



ACCOUNTS PAYABLE

DEBIT MEMO

WELCOME TO



ACCOUNTS PAYABLE MODULE
NAYSA Financials V10

ACCOUNTS PAYABLE : Debit Memo**Preparation of AP Debit Memo transaction**

Only authorized process owner can access this module to prepare AP Debit Memo to adjust liabilities to vendor, its applied VAT Input and Expanded Withholding Tax in a per Vendor's Sales Invoice reference.



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 encoded the reference vendor's Sales Invoice for adjustment?
2. Have you created the Cycle Period or Cut-off period to be used as reference in the transaction based on the Transaction Date?
3. Have you created the Payee in the transaction and details were correctly setup in the Vendor Master File?
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?

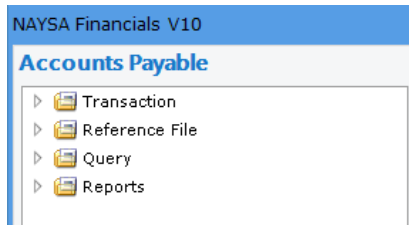


How to navigate NAYSA?

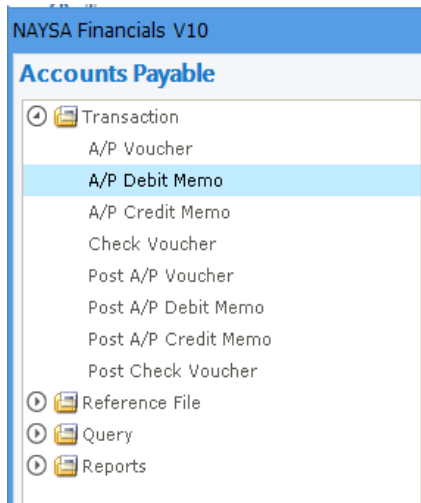
Let's start by creating an A/P Debit Memo transaction.

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


1. Click Accounts Payable to view the menu below.




2. Select Transaction to view A/P Debit Memo Transaction submenu.



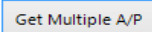
3. Select A/P Debit Memo to start encoding the transaction. A screen below is displayed.

4. NAYSA defaults the Branch Name pre-defined in the Company Identification File. This field cannot be edited.
5. The A/P DM Number is system generated upon saving the transaction. NAYSA assigns the next A/P DM Number in the series. Editing of system generated A/P CM Number is disabled.
6. The default A/P DM 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.

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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 Currency unit is displayed, as pre-defined in the Company Identification File Data. This field can be edited.
12. 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.

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

13. Scroll down to select a Currency to be used in the transaction.
14. Double click to select and edit the default Currency.
15. NAYSA displays the Currency Rate upon selection of Currency. The default rate is a pre-defined set up.
16. 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.
17. Click the  button to view and select posted APV transactions with reference sales invoice details 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.

A/P Open Balance

Select	Payee Code	Payee Name	APV No	SI No	SI Date	PO No	RR No	A/P Balance	Curr	Rate	RR Type
<input checked="" type="checkbox"/>	PA000001	ABC CORPORATION	00000001	223344		200002	100001	118,928.57	PHP	1.0000	MS

Get Multiple A/P

18. Click the **Get Multiple A/P** button below the screen to select multiple.

19. Below is the screen upon selection of reference vendor's sales invoice

The screenshot shows the 'A/P Debit Memo Transaction File' window. The 'Transaction Details' tab is active. The 'Field Name' section includes Branch Code (HEAD OFFICE), A/P DM No, A/P DM Date, Payee Name (ABC CORPORATION), and Payee Code (PA000001). The 'Field Value' section shows Currency (Philippine Peso) and Cur. Rate (1.000000). The 'Remarks' field is empty. Below the details is a 'Get Multiple A/P' button. The main table displays invoice items with columns: LN, APV No, Invoice No, Invoice Date, SI Amt, Applied, VAT Code, VAT Desc, VAT Amt, EWT Code, EWT Desc, EWT Amt, and A/P Acct. The table contains one row with LN 001, APV No 00000001, Invoice No 223344, SI Amt 120,000.00, Applied 120,000.00, VAT Code PG, VAT Desc OTHER THAN CAPITAL GOODS, VAT Amt 12,857.15, EWT Code GC, EWT Desc SUPPLIER OF GOODS - CORP..., EWT Amt 1,071.43, and A/P Acct 200010. At the bottom, there are buttons for 'Add', 'Delete', and 'Generate GL Entries', along with summary fields for Inv Amt (120,000.00), Applied (120,000.00), VAT Amt (12,857.15), and EWT Amt (1,071.43).

LN	APV No	Invoice No	Invoice Date	SI Amt	Applied	VAT Code	VAT Desc	VAT Amt	EWT Code	EWT Desc	EWT Amt	A/P Acct
001	00000001	223344		120,000.00	120,000.00	PG	OTHER THAN CAPITAL GOODS	12,857.15	GC	SUPPLIER OF GOODS - CORP...	1,071.43	200010

20. Encode the applied amount.

21. NAYSA automatically re computes the applied VAT Amount and EWT Amount.

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

The screenshot shows the 'A/P Debit Memo Transaction File' window with the 'General Ledger' tab selected. The 'Field Name' and 'Field Value' sections are the same as in the previous screenshot. The 'Remarks' field is empty. Below the details is a 'Get Multiple A/P' button. The main table displays accounting entries with columns: LN, Acct Code, RC Code, SL Code, Particular, VAT Co..., VAT Desc, EWT Code, EWT Desc, Debit (PHP), and Credit (PHP). The table contains four rows: LN 001 (Acct Code 200010, SL Code PA000001, Particular AP TRADE / ABC CORPORATION, Debit 79,285.71, Credit 0.00), LN 002 (Acct Code 200012, SL Code PA000001, Particular WITHHOLDING TAX PAYABLE-EXPANDED / ABC CORPORA..., Debit 714.29, Credit 0.00), LN 003 (Acct Code 110021, SL Code PA000001, Particular INPUT VAT / ABC CORPORATION, Debit 0.00, Credit 8,571.43), and LN 004 (Acct Code 120002, SL Code, Particular MERCHANDISE INVENTORY, Debit 0.00, Credit 71,428.57). At the bottom, there are buttons for 'Add', 'Delete', and 'Generate GL Entries', along with summary fields for Debit (80,000.00) and Credit (80,000.00).

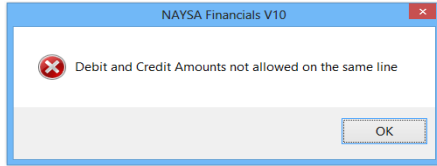
LN	Acct Code	RC Code	SL Code	Particular	VAT Co...	VAT Desc	EWT Code	EWT Desc	Debit (PHP)	Credit (PHP)
001	200010		PA000001	AP TRADE / ABC CORPORATION					79,285.71	0.00
002	200012		PA000001	WITHHOLDING TAX PAYABLE-EXPANDED / ABC CORPORA...			GC	SUPPLIER OF GOODS - C...	714.29	0.00
003	110021		PA000001	INPUT VAT / ABC CORPORATION	PG	OTHER THAN CAPIT...			0.00	8,571.43
004	120002			MERCHANDISE INVENTORY					0.00	71,428.57

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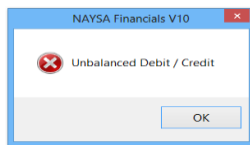
The automated GL Entries are the reversals of the reference APV transaction.


- Default Accounts Payable GL Account, based on Account Classification setup. Total Accounts Payable Amount computed is a Debit Entry
 - Default EWT GL Account, based on Account Classification setup, per applied ATC per OR reference setup, as encoded in the Invoice details. Amount computed is a Debit Entry
 - Default VAT Input GL Account, per applied VAT Code of SI reference setup, as encoded in the Invoice details. Amount computed is a Credit Entry
 - GL Account/s of the DR Acct field setup, as encoded in the Invoice details in the reference APV transaction. Amount computed is a Credit Entry
23. If system generated GL Account requires a Responsibility Center, a default value REQ_RC is displayed.
 24. 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.
 25. SL Required-GL Accounts display the correct subsidiary ledger based on Vendor Code setup in the Invoice Details.
 26. 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.
 27. The Particulars is the description of Account, Responsibility Center and Subsidiary Ledger.
 28. If selected GL Account requires VAT, NAYSA displays the VAT Code applied in the Invoice Details setup. The VAT Description is also displayed.
 29. If selected GL Account requires EWT, NAYSA displays the ATC applied in the Invoice Details setup. The EWT Description is also displayed.
 30. 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.
 31. 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.
 32. The SL Reference Number or the Payee SI Number is automatically displayed for each system generated GL Entries.
 33. Encode the remarks of each GL Entries if any.


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

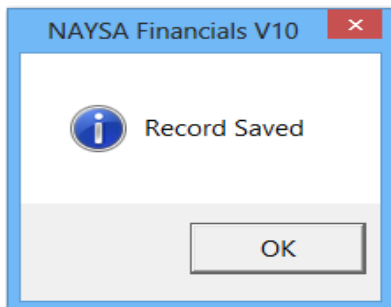


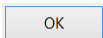
35. NAYSA displays a message alert below if Debit Amount and Credit Amount is unbalanced upon editing the system generated GL accounting entries.




36. Click the  button to correct the accounting entries.

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

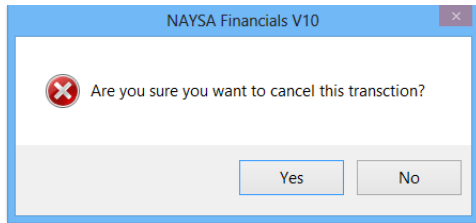


Click the  button to confirm. NAYSA clears the screen to allow creation of another transaction.

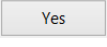
38. To print the A/P Debit Memo Form, click the  button.

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





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




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

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

43. 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.


44. 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.

45. Click the  button or click Transaction History tab to view the A/P DM history as shown below:
 Below is the screen to view Transaction History per AP Invoice

A/P DM No	A/P DM Date	Payee Code	Payee Name	Particular	Doc Status	Prepared By	Date Stamp	Time Stamp
00000001		PA000001	ABC CORPORATION		Open			

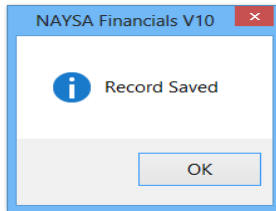
46. Enter the Starting Date of the transaction to filter.


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

48. 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.

49. Double click to select a transaction to edit.

50. 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.

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