



Receivables Management

User Guide

Version 5.5

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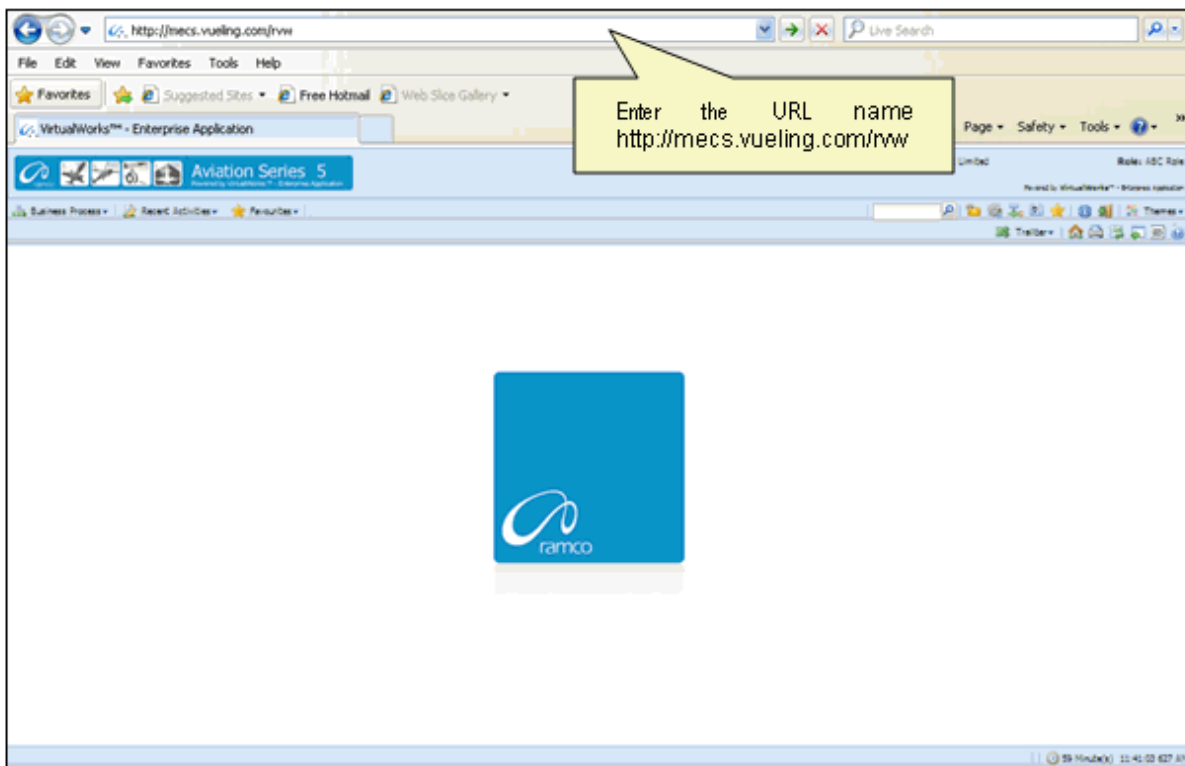
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Using Ramco Aviation Solution

This section explains the basics of using a Ramco Aviation Solution web page. At the end of this section, you will be familiar with the concepts based on which Ramco Aviation Solution works, and also understand how to navigate around Ramco Aviation Solution.

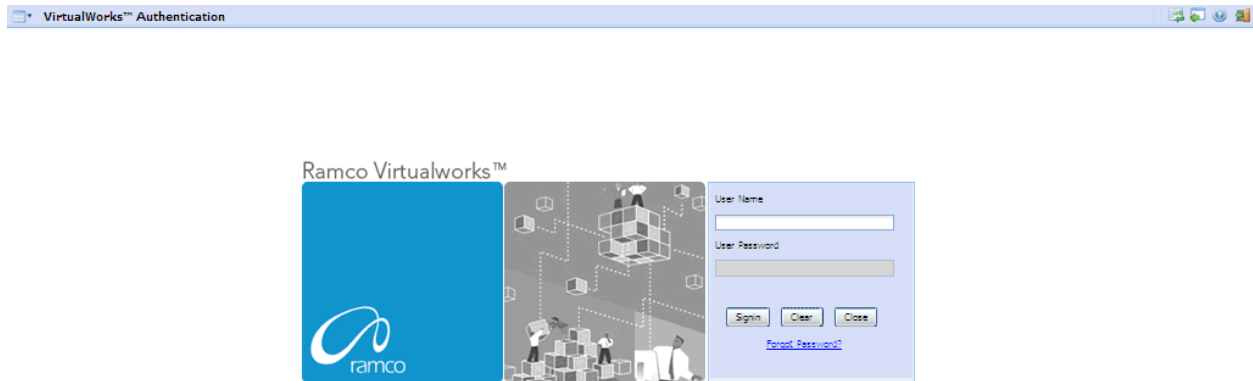
Logging into Ramco Aviation Solution for the first time

Enter the URL of the Ramco Aviation Solution in the Internet Explorer window. For example, URL: <http://mecs.vueling.com/rvw>.

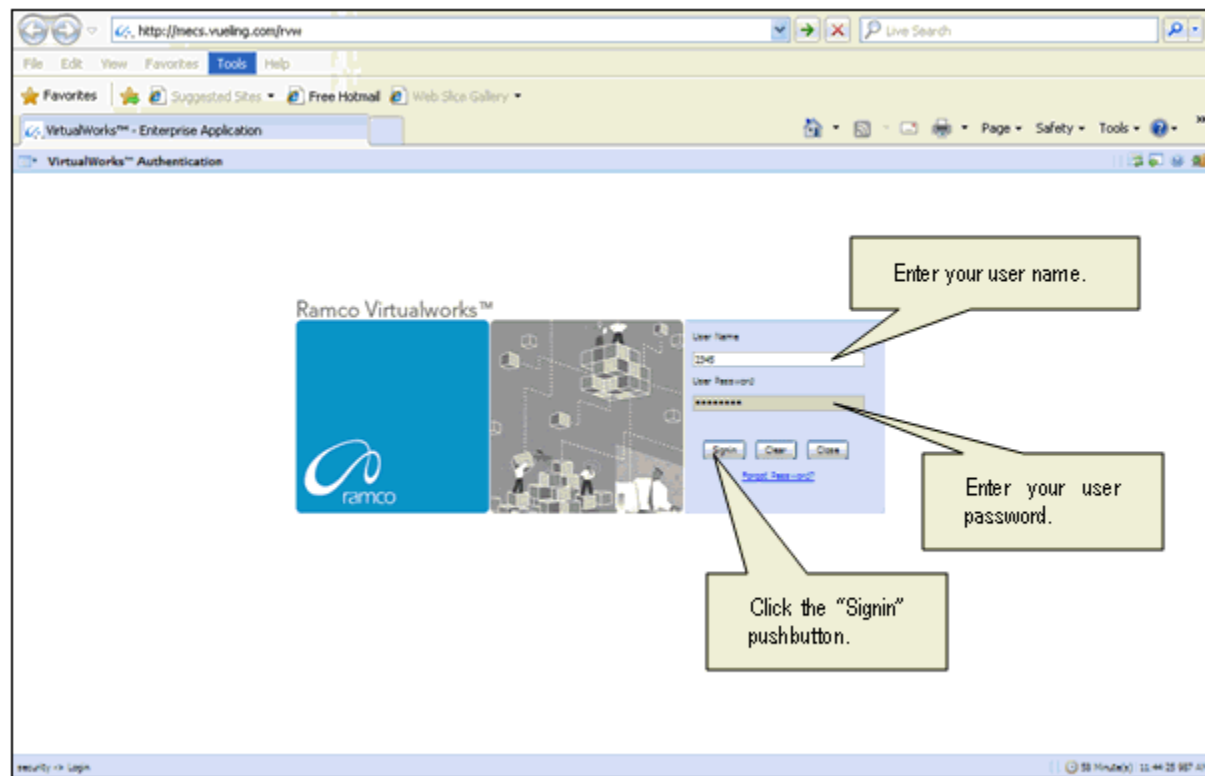


 *Note: The recommended browser platform for Ramco Aviation Solution is IE8.*
The Login page appears.

Using Ramco Aviation Solution



Enter your **User Name** and **User Password** in the Login page, which have been provided by the System Administrator. Refer to the figure below.



User Name: A unique identifier name or code for logging into Ramco Aviation Solution.

Password: A sequence of characters which, when combined with the user name, ensures that only the user with this password and user name can access Ramco Aviation Solution, where Ramco Aviation Solution offers the user a predefined set of business processes and components.

Passwords must be difficult to guess, and kept secret by the user.

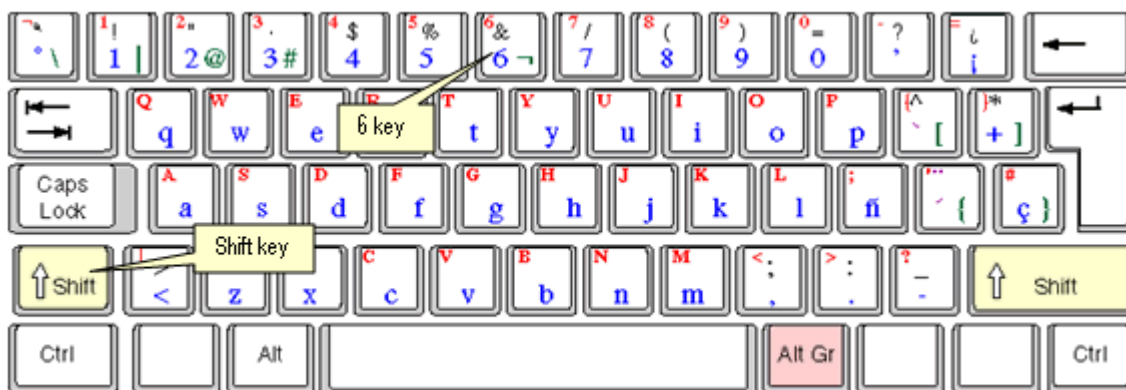
What is a Special Character?

A special character is a non-numeric character (not in the a-z alphabet and 0-9 numbers). Common examples are “!”, “@”, “#”, “\$”, “%”, “^”, “&”, “*”.



You can type the special characters by pressing Shift + the required character key.

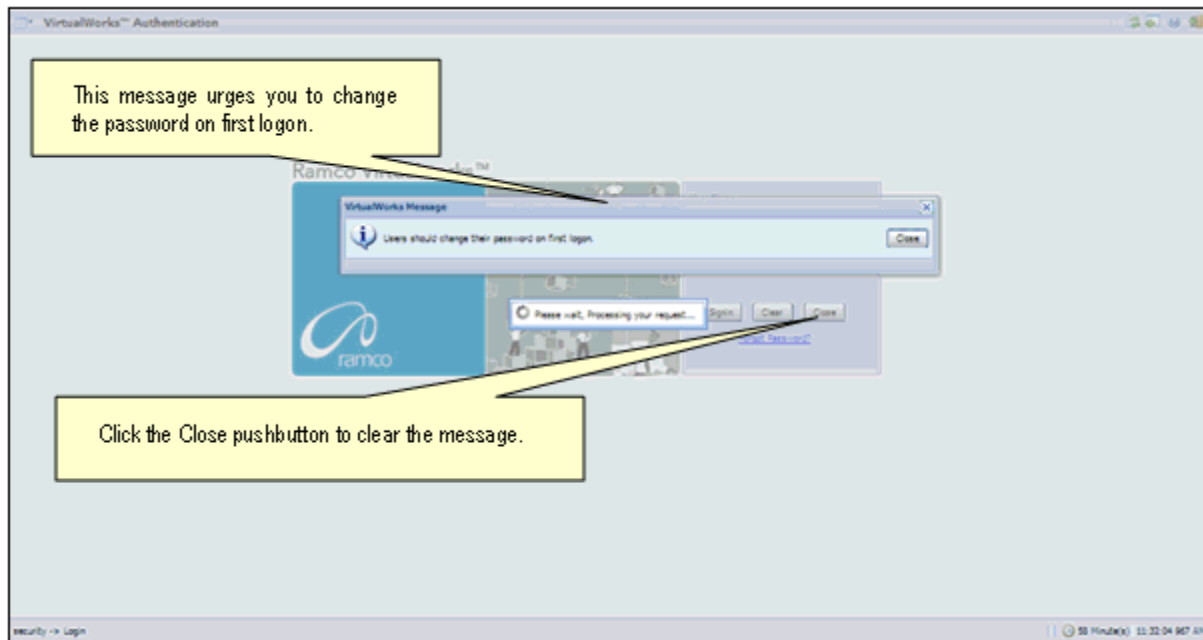
Example: If you want to type “&” as the special character, then press Shift button + 6 Key.



After entering the User Name and Password, click the **Login** pushbutton.

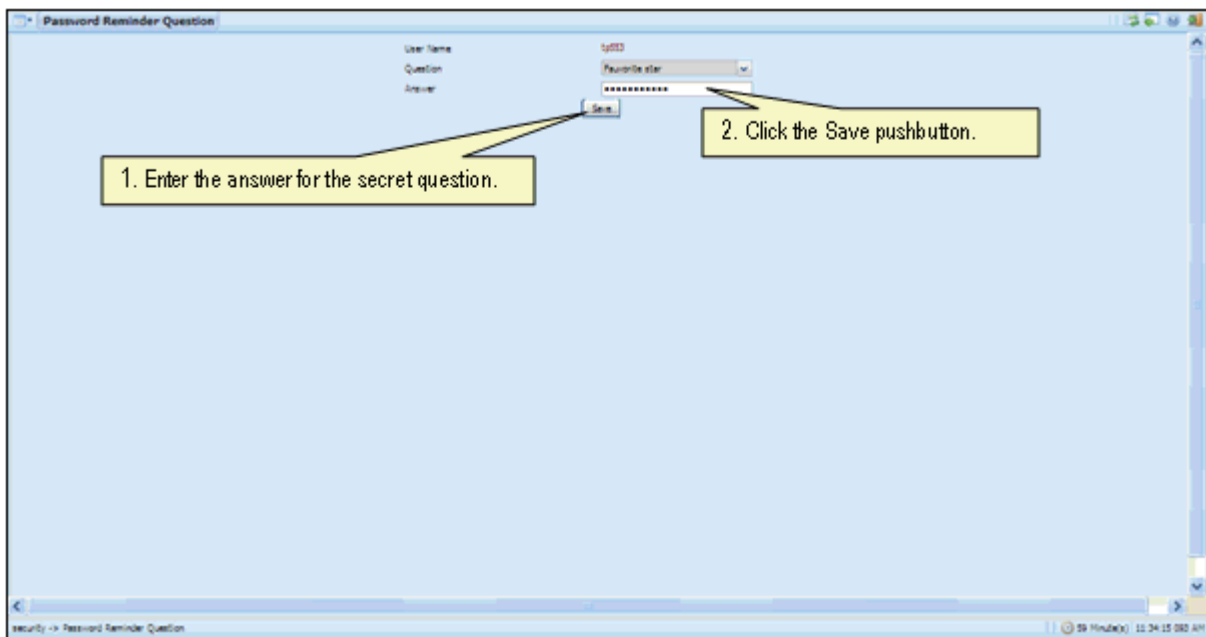
The system will prompt you to change the password, because it is your first login. Refer to the following figure.

Using Ramco Aviation Solution



Close the window by clicking the **Close** pushbutton.

The **Password Reminder Question** screen appears. The system prompts you to provide an answer to the question.



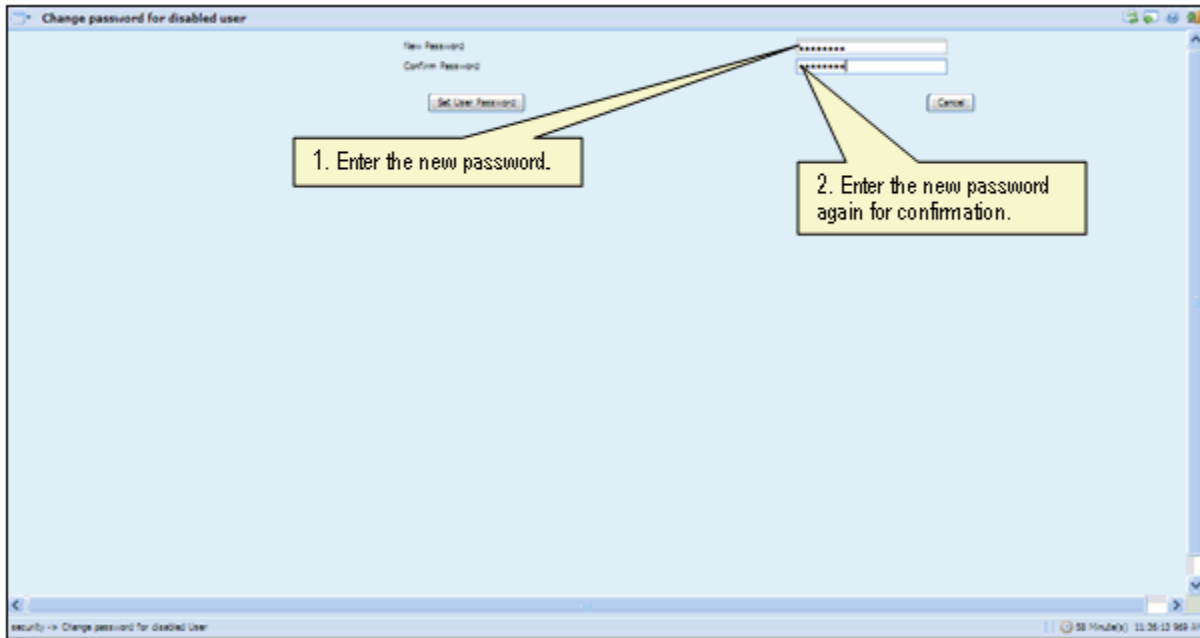
Enter the **answer**.

Click the **Save** pushbutton to save the answer.



Note: The answer provided here will be used for changing the password if you forget your password.

The "Change Password" screen appears.

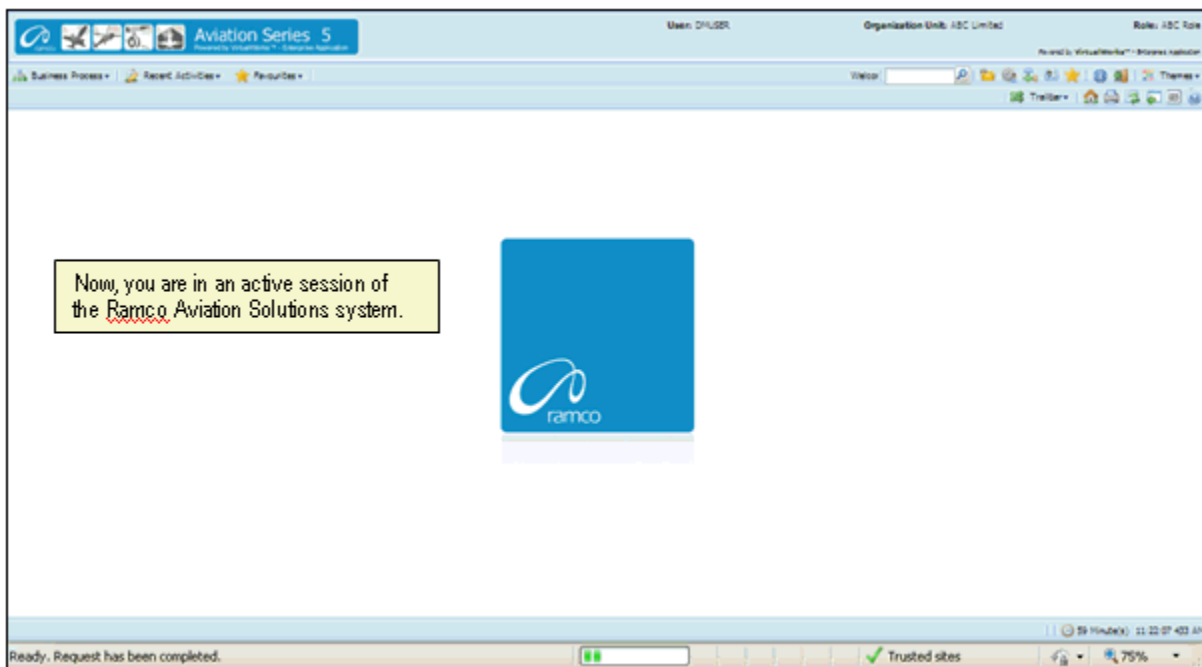


Enter a password of your choice. Ensure that the new password comprises a minimum of six characters and a maximum of 15 characters and includes a special character as well.

Example of passwords: abcd&, abcd*, abc@best

Click the **Set User Password** pushbutton, to save the password.

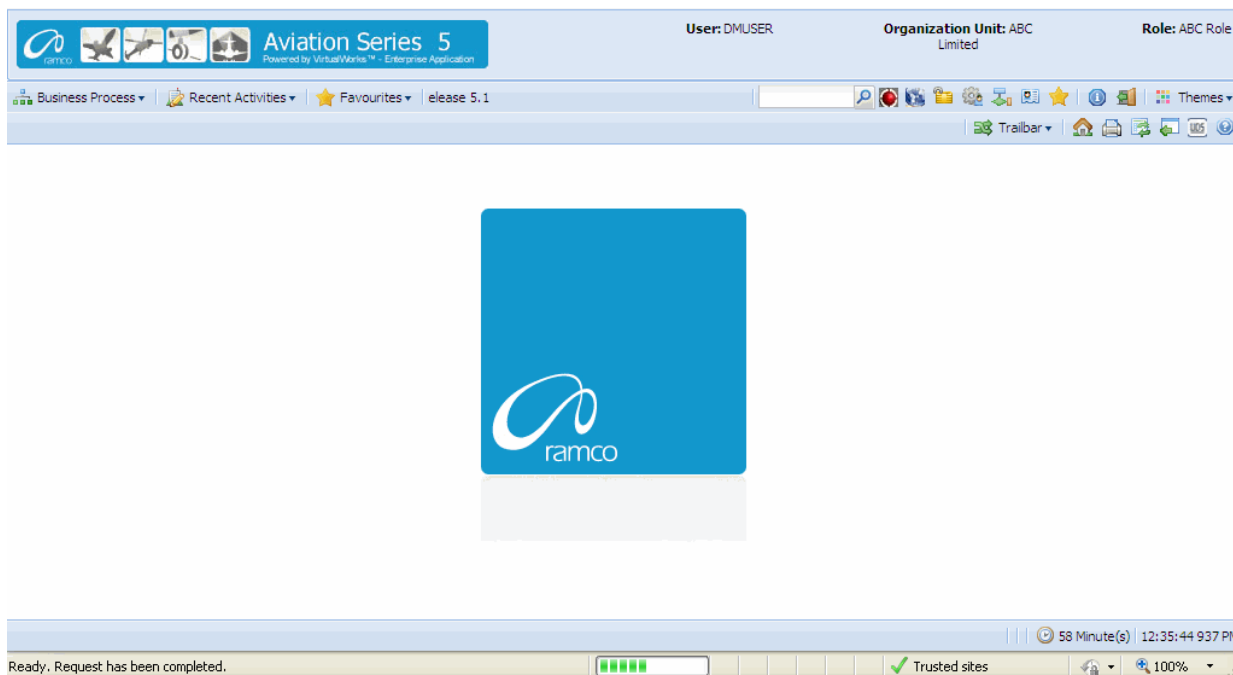
The home page of Ramco Aviation Solution appears. You can now access the activities for which you have permission, from this page.



Ramco Aviation Solution Home page

Welcome to Ramco Aviation Solutions!

You are now in the Ramco Aviation Solutions Home page. This is the first page you encounter, after successfully logging into the application.



From now on, your user name, organization unit and role are displayed on the top right of every Ramco Web page.

Default login details

This section, which occupies the area immediately below the address bar and to the right, side, shows:

- ▶ Your user name
- ▶ The default role to which your user name is mapped
- ▶ The organization unit mapped to the default role

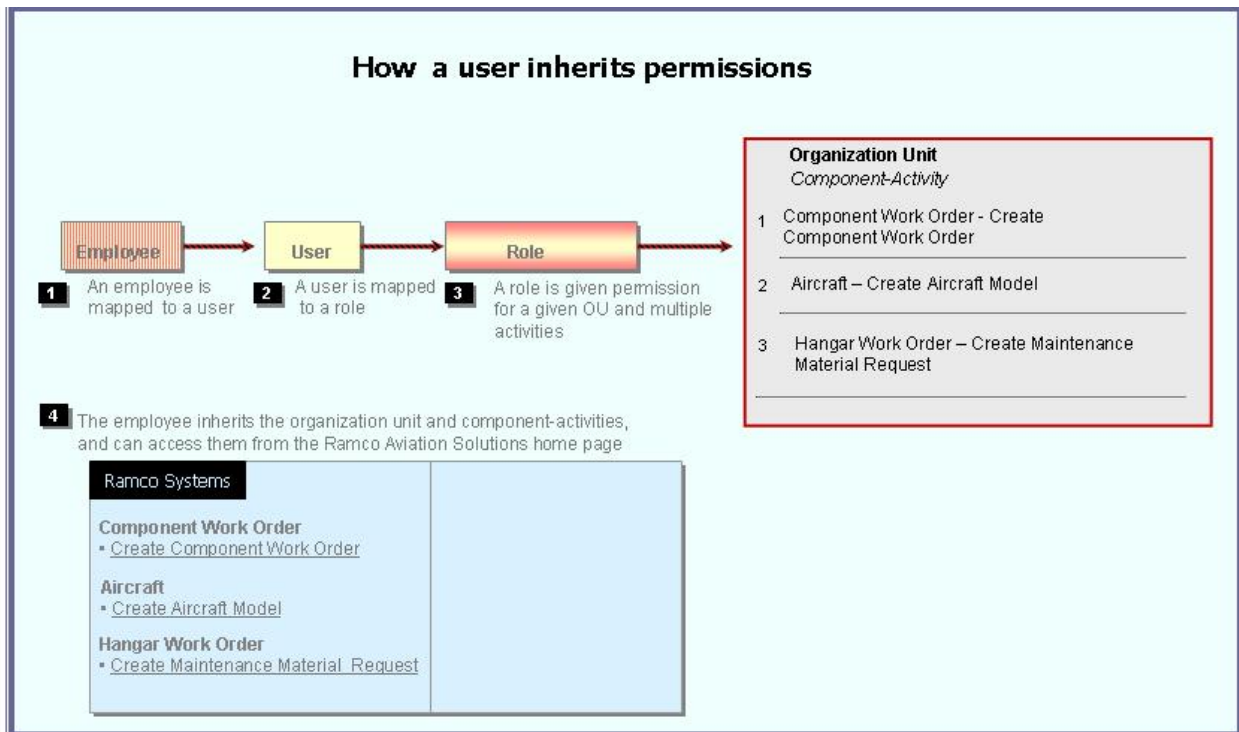
How a user inherits permissions

During deployment, each user name can be mapped or linked to multiple role-organization unit combinations. Shown below are a few examples.

User Name	Role	Organization Unit
John	Configuration Administrator	Tech Records-Indianapolis
John	Engineering Manager	Engineering-New York
John	HR User	Engineering-New York
Andrea	Stores Clerk	Central Warehouse-Los Angeles
Andrea	Shift In charge	Line Station-Chicago
Daniel	Shop Maintenance Manager	Maintenance Shop-Memphis
Daniel	Project Engineer	Head office-New York

For each user name-role-organization unit combination, permission is given to a set of activities. These activities could be across the components deployed in the organization unit. Each user name-role-organization unit combination, therefore, refers to access to (i) a specific organization unit and (ii) one or more activities.

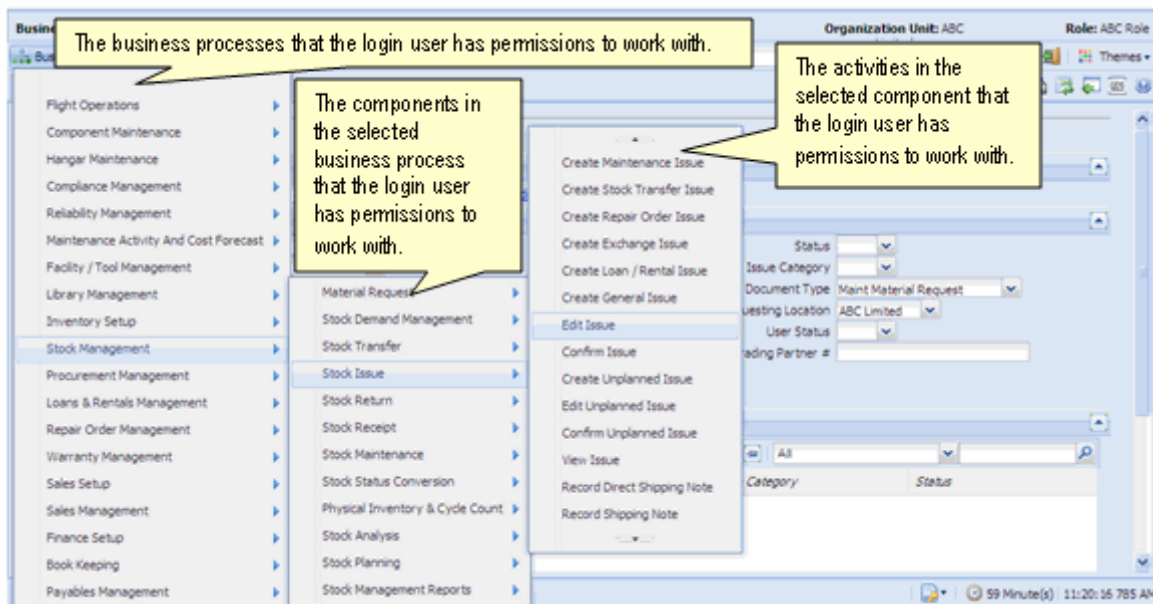
Although a user name can be mapped to multiple role-organization units, the user is assigned a default role-organization unit. This is accomplished through the Setup Defaults icon on the Web toolbar. Therefore, when you login with a given user name, the system retrieves the default role-organization unit and displays it to the right of the page.



Note that there is no separate permission to be obtained for a business process or a component. When you log into a permitted organization unit, the system displays all the business processes and components whose activities your role is permitted to access.

For example, your role may be given permission to two activities under the **Component Work Order** component, and one activity under the **Aircraft** component. When you log in, the system will show the following business processes: **Component Work Order** and **Aircraft**.

- ▶ Under the **Component Work Order** business process, the **Create Component Work Order** and **Edit Component Work Order** activities for which you have permission are displayed.
- ▶ Under the **Aircraft** business process, the **Create Aircraft Record** activity for which you have permission is displayed.



Business Processes and Activities

Immediately below your user name, the system displays two rows of icons in the Web page toolbar.

On the left half of the first row, there will be three adjacent tabs: they are labeled Business Processes, Recent Activities and Favorites.

Business Process ▼	<p>Those business processes to which your role-organization unit has been entitled permission.</p> <p>Click this icon at the left top of the Web page to find the business process list.</p>
Recent Activities ▼	<p>The most recent list of business activities that you have visited. These activities could be across components and even business processes</p> <p>Click any link, to directly launch the recently visited page.</p>
Favourites ▼	<p>This list, represented by the third icon from the left in the Web toolbar, shows those activities already earmarked as your favorites, using the Favorite icon on the Web toolbar. They will be activities to which your user name-role has been entitled permission.</p> <p>An activity under Favorites provides you a short cut to directly select it after you log into Ramco Aviation Solution, without having to search for the business process and component under which it is logically arranged.</p> <p>Pull down the Favorites menu and select the required activity. The activity is instantly invoked and the first page of the activity appears. This saves users time and effort of traversing to a Web page from the business process, the component and then the activity.</p>

To start an activity under the Recent Activities or Favorites tabs

Select an activity listed under the Recent Activities or Favorites tab.

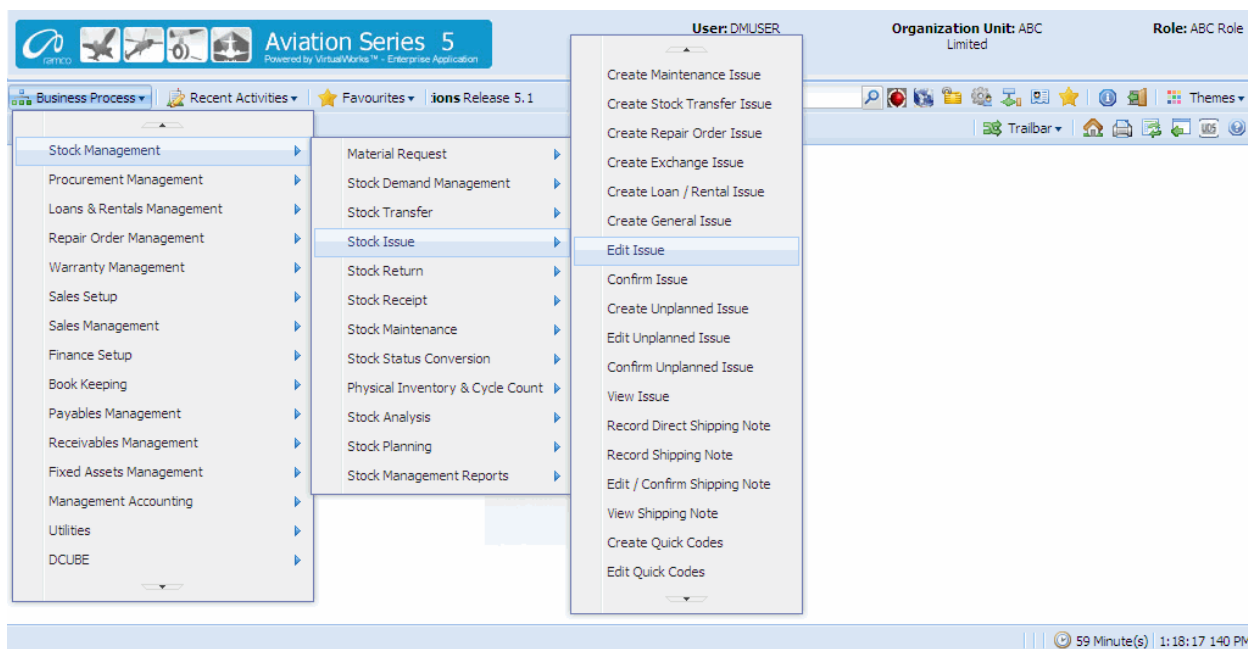
The system displays the first page of the selected activity.

For instance, if the activity Create Component Work Order is listed under the Favorites tab and you select it, the system will display the Select Component page.

To start a business process under the Business Process tab

Select any business process listed under the Business Process tab.

The system displays the components of the selected business process, in the submenu to the right of the selected business process.



Before using a Ramco Aviation Solution Web page

Components, activities and tasks

Before you get started on the Ramco Aviation Solution Web page, you need to know a few concepts based on which Ramco Aviation Solution works. These can be summed up in the few key words that follow.

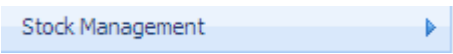
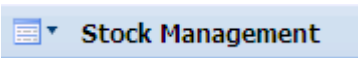
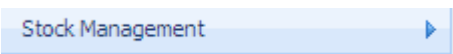
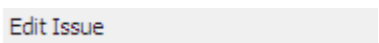
- ▶ Business process
- ▶ Business component
- ▶ Activity
- ▶ Web page or user interface

A business process is a collection of interrelated components that pertain to a specific business domain/department, such as Book Keeping, Hangar Maintenance, Stock management, Human Resources Management, etc.

A business component refers to a set of logical actions or transactions that happen during the course of a business process. For example, components Stock Issue, Stock Return and Stock Receipt components are classified under the Stock Management BPC. Likewise, Journal Voucher, Currency Revaluation and Bank Reconciliation components are grouped under the Book Keeping BPC.

An activity refers to any task/transaction under a business component. For example, Create Maintenance Issue, Confirm Issue and Record Shipping Note activities under the

Stock Issue component enable users to perform specific functions of the Stock Issue process.

Business Component	 	<p>Click the arrow of any business process to display the list of components.</p> <p>Alternatively, click this icon to display the list of components for the previously selected business process.</p>
Activity	 	<p>Click the right arrow for any component to view the list of activities.</p> <p>Click the activity to view the first page of the activity. You can click links in this page to view more pages in the activity.</p>

Essentially, clicking an Activity opens the **Web page** with which you work. When you are working with a Web page, you would be performing a task in an activity. However, it may or may not be necessary to perform all the tasks in an activity at one go. You may revisit the activity and perform some other tasks that are not mandatory at a later point of time. Hence, it may be concluded that you may have worked with as many **Web pages** as the number of tasks you have performed.

Note that there are several instances when a single Web page is used to carry out the activity straight away. Many of the activities comprise of a single Web page by which the user can both search for a specific record and perform the relevant task on the record.

Correlating tasks to web pages

Given below is an example of the Web pages under an activity, and the task correlating to each Web page.

Go to page...	...To carry out task
Select Issue to Edit	Selecting the stock issue for modification
Edit Issue	Editing the stock issue details
Confirm Issue	Confirming stock issue
Generate MMD Report	Generating MMD for the stock issue
Generate Part Barcode Label	Generate part barcode label for the stock issue

The second page is a hyperlink from the first page. The remaining pages are hyperlinks from the first page or other pages.

More about Search Criteria and the Select web page

You normally encounter a Select page before recording, editing or viewing a record. The "Select Issue Document" is an example of a select page. From this page, you can search for stock issue document you want to edit/view in the following way:

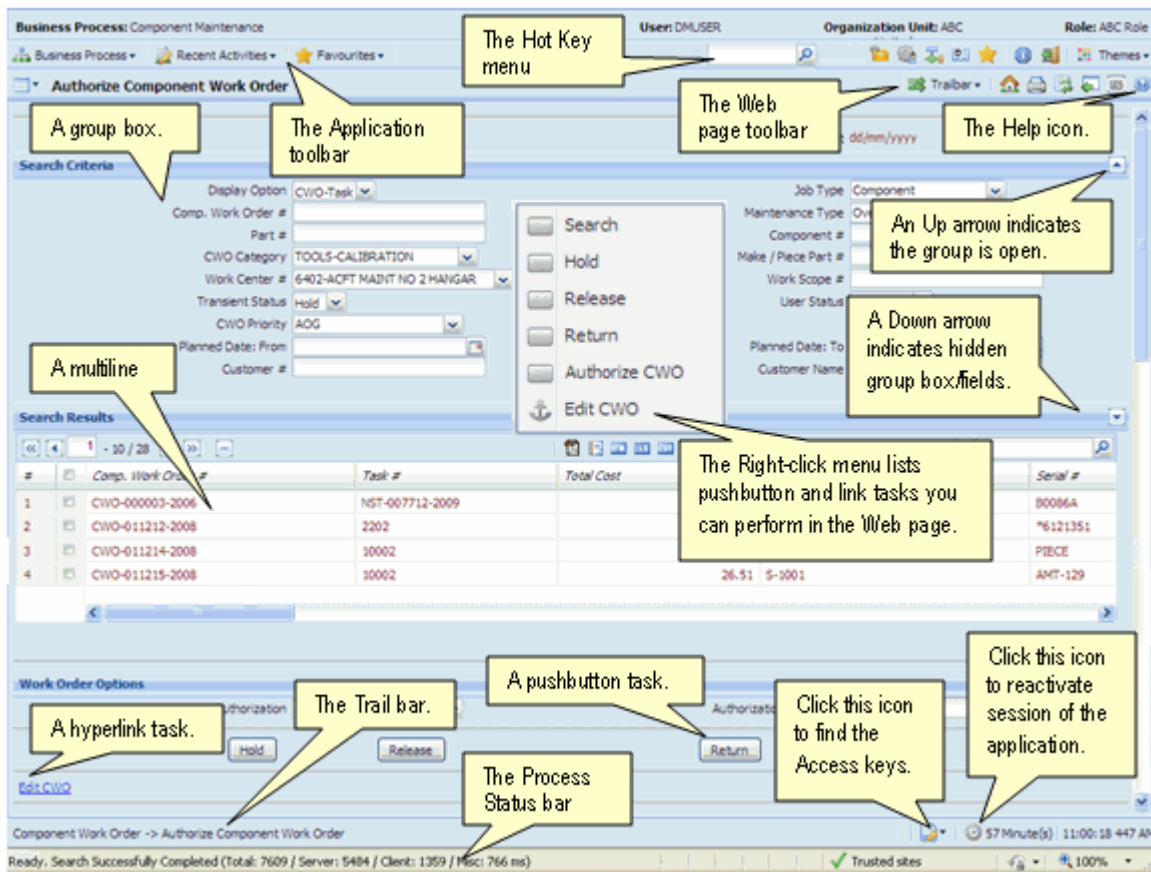
- ▶ Select search criteria such as Issue #, Warehouse #, Issue Type or Issue Category.
- ▶ You may also specify attributes of a stock issue such as, Ref. Document Type, Ref. Document #, Part # and/or Aircraft Reg. Type.

- ▶ The system displays all the stock issue records that satisfy the search criteria, in a multiline.
- ▶ From the multiline, select the specific issue record whose details are to be viewed or edited.
- ▶ From the Select page, click the link that takes you to the Edit page, Record Page or the View page. Alternatively, one of the fields in the multiline employee records will be hyperlinked, in the Select page. Select the hyperlinked field, to enter the Edit, Record or View page.

A typical Ramco Aviation Solution Web Page

Select a Web page by clicking on the activity on the left pane of the application.

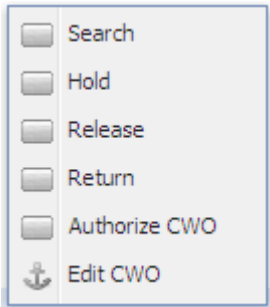
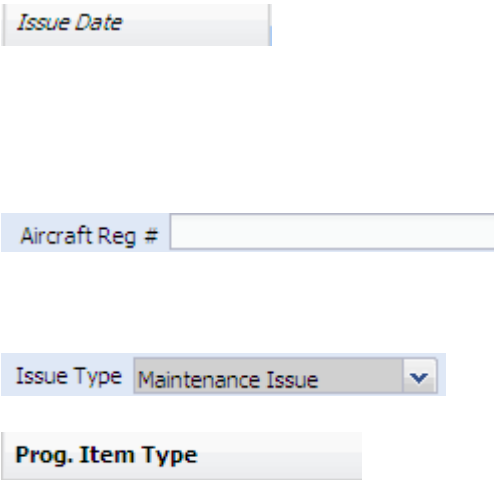
The web page appears.

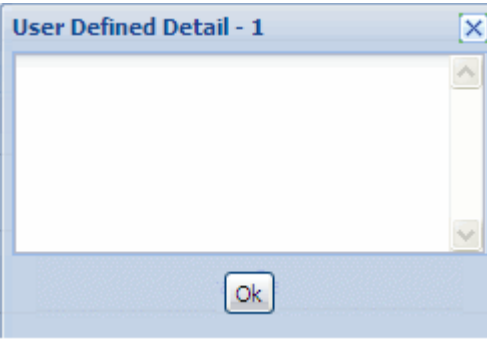

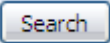
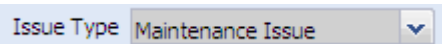








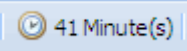

Knowing what a Web page consists of

A web page constitutes the entire document that you view online, which you use to either type in information or view information. All other elements described below, except the Menu button, will be inside the Web page.

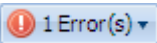
While using a Web page, here are the basic elements you will be working with.

Element	Icon	Description
List of Tasks in Web Page		Right-click anywhere on the Web page to display a drop-down menu that lists the tasks you can perform in the Web page. The tasks include pushbuttons and links.
Record		A record refers to a collection of fields that represent attributes of an entity, such as aircraft, aircraft model, component or part. A record is uniquely identified by a key field, such as an identification number.
Multiline		A table, consisting of multiple rows and columns. Each row contains a single record. Each attribute of the record appears under a column with the field as the header in the multiline.
Field		<p>Each data element in a page, which is either displayed automatically or which you enter/type in, is a field.</p> <p>A display field appears in an Italic Regular font.</p> <p>An input field may be a text box or a drop-down list box. You may provide a valid input value.</p> <p>A drop-down list box displays a list of values from which you may select the required value.</p> <p>An input field appearing in Bold format implies data entry is mandatory for the field.</p>

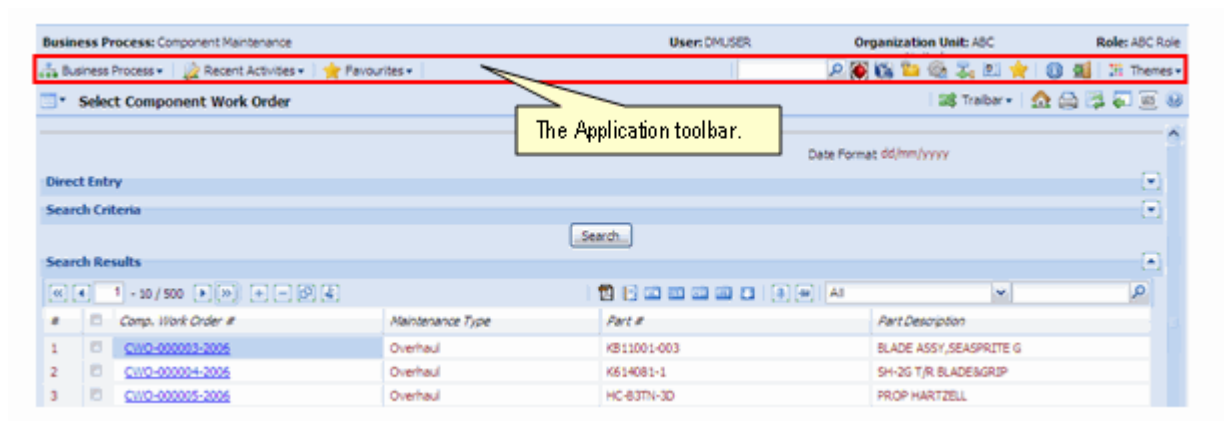
Field Input Window		<p>Place your cursor inside an input field in any Web page and click the F2 key to open the input window. You can now type the required information, and click the  pushbutton to close the window. This proves convenient for data entry as you can type in text continuously without scrolling as well as view the typed text in its entirety.</p>
Link		<p>A hyperlink when selected opens up another Web page.</p>
Data Hyperlink		<p>Any data in a field when selected, takes you to another Web page.</p>
Search Criteria		<p>Refers to a group of fields you can specify, such as "From Date" and "To Date". It enables the system to retrieve those records that have the same attributes as you have specified. Essentially, fields in the Search Criteria group box are filters to enable the system to retrieve specific and precise records. After you specify filters for retrieving records from the database, you must click the  pushbutton to display records in the "Search Results" multiline.</p> <p>The number of records to be retrieved for each user interface is decided by the system administrator. Contact your system administrator for more details.</p> <p>The Search Criteria group box most commonly appears in Select pages; though it is not uncommon to find them in other pages as well.</p>
Drop-down List Box		<p>This refers to the list box that appears when you click inside a field containing a downward arrow. The list box shows a list of items, each of which represent an action you can choose.</p>

Lens		The icon positioned next to fields where code search facility is available. Click this icon to search for a code or number. For example, Help on Employee Code.
Pushbutton		A rectangular button that performs an action when clicked. For example, clicking the "Add Employee" pushbutton saves the employee details entered in the page.
Up Arrow		Click this icon appearing at the top of certain drop-down menus to view the hidden list above.
Down Arrow		Click this icon appearing at the bottom of certain drop-down menus to view the hidden list below.
Show Group Box		Select this button to show/ expand a group box.
Hide Group Box		Select this button to hide a group box.
Reactivate Session		Click this icon to reactivate the current instance of the application. The timer next to the icon at the right bottom of the screen displays the time remaining for the end of the session.
Access Keys		Click this icon located at the bottom right of a Web page to view the short cut keys currently available for pushbuttons in the Web page.

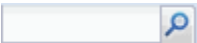



Using Ramco Aviation Solution






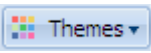
System Error Message		Click this icon located at the bottom right of any Web page to view error messages generated by the application whenever erroneous data is input. Note that this icon appears only when an error occurs.
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Application Toolbar



You will find the following elements in the Application Toolbar.

Element	Icon	Description
Hot Key Menu		Use this text box to type in the menu code and then click the  icon for directly launching an activity page. Through the menu code you can open any activity page straightway by avoiding traversal across business components or business processes. Contact your System Administrator for more information.
Change Password		Use this icon on the Web page toolbar to change the password settings for the currently logged in user.
Setup Preferences		Use this icon to set the style and format for numeric, date and time displays.

Change User Context		Use this icon to switch across organization units or roles.
Setup Defaults		Use this icon to select the organization unit to which you will be logged in, by default.
Define Favorites		Use this icon to list down all the activities defined in the favorites. i) Click this icon to open the Organize Favorites window. ii) Specify the activities that must be set as favorites. iii) Click the Save user favorites pushbutton.
About VirtualWorks		Click this icon to know more about Ramco Aviation Solution.
Signout		Click this icon to log out of the current session of the Ramco Aviation Solution.
Themes		Use this drop-down list box to set the theme for the user interface (UI). Theme defines the color scheme, style and appearance of the user interface.



Note: Some more icons may appear in the Application toolbar, which may not be useful to end-users.

After the page appears, you may view it and then exit by clicking the Exit button on the Web page toolbar, after viewing the contents of the page.

When you complete selecting / viewing / entering data in all the required fields in the page, you can either:

- ▶ Save the details you entered in the current Web page, by clicking the relevant pushbutton.
- ▶ Select or choose a row in the multiline, by checking the box that appears as the first field of the row. Traverse to the next page, by selecting a link in the current page. In the next page, you can enter additional details that pertain to the multiline row. (A row in a multiline represents a record.)
- ▶ Exit the Web page without effecting any action that you might have carried out in the Web page.

Adding a record

You can add a new record in a web page. You are to enter a unique code to identify the record, along with other details of the record such as description, type, etc. This unique code of the record

- ▶ Can identify it from other records
- ▶ Cannot be edited
- ▶ Can be used to retrieve the record for edit and delete tasks
- ▶ Selecting a record

For certain other actions such as edit, delete, authorize or report generation, at the onset you need to find and choose a record in a **Select** page.

Select Visit Package

You may specify attributes of records you want to retrieve from the database, in the Search Criteria group box.

Search Criteria

Adv. Search ID: Edit

Visit Package #: VP-001428

Primary Work Center #: 2-FINANCE

Grounding Date: From To

Customer #:

Aircraft Reg #: A-8000

Visit Category:

Grounding Date: To

Customer Name:

Search Results

#	Visit Package #	Aircraft Reg #	Primary Work Center #	Status	Visit Category
1	VP-001428-2008		2-FINANCE	Released	CUSTOMER JOI
2	VP-001662-2008		2-FINANCE	Released	CUSTOMER JOI
3	VP-001720-2008		2-FINANCE	Released	CUSTOMER JOI

The Search Results multiline displays records that meet your search criteria.

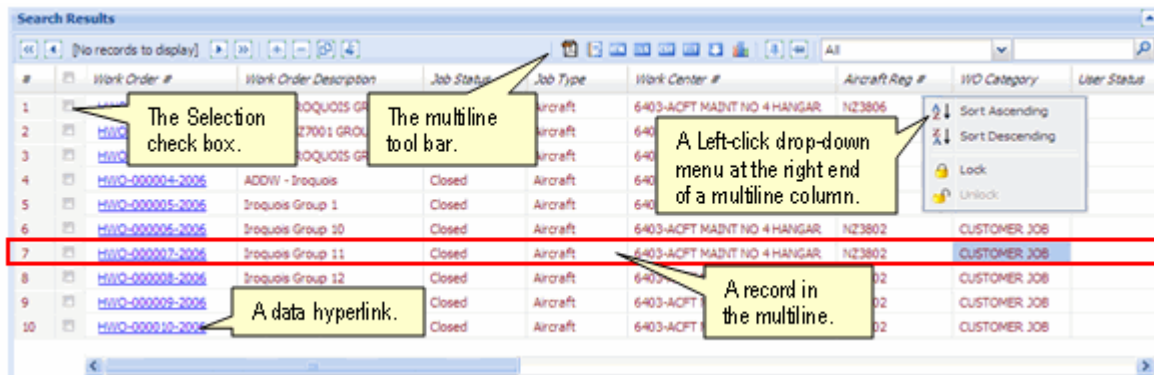
The Select page provides a **Search** facility to find a record based on the search criteria that you can specify. The application retrieves and displays records that match the search criteria in a multiline. You may then proceed to do the following,

- ▶ Select or choose a record in the multiline, by checking the box that appears in the second column of the multiline. (The first column displays the sequence number of the record, which depicts the order in the multiline.)
- ▶ Click the link for the required action/event at the bottom of the page.

The page for the chosen action/event appears, displaying all the details of the record you selected in the multiline of the previous page. You may now edit, delete, authorize or carry out any other valid action on the record.


However, some Select pages facilitate deletion, authorization or release of records in addition to the search and find feature.

Using the multiline




Adding a multiline row

A multiline row can be added, using the toolbar icons above the multiline. It can be either inserted between two existing multiline rows, or added to the end of the last row. You are to

- Position the cursor in the multiline row above which the row must appear.
- Click the  icon on the toolbar above the multiline.


Deleting a multiline row










A multiline row can be deleted, using the toolbar icons above the multiline. The item to be deleted must not have been used in any transaction, so far. You are to








- Check the Selection check box for the record that appears in the second column of the multiline.
- Click the  icon on the toolbar above the multiline.




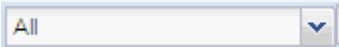
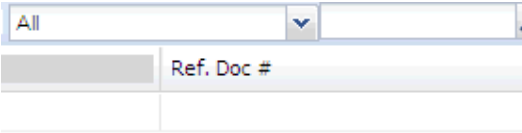

Multiline toolbar

The icons in the multiline toolbar are explained below.

Element	Icon	Description
Selection check box		<p>A check box normally occurring as the second column of every multiline row. It precedes the record in the row. Check the Selection box to mark the record for copy and append, cut and append or deletion. You must also check this box to perform any pushbutton task or hyperlink task available in a Web page.</p> <p>Use the check box in the same row as the multiline header, to simultaneously select all the displayed records in the multiline.</p>

First Record		Click this button, to view the first set of multiline records.
Previous Row Set		Click this button, to view the set of multiline records immediately preceding the currently displayed set of multiline records.
Next Row Set		Click this button, to view the next set of multiline records. However, this is applicable only if the number of retrieved records cannot be accommodated in the current set of multiline rows, and the rest need to be displayed in the next set of multiline rows.
Last Record		Click this button, to view the last set of multiline records.
Insert Record		Click this button on the toolbar above the multiline, to insert a record in the multiline.
Delete Record		Click this button on the toolbar above the multiline, to delete the selected record in the multiline.
Copy and Append Record		Click this button on the toolbar above the multiline, to copy a selected record and insert it at the end of the multiline.
Cut and Append Record		Click this button on the toolbar above the multiline, to remove a selected record and insert it at the end of the multiline.
Export to Excel		Click this button on the toolbar above the multiline, to export the multiline contents to Microsoft Excel.

Show PDF		Click this button to view all the multiline records in PDF format. All those records the system cannot accommodate in the current set of multiline rows can also be viewed in PDF.
Show report		<p>Click this button to view the entire report including the header and the records in a pop-up window. All those records that the system cannot accommodate in the current set of multiline rows can also be viewed by maximizing the window.</p> <p>You can also (i) hide a column in the report and/or (ii) group and view a report by any of the columns in the report.</p>
Show Html		Click this button to view the multiline records in a browser. All those records that the system cannot accommodate in the current set of multiline rows are also displayed in the browser.
Export to Excel		Click this button to view the multiline records in an Excel worksheet in the XML format. All those records that the system cannot accommodate in the current set of multiline rows are also displayed in the worksheet.
Export to csv		Click this button to view the multiline records in an Excel worksheet in the CSV format. All those records that the system cannot accommodate in the current set of multiline rows are also displayed in the worksheet.
Export to text		Click this button to view the multiline records in the Text format. All those records that the system cannot accommodate in the current set of multiline rows can be viewed in Notepad.
Show chart		Click this button for generating charts based on numeric columns.

Import data		Select this button to import data from a CSV or an XML file.
Save Personalize		Use this button to save any change in the size or order of the columns in the multiline that you have made. Once saved, the changed settings will appear when the page is launched again.
Remove Personalize		Select this button to remove the personalization that you previously made.
List of columns in the multiline		Use the first drop-down list box at the top right of a multiline for a complete list of columns in the multiline.
Find specific record from among the retrieved records		Select the required column from the first drop-down list box on the top right of a multiline. Specify a search value for that column in the input box alongside. Thereafter, click the icon to pass the control to the first instance of the value in the selected column in the multiline.
Sort/lock multiline columns		<p>You can use this menu to</p> <ul style="list-style-type: none"> (i) sort rows in the multiline in ascending/descending order. (ii) lock columns in the multiline.

Editing a record

You can edit most records through an Edit page. Although the rules governing the fields to be edited will differ between record types, most records do not allow an edit of the unique code identifying the record. Example, an employee record can allow most of the fields to be edited except the Employee Code field.

You can edit a record, provided the record has not been authorized or mapped to any other record. In short, the record must not have been used by any other transaction. You are to

- ▶ Select the Edit activity option on the left pane. The Select page appears.
- ▶ Select the record to be edited, from the Select page.
- ▶ Select the "Edit" link from the Select page. The Edit page appears, showing the details of the selected record.
- ▶ Edit the fields that the system permits you to edit. After completion, save the page. The edited details are updated in the database.

Authorizing a record

A record is authorized by any employee who has been given supervisory rights. The rules governing the authorization of records will differ between record types.

Keeping two web pages open simultaneously

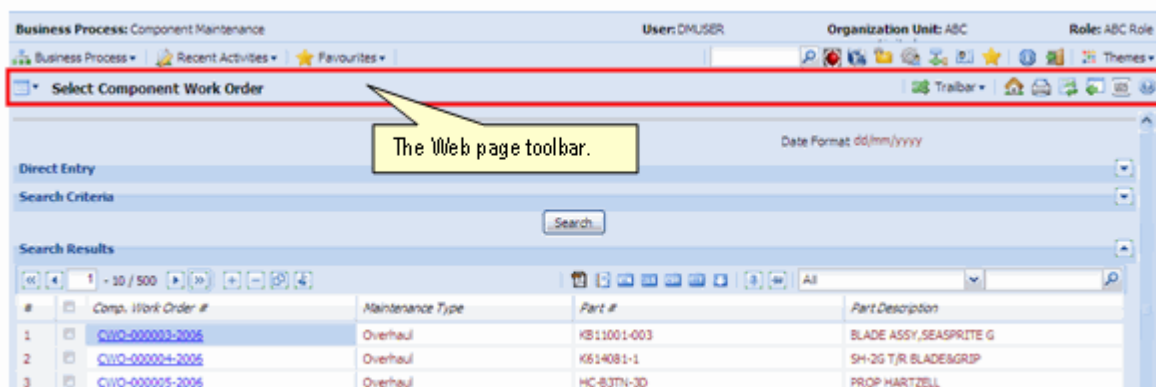
To keep two pages open at the same time, you are to open the browser twice. This implies that you login separately each time, and select the required activity and page.

IE8 is the recommended browser platform for Ramco Aviation Solution.

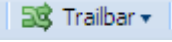






What is the bare minimum to enter?

In a typical Ramco Aviation Solutions Web page, certain fields crucial for identification of a record appear in **Bold** font. This implies they are mandatory and you must specify a value for the field. Conversely, any field that appears in the Regular font is not mandatory and hence the user need not provide any value for the field. However, certain mandatory fields are set to default values for easy usage, which you may modify, if required.

Web Page / User Interface Toolbar



Here are the elements you will be working with, in the Webpage Toolbar.

Element	Icon	Description
Trailbar		The Trailbar drop-down list box displays all the Web pages traversed to reach the current Web page.
Go to Home page		An icon you select to go to the Home page.
Print screen		Use this icon to obtain a hard copy of the Web page.
Refresh Screen		A button that you select on the Web Page toolbar to enable the system to fetch the most recently updated data from the database. When you select this button in a Create page, the fields are made empty.
Go Back		Click this icon to traverse to the previous page.
Launch UDS		Click this icon to launch the user-defined screens.
Show Help		Click this icon to open the online context-sensitive help for a Web page. Alternatively, click the F1 key to open the Help page. However, to access online Help for a tab page, position the cursor on the tab page and then click the F1 key.

Receivable Management – Usage Manual

Receivable Management – Themes

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.

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.

Cash Sales

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

Asset Disposal

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

Sundry Receipts

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

Customer Payment

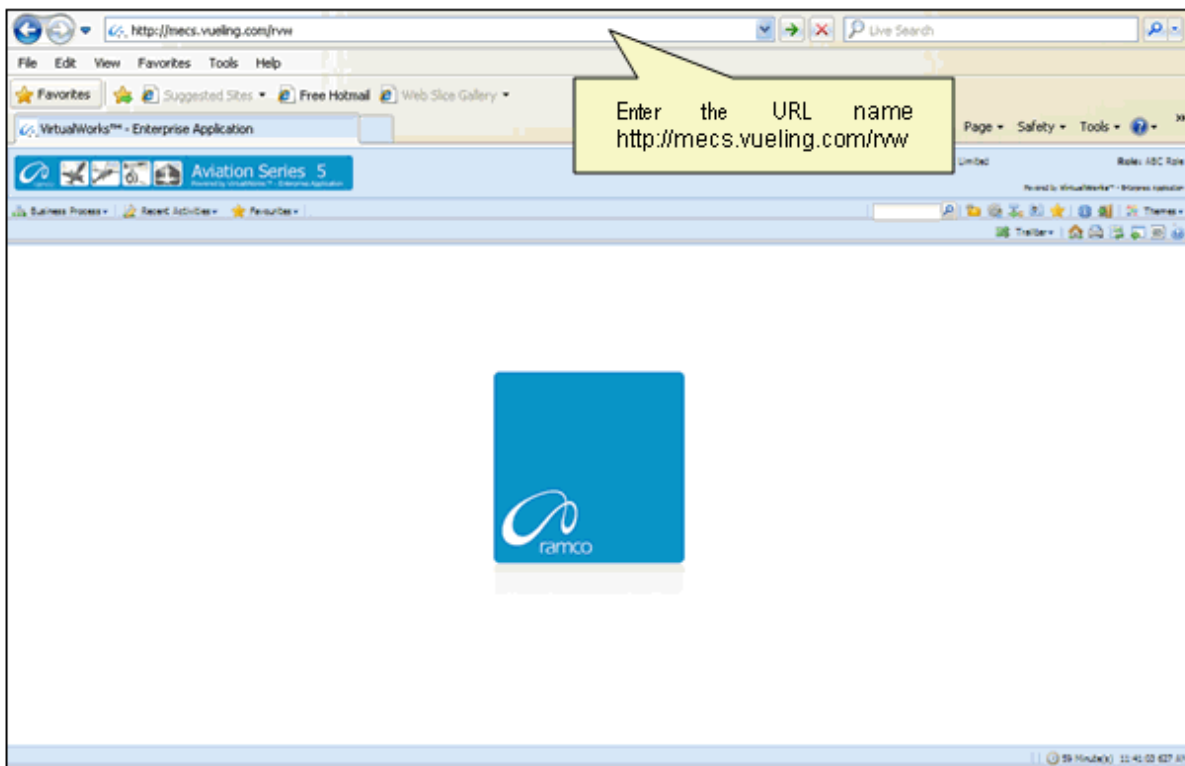
This theme covers the details of payments made to customers as regular advance or deposits.


Using Ramco Aviation Solution

This section explains the basics of using a Ramco Aviation Solution web page. At the end of this section, you will be familiar with the concepts based on which Ramco Aviation Solution works, and also understand how to navigate around Ramco Aviation Solution.

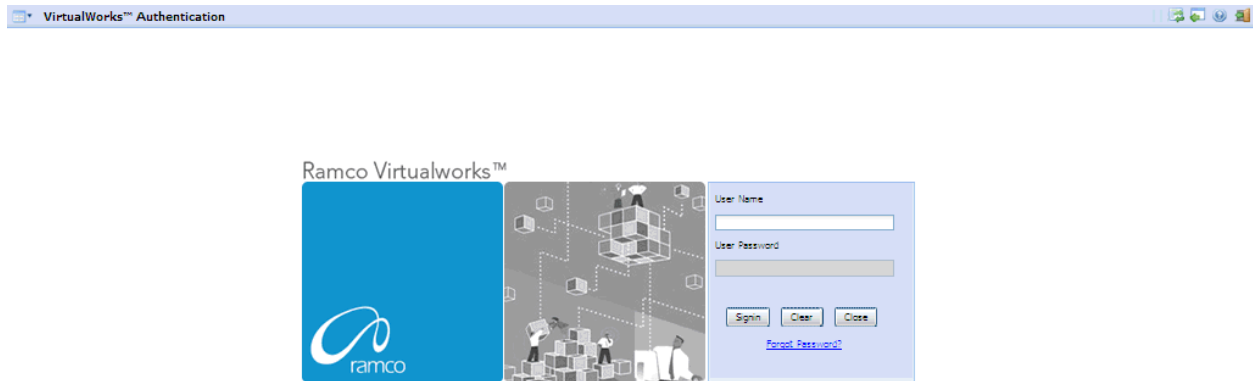
Logging into Ramco Aviation Solution for the first time

Enter the URL of the Ramco Aviation Solution in the Internet Explorer window. For example, URL: <http://mecs.vueling.com/rvw>.

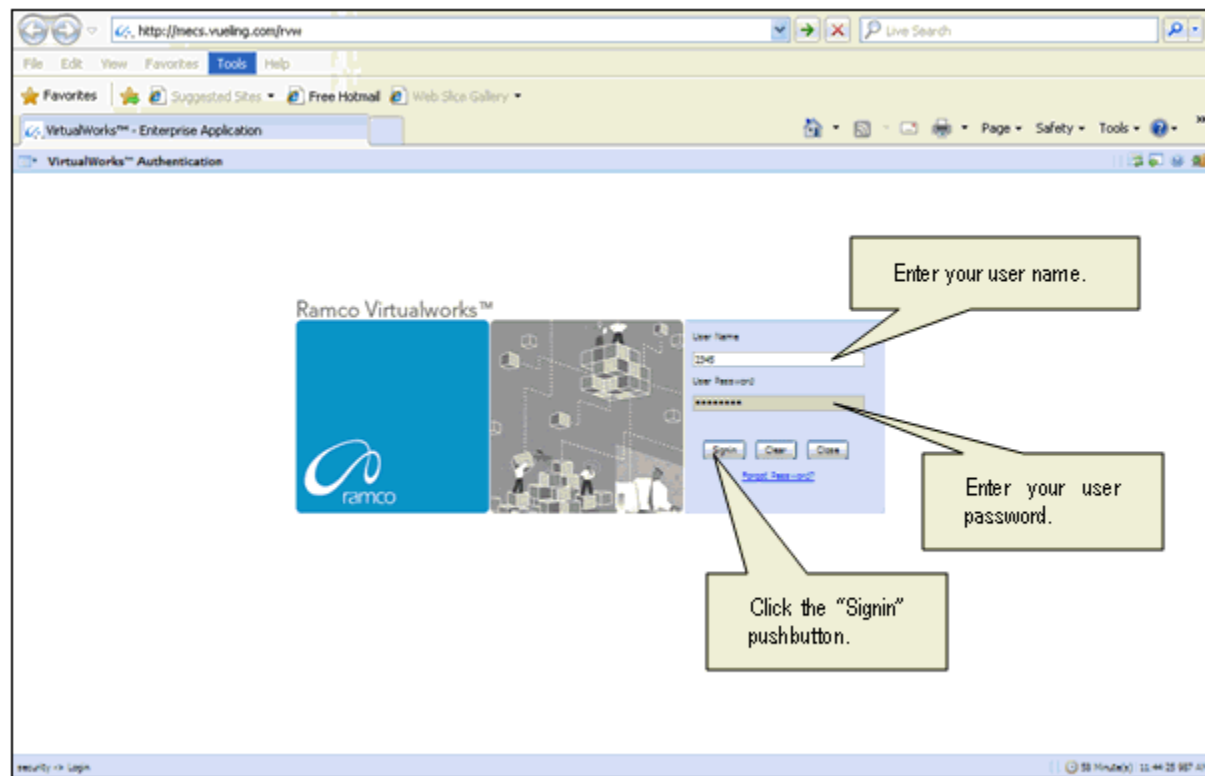


 *Note: The recommended browser platform for Ramco Aviation Solution is IE8.*
The Login page appears.

Using Ramco Aviation Solution



Enter your **User Name** and **User Password** in the Login page, which have been provided by the System Administrator. Refer to the figure below.



User Name: A unique identifier name or code for logging into Ramco Aviation Solution.

Password: A sequence of characters which, when combined with the user name, ensures that only the user with this password and user name can access Ramco Aviation Solution, where Ramco Aviation Solution offers the user a predefined set of business processes and components.

Passwords must be difficult to guess, and kept secret by the user.

What is a Special Character?

A special character is a non-numeric character (not in the a-z alphabet and 0-9 numbers). Common examples are “!”, “@”, “#”, “\$”, “%”, “^”, “&”, “*”.



You can type the special characters by pressing Shift + the required character key.

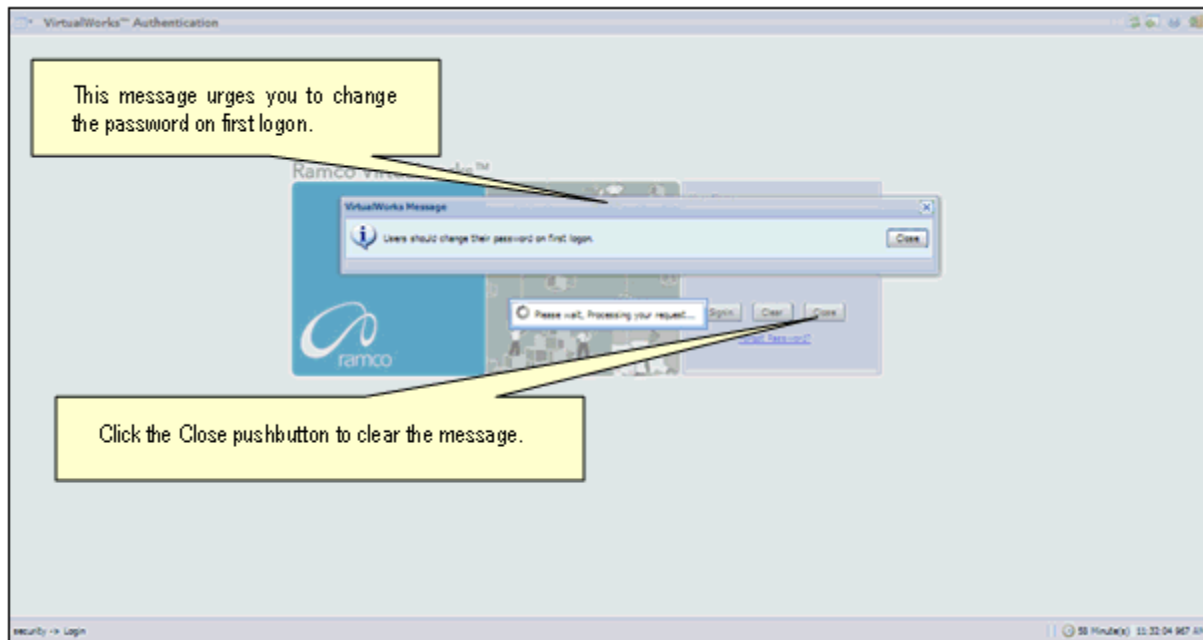
Example: If you want to type “&” as the special character, then press Shift button + 6 Key.



After entering the User Name and Password, click the **Login** pushbutton.

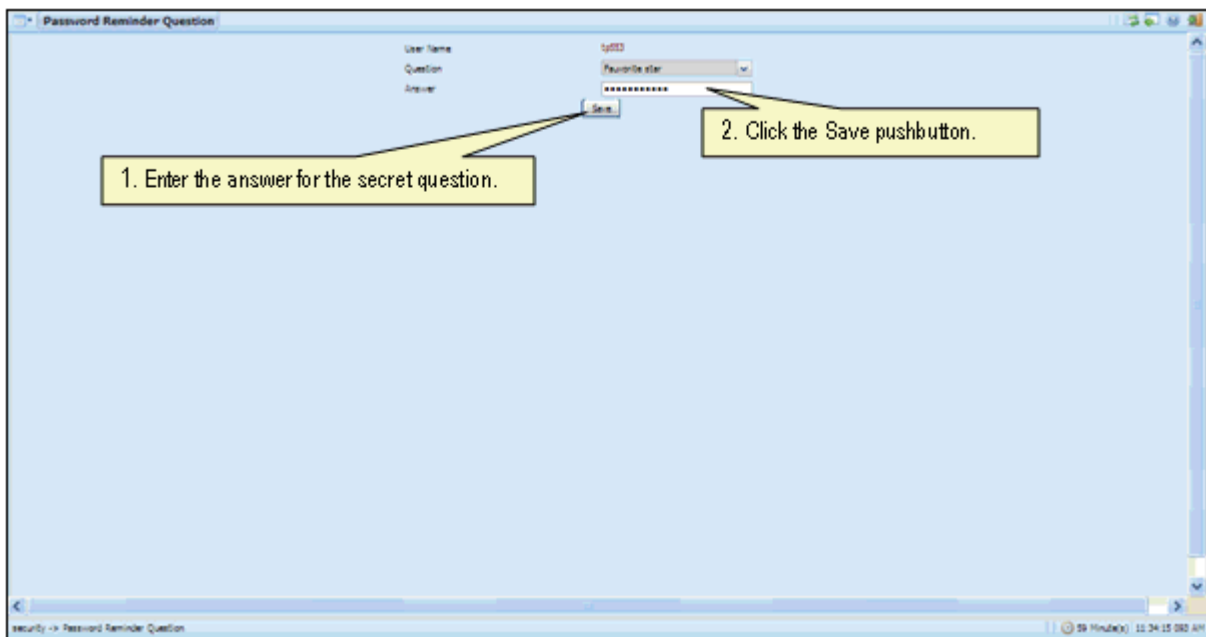
The system will prompt you to change the password, because it is your first login. Refer to the following figure.

Using Ramco Aviation Solution



Close the window by clicking the **Close** pushbutton.

The **Password Reminder Question** screen appears. The system prompts you to provide an answer to the question.



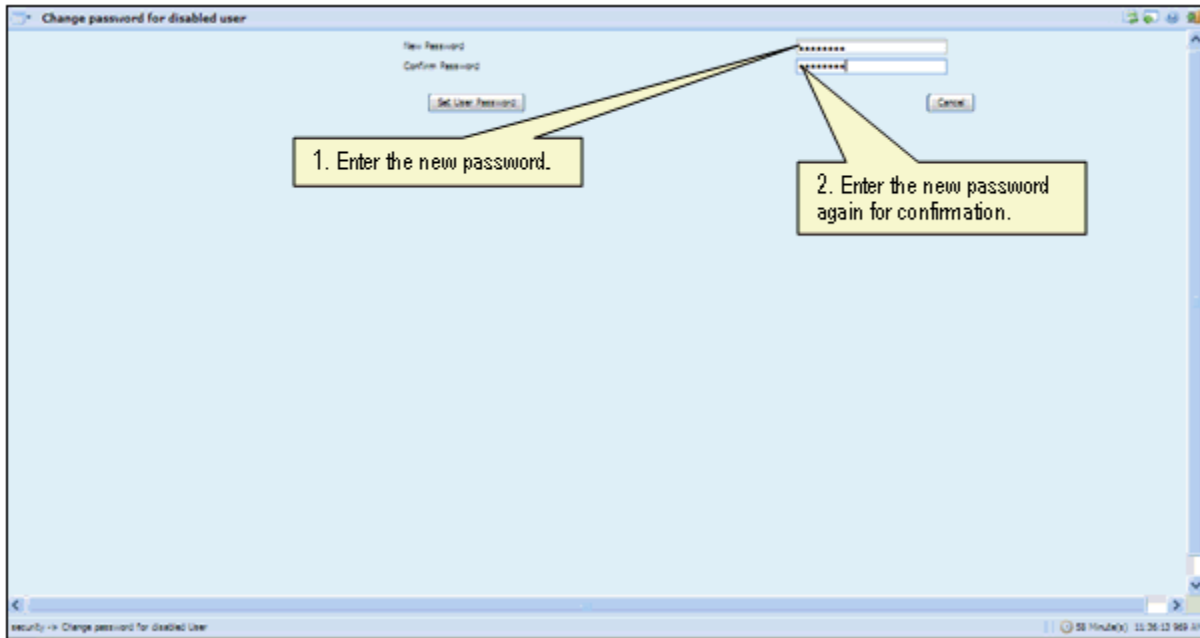
Enter the **answer**.

Click the **Save** pushbutton to save the answer.



Note: The answer provided here will be used for changing the password if you forget your password.

The “Change Password” screen appears.

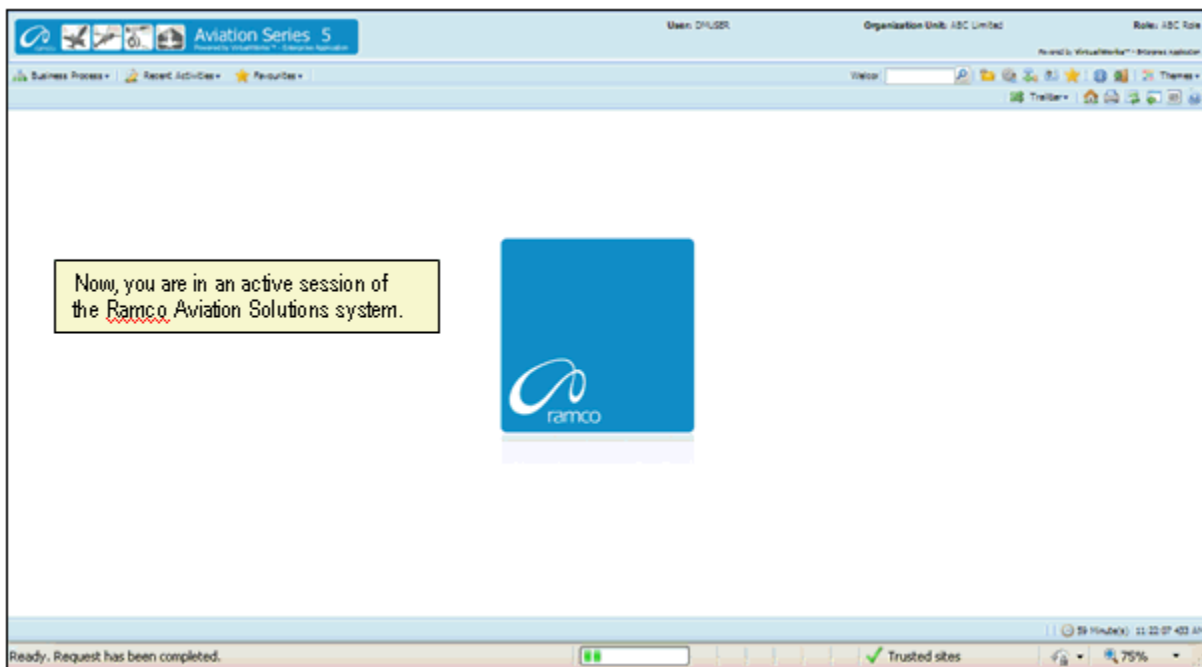


Enter a password of your choice. Ensure that the new password comprises a minimum of six characters and a maximum of 15 characters and includes a special character as well.

Example of passwords: abcd&, abcd*, abc@best

Click the **Set User Password** pushbutton, to save the password.

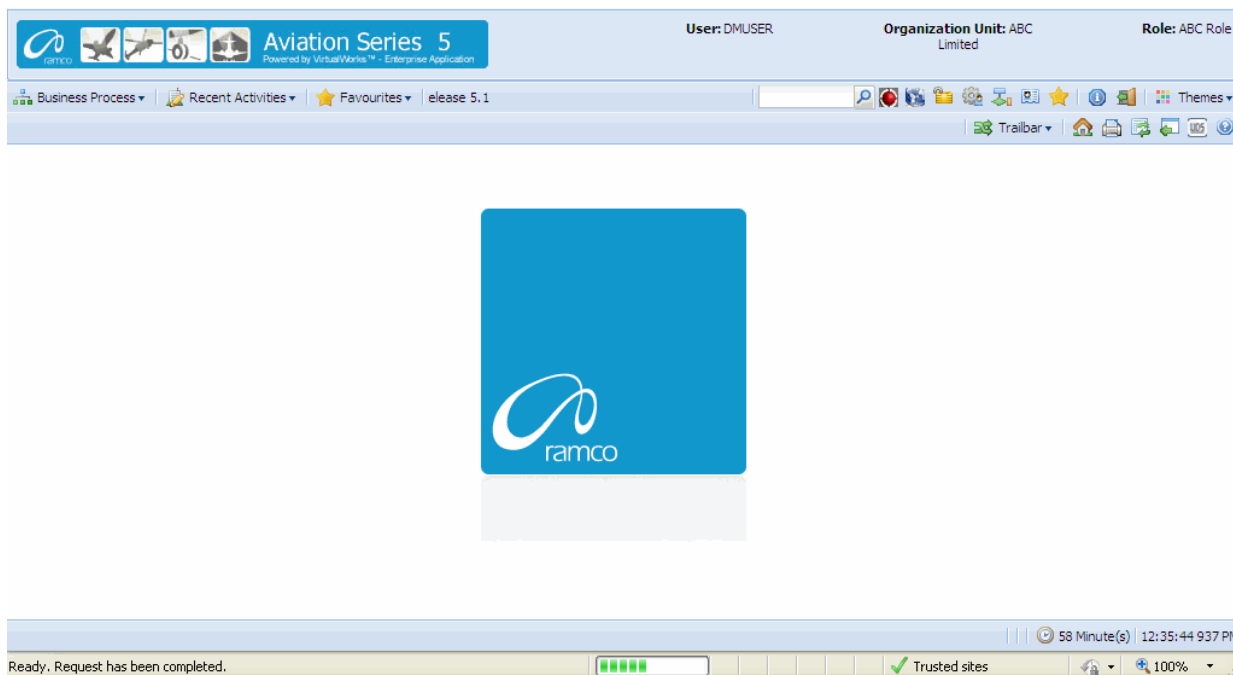
The home page of Ramco Aviation Solution appears. You can now access the activities for which you have permission, from this page.



Ramco Aviation Solution Home page

Welcome to Ramco Aviation Solutions!

You are now in the Ramco Aviation Solutions Home page. This is the first page you encounter, after successfully logging into the application.



From now on, your user name, organization unit and role are displayed on the top right of every Ramco Web page.

Default login details

This section, which occupies the area immediately below the address bar and to the right, side, shows:

- ▶ Your user name
- ▶ The default role to which your user name is mapped
- ▶ The organization unit mapped to the default role

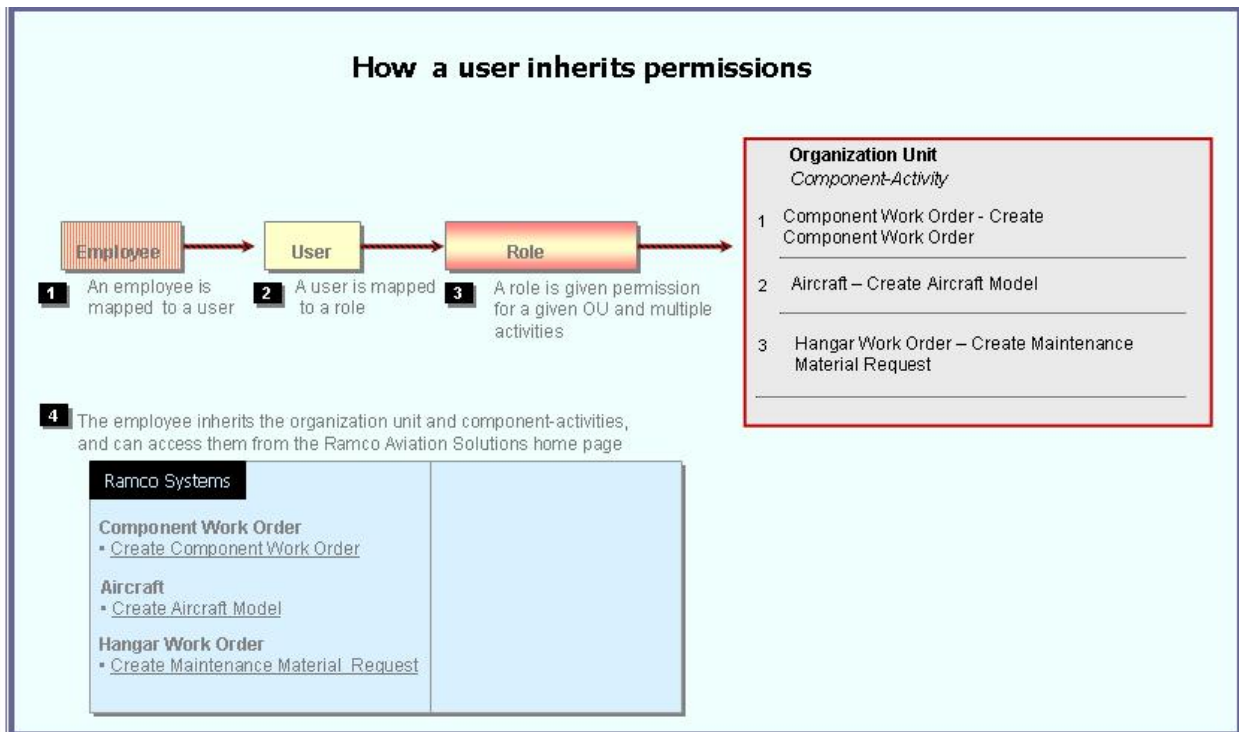
How a user inherits permissions

During deployment, each user name can be mapped or linked to multiple role-organization unit combinations. Shown below are a few examples.

User Name	Role	Organization Unit
John	Configuration Administrator	Tech Records-Indianapolis
John	Engineering Manager	Engineering-New York
John	HR User	Engineering-New York
Andrea	Stores Clerk	Central Warehouse-Los Angeles
Andrea	Shift In charge	Line Station-Chicago
Daniel	Shop Maintenance Manager	Maintenance Shop-Memphis
Daniel	Project Engineer	Head office-New York

For each user name-role-organization unit combination, permission is given to a set of activities. These activities could be across the components deployed in the organization unit. Each user name-role-organization unit combination, therefore, refers to access to (i) a specific organization unit and (ii) one or more activities.

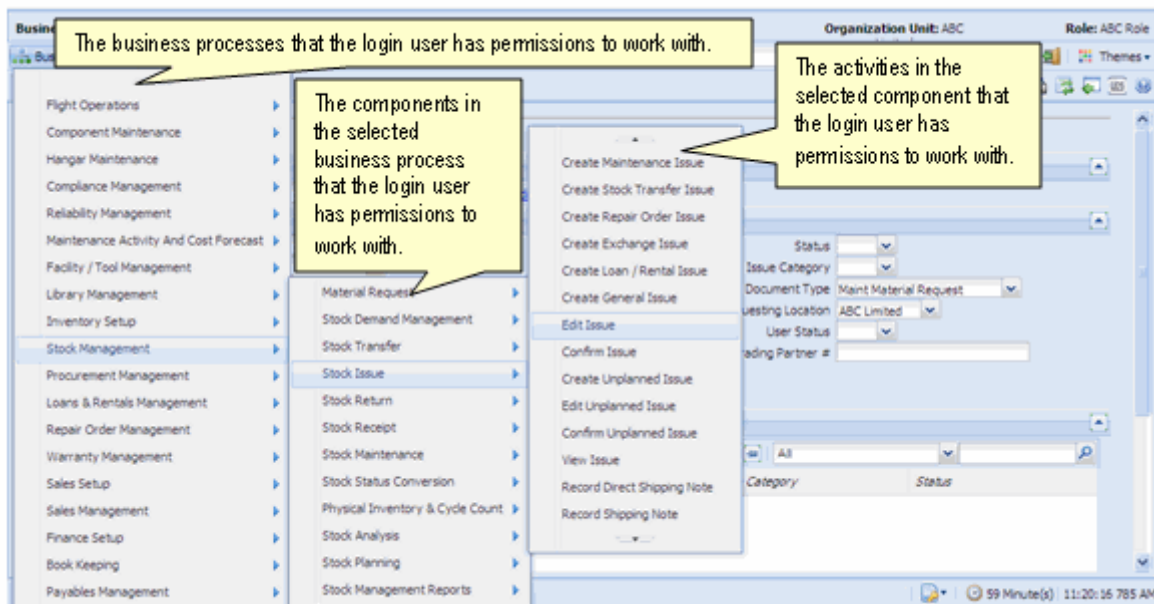
Although a user name can be mapped to multiple role-organization units, the user is assigned a default role-organization unit. This is accomplished through the Setup Defaults icon on the Web toolbar. Therefore, when you login with a given user name, the system retrieves the default role-organization unit and displays it to the right of the page.



Note that there is no separate permission to be obtained for a business process or a component. When you log into a permitted organization unit, the system displays all the business processes and components whose activities your role is permitted to access.

For example, your role may be given permission to two activities under the **Component Work Order** component, and one activity under the **Aircraft** component. When you log in, the system will show the following business processes: **Component Work Order** and **Aircraft**.

- ▶ Under the **Component Work Order** business process, the **Create Component Work Order** and **Edit Component Work Order** activities for which you have permission are displayed.
- ▶ Under the **Aircraft** business process, the **Create Aircraft Record** activity for which you have permission is displayed.



Business Processes and Activities

Immediately below your user name, the system displays two rows of icons in the Web page toolbar.

On the left half of the first row, there will be three adjacent tabs: they are labeled Business Processes, Recent Activities and Favorites.

Business Process ▼	<p>Those business processes to which your role-organization unit has been entitled permission.</p> <p>Click this icon at the left top of the Web page to find the business process list.</p>
Recent Activities ▼	<p>The most recent list of business activities that you have visited. These activities could be across components and even business processes</p> <p>Click any link, to directly launch the recently visited page.</p>
Favourites ▼	<p>This list, represented by the third icon from the left in the Web toolbar, shows those activities already earmarked as your favorites, using the Favorite icon on the Web toolbar. They will be activities to which your user name-role has been entitled permission.</p> <p>An activity under Favorites provides you a short cut to directly select it after you log into Ramco Aviation Solution, without having to search for the business process and component under which it is logically arranged.</p> <p>Pull down the Favorites menu and select the required activity. The activity is instantly invoked and the first page of the activity appears. This saves users time and effort of traversing to a Web page from the business process, the component and then the activity.</p>

To start an activity under the Recent Activities or Favorites tabs

Select an activity listed under the Recent Activities or Favorites tab.

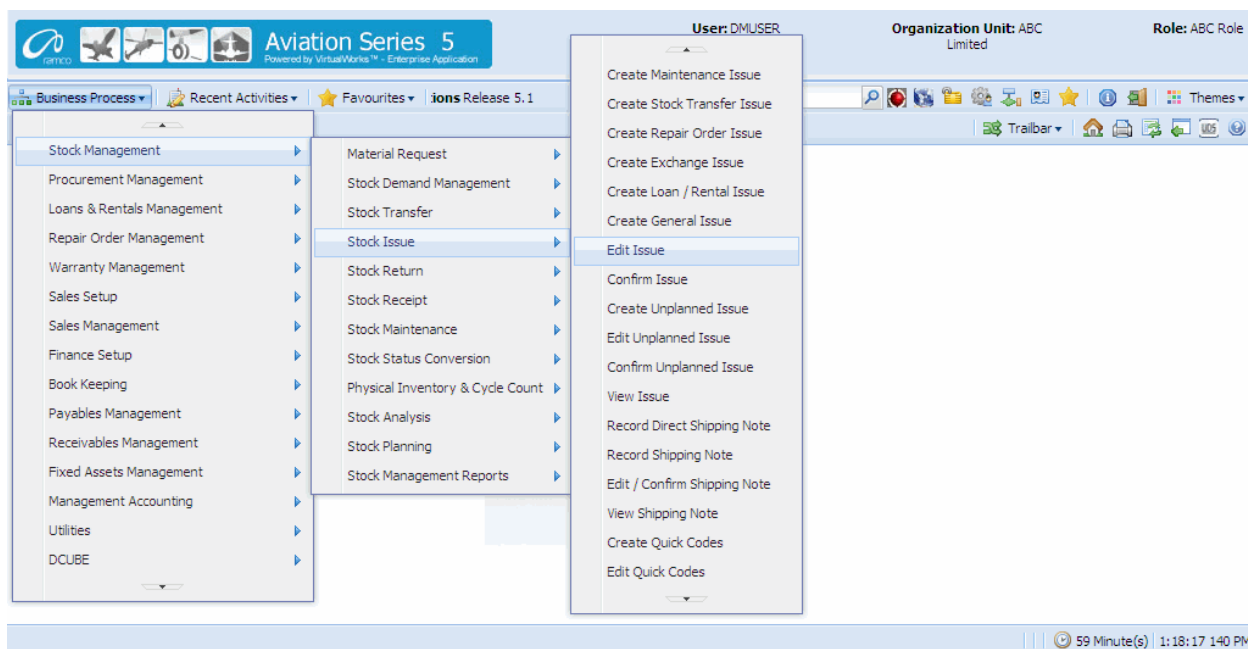
The system displays the first page of the selected activity.

For instance, if the activity Create Component Work Order is listed under the Favorites tab and you select it, the system will display the Select Component page.

To start a business process under the Business Process tab

Select any business process listed under the Business Process tab.

The system displays the components of the selected business process, in the submenu to the right of the selected business process.



Before using a Ramco Aviation Solution Web page

Components, activities and tasks

Before you get started on the Ramco Aviation Solution Web page, you need to know a few concepts based on which Ramco Aviation Solution works. These can be summed up in the few key words that follow.

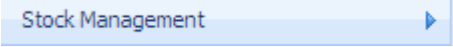
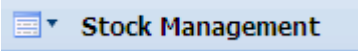
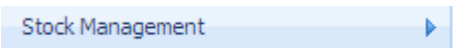
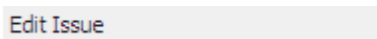
- ▶ Business process
- ▶ Business component
- ▶ Activity
- ▶ Web page or user interface

A business process is a collection of interrelated components that pertain to a specific business domain/department, such as Book Keeping, Hangar Maintenance, Stock management, Human Resources Management, etc.

A business component refers to a set of logical actions or transactions that happen during the course of a business process. For example, components Stock Issue, Stock Return and Stock Receipt components are classified under the Stock Management BPC. Likewise, Journal Voucher, Currency Revaluation and Bank Reconciliation components are grouped under the Book Keeping BPC.

An activity refers to any task/transaction under a business component. For example, Create Maintenance Issue, Confirm Issue and Record Shipping Note activities under the

Stock Issue component enable users to perform specific functions of the Stock Issue process.

Business Component	 	<p>Click the arrow of any business process to display the list of components.</p> <p>Alternatively, click this icon to display the list of components for the previously selected business process.</p>
Activity	 	<p>Click the right arrow for any component to view the list of activities.</p> <p>Click the activity to view the first page of the activity. You can click links in this page to view more pages in the activity.</p>

Essentially, clicking an Activity opens the **Web page** with which you work. When you are working with a Web page, you would be performing a task in an activity. However, it may or may not be necessary to perform all the tasks in an activity at one go. You may revisit the activity and perform some other tasks that are not mandatory at a later point of time. Hence, it may be concluded that you may have worked with as many **Web pages** as the number of tasks you have performed.

Note that there are several instances when a single Web page is used to carry out the activity straight away. Many of the activities comprise of a single Web page by which the user can both search for a specific record and perform the relevant task on the record.

Correlating tasks to web pages

Given below is an example of the Web pages under an activity, and the task correlating to each Web page.

Go to page...	...To carry out task
Select Issue to Edit	Selecting the stock issue for modification
Edit Issue	Editing the stock issue details
Confirm Issue	Confirming stock issue
Generate MMD Report	Generating MMD for the stock issue
Generate Part Barcode Label	Generate part barcode label for the stock issue

The second page is a hyperlink from the first page. The remaining pages are hyperlinks from the first page or other pages.

More about Search Criteria and the Select web page

You normally encounter a Select page before recording, editing or viewing a record. The "Select Issue Document" is an example of a select page. From this page, you can search for stock issue document you want to edit/view in the following way:

- ▶ Select search criteria such as Issue #, Warehouse #, Issue Type or Issue Category.
- ▶ You may also specify attributes of a stock issue such as, Ref. Document Type, Ref. Document #, Part # and/or Aircraft Reg. Type.

- ▶ The system displays all the stock issue records that satisfy the search criteria, in a multiline.
- ▶ From the multiline, select the specific issue record whose details are to be viewed or edited.
- ▶ From the Select page, click the link that takes you to the Edit page, Record Page or the View page. Alternatively, one of the fields in the multiline employee records will be hyperlinked, in the Select page. Select the hyperlinked field, to enter the Edit, Record or View page.

A typical Ramco Aviation Solution Web Page

Select a Web page by clicking on the activity on the left pane of the application.

The web page appears.

The screenshot displays the 'Business Process: Component Maintenance' web page. The interface includes a top navigation bar with 'Business Process', 'Recent Activities', and 'Favourites' tabs. A left sidebar contains a tree view for 'Authorize Component Work Order'. The main content area features search criteria, a search results table, and a 'Work Order Options' section at the bottom. Various UI elements are highlighted with callouts:

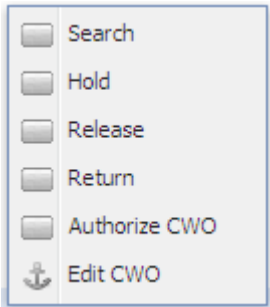
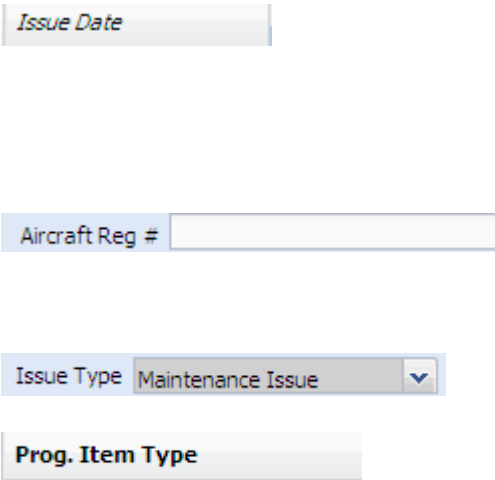
- A group box.** Points to the 'Search Criteria' section.
- The Application toolbar.** Points to the toolbar above the search criteria.
- The Hot Key menu.** Points to the 'Hot Key' menu icon in the top right.
- The Web page toolbar.** Points to the toolbar above the search results table.
- The Help icon.** Points to the 'Help' icon in the top right.
- An Up arrow indicates the group is open.** Points to the up arrow icon in the left sidebar.
- A Down arrow indicates hidden group box fields.** Points to the down arrow icon in the left sidebar.
- The Right-click menu lists pushbutton and link tasks you can perform in the Web page.** Points to the context menu for the search results table.
- A hyperlink task.** Points to the 'Edit CWO' link.
- The Trail bar.** Points to the 'Trail' bar at the bottom.
- A pushbutton task.** Points to the 'Authorize' button.
- The Process Status bar.** Points to the 'Process Status' bar at the bottom.
- Click this icon to find the Access keys.** Points to the 'Access Keys' icon in the bottom right.
- Click this icon to reactivate session of the application.** Points to the 'Reactivate Session' icon in the bottom right.

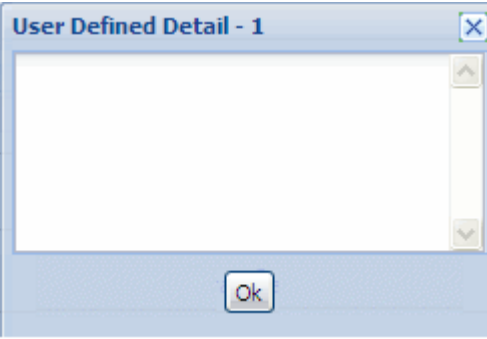

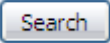
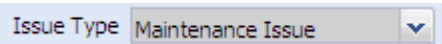
#	Comp. Work Order #	Task #	Total Cost	Serial #
1	CWO-000003-2006	NST-007712-2009		80086A
2	CWO-011212-2008	2202		*6121351
3	CWO-011214-2008	10002		PIECE
4	CWO-011215-2008	10002	26.51 5-1001	AMT-129







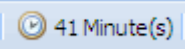

Knowing what a Web page consists of

A web page constitutes the entire document that you view online, which you use to either type in information or view information. All other elements described below, except the Menu button, will be inside the Web page.

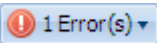
While using a Web page, here are the basic elements you will be working with.

Element	Icon	Description
List of Tasks in Web Page		Right-click anywhere on the Web page to display a drop-down menu that lists the tasks you can perform in the Web page. The tasks include pushbuttons and links.
Record		A record refers to a collection of fields that represent attributes of an entity, such as aircraft, aircraft model, component or part. A record is uniquely identified by a key field, such as an identification number.
Multiline		A table, consisting of multiple rows and columns. Each row contains a single record. Each attribute of the record appears under a column with the field as the header in the multiline.
Field		<p>Each data element in a page, which is either displayed automatically or which you enter/type in, is a field.</p> <p>A display field appears in an Italic Regular font.</p> <p>An input field may be a text box or a drop-down list box. You may provide a valid input value.</p> <p>A drop-down list box displays a list of values from which you may select the required value.</p> <p>An input field appearing in Bold format implies data entry is mandatory for the field.</p>

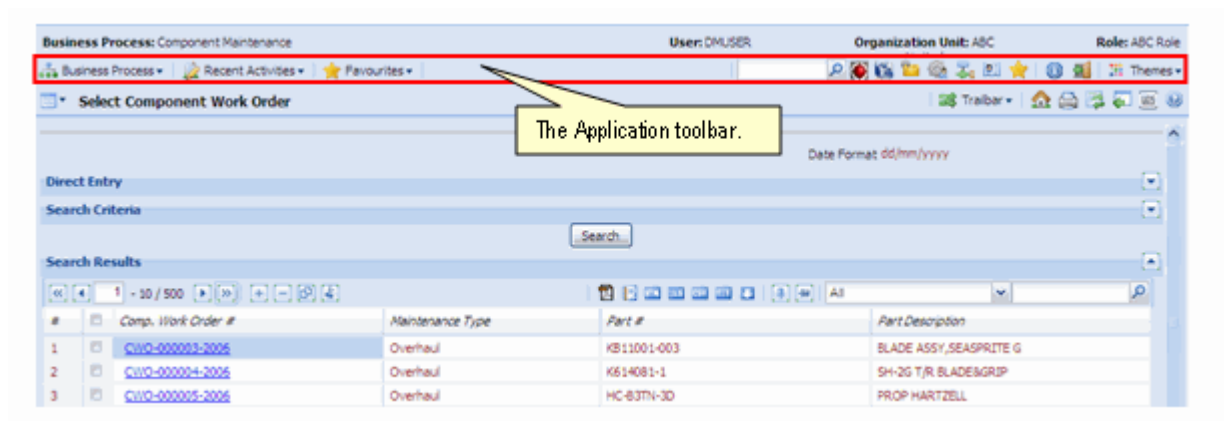
Field Input Window		<p>Place your cursor inside an input field in any Web page and click the F2 key to open the input window. You can now type the required information, and click the  pushbutton to close the window. This proves convenient for data entry as you can type in text continuously without scrolling as well as view the typed text in its entirety.</p>
Link		<p>A hyperlink when selected opens up another Web page.</p>
Data Hyperlink		<p>Any data in a field when selected, takes you to another Web page.</p>
Search Criteria		<p>Refers to a group of fields you can specify, such as "From Date" and "To Date". It enables the system to retrieve those records that have the same attributes as you have specified. Essentially, fields in the Search Criteria group box are filters to enable the system to retrieve specific and precise records. After you specify filters for retrieving records from the database, you must click the  pushbutton to display records in the "Search Results" multiline.</p> <p>The number of records to be retrieved for each user interface is decided by the system administrator. Contact your system administrator for more details.</p> <p>The Search Criteria group box most commonly appears in Select pages; though it is not uncommon to find them in other pages as well.</p>
Drop-down List Box		<p>This refers to the list box that appears when you click inside a field containing a downward arrow. The list box shows a list of items, each of which represent an action you can choose.</p>

Lens		The icon positioned next to fields where code search facility is available. Click this icon to search for a code or number. For example, Help on Employee Code.
Pushbutton		A rectangular button that performs an action when clicked. For example, clicking the "Add Employee" pushbutton saves the employee details entered in the page.
Up Arrow		Click this icon appearing at the top of certain drop-down menus to view the hidden list above.
Down Arrow		Click this icon appearing at the bottom of certain drop-down menus to view the hidden list below.
Show Group Box		Select this button to show/ expand a group box.
Hide Group Box		Select this button to hide a group box.
Reactivate Session		Click this icon to reactivate the current instance of the application. The timer next to the icon at the right bottom of the screen displays the time remaining for the end of the session.
Access Keys		Click this icon located at the bottom right of a Web page to view the short cut keys currently available for pushbuttons in the Web page.

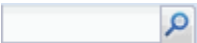



Using Ramco Aviation Solution






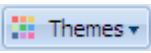
System Error Message		Click this icon located at the bottom right of any Web page to view error messages generated by the application whenever erroneous data is input. Note that this icon appears only when an error occurs.
-----------------------------	---	--

Application Toolbar



You will find the following elements in the Application Toolbar.

Element	Icon	Description
Hot Key Menu		Use this text box to type in the menu code and then click the  icon for directly launching an activity page. Through the menu code you can open any activity page straightway by avoiding traversal across business components or business processes. Contact your System Administrator for more information.
Change Password		Use this icon on the Web page toolbar to change the password settings for the currently logged in user.
Setup Preferences		Use this icon to set the style and format for numeric, date and time displays.

Change User Context		Use this icon to switch across organization units or roles.
Setup Defaults		Use this icon to select the organization unit to which you will be logged in, by default.
Define Favorites		Use this icon to list down all the activities defined in the favorites. i) Click this icon to open the Organize Favorites window. ii) Specify the activities that must be set as favorites. iii) Click the Save user favorites pushbutton.
About VirtualWorks		Click this icon to know more about Ramco Aviation Solution.
Signout		Click this icon to log out of the current session of the Ramco Aviation Solution.
Themes		Use this drop-down list box to set the theme for the user interface (UI). Theme defines the color scheme, style and appearance of the user interface.



Note: Some more icons may appear in the Application toolbar, which may not be useful to end-users.

After the page appears, you may view it and then exit by clicking the Exit button on the Web page toolbar, after viewing the contents of the page.

When you complete selecting / viewing / entering data in all the required fields in the page, you can either:

- ▶ Save the details you entered in the current Web page, by clicking the relevant pushbutton.
- ▶ Select or choose a row in the multiline, by checking the box that appears as the first field of the row. Traverse to the next page, by selecting a link in the current page. In the next page, you can enter additional details that pertain to the multiline row. (A row in a multiline represents a record.)
- ▶ Exit the Web page without effecting any action that you might have carried out in the Web page.

Adding a record

You can add a new record in a web page. You are to enter a unique code to identify the record, along with other details of the record such as description, type, etc. This unique code of the record

- ▶ Can identify it from other records
- ▶ Cannot be edited
- ▶ Can be used to retrieve the record for edit and delete tasks
- ▶ Selecting a record

For certain other actions such as edit, delete, authorize or report generation, at the onset you need to find and choose a record in a **Select** page.

Select Visit Package

You may specify attributes of records you want to retrieve from the database, in the Search Criteria group box.

Search Criteria

Adv. Search ID: Edit

Visit Package #: VP-001428

Primary Work Center #: 2-FINANCE

Grounding Date: From To

Customer #:

Aircraft Reg #: A-8000

Visit Category:

Grounding Date: To

Customer Name:

Search Results

1 - 3 / 3

#	Visit Package #	Aircraft Reg #	Primary Work Center #	Status	Visit Category
1	VP-001428-2008		2-FINANCE	Released	CUSTOMER JOI
2	VP-001662-2008		2-FINANCE	Released	CUSTOMER JOI
3	VP-001720-2008		2-FINANCE	Released	CUSTOMER JOI

The Search Results multiline displays records that meet your search criteria.

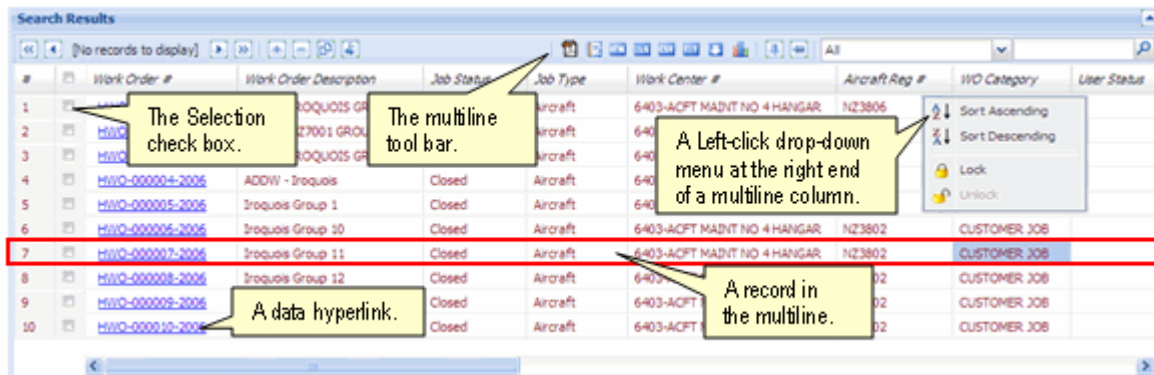
The Select page provides a **Search** facility to find a record based on the search criteria that you can specify. The application retrieves and displays records that match the search criteria in a multiline. You may then proceed to do the following,

- ▶ Select or choose a record in the multiline, by checking the box that appears in the second column of the multiline. (The first column displays the sequence number of the record, which depicts the order in the multiline.)
- ▶ Click the link for the required action/event at the bottom of the page.

The page for the chosen action/event appears, displaying all the details of the record you selected in the multiline of the previous page. You may now edit, delete, authorize or carry out any other valid action on the record.


However, some Select pages facilitate deletion, authorization or release of records in addition to the search and find feature.

Using the multiline




Adding a multiline row

A multiline row can be added, using the toolbar icons above the multiline. It can be either inserted between two existing multiline rows, or added to the end of the last row. You are to

- Position the cursor in the multiline row above which the row must appear.
- Click the  icon on the toolbar above the multiline.


Deleting a multiline row










A multiline row can be deleted, using the toolbar icons above the multiline. The item to be deleted must not have been used in any transaction, so far. You are to








- Check the Selection check box for the record that appears in the second column of the multiline.
- Click the  icon on the toolbar above the multiline.




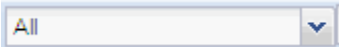
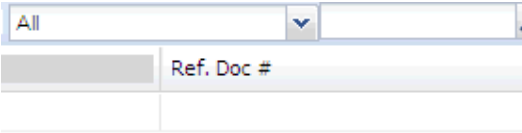

Multiline toolbar

The icons in the multiline toolbar are explained below.

Element	Icon	Description
Selection check box		<p>A check box normally occurring as the second column of every multiline row. It precedes the record in the row. Check the Selection box to mark the record for copy and append, cut and append or deletion. You must also check this box to perform any pushbutton task or hyperlink task available in a Web page.</p> <p>Use the check box in the same row as the multiline header, to simultaneously select all the displayed records in the multiline.</p>

First Record		Click this button, to view the first set of multiline records.
Previous Row Set		Click this button, to view the set of multiline records immediately preceding the currently displayed set of multiline records.
Next Row Set		Click this button, to view the next set of multiline records. However, this is applicable only if the number of retrieved records cannot be accommodated in the current set of multiline rows, and the rest need to be displayed in the next set of multiline rows.
Last Record		Click this button, to view the last set of multiline records.
Insert Record		Click this button on the toolbar above the multiline, to insert a record in the multiline.
Delete Record		Click this button on the toolbar above the multiline, to delete the selected record in the multiline.
Copy and Append Record		Click this button on the toolbar above the multiline, to copy a selected record and insert it at the end of the multiline.
Cut and Append Record		Click this button on the toolbar above the multiline, to remove a selected record and insert it at the end of the multiline.
Export to Excel		Click this button on the toolbar above the multiline, to export the multiline contents to Microsoft Excel.

Show PDF		Click this button to view all the multiline records in PDF format. All those records the system cannot accommodate in the current set of multiline rows can also be viewed in PDF.
Show report		<p>Click this button to view the entire report including the header and the records in a pop-up window. All those records that the system cannot accommodate in the current set of multiline rows can also be viewed by maximizing the window.</p> <p>You can also (i) hide a column in the report and/or (ii) group and view a report by any of the columns in the report.</p>
Show Html		Click this button to view the multiline records in a browser. All those records that the system cannot accommodate in the current set of multiline rows are also displayed in the browser.
Export to Excel		Click this button to view the multiline records in an Excel worksheet in the XML format. All those records that the system cannot accommodate in the current set of multiline rows are also displayed in the worksheet.
Export to csv		Click this button to view the multiline records in an Excel worksheet in the CSV format. All those records that the system cannot accommodate in the current set of multiline rows are also displayed in the worksheet.
Export to text		Click this button to view the multiline records in the Text format. All those records that the system cannot accommodate in the current set of multiline rows can be viewed in Notepad.
Show chart		Click this button for generating charts based on numeric columns.

Import data		Select this button to import data from a CSV or an XML file.
Save Personalize		Use this button to save any change in the size or order of the columns in the multiline that you have made. Once saved, the changed settings will appear when the page is launched again.
Remove Personalize		Select this button to remove the personalization that you previously made.
List of columns in the multiline		Use the first drop-down list box at the top right of a multiline for a complete list of columns in the multiline.
Find specific record from among the retrieved records		Select the required column from the first drop-down list box on the top right of a multiline. Specify a search value for that column in the input box alongside. Thereafter, click the icon to pass the control to the first instance of the value in the selected column in the multiline.
Sort/lock multiline columns		<p>You can use this menu to</p> <ul style="list-style-type: none"> (i) sort rows in the multiline in ascending/descending order. (ii) lock columns in the multiline.

Editing a record

You can edit most records through an Edit page. Although the rules governing the fields to be edited will differ between record types, most records do not allow an edit of the unique code identifying the record. Example, an employee record can allow most of the fields to be edited except the Employee Code field.

You can edit a record, provided the record has not been authorized or mapped to any other record. In short, the record must not have been used by any other transaction. You are to

- ▶ Select the Edit activity option on the left pane. The Select page appears.
- ▶ Select the record to be edited, from the Select page.
- ▶ Select the "Edit" link from the Select page. The Edit page appears, showing the details of the selected record.
- ▶ Edit the fields that the system permits you to edit. After completion, save the page. The edited details are updated in the database.

Authorizing a record

A record is authorized by any employee who has been given supervisory rights. The rules governing the authorization of records will differ between record types.

Keeping two web pages open simultaneously

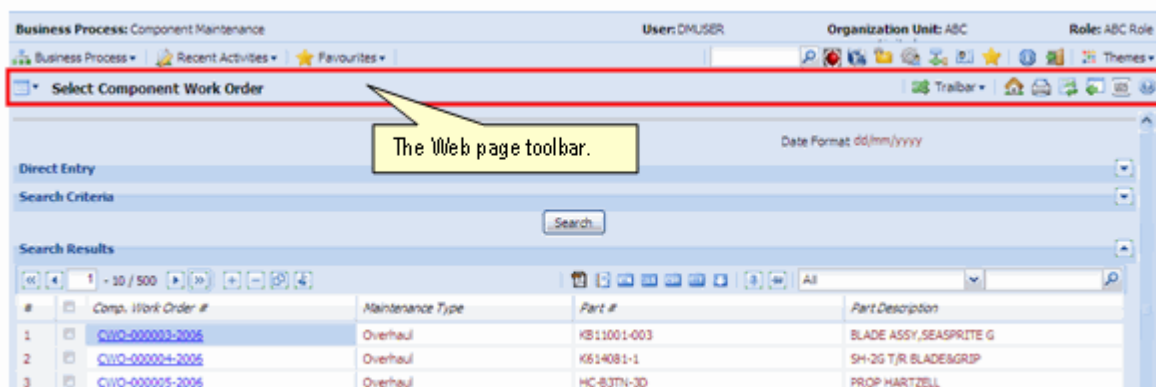
To keep two pages open at the same time, you are to open the browser twice. This implies that you login separately each time, and select the required activity and page.

IE8 is the recommended browser platform for Ramco Aviation Solution.

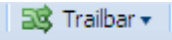






What is the bare minimum to enter?

In a typical Ramco Aviation Solutions Web page, certain fields crucial for identification of a record appear in **Bold** font. This implies they are mandatory and you must specify a value for the field. Conversely, any field that appears in the Regular font is not mandatory and hence the user need not provide any value for the field. However, certain mandatory fields are set to default values for easy usage, which you may modify, if required.

Web Page / User Interface Toolbar



Here are the elements you will be working with, in the Webpage Toolbar.

Element	Icon	Description
Trailbar		The Trailbar drop-down list box displays all the Web pages traversed to reach the current Web page.
Go to Home page		An icon you select to go to the Home page.
Print screen		Use this icon to obtain a hard copy of the Web page.
Refresh Screen		A button that you select on the Web Page toolbar to enable the system to fetch the most recently updated data from the database. When you select this button in a Create page, the fields are made empty.
Go Back		Click this icon to traverse to the previous page.
Launch UDS		Click this icon to launch the user-defined screens.
Show Help		Click this icon to open the online context-sensitive help for a Web page. Alternatively, click the F1 key to open the Help page. However, to access online Help for a tab page, position the cursor on the tab page and then click the F1 key.

Business Scenarios

Business Scenario for Regular Part Sales

[Advance Receipts](#)

[Customer Supplier Adjustment](#)

Business Scenario for Service Sales

[Regular Service Billings](#)

Business Scenario for Cash Sales

[Customer Supplier Adjustment](#)

Business Scenario for Asset Disposal

[Advance Receipts](#)

[Customer Supplier Adjustment](#)

Business Scenario for Sundry Receipts

[Sundry Receipts](#)

Business Scenario for Customer Payment

[Customer Payment](#)

Chapter 1 / 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	Create Receipt	<ol style="list-style-type: none"> 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. 2. Enter the reference document (Optional) 3. Click Create. The receipt voucher is created in fresh status
2	Authorize Customer receipt	Manager Sales	Customer Receipt	Edit Receipt	Edit Receipt	<ol style="list-style-type: none"> 1. Select the receipt voucher and authorize the same
3	Hold/Release Customer Receipt	Manager Sales	Customer Receipt	Hold/Release Receipt	Hold/Release Receipt	<ol style="list-style-type: none"> 2. Select the receipt that needs to be held or released. 3. Enter the reason and remarks for holding / releasing the invoice. 4. Click the Hold Receipt pushbutton to put the receipt on hold.

						5. Click the Release Receipt pushbutton to release the Customer receipt.
4	Create Pay in slip	Accountant sales	Realize Receipt	Create Pay in slip	Create Pay in slip	1. Select the instruments which has to be deposited in bank and create pay in slip
5	Depositing in Bank	Accountant sales	Realize Receipt	Edit Pay in slip	Edit Pay in slip	1. Select the pay in slips and click deposit instruments. The status of the pay in slip becomes deposited.
6	Bouncing the instrument deposited in the bank	Accountant sales	Realize Receipt	Bounce Instruments	Bounce Instruments	1. Search and select the instrument that you want to bounce. 2. Click "Bounce Instruments" to bounce the instrument. The status of the instrument is updated as "Bounced" in the corresponding pay-in slip.
7	Raising regular Invoice, actual liability occurs at this stage	Accountant sales	Customer Direct Invoice	Create Invoice	Create Invoice	1. Create the invoice in fresh status
8	Authorize the Invoice	Manager Sales	Customer Direct Invoice	Authorize Invoice	Authorize Invoice	1. Fetch the invoice created in the previous step and authorizes the same. 2. The status upgrades to that of authorized stage
9	Hold/Release	Manager	Customer Direct	Hold/Release	Hold/Release	3. Select the direct invoice that

	Invoice	Sales	Invoice	e Invoice	Invoice	needs to be put on hold or released. 4. Enter the reason and remarks for holding / releasing the invoice. 5. Click the Hold Invoice pushbutton or Release Invoice to hold / release the direct invoice.
10	Edit / Authorize Miscellaneous Invoice	Assistant Accountants / Senior Accountant	Customer Direct Invoice	Edit Miscellaneous Invoice	Edit Invoice	1. Retrieve the details of the invoice that must be modified or modified/authorized. 2. Edit/Authorize the invoice with or without modification. 3. Invoice turns to Authorized status.
11	Authorize Miscellaneous Invoice	Senior Accountant / Finance Controller	Customer Direct Invoice	Authorize Invoice	Authorize Invoice	4. Retrieve the invoice for authorization. 5. Authorize the invoice with or without modification. 6. 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	Accountant	Customer Balance	Create Single	Create Single Currency	1. Fetch the Customer

	documents	sales	adjustment	Currency adjustment	Adjustment	prepayment Invoice (credit Document) and fetch the order based invoice (credit document) Propose, Compute and create adjustment.
14	Authorizing the adjustment made	Manager Sales	Customer balance adjustment	Edit Single Currency Adjustment	Edit Single Currency Adjustment	1. Fetch the adjustment voucher create in the previous step and authorize the same
15	Creating a part note	Sales	Customer debit credit note	Create item based note	Create Item Based Note	2. 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

Advance Receipts

Create Receipt

1. Launch the page “**Create Receipt**”. *See Figure 1.1*
2. Select the Receipt Date, **Receipt category**, **Finance Book** and **Numbering Type**.
3. Enter the **Customer #**, **Receipt Route**, Currency, and **Exchange Rate**.
4. Select the **Adjustment** as manual or automatic.
5. Select the **Bank/Cash #Code** then enter the **Receipt Amount**.
6. If the receipt mode is check, enter the instrument information.
7. Get the reference document against which the receipt is raised (optional).
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 Trailbar

Voucher Information

Receipt # Receipt Category **Regular** Status
 Receipt Date **30/06/2009** Finance Book **SALPFB** Numbering Type **CRV**

Receipt Information

Customer # **1008** Customer Name **MASPORT NZ LTD CONSUM** Forward Cover Applicable **No**
 Receipt Route **Bank** Receipt Mode **Check** Adjustment **Manual**
 Currency **NZD** Exchange Rate **1.00000000** Receipt Amount
 Bank/Cash # **01-BNZNZD** Description **BNZ-NZD Bank A/c** Collector #
 Remitter Draft ☒ Unapplied Amount
 Comments

Instrument Information

Instrument # MICR # Instrument Amount
 Instrument Date Bank # Charges
 Cost Center **AM** Analysis # **DL170** Sub Analysis #

Document Reference

Debit Document Information

[No records to display]

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

Total Receipt Amount

Card Information

Card # Authorization #
 Issuer Valid Till Month Year

[Edit Receipt](#) [Adjust Receipt](#)

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

Created by Created Date

Figure 1.1 Create Receipt

Edit Receipt

1. Enter the **Receipt Voucher Number** and click “Edit receipt”. See Figure 1.2.
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 # CRV-000589-2008Receipt Category RegularStatus FreshReceipt Date 28/08/2008Finance Book SALPFB

Receipt Information

Customer # 100Customer Name SOUNDSAIRForward Cover Applicable NoReceipt Route BankReceipt Mode CheckAdjustment ManualCurrency NZDBank/Cash # 01-BNZNZDExchange Rate 1.00000000Receipt Amount 1.00Remitter DraftDescription BNZ-NZD Bank A/cCollector #Unapplied Amount 1.00Comments sadsadadasdsadasdadsfjlsdalkfk

Instrument Information

Instrument # 678MICR #Instrument Amount 1.00Instrument Date 28/08/2008Bank # 1209Charges 0.00Cost Center ACCAnalysis # MKTCMSub Analysis #

Document Reference

Debit Document Type Customer PaymentsDebit Document Currency AllDocument #Get

Debit Document Information

[No records to display]

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

Card Information

Card #Authorization #Issuer QWERTYUQWERTYUIOPASDValid TillMonthYear #

Edit Receipt

Edit and Authorize Receipt

Delete Receipt

Adjust Receipt

Accounting Information

Attach Notes

Created by DMUSERCreated Date 28/08/2008Last Modified by DMUSERLast Modified Date 28/08/2008

Figure1.2: Edit Receipt

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 1.3

Hold/Release Receipt

Trailbar

Voucher Information

Receipt # CRV-000020-2006

Receipt Category Regular

Status Authorized

Receipt Date 11/12/2006

Finance Book SALPFB

Receipt Information

Customer # 660

Customer Name IAN GARLICK

Forward Cover Applicable N

Receipt Route Bank

Receipt Mode Direct Credit

Adjustment Manual

Currency NZD

Exchange Rate 1.00000000

Receipt Amount 230.78

Bank/Cash # 01-BNZNZD

Description BNZ-NZD Bank A/c

Collector #

Remitter

Unapplied Amount 230.78

Comments Reference - Apr-13

Reason Code HOLD

Remarks for Hold

Instrument Information

Instrument #

MICR #

Instrument Amount

Instrument Date

Bank #

Charges

Cost Center

Analysis #

Sub Analysis #

Debit Document Information

[No records to display]

#	Debit Document Type	Document #	Term #	Due Date	Currency	Document Amount
---	---------------------	------------	--------	----------	----------	-----------------

Card Information

Card #

Authorization #

Issuer

Validity

Hold Receipt

Release Receipt

Accounting Information

Created by DMUSER

Created Date 19/12/2006

Last Modified by

Last Modified Date

Figure 1.3 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”.

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 *Figure1.4*.

Create Pay-in-Slip

Trailbar

Search Criteria

Bank # ALL

Amount From

Instrument Date From 02/06/2009

Collection Point From SALOU

Instrument # From

To

To 23/06/2009

To SALOU

To

Status

Currency NZD

Receipt Type ALL

Collector #

Get

Instrument Information

<< 1 - 5 / 131 >>

PDF XLS CSV TST

All

#	Bank #	Instrument #	Instrument Date	Currency	Amount	Remitter
1	01-BNZNZD	8/29/2008 12:32:17 PM	29/08/2008	NZD	23.00	12
2	01-BNZNZD	9/2/2008 5:28:17 PM	02/09/2008	NZD	23.00	
3	01-BNZNZD	9/10/2008 4:40:49 PM	10/09/2008	NZD	23.00	
4	01-BNZNZD	9/10/2008 4:52:02 PM	10/09/2008	NZD	23.00	12
5	01-BNZNZD	9/11/2008 2:10:13 PM	11/09/2008	NZD	23.00	

Compute

Total Amount

Create Pay-in-Slip

Accounting Information

Created by

Created Date

Figure1.4 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.

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 *Figure1.5*

The screenshot shows the 'Edit Pay-in-Slip' window. At the top, it displays 'Pay-in-Slip # 3', 'Pay-in-Slip Date 23/09/2008', 'Status FRESH', 'Bank # 01-BNZNZD', 'BNZ-NZD Bank A/c', 'Receipt Type SUNDRY RECEIPT', and 'Currency NZD'. Below this is the 'Instrument Information' section with a table containing one instrument:

#	Instrument #	Instrument Date	Amount	Remitter	Rem
1	101088	21/12/2006	60.00	G Murphy Vodafone	0604

Below the table, there is a 'Compute' button and a 'Total Amount 60.00' label. At the bottom, there are four buttons: 'Deposit Instruments', 'Edit Pay-in-Slip', 'Delete Pay-in-Slip', and 'Print'. The 'Accounting Information' section at the very bottom shows 'Created by DMUSER', 'Last Modified by DMUSER', 'Created Date 23/09/2008', and 'Last Modified Date 23/09/2008'.

Figure1.5 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.

Bounce Instruments

- 1. Select the **Bounce Instruments** link under the **Realize Receipt** business component. The “**Bounce Instruments**” page appears. See *Figure 1.6*.

Bounce Instruments

Trailbar

Search Criteria

Bank #01-BNZNZD

Instrument # From

Instrument Date From

Instrument Amount From

Remitter

To

To

To

Collector #

CurrencyALL

Receipt TypeALL

Search

Instrument Information

<<<1-2/2>>>

HTMLSLSCSVPDF


All

#	Bank #	Currency	Instrument #	Instrument Date	Instrument Amount	Remi
1	01-BNZNZD	NZD	100608	15/01/2007	33.36	PAUL
2	01-BNZNZD	NZD	108069	20/12/2006	4033.06	
3						

Bounce Instruments

Figure1.6 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.*

Create Invoice

- 1. Launch the “**Create Pack Slip Invoice**” page. See *Figure1.7*
- 2. Enter the Pack Slip # in the Select Packslip page, if you know the number. Otherwise, search for the packslip using search criteria.
- 3. Call the relevant **Pack Slip No.** in the Create Invoice screen.

Create Invoice

Trailbar

Invoice Information

Invoice #
Invoice Date 02/12/2008
Finance Book SALPFB
Status
Numbering Type PSI

Payment Information

Bill To Customer # 100
Sale Type OTH
Currency NZD
Pay Term Standard
Price list # CP-NZ-STD-15
Auto Adjust No
Bill To Customer Name SOUNDSAIR
Cash #
Exchange Rate 1.00000000
Anchor Date 30/06/2009
Total Invoice Amount
Sales Person #
Receipt Type CREDIT
Receipt Method Regular
Freight Amount
Comments

Part Information

Default Tax Key
Tax Exclusive
1 - 1 / 1
All

#	Line #	Pack Slip #	Part #	Part Variant #	UOM
1		1 PSP-001761-2008	0.008N		EA
2					

Compute

Invoice Value Details

Value Excluding Tax
Charges
Tax
Value Net of Tax
With-holding Tax

Create InvoiceCreate and Authorize

Edit Invoice
Freight Charges

T/C/D

Payment Schedule

Invoice Summary

Accounting Information

Attach Notes

Created by

Created Date

Figure1.7 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.

Authorize Invoice

1. Select the **Invoice Category**. See Figure 1.8.

Authorize Invoice

Invoice # CDI-000004-2008 Status Fresh

Invoice Date 07/08/2008 Finance Book SALPFB

Payment Information

Bill To Customer # 100 Bill To Customer Name SOUNDSAIR

Ship To Customer # 100 Ship To Customer Name SOUNDSAIR Ship To Id 2

Sale Type OTH Cash # PC-NZD

Currency NZD Exchange Rate 1.00000000

Pay Term Standard Anchor Date 07/08/2008

Total Invoice Amount 10.00 Receipt Type CREDIT

Auto Adjust No Draft Freight Amount 0.00 Receipt Method Regular

Price list # Comments

Part/T/C/D Information

#	Line #	Part Type	Part #	Part Variant #	UOM
1		Component	0-1450PSI-100		20L
2		Component			

Get Item Details Compute

Edit Invoice Edit and Authorize Invoice Return Invoice

T/C/D Allocation Details Payment Schedule Item Serial No. Details Shipping Details

Invoice Summary Accounting Information Attach Notes

Created by DMUSER Created Date 07/08/2008

Last Modified by DMUSER Last Modified Date 07/08/2008

Figure 1.8 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 on the **Edit and Authorize** push button, after providing the cost center and making necessary changes (if needed).
9. The status of the Invoice becomes "Authorized".

Hold / release customer direct invoice

- 1. Select the Invoice Category as “Direct Invoice”, “Pack Slip 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 1.9.
- 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

Trailbar

Invoice Information

Invoice # 611380-3Invoice Category miscellaneous invoiceStatus AuthorizedInvoice Date 11/12/2006

Payment Information

Bill To Customer # 416Currency NZDAnchor Date 11/10/2006Total Invoice Amount 22864.97Bill To Customer Name RNZAFExchange Rate 1.00000000Finance Book SALPFBFreight AmountPay Term ContractComments

Part/T/C/D Information

<<1 - 1 / 1>>

ITMCLSCTFTTAll

#	Line #	Pack Slip #	Part/T/C/D #	Variant #	UOM
1	1		Opening Balance		

Reason #

Remarks for Hold

Hold InvoiceRelease Invoice

Attach Notes

Invoice SummaryAccounting InformationPayment Schedule

Created by dmuserCreated Date 19/12/2006Last Modified by DMUSERLast Modified Date 19/12/2006

Figure1.9 Hold / Release customer direct invoice

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 1.10*.
3. In the **Invoice Information** group box, modify the **Invoice Date** and **Finance Book**.

The screenshot shows the 'Edit Invoice' window with the following sections:

- Invoice Information:** Invoice # CDI-000002-2008, Status Fresh, Invoice Date 07/08/2008, Finance Book SALPFB.
- Payment Information:** Bill To Customer # 100, Ship To Customer # 100, Sale Type OTH, Currency NZD, Pay Term Standard, Total Invoice Amount 1.00, Comments Draft, Bill To Customer Name SOUNDSAIR, Ship To Customer Name SOUNDSAIR, Cash # PC-NZD, Exchange Rate 1.00000000, Anchor Date 07/08/2008, Freight Amount 0.00, Ship To Id 1, Receipt Type CASH, Receipt Method Regular, Price list #, Auto Adjust No.
- Part/T/C/D Information:** A table with columns: #, Line #, Part Type, Part #, Part Variant #, UOM. It contains two rows: 1 Component 0-191 20L and 2 Component.
- Buttons:** Get Item Details, Compute, Edit Invoice, Edit and Authorize Invoice, Delete Invoice.
- Links:** T/C/D, Item Serial No. Details, Allocation Details, Attach Notes, Pay Schedule, Invoice Summary, Accounting Information, Shipping Details.
- Footer:** Created by DMUSER, Last Modified by, Created Date 07/08/2008, Last Modified Date.



Figure 1.10 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 or Credit.
7. Enter the **Pay Term**, **Anchor Date** and **Freight Amount**.
8. 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 **Part/T/C/D Information** multiline,

9. Enter the **Part #**, **UOM**, **Quantity** and **Unit Price**.
10. Click the **Compute** pushbutton to calculate the total invoice amount.
11. Click the **Edit Invoice** pushbutton to save the modifications.
 *Note: The system updates the status of the invoice as "Fresh".*
12. 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".*
13. Click the **Delete Invoice** pushbutton to delete the invoice.

Authorize Miscellaneous Invoice

- 1. Search and retrieve miscellaneous invoice in Fresh status for authorization from the “**Select Invoice**” page.
- 2. The “**Authorize Invoice**” page is launched. See Figure 1.11.
- 3. Enter the **Invoice Date**.
- 4. Modify the appropriate fields, if required.
- 5. Click the **Edit and Authorize** pushbutton after providing the **Payment Information** and **Part/T/C/D** details.

 *Note: The status of the invoice becomes “Authorized”.*

Authorize Invoice

Trailbar

Invoice Information

Invoice # CDI-000005-2008Status FreshInvoice Date 16/09/2008Finance Book SALPFB

Payment Information

Bill To Customer # 100Bill To Customer Name SOUNDSAIRShip To Customer # 100Ship To Customer Name SOUNDSAIRShip To Id 2

Sale Type OTHCash # PC-NZDExchange Rate 1.00000000Receipt Type CREDIT

Currency NZDPay Term StandardAnchor Date 16/09/2008Receipt Method Regular

Total Invoice Amount 12340.00Freight Amount 0.00Price list # CO-AUS-STD-15

Auto Adjust NoDraftComments

Part/T/C/D Information

<<1- 1 / 1>>

PDFExcelPrint

All

#	Line #	Part Type	Part #	Part Variant #	UOM
1		Component	010-00210		20L
2		Component			

Get Item DetailsCompute

Edit InvoiceEdit and Authorize InvoiceReturn Invoice

T/C/DAllocation DetailsPayment ScheduleItem Serial No. DetailsShipping Details

Invoice SummaryAccounting InformationAttach Notes

Created by DMUSERCreated Date 16/09/2008Last Modified byLast Modified Date

Figure1.11 Authorizing invoice

Generate Dunning Letters

This activity enables you to generate Dunning letters for a specified date.

1. Select the **Generate Dunning Letter** activity under the credit Management business component. The Generate Dunning Letters page appears. See Figure1.12.
2. Enter the **Dunning Date**.
3. Enter any / all the following fields in the **Search Criteria** group box to find the dunning details required for generating dunning letter: **Customer # From, To, Billing Point, Overdue Date From, To, Currency, Document # From, To, Document Type, Due Date From, To, Finance Book, Overdue Days From, To, Dun Level at least, Customer Group # From, To, Sort By**.
4. Click the **Search** pushbutton to retrieve the dunning details.

Generate Dunning Letters

Dunning Date: 01/07/2009

Search Criteria

Customer # From: To: Billing Point: All

Overdue Amount From: To: Currency: NZD

Document # From: To: Document Type: All

Due Date From: 01/06/2009 To: 22/07/2009 Finance Book: SALPFB

Overdue Days From: To: Dun Level at least: Sort by: Overdue Days

Dunning Details

[No records to display]

#	Document Type	Document No.	Currency	Customer Code	Term No	Due Date
1						

Cost Center: Analysis Code: Sub Analysis Code:

Generate

Figure1.12 Generate Dunning Letters

The **Dunning Details** multiline displays the following fields for generating the dunning letter that satisfy the search criteria: **Document Type, Document No., Currency, Customer Code, Due Date, Finance Book, Billing Point, Customer Group Code**.

In the **Dunning Details** multiline,

5. Enter the **Term No.** that identifies the pay term of the debit document.
6. Enter the **Overdue Amount** that identifies the overdue amount for the debit document.

7. Enter the **Overdue Days** that identifies overdue days for the debit document.
8. Enter the **Pre Dun Level** that identifies the dunning level at which the previous dunning letter generated for the customer # and document # combination.
9. Enter the **Dun Level** that identifies the current dunning level for the debit document.
10. Enter the **Dunning Charges** that identifies the current dunning level for the debit document.
11. Click the **Generate** pushbutton to generate the dunning letters.



Note: If the dunning charges are provided, the account based debit note will be generated.

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 1.13*.
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*

Create Single Currency Adjustment Voucher

Trailbar

Voucher Information

Voucher #

Voucher Date30/06/2009

Finance BookSALPFB

Status

Numbering TypeCAV

Customer Information

Customer #

Customer Name

Customer HierarchyLOCAL

CurrencyNZD

Adjustment SequenceFIFO

Credit Documents

[No records to display]

#Document TypeDocument #Document DateDocument AmountUnadjusted Amount

1Receipt Voucher

Debit Documents

[No records to display]

#Document TypeDocument #Due DateUnadjusted AmountCustomer #

1Order Based Invoice

Propose Adjustment

Compute Adjustment

Adjustment Summary in Credit Doc. Currency

Debit Doc Adjustment Amount

Discount Allowed

Charges Collected

Total Receipt Amount Adjusted

Create Voucher

Create and Authorize Voucher

Edit Voucher

Accounting Information

Account Based Credit Note

Account Based Debit Note

Authorized Prepayment Invoice

Direct Invoice

Item Based Credit Note

Item Based Debit Note

View Service Invoice

Payments

Receipts

Paid Prepayment Invoice


Attach Notes

Created by

Created Date

Figure1.13 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”.*

Receivables Management

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Edit and Authorize Single Currency Adjustment Voucher

1. Enter the **Voucher #** or Enter the Customer Code and fetch the same using the search criteria. See *Figure1.14*.
2. The adjustment vouchers in fresh status that fulfills the search criteria are fetched in the multiline.
3. Select the **adjustment voucher** which has to be authorized, by clicking on the voucher number (hyperlink).
4. In the “**Edit Single Currency Adjustment Voucher**” screen, make changes (if any needed) then click **Edit and Authorize Voucher** pushbutton to authorize the voucher.



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

Trailbar

Voucher Information

Voucher #CAV-000565-2009

StatusFresh

Voucher Date30/06/2009

Finance BookSALPFB

Customer Information

Customer #100

Customer NameSOUNDSAIR

Customer HierarchyLOCAL

CurrencyNZD

Adjustment SequenceFIFO

Credit Documents

<<<1- 1 / 1>>>

RTMOLSCSWRTT

All

#	Document Type	Document #	Document Date	Document Amount	Unadjusted Amount
1	Receipt Voucher	CRV-000634-2009	23/06/2009	1000.00	1
2					

Debit Documents

<<<1- 1 / 1>>>

RTMOLSCSWRTT

All

#	Document Type	Document #	Due Date	Unadjusted Amount	Customer #
1	Miscellaneous Invoice	MIN-000138-2009	01/07/2009	100.00	100
2					

Propose Adjustment

Compute Adjustment

Adjustment Summary in Credit Doc. Currency

Debit Doc Adjustment Amount100.00

Discount Allowed0.00

Charges Collected0.00

Total Receipt Amount Adjusted100.00

Edit Voucher

Edit and Authorize Voucher

Delete Voucher

Accounting Information

Account Based Credit Note

Account Based Debit Note

Authorized Prepayment Invoice

Direct Invoice

Item Based Credit Note

Item Based Debit Note

View Service Invoice

Item Based Debit Note

Payments

Receipts

Paid Prepayment Invoice

Transfer Prepayment /Credit Note

Attach Notes

Transfer Debit Note

Created byDMUSER

Created Date30/06/2009

Last Modified byDMUSER

Last Modified Date30/06/2009

Figure 1.14: Edit and authorize adjustment voucher

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	Create Invoice	<ol style="list-style-type: none"> 1. Enter the invoice information 2. Retrieve the reference document (Pack slips) available in the multiline. 3. Select the particular document for which invoice has to be created 4. Generate invoice in Fresh status.
2	Authorize Invoice	Accountant sales	Customer Direct Invoice	Authorize Invoice	Authorize Invoice	<ol style="list-style-type: none"> 1. Retrieve the invoice 2. Set the Auto Adjust option to "NO". 3. Select the invoice, which has to be authorized 4. Authorize the invoice. The invoice status turns into Authorized.
3	Raise Credit Note	Accountant sales	Customer Debit Credit Note	Create account based debit / credit note	Create account based debit / credit note	<ol style="list-style-type: none"> 1. Raise a credit note for the amount, supplier balance or the customer invoice balance whichever is lower
4	Authorize credit note	Senior Manager Sales	Customer Debit Credit Note	Authorize account based debit / credit note	Authorize account based debit / credit note	<ol style="list-style-type: none"> 1. Retrieve the credit note created in the previous step and authorize the same

5	Hold/Release Debit Credit Note	Senior Manager Sales	Customer Debit Credit Note	Hold/Release account based debit / credit note	Hold/Release account based debit / credit note	<ol style="list-style-type: none"> 1. Select the debit/credit note that needs to be held or released. 2. Enter the reason and remarks for holding / releasing the debit credit note. 3. Click the Hold t pushbutton to put the debit credit on hold. 4. Click the Release t pushbutton to release the account based debit/credit note Customer receipt.
6	Adjust between the Invoice and the Credit Note	Accountant sales	Customer Balance adjustment	Create Single Currency Adjustment	Create Single Currency Adjustment	<ol style="list-style-type: none"> 1. Retrieve the credit note created in the step 7 2. Retrieve the invoice raised in step 2 3. Propose and compute a create adjustment voucher.
7	Receive cheque from the customer	Accountant sales	Customer Receipt	Create Receipt	Create Receipt	<ol style="list-style-type: none"> 1. Enter the voucher information, receipt Information, and if the receipt mode is check, enter the instrument information. 2. Enter the reference document (Optional) 3. Click Create. The receipt voucher is created in fresh status

8	Authorize Customer receipt	Accountant sales	Customer Receipt	Edit Receipt	Edit Receipt	1. Select the receipt voucher and authorize the same
9	Create Pay in slip	Accountant sales	Realize Receipt	Create Pay in slip	Create Pay in slip	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	Edit Pay in slip	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	Bounce Instruments	<ol style="list-style-type: none"> 1. Search and select the instrument that you want to bounce. 2. Click "Bounce Instruments" to bounce the instrument. The status of the instrument is updated as "Bounced" in the corresponding pay-in slip.

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 *Figure1.15*.
- 2. Enter the **customer code** for whom the credit note has to be raised
- 3. Enter the **transaction amount** and the **account code**. The transaction amount should be the supplier balance or the customer invoice balance, whichever is lower.

Create Account Based Note

Note Information

Note #

Note Date30/06/2009

Note TypeCredit

Finance BookSALPFB

Status

Numbering TypeCAC

Customer Information

Customer #1006

Customer NameG A WATERMAN

Customer Registered AtSALOU

Customer Note No

Customer Note Amount

Customer Note Date30/06/2009

Payment Information

CurrencyNZD

Exchange Rate1.00000000

Pay TermCASH

Receipt Method

Anchor Date30/06/2009

Total Amount

Comments

Draft

Document Information

1 - 1 / 1

Account #

Dr/Cr

Transaction Amount

Remarks

1	012002	Debit		
2		Debit		

Compute

Create NoteCreate and Authorize Note

Edit Account Based Note

Payment Schedule

Note Summary

Accounting Information

Attach Notes

Created by

Created Date

Figure1.15 Create Debit/Credit Note

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

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 *Figure1.16*.
4. Click the checkbox and select the row in the multiline to authorize the note.
5. Then click **Authorize**.
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.

The screenshot shows a software window titled "Select Debit/Credit Note". At the top, there is a "Note #" field and a "NoteType" dropdown set to "Credit". Below this is a "Search Criteria" section with various filters: "Note Type" (All), "Note Category" (All), "Currency" (All), "Finance Book" (ALL), "Customer Registered At" (SALOU), and "User Id". There are also fields for "Note # From", "Note Date From", "Note amount From", and "Customer From". A "Search" button is located to the right of these criteria.

Below the search criteria is a "Search Results" section containing a table with the following data:

#	Note Type	Note Category	Note #	Note Date	Note Amount	Currency
1	Credit	Account Based	CAC-000124-2008	17/11/2008	23.00	NZD
2	Credit	Account Based	CAC-000125-2008	02/12/2008	23.00	NZD
3	Debit	Account Based	CAD-000049-2008	26/09/2008	1000.00	NZD
4	Debit	Account Based	CAD-000051-2008	26/09/2008	150.00	NZD

Below the table is an "Authorize Note" button. At the bottom of the window, there are links for "Account Based Note", "Item Based Note", and "Accounting Information".

Figure1.16 Select Debit/Credit Note for authorizing

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 Figure1.17.

Hold/Release Account Based Note

Trailbar

Note Information

Note # CAC-000002-2006 Note Type Credit Status Authorized
Note Date 11/12/2006 Finance Book SALPFB

Customer Information

Customer # 1992 Customer Name Customer Registered At SALOU
Customer Note No 680874-2 Customer Note Amount 15158.90 Customer Note Date 11/12/2006

Payment Information

Currency AUD Exchange Rate 1.16185000 Pay Term
Receipt Method Anchor Date Total Amount 15158.90
Comments

Document Information

<< < 1 - 1 / 1 > >> [Icons] All

#	Account #	Dr/Cr	Transaction Amount	Remarks
1	OPBAL	D	15158.90	Opening balance transaction

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 19/12/2006 Last Modified Date 19/12/2006

Figure1.17 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.

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 1.18.

Create Item Based Note

Note Information

Note #

Finance Book

Note Date

Note Type

Ref. Doc. Type

Status

Numbering Type

ABCPFB1

03/04/2012

Credit

Customer Order

CIC

Customer Information

Customer Registered At

Customer #

Customer Name

Customer Note No

Customer Note Amount

Customer Note Date

SALOU

400944

AIR FRANCE

03/04/2012

Payment Information

Currency

Receipt Method

Comments

Exchange Rate

Anchor Date

Draft

Pay Term

Total Amount

CAD

1.00000000

03/04/2012

☐

Search Criteria

Prepayment Invoice

Order # From

Invoice/Note # From

Order/Invoice/Note Date From

Invoice/Note Amount From

Order Invoice

To

To

To

Direct Invoice

Debit Note

Credit Note

☐

☐

☐

☐

☐

T/C/D Information

Default Tax Key

Tax Exclusive

☒

[No records to display]

All

#	Line #	Document Type	Originating Point	Document #	Part/T/C/D #
1					

Compute

Note Value Details

Value Excluding Tax

Tax

With-holding Tax

Value Net of Tax

Create Note

Create and Authorize Note

[T/C/D](#)

[Payment Schedule](#)

[Edit Item Based Note](#)

[Note Summary](#)

[Accounting Information](#)

Created by

Created Date

Figure 1.18 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**.
8. Check **Tax Exclusive** box if the tax amount should be calculated based on the total debit or credit note amount. T
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

12. 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.
13. 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.

14. 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.
15. 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.

16. 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.

Chapter 2 / 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	Manage Invoice	<ol style="list-style-type: none"> 1. Enter the customer order information 2. Retrieve the customer order details in the multiline. 3. Select the particular order for which invoice has to be created 4. Generate invoice in Fresh status.
2	Authorize Invoice	Senior Accountant / Finance Controller	Customer Prepayment Invoice	Authorize Invoice	Authorize Invoice	<ol style="list-style-type: none"> 1. Retrieve the invoice details using the search criteria in the Select page 2. Select the invoice number, which has to be authorized 3. Authorize the invoice. The invoice status turns into "Authorized".
3	Hold / Release Invoice	Senior Accountant / Finance Controller	Customer Prepayment Invoice	Hold/Release Invoice	Hold/Release Invoice	<ol style="list-style-type: none"> 1. Select the invoice that needs to be held or released using Search pushbutton. 2. Enter the reason and remarks for holding / releasing the invoice. 3. Click the Hold Invoice pushbutton to put the invoice

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

						<p>page</p> <ol style="list-style-type: none"> 2. Select the invoice number, which has to be authorized 3. Authorize the invoice. The invoice status turns into "Authorized".
7	Hold / Release Invoice	Senior Accountant / Finance Controller	Customer Service Invoice	Hold/Release Invoice	Hold/Release Invoice	<ol style="list-style-type: none"> 1. Select the invoice that needs to be held or released using Search pushbutton. 2. Enter the reason and remarks for holding / releasing the invoice. 3. Click the Hold Invoice pushbutton to put the invoice on hold. 4. Click the Release Invoice pushbutton to release the invoice.
8	Reverse Invoice	Accountant sales	Customer Service Invoice	Reverse invoice	Reverse invoice	<ol style="list-style-type: none"> 1. Retrieve the service invoice by specifying the invoice details in the Select page 2. Select the invoice number that needs to be reversed from the multiline. 3. Enter the reversal details such as reversal date and reversal document number, and click the Reverse pushbutton

						4. The status of the invoice is updated as "Reversed".
9	Receive check from customer	Accountant Sales	Customer Receipt	Create Receipt	Create Receipt	<ol style="list-style-type: none"> 1. Enter the voucher information, receipt information, and if the receipt mode is check, then enter the instrument information. 2. Enter the reference document. 3. Create receipt in Fresh status.
10	Authorize customer receipt	Accountant Sales	Customer Receipt	Edit Receipt	Edit Receipt	<ol style="list-style-type: none"> 1. Select the receipt 2. Authorize the same.
11	Create Pay-in-slip	Accountant Sales	Realize Receipt	Create Pay-in-slip	Create Pay in slip	<ol style="list-style-type: none"> 1. Select the instruments which has to be deposited in bank 2. Create the pay-in-slip.
12	Deposit Payment in Bank	Accountant Sales	Realize Receipt	Edit Pay in slip	Edit Pay in slip	<ol style="list-style-type: none"> 1. Select the pay-in-slips 2. Deposit instruments so that the status of the pay-in-slips becomes deposited.
13	Bouncing the instrument deposited in the bank	Accountant sales	Realize Receipt	Bounce Instruments	Bounce Instruments	<ol style="list-style-type: none"> 1. Search and select the instrument that you want to bounce. 2. Click "Bounce Instruments" to bounce the instrument. The status of the instrument is updated as "Bounced" in the corresponding pay-in slip.

14	Settle the debit and credit balances	Accountant Sales	Customer Balance adjustments	Create Single Currency Adjustments	Create Single Currency Adjustment	<ol style="list-style-type: none"> 1. Enter the voucher information and customer information 2. Retrieve the receipt voucher as the credit document and debit note as debit documents for adjustments 3. Propose and compute adjustment 4. Create the adjustment voucher in Fresh status.
15	Authorize Adjustments	Accountant Sales	Customer Balance Adjustments	Edit Single Currency Adjustment Voucher	Edit Single Currency Adjustment Voucher	<ol style="list-style-type: none"> 1. Select the adjustment voucher. 2. Modify and authorize the voucher to update its status to Authorized.

Set Function Defaults

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

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

Set Function Defaults

Figure 2-1 Set Function Defaults

1. Select the “**Set Function Defaults**” under the “**Customer Invoice**” business component. The “**Set Function Defaults**” page appears. *See Figure 2-Error! Reference source not found.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. 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

The screenshot displays the 'Generate Customer Service Invoice' interface. At the top, the business process is 'Receivables Management', and the user is 'DMUSER'. The organization unit is 'ABC' and the role is 'ABC Role'. The main title is 'Generate Customer Service Invoice'. Below this, there are sections for 'Search Criteria', 'Search Results', and 'Re-process'.

Search Criteria: This section contains several dropdown menus and text fields for filtering search results. The 'Ref. Doc. Type' is set to 'Customer Order', 'Invoice Type' is 'Service Invoice', and 'Invoice Category' is 'DETAIL'. Other fields include 'Sale Type', 'Order Applicability', 'Controlling Unit', 'Customer Based', 'Order Based', 'Release Based', and 'Date Based'. A 'Search' button is located at the bottom of this section.

Search Results: This section displays a table of search results. The table has columns for '#', 'Ref. Doc. Type', 'Ref. Doc. #', 'Invoice Type', 'Invoice Category', 'Release #', 'Release Date', and 'Rel.'. One result is shown with the following details:

#	Ref. Doc. Type	Ref. Doc. #	Invoice Type	Invoice Category	Release #	Release Date	Rel.
1	Customer Order	CO-000061-2011	Service Invoice	DETAIL	1	11/08/2011	

Re-process: This section contains a 'Reason for Re-process' dropdown, a 'Remarks' text field, and a 'Re-process' button. Below this, there is a 'Generate Invoice' section with a 'Single Invoice' checkbox and a 'Generate Invoice' button. At the bottom, there is a link to 'Edit Invoice'.

Figure 2-2 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 **Error! Reference source not found.2-2**.
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.
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.

To proceed further,

- τ 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.

Create a Prepayment Invoice

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

- **Prepayment Invoice** which indicates that the customer makes a prepayment for an invoice based on a customer order. Multiple invoices are raised against a customer order and the prepayment made is adjusted in the current invoice or later. A customer invoice can be raised only against one customer order. However, the same order can be invoiced multiple number of times based on the billing terms and conditions specified in the service order.
- **Direct Prepayment Invoice** which indicates that the customer makes a prepayment for a direct invoice and there is no customer order involved. In such cases, the invoice is raised on the customer for the material consumed or the resources expended for the period under consideration.

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

Manage Invoice

Manage Invoice

Trailbar

Select Invoice #

Create a New Invoice

Work on Existing Invoice

Invoice #

Go

Invoice TypeDirect Prepayment Invoice

Invoice Details

Invoice #

Invoice Date18/11/2011

CurrencyCAD

Bill To Customer #

Ship To Customer #

Finance BookABCPFB1

Invoice Category

Exchange Rate1.00000000

Bill To Customer Name

Ship To Customer Name

Status

Numbering TypeCPI

Comments

Release Info.

Direct Info.

T/C/D Details

Invoice Summary

Adjustment Log

<<<1 - 1 / 1>>>

HTA

OLE

CSV

PDF

All

#	Ref. Doc. Type	Ref. Doc. #	Invoice Amount	Material	Labour
1	Customer Order				
2	Customer Order				

Default Tax Keys

On Document

Tax Exclusive

Compute

Save Dir. Info.

View Customer Order

Draft

Save

Auto Adjust

Save and Authorize

Delete

Return

View Info.

Accounting Information

Payment Schedule

View Invoice

Record Statistics

Created by

Created Date

Last Modified by

Last Modified Date

Figure 2-3 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 2-3Error! Reference source not found..*
2. Select the **“Create a New Invoice”** radio button to create a new prepayment invoice.
3. Select the **Invoice Type** as **“Prepayment Invoice”** or **“Direct Prepayment Invoice”**.
4. Select the **Finance Book, Invoice Category, Numbering Type, Currency, and Ship to Customer** details.
5. Enter the **Ref Doc #, Material** charges, **Labour** charges, **Fixed Price, Taxes, Discounts,** and **Other Charges** in the multiline.

6. Select the **On Document** charges for the invoice, if applicable.
7. Check the **Tax Exclusive** checkbox if the invoice amount is tax exclusive.
8. Click the **Compute** pushbutton to calculate the total invoice amount.
9. Click the **Save Dir. Info.** pushbutton to save the entered details in the “Direct Info” tab.



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

10. Click the **Save** pushbutton to save the invoice details.



The status of the invoice is updated as “Draft” if the “Draft” field is checked; else the status is updated as “Fresh”.

11. Click the **Save and Authorize** pushbutton to save and authorize the invoice at the same time.



Check the “Auto Adjust” box if the invoice after authorization must be adjusted with the credit documents automatically.

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



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

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



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

To proceed further,

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

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.

Manage Invoice

Select Invoice #

☒ Create a New Invoice ☐ Work on Existing Invoice

Invoice #

Invoice Type **Direct Prepayment Invoice**

Invoice Details

Invoice # Finance Book **ABCPFB1** Status

Invoice Date **18/11/2011** Invoice Category Numbering Type **CPI**

Currency **CAD** Exchange Rate **1.00000000** Comments

Bill To Customer # Bill To Customer Name

Ship To Customer # Ship To Customer Name

Invoice Level T/C/D Information

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

#	Line #	T/C/D Type	T/C/D On	T/C/D #	Variant #	Description	Taxable Amount	T/C/D Rate
1	0	Tax	Document					

☒ Auto Adjust

View Info.

[Accounting Information](#) [Payment Schedule](#) [View Invoice](#)

Record Statistics

Created by Created Date

Last Modified by Last Modified Date

Figure 2-4 Manage Invoice – Record 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 2-Error! Reference source not found.4*.
2. Select the **Line #** row number specified in the customer order.
3. Select the **T/C/D Details** tab to modify the tax, charge, and discount details of the invoice.
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, 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. 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.
8. Select 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.

Record Invoice Summary

Manage Invoice

Trailbar

Select Invoice #

Create a New Invoice

Work on Existing Invoice

Invoice #

Go

Invoice TypeDirect Prepayment Invoice

Invoice Details

Invoice #

Invoice Date18/11/2011

CurrencyCAD

Bill To Customer #

Ship To Customer #

Finance BookABCPFB1

Invoice Category

Exchange Rate1.00000000

Bill To Customer Name

Ship To Customer Name

Status

Numbering TypeCPI

Comments

Release Info.

Direct Info.

T/C/D Details

Invoice Summary

Adjustment Log

Invoice Summary

Material

Labour

Other Resources

External Repair

External Services

Fixed Price

Addl. Charges

Taxes

Charges

Discounts

Total Invoice Amount

With-holding Tax

Inv.Amt. before Adjustment

Adjusted Amount

Net Invoice Amount

Receipt Information

Pay Term

Anchor Date20/11/2011

Receipt MethodRegular

Receipt TypeCASH

Save Inv. Summ.

Draft

Save

Auto Adjust

Save and Authorize

Delete

Return

View Info.

Accounting Information

Payment Schedule

View Invoice

Record Statistics

Created by

Created Date

Last Modified by

Last Modified Date

Figure 2-5 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 2-Error! Reference source not found.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.

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.

The screenshot shows a software window titled "Select Invoice". At the top, there is a text field for "Invoice #" and a link labeled "Edit Invoice". Below this is a "Search Criteria" section with several dropdown menus and text fields: "Ref. Doc. Type" (set to "Customer Order"), "Invoice Type" (set to "Service Invoice"), "Invoice Category", "Status" (set to "All"), "Currency" (set to "All"), "Finance Book" (set to "All"), and "User Id". There are also fields for "Ref. Doc. # From", "Invoice # From", "Invoice Date From", "Invoice Amount From", and "Bill To Customer # From". A "Search" button is located at the bottom right of the search criteria section. Below the search criteria is a "Search Results" section displaying a table of invoices. The table has columns for "#", "Invoice #", "Invoice Date", "Currency", "Invoice Amount", "Status", and "Ref. Doc. type". Five invoices are listed, all with a status of "Fresh" and an amount of "0.00". At the bottom of the window, there is a "Delete Invoice" button.

#	Invoice #	Invoice Date	Currency	Invoice Amount	Status	Ref. Doc. type
1	CI-000034-2011	17/10/2011	CAD	0.00	Fresh	Customer Order
2	CI-000038-2011	19/10/2011	CAD	0.00	Fresh	Customer Order
3	CI-000039-2011	20/10/2011	CAD	0.00	Fresh	Customer Order
4	CI-000040-2011	20/10/2011	CAD	0.00	Fresh	Customer Order
5	CI-000044-2011	24/10/2011	USD	0.00	Fresh	Customer Order

Figure 2-6 Edit Invoice

- 1. Select the “**Edit Invoice**” under the “**Customer Invoice**” business component. The “**Edit Invoice**” page appears. See *Figure 2-Error! Reference source not found.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 Release Info

Manage Invoice

Select Invoice #

Create a new Invoice Work on existing Invoice

Invoice # CI-000034-2011 Go

Invoice Type Service Invoice

Invoice Details

Invoice # CI-000034-2011 Finance Book ABCPFB1 Status Fresh

Invoice Date 17/10/2011 Invoice Category FINAL Numbering Type CI

Currency CAD Exchange Rate 1.00000000 Comments

Bill To Customer # 400007 Bill To Customer Name AIR CANADA

Ship To Customer # 100001 Ship To Customer Name DONAVIA

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

#	Ref. Doc. Type	Ref. Doc. #	Ref. Doc. Date	Release #	Release Date	Order Curr.	Release
1	Customer Order	CO-000266-2011	01/10/2011	4	13/10/2011	CAD	
2	Customer Order						

Default Tax Keys

On Material On Resource On Document Tax Exclusive

Get Rel. Info. Save Rel. Info.

View Customer Order View Initiate Invoice

Draft Save Auto Adjust Save and Authorize Delete Return

View Info.

Accounting Information Payment Schedule View Invoice

Figure 2-7 Edit a Service Invoice – Release Info

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 2-Error! Reference source not found.7*.
3. Modify the **Invoice Type** as Prepayment Invoice or Direct Prepayment Invoice.
4. Modify the **Finance Book, Invoice Category, Numbering Type, Currency, and Ship to Customer** details.
5. In the new row, enter the **Ref Doc #** for the invoice.



The 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.

6. Select the row and click the **Get Rel. Info.** pushbutton to retrieve the values in all the fields in the multiline, based on the **Ref Doc #** selected
7. Select the **On Document**, **On Resource**, and **On Document** charges for the invoice, if applicable.
8. Check the **Tax Exclusive** checkbox if the invoice amount is tax exclusive.
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,

- τ Select the **T/C/D** tab to modify the tax, charge, and discount details of the invoice.
- τ Select the **Invoice Summary** tab to view the summary of the invoice.
- τ Select the **Adjustment Log** tab to view the adjustment payment made for the customer order.
- τ Select the **View Customer Order** link to see the details of the customer order.
- τ Select the **View Initiate Invoice** to view the invoice details in the Process Invoice activity, which is available in the Sales Management business process.
- τ Select the **Accounting Information** link to view the account posting details of the invoice.
- τ Select the **Payment Schedule** link to modify the payment schedule generated for the invoice.
- τ 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 #

Invoice Type

Invoice Details

Invoice # Finance Book Status

Invoice Date Invoice Category Numbering Type

Currency Exchange Rate Comments

Bill To Customer # Bill To Customer Name

Ship To Customer # Ship To Customer Name

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

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

Invoice Level T/C/D Information

[No records to display]

#	Line #	T/C/D Type	T/C/D On	T/C/D #	Variant #	Description	Taxable Amount	T/C/D Rate
1	0	Tax	Document					

Draft Auto Adjust

View Info.

[Accounting Information](#) [Payment Schedule](#) [View Invoice](#)

Figure 2-8 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 2-Error! Reference source not found.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.


Modify Invoice Summary

The screenshot displays the 'Manage Invoice' application window. At the top, there's a 'Select Invoice #' section with radio buttons for 'Create a new Invoice' and 'Work on existing Invoice'. The 'Work on existing Invoice' option is selected, showing 'Invoice #' as 'CI-000034-2011' and 'Invoice Type' as 'Service Invoice'. Below this is the 'Invoice Details' section with various fields: 'Invoice #', 'Invoice Date' (17/10/2011), 'Currency' (CAD), 'Bill To Customer #' (400007), 'Ship To Customer #' (100001), 'Finance Book' (ABCPFB1), 'Invoice Category' (FINAL), 'Exchange Rate' (1.00000000), 'Status' (Fresh), 'Numbering Type' (CI), and 'Comments'. A tabbed interface at the bottom of the details section includes 'Release Info.', 'Direct Info.', 'T/C/D Details', 'Invoice Summary' (which is the active tab), and 'Adjustment Log'. The 'Invoice Summary' tab shows a table of costs: Material (0.00), Labour (0.00), 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 (0.00), Withholding Tax (0.00), Inv. Amt. before Adjustment (0.00), Adjusted Amount (0.00), and Net Invoice Amount (0.00). Below the table is the 'Receipt Information' section with 'Pay Term', 'Anchor Date' (17/10/2011), 'Receipt Method' (Regular), and 'Receipt Type' (CASH). A 'Save Inv. Summ.' button is located below the receipt information. At the very bottom of the window, there are buttons for 'Draft', 'Save', 'Auto Adjust', 'Save and Authorize', 'Delete', and 'Return'. A 'View Info.' section at the bottom left contains links for 'Accounting Information', 'Payment Schedule', and 'View Invoice'.


Figure 2-9 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 2-Error! Reference source not found.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.

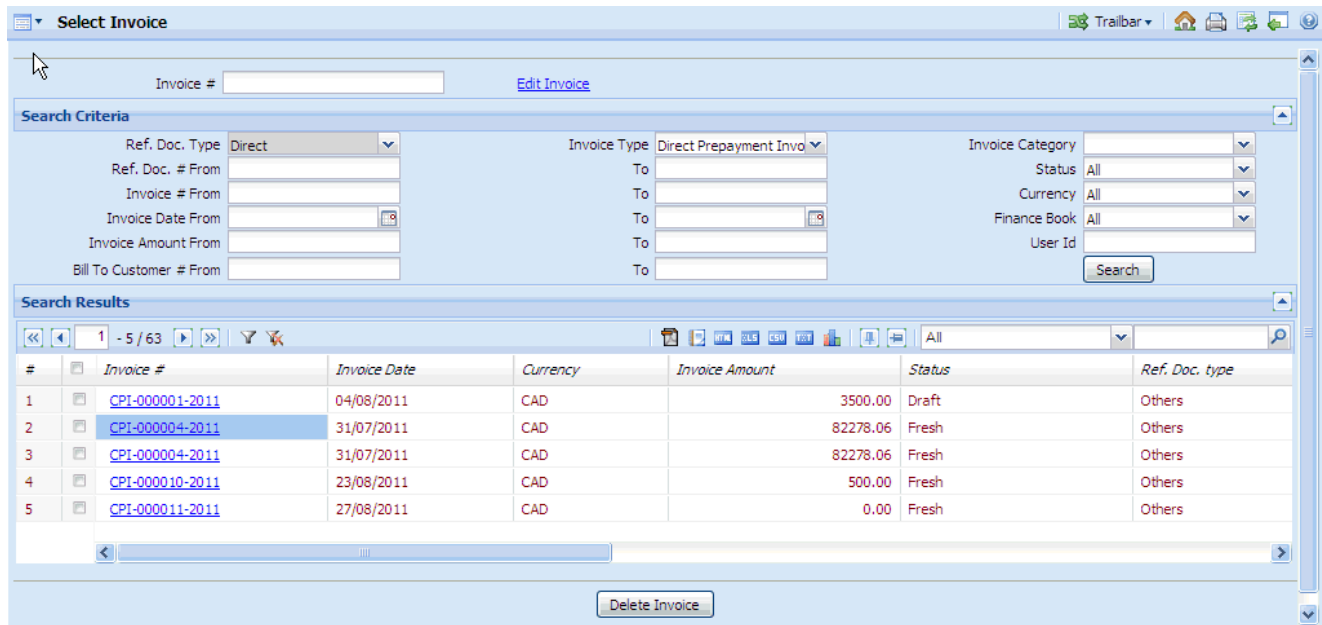
6. Modify **Receipt Method** and **Receipt Type**.

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.

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: Direct
 Ref. Doc. # From:
 Invoice # From:
 Invoice Date From:
 Invoice Amount From:
 Bill To Customer # From:

Invoice Type: Direct Prepayment Invo
 To:
 To:
 To:
 To:

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

[Search](#)

Search Results

#	Invoice #	Invoice Date	Currency	Invoice Amount	Status	Ref. Doc. type
1	CPI-000001-2011	04/08/2011	CAD	3500.00	Draft	Others
2	CPI-000004-2011	31/07/2011	CAD	82278.06	Fresh	Others
3	CPI-000004-2011	31/07/2011	CAD	82278.06	Fresh	Others
4	CPI-000010-2011	23/08/2011	CAD	500.00	Fresh	Others
5	CPI-000011-2011	27/08/2011	CAD	0.00	Fresh	Others

[Delete Invoice](#)

Figure 2-10 Edit Invoice

1. Select the **Edit Invoice** under the **Customer Invoice** business component. The **Edit Invoice** page appears. See *Figure 2-Error! Reference source not found.10*.
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 Info

Manage Invoice

Trailbar

Select Invoice #

☐ Create a new Invoice
 ☒ Work on existing Invoice

Invoice #

Invoice Type

Invoice Details

Invoice #

Invoice Date

Currency

Bill To Customer #

Ship To Customer #

Finance Book

Invoice Category

Exchange Rate

Bill To Customer Name

Ship To Customer Name

Status

Numbering Type

Comments

Release Info.

Direct Info.

T/C/D Details

Invoice Summary

Adjustment Log

1 - 2 / 2

All

#	<input type="checkbox"/>	Ref. Doc. Type	Ref. Doc. #	Invoice Amount	Material	Labour
1	<input type="checkbox"/>	Others	CO-000002-2011	81795.50	1000.00	1500.00
2	<input type="checkbox"/>	Others	CO-000258-2534V DID	482.56	0.00	0.00
3	<input type="checkbox"/>	Customer Order				

Default Tax Keys

On Document

Tax Exclusive ☐

[View Customer Order](#)

☒ Auto Adjust

View Info.

[Accounting Information](#)
[Payment Schedule](#)
[View Invoice](#)

Record Statistics

Created by DMUSER

Created Date 06/08/2011

Last Modified by

Last Modified Date

Figure 2-11 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 2-Error! Reference source not found.11.*
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,

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

Invoice Type

Invoice Details

Invoice # Finance Book Status

Invoice Date Invoice Category Numbering Type

Currency Exchange Rate Comments

Bill To Customer # Bill To Customer Name

Ship To Customer # Ship To Customer Name

T/C/D Details

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

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

Invoice Level T/C/D Information

[No records to display]

#	Line #	T/C/D Type	T/C/D On	T/C/D #	Variant #	Description	Taxable Amount	T/C/D R
1	0	Tax	Document					

Draft ☐ Auto Adjust ☒

View Info.

[Accounting Information](#) [Payment Schedule](#) [View Invoice](#)

Record Statistics

Created by DMUSER Created Date 06/08/2011

Last Modified by Last Modified Date

Figure 2-12 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 2-Error! Reference source not found.12*.
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 #

Invoice Type

Invoice Details

Invoice # Finance Book Status

Invoice Date Invoice Category Numbering Type

Currency Exchange Rate Comments

Bill To Customer # Bill To Customer Name

Ship To Customer # Ship To Customer Name

Invoice Summary

Material 1000.00	Labour 1500.00	Other Resources 200.24
External Repair 22.20	External Services 78975.56	Fixed Price 82.50
Addl. Charges 15.00	Taxes 0.00	Charges 0.00
Discounts 0.00	Total Invoice Amount 82278.06	Withholding Tax 0.00
Inv. Amt. before Adjustment 82278.06	Adjusted Amount 0.00	Net Invoice Amount 82278.06

Receipt Information

Pay Term Anchor Date Receipt Method

Receipt Type

Draft ☐ Auto Adjust ☒

View Info.

[Accounting Information](#) [Payment Schedule](#) [View Invoice](#)

Record Statistics

Created by Created Date

Last Modified by Last Modified Date

Figure 2-13 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 2-Error! Reference source not found.13**.
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

Select Invoice

Invoice # [Authorize 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:

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

Search Results

1 - 5 / 13

#	Invoice #	Invoice Date	Currency	Invoice Amount	Status	Ref. Doc. type
1	CI-000034-2011	17/10/2011	CAD	0.00	Fresh	Customer Order
2	CI-000038-2011	19/10/2011	CAD	0.00	Fresh	Customer Order
3	CI-000039-2011	20/10/2011	CAD	0.00	Fresh	Customer Order
4	CI-000040-2011	20/10/2011	CAD	0.00	Fresh	Customer Order
5	CI-000044-2011	24/10/2011	USD	0.00	Fresh	Customer Order

Figure 2-14 Authorize Invoice

1. Select the **“Authorize Invoice”** under the **“Customer Invoice”** business component. The **“Authorize Invoice”** page appears. *See Figure 2-Error! Reference source not found.14.*
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.

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

Search Results


#	Invoice #	Invoice Date	Currency	Invoice Amount	Status	Ref. Doc. type
1	CI-000031-2011	19/09/2011	CAD	600.00	Authorized	Customer Order
2	CI-000041-2011	20/10/2011	CAD	2815.11	Authorized	Customer Order
3	CI-000053-2011	29/10/2011	CAD	705.00	Authorized	Customer Order
4	CI-000072-2011	01/11/2011	CAD	17017.18	Authorized	Customer Order
5	CI-000074-2011	03/11/2011	CAD	300.00	Authorized	Customer Order

Reason For Hold: Held for Review
 Remarks for Hold:
 Hold Invoice Release Invoice

Figure 2-15 Hold/Release Invoice

1. Select the “**Hold/Release Invoice**” under the “**Customer Invoice**” business component. The “**Hold/Release Invoice**” page appears. See Figure 2-*Error! Reference source not found.*15.
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.

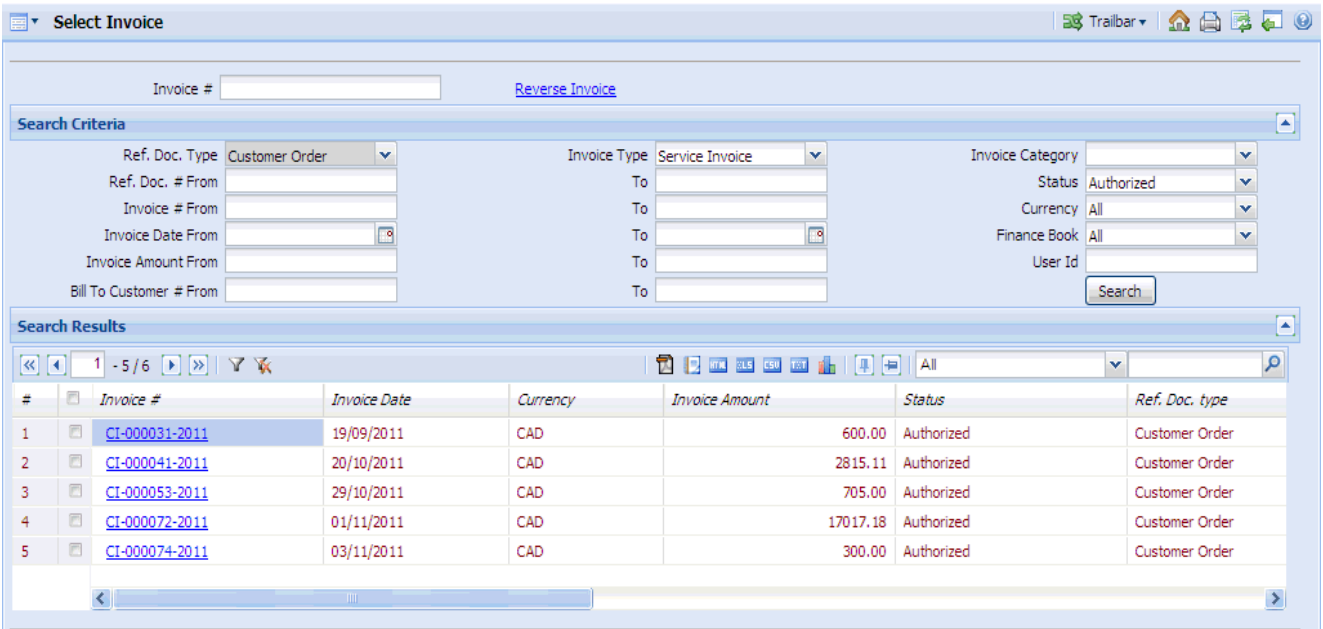
9. Click the **Release Invoice** pushbutton to release the held invoice.

 The system updates the status of the invoice as “Authorized”.

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
1	CI-000031-2011	19/09/2011	CAD	600.00	Authorized	Customer Order
2	CI-000041-2011	20/10/2011	CAD	2815.11	Authorized	Customer Order
3	CI-000053-2011	29/10/2011	CAD	705.00	Authorized	Customer Order
4	CI-000072-2011	01/11/2011	CAD	17017.18	Authorized	Customer Order
5	CI-000074-2011	03/11/2011	CAD	300.00	Authorized	Customer Order

Figure 2-16 Reverse Invoice – Select Invoice

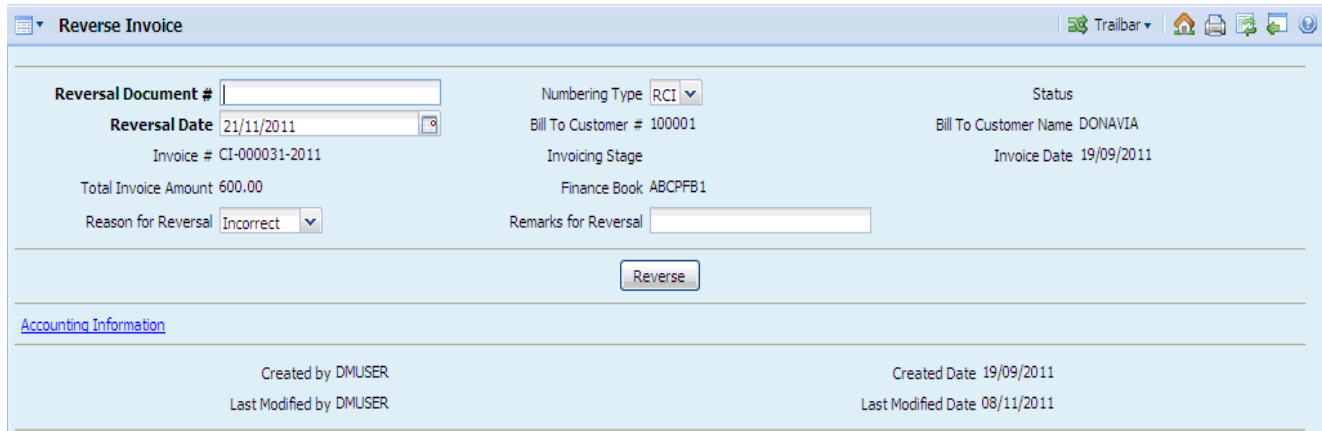
1. Select the “**Reverse Invoice**” under the “**Customer Invoice**” business component. The “**Reverse Invoice**” page appears. See *Figure 2-Error! Reference source not found.16*.
2. Enter the **Invoice #** that you wish to reverse.
3. Click the **Reverse Invoice** link to navigate to the **Reverse 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.

- 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.

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

Reverse Invoice



Reverse Invoice

Reversal Document # Numbering Type **RCI** Status

Reversal Date **21/11/2011** Bill To Customer # **100001** Bill To Customer Name **DONAVIA**

Invoice # **CI-000031-2011** Invoicing Stage Invoice Date **19/09/2011**

Total Invoice Amount **600.00** Finance Book **ABCPFB1**

Reason for Reversal **Incorrect** Remarks for Reversal

Reverse

[Accounting Information](#)

Created by **DMUSER** Created Date **19/09/2011**

Last Modified by **DMUSER** Last Modified Date **08/11/2011**

Figure 2-17 Reverse Invoice

- 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 2-Error! Reference source not found.17.*
- Enter the date on which the invoice is to be reversed, in the **Reversal Date** field.
- Select the **Reason #** for which the payment invoice is being reversed.
- Enter the **Remarks for Reversal**.
- Click the **Reverse Invoice** pushbutton to reverse the payment invoice. The status of the invoice is updated as “Reversed”.

To proceed further,

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

Chapter 3 / 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	Create Invoice	<ol style="list-style-type: none"> 3. Enter the invoice information 4. Retrieve the reference document (Pack slip) available in the multiline. 5. Select the particular document for which invoice has to be created 6. Generate invoice in Fresh status.
2	Authorize Invoice	Accountant sales	Customer Direct Invoice	Authorize Invoice	Authorize Invoice	<ol style="list-style-type: none"> 1. Retrieve the invoice 2. Set the Auto Adjust option to "NO". 3. Select the invoice, which has to be authorized 4. Authorize the invoice. The invoice status turns into Authorized.
3	Raise Credit Note	Accountant sales	Customer Debit Credit Note	Create account based debit / credit note	Create account based debit / credit note	<ol style="list-style-type: none"> 1. Raise a credit note for the amount, supplier balance or the customer invoice balance whichever is lower
4	Authorize credit note	Senior Manager Sales	Customer Debit Credit Note	Authorize account based debit / credit note	Authorize account based debit / credit note	<ol style="list-style-type: none"> 1. Retrieve the credit note created in the previous step and authorize the same
5	Adjust between the Invoice and the Credit Note	Accountant sales	Customer Balance adjustment	Create Single Currency	Create Single Currency	<ol style="list-style-type: none"> 1. Retrieve the credit note created in the step 7

				Adjustment	Adjustment	<ol style="list-style-type: none"> 2. Retrieve the invoice raised in step 2 3. Propose and compute a create adjustment voucher.
6	Receive check from the customer	Accountant sales	Customer Receipt	Create Receipt	Create Receipt	<ol style="list-style-type: none"> 1. Enter the voucher information, receipt Information, and if the receipt mode is check, enter the instrument information. 2. Enter the reference document (Optional) 3. Click Create. The receipt voucher is created in fresh status
7	Authorize Customer receipt	Accountant sales	Customer Receipt	Edit Receipt	Edit Receipt	<ol style="list-style-type: none"> 1. Select the receipt voucher and authorize the same
8	Create Pay in slip	Accountant sales	Realize Receipt	Create Pay in slip	Create Pay in slip	<ol style="list-style-type: none"> 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	Edit Pay in slip	<ol style="list-style-type: none"> 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	Bounce Instruments	<ol style="list-style-type: none"> 1. Search and select the instrument that you want to bounce. 2. Click "Bounce Instruments" to bounce the instrument. The status of the instrument is updated as "Bounced" in the corresponding pay-in slip.

Chapter 4 / 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	Create Receipt	<ol style="list-style-type: none"> 1. Enter the voucher information, receipt information 2. If the receipt mode is check then enter the instrument information after entering the debit document (prepayment invoice) as the document reference. 3. Enter the reference document, if any. 4. Create the receipt voucher is created in "Fresh" status.
2	Authorize Customer Receipt	Manager Sales	Customer Receipt	Edit Receipt	Edit Receipt	<ol style="list-style-type: none"> 1. Select the receipt voucher 2. Authorize the voucher.
3	Create Pay-in-Slip	Accountant sales	Realize Receipt	Create Pay-in-Slip	Create Pay-in-Slip	<ol style="list-style-type: none"> 1. Select the instruments to be deposited in bank. 2. Create pay-in-slip.
4	Deposit Instruments in Bank	Accountant sales	Realize Receipt	Edit Pay in slip	Edit Pay-in-Slip	<ol style="list-style-type: none"> 1. Select the pay-in-slips. 2. Deposit instruments.
5	Bouncing the instrument deposited in the bank	Accountant sales	Realize Receipt	Bounce Instruments	Bounce Instruments	<ol style="list-style-type: none"> 1. Search and select the instrument that you want to bounce. 2. Click "Bounce Instruments" to bounce the instrument. The

						status of the instruments is updated as "Bounced" in the corresponding pay-in-slip.
6	Raising direct Invoice, actual liability occurs at this stage	Accountant sales	Customer Direct Invoice	Create Invoice	Create Invoice	1. Raise a miscellaneous Invoice for the item which is not defined in the Item master
7	Authorize the Invoice	Manager Sales	Customer Direct Invoice	Authorize Invoice	Authorize Invoice	1. Retrieve the invoice created by the "Asset Disposal" component 2. Authorize the invoice and the status gets updated to "Authorized".
8	Hold/Release Invoice	Manager Sales	Customer Direct Invoice	Hold/Release Invoice	Hold/Release Invoice	1.
9	Adjust Debit and Credit Documents	Accountant sales	Customer Balance Adjustment	Create Single Currency adjustment	Create Single Currency Adjustment	2. Retrieve the Customer Prepayment Invoice (Credit Document) and retrieve the direct invoice (debit document) Propose, Compute and create adjustment.
10	Authorizing the adjustment made	Manager Sales	Customer balance adjustment	Edit Single Currency Adjustment	Edit Single Currency Adjustment	1. Fetch the adjustment voucher create in the previous step and authorize the same

Theme Asset Disposal: Scenario 2 – Customer Supplier Adjustment

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	Create Invoice	<ol style="list-style-type: none"> 1. Enter the invoice information 2. Retrieve the reference documents (Invoice created in Asset Disposal component) available in the multiline. 3. Select the particular document for which invoice has to be created 4. Generate invoice in Fresh status.
2	Authorize Invoice	Accountant sales	Customer Direct Invoice	Authorize Invoice	Authorize Invoice	<ol style="list-style-type: none"> 1. Retrieve the invoice 2. Set the Auto Adjust option to "NO". 3. Select the invoice, which has to be authorized 4. Authorize the invoice. The invoice status turns into Authorized.
3	Raise Credit Note	Accountant sales	Customer Debit Credit Note	Create account based debit / credit note	Create account based debit / credit note	<ol style="list-style-type: none"> 1. Raise a credit note for the amount, supplier balance or the customer invoice balance whichever is lower
4	Authorize credit note	Senior Manager Sales	Customer Debit Credit Note	Authorize account based debit / credit note	Authorize account based debit / credit note	<ol style="list-style-type: none"> 1. Retrieve the credit note created in the previous step and authorize the same
5	Hold/Release Account based	Senior Manager	Customer Debit Credit	Hold/Release Debit Credit	Hold/Release Debit Credit	<ol style="list-style-type: none"> 1. Select the invoice that

	Debit credit note	Sales	Note	Note	Note	<p>needs to be held or released using Search pushbutton.</p> <ol style="list-style-type: none"> 2. Enter the reason and remarks for holding / releasing the invoice. 3. Click the Hold Invoice pushbutton to put the invoice on hold. 4. Click the Release Invoice pushbutton to release the invoice.
6	Adjust between the Invoice and the Credit Note	Accountant sales	Customer Balance adjustment	Create Single Currency Adjustment	Create Single Currency Adjustment	<ol style="list-style-type: none"> 1. Retrieve the credit note created in the step 7 2. Retrieve the invoice raised in step 2 3. Propose and compute. Create adjustment voucher.
7	Receive check from the customer	Accountant sales	Customer Receipt	Create Receipt	Create Receipt	<ol style="list-style-type: none"> 1. Enter the voucher information, receipt Information, and if the receipt mode is check, enter the instrument information. 2. Enter the reference document (Optional) 3. Click Create. The receipt voucher is created in fresh status
8	Authorize Customer receipt	Accountant sales	Customer Receipt	Edit Receipt	Edit Receipt	<ol style="list-style-type: none"> 1. Select the receipt voucher and authorize the same
9	Create Pay in slip	Accountant sales	Realize Receipt	Create Pay in slip	Create Pay in slip	<ol style="list-style-type: none"> 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	Edit Pay in slip	2. Select the pay in slips and click deposit instruments. The status of the pay in slip becomes deposited.
11	Bouncing the instrument deposited in the bank	Accountant sales	Realize Receipt	Bounce Instruments	Bounce Instruments	<ol style="list-style-type: none"> 1. Search and select the instrument that you want to bounce. 2. Click "Bounce Instruments" to bounce the instrument. The status of the instrument is updated as "Bounced" in the corresponding pay-in slip.

Chapter 5 / 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	Create Receipt	<ol style="list-style-type: none"> 1. Enter the voucher information, receipt information and the name of the remitter. 2. Enter the reference document details. 3. Click Create Receipt. The receipt voucher is created in "Fresh" status. 4. Click Create and Authorize if you wish to create a receipt and authorize it. The status of the receipt is updated to "Authorized".
2	Modify or authorize sundry receipt	Accountant sales	Sundry Receipt	Edit Receipt	Edit Receipt	<ol style="list-style-type: none"> 1. Select the receipt voucher and modify or authorize the same.
3	Authorize the sundry receipt	Accountant sales	Sundry receipt	Authorize Receipt	Authorize Receipt	<ol style="list-style-type: none"> 1. Select the receipt voucher which has to be authorized 2. Authorize the invoice. The receipt status turns into "Authorized".
4	Reversing the sundry receipt	Accountant sales	Sundry receipt	Reverse Receipt	Reverse Receipt	<ol style="list-style-type: none"> 1. Select the sundry receipt to be reversed and click the "Reverse" pushbutton. The status of the receipt is updated to "Reversed".
5	Create pay-in slip for the receipt	Accountant sales	Realize Receipt	Create Pay in slip	Create Pay in slip	<ol style="list-style-type: none"> 1. Create the pay in slip with reference to the receipt voucher created.
6	Deposit the pay in slip in the bank	Accountant Sales	Realize Receipt	Edit Pay in slip	Edit Pay in slip	<ol style="list-style-type: none"> 2. Retrieve the pay in slip and click "Deposit". 3. The status is updated to "Deposited".
7	Bouncing the	Accountant	Realize	Bounce	Bounce	<ol style="list-style-type: none"> 1. Search and select the

	instrument deposited in the bank	sales	Receipt	Instruments	Instruments	instrument that you want to bounce. 2. Click “Bounce Instruments” to bounce the instrument. The status of the instrument is updated as “Bounced” in the corresponding pay-in slip.
--	----------------------------------	-------	---------	-------------	-----------------------------	---

Create Receipt

This sequence elaborates the process of creating a sundry receipt.

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

Create Receipt

Trailbar

Voucher Information

Receipt #

Receipt Date

Receipt Category

Finance Book

Status

Numbering Type

Receipt Information

Customer #

Receipt Route

Currency

Bank/Cash #

Remitter

Comments

Customer Name

Receipt Mode

Exchange Rate

Description

Draft

Forward Cover Applicable

Adjustment

Receipt Amount

Collector #

Unapplied Amount

Instrument Information

Instrument #

Instrument Date

Cost Center

MICR #

Bank #

Analysis #

Instrument Amount

Charges

Sub Analysis #

Document Reference

Debit Document Type

Debit Document Currency

Document #

Get

Debit Document Information

[No records to display]

All

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

Compute

Total Receipt Amount

Card Information

Card #

Issuer

Authorization #

Valid Till

Month

Year

Create Receipt

Create and Authorize Receipt

[Edit Receipt](#)

[Adjust Receipt](#)

[Accounting Information](#)

[Attach Notes](#)

Created by

Created Date

Figure 5-1 Creating sundry receipt

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 5-2*.

Edit Receipt

Voucher Information

Receipt # CRV-000589-2008Receipt Category RegularStatus FreshReceipt Date 28/08/2008Finance Book SALPFB

Receipt Information

Customer # 100Customer Name SOUNDSAIRForward Cover Applicable NoReceipt Route BankReceipt Mode CheckAdjustment ManualCurrency NZDExchange Rate 1.00000000Receipt Amount 1.00Bank/Cash # 01-BNZNZDDescription BNZ-NZD Bank A/cCollector #Unapplied Amount 1.00RemitterDraftComments

Instrument Information

Instrument # 678MICR #Instrument Amount 1.00Instrument Date 28/08/2008Bank # 1209Charges 0.00Cost Center ACEAnalysis # DL140Sub Analysis #

Document Reference

Debit Document Type Order InvoiceDebit Document Currency AllDocument #Get

Debit Document Information

[No records to display]

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

Card Information

Card #Issuer QWERTYUQWERTYUIOPASDValid TillAuthorization #MonthYear #

Edit ReceiptEdit and Authorize ReceiptDelete Receipt

Adjust Receipt

Accounting InformationAttach Notes

Created by DMUSERCreated Date 28/08/2008Last Modified by DMUSERLast Modified Date 28/08/2008

Customer Receipt -> Edit Receipt

Figure 5-2 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”.

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 5-3*.
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 # **CRV-000589-2008** Receipt Category **Regular** Status **Fresh**
 Receipt Date **28/08/2008** Finance Book **SALPFB**

Receipt Information

Customer # **100** Customer Name **SOUNDSAIR** Forward Cover Applicable **No**
 Receipt Route **Bank** Receipt Mode **Check** Adjustment **Manual**
 Currency **NZD** Exchange Rate **1.00000000** Receipt Amount **1.00**
 Bank/Cash # **01-BNZNZD** Description **BNZ-NZD Bank A/c** Collector #
 Remitter Unapplied Amount **1.00** Comments **saddasadadsadasdadsdfijsdalkfk**

Instrument Information

Instrument # **678** MICR # Instrument Amount **1.00**
 Instrument Date **28/08/2008** Bank # **1209** Charges **0.00**
 Cost Center Analysis # Sub Analysis #

Document Reference

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

Debit Document Information

#	Debit Document Type	Document #	Term #	Due Date	Currency	Document Amount
1	Direct Invoice	CDI-000001-2008	PT1	01/09/2008	NZD	
2	Direct Invoice	CDI-000003-2008	PT1	01/09/2008	NZD	
3	Direct Invoice	MIN-000062-2008	PT1	01/09/2008	NZD	
4	Direct Invoice	MIN-000063-2008	PT1	01/09/2008	NZD	
5	Direct Invoice	MIN-000064-2008	PT1	01/09/2008	NZD	

Card Information

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

Edit Receipt **Edit and Authorize Receipt** **Return Receipt**

[Adjust Receipt](#)

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

Created Date **28/08/2008** Created by **DMUSER**
 Last Modified by **DMUSER** Last Modified Date **28/08/2008**

Figure 5-3 Authorizing receipt

Reverse Receipt

- 1. Search and select a sundry receipt for reversal in the “Select Receipt” page. The “Reverse Receipt” page appears. See Figure 5-4.

Reverse Receipt

Trailbar

Reversal Information

Reversal Document #

Reversal Date

30/06/2009

Numbering Type

RCRV

Reason Code

ERROR

Remarks for Reversal

Voucher Information

Receipt #

CRV-000590-2008

Receipt Category

Regular

Status

Receipt Date

02/09/2008

Finance Book

SALPFB

Receipt Information

Customer #

1

Customer Name

SAFE AIR LTD

Forward Cover Applicable

No

Receipt Route

Bank

Receipt Mode

Check

Adjustment

Manual

Currency

NZD

Exchange Rate

1.00000000

Receipt Amount

23.00

Bank/Cash #

01-BNZNZD

Description

BNZ-NZD Bank A/c

Collector #

Remitter

Unapplied Amount

23.00

Comments

Instrument Information

Instrument #

9/2/2008 5:28:17 PM

MICR #

Instrument Amount

23.00

Instrument Date

02/09/2008

Bank #

9/2/2008 5:28:17 PM

Instrument Status

Realized

Charges

0.00

Cost Center

Analysis #

Sub Analysis #

Card Information

Card #

Authorization #

Issuer

Validity

Reverse Receipt

Accounting Information

View Receipt

Attach Notes

Created by

DMUSER

Created Date

02/09/2008

Last Modified by

DMUSER

Last Modified Date

02/09/2008

Figure 5-4 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.

Chapter 6 / 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	Create Voucher	<ol style="list-style-type: none"> 1. Specify the Payment Category as "Regular" or "Deposits". 2. Enter the Payment Information and create the voucher in "Fresh" status.
2	Modify or authorize voucher	Accountant sales	Customer Payment	Edit Voucher	Edit Voucher	<ol style="list-style-type: none"> 1. Search and retrieve the vouchers that are in "Fresh" or "Returned" status. 2. Modify the payment information if required, and click the "Edit Voucher" pushbutton. 3. Click Edit and Authorize Voucher pushbutton to authorize the voucher during modification.
3	Authorize the voucher	Accountant sales	Customer Payment	Authorize Voucher	Authorize Voucher	<ol style="list-style-type: none"> 1. Retrieve the vouchers for authorization. 2. Authorize the voucher with or without modification 3. Voucher turns into "Requested" status.
	Hold/Release Customer Voucher	Accountant sales	Customer Payment	Hold/Release Voucher	Hold/Release Voucher	<ol style="list-style-type: none"> 1. Select the invoice that needs to be held or released. 2. Enter the reason and remarks for holding / releasing the invoice. 3. Click the Hold

						<p>Invoice pushbutton to put the invoice on hold.</p> <p>4. Click the Release Invoice pushbutton to release the invoice.</p>
4	Reversing the voucher	Accountant sales	Customer Payment	Reverse Voucher	Reverse Voucher	<p>1. Search and select the vouchers that are in "Requested" and "Held" status, for reversal.</p> <p>2. Enter the Reversal Information and click the "Reverse Voucher" pushbutton. The status of the voucher is updated to "Reversed".</p>

Create Voucher

1. The **Create Voucher** page is launched. See *Figure 6-1*.

Create Voucher

Voucher Information

Voucher No. Payment Category: Regular Status:
Request Date: 30/06/2009 Finance Book: SALPFB Numbering Type: CPV

Payment Information

Customer Registered At: SALOU Customer Code: 1006 Customer Name: G A WATERMAN
Pay Currency: NZD Exchange Rate: 1.00000000 Pay Amount:
Electronic Payment: No Payment Method: Regular Payment Route: Bank
Pay Mode: Check Bank/Cash/PTT Code: 01-BNZNZD Description: BNZ-NZD Bank A/c
Billing Point: Document Reference: Bank Charges:
Pay Date: 30/06/2009 Payment Release Point: SALOU Payment Priority: Medium
Remarks:

[Electronic Payments](#) [Edit Voucher](#)
[Accounting Information](#) [Attach Notes](#)

Created by: Created Date:

Figure 6-1 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”.

Edit Voucher

- 1. The **Edit Voucher** screen is launched. See *Figure 6-2* Editing voucher.

Edit Voucher

Trailbar

Voucher Information

Voucher No. CPV-000013-2009

Payment Category Regular

Status Fresh

Request Date 30/06/2009

Finance Book SALPFB

Payment Information

Customer Registered At SALOU

Customer Code 100

Customer Name SOUNDSAIR

Pay Currency NZD

Exchange Rate 1.00000000

Pay Amount 140.00

Electronic Payment No

Payment Method Regular

Payment Route Bank

Pay Mode Direct Debit

Bank/Cash/PTT Code 01-BNZNZD

Description BNZ-NZD Bank A/c

Billing Point SALOU

Document Reference

Bank Charges

Pay Date 30/06/2009

Payment Release Point SALOU

Payment Priority Medium

Remarks

Edit Voucher

Edit and Authorize Voucher

Delete Voucher

Electronic Payments

Accounting Information

Attach Notes

Created by DMUSER

Created Date 30/06/2009

Last Modified by

Last Modified Date

Figure 6-2 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”.

Authorize Voucher

- 1. Select the voucher to be authorized and launch the **Authorize Voucher** page. See Figure 6-3.

Authorize Voucher

Trailbar

Voucher Information

Voucher No. CPV-000013-2009

Payment Category Regular

Status Fresh

Request Date 30/06/2009

Finance Book SALPFB

Payment Information

Customer Registered At SALOU

Customer Code 100

Customer Name SOUNDSAIR

Pay Currency NZD

Exchange Rate 1.00000000

Pay Amount 140.00

Electronic Payment No

Payment Method Regular

Payment Route Bank

Pay Mode Direct Debit

Bank/Cash/PTT Code 01-BNZNZD

Description BNZ-NZD Bank A/c

Billing Point SALOU

Document Reference

Bank Charges

Pay Date 30/06/2009

Payment Release Point SALOU

Payment Priority Medium

Remarks

Authorize Voucher

Return Voucher

Electronic Payments

Accounting Information

Attach Notes

Created by DMUSER

Created Date 30/06/2009

Last Modified by

Last Modified Date

Figure 6-3 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.

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 6-4*.

Hold/Release Voucher

Trailbar

Voucher No. CPV-000013-2009

Payment Category Regular

Status Requested

Request Date 30/06/2009

Finance Book SALPFB

Payment Information

Customer Registered At SALOU

Customer Code 100

Customer Name SOUNDSAIR

Pay Currency NZD

Exchange Rate 1.00000000

Pay Amount 140.00

Electronic Payment No

Payment Method Regular

Payment Route Direct Debit

Pay Mode Medium

Bank/Cash/PTT Code 01-BNZNZD

Description

Billing Point SALOU

Document Reference

Bank Charges

Pay Date 30/06/2009

Payment Release Point SALOU

Payment Priority Bank

Reason Code HOLD

Remarks for Hold

Hold Voucher

Release Voucher

Accounting Information

Attach Notes

Created by DMUSER

Created Date 30/06/2009

Last Modified by DMUSER

Last Modified Date 30/06/2009

Figure 6-4 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.

Reverse Voucher

- 1. Select the voucher that is to be reversed and launch the **Reverse Voucher** page. See *Figure 6-5*.

Reverse Voucher

Voucher Information

Voucher No. CPV-000013-2009

Request Date 30/06/2009

Payment Category Regular

Finance Book SALPFB

Status Requested

Payment Information

Customer Registered At SALOU

Pay Currency NZD

Pay Date 30/06/2009

Customer Code 100

Exchange Rate 1.00000000

Pay Mode Direct Debit

Customer Name SOUNDSAIR

Pay Amount 140.00

Payment Route Bank

Reversal Information

Reason Code ERROR

Reversal Date 30/06/2009

Remarks for Reversal

Reverse Voucher

Accounting Information

Attach Notes

Created by DMUSER

Last Modified by DMUSER

Created Date 30/06/2009

Last Modified Date 30/06/2009

Figure 6-5 Reverse voucher

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



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