

Efficient & Streamlined Processes Using EE Accounts Payable

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Session Goal

- Discuss Configuration / Master Data Settings and their impact on the transaction
- Discuss enhanced functionality within EE Accounts Payable
- Discuss Third Party and Banking Integration Opportunities.

Why You should Automate AP !

- Scale Transaction Volume without Increased Human Resources.
- Increased Level of Transaction Accuracy.
 - Removes mundane repetitive task from the work day.
- Focus your people on:
 - Accurate Master Data
 - Error Transaction Root Cause Analysis.
- Enforce Business logic
 - Tolerances on Invoices greater than Purchase Order.

Supplier Invoice Demonstration

- PO Number = Demo.

Configuration Considerations - Suppliers

- Suppliers
 - Supplier Codes
 - Although not required, assign supplier code and business relation code as the same value
 - Supplier Payment Selection Criteria uses Business Relation Code not the Supplier Code.

Supplier Create X

Go To Actions Tools Print Preview

Supplier Code 10000000

Business Relation 10000000

Business Relation Accounting Payment Banking Def

Name Sample Supplier

Address 6975 Main Stret

Configuration Considerations - Suppliers

- Profiles
 - Definition: Used when multiple shared sets for a type of data exist in the database, you use profiles to identify the relationships between records in shared sets.
 - When shared sets are global across domain, assign the profile codes equal to the account number. Eliminates the requirement to translate.

Profile Create

Go To Actions Tools Print Preview Attach

Profile Code: 2000

Description: 2000- AP Trade

Profile Type: Supplier Account Profile

Shared Set Type: Account Shared Set

Active: ☒

Linked Object	Object Description	Shared Set
2000		DefaultGL
2000	Accounts Payable	QMS-GL-US
2000		QMS-GL-EMEA
		DefaultGeneralLe
		FRA-GL
		General Ledger

Configuration Considerations - Suppliers

- Profiles
 - Purchase Account Profile
 - Assign Linked object as blank.
 - Forces account entry at PO and Supplier Invoice creation.

Profile Modify X

Go To Actions Tools Print Preview Attach

Profile Code: Purchase

Description: Purchase gl account

Profile Type: Purchase Account Profile

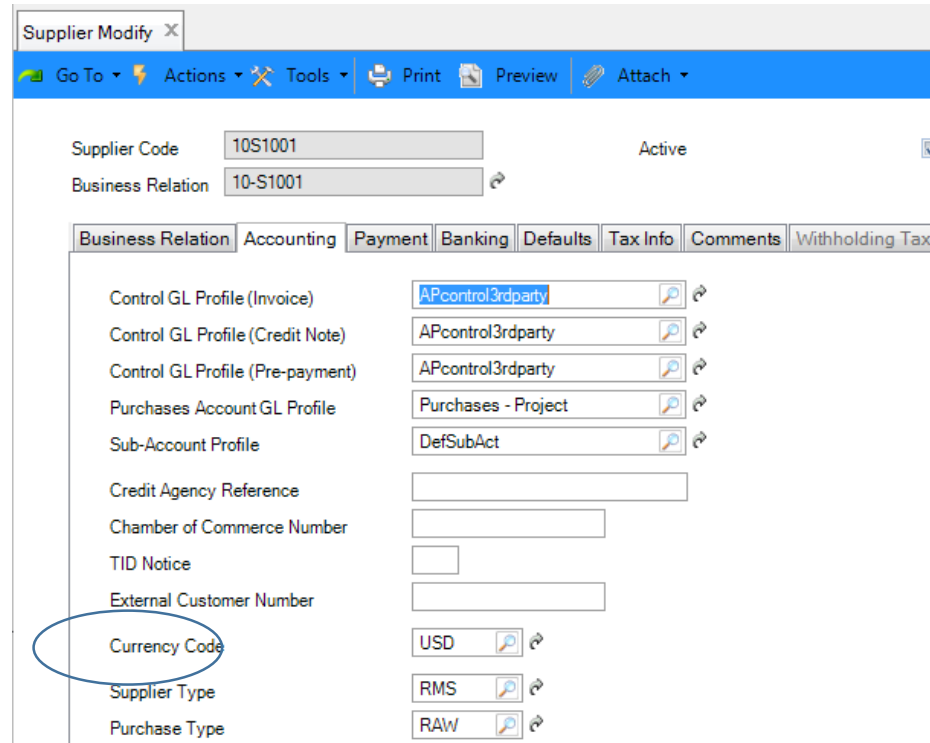
Shared Set Type: Account Shared Set

Active: ☒

Linked Object	Object Description	Shared Set
		General Ledger
		DefaultGL
	Purchases	QMS-GL-US
	Purchases	QMS-GL-EMEA
		DefaultGeneralLe
▶	ACHAT MP	FRA-GL

Configuration Considerations - Suppliers

- Currency
 - Assign Primary transaction currency with supplier for default in PO and Supplier Invoice.



Supplier Modify X

Go To Actions Tools Print Preview Attach

Supplier Code 10S1001 Active ☒

Business Relation 10-S1001

Business Relation Accounting Payment Banking Defaults Tax Info Comments Withholding Tax

Control GL Profile (Invoice) APcontrol3rdparty

Control GL Profile (Credit Note) APcontrol3rdparty

Control GL Profile (Pre-payment) APcontrol3rdparty

Purchases Account GL Profile Purchases - Project

Sub-Account Profile DefSubAct

Credit Agency Reference

Chamber of Commerce Number

TID Notice

External Customer Number

Currency Code USD

Supplier Type RMS

Purchase Type RAW

Configuration Considerations – Suppliers

- Payment Groups
 - Assign each supplier to a payment group.
 - A selection Criteria on Supplier Payment Selection.
 - Execute More Frequent smaller payment runs.

Supplier Modify

Go To Actions Tools Print Preview Attach

Supplier Code: 10S1001 Active

Business Relation: 10-S1001

Business Relation Accounting Payment Banking Defaults Tax Info Comments Withholding Tax

Credit Terms: 30D Payment Group: Tuesday

Invoice Status Code: RM-INIT

Send Remittance

Supplier Payment Selection Cr...

Go To Actions Tools Print Preview Attach

Selection Code: 160915 Bank GL Account: 1100 Current Balance: 533,680,582.50 USD

Status: Initial Own Bank Number: 55667342 Payment Total: 209,948.24 USD

Execution Date: 08/07/2016 Payment Format: CHECK-AP Number of Lines: 56

Details Logging

Search for Invoices

Set Selected: All Business Relation From/To: Payment Group: Tuesday Country Code: Intercompany: Both

Ref Due Date: 08/07/2016 Discounts up to: 08/14/2016 Group Name: Currency: Sub-Account: Payment Reference: Header Fields Clear Search

Visible Items: Show All Include All Entries View Invoices without Banks

Business Relation

Business Relation: 10-C1005 (2 items)

Set	Business Relat	Supplier	Type	Internal Number	Open Balance TC	TC Open Amount (Si	D	Pe	TC Payment Amount	TC Payment Amount (Signed)	D
<input type="checkbox"/>	10-C1005	10SC1005	Invoice	2010/SINV/00000	200.00	-200.00	CR	0.00	0.00	0.00	DR
<input type="checkbox"/>	10-C1005	10SC1005	Credit Note	2010/SCN/000000	491.50	491.50	DR	0.00	0.00	0.00	CR

Business Relation: 10-S1001 (1 item)

Set	Business Relat	Supplier	Type	Internal Number	Open Balance TC	TC Open Amount (Si	D	Pe	TC Payment Amount	TC Payment Amount (Signed)	D
<input checked="" type="checkbox"/>	10-S1001	10S1001	Invoice	2016/SINV/00000	10.54	-10.54	CR	0.00	10.54	10.54	DR

Business Relation: 10-S1002 (4 items)

Set	Business Relat	Supplier	Type	Internal Number	Open Balance TC	TC Open Amount (Si	D	Pe	TC Payment Amount	TC Payment Amount (Signed)	D
<input checked="" type="checkbox"/>	10-S1002	10S1002	Invoice	2016/SINV/00000	15,934.91	-15,934.91	CR	0.00	15,934.91	15,934.91	DR
<input checked="" type="checkbox"/>	10-S1002	10S1002	Invoice	2016/SINV/00000	60.00	-60.00	CR	0.00	60.00	60.00	DR
<input checked="" type="checkbox"/>	10-S1002	10S1002	Invoice	2016/SINV/00000	29,089.45	-29,089.45	CR	0.00	29,089.45	29,089.45	DR
<input checked="" type="checkbox"/>	10-S1002	10S1002	Existing Prepa	2016/APPAY/000	100.00	100.00	DR	0.00	100.00	-100.00	CR

Configuration Considerations - Suppliers

- **Invoice Status Codes**

- Assign Suppliers as either
 - Receiver Matching Status Codes – for Supplier that we commonly transaction with Purchase Orders.
 - Non Receiver Matching Status code- for Suppliers that we commonly do not transact with Purchase Orders.

Supplier View

Go To Actions Tools Print Preview Attach

Supplier Code: 10L1000 Active ☒

Business Relation: 10-L1000

Business Relation Accounting Payment Banking Defaults Tax Info Comments Withholding Tax

Credit Terms: 30D Payment Group

Invoice Status Code: RM-INIT

Send Remittance ☐

Supplier Invoice Create

Go To Actions Tools Print Preview Attach

Supplier Code: 10L1000 Kuehne & Nagel, Inc. Reference: Invoice 123

Posting: 2016 / SINV / 000000000 08/07/2016 TC Invoice Amount: 1,000.00 USD

General Addresses Financial Info Tax SI Posting Matching Posting Comments Withholding Tax

Supplier Code: 10L1000 Business Relation: 10-L1000 Kuehne & Nagel, Inc.

Invoice Reference: Invoice 123 Description: Invoice 123 10L1000

PO Number: P1010004

Registration Number: 2046

Invoice Type: Invoice

Daybook Set Code: 10PURCH Site: 000000000

Daybook Code: SINV Year: 2016 08

Posting Date: 08/07/2016

Invoice Date: 08/07/2016

TC Invoice Amount: 1,000.00 USD

Exchange Rate: 1.000000000

BC Invoice Amount: 1,000.00 USD

Sub-Account: Gserv

Project:

Cost Center: 0000

Link To Invoice: 000000000

Approved: ☐ Receiver Matching: ☒

Lock Payment: ☒ Open: ☐



Initial Status: ☒ Selected: ☐

Adjustment: 0

Matching

Configuration Considerations - Suppliers

- Invoice Status Codes
 - Create Initial Status Codes for Use in Supplier Invoice creation.
 - Initial Status Invoices **do not have GL Allocation**.
 - Supports the Supplier Invoice Registration Functionally.
 - Invoice is accounted for in QAD.
 - Supports the Estimated AP Accrual at Month end if required because of materiality.
 - Create Initial Invoice Status Codes equal to Cost Centers
 - (Hint Cost Centers should be owned by responsibility managers).

Invoice Status Code	<input type="text" value="INIT"/>		
Invoice Status Code Allocation Status	<input type="text" value="No Allocation"/>		
Taxable	<input type="checkbox"/>	Tax Excluded	<input type="checkbox"/>

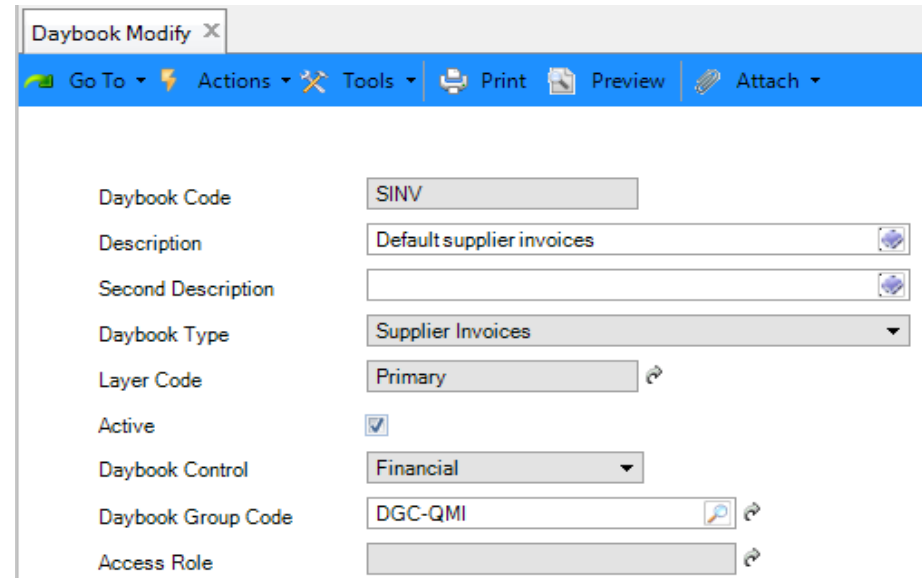
Approved	<input type="checkbox"/>	Receiver Matching	<input type="checkbox"/>
Lock Payment	<input checked="" type="checkbox"/>	Open	<input checked="" type="checkbox"/>
Initial Status	<input checked="" type="checkbox"/>	Selected	<input type="checkbox"/>

Typical Invoice Status Codes

Invoice Status Code	Description	Lock Payment	Inv Approved	Allocation Status	Active	Receiver Matching	Initial Stat	Status After Match
INIT	Initial	yes	no	No Allocation	yes	no	yes	
RM-INIT	Initial with Receiver Matching	yes	no	No Allocation	yes	yes	yes	RM-OK2PAY
111	OK to Pay, Approved , Matched	no	yes	Allocation	no	yes	no	
250	Allocation, approved, no match, unlo...	no	yes	Any	no	no	no	
999	Lock payment not approved no alloc...	yes	no	No Allocation	no	yes	no	111
ALLOCATED	Manual Match - To be approved	yes	no	Allocation	no	no	no	
C-OK	Customer Invoice OK	no	yes	Allocation	yes	no	no	
DIRAFFECT	Direct affecté approuvé	no	yes	Allocation	no	no	no	
NOPAY	Manual Match - Allocated Locked Pa...	no	no	Any	yes	no	no	
OK2PAY	Manual Match - Approved Released...	no	yes	Allocation	yes	no	no	
PAY	Process for Payment	no	yes	No Allocation	yes	no	no	
RM-HOLD	Receiver Match - Not Matched Lock...	yes	no	No Allocation	yes	yes	no	RM-OK2PAY
RM-NOPAY	Receiver Match - Matched Approved...	yes	yes	Allocation	yes	yes	no	
RM-OK2PAY	Receiver Match - Matched Approve...	no	yes	Allocation	yes	yes	no	
TR-ALLOC	Manual Match - Transient Allocation	yes	no	Transient Allocation	yes	no	no	

Configuration Considerations – Daybooks

- Daybooks
 - General ledger Journals
 - Homogeneous Transactions for Daybooks.
 - Year , Daybook and Voucher Number Make the transaction unique at submodule and GL level.
 - Standard View in GL and AP by Daybook.
- Demo = GL Transactions View



The screenshot shows a 'Daybook Modify' window with a blue header bar containing navigation icons and labels: 'Go To', 'Actions', 'Tools', 'Print', 'Preview', and 'Attach'. The main area contains a list of fields for configuring a daybook:

Daybook Code	SINV
Description	Default supplier invoices
Second Description	
Daybook Type	Supplier Invoices
Layer Code	Primary
Active	<input checked="" type="checkbox"/>
Daybook Control	Financial
Daybook Group Code	DGC-QMI
Access Role	

Supplier Invoice Create – User Defined Fields

- UDFs Collect additional data required by business.
 - Example: SG&A Expenses paid via accounts payable.
 - Requisitioner of Goods and Services
 - No Access to Invoice.
 - PO was not issued.
 - Proposed Account String for Accrual.
 - UDFs can have role level access, allowing a cost center manager to access and approve an Initial Status invoice with changing other Fields in the SI.

Configuration Considerations – Credit Terms

- Credit Terms Table is shared by both Customers and Suppliers.
- If it is common business practice to extend the age of your Payables
 - Consider separate codes for Supplier VS Customers. ie:
 - Customer Credit Terms of Net 30 days
 - Code = N30, Due Date is 30 days after invoices date.
 - Supplier Credit Terms of Net 30 days
 - Code = N30S, Due Date is 35 days after invoices date.
 - Result:
 - Supplier Sees code and Description of N30S, Net 30 Days.
 - QAD Calculates due date for payment of 35 days after supplier invoice date.
 - AP Processor does not need to manage due dates.

Configuration Considerations – Credit Terms

Credit Terms Modify X

Go To Actions Tools Print Preview Attach

Credit Terms Code 30D

Description 30 days after invoice date

Payment Type Normal Billing Schedule Code

Active ☒

Normal Discount Staged

Period Type Days Base Date / Fixed Due Date

No of Periods 35 Base Days 0

Supplementary Days 0 Grace Days 0

Min Due Days 0 Terms Interest Percentage 0.00

Daily Overdue Int Percentage 0.00

Configuration Considerations – Credit Terms

Supplier Invoice View X

Go To Actions Tools Print Preview Attach

Supplier Code 10S1006 Hampton Electronics Reference OI S H04

Posting 2013 / SINV / 000000119 03/22/2013 TC Invoice Amount 5,083.00 USD

General Addresses Financial Info Tax SI Posting Matching Posting Comments Withholding Tax

Credit Terms Code 30D Due Date 10/30/2015 Staged

TC Hold Amount 0.00 Discount Due Date 09/15/2014

TC Non-Disc Amt 0.00 Purchase Type RAW

Payment Reference

Automation – Extending the Age of the SI

- Create Supplier Specific Credit Terms Codes.
 - Configure Due date days to coincide with Business Policy
 - Ex Net 30 Terms are paid in 40 days from Supplier Invoice, Use for days in Due days fields.
 - Due date in QAD calculates to the correct date and Automates payment selection compliant with business policy.
- Eliminates the need for manual calculations by your staff.

Automation – 3rd Party AP Integration

- <http://www.easyaccessap.com/>
- Third party solution with Integration to a current client.
 - Physical Supplier Invoices are mailed to Easy access PO Box.
 - Physical Invoices are scanned via OCR to build normalized data record of Invoice.
 - Integration of QAD into Easy Access includes:
 - Supplier Master
 - Purchase Order Receipt file.
 - Integration from Easy Access to QAD.
 - Matched Supplier Invoice loaded via AP API.
 - Non-PO Invoices Loaded Into Supplier Invoices via AP API.
 - Drives a favorable affect on EBITDA



Automation – Banking Integration Processing Bank Files.

- EE has enhanced functionality to enable Financial Institution Bank Integration
 - ACH Disbursement
 - Acknowledgements of Payments.
 - Bank Payments to Your suppliers via your credit card (increase your float another month, pay your supplier on time).
 - Check files to bank for – Bank Check Printing and Mailing Services.
 - Positive Pay Files.
 - Cleared Check Processing. (For Collection to Paid).
 - Daily Automated Banking Entries (GL Bank Account Journal Entries).
 - Accurate Cash balance in Trial Balance Daily.

AP Banking Automation

- Process Incoming bank files.
 - Clear outstanding checks daily
 - Record bank fees automatically.

The screenshot shows a software window titled "Process Incoming Bank Files". It features a blue header bar with navigation icons and labels: "Go To", "Actions", "Tools", "Print", and "Preview". Below the header is a search section labeled "Search for Transaction Messages" containing input fields for "Bank File Name", "Transaction Direction", "Account Number", "Transaction Date", and "Upload Date". To the right of these fields is an "Actions" dropdown menu with options: "Bounce Customer Payment", "Bounce Supplier Payment", "Create Banking Entry", "Acknowledge Bank Receipt", and "Other". A "Search" button is located to the right of the date fields. Below the search section is a table header with columns: "Format Code", "Transaction Type", "Action", "Business Relation Type", "Process Status", and "Own Bank Number". The table body is currently empty. At the bottom of the window, there is a "Processing" section with checkboxes for "New Payments as Paid" and "Create Banking Entry", and a section for "All Entities Allocation" with checkboxes for "Number of Records" and "Successfully Processed". Below these are input fields for "Processed with Errors" and "Not Processed", all showing a value of "0". A "Progress" bar is located at the very bottom of the processing section. The status bar at the bottom of the window displays the following text: "QAD System Domain [USD] > 10USA USA Division [USD] > 10USA USA Division [USD] > 11CAN Canada Division [CAD] 11CAN Canada".

Questions?

- Thank You
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