

**RAMCO AVIATION 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  icon is used for Notes, to convey additional information.

### REFERENCE DOCUMENTATION

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

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

### WHOM TO CONTACT FOR QUERIES

Please locate the nearest office for your geographical area from [www.ramco.com](http://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



## Theme Regular Part Sales: Scenario 1 – Advance Receipts

S No	Flow of Events	Primary Actors	Component Name	Activity Name	UI Name	Functional Steps
1	Receiving Check from the customer	Accountant sales	Customer Receipt	Create Receipt	<a href="#">Create Receipt</a>	<ol style="list-style-type: none"> <li>1. Enter the voucher information and 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.</li> <li>2. Enter the reference document (Optional)</li> <li>3. Click Create. The receipt voucher is created in fresh status</li> </ol>
2	Authorize Customer receipt	Manager Sales	Customer Receipt	Edit Receipt	<a href="#">Edit Receipt</a>	<ol style="list-style-type: none"> <li>1. Select the receipt voucher and authorize the same</li> </ol>
3	Hold/Release Customer Receipt	Manager Sales	Customer Receipt	Hold/Release Receipt	<a href="#">Hold/Release Receipt</a>	<ol style="list-style-type: none"> <li>1. Select the receipt that needs to be held or released.</li> <li>2. Enter the reason and remarks for holding / releasing the invoice.</li> <li>3. Click the Hold Receipt pushbutton to put the receipt on hold.</li> <li>4. Click the Release Receipt pushbutton to release the Customer receipt.</li> </ol>
4	Create Pay in slip	Accountant sales	Realize Receipt	Create Pay in slip	<a href="#">Create Pay in slip</a>	<ol style="list-style-type: none"> <li>1. Select the instruments which has to be deposited in bank and create pay in slip</li> </ol>
5	Depositing in Bank	Accountant sales	Realize Receipt	Edit Pay in slip	<a href="#">Edit Pay in slip</a>	<ol style="list-style-type: none"> <li>1. Select the pay in slips and click deposit instruments. The status of the pay in slip becomes deposited.</li> </ol>
6	Bouncing the instrument deposited in the bank	Accountant sales	Realize Receipt	Bounce Instruments	<a href="#">Bounce Instruments</a>	<ol style="list-style-type: none"> <li>1. Search and select the instrument that you want to bounce.</li> <li>2. Click “Bounce Instruments” to bounce the instrument. The status of the instrument is updated as “Bounced” in the corresponding pay-in slip.</li> </ol>

7	Raising regular Invoice, actual liability occurs at this stage	Accountant sales	Customer Direct Invoice	Create Invoice	<a href="#">Create Invoice</a>	1. Create the invoice in fresh status
8	Authorize the Invoice	Manager Sales	Customer Direct Invoice	Authorize Invoice	<a href="#">Authorize Invoice</a>	1. Fetch the invoice created in the previous step and authorizes the same. 2. The status upgrades to that of authorized stage
9	Hold/Release Invoice	Manager Sales	Customer Direct Invoice	Hold/Release Invoice	<a href="#">Hold/Release Invoice</a>	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	<a href="#">Edit Invoice</a>	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 Invoice	Senior Accountant / Finance Controller	Customer Direct Invoice	Authorize Invoice	<a href="#">Authorize Invoice</a>	1. Retrieve the invoice for authorization. 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	<a href="#">Create Single Currency Adjustment</a>	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	<a href="#">Edit Single Currency Adjustment</a>	1. Fetch the adjustment voucher create in the previous step and authorize the same

15	Creating a part note	Sales	Customer debit credit note	Create item based note	Create Item Based Note	1. Create a part note for variance in price for 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
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## 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 Date **07-05-2019** Finance Book **AVEOS** Numbering Type **CR**

**Receipt Information**

Customer # **1090000** Customer Name **Customer 3** Forward Cover Applicable **No**  
 Receipt Route **Bank** Receipt Mode **Check** Adjustment **Automatic**  
 Currency **USD** Exchange Rate **1.11112000** Receipt Amount   
 Bank/Cash # **BMO USD BLOCKED** Description **BMO Blocked CAD** Collector #   
 Remitter  Discounting Amount **566.00** Unapplied Amount   
 Comments  Draft ☐

**Tax Information**

Default Tax Key  Withholding Tax  Amount Net of Tax

**Instrument Information**

Instrument #  MICR #  Instrument Amount   
 Instrument Date  Bank #  Charges   
 Cost Center  Analysis #  Sub Analysis #

**Document Reference**

Debit Document Type **All** Debit Document Currency **All** Finance Book **All**  
 Document #  **Get**

**Debit Document Information**

[No records to display]

#	Debit Document Type	Document #	Term #	Due Date	Currency	Document Amount	Outstanding Amount
1							

**Compute** Total Receipt Amount

**Card Information**

Card #  Authorization #   
 Issuer  Valid Till  Month  Year

**Create Receipt** **Create and Authorize Receipt**

[Edit Receipt](#) [Adjust Receipt](#)  
[Accounting Information](#) [Attach Notes](#)

Created by  Created Date

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.

**Edit Receipt**

**Voucher Information**  
 Receipt # CR-000674-2019  
 Receipt Date 06-02-2019  
 Receipt Category Regular  
 Finance Book PFB1  
 Status Fresh

**Receipt Information**  
 Customer # 400007  
 Customer Name Customer 8  
 Receipt Route Bank  
 Receipt Mode Check  
 Currency CAD  
 Exchange Rate 1.00000000  
 Bank/Cash # BMO CAD BLOCKED  
 Description BMO Blocked CAD  
 Remitter  
 Discounting Amount 865.49  
 Comments  
 Draft  
 Forward Cover Applicable No  
 Adjustment Manual  
 Receipt Amount 20,884.50  
 Collector #  
 Unapplied Amount 20,884.50

**Tax Information**  
 Default Tax Key  
 Withholding Tax 2,320.50  
 Amount Net of Tax 18,564.00

**Instrument Information**  
 Instrument # IN1  
 MICR # MI1  
 Instrument Date 06-02-2019  
 Bank # BMO  
 Cost Center 1100  
 Analysis # F16-2  
 Instrument Amount 20,884.50  
 Charges 2,320.50  
 Sub Analysis # F16-1

**Document Reference**  
 Debit Document Type  
 Debit Document Currency  
 Document #  
 Finance Book All

**Debit Document Information**

#	Debit Document Type	Document #	Term #	Due Date	Currency	Document Amount	Outstanding Amount
1	Direct Invoice	AWO-000085-2018	PT1	12-12-2018	CAD	500.00	500.00
2	Direct Invoice	AWO-000086-2018	PT1	12-12-2018	CAD	3,000.00	3,000.00
3	Direct Invoice	AWO-000087-2018	PT1	14-12-2018	CAD	1,000.00	1,000.00
4	Direct Invoice	AWO-000096-2018	PT1	22-12-2018	CAD	1,000.00	500.00
5	Direct Invoice	FINV-000002-2018	PT1	26-12-2018	CAD	18,205.00	18,205.00

Compute  
 Total Receipt Amount 20,884.50

**Card Information**  
 Card #  
 Issuer  
 Valid Till  
 Authorization #  
 Month  
 Year #

Edit Receipt Edit and Authorize Receipt Delete Receipt

Adjust Receipt

Accounting Information Attach Notes

Created by DMUSER  
 Last Modified by DMUSER  
 Created Date 06-02-2019  
 Last Modified Date 06-02-2019

Figure 2.2: Edit Receipt

## 2.1.3 HOLD / RELEASE CUSTOMER RECEIPT

1. Specify the search criteria and select the customer receipt to be held or released, in the **Select Receipt** page. Click the hyperlinked receipt number and launch the **Hold / Release Receipt** page. See Figure 2.3

**Hold/Release Receipt**

**Voucher Information**  
 Receipt # CR-000017-2012  
 Receipt Date 2012-08-06  
 Receipt Category Regular  
 Finance Book AVEOS  
 Status Authorized

**Receipt Information**  
 Customer # 400007  
 Receipt Route Bank  
 Currency USD  
 Bank/Cash # BMO CAD BLOCKED  
 Remitter  
 Reason Code Hold  
 Customer Name Customer 9  
 Receipt Mode Check  
 Exchange Rate 1.12000000  
 Description BMO Blocked CAD  
 Unapplied Amount 565.00  
 Remarks for Hold  
 Forward Cover Applicable N  
 Adjustment Manual  
 Receipt Amount 565.00  
 Collector #  
 Comments

**Tax Information**  
 Amount before Tax  
 Withholding Tax  
 Amount Net of Tax

**Instrument Information**  
 Instrument # 8AEE48C1-EFA7-4  
 Instrument Date 2012-08-06  
 Cost Center  
 MICR # 874E311C-1617-4C7B  
 Bank # F158F9F5-BDAC-49F7  
 Analysis #  
 Instrument Amount 565.00  
 Charges 0.00  
 Sub Analysis #

**Debit Document Information**

#	Debit Document Type	Document #	Term #	Due Date	Currency	Document Amount	Outstanding Amount	Adjust
1	Direct Invoice	MIN-000012-2012	PT1	2012-08-07	USD	565.00	565.00	

**Card Information**  
 Card #  
 Issuer  
 Authorization #  
 Validity  
 Hold Receipt  
 Release Receipt

**Accounting Information**  
 Created by DMUSER  
 Last Modified by  
 Created Date 2012-08-06  
 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**

**Search Criteria**  
 Bank # ALL  
 Amount From  
 Instrument Date From  
 Collection Point From RAMCOOU  
 Instrument # From  
 To  
 To  
 To  
 To  
 To  
 Status  
 Currency CAD  
 Receipt Type ALL  
 Collector #  
 Get

**Instrument Information**

#	Bank #	Instrument #	Instrument Date	Currency	Amount	Remitter
1	BMO CAD BLOCKED	65465	2014-30-04	CAD	186.00	
2	BMO CAD BLOCKED	xczscx	2013-22-12	CAD	200.00	
3	BMO CAD BLOCKED	Instrument one	2012-10-07	CAD	448.00	
4	BMO CAD BLOCKED	52154	2014-26-03	CAD	600.00	
5	BMO CAD BLOCKED	hgju	2014-11-07	CAD	900.00	

**Compute**  
 Total Amount  
 Create Pay-in-Slip

**Accounting Information**  
 Created by  
 Created 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*

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*

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.

*Note: The system updates the status of the instrument as “Bounced” in the corresponding pay-in-slip.*

## 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.

The screenshot displays the 'Create Invoice' application window. It features several sections for data entry:

- Invoice Information:** Includes fields for Invoice #, Invoice Date (2016-19-05), Finance Book (AVEOS), Status, and Numbering Type (DI).
- Payment Information:** Includes Bill To Customer #, Ship To Customer #, Sale Type (AIN), Currency (CAD), Pay Term, Total Invoice Amount, Auto Adjust (No), Bill To Customer Name, Ship To Customer Name, Cash #, Exchange Rate (1.00000000), Anchor Date (2016-19-05), Freight Amount, Draft, Ship To Id, Receipt Type (CREDIT), Receipt Method (Regular), Price list #, and Comments.
- Part Information:** Includes Default Tax Key.
- Table:** A table with columns: #, Line #, Part Type, Part # (0-00-21200-19927-1:P6371), Part Variant #, UOM (66), Quantity, and Unit Price. It contains two rows of data.
- Buttons:** 'Get Item Details', 'Compute', 'Create Invoice', and 'Create and Authorize Invoice'.
- Invoice Value Details:** Includes Value Excluding Tax, Charges, Tax, Value Net of Tax, and With-holding Tax.
- Footer:** Includes links for Edit Invoice, Pay Schedule, Invoice Summary, Attach Notes, T/C/D, Item Serial No. Details, Accounting Information, and Shipping Details. It also has fields for Created by and Created Date.

**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.*



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**.

★ Manage Pack slip/Bill back Invoice

RAMCOOU-Ramco Role

**Invoice Details**  
 Invoice # CBI-000005-2017  
 Invoice Type Bill Back Invoice  
 Status Under Authorization  
 Invoice Date 27-07-2017  
 Numbering Type CBI  
 Currency CAD  
 Finance Book AVEOS  
 Comments

**Customer Details**  
 Customer # 400007  
 Customer Name Customer 8"  
 Bill to Cust. # 400007  
 Bill to ID Bill to  
 Bill to Cust. Name Customer 8"  
 Ship to Cust. # 400007  
 Ship to ID Bill to  
 Ship to Cust. Name Customer 8"

**Payment Details**  
 Pay Term N030D000\_00.0  
 Anchor Date 27-07-2017  
 Receipt Type CREDIT  
 Receipt Method Regular  
 Cash #  
 Remit to Company AVEOS  
 Remit to Bank  
 Auto Adjust No  
 Price list # 400604-CM-SPL

**Invoice Value Summary**  
 Basic Value 5,670.00000000  
 TCD Value 0.00000000  
 Freight Amount 0.00  
 Total Inv. Amount 5,670.00  
 Exchange Rate 1.00000000  
 Total Inv. Amount (Base curr.) 5,670.00000000

**Part Info**

#	Line #	Ref. Document	Ref. Doc #	Ref. Doc. Date	Ref. Doc. Line #	Supplier #	Billing Element	Part #	Part Description
1	1	Purchase Order	CBPO-000042-17	05-05-2017	3	00000	Part Cost	0-1:09058556	0-1" OUTSIDE
2	2	Purchase Order	CBPO-000042-17	05-05-2017	4	00000	Part Cost	0-1:50141	0-1" OUTSIDE
3									

Compute

Draft ☐

Save Save and Authorize Return Invoice Delete Invoice

T/C/D Payment Schedule Freight Charges

Invoice Summary Accounting Information Attach Notes

**Record statistics**

Created by DMUSER Created Date 27-07-2017  
 Last Modified by DMUSER Last Modified Date 27-07-2017

Figure 2.9 Manage Packslip/Bill back Invoice

In the **Customer Details** section,

- Use the **Bill to Cust. #** drop-down list box to specify the customer who has to make the payment for the Invoice.
- 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.
- 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,

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

In the **Part Info** multiline,

- Enter the **Non Billable Quantity** and **Proposed Qty**.
- Enter the **Base Rate per Unit** specified in the Additional Reference document.
- Enter the **Tax/Unit**, **Charge/Unit**, **Discount/Unit** and **Unit Markup**.
- Enter the **Analysis #** and **Sub Analysis #**.
- Click **Compute** pushbutton for computation of the prices of the items in the multiline.
- 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**

**Invoice Information**

Invoice # MIN-000009-2012 Invoice Type miscellaneous invoice Status Authorized  
 Invoice Date 2012-08-06 Finance Book AVEOS  
 Currency USD Exchange Rate 1.02500000  
 Total Invoice Amount 565.00 Freight Amount Comments

**Customer Information**

Bill To Customer # 400007 Bill To Customer Name Customer 9 Pay Term N0300000\_00.0  
 Anchor Date 2012-08-06

**Part/T/C/D Information**

#	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 # **Held** Remarks for Hold

**Hold Invoice** **Release Invoice**

**Attach Notes**

**Invoice Summary** **Accounting Information** **Payment Schedule**

Created by DMUSER Created Date 2012-08-06  
 Last Modified by DMUSER Last Modified Date 2012-08-06

**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**.

Figure 2.10 Modifying invoice

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”.*

- 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”.*


- Click the **Delete Invoice** pushbutton to delete the invoice.


 *Note that workflow has been enabled.*

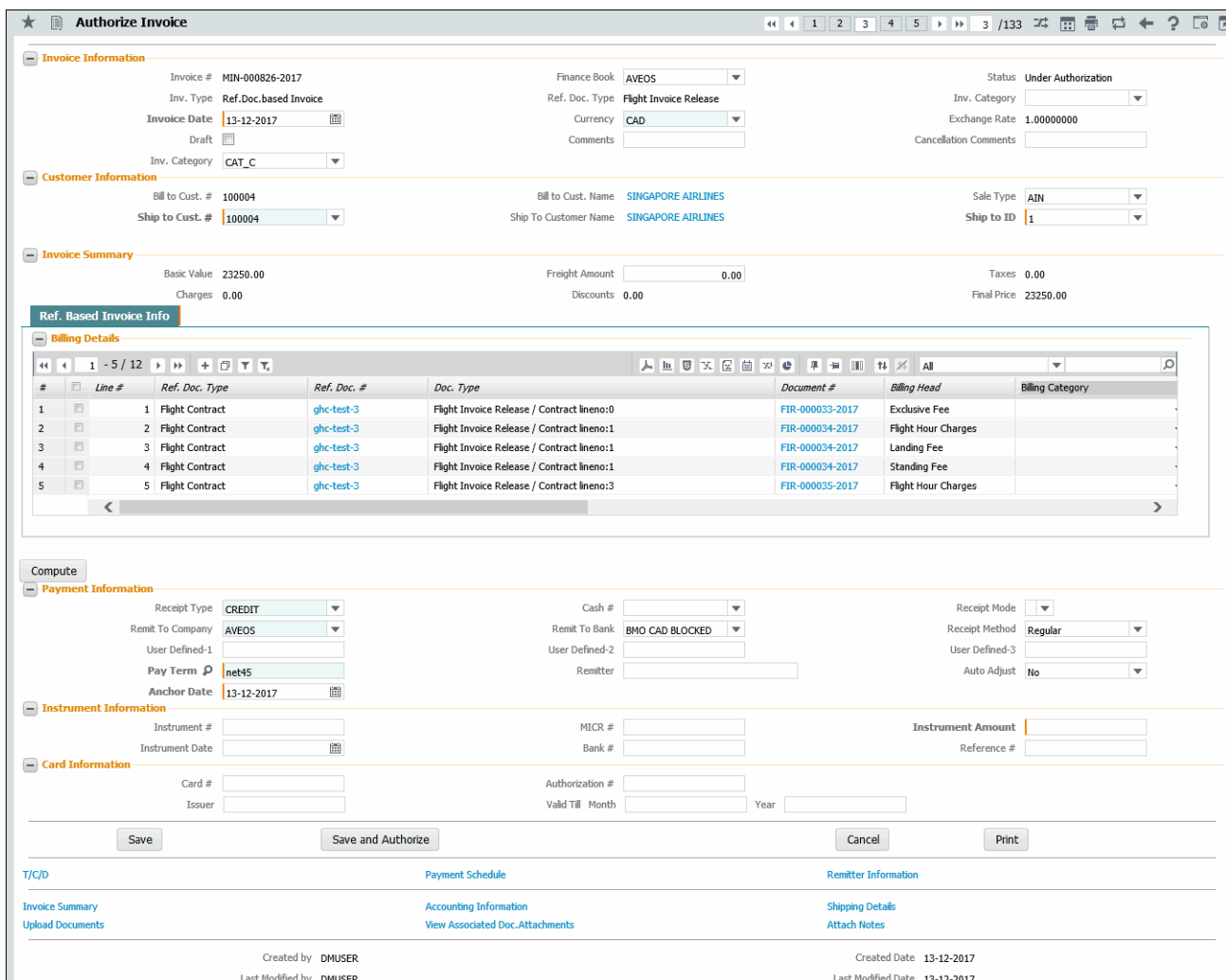
 *Note: The computation of Total value tax will be based on the set option ‘Application of Default Tax Key in Customer Miscellaneous Invoice’ set in the **Set Finance Parameter** screen of the **OU Parameter Setup** business component.*

## 2.1.12 AUTHORIZE MISCELLANEOUS INVOICE

- Search and retrieve miscellaneous invoice in Fresh status for authorization from the “**Select Invoice**” page.
- The “**Authorize Invoice**” page is launched. See Figure 2.11.
- Enter the **Invoice Date**.
- Modify the appropriate fields, if required.
- 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**

Invoice # MIN-000826-2017 Finance Book AVEOS Status Under Authorization

Inv. Type Ref.Doc.based Invoice Ref. Doc. Type Flight Invoice Release Inv. Category

Invoice Date 13-12-2017 Currency CAD Exchange Rate 1.00000000

Draft Inv. Category CAT\_C Cancellation Comments

**Customer Information**

Bill to Cust. # 100004 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 Invoice Info**

**Billing Details**

#	Line #	Ref. Doc. Type	Ref. Doc. #	Doc. Type	Document #	Billing Head	Billing Category
1	1	Flight Contract	ghc-test-3	Flight Invoice Release / Contract line:0	FIR-000033-2017	Exclusive Fee	
2	2	Flight Contract	ghc-test-3	Flight Invoice Release / Contract line:1	FIR-000034-2017	Flight Hour Charges	
3	3	Flight Contract	ghc-test-3	Flight Invoice Release / Contract line:1	FIR-000034-2017	Landing Fee	
4	4	Flight Contract	ghc-test-3	Flight Invoice Release / Contract line:1	FIR-000034-2017	Standing Fee	
5	5	Flight Contract	ghc-test-3	Flight Invoice Release / Contract line:3	FIR-000035-2017	Flight Hour Charges	

**Compute**

**Payment Information**

Receipt Type CREDIT Cash #

Remit To Company AVEOS Remit To Bank BMO CAD BLOCKED Receipt Mode Regular

User Defined-1 User Defined-2 User Defined-3

Pay Term net45 Remitter Auto Adjust No

Anchor Date 13-12-2017

**Instrument Information**

Instrument # MICR # Instrument Amount

Instrument Date Bank # Reference #

**Card Information**

Card # Authorization #

Issuer Valid Till Month Year

Save Save and Authorize Cancel Print

T/C/D Payment Schedule Remitter Information

Invoice Summary Accounting Information Shipping Details

Upload Documents View Associated Doc.Attachments Attach Notes

Created by DMUSER Created Date 13-12-2017

Last Modified by DMUSER Last Modified 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*

**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 Figure 1.14.
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.

*Note: 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 Adjustment Voucher**

Voucher # SAJ-000138-2013 Status Fresh  
 Voucher Date 05-Apr-2013 Finance Book AVEOS

Supplier # G0001 Supplier Name Supplier 354  
 Currency CAD Adjustment Sequence FIFO

**Debit Documents**

#	Document Type	Document #	Document Date	Document Amount	Unadjusted Amount	Current Adjustment
1	Account Debit Note	SAD-000301-2013	04-Apr-2013	5000.00	4550.00	
2	Item Debit Note					

**Credit Documents**

#	Document Type	Document #	Due Date	Unadjusted Amount	Currency	Exchange Rate	Adjustment An
1	Expense Invoice	EXP-000643-2013	31-Mar-2013	1000.00	CAD	1.00000000	
2	Item Invoice						

Propose Adjustment Compute Adjustment

**Adjustment Summary in Debit Doc. Currency**

Credit Doc Adjustment Amount 1000.00 Discount Allowed 0.00 Debit Doc Adjustment Amount 1000.00

Edit Voucher Edit and Authorize Voucher Delete Voucher

Accounting Information  
 Direct Invoice  
 Item Based Debit Note  
 Prepayment Voucher

Account Based Credit Note  
 Expense Invoice  
 Miscellaneous Invoice  
 Receipts

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

Created by DMUSER Created Date 05-Apr-2013  
 Last Modified by DMUSER Last Modified Date 05-Apr-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.

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 Adjustments**

**Voucher Information**  
 Voucher # [ ] Adjustment Type [Customer-Supplier] Status [ ]  
 Voucher date [06-05-2019] Finance Book [AVEOS] Numbering Type [CSA]

**Customer Information**  
 Customer # [101] Customer Name [Customer 2] Customer Hierarchy [LOCAL]  
 Currency [CAD] Adjustment Sequence [FIFO]

**Document Search Criteria**  
 Debit Doc. FB [PFB1] Debit Doc. Curr. [ALL] Debit Doc. Type [Order Based Invoice]  
 Credit Doc. FB [PFB1] Credit Doc. Curr. [CAD] Credit Doc. Type [Item Invoice]  
 Date from/to [06-04-2019] [06-05-2019] [Search]

**Debit Documents**  
 [No records to display]

**Credit Documents**  
 [No records to display]

**Adj. Summary Credit Doc.Curr.**  
 Debit Doc. Adjustment Amount [ ] Discount Allowed [ ] Charges Collected [ ]  
 Credit Doc. Adjustment Amount [ ] Discount Allowed Credit Doc. [ ]  
 User Defined [ ] User Defined -1 [ ] User Defined -2 [ ] User Defined -3 [ ]

[Save] [Save And Authorize] [Delete Voucher] [Return Voucher]

Accounting Information [Upload Documents] [View Associated Doc. Attachments]

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.



## Theme Regular Part Sales: Scenario 2 – Customer Supplier Adjustment

S No	Flow of Events	Primary Actors	Component Name	Activity Name	UI Name	Functional Steps
1	Raise the invoice based on reference document (Pack slips)	Accountant sales	Customer Direct Invoice	Create Invoice	<a href="#">Create Invoice</a>	<ol style="list-style-type: none"> <li>1. Enter the invoice information</li> <li>2. Retrieve the reference document (Pack slips) available in the multiline.</li> <li>3. Select the particular document for which invoice has to be created</li> <li>4. Generate invoice in Fresh status.</li> </ol>
2	Authorize Invoice	Accountant sales	Customer Direct Invoice	Authorize Invoice	<a href="#">Authorize Invoice</a>	<ol style="list-style-type: none"> <li>1. Retrieve the invoice</li> <li>2. Set the Auto Adjust option to "NO".</li> <li>3. Select the invoice, which has to be authorized</li> <li>4. Authorize the</li> </ol>
3	Raise Credit Note	Accountant sales	Customer Debit Credit Note	Create account based debit / credit note	<a href="#">Create account based debit / credit note</a>	<ol style="list-style-type: none"> <li>1. Raise a credit note for the amount, supplier balance or the customer invoice balance whichever is lower</li> </ol>
4	Authorize credit note	Senior Manager Sales	Customer Debit Credit Note	Authorize account based debit / credit note	<a href="#">Authorize account based debit / credit note</a>	<ol style="list-style-type: none"> <li>1. Retrieve the credit note created in the previous step and authorize the same</li> </ol>

5	Hold/Release Debit Credit Note	Senior Manager Sales	Customer Debit Credit Note	Hold/Release account based debit / credit note	<a href="#">Hold/Release account based debit / credit note</a>	<ol style="list-style-type: none"> <li>1. Select the debit/credit note that needs to be held or released.</li> <li>2. Enter the reason and remarks for holding / releasing the debit credit note.</li> <li>3. Click the Hold t</li> </ol>
6	Adjust between the Invoice and the Credit Note	Accountant sales	Customer Balance adjustment	Create Single Currency Adjustment	<a href="#">Create Single Currency Adjustment</a>	<ol style="list-style-type: none"> <li>1. Retrieve the credit note created in the step 7</li> <li>2. Retrieve the invoice raised in step 2</li> <li>3. Propose and compute a create adjustment</li> </ol>
7	Receive cheque from the customer	Accountant sales	Customer Receipt	Create Receipt	<a href="#">Create Receipt</a>	<ol style="list-style-type: none"> <li>1. Enter the voucher information, receipt Information, and if the receipt mode is check, enter the instrument information.</li> <li>2. Enter the reference</li> </ol>
8	Authorize Customer receipt	Accountant sales	Customer Receipt	Edit Receipt	<a href="#">Edit Receipt</a>	<ol style="list-style-type: none"> <li>1. Select the receipt voucher and authorize the same</li> </ol>

9	Create Pay in slip	Accountant sales	Realize Receipt	Create Pay in slip	<a href="#">Create Pay in slip</a>	1. 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	<a href="#">Edit Pay in slip</a>	1. 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	<a href="#">Bounce Instruments</a>	<p>1. Search and select the instrument that you want to bounce.</p> <p>2. Click “Bounce Instruments” to bounce the instrument. The status of the instrument is updated as “Bounced” in</p>

## 2.1.16 CREATE ACCOUNT BASED DEBIT / CREDIT NOTE

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.

Figure 2.15 Create Debit/Credit Note

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

## 2.1.17 AUTHORIZE DEBIT / CREDIT NOTE

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

**Select Debit/Credit Note**

Note #  NoteType **Credit**

**Search Criteria**

Note Type **All** Note Category **All** Ref. Doc. Type **All**  
 Note # From  To   
 Note Date From  To   
 Note amount From  To   
 Customer From  To   
 Currency **All** Finance Book **ALL** Customer Registered At **RAMCOU** User Id   
 Search

**Search Results**

#	Note Type	Note Category	Ref. Document Type	Note #	Note Date	Note Amount	Currency	Customer
1	Credit	Account Based		CAC-000196-2013	2013-22-12	200.00	CAD	400006
2	Credit	Account Based		CAC-000217-2014	2014-28-02	1000.00	USD	400007
3	Credit	Account Based		CAC-000219-2014	2014-28-02	1000.00	USD	400007
4	Credit	Account Based		CAC-000220-2014	2014-28-02	1000.00	USD	400007
5	Credit	Account Based		CAC-000311-2015	2015-28-09	500.00	USD	400007

Authorize Note

Account Based Note Item Based Note

Accounting Information

Click here to authorize the Debit Credit Note, note that workflow has been enabled.

Figure 2.16 Select Debit/Credit Note for authorizing

## 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 Account Based Note**

**Note Information**  
 Note # CAC-000003-2012 Note Type Credit Status Authorized  
 Note Date 2012-08-06 Finance Book AVEOS

**Customer Information**  
 Customer # 400007 Customer Name Customer Note Amount 50.00 Customer Registered At RAMCOU  
 Customer Note No sgfv24gdfg Customer Note Date 2012-08-06

**Payment Information**  
 Currency CAD Exchange Rate 1.00000000 Pay Term  
 Receipt Method Anchor Date Total Amount 50.00  
 Comments

**Document Information**

#	Account #	Dr/Cr	Transaction Amount	Remarks	Ref Doc Type
1	414100	Debit	50.00	gyl uig ausdhf asfj iasdfjasidopf a	

Reason # **Hold** Remarks for Hold

Hold Note Release Note

Payment Schedule

Note Summary Accounting Information Attach Notes

Created by Last Modified by DMUSER Creation Date 2012-08-06 Last Modified Date 2012-08-06

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.

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 **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.

3

# SERVICE SALES



## Theme Service Sales: Scenario – Regular Service Billings –Invoicing

S No	Flow of Events	Primary Actors	Component Name	Activity Name	UI Name	Functional Steps
1	Raise the invoice based on Customer Order (Order Based Prepayment or Direct Prepayment)	Accountant sales	Customer Prepayment Invoice	Manage Direct Prepayment Invoice	<a href="#">Manage Invoice</a>	<ol style="list-style-type: none"> <li>1. Enter the customer order information</li> <li>2. Retrieve the customer order details in the multiline.</li> <li>3. Select the particular order for which invoice has to be created</li> <li>4. Generate invoice in Fresh status.</li> </ol>
2	Authorize Invoice	Senior Accountant / Finance Controller	Customer Prepayment Invoice	Authorize Invoice	<a href="#">Authorize Invoice</a>	<ol style="list-style-type: none"> <li>1. Retrieve the invoice details using the search criteria in the Select page</li> <li>2. Select the invoice number, which has to be authorized</li> <li>3. Authorize the invoice. The invoice status turns into "Authorized".</li> </ol>
3	Hold / Release Invoice	Senior Accountant / Finance Controller	Customer Prepayment Invoice	Hold/Release Invoice	<a href="#">Hold/Release Invoice</a>	<ol style="list-style-type: none"> <li>1. Select the invoice that needs to be held or released using Search pushbutton.</li> <li>2. Enter the reason and remarks for holding / releasing the invoice.</li> <li>3. Click the Hold Invoice pushbutton to put the invoice on hold.</li> <li>4. Click the Release Invoice pushbutton to release the invoice.</li> </ol>
4	Reverse Invoice	Accountant sales	Customer Prepayment Invoice	Reverse invoice	<a href="#">Reverse invoice</a>	<ol style="list-style-type: none"> <li>1. Retrieve the prepayment invoice by specifying the invoice details in the Select page</li> <li>2. Select the invoice number that needs to be reversed from the multiline.</li> <li>3. Enter the reversal details such as reversal date and reversal document number, and click the Reverse pushbutton</li> <li>4. The status of the invoice is updated as "Reversed".</li> </ol>

5	Raise the invoice based on reference Document Type (Customer Order) for reprocess or to create	Accountant sales	Customer Service Invoice	Create Invoice	<a href="#">Generate Customer Service Invoice</a>	<ol style="list-style-type: none"> <li>1. Enter the invoice information</li> <li>2. Retrieve the reference document details in the multiline.</li> <li>3. Select the particular document for which invoice has to be created</li> <li>4. Generate invoice in Fresh status.</li> </ol>
6	Authorize Invoice	Senior Accountant / Finance Controller	Customer Service Invoice	Authorize Invoice	<a href="#">Authorize Invoice</a>	<ol style="list-style-type: none"> <li>1. Retrieve the invoice details using the search criteria in the Select page</li> <li>2. Select the invoice number, which has to be authorized</li> <li>3. Authorize the invoice. The invoice status turns into "Authorized".</li> </ol>
7	Hold / Release Invoice	Senior Accountant / Finance Controller	Customer Service Invoice	Hold/Release Invoice	<a href="#">Hold/Release Invoice</a>	<ol style="list-style-type: none"> <li>1. Select the invoice that needs to be held or released using Search pushbutton.</li> <li>2. Enter the reason and remarks for holding / releasing the invoice.</li> <li>3. Click the Hold Invoice pushbutton to put the invoice on hold.</li> <li>4. Click the Release Invoice pushbutton to release the invoice.</li> </ol>
8	Reverse Invoice	Accountant sales	Customer Service Invoice	Reverse invoice	<a href="#">Reverse invoice</a>	<ol style="list-style-type: none"> <li>1. Retrieve the service invoice by specifying the invoice details in the Select page</li> <li>2. Select the invoice number that needs to be reversed from the multiline.</li> <li>3. Enter the reversal details such as reversal date and reversal document number, and click the Reverse pushbutton</li> <li>4. The status of the invoice is updated as "Reversed".</li> </ol>

9	Receive check from customer	Accountant Sales	Customer Receipt	Create Receipt	<a href="#">Create Receipt</a>	<ol style="list-style-type: none"> <li>1. Enter the voucher information, receipt information, and if the receipt mode is check, then enter the instrument information.</li> <li>2. Enter the reference document.</li> <li>3. Create receipt in Fresh status.</li> </ol>
10	Authorize customer receipt	Accountant Sales	Customer Receipt	Edit Receipt	<a href="#">Edit Receipt</a>	<ol style="list-style-type: none"> <li>1. Select the receipt</li> <li>2. Authorize the same.</li> </ol>
11	Create Pay-in-slip	Accountant Sales	Realize Receipt	Create Pay-in-slip	<a href="#">Create Pay in slip</a>	<ol style="list-style-type: none"> <li>1. Select the instruments which has to be deposited in bank</li> <li>2. Create the pay-in-slip.</li> </ol>
12	Deposit Payment in Bank	Accountant Sales	Realize Receipt	Edit Pay in slip	<a href="#">Edit Pay in slip</a>	<ol style="list-style-type: none"> <li>1. Select the pay-in-slips</li> <li>2. Deposit instruments so that the status of the pay-in-slips becomes deposited.</li> </ol>
13	Bouncing the instrument deposited in the bank	Accountant sales	Realize Receipt	Bounce Instruments	<a href="#">Bounce Instruments</a>	<ol style="list-style-type: none"> <li>1. Search and select the instrument that you want to bounce.</li> <li>2. Click "Bounce Instruments" to bounce the instrument. The status of the instrument is updated as "Bounced" in the corresponding pay-in slip.</li> </ol>
14	Settle the debit and credit balances	Accountant Sales	Customer Balance adjustments	Create Single Currency Adjustments	<a href="#">Create Single Currency Adjustment</a>	<ol style="list-style-type: none"> <li>1. Enter the voucher information and customer information</li> <li>2. Retrieve the receipt voucher as the credit document and debit note as debit documents for adjustments</li> <li>3. Propose and compute adjustment</li> <li>4. Create the adjustment voucher in Fresh status.</li> </ol>
15	Authorize Adjustments	Accountant Sales	Customer Balance Adjustments	Edit Single Currency Adjustment Voucher	<a href="#">Edit Single Currency Adjustment Voucher</a>	<ol style="list-style-type: none"> <li>1. Select the adjustment voucher.</li> <li>2. Modify and authorize the voucher to update its status to Authorized.</li> </ol>

## 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

The screenshot shows the 'Set Function Defaults' window with the following settings:

- Modify Pay Term: Yes
- Allow multiple Finance Book Postings: No
- Default Finance Book: AVEOS
- Pay Term Prefix: PZ
- Print Invoice based on: Gross Values
- Compute Tax On Net Liability: Yes
- Always Adjust Prepayment With Regular Invoice: Yes
- Allow modification of Taxable Amount: No

Additional Parameters:

- Ref. Date for Tax Invoice Window Calculation (Aircraft): Root Exec. Document Closure
- Ref. Date for Tax Invoice Window Calculation (Shop): Direct Issue Confirmation Date

Record Statistics:

- 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

#	Ref. Doc. Type	Ref. Doc. #	Exec. Doc. #	Invoice Type	Invoice Category	Release #	Release Date	Release Remarks
1	Customer Order	CO-007625-2014	CWO-008527-2014	Service Invoice	Final	1	2014-30-09	
2	Customer Order	CO-007865-2015	CWO-008829-2015	Service Invoice	Final	1	2016-25-01	

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

**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.*

- Click the **Delete** pushbutton to delete an invoice.

 The status of the invoice is updated as “Deleted”.

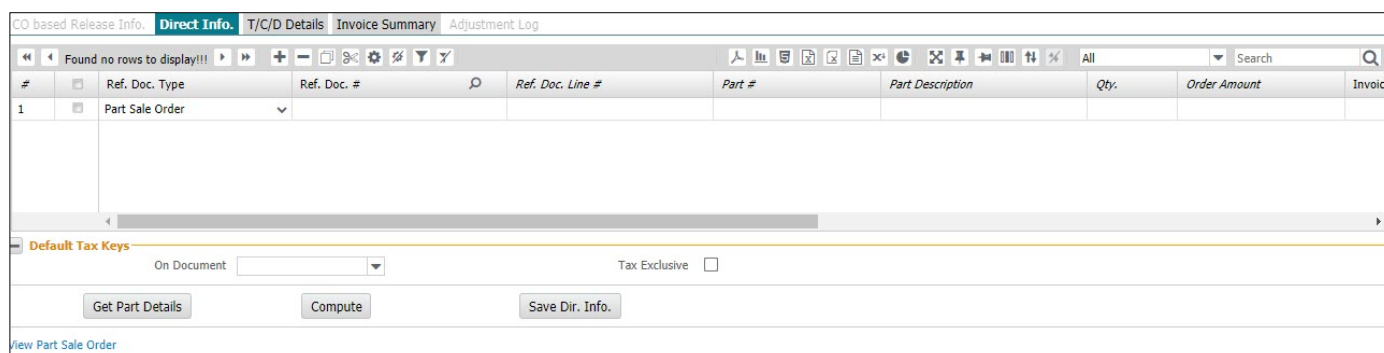
- Click the **Return** pushbutton to return an invoice.

 The status of the invoice is updated as “Returned”.

### To proceed further,

- ▶ Select the **Direct Info.** 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 **Adjustment Log** 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



**Figure 3.4 Manage Invoice – Direct Info. tab**

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

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

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.

#	Ref. Doc. Type	Ref. Doc. #	Ref. Doc. Value	Invoice #	Invoice Date	Invoice Curr.	Invoice Amount	Already Adjusted
Found no rows to display!!!								

Adjustment Log (Inv. Curr.)	
Total Invoice Amount	20,000.00
Less: Prev. Adjusted Amount	0.00
Net Payable 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**

Invoice #  [Edit Invoice](#)

**Search Criteria**

Ref. Doc. Type: **Customer Order**  
 Ref. Doc. # From:   
 Invoice # From:   
 Invoice Date From:   
 Invoice Amount From:   
 Bill To Customer # From:

Invoice Type: **Service Invoice**  
 To:   
 To:   
 To:   
 To:   
 To:

Invoice Category:   
 Status: **All**  
 Currency: **All**  
 Finance Book: **All**  
 User Id:

**Search Results**

#	Invoice #	Invoice Date	Currency	Invoice Amount	Status	Ref. Doc. type	Ref. Doc. #	Exec. Doc. #
1	CI-000012-2011	2011-05-12	USD	6185.31	Returned	Customer Order	CO-000024-2011	CWO-000013-20
2	CI-000014-2011	2011-05-12	USD	455.70	Fresh	Customer Order	CO-000063-2011	EWI-000043-20
3	CI-000018-2011	2011-08-12	USD	780.00	Fresh	Customer Order	CO-000013-2011	CWO-000011-20
4	CI-000037-2012	2012-27-02	CAD	5000.00	Fresh	Customer Order	CO-001525-2012	CWO-001094-20
5	CI-000039-2012	2012-28-02	CAD	30000.00	Fresh	Customer Order	CO-001436-2012	CWO-000981-20

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

**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 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.

 The status of the invoice is updated as "Returned".

### To proceed further,

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

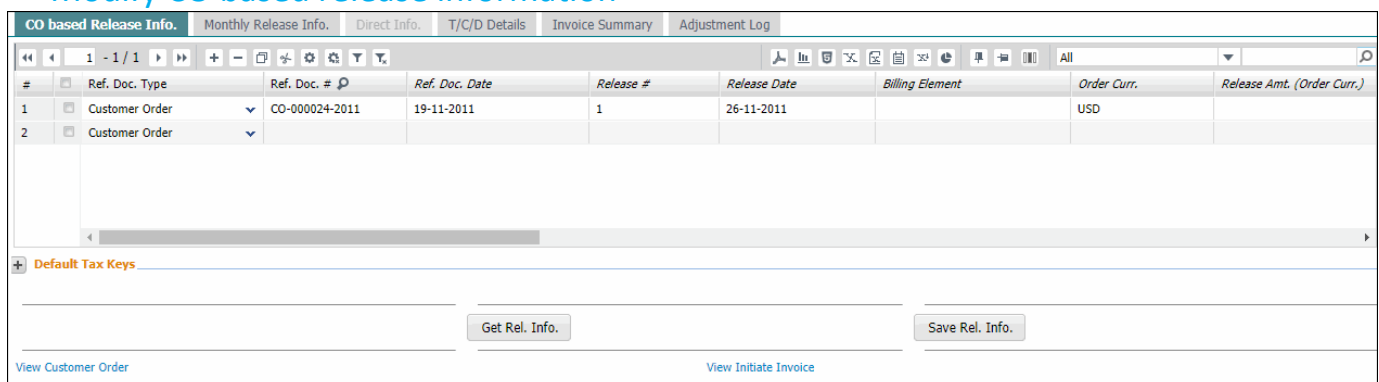
### To proceed further,

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

In the **View Info.** section.

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

## Modify CO based release information



#	Ref. Doc. Type	Ref. Doc. #	Ref. Doc. Date	Release #	Release Date	Billing Element	Order Curr.	Release Amt. (Order Curr.)
1	Customer Order	CO-000024-2011	19-11-2011	1	26-11-2011		USD	
2	Customer Order							

Default Tax Keys

Get Rel. Info. Save Rel. Info.

View Customer Order View Initiate Invoice

**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 [Monthly Release Info.](#) tab to view all the monthly usage based and/or monthly fixed charges based releases from 'Process Monthly Invoice' release activity that has been included in the Customer Invoice.

- ▶ Select the [T/C/D Details](#) tab to modify the tax, charge, and discount details of the invoice.
- ▶ Select the [Invoice Summary](#) tab to view the summary of the invoice.
- ▶ Select the [Adjustment Log](#) tab to view the adjustment payment made for the customer order.

## Modify monthly release information

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 [CO Based Release Info.](#) 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 [T/C/D Details](#) tab to modify the tax, charge, and discount details of the invoice.
- ▶ Select the [Invoice Summary](#) tab to view the summary of the invoice.
- ▶ Select the [Adjustment Log](#) tab to view the adjustment payment made for the customer order.

## Modify T/C/D Details

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 [CO Based Release Info.](#) 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 [Monthly Release Info.](#) 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 [Adjustment Log](#) tab to view the adjustment payment made for the customer order.

## Modify Invoice Summary

**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 [CO Based Release Info.](#) 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 [Monthly Release Info.](#) tab to view all the monthly usage based and/or monthly fixed charges based releases from ‘Process Monthly Invoice’ release activity that has been included in the Customer Invoice.
- ▶ Select the [T/C/D Details](#) tab to modify the tax, charge, and discount details of the invoice.
- ▶ Select the [Adjustment Log](#) 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 display] »								
#	Ref. Doc. Type	Ref. Doc. #	Ref. Doc. 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 [CO Based Release Info.](#) 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 [Monthly Release Info.](#) tab to view all the monthly usage based and/or monthly fixed charges based releases from ‘Process Monthly Invoice’ release activity that has been included in the Customer Invoice.
- ▶ Select the [T/C/D Details](#) tab to modify the tax, charge, and discount details of the invoice.
- ▶ Select the [Invoice Summary](#) tab to view the summary of the invoice.

### 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.

**Select Invoice**

Invoice #  [Edit Invoice](#)

**Search Criteria**

Ref. Doc. Type: **Customer Order** Invoice Type: **Service Invoice** Invoice Category:

Ref. Doc. # From:  To:

Invoice # From:  To:

Invoice Date From:  To:

Invoice Amount From:  To:

Bill To Customer # From:  To:

Status: **All** Currency: **All** Finance Book: **All** User Id:

**Search**

**Search Results**

#	Invoice #	Invoice Date	Currency	Invoice Amount	Status	Ref. Doc. type	Ref. Doc. #	Exec. Doc. #
1	CI-000012-2011	2011-05-12	USD	6185.31	Returned	Customer Order	CO-000024-2011	CWO-000013-20
2	CI-000014-2011	2011-05-12	USD	455.70	Fresh	Customer Order	CO-000063-2011	EWO-000043-20
3	CI-000018-2011	2011-08-12	USD	780.00	Fresh	Customer Order	CO-000013-2011	CWO-000011-20
4	CI-000037-2012	2012-27-02	CAD	5000.00	Fresh	Customer Order	CO-001525-2012	CWO-001094-20
5	CI-000039-2012	2012-28-02	CAD	300000.00	Fresh	Customer Order	CO-001436-2012	CWO-000981-20

**Delete Invoice**

Figure 3.15 Edit Invoice

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

You can delete an invoice only when it is in the "Draft" or "Fresh" status.

The system deletes the invoice and updates the status of the invoice as "Deleted". The system also stores the login ID of the user and the system date along with the deleted details.



## Modify Direct Information

The screenshot shows the 'Manage Invoice' application interface. At the top, there's a 'Select Invoice #' section with a search bar and a 'Go' button. Below this, the 'Invoice Details' section contains various fields: Invoice # (CPI-000092-2017), Invoice Date (11-07-2017), Currency (CAD), Bill To Customer # (400006), Ship To Customer # (490592), Finance Book (AVEOS), Invoice Category (Preliminary), Exchange Rate (1.00000000), Status (Fresh), Numbering Type (CPI), Company Address ID (1), Cust. PO #, and Comments. A tabbed interface at the bottom shows 'Direct Info.' as the active tab, with other tabs like 'CO based Release Info.', 'Monthly Release Info.', 'T/C/D Details', 'Invoice Summary', and 'Adjustment Log'. The 'Direct Info.' tab contains a table with columns: #, Ref. Doc. Type, Ref. Doc. #, Invoice Amount, Material, Labour, Other Resources, and Fixed Price. The table has two rows: Row 1 with Ref. Doc. Type 'Others', Ref. Doc. # 'CO-007816-2017', Invoice Amount '1,200.00', and Labour '1,200.00'; Row 2 with Ref. Doc. Type 'Customer Order'. Below the table, there's a 'Default Tax Keys' section with 'On Document' and 'Tax Exclusive' checkboxes, a 'Compute' button, and a 'Save Dir. Info.' button. At the bottom, there are buttons for 'Draft', 'Save', 'Auto Adjust', 'Save and Authorize', 'Delete', and 'Return'. A 'View Info.' section at the very bottom includes links for 'Accounting Information', 'Payment Schedule', 'View Invoice', and 'Print Invoice'.

**Figure 3.16 Edit a Prepayment Invoice – Direct Info**

1. Select the **"Edit Invoice"** under the **"Customer Invoice"** business component. The **"Edit Invoice"** page appears.
2. After retrieving the prepayment invoices, click the hyperlinked Invoice number, to edit the invoice details in the **Manage Invoice** page and the **Direct Info** tab is displayed. *See Figure 3.16.*
3. Modify the **Invoice Type** as Service Invoice, Prepayment Invoice, or Direct Prepayment Invoice.
4. Modify the Finance Book, Invoice Category, Numbering Type, Currency, and Ship to Customer details.
5. Modify the Ref Doc #, Material charges, Labour charges, Fixed Price, Taxes, Discounts, and Other Charges in the multiline.
6. Modify the **On Document** charges for the invoice, if applicable.
7. Check the **Tax Exclusive** checkbox if the invoice amount is tax exclusive.
8. Click the **Compute** pushbutton to calculate the total invoice amount.
9. Click the **Save Dir. Info.** pushbutton to save the modified details in the "Direct Info" tab.
 

*Note: The "Save Dir Info" should be clicked before clicking on the "Save" or "Save and Authorize" pushbutton to save the details entered in the tab level.*
10. Click the **Save** pushbutton to save the invoice details.
 

*The status of the invoice is updated as "Draft" if the "Draft" field is checked; else the status is updated as "Fresh".*
11. Click the **Save and Authorize** pushbutton to save and authorize the invoice at the same time.
 

*Check the "Auto Adjust" box if the invoice after authorization must be adjusted with the credit documents automatically.*
12. Click the **Delete** pushbutton to delete an invoice.
 

*The status of the invoice is updated as "Deleted".*
13. Click the **Return** pushbutton to return an invoice.
 

*The status of the invoice is updated as "Returned".*

### To proceed further,

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

### Modify T/C/D Details

**Manage Invoice**

Select Invoice #

Create a new Invoice | Work on existing Invoice

Invoice # CI-000011-2011 Go

Invoice Type Service Invoice

**Invoice Details**

Invoice # CI-000011-2011 Invoice Date 05-12-2011 Currency USD Finance Book AVEOS Invoice Category Final Status Fresh

Bill To Customer # 436246 Ship To Customer # 436246 Bill To Customer Name Customer 156 Ship To Customer Name Customer 156 Exchange Rate 0.80645000

Release Info. Direct Info. **T/C/D Details** Invoice Summary Adjustment Log

**T/C/D Summary**

Order Level Tax 0.00 Invoice Level Tax 0.00 Order Level Charges 0.00 Invoice Level Charges 0.00 Order Level Discount 0.00 Invoice Level Discount 0.00

**Invoice Level T/C/D Information**

#	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

Compute Save TCD Info.

Draft Save Auto Adjust Save and Authorize Delete Return

**View Info.**

Accounting Information Payment Schedule View Invoice Print Invoice

**Record Statistics**


Created by TWALLACE Created Date 05-12-2011

Last Modified by DMUSER Last Modified Date 01-07-2016

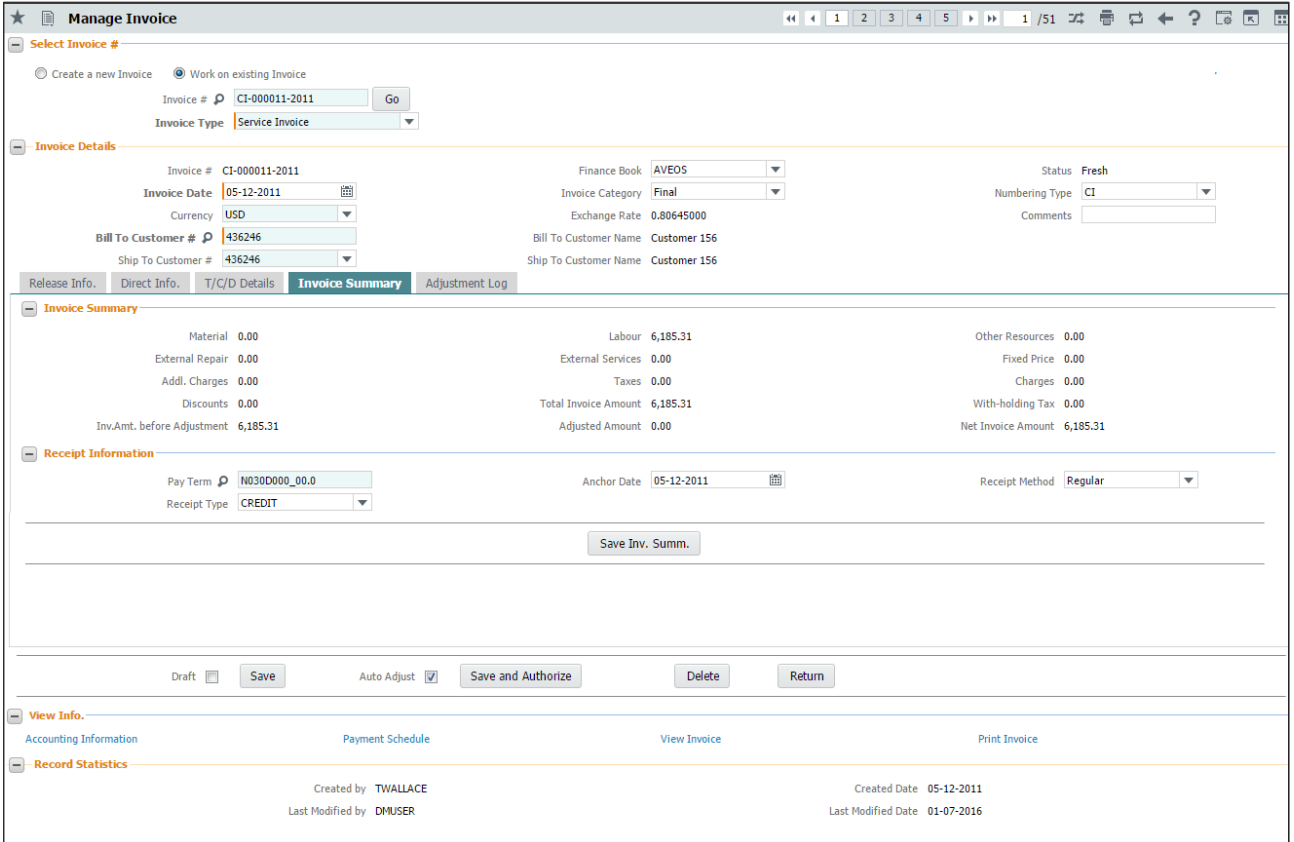
**Figure 3.17 Edit a Prepayment Invoice – Modify T/C/D details**

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

*If TCD is “Flat” the “T/C/D Amount” can be modified.*
10. Click the **Save Inv. Summ.** pushbutton to save the entered details in the “Invoice Summary” tab.

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

## Modify Invoice Summary



**Manage Invoice**

Select Invoice #

Create a new Invoice ☐ Work on existing Invoice ☒

Invoice # CI-000011-2011 Go

Invoice Type Service Invoice

**Invoice Details**

Invoice # CI-000011-2011 Finance Book AVEOS Status Fresh

Invoice Date 05-12-2011 Invoice Category 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

**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 05-12-2011 Receipt Method Regular

Receipt Type CREDIT

Save Inv. Summ.

Draft ☐ Save Auto Adjust ☒ Save and Authorize Delete Return

**View Info.**

Accounting Information Payment Schedule View 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

#	Invoice #	Invoice Date	Currency	Invoice Amount	Status	Ref. Doc. type	Ref. Doc. #	Exec
1	CI-000014-2011	2011-05-12	USD	455.70	Fresh	Customer Order	CO-000063-2011	EWO
2	CI-000018-2011	2011-08-12	USD	780.00	Fresh	Customer Order	CO-000013-2011	CWO
3	CI-000037-2012	2012-27-02	CAD	5000.00	Fresh	Customer Order	CO-001525-2012	CWO
4	CI-000039-2012	2012-28-02	CAD	300000.00	Fresh	Customer Order	CO-001436-2012	CWO
5	CI-000041-2012	2012-28-02	CAD	900000.00	Fresh	Customer Order	CO-001447-2012	AFRC

**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

**Search Criteria**

Ref. Doc. Type: Customer Order  
 Invoice Type:   
 Invoice Category:   
 Ref. Doc. # From:   
 Invoice # From:   
 Invoice Date From:   
 Invoice Amount From:   
 Bill To Customer # From:   
 To:   
 To:   
 To:   
 To:   
 To:   
 To:   
 Status: Authorized  
 Currency: All  
 Finance Book: All  
 User Id:   
 Search

**Search Results**

#	Invoice #	Invoice Date	Currency	Invoice Amount	Status	Ref. Doc. type	Ref. Doc. #	Invoice #
1	CI-000020-2011	2011-07-12	USD	13465.00	Authorized	Customer Order	CO-000057-2011	Servi
2	CI-000021-2011	2011-08-12	USD	5200000.00	Authorized	Customer Order	CO-000044-2011	Servi
3	CI-000024-2012	2012-09-01	CAD	11.39	Authorized	Customer Order	CO-000009-2011	Servi
4	CI-000028-2012	2012-24-02	CAD	0.00	Authorized	Customer Order	co-000009-2011	Servi
5	CI-000029-2012	2012-24-02	CAD	0.00	Authorized	Customer Order	co-000009-2011	Servi

Reason for Hold: Held for Review  
 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.

#	Invoice #	Invoice Date	Currency	Invoice Amount	Status	Ref. Doc. type	Ref. Doc. #	Inv
1	CI-000015-2011	2011-05-12	USD	455.70	Authorized	Customer Order	CO-000063-2011	Servi
2	CI-000017-2011	2011-07-12	USD	349.72	Authorized	Customer Order	CO-000012-2011	Servi
3	CI-000019-2011	2011-08-12	USD	1000500.99	Authorized	Customer Order	CO-000017-2011	Servi
4	CI-000020-2011	2011-07-12	USD	13465.00	Authorized	Customer Order	CO-000057-2011	Servi
5	CI-000021-2011	2011-08-12	USD	520000.00	Authorized	Customer Order	CO-000044-2011	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.

The system retrieves all the invoices that are in the “**Authorized**” status.

6. Click the hyperlinked Invoice number, to reverse the invoice in the **Reverse Invoice** page.

## Reverse Invoice

Reversal Document #

Reversal Date

Invoice #

Total Invoice Amount

Reason for Reversal

Numbering Type

Bill To Customer #

Invoicing Stage

Finance Book

Remarks for Reversal

Status

Bill To Customer Name

Invoice Date

**Reverse**

**Accounting Information**

Created by  Created Date

Last Modified by  Last Modified Date

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**”.

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

## Theme Cash Sales: Scenario 1 – Customer Supplier Adjustment

S No	Flow of Events	Primary Actors	Component Name	Activity Name	UI Name	Functional Steps
1	Raise the invoice based on reference document (Pack slips)	Accountant sales	Customer Direct Invoice	Create Invoice	<a href="#">Create Invoice</a>	<ol style="list-style-type: none"> <li>1. Enter the invoice information</li> <li>2. Retrieve the reference document (Pack slip) available in the multilane.</li> <li>3. Select the particular document for which invoice has to be created</li> <li>4. Generate invoice in</li> </ol>
2	Authorize Invoice	Accountant sales	Customer Direct Invoice	Authorize Invoice	<a href="#">Authorize Invoice</a>	<ol style="list-style-type: none"> <li>1. Retrieve the invoice</li> <li>2. Set the Auto Adjust option to "NO".</li> <li>3. Select the invoice, which has to be authorized</li> <li>4. Authorize the invoice. The invoice status</li> </ol>
3	Raise Credit Note	Accountant sales	Customer Debit Credit Note	Create account based debit / credit note	<a href="#">Create account based debit / credit note</a>	<ol style="list-style-type: none"> <li>1. Raise a credit note for the amount, supplier balance or the customer invoice balance whichever is lower</li> </ol>
4	Authorize credit note	Senior Manager Sales	Customer Debit Credit Note	Authorize account based debit / credit note	<a href="#">Authorize account based debit / credit note</a>	<ol style="list-style-type: none"> <li>1. Retrieve the credit note created in the previous step and authorize the same</li> </ol>
5	Adjust between the Invoice and the Credit Note	Accountant sales	Customer Balance adjustment	Create Single Currency Adjustment	<a href="#">Create Single Currency Adjustment</a>	<ol style="list-style-type: none"> <li>1. Retrieve the credit note created in the step 7</li> <li>2. Retrieve the invoice raised in step 2</li> <li>3. Propose and compute a create adjustment voucher.</li> </ol>
6	Receive check from the customer	Accountant sales	Customer Receipt	Create Receipt	<a href="#">Create Receipt</a>	<ol style="list-style-type: none"> <li>1. Enter the voucher information, receipt Information, and if the receipt mode is check, enter the instrument information.</li> <li>2. Enter the reference document (Optional)</li> <li>3. Click Create. The receipt voucher is created in fresh status</li> </ol>



7	Authorize Customer receipt	Accountant sales	Customer Receipt	Edit Receipt	<a href="#">Edit Receipt</a>	1. Select the receipt voucher and authorize the same
8	Create Pay in slip	Accountant sales	Realize Receipt	Create Pay in slip	<a href="#">Create Pay in slip</a>	1. 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	<a href="#">Edit Pay in slip</a>	1. Select the pay in slips and click deposit instruments. The status of the pay in slip becomes deposited.
10	Bouncing the instrument deposited in the bank	Accountant sales	Realize Receipt	Bounce Instruments	<a href="#">Bounce Instruments</a>	<p>1. Search and select the instrument that you want to bounce.</p> <p>2. Click “Bounce Instruments” to bounce the instrument. The status of the instrument is updated as “Bounced” in the corresponding pay-in slip.</p>

# ASSET DISPOSAL

## Theme Asset Disposal: Scenario 1 – Advance Receipts

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

## Theme Asset Disposal: Scenario 2 – Customer Supplier Adjustment

S No	Flow of Events	Primary Actors	Component Name	Activity Name	UI Name	Functional Steps
1	Raise the invoice based on reference document	Accountant sales	Customer Direct Invoice	Create Invoice	<a href="#">Create Invoice</a>	<ol style="list-style-type: none"> <li>1. Enter the invoice information</li> <li>2. Retrieve the reference documents (Invoice created in Asset Disposal component) available in the multiline.</li> <li>3. Select the particular document for which invoice has to be created</li> <li>4. Generate invoice in Fresh status.</li> </ol>
2	Authorize Invoice	Accountant sales	Customer Direct Invoice	Authorize Invoice	<a href="#">Authorize Invoice</a>	<ol style="list-style-type: none"> <li>1. Retrieve the invoice</li> <li>2. Set the Auto Adjust option to "NO".</li> <li>3. Select the invoice, which has to be authorized</li> <li>4. Authorize the invoice. The</li> </ol>
3	Raise Credit Note	Accountant sales	Customer Debit Credit Note	Create account based debit / credit note	<a href="#">Create account based debit / credit note</a>	<ol style="list-style-type: none"> <li>1. Raise a credit note for the amount, supplier balance or the customer invoice balance whichever is lower</li> </ol>
4	Authorize credit note	Senior Manager Sales	Customer Debit Credit Note	Authorize account based debit / credit note	<a href="#">Authorize account based debit / credit note</a>	<ol style="list-style-type: none"> <li>1. Retrieve the credit note created in the previous step and authorize the same</li> </ol>
5	Hold/Release Account based Debit credit note	Senior Manager Sales	Customer Debit Credit Note	Hold/Release Debit Credit Note	<a href="#">Hold/Release Debit Credit Note</a>	<ol style="list-style-type: none"> <li>1. Select the invoice that needs to be held or released using Search pushbutton.</li> <li>2. Enter the reason and remarks for holding / releasing the invoice.</li> <li>3. Click the Hold Invoice pushbutton to put the invoice on hold.</li> <li>4. Click the Release Invoice pushbutton to release the invoice.</li> </ol>
6	Adjust between the Invoice and the Credit Note	Accountant sales	Customer Balance adjustment	Create Single Currency Adjustment	<a href="#">Create Single Currency Adjustment</a>	<ol style="list-style-type: none"> <li>1. Retrieve the credit note created in the step 7</li> <li>2. Retrieve the invoice raised in step 2</li> <li>3. Propose and compute. Create</li> </ol>

7	Receive check from the customer	Accountant sales	Customer Receipt	Create Receipt	<a href="#">Create Receipt</a>	<p>1. Enter the voucher information, receipt Information, and if the receipt mode is check, enter the instrument information.</p> <p>2. Enter the reference document (Optional)</p> <p>3. Click Create. The receipt voucher is created in fresh status</p>
8	Authorize Customer receipt	Accountant sales	Customer Receipt	Edit Receipt	<a href="#">Edit Receipt</a>	1. Select the receipt voucher and authorize the same
9	Create Pay in slip	Accountant sales	Realize Receipt	Create Pay in slip	<a href="#">Create Pay in slip</a>	1. 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	<a href="#">Edit Pay in slip</a>	1. 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	<a href="#">Bounce Instruments</a>	<p>1. Search and select the instrument that you want to bounce.</p> <p>2. Click “Bounce Instruments” to bounce the instrument. The status of the instrument is updated as “Bounced” in the corresponding pay-in slip.</p>

# SUNDRY RECEIPTS

## Theme Sundry Receipts

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

## 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.

Figure 6.1 Creating sundry receipt

## 6.1.2 EDIT RECEIPT

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



**Edit Receipt**

**Voucher Information**  
 Receipt # CR-000431-2013  
 Receipt Date 2013-22-12  
 Receipt Category Regular  
 Finance Book AVEOS  
 Status Fresh

**Receipt Information**  
 Customer # 400007  
 Customer Name Customer 9  
 Receipt Route Bank  
 Receipt Mode Check  
 Currency USD  
 Exchange Rate 1.60000000  
 Forward Cover Applicable No  
 Adjustment Manual  
 Bank/Cash # BMO CAD BLOCKED  
 Description BMO Blocked CAD  
 Remitter  
 Draft  
 Receipt Amount 10000.00  
 Collector #  
 Unapplied Amount 10000.00

**Tax Information**  
 Default Tax Key  
 Withholding Tax  
 Amount Net of Tax

**Instrument Information**  
 Instrument # 543543  
 MICR # 423524  
 Instrument Amount 10000.00  
 Instrument Date 2013-22-12  
 Bank # hfdxgh  
 Charges 0.00  
 Cost Center  
 Analysis #  
 Sub Analysis #

**Document Reference**  
 Debit Document Type  
 Debit Document Currency  
 Document #  
 Finance Book All

**Debit Document Information**  
 [No records to display]

#	Debit Document Type	Document #	Term #	Due Date	Currency	Document Amount	Outstanding Amount
1							

Compute  
Total Receipt Amount 10000.00

**Card Information**  
 Card #  
 Issuer  
 Valid Till  
 Authorization #  
 Month  
 Year #

Edit Receipt Edit and Authorize Receipt Delete Receipt

Adjust Receipt

Accounting Information Attach Notes

Created by DMUSER Created Date 2013-22-12  
 Last Modified by DMUSER Last Modified Date 2013-22-12

Figure 6.2 Modifying sundry receipt

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

### 6.1.3 AUTHORIZE RECEIPT

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

**Authorize Receipt**

**Voucher Information**  
 Receipt # CR-000429-2013  
 Receipt Date 2013-22-12  
 Receipt Category Regular  
 Finance Book AVEOS  
 Status Fresh

**Receipt Information**  
 Customer # 400006  
 Receipt Route Bank  
 Currency CAD  
 Bank/Cash # BMO CAD BLOCKED  
 Remitter  
 Customer Name Customer 8  
 Receipt Mode Check  
 Exchange Rate 1.00000000  
 Description BMO Blocked CAD  
 Unapplied Amount 300.00  
 Forward Cover Applicable No  
 Adjustment Manual  
 Receipt Amount 300.00  
 Collector #  
 Comments

**Tax Information**  
 Default Tax Key  
 Withholding Tax  
 Amount Net of Tax 300.00

**Instrument Information**  
 Instrument # adzxcasdc  
 Instrument Date 2013-22-12  
 Cost Center 1100  
 MICR # axsvxcx  
 Bank # BMO CAD  
 Analysis #  
 Instrument Amount 200.00  
 Charges 100.00  
 Sub Analysis #

**Document Reference**  
 Debit Document Type  
 Document #  
 Debit Document Currency  
 Get

**Debit Document Information**

#	Debit Document Type	Document #	Term #	Due Date	Currency	Document Amount	Outstanding Amount
1	Direct Invoice	PSI-000124-2013	PT1	2013-05-05	CAD	1120.00	1120.00
2							

Compute Total Receipt Amount 300.00

**Card Information**  
 Card #  
 Issuer  
 Valid Till  
 Authorization #  
 Month  
 Year #  
 Edit Receipt  
 Edit and Authorize Receipt  
 Return Receipt

[Adjust Receipt](#)  
[Accounting Information](#)  
[Attach Notes](#)

Created Date 2013-22-12  
 Last Modified by DMUSER  
 Created by DMUSER  
 Last Modified Date 2014-05-03

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 #  
 Reversal Date 31/01/2014  
 Numbering Type RCR  
 Reason Code Hold  
 Remarks for Reversal

**Voucher Information**  
 Receipt # CR-000111-2014  
 Receipt Date 31/01/2014  
 Receipt Category Regular  
 Finance Book ABCPFB1  
 Status

**Receipt Information**  
 Customer # 100001  
 Receipt Route Bank  
 Currency CAD  
 Bank/Cash # BMO CAD BLOCKED  
 Remitter  
 Customer Name Aviators & Co.  
 Receipt Mode Direct Credit  
 Exchange Rate 1.00000  
 Description BMO Blocked CAD  
 Unapplied Amount 1 000.00  
 Forward Cover Applicable No  
 Adjustment Manual  
 Receipt Amount 1 000.00  
 Collector #  
 Comments

**Tax Information**  
 Amount before Tax  
 Withholding Tax  
 Amount Net of Tax

**Instrument Information**  
 Instrument #  
 Instrument Date  
 Charges 0.00  
 Sub Analysis #  
 MICR #  
 Bank #  
 Cost Center  
 Instrument Amount 1 000.00  
 Instrument Status  
 Analysis #

**Card Information**  
 Card #  
 Issuer  
 Authorization #  
 Validity  
 Reverse Receipt

[Accounting Information](#)  
[View Receipt](#)  
[Attach Notes](#)

Created by DMUSER  
 Last Modified by  
 Created Date 31/01/2014  
 Last Modified Date

Figure 6.4 Reversing sundry receipt

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

# CUSTOMER PAYMENT

## Theme Customer Payment

S No	Flow of Events	Primary Actors	Component Name	Activity Name	UI Name	Functional Steps
1	Creating payment voucher for customers	Accountant Sales	Customer Payment	Create Voucher	<a href="#">Create Voucher</a>	<ol style="list-style-type: none"> <li>1. Specify the Payment Category as "Regular" or "Deposits".</li> <li>2. Enter the Payment Information and create the voucher in "Fresh" status.</li> </ol>
2	Modify or authorize voucher	Accountant sales	Customer Payment	Edit Voucher	<a href="#">Edit Voucher</a>	<ol style="list-style-type: none"> <li>1. Search and retrieve the vouchers that are in "Fresh" or "Returned" status.</li> <li>2. Modify the payment information if required, and click the "Edit Voucher" pushbutton.</li> <li>3. Click Edit and Authorize Voucher pushbutton to authorize the voucher during modification.</li> </ol>
3	Authorize the voucher	Accountant sales	Customer Payment	Authorize Voucher	<a href="#">Authorize Voucher</a>	<ol style="list-style-type: none"> <li>1. Retrieve the vouchers for authorization.</li> <li>2. Authorize the voucher with or without modification</li> <li>3. Voucher turns into "Requested"</li> </ol>
	Hold/Release Customer Voucher	Accountant sales	Customer Payment	Hold/ Release Voucher	<a href="#">Hold/ Release Voucher</a>	<ol style="list-style-type: none"> <li>1. Select the invoice that needs to be held or released.</li> <li>2. Enter the reason and remarks for holding / releasing the invoice.</li> <li>3. Click the Hold Invoice pushbutton to put the invoice on hold.</li> </ol>
4	Reversing the voucher	Accountant sales	Customer Payment	Reverse Voucher	<a href="#">Reverse Voucher</a>	<ol style="list-style-type: none"> <li>1. Search and select the vouchers that are in "Requested" and "Held" status, for reversal.</li> <li>2. Enter the Reversal Information and click the "Reverse Voucher" pushbutton. The status of the voucher is updated to "Reversed".</li> </ol>

## 7.1.1 CREATE VOUCHER

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

**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.*

**Figure 7.2 Editing voucher**

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

## 7.1.3 AUTHORIZE VOUCHER

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

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

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

1 / 1

<b>Voucher Information</b>		Payment Category: <b>Regular</b>		Status: <b>Requested</b>
Voucher No. CP-000018-2016 Request Date 2016-04-03		Finance Book: <b>AVEOS</b>		
<b>Payment Information</b>		Customer Registered At: <b>RAMCOOU</b>		Customer Code: <b>101</b>
Pay Currency: <b>CAD</b>		Exchange Rate: <b>1.00000000</b>		Customer Name: <b>Customer 2</b>
Pay Date: <b>2016-04-03</b>		Pay Mode: <b>Check</b>		Pay Amount: <b>1254.00</b>
<b>Reversal Information</b>		Payment Route: <b>Bank</b>		
Reason Code: <b>Incorrect</b>		Reversal Date: <b>2016-04-03</b>		Remarks for Reversal:
Reverse Voucher				
Accounting Information				
Attach Notes				
Created by: <b>DMUSER</b>		Created Date: <b>2016-04-03</b>		
Last Modified by:		Last Modified Date:		

Figure 7.5 Reverse voucher

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

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