



ACCOUNTS RECEIVABLE

BILLING INVOICE



WELCOME TO



ACCOUNTS RECEIVABLE MODULE
NAYSA Financials V10

ACCOUNTS RECEIVABLE : Billing Invoice**Preparation of Billing Invoice transaction**

Only authorized process owner can access this module to prepare Billing Invoice to record billing for services already rendered or to be rendered to customer, its applied VAT Output in a per Customer's transaction.



1. You cannot proceed with the saving of transaction if required data in the transaction is not provided.
2. You cannot save an unbalanced Debit and Credit amounts.



1. Have you created the Cycle Period or Cut-off period to be used as reference in the transaction based on the Transaction Date?
2. Have you created the Customer in the transaction and details were correctly setup in the Customer Master Data?
3. Have you created the Currency details to be used in the transaction and details were correctly setup in the Currency Codes reference files?
4. Have you setup the default currency in the Company ID to be used in the transaction?
5. Have you created the Billing Terms to be applied to Customer's billing?
6. Have you created the Billing Code to be billed to Customer?
7. Have you created the GL Account to be used in the transaction and details were correctly setup in the Chart of Accounts File?
8. Have you created the Responsibility Center to be used in the transaction as correct entry of RC Required-GL Account?
9. Have you created the Subsidiary Ledger crossed matched to the SL Required-GL Account to be used in the transaction?
10. Have you created the valid VAT details to be used in the transaction?

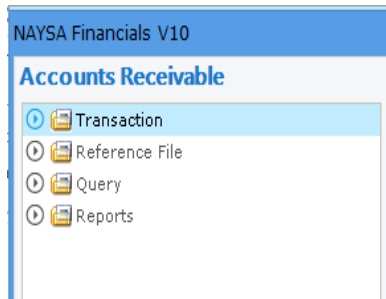


How to navigate NAYSA?

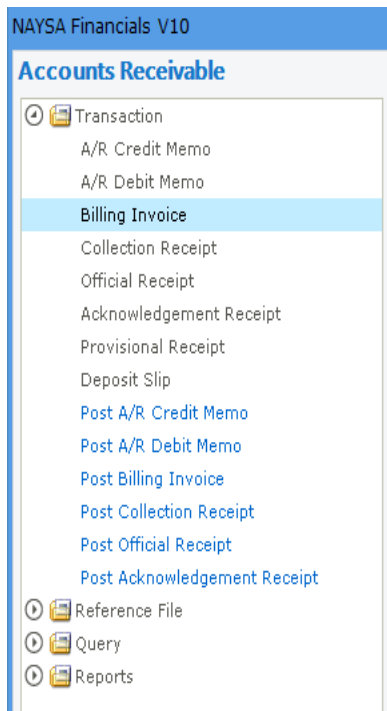
Let's start by creating a Billing Invoice transaction.

By navigating from menu, select **Accounts Receivable>Transaction**

1. Click Accounts Receivable to view the menu below.




2. Select Transaction to view Billing Invoice Transaction submenu.




ACCOUNTS RECEIVABLE : Billing Invoice


3. Select Billing Invoice to start encoding the transaction. A screen below is displayed.


4. NAYSA defaults the Branch Name pre-defined in the Company Identification File. This field cannot be edited.
5. The BI Number is system generated upon saving the transaction. NAYSA assigns the next CSI Number in the series. Editing of system generated CSI Number is disabled.
6. The default BI Date is the server date. NAYSA automatically assigns the accounting period setup of the transaction, based on the transaction date. This is a pre-defined information of a FROM and TO date range of a specific Cut-off Period in the Cycle Period reference file.
7. View a valid Customer. By clicking the  button to select valid Customer Code, a drop list is displayed for selection. Select the correct information and proceed with the encoding of transaction. Saving is not allowed if this field is blank.




Code	Customer Name	TIN	Address
Contains:	Contains:	Contains:	Contains:
CASH	CASH	CASH	
CC000001	ISLAND CITYMALL BOHOL - PY	000-254	DAO DAMPAS TAGBILARAN CITY BOHOL TAGBILARAN CITY UPPER G/F ISLAND CITYMA
CC000002	ZALORA - P	008-183	50 JUPITER ST BELAIR VILLAGE MAKATI CITY 50 JUPITER ST BELAIR VILLAGE MAKATI CITY
CC000003	BOHOL QUALITY - PY	000-254	CPG AVE POB 2 2ND DISTRICT TAGBILARAN CITY TAGBILARAN CITY
CC000004	CITIMART CALAPAN - P	004-972	JP RIZAL ST CALAPAN CITY ORIENTAL MINDORO G/F FILCON BLDG LEUTERIO ST SVC C


ACCOUNTS RECEIVABLE : Billing Invoice

8. The system provides a powerful engine to search and filter a record in any of the fields in the screen. By typing each character in any part of the selected field, NAYSA filters the record.
9. Double click to select a Customer.
10. NAYSA displays the Customer Name upon selection of a Customer Code.
11. NAYSA defaults Philippine Peso as BI's Currency. By clicking the  button, a drop list is displayed for selection. Select the correct information and proceed with the encoding of transaction. Saving is not allowed if this field is blank.


Field Name	Field Value
Currency	Philippine Peso 
Cur. Rate	U.S. DOLLAR
Bill Terms	JAPANESE YEN
	Philippine Peso

12. NAYSA automatically displays the Currency Rate upon selection of Currency Code. If Currency Code is Philippine Peso, default value is 1. NAYSA automatically displays the pre-defined Daily Forex rate based on BI Date. Editing of default Currency Rate is allowed.
13. View a valid Billing Terms. By clicking the  button, a drop list is displayed for selection. Select the correct information and proceed with the encoding of transaction. Saving is not allowed if this field is blank.

Field Name	Field Value
Currency	Philippine Peso 
Cur. Rate	1.000000
Bill Terms	30D 
	120
	15 DAYS
	30 DAYS
	30D
Unit Price	VAT 45D 

14. The Remarks field can cater a long explanation of the transaction. If the explanation is long the scroll bar will be enabled to allow continuous encoding of details.
15. The  button is enabled. NAYSA allows creation of billing per billing code.
16. The LN or Line Number is automatically assigned and it cannot be edited.

ACCOUNTS RECEIVABLE : Billing Invoice

17. View a valid Billing. By clicking the  button, a drop list is displayed for selection. Select the correct information and proceed with the encoding of transaction. Saving is not allowed if this field is blank.

LN	Bill Code	Description	Quantity	Unit	Unit Price	VAT	VAT Desc	VAT Amt	Amount
001			1.00		0.00				0.00

Billing Codes Table								
Bill Code	Description	Unit	Sales Acct	AR Acct	VAT Acct			
Contains: ▼	Contains: ▼	Contai... ▼	Contains: ▼	Contains: ▼	Contains: ▼			
▶ BC001	RENTAL	UNIT	40002	11005	20036			
BC002	WATER	UNIT	40000	10030	20012			
BC003	ELECTRICITY	UNIT	40000	10030	20012			
BC004	OTHERS	UNIT	40000	10030	20012			


Double click to select the correct information and proceed with the encoding of transaction. Saving is not allowed if this field is blank.


18. The Billing Description and Unit of Measure are also displayed automatically. Editing of these fields is disabled.
19. NAYSA displays 1 as default Quantity. Editing of default quantity is enabled to allow editing, if necessary.
20. Encode the Unit Price.
21. The VAT Amount and Amount are automatically computed by multiplying the Quantity by the Unit Price. These fields cannot be edited.

LN	Bill Code	Description	Quantity	Unit	Unit Price	VAT	VAT Desc	VAT Amt	Amount	Specification	VAT Rate	Sales Acct	AR Acct	VAT Acct
001	BC001	RENTAL	1.00	UNIT	10,000.00	VS	VATABLE SERVICES	1,071.43	10,000.00		12	40002	11005	14010

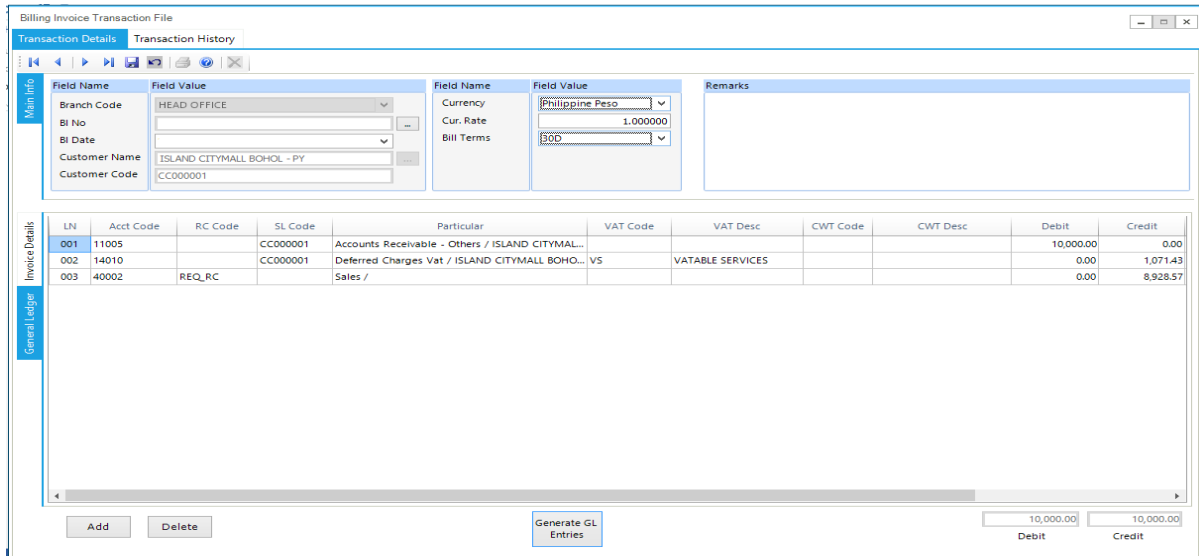
NAYSA automatically displays the Customer VAT Code pre- defined in the Customer Master Data set up.

22. Encode the detailed Specifications for a more detailed explanation of the billing.
23. The default Sales, AR and VAT Output GL Account of selected Billing Code are automatically displayed as reference to automate the GL Entries. These fields cannot be edited.

24. Click the  button to delete a selected billing.

25. Click the  button to generate GL Entries.

26. Click the General Ledger Tab to view system generated GL Entries.



The screenshot shows the 'Billing Invoice Transaction File' window. The 'Transaction Details' tab is active, displaying fields for Branch Code (HEAD OFFICE), BI No, BI Date, Customer Name (ISLAND CITYMALL BOHOL - PY), and Customer Code (CC000001). It also shows Currency (Philippine Peso), Cur. Rate (1.000000), and Bill Terms (30D). The 'General Ledger' tab is visible at the bottom, showing a table of GL entries.

LN	Acct Code	RC Code	SL Code	Particular	VAT Code	VAT Desc	CWT Code	CWT Desc	Debit	Credit
001	11005		CC000001	Accounts Receivable - Others / ISLAND CITYMALL...					10,000.00	0.00
002	14010		CC000001	Deferred Charges Vat / ISLAND CITYMALL BOHO...	V5	VATABLE SERVICES			0.00	1,071.43
003	40002	REQ_RC		Sales /					0.00	8,928.57

At the bottom of the window, there are buttons for 'Add', 'Delete', and 'Generate GL Entries'. The 'Generate GL Entries' button is highlighted. The bottom right corner shows a summary of Debit (10,000.00) and Credit (10,000.00).

- The default Accounts Receivable GL Account of selected Billing Code pre-defined in Billing Codes reference file is a Debit Entry.
- Default Deferred VAT Output GL Account of the total Deferred VAT Output applied for billed services is a Credit Entry
- Default Sales GL Account pre-defined of selected Billing Code pre-defined in Billing Codes reference file is a Credit Entry

27. If system generated GL Account requires a Responsibility Center, a default value REQ_RC is displayed.

28. Double click RC Code to view a valid Responsibility Center, a drop list is displayed for selection. The system provides a powerful engine to search and filter a record in any of the fields in the screen. By typing each character in any part of the selected field, NAYSA filters the record. Select the correct information and proceed with the encoding. Saving is not allowed if this field is blank.

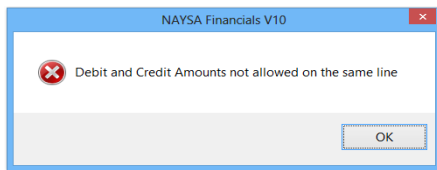
29. SL Required-GL Accounts display the correct subsidiary ledger based on Customer Code setup.

30. To update system generated Subsidiary Ledger if needed, double click SL Code to view a valid Subsidiary Ledger, a drop list is displayed for selection. The system provides a powerful engine to search and filter a record in any of the fields in the screen. By typing each character in any part of the selected field, NAYSA filters the record. Select the correct information and proceed with the encoding. Saving is not allowed if this field is blank.

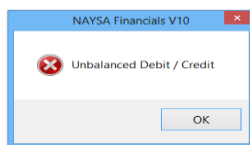
31. The Particulars is the description of Account, Responsibility Center and Subsidiary Ledger.



ACCOUNTS RECEIVABLE : Billing Invoice

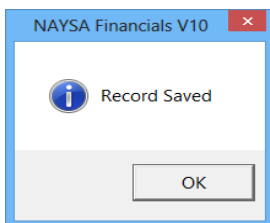
32. If selected GL Account requires VAT, NAYSA displays the VAT Code applied. The VAT Description is also displayed.
33. If selected GL Account requires CWT, NAYSA displays the ATC applied. The CWT Description is also displayed.
34. The Debit Amount is system generated. NAYSA allows editing of system generated value, it also validates negative amount and deletes the amount upon pressing enter.
35. The Credit Amount is system generated. NAYSA allows editing of system generated value, it also validates negative amount and deletes the amount upon pressing enter.
36. Encode SL Reference Number or the Customer BI Number for each system generated GL Entries if any.
37. Encode the remarks of each GL Entries if any.
38. NAYSA displays a message alert below if both Debit and Credit Amounts have value upon editing the system generated GL accounting entries.




39. NAYSA displays a message alert below if Debit Amount and Credit Amount is unbalanced upon editing the system generated GL accounting entries.





40. Click the  button to correct the accounting entries.
41. Click the  button to save the transaction. A screen below is displayed.



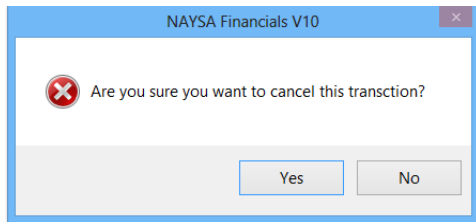
Click the  button to confirm. NAYSA clears the screen to allow creation of another transaction.

ACCOUNTS RECEIVABLE : Billing Invoice

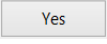
42. To print the Billing Invoice Form, click the  button.

43. To exit, click the  button to clear the details of the current transaction and proceed with the encoding of another transaction.





44. To cancel a transaction, click the  button. A screen below is displayed.



45. To cancel the cancellation of a transaction, click the  button.

46. To proceed with the cancellation of transaction, click the  button.

47. To view the details of an existing transaction, the following buttons are options:


- Click the  button to move to the first record.
- Click the  button to go back to the previous the record.
- Click the  button to move to the next record.
- Click the  button to move to the last record.

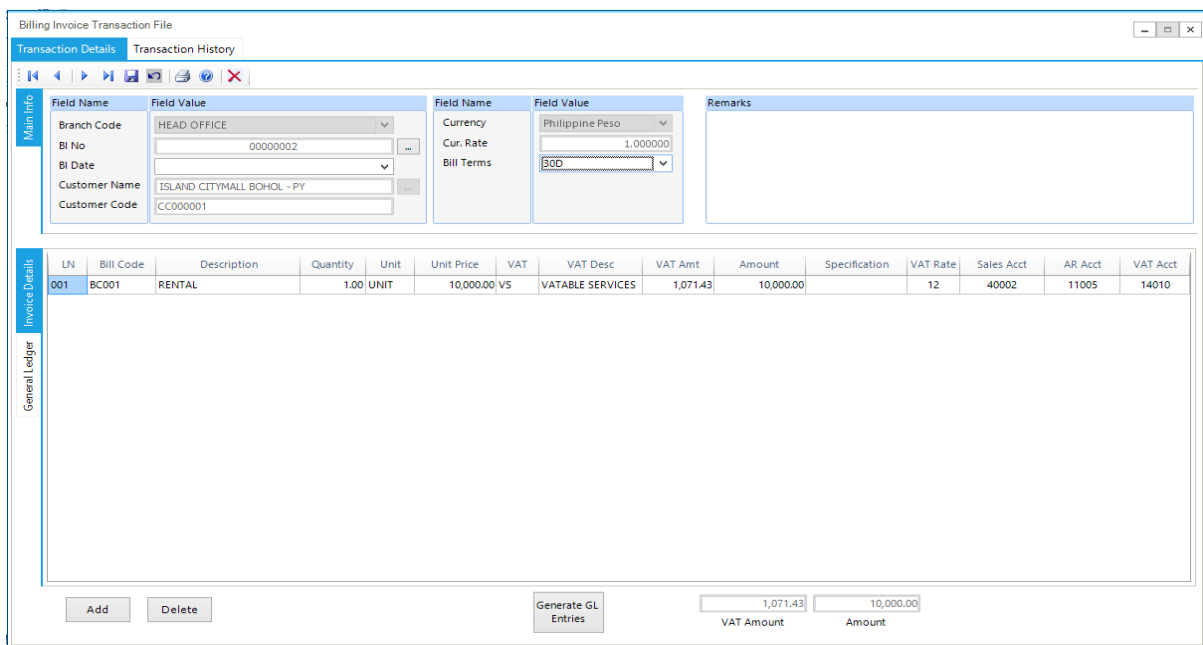
48. To view and select transaction to edit, the system provides a powerful engine to search and filter a record in any of the fields in the screen. By typing each character in any part of the selected field, NAYSA filters the record.

49. Click the  button or click Transaction History tab to view the BI history as shown below:
Below is the screen to view Transaction History per Billing Invoice reference:

Billing Invoice Transaction File										
Transaction Details		Transaction History								
Starting Date		Ending Date		Filter						
Doc No	Doc Date	Customer Name	Particular	BI Amt	VAT Amt	Doc Status	Prepared By	Date Stamp	Time Stamp	
Contains: ▼	Equals: ▼	Contains: ▼	Contains: ▼	Equals: ▼	Equals: ▼	Contains: ▼	Contains: ▼	Equals: ▼	Contains: ▼	
00000002		ISLAND CITYMALL BOHOL - PY		10,000.00	1,071.43	Open			1943	
00000001		CASH		2,500.00	267.86	Posted			1740	

ACCOUNTS RECEIVABLE : Billing Invoice

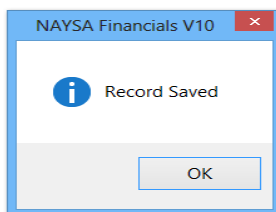
50. Enter the Starting Date of the transaction to filter.
51. Enter the Ending Date of the transaction filter. NAYSA defaults three months date range to view, but it can be edited.
52. Click the  button to filter. The system provides a powerful engine to search and filter a transaction in any of the fields in the screen. By typing each character in any part of the selected field, NAYSA filters the record.
53. Double click to select a transaction to edit.
54. Below is the BI Transaction created:




The screenshot shows the 'Billing Invoice Transaction File' window. It has two tabs: 'Transaction Details' (active) and 'Transaction History'. The 'Main Info' section contains fields for Branch Code (HEAD OFFICE), BI No (00000002), BI Date, Customer Name (ISLAND CITYMALL BOHOL - PY), and Customer Code (CC000001). The 'Field Name' and 'Field Value' sections show Currency (Philippine Peso), Cur. Rate (1.000000), and Bill Terms (30D). A 'Remarks' field is also present. Below this is a table with columns: LN, Bill Code, Description, Quantity, Unit, Unit Price, VAT, VAT Desc, VAT Amt, Amount, Specification, VAT Rate, Sales Acct, AR Acct, and VAT Acct. The table contains one row: 001, BC001, RENTAL, 1.00, UNIT, 10,000.00, V5, VATABLE SERVICES, 1,071.43, 10,000.00, , 12, 40002, 11005, 14010. At the bottom, there are 'Add' and 'Delete' buttons, a 'Generate GL Entries' button, and summary fields for VAT Amount (1,071.43) and Amount (10,000.00).

LN	Bill Code	Description	Quantity	Unit	Unit Price	VAT	VAT Desc	VAT Amt	Amount	Specification	VAT Rate	Sales Acct	AR Acct	VAT Acct
001	BC001	RENTAL	1.00	UNIT	10,000.00	V5	VATABLE SERVICES	1,071.43	10,000.00		12	40002	11005	14010

55. Click the  button to save the transaction. A screen below is displayed.



Click the  button to confirm. NAYSA clears the screen to allow creation of another transaction.

56. To exit from the transaction, click the  button at the upper rightmost part of the screen.