

CAYMAN ISLANDS GOVERNMENT

IRIS AP 505

AN INTERMEDIATE IRIS ACCOUNTS PAYABLES COURSE

INSTRUCTOR: RICARDO ROACH

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COURSE OUTLINE

IRIS Accounts Payables (AP) 505

Objectives:

- Validate Invoices
- Query Invoices
- Prepayments

Audience: IRIS AP Users

Pre-requisites:

IRIS Accounts Payables 101 Training

Topics Covered:

- 1. Validate Invoices
- 2. Query Invoices
- 3. Prepayments
 - 3.1. Invoice Advance/Prepayments
 - 3.2. Apply/Un-Apply
 - 3.2.1. Money Owed to Government
 - 3.2.2. Money Owed to Employee
 - 3.2.3. Un-Apply Prepayment
 - 3.2.4. Cancel Prepayment

Multiple Choice Mini Test

This is an opportunity for the attendee to evaluate the skills learned in the course and assess if they have achieved the course objectives.

Next Recommended Course:

IRIS Accounts Payables 909 Training

VALIDATE/APPROVE INVOICE

Managers and CFO's are the only two responsibilities authorized to validate or approve invoices by using either one of the two below options.

1. <u>"Invoice Batches" window (Validation of the entire batch)</u>

- Step 1: Navigate to the invoice batches window
- Step 2: Press "F11" key then enter the batch name
- Step 3: Press "Ctrl+F11" keys together
- Step 4: Select "Validate 1" button
- Step 5: Select "OK" button (Concurrent manager will process your request)



2. <u>"Invoices" window (validation of individual invoice at a time)</u>

- Step 1: Navigate to the invoice batches window
- Step 2: Press F11 key then enter the batch name
- Step 3: Press Ctrl+F11 keys together

- Step 4: Select "Actions ... 1" button
- Step 5: Enable "Validate" options
- Step 6: Click on "OK" button



Step 7: Review Invoices window to see Status of invoice.

INVOICE ENQUIRY

Some Suppliers may call enquiring about the status of their outstanding invoices. Oracle Payables enables you to perform various types of enquiries based on any type of criteria you may have of the supplier at the time e.g. Supplier's name or invoice number or amount, dates, currency, etc.

You do not have to fill in all below illustrations.

- Step 1: Navigate to: Invoices→Entry→Invoices
- Step 2: Enter Supplier's name or any other related information of the supplier such as: Site, date, amount.
- Step 3: Calculate Balance Owed

AP calculates how much is owed to supplier.



Find - AP finds all invoices pertaining to the search criteria.

Oracle payables displays all information requested in your search and much more as it will also display the cheque number if the invoice has been paid.

PREPAYMENTS

WHAT IS A PREPAYMENT?

A prepayment is a type of invoice you enter to make an advance payment to a supplier or an employee. For example, you need to pay a deposit on a lease, or pay an employee an advance for his/her expected travel expenses.

The Supplier may reduce the invoice amount by the amount of the prepayment. You will see more of this feature in newer versions.

You can enter two types of prepayments: Temporary and Permanent.

Temporary Prepayments: MUST be applied at a later date to either a Standard Invoice(s) or Expense Report(s) you receive in order to clear the Prepayment amount advanced that was paid at an earlier date.

You may **apply** the prepayment to one or more Standard Invoices or Expense Reports you receive from the supplier or employee to offset the amount paid to them. The Supplier might send an invoice that references a prepayment. (The pop up notice will let you know if they do not make reference to a prepayment.)

Example #1: You issue a Temporary Prepayment to pay a hotel a catering deposit. When the invoice arrives, you <u>apply</u> the prepayment to a Standard Invoice to reduce the invoice amount.

Example # 2: You issue a Temporary Prepayment to pay an employee for travel expenses that he/she does not know the exact amount he will be using during his overseas travel. It is an <u>estimate only,</u> for this reason it is paid from and advance account (12008 which is considered an Asset as it is money owed to Government)

Temporary Prepayments invoices remains with a status of "Available" UNTIL you apply the full amount of the prepayment item distributions to one or more invoices. You should review the **CIG Prepayment Status Report** and/or **Excel format** on a regular basis to check the status of all prepayments in Payables.

The moment you select a supplier that has outstanding prepayments, AP will immediately notify you of the number of prepayments that are outstanding. AP will not automatically apply the prepayment(s) to any invoice.

After you have properly applied a prepayment to a Standard or an Expense Report Invoice, Payables creates a negative amount prepayment type in the Invoice Distribution window for the invoice and reduces the prepayment's available applicable amount.

Permanent Prepayment: You cannot apply to invoices.

Example: You use a Permanent Prepayment to pay for a lease deposit for which you do not expect to be invoiced.

(Cayman Islands Government does not use or encourage this option)

PREPAYMENT ADVANCES

Suppliers/Employee's Site:

Supplier's or Employee's site should reflect the cost center from which payment or advance payment is to be made from. These settings should have been added when the supplier site was initially created.

Update VAMPT N	IOTORS LTD - 279: Accounting	
Supplier Sites		
* Ledge	Cayman Islands Government • Site Status Active • Site Name	Operating Unit Ge
Create	ayment Bills Payable Distribution Set	
Site Name	Operating Unit	Prepayment
TSY	MINISTRY OF FINANCE & ECONOMIC DEVELOPMENT	14.141401.12008.00000000.00000 %
TSY	EXECUTIVE - FINANCE	43.431401.12008.00000000.0000C 55, Enthy Department Research Calegory Project Inter

You may not require a PO for invoice type "Prepayment" therefore you may disable hold name called "Hold Unmatched Invoices" from the supplier's site.

However, there may be Suppliers that you may need to advance payment in order for them to start a new job, AP will allow you to also match PO against an Invoice type "Prepayment".

Optionally you may disable the Hold – Unmatched Invoices option as per below if you do not require a PO.

Suppl	ker Situs				-					
	She Status Active • Site N	inne fav	Operating Unit Go	1						
Involu	ing Payment Terms Sup	plier Preferences								
	-								Hold from Pay	ment
Site Name	Operating Unit	Invoice Amount Limit	Invoice Tolerance	Invoice Match Option		Invoic	е	All	Unnutched Invoices	Unvalidated Invoices
TSY	MINISTRY OF FINANCE & ECONOMIC DEVELOPMENT		PORTFOLIO OF FINANCE & ECONOMICS - Tolerance -	Receipt	*	AVD.		10	10	8
TSY	EXECUTIVE - FINANCE	1	EXECUTIVE - FINANCE - Tolerance ·	Receipt	٠	100		10	101	也

PREPAYMENT INVOICES

Prepayment Invoices are entered the same as all non-purchase order invoices, except for the invoice type that must be set to "Prepayment".

- Step 1: Enter a unique batch name as per naming convention
- Step 2: Enter control count, control amount, payment terms, pay group, currency, etc.
- Step 3: Invoice Type must be "**Prepayment**"
- Step 4: Prepayment type: defaults to **Temporary** once you select the invoice type as Prepayment)
- Step 5: Settlement Date (AP defaults to 7 days after the cheque date).

All values for Terms, Group, Currency and Type will default to all invoices in this new batch. You may override to another type if there is a need.

Step 6: Click on "Invoices" to access invoices window.

Batch Control Total								atch Actual Tota		- 50
Operating Unit	Туре	PO Number	Trading Pa	Supplier Num	Supplier Site	Invoice Da	e Invoice Nur	Invoice Amour	t Description	
MINISTRY OF FINA	Prepayment		VAMPT M	279	TSY	16-MAR-2	1 8523	500.0	0 TEST	_
									-	
	1							(
(214				A Many Page	i i	Robedided I		- Recomment Acre	in at inc
(1 General	210	nes [3 He	oldža T	4 View Payr	ments	Scheduled P	ayments 6 Vie	w Prepayment App	ication
1 General	210	nes [3 Hc To	olds Cal	4 View Payr 500.00	ments Reta	Scheduled P	ayments] § Vie	w Prepayment App	ication
1 General	2 Lin	nes [3 He	olds Cal Gross Stribution Acco	4 View Payr 500.00 xunt PO F	ments Reta	Scheduled P ned	ayments 6 Vie	w Prepayment App Net	ication 500.00

- Step 7: Select employee/Supplier's name then enter site, date, invoice number, amount and description, as shown on above snap shot. Prepayment type and Settlement Date will default to what is set at the Org level. You may override if you wish.
- Step 8:Select 2 Lines and enter Amount only. Distributions values will default to the
Default Distribution Account field. After you have saved the entry, you may click
on the distribution window to view the Distribution entry.

Note that you currently have access to override the prepayment account number, however, please note that when the prepayment is later applied to an invoice, the full account code combination will be <u>reversed</u> in order to clear the invoice type payment "Prepayment"

- Step 9: Save your work
- Step10: Approve the invoice
- Step11: CFO will cut a cheque using a Payment Batch or by TSY via a Quick Cheque.

If prepayment is given to an Employee/Officer or supplier, he/she or the supplier needs to return valid receipts or invoices that will show the reason/validity of their advance or expense.

The Officer or supplier may spend more or he/she or supplier might spend less of what was initially advanced.

The accounts officer must work out and get approval of the following:

- How much is still owed to the officer or supplier
- How much has to be returned to the Government
- What Was the expense equal to the advance given

Whichever of the above three, note that ALL prepayments MUST/HAS to be applied to an invoice before it will be removed from the outstanding prepayment listing.

APPLY/UNAPPLY PREPAYMENTS

Officer or Supplier will later return from his overseas travel and/or presents all receipts or an invoice to the Accounts Officer in charge who reviews the receipts ensuring that they are in accordance with Governments requirements concerning travel expenses/advance Payments.

After the officer reviews all required receipts or invoice from Officer's travel adventure/or supplier invoice, the Officer should determine the amount owed to the Government or the amount owed to the Employee/supplier as he/she might have spent more than what was advanced to him or he/she may need to return money to Government.

EMPLOYEE/SUPPLIER OWES MONEY TO GOVERNMENT:

Employee used less than the amount advanced to him therefore he needs to return the unspent portion back to the Government funds.

By now the Accounts Officer should now know what portion to allocate to the Expense account and what amount to pay back into the advance account. (Remember – Prepayment/Advances needs to be cleared off the books as it is considered an asset owed by the employee to the Government at this point)

- Step 1:Create a new "Invoice Batch"; as stated under section for Non-PO related invoice
section (EXCEPT the invoice amount that should be zero (0)
then click on
Invoices.
- Step 2: Invoice "Type" should be set to either Standard or Expense Report.
- Step 3: Select Officer's name or Supplier name then tab, payables will alert you as to how many prepayments that is outstanding for the supplier or employee that has not been cleared as yet.

Gatch Control Total	50	00				Batch	Actual Total		50
									1
Operating Unit	Customer Taxpayer ID	Туре	PO Number	Trading Pa	Supplier Num	Supplier Site	Invoice Date	Invoice Num	Invoice
MINISTRY OF FINAL		Prepayment		VAMPT M	279	TSY	06-OCT-201	558855	KYD
MINISTRY OF FINAL		Standard		VAMPT M	279	di la constante di la constant			KYD
						1			1
Summary	C Note of the		00000000000	accentrate the		6			
Remi		P-SQLAP-10145 2 (wolces for this supp	prepæymentsi år flør	e available fi	or application	S	tatus Never	Validated	1
Retainage Prepayments Applies		P-SQLAP-10145 2 (wolces for this supp	prepæymenta ar flør	e available fi	or application	S Accor	tatus Never' inted Unproc	Validated cessed ouired	
Retainage Retainage Prepayments Applies Withholding	AP to in to and and	- SQLAP-10145 2 wolces for this supp apply or unapply pre- enable the Apply/U	prepayments a lier payments, cho napply	e available f	or application ons button	S Accol App	tatus Never Inted Unprov Intext Not Re folds	Validated cessed quired	
Retainage Retainage Prepayments Applied Withholding Subtota	to and and and Pre	P-SQLAP-10145 2 (worces for this supp apply or unapply pre enable the Apply/U payments check bo	prepayments a lier payments, cho napply s in the invoice	e available for a set the Action Actions with	or application ons button dow	S Accol App I Ied Payment I	tatus Never Inted Unprod Inted Not Re folds	Validated cessed quired	
Retainage Retainage Prepayments Applied Withholding Subtota Tao	d Api	P SQLAP 10145 2 (worces for this supp apply or unapply pre- enable the Apply/U payments check bo	prepayments a flur payments, cho happly s in the Invoice	e available for a set the Actions with	or application ons button dow	S Accol App I Ied Payment I	tatus Never Inted Unprov Inted Not Re folds	Validated cessed quired	ļ
Retainage Retainage Prepayments Applies Withholding Subtota Tax Freigh	a To A a and a Prei	P-SQLAP-10145 2 (worces for this supp spply or unapply pre enable the Apply/U payments check bo	prepayments ar liter payments, cho napply s in the Invoice	e available fo ose the Action Actions with	or application one button dow	S Accol App I Ied Payment I	tatus Never unted Unprod moval Not Re folds folds	Validated cessed quired)
Retainage Retainage Prepayments Applies Withholding Subtota Tao Freigh Miscellaneous	t	P.SQLAP-10145 2 (wolces for this supp apply or unapply pre- enable the Apply/U payments check bo	prepayments a liur payments, cho napply s in the bivoice	e available fo ose the Action Actions with	or application ans button dow	S Accol App I Ided Payment I	tatus Never Inted Unpred Inted Not Re folds	Validated cessed quired	

- Step 4: Click on Ok (This is a notification only the system will not apply it for you)
- Step 5: Enter Suppliers Site, Invoice date, Inv. Number (this may be destination/date employee travelled), etc.
- Step 6: Enter zero (0) as the amount of the invoice.

TRY OF	FINA	Expense Rep		VAMPT N	W 279	TSY	16-MAR-201	8524	0.	00 APPLYIN	G TEST	
			_	_		_	_	_	_	_		D .
10	General		2 Lines		<u>3</u> Holds	4 Vie	w Payments	5 Sched	luled Payments	6 View Pre	payment Applica	tions
2					Gross	4	50.00	Retained		Net	t 45 0	0.00
Num	Туре	Amount	PO Nu	mber [Default Distributio	n Account	PO Release	e PO Line	PO Shipment	Match Basis	PO Distribution	Re
1	ltem	450	0.00	1	14.141401.50224	.000000001.00						

- Step 7: Click on 2 Lines tab then enter the expense account or you may click on the Default Distribution Account and enter distribution amount and accounts.
- Step 8: Enter actual amount spent to the expense account.
- Step 9:Enter unused portion of Officer's advance back to the advance account
(prepayment should have been paid from this advance account)

2							Invoice Total Distribution Total
Num	Туре	Amount	Tax Code	GL Date	Account	Track as Asset	Description
1	Item	225.00	0	17-MAY-2007	20.202601.50224.000000001.000		CHICAGO 15-17/5/07 , OAUG
Z	Item	75.00	-	17-MAY-2007	20.282601.12014.000000000.000		CHICAGO 15-17/5/07 , OAUG
			1			i i i i	

NOTE

Unused portion is later deducted from the Officer either from his salary (by a request to the Payroll Officer in charge) or collected and receipted through AR in the form of cheque or cash. If it were a supplier, the un-returned portion will not be cleared until it is recuperated by another invoice.

For Employee, either method you choose it MUST hit the same advance account (12014), because

- 1. Payroll Deduction element is linked to the employees cost centre along with the 12014 advance account and/or
- 2. AR Memo Lines for Official travel should also be linked to the 12014 account.

END RESULT WHEN ALL TRANSACTIONS REACHES GL IT SHOULD BE NULL

SEE BELOW PRINTS TO DEMOSTRATE HOW PAYROLL AND ACCOUNTS RECEIVABLES ARE SET UP.

Element Name	Official Trave	I			<u> </u>
Description	Official Trave	I			⊙ Ng
Classification	Voluntary Dec	luctions	<u>S</u> tandard		
gibility Criteria					
	Organization			Group	.GCM.
	Job			Position	
	Grade			Location	
Employm	nent Category			Payroll	
	Salary Basis				Link To Al
Costing	Qualifying C	onditions	Miscellaneous		
Costable Type			,		
Net Cented (A)	O Eined Con	t – d	Distribution Set		⊠ T
Not Costed (A)			Costing	12014.00000	000
<u>C</u> osted	O <u>D</u> istributed	1	Balancing	PR.000000.101	<mark>03.00000</mark>

Payroll Element Deduction Link

AR Memo Lines



Step 10: Return to Invoices window

Step 11: Click on "Actions...1" button.

Datch			U						Actual Tutal	
]									3	2
Туре	Supplier	Supplier N	Site	Invoice Date	Invoice Num	Invoice C	Invoice Amount	Descriptio	on	
Expense l	DI VANNI, ROXNEL	25393	IRIS ADMIN	17-MAY-2007	CHIC # 1	KYD	0.00	CHICAGO	0 15-17/5/07 , 0/	4UG
			nvoice Actions					2000-00		
			⊻alidate							
			Validate <u>R</u> ela	ted Invoices						
1 Gene	eral :	2 Holds	Cancel Invoice	es					plications	
-			Apply/Unappl	y Prepayment						
			Eay in Full							

- Step 12: Enable "Apply/Unapply Prepayment.
- Step 13: Click on "OK" button (AP will display all unapplied prepayment for the employee or supplier

CAUTION

If you only enable "Apply", AP will only apply the prepayment up to the amount of the value of the invoice.

P	.pply/Una	apply Prepaymer	nts (CABINET OFFICE) - CH	HIC # 1, DI VANNI	, ROXNEL 👀			
								Invoice Amount
							In	voice Amount Unpaid
		Prepayment						
	Apply	on Invoice	Amount to Apply	GL Date	Number	Dist	Tax Code	Amount Available
			0.00	17-MAY-2007	CHICAGO	1		300.00

You <u>MUST</u> enable both: 1st "Apply" + "Prepayment on Invoice" options. AP will display the total value of the selected prepayment where you can choose to apply a portion or the full amount of the advance.

ApplyUn	apply Prepayments	(CABINET OFFICE) - C	HIC #1, DI VANN	I, ROWNEL OFF			000000000000000000000000000000000000000	20002000000000
							Invoice Amount	0.00
						Inwo	ice Amount Unpaid	0.00
	burning /							
- April	on invoic	Amount to Apply	GL Date	Number	Dist	Tax Code	Amount Available	Site
	2	300.00	17-MAY-2007	CHICAGO	1		300.00	IRIS ADMIN
			1		1			
	-							

Step 14: Enable "Apply" + "Prepayment on Invoice" options. (Amount cannot exceed the prepayment amount advanced).

			, roomen		odexta la	invoce Amount Hvoice Amount Uncaid	0.00 00.0
Apply or Incoce	Amount to Apply 300.00	GL Dute 17 MAY 2007	Number CHICAGO	Diret	Tex Code	Amount Araila	ble Sae Pi 100 IRIS ADMIN
De Existing Prepayment Apr Unapply <u>Amount Applie</u>	Account <mark>Cabinet Of</mark> Account I Inications I GL:OME	fice.Computer S	iervices.Offici	al Travel /	Advances.	PO Nu Null. Receipt No Tax Code 5	m Parat
	ecription Account					PO Nam Receipt Nam	

Step 15: Click on "Apply/Un-apply" button (bottom right of the said window)

After applying the above prepayment, AP automatically enters a credit in the Distribution window for the applied prepayment amount clearing/reversing the advance prepayment account-leaving it with a null balance. This signifies that the amount is no longer outstanding as a prepayment for the employee or the supplier and will not pop up in the invoices window when his name is entered for future payments.

Р	Distribu	itions (CABINET	OFFICE) - CHIC a	≇ 1, DI VANNI, ROXNE	L 000000000000000000000000000000000000		******		
	Invoice Total								
	Distribution Total								
l	3								
	Num	Туре	Amount	GL Date	Account	Track as Asset	Description		
l	1	ltem	225.00	17-MAY-2007	20.202601.50224.000000001.00(CHICAGO 15-17/5/07 , OAUG		
	2	ltem	75.00	17-MAY-2007	20.202601.12014.000000000.00(CHICAGO 15-17/5/07 , OAUG		
	3	Prepayment	(300.00)	17-MAY-2007	20.202601.12014.000000000.000				

NOTE: Account used for the unused portion of \$75.00 should also be the same account used when receiving the money either through AR system or Payroll as a deduction as explained next.

Step 14: Save your work Step 16: Approve your batch/Invoice –

(Both Distributions will be transferred to the GL as Debits.)

The first line rightly to the expense account and the second line will await the Credit entry from either the Payroll or the AR modules where it will clear the unpaid balance to Zero.

GOVERNMENT OWES MONEY TO THE OFFICER OR SUPPLIER

There will be occasions when Officer/Supplier may spend more than the amount advanced to him/her. Once it is in accordance with Government's requirements you should now proceed to update your AP module with the <u>NOW REAL/ACTUAL EXPENSE AMOUNT</u> as follows:

- Step 1: Create a new "Invoice Batch"; as stated in <u>NON-PO RELATED INVOICE BATCH</u> section under Processing and Invoice then click on Invoices. (Amount of the invoice is the amount <u>overspent</u> by the employee – Difference between the prepayment and the actual expense)
- Step 2: Select supplier's name or Officer's name then tab, payables will display how many prepayments that are available for the supplier/employee.
- Step 3: Click on Ok (This is a notification only the system will not apply it for you)
- Step 4: Enter suppliers site, invoice date, number (this may be employee's destination and date)
- Step 5: Enter amount to be refunded to the employee or supplier (for this EXAMPLE \$100.00 (the employee spent \$100 more than the amount advanced to him) and description.

In	voices (CABINE	T OFFICE) - MAY0607	-2601-005-E	XP interaction						
Batch Control Total		introl Total	100			Actual Total				
3										
	Туре	Supplier	Supplier N	Site	Invoice Date	Invoice Num	Invoice C	Invoice Amount	Description	۷
	Expense Rej	POWELL, INGRID	40079	IRIS OFFICI	17-MAY-2007	AUST-14-17/5	KYD	100.00	AUSTRALIA OAUG	6 - 14-17/5/07

Step 6: Navigate to the Distribution window then enter the full amount used by the employee (this example \$600.00 and the expense account number to which you want to allocate the full expense cost. This may be Official Travel expense account #50224 (if this is the case – or, you may want to allocate to the Training vote instead).

ł								
l	1	ltem	600.00	17-MAY-2007	20.202601.50224.000000001.000		AUSTRALIA OAUG - 14-17/	5/07
	Num	Туре	Amount	GL Date	Account	Track as Asset	Description	
	ä							
							Distribution Total	
							Invoice Total	
С	Distribu	itions (CABINET	OFFICE) - AUST-	14-17/5/07, POWELL,	INGRID Protection Contractor			

- Step 7: Save your work
- Step 8: Return to Invoices window
- Step 9: Click on "Actions...1" button then select "Apply/Unapply option then click on Find button

Payables will display all outstanding unapplied prepayments for the employee.

CAUTION #1

If you were to enable only the "Apply" option, AP system will either apply the amount up to the value of the invoice or the remaining unapplied balance of the prepayment

🗢 Apply/Un	apply Prepayme	nts (CABINET OFFICE) - Al	JST-14-17/5/07,	POWELL, INGRID				
							Invoice Amount	100.00
						In	voice Amount Unpaid 📒	100.00
	Prepayment							
_ Apply	on Invoice	Amount to Apply	GL Date	Number	Dist	Tax Code	Amount Available	e Site
		100.00	17-MAY-2007	AUSTRALIA	1		500.0	0 IRIS OFFICE
				BOLIVIA #4	1		20.0	0 IRIS OFFICE
				COLORADO	1		400.0	0 IRIS OFFICE

CAUTION # 2

If you enable both the "Apply" and the "Prepayment on Invoice" options, AP will display the total value of the selected prepayment where you can choose to apply a portion or the full amount of the advance.

Discourset						Invoic	Invoice Amount	106.00 100.00
Apply on Invoice	Ame	int to Apply	GL Date	Number	Dist	Tax Code	Amount Available	Site
		500.00	17-MAY-2007	AUSTRALIA	1		500.00	IRIS OFFICE
			-	BOLIVIA #4	1		20.00	IRIS OFFICE
		1		COLORADO	1		400.00	IRIS OFFICE
De	scription	AUSTRALIA	AOUG 13-17/	5/07			PO Num	
	Account	Cabinet Off	ice.Computer	Services.Officia	I Travel	Advances.Null.	Receipt Num	

We recommend that you enable both <u>apply and Prepayment on Invoice</u> options.

Step 10: Click on the Apply/Un-apply button at the bottom right of above screen,

0	Distrib	utions (CABINET	OFFICE) - AUST-	14-17/5/07, POWELL,	INGRID CONCERNING CONCERNING		*****************************	
							Invoice Total	
Distribution Total								
1	2							
	Num	Туре	Amount	GL Date	Account	Track as Asset	Description	
	1	ltem	600.00	17-MAY-2007	20.202601.50224.000000001.000		AUSTRALIA OAUG - 14-17/5/07	
	2	Prepayment	(500.00)	17-MAY-2007	20.202601.12014.000000000.000		AUSTRALIA -AOUG 13-17/5/07	
ľ								

Distribution window will look as follows

Step 11: Return to the invoice window, then select Action...1 button then

Step 12: Validate/Approve the Invoice.

A cheque in the amount of \$100.00 (600.00 – 500.00) will be issued to the employee.

VER 1.0

UN-APPLYING PREPAYMENTS

CRITERIA: You may un-apply a prepayment in two ways:

- 1. Before the invoice is paid.
- 2. If you mistakenly applied to the wrong invoice.
- 3. Must <u>un-apply</u> the full amount

Once unapplied, the prepayment becomes available to be applied to another invoice. Payables will update the status of the invoice to unpaid or partially paid.

Step 1:	Find the batch and the invoice that you would like to un-apply.
Step 2:	Click on Action1 button
Step 3:	Enable Apply/Un-apply option
Step 4:	Click on Ok button
Step 5:	Select Un-apply option (you should see at the bottom of the window)
Step 6:	Click on Apply/Un-apply button

The amount will pop back to the top of the screen where it becomes available to be applied again to another invoice or the same invoice.

	apply Prepaymen		OFFICE) - AUS	1114-17/2074 2	OWNELL, INJUNIO		10200200000	Invoice Amount	100.00 100.00
Apply	Prepayment on Invoice	Arrios	ant to Apply G	L Dete	Number BOLIVIA #4 COLORADO	Dist 1	Tax Code	Amount Available	Site IRUS OFFICE IRUS OFFICE
11		escription Account	Cabinet Offic	e.Computer S	ervices.Officia	I Travel	Advances.N	PO Num Recess Num	
Unapply	Amount Apple	eplications ed	GL Date	Number			Dist	Tax Code Side	
-		500.00	17-MA1-2007	AUSTRA	LIA		2	IPUS	OFFICE

This action will remove the amount applied to the invoice, leaving it free to be applied to another invoice.

CANCELLING PREPAYMENTS

CRITERIA: You can cancel a prepayment if they have not been paid or applied to invoices. To cancel an applied prepayment you must first un-apply the prepayment and void the payment document (cheque) that paid the prepayment.

To cancel an unapplied prepayment:

Step 1:	In the invoices window query and select the prepayment
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- Step 2: Invoice must have status of "Validated"
- Step 3: No cheque must be issued for the invoice
- Step 4: Choose the "Actions...1" button and select Cancel Invoices.
- Step 5: Choose OK to save your work

Payables automatically create reversing distributions for the prepayment and reduces the prepayment amount to zero.

To cancel an applied prepayment:

- Step 1: Fully un-apply the prepayment.
- Step 2: Void the payment document (cheque) used to pay the prepayment
- Step 3: Cancel the prepayment as described in "To cancel an unapplied prepayment".