



# ACCOUNTS PAYABLE

## POST AP DEBIT MEMO

**WELCOME TO**



**ACCOUNTS PAYABLE MODULE**  
**NAYSA Financials V10**

**ACCOUNTS PAYABLE : Post A/P Debit Memo****Post A/P Debit Memo transaction**

Only authorized process owner can process transaction.



1. Once transactions have been posted, editing of details is disabled.
2. Viewing of posted transactions is available.
3. Upon posting of transactions, the following Management Reports are updated:
  - Details of each transaction can be generated in the General Ledger Report.
  - Summary of each GL Account can be generated in the Trial Balance and Financial Statement (Balance Sheet and Income Statement)
  - Summary of each Subsidiary Ledgers can be generated per GL Account Schedule
4. 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



1. Have you checked and verified the Journal and Recap?
2. Are you sure you want to post the transaction?

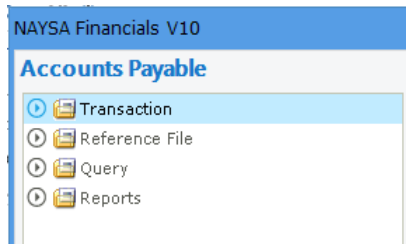


How to navigate NAYSA?

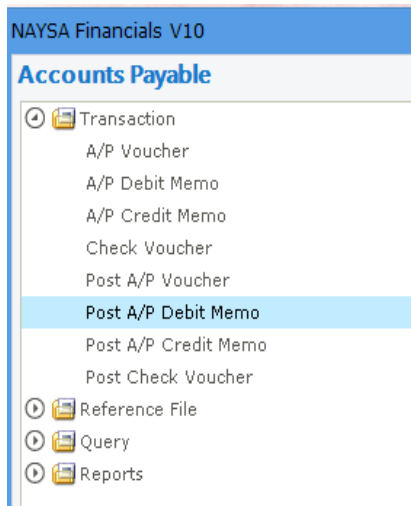
Let's us post A/P Debit Memo transaction.

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

1. Click General Ledger to view the menu below.



2. Select Transaction.



**ACCOUNTS PAYABLE : Post A/P Debit Memo**

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

Post A/P Debit Memo Transaction

Select	BC	A/P DM No	A/P DM Date	Payee Code	Payee Name	Particular	Prepared By	Date Stamp	Time Stamp
<input checked="" type="checkbox"/>	HO	00000001		PA000001	ABC CORPORATION				

Posting Condition

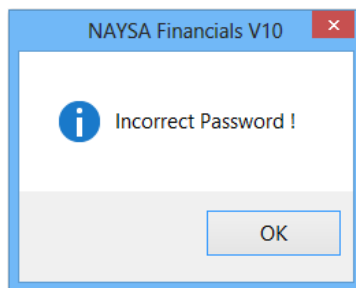
Password  Progress Status  Warning !

Before running this routine make sure you have done the following :

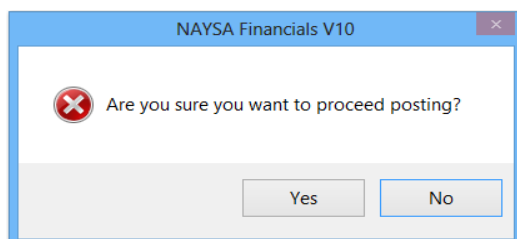
1. Check and verified A/P Debit Memo Journal and Recap
2. Backup you data.

OK Cancel

4. Click each box to select transaction to post.
5. To deselect, double click the box of selected transaction
6. Encode a password. If password is incorrect, a message below is displayed:



7. Click the  button to encode a valid password.
8. To cancel the posting of transaction, click the  button.
9. Encode a valid password, a message below is displayed:

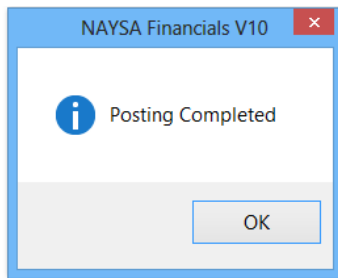


**ACCOUNTS PAYABLE : Post A/P Debit Memo**

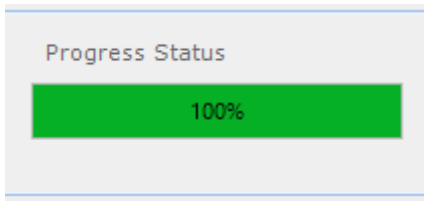
10. To cancel the posting of transaction, click the  button.

11. To proceed with the posting of transaction, click the  button.

12. A message below is displayed upon posting of transaction:



At the bottom of the screen, NAYSA displays the progress status as shown below:



13. Click the  button to exit from the posting screen.

14. All posted transactions can still be viewed. To view a posted transaction, go to A/P Credit Memo transaction, click the Transaction History to select a record.

15. Click the  button to filter a record to select.

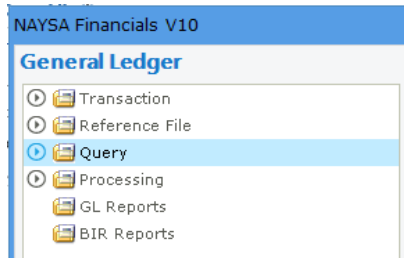
16. Double click a posted transaction to view.

17. NAYSA tags the status as **Closed Transaction** and disable the editing in the viewing screen.

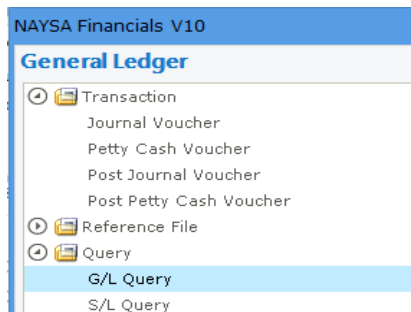
Now, let's us do GL Account Analysis of posted A/P Debit Memo transaction.

By navigating from menu, select **General Ledger>Query**

1. Click General Ledger to view the menu below.



2. Select Query and view submenu.



3. Select GL Query to do GL Account Analysis. A screen below is displayed.

The screenshot shows the 'GL Query' screen in NAYSA Financials V10. The screen displays a filter section at the top with fields for Branch (HEAD OFFICE), Account Code, S/L Code, and R/C Code. Below the filter, there are summary fields for Beginning Balance (0.00), Total Debit (79,285.71), Total Credit (118,928.57), and Ending Balance (-39,642.86). The main table shows account analysis for AP TRADE, with columns for Co., Cont., Cont., Cont., Contains, Equals, Contains, Contains, Particular, R/C Code, S/L Code, Debit (PHP), and Credit (PHP). The table has three rows of data.

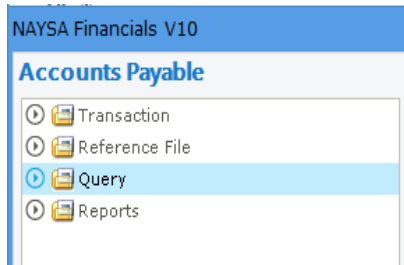
Co.	Cont.	Cont.	Cont.	Contains	Equals	Contains	Contains	Particular	R/C Code	S/L Code	Debit (PHP)	Credit (PHP)
HO	201806	APV	00000001			200010	AP TRADE	PURCHASE OF MERCHANDISE		PA000001	0.00	99,107.14
HO		APDM	00000001			200010	AP TRADE			PA000001	79,285.71	0.00
HO	201806	APCM	00000001			200010	AP TRADE			PA000001	0.00	19,821.43

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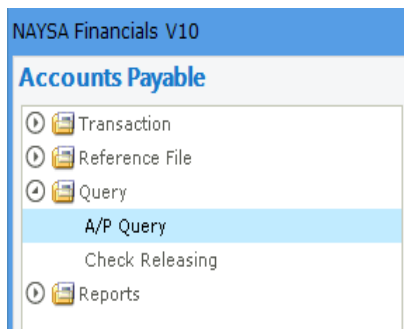
Now, let's us view the Vendor Ledger of posted A/P Debit Memo transaction.

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.

A/P Query

Filter

Branch: HEAD OFFICE Find Reset Print

Payee Name: ABC CORPORATION

Starting Cut-Off: Ending Cut-Off: View Document

Total Debit: 79,285.71 Total Credit: 118,928.57 Ending Balance: 39,642.86

BC	Cut Off	DT	Doc No	Doc Date	SI No	SI Date	Particular	Debit	Credit	Balance
Con...	Con...	Con...	Contains:	Equals:	Contains:	Equals:	Contains:	Equals:	Equals:	C
HO		APV	00000001		223344	06/04/2018	PURCHASE OF MERCHANDISE	0.00	99,107.14	99,107.14
HO		APCM	00000001		223344	06/04/2018		0.00	19,821.43	118,928.57
HO		APDM	00000001		223344	06/04/2018		79,285.71	0.00	39,642.86



## ACCOUNTS PAYABLE : Post A/P Debit Memo

- Select AP Aging Summary to view summary of Aging Report. A screen below is displayed.

A/P Query

Filter

Branch: HEAD OFFICE

Payee Name:

View Aging Detailed

100%

Re-process AP Aging Reset Print

Payee Code	Payee Name	Amt Due	Current Amt	1-30 Days	31-60 Days	61-90 Days	91-120 Days	Over 120 Days
PA000001	ABC CORPORATION	39,642.86	39,642.86	0.00	0.00	0.00	0.00	0.00

39,642.86 39,642.86 0.00 0.00 0.00 0.00 0.00

Amt Due Current 30 Days 60 Days 90 Days 120 Days Over 120 Days

- Select AP Aging Detailed to view summary of Aging Report. A screen below is displayed.

A/P Query

Payee Code	Payee Name	Amt Due	Current Amt	1-30 Days	31-60 Days	61-90 Days	91-120 Days	Over 120 Days
PA000001	ABC CORPORATION	39,642.86	39,642.86	0.00	0.00	0.00	0.00	0.00

SI No	SI Date	Pay Term	Due Date	Age In Days	Amt Due	Current Amt	1-30 Days	31-60 Days	61-90 Days	91-120 Days	Over 120 Days	A/P Acct	
223344		2030		0	39,642.86	39,642.86	0.00	0.00	0.00	0.00	0.00	200010	AP TRADE