

**RAMCO AVIATION SOLUTION
VERSION 5.9**

USER GUIDE

PAYABLES MANAGEMENT

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

ABOUT THIS MANUAL

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

WHO SHOULD READ THIS MANUAL

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

HOW TO USE THIS MANUAL

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

HOW THIS MANUAL IS ORGANIZED

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

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

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

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

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


Chapter 5 dwells on the **Advance Payments** sub process.

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

Chapter 7 dwells on the **Supplier Receipts** sub process.

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

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  icon 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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PAYABLES MANAGEMENT - USAGE MANUAL

1.1 PAYABLES MANAGEMENT THEMES

1.1.1 NORMAL PROCUREMENT OF INVENTORY ITEMS

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

1.1.2 BILLING FOR REPAIR SERVICES

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

1.1.3 BILLING FOR DELIVERY CHARGES

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

1.1.4 BILLING FOR NON-ORDER BASED SUPPLIER SERVICES

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

1.1.5 ADVANCE PAYMENTS

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

1.1.6 INVOICE PAYMENT WITH MULTIPLE CURRENCIES

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

1.1.7 SUPPLIER RECEIPTS

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

1.2 BUSINESS SCENARIOS

1.2.1 BUSINESS SCENARIOS FOR NORMAL PROCUREMENT OF INVENTORY ITEMS

[Invoicing Process for a Order / Goods Receipt Rebates](#)

1.2.2 BUSINESS SCENARIOS FOR BILLING FOR REPAIR SERVICES

[Invoicing Process for Repair order /Goods Receipt](#)

1.2.3 BUSINESS SCENARIOS FOR BILLING FOR DELIVERY CHARGES

[Invoicing Process for Freight Charges](#)

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

[Invoicing Process for Miscellaneous Expenses Incurred](#)

1.2.5 BUSINESS SCENARIOS FOR ADVANCE PAYMENTS

[Making advance payments for purchase order and adhoc expenses](#)

1.2.6 BUSINESS SCENARIOS FOR INVOICE PAYMENT WITH MULTIPLE CURRENCIES

[Paying in multiple currencies through a single pay batch](#)

1.2.7 BUSINESS SCENARIOS FOR SUPPLIER RECEIPTS

[Generating Receipts for Supplier Payments](#)

NORMAL PROCUREMENT OF INVENTORY ITEMS

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

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

6	Create vouchers for payments using the invoice	Accounts Assistant	Supplier Payment	Create Regular Pay batch	Create Pay Batch	<ol style="list-style-type: none"> 1. Specify the invoice details for which payment is to be made, in the search criteria and retrieve the invoices. Create the pay batch / voucher. 2. Authorize the pay voucher.
7	Authorize Regular Pay batch	Senior Accountant / Finance Controller	Supplier payment	Authorize Regular Pay batch	Authorize Regular Pay batch	<ol style="list-style-type: none"> 1. Select the Voucher for authorization. 2. Authorize the same.
8	Reverse supplier payment voucher	Accounts Assistant / Senior Accountant / Finance Controller	Supplier Payment	Reverse Voucher	Reverse Voucher	<ol style="list-style-type: none"> 1. Retrieves the supplier payment vouchers by specifying the voucher details and select the voucher that needs to be reversed from the multiline. 2. Enter the reversal details such as reversal date and reversal document number, and click the Reverse Invoice pushbutton. 3. The status of the voucher is updated as "Reversed".
9	Hold / Release supplier payment voucher	Senior Accountant / Finance Controller	Supplier Payment	Hold / release pay voucher	Hold / release pay voucher	<ol style="list-style-type: none"> 1. Select the voucher that needs to be put on hold or released. 2. Enter the remarks for holding / reversing the voucher. 3. Click the Hold Voucher pushbutton to put the voucher on hold. 4. Click the Reverse Voucher pushbutton to release the voucher.
10	Create vouchers for miscellaneous payments	Accounts Assistant	Sundry Payment	Create Voucher	Create Voucher	<ol style="list-style-type: none"> 1. Creating voucher in "Draft" or "Fresh" status, for sundry payments by specifying the payment information.
11	Modify/ Authorize Voucher	Senior Accountant / Finance Controller	Sundry Payment	Edit Voucher	Edit Voucher	<ol style="list-style-type: none"> 1. Specify the voucher details in the search criteria and retrieve the vouchers. 2. Edit/Authorize the voucher with or without modification 3. Voucher turns into "Requested" status.
12	Authorize Voucher	Senior Accountant / Finance Controller	Sundry Payment	Authorize Voucher	Authorize Voucher	<ol style="list-style-type: none"> 1. Retrieve the voucher for authorization 2. Authorize the voucher with or without modification. 3. Voucher turns to Requested status.

13	Reverse Voucher	Accounts Assistant / Senior Accountant / Finance Controller	Sundry Payment	Reverse Voucher	Reverse Voucher	<ol style="list-style-type: none"> 1. Retrieve the voucher for reversal 2. Reverse the voucher and the status of the voucher is updated as "Reversed".
14	Hold / Release sundry payment voucher	Senior Accountant / Finance Controller	Sundry Payment	Hold / Release Sundry Payment Voucher	Hold / Release Sundry Payment Voucher	<ol style="list-style-type: none"> 1. Select the voucher that needs to be put on hold or released. 2. Enter the remarks for holding / reversing the voucher. 3. Click the Hold Voucher pushbutton to put the voucher on hold. The status of the voucher is updated as "Held". 4. Click the Reverse Voucher pushbutton to release the voucher. 5. The status of the voucher is updated as "Released".
15	Release Payment through Cash	Accounts Assistant	Release Payment	Pay/ Reverse Cash	Pay/ Reverse Cash	<ol style="list-style-type: none"> 1. Select the payment voucher to be paid and pay the cash for the selected voucher. 2. Reverse the cash payment done against the voucher, if required.
16	Release Payment through check or direct debit	Accounts Assistant	Release Bank Payment	Select Voucher Print Check Direct Debit	Select Voucher Print Check Direct Debit	<ol style="list-style-type: none"> 1. Select the payment voucher to be paid through check or direct debit. 2. Print the check for the selected payment voucher. 3. Make the direct debit payment for the selected voucher.
17	Recording Damaged Check Information	Account Assistant	Release Payment	Record Damaged Check	Record Damaged Check	<ol style="list-style-type: none"> 1. Select the check # for which damage has to be recorded. 2. Save the damage details for the check.
18	Voiding the check	Accounts Assistant	Release Payment	Void Check	Void Check	<ol style="list-style-type: none"> 1. Select the check to be declared as void. 2. Declare the check void, and the status of the check turns as "Voided".
19	Void Direct Debit	Accounts Assistant	Release Payment	Void Direct Debit	Void Direct Debit	<ol style="list-style-type: none"> 1. Select the voucher for which the direct debit made is to be declared as void. 2. Declare the direct debit payment made against the selected voucher as void. 3. Voucher turns status as "Void".

2.1 INVOICING PROCESS FOR A PURCHASE ORDER / GOODS RECEIPT

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

2.1.1 SUPPLIER ORDER BASED INVOICE

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

2.1.2 MAINTAIN INVOICE

Figure 2.1 Maintain supplier order based invoice

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

To create an invoice:

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

In the **Invoice Information** group box:

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

In the **Supplier Information** group box:

4. Specify Supplier #, Pay Term, Anchor Date, Sup. Invoice #, Sup, Invoice Amount and Sup. Inv Date.

Note: Supplier Invoice Date has to be provided mandatorily if set option is '1'. (Exchange Rate Reference rate for Supplier Order based Invoice is based on Supplier Invoice Date).

To proceed further,

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

Refer to the topic "[Part/Order/T/C/D Information](#)" for more details.

- ▶ Select the **Invoice Level T/C/D Information** tab page to view details of order based invoice at invoice level.

Refer to the topic "[Invoice Level T/C/D Information](#)" for more details.

- Click the **Compute** pushbutton to calculate the total invoice amount.
- The system displays **Invoice Value Details**, like taxes, charges, discounts.

In the **Payment Information** group box:


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

In the **Action On Variance** group box:

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

In the **User Defined Details** group box:

- Specify the additional user defined detail of the invoice.
- Click the **Save** pushbutton to save the modifications made.
- Click **Save & Authorize** pushbutton to save the modifications made and authorize the invoice.

 *Note: The system saves the modifications and generates a new invoice based on the modifications made.*

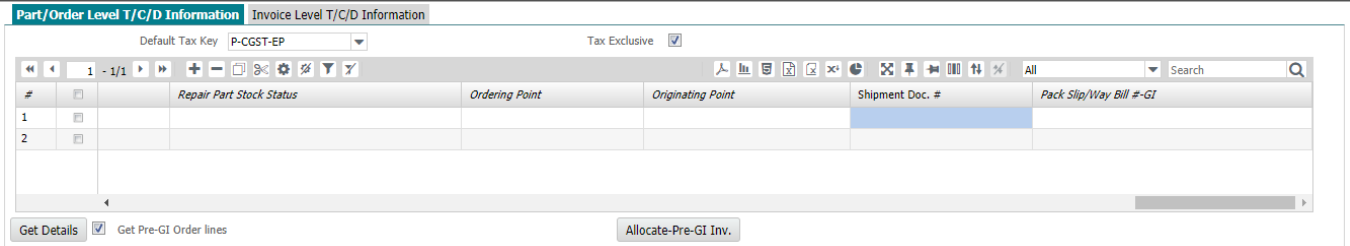
- Click **Delete** pushbutton to delete an invoice.
- Click the **Return** pushbutton to return the invoice for modifications.

To retrieve and maintain an invoice:

- Enter the invoice number in the Invoice # field
- Press <Enter>
- Select **Save** pushbutton to save the modifications made to the invoice.
- To authorize an invoice:
- Enter the invoice number in the Invoice # field
- Press <Enter>
- Select **Save & Authorize** pushbutton to save the modifications and authorize the invoice.

Maintaining Part/Order/T/C/D Information

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



Figure

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

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

Maintaining Invoice Level T/C/D Information

Part/Order Level T/C/D Information									
Invoice Level T/C/D Information									
#	Invoice Line #	TCD Type	T/C/D #	Variant #	Description	TCD Rate	Taxable Amount	TCD Amount	Currency
1		Charge							
2									

Figure 2.3 Maintaining invoice level T/C/D information

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

★ **Create Delivery Charges Invoice** Ramco Role - RAMCO OU

Invoice Information

Invoice # Invoice Category **Way Bill Based** Status
 Invoice Date **17-Nov-2016** Finance Book **AVEOS** Numbering Type **DC**

Supplier Information

Supplier # Supplier Name
 Pay To Supplier # Pay To Supplier Name
 Supplier Invoice # Supplier Invoice Amount Supplier Invoice Date

Payment Information

Currency **CAD** Exchange Rate **1.00000000** Payment Processing Point **RAMCOOU**
 Electronic Payment **No** Payment Method **Regular** Payment Mode **Cash**
 Payment Priority **Medium** Pay Term Anchor Date **17-Nov-2016**
 Total Proposed Amount Total Invoice Amount Auto Adjust **No**
 Comments

Electronic Payment Information

Pay Ref. Id Pay Ref. Details Payment Instructions

Delivery Charges Information

[No records to display]

#	Line #	Way Bill #	Ref. Doc. #	Order #	Charge Option	Way Bill # - GR
1						

[Edit Invoice](#) [Payment Schedule](#) [Create Adjustment](#)

[Invoice Summary](#) [Accounting Information](#) [Attach notes](#)
[View Purchase Order](#) [View Repair Order](#) [View Release Slip](#)

Created by Created Date

Figure 2.4 Create Delivery Charges Invoice

2.1.3 MANAGE ALLOCATION CHARGES

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

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

Select Document RAMCO OU-Ramco Role

Filter Search

Pending Allocation **20** Under Allocation **0** Under Processing **0** Error **1**

Search Results

#	Allocation Type	Allocation #	Doc. Type	Doc. #	Doc. Date	Supplier #	Sup
1			Supplier Delivery Charges	DC-000069-2020	2020/Oct/15	00000	Sup
2			Supplier Delivery Charges	DC-000053-2020	2020/Aug/24	00000	Sup
3			Supplier Delivery Charges	DC-000047-2020	2020/Jul/28	00000	Sup
4			Supplier Delivery Charges	DC-000046-2020	2020/Jul/27	00198	Sup
5			Supplier Delivery Charges	DC-000043-2020	2020/Jul/23	00000	Sup
6			Supplier Delivery Charges	DC-000042-2020	2020/Jul/23	00000	Sup
7			Supplier Delivery Charges	DC-000034-2020	2020/Jun/01	00198	Sup
8			Supplier Delivery Charges	DC-000033-2020	2020/May/29	00000	Sup
9			Supplier Delivery Charges	DC-000032-2020	2020/May/29	00000	Sup
10			Supplier Delivery Charges	DC-000030-2020	2020/May/21	00000	Sup
11			Supplier Delivery Charges	DC-000029-2020	2020/May/21	00000	Sup
12			Supplier Delivery Charges	DC-000028-2020	2020/May/20	00000	Sup

Manage Allocation of Charges **Confirm**

Figure 2.5 Selecting Document in Manage Allocation of Charges

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

Managing Allocation Charges

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

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

Manage Allocation of Charges

Allocation Type: Supplier Delivery Charges Invoice Allocation # : DC-000028-2020 Allocation Status: Pending Allocation

Doc. Type: Supplier Delivery Charges Invoice Doc. # : DC-000028-2020 Currency: USD

Finance Book: AVEOS Supplier # / Name: 00000 / Supplier 2 Doc. Amount: 102.50

Allocation Information

#	Ln. #	Way Bill #	Amount	Customer Order #	Order Type	Order #	Order Type	Order #	Part #	Serial #	Mfr. Lot #	Qty.
1							Customer Order					
2												

Comments: User Defined Detail - 3: User Defined Detail - 4:

Recommend Billability Save Confirm

Figure 2.6 Create Delivery Charges Invoice

In the **Doc. Information** section,

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

In the **Allocation Information** section,

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

Note: The status of the Allocation # will be changed as 'Under Processing'.

2.1.4 MATCH INVOICE

★ **Match Invoice** Ramco Role - RAMCO OU 1 2 3 4 1 / 4

Invoice # SI-000767-2015 Invoice Date 10-Sep-2015 Status AutoMatch Failed
 Supplier # 800228 Supplier Name Supplier 112 Finance Book AVEOS

Currency CAD Exchange Rate 1.00000000
 Supplier Invoice Amount 250.00 Total Proposed Amount 500.00 Total Invoice Amount 250.00
 Total Unmatched Amount 245.00 Maximum Variance (%) 49.49 Forcematch Tolerance (%) 200.00

Part/T/C/D Information

#	Order #	Receipt #	Entity	Part/T/C/D	Part/T/C/D #	Variant #	Description	Invoice Quantity
1	AP000302315	GI-010130-2015	POCOST	Part	PLMATIS1PART001		PL MAT IS1 PART	1.0
2	AP000302315	GI-010130-2015	POCOST	Part	PLMATSTOPART001		PL MAT STO PART	1.0
3								

Variance Information

Variance Accounting Hold Invoice for Payment Remarks

Match Invoice

View Invoice View Purchase Order Accounting Information Attach notes View Repair Order Create Adjustment View Release Slip View Loan Order Record Addl. Charges on CO-Services

Created by: DATASETUPLUSER Created Date: 10-Sep-2015

Figure 2.7 Match Order Based Invoice

1. Select **Match Invoice** link under the **Supplier Order Based Invoice** business component. The “Select Invoice” page appears.
2. Enter the **Invoice #** directly and select the **Match Invoice** link provided alongside or click the **Search** pushbutton and select the hyperlinked Invoice # in the multiline. The **Match Invoice** page appears. See Figure 2.6.
3. The system displays Invoice #, Invoice Date, Status, Supplier #, Supplier Name, Finance Book, Currency, Exchange Rate, Supplier Invoice Amount, Total Proposed Amount, Total Invoice Amount, Unmatched Amount and Force match Tolerance.

Note: If the category of the invoice is “Order Based”, the system retrieves all the invoices that are in the “Matched” status.

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

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

In the **Variance Information** group box:

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

2.1.5 AUTHORIZE INVOICE

Select Invoice

Invoice Type: **Order Based Invoice**

Invoice #

Search Criteria

Invoice Category: **Purchase Order**

Supplier # From

Order # From

Total Invoice Amount From

Invoice # From

Invoice Date From

Finance Book: **AVEOS**

To

To

To

To

To

Supplier Invoice #

Supplier Name

Created by

Payment Priority: **All**

Currency: **All**

Search

Search Results

#	Invoice #	Invoice Date	Currency	Total Invoice Amount	Order #	Supplier #	Supplier Name
1	SI-000682-2015	15-Jul-2015	CAD	0.00	AP000311715	00198	Supplier
2	SI-000791-2015	05-Oct-2015	CAD	5120.00	AP000322315	00060	Supplier
3	SI-000792-2015	05-Oct-2015	CAD	5120.00	AP000322315	00060	Supplier

Authorize Invoice

[Upload Documents](#) [View Associated Doc. Attachments](#)

[Authorize Invoice](#) [Authorize Delivery Charges Invoice](#)

Figure 2.1 Authorize Invoice

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

In the **Search Criteria** group box:

2. Specify the Invoice Type, Invoice Category and Status.
3. Enter other search criteria, if required.
4. Click the **Search** pushbutton, to retrieve the details in the **Search Results** multiline. Alternatively if you do not know the Invoice #, provide the search criteria and click the **Search** pushbutton to get the invoice details in the multiline

Note: If the category of the invoice is "Order Based", the system retrieves all the invoices that are in the "Matched" status.

5. Click the check box to select the row and click the **Authorize Invoice** pushbutton to put the invoice on hold. If you want to view and or edit the invoice before authorizing:
6. Select the **Invoice #** and select the **Authorize Invoice** link at the bottom of the page to authorize the service invoice. The **Maintain Invoice** page appears.
7. View the authorize invoice and click the **Save & Authorize Invoice** pushbutton to authorize the Order Based Invoice.

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

2.1.6 REVERSE INVOICE

Reverse Invoice

Reversal Document #

Reversal Date: **07-Dec-2011**

Supplier # **800782**

Finance Book: **AVE**

Numbering Type: **RSI**

Invoice # **SI-000030-2011**

Supplier Name: **Supplier 171**

Reason Code: **Incorrect**

Status: **Authorized**

Invoice Date: **07-Dec-2011**

Total Invoice Amount: **14.00**

Reversal Comments

Reverse Invoice

[Accounting Information](#) [Attach notes](#) [View Invoice](#) [View Delivery Charges Invoice](#)

Figure 2.2 Reverse Invoice

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

In the **Search Criteria** group box:

2. Specify the Invoice Type and Invoice Category.
3. Enter other search criteria, if required.
4. Click the **Search** pushbutton, to retrieve the details in the Search Results multiline. Alternatively, if you do not know the Invoice #, provide the search criteria and click the Search pushbutton to get the invoice details in the multiline.

Note: If the category of the invoice is "Order Based", the system retrieves all the invoices that are in the "Matched" status.

5. Click the hyperlinked **Invoice #** in the multiline to reverse the status of the invoice. The status of the invoice is updated as "Reversed". If you want to view and or edit the invoice before reversing:
6. Select the hyperlinked **Invoice #** in the multiline and select the "Reverse Invoice" link provided alongside the Invoice # field to reverse the status of an invoice. The **Reverse Invoice** page appears. See Figure 2.2.
7. View the invoice and click the **Reverse Invoice** pushbutton to reverse the status of the Order Based Invoice.

Note: Invoices having Tax Adjustment Journal in "Authorized" status cannot be reversed.

2.1.7 HOLD / RELEASE SUPPLIER ORDER BASED INVOICE


#	Invoice #	Status	Invoice Date	Currency	Total Invoice Amount	Supplier #	Supplier Name
1	DC-000043-2015	Authorized	19-Feb-2016	CAD	55.00	00198	Supplier 12
2	DC-000047-2015	Authorized	25-Feb-2016	CAD	360.00	00198	Supplier 12
3	DC-000057-2015	Authorized	01-Mar-2016	CAD	100.00	00198	Supplier 12
4	DC-000065-2015	Authorized	03-Mar-2016	CAD	250.00	00000	Supplier 2
5	DC-000066-2015	Authorized	03-Mar-2016	CAD	27.00	00000	Supplier 2

Figure 2.3 Hold / Release supplier order based invoice

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

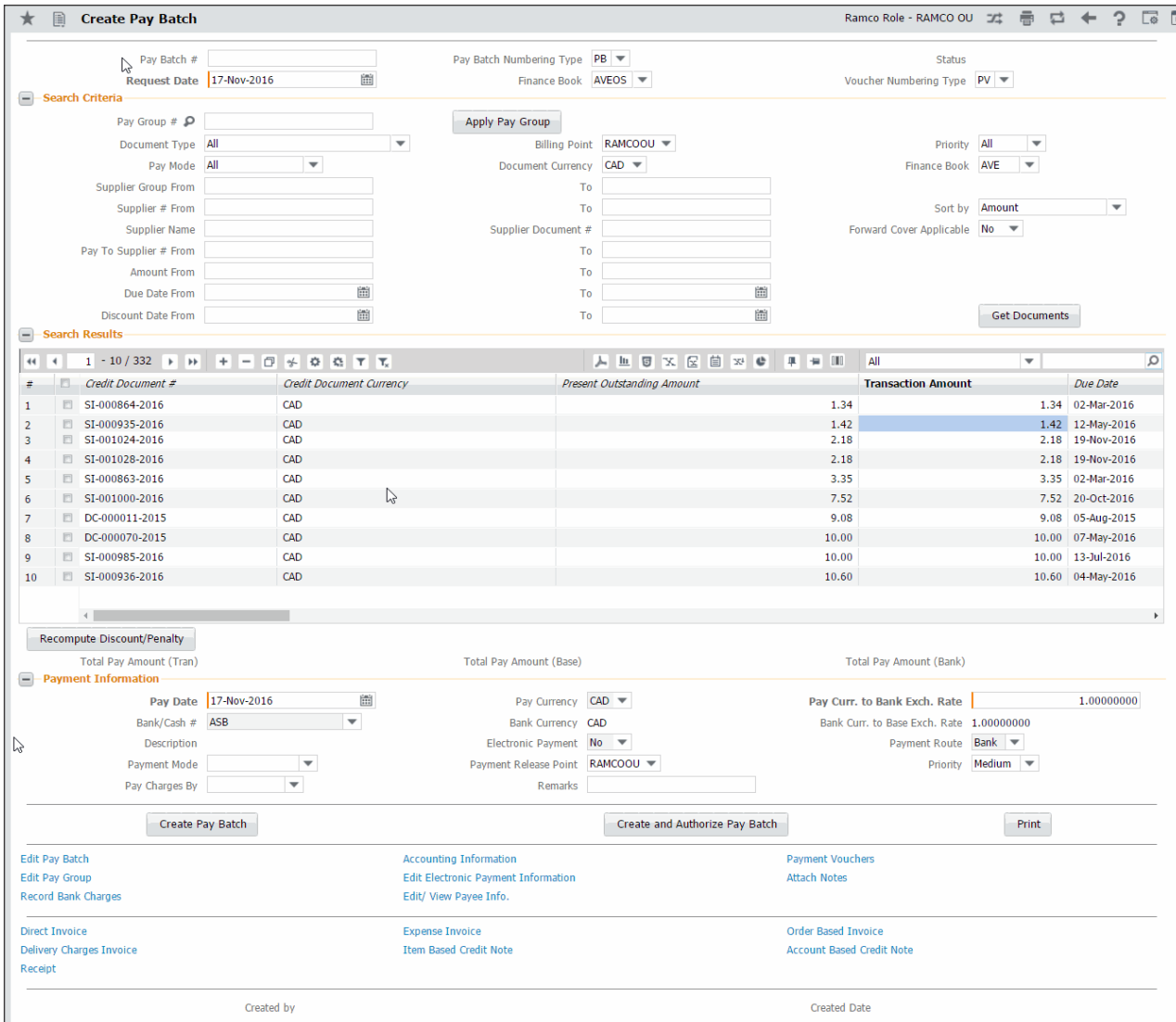
In the **Search Criteria** group box:

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

 **Note:** You can hold invoices that are in “Authorized”, “Requested” or “Partly Paid” status. Invoices that are in “Requested” or “Partly Paid” status must not have requested amount equal to its total invoice amount.

- Click the **Release Invoice** pushbutton to release the invoice that is in the held status.

2.1.8 CREATING PAYMENT VOUCHER FOR CREDIT DOCUMENTS OF SAME CURRENCY



Create Pay Batch

Pay Batch # Pay Batch Numbering Type **PB** Status
 Request Date **17-Nov-2016** Finance Book **AVEOS** Voucher Numbering Type **PV**

Search Criteria

Pay Group **Apply Pay Group**
 Document Type **All** Billing Point **RAMCOOU** Priority **All**
 Pay Mode **All** Document Currency **CAD** Finance Book **AVE**
 Supplier Group From To
 Supplier # From To
 Supplier Name Supplier Document #
 Pay To Supplier # From To
 Amount From To
 Due Date From To
 Discount Date From To
 Sort by **Amount** Forward Cover Applicable **No** **Get Documents**

Search Results

#	Credit Document #	Credit Document Currency	Present Outstanding Amount	Transaction Amount	Due Date
1	SI-000864-2016	CAD	1.34	1.34	02-Mar-2016
2	SI-000935-2016	CAD	1.42	1.42	12-May-2016
3	SI-001024-2016	CAD	2.18	2.18	19-Nov-2016
4	SI-001028-2016	CAD	2.18	2.18	19-Nov-2016
5	SI-000863-2016	CAD	3.35	3.35	02-Mar-2016
6	SI-001000-2016	CAD	7.52	7.52	20-Oct-2016
7	DC-000011-2015	CAD	9.08	9.08	05-Aug-2015
8	DC-000070-2015	CAD	10.00	10.00	07-May-2016
9	SI-000985-2016	CAD	10.00	10.00	13-Jul-2016
10	SI-000936-2016	CAD	10.60	10.60	04-May-2016

Payment Information

Recompute Discount/Penalty
 Total Pay Amount (Tran) Total Pay Amount (Base) Total Pay Amount (Bank)
 Pay Date **17-Nov-2016** Pay Currency **CAD** Pay Curr. to Bank Exch. Rate **1.00000000**
 Bank/Cash # **ASB** Bank Currency **CAD** Bank Curr. to Base Exch. Rate **1.00000000**
 Description Electronic Payment **No** Payment Route **Bank**
 Payment Mode Payment Release Point **RAMCOOU** Priority **Medium**
 Pay Charges By Remarks

Create Pay Batch **Create and Authorize Pay Batch** **Print**


Edit Pay Batch **Accounting Information** **Payment Vouchers**
Edit Pay Group **Edit Electronic Payment Information** **Attach Notes**
Record Bank Charges **Edit/View Payee Info.**

Direct Invoice **Expense Invoice** **Order Based Invoice**
Delivery Charges Invoice **Item Based Credit Note** **Account Based Credit Note**
Receipt


Created by Created Date


Figure 2.4 Create Payment Voucher

- Select “Create Regular Pay Batch” under the Supplier Payment business component.
- The “**Create Pay Batch**” page appears. See Figure 2.4.
- Select the Numbering Type for the pay batch and payment voucher.
- Select the Document Type as “**Order Based Invoice**”.
- Enter other search criteria, if required.
- Click the **Get Documents** pushbutton to retrieve document details.
- Select the records (schedules) for which payment are to be made.

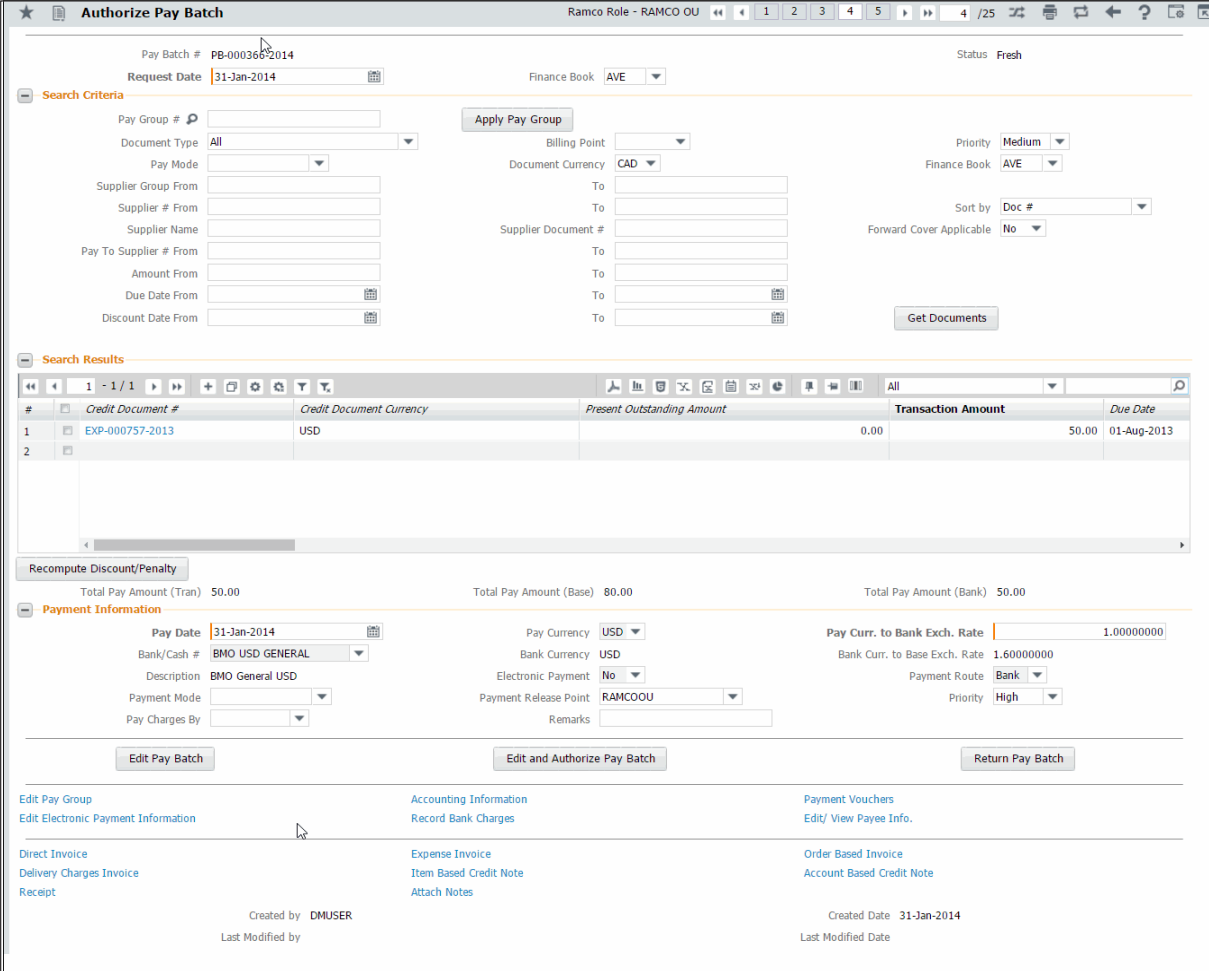
 **Note:** You can click on the icon in the **Attachment** column in the multiline to launch the **Delete/View Associated Doc. Attachments** page to view details of the list of attachments for the corresponding document.

8. Specify the Pay Currency, Payment Route ("Bank" or "Cash").
9. Specify the **Payment Mode** ("Cash", "Check", "Credit Card", "Demand Draft", "Direct Debit", "EFT", "Others")
10. Specify **Pay Charges By** (If the Pay Mode is not "Cash").
11. Specify the **Priority** for the payment, which could be "High", "Medium" or "Low".
12. Click the **Create Pay Batch** pushbutton to create the pay batch.
13. Click the **Create and Authorize** pushbutton to create and authorize the pay batch / voucher.

 *Note: Ensure that the "Applied WH Tax" amount is the same as the "Proposed WH Tax" amount if the option "Allow Modification of WH Tax" is set as "No" in the "Set Function Defaults" activity of the current business component.*

 *Note that for the Payment Modes, if the option "Group Pay vouchers based on Pay To Supplier for pay batch with different Suppliers" is set as Yes, then the system generates separate pay vouchers only for each Pay-To Supplier, Pay Mode and Bank Type (if applicable) combination without considering Supplier.*


2.1.9 AUTHORIZE REGULAR PAY BATCH



The screenshot displays the 'Authorize Pay Batch' interface. At the top, it shows the Pay Batch # (PB-0003662014), Request Date (31-Jan-2014), Finance Book (AVE), and Status (Fresh). Below this is a 'Search Criteria' section with various filters like Pay Group #, Document Type, Pay Mode, Supplier Group From, Supplier # From, Supplier Name, Pay To Supplier # From, Amount From, Due Date From, and Discount Date From. There are also buttons for 'Apply Pay Group' and 'Get Documents'. The 'Search Results' section shows a table with columns for Credit Document #, Credit Document Currency, Present Outstanding Amount, Transaction Amount, and Due Date. Below the table are buttons for 'Recompute Discount/Penalty' and 'Payment Information'. The 'Payment Information' section includes fields for Pay Date, Pay Currency, Pay Curr. to Bank Exch. Rate, Bank/Cash #, Bank Currency, Electronic Payment, Payment Release Point, Payment Route, Priority, Pay Charges By, and Remarks. At the bottom, there are buttons for 'Edit Pay Batch', 'Edit and Authorize Pay Batch', and 'Return Pay Batch'. The footer shows 'Created by DMUSER', 'Created Date 31-Jan-2014', and 'Last Modified Date'.

Figure 2.5 Authorize Regular Pay Batch

1. Enter the **Pay Batch #** or retrieve the same using the search criteria. Launch the page "Authorize Pay Batch". See Figure 2.5.
2. Modify the pay batch details if necessary.

 *Note: You can click on the icon in the **Attachment** column in the multiline to launch the **Delete/View Associated Doc. Attachments** page to view details of the list of attachments for the corresponding document.*

3. Click the **Edit** and **Authorize** Pay Batch pushbutton.
4. The pay batch turns into “Authorized” status.

2.1.10 REVERSING VOUCHER

Figure 2.6 Reversing supplier payment voucher

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

2.1.11 HOLD / RELEASE PAY VOUCHER

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

Figure 2.7 Hold / Release supplier payment voucher

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

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

2.1.12 MISCELLANEOUS PAYMENTS WITHOUT INVOLVING SUPPLIER

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

Create Voucher

Create Voucher

Voucher # Request Date Payment Category Finance Book Status Numbering Type

Payee Pay Date Exchange Rate Electronic Payment Pay Amount

Pay Currency Payment Method Payment Route Bank/Cash # Description Code Priority Payment Mode Payment Release Point Ref. Doc. #

Inter-Bank Transfer Details

Transferee FB Transferee Bank Code

Accounting Information

#	Usage ID	Account #	Currency	Amount	Dr/Cr	Base Amount	Asset Proposal #
1			CAD		Dr		

Compute

Base Credit Amount Base Debit Amount

Create Voucher Create and Authorize Voucher Print

Payee Information Edit Voucher Attach Notes

Record Bank Charges Edit/ View Payee Info.

Accounting Information

Created by Created Date

Figure 2.8 Create Sundry Voucher

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

In the **Inter-Bank Details** group box,

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

In the **Accounting Information** multiline,

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

Edit Voucher

Edit Voucher

Voucher # SPV-000087-2015 Payment Category Sundry Payment Status Fresh

Request Date 06-Nov-2015 Finance Book AVEOS

Payment Information

Payee 00000 Pay Date 06-Nov-2015 Electronic Payment No

Pay Currency CAD Exchange Rate 1.00000000 Pay Amount 1000.00

Payment Method Regular Payment Route Bank Payment Mode Check

Bank/Cash # ASB Description Code Payment Release Point RAMCOOU

Instrument Charges Priority Medium Ref. Doc. #

Inter-Bank Transfer Details

Transferee FB Transferee Bank Code

Accounting Information

#	Usage ID	Account #	Currency	Amount	Dr/Cr	Base Amount	Asset Proposal #
1	515100	515100	CAD	1000.00	Dr	1000.00	
2			AUD		Dr		

Compute Base Credit Amount 1000.00 Base Debit Amount 1000.00

Edit Voucher Edit and Authorize Voucher Delete Voucher Print

Payee Information Attach Notes Accounting Information

Record Bank Charges Edit/ View Payee Info.

Created by DMUSER Created Date 06-Nov-2015

Last Modified by Last Modified Date

Figure 2.9 Edit Sundry Voucher

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

Authorize Voucher

Authorize Voucher

Voucher # SPV-000087-2015 Payment Category Sundry Payment Status Fresh

Request Date 06-Nov-2015 Finance Book AVEOS

Payment Information

Payee 00000 Pay Date 06-Nov-2015 Electronic Payment No

Pay Currency CAD Exchange Rate 1.00000000 Pay Amount 1000.00

Payment Method Regular Payment Route Bank Payment Mode Check

Bank/Cash # ASB Description Code Payment Release Point RAMCOOU

Instrument Charges Priority Medium Ref. Doc. #

Remarks

Inter-Bank Transfer Details

Transferee FB Transferee Bank Code

Accounting Information

#	Usage ID	Account #	Currency	Amount	Dr/Cr	Base Amount	Asset Proposal #
1	515100	515100	CAD	1000.00	Dr	1000.00	
2			AUD		Dr		

Compute Base Credit Amount 1000.00 Base Debit Amount 1000.00

Edit Voucher Edit and Authorize Voucher Return voucher Print

Payee Information Attach Notes Accounting Information

Record Bank Charges Edit/ View Payee Info.

Created by DMUSER Created Date 06-Nov-2015

Last Modified by Last Modified Date

Figure 2.10 Authorize Sundry Voucher

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

Reverse Voucher

Reverse Voucher

Voucher # SPV-000028-2014 Payment Category Sundry Payment Status Requested

Request Date 04/06/2014 Finance Book AVEOS

Payment Information

Payee jhj Pay Date 04/06/2014 Electronic Payment No

Bank/Cash/PTT # BMO CAD BLOCKED Pay Currency CAD Pay Amount 2000000.00

Payment Method Regular Payment Route Bank Payment Mode Check

Payment Release Point AVEOSOU Priority Medium Remarks

Reversal Information

Reversal Date 04/06/2014 Reason # Incorrect Remarks for Reversal

Reverse Voucher

Accounting Information Attach Notes

Created by DMUSER Created Date 04/06/2014

Last Modified by Last Modified Date

Figure 2.11 Reverse Sundry Voucher

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

4. Enter the **Remarks** for Reversal.
5. Click the **Reverse Voucher** pushbutton to reverse the payment voucher. The status of the voucher is updated as "Reversed".

Note: However, when you reverse a voucher of the payment category 'Inter Bank Transfer' associated with finance book, the Sundry Receipt voucher in the Transferee finance book does not get automatically reversed. The voucher reversal must be done manually in the destination finance book.

Hold / Release Sundry Payment Voucher

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

Hold/Release Voucher

Voucher # SPV-000083-2015 Payment Category Inter Bank Transfer Status Requested

Request Date 05-Oct-2015 Finance Book AVEOS

Payment Information

Electronic Payment No Payment Method Regular Priority Medium

Pay Date 05-Oct-2015 Payment Route Bank Payment Mode Check

Pay Currency CAD Exchange Rate 1.00000000 Pay Amount 1000.00

Bank/Cash # ASB Description Code Payee FHGFGH

Instrument Charges Payment Release Point RAMCOOU Ref. Doc. #

Remarks

Accounting Information

[No records to display]

#	Usage ID	Account #	Currency	Amount	Dr/Cr	Base Amount	Asset Proposal #

Base Credit Amount 1000.00 Base Debit Amount 0.00

Reason # Incorrect Remarks for Hold

Hold Voucher **Release Voucher**

Payee Information Attach Notes

Accounting Information

Created by DMUSER Created Date 05-Oct-2015

Last Modified by Last Modified Date

Figure 2.12 Hold / Release sundry payment voucher

2. Select the **Reason #** for holding or releasing the voucher.
3. Enter the **Remarks** for Hold regarding the necessity to put the voucher on hold.
4. Click the **Hold Voucher** pushbutton to put the voucher on hold. The status of the voucher is updated as "Held".

Note: You can hold vouchers that are in "Requested" status.

5. Click the **Release Voucher** pushbutton if you wish to release the voucher. The status of the voucher is updated as "Released".

2.1.13 RELEASING PAYMENT FOR PAYMENT VOUCHERS

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

Select voucher for payment when Pay Mode is cash

Figure 2.13 Pay/Reverse Cash

1. The **Pay/Reverse Cash** screen appears. See Figure 2.13.
2. Select the **Transaction Type** with “Pay Cash” or “Reverse Cash”.
3. Enter the **Search Criteria** in the header.
4. Click the **Search** pushbutton.

Note: If the “Transaction Type” is “Pay Cash”, the system retrieves all the vouchers in “Requested” status. If the “Transaction Type” is “Reverse Cash”, the system retrieves all the vouchers in “Paid” status.
5. Select the **Voucher #** to be paid, in the multiline.
6. Select the **Reason #** for reversing the cash payment.

Note: Do not leave the field blank if the transaction type is “Reverse Cash”. Leave this field blank if the transaction type is “Pay Cash”.
7. Enter the **Reversal Date** on which the cash payment is reversed.

Note: Do not leave this field blank if the transaction type is “Reverse Cash”. Leave this field blank if the transaction type is “Pay Cash”.
8. Click the **Compute** pushbutton to calculate the total amount to be paid or reversed.
9. Click the **Pay Cash** pushbutton to save the payment details and update the status for the selected voucher.
10. Click the **Reverse Cash** pushbutton to reverse the cash payment done against the voucher.

Select Voucher for making payments through check or direct debit

Figure 2.14 Select Payment Voucher for Payment Release

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

Print Check

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

Figure 2.15 Check Printing for the Payment Voucher

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

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

Void Check

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

Void Check

Ramco Role - RAMCO OU

Search Criteria

Check # From: To:
 Check Series # From: To:
 Check Date From: 17-Nov-2016 To: 17-Nov-2016
 Automatic Check Series: Automatic

Payment Route: Bank
 Bank Code: ASB
 Payee:

Search

Search Results

[No records to display]

#	Check #	Check Series #	Bank #	Check Date	Currency	Check Amount	Voucher #
1							

Void Check

[Accounting Information](#)

Figure 2.16 Voiding Check

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

Direct Debit

Void Direct Debit

Ramco Role - RAMCO OU

Search Criteria

Bank Code: ASB
 Company Reference:
 Pay Date From: To: 17-Nov-2016
 Payee:

Search

Search Results

1 - 1 / 1

#	Company Reference	Bank #	Pay Date	Direct Debit Amount	Voucher #	Void Bank Charges
1						
2						

Void Direct Debit

[Accounting Information](#)

Figure 2.17 Direct Debit

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

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

Record Damaged Check

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

#	Check #	Status	Check Type	Check Series #	Bank #	Reason #
1	0003	Printed	Automatic	001	ASB	Bank
2	0004	Printed	Automatic	001	ASB	Bank
3	0005	Printed	Automatic	001	ASB	Bank
4	0006	Printed	Automatic	001	ASB	Bank
5	0007	Printed	Automatic	001	ASB	Bank

Figure 2.18 Record Damaged Check

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

Void Direct Debit

#	Company Reference	Bank #	Pay Date	Direct Debit Amount	Voucher #	Void Bank Charges	Payee Name
1							
2							


Figure 2.19 Direct Debit

1. The **Void Direct Debit** screen is launched. See Figure 2.19.
2. Enter the **search criteria** in the header.
3. Click the **Search** pushbutton.

Note: The system retrieves all vouchers that are in the "Paid" status.
4. Select the **Voucher #** for which the direct debit is to be declared as void.
5. Select the **Reason #** for declaring the direct debit as void.

Note: Do not leave this field blank.

6. Enter the date on which the direct debit is declared as void, in the **Voiding Date** field.

 *Note: Do not leave the field blank.*

7. Click the **Void Direct Debit** pushbutton to void the direct debit.

Theme: Normal Procurement of Inventory Items: Scenario 2 – Rebates

S. No	Flow of Events	Primary Actor(s)	Component Name	Activity Name	UI Name	Functional Steps
1	Credit Note from supplier arrives in accounts department for Discount on purchase made.	Accounts Assistant	Supplier Debit Credit Note	Create Account Based Note.	Create Account Based Note	<ol style="list-style-type: none"> 1. Select the Note Type in the header as “Debit”. 2. Enter the supplier code and press the Enter key to get the supplier details such as Supplier name, currency etc., 3. Specify the supplier document details (Not mandatory) 4. Enter the account code to which the discount needs to be credited, and enter the amount of discount. 5. Enter the reference document details in the same row of the multiline (Not mandatory). 6. Execute the compute task to get the total amount for the document. 7. Click the “Create Note” task or “Create and Authorize” task to create the debit note in Fresh or Authorized status.
2	Debit Note is received for Authorization	Senior Account / Finance Controller	Supplier Debit Credit Note	Authorize Debit Credit Note	Select Note	<ol style="list-style-type: none"> 1. Select the Note by specifying the Note details such as Note No., Note Date etc., 2. From the Multiline select the Note that needs to be authorized and authorize the invoice. Alternatively you can click the Authorize Account based note link to view the note and authorize it.

3	Debit/Credit Note is received for reversal	Accounts Assistant / Senior Accountant / Finance Controller	Supplier Debit Credit Note	Reverse Debit/ Credit Note	Reverse Debit/ Credit Note	<ol style="list-style-type: none"> 1. Retrieve the debit/credit note by specifying the Note details such as Note No., Note Date etc., 2. Select the note that needs to be reversed, in the multiline. 3. Enter the reversal details such as reversal date and reversal documents number. 4. Click the Reverse Note pushbutton to update the status of the debit/credit note as "Reversed".
4	Hold/Release Debit/Credit Note	Senior Accountant / Finance Controller	Supplier Debit Credit Note	Hold / Release Account Based Note	Hold / Release Account Based Note	<ol style="list-style-type: none"> 1. Select the account based note that needs to be put on hold or released. 2. Enter the reason and remarks for holding / releasing the account based note. 3. Click the Hold Note or Release Note to hold / release the account based note.
4	Invoice and debit note arrives in accounts department for adjustment. Creating supplier balance adjustment voucher for debit and credit notes of same currency.	Accounts Assistant	Supplier Balance Adjustment	Create Single Currency Adjustment	Create Single Currency Adjustment	<ol style="list-style-type: none"> 1. Enter the supplier Code for which adjustment needs to be done. 2. Select the debit document type as Account Based Debit Note 3. In the debit documents multiline enter the Account Based Debit Note that needs to be adjusted. 4. Select the Credit Document Type as "Order Based Invoice" or "Direct Invoice" as the case may be. 5. In the Credit document multiline, enter the "Order Based Invoice" or "Direct Invoice" and specify the amount to be adjusted. 6. Alternatively if you click the Propose Adjustment task, the system will propose the adjustment amount and then you can create and authorize the voucher.

5	Invoice and debit note arrives in accounts department for adjustment. Creating supplier balance adjustment voucher for debit and credit notes of different currencies.	Accounts Assistant	Supplier Balance Adjustment	Create Multi Currency Adjustment	Create Multi Currency Adjustment	<ol style="list-style-type: none"> 1. Enter the supplier # for which adjustment needs to be done. 2. Select the debit document type 3. In the debit documents multiline enter the Debit Note that needs to be adjusted. 4. Select the Credit Document Type as the case may be. 5. In the Credit document multiline, enter the credit documents and specify the amount to be adjusted. 6. Alternatively if you click the Propose Adjustment task, the system will propose the adjustment amount and then you can create and authorize the voucher.
6	Authorize supplier balance adjustment voucher	Senior Accountant / Finance Controller	Supplier Balance Adjustment	Authorize Adjustment Voucher	Authorize Adjustment Voucher	<ol style="list-style-type: none"> 1. Enter the supplier number and retrieve the adjustment vouchers for authorization. 2. Select the adjustment voucher that needs to be authorized and click the Authorize Voucher task to authorize the voucher. 3. Alternatively click the Return voucher to return the adjustment voucher.
7	Reverse supplier balance adjustment voucher	Accounts Assistant / Senior Accountant / Finance Controller	Supplier Balance Adjustment	Reverse Adjustment Voucher	Reverse Adjustment Voucher	<ol style="list-style-type: none"> 1. Select the adjustment voucher that needs to be reversed. 2. Enter the reason and remarks for reversing the voucher. 3. Click the Reverse Voucher task to reverse the voucher in "Authorized" status. 4. The status of the voucher is updated as "Reversed".

2.2 CREATING DEBIT NOTES FOR REBATES

2.2.1 SUPPLIER DEBIT CREDIT NOTES

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

2.2.2 CREATE ACCOUNT BASED NOTE

Figure 2.20 Create Account Based Note

1. Select the **Create Account Based Note** under the **Supplier Debit Credit Note** business component. The **Create Account Based Note** page appears. See Figure 2.20.
2. Select the **Note Type** as “Debit” or “Credit”.

Note: When this field is modified, the system lists modified values of all the records in the multiline.
3. Enter the **Supplier #** and press the <Enter> key to get the supplier details.
4. Enter the Account #, Transaction Amount, Ref. Doc. # (if any). Destination Finance Book and Destination Account # in the multiline.

Note: For inter FB as well as regular supplier debit / credit transactions, the amount affecting the supplier control account, will be recorded in the Finance Book selected in the header.
5. Use the lens icon to select the **Cost Center** code and **Analysis Code** (if required) in the multiline.
6. Click the **Compute** pushbutton to compute the total amount.
7. Click the **Create Note** pushbutton or **Create and Authorize Note** pushbutton to generate the document in “Fresh” or “Authorized” status.

2.2.3 AUTHORIZE ACCOUNT BASED NOTE

Select Debit/Credit Note

Note # Note Type **Debit**

Search Criteria

Note Type **All** Note Category **All** Finance Book **AVEOS**
 Note # From To
 Note Date From To
 Note amount From To
 Supplier # From To
 Supplier Note # To
 Currency **All** User Id **DMUSER**
 Supplier Registered At **RAMCOOU** Supplier Name

Search Results

#	Note Type	Note Category	Note #	Note Date	Note Amount	Currency	Supplier #	Finance Book
1	Debit	Account Based	SAD-000660-2015	16-12-2015		CAD	00000	AVEOS
2	Debit	Item Based	SID-000268-2016	21-01-2016		USD	00000	AVEOS
3	Debit	Item Based	SID-000270-2016	21-01-2016		USD	00000	AVEOS
4	Debit	Item Based	SID-000256-2015	23-10-2015	250.00	USD	00000	AVEOS
5	Debit	Item Based	SID-000249-2014	10-07-2014	500.00	USD	00000	AVEOS

[Account Based Note](#) [Item Based Note](#)

[Accounting Information](#)

Figure 2.21 Authorize Account Based Credit Note

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

2.2.4 REVERSE ACCOUNT BASED NOTE

Reverse Debit/Credit Note

Reversal Document # Status **Authorized**
 Reversal Date **01-06-2012** Finance Book **AVEOS** Numbering Type **DNAAC**
 Reason Code **Hold** Reversal Comments
 Note # **SAC-000009-2012** Note Type **Credit** Note Category **Account Based**
 Supplier # **00000** Supplier Name **Supplier 2** Note Date **01-06-2012**
 Total Amount **3,000.00** Currency **USD**

[View Account Based Note](#) [View Item Based Note](#)


[Accounting Information](#)

Created by **DMUSER** Created Date **01-06-2012**
 Last Modified by **DMUSER** Last Modified Date **01-06-2012**

Figure 2.22 Reverse Account Based Credit Note

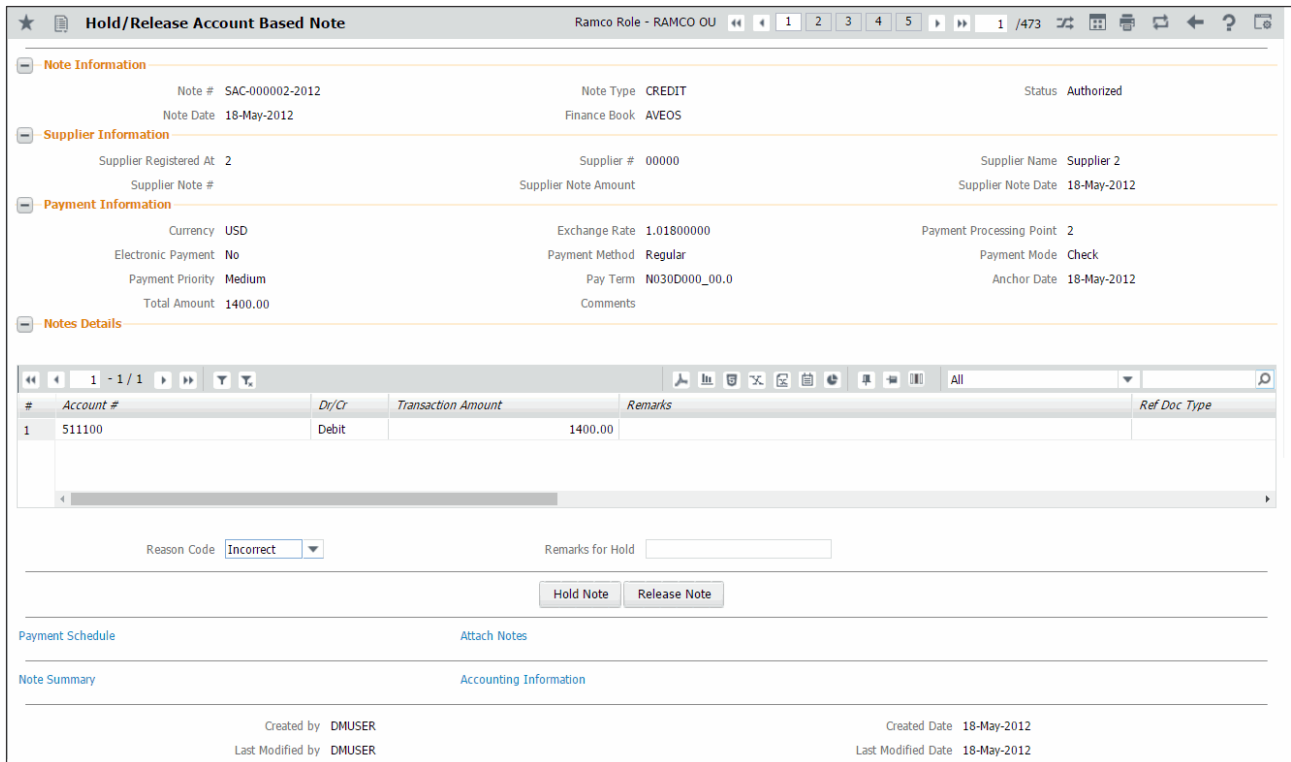
1. Select the Note Category as **Account Based** and search for the debit/credit notes in the Select Debit/Credit Note page.
2. Select the **Note Type** or **Note #** in the multiline. The **Reverse Debit/Credit Note** page appears. See Figure 2.22.
3. Enter the **Reversal Document #**. If this field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

- Click the **Reverse Note** pushbutton to reverse the debit/credit note. The status of the debit/credit note is updated as “Reversed”.

 *Note: The system does not allow the reversal of any debit note created automatically for warranty claims.*

2.2.5 HOLD / RELEASE ACCOUNT BASED NOTE

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



Hold/Release Account Based Note Ramco Role - RAMCO OU 1 2 3 4 5 1 / 473

Note Information
 Note # SAC-000002-2012 Note Type CREDIT Status Authorized
 Note Date 18-May-2012 Finance Book AVEOS

Supplier Information
 Supplier Registered At 2 Supplier # 00000 Supplier Name Supplier 2
 Supplier Note # Supplier Note Amount Supplier Note Date 18-May-2012

Payment Information
 Currency USD Exchange Rate 1.01800000 Payment Processing Point 2
 Electronic Payment No Payment Method Regular Payment Mode Check
 Payment Priority Medium Pay Term N030D000_00.0 Anchor Date 18-May-2012
 Total Amount 1400.00 Comments

Notes Details

#	Account #	Dr/Cr	Transaction Amount	Remarks	Ref Doc Type
1	511100	Debit	1400.00		

Reason Code **Incorrect** Remarks for Hold

Hold Note **Release Note**

[Payment Schedule](#) [Attach Notes](#)

[Note Summary](#) [Accounting Information](#)

Created by DMUSER Created Date 18-May-2012
 Last Modified by DMUSER Last Modified Date 18-May-2012

Figure 2.23 Hold / Release account based note

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

2.2.6 CREATE SINGLE CURRENCY ADJUSTMENT VOUCHER

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

Create Single Currency Adjustment Voucher

Ramco Role - RAMCO OU

Voucher Information

Voucher # Status

Voucher Date 17-Nov-2016 Finance Book AVEOS Numbering Type SAJ

Supplier Information

Supplier # Supplier Name

Currency CAD Adjustment Sequence FIFO

Debit Documents

[No records to display]

#	Document Type	Document #	Document Date	Document Amount	Unadjusted Amount	Current Adjustment
1	Item Debit Note					

Credit Documents

[No records to display]

#	Document Type	Document #	Due Date	Unadjusted Amount	Currency	Exchange Rate	Adjustment Amount
1	Item Debit Note						

Credit Documents

[No records to display]

#	Document Type	Document #	Due Date	Unadjusted Amount	Currency	Exchange Rate	Adjustment Amount
1	Item Invoice						

Propose Adjustment Compute Adjustment

Adjustment Summary in Debit Doc. Currency

Credit Doc Adjustment Amount Discount Allowed Debit Doc Adjustment Amount

Create Voucher Create and Authorize Voucher

Edit Voucher

Accounting Information

Direct Invoice Account Based Credit Note Account Based Debit Note

Item Based Debit Note Expense Invoice Item Based Credit Note

Prepayment Voucher Miscellaneous Invoice Order Based Invoice

Receipts

Created by Created Date

Figure 2.24 Create Single Currency Adjustment Voucher

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

2.2.7 CREATE MULTI CURRENCY ADJUSTMENT VOUCHER

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

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

1. The **Create Multi Currency Adjustment Voucher** page is launched. See Figure 2.25.
2. Enter the Supplier # and get the Supplier Name and Debit Document Currency.
3. Select the debit documents using the **Document Type** list box in the **Debit Documents** multiline.
4. Enter the **Document #** and press the enter key to get the document details.
5. Alternatively, you can use the **Help On Document #** page to get the document details.
6. Select the Credit documents using the **Document Type** list box in the **Credit Documents** multiline.
7. Enter the **Document #** and press the <Enter> key to get the document details.
8. Select the documents in both the multiline and click the **Propose Adjustment** pushbutton to get the system proposed adjustment amount.
9. Alternatively, select the documents in both the multiline and enter the **Adjustment Amount** and click the **Compute Adjustment** pushbutton to compute the adjustment amount.

Note: For single currency transactions, ensure that the sum of the "Current Adjustment Amount" for Credit documents and the sum of the "Adjusted Amount" (Adjustment Amount - Discount + Charges) for Debit Documents must be equal for the selected records in the multiline.

10. Select the documents and click the **Create Voucher** pushbutton or **Create** and **Authorize Voucher** pushbutton to create the voucher in "Fresh" or "Authorized" status.

Create Multi Currency Adjustment Voucher

Ramco Role - RAMCO OU

Voucher Information

Voucher # Status

Voucher Date Finance Book Numbering Type

Supplier Information

Supplier # Supplier Name

Currency Adjustment Sequence

Debit Documents

#	Document Type	Document #	Document Date	Document Amount	Unadjusted Amount	Current Adjustment
1	Item Debit Note					

Credit Documents

#	Document Type	Due Date	Unadjusted Amount	Currency	Exchange Rate	Adjustment Amount
1	Item Invoice					

Adjustment Summary in Debit Doc. Currency

Credit Doc Adjustment Amount Discount Allowed Debit Doc Adjustment Amount

[Edit Voucher](#)

Accounting Information

Account Based Credit Note
Expense Invoice
Item Based Credit Note
Order Based Invoice
Attach Notes

Account Based Debit Note
Item Based Debit Note
Miscellaneous Invoice
Receipts

Created by Created Date

Figure 2.25 Create Multi Currency Adjustment Voucher

2.2.8 AUTHORIZE SUPPLIER BALANCE ADJUSTMENT VOUCHER

Figure 2.26 Select Adjustment Voucher

1. Select the **Voucher Type** as “Single Currency” or “Multi Currency” and retrieve the adjustment vouchers in the **Select Adjustment Voucher** page. See Figure 2.26.
2. Select the voucher number in the multiline of the same page. The **Authorize Adjustment Voucher** page appears.
3. Enter the date on which the adjustment voucher is created, in the **Voucher Date** field.
4. Specify the Adjustment Sequence.
5. Select the debit documents using the **Document Type** list box in the **Debit Documents** multiline.
6. Enter the **Document #** and press the enter key to get the document details.
7. Alternatively, you can use the **Help On Document #** page to get the document details.
8. Select the credit documents using the **Document Type** list box in the **Credit Documents** multiline.
9. Enter the **Document #** and press the <Enter> key to get the document details.
10. Select the documents in both the multilines and click the **Propose Adjustment** pushbutton to get the system proposed adjustment amount.
11. Alternatively, select the documents in both the multilines and enter the **Adjustment Amount** and click the **Compute Adjustment** pushbutton to compute the adjustment amount.
12. Select the documents and click the **Authorize Voucher** pushbutton to authorize the adjustment voucher. The status of the adjustment voucher is updated as “Authorized”.

Note: For single currency transactions, ensure that the sum of the “Current Adjustment Amount” for Debit documents and the sum of the “Adjusted Amount” (Adjustment Amount - Discount + Charges) for Credit Documents must be equal for the selected records in the multiline.

13. Click the **Return Voucher** pushbutton to return the adjustment voucher. The status of the adjustment voucher is updated as “Returned”.

2.2.9 REVERSE ADJUSTMENT VOUCHER

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

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

Reverse Adjustment Voucher

Voucher Information

Reversal Voucher # Reversal Voucher Date Status Authorized
 Voucher # SAJ-000272-2016 Voucher Date 21-06-2016 Numbering Type RSAJ
 Finance Book AVEOS Voucher Type Single Currency

Supplier Information

Supplier # 00060 Supplier Name Supplier 3 Currency CAD
 Reason # Remarks Adjustment Sequence FIFO

Debit Documents

#	Document Type	Document #	Document Date	Document Amount	Unadjusted Amount	Current Adjustment	Currency
1	Item Debit Note	SID-000272-2016	21-06-2016	500.00	500.00	500.00	CAD

Credit Documents

#	Document Type	Document #	Due Date	Unadjusted Amount	Currency	Exchange Rate	Adjustment Amount
1	Expense Invoice	EXP-000730-2013	06-06-2013	1,250.00	CAD	1.00000000	500.00

Adjustment Summary in Debit Doc. Currency

Credit Doc Adjustment Amount 500.00 Discount Allowed 0.00 Debit Doc Adjustment Amount 500.00

[Reverse Voucher](#)

Accounting Information

Account Based Credit Note
 Direct Invoice
 Expense Invoice
 Item Based Debit Note
 Miscellaneous Invoice
 Prepayment Voucher
 Receipts

Account Based Debit Note
 Item Based Credit Note
 Order Based Invoice
 Attach Notes

Created by DMUSER Created Date 21-06-2016
 Last Modified by DMUSER Last Modified Date 21-06-2016

Figure 2.27 Reverse Balance Adjustment Voucher

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

BILLING PROCESS FOR NON-ORDER BASED SUPPLIER SERVICES

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

S No	Flow of Events	Primary Actors	Component Name	Activity Name	UI Name	Functional Steps
1	Raise Invoice based on the miscellaneous expenses	Accounts Assistant	Supplier Direct Invoice	Create Expense Invoice	Create Expense Invoice Process Way Bill No	<ol style="list-style-type: none"> 1. Enter the expense information and select the expense for which invoice has to be created 2. Generate invoice in Fresh status. 3. Create way bill number for the supplier
2	Edit/Authorize Invoice	Senior Accountant / Finance Controller	Supplier Direct Invoice	Edit Expense Invoice	Edit Expense Invoice	<ol style="list-style-type: none"> 1. Retrieve the invoice for authorization. 2. Edit/Authorize the invoice with or without modification. 3. Invoice turns to Authorized status
3	Authorize Invoice	Senior Accountant / Finance Controller	Supplier Direct Invoice	Authorize Expense Invoice	Authorize Expense Invoice	<ol style="list-style-type: none"> 1. Retrieve the invoice for authorization. 2. Authorize the invoice with or without modification. 3. Invoice turns to Authorized status.
4	Reverse Invoice	Accounts Assistant / Senior Accountant / Finance Controller	Supplier Direct Invoice	Reverse Expense Invoice	Reverse Expense Invoice	<ol style="list-style-type: none"> 1. Retrieve the invoice for reversal. 2. Enter the reversal details such as reversal date, reversal document number, etc. 3. Click the Reverse Invoice pushbutton to update the status of the invoice as "Reversed".
5	Hold / Release Invoice	Senior Accountant / Finance Controller	Supplier Direct Invoice	Hold / Release Expense Invoice	Hold / Release Expense Invoice	<ol style="list-style-type: none"> 1. Select the expense 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 or Release Invoice to hold / release the expense invoice.

3.1 INVOICING PROCESS FOR MISCELLANEOUS EXPENSES INCURRED

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

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

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

3.1.1 CREATE EXPENSE INVOICE

Figure 3.1 Creating Expense Invoice

1. The **Create Expense Invoice** page is launched. See Figure 3.1.
2. Enter the **Invoice #**, **Expense Category** if you wish to generate the invoice number manually. Otherwise select the Numbering Type for automatic generation of the invoice number.

Note: This field must not be left blank if "Manual" is selected in the "Numbering Type" field.

3. Enter the Invoice Date.

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

4. Enter the **Supplier #**, **Supplier Invoice #**, **Supplier Invoice Amount** and **Supplier Invoice Date**.
5. Enter the **Payment Information**, like payterm and anchor date.
6. Enter the **Electronic Payment** Information.
7. Enter the **Expense** Information.
8. Enter the description of the Expense incurred by the invoice.
9. Enter the **Usage ID** that has been mapped to the account code.
10. Enter the **Amount** invoiced for the item.
11. The value chosen in the **Default Tax Key** will get defaulted in the multiline.

*Note: The computation of Total value tax will be based on the set option 'Application of Default Tax Key in Supplier Direct Invoice' set in the **Set Finance Parameter** screen of the **OU Parameter Setup** business component.*
12. Click the **Compute** pushbutton to calculate the total invoice amount.
13. The system displays Value Excluding Tax, Tax, With-Holding Tax and Value Net of Tax in the Invoice Value Details group box.
14. Click the **Create Invoice** pushbutton to create an expense invoice.
15. Click the **Create and Authorize Invoice** pushbutton to authorize the invoice during the creation process.

3.1.2 EDIT EXPENSE INVOICE

Edit Expense Invoice

Invoice Information

Invoice # EXP-001365-2018
 Invoice Date 27-06-2018
 Expense Category
 Finance Book AVEOS
 Status Fresh
 Codification Status Codified

Supplier Information

Company Address Id 1
 Company Address 2311 Alfred-Nobel Boulevard, St Lau
 Supplier Registered At RAMCOOU
 Supplier # 00000
 Supplier Name Supplier111
 Pay To Supplier # 00198
 Pay to Supplier Name Supplier 9
 Address Id 3 554C BUSY STREET, AUSTRALIA, MEI
 Supplier Invoice # EI_6786_7897
 Supplier Invoice Amount 210.00
 Supplier Invoice Date 27-06-2018

Payment Information

Currency CAD
 Electronic Payment No
 Payment Priority Medium
 Exchange Rate 1.00000000
 Payment Method Regular
 Pay Term NET45
 Payment Processing Point RAMCOOU
 Payment Mode Check
 Anchor Date 27-06-2018
 Total Invoice Amount 210.00
 Auto Adjust No
 Hold Pay

Expense/T/C/D Information

#	Line #	Expense/ T/C/D #	Variant #	Usage Id	UOM #	Quantity	Rate	Rate Per	Amount	Remarks
1	1			130100					120.00	
2	1	VAT-5	VAT-5						6.00	
3	2			131000					80.00	
4	2	VAT-5	VAT-5						4.00	
5										

Buttons: Compute, Auto Codify, Return Remarks, User Defined - 1, User Defined - 2, User Defined - 3, Edit Invoice, Edit and Authorize Invoice, Delete Invoice


Links: Upload Documents, T/C/D, Edit Electronic Payment Information, View Associated Doc. Attachments, Payment Schedule, Record Addl.Charges on CO-Services, Create Adjustment, Invoice Summary, Accounting Information, Attach Notes, View Customer Order, View Aircraft Maint. Execution, View Shop Work Order

Figure 3.2 Edit Expense Invoice

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

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

3. If necessary, modify the Supplier Information, Payment Information and Expense /T/C/D Information.
4. Click the **Compute** pushbutton to calculate the total invoice amount.
5. Click the **Edit Invoice** pushbutton to save the modifications made to the expense invoice.
6. Click the **Edit and Authorize** Invoice pushbutton to save the modifications and authorize the expense invoice.
7. The invoice turns into **Authorized** status.

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

3.1.3 AUTHORIZE EXPENSE INVOICE

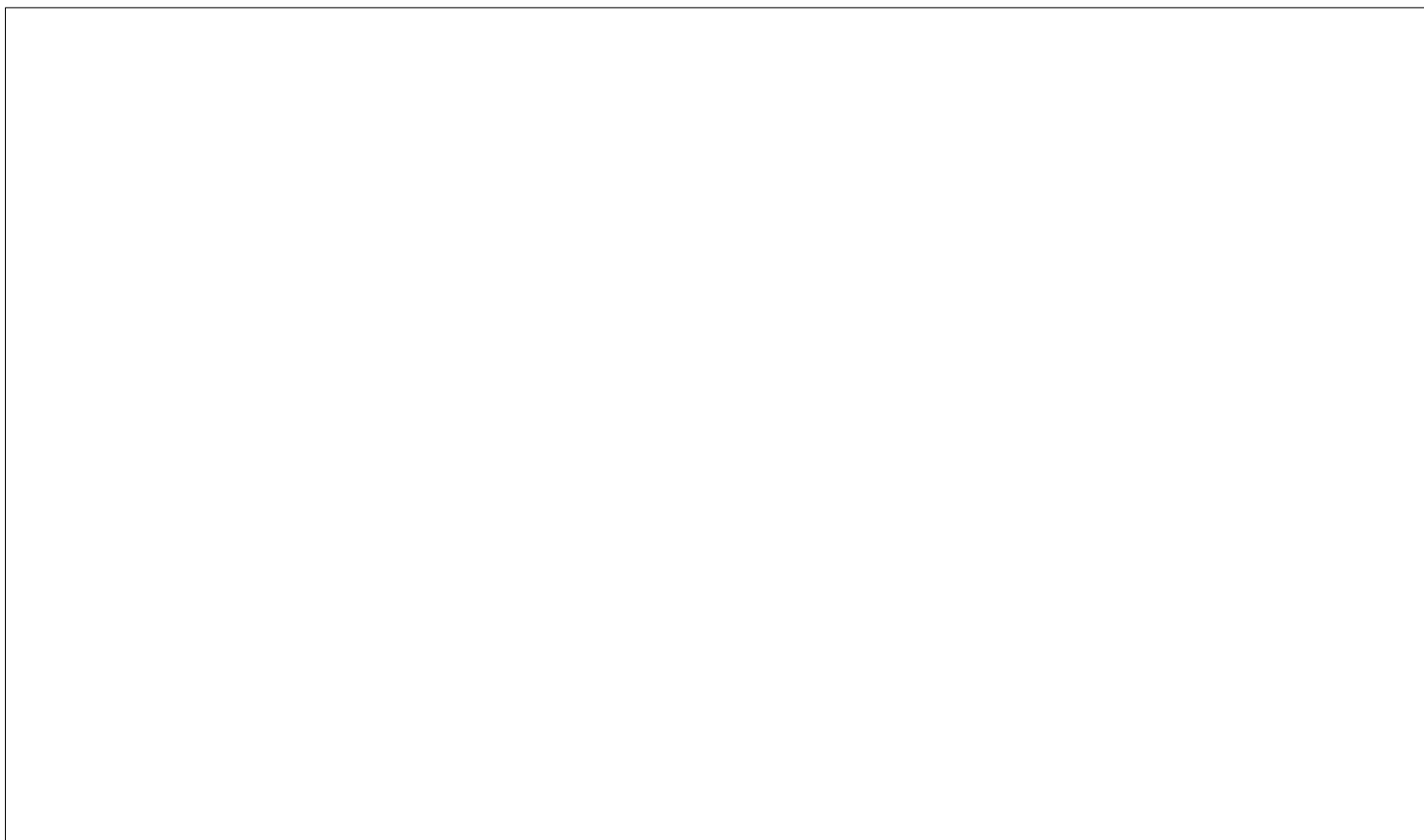


Figure 3.3 Authorize Expense Invoice

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

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

3.1.4 REVERSE EXPENSE INVOICE

Figure 3.4 Reverse Expense Invoice


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

3.1.5 HOLD / RELEASE EXPENSE INVOICE

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

#	Invoice #	Supplier #	Supplier Name	Invoice Date	Total Invoice Amount
1	EXP-000040-2012	00000	Supplier 2	18-May-2012	2034.00
2	ITM-000001-2012	00060	Supplier 6	18-May-2012	113.00
3	ITM-000002-2012	00060	Supplier 6	18-May-2012	111.01
4	ITM-000004-2012	00060	Supplier 6	18-May-2012	113.00
5	EXP-000041-2012	00060	Supplier 6	29-May-2012	2400.00

Figure 3.5 Hold / Release expense invoice

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

BILLING PROCESS FOR DELIVERY CHARGES INVOICE

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

S. No	Flow of Events	Primary Actor(s)	Component Name	Activity Name	UI Name	Functional Steps
1	Raise Invoice for Freight/ Other Charges	Accounts Assistant	Supplier Order based Invoice	Create Delivery Charges Invoice	Create Delivery Charges Invoice	<ol style="list-style-type: none"> 1. Select the Invoice Category as Way bill based or Ref.Doc. based 2. Select Waybill if Waybill information is known for processing the invoice 3. Select Ref.Doc.based if Order/Receipt information is known for processing the invoice 4. Provide the Way Bill # / Ref Doc # and click 'Get Details' to retrieve the related Receipt document information 5. Provide the Charges amount against the Ref.Document – TCD #. 6. If the charges are necessary to be recorded against the Receipt document, add a new line to specify the information 7. Verify and click Create Invoice to create the Invoice in Fresh Status 8. Click the Create and authorize task to Create and authorize the Invoice document.
2	Authorizing Invoice for Freight / Other Charges	Accounts Assistant	Supplier Order Based Invoice	Authorize Invoice	Maintain Invoice	<ol style="list-style-type: none"> 1. Retrieve the invoice for authorization. 2. Authorize the invoice with or without modification 3. Invoice turns to Authorized status.

4.1.1 CREATING DELIVERY CHARGES INVOICE

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

Figure 4.1 Hold / Release expense invoice

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

In the **Delivery Charges Information** multiline,

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

ADVANCE PAYMENTS

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

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

5.1 MAINTAINING PREPAYMENT VOUCHER FOR ADVANCES

5.1.1 PREPAYMENT VOUCHER

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

5.1.2 MAINTAIN PREPAYMENT VOUCHER

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

Figure 5.1 Maintain prepayment voucher

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

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

Recording reference information

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

Reference Information					
Default Tax Key					
1 - 1 / 1					
#	Reference Type	Ordering Point	Ref Document #	Document Pay Amount	Tax Key
1		RAMCOOU			
2					

Figure 5.2 Reference information tab

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

Recording tax information

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

Reference Information								
Tax Information								
[No records to display]								
#	Line #	Tax Code	Variant #	Description	Tax Rate	Taxable Amount	Tax Amount	Tax Amt. in Base Curr.
1								

Figure 5.3 Tax Information tab

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

5.1.3 AUTHORIZE PREPAYMENT VOUCHER

★ Authorize Prepayment Voucher

Voucher Information
 Voucher # SAV-000034-2016 Voucher Type PrePayment Status Fresh
 Request Date 31-05-2016 Finance Book AVEOS Voucher Category

Supplier Information
 Supplier Registered At RAMCOOU Supplier # 00000 Supplier Name Supplier 2
 Supplier Document # ahbg_a100 Supplier Document Amount 1,000.00 Supplier Document Date 31-05-2016

Payment Information
 Pay Currency USD Pay Curr. to Base Exch. Rate 2.14569000 Pay Amount 1,000.00
 Payment Route Bank Bank/Cash # BMO CAD CHEQUE Description BMO Cheque CAD
 Bank Currency CAD Pay Curr. to Bank Exch. Rate 2.14569000 Pay Amt. in Bank Curr. 2,145.69
 Bank Curr. to Base Exch. Rate 1.00000000 Payment Mode Check Pay Charges By
 Priority Medium Pay Date 31-05-2016 Payment Release Point RAMCOOU
 Remarks

Reference Information

#	Ref. Doc Type	Ordering Point	Ref. Document #	Document Pay Amount
1	Purchase Order	RAMCOOU	AP000323116	1,000.00
2				

Notes Comments Additional Remarks

[Edit Voucher](#) [Edit and Authorize Voucher](#) [Return Voucher](#)

[Accounting Information](#) [Attach Notes](#) [Edit Electronic Payment Information](#)
[Record Bank Charges](#) [Edit/ View Payee Info.](#)

Created by DMUSER Created Date 31-05-2016
 Last Modified by DMUSER Last Modified Date 31-05-2016

Figure 5.4 Authorize Prepayment Voucher

1. Select the **Voucher Type** as “Prepayment Voucher” and retrieve the prepayment vouchers in the **Select Prepayment Voucher** Page.
2. If necessary, modify the Supplier Information, Payment Information and Reference Information.
3. Click **Edit** and **Voucher** pushbutton to modify the voucher for payment and authorize it.

INVOICE PAYMENT WITH MULTIPLE CURRENCIES

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

S No	Flow of Events	Primary Actors	Component Name	Activity Name	UI Name	Functional Steps
1	Creating pay groups	Accounts Assistant	Supplier Payment	Create Pay Group	Create Pay group	1. Create pay group in “Fresh” status by specifying the Date Criteria, Document Criteria and Description.
2	Creating advanced pay batch	Accounts Assistant	Supplier Payment	Create Advanced Pay Batch	Apply Pay Amount	<ol style="list-style-type: none"> 1. Select the credit documents and click the Apply Pay Amount. 2. Specify the pay currency and exchange rate. 3. Retrieve the bank cash information and net balance details, and specify the Applied Pay Amount. 4. Click the Apply Pay Amount pushbutton to apply the pay amount. 5. Click the Create Pay Batch task to create the advanced pay batch in “Fresh” status.
3	Authorize Advanced Pay Batch	Accountant Purchase	Supplier payment	Authorize Advanced Pay Batch	Authorize Pay Batch Apply Pay Amount	<ol style="list-style-type: none"> 1. Select the pay batch for authorization. 2. Modify the pay batch if required 3. Specify the pay currency and exchange rate. And retrieve the back cash information and net balance details. 4. Click the Save and authorize task to authorize the advanced pay batch.
4	Reverse supplier payment voucher	Accounts Assistant / Senior Accountant / Finance Controller	Supplier Payment	Reverse Voucher	Reverse Voucher	<ol style="list-style-type: none"> 1. Retrieves the supplier payment vouchers by specifying the voucher details and select the voucher that needs to be reversed from the multiline. 2. Enter the reversal details such as reversal date and reversal document number, and click the Reverse Invoice pushbutton. 3. The status of the voucher is updated as “Reversed”.

5	Hold / Release supplier payment voucher	Senior Accountant / Finance Controller	Supplier Payment	Hold / release pay voucher	Hold / release pay voucher	<ol style="list-style-type: none">1. Select the voucher that needs to be put on hold or released.2. Enter the remarks for holding / reversing the voucher.3. Click the Hold Voucher or Reverse Voucher pushbutton hold / reverse the voucher.
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6.1.1 CREATING PAY GROUP

Authorize Pay Batch

Pay Batch # PB-000320-2013 Request Date 02-07-2013 Finance Book AVEOS Status Fresh

Search Criteria

Pay Group # **Apply Pay Group**

Document Type Billing Point

Pay Mode Document Currency

Supplier Group From To

Supplier # From To

Supplier Name

Supplier Document #

Pay To Supplier # From To

Amount From

Due Date From

Discount Date From

Priority

Finance Book

Sort by

Forward Cover Applicable

Get Documents

Search Results

#	Credit Document #	Credit Document Currency	Present Outstanding Amount	Transaction Amount	Due Date	Pay Mode
1	EXP-000383-2012	CAD	0.00	125.00	18-08-2012	Check
2						

Recompute Discount/Penalty

Total Pay Amount (Tran) 125.00 Total Pay Amount (Base) 125.00 Total Pay Amount (Bank) 125.00

Payment Information

Pay Date 02-07-2013 Pay Currency CAD Pay Curr. to Bank Exch. Rate 1.00000000

Bank/Cash # BMO CAD BLOCKED Bank Currency CAD Bank Curr. to Base Exch. Rate 1.00000000

Description BMO Blocked CAD Electronic Payment No Payment Route Bank

Payment Mode Payment Release Point RAMCOOU Priority High

Pay Charges By Remarks

Edit Pay Batch **Edit and Authorize Pay Batch** **Return Pay Batch**

[Edit Pay Group](#) [Accounting Information](#) [Payment Vouchers](#)

[Edit Electronic Payment Information](#) [Record Bank Charges](#) [Edit/View Payee Info.](#)

[Direct Invoice](#) [Expense Invoice](#) [Order Based Invoice](#)

Figure 6.1 Creating Pay Group

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

6.1.2 CREATING ADVANCED PAY BATCH

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

In the **Search Criteria** group box,

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

Figure 6.2 Creating Advanced Pay Batch


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

6.1.3 AUTHORIZE ADVANCED PAY BATCH

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

Figure 6.3 Authorize Advanced Pay Batch

2. Enter the **Search Criteria** and click the **Get Documents** pushbutton, or directly click the **Get Documents** pushbutton to retrieve the credit documents in the Search Results multiline.

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

SUPPLIER RECEIPTS

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

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

7.1 GENERATING RECEIPTS FOR SUPPLIER PAYMENTS

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

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

7.1.1 CREATE RECEIPT

Figure 7.1 Creating Supplier Receipt

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

7.1.2 EDIT RECEIPT

Edit Receipt

Voucher Information

Receipt # SUR-000006-2014
 Receipt Date 30-04-2014
 Receipt Method Regular
 Currency CAD
 Bank/Cash # BMO CAD BLOCKED
 Ref. Document #

Receipt Category Regular
 Finance Book AVEOS
 Receipt Route Bank
 Exchange Rate 1.00000000
 Description BMO Blocked CAD
 Remarks

Status Fresh
 Receipt Mode Check
 Remitter IN
 Receipt Amount 2,000.00

Instrument Information

Instrument # 12
 Instrument Date 30-04-2014
 MICR # 32413432
 Bank # 121
 Instrument Amount 2,000.00

Accounting Information

#	Usage	Account #	Amount	Dr/Cr	Base Amount	Remarks
1		710600	2,000.00	Cr	2,000.00	
2				Cr		

Compute
 Net Credit Amount 2,000.00

Card Information

Card #
 Issuer
 Authorization #
 Valid Till Month
 Year #

Edit Receipt Edit and Authorize Receipt Delete Receipt

Remitter Information

Accounting Information Attach Notes

Created by DMUSER
 Last Modified by
 Created Date 30-04-2014
 Last Modified Date

Figure 7.2 Edit supplier Receipt

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

7.1.3 AUTHORIZE RECEIPT

Authorize Receipt

Voucher Information

Receipt # SUR-000006-2014
 Receipt Date 30-04-2014
 Receipt Method Regular
 Currency CAD
 Bank/Cash # BMO CAD BLOCKED
 Ref. Document #
 Receipt Category Regular
 Finance Book AVEOS
 Receipt Route Bank
 Exchange Rate 1.00000000
 Description BMO Blocked CAD
 Remarks
 Receipt Mode Check
 Remitter N
 Receipt Amount 2,000.00

Instrument Information

Instrument # 12
 Instrument Date 30-04-2014
 MICR # 32413432
 Bank # 121
 Instrument Amount 2,000.00

Accounting Information

#	Usage	Account #	Amount	Dr/Cr	Base Amount	Remarks
1		710600	2,000.00	Cr	2,000.00	
2				Cr		

Card Information

Card #
 Issuer
 Authorization #
 Valid Till Month
 Year #

Remitter Information

Accounting Information
 Attach Notes

Created by DMUSER
 Last Modified by
 Created Date 30-04-2014
 Last Modified Date

Figure 7.3 Authorize supplier Receipt

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

7.1.4 REVERSE RECEIPT

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

Reverse Receipt

Reversal Information

Reversal Document #
 Reversal Date 03-07-2013
 Numbering Type SR
 Reason # Correction Required
 Remarks for Reversal

Voucher Information

Receipt # SR-000003-2013
 Receipt Date 03-07-2013
 Finance Book AVEOS
 Status Authorized
 Supplier # 00198
 Supplier Name Supplier 12
 Receipt Route Bank
 Receipt Method Regular
 Bank/Cash # BMO CAD BLOCKED
 Description BMO Blocked CAD
 Currency CAD
 Exchange Rate 1.00000000
 Receipt Mode Check
 Receipt Amount 50.00

Instrument Information

Instrument # 5462
 Instrument Date 03-07-2013
 MICR #
 Bank # SBI
 Instrument Amount 50.00
 Charges 0.00
 Instrument Status Realized
 Reference #
 Cost Center
 Analysis #
 Sub Analysis #

Accounting Information

#	Usage	Account #	Amount	Dr/Cr	Base Amount	Remarks
1						
2						

Reverse Receipt

Created by DMUSER
 Last Modified by
 Created Date 03-07-2013
 Last Modified Date

Figure 7.4 Reverse supplier Receipt

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

7.1.5 HOLD / RELEASE SUPPLIER RECEIPT

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

Figure 7.5 Hold / Release supplier receipt

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

7.1.6 MAINTAIN TDS REMITTANCE INFORMATION

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

Maintain TDS Remittance Information

Remittance Information
 Remittance Req. # Remittance Req. Date Status
 Financial Year Tax Class Finance Book Numbering Type
 Remittance Req. Category

Search Criteria
 Company Financial Year Finance Book Financial Period
 Transaction Date from Tax Type Tax Class

Return Remittance Details

#	Doc. Type	Doc. #	Status	Supplier #	Supplier Name	Doc. Date	Doc. Curr.	Doc. Amt. (Doc Curr.)	Doc. Amt. (Base Curr.)	TCD Curr.	Taxable Amt. (Base Curr.)	Tax Amt
1	Expense Invoice	EXP-001412-2018	Authorized	00000	Supplier111	2018-09-24	CAD	950.00	950.00	CAD	1,000.00	
2												

Payment Information
 Payment Processing Point Payment Priority
 Payment Mode Payment Route
 Payee Payment Instructions Pay Currency
 User Defined - 1 User Defined - 2 Bank/Cash #
 User Defined - 3

Voucher Information
 Payment Voucher #/Status / Voucher Date Voucher Amount

Links
[Print Check](#) [Upload Documents](#) [Direct Debit](#) [View Associated Doc. Attachments](#) [Accounting Information](#)

Record Statistics
 Created by Last Modified by Created Date Last Modified Date

Figure 7.6 Maintaining TDS Remittance Information

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

7.1.7 MAINTAIN TAX DEPOSIT CHALLAN

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

Maintain Tax Deposit Challan

Challan Information
 Challan # Challan Date
 Financial Year Status
 Tax Class Finance Book Numbering Type

Search Criteria
 Finance Book Financial Year Financial Period
 Remittance Req. # from Remittance Req. # to
 Remittance Req. Date from Remittance Req. Date to
 Tax Type Tax Class

Remittance Req. Details

#	Remittance Req. #	Remittance Req. Date	Payment Voucher #	Amount	Pay Voucher Status	Instrument #	Instrument Date	Deposit Date	Bank Code	BSR Code	Challan Serial #	Challan TDS Amount	Challan In
1													

Challan Currency
 User Defined - 1

Challan Amount
 User Defined - 2

User Defined - 3

Links
[Upload Documents](#) [View Associated Doc. Attachments](#)

Record Statistics
 Created by Created Date
 Last Modified by Last Modified Date

Figure 7.7 Maintaining Tax Deposit Challan

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

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