

Accounts Payable

Contents

Introduction	9
Overview of Procure to Pay	11
Before We Begin	11
Fiscal Date Patterns	11
Company Period and Fiscal Year	13
Review of Order Activity Rules and Statuses	15
Entering a Purchase Order	17
Entering Receipts by PO	22
Approving and Posting Receipts	26
Matching Voucher to Open Receipt	28
Approving and Posting the Voucher	30
Payment Cycle	32
Accounts Payable System Setup	33
Accounts Payable Constants	33
Next Numbers	41
Standard Method	42
Company/Fiscal Year Method	43
Factor/Special Payee Setup	48
User Defined Codes	50
Document Types	50
Payment Instrument	54
Special Handling Codes	55
Pay Statuses	56
Address Book Setup	59
Address Book	59
Supplier Master	69
Payment Terms	75
Standard Payment Terms	75
Advanced Payment Terms	80
Workday Calendars	80

Due Date Rules _____	85
Advanced Payment Terms _____	94
Multi-Tiered Discounts Update _____	98
Installment Payments _____	99
Manual Vouchers _____	101
Overview _____	101
Speed Voucher Entry _____	102
Standard Voucher Entry _____	105
Revising Unposted Vouchers _____	108
Copying Vouchers _____	115
Deleting Unposted Vouchers _____	117
Vouchers with Discounts _____	119
Vouchers with Split Payments _____	122
Vouchers with Installment Payments _____	123
Creating Debit Memos _____	126
Adding Attachments to Vouchers _____	128
Approving and Posting Vouchers _____	130
Correcting Posting Errors _____	134
Changing a Posted Voucher _____	136
Voiding a Posted Voucher _____	140
Entering Vouchers with Taxes _____	145
Tax Setup Overview _____	145
Types of Taxes _____	145
Tax Explanation Code "E" _____	146
Tax Explanation Code "S" _____	147
Tax Explanation Code "U" _____	147
Tax Explanation Code "V" _____	148
Tax Explanation Code "V+" _____	149
Other Tax Explanation Codes _____	149
Tax Authorities _____	150
Tax Rate/Areas _____	153
Use Tax Setup _____	156
Tax Rules _____	160
Tax Table F0018 _____	163
Posting to the Tax Table _____	163
Purging the Tax Table _____	166
Supplier Master Setup _____	167

Creating Vouchers with Taxes	168
Working with Tax Explanation Codes on Pay Items	170
Revising a Voucher with Taxes	179
Creating a Voucher to Pay Taxes	185
Use Tax Payable Method	185
Report Method	187
Creating a Voucher for the Tax Authority	192
Multi-Currency Voucher Processing	195
Setup	195
Automatic Accounting Instructions	195
Exchange Rate Table	199
Entering Multi-Currency Vouchers	203
Address Book	203
Creating a Voucher	205
Posting the Vouchers	210
Calculating Unrealized Gains and Losses	211
Supplier Ledger Review	216
Other Voucher Entry Methods	217
Voucher Logging	218
Creating Logged Vouchers	218
Voucher JE Redistribution	223
Recurring Vouchers	227
Creating Recurring Vouchers	227
Recurring Voucher Report	229
Recycling Recurring Vouchers	232
Revising Recurring Vouchers	235
Prepayment Vouchers	239
Multi Voucher – Single Supplier	243
Multi Voucher – Multi Supplier	246
Multi Company – Single Supplier	248
Other Voucher Match Processes	251
Voiding a Matched Voucher	251
Reversing Receipts	255
Entering Receipts by Item	258
Matching Voucher to Open Receipt	263
Two-Way Matching	265
Evaluated Receipts	272
Setup	272

Payee Control Processing	287
Setup	287
Changing Data	289
Review and Approval of Changes	290
Payee Control Approval Report	295
Purging the Control File	297
Manual Payment Processing	299
Payment with Voucher Match	300
Multi-Currency Manual Payments	307
Revising Unposted Payments	310
Voiding Unposted Payments	313
Speed Payment Entry	316
Set up the Bank Account information	319
Printing the Payment and Posting	325
Payment without Voucher Match	329
Printing the Payment and Posting	334
Void Payment and Voucher	335
Automatic Payment Processing	341
Setup	341
Bank Account Information	341
Business Unit Information	344
Payment Instrument Defaults	346
Payment Sequence	352
Company Information	354
Bank Account Cross-Reference	356
Multiple Vendor Bank Account Types	360
Withholding	362
Speed Status Change	364
Pay Status Changes	364
Payment Instrument Change for Wire Transfers	368
Special Handling Codes	370
Summary of Available Status Changes	371
Withholding	372
Calculating Withholding	372
Cash Requirements Report	377
Creating Payment Control Groups	381
Work with Payment Groups	399
Data Browser	418
Updating Multi-Tiered Discounts	420

Alternate Currency Payments	425
Supplier Ledger Inquiry	441
Reviewing Open and Paid Vouchers	441
Draft Processing	449
Setup	449
Creating Drafts	450
Paying Drafts	453
Closing Drafts	460
Posting Drafts	462
Positive Pay	465
Setup	465
Generate Positive Pay Text File	465
Text File Processor	468
A/P to A/R Netting	471
Setup	471
AAI	471
Address Book	471
Customer Master	474
Netting Eligibility	476
Creating a DEMO A/R Invoice	478
The Netting Process	481
Definitions	481
Netting Processing	482
Customer and Supplier Ledger Results	493
Reviewing Transfer, Source/Resulting Documents	495
Source, Transfer, and Resulting Documents	497
Deleting/Voiding Netting Transactions	497
Netting Matched Vouchers Workaround	501
Chart of Accounts	501
Accounts Payable	503
Accounts Receivable	505
Alternate Netting Form Menu	507
Reports	509
Integrity Reports	509
Correcting Errors	510
Creating "As Of" Reports	511
Date File Generation	511
Running "As Of" Reports	512

Other Reports	522
1099 Processing	539
Setup	539
Update Approver/Cat Code 7	545
Running the 1099 Process	547
W-9 Exception Report	547
A/P Workfile	553
Write Media	554
1099 Reconciliation	558
Automatic Accounting Instructions	559
General Usage	559
Hierarchy	559
G/L Offset (Class Code)	559
Accounts Payable Specific AAls	560
Advanced and Technical Operations	563
Pay When Paid Processing	563
Batch Voucher Processing	571
Store and Forward Vouchers	572
Downloading the Tables	575
Creating Vouchers	575
Uploading Vouchers to the Server	576
Voucher Processing	577
Update Transaction Control Records	578
Posting Vouchers	578
Purging Processed Records	579
Data Browser	579
Appendices	583
EnterpriseOne 9.2 User Interface	585
Introduction	585
Queries	586
Sharing User Defined Objects	587
One View Watchlists	588
Grid Formats	591
Composite Application Framework (aka CafeOne)	592
Personal Forms	597
EnterpriseOne Search	599
Images	601
EnterpriseOne Pages	603

Attachments via Side Panel	609
UX One	609
Summary	610

Protected by copyright (c) JDEtips, Inc.
Unauthorized use is a copyright infringement.