

Triumph Accounting Procedures Creditors Automatic Payments

Overview

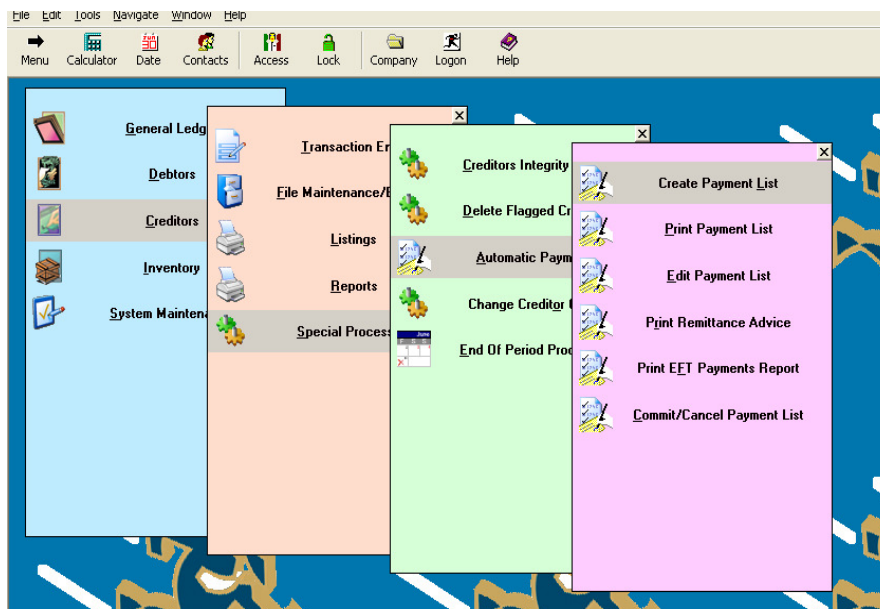
The automatic payments function in Triumph

1. allows all creditor invoices due for payment, selected by given criteria to be listed ;
2. allows the list created to be edited including moving invoices and/or creditors off and onto the list;
3. provides for the list to be printed at various stages before and after edits (and given to person authorising payments for checking, etc);
4. provides for creation of lists for payment by different methods – cash, EFT, cheque and credit card;
5. creates a banking file (*.aba format) for uploading to the bank in payment of EFT paid accounts;
6. allows printing of multiple computer cheques for cheque payments;
7. generates Remittance Advices for payments; and
8. allocates payments accurately against the invoices being paid.

Because a list can be created, edited and deleted without having to be committed to the payment stage, the function can also be used to determine funding requirements as part of cash flow management.

Process

To access the automatic payments functions go to Creditors-Special Processing-Automatic Payments (C-S-A). The next tier of menu options is a sequential list of the automatic payments process. Start by creating a list then print it, edit it, re-print if necessary and re-edit. The final selections can then be paid, remittance advices printed, etc, as per instructions set out below. It is only at the end of the process when you commit the payment list that the ledgers are updated.



MORE BUSINESS SUPPORT THAN YOU EXPECT...



88 Burswood Road,
Burswood WA 6100
PO Box 590,
South Perth WA 6951

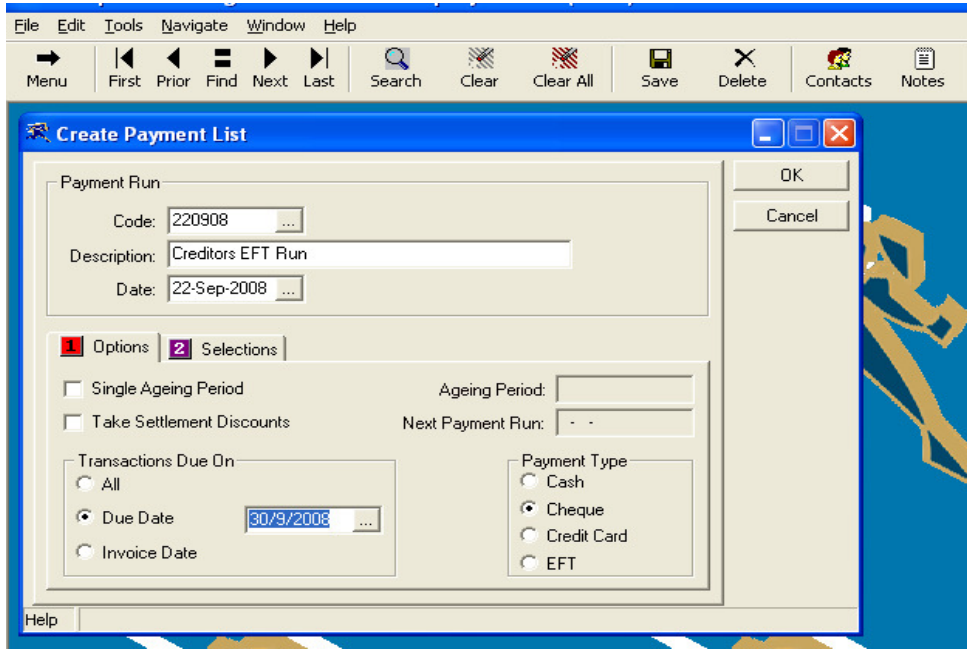
T: (08) 9470 9922
F: (08) 9470 9955
W: www.caman.com.au
E: enquiries@caman.com.au

Create Payment List

The first step in the payments process is to create a list of the creditors and invoices requiring payment -

A. Create Payment List

- Go to Creditors-Special Processing-Automatic Payments-Create Payment List (C-S-A-L) and open option. Fill in the information required.



- Payment run code – a code which will allow you to recognise this payment run in the event that you have several runs operational at the same time. One method of choosing codes is to give it the date of the payment run (as in diagram) with a letter or other digit to identify a particular run where more than one is defined in a given day (e.g. 300908E being for an EFT payment run on 30TH September 2008). The code appears as a reference in the creditors file against that payment ;
- Description – a brief (up to 36 characters) description of the run which should indicate what records will be included in the selection. This description will appear in the transaction details (Transaction Enquiry) for General Ledger module.
- Run date - when payment is to be made. From Triumph Version 4.0 onwards there is the ability to commit payment runs in a FUTURE period (i.e. in advance of the period listed as the CURRENT period). **It is also possible to change the date of the payment run, if required, after it has been defined** (a feature not available in earlier versions). Thus payment runs can be created in advance and sit waiting to be committed when the time is appropriate.

There are two TABS on the data entry screen

MORE BUSINESS SUPPORT THAN YOU EXPECT...



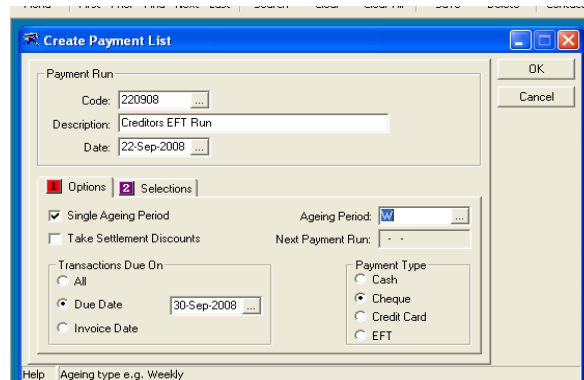
88 Burswood Road,
 Burswood WA 6100
 PO Box 590,
 South Perth WA 6951

T: (08) 9470 9922
 F: (08) 9470 9955
 W: www.caman.com.au
 E: enquiries@caman.com.au

OPTIONS

This allows selection of the “types” of transactions to be included in the payment run. It looks at the following characteristics of the records

- Single Ageing Period – whether the creditor is on a weekly, fortnightly, monthly or other billing cycle. The majority of businesses will have only monthly billing (note this is not the credit terms but whether a statement is issued weekly – as for some transport companies – or monthly etc. Generally this tick box can be left blank. If a single ageing period is required then ticking this box will allow a selection on the Ageing Period box to the right as per the screen shot below.



- Transactions Due On – allows for selection based on ALL transactions, or on transactions with either an Invoice Date up to and including a nominated date, or with a Due Date up to and including a nominated date.
- Payment Type – select whether to choose creditors to be paid by cheques, EFT’s, etc as in the screen shot.

SELECTIONS

This allows a selection of creditors to be made either by

- creditor codes; or by
- creditor groups – many Triumph users have creditor groups set up already to classify creditors by type (e.g. commercial, industrial, etc), location (metro north, metro south, or country and so on), or some other classification. It is also possible to set up creditor groups to allow selection for grouped payments such as those due on 15th month, 7th month, on 7 day accounts or due on Fridays and so on. Each creditor can have only one grouping (unlike debtors where there are three groupings available). It is possible to have a second group – the Purchasing Group – if this is not in use for Purchase Ordering.

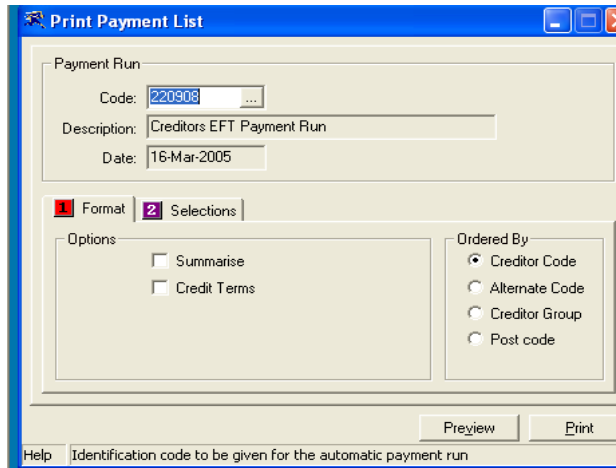
Once the selections have been completed you can save them and move to the next stage and PRINT the payment list you have just defined.

MORE BUSINESS SUPPORT THAN YOU EXPECT...



88 Burswood Road,
Burswood WA 6100
PO Box 590,
South Perth WA 6951

T: (08) 9470 9922
F: (08) 9470 9955
W: www.caman.com.au
E: enquiries@caman.com.au

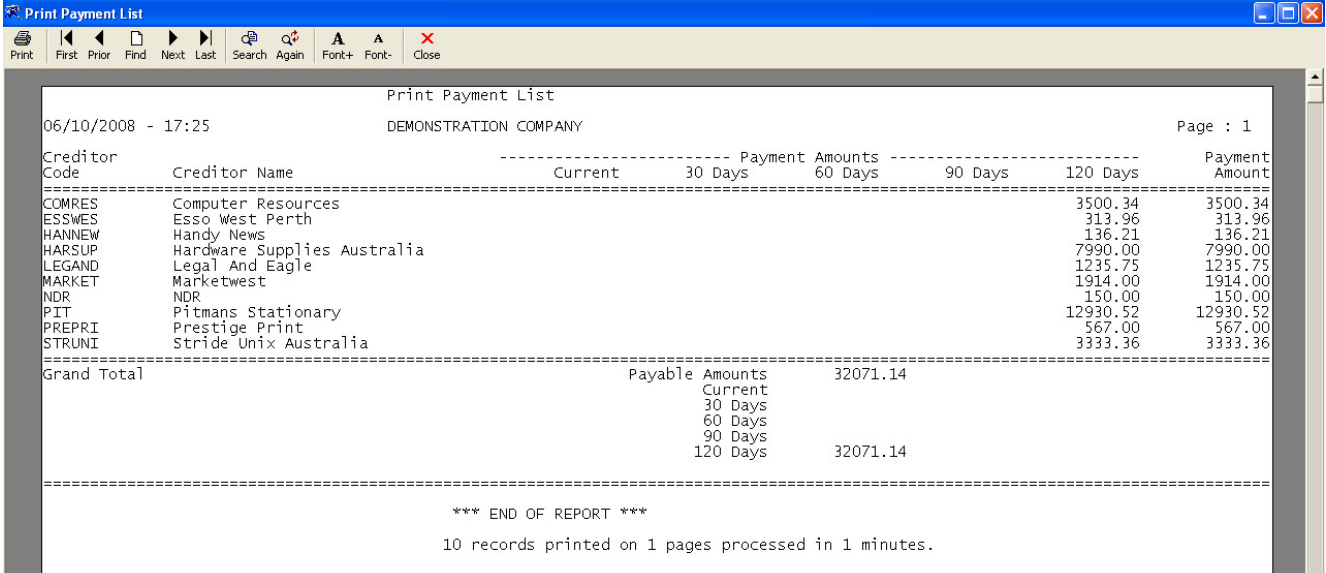


The list will bring up a full list of Creditors and Invoices/credit notes/other transactions which are outstanding and which fall within the criteria specified in the Create Payment List option.

A. Print Payment List

OPTIONS

There are three options for printing the full listing which can be used depending on the purpose for printing the list. In the first instance it may be that management want to know the extent of the commitment without looking at specifics and without editing the payment requirements in any way. The list would then be printed with the option "SUMMARISED" ticked and the report would appear as below (creditor totals only)



06/10/2008 - 17:25 DEMONSTRATION COMPANY Page : 1

Creditor Code	Creditor Name	Payment Amounts					Payment Amount
		Current	30 Days	60 Days	90 Days	120 Days	
COMRES	Computer Resources					3500.34	3500.34
ESSWES	Esso West Perth					313.96	313.96
HANNEW	Handy News					136.21	136.21
HARSUP	Hardware Supplies Australia					7990.00	7990.00
LEGAND	Legal And Eagle					1235.75	1235.75
MARKET	Marketwest					1914.00	1914.00
NDR	NDR					150.00	150.00
PIT	Pitmans Stationary					12930.52	12930.52
PREPRI	Prestige Print					567.00	567.00
STRUNI	Stride Unix Australia					3333.36	3333.36
Grand Total		Payable Amounts		32071.14			
		Current					
		30 Days					
		60 Days					
		90 Days					
		120 Days		32071.14			

*** END OF REPORT ***
10 records printed on 1 pages processed in 1 minutes.

Alternatively, the list can be printed in full (listing all invoices, etc.) and, if required, including Credit Terms just by ticking the Credit Terms box – see screen shot of printing options above.

MORE BUSINESS SUPPORT THAN YOU EXPECT...



88 Burswood Road,
Burswood WA 6100
PO Box 590,
South Perth WA 6951

T: (08) 9470 9922
F: (08) 9470 9955
W: www.caman.com.au
E: enquiries@caman.com.au

Print Payment List

06/10/2008 - 17:15 DEMONSTRATION COMPANY Page : 1

Creditor Code	Creditor Name & Terms	Type & Number	Date	Due Date	Amount	Unapplied	Payment Amount
COMRES	Computer Resources Nett 14 Days	PAY 740012	21/03/05	21/03/05	-60.00	-60.00	-60.00
		INV	31/08/04	14/09/04	3560.34	3560.34	3560.34
					3500.34	3500.34	3500.34
ESSWES	Esso West Perth Nett 30 Days	INV ABC-090	16/03/05	30/04/05	69.00	69.00	69.00
		INV 1255	16/03/05	30/04/05	244.96	244.96	244.96
					313.96	313.96	313.96
HANNEW	Handy News Nett 30 Days	INV	31/08/04	30/09/04	136.21	136.21	136.21
					136.21	136.21	136.21

The “order” of the list can also be changed, printing by

- creditor code;
- creditors Alternate Code;
- creditor group (with creditor codes within the group appearing in sequence); or
- by postcode – e.g. if being sent by mail.

The list is also able to be “summarised” at this stage by use of the SELECTIONS tab, allowing for the list to be printed for a selection of Creditor Groups or Creditor Codes or both.

B. Edit Payment List

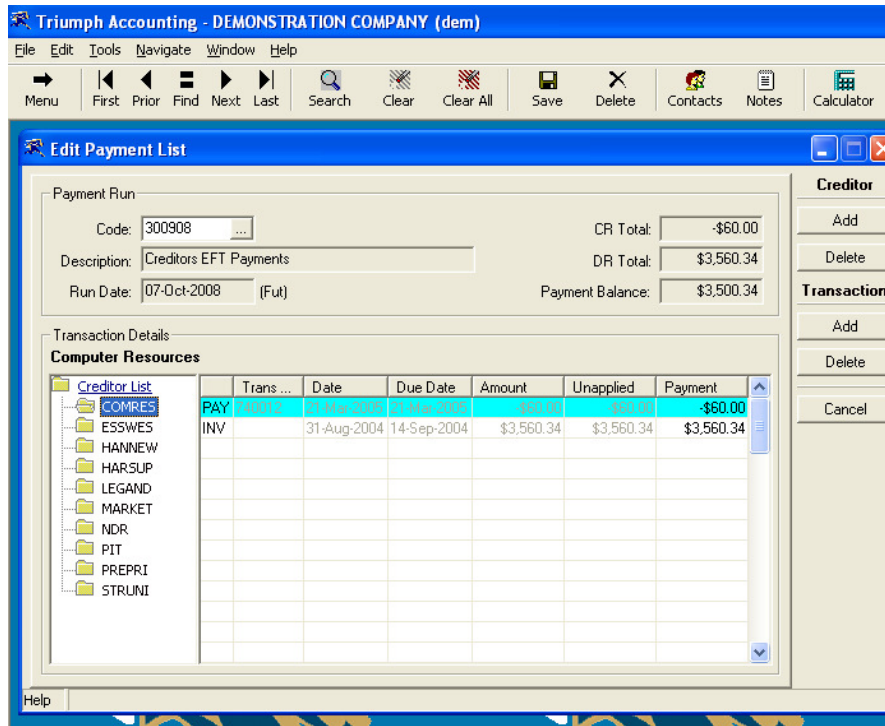
Once the list has been printed it can be edited to remove invoices or creditors which are to be excluded from the payment run, or to add extra creditors or invoices not already on the payment run (because they do not meet the criteria). In the latter case criteria can be changed by altering the due by dates on invoices which are to be added. The first step is to call up the list by entering the code in the Edit Payment Run screen as below –

MORE BUSINESS SUPPORT THAN YOU EXPECT...



88 Burswood Road,
Burswood WA 6100
PO Box 590,
South Perth WA 6951

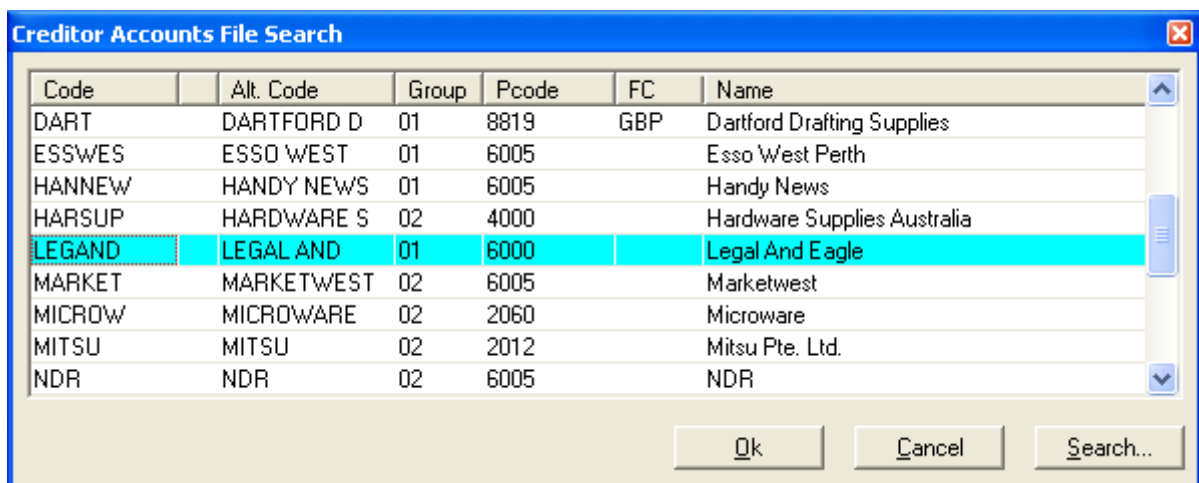
T: (08) 9470 9922
F: (08) 9470 9955
W: www.caman.com.au
E: enquiries@caman.com.au



After entering the code press the TAB key to bring up the list of creditors on the payment run. As you highlight each creditor the list of invoices for that creditor is displayed as above.

Note that the top right hand corner of the Edit Payments List box has buttons for Add/Delete Creditor and Add/Delete Transaction. If a creditor is to be removed from the Payment List highlight the creditor and click on **Delete** under the Creditor button. If an invoice or other transaction is to be removed use the same process under the Transaction button.

If a transaction needs to be added it will probably be necessary to go to the creditor file maintenance and change the Due Date for the invoice or invoices so that they fit within the criteria for the Payment Run. By clicking on the Creditor-Add buttons the following Creditor File Search box will appear alongside the Edit Payment Run box.



Select a creditor by double-clicking. If the creditor selected does not meet the criteria of the Payment Run the following Dialogue Box will be displayed

MORE BUSINESS SUPPORT THAN YOU EXPECT...



88 Burswood Road,
 Burswood WA 6100
 PO Box 590,
 South Perth WA 6951

T: (08) 9470 9922
 F: (08) 9470 9955
 W: www.caman.com.au
 E: enquiries@caman.com.au

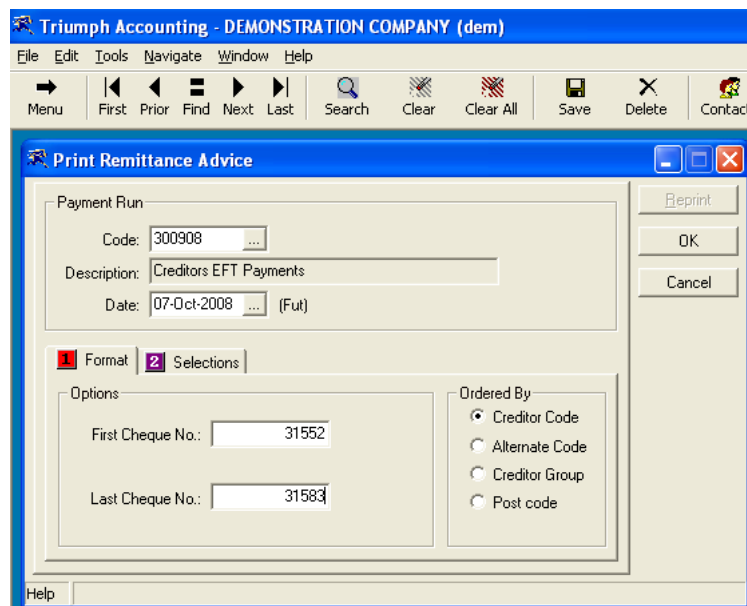


At this stage it will be necessary to make the alterations required to get the invoice(s) to meet the criteria. Reasons, other than the due date, for not meeting the criteria may include the creditor being set for cheque payment and the payment run being for EFT Payments or the creditor not being marked to Allow Automatic Payments (see tick box in Creditor File Maintenance (C-F-A) under the Operations tab).

A payment run can be edited and re-edited as often as required until it is approved by the responsible management.

C. **Print Remittance Advices**

The next step following approval is to print remittance advices. If it is an EFT payment run the forms will be Remittance Advices only. For a Cheque run it may be a combined Cheque/ Remittance or a Remittance Advice only with a separate computer cheque run. On selecting Print Remittance Advices the following screen will be displayed -



When the Payment Run Code is entered the Date will also be displayed – using the date entered as the Payment Date when the payment run was created. The date can be changed at this point.

Under the FORMAT tab the payment numbers (either cheque numbers or EFT payment numbers) can be entered. The Cheque/ Remittance forms can be printed and reprinted, using the same numbers or different numbers as required, as often as necessary until all have printed correctly. Only committing the payment run will make further printing impossible.

Note that the order in which the Cheque/ Remittances print can be selected under the Order by options. If the SELECTION tab is used it is also possible to break the print process up into sub-groups based on Creditor Groups, Creditor Code Ranges or Purchasing Officers. If you want further advice on using these options then contact your Triumph consultant.

MORE BUSINESS SUPPORT THAN YOU EXPECT...

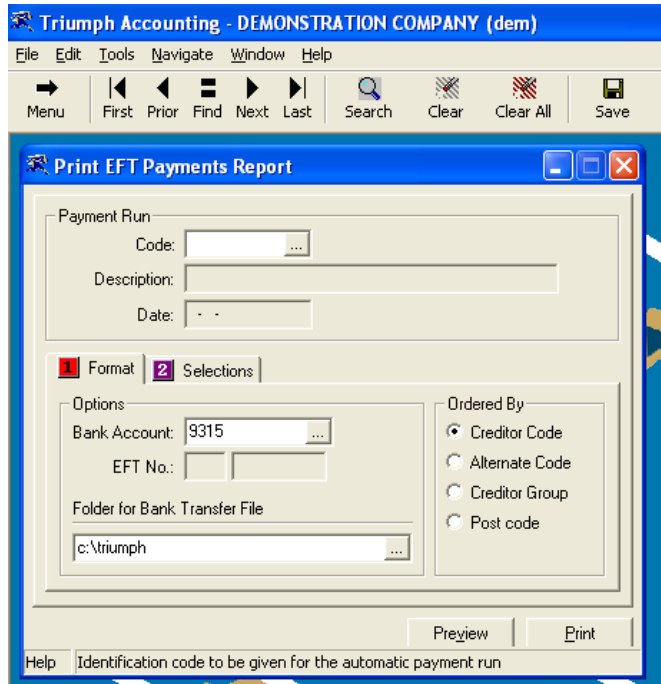


88 Burswood Road,
Burswood WA 6100
PO Box 590,
South Perth WA 6951

T: (08) 9470 9922
F: (08) 9470 9955
W: www.caman.com.au
E: enquiries@caman.com.au

D. Print EFT Payments Report

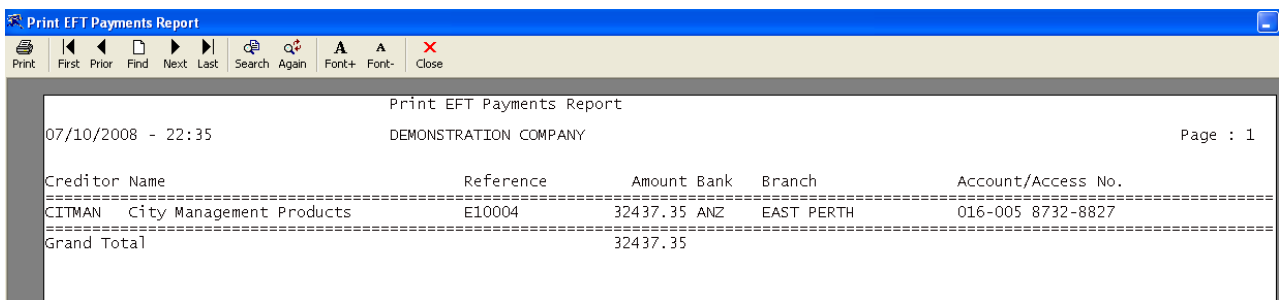
If the payment run is for EFT paid creditors, the next step is to print the EFT payments report. To do this, select the option Print EFT Payments Report (C-S-A-F) and the following box will be displayed.



Enter the payment run code and the date for processing through the bank account, then the code for the bank account (Triumph code which is the same as the General Ledger account number for the bank account). As a file is to be produced for processing through the bank it is also necessary to enter the “path” or folder destination into which the EFT information is to be transferred.

Note that at this stage it is possible to order the report in the same manner as the Cheque/ Remittance Advices and to make selections for breaking the payments into sub-groups in the same way.

Once this option is sent to PRINT the following report is produced as well as the EFT file (in .ABA – Australian Banking Association format).



E. Commit Payment Run

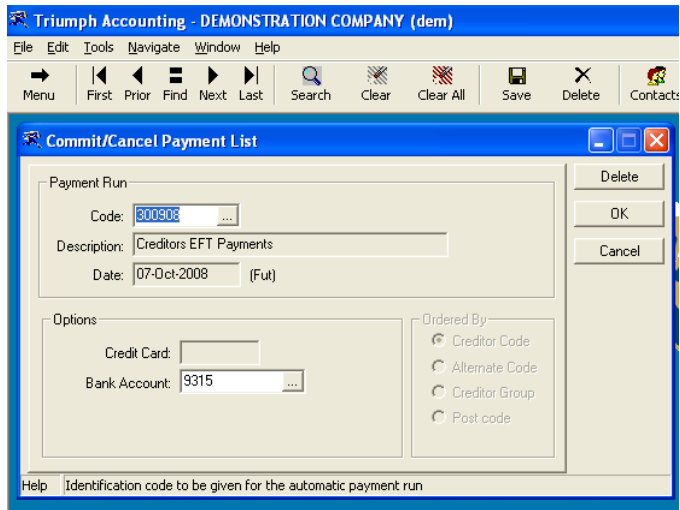
The file is now ready to be Committed, or, if it is decided to abandon the process, Deleted. To Delete the file and remove the payment run from the system click on DELETE. If the payment run is to be “parked” until management is ready to take further action to pay or delete the run then click on CANCEL.

MORE BUSINESS SUPPORT THAN YOU EXPECT...



88 Burswood Road,
 Burswood WA 6100
 PO Box 590,
 South Perth WA 6951

T: (08) 9470 9922
 F: (08) 9470 9955
 W: www.caman.com.au
 E: enquiries@caman.com.au



Clicking on the OK button will commit the payment run and all details will be updated to the system –

- a. Creditor accounts will be updated with the payment amount;
- b. The payments in creditor accounts will be allocated against the appropriate invoices etc.
- c. The General Ledger accounts involved in the transactions (Creditors Control Account and the Bank Account) will be updated; and
- d. The Bank Reconciliation will be updated with the payment details.

JA 8 Oct 2008

MORE BUSINESS SUPPORT THAN YOU EXPECT...



88 Burswood Road,
Burswood WA 6100
PO Box 590,
South Perth WA 6951

T: (08) 9470 9922
F: (08) 9470 9955
W: www.caman.com.au
E: enquiries@caman.com.au