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.

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.

Configuration Considerations - Suppliers

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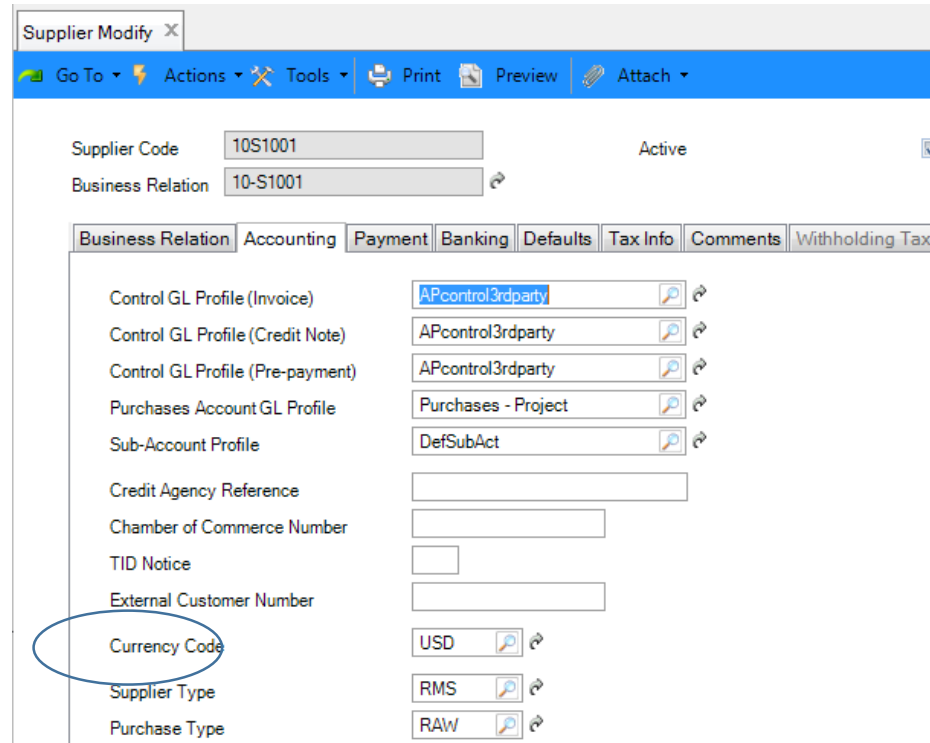
Configuration Considerations - Suppliers

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

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.

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.

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).
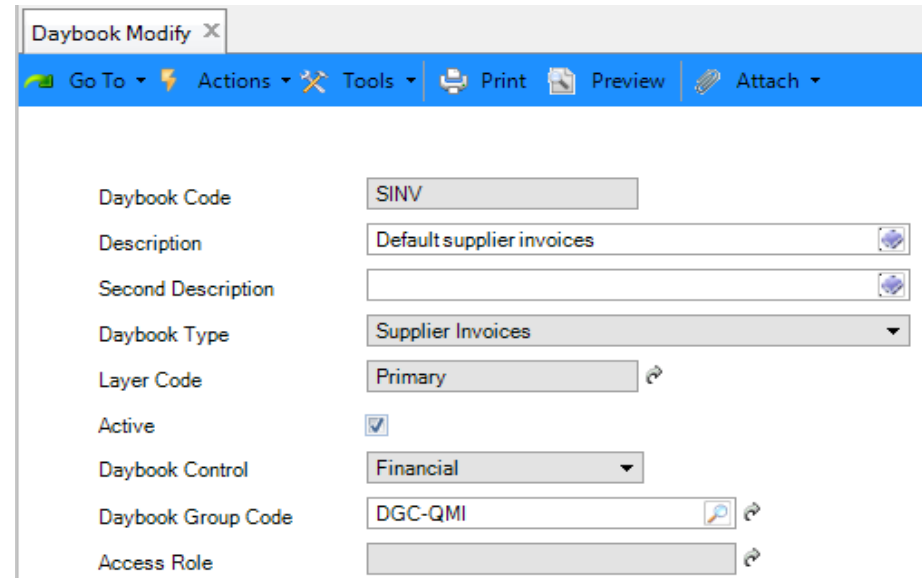
Typical Invoice Status Codes

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	

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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

Supplier Invoice Create – User Defined Fields

- UDFs Collect addition 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

Configuration Considerations – Credit Terms

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

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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.

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AP Banking Automation

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

Questions?

- Thank You

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