



FMS – Training Manual for Payables and Receivables (Advanced Scenarios)

**ACCOUNTS PAYABLES AND ACCOUNTS RECEIVABLES
TRAINING MANUAL
FOR ADVANCED SCENARIOS ENCOUNTERED DURING DATA ENTRY**

FOR

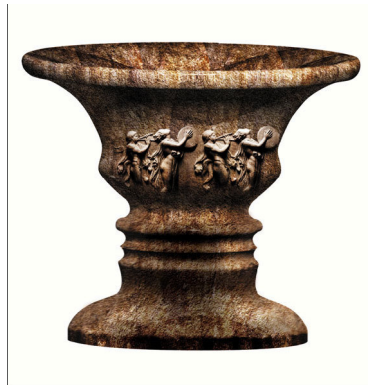
FINANCIAL MANAGEMENT SYSTEM (FMS) FOR NAIP

PART OF

PROJECT MANAGEMENT CONSULTANCY

FOR

FMS/MIS IMPLEMENTATION AT NAIP/ICAR



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FMS – Training Manual for Payables and Receivables (Advanced Scenarios)

FAQs and Manual for common scenarios encountered during data entry

Advance given to a supplier

In the system an advance voucher is created as a prepayment voucher.

1. In the voucher type enter “Prepayment”
2. The rest of the voucher entry will take place in the normal manner. Enter the voucher no., supplier name, date and amount and payment method as Check.
3. In the line level enter the project, the task as 1, the award, the expenditure organization and the expenditure type.
4. No distribution set needs to be entered.
5. Click on Actions → Validate → OK to validate the voucher

Invoice Workbench (DIPA Payables)

Batch Control Total Batch Actual Total

NAIP1

Operating Unit	Type	Voucher Number	Trading Partner	Supplier Num	Supplier Site	Invoice Date	Invoice Num	Invoice	Invoice Amount	Withheld Amount	Prepaid Amount
DIPA, New Delhi	Prepayment	7A	Himanshu(Sc.)	481	HIMANSHU	11-NOV-2008	6/8-9A	INR	4000.00		

1 General 2 Lines 3 Holds 4 View Payments 5 Scheduled Payments 6 View Prepayment Applications

rel Total Gross 4000.00 Retained Net 4000.00

Num	Type	Amount	Project	Task	Award Number	Expenditure Organizatio	Expenditure Type	Expenditure Item Date	GL Date	Distribution Set	PO Shipment
1	Item	4000.00	11009112	1	A11009112	DIPA, New Delhi	Other Operating & Main	11-NOV-2008	11-NOV-2008		

Discard 1 Distributions Allocations

Actions... 1 Calculate Tax Tax Details Corrections Quick Match Match All Distributions



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Advance given and all is spent (there is no refund):

Suppose the advance was of Rs. 1000 and expenditure is Rs. 1000

1. We create a Prepayment voucher of Rs. 1000 which represents an advance voucher in the system.
2. The rest of the voucher entry will take place in the normal manner. Enter the voucher no., supplier name, date and amount and payment method as Check.
3. In the line level enter the project, the task as 1, the award, the expenditure organization and the expenditure type.
4. No distribution set needs to be entered.
5. Click on Actions → Validate → OK to validate the voucher

The screenshot displays the 'Invoice Workbench (DIPA Payables)' interface. At the top, there is a menu bar (File, Edit, View, Folder, Tools, Reports, Actions, Window, Help) and a toolbar. Below the menu, there are fields for 'Batch Control Total' and 'Batch Actual Total'. The main area shows a table with columns: Operating Unit, Type, Voucher Number, Trading Partner, Supplier Num, Supplier Site, Invoice Date, Invoice Num, Invoice, Invoice Amount, Withheld Amount, and Prepaid Amount. The first row is selected, showing: Operating Unit: DIPA, New Delhi; Type: Prepayment; Voucher Number: 7A; Trading Partner: Himanshu(Sc.); Supplier Num: 481; Supplier Site: HIMANSHU; Invoice Date: 11-NOV-2008; Invoice Num: 6/8-9A; Invoice: INR; Invoice Amount: 4000.00. Below the table, there are tabs for '1 General', '2 Lines', '3 Holds', '4 View Payments', '5 Scheduled Payments', and '6 View Prepayment Applications'. The '2 Lines' tab is active. Below the tabs, there is a 'Total' section with 'Gross' (4000.00), 'Retained', and 'Net' (4000.00). Below this is another table with columns: Num, Type, Amount, Project, Task, Award Number, Expenditure Organizatio, Expenditure Type, Expenditure Item Date, GL Date, Distribution Set, and PO Ship. The first row is selected, showing: Num: 1; Type: Item; Amount: 4000.00; Project: 11009112; Task: 1; Award Number: A11009112; Expenditure Organizatio: DIPA, New Delhi; Expenditure Type: Other Operating & Main; Expenditure Item Date: 11-NOV-2008; GL Date: 11-NOV-2008. At the bottom, there are several buttons: 'Digcard 1', 'Distributions', 'Allocations', 'Actions... 1', 'Calculate Tax', 'Tax Details', 'Corrections', 'Quick Match', 'Match', and 'All Distributions'.

6. When you get the adjustment voucher create a standard voucher of Rs. 1000 with the same supplier. The project and the expenditure type should be the same and the relevant distribution set should be entered.
7. Validate the Standard voucher.



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Invoice Workbench (DIPA Payables)

Batch Control Total Batch Actual Total

NAIP1

Operating Unit	Type	Voucher Number	Trading Partner	Supplier Num	Supplier Site	Invoice Date	Invoice Num	Invoice	Invoice Amount	Withheld Amount	Pre
DIPA, New Delhi	Standard	16	Himanshu(Sc.)	481	HIMANSHU	17-FEB-2009	16	INR	4000.00		

1 General | 2 Lines | 3 Holds | 4 View Payments | 5 Scheduled Payments | 6 View Prepayment Applications

Summary

Items	4000.00
Retainage	
Prepayments Applied	4000.00
Withholding	
Subtotal	0.00
Tax	
Freight	
Miscellaneous	
Total	0.00

Amount Paid

INR 4000.00

Status

Status	Validated
Accounted	Yes
Approval	Not Required
Holds	0
Scheduled Payment Holds	0

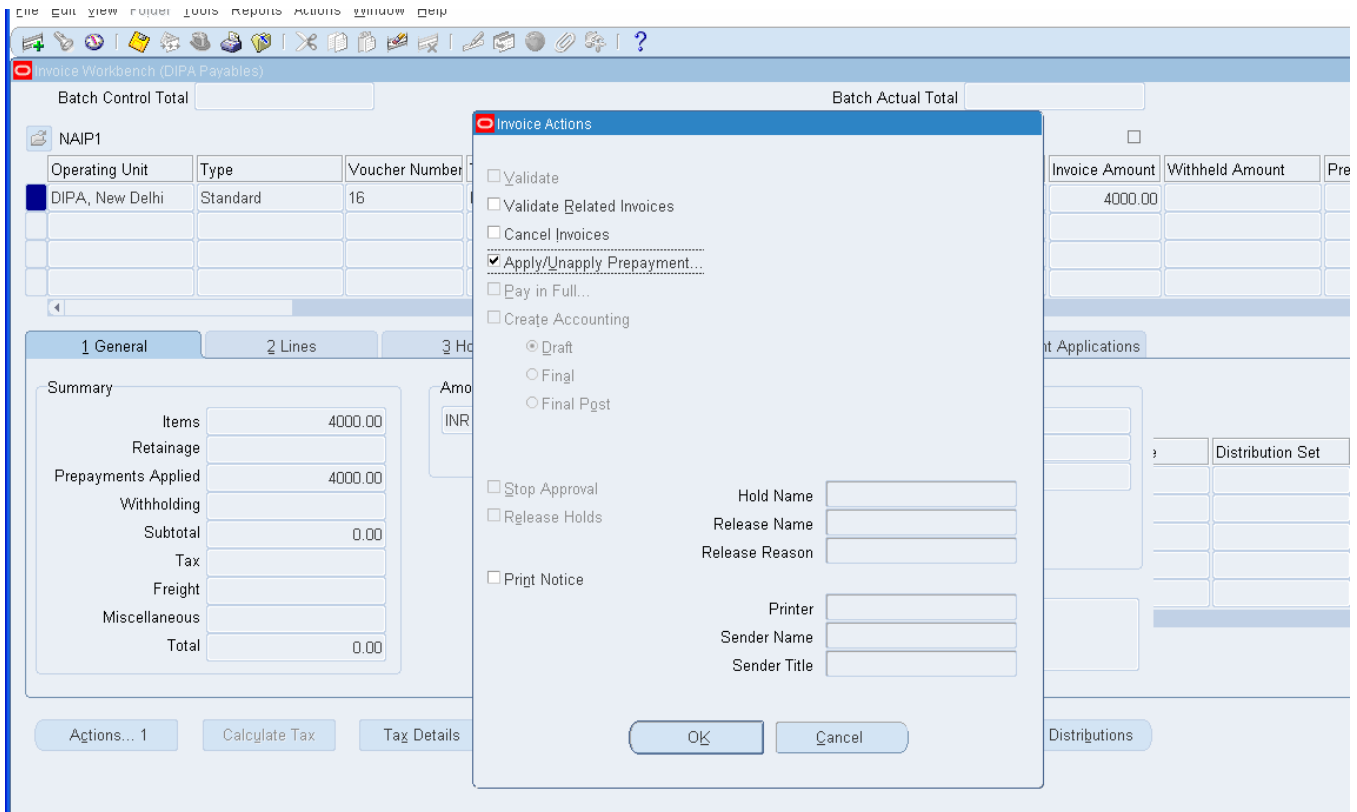
Description

Actions... 1 | Calculate Tax | Tax Details | Corrections | Quick Match | Match | All Distributions

8. Now we apply the standard voucher to the Prepayment voucher. This process is called adjustment/application of prepayment in the system.
9. Click on Actions and select Apply/Unapply Prepayment



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10. Once you click on OK a new screen opens up which shows the prepayments available for prepayment
11. Select the prepayment (select the checkbox 'Apply'). Type in the GL date as the date of the adjustment voucher and then click on 'Apply/Unapply'
12. Now validate the voucher once again.



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Invoice Workbench (PIU Payables)

Apply/Unapply Prepayments (PIU Payables) - Project Implementation Unit, 31/09, pay of Officer

Invoice Amount: 729867.00
 Invoice Amount Unpaid: 729867.00

Apply	Prepayment on Invoice	Amount To Apply	GL Date	Prepayment Number	Line Num	Amount Available	Amount of Included Tax	Site	Print
<input checked="" type="checkbox"/>	<input type="checkbox"/>	10742.00	16-JUL-2009	1544-B	1	10742.00		NAIP_PIU	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>								<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>								<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>								<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>								<input type="checkbox"/>

Description: PO Num:
 Receipt Num:

Existing Prepayment Applications

Unapply	Item	Amount Applied	Tax Amount Applied	GL Date	Prepayment Number	Invoice Line Num	Site
<input type="checkbox"/>							
<input type="checkbox"/>							
<input type="checkbox"/>							

Description: PO Num:
 Receipt Num:

Distribute Invoice Overview Apply/Unapply



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Advance given and it is partially spent (there is partial refund):

Suppose the advance was of Rs. 1000 and the expenditure was Rs. 600 and the refund was Rs. 400

1. We create a Prepayment voucher of Rs. 1000 which represents an advance voucher in the system.
2. The rest of the voucher entry will take place in the normal manner. Enter the voucher no., supplier name, date and amount and payment method as Check.
3. In the line level enter the project, the task as 1, the award, the expenditure organization and the expenditure type.
4. No distribution set needs to be entered.
5. Click on Actions → Validate → OK to validate the voucher
6. When you get the adjustment voucher create a standard voucher of Rs.1000 with the same supplier.
7. At the line level the project and the expenditure type should be the same. There will be two lines entered at the line level. In Line Item 1 enter Amount as Rs. 600 and the distribution set as the relevant distribution set. And then in Line Item 2 and enter the amount as Rs. 400 and the distribution set as “Advance to Suppliers”. In both lines the expenditure type will be same as the prepayment voucher.
8. Validate the Standard voucher.
9. Now apply this voucher to the prepayment voucher of Rs. 1000 created earlier. Both the lines have to be applied separately. To apply click on Actions → Apply/Unapply Prepayment

Invoice Amount	Withheld Amount	Pre
4000.00		

Summary	
Items	4000.00
Retainage	
Prepayments Applied	4000.00
Withholding	
Subtotal	0.00
Tax	
Freight	
Miscellaneous	
Total	0.00



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10. Once you click on OK a new screen opens up which shows the prepayments available for prepayment.
11. Select the prepayment (select the checkbox ‘Apply’). Type in the GL date as the current date and then click on ‘Apply/Unapply’

Apply on Invoice	Amount To Apply	GL Date	Prepayment Number	Line Num	Amount Available	Amount of Included Tax	Site	Print
<input checked="" type="checkbox"/>	10742.00	16-JUL-2009	1544-B	1	10742.00		NAIP_PIU	<input type="checkbox"/>
<input type="checkbox"/>								<input type="checkbox"/>
<input type="checkbox"/>								<input type="checkbox"/>
<input type="checkbox"/>								<input type="checkbox"/>
<input type="checkbox"/>								<input type="checkbox"/>

Description: PO Num:
Receipt Num:

Existing Prepayment Applications

Unapply	Item	Amount Applied	Tax Amount Applied	GL Date	Prepayment Number	Invoice Line Num	Site
<input type="checkbox"/>							
<input type="checkbox"/>							
<input type="checkbox"/>							

Description: PO Num:
Receipt Num:

Distribute Invoice Overview Apply/Unapply

12. Now validate the voucher once again.
13. Then create a credit memo of Rs. -400. Enter the same invoice date as the Rs. 1000 standard voucher. The project and the expenditure type will be the same as the expenditure type of the Advance Voucher.
14. The Actions → Validate → OK.



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File Edit View Folder Tools Reports Actions Window Help

Invoice Workbench (DIPA Payables)

Batch Control Total Batch Actual Total

NAIP1

Operating Unit	Type	Voucher Number	Trading Pa	Supplier Num	Supplier Site	Invoice Date	Invoice Num	Invoice	Invoice Amount	Withheld Amount	Prepaid A
DIPA, New Delhi	Credit Memo		DDO DIPA	722	DDO DIPA	31-MAR-200	32Ref	INR	-4743.00		

1 General 2 Lines 3 Holds 4 View Payments 5 Scheduled Payments 6 View Prepayment Applications

rel Total
Gross Retained Net

Num	Type	Amount	Project	Task	Award Number	Expenditure Organizatio	Expenditure Type	Expenditure Item Date	GL Date	Distribution Set	PC
1	Item	-4743.00	11009112	1	A11009112	DIPA, New Delhi	Human Capacity Abroac	31-MAR-2009	31-MAR-2009	TA Expenditure	

Discard 1 Distributions Allocations

Actions... 1 Calculate Tax Tax Details Corrections Quick Match Match All Distributions

15. Then make the payment of this voucher keeping the payment date same as the adjustment date. There is no need to enter the Payment Document.



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Payments (DIPA Payables)

Type	Operating Unit	Trading Partner	Supplier Number	Supplier Site	Trading Partner Address
Refund	DIPA, New Delhi	DDO DIPA	722	DDO DIPA	DDO DIPA DL

Number	Date	Amount	GL Date	Payment Amount []
32Ref	31-MAR-2009	-4743.00	31-MAR-2009	-4743.00

Description:

Invoice Overview

Accounting:

Payment Overview

Advance given and it is partially spent (there is partial refund): The refund voucher comes first and then the expenditure voucher is submitted.

Suppose the advance was of Rs. 1000 and the expenditure was Rs. 600 and the refund was Rs. 400

1. We create a Prepayment voucher of Rs. 1000 which represents an advance voucher in the system.
2. The rest of the voucher entry will take place in the normal manner. Enter the voucher no., supplier name, date and amount and payment method as Check.
3. In the line level enter the project, the task as 1, the award, the expenditure organization and the expenditure type.
4. No distribution set needs to be entered.
5. Click on Actions → Validate → OK to validate the voucher
6. When you get the adjustment voucher create a standard voucher of Rs.1000 with the same supplier.
7. At the line level the project and the expenditure type should be the same. There will be two lines entered at the line level. In Line Item 1 enter Amount as Rs. 600 and the distribution set as the relevant distribution set. And then in Line Item 2 and enter the amount as Rs. 400 and the distribution set as “Advance to Suppliers”.
8. Validate the Standard voucher.
9. Now apply this voucher to the prepayment voucher of Rs. 1000 created earlier. Both the lines have to be applied separately. The GL date for application is same as the GL date of the adjustment voucher.



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10. Now validate the voucher once again.
11. Then create a credit memo of Rs. -400. Enter the same invoice date as the Rs. 400 voucher. The project and the expenditure type will be the same as the expenditure type of the Advance Voucher.
12. The Actions → Validate → OK.
13. Then make the payment of this voucher keeping the payment date same as the adjustment date. There is no need to enter the Payment Document

Income Tax Payment

When Income Tax is to be paid for a certain voucher/supplier

Suppose the voucher is of Rs. 1000 out of which Rs. 200 is deducted as TDS and the rest Rs. 800 is to be paid to the supplier.

1. Create the standard voucher for Rs. 1000 in the name of the supplier. Enter the required details like the project number, task, award, expenditure type and the distribution set. Validate the standard voucher.
2. Create a credit memo of Rs. -200. The supplier is the same. There is no need to enter the project no., task, award no. and expenditure type. The distribution set should be the same as the standard invoice created in Step 1.
3. Create a standard invoice with the trading partner as “Income Tax Authority”. Do not enter the project no., award no., task no. Just enter the distribution set as the same as the standard voucher of step 1.
4. Click on Actions → Validate → OK and validate all the invoices.

For making the payment in this case we need to follow the following steps:

1. Go to the payments form in the Payables responsibility
2. Select Payment type as Manual and enter the supplier as supplier whose TDS is to be deducted. The payment date, amount, Account Name, payment document, Payment Process Profile, Document Number are entered.
3. And then click on Enter/Adjust Invoices.



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The screenshot shows a software window titled "Select Invoices (DIPA Payables) - DIPA, New Delhi, 1, Income Tax Authority of India". The window contains a table with the following columns: Invoice Number, Payment Amount, Discount Amount, Unpaid Amount, and Discount Available. The Payment Amount is set to 2100.00. There are buttons for "Reverse Payment" and "Invoice Overview".

Invoice Number	Payment Amount	Discount Amount	Unpaid Amount	Discount Available []

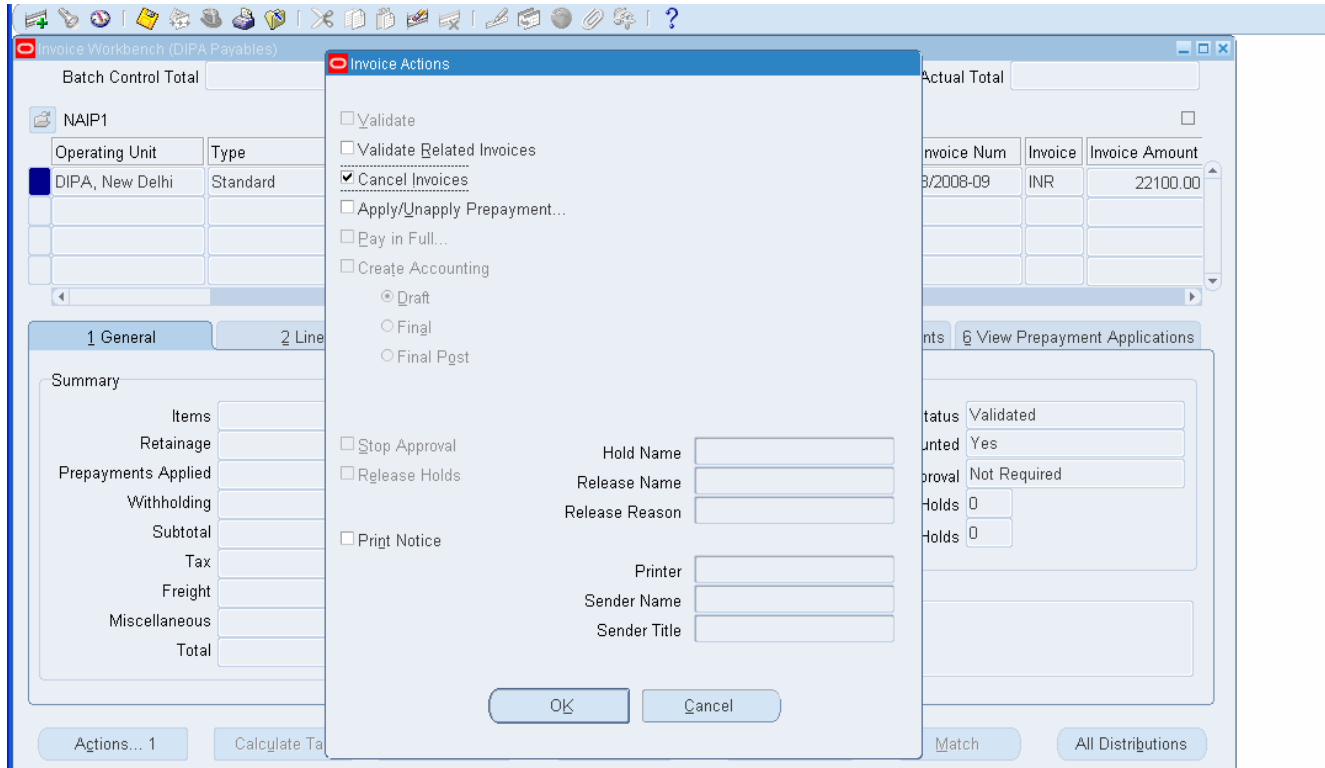
4. Enter the invoice no. for the standard invoice (Rs. 1000). The discount amount is zero by default and is left as it is.
5. In the second line enter the invoice no. of the credit memo created above and enter the negative amount.
6. Press Ctrl+S to save the payment.
7. The payment to be made to the income tax supplier can be made in a similar manner.



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Cancellation of voucher when payment has not been made:

1. Search for the particular invoice in the invoices form.
2. Select Actions → Cancel Invoice



To cancel the invoice when the payment has been made

The following steps are to be followed:

1. To cancel the payment go to the payment workbench (payment form)
2. Use the payment amount, and the payment date to search the requisite payment that is needed
3. Once you find the payment click on Actions → Void. The Date here denotes the date of cancellation.



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The screenshot shows the 'Payment Actions' dialog box in the FMS software. The 'Void' option is selected, and the 'Date' and 'GL Date' are set to 17-JUL-2009. The 'Payment Amount' is 3000.00. The 'Accounting' status is 'Processed'.

Type	Operating Unit	Trading Partner
Manual	Project Implementation	Rajesh kum
Manual	Project Implementation	Rajesh kum

Number	Date
1859	28-MAR-20

Create Accounting

Draft
 Final
 Final Post

Print Remittance Advice
Program

Reissue
Payment Date
Payment Rate
New Paper Document Num
Voucher Num

Initiate Stop
Date

Void
Date
GL Date
Invoice Action

Payment Amount []
3000.00

Trading Partner Address
1RA, A National Agricultural Innova
1RA, A National Agricultural Innova

Invoice Overview
Accounting Processed
Payment Overview

OK Cancel

4. The void date and the GL date should be the same as the payment date.
5. Once the payment is cancelled, the relevant invoice is to be cancelled in the manner described above.



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Entering Fixed Deposit

The fixed deposit entry is made in the payables module as follows:

1. The entry at the header level is to be made as a standard voucher. The supplier is to be made in the name of the bank manager or the bank branch.
2. At the line level there is no need to enter any project, task, award, expenditure organization, expenditure type.
3. Under the distribution set enter Term deposits Surplus. The account to be entered while creating this distribution set is 110.30000.999.282100430.999.999.