ACCOUNTS PAYABLE

CHECK VOUCHER

NAYSA-SOLUTIONS INCORPORATED

NAYSA Financials V10

WELCOME TO

ACCOUNTS PAYABLE MODULE
NAYSA Financials V10

Preparation of Check Voucher transaction

1. The fastest shortcut to create a transaction with a reference Accounts Payable Voucher transaction is to click the Open A/P Balance button to automate the display of the following upon selection of Payee:

    a) Default values in Header
    b) Invoices Details
    c) GL Entries

    This will only work for CV transaction with one reference APV transaction.

2. Only authorized process owner can access this module to prepare Check Voucher to disburse payment to Vendor for purchases and expenses. Check printing is enabled to automate the printing after the generation of CV Form.

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.

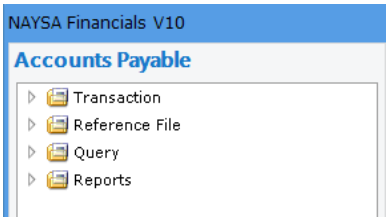
1. Have you created the Cycle Period or Cut-off period to be used as reference in the transaction based on the Transaction Date?
2. Have you created the Payee in the transaction and details were correctly setup in the Vendor Master File?
3. Have you created the disbursement bank details in the Bank Master File and assigned the default Disbursing Bank in the Company ID?
4. Have you created the Currency details to be used in the transaction and details were correctly setup in the Currency Codes table?
5. Have you setup the default currency in the Company ID to be used in the transaction?
6. Have you created the GL Account to be used in the transaction and details were correctly setup in the Chart of Accounts File?
7. Have you created the Responsibility Center to be used in the transaction as correct entry of RC Required-GL Account?
8. Have you created the Subsidiary Ledger crossed matched to the SL Required-GL Account to be used in the transaction?
9. Have you created the valid VAT details to be used in the transaction?
10. Have you created the valid EWT details to be used in the transaction?

How to navigate NAYSA?

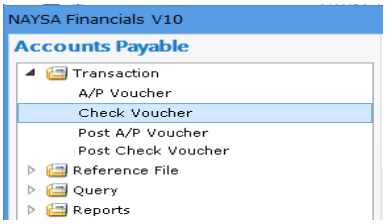
Let's start by creating a Check Voucher transaction.

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

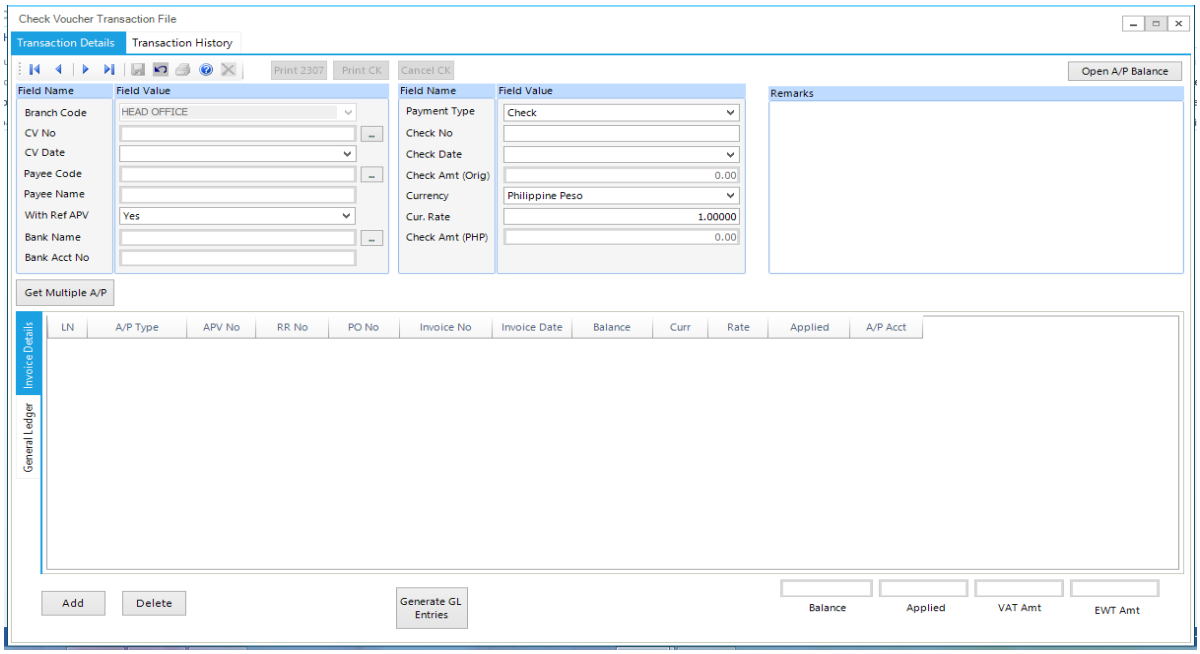
1. Click Accounts Payable to view the menu below.



2. Select Transaction to view Check Voucher Transaction submenu.



3. Select Check Voucher to start encoding the transaction. A screen below is displayed.

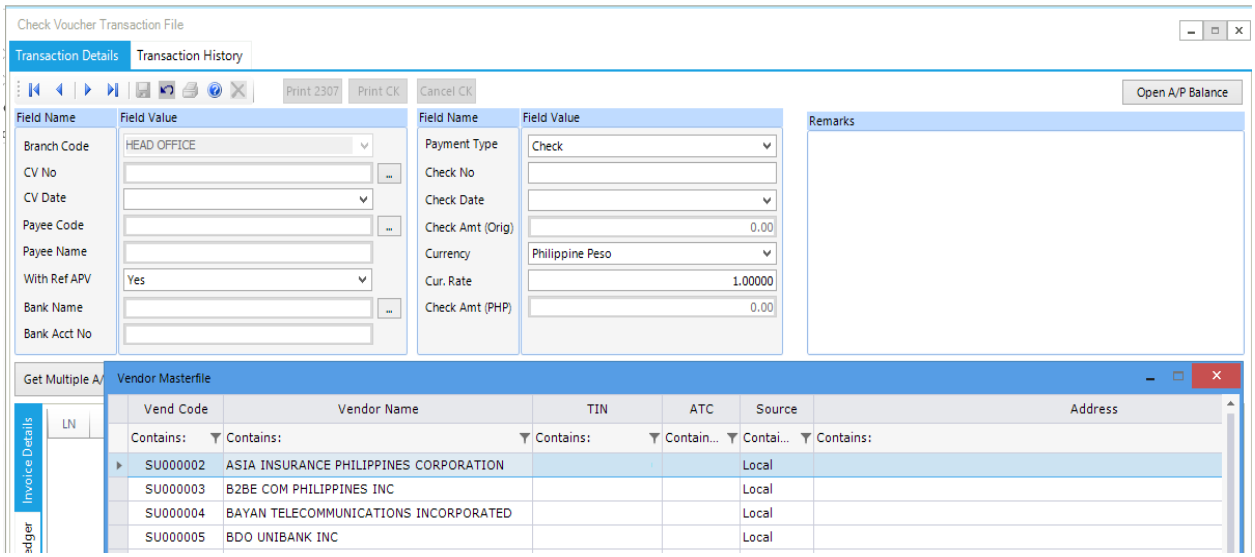


4. NAYSA defaults the Branch Name pre-defined in the Company Identification File. This field cannot be edited.

5. The CV Number is system generated upon saving the transaction. NAYSA assigns the next CV Number in the series. Editing of system generated CV Number is disabled.

6. The default CV 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 Payee. 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.



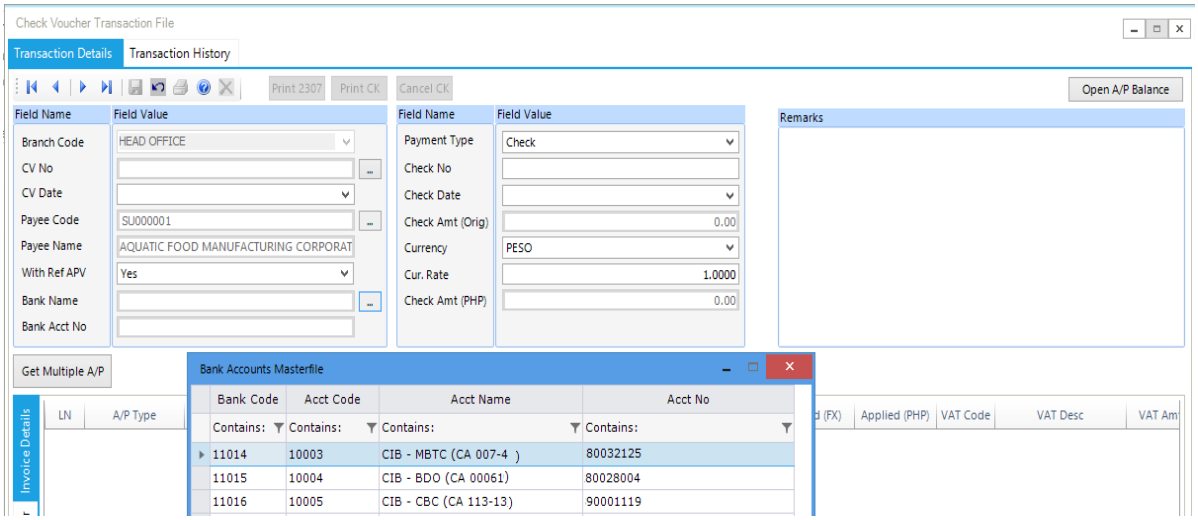
8. The system provides a powerful engine to search and filter a record in any of the fields in the screen. By typing each character in any part of the selected field, NAYSA filters the record.

9. Double click to select a Payee.

10. NAYSA displays the Payee Name upon selection of a Payee.

11. The default value of With Reference APV field is also displayed, as pre-assigned in the Vendor Master Data. This field can be edited.

12. NAYSA defaults the pre-defined Disbursing Bank setup in the Company ID, to edit, view a valid disbursing bank. 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.

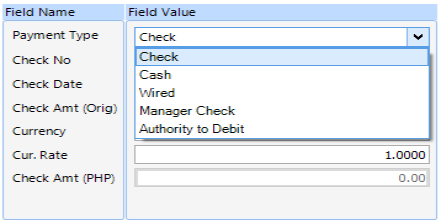


13. The system provides a powerful engine to search and filter a record in any of the fields in the screen. By typing each character in any part of the selected field, NAYSA filters the record.

14. Double click to select a disbursing bank.

15. NAYSA displays the Bank Account Number as reference.

16. To edit the default value, view a valid Payment Type. 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.



17. Scroll down to select a Payment Type in the transaction.

18. Double click to select and edit the default Payment Type.

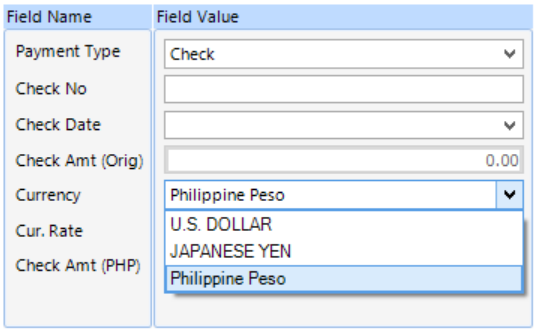
19. NAYSA displays the next available Check Number of selected disbursing bank is pre-defined in the Bank Account Master File. This field can be edited. Encode the Check Number if the field has no default value.

20. The default Check Date is the server date, it can be edited.

21. Encode the Check Amount in its original currency amount.

22. The default Currency unit is displayed, as pre-defined in the Company Identification File Data. This field can be edited.

23. To edit the default value, view a valid Currency unit. 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.



24. Scroll down to select a Currency to be used in the transaction.

25. Double click to select and edit the default Currency.

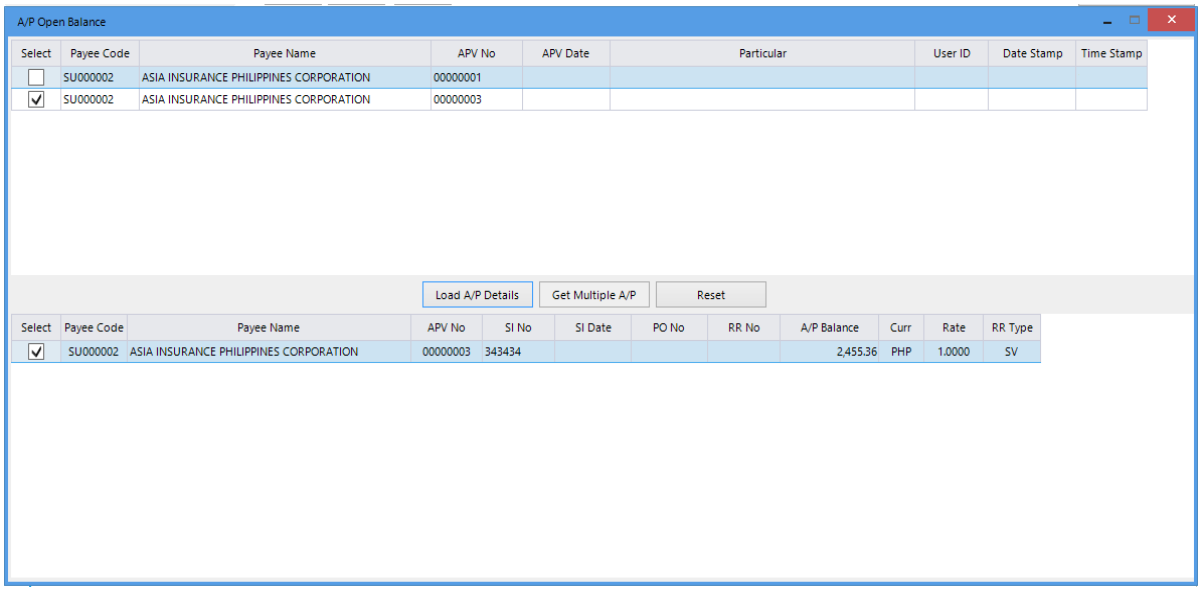
26. NAYSA displays the Currency Rate upon selection of Currency. The default rate is a pre-defined set up.

27. The Check Amount in Philippine Peso is automatically computed based on Currency Rate of selected foreign currency multiplied by the Original Amount. If the transaction is the Philippine Peso the Check Amount in PHP is the same as the Original Amount.

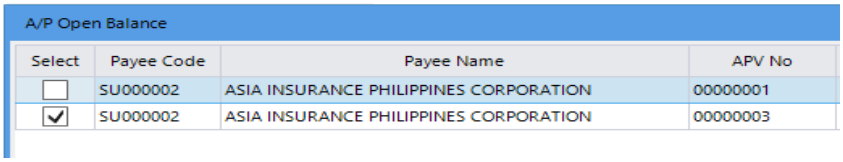
    The Original Amount can be left blank while updating the heading, thus leaving the Check Amount PHP blank. NAYSA automatically updates the Check Amount PHP upon encoding the applied amount of each SI reference in the Invoice Details. The Total Applied Amount shall be reflected as Check Amount in Philippine Peso.

28. The Remarks field can cater a long explanation of the transaction. If the explanation is long the stroll bar will be enabled to allow continuous encoding of details.

29. Click the Get Multiple A/P button to view and select posted APV transactions of selected Payee. These transactions are already posted in the AP Balance identified as open balance per invoice. Following is the screen as shown below to get multiple reference Payee's A/P.

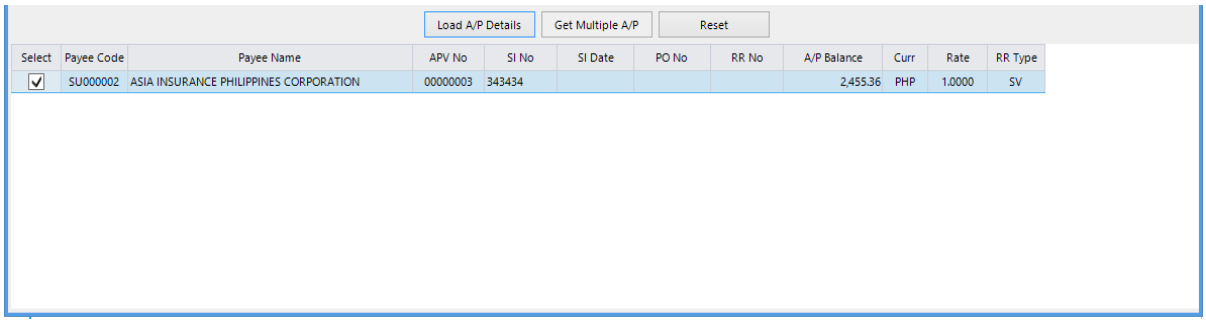


30. Click each box to select an invoice with open balance.

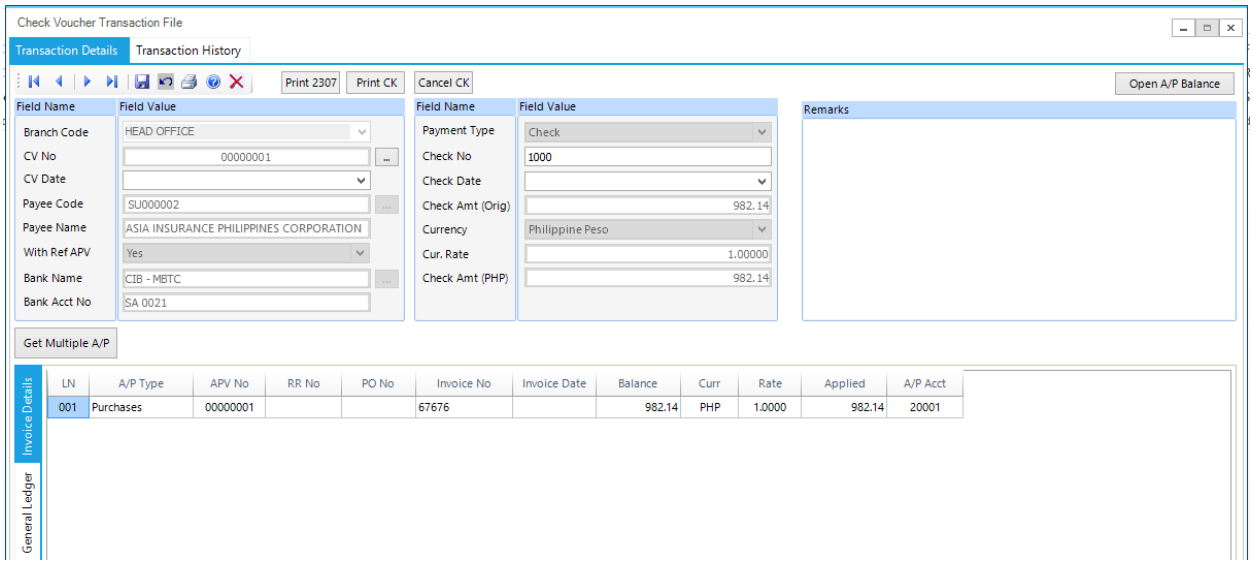


31. To reset selection of invoice with open balance, click the Reset button.

32. To load AP Details, click the Load A/P Details button at the middle part of the screen to view the details of Accounts Payable as shown below:

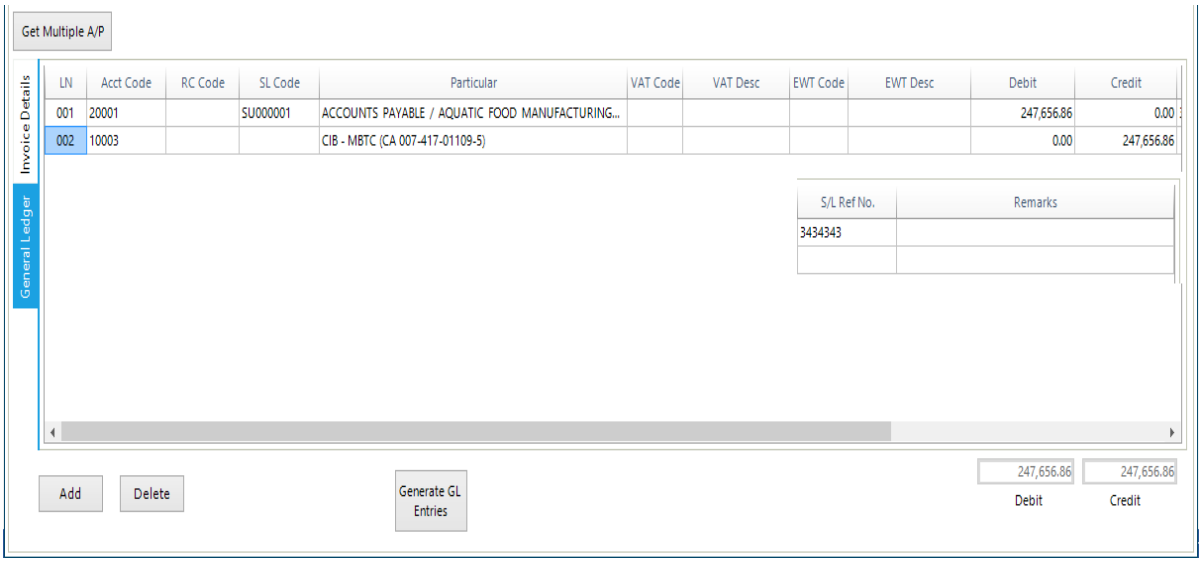


33. NAYSA displays the Invoice Details upon selection of open invoice as shown below:



34. At the lower left most part, are the following totals in Invoice Details computed by the system:
    - Total Balance
    - Total Applied Amount
    - Total VAT Amount
    - Total EWT Amount

35. Double click the Generate GL Entries button to view the following system generated accounting entries as shown below:



- The Accounts Payable GL Account is the total applied amount computed in Invoice Details, is a Debit Entry
- The default Cash in Bank GL Account of selected disbursing bank is the Check Amount in PHP in the heading, is a Credit Entry.

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

37. 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.

38. SL Required-GL Accounts display the correct subsidiary ledger based on Vendor Code setup in the Invoice Details.

39. 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.

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

41. If selected GL Account requires VAT, NAYSA displays the VAT Code applied in the Invoice Details setup. The VAT Description is also displayed.

42. If selected GL Account requires EWT, NAYSA displays the ATC applied in the Invoice Details setup. The EWT Description is also displayed.

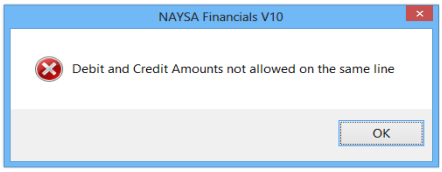
43. The Debit Amount is system generated. NAYSA allows editing of system generated value, it also validates negative amount and deletes the amount upon pressing enter.

44. 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.

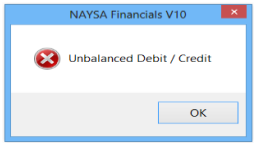
45. The SL Reference Number or the Payee SI Number is automatically displayed for each system generated GL Entries.

46. Encode the remarks of each GL Entries if any.

47. NAYSA displays a message alert below if both Debit and Credit Amounts have value upon editing the system generated GL accounting entries.

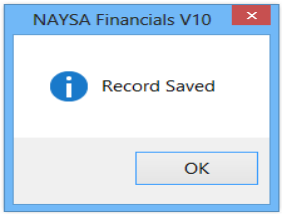


48. NAYSA displays a message alert below if Debit Amount and Credit Amount is unbalanced upon editing the system generated GL accounting entries.



49. Click the OK button to correct the accounting entries.

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

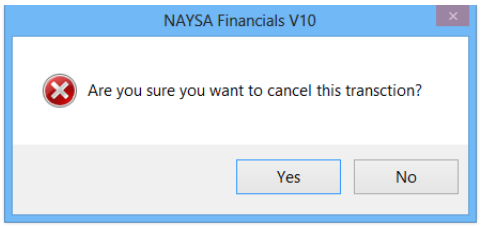


Click the OK button to confirm. NAYSA clears the screen to allow creation of another transaction.

51. To print the Check Voucher Form, click the button.

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

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



54. To cancel the cancellation of a transaction, click the No button.

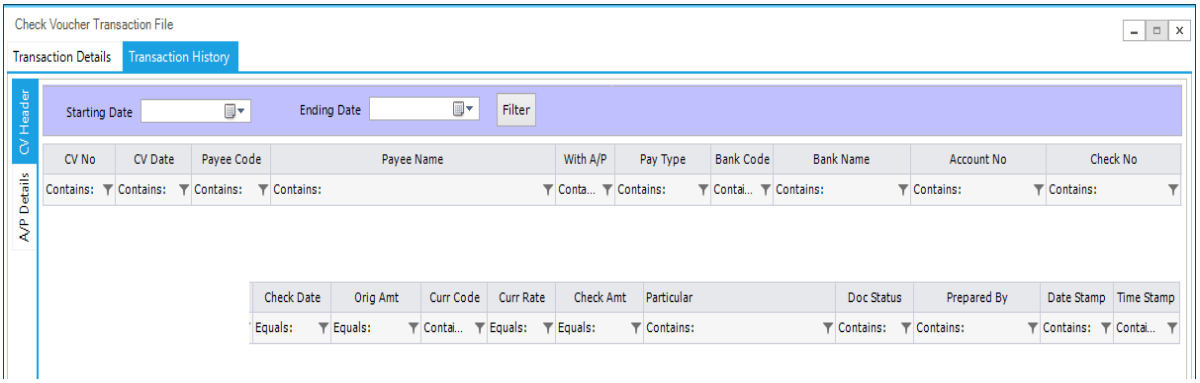
55. To proceed with the cancellation of transaction, click the Yes button.

56. 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.

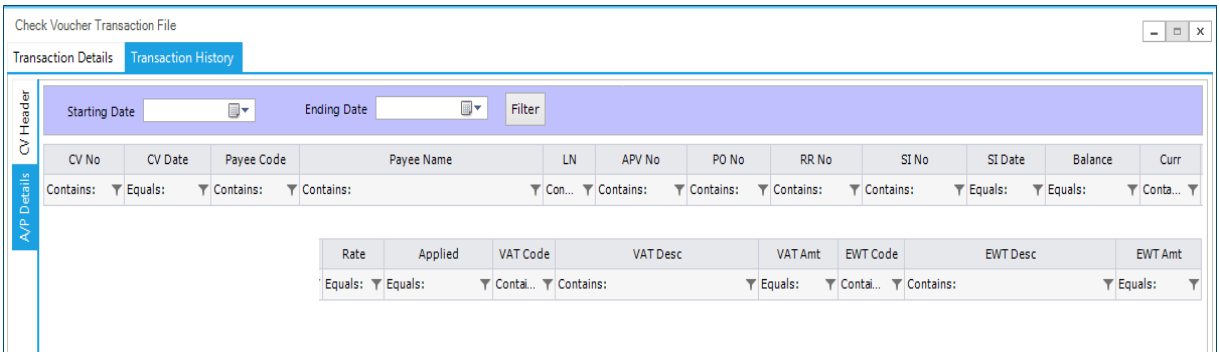
57. To view and select transaction to edit, the system provides a powerful engine to search and filter a record in any of the fields in the screen. By typing each character in any part of the selected field, NAYSA filters the record.

58. Click the ... button or click Transaction History tab to view the CV history as shown below:

    Below is the screen to view Transaction History per CV Header



Below is the screen to view Transaction History of AP Details



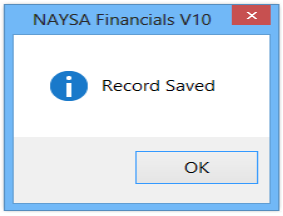
59. Enter the Starting Date of the transaction to filter.

60. Enter the Ending Date of the transaction filter. NAYSA defaults three months date range to view, but it can be edited.

61. Click the Filter 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.

62. Double click to select a transaction to edit.

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



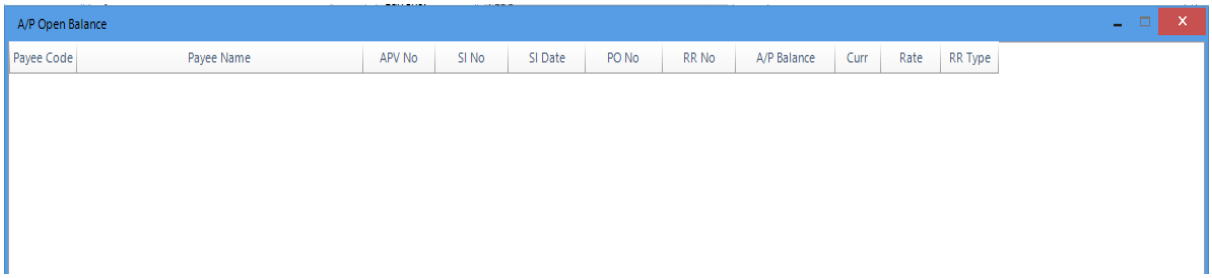
Click the OK button to confirm. NAYSA clears the screen to allow creation of another transaction.

64. To print the Form 2307 upon posting of the final details of APV transaction, click the Print 2307 button.

65. To print the Check, click the Print CK button.

66. To cancel a check for historical record to monitor all reference check number issued, click the Cancel CK button.

67. To view AP Open Balances, click the Open A/P Balance button. The screen below is displayed.



68. Click the ✕ button to exit from AP Open Balance screen

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