ACCOUNTS PAYABLE

Training Guide
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Course Overview

Accounts Payable (AP) Module Description

The IDEAS Accounts Payable (AP) module performs the entire accounts payable process / update and maintains all payables records. Each invoice entered in the system is recorded and maintained in the currency (foreign or domestic) in which its financial settlement is due.

To operate the Accounts Payable module, follow these procedures:
1. Initialize the system
2. Process invoices
3. Process checks
4. Journalize
5. Perform month end processing

Course Description

This class provides a brief AP overview and then covers AP implementation topics such as User Tables, entity maintenance and vendor maintenance. It then reviews the AP monthly process, providing detailed steps, screens and reports.

Audience, Course Level and Prerequisites

This basic level class is recommended for those who use the IDEAS AP module. The prerequisites for this course are IDEAS User Interface Navigation, General Ledger and Currency Conversion courses.

What You Will Learn

- Accounts Payable Overview
- Accounts Payable Implementation
  - User Tables
  - Entity Maintenance
  - Vendor Maintenance
- Accounts Payable Monthly Process
  - Period Control Dates
  - Invoice Entry
  - Invoice Payment
  - Advance Procedure
Lesson One: ACCOUNTS PAYABLE IMPLEMENTATION

User Tables

From the Utilities menu, select User Tables (Path: Utilities > User Tables). Complete data set up for the following areas.

Countries (Optional)

Utilities > User Tables > Countries
For further information, when setting up the vendors, please define the country.

States (Optional)

Utilities > User Tables > States
For further information, when setting up the vendors, please define the state.
Postal Codes (Optional)

Utilities > User Tables > Postal Codes
For further information, when setting up the vendors, please define the postal code.

Accounting Periods (Optional)

Utilities > User Tables > Accounting Periods
For further information, when setting up the vendors, please define the accounting period.
Account Codes

Utilities-> User Tables-> Account Codes

In this screen, define the following accounts:

- The cash accounts - Used for the disbursement
- The AP account - An accounting entry that represents an entity's obligation to pay off a short-term debt to its creditors
- Tax account - Used to hold the tax amount if any tax is going to be used
**Bank Codes (Required)**

*Utilities > User Tables > Bank Codes*

Enter the **Bank Codes** for the payment of the invoices. The bank code is a maximum of 5 digits.

**Bank Code - General Tab**

Select the cash account from the list of accounts defined previously. The next check number field is used only if automated check payment is going to be used.
Bank Code - Address Tab

The Address tab allows you to enter bank details such as addresses into the system.

Entity Maintenance

From the Utilities menu, select Entity Maintenance (Path: Utilities > Entity Maintenance). Displayed behind the General tab are additional tabs: Flags, Journal Descriptions, Accounts Defaults, FQA Code Defaults, Journals and Intercompany tabs.
**General Tab**

Enter the ID of your entity. This is already defined in the General Ledger (GL).
Even if these fields are optional, it could be useful to enter the Tax ID, Address and the postal code.
In the currency code setup field, choose your transaction currencies from the available currency list.
**Flags Tab**

Select the necessary check boxes.

**Field Descriptions**

- Multi-Currency: Selection required to pay in different currencies
- Cash Basis: Purchase journalization is impossible until the payment is done.
- Sum disbursements: When selected, the system creates only one entry for all disbursements accounts during the journalization.
- Sum disbursements offsets: When selected, the system creates only one entry for all disbursements offsets accounts during the journalization.
- Sum Purchases offsets: When selected, the system creates only one entry for all purchase offsets accounts during the journalization.
- Sum Cash Account: When selected, the system creates only one entry for all bank accounts during the journalization.
IDEAS

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- Sum Purchases: When selected, the system creates only one entry for all vendor accounts during the journalization.
- Sum Tax Lines: When selected, the system creates only one entry for all tax accounts during the journalization.
- Intercompany: When selected, the system allows that a company does the payment for the account of another company.
- FQA On-Line Validation: When selected, the validation of FQA is done at the same time that we enter the invoice lines.
- Separate Approval: When selected, we must execute the following function “Transaction Approval” for the approval of invoices.
- Check Approval Amount: This option allows us to define whether amount needs a specific treatment.
- Disbursement Invoice Detail When selected, we will find all details concerning the invoices that we paid in the cash disbursement report and in journal correction in the GL module.
Journal Description Tab

- Purchase Journal Description: Allows the definition of the invoices fields that displays when journalizing the purchased journal.
- Disbursement Journal Description: Allows the definition of the payment fields that displays when journalizing the disbursements journal.

Select the fields, click **Add** and use the arrow buttons to define the order that you want for both journals.
Accounts Defaults Tab

Two elements are defined in this screen:

- AP Account
- Discount Accounts

The Bank Code is already defined in the bank code screen.
FQA Code Defaults Tab

You may use this optional tab to assign a code to a fully qualified account.
**Journals Tab**

In this tab, define the list of purchase journals and disbursement journals.

![Entity Maintenance](image)

<table>
<thead>
<tr>
<th>Lodgers</th>
<th>Currency</th>
<th>Purchase Journals</th>
<th>Purchases Journal Description</th>
<th>Disbursement Journal</th>
<th>Disbursements Journal Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>GL</td>
<td>USD</td>
<td>0310</td>
<td>AP INV USD Source</td>
<td>0410</td>
<td>AP DISB USD Source</td>
</tr>
<tr>
<td>GL</td>
<td>GBP</td>
<td>0330</td>
<td>AP INV GBP Source</td>
<td>0450</td>
<td>AP DISB GBP Source</td>
</tr>
<tr>
<td>GL</td>
<td>EUR</td>
<td>0340</td>
<td>AP INV EUR Source</td>
<td>0440</td>
<td>AP DISB EUR Source</td>
</tr>
<tr>
<td>GL</td>
<td>EGP</td>
<td>0320</td>
<td>AP INV EGP Source</td>
<td>0420</td>
<td>AP DISB EGP Source</td>
</tr>
</tbody>
</table>
**Intercompany Tab**

The Intercompany tab displays only when the intercompany option in the Flags tab is selected.

Define the Payable Entity and the Receivable Entity.
Vendor Maintenance

User the Vendor Maintenance screen to create new vendors.

At the top of the Vendor Maintenance screen, you must enter the Vendor ID, Name, Abbreviation and Status.

To search vendors already entered into the system, click the Search icon next to the Vendor ID text box.
The Vendor Search dialog box displays, where you can search by vendor name or Tax ID.
Address Tab

The Vendor Address sub-tabs are for recording physical address information for a vendor. There are five other sub-tabs that allow you to store additional address information: Miscellaneous, Mailing, Bank, Remit and Return sub-tabs. All data entry fields are optional on these sub-tabs.
When you create a new vendor record, you must enter on the Defaults tab:

- The payment type;
- The type of tax to be paid on invoices;
- The vendor’s payment/discount terms;
- The entity, the currency and the AP account associated with the vendor.
For the Payment Type we must specify one of the payment types shown above in the Vendor Maintenance screen:

For the Tax Type, specify the tax applied for the vendors:

**B**: Both VAT and WH Taxes  
**I**: Incremental increases in a tax that are based upon a taxpayer's income level.  
**N**: No Tax  
**V**: VAT (Value Added Tax) A type of consumption tax that is placed on a product whenever value is added at a stage of production and at final sale.  
**W**: Withholding Tax is a government requirement for the payer of an item of income to withhold or deduct tax from the payment, and pay that tax to the government
In the payment /discount terms, choose one of the options below:

![Discount Terms Selection](image)

<table>
<thead>
<tr>
<th>CODE</th>
<th>TERMS</th>
<th>DESCRIPTIONS OF TERMS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>10/25PROX*</td>
<td>Payment is due according to the invoice date and corresponding due date as shown below:</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Invoice Date</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td>1 – 10</td>
</tr>
<tr>
<td></td>
<td></td>
<td>11 – 25</td>
</tr>
<tr>
<td></td>
<td></td>
<td>26 – EOM</td>
</tr>
<tr>
<td>2</td>
<td>25I/10PROX*</td>
<td>Payment is due according to the invoice date and corresponding due date as shown below:</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Invoice Date</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td>1 – 15</td>
</tr>
<tr>
<td></td>
<td></td>
<td>16 – EOM</td>
</tr>
<tr>
<td>3</td>
<td>NNPROX*</td>
<td>“NN” is the day of the month on which payment is due. When this option is selected, the Payment Days field activates. Enter the desired value for “NN.” For example, if a payment is due on the 25th of the month, enter “25” in the Payment Days field.</td>
</tr>
<tr>
<td>4</td>
<td>NN Days Net*</td>
<td>Net payment is due “NN” days following the invoice date. When this option is selected, the Payment Days field activates. Enter the desired value for “NN.” For example, if a payment is due 30 days from the invoice date, enter “30” in the Payment Days field.</td>
</tr>
<tr>
<td>5</td>
<td>NN NN Disc Net Days</td>
<td>Net payment is due in “NN” days following the invoice date in order to qualify for the discount. When this option is selected, the Payment Days, Discount Days, and Discount % fields activate. Enter the appropriate number of days and the discount. For example, discount terms of a 5% discount for 10 days net 30 is entered as follows: Payment Days = 30; Discount Days = 10; Discount % = 5.</td>
</tr>
<tr>
<td>6</td>
<td>End of Month*</td>
<td>Payment is due at end of month.</td>
</tr>
</tbody>
</table>

*No discount available for these terms
We must also define the entities and the currencies used with this new vendor.

<table>
<thead>
<tr>
<th>Entity</th>
<th>Currency</th>
<th>AP Account</th>
</tr>
</thead>
<tbody>
<tr>
<td>111</td>
<td>EGP</td>
<td>211611000</td>
</tr>
</tbody>
</table>
Check Format

From the **Utilities** menu, select **Check Format** (Path: **Utilities > Check Format**).

If automated check payment is going to be used, define the check size and specify the details concerning paid invoices as shown in the example screen below.
Lesson Two: ACCOUNTS PAYABLE MONTHLY PROCESS

1. Utilities – Period Control Dates

From the Utilities menu, select Period Control Dates (Path: Utilities > Period Control Dates).

Open the Fiscal Period in which you will enter your invoices.

2. Transaction - Invoice Entry

From the Transaction menu, select Invoice Entry (Path: Transaction > Invoice Entry).

Use the Invoice Entry screen to enter invoices for payment to vendors from the vendors list. Enter the entity ID, the currency and the batch name.
**Batch / Control**

Path: **Batch tab > Control sub-tab**

After entering the entity ID, the currency and the batch name, enter values for the Control Count field. In the example below, a “1” entered at the Control Count field means that we have only one invoice for a total amount of 1500.

If we enter two invoices we must enter the total amount of all our invoices (2) in the Control Amount field.
**Batch / Detail**

Path: Batch tab > Detail sub-tab

(Show invoices saved under the current batch.)

**Field Descriptions**

- Invoice No - The invoice number of each invoice displays
- Invoice Amount - The total amount of each invoice displays
- Vendor ID - The applicable vendor ID displays for each invoice
- Vendor Name - The applicable vendor name displays for each invoice
- Invoice Date - The applicable invoice date displays
- Due Date - The applicable invoice due date displays
- Approved - The status of the invoice. Y=Approved N=Not approved

The second tab is the Invoices tab.
Invoice / General

Path: Invoice tab > General sub-tab

Use the General sub-tab to start entering invoice/memo information into the system.
Invoice Entries Types
There are three types of invoice entries. Please note that there is an Advance Procedure which will be explained later in this document.

- **Credit Memo** - We can adjust by this kind of entry a previous invoice entered for an amount bigger than it was supposed to be.
- **Debit Memo** - We can adjust by this kind of entry a previous invoice entered for an amount smaller than it was supposed to be.
- **Invoice**

Then enter the vendor ID, specify the type and add the invoices or memos number and reference. The document type field is used if we already have a purchase order.
The Accounts Payable module uses information from the Purchase Taxes module (Tax codes and rates) in the process of entering and paying invoices.

We choose if we need to apply a tax or not. We can apply an invoice level tax or line level:

- **Invoice Level** - The tax is applied for the total amount of the invoice. (We can, if we are using an invoice level tax, modify the tax basis amount.)
- **Line Level** - The tax will be specified by line.
If you select the Invoice Level, your options for the tax type are:

And if you choose the Line Level, your options for the tax type are:

The tax will be specified by line in the line items screen; this means that you cannot choose both VAT and WH taxes.
Invoice / Defaults

Path: Invoice tab > Defaults sub-tab

To change any of this information you must use the Vendor Maintenance function.

The following text boxes and check boxes exist on the Defaults sub-tab:

- **Payment/Discount Term** - This text box contains the default payment and discount terms code you set up for this vendor.
- **Payment Days**
- **Discount Days** - The number of days from invoice date until a payment is due, to get a discount, if applicable.
- **Discount %** - The number in this text box is the discount percentage, if applicable.
- **AP Account (Required)** - Displayed automatically
• Accounting Period (Required): A default accounting period automatically displays/
• Conversion - When marked, this indicates that the system will, during journalization, convert this invoice into a foreign currency.
• Special Handling - Select the check box to indicate that payment of this invoice requires some sort of special handling.
• Single Check - Select the check box to indicate that this invoice needs to be paid on a separate check.
• 1099 Tax
• Payment Types - The payment types you chose in the Vendor Maintenance screen displays automatically.

**Invoice / Non-Stock Line**

Path: Invoice tab > Non-Stock Line sub-tab

Select FQA’s elements and enter their quantity and unit price to enable the system to calculate the extended amount. (The system multiplies Quantity Times Unit Price). The invoice Total has absolutely to be equal to the distribution total.
3. Transaction - Batch Validation

From the Transaction menu, select Transaction Batch Validation. Path: Transaction > Transaction Batch Validation

This process is very important to show if you are using the correct FQA or not. Complete the following text boxes.

![Transaction Batch Validation](image)

Then run the report.

![Accounts Payable Transaction Batch Validation Report](image)

If the status is invalid (Status=Invalid), we must return to the GL to do the missing cross reference or review the FQA and change the account or the BC.
4. Transaction – Transaction Approval

Path: Transaction > Transaction Approval

The entries that we have already validated are ready for the approval. Approve simply by changing the No in the Approved box to a Yes.
5. Journalize / Create Account Payable Journal

Path: Journalize> Create Account Payable Journal

The journalization process creates the accounts payable journal in General Ledger that you need to verify and validate before posting. This function journalizes both purchases invoices/memos and cash disbursements.

To create the accounts payable journal, in the Create Accounts Payable Journal screen follow these steps:

1. Select or enter the Entity, the Currency and the Period.
2. For the Journalize Option (before payment of the invoice) select Journalize only purchases invoices.
3. For the Selection Option, select one of these options:
   - **Journalize Item with an invoice or check date through a selected date**
     If you select this option, you need to type in a date. All invoices/memos through this date will be journalized.
   - **Journalize items within a selected batch**
     If you select this option, you need to select a specific batch number. All invoices/memos added in this batch will be journalized.
   - **Journalize Items for the specified period**
   - **Journalize All Items regardless of date**
You can access these journals through General Ledger; Corrections giving the journal and batch number display in the journalization report.
Warning! Corrections or changes are not permitted after this step unless you reverse the invoice posting.

6. Invoice Payment

You must choose between the Manual Check payment and automated check payment.
Automatic Check Process

• **Generate Cash Requirements** This prepares cash in the bank.

![Generate Cash Requirements Screen](image)

• **Edit Cash Requirement**
  The Edit Cash Requirements function allows you to modify payments to vendors; you may increase, decrease or eliminate payments to a vendor. After you modify these payments, the system adjusts the future balance. It is always better to generate the Cash Requirements Report after using the Edit Cash Requirements Function to verify your changes.
• **Cash Requirements Report**
  
  The Cash Requirements Report allows you to verify whether the cash requirement was successfully done. If not, you can generate cash requirements again using a different option.

  To run the cash requirement report, select the Entity and the Currency. Choose whether you want your report to sort by Vendor Name or Vendor ID.
Then print the report.

**Automated Check Processing**

The Automated Check Processing function uses the cash requirements you generated and prints your checks. To finalize the automated check payment, enter the following item:

- **Entity**
- **Currency**
- **New Check Date**
- **Bank Code**
- **Period**
- **Payment Type**
- **Check Format**
- **New Starting Check Number**
- **No of stub Copies Per Check**
- **Under Print options**, you can choose to print:
Test Check - Print a check for testing.
Actual Check - Print the actual check for a payment.

After you execute the Automated Check Processing function, the system clears the Cash Requirements File.
Manual Check Processing

When making the payment through the system, you will get a report that will show us the check or the wire number, the vendor and the invoice that you can keep as a supporting document.

Choose to pay the entire amount or to make partial payments.

To make the manual check process, select or enter the following items:

- Entity
- Currency
- Bank code
- Vendor ID
- Check No
- Check Date
- Check amount
- Period
Then review your manual check processing report:

### Void/Delete Checks
Use the option Void/Delete Checks to void or erase only one payment.
To void only one payment, enter the following items:

- Entity
- Currency
- Vendor ID
- Bank Code
- Check Name

The **Invoice No**, **Amount Due**, **Amount Paid**, **Discount** and **W/H Tax** are displayed automatically when selecting the check.

In the action box, choose if you are going to void or delete the check. Run the report to be sure that the check has been voided or deleted.

---

**Batch Void/Delete Check**

Use the option Batch Void/Delete Check to void several payments at the same time.
To Void/Delete several payments at the same time, select or enter the following items:

- Entity
- Currency
- Bank Code
- Beginning Check
- Ending Check
- Reversing Period

Then you choose if you want to Void or Delete the checks.
7. Disbursement Journalization

The journalization process creates the accounts payable journal in the General Ledger module. In this example, we want to journalize only the cash disbursements.

To journalize the cash disbursements, in the **Create Accounts Payable Journal** screen follow these steps.
1. Select or enter the **Entity**, the **Currency** and the **Period**.
2. Under **Journalize Option**, select **Journalize only cash disbursements**.
3. Under **Selection Option**, we recommend that you select **Journalize item with an invoice or check date through a selected date**. If you select this option, under **Selection Date** you must enter a date at the **Date** field. All disbursements will be journalized through this date.

Note that you can also choose to select:
- **Journalize Items for the specified period**.
- **Journalize Items within a selected batch** - This option is unavailable in this case.
- **Journalize All Items regardless of date** - No text boxes activate when you select this option.
8. Reverse Journal

In the Create Accounts Payable Journal, under **Journalize Option**, select the **Reverse Invoice Posting**. Then, select the batch that you want to reverse.

Select or enter these items:
- **Entity**
- **Currency**
- **Period**
- **Batch**
9. Advance

How do we activate the advance in the AP?

*Activation of the Advance*

Follow these steps:

1. Log off the IDEAS software.
2. Go to the IDEAS folder and locate the IFW_IDEAS.INI file.
3. Important! Copy the file and save it to a safe location so that you can restore it if something goes wrong when modifying the file.
4. Double-click on the IFW_IDEAS file. You will see the following:
5. Above the phrase “logs=d:\fw\logs” add the line: “ADVPAY=NORUS” as shown below.
Repeat this process for TEST_IDEAS.ini. This will activate the advance process for the TEST database.

Please note that this procedure needs to be done on each machine that has the IDEAS software.
Advance Procedure

a. Invoice Entry

Enter the Advance (same steps as the invoices).
Access the Invoice Entry screen and enter the details of your advance. In the following example, the advance amount = 3.500EGP

At the Inv/Mem Type, select Advance Payment and fill out all needed fields with all required information. (You can choose to enable the Tax tab.)
In the screen shown below, you need to use the correct FQA. That is why it is very important to have an “ADVANCE TO SUPPLIERS” account.
Then save your invoice, validate it and approve it.
b. *Advance Purchase Journalization*
   
   Journalize your advance purchases as usual.

   ![Advance Purchase Journalization](image)

   Execute and run the report.
c. Advance Payment

Pay the advance by using a manual or an automated check.

DR: Advance to suppliers = 3500 EGP
CR: AP Account = 3500 EGP
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Manual Check Processing

All the details of the payment display in this report.

ACCOUNTS PAYABLE
MANUAL CHECK LISTING
FOR CHECK chk-adv123

<table>
<thead>
<tr>
<th>CHECK NO</th>
<th>VENDOR</th>
<th>CHECK DATE</th>
<th>CHECK AMOUNT</th>
<th>INVOICE NUMBER</th>
<th>AMOUNT DUE</th>
<th>AMOUNT PAID</th>
<th>DISCOUNT</th>
<th>W/H TAX</th>
</tr>
</thead>
<tbody>
<tr>
<td>chk-adv123</td>
<td>10039</td>
<td>8/2/2018</td>
<td>3,500.00</td>
<td>ADV#1</td>
<td>3,500.00</td>
<td>3,500.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>

Total
3,500.00  3,500.00  0.00   0.00
d. *Advance Disbursement Journalization*

After the payment, access the **Create Accounts Payable Journal** screen to journalize your disbursements.

Save and run your report.
The transaction created is:
- **DR**: AP Account = 3500 EGP
- **CR**: Bank Account = 3500 EGP

**Invoice Processing**

**Invoice Entry**
Enter the invoice normally and code it to the expense account you want and apply any taxes you need. In this example, the total amount of the invoice=15,000 EGP
Enter all invoice details in invoice tabs.
e. **Invoice Purchase Journalization**

Choose to journalize only purchases invoices with the selection option of your choice.

Run and check the report.
The transaction created is:
DR: Expense Account = 15000 EGP
CR: AP Account = 15000 EGP

Apply Advance: Time to pay the invoice

You need to apply the advance to the invoice.
Apply the advance means that we will not pay the total invoice amount.
We will only pay the remaining balance after taking off the advance amount.
To apply the advance, select or enter the following items:

- **Entity**
- **Currency**
- **Vendor ID**
- **Advance No**
- **Application Date**
- **Invoice No**

When you enter the Invoice No, the amount due and the amount paid displays automatically. Check the details and click on save to apply the advance on the invoice.

In case of errors: You can also remove the advance application.
TO REMOVE AN ADVANCE APPLICATION

The Remove Advance Application erases the relation between invoices and advances that have been established by a user in the Advance Application screen.

You do not need to approve or validate anything. After applying the advance go straight to invoice payment (Manual or Automated check).

The total amount due equals 15,000EGP but the advance (3,500EGP) was already applied. That is why the balance equals 11,500EGP. This is the amount that will now be paid through the manual check processing.
Click on the floppy disc button.
f. **Apply Advance Journalization**

To journalize the advance application, under the Journalize Options, select Journalize only advance applications and choose how you want to journalize them.

--Journalize Item with an invoice or check date through a selection date

--Journalize All Items regardless of date
Check the following report.

The transaction created is as follows:
- DR: AP Account = 3500 EGP
- CR: advance to suppliers = 3500 EGP

\[ g. \text{ Then journalize the cash disbursement:} \]

To journalize the disbursement, under the Journalize Options, select Journalize only cash disbursements.

The transaction created is as follows:
- DR: AP Account = 11500 EGP
- CR: Bank Account = 11500 EGP
10. AP Miscellaneous Codes

The AP Miscellaneous screen allows the entry of pre-authorized codes that affect the standard Accounts Payable module functionality. Some of these AP Miscellaneous Codes are included with the standard Accounts Payable module and should not be edited or changed. The remaining AP Miscellaneous Codes are optional and will need to be created and configured under supervision from IDEAS Consultants or Support.

Path: Utilities > System Tables menu.

The following table lists the valid AP Miscellaneous codes and their purpose.
### AP Miscellaneous Codes Table

<table>
<thead>
<tr>
<th>AP Miscellaneous Codes</th>
<th>Module</th>
<th>Purpose</th>
<th>Valid Responses</th>
<th>Result</th>
<th>Required / Optional</th>
</tr>
</thead>
<tbody>
<tr>
<td>adv_tax_flag</td>
<td>AP</td>
<td>Allow taxes to be applied to an advance</td>
<td>Y</td>
<td>Active</td>
<td>O</td>
</tr>
<tr>
<td>advance_next_batch_numa</td>
<td>AP</td>
<td>Displays the next advance batch number</td>
<td></td>
<td></td>
<td>R</td>
</tr>
<tr>
<td>agedopenpayables-defaulttax</td>
<td>AP</td>
<td>Automatically designates the Include WH Tax button on the Aged Open Payables Report parameters</td>
<td>Y</td>
<td>Active</td>
<td>O</td>
</tr>
<tr>
<td>aging_params</td>
<td>AP</td>
<td>Displays payables aging groups</td>
<td>Field 1 30</td>
<td></td>
<td>R</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Field 2 60</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Field 3 90</td>
<td></td>
<td></td>
</tr>
<tr>
<td>argentinatax</td>
<td>AP</td>
<td>Allows Argentina multiple tax capability</td>
<td>Y or Yes</td>
<td>Active</td>
<td>R</td>
</tr>
<tr>
<td>auto_approval</td>
<td>AP</td>
<td>Allows the designation of auto approval in invoice validation</td>
<td>Y</td>
<td>Active</td>
<td>O</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>N</td>
<td>Not Active</td>
<td></td>
</tr>
</tbody>
</table>

**INVOICE ENTRY** – The approval check box will appear in Invoice Entry when this flag is set to **N** and the separate approval flag in Entity Maintenance is unselected (not checked).

**TRANSACTION VALIDATION** – Valid invoices are automatically approved when this flag is set to **Y** and the separate approval flag in Entity Maintenance is unchecked.

**TRANSACTION APPROVAL** – Users are allowed to access the Transaction Approval program when this flag is set to **N** and the separate approval flag in Entity Maintenance is checked.
<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td>autocheck_languages</td>
<td>AP</td>
<td>Allows the check language to be designated if other than English</td>
<td>English (India) or Spanish</td>
<td>Uses specified language when creating words on the checks</td>
<td>O</td>
</tr>
<tr>
<td>bank_recon_format</td>
<td>AP</td>
<td>Bank Reconciliation Program</td>
<td>Field 1 Prefix for detail rows Field 2 Position of check number Field 3 Length of check number</td>
<td>Active</td>
<td>O</td>
</tr>
<tr>
<td>citibank_interface</td>
<td>AP</td>
<td>The custom Citibank Interface</td>
<td>Y</td>
<td>Active</td>
<td>R</td>
</tr>
<tr>
<td>date_format</td>
<td>AP</td>
<td>Allows the designation of the date format</td>
<td>MM/DD/YYYY Y</td>
<td>Active</td>
<td>R</td>
</tr>
<tr>
<td>default_autocheck_stubcopies</td>
<td>AP</td>
<td>Designates the number of check stub copies</td>
<td>Number of check stub copies</td>
<td>Automatically prints the desired check stub copies instead of entering the number during the check run</td>
<td>O</td>
</tr>
<tr>
<td>disb_acct_sum</td>
<td>AP</td>
<td>All disbursements will be summarized by account, i.e. cash, withholding and AP Offset</td>
<td>Y</td>
<td>Active</td>
<td>O</td>
</tr>
<tr>
<td>duplicate_inv_notify</td>
<td>AP</td>
<td>Check to see if invoice number already exists, regardless of entity, currency, or vendor</td>
<td>Y N</td>
<td>Active Not Active</td>
<td>O</td>
</tr>
<tr>
<td>electronic_interface</td>
<td>AP</td>
<td>The custom Electronic Interface Menu</td>
<td>Y</td>
<td>Active</td>
<td>O</td>
</tr>
</tbody>
</table>
### AP Miscellaneous Codes

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<tr>
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</thead>
<tbody>
<tr>
<td>enable_single_check</td>
<td>Allows an invoice to be updated as a single check when the invoice is read-only</td>
<td>Y</td>
<td>Active</td>
<td>O</td>
</tr>
<tr>
<td>invoice_appr_readonly</td>
<td>Allows an invoice to be readonly when the invoice is approved</td>
<td>Y</td>
<td>Active</td>
<td>O</td>
</tr>
<tr>
<td>invoice_batch</td>
<td>Allows the user to enter invoices or inquire on invoices without entering a batch number.</td>
<td>Y N</td>
<td>Invoices with batch Invoices without batch</td>
<td>O O</td>
</tr>
<tr>
<td>invoice_frequency</td>
<td>Allows the designation of invoice frequency for recurring invoices</td>
<td>Day Week Month Year</td>
<td>R</td>
<td></td>
</tr>
<tr>
<td>manual_next_batch_num</td>
<td>Displays the next available manual check batch number</td>
<td>Day Week Month Year</td>
<td>R</td>
<td></td>
</tr>
<tr>
<td>next_invoice</td>
<td>Displays the next available invoice number</td>
<td>Day Week Month Year</td>
<td>R</td>
<td></td>
</tr>
<tr>
<td>next_vendor</td>
<td>Displays the next available vendor number</td>
<td>Day Week Month Year</td>
<td>R</td>
<td></td>
</tr>
<tr>
<td>no_disc_accts</td>
<td>Allows the designation for discounts</td>
<td>0 1</td>
<td>Discounts allowed Discounts not allowed</td>
<td>R R</td>
</tr>
<tr>
<td>offset_description</td>
<td>Instead of only ‘AP Offset’ description the check number will be included for disbursements and the invoice number will be included for purchases</td>
<td>Y</td>
<td>Active</td>
<td>O</td>
</tr>
<tr>
<td>payment_type_default</td>
<td>Default the payment type associated with the vendor in Invoice Entry</td>
<td>Y N</td>
<td>Default the payment type from vendor User allowed to select the payment type for the invoice in Invoice Entry</td>
<td>O R</td>
</tr>
<tr>
<td>period</td>
<td>Allows the designation of the current Accounts Payable period</td>
<td>A period number as defined in the calendar</td>
<td>R</td>
<td></td>
</tr>
<tr>
<td>AP Miscellaneous Codes</td>
<td>Module</td>
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<td>Valid Responses</td>
<td>Result</td>
</tr>
<tr>
<td>-----------------------------</td>
<td>--------</td>
<td>-------------------------------------------------------------------------</td>
<td>-----------------</td>
<td>------------------------------------------------------------------------</td>
</tr>
<tr>
<td>process_wh</td>
<td>AP</td>
<td>Allows the designation of the timing for Withholding taxes journalization</td>
<td>P &lt;Null&gt;</td>
<td>Journalize Withholding taxes at the time of invoice</td>
</tr>
<tr>
<td>process_zero_vendors</td>
<td>AP</td>
<td>Zero and credit balance vendors will be processed by the automated check program</td>
<td>Y</td>
<td>Active</td>
</tr>
<tr>
<td>prorate_withholding</td>
<td>AP</td>
<td>Allows the ability to prorate Withholding taxes</td>
<td>Y</td>
<td>Active</td>
</tr>
<tr>
<td>purch_jrn1_sort_order</td>
<td>AP</td>
<td>Changes the journalization order from the batch number to the specified entry</td>
<td>Invoice_s, Invoice_num, vendor_id, name or inv_date</td>
<td>The journalization sort order will be changed from the batch number to the specified entry</td>
</tr>
<tr>
<td>pur_disb_chk_desc</td>
<td>AP</td>
<td>Allows the designation of fields to be used during purchases and disbursements journalization</td>
<td>Invoice description, vendor short name, invoice number, invoice comments, check number invoice line description, invoice batch, doc type – doc no – line and commodity code/stock no</td>
<td>The designated fields will be included during journalization</td>
</tr>
<tr>
<td>ref_seq_no</td>
<td>AP</td>
<td>Allows the reference number to be an automatic counter</td>
<td>Yes No</td>
<td>Active Not Active</td>
</tr>
<tr>
<td>AP Miscellaneous Codes</td>
<td>Module</td>
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<td>Result</td>
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<tr>
<td>--------------------------------</td>
<td>--------</td>
<td>--------------------------------------------------------------------------</td>
<td>-----------------</td>
<td>------------</td>
</tr>
<tr>
<td>reqd_ref_entry</td>
<td>AP</td>
<td>Requires the reference field in Invoice Entry to be a required field</td>
<td>Y</td>
<td>Active</td>
</tr>
<tr>
<td>spaces_bet_stub_copy</td>
<td>AP</td>
<td>Allows the designation of incremental inches between multiple stubs in the auto check program</td>
<td>inch increments</td>
<td>Skips the number of incremental inches as specified before printing the next check stub when multiple check stubs is selected in the auto check program</td>
</tr>
<tr>
<td>tax_option</td>
<td>AP</td>
<td>Allows the designation of at what level taxes will be calculated</td>
<td>I L N</td>
<td>Tax at invoice level Tax at line level No tax</td>
</tr>
<tr>
<td>update_control_totals</td>
<td>AP</td>
<td>Determines if deleted invoices update control totals or not</td>
<td>Y N</td>
<td>Active Not active</td>
</tr>
<tr>
<td>use_receipt_date</td>
<td>AP</td>
<td>Allows designation of when to calculate the invoice due date</td>
<td>0 1</td>
<td>Use invoice date to calculate due date Use receipt date to calculate due date</td>
</tr>
<tr>
<td>user_define_vendor</td>
<td>AP</td>
<td>Allow two additional fields to be defined for vendors</td>
<td></td>
<td></td>
</tr>
<tr>
<td>vendor_sec_lock</td>
<td>AP</td>
<td>Allows the ability to lock a vendor preventing any changes to it</td>
<td>Y N</td>
<td>Active Not active</td>
</tr>
</tbody>
</table>