



# ACCOUNTS PAYABLE

## AP QUERY

**WELCOME TO**



**ACCOUNTS PAYABLE MODULE**  
**NAYSA Financials V10**

## **Viewing of Vendor Ledger of posted transactions**



Only authorized process owner can view posted transactions.



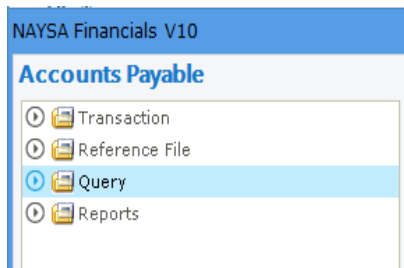
1. Once transactions have been posted, editing of details is disabled.
2. Viewing of posted transactions is available.
3. Posting of transaction also updates the Vendor Ledger in a per invoice details. The following reports are updated:
  - Details of each transaction can be generated in AP Aging Detailed
  - Summary of AP Aging per Vendor



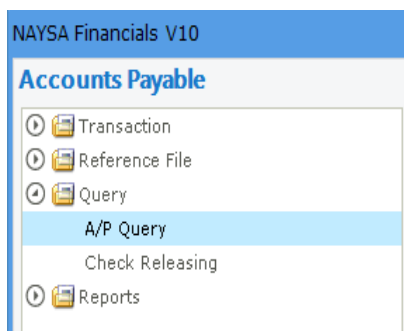
Now, let's us view the Vendor Ledger of posted Accounts Payable Voucher transaction.

By navigating from menu, select **Accounts Payable>Query**

1. Click Accounts Payable to view the menu below.



2. Select Query and view submenu.



3. Select AP Query to view Vendor Ledger. A screen below is displayed.

**A/P Query**

Filter

Branch: HEAD OFFICE Find Reset Print

Payee Name: ASIA INSURANCE PHILIPPINES CORPORATION

Starting Cut-Off: Ending Cut-Off: View Document





Total Debit: 0.00 Total Credit: 3,437.50 Ending Balance: 3,437.50

BC	Cut Off	DT	Doc No	Doc Date	SI No	SI Date	Particular	Debit	Credit	Balance
Con...	Conta...	Cont...	Contains:	Equals:	Contains:	Equals:	Contains:	Equals:	Equals:	Equals:
HO		APV	00000003		343434			0.00	2,455.36	2,455.36
HO		APV	00000001		67676			0.00	982.14	982.14

Payee Code	Payee Name	A/P Acct	Account Name	Curr	Rate	PO No	RR No	VAT Code	VAT Amt	EWT Code	EWT Amt	User ID	Date Stamp	Time Stamp
Contains:	Contains:	Contains:	Contains:	Con...	Equ...	Con...	Co...	Conta...	Equals:	Contai...	Equals:	Contai...	Equals:	Contains:
SU000002		20001	ACCOUNTS PAYABLE	PHP	1.00			PS	267.86	SU	44.64			
SU000002		20001	ACCOUNTS PAYABLE	PHP	1.00			PS	107.14	SU	17.86			

4. NAYSA displays the default Branch setup in the Company ID.

Branch HEAD OFFICE 

5. To select a valid Branch, view a valid Branch. By clicking the  button, a drop list is displayed for selection. Select the correct information and proceed with the filtering of information of posted transactions. This information must not be blank to be able to do Vendor Ledger Analysis.
6. To select a valid Payee, view a valid Payee. By clicking the  button, a drop list is displayed for selection. Select the correct information and proceed with the filtering of information of posted transactions. This information must not be blank to be able to do Vendor Ledger Analysis.
7. To select a valid Starting Cut Off, view a valid Cut Off. By clicking the  button, a drop list is displayed for selection. Select the correct information and proceed with the filtering of information of posted transactions. This information must not be blank to be able to do Vendor Ledger Analysis.
8. To select a valid Ending Cut Off, view a valid Cut Off. By clicking the  button, a drop list is displayed for selection. Select the correct information and proceed with the filtering of information of posted transactions. This information must not be blank to be able to do Vendor Ledger Analysis.
9. Click the Find button. NAYSA displays all posted transactions based on the filtered information setup
10. Click the Reset button to create a new filtering option to view posted transactions.
11. Click the Print button to print the details of filtered transactions.
12. NAYSA provides a facility to view the actual document of selected transaction. Click a transaction to select and click the View Document button.
13. The following GL Account Summary Total can be viewed in the **AP Query>AP Inquiry Tab**
- Total Debit
  - Total Credit
  - Ending Balance

14. The following information can be viewed in the **AP Query>AP Inquiry Tab**

- |                   |                      |
|-------------------|----------------------|
| - Branch          | - AP GL Account Code |
| - Cut Off         | - AP GL Account Name |
| - Document Type   | - Currency           |
| - Document Number | - Currency Rate      |
| - Document Date   | - PO Number          |
| - SI Number       | - RR Number          |
| - SI Date         | - VAT Code           |
| - Particular      | - VAT Amount         |
| - Debit           | - EWT Code           |
| - Credit          | - EWT Amount         |
| - Balance         | - User ID            |
| - Payee Code      | - Date Stamp         |
| - Payee Name      | - Time Stamp         |

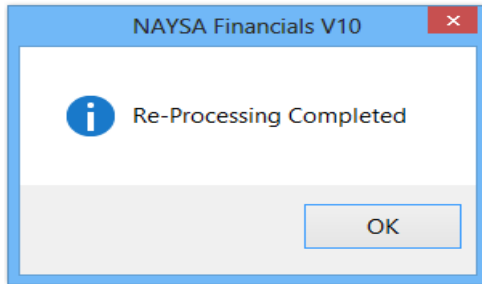
15. The screen below is displayed upon clicking **AP Aging Summary Tab**

Payee Code	Payee Name	Amt Due	Current Amt	1-30 Days	31-60 Days	61-90 Days	91-120 Days	Over 120 Days
SU000002	ASIA INSURANCE PHILIPPINES CORPORATION	3,437.50	3,437.50	0.00	0.00	0.00	0.00	0.00
SU000003	B2BE COM PHILIPPINES INC	3,468.75	3,468.75	0.00	0.00	0.00	0.00	0.00

6,906.25	6,906.25	0.00	0.00	0.00	0.00	0.00
Amt Due	Current	30 Days	60 Days	90 Days	120 Days	Over 120 Days

16. Click the **Re-process AP Aging** button to re process AP Aging details. Upon re processing, a message below is displayed:



17. Click the **OK** button to confirm and view the updated AP Aging Summary.

18. Click the **Reset** button to reset the display of information.

19. Click the **Print** button to print the AP Aging Summary.

20. Click the **View Aging Detailed** button to view the AP Aging Detailed or the **AP Aging Detailed Tab** as shown below:

The screenshot shows a window titled 'A/P Query'. On the left is a vertical sidebar with buttons: 'A/P Inquiry', 'A/P Aging Summary', and 'A/P Aging Detailed'. The main area contains two tables. The top table is a summary for payee 'SU000003 B2BE COM PHILIPPINES INC'. The bottom table shows detailed invoice information for SI No 4545454.

Payee Code	Payee Name	Amt Due	Current Amt	1-30 Days	31-60 Days	61-90 Days	91-120 Days	Over 120 Days
SU000003	B2BE COM PHILIPPINES INC	3,468.75	3,468.75	0.00	0.00	0.00	0.00	0.00

SI No	SI Date	Pay Term	Due Date	Age in Days	Amt Due	Current Amt	1-30 Days	31-60 Days	61-90 Days	91-120 Days	Over120 Days	A/P Acct	
4545454	04/16/2018	30D	05/16/2018	0	3,468.75	3,468.75	0.00	0.00	0.00	0.00	0.00	20001	ACCOUNTS PA

As you highlight a Payee in the upper screen the details of open invoices are displayed.