



ACCOUNTS PAYABLE

CREDIT MEMO

WELCOME TO



ACCOUNTS PAYABLE MODULE
NAYSA Financials V10

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

Only authorized process owner can access this module to prepare AP Credit 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?

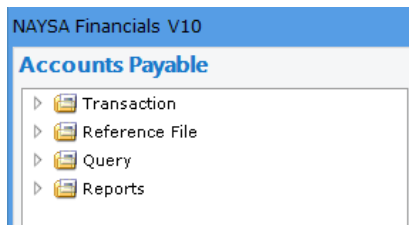


How to navigate NAYSA?

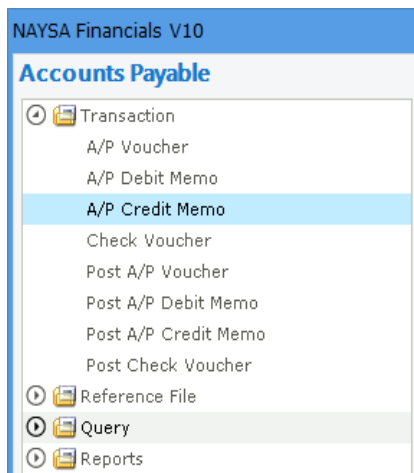
Let's start by creating an A/P Credit Memo transaction.

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

1. Click Accounts Payable to view the menu below.




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




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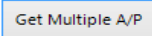
3. Select A/P Credit Memo to start encoding the transaction. A screen below is displayed.

4. NAYSA defaults the Branch Name pre-defined in the Company Identification File. This field cannot be edited.
5. The A/P CM Number is system generated upon saving the transaction. NAYSA assigns the next A/P CM Number in the series. Editing of system generated A/P CM Number is disabled.
6. The default A/P CM 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 | 99,107.14 | PHP | 1.0000 | MS |

Get Multiple A/P

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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

Get Multiple A/P

| 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 | VAT_ACCT | DR Acct |
|-----|----------|------------|--------------|------------|------------|----------|--------------------------|-----------|----------|-----------------------------|---------|----------|----------|---------|
| 001 | 00000001 | 223344 | | 100,000.00 | 100,000.00 | PG | OTHER THAN CAPITAL GOODS | 10,714.29 | GC | SUPPLIER OF GOODS - CORP... | 892.86 | 200010 | 110021 | 120002 |

Invoice Details

General Ledger

Add Delete

Generate GL Entries

100,000.00 100,000.00 10,714.29 892.86

Inv Amt Applied VAT Amt EWT Amt

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:

Generate GL Entries

| LN | Acct Code | RC Code | SL Code | Particular | VAT Co... | VAT Desc | EWT Code | EWT Desc | Debit (PHP) | Credit (PHP) |
|-----|-----------|---------|----------|--|-----------|---------------------|----------|--------------------------|-------------|--------------|
| 001 | 120002 | | | MERCHANDISE INVENTORY | | | | | 17,857.14 | 0.00 |
| 002 | 110021 | | PA000001 | INPUT VAT / ABC CORPORATION | PG | OTHER THAN CAPIT... | | | 2,142.86 | 0.00 |
| 003 | 200012 | | PA000001 | WITHHOLDING TAX PAYABLE-EXPANDED / ABC CORPORAT... | | | GC | SUPPLIER OF GOODS - C... | 0.00 | 178.57 |
| 004 | 200010 | | PA000001 | AP TRADE / ABC CORPORATION | | | | | 0.00 | 19,821.43 |

Invoice Details

General Ledger

Add Delete

Generate GL Entries

20,000.00 20,000.00

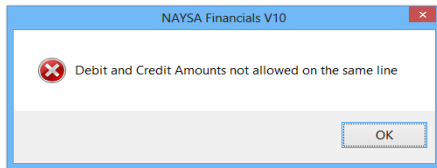
Debit Credit

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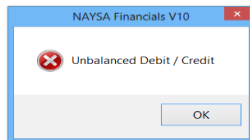
- GL Account/s of the DR Acct field setup, as encoded in the Invoice details in the reference APV transaction. Amount computed is a Debit Entry
 - Default VAT Input GL Account, per applied VAT Code of SI reference setup, as encoded in the Invoice details. Amount computed is a Debit Entry
 - Default EWT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


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

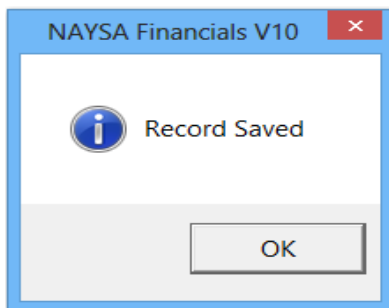



35. NAYSA displays a message alert below if Debit Amount and Credit Amount is unbalanced upon editing the system generated GL accounting entries.




36. Click the  button to correct the accounting entries.

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

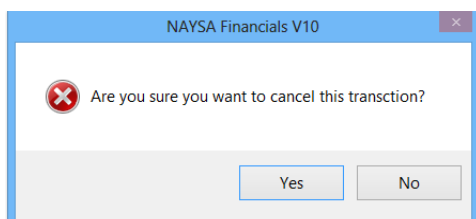


Click the  button to confirm. NAYSA clears the screen to allow creation of another transaction.

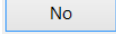
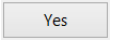





38. To print the A/P Credit Memo Form, click the  button.

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.



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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 CM history as shown below:
Below is the screen to view Transaction History per AP Invoice


A/P Credit Memo Transaction File

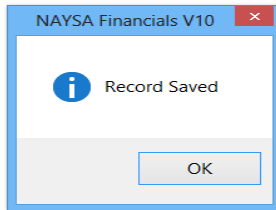
Transaction Details **Transaction History**


Starting Date Ending Date

| A/P DM No | A/P DM Date | Payee Code | Payee Name | Particular | Doc Status | Prepared By | Date Stamp | Time Stamp |
|-------------|-------------|-------------|-----------------|-------------|-------------|-------------|------------|-------------|
| Contains: ▼ | Equals: ▼ | Contains: ▼ | Contains: ▼ | Contains: ▼ | Contains: ▼ | Contains: ▼ | Equals: ▼ | Contains: ▼ |
| 00000001 | | PA000001 | ABC CORPORATION | | Open | | | 1707 |

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.