

Accounts Payable

Contents

Introduction	7
Overview of Procure to Pay	9
Review of Order Activity Rules and Statuses.....	9
Entering a Purchase Order.....	10
Entering Receipts by PO	14
Approving and Posting Receipts	16
Matching Voucher to Open Receipt	17
Approving and Posting the Voucher.....	19
Payment Cycle	20
Accounts Payable System Setup	21
Accounts Payable Constants	21
Next Numbers	26
Standard Method	27
Company/Fiscal Year Method	28
Factor/Special Payee Setup.....	32
User Defined Codes	33
Document Types.....	34
Payment Instrument.....	36
Special Handling Codes	37
Pay Statuses.....	38
Address Book Setup	41
Address Book	41
Supplier Master	49
Payment Terms	57
Standard Payment Terms	57
Advanced Payment Terms	60
Workday Calendars	61
Due Date Rules.....	63
Manual Vouchers	77
Overview.....	77
Speed Voucher Entry	78
Standard Voucher Entry	80
Revising Unposted Vouchers.....	83

Copying Vouchers	88
Deleting Unposted Vouchers	90
Vouchers with Discounts	92
Vouchers with Split Payments	94
Vouchers with Installment Payments.....	95
Creating Debit Memos	97
Adding Attachments to Vouchers	99
Approving and Posting Vouchers	100
Correcting Posting Errors	101
Changing a Posted Voucher.....	103
Voiding a Posted Voucher	106
Entering Vouchers with Taxes	109
Tax Setup Overview	109
Types of Taxes	109
Tax Explanation Code "E"	110
Tax Explanation Code "S"	110
Tax Explanation Code "U"	111
Tax Explanation Code "V"	112
Tax Explanation Code "V+"	113
Other Tax Explanation Codes	113
Tax Authorities	114
Tax Rate/Areas	115
Use Tax Setup	118
Tax Rules.....	122
Tax Table F0018.....	125
Posting to the Tax Table	125
Purging the Tax Table	128
Supplier Master Setup	129
Creating Vouchers with Taxes.....	130
Working with Tax Explanation Codes on Pay Items.....	132
Revising a Voucher with Taxes	136
Creating a Voucher to Pay Taxes.....	140
Use Tax Payable Method.....	141
Report Method.....	141
Creating a Voucher for the Tax Authority.....	145
Multi-Currency Voucher Processing	147
Setup.....	147

Automatic Accounting Instructions.....	147
Exchange Rate Table	149
Entering Multi-Currency Vouchers	153
Address Book.....	153
Creating a Voucher	155
Posting the Vouchers	160
Calculating Unrealized Gains and Losses	160
Supplier Ledger Review	164
Other Voucher Entry Methods.....	165
Voucher Logging	165
Creating Logged Vouchers	165
Voucher JE Redistribution	170
Recurring Vouchers.....	172
Creating Recurring Vouchers	172
Recurring Voucher Report	175
Recycling Recurring Vouchers	177
Revising Recurring Vouchers	179
Prepayment Vouchers.....	183
Multi Voucher – Single Supplier	186
Multi Voucher – Multi Supplier	189
Multi Company – Single Supplier	191
Other Voucher Match Processes	195
Voiding a Matched Voucher	195
Reversing Receipts	199
Entering Receipts by Item	201
Matching Voucher to Open Receipt	203
Two-Way Matching.....	205
Evaluated Receipts	210
Setup.....	210
Payee Control Processing	219
Setup	219
Changing Data	221
Review and Approval of Changes	222
Payee Control Approval Report	224
Purging the Control File.....	225
Manual Payment Processing	227
Payment with Voucher Match	228

Multi-Currency Manual Payments.....	234
Revising Unposted Payments.....	236
Voiding Unposted Payments	238
Speed Payment Entry	240
Printing the Payment and Posting.....	243
Payment without Voucher Match	245
Printing the Payment and Posting.....	248
Void Payment and Voucher	248
Automatic Payment Processing	253
Setup.....	254
Bank Account Information	254
Business Unit Information	256
Payment Instrument Defaults	257
Payment Sequence	260
Company Information	262
Bank Account Cross-Reference.....	263
Multiple Vendor Bank Account Types	268
Withholding.....	269
Speed Status Change.....	271
Pay Status Changes.....	271
Payment Instrument Change for Wire Transfers	274
Special Handling Codes	275
Summary of Available Status Changes.....	276
Withholding	277
Calculating Withholding.....	277
Cash Requirements Report	281
Creating Payment Control Groups.....	284
Work with Payment Groups	299
Universal Table Browser	312
Void Posted Payments	314
Updating Multi-Tiered Discounts.....	316
Alternate Currency Payments.....	319
Supplier Ledger Inquiry	327
Reviewing Open and Paid Vouchers	327
Draft Processing.....	335
Setup.....	335
Creating Drafts.....	336

Paying Drafts	338
Closing Drafts	342
Posting Drafts	344
Positive Pay	347
Setup	347
Generate Positive Pay Text File	347
Text File Processor	350
Supplier Payment Inquiry	351
A/P to A/R Netting	353
Setup	353
AAI	353
Address Book	354
Customer Master	355
Netting Eligibility	356
Creating an A/R Invoice	357
The Netting Process	358
Definitions	358
Netting Processing	359
Customer and Supplier Ledger Results	365
Reviewing Transfer, Source/Resulting Documents	367
Source, Transfer, and Resulting Documents	369
Deleting/Voiding Netting Transactions	369
Netting Matched Vouchers Workaround	373
Chart of Accounts	373
Accounts Payable	374
Accounts Receivable	377
Alternate Netting Form Menu	378
Reports	381
Integrity Reports	381
Correcting Errors	382
Creating "As Of" Reports	383
Date File Generation	383
Running "As Of" Reports	385
Other Reports	390
1099 Processing	401
Setup	401
Update Approver/Cat Code 7	405

Running the 1099 Process	407
W-9 Exception Report	407
A/P Workfile.....	410
Write Media	411
1099 Reconciliation	413
Automatic Accounting Instructions	415
General Usage.....	415
Hierarchy	415
G/L Offset (Class Code)	415
Accounts Payable Specific AAls.....	417
Advanced & Technical Operations	419
Pay When Paid Processing	419
Batch Voucher Processing	424
Store and Forward Vouchers.....	425
Downloading the Tables.....	426
Creating Vouchers.....	426
Uploading Vouchers to the Server	426
Voucher Processing	427
Update Transaction Control Records.....	427
Posting Vouchers	427
Purging Processed Records	427