

RAMCOAVIATION SOLUTION VERSION 5.9 USER GUIDE RECEIVABLES MANAGEMENT

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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 **Receivables Management** business process. The sub processes are explained in the remaining chapters.

Chapter 2 focuses on the **Regular Part Sales** sub process.

Chapter 3 dwells on the Service Sales sub process.

Chapter 4 dwells on the **Customer Supplier Adjustment** sub process.

Chapter 5 dwells on the Asset Disposal sub process.

Chapter 6 dwells on the **Sundry Receipts** sub process.

Chapter 7 dwells on the Customer Payment sub process

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

DOCUMENT CONVENTIONS

- 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.

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RECEIVABLE MANAGEMENT – USAGE MANUAL

1.1 RECEIVABLE MANAGEMENT – THEMES

1.1.1 REGULAR PART SALES

This theme covers the invoicing function based on the material that has been supplied vide a pack slip. "Regular Invoice" will be available for selection if a "Pack slip" business component has been mapped to the login organizational unit.

1.1.2 SERVICE SALES

This theme includes the invoicing function based on the service order raised on the customer to whom the services were rendered. Miscellaneous Invoice creation is covered under this theme.

1.1.3 CASH SALES

The theme covers the receipt of the sale consideration soon after the transaction gets completed.

1.1.4 ASSET DISPOSAL

This theme manages the payment receivable during the process of disposing assets.

1.1.5 SUNDRY RECEIPTS

This theme manages the recording of cash inflows from one-time sources other than customers or suppliers.

1.1.6 CUSTOMER PAYMENT

This theme covers the details of payments made to customers as regular advance or deposits.

1.2 BUSINESS SCENARIOS

1.2.1 BUSINESS SCENARIO FOR REGULAR PART SALES

Advance Receipts

Customer Supplier Adjustment

1.2.2 BUSINESS SCENARIO FOR SERVICE SALES

Regular Service Billings

1.2.3 BUSINESS SCENARIO FOR CASH SALES

Customer Supplier Adjustment

1.2.4 BUSINESS SCENARIO FOR ASSET DISPOSAL

Advance Receipts

Customer Supplier Adjustment

1.2.5 BUSINESS SCENARIO FOR SUNDRY RECEIPTS

Sundry Receipts

1.2.6 BUSINESS SCENARIO FOR CUSTOMER PAYMENT

Customer Payment

REGULAR PART SALES

S **Flow of Events** Activity Name Primary Component **UI Name Functional Steps** Actors Name No 1 Receiving Accountant Customer Create Receipt Create Receipt 1. Enter the voucher information and Check from the sales Receipt customer receipt Information. If the receipt mode is check, receipt category is "Advance", enter the instrument information after providing the debit document (PPI) as the doc reference. 2. Enter the reference document (Optional) 3. Click Create. The receipt voucher is created in fresh status Authorize Edit Receipt Edit Receipt 1. Select the receipt Manager Customer 2 Customer receipt Sales Receipt voucher and authorize the same Hold/Release 3 Hold/Release Manager Customer Hold/Release 1. Select the receipt that Customer Sales Receipt Receipt Receipt needs to be held or Receipt released. 2. Enter the reason and remarks for holding / releasing the invoice. 3. Click the Hold Receipt pushbutton to put the receipt on hold. 4. Click the Release Receipt pushbutton to release the Customer receipt. Create 1. Select the instruments Accountant Realize Receipt Create Pay in Create Pay in 4 Pay in slip sales slip which has to be <u>slip</u> deposited in bank and create pay in slip Realize Receipt Edit Pay in slip Edit Pay in slip 5 Depositing in Accountant 1. Select the pay in slips Bank sales and click deposit instruments. The status of the pay in slip becomes deposited. Bouncing the 6 Accountant Realize Receipt Bounce Bounce 1. Search and select the sales Instruments instrument **Instruments** instrument that you deposited in the want to bounce. bank 2. Click "Bounce Instruments" to bounce the instrument. The status of the instrument is updated as "Bounced" in the corresponding pay-in slip.

Theme Regular Part Sales: Scenario 1 – Advance Receipts

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7	Raising regular Invoice, actual liability occurs at this stage	Accountant sales	Customer Direct Invoice	Create Invoice	Create Invoice	1.	Create the invoice in fresh status
8	Authorize the Invoice	Manager Sales	Customer Direct Invoice	Authorize Invoice	Authorize Invoice	1.	Fetch the invoice created in the previous step and authorizes the same.
						2.	The status upgrades to that of authorized stage
9	Hold/Release Invoice	Manager Sales	Customer Direct Invoice	Hold/Release Invoice	<u>Hold/Release</u> Invoice	1.	Select the direct invoice that needs to be put on hold or released.
						2.	Enter the reason and remarks for holding / releasing the invoice.
						3.	Click the Hold Invoice pushbutton or Release Invoice to hold / release the direct invoice.
10	Edit / Authorize Miscellaneous Invoice	Assistant Accountants / Senior Accountant	Customer Direct Invoice	Edit Miscellaneous Invoice	Edit Invoice	1.	Retrieve the details of the invoice that must be modified or modified/authorized.
						2.	Edit/Authorize the invoice with or without modification.
						3.	Invoice turns to Authorized status.
11	Authorize Miscellaneous	Senior Accountant	Customer Direct Invoice	Authorize Invoice	<u>Authorize</u> Invoice	1.	Retrieve the invoice for authorization.
	Invoice	/ Finance Controller				2.	Authorize the invoice with or without modification.
						3.	Invoice turns to Authorized status.
12	Generate dunning letters		Credit Management	Generate Dunning Letters	Generate Dunning Letters	1.	Generates the dunning letters for the specified date.
13	Adjust the debit and credit documents	Accountant sales	Customer Balance adjustment	Create Single Currency adjustment	<u>Create Single</u> <u>Currency</u> <u>Adjustment</u>	1.	Fetch the Customer prepayment Invoice (credit Document) and fetch the order based invoice (credit document) Propose, Compute and create adjustment.
14	Authorizing the adjustment made	Manager Sales	Customer balance adjustment	Edit Single Currency Adjustment	Edit Single Currency Adjustment	1.	Fetch the adjustment voucher create in the previous step and authorize the same

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15	Creating a part	Sales	Customer	Create item	Create Item	1. Create a part note for
	note		debit credit	based note	Based Note	variance in price for
			note			the parts invoiced,
						for the return of sold
						parts, for parts lost
						in transit or changes in
						the tax, charge or
						discount applicable for
						the part

2.1 ADVANCE RECEIPTS

2.1.1 CREATE RECEIPT

- 1. Launch the page **Create Receipt**. *See Figure 2.1*.
- 2. Select the **Receipt Date**, **Receipt category**, **Finance Book** and **Numbering Type** in the **Voucher Information** group box.
- 3. Enter the **Customer #**, **Exchange Rate**, **Receipt Amount** and other details in the **Receipt Information** group box.
- 4. Enter the **Discounting Amount** of the customer invoice, if the customer invoice is discounted with bank.
- 5. Provide the **Default Tax Key** and **Withholding Tax** in the **Tax Information** group box.
- 6. Enter details in the **Instrument Information** and **Document Reference** group boxes and click the **Get** pushbutton to retrieve debit document details.
- 7. Enter the amount to be adjusted against debit documents in the **Adjusted Amount in Receipt Currency** and enter the amount of tax deducted at source by the customer in the **WHT Amount** column and provide the **Tax Key**.
- 8. Click **Compute** pushbutton to retrieve the running balance of the reference document.
- 9. Click Create Receipt, receipt voucher created in fresh status.
- 10. Click **Create and Authorize Receipt** to create a fresh receipt and authorize the receipt.

Create Receipt								74 🔃		₽ ←	? 🗔
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Receipt Information											
Customer # 🖇	1090000		Customer Name	Customer 3		Forward C	Cover Applicable	No 💌			
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Figure 2.1 Create Receipt

2.1.2 EDIT RECEIPT

- 1. Enter the **Receipt Voucher Number** and click "Edit receipt". *See Figure 2.2*.
- 2. If the Receipt voucher number is not known, with the help of the search criteria, fetch the receipt voucher that has to be authorized.
- 3. Click on the **Receipt Number** (hyperlink) then in the edit receipt page, after making the necessary changes, click **Edit and Authorize** Receipt.
- 4. The receipt voucher status turns into "Authorized" status.

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5 Direct Invoice FINV-00002-2018 PT1 26-12-2018 CAD 18,205.00 18,205.00	4 🖹 Direct Inv	/oice	AWO-000096	2018 PT1		22-12-2018	CAD		1,000.00		500.00	0
Compute Total Receipt Amount 20,884.50 Card # Card # Issuer Vaid Till Month Year # Edit Receipt Adjust Receipt Accounting Information Attach Notes Created by DMUSER Created Date 06-02-2019	5 🖾 Direct Inv	/oice	FINV-000002	2018 PT1		26-12-2018	CAD		18,205.00		18,205.00	3
Compute Total Receipt Amount 20,884.50 Card # Card # Card # Super Valid Till Month Year # Edit Receipt Edit and Authorize Receipt Delete Receipt Adjust Receipt Atach Notes Created by DMUSER Created by DMUSER Created Delete 0:002-2019	4											•
Card Information Card # Issue Valid Till Authorization # Issue Edit Receipt Edit and Authorize Receipt Delete Receipt Edit and Authorize Receipt Created by DMUSER Created by DMUSER Created bate 06-02-2019		Compute			Total Receipt Amount	20,884.50						
Card #	- Card Informatio	n										
Issuer Valid Till Month Year # Edit Receipt Edit and Authorize Receipt Delete Receipt Adjust Receipt Attach Notes Created by DMUSER Created by DMUSER Created Date 06-02-2019			Card #					Authorization #				
Edit Receipt Edit and Authorize Receipt Delete Receipt Adjust Receipt Accounting Information Attach Notes Created by DMUSER Created Date 06-02-2019			Issuer		Valid Till			Month		Year #		
Adjust Receipt Accounting Information Attach Notes Created by DMUSER Created Date 06-02-2019						Edit Receipt			Edit	and Authorize Receipt	Delete Recei	eipt
Adjust Receipt Accounting Information Attach Notes Created by DMUSER Created bate 06-02-2019												_
Accounting Information Attach Notes	Adjust Receipt											
Created by DMUSER Created Date 06-02-2019	Accounting Information	1		Attach Notes								
			Created by DMUSER					Created Date	06-02-2019			
Last Modified by DMUSER Last Modified Date 06-02-2019			Last Modified by DMUSER					Last Modified Date	06-02-2019			

Figure 2.2: Edit Receipt

2.1.3 HOLD / RELEASE CUSTOMER RECEIPT

1. Specify the search criteria and select the customer receipt to be held or released, in the **Select Receipt** page. Click the hyperlinked receipt number and launch the **Hold / Release Receipt** page. *See Figure 2*.3



★ 🗎 Hold/Release Receipt				•• • 1 2	3 4 5 🕨 🗰 3	/52 🗐	겨 좀 (⇒ ←	? 🗔	K II
Voucher Information										
Receipt #	CR-000017-2012	Receipt Category	Regular			Stati	us Authorized	đ		
Receipt Date	2012-08-06	Finance Book	AVEOS							
Customer #	400007	Customer Name	Customer 9		Forward	Cover Applicab	le N			
Receipt Route	Bank	Receipt Mode	Check			Adjustme	nt Manual			
Currency	USD	Exchange Rate	1.12000000			Receipt Amou	nt 565.00			
Bank/Cash #	BMO CAD BLOCKED	Description	BMO Blocked CAD			Collector	#			
Remitter		Unapplied Amount	565.00			Commen	ts			
Reason Code	Hold 💌	Remarks for Hold								
- Tax Information										
Amount before Tax		Withholding Tax			Ar	mount Net of Ta	ax			
Instrument #	8AEE48C1-EFA7-4	MICR #	874E311C-1617-4C7	3	In	strument Amou	nt 565.00			
Instrument Date	2012-08-06	Bank #	F158F9F5-BDAC-49F	7		Charge	es 0.00			
Cost Center		Analysis #				Sub Analysis	#			
Debit Document Information										
						All		Ŧ		Q
# Debit Document Type	Document #	Term #	Due Date	Currency	Document Amount	Outst	anding Amoun	t		Adjusi
1 Direct Invoice	MIN-000012-2012	PT1 2	012-08-07	USD	5	565.00			565.0	0
<										>
Card Information										
	Card #				Authorization #					
	Issuer				Validity					
		Hold Receipt		Release Receipt						
Accounting Information										
	Created by DMUSER				Created Date 201	2-08-06				
	Last Modified by				Last Modified Date					

Figure 2.3 Holding or releasing customer receipt

- 2. Enter the **Reason Code** and **Remarks for Hold**, and click the **Hold Receipt** pushbutton. The status of the receipt is updated as "Held".
- 3. Click the **Release Receipt** pushbutton to release the customer receipt. The status of the receipt is updated as "Authorized".

2.1.4 CREATE PAY IN SLIP

1. With the help of the search criteria, fetch the instruments for which the pay in slips has to be created. *See Figure* 2.4.

★ 🗎 Create Pay-in-Slip							II 73		+	?	ā [
Search Criteria											
Bank #	ALL × 👻					Status					
Amount From			То			Currency	CAD 🔻				
Instrument Date From	(III)		То			Receipt Type	ALL				
Collection Point From	RAMCOOU 🔻		To RAMCOOU 💌			Collector #					
Instrument # From			То				Get				
Instrument Information											
44 4 1 - 5 / 283 → →→ +	- O * O O T T					All		Ŧ			Q
# 🗈 Bank #	Instrument #	Instrument Date	Currency	Amount	Remitter						6
1 BMO CAD BLOCKED	65465	2014-30-04	CAD	18	5.00						6
2 E BMO CAD BLOCKED	XCZSCX	2013-22-12	CAD	20	0.00						в
3 🔲 BMO CAD BLOCKED	instrument one	2012-10-07	CAD	44	8.00						s
4 🖹 BMO CAD BLOCKED	52154	2014-26-03	CAD	60	0.00						1
5 E BMO CAD BLOCKED	hgiu	2014-11-07	CAD	90	0.00						G
<											>
Compute		Total Amount									
			.]								
		a	eate Pay-in-Slip								
Accounting Information											_
	Created by				Oreated Date						

Figure 2.4 Create Pay in slip

- 2. Select the instruments in the multiline, (which has to be deposited) and click Compute
- 3. The sum of all the instruments selected is shown as the total amount
- 4. Then click Create Pay in slip pushbutton
- 5. Single Pay in slip for all the instruments selected is created in fresh status with a unique number.

2.1.5 EDIT PAY IN SLIP

- 1. Select the **Bank Code** and enter the **Pay In Slip number** (if it is known) and Click "**Edit Pay in slips**" link in the "Select Pay-in-Slip" screen.
- 2. If pay in slip number is not known, fetch the number through search criteria.
- 3. All the pay in slips in fresh status, which fulfills the search criteria, appears in the multiline
- 4. Click on the pay in slip Number (Hyperlink). The "Edit Pay-in-Slip" screen appears. See Figure 2.5

*	D	Edit Pay-in-Slip				44 4 1 2 3	4 5 🕨 👐	2 /5 🗐 🕮 !) 🗔 🗖			
		Pay-in-Slip # 1		Pay-	in-Slip Date 2016-03-05	-03-05 Status FRESH							
		Bank # BMC	CAD BLOCKED	BMO Blocked CAD		Currency CAD							
	nstru	Receipt Type CUS nent Information	TOMER RECEIPT										
44	4	1 - 2 / 2 > >> - T T _x			٨.			All	T	Q			
#		Instrument #	Instrument Date	Amount	Remitter		Remitting Bank		Address				
1		12	2014-30-04	2000.00	N		121						
2		4145	2014-30-04	186.00			215						
		<								>			
Co	mpute			Total Amount 2186.00									
		Deposit	Instruments		Edit Pay-in-Slip			Delete Pay-in-Slip					
Acco	unting I	nformation											
			Created by DMUSER			Created	Date 2016-03-0	5					
			Last Modified by DMUSER			Last Modified	Date 2016-03-0	5					
-							2510 05 0.	-					

Figure 2.5 Edit Pay in slip

- 5. In the next UI, Click on **Deposit Instruments.**
- 6. The status of the pay in slips becomes "Deposited".
- 7. Click on the Edit Pay-in-Slip pushbutton to edit the pay-in-slip.
- 8. Click on the Delete Pay-in-Slip pushbutton to delete the pay-in-slip.
- 9. Click the **Print** pushbutton to take a print out of the pay-in-slip.

2.1.6 BOUNCE INSTRUMENTS

1. Select the **Bounce Instruments** link under the **Realize Receipt** business component. The "**Bounce Instruments**" page appears. *See Figure 2.6*.

\star 🗎 Bounce Instruments								?	¢ K
Search Criteria									
Bank #	ASB × v	Re	itter		Collector #				
Instrument # From			To		Currency	ALL 🔻			
Instrument Date From	1		To		Receipt Type	ALL		r	
Instrument Amount From			То			Search			
Instrument Information									
(I I I I I I I I I I I I I I I I I I I	play] 🕨 🕨 + - 🗇 😒	0 0 T T,		X Z 🗎 🛛 🗳 🖡 🖷 🖩	All		Ŧ		Q
# 🖻 Bank #	Currency	Instrument # Instrume	t Date Instrument Ar	mount Remitter					
1									
1									
		Bou	nce Instruments						

Figure 2.6 Bounce Instruments

- 2. Search for the instrument that you wish to bounce by specifying the Search Criteria.
- 3. Enter the Reason Code and Remarks for bouncing the instrument, and click the **Bounce Instruments** pushbutton.

2.1.7 CREATE DIRECT INVOICE

- 1. Launch the "Create Pack Slip Invoice" page. See Figure 2.7.
- 2. Enter the Pack Slip # in the Select Packslip page, if you know the number. Otherwise, search for the packslip using search criteria.
- 3. Call the relevant **Pack Slip No.** in the Create Invoice screen.

Create Invoice												← ? □	0 K
Invoice Information													
Invoice #										Status			
Invoice Date	2016-19-05		Finance Book	AVEOS 💌						Numbering Type	DI 💌		
Payment Information													
Bill To Customer # 👂			Bill To Customer Name										
Ship To Customer #	•		Ship To Customer Name							Ship To Id	T		
Sale Type	AIN 🔻		Cash #	•									
Currency	CAD 🔻		Exchange Rate	1.00000000						Receipt Type	CREDIT 🔻		
Pay Term 👂			Anchor Date	2016-19-05	l					Receipt Method	Regular 🔻		
Total Invoice Amount			Freight Amount							Price list # 👂			
Auto Adjust	No 🔻		Draft							Comments			
Part Information Default Tax Key	v												
	-0%00	T Tx		7	TT A TT					All	Ŧ		Q
# 🖾 Line # Part Type		Part # 🔎	Part Variant	#		иом 🔎				Quantity		Unit Price	
1 🗈 Componen	nt 🗸	0-00-21200-19927-1:P6371				66							
2 🗈 Componen	nt 👻												
6		_											>
													-
Get Item Details		Com	oute										
Invoice Value Details													
Value Excluding Tax			Tax							With-holding Tax			
Charges			Value Net of Tax										
		Create Invoic	2	Create a	nd Authorize	Invoice							
Edit Invoice		T/C/D											
Pay Schedule		Item Se	rial No. Details										
Invoice Summary		Account	ing Information				Shippir	ng Details					
Attach Notes			-										
	Created by							Created D	ate				

Figure 2.7 Create Invoice

- 4. Click the **Get Item Details** to view the invoice information in the multiline.
- 5. Modify the **Unit Price** if required and click the **Compute** pushbutton.
- 6. Click Create Invoice pushbutton.
- 7. The **Customer Pack slip Invoice** is generated in **Fresh** status.
- 8. Click the Create and Authorize Invoice pushbutton to generate an invoice in fresh and authorized status.

2.1.8 AUTHORIZE INVOICE

1. Select the Invoice Category. See Figure 2.8.

	Authorize Invoice							(f f 1	2 3 4 5	▶ ₩ 2 /10	≣ <i>1</i> 4	Ð	54	· ?	0	K (
-	Invoice Information															
_	Invoice #	DI-000065-2015								Status	Fresh					
	Invoice Date	07-06-2012	Ē			Finance Book	AVEOS 🔻									
-	Payment Information															
	Bill To Customer #	101			Bill To (Customer Name	ustomer 2									
	Ship To Customer #	400007 🐨			Ship To (Customer Name	ustomer 9			Ship To I	Billt	Ŧ				
	Sale Type	AIN V				Cash #	•				COLDIT	-				
	Currency	N020D000_00_0				Exchange Rate 1	5000000	60		Receipt Typ	Regular					
	Total Invoice Amount	132.00				Freight Amount	// 10/2015	0.00		Price list # 1) Negulai					
	Auto Adiust	No 💌				Draft				Comment	5					
-	Part/T/C/D Information															
44	<pre>1 -1/1 > >> + =</pre>		T.						1 × C I	🖷 III 🛛 All			Ŧ			Q
#	Line # Part Type		Part # 🔎		Part Vari	iant #		Q MOU	Quantity	U	nit Price			1	Amount	
1	1 Consumable	*	:35895		100			12		11.00			12	2.00 1	32.00000	000
2	Component	*														
	4															F
	at Itam Datails			Compute												
	et item betails			Compute												
-																
_			Edit Invoice			Edit and Authoriz	e Invoice		Return Invoice							
T/C	/D			Payment Schedul	le											
Allo	cation Details			Item Serial No. D	etails			Sh	ipping Details							
Inv	oice Summary			Accounting Infor	mation			Att	tach Notes							
		Created	by DMUSER						Created Date	07-10-2015						
		Last Modified	l by						Last Modified Date							

Figure 2.8 Authorize invoice

- 2. If the Invoice # is known enter the invoice number in the editable field.
- 3. Then Click on Edit Invoice.
- 4. If the invoice number is not known, then fetch the invoices by entering the appropriate search criteria.
- 5. Click Search button to fetch the invoices, which has to be authorized.
- 6. All the invoices that are in fresh status and also fulfilling the search criteria appear in the multiline.
- 7. Select the invoice, which has to be authorized, by clicking on the (hyperlink) invoice number.
- 8. Click the **Compute** pushbutton to calculate the total invoice amount.
 - Note: For the calculation of total invoice amount, the system does not account the addition of withholding Tax with Tax incidence as "On invoicing"
- 9. Click on the **Edit and Authorize** push button, after providing the cost center and making necessary changes (if needed).
- 10. The status of the Invoice becomes "Authorized".

2.1.9 MANAGE PACKSLIP / BILL BACK INVOICE

This screen allows the user to modify a pack slip invoice. The financial postings are also made based on the modifications made. This screen also enables the user to authorize the invoice while saving the modifications made. The invoices that are not required can also be deleted.

1. Launch the Manage Pack slip/Bill back Invoice page. See Figure 2.9.

In the Invoice Details section,

- 2. Enter the Invoice date on which it was created.
- 3. Specify the Numbering Type, Currency and Finance Book.

ramco



🖈 🗏 Manage Pa	ack slip/Bill back I	Invoice					•	• • 1 2 3	4 5 🕨 🗰	RAMCOOU	Ramco Role 👻 💢	₽ ← ? 🗔 [
Invoice Details Invoice ♯ Invoice Type Status Invoice Date Numbering Type Currency Finance Book Comments	CBI-000005-2017 Bill Back Invoice Under Authorization 27-07-2017 CBI CAD AVEOS		Customer Details Customer Aamo Bill to Cust. 4 Bill to Lust. 4 Bill to Cust. Namo Ship to Cust. 1 Ship to Cust. Namo Ship to Cust. Namo	 # 400007 e Customer 8" # 400007 Bill to e Customer 8" # 400007 Bill to Bill to e Customer 8" 	* * *	Payment Details Pay Term Anchor Date Receipt Type Receipt Method Cash ≢ Remit to Company Remit to Bank Auto Adjust Price list ≢	N030D00 27-07-20 CREDIT Regular AVEOS No 400604-C	0_00.0 J 17 E 	D Basi	vice Value Su Value 10.00000000 ht Amount ange Rate 1000000	IMMAFY TCD Value 0.000000 Total Inv. 5,670.00 Total Inv. 5,670.00	Amount Amount (Base curr.) 000000
Part Info	2 > > + - C	» T 7	Ref. Dac #R	ef. Doc. Date	Ref. Do	人血 🗑 🗴	Xi	CXI HI	11 % All		Search	Q Part Descript
1	1 Purchase Order		CBPO-000042-17 05	5-05-2017			3 00000) Part	Cost		0-1:09058556	0-1" OUTSIDE
2 3	2 Purchase Order		CBPO-000042-17 05	5-05-2017			4 00000	9 Part	Cost		0-1:50141	0-1" OUTSIDE
Compute												
	Draft		2	Save	Save an	d Authorize		Return Invo	pice		Delete Invo	ice
/C/D			Pa	yment Schedule				Freight Charg	jes			
voice Summary			Ac	counting Information				Attach Notes				
ecord statistics	Last	Created by t Modified by	DMUSER DMUSER					Create Last Modifie	ed Date 27-07-2 ed Date 27-07-2	017 017		

Figure 2.9 Manage Packslip/Bill back Invoice

In the Customer Details section,

- 4. Use the Bill to Cust. # drop-down list box to specify the customer who has to make the payment for the Invoice.
- 5. Use the **Bill to ID** drop-down list box to specify the address of the customer who has to make the payment for the invoice.
- 6. Use the Ship to ID drop-down list box to specify the location of the customer to whom the bill has to be shipped.

In the Payment Details section,

- 7. Specify the Receipt Type and Receipt Method.
- 8. Use the **Remit To Company** drop-down list box to specify where the remittance of invoice payments must be made.
- 9. Use the **Remit To Bank** drop-down list box to specify the bank to which the remittance is to be made.
- 10. Use the **Auto Adjust** drop-down list box to indicate whether the invoice can be adjusted with the credit documents automatically, after authorization.
- 11. In the **Invoice Value Summary** section, **Basic Value**, **TCD Value**, **Freight Amount** and **Total Invoice Amount** are displayed.

In the Part Info multiline,

- 12. Enter the Non Billable Quantity and Proposed Qty.
- 13. Enter the Base Rate per Unit specified in the Additional Reference document.
- 14. Enter the Tax/Unit, Charge/Unit, Discount/Unit and Unit Markup.
- 15. Enter the Analysis # and Sub Analysis #.
- 16. Click **Compute** pushbutton for computation of the prices of the items in the multiline.
- 17. Select the **Draft** checkbox to generate invoice in draft status.

- 18. Click Save pushbutton to save data and generate Invoice #.
- 19. Click Save and Authorize pushbutton to save data, generate Invoice # and authorize the invoice.
- 20. Click **Return Invoice** pushbutton to return the generated Invoice and update the status of the invoice as "Returned".
- 21. Click Delete Invoice pushbutton to delete the selected invoices.

2.1.10 HOLD / RELEASE CUSTOMER DIRECT INVOICE

- 1. Select the **Invoice Type** as "Direct Invoice", "Pack Slip Invoice", "Consignment Sales Invoice" or "Miscellaneous Invoice", and search for the invoice to be held or released in the **Select Invoice** page.
- 2. Select the Hold / Release Invoice link. The Hold / Release Invoice page appears. See Figure 2.9.
- 3. Enter the Reason Code for hold/release and Remarks for Hold, and click the Hold pushbutton. The status of the invoice is updated as "Held".
- 4. Click the **Release Invoice** pushbutton to release the invoice in the held status. The status of the invoice is updated as "Released".

★ 🗎 Hold/Release Invoice			44 4 1 2 3 4 5)) 4	/720 🗐 😕 🖶 🖨 🗲	? 🗅 🖪 :
Invoice Information					
Invoice # MIN	I-000009-2012	Invoice Type miscellaneous invoice		Status Authorized	
Invoice Date 201	12-08-06	Finance Book AVEOS			
Currency USD	0	Exchange Rate 1.02500000			
Total Invoice Amount 565	5.00	Freight Amount		Comments	
Customer Information					
Bill To Customer # 400	0007	Bill To Customer Name Customer 9		Pay Term N030D000_00.0	
Anchor Date 201	12-08-06				
					0
# Line # Pack Sin #	Part/T/C/D #	Variant #		Quantity	Unit Price
1 1	Mic Part Salar	Partial Com	EA	2.00	Child Proce
2 1	HIS.Part Sales	13	EA	2.00	
<					>
Reason # Hole	d 🔻	Remarks for Hold			-
Hol	ld Invoice		Releas	e Invoice	
uttach Notes					
nvoice Summary	Accounting Infor	mation	Payment Schedule		
	Created by DMUSER		Created Date 201	2-08-06	
	Last Modified by DMUSER		Last Modified Date 201	2-08-06	

Figure 2.9 Hold / Release customer direct invoice

2.1.11 EDIT MISCELLANEOUS INVOICE

This sequence explains the process of modifying the miscellaneous invoices.

- 1. Select and retrieve miscellaneous invoice for modification/authorization from the "Select Invoice" page.
- 2. The Edit Invoice page is launched. See Figure 2.10.
- 3. In the Invoice Information group box, modify the Invoice Date, Invoice Category and Finance Book.



★ 🗎 Edit Inv	oice					44 4	1 2 3 4	5 🕨 👐 4	/130 🎜			? 🗔 (
	tion											
	Invoice #	MIN-000969-2018		Finance Book	AVEOS 🔻			SI	tatus Fresh	1		
	Invoice Date	07-05-2018		Inv. Category	CAT_C 🔻							
	Currency	CAD 🔻		Exchange Rate	1.00000000			1	Draft 📃			
	Final Price	2145.00		Freight Amount				Comm	ients			
Customer Inform	nation								_			
	Bill to Cust. # P	100004	Bi	I to Cust. Name	SINGAPORE AIRLINE	S		Sale	Type AIN	Ŧ		
	Ship to Cust. #	100004 🔻	Ship To	Angher Date	SINGAPORE AIRLINE	25 stela		Ship t	0 ID 1 🔻	*		
	Pay Terini 🎾	NE145		Anchor Date	07-05-2018							
Part/T/C/D Info	rmation											
44 4 1 -1/1	• • • = -				人上日	XCİX	e # # m :	ti 🕺 All		T		Q
# 🗆 Line #	Part Type	Part #	Part Variant #	UOM		Order Qty	Base Rate / Unit		Final Price			Usage ID
1	1 Aero inventory	✓ part-23								2	2000.00	TRAINING
2	Aero inventory	*										A/R CONVI
<												>
Compute												
- Payment Inform	ation											
	Receipt Type	CREDIT 💌		Cash #	•			Receipt I	Mode 🛛 🔻	·		
	Remit To Company	•		Remit To Bank		•		Receipt Me	thod Regu	ılar 🔻		
	User Defined-1			User Defined-2				User Defin	ied-3			
- Instrument Info	rmation			Auto Adjust	No 🔻			Sales Pers	ion #			
	Instrument #			MICR #				Instrument Ame	ount			
	Instrument Date	1 ¹ ***		Bank #				Referen	ice #			
Card Information	n											
	Card #			Authorization #								
	Issuer			Valid Till Month		Year						
	Edit Invoice		Edit and Authorize Invoice]		Delete Invoice	2	Print				
T/C/D			Payment Schedule				Remitter Informat	ion				
Invoice Summary			Accounting Information				Shipping Details					
Upload Documents			View Associated Doc.Attach	ments								
		Created by DMUSER					Created Da	te 07-05-2018				
		Last Modified by DMUSER					Last Modified Da	te 10-05-2018				
			Figure 2.1	0 Modif	ying invoic	e						

In the Payment Information group box,

- 4. Enter the code identifying the customer on whom the invoice must be raised, in the Bill to Customer # field.
- 5. Select the **Sales Type**, **Cash #** and **Currency**.
- 6. Select the Receipt Type as Cash, Bank or Credit.
- 7. Select the **Receipt Mode** to specify the mode in which the payment can be received.
- 8. Enter the Pay Term, Anchor Date and Freight Amount.
- 9. Set the **Adjust** drop-down list box to "Yes" if you wish to adjust invoice after authorization automatically with the credit documents. Select "No" otherwise.

In the Instrument Information group box,

- 10. Enter the Instrument Amount to specify the amount received.
- In the Card Information group box,

11. Enter the Card #, Authorization #, Issuer and Valid Till Month and Year.

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

- 12. Enter the Part #, UOM, Quantity and Unit Price.
- 13. Click the **Compute** pushbutton to calculate the total invoice amount.
 - Note: For the calculation of the total invoice amount, the system does not consider Withholding Tax with Tax incidence as "On Payment".
- 14. Click the Edit Invoice pushbutton to save the modifications.

- > Note: The system updates the status of the invoice as "Fresh".
- 15. Click the Edit and Authorize pushbutton if you wish to save the modifications made and to authorize the invoice.
 - Note: The system updates the status of the invoice as "Authorized".
- 16. Click the **Delete Invoice** pushbutton to delete the invoice.
 - >>> Note that workflow has been enabled.
 - Note: The computation of Total value tax will be based on the set option 'Application of Default Tax Key in Customer Miscellaneous Invoice' set in the **Set Finance Parameter** screen of the **OU Parameter Setup** business component.

2.1.12 AUTHORIZE MISCELLANEOUS INVOICE

- 1. Search and retrieve miscellaneous invoice in Fresh status for authorization from the "Select Invoice" page.
- 2. The "Authorize Invoice" page is launched. See Figure 2.11.
- 3. Enter the **Invoice Date**.
- 4. Modify the appropriate fields, if required.
- 5. Click the Edit and Authorize pushbutton after providing the Payment Information and Part/T/C/D details.
 - Note: The status of the invoice becomes "Authorized".
 - Note: The computation of Total value tax will be based on the set option 'Application of Default Tax Key in Customer Miscellaneous Invoice' set in the **Set Finance Parameter** screen of the **OU Parameter Setup** business component.

★ 🗎 Authorize	Invoice						44 4 1 2 3	4 5 🕨 🗰 3 /133	*******	← ? ⊡
 Invoice Information 	n									
	Invoice #	MIN-000826-2017		Finance Book	AVEOS	Ŧ		Status	Under Authorization	
	Inv. Type	Ref.Doc.based Invoic	e	Ref. Doc. Type	Flight Invoice Release			Inv. Category		•
	Invoice Date	13-12-2017		Currency	CAD	Ŧ		Exchange Rate	1.0000000	
	Draft			Comments				Cancellation Comments		
	Inv. Category	CAT_C	T							
Customer Informa	ition									
	Bill to Cust. #	100004		Bill to Cust. Name	SINGAPORE AIRLINES			Sale Type	AIN	•
	Ship to Cust. #	100004	T	Ship To Customer Name	SINGAPORE AIRLINES			Ship to ID	1	•
	Basic Value	23250.00		Freight Amount		0.00		Taxes	0.00	
	Charges	0.00		Discounts	0.00			Final Price	23250.00	
Ref. Based Invoio	e Info									
Billing Details										
	2							1 9 All	-	0
# 1 /m #	2 / // T		af Daa #	Ore Time		x e ,	Comment #	I+ Z+ All	P#na Cabaaaa	~
# 10 Line #	Rel. Doc. Ty	pe r	(er. Doc. #	Doc. Type			Document #	billing neau	billing Category	
1 0	1 Flight Contra	ct g	hc-test-3	Flight Invoice Release / Contract lineno:0			FIR-000033-2017	Exclusive Fee		-
2 🗆	2 Flight Contra	α 9	nc-test-3	Flight Invoice Release / Contract lineno:1			FIR-000034-2017	Hight Hour Charges		
4	4 Elight Contra	d g	hc-test-3	Flight Invoice Release / Contract lineno:1			FIR-000034-2017	Standing Fee		
5 1	5 Elight Contra	ct g	he-test-3	Flight Invoice Release / Contract lineno:3			FIR-000035-2017	Flight Hour Charges		
1										
Compute Payment Informat	tion									
	Receipt Type	CREDIT	Ŧ	Cash #		Ŧ		Receipt Mode	T	
R	temit To Company	AVEOS	Ŧ	Remit To Bank	BMO CAD BLOCKED	Ŧ		Receipt Method	Regular	•
	User Defined-1			User Defined-2				User Defined-3		
	Pay Term 👂	net45		Remitter				Auto Adjust	No	•
	Anchor Date	13-12-2017	1							
 Instrument Inform 	Instrument #			MICD #				Instrument Amount	1	
	Instrument Date		hand a	Pack #				Deference #		
- Card Information -	mstrument pate		1111	Bank #				kererence #		
_	Card #			Authorization #						
	Issuer			Valid Till Month		Ye	ar			
			Course and Author	A			Connect			
5	ave		Save and Autho	lize			Cancel	Print		
r/c/d				Payment Schedule			Remitter Inf	formation		
Invoice Summary				Accounting Information			Shippina De	tails		
Jpload Documents				View Associated Doc.Attachments			Attach Note	ts		
		Created by	DMUSER				Creat	ted Date 13-12-2017		
		Lact Modified by	DMUSER				Lact Modifi	ied Date 12 12 2017		
		Last mouned by	UNUSEK				Last Modifi	icu Date 13-12-2017		

Figure 2.11 Authorizing invoice

2.1.13 CREATE ADJUSTMENTS

- 1. Select "Create Single Currency Adjustment" under the "Customer Balance Adjustment" business component. The "Create Single Currency Adjustments Voucher" page appears. *See Figure 2.13*.
- 2. Select the **Finance Book** and the **numbering type**.
- 3. Enter **Customer Code** and select the **currency**.
- 4. In the Credit document multiline, select the document type as account "Receipt Voucher".
- 5. And fetch the information relating to that receipt voucher created before in the multiline.
- 6. In **Debit Document** multiline, select the **document type** as "Pack Slip Invoice".
- 7. And fetch the information relating to the debit document created before in the multiline.
- 8. The unadjusted amount of the debit document will be fetched in the multiline.
- 9. Click on Propose adjustment, Compute adjustment.
- 10. Click **Create Voucher** push button to create the single currency adjustment voucher.
 - Note: The adjustment voucher is created in "Fresh" status.
 - For the Adjustment Vouchers selected for authorization, If the credit document is of type "Prepayment Invoice" and if the selected Prepayment Invoice have any taxes, the system transfers the tax amount (proportionate to adjustment amount) to the TCD account or to Expenses account based on the option set in the "Set Function Defaults" activity. The tax amount to be transferred to Expense account or to TCD Account will be computed proportionately: Tax Amount to be Expensed Off or to be Transferred to TCD Account = Prepayment Invoice Tax / Total Prepayment Invoice Amount * Current Adjustment Amount against the Prepayment Invoice

	Adjustment Voucher						≣ <i>'</i> ,	ē !	⇒ ←	; 🗅
Voucher Information										
Voucher #						Status				
Voucher Date	2016-19-05	Finan	ice Book AVEOS 🔻			Numbering Type	CAJ 🔻			
Customer Information										
Customer # 👂		Custome	er Name			Customer Hierarchy	LOCAL 🔻			
Currency	CAD 🔻				A	djustment Sequence	FIFO 🔻			
INo records to display]						AT		-		0
# Document Type	Document # 0	Document Date	Document Amount		e e e un	Current Ad	iustment	•	0	ITTERCY
1 C Receipt Voucher	×	booment bote	Documentomount	chadjubica / ini		currenting	usement			in cher
Debit Documents										>
📢 🖌 [No records to display] 🕨 🕨	+-0***T				e # # III	All		T		Q
# Document Type	Document # 🔎	Due Date	Unadjusted Amount	Customer #		Currency	Exchange Ra	ate		Ad
1 Order Based Invoice	*									
<										>
Propose Adjustment		Compute Adjustment								
Adjustment Summary in Credit Do	c. Currency									
Debit Doc. Adjustment Amount		Discount	Allowed			Charges Collected				
Credit Doc. Adjustment Amount										
Crea	ate Voucher			Create and Au	thorize Voucher]				
Edit Voucher										
Edit Voucher Accounting Information		Account Based Credit Note		Acc	ount Based Debit N	ote				
Edit Voucher 		Account Based Credit Note Direct Invoice		Acc	ount Based Debit N n Based Credit Note	pte				
Edit Voucher Accounting Information Authorized Prepayment Invoice Item Based Debit Note		Account Based Credit Note Direct Invoice View Service Invoice		Acc Ite Pai	ount Based Debit No n Based Credit Note d Prepayment Invok	ote : :e				
Edit Voucher Accounting Information Authorized Prepayment Invoice Item Based Debit Note Payments		Account Based Credit Note Direct Invoice View Service Invoice Receipts		Acc Ite Pai	ount Based Debit N n Based Credit Note d Prepayment Invok	ote : :e				
Edit Voucher Accounting Information Authorized Prepayment Invoice Item Based Debit Note Payments Attach Notes		Account Based Credit Note Direct Invoice View Service Invoice Receipts		Acc Ite Pai	ount Based Debit N n Based Credit Note I Prepayment Invok	ote : :e				

Figure 2.13 Create Adjustments

- 11. Click **Create And Authorize Voucher** push button to create and authorize the adjustment voucher.
 - Note: The adjustment voucher is created and the status of the voucher is updated to "Authorized".

2.1.14 EDIT AND AUTHORIZE SINGLE CURRENCY ADJUSTMENT VOUCHER

- 1. Enter the **Voucher #** or Enter the Customer Code and fetch the same using the search criteria. *See Figure1.14*.
- 2. The adjustment vouchers in fresh status that fulfills the search criteria are fetched in the multiline.
- 3. Select the **adjustment voucher** which has to be authorized, by clicking on the voucher number (hyperlink).
- 4. In the "Edit Single Currency Adjustment Voucher" screen, make changes (if any needed) then click Edit and Authorize Voucher pushbutton to authorize the voucher.
 - Mote: Upon authorization, the adjustment voucher turns into "Authorized" status.
 - For the Adjustment Vouchers selected for authorization, If the credit document is of type "Prepayment Invoice" and if the selected Prepayment Invoice have any taxes, the system transfers the tax amount (proportionate to adjustment amount) to the TCD account or to Expenses account based on the option set in the "Set Function Defaults" activity.
 - The tax amount to be transferred to Expense account or to TCD Account will be computed proportionately: Tax Amount to be Expensed Off or to be Transferred to TCD Account = Prepayment Invoice Tax / Total Prepayment Invoice Amount * Current Adjustment Amount against the Prepayment Invoice.

*		Edit Single Currency Adjustmen	t Voucher			Ramco Role - RAMCO OU	4 4 1 >	>> 1 /1 ⊐		+ 1	2
-	Vouch	er Information									
_		Voucher # SAJ-000138-2013						Status Fresh			
		Voucher Date 05-Apr-2013	100 C					Finance Book AVEOS	•		
-	Suppl	ier Information									
_		Supplier # G0001					s	upplier Name Supplie	r 354		
		Currency CAD					Δdiustm	ent Sequence FIFO	•		
-	Debit	Documents					Aujustin				
					L In						0
44		1 1/1)) +	SQ T T _x	4	~	OXXEX F			•		, C
#		Document Type	Document # P	Document Date		Document Amount	Unadjusted Amou	nt	Current A	djustmen	t
1		Account Debit Note	AD-000301-2013	04-Apr-2013		5000.00		4550.00			
2		Item Debit Note	•								
						3					
		4									۰.
-	Credit	Documents									
44	4		8 T T		a In				-		0
-	1 m	Decument Time	Document # O	Oue Oate			Ourroncy	Exchange Pate		Adjuct	mont An
#		Expense Inveice	EVD 000642 2012	21 Mar 2012	01	1000.00	CAD	Excitative Rate	1.0000000	Aujust	inent An
2		Item Invoice	LAF-000045-2015	51-Mai-2015		1000.00	CAD		1.0000000	0	
2	-	Item Invoice									
		<									×.
		Propose Adjustment			C	ompute Adjustment					
-	Adjust	tment Summary in Debit Doc. Currency —			_						
	Credi	it Doc Adjustment Amount 1000.00		Discount Allowed 0	.00		Debit Doc Adjust	ment Amount 1000.0	D		
				c=======				c=====			
		Edit Voucher		Edit and Author	rize Vo	ucher		Delete Voucher	r		
A	unting	Information	Assount Deced (Sedit Note		Accou	unt Raced Debit Net				
Diroc	t Invoi	inomation	Account based o	Lieun Note		Accou	Paced Credit Note	le			
Item	Based	Debit Note	Miscellaneous In	voice		Order	Based Invoice				
Prepa	ayment	Voucher	Receipts			Attacl	h Notes				
_	.,										
		Created by	DMUSER				Created Date 05-A	pr-2013			
		Last Modified by	DMUSER			Last M	odified Date 05-A	pr-2013			

Figure 2.14: Edit and authorize adjustment voucher

2.1.15 MAINTAIN CUSTOMER SUPPLIER BALANCE ADJUSTMENTS

- 1. Select the **Maintain Customer Supplier Balance Adjustments** under the **Customer Balance Adjustment** business component. The **Maintain Customer Supplier Balance Adjustments** page appears. *See Figure 2.15*.
- 2. Enter the **Voucher #** or enter the **Customer Code** and fetch the same using the search criteria.
- 3. The **Adjustment Type** indicates the type of the Adjustment of the voucher which is 'Customer-Supplier' adjustment.

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- 4. In the **Customer Information** section, the **Adjustment Sequence** indicates the sequence in which the vouchers have to be adjusted which could be FIFO or LIFO.
- 5. The **Customer Hierarchy** specifies the hierarchy in which the invoices are selected for adjustments.
- 6. In the **Document Search Criteria** section, the debit and credit document details are specified to retrieve the Credit and Debit documents to be adjusted.
- 7. Click the **Search** pushbutton to retrieve all the open debit and credit document details for adjustments.
- 8. The credit and Debit document details are retrieved in the multiline based on the Adjustment Type selected.
- 9. Click the **Propose Adjustment** pushbutton to calculate the current adjustment amount for the credit document and the debit document adjustment amount. The system also calculates the adjustment amount, discount and charges for the debit amount.

Maintain Customer Supplier Balance Adjustm	nents		과 톱 덛 ← ?	lo P
- Voucher Information				
Voucher #	Adjustment Type Customer-Suppl	er 🔻 Statu	s	
Voucher date 06-05-2019 🛗	Finance Book AVEOS 💌	Numbering Typ	e CSA 🔻	
Customer Information				
Customer # 👂 101	Customer Name Customer 2	Customer Hierarch	y LOCAL 🔻	
Currency CAD	Adjustment Sequence FIFO 💌			
	Debit Doc. Curr. All	Debit Doc. Type Order Based Invoice	•	
		Credit Doc Type Item Invoice	v	
Date from/to 06-04-2019 🗰 06-05-2019 📾				
	Search			
- Debit Documents				
44 4 [No records to display] > >> + - 🗗 🛠 🔻	T,	人口包又区自业6 丰富	■ 111 14 ¾ All ▼	Ø
# Customer # 👂 Document Type	Document # P View Due date	Document Amount Unadjusted Amoun	nt Adjustment Amount Currency	
1 🗇 Order Based Invoice 🗸				
4				•
Credit Documents				
	-			0
	T _x			
# Supplier # Document Type	Document # D View	Document date Due date L	Jocument Amount Unaajusted Amount	•
4				b.
Purson Alburg			Connected Advantages	
Propose Adjust	ment		Compute Adjustment	
Debit Doc. Adjustment Amount	Discount Allower		Charges Collected	
Credit Doc. Adjustment Amount	Discount Allowed Credit Doc			
				-
User Defined 💌	User Defined -1	User Defined -2	User Defined -3	
Save	ve And Authorize	Delete Voucher	Return Voucher	-

Figure 2.15: Maintain Customer Supplier Balance Adjustments

- 10. Click the **Compute Adjustment** pushbutton to allocate Credit Document values to Debit Documents according to the LIFO or FIFO sequence as per the "Adjustment Sequence" specified by the user.
- 11. On click of the **Save** pushbutton the Voucher gets created and voucher **#** gets populated in the header with the Voucher status as 'Fresh'.
- 12. On click of the **Save and Authorize** pushbutton, the Voucher gets created and the voucher # gets populated in the header with the Voucher status as 'Authorized'.
 - Note: On Authorization of Customer Balance Adjustment with Customer Invoice & Supplier Invoices (Credit document), automatic Customer Credit Note should be generated to the tune of the Current Adjustment in Adjusted status (and adjusted with the Debit Document which is customer Invoice).
 - >>> The "Note #" and "Adjustment #" fields in Dr and Cr Doc multiline will get auto updated.
- 13. On click of **Delete** pushbutton, the voucher gets deleted and the status of the voucher gets updated as Deleted.
- 14. On click of **Return** pushbutton, the 'Return #' gets generated and the status of the voucher gets updated as Returned.

S No	Flow of Events	Primary Actors	Component Name	Activity Name	UI Name	Functional Steps
1	Raise the invoice based on reference document (Pack slips)	Accountant sales	Customer Direct Invoice	Create Invoice	<u>Create Invoice</u>	 Enter the invoice information Retrieve the reference document (Pack slips) available in the multiline. Select the particular document for which invoice has to be created Generate invoice in Fresh status.
2	Authorize Invoice	Accountant sales	Customer Direct Invoice	Authorize Invoice	<u>Authorize</u> <u>Invoice</u>	 Retrieve the invoice Set the Auto Adjust option to "NO". Select the invoice, which has to be authorized Authorize the
3	Raise Credit Note	Accountant sales	Customer Debit Credit Note	Create account based debit / credit note	Create account based debit / credit note	1. Raise a credit note for the amount, supplier balance or the customer invoice balance whichever is lower
4	Authorize credit note	Senior Manager Sales	Customer Debit Credit Note	Authorize account based debit / credit note	<u>Authorize</u> <u>account based</u> <u>debit / credit</u> <u>note</u>	 Retrieve the credit note created in the previous step and authorize the same

Theme Regular Part Sales: Scenario 2 – Customer Supplier Adjustment



5	Hold/Releas e Debit Credit Note	Senior Manager Sales	Customer Debit Credit Note	Hold/Release account based debit / credit note	Hold/Release account based debit / credit note	 Select the debit/credit note that needs to be held or released. Enter the reason and remarks for holding / releasing the debit credit note. Click the Hold t
6	Adjust between the Invoice and the Credit Note	Accountant sales	Customer Balance adjustment	Create Single Currency Adjustment	<u>Create Single</u> <u>Currency</u> <u>Adjustment</u>	 Retrieve the credit note created in the step 7 Retrieve the invoice raised in step 2 Propose and compute a create adjustment
7	Receive cheque from the customer	Accountant sales	Customer Receipt	Create Receipt	<u>Create Receipt</u>	 Enter the voucher information, receipt Information, and if the receipt mode is check, enter the instrument information. Enter the reference
8	Authorize Customer receipt	Accountant sales	Customer Receipt	Edit Receipt	<u>Edit Receipt</u>	 Select the receipt voucher and authorize the same



9	Create Pay in slip	Accountant sales	Realize Receipt	Create Pay in slip	<u>Create Pay in</u> <u>slip</u>	 Select the instruments which has to be deposited in bank and create pay in slip
10	Depositing in Bank	Accountant sales	Realize Receipt	Edit Pay in slip	<u>Edit Pay in slip</u>	 Select the pay in slips and click deposit instruments. The status of the pay in slip becomes deposited.
11	Bouncing the instrument deposited in the bank	Accountant sales	Realize Receipt	Bounce Instruments	Bounce_ Instruments	 Search and select the instrument that you want to bounce. Click "Bounce Instruments" to bounce the instrument. The status of the instrument is updated as "Bounced" in

This sequence describes the process of creating an account based debit note.

- 1. Launch the page, **Create Account Based Note**. See Figure 2.15.
- 2. Enter the **Customer Code** for whom the credit note has to be raised
- 3. Enter the **transaction amount** and the **account code**. The transaction amount should be the supplier balance or the customer invoice balance, whichever is lower.

Create Account Based Note			≡ ≭ 🖶 🛱 🗲 ? 🗔 🗷 🖽
Note Information			
Note #	Note Ty	Credit 🔻	Status
Note Date 2016-19-05	Finance Bo	ok Aveos 🔻	Numbering Type CAC 💌
Customer # 0	Customer Na	20	Oustomer Registered &t
Customer Note No	Customer Note Amo	nt	Customer Note Date 2016-19-05
Payment Information			2010 17 00
Currency CAD 🔻	Exchange Ra	1.00000000	Pay Term 👂
Receipt Method 💌	Anchor Da	te 🗰	Total Amount
Comments	Dr	ft 🔲	
	T T		
# Account # 9	Dr/Cr Transaction Amount Remarks		Ref Doc Type
1 🗇 109902	Debit 🗸		
2	Debit 🗸		
		Click have to create a Debit	\ \
			,
Compute		Credit Note, note that	
	Create Note	workflow has been	Create and Authorize Note
		enabled.	
Edit Account Based Note	Payment Schedule		
Note Summary	Accounting Information	Attach Note	S
Created b	by	Creat	ed Date

Figure 2.15 Create Debit/Credit Note

- 4. Click the **Create Note** pushbutton.
- 5. Credit note created in Fresh status.

2.1.17 AUTHORIZE DEBIT / CREDIT NOTE

- 1. Fetch the credit note created in the previous step.
- 2. Fetch the note by entering the note number in screen header Or
- 3. Click the Search Criteria button in the "Select" page. See Figure 2.16.
- 4. Click the checkbox and select the row in the multiline to authorize the note.
- 5. Then click Authorize Invoice.
- 6. If the Credit note number is not known then fetch the note number by entering the appropriate information in the search criteria.
- 7. Fetch the Credit note.
- 8. Click On Authorize.
- 9. The credit Note turns into "Authorized" status.



* [) (Select Debit/Credit No	te					□ 7\$	ē (⇒ ←	? 🖪
	anch	Note #		NoteType	Credit 💌						
26	arcii	Note Type	All 🔻	Note Category	All		Ref. Doc. Type	All			r
		Note # From		То			Currency	All 🔻			
		Note Date From		То		100	Finance Book	ALL	r		
		Note amount From		To			Customer Registered At	RAMCOOL	-		
		Customer From		To			User Id	10110000			
-) Se	arch	Results			11-10				-		C
#		Note Type	Note Category	Ref. Document Type	Note #	Note Date	Note Amount		Currenc	v	Custom
1		Credit	Account Based		CAC-000196-2013	2013-22-12		200.00	CAD	1	400006
2		Credit	Account Based		CAC-000217-2014	2014-28-02		1000.00	USD		400007
3		Credit	Account Based		CAC-000219-2014	2014-28-02		1000.00	USD		40000
4		Credit	Account Based		CAC-000220-2014	2014-28-02		1000.00	USD		400007
5		Credit	Account Based		CAC-000311-2015	2015-28-09		500.00	USD		400007
coun	t Base	< ed Note		Author Item Based Note	ize Note Click Deb wor	k here to authc bit Credit Note, rkflow has beer	note that				>
ccoun	ting Ir	nformation			ena	bled.					



2.1.18 HOLD / RELEASE ACCOUNT BASED NOTE

1. Select the **Note Category** as "Account Based" and select the "Account Based Note" in the **Select Debit / Credit Note** page. The **Hold / Release Account Based Note** page appears. *See Figure 2.17.*

\star 📄 Hold/Release Account	Based Note				= ㅈ = 다	← ? ॼ ⊾
Note Information						
Note #	CAC-000003-2012		Note Type Credit		Status Authorized	
Note Date	2012-08-06		Finance Book AVEOS			
Customer Information	400007		Customer News	0	Desistened At. Database	
Customer #	400007	0	Customer Name	Custo	Inter Registered At RAMCOOU	
Payment Information	sgtv24gatg	Cust	omer Note Amount 50.00	CL	Istomer Note Date 2012-08-06	
Currency	CAD		Exchange Rate 1.00000000		Pay Term	
Receipt Method			Anchor Date		Total Amount 50.00	
Comments						
 Document Information 						
$(((1 - 1/1))) T_x$					All	Q
# Account #	Dr/Cr	Transaction Amount	Remarks		Ref Doc Type	C
1 414100	Debit	50.00	gyi uig ausdhf asfj iasdfjasidopf a			
<						>
Reason #			Remarks for Hold			
Hold Note			Release Note			
Payment Schedule						
Note Summary		Accounting Information		Attach Notes		
	Created by			Creation Date 20	12-08-06	
	Last Modified by DMI	USER		Last Modified Date 20	12-08-06	

Figure2.17 Hold / Release account based note

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

2.1.19 CREATE ITEM BASED NOTE

This sequence describes the process of creating an account based debit note.

1. Launch the page, Create Item Based Note. See Figure 2.18.

|--|

		e							; e c + .	L& L
Note Information -										
	Note #			Note Type	Credit 💌			Status		
	Finance Book	AVEOS V		Ref. Doc. Type	Others	•		Numbering Type	CIC V	
	Note Date	2016-19-05	1000							
Customer Informa	ation	2010 10 00								
Custor	mer Registered At	RAMCOOU 🔻		Customer # 👂				Customer Name		
C	Customer Note No			Customer Note Amount				Customer Note Date	2016-19-05	1
ayment Informat	tion									
	Currency	CAD 💌		Exchange Rate		1.00000000		Pay Term 👂		
	Receipt Method	•		Anchor Date	2016-19-05			Total Amount		
	Comments			Draft						
earch Criteria										
Pre	epayment Invoice			Order Invoice				Direct Invoice		
	Order # From			То				Debit Note		
Inve	voice/Note # From			То				Credit Note		
Order/Invoice	e/Note Date From		100 H	То						
Invoice/N	Note Amount From			То					Search	
/C/D Information	n									
	Default Tax Key	•		Tax Exdusive	\checkmark					
INo records to	o display]	+ - 6 4 6 6	TT						T	
The residence							the second se			
line #	Document Type	Originating Point	Document #	Part/T/C/D #	Variant #	Quantity	Unit Rate	Transaction Amount	Tax Key &	`
E Line #	Document Type	Originating Point	Document #	Part/T/C/D #	Variant #	Quantity	Unit Rate	Transaction Amount	Tax Key 🌡)
E Line #	Document Type	Originating Point	Document #	Part/T/C/D #	Variant #	Quantity	Unit Rate	Transaction Amount	Tax Key 🖇)
E Line #	Document Type	Originating Point	Document #	Part/T/C/D #	Variant #	Quantity	Unit Rate	Transaction Amount	Tax Key 🌡)
E Line #	Document Type	Originating Point	Document #	Part/T/C/D #	Variant #	Quantity	Unit Rate	Transaction Amount	Tax Key 🌡	>
Line #	Document Type	Originating Point	Doaument #	Part/T/C/D #	Variant #	Quantity	Unit Rate	Transaction Amount	Tax Key 🌡)
Line #	Document Type	Originating Point	Document #	Part/T/C/D ≢	Variant #	Quantity	Unit Rate	Transaction Amount	Tax Key 🌡	
Line #	Document Type	Originating Point	Document #	Part/T/C/D ≇	Variant #	Quantity	Unit Rate	Transaction Amount	Tax Key 🖇	
Line #	Document Type	Originating Point	Document #	Part/T/C/D #	Variant #	Quantity	Unit Rate	Transaction Amount	Tax Key 🖇	
Line #	Document Type	Originating Point	Document #	Part/T/C/D #	Variant #	Quantity	Unit Rate	Transaction Amount	Tax Key 🖇	>
Dube #	Document Type	Originating Point	Document #	Part/T/C/D #	Variant #	Quantity	Unit Rate	Transaction Amount	Tax Key 🖇)
npute ote Value Details Val	Document Type	Originating Point	Document #	Part/T/C/D #	Variant #	Quantity	Unit Rate	With-holding Tax	Tax Key §	>
npute tote Value Details	Document Type	Originating Point	Document #	Part/T/C/D #	Variant # Creat	Quantity e and Authorize No	Unit Rate	Transaction Amount With-holding Tax	Tax Key 🖇	>
npute tote Value Details	Document Type	Originating Point	Document # Create Note Payment Sched	Part/T/C/D #	Variant # Creat	Quantity e and Authorize No.	Unit Rate	Transaction Amount With-holding Tax	Tax Key 🖇	>
em Based Note	Document Type	Originating Point	Document # Create Note Payment Schedu	Part/T/C/D # Tax	Variant # Creat	Quantity e and Authorize No	Unit Rate	Transaction Amount With-holding Tax	Tax Key §	>
Line #	Document Type	Originating Point	Document # Create Note Payment Schedu	Part/T/C/D # Tax	Variant # Creat	Quantity e and Authorize No	Unit Rate	With-holding Tax	Tax Key 🖇	>
Line # Line # The model of the	Document Type	Originating Point	Document # Create Note Payment Sched Accounting Info	Part/T/C/D #	Variant #	Quantity e and Authorize No	Unit Rate	With-holding Tax	Tax Key 🖇	

Figure 2.18 Create Item based note

- 2. Enter the **Note Type** for which the item note has to be raised.
 - Note: If "Debit" is selected in the "Note Type" field, the system will retrieve the numbering type for the login organization unit and the "Item Based Debit Note" transaction type.
- 3. Select the **Finance Book, Ref. Doc. Type, Numbering Type,** and **Note Date** in the "Note Information" group box.
- 4. Enter the customer related information in the Customer Information group box.
- 5. Select the **Currency**, **Pay Term**, **Receipt Method**, **Anchor Date**, **Comments** and check the "**Draft**" box to save the debit / credit note in the "Draft" status, in the "Payment Information" group box.
- 6. Enter information in the appropriate fields to search for documents that contain item details for which you want to create a debit / credit note.
- 7. Select the Default Tax Key.
 - Note: When tax key is selected in the 'Default Tax Key' field and the set option 'Application of Default Tax key in Customer Debit Credit Notes' in the "Set Finance Process Parameters" screen of the "OU Parameter Setup" business component is set as document level, then the tax key in the Multiline should be blank and Tax should be applied at Document level in the TCD page of the Customer Item Based Note.
- 8. Check Tax Exclusive box if the tax amount should be calculated based on the total debit or credit note amount.
- 9. Enter information in the T/CD multiline and click the **Compute** pushbutton to calculate the total amount.
- 10. Click the Create Note pushbutton to create an item based debit / credit note.
- 11. Click the Click the Create and Authorize Note pushbutton to create and authorize an item based debit / credit note.

To proceed, carry out the following

 Select the "T/C/D" link at the bottom of the page to modify the tax, charge or discount calculated for the debit / credit note.

- Select the "Payment Schedule" link at the bottom of the page to modify the default payment schedule.
- Refer "Modifying payment schedule An overview" for more details.
- Select the "Edit Item Based Note" link at the bottom of the page to modify the details of the newly created item based debit / credit note.
- Select the "Note Summary" link at the bottom of the page to view the summary of a debit / credit note.
- Refer "Viewing debit / credit note summary An overview" for more details.
- Select the "Accounting Information" link at the bottom of the page to view the account posting information.
 Refer "Viewing account posting information An overview" for more details.

SERVICE SALES

Ramco Aviation Solution

ramco

Theme Service Sales: Scenario – Regular Service Billings – Invoicing

S No	Flow of Events	Primary Actors	Component Name	Activity Name	UI Name	Functional Steps
1	Raise the invoice based on Customer Order (Order Based	Accountant sales	Customer Prepayment Invoice	Manage Direct Prepayment Invoice	<u>Manage</u> Invoice	 Enter the customer order information Retrieve the customer order details in the
	Prepayment or Direct Prepayment)					multiline.3. Select the particular order for which invoice has to be created
						 Generate invoice in Fresh status.
2	Authorize Invoice	Senior Accountant / Finance	Customer Prepayment Invoice	Authorize Invoice	<u>Authorize</u> Invoice	 Retrieve the invoice details using the search criteria in the Select page
		Controller				2. Select the invoice number, which has to be authorized
						 Authorize the invoice. The invoice status turns into "Authorized".
3	Hold / Release Invoice	Senior Accountant / Finance Controller	Customer Prepayment Invoice	Hold/Release Invoice	Hold/Release Invoice	 Select the invoice that needs to be held or released using Search pushbutton.
						 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.
4	Reverse Invoice	Accountant sales	Customer Prepayment Invoice	Reverse invoice	<u>Reverse</u> invoice	 Retrieve the prepayment invoice by specifying the invoice details in the Select page
						 Select the invoice number that needs to be reversed from the multiline.
						3. Enter the reversal details such as reversal date and reversal document number, and click the Reverse pushbutton
						4. The status of the invoice is updated as "Reversed".



5	Raise the invoice based on reference Document Type (Customer Order) for reprocess or to create	Accountant sales	Customer Service Invoice	Create Invoice	Generate Customer Service Invoice	 1. 2. 3. 4. 	Enter the invoice information Retrieve the reference document details in the multiline. Select the particular document for which invoice has to be created Generate invoice in Fresh
6	Authorize Invoice	Senior Accountant / Finance Controller	Customer Service Invoice	Authorize Invoice	<u>Authorize</u> Invoice	1. 2. 3.	Retrieve the invoice details using the search criteria in the Select page Select the invoice number, which has to be authorized Authorize the invoice. The invoice status turns into "Authorized".
7	Hold / Release Invoice	Senior Accountant / Finance Controller	Customer Service Invoice	Hold/Release Invoice	<u>Hold/Release</u> <u>Invoice</u>	1. 2. 3. 4.	Select the invoice that needs to be held or released using Search pushbutton. 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.
8	Reverse Invoice	Accountant sales	Customer Service Invoice	Reverse invoice	Reverse invoice	 1. 2. 3. 4. 	Retrieve the service invoice by specifying the invoice details in the Select page Select the invoice number that needs to be reversed from the multiline. Enter the reversal details such as reversal date and reversal document number, and click the Reverse pushbutton The status of the invoice is updated as "Reversed".

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9	Receive check from customer	Accountant Sales	Customer Receipt	Create Receipt	<u>Create</u> <u>Receipt</u>	1.	Enter the voucher information, receipt information, and if the receipt mode is check, then enter the instrument information. Enter the reference document.
						3.	Create receipt in Fresh status.
10	Authorize customer receipt	Accountant Sales	Customer Receipt	Edit Receipt	Edit Receipt	1. 2.	Select the receipt Authorize the same.
11	Create Pay-in-slip	Accountant Sales	Realize Receipt	Create Pay-in- slip	<u>Create Pay in</u> <u>slip</u>	1.	Select the instruments which has to be deposited in bank
12	Denosit Payment	Accountant	Realize	Edit Pay in	Edit Pay in	2. 1	Select the pay-in-slips
12	in Bank	Sales	Receipt	slip	slip	2.	Deposit instruments so that the status of the pay-in-slips becomes deposited.
13	Bouncing the instrument deposited in the	Accountant sales	Realize Receipt	Bounce Instruments	Bounce_ Instruments	1.	Search and select the instrument that you want to bounce.
	bank					2.	Click "Bounce Instruments" to bounce the instrument. The status of the instrument is updated as "Bounced" in the corresponding pay-in slip.
14	Settle the debit and credit balances	Accountant Sales	Customer Balance adjustments	Create Single Currency Adjustments	Create Single Currency Adjustment	1.	Enter the voucher information and customer information
						2.	Retrieve the receipt voucher as the credit document and debit note as debit documents for adjustments
						3.	Propose and compute adjustment
						4.	Create the adjustment voucher in Fresh status.
15	Authorize Adjustments	Accountant Sales	Customer Balance	Edit Single Currency	Edit Single Currency	1.	Select the adjustment voucher.
			Adjustments	Adjustment Voucher	Adjustment Voucher	2.	Modify and authorize the voucher to update its status to Authorized.

Set Function Defaults

Function defaults are defined and used while raising invoices for Customer orders. The following functional defaults are defined the first time you install the "Customer Invoice" business component and can be modified according to user requirements.

- 1. Allow or prevent modification of pay term while raising an invoice
- 2. The prefix that must be used along with the pay term
- 3. The finance book to be used by default, when accounts are posted
- 4. Allow or disallow multiple finance book postings
- 5. The invoice value to be considered, while printing the invoice
- 6. Enable or disable computation of tax on net liability
- 7. Allow prepayments to be adjusted against regular invoice

Set Function Defaults

* 🗎 Set Function Defaults	
Modify Pay Term Allow multiple Finance Book Postings Default Finance Book Pay Term Prefix Print Invoice based on Compute Tax On Net Liability Always Adjust Prepayment With Regular Invoice Allow modification of Taxable Amount	Yes ▼ No ▼ AVEOS ▼ PZ Gross Values ▼ Yes ▼ No ▼
Additional Parameter Ref. Date for Tax Invoice Window Calculation (Arcraft) Ref. Date for Tax Invoice Window Calculation (Shop)	Root Exec. Document Closure c ▼ Direct Issue Confirmation Date ▼
Created by system Last Modified by DMUSER	Created Date 2014-27-09 Last Modified Date 2015-28-12

Figure 3.1 Set Function Defaults

- 1. Select the "Set Function Defaults" under the "Customer Invoice" business component. The "Set Function Defaults" page appears. See Figure 3.1.
- 2. Select Modify Pay Term, Allow multiple Finance Book Postings, Defaults Finance Book, Pay Term Prefix, Print Invoice based on, Compute Tax On Net Liability, and Always Adjust Prepayment With Regular Invoice.
- 3. Select the Additional Parameters such as **Ref. Date for Tax Invoice Window Calculation (Aircraft), Ref. Date for Tax Invoice Window Calculation (Shop).**
- 4. Click the **Set** pushbutton to set the function default settings.

Generate Customer Service Invoice

A customer sends faulty parts or an aircraft to a Maintenance Repair and Overhaul Operator (MRO) for repair. An invoice is raised for the services provided when parts or an aircraft is received by an MRO for repair. The MRO will generate a Customer Service Order, for the service to be executed. Billing is made for the services based on the terms and conditions specified in the order.

A customer service invoice can be raised against only one repair order. However, the same order can be invoiced multiple number of times based on the billing terms and conditions specified in the order.


Generate Customer Service Invoice

\star 📋 Generate Custon	ner Service Invoice										"			+ ?	
- Search Criteria															
Ref. Doc. Type	Customer Order X 💌		Invoice	Type Service Invoice		•		Invo	ice Category					Ŧ	
Sale Type	•		Order Applic	cability		Ŧ		Co	ntrolling Unit					T	
Customer Based	•		Order	Based	v			Re	elease Based				r		
Date Based	v		Addl. 9	Search	•										
				Search											
- Search Results	T T				人口日	XZİ	e #	÷ 10	All	_	_	T	_	_	Q
# 🗆 Ref. Doc. Type	Ref. Doc. #	Exec. Doc. #	Invoice Type	Invoice Category		Release #		Release	Date	Re	elease i	Remark	ks		Ge
1 🗇 Customer Order	CO-007625-2014	CWO-008527-2014	Service Invoice	Final			1	2014-30-	-09						
2 🖹 Customer Order	CO-007865-2015	CWO-008829-2015	Service Invoice	Final			1	2016-25-	-01						
<		_													>
Re-process															
Reason for Re-process	•	Remarks		Re-process											
		Single Invoice 🔲	Generate Invoice												
Edit Invoice															

Figure 3.2 Generate Service Invoice

- 1. Select the "Generate Customer Service Invoice" under the "Customer Invoice" business component. The "Generate Customer Service Invoice" page appears. *See Figure 3.2.*
- 2. Select the appropriate fields in the **Search Criteria** group box to find the customer order for which you want to reprocess or generate an invoice. Data entry in the following fields is optional.
- 3. Click the **Search** pushbutton to retrieve the search results. The system retrieves and displays the following in the "Search Results" multiline based on the search criteria entered.
- 4. Click the **Re-process** pushbutton to re-process an invoice.

>>> Note: Workflow has been enabled.

- 5. Check the box in the multiline to mark a customer order or multiple customer orders to generate an invoice.
- 6. Check the **Single Invoice** box when you wish to generate a single invoice for multiple rows selected.
- 7. Click the **Generate Invoice** pushbutton to generate an invoice. A unique number identifying the service or prepayment invoice (Alphanumeric, 18) is generated and displayed in the field "Generated Inv #" in the "Search Results" multiline.
 - Note: Workflow has been enabled.

To proceed further,

Select the Generated Inv # hyperlink or select the relevant row in the "Search Results" multiline and click the Edit Invoice link to add tax, charge and discounts.

3.1.1 CREATE A PREPAYMENT INVOICE

A prepayment invoice is created for the advances to be received from a customer before the shipment of goods. Once the material is shipped the prepayment invoice is set off against the order-based invoice that has been created. A customer prepayment is categorized based on the following:

Prepayment Invoice which indicates that the customer makes a prepayment for an invoice based on a customer order. Multiple invoices are raised against a customer order and the prepayment made is adjusted in the current invoice or later. A customer invoice can be raised only against one customer order. However, the same order can be invoiced multiple number of times based on the billing terms and conditions specified in the service order.

Direct Prepayment Invoice which indicates that the customer makes a prepayment for a direct invoice and there is no customer order involved. In such cases, the invoice is raised on the customer for the material consumed or the resources expended for the period under consideration.



You can receive a single or multiple payments for a prepayment invoice. A payment schedule is also generated for the invoice.

Manage Invoice

🖈 🗏 Manage Invoice						RAMCO OU-Ramco Ro	e ▼ X\$ ⊕ \$\$	÷ 🗉	? []
Select Invoice #									_
Create Invoice #	a New Invoice	Work on Existing Invoid	ie io						
Invoice Type	Direct Prepayment	Invoice 💌							
Invoice Details			5.44						
Invoice #			Ref. Doc. Type	Customer Order	-	Status			
Invoice Date	2021/02/05		Finance Book	AVEOS	•	Numbering Type	CPI	-	
Invoice Category		-	Currency	CAD	-	Exchange Rate	1.00000000		
Company Address ID	1	Q	Bill To Customer #			Bill To Customer Name			
Comments			Ship To Customer #		-	Ship To Customer Name			
CO based Release Info. Direct Info	T/C/D Details I	nvoice Summary Adjustm	ient Log			8 4 4 47			
Found no rows to display!!! *	* +	% Q % T %				IT+ % All	Search	C	2
# Ref. Doc. Type	Ref. Doo	c. # ,0	Invoice Amount	laterial	Labour	Other Resources	Fixed Price		
Default Tax Keys				_					Þ
On Document		-	Tax Exclusive	V					
	Comp	oute	Save Dir. Info.						
View Customer Order									
	Draft Save	e Auto A	djust 🗹 Save and Authorize		Delete Return				
- View Info.									_
Accounting Information		Payment Schedule		View Invoice		Print Invoice			
Record Statistics									

Figure 3.3 Manage Invoice – Create a Prepayment Invoice

- 1. Select the **"Manage Direct Pre-payment Invoice**" under the **"Customer Invoice**" business component. The **"Manage Invoice**" page appears. *See Figure 3.3.*
- 2. Select the "Create a New Invoice" radio button to create a new prepayment invoice.
- 3. Select the Invoice Type as "Prepayment Invoice" or "Direct Prepayment Invoice".
- 4. Select the Finance Book, Invoice Category, Numbering Type, Currency, and Ship to Customer details.
- 5. Enter the **Ref Doc #, Material charges, Labour charges, Fixed Price, Taxes, Discounts**, and **Other Charges** in the multiline.
- 6. Select the **On Document** charges for the invoice, if applicable.
- 7. Check the **Tax Exclusive** checkbox if the invoice amount is tax exclusive.
- 8. Click the **Compute** pushbutton to calculate the total invoice amount.
- 9. Click the **Save Dir. Info**. pushbutton to save the entered details in the "Direct Info" tab.
 - Note: The "Save Dir Info" should be clicked before clicking on the "Save" or "Save and Authorize" pushbutton to save the details entered in the tab level.
- 10. Click the **Save** pushbutton to save the invoice details.
 - The status of the invoice is updated as "Draft" if the "Draft" field is checked; else the status is updated as "Fresh".
- 11. Click the Save and Authorize pushbutton to save and authorize the invoice at the same time.
 - Check the "Auto Adjust" box if the invoice after authorization must be adjusted with the credit documents automatically.

- 12. Click the **Delete** pushbutton to delete an invoice.
 - >>> The status of the invoice is updated as "Deleted".
- 13. Click the **Return** pushbutton to return an invoice.
 - >>> The status of the invoice is updated as "Returned".

To proceed further,

- Select the <u>Direct Info.</u> tab to view/record charges levied and to compute the invoice amount. (For Prepayment and Direct Prepayment invoice types).
- Select the T/C/D tab to modify the tax, charge, and discount details of the invoice.
- Select the **Invoice Summary** tab to view the summary of the invoice.
- Select the <u>Adjustment Log</u> tab to view adjustment log data for the invoice. (For Service invoice type only).Select the View Customer Order link to see the details of the customer order.
- Select the Accounting Information link to view the account posting details of the invoice.
- Select the **Payment Schedule** link to modify the payment schedule generated for the invoice.
- > Select the View Invoice link to view invoice details.
- Select the **Print Invoice** link to print the selected invoice

Record Direct information tab

CO ba	sed Rele	ease Info. Direct Info. T/C/	D Details Invoice Summa	ry Adjustm	ent Log					
*	Foun	d no rows to display!!! 🕨 🕨	+ - 🗆 % 🌣 🏹	7		🖈 🗉 🖾		% All	▼ Search	Q
#		Ref. Doc. Type	Ref. Doc. #	Q	Ref. Doc. Line #	Part #	Part Description	Qty.	Order Amount	Invoice
1		Part Sale Order	~							
		4								Þ
De	ault Ta	x Keys								
		On Document	-		Tax Exclu	usive				
		Get Part Details	Compute		Save Dir. Info.					
View Pa	rt Sale O	Drder								

Figure 3.4 Manage Invoice – Direct Info. tab

- 1. Select the **Direct Info.** tab in the **Manage Invoice** page under the "Customer Invoice" business component.
- 2. Use the **Ref. Doc. Type** drop-down list box to select the type of reference document for an invoice is to be created.
- 3. Provide the Ref. Doc #, Ref. Doc. Line #, Part # and other details in the multiline.
- 4. Use the **On Document** drop-down list box to select the tax charges, if any, to be levied on the document.
- 5. Check the **Tax Exclusive** checkbox, if the tax amount should be calculated based on the total invoice amount
- 6. Click the **Compute** pushbutton to calculate the "Invoice Amount", which is displayed in the **Direct Info** tab.
- 7. Click the Save Dir. Info. pushbutton to save the entered details in the Direct Info tab.

To proceed further,

- Select the **T/C/D** tab to modify the tax, charge, and discount details of the invoice.
- Select the **Invoice Summary** tab to view the summary of the invoice.

Record T/C/D Details

You can enter the code identifying the tax, charge, discount and the variants for the extra TCD that you want to add. You can also enter the TCD amount, the cost center to which the TCD account is mapped and the analysis and the sub analysis code allocated to it. The total TCD amount for the invoice is posted to the selected finance book under the various account

heads in the account currency, base currency of the company and the parallel base currency of the company.

The details of the TCD that are entered in this page can be modified as long as the invoice remains in the "Draft" or "Fresh" status

CO ba	sed Rel	ease Info. D	Pirect Info. T/C/D Details Inv	roice Summary Adjustr	nent Log									
- T/	C/D Su	nmary												
		Orde	er Level Tax		Order L	evel Charges				Orde	er Level Discount			
		Invoic	e Level Tax		Invoice L	evel Charges				Invoic	e Level Discount			
- In	voice Le	vel T/C/D In	formation											_
	• Four	d no rows to d	isplay!!! 🕨 🕨 🕇 🗖 🎘	© % ▼ %			人血) ו 🕻		All	🔻 S	earch	Q
#	۵	Line #	Part/T/C/D #	T/C/D Type	T/C/D on	T/C/D #	Q	Variant #	Q	Description	Taxable Amount		T/C/D Rate	
1		0 \	1	Tax 🗸	Document v									
		4						_						Þ
Comp	oute		Save TCD Info.											

Figure 3.5 Manage Invoice – T/C/D Details

- 1. Select the **"Manage Direct Pre-payment Invoice**" under the **"Customer Invoice**" business component. The **"Manage Invoice**" page appears. *See Figure 3.4.*
- 2. Select the T/C/D Details tab to modify the tax, charge, and discount details of the invoice.
- 3. Select the **Line #** row number specified in the customer order.
- 4. Select the T/C/D Type as tax, charge, or discount that is being calculated.
- 5. Select the T/C/D/ On that is taxed, charged or discounted, such as Document, Ext. Rep / Services, Material, and Resource.
- 6. Select the **T/C/D #** identifying the part that is taxed, charged, or discounted. The Variant #, Description, Taxable Amount, T/C/D Rate, T/C/D Amount are displayed.
- 7. Enter the quantity on which the unit rate TCD is to be applied in the **Qty. Info** column.
- 8. Select the **Currency** in which the tax, charges or discount is calculated. The base currency is displayed by default. The user can change it to a foreign currency.
- 9. Select the **Cost Center** that is mapped to the "TCD Account". The **Analysis #** and **Sub Analysis #** are displayed.
- 10. Click the **Compute** pushbutton to calculate the T/C/D amount.
 - If TCD is "Flat" the "T/C/D Amount" can be modified.
- 11. Click the Save T/C/D pushbutton to save the entered details.
 - The "Save TCD Info." should be clicked before clicking on the "Save" or "Save and Authorize" pushbutton to save the details entered in the tab level.

Record Invoice Summary

CO based Release Info. Monthly I	Release Info. Direct Info.	T/C/D Details Invo	pice Summary Adj	ustment Log			
- Invoice Summary							
_							
Material	0.00		Labour	6,185.31		Other Resources	0.00
External Repair	0.00		External Services	0.00		Fixed Price	0.00
Addl. Charges	0.00		Taxes	0.00		Charges	0.00
Discounts	0.00		Total Invoice Amount	6,185.31		With-holding Tax	0.00
Inv.Amt. before Adjustment	6,185.31		Adjusted Amount	0.00	N	et Invoice Amount	6,185.31
Receipt Information							
Pay Term 👂	N030D000_00.0		Anchor Date	05-12-2011		Receipt Method	•
Receipt Type	CREDIT V						
			Save In	/. Summ.			

Figure 3.6 Manage Invoice – Record Invoice Summary

1. Select the "Manage Direct Pre-payment Invoice" under the "Customer Invoice" business component. The

"Manage Invoice" page appears. See Figure 3.5.

- 2. Select the Line # row number specified in the customer order.
- 3. Select the Invoice Summary tab to record the Receipt Information.
- 4. Enter the **Pay Term** that is set in the customer order.
 - You can change the above field only if you have set the "Modify Pay Term" flag in the Set Function Defaults activity to "Yes". The system does not allow change of the pay term if the "Modify Pay Term" is set to "No".
- 5. Select the Anchor Date from which the payment schedule of the invoice is calculated.
 - If "Anchor Date Option" is set to "Supplier Invoice Date", the system displays the invoice date in the above field by default Click the "Save Inv. Summ." pushbutton to save the entered details in the "Invoice Summary" tab.
- 6. Select Receipt Method and Receipt Type.
- 7. Click the Save Inv. Summ. pushbutton to save the entered details.
 - The "Save Inv. Summ." should be clicked before clicking on the "Save" or "Save and Authorize" pushbutton to save the details entered in the tab level.

Viewing Adjustment Log details

This page allows you to perform the following operations.

CO base	ed Release Info. Direct Info.	T/C/D Details Invoice	Summary Adjustment I	Log					
*	Found no rows to display!!!	• • T 7			人ഥ目		010 11 % All	Search	Q
#	Ref. Doc. Type	Ref. Doc. #	Ref. Doc. Value	Invoice #	Invoice Date	Invoice Curr.	Invoice Amount	Already Adjusted	
				Fou	nd no rows to display!!!				
	4								· •
🗕 Adj	ustment Log (Inv. Curr.) —								
		Total Invoice Amount	20,000.00						
	Less:	Prev. Adjusted Amount	0.00						
	Net Pay	able on Current Invoice	0.00						

Figure 3.7 Manage Invoice – View Adjustment Log

- 1. Select the **"Manage Direct Pre-payment Invoice"** under the **"Customer Invoice"** business component. The **"Manage Invoice"** page appears. *See Figure 3.7.*
- 2. The system displays adjustment log data if the selected invoice has Adjustment Log.

Edit a Service Invoice

The details of a Service invoice can be modified, when the invoice is in the "Draft", "Fresh" or "Returned" status. You can search and retrieve the invoice that you wish to modify. The system generates a new payment schedule based on the modified details. The system also recalculates the tax, charge, discount and the applicable Value Added Taxes (VAT). You can also record important comments regarding the invoice.



* 🖹 Select Invoice						≣ <i>'</i> ,		¢	+ 2) []a	к
Invoice #	Edit Invoice										
Ref. Doc. Type Customer Order 💌		Invoice Type S	ervice Invoice	▼	Invoice Category				Ŧ		
Ref. Doc. # From		То			Status	All			Ŧ		
Invoice # From		То			Currency	All			•		
Invoice Date From		То		Ē	Finance Book	All			Ŧ		
Invoice Amount From		То			User Id						
Bill To Customer # From		То				Search	•				
Search Results											_
44 4 1 - 5 / 32 → →→ T T _x				U	⊾			r			ρ
# 🖹 Invoice # Invoice Date	Currency	Invoice Amount	Status		Ref. Doc. type Ref. Do	s#			Exec.	Doc. #	F
1 🗉 CI-000012-2011 2011-05-12	USD	6185.	31 Returned		Customer Order CO-000	24-2011			cwo	-00001	3-20
2 CI-000014-2011 2011-05-12	USD	455.	70 Fresh		Customer Order CO-000	063-2011			EWO	-00004	3-20:
3 🗉 CI-000018-2011 2011-08-12	USD	780.	00 Fresh		Customer Order CO-000	13-2011			CWO	-00001	1-20
4 🖾 CI-000037-2012 2012-27-02	CAD	5000.	00 Fresh		Customer Order CO-001	525-2012			CWO	-00109	4-20:
5 🗈 CI-000039-2012 2012-28-02	CAD	300000.	00 Fresh		Customer Order CO-001	436-2012			CWO	-00098	1-20
<											>
		Delete In	voice								

Figure 3.8 Edit Invoice

- 1. Select the **"Edit Invoice**" under the **"Customer Invoice**" business component. The **"Edit Invoice**" page appears. *See Figure 3.6.*
- 2. Enter the **Invoice #** for which you want to modify the details and click the **Edit Invoice** link to modify the invoice details or perform from Step 3.
- 3. Select the **Ref Doc Type** as Customer Order to retrieve service invoices.
- 4. Select the **Invoice Type** as Service Invoice.
- 5. Select the other appropriate fields in the **Search Criteria** group box to find the invoice for which you want to modify the details. Data entry in the following fields is optional.
- 6. Click the **Search** pushbutton to retrieve the search results. The system retrieves and displays the following in the "Search Results" multiline based on the search criteria entered.
- 7. Click the hyperlinked Invoice number, to edit the invoice details in the Manage Invoice page.
- 8. Check the box in the multiline to mark an invoice or multiple invoices, for deletion.
- 9. Click the **Delete Invoice** pushbutton to delete the invoice.
 - > You can delete an invoice only when it is in the "Draft" or "Fresh" status.
 - The system deletes the invoice and updates the status of the invoice as "Deleted". The system also stores the login ID of the user and the system date along with the deleted details.



Modify service invoice

★ 🗎 Manage Invoice	44 4 1 2 3 4 5)	» 2 /12 🕮 🖬 🖶 🖨 🗭 🕻 🗧
Select Invoice #		
Create a new Invoice Work on existing Invoice Invoice # Cr-00015+2017 Go Invoice Type Monthly Invoice		
CO based Release Info. Monthly Release Info. Direct Info. T/C/D Details Invoice Summary Adjustment Log		
(4) 4 [No records to display] ・ ・・ + - ロックロックマママレン	. 🛛 🖆 🍽 🖤 🗣 🗰 🖬 🗛	Q v
# Ref. Doc. Type Ref. Doc. # P Ref. Doc. Date Release # Release Date	Billing Element Ord	der Curr. Release Amt. (Order Curr.)
1 Customer Order 🗸		
On Material On Resource On Resource Get Rel. Info.	Save Rel. Info.	Tax Exclusive
View Customer Order View Initiate Invoice		
Draft 🕢 Save Auto Adjust 🕢 Save and Authorize Delete Return		
+ View Info.		
Record Statistics		

Figure 3.9 Edit a Service Invoice – CO based

- 1. Select the "Edit Invoice" under the "Customer Invoice" business component. The "Edit Invoice" page appears.
- 2. After retrieving the service invoices, click the hyperlinked Invoice number, to edit the invoice details in the **Manage Invoice** page and the **Release Info** tab is displayed. *See Figure 3.7.*
- 3. Modify the Invoice Type as Prepayment Invoice or Direct Prepayment Invoice.
- 4. Modify the Finance Book, Invoice Date, Invoice Category, Numbering Type, Currency, Bill to Customer #, and Ship to Customer# details.
 - The CO based Release Info tab is active only for Service Invoice. You can only add rows or delete rows in the "Release Info" tab and cannot modify the details in the existing rows.
- 5. Enter any remarks pertaining to the invoice in the Comments field

In the Default Tax Keys section,

- 6. Select the **On Material**, **On Document**, **On Resource**, and **On Document to select the** charges for the invoice, if applicable.
- 7. Check the **Tax Exclusive** checkbox if the invoice amount is tax exclusive.
- 8. Select the **Get Rel. Info.** pushbutton to to retrieve the values in all the fields based on the "Ref Doc #" selected.
- 9. Click the Save Rel. Info. pushbutton to save the entered details in the "Release Info" tab.
 - The "Save Rel. Info" should be clicked before clicking on the "Save" or "Save and Authorize" pushbutton to save the details entered in the tab level.
- 10. Click the **Save** pushbutton to save the invoice details.
 - The status of the invoice is updated as "Draft" if the "Draft" field is checked; else the status is updated as "Fresh".
- 11. Click the **Save and Authorize** pushbutton to save and authorize the invoice at the same time.
 - Check the "Auto Adjust" box if the invoice after authorization must be adjusted with the credit documents automatically.
- 12. Click the **Delete** pushbutton to delete an invoice.
 - >>> The status of the invoice is updated as "Deleted".
- 13. Click the **Return** pushbutton to return an invoice.

To proceed further,

- Select the <u>CO Based Release Info.</u> tab page to view all the Customer Order based Invoice releases from Process Invoice activity that have been included in the Customer Invoice.
- Select the <u>Monthly Release Info.</u> tab to view all the monthly usage based and/or monthly fixed charges based releases from 'Process Monthly Invoice' release activity that has been included in the Customer Invoice.
- Select the T/C/D Details tab to modify the tax, charge, and discount details of the invoice.
- Select the Invoice Summary tab to view the summary of the invoice.
- Select the Adjustment Log tab to view the adjustment payment made for the customer order.

To proceed further,

- 14. Select the View Customer Order link to see the details of the customer order.
- 15. Select the **View Initiate Invoice** to view the invoice details in the Process Invoice activity, which is available in the Sales Management business process.
- 16. Select the Draft checkbox to save the prepayment invoice in the "Draft" status Save
- 17. Check the **Auto Adjust** box if the invoice after authorization must be adjusted with the credit documents automatically.
- 18. Click the Save and Authorize pushbutton to save an invoice.
- 19. Click the **Delete** pushbutton to delete an invoice
- 20. Click the Return pushbutton to return an invoice.

In the View Info. section.

- Select the Accounting Information link to view the account posting details of the invoice.
- Select the Payment Schedule link to modify the payment schedule generated for the invoice.
- Select the View Invoice to view invoice details.
- Select the **Print Invoice** link to print the selected invoice.

Modify CO based release information

C	0 base	d Release Info.	Monthly R	telease Info. D	irect Info. T/	C/D Details	Invoice Summary	Adjustment Log					
44	4	1 -1/1 → →	+ - (7 % ¢ % T	T _x			A		1 × C + + 1	II All	•	Q
#		Ref. Doc. Type		Ref. Doc. # 🔎	Ref. Doc.	Date	Release #	Release Date	Billin	ing Element	Order Curr.	Release	Amt. (Order Curr.)
1		Customer Order	~	CO-000024-2011	19-11-20	11	1	26-11-2011			USD		
2		Customer Order	~										
		•											+
+	Default	Tax Keys											
_													
						Get Rel. Info	0.			Save Rel. Info.			
View	v Custor	mer Order						View Initiate Invo	ice				

Figure 3.10 Edit a Service Invoice

- 1. Enter the type of the reference document in the **Ref Doc #** for the invoice.
- 2. Select the identification number of the reference document in the Ref. Doc. #

To proceed further,

Select the <u>Monthly Release Info.</u> tab to view all the monthly usage based and/or monthly fixed charges based releases from 'Process Monthly Invoice' release activity that has been included in the Customer Invoice.



- Select the <u>T/C/D Details</u> tab to modify the tax, charge, and discount details of the invoice.
- Select the Invoice Summary tab to view the summary of the invoice.
- Select the <u>Adjustment Log</u> tab to view the adjustment payment made for the customer order.

Modify monthly release information

CO based	d Release Info.	Monthly Release Info.	Direct Info.	T/C/D Details	Invoice Summary	Adjustment Log					
•• • [No records to displa	ay] ▶ ▶ + ▼ ▼.				A	<u>∎ 8 x ≅ ≣ x e</u>	# #	All Dir	T	Q
# Rei	f Doc Type	Ref. Doc. #	Ref. Doc. Date		Release #	Release Date	Billing Element		Billing Currency	Rel. Amount (Billin	ng Curr.)
1											
- Defau	lt Taxkey										,
	On Document		Re-proces	sing Remarks							
	on o contraine				s	ave Release Info					

Figure 3.11 Edit monthly invoice release

- 1. Enter the specify the code identifying the cost center that is mapped to the "TCD Account" in the Cost Center column
- 2. Enter the Analysis # and Sub Analysis #.

In the Default Tax Key section,

- 3. Use the **On Document** drop-down list box to select the tax charges, if any, to be levied on the document.
- 4. Enter any comments pertaining to reprocessing in the **Re-Processing Remarks** field.

To proceed further,

- Select the <u>CO Based Release Info.</u> tab page to view all the Customer Order based Invoice releases from Process Invoice activity that have been included in the Customer Invoice.
- Select the <u>T/C/D Details</u> tab to modify the tax, charge, and discount details of the invoice.
- Select the Invoice Summary tab to view the summary of the invoice.
- Select the <u>Adjustment Log</u> tab to view the adjustment payment made for the customer order.

Modify T/C/D Details

Order Level Tax 0.00 Invoice Level TX (2) Invoice Level TX	Releas	ie Info. /D Summ	Direct	: Info. T/C,	'D Det	ails Invoice Sum	imary Adjustme	nt Log					
Invice Level TX 0.00 Invice Level Discourt 0.00 Invice Level T/C/D Information Invice Level T/C/D Information Invice Level T/C/D Tope Info Invice Level TY IC/D On I/C/D # P Variant # P Description Taxable Amount 7/C/D Rate I/C/D Amount Currency I 0 v Tax v Document v CAD Compute Draft Save Auto Adjust I Save and Authorite Delete Return Vew Info. Counting Information Payment Schedel Vew Invice Print Invice Counting Information Payment Schedel Vew Invice Print Invice			0	rder Level Tax	0.00			Order Level Ch	harges 0.00		Order Level Di	scount 0.00	
Image: Second Structure Image: Second Structure <th>Inv</th> <td>nice Leve</td> <td>Inv</td> <td>oice Level Tax</td> <td>0.00</td> <td></td> <td></td> <td>Invoice Level Ch</td> <td>narges 0.00</td> <td></td> <td>Invoice Level Di</td> <td>scount 0.00</td> <td></td>	Inv	nice Leve	Inv	oice Level Tax	0.00			Invoice Level Ch	narges 0.00		Invoice Level Di	scount 0.00	
# Une ≠ T/C/D Type T/C/D Amount T/C/D Amount Currency 1 0 × Tax Document × CAD C Compute Save TCD Info. CAD Draft Save Auto Adjust Save and Authorize Delete Return View Info. View Info. Pint Invoice Pint Invoice Pint Invoice	44 4	[No rec	cords to	display] 🕨	+	- 0 % 0 0	T Tx		Å	≞ ⋓ x द ⊟ ∞ ¢	₽ = III AI	•	Q
t 0 v Tax v Document v Adjust V Save and Authorize Delete Return Auto Adjust V Save and Authorize Delete Return Auto Adjust V Save and Authorize Delete Return Auto Adjust V Save and Authorize Delete Return Auto Adjust V Save and Authorize Delete Return Auto Adjust V Save and Authorize Delete Return Auto Adjust V Save and Authorize Delete Return Auto Adjust V Save and Authorize Delete Return Auto Adjust V Save and Authorize Delete Return Auto Adjust V Save and Authorize Delete Return Auto Adjust V Save and Authorize Delete Return Auto Adjust V Save and Authorize Delete Return	=	🗉 Line	#	T/C/D Type	-	T/C/D On	T/C/D # 🔎	Variant # 🔎	Description	Taxable Amount	T/C/D Rate	T/C/D Amount	Currency
Compute Save TCD Info. Draft Save Auto Adjust Draft Save and Authorize Delete Return kew Info. Save and Authorize souting Information Payment Schedule View Invoice Print Invoice Constantly TWAILACE Created bate			0 🗸	Tax	~	Document 🗸	•						CAD
Draft Save Auto Adjust Save and Authorize Delete Return Rew Info. counting Information Payment Schedule View Invoice Print Invoice Record Statistics Created by TWAILACE Created by TWAILACE Created bate 2011/05-12				Сотри	ite					Save TCD Info.			
View Info. ccounting Information Payment Schedule View Invoice Print Invoice Record Statistics Created by TWALLACE Created by TWALLACE				Draft 🕅	Sav	re Au	to Adjust 💟 🛛 Sa	ve and Authorize	Delete	Return			
ccounting Information Payment Schedule View Invoice Print Invoice Record Statistics Created by: TWAILAGE Created by: TWAILAGE	View I	nfo. —											
Created by TWALLACE Created Date 2011-05-12	ccount Reco	ng Informa rd Statist	ics			Payment	t Schedule		View Invoice		Print In	voice	
						Created by	TWALLACE			Creat	ted Date 2011-05-12		

Figure 3.12 Edit a Service Invoice – Modify T/C/D details

- 1. Select the "Edit Invoice" under the "Customer Invoice" business component. The "Edit Invoice" page appears.
- 2. After retrieving the service invoices, click the hyperlinked Invoice number, to edit the invoice details in the Manage Invoice page. *See Figure 3.8.*

- 3. Select the T/C/D Details tab in the Manage Invoice page.
- 4. Modify the T/C/D Type as tax, charge, or discount that is being calculated.
- 5. Modify the **T/C/D/ On** that is taxed, charged or discounted, such as Document, Material, and Resource.
- 6. Modify the **T/C/D #** identifying the part that is taxed, charged, or discounted. The Variant #, Description, Taxable Amount, T/C/D Rate, T/C/D Amount are displayed.
- 7. Modify the **Currency** in which the tax, charges or discount is calculated.
- 8. Modify the Cost Center that is mapped to the "TCD Account". The Analysis # and Sub Analysis # are displayed.
- 9. Click the **Compute** pushbutton to calculate the T/C/D amount.
 - If TCD is "Flat" the "T/C/D Amount" can be modified.
- 10. Click the Save Inv. Summ. pushbutton to save the entered details in the "Invoice Summary" tab.
 - The "Save TCD Info." should be clicked before clicking on the "Save" or "Save and Authorize" pushbutton to save the details entered in the tab level.

To proceed further,

- Select the <u>CO Based Release Info.</u> tab page to view all the Customer Order based Invoice releases from Process Invoice activity that have been included in the Customer Invoice.
- Select the <u>Monthly Release Info.</u> tab to view all the monthly usage based and/or monthly fixed charges based releases from 'Process Monthly Invoice' release activity that has been included in the Customer Invoice.
- Select the Invoice Summary tab to view the summary of the invoice.
- Select the <u>Adjustment Log</u> tab to view the adjustment payment made for the customer order.

Modify Invoice Summary

Release Info. Direct Info. T/	C/D Details Invoice Summary	Adjustment Log			
- Invoice Summary					
Material	0.00	Labour	6185.31	Other Resources	0.00
External Repair	0.00	External Services	0.00	Fixed Price	0.00
Addl. Charges	0.00	Taxes	0.00	Charges	0.00
Discounts	0.00	Total Invoice Amount	6185.31	With-holding Tax	0.00
Inv.Amt. before Adjustment	6185.31	Adjusted Amount	0.00	Net Invoice Amount	6185.31
Receipt Information					
Pay Term 👂	N030D000_00.0	Anchor Date	2011-05-12	Receipt Method	Regular 💌
Receipt Type	CREDIT 💌				
		Save In	v. Summ.		
Draft	Save Auto Adju:	st V Save and Authorize	Delete Return		
View Info.					
Accounting Information	Payment Sched	le	View Invoice	Print Invoice	
-	Created by TWALLA	CE		Created Date 2011-05-12	
	Last Modified by			Last Modified Date	

Figure 3.13 Edit a Service Invoice – Modify Invoice Summary

- 1. Select the "Edit Invoice" under the "Customer Invoice" business component. The "Edit Invoice" page appears.
- 2. After retrieving the service invoices, click the hyperlinked Invoice number, to edit the invoice details in the Manage Invoice page.
- 3. Select the T/C/D Details tab in the Manage Invoice page. See Figure 3.9.
- 4. Modify the **Pay Term** that is set in the customer order.
 - You can change the above field only if you have set the "Modify Pay Term" flag in the Set Function Defaults activity to "Yes". The system does not allow change of the pay term if the "Modify Pay Term" is set to "No".

- 5. Modify the Anchor Date from which the payment schedule of the invoice is calculated.
 - If "Anchor Date Option" is set to "Supplier Invoice Date", the system displays the invoice date in the above field by default Click the "Save Inv. Summ." pushbutton to save the entered details in the "Invoice Summary" tab.
- 6. Modify **Receipt Method** and **Receipt Type**.
- 7. Click the Save Inv. Summ. pushbutton to save the entered details.
 - The "Save Inv. Summ." should be clicked before clicking on the "Save" or "Save and Authorize" pushbutton to save the details entered in the tab level

To proceed further,

- Select the <u>CO Based Release Info.</u> tab page to view all the Customer Order based Invoice releases from Process Invoice activity that have been included in the Customer Invoice.
- Select the <u>Monthly Release Info.</u> tab to view all the monthly usage based and/or monthly fixed charges based releases from 'Process Monthly Invoice' release activity that has been included in the Customer Invoice.
- Select the <u>T/C/D Details</u> tab to modify the tax, charge, and discount details of the invoice.
- Select the <u>Adjustment Log</u> tab to view the adjustment payment made for the customer order.

Modify adjustment information

CO based Release Info.	Monthly Release Info.	Direct Info.	T/C/D Details	Invoice Summary	Adjustment Log				
🐗 🔺 [No records to d	splay] 🕨 🕨 🝸 🗙						I te un All	Ŧ	Q
# Ref. Doc. Type	Ref. Doc. #	Ref. D	loc. Value	Invoice #	Invoice Date	Invoice Curr.	Invoice Amount	Already Adjusted	

Figure 3.14 Edit a Service Invoice – Modify Invoice Summary

To proceed further,

- Select the <u>CO Based Release Info.</u> tab page to view all the Customer Order based Invoice releases from Process Invoice activity that have been included in the Customer Invoice.
- Select the <u>Monthly Release Info.</u> tab to view all the monthly usage based and/or monthly fixed charges based releases from 'Process Monthly Invoice' release activity that has been included in the Customer Invoice.
- Select the <u>T/C/D Details</u> tab to modify the tax, charge, and discount details of the invoice.
- Select the **Invoice Summary** tab to view the summary of the invoice.

Edit a Prepayment Invoice

The details of a Prepayment invoice can be modified, when the invoice is in the "Draft", "Fresh" or "Returned" status. You can search and retrieve the invoice that you wish to modify. The system generates a new payment schedule based on the modified details. The system also recalculates the tax, charge, discount and the applicable Value Added Taxes (VAT). You can also record important comments regarding the invoice.



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		Invoice #		Edit Inv	oice									
-) 50	arc	Ref. Doc. Type	Customer Order 🔍		Invoice Type	Service Invoice		Invoice Catego	ry			•		
		Ref. Doc. # From			То			Stat	IS All					
		Invoice # From			То			Qurren				-		
		Invoice Date From			To		10001	Finance Bo	ok All					
		Invoice Amount From			To			liser	rd All					
		Dill Ta Quatanza # Fran			T-			030		rch				
	arc	bill to Customer # From			10				Sea					
44	•	1 - 5 / 32))) T T	C.				۶.	Ⅲ写文反首€ 単岩Ⅲ AI			Ŧ	_	-	-
#	E	Invoice #	Invoice Date	Currency	Invoice Amount	Status		Ref. Doc. type Ref.	Doc. #			Exe	ec. Di	юс. ;
1	E	CI-000012-2011	2011-05-12	USD	618	5.31 Returned		Customer Order CO-0	00024-201			CW	/0-00	0001
2	Ε	CI-000014-2011	2011-05-12	USD	4	i5.70 Fresh		Customer Order CO-0	00063-2011			EW	0-00	004
3	E	CI-000018-2011	2011-08-12	USD	70	0.00 Fresh		Customer Order CO-0	00013-2011			CW	/0-00)001
4	E	CI-000037-2012	2012-27-02	CAD	500	0.00 Fresh		Customer Order CO-0	01525-2017	2		CW	0-00)109
5	E	CI-000039-2012	2012-28-02	CAD	30000	0.00 Fresh		Customer Order CO-0	01436-2017	2		CW	0-00)098
		<												
														_
					Delete	Invoice								

Figure 3.15 Edit Invoice

- 1. Select the **"Edit Invoice**" under the **"Customer Invoice**" business component. The **"Edit Invoice**" page appears. *See Figure 3.15.*
- 2. Enter the **Invoice #** for which you want to modify the details and click the **Edit Invoice** link to modify the invoice details or perform from Step 3.
- 3. Select the **Ref Doc Type** as Customer Order or Direct to retrieve prepayment invoices or direct prepayment invoices respectively.
- 4. Select the other appropriate fields in the **Search Criteria** group box to find the invoice for which you want to modify the details. Data entry in the following fields is optional.
- 5. Click the **Search** pushbutton to retrieve the search results. The system retrieves and displays the following in the "Search Results" multiline based on the search criteria entered.
- 6. Click the hyperlinked Invoice number, to edit the invoice details in the **Manage Invoice** page.
- 7. Check the box in the multiline to mark an invoice or multiple invoices, for deletion.
- 8. Click the **Delete Invoice** pushbutton to delete the invoice.
 - > You can delete an invoice only when it is in the "Draft" or "Fresh" status.
 - The system deletes the invoice and updates the status of the invoice as "Deleted". The system also stores the login ID of the user and the system date along with the deleted details.



Modify Direct Information

★ 🗎 Manage Invoice			44 4	1 > > 1 /1	74 🔢		?
Select Invoice #							
Create a new Invoice Work on existing Invoice							
Invoice # P CPI-000092-2017 Go							
Invoice Type Direct Prepayment Invoice V							
- Invoice Details							
Invoice # CPI-000092-2017	Finance	Book AVEOS 💌		Status	Fresh		
Invoice Date 11-07-2017 🕮	Invoice Cate	gory Preliminary 🔻		Numbering Type	CPI	•	
Currency CAD 💌	Exchange	Rate 1.0000000	Co	mpany Address ID 👂	1		
Bill To Customer # 👂 400006	Bill To Customer N	ame Customer 7		Cust. PO #			
Ship To Customer # 490592 💌	Ship To Customer N	ame Customer 201		Comments			
CO based Release Info. Monthly Release Info. Direct Info. T/C/	D Details Invoice Summary	Adjustment Log					
(4 ▲ 1 -1/1 →)→ + - □ 水 森 森 T T ₂		▶ <u>⊫</u> 5 ×		All	Ŧ		Q
# 🗖 Ref. Doc. Type Ref. Doc. # 🔎	Invoice Amount	Material	Labour	Other Resources		Fixed Price	
1 🖪 Others 🗸 CO-007816-2017	1,200.00	1,200.00					
2 🗉 Customer Order 🗸							
							•
Default Tax Keys							
On Document	Tax Excl	isive 🗐					
Compute		Save Dir. Info.					
View Customer Order							
Draft 📄 Save Auto Adjust 📄 S	Save and Authorize	Delete Return					
View Info.							
Accounting Information Payment Schedule		View Invoice		Print Invoice			
Record Statistics							

Figure 3.16 Edit a Prepayment Invoice – Direct Info

- 1. Select the "Edit Invoice" under the "Customer Invoice" business component. The "Edit Invoice" page appears.
- 2. After retrieving the prepayment invoices, click the hyperlinked Invoice number, to edit the invoice details in the **Manage Invoice** page and the **Direct Info** tab is displayed. *See Figure 3.16.*
- 3. Modify the Invoice Type as Service Invoice, Prepayment Invoice, or Direct Prepayment Invoice.
- 4. Modify the Finance Book, Invoice Category, Numbering Type, Currency, and Ship to Customer details.
- 5. Modify the Ref Doc #, Material charges, Labour charges, Fixed Price, Taxes, Discounts, and Other Charges in the multiline.
- 6. Modify the **On Document** charges for the invoice, if applicable.
- 7. Check the **Tax Exclusive** checkbox if the invoice amount is tax exclusive.
- 8. Click the **Compute** pushbutton to calculate the total invoice amount.
- 9. Click the Save Dir. Info. pushbutton to save the modified details in the "Direct Info" tab.
 - Note: The "Save Dir Info" should be clicked before clicking on the "Save" or "Save and Authorize" pushbutton to save the details entered in the tab level.
- 10. Click the **Save** pushbutton to save the invoice details.
 - The status of the invoice is updated as "Draft" if the "Draft" field is checked; else the status is updated as "Fresh".
- 11. Click the **Save and Authorize** pushbutton to save and authorize the invoice at the same time.
 - Check the "Auto Adjust" box if the invoice after authorization must be adjusted with the credit documents automatically.
- 12. Click the **Delete** pushbutton to delete an invoice.
 - The status of the invoice is updated as "Deleted".
- 13. Click the **Return** pushbutton to return an invoice.
 - The status of the invoice is updated as "Returned".



To proceed further,

- Select the T/C/D tab to modify the tax, charge, and discount details of the invoice.
- Select the **Invoice Summary** tab to view the summary of the invoice.
- > Select the View Customer Order link to see the details of the customer order.
- Select the Accounting Information link to view the account posting details of the invoice.
- Select the **Payment Schedule** link to modify the payment schedule generated for the invoice.
- Select the View Invoice to view invoice details.

Modify T/C/D Details

★ 🗎 Manage Invoice		44 4 1 2	2 3 4 5 🕨 🖬 /51	≭ ≣ ≓ ← ? ⊡ ⊾
- Select Invoice #				
Create a new Invoice Work on existing Invoice				
Invoice # Ø CI-000011-2011 G0				
Invoice Type Service Invoice				
- Invoice Details				
Invoice # CI-000011-2011	Finance Book	AVEOS 💌	Sta	tus Fresh
Invoice Date 05-12-2011	Invoice Category	Final 💌	Numbering Ty	/pe CI 💌
Currency USD 💌	Exchange Rate	0.80645000	Comme	nts
Bill To Customer # 🔎 436246	Bill To Customer Name	Customer 156		
Ship To Customer # 436246	Ship To Customer Name	Customer 156		
Release Info. Direct Info. T/C/D Details Invoice Summary Adjust	stment Log			
T/C/D Summary				
Order Level Tax 0.00	Order Level Charges	0.00	Order Level Discount	0.00
Invoice Level Tax 0.00	Invoice Level Charges	0.00	Invoice Level Discount	0.00
Invoice Level T/C/D Information				
📢 🖣 [No records to display] 🕨 🕨 🕂 🗖 🗇 🌾 😨 🏹 🔭			e # = Ⅲ All	۵ 🔻
# 🗉 Line # T/C/D Type T/C/D On T/C/D # 🔎	Variant # Desc	iption Taxable Amount	T/C/D Rate T/C/D	Amount Currency
1 🖹 0 🗸 Tax 🗸 Document 🗸				CAD
•				Þ
Compute		Save TCD Info.		
Draft 📃 Save Auto Adjust 📝	Save and Authorize	Delete Return		
View Info				
Accounting Information Payment Schedule		View Invoice	Print Invoice	
- Record Statistics				
Created by TWALLACE		0	reated Date 05-12-2011	
Last Modified by DMUSER		Last Mc	odified Date 01-07-2016	

Figure 3.17 Edit a Prepayment Invoice – Modify T/C/D details

- 1. Select the "Edit Invoice" under the "Customer Invoice" business component. The "Edit Invoice" page appears.
- 2. After retrieving the prepayment invoices, click the hyperlinked Invoice number, to edit the invoice details in the **Manage Invoice** page. *See Figure 3.17.*
- 3. Select the **T/C/D Details** tab in the **Manage Invoice** page.
- 4. Modify the T/C/D Type as tax, charge, or discount that is being calculated.
- 5. Modify the **T/C/D/ On** that is taxed, charged or discounted, such as Document, Material, and Resource.
- 6. Modify the **T/C/D #** identifying the part that is taxed, charged, or discounted. The Variant #, Description, Taxable Amount, T/C/D Rate, T/C/D Amount are displayed.
- 7. Modify the **Currency** in which the tax, charges or discount is calculated.
- 8. Modify the Cost Center that is mapped to the "TCD Account". The Analysis # and Sub Analysis # are displayed.
- 9. Click the **Compute** pushbutton to calculate the T/C/D amount.
 - ▷ If TCD is "Flat" the "T/C/D Amount" can be modified.
- 10. Click the Save Inv. Summ. pushbutton to save the entered details in the "Invoice Summary" tab.

The "Save TCD Info." should be clicked before clicking on the "Save" or "Save and Authorize" pushbutton to save the details entered in the tab level.

Modify Invoice Summary

★ 🗎 Manage Invoice	44 4 1 2 3 4 5 🕨 🗰 1 /51 💢 🖶 🗭 🖛 ? 🗔 💌 🖪
Select Invoice #	
© Create a new Invoice Invoice ≠ ♪ CT-000011-2011 Go Invoice Type Service Invoice ▼	· · ·
- Invoice Details	
Invoice # CI-000011-2011 Finance Book AVEO	DS v Status Fresh
Invoice Date 05-12-2011 🛅 Invoice Category Final	▼ Numbering Type CI ▼
Currency USD Exchange Rate 0.8064	45000 Comments
Bill To Customer # P 436246 Bill To Customer Name Custor	mer 156
Ship To Customer # 436246 Ship To Customer Name Custor	mer 156
Release Info. Direct Info. T/C/D Details Invoice Summary Adjustment Log	
Invoice Summary	
Material 0.00 Labour 6,185.	.31 Other Resources 0.00
External Repair 0.00 External Services 0.00	Fixed Price 0.00
Addl. Charges 0.00 Taxes 0.00	Charges 0.00
Discounts 0.00 Total Invoice Amount 6,185.	.31 With-holding Tax 0.00
Inv.Amt. before Adjustment 6,185.31 Adjusted Amount 0.00	Net Invoice Amount 6,185.31
Receipt Information	
Pay Term 👂 N030D000_00.0 Anchor Date 05-12	2-2011 🗰 Receipt Method Regular 🔻
Receipt Type CREDIT 💌	
Save Inv. Summ	m.
Draft 🗐 Save Auto Adjust 📝 Save and Authorize	Delete Return
View Info.	
Accounting Information Payment Schedule View	w Invoice Print Invoice
- Record Statistics	
Created by TWALLACE	Created Date 05-12-2011
Last Modified by DMUSER	Last Modified Date 01-07-2016

Figure 3.18 Edit a Prepayment Invoice – Modify Invoice Summary

- 1. Select the "Edit Invoice" under the "Customer Invoice" business component. The "Edit Invoice" page appears.
- 2. After retrieving the prepayment invoices, click the hyperlinked Invoice number, to edit the invoice details in the **Manage Invoice** page.
- 3. Select the T/C/D Details tab in the Manage Invoice page. See Figure 3.18.
- 4. Modify the **Pay Term** that is set in the customer order.
 - You can change the above field only if you have set the "Modify Pay Term" flag in the Set Function Defaults activity to "Yes". The system does not allow change of the pay term if the "Modify Pay Term" is set to "No".
- 5. Modify the **Anchor Date** from which the payment schedule of the invoice is calculated.
 - If "Anchor Date Option" is set to "Supplier Invoice Date", the system displays the invoice date in the above field by default Click the "Save Inv. Summ." pushbutton to save the entered details in the "Invoice Summary" tab.
- 6. Modify Receipt Method and Receipt Type.
- 7. Click the Save Inv. Summ. pushbutton to save the entered details.
 - The "Save Inv. Summ." should be clicked before clicking on the "Save" or "Save and Authorize" pushbutton to save the details entered in the tab level.

Authorize a Service or Prepayment Invoice

A Service invoice or a Prepayment invoice can be authorized, when it is in the "Fresh" status. Once authorized, the status of the invoice is updated to "Authorized" and the financial postings are posted in the selected finance book. This activity

also allows you to authorize multiple invoices at the same time. You can search and select the Service or Prepayment invoices that you wish to authorize. The details of the invoice can be modified before authorization.

You can modify the TCD details, consolidated materials / resources requirements details, payment details etc. You can also modify the details of the VAT that has been calculated and posted in the respective finance book. Once authorized, the details of the invoice cannot be modified.

Authorize Invoice

*	D)	Select Invoice								= 7	4	, ¢	+	?	6	ĸ
- S	arch	Invoice #		Authorize Invoice												_
_		Ref. Doc. Type	Customer Order 🛛 🔻		Invoice Type	ervice Invoice	•	Invoice Ca	tegor y				Ŧ			
		Ref. Doc. # From			То				Status	Fresh			Ŧ			
		Invoice # From			То			0	rrency	All			Ŧ			
		Invoice Date From			То		iii	Finan	a Book	All						
		Invoice Amount From			То				lser Id							
		Bill To Customer # From			То					Se	arch					
	arch	Results														_
44	4	1 - 5 / 30 > >>	T Tx				А	11 5 X C 🗎 C 🖡 🖶 💷 🗚				Ŧ				Q
#	E	Invoice #	Invoice Date	Currency	Invoice Amount	Status		Ref. Doc. type	ef. Doc	. #					Ex	rec.
1		CI-000014-2011	2011-05-12	USD	455	70 Fresh		Customer Order 0	0-0000	63-2011	1				EV	NO
2		CI-000018-2011	2011-08-12	USD	780.	00 Fresh		Customer Order 0	D-0000	13-2011					C	NO
3		CI-000037-2012	2012-27-02	CAD	5000	00 Fresh		Customer Order 0	D-0015	25-2012	1				C١	NO
4		CI-000039-2012	2012-28-02	CAD	300000	00 Fresh		Customer Order 0	D-0014	/36-2012	1				C	NO
5	E	CI-000041-2012	2012-28-02	CAD	900000	00 Fresh		Customer Order 0	0-0014	47-2012	!				AF	RC
		<													>	
					Authorize	Invoice										_

Figure 3.19 Authorize Invoice

- 1. Select the "Authorize Invoice" under the "Customer Invoice" business component. The "Authorize Invoice" page appears. *See Figure 3.19.*
- 2. Enter the Invoice # if you want to modify the invoice details before authorizing.
- 3. Click the Authorize Invoice link to navigate to Manage Invoice page or perform from Step 4.
- 4. Select the appropriate fields in the **Search Criteria** group box to find the invoice that you wish to authorize. Data entry in the following fields is optional.
- 5. Click the **Search** pushbutton to retrieve the search results. The system retrieves and displays the following in the "Search Results" multiline based on the search criteria entered.
- 6. Click the hyperlinked Invoice number, to edit the invoice details in the Manage Invoice page.
- 7. Check the box in the multiline to mark an invoice or multiple invoices, for authorization.
- 8. Click the Authorize Invoice pushbutton to authorize the selected invoices.

3.1.2 HOLD/RELEASE A SERVICE OR PREPAYMENT INVOICE

- An authorized invoice can be put on hold or release an invoice that is in the "Held" status. You can search and retrieve invoices. You can hold or release multiple invoices at the same time. An invoice may be put on hold for any of the following reasons:
 - To solve any discrepancy that has risen. This discrepancy could be due to price difference or any other technical reasons.
 - To stop the invoice from any payment adjustments or receipts...
- Once the invoice is put on hold, the status of the invoice is updated as "Held". You can release an invoice that is in the "Held" status, once the discrepancy is solved. Now the Invoice is ready for adjustment or for receipt purpose. The payment schedule of the invoice that was restrained is activated again. The status of the invoice is updated as "Authorized".

Hold/Release Invoice

*	D) I	Hold/Release Invoice														≣ <i>'</i> ,		⇒ t	?	[@ K
	arch	Criteria																		
		Ref. Doc. Type	Customer Order 🛛 🔻		Invoice Type		Ŧ							Invoid	ce Category			T		
		Ref. Doc. # From			То										Status	Authorized	ł	Ŧ		
		Invoice # From			То										Currency	All				
		Invoice Date From			То									Fi	inance Book	All				
		Invoice Amount From			То										User Id					
		Bill To Customer # From			То											Searc	h			
	arch	Results																		
44	•	1 - 5 / 95 🕨 🕨	T Tx				Ы	<u>II</u> 5	\mathbf{x}	c i	e	Щ.	-		All		Ŧ			Q
#		Invoice #	Invoice Date	Currency	Invoice Amount	Status				Ref. Do	oc. typ	e			Ref. Doc.	#				Invoi
1		CI-000020-2011	2011-07-12	USD	13465.00	Authorized				Custom	er Ord	er			CO-0000	57-2011				Servi
2		CI-000021-2011	2011-08-12	USD	5200000.00	Authorized				Custom	er Ord	er			CO-0000-	14-2011				Servio
3		CI-000024-2012	2012-09-01	CAD	11.39	Authorized				Custom	er Ord	er			CO-0000	9-2011				Servi
4		CI-000028-2012	2012-24-02	CAD	0.00	Authorized				Custom	er Ord	er			co-00000	9-2011				Servi
5		CI-000029-2012	2012-24-02	CAD	0.00	Authorized				Custom	er Ord	er			co-00000	9-2011				Servi
		<																		>
-		Reason For Hold	Held for Review 🔻		Remarks for Hold															
			Hold Invoice								Rele	ase Ir	nvoice							

Figure 3.20 Hold/Release Invoice

- 1. Select the "Hold/Release Invoice" under the "Customer Invoice" business component. The "Hold/Release Invoice" page appears. *See Figure 3.20.*
- 2. Select the appropriate fields in the **Search Criteria** group box to find the invoice that you wish to hold or release. Data entry in the following fields is optional.
- 3. Click the **Search** pushbutton to retrieve the search results. The system retrieves and displays the following in the "Search Results" multiline based on the search criteria entered.
- 4. Click the hyperlinked Invoice number, to view the invoice details in the **View Invoice** page.
- 5. Select the **Reason for Hold** due to which the invoice is being put on hold.
- 6. Enter the **Remarks for Hold** to specify the necessity to put the invoice on hold.
- 7. Check the box in the multiline to mark multiple invoices.
- 8. Click the **Hold Invoice** pushbutton to put the selected invoice on hold.
 - The system updates the status of the invoice as "Held" status. You can release an invoice that is in the "Held" status.
- 9. Click the **Release Invoice** pushbutton to release the held invoice.

3.1.3 REVERSE A SERVICE OR PREPAYMENT INVOICE

An invoice is reversed when a major error has occurred while creating the invoice and to avoid raising a credit document like a "Credit Note". A reversed invoice cannot be reused. A new invoice is raised for the correct amount.

You can search and select an invoice for reversal. On reversal, the system generates the reversal document that is posted in the finance book. On reversal, all the account entries in the finance book are reversed. The status of the invoice is updated to "Reversed". You can also view the account postings, where all debit transactions are posted to credit and credit transactions are posted to debit, after the invoice is reversed.



*	<u>)</u>	Select Invoice										z	-		+	?	lo K
	arch	Invoice #		Reverse Inv	oice												
		Ref. Doc. Type	Customer Order 🔹		Invoice Type	Service Invoice	•			In	voice Category				T		
		Ref. Doc. # From			То						Status	Authori	zed		T		
		Invoice # From			То						Currency	All			T		
		Invoice Date From			То						Finance Book	All			Ŧ		
		Invoice Amount From			То						User Id						
		Bill To Customer # From			То							Sear	ch				
	arch	Results															
44	•	1 - 5 / 126 🕨 🗰 🝸 🦷	r,					人口口:	x 🛛 🗎 e	P = 00	Al			Ŧ			Q
#		Invoice #	Invoice Date	Currency	Invoice Amount	Status			Ref. Doc. typ	2	Ref. Do	s#					Invo
1		CI-000015-2011	2011-05-12	USD	45	5.70 Authorized			Customer Ord	er	CO-000	063-2011					Servi
2		CI-000017-2011	2011-07-12	USD	34	9.72 Authorized			Customer Ord	er	CO-000	012-2011					Servi
3		CI-000019-2011	2011-08-12	USD	100050	0.99 Authorized			Customer Ord	er	CO-000	017-2011					Servi
4		CI-000020-2011	2011-07-12	USD	1346	5.00 Authorized			Customer Ord	er	CO-000	057-2011					Servi
5		CI-000021-2011	2011-08-12	USD	520000	0.00 Authorized			Customer Ord	er	CO-000	044-2011					Servi
		<															>
-																	

Figure 3.21 Reverse Invoice – Select Invoice

- 1. Select the "Reverse Invoice" under the "Customer Invoice" business component. The "Reverse Invoice" page appears. See Figure 3.21.
- 2. Enter the **Invoice #** that you wish to reverse.
- 3. Click the Reverse Invoice link to navigate to the Reverse Invoice page or perform from Step 4.
- 4. Select the appropriate fields in the **Search Criteria** group box to find the invoice for which you want to modify the details. Data entry in the following fields is optional.
- 5. Click the **Search** pushbutton to retrieve the search results. The system retrieves and displays the following in the "Search Results" multiline based on the search criteria entered.
- 6. Click the hyperlinked Invoice number, to reverse the invoice in the **Reverse Invoice** page.

Reverse Invoice

★ 🗎 Reverse Invoice			44 4 1	2 3 4 5 🕨	▶ 2 /126	24 룹 더 ◀	⊢?⊡ ⊑ ⊡
Reversal Document # Reversal Date Invoice # Total Invoice Amount Reason for Reversal	2011-07-12 m CI-000017-2011 349,72	Numbering Type Bill To Customer # Invoicing Stage Finance Book Remarks for Reversal	RCI 💌 400164 AVEOS		Stal Bill To Customer Nai Invoice Da	tus me Customer 17 ate 2011-07-12	
		Rev	erse				
Accounting Information							
	Created by RFORTMANN Last Modified by RFORTMANN			Created Last Modified	Date 2011-07-12 Date 2011-07-12		

Figure 3.22 Reverse Invoice

- 1. Select the "Reverse Invoice" under the "Customer Invoice" business component and select the Invoice # in the Select Invoice page. The "Reverse Invoice" page appears. See Figure 3.22.
- 2. Enter the date on which the invoice is to be reversed, in the **Reversal Date** field.
- 3. Select the **Reason #** for which the payment invoice is being reversed.
- 4. Enter the Remarks for Reversal.
- 5. Click the **Reverse Invoice** pushbutton to reverse the payment invoice. The status of the invoice is updated as "Reversed".
 - A Note that workflow has been enabled.

To proceed further,

• Select the Accounting Information link to view the account posting details of the invoice.

CUSTOMER SUPPLIER ADJUSTMENT



S NoFlow of Events Primary Activity UI Name Component Functional Steps Actors Name Name 1 Raise the invoice Accountant Customer Create Create Invoice 1. Enter the invoice based on reference sales Direct Invoice Invoice information document (Pack slips) 2. Retrieve the reference document (Pack slip) available in the multiline. 3. Select the particular document for which invoice has to be created 4. Generate invoice in 1. Retrieve the invoice 2 Authorize Authorize Authorize Invoice Accountant Customer sales Direct Invoice Invoice **Invoice** Set the Auto Adjust option to "NO". 3. Select the invoice, which has to be authorized 4. Authorize the invoice. The invoice status 3 Raise Credit Note Accountant Customer Debit Create Create 1. Raise a credit note for the sales Credit Note account based account based amount, supplier balance or debit / credit debit / credit the customer invoice balance whichever is lower note note 1. Retrieve the credit note 4 Authorize credit Senior Customer Debit Authorize Authorize note Manager Sales Credit Note account based account based created in the previous step debit / credit debit / credit and authorize the same note note 1. Retrieve the credit note Adjust between Accountant Customer Create Single Create Single 5 the Invoice and the sales Balance Currency Currency created in the step 7 Credit Note adjustment Adjustment Adjustment Retrieve the invoice raised in step 2 3. Propose and compute a create adjustment voucher. Receive check from Accountant Customer Create Create Receipt 1. Enter the voucher 6 the customer sales Receipt Receipt information, receipt Information, and if the receipt mode is check, enter the instrument information. 2. Enter the reference document (Optional) 3. Click Create. The receipt voucher is created in fresh

Theme Cash Sales: Scenario 1 – Customer Supplier Adjustment

status

7	Authorize Customer receipt	Accountant sales	Customer Receipt	Edit Receipt	<u>Edit Receipt</u>	 Select the receipt voucher and authorize the same
8	Create Pay in slip	Accountant sales	Realize Receipt	Create Pay in slip	<u>Create Pay in</u> <u>slip</u>	 Select the instruments which has to be deposited in bank and create pay in slip
9	Depositing in Bank	Accountant sales	Realize Receipt	Edit Pay in slip	<u>Edit Pay in slip</u>	 Select the pay in slips and click deposit instruments. The status of the pay in slip becomes deposited.
10	Bouncing the instrument deposited in the bank	Accountant sales	Realize Receipt	Bounce Instruments	<u>Bounce</u> <u>Instruments</u>	 Search and select the instrument that you want to bounce. Click "Bounce Instruments" to bounce the instrument. The status of the instrument is updated as "Bounced" in the corresponding pay-in slip.

ASSET DISPOSAL

Ramco Aviation Solution

Theme Asset Disposal: Scenario 1 – Advance Receipts

<u>ام</u>		. .				
S. No	Flow of Events	Primary Actors	Component Name	Activity Name	UI Name	Functional Steps
1	Receive	Accountant	Customer	Create	Create Receipt	1 Enter the voucher information
	Payment from the Customer	sales	Receipt	Receipt	<u>Create Receipt</u>	receipt information
						2. If the receipt mode is check then enter the instrument information after entering the debit document
						(prepayment invoice) as the document reference.
						3. Enter the reference document, if any.
						 Create the receipt voucher is created in "Fresh" status.
2	Authorize	Manager	Customer	Edit Receipt	Edit Receipt	1. Select the receipt voucher
	Customer Receipt	Sales	Receipt			2 Authorize the youcher
h	Create Day in	Accountorst	Deeline	Create Day in	Create Day in	1. Calast the instruments to be
3	Slip	sales	Receipt	Slip	<u>Slip</u>	deposited in bank.
4	Deposit	Accountant	Realize	Edit Pay in slip	Edit Pay-in-Slip	1. Select the pay-in-slips.
	Instruments in Bank	sales	Receipt			2. Deposit instruments.
5	Bouncing the	Accountant	Realize	Bounce	Bounce	1. Search and select the instrument
	instrument	sales	Receipt	Instruments	Instruments	that you want to bounce.
	deposited in the bank					2. Click "Bounce Instruments" to
						bounce the instrument. The status
						of the instruments is updated as
						"Bounced" in the corresponding pay-in-slip.
6	Raising direct	Accountant	Customer	Create	Create Invoice	1. Raise a miscellaneous Invoice for
	Invoice, actual liability occurs at this stage	sales :	Direct Invoice	Invoice		the item which is not defined in the Item master
7	Authorize the	Manager	Customer	Authorize	Authorize	1. Retrieve the invoice created by
	Invoice	Sales	Direct Invoice	Invoice	<u>Invoice</u>	the "Asset Disposal" component
						 Authorize the invoice and the status gets updated to "Authorized".
8	Hold/Release	Manager	Customer	Hold/Release	Hold/Release	
	Invoice	Sales	Direct Invoice	Invoice	Invoice	
9	Adjust Debit and	Accountant	Customer	Create Single	Create Single	1. Retrieve the Customer
	Credit	sales	Balance	Currency	Currency	Prepayment Invoice (Credit
	Documents		Adjustment	adjustment	<u>Adjustment</u>	Document) and retrieve
						Propose, Compute and create adjustment.
10	Authorizing	Manager	Customer	Edit Single	Edit Single	1. Fetch the adjustment voucher
	the adjustment	Sales	balance	Currency	Currency	create in the previous step
	made		adjustment	Adjustment	<u>Adjustment</u>	and authorize the same
1	1	1	1	1	1	1



Theme Asset Disposal: Scenario 2 – Customer Supplier Adjustment

					, ·· · ·	
S No	Flow of Events	Primary Actors	Component Name	Activity Name	UI Name	Functional Steps
1	Raise the invoice based on reference document	Accountant sales	Customer Direct Invoice	Create Invoice	<u>Create Invoice</u>	 Enter the invoice information Retrieve the reference documents (Invoice created in Asset Disposal component) available in the multiline. Select the particular document for which invoice has to be created
2	Authorize Invoice	Accountant sales	Customer Direct Invoice	Authorize Invoice	Authorize Invoice	 Retrieve the invoice Set the Auto Adjust option to "NO". Select the invoice which has to
3	Raise Credit	Accountant	Customer	Create	Create account	 Select the invoice, which has to be authorized Authorize the invoice. The Baise a credit note for the
5	Note	sales	Debit Credit Note	account based debit / credit note	based debit / credit note	amount, supplier balance or the customer invoice balance whichever is lower
4	Authorize credit note	Senior Manager Sales	Customer Debit Credit Note	Authorize account based debit / credit note	<u>Authorize</u> account based debit / credit note	 Retrieve the credit note created in the previous step and authorize the same
5	Hold/Release Account based Debit credit note	Senior Manager Sales	Customer Debit Credit Note	Hold/Release Debit Credit Note	Hold/Release Debit Credit Note	 Select the invoice that needs to be held or released using Search pushbutton.
						 2. Enter the reason and remarks for holding / releasing the invoice. 3. Click the Hold Invoice pushbutton to put the invoice on hold.
						 Click the Release Invoice pushbutton to release the invoice.
6	Adjust between the Invoice and the Credit Note	Accountant sales	Customer Balance adjustment	Create Single Currency Adjustment	Create Single Currency Adjustment	 Retrieve the credit note created in the step 7 Retrieve the invoice raised in step 2 Propose and compute Create

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7	Receive check from the customer	Accountant sales	Customer Receipt	Create Receipt	<u>Create Receipt</u>	 Enter the voucher information, receipt Information, and if the receipt mode is check, enter the instrument information. Enter the reference document (Optional) Click Create. The receipt voucher is created in fresh status
8	Authorize Customer receipt	Accountant sales	Customer Receipt	Edit Receipt	<u>Edit Receipt</u>	1. Select the receipt voucher and authorize the same
9	Create Pay in slip	Accountant sales	Realize Receipt	Create Pay in slip	<u>Create Pay in</u> slip	 Select the instruments which has to be deposited in bank and create pay in slip
10	Depositing in Bank	Accountant sales	Realize Receipt	Edit Pay in slip	<u>Edit Pay in slip</u>	 Select the pay in slips and click deposit instruments. The status of the pay in slip becomes deposited.
11	Bouncing the instrument deposited in the bank	Accountant sales	Realize Receipt	Bounce Instruments	<u>Bounce</u> Instruments	 Search and select the instrument that you want to bounce. Click "Bounce Instruments" to bounce the instrument. The status of the instrument is updated as "Bounced" in the corresponding pay-in slip.

SUNDRY RECEIPTS

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Theme Sundry Receipts

s	Flow of	Primary	Component	Activity	UI Name	Functional Steps
No	Events	Actors	Name	Name		-
1	Receiving Check from the customer	Accountant Sales	Sundry Receipt	Create Receipt	<u>Create Receipt</u>	 Enter the voucher information, receipt information and the name of the remitter.
						2. Enter the reference document details.
						Click Create Receipt. The receipt voucher is created in "Fresh" status.
						 Click Create and Authorize if you wish to create a receipt and authorize it. The status of the receipt is updated to "Authorized".
2	Modify or authorize sundry receipt	Accountant sales	Sundry Receipt	Edit Receipt	<u>Edit Receipt</u>	 Select the receipt voucher and modify or authorize the same.
3	Authorize the sundry receipt	Accountant sales	Sundry receipt	Authorize Receipt	Authorize Receipt	 Select the receipt voucher which has to be authorized
						2. Authorize the invoice. The receipt
4	Reversing the sundry receipt	Accountant sales	Sundry receipt	Reverse Receipt	Reverse Receipt	1. Select the sundry receipt to be reversed and click the "Reverse" pushbutton. The status of the receipt is updated to "Reversed".
5	Create pay-in slip for the receipt	Accountant sales	Realize Receipt	Create Pay in slip	<u>Create Pay in</u> slip	 Create the pay in slip with reference to the receipt voucher created.
6	Deposit the pay in slip in the bank	Accountant Sales	Realize Receipt	Edit Pay in slip	<u>Edit Pay in slip</u>	 Retrieve the pay in slip and click "Deposit". The status is updated to
7	Bouncing the instrument deposited in	Accountant sales	Realize Receipt	Bounce Instruments	<u>Bounce</u> Instruments	1. Search and select the instrument that you want to bounce.
	the bank					 Click "Bounce Instruments" to bounce the instrument. The status of the instrument is updated as "Bounced" in the corresponding pay-in

6.1.1 CREATE RECEIPT

This sequence elaborates the process of creating a sundry receipt.

- 1. Launch the page **Create Receipt**. See Figure 6.1
- 2. Enter the Receipt Date, Exchange Rate, Remitter and Receipt Amount.
- 3. Enter the Instrument Information, if the receipt mode is check.
- 4. If the receipt mode is Credit Card, enter the details in the card information group box.
- 5. Specify the Accounting Information and click the Compute pushbutton to calculate the net credit amount.
- 6. Click the **Create Receipt** pushbutton to create a sundry receipt in "Draft" or "Fresh" status.
- 7. Click the Create and Authorize pushbutton to create a receipt and authorize it.

★ 🗎 Create Receipt								+	? 🐻	к 🔛
Re	eipt #		Receipt Category	Regular 💌		Status				
Receip	Date 2016	6-20-05	Finance Book	AVEOS 💌	N	lumbering Type	CR 🔻			
Receipt Information										
Custome	# P		Customer Name		Forward C	over Applicable	No 💌			
Receipt	Route Bank	k 🔻	Receipt Mode	Check 💌	Ber	Adjustment	Automatic	Ŧ		
Back	Trency CAD	-	Description	1.00000000	Key	Collector #				
Dailiy	amitter	Ŧ	Draf		Lin	applied Amount				
Con	ments				018	applica Amount				
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Figure 6.1 Creating sundry receipt

6.1.2 EDIT RECEIPT

1. Search for the receipt voucher that needs to be modified in the "Select Receipt" page, and click the hyperlinked receipt voucher in the multiline. The "Edit Receipt" page appears. See Figure 6.2

★ 🗎 Edit Receipt					44 4 1 3	2 3 4 5 🕨 🗰	3 /19 📰 🎞		? 🗔 🖪 🖽
Voucher Information									
Receipt #	CR-000431-2013		Receipt Category	Regular			Status	Fresh	
Receipt Date	2013-22-12	× 🛅	Finance Book	AVEOS 🔻					
Receipt Information									
Customer # 👂	400007		Customer Name	Customer 9		Forv	ward Cover Applicable	No 🔻	
Receipt Route	Bank		Receipt Mode	Check	T		Adjustment	Manual 💌	
Currency	USD 🔻		Exchange Rate		1.60000000		Receipt Amount		10000.00
Bank/Cash #	BMO CAD BLOCK	ED 💌	Description	BMO Blocked CAD			Collector #		
Remitter			Draft				Unapplied Amount	10000.00	
Comments									
Default Tay Key		-	Withholding Tax				Amount Net of Tay		
Instrument Information		·	With Housing Tax				Anounchecorrax		
Instrument #	543543		MICR #	423524			Instrument Amount		10000.00
Instrument Date	2013-22-12	(III)	Bank #	hfdxgh			Charges	0.00	
Cost Center 👂			Analysis # 👂				Sub Analysis #		
Document Reference									
Debit Document Type		Debit Document Curre	ncy 🔍 🔻				Fin	ance Book All	T
Document #			Get						
Debit Document Information									_
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# Debit Document Type		Document #	Term #	Due Date	Currenc	y Document Amour	ot Ou	itstanding Amount	
1 🗉									
6									>
									2
Compute			Total Receipt Amount	10000.00					
Card Information									
	Carr	1#				Authorization #			
	Ise	ier	Valid Till			Month		Year #	
	100		Talia Tili					i car #	
			Edit R	eceipt			Edit and Authorize I	Receipt	Delete Receipt
Accounting Information		Attac	Notes						
	Created	by DMUSER				Created Date	2013-22-12		
	Last Modified	by DMUSER				Last Modified Date	2013-22-12		

Figure 6.2 Modifying sundry receipt

- 2. Modify the Voucher Information, Instrument Information, Accounting Information and Card Information, if required. Click the Edit Receipt pushbutton.
- 3. Click the **Edit and Authorize** pushbutton to modify and authorize the sundry receipt. The status of the invoice is updated to "Authorized".

6.1.3 AUTHORIZE RECEIPT

- 1. Search for the sundry receipt to be authorized in the "Select Receipts" page and click the hyperlinked Receipt number in the multiline. The "Authorize Receipt" page appears. See Figure 6.3.
- 2. Enter the **Remitter, Instrument No** and **Accounting Information**.
- 3. Click the **Edit Receipt** pushbutton to modify the receipt voucher information.
- 4. Click the **Edit and Authorize** pushbutton to modify and authorize the receipt. The status of the receipt is updated as "Authorized".
- 5. Click the **Return Receipt** pushbutton if you wish to return the sundry receipt for modification. The status of the receipt is updated as "Returned".

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* 🗈 Authorize Receipt					44 4 1 2 3	4 5 6 66 2	/19 🗐 7		
							,		
Voucher Information									
Receipt #	CR-000429-2013		Receipt Category	Regular			Status	Fresh	
Receipt Date Receipt Information	2013-22-12	× iii	Finance Book	AVEOS 🔻					
Customer # P	400006		Customer Name	Customer 8		Forward	Cover Applicable	No 🔻	
Receipt Route	Bank		Receipt Mode	Check	T		Adjustment	Manual 💌	
Currency	CAD 🔻		Exchange Rate		1.00000000	R	eceipt Amount	:	300.00
Bank/Cash #	BMO CAD BLOCKE	D 💌	Description	BMO Blocked CAD			Collector #	•	
Remitter			Unapplied Amount	300.00			Comments		
Tax Information									
Default Tax Key		•	Withholding Tax			Ar	nount Net of Tax	300.00	
Instrument Information			MTCD #						
Instrument #	adzxcsaxdc	1997	MICR #	axsvcxc		In	sounent Amount		200.00
Instrument Date	2013-22-12		Bank #	BMO CAD			Charges	100.00	
Document Reference	1100		Analysis # 🎾				SUD ANAIYSIS #		
Debit Document Type		•	Debit Document Currency	•					
Document #				Get					
	00TT,	Doaiment #	Term #	Due Date	▶ LI II X Z II	xª C II += III Document Amount	All	vutstanding Amount	Q
1 Direct Invoice		PST-000124-2013	DT1	2013-05-05	CAD		1120.00	,	1120.00
2				2010 00 00	0.0		1120100		1120100
1									>
									/
Compute			Total Receipt Amount	300.00					
Card Information									
	Card	#				Authorization #			
	Issu	er	Valid Till			Month		Year #	
				Edit Rece	ipt		Edit a	nd Authorize Receipt	Return Receipt
Adjust Receipt									
Accounting Information			Attach Notes						
	Created Dat	≥ 2013-22-12				Created by DMI	ISER		
	Last Modified h	V DMUSER				Last Modified Date 201	4-05-03		
	concerto anteu b	, philopen				201			

Figure 6.3 Authorizing receipt

6.1.4 REVERSE RECEIPT

1. Search and select a sundry receipt for reversal in the "Select Receipt" page. The "Reverse Receipt" page appears. *See Figure 6.4.*

Reverse Receipt					* 🛪 🚍 🗢 🧲
Reversal Information					
Reversal Document #		Numbering Type	RCR 🔻		
Reversal Date	31/01/2014	Reason Code	Hold 🔻	Remarks for Reversal	
Voucher Information					
Receipt #	CR-000011-2014	Receipt Category	Regular	Status	
Receipt Date	31/01/2014	Finance Book	ABCPFB1		
Customer #	100001	Customer Name	Aviations & Co.	Forward Cover Applicable	Ne
Receipt Route	Bank	Receipt Mode	Direct Credit	Adjustment	Manual
Currency	CAD	Exchange Rate	1.00000	Receipt Amount	1 000.00
Bank/Cash #	BMO CAD BLOCKED	Description	BMO Blocked CAD	Collector #	
Remitter		Unapplied Amount	1 000.00	Comments	
Tax Information					
Amount before Tax		Withholding Tax		Amount Net of Tax	
Instrument Information					
Instrument #		MICR #		Instrument Amount	1 000.00
Instrument Date		Bank #		Instrument Status	
Charges	0.00	Cost Center		Anaiysis #	
Sub Analysis #					
Card #		Authorization #			
Issuer		Validity			
		Revers	e Receipt		
Accounting Information		View Receipt		Attach Notes	
	Created by DMUSER			Created Date 31/01/2014	
	Last Modified by			Last Modified Date	

Figure 6.4 Reversing sundry receipt

- 2. Enter the Reversal Document No, Reversal Date and Remarks for Reversal of the sundry receipt.
- 3. Click the Reverse Receipt pushbutton to reverse the sundry receipt.

CUSTOMER PAYMENT

Theme Customer Payment

S No	Flow of Events	Primary Actors	Component Name	Activity Name	UI Name	Functional Steps
1	Creating payment voucher for customers	Accountant Sales	Customer Payment	Create Voucher	<u>Create</u> Voucher	 Specify the Payment Category as "Regular" or "Deposits". Enter the Payment Information and create the voucher in "Fresh" status.
2	Modify or authorize voucher	Accountant sales	Customer Payment	Edit Voucher	<u>Edit Voucher</u>	 Search and retrieve the vouchers that are in "Fresh" or "Returned" status. Modify the payment information if required, and click the "Edit Voucher" pushbutton. Click Edit and Authorize Voucher pushbutton to authorize the voucher
3	Authorize the voucher	Accountant sales	Customer Payment	Authorize Voucher	<u>Authorize</u> Voucher	 Retrieve the vouchers for authorization. Authorize the voucher with or without modification Youcher turns into "Bequested"
	Hold/Release Customer Voucher	Accountant sales	Customer Payment	Hold/ Release Voucher	Hold/ Release Voucher	 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.
4	Reversing the voucher	Accountant sales	Customer Payment	Reverse Voucher	<u>Reverse</u> Voucher	 Search and select the vouchers that are in "Requested" and "Held" status, for reversal. Enter the Reversal Information and click the "Reverse Voucher" pushbutton. The status of the voucher

7.1.1 CREATE VOUCHER

1. The Create Voucher page is launched. See Figure 7.1.

★ 🗎 Create Voucher					▤ ≭ 膏 ♬ ← ? ◙ ◙
Voucher Information					
Voucher No.		Payment Category	Regular 🔻	Status	
Request Date	2016-20-05	Finance Book	AVEOS 💌	Numbering Type	CP 💌
- Payment Information					
Customer Registered At	RAMCOOU 👻	Customer Code 👂		Customer Name	
Pay Currency	CAD 💌	Exchange Rate	1.0000000	0 Pay Amount	
Electronic Payment	No 💌	Payment Method	Regular 💌	Payment Route	Bank 💌
Pay Mode	Check 💌	Bank/Cash/PTT Code	ASB 💌	Description	Code
Billing Point	RAMCOOU 🔻	Document Reference		Bank Charges	•
Pay Date	2016-20-05	Payment Release Point	RAMCOOU 🔻	Payment Priority	Medium 🔻
Remarks					
	Create Voucher	Create and Auth	orize Voucher		
Electronic Payments		Edit Voucher		Record Bank Charges	
Accounting Information		Attach Notes			
	Created by			Created Date	

Figure 7.1 Creating voucher

- 2. Enter the **Voucher #** if you wish to generate the voucher number manually. Otherwise select the **Numbering Type** for the automatic generation of the payment voucher number.
- 3. Select the **Payment Category** as "Regular" or "Deposits".
- 4. Enter the **Customer Code**, **Exchange Rate**, **Pay Amount** and **Pay Date**.
- 5. Click the Create Voucher pushbutton to create the voucher in "Fresh" status.
- 6. Click the **Create and Authorize Voucher** pushbutton to authorize the voucher at the time of creation. The status of the voucher is updated to "Requested".

7.1.2 EDIT VOUCHER

1. The Edit Voucher screen is launched. See Figure 7.2 Editing voucher.

★ 🗎 Edit Voucher								+ 3	¢ K
Voucher Information									
Voucher No.	CP-000017-2016	Payment Category	Regular		Statu	s Fresh			
Request Date	2016-04-03 × 🛗	Finance Book	AVEOS 🔻						
Payment Information									
Customer Registered At	RAMCOOU 💌	Customer Code	101		Customer Nam	Customer 2			
Pay Currency	CAD 🔻	Exchange Rate		1.00000000	Pay Amoun	t		1254.0	0
Electronic Payment	No 🔻	Payment Method	Regular 🔻		Payment Rout	Bank 🔻			
Pay Mode	Check 💌	Bank/Cash/PTT Code	ASB	•	Descriptio	Code			
Billing Point	RAMCOOU -	Document Reference			Bank Charge	s	•		
Pay Date	2016-04-03	Payment Release Point	RAMCOOU 🔻		Payment Priorit	Medium 💌			
Remarks									
Edit Voucher		Edit and Authorize	Voucher			Delete Vouche	r		
Electronic Payments		Accounting Information			Attach Notes				
Record Bank Charges									
	Created by DMUSER				Created Date 2016-04-03				
	Last Modified by				Last Modified Date				
	case Hourieu dy				cast nounce pate				

Figure 7.2 Editing voucher

- 2. Select the voucher that is to be modified, in the "Select Voucher" page and click the hyperlinked voucher number. The Edit Voucher page is launched.
- 3. If necessary, modify the Voucher Information and Payment Information.
- 4. Click the **Edit Voucher** pushbutton to edit the payment voucher.
- 5. Click the **Edit and Authorize Voucher** pushbutton to authorize the voucher at the time of modification. The status of the voucher is updated to "Requested".

7.1.3 AUTHORIZE VOUCHER

1. Select the voucher to be authorized and launch the Authorize Voucher page. See Figure 7.3.



★ 🗎 Authorize Voucher				(((1))) 1 /1	= ㅈ = 두	i ← ?	¢ K
Voucher Information							
Voucher No.	CP-000017-2016	Payment Category	Regular	Status	Fresh		
Request Date	2016-04-03	Finance Book	AVEOS 🔻				
Payment Information							
Customer Registered At	RAMCOOU 🔻	Customer Code	101	Customer Name	Customer 2		
Pay Currency	CAD 💌	Exchange Rate	1.00000000	Pay Amount		1254.00)
Electronic Payment	No 🔻	Payment Method	Regular 🔻	Payment Route	Bank 💌		
Pay Mode	Check 🔻	Bank/Cash/PTT Code	ASB 💌	Description	Code		
Billing Point	RAMCOOU 💌	Document Reference		Bank Charges	•		
Pay Date	2016-04-03	Payment Release Point	RAMCOOU 🔻	Payment Priority	Medium 💌		
Remarks							
Autho	rize Voucher	Retu	rn Voucher				
Electronic Payments		Accountin	ng Information Att	ach Notes			
Record Bank Charges							
Cre	ated by DMUSER	Created Date 2016-04	-03				
Last Modified by			Last Modified Date				

Figure 7.3 Authorize Voucher

- 2. If necessary, modify the Voucher Information and Payment Information.
- 3. Click the **Authorize Voucher** pushbutton to authorize the payment voucher. The status of the voucher is updated to "Requested".
 - Note: Once authorized, the payments can be released through the "Release Payment" business component. For more details, refer to the "Payables Management" user guide.

7.1.4 HOLD / RELEASE VOUCHER

1. Retrieve the vouchers to be held or released from the **Select Voucher** page by specifying the search criteria, and select the **Hold / Release Voucher** link. The **Hold / Release Voucher** page is launched. *See Figure 7.4*

★ 🗎 Hold/Release Voucher	,				≣ ≭ ≣ ₽ ← ? ⊡ ₪
Voucher No.	CP-000018-2016	Payment Category	Regular	Status	Requested
Request Date	2016-04-03	Finance Book	AVEOS		
Customer Peristered At	RAMCOOL	Customer Code	101	Customer Name	Customer 2
Pay Currency	CAD	Exchange Rate	1 00000000	Pay Amount	1254.00
Electronic Payment	No	Payment Method	Regular	Payment Route	Check
Pav Mode	Medium	Bank/Cash/PTT Code	ASB	Description	encer (
Billing Point	RAMCOOU	Document Reference		Bank Charges	
Pay Date	2016-04-03	Payment Release Point	RAMCOOU	Payment Priority	Bank
Reason Code	Hold 🔻	Remarks for Hold			
		Hold Voucher Releas	e Voucher		
Accounting Information				Attach Notes	
	Created by DMUSER			Created Date 2016-04-03	
	Last Modified by DMUSER			Last Modified Date 2016-20-05	

Figure 7.4 Hold / Release Voucher

- 2. Specify the **Reason Code** and enter the **Remarks for Hold**.
- 3. Click the **Hold Voucher** pushbutton to put the payment voucher on hold. The status of the voucher is updated to "Held".
- 4. Click the **Release Voucher** pushbutton to release the voucher that is put on hold.

7.1.5 REVERSE VOUCHER

1. Select the voucher that is to be reversed and launch the Reverse Voucher page. See Figure 7.5



★ 🗎 Reverse Voucher				< <p>44 4 1 → → 1 /1</p>	П 7.	+ 1	ĸ
Voucher Information							
Voucher No.	CP-000018-2016	Payment Category	Regular	Status	Requested		
Request Date	2016-04-03	Finance Bool	AVEOS				
- Payment Information							
Customer Registered At	RAMCOOU	Customer Code	101	Customer Name	Customer 2		
Pay Currency	CAD	Exchange Rate	1.00000000	Pay Amount	1254.00		
Pay Date	2016-04-03	Pay Mode	Check	Payment Route	Bank		
Reversal Information Reason Code	Incorrect 👻	Reversal Date	2016-04-03	 Remarks for Reversal			_
		Revers	e Voucher				
Accounting Information		Attach Notes					
	Created by DMUSE	t		Created Date 2016-04-03			
	Last Modified by			Last Modified Date			

Figure 7.5 Reverse voucher

- 2. Enter the Reason Code, Reversal Date and Remarks for Reversal.
- 3. Click the **Reverse Voucher** pushbutton. The status of the voucher is updated to "Reversed".

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