ACCOUNTS PAYABLE

AP QUERY

NAYSA Financials V10

WELCOME TO

ACCOUNTS PAYABLE MODULE
NAYSA Financials V10

Viewing of Vendor Ledger of posted transactions

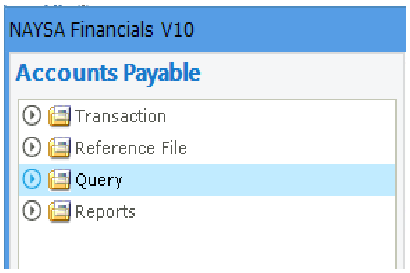
Only authorized process owner can view posted transactions.

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

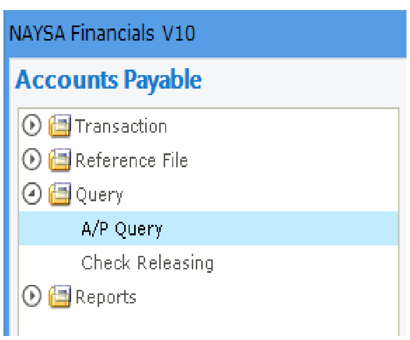
Now, let's us view the Vendor Ledger of posted Accounts Payable Voucher transaction.

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

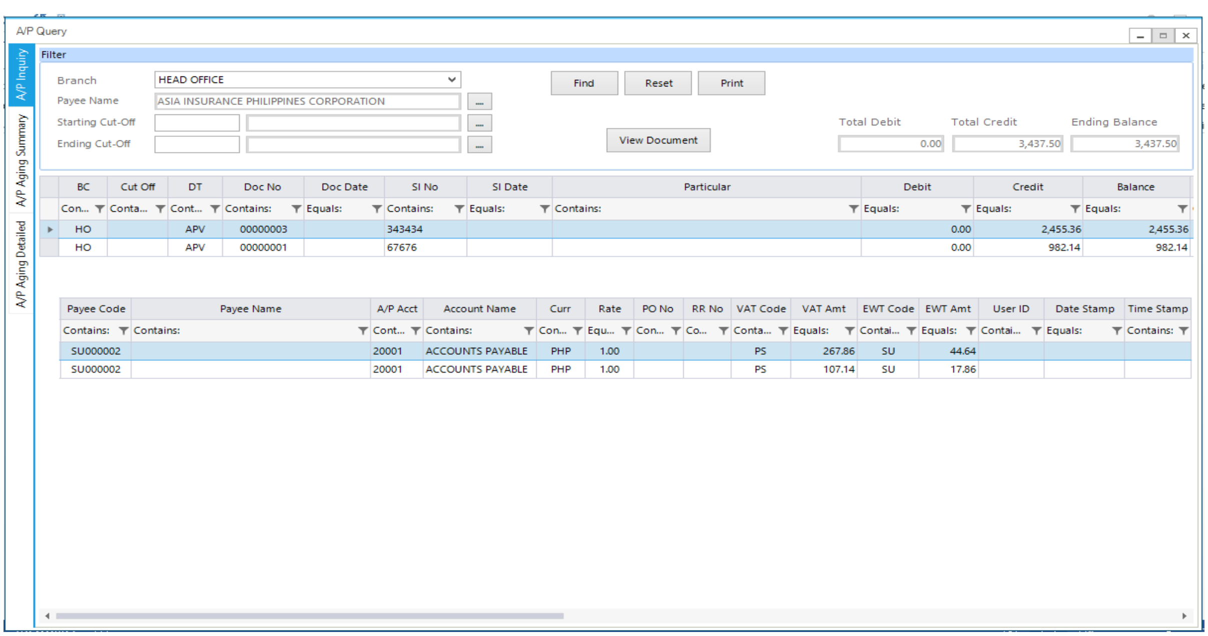
1. Click Accounts Payable to view the menu below.



2. Select Query and view submenu.



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

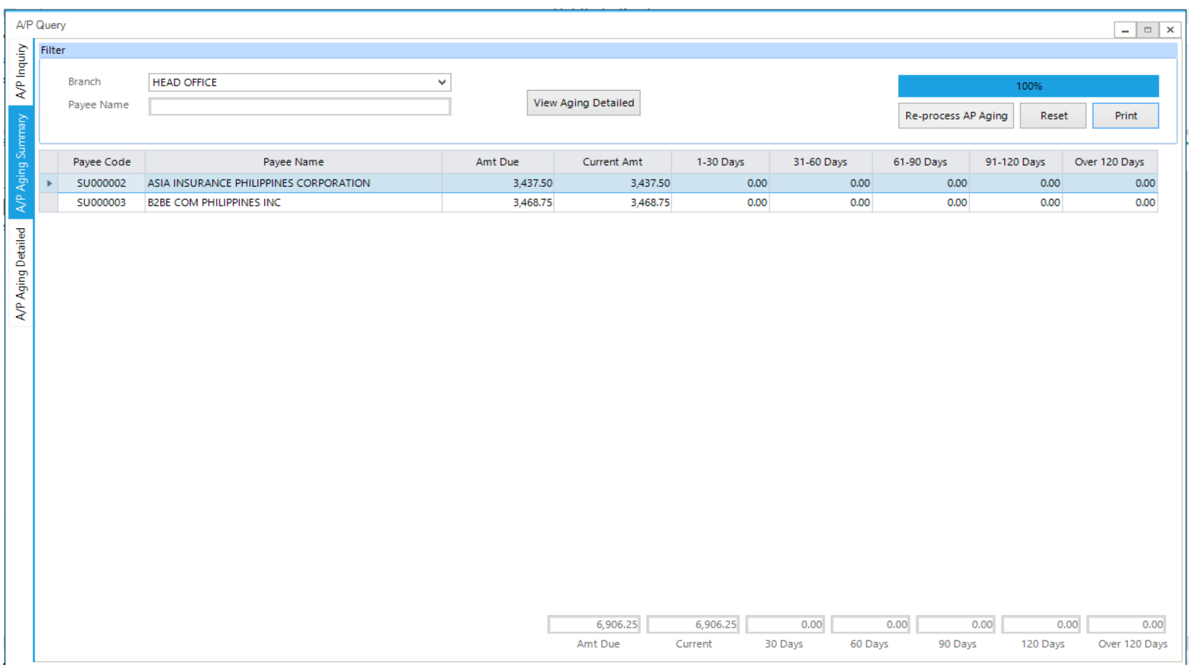


4. NAYSA displays the default Branch setup in the Company ID.

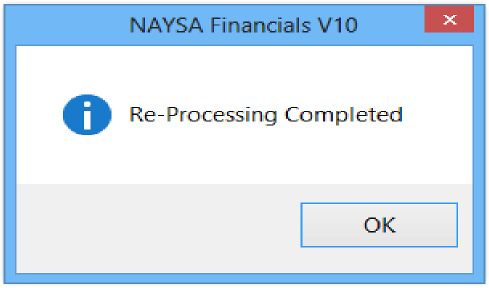
5. To select a valid Branch, view a valid Branch. By clicking the button, a drop list is displayed for selection. Select the correct information and proceed with the filtering of information of posted transactions. This information must not be blank to be able to do Vendor Ledger Analysis.
6. To select 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
    - Cut Off
    - Document Type
    - Document Number
    - Document Date
    - SI Number
    - SI Date
    - Particular
    - Debit
    - Credit
    - Balance
    - Payee Code
    - Payee Name
    - AP GL Account Code
    - AP GL Account Name
    - Currency
    - Currency Rate
    - PO Number
    - RR Number
    - VAT Code
    - VAT Amount
    - EWT Code
    - EWT Amount
    - User ID
    - Date Stamp
    - Time Stamp

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



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

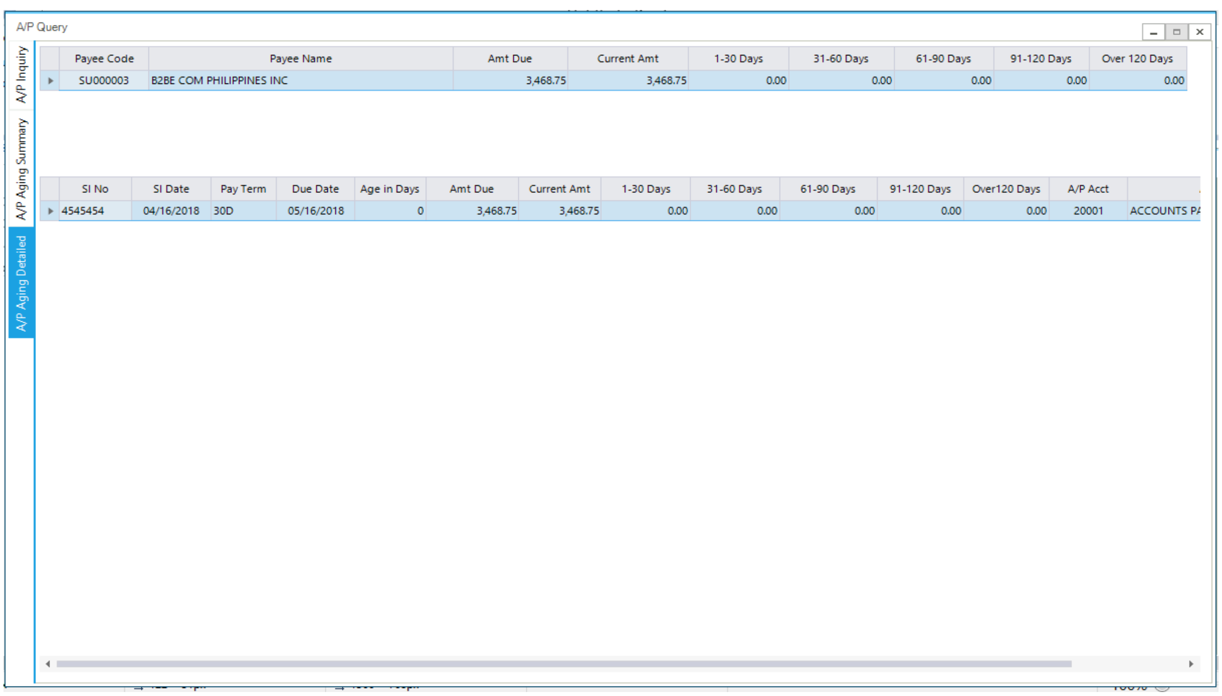


17. Click the OK button to confirm and view the updated AP Aging Summary.

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:



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