



ACCOUNTS PAYABLE REFERENCE FILES



WELCOME TO



ACCOUNTS PAYABLE MODULE
NAYSA Financials V10

System Configuration

Start by setting up reference and master files.



All reference and master file are user-defined. Only the authorized user can create and update the details.



You cannot proceed with the saving of reference file if mandatory field is blank.

Begin by creating the Alphanumeric Tax Code

You can create by navigating from the menu by choosing **Reference Files>Alphanumeric Tax Code**

ATC	Description	EWT Code	Tax Rate	Old ATC	Old EWT
W1120	PRIME CONTRACTORS/SUB-CONTRACTORS - IND	CI	10.00		
W1010	PROFESSIONALS (LAWYERS, CPAs, ENGINEERS, ETC.)	PI	10.00		
W1160	SUPPLIER OF SERVICES - INDIVIDUAL	SI	2.00		
WC140	BROKERS AND AGENTS - CORPORATION	BC	10.00		
W1140	BROKERS AND AGENTS - INDIVIDUAL	BI	10.00		
WC138	SUPPLIER OF GOODS - CORPORATION	GC	1.00		
WC160	SUPPLIER OF SERVICES - CORPORATION	SC	2.00	12	13
W1158	SUPPLIER OF GOODS - INDIVIDUAL	GI	1.00		
WC010	PROFESSIONALS (LAWYERS, CPAs, ENGINEERS, ETC.)	PC	10.00		
WC120	PRIME CONTRACTORS/SUB-CONTRACTORS - CORP	SU	2.00		
WC100	RENTAL-REAL & PERSONAL PROPERTY - CORP	RP	5.00		

ATC:

Description:

EWT Code:

Tax Rate:

Old ATC:

Old EWT:



How to navigate to the system?

1. Click the Add button to add a new record.

ATC:

Description:

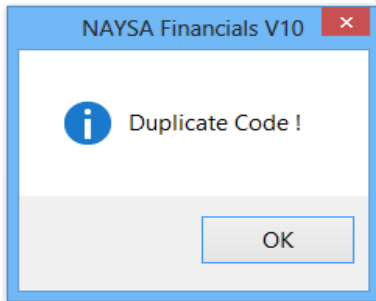
EWT Code:

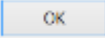
Tax Rate:

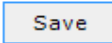
Old ATC:

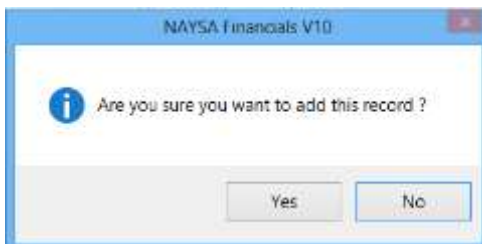
Old EWT:

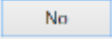
2. Set up a new Alphanumeric Tax Code (ATC). NAYSA validates duplicate ATC. A screen below is displayed.



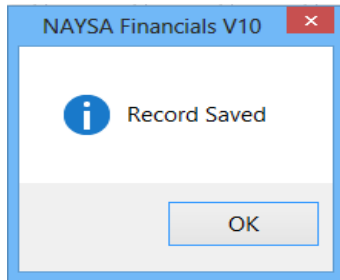
Click the  button to create a unique code.

3. Encode the description.
4. Encode the EWT Code.
5. Encode the Tax Rate.
6. Encode the old ATC.
7. Encode the old EWT Code.
8. Click the  button to save the newly created record. A screen below is displayed



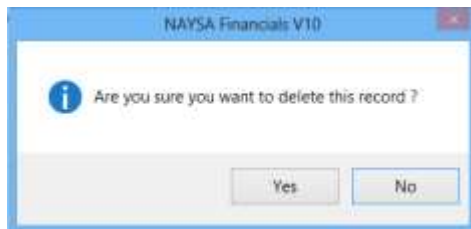
9. To cancel the saving of the new record, click the  button.

10. To add the new Alphanumeric Tax Code details created, click the button. A screen below is displayed.



Click the button to confirm. NAYSA clears the screen to allow setting up of another Alphanumeric Tax Code details.

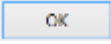

11. To print the Alphanumeric Tax Code Listing, click the button.
12. Click the button to clear the screen.
13. Click the button to edit existing ATC by highlighting the record to edit.
14. NAYSA does not allow editing of ATC.
15. To delete a record, click the button. A screen below is displayed.



16. To cancel the deletion of a record, click the button.
17. To proceed with the deletion of a record, click the button.
18. Click the button to delete by highlighting the record.

19. NAYSA validates the deletion, Deleting an Alphanumeric Tax Code with existing transaction, a message below is displayed:



20. Click the  button to exit.
21. To update the details of an existing Alphanumeric Tax Code, highlight the ATC and double click.
22. Click the  button at the upper right most of the screen to exit from Alphanumeric Tax Code setup.



The next step is to setup Payee Master Data

You can create by navigating from the menu by choosing **Reference Files>Payee Master Data**

NAYSA initially displays a screen to create a new Payee Setup.





How to navigate to the system?

1. Click the  button to add a new record.
2. View a valid SL Type. By clicking the  button, a drop list is displayed for selection. Select the correct information and proceed with the setup. Saving is not allowed if this field is blank.


3. Set up a new Payee Code. NAYSA validates duplicate Payee Code. A screen below is displayed.




Click the  button to create a unique code.

4. NAYSA displays the last Payee Code of Selected SL Type. Encode the next Payee Code.
5. View a valid Tax Rate Classification. By clicking the  button, a drop list is displayed for selection. Select the correct information and proceed with the setup. Saving is not allowed if this field is blank.

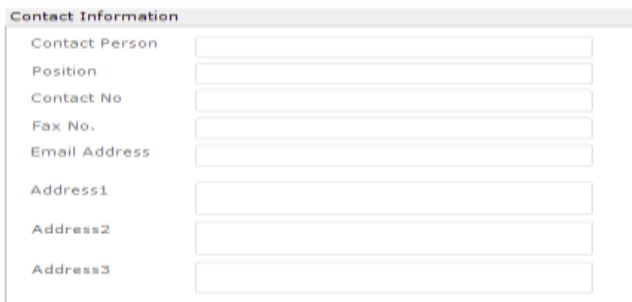
6. Encode the following Basic Information
 - Registered Name – If Tax Rate Classification is CORPORATION.
 - First Name – If Tax Rate Classification is INDIVIDUAL.
 - Middle Name – If Tax Rate Classification is INDIVIDUAL.
 - Last Name – If Tax Rate Classification is INDIVIDUAL.
7. Encode the Old Code as reference if any if a new Payee Code shall be implemented.

8. View a valid Branch. By clicking the  button, a drop list is displayed for selection. Select the correct information and proceed with the setup. Saving is not allowed if this field is blank.



The screenshot shows the 'Basic Information' section of a form. It includes fields for 'Subsidiary Type' (set to 'SUPPLIER'), 'Payee Code', 'Tax Rate Class', 'Registered Name', 'First Name', 'Middle Name', 'Last Name', and 'Old Code'. The 'Branch' field is highlighted with a dropdown arrow, and a list is shown with options: 'HEAD OFFICE', 'PLANT', and 'PLANT2'.

9. NAYSA provides the following Contact Information detail to be set up:



The screenshot shows the 'Contact Information' section of a form. It includes fields for 'Contact Person', 'Position', 'Contact No', 'Fax No.', 'Email Address', 'Address1', 'Address2', and 'Address3'.


- Contact Person
- Position
- Contact Number
- Fax Number
- Email Address
- Address1
- Address2
- Address 3

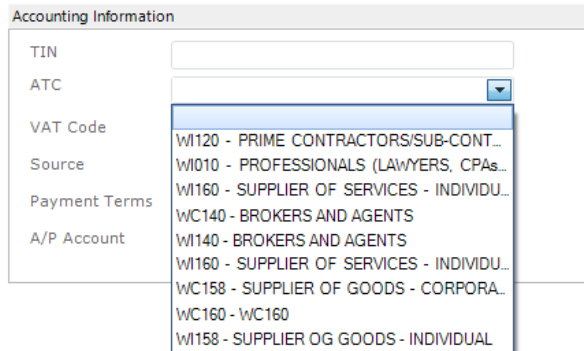
10. Encode the details of Accounting Information as basis to automate default values upon selection of Payee as shown below:



The screenshot shows the 'Accounting Information' section of a form. It includes fields for 'TIN', 'ATC', 'VAT Code', 'Source', 'Payment Terms', and 'A/P Account'.


11. Encode the Tax Identification Number (TIN)

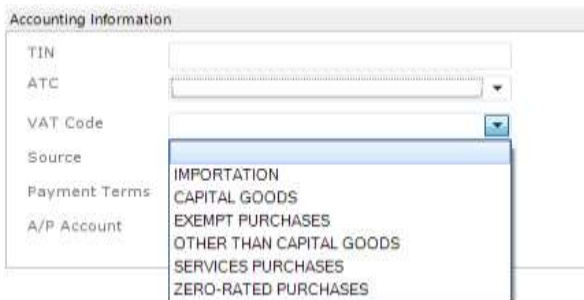
12. View a valid ATC. By clicking the  button, a drop list is displayed for selection. Select the correct information and proceed with the setup. Saving is not allowed if this field is blank.



The screenshot shows the 'Accounting Information' form. The 'ATC' field has a dropdown arrow button. The dropdown menu is open, displaying a list of supplier codes and their descriptions:


- WI120 - PRIME CONTRACTORS/SUB-CONT...
- WI010 - PROFESSIONALS (LAWYERS, CPAs...
- WI160 - SUPPLIER OF SERVICES - INDIVIDU...
- WC140 - BROKERS AND AGENTS
- WI140 - BROKERS AND AGENTS
- WI160 - SUPPLIER OF SERVICES - INDIVIDU...
- WC158 - SUPPLIER OF GOODS - CORPORA...
- WC160 - WC160
- WI158 - SUPPLIER OG GOODS - INDIVIDUAL

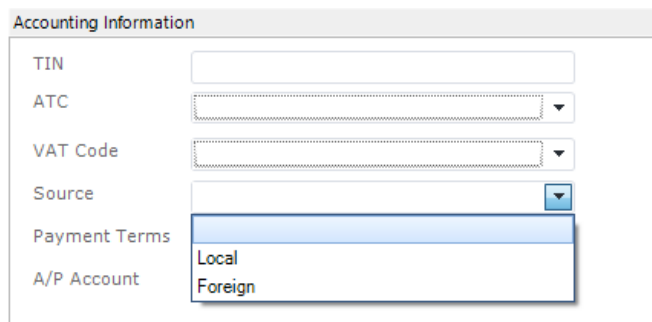
13. View a valid VAT Code. By clicking the  button, a drop list is displayed for selection. Select the correct information and proceed with the setup. Saving is not allowed if this field is blank.



The screenshot shows the 'Accounting Information' form. The 'VAT Code' field has a dropdown arrow button. The dropdown menu is open, displaying a list of purchase types:


- IMPORTATION
- CAPITAL GOODS
- EXEMPT PURCHASES
- OTHER THAN CAPITAL GOODS
- SERVICES PURCHASES
- ZERO-RATED PURCHASES

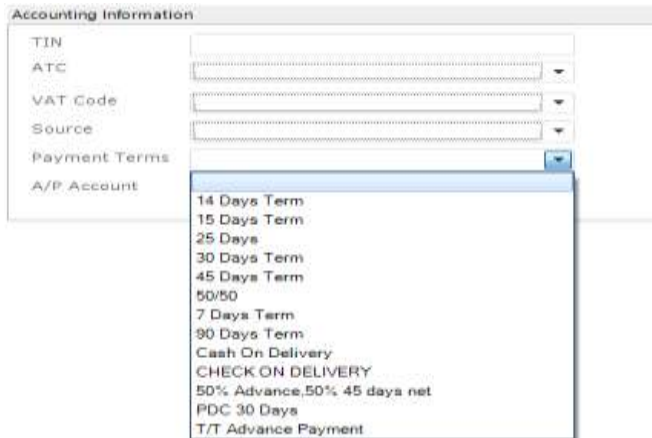
14. View a valid Source. By clicking the  button, a drop list is displayed for selection. Select the correct information and proceed with the setup. Saving is not allowed if this field is blank.



The screenshot shows the 'Accounting Information' form. The 'Source' field has a dropdown arrow button. The dropdown menu is open, displaying two options:

- Local
- Foreign

15. View a valid Payment Terms. By clicking the  button, a drop list is displayed for selection. Select the correct information and proceed with the setup. Saving is not allowed if this field is blank.




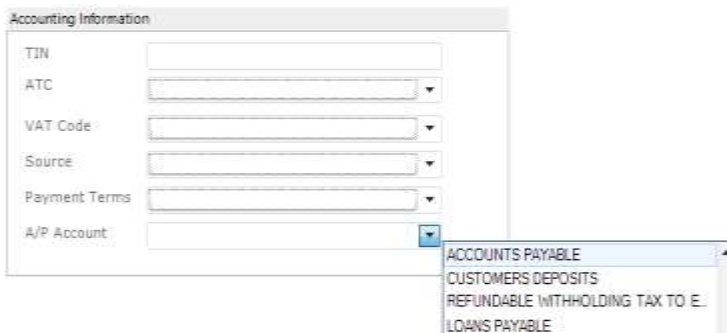
The screenshot shows the 'Accounting Information' form with the following fields and values:

Field	Value
TIN	
ATC	
VAT Code	
Source	
Payment Terms	14 Days Term
A/P Account	

The 'Payment Terms' dropdown menu is open, displaying the following options:

- 14 Days Term
- 15 Days Term
- 25 Days
- 30 Days Term
- 45 Days Term
- 50/50
- 7 Days Term
- 90 Days Term
- Cash On Delivery
- CHECK ON DELIVERY
- 50% Advance, 50% 45 days net
- PDC 30 Days
- T/T Advance Payment

16. View a valid A/P Account. By clicking the  button, a drop list is displayed for selection. Select the correct information and proceed with the setup. Saving is not allowed if this field is blank.



The screenshot shows the 'Accounting Information' form with the following fields and values:

Field	Value
TIN	
ATC	
VAT Code	
Source	
Payment Terms	
A/P Account	ACCOUNTS PAYABLE

The 'A/P Account' dropdown menu is open, displaying the following options:

- ACCOUNTS PAYABLE
- CUSTOMERS DEPOSITS
- REFUNDABLE WITHHOLDING TAX TO E.
- LOANS PAYABLE

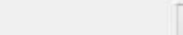
ACCOUNTS PAYABLE : Reference Files


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17. Click the Payee Master Data Tab to view encoded Payee details in the Payee Set-Up Tab.


[illegible]


18. Click the  button to save the newly created record. A screen below is displayed




19. To cancel the saving of the new record, click the  button.

20. To add the new Payee details created, click the button. A screen below is displayed.




- Click the  button to confirm. NAYSA clears the screen to allow setting up of another Subsidiary Ledger details.

21. Click the  button to delete a record by highlighting the record in the Payee Master Data. The details of selected Payee shall be displayed in the Payee Set-up tab.





22. NAYSA validates the deletion if record for deletion was already used in the system.




20 Click the  button to clear the screen.

21 To print the Payee Master Listing, click the  button.

22 To view the details of an Payee, 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.

23. Click the  button at the upper right most of the screen to exit from S/L Master Data.

Create the Payment Terms

You can create by navigating from the menu by choosing **Reference Files>Payee Master Data**.

Reference Codes Tab to set up Payment Terms

Code	Description	Due Days	AP Adv
0001	CASH BEFORE DELIVERY	0	Y
COD	COD	0	
Z007	Payable in 7 days	7	
Z014	Payable in 14 days	14	
Z015	Payable in 15 days	15	
Z020	Payable in 20 days	20	
Z030	Payable in 30 days	30	
Z037	Payable in 37 days	37	
Z045	Payable in 45 days	45	
Z060	Payable in 60 days	60	
Z075	Payable in 75 days	75	
Z090	Payable in 90 days	90	
Z105	Payable in 105 days	0	
Z120	Payable in 120 days	0	
ZCOD	Payable immediately	0	
ZD10	10 % downpayment, 90% balance before delivery	0	
ZD15	15% DP upon PO, 85% 30 days from del to shipper	0	
ZD20	20 % downpayment, 80% balance before delivery	0	
ZD30	30 % downpayment, 70% balance before delivery	0	
ZD50	50% down, 50% before shipment	0	
ZD53	50% DP, 25% 1mo before delivery, 25% upon delivery	0	
ZE25	25% downpayment and 75% - 45days upon delivery	0	
ZE30	30%dp bal upon receipt of invoices & packing list	0	
ZE50	50% down, bal payable after delivery to shipper	0	
ZEOM	Payable end of next month	0	
ZL30	L/C 30 days	0	
ZL60	L/C 60 days	0	
ZLCS	L/C at sight	0	
TM10	TM10	0	



How to navigate to the system?

1. Click the  button to add a new record.

Basic Information

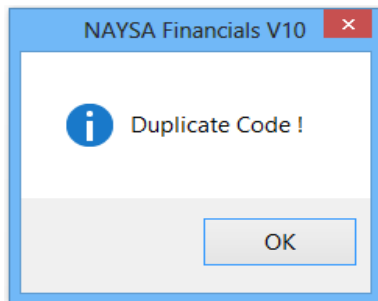
Code: 0001

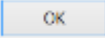
Description: CASH BEFORE DELIVERY


Due Days: 0

AP Adv: Yes

2. Set up a new Payment Terms. NAYSA validates duplicate Payment Terms. A screen below is displayed.




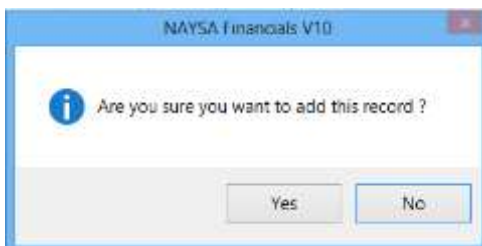
Click the  button to create a unique code.

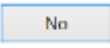
3. Encode the description.
4. Encode the number of Days Due
5. Tag if Payment Terms shall be used for AP Advances transactions, select YES. By clicking the  button, a drop list is displayed for selection. This field can be left blank.

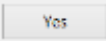
 A screenshot of the "Basic Information" form within the NAYSA Financials V10 application. The form has several fields:

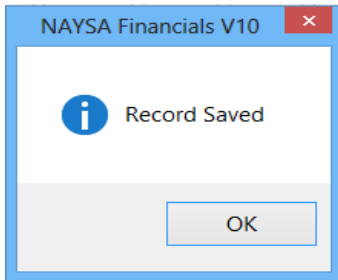
- Code:** A text box containing "0001".
- Description:** A text box containing "CASH BEFORE DELIVERY".
- Due Days:** A text box containing "0".
- AP Adv:** A dropdown menu currently showing "Yes". Below the menu, the word "Yes" is visible, indicating the dropdown is open.

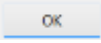
6. Click the  button to save the newly created record. A screen below is displayed





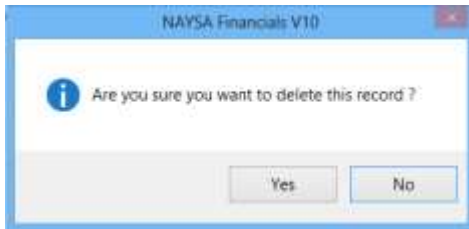
7. To cancel the saving of the new record, click the  button.

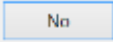
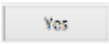

8. To add the new Payment Terms details created, click the  button. A screen below is displayed.



Click the  button to confirm. NAYSA clears the screen to allow setting up of another Payment Terms details.

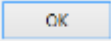

9. To print the Payment Terms Listing, click the  button.
10. To edit existing Payment Terms, highlight the record and double click.
11. NAYSA does not allow editing of Payment Terms code.
12. To delete a record, click the  button. A screen below is displayed.



13. To cancel the deletion of a record, click the  button.
14. To proceed with the deletion of a record, click the  button.
15. Click the  button to delete by highlighting the record.

16. NAYSA validates the deletion, deleting a Payment Terms with existing transaction, a message below is displayed:



17. Click the  button to exit.
18. Click the  button at the upper right most of the screen to exit from Payment Terms setup.