

Kinetic Suppliers and Accounts Payable User Guide

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Setup

This section describes the primary records you need to create for the Accounts Payable module. These apps are contained within the Setup folder for this module. Only the primary records are described here. Some areas within the Operations section may also document setup records if they are required for a specific workflow.

You may also need to set up some parameters within Company Configuration. Some modules have global settings you define through this administration app. For more information, review application help for this module; the Configuration topic details the options you define within the Company Configuration app.


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 the 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 the due date that the payment needs to be made to apply the discount.

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



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:

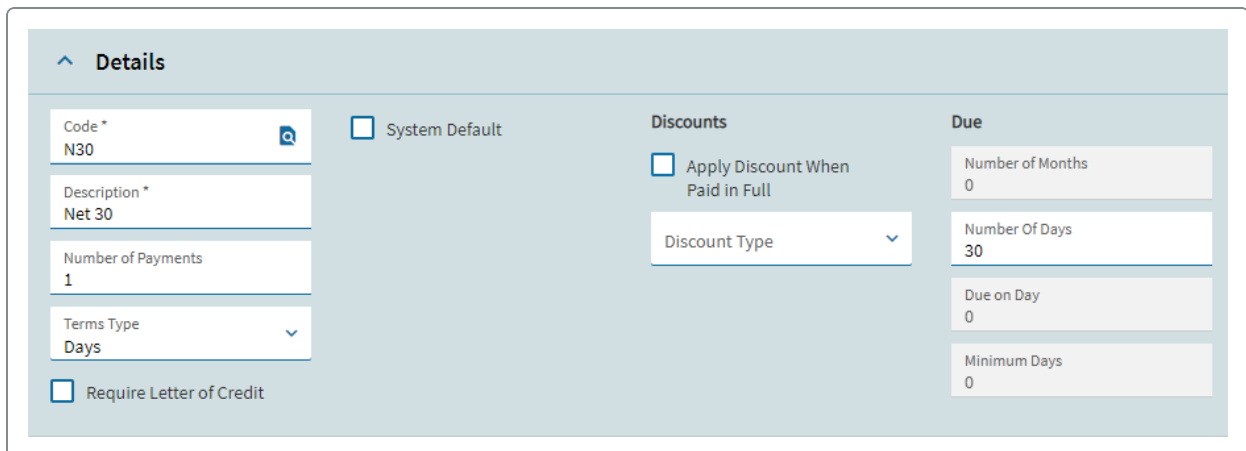
If Purchasing Term Discount Type equals By Schedule:

- 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.

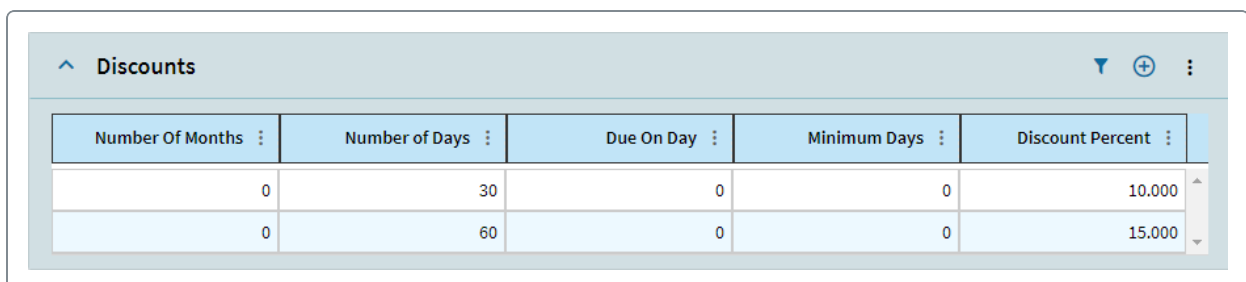
11. Select the **Apply Discount When Paid in Full** check box to calculate discounts only against invoices that are fully paid.



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**. 

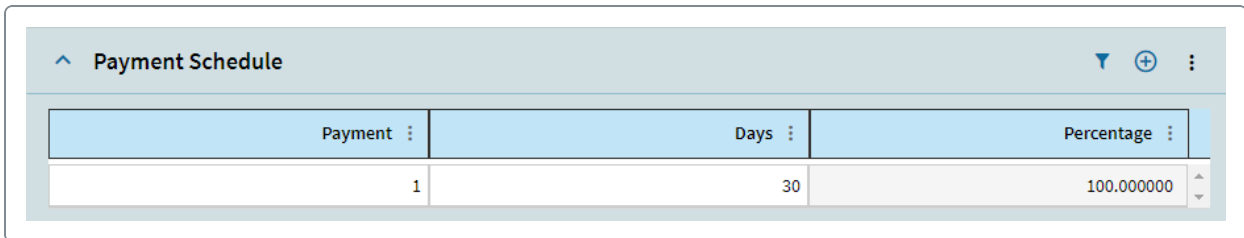
Adjusting Payment Schedules for Purchasing Terms

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	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.



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**. 

Setting Up Recurring Cycles

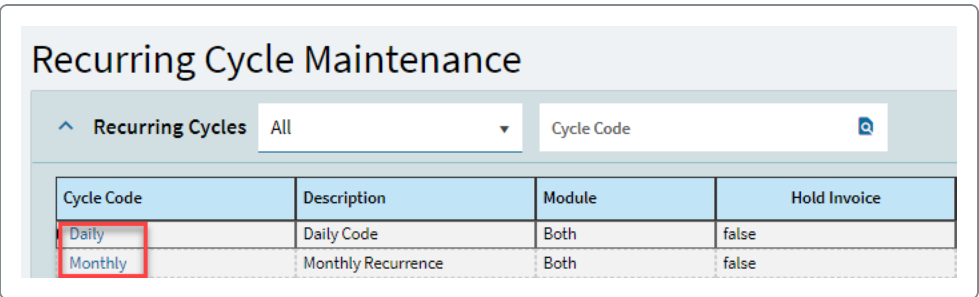
A recurring cycle code controls how Kinetic generates a recurring invoice (those generated at regular intervals) and what its billing cycle will be. A recurring cycle code is a collection of different settings, including how often and how long the invoice will occur.

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.

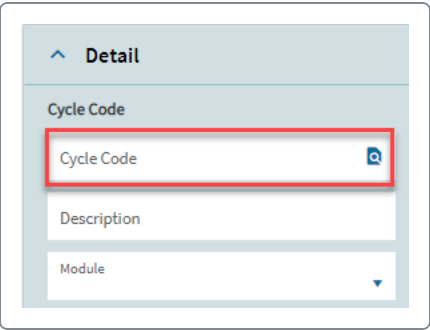


Recurring Cycles All Cycle Code			
Cycle Code	Description	Module	Hold Invoice
Daily	Daily Code	Both	false
Monthly	Monthly Recurrence	Both	false

3. To add a new record, select **New**. 

The Details card displays.

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



Detail

Cycle Code

Cycle Code

Description

Module

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** fields, 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.

Creating Supplier Records

In general, suppliers are businesses from whom you purchase products and services. Supplier records are used in several app and are crucial for creating purchase orders and 'Accounts Payable (AP)' invoices. A supplier record must first be on file in Kinetic before that supplier is available on a purchase order, or as an approved supplier specific to a part, part class, or customer record.

For example, if you buy parts from multiple locations from a supplier, you can define each purchase point within supplier records. Users can then select these purchase points on purchase orders and other records.

In this article, we will cover:

- [Entering Supplier Records](#)
- [Adding Supplier's Address](#)
- [Entering Purchase Points](#)
- [Adding Contacts](#)
- [Setting Up GL Control](#)
- [Establishing General Carrier Options](#)
- [Setting Supplier Ratings and Attributes](#)

Entering Supplier Records

Supplier records contain information on shipping manifests, so you can indicate how this organization ships part quantities to your company. You can define a supplier record as a global record within a parent company, and then child companies within your organization can link to this record. As changes are made to a global supplier record, these changes automatically update within the linked child records. Supplier records can then be used for central payments, inter-company trading, and consolidated purchasing.

1. Open the **Supplier** app.

The **Landing** page displays. The page list all the existing supplier records. To select and existing record, click on the supplier link inside the grid.

2. To select an existing supplier, click the supplier link inside the grid line on the **Landing** page.

Suppliers All Supplier *				
Name	Supplier ID	Inactive	Hold Payments	City
ABC Metals	ABCM	<input type="checkbox"/>	<input type="checkbox"/>	St.Paul
AB Electronics	ABE	<input type="checkbox"/>	<input type="checkbox"/>	Eden Prairie
Adelphi Aircraft	ADELPHI	<input type="checkbox"/>	<input type="checkbox"/>	College Park
Ageless Ovens	AGELESS	<input type="checkbox"/>	<input type="checkbox"/>	North Andover
Australian Supplier	ANZ	<input type="checkbox"/>	<input type="checkbox"/>	Sydney
A-Z Metals	A-ZM	<input type="checkbox"/>	<input type="checkbox"/>	Chicago
Blue Country Metals Castings	BCMTL	<input type="checkbox"/>	<input type="checkbox"/>	Shiloh
CDJ Consulting	CDJC	<input type="checkbox"/>	<input type="checkbox"/>	New York
Office Supply Depot	DEPOT	<input type="checkbox"/>	<input type="checkbox"/>	Seattle

For example, we click on the **Adelphi Aircraft** link. As a result, the app retrieves the **Adelphi Aircraft** record.

Suppliers >

Supplier ADELPHI - Adelphi Aircraft

Activity

Details

Search Fields

Details

- Detail
- Address
- Structured Address Ele...
- Address Format
- RoHS
- Purchase Points
- Contacts
- Banks/Remits
- Attributes
- SRM
- GL Control
- Tax Exemptions
- Business Category
- Search Cross-References
- EDI Supplier Portal

Related Pages

- Purchase Points / Detail
- Contacts / Detail
- Banks/Remits / Detail

Detail

Supplier

Supplier *

ADELPHI

Name *

Adelphi Aircraft

Currency / Language

Currency *

United States Dollar

Language

English/United States

Tax

Tax Liability

Tax Authority

Tax ID

Supplier Information

Group

FAA Approved

Terms

2/10 Net 30

Ship Via

FOB

Payment Method

None Selected

Supplier Due Date Horizon

0

Minimum Order Value

\$ 0.00

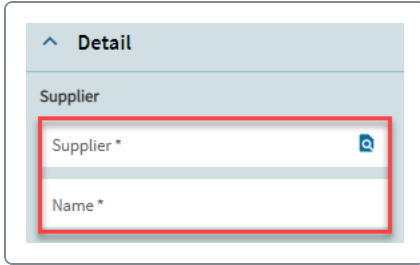
Account Reference

Country Entry

3. To create a new supplier, select **New**. 

The Detail card displays.

4. Enter a new supplier ID and add a name.

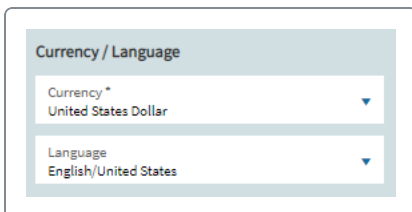


The screenshot shows a 'Detail' card with a 'Supplier' section. It contains two input fields: 'Supplier *' and 'Name *'. A red rectangle highlights both fields. A magnifying glass icon is visible next to the 'Supplier *' field.



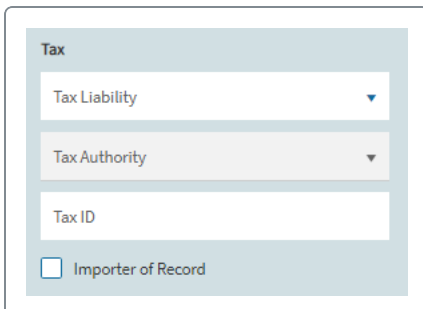
Each supplier is automatically assigned a unique internal number. This internal number (which you do not see and cannot change) causes the application to rapidly access the supplier record. Since this internal number never changes, you can change the Supplier ID. To do this, select the **Change ID** button.

5. Specify the supplier currency and language.



The screenshot shows a 'Currency / Language' section with two dropdown menus. The first is 'Currency *' with 'United States Dollar' selected. The second is 'Language' with 'English/United States' selected.

6. Define the **Tax** settings.



The screenshot shows a 'Tax' section with three input fields: 'Tax Liability', 'Tax Authority', and 'Tax ID'. Below these is a checkbox labeled 'Importer of Record'.

- **Tax Liability** - The unique identifier of the tax liability. To learn more about tax liabilities, review the [Entering Tax Liabilities](#) article.
- **Tax Authority** - These codes define the taxes for external companies. This field is only active if your company has a link to an external financial system.
- **Tax ID** - This number is printed on the supplier's '1099' forms within the United States. In Europe, however, this value is used as the 'VAT' number.

7. Fill in the supplier information fields.

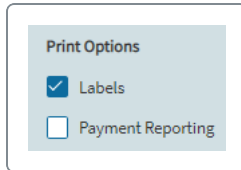
Supplier Information

Group	▼
Terms	▼
Ship Via	Ground BestRate
FOB	▼
Payment Method	None Selected
Supplier Due Date Horizon	0
Minimum Order Value	\$ 0.00
Account Reference	
Country Entry	

- **Group** - Select the group to organize your supplier records along any criteria you need, like 'Plastic Supply' or 'Paint Services'. You create these groups within the 'Supplier Group' app and then select them from this drop-down list.
- **Terms** - Default payment by which this supplier bills your company. Payment terms define when payment discounts and late fees are assessed against an 'Accounts Payable' invoice.
- **Ship Via** - Select the shipping method the supplier uses to ship purchased materials to your receiving location. The selected shipping method becomes the default 'Ship Via' for all purchase orders created for this supplier. You create 'Ship Via' records within the 'Ship Via' app.
- **FOB** - Select the free on board location for this supplier. This location indicates the point at which title of the shipped goods changes from the supplier to your company. You create free on board options using the 'FOB Maintenance' app.
- **Payment Method** - Indicate whether the supplier is paid manually or electronically. The option you select on this drop-down list becomes the default value on all 'Accounts Payable' invoices and 'Accounts Payable' payment groups created for the supplier.
- **Supplier Due Date Horizon** - Define the number of days from the purchase order (PO) release due date that the Scheduling engine considers incoming purchase order releases for this supplier to be late. 'Available to Promise (ATP)' and 'Capable to Promise (CTP)' also use this setting to determine if incoming PO releases for the supplier should be considered in their calculations as a potential source of supply.
- **Minimum Order Value** - Enter the value for this supplier. This value specifies the lowest total quantity amount you will allow for any purchase order placed with this supplier.

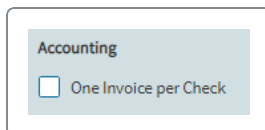
- **Account Reference** - Specifies the reference number for the account you have with this supplier.
- **Country Entry** - Specify the Intrastat code for the area or city that is the entry point for goods shipped from this supplier. Leave this field blank to use the 'Border Crossing' value within the 'Country' record.

8. Indicate the **Print Options**.



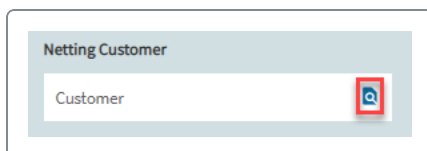
- **Labels** - Activates label printing in a third-party reporting tool like Crystal Reports or another application. When selected, this check box indicates that mailing labels will be automatically printed out for this supplier through the reporting tool.
- **Payment Reporting** - Indicates that this supplier is required to report payments to a tax collection agency when this check box is selected. This designates the supplier as a reportable supplier when running the 'Supplier Payment Report' app.

9. Select the **One Invoice per Check** check box to indicate that this supplier only allows one invoice to be paid per each check.



Used during entering a payment. Prevents you from selecting multiple invoices for payment on a single check.

10. Search for and select an external netting customer.



In many companies, the supplier that provides services to a customer also acts as customer and vice versa. As a result, the supplier requires to do netting of the 'AP' and 'AR' transactions, in order to have all the debits and credits retrieved for netting. The same logic applies to customers.

11. Search for and select the production calendar this supplier uses to manufacture products.

This calendar is useful for determining when a purchased quantity will arrive at your company.

12. Select the **Status** check boxes as necessary and enter a comment that applies to the supplier you are creating, if any.

- **Global Lock** - This check box indicates that this supplier record cannot be automatically updated from a global version of this record; it is disabled from receiving global updates from other companies.
- **Global** -Select this check box to indicate that this supplier record can be used across multiple companies within your organization, select the check box. This record is now considered a global supplier by the application, and the record can be accessed across all companies within your organization.
- **IC Trader** - Selected this check box to indicate that this supplier can conduct inter-company transfers. Once activated, the IC Trader button to the left displays in green to indicate this supplier has been designated as an intercompany trader; the **Global** check box remains disabled. Clear the 'IC Trader' check box if this supplier can conduct inter-company transfers.
- **Central Payment** - If this supplier is a global supplier, this check box will become active. When selected, this check box indicates that this supplier will always be paid through

the corporate, or parent, location for your company. This means that the supplier will be paid through the 'Central AP Invoice Payment' functionality.

- **Inter-Company** - Indicates whether you automatically send purchasing suggestions to this supplier. A PO that uses this supplier record then creates a purchasing suggestion sent to Kinetic for this supplier. The new inter-company purchase order (ICPO) displays within the supplier's 'Incoming ICPO Suggestions' app. The supplier can then turn this ICPO into a sales order.
- **Consolidated Purchasing** - Select this check box to indicate that consolidated purchase orders can be entered for this supplier. This check box is only available if you select the 'Global' check box.
- **Approved** - The check box is selected by default when entering a new supplier.
- **Electronic Payments** - Indicates whether you make electronic payments to this supplier. If the default payment method defined for this supplier is associated with an electronic bank interface, this check box is selected. If the payment method is not, however, this check box is clear.
- **Inspection Required** - If you want all materials purchased from this supplier to be evaluated for quality, select the check box. Any materials purchased from this supplier are automatically received into inspection; you cannot change this value during purchase order entry or receipt entry. If you do not select this check box on the supplier record, however, you can select it later during either 'purchase order entry' or 'receipt entry'.
- **Hold Payments** - Select this check box to indicate that payments to this supplier are on hold. Suppliers with this status cannot be selected during check processing in the AP module.
- **Inactive** - When selected, this check box indicates that this supplier cannot provide products or services to your company. Inactive suppliers are not displayed on selection lists, and you cannot enter new PO's for inactive suppliers.
- **Comments** - Enter a comment about the supplier you are entering, if any.

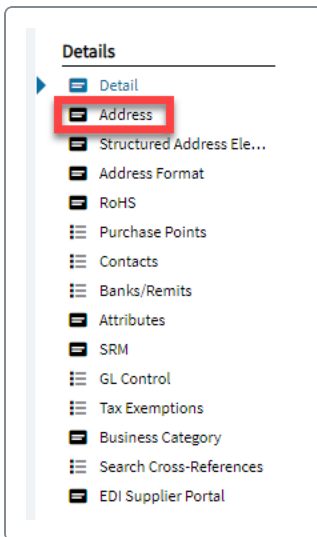
13. Select **Save**. 

Adding Supplier's Address

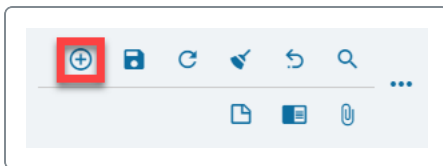
To enter the supplier address and phone numbers:

1. In the Nav tree, select the **Address** node.

The **Address** card displays.



2. To add a new address, select **New**.



3. Enter a supplier address using the **Mailing Address** group box.

A screenshot of a 'Mailing Address' form. The form has a light blue header with the title 'Mailing Address'. Below the header are several input fields with pre-filled text: 'Address 1' with '2730 Broadway', 'Address 2' (empty), 'Address 3' (empty), 'City' with 'St.Paul', 'State/Prov' with 'MN', 'Postal Code' with '55113', and 'Country' with 'USA' and a dropdown arrow.

4. Use the **Official Registration** group box to enter the supplier's legal tax information used by the taxing locality.

Official Registration

Legal Name

Tax Payer Registration Reason Code

Organization Registration Code



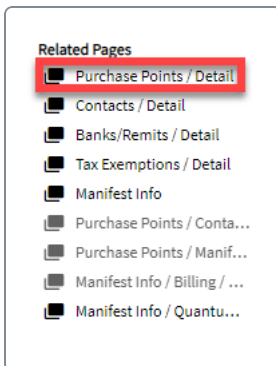
5. Select **Save**.

Entering Purchase Points

Purchase points define alternate addresses for the supplier. Purchase points are locations from which the current supplier ships material or provides services for your company.

1. In the Nav tree, select the **Purchase Points/Detail** node.

The **Detail** card displays.



2. To add a new purchase point, select **New Purchase Point**.
3. Next, define the **Purchase Point ID**, **Mailing Address**, and **Purchase Point Information**.

Detail

Purchase Point	Mailing Address	Purchase Point Information
Purchase Point ID (nw)	Address 1	Country Entry
Name * ABC Metals	Address 2	Language English/United States
	Address 3	Email
	City	Tax Authority
	State/Prov	Legal Name
	Postal Code	Organization Registration Code
	Country USA	

4. Select the **Primary Purchase Point** check box to set this purchase point as the main location from where you purchase goods or services from this supplier.

As you create a purchase order for this supplier, this purchase point's address is the default address that populates the purchase order's address fields.



Only one purchase point can be selected as the primary location for each supplier.



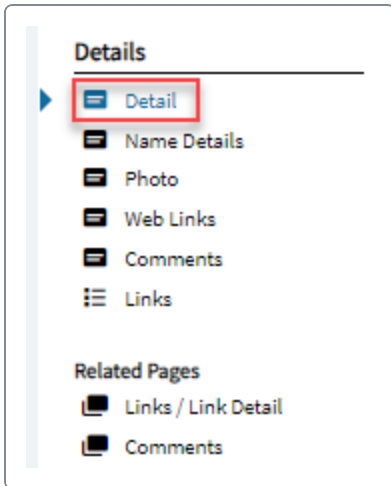
5. Select **Save**.

Adding Contacts

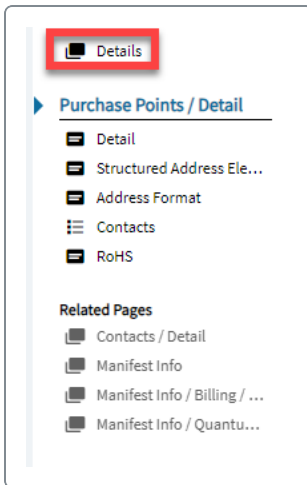
You can add existing contacts to a supplier. You must first set up the contacts in the 'Person/Contact' app.

To enter contacts:

1. In the Nav tree, select the **Details** node.

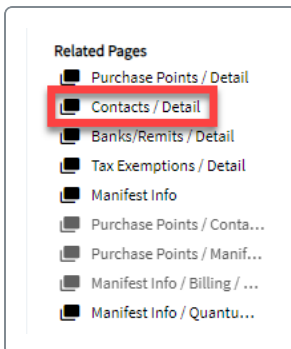


2. In the Nav tree, select the **Details** node.



3. In the Nav tree, select the **Contacts/Detail** node.

The **Detail** card displays.



4. Select **New Contact**.



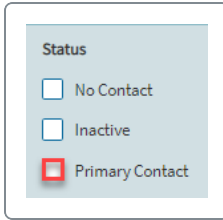
5. Optionally, search for select the **Contact ID** if one exists.

6. If not, define the following fields for the new contact.

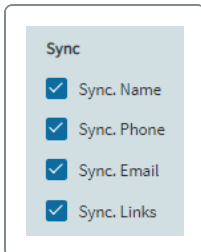
7. Define **Phone/Fax/Email** and **Name Details**.

8. Select the **Primary Contact** check box to indicate this person is the main contact at this location. This individual displays by default on all 'Contact' drop-down lists for records linked to

this supplier.

A form titled "Status" with three radio button options: "No Contact", "Inactive", and "Primary Contact". The "Primary Contact" option is selected, indicated by a red square next to its label.

9. If you want name, email, phone, and weblink changes made to this contact record to automatically update the person record within the 'Person/Contact' app, select the **Sync. Name**, **Sync. Phone**, **Sync. Email**, and **Sync. Links** check boxes. Any data changes made within the selected fields automatically update other records that share the same contact.

A form titled "Sync" with four checked checkbox options: "Sync. Name", "Sync. Phone", "Sync. Email", and "Sync. Links". Each option has a blue checkmark in a box to its left.

10. Select **Save**.



Setting Up GL Control

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.

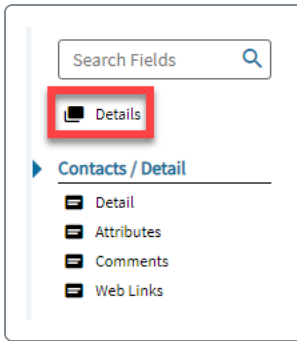
You can associate one or more GL controls with a record in this setup program. Each control associated with a record must belong to a different control type. The association allows the use of control values when the record applies to a posted transaction.

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 the 'Company Configuration' app. 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.

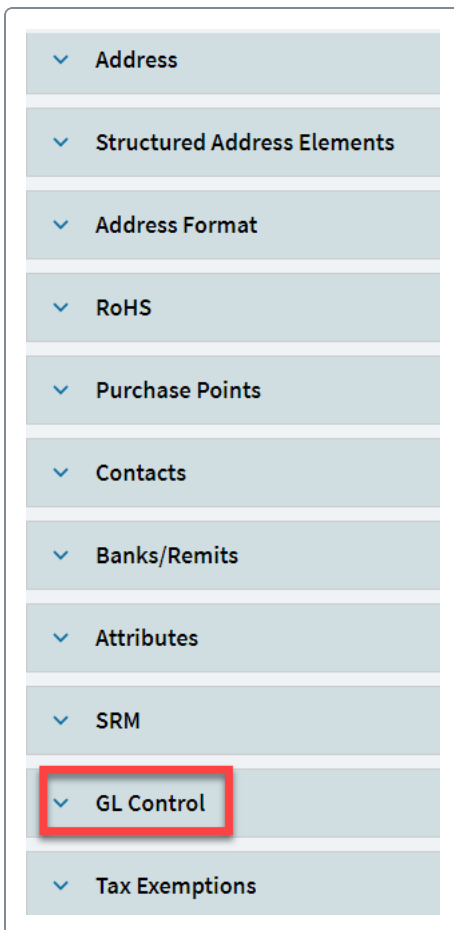
You cannot associate GL controls with programs where users select posting accounts when they enter transactions. Examples of this type of app include 'AP Adjustment' and 'Cash Receipts'. The 'Master Chart of Accounts (COA)' defines the accounts available in these apps.

To add GL controls:

1. In the Nav tree, select the **Details** node.



2. Next, scroll down to locate the **GL Control** card and expand it.

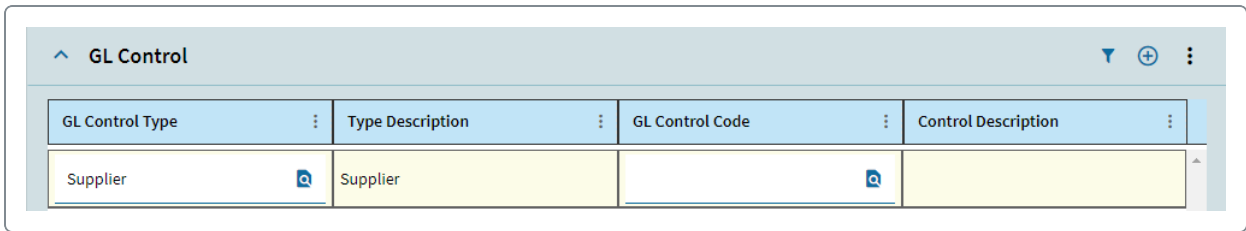


3. Select **New GL Control**.



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

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



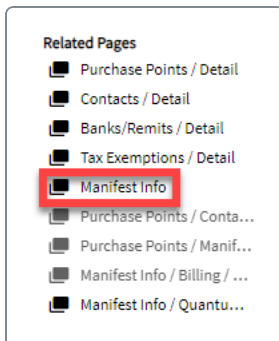
GL Control Type	Type Description	GL Control Code	Control Description
Supplier	Supplier		

- Select **Save**.



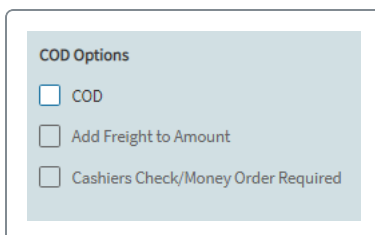
Establishing Carrier Options

Use the **Manifest Info** card to establish both general and specific information that pertains to this supplier's carrier options.



Here is more information about the following fields in this card:

- COD** - Select this check box if a COD is required. The default comes from the first sales order added to the pack. If the shipment has a defaulted value, it is not recalculated when it is closed.
- Add Freight to Amount** - Select this check box to add the freight COD to the amount owed.
- Cashiers Check/Money Order Required** - Select this check box if a cashier's check or a money order is required.



COD Options

☐ COD

☐ Add Freight to Amount

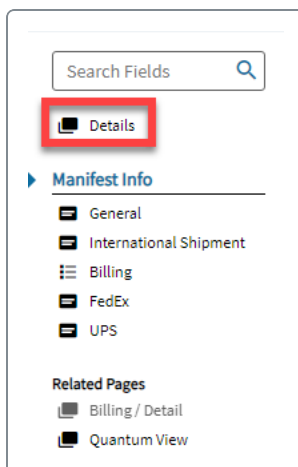
☐ Cashiers Check/Money Order Required

Select the **Manifest Info** cards to access other carrier options: 'International Shipment', 'Billing', 'FedEx', and 'UPS'.



Setting Supplier Ratings and Attributes

1. Open the Supplier Relationship Management (**SRM**) card to establish ratings information for a supplier. This information assists in the decision to purchase goods or services from this supplier.
2. In the Nav tree, select the **Details** node.



3. Next, scroll down to locate the **SRM** card and expand it.

- ▼ Address
- ▼ Structured Address Elements
- ▼ Address Format
- ▼ RoHS
- ▼ Purchase Points
- ▼ Contacts
- ▼ Banks/Remits
- ▼ Attributes
- ▼ SRM
- ▼ GL Control

6. In the **Available Attributes** section, select the **All** check box to move the selected attributes to the **Selected Attributes** pane.

^ Attributes

Available Attributes

☒ All

Selected Attributes

[Clear All](#)

X Government
X ISO Certified
X NTMA Member
X QS9002 Certified
X UL Approved


7. Select **Save**.




Defining Tax Exemptions

Go to the **Tax Exemptions** card to define supplier specific exemptions. If you specify multiple exemptions for a document or line, the application uses the highest exemption. If more than one is considered to be highest, the application uses defined exemptions.

In this article, we will cover adding tax exemptions.


- 1. Select **New**  on the **Tax Exemptions** card.
- 2. Select the tax code and the rate code.

 **Detail**

Tax Exemption


Tax Code

10 Per WH Inv




Rate Code

10%




Effective From

2/18/2021




Effective To

2/18/2022



Type *

Reduced Base




Percent

100.00

Legal Text


Text 01



Resolution Number

Resolution Date

2/17/2021




- 3. Select **Save**. 

Entering Bank/Remit To Information for Suppliers

Expand the **Bank/Remits** card of the **Supplier Maintenance** to define the bank accounts or remit to details to which supplier payments are deposited. You can also select the method used to remit payments to the account. You must define at least one account in order to use payment instruments for each supplier bank.

To define the remit to details:

1. Select **New**  on the **Bank/Remits** card.
2. Select the ID.
3. Enter the unique identifier for the bank or remit to in the **Bank/Remit To ID** field.
4. In the **Bank/Remit To Name** field, enter the full name for the bank or remit to.
5. In the **Payment Method** drop-down list, select the default payment method used to remit deposits to this account. You can select a payment method that differs from the one selected on the Detail sheet. However, to process EFT transactions for this supplier, select a method that uses an electronic bank interface.
6. Select the **Primary Bank/Remit To** check box if this is the primary bank or remit to for this supplier. When selected, this check box indicates that this is the default for payments sent to this supplier. If you need, you can override this default account on specific payments.

One bank/remit to record must be the Primary Bank/Remit To record. The first bank/remit to record you create for a supplier is automatically marked as the Primary Bank/Remit To. If you create additional bank/remit to records, you can make any one of them the Primary Bank/Remit To.

You cannot delete the Primary Bank/Remit To record if no other bank/remit to records exist for the supplier. If other bank/remit to records do exist, and you attempt to delete the primary bank/remit to, the system will first prompt you to select a different primary bank/remit to, before deletion is permitted.

7. Enter details of the bank account in the **Bank Account** and **Bank Identifier** fields.



Bank details are not required for non-electronic payment methods.

8. If required, enter the international bank account number in the **IBAN Account Code** field.
9. Use the fields in the **Pay To Information** section to enter the information to be printed on remittance records.
10. Enter the bank address in the Supplier's **Bank Address** section.

Detail

Bank/Remit To Information

Bank/Remit To ID
434344

Bank/Remit To Name
First American Bank

Payment Method
AP Batch in EI

☒ Primary Bank/Remit To

Bank Information

Bank Account

Bank Identifier

Bank/Branch ...

Description

IBAN Account Code

Correspondent Account

Bank Registration Code

Clearing System ID

11. 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.

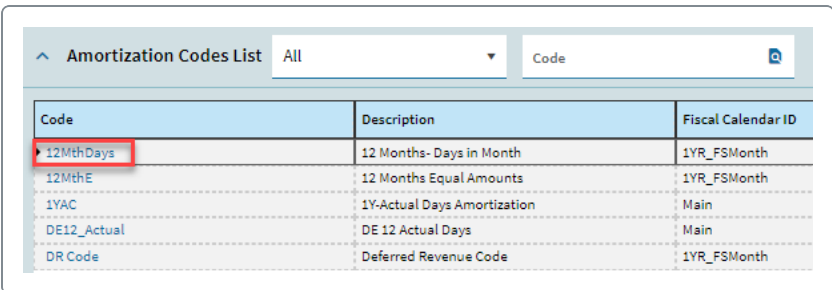
In this article, we will cover:

- [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 screenshot shows the 'Amortization Codes List' app interface. At the top, there is a header bar with 'Amortization Codes List', a dropdown menu set to 'All', and a search bar labeled 'Code'. Below the header is a table with three columns: 'Code', 'Description', and 'Fiscal Calendar ID'. The table contains five rows of data. The first row, '12MthDays', is highlighted with a red box. The other rows are '12MthE', '1YAC', 'DE12_Actual', and 'DR Code'.

Code	Description	Fiscal Calendar ID
12MthDays	12 Months- Days in Month	1YR_FSMonth
12MthE	12 Months Equal Amounts	1YR_FSMonth
1YAC	1Y-Actual Days Amortization	Main
DE12_Actual	DE 12 Actual Days	Main
DR Code	Deferred Revenue Code	1YR_FSMonth

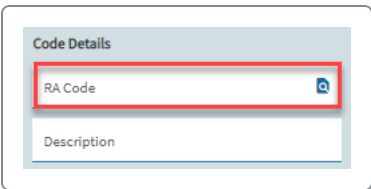


The records in the screen shot are just an example.

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

The Details card displays.

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



The screenshot shows the 'Code Details' form. It has two main fields: 'RA Code' and 'Description'. The 'RA Code' field is highlighted with a red box. There is a search icon in the top right corner of 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	ACD



The record in the screen shot is just an example.

4. Select **Save**. 

Creating a Transaction Document Type

Create AP and AR transaction document types in **Transaction Document Type Maintenance**. These document types are government mandated. You need to set them up so they follow with the statutory document types and represent a document type assigned to a legal number. For example, you can create document types for AR invoices, promissory notes, withholding tax certificates, shipments, tax receipts, and other transactions.

All AR and AP general ledger transactions must have a document type. The system uses them to drive the correct legal numbering for the transaction as each document type has its own numbering set.

You must link each document type to the applicable legal number format and number sequence. Use **Serial Number Maintenance** to create serial numbers with the appropriate conditions.




If the same document type applies to both Accounts Receivable and Accounts Payable, you must manually set up a document type for each module.

Use the landing page of the application to view the existing transaction document types or create a new one.

In this article, we will cover:

- [Creating a transaction document type](#)
- [Adding authorized users to a transaction document type](#)

Creating a Transaction Document Type

1. From the main menu, go to **Financial Management > Cash Management > Setup > Transaction Document Type**.
2. Select **New**  to create a new transaction document type.
3. Enter the name of the new document type in the **Document Type** field and add its description.
4. From the **System Transaction** drop-down, select the system transaction type that the system assigns to this document type.

Detail

Document Type... *
Misc Invoice

Description *
Miscellaneous Invoice

System Transaction *
AR Invoices

☒ Default for System Transaction

☐ Inactive

☐ Red Storno

5. Select the **Default for System Transaction** check box if you want to make this document type the default one for all system transactions of this type you enter.



You must mark a document type as a system transaction default if it is the only entry of the selected transaction.

6. Select **Save**.

Adding Authorized Users to a Transaction Document Type

In some territories, such as Romania, you need to assign authorized users to transaction document types - specifically to the **AR Invoices** and **Credit Memos** types. These users will be authorized issuers of legal numbers the system uses for the selected document type. You can then track who created these transactions in the database. To add an authorized user:

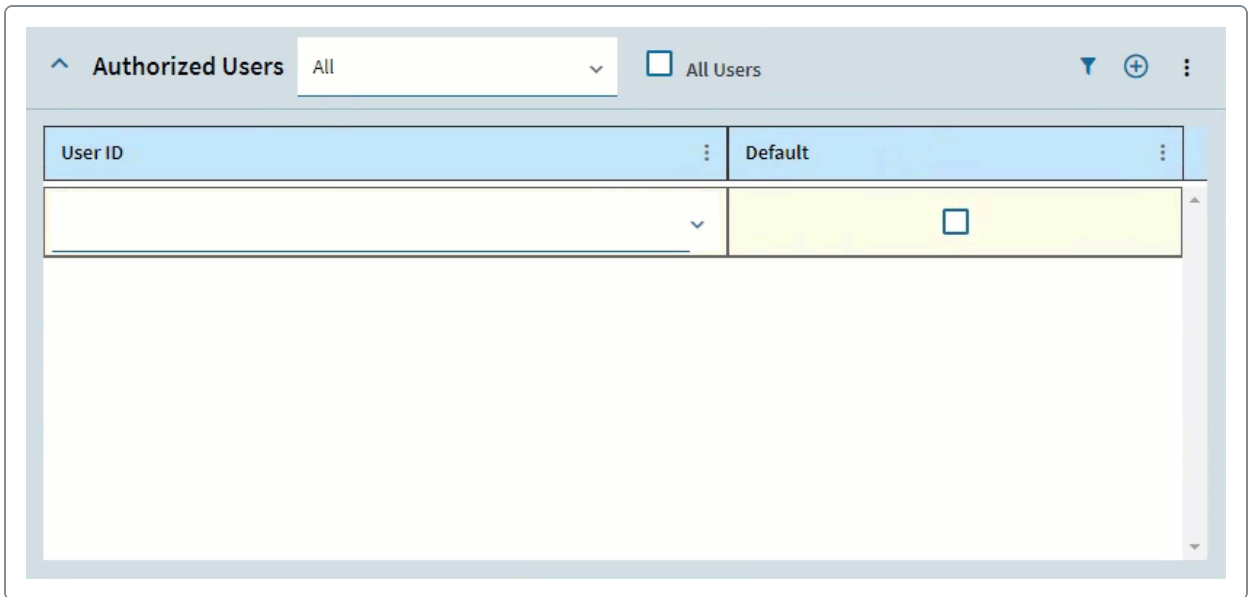
1. Expand the **Authorized Users** card.
2. Clear the **All Users** check box.




You can't clear this check box for a transaction type you defined as **Default for System Transaction**.


3. Select **New** to add a new authorized user.

4. In the **User ID** column, select the blank space in the line and enter the user's name or select it from the drop-down.



The screenshot shows a web interface titled "Authorized Users". At the top, there is a search bar with the text "All" and a dropdown arrow. To the right of the search bar is a checkbox labeled "All Users". Further right are icons for a funnel, a plus sign, and a vertical ellipsis. Below the header is a table with two columns: "User ID" and "Default". The "User ID" column has a dropdown arrow at the end of its header. The "Default" column has a checkbox in its header. The table body is currently empty, showing only the headers.

If you need to delete an authorized user, select their line in the grid and select **Delete Authorized User** from the grid Overflow menu .

5. If necessary, select the **Default** check box for the user to make this document type the default one for when the user creates the relevant system transaction.
6. Continue to add the authorized users you need. When you finish, select **Save** .

If you want to go on and set up a transaction document type for e-invoicing, refer to the **Adding a Document Type for E-Invoice Transactions** article.

Using Legal Numbers

Some countries require you use legal numbers with company transactions. Legal numbers improve tracking and auditing because they make sure business documents and transactions have unique sequential numbers. For example, you can indicate within Company Configuration that legal numbers are required on all customer printed invoice and credit documents.

Legal numbers have two categories:

- Legal document numbers - These numbers are assigned to external documents like packing slips, sales invoices, and credit memos. The number assignment occurs when the documents are posted or printed.
- Legal transaction numbers - These numbers are assigned when documents are created that do not require printing, for example, manual journals and cash receipts.

You can generate legal numbers for financial, supply chain and manufacturing transaction documents throughout the application. To generate legal numbers for a transaction, the following information is required:

- At least one of the required transaction type defined in Transaction Document Type Maintenance. One must have a selected Default for System Transaction check box.
- At least one legal number configuration for the transaction type defined in Legal Number Maintenance. The transaction document type must be selected.

You use Transaction Document Type to associate transaction document types to system transactions. You then use Legal Number Maintenance to define the prefixes, formats, masks, sequences, and legal text. You link number legal number configurations to specific transaction document types.

If your Kinetic application is integrated with another financial application, legal numbers can also be generated through this external system and then returned to the Kinetic application. You may then view the legal number through various tracking programs.


You can view legal numbers in various programs, trackers, logs and reports. When you print tags, generated legal numbers associated with the transaction print on the tag.

Use the landing pag of the application to view existing legal numbers or to enter a new one.

In this article, we will cover:

- [Creating a new legal number](#)
- [Setting the format of the legal numbers](#)
- [Setting up default sequences](#)
- [Creating alternate prefixes and sequences](#)
- [Linking legal numbers to document types](#)

Creating a New Legal Number

1. From the main menu, navigate to **Financial Management > General Ledger > Setup > Legal Number**.
2. Select **New**  to add a new legal number.
3. Enter the legal number identifier you use to locate the legal number sequence and a concise explanation of the legal number purpose.
4. Select the system transaction to which the legal number is linked from the **Number Type** drop-down list. Specific transaction document types are defined in the Transaction Document Type.
5. Select the **Enable Change History** check box if you want to record the history of all changes made to the legal number configuration. If a warning window appears, select **Yes** to confirm that you want to log all changes to the legal number configuration.
6. Use the fields in the **Generation Type** section to define how the legal number is generated. You can select either an Automatic or Manual generation type. You can also select the **Generate SSCC** check box to indicate a Serial Shipping Container Code number should also be generated for this legal number. For more information about how to use SSCC numbers, review the Shipping and Receiving articles.
7. In the **Generate On** field, select at what point during the transaction to generate the legal number.

For Automatic Generation Types

- **Save** - The legal number generates when the document is saved and after the validations to save the document are complete.
- **Print** - The legal number generates when the document prints and after the validations to print the document are complete.
- **Post** - For financial transactions. The legal number generates when you click Submit to post the document.
- **Close** - For shipping transactions. The legal number generates when the shipment has a status of Closed, Staged or Shipped.
- **Received** - For receipt transactions. The legal number generates when you receive a line on the packing slip.

For Manual Generation Types

- **Assign** - The legal number generates when you manually assign it to the document, using the Actions > Legal Numbers > Assign Legal Numbers, menu option.
- **Save** - When you save the document, a prompt appears where you can enter the legal number for the document.



Based on the Number Type selection, some Generate On options might not be available.

8. Leverage the fields available within the **Prefix Type** section to define how the prefixes generate for this legal number. You can create user-defined or journal code prefixes. If you select the journal code type, you must select the journal you need from the Journal Code drop-down list.
9. Use one or more of the following check boxes within the **Number Options** section to determine how the legal numbers display to the user after generation.
 - Select the **Display Number After Generation** check box if you want the legal number to display to the user after generation.
 - Select the **Use Pre Numbered Formats** check box if you want to print the transaction and the legal number using an installed numbering format. This check box is available when you select Automatic from the Generation Type drop-down list.
 - Use one or more of the following check boxes to determine if you want sequences assigned by sites, warehouses and/or by users:
 - **Allow Prefixes By Sites** - indicates you want sequences assigned by sites codes.
 - **Allow Prefixes by Warehouse** - indicates you want sequences assigned by warehouses.
 - **Allow Prefixes by Users** - indicates you want sequences assigned by users.
 - Select the **Allow change after printed** check box to indicate documents can be changed after printed with an assigned Legal Number. If this check box is clear, you cannot change the document once is printed, your only options is to void the Legal Number, change the document, and assign a new Legal Number.
 - Select the **Allow change after printed** check box to indicate documents can be changed after printed with an assigned Legal Number. If this check box is clear, you cannot change the document once is printed, your only options is to void the Legal Number, change the document, and assign a new Legal Number.
10. Define the number of lines that can be printed using a pre-numbered format in the **Detail Lines in Format** field. This field is active when the **Use Pre Numbered Formats** check box is selected.
11. Indicate the user can change the prefix on the legal number using the **Overrideable Prefix** check box.



This check box is available if the **Type** field is set to the **Manual** option.

When you activate the Overrideable Prefix check box, you can create alternate prefixes and alternate prefix sequences for this legal number.

This functionality is explored in the Alternate Prefixes and Sequences section later in this article

12. Use the **Number Option** drop-down list to define how numbers generate for this legal number method.



This check box is available if the **Type** field is set to the **Manual** option.

Available options:

- **Sequence entered manually** - The user must directly enter the number.
 - **Sequence system generated** - The application automatically generates a number.
13. Select a **Calendar** to define the fiscal calendar for this legal number.
 14. In the **Voiding Option** section, use the **Automatic Void** check box to determine if legal number are voided automatically when the transaction is deleted. You can also enter a predefined voiding reason that displays in transaction logs and in reports.



Based on the number type, different fields in this section may be view only:

- If automatic voiding is not available for the number type, the section is disabled.
- If only automatic voiding is available for the number type, the **Automatic Voiding** check box is selected and view only. You can update the **Voiding Reason** field with a custom reason.

15. Select **Save**. 

Setting the Format of the Legal Numbers

Define the format of the legal number.

A legal number is composed of mandatory and selected optional elements. In the Format card, you can select which elements to include in the legal number format and in what order the elements should appear. You can also select to divide the different elements by standard and conditional separators. When the legal number using the legal number configuration generates, the legal number uses the format defined in this sheet.

You can also define additional formatting information, including sequence length, separator symbols, date format options and the free text element text.

1. In the **Available Elements** pane, review the elements you can select to include in the legal number configuration and select an element.

The following elements are available for selection:

- Conditional Separator - Alternate or conditional separator used to separate elements of the legal number. Typically, this is used to separate the fiscal year suffix.
- Day - The date the document was created
- Fiscal Year - The fiscal year of the document date, based on the fiscal calendar
- Fiscal Year Suffix - The suffix of the fiscal year of the document date, based on the fiscal calendar
- Fiscal Period - The fiscal period of the document date, based on the fiscal calendar
- Free Text - Free text to be used in legal numbers. This text can be up to 12 characters in length. This text is defined in the Free Text field.
- Legal Number ID - The current legal number configuration
- Prefix - The main, alternative or fiscal period-specific prefix . This element is mandatory.
- Quarter - The fiscal quarter of the document date, based on the fiscal calendar. A fiscal quarter is a number of full or not full three month ranges starting from the Fiscal Year start date.
- Separator (1,2,3,...) - Specifies the character used to separate different elements of a legal number. The default value is the hyphen "-".
- Sequence -A unique numeric sequence for the legal number prefix. The element length defaults to 8 digits but you can change it. This element is mandatory.
- Site - Site associated with the document. If the document is not associated with a specific site, the current site is used.
- Transaction Document Type - The transaction document type associated with the document.

2. If you want to move an element from the Selected Elements list to the Available Elements list, use drag and drop.



To include separators in the legal number, move the separator elements in the Available Elements list to the Selected Elements list and place them where you want the separators to appear. Separators display in the Formatted Legal Number Sample field.

3. Enter the **Sequence Length** to define the length of the sequence number. Valid entries are 1-10.
4. Divide sequences within the legal numbers using the **Separator Symbol**.
5. Enter the **Alternative/Conditional Separator** typically used to divide the fiscal year suffix.
6. Add the text to display in the selected Free Text element.

7. In the **Fiscal Year Format** field, select whether the fiscal year element should display in 2 or 4 digits.
8. Now, specify whether the fiscal period displays with one, two or three digits. The fiscal period ends with leading zeros.
9. Select the **Add Leading Zero to 1-digit day** check box if the Day element should always display in two digits. If the day is one digit, a leading zero is added. If clear, the Day value is displays without leading zeros.
10. Review a sample of the formatted legal number and the estimated character length of the formatted legal number. The maximum number of characters is 30.

An indicator shows if the length is within 30 characters or if it exceeds 30 characters.

- If the legal number is under 30 characters, a green **Length is OK** indicator appears.
- If the legal number exceeds 30 characters, a red **Length exceeds maximum** indicator appears.



If the Generate SSCC check box on the Detail sheet is selected, legal number format is ExtensionDigit-Prefix-Sequence-AutogeneratedNumber (The - separator does not appear).

Format

Available Elements

☐ All
☐ Fiscal Period
☐ Quarter
☐ Day
☐ Legal Number ID
☐ Transaction Document Type
☐ Site
☐ Free Text
☐ Conditional Separator[1]
☐ Separator[3]

Selected Elements

[Clear All](#)

X Fiscal Year

X Fiscal Year Suffix

X Separator[1]

X Prefix

X Separator[2]

X Sequence

Sequence Length

8

Separator Symbol

-

Alternative/Conditional Separator

-

Free Text

Fiscal Year Format

4-digit year

Align Fiscal Period length to

2

☒ Add Leading Zero to 1-digit Day

Formatted Legal Number Sample

2021-MPack-12345678


Estimated length of LN is 19 characters (max=30)

Length is OK

11. Select **Save**. 

Setting Up Default Sequences

Default sequences define the typical sequences through which the current legal number generates. You can set up these sequences for each fiscal year, or for each period in the fiscal year. You can also indicate when this default sequence is no longer available.

To add a default sequence, on the Default Sequences card, select . In a new row that appears on the grid, enter the **Transaction Year** and fiscal **Period** (optional) during which you want this default legal number sequence to be used.

The screenshot shows a table titled "Default Sequences" with the following columns: Transa..., Year Suffix, Period, Default Prefix, Start S..., End Se..., Sequence, Availab..., and Inacti. The first row contains the values: 2020, (empty), 0, (empty), 1001, 1100, 1001, 100, and an unchecked checkbox. A "Full Screen" button is located at the bottom right of the table.

Transa...	Year Suffix	Period	Default Prefix	Start S...	End Se...	Sequence	Availab...	Inacti
2020		0		1001	1100	1001	100	<input type="checkbox"/>

If you need, define the **Start Sequence** and **End Sequence** for the current legal number. These values determine the first and last numbers available for this sequence.

In the **Available** field, enter the number of pre-printed forms are present to use with this default sequence.

When you finish, save the sequence.

Creating Alternate Prefixes and Sequences

You can create alternate prefixes and sequences for the current legal number. You can add alternate options on the Alternate Prefix card when the **Overrideable Prefix**, **Allow Prefixes by Site**, **Allow Prefixes by Warehouse**, or **Allow Prefixes by Users** check boxes are selected. Users then select these alternate legal number options as needed.

The screenshot shows the "Alternate Prefix" card with two sub-tables. The left sub-table, "Alternate Prefixes", has columns: Sequence Prefix, Site, and Wareh... It contains one row with values: SEQ1, Los Angeles, and (empty). The right sub-table, "Alternate Prefix Sequences", has columns: Transa..., Year Suffix, and Period. Both sub-tables have empty rows below the header.

Alternate Prefixes		
Sequence Prefix	Site	Wareh...
SEQ1	Los Angeles	

Alternate Prefix Sequences		
Transa...	Year Suffix	Period

Linking Legal Numbers to Document Types

Use the **Document Type** card to link the legal number with selected transaction document types. You can associate multiple sequences with the document types selected in Customer Maintenance and AR Invoice Entry.

The available document types must not be assigned to another legal number. They must also be both active and restricted to the legal number's system transaction.

To link a transaction document type to a legal number, select the transaction document type in the **Available Document Type** panel. The transaction document type will appear on the **Assigned Document Type** list.

Document Type

Available Document Type

☐ All

☐ Master Pack

Assigned Document Type

[Clear All](#)

X Master Pack2

Continue to add the transaction document types you need. When you finish, save the legal number.

Operations

This section details the operations available in the Accounts Payable module. Each operation is described as a workflow to help guide you through the process from start to finish. These apps are primarily found within the General Operations folder for this module. If a unique setup record is required to run the operation, this record is also described in this section.

Using Logged AP Invoice Entry

Logged invoices are a category of AP invoices you create to both record and post to a suspense account. These invoices remain in this account until you approve and pay them. You create these invoices within **Logged AP Invoice Entry**. You later validate these invoices within **Logged AP Invoice Approve and Void Entry**; you also cancel a logged AP invoice within this program.

Use **Logged AP Invoice Entry** to record and post invoices to a suspense account. You can also use the program to process debit memos.

When you log an invoice, you can:

- Post the invoice to a supplier account, using the receipt date
- Post the net amount of the invoice to a logged invoice suspense account
- Recover applicable taxes for the month the invoice is received


In this article, we will cover:

- [Creating New Groups](#)
- [Specifying Header Details](#)
- [Setting Tax Details](#)
- [Posting Invoices](#)
- [Adding GL Control](#)
- [Operating with Legal Numbers](#)

Creating New Groups

You begin the logging process by creating entry groups; groups are used to batch logged invoices. The group provides the default Apply Date placed on each invoice created within the group; it can be changed on individual invoices.

To create a group:

1. From the main menu, go to **Financial Management > Accounts Payable > General Operations > Logged AP Invoice Entry**.
2. Select **New**  to add a new group. The **Group Detail** panel displays.
3. 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.

Group Detail



^ Group

Group *

Apply Date
4/7/2021



Base Total
\$ 0.00000

Fiscal Period
4

Fiscal Year
2021



Suffix

Save


Cancel

4. Select **Save**.

Specifying Header Details

On the **Header** card, create an invoice that belongs to the group.

To create an invoice:

1. Select **New Logged Invoice**  on the **Invoices** card of the landing page.
2. On the **Header Detail** card, select the **Ref PO** search icon to find and select the purchase order you want to associate with the invoice. When you link a purchase order to an invoice, it helps identify the supplier associated with the PO.
3. Enter the supplier's identifier in the **Supplier** field. After you enter this value, the app displays both the supplier's name and address linked to this record.
4. Use the **Invoice** field to identify the invoice you want to log.
5. Select the **Invoice Date** drop-down list to define the entry date for the invoice.
6. Select the **Apply Date** drop-down list to define the fiscal period in which the invoice posts.
7. Select the supplier **Bank/Remit To ID**.

Header Detail

Invoice

Ref PO...
0

Supplier...
GECCO

Purchase Point

Name And Address

Gecco Steel
601 Lakeside Ave
Cleveland OH 44114
USA

Invoice
LogInv1

Document Type

Invoice Date
7/29/2019

Apply Date
7/29/2019

Period
7

Fiscal Year
2019

Fiscal Year Suffix

Status
Not Posted

Invoice Summary

Invoice Amount	100.00
Expense	100.00
Tax	0.00
Withholding Tax	0.00

☐ Ready To Calculate

Currency

Currency

United States Dollar

Rate Type

Main Rate Type

Exchange Rate

1.000000

☐ Lock

Bank/Remit To Information

Bank/Remit To

8. Select **Save**. 




You can also add a new logged debit memo by selecting **New Logged Debit Memo** from the Overflow menu. A debit memo reduces the payable balance of the corresponding supplier.

Setting Tax Details

The **Tax Detail** card allows to set tax information for a logged invoice.

To define a tax line for an invoice:

1. On the Tax Detail card, select a **Tax Liability**, **Tax Point**, **Tax Rate Date** for this invoice.
2. Select **New Invoice Tax**  on the **Invoice Taxes** card.
3. Specify the applicable tax type in the Tax ID field and the applicable rate in the Rate Code field.

Tax Detail

Tax Point: 12/4/2019
 Tax Liability: Test1
 Tax Rate Date: 12/4/2019
 Currency: USD

Invoice Tax: \$ 0.00
 Withholding Tax: \$ 0.00
 Self-assessed Tax: \$ 0.00
 Deductible Tax: \$ 0.00

System Tax Update ☐

Invoice Taxes

Tax ID	Rate Code	Percent	Manual	Taxable...	Fixed A...	Report...	Ded Ta...	Description	Taxable...	Tax Amt	Report...	Tax Am...
Tax1	Rate1	10.00000	<input type="checkbox"/>	0.00	0.00	0.00	0.00	Rate1	0.00	0.00	0.00	0.00


4. Select **Save**.

Use the **Invoice > Calculate Taxes** feature from the Overflow menu to automatically calculate the invoice taxes for the current logged invoice.

Posting Invoices

To finish the **Logged AP Invoice Entry** process, you must post the logged invoices. Based on the Account Option setting defined for the company in the **Company Configuration > Finance > Accounts Payable** card, logged invoices for the group post to a specified General Ledger account; the group and invoice no longer display in the **Group** and **Header Detail** cards, and in the Logged AP Invoices tree view.

To post an entry group:

1. From the Overflow menu, select **Group > Post**. The assigned group displays in the Group field in the **Logged AP Invoice Post Process** dialog box.
2. Select **Process**  to post the group. The application displays an error message if the group contains invalid entries.

Logged AP Invoice Post Process

Options

Group: AP01

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.

Adding GL Control


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.

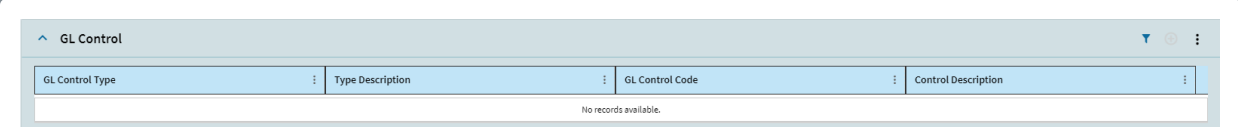
You can associate one or more GL controls with a record in this application. Each control associated with a record must belong to a different control type. The association allows the use of control values when the record applies to a posted transaction.

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 **GL Control Code** field to enter a GL control contained by the selected GL control type.



GL Control Type	Type Description	GL Control Code	Control Description
No records available.			

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

Operating with Legal Numbers

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.



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 **Logged 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**. A blue square icon with a white floppy disk symbol, representing the save function.

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).



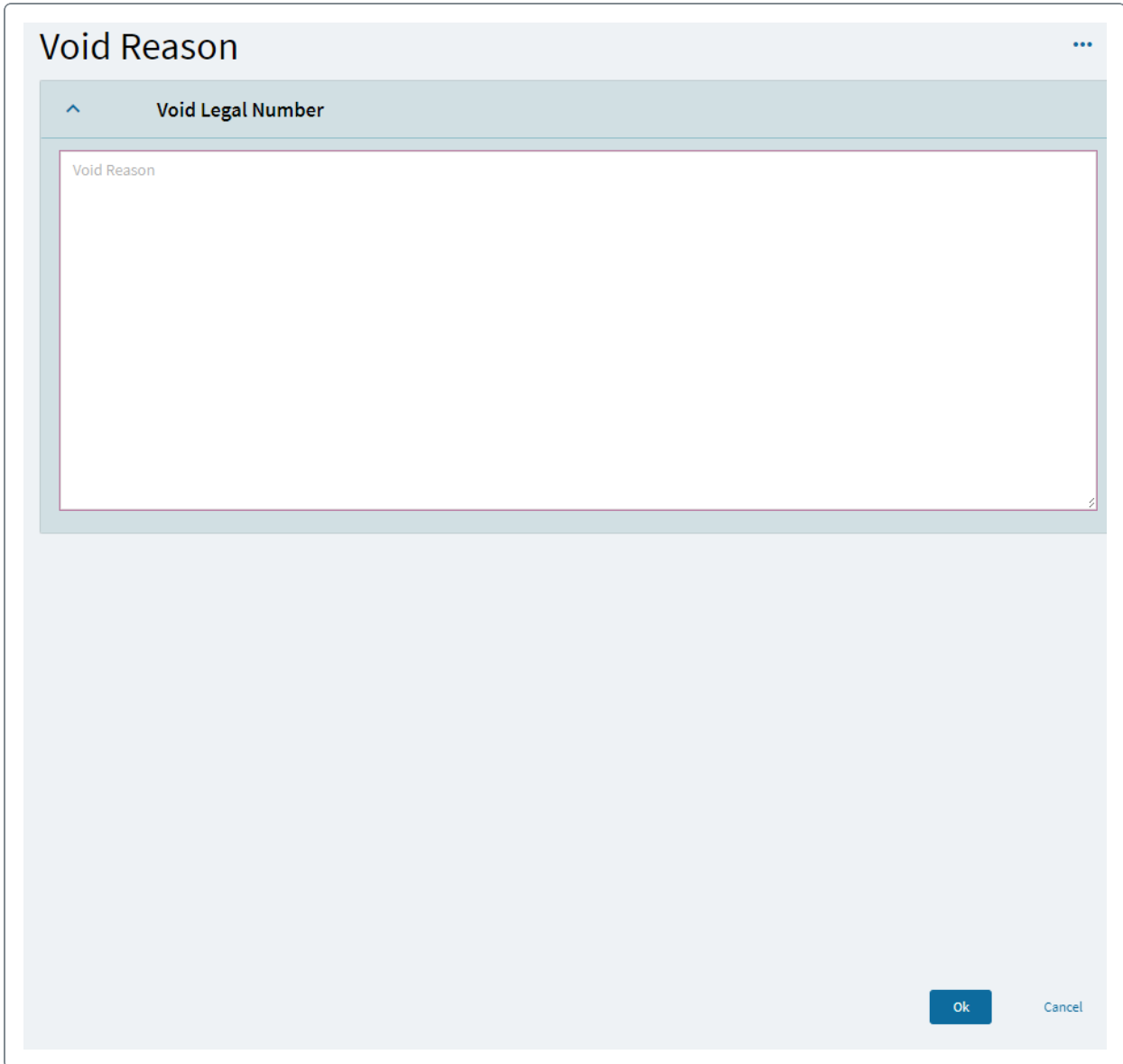
If you set voiding for the legal number format to Automatic Voiding in **Legal Number Maintenance**, the legal number voids automatically when the AP invoice is deleted.

To void a legal number:

1. Within the **Logged 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.



The screenshot shows a software dialog box titled "Void Reason". Inside the dialog, there is a sub-header "Void Legal Number" with a back arrow icon. Below this is a large, empty text area with the placeholder text "Void Reason". At the bottom right of the dialog, there are two buttons: "Ok" and "Cancel".

5. Select **Save**. 

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.



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.

The screenshot shows a light blue 'Approval' form. It contains a checked checkbox labeled 'Approved'. Below it is a text field 'Approved By' with the value 'Epicor System Admin'. At the bottom is a date field 'Approve Date' with the value '2/7/2021' and a calendar icon.


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.

The screenshot shows a light blue 'Void' form. It has a text area for 'The invoice is incorrect.' with a double-slash icon. Below is a 'Void By' text field. At the bottom is a date field labeled 'Date' with the placeholder 'month/day/year' and a calendar icon. A blue 'Void' button is at the bottom left.

3. Click **Save**. 

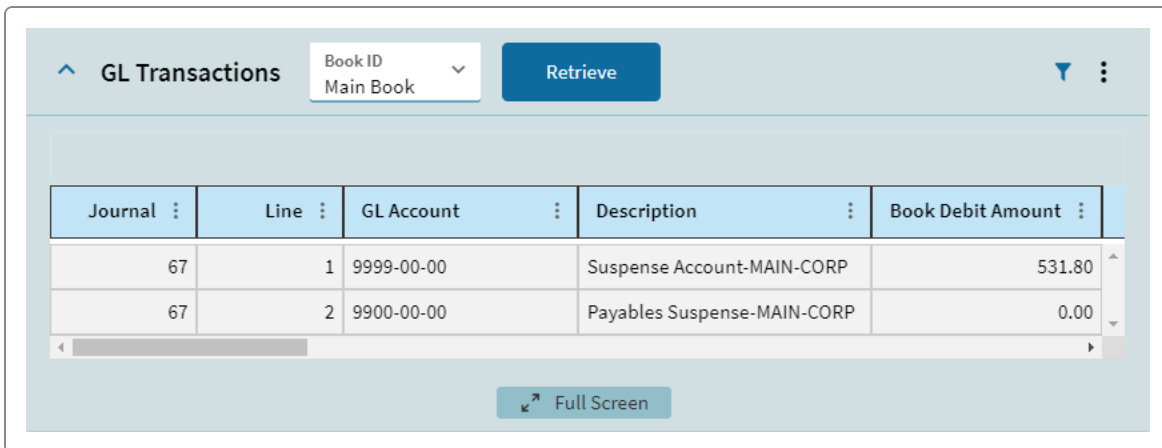
If the application voids a logged invoice, it clears from AP, GL, and AP tax tables.

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

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

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** field 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

Bank *
Main Checking Account

☐ Ship Complete

Value *
\$
1.00

Currency *
United States Dollar

☐ Lock

Exchange Rate
1.000000

Base Value
\$
1.00

Terms

☐ Inactive

Inactive Reason

Supplier Name
AB Electronics

Issue Date *
2/5/2021

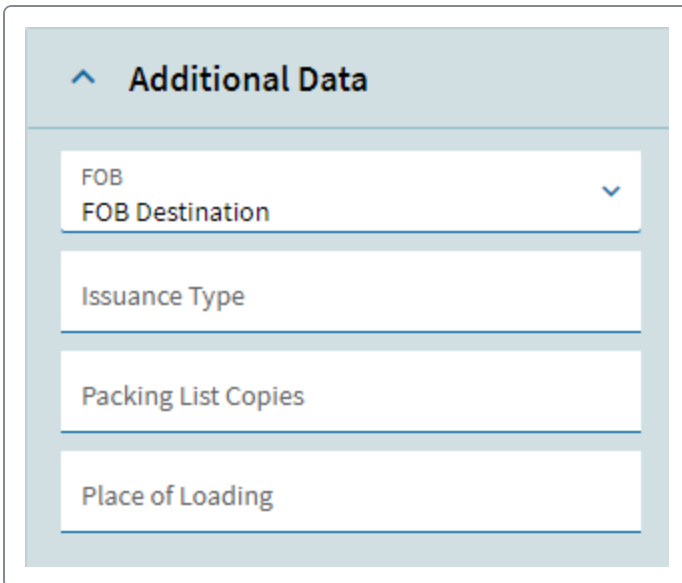
Valid From Date *
month/day/year

Valid To Date *
month/day/year

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.



The screenshot shows a form titled "Additional Data" with a blue header bar containing an upward-pointing chevron icon. Below the header, there are four input fields stacked vertically, each with a light blue border and a light gray background. The first field is labeled "FOB" and "FOB Destination" with a blue downward-pointing chevron icon on the right. The second field is labeled "Issuance Type". The third field is labeled "Packing List Copies". The fourth field is labeled "Place of Loading".

6. Save the record.

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.

Invoice	Invoice Date	Supplier Name	Amount	Balance	OpenPayable	Central Pay...	CPay Open	Debit Memo	Pre-Payment	Posted
Inv01	01/16/2023	AB Electronics	1,000.00		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>


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](#)

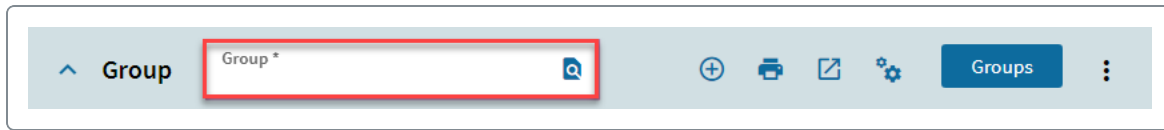
Creating New Groups

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**. 

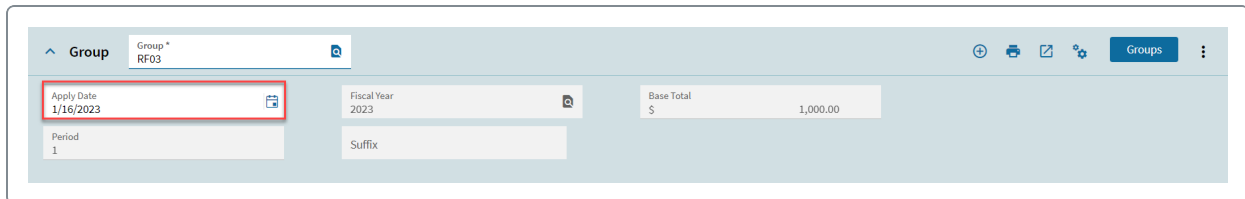
The **Group** field is now ready for entry.



The screenshot shows the top section of the app interface. On the left, there is a 'Group' label with an upward arrow. Next to it is a text input field labeled 'Group *' with a magnifying glass icon on the right. To the right of the input field are several icons: a plus sign, a printer, a document, and a gear. Further right is a blue button labeled 'Groups' and a vertical ellipsis menu icon.

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.




The screenshot shows the same app interface as before, but now the 'Apply Date' field is highlighted with a red box. The 'Apply Date' field shows '1/16/2023'. Below it, the 'Period' field shows '1'. To the right, the 'Fiscal Year' field shows '2023'. Further right, the 'Base Total' field shows '\$ 1,000.00'. The 'Suffix' field is empty.

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**.

Invoice Header

Invoice Ref PO 0 Supplier * ABE Name AB Electronics Preston House 1000 Preston Road Eden Prairie MN 55348 USA Invoice * Inv01 Amount \$ 1,000.00 Ref Invoice Description	Dates Invoice Date 1/16/2023 Apply Date 1/16/2023 Confirm Date month/day/year Terms Terms 2/10 Net 30 Due Date 2/15/2023 Legal Numbers Document Type Legal Number	Options <input type="checkbox"/> Central Payment <input type="checkbox"/> Hold Payments <input type="checkbox"/> Hold Invoice <input type="checkbox"/> Allow Override Payment Payment Method AP Check Payment PrePayment Letter of Credit Letter of Credit LOC description	Invoice Summary Matched <input type="checkbox"/> Ready To Calculate Line Amounts \$ 1,000.00 Header Misc Charges \$ 0.00 Tax \$ 0.00 Rounding \$ 0.00 Less Pre-Payment \$ 0.00 Total \$ 1,000.00 Variance \$ 0.00
---	--	--	--

4. Use the **Payment Method** field to select the default method for remitting payment to this supplier.

Payment

Payment Method
AP Check Payment

PrePayment

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.

Options

☐ Central Payment

☐ Hold Payments

☐ Hold Invoice

☐ Allow Override

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.



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, 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**. 



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.

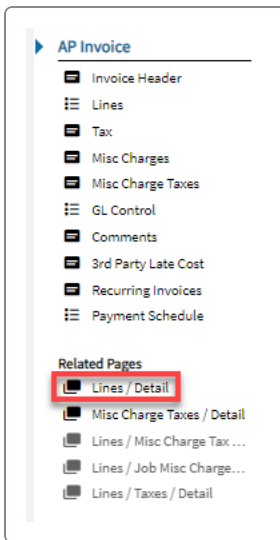


The **Recurring** check box must be selected and a **Cycle Code** set on the Header card or an invoice with a miscellaneous line to be designated as a recurring source invoice.

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



To locate the 'Invoice Information' group box, you must scroll down on the 'Line Detail' card.

- Enter the **Supplier Qty** and **Unit Cost**.

Supplier Part

Supplier Qty

1

UOM

EA

Unit Cost

112.00

Cost Per

/1

Ref Disc Amt

0.00

☒ Final Invoice

- Select **Save**.



If necessary, you can add miscellaneous charges or miscellaneous charge taxes for this line using the **Misc Charges** card.

Line Detail

^ Misc Charges

Misc Charges

^ Misc Charges All

Misc Charge	Type	Percentage	Misc Amount	Source	Landed Cost	Disburse Method	Supplier N...
No records available.							

Full Screen

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.

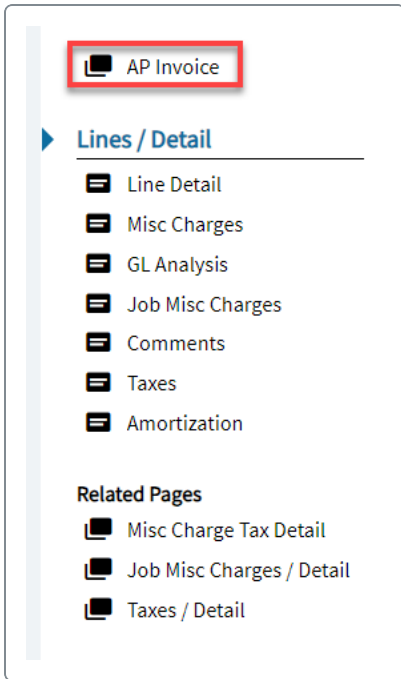
In some countries, it is common for simple domestic receipts to have freight charges added from a third-party supplier. Since all costing has to be done on the basis of actual received invoice documents and not by adding an estimated charge, this means that many receipts need to use this feature to add 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.

^
3rd Party Late Cost

^
Late Cost Lines

Charge Code	Description	Type	Percentage	Doc Misc A...	Misc Amount
Insurance	Insurance	Amount	0.00	30.00	30.00

Full Screen

Allocation Values

Allocation Basis
0.00000

Allocated Amount
\$ 0.00

Unallocated Amount
\$ 30.00

Lines To Be Allocated

Supplier

Pack Slip

PO

Invoice


Add To Allocation Grid



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.

Receipts/Containers					
All		PO 0	Container ID 0		
PO	Packing Slip	Container ID	Receipt Date	Status	
4214	4214-7	7	12/04/2019	ARRIVED	
4411	4411-8	8	05/03/2021	RECEIVED	

- 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

Total Uninvoiced

\$

653.70

Currency

USD

Select All

	PO	Container ID	Seq Num	Description	Doc Misc Amount
<input type="checkbox"/>	4214	7	2	Maersk Shipping Cost	653.70

- 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
<input type="checkbox"/>					

Full Screen

Selected Late Costs

All

	PO	Packing Slip	Container ID	Seq Num	Description	Doc Misc Am...
<input type="checkbox"/>						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

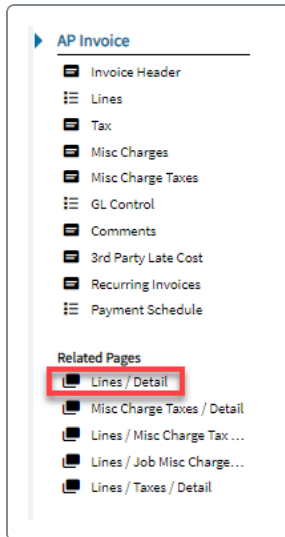
Distribute the current line amounts to specific **General Ledger** accounts. This functionality enables you to update the GL distribution amount, and allocate to multiple GL accounts. This distribution creates the expense offset to Accounts Payable for each invoice line.

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.

^
GL Analysis

Line Number:
Totals

Expenses112.00

Line Total112.00

^
G/L Distribution
All

Document Amount	G/L Account
112.00	1290-00-00

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.

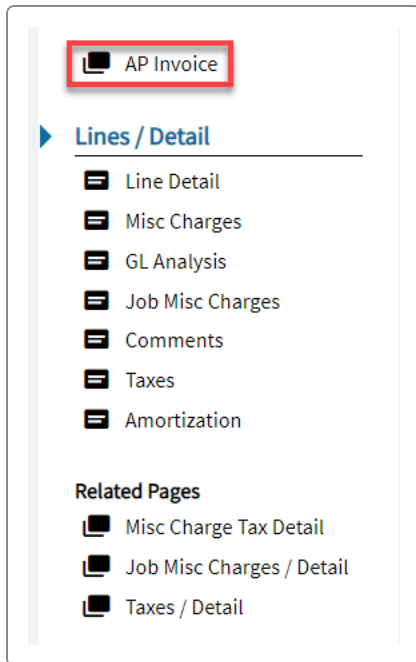


You cannot associate GL controls with programs where users select posting accounts when they enter transactions. Examples of this type of program include AP Adjustment and Cash Receipts. The Master Chart of Accounts (COA) defines the accounts available in these programs.

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.

A screenshot of a table titled 'GL Control'. The table has four columns: 'GL Control Type', 'Type Description', 'GL Control Code', and 'Control Description'. The first row, 'AP Account', is highlighted with a red border. The table also includes a header row with blue backgrounds and a search bar at the top right.

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

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](#)

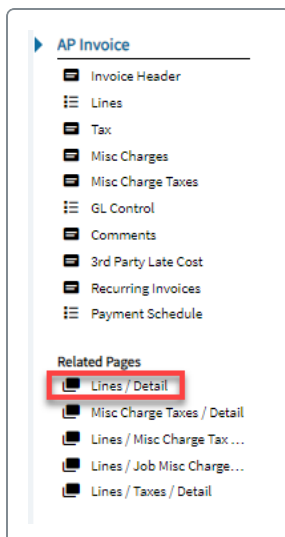
Adding Amortization Lines

You can create, delete and auto-complete amortization schedules for invoice lines.

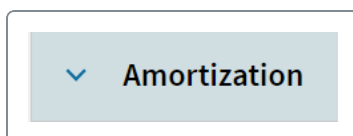
To add a new amortization line:

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.

Amortization

Deferred Expense

☒ Deferred Expense

Scheduled

Amortization Code
DE 12 Actual Days

Start Date
4/19/2021

End Date
3/31/2022

Deferred Expense GL Account

Cha... D... D... GL Referen... Customer Employee
2800 00 00


[Get Default](#)

Totals

Expense	\$ 1,000.00
Distributed	\$ 0.00
Remaining	\$ 1,000.00
Recognized	\$ 0.00
Unrecognized	\$ 1,000.00

Expense Amortization Schedule All [Create](#) [Delete](#) [Autocomplete](#) [+](#) [:](#)

Fiscal Year	Fiscal Year Suffix	Fiscal P...	Amorti...	Amount	Amorti...	Posted	Posted
No records available.							

- Specify the **Amortization code** field.
- Specify the **Deferred Expense GL Account**.
- Select the **Create** button.
- 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:

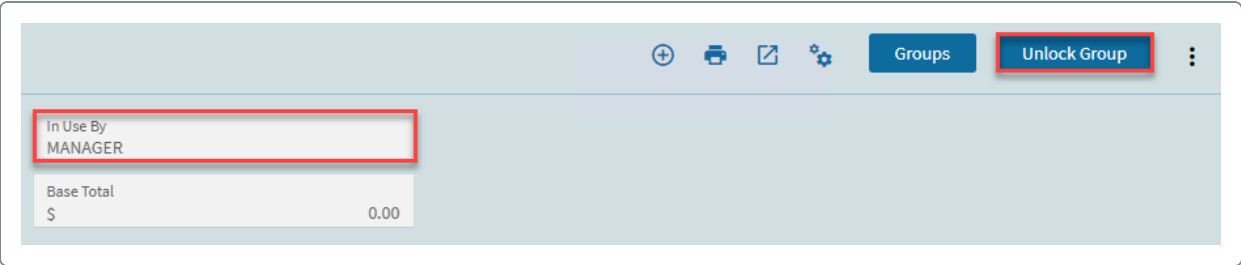
- Generate Amortization Schedule** - Generate a schedule for all invoices in the selected invoice group.
- Restore Amortization Schedule** - Overwrite a manually entered schedule line and restore the originally generated schedule.
- Delete Amortization Schedule** - Delete amortization schedules for all 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.

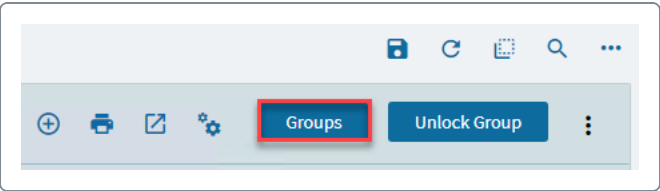
In this case, the group was created by the 'MANAGER' user. However, this is just an example.



- 2. Select **Unlock Group**.

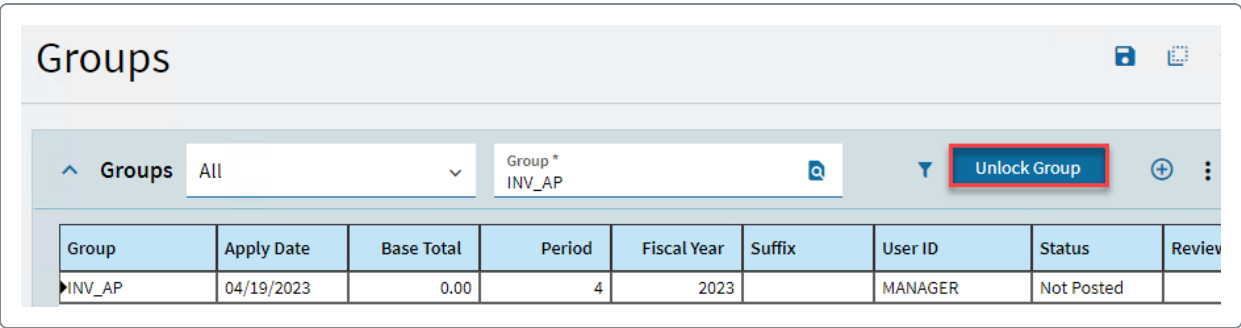
The group is now unlocked.

- 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.

The screenshot shows the 'AP Invoice Entry' app interface. At the top, there's a 'Group' dropdown set to 'Test'. Below it, fields for 'Apply Date' (1/1/2023), 'Fiscal Year' (2023), 'In Use By', 'Period' (1), 'Suffix', and 'Base Total' (\$ 500.00) are visible. A table of invoices is displayed with columns: Invoice, Invoice Date, Supplier Name, Amount, Balance, OpenPayable, Central Pa..., CPlay Open, Debit Memo, Pre-Payment, Variance, Posted, Due Date, and Legal Number. The first row is highlighted with a red border.

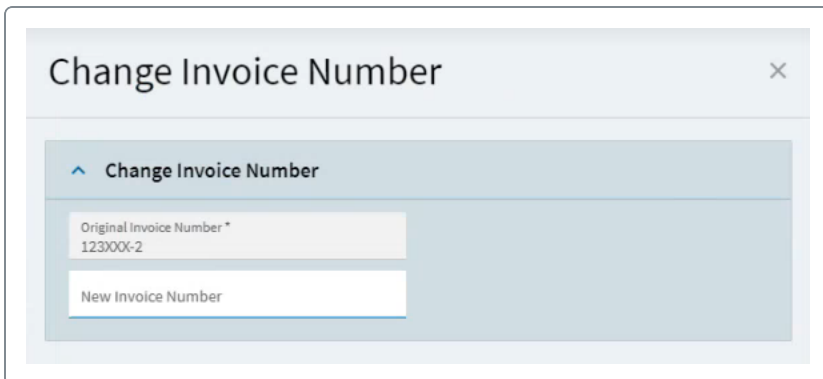
Invoice	Invoice Date	Supplier Name	Amount	Balance	OpenPayable	Central Pa...	CPlay Open	Debit Memo	Pre-Payment	Variance	Posted	Due Date	Legal Number
123000-2	02/01/2016	XXX Supplier	100.00		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0.00	<input type="checkbox"/>	03/02/2016	
123000-3	03/01/2016	XXX Supplier	100.00		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0.00	<input type="checkbox"/>	03/31/2016	
123000-4	04/01/2016	XXX Supplier	100.00		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0.00	<input type="checkbox"/>	05/01/2016	
123000-5	05/01/2016	XXX Supplier	100.00		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0.00	<input type="checkbox"/>	05/31/2016	
RealInvoiceNum-1	01/01/2016	XXX Supplier	100.00		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0.00	<input type="checkbox"/>	01/31/2016	

4. Select the **Change Invoice Number** button in the top right corner of the **Invoice Detail** card.

The screenshot shows the 'Invoice Detail' app interface. At the top right, there is a red button labeled 'Change Invoice Number'. The interface is divided into several sections: 'Invoice' (with fields for Ref PO, Supplier, Name, Invoice #, Amount, Ref Invoice, and Description), 'Dates' (with fields for Invoice Date, Apply Date, Confirm Date, Terms, Due Date, and Legal Numbers), 'Options' (with checkboxes for Central Payment, Hold Payments, Hold Invoice, and Allow Override, and fields for Payment Method, PrePayment, Letter of Credit, and LOC description), and 'Invoice Summary' (with a 'Matched' status, 'Ready To Calculate' checkbox, and a table of line amounts, header misc charges, tax, rounding, less pre-payment, total, and variance).

Line Amounts	
\$	100.00
Header Misc Charges	\$ 0.00
Tax	\$ 0.00
Rounding	\$ 0.00
Less Pre-Payment	\$ 0.00
Total	\$ 100.00
Variance	\$ 0.00

5. On the Change Invoice Number panel enter your custom invoice number in the **New Invoice Number** field.



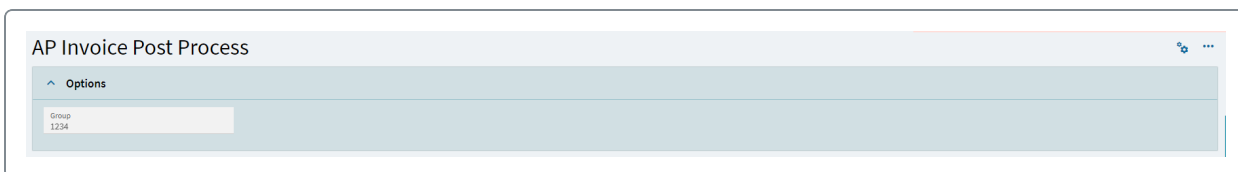
6. Select **OK**.

You can see your new invoice number in the Invoice field on the Invoice Detail card.

To post an entry group:

1. Select **Group Post**. 

The **AP Invoice Post Process** panel opens.



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.

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.



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 **Recurring Source** 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.

Recurring Invoices

Recurring Cycle

☒ Recurring Source

Cycle Code: Monthly Recurrence

Duration: 12.00000

End Date: month/day/year

Maximum Value: \$ 0.00000

☐ Hold Invoice

☐ Copy Latest Invoice

☐ Override End Date

☐ Inactive

Recurring Summary

Instance Number: 1.00000

Cumulative Balance: \$ 0.00

Last Invoice Date: month/day/year

of 000 of total \$ 0.00

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.

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.



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.

AP Invoice Entry

Group: Test

Apply Date: 1/1/2023, Fiscal Year: 2023, In Use By: [blank], Period: 1, Suffix: [blank], Base Total: \$ 500.00

Invoices: All, Invoice #: [blank]

Invoice	Invoice Date	Supplier Name	Amount	Balance	OpenPayable	Central Pa...	CPlay Open	Debit Memo	Pre-Payment	Variance	Posted	Due Date	Legal Number
12300X-2	02/01/2016	XXX Supplier	100.00		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0.00	<input type="checkbox"/>	03/02/2016	
12300X-3	03/01/2016	XXX Supplier	100.00		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0.00	<input type="checkbox"/>	03/31/2016	
12300X-4	04/01/2016	XXX Supplier	100.00		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0.00	<input type="checkbox"/>	05/01/2016	
12300X-5	05/01/2016	XXX Supplier	100.00		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0.00	<input type="checkbox"/>	05/31/2016	
RealInvoiceNum-1	01/01/2016	XXX Supplier	100.00		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0.00	<input type="checkbox"/>	01/31/2016	

4. Select the **Change Invoice Number** button in the top right corner of the **Invoice Detail** card.

Invoice Detail

Change Invoice Number

Invoice: Ref PO 0, Supplier: XXXSupp, Name: XXX Supplier, USA, Invoice #: 12300X-2, Amount: \$ 100.00, Ref Invoice: 12300X, Description: [blank]

Dates: Invoice Date: 2/1/2016, Apply Date: 2/1/2016, Confirm Date: month/day/year, Terms: 2/10 Net 30, Due Date: 3/2/2016, Legal Numbers: Document Type, Legal Number

Options: Central Payment, Hold Payments, Hold Invoice, Allow Override, Payment: Payment Method: None Selected, PrePayment, Letter of Credit: Letter of Credit, LOC description

Invoice Summary: Matched, Ready To Calculate, Line Amounts: \$ 100.00, Header Misc Charges: \$ 0.00, Tax: \$ 0.00, Rounding: \$ 0.00, Less Pre-Payment: \$ 0.00, Total: \$ 100.00, Variance: \$ 0.00

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*: 12300X-2

New Invoice Number: [blank]

6. Select **OK**.

You can see your new invoice number in the Invoice field on the Invoice Detail card.

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.

^ Tax

Tax Liability

Tax Liability
TaxRegion 0001-0001

Currency Code *
USD

Tax Point
4/19/2021

Tax Rate Date
4/19/2021

Totals

Invoice Tax
\$ 180.00

Deductible Tax
\$ 180.00

WithHolding Tax
\$ 0.00

Self-assessed Tax
\$ 0.00

^ Invoice Taxes

All

Tax Type

Rate Code

Percent

Manual...

Taxable...

Tax Am...

Report...

Fixed A...

Local Sales Tax

Local Sales Tax Rate ...

10.00000

☐

1,000.00

100.00

1,000.00

0.00

MN State Sales

Alternate MN Tax Rate

3.00000

☐

1,000.00

30.00

1,000.00

0.00

GST-Exclusive

Exclusive Rate

5.00000

☐

1,000.00

50.00

1,000.00


0.00

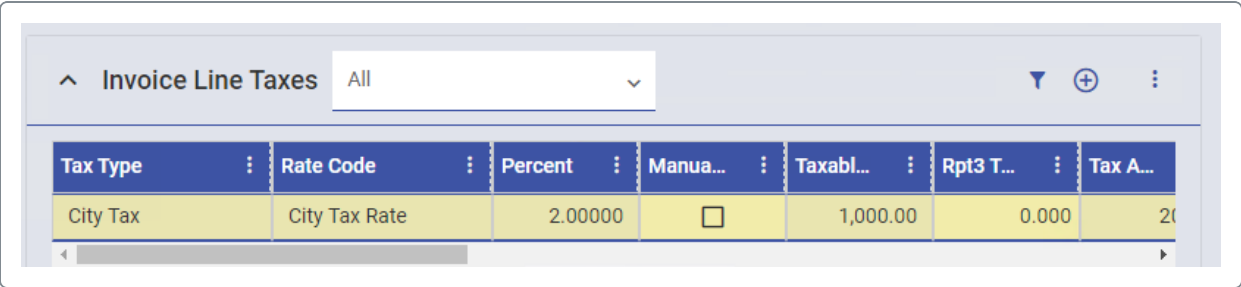
Full Screen

- 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.



Invoice Line Taxes						
All						
Tax Type	Rate Code	Percent	Manua...	Taxabl...	Rpt3 T...	Tax A...
City Tax	City Tax Rate	2.00000	<input type="checkbox"/>	1,000.00	0.000	20



3. Select **Save**. 

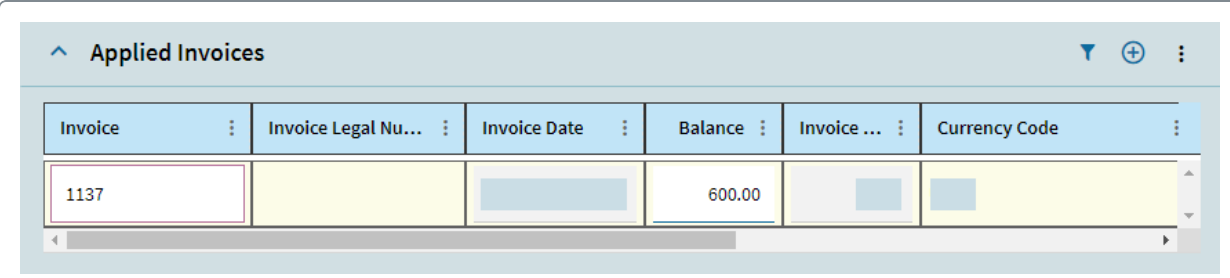
Applying Debit Memos/Prepayments

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.



Invoice	Invoice Legal Nu...	Invoice Date	Balance	Invoice ...	Currency Code
1137			600.00		

8. Specify other details as required.
9. Select **Save**. 
10. Select **Apply Debit Memo/Prepayment**.



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**. 

Understanding Tax Connect

Tax Connect eliminates the tedious, complex work of determining sales tax jurisdictions of ship-to addresses, maintaining tax codes and rates, and dealing with jurisdiction-specific and commodity-specific taxation rules. The Tax Connect service provides these capabilities for the United States, Canada, Europe and countries around the world.

Tax Connect uses hosted, on-demand address validation, sales tax calculation, and sales tax reporting and returns generation. The service is powered by Avalara® AvaTax®, the leading on-demand sales tax management service. Kinetic includes the ability to enable an interface to the AvaTax® service.

Once enabled, Tax Connect performs the following functions:

- Verify customer addresses against a CASS-certified database. This is necessary to determine exactly which tax jurisdictions apply to that address. When entering or updating an address, the service will verify the address in real-time. It is capable of correcting spelling errors and adding ZIP code and ZIP + 4 (if they are missing). The complete and correct address gets saved to the application database.
- When generating an AR invoice, the verified address and line item information is passed to the service in real-time to calculate sales tax based on jurisdiction and any applicable taxability rules. The resulting tax information is stored with the invoice in the application database.
- When the AR invoice is posted to GL, the service is notified for sales tax reporting purposes and for subscription accounting of the transaction.
- Activation and subscription fees are required for this service and are determined based on the number of AR invoices you process and on the number of sales tax returns you submit to taxing authorities.

Use this article to learn how to set up and use Tax Connect. This article gives you a complete overview of the Tax Connect functionality, and provides you with links to related help articles.

Information in this article is divided into the following sections; expand the cards below to review the information in that section.

To leverage this functionality, you are required to purchase two licenses. You will need a license for the Avalara® AvaTax® service. This gives you access to this tax service's functions and features. You will also need a license for Tax Connect. This functionality lets you both prepare and then automatically send your sales tax data to the AvaTax® service.

This section gives you an overview of the set up need to do in each maintenance program.

Company Configuration

Use the Company Configuration program to define the parameters required to link to the Avalara® AvaTax® service. You also activate which functionality will run (address validation and sales tax calculation) through this program. To complete the functionality, you can also define whether or not automatic tax calculation will occur for sales orders, invoices/credit memos, or both record types.

Here are the cards within this program that you need to use:

- **Tax Interface** - This card (Modules > All Modules > Taxes > Tax Interface) allows you to connect the application to the AvaTax® service via REST V2. It also enables you to determine which features to activate. For more information, read the [Company Configuration - Tax Interface](#) article.
- **Taxes** - The AR Invoices pane on this card (Modules > All Modules > Taxes) contains the Ready to Calculate check box. When selected, this check box will cause all AR invoices to run their tax calculations through the tax service. For more information, review the [Accounts Receivable Configuration](#) article.
- **Orders** - This card (Modules > Sales > Order) contains the Ready to Process check box. When selected, this check box will cause all sales orders to run their tax calculations through the tax service. It also contains the Ready to Process For Orders From Quote check box. When selected, this check box will cause all sales orders created from quotes to run their tax calculations through the tax service. For more information, review the [Orders Configuration](#) article.
- **Tax Connect Sub-Menu** - You can use this Overflow menu to activate Tax Connect and validate your company's address. To learn more, read the [Company Configuration - Tax Connect Sub-Menu](#) article.

Company Maintenance

To accurately calculate taxes between countries, Avalara requires the country ISO code. To do this, you must define the Country ISO Code for each country. To learn more, review the [Country Maintenance](#) article.

Customer Maintenance

When shipping to customers in different countries, Avalara requires the Importer of Record to determine who is liable for goods, customs duties and tax payable upon import. To do this, you must define the Importer or Record for each customer. To learn more, review the [Customer Maintenance](#) article.

Tax Type Maintenance

Individual sales taxes can be set up to use Tax Connect in Tax Type Maintenance. To do this, you must select the Tax Connect Calculation check box on each tax record.

Tax Liability Maintenance

Use Tax Liability Maintenance to create Use Tax calculation-capable tax liability codes for assignment to your suppliers to automatically enable Use Tax calculations for AP invoices.

Product Tax Category Maintenance

Sales tax categories divide taxes into groups that apply to different products. You can create a category in Product Tax Category that will then be as the default for Tax Connect. You select this category within the [Company Configuration - Tax Interface](#) card.

Accurate source (sending) and destination (receiving) addresses are critical when calculating taxes. The types of tax calculations that are applied to a transaction depend on where the product is being shipped to as well as where the product is being shipped from. Inaccuracies in these addresses can lead to incorrect taxes being applied to a transaction.

Tax Connect provides you with the ability to validate addresses on maintenance records, sales orders, quotes, and AR invoices. You can also validate addresses through a recurring scheduling by using the Bulk Address Validation process. This section describes the address functionality that is available through the application.

Sending Addresses

You can define the addresses that will send shipments from your company at the warehouse, site, or company level. The Tax Connect functionality uses an address hierarchy to determine the sales taxes that will be levied against your customer shipments. Here is the hierarchy that the system uses:

- **Warehouse Level** - If an address is defined on the warehouse involved in the transaction, Tax Connect will use this address to determine the sales taxes that are required. To validate this address, there is a Tax Connect Sub-Menu available; read the Warehouse Maintenance - Tax Connect Sub-Menu article for details.
- **Site Level** - If an address is not defined on the warehouse, Tax Connect will next check the site record. If an address is defined for the site, Tax Connect will use this address to determine which sales taxes are required. To validate this address, there is a Tax Connect Sub-Menu available; read the site Maintenance - Tax Connect Sub-Menu article for details.
- **Company Level** - If an address is not defined on the site, Tax Connect will default to the address entered on the Company Configuration program. This address will be used to determine which sales taxes are required. To validate this address, there is a Tax Connect Sub-Menu available; read the Company Configuration - Tax Connect Sub-Menu article for details.

Receiving Addresses

You use the Customer Maintenance program to create addresses that receive your shipments - customer and ship to addresses. This program has a Tax Connect Sub-Menu that lets you validate customer and ship to addresses. This makes sure that the address that will receive your shipments are accurate. For more information, read the Customer Maintenance and Customer Maintenance - Tax Connect Sub-Menu articles.

Individual Records

The Tax Connect functionality also lets you validate addresses on specific records. The Quote Entry, Sales Tax Entry, and AR Invoice Entry programs all have Tax Connect Sub-Menus. Use these menus to validate the addresses being used on a current record.

Address Validation

When the address validation process is complete, an Address Validation program will appear. Use this window to accept or reject the validated address.

Note that you cannot change specific fields within this program. To do this, you will need to launch the appropriate program, usually a maintenance program, and make the changes that you need.

To learn more about this program, review the Address Validation articles.

Bulk Address Validation

To complete the validation functionality, the application also has the Bulk Address Validation process. This program lets validate addresses within your database through a regular, automatic schedule. You can also indicate which types of addresses should be validated through this program.

For more information, review the Bulk Address Validation article.

When Tax Connect is enabled, your sales tax data is sent to Avalara® when you save your invoices. This is the point at which the application normally calculates taxes. Instead of calculating internally however, the application sends the sales tax transactions out to the tax service. These records are then saved and then sent back automatically to your application.

The only difference between the taxing modes (Application Only versus Tax Connect) is that you will not see any tax amount changes until after you save the order or invoice/credit memo record.

Here are the situations during which Tax Connect will calculate or recalculate the sales tax transactions:

When the invoice or sales order is being auto-generated, taxes will be calculated automatically. The tax calculation will happen at the point where all data has been generated for the invoice or order transaction.

After the user manually calculates taxes on a sales order release or invoice detail line, the taxes on the entire transaction will be recalculated.

When a sales order/invoice transaction is saved, updated or deleted, and the transaction has its Ready to Calculate check box selected, Tax Connect will recalculate the results.

Processing Sales Taxes

The sales tax data that is returned by the tax service is saved using a sales tax record (Tax ID). The sales tax record that will be used is determined by comparing the Jurisdiction Code and Name to the Description value within the sales tax record. When the sales tax record is located, the information from this record is calculated against the current transaction.

If Tax Connect cannot find a match between the two records, a new sales tax record will be creating using the default account and prefix values defined on the Tax Interface card within Company Configuration.

Post and Commit Status

When a sales tax transaction is considered final, the application posts this transaction to the General Ledger. This record cannot be deleted at this point; an offsetting transaction needs to be created to correct any issues.

The Avalara® AvaTax® service has an additional status level it assigns to sales tax transactions. This lets the service manage these transactions correctly. AvaTax® does not consider a transaction to be complete until it has been assigned the Commit status. When a transaction is committed, its amounts are considered final by the tax service. So after a transaction is posted within the application, it needs to be committed within the tax service.

Review Tax Calculations

Both the AR Invoice Entry and the Sales Order Entry programs have Tax cards. You can use these cards to review the sales taxes being levied against the current record. These cards display general information about each sales tax at both the header and line levels.

You can review details about the taxes that are calculated against a record at any time. You do this by running the View Tax Connect Results command within either Sales Order Entry or AR Invoice Entry. These commands are located on the Tax Connect Sub-Menu within each program; for more information on these menus, read the Using Tax Connect in Sales Orders.

Running this command will cause the Tax Connect Results program to appear. Use this program to review the calculations.

You cannot, however, change the transactions on this window. If the tax results are incorrect, you will need to update the address, tax, or other data within the respective entry or maintenance program. When you save the changes, the tax calculations are automatically regenerated, and you can review them again on the Tax Connect Results program.

The Cert Capture feature enables you to access **entity exemption certificates** in Kinetic. These certificates are official documents that prove purchases are not subject to usual taxation systems (sales tax, VAT, GST, or other). They are required for certain types of entities (typically governmental bodies, non-profits, etc.) to purchase items tax-free. Thanks to the Tax Connect integration, you can access these certificates directly from Kinetic.

To use this feature, first **verify your Avalara® connection** connection and that the **CertCapture Enabled** Check box is selected:

1. Open the **Company Configuration** app.
2. Select the **Modules** button.
3. Select the **Taxes** node in the **Nav Tree**.
4. On the Tax Interface card, verify the **Tax Connect Enabled** check box is selected.
5. Verify the **Address Validation Enabled** check box is selected.
6. Verify the **Tax Calculation Enabled** check box is selected.
7. Verify the **CertCapture Enabled** check box is selected.
8. Verify the **Text ID Prefix** field displays **AVA**.

9. Verify that in the **Default Tax Category** field the **Calculated by Tax Connect** option is selected.
10. Select the **Test Connection** button.
11. Select **OK** when the 'Avalara Tax Interface connection was successfully validated.' message appears.

To **upload a certificate**, follow the steps below:

1. Open the **Customer** app and select a **customer**.
2. Select the **Overflow menu** and expand **Tax Connect** option .
3. Select **Send Customer to Tax Connect**.
'The Customer has been sent to Tax Connect.' message appears.
4. Select **OK**.
5. Select the **Overflow menu** and expand **Tax Connect** option.
6. Select **Request Certificate Invite**.

Avalara® sends an email to the customer email address specified in the Customer app. This email contains instructions on how to upload a certificate. After the customer uploads a certificate, it is available through the Order Entry and AR Invoice Entry apps in Kinetic and can be used to automatically determine and apply tax exemptions.

7. Exit the **Customer** app.



If you want to send multiple customer records at once, use select the **Tax Connect Mass Update** option instead of 'Send Customer to Tax Connect'.

To **display a certificate** in Kinetic's **Order Entry** app:

1. Open the **Order Entry** app and select a **sales order** related to a customer with a certificate.
2. Select the **Overflow menu** and expand the **Tax Connect** option.
3. Select **View Tax Connect Certificates**.

The **Tax Connect Certificates** panel displays, showing the available certificates.

4. Select a **certificate** and then select the **View Certificate Preview** button.
The certificate displays and you can also download it and store it on your computer.

To **display a certificate** in Kinetic's **AR Invoice Entry** app:

1. Open the **AR Invoice Entry** app and select an **invoice** related to a customer with a certificate.
2. Select the **Overflow menu** and expand the **Tax Connect** option.
3. Select **View Tax Connect Certificates**.

The **Tax Connect Certificates** panel displays, showing the available certificates.

4. Select a **certificate** and then select the **View Certificate Preview** button.

The certificate displays and you can also download it and store it on your computer.

Posting Process

You will post Tax Connect invoices to both your general ledger and the Tax Connect database through the AR Posting Process program. The posting program uses the calculations generated through Tax Connect, and these values are permanently added to your financial records.

For more information on the posting program, read the AR Invoice Entry -- AR Invoice Post Process article.

Tax Reconciliation

Because of posting failures, interrupted Internet connections, and other issues, the tax information between your company and the Avalara® AvaTax® service can become inaccurate. To correct these issues, Tax Connect provides the Tax Reconciliation program. Use this program to keep the tax information maintained by the tax service synchronized with your tax information. To learn how to use this program, read the Tax Reconciliation articles.

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.



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.



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**. 

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.





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**. 

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.


Invoice...	
4675	
Invoice Date	
4/15/2019	
Apply Date	
4/15/2019	
Amount	
\$	50.00
Apply Date	
2/9/2021	
Rate Type	
Main Rate Group	
Adjustment	
\$	-20.000
Document Type	

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**

Comment
Renegotiated Pricing

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**. 



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.

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.



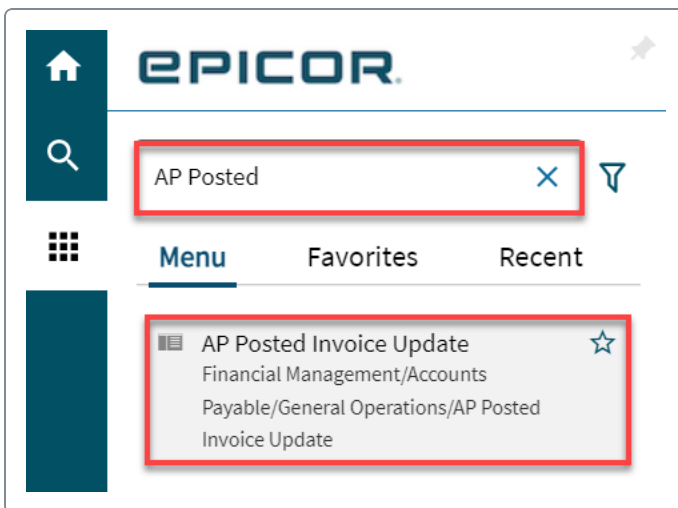
Note that you cannot edit a posted invoice. If you post an invoice in error, you must enter an offsetting transaction.

Use the landing page of 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



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**

Options

☐ Hold Payments

☒ Hold Invoice

- **Due Date**

Dates

Due Date
1/7/2022

Invoice Date
12/29/2021

Apply Date
12/29/2021

- **Memos**

Icons: Save, Refresh, Undo, Redo, Search, More...

Attachment icon (document with paperclip) is highlighted with a red box.

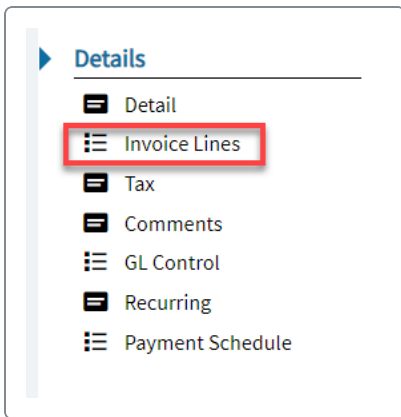
- **Attachments**

Icons: Save, Refresh, Undo, Redo, Search, More...

Attachment icon (paperclip) is highlighted with a red box.

4. In the Nav tree, select the **Invoice Lines** node.

The **Invoice Lines** card displays.

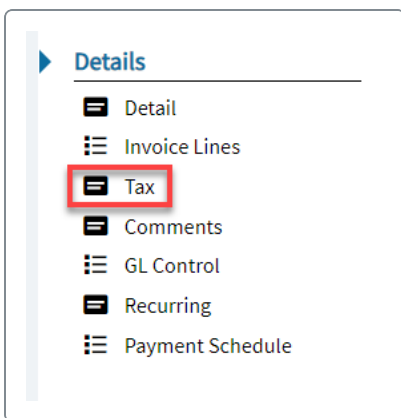


5. Review the card.

Invoice Lines All										
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.

- Detail
- Invoice Lines
- Tax
- Comments
- GL Control
- Recurring**
- Payment Schedule

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.

Recurring

☒ Recurring

Recurring Source

Cycle Code
Monthly Recurrence

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.

Recurring

Recurring Cycle

☒ Recurring Source:

Cycle Code

Monthly Recurrence

Duration

12.00000

End Date

month/day/year

Maximum Value

\$ 0.00000

☐ Hold Invoice

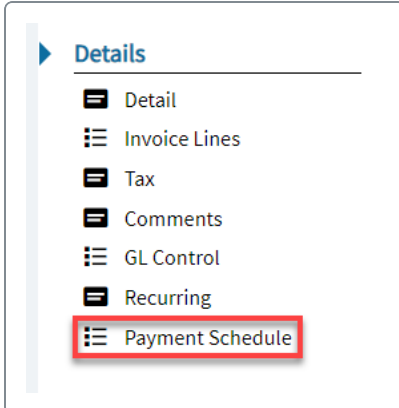
☐ Copy Latest Invoice

☐ Override End Date

☐ Inactive

11. Select the **Payment Schedule** node in the Nav tree.

The **Payment Schedule** card displays.



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.

A screenshot of the 'Payment Schedule' card. At the top, there is a header bar with 'Payment Schedule' and a dropdown menu set to 'All'. Below the header is a table with the following columns: 'Payment', 'Days', 'Due Date', 'Percentage', 'Amount', 'Days Before ...', and 'Discount Per...'. The table contains one row of data.

	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.


Running the Deferred Expense Recognition Process

Run the **Deferred Expense Recognition Process** to recognize deferred expenses for selected amortization periods.

The **Selection** parameters include:

- **As of Date** - The apply date. The default value is today.
- **Legal Number** - The legal number of the first line with the specified document type.
- **Base Total** - The base total amount.
- **Base Currency** - The base total currency
- **Document Type** - The transaction document type
- **Scope** - The scope for expense recognition
- **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 a schedule other than Now.

To run the process:

1. From the main menu, go to **Financial Management > General Ledger > General Operations > Deferred Expense Recognition**.
2. Select the process parameters.
3. Select **Process**. 

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.



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:

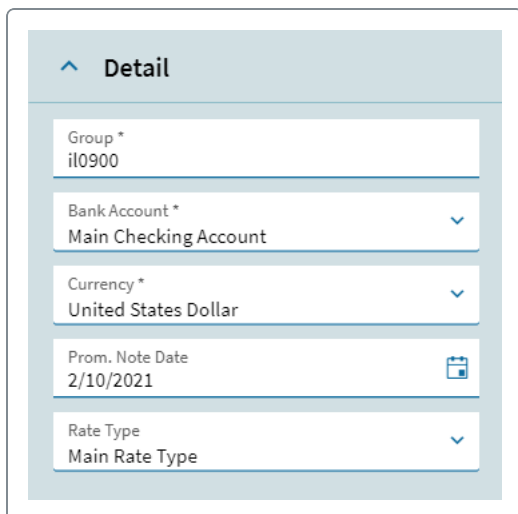
- [Creating Entry Groups](#)
- [Adding Payment Instruments](#)
- [Selecting Invoices for Payment](#)
- [Allocating Amounts to Invoices](#)
- [Entering Bank Fees](#)
- [Reviewing PI Endorsements](#)
- [Using Payment Instrument Options](#)

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.




The screenshot shows a 'Detail' form with the following fields:

- Group ***: il0900
- Bank Account ***: Main Checking Account (dropdown menu)
- Currency ***: United States Dollar (dropdown menu)
- Prom. Note Date**: 2/10/2021 (calendar icon)
- Rate Type**: Main Rate Type (dropdown menu)

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.

Header

Pay...

APPI01

☒ Manual

Supplier

ABCM

APPI01

Transaction Date

2/10/2021

Fiscal Year

2021

Fiscal Period

2

Due Date

2/10/2021

Supplier Name

ABC Metals

Type

AP Receieved

Status

AP Portfolio

Document Type

APPITran

Legal Number

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**.

^ Info

Company Information	Supplier Information
Name Epicor Education	Name ABC Metals
Address 1 12600 S Torrence Ave	Address 1 2730 Broadway
Address 2	Address 2
Address 3	Address 3
City Chicago	City St.Paul
State/Prov IL	State/Prov MN
Postal Code 60633	Postal Code 55113
Country USA	Country USA


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.



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

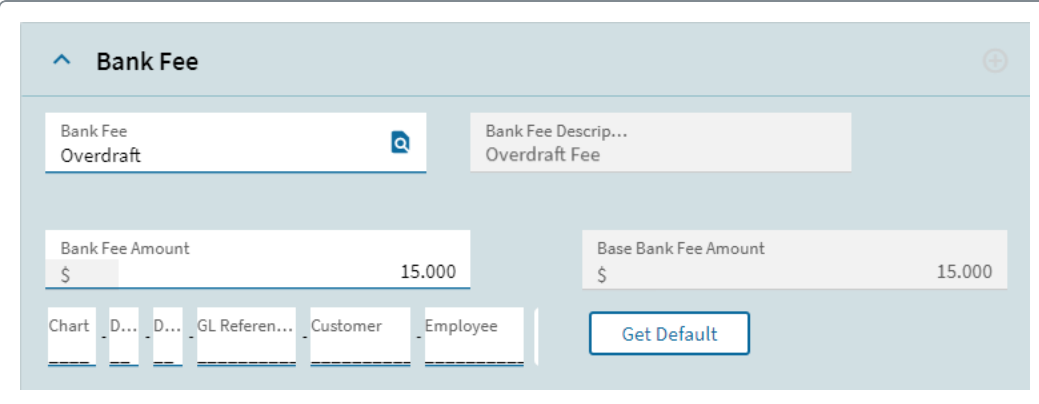
Delete invoices selected on the **Invoice Selection** card and adjust amounts allocated to them using **Allocated Invoices**.


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

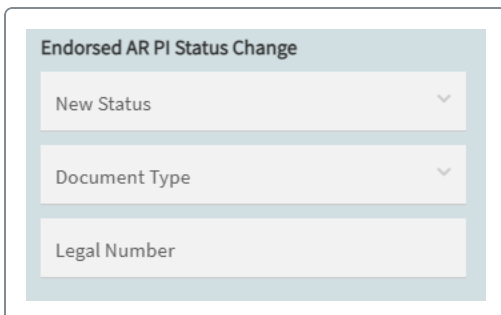
Review endorsed AR payment instruments details using the **Endorsed PI Receivable** card.

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.



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.



The **Type** drop-down contains only PI types with the **Endorsed** initiation.

7. Select a payment instrument status.



The **Status** drop-down contains only PI statuses with the **Endorsed from**



Customer stage.


8. Select **Save**. A blue square icon with a white floppy disk symbol inside, representing a save action.

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

Posting AP Payment Instruments

Post payment instruments using **Post Group** from the Overflow menu  in **Payment Instrument Payable Entry**. This action will mark all invoices related to the payment instrument as paid and some GL Journals must then be created.

Only signed payment instruments will be candidates to be marked as posted. Once you post a payment instrument, the application will label the payment instrument as **Posted**.



Normally you can post only a signed payment instrument. However, if you use the **Direct Debiting** option in **Customer Maintenance**, the posting process marks the payment instrument as signed and as posted at the same time.





The application does not post payment instruments that have errors.

You can also send payment instruments to the authority responsible for collecting money (usually it's a bank) using **Post Payment Instrument**. You can send this data to the bank using a paper transaction or by electronic transfer. For paper transactions, the application sends a listing report of the payment instruments to the bank. For electronic transfer, each bank has its own transfer format. Therefore, the application provides a report in an XML format with all the information related to the payment instruments. You can use the XML report as the data source and transform it to the format required by the bank. Then, you can generate an electronic file and send it to the bank.

Once you send a payment instrument, the application marks the payment instrument as **Sent**.

In this article, we will cover posting AP payment instruments.

1. In **Payment Instrument Payable Entry**, select a group you want to post on the landing page and select **Post Group** from the Overflow menu. 
2. Select **Process**. 

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

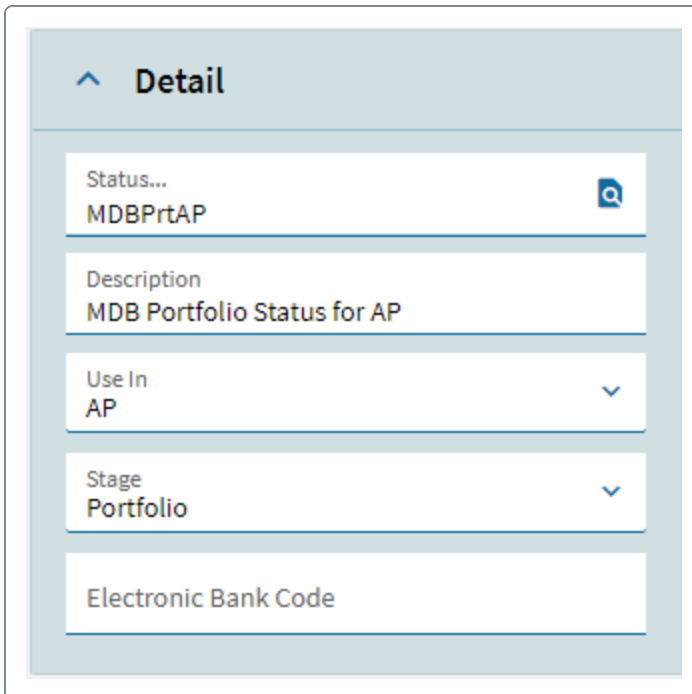
1. From the main menu, go to **Financial Management > Accounts Payable > Setup > Payment Instrument Status**.
2. Select **New**  to add a new status.
3. Enter the status and its description.



The status is a unique identifier, 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

GL Control Type	Type Description	GL Control Code	Control Description
Payment Instrument Payable	Payment Instrument Payable	Default	Default PI Payable Account

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 application.
 - **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.

^ Detail

Type * 004	Use In AR
Description * AR Received	Initiation Received

7. Select the **Default** check box to make this payment instrument type the default one.

8. Select **Save**. 

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.

PI Status
PSt2

PType
PTy2

Document Type
PIM2

Legal Number

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.

^ Allocate

Payment Instrument
10216

Amount
325.00

Currency
USD

- Use the **Invoice Detail** card to view details of an invoice selected from the Allocate card **Invoices** grid.

^ Invoices

Bank	Company	GL Posted	Invoice	Currency Code	Description	Due Date	Entry Person
100	EPIC06	<input checked="" type="checkbox"/>	AP1-T01	USD		09/11/2020	epicor

- Go to the **Info** card to view a customer or supplier address specific to an instrument.

Info

Company Info

Name

Epicor Education

Address 1

12600 S Torrence Ave

Address 2

Address 3

City

Chicago

State/Prov

IL

Postal Code

60633

Country

USA

Supplier Information

Name

A-Z Metals

Address 1

4707 W North Ave

Address 2

Address 3

City

Chicago

State/Prov

IL

Postal Code

60639

Country

USA

Change Comments

- Use the **Bank Fee** card to review bank fees and bank fee taxes that apply to the instrument.

Bank Fee

Bank Fee

Overdraft

Bank Fee Amount

125.00

Bank Fee Description

Overdraft Fee

Base Bank Fee Amount

125.00

Currency Symbol

\$

Base Currency Symbol

\$

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**.



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

Regular Checking Amount

Comment

5. Select **Save**. 

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.

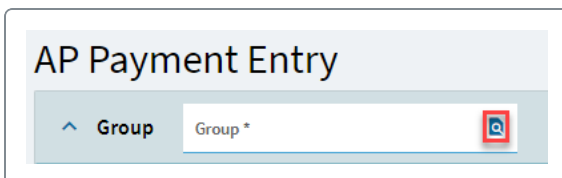
In this article, we will cover:


- [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.

A screenshot of the 'AP Payment Entry' app interface. The title 'AP Payment Entry' is at the top. Below it, there is a section with a dropdown arrow and the label 'Group'. To the right of this is a text input field labeled 'Group *'. A red magnifying glass icon is positioned to the right of the input field, indicating a search function.

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.



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**. 







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 No...	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.

Payment Options

☒ Manual

Payment
0

☐ Enter Payment Total

Date
1/26/2023

Bank
Payroll Checking Account

Currency *
United States Dollar

☐ Electronic Payment

Payment Msg

☐ Force Discount

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.

Payment Options

☐ Manual

Payment
0

☐ Enter Payment Total

Date
1/26/2023

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.

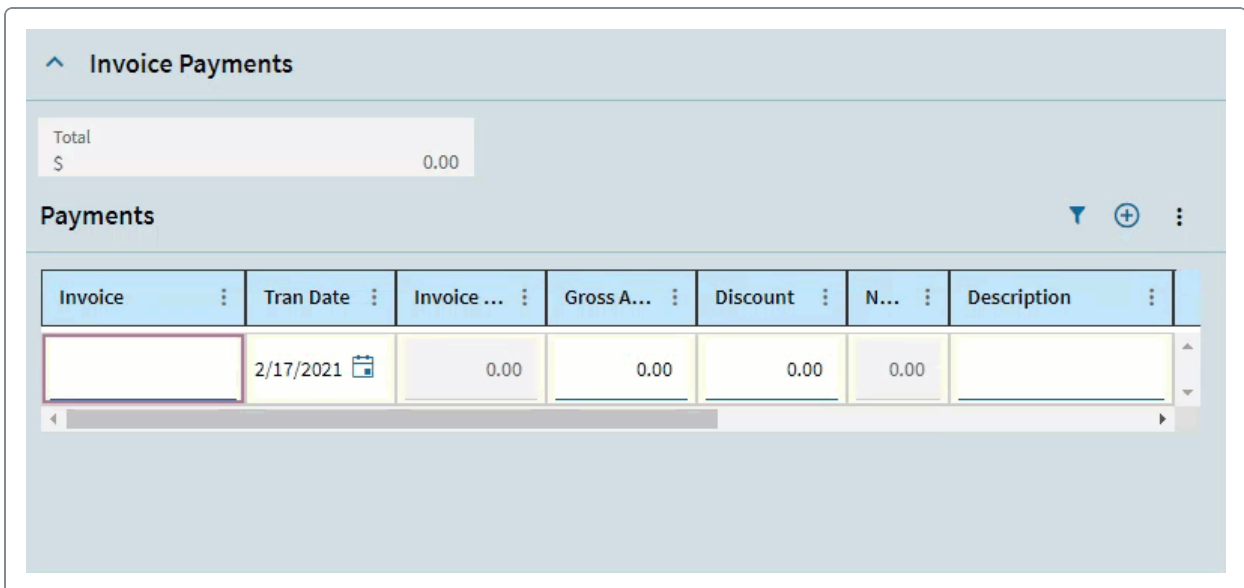
8. Select **Save**. 

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**:



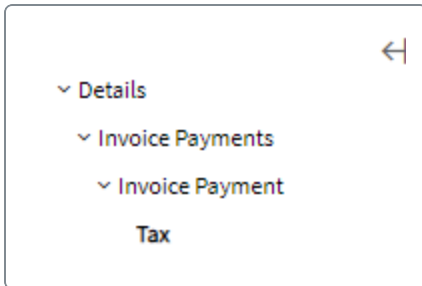
The screenshot shows the 'Invoice Payments' card. At the top, there's a 'Total' field showing '\$ 0.00'. Below that is a 'Payments' section with a table. The table has the following columns: 'Invoice', 'Tran Date', 'Invoice ...', 'Gross A...', 'Discount', 'N...', and 'Description'. The first row of the table has the following values: an empty 'Invoice' field (highlighted with a red border), '2/17/2021' with a calendar icon, '0.00' for 'Gross A...', '0.00' for 'Discount', '0.00' for 'N...', and an empty 'Description' field. There are icons for filtering, adding, and deleting at the top right of the table.


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.

A screenshot of the 'Tax' card interface. The card is titled 'Tax' with an expand/collapse arrow. It contains two main sections: 'Liability' and 'Totals'.

Liability Section: A dropdown menu labeled 'Tax Liability' is currently set to 'All Taxes'.

Totals Section: A table showing calculated tax amounts.

Totals	
Withholding Tax	0.00
Self-assessed Tax	0.00

Below the 'Totals' table, there are two additional rows showing base tax amounts:

Base Withholding Tax	0.00
Base Self-assessed Tax	0.00

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 Lines						
Tax ID	Rate Code	Collection Type	Manual	Percent	Fixed Tax	Taxable...
City Tax	City Tax Rate	Invoicing	<input type="checkbox"/>	2.00000	0.00	1,184.45
County Sale Tax	County Sales Tax 2...	Invoicing	<input type="checkbox"/>	1.25500	0.00	1,184.45
State Sales Tax	State Sales Tax Rat...	Invoicing	<input type="checkbox"/>	0.00000	0.00	1,184.45
EU SUPP...	RATE	Invoicing	<input checked="" type="checkbox"/>	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.

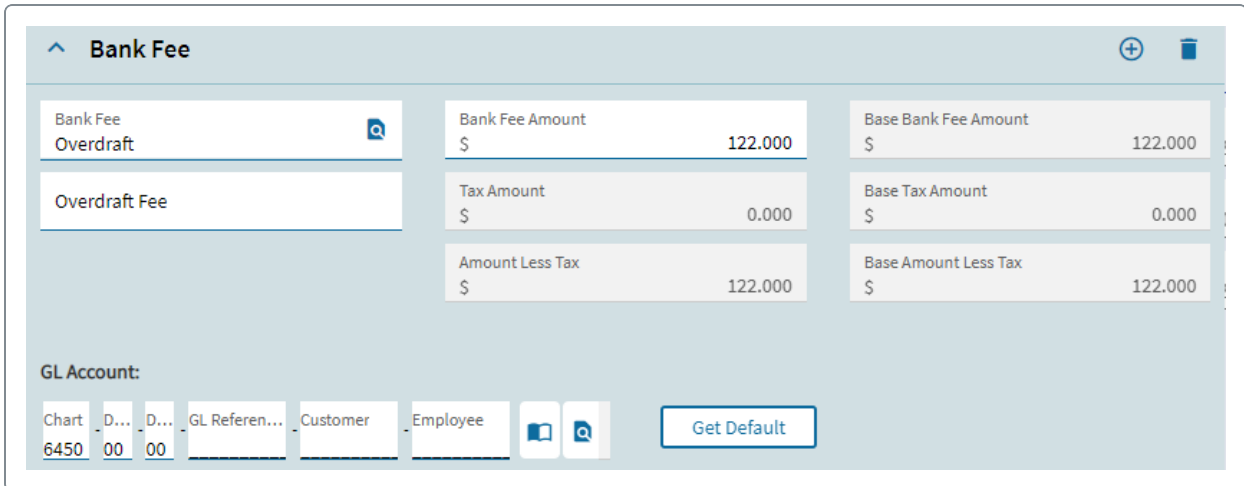


If you're entering an Electronic File Transfer (EFT) payment, select the bank account with the payment method.



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.



The screenshot shows the 'Bank Fee' form. At the top, there's a header 'Bank Fee' with a plus icon and a trash icon. Below this, there's a search bar with 'Bank Fee' and 'Overdraft' entered. To the right of the search bar, there are three input fields: 'Bank Fee Amount' with a value of '\$ 122.000', 'Base Bank Fee Amount' with a value of '\$ 122.000', 'Tax Amount' with a value of '\$ 0.000', 'Base Tax Amount' with a value of '\$ 0.000', 'Amount Less Tax' with a value of '\$ 122.000', and 'Base Amount Less Tax' with a value of '\$ 122.000'. Below these fields, there's a section for 'GL Account' with a 'Get Default' button. The 'GL Account' section includes a 'Chart' field with the value '6450', a 'D...' field with the value '00', a 'D...' field with the value '00', a 'GL Referen...' field, a 'Customer' field, and an 'Employee' field. There are also icons for a book and a magnifying glass.

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.




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

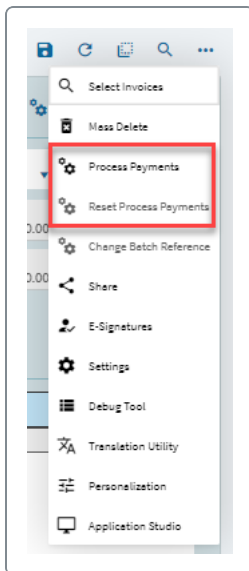
in the 'Supplier Maintenance' app. However, you can change the defaults to one of the following options:

- **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

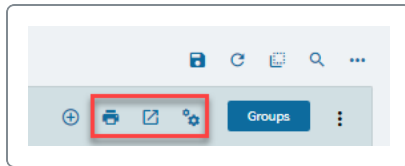
After your payment is ready, use the Overflow menu  to:

- [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



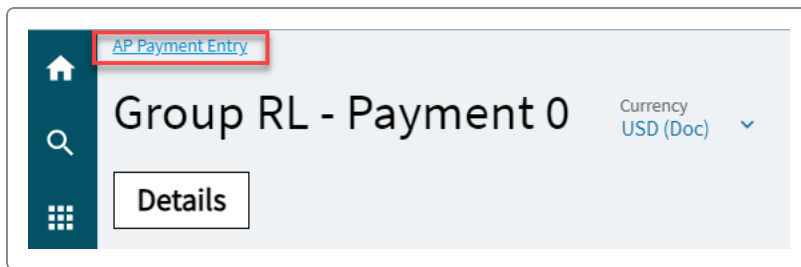
Locking Group

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.

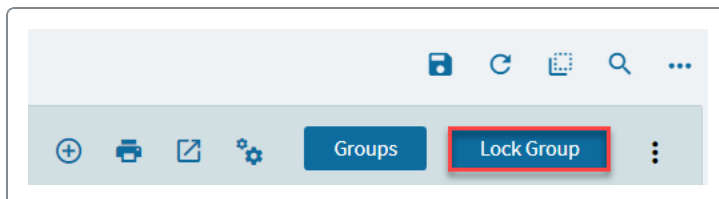
To lock a group:

1. If you create a new group and define payment details, click the **AP Payment Entry** link.

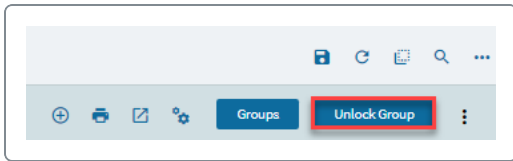
The **Group** card displays.



2. Next, select the **Lock Group** button.




The button changes to 'Unlock Group'.



3. Select **Save**. 

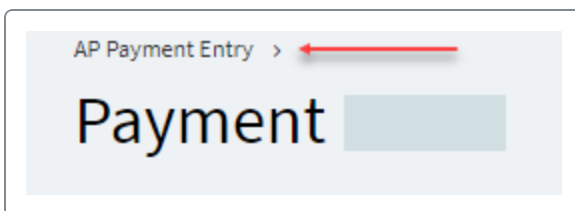
Selecting Invoices for an AP Payment Group


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.



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:



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:



Invoice Payment Selection



Invoice Payment Selection

☐

Select...

Name

Bank/Remit To ID

<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="text"/>	<input type="text"/>

Full Screen

OK

Filters

Cancel

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**.

Selection

Due Date
2/17/2021

☐ Consider Discount Dates

Discount Horizon
2/17/2021

☐ Exclude Invoices with Zero Discount

☐ Include Invoices without Payment Method

☐ Include Invoices with Letter of Credit

☒ Include future due Debit Memos

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.

^
Filters

2 Payment Methods Selected

All Supplier Groups Selected

1 Invoice Currency Selected

All Suppliers Selected

AP Physical Check
X

AP Check Payment
X

USD
X

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.



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.

- 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.
- 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.

<input type="checkbox"/>	S...	Name	Bank/Remit T...	Bank/...	Invoice	De...	P...	Due Date	Amou...	Gross ...	Disc. T...	Net Pa...
<input type="checkbox"/>	<input checked="" type="checkbox"/>					<input type="checkbox"/>	<input type="checkbox"/>		121.00	121.00	5.00	116.00

- 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.



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**. 

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.



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.

Payment N...	Name	Manual	Date	Payment Document Type	Payment T...
0	A-Z Metals	<input type="checkbox"/>	01/26/2023		0.00

2. Scroll down to locate the **Miscellaneous Payments** card and expand it.
3. On the card, select **New Miscellaneous Payment**.

Invoice	Pre-Payment	Gross Amount	Tax Amount	Expense Amount	Description	Contract/Reference	Ref PO
	<input type="checkbox"/>	0.00	0.00	0.00			0

- Enter the payment amount in the **Gross Amount** field and, if necessary, add the description of the misc payment/prepayment in the **Description** field.

Invoice	Pre-Payment	Gross Amount	Tax Amount	Expense Amount	Description	Contract/Reference	Ref PO
ABE-2021-2-001	<input checked="" type="checkbox"/>	1,223.00	0.00	1,223.00	Feb Prepayment		
	<input type="checkbox"/>	576.00	0.00	576.00	Gas		

- 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.

- Select **Save**. 



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

- To add a tax to the misc payment/prepayment, select the **Tax** node in the Nav tree.

The **Tax** card displays.

Search Fields 🔍

Details

▶

Miscellaneous Payments / Miscellaneous Paym...

Miscellaneous Payment Detail

Tax

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.



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	<input type="checkbox"/>	2.00000	0.00	1,184.45
County Sale Tax	County Sales Tax 2...	Invoicing	<input type="checkbox"/>	1.25500	0.00	1,184.45
State Sales Tax	State Sales Tax Rat...	Invoicing	<input type="checkbox"/>	0.00000	0.00	1,184.45
EU SUPP... ▼	RATE ▼	Invoicing	<input checked="" type="checkbox"/>	17.50000	0.00	0.00

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.

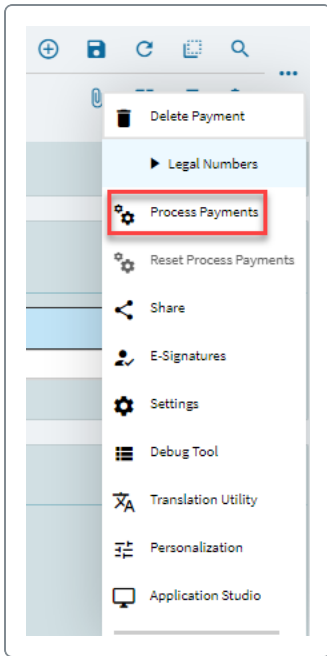


You can't change check records after they are printed. If there is an error, you need to delete the check.

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.



If you made a mistake or the information is populated incorrectly, you can reset the payment processing.

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.



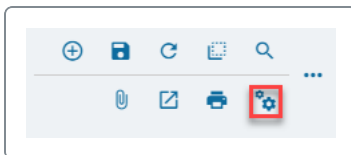
Kinetic pulls the GL Account numbers used for the payment transactions from your 'AP Account' and 'Bank Account' files. If you entered a manual check payment and selected a different GL account distribution, the post process will record the transaction within the account you manually selected.

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**.





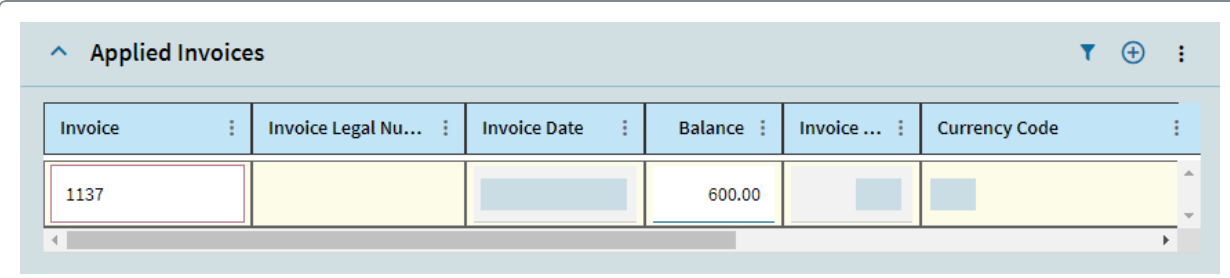
Applying Debit Memos/Prepayments

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.



Invoice	Invoice Legal Nu...	Invoice Date	Balance	Invoice ...	Currency Code
1137			600.00		

8. Specify other details as required.
9. Select **Save**. 
10. Select **Apply Debit Memo/Prepayment**.

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.

^ Detail

Payment Number...
10162

Supplier ID...
ADELPHI

Adelphi Aircraft~8601 Adelphi
Road~College Park MN 20740~USA~~~~

Apply Date
9/24/2020

Document Type

Void Legal Number

Legal Number

Check Date
1/29/2010

Amount
\$ 4,000.00

Supplier Amount
\$ 4,000.00

Entry Person
MANAGER

Not Posted

Bank Account ID
100

Description
Main Checking Account

Cancellation of the payment

AP Void Payment Entry

- 7. Select **Save**. 

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**. 

Reports

This section describes some key reports you use to view information about Accounts Payable. You can run these reports whenever needed.

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 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 this report 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 this report 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 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 Payment Proposal Report

Generate the **Payment Proposal Report** to view all AP invoices that need to be paid up to a selected **Due Date** or display all AP invoices with discounts available that are not yet due.

The report displays invoice amounts in the company's base currency. One line prints for each invoice due on or before the selected **Due Date**. The current total due on the invoice displays on this line. If the invoice is not in the base currency, an extra line displays below the invoice line, to display the amount in the invoice currency. The report is sorted by the **Due Date** value on each AP invoice.

At the end of the report, the **Report Totals** section displays the total payment amount for each currency, followed by the total payment amount of all invoices, displayed in the company's base currency.

Each total provides the following information:

- Gross Payment
- Discount
- Net Payment
- Number of Payments

You can also use the report to display invoices with discounts available and display the value of discounts based on the proposed payment date.

The **Selection** parameters include:

- **Due Date** - Select the due date of payment proposals that you want to display on the report. The report will include any unpaid invoices due on or before this date .
- **Consider Discount Dates** - Select this check box if you want the report to calculate the discounts on all the invoices selected for this report. If an invoice falls within the discount period defined for the payment terms on an invoice, the amount to pay on this invoice is reduced to reflect the discount available for prompt payment.
If this check box is selected, **Discount Payment Date** displays in the report heading.
- **Payment Date** - If you select the **Consider Discount Dates** check box , you should also enter a date that determines the value of the discount. For all discounts where the discount settlement date is before or on the payment date, the full value of the discount displays in the report.
- **Exclude Invoices With Zero Discount** - Select this check box to exclude invoices with zero discount amounts or with an AP invoice Discount Date earlier than the **Payment Date** from displaying on the report.
- **Discount Horizon** - If you selected the **Consider Discount Dates** check box, use this field to determine the discount horizon date. The report displays all invoices where the settlement discount due date is prior to or on the selected discount horizon date.



The default discount horizon date is based on the entered Due Date. If the report is selected based on the discount horizon date, the discount date displays in the Due Date column and an asterisk (*) prints next to the Due Date. When the discount settlement date is before or on the selected payment date, the full value of the discount displays in the report.


- **Group by Payment Currency** - Select this check box to group items on the report by their payment currency.
- **Include Invoices On Hold** - Select this check box if you want to include invoices placed on payment hold in the report.
- **Consider Debit Memos** - Select this check box to activate the Filter option where you can select the debit memos you want to display in the report. If you keep this check box cleared, the report will include all the debit memos without validating the due and discount dates.
- **Filter** - Use these fields to select the Site, Currency, Payment Method, Supplier Group, and Supplier records for which you want to print the Payment Proposal Report.
- **Output Format** - Select the format for report output.
- **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 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 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 > Cash Management > Reports > Payment Proposal Report**.
2. Select the report parameters.
3. Scroll down and expand the **Filter** card.

You can filter by sites, currencies, payment methods, supplier groups, and suppliers.

4. Use  to select the filter option you need.
5. Select **Print Preview**. 

6. Review the report.
7. If you are happy with your report, select Print. 

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 Use Tax Report

Run the **Use Tax Report** to compare and review data processed by the Avalara® Tax Connect or Tax Integration with Sovos.



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**. 

Setting Up a VAT Tax Report

Set up reports and electronic files for value-added taxes (VAT) and other taxes in **VAT Tax Report**.

VAT is a tax you need to calculate for transactions within the European Union and some other countries. A VAT report automatically displays all the VAT amounts collected during a fiscal period that you select for specified customers, suppliers, tax liability codes, tax type codes, report category codes, and tax jurisdiction codes.


The application updates VAT report tables with transactions created through invoice and bank movement processes. Because of this, you need to review the report output and then make the required adjustments. You can also use this as an opportunity to correct timing issues. Besides, this can help you trace transactions that the invoice and bank movement routines do not track - like partially irrecoverable expense payments or self supplied material quantities.

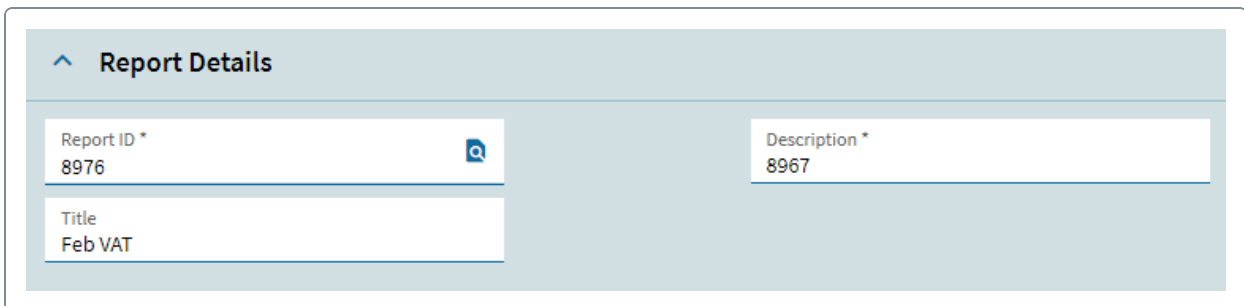
The first VAT report you run includes sales tax information from all previous periods for the current year. This ensures that you report all invoices to tax authorities.

You can set up value added taxes by first creating the tax rates in **Tax Type Maintenance**. You then link these sales taxes together using a tax liability record on the **Tax Type** card in **Tax Liability Maintenance**. You can also indicate that this tax liability code is part of the European Union by selecting the **Inside EU** check box.

You can also specify which date the system will use as the default tax transaction date when creating the VAT report - **Invoice Date** or **Tax Point Date**.



In this article, we will cover creating a VAT report.

1. From the main menu, go to **Financial Management > Accounts Payable > Reports > VAT Tax**.
2. Select **New**  to create a new VAT report.
3. In the **Report Details** card, enter the report identifier and its description. The system prints the description on the report form.
4. In the **Title** field, enter the report's title. The system prints the title at the top of the VAT report.



The screenshot shows a web form titled "Report Details" with a collapse icon (upward arrow) to the left. The form contains three input fields:

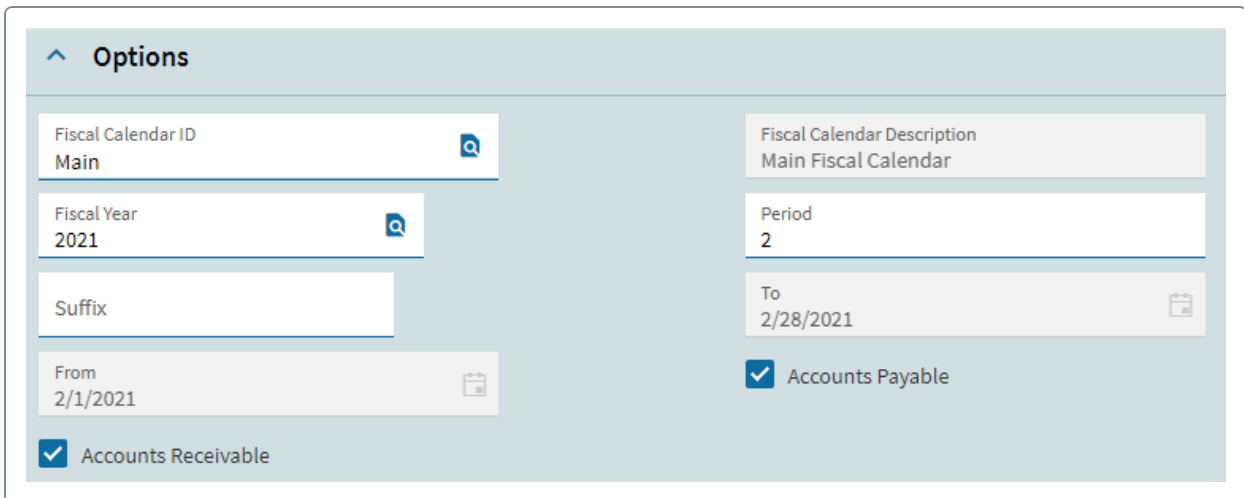
- Report ID ***: A text field containing the value "8976" and a magnifying glass icon on the right.
- Description ***: A text field containing the value "8967".
- Title**: A text field containing the value "Feb VAT".

5. In the **Options** card, you specify the VAT report options. In the **Fiscal Calendar ID** field, search  for an existing fiscal calendar that applies to the VAT report. Once you select the calendar, the field on the right shows its description.
6. In the **Fiscal Year**, **Suffix**, and **Period** fields, select/enter the period for the VAT report. The **From** and **To** fields fill in with the first and last dates of the selected fiscal period and the system disables the fields. If you want to manually set the **From** and **To** dates, don't select a fiscal year and enter the dates directly or use the **Calendar**  icon.



The report uses the **To** date to determine what invoices will be included in the VAT calculations. The tax lines must have **Invoice Dates** that are less than or equal to the **To** date. The tax lines must also have **Invoice Dates** that fall after the **To** date on the previous report.

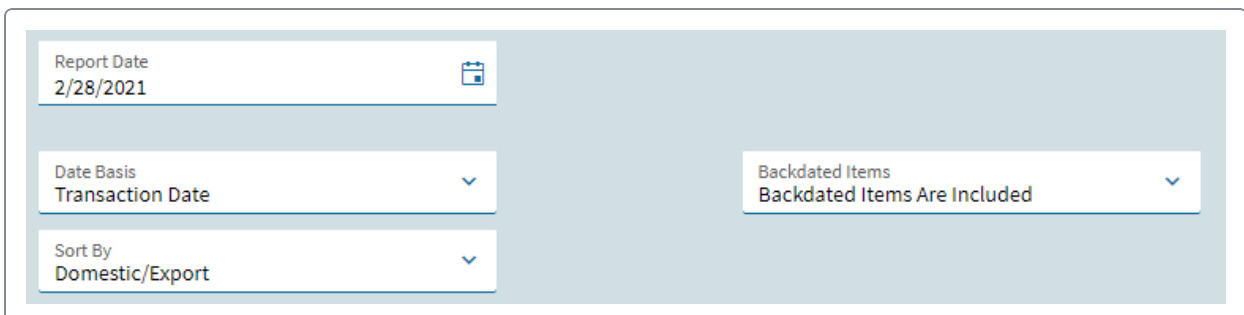
7. Select the **Accounts Payable** and/or **Accounts Receivable** check boxes to include the transactions from the corresponding module in the report.



The screenshot shows the 'Options' card with the following fields and values:


Field	Value
Fiscal Calendar ID	Main
Fiscal Calendar Description	Main Fiscal Calendar
Fiscal Year	2021
Period	2
Suffix	
From	2/1/2021
To	2/28/2021
Accounts Payable	<input checked="" type="checkbox"/>
Accounts Receivable	<input checked="" type="checkbox"/>

8. In the **Report Date** field, enter the date when you create the report. It must be on or later than the **To** date.



The screenshot shows the 'Report Date' field and other options:


Field	Value
Report Date	2/28/2021
Date Basis	Transaction Date
Sort By	Domestic/Export
Backdated Items	Backdated Items Are Included

9. From the **Date Basis** drop-down, select a date basis for how the system selects tax records for the report.
 - **Apply Date** - By the Document Apply Date;
 - **Tax Date** - By the Tax Date that is equal to the Tax Point Date. For some tax details like GL transactions or payments, Tax Point may be empty.
 - **Transaction Date** (default) - By the tax transaction date.
10. From the **Backdated Items** drop-down, select if/how you would like to display backdated items on the report.
 - **Backdated Items Are Included** - Include backdated tax transactions on the report.
 - **Backdated Items Are Excluded** - Exclude backdated tax transactions from the report.
 - **Only Backdated Items Are Included** - Include only backdated tax transactions on the report.
11. From the **Sort By** drop-down, select how you would like to organize the report.
12. If necessary, on the **Filters** card, select a specific range of records to display on your report.
13. Select **Save**  .


After you're done with setting up the VAT tax report, you can:

- Generate Tax Box Summary
- Print Edit List
- Print Form
- Print Tax Box Report
- Post Report
- Export the VAT Report
- Generate the VAT Tax Journal Report



Generating the VAT Tax Report Form

In VAT Tax Report, there are two ways to print out VAT tax reports. You can print the report in the final VAT form or as an edit list. The [Print Edit List](#) option lets you print out the current tax report in an edit list format so you can use it to review the details for tax amounts the report calculated. The **Print Form** option prints the final VAT report form. Both options are available in the report's Overflow menu . Also, if necessary, you can print out various other tax reports specific to various countries.

In this article, we will cover printing the current VAT report form:

1. In **VAT Tax**, from the Overflow menu , select **Print Form**.
2. Specify the tax form parameters.
 - **Target Currency** - Specify the target currency for the tax form.
 - **Output Format** - Select the format for report output.
 - **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 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 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.

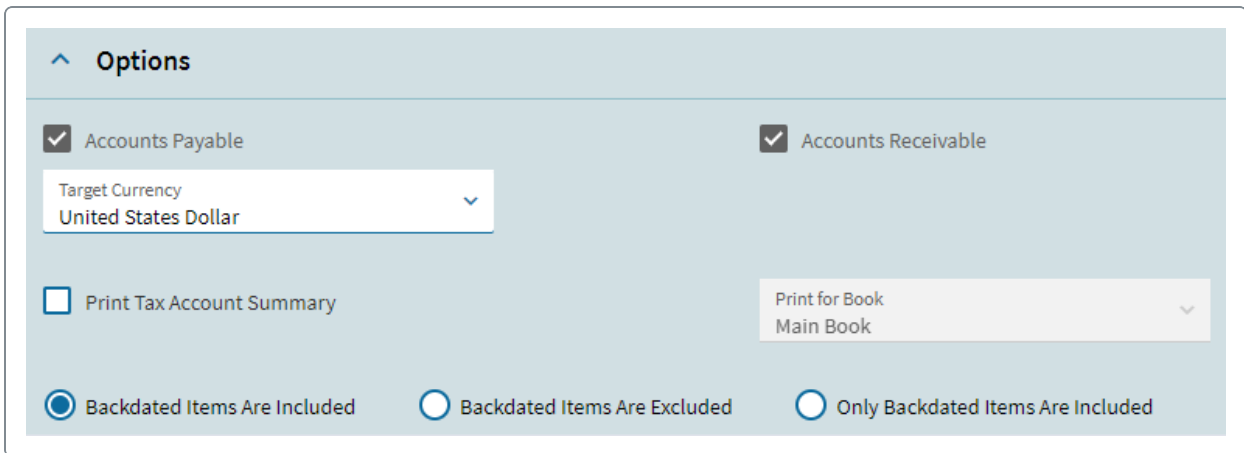
- **User Description** - Describes a specific report run. The entered description displays in the System Monitor.
3. Select **Print Preview**  or **Client Printer**. 

Printing the VAT Tax Report Edit List

In VAT Tax Report, use the **Print Edit List** option of the Overflow menu^{...} to print out the current tax report in the **Edit List** format. Use the Edit List to review the tax amounts the system calculates through the report.

In this article, we will cover printing the VAT Tax Report edit list.

1. In **VAT Tax**, from the Overflow menu^{...}, select **Print Edit List**.
2. Select the target currency the system will use to generate the converted amount. The conversion rule converts the amount from the source currency into an equivalent amount for the target currency.
3. If you want to include the tax account summary in the edit list, select the **Print Tax Account Summary** check box.



The screenshot shows the 'Options' panel for the VAT Tax Report. It includes several settings: 'Accounts Payable' and 'Accounts Receivable' are both checked. The 'Target Currency' is set to 'United States Dollar'. The 'Print Tax Account Summary' checkbox is unchecked. The 'Print for Book' dropdown is set to 'Main Book'. At the bottom, there are three radio buttons for backdated items: 'Backdated Items Are Included' (selected), 'Backdated Items Are Excluded', and 'Only Backdated Items Are Included'.

4. Select if/how you would like to display backdated items on the report using the respective radio buttons:
 - **Backdated Items Are Included**
 - **Backdated Items Are Excluded**
 - **Only Backdated Items Are Included**
5. Expand the **Filter** card to review and/or add filters for this report run.
6. Specify the report parameters on the **Advanced** card.
 - **Sort By** - How you want to organize the report. The list items represent the sorting hierarchy options.
 - **Output Format** - Format of the report output.
 - **Report Style** - 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.

7. Select **Print Preview**  or **Client Printer**. 



Posting a VAT Tax Report

In VAT Tax Report, use the **Post Report** option of the Overflow menu  to post the VAT tax report. The system closes the report after you post it and you can no longer update it. You can however view and print the report.




Verify that all the transactions on the report are correct before you post it.


In this article, we will cover posting a VAT tax report.

1. In **VAT Tax**, from the Overflow menu , select **Post Report**.
2. Change the report date, if necessary.
3. On the **Advanced** card, specify when to run the posting process.
4. Select **Process**. 

Exporting VAT Reports

In VAT Tax Report, export VAT reports using the **Electronic Report Maintenance** option of the Overflow menu . This process uses electronic interface you specify in Electronic Interface Maintenance to format tax box or tax detail reports.

In this article, we will cover exporting a VAT tax report.

1. From the report's **Overflow** menu , select **Electronic Report Maintenance**.
2. From the **Electronic Interface** drop-down, select the interface that formats the file. The exported files use the formatting you specify in Electronic Interface Maintenance.
3. Select **Export File** to browse for the file that will store the exported information. You can also enter the file path and name directly in the field. If you select an existing file, this export overwrites the old details.
4. Select if/how you would like to display backdated items on the report using the respective radio buttons:
 - **Backdated Items Are Included** - Specifies that non-posted tax transactions with a tax transaction date up to the To Date are included in the report when this radio button is selected.
 - **Backdated Items Are Excluded** - Indicates that only tax transactions with a tax transaction date in the selected period are included in the report when this radio button is selected.
 - **Only Backdated Items Are Included** - Specifies that non-posted tax transactions with transaction dates earlier than the From date are included in the report when this radio button is selected.

Electronic Interface

Electronic Interface

Export File


Interface Properties

Name	List	Date	Logical	Decimal	String
No records available.					


☒ Backdated Items Are Included

☐ Backdated Items Are Excluded


☐ Only Backdated Items Are Included

5. Select **Generate Export File** . You can review the exported file in the directory you specified in the step 3.

Generating the VAT Tax Journal Report

In VAT Tax Report, use the **VAT Tax Report Journal** option of the Overflow menu  to display and print tax amounts analyzed by VAT codes and Chart of Accounts. This report supplements the standard VAT tax report, you can use it to audit the accuracy of the standard VAT report. It is specific to countries that require additional tax reporting. You can also filter VAT tax journal information using various criteria including supplier, supplier group, GL control and GL accounts.

In this article, we will cover generating the VAT Tax Journal report.

1. In **VAT Tax**, from the Overflow menu , select **VAT Tax Report Journal**.
2. If you want the report to display the totals for each VAT code and chart of account, select the **Summary Only** check box.
3. If necessary, on the **Filters** card, select a specific range of records to display on your report.
4. Specify the report parameters on the **Advanced** card.

- **Sort By** - How you want to organize the report. The list items represent the sorting hierarchy options.
- **Output Format** - Format of the report output.
- **Report Style** - 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.

5. Select **Print Preview**  or **Client Printer**. 

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.



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 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 Tax Reconciliation Report

Run the **Tax Reconciliation Report** to verify and match the amounts in your tax reports against the source documents and general ledger (GL) postings. This includes any tax movements from AR and AP transactions, taxable bank adjustments and fees, and GL journals with tax entries.


You can verify the following transactions:

- AP or AR invoices taxes
- Apply debit memo taxes
- Apply credit memo taxes
- AP logged invoice taxes
- AP or AR invoice taxable adjustments
- Multi GL journal tax transactions
- Single GL journal tax transactions
- AP Payment taxes
- Cash Receipt taxes
- AP or AR Payment Instrument taxes
- Bank Fee taxes

The **Selection** parameters include:

- **Book** - The unique book identifier the report will be based on.
- **Fiscal Year** - The fiscal year suffix for the report, if one exists, to differentiate the year.
- **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.
- **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 Receivable > Reports > Tax Reconciliation**.
2. Define the **Report Options**.
3. Select the **Report Style** for the report run.
4. If you want to generate the report immediately, verify the **Schedule** field displays the **Now** option.
5. 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.
6. Enter text in the **User Description** field.
7. Select the **Recurring** check box if needed.
8. 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 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**. 

Generating the Deferred Expense Reconciliation Report

Generate the **Deferred Expense Reconciliation Report** to review and print out discrepancies between **Deferred Expenses** that should be posted at a specified date and the **Actual Date** when the expense is recognized. The report is based on full General Ledger (GL) accounts.

The report retrieves the following data:

- Transactions found and matched in the GL and sub-ledgers (AP and GL), with or without the difference in Deferred Expense accounts.
- Transactions marked as posted in sub-ledgers, but not found in GL.
- Transactions that are posted to Deferred Expense accounts in GL, but not found in sub-ledgers.

The report columns display Legal Number, Date, Sub-Ledger (with opening balance, movement, and closing balance), General Ledger, and Variance. Reversed journal lines are marked with **R** (reversed) and reversal journal lines are marked with **S** (reversal).

The **Selection** parameters include:

- **Book** - The Book record used in the report.
- **Start Date** - The report's start date. The start date of the current fiscal period displays by default.
- **End Date** - The report's end date. The end date of the current fiscal period displays by default.
- **Report Mode** - Select the mode used in the report. You can select **Details with errors**, **Full details**, and **Totals**.
- **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 > General Ledger > Reports > Deferred Expense Reconciliation**.
2. Select the report parameters.
3. Select **Print Preview**. 