

RAMCOAVIATION SOLUTION VERSION 5.9 USER GUIDE RECEIVABLES MANAGEMENT

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ABOUT THIS MANUAL

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

WHO SHOULD READ THIS MANUAL

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

HOW TO USE THIS MANUAL

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

HOW THIS MANUAL IS ORGANIZED

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

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

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

Chapter 3 dwells on the Service Sales sub process.

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

Chapter 5 dwells on the Asset Disposal sub process.

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

Chapter 7 dwells on the Customer Payment sub process

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

DOCUMENT CONVENTIONS

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

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

Italics used for references.

Example: See Figure 1.1.

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

REFERENCE DOCUMENTATION

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

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

WHOM TO CONTACT FOR QUERIES

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

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RECEIVABLE MANAGEMENT – USAGE MANUAL

1.1 RECEIVABLE MANAGEMENT – THEMES

1.1.1 REGULAR PART SALES

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

1.1.2 SERVICE SALES

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

1.1.3 CASH SALES

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

1.1.4 ASSET DISPOSAL

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

1.1.5 SUNDRY RECEIPTS

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

1.1.6 CUSTOMER PAYMENT

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

1.2 BUSINESS SCENARIOS

1.2.1 BUSINESS SCENARIO FOR REGULAR PART SALES

Advance Receipts

Customer Supplier Adjustment

1.2.2 BUSINESS SCENARIO FOR SERVICE SALES

Regular Service Billings

1.2.3 BUSINESS SCENARIO FOR CASH SALES

Customer Supplier Adjustment

1.2.4 BUSINESS SCENARIO FOR ASSET DISPOSAL

Advance Receipts

Customer Supplier Adjustment

1.2.5 BUSINESS SCENARIO FOR SUNDRY RECEIPTS

Sundry Receipts

1.2.6 BUSINESS SCENARIO FOR CUSTOMER PAYMENT

Customer Payment

REGULAR PART SALES

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

Theme Regular Part Sales: Scenario 1 – Advance Receipts

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

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

2.1 ADVANCE RECEIPTS

2.1.1 CREATE RECEIPT

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

Create Receipt								₩ 📰		₽ ←	? 🗔
- Voucher Information											
Receipt	#		Receipt Category	Regular 🔻			Status				
Receipt Dat	e 07-05-2019		Finance Book	AVEOS 💌		N	lumbering Type	CR 💌			
Receipt Information											
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	e Bank 🔻		Receipt Mode	Check 🔻			Adjustment	Automatic	•		
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Image: Second	Doci	ument # Valid Till	Total Receipt Amount Authorization # Month Create and Authorize Receipt	Due Date	Currency						

Figure 2.1 Create Receipt

2.1.2 EDIT RECEIPT

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

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Issuer Valid Till Month Year # Edit Receipt Edit Receipt Edit and Authorize Receipt Adjust Receipt Attach Notes Valid Till	- Card Informatio	n										
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Adjust Receipt Accounting Information Attach Notes			Issuer		Valid Till			Month		Year #		
Adjust Receipt Accounting Information Attach Notes						Edit Receipt			Edit	and Authorize Receipt	Delete Recei	eipt
Accounting Information Attach Notes												_
	Adjust Receipt											
Created by DMUSER Created Date 06-02-2019	Accounting Information	1		Attach Notes								
			Created by DMUSER					Created Date	06-02-2019			
Last Modified by DMUSER Last Modified Date 06-02-2019												

Figure 2.2: Edit Receipt

2.1.3 HOLD / RELEASE CUSTOMER RECEIPT

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



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

Figure 2.3 Holding or releasing customer receipt

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

2.1.4 CREATE PAY IN SLIP

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

★ 🗎 Create Pay-in-Slip									= 7	∶₽	ţ	+	?	to t
Search Criteria														
Bank #	ALL X 🔻							Status						
Amount From			То					Currency	CAD 🔻					
Instrument Date From	(iii)	1	То		Ē			Receipt Type	ALL			▼		
Collection Point From	RAMCOOU 🔻		То	RAMCOOU 🔻				Collector #						
Instrument # From			То						Get					
Instrument Information														
{ { { {					YDDX	2 🗎 🛛 🙂	# # III	All		Ŧ				Q
# 🗉 Bank #	Instrument #	Instrument Date		Currency	Amount		Remitter							6
1 BMO CAD BLOCKED	65465	2014-30-04		CAD		186.00								6
2 EMO CAD BLOCKED	XCZSCX	2013-22-12		CAD		200.00								в
3 🖹 BMO CAD BLOCKED	instrument one	2012-10-07		CAD		448.00								s
4 🖹 BMO CAD BLOCKED	52154	2014-26-03		CAD		600.00								1
5 📃 BMO CAD BLOCKED	hgiu	2014-11-07		CAD		900.00								c
<														>
Compute		Total Amount												
			Create Pa	ay-in-Slip										
Accounting Information														
	Created by					Creat	ed Date							

Figure 2.4 Create Pay in slip

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

2.1.5 EDIT PAY IN SLIP

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

D. Address
Address
>

Figure 2.5 Edit Pay in slip

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

2.1.6 BOUNCE INSTRUMENTS

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

★ 🗎 Bounce Instruments						🗐 그려 🖶		?	¢ K
Search Criteria									
Bank #	ASB 🗙 💌		Remitter		Collector #				
Instrument # From			То		Currency	ALL 🔻			
Instrument Date From		1	То		Receipt Type	ALL	•		
Instrument Amount From			То			Search			
Instrument Information									
Iteration (No records to disp	play] 🕨 🕨 🛨 🗖 🕴	4 0 0 T T,			7 🕫 💷 🖬		•		Q
# 🖻 Bank #	Currency	Instrument # Instru	ument Date	Instrument Amount	Remitter				
1									
<									>
			Bounce Instruments						

Figure 2.6 Bounce Instruments

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

2.1.7 CREATE DIRECT INVOICE

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

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

Figure 2.7 Create Invoice

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

2.1.8 AUTHORIZE INVOICE

1. Select the Invoice Category. See Figure 2.8.

	Authorize Invoice							(f f 1	2 3 4 5	▶ ₩ 2 /10	≣ <i>1</i> 4	Ð	54	· ?	0	K (
-	Invoice Information															
_		DI-000065-2015								Status	Fresh					
	Invoice Date	07-06-2012	Ē			Finance Book	AVEOS 🔻									
-	Payment Information															
	Bill To Customer #					Customer Name										
	Ship To Customer #				Ship To (Customer Name				Ship To I	Billt	Ŧ				
	Sale Type Currency	AIN V					•				COLDIT	-				
		N030D000_00.0				Exchange Rate 1. Anchor Date		(ff)		Receipt Typ Receipt Metho						
	Total Invoice Amount					Freight Amount	// 10/2015	0.00		Price list # \$						
	Auto Adjust					Draft				Comment						
-	Part/T/C/D Information															
44	<pre>1 -1/1 > >> + =</pre>		T .						1 × C I	a III All			Ŧ			Q
#	Line # Part Type		Part # 🔎		Part Vari	iant #		Q MOU	Quantity	U	nit Price			1	Amount	
1	Consumable	*	:35895		100			12		11.00			12	2.00 1	32.00000	000
2	Component	*														
	4															F
	iet Item Details			Compute												
	et item betails			Compute												
-																
_			Edit Invoice			Edit and Authoriz	e Invoice		Return Invoice							
T/C	/D			Payment Schedul	le											
Allo	Allocation Details Item Serial No. Details							Sh	ipping Details							
Inv	oice Summary			Accounting Infor	mation			Att	tach Notes							
		Created	by DMUSER						Created Date	07-10-2015						
		Last Modified	l by						Last Modified Date							

Figure 2.8 Authorize invoice

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

2.1.9 MANAGE PACKSLIP / BILL BACK INVOICE

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

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

In the Invoice Details section,

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

ramco



voic	Details			Customer Details			Payment Details			Invoice Value	Summary	
i i oici		voice # CBI	-000005-2017		# 400007			N030D000_00	0.0 0.0	Basic Value	TCD V	alue
		ce Type Bill			ne Customer 8"		Anchor Date	-		5,670.0000000	0.000	00000
		Status Und	ler Authorization	Bill to Cust.	# 400007	-	Receipt Type		•			
	Invoi	ce Date 27-		Bill to	ID Bill to	-	Receipt Method			Freight Amount		nv. Amount
		ng Type CBI		Bill to Cust. Nar	me Customer 8"		Cash #			0.00	5,670	.00
		urrency CAE		Ship to Cust.	# 400007	-	Remit to Company	AVEOS	-	Exchange Rate	Total I	nv. Amount (Base curr.)
		ce Book AVE		Ship to	ID Bill to	-	Remit to Bank			1.00000000		.00000000
		mments		Ship to Cust. Nar	me Customer 8"		Auto Adjust	No				
								400604-CM-S	PL O			
		Line # Ref. Document		Ref. Doc # Ref. Doc. Date		Ref. Do	c. Line #	Supplier :	# Billing E	lement	Part #	Part Descript
	•	1 - 2/2 🕨) + - 🗆 🛪 🕇 🛪	(人 🗉 🛛 🖾	🛛 🛛 🖉	21 年 14 回 14	% All	 Search 	Q
#		Line # Ref. Document				Ref. Do			# Billing E	lement	Part #	Part Descript
*												
1			Purchase Order		05-05-2017			3 00000	Part Cos		0-1:09058556	0-1" OUTSIDE
1 2			Purchase Order Purchase Order		05-05-2017 05-05-2017			3 00000 4 00000	Part Cos Part Cos		0-1:09058556 0-1:S0141	0-1" OUTSIDE
1 2								-				
1 2		2						-				
1								-				
1 2 3	8	2	Purchase Order	CBPO-000042-17	05-05-2017			-	Part Cos	t	0-1:50141	0-1" OUTSIDE
1 2 3	8	2		CBPO-000042-17		Save an	d Authorize	-		t		0-1" OUTSIDE
1 2 3	8	2	Purchase Order	CBP0-000042-17	05-05-2017	Save an		-	Part Cos	t	0-1:50141	0-1" OUTSIDE
1 2 3 Comp	8	2	Purchase Order	CBP0-000042-17	05-05-2017 Save	Save an		-	Part Cos Return Invoice	t	0-1:50141	0-1" OUTSIDE
1 2 3 Comp C/D	ute	2	Purchase Order	CBP0-000042-17	05-05-2017 Save Payment Schedule	Save an		-	Part Cos Return Invoice Freight Charges	t	0-1:50141	0-1" OUTSIDE
1 2 3 Comp	ute	2	Purchase Order	CBP0-000042-17	05-05-2017 Save Payment Schedule	Save an		-	Return Invoice Freight Charges Attach Notes	t	0-1:50141	0-1" OUTSIDE

Figure 2.9 Manage Packslip/Bill back Invoice

In the Customer Details section,

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

In the Payment Details section,

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

In the Part Info multiline,

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

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

2.1.10 HOLD / RELEASE CUSTOMER DIRECT INVOICE

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

★ 🗎 Hold/Release Invoice			44 4 1 2 3 4 5 > >	4 /720 🗐 🕫 🖶 🗲	? 🗟 🖪 🗄
Invoice Information					
Invoice # MIN-00	0009-2012	Invoice Type miscellaneous invoice		Status Authorized	
Invoice Date 2012-0	8-06	Finance Book AVEOS			
Currency USD		Exchange Rate 1.02500000			
Total Invoice Amount 565.00	1	Freight Amount		Comments	
Customer Information Bill To Customer # 400007	7 Bill	To Customer Name Customer 9		Pay Term N030D000_00.0	
Anchor Date 2012-0	8-06				
••• • 1 - 2 / 2 > >> T Tx				Ali	Q
# Line # Pack Slip #	Part/T/C/D #	Variant #	UOM	Quantity	Unit Price
1 1	Mis.Part Sales		EA	2.00	
2 1	HST NF - SALE	13			
<					>
Reason # Hold	•	Remarks for Hold			
Hold In	nvoice		Rele	ease Invoice	
Attach Notes					
Invoice Summary	Accounting Information		Payment Schedule		
	Created by DMUSER		Created Date 2	012-08-06	
Las	t Modified by DMUSER		Last Modified Date 2	012-08-06	

Figure 2.9 Hold / Release customer direct invoice

2.1.11 EDIT MISCELLANEOUS INVOICE

This sequence explains the process of modifying the miscellaneous invoices.

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



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

In the Payment Information group box,

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

In the Instrument Information group box,

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

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

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

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

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

2.1.12 AUTHORIZE MISCELLANEOUS INVOICE

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

★ 🗎 Authorize	Invoice						44 4 1 2 3	4 5 🕨 🗰 3 /133	3 겨 🖩 🖶 🛱	← ? 🗔
- Invoice Informatio	n									
	Invoice #	MIN-000826-2017		Finance Book	AVEOS	Ŧ		Status	Under Authorization	
	Inv. Type	Ref.Doc.based Invoice		Ref. Doc. Type	Flight Invoice Release			Inv. Category		•
	Invoice Date	13-12-2017		Currency	CAD	Ŧ		Exchange Rate	1.0000000	
	Draft			Comments				Cancellation Comments		
	Inv. Category	CAT_C	T							
Customer Informa	tion									
	Bill to Cust. #			Bill to Cust. Name	SINGAPORE AIRLINES			Sale Type	AIN	•
	Ship to Cust. #	100004	•	Ship To Customer Name	SINGAPORE AIRLINES			Ship to ID	1	•
- Invoice Summary										
	Basic Value	23250.00		Freight Amount		0.00		Taxes	0.00	
	Charges	0.00		Discounts	0.00			Final Price	23250.00	
Ref. Based Invoio	e Info									
Billing Details										
	2 > >> +						* e a m *	ti 🖉 all	v	Q
# 🗆 Line #	Ref. Doc. Ty		ef. Doc. #	Doc. Type			Document #	Billing Head	Billing Category	~
1 D							FIR-000033-2017	Exclusive Fee	bining category	
2	1 Flight Contra 2 Flight Contra		ic-test-3 ic-test-3	Flight Invoice Release / Contract lineno:0 Flight Invoice Release / Contract lineno:1			FIR-000034-2017	Flight Hour Charges		
3	3 Flight Contra	-	ic-test-3	Flight Invoice Release / Contract lineno:1			FIR-000034-2017	Landing Fee		
4	4 Flight Contra		ic-test-3	Flight Invoice Release / Contract lineno:1			FIR-000034-2017	Standing Fee		
5 🗈	5 Flight Contra		ic-test-3	Flight Invoice Release / Contract lineno:3			FIR-000035-2017	Flight Hour Charges		
-										
Compute Payment Informat	tion									
	Receipt Type	CREDIT	Ŧ	Cash #		Ŧ		Receipt Mode	T	
R	emit To Company	AVEOS	•	Remit To Bank	BMO CAD BLOCKED	-		Receipt Method		•
	User Defined-1	ALLOS		User Defined-2	brio cre beocheb			User Defined-3	regular	
	Pay Term P	net45		Remitter				Auto Adjust	No	•
	Anchor Date								No	
- Instrument Inform		15 12 2017	1000							
	Instrument #			MICR #				Instrument Amount		
	Instrument Date			Bank #				Reference #		
Card Information –										
	Card #			Authorization #						
	Issuer			Valid Till Month		Ye	ar			
Sa	ave		Save and Author	ize			Cancel	Print		
r/c/d				Payment Schedule			Remitter Inf	formation		
				A X- 6 N			alian an			
Invoice Summary Upload Documents				Accounting Information View Associated Doc.Attachments			Shipping De Attach Note			
							Annual Hote			
		Created by	DMUSER				Creat	ted Date 13-12-2017		
		Last Modified by	DMUSER				Last Modifi	ied Date 13-12-2017		

Figure 2.11 Authorizing invoice

2.1.13 CREATE ADJUSTMENTS

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

Voucher Information									
Voucher #							Status		
Voucher Date 20	16-19-05	Fir	nance Book AVEOS 🔻				Numbering Type	CAJ 🔻	
Customer Information									
Customer # 👂		Custo	omer Name				ustomer Hierarchy		
Currency CA	AD 💌					Adji	ustment Sequence	FIFO 💌	
(I Create Documents)						电电讯	A	•	Q
						¥ 9 W	1		
# Document Type 1 Receipt Voucher	Document # P	Document Date	Document Amount		Unadjusted Amount		Current Ad	justment	Currency
<									>
Debit Documents									
(([No records to display])	+ - 0 % 🕸 🛪 🕇			と目回る	. 🛛 🗎 🛪 🕒	# # III	All	•	,C
# 🗇 Document Type	Document # 🔎	Due Date	Unadjusted Amount		Customer #		Currency	Exchange Rate	A
1 🗇 Order Based Invoice	*								
	¥								
<	•								>
<		ompute Adjustment							>
Propose Adjustment	cc								>
	cc		nt Allowed				Charges Collected		>
Propose Adjustment Adjustment Summary in Credit Doc. Adjustment Amount Credit Doc. Adjustment Amount	cc		nt Allowed	C	reate and Authoriz		Charges Collected		>
Propose Adjustment Adjustment Summary in Credit Doc. Cr Debit Doc. Adjustment Amount Credit Doc. Adjustment Amount Create	urrency		nt Allowed	С	reate and Authoric		Charges Collected		>
Propose Adjustment Adjustment Summary in Credit Doc. Co Debit Doc. Adjustment Amount Credit Doc. Adjustment Amount	urrency Voucher		nt Allowed	C			_		>
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Tropose Adjustment Adjustment Summary in Credit Doc. Cl Debit Doc. Adjustment Amount Credit Doc. Adjustment Amount Create It Voucher It Voucher It Voucher It Maked Debit Note It Maked D	urrency Voucher	Discou	nt Allowed	C	Account Item Bas	re Voucher	e		>
Propose Adjustment Adjustment Summary in Credit Doc. Cl Debit Doc. Adjustment Amount Credit Doc. Adjustment Amount Create It Voucher counting Information athorized Prepayment Invoice	urrency Voucher	Discou Account Based Credit Note Direct Invoice View Service Invoice	nt Allowed	C	Account Item Bas	re Voucher	e		>

Figure 2.13 Create Adjustments

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

2.1.14 EDIT AND AUTHORIZE SINGLE CURRENCY ADJUSTMENT VOUCHER

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

*		Edit Single Currency Adjustmen	t Voucher			Ramco Role - RAMCO OU	•• • 1 >	>> 1 /1 ⊐		← ?	0
Voucher Information Voucher # \$AJ-00138-2013 Supplier Date 05-Apr-2013 Supplier Information Supplier Adjustment Sequence Image: Supplier Information Supplier Adjustment Sequence Image: Supplier Type Document Date Document Supplier Note S											
_	Voucher Information Voucher # SAL-000138-2013 Supplier Information Supplier Information Supplier Information Supplier Information Supplier Information Currency CAD Debit Documents I 1 1/1 % + I I I I I I I I I I I I I I I I I I										
			雦						-		
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_							s	upplier Name Supplie	r 354		
Voucher Information Voucher SAJ-000138-2013 Status Finance Book Supplier Information Supplier Information Supplier Information Supplier Information Supplier Information Supplier Information Supplier Information Supplier G0001 Supplier Information Supplier Information Supplier Information Currency CAD Obcument Sequence Adjustment Sequence Account Debit Note Supplier Note Adjustment Sequence Adjustment Sequence Item Debit Note Supplier Note Supplier Note Supplier Note Supplier Note Supplier Note Supplier Note </td <td></td> <td></td> <td></td> <td></td>											
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							Unadjusted Amou		Current A	ljustment	
				04-Apr-2013		5000.00		4550.00			
2		Item Debit Note	/								
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Voucher # SAD-000138-2013 Status Fresh Voucher # SAD-000138-2013 Finance Book APEOS ▼ Supplier Information Supplier # 60001 Supplier Information Supplier # 60001 Ourrency CAD Adjustment Sequence FIFO ▼ Document Type Document Date Document Type Document Date Document Type Document Amount Unadjusted Amount Current Adjustment A Account Debit Note > Supplier Type Document Type Document Type											
	Voucher 3640-00138-2013 Stats Freh Supplier Information Supplier 1 of 001 Supplier 1 of 001 Supplier 1 of 001 Curreny CAD Supplier 1 of 001 Occument Type Occument 7 P Occument 7 P Occument 7 P O										
	Voucher information Status Fresh Voucher pate Status Fresh Voucher Date 05-4pr-2013 Supplier Information Supplier 4 6001 Supplier Information Supplier 354 Currency CAD Adjustment Sequence EFP Debit Documents Into X I I I I I I I I I I I I I I I I I I										
Wucher Information Status Freeh Voucher Date 05-Apr-2013 Supplier Information Supplier X Supplier X Supplier X Obstit Documents Adjustment Sequence FIFO Image: Debit Document Type Document # P Decument Type Document # P Document											
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Voucher Information Voucher # SAJ-000138-2013 Voucher Date 05-Supplier Information Supplier # 60001 Currency CAD Debit Documents Currency CAD Document Type Document # P Document Date Document Amount Account Debit Note Compute Adjustment Adjustment Amount 100.00 Discount Allowed 0.00 Edit Voucher Edit and Authorize Voucher Account Based Credit Note Direct Invoice Expense Invoice							CAD		1.0000000	U	
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Voucher Information Voucher # SA1-00018-2013 Status Fresh Voucher Jale Discussion Status Fresh Supplier Information Supplier # G0001 Supplier # G0001 Currency CAD Adjustment Sequence # PP I Adjustment Sequence # PP I Debit Documents Image Status Status Fresh Image Status Status Fresh Image Status Debit Note Image Status											
Voucher # SAL-00138-2013 Status Fredh Sougher Information Supplier Jifformation Supplier Information Supplier Jifformation Debit Document / QD Comment / Document / PP Document / PP Document / PP Document / PP Document / Document / Adjustment / Amount 1 Document / PP Document / PP											
		Edit Voucher		Edit and Author	rize Vou	ucher		Delete Voucher	r		
Voucher Information Voucher # 542-600138-2013 Status Freih Freih Supplier Filomation Supplier 716mation Su											
Acco	unting	cher Information Status Freih Suppler # 60001 Suppler # 60001 Currency CDD Suppler # 60001 Currency CDD Suppler # 60001 Currency CDD Adjustment Sequence IFP 1 1 1/1 1 ** * * * * * * * * * * * * * *									
				nvoice							
Prep	ayment	Voucher	Receipts			Attac	h Notes				
		Created by					Created Date 05-A				
		Last Modified by	DMUSER			Last M	lodified Date 05-A	pr-2013			

Figure 2.14: Edit and authorize adjustment voucher

2.1.15 MAINTAIN CUSTOMER SUPPLIER BALANCE ADJUSTMENTS

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

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

Maintain Customer Supplier Balance Adjustm	nents		과 톱 덛 ← ?	¢.
- Voucher Information				
Voucher #	Adjustment Type Customer-Suppl	er 🔻 Statu	s	
Voucher date 06-05-2019 🛗	Finance Book AVEOS 💌	Numbering Typ	e CSA 🔻	
Customer Information				
Customer # 👂 101	Customer Name Customer 2	Customer Hierarch	y LOCAL 🔻	
Currency CAD Currency CAD Currency CAD Currency CAD Currency CAD Currency CAD Currency CAD Currency CAD Currency CAD	Adjustment Sequence FIFO 💌			
Debit Doc. FB PFB1 V	Debit Doc. Curr. ALL	Debit Doc. Type Order Based Invoice	v	
Credit Doc. FB PFB1 V	Credit Doc, Curr. CAD V	Credit Doc. Type Item Invoice	v	
Date from/to 06-04-2019 🗰 06-05-2019 📾				
	Search			
- Debit Documents				
44 4 [No records to display] > >> + - 🗗 🛠 🔻	T,	人口包又区自业6 丰富	■ 111 14 ¾ All ▼	ρ
# Customer # 👂 Document Type	Document # P View Due date	Document Amount Unadjusted Amoun	nt Adjustment Amount Currency	
1 🗇 Order Based Invoice 🗸				
4				•
Credit Documents				
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	Document # P View	Document date Due date L	Document Amount Unadjusted Amount	•
1 🔲 Item Invoice 🗸				
4				b.
			Connected Advantages	
Propose Adjust Adj. Summary Credit Doc.Curr.	ment		Compute Adjustment	
Debit Doc. Adjustment Amount	Discount Allower		Charges Collected	
Credit Doc. Adjustment Amount	Discount Allowed Credit Doc			
				-
User Defined 💌	User Defined -1	User Defined -2	User Defined -3	
Save				
Save	ave And Authorize	Delete Voucher	Return Voucher	-

Figure 2.15: Maintain Customer Supplier Balance Adjustments

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

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

Theme Regular Part Sales: Scenario 2 – Customer Supplier Adjustment



5	Hold/Releas e Debit Credit Note	Senior Manager Sales	Customer Debit Credit Note	Hold/Release account based debit / credit note	Hold/Release account based debit / credit note	 Select the debit/credit note that needs to be held or released. Enter the reason and remarks for holding / releasing the debit credit note.
6	Adjust between the Invoice and the Credit Note	Accountant sales	Customer Balance adjustment	Create Single Currency Adjustment	<u>Create Single</u> <u>Currency</u> <u>Adjustment</u>	 Click the Hold t Retrieve the credit note created in the step 7
						 Retrieve the invoice raised in step 2 Propose and compute a create adjustment
7	Receive cheque from the customer	Accountant sales	Customer Receipt	Create Receipt	<u>Create Receipt</u>	 Enter the voucher information, receipt Information, and if the receipt mode is check, enter the instrument information. Enter the
8	Authorize Customer receipt	Accountant sales	Customer Receipt	Edit Receipt	Edit Receipt	reference 1. Select the receipt voucher and authorize the same



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

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

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

Create Account Based Note			
Note Information			
Note #	Note Typ	e Credit 💌	Status
Note Date 2016-19-05	Finance Boo	k AVEOS 💌	Numbering Type CAC 💌
Customer Information	Customer Nam		Customer Registered At RAMCOOU
Customer Note No	Customer Note Amoun		Customer Note Date 2016-19-05
Payment Information			2010-19-03
Currency CAD 🔻	Exchange Rat		Pay Term 👂
Receipt Method 💌	Anchor Dat	_	Total Amount
Comments	Dra	t 🔲	
((4 1 - 1/1)) + - □ < ◊ ◊	T T		
	Dr/Cr Transaction Amount Remarks		Ref Doc Type
	Debit 🗸		
	Debit 🗸		
<		Click here to create a Debit	>
			/
Compute		Credit Note, note that	
	Create Note	workflow has been	Create and Authorize Note
		enabled.	
Edit Account Based Note	Payment Schedule		
Note Summary	Accounting Information	Attach Notes	
Created b	by	Create	ed Date

Figure 2.15 Create Debit/Credit Note

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

2.1.17 AUTHORIZE DEBIT / CREDIT NOTE

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



k 🛛	Select	Debit/Credit No	te					<u>≡</u> _;;	● 5	* +	? 🗔
50	rch Criteria	Note #		NoteType	Credit 🔻						
	ren criteria		All 💌	Note Category	All		Ref. Doc. Type	All		•	
		Note # From		То			Currency	All 🔻			
		Note Date From		То	Ê		Finance Book	ALL			
		Note amount From		То			Customer Registered At	RAMCOOL	1	-	
		Customer From		To			- User Id				
_	rch Results	68 ▶ ▶ ⊤ ⊤			11 No.	u x c i c i	Search	J	v		p
÷ .	Note T		× Note Category	Ref. Document Type	Note #	Note Date	Note Amount		Currency	,	Custon
1	Credit		Account Based		CAC-000196-2013	2013-22-12		200.00	CAD		400006
	Credit		Account Based		CAC-000217-2014	2014-28-02		1000.00			400007
	Credit		Account Based		CAC-000219-2014	2014-28-02		1000.00	USD		400007
ł	Credit		Account Based		CAC-000220-2014	2014-28-02		1000.00	USD		400007
5	🖹 Credit		Account Based		CAC-000311-2015	2015-28-09		500.00	USD		400007
count	< Based Note			Author Item Based Note	ize Note Debi	here to autho t Credit Note, flow has beer	note that				>
					enab	lad					



2.1.18 HOLD / RELEASE ACCOUNT BASED NOTE

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

★ 🗎 Hold/Release Accour	nt Based Note				티 겨 룸	i ⊈ ← (? 🗔 🖪	H
-	# CAC-000003-2012		Note Type Credit		Status Autho	rized		
	te 2012-08-06		Finance Book AVEOS					
Customer Information								
	# 400007		Customer Name		omer Registered At RAMC			
Customer Note N Payment Information	lo sgfv24gdfg	Custo	omer Note Amount 50.00	C	Customer Note Date 2012-	08-06		
-	cy CAD		Exchange Rate 1.00000000		Pay Term			
Receipt Metho	bd		Anchor Date		Total Amount 50.00			
Commen	ts							
Document Information								
(i i -1/1) → T	T _x				All	•		Q
# Account #	Dr/Cr	Transaction Amount	Remarks		Ref Doc Type			C
1 414100	Debit	50.00	gyi uig ausdhf asfj iasdfjasidopf a					
<							2	>
Reason	# Hold 💌		Remarks for Hold					
Hold Note			Release Note					
Payment Schedule								
Note Summary		Accounting Information		Attach Notes				
	Created by			Creation Date 2	012-08-06			
	Last Modified by DMI	USER		Last Modified Date 2	012-08-06			

Figure 2.17 Hold / Release account based note

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

2.1.19 CREATE ITEM BASED NOTE

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

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

	tem Based Not	e							: ● ₽ ← ?	¢ K
Note Information										
	Note #			Note Type	Credit 💌			Status		
	Finance Book	AVEOC Y		Ref. Doc. Type		•		Numbering Type		
	Note Date			Ken boer type	Others	•		Humbering Type	CIC +	
ustomer Informa		2010-19-05								
	omer Registered At	RAMCOOLI		Customer # 👂	P			Customer Name		
	Customer Note No			Customer Note Amount				Customer Note Date	2016-19-05	***
ayment Informa									2010 19 05	L.L.C
	Currency	CAD 🔻		Exchange Rate		1.00000000		Pay Term 👂		
	Receipt Method	•		Anchor Date	2016-19-05	1		Total Amount		
	Comments			Draft						
earch Criteria —										
Pr	repayment Invoice			Order Invoice				Direct Invoice		
	Order # From			То				Debit Note		
Inv	voice/Note # From			То				Credit Note		
Order/Invoid	ce/Note Date From		1	То						
Invoice/	Note Amount From			То					Search	
/C/D Informatio										
	Default Tax Key	•		Tax Exclusive	V					
INo records *	to display]	+-0***				×∎∎×		AI	v	
		The second second								
E Line #	Document Type	Originating Point	Document #	Part/T/C/D #	Variant #	Quantity	Unit Rate	Transaction Amount	Tax Key Q	
E Line #	Document Type	Originating Point	Document #	Part/T/C/D #	Variant #	Quantity	Unit Rate	Transaction Amount	Tax Key 🔎	
E Line #	Document Type	Originating Point	Document #	Part/T/C/D #	Variant #	Quantity	Unit Rate	Transaction Amount	Tax Key 🔎	
	Document Type	Originating Point	Document #	Part/T/C/D #	Variant #	Quantity	Unit Rate	Transaction Amount	Tax Key 🔎	
	Document Type	Originating Point	Document #	Part/T/C/D #	Variant #	Quantity	Unit Rate	Transaction Amount	Tax Key 🔎	
	Document Type	Originating Point	Document #	Part/T/C/D #	Variant #	Quantity	Unit Rate	Transaction Amount	Tax Key 🔎	
<	Document Type	Originating Point	Document #	Part/T/C/D #	Variant #	Quantity	Unit Rate	Transaction Amount	Tax Key ${\cal P}$	
npute		Originating Point	Document #	Part/T/C/D #	Variant #	Quantity	Unit Rate	Transaction Amount	Tax Key ${\cal P}$	
npute ote Value Details	5	Originating Point	Document #		Variant #	Quantity	Unit Rate		Tax Key ${\cal P}$	
npute ote Value Details	is /alue Excluding Tax	Originating Point	Document #	Part/T/C/D #	Variant #	Quantity	Unit Rate	Transaction Amount	Tax Key D	
npute ote Value Details	5	Originating Point	Document #		Variant #	Quantity	Unit Rate		Tax Key D	
npute ote Value Details	is /alue Excluding Tax	Originating Point							Tax Key P	
npute ote Value Details	is /alue Excluding Tax	Originating Point	Document #			Quantity e and Authorize No			Tax Key D	
npute lote Value Details	is /alue Excluding Tax	Originating Point		Тах					Tax Key D	
npute ote Value Details V	is /alue Excluding Tax	Originating Point	Create Note	Тах					Tax Key P	
npute lote Value Details Vo	is /alue Excluding Tax	Originating Point	Create Note Payment Schedu	Tax					Tax Key P	
mpute lote Value Details	is /alue Excluding Tax	Originating Point	Create Note	Tax					Tax Key P	

Figure 2.18 Create Item based note

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

To proceed, carry out the following

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

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

SERVICE SALES

Ramco Aviation Solution

ramco

Theme Service Sales: Scenario – Regular Service Billings – Invoicing

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



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

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

Set Function Defaults

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

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

Set Function Defaults

* 🗎 Set Function Defaults	
Modify Pay Term Allow multiple Finance Book Postings Default Finance Book Pay Term Prefix Print Invoice based on Compute Tax On Net Liability Always Adjust Prepayment With Regular Invoice Allow modification of Taxable Amount	No V AVEDS V PZ Yes V Yes V
Created by system Last Modified by DMUSER	Created Date 2014-27-09 Last Modified Date 2015-28-12

Figure 3.1 Set Function Defaults

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

Generate Customer Service Invoice

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

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


Generate Customer Service Invoice

★ 🗎 Generate Custome	er Service Invoice								= =	4 8	₽	+ 2	? 🗔 🗖
- Search Criteria													
Ref. Doc. Type Cu	ustomer Order 🛛 🗙 💌		Invoice	e Type Service Invoice		•		Invoice Category				Ŧ	
Sale Type	•		Order Applic	cability		T		Controlling Unit				•	
Customer Based	v		Order	Based	•			Release Based			T		
Date Based	T		🖞 🛛 Addi. S	Search	•								
				Search									
Search Results													
	r T,				人血豆	x 🖬 e		a III Al		-	r		Q
# 🗆 Ref. Doc. Type	Ref. Doc. #	Exec. Doc. #	Invoice Type	Invoice Category		Release #	A	Release Date	Rek	ease Rem	arks		Gé
1 🗇 Customer Order	CO-007625-2014	CWO-008527-2014	Service Invoice	Final			1 2	2014-30-09					
2 🗉 Customer Order	CO-007865-2015	CWO-008829-2015	Service Invoice	Final			1 2	2016-25-01					
<													
_													>
Re-process													
Reason for Re-process	•	Remarks		Re-process									
Generate Invoice	•	rvenia ka		Re-process									
- Generate Invoice													
		Single Invoice 🔲	Generate Invoice										
Edit Invoice													

Figure 3.2 Generate Service Invoice

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

>> Note: Workflow has been enabled.

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

To proceed further,

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

3.1.1 CREATE A PREPAYMENT INVOICE

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

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

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



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

Manage Invoice

* 🗏 Manage Invoice					RAMCO OU-Ramco Rol	e ▼ X ⊕ Ø	€ ∷ ? [₀
Select Invoice #							
Create a N Invoice #	Q	Go					
Invoice Type	irect Prepayment Invoice	•					
- Invoice Details							
Invoice #		Ref. I	Doc. Type Customer Order	-	Status		
Invoice Date 2	021/02/05	Fina	ance Book AVEOS	•	Numbering Type	CPI	•
Invoice Category	-		Currency CAD	•	Exchange Rate	1.00000000	
Company Address ID 1	Q	Bill To Cu	istomer #		Bill To Customer Name		
Comments		Ship To Cu	istomer #	-	Ship To Customer Name		
CO based Release Info. Direct Info.	T/C/D Details Invoice Summary	 Adjustment Log 					
🗧 4 Found no rows to display!!! 🕨 🕨	• + - 🗆 🛪 🌣 🗡 🕇	X	노 🗉 🗟	🛛 🖹 🗶 📽 🗶 🐺	₩ 010 14 % All	▼ Search	Q
# 🖾 Ref. Doc. Type	Ref. Doc. #	D Invoice Amount	Material	Labour	Other Resources	Fixed Price	
1 Customer Order	~						
On Document	v		xclusive				>
	Compute	Save Dir. Info.					
View Customer Order Drat	it 🗌 Save	Auto Adjust 💟 Save and A	uthorize	Delete Re	turn		
Accounting Information	Payment Sche	dule	View Invoice		Print Invoice		
Record Statistics	a syntant och						

Figure 3.3 Manage Invoice – Create a Prepayment Invoice

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

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

To proceed further,

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

Record Direct information tab

CO ba	sed Rel	ease Info. Direct Info. T/C/	D Details Invoice Summa	ry Adjustm	ent Log					
*	Four	nd no rows to display!!! 🕨 🕨	+ - 🗇 🛪 🌣 🎽 1	7		노 🗉 🕱	2 🖹 × C X I + III N	% All	▼ Search	Q
#		Ref. Doc. Type	Ref. Doc. #	Q	Ref. Doc. Line #	Part #	Part Description	Qty.	Order Amount	Invoice
1		Part Sale Order	~							
		4								Þ
- De	fault Ta	On Document	-		Tax Exclu	sive				
		Get Part Details	Compute		Save Dir. Info.					
View Pa	rt Sale (Order								

Figure 3.4 Manage Invoice – Direct Info. tab

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

To proceed further,

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

Record T/C/D Details

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

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

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

		/D Sum	O Inv	rder Level Tax oice Level Tax			evel Charges evel Charges			r Level Discount 2 Level Discount	
				Information	□ ೫ ✿ ダ ▼ 7		人山	5 x x = × C		All	▼ Search
v	#		Line #	Part/T/C/D #	T/C/D Type	T/C/D on	T/C/D # ,O	Variant # ,0	Description	Taxable Amount	T/C/D Rate
			0	~	Tax 🗸	Document v					
			0	•	Tax 🗸	Document 🗸					

Figure 3.5 Manage Invoice – T/C/D Details

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

Record Invoice Summary

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

Figure 3.6 Manage Invoice – Record Invoice Summary

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

"Manage Invoice" page appears. See Figure 3.5.

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

Viewing Adjustment Log details

This page allows you to perform the following operations.

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

Figure 3.7 Manage Invoice – View Adjustment Log

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

Edit a Service Invoice

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



★ 🗎	Select Invoice								≣ <i>7</i> \$			⊢ ?	Lø K
- Sear	Invoice #		Edit Invoice	e									
	Ref. Doc. Type	Customer Order 🛛 🔻		Invoice Type S	rvice Invoice	r	In	voice Category					
	Ref. Doc. # From			То				Status	All			٣	
	Invoice # From			То				Currency	All		-		
	Invoice Date From			То	É	1		Finance Book	All			٣	
	Invoice Amount From			То				User Id					
	Bill To Customer # From			То					Search	-			
- Sear	ch Results												
44 4	1 - 5 / 32 🕨 🗰 🝸 📆					노비	X 🛛 🖨 🗳 🗮 🖷 💷	All					Q
#	Invoice #	Invoice Date	Currency	Invoice Amount	Status		Ref. Doc. type	Ref. Do	s#			Exec.	Doc. #
1	CI-000012-2011	2011-05-12	USD	6185.	31 Returned		Customer Order	CO-000	24-2011			CWO-0	000013-20
2	CI-000014-2011	2011-05-12	USD	455.	70 Fresh		Customer Order	CO-000	063-2011			EWO-0	000043-20:
3	CI-000018-2011	2011-08-12	USD	780.	00 Fresh		Customer Order	CO-000	13-2011			CWO-0	000011-20
4	CI-000037-2012	2012-27-02	CAD	5000.	00 Fresh		Customer Order	CO-001	525-2012			CWO-0	001094-20
5	E CI-000039-2012	2012-28-02	CAD	300000.	00 Fresh		Customer Order	CO-001	136-2012			CWO-0	000981-20
	<												>
				Delete In	voice								

Figure 3.8 Edit Invoice

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



Modify service invoice

★ 🗎 Manage Invoice	«< < 1 2 3 4 5 > > 2/12 🕮 🖶 🛱 🗲 ? 🗔
Select Invoice #	
© Create a new Invoice Invoice = ♀ G1-000154-2017 G0 Invoice Type Monthly Invoice ▼	
Invoice Details CO based Release Info. Monthly Release Info. Direct Info. T/C/D Details Invoice Summary Adjustment Log	
	X 区 首 X* U 単 単 III All V マ レク
# 🗖 Ref. Doc. Type Ref. Doc. # 👂 Ref. Doc. Date Release # Release Date	Billing Element Order Curr. Release Amt. (Order Curr.)
1 🖸 Customer Order 🗸	
On Material On Resource On Docu Get Rel. Info.	ument Tax Exclusive
View Customer Order View Initiate Invoice	
Draft 🔽 Save Auto Adjust 🕼 Save and Authorize Delete Return]
+ View Info.	
Record Statistics	

Figure 3.9 Edit a Service Invoice – CO based

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

In the Default Tax Keys section,

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

To proceed further,

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

To proceed further,

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

In the View Info. section.

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

Modify CO based release information

CO) base	d Release Info.	Monthly R	Release Info. D	irect Info. T/C	C/D Details	Invoice Summary	Adjustment Log					
44	4	1 -1/1 → →	+ - (7 % ¢ % T	T _x			A		x C I H H	II All		م م
#		Ref. Doc. Type		Ref. Doc. # 🔎	Ref. Doc.	Date	Release #	Release Date	Billin	ng Element	Order Curr.	Re	elease Amt. (Order Curr.)
1		Customer Order	*	CO-000024-2011	19-11-201	11	1	26-11-2011			USD		
2		Customer Order	~										
		4											۱.
+	efault	Tax Keys											
						Get Rel. Inf	ro.			Save Rel. Info.			
View	Custor	mer Order						View Initiate Invo	ice				

Figure 3.10 Edit a Service Invoice

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

To proceed further,

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



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

Modify monthly release information

CO based	d Release Info.	Monthly Release Info.	Direct Info.	T/C/D Details	Invoice Summary	Adjustment Log					
•• • [No records to displa	ay] ▶ ▶ + ▼ ▼.				A	<u>∎ 8 x ≅ 8 x e</u>	# #	All Dir	T	Q
# Rei	f Doc Type	Ref. Doc. #	Ref. Doc. Date		Release #	Release Date	Billing Element		Billing Currency	Rel. Amount (Billin	ng Curr.)
1											
4											
- Defau	lt Taxkey										,
_	On Document		Re-proces	sing Remarks							
	on o contraine				s	ave Release Info					

Figure 3.11 Edit monthly invoice release

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

In the Default Tax Key section,

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

To proceed further,

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

Modify T/C/D Details

	Order Level Tax 0.00			Order Level Ch	harges 0.00		Order Level D	Discount 0.00	
Ir Invoice Level T/C/I	voice Level Tax 0.00			Invoice Level Ch	narges 0.00		Invoice Level D	Discount 0.00	
📢 📢 [No records to		-0***	T Tx		ж	Ⅲ ◙ X 🗷 🗎 xª @	# ₩ III Al	v	Q
# 🗉 Line #	T/C/D Type	T/C/D On	T/C/D # 🔎	Variant # 🔎	Description	Taxable Amount	T/C/D Rate	T/C/D Amount	Currency
1 🗉 0 🗸	Tax 🗸	Document 🗸							CAD
						Save TCD Info.			
	Compute					Save ICD Into.			
	Draft Sa	re Auto	o Adjust 🔽 🛛 Sa	ve and Authorize	Delete	Return			
View Info.		/e Auto	o Adjust 💟 🛛 Sa	ve and Authorize	Delete				
View Info		ve Auto Payment S		ve and Authorize	Delete View Invoice		Print I	nvoice	
Accounting Information			Schedule	ve and Authorize		Return	Print I d Date 2011-05-12	nvoice	

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

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

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

To proceed further,

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

Modify Invoice Summary

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

Figure 3.13 Edit a Service Invoice – Modify Invoice Summary

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

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

To proceed further,

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

Modify adjustment information

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

Figure 3.14 Edit a Service Invoice – Modify Invoice Summary

To proceed further,

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

Edit a Prepayment Invoice

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



r	D	Select Invoice								.⊟, ∦	- 1	F 3		10
_		Invoice #		Edit In	voice									
	ean	ch Criteria Ref. Doc. Type	Customer Order		Invoice Type	Service Invoice	V	Invoice Category						
		Ref. Doc. # Fron			То			Status	All					
		Invoice # Fron			То									
		Invoice Date From			To			Finance Book						
		Invoice Amount From			To			User Id	All					
		Bill To Customer # Fron			To			030110	Search					
1.5	ean	ch Results			10				Search					
44		1 - 5 / 32 > >> T	T,					all all		Ŧ			_	1
#	E	Invoice #	Invoice Date	Currency	Invoice Amount	Status	Ref. Doc. type	Ref. Doc	s #			Exec	Doc	
1		CI-000012-2011	2011-05-12	USD	618	5.31 Returned	Customer Order	CO-0000	024-2011			cwo	-0000	,
2		CI-000014-2011	2011-05-12	USD	45	5.70 Fresh	Customer Order	CO-0000	063-2011			EWO	-0000	4
3		CI-000018-2011	2011-08-12	USD	78	0.00 Fresh	Customer Order	CO-0000	013-2011			CWO	-0000	1
		CI-000037-2012	2012-27-02	CAD	500	0.00 Fresh	Customer Order	CO-0015	525-2012			CWO	-0010	19
1		CI-000039-2012	2012-28-02	CAD	30000	0.00 Fresh	Customer Order	CO-0014	436-2012			CWO	-0009	Æ
ł		<												
4 5		<												

Figure 3.15 Edit Invoice

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



Modify Direct Information

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

Figure 3.16 Edit a Prepayment Invoice – Direct Info

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



To proceed further,

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

Modify T/C/D Details

	44 4	1 2 3 4 5 🕨 1 /51 🖉	; 🖶 🗗 🕂 ? 🗔 🗖
Select Invoice #			
Create a new Invoice Work on existing Invoice			
Invoice # D CI-000011-2011 G0			
Invoice Type Service Invoice 🗸			
- Invoice Details			
Invoice # CI-000011-2011 Finance Book	AVEOS 💌	Status	Fresh
Invoice Date 05-12-2011	Final 💌	Numbering Type	CI
Currency USD 💌 Exchange Rate	0.80645000	Comments	
Bill To Customer # 🔎 436246 Bill To Customer Name	Customer 156		
Ship To Customer # 436246 Ship To Customer Name	Customer 156		
Release Info. Direct Info. T/C/D Details Invoice Summary Adjustment Log			
T/C/D Summary			
Order Level Tax 0.00 Order Level Charges	0.00	Order Level Discount 0.00	0
Invoice Level Tax 0.00 Invoice Level Charges	0.00	Invoice Level Discount 0.00	0
Invoice Level T/C/D Information			
(i) < [No records to display] > >> + - D + X X T		首 ☆ C 単 ≒ Ⅲ All	۵ 🔻
	cription Taxable Amour		
1 🗈 0 🗸 Tax 🗸 Document 🗸			CAD
4			•
			>
Compute	Save TCI) Info.	þ
	Save TCC) Info.	,
	Save TC) Info.	5
	Save TCC Delete Return		5
Compute Draft Save Auto Adjust V Save and Authorize			,
Compute Draft Save Auto Adjust V Save and Authorize View Info.	Delete Return	1	•
Compute Draft Save Auto Adjust V Save and Authorize View Info. Accounting Information Payment Schedule			, ,
Compute Draft Save Auto Adjust V Save and Authorize View Info. Accounting Information Payment Schedule Record Statistics	Delete Return) Print Invoice	,
Compute Draft Save Auto Adjust V Save and Authorize View Info. Accounting Information Payment Schedule Record Statistics Created by TWALLACE	Delete Return	Print Invoice Created Date 05-12-2011	,
Compute Draft Save Auto Adjust V Save and Authorize View Info. Accounting Information Payment Schedule Record Statistics	Delete Return) Print Invoice	,

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

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

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

Modify Invoice Summary

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

Figure 3.18 Edit a Prepayment Invoice – Modify Invoice Summary

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

Authorize a Service or Prepayment Invoice

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

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

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

Authorize Invoice

*	D	Select Invoice									+	?		ĸ
- Se	arch	Invoice #		Authorize Invoice										
		Ref. Doc. Type	Customer Order 🛛 🔻		Invoice Type	ervice Invoice	▼	Invoice Categor	У		Ŧ			
		Ref. Doc. # From			То			Statu	s Fresh		•			
		Invoice # From			То			Currenc	y All		Ŧ			
		Invoice Date From			То		Ē	Finance Boo	K All					
		Invoice Amount From			То			User I	d					
		Bill To Customer # From			То				Search					
	arch	Results												_
44	•	1 - 5 / 30 🕨 👐	T Tx				А	1. 5 x 2 # • 1 • 11 Al		Ŧ			Q	د
#	E	Invoice #	Invoice Date	Currency	Invoice Amount	Status		Ref. Doc. type Ref. D	oc. #				Exec	.c.
1		CI-000014-2011	2011-05-12	USD	455	70 Fresh		Customer Order CO-00	0063-2011				EWC	o
2		CI-000018-2011	2011-08-12	USD	780	00 Fresh		Customer Order CO-00	0013-2011				CWC	0
3		CI-000037-2012	2012-27-02	CAD	5000	00 Fresh		Customer Order CO-00	1525-2012				CWC	0
4		CI-000039-2012	2012-28-02	CAD	300000	00 Fresh		Customer Order CO-00	1436-2012				CWC	o
5		CI-000041-2012	2012-28-02	CAD	900000	00 Fresh		Customer Order CO-00	1447-2012				AFR	۲C
		<											>	
					Authorize	Invoice								

Figure 3.19 Authorize Invoice

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

3.1.2 HOLD/RELEASE A SERVICE OR PREPAYMENT INVOICE

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

Hold/Release Invoice

*	D)	Hold/Release Invoice								= x	ē,	≓ ←	?	ā,
Se	arch	Criteria												
		Ref. Doc. Type	Customer Order	~	Invoice Type		•	Inv	pice Category			•		
		Ref. Doc. # From			То				Status	Authorized		Ŧ		
		Invoice # From			То				Currency	All				
		Invoice Date From	iii iiii iiii iiiii iiiii iiiiiiiiiiii	1	То		1		Finance Book	All				
		Invoice Amount From			То				User Id					
		Bill To Customer # From			То					Search				
- Se	arch	Results												
44	4	1 - 5 / 95 🕨 👐	T Tx				- <u>II</u> 5	X 🛛 🗎 🖷 🗮 🖿 🔳	All		Ŧ			,C
#		Invoice #	Invoice Date	Currency	Invoice Amount	Status		Ref. Doc. type	Ref. Doc	#				Invo
1		CI-000020-2011	2011-07-12	USD	13465.00	Authorized		Customer Order	CO-0000	57-2011				Serv
2		CI-000021-2011	2011-08-12	USD	520000.00	Authorized		Customer Order	CO-0000	44-2011				Serv
3		CI-000024-2012	2012-09-01	CAD	11.39	Authorized		Customer Order	CO-0000	09-2011				Serv
4		CI-000028-2012	2012-24-02	CAD	0.00	Authorized		Customer Order	co-00000	9-2011				Serv
5		CI-000029-2012	2012-24-02	CAD	0.00	Authorized		Customer Order	co-00000	9-2011				Serv
		<												>
		Reason For Hold	Held for Review	7	Remarks for Hold									
			Hold Invoice					Release Invoice						
								*						

Figure 3.20 Hold/Release Invoice

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

3.1.3 REVERSE A SERVICE OR PREPAYMENT INVOICE

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

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



*	D (Select Invoice										z	-	₽	+	?	to K
	arch	Invoice #		Reverse Inv	oice												
		Ref. Doc. Type	Customer Order 🔹		Invoice Type	Service Invoice	•			In	voice Category				T		
		Ref. Doc. # From			То						Status	Authori	zed		T		
		Invoice # From			То						Currency	All			Ŧ		
		Invoice Date From			То						Finance Book	All			•		
		Invoice Amount From			То						User Id						
		Bill To Customer # From			То							Sear	ch				
	arch	Results															
44	•	1 - 5 / 126 🕨 🗰 🝸 🦷	r,					人口口:	x 🛛 🗎 e	P = 00	All			Ŧ			Q
#		Invoice #	Invoice Date	Currency	Invoice Amount	Status			Ref. Doc. typ	2	Ref. Do	5#					Invo
1		CI-000015-2011	2011-05-12	USD	45	5.70 Authorized			Customer Ord	er	CO-000	63-2011					Servi
2		CI-000017-2011	2011-07-12	USD	34	9.72 Authorized			Customer Ord	er	CO-000	12-2011					Servi
3		CI-000019-2011	2011-08-12	USD	100050	0.99 Authorized			Customer Ord	er	CO-000	17-2011					Servi
4		CI-000020-2011	2011-07-12	USD	1346	5.00 Authorized			Customer Ord	er	CO-000	57-2011					Servi
5		CI-000021-2011	2011-08-12	USD	520000	0.00 Authorized			Customer Ord	er	CO-000	044-2011					Servi
		<															>
-																	

Figure 3.21 Reverse Invoice – Select Invoice

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

Reverse Invoice

★ 🗎 Reverse Invoice				44 4 1 2 3 4 5 + H 2 /126 📰 🎞	≣ ¤ ← ? ⊡
Reversal Document # Reversal Date Invoice # Total Invoice Amount Reason for Reversal	2011-07-12 III CI-000017-2011 349.72	Numbering Type Bill To Customer # Invoicing Stage Finance Book Remarks for Reversal	400164	Status Bill To Customer Name Invoice Date	
		Rev	erse		
Accounting Information					
	Created by RFORTMANN Last Modified by RFORTMANN			Created Date 2011-07-12 Last Modified Date 2011-07-12	

Figure 3.22 Reverse Invoice

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

To proceed further,

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

CUSTOMER SUPPLIER ADJUSTMENT



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

Theme Cash Sales: Scenario 1 – Customer Supplier Adjustment

status

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

ASSET DISPOSAL

Ramco Aviation Solution

Theme Asset Disposal: Scenario 1 – Advance Receipts

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



Theme Asset Disposal: Scenario 2 – Customer Supplier Adjustment

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

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

SUNDRY RECEIPTS

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Theme Sundry Receipts

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

6.1.1 CREATE RECEIPT

This sequence elaborates the process of creating a sundry receipt.

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

★ 🗎 Create Receipt							? 🗟 🗖	<
Voucher Information								
Receipt #	ŧ	Receipt Category	Regular 💌		Status			
	2016-20-05	Finance Book	AVEOS 🔻	Numb	pering Type CR	Ŧ		
Receipt Information								
Customer # 🖇		Customer Name			r Applicable No			
Receipt Route		Receipt Mode Exchange Rate			Adjustment Auto	matic 💌		
Bank/Cash #	ASB	Description	•		Collector #			
Remitte		Draft			lied Amount			
Comment				Ondppi				
Tax Information								
Default Tax Ke	1	 Withholding Tax 		Amount	Net of Tax			
Instrument Information Instrument #		MICR. #		Taska	ent Amount			
Instrument a		Bank #		Instrume	Charges			
Cost Center \$		Analysis # 👂		Sub	Analysis #			
Document Reference		Andryais #		340	Mildiyala #			
Debit Document Type	▼ Deł	it Document Currency 📶 🔻			Finance Bo	iok All		•
Document #		Get						
Debit Document Information		Get						
	» + 🗆 O O T T,	Get		区 前 X C 平 年 III AI	1	v		Q
Debit Document Information (((No records to display)) # Debit Document Type				E Date Currency	Document Amo		tanding Amount	
Debit Document Information If I no records to display]					Document Amou		tanding Amount	
Debit Document Information (((No records to display))) # Debit Document Type					Document Amou		tanding Amount	
Debit Document Information (((No records to display))) # Debit Document Type					Document Amou		tanding Amount	
Debit Document Information ((No records to display)					Document Amou		tanding Amount	
Debit Document Information Get Get Conserved to display Debit Document Type Debit Document Type		Finance Book Te			Document Amou		tanding Amount	
	Document #	Finance Book Te			Document Amou		tanding Amount	
Debit Document Information ((No records to display) Debit Document Type Debit Document Type Compute Compute Card Information Card #	Document #	Finance Book Te Total Receipt Amount Authorization #	m ≠ D.		Document Amou		tanding Amount	
	Document #	Finance Book Te			Document Amou		tanding Amount	
Debit Document Information (((No records to display)) Debit Document Type Debit Document Type Compute Compute Card Information Card # Issuer	Document #	Finance Book Te Total Receipt Amount Authorization #	m # Du		Document Amou		tanding Amount	
Debit Document Information (((No records to display)) Debit Document Type Debit Document Type Compute Compute Card Information Card # Issuer	Document #	Finance Book Te Total Receipt Amount Authorization # Yalid Till Month	m # Du		Document Amou		tanding Amount	
Debit Document Information ((No records to display] Debit Document Type Debit Document Type Compute Compute Card Information Card # Issuer Card #	Document #	Finance Book 7e Total Receipt Amount Authorization # Valid Till Month Create and Authorize Receip	m # Du		Document Amou		tanding Amount	

Figure 6.1 Creating sundry receipt

6.1.2 EDIT RECEIPT

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

\star 🗎 Edit Receipt					44 4 1 2	2 3 4 5 + ++	3 /19 📰 🎞		? 🛯 🗖 📰
Voucher Information									
	CR-000431-2013		Receipt Category	Regular			Status	Fresh	
Receipt Date	2013-22-12	× 🗰	Finance Book	AVEOS 👻					
Receipt Information									
Customer # 👂	400007		Customer Name			For	ward Cover Applicable	No 🔻	
Receipt Route	Bank		Receipt Mode	Check	Ŧ		Adjustment	Manual 💌	
Currency	USD 💌		Exchange Rate		1.60000000		Receipt Amount		10000.00
Bank/Cash #	BMO CAD BLOCK	ED 💌		BMO Blocked CAD			Collector #		
Remitter			Draft				Unapplied Amount	10000.00	
Comments									
Tax Information									
Default Tax Key		•	Withholding Tax				Amount Net of Tax		
Instrument #	543543		MICR #	423524			Instrument Amount		10000.00
Instrument Date		(****)	Bank #				Charges	0.00	
Cost Center 👂			Analysis # 👂				Sub Analysis #		
Document Reference			renaryou in ge				oub relarious #		
Debit Document Type		▼ Debit Document Curre	ncy 🔍 🔻				Fin	ance Book All	T
Document #			Get						
Debit Document Information									
📢 🖣 [No records to dis	play] 🕨 🕨	+ 🗇 Y Y.		A 1			II All	•	Q
# 🖻 Debit Document Type		Document #	Term #	Due Date	Currenc	y Document Amour	nt Ou	Itstanding Amount	
1 🗉									
<									>
Compute			Total Receipt Amount	10000.00					
Card Information									
	Card					Authorization #			
	Iss	uer	Valid Till			Month		Year #	
			Ed# P	eceipt			Edit and Authorize I	Pacaint	Delete Receipt
			Edit N	eceipc			Eule and Additionzen	Kecelpc	Delete Kecelpt
Adjust Receipt									
Accounting Information		Attach	Notes						
	Created	by DMUSER				Created Date	2012 22 12		
	Last Modified					Last Modified Date			
		UY DMUSER				Last Modified Date	2013-22-12		

Figure 6.2 Modifying sundry receipt

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

6.1.3 AUTHORIZE RECEIPT

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

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★					44 4 1 2 3	4 5 ▶ ₩ 2	/19 🗐 7		
							,		
Voucher Information									
	CR-000429-2013		Receipt Category	-			Status	Fresh	
Receipt Date Receipt Information	2013-22-12	× 🎬	Finance Book	AVEOS 🔻					
Customer # P	400006		Customer Name	Customer 8		Forward	Cover Applicable	No 🔻	
Receipt Route	Bank		Receipt Mode	Check	T		Adjustment	Manual 💌	
Currency	CAD 🔻		Exchange Rate		1.00000000	R	eceipt Amount	:	300.00
Bank/Cash #	BMO CAD BLOCKE	D 💌	Description	BMO Blocked CAD			Collector #	•	
Remitter			Unapplied Amount	300.00			Comments		
Tax Information									
Default Tax Key		•	Withholding Tax			Ar	nount Net of Tax	300.00	
Instrument Information			MTCD #						
Instrument #		100		axsvcxc		In	strument Amount		200.00
Instrument Date				BMO CAD				100.00	
Cost Center P Document Reference	1100		Analysis # 👂				Sub Analysis #		
Debit Document Type		•	Debit Document Currency	•					
Document #				Get					
Debit Document Information I - 1 / 1 > >> + □ # □ Debit Document Type		Document #	Term #	Due Date	人 LL I X 区 首 Currency	⊠ C II + III Document Amount	All	▼ Dutstanding Amount	Q
1 Direct Invoice		PSI-000124-2013	PT1	2013-05-05	CAD		1120.00	,	1120.00
2				2010 00 00	0.0		1120100		1120100
<									>
									/
Compute			Total Receipt Amount	300.00					
Card Information									
	Card	#				Authorization #			
	Issu	er	Valid Till			Month		Year #	
				Edit Rece	ipt		Edit a	nd Authorize Receipt	Return Receipt
Adjust Receipt									
Accounting Information			Attach Notes						
	Created Dat	≈ 2013-22-12				Created by DML	ISER		
	Last Modified b					Last Modified Date 201			
	concerto anteu b	, philoper				201			

Figure 6.3 Authorizing receipt

6.1.4 REVERSE RECEIPT

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

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

Figure 6.4 Reversing sundry receipt

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

CUSTOMER PAYMENT

Theme Customer Payment

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

7.1.1 CREATE VOUCHER

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

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

Figure 7.1 Creating voucher

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

7.1.2 EDIT VOUCHER

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

★ 🗎 Edit Voucher							1	← ?	¢ K
Voucher Information									
Voucher No.	CP-000017-2016	Payment Category	Regular		Statu	s Fresh			
Request Date	2016-04-03 × 🛗	Finance Book	AVEOS 🔻						
Payment Information									
Customer Registered At	RAMCOOU 💌	Customer Code	101		Customer Nam	Customer 2			
Pay Currency	CAD 🔻	Exchange Rate		1.00000000	Pay Amoun	t		1254.0	0
Electronic Payment	No 🔻	Payment Method	Regular 🔻		Payment Rout	Bank 💌			
Pay Mode	Check 💌	Bank/Cash/PTT Code	ASB	T	Descriptio	Code			
Billing Point	RAMCOOU -	Document Reference			Bank Charge	s	•		
Pay Date	2016-04-03	Payment Release Point	RAMCOOU 🔻		Payment Priorit	Medium 🔻			
Remarks									
Edit Voucher		Edit and Authorize	Voucher			Delete Vouche	r		
Electronic Payments		Accounting Information			Attach Notes				
Record Bank Charges									
	Created by DMUSER				Created Date 2016-04-03				
	Last Modified by				Last Modified Date				
	case Hourieu dy				Last Houney Date				

Figure 7.2 Editing voucher

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

7.1.3 AUTHORIZE VOUCHER

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



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

Figure 7.3 Authorize Voucher

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

7.1.4 HOLD / RELEASE VOUCHER

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

👔 Hold/Release Voucher				44 4 1 b bb 1 /1	≣ ≭ ≜ ⊄ + ? ⊡
Voucher No.	CP-000018-2016	Payment Category	Regular	Status	Requested
Request Date	2016-04-03	Finance Book	AVEOS		
Payment Information					
Customer Registered At	RAMCOOU	Customer Code	101	Customer Name	Customer 2
Pay Currency	CAD	Exchange Rate	1.00000000	Pay Amount	1254.00
Electronic Payment	No	Payment Method	Regular	Payment Route	Check
Pay Mode	Medium	Bank/Cash/PTT Code	ASB	Description	
Billing Point	RAMCOOU	Document Reference		Bank Charges	
Pay Date	2016-04-03	Payment Release Point	RAMCOOU	Payment Priority	Bank
Reason Code	Hold 🔻	Remarks for Hold			
		Hold Voucher Release	se Voucher		
counting Information				Attach Notes	
	Created by DMUSER			Created Date 2016-04-03	
	Last Modified by DMUSER			Last Modified Date 2016-20-05	

Figure 7.4 Hold / Release Voucher

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

7.1.5 REVERSE VOUCHER

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



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

Figure 7.5 Reverse voucher

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

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