



ACCOUNTS PAYABLE

ACCOUNTS PAYABLE VOUCHER



NAYSA Financials V10

WELCOME TO



ACCOUNTS PAYABLE MODULE
NAYSA Financials V10

ACCOUNTS PAYABLE : Accounts Payable Voucher

Preparation of Accounts Payable Voucher transaction



Only authorized process owner can access this module to prepare Accounts Payable Voucher to set up the liabilities of the company, its applied VAT Input and Expanded Withholding Tax in a per Vendor's Sales Invoice reference.

NAYSA provides the following AP Type to identify each transaction:

- a) Purchases
- b) Non-Purchases
- c) Advances
- d) Replenishment
- e) Liquidation
- f) Reimbursement

The Accounts Payable Voucher transaction is also integrated to the following transactions to eliminate double entry of reference information:

- a) Purchase Order
- b) Receiving Report
- c) Petty Cash Voucher



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

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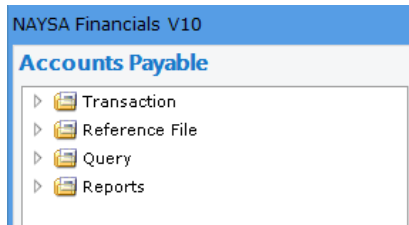


How to navigate NAYSA?

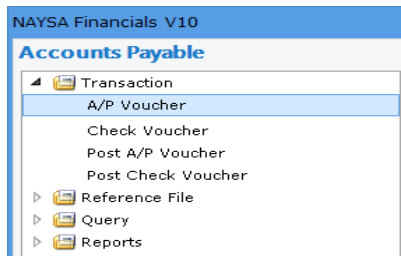
Let's start by creating an Accounts Payable Voucher transaction.

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

1. Click Accounts Payable to view the menu below.




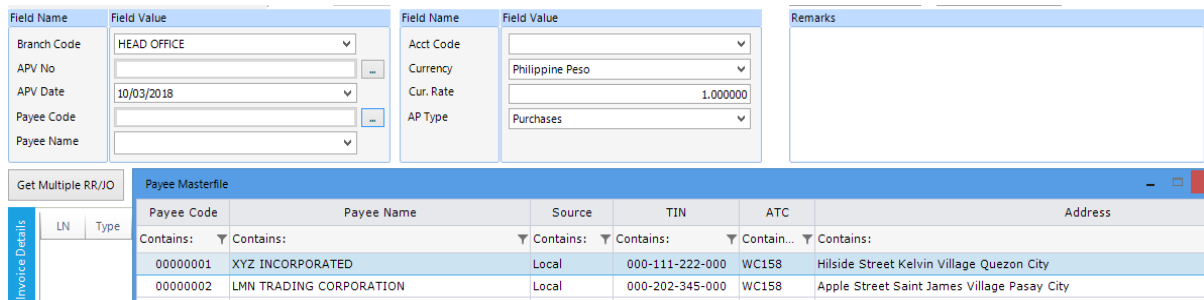
2. Select Transaction to view Accounts Payable Voucher Transaction submenu.



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


ACCOUNTS PAYABLE : Accounts Payable Voucher

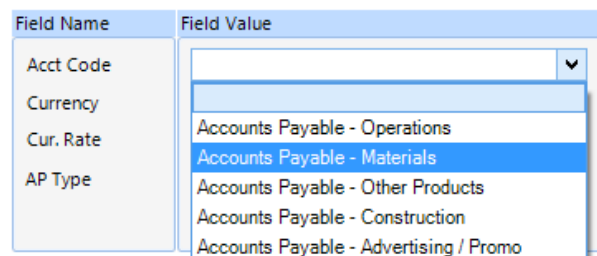
4. NAYSA defaults the Branch Name pre-defined in the Company Identification File. This field cannot be edited.
5. The APV Number is system generated upon saving the transaction. NAYSA assigns the next APV Number in the series. Editing of system generated APV Number is disabled.
6. The default APV Date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




Field Name	Field Value	Field Name	Field Value	Remarks
Branch Code	HEAD OFFICE	Acct Code		
APV No		Currency	Philippine Peso	
APV Date	10/03/2018	Cur. Rate	1.000000	
Payee Code		AP Type	Purchases	
Payee Name				

Payee Code	Payee Name	Source	TIN	ATC	Address
00000001	XYZ INCORPORATED	Local	000-111-222-000	WC158	Hilside Street Kelvin Village Quezon City
00000002	LMN TRADING CORPORATION	Local	000-202-345-000	WC158	Apple Street Saint James Village Pasay City


8. The system provides a powerful engine to view a record of any column, in the search screen.
Type the information to search. NAYSA filters the record containing each character in any part of the field, narrowed down to shorter list until desired information is highlighted.
9. Double click to select a Payee.
10. NAYSA displays the Payee Name upon selection of Payee.
11. The default account code displayed, shall be booked as credit account upon generation of GL Entries, pre-assigned in the Payee Master Data. This field can be edited.
12. In case editing of default account code is required, for a specific transaction, click 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
Acct Code	
Currency	
Cur. Rate	
AP Type	



Accounts Payable - Operations
Accounts Payable - Materials
Accounts Payable - Other Products
Accounts Payable - Construction
Accounts Payable - Advertising / Promo


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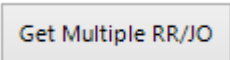
13. Scroll down to select valid GL Account to be used in the transaction, classified as Payable Acct, pre-defined in the Chart of Accounts.
14. Double click to select and edit the default value.
15. The default Currency unit is displayed, as pre-defined in the Company Identification File Data. This field can be edited.
16. 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.

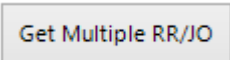
Field Name	Field Value
Acct Code	<input type="text"/>
Currency	Philippine Peso 
Cur. Rate	U.S. DOLLAR
AP Type	JAPANESE YEN
	Philippine Peso

17. Scroll down to select a Currency to be used in the transaction.
18. Double click to select and edit the default Currency.
19. NAYSA displays the Currency Rate upon selection of Currency. The default rate is a pre-defined set up.
20. NAYSA displays “Purchases” as default AP 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.

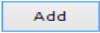

Field Name	Field Value
Acct Code	<input type="text"/>
Currency	Philippine Peso 
Cur. Rate	1.00000
AP Type	Purchases 
	Purchases
	Non-Purchases
	Advances
	Replenishment

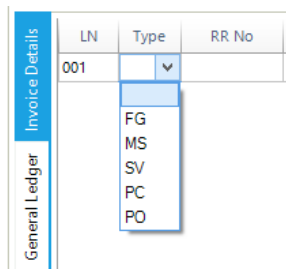
21. Scroll down to select a valid AP Type to be used in the transaction.
22. NAYSA displays “Purchases” as default AP Type, to select another AP Type, click  button to select and edit the default value, double click selected AP Type.
23. Select the default value, “Purchases”.

 Get Multiple RR/JO

24. NAYSA displays the  button at the left side of the screen

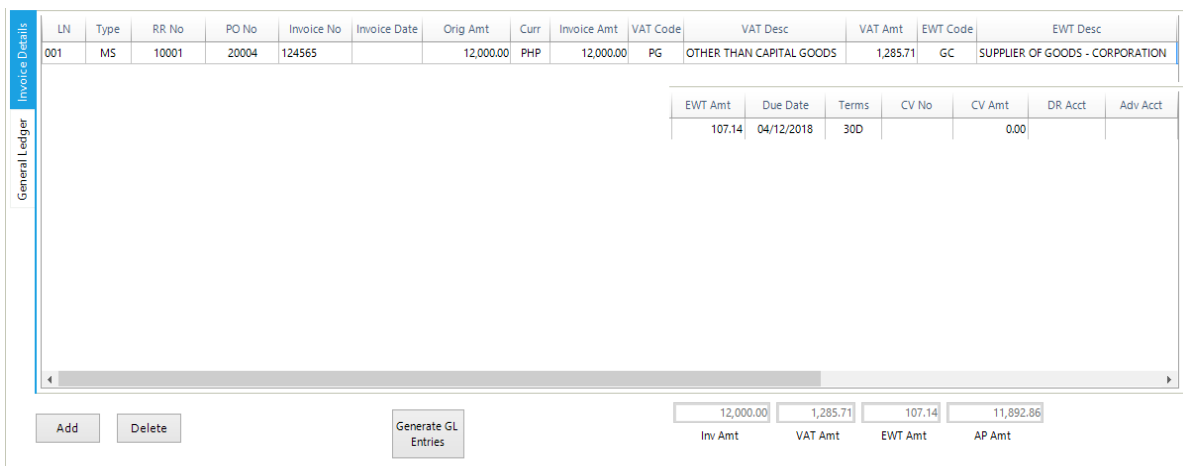
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25. Click the button to view reference RR transaction for items received or JO transaction for services rendered.
26. The Remarks field can cater a long explanation of the transaction. If the explanation is long, the stroll bar will be enabled to allow continuous encoding of details with a maximum of 250 characters.
27. Click the  button to start the encoding of Invoice Details of the company purchase.
28. The LN or Line Number is automatically assigned as you add a new line.
29. To select a valid Inventory Type, view a valid 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.



LN	Type	RR No
001	▼	
	FG	
	MS	
	SV	
	PC	
	PO	

30. Scroll down to select an Inventory Type as reference of the Inventory RR transaction.
31. Double click to select a valid Inventory Type. Below is the screen to encode the Invoice Details



LN	Type	RR No	PO No	Invoice No	Invoice Date	Orig Amt	Curr	Invoice Amt	VAT Code	VAT Desc	VAT Amt	EWT Code	EWT Desc
001	MS	10001	20004	124565		12,000.00	PHP	12,000.00	PG	OTHER THAN CAPITAL GOODS	1,285.71	GC	SUPPLIER OF GOODS - CORPORATION

EWT Amt	Due Date	Terms	CV No	CV Amt	DR Acct	Adv Acct
107.14	04/12/2018	30D		0.00		

12,000.00	1,285.71	107.14	11,892.86
Inv Amt	VAT Amt	EWT Amt	AP Amt

Buttons: Add, Delete, Generate GL Entries

32. Continue with the encoding of reference RR Number.
33. Encode the reference PO Number.
34. Encode the reference SI Number. This is a required field. Saving is not allowed if this field is blank.

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- 35. The default Invoice Date is the server date. The default date can be edited.
- 36. Encode the Original Amount of the Currency used.
- 37. The default currency is the selected currency in the heading.
- 38. The SI Amount is the peso value of the Original Amount encoded multiplied by the currency rate of default Currency.
- 39. NAYSA displays the VAT Code setup pre-assigned the Payee Master Data. The VAT Description is automatically displayed and VAT Amount is automatically computed based on the VAT Rate applied for the SI Amount entered.



To edit the default VAT Code, double click VAT Code to view a valid VAT, 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. Upon selecting a valid VAT Code, VAT Description is automatically displayed.
- 41. The VAT Amount is automatically computed based on the VAT Rate applied for the SI Amount entered.
- 42. NAYSA displays the EWT Code setup pre-assigned the Payee Master Data. The EWT Description is automatically displayed and EWT Amount is automatically computed based on the ATC Rate applied for the SI Amount entered.

To edit the default EWT Code, double click EWT Code to view a valid EWT, 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.

- 43. Upon selecting a valid EWT Code, EWT Description is automatically displayed.
- 44. The EWT Amount is automatically computed based on the ATC Rate applied for the SI Amount entered.
- 45. NAYSA assigns the Due Date based on the Payment Terms of the Payee's Invoice Reference Date.
- 46. The Payment Terms is pre-defined setup of selected Payee in the Payee Master Data.
- 47. The following fields are return values as reference of each Invoice No. and cannot be edited
 - CV Number
 - CV Amount

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48. Double click to view and select the Debit GL Account, 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.
49. Scroll down to view valid GL Accounts.
50. Double click to select a GL Account of the reference Invoice Number to be generated automatically as GL Entries.
51. Double click to view and select the Advances to Payee-GL Account, 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.
52. Scroll down to view valid GL Accounts.
53. Double click to select a GL Account of the reference Invoice Number to be generated automatically as GL Entries.
54. To add a new record, click the button.
55. In case of incorrect encoding of Invoice details before saving the current APV Transaction, click the  button to delete the highlighted invoice details.
56. Double click the  button to view the following system generated accounting entries as shown below:

LN	Acct Code	RC Code	SL Code	Particular	VAT Code	VAT Desc	EWT Code	EWT Desc	Debit	Credit
001	10040			RAW MATERIALS INVENTORY					10,714.29	0.00
002	10035		SU000001	INPUT TAX / AQUATIC FOOD MANUFACTURING CORPORATL...	PG	OTHER THAN CAPITA...			1,285.71	0.00
003	20011		SU000001	WITHHOLDING TAXES - EXPANDED / AQUATIC FOOD MAN...			GC	SUPPLIER OF GOODS - C...	0.00	107.14
004	20001		SU000001	ACCOUNTS PAYABLE / AQUATIC FOOD MANUFACTURING C...					0.00	11,892.86

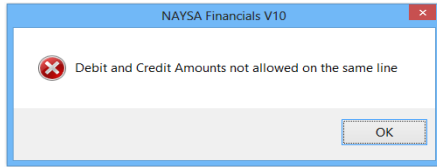
S/L Ref No.	Remarks
124565	
124565	
124565	
124565	

Add	Delete	Generate GL Entries	12,000.00	12,000.00
			Debit	Credit

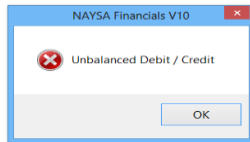
- GL Account/s of the DR Acct field setup, as encoded in the Invoice details. Amount computed is a Debit Entry
- Default VAT Input GL Account, per applied VAT Code of SI reference setup, as encoded in the Invoice details. Amount computed is a Debit Entry


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- 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 Credit Entry
 - Default Accounts Payable GL Account, based on Account Classification setup. Total Accounts Payable Amount computed is a Credit Entry
57. If system generated GL Account requires a Responsibility Center, a default value REQ_RC is displayed.
58. 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.
59. SL Required-GL Accounts display the correct subsidiary ledger based on Vendor Code setup in the Invoice Details.
60. 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.
61. The Particulars is the description of Account, Responsibility Center and Subsidiary Ledger.
62. If selected GL Account requires VAT, NAYSA displays the VAT Code applied in the Invoice Details setup. The VAT Description is also displayed.
63. If selected GL Account requires EWT, NAYSA displays the ATC applied in the Invoice Details setup. The EWT Description is also displayed.
64. 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.
65. 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.
66. The SL Reference Number or the Payee SI Number is automatically displayed for each system generated GL Entries.
67. Encode the remarks of each GL Entries if any.
68. NAYSA displays a message alert below if both Debit and Credit Amounts have value upon editing the system generated GL accounting entries.

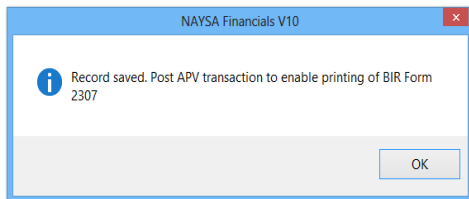
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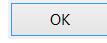
69. NAYSA displays a message alert below if Debit Amount and Credit Amount is unbalanced upon editing the system generated GL accounting entries.




70. Click the  button to correct the accounting entries.

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

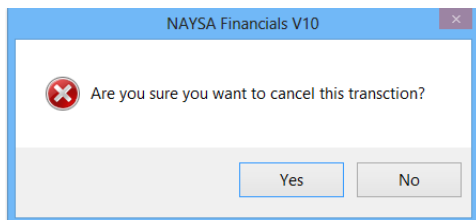


Click the  button to confirm. NAYSA clears the screen to allow creation of another transaction.

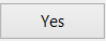
72. To print the Accounts Payable Voucher Form, click the  button.

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

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







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

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

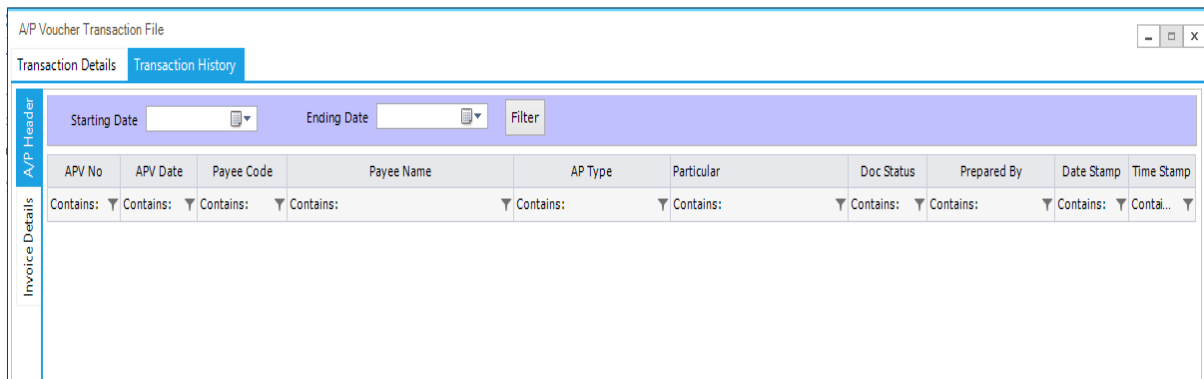
77. To view the details of an existing transaction, the following buttons are options:

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- 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.

78. 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.

79. Click the  button or click Transaction History tab to view the APV history as shown below:
Below is the screen to view Transaction History per AP Invoice



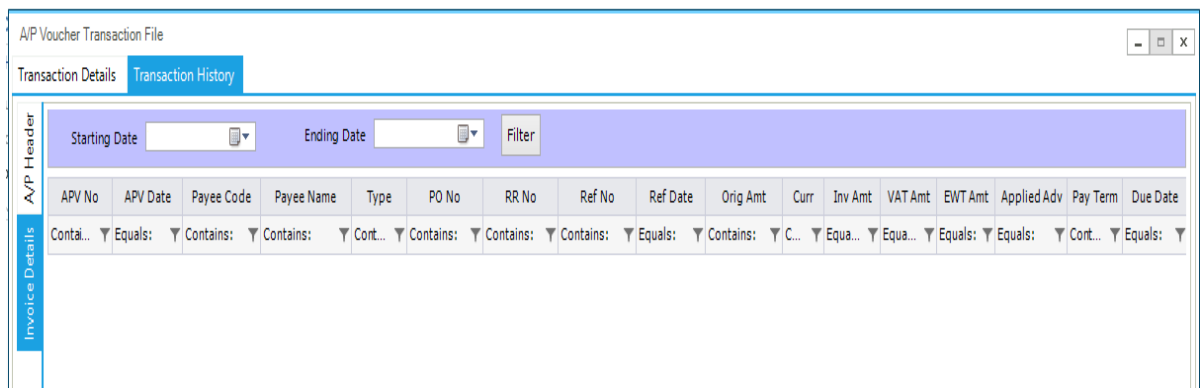
A/P Voucher Transaction File

Transaction Details Transaction History

Starting Date Ending Date Filter

APV No	APV Date	Payee Code	Payee Name	AP Type	Particular	Doc Status	Prepared By	Date Stamp	Time Stamp
Contains: ▼	Contains: ▼	Contains: ▼	Contains: ▼	Contains: ▼	Contains: ▼	Contains: ▼	Contains: ▼	Contains: ▼	Contal... ▼

Below is the screen to view Transaction History per Invoice Details



A/P Voucher Transaction File

Transaction Details Transaction History


Starting Date Ending Date Filter

APV No	APV Date	Payee Code	Payee Name	Type	PO No	RR No	Ref No	Ref Date	Orig Amt	Curr	Inv Amt	VAT Amt	EWT Amt	Applied Adv	Pay Term	Due Date
Contal... ▼	Equals: ▼	Contains: ▼	Contains: ▼	Cont... ▼	Contains: ▼	Contains: ▼	Contains: ▼	Equals: ▼	Contains: ▼	C... ▼	Equa... ▼	Equa... ▼	Equals: ▼	Equals: ▼	Cont... ▼	Equals: ▼


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

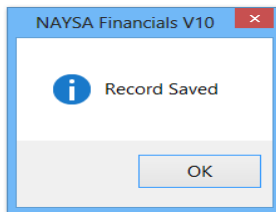
81. Enter the Ending Date of the transaction filter. NAYSA defaults three months date range to view, but it can be edited.


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
82. 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.

83. Double click to select a transaction to edit.

84. 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.

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

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