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Kinetic Accounts Payable User Guide

Version 2025.1

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Accounts Payable

Use the **Accounts Payable** (AP) module to enter supplier invoices for purchases that you make and then create checks for the invoices you want to pay. Kinetic can generate payments for all invoices due, those for a particular supplier, or only for specific invoices. If a supplier calls you to discuss an invoice, you have complete information at your fingertips and that history can be kept indefinitely.

You use the 'Accounts Payable' module to update both purchase orders and actual job costs. Adjustments are created if the purchase price does not match the invoiced price, so you know how much you owe and when it is due.

Key Concepts of Accounts Payable Processing

- In an interfaced environment, Accounts Payable (AP) and expense-related General Ledger (GL) accounts are defined using GL control codes and GL control types.

- An AP Clearing account is required, as it acts as the Accrued (Unvouchered Receipts) account.

- Invoice and payment transactions are posted to the GL using a group methodology.

Typical Process Flow

- Enter a purchase order (Purchase Order Entry).

- Receive goods and services against that purchase order (Receipt Entry).

- Recognize liability for goods received (AP Invoice Entry).

- Process cash disbursements for outstanding invoices (AP Payment Entry).

- Record supplier returns when necessary (AP Invoice Entry - Debit Memo).

Creating Bank Fees

Create bank fee codes to describe and categorize the fees deducted from a bank account in **Bank Fee Maintenance**. For example, you can create a code for a bank fee charged when processing a foreign cash receipt, or for a transfer, or a monthly service.

Bank fee codes help you anticipate the types of fees the bank may charge you. Since each code can generate taxes, you can also define a tax associated with a bank fee. Once you establish a bank fee, the system automatically calculates and records the fee.

The system charges bank fees to a bank fee account you define in the GL control and assign to the selected bank in **Bank Account Maintenance**. The system applies the fee when the bank account balance is affected. Sometimes, a company knows about a fee when they create the cash receipt and payment documents, and other times, they do not see until they receive the bank statement.

Use the landing page of the application to view existing bank fee codes or to enter a new one.

In this article, we will cover

- [Entering a Bank Fee Code](#)
- [Maintaining GL Control](#)

Entering a Bank Fee Code

1. From the main menu, go to **Financial Management > Accounts Payable > Setup > Bank Fee.**

2. Select **New** ⊕ to add a new bank fee code.

3. Enter a unique code for the fee in the **Bank Fee** field.

4. Enter additional information about the fee code in the **Description** field.

5. Select a tax rate for bank fees that generate taxes from the **Tax Code** drop-down. You can only select tax codes with single and dual invoicing and self-assessment.

6. Select a rate for the tax associated with a bank fee from the **Rate Code** drop-down.

> **i** This field is mandatory when you select a tax code. You can choose from the rate codes related to the tax code you selected.

7. Select **Save**. 💾

Maintaining GL Control

You can associate one or more GL controls with a record. Each control you associate with a record must belong to a different control type. The association allows the use of control values when the record applies to a posted transaction.

1. Select the record to which you want to apply the control.

2. Select **New** ⊕ to add a new GL control.

3. Enter the identifier of the type to which the control belongs in the **Type** field.

4. Enter the identifier of the control in the **Control** field.

GL Control Type	Type Description	GL Control Code	Control Description
Bank Fee	Bank Fee	FEE	Default Bank Fee

5. Select **Save**.
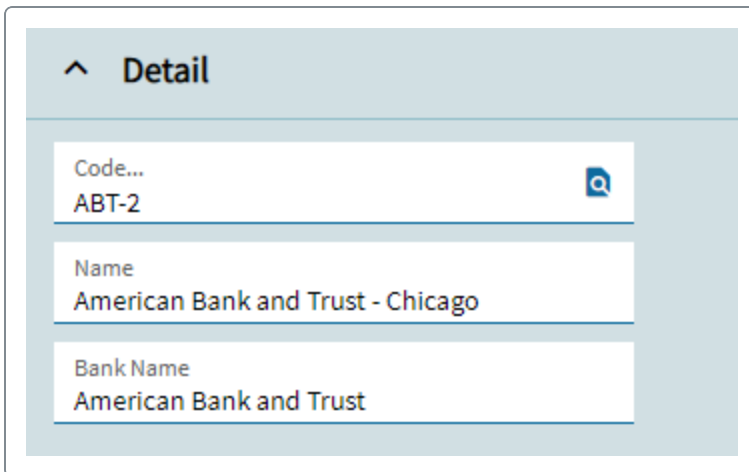
Assigning Bank/Branch Codes

Assign codes to specific bank branch offices using **Bank/Branch Code Maintenance**. Later, you can associate bank branch codes with accounts in Bank Account Maintenance, grouping them under a specific branch.

Use the landing page of the application to view existing bank/branch codes or to enter a new one.

In this article, we will cover defining bank/branch codes.

1. From the main menu, go to **Financial Management > Accounts Payable > Setup > Bank/Branch Code**.

2. Select ⊕ to add a new bank/branch code. The **Details** page displays.

3. In the **Code** field, enter an identifier for the bank and branch.

4. In the **Name** field, enter the name of the code.

5. In the **Bank Name** field, enter the name of the parent bank to which the branch office belongs.

6. Select **Save**. 💾

Creating Amortization Codes

Create an amortization code to define the duration of amortization, frequency of amortization periods, and the recognition amount for each period.
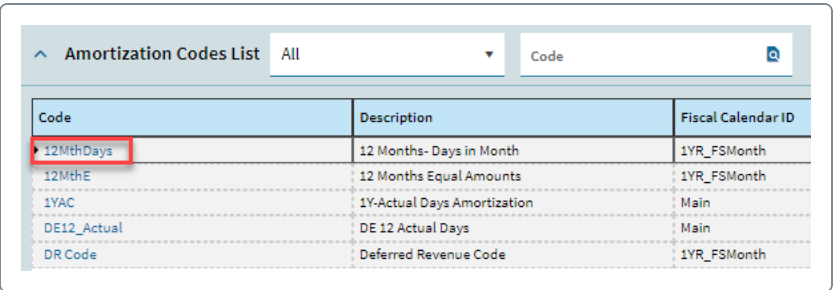
In this article, we will cover:

- [Entering the amortization details](#)
- [Adding an Amortization Code GL Control](#)

Entering Amortization Details

1. Open the **Amortization Code** app.

   The Landing page displays. The landing page displays a list of the existing records. To select an existing amortization code, select a code link inside the grid.
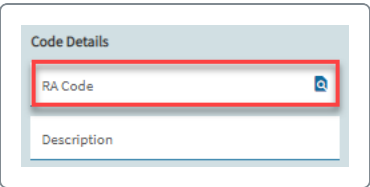
   > The records in the screen shot are just an example.

2. To add a new amortization code, select **New**. ⊕

   The Details card displays.

3. Enter a code in the **RA Code** field.

4. Enter a description in the **Description** field.

5. Select the scope of amortization code from the **Scope** drop-down.

- **AP** - Use this scope for deferred expenses in AP. When this option is on, you can select appropriate GL controls on the **GL Control** card.

- **AR** - Use this scope for deferred revenues. When this option is on, the **Use Contract Expire Date** check box is available. This option is available if you have the **Deferred Revenue** license.

- **GL** - Use this scope for deferred expenses in GL. When this option is on, you can select appropriate GL controls on the **GL Control** card.

- **GL and AP** - Use this scope for deferred expenses in both GL and AP. When this option is on, you can select appropriate GL controls on the **GL Control** card.

6. Select the fiscal calendar you want to use for the selected amortization code from the **Fiscal Calendar** field.

7. Enter the number of fiscal periods in the **Duration** field.

8. Select how the system recognizes revenue or expenses from the **Calculation Method** field.

- **Equal Amounts** - Kinetic recognizes the same amount during each period.

- **Last Period** - Kinetic recognizes revenue or expense only in the last period.

- **Actual Days** - Kinetic recognizes the revenue or expense amount based on the number of days within a period.

9. If you want the end date to ignore the duration of the DRA code and instead use the default contract expiry date, select the **Use Contract Expire Date**check box.

   If this check box is clear, the end date is blank to allow the DRA code duration to calculate correctly.

   > ⓘ This check box is active when you select **AR** in the **Scope** field.

10. Select **Save.**

Adding an Amortization Code GL Control

A 'GL control' defines the accounts and journal codes available when posting the selected record. You can apply multiple controls to each record maintained in the program. If you use multiple controls, each control must be based on a different GL control type.

1. To add a GL control, select **New** ⊕ on the **GL Control** card.

2. In the GL Control Type field, search for and select a **GL Control Type**.

ⓘ   The record in the screen shot is just an example.

3. In the GL Control Code field, search for and select a **GL Control Code**.

⌃ GL Control		
GL Control Type	**Type Description**	**GL Control Code**
▸ Amortization 🔍	Amortization	AC0 🔍

ⓘ   The record in the screen shot is just an example.

4. Select **Save**. 💾

Creating Memo Categories

Create memo categories to organize the memos people enter in several different system areas, including on AP invoices and customer records, in **Memo Category Maintenance**. After you create the categories, others can assign them to memos. For example, you can create a Site Visit memo category to organize notes for customer site visits or a Contact Notes memo category for customer contacts.
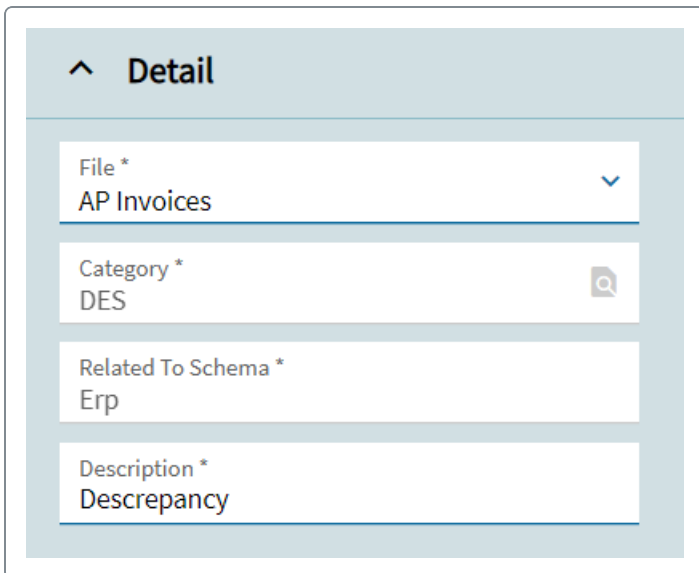
Assigning categories to memos simplifies the review process, as you can choose to view only the memos you entered for a particular purpose.

Use the landing page of the application to view existing memo categories or to enter a new one.

In this article, we will cover entering a memo category.

Entering a Memo Category

1. From the main menu, go to **Financial Management > Accounts Payable > Setup > Memo Category.**

2. Select **New** ⊕ to add a new memo category.

3. Select a file type for the new category from the **Type** drop-down. The file type you select determines where the memo category will be available for use.

4. Enter an identifier for the new memo category in the **Category** field.

```
^   Detail

File *
AP Invoices                                    ⌄

Category *
DES                                            🔍

Related To Schema *
Erp

Description *
Descrepancy
```

5. Enter additional information to identify the memo category in the **Description** field.

6. Select **Save**.

Creating Purchase Types

In **Purchase Type Maintenance**, define purchase types and to select the GL controls that define the accounts associated with the types.
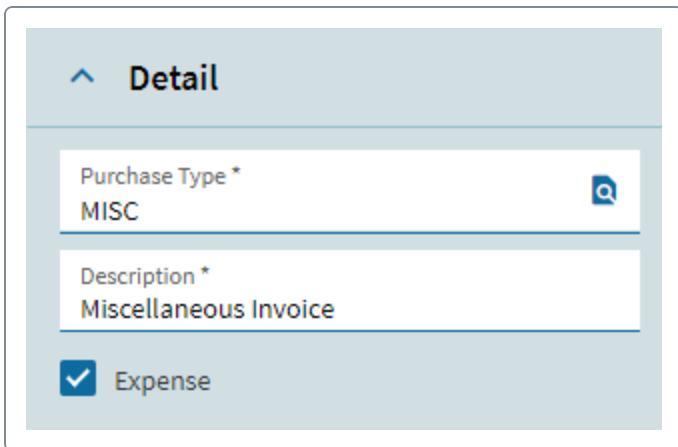
Use the landing page of the application to view existing purchase types or create a new one.

In this article, we will cover:

- [Adding a new purchase type](#)
- [Linking GL Control to the purchase type](#)

Adding a New Purchase Type

1. From the main menu, go to **Financial Management > Accounts Payable > Setup > Purchase Type**.

2. Select **New** ⊕ to add a new purchase type.

3. Enter an eight-character code that uniquely identifies the purchase type and a further description of the purchase type code.

4. Select the **Expense** check box to indicate that purchases bearing this purchase type code are expense purchases.

5. Select **Save**. 💾

Linking a GL Control to the Purchase Type

The general ledger (GL) control or controls selected on this **GL Control** card determine the accounts and journal codes used to post transactions to which the record applies.

You can associate one or more GL controls with a record in this application. Each control associated with a record must belong to a different control type. The association allows the use of control values when the record applies to a posted transaction.

Example: The AR Account and AP Account GL control types reference the company entity. You define GL controls based on both types and apply them to Company A in Company Configuration. A transaction that belongs to Company A then posts using the account hierarchy set up for this specific transaction for the Company A business entity. Posting rules use the controls' account references to create the accounts for the company's journals.

You cannot associate GL controls with applications where users select posting accounts when they enter transactions. Examples of this type of applications include AP Adjustment and Cash Receipts. The Master Chart of Accounts (COA) defines the accounts available in these applications.

To add GL controls:

1. On the **GL Control** card, select **New** ⊕.

2. Select the GL control **Type** that contains the account contexts you need.

3. Next use the **Control** field to enter a GL control contained by the selected GL control type.

4. Continue to add the GL control types you need for the current company. When you finish, save the changes.

GL Control Type	Type Description	GL Control Code	Control Description
Purchase Type	Purchase Type	MISC	Miscellaneous Invoice

Full Screen
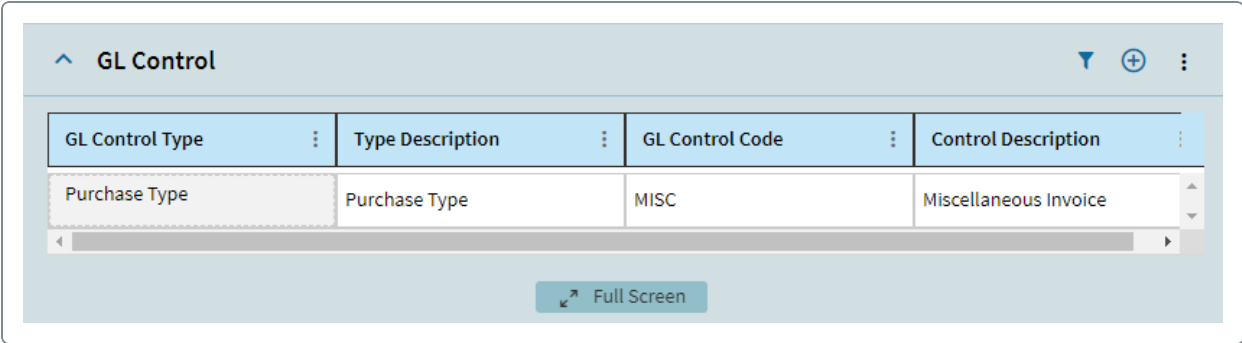
Defining Miscellaneous Charges or Credits that Apply to Purchase Orders

You can define charges or credits that apply to purchase orders, such as freight charges or expediting fees. Do this in **Purchasing Miscellaneous Charge/Credit Maintenance**. Note that these charges are paid to suppliers and are not the same as the charges you set up in Order Management or Accounts Receivable that your customers pay.

In this article, we will cover:

- [Entering Charges or Credits that Apply to Purchase Orders](#)
- [Entering GL Controls for Purchasing Misc Charge/Credits](#)
- [Selecting Supplier Options for Purchasing Misc Charge/Credits](#)
- [Viewing Expense Type Details for Purchasing Misc Charge/Credits](#)
- [Viewing Unit Details for Purchasing Misc Charge/Credits](#)

Entering a Charge or Credit that Apply to Purchase Orders

1. From the main menu, go to **Financial Management > Accounts Payable > Setup > Miscellaneous Charge/Credit**.

2. Select **New** ⊕ to add a new miscellaneous charge/credit.

3. In the **Charge ID** field, enter an identifier for the misc charge/credit.

4. In the **Description** field, enter additional information about the misc/charge credit.

5. Enter the tax category for the miscellaneous charge. Categories determine whether or not the charge is subject to sales tax. It is also used for sales tax reporting in Accounts Receivable.

6. If you have the Intrastat functionality, use the **Intrastat** field to define how header charges are included in the statistical value in intrastate transactions. You can exclude the header charges, include them, or set the field to Percentage to use the Percent at Border for the country as determined in the Intrastat parameters in Company Configuration.

7. Set the **Type** field to **Amount** or **Percentage** to specify how the miscellaneous charge is calculated. It can be a flat amount, or as a percentage of the extended price.

8. The **Take Discount** check box determines whether a miscellaneous charge is included in the Payment Discount calculation in AP Invoice Entry and AP Payment Entry. Select the box to include this miscellaneous charge in the Payment Discount calculation. Clear the check box to exclude it.

Details

Charge ID *
Mile

Description *
Mileage

Tax Category
Services
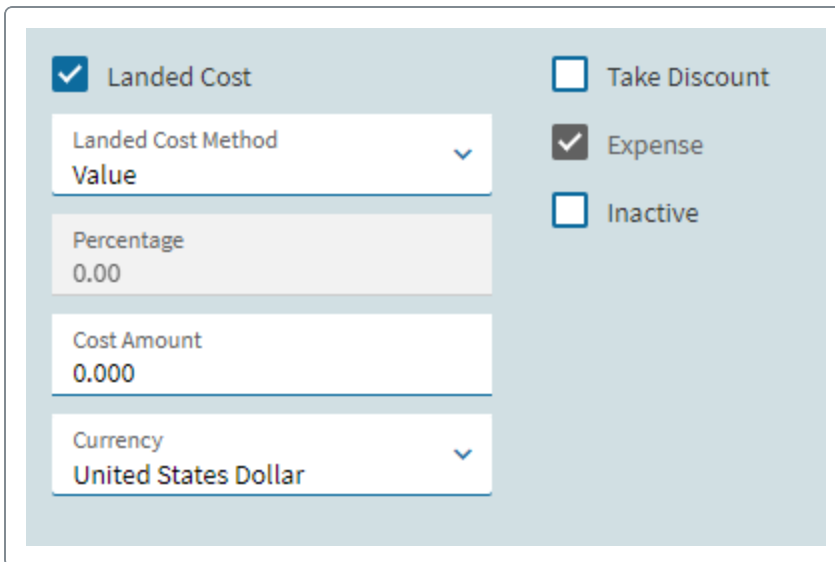
Intrastat

Type *
Amount

9. The next fields relate to landed costs. Select the **Landed Cost** check box to review landed costs in your base company currency. Clear the check box to review landed costs in the currency of the receipt transaction. The **Landed Cost Method** specifies a method for calculating landed cost. Choose from **Value**, **Quantity**, **Weight**, or **Volume**.

10. The **Percentage** field defines the percentage of the extended amount that will be applied as the miscellaneous charge.

11. The **Cost Amount** specifies the standard cost for this miscellaneous charge. This is the default amount that will be applied to orders and invoices. If the amount for this charge varies, do not enter an amount here. Instead, enter it directly on the order or invoice.

    Example: Your standard fee for expediting an order is 100.00. Set up a miscellaneous charge called EXP and enter its amount as 100. When you create an expedited order, select the EXP charge; the Amount field will automatically be 100. Your fee for freight always changes. Set up a miscellaneous charge called FRT and do not assign it an amount. When you add the freight charge to an order, enter the charge's amount directly into the order.

12. If you have the Currency Management module, in the **Currency** field, select the currency to use for this miscellaneous charge or credit record.

13. If the miscellaneous charge is for employee expenses, check the **Expense** check box.

14. Select **Save**.

Entering GL Controls for Purchasing Misc Charge/Credits

On the **GL Control** card, select the general ledger (GL) control or controls that determine the accounts and journal codes used to post transactions for miscellaneous charges and credits.

You can associate one or more GL controls with a record in this setup program. Each control associated with a record must belong to a different control type. The association allows the use of control values when the record applies to a posted transaction.

To enter GL controls:

1. On the **GL Control** card, select to add a new line to the grid.

2. In the **Type** field, enter or select a GL Control Type.

3. In the **Control** field, enter a GL Control.

4. Select **Save.**

Selecting Supplier Options for Purchasing Misc Charge/Credits

Use the Supplier card to select supplier options, such as a Landed Cost method to associate with a miscellaneous charge or credit. To add a new supplier:
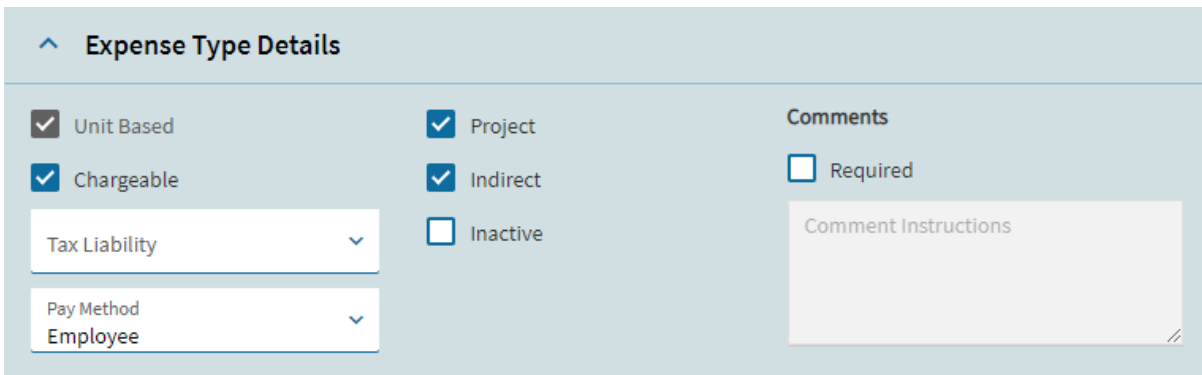
1. On the **Supplier** card, select ⊕ to add a supplier landed cost.

2. In the **Supplier** field, enter or select a supplier.

3. Select the **Landed Cost Method** you want to use for calculating landed cost for this supplier. Select from: **Value**, **Quantity**, **Weight**, and **Volume**.

4. In the **Type** field, select a miscellaneous charge calculation method, either **Amount** or **Percentage**.

5. In the **Percentage** field, enter the percentage of the extended amount that will be applied as the miscellaneous charge.

6. If there is a standard cost for the charge, enter this in the **Cost Amount** field. This is the default amount that will be applied to orders and invoices. If the amount for this charge varies, do not enter an amount here. Instead, enter it directly on the order or invoice.

7. If you use **Currency Management**, you can select the currency needed for this miscellaneous charge or credit.

8. Select **Save**. 💾

Viewing Expense Type Details for Purchasing Misc Charge/Credits

Use the **Expense Type Detail** card to view expense details connected to a supplier.

- **Unit Based** - Miscellaneous charge is unit based when this check box is selected.
- **Chargeable** - Miscellaneous expense is chargeable when this check box is selected.
- **Tax Liability** - Tax liability associated with an expense charge such as All Taxes, Exempt, or Line Recoverable.
- **Pay Method** - Payment method associated with the expense charge such as Cash, Credit, or Company Paid Travel.
- **Project** - Miscellaneous charge code is to be selected for entry of project expenses.
- **Indirect** - Miscellaneous charge code is to be selected for entry of indirect (non-project) expenses.
- **Comments** - Comment is required for the miscellaneous charge or credit type, if the check box is selected.
- **Comment Instructions** - Instructions associated with the miscellaneous charge or credit type. This field is mandatory when the Required check box is selected.

Viewing Unit Details for Purchasing Misc Charge/Credits

Use the **Unit Based List** card to add unit details.

From E...	To Effe...	Unit Description	Inactive	Claim ...	Claim Unit ...
05/08/2020	05/29/2020	per mile	☐	0.0000	0.5000
05/24/2020	06/15/2020	per mile	☐	0.0000	0.5500
05/30/2020	06/13/2020	per mile	☐	0.0000	0.5000
06/23/2020		per mile	☐	0.0000	0.5650

- **From Effective Date** – Beginning date of the unit based record.
- **To Effective Date** – Rnding date of the unit based record.
- **Unit Description** – Description of the selected unit.
- **Inactive** – Inactive unit based record when this check box is selected.
- **Claim Unit Maximum** – Maximum number of units the employee can enter in a single expense transaction. If the number of units entered exceeds the maximum, the system will display the maximum allowed value.
- **Claim Unit Amount** – Amount per unit in the base currency. This is the amount used to calculate the total expense transaction amount.
- **Claim Currency Code** – Currency for the claim.
- **Override** – Employee can override the claim amount during expense entry.
- **Multicurrency** – Currency of the transaction.

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July, 2025

Defining Purchasing Terms for Suppliers

Purchasing terms govern the frequency, number of payments, and discounts that apply to supplier invoices. You can define payment terms in **Purchasing Terms Maintenance**. You can also specify the best discount for specific terms or adjust payment schedules here.

In this article, we will cover:

- [Entering the purchasing terms details](#)
- [Specifying a discount for purchasing terms](#)
- [Adjusting payment schedules for purchasing terms](#)

Entering Purchasing Terms Details

1. Open the **Purchasing Terms** app.

2. Select **New** ⊕ to add a new purchasing terms code.

3. In the **Code** field, enter an identifier for the terms code. For example, 1/10.

4. In the **Description** field, enter a description for the terms code. For example, 1/10 Net 30.

5. In the **Number of Payments** field, enter the number of payments that can be made against an invoice during a payment cycle. If this number is more than one, any invoice assigned these terms is paid through multiple payments. Multiple payments appear on the Payment Schedule card.

6. In the **Terms Type** field, select the billing schedule associated with the term. Schedule options include Days, Day of Month, and End of X Month(s) plus Y day(s).

7. If the purchasing term requires a letter of credit, select the Require Letter of Credit check box. If you create a purchase order or AP invoice using a term that requires a letter of credit, you must select a letter of credit on the order or invoice.

8. If these terms should be the default used on new supplier records, select the **System Default** check box.

9. What you chose in the **Terms Type** field determines which fields are available in the Due area. Complete the fields that are active for the terms type you indicated:

   - **Number of Days** – this value defines a schedule based on periodic payments. The application adds the number of days entered in this field to the invoice date to obtain the due date.

   - **Due on Day** and **Minimum Days** – These values define a schedule based on monthly payments. The application uses the Minimum Days value to move a billing to the next

month when the invoice date occurs close to the Due on Day value and the Day value identifies the day of the month for which the payment is due.

- **Number of Months** and **Due on Day** – These values define a schedule based on payments after he specified number of days (Due on Day). When a payment passes this date threshold, the application considers it late.

10. In the **Discount Type** field, select the discount schedule associated with the term. Discounts can be applied based on a number of days, a day of the month, both (End of X Month(s) plus Y day(s)), or based on a schedule (By Schedule).

The **By Schedule** option in the Discount Type field allows you to specify a discount if a payment is made a certain number of days before its due date.

In the **Default Days Before Due** field enter the number of days ahead of thedue date that the payment needs to be made to apply the discount.

In the **Default Discount Percent** field specify the default discount percentage.

> ℹ️ When using the By Schedule option, each schedule can have only one discount percent. This is different from the rest of the Discount Type options where there can be different discount percentages based on the number of days. However, with By Schedule, each individual payment can have a discount percent specific to that record.

You can modify the Days Before Due and Discount Percent values for each individual payment in the **Payment Schedule** card's grid.

Payment Schedules are updated on save of the Purchasing Term in the following cases:

Save of a new purchasing term record:

- Payment Schedule records are created.
- Payment Schedule Days Before Due is set to Purchasing Terms Days Before Due.
- Payment Schedule Discount Percent is set to Purchasing Terms Discount Percent.

When the number of payments changes on an existing purchasing term:

If the number of payments increases, new payment schedules are created. When this occurs:

- Payment Schedule Days Before Due is set to Purchasing Terms Days Before Due.
- Payment Schedule Discount Percent is set to Purchasing Terms Discount Percent.

Existing schedule records are not updated.

When the discount type changes on an existing purchasing term:
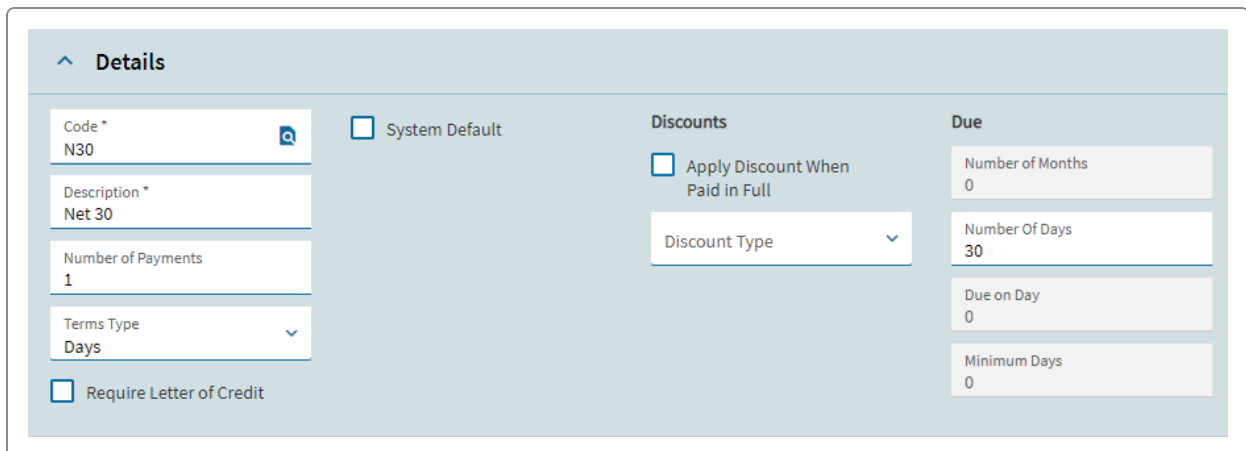
If Purchasing Term Discount Type equals By Schedule:

- Payment Schedule Days Before Due is set to Purchasing Terms Days Before Due.
- Payment Schedule Discount Percent is set to Purchasing Terms Discount Percent.

If Purchasing Terms Discount Type does not equal By Schedule:

- Purchase Schedule Days Before Due is set to zero.
- Purchase Schedule Discount Percent is set to zero.
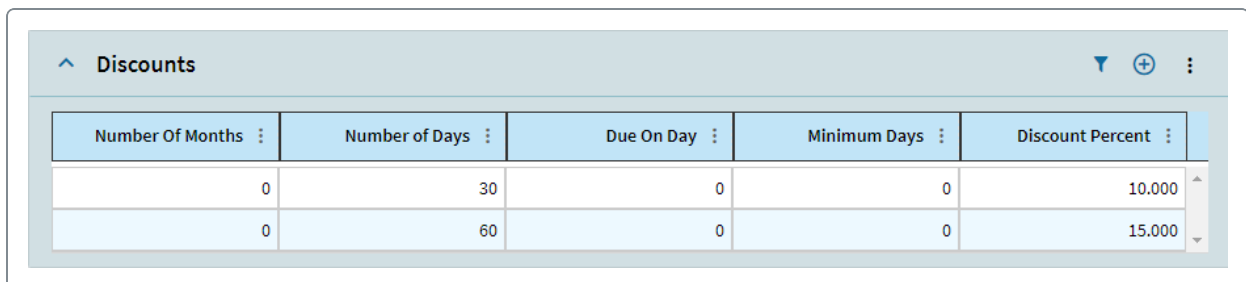
11. Select the **Apply Discount When Paid in Full** check box to calculate discounts only against invoices that are fully paid.

12. Select **Save**.

Calculating a Discount for Purchasing Terms

1. To add a discount term, select **New** ⊕ on the **Discounts** card.

2. Complete the fields that open for data entry. These are dependent on the setting of the **Terms Type** field.

Number Of Months	Number of Days	Due On Day	Minimum Days	Discount Percent
0	30	0	0	10.000
0	60	0	0	15.000

Specify the following:

- **Number of Months** – Indicates how many months past the Invoice Date are used for the overall terms period. The field is available if you selected the End of X Month(s) on Y Day(s) terms type. Enter the number of months you need in this field.

- **Number of Days** – Indicates how many days past the invoice date are used for the overall terms period. The field is available if you select the Days terms type. Enter the number of days you need in this field.

- **Due on Day** – Defines how many days into the last month are included in the overall terms period. This field is available if you select either the End of X Month(s) On Y Day (s) or Days of Month terms type. Enter the day number in this field. For example, if you enter 20, the final discount date for invoices that use this terms code is January 20th, February 20th, March 20th, and so on throughout the year.

- **Minimum Days** – Determines the last day of the month used for the overall terms period. If an invoice is entered which has an Invoice Date on the day after this value, its discount schedule is moved into the next month. This field is available if you select the Days of the Month terms type. Enter the number of days from the beginning of each month you wish to include in this date range. For example, you create a Net 25 terms code that uses the Days of the Month terms type. You indicate in the Due on Day field that the final discounting date is the 25th of each month. You then enter 15 within the Minimum Days field. In order to receive a discount, any invoices with dates on or before the 15th of each month must be paid before the 25th of that same month. Any invoices with dates 16 or later must be paid before the 25th of the next month in order to receive the discount.

- **Discount Percent** – Specifies the discount percentage given for prompt payment of an invoice. Invoice printing uses this value to calculate a prompt payment discount amount. For example, you assign a terms code a discount percent of 10.00. You then create an A/P invoice for $200.00 with these terms. If you pay this invoice within the number of discount days specified for this payment terms, you will receive a $20.00 discount ($200 * 10%).

3. Select **Save**.
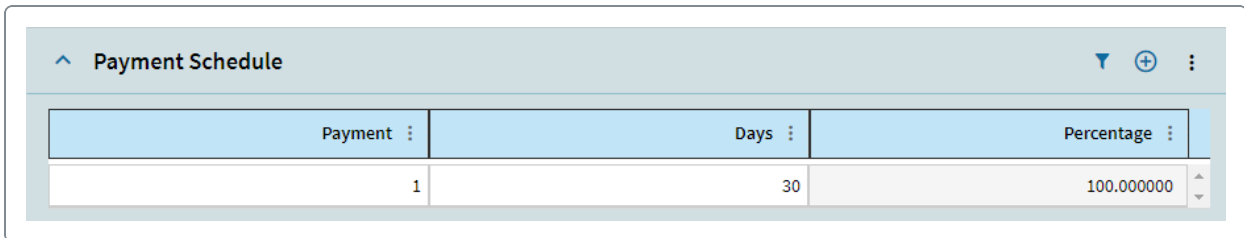
Adjusting Payment Schedules for Purchasing Terms

Use the **Payment Schedule** card to add or adjust the payment schedule. This schedule defines the number of days and percentage for each payment sequence within the selected purchasing term. Purchasing employees use the payment schedule template for purchasing terms in AP Invoices, that can be modified according to payment conditions agreed with their supplier.

When you specify the terms details and save them, the application automatically creates a payment schedule based on these details, namely, number of payments and due dates. If you adjust the number of payments afterwards, the application updates the payment schedule based on these adjustments.

You can add new sequences to the schedule on the Payment Schedule card. Note that the sum of all payment's percentages should be equal to 100.

1. To add a payment schedule, select **New** ⊕ on the **Payment Schedule** card.

2. In the grid, the **Payment** field shows the payment sequence number. This is automatically generated and cannot be edited.

3. In the **Days** field, specify the number of days for the payment sequence to be paid. This value is used to calculate the payment due date in the Invoice Payment Schedule.

∧ Payment Schedule		▼ ⊕ ⋮
Payment ⋮	Days ⋮	Percentage ⋮
1	30	100.000000

4. In the **Percentage** field, specify the percentage of the total payment to be covered by this payment sequence. This value is used to calculate the amount to be paid per payment in Purchase Order Entry and Invoice Payment Schedule.

> ℹ️ The Percentage field displays six decimal points. If there are variance decimals to sum up to 100 percent, the variance decimals appear in the last payment row.

5. Select **Save**. 💾

Entering Open AP Invoices From a Legacy System

In **AP Open Invoice Load**, enter AP Invoices that were created outside the application, for example, in a previous legacy system.

These invoices do not have detail lines; they only contain the final amount of the invoice. They do not initially affect General Ledger, nor do they affect any supplier AP information. Once you post them, however, these invoices are included in your overall financial records. You can post these open invoices within this program as well.

This application is helpful when you first install the Accounts Payable module. It lets you quickly add current invoices into the database.

In **AP Open Invoice Load**, you can also check the total cost of open invoices for a specific supplier.

For that, use the **Total** option from the Overflow menu ⋯ to calculate an audit total of these invoices.

Use the landing page of the application to view existing invoices or to enter a new one.

In this article, we will cover:

- [Entering Invoice Details](#)
- [Linking GL Controls to AP Open Invoices](#)
- [Calculating the Total Cost of Open Invoices](#)
- [Posting Invoices](#)

Entering Invoice Details

1. From the main menu, go to **Financial Management > Accounts Payable > Setup > AP Invoice Load**.

2. Select **New**. ⊕

3. In the **Supplier** field, either enter the supplier's ID or search for and select one. The supplier's information displays.

4. In the **Invoice** field, enter the invoice number from your legacy system.

Detail

Supplier
A-ZM

Supplier Name
A-Z Metals

Invoice Number
114567

Legal Number

Site
Main

☐ Debit Memo

☐ Hold Payment

Invoice Date
6/27/2022

Apply Date
6/27/2022

Fiscal Year
2022

Suffix

Period
6

5. In the **Site** field, select the site you want the invoice belong to.

> ⓘ This field is only visible if you select the Use 'Multi-site Processing' check box in the Company Configuration app and you install the Multi-site license.

6. If you need to, select a Tax Liability for the invoice. The values for Tax Types and Tax Rates are available depending on your selection. You can also make entries in the Taxable Value and Tax Value fields for up to four tax types.

7. If you need to add another open invoice from this supplier, select the **Next Invoice** button.

8. To enter invoices from another supplier, select **Next Supplier** and repeat these steps.

9. Select **Save**.

Linking GL Controls to AP Open Invoices

On the GL Control card, select the general ledger (GL) control or controls that determine the accounts and journal codes used to post these invoices to the general ledger.

The general ledger (GL) control or controls selected on this GL Control card determine the accounts and journal codes used to post transactions to which the record applies.

You can associate one or more GL controls with a record in this setup program. Each control associated with a record must belong to a different control type. The association allows the use of control values when the record applies to a posted transaction.

The general ledger (GL) control or controls selected on this GL Control card determine the accounts and journal codes used to post transactions to which the record applies.

Example: The AR Account and AP Account GL control types reference the company entity. You define GL controls based on both types and apply them to Company A in Company Configuration. A transaction that belongs to Company A then posts using the account hierarchy set up for this specific transaction for the Company A business entity. Posting rules use the controls' account references to create the accounts for the company's journals.

You cannot associate GL controls with programs where users select posting accounts when they enter transactions. Examples of this type of program include AP Adjustment and Cash Receipts. The Master Chart of Accounts (COA) defines the accounts available in these programs.

To add GL controls:

1. On the **GL Control** card, select **New**. ⊕

2. Select the GL control **Type** that contains the account contexts you need.

3. Next use the **Control** field to enter a GL control contained by the selected GL control type.

4. Continue to add the GL control types you need for the current company. When you finish, save the changes.

GL Control Type	Type Description	GL Control Code	Control Description
AP Account	AP Account	APTD	Accounts Payable Trade

Calculating the Total Cost of Open Invoices

From the Overflow menu •••, select **Total** to add together all the open invoices for the current supplier. A dialog box appears, showing you the total amount for this supplier's invoices. This is the total of the balance fields for all the un-posted transactions entered for this supplier.

Once entries are posted, they are no longer listed on the landing page. You can also no longer change or delete them. If you posted an invoice in error, you must create an offsetting transaction to remove it.

Posting Invoices

Use the **Post Invoices** command from the Overflow menu ••• to post all the transactions displayed in the landing page for the selected supplier. Once you post the invoices, you can no longer edit or delete them. If you post an invoice in error, you must enter an offsetting transaction. When a group's invoices are in the process of being posted or in the review journal, no new invoices can be added to the group.

To post all the open invoices from a supplier at the same time, follow these steps. They are then recorded in your General Ledger.

To post an invoice:

1. On the landing page, use the **Post Invoices** command in the Overflow menu ••• to post all the transactions displayed in the grid for the selected customer.

2. Select **Process**. ⚙

∧ Options	
Group StartUp	
	Process

The invoices will no longer appear within this program. They are added to your company's AP records.

⚠ Once you post the invoices, you can no longer edit or delete them. If you post an invoice in error, you must enter an offsetting transaction. When a group's invoices are in the process of being posted or in the review journal, no new invoices can be added to the group.

Entering Cents Override Codes

In **Cents Override**, create cents override codes you can use to change the normal rounding values that define the tax required on the decimal portion of an amount. These definitions use the number of decimals you set up for the base currency of the company. Cents overrides apply to the effective rates you define in **Tax Type Maintenance**.

Use the landing page of the application to view existing cents override codes or to enter a new one.

In this article, we will cover entering a cents override code.

1. From the main menu, navigate to **Financial Management > Accounts Payable > Setup > Cents Override.**.

2. Select **New** ⊕ to add a new code.

3. Enter a code identifier for the cents override record and its description.

4. Select **Save**. 💾

5. Now, you can enter cents override values for different ranges and the tax amount to apply. Expand the **Cents Override Detail List** card.

6. Select **New** ⊕ to add a new cents override line.

7. Enter the monetary range in the **Cents From** and **Cents To** fields.

8. Enter the tax amount that you want to apply to the range.

9. Repeat these steps for as many lines as you need.

10. Select **Save**.

Setting Up Aging Formats

Set up aging formats for the Accounts Receivable (AR) and Accounts Payable (AP) modules in **Aging Report Format Maintenance**. Each module has multiple aging formats available to select on various records. Although you can use different aging method formats on the AR and AP reports, they can't run until you set up a default AP and AR format in this application.

You use these aging methods in the AR and AP reports when you view open invoices and credits for customers or suppliers. The discounts or past due fees for the items display according to an aging method. When aging reports generate, the system uses the format defined in **Company Configuration** for each module as the default one. However, if necessary, you can select an alternate format before you generate the report.

You can define up to six columns (buckets) on an aging report. The first column always represents future invoices, and the second column represents current invoices; no days are associated with these columns. Each column after that includes the number of days defined on its heading (for example, Future, Current, 30, 60, 90, 120, and so on).

> ℹ️ When you run an aging report by due date, the **Future** column contains posted invoices that are not due as of the **Aged As of Date** value selected on the report. When you run the report by invoice date, no entries display in the **Future** column unless an invoice is posted with a date that is the same as the **Aged As of Date** value selected on the report.

Use the landing page of the application to view the default system methods for AP and AR or to create a new one.

In this article, we will cover adding a report aging format.

1. From the main menu, go to **Financial Management > Accounts Payable > Setup > Aging Report Format**.

2. Select **New** ⊕ to create an aging format. The **Details** page opens.

3. Enter the format's **Code**.

4. Add a brief description for the new format. The description should reflect the buckets you set up.

5. If necessary, select the **A/P Aging Default** or **A/R Aging Default** check box to make this format the default one for AP or AR aging reports.

6. Enter the required details in the **Aging Columns Headings** section.

   This section specifies the column headings and number of days for each bucket within the aging method. Six columns, or buckets, are available. The first column always represents current entries, so there are no days associated with this bucket. Each column after the first includes the number of days associated with this bucket.

7. In the **Aging Days** fields that accompany the columns (buckets), enter how many days can elapse before the system places this item within this aging bucket.

   > For example, you enter **Over 30** in the column header and **Over 60** in the next header. If a customer invoice is 30-59 days overdue, the system will place it within this **Over 30** bucket.

8. Select **Save**. 💾
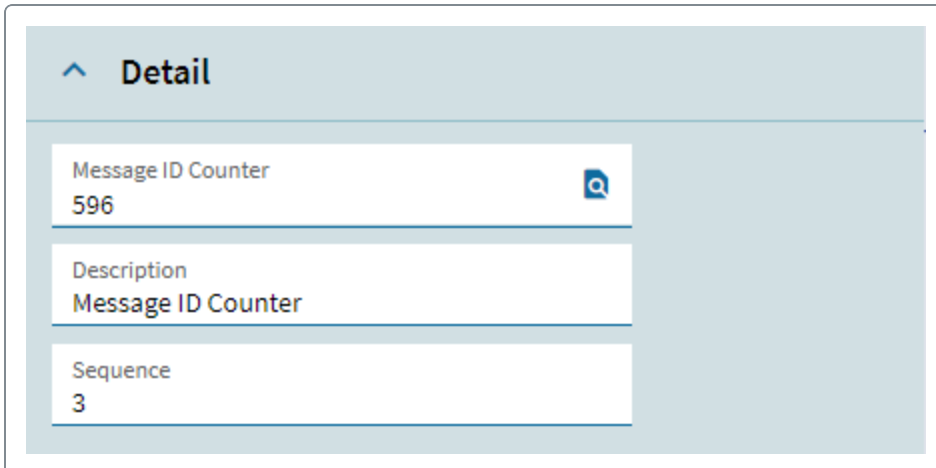
Setting Up a Message ID Counter for SEPA

Set up a counter for Single Euro Payments Area (SEPA) message ID generation in **Payment Message ID Counter Maintenance**. You need this setting to be able to generate message IDs when using the SEPA payment method in **AP Payment Entry**.

Use the landing page of the application to view existing records and to add a new one.

In this article, we will cover creating a message ID counter.

1. From the main menu, go to **Financial Management > Accounts Payable > Setup > Payment Message ID Counter**.

2. Select **New** ⊕ to create a payment message ID counter.

3. On the **Details** card, enter the payment message counter identifier and its description.

4. Specify the counter's sequence.

5. Select **Save** . 🖬

Setting Up AP Allocations and Assigning GL Accounts

Set up allocations in **AP Allocation Maintenance**. Accounts payable allocations automatically distribute expense amounts across several general ledger (GL) accounts. The system distributes the amounts based on the definitions set on the selected GL accounts.

You select AP allocations on specific AP invoice lines. You can assign AP allocations to the Receipt Billing, Miscellaneous Invoice, Advanced Billing, and Unreceived Billing lines if the **Inventory interface** option in Company Configuration is off. If the **Inventory interface** option is on, you can only apply allocations to the Miscellaneous Invoice lines.

You define these allocations through a basis (for example, square feet, percentage, or number of employees). After you create general information for the AP allocation, you need to assign GL accounts to link to this allocation and assign Allocation Units to each GL account you select.

If you have two or more GL accounts which you want to equally allocate expenses for, enter **EQ** for **Basis**. Assign identical Allocation Units to each selected GL account. For example, if you have three GL accounts, you can assign 250 allocation units on each account. Then, the AP allocation will have 750 total units.

Use the landing page of the application to view allocations or enter a new one.

In this article, we will cover:

- [Entering General Information for an Allocation](#)
- [Assigning GL Accounts and Units](#)

Entering General Information for an Allocation

1. From the main menu, go to **Financial Management > Accounts Payable > Setup > Allocation**.

2. Select **New** ⊕ to add an allocation.

3. Enter an identifier for the allocation.

4. Enter additional information to describe the allocation in the **Description** field.

5. Enter the **Basis** value. This is the unit you use to define the allocation. This value can be a unit of measure or any other condition you use to allocate the AP amounts. For example, Square Feet or EQ.

6. Select **Save**.

   Now you need to assign the GL accounts and units using the **Lines** card. Once you do this, the total allocation units assigned to the allocation appear in the **Total Units** field. You can't edit this value.

Assigning GL Accounts and Units

After you create general information for the AP allocation, assign the GL accounts to link to this allocation and assign Allocation Units to each selected GL account. As you add AP allocation lines, the Percent Allocated column automatically updates.

1. Expand the **Lines** card.

2. Select **New** ⊕ to add an account to the grid.

3. Add the GL account which you will allocate an amount to in the first field in the **GL Account** column. You can also enter the division, department, GL reference type, customer, and employee details in the respective fields in the column, if necessary.

4. Enter the units allocated to the selected account in the **Allocation Units** column. The amount you enter reflects the **Basis** value you used for the allocation. The system adds this amount to the Allocation Units amounts entered on any other allocation lines. You can see the sum of this calculation in the **Total Units** field.

   You allocate metal costs across three departments; the expense is based on pounds. Typically, the first department uses 1,000 pounds, the second 2,000 pounds, and the third 4,500 pounds. You enter each department's pound usage as the Allocation Units.

   Through the AP allocation, the application distributes the metal costs based on the percentage of the Total Units that the department uses. It distributes the amounts like this: Department 1 is charged with 13.33% of the metal amount, while Department 2 is charged with 26.66% and Department 3 is charged with 60%.

5. If necessary, add more accounts.

6. Select **Save**.

Setting Up Recurring Cycles
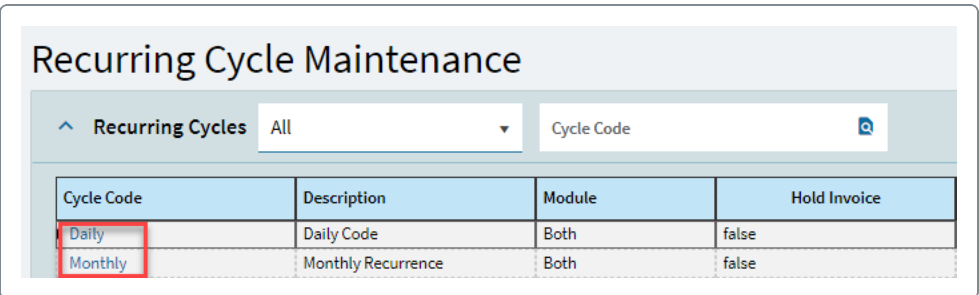
A recurring cycle code controls how Kinetic generates a recurring invoice (those generated at regular intervals) and what its billing cycle will be. A recurring cycle code is a collection of different settings, including how often and how long the invoice will occur.

In this article, we will cover defining a new recurring cycle code.

1. Open the **Recurring Cycle Maintenance** app.

    The Landing page displays. The page displays a list of existing cycle codes.

2. To select an existing cycle code, select the **Cycle Code** link inside the grid.
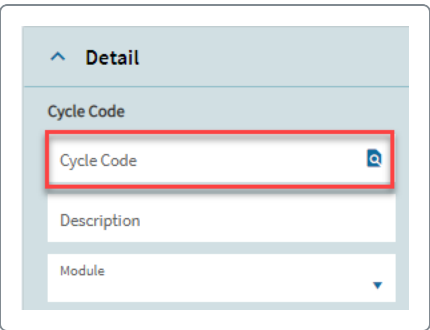
3. To add a new record, select **New**. ⊕

    The Details card displays.

4. Enter a new **Cycle Code**.

5. Enter a description for the cycle code you are entering.

6. Specifies a module for which the recurring cycle will be available.

Module

AP

AR

Both

7. Select the following check boxes as necessary.

- Inactive
- Hold Invoice
- Copy Latest Invoice

- **Inactive** - Indicates that the recurring cycle is inactive and is not available for selection on invoices when this check box is selected.

- **Hold Invoice** - Select if you want Kinetic to place the recurring invoices that are generated using this cycle on hold when they are created.

- **Copy Latest Invoice** - Indicates that recurring invoices will have their details copied from the latest posted recurring invoice posted from the recurring series when this check box is selected. If the check box is clear, recurring invoice details will be copied from the recurring source invoice.

8. Define the **Billing Cycle** values.

Billing Cycle

Interval
1

Modifier
Months

Billing Day
1

Duration
0

- Maximum Value

- The **Interval** and **Modifier** frelds, specify the length of time after which the next recurring invoice will be used. For example, every six weeks or every two months.

- **Modifier** - Specifies how often the interval will be applied to create recurring invoices.

- **Billing Date** - Specifies the day of the week or month on which the recurring invoices will be generated.

- **Duration** - Specify how many times you want to create the recurring invoice using this cycle. The value includes the recurring source invoice. Once the duration is reached, the

source will be deactivated.

- **Maximum Value** - Select this check box if you want to set a maximum value to be invoiced through the recurring series instead of within a set time period. The recurring series will be inactivated when the total value of all recurrences reaches the maximum value. This value is defined optionally for each recurring source invoice. If this check box is selected, the 'Duration' field becomes unavailable.

9. Select **Save** .

> ⚠️ You must keep in mind that once you select a recurring cycle code on a recurring source invoice, you cannot modify the settings in the billing cycle or delete it.

Setting Up Tax Box Report Formats

Manually set up and customize tax box report formats in **Tax Box Report Configuration**.

After you create a report form configuration, you need to link it to a report layout in the **Report Style** application. The system will link the configuration to the **Standard Configurable - SSRS** report style which you can use while printing a tax box report in the VAT Tax Report application.

> ⓘ After you create a configuration, you need to link it to a report style in **Report Style Maintenance**.

Use the landing page of the application to view existing tax box report formats or to enter a new one.

In this article, we will cover:

- Specifying the tax box report configuration details
- Adding configuration lines
- Modifying the configuration line details in Excel

Specifying the Tax Box Report Configuration Details

1. From the main menu, navigate to **Financial Management > Accounts Payable > Setup > Tax Box Report Configuration**.

2. Select **New** ⊕ to add a configuration.

3. Enter the configuration ID and its description.

4. In the **Effective From** field, select the date which the configuration is active from.

5. If you want the configuration to be active, select the **Active** check box.

6. Select **Save**. 💾

Adding Configuration Lines

1. Go to the **Lines** card and select **New** ⊕.

2. In the **Line Number Caption** and **Line Caption** fields, enter the appropriate values.

   If working in the full-page format is more convenient for you, select **1** that appears in the **Line Number** field.

   ```
   Line Nu...   ⋮

                🔗 1
   ```
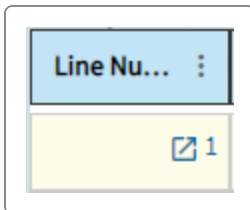
   Alternatively, select the **Line Details** node in the navigation tree.

3. Enter the formula to base the current configuration line on.

⌃ Lines				▼ ⊕ ⋮
Line Nu... ⋮	Line Number Caption ⋮	Line Caption ⋮	Formula ⋮	Hidden ⋮
🔗 1	05	Tax Box 05	|	☐
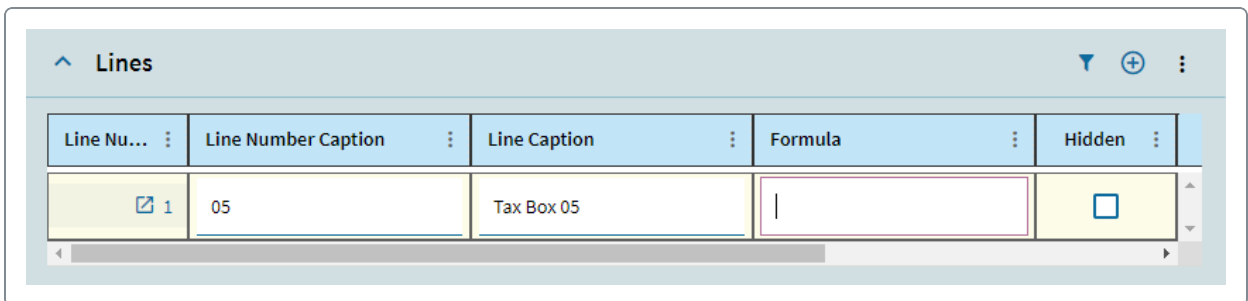
   Here is my content. I will add some bullets now:

   - Bullet One
   - Bullet Two
   - Bullet Three

4. If you do not want this line to print in the report, select the **Hidden** check box.

5. If you want to zero negative values in this line, select the **Suppress Negative Values** check box.

6. If you want blank values to print in this line instead of zero values, select the **Suppress Zero Value** check box.

7. Select what to do with the manual tax boxes from the **Manual Tax Boxes** drop-down:

   - **Included**
   - **Excluded**
   - **Manual Only**

8. Select **Save**. 💾

Modifying the Configuration Line Details in Excel

Edit the details of a configuration line using Excel.

1. In the **Lines** card, highlight the line you want to edit and select **Export to Excel** from the card's Overflow menu. ⋮

2. Specify the file name and the path where to store it and select **Save**.

3. Navigate to the exported file, open it and edit as you need. When done, select the line and copy the details to the clipboard.

4. Go back to **Tax Box Report Configuration**. Right-click in the line you are editing and select **Paste Update**.
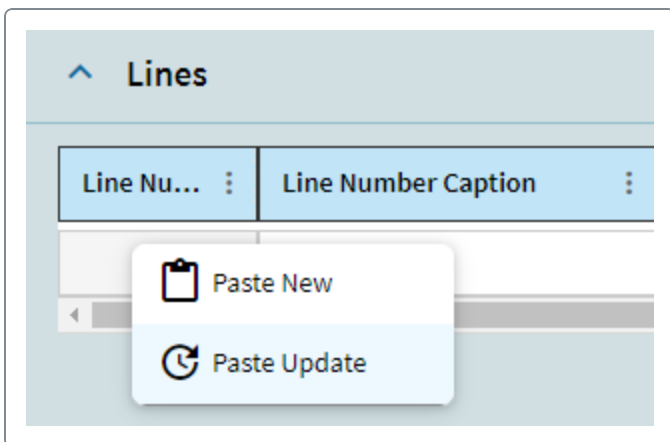
The values in the line change to the edited ones.

5. Select **Save**. 💾

Updating Global Records

Specify which fields update when global records transfer into a subsidiary company via the multi-company process in the **Global Table Maintenance** app. When the application updates global record in the parent company, the selected fields update in the subsidiary(s) through the multi-company process.

Several master tables can share data between multiple companies. Available shared tables include **CUSTOMER**, **SUPPLIER (VENDOR)**, **PART**, and **CURRENCY**.

In the **Global Table Maintenance** app, you can select to only send certain fields via the multi-company process. This way, only the selected fields update in the subsidiary company(s) which receive the global records. For example, with the **Global COA** functionality, if you don't select a field for update, you can still manually update that field in the subsidiary company, even if you select the **Global Lock** check box.

You must indicate which tables can share data for global records in all companies which use the multi-company functionality. You need to define global tables for all of the multi-site processes.

- Global Customer Credit
- Inter-Company Trading
- Central AP Invoice Payment
- Consolidated Purchasing
- Multi-Company Journals
- AP Allocations
- Consolidations
- Multi-Company Dashboards

Use the landing page of the application to view global records or to update one.

In this article, we will cover updating a global record.

1. Open the **Global Table** app.
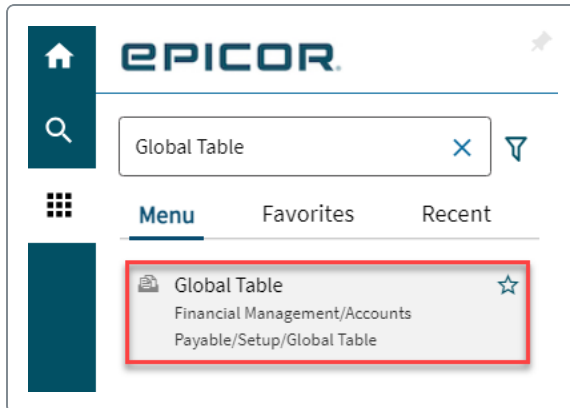
2. Select the global system you need from the **System** drop-down.
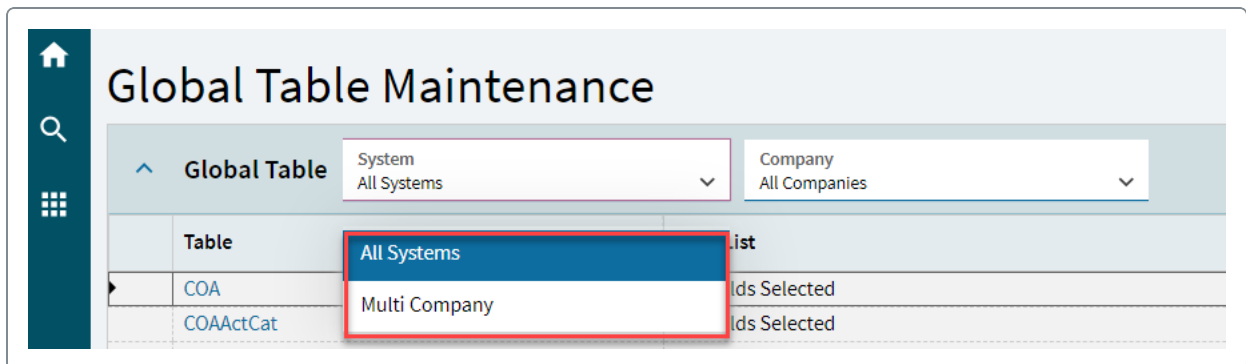
3. Select the company which data you want to integrate. The default value is **All Companies**.
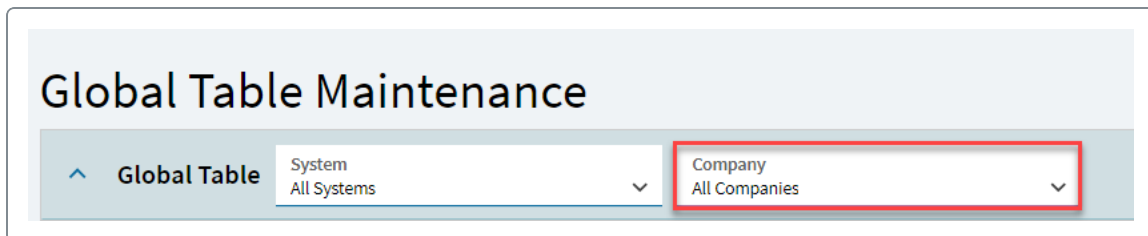
> ℹ️ In the **Company** field, you can select **All Companies** or a specific company, then select the tables and fields that will update. Specific company settings override the **All Companies** settings. For example, you select all fields for the **COA** table under **All Companies**, but exclude the **Description** field under the **Epic06** company. When you update the **COA Description** field in **Chart of Account Structure Maintenance**, the application doesn't update the **Epic06** company.

4. Select the table you want to update.

Global Table Maintenance

	Global Table	System All Systems ⌄	Company All Companies ⌄

Table	Field List
COA	No Fields Selected
COAActCat	No Fields Selected
COASegment	No Fields Selected
COASegValues	No Fields Selected
CurrConvRule	Some Fields Selected
Currency	All Fields Selected
CurrExRate	Some Fields Selected
CurrRateDisp	Some Fields Selected
CurrRateGrp	Some Fields Selected
CustBillTo	Some Fields Selected
CustCnt	Some Fields Selected
Customer	Some Fields Selected
GLAccount	No Fields Selected
GLAcctDisp	No Fields Selected
Part	Some Fields Selected
PerCon	No Fields Selected
ShipTo	Some Fields Selected
VendCnt	Some Fields Selected
Vendor	Some Fields Selected
VendorPP	Some Fields Selected
VendPart	Some Fields Selected
VendPBrk	Some Fields Selected

5. The app shows the global table's fields in the **Available Choices** list. Add a specific field or all fields to the list.

6. As the fields you select appear in the **Selected Choices** list, you can either select a specific field, or use the **Clear All** option to remove the field(s) from the list.

7. Repeat these steps for other global tables you want to update.

8. Select **Save**. 💾

> ℹ️ The next time you integrate, the application updates selected fields with the global information.

9. To return back to the **Landing** page, select the **Global Table Maintenance** link.

10. To create global tables, select the **Create Global Tables** button.
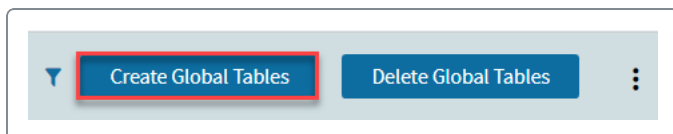
When you select this button, the **Question** panel opens asking you to confirm.
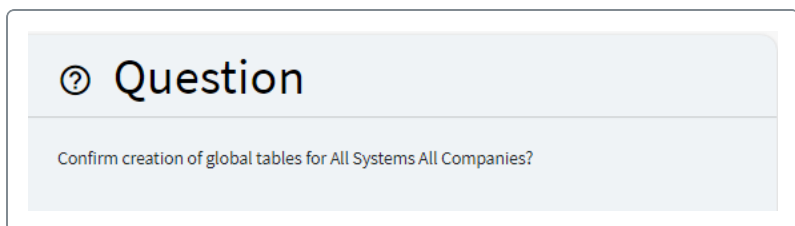
11. In the **Question** panel, select **Yes** to confirm.

12. To delete global tables, select the **Delete Global Tables** button.
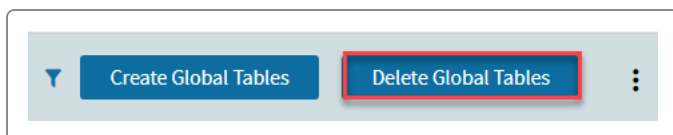
When you select this button, the **Question** panel opens asking you to confirm.
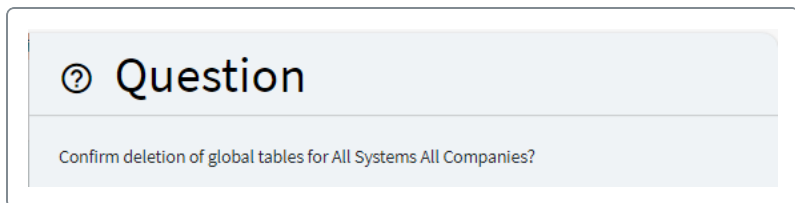
13. In the **Question** panel, select **Yes** to confirm.

14. Select **Save**.

15. Exit the Global Table Maintenance app.

Writing Off Payment Instruments

Write off the entire value of a payment instrument (PI) to the general ledger (GL) in **AP Payment Instrument Write Off**.

> ℹ️ This program is only available if the **Payment Instrument** module is licensed.

A payment instrument you want to write off must be in the **Portfolio** status. Once written off, the payment instrument is settled and all associated invoices are fully paid.

In this article, we will cover writing off a PI.

1. From the main menu, go to **Financial Management > Accounts Payable > General Operations > PI Write Off**.

2. Select the payment instrument ID you want to write off.

3. Select a settled or closed status from the **PI Status** drop-down.

4. Enter GL description and comment, if necessary.

Details

ID
125

125

Supplier
ira3

Supplier Name
ira3

Legal Number

Type
AP Receieved

Status
MDB Portfolio Status for AP

Issue Date
month/day/year

Bank Account
Bank Account

Bank Amount
$ 9,000.00

PI Status
AP Settled

Chart	D...	D...	GL Referen...	Customer	Employee	Customer			Cash- Regular Checking Account-MAIN
1000	00	00	_____	_____	_____	_____			

Regular Checking Amount

Comment

5. Select **Save**. 💾

Processing Bank Payment Confirmations

In **Bank Payment Confirmation Import**, process the bank file a supplier bank sends back after it processes an electronic payment proposal.

Use **Payment Entry** to export a payment file and set up a payment proposal to a supplier's bank. The file sent back from the bank can be imported into Bank Payment Confirmation Import for processing.

Using either the **Automated Banking Operation** (ABO) application or another method, the system converts the file into a generic bank receipts file, formats to match the selected electronic interface file Format. During the import process, the system matches incoming transactions to the payments proposed by Kinetic. Then, it displays system displays the results on the screen in a workbench style, and you can verify them before agreeing to process the results. You can manually unmatch the matching results in the workbench. Also, you can manually match payments that are not automatically matched. You can post the imported details and create a payment group (not posted) for each of the valid lines within the import file. If necessary, you can also generate an **Imported Statement Report** listing all records included in a bank file imported and matched in **Bank Payment Confirmation Import**.
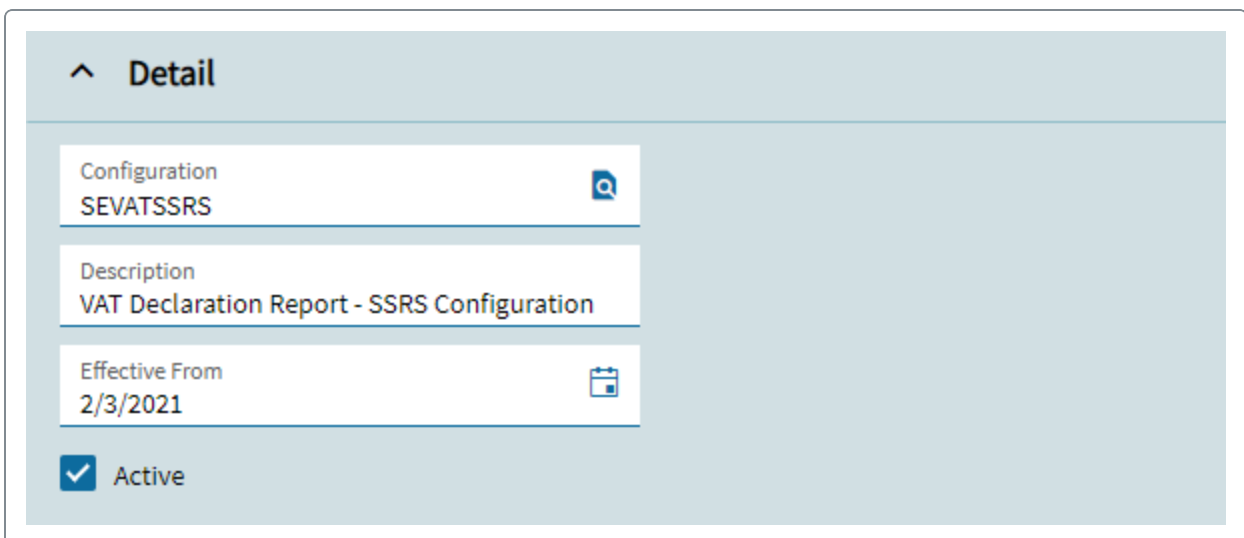
Use the landing page of the application to view existing bank payment confirmation groups or to enter a new one.

In this article, we will cover:

- [Processing a Bank Payment Confirmation](#)
- [Printing of Imported Statement Report](#)

Processing a Bank Payment Confirmation

1. From the main menu, go to **Financial Management > Accounts Payable > General Operations > Bank Payment Confirmation Import.**

2. Select **New** ⊕ to add a new group.

3. Enter the name in the **Group** field.

4. Select a transaction date in the **Apply Date** field.

5. Select the payment method you set up for AP payment confirmations from the **Payment Method** drop-down.

6. Select the bank where you made payments from the **Bank Account** drop-down

Group Bank Account Info

Group 1234 🔍	**Bank/ Account**
Apply Date 4/27/2010 📅	**Statement Date** month/day/year 📅
Payment Method AP Check Payment ⌄	**Statement Number**
Bank Account Main Checking Account ⌄	**Bank Paid Amount** $ 0.00
Bank Name Bank of Chicago - Checking	**Matched Amount** $ 0.00
Currency United States Dollar ⌄	**Unmatched Amount** $ 0.00

7. From the **Overflow** ••• menu, select **Import File.**

> ℹ️ Convert the electronic bank statement file originally received from the bank into a generic bank receipts file format matching the selected **Electronic Interface File Format**.

Imported Payments Line 1 of 6 ＜ Line # 1 ⌄ ＞ ▼ ⋮

Record ⋮	Status ⋮	Matched ⋮	Supplier ID ⋮
↗ 1	Unmatched	☐	GLOBE
↗ 2	Unmatched	☐	ETHAN
↗ 3	Unmatched	☐	SSSTEEL
↗ 4	Unmatched	☐	GLOBE
↗ 5	Unmatched	☐	ETHAN
↗ 6	Unmatched	☐	SSSTEEL

8. Select **Match Payments** from the Overflow menu ••• to automatically match payments. The application will logically try to match imported payments with the non-posted payments from the proposed payment groups.

> ℹ️ For manual match, enter **Record Number** from the **Import Detail** card into the **Record** field of each payment in the **Unmatched Payments** line that you want to match. The matched payments will move to the **Matched Payments** line.

9. Clear the **Matched** check box in **Imported Payments** line to unmatch a payment in the **Matched Payments** line and move to the **Unmatched Payments** line.

∧ Unmatched Payments			
Imported Record ⋮	Supplier ID ⋮	Supplier Name ⋮	Invoice Numb
0	ABE	AB Electronics	200001
0	ABCM	ABC Metals	200009
0	ABCM	ABC Metals	200005
0	A-ZM	A-Z Metals	200003
0	GECCO	Gecco Steel	200007

10. Select **Process Group** from the Overflow menu ••• to create the payment group with the same Group ID as the group being processed in **Bank Payment Confirmation Import** and move the matched proposed payments into this new payment group.

11. Select **Save**. 💾

You can post the new payment group in **Payment Entry**.

Printing of Imported Statement Report

1. From the main menu, go to **Financial Management > Accounts Payable > General Operations > Bank Payment Confirmation Import.**

2. From the Overflow menu •••, select **Imported Statement Report.**

3. Select report parameters on the **Selection** card.

4. Print the report.

Transferring Bank Funds

Transfer bank funds between bank accounts in **Bank Funds Transfer**. If the bank accounts use different currencies, the system uses the **Exchange Rate** for that currency to calculate the transferred amount.

There are three calculation options for handling currency exchange differences during bank funds transfers. You can determine the calculation option by selecting one from the **Currency Exchange Difference** drop-down on the **Modules > All Modules > Currency** sheet in **Company Configuration**.

The following examples describe the three options available. In the examples, three currencies are used: USD (**Base**), EUR (**Rpt1**), and MXP (**Rpt2**) with the following exchange rates: USD:EUR = 0.9, USD:MXP = 8.0.

- Option 1: Always use default rates

  In this method, you use the default exchange rates, and an exchange difference is posted to the gain/loss account.

	Source Bank Tran Record	Target Bank Tran Record	Difference
Doc	900 EUR	8800 MXP	
Base (USD)	1000 USD = 900 EUR / 0.9 **1000 USD = 900 EUR / 0.9 Default USD:EUR rate is applied.**	1100 USD = 8800 MXP / 8.0 **Default USD:MXP rate is applied.**	100 USD (gain)
Rpt1 (EUR)	900 EUR	990 EUR = 8800 MXP / 8.0 * 0.9 Conversion chain: **MXP > USD > EUR with default rates is applied.**	90 EUR (gain)
Rpt2 (MXP)	8000 MXP = 900 EUR / 0.9 * 8.0 Conversion chain: **EUR > USD > MXP with default rates is applied.**	8800 MXP	800 MXP (gain)

- Option 2: Use explicit transfer amount, or use default rates

	Source Bank Tran Record	Target Bank Tran Record	Difference
Doc	900 EUR	8800 MXP	
Base (USD)	1000 USD = 900 EUR / 0.9 Transfer Amount is not explicit: Base (USD) does not match to source (EUR) or target (MXP) currencies. **Default USD:EUR rate is applied.**	1100 USD = 8800 MXP / 8.0 Transfer Amount is not explicit: Base (USD) does not match to source (EUR) or target (MXP) currencies. **Default USD:MXP rate is applied.**	100 USD (gain)

	Source Bank Tran Record	Target Bank Tran Record	Difference
Rpt1 (EUR)	900 EUR Transfer Amount is explicit: Rpt1 (EUR) matches source currency. **Source amount is used.**		
Rpt2 (MXP)	8000 MXP Transfer Amount is explicit: Rpt2 (MXP) matches to target currency. **Target amount is used**.		

- Option 3: Use explicit transfer amount, or use source amount

In this method, bank transfers do not create currency gain/loss postings, so the movement defines the rate.

	Source Bank Tran Record	Target Bank Tran Record	Difference
Doc	900 EUR	8800 MXP	
Base (USD)	1000 USD = 900 EUR / 0.9 Base (USD) does not match source (EUR) or target (MXP) currencies. **Default USD:EUR rate is applied.**		
Rpt1 (EUR)	900 EUR Rpt1 (EUR) matches source currency **Source amount is used.**		
Rpt2 (MXP)	8000 MXP Rpt2 (MXP) matches to target currency. **Target amount is used**.		

> ⓘ To transfer funds, you must set up both bank accounts in your database.

In this article, we will cover transferring bank funds.

1. From the main menu, go to **Financial Management > Accounts Payable > General Operations > Bank Funds Transfer**.

2. In the **Apply Date** field, enter the date on which you process the transfer. It defaults with the current date.

3. From the **Document Type** drop-down, select a transaction document type for the banks fund transfer. It links the transaction document type to the legal number format.

   For a transaction document type to appear as the default value in this field, the **System Transaction** value must be **Bank Funds Transfer** and the **Default for System Transaction** check box must be selected for the document type in **Transaction Document Type Maintenance**.

   To generate legal numbers for a bank funds transfer record, you first define at least one Bank Funds Transfer transaction document type in **Transaction Document Type Maintenance**. Then, you create a legal number format for the Bank Funds Transfer number type in **Legal Number Maintenance** and select at least one Bank Funds Transfer transaction document type to use the legal number format. When the legal number generates for the record, it uses the generation and format information defined for the selected transaction document type.

   The system generates legal numbers automatically or manually based on the selected document type.

   - If **Generation Type** is **Automatic**, the system generates the legal number automatically when you select **Save** or **Transfer**.
   - If **Generation Type** is **Manual**, a legal number prompt appears when you select **Save** or **Transfer**. You manually enter the legal number and select **OK**.

4. In the **Transfer From** section, select a bank and enter the amount to transfer.

5. In the **Transfer To** section, from the drop-down, select the bank that will receive the funds.

   > ℹ️ If you transfer the funds between two banks that use different currency, the value in the **Transfer To** section's **Amount** field automatically displays the amount using the receiving bank's currency. For more information, refer to the **Currency Management** topics of the Application Help.

   If the two banks use a different currency, from the **Rate Type** drop-down, select the currency exchange rate type used to determine the deposit amount .

Transfer From	Transfer To
Bank	Bank
Current Balance	Current Balance
$ 592,521.920	MXN 4,901.300
Amount	Amount
$ 52,199.000	$ 939,582.000
New Balance	New Balance
$ 540,322.920	MXN 944,483.300
Transfer from 100 to 300	Rate Type

6. Review other fields, if necessary.

- **Fiscal Year**, **Suffix**, **Fiscal Period** - Specify the fiscal period details of the apply date.
- **Current Balance** - Specifies the amount of funds available in the selected bank. The funds' currency displays next to this field.
- **New Balance** - Specifies the value of funds that will appear in the bank account after the transfer. The system calculates it by adding the **Amount**value to **Current Balance**.
- **Description** - Displays the bank transfer reference code. You can enter the transaction description manually. Otherwise, the system creates system text in the following format: prefix + a combination of the attributes that are specified in the corresponding posting rule in GL Transaction Type, and uses it as this transaction's description. The application assigns the description you enter (or the description the system creates) with a specific prefix that depends on the transaction. The prefix might look like this:

Transaction	Prefix
Bank Funds Transfer	Bank Funds

  All prefixes are followed by **:** (colon). You can review the transaction description in **Review Journal**. For more details, refer to the **Review Journal** topics of the Application Help.

7. Select **Transfer**. The system moves the amount to the bank selected in the **Transfer To** section. Now, if you want to create one more transfer, select **New** . ⊕

Approving and Voiding Posted Logged Invoices

Approve or void posted logged invoices or logged debit memos using **Logged Invoice Approve and Void Entry**.

Once the application approves a logged invoice, you can match it to an AP invoice in **AP Invoice Entry** which automatically debits the appropriate expense account and credits to one or more of the logged invoice suspense accounts (Payables Suspense, Expense Suspense, or Tax Suspense). The status of the invoice changes from a logged invoice to a matched AP invoice authorized for payment after it posts. Use **Company Configuration** to define the logged invoice accounting option which determines how the application affects GL by logged invoice transactions.

- If you select the **Authorization Tracking** option, the AP Invoice posts as usual.
- If you select the **Account for Taxes** option, the application automatically debits an appropriate expense account and credits the Payables Suspense account.
- If you select the **Book All to a Suspense Account** option, the application credits an appropriate payables account and debits appropriate tax and expense accounts. Also, it debits the Payables Suspense account and credits the Suspense Expense and Tax Suspense accounts.

After you void a logged invoice, the system clears it from AP, GL, and AP tax tables.

Use the landing page of the application to select a logged invoice to approve or void it.

In this article, we will cover:

- [Approving Posted Logged Invoices](#)
- [Voiding Posted Logged Invoices](#)
- [Retrieving GL Transactions](#)

Approving Posted Logged Invoices

You need to create a posted logged invoice using **Logged AP Invoice Entry** before approving it.

1. From the main menu, go to **Financial Management > Accounts Payable > General Operations > Logged Invoice Approve and Void Entry**.

2. Select a logged posted invoice on the landing page.

3. Review the invoice details, if necessary.

4. Select the **Approved** check box.

> ℹ️ If you approve an invoice for an inactive supplier, a warning message displays. Select **Yes** to continue the transaction or **No** to cancel the approval and clear the supplier selection.

5. Your name displays in the **Approved By** field along with the current date in the **Approve Date** field.

> **Approval**
> ☑ Approved
>
> Approved By
> Epicor System Admin
>
> Approve Date
> 2/7/2021 📅

6. Select **Save**. 💾

Voiding Posted Logged Invoices

You need to create a posted logged invoice using **Logged AP Invoice Entry** before voiding it.

1. Select a logged posted invoice on the landing page.

2. Enter an explanation in the **Reason** field and select **Void**.

> ⚠️ If the logged invoice is **Approved**, you must first clear the **Approved** check box and select **Save** 💾 before voiding the invoice.

> **Void**
>
> The invoice is incorrect.
>
> Void By
>
> Date
> month/day/year 📅
>
> [Void]

3. Click **Save**. 🖫
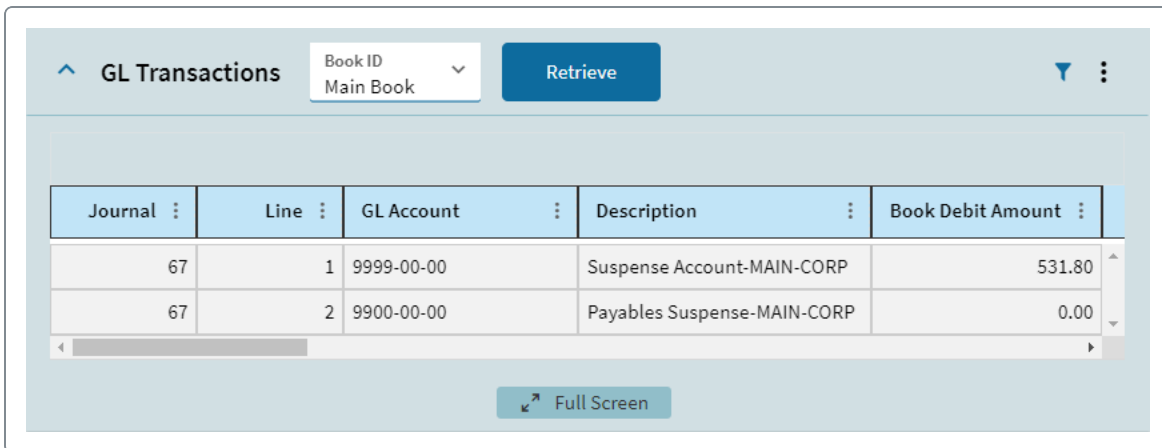
   If the application voids a logged invoice, it clears from AP, GL, and AP tax tables.

Retrieving GL Transactions

Retrieve and display general ledger transactions against a book for a selected logged invoice using the **GL Transactions** card.

You need to create a posted logged invoice using **Logged AP Invoice Entry** before retrieving GL transactions.

1. Select a logged posted invoice on the landing page.

2. Select a book on the **GL Transactions** card.

Journal	Line	GL Account	Description	Book Debit Amount
67	1	9999-00-00	Suspense Account-MAIN-CORP	531.80
67	2	9900-00-00	Payables Suspense-MAIN-CORP	0.00

GL Transactions — Book ID: Main Book — Retrieve — Full Screen

3. Select **Retrieve**. The list updates with GL transactions for the book and logged invoice you selected.

Creating AP Adjustments

Create adjustments to change amounts for any open invoice or debit memo in **AP Adjustment Entry**. You can increase or decrease the invoice balance on the invoice or debit memo you select. When you adjust an AP invoice, you must also select the book and GL account to which you want the adjustment to post. You can add as many adjustments as you need against each invoice.

- You cannot increase an invoice balance above its original invoice amount. If an additional amount is necessary, you can use a correction invoice to make up for the difference.

- If you adjust an invoice balance down to $0.00, that invoice closes. You cannot adjust a closed invoice.

- Use discretion when you adjust an invoice amount. The original invoice could be linked to a purchase order, which could make reconciliation difficult due to fluctuating invoice totals.

- You can create taxable adjustments for invoices with payment timing taxes, withholding taxes, and non-deductible taxes.

In this article, we will cover adjusting an open AP invoice or debit memo.

1. From the main menu, go to **Financial Management > Accounts Payable > General Operations > Adjustment**.

2. Search for a supplier that you want to adjust an invoice for and search for the invoice.

3. Select the date you make the adjustment on in the **Apply Date** field.

4. If necessary, change the currency in the drop-down on the **Details** card header.

5. Enter the amount of the adjustment in the **Adjustment** field. This amount is the value by which you will increase or decrease the selected invoice so you can enter both positive and negative values. For example, if the current invoice balance is $100 and you want to decrease it balance to $80, enter **-20.000** in this field.

   Typically you will enter a negative amount; this will decrease the invoice balance. If you enter a positive amount, it increases the Invoice Balance.

   You cannot increase an invoice balance over the original invoice amount. If you need to increase an invoice balance over its original amount, create a new invoice for the additional amount. You should also overstate this new invoice's amount and then adjust it down to the current amount that you need. This gives you the option of adjusting this invoice amount up again later.

6. Select a document type for this transaction.

7. If necessary, enter a comment for this adjustment and its description. You can display the comment through a business activity query (BAQ) and you can review the transaction description in **Review Journal**

You can enter the transaction description manually. Otherwise, the application creates system text in the following format: prefix + a combination of the attributes that are specified in the corresponding posting rule in **GL Transaction Type**, and uses it as this transaction's description. You can review the transaction description in **Review Journal**.

After you post an invoice, the application assigns the description you enter (or the description the system creates) with a specific prefix that depends on the transaction. For an AP adjustment, the prefix is **AP Inv Adj** followed by **:** (colon). For example:

- If you enter description for an AP adjustment invoice, then the transaction description is: **AP Inv Adj: XXX**, where **XXX** is the description you enter.

- If you don't enter the description: **AP Inv Adj: InvNum (DM) SupName**, where **InvNum** is an invoice number, **DM** is added if this is a debit memo adjustment, and **SupName** is a supplier name.

8. Select the book and GL account against which you place this adjustment.

9. Select the check boxes as you need to:

- **Red Storno** - Mark the transaction as red storno.

- **Taxable Adjustment** - Apply a prorated taxable adjustment to all taxes as part of your adjustment. You can't create taxable adjustments for invoices with payment timing taxes, withholding taxes, and non-deductible taxes.

- **Copy Rate** - Use the original invoice exchange rate. This allows you to write off an invoice with a zero gain/loss adjustment.

10. Review the **Locked** check box. If it is on, the currency rate is locked for this invoice and the application will use the invoice rate for the adjustment transaction.

11. Review the records in the **Transactions Applied to This Invoice** card, if any.

12. Select **Save**. 💾

> ℹ️ If you're adjusting an invoice or a debit memo currently in the payment process, you will get an error message. There are two ways to correct this error. You can delete the payment through **Payment Entry** and then make your adjustment or you can wait until the system processes the payment and then enter your adjustment.

Working with Bank Statement Processing

In **Bank Statement Processing**, you can create new bank statements either via import of electronic statement files from the bank into the Kinetic system or via manual entry of new bank statements and statement lines. This application is complex and highly functional. You can use this article as reference on where to find the details on a process that interests you.

> ⚠️ Every time you open **Bank Statement Processing**, its landing page is blank and you can't choose a records to work with until you select a bank account.

- Understanding Bank Statement Processing
- Setting Up Bank Statement Processing
- Importing Bank Statements
- Understanding Unmatched Transactions
- Using Statement Workbench
- Quick Matching
- Performing Automatic Matching of Statements
- Creating Bank Statements
- Creating New Transactions (both manually and automatically)
- Using Cross-Reference and Quick Search
- Creating Reverse Transactions
- Unlocking Bank Statements
- Printing the Bank Statement Processing Edit List
- Posting Bank Statements
- Printing the GL Recap Report
- Selecting Exchange Rates for a Bank During Bank Reconciliation

Understanding Bank Statement Processing

Bank Statement Processing is a powerful functionality which helps you take full advantage of Kinetic potential during bank reconciliation.

In the **Bank Statement Processing** application, you can create new bank statements either via import of electronic statement files from the bank into the Kinetic system or via manual entry of new bank statements and statement lines. Here you can also review the bank statement details, search for transactions available for matching and create new transactions. It is possible to perform bank reconciliation in automatic (using reconciliation algorithm) and manual (matching the transactions to statement lines) modes.

In **Bank Statement Processing**, you can:

- Import an electronic bank statement or manually create a new one.
- Automatically match statement lines to unmatched transactions. Line status helps you quickly review the results of automatic matching.
- Manually match statement lines to unmatched transactions.
- Perform quick manual matching of existing transactions to the statement lines.
- Automatically create new transactions.
- Manually create new transactions.
- Post new transactions to a current bank account and general ledger (GL) accounts specified in the GL controls that are attached to the bank account.

To learn more on how to work with the application (and what you can do there), refer to the **Working with Bank Statement Processing** article.

The bank statement lists the activity in the bank account as well as the balance in the bank account. The bank usually mails a bank statement to the company. The company then does a bank reconciliation - it verifies the amounts on the bank statement are consistent with the amounts in the company's account and vice versa. In most cases, you handle statements imported from the bank. However, sometimes you may want to create a new statement. For more details on this process, refer to the **Creating Bank Statements** article.

> ⚠️ Every time you open **Bank Statement Processing**, you can't select anything on its landing page until you select a bank account.

Expand the sections below to learn more on different features and details of the application.

When the application imports a bank statement, it determines the line type and assigns this type to the line. The application can assign the following types to the statement lines during import:

- **ARRcpt** - Cash receipt (for in-payments)
- **APPay** - AP payment (for out-payments).

- **BankAdj** - Bank adjustment. This type can be assigned if the line contains a transaction code and you have already set up this code as **Bank Fee** in **Bank Statement Transaction Codes Maintenance**.

- **RevARRcpt** - Reverse cash receipt. This type can be assigned if the application recognized a statement line as a reverse during import (depends on each import file format).

- **RevAPPay** - Voided AP payment. This type can be assigned if the application recognized a statement line as a reverse during import (depends on each import file format).

- **PRPay** - Payroll cheque. This type can be assigned for out-payments if the **Payroll Checking Account** check box is selected for the bank account (on the **Bank Reconciliation** card in Bank Account Maintenance). It means that the account is mostly used for payroll payments.

- **Transfer** - Bank transfer. This type can be assigned if the line contains a transaction code and you previously set up this code as **Bank Transfer** in **Bank Statement Transaction Codes Maintenance**.

When you create a statement line manually, you can select any of the line types described above and assign it to a new line. Additionally you can select the following line types:

- **Undefined** - You have not defined the line type yet

- **Ignored** - The application ignores this line during reconciliation

The following list displays types used for the new transactions creation (for example, AR invoice cash receipt, AR miscellaneous cash receipt, voided AP payment). You cannot create new transactions from the **PRPay**, **ARPIPay** and **APPIPay** line types.

- **APPay** - For an AP invoice payment. When you are using **AP Payment Entry** to create a transaction for matching, the application automatically selects the **Manual** and **Enter Payment Total** check boxes on the header detaild. You cannot modify these settings.

  In the **Payment** field, you must enter the number of the payment corresponding to this transaction. The application populates the **Payment Total** and **Bank Total** fields with the data it takes from the statement line. You can modify it if necessary. If the variance is not equal to zero, you are not able to close the program window.

- **ARPIPay** - AR payment instrument

    Discounted payment instruments can be processed in two different ways depending on their stage.

    - If you settle a discounted payment instrument via **AR Payment Instrument Write Off** and move it to the **Settled** stage, it appears in the list of documents available for matching with the statement lines. In this case, the application marks the statement line as **Matched** and no additional posting happens.

    - If a discounted payment instrument is in the **Apply to Bank** stage, **Bank Statement** processing works as a special kind of a PI settlement, where a PI is settled with a

reduced total. A part of the total is posted separately as a discounted amount. In this case the additional discounted amount is posted along with the reduced PI total.

- When working with discounted payment instruments, the system uses discounted amount to match the PI to the statement line.

- **APPIPay** - AP payment instrument.

- **ARRcpt** - For an AR invoice payment.

- **BankAdj** - For a bank adjustment.

You can select this type regardless of the amount sign on the statement line.

- **DepRcpt** - For an allocated customer deposit.

- **MiscRcpt** - For a miscellaneous cash receipt.

- **RevAPPay** - For a voided AP payment.

- **RevARRcpt** - For a reverse cash receipt.

- **RevARPI** - For a reverse AR payment instrument.

> When working with discounted payment instruments, the discounted amount is used to match the PI to a Statement line.

- **Transfer** - For a bank transfer.

If a bank statement includes both straight and reversal cash movement (for example, a cheque batch is processed but one cheque is returned after for the reason that it is unsigned), you can use one of the following approaches to handle such statement.

- **Approach 1**

  1. Manually work out what the statement closing balance would be without the reversal item, and over-ride the imported closing balance with new balance.

  2. Flag the reversal line as **Ignored**, and ignore the warning message that ignored lines do not total zero when posting.

  3. Enter a new manual statement with the real closing balance, create a statement line for the reversal, and post it.

- **Approach 2**

  1. Manually update batch, and remove the reversed item from it.

  2. Match the statement line to the reduced batch amount, ignore any threshold warnings and post showing a variance equal to the reversed item.

3. Flag the reversal line as matched without matching it to anything, ignore any threshold warnings, and post with a variance opposite to that above.

4. Outside the routine reverse the unreconciled item.

- **Approach 3**

  1. Manually change the reversal statement line type to **Bank Adjustment**.

  2. Create a new bank adjustment transaction.

  3. Post the statement.

  4. Enter a dummy bank statement whose end balance is equal to the opening balance and date is equal to the closing date of the original statement.

  5. Enter a reverse statement line and match it to the cleared original transaction.

  6. Enter a bank adjustment line (with the same value but the opposite sign) and create a new bank adjustment transaction.

  7. Post the statement.

Setting Up Bank Statement Processing

To make sure the bank reconciliation process is done accurately, you must perform settings in some of the apps. These recommendations describe basic steps you need to take when using this functionality and point out important information specific to those steps.

Basically, you need to do the following:

1. Configure an electronic interface if you use bank statement import.

2. Configure bank statement parsing parameters if you use auto-recognition of invoices (in imported bank statement). Refer to the **Bank Statement Parsing Parameters Maintenance** description.

3. Configure bank statement transaction codes if required. Refer to the **Bank Statement Transaction Codes Maintenance** description.

4. Set up a bank account and bank reconciliation parameters.

5. Make company settings of default payment instrument statuses if you work with payment instruments.

In this article, we will cover setting up the Kinetic application to correctly work with **Bank Statement Processing**:

- [Setting Up an Electronic Interface](#)
- [Setting Up a Bank Account](#)
- [Configuring Reconciliation Settings in Bank Account Maintenance](#)
- [Configuring Company Settings](#)

Setting Up an Electronic Interface

1. From the main menu, navigate to **Financial Management > Accounts Payable > Setup > Electronic Interface**.

2. Select **New** ⊕ to add a new electronic interface.

3. Enter the name of the electronic interface.

4. In the **Type** drop-down, select **Bank Statement**.

5. Select **Program** to search for and select an *.cs source file from the list. The program contains information related to configuring EI files of various formats. You need to open the .cs file of the required format and read the instructions provided in this file.

Details

Interface name *
Statement Import

Type
Bank Statement

Program Category *
Default

Program...

Program *
Erp\EI\StatementImportCSV_Template\Statem

Bank Statement Import

☐ System Interface

To access the EI file folders, use the following directory: **...\Deployment\Server\ERP\EI**. You can select the following .cs source files for configuring electronic interfaces depending on your needs:

- **StatementImportCSV_Example.cs** and **StatementImportCSV_Template.cs** - For the CSV electronic interface.

  You must pre-configure the .csv file to conform to the bank electronic statement file format. The template file contains the descriptions of all fields that you can use during this process. The example file allows you to review the configuration examples and better understand how to configure the interface. We recommend you to configure the **StatementImportCSV_Template.cs** file and keep another file for reference purposes.

- **StatementImportMT940.cs** - For the MT940 electronic interface.

- **StatementImportCamt053.cs** - For the Camt.053 electronic interface.

- **StatementImportWellsFargo_CSV.cs** - For the Wells Fargo CSV electronic interface.

  The **StatementImportWellsFargo_CSV.cs** file is pre-configured to conform to the Wells Fargo bank CSV electronic statement file format. There also examples in this file.

- **StatementImportBTRS.cs** - to import bank statements in the BTRS (Balance and Transaction Reporting Standard) format.

6. Enter the interface description.

7. Select **Save** . 💾

To learn more about electronic interfaces, refer to the **Setting Up Electronic Interfaces** article.

Setting Up a Bank Account

1. From the main menu, navigate to **Financial Management > Accounts Payable > Setup > Bank Account**.

2. Select a bank account you want to configure.

3. Select the electronic interface you created for bank reconciliation.

4. If you want to enable automatic matching statement lines to transactions, on the **Bank Reconciliation** card, select the **Auto-match Statement Details** check box.

   Automatic matching allows you to apply unmatched transactions to the statement lines repeatedly during reconciliation. This may be useful, for example, after you have adjusted some data in the lines after the initial run.

   If you want to display automatically all transactions that potentially can be matched to a selected statement line, use the **Retrieve unmatched transactions automatically** check box.

   This check box indicates that after importing a statement, the application automatically displays all transactions that potentially can be matched to a selected statement line.

5. Specify other settings as necessary.

   > ℹ️ For more details, refer to the **Setting Up Bank Accounts** article.

6. Select **Save**. 💾

Configuring Reconciliation Settings in Bank Account Maintenance

In Bank Account Maintenance, for the bank you set up for reconciliation, use the check boxes on the **Bank Reconciliation** card to:

- Enable automatic matching which uses an algorithm of automatic reconciliation and AR/AP automated recognition settings

- Specify parsing parameters to extract the invoice numbers from statement lines (you must pre-configure these parameters in **Bank Statement Parsing Parameters Maintenance**)

- Automatically display transactions that potentially can be matched to a selected statement line (suggested transactions)

- Filter by transaction types the unmatched transactions retrieved for each line type

- Define whether the application will search for the transactions that do not contain information about the reference number, partner name and partner bank account not only among bank adjustment transactions but also among cash receipts and AP checks

- Set up the application to create automatically different types of transactions for matching

- Specify which rate is considered as exchange rate when clearing - original payment/receipt exchange rate or clear date bank currency exchange rate

For more details, refer to the **Bank Reconciliation** field help in **Bank Account Maintenance**.

Configuring Company Settings

In **Company Configuration**, configure company settings for processing payment instruments. Note that if you do not make these settings, you will not be able to work with payment instruments in **Bank Statement Processing**.

1. From the main menu, go to **System Setup > Company/Site Maintenance and open the Company Configuration**.

2. On **Modules > Finance > Payment Instruments**, in the **Default Statuses** section, select default statuses for the following fields:

   - **Apply to Bank**
   - **Settled Status**
   - **Cancelled Status**

3. Select **Save**.

Importing Bank Statements

In **Bank Statement Processing**, use the **Import Statement** option of the Overflow menu to import a bank statement for reconciliation.

It is a common situation when banks provide you with a single file containing a single statement. However, you can also receive a file containing statements for multiple bank accounts or statements with multiple sheets for a single bank account. In both cases, the system allows you to import and process statements.

In case you need to import a multi-bank file, note that:
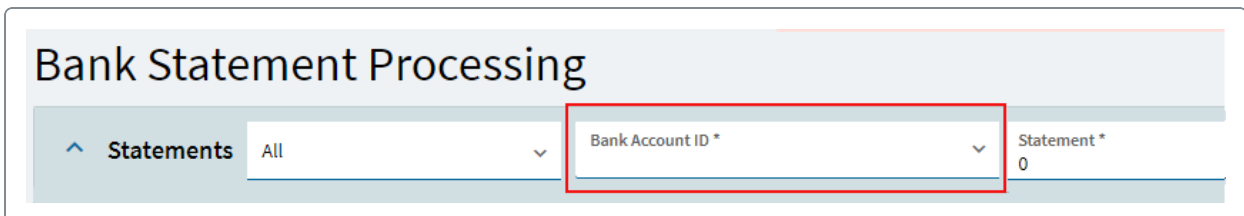
- **Importing a multi-bank file from Bank Statement Processing** - When you import a multi-bank file with multiple statements, the system analysis all the statements and combines them into a single statement, for the currently selected bank.

- **Importing a multi-bank file from Bank Statement Import** - When you import a file with statements for multiple accounts, the system filters statements in the multi-bank import file by bank account and combines them into separate statements. When the import completes, review the combined statement. If you successively select multiple bank accounts, you will receive a combined statement for each account.

The system pulls the number of the last imported statement sheet and assigns it to the whole statement. If the number consists of two parts (statement number and sheet number), only the first part is used as a statement number.

You create system bank accounts for a specific company. The company you work in must have all required bank accounts for processing bank statements.

In this article, we will cover importing bank statements.

1. Open **Bank Statement Processing**.

2. On the landing page, select a bank that you set up for bank reconciliation from the **Bank Account ID** drop-down.

You need to select a bank account to work with every time you open **Bank Statement Processing**.

> **ℹ** You set up banks in **Bank Account Maintenance**. For more details, refer to the **Understanding Bank Statement Processing** article.

3. From the Overflow menu ⋯ , select **Import Statement**.
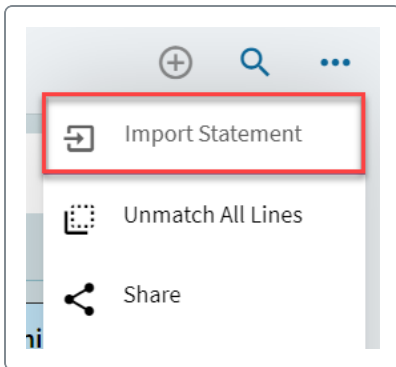
4. In the **Import Statement** card, select **Search** 🔍 to browse to the folder where the statement file is and select it. You can browse to the bank statements located either on the server or in your local folder. In the latter, the system automatically transfers the statement file to the server and imports it from the server location. The type of the imported statement must correspond to the electronic interface you specified in the bank account settings.
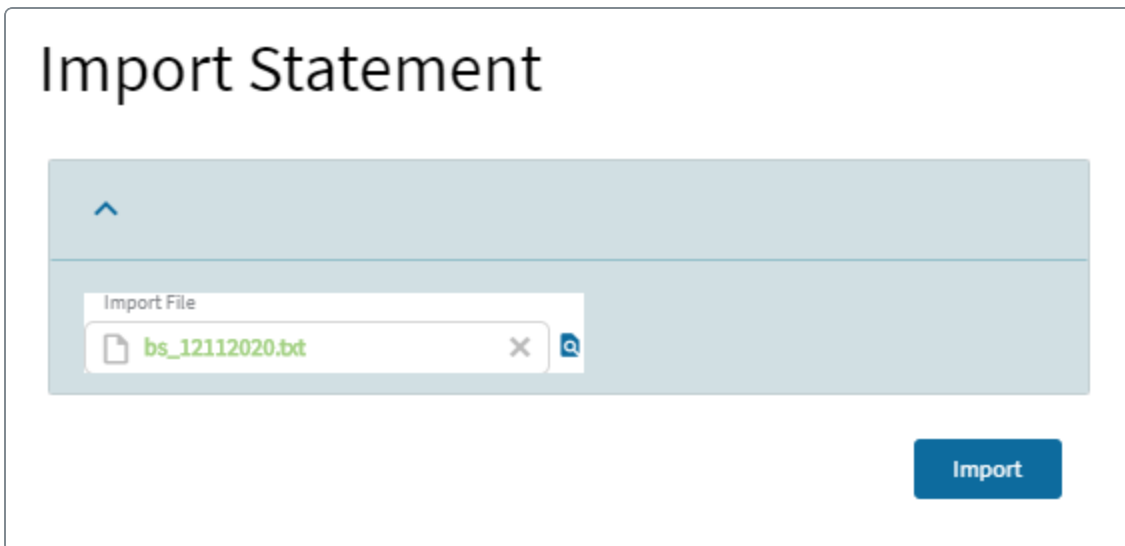
5. Select **Import** to import the bank statement.

In the **Statements** grid on the landing page, from the grid Overflow menu ⋮ , select **Refresh**. The new statement appears in the grid. Open it and go to the **Statement Header**, **Statement Workbench** or **Quick Matching** pages to review information about the imported statement.

6. On the **Statement Header** card, review the **Apply Date** field: it is the date the statement applies for. It defaults to the current date, but you can select a different date, if you need. Then, review the **Statement** and **Description** fields to verify the correct details display.

7. Select a **Document Type** for the statement, if necessary. Normally you need to select the document type to assign legal numbers to the statements.

8. Review the bank balance fields.

   On the **Statement Header** card, three useful fields with bank balance are available for you in the **Current Bank Balances** section:

   - **Ongoing Balance**
   - **Reconciled Balance**
   - **Non Reconciled**

   If the statement's closing date matches the period end date, the system displays the balance per statement closing date. Otherwise, it shows the current (latest available) balance.

Current Bank Balances		
Ongoing Balance	Reconciled Balance	Non Reconciled
592,521.92	0.00	592,521.92

9. In the **Opening Date** and **Closing Date** fields, enter the period included in the statement and the bank balances on the two dates. The balances help you track how entries in the program affect the line total and variance.

10. Once finished adjusting the imported statement details, select **Save**. 💾

Understanding Unmatched Transactions

In **Bank Statement Processing**, use the **Unmatched Transactions** card on the **Statement Workbench** page to sort and retrieve the transactions according to certain criteria. This approach allows you to review the list of transactions that you can potentially match to a bank statement line. The application retrieves unmatched transactions so that you can review them and select transactions to match to the lines.

You use the **Unmatched Transactions** card for regular and quick matching of transactions to statement lines.

In this article, we will cover:

- [Bank Account Maintenance Settings](#)
- [Set Transaction Type Filter Settings](#)
- [Retrieve Options Panel Settings](#)

Bank Account Maintenance Settings

When you configure a bank account for reconciliation in Bank Account Maintenance, you can specify the parameters related to retrieving the unmatched transactions using the **Bank Reconciliation** card. You must do it before you import/create a statement. These are the **Bank Reconciliation** details that relate to retrieving transactions for a specific bank account:

- **Retrieve unmatched transactions automatically** - If you select this check box, after importing a statement the application automatically displays all transactions that potentially can be matched to a selected statement line.

- **Filter unmatched transactions by statement line type** - If you select this check box, the system enables the filtering you specify using the **Set Transaction Type Filter** settings by default for the bank account. When you work with a statement, you can disable or enable them in the **Retrieve Options** panel (available form the Overflow menu of the **Unmatched Transactions** card).

For more details on the application setup you need to perform before you run the **Bank Statement Processing** routines, review the Setting Up Bank Statement Processing article.

Set Transaction Type Filter Settings

In **Bank Statement Processing**, the **Set Transactions Type Filter** option of the Overflow menu helps you define the default types of unmatched transactions that the system will retrieve. Once you set up the filter, the application keeps your settings and applies them every time the unmatched transactions are retrieved.

When you use this option, the application lets you define which transactions to display for a particular statement line type. In this example, you will specify the filter options for miscellaneous receipt statement lines.

1. In **Bank Statement Processing**, select **Set Transactions Type Filter** from the Overflow menu ••• of a statement you want to work with.

2. Select the **MiscRcpt** statement line type.

    > **i**   If the line type is **RevAPPay**, the application displays blank **Unmatched Transactions** details.

3. On the right, select check boxes for all applicable transactions that you want the system to retrieve for this line type. Alternatively, you can use the check boxes on the left to automatically select check boxes next to either all transaction types or only the receipt/payment ones.

4. Select **OK**.

Retrieve Options Panel Settings

To see the list of unmatched transactions on the **Unmatched Transactions** card, you need to first retrieve them. To do that, go to the **Statement Workbench** page and on the **Unmatched Transaction** card, select **Retrieve**.
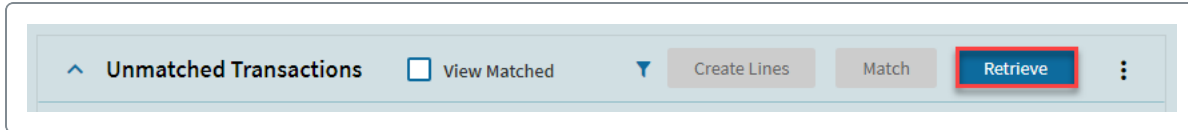
There, on the **Retrieve Options** panel, you can specify (or leave blank) the following settings:

- **From Date**, **To Date** - Date range for the transactions retrieval. By default, the system takes the 'From Date' value from the statement's opening date considering the 'Number of periods to Retrieve before Opening Date' parameter you set up on the 'Bank Reconciliation' card in Bank Account Maintenance. The 'To Date' is the closing date of a statement.

- **Filter by Partner** - If you select this check box, the system will filter the transactions it retrieves by a partner.

- **Include PI with due date beyond the statement period** - Select it if you want to retrieve all PI within and beyond the statement period.

- **Filter unmatched transactions by statement line type** - If you select this check box, the system automatically applies the filter settings you specify using the 'Set Transaction Type Filter' settings. By default, the system takes this value from the same-name check box in 'Bank Account Maintenance'.

> ⚠️ If the statement is empty, the application retrieves all unmatched transactions without considering the filter settings.

Using Statement Workbench

On the **Statement Workbench** page in **Bank Statement Processing**, review transactions and imported bank statements, create new statements and lines, create new documents, and match transactions to the lines during reconciliation.

This page contains two cards: **Statement Lines** and **Unmatched Transactions**. You can expand each of them to view all the required information on one screen making the reconciliation process more effective.

In this article, we will cover:

- [Reviewing an imported statement details](#)
- [Matching a transaction statement to a statement line](#)
- [Un-matching transactions](#)

Reviewing Details of an Imported Statement

After you import or create a bank statement:

1. Expand the **Statement Lines** card.

2. Scroll right to review all the information on the line.

Line	Status	Type	Partner Name	Partner ID	Date	Bank Amount	Debit	
1	Matched	APPay			09/30/2021	-1,045,706.65	0.00	1,045
2	Matched	BankAdj			09/30/2021	85,422.60	85,422.60	
3	Matched	BankAdj			09/30/2021	20,800.50	20,800.50	
4	Matched	BankAdj			09/30/2021	15,768.20	15,768.20	
5	Matched	BankAdj			09/30/2021	1.03	1.03	
6	Matched	BankAdj			09/30/2021	57,600.00	57,600.00	
7	Matched	BankAdj			09/30/2021	95.18	95.18	
8	Matched	BankAdj			09/30/2021	0.01	0.01	
9	Matched	BankAdj			09/30/2021	-0.01	0.00	

- **Status** - Statement line's matching status

- **Type** - Type (transaction) of the statement line

- **Partner Name**, **Partner ID** - Name and ID of the partner in the statement line. The bank uses the ID to specify the partner in the statement line

- **Date** - Transaction date

- **Bank Amount** - Statement line amount in the bank currency

- **Debit/Credit**- Debit/credit amount for this statement line. You may use either **Debit/Credit** or **Bank Amount** fields when reviewing the line details.

- **Variance** - Difference between the total line amount in the bank currency and the sum of all matched documents in the bank currency

- **Amount** - Statement line amount in the line currency

- **Currency** - Currency code for the line amount

- **Unallocated Amount** - Part of statement line amount that is not matched to an existing document

- **Reference** - Number of the business document related to the line which is known to the bank

- **New Doc** - Indicates the line is a new documented created using the Create New Document option

- **Description** - The description of the new document

3. For unmatched transactions, expand the **Unmatched Transactions** card. Here you can retrieve and review unmatched transactions.

4. For matched transactions, on the **Unmatched Transactions** card, select the **View Matched** check box and review the details of the transaction matched to the statement line.

5. You can also adjust the statement details, if necessary. If you do this, once done, select **Save**.

> ℹ️ On the **Statement Lines** card, you can also create a transaction to match using the Create New Document option of the grid Overflow menu ⋮ .

Matching a Transaction Statement to a Statement Line

After you import or create a bank statement:

1. On the **Statement Workbench** page, on the **Statement Lines** card, highlight an unmatched transaction that you want to match.

2. Then, on the **Unmatched Transaction** card, select **Retrieve**.
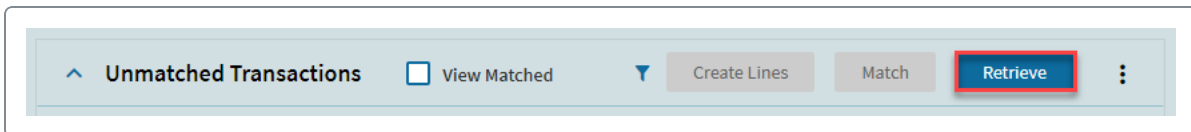
3. Specify the retrieve options, if necessary.

   1. In the **From Date** and **To Date** field, enter the date range of the unmatched transactions

   2. Select the check boxes as applicable.

4. Select **Retrieve**. Review the list of retrieved unmatched transactions on the **Unmatched Transactions** card.

   To learn more about unmatched transactions, review the [Understanding Unmatched Transactions](#) article.

5. Select the check box next to a transaction that you want to match to the highlighted statement's line, and select the **Match** button. The application performs matching and removes the matched transaction from this card. You can now see this transaction on the **Matched Documents** card.

6. Select **Save**.

> ℹ️ You can also use quick matching to quickly match transactions to statement lines.

Unmatching Transactions

If you want to un-match the documents from the statement line:

1. Highlight the statement you want to unmatch the document for on the **Statement Lines** card.

2. On the **Unmatched Documents** card, select the **View Unmatched** check box and then select the document you want to unmatch and select the **Unmatch** button.

   If you want to unmatch all documents, select the **Unmatch All** button.
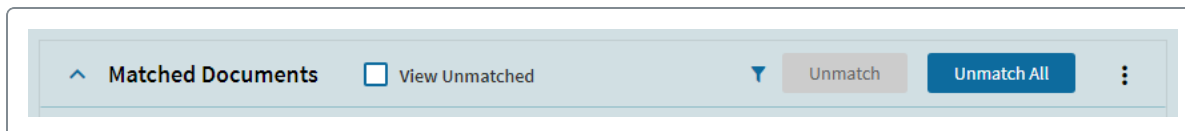
Quick Matching

On the **Quick Matching** page in **Bank Statement Processing**, match existing transactions to statement lines in quick matching mode. You can view both statement lines and unmatched transactions on one page in separate cards, select a statement line, search for transactions you can match to lines, and select transactions for matching.

Doc Date	Type	Partner ID	Partner Name	Doc Number	Description	Doc Amount
10/05/2021	Cash Receipt	BARRISTON	Barriston En...	23255		270.00
10/04/2021	Cash Receipt	ADDISON	Addison, INC	3409839857		96,000.00
10/03/2021	Cash Receipt	ADDISON	Addison, INC	75769		375.00
09/30/2021	Cash Receipt	PRODUCTION	Production ...	10928		224.22
09/30/2021	Cash Receipt	DALTON	Dalton Manu...	435		0.44
09/30/2021	Cash Receipt	EMPIRE	Empire State...	87676		240.00
09/30/2021	Cash Receipt	KCMOLD	Kansas City ...	8765		420.00
09/30/2021	AP Payment	ADELPHI	Adelphi Aircr...	10186		-50.00
09/30/2021	AP Payment	A-ZM	A-Z Metals	10187		-125.00
09/30/2021	AP Payment	BCMTL	Blue Countr...	10188		-19,696.56
09/28/2021	Cash Receipt	BARRISTON	Barriston En	071990		421.82

In this article, we will cover quick-matching a transaction to a statement line.

1. In **Bank Statement Processing**, go to the **Quick Matching** page.

2. Expand the **Statements Lines** card and select an unmatched line.

3. Expand the **Unmatched Transactions** card and select the check box next to a transaction or transactions you want to match to this line. You might need to retrieve the unmatched transactions first.

   To learn more about unmatched transactions, review the Understanding Unmatched Transactions article.

1. Select the **Retrieve** button on the **Unmatched Transactions** card.

2. If necessary, specify the retrieve options.

3. Select **Retrieve**.

When you select a statement line, the **Unallocated Amount** field on the **Unmatched Transaction** card fills in with the respective unallocated amount. If the amount of the line and of the unmatched transaction is the same, once you select the check box next to the transaction, the application immediately matches them and both lines disappear from the **Statement Lines** and **Unmatched Transactions** cards.

If the line's unallocated amount isn't the same as the unmatched transaction's one, as soon as you start selecting transactions, the value in the line's **Unallocated Amount** field goes down by each selected transaction's amount. When total selected amount becomes equal to the line's amount, the system considers the line as matched and the selected transactions disappear from the list.

You can view all matched transactions when you select the **View Matched** check box on the **Unmatched Transactions** card in **Statement Workbench**. You can also unmatch transactions there, if necessary.

4. If the **Unallocated Amount** isn't zero during quick matching but you still want to match the selected transactions to the line anyway, select the **Match**button. The system considers the statement line as matched and the selected transactions disappear from the list. The application calculates the variance.

Performing Automatic Matching of Statements

In Bank Statement Processing, you can use the **Automatic Matching** option of the Overflow menu to automatically match statements to unmatched transactions. When you use this option, the application applies specific logic to review the imported bank statement and analyze its records. Using this information, it then attempts to match each of the statement lines to the existing transactions. If the attempt is successful, the application reconciles a statement record with the transaction it finds.

This command allows you to apply unmatched transactions to the statement lines repeatedly during reconciliation. This may be useful, for example, after you have adjusted some data in the lines.

In this article, we will cover:

- [Performing Automatic Matching](#)
- [Understanding the Logic of the Automatic Reconciliation Algorithm](#)

Performing Automatic Matching

1. In **Bank Statement Processing**, select the **Automatic Matching** option from the Overflow menu. •••

2. Review the warning message and select **Yes** if you want to proceed.

3. If necessary, review the statement lines and matched documents on the respective cards on the **Statement Workbench** page.

Understanding the Logic of the Automatic Reconciliation Algorithm

Expand the sections below to learn more on the automatic reconciliation algorithm.

The functionality searches for the following key values in the [imported statement](#) and analyzes them (not all of them may be present in a statement line):

- Payment reference number (check number, electronic payment ID, payment legal number, SEPA credit transfer message ID, and so on).

- Invoice reference number (invoice number, invoice legal number, reminder letter number (number of the reminder letter that includes a list of invoices), and banking reference number, which is applicable only for the countries where it is used).

- A company's name or identifier used by a specific bank. Each company (partner) registered in the system may appear in the statement under various names associated with it. In terms of the system, these are partner names (search IDs).

- A specific bank account number associated with the company (actually a partner may have several bank accounts).

- If the application unambiguously finds a customer or a supplier by partner cross-reference, partner bank account or combination of partner cross-reference and bank account, it fills in the **Partner** field of a bank statement line with this customer/supplier name. For a bank transfer, the system may recognize another bank account partner as a partner by its cross-reference, bank account and/or bank code. For payroll checks, it may recognize an employee as a partner by its cross-reference.

- If the system doesn't recognize a partner, the **Partner** field remains blank and you can manually fill it in later.

For each automatically recognized or manually set line type, the application defines a list of so-called "default document types". It searches for the transactions using the following ones:

- **ARRcpt** - All cash receipts (on invoice, deposits, and miscellaneous) and AR PIs. The application searches for AR cash receipt batches first.

- **DepRcpt** - Only customer deposits.

- **MiscRcpt** - Only miscellaneous cash receipts.

- **ARPIPay** - Only AR PIs.

- **APPIPay** - Only AP PIs.

- **APPay** - AP Payments (at that AP payment batches first), AP PIs, payroll checks.

- **PRPay** - Only payroll cheques.

- **BankAdj** - Bank adjustments (entered either as a separate document or during cash receipt or AP check entry).

- **Transfer** - Bank fund transfers.

- **RevARRcpt** - Reverse cash receipts.

For all line types except for **BankAdj** and **Transfer** the application checks whether the line contains a reference number.

If the application finds the reference number:

1. The application searches for the transactions of the default document type that have this reference number.

2. If it finds one transaction, it validates it using the Reliable Match criteria (refer to the **Reliable Match Criteria** section). Depending on the validation results, it assigns a **Matched**, **Partially Matched** or **Suggested Match** status to the line.

3. If it does not find any transactions, it analyzes the partner. If the partner is not blank, it searches for transactions applying the filter of default document type, partner, transaction date, and amount in transactional currency. Depending on the validation results, it either applies the Reliable Match criteria (if it found one transaction) or assigns a **Suggested Match** (multiple transactions) or **Not Matched** (no transactions) status to the line. If it didn't find the partner, it checks the **Recognize unknown transactions** parameter and behaves accordingly

(see the **Recognize Unknown Transactions** section). After this validation, it either assigns **Suggested** (multiple transactions) or **Not Matched** (no transactions) status to the line or applies the Reliable Match criteria (if it found one transaction).

4. If it finds multiple transactions, the application analyzes the partner and, if the partner is not blank, searches for the transaction applying the filter of default document type, partner, transaction date and amount in transactional currency. Depending on the validation results, it assigns a status to the line in the same way as described above. If it didn't find the partner, the application assigns the **Suggested** status to the line.

If the application doesn't find the reference number:

- If the line type is **ARRcpt** and the statement line contains recognized invoice reference numbers (invoice numbers, legal numbers, banking reference numbers, or reminder letter numbers), the application verifies whether cash receipts exist for these invoices. Depending on search results and reliable AR parameters, the application proposes transactions to be matched and sets the line status.

- If the line type is **APPay** and the statement line contains recognized payment reference numbers (invoice numbers, legal numbers, or banking reference numbers), the application verifies whether payments exist for these invoices. Depending on search results and reliable AP parameters, the application proposes transactions to be matched and sets the line status.

- For other types and in case if the invoices were not found, the application analyzes the partner and, if the partner is not blank, searches for transactions applying the filter of default document type, partner, transaction date and amount in transactional currency. Depending on the validation results it assigns a certain status to the line in the same way as described above.

- If the partner was not found, the application checks the **Recognize Unknown Transactions** parameter and behaves accordingly (refer to the **Recognize Unknown Transactions** section).

The application checks whether the recognized statement's line meets certain criteria. You can specify separately for AP and AR transactions which criteria the application takes into consideration during this validation in **Bank Account Maintenance** - reference number, customer/supplier, transaction date. If the transaction passes this validation, the application assigns the **Matched** status. Otherwise, it assigns the **Partially Matched** status.

This parameter defines among which document types the application searches for the transactions with no information about reference number, partner name and partner bank account. Depending on its value, the application behaves in different ways. If this parameter is switched off, the application considers Bank Adjustment only as a default bank type and searches for the transactions applying the filter of this default document type, transaction date, amount and currency.

If this parameter is switched on, the application considers Bank Adjustment as a default bank type along with the type selected with reference to the amount sign (refer to the **How the Application Performs Automatic Matching** section, point 1). It searches for the transactions applying the filter of default document types, transaction date, amount and currency. This parameter is useful if the bank statement is imported in the CSV format. This format mostly does not include information about a reference number and a partner whereas the transaction date and amount information are only available.

You can perform automatic matching repeatedly. When the application analyzes a bank statement during automatic matching, it uses the following workflow:

- The application checks all collapsed batches first. If it finds a batch meeting the criteria, the application handles this batch as a normal payment or cash receipt.
- After checking batches, the application checks other payments or cash receipt.
    - If it finds a payment or cash receipt meeting the criteria and it is included in an already validated batch, the application ignores this payment or cash receipt.
    - If it finds a payment or cash receipt meeting the criteria and it is included in a non-validated batch, the application assigns the Suggested status to the batch and expands it.
    - If it finds a batch meeting the criteria and a payment or cash receipt from this batch is already matched to a statement line, the application ignores this batch.

The application searches bank adjustments by transaction date, amount in bank currency and bank fee code (if it was assigned to the BankAdj statement line during its type recognition). Depending of the search results, the application assigns a status (**Not matched**, **Partially Matched**, **Matched**, **Suggested**) to the lines.

The application searches bank fund transfers transaction date, amount in bank currency and recognized bank account partner. A bank account should be considered recognized if any of the following is true:

- A statement line contains a bank account code that matches the IBAN account code of one of the registered bank accounts.
- A statement line contains a combination of bank code and bank account code that matches the **Bank Identifier** and **Checking Account** fields of one of the registered bank accounts.

Depending on the search results, the application assigns a status (**Not matched**, **Partially Matched**, **Matched**, **Suggested**) to the lines.

The application uses standard algorithm described in this section - first, it verifies the reference number. If the reference number was not found, the application analyzes the partner and, if the partner is not blank, searches for transactions applying the filter of partner, transaction date and amount in transactional currency.

The check boxes on the **Bank Reconciliation** card in Bank Account Maintenance that are described in this section enable the application to create cash receipts automatically.

- Automatic creation of cash receipts is enabled only when you select the **Auto creation of Invoice Cash Receipts** check box. The application applies the invoices whose references are displayed on the **Statement Lines** card on the **Statement Workbench** page. These invoices must have the same details as the statement line and the invoice date must be not later that the line date. If the invoices amount is equal to the line amount, the application generates a cash receipt and the line status changes to **Matched**.
- If all invoices are applied but some amount on the line still remains, the application checks whether the **Auto creation of On account Cash Receipts** check box is selected. If it is

selected, the application puts unapplied amount on account and generates a cash receipt for the allocated amount. The line status changes to **Matched**. If the **Auto creation of On account Cash Receipts** check box is not selected, unallocated amount is left on the line and the line status changes to **Partially Matched**.

- If there are no invoices on the **Statement Lines** card on the **Statement Workbench** page, the application checks whether the **Auto creation of Cash Receipts Based on Customer Balance** check box is selected. If it is, the application attempts to apply all invoices and credit memos (where the details are the same as on the statement line and the invoice date is not later that the line date) to the line. It applies them one by one until unallocated amount becomes zero. If it is not possible to find invoices and credit memos with total amount equal to the line amount, the application attempts to find an invoice which amount matches the line amount. If the invoice amount matches the line amount, the application generates a cash receipt and the line status changes to **Matched**.

- If it is not possible to match the line by customer balance or invoice balance as explained, the application checks whether the **Apply All** check box is selected. If it is selected, the application searches for the invoices with the same details as on the statement line but with various amounts. It attempts to apply them one by one until unallocated amount becomes zero. The application generates a cash receipt and the line status changes to **Matched**.

- If some unapplied amount remains, the application puts it on account if the **Auto creation of On account Cash Receipts** check box is selected.

The following schema illustrates an algorithm of auto creation of cash receipts by customer balance.
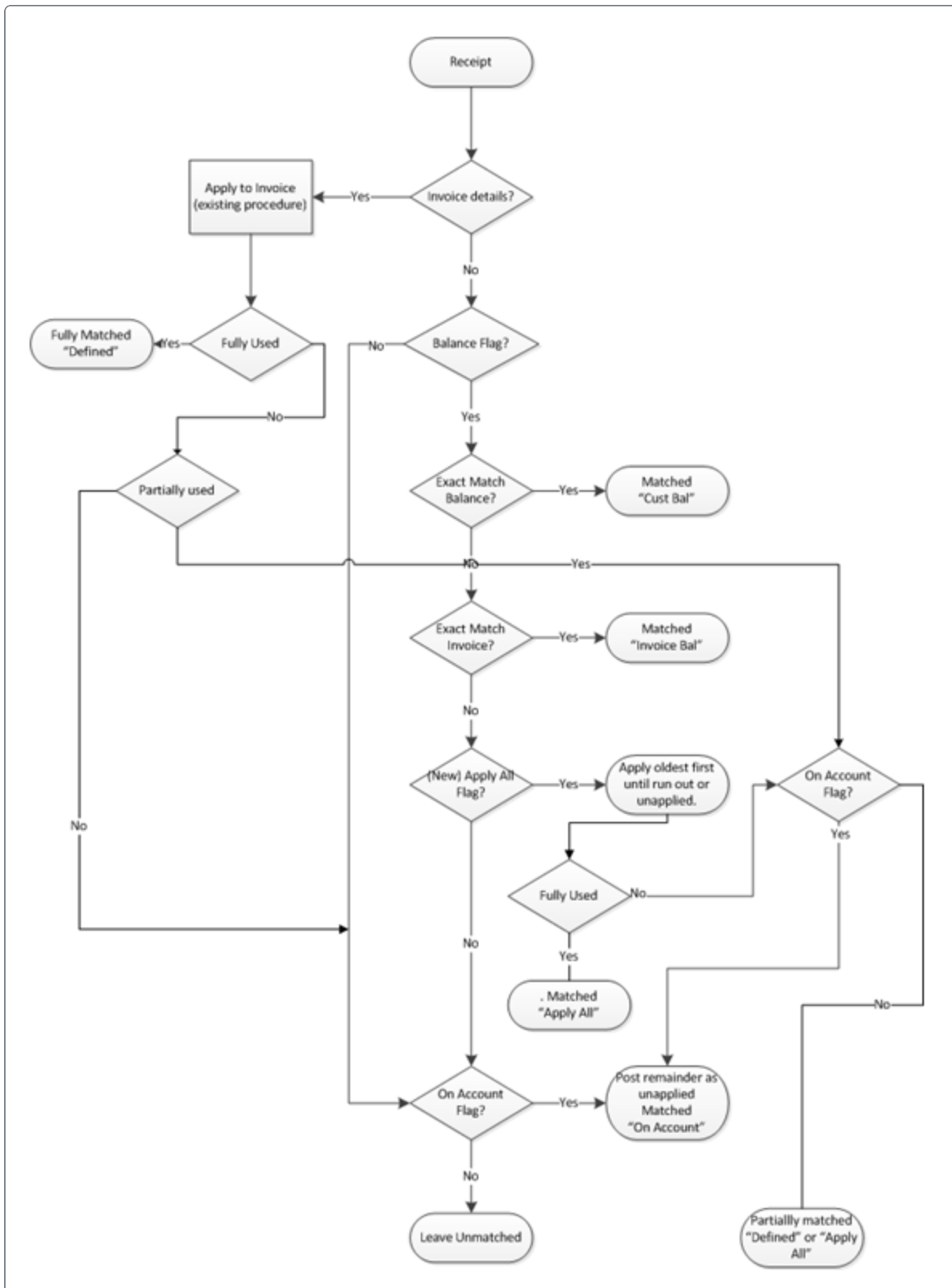
For example, you have the following unmatched transactions:

Number	Date	Amount	Discount
1	1/20/14	$180	5% discount by February, 1. It is inapplicable on February, 5.
2	1/25/14	$ -20 (it is a credit memo)	no discount
3	1/27/14	$100	5% discount by February, 8
4	2/02/14	$220	5% discount by February, 11

If the statement date is 2/05/14 and the line amount is $255, the application checks available invoices and performs calculations:

1. 0 + 180 (no discount allowed) = 180
2. 180 - 20 = 160
3. 160+ (100 - 5) = 255
4. Result: transactions 1, 2, and 3 are matched to the statement line.

If the statement date is 2/05/14 and the line amount is $209, the application checks available invoices and performs calculations:

1. 0 + 180 (no discount allowed) = 180
2. 180 - 20 = 160
3. 160+ (100 - 5) = 255
4. This amount is greater than the line amount, therefore the application checks the amount of the transaction 4 and matches it to the line since the amounts are equal. Result: transaction 4 is matched to the statement line.

> ⓘ The application only helps you to reconcile the statement but you always have the final say. After reviewing the automatic matching results you may need to complete the reconciliation manually.

Creating Bank Statements

If you want to manually create a bank statement and its lines (instead of importing it), you can do it using the **Bank Statement Processing** app. However, it is only possible if there are no unposted statements for the current bank - otherwise the application will open an unposted statement and you will need to continue working with it.

After you successfully create a statement, you can start matching business documents to this statement as you normally do for an imported statement.

Use the landing page of the application to view existing bank statements or to enter a new one.

In this article, we will cover:
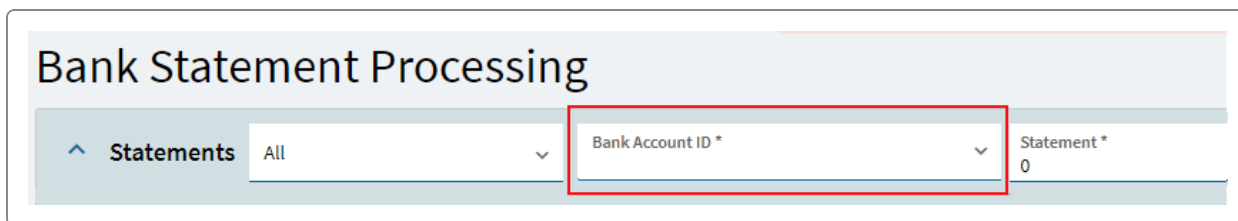
- Entering a bank statement
- Adding statement lines
- Locking a Statement

Entering a Bank Statement

1. Open the **Bank Statement Processing** app.

   The **Landing** page displays.

2. On the landing page, select the bank that you set up for bank reconciliation from the **Bank Account ID** drop-down.
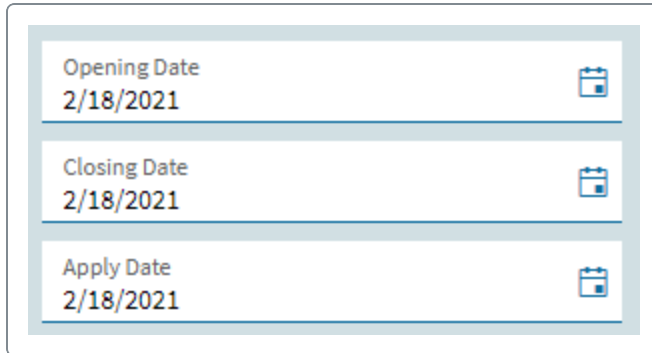
> ℹ️ You set up the bank in **Bank Account Maintenance**. For more details, refer to the **Understanding** and **Setting Up Bank Statement Processing** articles.

Once you select a bank account ID, an existing statement of statements display in the grid. In this example, we select the 'Main Checking Account'.

Bank Statement Processing

Statement	Description	Currency Code	Opening Balance	Closing Balance	Opening Date	Closing Date	Posted	In Use By
4	MDB Reconciliation	USD	772,701.85	775,821.85	09/13/2021	10/04/2021	☑	Mat
3	2008	USD	773,746.86	1,083,836.36	08/17/2021	09/08/2021	☑	Mat
2	2009 Updates	USD	217,817.22	772,701.85	09/30/2021	09/30/2021	☑	Mat
1	2009	USD	1,083,836.36	217,817.22	09/09/2021	09/30/2021	☑	Mat

> ℹ The statements include the opening and closing balance and dates, indicate whether a statement(s) is/are posted, and if it is used and who by. This is the 'In Use By' column field, which displays a user that has the statement opened meaning that this record is locked and no other user have access to the statement. .

3. To select an exiting statement, select the statement link on the **Landing** page.

   The **Statement Header** card displays.

Bank Statement Processing

Statement	Description	Currency Code	Opening Balance
5	Metal	USD	775,821.85
4	MDB Reconciliation	USD	772,701.85
3	2008	USD	773,746.86
2	2009 Updates	USD	217,817.22
1	2009	USD	1,083,836.36

4. To add a new statement, select **New.** ⊕

   The **Statement Header** card displays.

5. Enter a statement description in the **Description** field.

   You can enter the transaction description manually. Otherwise, the application creates system text in the following format: prefix + a combination of the attributes that are specified in the corresponding posting rule in **GL Transaction Type**, and uses it as this transaction's description. You can review the transaction description in **Review Journal**.

Kinetic assigns the description you enter (or the description the system creates) with a specific prefix that depends on the transaction. For the bank statements, the prefix is **Bank Rec** followed by **:** (colon).

6. If you need, change the opening and closing statement dates. By default, the system sets the opening and closing statement dates as the closing date of the previous statement plus one day.
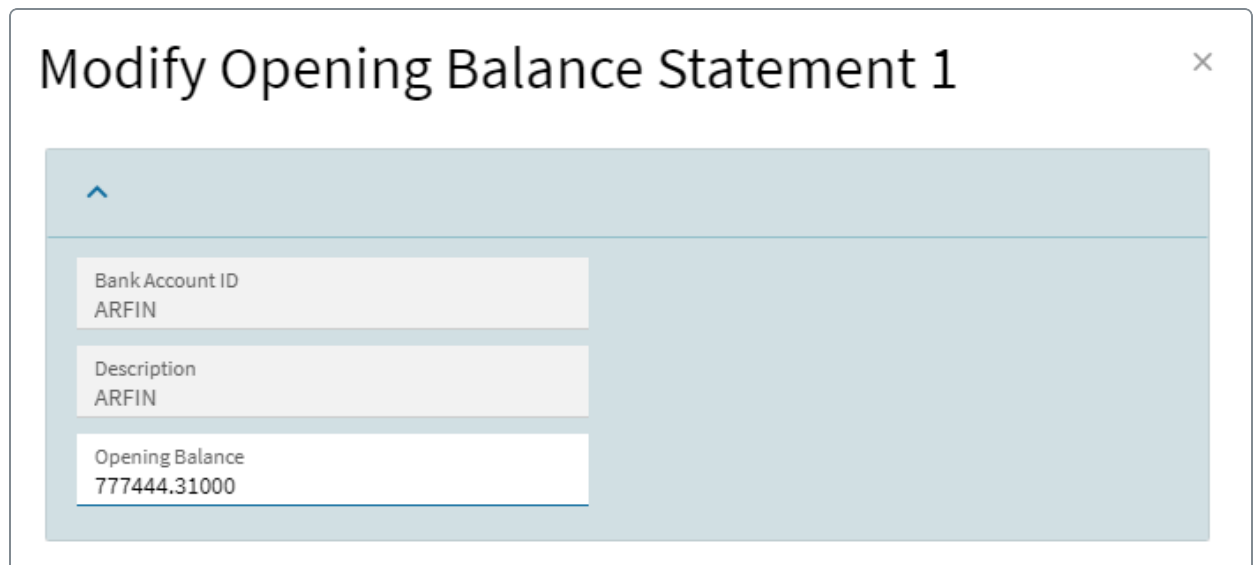
Opening Date	
2/18/2021	📅

Closing Date	
2/18/2021	📅

Apply Date	
2/18/2021	📅

7. By default, the **Opening Balance** field is read-only. However, you can change it if you need using the **Modify Opening Balance** option of the **Overflow** menu. •••

   1. Select **Save** 💾 to save the changes.

   2. From the Overflow menu •••, select **Modify Opening Balance**.

   3. Enter the required opening balance and select **Modify**.

Modify Opening Balance Statement 1   ✕

Bank Account ID	
ARFIN	

Description	
ARFIN	

Opening Balance	
777444.31000	

8. Enter the closing balance manually.

Opening Balance	
	777,444.31
Closing Balance	
	718,000.00
Line Total	
	0.00
Variance	
	59,444.31

9. Select **Save**. 💾

Adding Statement Lines

In **Statement Workbench** you can create new statement lines and, if necessary, also create statement lines using an existing transactions.

In this section we will cover:

- [Manually creating a statement line manually](#)
- [Creating a statement line from an existing transaction](#)

Manually Creating a Statement Line

1. Go to the **Statement Workbench** page and expand the **Lines** card.

2. Select **New** ⊕ to add a statement line.

∧ Lines			▼ ⊕ 🔗 ⋮

3. Select the line type.

   The following line types are available:

   - **ARRcpt** - Cash receipt invoice
   - **APPay** - AP payment
   - **MiscRcpt** - Miscellaneous Receipt

- **ARPIPay** - AR payment instrument. You can't create this type automatically.
- **APPIPay** - AR payment instrument. You can't create this type automatically.
- **BankAdj** - Bank Adjustment
- **Transfer** - Bank Transfer
- **DepRcpt** - Deposit Receipt
- **RevARRcpt** - Reverse cash receipt
- **RevAPPay** - Voided AP payment
- **PRPay** - Payroll cheque
- **Undefined** - The application can't determine the line's type automatically
- **Ignored** - The application ignores this line type during reconciliation

> If you create a document for a cash receipt or a miscellaneous cash receipt through **Bank Statement Processing**, write off functionality is not available and all write off fields are disabled.
>
> Also, if you create a document for miscellaneous cash receipts, invoice payments or deposit payments through the **Create New Document** option of the line's Overflow menu ⋮ , you can assign legal numbers for the documents using the **Legal Numbers > Assign Legal Number** option of the page Overflow menu. •••

4. Scroll right on the statement line and specify one of the following fields: **Bank Amount**, **Debit**, or **Credit**.

Bank Amount	Debit	Credit
-1,257.00	0.00	1,257.00

The amount in the **Bank Amount** field may be positive (debit amount) or negative (credit amount). The **Debit** and **Credit** columns always display positive amounts. Normally you can select which columns you use - **Bank Amount** or **Debit/Credit**, and set up the layout accordingly. You must enter the values in these fields considering the line's type you specified. For example, the amount must be negative for the **APPay** or **APPIPay** types. Otherwise, you can enter it in the **Credit** column as a positive value.

5. If necessary, enter a partner name using Customer/Supplier Searches and Quick Searches.

6. Select **Save**. 💾

Creating a Statement Line from an Existing Transaction

Apart from manually creating a statement line in a newly created statement, you can create it from an existing transaction.

1. On the **Statement Workbench** page, expand the **Unmatched Transactions** card.

2. Select the **Retrieve** button to retrieve unmatched transactions. Specify the parameters as you need and select **Retrieve**.

3. From the grid, select a check box next to an unmatched transaction (or several of them) to use as base for a new line.

   For more details on unmatched transactions, refer to the Understanding Unmatched Transactions article.

	Doc Date	Type	Partner Name	Doc Number	Description	Doc Amount	Doc Cu...
☑	10/05/2021	Cash Receipt	Barriston En...	23255		270.00	USD
☐	10/04/2021	Cash Receipt	Addison, INC	3409839857		96,000.00	USD
☐	10/03/2021	Cash Receipt	Addison, INC	75769		375.00	USD
☑	09/30/2021	Cash Receipt	Production ...	10928		224.22	USD
☑	09/30/2021	Cash Receipt	Dalton Manu...	435		0.44	USD
☐	09/30/2021	Cash Receipt	Empire State...	87676		240.00	USD

4. Select the **Create Lines** button. The transaction(s) you selected disappears from the list of unmatched transactions and appears in the grid on the **Statement Lines** card, it gets the **Matched** status. The line contains all available information from the selected transaction (type, partner ID, amount, etc). In the **Amount** field, you can review the document amount in the document currency, and in the **Bank Amount** field - in the bank currency. The statement line date is now equal to the **Clear Date** one.

5. Select **Save**. 💾

Locking a Statement

1. Select the **Statement Header** page.

   The **Statement Header** card displays.

2. To lock a statement, select the **Lock Statement** button.

   The button changes to 'Unlock Statement'. No other user can now modify the locked statement unless you unlock it.
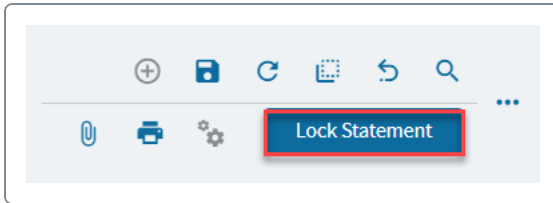
   ℹ️ You cannot lock posted statements.

3. Select **Save**. 💾

Creating New Transactions

If there are no existing transactions that you can use for reconciliation in **Bank Statement Processing**, you can set up the application to create transactions automatically or create them manually by yourself.

In this article, we will cover:

- [Creating transactions automatically](#)
- [Creating transactions manually](#)
- [Editing a new transaction](#)

Creating Transactions Automatically

If there are no suitable transactions for matching, you can set up the application to automatically create transactions during statement import and repeat this operation using the **Generate New Cash Movements** option if the Overflow menu.

The application allows you to automatically create transactions of different types during bank reconciliation. For this, you need to specify the setting applicable for your case using the Bank Reconciliation card in **Bank Account Maintenance**. The check boxes you select there determine the transaction types that **Bank Statement Processing** will be able to create automatically. The Generate New Cash Movements functionality also follows these settings.

The sections below describe the settings for automatic creation of the respective transactions. Expand each section to learn more.

The application automatically searches for the posted invoices that meet definite criteria, generates new cash receipts and where possible applies the found invoices to cash receipts. You can review the principles on how these documents are created in the **Understanding the Logic of the Automatic Reconciliation Algorithm** section in the Performing Automatic Matching of Statements article.

> ⚠️ The application can only recognize partners if you specify all required cross-references for these partners. Refer to the Using Cross-References and Quick Search article for details.

On the **Bank Reconciliation** card in **Bank Account Maintenance**, select the following check boxes:

- **Auto create Invoice Cash Receipts**

  You can generate a cash receipt with an allocated invoice. This option is applicable to the statement lines with recognized customer, status **Not matched** or **Partially matched** and existing invoice references on the **Statement Workbench > Statement Lines** card in **Bank**

Statement Processing. The application searches for the posted invoices with details similar to the statement line details. If it finds such an invoice, it generates an invoice cash receipt, automatically allocates this invoice to the cash receipt and matches the cash receipt to the line.

If the imported file contains invoice reference numbers (invoice numbers, legal numbers, reminder letter numbers, or banking reference numbers, which are applicable only for the countries where they are used) and invoice amounts. You can save this information in a bank statement line during import. You can then use this information during auto creation of cash receipts. As the application creates a new cash receipt, if the invoice is found by its reference number (its invoice number, legal number, banking reference number, or reminder letter number) and the invoice amount is greater than zero, it will add the invoice to cash receipts with this amount. To save the invoice numbers and amounts, in the electronic interface:

1. Collect invoice numbers and amounts in the following line:
   `[{"Amount":100.0,"Number":"invoiceNumber1"},`
   `{"Amount":200.13,"Number":"invoiceNumber2"}]` (a list of InvoiceInfo objects saved in the JSON format).

2. Add the resulting line to the RemitData field of the StatementLine object, adding the <InvcList> tag at the beginning and the ` separator. For example, `<InvcList>` `
   `[{"Amount":100.0,"Number":"invoiceNumber1"},`
   `{"Amount":200.13,"Number":"invoiceNumber2"}]`

After the import, the saved details will be available on the **Remittance Info** page in **Statement Workbench**. The application will add the invoice reference numbers (invoice numbers, invoice legal numbers, banking reference numbers, reminder letter numbers) from the saved list the **Invoice References** field on the **Detail** card of the **Statement Line** page. You can open the page from the navigation tree on the left:
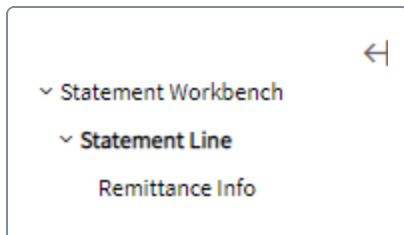
You can view a file example in the **StatementImportBTRS.cs** file of the **StatementImportBTRS** electronic interface.

- **Auto create On Account Cash Receipts** - You can enable the application to create an on account cash receipt for the statement's line when the application can't find appropriate invoices. This functionality is applicable to the statement lines with a recognized customer, status **Not matched** or **Partially matched** and blank invoice references on the **Statement Workbench > Statement Lines** card in **Bank Statement Processing**. To perform this operation, you also need to select the **Auto create Invoice Cash Receipts** check box.

- **Auto create Cash Receipts Based on Customer Balance** - You can generate a cash receipt with the details taken from the statement line. The application searches for the invoices and credit notes with details similar to the statement line details, creates a cash receipt with the amount equal to the unallocated amount and attempts to apply the found invoices to the cash receipt until the unallocated amount becomes zero. To perform this operation, you also need to select the **Auto create Invoice Cash Receipts** check box.

> ℹ️ If you want the application to search for the posted invoices with different amounts and apply them one by one until the unallocated amount becomes zero or until it applies all appropriate existing invoices, additionally select the **Apply All** check box.

If the application identifies the statement line as bank transfer, it attempts to define the corresponding bank participating in this transfer. If it successfully finds this bank, it creates a bank transfer document for this statement line.

On the **Bank Reconciliation** card in **Bank Account Maintenance**, select the following check boxes:

- **Auto create Bank Transfers - same currency** - If the same currency is set for another bank, the application creates a same currency bank transfer transaction.
- **Auto create Bank Transfers - cross currency** - If a cross currency is set for another bank, the application creates a cross currency bank transfer transaction.

The application automatically creates bank adjustment transactions during the automatic bank reconciliation.

Creating Transactions Manually

If there are no suitable transactions, you can create a new one manually.

> ⚠️ You can't create a new document from the **PRPay**, **ARPIPay** and **APPIPay** line types.

1. Select or add a line in the grid on the **Statement Lines** card on the **Statement Workbench** page.

2. Review the line details and select a type from the **Type** depending on which transaction you want to create. A pop-up application that will open for you to create a new transaction depends on this type.

   - **APPay** - AP invoice payment. When you use **AP Payment Entry** to create a transaction for matching, the application automatically selects the **Manual** and **Enter Payment Total** check boxes on the **Payment Details** card in **AP Payment Entry**. You can't change these settings. Then, you need to enter the number of the payment corresponding to this transaction in the **Payment** field. The application populates the

Payment Total and **Bank Total** fields with the data it takes from the statement line. You can modify it if necessary. If the variance is not equal to zero, you are not able to close the program window.

- **ARRcpt** - AR invoice payment.

- **BankAdj** - Bank adjustment. You can select this type regardless of the amount sign on the statement line. Note that only the **Adjustment** page is available in the trimmed-down **Bank Adjustment** application when it starts (see step 3).

- **DepRcpt** - Allocated customer deposit.

- **MiscRcpt** - Miscellaneous cash receipt

- **RevAPPay** - Voided AP payment. Refer to the **Creating Voided AP Payment Transactions**section of the Creating Reverse Transactions article for details.

- **RevARRcpt** - Reverse cash receipt. Refer to the **Creating a Reverse Cash Receipt Transaction**section of the Creating Reverse Transactions article for details.

- **RevARPI** - Reverse AR payment instrument. Refer to the **Creating a Reverse AR PI Transaction** section of the Creating Reverse Transactions article for details.

- **Transfer** - Bank Transfer.

3. From the Overflow menu ⋮ , select **Create New Document**.
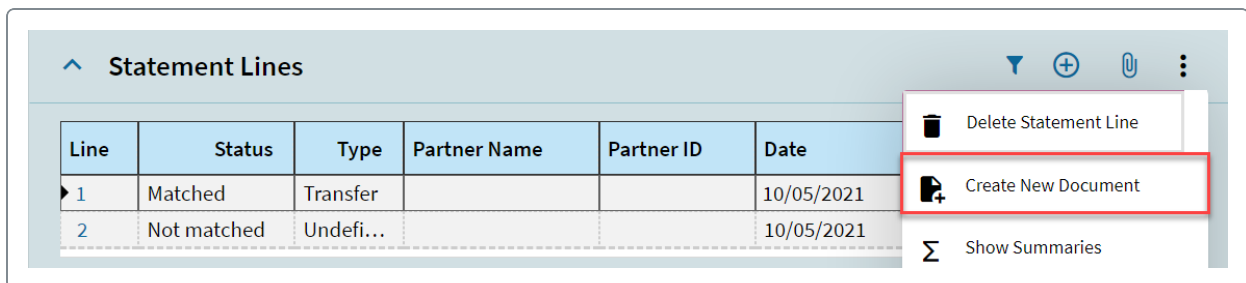
The pop-up application based on the statement line type launches.

4. Review the information on the sheets and adjust it if required.

> ℹ️ If you're creating a document for a cash receipt or a miscellaneous cash receipt, the write off functionality is not available and all write off fields are disabled.
>
> If you're creating a document for miscellaneous cash receipts, invoice payments or deposit payments, you can assign legal numbers for the documents by selecting **Legal Number > Assign Legal Numbers** option of the Overflow menu. •••

5. Select **Save**. 💾

Editing a New Transaction

After you create a new transaction, either automatically or manually, the application displays it on the **Unmatched Documents** card after you select the **View Matched** check box on the Statement Workbench page. You can edit this transaction, if you need to. It can be due to some reasons, for example, if you find it reasonable to link an invoice to an on account cash receipt.

For each newly created transaction, the system selects the **New Doc** check box one the both cards. To edit this transaction:

1. Expand the**Unmatched Documents** card and select the **View Matched** check box Highlight the transaction you want to adjust and select **Modify Created Document** from the **Overflow menu**. ⋮

   This opens the respective pop-up application.

2. Change the transaction as you need and select **Save**. 💾

Using Cross-References and Quick Search

In **Bank Statement Processing**, you can create cross-references and perform quick search for partners during reconciliation.

Cross-references help you specify which partner IDs mentioned in bank statements correspond to the partner names registered in Kinetic. This functionality makes reconciliation easier since the application suggests the partner name for the statement line using pre-defined pairs (partner names - partner IDs). You can also use this functionality to specify a partner when you enter a new statement line.

You want to specify partner IDs **Antar**, **Ant**, **Ant22** for the partner with the name **Antares**. When the application analyses the statement line where it finds either of these IDs, it will consider **Antares** as a suggested partner for this line and populate the **Partner Name** field with **Antares**.

- You need to create a number of pairs of partner IDs and partner names that the application will use during reconciliation.
- When the application analyzes a statement line, it attempts to suggest the name of Epicor-registered partner based on the partner ID pulled from the line.
- You can perform quick search manually and find the partner name which the application then adds to this statement line. You can:
    - Perform quick search of partner IDs (cross-references), select an applicable partner ID, and store a combination of the partner ID from the line and the selected partner. The system will store this pair for future reconciliations. Refer to the **Performing Quick Search** section for details.
    - Perform partner (supplier, customer, employee, or bank account) search, select a partner name and store the partner ID against the selected partner. This specified pair will be stored for future reconciliations. Refer to the **Creating a Cross-Reference** section for details.

In this article, we will cover:

- Creating a cross-reference
- Performing quick search

Creating a Cross-Reference

A cross-reference helps you use a pair of partner ID - partner name during reconciliation so that the application can suggest a partner for the line. The application attempts to suggest an Epicor-registered partner based on the partner identifier it takes from the line. If there were no suggestions, the line's **Partner Name** field remains blank. However, you may search for the partner manually and store the identifier against the partner which was found. From then on, the application considers this pair (Partner - Partner identifier) as a perfect match.

1. In **Bank Statement Processing**, select a line in the grid on the **Statement Lines** card on the **Statement Workbench** page.

2. Review the partner ID (if any). From the card's Overflow menu ⋮ , select one of the following options: **Supplier Search**, **Customer Search**, **Employee Search** or **Bank Account Search**.
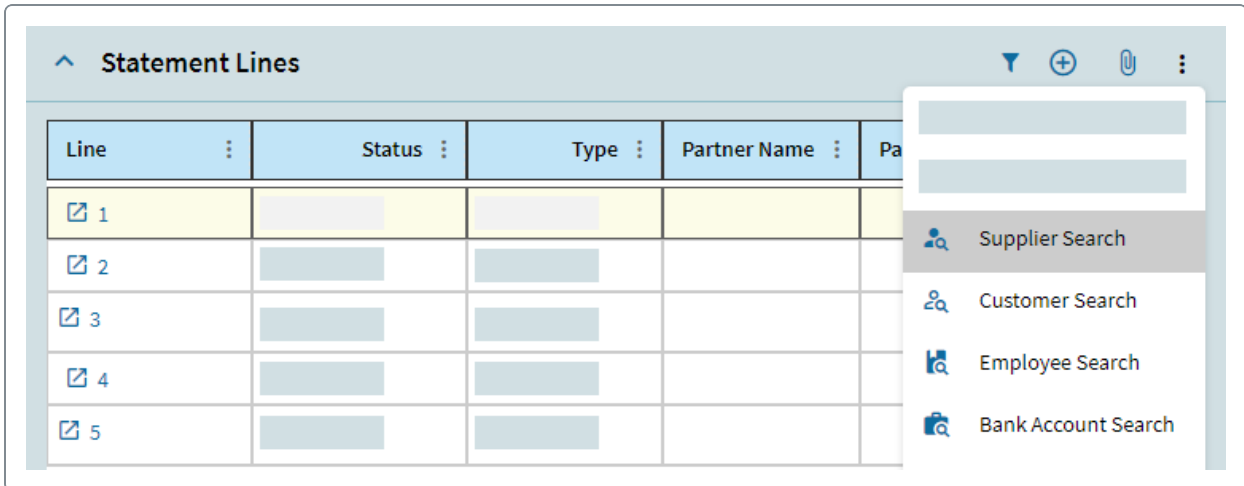
3. In the **Search** panel, search for and select the partner you need. The application stores the identifier on the line against this partner and populates the **Partner Name** field.

   Alternatively, you can you can create partner identifiers in:

   - Supplier Maintenance > Supplier > Detail > Search Cross-References

   - Customer Maintenance > Customer > Detail > Search Cross-References

   - Payroll Employee Maintenance > Employee -> Search Cross-References

   - Bank Account Maintenance > Search Cross-References

4. Select **Save**. 💾

Performing Quick Search

You can perform quick search of the partners during reconciliation, but before completing these steps, you need to:

- Enter cross-references for the partners (suppliers, customers, employees and bank accounts)

- Import a bank statement or create a new statement with a line or lines

To perform a quick search:

1. In **Bank Statement Processing**, select a line in the grid on the **Statement Lines** card on the **Statement Workbench** page.

2. From the card's Overflow menu ⋮ , select one of the following options: **Supplier Search**,
    Customer Search, **Employee Search** or **Bank Account Search**. For the presentation
    purposes, in the steps that follow, we will use **Supplier Search**.

3. In the **Search** panel, select the **Quick** search type. Then, from the **Search Id** drop-down select
    Supplier Xref Quick Search.

4. Enter the partner ID you need to find suggested partners for in the **Search Xref** field and
    select **Search**. The application displays search results with partner names using this ID as a
    cross-reference.

    You can also leave the field blank and select **Search** - this way the system will pull all supplier
    cross-referencies.

5. Select the check box next to the cross-reference you need and select **OK**.

Search Type		Search Id	
Quick	⌄	Supplier Xref Quick Search	⌄

Search Xref

| Search | Clear Results |

	Search Xref	XRef Active	Supplier Name	
☑		☑		

The line's **Partner Name** field populates with the cross-reference supplier name.

6. Select **Save**. 💾

Creating Reverse Transactions

In Bank Statement Processing, you can also create reverse transactions. You can automatically create reverse transactions if you selected the **Auto reverse check box** on the **Bank Reconciliation** card in Bank Account Maintenance before you start importing the statement. Alternatively you can use the **Generate New Cash Movements** option of the Overflow menu in **Bank Statement Processing**.

The application searches for all cash receipt or cleared payment transactions with the same partner (customer/supplier), reference number and transactional amount and creates reverse transactions based on the search result. The date of the document must not be later than the date of the statement line.

The application creates a reverse transaction regardless of the number of periods you set in **Bank Account Maintenance** (the **Number of periods to Retrieve before Opening Date** parameter on the **Bank Reconciliation** card).

If the **RevARRcpt** and **RevAPPay** lines does not contain partner or reference information, you can match them only manually using the **Create New Document** option of Overflow menu. The **Create Lines** and **Match** options are also available for these lines.

In this article, we will cover examples on creating reverse transaction. Expand each section below to learn about each of the processes.

> ℹ️ To fully go through the examples, you will need to use several applications apart from **Bank Statement Processing**. For the details on the applications and routines, refer to the respective help articles.

Use this section to learn how and why you create a reverse AR payment transaction. You will use the following example:

The bank processes cash receipts as a batch. After sending a cash receipt batch to the bank, you found out one of checks was incorrectly entered into the system, (it was applied to the wrong customer). You want to correct the issue so you need to reverse the incorrect cash receipt and enter a new one. The bank processed the whole batch and the received bank statement includes the line with total batch amount.

1. Create a batch of invoice cash receipts with the customer, amount and check number from the table below and post it.

Customer	Amount	Check number
Customer 1	500	111
Customer 2	400	222
Customer 3	100	333

Assume that customer 3 in check 333 is incorrect and you must use customer 4 instead.

2. In **Reverse Cash Receipt**, search for the check 333 and reverse it.

3. Go to **Bank Statement Processing**. Then:

   - If you imported the bank statement, on the **Statement Workbench** page, select a statement line for the processed batch on the **Statement Lines** card (the **ARRcpt** line with amount **1000**). Then, select the batch from step 1 among unmatched transactions, and match it.

   - If you created the statement manually, you may either match this batch to the created **ARRcpt** line or create a line from the selected unmatched batch.

4. Post the statement. The system reconciles all cash receipts included into the batch. However, to reconcile reversed and replenishment cash receipts, you need to create a dummy bank statement with zero turnover (in which closing and opening balances are the same). Use the following steps for directions on the process.

5. Create a statement with two lines:

Line Type	Amount	Customer
RevARRcpt	- 100	Customer 2
ARRcpt	100	Customer 4

6. Find the reverse transaction you created in the step **2** and match it to the **RevARRcpt** line.

7. Create a new cash receipt transaction or match an already created replenishment cash receipt to the **ARRcpt** line.

8. Post the statement and select **Save**.

   When a reverse cash receipt line is present in a bank statement (especially in an imported bank statement) you may also create a new reverse transaction from bank statement. You can use the Statement Line > Create New Document command from the Actions menu.

The following example explains how and why you create a voided AP payment transaction. In this example, you correct an error **before** you send the batch to the bank. You have a batch of posted payments with allocated AP invoices. You find out that the supplier in one of them is incorrect before the batch is sent to the bank. You need to reverse the incorrect payment.

1. In **AP Payment Entry**, create a batch of invoice payments with the supplier, amount and check number from the table below and post it.

Supplier	Amount	Check number
Supplier 1	- 500	111

Supplier	Amount	Check number
Supplier 2	- 400	222
Supplier 3	- 100	333

2. Void a check with an incorrect supplier in **Void Payment Entry**.

3. In **AP Payment Entry**, create a replenishment payment with supplier, amount and check number from the following table and post it.

Supplier	Amount	Check number
Supplier 4	- 100	333

4. Then, in **AP Payment Batch Maintenance**, include the replenishment check to the batch. The system set the updated batch to the bank and the bank processes it. Now you need to reconcile an updated batch in bank statement.

5. Go to the **Statement Workbench** page in **Bank Statement Processing**. Select the batch of payments you updated in step **6** on the **Unmatched Transactions** card.

6. **Match** the batch to the statement line and **post** the statement.

The following example explains how and why you create a voided AP payment transaction. In this example, you correct an error **after** you send the batch to the bank. You have a batch of posted payments with allocated AP invoices which you need to reconcile. The bank processed a batch but then reversed one check. You need to void the incorrect payment in bank statement.

1. In **AP Payment Entry**, create a batch of invoice payments with the supplier, amount and check number from the table below and post it.

Supplier	Amount	Check number
Supplier 1	- 500	111
Supplier 2	- 400	222
Supplier 3	- 100	333

2. In **Bank Statement Processing**, import or create a statement.

If you do it manually, create a statement with two lines:

Line Type	Supplier	Amount
APPay		- 1000
RevAPPay	Supplier 3	100

The same lines are preset in the imported statement.

3. Go to the **Unmatched Transactions** card on the **Statement Workbench** page and select the batch of payments you posted in the step 1.

4. Match the batch to the line and post the statement. Now you need to void the AP check reversed in the bank statement, so select the **RevAPPay** line.

5. Select the [Create New Document](#) option from the Overflow menu ⋮ on the **Statement Lines** card.

6. Void an AP check in **Void AP Payment** and them post the statement.

> ℹ️ The application creates a reverse transaction regardless of the number of periods set in **Bank Account Maintenance** (the **Number of periods to Retrieve before Opening Date** parameter on the **Bank Reconciliation** card).
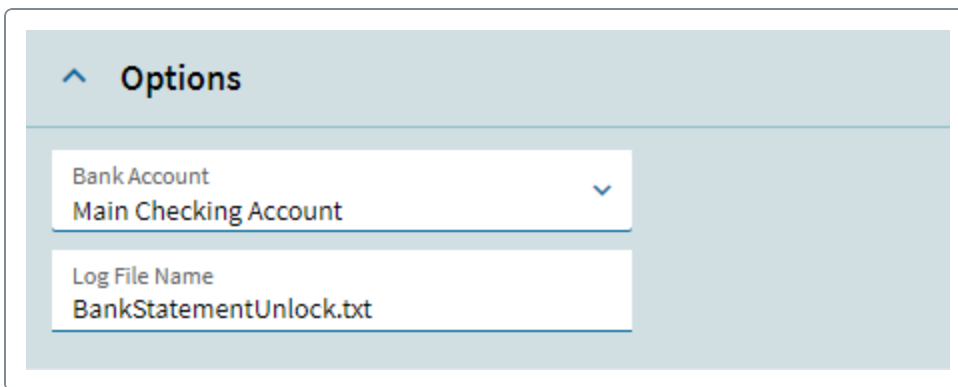
1. Make sure you have configured company settings required for payment instruments. Refer to **Setting Up Bank Statement Processing** article for details.

2. In **Bank Statement Processing**, select the statement line on the **Statement Lines** card on the **Statement Workbench** page and make sure it is of the **RevARPI** line type.

3. Expand the **Unmatched Transactions** card. The application displays payment instruments with the following parameters:

   - Posted on the same bank account where the statement was imported
   - In the **Settled** status
   - The status change (to **Settlled**) date must not be later than the line date
   - The same currency as on the statement line

4. Select the AR payment instrument you want to match to this line and [match](#) it. The application creates a new reverse AR payment instrument transaction matched to the selected statement line and changes the line status to **Matched**. Later you can un-match the document, if necessary.

Unlocking Bank Statements

Run the **Unlock Bank Statement** process for the current company to unlock bank statements that are locked.

In this article, we will cover unlocking bank statements.

1. From the main menu, go to **System Management > Rebuild Process > Finance > Unlock Bank Statement**.

2. Select the bank account that you need to unlock statements for from the **Bank Account** drop-down.

3. In the **Log File Name** field, change the log file name if you want, or use the default one.

4. Expand the **Advanced** card. In the **Schedule** field, specify the schedule settings. The available options include **Now**, **Startup Task Schedule**, and any other user-defined schedules.

5. Select **Process**.

Printing the Bank Statement Processing Edit List

In **Bank Statement Processing**, print all transactions for the current bank statement by using the **Print Edit List** icon.

> ℹ️ All open checks display in the **Outstanding** section of the edit list, even if the check's date is after the statement's closing date.

In this article, we will cover running the Edit List report.

1. In **Bank Statement Processing**, in the **Statements** grid, select the statement you want to run the report for.

2. Select the **Print Edit List** icon.
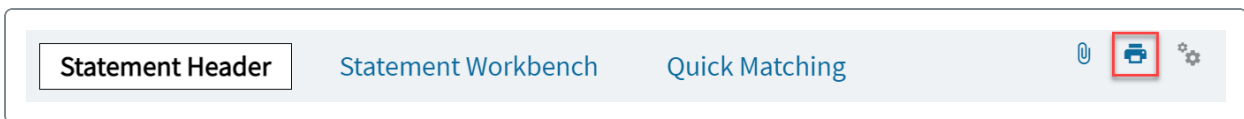
3. On the **Options** card, select the applicable check boxes to view:

   - **Show Outstanding Items** - Outstanding items.
   - **Show Documents -** Matched documents.
   - **Show Line-level GL Accounts -** GL accounts/debits/credits display for each line.

4. If necessary, filter for the book(s) you want to run the report for on the **Filter** card.

5. Specify the report parameters on the **Advanced** card.

   - **Report Style** - Select the report style option you want to use to run this report.
   - **Schedule** - Indicates when you want to print the report. If you select something other than Now, the Recurring check box is available.
   - **Archive Period** - Time period you want to keep the report in the System Monitor. The default is 0 Days, meaning that the report will be deleted from the monitor shortly after being printed.

     After the Archive Period passes, the report is purged from the system. When a report is exactly purged is determined by a combination of the date/time the report generates, the number of days set in the report's Archive Period, and the Report Purge Frequency setting. The Report Purge Frequency is defined in the System Agent within its Task Agent Purge Settings.

   - **Recurring** - Select if you want the report to run on a repeating basis. The check box is only available if you select a schedule other than **Now**.

- **User Description** - Describes a specific report run. The entered description displays in the System Monitor.

6. Select **Print Preview** or **Client Printer** .

> ℹ️ Starting from Kinetic 11.2.400, the report header also displays the statement's Running Balance, Variance, and Opening Balance values. Additionally, the Gain/Loss value for a transaction displays only when it does not equal 0.

Posting Bank Statements

In **Bank Statement Processing**, run the **Post Statement** process to reconcile current statement transactions with the selected bank account. This option is available from the Overflow menu if all statement lines are fully matched or some of them have the **Ignored** type and the statement variance amount is zero.

Posting the statement is available when variance is equal to zero (you can review it in the **Variance** field on the **Statement Header** page) and you have matched transactions to all lines of the bank statement.

> ℹ️   Print the Edit List before posting to make sure the transaction is correct. You cannot edit the transaction after you post it. If you detect an error in the posted transaction, enter an offsetting entry to correct it.

During the process, the application automatically creates General Ledger (GL) transactions and places them in the fiscal period selected on the statement.

Use the posting process to create GL transactions for:

- Variance statement line amounts, if these amounts are not zero. GL transactions post to the Cash and Variance accounts from the GL controls for the bank account.
- New transactions created from the bank statement lines, for example, AR Payment, Bank Funds Transfer, and Bank Adjustments). When you post new transactions, corresponding GL transaction types are called and run.
- If you selected the **Reconciled AR Balance**, or **Reconciled AP Balance**, or **Reconciled Other Balances** check boxes on the bank record, the posting process creates GL transactions that move cleared amounts from the Pending Cash accounts (where they were posted when the original transaction was posted, for example, AR cash receipt, AP payment) to the Cash account you specify in the bank's GL controls.

In this article, we will cover posting a bank statement.

1. In **Bank Statement Processing**, in the **Statements** grid, select the statement you want to post.

2. In the **Statement Header**, select the **Post Statement** icon. If a warning message appears, select **Yes**.
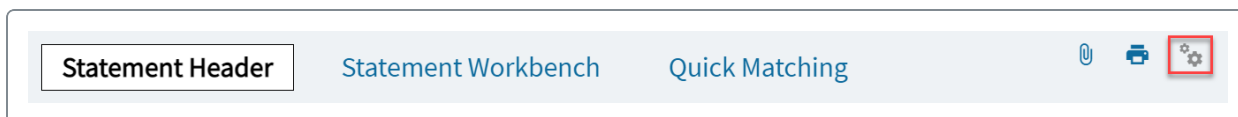
3. Select **Process**. ⚙️

4. The **Posted** status appears on the **Statement Header** page next to the statement's number and description.

The statement's transactions are now posted to your General Ledger.

Printing the GL Recap Report

In **Bank Statement Processing**, run the GL Recap Report by using the **Print GL Account Recap** option of the Overflow menu. You can use this report to review the GL cash transactions to occur after the posting process runs. You can only print the report if the selected statement has transactions available to post.

> ℹ️ You can review and print the report even if you do not have user permissions to enter and edit bank statements.

In this article, we will cover generating/printing the GL Recap Report.

1. In **Bank Statement Processing**, in the **Statements** grid, select the statement you want to run the report for.

2. From the Overflow menu •••, select **Print GL Account Recap**.

3. Specify the report parameters.

   - **Report Style** - Select the report style option you want to use to run this report.
   - **Schedule** - Indicates when you want to print the report. If you select something other than Now, the Recurring check box is available.
   - **Archive Period** - Time period you want to keep the report in the System Monitor. The default is 0 Days, meaning that the report will be deleted from the monitor shortly after being printed.

     After the Archive Period passes, the report is purged from the system. When a report is exactly purged is determined by a combination of the date/time the report generates, the number of days set in the report's Archive Period, and the Report Purge Frequency setting. The Report Purge Frequency is defined in the System Agent within its Task Agent Purge Settings.

   - **Recurring** - Select if you want the report to run on a repeating basis. The check box is only available if you select a schedule other than **Now**.
   - **User Description** - Describes a specific report run. The entered description displays in the System Monitor.

4. Select **Print Preview** 🔍 or **Client Printer** . 🖨

Setting Up Bank Statement Parsing Parameters

Set up a parsing parameter in **Bank Statement Parsing Parameters** and apply it during bank reconciliation to retrieve the information about invoice references.

Bank statements you import usually have similar symbol sequences where the invoices are listed. Namely, invoice references are preceded by the symbols NR and are followed by the symbols //. You can create a parsing parameter that enables the application to retrieve the invoice references information from a statement using this pattern. The application then searches for these invoices, verifies their details, automatically creates a cash receipt, and allocates invoices to this cash receipt.

The application uses for parsing the information from bank statements that are identified as being invoice/remittance information by the particular electronic interface (EI) program used to import the statement, if any. You are able to see the source string provided by importing a statement, and review the Source string for invoice references parsing field value shown on the Statement Workbench - Raw Data card.

Examples for the following EI routines:

- for the StatementImportMT940 EI routine (based on the German banking standard): the :86: field (tags ?20-?29 and ?60-?63) of the MT940 statements. Note that the leading '?nn' tags themselves are removed from the string by the EI program prior to passing the data into this text parsing routine.
- for the StatementImportCSV_Generic EI routine: the Remittance Information field.

In this program, you can create parsing parameters codes which are then used in Customer Maintenance and Bank Account Maintenance. The application uses the following logic:

- it attempts to perform parsing using the parameter set up in Customer Maintenance
- in case the parameter is not specified, the application applies parsing parameters set up in Bank Account Maintenance

Generally, you create a parameter code and assign a rule or rules for extracting invoice references from the statement's line to this parameter. The application allows you to analyze imported lines. The following options are available:

- user-defined parsing parameters
- user-defined regular expressions

If you set up a parameter code which uses both user-defined parsing parameters and regular expressions, the application applies these options sequentially and concatenates parsing results.

Use the landing page of the application to view existing parsing parameters or to enter a new one.
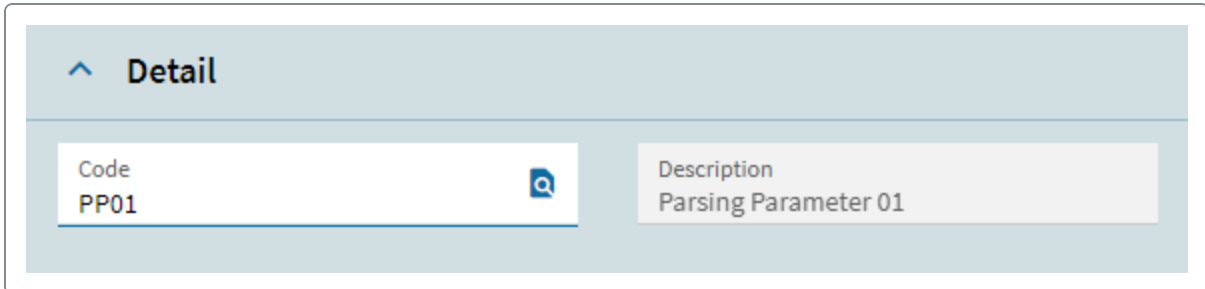
In this article, we will cover:

- [Adding a parameter code](#)
- [Creating parsing parameters](#)

- [Adding a regular expression](#)

Adding a Parameter Code

1. From the main menu, navigate to **Financial Management > Accounts Payable > Setup > Bank Statement Parsing Parameters**.

2. Select **New** ⊕ to add a new a new parameter code.

3. Specify the parameters code and description.

Detail

Code	Description
PP01	Parsing Parameter 01

4. Select **Save**. 💾

Creating Parsing Parameters

This section explains how to create a parsing parameter and use it for extracting invoice numbers from the bank statement.

Let us assume you have a bank statement with the following string:

:86:002?00SUMMED CHEQUE?1097271?20NR?21 10243,10244,10245//?32ADDISON

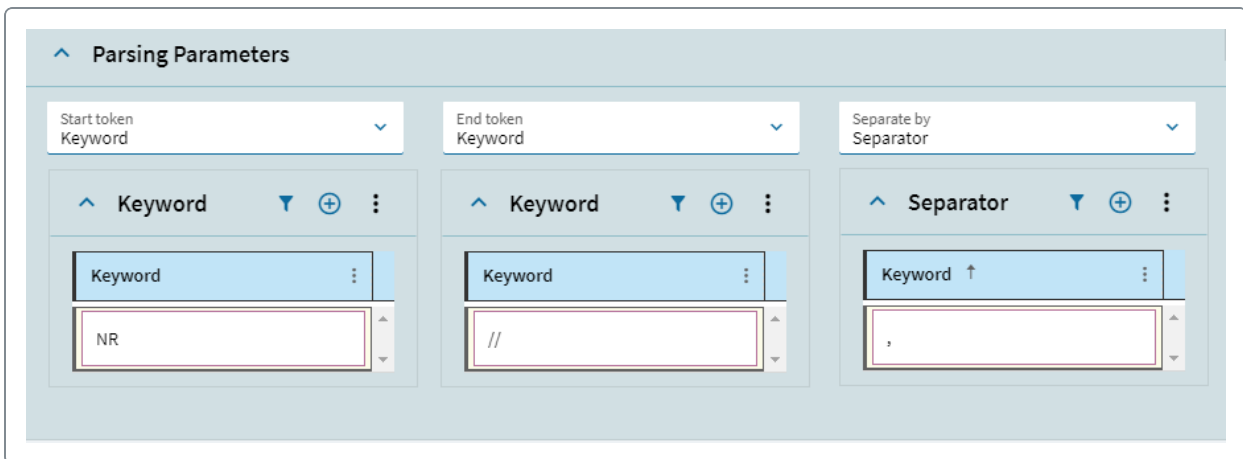In this example, we create a parameter that will parse this string and find existing invoice numbers using the following information:

- Starting characters in the sequence are NR.
- Ending characters in the sequence are //.
- Separator is a comma.

To create a parsing parameter:

1. In the **Parsing Parameters** card, select **New** ⊕ to add a new a new parameter.

2. In the **Start token** field, select **Keyword**.

3. Select ⊕ in the **Keyword** card.

4. In the blank line that displays in the Keyword grid, enter NR.

5. In the **End token** field, select **Keyword**.

6. Select ⊕ in the **Keyword** card.

7. In the blank line that displays in the Keyword grid, enter //.

8. In the **Separate** by field, select **Separator**.

9. Select ⊕ in the **Separator** card.

10. In the blank line that displays in the Keyword grid, enter a comma (,).

11. Select **Save**. 💾

Adding a Regular Expression

In the **Regular Expressions** card, to enter a pattern of text. This regular expression describes strings to be matched when searching text.

The application uses this option along with parsing parameters to extract invoice numbers from the statement's line. The standard Microsoft .net syntax for regular expressions is applied. Refer to the following URL for more information on regular expression syntax - https://msdn.microsoft.com/library/ae5bf541.aspx

This syntax allows for alphabetic backreferences. The application identifies the particular element within the recognized string that are to be considered as invoice numbers. This is done by storing

that element as a backreference called <invoice>. Examples are shown in the How to Create a Regular Expression section.

The Test Area pane allows you to test created regular expressions using some sample text.

The following section provides examples of using regular expressions to extract invoice numbers from the statement.

Example 1. Let us assume you have a bank statement with the following string:

Invoices:2015-AR-123456,2014-AR-624912/ up to 15 June

In our example we create a regular expression that will parse this string and find invoice numbers. Let us build a regular expression that will help us to find invoice numbers in the analyzed string.

Regular expression: **Invoices:((?<invoice>\d{4}-[A-Z]{2}-\d{6}),{0,1})+/.***

Description of the expression components:

1. The string starts with the sequence **Invoices:**.
2. **(?<invoice>...)** - the obligatory keyword; the text matching the template provided inside the brackets will be considered as invoice number
3. **\d{4}** - matches four digit characters
4. **[A-Z]{2}** - matches two uppercase word characters
5. **\d{6}** - matches six digit characters
6. **,{0,1}** - invoice numbers can either be separated by a comma or not
7. **+** - matches the preceding subexpression for the invoice templates one or more times since there can be several invoice numbers in the statement
8. **.*** - matches any single character zero or more times since there can be any number of any characters in the statement that are preceded by the invoice number.

> ℹ️ This subexpression will find invoice numbers 2015-AR-123456 and 2014-AR-624912.

Example 2: Now you have a bank statement with the following string:

INV 1999-AB-78945688, 7777:AB:78978978, 1234567890

Regular expression:

((INV)|(NR.))(\s*(?:(?<invoice>\d{4}(?<dlm>.{1})[A-Z]{2,3}\k<dlm>\d{8})|(?<invoice>\d+)),{0,1})+

Description of the expression components:

1. **((INV)|(NR.))** - identifies a string that starts with either INV or NR.
2. **\s*** - matches any white space character before this character (zero or more times)

3. **+** - matches the preceding subexpression for the invoice templates one or more times since there can be several invoice numbers

4. **|** - this character separates two possible invoice templates:

    - (?<invoice>\d{4}(?<dlm>.{1})[A-Z]{2,3}\k<dlm>\d{8}) and
    - (?<invoice>\d+)

5. **,{0,1}** - invoice numbers can either be separated by a comma or not

6. (?<invoice>\d{4}(?<dlm>.{1})[A-Z]{2,3}\k<dlm>\d{8}) - the first template:

    - **(?<invoice>...)** - the obligatory keyword; the text matching the template provided inside the brackets will be considered as invoice number
    - **\d{4}** - matches four digit characters
    - **(?<dlm>.{1})** - one character preceded by four digits is now a value of the variable dlm. We need to perform this step since we do not know exactly which character is used a separator in the template. it can be a dash or a colon. As this value is now stored, we can use it in the expression.
    - **[A-Z]{2,3}** - matches two or three uppercase word characters
    - **\k<dlm>** - matches the character whose value is stored in the variable dlm.
    - **\d{8}** - matches eight digit characters

        Note: This subexpression will find the invoice numbers 1999-AB-78945688 and 7777:AB:78978978.

7. (?<invoice>\d+) - the second template.

    - **(?<invoice>...)** - the obligatory keyword; the text matching the template provided inside the brackets will be considered as invoice number
    - **\d+** - matches digit characters (one or more times)

        Note: This subexpression will find the invoice number **1234567890**.

To create a parameter with the expression:

1. In the **Parsing Parameters** card, select **New** ⊕ .

2. In the **Expression** field, enter the regular expression.

3. In the **Sample Text** field, enter the string from the statement where this expression will be applied.

4. In the **Test Results** field, view the testing results.

Regular Expressions

Regular Expressions

Invoices:((?<invoice>\d{4}-[A-Z]{2}-\d{6}),{0,1})+/.*

Test Area

Invoices:2015-AR-123456,2014-AR-624912/ up to 15 June

2015-AR-123456,2014-AR-624912

[Test]

5. Select **Save**.

Selecting Exchange Rates for a Bank During Bank Reconciliation

Select which exchange rate the system will consider during bank reconciliation if a foreign currency is applied using the Bank Reconciliation card in **Bank Account Maintenance**. There you need to select the **Bank Exchange Rate When Clearing** parameter.

In this article, we will cover three cases of using the **Bank Exchange Rate When Clearing** parameter. Expand the sections below to learn about each of the cases.

Let us assume the system uses following exchange rates:

	Receipt Date	Clear Date	Notes
USD	1	1	Base currency (Book 1) and bank currency
EUR	1.2	1.25	Reporting currency (Book 2)
RUB	1.4	1.45	Payment currency

1. Enter Receipt1 on receipt date (bank account in USD):

   - 100 RUB - payment amount
   - 100 * 1.4 = 140.00 USD - bank amount
   - 140 USD - base amount
   - 140.00 / 1.2 = 116.67 EUR - amount in reporting currency EUR

2. Create a line from Receipt 1 in **Bank Statement Processing**:

   - Statement line date = Clear date
   - Line currency = RUB
   - Amount = 100 RUB
   - Bank amount = 140.00 USD

3. Post the statement.

   - Use the original payment/receipt exchange rate (the parameter's value is **Use original payment/receipt exchange rate**):

DB/CR	Account	Book 1 (USD)	Book 2 (EUR)	Doc Currency
DB	Cash	140.00	116.67	140.00 USD
CR	Pending Cash	140.00	116.67	140.00 USD

- Use the clear date bank currency exchange rate (the parameter's value is **Use clear date bank currency exchange rate**):

  The actual bank amount of the original receipt in base/reporting currency on clear date: **140.00 USD; 60.87 * 2.2 /1.25 = 112.00 EUR**. Gains/Losses: **140.00 - 140.00 = 0 USD; 112.00 - 116.67 = -4.67 EUR**

DB/CR	Account	Book 1 (USD)	Book 2 (EUR)	Doc Currency
DB	Cash	140.00	116.67	140.00 USD
CR	Pending Cash	140.00	116.67	140.00 USD
CR	Cash	0	4.67	
DB	Gains/Losses	0	4.67	

1. Enter Receipt 2 on receipt date (Bank account in NOK):

   Exchange rate to USD:

	Receipt Date	Clear Date	Notes
USD	1	1	Base currency (Book 1) and bank currency
EUR	1.2	1.25	Reporting currency (Book 2)
RUB	1.4	1.45	Payment currency
NOK	2.3	2.2	Bank currency

   - 100 RUB - payment amount
   - 100 * 1,4 / 2,3 = 60.87 NOK - bank amount
   - 60.87 => 60.87 * 2,3 = 140 USD - base amount
   - 60.87 * 2.3 / 1.2 = 116.67 EUR - amount in reporting currency EUR

2. Create a line from Receipt 2 in **Bank Statement Processing**:

   - Statement line date = Clear date
   - Line currency = RUB
   - Amount = 100 RUB
   - Bank amount = 69.87 NOK

3. Post the statement.

   - Use the original payment/receipt exchange rate (the parameter's value is **Use original payment/receipt exchange rate**):

DB/CR	Account	Book 1 (USD)	Book 2 (EUR)	Doc Currency
DB	Cash	140.00	116.67	60.87 NOK
CR	Pending Cash	140.00	116.67	60.87 NOK

Gains/Losses (6.09 USD; 9.54 EUR) will be posted when the **Bank Account Revaluation** procedure is run.

- Use the clear date bank currency exchange rate (the parameter's value is **Use clear date bank currency exchange rate**):

  The actual bank amount of the original receipt in base/reporting currency on clear date: **60.87 * 2.2 = 133.91 USD ; 60.87 * 2.2 /1.25 = 107.13 EUR**. Gains/Losses: **133.91 - 140.00 = -6.09 USD; 107.13 - 116.67 = -9.54 EUR**

DB/CR	Account	Book 1 (USD)	Book 2 (EUR)	Doc Currency
DB	Cash	140.00	116.67	60.87 NOK
CR	Pending Cash	140.00	116.67	60.87 NOK
CR	Cash	6.09	9.54	
DB	Gains/Losses	6.09	9.54	

1. Enter new statement line with the following values in **Bank Statement Processing** and and match the receipt to it.

   - Statement line date = Clear date
   - Line currency = RUB
   - Amount = 100 RUB
   - Bank amount = 100 * 1.45 / 2.2 = 65.91 NOK (payment amount 100 RUB is converted into bank amount on clear date)

   After matching the statement line: **Variance = 65.91 - 60.87 = 5.04 NOK => 5.04 * 2,2 = 11.09 USD ; 5.04 * 2,2 / 1.25 = 8.87 EUR**

2. Post the statement.

   - Use the original payment/receipt exchange rate (the parameter's value is **Use original payment/receipt exchange rate**):

DB/CR	Account	Book 1 (USD)	Book 2 (EUR)	Doc Currency
DB	Cash	140.00	116.67	60.87 NOK
CR	Pending Cash	140.00	116.67	60.87 NOK

Gains/Losses (6.09 USD; 9.54 EUR) will be posted when the **Bank Account Revaluation** procedure is run.

- Use the clear date bank currency exchange rate (the parameter's value is **Use clear date bank currency exchange rate**):

The actual bank amount of the original receipt in base/reporting currency on clear date: **60.87 * 2.2 = 133.91 USD ; 60.87 * 2.2 / 1.25 = 107.13 EUR**. Gains/Losses: **133.91 - 140.00 = -6.09 USD; 107.13 - 116.67 = -9.54 EUR**

DB/CR	Account	Book 1 (USD)	Book 2 (EUR)	Doc Currency
DB	Cash	140.00	116.67	60.87 NOK
CR	Pending Cash	140.00	116.67	60.87 NOK
CR	Cash	6.09	9.54	
DB	Gains/Losses	6.09	9.54	
DB	Cash	11.09	9.66	5.04 NOK
CR	Variance	11.09	9.66	

Entering and Updating Intrastat Transactions

Use **Intrastat Entry / Update** to change details in Intrastat records. The program supports company reporting on trade in goods among European Union (EU) countries.

Posting of AR and AP invoices that involve intra-EU trade generates records displayed in this program. Each record reflects a combination of an invoices and the parts on it. For example, an invoice for three parts generates three records. The generated information is based on the invoice values of goods.

The system provides you with the basis to assist you in completing your Intrastat submissions. An output file is produced (without heading data) that can then be adjusted and processed as required (for example, by using an Excel spreadsheet).

The information provided is based on the invoice values of goods and is prepared as a result of AR and AP invoice processing and posting.

Prior to running reports or exports, you can add or delete records, and adjust values or transaction codes, to ensure the accuracy of the report. Examples of potential adjustments include:

- Reversal of adjustments made in previous periods
- Dispatched goods that are not invoiced
- Received goods that are not invoiced
- Goods whose value differs from their corresponding invoice value
- Goods movements not tracked by the application - such as items moved for repair and return
- Any goods not moved with an invoice - such as samples
- Timing differences
- Distance sales
- Services or triangulated goods

Prior to your Intrastat submission, examine and adjust your returns to ensure compliance with local requirements and the level of detail required for your situation and threshold.

Use the landing page of the application to view and update existing transactions or to enter a new one.

In this article, we will cover entering a manual Intrastat transaction.

1. From the main menu, go to **Financial Management > Accounts Payable > General Operations > Intrastat Entry / Update**.

2. Select **New** ⊕ to add a new Intrastat transaction.

3. Select **Next Reference Number** to assign a number to the new transaction. The number is taken from the counter that you specified in **Company Configuration** in the **Starting Intrastat Ref** field.

4. On the **Details** card, specify the required options.

- **Module** - Displays the name of the module where the Intrastat transaction was created or specifies if the transaction is created manually. Possible values: **AP** - Accounts Payable module; **AR** - Accounts Receivable module; **MNL** - Manually created transaction.

- **Invoice / Ref.** The invoice number if the source is AR or AP (see the **Module** field value). If the **Module** field value is set to Manual, enter the reference number here.

- **Cust ID/Supp ID** - The ID of either the customer or supplier on the invoice.

- **Part** - The code of the part.

- **Transaction Date** - Specifies the date of the transaction.

- **Flow** - The country-specific code that indicates whether this transaction is for a receipt (Arrival) or shipment (Despatch) of goods. This value defaults from the information you specified in the Internationalization Configuration for your company (see Internationalization Options).

- **Transaction Type** - The type of transaction this invoice represents, for example, change of ownership or shipping goods for a subcontract job. This value defaults from the information you specified in the Internationalization Configuration for your company (see Internationalization Options).

- **Period** - The current fiscal period.
- **HS Commodity** - Specifies the Harmonized System goods classification code.
- **Comment** - Specifies free form comment text to describe the transaction.
- **Country** - The Intrastat code that you entered for the country in the country master file. This is the destination or country of consignment. This value defaults from the Intrastat code you entered in the country master file.
- **Country of Origin** Specifies the code of the country that originally manufactured the goods. This code is required in some countries, and may need to be reported to Intrastat authorities when the parts arrive. This code is exported to the output file, and is printed on the transaction report.
- **Delivery Terms** Specifies the terms of delivery. This field is only used by certain countries for Intrastat reporting. In the UK, you can enter one of the following delivery terms: EXW: Ex works, FOB: Free on Board at the port of departure, CIF: Cost, insurance, and freight to the port of arrival, DDU or DDP: Delivered domicile XXX: Other Any value in this field defaults from the FOB field in vendor, customer, order, or purchase order.
- **Entry Point** The area or city where goods cross the border. The default for this field is the Border Crossing value in Country Maintenance.
- **Excluded** - Select this check box if this transaction should not be reported.
- **HS Commodity Description** - The description of the HS Commodity code.
- **Intrastat Commodity** - The Intrastat Commodity Code shows the official Intrastat commodity code that will be included in the export files. This is taken from the Intrastat Commodity Code that is stored against the HS Commodity chosen above. Occasionally, you may need to record a movement against an Intrastat commodity code that has not previously had a corresponding HS Commodity Code entry in the HS Commodity Code table. In order to do that, you enter the Intrastat Code into the HS Commodity Code field. This will then warn you that the record is not on file, but if you proceed, it will allow you to continue and duplicate the code into the Intrastat Commodity Code field also, ready for export.
- **Invoice Value** - The amount on the invoice.
- **Legal Number** The legal number for AR/AP transactions.
- **Line** - The line number on the invoice that has this part.
- **Mode of Transport** - The Intrastat code for the method of shipment. This value defaults from the code you entered in Ship Via Maintenance.
- **Net Weight** - The weight of the goods you are invoicing. Important: You may not be able to post an invoice unless you specify a weight, if you selected the Weight Required check box for the commodity. See Intrastat Commodity Maintenance for details about the Weight Required field for a commodity code.
- **Region** - Specifies the region where the invoice was entered.
- **Report ID** - Specifies the ID of the report.

- **Spec** - Designates the country-specific code that describes the purpose of the flow of goods. For example, in The Netherlands, a flow spec of "00" means a normal import/export, "01" means an export of good without doing anything to the goods, "03" means an import/export with the intention to ship the goods back to their origin, and so on. This value defaults from the information you specified in the Internationalization Configuration for your company (see Internationalization Options). You can enter up to five characters in the Spec field.

- **Statistical Value**- The value of the goods you are invoicing, including miscellaneous charges. This value does not include taxes.

- **Supp Units** - A secondary quantity of the commodity, generally associated with a different unit of measure. Important: If you selected the UM Required check box when you defined the commodity, you will not be able to post the invoice unless you specify a secondary quantity (that is, a supplementary unit). Select the UM Required box to indicate which quantity should be used for the commodity. For example, you define two commodity codes for wine; the first commodity code uses bottles as its unit of measure, and the second commodity code uses a unit of measure of liters. See Intrastat Group Maintenance for details about the UM Required field for a commodity code.

- **Tax ID** - Specifies the ID number of the state tax for the customer or supplier.

- **Document Currency** - Specifies the currency of the document.

- **Statistical Value in Doc Currency** - Specifies the statistical value in document currency.

- **Invoice Value in Doc Currency** - Specifies the amount in the invoice in document currency.

- **Taric Code** - Specifies the TARIC Code (Integrated Tariff of the European Communities) of goods.

- **EU Preference** - The Community Preference Code is used in customs declaration to indicate whether goods meet the conditions to qualify for preferential treatment with respect to tariffs.

5. Select the **Posted** check box if this transaction is ready to be posted.

6. Select **Save**.

Editing Invoice Intrastat Maintenance

Edit or review the Intrastat information for the current invoice line in **Invoice Intrastat Maintenance** if you buy products from suppliers in other European countries. This information includes the Intrastat Commodity, Border Crossing, and Mode of Transport codes.

> ℹ️ To set up the Intrastat feature and learn more about the Intrastat processing, go to the **Working with Intrastat** article first.

Use the landing page to view existing AP or to edit one.

In this article, we will cover using the AP invoice Intrastat process.

1. From the main menu, navigate to **Financial Management > Accounts Payable > General Operations > AP Invoice Entry**.

2. Go to the line of the AR Invoice and select the **Line > Intrastat** from the Overflow menu •••. The **Invoice Intrastat Maintenance** panel displays.

3. If the Intrastat values for this invoice are final, select the **Manual** check box. If you do not select this check box, the Intrastat information is automatically refreshed from its various sources when you post the invoice.

4. Edit the following parameters as required:

   - **Flow** - A country specific code that indicates whether this transaction is for a receipt (arrival) or a shipment (dispatch). For example, A or D.

   - **Transaction Type** - The kind of transaction associated with this invoice. Some examples of transaction types are change of ownership and shipping goods for a subcontract job.

   - **Entry Point** - The area or city where the goods cross the border. This value defaults from the **Border Crossing** field from the country master file.

   - **Generate 2nd Line**- Select the check box to record an additional transaction in the Intrastat report file for credit memos. This activates the additional fields for the credit memo transaction.

Invoice Intrastat M...

∧ Details

- [ ] Manual
- [x] Generate 2nd Line:

Transaction Date
2/27/2021

Period: *
0221

Flow *
Arrival

HS Commodity... *
7608

Description
aluminum tubes and pipes

Spec
A10

Description

Intrastat Commodity

Transaction Type *
11

Description

- [ ] Excluded

Description
aluminum tubes and pipes

Tax ID
intrc1tax

Region
UK

Description

Country...
GB

Description

Entry Point

Description

Country of Origin...
China

Description

Ship Via
Federal Express

Mode of Transport

Description

FOB

Delivery Terms

Description

Value of Goods
1,500.00

Net Weight
15.00

Close

🧩 The Country of Origin value is picked up hierarchically: at first from Shipment Entry, then, if not found there, from Part maintenance.

5. Select **Close** to exit the panel.

Creating Intrastat Reports

Create and generate Intrastat reports in the **Intrastat Report** application.

Intrastat reporting is a monthly obligation for companies who move goods across borders in the European Union. It enables these governments and the EU to track trade between countries. You can generate and export three types (generic, Iris, and IDEP) using Intrastat Reports. Exported Intrastat files use an electronic interface defined in Electronic Interface Maintenance.

There are three types of the Intrastat report available:

- **Iris** - This Intrastat report is specific to the Netherlands.
- **Generic** - This Intrastat report is not specific to any country. Many countries have revenue services whose third-party software accepts the generic format and localizes it to the specific needs of their own country. This version includes the information on an Iris report, plus:
    - **Invoice Line Value** – Individual line value (after deducting any line discount).
    - **Statistical Value** – Invoice line value together with a prorated portion of any additional charges on the invoice, such as freight or insurance.
- **IDEP (Intrastat Date Entry Platform)** – This Intrastat report uses file structures that can be imported using the IDEP platform. IDEP has been used to import and submit Intrastat records in Austria, Denmark, Belgium, Luxembourg, Sweden, the Netherlands, France, Portugal, and Spain since late 2014. In IDEP, you can enter data either by using a standalone application or a Web application (IDEP.WEB). You generate an IDEP report every month and submit it to tax authorities through an IDEP package or a Web application.

For a complete sales kit shipment, if the **Must Ship Kit Complete** setting is on and the **Price Type** field includes the **Parent Pricing** option, the Intrastat Report only displays the parent price. Component lines do not display values.

The **Must Ship Kit Complete** and **Parent Pricing** settings are taken from a sales order and can be different from the values defined in **Part Maintenance** for the kit. In **Sales Order Entry**, select the **Sales Kit Parameters** option and define the settings that are by default selected or cleared based on the **Part Maintenance** settings.
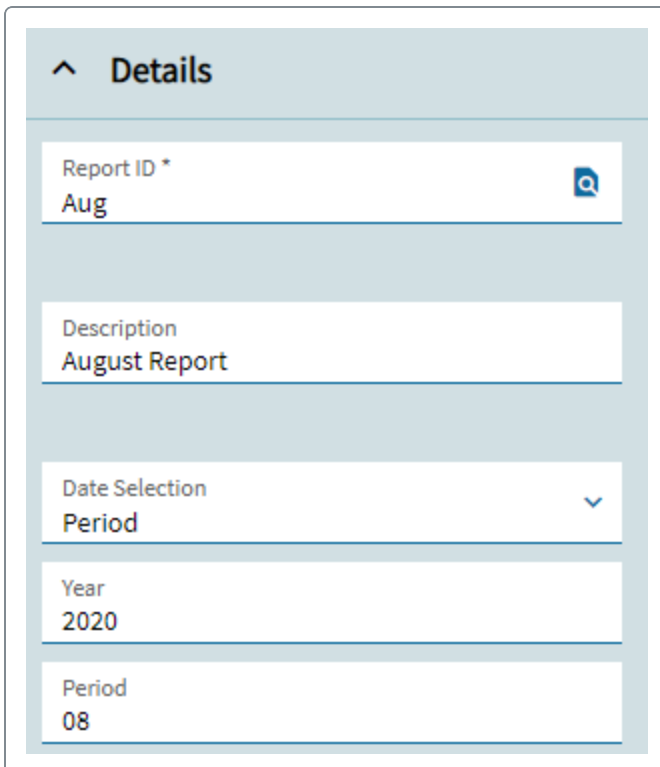
The system takes the sales kit weight from a shipment. If the weight is not set up on the shipment and in **Part Maintenance**, the system calculates it as a summary weight of all sales kit components.

Use the landing page of the application to view existing Intrastat reports or to create a new one.

In this article, we will cover creating and generating an Intrastat report. Once you enter the report details, you can generate the report using any of the options in the Overflow menu •••.

1. From the main menu, go to **Financial Management > Accounts Payable > Reports > Intrastat Report**.

2. Select **New** ⊕ to add a new report.

3. Enter an identifier for your report in the **Report ID** field.

4. Enter more information to describe the report in the **Description** field.

5. Choose whether you want to create the report for a date range or for a specific period in the **Date Selection** drop-down.

- **Date** - Select it to create the report for a date range. Enter the range in the **From** and **To** fields.
- **Period** - Select it to create the report for a specific fiscal period. Enter the year and period in the **Year** and **Period** fields.

6. Now, select the modules from which the application takes the accounts in the **Account Selection** field. Very few countries require this parameter. You might use it for running a temporary internal validation report and normally would be deleted. Available options are:

- **All**
- **Accounts Payable**
- **Accounts Receivable**
- **Manual** (for manually created transactions)

7. Verify that the country-specific code that indicates whether this transaction is a receipt (arrival) or shipment (despatch) of goods is entered in the **Flow** field. This value defaults from the information in Company Configuration. Typically, you need to provide separate reports to the government for arrivals and despatches. The options include:

- **All** - Both arrivals and despatches (uncommon)
- **Arrivals** - Only arrivals (AP receipts and AR returns)
- **Despatches** - Only despatches (AR shipments and AP returns)

The applications takes the AP and AR flow values from Company Configuration.

The application takes the AP and AR flow values from the default Company Configuration parameters from the **Arrival** and **Despatch** fields in **Modules > All Modules > Localization > Intrastat > Detail**.

> ⚠️ If you select **Arrivals** or **Despatches**, the report only displays values for the current value in Company Configuration. It is not expected that these Arrival and Despatch values will be changed. But if the value was changed, data for the old value does not display. In such a case, select **All** to view data for all values, old and current.

8. Now, set up your backdating options.

- **Backdated Items are Included** - The report will include transactions with the transaction date within the selected period, together with any previously unreported (non-posted) items prior to the start of the period. This would be the normal use if only a single report is provided each month, and backdated items do not need to be reported separately.
- **Backdated Items are Excluded** - The report will include transactions with the transaction date within the selected period, but it won't include any unreported (non-posted) items prior to the start of the period. You would use this option if you have to report new back-dated items to the government separately.
- **Only Backdated Items are Included** - The report will include only previously unreported (non-posted) items prior to the start of the period. You would use this option if you need to report backdated items separately to the government.

9. If necessary, select your rounding options. If you want to round the amounts on the report to the nearest integer, select **Round Amounts**. If you want to round the weights on the reports to the nearest integer, select **Round Weights**.

10. Select **Save**. 💾

11. Use one of the options on the Overflow menu ••• to generate or export the report in the format you want. Depending on what report you are creating, you can use the following option to print reports:

- Generic Report
- Iris Report
- IDEP Report

You can also export any Intrastat report to a file.

Exporting an Intrastat Report to a File

Export Intrastat reports using the **Export to File** option of the Overflow menu. ••• The exported report uses formatting set for the interface in **Electronic Interface Maintenance**. The system provides interfaces for exporting Intrastat reports.

> ℹ️ IDEP report is exported into Excel files. Depending on the electronic interface setup, arrivals and despatches can be exported into two different Excel files or to the same work sheet in one Excel file.

Before exporting Intrastat reports, make sure you have created a respective electronic interface in **Electronic Interface Maintenance** using the appropriate program:

- Generic format: **Server\Erp\EI\IntraStatExport_GENERIC\IntraStatExport_GENERIC.cs**
- Iris format: **Server\Erp\EI\IntraStatExport_IRIS\IntraStatExport_IRIS.cs**

- IDEP format: **Server\Erp\EI\IntraStatExport_IDEP\IntraStatExport_IDEP.cs**

Calculating Taxes in AP Invoice Entry

The **AP Invoice Entry** provides multiple functions to calculate, review, and enter taxes for the invoice.

In this article, we will cover:

- [Calculating Taxes](#)

- [Entering Invoice Taxes](#)

Calculating Taxes

Two calculating options are available in the Overflow Menu ••• :

- Select **Group > Calculate All Taxes** to automatically calculate the invoice taxes for all the current group's items. Run this process after all relevant information has been entered for all invoices.

- Select the **Invoice > Calculate Tax** command to automatically calculate the invoice taxes for the current invoice.
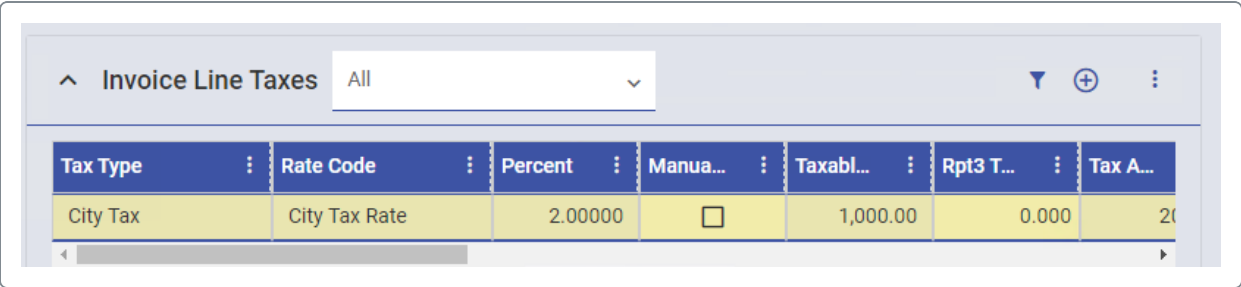
- Select **Group > Set All Ready to Calculate** when you are ready to calculate invoice details. Tax calculations will take place when you save items tied to the invoice that could affect taxes. These items include the Header Detail, Line Detail, and Miscellaneous Charges cards. During processing, taxes are calculated against this AP invoice.

Entering Invoice Taxes

Expand the **Tax > Invoice Line Taxes** card to enter or view taxes applied to an invoice line.

1. Select **New** ⊕ to add a new tax.

2. Select the tax type, rate code, percentage, and taxable amount.

Tax Type		Rate Code		Percent		Manua...		Taxabl...		Rpt3 T...		Tax A...
City Tax		City Tax Rate		2.00000		☐		1,000.00		0.000		2(

3. Select **Save**. 💾

Creating Manual GRNI Clearing Documents

This option is enabled when the **Allow Multiple Invoicing of Receipts** check box is selected and the check boxes for **Manual GRNI Clearing** section are selected in **Company Configuration**. You use this feature when you need to show you have closed receipts in the system for their reconciliation. You can create a Manual GRNI (Goods Received Not Invoiced) Clearing document type in Transaction Document Type Maintenance which uses the Manual GRNI Clearing system transaction. Setting up and creating this type of document helps to reconcile the AP clearing accounts.

> ℹ️ When you create a manual GRNI clearing AP document, it can be posted and viewed in **AP Invoice Tracker**. However, an AP Invoice transaction is not created or posted to the GL.

In this article, we will cover creating manual GRNI clearing documents.

1. In AP Invoice Entry, select **New Manual GRNI Clearing** from the Overflow menu.

2. Select a **Ref PO**.

3. Select an **Invoice Date** and **GRNI Clearing** document type.

   The GRNI Clearing label displays.

4. Select **Save**.

5. From the Overflow menu, select **New Receipt Line** in the **Invoice Lines** card.

6. Select line(s) from the AP Invoice Uninvoiced Receipt Lines grid. The line(s) move to the AP Invoice Selected Receipts grid.

7. Select Create Lines. The selected receipt lines are added to the current AP invoice.

8. Verify the **Final Invoice** check box is selected.

9. Select **Save**.

Defining the Recurring Parameters for AP Invoices

Expand the **Recurring Invoices** card of the **AP Invoice Entry** to define the recurring parameters for an AP invoice.

> ℹ️ You must first set up recurring cycles that define how recurring invoices will be generated in **Recurring Cycle Maintenance**.

In this article, we will cover defining.

1. Select the **Recurred** check box to indicate whether the invoice is a recurring source invoice.

2. Select the required cycle code from the drop-down list.

3. Select the **Override End Date** if you want to specify a certain end date instead of using the duration.

   The **Duration** field will be disabled and the **End Date** field will become available.

4. Select **Save**. 💾

5. To finalize the process select **Get > Get Recurring Invoices** from the Overflow menu.

   You can find more information about this process in the [Generating Recurring AP Invoices](#) article.

Managing Legal Numbers for AP Invoices

In this article, we will cover:

- [Assigning Legal Numbers](#)

- [Voiding Legal Numbers](#)

Assigning Legal Numbers

Use the **Legal Numbers > Assign Legal Number** command to assign a legal number to an accounts receivable (AP) invoice or debit memo.

If you have set the generation type to Manual in the **Legal Number Maintenance** program, you will be required to manually assign a legal number to your AP invoice or credit memo.

> ℹ️ You cannot assign a new legal number to the document if an existing legal number is assigned to it.

To assign a legal number:

1. Within the **AP Invoice Entry** program, select a group from the **Group** card.

2. Select an invoice from the **Invoices** card.

3. From the Overflow menu, highlight the Legal Numbers sub-menu and select the **Assign Legal Numbers** command.

4. Enter the required legal number element information in the legal number prompt and select **OK**.

   The format of the legal number is based on the legal number format configuration defined for the document type in **Legal Number Maintenance**.

   The legal number is assigned to the invoice.

5. Select **Save**. 💾

Voiding Legal Numbers

Use the **Legal Numbers > Void Legal Numbers** command to void a legal number that has been assigned to a document. You will be required to specify a reason for voiding the number.

After the legal number is voided, you can assign a new legal number. It will either be automatically generated (for Automatic generation type) or must be entered (for Manual generation type).

> ⓘ   If you set voiding for the legal number format to Automatic Voiding in **Legal Number Maintenance**, the legal number voids automatically when the AP invoice is deleted.

To void a legal number:

1. Within the **AP Invoice Entry** program, select a group from the **Group** card.

2. Select an invoice from the **Invoices** card.

3. From the Overflow menu, highlight the Legal Numbers sub-menu and select the **Void Legal Numbers** command.

4. Enter a reason in the **Void Reason** field of the Void Legal Number screen and select **OK**.

    The legal number is voided from the invoice.

5. Select **Save**. 💾

Entering AP Invoices

Entering AP invoices is very important process in closing the financial deals of your company. You buy things and you need to pay for them, you have to meet your terms with the suppliers, get discounts and keep close track of all these transactions. To record payments to your suppliers use the **AP Invoice Entry** app. The invoices you enter here update open purchase orders, shipping receipts, and General Ledger accounts.

> ⚠️ To enter an AP invoice, you must install the **Accounts Payable** license.

You can use this app to create both regular invoices and debit memos. Within regular invoices, each line must be assigned a specific type.

In this article, we will cover:

- [Creating New Groups](#)
- [Specifying Invoice Details](#)
- [Creating Lines](#)
- [Managing General Ledger Functions](#)
- [Adding Deferred Expense Amortization Details](#)
- [Locking/Unlocking Group](#)
- [Posting Invoices to AP Accounts](#)
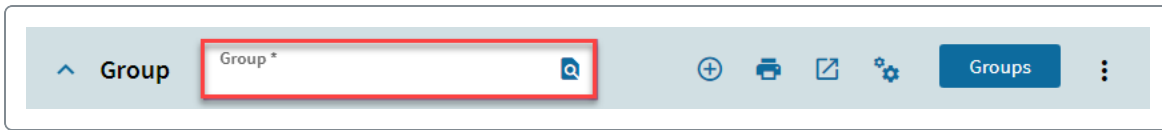
Creating New Groups

Start with creating a new group. A group is a batch of invoices that you collect and post to the 'General Ledger'. Once you create the group, you then enter or generate invoices to process through this group.

To create a group:

1. Open the **AP Invoice Entry** app.

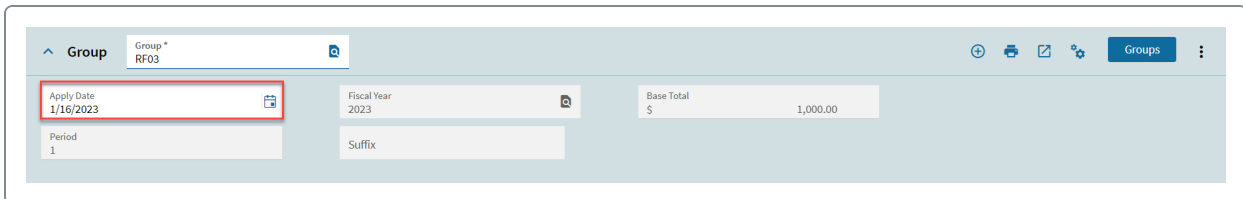2. To add a new group, select **New Group**. ⊕

   The **Group** field is now ready for entry.

3. Enter a name for the group.

4. Select the **Apply Date** drop-down list to define the default fiscal period to which group transactions post.

   The company's default fiscal calendar determines the values that display in the **Fiscal Year** and **Period** fields.

5. Select **Save**. 💾

Specifying Invoice Details

Enter invoice header information. Here you add or edit miscellaneous charges placed against the current invoice, enter sales tax information, and define an invoice as a recurring source invoice.

1. Locate the **Invoices** card.

2. Select **New Invoice**. ⊕

   The **Invoice Header** card displays.

3. Enter the **Supplier**, **Invoice**, **Invoice Date**, and the **Amount**.

4. Use the **Payment Method** field to select the default method for remitting payment to this supplier.

5. Select the **Hold Invoice** check box to block posting of the invoice. Select this check box when the invoice is disputed or when you need supervisor approval.

6. If the **Site** field is visible, select a site.

> ⚠️ This field is only available/visible if you select the 'Use Multi-Site Processing' check box located on the 'General' card of the 'Company Configuration' app. You must also select the 'Site Segment' check box for a segment using the 'Chart of Accounts Structure Maintenance' app.

> ℹ️ After you create an invoice line, you will see an entry on the 'GL Analysis' card. The account assigned to this record has the site segment replaced with the site segment for the site you selected in the 'Site' field. For example, a assume a scenario where you are entering an invoice in the 'Main' site but you select the 'Evanston' site in this field. If the default account would have been 2000-00-00, and the site segment value for 'Evanston' is 01, then the account you would see instead is 2000-01-00.

7. Select **Save**. 💾

> ℹ️ After you save the invoice the payment schedule is generated based on the purchasing terms. Use the **Payment Schedule** grid to edit, and review the schedule through which you will pay the amount on an AP invoice. The Days Before Due and Discount Percent columns are available only if an option that uses the 'By Schedule' Discount Type is selected in the Terms field on the Invoice Header card.

Creating Lines

After the invoice header information is complete, add detail lines to it. These detail lines can be different line types – depending on the reason for the payment.

The available line types include:

- **Receipt Line** – Add this type for lines linked to receipts. These receipts are created through the Shipping/Receiving module.

- **Miscellaneous Line** – Use this type for miscellaneous expenses or as a recurring source invoice to use as a template for other recurring invoices; this line type is not linked to purchase orders or job records.

- **Job Miscellaneous Line**– Use this type to record miscellaneous charges for materials used on specific jobs.

- **Advanced Billing Line** – Use this type when you make an advance payment against a purchase order line before you receive a shipment from the supplier.

- **Unreceived Billing Line** – Use this type when you make a payment against a shipment that is sent out, but is not yet received by your company.

- **Asset Line** - Use this line type to specify relevant information after the purchase of an asset.

In this section, we will cover:

- [Adding Miscellaneous Lines](#)
- [Specifying Late Landed Costs from Third Party Suppliers](#)

Adding Miscellaneous Lines

This example shows you how to enter a **Miscellaneous Line** type. Typically, you create miscellaneous line invoices to account for miscellaneous expenses that are not linked to any purchase order or job records. You can also define a miscellaneous line invoice as a recurring source invoice to use as a template for other recurring invoices.
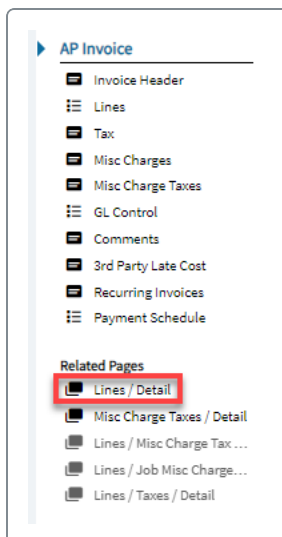
> The **Recurring** check box must be selected and a **Cycle Code** set on the Header card or an invoice with a miscellaneous line to be designated as a recurring source invoice.

To add a miscellaneous line:

1. In the Nav tree, select the **Line/Detail** node.

   The **Line Detail** card displays.

2. On the card, select **Misc Line**. ⊕

3. Search for and select a part.

Invoice Information

Line Type
Miscellaneous Billing

Part   🔍

Description *   🗛

Tax Category   ∨

Tax Exempt

Purchase Code   ∨

ℹ️ To locate the 'Invoice Information' group box, you must scroll down on the 'Line Detail' card.

4. Enter the **Supplier Qty** and **Unit Cost**.

Supplier Part   🔍

Supplier Qty   UOM
1   EA   ∨

Unit Cost
112.00

Cost Per
/1   ∨

Ref Disc Amt
0.00

☑ Final Invoice

5. Select **Save**. 💾

> ℹ️ If necessary, you can add miscellaneous charges or miscellaneous charge taxes for this line using the **Misc Charges** card.

Specifying Late Landed Costs from Third Party Suppliers

Landed costs are any additional, unallocated expenses you must include with the cost of purchased materials. Commonly, the total cost of a landed shipment includes the purchase price, freight, insurance, and other costs up to the port of destination that cannot be handled through labor or burden calculations. In some instances, it may also include the customs duties and other taxes levied on the shipment.

In some countries, it is common for simple domestic receipts to have freight charges added from a third-party supplier. Since all costing has to be done on the basis of actual received invoice documents and not by adding an estimated charge, this means that many receipts need to use this feature to add a freight charge at a later time.

For example, you can enter an invoice from a third party supplier, Dane Transportation Company, related to an inventory purchase order (PO) receipt without using Landed Costs and having Late Costs update the average or FIFO cost layer for the parts received on the PO receipt.

To specify late landed costs from 3rd party suppliers and allocate them to received goods:

1. In the Nav tree, select the **AP Invoice** node.

   The **Invoice Header** card displays.
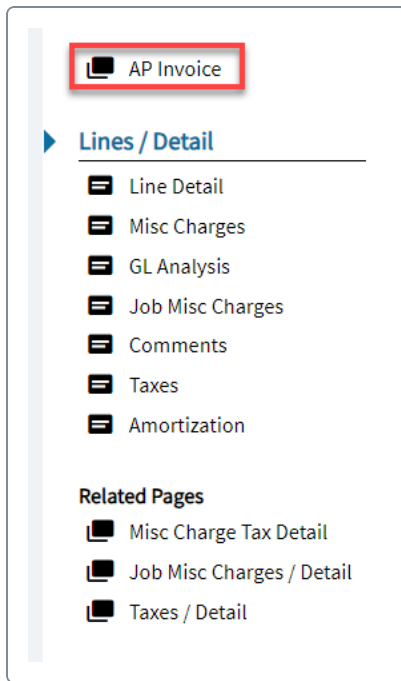
2. Scroll down to locate and expand the **3rd Part Late Cost** card.

3. Select **New Late Cost** ⊕ in the **Late Cost Lines** card.

> You can also automatically add Late Costs related to container shipments or purchase receipts to the AP Invoice.

Show me how to automatically transfer Late Costs related to container shipments and purchase receipts

All late costs related to a container shipment or purchase receipt can be automatically added to the AP Invoice using the Get Late Costs function. You can select one, many or all late costs for multiple containers or receipts related to the supplier on the invoice.

1. From the Overflow menu •••, select **Get > Get Late Costs**.

2. The **AP Invoice Add Late Costs** sliding panel displays.

3. On the **Receipts/Containers** card, review the list of purchase orders with uninvoiced receipts and containers for the supplier and select the one for which you want to get late costs.

4. The Late Cost lines that have not been invoiced display on the **Late Cost Lines** card.

5. Select the line(s) you want to invoice or use the **Select All** button.

Late Cost Lines	All				

	PO	Container ID	Seq Num	Description	Doc Misc Amount
☐	4214	7	2	Maersk Shipping Cost	653.70

Total Uninvoiced $ 653.70   Currency USD   Select All

6. Once selected, the Late Cost lines move down to the **Selected Late Costs** card.

7. To generate the Late Cost lines, select the **Generate Late Costs** button at the bottom right-hand corner of the sliding panel.

AP Invoice Add Late Costs

PO	Packing Slip	Container ID	Receipt Date	Status

⤢ Full Screen

Late Cost Lines All ⌄

Select All ▼ ⋮

	PO	Container ID	Seq Num	Description	Doc Misc Amount
☐					

⤢ Full Screen

Selected Late Costs All ⌄

▼ ⋮

	PO	Packing Slip	Container ID	Seq Num	Description	Doc Misc Am...
☐						30.00

Create Late Costs   Cancel

---

8. Select **OK** to the **Late Costs have been created** message.
9. The lines pulled in from the selected PO now display in the **Late Cost Lines** card.

4. Select a **Charge Code**.

5. Specify the **Type**.

6. Select the **Supplier** field to search for and select a supplier.

7. Select **Add to Allocation Grid**. The grid displays only received lines available for allocation.

8. Select the lines for allocation using the **Selected** check box in the grid. All received receipt lines are added to the **Allocated Lines** grid.

9. Select the **Allocate Cost** button in the **Lines To be Allocated** card.

   Allocations are recalculated. Cost is allocated between the selected lines (unselected lines are ignored) in proportion to the line value according to the disburse method. The application shows the **Allocated Amount**.

Managing General Ledger Functions

In this section, we will cover:

- Allocating Lines to Multiple General Ledger Accounts
- Setting GL Controls

## Allocating Lines to Multiple General Ledger Accounts

Distribute the current line amounts to specific **General Ledger** accounts. This functionality enables you to update the GL distribution amount, and allocate to multiple GL accounts. This distribution creates the expense offset to Accounts Payable for each invoice line.

You can also distribute these amounts across multi-company accounts and select the external company and GL account that will receive the AP allocations. After you post the AP invoice, the subsidiary (child) company will receive the allocations through a **GL Journal Entry**.

To allocate the allocate expense amounts to more than one GL account:

1. Open Invoice Lines > Detail > GL Analysis and specify the GL account for distribution in the **GL Account** field on the **G/L Distribution** card .

2. In the Nav tree, select the **Lines/Detail** node.

   The **Line Detail** card displays.
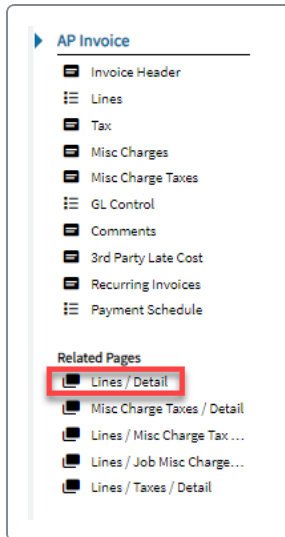
3. Scroll down to locate and expand the **GL Analysis** card.

4. Enter the amount you want to apply to this account in the **Document Amount** field.

5. Select **Save**. 💾

Setting GL Controls

The general ledger (GL) control or controls selected on this GL Control card determine the accounts and journal codes used to post transactions to which the record applies.

You can associate one or more GL controls with a record in this setup program. Each control associated with a record must belong to a different control type. The association allows the use of control values when the record applies to a posted transaction.

> ⓘ For example, the AR Account and AP Account GL control types reference the company entity. You define GL controls based on both types and apply them to Company A in Company Configuration. A transaction that belongs to Company A then posts using the account hierarchy set up for this specific transaction for the Company A business entity. Posting rules use the controls' account references to create the accounts for the company's journals.

> ⓘ You cannot associate GL controls with programs where users select posting accounts when they enter transactions. Examples of this type of program include AP Adjustment and Cash Receipts. The Master Chart of Accounts (COA) defines the accounts available in these programs.

To add GL controls:

1. In the Nav tree, select the **AP Invoice** node.

   The **Invoice Header** card displays.
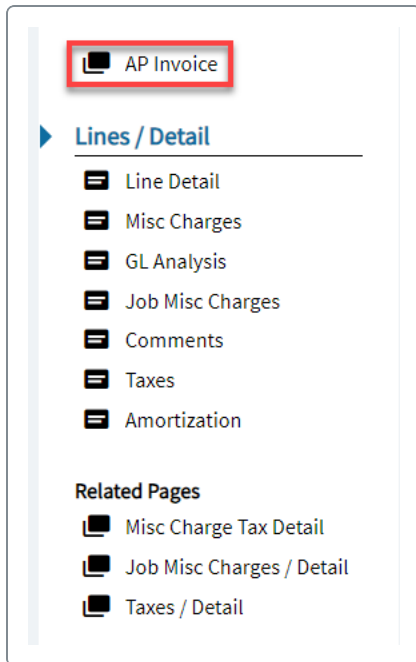
2. Scroll down to locate and expand the **GL Control** card.

3. On the **GL Control** card, select **New**.

4. Select the **GL Control Type** that contains the account contexts you need.

5. Next use the **Control** field to enter a GL control contained by the selected GL control type.

6. Continue to add the GL control types you need for the current company. When you finish, select **Save**.

Adding Deferred Expense Amortization Details

In this section, we will cover:

- [Adding Amortization Lines](#)

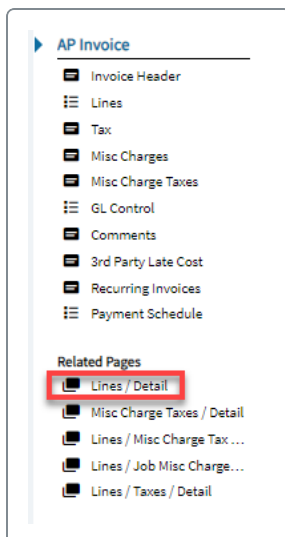- [Making Deferred Expense Amortization Schedules](#)

Adding Amortization Lines

You can create, delete and auto-complete amortization schedules for invoice lines.
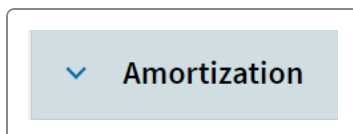
To add a new amortization line:

1. In the Nav tree, select the **Lines/Detail** node.

   The **Line Detail** card displays.

2. Scroll down to locate and expand the **Amortization** card.

3. Select **Deferred Expense** check box.

4. Specify the **Amortization code** field.

5. Specify the **Deferred Expense GL Account**.

6. Select the **Create** button.

7. Select **Save**.

Making Deferred Expense Amortization Schedules

You can also use **Deferred Expense** of the Overflow menu to perform actions with deferred expense amortization schedules for all invoices in the selected invoice group.

You can choose from the following actions:

- **Generate Amortization Schedule** - Generate a schedule for all invoices in the selected invoice group.

- **Restore Amortization Schedule** - Overwrite a manually entered schedule line and restore the originally generated schedule.

- **Delete Amortization Schedule** - Delete amortization schedules for all invoices in the group.

Locking/Unlocking a Group

You can manually lock/unlock a group to make it available for other users. For example, a user need to review/print the 'Group Edit List' for a particular group. If you attempt to open a group that is locked by a certain user, Kinetic displays a message informing you the group is locked by a specific User ID.

1. If you are creating a new group, the In Use By field displays the user ID that created the group.
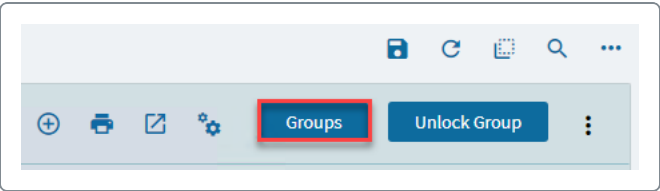
    In this case, the group was created by the 'MANAGER' user. However, this is just an example.
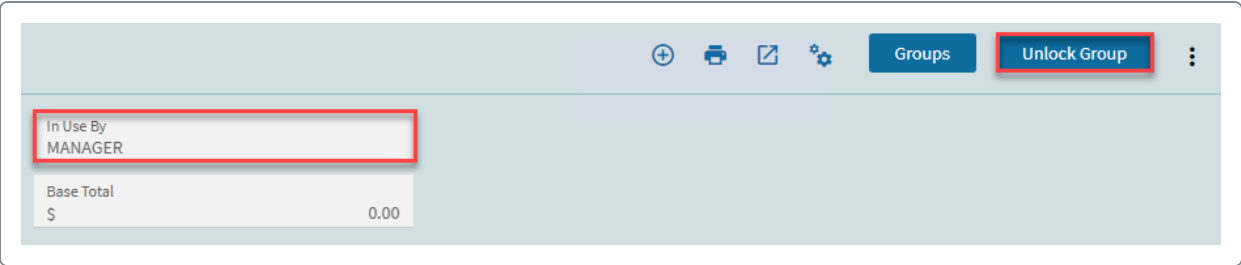
2. Select **Unlock Group**.
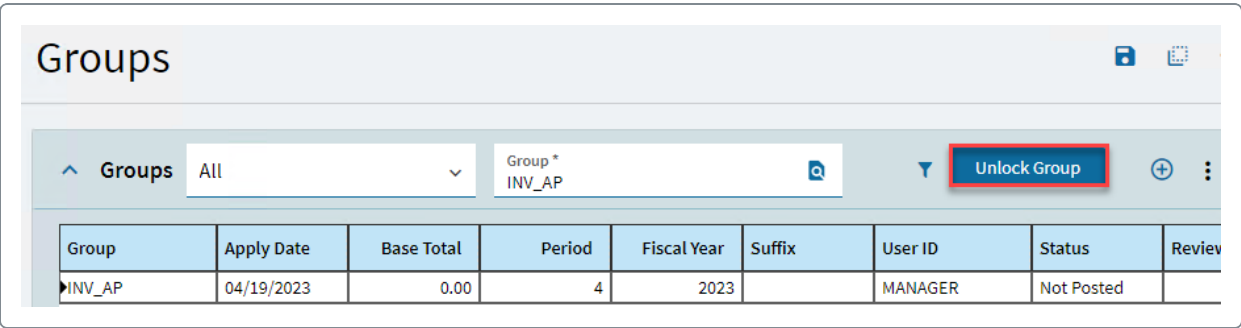
    The group is now unlocked.

3. If you want to lock/unlock a specific group, select the **Groups** button.

    The Group panel opens.

4. Inside the panel, highlight the group in the grid, and select the **Unlock/Lock** button.

Posting Invoices to AP Accounts

To finish the **AP Invoice Entry** process, you must post the invoices to the AP accounts within the General Ledger. When an entry group is posted, transactions update the AP information for each supplier referenced within the group.

> **ⓘ** Once you post the invoices, you can no longer edit or delete them. You can place a posted invoice on hold. If you post an invoice in error, you can enter offsetting transactions. You can also use Invoice Adjustment to write it off, or create and apply debit memo to close the invoice. If you need to adjust the amount of the invoices, you can create a correction invoice.

Use the **AP Invoice Entry** app to modify the invoice number of any recurring invoice prior to posting:

1. Open the **AP Invoice Entry** app.
2. Select a group of recurring invoices.
3. Select any recurring invoice that hasn't been posted yet.

4. Select the **Change Invoice Number** button in the top right corner of the **Invoice Detail** card.

5. On the Change Invoice Number panel enter your custom invoice number in the **New Invoice Number** field.

Change Invoice Number

Change Invoice Number

Original Invoice Number *
123XXX-2

New Invoice Number

6. Select **OK**.

You can see your new invoice number in the Invoice field on the Invoice Detail card.

To post an entry group:

1. Select **Group Post**.

The **AP Invoice Post Process** panel opens.

AP Invoice Post Process

Options

Group
1234

2. Select **Post** to post the group. The application displays an error message if the group contains invalid entries.

> ⓘ If posting errors occur, select the **Group > Posting Log** card to review an error log. Use this log to locate the errors. You can re-post the group after correcting them.

Reviewing Supplier Part Cross Reference

Review the supplier and qualified manufacturer's part cross references associated with the invoiced internal part you receive for the specified purchase order line in **Supplier Part Cross Reference**.

Let's suppose you purchased a widget from Widget Design, Inc. Within your company's database, the part number is WIDG123. This supplier, however, tracks this part as abc1-WDGT. You enter WIDG123 in the **Part** field and abc1-WDGT in the **Supplier Part** field.

You create supplier part cross-references in the **Qualified Manufacturer**, **Approved Supplier Maintenance**, and **Supplier Price List Maintenance** programs.

The purpose of **Supplier Part Cross-Reference** is to validate purchase order accuracy and fitness of use. No quantities display on this page because amounts are recorded directly in the **Receipt** and **Inspection Processing** programs against your base internal part number only. It merely allows you to verify that the supplier or manufacturer part numbers you are ordering, invoicing, or receiving are valid for your internal part number.

In this article, we will cover:

- Selecting Supplier Part Cross Reference for Review

- Verifying Supplier Part Cross Reference in AP Invoice Entry

- Verifying Supplier Part Cross Reference in Receipt Entry

Selecting Supplier Part Cross Reference for Review
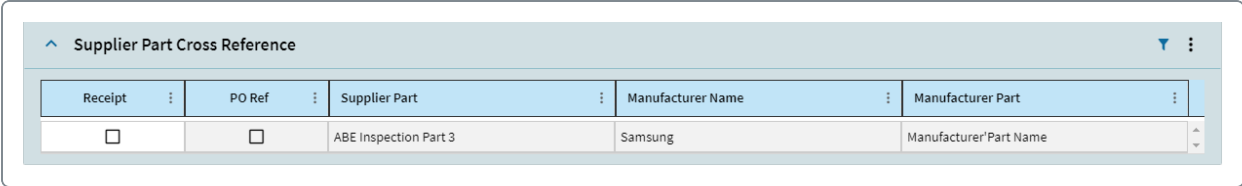
1. Select a receipt you need for from the grid on the landing page.

2. Go to the **Line Detail** page in the navigation tree.

3. Select **Search** in the **Suppler Part** field.

4. Review the information you need in **Supplier Part Cross Reference**.

Verifying Supplier Part Cross Reference in AP Invoice Entry

Review the supplier and qualified manufacturer's part cross-references associated with the internal part being invoiced for the specified purchase order line.

1. Select the **Invoice** check box to determine the specific manufacturer or supplier part numbers you received. This allows you to verify supplier or manufacturer part numbers for which you

are processing AP invoices. Select the check box for the lines in the Supplier Part Cross Reference that display the specific supplier or manufacturer part numbers being invoiced.
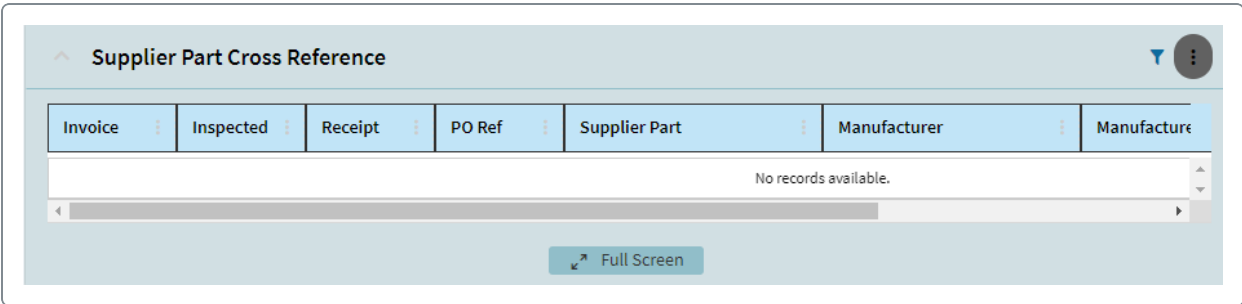
- **Invoice** - Indicates which specific supplier and manufacturer part numbers were referenced when the you inspected purchase order line using the Inspection Processing program.

- **Inspect** - Designates the specific manufacturer or supplier part numbers you inspected. This allows you to verify exactly which supplier or manufacturer part numbers you are currently inspecting. For example, if you are inspecting Motorola and Texas Instruments manufacturer part numbers, you would select the check box for the appropriate lines displayed in **Supplier Part Cross Reference**. If you are only inspecting Texas Instruments items, you would only select that particular check box.

- **Receipt** - Indicates which specific supplier and manufacturer part numbers were referenced when the you received purchase order line received in the application.

- **PO Ref** - Indicates which specific supplier and manufacturer part numbers were referenced on the purchase order line when you entered on **Purchase Order Entry - Lines Detail** card.

2. Select **OK**.

Verifying Supplier Part Cross Reference in Receipt Entry

Review the supplier and qualified manufacturer's part cross-references associated with the internal part you are receiving for the specified purchase order line.

1. Select the **Receipt** check box to determine the specific manufacturer or supplier part numbers being received. This allows you to verify supplier or manufacturer part numbers you are currently receiving. Select the check box for the lines in the Supplier Part Cross Reference that display the specific supplier or manufacturer part numbers being received.

- **Receipt** - Designates the specific manufacturer or supplier part numbers being received. This allows you to verify exactly which supplier or manufacturer part numbers you are currently receiving. For example, if you are receiving Motorola and Texas Instruments manufacturer part numbers, you would select the check box for the appropriate lines displayed in **Supplier Part Cross Reference**. If you are only receiving Texas Instruments items, you would only select that particular check box.

2. Select **OK**.

Matching Material Receipt Lines

Match unreceived billing invoice lines with material receipt lines in **Invoice Receipt Match Maintenance**. After you both enter a material receipt and post an unreceived billing invoice from the same supplier, these records appear in the **Invoice Receipt Match Maintenance**. You then link, or match, a selected invoice line with a selected receipt line.

> ℹ️ To match these records, both the receipt and the invoice must share the same Supplier ID.

Use the landing page of the application to view existing material receipt lines or to post one.

In this article, we will cover:

- [Matching Unreceived Invoices Receipts](#)
- [Posting Matched Invoices](#)
- [Viewing Error Log](#)

Matching Unreceived Invoices Receipts

To link an unreceived invoice line to a receipt line:

1. From the main menu, go to **Financial Management > Accounts Payable > General Operations > Invoice Receipt/Match** .

2. On the **Unreceived Invoice Line** card, select the receipt you want to match with the invoice. The **Matching Details** and **Unmatched Receipt Lines** cards display.

   On the **Matching Detail** card, review all the receipts created for the invoice's supplier.

3. On the **Unmatched Receipt Lines** card, select the **Match** icon.

> ℹ️ Only one receipt line can be matched to the invoice line.

The invoice is now linked or matched, to the selected receipt.

> ℹ️ To unmatch the linked receipt, select the **Unmatch** icon.

Posting Matched Invoices

After you match an invoice with a receipt, you next post these records to the General Ledger. This causes several GL entries to be created, including Invoice and Receipt Variance amounts.

To post invoices:

1. From the Overflow menu ⋯, select the **Post** command.
2. Make sure all entries are correct and select **Yes** to confirm posting.

Viewing Error Log

If any errors occur after the posting process, a message appears invites you to review these errors on the **Posting Log**.

This table details the possible error messages and what they mean:

Message	Meaning
Invalid Balance	Either this invoice has a negative balance, or this debit memo is 0 or has a positive balance. Review all detail lines.
Invalid Line Balance	Either the invoice line has a negative balance, or a debit memo line is 0 or has a positive balance. Review this debit memo detail line.
Receipt Information NOT available	A Receipt Billing line references an invalid receipt. Review the specific detail line.
Job Material NOT Available	A receipt billing line that references a job material has an invalid job sequence. Review the specific detail line.
Job Operation NOT Available	A receipt billing line that references a job operation has an invalid job sequence. Review the specific detail line.
Invalid AP Account ID	The AP invoice header is linked to an invalid AP account. Review either the AP invoice header or the AP Account record.

Review the errors and then use **AP Invoice Entry** or the appropriate maintenance program to correct the error. When the invoices or GL account numbers are correct, run the **Post** command again.

Using Posted Invoice Update

The **Posted Invoice Update** app gives you limited control over posted AP invoices. You can use this app to place a posted invoice or its payments on hold, add a memo, link a 1099 code, and on most invoices, you can also change the 'Due Date'.

In Posted Invoice Update, you can:

- Review posted AP invoices.
- View the final invoice status for GRNI (Goods Received Not Invoiced)
- Clearing documents. A highlighted GRNI Clearing indicator displays next to the invoice number and you can see the setting of the Final Invoice check box.
- Modify certain recurring settings on a posted AP invoice, remove the recurring invoice settings, or make its status inactive.

> ℹ️ Note that you cannot edit a posted invoice. If you post an invoice in error, you must enter an offsetting transaction.

Use the landing pageof the application to select a posted invoice to view.

To review detailed information about a posted AP invoice:

1. Open the **Posted Invoice Update** app.

   The **Invoices** card displays.
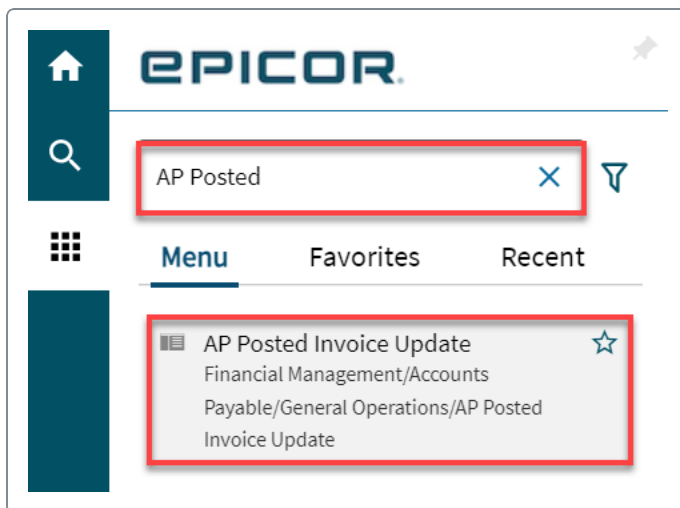
2. Once you open the app, you have two options.

a. You can search for and select an invoice using the 'Invoice*' field.

Posted Invoice Maintenance

| ∧ | **Invoices** | All | ∨ | Invoice * | 🔍 |

b. You can click the invoice number link inside the grid.

Posted Invoice Maintenance

| ∧ | **Invoices** | All | ∨ | Invoice * | 🔍 |

	Invoice	Supplier Name	Invoice Date	Due Date
▶	12002	AB Electronics	01/15/2022	12/13/2021
	12458	AB Electronics	12/29/2021	01/07/2022
	12459	AB Electronics	12/29/2021	01/07/2022
	654	AB Electronics	12/29/2021	01/07/2022

> ℹ️ Whether you choose 'a' or 'b', the **Detail** card displays.

3. Using the **Detail** card, review the data for the selected invoice. You can place either a posted invoice or its payments on hold. You can add memos here too. You can also change the 'Due Date'.

- **Hold Payments**

  Options

  ☐ Hold Payments

  ☐ Hold Invoice

- **Hold Invoice**

- **Due Date**

- **Memos**

- **Attachments**

4. In the Nav tree, select the **Invoice Lines** node.

   The **Invoice Lines** card displays.
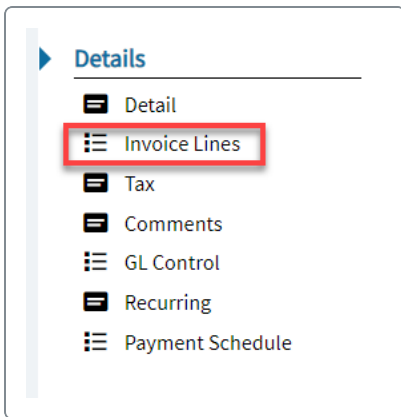
5. Review the card.

	Line	Line Type	Part	Description	Supplier P...	Supplier Qty	UOM	Unit Cost	Cost Per	Extended ...
	1	Miscellaneous Billing				1.00	EA	1,890.00	/1	1,890.00

6. Select the **Tax** node in the Nav tree.

   The **Tax** card displays.
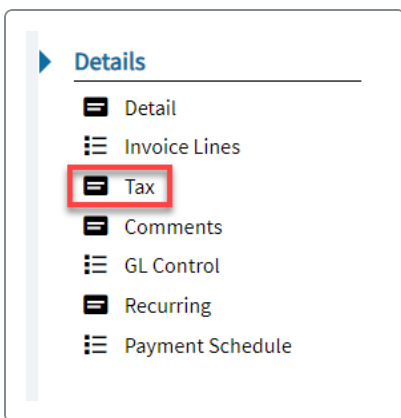
7. Review the taxes that are placed against the current invoice.

Tax			
Cleveland	Taxable $ 1,890.00	Tax $ 202.00	Reportable $ 202.00

Invoice Taxes All

8. Select the **GL Control** node in the Nav tree.

   The **GL Control** card displays.

9. Review the **Type** and **Control** codes. The codes are pulled from the existing files.

   GL Control

GL Control Type	Type Description	GL Control Co...	Control Description
AP Account	AP Account	APTD	Accounts Payable Trade

10. Select the **Recurring** node in the Nav tree.

    The **Recurring** card displays.

Use the **Recurring** card to define certain recurring parameters for a posted 'AP Invoice'. The fields on this card default from the 'Cycle Code' selected in the invoice header. This is the 'Detail' card.

The fields located on the 'Recurring' card can be modified per invoice. You can remove the 'Recurring Source' setting for a recurring source invoice from which no recurring invoices were generated. You can select the **Inactive** check box for any invoice at any time and no additional recurring invoices will be created for the selected invoice.

11. Select the **Payment Schedule** node in the Nav tree.

   The **Payment Schedule** card displays.

   Details
   - Detail
   - Invoice Lines
   - Tax
   - Comments
   - GL Control
   - Recurring
   - Payment Schedule
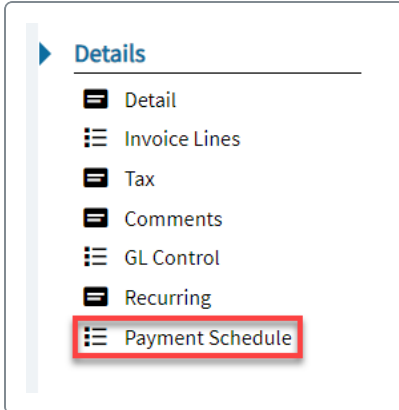
   ℹ️ Use the **Payment Schedule** card to edit and review the payment schedule for the posted invoice. The payment schedule is based on the purchasing terms defined for the invoice. You can only update the payment terms if the invoice has no payments or partial payments.

Payment Schedule	All

	Payment	Days	Due Date	Percentage	Amount	Days Before ...	Discount Per...
▶	1	9	01/07/2022	100.000000	1,890.00	0	0.00

12. When you finish, save the changes and exit the app.
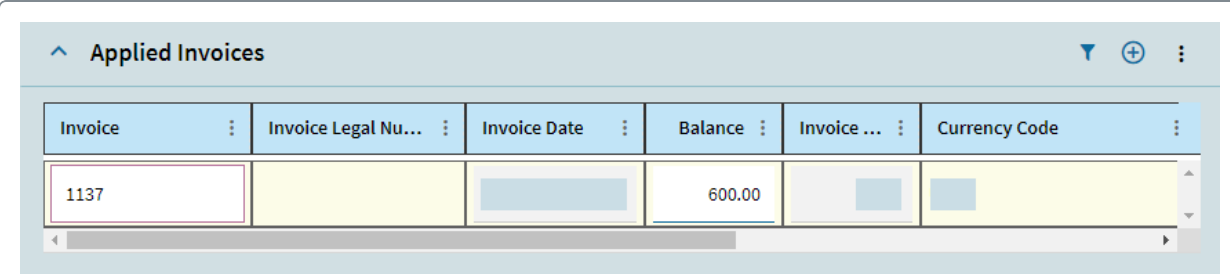
Applying Debit Memos/Prepayments

Apply, or record, debit memos against the total amount due on selected AP invoices in **Apply Debit Memo/Prepayment**. The system then subtracts the amount you apply from the total amount due on each AP invoice you define through this program.

Prepayments are payments you make to a supplier in advance of receiving goods or services. You can enter prepayments within **AP Payment Entry**. Then, you can select the prepayment within **Apply Debit Memo/Prepayment** to add the amount you are applying against the prepayment as a debit memo on the invoice. After you create a debit memo against a prepayment, you can then add other invoices to the debit memo and enter additional amounts to apply. When you enter all of the amount values you want on the debit memo, you then apply them against the selected invoices.

In this article, we will cover updating and applying a prepayment.

1. From the main menu, go to **Financial Management > Accounts Payable > General Operations > Apply Debit Memo / Prepayment**.

2. From the grid, select the record you want to use.

3. In the **Detail** card, verify/change the total amount of the prepayment amount in the **Amount to Apply** field.

4. Select a **Transaction Apply Date**.

5. Select **Save**.

6. Optionally, add additional invoices to this prepayment. In the **Applied Invoices** card, select **New** to select an invoice to apply.

7. Enter a valid invoice number in the **Balance** field.

8. Specify other details as required.

9. Select **Save**.

10. Select **Apply Debit Memo/Prepayment**.

Entering a Letter of Credit for a Supplier

If you have a letter of credit for a supplier, you can enter and track that letter in **AP Letter of Credit Entry**. First, complete the information in the Detail card. Then, use the Additional Data card to enter more information about the letter of credit.

Use the landing page of the application to view existing letters of credit or to enter a new one.

In this article, we will cover:

- [Entering the Letter of Credit Details](#)
- [Entering Optional Receiving Information for a Supplier Letter of Credit](#)

Entering the Letter of Credit Details

1. Go to **Financial Management > Accounts Payable > General Operations > AP Letter of Credit Entry**.

2. Select **New** ⊕ to add a new letter of credit.

3. In the **LC Reference** field, enter the reference number for the letter of credit.

4. In the **Description** field, enter some description of the letter of credit. This will print on reports and display on screen in multiple places.

5. In the **Supplier** field, enter or search for and select the supplier with whom you have set up the letter of credit.

6. From the **Bank** drop-down list, select the bank with which you have established the letter of credit.

7. Select **Ship Complete** to indicate the goods or services received via this letter of credit must be shipped complete.

8. In the **Value** field, enter the amount of credit available with this letter.

9. The **Currency**, **Lock, Exchange Rate**, and **Bank Value** fields indicate the amount of credit available using the currency exchange rate at the selected bank. These values only display for your information.

10. The **Terms** fields displays the AP payment terms selected for this specific letter of credit.

11. The **Issue Date**, **Valid From Date**, and **Valid To Date** fields define the time period during which this letter of credit is active. If you need, you can change these date values.

Detail

LC Reference *
LCR

Description *
LCR1

Supplier *
ABE

Supplier Name
AB Electronics

Bank *
Main Checking Account

☐ Ship Complete

Value *
$ 1.00

Issue Date *
2/5/2021

Currency *
United States Dollar
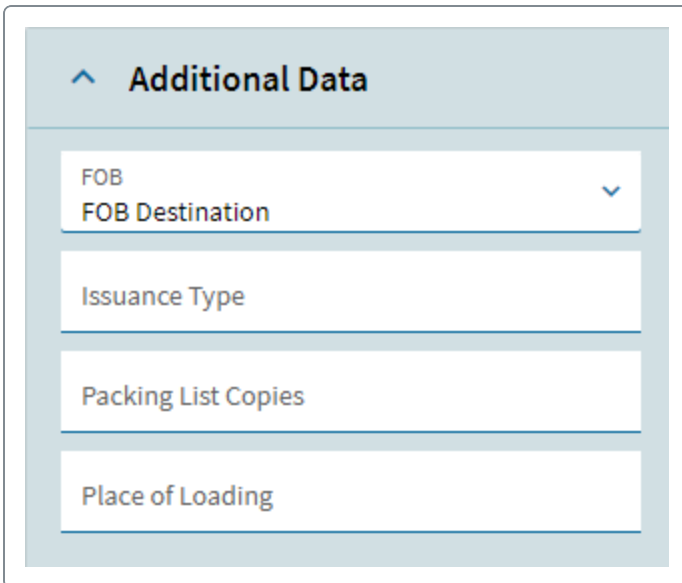
Valid From Date *
month/day/year

☐ Lock

Valid To Date *
month/day/year

Exchange Rate
1.000000

Base Value
$ 1.00

Terms

☐ Inactive

Inactive Reason

12. You use the **Additional Data** card to enter optional receiving information like Free On Board, Place of Loading, and so on.

13. Save the record.

Entering Optional Receiving Information for a Supplier Letter of Credit

1. In the AP Letter of Credit form, expand the **Additional Information** card.

2. Enter the **FOB** related to the letter of credit.

3. In the **Issuance Type** field, enter the type of letter of credit.

4. In the **Packing List Copies** field, enter the number of packing list copies that should be generated for orders associated with this letter of credit.

5. In the **Place of Loading** field, enter the location where the loading occurs.

6. Save the record.

Entering Payments

Create payments to pay AP invoices through check or electronic payments in the **AP Payment Entry** app. After you enter the payments and process the checks, you then record these transactions in your 'General Ledger'. You do this by posting the payments using the 'Overflow' menu. You can make payments against invoices created to pay suppliers. You can also pay miscellaneous expenses that do not have an invoice, enter manual checks for extra expenses, process debit memos, and make payments to one-time suppliers.

You start the process by creating a group for the payments. You can then create payment records that satisfy both invoices and miscellaneous payments. After you enter the payments and process the checks, you can post the payments.
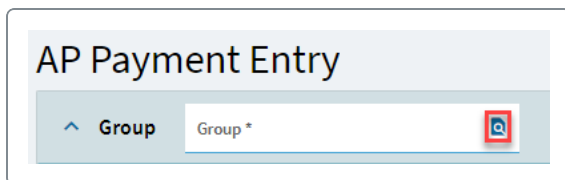
In this article, we will cover:

- [Adding a payment group](#)
- [Entering the payment details](#)
- [Selecting invoices and entering payments for them](#)
- [Adding an invoice payment](#)
- [Setting up additional payment details](#)
- [Using the payment group options](#)
- [Locking Group](#)

Adding a Payment Group

You begin the **Payment Entry** process by creating a payment group. You can use the groups for batch processing of payments.

1. Open the **Payment Entry** app.

2. In the **Group** field, search for and select an existing payment group record.

3. To create a new group, select **New Group**. ⊕

4. Enter the group ID.

5. Select the bank account you withdraw the payments from. If necessary, you can change the account before a payment run or define a different account for a manual payment.

> ℹ️ If you plan on entering an 'Electronic File Transfer (EFT)' payment, select a bank account with an 'EFT' payment method.

6. Review the **Default Currency** field.

   The field displays the currency you use for the selected bank account. Depending on the payment method, you can or can't change the currency used for the group.

7. From the **Payment Method** drop-down, select the payment method Kinetic will use as the output format for the payment run.

   If you select the manual payment method, you can then directly enter checks.

8. Enter the date when Kinetic runs the payments through this group.

   The active exchange rate used to convert bank account amounts to other currencies depends on the date you enter.

9. If you need, select the currency rate type that applies to these group payments from the Rate Type drop-down.

   Rate types define the conversion rules Kinetic uses to update amounts from the original (source) currency to a new (target) currency.

10. Select **Save**. 💾

> ℹ️ If you select Clear ⬚ and open a group (from the landing page, Search, or the Groups panel), or create a new group, it will be automatically unlocked.

Entering the Payment Details

1. In the **Current Payments in Process** card, select **New Payment**.

   The **Payment Details** card displays.

Current Payments In Process	All ▾	Payment 🔍									▾ ⊕ ⋮
Payment Nu...	Name	Manual	Date	Payment Document Type	Payment Total	Currency Code	Exchange Rate	Variance	Total in Ban...	Payment Legal Number	Bank Batch ID	Own Reference

   Here you can create payments for specific invoices, miscellaneous payments, electronic payments, and manual checks.

2. Search for the supplier or enter their ID directly in the field and press **Tab**.

   ∧ **Payment Details**

   Pay Of The Order Of

   Supplier 🔍

   Kinetic automatically displays the supplier name and address, as well other information linked to them.

3. If the group uses a manual payment method, select the **Manual** check box.

For the manual payments, the 'Manual' check box is selected (and you can't clear it) and some of the fields in the **Manual Payment** section are available.

Manual checks are created outside of the application. You must pay all payments you make for this group through manual checks. Usually you write these paper checks for COD payments or unforeseen expenses.

For manual payments, you can:

1. Select the **Enter Payment Total** check box to enable entering a check amount in the Payment Total field. If the check box is clear, the 'Payment Total' field displays a total amount that you can't change.

   The 'Enter Payment Total' check box becomes available if this is a manual payment and if the bank currency is different from the company's base currency.

2. Enter the check number in the Payment field and the check date in the Date field.

4. If this payment uses EFT, the **Electronic Payment** check box is on.

You send such payments electronically to a bank linked to a supplier. If you select an EFT payment method for the group, you must pay all payments in this group electronically.

You create payment methods using the 'Payment Method Maintenance' app. There you specify the file to use for the electronic payments on this method record. You must also add a bank that can receive electronic deposits on the supplier record. If there is no bank for the supplier record, the application throws an error message.

When you use the **Process Payments** option of the Overflow menu, you can:

- **Print** - Assigns payment numbers, generates electronic file, and prints remittance advice, all at once.

- **Generate Only** - Assigns payment numbers and generates an electronic file.

- **Preview** - Previews remittance advice, once either the **Print** or **Generate Only** process is complete.

5. Select the **Force Discount** check box if you want Kinetic to calculate the payment using the best possible discount terms offered by the supplier.

    When the check box is clear, Kinetic calculates the discount based on the effective discount rate defined by the supplier's purchasing terms.

6. If you need, in the **Exchange Rate** field, enter the exchange rate type to change the default one you selected for the group. This field is available when the bank currency is different from your company's base currency.

7. If necessary, enter the GL description for this payment.

    You can enter the transaction description manually. Otherwise, Kinetic creates system text in the following format: prefix + a combination of the attributes that are specified in the corresponding posting rule in 'GL Transaction Type', and uses it as this transaction's description. You can review the transaction description in the 'Review Journal' app.

    After you process a payment, Kinetic assigns the description you enter (or the description the Kinetic creates) with a specific prefix that depends on the transaction. For the AP payment, the prefix is **AP Paym** followed by **:** (colon). For example:

    - If you enter description for an ordinary AP payment, then the transaction description is: **AP Paym: XXX**, where **XXX** is the description you enter.

- If you don't enter the description: **AP Paym: PayNum SupName**, where **PayNum** is a payment number, and **SupName** is a supplier name.
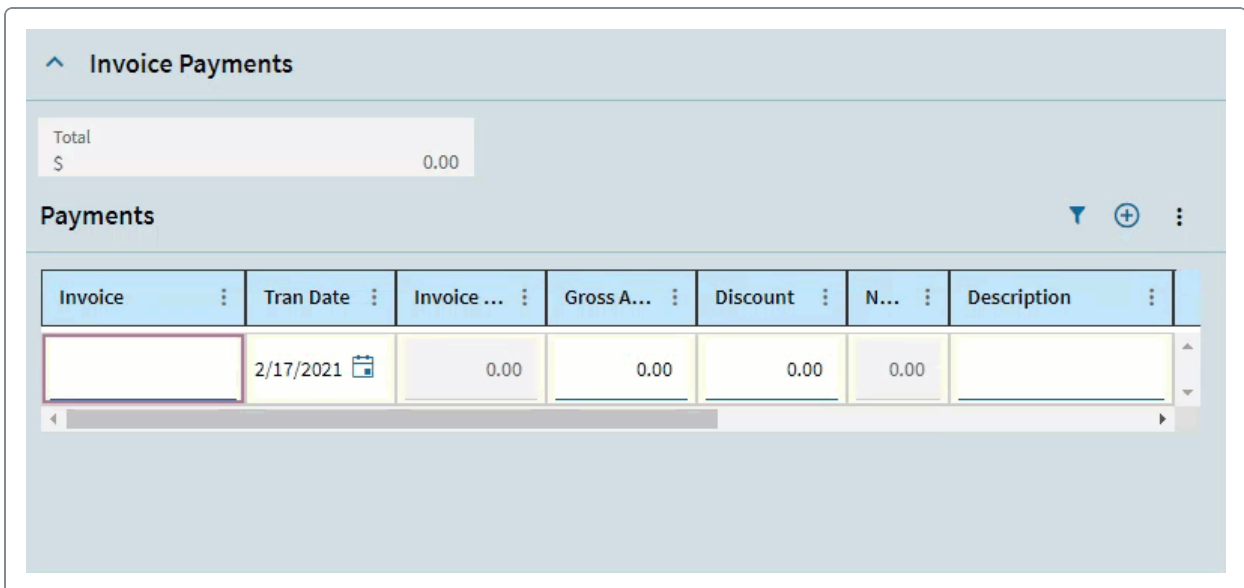
8. Select **Save**. 💾

Adding an Invoice Payment

On the **Invoice Payments** card, enter and edit payments made against a specific invoice. You apply these payments against open invoices created for the supplier you selected on the 'Payment Details' card.

1. Expand the **Invoice Payments** card and select **New Invoice Payment**. ⊕

2. Enter the number of the invoice against which the payment applies or search for it.

   In the **Invoice** field, right-click to open the context menu and select **Search**:

Invoice	Tran Date	Invoice ...	Gross A...	Discount	N...	Description
	2/17/2021	0.00	0.00	0.00	0.00	

   Then, select **Search** in the panel that opens, choose the invoice you need from the grid, and select **OK**.

3. After you add an invoice, its details fill in automatically. However, you can change them, if necessary.

4. Enter the **Gross Amount** value of the payment, excluding discounts, in the currency of the supplier's invoice.

5. Change the **Discount** amount, if necessary. Kinetic uses the discount terms set on the supplier record to calculate the amount. The app subtracts the discount amount from the gross amount

to calculate the amount in the 'Net Payment' field. The company pays this amount. Then, after you save the invoice, the 'Invoice New Balance' amount displays the difference between the amount of the supplier's invoice and the Net Payment, if any.

6. Enter information about the payment in the **Description** field. If this payment is made by check, the system prints this text on the check stub.

7. Specify the invoice legal number and taxes details, if you need. To do that, open the **Invoice Payment** card using the Nev tree.
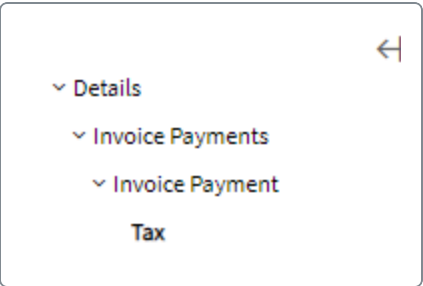
1. From the Overflow menu, select **Legal Numbers > Assign Legal Number**.

2. Select **Save**.

1. Expand the **Tax** card.

2. Select the required tax liability (the tax region for the current payment) from the drop-down. If the liability has multiple taxes, the app calculates and populates them in the **Tax Lines** grid.

3. Select a **Tax ID**. The app calculates the tax amounts based on the payment amount and the tax percentage set for the selected ID.

Tax ID		Rate Code		Collection Type		Manual		Percent		Fixed Tax		Taxable...	
City Tax		City Tax Rate		Invoicing		☐		2.00000		0.00		1,184.45	
County Sale Tax		County Sales Tax 2...		Invoicing		☐		1.25500		0.00		1,184.45	
State Sales Tax		State Sales Tax Rat...		Invoicing		☐		0.00000		0.00		1,184.45	
EU SUPP... ⌄		RATE ⌄		Invoicing		☑		17.50000		0.00		0.00	

4. If necessary, edit the tax line details.

5. Select **Save**. 💾

8. Select **Save**. 💾

Tip: You can also add miscellaneous payments and prepayments.

Setting Up Additional Payment Details

After you add the general payment details and invoices/misc payments/prepayments, you can also set up/adjust the bank/remit to, bank fee and ACH payment details. To learn more about each of them, expand the sections above.

On the **Bank/Remit To** card, select a bank account or remit to address for the current payment. The system takes the bank/remit to from the AP invoice by default, but you can select an alternative if the supplier has multiple bank/remit to records.

1. Expand the **Bank/Remit To** card and select the required supplier bank account or remit to record from the drop-down. It defaults from the invoice, if specified.
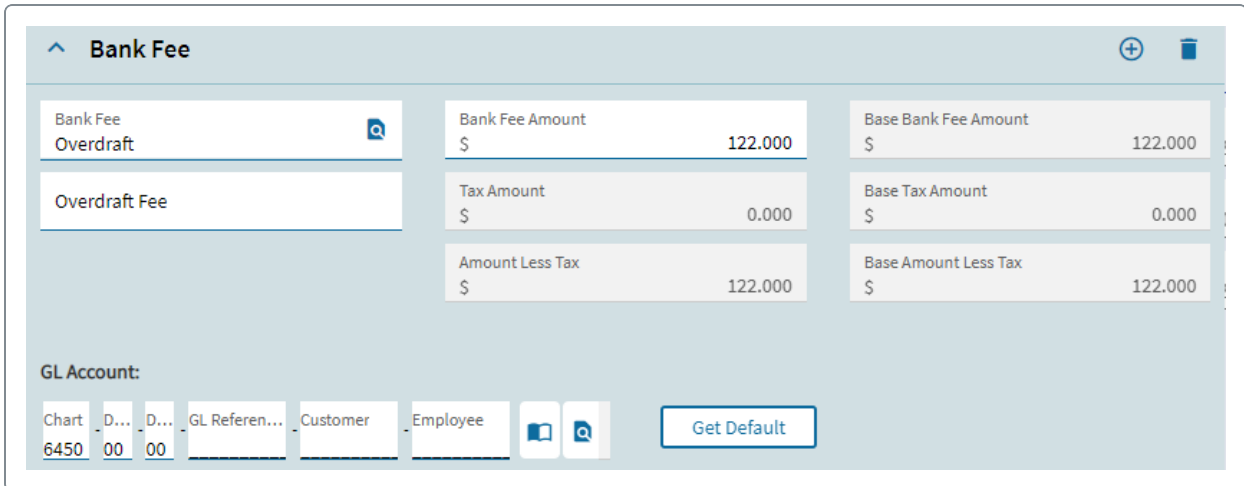
> ℹ️ If you're entering an Electronic File Transfer (EFT) payment, select the bank account with the payment method.

2. The bank details fill in automatically. Select **Save** 💾 once done.

On the **Bank Fee** card, enter bank charges that apply to the payment.

1. Expand the **Bank Fee** card and select **New** ⊕ to enter a bank fee.

2. Search 🔍 for the fee you want to place against the payments and select it.

3. Enter the **Bank Fee Amount** value (in the currency selected for the payment).

4. In the **GL Account** section, select the **Get Default** option to get default GL account number. This number consists of four segments that represent the number (Division, Chart, Deposit, and GL Definition). If you don't want to use the default settings, you can search enter the elements manually.

5. Add a bank fee tax by selecting **New** . ⊕

6. Select the required tax ID from the drop-down.

7. Select **Save**. 💾

On the **ACH Payments** card, specify the the default settings for electronic payments made through the Automated Clearing House (ACH) Network. The fields on this card are active only if the payment method for the selected payment group is of the EFT type.

> ℹ️ You must specify the **Routing**, **ID**, and **Check Digits** values for the bank accounts you use in the ACH payments processing.

1. Expand the **ACH Payments** card.

2. From the **Entry Class Code** drop-down, select the class code. It specifies the type of a payment (credit or debit), account nature (consumer or corporate), and any other information specific to the format. This value defaults from the option that you set for the selected supplier

in the 'Supplier Maintenance' app. However, you can change the defaults to one of the following options:

- **CCD** - Corporate credit or debit used to disburse or consolidate funds
- **CTX** - Corporate trade exchange
- **WEB** - Internet-initiated entries

3. Select the required **Transaction Code**. This is a two-digit code that identifies the type of account to be debited or credited and indicates whether the item is a prenote or dollar transaction. You set this code for each individual entry detail record. The options include:

- **22** - Checking account credit (default)
- **23** - Checking account credit prenote
- **32** - Savings account credit
- **33** - Savings account credit prenote

4. Select **Save**. 💾

Using the Payment Group Options

After your payment is ready, use the Overflow menu ••• to:

- [Process Payments](#)
- **Reset Process Payments**
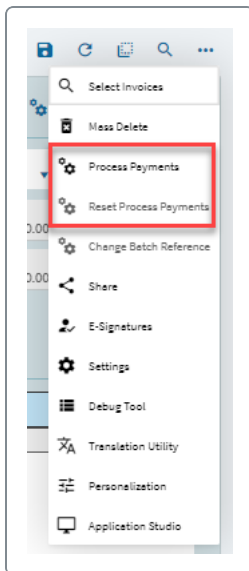
To post the group, generate/review/print the 'Remittance Advice Report', and to generate/review/print the 'Group Edit List Report', review the following articles.

- Print Remittance Advice
- Generating the Edit List Report for a Payment Group
- Post
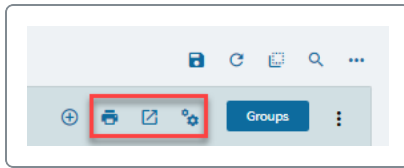
Locking Group

You can lock a group to prevent other users modifying and posting it. A group can be only unlocked by the user that locked it.

To lock a group:

1. If you create a new group and define payment details, click the **AP Payment Entry** link.

   The **Group** card displays.
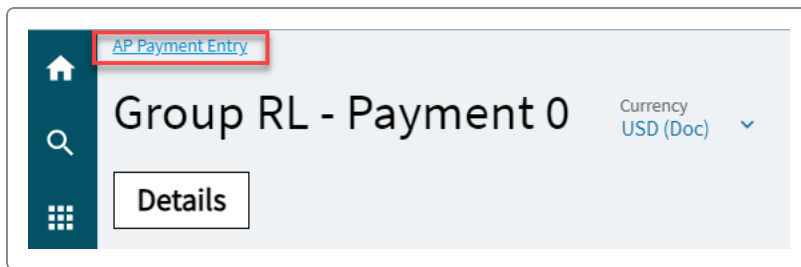
2. Next, select the **Lock Group** button.
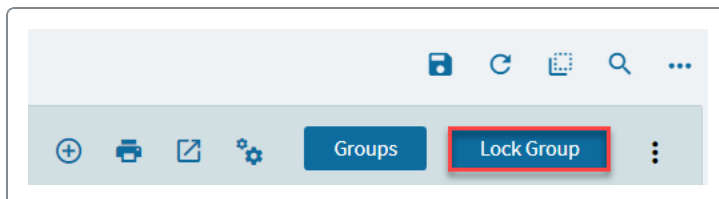
   The button changes to 'Unlock Group'.
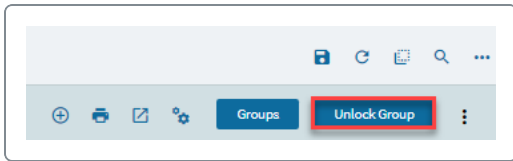
3. Select **Save**.

Entering Miscellaneous Payments and Prepayments in AP Payment Entry

Add miscellaneous payments and prepayments on the **Miscellaneous Payments** card in the 'AP Payment Entry' app. You need misc payments for miscellaneous expenses (like un-invoiced payments for products or services used in the company's operation). As for prepayments, you typically generate them for a contract agreement when AP invoices are not available. Here, you can also enter taxes that apply to the (pre)payments.

> ℹ The routine that follows assumes that you already have a payment group and payment details. Please refer to the Entering Payments article for more details.

In this article, we will cover:

- [Adding a misc payment/prepayment](#)
- [Adding taxes to the misc payment/prepayment](#)

Adding a Misc Payment

1. In the AP Payment Entry app, select your group and click on a **Payment Number** link.

   The **Payment Details** card displays.

2. Scroll down to locate the **Miscellaneous Payments** card and expand it.

3. On the card, select **New Miscellaneous Payment**. ⊕

4. Enter the payment amount in the **Gross Amount** field and, if necessary, add the description of the misc payment/prepayment in the **Description** field.

5. If this is a prepayment, select the **Pre-Payment** check box. This indicates the amount you enter is a pre-payment that you will send to the supplier.

   If you are creating a prepayment, you can also specify the following:

   - **Contract/Reference** - Contract or reference number.
   - **Ref PO** - Reference purchase order number for the prepayment. You can search for it using the context menu in the field.

6. Select **Save.**

> ℹ To change an expense account to a miscellaneous payment select the payment in the **Tran No** field column on the Miscellaneous Payments card. Then search for and select a GL account in the **Expense Account** field.

Adding Taxes to the Misc Payment/Prepayment

1. To add a tax to the misc payment/prepayment, select the **Tax** node in the Nav tree.

   The **Tax** card displays.

2. Select the required tax liability (the tax region for the current payment) from the drop-down.

   If the liability has multiple taxes, the app calculates and populates them in the **Tax Lines** grid. If it doesn't and you add/change the tax lines manually, the **Manual Tax Update** check box appears. It is on by default.

   > ℹ You can manually clear this check box. The app then re-calculates the taxes according to the **Tax Liability** you selected and you lose all manual updates after you save the changes.

3. Select a tax ID.

   The app calculates the tax amounts based on the payment amount and the tax percentage set for the selected ID.

Tax Lines

Tax ID	Rate Code	Collection Type	Manual	Percent	Fixed Tax	Taxable...
City Tax	City Tax Rate	Invoicing	☐	2.00000	0.00	1,184.45
County Sale Tax	County Sales Tax 2...	Invoicing	☐	1.25500	0.00	1,184.45
State Sales Tax	State Sales Tax Rat...	Invoicing	☐	0.00000	0.00	1,184.45
EU SUPP...	RATE	Invoicing	☑	17.50000	0.00	0.00

4. Select **Save**. 💾

Selecting Invoices for an AP Payment Group

Quickly select invoices for an AP payment group and generate payments them using the **Select Invoices** option of the landing page Overflow menu ••• in **AP Payment Entry**. The application searches for all the open invoices and selects the records that match the criteria you set up. Various check boxes help you limit or expand the search.

> ℹ️ If you want to add invoice payments individually, refer to the **Adding an Invoice Payment** section of the [Entering Payments](#) article.

1. After you add the payment details, from the **Details** page, go back to the landing page of the application. To easily do that, select **AP Payment Entry** in the crumb bar in the top left corner of the page:

   AP Payment Entry ＞ ⟵
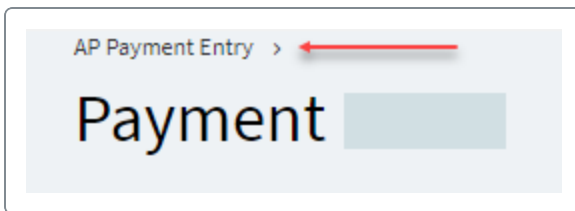
   Payment

2. On the landing page, highlight the group you want to select the invoices for. From the landing page Overflow menu •••, select **Select Invoices**.

3. Now, select the invoices manually in the **Invoice Payment Selection** card or filter the search.

   By default, the system displays the invoices based on the payment method of the payment group. The payment method of each invoice displays in the grid, as well as their **Bank/Remit To ID** and **Bank/Remit To Name**.

   - If the **Bank/Remit To ID** is set on the invoice, a payment is created with this bank regardless if this bank is primary or not for the supplier.
   - If the **Bank/Remit To ID** is not set on the invoice and the supplier has a primary bank defined, a payment is created with this primary bank.
   - If the **Bank/Remit To ID** is not set on the invoice and the supplier has no primary bank defined, the application creates a payment with the first selected supplier's bank that has the same payment method as on the group. If such a bank does not exist, it creates a payment with the first selected supplier's bank regardless of its payment method.
   - If the **Bank/Remit To ID** is not set on the invoice and the supplier does not have any bank defined, the applications creates no payment and you get an error message.

   Tip: You can select/clear all invoices by using the check box in the upper left corner: ☐
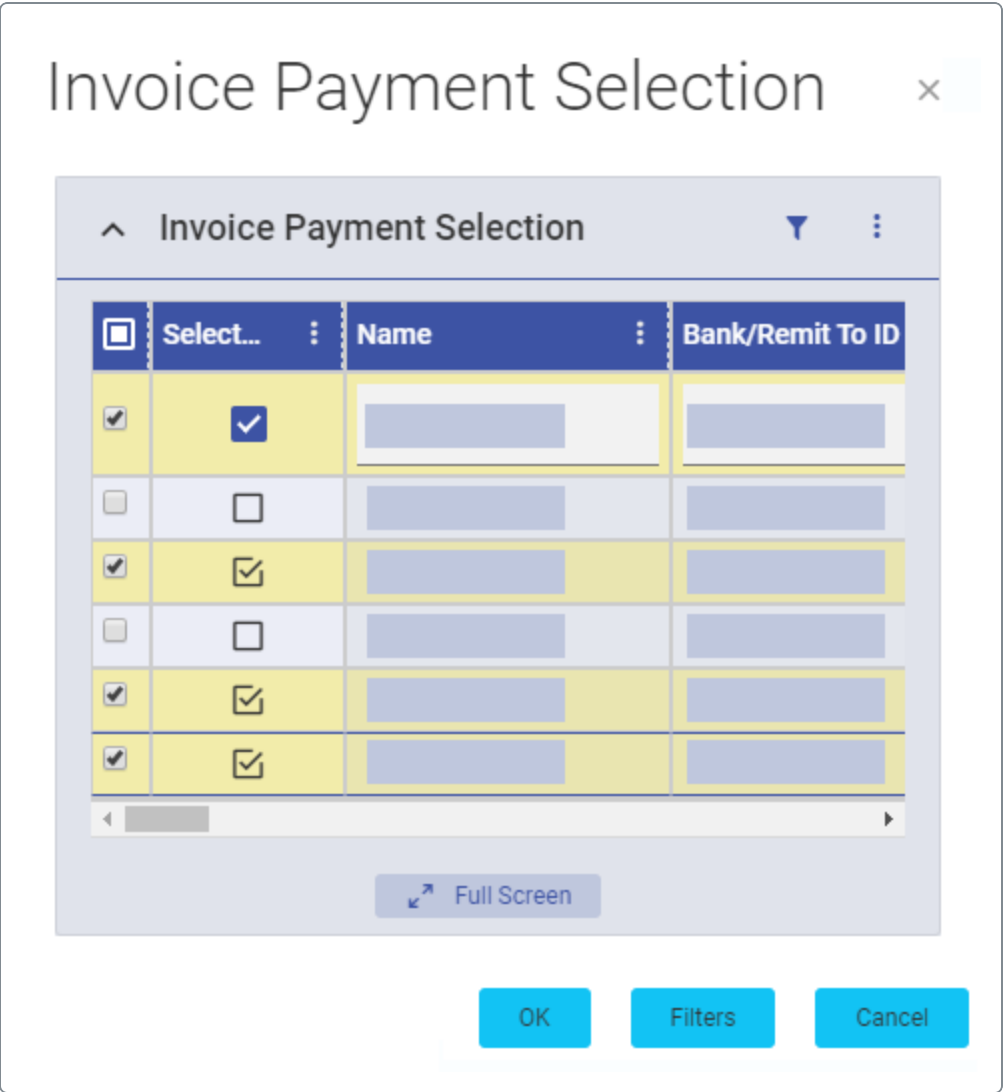
1. In the **Invoice Payment Selection** panel, select **Filters**.

2. If you want to filter all the invoices for a specific due date, enter it. The application returns all invoices due on or before this date. By default, the field displays the group's **Payment Date**.

3. Select the applicable check boxes to:

- **Consider Discount Dates** - Limit the results to invoices with discount dates on or after the specified due date, select the check box. If you select it. also specify the **Discount Horizon** date. The system will include the invoices which discount dates are before or on the **Discount Horizon** date you specify.

- **Exclude Invoices with Zero Discount** - Exclude invoices with zero discount amounts or with an AP invoice discount date earlier than the payment date.

- **Include Invoices without Payment Method** - Include invoices without a payment method

- **Include Invoices with Letter of Credit** - Include invoices linked to letters of credit

- **Include Future Due Debit Memos** - Include debit memos with future due dates.

4. If necessary, select specific payment methods, supplier groups, invoice currencies, or suppliers to include in the search.

5. Select **OK**.

   You return to the **Invoice Payment Selection** panel, the grid fills with the records that you filtered for. There you can select some or all of them.

   > ℹ️ Debit Memos are always selected for payment, and you can't filter them through the criteria you define. If this creates a negative check, you need to delete the records that cause this amount before you process the payments.

4. To enter payment amounts against the invoices you selected, in each invoice's **Gross Payment** field (scroll right to find it), enter the required amount.

5. If a discount is available for this payment, it appears in the **Disc. Taken** field. If you need, change this amount. If you do this, the **Net Payment** amount changes respectively.

6. When done, select **OK**. The new entry appears in the grid on the **Current Payments In Process** card. If necessary, you can open it's **Details** page and adjust/review the invoice payments that you added. They will be available on the **Invoice Payments** card. There you can also go into details for each invoice, specify their legal numbers and taxes, if necessary. To learn more about the process, refer to the next sections of this article.

   > ℹ️ Only a specific number of invoices can be printed on a single check stub. If you select more invoices than a check can handle, the application creates two or

more checks when it processes these payments. This can result in a negative check, which you can't print or post. If this happens, rearrange your payments so that you create a positive check amount.

Tip: You can not only mass add, but also mass delete the payments. To do that, in the **Current Payments In Process** grid, highlight the check group that you want to delete and select **Mass Delete** from the Overflow menu. This removes all the payments in this check group. Note that you can't delete a payment that you have already posted to your GL accounts. If you post a payment in error, you will need to create an offsetting entry to correct it.

Enter overview information here. Content should be conversational and contain program name.

Use the of the application to view existing (Replace) or to enter a new one.

In this article, we will cover creating (Replace).

1. From the main menu, navigate to **Module> Update navigation path**.

2. Select **New** ⊕ to add a new (Replace).

3. Add additional steps here.

4. Select **Save**. 💾

Processing Payments

When you finish entering your payments, process them using the **Process Payment** command of the Overflow menu ••• in the **AP Payment Entry** app. Use this option to print checks or create electronic payments files for all payments within the current group. For 'Electronic File Transfer' payments, this process creates an electronic bank export payment file. The options available in the application depend on the 'Payment Method' you select for the payment group.

If the payment method is for electronic payments, you must also select the **Bank Export File** you use to receive the payment information. Each payment automatically has a Remittance Advice Number printed on it. For the electronic payment processing, the following options are available:

- **Print** - Assigns payment numbers, generates electronic file, and prints remittance advice, all at once.
- **Generate Only** - Assigns payment numbers and generates an electronic file.
- **Print Preview** - Previews remittance advice, once either the Print or Generate Only process is complete.

If the payment method is for manual checks, the app prints the checks in alphabetical order by supplier name. If there is no room to print out all the invoices being paid to a supplier, the application splits the payment and automatically generates a second check.

> ℹ️ You can't change check records after they are printed. If there is an error, you need to delete the check.

In this article, we will cover processing a payment.

1. In the AP Payment Entry, from the Overflow menu •••, select **Process Payments**.

   The Process Payments panel opens.
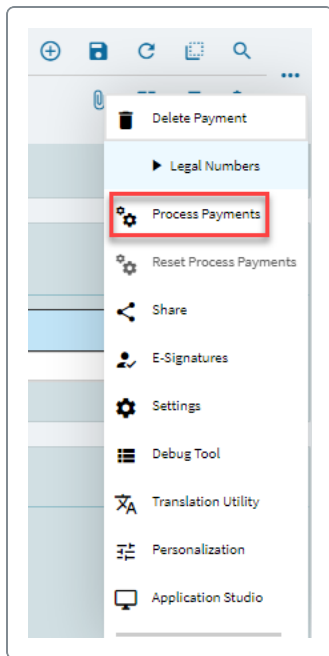
2. Specify the required parameters of the process.

- **Payment number currently loaded** - Number of the payment to include in the checks or payment file. If you want to use a different payment, select the **Override Payment** check box and enter the number you want to load.

- **Override Payment** - Select this check box and enter the first payment number in the run in the **Payment number currently loaded** field. Kinetic will give a sequential number that begins with this value to every check or EFT (electronic file) in the run.

- **Payment Date** - Date the application will print on the checks and displayed on the electronic payments. By default, the group's payment date displays in this field. If you need, you can change this value to any date - as long as it is within an open period.

- **Fiscal Year** - Fiscal year assigned to these payments.

- **Fiscal Year Suffix** - Fiscal year suffix assigned to these payments.

- **Period** - Fiscal period assigned to these payments.

- **Form** - Form to generate through this payment process. It can be **Check**, **Remittance**, or **Both**. The payment method determines the available options.

- **Bank Account** -Bank account where the systems will pull the payment amounts. When you post these payments, the Cash account selected within the bank account record is used to record the payment transactions. The default file originates from the payment method.

- **Bank Export File** - File used to send all electronic payments in the current group. This field is available for electronic payments only.

3. Select **Print**.

Process Payments

It assigns payment numbers, generates electronic file, and prints remittance advice. You can also select **Generate Only** using the panel's Overflow menu ••• to assign payment numbers and generate an electronic file without printing. Or, you can select **Print Preview** to view once the 'Print' or 'Generate Only' processing is complete.

> **i** If you made a mistake or the information is populated incorrectly, you can reset the payment processing.

Resetting Payments Processing

Reset the payments processing for the current payment group when information is not populated correctly using the **Reset Process Payments** option of the Overflow menu ••• in the 'AP Payment Entry' app.

> ⚠️ For electronic payments, this process is only valid after you run **Process Payments** but before you post them. You cannot change payments that are posted. If you need, use the **Void Payment Entry** program to cancel an incorrect check amount.

In this article, we will cover resetting payments processing and rerunning it.

1. In the **AP Payment Entry** app, if applicable, make any necessary changes to the payments in the group to correct the errors.

2. When done, from the Overflow menu •••, select **Reset Process Payments**.

3. Select **Yes** to the warning message that displays.

4. To rerun the processing, from the Overflow menu •••, select **Process Payments**.

5. In the **Last Good Payment number printed** field, enter the final remittance advice number that printed correctly.

   If you need to reprint all the remittance advice numbers, enter **0** in this field.

   You print a group of payments numbered '1550' to '1600'. After payment number '1570' is printed, your printer runs out of ink. You need to reprint the payments '1571' through '1600'. After you replace the cartridge, you select **Restart Process Payments** and enter **1570** as **Last Good Payment Number printed**.

6. Then, in the **Payment number currently loaded** field, enter the number from which you want the remittance advice numbers to start.

   The application calculates this value by finding the highest payment number on file within the bank account and then adding a **1** to it. If this number is not what you want to use for the first reprinted payment, enter a different number. When you restart printing, the application prints all payments that have numbers higher than the **Last Good Payment Number printed** value. It also assigns new payment numbers, starting with the **Payment Number Currently Loaded** value.

7. If necessary, select the **Bank Export File** option to find and select a different export file. You use this file to process electronic payments.

8. Specify the report options, if necessary.

- **Output Format** - Format for the output.
- **Report Style** - Report style option you want to use.
- **Schedule** - Schedule you use to print the report. If you select something other than Now, the Recurring check box is available.
- **Recurring** - Select this check box if you want the report to run on a repeating basis. The check box is only available if you select a schedule other than Now.
- **Archive Period** - Time period you want to keep the report in the System Monitor. The default is 0 Days, meaning that the report will be deleted from the monitor shortly after being printed.

  After the Archive Period passes, the system purges the report. When a report is exactly purged is determined by a combination of the date/time the report generates, the number of days set in the report's Archive Period, and the Report Purge Frequency setting. The Report Purge Frequency is defined in the System Agent within its Task Agent Purge Settings.

- **User Description** - Description of a specific report run. It displays in the System Monitor.

Posting Payments

Post the AP payment transactions within the general ledger (GL) using the Post option of the Overflow menu ••• in the **AP Payment Entry** app. Run the posting after you process the payments and verify that all checks print correctly.

> ℹ️ Kinetic pulls the GL Account numbers used for the payment transactions from your 'AP Account' and 'Bank Account' files. If you entered a manual check payment and selected a different GL account distribution, the post process will record the transaction within the account you manually selected.

The following rules and conditions apply:

- You can't edit the posted payments. If you need to edit the posted payment, use Void Payment Entry to cancel the incorrect amount.
- You should only run the process after you have both printed and verified that your check payments are correct.
- If an error occurs during posting and the payment did not post, review the generated posting log that stores information related to the process.
- You can add multiple payments to the payment group.

In this article, we will cover posting the payment group.

1. In the AP Payment Entry app, select **Post**.
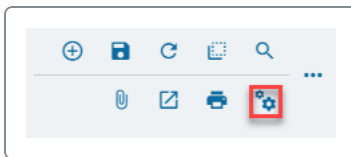
Printing the Remittance Advice Report

Print the Remittance Advice for all or some payments in a check group using the **Print Remittance Advice** option of the Overflow menu ^{•••} in **AP Payment Entry**. You can print the form for all the payment types if you assign a check number to each payment within a group.

The remit to (address) details print on the remittance advice, including the Bank/Remit To ID. Printing of remittance advice for manual payments is optional. You can still post a group without printing a remittance advice.

> ℹ️ You can post a Payment Entry group without printing the Remittance Advice form.

In this article, we will cover printing the Remittance Advice report.

1. In the 'AP Payment Entry' app, select **Print Remittance Advice**.
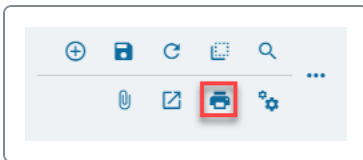
2. Specify the report parameters.

   - **Filter** - Informs you whether you used filters or not. After you select a specific filter option, the fields located in this pane display values depending on whether you filtered (Some Selected) or you did not (All Selected).

   - **Report Style** - Select the report style option you want to use to run this report.

   - **Schedule** - Indicates when you want to print the report. If you select something other than Now, the Recurring check box is available.

   - **Archive Period** - Time period you want to keep the report in the System Monitor. The default is 0 Days, meaning that the report will be deleted from the monitor shortly after being printed.

     After the Archive Period passes, the report is purged from the system. When a report is exactly purged is determined by a combination of the date/time the report generates, the number of days set in the report's Archive Period, and the Report Purge Frequency setting. The Report Purge Frequency is defined in the System Agent within its Task Agent Purge Settings.

   - **Recurring** - Select this check box if you want the report to run on a repeating basis. The check box is only available if you select a schedule other than Now.

   - **User Description** - Describes a specific report run. The entered description displays in

the System Monitor.

3. Select **Print Preview** or **Client Print**.

Generating the Edit List Report for a Payment Group

We recommend you to print out/preview the **Group Edit List** report before you process the payments to verify that the payments are correct.

Before you print the report, define your selection parameters or select a specific Book ID that you want to display on the report. You can select a different set of options for each report, depending on the data you want to display.

1. In the AP Payment Entry app, search for the group with the payment(s).

2. Select **Print Group Edit List**.

   The Payment Entry Group - Edit List Report panel opens.
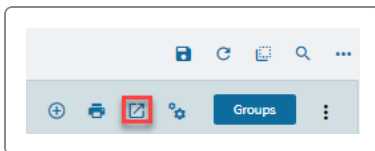
3. Search for and select the book that you want to include in the report.
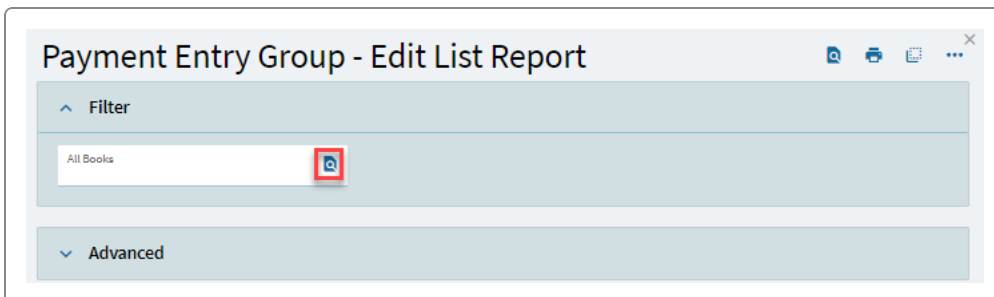
4. Expand the **Advanced** card to specify the report parameters.
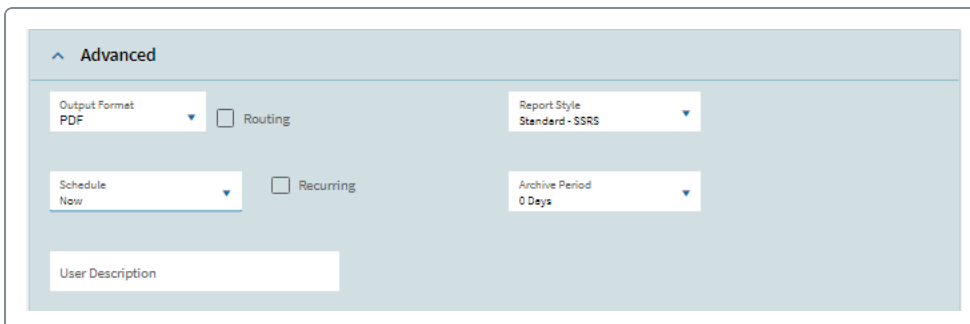
- **Report Style** - Report style you want to use to run this report.
- **Output Format** - Format for the output.
- **Schedule** - Schedules when you want to print the report. If you select something other than **Now**, the **Recurring** check box becomes available.
- **Archive Period** - Time period you want to keep the report in the System Monitor. The default is 0 Days, meaning that the report will be deleted from the monitor shortly after being printed.

  After the Archive Period passes, the report is purged from the system. When a report is exactly purged is determined by a combination of the date/time the report generates, the number of days set in the report's Archive Period, and the Report Purge Frequency setting. The Report Purge Frequency is defined in the System Agent within its Task Agent Purge Settings.

- **User Description** - Description of a specific report run. The entered description displays in the System Monitor.
- **Recurring** - Select this check box if you want the report to run on a repeating basis. The check box is only available if you select a schedule other than **Now**.

5. Select **Print Preview** or **Client Print**.

Editing and Creating Payment Batches

Edit existing payment batches, create new batches and move payments from one batch to another in **Payment Batch Maintenance**.

> ℹ️ This application is also available from **Bank Statement Processing**. There, expand the **Unmatched Transactions** card, select a batch or a payment from it, and select the **Batch** option from the Overflow menu.

If a payment batch you are working with is locked, you can unlock it in the **Unlock Batch** application.

Use the landing page of the application to view and select existing batch IDs or to enter a new one.

In this article, we will cover:

- [Editing an existing payment batch](#)
- [Creating a new payment batch](#)

Editing an Existing Payment Batch

In a batch, you can adjust the batch date, move payment to another batch, and also add and delete payments.

1. From the main menu, go to **Financial Management > Accounts Payable > General Operations > Payment Batch Maintenance**.

2. In the grid, select a batch that you want to edit.

3. Adjust **Batch Date**, if necessary.

4. If you need to move a payment from this batch to another one, expand the **Payments** card, select the payment in the grid, and select **Move Payments** from the grid Overflow menu ⋮ . Then, in the **Search** panel that opens, search for and select the batch where you want to move the payment and select **OK**.

5. If you want to add a payment to the batch, select **New** ⊕ and add as many payments as you need. The application adds the payments to the batch and you can see them in the grid.

   1. Select the payment you want to delete in the grid.

   2. From the grid Overflow menu ⋮ , select **Delete**. To the confirmation message, select **Yes**.
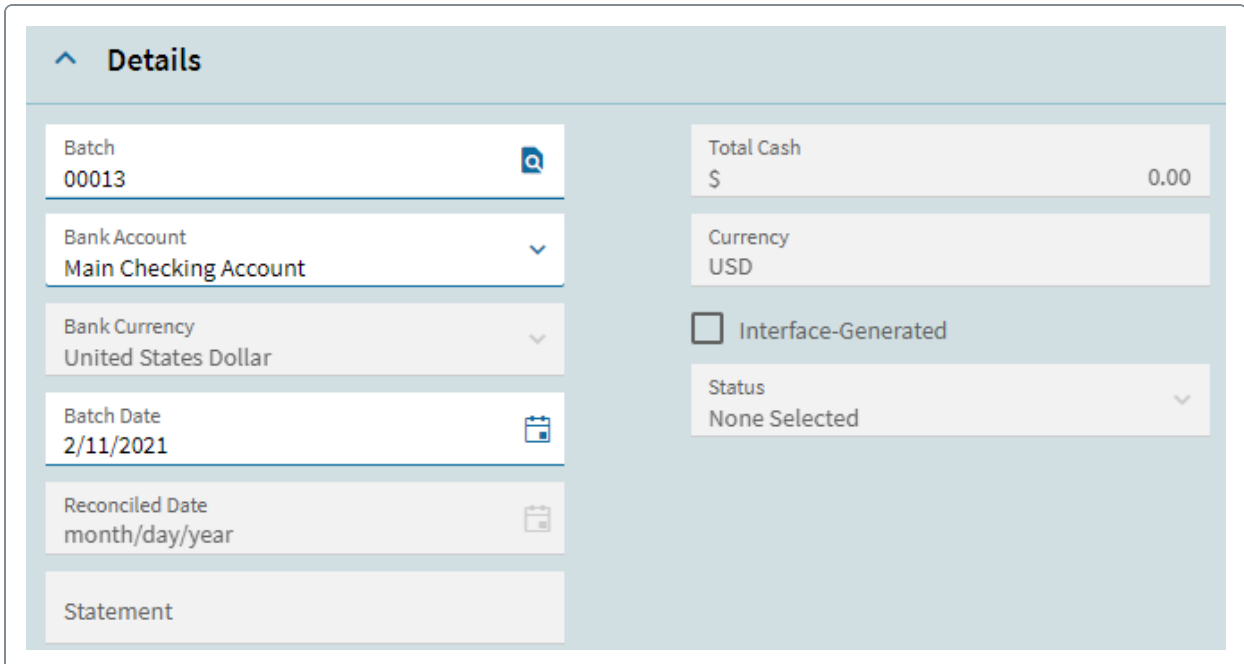
> ℹ If you delete all payments from the batch, they all become individual.

6. Once done editing the batch, select **Save**. 💾

Creating a New Payment Batch

1. On the landing page of **Payment Batch Maintenance**, select **New** ⊕ to add a new batch.

2. In the panel that opens, enter the **Batch Reference** number and select **OK**. You can also select **Next Reference** - then the system will automatically generate the next consecutive reference number.

3. Select the bank account where the data is reconciled.

4. If necessary, adjust the batch date.

∧ **Details**

Batch	Total Cash
00013 🔍	$ 0.00
Bank Account	Currency
Main Checking Account ∨	USD
Bank Currency	☐ Interface-Generated
United States Dollar ∨	
Batch Date	Status
2/11/2021 📅	None Selected ∨
Reconciled Date	
month/day/year 📅	
Statement	

You can review the following fields on this card:

- **Bank Currency** - Batch bank currency.

- **Reconciled Date** - Date of reconciliation.

- **Statement** - Number of the bank statement this batch is matched to.

- **Total Cash** - Total amount of the batch.

- **Interface-Generated** - Indicates whether this batch was generated by an electronic interface.

- **Status** - Batch status. The following options are available:

Status	Description
Preliminary	You haven't posted at least one of the payments in the batch
Ready for reconciliation	You have posted all payments in the batch
Reconciled Pending	The batch is matched to the statement
Reconciled	The statement to which you matched the batch is posted

5. Select **Save** . 💾

6. Expand the **Payments** card to add the required payments to the batch. Once you select **New** ⊕, the panel opens and displays all payments which you can potentially add to this batch. If necessary, you can filter the records for easier selection. All payments in the list meet the following requirements:

- The payment and the batch have the same bank account.

- The payment is individual (not a batch already).

- The payment is not matched, voided or reconciled.

Select Payments

^	Payments	All	▾				▼ ⋮

☐	Check ⋮	Check ... ⋮	Bank A... ⋮	Check ... ⋮	Currency Code
☑	10186	04/30/2020	50.00	50.00	USD
☐	10187	04/30/2020	125.00	125.00	USD
☐	10188	04/30/2020	19,696.56	19,696.56	USD
☐	10202	05/05/2020	125.00	125.00	USD
☐	10195	05/06/2020	2,500.00	2,500.00	USD
☑	10196	05/06/2020	125,000.00	125,000.00	USD
☑	10197	05/06/2020	34,500.00	34,500.00	USD
☐	10198	05/06/2020	10,377.00	10,377.00	USD
☐	10200	05/06/2020	50,000.00	50,000.00	USD

Next   Filter   OK   Cancel

1. On the **Select Payments** panel, on the **Selection** card, select **Filter**.

   Alternatively, you can use the Funnel icon**Funnel** icon ▼ .

2. Specify the period of the payments in the **From** and **To** fields.

3. If necessary, enter what the check reference must start with.

4. On the **Filter** card, select **Supplier** to search for the suppliers you want to include in the filter.

Selection

From
12/1/2020

To
2/11/2021

Check Number Starts With

☐ Return All Rows

Maximum Rows Returned
100

∧ Filter [Supplier...] [Clear]   ▼ ⋮

Supplier ID	⋮	Name	⋮	Phone
ABCM		ABC Metals		612-555-4563

5. Select **OK**.

Select **OK** after you select all the payments you want to add.

7. If necessary, review the payments in the grid on the **Payments** card.

8. Select **Save** . 💾

Entering AP Payment Instruments

Enter instruments applied to supplier invoices at a later date in **Payment Instrument Payable Entry**. This allows you to track and control promissory notes, post-dated checks, and other future-dated payment instruments (PIs).

You often need to enter a PI when you receive a promissory note with an Accounts Payable (AP) invoice. Payable instruments result in the withdrawal of funds you need to pay the debt. You can also use **Payment Instrument Payable Entry** to endorse AR payment instruments as a payment of supplier's invoices.

Payment instruments are financial transaction methods used in different localities. Examples of payment instruments include promissory notes and post-dated checks. You run the **Payment Instrument** functionality to track each instrument, from initial generation or receipt to clearance or settlement.

Use this application to:

- Track resulting movements and value changes for audit and credit control purposes.
- Void instruments (which re-opens the invoice(s) to which the payment instrument was applied).
- Change how you use payment instruments. For example, the company pays one of the invoices covered by a promissory note in cash. You can use this application to allocate the note payments to a different payable.
- Reflect on tax consequences. This can include journal generation to reflect the payment of taxes due on a final settlement or cash movement.

The system allows you to configure the process to reflect the laws governing these instruments. Some countries require that the cash account for your company always reflect the value that is truly in the bank. Other countries place the check amount into a holding account, which is reduced when the bank reconciles the statement.

In addition, you can:

- Generate immediate payment for AP invoices paid by promissory notes.
- Negotiate of one payment instrument to other suppliers as payment for other invoices.
- Use of a check, credit card, purchase card, debit card, or Electronic Funds Transfer (EFT) to send payments to a supplier.

For example, a company receives three supplier invoices for $1,500, $500, and $2,000, and a promissory note for $4,000. The company enters and posts the invoices in **AP Invoice Entry** and the promissory note in **Payment Instrument Payable Entry**.

The promissory note specifies the bank accounts used for withdrawal and deposit, defines the payment schedule, and lists the invoices to which the promissory note applies. As a result, the system does the following:

- Marks the invoices as paid when the promissory note is posted. General ledger movement does not reflect bank fees resulting from note entry.

- Treats the promissory note the same as any other payable.

- Reflects any bank fees owed in connection with the note.

- Displays the note on the Aged Payables Report because it represents future-period payments.

- Displays withdrawals connected with the note as debits to the company bank account.

- Closes the note when the debt is paid. You cannot change a note once it is closed.

> ℹ️ If you want to process invoices in Payment Instrument, their number must be no longer than 46 characters.

> ⚠️ The Kinetic version of **Payment Instrument Payable Entry** is only available for the customers in the Kinetic Preview Program. For other customers, it will be available in the upcoming releases. If you would like to participate in the program, please contact your Customer Account Manager.

Use the landing page of the application to review groups and AP payment instruments related to them or to enter a new one.

In this article, we will cover:
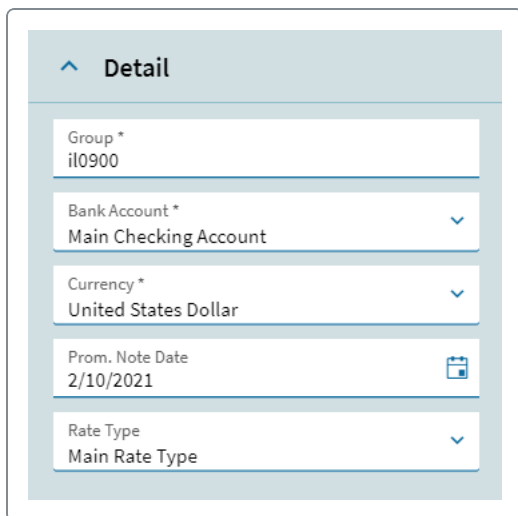
- [Creating Entry Groups](#)
- [Adding Payment Instruments](#)
- [Selecting Invoices for Payment](#)
- [Allocating Amounts to Invoices](#)
- [Entering Bank Fees](#)
- [Reviewing PI Endorsements](#)
- [Using Payment Instrument Options](#)

Creating Entry Groups

Create or select any existing entry group for batch processing of instruments, and review unposted PIs for a group using the **Groups** card.

1. From the main menu, go to **Financial Management > Accounts Payable > General Operations > AP Payment Instrument**.

2. Select **New** ⊕ in the **Groups** card to create a new group.

3. Enter the identifier for the payment instrument group.

4. Specify a bank account for the company.

5. Select the currency of the bank account.

6. Set the default transaction date for instruments that belong to the group in **Prom. Note Date**.

7. Select the rate the application applies when the instrument uses a currency that differs from the currency of the bank account using the **Rate Type** field.

8. Select **Save.**

Adding Payment Instruments

Add instruments applied to supplier invoices at a later date using the **Payment Instruments** card. This allows tracking and credit control for promissory notes, post-dated checks, and other future-dated payment instruments.

1. In the **Groups** card, highlight a group that you want to create a payment instrument for and select **New** in the **Payment Instruments** card.

2. Specify the supplier.

3. Select a PI type and PI status.

4. Select the default document type or a new one.

5. Enter the **Payment Instrument ID** and **Description** fields to identify the instrument.

6. Specify the transaction date for the instrument. This sets the apply date for the instrument. The application uses this date and the terms associated with the selected supplier to determine the payment schedule.

7. Select the bank in the **Supplier's Bank/Remit To Information** section. By default, the field displays the bank associated with the selected supplier. This is the bank where the application deposits payments from.

8. Review the bank account fields in the **Company's Bank/Remit To Information** section. This is the bank the application withdraws payments to.

9. Edit a supplier or company address specific to the instrument using the **Info** card.

    The default information on this card originates from **Supplier Maintenance** and **Company Maintenance**.

10. Select **Save**. 💾

Selecting Invoices for Payment

Select invoices for payment using **Select Invoices** from the Overflow menu. ••• You can select invoices for payment in the **Invoice Payment Selection** panel.

> ℹ️ The application unites only PIs for invoices with the same supplier name and the same bank/remit to ID. Invoices with no bank/remit to details are combined with items that have the supplier's primary bank/remit to ID.

1. **Select Invoices** from the Overflow menu. •••
2. Select supplier groups and payment methods you want to select for payment.
3. Select **Apply**.

You can also link several payment instruments to a selected AP invoice using the **Select Invoice to Apply to a Group** option from the Overflow menu. •••

Mass delete all invoices for a group at the same time using **Mass Delete PIs** from the Overflow menu. •••

> ⚠️ The application does not delete invoices that have errors.

Allocating Amounts to Invoices
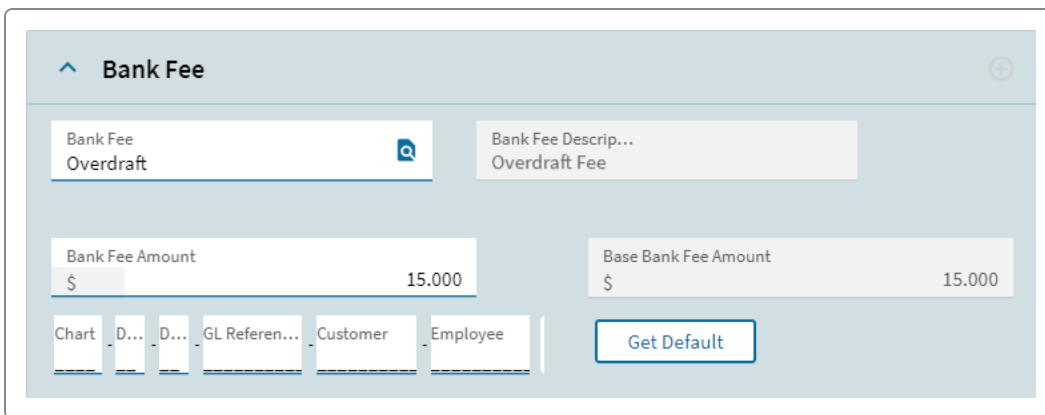
Delete invoices selected on the **Invoice Selection** card and adjust amounts allocated to them using **Allocated Invoices**.

1. Select a payment instrument in the **Payment Instruments** card.

2. Select **New** ⊕ to create a new invoice payment.

3. Enter the invoice number.

4. Specify the gross value.

5. Select **Save**. 💾

Entering Bank Fees

Enter bank fees that apply to the instrument using the **Bank Fee** card.

1. Expand the **Bank Fee** card and select **New** ⊕ in the **Bank Fee** card to create a new bank fee.

2. Search for the bank fee that applies to the instrument.

3. Enter the bank fee amount in the currency of the instrument.

4. Select the default GL account or search for another one.

5. Select **Save**. 💾

Reviewing PI Endorsements
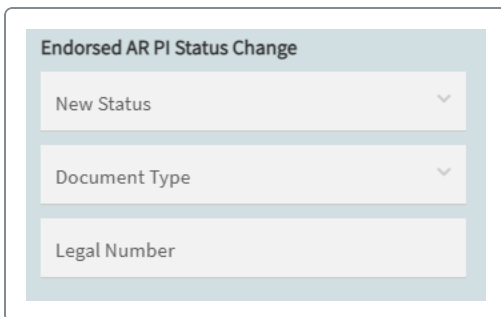
Review endorsed AR payment instruments details using the **Endorsed PI Receivable** card.

1. Select a payment instrument in the **Payment Instruments** card.

2. Select **New** ⊕ in the **Endorsed PI Receivable** card to create a new PI endorsement.

3. If you want to change a status, select it from the **New Status** drop-down.

> ℹ️ The **New Status** drop-down contains only PI statuses with the **Endorsed to Supplier** stage.

4. Select a document type for endorsed AR PI movement.

> **Endorsed AR PI Status Change**
>
> New Status ⌄
>
> Document Type ⌄
>
> Legal Number

5. Return to the **Header** card and change the payment instrument ID and its description if you want.

6. Select a supplier and a payment instrument type for the payment instrument.

> ℹ️ The **Type** drop-down contains only PI types with the **Endorsed** initiation.

7. Select a payment instrument status.

> ℹ️ The **Status** drop-down contains only PI statuses with the **Endorsed from**

> **i** **Customer** stage.

8. Select **Save**. 💾

Using Payment Instrument Options

After you created an AP PI, you can also:

- Print PIs
- Post PIs
- Print Edit List
- Assign Legal Numbers
- Void Legal Numbers

Printing the AP Payment Instruments Report

Print the selected payment instrument in a format you define using the **Print Payment Instrument** option from the Overflow menu ••• in **Payment Instrument Payable Entry**. The **Payment Instrument Report** application that displays allows you to restrict the information you print.

You can select the **Assign Legal Number** check box to generate a legal number using the information defined in the legal number definition according to the document type of the payment instrument.

The payment instrument printout includes the Remit To/Bank information, so you can send it to the correct pay to address.

In this article, we will cover printing the AP PI report.

1. On the landing page of **Payment Instrument Payable Entry**, select a payment instrument you want to print a report for and select **Print Payment Instrument** from the Overflow menu. •••

2. Specify the report parameters on the **Advanced** card.

   - **Report Style** - Select the report style option you want to use to run this report.

   - **Schedule** - Indicates when you want to print the report. If you select something other than Now, the Recurring check box is available.

   - **Archive Period** - Time period you want to keep the report in the System Monitor. The default is 0 Days, meaning that the report will be deleted from the monitor shortly after being printed.

     After the Archive Period passes, the report is purged from the system. When a report is exactly purged is determined by a combination of the date/time the report generates, the number of days set in the report's Archive Period, and the Report Purge Frequency setting. The Report Purge Frequency is defined in the System Agent within its Task Agent Purge Settings.

   - **Recurring** - Select if you want the report to run on a repeating basis. The check box is only available if you select a schedule other than **Now**.

   - **User Description** - Describes a specific report run. The entered description displays in the System Monitor.

3. Select **Print**. 🖶

Printing Edit List for AP Payment Instruments

Print the **Edit List** form from the Overflow menu ••• in **Payment Instrument Payable Entry** to review and print a list of all the payment instruments placed within the current entry group.

In this article, we will cover printing Edit List for AP payment instruments.

1. In **Payment Instrument Payable Entry**, select a group you want to print an edit list for on the landing page and select **Edit List** from the Overflow menu. •••

2. Specify the report parameters on the **Advanced** card.

    - **Report Style** - Select the report style option you want to use to run this report.

    - **Schedule** - Indicates when you want to print the report. If you select something other than Now, the Recurring check box is available.

    - **Archive Period** - Time period you want to keep the report in the System Monitor. The default is 0 Days, meaning that the report will be deleted from the monitor shortly after being printed.

      After the Archive Period passes, the report is purged from the system. When a report is exactly purged is determined by a combination of the date/time the report generates, the number of days set in the report's Archive Period, and the Report Purge Frequency setting. The Report Purge Frequency is defined in the System Agent within its Task Agent Purge Settings.

    - **Recurring** - Select if you want the report to run on a repeating basis. The check box is only available if you select a schedule other than **Now**.

    - **User Description** - Describes a specific report run. The entered description displays in the System Monitor.

3. Select **Print**. 🖶

Assigning and Voiding Legal Numbers for AP PIs

Assign and void legal numbers to an AP payment instrument using the respective options of the Overflow menu ⋯ in **Payment Instrument Payable Entry**.

In this article, we will cover:

- [Assigning Legal Numbers](#)
- [Voiding Legal Numbers](#)

Assigning Legal Numbers

If you set the generation type for the document type to **Manual** in **Legal Number Maintenance**, you will need to manually assign a legal number sequence to your payment instrument payable. If you set the generation type to **Automatic**, the system automatically assigns a legal number sequence based on your settings.

> ℹ️ You cannot assign a new legal number to the document if an existing legal number is assigned to it.

1. Select a payment instrument in the **Payment Instruments** card on the landing page. The application shows all invoices for this payment instrument.

2. Select an invoice from the **Invoices** grid in the **Invoice Selection** card.

3. Select **Assign Legal Number** from the Overflow menu. ⋯

4. Specify the required legal number element information and select **OK**.

   > ℹ️ The format of the legal number is based on the legal number format configuration defined for the document type in **Legal Number Maintenance**.

Voiding Legal Numbers

You can also void a legal number assigned to a document using **Void Legal Number** from the Overflow menu. ⋯ You will need to specify a reason for voiding the number.

After the application voids a legal number, you can assign a new legal number.

> **ℹ** If you set voiding for the legal number format as **Automatic Voiding** in **Legal Number Maintenance**, the legal number voids automatically when you delete the payment instrument payable.

1. Select a payment instrument in the **Payment Instruments** card in the landing page. The application shows all invoices for this payment instrument.

2. Select an invoice from the **Invoices** grid in the **Invoice Selection** card.

3. Select **Void Legal Number** from the Overflow menu. **•••**

4. Enter a reason in the **Void Reason** field and select **OK**.

    The application voids a legal number from the invoice and changes the status to **Not Printed**.

Creating a Payment Instrument Type

A payment instrument is an electronic or paper-based method used to transfer funds, like a promissory note or a future-dated check. Create different types of payment instruments that you use in **Payment Instrument Type Maintenance**.

> ⚠️ This program is only available if you have the **Payment Instruments** module license.

Use the landing page of the application to view existing payment instrument types or to enter a new one.

In this article, we will cover creating a payment instrument type.

1. From the main menu, go to **Financial Management > Accounts Payable > Setup > Payment Instrument Type**.

2. Select **New** ⊕ to add a new payment instrument type.

3. In the **Type** field, enter an ID for the payment instrument type.

4. In the **Description** field, enter the type's description.

5. From the **Use In** drop-down, select in which modules you want to use this payment instrument type: **AR** or **AP**. Your selection here determines the availability of the **Accounts Receivable** or **Accounts Payable** fields on this page.

   - **Accounts Receivable** – Use the fields in this section to indicate whether a customer bank record is required. Then enter **Company Bank ID**, **Electronic Type Code**, and select an option for **First GL Update Stage**.

   - **Accounts Payable** – Use the fields in this section to indicate whether a supplier bank record is required. Then select options for **First GL Update Stage** and **Status Codes**. Select either **Check** or **Other** from the **Type** drop-down.

6. Now set the **Initiation** field to **Generation**, **Received**, or **Endorsed**. When you enter a payment instrument, the setting in this field determines which fields in the entry application are enabled.

   - **Generation** – When you print an invoice which has a payment method for generated payment instruments, you can generate a payment instrument within the invoice entry aplication.

   - **Received** – When you enter a payment instrument for a document you have received from a customer or supplier, you enter the payment instrument via **Payment Instrument Entry**. You cannot enter a payment instrument in the invoice entry application if the invoice has a payment method for received payment instruments.

- **Endorsed** – When you use an AR payment instrument as an endorsed payment of a supplier's invoice in an AP payment instrument. This initiation is available only for an AP payment instrument type.

7. Select the **Default** check box to make this payment instrument type the default one.

8. Select **Save**.

Defining Payment Instrument Statuses

Payment instruments are financial transaction methods used in different localities. Examples of payment instruments include Promissory Notes and Post-Dated Checks. As a payment instrument (PI) moves through your business flow, it goes through a number of stages that indicate its progress. Each stage can contain multiple levels, or statuses, required for your financial processes. For example, in the AR Portfolio stage, you can have a Portfolio Signed status and Portfolio Posted status.

Run **Payment Instrument Status Maintenance** to define the statuses available for each of the payment instrument pre-defined stages.

Use the landing page of the application to view existing statuses or to enter a new one.

In this article, we will cover:

- [Defining Payment Instrument Statuses](#)
- [Linking Statuses to GL Control](#)

Defining Payment Instrument Statuses
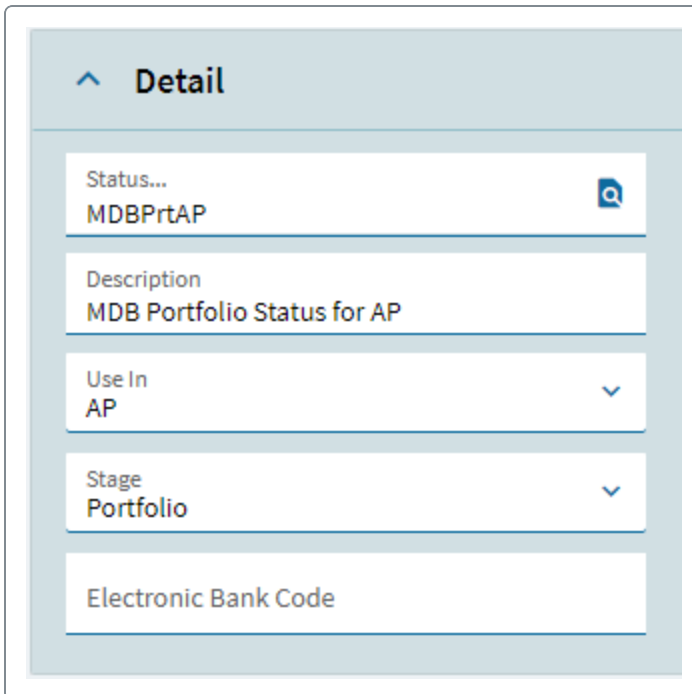
1. From the main menu, go to **Financial Management > Accounts Payable > Setup > Payment Instrument Status**.

2. Select **New** ⊕ to add a new status.

3. Enter the status and its description.

   > ℹ️ The status is a unique identifer, for example, 001. The description must indicate the purpose for the status, for example, AP Portfolio.

4. From the **Use In** drop-down list, select whether this status is used for either AP or AR.

5. In the **Stage** field, select the pre-defined stage available for accounts payable. Available AP stages are:

   - **Portfolio** - Used when a signed document has been received (Signed status), or an AP invoice has been reduced by the allocation from the Payment Instrument (Posted status).
   - **Settled** - Used when the cash is defined as paid.
   - **Cancelled** - Used when you return or cancel Payment Instrument, and all accounting movements are reversed.

6. Optionally, enter the **Electronic Bank Code** this status uses. Enter this value using the electronic remittance format required for the bank code applied for your payment instruments.

7. Select **Save**. 💾

Linking Statuses to GL Control

Expand the **GL Control** card to link the GL control type and GL controls you need to associate with this payment instrument status.

The general ledger (GL) control or controls selected on this GL Control card determine the accounts and journal codes used to post transactions to which the record applies.

You can associate one or more GL controls with a record in this setup program. Each control associated with a record must belong to a different control type. The association allows the use of control values when the record applies to a posted transaction.

The general ledger (GL) control or controls selected on this GL Control card determine the accounts and journal codes used to post transactions to which the record applies.

Example: The AR Account and AP Account GL control types reference the company entity. You define GL controls based on both types and apply them to Company A in Company Configuration. A transaction that belongs to Company A then posts using the account hierarchy set up for this specific transaction for the Company A business entity. Posting rules use the controls' account references to create the accounts for the company's journals.

You cannot associate GL controls with programs where users select posting accounts when they enter transactions. Examples of this type of program include AP Adjustment and Cash Receipts. The Master Chart of Accounts (COA) defines the accounts available in these programs.

1. On the **GL Control** card, select **New**. ⊕

2. Select the GL control **Type** that contains the account contexts you need.

3. Next use the **Control** field to enter a GL control contained by the selected GL control type.

4. Continue to add the GL control types you need for the current company. When you finish, save the changes.

GL Control Type	Type Description	GL Control Code	Control Description
Payment Instrument Payable	Payment Instrument Payable	Default	Default PI Payable Account

Using Payment Instruments Status Change

Change the status of a selected payment instrument using **Payment Instrument Payable Status Change**. Select a payment instrument in this application to view all of its details. Most of the information cannot be changed here, but you can modify the due date information and description fields in the header.

You may also need to enter a general ledger journal entry to move the payment instrument balance if one of its associated stages has a posted status and the old and new posting codes are different. Because of this, you may also be required to create a new legal number for the status change.

Use the landing page of the application to select from existing payment instruments.

In this article, we will cover changing the status of a payment instrument.

1. From the main menu, navigate to **Financial Management > Accounts Payable > General Operations > PI Status Change**.

2. Select a payment instrument in the **ID** column. The **Header** page displays.

3. If necessary, change the description of the payment instrument in the **Description** field and the due date.

4. To change the status, from the Overflow menu, select **Status Change**. The **Status Change** window displays.

5. Select the **PI Status** drop-down list and select the status you need.

6. You can also change the payment instrument type by going to the document type drop-down list and selecting the new type.

7. Select **OK** to close the **Status Change** window.

To review other information:

- Expand the **Allocate** card to view a list of invoices associated with an instrument.

- Use the **Invoice Detail** card to view details of an invoice selected from the Allocate card **Invoices** grid.

- Go to the **Info** card to view a customer or supplier address specific to an instrument.

- Use the **Bank Fee** card to review bank fees and bank fee taxes that apply to the instrument.

Defining Custom Tax Algorithms

Set up various types of algorithms for tax calculating using **Custom Tax Algorithm Maintenance**.
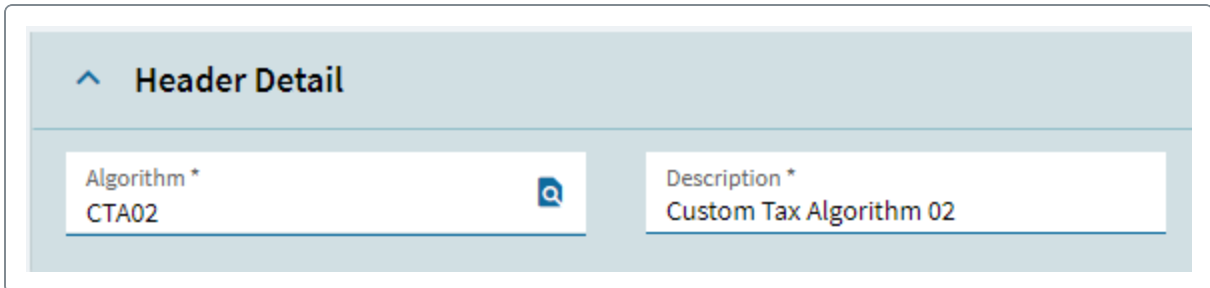
The standard tax algorithm multiplies the net amount after a discount by the applicable tax rate. In some cases you may need other algorithms, like when one tax is based on the net value plus another tax (piggyback taxes). When setting custom algorithms, you can define how the taxes are calculated and the base value used for the calculation.

The app you also helps you associate custom algorithms with tax types.

Use the landing page of the application to view existing algorithms or to enter a new one.

In this article, we will cover defining a tax algorithm.

1. From the main menu, go to **Financial Management > Accounts Payable > Setup > Custom Tax Algorithm**.

2. Select **New** ⊕ to add a new algorithm.

3. On the **Header Detail** card, enter the algorithm identifier and its description.

4. On the **Customer Tax Algorithm Lines** card, select **New** ⊕.
5. In the **Line** column, select the line. The **Line Detail** card displays.
6. Select the first operand you need from the **Operand 1** drop-down list.

    Available options are:

    - **NV** - Net value (price after discount excluding taxes).
    - **GV** - Gross value (all calculated taxes are included).
    - **SV** - Sales value (before discount, excluding taxes).
    - **TE** - Tax amount after exemptions, tax type is defined in operand 3.
    - **Lxx** - Result of expression in line xx.
    - **PT** - Payment total amount.

- **PI** - Payment proportional amount. The paid amount is proportionally split to the underlying invoice lines. The tax is calculated based on those tax categories.

- **n** - Numeric constant.

7. From the **Operator** drop-down list, define the Operator you want to use to calculate this detail line.

   Available options are:

   - **+** - Add operand 1 and operand 2.
   - ***** - Multiply operand 1 with operand 2.
   - **/** - Divide operand 1 with operand 2.
   - **-** - Subtract operand 2 from operand 1.
   - **%** - Calculate operand 2 as a percentage value of operand 1.
   - **>** - Logical expression: If operand 1 is greater than operand 2, the line value is defined by operand 3, else by operand 4. This operator is disabled if operand 1 or 2 is TA or TE.
   - **<** - Logical expression: If operand 1 is less than operand 2, the line value is defined by operand 3, else by operand 4. This operator is disabled if operand 1 or 2 is TA or TE.
   - **=**- The expression result is equal to operand 1.
   - **TR**- Calculate tax rate as defined by tax liability and product tax category.

8. Select the second operand you need from the **Operand 2** drop-down list. These options are the same as those on the **Operand 1** drop-down list.

   Available options are:

   - If the value of **Operand 1** is not TE or TA and the Operator value is **>** or **<**, the **Operand 3** drop-down list is available. These options are the same as those on the **Operand 1** drop-down list.
   - If the Operator value is **>** or **<**, the **Operand 4** drop-down list is available. These options are the same as those on the **Operand 1** drop-down list.
   - If the **Operand 1** value is TE or TA, you can select a sales tax code from the **Operand 3** Tax drop-down list.
   - If the **Operand 2** value is TE or TA, you can select a sales tax code from the **Operand 4** Tax drop-down list.

9. Select the **Base Line** check box to indicate that this algorithm will be used as the taxable base amount; if you select **Tax Line** check box, it indicates this algorithm will be used as the tax amount.
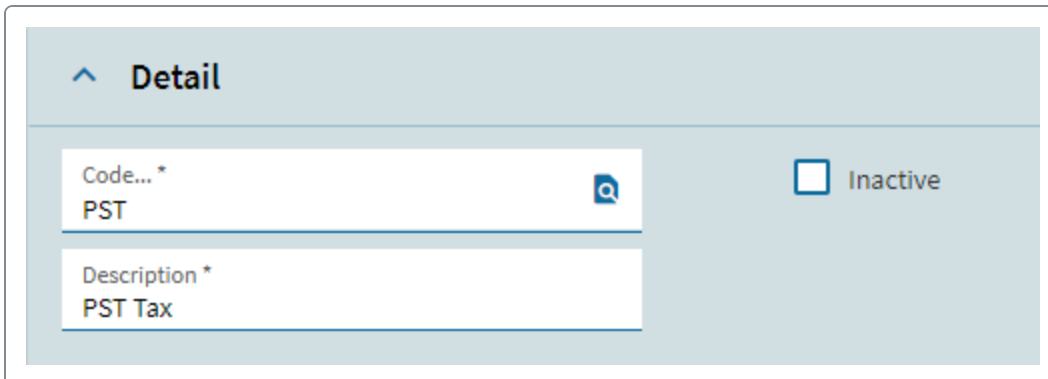
10. Select **Save**. 💾

Setting Up Tax Authorities

You set up tax authorities if different counties report taxes to separate county authorities, based on where the customer or supplier is located. For example, India uses the Goods and Services Tax (GST) to charge the supply of goods and services, while Canada applies the PST tax when a taxable good or service is purchased, acquired or brought into B.C. To charge taxes for these country-specific transactions, you must create a tax authority code in **Tax Authority Maintenance**. You then use Customer Maintenance or Supplier Maintenance to assign tax authority codes to a customer or supplier.

To create tax authority codes:

1. From the main menu, go to **Financial Management** > **Accounts Payable** > **Setup** > **Tax Authority**.

2. Select the **New** ⊕ icon.

3. Enter the tax authority code and description.

4. From the Overflow menu ⋯, select **Save**. 💾

If you want to deactivate the record, select the **Inactive** check box.

> ⓘ To learn more about the deactivating function, refer to **Deactivating a Record**.
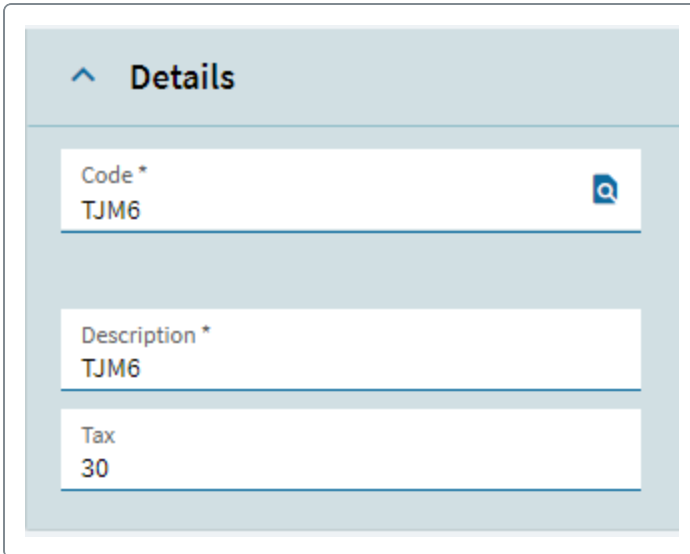
Adding Tax Jurisdiction Codes

Add special tax codes that define jurisdictions (authorities) in which you report taxes in **Tax Jurisdiction Maintenance**. Tax jurisdictions are the governance or authority that grants the power to tax a particular tax type, based on where the customer or supplier is located. Associate each jurisdiction you specify with at least one tax type in **Tax Type Maintenance**.

Use the landing page of the application to view existing tax jurisdiction codes or to enter a new one.

In this article, we will cover creating tax jurisdiction codes.

1. From the main menu, go to **Financial Management** > **Accounts Payable** > **Setup** > **Tax Jurisdiction**.

2. Select the **New** icon ⊕ to create a new tax jurisdiction code.

3. Enter the code identifier for the tax jurisdiction and its description. It must be an AFIP (public revenue federal agency code) of a province. Refer to the **Province Entry** section for details.

4. Specify the tax linked to the jurisdiction.
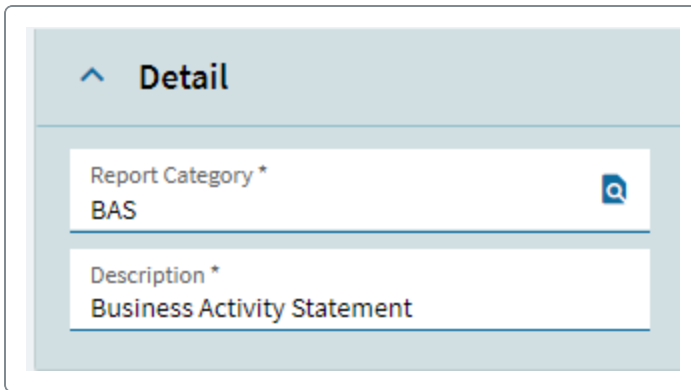
5. Select **Save**. 💾

Adding Tax Report Category Records

Use **Tax Report Category** to enter tax report category records. These categories are a simple table with a code and a description. They are assigned to tax types and used as selection criteria when printing tax reports.

To create a tax report category record:

1. From the main menu, go to **Financial Management** > **Accounts Payable** > **Setup** > **Tax Report Category**.

2. Select the **New** ⊕ icon in the upper right corner of the page.

3. Enter **Report Category** and its **Description**.

4. Select **Save**. 💾

Creating a Product Tax Category

You can define categories to create exemptions for a tax rate in **Product Tax Category**. Use the category records to apply exemptions throughout the application. Product tax categories and tax liabilities together determine the taxes and tax rates that are applied to company transactions.

Categories can also set a default tax rate for a type of product or service. This setting overrides the default rate set for the tax type that contains the rate. You create rate codes in **Tax Type Maintenance**, but you can override these values in this app.

Use the landing page of the application to view existing product tax categories or to enter a new one.

In this article, we will cover:

- [Entering a product tax category](#)
- [Entering tax rates for a production tax category](#)

Entering a Product Tax Category

1. From the main menu, go to **Financial Management > Accounts Payable > Setup > Product Tax Category**.

2. Select **New** ⊕ to add a new tax category.

3. Enter a unique identifier for the tax category in the **Category** field.

4. In the **Description** field, enter additional information to identify the category plan.

5. Select the **Default** check box if you want to identify this product tax category as the default option. This option then automatically displays on all **Product Tax Category** drop-down lists throughout the application.

6. Select the **Internal Usage Taxable** check box to indicate parts that use this tax category are subject to use tax.

   This type of tax is levied in the United States. This internal corporate tax is self-assessed when a product is purchased by a resident of the state that issues the tax. It does not affect the invoice total, but it does affect the general ledger. Use tax strictly accounts for storage and consumption of goods used internally by the company in a specific state (not for resale).

   > ℹ️ Selection of this option can automatically generate use tax amounts through the Avalara® Tax Connect or Sovos Tax Integration (depending on which solution you use). After you define the use taxes that apply for your company, Avalara or Sovos automatically generates the use tax amounts.

7. If you want to prevent this product tax from generating Intrastat transactions, select the **Exclude from Intrastat** check box. For example, you select this check box to indicate this product tax is used for services. Intrastat transactions are then not generated for this tax.

8. Select **Save**.

Entering Tax Rates for a Product Tax Category

1. In the **Tax Rate** card, select **New** ⊕ to add tax rates.

2. Use the **Tax Type** field to indicate the tax type record you want to link to the product tax category if you need to over-ride the default tax rate defined on the tax type. You create tax types in Tax Type Maintenance; review this previous section for more information.

3. Select the **Rate Code** you want to link to the tax type. The rate codes available for the selected tax type display on this drop-down list; this code defines the rate used for the selected product category instead of the default tax type rate.

Tax Rate		
Tax ID	⋮	**Rate Code** ⋮
▢ EU SUPPLIER		RATE

4. Continue to add the tax rates you need. When you finish, save the tax category.

Entering Tax Liabilities

Enter tax liability records in **Tax Liability Maintenance**. A tax liability represents taxes a company handles when they trade with customers and suppliers. These can be taxes liable due to both your company's tax status or the tax status of the customer or supplier.

Once you create liability codes, assign tax types to them. A tax type can contain rules that control the level which the application calculates the tax on (line or total) and can apply exemptions available for the tax.

To use this functionality, you need to first choose what location controls a liability. Then, you will use **Customer Maintenance** or **Supplier Maintenance** to attach a default tax liability code to the customer or supplier bill to and ship to addresses. The tax liability and the product tax category (which represents what has been sold or purchased) combination determines the final taxes and rates for the transaction.

> ℹ️ Tax liability is optional. If used, you can associate records in Customer Maintenance with the appropriate tax region.

Use the landing page of the application to view existing tax liabilities or to enter a new one.

In this article, we will cover:

- [Entering a tax liability](#)
- [Assigning tax types to liability codes](#)

Entering a Tax Liability

1. From the main menu, navigate to **Financial Management > Accounts Payable > Setup > Tax Liability**.

2. Select **New** ⊕ to add a new tax liability.

3. Enter a new code in the **Tax Liability** field and add its **Description**.

Details

Tax Liability *

Description *

☑ Inside EU   ☑ Use in AP

☐ EU Third Party Trade   ☑ Use in AR

☐ Tax Inclusive Pricing   ☐ Tax Integration

☐ Non-taxable on Deposit   ☐ Recalculate IC AP Invoice Tax

4. Select the applicable check box(es) to indicate that:

- **Inside EU** - You use the liability for sales or purchases inside the European Union.

- **EU Third Party Trade** - You need to report the sales related to this tax liability as the third-party sales in the **Sales List** report.

- **Tax Inclusive Pricing** - You use the tax liability in tax inclusive pricing. Tax Inclusive Pricing is a pricing method that adds tax costs to the Unit Price and Discount Amount Values.

  You can add withholding taxes to an AP invoice and purchase order when the tax liability is marked as tax Inclusive. You can add the withholding tax for the AP invoice or purchase order header only. This is common business for many countries.

  When the tax liability is marked as **Tax Inclusive Pricing**, you can't add the **Withholding** tax type for the tax liability marked as **Used** in AR. It is valid only for **Used** in AP. The application calculates the withholding tax included in the tax liability on the AP invoice/purchase order header level.
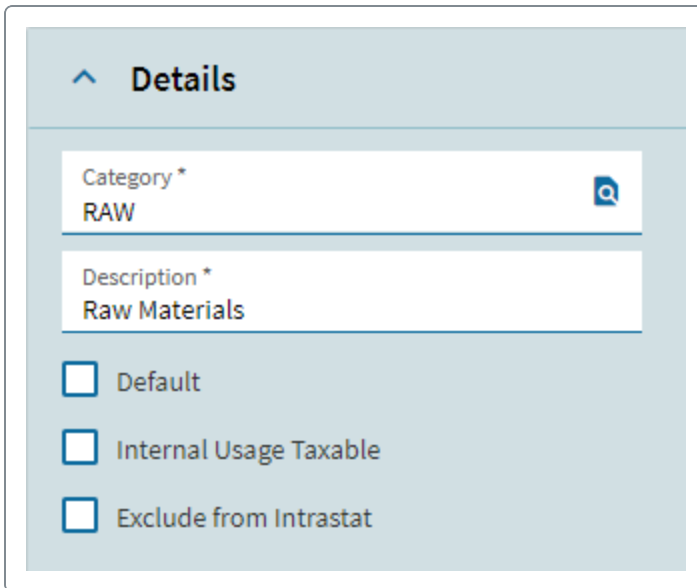
- **Non-Taxable** - You add no tax to the invoice.

- **Use in AP**, **Use in AR** - You use this tax liability in AP and/or AR.

- **Tax Integration Calculation** - Use the Tax Integration functionality to indicate when this liability is selected on a record, either Avalara or Sovos (depending on which solution you use) will calculate taxes.

  For those who have purchased **Tax Connect Use Tax (UT)**, you can use **Tax Liability Maintenance** to create **Use Tax** calculation-capable tax liability codes to assign to your

suppliers. This automatically enables **Use Tax** calculations for AP invoices. Tax Liability codes are optional for **Tax Connect Sales Tax (ST)**, which calculates sales taxes for your customers' sales orders and for their AR invoices and credit memos.

> ℹ️ Although you don't need tax liability codes for Tax Connect ST to calculate sales taxes for customer transactions, you can use them to prevent communicating non-US and non-Canadian transactions to AvaTax®.

For those who have purchased the**Tax Integration**license to integrate with Sovos, you can use **Tax Liability Maintenance** to create **Use Tax** calculation-capable tax liability codes to assign to your suppliers. This automatically enables **Use Tax** calculations for AP invoices. Tax Liability codes are optional for your customers' sales orders and for their AR invoices and credit memos.

- **Recalculate IC AP Invoice Tax** - You recalculate the taxes as the receiving company and ignore the transferred taxes. This is especially useful when the AR invoice is zero-rated, or when you need to apply tax exempt and the AP Invoice self-assessment taxes.

5. Select **Save**. 💾

Assigning Tax Types to Liability Codes

After you enter a tax type, you need to enter the sales taxes to use with the liability. A tax type can contain rules that control which level to calculate the tax (line or total) and can apply exemptions available for the tax.

You can enter multiple tax types. Use the **Move Up** ⬆️ and **Move Down** ⬇️ icons to change the sequence of the tax types you list. The application will use this sequence to take out the taxes.

To add a tax type to a liability:

1. Expand the **Tax Types** card.

2. Select **New** ⊕ to add a new tax type to the liability.

3. Enter the tax ID for the sales tax you want to add.

4. From the **Tax Method** drop-down, select the tax method of this tax. The options are **Document Level** and **Line Level**.

5. If you want to mark the tax as global and be able to send it out to other companies, select the **GlobalTaxRgnSalesTax** check box.

6. If you want to disable this record from receiving global updates, select the **GlobalLock** check box.

7. If necessary, select the type of exemption for the tax liability. The **Percent** field shows the percentage of the tax that is exempt.

   - **No Exemption** - No exemption defined.
   - **Reduced Base** -The exemption is defined as a percentage that will reduce the taxable base amount.
   - **Reduced Rate** - The exemption is defined as a percentage that will reduce the derived tax rate.

8. Select **Save**.

Creating Tax Boxes

Create tax boxes for tax returns in **Tax Box Maintenance**. Tax boxes hold the reporting values on the returns and are usually referenced with a number.

You can use tax boxes with VAT tax statements, Australian BAS statements, and tax documents sent to employees in the United States. Each tax box defines the default values you associate with rate codes in **Tax Type Maintenance**. You can also enter the XML element that contains tax box data that is transmitted electronically to the tax authorities.

The system uses the values you enter in Tax Box Maintenance as defaults for the tax boxes you select on a rate code. However, you can override these values for a specific rate code or add multiple records to a single rate code.

Use the landing page of the application to view existing tax boxes or to add a new one.

In this article, we will cover creating a tax box.

1. From the main menu, navigate to **Financial Management > Accounts Payable > Setup > Tax Box**.

2. Select **New** ⊕ to add a new tax box.

3. Enter a value for the tax box in the **Tax Box** field. This value identifies the tax box in the application processing. When you link a tax box to a rate code, the system uses the values defined in the tax box record with the rate code. Then, add a description for the tax box in the **Description** field.

4. Enter the .xml element that contains tax box data in the **XML Tag** field. This setting applies when the statement on which the tax box appears is transmitted to authorities electronically. For example, the Sales Tax Report and Sales List Report can use electronic interfaces for tax reporting.

5. Enter any additional information for the tax box in the Comment field. Typically, this field contains a longer description of how the system applies and reports the code.

6. Now, select a source from the **Source Module** drop-down. This defines the record type the application uses for the origin of the tax box information.

7. Select the acquisition sequence for the tax box from the **Line** drop-down:

   - **Primary/Standard** - The system creates this type of lines if typical charges apply to the tax box.

   - **Secondary/Reversing** - The system creates this type of lines if EU acquisition or reverse charges apply to the tax box.

8. Specify the type of amount to use with this tax box in the **Amount Type** drop-down:

   - **Taxable Amount** - Select it to use the tax box to hold the taxable amount on the transaction. This value is the total amount on the transaction that can be taxed, excluding tax.

   - **Tax Amount** - Select it to use the tax box to hold just the tax amount on the transaction. This value is the total tax levied against the transaction.

9. In the Box Sign field, select what value - positive (**+**) or negative (**-**) - you want to use on the tax box.

   > **i** **Tip**: You can also redefine defaults for this tax box in Tax Type Maintenance.

Default Values

Source Model
AR Invoice ⌄

Line
Primary/Standard ⌄

Amount Type
Tax Amount ⌄

Box Sign
+ ⌄

10. Select **Save**. 💾

Creating Tax Types

Create tax types to specify different tax types and tax rate codes your company needs to support sales and purchase processes in **Tax Type Maintenance**. These taxes are then multiplied against taxable line items to determine sales tax amounts. On each invoice, these sales tax amounts are then added together to calculate the final sales tax amount.

You set up each tax type with different attributes such as a calculation algorithm, collection method, time of recognition, tax rates, and other accounting information.

- The tax type can have multiple rates, but only one is a default rate. This rate is used unless a different rate is specified elsewhere.
- You assign tax type to individual tax liabilities. Tax liabilities define geographic areas, and each tax code selected identifies individual taxes collected within that area. Each customer record can have a tax liability assigned, which defines the taxes calculated against the orders and invoices for that customer.
- You can exempt specific products from certain tax types by using product tax categories which divide taxes into groups that apply to different products. To do this, use the **Exempt** card on the tax type's **Rate** page.
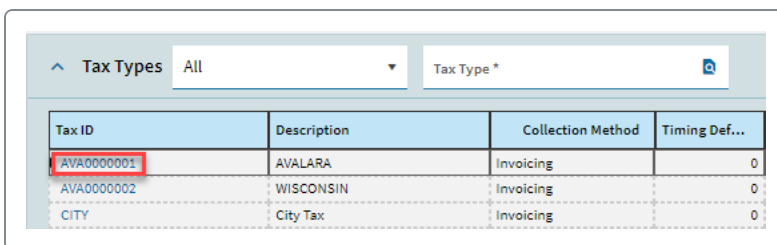
In this article, we will cover:

- [Adding a new tax type](#)
- [Setting up tax rates](#)
- [Assigning tax boxes to tax rates](#)

Adding a New Tax Type

1. Open the **Tax Type** app.

   The Landing page displays by default. The page displays all the existing tax type records. To select a record, on the Landing page, click on the link using the Tax ID grid line.
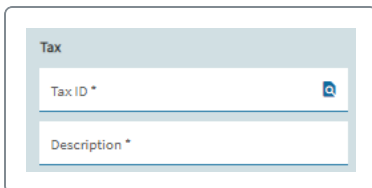
Tax ID	Description	Collection Method	Timing Def...
AVA0000001	AVALARA	Invoicing	0
AVA0000002	WISCONSIN	Invoicing	0
CITY	City Tax	Invoicing	0
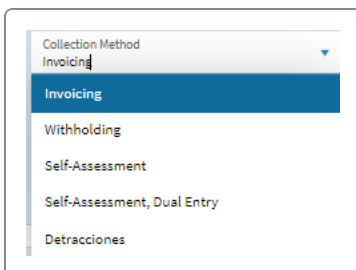
   ℹ️ The values in the screen shots are just an example.

2. To add a new tax type, select **New**. ⊕

3. In the **Tax ID** and **Description** fields, enter a tax type identifier and description.

4. Next, select one of the collection methods.

The Global Tax Engine supports four methods for collecting/charging taxes:

- **Invoicing** (default) - The tax amount is added to the amount shown on the invoice and is collected by the supplier, as part of the total invoice value. The supplier is responsible for collecting and paying the taxes to the authorities. The tax amount is in normal case separately specified on the face of the invoice but can under different circumstances be included in the amount charged for the item, with or without further explanation of the amount of tax included therein.

- **Withholding** - The purchaser is required to withhold a portion of the amount invoiced and pay this over to the authorities. These types of taxes are collected and paid by the purchaser on behalf of his supplier's tax liability.

  When calculating Withholding Tax for AP Invoices and Payments, the system uses Product Tax Category rates and exemptions. For tax codes that have payment timing set up, the system calculates withholding tax at the time of invoicing and saves cumulative tax information. Taxes can still be recalculated depending on the setting of the Tax Rate for Withhold tax based on field in Company Configuration and if the new effective rates are available.
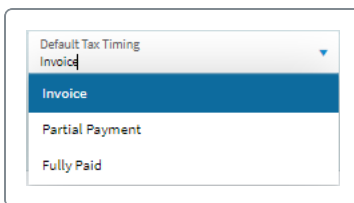
- **Self-Assessment** - The taxpayer must calculate tax amount due on relevant transactions (sometimes called reversed charge). This can apply on purchases, such as the VAT on intra EU purchases where the purchaser is liable to determine and report VAT to the tax authorities.

It can also apply on sales, such as income taxes (Argentina), where the supplier is authorized to retain the income tax due on the settlements they receive from their customer.

- **Self-Assessment, Dual Entry** - Creating both input and out tax transactions as for EU purchases.

Important: You can apply the Payment Discount Reduces Tax discount to the Self-Assessment and Self-Assessment, dual entry collection methods in the AP module only. In the AR module the application ignores the Payment Discount Reduces Tax discount option and behaves as if the Discount Does Not Affect Tax option is selected. Refer to the Self-Assessment Taxes in AP Payments section for details.

5. In the **Default Tax Timing** field, specify the default value for when a tax is recognized as liable.

Default Tax Timing
Invoice ▾
Invoice
Partial Payment
Fully Paid

> The tax can be liable upon an invoice entry, or when the invoice is partially or fully paid. Tax Timing and Collection Method controls together when and how taxes are accounted for and are posted as committed tax transactions.

6. To specify when tax on deposit and advanced billing invoices is recognized as liable, select one of the **Deposit/Adv. Billing Tax Timing** options.

   Deposit/Adv. Billing Tax Timing and Collection Method controls together when and how taxes on deposit and advanced billing invoices are accounted for and are posted as committed tax transactions.

7. Use the Custom Algorithm field to specify the custom algorithm to be used for calculating the tax. If no custom algorithm is set up for the company, the standard algorithm is used. The standard algorithm is multiplying the taxable amount (net sales value after discount) to the derived tax percentage.

8. In the **Payment Discount Treatment** field, select the method that defines how the tax is treated when an early payment discount is given.

Payment Discount Treatment
Discount Does Not Affect Tax

Discount Does Not Affect Tax

Payment Discount Reduces Tax

Term Discount Reduces Tax

Payment Discount Before Tax

The Global Tax Engine supports four methods for collecting/charging taxes:

- Discount Does Not Affect Tax (default).
- **Payment Discount Reduces Tax** - Tax is adjusted when payment discount is taken.

> You can apply this method to any applicable AP invoice for which you have specified either the Self-Assessment, Self-Assessment, Dual Entry, or Withholding collection methods. This discount reduces both the total taxable amount and the total tax amount.

- **Term Discount Reduces Tax** - Tax and tax base are adjusted already when invoice is created, assuming full payment discount will be taken according to the terms.
- **Payment Discount Before Tax** - Payment discount is calculated on the invoice total before tax.

  The following examples demonstrate the behavior of the four discount treatments. The examples are based on an AR invoice with the following details:

  • **Invoice line extended price - 100.00**

  • **Tax % - 10.00**

  • **Terms Discount % - 2.00**

	Discount Does Not Affect Tax	Payment Discount Reduces Tax	Term Discount Reduces Tax	Payment Discount Before Tax
Invoice Ext. Price	100.00	100.00	100.00	100.00
Tax Amount	10.00	10.00	9.80	10.00
Invoice Total	110.00	110.00	109.80	110.00
Cash Receipt Full Payment Amount	107.80	107.80	107.80	108.00
Cash Receipt Discount Calculation	2.20	2.20	2.00	2.00

Tax Adjustment from Cash Receipt	0.00	-0.20	0.00	0.00

9. In the **Tax Jurisdiction** field, specify the tax jurisdiction identifier for the tax.

   Tax jurisdictions may be the governance or authority that grants the power to tax a particular tax type. This information can be used as selection criterion when printing tax reports.

   Example: If your company deals with both VAT and Withholding taxes, you may have to report the VAT to one authority, and Withholding tax to another body. You could create separate tax jurisdictions for the two forms of tax, which enables you to generate reports filtered by a particular jurisdiction.

   Other tax jurisdiction examples include:

   - Counties
   - Districts
   - Cities

10. Select **Save**. 💾

Setting Up Tax Rates

You can set up one or more tax rates for a tax type. For example, domestic VAT may have a Standard rate, but also a Reduced rate. You can set up both rates under the same tax type.

You can also select tax categories that don't pay taxes on this sales tax. In other words, they are exempt. Sales tax categories divide taxes into groups that apply to different products and miscellaneous charges.

For example, you have a sales tax category called Services. This category is taxable in California, but not in Minnesota.

To add an effective rate to your tax type:

1. Scroll down to locate the **Rates** card.

2. On the card, select **New**. ⊕

3. In the Nav tree, select the **Rates/Rate** node.

   The **Detail** card displays.
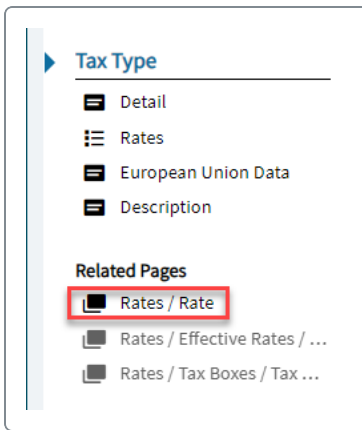
4. Define **Rate Code** and **Description**.

5. Select **Legal Text**, if required.

6. Select **Save**.

7. In the Nav tree, select **Effective Rates/Effective Rate** node.

   The **Detail** card displays.

8. To add a new effective tax rate, select **New**. ⊕

9. In the **Effective From** field, specify a date from which this rate is used for calculating taxes.

10. In the **Rate Type** field, select the **Percentage**, **Fixed Value**, or **Graduated Rates** option.

You can calculate your taxes based on the entered percentages or fixed value. However, you can also use the graduated rates that follow slightly different logic. Calculations for the graduated rate are:

From Amount	To Amount	Fixed Amount	Percent
0	10	0	10.0
10	20	1	13.5
20	40	2.350	17.0
40	100	5.750	20.50
100	And above	18.050	24.0

If the taxable amount is '14' then the tax will be calculated as follows:

((14 - 10) * 13.5 / 100) + 1 = 1.540

11. In the **Percentage** field, specify the tax percentage. This percentage is multiplied against taxable line items to calculate tax amounts.

12. The same logic applies to the **Fixed Value** field. You can only enter a value if you select the **Fixed Value** option in the **Rate Type** field.

13. In the **AP Deductible %** field, specify the deductible part of the tax.

    This is used in countries where taxes on purchases are fully or partially disallowed. The non-deductible amount is treated as a cost.

14. Specify the **Minimum** and **Maximum Tax Amounts**.

15. Select **Save**.

Assigning Tax Boxes to Tax Rates

Some countries require additional functionality for VAT reporting. To help you handle these requirements, you can use the Tax Box functionality. Tax boxes let you record both taxable amounts and tax amount totals, using an addition or subtraction value that is defined on each tax box.

You use tax boxes in your tax reports and define them in Tax Box Maintenance. You use tax boxes with VAT tax statements or tax documents sent to US workers. You can include the defaults for each tax box, such as the application module involved, whether to use the tax amount or the taxable amount, and the applicable sign (**+** or **-**).

Once you define a tax box record, you assign it to your rates or effective rates. If you assign a tax box to your effective rate, then this tax box is used (takes priority). If not, the tax box for the rate level is used instead.

The Tax Box functionality is optional. Whether your company will require them depends, above all, on the complexity of your country's tax returns. For example, Belgium has relatively complex tax returns, which make the use of Tax Boxes necessary. On the other hand, countries with simpler tax returns, for example, UK (9 tax boxes, including sum boxes), may be able to achieve their report requirements without Tax Boxes, simply by using Tax Report Categories.

> You can add as many tax boxes as you need to satisfy the requirements of the taxing authority.

You activate this functionality in **Company Configuration** by selecting the **Use Tax Box** check box located on the **Taxes** sheet.

To assign a tax box to your effective rate:

1. In the Nav tree, select the **Tax Boxes/Tax Box** node.

   The **Detail** card displays.
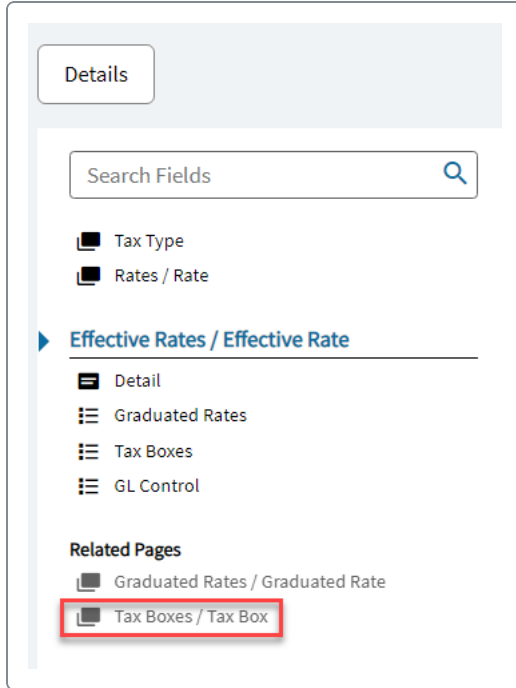
2. Select **New**. ⊕

3. In the **Bar Code** field, search for and select the required tax box record.

4. Select a source module using the Source Module field.

   Specifies the record type that will be used as the origin of the tax box information. This is a required field. The available options include:

   - A/R Invoice

   - A/P Invoice

   - A/R Credit Memo

   - A/P Debit Memo

5. Select the Amount Type for which this tax box will be used.

   The options include:

   - **Taxable Amount** - Used to hold the entire taxable amount on the transaction. This is the total amount on the transaction that can be taxed.

- **Tax Amount** - Used to hold just the tax amount on the transaction. This is the total tax levied against the transaction.

6. Specifies the positive or negative value of the tax box using the Box Sign field.

    This is a required field. Select either the positive (+) or negative (-) operator from this list.

7. Select **Save**.

Validating VAT Numbers

Quite often you need to be sure that your business partner has valid VAT ID number. For instance, if you have EU customers and suppliers, the European Union requires you to validate the VAT number to prevent tax fraud and tax evasion.

In this article, you will learn how you can easy check and validate VAT Identification number of your business partner.

In particular, we will cover:

- [Enabling Tax ID verification](#)
- [Validating Tax ID of suppliers and customers](#)
- [Running the Tax ID Validation Status report](#)
- [Mass Validating Tax IDs](#)

Enabling Tax ID Verification

The first thing you need to do is to enable the VAT number verification in Company Configuration.

Select the **Modules** button and go to **Taxes > Tax ID Validation**.

There are two options available on the Tax ID Validation tab:

- **VEIS Validation** - Verify the VAT number of your business partners in EU through VIES on-the-web. This request will be sent, through a secure connection, to the relevant national database to check if the given number is recorded there.

- **HMRC Validation** - Verify the VAT number of your partners in the UK through HMRC web-service. This request will be sent through a secure connection to the UK national database to check if the given number is recorded there.

> Since the UK is no longer a part of the EU, the VAT IDs of UK businesses cannot be validated using EU wide VAT ID check system VIES effective from January

2021. If you deal with a UK VAT-registered business, you can use this service to check if a UK VAT registration number is valid.

Validating Tax ID of Suppliers and Customers

Once you enable the VAT verification with automatic validation, the app checks the VAT ID every time you specify the tax identifier for the ship to/ bill to location in the **Tax ID** field in Customer Entry or Supplier Entry.

If automatic validation is not activated, you can use the **Validate Tax ID** option from the Overflow menu ••• to check Tax ID of a particular customer/supplier.

Validation Principles

- If you have selected only the **Allow Tax ID Validation** check box in **VIES Validation** group box, then the VIES validation applies.

- If you have selected only the **Allow Tax ID Validation** check box in **HMRC Validation** group box, then the HMRC validation applies.

- If you have selected both **Allow Tax ID Validation** check boxes in the **VIES Validation**and in **HMRC Validation** group boxes, then the application does the following:

  - If the country of the customer/ship to address is in the European Union (the **EU Member** check box is selected in **Country Maintenance**), then the VIES validation applies.

  - If the country of the customer/ship to address is the UK (country ISO code is set to **GB** in **Country Maintenance**), then the HMRC validation applies.

> **ℹ** If Tax ID is has the **XI** prefix (Northern Ireland), then:
>
> - the VIES validation applies to Tax ID if it is enabled.
> - the HMRC validation applies to Tax ID if it is enabled and the VIES validation is not enabled.
> - the VIES validation applies if both VIES and HMRC validations are enabled.

> **🧩** **Tip:** If you use HMRC to validate Tax IDs, select **HMRC Tax ID Validation Log** from the Overflow menu **•••** to review HMRC response.

When youauto invoice sales orders, the application validates the Tax ID of the customer on creating a customer shipment (after you select the Shipped check box in Customer Shipment Entry). Depending on the **Action If Invalid Tax ID** setting in Company Configuration (All Modules > Taxes > Tax ID Validation), the system blocks posting of AR Invoices or shows a warning message if Tax ID is missing or invalid.

Running the Tax ID Validation Status Report

To review validation of supplier and customer Tax ID statuses, use the **Tax ID Validation Status** report.

Mass Validating Tax IDs

In the **Tax ID Mass Validation** app, you can check tax IDs of all customers and suppliers.

Mass Validating Tax IDs

Validate tax IDs of all customers and suppliers in Tax ID Mass Validation. You can see the validation results as an attachment in the .csv file format.

> ℹ️ In System Monitor, you can see the results for all selected customers and suppliers tax IDs including those that were rejected to be sent to a validation service by the system (for example, due to empty tax ID). The attached output file includes only the results of customers and suppliers tax IDs validation using the VIES or HMRC services.

The following is an example of the attachment layout.

	A	B	C	D	E	F	G
1	Customer	Customer ID	Customer Name	Tax ID	Country	Tax Valiadation Status	Validation Date
2	Customer	BERLINMED	Berlin Medical Equipment	DE194582579	Germany	Valid	04.06.2021
3	Customer	LAR	LAR Analyzing	DE194582580	Germany	Invalid	04.06.2021
4	Customer	BENORD	Nord Wind	BE0407045751	Belgium	Valid	04.06.2021
5	ShipTo	BERLINMED/SHF	Berlin Medical Equipment	DE123456789	Germany	Invalid	04.06.2021
6	ShipTo	BENORD/SHP00	Nord Wind	PL5222863827	Poland	Valid	04.06.2021
7	Supplier	NLSYS	Full System	NL001094312B01	Netherlands	Valid	04.06.2021
8	Supplier	GLOBE	Global Supply	FR78431853045	France	Invalid	04.06.2021
9	Supplier	GERCAR	German Car Manufacturer	DE194582579	Germany	Valid	04.06.2021

In this article, we will cover setting up tax ID mass validation.

1. From the main menu, navigate to **Financial Management > Accounts Payable > Setup > Tax ID Mass Validation**.

2. Select **New** ⊕ to add a new tax validation code.

3. Enter the tax ID validation code and the tax ID validation code description.

4. From the **Validation** drop-down, select one of the following validations:

   - **VIES Validation** - Verify the VAT number of your business partners in EU through VIES on-the-web. This request will be sent, through a secure connection, to the relevant national database to check if the given number is recorded there.

   - **HMRC Validation** - Verify the VAT number of your business partners in UK through HMRC web-service. This request will be sent, through a secure connection, to the UK national database to check if the given number is recorded there.

     > ℹ️ Since the UK is no longer a part of the EU, the VAT IDs of UK businesses cannot be validated using EU wide VAT ID check system VIES effective January 2021. If you deal with a UK VAT-registered business, you can use this service to check if a UK VAT registration number is valid.

5. Select a relevant electronic interface type for VIES Validation from the **Electronic Interface** drop-down list.

> ℹ️ This field is only available if you select VIES Validation in the Validation field.

6. Select the **Customers** or **Suppliers** check boxes if you want to mass validate their tax IDs.

7. Select the **Not Validated**, **Invalid** and/or **Valid** check box(es) if you want to include these statuses into mass validation.

8. In the **Filters** card, search for and select the list of particular customers and/or suppliers to mass validate. For example, you can select all customers for a particular country.

9. Select **Validate**. ⚙️

10. Use System Monitor to check which Tax IDs were rejected to be sent to validation by the system.

Canceling Unreconciled Payments in Void Payment Entry

You can cancel unreconciled payments for your suppliers using **Void Payment Entry**. This works for both regular suppliers (those with a supplier record in the system) and one-time suppliers. You can also use this application to void prepayments and reverse the prepayment transactions. You can only void posted payments. Also, note that you cannot void petty cash payments here. A voided transaction affects the original GL account numbers for the payment; however, the amount is reversed.

If the original payment is for an invoice, AP is credited, and the invoice begins aging again as of the original invoice date. If the invoice should never be paid, you can use **AP Adjustment Entry** to write it off or create an offsetting debit memo in **AP Invoice Entry**. It is important to note that you don't use a group to void payments; the general ledger updates once you select the Void option. Before you void, carefully consider the void date. This date determines the period to which the transaction posts. The void date should be equal to or later than the date of the original transaction.

In this article, we will cover voiding a payment.

1. From the main menu, go to **Financial Management > Accounts Payable > General Operations > Void Payment Entry**.

2. Search for and select a payment or prepayment to void. The **Details** page displays, showing the details of the payment you selected.

3. Enter the date one which you want to cancel payment on the check or void the prepayment in the **Apply Date** field.

4. Enter the reason for voiding the payment in the **Reason** field.

5. Enter the description that should appear in the general ledger for this transaction in the **GL Description** field.

   You can enter the transaction description manually. Otherwise, the application creates system text in the following format: prefix + a combination of the attributes that are specified in the corresponding posting rule in **GL Transaction Type**, and uses it as this transaction's description.

   After you process the payment, the application assigns the description you enter (or the description the system creates) with a specific prefix that depends on the transaction. You can use the following table as a reference for an example of how the prefix might look like:

   All prefixes are followed by : (colon).

   For example, if you enter description for a payment voiding process, then the transaction description is: AP Paym Void: XXX, where XXX is the description you enter.

If you don't enter the description: AP Paym Void: PayNum SupName, where PayNum is a payment number, and SupName is a supplier name.

6. Select **Void**. The payment is canceled, and the general ledger is updated.

7. Select **Save**.

Voiding a Legal Number from a Void Payment

Use the **Void Legal Number** command to void a legal number that has been assigned to a document. You will need to specify a reason for voiding the number.

After the legal number is voided, you can assign a new legal number to the document. A new legal number will be assigned (for Automatic generation type) or must be entered (for Manual generation type).

> ℹ️ This menu option is disabled if there are no existing legal numbers assigned to the void payment.

In this article, we will cover voiding a legal number from a void payment

1. From the main menu, go to **Financial Management > Accounts Payable > General Operations > Void Payment Entry**.

2. Select the **Apply Date**.

3. Select a payment number in the payment number column or select the search icon to find and select the payment. The **Void Selected** icon activates.

4. Enter the apply date for the void payment.

5. Enter a reason in the **Void Reason** field of the **Void Legal Number** screen .

Detail

Payment Number...
12458

Not Posted

Supplier ID...
ABE

AB Electronics~Preston House~1000
Preston Road~Eden Prairie MN
55348~USA~~~

Apply Date
2/4/2021

Bank Account ID
BA01

Document Type

Description
Bank account 01

Void Legal Number

incorrect legal number

Legal Number

Check Date
7/17/2019

GL Description

Amount
$ 8,000.00

Supplier Amount
$ 8,000.00

Entry Person
MANAGER

6. Select **Void**.

Posting Accounts Payable Invoices

Run the **AP Invoice Entry Post** process to post the AP group's invoices to AP accounts within the General Ledger. When you post the group, all the transactions will update each supplier's AP information.

> ℹ️ General Ledger transactions can also be created during the posting process. The account numbers for these transactions are pulled from your AP accounts and GL distribution records.

The following rules and conditions apply:

- Your account numbers in the AP Configuration and AP Accounts must be valid before you post.
- When you post the invoice(s), you cannot update any receipt that relates to the posted invoice.
- When you post the invoice(s), you can no longer edit or delete them.
- If you post an invoice in error, you must enter an offsetting transaction.
- A posted invoice can only be placed on hold.
- Posted invoices display within various program and reports.
- You can post more than one AP invoice against a receipt line.
- Invoices that include errors won't post. If this happens, review the posting log for errors details.
- You cannot post invoices that are on hold until you clear the Hold Invoice check box on the invoice header.

To post the group with invoice(s):

1. From the Overflow menu ●●● , select **Post**.

2. In the **AP Invoice Post Process** window that displays, select **Process**. ⚙️

Posting AP Payment Instrument Status Change

Use the **Status Change** command to change the status of a selected payment instrument.

The **Selection** parameters include:

- **Document Type** - Specifies the transaction document type for the PI movement AP transaction. The document type links the transaction document type to the legal number format. When the legal number generates, this value is used to determine what legal number configuration is used to generate the number.

  To generate legal numbers for a PI movement AP record, you first define at least one **PI Movement AP** transaction document type in **Transaction Document Type Maintenance**. You then create a legal number format for the PI Movement AP number type in **Legal Number Maintenance** and select at least one PI Movement AP transaction document type to use the legal number format. When the legal number generates for the record, it uses the generation and format information defined for the selected **Document Type**.

  To generate legal numbers for this record, a legal number format must exist for the **PI Movement AP** number type and at least one PI Movement AP transaction document type must be selected to use the format.

- **Legal Number** - Displays the legal number for the payment instrument payable. Some countries require that companies use unique identifiers for transactions. Legal numbers have controls to prevent gaps in sequence and provide an additional tracking method.

  The legal number generates automatically or manually based on the **Generation Type** setting in **Legal Number Maintenance**:

    - If the **Generation Type** is **Automatic**, the legal number generates automatically when you change the status of the payment instrument payable in **Actions > Status Change** and click **OK**.

    - If the **Generation Type** is **Manual**, a Legal Number prompt appears when you manually assign the legal number in **Actions > Status Change**. If you do not manually assign the legal number, it generates when you click **OK** after changing the payment instrument status.

  You define legal number formats and generation methods for transaction document types in **Legal Number Maintenance**.

- **PI Status** - The target payment instrument status for the payable.

To post AP Payment Instrument Status Change:

1. From the main menu, go to **Financial Management > Accounts Payable > General Operations > PI Status change**.

2. Use the **ID** button to search for and select and existing record.

3. From the Overflow menu ⋯, select **Status Change**.

4. Define the **Document Type**.

5. Select the **PI Status**

6. If you need to assign legal numbers, select the **Assign Legal Number** button and enter a legal number.

7. Select **OK**.

8. Select **OK** again.

9. In the **AP PI Payment Post Process** window that displays accept the **Group** and **Document** defaults.

10. Select **Process**.

Voiding AP Payment Instruments

 Select the **AP Canceled** PI Status to void the payment instrument you select. Voiding an instrument re-opens the invoices against which it was originally applied.

To void a payment instrument:

1. From the main menu, go to **Financial Management> Accounts Payable> General Operations> PI Status Change**.

2. Use the **ID** button to search for and select and existing record.

3. From the Overflow menu ••• , select **Status Change**.

4. For the **PI Status**, select **AP Canceled**.

5. Click **OK**.

6. Enter number and click **OK** again.

7. In the **AP PI Voiding Post Process** window that displays accept the **Group** and **Document** defaults.

8. Select **Process**.

Posting Bank Adjustments

Run the **Bank Adjustment Post Process** to commit the group's adjustments to specific bank accounts. The adjustment transactions post to the Cash and Bank Fee accounts assigned to GL controls.

You first make bank adjustments by creating an adjustment group and selecting a specific bank within the group. The bank holds the Fiscal Year and Fiscal Period values. Within the defined group, you can create as many adjustments for the bank as necessary.

> ℹ️ You can only post adjustments to valid accounts.

> ℹ️ You can no longer edit or delete adjustments after posting. If the posted adjustments include errors, you must enter offsetting transactions.

To post adjustments:

1. In the **Bank Adjustment Entry** app, select a group and then select **Post** ⚙️ in the top right corner of the **Details** tab.

2. Select **Process** ⚙️ on the **Bank Adjustment Post Process** panel.

Running the Bank Funds Transfer Process

Run the **Bank Funds Transfer Process** to move amounts between bank accounts. If the bank accounts use different currencies, the application uses the **Exchange Rate** for that currency to calculate the transferred amount.

You can determine the calculation method used for different currencies by selecting a method from the **Currency Exchange Difference** field located in **Company Configuration**. The options include:

- Always use default rates
- Use explicit transfer amount or use default rates
- Use explicit transfer amount or use source amount

As part of the process, General Ledger (GL) account entries are automatically created. The process creates the following GL transactions:

- Credit the **Transfer From** Cash account for the bank
- Debit the **Transfer From** Transfer (clearing) account for the bank
- Credit the **Transfer To** Transfer (clearing) account for the bank
- Debit the **Transfer To** Cash account for the bank

The first two GL transactions generate as a result of the process using the **Journal Code** tied to the **Transfer From** GL controls for the bank. The last two transactions use the Journal Code tied to the **Transfer To** GL controls for the bank. This ensures that both journals balance.

> ℹ️ To transfer funds, you must set up both bank accounts in your database.

The **Selection** Parameters include:

- **Apply Date** - The date on which the transfer occurs. This value and the company's default fiscal calendar determine the values that display in the **Fiscal Year** and **Period** fields.
- **Bank (Tansfer From)** - The bank from which the funds are withdrawn. The balance details for the account update.
- **Amount (Transfer From)** - The amount to transfer, in the currency of the account.
- **New Balance** - Displays what the bank balance will be after the transfer.
- **Bank (Transfer To)** - The bank that receives the funds deposit.
- **Amount (Transfer To)** - Optionally, use this field to further adjust the converted amount.
- **Rate Type** - If two accounts use different currencies, use this field to select which currency rate type the exchange rate comes from.
- **Reference** - Creates a default reference that uses the short names of the two accounts.

To run the process:

1. From the main menu, go to **Financial Management > Cash Management > General Operations > Bank Funds Transfer**.

2. Define the bank transfer parameters.

3. Select **Transfer**.

4. Select **Process**. ⚙

Running the Close Letters of Credit Process

Run the **AP Close Letters of Credit Process** to close open AP Letters of Credit that no longer have open orders or invoices against them.

> ℹ️ For the process to be available, you must install the **Payment Instruments** license.

The **Selection** parameters include:

- **Filter** - Informs you whether you used filters or not. After you select a specific filter option, the fields located in this pane display values depending on whether you filtered (Some Selected) or you did not (All Selected).
- **Schedule** - Indicates when you want to run the process. If you select something other than Now, the Recurring check box is available.
- **Recurring** - Select this check box if you want the process to run on a repeating basis. This check box is only available if you select the schedule other than Now.

To run the process:

1. From the main menu, go to **Financial Management > Accounts Payable > General Operations > Letter of Credit Closing Process**.
2. Select the process parameters.
3. Select **Process**. ⚙️

Running the Recalculate Bank Balances Process

Run the **Recalculate Bank Balances** process to recalculate bank balances based on the transactions that update them.

Run the process when Bank Balances are out of sync with **Bank Transactions**, **Cash Receipts**, and **Payments**. This reconciles balances on migrated bank accounts.

> ℹ️ To prevent possible database contention, run the process when there are no other activities that can affect bank transactions and balances. Before you run the process, makes sure that other users are logged out of the current company.

The **Selection** parameters include:

- **Balance Type** - Select a balance type you want the process to consider. You can select **Ongoing**, **Reconciled** or **All**.
- **Fiscal Year** - Enter the fiscal year from which you want to start the process run. The fiscal year (+ suffix) / fiscal period combination provides the starting point for the conversion. All subsequent years and periods are also affected.
- **Fiscal Period** - Enter the fiscal period as the starting point from which you want to start the process run. The fiscal year (+ suffix) / fiscal period combination provides the starting point for the conversion. All subsequent years and periods are also affected.
- **Revalue when Bank Balance is changed** - Select for each period where the bank balance was changed.
- **Revaluation Journal** - Select the journal type you want the process to use. This field only activates if you select the Revalue when Bank Balance is changed check box.
- **Filter Summary** - Informs you whether you used filters or not. After you select a specific filter option, the fields located in this pane display values depending on whether you filtered (Some Selected) or you did not (All Selected).
- **File Name** - Enter a file name for the trace log, if applicable. Once you enter a filename, you can select the Enable check box.
- **Enable** - Select to enable the creation of a trace log. This check box is only available if you specify a file name for the log.
- **Include initial Bank Account(s) status** - Select to include more detailed bank account information in the trace log (if the log is enabled).

To run the process:

1. From the main menu, go to **Financial Management > Accounts Payable > Operation Programs > Recalculate Bank Balances**.

2. Select the required options.

3. Select **Process**.

Posting the Intrastat Report

Use the **Post** command located in the **Intrastat Report > Actions** menu to post the current report. After you post the report it automatically closes and you can no longer update it. You can however view and print the report.

> ⓘ Before you post the report verify that all the transactions that display in the report are correct.

To post the report:

1. From the main menu, go to **Financial Management > Accounts Payable > Reports > Intrastat Report**.
2. Select the required report ID.
3. From the **Actions** menu, select **Post**.
4. Select **Process**. ⚙

Posting the Logged AP Invoices

Use the **Post** option to post logged invoices to a suspense account until they are approved and you are ready to pay them.

You cannot edit posted invoices.

To post the invoices:

1. From the main menu, go to **Financial Management > Accounts Payable > General Operations > Logged Invoice Entry**.

2. From the Overflow menu ⋯, select **Post**.

3. Select **Process**. ⚙

Running the Positive Pay Process

Run the **Positive Pay Process** to match checks presented for payment against a list of checks previously authorized and issued by a company.

Positive Pay is an automated fraud detection service that matches the account number, check number and amount of each check presented for payment against a list of checks previously authorized and issued by the company. All check components must exactly match, otherwise the payment will not complete.

The company sends a file of issued checks with specific data and format to the bank. When those issued checks are presented for payment at the bank, they are compared against the file sent by the company. All the components of each check must exactly match with one of the checks in the file in order for it to be paid.

The following Bank Styles are available:

- Bank of America
- Bank of Boston
- Bank of California
- Chase
- Fleet
- Wells Fargo
- Generic

The **Selection** parameters include:

- **Bank Account** - A unique identifier for the bank account
- **Electronic Interface** - The electronic interface for this bank account.
- **Remote ID** - The Remote ID for Positive Pay files. You need to populate this field in case your bank requires this information.
  - - If you specified the Remote ID for your bank account in the Default Positive Pay Remote ID field located in Bank Account Maintenance, it displays by default and you can adjust it.
    - If you did not specify the Remote ID for your bank account in the Default Positive Pay Remote ID field, you need to enter it manually in this field.
- **Batch ID** - The Batch ID for Positive Pay files. You need to populate this field in case your bank requires this information.
  - If you specified the Batch ID for your bank account in the Default Positive Pay Batch ID field located in Bank Account Maintenance, it displays by default and you can adjust it.
  - If you did not specify the Batch ID for your bank account in the Default Positive Pay Batch ID field, you need to enter it manually in this field.

- **Begin Date** - The begin date for the range of checks.

- **End Date** - The end date for the range of checks.

- **From Check** -The starting number of checks retrieve. Only checks with a number (physically printed checks) are retrieved.

- **To Check** - Specify the number as the ending number of checks to retrieve. Only checks with a number (physically printed checks) are retrieved.

- **Output File** - Displays the output file name. The **PositivePay.txt** displays by default. You can change it to another name, if required. When the output file is created, Kinetic appends the date and time stamp to its filename to ensure that none of the created files overwrites the previous one.

To run the process:

1. From the main menu, go to **Financial Management > Accounts Payable > General Operations > Positive Pay**.

2. Define the process parameters.

3. Select **Process**. ⚙

Running the 1099 Processing (US)

Run the **1099 Processing** process to review detailed 1099 information for current and previous years to generate 1099 forms, print 1099 reports, and generate an electronic file.

> ℹ️ For suppliers set for 1099 Foreign Account Tax Compliance Act (FATCA) reporting, FATCA results will be reflected during 1099 processing.

To run the process:

1. From the main menu, go to **Financial Management > Accounts Payable > General Operations> 1099 Processing US**.

2. Select the **Tax Year** for the process run. The default tax year is taken from the Company Configuration.

3. Select the **1099 Form Type**. The field specifies the 1099 form type to be processed. For example, Miscellaneous or 1099-MISC.

4. Use **Filter** to select suppliers you want the process to consider. You can select a single or multiple suppliers.

5. Select **Process**. ⚙️

Generating Recurring AP Invoices

Run the **Generate Recurring AP Invoices** process to create recurring Accounts Payable (AP) invoices on a scheduled basis.

This process is useful if you have a huge amount of recurring invoices, as you can run this process submitted to the server instead of directly through the application.

The **Selection** parameters include:

- **Schedule** - Indicates when you want to run the process. If you select something other than Now, the **Recurring** check box is available.
- **Recurring** - Select this check box if you want the process to run on a repeating basis.
- **As of Date** - Enter the cutoff date for the latest invoices.
- **Group ID** - Specifies the identifier of the invoice group that will be created with the recurring invoices. This group must not exist as an open group in the respective Invoice Entry programs, otherwise you get an error.
- **Cycle Codes** - Indicates the selected cycles. Use the **Filter** sheet to select different types of cycle records to include in the data generation process.
- **Suppliers** - Specifies the selected suppliers. Use the **Filter** sheet to select different types of supplier records to include in the data generation process.

> ℹ️ If you are generating recurring invoices for one or more inactive suppliers, a warning message displays. If you continue, invoices are only created for the active suppliers.

To run the process:

1. From the main menu, go to **Financial Management > Accounts Payable > General Operations > Generate Recurring Invoices**.
2. Select the cutoff date.
3. Define the process options.
4. Filter by cycle codes or suppliers, if necessary.
5. Select **Process**. ⚙️
6. Navigate to **AP Invoice Entry** to search for the group that was created. This group will contain all the recurring invoices that were generated. You can modify and post them directly from the group.

Use the **AP Invoice Entry** app to modify the invoice number of any recurring invoice prior to posting:

1. Open the **AP Invoice Entry** app.
2. Select a group of recurring invoices.

3. Select any recurring invoice that hasn't been posted yet.

4. Select the **Change Invoice Number** button in the top right corner of the **Invoice Detail** card.

5. On the Change Invoice Number panel enter your custom invoice number in the **New Invoice Number** field.

6. Select **OK**.

You can see your new invoice number in the Invoice field on the Invoice Detail card.

Running the Use Tax Calculation Process

Run the **Use Tax Calculation** process to send posted Accounts Payable invoices that may need use taxes to Tax Connect or Tax Integration (depending on which solution your company uses).

You only run this process if you have your business in a country that requires use taxes. The process catches any additional use taxes after an AP invoice was posted to your general ledger.

Since use taxes do not affect invoice totals, they often need to be recorded separately within your general ledger data.

The **Selection** parameters include:

- **Supplier** - Enter the supplier name if you want to select posted invoices only linked to a specific supplier.
- **From** and **To** invoice dates - Define the invoice date range for the process. The process picks all invoices posted on and between these dates. The dates for the current fiscal period display by default.
- **Tax Category** - Select the tax category code for which you are reporting use taxes, or leave the field blank for all tax category codes. These codes classify different products and services based on taxes.
- **Invoices, Invoice Lines** - You can filter the records by invoices and invoice lines. If you do not use these filters, the process considers all the records. The **Filter Summary** fields display whether you applied any filters (**Some Selected**) or you did not (**None Selected**).
- **Log File Name** - Select the log file to store tax calculations or use the default one.

To run the process:

1. Open the **Use Tax Calculation** app.
2. Select the supplier, if necessary.
3. Define the date range and options to use for the process.
4. Filter by invoice and invoice line, if necessary.
5. Select the log file to record your tax calculations.
6. Select **Process**.

Generating the Aged Payables Report

Generate the Aged Payables Report to review all the open invoices for each supplier.

The invoices display in order by the number of days in which they are past due. You can select the invoices by **Apply Date** or **Invoice Date**. You can then age the invoices in the report by **Due Date** or **Invoice Date** after selecting the Age As of Date. If you have selected the **Hold Payment** option for an invoice in **AP Invoice Entry**, the invoice displays on the report with an asterisk to the left of the invoice number.

> ℹ️ Invoice open payment schedule amounts display and are grouped by their due date. Once a payment is made, the payment no longer displays in the report.

Generating the Advance Payment Balance Report

Generate the **Advance Payment Balance Report** to review and print the balance of the advanced billing amounts paid against current purchase orders. An advanced payment is an amount paid on a shipment that is not yet sent out by the supplier.

> ℹ️ You enter advance payments through AP Invoice Entry. Within an AP invoice, you define a detail line as an advanced payment. You can then link this line to an open purchase order.

The report sorts the information by supplier. It first displays the supplier and part information. It then displays the advanced payment amount that is paid and the part quantities that this amount covers. The report also displays if the linked AP invoice is still open.

> ℹ️ To see how much of an advance bill is paid, run the **AP Aging** report.

The **Selection** parameters include:

- **Apply Date** - Select to sort the records in the report by apply date.

- **Invoice Date** - Select to sort the records in the reports by invoice date.

- **Balance As Of** - The date on which you will review the advanced payment balance. The report will display all the advanced payments that have been made so far against invoices as of this specific date.

- **Target Currency** - The target currency code of invoices.

- **Filter** - Informs you whether you used filters or not. After you select a specific filter option, the fields located in this pane display values depending on whether you filtered (Some Selected) or you did not (All Selected).

- **Schedule** - Indicates when you want to print the report. If you select something other than **Now**, the Recurring check box is available.

- **Report Style** - Select the report style option you want to use to run this report.

- **Archive Period** - Time period you want to keep the report in the System Monitor. The default is 0 Days, meaning that the report will be deleted from the monitor shortly after being printed.

  After the Archive Period passes, the report is purged from the system. When a report is exactly purged is determined by a combination of the date/time the report generates, the number of days set in the report's Archive Period, and the Report Purge Frequency setting. The Report Purge Frequency is defined in the System Agent within its Task Agent Purge Settings.

- **Recurring** - Select this check box if you want the report to run on a repeating basis. The check box is only available if you select a schedule other than Now.

- **User Description** - Describes a specific report run. The entered description displays in the System Monitor.

To generate the report:

1. From the main menu, go to **Financial Management > Accounts Payable > Reports > Advance Payment Balance**.

2. Select the report parameters.

3. Select **Print Preview**. 🖨

Generating the AP Aged Payables Report

Generate the **Aged Payables** report to review all the open invoices for each supplier.

Get Accurate AP View

You can use the report to get an accurate view of the AP invoices on any date.

Only payables that either are or were open on the **Aged As Of date** display in the report. Because of this, you don't need to generate the report on a specific monthly or daily schedule to capture your payment activities. Select the date you need, and the report will accurately reflect your current AP situation.

If you select the **Hold Payment** option for an invoice in **AP Invoice Entry**, the invoice displays in the report with an asterisk to the left of the invoice number.

Invoice open payment schedule amounts display and are grouped by their Due Date. Once a payment is made, the payment no longer displays in the report.

If an invoice is dated and posted inside one fiscal period, but is included in a group for a different period, the **Invoice Date** determines whether or not the amount is placed within the report. The invoice group, however, determines where the amount is placed within the General Ledger (GL) balance. For example, an invoice is dated and posted before May 31st, but is entered through a June invoice group. The invoice amount is included in the May 31st report, but the amount is placed within the GL balance for June.

Display Differences

The same invoice can display in different columns, depending on whether you age the invoices by **Due Date** or **Invoice Date**.

If you run the report by **Invoice Date**, the invoices listed under the **Current** column have not reached their **Due Dates**. If you run the report by **Due Date**, the invoices that have not reached their **Due Dates** display under the **Future** column.

For example, an invoice dated 4/1/19 holds payment terms of **Net 30** days. It is due on 5/1/19. You generate the report on April 15th. Using the **Due Date** version of the report, the invoice displays under the **Future** column, because it is not due yet. Using the **Invoice Date** version, the invoice displays under the **Current** column.

Selection Parameters

The **Selection** parameters include:

- **Selected By** - Indicates how you want the report to select AP invoices. Available options include:

- **Apply Date** – Invoices display based on their apply dates.
- **Invoice Date** – Invoices display based on their invoice dates - either on or before the **Aged As Of** date.

- **Aged By** - Defines the date from which the aging is based. Available options include:

    - **Due Date** - Compares the payment Due Date with the Aged As Of date to determine into which aging column the invoice is placed. This value is the default.
    - **Invoice Date** - Compares the Invoice Date with the Aged As Of date to determine into which aging column the invoice is placed.

- **Aged As Of** - The date used to calculate the aging. The current date displays by default, but if you need, you can change this date. When you generate this report, its aging columns calculate in increments based on both the selected aging method and this date.

- **Summary Only** - Select to display the totals per customer.

- **Pre-Payments Only** - Select if you want the report to include only pre-payment invoices.

- **Target Currency** - Select the currency you want the report to use.

- **Include Logged Invoices** - Select to include logged invoices in the report.

- **Include Payment Instrument** - Select to include payment instruments in the report.

- **Include Pre-Payments** - Select to include pre-payment invoices in the report.

- **Filter** - The **GL Controls** and **Customers** fields inform you whether you used filters or not. After you select a specific filter option, the fields located in this pane display values depending on whether you filtered (Some Selected) or you did not (All Selected).

- **Source Company** - If you pay AP invoices through central payments, use the field to filter the AP invoices by the company that originally created them. The sub-total on the report will total all the invoices created within the source company.

- **Aging** - Defines the aging method used for this report. The method selected within Company Configuration displays by default, but if you need, you can change it.

- **Sort By** - Select how you want to organize the report.

- **Report Style** - Select the report style you want to use to run this report.

- **Schedule** - Indicates when you want to print the report. If you select something other than Now, the Recurring check box is available.

- **Archive Period** - Time period you want to keep the report in the System Monitor. The default is 0 Days, meaning that the report will be deleted from the monitor shortly after being printed.

    After the Archive Period passes, the report is purged from the system. When a report is exactly purged is determined by a combination of the date/time the report generates, the number of

days set in the report's Archive Period, and the Report Purge Frequency setting. The Report Purge Frequency is defined in the System Agent within its Task Agent Purge Settings.

- **User Description** - Describes a specific report run. The entered description displays in the System Monitor.

- **Recurring** - Select if you want the report to run on a repeating basis. The check box is only available if you select a schedule other than Now.

To generate the report:

1. From the main menu, go to **Financial Management > Accounts Payable > Reports > Aged Payables**.

2. Select the report parameters.

3. Select **Print Preview**. 🖶

Generating the Bank Payment Confirmation Import Report

Generate the **Bank Payment Confirmation Import Report** to review payments from a supplier bank after the bank processed a payment proposal.

During the import process, incoming transactions are matched to the Kinetic proposed payments.

The **Selection** parameters include:

- **Report Style** - Select the report style option you want to use to run this report.
- **Schedule** - Indicates when you want to print the report. If you select something other than Now, the Recurring check box is available.
- **Archive Period** - Time period you want to keep the report in the System Monitor. The default is 0 Days, meaning that the report will be deleted from the monitor shortly after being printed.

  After the Archive Period passes, the report is purged from the system. When a report is exactly purged is determined by a combination of the date/time the report generates, the number of days set in the report's Archive Period, and the Report Purge Frequency setting. The Report Purge Frequency is defined in the System Agent within its Task Agent Purge Settings.

- **Recurring** - Select if you want the report to run on a repeating basis. The check box is only available if you select a schedule other than **Now**.
- **User Description** - Describes a specific report run. The entered description displays in the System Monitor.

To generate the report:

1. From the main menu, go to **Financial Management > Accounts Payable > General Operations > Bank Payment Confirmation Import**.
2. Create a new group or select an existing record.
3. From the Overflow menu ⋯, select **Imported Statement Report**.
4. Select the report parameters.
5. Select **Print Preview**. 🖶

Printing the AP Invoice Debit Memo

Generate the **AP Invoice Debit Memo Form** to review and print a document for a single debit memo.

The **Selection** parameters include:

- **Report Style** - Select the report style option you want to use to run this report.
- **Schedule** - Indicates when you want to print the report. If you select something other than Now, the Recurring check box is available.
- **Recurring** - Select if you want the report to run on a repeating basis. The check box is only available if you select a schedule other than Now.
- **Archive Period** - Time period you want to keep the report in the System Monitor. The default is 0 Days, meaning that the report will be deleted from the monitor shortly after being printed.

  After the Archive Period passes, the report is purged from the system. When a report is exactly purged is determined by a combination of the date/time the report generates, the number of days set in the report's Archive Period, and the Report Purge Frequency setting. The Report Purge Frequency is defined in the System Agent within its Task Agent Purge Settings.

- **User Description** - Describes a specific report run. The entered description displays in the System Monitor.

To print a Debit Memo:

1. From the main menu, go to **Financial Management > Accounts Payable > General Operations > Invoice Entry**.
2. Create a new group or select an existing one.
3. From the Overflow menu •••, select **Print Debit Memo**.
4. Select the **Debit Memo** parameters.
5. Select **Print Preview**. 🖶

Generating the AP Expense Distribution Report

Generate the **AP Expense Distribution Report** to display and print the General Ledger (GL) purchase journal transactions that occurred during a selected **Fiscal Period** or **Date Range**. The transactions display in the following order:

- Account
- Supplier
- Invoice Date

The **Selection** parameters include:

- **By Fiscal Period** - Select to choose transactions for the report by fiscal period. If selected, you can define the **Fiscal Year** and **Period** values. The report displays all purchase journal transactions that occurred during the selected period.

- **By Date Range** - Select to choose transactions for the report by date range. If selected, you can define the **Start** and **End** dates. The report displays all purchases journal transactions that occurred on or between these dates.

- **Book** -An unique identifier of the GL book.

- **Fiscal Year** - The year during which you want to view the purchase journal transactions. Available if you select the **By Fiscal Period** radio button.

- **Suffix** - The fiscal year suffix. For example, Q1.

- **Period** - Specific period during which you want to view the purchase journal transactions. Available if you select the **By Fiscal Period** radio button.

- **Start** - The date when the report begins. Available if you select the **By Date Range** radio button. All transactions created on or after this date will display in the report.

- **End** - The end date for the report. Available if you select the **By Date Range** radio button. All transactions created on or before this date will display in the report.

- **Include Deferred Expenses** - Select to include deferred expense accounts, used during deferred expense recognition.

- **Report Style** - Select the report style option you want to use to run this report.

- **Schedule** - Indicates when you want to print the report. If you select something other than **Now**, the Recurring check box is available.

- **Archive Period** - Time period you want to keep the report in the System Monitor. The default is 0 Days, meaning that the report will be deleted from the monitor shortly after being printed.

  After the Archive Period passes, the report is purged from the system. When a report is exactly purged is determined by a combination of the date/time the report generates, the number of days set in the report's Archive Period, and the Report Purge Frequency setting. The Report Purge Frequency is defined in the System Agent within its Task Agent Purge Settings.

- **Recurring** - Select this check box if you want the report to run on a repeating basis. The check box is only available if you select a schedule other than Now.

- **User Description** - Describes a specific report run. The entered description displays in the System Monitor.

To generate the report:

1. From the main menu, go to **Financial Management > Accounts Payable > Reports > Expense Distribution**.

2. Select the report parameters.

3. Select **Print Preview**.

Generating the AP Invoice Balance Report

Use the **AP Invoice Balance Report** to display supplier invoice balance information in a report format.

The **Selection** parameters include:

- **Range By** - Select you want to determine the report range. The options include:
    - Fiscal Period
    - Apply Date
    - Open invoices at the End Date
    - Invoice Date
- **Dates** - Specifies the invoice start and end dates for the report.
- **PI Option** - The payment instrument report options where you can how you want the report to handle the payment instruments.
- **Book** - The Book ID used for the report.
- **Summary Data Only** - Select to only include summary data in your report.
- **Sort By** - Select how you want to organize the report. The **Available** box includes the option you can select. Once you select one, click the right pointed arrow to move it to the **Selected** box. You can select multiple options.
- **Filter** - Informs you whether you used filters or not. After you select a specific filter option, the fields located in this pane display values depending on whether you filtered (Some Selected) or you did not (All Selected).
- **Report Style** - Select the report style you want to use to run this report.
- **Schedule** - Indicates when you want to print the report. If you select something other than Now, the Recurring check box is available.
- **Archive Period** - Time period you want to keep the report in the System Monitor. The default is 0 Days, meaning that the report will be deleted from the monitor shortly after being printed.

    After the Archive Period passes, the report is purged from the system. When a report is exactly purged is determined by a combination of the date/time the report generates, the number of days set in the report's Archive Period, and the Report Purge Frequency setting. The Report Purge Frequency is defined in the System Agent within its Task Agent Purge Settings.

- **Recurring** - Select this check box if you want the report to run on a repeating basis. The check box is only available if you select a schedule other than Now.

To generate the report:

1. From the main menu, go to **Financial Management > Accounts Payable > Reports > AP Invoice Balance**.
2. Define the **Report** and **Invoice** options.

3. Decide whether you want to include debit memos, pre-payments, or GL account information in the report by selecting respective check boxes.

4. Using the **Sort By** field, define how you want to sort the report.

5. Select the **Report Style** for the report run.

6. If you want to generate the report immediately, verify the **Schedule** field displays the **Now** option.

7. Enter how long you would like this report to remain available after it generates by selecting an option from the **Archive Period** drop-down list. As long as the application clock has not passed this time, the report is available on the server to preview and print.

8. Enter text in the **User Description** field.

9. Select the **Recurring** check box if needed.

10. Select **Print Preview**. 🖨

Generating the Accounts Payable Invoice Print Group Edit List Report

Run the **Accounts Payable Invoice Print Group Edit List Report** to display all the invoices within the current group that needs posting. You should print out the edit list before you process the invoices to verify the correct amounts.

> ℹ️ When you print the report for invoices with deferred expenses, the Group Edit List includes a deferred expense amortization code and the Expense Account section that lists all the expense accounts where deferred expenses are posted.

> ℹ️ For partial invoicing, you can view an additional line in the report. The line displays the original receipt details and it only generates if the invoice line type holds the Receipt status and the purchase price variance is generated for the line. Purchase price variances that display are for informative purposes only and will not be posted unless you run the Capture COS/WIP Activity process.

The **Selection** parameters include:

- **Filter (Books)** - Informs you whether you used filters or not. After you select a specific filter option, the fields located in this pane display values depending on whether you filtered (Some Selected) or you did not (All Selected).

- **Report Style** - Select the report style you want to use to run this report.

- **Schedule** - Indicates when you want to print the report. If you select something other than Now, the Recurring check box is available.

- **Archive Period** - Time period you want to keep the report in the System Monitor. The default is 0 Days, meaning that the report will be deleted from the monitor shortly after being printed.

  After the Archive Period passes, the report is purged from the system. When a report is exactly purged is determined by a combination of the date/time the report generates, the number of days set in the report's Archive Period, and the Report Purge Frequency setting. The Report Purge Frequency is defined in the System Agent within its Task Agent Purge Settings.

- **User Description** - Describes a specific report run. The entered description displays in the System Monitor.

- **Recurring** - Select this check box if you want the report to run on a repeating basis. The check box is only available if you select a schedule other than Now.

To generate the report:

1. From the main menu, go to **Financial Management > Accounts Payable > General Operations > Invoice Entry**.

2. From the Overflow menu ***⋯***, select **Print Group Edit List**.

3. Select the parameters depending on what you want the edit list to display.

4. Select **Print Preview**. 🖨

Generating the AP Letter of Credit Report

Generate the **AP Letter of Credit Report** to review existing AP letter of credit data.

The **Selection** parameters include:

- **Status** - Specifies the Letter of Credit status for the report. The options include **Open**, **Closed**, or **Both**.

- **Expiry From** - The Expiry From date for the report.

- **Expiry To** - The Expiry To date for the report.

- **Select Currency** - Select the currency you want to base your report on. The options include:

  - Letter of Credit Currency
  - Bank Account Currency
  - Base or Reporting Currency

- **Select Exchange Rate** - Select the exchange rate you want to base your report on. The options include:

  - Original Letter of Credit Rate
  - Current Rate

- **Filter** - Informs you whether you used filters or not. After you select a specific filter option, the fields located in this pane display values depending on whether you filtered (Some Selected) or you did not (All Selected).

- **Report Style** - Select the report style option you want to use to run this report.

- **Schedule** - Indicates when you want to print the report. If you select something other than **Now**, the Recurring check box is available.

- **Archive Period** - Time period you want to keep the report in the System Monitor. The default is 0 Days, meaning that the report will be deleted from the monitor shortly after being printed.

  After the Archive Period passes, the report is purged from the system. When a report is exactly purged is determined by a combination of the date/time the report generates, the number of days set in the report's Archive Period, and the Report Purge Frequency setting. The Report Purge Frequency is defined in the System Agent within its Task Agent Purge Settings.

- **User Description** - Describes a specific report run. The entered description displays in the System Monitor.

- **Print Report Parameters** - Indicates that the report selection criteria is printed as an appendix to the report.

- **Recurring** - Select this check box if you want the report to run on a repeating basis. The check box is only available if you select a schedule other than Now.

To generate the report:

1. From the main menu, go to **Financial Management > Accounts Payable > Reports > Letter of Credit**.

2. Select the parameters depending on what you want the report to display.

3. Select **Print Preview**.

Generating the Received But Not Invoiced Report

Generate the **Received But Not Invoiced Report** to display purchase orders whose parts were shipped to your company, but don't include invoices.

The report displays the Expense GL accounts associated with the purchase orders. You can include purchase orders that are **supplier** or **customer** managed.

In the report, for receipt lines that are partially invoiced the following fields display:

- Received Qty
- Invoice
- Legal Number
- Matched Qty

The **Selection** parameters include:

- **Book** - The unique identifier of the book that you want to include in the report.

- **From (Receipt Date)** - The beginning receipt date for the report. All shipments that arrived on this date through the **To** date display on the report. The shipments are not yet invoiced. The default is the first date of the current year. You can also set up thisreport to print following a regular schedule. To do this, select the **Dynamic** check box.

- **To (Receipt Date)** - The ending receipt date for the report. All shipments that arrived on this date back to the **From** date display on this report. The shipments are not yet invoiced.The default is the last date of the current year. You can also set up thisreport to print following a regular schedule. To do this, select the **Dynamic** check box.

- **Dynamic** - Select this check box to run the report by a dynamic option rather than by a specific date. After you select this check box, the **From/To** field displays a list of dynamic options instead of the calendar. If you select this check box, you should also select a schedule in the **Schedule** field that works with the option you chose in the **From** and/or **To** field, and then select the **Recurring** check box next to the **Schedule** field.

- **Sort By** - Select how you would like to organize the report. The list items represent the sorting hierarchy options.

- **Schedule** - Indicates when you want to print the report. If you select something other than Now, the Recurring check box is available.

- **Recurring** - Select this check box if you want the report to run on a repeating basis. The check box is only available if you select a schedule other than Now.

- **Report Style** - Select the report style option you want to use to run this report.

- **Archive Period** - Time period you want to keep the report in the System Monitor. The default is 0 Days, meaning that the report will be deleted from the monitor shortly after being printed.

  After the Archive Period passes, the report is purged from the system. When a report is exactly purged is determined by a combination of the date/time the report generates, the number of days set in the report's Archive Period, and the Report Purge Frequency setting. The Report Purge Frequency is defined in the System Agent within its Task Agent Purge Settings.

- **User Description** - Describes a specific report run. The entered description displays in the System Monitor.

To generate the report:

1. From the main menu, go to **Financial Management > Accounts Payable > Reports > Received Not Invoiced**.

2. Select the report parameters.

3. Select **Print Preview**. 🖶

Generating the Discount Analysis Report

Generate the **Discount Analysis Report** to display and print the discount amounts customers receive if they pay invoices by a specific date. The report calculates and displays the best date on which customers should pay each invoice.

The **Selection** parameters include.

- **Invoice Date (Start)** - The first date from which invoices are pulled for into the report. By default, the first date of the current month displays, but you can change it. Any invoices with an invoice date created on or after this date down to the **Finish** date are included in the report.

- **Invoice Date (Finish)** - The last date from which invoices are pulled into the report. By default, the last date of the current month displays, but you can change it. Any invoices with an invoice date created on or before this date up to the **Start** date are included in the report.

- **Discounts (Earned)** - Determines how the discount amounts are calculated on the report, using the Cash Receipts date.

- **Discounts (Not Earned)** - Determines how the discount amounts are calculated on the report, without using the Cash Receipts date. The discount results display the amounts based on the Terms Codes assigned to the invoices selected for the report.

- **Payment Date** - The date by which the invoices should be paid.

- **Exclude Invoices with Zero Discount** - Select to indicate that invoices with zero discount amounts or with an AP invoice Discount Date earlier than the Payment Date don't display in the report.

- **Summary** - Select to indicate that you want to generate the summary version of the report. Otherwise the Detailed report version generates.

- **Filter** - Informs you whether you used filters or not. After you select a specific filter option, the fields located in this pane display values depending on whether you filtered (Some Selected) or you did not (All Selected).

- **Sort By** - Select how you to organize the report. The list items represent the sorting hierarchy options.

- **Report Style** - Select the report style option you want to use to run this report.

- **Schedule** - Indicates when you want to print the report. If you select something other than **Now**, the Recurring check box is available.

- **Archive Period** - Time period you want to keep the report in the System Monitor. The default is 0 Days, meaning that the report will be deleted from the monitor shortly after being printed.

After the Archive Period passes, the report is purged from the system. When a report is exactly purged is determined by a combination of the date/time the report generates, the number of days set in the report's Archive Period, and the Report Purge Frequency setting. The Report Purge Frequency is defined in the System Agent within its Task Agent Purge Settings.

- **Recurring** - Select this check box if you want the report to run on a repeating basis. The check box is only available if you select a schedule other than Now.

- **User Description** - Describes a specific report run. The entered description displays in the System Monitor.

To generate the report:

1. From the main menu, go to **Financial Management > Accounts Payable > Reports > Discount Analysis**.

2. Select the report parameters.

3. Select **Print Preview**.

Printing the Bank Adjustment Group Edit List

Print the **Group Edit List** to print out all the adjustment transactions within the current group.

The **Selection** parameters include:

- **Report Style** - Select the report style option you want to use to run this report.

- **Schedule** - Indicates when you want to print the report. If you select something other than Now, the Recurring check box is available.

- **Archive Period** - Time period you want to keep the report in the System Monitor. The default is 0 Days, meaning that the report will be deleted from the monitor shortly after being printed.

  After the Archive Period passes, the report is purged from the system. When a report is exactly purged is determined by a combination of the date/time the report generates, the number of days set in the report's Archive Period, and the Report Purge Frequency setting. The Report Purge Frequency is defined in the System Agent within its Task Agent Purge Settings.

- **User Description** - Describes a specific report run. The entered description displays in the System Monitor.

- **Recurring** - Select this check box if you want the report to run on a repeating basis. This check box is only available if you select a schedule other than Now.

To print the group edit list:

1. Open the **Bank Adjustment Entry** app.

2. Create a new record or select an existing one.

3. Select **Print Group Edit List** 🖨 in the top right corner.

4. Select the report parameters using the **Bank Adjustment - Edit List** panel.

5. Select **Client Print**. 🖨

Generating the Check Register Report

Generate the **Check Register Report** to display and print all the checks created during the selected period. This report includes all regular checks, manual checks, voided checks, and electronic payments.

> ℹ️ Although the report displays voided checks, their amounts are not included in the report's final **Check Total** value.

The **Selection** parameters include:

- **Begin Date** - The date from which you will start the report. The report displays all checks created on or after this date. If you want to print the report through a regular schedule, select the **Dynamic** check box. If selected, the Begin Date field displays a list of dynamic options instead of the calendar. If yBegin Date field, and then select the **Recurring** check.

- **End Date** - The date on which you will end the report. The report displays all checks created on or before this date. If you want to print the report through a regular schedule, select the **Dynamic** check box. If selected, the End Date field displays a list of dynamic options instead of the calendar. If you select the Dynamic check box, you should also select a schedule in the **Schedule** field that works with the option you select in the End Date field, and then select the **Recurring** check.

- **Sort By** - Select how you want to sort the report. The options include:

    - Payment Date
    - Payment Number
    - Supplier Name

- **Report Style** - Select the report style option you want to use to run this report.

- **Schedule** - Indicates when you want to print the report. If you select something other than Now, the Recurring check box is available.

- **Print Report Parameters** - Select to print the report selection criteria as an appendix to the report. This setting enables you to re-create the contents of a printed report by selecting the same parameters and report options, which were used to create the original report, if the report data has not been updated in Kinetic since the original report was printed.

- **Archive Period** - Time period you want to keep the report in the System Monitor. The default is 0 Days, meaning that the report will be deleted from the monitor shortly after being printed.

    After the Archive Period passes, the report is purged from the system. When a report is exactly purged is determined by a combination of the date/time the report generates, the number of days set in the report's Archive Period, and the Report Purge Frequency setting. The Report Purge Frequency is defined in the System Agent within its Task Agent Purge Settings.

- **Recurring** - Select if you want the report to run on a repeating basis. The check box is only available if you select a schedule other than Now.

- **User Description** - Describes a specific report run. The entered description displays in the System Monitor.

1. From the main menu, go to **Financial Management > Accounts Payable > Reports > Check Register**.

2. Select the report parameters.

3. Select **Print Preview**.

Generating the Deferred Expense Amortization Forecast Report

Generate the **Deferred Expense Amortization Forecast Report** to display and print out a forecast of deferred expense recognition for AP invoice miscellaneous lines.

> The report contains four columns or buckets (for example, 12/31/2018, 01/31/2019, 02/29/2019, and 03/31/2019) and a column that displays amounts not included in the first four buckets and relates to future periods. You can view the to be recognized amount for each of the four columns and the **Later** amount that reflects the total deferred expense to be recognized in future periods. At the end of the report, you can view the **Expense Distribution** section printed on a separate page. The distribution of expenses is printed in **Base** currency. The distribution of expenses section displays a GL account and Description, prior unposted amount, bucket 1 date, bucket 2 date, bucket 3 date, bucket 4 date, a later amount, and a period total.

The **Selection** parameters include:

- **As of Date** - This is the report date.

- **Report Periods** - The periods that display on the report

- **Display Details** - Select if the supplier and invoice details should display in the report.

- **Filter** - Informs you whether you used filters or not. After you select a specific filter option, the fields located in this pane display values depending on whether you filtered (Some Selected) or you did not (All Selected).

- **Schedule** - Indicates when you want to print the report. If you select something other than **Now**, the Recurring check box is available.

- **Report Style** - Select the report style option you want to use to run this report.

- **Archive Period** - Time period you want to keep the report in the System Monitor. The default is 0 Days, meaning that the report will be deleted from the monitor shortly after being printed.

  After the Archive Period passes, the report is purged from the system. When a report is exactly purged is determined by a combination of the date/time the report generates, the number of days set in the report's Archive Period, and the Report Purge Frequency setting. The Report Purge Frequency is defined in the System Agent within its Task Agent Purge Settings.

- **Recurring** - Select this check box if you want the report to run on a repeating basis. The check box is only available if you select a schedule other than Now.

- **User Description** - Describes a specific report run. The entered description displays in the System Monitor.

To generate the report:

1. From the main menu, go to **Financial Management > Accounts Payable > Reports > Deferred Expense Forecast**.

2. Select the report parameters.

3. Select **Print Preview**.

Running the Discount Analysis Report

Run the **Discount Analysis Report** to display and print the discount amounts customers receive if they pay invoices by a specific date. The report calculates the best date on which customers should pay each invoice.

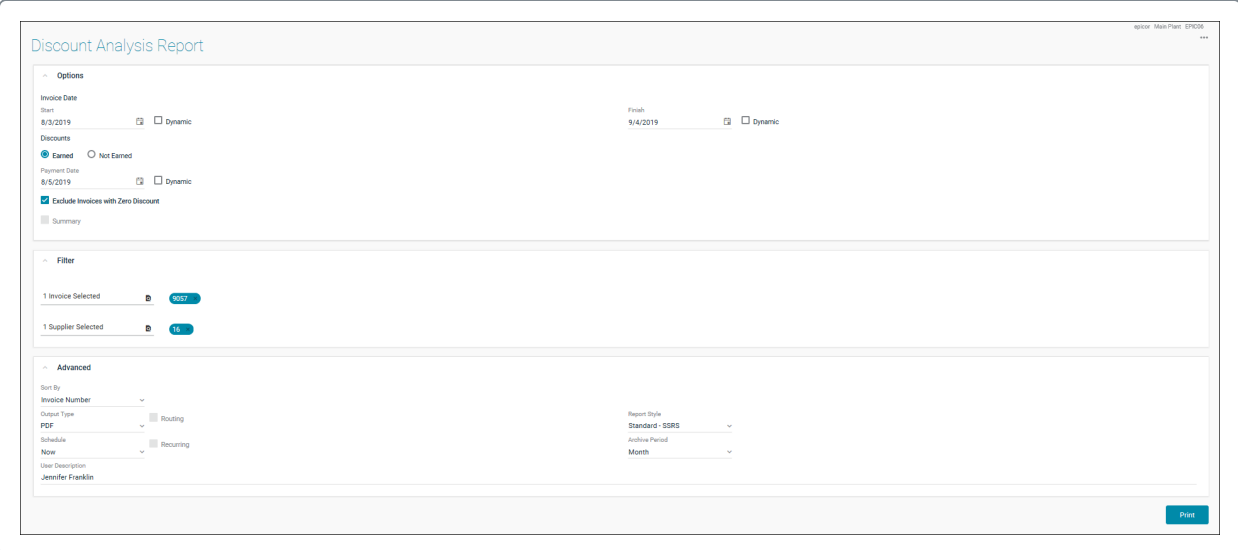The **Selection** parameters include:

- **Start** - The first date from which invoices are pulled. By default, the first date of the current month displays. Any invoices with an invoice date created on or after this date down to the End Date are included on the current run of the report.

- **Finish** - The end invoice date.

- **Payment Date** - The date when the payment is due.

- **Earned Discount** - Determines how the discount amounts calculate. The discount amounts generate using the cash receipts date. The discount results assume the date is when the payment is received.

- **Not Earned Discount** - Determines how the discount amounts calculate. The discount amounts generate without using the cash receipts date. The discount results display the amounts based on the terms codes assigned to the selected invoices.

- **Exclude Invoices with Zero Discount** - Select to exclude invoices with zero discount amounts or with an AP invoice discount date that is earlier than the Payment Date from the report.

- **Summary** - Select if you want to generate a summary version of the report.

- **Filter** - Informs you whether you used filters or not. After you select a specific filter option, the fields located in this pane display values depending on whether you filtered (Some Selected) or you did not (All Selected).

- **Sort By** - Gives you the option to sort out the report by Invoice Number, Supplier ID, or Invoice Date.

- **Report Style** - Select the report style option you want to use to run this report.

- **Schedule** - Indicates when you want to print the report. If you select something other than Now, the Recurring check box is available.

- **Archive Period** - Time period you want to keep the report in the System Monitor. The default is 0 Days, meaning that the report will be deleted from the monitor shortly after being printed.

  After the Archive Period passes, the report is purged from the system. When a report is exactly purged is determined by a combination of the date/time the report generates, the number of days set in the report's Archive Period, and the Report Purge Frequency setting. The Report Purge Frequency is defined in the System Agent within its Task Agent Purge Settings.

- **User Description** - Describes a specific report run. The entered description displays in the System Monitor.

- **Recurring** - Select this check box if you want the report to run on a repeating basis. This check box is only available if you select a schedule other than Now.

To generate the report:

1. Define the dates.

2. Select what you want to include in the report.

3. Define how you want to sort out the report.

4. Select the **Report Style** for the report run.

5. If you want to generate the report immediately, verify the **Schedule** field displays the **Now** option.

6. Enter how long you would like this report to remain available after it generates by selecting an option from the **Archive Period** drop-down list. As long as the application clock has not passed this time, the report is available on the server to preview and print.

7. Enter text in the **User Description** field.

8. Select the **Recurring** check box if needed.

9. Select **Print Preview**. 🖨

Printing the Logged Invoice Entry Edit List

Print the **Edit List** to review a list of all logged invoices in a group. You can use the Edit List to check invoices before posting.

The **Selection** parameters include:

- **Filter** - Use Filter to select Book records for the report.

- **Report Style** - Select the report style option you want to use to run this report.

- **Schedule** - Indicates when you want to print the report. If you select something other than Now, the Recurring check box is available.

- **Archive Period** - Time period you want to keep the report in the System Monitor. The default is 0 Days, meaning that the report will be deleted from the monitor shortly after being printed.

  After the Archive Period passes, the report is purged from the system. When a report is exactly purged is determined by a combination of the date/time the report generates, the number of days set in the report's Archive Period, and the Report Purge Frequency setting. The Report Purge Frequency is defined in the System Agent within its Task Agent Purge Settings.

- **Recurring** - Select if you want the report to run on a repeating basis. The check box is only available if you select a schedule other than **Now**.

- **User Description** - Describes a specific report run. The entered description displays in the System Monitor.

To print the edit list:

1. From the main menu, go to **Financial Management > Accounts Payable > General Operations> Logged Invoice Entry**.

2. Create a new group or select an existing one.

3. From the Overflow menu ***, select **Print Group Edit List**.

4. Select the Edit List parameters.

5. Select **Print Preview**. 🖨

Generating the Logged Invoice Suspense Balance Report

Generate the **Logged Invoice Suspense Balance Report** to list all the logged invoices and to reconcile the logged invoice suspense account.

The report displays the balance of the logged invoice suspense accounts and lists the logged invoices charged to the suspense account. Voided logged invoices will not display on the report.

The **Selection** parameters include:

- **Selected By** - There are two ways logged invoices can be selected in this report. They are:

    - **Cutoff Date** - Invoices are selected based on the date selected in the Cutoff Date field.
    - **Fiscal Period** - Invoices are selected based on the fiscal year and period you define.

- **Cutoff Date** - Identifies the ending invoice date for the invoices that display on the report.

- **Fiscal Year** - Identifies the period of time for a fiscal year. This is usually a calendar year. Fiscal years are used for financial statements and reporting.

- **Fiscal Period** - Identifies the fiscal period for the fiscal year.

- **Currency** - Defines the currency used to generate the amounts displayed on the report. All the currencies available for the company display in the drop-down list.

- **Summary** - Select to produce a summarized list of logged invoices charged to the suspense account.

- **Filter Summary** - Informs you whether you used filters or not. After you select a specific filter option, the fields located in this pane display values depending on whether you filtered (Some Selected) or you did not (All Selected).

- **Sort By** - Select how you want the report to be organized. The list items represent the sorting hierarchy options.

- **Report Style** - Select the report style option you want to use to run this report.

- **Schedule** - Indicates when you want to print the report. If you select something other than **Now**, the Recurring check box is available.

- **Archive Period** - Time period you want to keep the report in the System Monitor. The default is 0 Days, meaning that the report will be deleted from the monitor shortly after being printed.

    After the Archive Period passes, the report is purged from the system. When a report is exactly purged is determined by a combination of the date/time the report generates, the number of

days set in the report's Archive Period, and the Report Purge Frequency setting. The Report Purge Frequency is defined in the System Agent within its Task Agent Purge Settings.

- **User Description** - Describes a specific report run. The entered description displays in the System Monitor.

- **Print Report Parameters** - Indicates that the report selection criteria is printed as an appendix to the report.

- **Recurring** - Select this check box if you want the report to run on a repeating basis. The check box is only available if you select a schedule other than Now.

To generate the report:

1. From the main menu, go to **Financial Management > Accounts Payable > Reports > Logged Invoice Suspense Balance**.

2. Select the parameters depending on what you want the report to display.

3. Select **Print Preview**.

Generating the Supplier Payment Report

Generate the **Supplier Payment Report** to display and print out payments to suppliers who are required to report payments to a tax collection agency. The report presents the required information for a designated year or time period that can be presented to the tax collection agency.

> ℹ The report only includes suppliers with the **Payment Reporting** check box selected in Supplier Maintenance (Supplier > Detail).

The **Selection** parameters include:

- **By Calendar Year** - Specifies that the report will be created for the year entered in the **Calendar Year** field.

- **By Date Range** - Specifies that the report will be created by the date range selected in the **Start** and **End** fields.

- **Calendar Year** - The calendar year for which you run the report.

- **Start** - The start date for the report, if you use the **By Date Range** option. This field is inactive if you use the **By Calendar Year** option.

- **End** - The end date for the report, if you use the **By Date Range** option. This field is inactive if you use the **By Calendar Year** option.

- **Minimum Amount** - The lowest total amount allowed for a payment to be included in the report. If the sum of all payments for a specific supplier is greater than this value, the amount will be included in the report for that supplier.

- **Include Payment Instruments** - Select if you want to include payment instruments in the report, if any.

- **Filter** - Informs you whether you used filters or not. After you select a specific filter option, the fields located in this pane display values depending on whether you filtered (Some Selected) or you did not (All Selected).

- **Schedule** - Indicates when you want to print the report. If you select something other than **Now**, the Recurring check box is available.

- **Report Style** - Select the report style option you want to use to run this report.

- **Archive Period** - Time period you want to keep the report in the System Monitor. The default is 0 Days, meaning that the report will be deleted from the monitor shortly after being printed.

  After the Archive Period passes, the report is purged from the system. When a report is exactly purged is determined by a combination of the date/time the report generates, the number of

days set in the report's Archive Period, and the Report Purge Frequency setting. The Report Purge Frequency is defined in the System Agent within its Task Agent Purge Settings.

- **Recurring** - Select this check box if you want the report to run on a repeating basis. The check box is only available if you select a schedule other than Now.

- **User Description** - Describes a specific report run. The entered description displays in the System Monitor.

To generate the report:

1. From the main menu, go to **Financial Management > Accounts Payable > Reports > Supplier Payment**.

2. Select the report parameters.

3. Select **Print Preview**. 🖶

Generating Process Payments

Generate the **Process Payments Report** to print checks or create an electronic payment file for all payments within the current group. You can print checks or generate a bank export file. The options available depend on the Payment Method selected on the **Group** sheet.

If the payment method is for electronic payments, you must select the **Bank Export File** used to receive the payment information. Each payment automatically has a Remittance Advice Number printed on it. For electronic payment processing the following options are available:

- **Print** - Assigns payment numbers, generates electronic file, and prints remittance advice, all at once.
- **Generate Only** - Assigns payment numbers and generates an electronic file.
- **Print Preview** - Previews remittance advice, once either the Print or Generate Only process is complete.

If the payment method is for manual checks, the checks are printed in alphabetical order by **Supplier Name**. If there is no room to print out all the invoices being paid to a supplier, the payment is split and a second check is automatically generated.

> ⓘ You cannot change check records after they are printed. If there is an error, you need to delete the check.

The **Selection** parameters include:

- **Payment number currently loaded** - Displays the number of the payment to include in the checks or payment file. If you want to use a different payment, select the **Override Payment** check box and enter the number you want to load.
- **Payment Date** - Specifies the date that will be printed on the checks and displayed on the electronic payments. By default, the group's payment date displays in this field. If you need, you can change this value to any date - as long as it is within an open period.
- **Fiscal Year** - Displays the fiscal year assigned to these payments.
- **Fiscal Year Suffix** - Displays the fiscal year suffix assigned to these payments.
- **Period** - Displays the fiscal period assigned to these payments.
- **Form** - Specify the type of form that to generate through this payment process.
- **Bank Account** - Select the bank account from where the payment amounts will be pulled. When you post these payments, the Cash account selected within the bank account record is used to record the payment transactions.
- **Bank Export File** - Specifies the file used to send all electronic payments in the current group. This field is available for electronic payments only.
- **Check Print Order** - Select the criteria for payment processing and printing. You can select to

- **Output Format** - Select the format for the output.
- **Report Style** - Select the report style option you want to use.
- **Schedule** - Indicates when you want to print the report. If you select something other than
- **Recurring** - Select this check box if you want the report to run on a repeating basis. The check

- **User Description** - Describes a specific report run. The entered description displays in the System Monitor.
- **User Description** - Describes a specific report run. The entered description displays in the System Monitor.

To run the program:

1. From the main menu, go to **Financial Management> Accounts Payable> General Operations> Payment Entry**.

2. Create or select a group from the **Group** sheet. All the payments within this group display.

3. Create your payments.

4. From the Overflow menu ⋯ , select **Process Payments**.

5. Define the required parameters.

6. Click **Print**. Alternatively, for electronic payments, select **Generate Only** from the Overflow Menu ⋯ . You can also select **Print Preview** 🖨 to preview the remittance advice, once either the Print or Generate Only process is complete.

Generating the Purchase List Report

Generate the **Purchase List Report** to display AP invoice transactions and taxable bank adjustments with bank fees for selected tax reports and tax codes. You typically use this report to review VAT information for a specific tax code or a range of tax codes.

The **Selection** parameters include:

- **Fiscal Year** - The fiscal year for the transaction in the report.

- **Suffix** - The fiscal year suffix, if any exists.

- **Period** - The period of the fiscal year of the transactions in the report.

- **From** - The report start date. If you want to print the report through a regular schedule, select the **Dynamic** check box. If selected, the **From** field displays a list of dynamic options instead of the calendar. If you select the Dynamic check box, you should also select a schedule in the **Schedule** field that works with the option you select in the From field, and then select the **Recurring** check.

- **To** - The report end date. If you want to print the report through a regular schedule, select the **Dynamic** check box. If selected, the **To** field displays a list of dynamic options instead of the calendar. If you select the Dynamic check box, you should also select a schedule in the **Schedule** field that works with the option you select in the To field, and then select the **Recurring** check.

- **Report Date** - The date of the report. If you want to print the report through a regular schedule, select the **Dynamic** check box. If selected, the **Report Date** field displays a list of dynamic options instead of the calendar. If you select the Dynamic check box, you should also select a schedule in the **Schedule** field that works with the option you select in the Report Date field, and then select the **Recurring** check.

- **Round Amounts** - Select to round amounts in the report.

- **Summary** - Select to print the report in the aggregated format. If cleared, the report will print in the Detail format.

- **Filter** - Filter the report using the Tax Liabilities, Tax Types, or VAT Tax Reports records.

- **Report Style** - Select the report style option you want to use to run this report.

- **Schedule** - Indicates when you want to print the report. If you select something other than Now, the Recurring check box is available.

- **Archive Period** - Time period you want to keep the report in the System Monitor. The default is 0 Days, meaning that the report will be deleted from the monitor shortly after being printed.

After the Archive Period passes, the report is purged from the system. When a report is exactly purged is determined by a combination of the date/time the report generates, the number of days set in the report's Archive Period, and the Report Purge Frequency setting. The Report Purge Frequency is defined in the System Agent within its Task Agent Purge Settings.

- **Recurring** - Select if you want the report to run on a repeating basis. The check box is only available if you select a schedule other than Now.

- **User Description** - Describes a specific report run. The entered description displays in the System Monitor.

To generate the report:

1. From the main menu, go to **Financial Management > Accounts Payable > Reports > Purchase List Report**.

2. Select the report parameters.

3. Select **Print Preview**.

Generating the Purchase Register Report (India)

Run the **Purchase Register Report** to display purchases done for a specific site and business category within a given period.

This report gives the tax details split per indirect tax type (CGST, SGST, IGST, Customs Duty, and Cess) and is made available to auditors for verification.

The **Selection** parameters include:

- **Site** - Specifies a site. A site (plant) is a physical location containing inventory and production lines. A company can have multiple sites (plants). Each company is a legal financial entity with its own unique GST ID.

- **Business Category** - Specifies supplier business category. Options include:

    - All

    - Registered

    - Unregistered

    - Composition Taxable Person

    - Imports

- **Begin Date** - Specifies the report start date.

- **End Date** - Specifies the report end date.

- **Output Format** - Define the format used to render and display the report.

- **Routing** - If the report style generates an SSRS report, it may have a routing rule; the routing rule determines how the report output generates, prints, and distributes. If the style has a rule, the Routing check box is selected. To shut off this rule, clear the Routing check box.

- **Schedule** - Indicate when you want to print the report. If you select something other than **Now**, the **Recurring** check box is available.

- **Recurring** - Select this check box if you want the report to run on a repeating basis. The check box is only available if you select a schedule other than **Now**.

- **Report Style** - Select the report style option you want to use to run this report.

- **Archive Period** - Time period you want to keep the report in the System Monitor. The default is 0 Days, meaning that the report will be deleted from the monitor shortly after being printed.

After the Archive Period passes, the report is purged from the system. When a report is exactly purged is determined by a combination of the date/time the report generates, the number of days set in the report's Archive Period, and the Report Purge Frequency setting. The Report Purge Frequency is defined in the System Agent within its Task Agent Purge Settings.

- **User Description** - Describe a specific report run. The entered description displays in the System Monitor.

To generate the report:

1. From the main menu, go to **Financial Management > Accounts Payable > Reports > Purchase Register Report IN**.

2. Define the report parameters.

3. Select **Print Preview**. 🖶

Printing the Remittance Advice Report

Print the **Remittance Advice** form to report selected items. You can print the Remittance Advice form for all the payment types, if you assign a check number to each payment within a group.

> ℹ️ You can post a Payment Entry group without printing the Remittance Advice form.

The **Selection** parameters include:

- **Filter** - Informs you whether you used filters or not. After you select a specific filter option, the fields located in this pane display values depending on whether you filtered (Some Selected) or you did not (All Selected).

- **Report Style** - Select the report style option you want to use to run this report.

- **Schedule** - Indicates when you want to print the report. If you select something other than Now, the Recurring check box is available.

- **Archive Period** - Time period you want to keep the report in the System Monitor. The default is 0 Days, meaning that the report will be deleted from the monitor shortly after being printed.

  After the Archive Period passes, the report is purged from the system. When a report is exactly purged is determined by a combination of the date/time the report generates, the number of days set in the report's Archive Period, and the Report Purge Frequency setting. The Report Purge Frequency is defined in the System Agent within its Task Agent Purge Settings.

- **Recurring** - Select this check box if you want the report to run on a repeating basis. The check box is only available if you select a schedule other than Now.

- **User Description** - Describes a specific report run. The entered description displays in the System Monitor.

To generate the report:

1. From the main menu, go to **Financial Management > Accounts Payable > General Operations > Payment Entry**.

2. Create a new group or select an existing one.

3. From the Overflow menu ⋯, select **Print Remittance Advice**.

4. Select the report parameters.

5. Select **Print Preview**. 🖨

Generating the Supplier Statements Report

Generate the **Supplier Statements Report** to review invoice transactions and balances up to a specific cut-off date for a supplier. You can then send the Statement of Account to suppliers for confirmation and agreement.

The **Selection** parameters include:

- **Invoice Date Cut-Off** - The date the report will consider. The default value is the end of the previous fiscal period.

- **Message** - Enter free text, which will display at the end of the report.

- **Filter Summary** - Informs you whether you used filters or not. After you select a specific filter option, the fields located in this pane display values depending on whether you filtered (Some Selected) or you did not (All Selected).

- **Report Style** - Select the report style option you want to use to run this report.

- **Schedule** - Indicates when you want to print the report. If you select something other than **Now**, the Recurring check box is available.

- **Archive Period** - Time period you want to keep the report in the System Monitor. The default is 0 Days, meaning that the report will be deleted from the monitor shortly after being printed.

  After the Archive Period passes, the report is purged from the system. When a report is exactly purged is determined by a combination of the date/time the report generates, the number of days set in the report's Archive Period, and the Report Purge Frequency setting. The Report Purge Frequency is defined in the System Agent within its Task Agent Purge Settings.

- **User Description** - Describes a specific report run. The entered description displays in the System Monitor.

- **Recurring** - Select this check box if you want the report to run on a repeating basis. The check box is only available if you select a schedule other than Now.

To generate the report:

1. From the main menu, go to **Financial Management > Accounts Payable > Reports > Supplier Statement**.

2. Select the parameters depending on what you want the report to display.

3. Select **Print Preview**. 🖶

Generating the Use Tax Report

Run the **Use Tax Report** to compare and review data processed by the Avalara® Tax Connect or Tax Integration with Sovos.

> ℹ️ You only run this report if you do business in a location that requires the Use Tax.

The **Selection** parameters include:

- **From and To Dates** - If you selected the **By Date Range** option, use the **Start** and **End** fields to enter the start date and the end date for the report.

- **Target Currency** - The target currency being used to generate the converted amount. The conversion rule converts the amount from the source currency to an equivalent amount for the target currency.

- **Summary Only** - Select if you want to print the report in the summary format. In this format, only the selected taxing jurisdiction totals are printed.

- **Filter** - Informs you whether you used filters or not. After you select a specific filter option, the fields located in this pane display values depending on whether you filtered (Some Selected) or you did not (All Selected).

- **Report Style** - Select the report style option you want to use to run this report.

- **Schedule** - Indicates when you want to print the report. If you select something other than Now, the Recurring check box is available.

- **Archive Period** - Time period you want to keep the report in the System Monitor. The default is 0 Days, meaning that the report will be deleted from the monitor shortly after being printed.

  After the Archive Period passes, the report is purged from the system. When a report is exactly purged is determined by a combination of the date/time the report generates, the number of days set in the report's Archive Period, and the Report Purge Frequency setting. The Report Purge Frequency is defined in the System Agent within its Task Agent Purge Settings.

- **User Description** - Describes a specific report run. The entered description displays in the System Monitor.

- **Recurring** - Select this check box if you want the report to run on a repeating basis. This check box is only available if you select a schedule other than Now.

To generate the report:

1. Define the **From** and **To** dates.
2. Define the target currency.
3. Select if you want the report to print in the **Summary** format.

4. Select the **Report Style** for the report run.

5. If you want to generate the report immediately, verify the **Schedule** field displays the **Now** option.

6. Enter how long you would like this report to remain available after it generates by selecting an option from the **Archive Period** drop-down list. As long as the application clock has not passed this time, the report is available on the server to preview and print.

7. Enter text in the **User Description** field.

8. Select the **Recurring** check box if needed.

9. Select **Print Preview**.

Generating the Withholding Tax Payment Data Report

Generate the **Withholding Tax Payment Export Report** to review and print withheld tax payment information in different formats and for the selected period.

The **Selection** parameters include:

- **Fiscal Calendar** - The fiscal calendar used on the report.

- **Date Range Options** - The date range option of the report.

- **Fiscal Year** - The fiscal year used on the report.

- **Suffix** - The fiscal year suffix

- **Period** - The period when payments were submitted.

- **Quarter** - The quarter when payments were submitted.

- **From** - The start date of the report period.

- **To** - The end date of the report period

- **Report Style** - Select the report style option you want to use to run this report.

- **Schedule** - Indicates when you want to print the report. If you select something other than Now, the Recurring check box is available.

- **Archive Period** - Time period you want to keep the report in the System Monitor. The default is 0 Days, meaning that the report will be deleted from the monitor shortly after being printed.

  After the Archive Period passes, the report is purged from the system. When a report is exactly purged is determined by a combination of the date/time the report generates, the number of days set in the report's Archive Period, and the Report Purge Frequency setting. The Report Purge Frequency is defined in the System Agent within its Task Agent Purge Settings.

- **Recurring** - Select if you want the report to run on a repeating basis. The check box is only available if you select a schedule other than Now.

- **User Description** - Describes a specific report run. The entered description displays in the System Monitor.

To generate the report:

1. From the main menu, go to **Financial Management > Account Payable > Reports > Withholding Tax Payment Export**.

2. Create a new record or select an existing one.

3. If you create a new record, define the **Date Range Option**, a valid **Fiscal Year**, **Fiscal Period**, and select the **AR** or **AP** option.

4. From the Overflow menu ***, select **Print** to display the **Withholding Tax Payment Data Report**.

5. Select the report parameters.

6. Select **Print Preview**. 🖶

Generating the Withholding Tax Certificate Report

Generate the **Withholding Tax Certificate Report** to create a tax certificate to inform suppliers of taxes withheld on behalf of their tax liability. A certificate can be printed periodically or after each invoice or payment, depending on your requirements.

You can also set up legal numbers for certificate numbers to be numbered automatically, as required in some countries, by using the **Legal Numbers Maintenance** program.

The **Selection** parameters include:

- **Report Options** - Select the Report Options you wish to use for this report run. You typically define a date range to determine what records to include in the report. Each report may have other options specific to the data that displays on it.

- **Filter Summary** - Informs you whether you used filters or not. After you select a specific filter option, the fields located in this pane display values depending on whether you filtered (Some Selected) or you did not (All Selected).

- **Report Style** - Select the report style option you want to use to run this report.

- **Schedule** - Indicates when you want to print the report. If you select something other than **Now**, the Recurring check box is available.

- **Archive Period** - Time period you want to keep the report in the System Monitor. The default is 0 Days, meaning that the report will be deleted from the monitor shortly after being printed.

  After the Archive Period passes, the report is purged from the system. When a report is exactly purged is determined by a combination of the date/time the report generates, the number of days set in the report's Archive Period, and the Report Purge Frequency setting. The Report Purge Frequency is defined in the System Agent within its Task Agent Purge Settings.

- **User Description** - Describes a specific report run. The entered description displays in the System Monitor.

- **Recurring** - Select this check box if you want the report to run on a repeating basis. The check box is only available if you select a schedule other than Now.

To generate the report:

1. From the main menu, go to **Financial Management > Accounts Payable > Reports > Withholding Tax Certificate**.
2. Select the parameters depending on what you want the report to display.
3. Select **Print Preview**. 🖶

Generating the Withholding Tax Payment Report

In **Withholding Tax Payment Report**, generate a WHT payment report to determine how much you will pay for corporate and non-corporate tax types, and to mark all the withholding taxes paid for invoices selected in the previous periods as paid.

Once you enter the header data, you need to select relevant tax types as filters. Then, you need to retrieve withholding tax entries for the selected records. After you make sure the list is correct, you can mark the tax record items as **Paid**. When data entry is complete, you select the **Ready** check box to indicate that the report is ready for submitting in the quarterly reports.

Use the landing page of the application to view existing WHT payment reports or to enter a new one.

In this article, we will cover generating a WHT payment report.

Generating a WHT Payment Report

1. From the main menu, navigate to **Financial Management > Accounts Payable > Reports > Withholding Tax Payment Report**.

2. Select **New** ⊕ to add a new WHT payment report.

3. Enter the required details in the **Header** section:

   - **Report ID** - WHT report identifier. In the blank field next to it, you can also enter the report description.
   - **From**, **To** - Period for which you run the report.
   - **Tax Type ID** - Tax type code. Select **Search** 🔍 to search for the tax type you need.
   - **AR**, **AP** - Module where the payment is applied.
   - **Report Date** - Date of the report.

Report

Header

Report ID 🔍 Feb 1	February Report	AR ○
From 📅 2/1/2021	To 📅 2/28/2021	AP ⦿
Tax Type ID 🔍 CITY		Report Date 📅 2/12/2021

4. In the **Detail** section, select the appropriate bank account.

5. Enter the bank receipt number and date. Then, enter the bank transaction reference number (BSR code) and date, and cheque number and date.

Detail

Bank Account ⌄ Main Checking Account	
Receipt Number 1145	Receipt Date 📅 2/5/2021
Bank Tran. Ref. No 45788809	Payment Date 📅 2/5/2021
Cheque Number 14	Cheque Date 📅 12/5/2020
Amount Paid: $ 150.00	Late Payment Charge: $ 0.00
Total $ 150.00	Penalty $ 0.00

6. Expand the **Notes** card and enter your comments for this report, if necessary.

7. If you want to limit the report to specific records, expand the **Filter** card and select the customers/suppliers/tax liabilities you want to include in the report.

8. Select **Save**. 💾

9. To retrieve the tax records, select the **Get Tax Records** option from the Overflow menu •••.
   The **Tax Records** card fills in with the data pulled from the application.

   If necessary, you can select the following actions for your tax record(s): **Remove unpaid rows**,
   Set all "Paid" (the application will select the **Paid** check box for all the lines in the grid),
   Remove selected rows. You can also review the following tax record details:

   - **Paid** - If on, the tax line is paid.
   - **Document Date** - Invoice or payment date.
   - **Party ID** - Customer's or supplier's ID.
   - **Party Name** - Customer's or supplier's name.
   - **Legal Number** - Legal number of the transaction (invoice, debit memo, credit memo, correction invoice, or payment).
   - **BoE Number** - Invoice prepayment cheque number.
   - **Tax Point** - Transaction tax point date.
   - **Percent** - Transaction tax rate percent.

   You can select a tax record in the grid and expand the **Tax Detail** card for its details, if necessary.

10. Once done with entering the report details, go back to the **Report** card and select the **Ready** check box in the **Status** section. Now you can print the report.

    After you select the **Ready** check boxes, **Submitted** and **Closed** become available. Select them after you:

    - **Submitted** - Submit your report.
    - **Closed** - Finalize the report. This check box indicates that the report is closed for changes.

    You can also view who and when worked on the report in the **History** section.

Exporting the Withholding Tax Payment Report

Export withholding tax payment reports in different formats in **Withholding Tax Payment Export**.

To generate a data file, select an electronic interface for a required format. The application generates a data file to the specified path and attaches it to the report entry.

You can create an electronic interface for **Withholding Tax Payment Export** using the following settings (the program file is stored in the Erp\EI\WHTPayment on your server):

- **Interface Name**: WHT Payments Export
- **Type**: Withholding Tax Payment Export
- **Program Category**: Default
- **Program**: WHTPayment.cs
- **Description**: Withholding Tax Payment Export EI

Refer to the **Electronic Interfaces** chapter for instructions on creating electronic interfaces for EFT processing.

Use the landing page of the application to view the existing WHT payment reports or create one.

In this article, we will cover:

- [Setting Up a WHT Payment Export](#)
- [Exporting a WHT Payment Report](#)

Setting Up a WHT Payment Export

1. From the main menu, go to **Financial Management > Accounts Payable > Reports > Withholding Tax Payment Export**.

2. Enter the report ID and its description.

3. Select the date range option for this report.

4. Enter the relevant values for this report in **Report Date**, **Fiscal Year**, and **Fiscal Period**.

5. Specify the module where you make the payments by selecting the **AP** or **AR** radio buttons.

6. Select the tax report category.

7. If necessary, enter notes for this report run.

Detail

Report ID
WHTExport

Description
WHT Export

☐ Submitted

☐ Closed

Report Sequence
0

Report Options

Fiscal Calendar
Main

Fiscal Calendar ...
Main Fiscal Calendar

Date Range Option
Fiscal Period

○ AR   ● AP

Fiscal Year
2020

Report Date
10/6/2020

Suffix

Report Category

Fiscal Period
10

From
10/1/2020

Quarter

To
10/31/2020

8. Select **Save.**

Exporting a WHT Payment Report

1. Go to the **Export** card to select export settings for the report.

2. Select the **Test** check box if you want to run report export is in the test mode.

   If you select this check box, the system generates an export file without increasing the report sequence number and it doesn't attach any files to the **Report** entry. If this check box is clear, the application generates an export file with a unique report sequence number and attaches the files to the **Report** entry.

3. Select an electronic interface you created previously for the withholding tax payment report.

4. In the **Export File** field, enter a path on your computer where the you want to export the report.

5. Review other report information in the **Interface Properties** grid.

6. Go to the **Tax Payments** card and select **Get Tax Payments** from the Overflow menu ••• to pull withholding tax payment reports to the grid.

   The **Tax Payment** parameters include:

   - **Bank** - The unique bank account ID.
   - **From** - The start date of the report period.
   - **Late Payment Charge** - The charge paid for late filing of the tax returns.
   - **Module** - The module where you make the payments: **AP** or **AR**.
   - **Paid Amount** - The amount of withholding tax you pay to the government.
   - **Penalty** - The penalty amount.
   - **Receipt Date** - The bank receipt date.
   - **Receipt Number** - The bank receipt number.
   - **Report ID** - The report ID.
   - **Tax Type ID** - The tax type ID.
   - **To** - The end date of the report period.
   - **Total Payment Amt** - The total payment amount (the sum of **Amount Paid**, **Late Payment Charge**, and **Penalty**).

7. Select the following options from the Overflow menu ••• to:

   - **Generate File** - Generate the export file for the report in the .txt format and sends it to the output file path you selected
   - **Submit** - Submit the report (it will be marked as **Submitted**)

- **Reset** - Reset the **Submitted** status for the report
- **Post** - Post the report

8. You can also view who and when worked on the report in the **History** section.

9. Select **Print** 🖶 from the Overflow menu ••• to view the report on your screen.

Tracking AP Invoices

Invoice billing is one of the main steps in the sales cycle. Suppose you buy a product from a supplier, and you agree to pay within a specified period. While the supplier waits for you to pay the bill, you consider the unpaid invoices as Accounts Payable.

With the **AP Invoice Tracker** app, you know how much you owe and when it is due. If a supplier calls you to discuss an invoice, you have the complete information at your fingertips. You can track invoices and general payment activity, 'General Ledger' transactions, and the supplier details.

> ℹ️ You can find more information about the tracker interface in the Trackers article.

In this article, we will cover:

- Viewing Summary Details
- Displaying General Ledger Transactions
- Viewing Payment Information
- Reviewing Payment Instruments
- Reviewing AP Invoice Activities

> ℹ️ To learn more about general cards and fields, refer to the **AP Invoice Entry** section in the Application Help.

Viewing Summary Details

Assume you buy construction materials from your supplier. In the purchase order, you agree to pay for the materials within 30 days after their shipment. When you purchase goods on credit that you need to pay back within the agreed period, it is known as 'Accounts Payable'.

If you want to track the funds, you owe to your supplier, use the **Details** page. Here you can find the necessary details of the invoice, the name of the suppliers, shipment details, and the amount of the debt.

To view the AP invoice summary:

1. Open the **Invoice Tracker** app.

   The **Landing** page displays.

2. Search for and select the invoice you want to review.

   The **Invoice Header** card displays.

3. Review the **Invoice Summary** group box.

Here is more information about the following fields in this card:

- **Rounding** - Rounding parameter. Rounding is occurred if the multiplier or rule for total amount differs from the multiplier or rule for total line amount. The difference is included in the Amount to Pay and it is booked to the rounding account specified in the company setup when the invoice is posted.

- **Line Amounts** - Total amount from all the current invoice's lines.

- **Less Pre-Payment** - Pre-payment amount in base currency.

- **Group** - Invoice group identifier.

- **Variance** - Difference between the **Total Line Amounts** value and the **Amount** value.

Displaying General Ledger Transactions

In the General Ledger (GL), you process and post all accounting transactions created throughout the system, as well as entries made directly within the ledger.

On the **Activity > GL Transactions** card, you can track accounting journals and information on the credits. It lets you review all the journal entry transactions placed against the current invoice that you select.
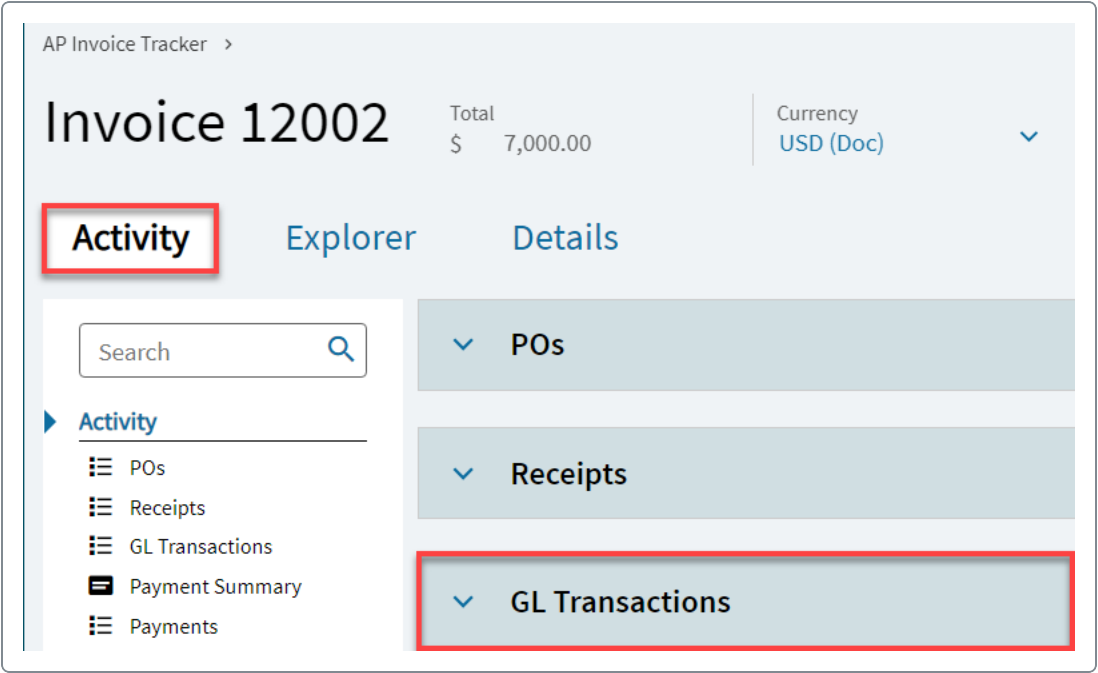
Here is more information about the following fields in this card:

- **Statistical UOM Code** - Statistical unit of measure.
- **Statistical** - Indicates if statistical information may be entered for the natural account. Accounts can be used for monetary amounts (0), monetary and statistical amounts (1), or only for statistical amounts (2).
- **Allocation Stamp** - Previous allocation stamp to which the allocation is to be applied.
- **Allocation Target Number** - Next number sequence used to keep the records unique.

Viewing Supplier Payment Information

When you need information about payments that you made to the supplier, you can find it on the **Activity > Payments** card. You can see all the payment activities, which includes the invoice payment schedule and credit card data.

Viewing Payment Instruments

The **Activity** > **Payment Instruments** card gives you quick access to payments that are applied to supplier invoices at a later date. Here you can track promissory notes, post-dated checks, and other future-dated payment instruments.

Here is more information about the following fields in this card:

- **PI Status Description** - Status of the payment instrument.
- **Fiscal Calendar ID** - Identifier of the fiscal calendar associated with the transaction.
- **Revaluation Balance** - Balance of the payment instrument at the time when the revaluation record was created.
- **Revaluation Date** - Date when the gain or loss revaluation record was generated.
- **Reverse Gain/Loss** - Specifies if the adjustment is a reverse gain or loss adjustment.

Reviewing AP Invoice Activities

Using the **Activity** page in the 'AP Invoice Tracker' app you can review information relevant to your invoice.

> ℹ️ You cannot modify information on the Activity page.

You can review information about:

- **POs** - Displays purchase order information for any POs that are on this invoice, if any.
- **Receipts** - Displays pack slip information for any packing slips that are on this invoice, if any.
- **GL Transactions** - Displays all the journal entry transactions that have been placed against the current invoice.

- **Payment Summary** - Displays the payment summary information, if any. If the payment has been made against the invoice, this card shows you the values related to the received payment.

- **Payments** - Displays review all the payments that have been placed against the current invoice, if any.

- **Payment Instrument Summary** - Displays the payment instrument summary information, if any. If the payment instrument has been made against the invoice, this card shows you the values related to the PI.

- **Payment Instruments** - Displays information about the payment instrument associated with the invoice, if any. Payment instruments (PI) are applied to supplier invoices at a later date. You often need to enter a PI when you receive a promissory note with an accounts payable invoice.

- **Recurring** - Displays recurring related information for the invoice, if any. A recurring invoice is created, approved and paid on a regular basis, such as monthly invoice for rent or leasing of equipment.

- **Recurring Invoices** - Displays AP recurring invoice details, if any.

- **Intrastat** - Displays the intrastat related information for the invoice. Intrastat facilitate business transactions that take place in Europe, or other locations where Intrastat considerations are necessary. Intrastat facilitates financial transactions with countries that require it.

1. Select the **Activity** page.

2. Expand the card you need and review its information.
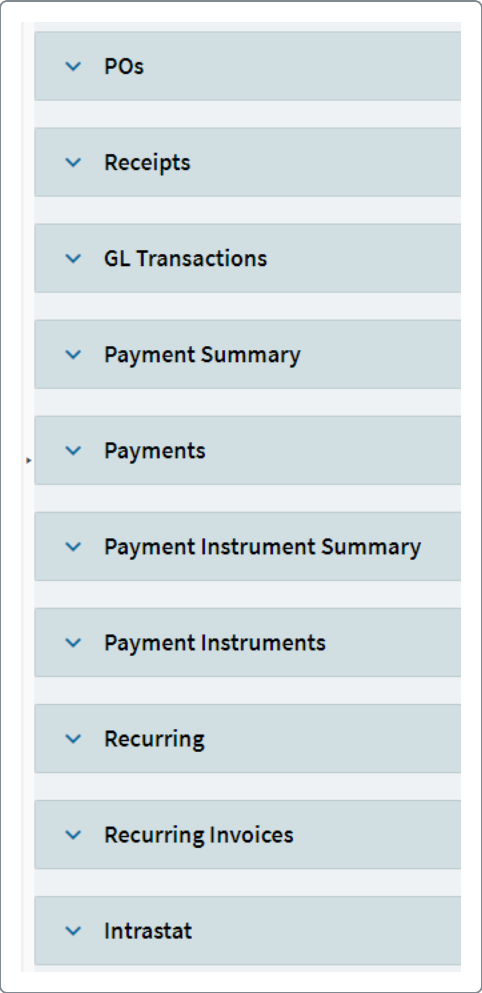
Open the **Explorer** tab to see a graphical representation of relationships between related purchase orders, receipts, AP invoices, and payments – providing a detailed overview of the procurement cycle:

| | The record you are in is always outlined with black borders. |

This relationship "map" consists of four card groups:

1. Purchase Order
2. Receipt
3. AP Invoice
4. Payment

Each card contains a basic overview and an underlined link (the **PO/Packslip/Invoice/Payment Number** field), which opens a panel with detailed information:

> ℹ️ More details can be added to the grid using the **Personalize Columns** option in the panel's **Overflow menu**. You can also select the record to access it.

When there are four or more cards in a group, a collapsed version of the cards displays:

You can select the underlined link of on the collapsed cards to view a panel with all the records listed:

Tracking Logged AP Invoices

Logged invoices are a category of AP invoices you create to both record and post to a suspense account. The invoices remain in this account until you approve and pay them. To track these invoices, use the **Logged AP Invoice Tracker**. The tracker helps you review the taxes, General Ledger (GL) control types, and GL transactions, applied to a particular invoice.

> ℹ️ You can find more information about the tracker interface in the Trackers article.

To use the tracker:

1. From the main menu, go to **Financial Management** > **Accounts Payable** > **General Operations** > **Logged Invoice Tracker**.

2. In the **Invoice** column, select the invoice. For an advanced search, select the search button.

3. On the Details card, review the information for the logged AP invoices.

In this article, we will cover:

- [Reviewing Tax Information](#)
- [Reviewing GL Control Details](#)
- [Reviewing GL Transactions](#)

Reviewing Tax Information

If you require the tax information for the current invoice, refer to the **Tax** card. Here you can find the tax rates, tax rate dates, invoice taxes, and taxable amounts posted for the specific invoice.

Here is more information about the following fields in this card:

- **Tax Liability** - Tax region code for the invoice.
- **Tax Point** - Tax point date when the tax is recorded. This date is also used in the calculation of the **Tax Rate** if no **Tax Rate Date** is specified.
- **Reportable Amount** - Amount of tax that must be reported to the taxing locality. If you are manually entering the tax amount, this field automatically recalculates its value. If you need, however, you can change this amount.
- **Rpt Tax Amt Variance** - Difference between tax calculated in document rate, less the tax calculated in the tax rate.

Reviewing GL Control Details

GL Controls serve as a simple, flexible way to determine GL Accounts and Journals used in business transactions. To view the basic information on the assigned GL controls, its types, go to the **GL Control** card.

Here is more information about the following fields in this card:

- **GlobalLock** - When selected, this check box disables this record from receiving global updates.
- **GlobalEntityGLC** - Indicates whether the EntityGLC is global and whether you can send it to other companies.

- **Is External Company** - Indicates whether the account in this record is for an external company.

Reviewing GL Transactions

On the **GL Transactions** card, you can track journal entry transactions placed against the current invoice that you select. This card also lets you review all the accounting journals and information on the credits. You can retrieve the complete information for the transactions according to the accounting book you choose.

Here is more information about the following fields in this card:

- **Statistical UOM Code** - Statistical unit of measure.
- **Statistical** - Indicates if statistical information may be entered for the natural account. Accounts can be used for monetary amounts (0), monetary and statistical amounts (1), or only for statistical amounts (2).
- **Post Date** - Date and time when the transaction was posted to the GL.

Tracking Payment Batches

The **Payment Batch Tracker** provides insight into the Accounts Payable (AP) payment batches. If you are an accountant, the tracker can be useful for you when you transfer the payment checks in batches to the banks. Track all the payments in batches you make, review whether the transaction is valid or voided, trace the check dates, bank amounts, currencies, and so on.

> ℹ️ You can find more information about the tracker interface in the Trackers article.

To use the tracker:

1. From the main menu, go to **Financial Management** > **Cash Management** > **General Operations** > **Payment Batch Tracker**.

2. In the **Bank Batch ID** column, select the batch. For advanced search, select the search button.

3. Review the batch details on the **Details** card.

4. To check the payments, expand the **Payments** card.

> ℹ️ To create the payment batches, use **Payment Batch Maintenance**.

Tracking Payments

If you buy a product from a supplier, you need to keep track of all the payments you make. The **Payment Tracker** is a perfect tool for reviewing all the necessary payment information: bank accounts, invoices and bank details. You can use the search criteria to limit the data you see.

> ℹ️ You can find more general information about tracker interfaces in the Understanding Trackers article.

To use the tracker:

1. Open the **Payment Tracker** app.

2. The landing page displays payments in a grid, starting with the most recent.

3. You can click on a record in the **Payment Number** field.

4. The **Payment Details** card displays the general information about the payment.

5. The **Invoice Payments** card displays the individual invoices paid.

6. On the **Miscellaneous Payments** card you can see any related miscellaneous expenses (e.g. uninvoiced payments for products or services used in the company's operation).

7. You can also review the **Bank/Remit To**, **Bank Fee**, and **ACH Payments** information.
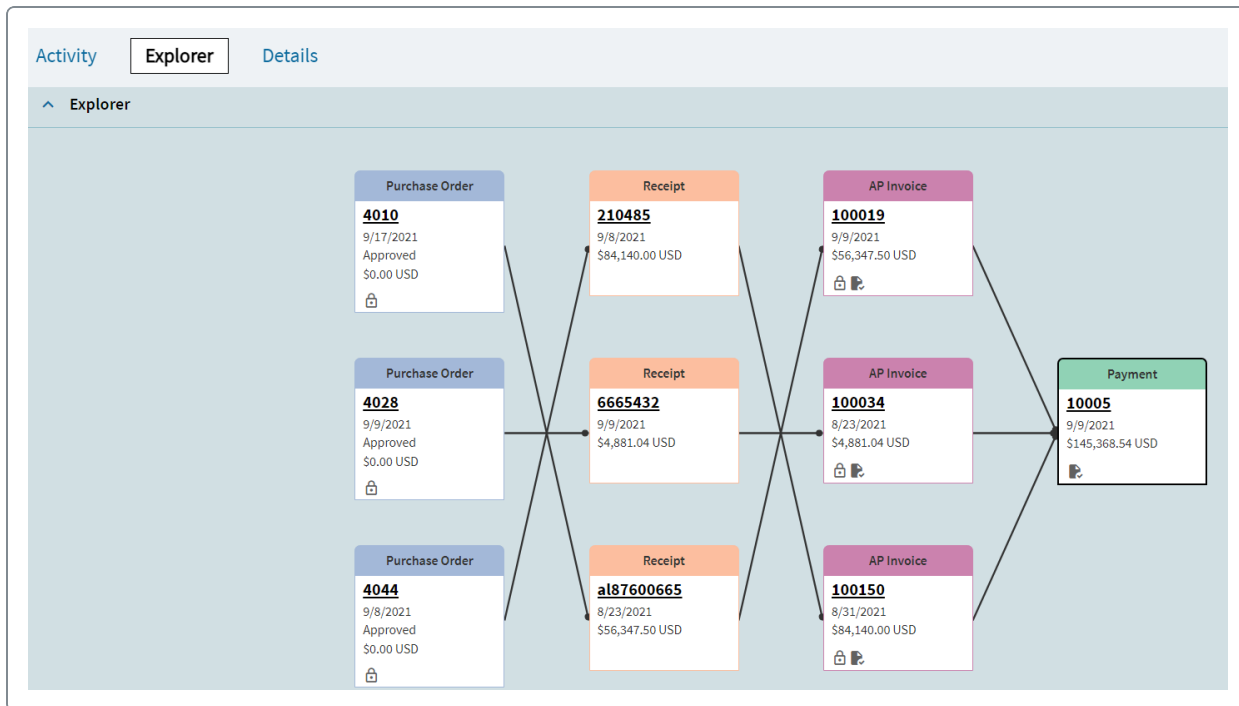
> ℹ️ Select the **Print Remittance Advice** icon, in the top right corner of a payment's Details tab, to re-print the remittance advice for a posted payment from the Payment Tracker.

8. The **Activity** tab contains the **POs**, **Receipts**, **Invoice Lines**, and **GL Transactions** cards

Open the **Explorer** tab to see a graphical representationof relationships between related purchase orders, receipts, AP invoices, and payments – providing a detailed overview of the procurement cycle:

ℹ️	The record you are in is always outlined with black borders.

This relationship "map" consists of four card groups:

1. Purchase Order
2. Receipt
3. AP Invoice
4. Payment

Each card contains a basic overview and an underlined link (the **PO/Packslip/Invoice/Payment Number** field), which opens a panel with detailed information:
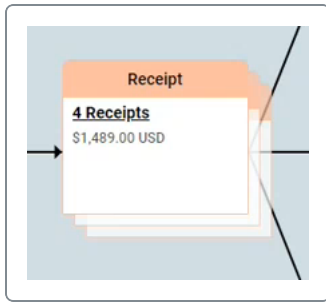

ℹ️	More details can be added to the grid using the **Personalize Columns** option in the panel's **Overflow menu**. You can also select the record to access it.

When there are four or more cards in a group, a collapsed version of the cards displays:

You can select the underlined link on the collapsed cards to view a panel with all the records listed:

Receipts

Receipts

Packing Slip	Received	Arrived Date	Receipt Date	Total Amount
1000	☑	10/05/2022	10/03/2022	45.00
1980	☑	10/07/2022	10/03/2022	40.00
757	☑	10/03/2022	10/03/2022	40.00
978	☑	10/04/2022	10/03/2022	1,364.00

9. Additionally, from the Payment Tracker landing page, you can select the **Search** icon to open the slide in panel.

10. You can filter the data by various criteria, such as **Check Apply Date**, **Check Amt**, **Fiscal Period**, **Supplier**, **Bank Account**, and so on.

Search ✕

Search Type
Basic ⌄

Sort By
Payment Number ⌄

Starting At
0

Check Apply Date
month/day/year 📅

Check Amt
0.00

Name

Fiscal Year
0

Fiscal Period
0

Supplier 🔍   Name

Bank Account ⌄

Description

[💾 Save Search]   [Reset Search]   [**Search**]

Tracking Letters of Credit

A letter of credit is a letter or document from a bank guaranteeing that a buyer's payment to a seller will be received on time and for the correct amount. In the event that the buyer is unable to make a payment on the purchase, the bank will be required to cover the full or remaining amount of the purchase.

The buyer makes an agreement with a bank that the bank will be liable to pay for some specific goods up to a certain value on the basis of some condition - usually some sort of confirmed receipt such as a bill of lading. The seller can then be satisfied that they will be paid, and raises the invoice against the bank. The seller must raise orders, deliver and raise invoices specifically against that letter; and when done so, it effectively becomes its own independent credit pool.

One variant of this is where the bank does not become the payer, but merely a guarantor in the event the buyer fails to pay. Local governments rather than banks also offer this service but usually to the supplier for a price under an Export Credit Guarantee (ECG) scheme - but in the same way you must ensure not to exceed the value of such a guarantee. Invoices and payment processing then continues against the normal customer and the purpose of tracking is pure visibility against the particular guarantee and also to ensure that the guarantee limit is not exceeded.

Use the **AP Letter of Credit Tracker** to review details of records where you want to use precaution in offering credit facilities to a customer who may be a credit risk.

> ℹ️ You can find more information about the tracker interface in the Trackers article.

> ℹ️ To learn more about general cards and fields, refer to **AP Letter of Credit Entry** section in the Application Help.

To use this tracker:

1. From the main menu, go to **Financial Management > Accounts Payable > General Operations > AP Letter of Credit Tracker**.

2. On the landing page, select the LCID number from the **LCID** column. For advanced search, select the search option in the **LC Reference** field.

3. In the **Activity** page, you can view the AP invoice and purchase order details.
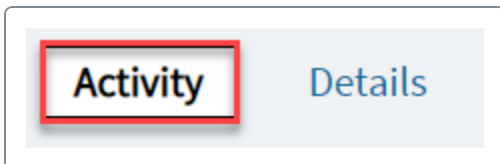
4. Expand the **Invoices** panel card to track invoices connected to a letter of credit and view details.

Invoice	Legal Number	Amount	Balance	Open	Invoice Currency	
		No records available.				

5. To track purchase orders connected to a letter of credit and view details, expand the **Purchase Orders** card.

PO Number	Open Order	Total Order	Outstd Value	PO Currency	
		No records available.			

6. Use the **Details** section to select a letter of credit and to review detailed information.

7. Expand the **Detail** card and select a letter of credit in the **LC Reference** field. Review details about the supplier, exchange rate, dates, and values.

Detail

LC Reference: 123	Select Exchange Rate: Original LoC Rate
Description: 123	Closed
Supplier: AGELESS	Name: Ageless Ovens
Bank: Main Checking Account	
☐ Ship Complete	
Currency: United States Dollar	LC Value: $ 120.00
☐ Lock	Outstanding PO Value: $ 0.00
Exchange Rate: 1.000000	Cumulative Invoice Value: $ 0.00
Base Value: $ 120.00	Remaining LC Value: $ 120.00
Terms: 1/10 Net 30	Invoice Balance: $ 0.00
Issue Date: 11/1/2019	Valid From Date: 11/1/2019
	Valid To Date: 11/30/2060

Tracking AP Payment Instruments

Payment Instrument is a generic term to cover different types of negotiable instrument used for payment. Any document that is an instruction to a bank to make a payment is a payment instrument. Track the different types of payment instruments such as Promissory Notes and post-dated checks and their corresponding status, from initial generation or receipt through to clearance/ settlement in the **A/P Payment Instrument Tracker**. By using this functionality, you can be assured that complex, settlement-related taxes are correctly handled when payment is made via payment instruments.

To use the tracker:

1. From the main menu, go to **Financial Management > Accounts Payable > General Operations > AP Payment Instrument Tracker**.

2. On the landing page, select the payment instrument.

Payment Instrument ID	Date	Amount	Supplier	Status	Voided	Posted
⬀ 10215	08/28/2020	325.00	A-ZM	PSt2	☐	☑
⬀ 10216	09/11/2020	325.00	ABE	PSt2	☐	☑
⬀ 10217	08/30/2020	150.00	A-ZM	PSt2	☐	☑
⬀ 10218	09/11/2020	150.00	ABE	PSt2	☐	☑
⬀ PI-001-4056	08/07/2020	100.00	ABE	PSt2	☐	☑

3. On the **Header** card, review the detailed information for the selected PI.

Header

ID
10215

☐ Manual

Posted

PI AP 1 Description

Transaction Date
7/29/2020

Fiscal Year
2020

Fiscal Period
7

Supplier
A-ZM

Supplier Name
A-Z Metals

Legal Number

Due Date
8/28/2020

Document Type
APPLN

Printed

Type
PTy2

Bank Amount
$ 325.00

Currency
USD

Exchange Rate
$ 1.000000

Allocated
$ 200.00

Bank Fees
$ 125.00

Total Prom. Note
$ 325.00

Discount
$ 0.00

Status
PSt2

4. Use the **Info** card to view a company or supplier address, specific to an instrument. The default information on the sheet originates from the Company Maintenance and Supplier Maintenance programs.

Info

Company Info

Name
Epicor Education

Address
12600 S Torrence Ave

City
Chicago

State/Prov
IL

Postal Code
60633

Country
USA

Supplier Information

Name
A-Z Metals

Address
4707 W North Ave

City
Chicago

State/Prov
IL

Postal Code
60639

Country
USA

Change Comments

5. To view the invoices linked to a payment instrument, expand the **Allocation** card.

Allocate

Payment Instrument	Amount
10215	$ 325.00
Currency	Revaluation Date
USD	month/day/year
Realized Gain/Loss	Unrealized Gain/Loss
$ 0.00	$ 0.00

Invoices

6. When you select an invoice from the **Invoice** grid, the details display in the **Invoice Detail** card.

Invoice Detail

Invoice AP1-01	

Invoice Date 7/29/2020	**Gross Value** $ 200.00
Invoice Value $ 200.00	**Withholding Taxes** $ 0.00
Balance $ 0.00	**Net Payment** $ 200.00
Terms 2/10 Net 30	**New Balance** $ 0.00
Discount Date month/day/year	**Invoice Rate** 1
Due Date 8/28/2020	**Payment Rate** 1
Legal Number	**Discount** $ 0.00
Base Currency United States Dollar	**Net Payment** $ 200.00
Balance $ 0.00	**Withholding Taxes** $ 0.00
New Balance $ 0.00	**PN Total** $ 200.00
	Gain/Loss $ 0.00
	Discount $ 0.00

7. Use the **Bank Fees** card to view bank fees and bank fee taxes that apply to the instrument.

Bank Fee

Bank Fee Overdraft	**Overdraft Fee**
Bank Fee Amount $ 125.00	$
Base Bank Fee Amount $ 125.00	$

8. On the **Endorsed PI Receivable** card to review endorsed AR payment instruments details.

You can find more information about the tracker interface in the Trackers article.