt	Reverse_ Receipt	 Retrieve the receipt for reversal. Enter the reversal details such as reversal date and reason for reversal, and click the Reverse Receipt pushbutton. The status of the receipt is updated as "Reversed".
5	Hold / Release Supplier Receipt	Senior Accountant / Finance Controller	Supplier Receipt	Hold / Release Receipt	Hold /_ Release Receipt	 Select the receipt that needs to be put on hold or released. Enter the reason and remarks for holding / releasing the receipt. Click Hold Receipt pushbutton to put the receipt on hold. Click the Release Receipt pushbutton to release the receipt in "Held status.

7.1 GENERATING RECEIPTS FOR SUPPLIER PAYMENTS

This section deals with receipts for any payment received from the supplier. The receipts are created when the suppliers have to keep some security deposit with the customers, or when they have to give some initial amount against tenders, or when they return money for goods returned, or when they decide to discontinue business relation and settle dues in case of any disputes.

Receipts are generated for the payments that are received in the form of checks, demand draft, direct credit, pay order or cash.

7.1.1 CREATE RECEIPT

Hold/Release Receipt				44 4 1 2	3 4 ▶ ₩	1 /4 🛛	. 6	₽ 4	• ?	La 🖪
- Voucher Information										
Receipt #	SR-000002-2013				Status	Authorized				
Receipt Date	03-07-2013	Finance Book	AVEOS							
- Receipt Information										
Supplier #	G0001	Supplier Name	Supplier 354							
Receipt Route	Bank	Receipt Method	Regular		Receipt Mode	Check				
Bank/Cash #	BMO CAD CHEQUE	Description								
Currency	CAD	Exchange Rate	1.00000000		Receipt Amount	500000.00				
Apply		Remarks								
Reason for Hold	Hold	Remarks for Hold								
- Instrument Information	Hold									
Instrument #	1232	MICR #	23232		Instrument Amount	500000.00				
Instrument Date	05-04-2013	Bank #	SBI		Charges	0.00				
Instrument Status	Realized	Reference #	SR-000001-2013							
Cost Center		Analysis #			Sub Analysis #					
		Hold Receipt Relea	ase Receipt							
Accounting Information										
	Created by DMUSER			Created Date	05-04-2013					
	Last Modified by DMUSER			Last Modified Date	03-07-2013					

Figure 7.1 Creating Supplier Receipt

- 1. The Create Receipt page is launched. See Figure 7.1.
- 2. Enter the **Receipt #** if the wish to generate the invoice number manually. Otherwise select the Numbering Type for automatic generation of the invoice number.
- 3. Enter the Receipt Date.
- 4. Enter the Supplier #.
- 5. Select the **Currency** in which the payment has been received.
- 6. Enter the number of units of the base currency with respect to the transaction currency if they are different, in the Exchange Rate field.
- 7. Enter the Receipt Amount.
- 8. Click the Create Receipt pushbutton to create a supplier receipt.



7.1.2 EDIT RECEIPT

★ 🗎 Edit Receipt					1 /1 🕮 🖶 🖨 🗲	? 🗔 🖪
- Voucher Information						
Receipt # SUR-000006-2014	Receipt Category Reg	gular		Status	Fresh	
Receipt Date 30-04-2014	Finance Book AV	EOS 🔻				
Receipt Method Regular 💌	Receipt Route Bar	nk 💌		Receipt Mode	Check 🔻	
Currency CAD 🔻	Exchange Rate	1.00000000		Remitter	N	
Bank/Cash # BMO CAD BLOCKED 🔻	Description BMC	D Blocked CAD		Receipt Amount	2,000.00	
Ref. Document #	Remarks					
Instrument Information						
Instrument # 12	MICR # 324	413432		Instrument Amount	2,000.0	0
Instrument Date 30-04-2014	Bank # 12:	1				
- Accounting Information						
$(((1 - 1/1)) +) + = \Box \neq Q Q T T_{x}$		と回る	X 🛛 🗎 🏹 😉 🖡 🖷	III All	T	Q
# 🗉 Usage 🔎 Account # 🔎	Amount	Dr/Cr		Base Amount	Remarks	
1 🗖 710600		2,000.00 Cr	*		2,000.00	
2		Cr	*			
Compute						
Net Credit Amount 2,000.00						
Card Information						
Card #	Authorization #			N		
Issuer	Valid III Month			rear #		
Edit Receipt	Edit and Authorize R	Receipt			Delete Receipt	
Remitter Information						
Accounting Information	Attach Notes					
Created by DMUSER			Created Date	e 30-04-2014		
Last Modified by			Last Modified Date	2		

Figure 7.2 Edit supplier Receipt

- 1. The Edit Receipt page is launched. See Figure 7.2.
- 2. Retrieve the **Receipt** to be modified and authorized with the help of the search criteria.
- 3. If necessary, modify the Voucher Information, Receipt Information and Instrument Information.
- 4. Click the **Edit** and **Authorize Receipt** pushbutton to save the modifications and authorize the supplier receipt.
- 5. The receipt turns into "Authorized" status.



7.1.3 AUTHORIZE RECEIPT

*		Authori	ze Receipt										44 4 1 > >>	1 /1	* =		+	? 🗔
	Voue	her Inform	ation															
			Receipt #	SUR-000006-2014				Receipt Category	Regular				Status	Fresh				
			Receipt Date	30-04-2014		::::		Finance Book	AVEOS 🔻									
			Receipt Method	Regular 💌				Receipt Route	Bank 💌				Receipt Mode	Check		▼		
			Currency	CAD 🔻				Exchange Rate		1.0000000	1		Remitter	N				
			Bank/Cash #	BMO CAD BLOCKE	ED	•		Description	BMO Blocked C	AD			Receipt Amount			2	,000.00	
			Ref. Document #					Remarks										
-	Inst	rument Info	ormation															
			Instrument #	12				MICR #	32413432				Instrument Amount			2	,000.00	
			Instrument Date	30-04-2014				Bank #	121									
	Acco	ounting Info	rmation															
44	4	1 - 1 / 3	L 🕨 🕨 🕂 =	0 % 0 0	T T _x							# #	III All		•			Q
#	E	Usage 🔎			Account	t#P		Amount		Dr/Cr			Base Amount		Remark	s		
1	E	3			710600				2,000.00	Cr		~		2,000.0	0			
2	E	3								Cr		*						
		•) F
Co	mout	· 0																
	mpu			Not Cradit Amou	nt 2.000	1.00												
-	Card	Informatio	n	Het creat Allou														
_			Card #					Authorization #										
			Is	ssuer			Valid Till	Month					Year #					
_																		
			Edit Receipt					Edit and Authori	ze Receipt					Return Rec	eipt			
Rem	itter I	nformation																
Acco	untin	g Information	n				Attach Notes											
				Created	by DMI	SER					Cre	ated Dat	e 30-04-2014					
				Last Modified	by						Last Mod	lified Dat	e					

Figure 7.3 Authorize supplier Receipt

- 1. The Authorize Receipt is launched. See Figure 7.3.
- 2. Retrieve the **Receipt** to be authorized with the help of the search criteria.
- 3. If necessary, modify the Voucher Information, Receipt Information and Instrument Information.
- 4. Click the Edit and Authorize Receipt pushbutton to modify and authorize the receipt.
- 5. The receipt turns into "Authorized" status.

7.1.4 REVERSE RECEIPT

1. Select the **Invoice #** in the multiline of the **Select Receipt** page. The **Reverse Receipt** page is launched. *See Figure* 7.4.

Reverse Receipt					1 /2 🎞	t 🔶	?	[¢
Reversal Information Reversal Document # Reversal Document #	02-07-0013 BB	Numbering Type	SR V	Domarks for Davarea				
Voucher Information	SP-000013-2013	Reason #	conection required	Status	Authorized			
Receipt Date	03-07-2013	Finance Book	AVEOS	56665	Addionecu			
Supplier # Receipt Route	00198 Bank	Supplier Name Receipt Method	Supplier 12 Regular	Receipt Mode	Check			
Bank/Cash # Currency Apply	EMO CAD BLOCKED CAD	Description Exchange Rate Remarks	BMD Blocked CAD 1.00000000	Receipt Amount	50.00			
Instrument Information Instrument # Instrument Date	5462 03-07-2013	MICR # Bank #	SBI	Instrument Amount Charges	50.00 0.00			
Instrument Status Cost Center	Realized	Reference # Analysis #		Sub Analysis #				_
		Revers	e Receipt					_
Accounting Information								_
	Created by DMUSER Last Modified by		Cre Last Moo	ated Date 03-07-2013 lified Date				

Figure 7.4 Reverse supplier Receipt

- 2. Enter the **Reversal Document #**. If this field is left blank, the system generates the reversal document number based on the **Numbering Type** selected.
- 3. Enter the date on which the receipt is reversed, in the **Reversal Date** field.
- 4. Select the **Reason #** for reversing the supplier receipt and enter the **Remarks** for Reversal.
- 5. Click the **Reverse Receipt** pushbutton to reverse the supplier receipt. The status of the receipt is updated as "Reversed".

7.1.5 HOLD / RELEASE SUPPLIER RECEIPT

- 1. Select the **Supplier Receipt #** in the **Select Receipt** page. The **Hold/Release Receipt** page appears. See Figure 7.5.
- 2. Select the Reason for Hold and Remarks for Hold regarding the necessity to put the supplier receipt on hold.

Hold/Release Receipt				44 4 1 2	3 4 🕨 👐	1 /4 🕮	-	₽ +	?	6
- Voucher Information										
Receipt #	SR-000002-2013				Status	Authorized				
Receipt Date	03-07-2013	Finance Book	AVEOS							
-Receipt Information										
Supplier #	G0001	Supplier Name	Supplier 354							
Receipt Route	Bank	Receipt Method	Regular		Receipt Mode	Check				
Bank/Cash #	BMO CAD CHEQUE	Description								
Currency	CAD	Exchange Rate	1.00000000		Receipt Amount	500000.00				
Apply		Remarks								
Reason for Hold	Hold	Remarks for Hold								
-Instrument Information	Hold									
Instrument #	1232	MICR #	23232		Instrument Amount	500000.00				
Instrument Date	05-04-2013	Bank #	SBI		Charges	0.00				
Instrument Status	Realized	Reference #	SR-000001-2013							
Cost Center		Analysis #			Sub Analysis #					
		Hold Receipt Relea	ase Receipt							
Accounting Information										
	Created by DMUSER			Created Date	05-04-2013					
	Last Modified by DMUSER			Last Modified Date	03-07-2013					

Figure 7.5 Hold / Release supplier receipt

- 4. Click the **Hold Receipt** pushbutton to put the supplier receipt on hold. The status of the invoice is updated as "Held".
- 5. Click the Release Receipt pushbutton to release the supplier receipt.

7.1.6 MAINTAIN TDS REMITTANCE INFORMATION

- 1. Enter the **Remittance Req. #** and press the enter key to retrieve the existing remittance request. If this field is left blank, the system generates the remittance request number based on the **Numbering Type** selected.
- 2. Select the Tax Type and Tax Class of the remittance request, in the Search Criteria group box.
- 3. Enter other search criteria, if required.
- 4. Click the **Search** pushbutton, to retrieve the documents for which TDS is deducted in the previous month in the multiline. *See Figure 7.6.*



Maintain TDS Remittance I	nformation									그 등 다 🗲	? 🗔
Remittance Information Remittance Reg. # 0	DEM 000002 10			Demittance D	en Date Doin i	ac 📾			Statue		
Financial Year	REM-000003-18			Finar	ace Book	J-26		Num	ahering Type	DEM T	
Tax Class				Remittance Reg. C	Category 194H				ibening type	KLM *	
- Search Criteria											
Company	-			Finar	nce Book	Ŧ			Тах Туре	TDS 💌	
Financial Year	01 Jan 2018 - 31 0	Dec 2018	•	Financi	al Period 01 Jan	2018 - 31 Jan 2	2018 🔻		Tax Class	Comision/Brkg-C	•
Transaction Date from		Ê		Transaction	Date to						
Return Remittance Details					Search						
(((1 - 1/1))) + -				a . t. u					700.0	T	
# Doc. Type	DOC. #	Authorized	Supplier #	Supplier Name	2018-00-24	CAD	Doc. Amt. (Doc Curr.)	Doc. Amt. (Base Curr.)	CAD	Taxable Amt. (Base Curr.)	Tax Am
2	LAF-001412-2010	Audionzeu	00000	SupppilerIII	2010-09-24	CAD	530.00	550.00	CAD	1,000.00	
Compute			Interest A	mount				Total Amount Paya	ble		>
Payment Information											
Payment Processing Point	RAMCOOU 🔻			Paymen	t Priority High	•		P	ay Currency	CAD 🔻	
Payment Mode	Direct Debit	•		Paymer	nt Route Bank	•		E	Bank/Cash #	BMO CAD BLOCKED	
Payee				Payment Inst	fructions				0.0.1.0		
User Defined - 1				User De	and Authorizo			Use	r Defined - 3	Delete	
- Voucher Information				Save						Delete	
Payment Voucher #/ Status		/		Voud	her Date			Vou	cher Amount		
Prir	nt Check				Direct Debit				Accountin	g Information	
Upload	Documents			View A	ssociated Doc. Att	achments					
	Created F	by						Created Date			
	Last Modified b	by						Last Modified Date			

Figure 7.6 Maintaining TDS Remittance Information

- 5. Enter the User Defined-1, User Defined- 2 and User Defined-3 fields.
- 6. On Click of the **Compute** pushbutton the Interest for delayed payment of deducted TDS, if any is calculated automatically based on the Remittance Request date and displayed in **Interest Amount** field. The interest amount can be modified after compute, to include Interest on delayed deduction of Interest if any.
- 7. On click of the Save pushbutton new Remittance Request is created in 'Fresh' status.
- 8. On click of **Save and Authorize** pushbutton Sundry Payment Voucher is automatically created for the Total Amount Payable after review.
- 9. On click of **Delete** pushbutton the remittance request in Fresh Status is deleted.
- 10. The system displays the payment voucher details in the Voucher Information group box.

7.1.7 MAINTAIN TAX DEPOSIT CHALLAN

- 1. Enter the **Challan #** and press the enter key to retrieve the existing challan. If this field is left blank, the system generates the challan number based on the **Numbering Type** selected.
- 2. Select the Tax Type and Tax Class of the challan, in the Search Criteria group box.
- 3. Enter other search criteria, if required.
- 4. Click the **Search** pushbutton, to retrieve the remittance documents for which the payment has been processed. *See Figure 7.7.*


🗎 Maintain Ta	ax Deposit Challan								73			?	Lø K	
- Challan Inform	ation													
	Challan # 2 CIN-000013-18		Challan Date		:			Status						
	Financial Year		Finance Book				P	Numbering Type	CIN 🔻					
	Tax Class													
Enance Book			Financial Year 0	1 Jan 2018 - 31 Dec 20)18			Financial Period	01 Sep 20	18 - 30 S	en 2018		××	
R	emittance Reg. # from		Remittance Reg. # to					Tax Type	TDS 👻	10 000				
Remi	tance Req. Date from	Re	emittance Req. Date to		(<u></u>)			Tax Class	Comision/	Brkg-C		Ŧ		
			Searc	:h										
Remittance Re	q. Details													
44 4	[No records to display] 🕨 🕨 + - 🗇 🛠 🕇	T,			C 🗎 🛛 C		10 14 26	All		T			Q	
# 🖻 Remitt	ance Req. # Remittance Req. Date Payment Voucher # ,	Amount Pay Voucher S	Status Instrument #	Instrument Date	Deposit Date	Bank Code	BSR Code	Challan Seria	# Ch	allan TDS	Amount	Challa	an In	
1														
<)	>	
			Compu	ıte										
	Challan Currency Challan Amount													
	User Defined - 1		User Defined - 2				User Defined - 3							
Save			Save and Authori	ze				[Delete	J				
Links	Upload Documents		View Associated Doc. Attachments											
Record Statistics Created by						Crea	ited Date							
	Last Modified by			Last Modified Date										

Figure 7.7 Maintaining Tax Deposit Challan

- 5. The **Challan Serial #** detail provided by the bank while processing payment for Remittance Request is entered against the respective Remittance Request.
- 6. The BSR Code of the Bank, Deposit Date, Challan TDS Amount and Challan Interest Amount is entered for each Challan.
 - Note: If multiple Remittance Request are paid with same Challan, then all the above details have to be repeated for those Remittance Requests.
- 7. The sum of Challan TDS Amount and Challan Interest Amount should be equal to the sum of Amount payable of Remittance Request mapped against the same Challan Serial #.
- 8. Click the **Compute** pushbutton to calculate the challan amount.
- 9. Click the **Save** pushbutton to save the challan details.
- 10. Click the **Save and Authorize** pushbutton to save and authorize the Tax Deposit challan.
- 11. Click the **Delete** pushbutton to delete the challan in Fresh Status.



Index

Α

Action On Variance, 14 Adjustment Sequence, 39 Advance payments, 7 Allocation Type 18 Anchor Date, 50 Apply Group, 59 Apply Pay Amount, 60 Authorize account based note, 35 advanced pay batch, 60, 66 expense invoice, 45 invoice, 17 prepayment voucher, 55 regular pay batch, 20 supplier balance adjustment voucher, 39 voucher, 24

В

Billing for delivery charges, 7 Billing for non-order based supplier services, 7 Billing for repair services, 7

С

Check Series #, 27 Check Series Information, 27 Create account based note, 34 expense invoice, 43 multi currency adjustment voucher, 37 receipt, 64 single currency adjustment voucher, 36 voucher, 22 Creating advanced pay batch, 59 debit notes for rebates, 34 delivery charges invoice, 50 pay group, 59 payment voucher for credit documents of same currency, 19 Credit Documents, 37, 38

D

Default Reason #, 29 Destination Finance Book, 34 Direct Debit, 28

Ε

Edit expense invoice, 44 receipt, 65 voucher, 23 Edit Pay Batch, 61 Electronic Payment Information, 44

F

Forcematch Tolerance, 16

G

Generating receipts for supplier payments, 64 Get Net Balance, 60

Н

Hold / release account based note, 36 expense invoice, 46 pay voucher, 21 sundry Payment Voucher, 25 supplier order based invoice, 18 supplier receipt, 67 Hold Note, 36 Hold Receipt, 67 Hold Voucher, 21

I

Instrument Information, 66 Inter-Bank Details, 22 Invoice Category, 17 Invoice payment with multiple currencies, 7 Invoice Value Details, 14 Invoicing process for a purchase order / goods receipt, 13 for miscellaneous expenses incurred, 43

Μ

Manage Allocation Charges, 17 Maintain invoice, 13 prepayment voucher, 53 Maintaining prepayment voucher for advances, 53 Match invoice, 16



Miscellaneous Cost, 15 Miscellaneous payments without involving supplier, 22

Ν

Normal procurement of inventory items, 7 Note No., 35 Note Type, 35

Ρ

Pay Batch #, 20 Pay Charges, 19, 28 Pay Through Date, 59 Payment Category, 24 Payment Information, 53 Payment Route, 19 Prepayment voucher, 53 Print Check, 27 Propose Adjustment, 37

R

Reason Code, 18 Receipt Date, 64 Record damaged Check, 29 **Releasing payment** for payment vouchers, 25 Remarks for Hold, 18 Return Pay Batch, 61 Reversal Date, 21 Reversal Voucher #, 39 Reverse account based note, 35 adjustment voucher, 39 expense invoice, 46 invoice, 17 receipt, 66 voucher, 24 Reversing voucher, 21

S

Salvage Value, 15 Select Voucher for making payments through check or direct debit, 27 for payment when Pay Mode is cash, 26 Supplier debit credit notes, 34 Supplier Information, 13 Supplier Invoice Amount, 44 Supplier order based invoice, 13 Supplier receipts, 7

Т

Tax Code, 54 Tax Key, 54 TCD Amount, 15 Transaction Type, 26 Transferee FB, 22

V

Void Check, 28 Void Direct Debit, 29 Voiding Date, 30 Voucher Information, 65

Corporate Office and R&D Center

RAMCO SYSTEMS LIMITED

64, Sardar Patel Road, Taramani, Chennai – 600 113, India

Office :+91 44 2235 4510 / 6653 4000

Fax : +91 44 2235 2884

Website : www.ramco.com