



**PAYABLES**

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## INTRODUCTION

The 'Supplier' module of the SIMIC SYSTEM includes the following functions:

### *- Multi-company*

The user may work with as many companies as desired. These companies must however be opened in the General Ledger.

### *- Multi-currency*

The 'Supplier' module uses the Currency Master from the General Ledger. A supplier is not linked to a currency, which allows working with several foreign currencies in the same account.

### *- Direct update*

The invoices input are treated in an interactive way. The update is immediate. The transactions generated are immediately available in the General Ledger. Nevertheless, the input may be suspended, the invoice being registered but not processed.

### *- Periods*

The periods of work are defined for the current year and the last year. The current period may be later than the work period of the General Ledger.

### *- Quantities*

At the moment of input, the user may enter the quantities in the desired accounts.

### *- Queries*

Different criteria of selection allowing the user to query the data files. He can, at any moment, visualise them on a screen or print them.

### *- Standard reports*

Standard lists are included. The register, open posts, ageing report and diverse movements are available at all times.

### SPECIAL KEYS

AID	Interactive aid.
F3	Return to previous menu.
F4	Look for information in a window.
F6	Create an operation.
F12	Annul the operation.
Attn	Transfer to alternative menu. This menu allows you to carry out all the options to which you have the right, except the one you have just left. So this key allows access to another point in the main menu without however leaving the work that you are accomplishing.
Dup	Duplication. The system copies the information from the preceding zone of the chosen column.

### DIVERSE OPTIONS FROM THE MAIN MENU

Page up/page down	Visualises the other options on the menu.
F13	Chooses the company.
F14	Chooses the Data Set.

### ACCESS TO THE SIMIC SYSTEM

Each user must obtain from the head of the SIMIC SYSTEM security the procedure to adopt to gain access to the companies and functions which have been attributed to him. There exist 2 possibilities of access :

- Directly from the title page AS/400
- With the command **Startsimic** (STRSIMIC) from a user's line of command.

#### **90. END OF WORK**

This menu point allows leaving the SIMIC SYSTEM environment and returning to the opening menu of the session AS/400.

#### **99. RETURN**

This menu point allows RETURN to the menu preceding access to the SIMIC SYSTEM.

## **98. DISCONNECTION**

This menu point is only usable for work at a distance across an AS/400 system. It allows leaving the SIMIC SYSTEM environment and ending communication with the system at a distance.

## FILE MAINTENANCE

### 104 TYPES OF MOVEMENT ENTRY

#### GENERAL POINTS

Each movement is characterised by a type of movement. The system puts at disposition a certain number of predefined types with a description in all basic languages in the SIMIC SYSTEM (English, French, German, Italian):

Type	Description
101	Invoice
102	Credit note
103	Debit note
104	Prepayment
201	Payment
202	Payment of a non-allocated sum
203	Non-allocated sum
204	Part used of a non-allocated sum
801	Discount
901	Revaluation
902	Exchange difference

The user may modify the description of a type or create another one.

#### USE

The options and functions listed below are accessible to users who hold the rights specified by the head of SIMIC SYSTEM security.

#### OPTIONS

2=Modify	Modifies a movement type
3=Copy	Copies a movement type
4=Delete	Deletes a movement type
5=Display	Displays a movement type.

#### FUNCTION KEYS

F4=Invite	Allows display of a selection window
F6=Create	Creates a new type of movement
F9=Accept	Validifies and records the modifications made.

### WORK DISPLAY

RBM3171	SIMIC SYSTEM - DB/CR	Company no : 107
	<b>Change a type of movement</b>	
Type of movement	: 101	
Language code	F4: default is blank	
Description	: Invoice _____	
Short description	: INV	
F3=Exit	F9=Accept	F12=Cancel

#### *Type of movement:*

This obligatory field of 3 positions combined with the language qualifies the type of movement.

#### *Language:*

One description per language at disposition (Menu point 19, *Language Management*) may be input.

#### *Description:*

Description of the type of movement in the chosen language. This description appears in the input and enquiry menu points, as well as in diverse reports related to debtors.

#### *Short description:*

Abbreviation of movement type in the chosen language. This description appears in the enquiry menu points as well as in diverse reports related to suppliers.

## **111 COMPANY DATA MASTER**

### GENERAL POINTS

The information treated by this menu point controls the activity of the 'Suppliers' module for the company in question. The indications supplied complete the Company Data Master established for the General Ledger.

### USE

The options and functions listed below are accessible to users who hold the rights specified by the head of SIMIC SYSTEM security.

### OPTIONS

2=Modify	Modifies the information relative to the company.
5=Display	Displays the information relative to the company.

### FUNCTION KEYS

F4=Invite	Allows display of a window for a selection
F9=Accept	Validifies and records the modifications made

## WORK DISPLAY

RBM1221	SIMIC SYSTEM - PAYABLES	Company no : 107
	Change a company	
Current period data set 1/2: 04 / 12		
Updated invoice control Y/N: Y		
Autom. supp. numb. + length:	Y 05	Discount alloc. on VAT Y/N: Y
Start of supplier no	: 000000009600001	List of data entries Y/N: N
Autom. inv. register + no	: Y 0000000001	Internal control used Y/N: N
GL account	: 20500	GENERAL PAYABLES ACCOUNT
GL release type account	: 20000	SWISS BANKS CORPORATION
GL discount account	: 49000	CLEARING ACCOUNT
GL discount on tax account	: 49000	CLEARING ACCOUNT
GL FX unrealised gain/loss	: 68001	FX-UNRL 68000 FX-REAL
GL FX realised gain/loss	: 68000	FX-REAL 68000 FX-REAL
GL clearing account	: 49000	CLEARING ACCOUNT
GL account line 1	: 30001	EXPENSES 1
GL account line 2	: 30002	EXPENSES 2
GL account line 3	:	
GL account line 4	:	
GL account line 5	:	
GL account line 6	:	
Base tax	F4: CH / 001	VAT 6,5%
Nature of account	F4: 001	Services
Tax location	F4: 001	Swiss
F3=Exit	F4=Account list	F9=Accept F12=Cancel

### *Current period DS 1/2:*

The system displays to you the periods defined for Data Sets 1 and 2 at the level of the Company Data Master in the General Ledger. The user may modify them.

However, the work period of the 'Supplier' module **cannot be previous to the current period of the General Ledger**.

### *Update invoice control Y/N:*

- N The user cannot modify the account ventilation of the input invoices.
- Y Modifications are allowed.

### *Automatic number + length + number:*

- N No automatic number. The user determines the numbers of suppliers himself.
- Y The system activates the automatic numbering of suppliers. The length of the number must be specified, the number being framed on the left during the input of the suppliers. If the automatic numbering is activated, we define here the first desired number. The system proposes the number incremented during the creation of a supplier's account. It can be modified by the user during input.

### *Start of supplier numbering :*

If the automatic numbering is active, here is defined the first desired number. The system proposes the incremented number during the registering of a supplier (payable). It may be modified by the user during input.

*Automatic invoice number + number:*

- N No automatic numbering. The user determines the invoice numbers himself.
- Y The system activates the automatic numbering of invoices. The invoice number is proposed during input and can be modified by the user who desires it.

*Discount allocation on VAT Y/N:*

Possible invoice discounts during the registering of a payment can, if the user wants, generate automatically account transactions correcting the initial amounts of VAT calculated on these invoices. (Menu Point 150, *Managing Payments*). The default is "Y"

- Y The discounts are calculated and the imputation is automatically proposed.
- N No corrective transaction is proposed.

*List of data entries Y/N:*

- Y A voucher of entries and a voucher of transactions are generated at the end of the input of invoices. This is valid only for options 122, 123 and 125. (On each use of function key **F3** or on return to the main menu).
- N No automatic trace of entries.

*Internal control used:*

- N The control is not active.
- Y Internal control of payments is active. This operation is described later in menu points 150, *Managing payments* and 155, *Manual payments*.

*G.L. account:*

This field allows specification of the collective "Suppliers" General Ledger account where movements of the "Suppliers" Module are generally processed. This number is proposed by the system for each new supplier registered. The collective account input by default at the company level must be in company currency.

All 'Supplier' collective accounts specified, either at the company level or supplier level are only accessible by the "Suppliers" module. **Input of transactions into collective accounts by the G.L. is impossible.**

*G.L. release type:*

This field allows specification of the account into which the payments are generally made. This field may be modified at any time.

*G.L. discount:*

Allows specification of the account into which possible discounts, accorded by the suppliers in relation to existing terms of payment, are paid.

*G.L. discount on tax:*

Allows specification of the account into which the tax part of the accorded discount is paid.

*G.L. FX unrealised gain/loss:*

Two zones allowing specification of the accounts generally used for unrealised exchange gains and losses on foreign currency amounts.

*G.L. FX realised gain/loss:*

Two zones allowing specification of accounts generally used for realised exchange losses and gains on foreign currency amounts.

*G.L. clearing account:*

This field indicates the account to use to balance the vouchers of more than 9999 transactions, coming from interfaces. This account, which is only used for the transit of balancing balances must always show zero balance.

*G.L. account line 1 2 3 4 5 6:*

The system proposes six zones allowing definition of the six expense accounts used as a counterpart of the invoices. These accounts are proposed during the creation of a supplier. The zones are not compulsory and may be modified at any moment.

Note:

All data input in the above-mentioned zones is proposed by default during the creation of a supplier's account. The system leaves the user with the possibility of opting for this data or choosing other accounts to be attached to the supplier/payable created.

*General ledger base tax:*

This composed field (2 positions + 3 positions) allows input of the base VAT code by default for invoices treated with VAT. This must be input at the beginning by the Menu Point 75, *Taxes - Base tax*.

*General ledger nature of account:*

This field allows definition of a nature (Menu Point 76, *Taxes - Nature of account*) for invoices treated with VAT. It must first be input by the above menu point.

*General ledger tax location:*

This allows definition of a destination (Menu Point 77, *Taxes - Destination of taxation*) for invoices treated with VAT. It must be input first by the above menu point.

## 112 TERMS OF PAYMENT

### GENERAL POINTS

This menu point allows management of the terms of payment which will be applied to the suppliers' invoices.

It is important to underline that the terms of payment managed by this menu point are also valid for the 'Payables' module.

### USE

The options and functions listed below are accessible to users who hold the rights specified by the head of SIMIC SYSTEM security.

### OPTIONS

2=Modify            Modifies a term of payment.  
 4=Delete            Deletes a term of payment.  
 5=Display           Displays a term of payment.

### FUNCTION KEYS

F6=Create           Allows creation of a new term of payment.  
 F8=Language description  
                          Allows input of secondary descriptions per language defined in Menu Point 19, *Language Management*.  
 F9=Accept           Validifies the changes made in the data.

### WORK DISPLAY

RBM3011	SIMIC SYSTEM - AP/AR	Company no : 107
<b>Change a term</b>		
Term code	: A01	
Description (default):	30 JOURS, _10_JOURS 2%	
Type (1 to 3):	1	1) Invoice date + due days 2) End of month + due days 3) Days in month (due days) + due month
Due days	: 030	
Due month (type 3):	00	
Discount days	: 010	
Discount %	: _2.000	
F3=Exit	F8=Description by language	F9=Accept      F12=Cancel

*Term code :*

This allows attribution of a code of three alphanumeric characters to the term of payment. The code may no longer be modified.

*Description (default):*

This allows indication of the description of the payment term. The description is displayed on all the screens using a payment condition code. Input of secondary descriptions is possible by the function key **F8** (Menu Point 19, *Language Management*).

*Type (1 to 3):*

The system proposes 3 types which each correspond to a method of calculation of the due dates of payment. The type is combined with other parameters to form the terms of payment.

- 1 The due dates are calculated on the basis of the invoice date to which one adds the specified number of days.
- 2 The due dates are calculated on the basis of the last day of the month of the invoice to which one adds the specified number of days.
- 3 The due dates are determined on the basis of the invoice month to which one adds the specified number of months. One indicates the fixed day when the invoices are due.

The user must necessarily choose one of these three types.

*Due days:*

- |            |   |
|------------|---|
| Type 1 & 2 | This field determines the number of days added to the basic date. |
| Type 3     | This field determines the number of the fixed day in the month.   |

*Due month :*

- |        |  |
|--------|--|
| Type 3 | This field determines the number of months added to the month of the invoice date. |
|--------|--|

*Discount days:*

This zone allows definition of the number of days during which a payment before the final due date gives the right to a discount. The system calculates itself the discount during the payments as a function of the number of days.

*Discount %:*

This zone allows definition of the accorded discount in per cent if the criterion previously specified is fulfilled. The system uses this percentage to calculate the discount. The discount will be rounded-off depending on the “VAT rounding” code of the currency file.

EXAMPLE:

Invoice date    15/01/92  
Days due        10  
Month            2

Type 1    Final due date    25/01/92(15/01 + 10 ds.)  
Type 2    Final due date    10/02/92(31/01 + 10 ds.)  
Type 3    Final due date    10/03/92(January + 2 month, the 10th)

## 113 MODES OF PAYMENT (Release types)

### GENERAL POINTS

This menu point allows managing the modes of payment of a company. The modes created allow specification of the treasury accounts where the transactions relative to suppliers invoice payments are made. The system proposes several methods of payments allowing the management of the treasury.

When creating a new supplier, the user must choose the mode of payment generally used. The mode of payment linked to a supplier may be changed. One can determine the mode of payment at the level of each invoice independently of the mode attributed to the supplier.

This menu point is to be linked, if necessary, to the *Bank Relations* module.

### USE

The options and functions listed below are accessible to users who hold the rights specified by the head of SIMIC SYSTEM security.

### OPTIONS

2=Modify	Modifies a mode of payment.
4=Delete	Deletes a mode of payment.
5=Display	Displays a mode of payment.

### FUNCTION KEYS

F6=Create	Allows creation of a new mode of payment.
F8=Language description	Allows input of secondary descriptions per language defined in Menu Point 19, <i>Language Management</i> .
F9=Accept	Validifies the modifications brought to the data.

## WORK DISPLAY

RBM319	SIMIC SYSTEM - AP/AR	Company no : 107
	<b>Change a release type</b>	
Release type code	: R01	
Full description	: SWISS BANKS _____	
Short description	: BANKS _____	
Payment method(B/C/D):	B	
G/L bank account	F4: 20000 _____ SWISS BANKS CORPORATION	
G/L cash account	F4: _____	
G/L charge acc. 1	F4: _____	
G/L charge acc. 2	F4: _____	
G/L charge acc. 3	F4: _____	
Bank clearing number	: 123456789012345678901234	
Bank debit account	: A-123456 _____	
Holder identification:	_____	
Bank office identif.:	_____	
Country code	: _____	
Modulo	: _____	
IBAN clearing no	: _____	
Piece type	: _____	
Accounting code	Y/N: _____	
F3=Exit	F8=Description by language	F9=Accept F12=Cancel

### *Mode of payments:*

When creating a new mode of payment, this field allows attributing a code of three alphanumeric characters to the payment mode. The code may no longer be modified.

### *Full description:*

The field indicates the description of the mode of payments.

### *Short description:*

This field allows indication of the short description of the payment mode. The short description is displayed on all screens using a payment mode code.

### *Payment method (B/C/D):*

The system proposes three payment methods. The method is combined with other parameters to form a mode of payments.

B_ _	Bank	payment by bank.
C_ _	Cheque	payment by cheques.
D_ _	Cash	payment by cash.

The user must necessarily choose one of these three methods.

### *G.L. bank account:*

Determines the account number in the G.L. linked to the payment mode.

*G.L. cash account:*

Allows definition of an account for the treasury with a view to a liaison with the treasury.

*G.L. charge account 1-3:*

Allows definition of up to three charge accounts to debit the charges linked to the payment.

*Bank clearing number:*

The clearing account is the code allowing identification of the bank corresponding to the G.L. account specified in the previous zone. This data is used by payment treatments (Edition of memorandum D.T.A). A brochure is available at each bank containing the numbers of clearing banks used to this day.  
(ref. *Bank Relations* module)

*Bank debit account:*

This field allows specification of the number of the account to be debited at the bank for payments.

*Holder identification:*

Identification code of the giver of the order at an office of the clearing bank (Ref. *Bank Relations* module).

*Bank office identification:*

Code allowing identification of different posts at the same bank (ref. *Bank Relations* module).

*Country code IBAN:*

Country code (ISO 3166)

*Modulo IBAN:*

Check no (modulo 97-10 ISO 7064).

*Clearing no IBAN:*

Clearing account no for IBAN.

*Piece type (cash management) :*

Piece no (only for cash management).

*Accounting code (cash management) :*

Indicates if the transaction is already posted (only cash management).

## 114 SUPPLIERS DATA MASTER

### GENERAL POINTS

All the necessary information for the management of suppliers is managed by this menu point. Each supplier must be defined. It is necessary to complete menu point 111, *Company data Master* and 112, *Terms of payment* and 113, *Modes of payment* before the input of suppliers data.

### USE

The options and functions listed below are accessible to users who hold the rights specified by the head of SIMIC SYSTEM security.

### OPTIONS

- 2=Modify            Modifies information concerning a supplier.
- 3=Copy             Copies information concerning a supplier.
- 4=DeleteDeletes a **non-active supplier**.
- 5=Display          Displays information concerning a supplier.

### SPECIAL OPTIONS

Parameters (5), conditioning the image or the programme, managed by Menu Point 16, *Security Data Master* :

- 1            The supplier number, automatically generated is protected to avoid modification.
- 2            The '*Discount*' and '*Tax Discount*' zones are not obligatory.
- 3            The BIC and account bank fields are protected.

### FUNCTION KEYS

- F1=HELP doc.            Displays documentation for supplier payments.
- F4=Other sequences    Allows display of suppliers on the basis of the following criteria : Number, Name, Type, Search Name and Town..
- F4=Invite accounts    Allows the display of the Chart of Account to choose an account.
- F6=Create                Allows creation of a new supplier.
- F7=Copy from another    Allows creation of a new supplier from another company.
- F8=Accounts per currency  
                                  Allows input of complementary collective accounts in another currency than the company currency.
- F9=Next screen         Allows display of the continuation of the information concerning a supplier.
- F9=Accept                Validifies the modifications made to data.
- F10=Suspended         Visualises the new suppliers coming from the interface with another application, but not yet recorded in the SIMIC SYSTEM.

## WORK DISPLAY

RBM1211	SIMIC SYSTEM - PAYABLES		Company no : 107
	Change a supplier		
Supplier no	: 00011	Active/non active	: A
Title	F4: 004 Mister		
Supplier name	: Ducommun Pierre	Orig. set up	
Payment name	DUP: Ducommun Pierre		30.04.96
Address 1	: Rte du Léman 4	Last update	
Address 2	:		30.04.96
Address 3	:		
Post code + Town + Of:	1001 Lausanne		12
Country	: Suisse		
Match code	: DUCOMMUN PIERRE		
Contact name	:		
Phone no	:		
Fax + Telex no	:		
EPC code	:		
Type	: A01		
Language code	F4: E English		
Term code	F4: T01 30 DAYS NET, 10 DAYS 2%		
Release type	F4: R01 SWISS BANKS		
Min invoices/letter	: 04		
Movement entry type	: T		
F3=Exit	F9=Next display	F7=Copy from other comp.	F12=Cancel

### *Supplier number:*

During the creation of a new supplier, the field allows the giving to the supplier of a code of 15 alphanumeric characters. The system proposes a number if the automatic numbering has defined at the Company Master level defined in menu point 111, *Company Master*. However the user is free to attribute the number if he wants.

This number is then no longer modifiable.

### *Active/non-active:*

- N The supplier is not active. The supplier is still the object of the transaction.
- Y The supplier is active. The supplier has already been the object of a movement.  
This field may not be modified.

### *Title:*

This facultative zone allows indication of the code of the title qualifying the supplier. The title must have been defined previously in the title file (Menu Point 115, *Title File*). This field may be modified at any time.

*Payment name:*

A zone of thirty characters is available to input the name of the supplier.

*Payment name:*

A zone of thirty characters is available to input the name used in the payment address.

*Org. set up:*

The system indicates the date of the creation of the supplier. This zone is not accessible to the user and cannot be modified.

*Last update:*

The system indicates the date of the last movement input by this supplier. This field is not accessible and cannot be modified.

*Address 1, 2, 3:*

Three zones of 30 characters to input the address of the supplier.

*Postal code + town + office :*

These three zones allow input of the postal code, the town and office thus completing the address of the supplier.

*Country:*

A zone of 30 characters is at disposition to input the name of the country thus completing the address of the supplier.

*Match code:*

The user inputs into this zone a name or a combination of alphanumeric characters facilitating future searches. This field allows input of the name or the company name of the supplier. If this zone is left empty, the system retakes the name of the supplier previously input.

*Contact:*

A zone of 30 characters is at disposition to input a possible person in charge to be contacted at the supplier's.

*Phone:*

This allows input of the telephone number of the supplier.

*Fax + Telex::*

These two zones allow input of the Fax and Telex Numbers of the supplier.

*EPC code:*

Code for automatic payment by payment slip.

*Type:*

Allows classification of suppliers according to the type of company. This field is not obligatory but constitutes a criterion of supplementary selection during diverse queries. If this zone have '\*\*\*' (3 astérisks), it means it is a various supplier. The management of the bank relations are differents. In that case, each bank relation represents a specific supplier.

*Language code:*

Allows choice of the language used during the production of statements, reminders or any other report. The languages available and the basic languages are defined by the user in menu point 19, *Language Data*.

*Term code:*

This zone allows indication of the terms of payment usually used by the supplier. The terms of payment must have been previously defined in the terms of payment file (Menu Point 112, *Terms of Payment*). This field may be modified at any moment. The input is obligatory.

*Release type:*

This zone allows indication of the mode generally used for the management of payments with the supplier. The mode of payments must have been previously defined in the mode of payments file (Menu Point 113, *Modes of Payment*). This field may be modified at any moment. Input is facultative.

*Min invoices/letter:*

Indicates to the system starting from what number of invoices paid, a letter to the supplier is automatically generated. This field is to be managed in relation to menu point 118, *Letters of payment data*.

Zero indicates to the system that no letter is to be printed.

*Movement entry type:*

This zone allows indication of the type of entry type which will be used in option 121/123 when using F4/F14.

**BANK INFORMATION**

RBM1212	SIMIC SYSTEM - PAYABLES		Company no : 107
<b>Change a supplier</b>			
Bank informations	00011	Ducommun Pierre	
Supplier bank name	: BCV, LAUSANNE _____		
Bank adress 1	: ST-FRANCOIS _____		
Bank adress 2	: _____		
Bank adress 3	: _____		
Bank account + typeF4:	CCP-123456	_____ / 2	
Sort code + type	AB-65987	_____ / 1	
Payment type	:	Advise	to suppl.: N
Charges due to suppl.:	N	LCR code (complain)	: N
Tax informations			
Tax no + code	: CODE123456	_____ / -	
Taxpayer no	: CH / 654321	Without VAT	Y/N : Y
Base tax	F4: CH / 001	VAT 6,5%	
Nature of account	F4: 001	Services	
Tax location	F4: 001	Swiss	
Credit informations			
Suspended	Y/N: N		
User sort field 1	: U1-001	User sort field 4	: _____
User sort field 2	: _____	User sort field 5	: _____
User sort field 3	: _____	User sort field 6	: U6-001
F1=HELP doc.	F9=Next display	F12=Cancel	

*Supplier bank name:*

This field allows input of the name of the supplier's bank relation. This information is retaken during production of the memorandum of the payment order.

*Bank address 1,2,3:*

These three fields allow input of the name and address of the supplier's bank. This information will be retaken during treatment of payments in establishing the memorandum of the payment order.

*Bank account + type:*

This field allows definition of the bank references of the supplier. For electronic payments (DTA) refer to the "Payments by DTA" guide to obtain information needed for coding (Ref. *Bank Relations* module).

If the code type is "3" it is possible to obtain the SWIFT code by pressing function key **F4**.

If the SWIFT code already entered is correct the window is not displayed. The window is only displayed if the SWIFT code is BLANK or incorrect.

*Sort code + type:*

This field allows definition of the bank account number of the supplier. For electronic payments by DTA refer to the "Payments by DTA" guide to obtain information needed for coding. (Ref. *Bank Relations* module).

*Payment type:*

This zone must be specified only for electronic payments. You must then refer to the "Payments by DTA" guide to obtain information necessary for coding. (Ref. *Bank Relation* module).

*Charges due to supplier:*

Indicates in relation to an automatic payment whether the charges of transfer are debited to the supplier in addition to the amount.

*Advice to supplier:*

Indicates in relation to a payment whether a special advice should be produced for the supplier.

*LCR code (complain):*

Giving a deadline to the supplier.

**VAT INFORMATION**

*Tax number + code:*

These zones allow specification, for information purposes, of a code defining the taxation used by the supplier and a number in relation to the code

*Taxpayer number:*

This field allows input of the VAT taxpayer's number of the supplier. The VAT code is composed of the country code (2 characters) and the taxpayer's number (15 characters at the most). This field is not obligatory.

*Base tax:*

This composed field (2 positions + 3 positions) allows input of a base VAT code by default for invoices treated for this supplier. It must be first input in Menu Point 75, *Base Tax*.

*Nature of account:*

This field allows definition of a nature (Menu Point 76, *Taxes - Nature of Account*) for invoices treated with VAT. It must be first input by the above menu point.

*Tax location:*

This field allows definition of a description (Menu Point 77, *Taxes - Tax Location*) for invoices treated with VAT. It must be input first by the preceding menu point.

*Without VAT:*

This zone indicates whether the supplier is subject to VAT.

Y        The supplier is not subject to VAT.

N        The supplier is subject to VAT.

**CREDIT INFORMATION**

*Suspended (Y/N):*

N        The supplier is not suspended. He may be the object of a movement

Y        The supplier is suspended, and any entry of movements (invoices) is impossible.

The allocation of a payment by the supplier is, however, possible.

This field may be modified at any time.

*User sort fields (1 to 6):*

These six sort zones, allowing the coding of sorting criteria (Market, Country, Seller) are usable in certain reports. (Menu Point 147, *Ageing Report*).

**GENERAL LEDGER INFORMATION**

RBM1216	SIMIC SYSTEM - PAYABLES		Company no : 107
	Change a supplier		
Supplier no	: 00011	Ducommun Pierre	
General ledger informations:			
GL account	: 20500	GENERAL PAYABLES ACCOUNT	
GL discount	: 69000	DISCOUNT	
GL discount on tax	: 69000	DISCOUNT	
GL FX unrealised gain:	68001	EXCHANGE DIFFERENCE - UNREAL.	
GL FX unrealised loss:	68001	EXCHANGE DIFFERENCE - UNREAL.	
GL FX realised gain:	68000	EXCHANGE DIFFERENCE - REAL.	
GL FX realised loss:	68000	EXCHANGE DIFFERENCE - REAL.	
GL aut. expense 1 + %:	30001	EXPENSES 1	Percent 100.00
GL aut. expense 2 + %:			0.00
GL aut. expense 3 + %:			0.00
GL aut. expense 4 + %:			0.00
GL aut. expense 5 + %:			0.00
GL aut. expense 6 + %:			0.00
F3=Exit F4=Account list F8=GL account by currency F9=Accept F12=Cancel			

The following zones are accessible by function key **F9**= Next screen. They concern the information in relation to the general ledger.

*General Ledger account:*

The system proposes the collective account defined in Menu Point 111, *Company Master* as a **primary collective account**. The user may however specify another primary collective account number used by this supplier.

**The primary collective account must** be opened in company currency.

The user has the possibility of opening **secondary collective accounts in another currency than the company currency** with the help of function key **F8=Accounts per currency**.

RBM211C	SIMIC SYSTEM		Company no : 107
	Work with general ledger account by currency		
Supplier no + name . . . :	11000	PLANET SA	
Type your options, press ENTER			
4=Delete			
Opt Account	Description	Cur	
- 11000DEM	DEBITEURS COLL DEM	DEM	
- 11000FF	DEBITEURS COLL FF	FF	
- 11000USD	DEBITEURS COLL USD	USD	
F3=Exit F6=Create F12=Cancel			

During the input of a supplier's movement (invoice), the system first looks for a secondary collective account in the invoice currency. If there isn't one, then it uses the primary collective account.

As soon as an account is indicated, it is automatically locked for direct input of transactions by the General Ledger. The user must use the 'Suppliers' module to pass transactions into a collective account. This field may be modified at any time. However it is not advisable to do if there are open posts recorded in the replaced collective account

### *General Ledger discount:*

The system proposes the discount account defined in Menu Point 111, *Company Master*. One may however specify another account number in which are processed the possible discounts accorded to the supplier.

The user may modify this zone according to his wishes. This field may be modified at any moment.

### *G.L. discount on tax:*

The system proposes the discount account for taxes defined in menu point 111, *Company Master*. One may, however, specify another account number in which possible discounts accorded by the supplier are processed.

The user may modify this zone according to his choice. The field may be modified at any moment.

### *G.L. FX unrealised exchange difference Gain/Loss:*

The system proposes the unrealised gain end loss accounts of exchange defined in Menu Point 111, *Company Master*. One may specify, however, other account numbers for the processing of unrealised gains and losses on the amounts in foreign currency of the 'Suppliers' module.

The user may modify this zone according to his wishes. This field may be modified at any moment

### *G.L. FX realised exchange difference Gain/Loss:*

These zones have the same functions as the previous zones, but concern the treatment of gains and losses realised on amounts in foreign currency in the 'Suppliers' module.

### *General Ledger Automatic income 1 2 3 4 5 6 + % percent:*

The system proposes the income accounts defined in menu point 111, *Company Master*. One may however specify other account numbers defining the six income accounts used most as a counterpart.

The system allows the amount of an invoice to ventilate in these six accounts. The repartition is carried out according to the repartition in the percentage defined.

These zones are not obligatory and may be modified at any time.

It is however, possible to put a generic account no (Eg. 30000\*) which is completed during input. In this case the account no is not checked.

## 115 TITLE INFORMATION

### GENERAL POINTS

This menu point allows management of the titles qualifying the suppliers of a company. During the creation of a new payable, the user chooses his title (e.g. Company, Mr...). The title linked to a supplier may be changed.

### USE

The options and functions listed below are accessible to users who hold the rights specified by the head of SIMIC SYSTEM security.

### OPTIONS

2=Modify	Modifies a title.
4=Delete	Deletes a title.
5=Display	Displays a title.

### FUNCTION KEYS

F6=Create	Allows creation of a new title.
F9=Accept	Validifies the modifications made to the data.

### WORK DISPLAY

RBM2361	SIMIC SYSTEM - AP/AR Change a title	Company no : 107
Title code	: 004	
Language code	F4: E English	
Description	: Mister	
Short description	: Mr	
F3=Exit	F9=Accept	F12=Cancel

#### *Title code:*

During creation of a new title, this field allows attribution of a code of three alphanumeric characters to a title. The code may no longer be modified.

*Language:*

The language code (Menu Point 19, *Language Data*) combined with the title code allows input of one title per language. (These will have been opened by Menu Point 19 previously).

*Description:*

This field allows indication of the complete description of a title.

*Short description:*

This field allows indication of the short description of a title. The abbreviation is displayed on all the screen using a title code.

## 118 LETTERS OF PAYMENT INFORMATION

### GENERAL POINTS

This menu point allows creation of a standard format by a page arrangement of texts and variables for the printing of letters of payment.

The user may create a format per existing language (Ref. Menu Point 19, *Language Information*).

On printing, the format is chosen at the level of the suppliers sheet (Menu Point 114, *Supplier's Information*).

The printing of a letter of payment for the supplier is produced as a function of information contained in the field *Minimum invoices/letters* in menu point 114, *Suppliers information* :

- value 0 No letter is printed
- value 4 A letter is printed as soon as at least 4 invoices are paid simultaneously.

### MANAGEMENT OF LETTERS PER LANGUAGE

#### GENERAL POINTS

The user may, independently of the contents of the format, manipulate the letter per language or bring it from another company. In this case the security officer can reduce the user's rights to just modification of the parameters concerning the printing format.(management of rights on function key **F9**=Accept managing the lines of the letter).

#### USE

The options and functions listed below are accessible to users who hold the rights specified by the head of SIMIC SYSTEM security.

#### OPTIONS

- |           |  |
|-----------|--|
| 2=Modify  | Modifies the printing parameters of a letter and possibly, if the user holds the rights, modification of lines (texts and data) of the letter (function key <b>F9</b> = Accept). |
| 3=Copy    | Copies a letter from one language to another.  |
| 4=Delete  | Deletes a letter from a language.  |
| 5=Display | Displays a letter of one language and its contents.  |
| 7=Rename  | Renames a letter in another language.  |



## OPTIONS

2=Modify	Modifies a line of a letter
3=Copy	Copies a line of a letter
4=Delete	Deletes a line of a letter
7=Rename	Renames a line of a letter

## FUNCTION KEYS

F4=List of variables	
	Displays the available variables to add them to a line
F6=Create	Allows input of a new line
F9=Accept	Validifies the input of a line



*Line 'S' position:*

Indicates the number of the line of the payment sheet attached to the last page of the statement on which the amount due must be printed.

Ex :    A4     72 lines  
       BVR    26 lines  
       Total   96 lines  
       'S'     82 -> 82nd line

*Data input line:*

Input line on which one may introduce :  
     a text  
     some variables.

Variables available :

Variable No	Description	Length	Comments
-------------	-------------	--------	----------

Coming from the supplier's details form :

\$001	Supplier No	15	
\$012	Name	30	
\$038	Name 2	30	
\$013	Address 1	30	
\$014	Address 2	30	
\$016	Postal code	10	
\$017	Town	30	
\$018	Country	30	
\$019	Telephone No	20	
\$020	Contact	30	
\$021	Fax No	20	
\$022	Telex No	20	
\$023	Electronic pay. Code	20	
\$024	Bank account	20	
\$025	Supplier's bank	30	
\$026	Bank address 1	30	
\$027	Bank address 2	30	
\$028	Bank address 3	30	
\$035	Condensed Address 1	44	Consists of taking the contents of the six zones, Name 2, Address 2, Address 3, Town and Country and squashing them to the top so as to eliminate all blank lines.
\$036	Condensed Address 2	44	
\$037	Condensed Address 3	44	
\$038	Condensed Address 4	44	
\$039	Condensed Address 5	44	

Coming from invoice information :

\$002	Internal reference 10	
\$003	Supplier's reference	10
\$004	Invoice currency	3
\$005	Invoice date	8
\$006	Date due	8
\$007	payment condition	30
\$008	transaction type	20
\$009	Invoice amount	14
\$010	Paid amount	14
\$011	Discount	14
\$029	? Total overdue	14
\$030	Paid total	14
\$031	Discount total	14
\$033	Value date	10
\$034	Currency	3

Diverse :

\$032	Page No	3
\$035	Date	8

## 119 STATEMENT INFORMATION (139)

### GENERAL POINTS

This menu point allows creation of a standard format for a text and variable page arrangement for printing supplier's statements (Menu Point 139, *User's Statements*).

The user may create a format per existing language (Menu Point 19, *Language Data*). On printing the format chosen by the system depends on the language input in the supplier's details sheet. (Menu Point 114, *Supplier's Information*).



Allows definition of the number of lines printable on a page. By default 72 lines are printed on a page of format A4.

### *End of Page Line 'D':*

Indicates to the system the last line of printing of a line defined as a 'D' type line. A payment form attached may be correctly printed.

## **MANAGEMENT OF THE CONTENTS OF A STATEMENT**

### GENERAL POINTS

The contents having been created, the user may input up to 999 lines, of different types, composed of texts and/or variables carried over from the supplier's details sheet and invoice file.

The format is composed :

- of a heading which may or may not repeat from page to page.
- of a body formed, among other things, of the invoice amounts.
- of a page end.

### USE

The options and functions listed below are accessible to users who hold the rights specified by the head of SIMIC SYSTEM security.

### OPTIONS

- |          |                                |
|----------|--------------------------------|
| 2=Modify | Modifies a line of a reminder. |
| 3=Copy   | Copies a line of a reminder.   |
| 4=Delete | Deletes a line of a reminder.  |
| 7=Rename | Renames a line of a reminder.  |

### FUNCTION KEYS

- |                      |  |
|----------------------|--|
| F4=List of variables | Displays the variables available to be added to lines. |
| F6=Create            | Allows input of a new line.                            |
| F9=Accept            | Validifies the input of a line.                        |

## WORK DISPLAY

```

RBM148B          SIMIC SYSTEM - PAYABLES          Company No : 10
                  Change a language for a statement
Language . . . . F4: F Français

Lines per page 24-96: 72 Overflow lines 'D': 60
Select your options, press ENTER.
2=Change  3=Copy  4=Delete  7=Rename
Opt Nr T *...+... 1 ...+... 2 ...+... 3 ...+... 4 ...+... 5 ...+... 6 ...+...
001 H Supplier : ($001)                               Page : ($024)
002 H Conditions: ($011)                               Date : ($027)
003 H Date val. : ($010)   à ($040)                   Monnaie : ($003)
004 H                               ($028)
005 H                               ($029)
006 H                               ($030)                               statement new
007 H                               ($031)
008 H                               ($032)
009 H                               ($033)
010 H -----> ($038)
011 H -----> ($039)
013 H -----> ($012)
014 H Descript. Référence Dt. fac Dt. éch Rappel      Montant x
015 H Solde initial ($040)                               ($036)
016 D ($007) ($004) ($005) ($006) ($026) ($009)
019 S Escomptes accordés                               ($037)
020 S Solde                                           ($023)
022 S Montant échu                                    ($025)
100 S BVR Ligne 64. Total dû : ($034) ($035)

F3=Exit          F6=Create          F12=Cancel

```

In heavy type are the supplementary variables available.

### *Line number:*

Obligatory numerical zone defining a line. The reminder format is composed of a certain number of lines.

### *Type:*

Each line is characterised by a type of line allowing the system to treat it in an adequate manner. Types available :

- |                             |   |
|-----------------------------|---|
| H=First page heading        | Qualifies the heading lines only printed on the first page of the document. |
| P=Following pages headings  | Qualifies the headings printing on every other page of the document.        |
| D=Lines of details          | Qualifies the lines printing the supplier's open posts.                     |
| R=End lines - not last page | Qualifies the 'end of page' lines of all pages except the last.             |
| S=Last page end             | Qualifies the end of page lines printed on the last page.                   |

### *Data input line:*

Input line on which one may introduce :  
a text

some variables.

Variables available :

Variable No	Description	Length	Comments
Coming from the supplier's details form :			
\$001	Supplier No	15	
\$002	Location	15	Communication Address
\$012	Name	30	
\$038	Name 2	30	
\$013	Address 1	30	
\$014	Address 2	30	
\$039	Address 3	30	
\$015	Postal Code	10	
\$016	Town	30	
\$017	Country	30	
\$018	Search name	30	
\$019	Telephone No	20	
\$020	Contact	30	
\$021	Fax No	20	
\$022	Polite Code	30	
\$028	Condensed Address 1	44	
\$029	Condensed Address 2	44	
\$030	Condensed Address 3	44	
\$031	Condensed Address 4	44	
\$032	Condensed Address 5	44	
\$033	Condensed Address 6	44	

## Data concerning invoices :

\$003	Invoice currency	3	
\$004	Reference	10	
\$005	Invoice date	8	
\$006	Date due	8	
\$007	Line description 1	25	
\$008	User Text	30	
\$009	Line amount	14	
\$011	Terms of payment	30	
\$023	Balance	14	
\$025	Total overdue	14	
\$026	Supplier reference	10	
\$034	Amount overdue (part 1)	7	Whole number
\$035	Amount overdue (part 2)	3	decimals
\$036	Opening balance	14	
\$037	Discount	14	

## Diverse :

\$010	Value date	8
\$024	Page No	3
\$027	Date	8
\$040	Value Date form	8

**FORM OF INFORMATION PRODUCED**

The execution of the statement is done on menu point 139, *Users' Statements*.

The extract is composed of an initial balance of all movements and discount totals accorded between the two chosen dates, and finally of the final balance and total due (Menu Point 139, *Users' Statements*).

## USE OF THE SYSTEM

### 121 INVOICE REGISTER

#### GENERAL POINTS

This allows managing the flux of invoices from suppliers.

On their reception the user records them in the invoices register with all necessary information. The invoices are not yet processed.

The invoices are then subjected to the company check procedures. Duly checked they are processed in menu point 122, *Input by the invoice register*.

#### USE

The options and functions listed below are accessible to users who hold the rights specified by the head of SIMIC SYSTEM security.

#### OPTIONS

2=Modify            Modifies information relative to an invoice.

4=DeleteDeletes an invoice.

5=Display           Displays information relative to an invoice.

#### SPECIAL OPTIONS

Parameters (5), conditioning the image or the programme, generated in menu point 16, *Security master*:

1        Y        The today's date is always proposed in the field 'Reference date'.

3        Y        The entry type is always '101', invoices.

4        Y        On input, the *Electronic payment code* zone allows the automatic search for the supplier number.

5        Y        Compute the due date using the reception date.

#### FUNCTION KEYS

F4=Other sequence        Allows changing the selection criterion of display of the invoice list. The following criteria are available :

- Supplier number, name or reference
- Invoice                    number, date, currency code or payment mode de payments
- Destination

F4=Alpha Search During the recording of a new invoice, the function allows display of the list of suppliers selected in alphabetical order according to their number, name or type.

F6=Create                Allows registering a new invoice in the register.

F6=Create a supplier     Allows direct creation of a supplier without involving option 114 of SIMIC. The useful zones for creating a supplier are transferred there.

F9=Accept                Validifies the modifications made to the information.

In addition, the movement is refused if the function code is ‘\*’ after the ‘user call’ RBJREG01B.

F11=Other viewAccept Allows displaying invoices not treated (PC document code = I).

F14=Search per character  
During the recording of a new invoice, the function allows display of the list of suppliers selected according to the characters forming their name.

**WORK DISPLAY**

RBM1261	SIMIC SYSTEM - PAYABLES		Company no : 107
<b>Change a reference</b>			
Comp. taxpayer F4:	CH 123456	SIMIC EDUCATION	
Supplier no F4:	00011	Name F4/14:	DUCOMMUN PIERRE
		Location : Lausanne	
Supplier taxpayer:	CH 654321		
Entry type F4:	101	Invoice	
User entry type :			
Reference no :	0000000001	Vat used	Y/N: N
Supplier ref. :	B-A25		
Reference date :	15011996	Date received :	30041996 Due date : 14021996
Currency F4:	CHF		
Invoice amount :	100.00		
Electr. pmt code :			
Terms F4:	T01 30 DAYS NET, 10 DAYS 2%		
Release type F4:	R01 SWISS BANKS		
User text :	BOOKS		
Order no :	C-55555		
Discount :	2.00	Discount payment date :	25011996
Sent to :	LIVET PH.	Date sent to . . . . .:	30041996
Comment :			
F3=Exit	F9=Accept	F12=Cancel	

*Company taxpayer:*

This field allows input of the number of the company VAT taxpayer. The VAT code is composed of the country code (2 characters) and the taxpayer number (15 characters at the most). This field is not obligatory. The code input at the company level (Menu Point 11, *Company Master*) is displayed by default.

*Supplier taxpayer:*

These zones allow indication of the name and number of the supplier for whom the invoice is registered. The function keys **F4** and **F14** allow searching for the supplier concerned.

*Supplier taxpayer:*

This field allows input of the number of the supplier taxpayer. The VAT code is composed of the country code (2 characters) and the taxpayer number (15 characters at the most). This field is not obligatory. The code input at the company level of the supplier sheet (Menu Point 114, *Supplier's Information*) is displayed by default.

*Entry type:*

This field (obligatory) allows choosing the type of movement input. A certain number of codes are delivered with the system. The user may manage them in menu point 104, *Type of movement entry*. The entry type by default is "101"=invoice, the type for a credit note is predefined by "102".

*User entry type:*

This zone allows attribution of a type to the invoice. The type is determined by the user and is the object of no check. This zone is facultative.

*Reference number:*

During the recording of a new invoice, the system proposes a number according to criteria defined by the automatic numbering of invoices at the Company Master level. The user may, if he wants, change the number and opt for alphanumeric numbering of his choice. This number is then no longer modifiable.

*VAT used Y/N:*

Allows definition of whether the input movement is linked to VAT or not. The code by default is retaken from the company (Menu Point 11, *Company Master*).

- Y The movement is subject to VAT.
- N The movement is not subject to VAT.

*Supplier reference:*

Allows attribution to the invoice of a reference which can be used as a selection criterion. This zone is facultative. (Corresponds in general to the number of the supplier's invoice)

*Reference date:*

Allows input of the invoice date. This date is used as a basis for calculation of the date the payment is due. The date must be indicated in the European format DDMMYYYY.

*Received date:*

This field allows input of the date the invoice is received. It is just an indication to keep the history of the invoices' movements.

*Due date:*

Allows input of the date the invoice is due to be paid. If the zone is left empty, the date is calculated automatically. The system is based on the invoice date and on the terms of payment indicated. To calculate the discount linked to payment conditions the fact of indicating the due date may prevent the system from calculating the discount if the criteria defined in the terms are not fulfilled.

*Currency:*

During registering of an invoice, the system proposes the company currency. The user may indicate the code of the original invoice currency as long as it is defined in the currency file. All the invoice amounts will be input in the currency specified in this zone.

*Foreign amount:*

This field allows input of the net amount of the invoice. For a credit note, the amount must be followed by the sign "-" indicating a credit.

*Electronic payment code:*

Allows indication of the reference and the member's number when making an electronic payment by DTA and BVR+. An optical character reader of OCR characters may be used for the automatic input of this zone. (See also the 'Payments by DTA' guide)  
(Also see *Bank Relations*)

*Terms:*

Allows specification of the code of the payment terms of the invoice, as long as this code has been previously defined. If the zone is left empty, the terms of payment defined at the supplier's level is automatically applied. (Menu Point 114, *Suppliers*).

*User text:*

This allows input of a description concerning the invoice. This zone is retaken by the system as a description of transactions during processing of the invoice.

*Release type:*

Allows specification of the code of the mode of payment of the invoice as long as this code has been previously defined. If the zone is left empty, the mode of payment defined at the supplier's level is automatically defined (Menu Point 114, *Suppliers*).

*Order number:*

Allows application to the invoice of a reference relating to the order placed by the supplier. This facultative zone is indicated only for information.

*Discount date:*

Allows input of the date the invoice is due to be paid. If the zone is left empty, the date is calculated automatically. The system is based on the invoice date and on the terms of payment indicated. To calculate the discount linked to payment conditions the fact of indicating the due date may prevent the system from calculating the discount if the criteria defined in the terms are not fulfilled.

*G.L. account used :*

This zone indicates the collective account which will be used during deduction of the invoice in the G.L. (Ref. Menu Point 114, *Suppliers' Information*).

*Suspended :*

Allows suspension of the invoice after input.

Y        Payment is suspended.

N        The invoice will be taken into account during a later selection of payments.

## 122 INPUT BY THE INVOICE REGISTER

### GENERAL POINTS

After having registered the invoices by menu point 121, *Invoice register* and after having checked these invoices, the real accounting treatment begins.

Four treatment phases are distinguished :

1. Selection of the invoice in the invoice register using the following search criteria :

```

RBM1240                SIMIC SYSTEM - PAYABLES                Company no : 107
                        Data entry from invoice register

                        Selection from invoice register

By reference . . . . : _____
By supplier no . . . : _____
By name . . . F4/14: _____
By currency          F4: _____
By release type     F4: _____
By reference date   : _____
By supplier reference: _____
By destination      : _____

Reference no . . . . : _____

F3=Exit                F12=Cancel
    
```

```

RBM124I                SIMIC SYSTEM - PAYABLES                Company no : 107
                        Research in invoice register

Type option, press ENTER.
1=Select

Op Supplier no  Name      Suppl/ref  Cur Reference  Ref.  Due  Refer.
                date      date      amount
00011          DUCOMMUN B-A25    CHF 0000000001 150196 140296 100.00
00011          DUCOMMUN ZZ-55   CHF 0000000002 250396 240496 250.00
00012          PLANET S      CHF 0000000003 310396 300496 552.35

F3=Exit                F12=Cancel
    
```

2. Attribution of a voucher number and display of the heading data of the invoice.
3. Ventilation in the accounts of the G.L..
4. Validification of the account treatment and processing by function key **F9**.

### USE

The options and functions listed below are accessible to users who hold the rights specified by the head of SIMIC SYSTEM security.

## OPTIONS

- 1=Choose      Choose an invoice to be processed.  
This option is proposed after having specified a selection criterion during display of the invoice list.

## SPECIAL OPTIONS

Parameters (5), conditioning the image or the programme, managed in menu point 16, *Security master*:

- 1      During input of a movement (invoice, NC, ..) the system does **not** automatically transfer the invoice no into Reference 1 zone of the imputation voucher in the G.L.
- 2      The *Due date* zone may be modified on the display screen of the invoice selection coming from the register.
- 3      The *Invoice amount* zone may be modified.
- 4      During input the *electronic payment code* zone allows automatic searching for the supplier number.
  
- 09     Compute the due date using the reception date.
- 10     Transforms the small letters input in the "*Description*" zones into capital letters.
- 12     (screen option). The balance in company currency must be zero. Any difference must be changed manually.
- 13     (screen option). The supplier no and name are transferred into description 2 instead of description 1.
- 14     (screen option). The user text is transferred into description 2 instead of description 1.

## FUNCTION KEYS

- F4=Invite      Displays the data in the window and allows selection of the chosen value.
- F9=Accept      Validifies the modifications brought to the information.
- F10=Suspend    Allows suspension of the processing of an invoice. The invoice may be updated and processed later by menu point 125, *Suspended Invoice/CN revision*.
- F13=Change the DS      Allows to change the DS (1 or 2) according with the security.

**INPUT INFORMATION - INVOICES**

**WORK DISPLAY**

```

RBM1245          SIMIC SYSTEM - PAYABLES          Company no : 107
                  Data entry through invoice register      Data set   : 1 /
04
Comp. taxpayer F4: CH  123456_____
Override period : 04
Supplier no     F4: 00011          NameF4/14: DUCOMMUN PIERRE
                                      Location : Lausanne
Supp. taxpayer : CH  654321_____ B.acc: AB-65987
Entry type     F4: 101          Invoice
User entry type :
Reference no . . : 0000000001          VAT used . Y/N: N
Supplier refer. : B-A25
Reference date  : 15011996          Due date . . . : 14021996

Currency       F4: CHF
Invoice amount F4: _____100.00_          Company amount : _____
Electr. pmt code :
Terms          F4: T01 30 DAYS NET, 10 DAYS 2%
Release type   F4: R01 SWISS BANKS_____
User text      : YOUR PHONE          Commande : A-25111
Discount       :          5.00          Discount date : 11012001
Voucher no    :          990224          GL account used : 20500X
Suspended     Y/N: N          Run no          : 3040212
Comment       : COMMENT 1_____
                  COMMENT 2_____
F3=Exit  F4=alpha search  F14=char string search  F9=accept  F12=Cancel
    
```

**Modifiable zones taken from the invoice register**

*Company taxpayer:*

This field allows modification of the taxpayer VAT no of the company input in the preceding menu point or introduction of it. The VAT code is composed of the country code (2 characters) and the taxpayer number (15 characters at the most). This field is not obligatory.

*Override period:*

This field allows processing the invoice in a period other than the current period. The system proposes the 'Suppliers' period defined at the level of the Company Data (Ref. Menu point 111, *Company Master*). The period may be modified according to the rights attributed to the user. (See 'Security' guide).

*Supplier taxpayer:*

This field allows modification of the Supplier VAT taxpayer number input in the preceding menu point or introduction of it. The VAT code is composed of the country code (2 characters) and the taxpayer number (15 characters at the most). This field is not obligatory.

*VAT used Y/N:*

Allows definition of whether the input movement is linked to VAT or not. The code by default is retaken from the company (Menu Point 11, *Company Master*).

- Y The movement is subject to VAT.
- N The movement is not subject to VAT.

*Supplier reference:*

Allows attribution to the invoice of a reference which can be used as a selection criterion. This zone is facultative. (Corresponds in general to the number of the supplier's invoice)  
The contents of this zone are taken from the invoice register.

*Terms:*

Allows specification of the code of the payment terms of the invoice, as long as this code has been previously defined. The contents of the zone are taken from the invoice register. If the zone is left empty, the terms of payment defined at the supplier's level are automatically applied.

*User text:*

This allows modification of a description concerning the input invoice in the preceding menu point as the input of one of them. This zone is retaken by the system as a description of transactions during processing of the invoice.

*Release type:*

Allows specification of the code of the release type of the invoice as long as this code has been previously defined. If the zone is left empty, the mode of payment defined at the supplier's level is automatically defined ().

*Order number:*

Allows application to the invoice of a reference relating to the order placed by the supplier. This facultative zone is indicated only for information.  
The contents of the zone are taken from the invoice register.

*Comment:*

This field allows entry of a comment of 70 characters for information.

### **Supplementary modifiable zones (not included in the invoice register)**

#### *Company amount:*

The amount in company currency of an invoice in foreign currency may be input in the following cases :

- The user does not want to use the exchange rate defined for the period.
- The amount in company currency is already known. The system calculates on this basis the exchange rate used.

If the user introduces no amount, the system takes charge of filling the zone by calculating the amount as a function of the exchange rate in vigour for the period.

#### *Suspended Y/N:*

Allows suspension of the invoice after input.

Y The payment is suspended

N The invoice will be taken into account during a later selection of payments.

### **Supplementary indicative zones (not included in the invoice register)**

#### *Voucher no:*

This indicates the accounting voucher no in which the transactions are processed. The system refers to company masters in the G.L. to attribute a number.

#### *G.L. account:*

This indicates the collective account which will be used during the imputation of the invoice in the general ledger (Ref. Menu Point 114, *Suppliers Information*).

#### *Run no:*

This indicates the lot number automatically attributed by the system to this movement input.

## **INFORMATION INPUT - PREPAYMENTS**

### GENERAL POINTS

The user may split up an invoice into several accounts of different amounts and different due dates. For this he uses function key F4 in the zone *invoice currency* amount to display the prepayment management image.

Please refer to option 221 which describes the same function.

### USE

The options and functions listed below are accessible to users who hold the rights specified by the head of SIMIC SYSTEM security.

**OPTIONS**

**FUNCTION KEYS**

F6=Create            Adds a prepayment  
 F9=Accept            Validates the input prepayments and returns to the screen of the invoice information input

**WORK DISPLAY**

RBM124B		SIMIC SYSTEM - PAYABLES			Company no : 107	
		<b>work with prepayment</b>			Data set : 1	
Supplier No . . . : 00011						
Name . . . . . : DUCOMMUN PIERRE						
Reference no . . : 0000000001						
Reference date . : 15011996						
Currency . . . . : CHF						
Foreign amount . : 100.00						
Balance . . . . . : 0.00						
		<b>Due</b>		<b>Discount</b>		
<b>No</b>	<b>Prepayment</b>	<b>Trm</b>	<b>date</b>	<b>date</b>	<b>User text</b>	
001	70.00	T01	14021996	25011996	PREPAYMENT 1	
002	30.00	T01	14021996	25011996	PREPAYMENT 2	
F6=Create		F9=Accept			F12=Cancel	

*Supplier number:*

Indicates for information the no of the supplier of the input movement.

*Name:*

Indicates for information the name of the supplier of the input movement.

*Reference:*

Indicates for information the reference no of the input movement.

*Reference date:*

Indicates for information the reference date of the input movement.

*Foreign amount:*

Indicates the input amount in the zone *invoice currency amount*. The input prepayments total must correspond to this amount.

If no amount is input in the *invoice currency amount* zone, the total of prepayments is automatically transferred into this zone.

*Balance:*

Indicates the balance after each input of prepayments.

*No:*

The user may split up an invoice into 999 prepayments.

*Prepayment:*

Allows input of the prepayment amount in invoice or input movement currency.

*Terms:*

Terms of payment applied to this prepayment (Function key **F4**=Invite allows the choice of terms of payment using a window).

*Due date:*

Allows input of the due date of the prepayment.

*Discount date:*

Allows input of the discount date of the prepayment.

*User text:*

Allows input of a user text per prepayment.

## INFORMATION INPUT - GENERAL LEDGER

### GENERAL POINTS

When the information concerning the movement is input, the user validates it using key **F9**=*Next screen* and the system displays the screen of information management concerning the sharing of the deduction in the G.L..

The first part of the screen shows the information concerning the invoice as well as the balance.

The second part allows input of the deduction of movements in the G.L. The layout of this part is similar to the input screen for a G.L. voucher (Ref. Menu Point 21, *Voucher input*).

The information contained in the supplier's sheet (Menu Point 114, *Supplier Master*) concerning the deduction in the G.L. (collective account charges account - up to 6 accounts with sharing in %) serve as a base for the automatic ventilation of the amount of the invoice.

Manipulation and details of account information are identical and are found in menu point 123, *Direct input of invoices*.

## 123 DIRECT INPUT OF INVOICES

### GENERAL POINTS

In the case of the use of the last two menu points not proving necessary, it is possible to process supplier's invoices on their reception. This menu point allows registering, ventilating and processing an invoice in just one operation.

### USE

The options and functions listed below are accessible to users who hold the rights specified by the head of SIMIC SYSTEM security.

### SPECIAL OPTIONS

Parameters (5), conditioning the image or the programme, managed in menu point 16, *Security master*:

- 1 During input of a movement (invoice, NC, ..) the system does **not** automatically transfer the invoice no into Reference 1 zone of the deduction voucher in the G.L.
- 2 Input from *invoice date* zone obligatory.
- 4 During input the *electronic payment* code zone allows automatic searching for the supplier number.
- 5 Searching for a voucher no starting from 200 previous numbers so as to fill the holes.
- 09 Compute the due date using the reception date.
- 10 Transforms the small letters input in the "*Description*" zones into capital letters.
- 12 (screen option). The balance in company currency must be zero. Any difference must be changed manually.
- 13 (screen option). The supplier no and name are transferred in description 2 instead of description 1.
- 14 (screen option). The user text is transferred in description 2 instead of description 1.

### FUNCTION KEYS

- F4=Alphabetic search During the registering of a new invoice, the function allows display of the suppliers' list selected according to the alphabetic order established by their number, name or type.
- F4=Invite Allows display of information in a window and choosing one piece.
- F9=Accept Validifies the modifications in the information.
- F13=Change the DS Allows to change the DS (1 or 2) according with the security.
- F14=Search per character

During the recording of a new invoice, the function allows display of the list of suppliers selected according to the characters forming their name.

F10=Suspend Allows suspension of the processing of an invoice. The invoice may be updated and valued later by menu point 125, *Suspended Invoice/CN revision.*

### WORK DISPLAY

RBM1245	SIMIC SYSTEM - PAYABLES		Company no : 107
	Data entry		Data set : 1 / 04
Comp. taxpayer F4:	CH 123456	SIMIC EDUCATION	
Override period :	04 APRIL		
Supplier no F4:	00011	NameF4/14:	DUCOMMUN PIERRE
		Location :	Lausanne
Supp. taxpayer :	CH 654321	B.acc:	AB-65987
Entry type F4:	101	Invoice	
User entry type :			
Reference no . . :	0000000009	VAT used .	: N (1/2/Y/N)
Supplier refer. :	BBB		
Reference date :	30041996	Due date . . . :	30051996
Currency F4:	CHF		
Invoice amount F4:	100.00	Company amount :	100.00
Electr. pmt code :	CODELECT-001		
Terms F4:	T01 30 DAYS NET, 10 DAYS 2%		
Release type F4:	R01 SWISS BANKS		
User text :	YOUR PHONE	Commande :	A-25111
Discount :	5.00	Discount date :	11012001
Voucher no :	990224	GL account used :	20500X
Suspended Y/N:	N	Run no :	3040212
Comments :	COMMENT 1		
	COMMENT 2		
F3=Exit	F4=alpha search	F14=char string search	F9=accept F12=Cancel

#### *Company taxpayer:*

This field allows modification of the taxpayer VAT no of the company input in the preceding menu point or introduction of it. The VAT code is composed of the country code (2 characters) and the taxpayer number (15 characters at the most). This field is not obligatory.

#### *Override period:*

This field allows processing the invoice in a period other than the current period. The system proposes the 'Suppliers' period defined at the level of the Company Master (Ref. Menu point 111, *Company Master*). The period may be modified according to the rights attributed to the user. (See 'Security' guide).

#### *Supplier number:*

These zones allow indication of the name and number of the supplier for which the invoice is recorded. The function keys **F4** and **F14** allow searching for the supplier in question.

The input of this zone is obligatory.

*Name:*

These zones allow indication of the name and number of the supplier for which the invoice is recorded. The function keys **F4** and **F14** allow searching for the supplier in question.

*Supplier taxpayer:*

This field allows input of the number of the supplier taxpayer. The VAT code is composed of the country code (2 characters) and the taxpayer number (15 characters at the most). This field is not obligatory.

*Entry type:*

This field (obligatory) allows choosing the type of movement input. A certain number of codes are delivered with the system. The user may manage them in menu point 104, *Type of movement entry*.

The entry type by default is "101"=invoice, the type for a credit note is predefined by "102".

*User entry type:*

This zone allows attribution of a type to the invoice. The type is determined by the user and is the object of no check. This zone is facultative. When using F4/F14 for searching the supplier no, the default value in the master file is transferred into this field.

*Reference number:*

During the recording of a new invoice, the system proposes a number according to criteria defined by the automatic numbering of invoices at the company information (Menu Point 111, *Company Master*). The user may, if he wants, change the number and opt for the automatic numbering of his choice.

This number is then no longer modifiable.

*VAT used Y/N:*

Allows definition of whether the input movement is linked to VAT or not. The code by default is retaken from the company (Menu Point 11, *Company Master*).

Y The movement is subject to VAT.

N The movement is not subject to VAT.

1-2 The movement is subject to VAT. This code can override the default retaken from the company master (except if N is in the company).

*Supplier reference:*

Allows attribution to the invoice of a reference which can be used as a selection criterion. This zone is facultative. It is displayed on the memorandum of the payment order. As a general rule, this zone is used to input the number of the supplier's invoice.

*Reference date:*

Allows input of the invoice date. This date is used as a basis for calculation of the date the payment is due. The date must be indicated in the European format DDMMYYYY.

*Due date:*

Allows input of the date the invoice is due to be paid. If the zone is left empty, the date is calculated automatically. The system is based on the invoice date and on the terms of payment indicated. To calculate the discount linked to payment conditions the fact of indicating the due date may prevent the system from calculating the discount if the criteria defined in the terms are not fulfilled.

*Currency:*

During registering of an invoice, the system proposes the company currency. The user may indicate the code of the original invoice currency as long as it is defined in the currency file. All the invoice amounts will be input in the currency specified in this zone.

*Foreign amount:*

Two zones allowing input of the amount of the invoice; the first in the original currency of the invoice, the second in the base currency of the company. In the case of not wanting to impose the amount in company currency, the system calculates it using the rate of the period defined in the currency file.

*Company amount :*

This zone allows input of the amount of the invoice in company currency. If the field is left empty, the system calculates the amount using the rate of the period defined in the currency file.

*Electronic payment code:*

Allows indication of the reference and the member's number when making an electronic payment by DTA and BVR+. An optical character reader of OCR characters may be used for the automatic input of this zone. (See also the 'Payments by DTA' guide)  
(Also see *Bank Relations*)

*Terms:*

Allows specification of the code of the payment terms of the invoice, as long as this code has been previously defined. If the zone is left empty, the terms of payment defined at the supplier's level is automatically applied. (Menu Point 114, *Suppliers*).

*Release type:*

Allows specification of the code of the mode of payment of the invoice as long as this code has been previously defined. If the zone is left empty, the mode of payment defined at the supplier's level is automatically defined (Menu Point 114, *Suppliers*).

*User text:*

This allows input of a description concerning the invoice. This zone is retaken by the system as a description of transactions during processing of the invoice.

*Order number:*

Allows application to the invoice of a reference relating to the order placed with the supplier. This facultative zone is indicated only for information.

*Discount date:*

This zone allows input of the possible discount allowed by the supplier. If the zone is left empty, the discount is calculated automatically. The system is based on the indicated terms of payment.

*Discount payment date:*

Allows input of the due date of the discount. If the zone is left empty, the date is automatically calculated. The system is based on the invoice date and on the indicated terms of payment. In the case of calculation of discount related to terms of payment, the fact of indicating the discount payment date may prevent the system from calculating the discount if the criteria defined in the conditions are not fulfilled.

*Voucher no:*

This indicates the accounting voucher no in which the transactions are processed. The system refers to company masters in the G.L. to attribute a number.

*G.L. account:*

This indicates the collective account which will be used during the imputation of the invoice in the general ledger (Ref. Menu Point 114, *Suppliers Information*).

*Run no:*

This indicates the lot number automatically attributed by the system to this movement input.

**INFORMATION INPUT - PREPAYMENTS**

GENERAL POINTS

The user may split up an invoice into several prepayments of different amounts and different due dates. To do this function key **F4** is used in *the invoice currency amount* to display the image of prepayment management.

Also refer to option 221 which describes the same function.

## USE

The options and functions listed below are accessible to users who hold the rights specified by the head of SIMIC SYSTEM security.

## FUNCTION KEYS

F6=Create          Adds a prepayment  
 F9=Accept          Validates the input prepayments and returns to the invoice information input screen.

## WORK DISPLAY

RBM124B		SIMIC SYSTEM - PAYABLES			Company no : 107	
		<b>work with prepayment</b>			Data set : 1	
Supplier No . . . :	00011					
Name . . . . . :	DUCOMMUN PIERRE					
Reference no . . . :	0000000001					
Reference date . . :	15011996					
Currency . . . . . :	CHF					
Foreign amount . . :	100.00					
Balance . . . . . :	0.00					
		<b>Due</b>	<b>Discount</b>			
<b>No</b>	<b>Prepayment</b>	<b>Trm</b>	<b>date</b>	<b>date</b>	<b>User text</b>	
001	70.00	T01	14021996	25011996	PREPAYMENT 1 _____	
002	30.00	T01	14021996	25011996	PREPAYMENT 2 _____	
F6=Create		F9=Accept			F12=Cancel	

### *Supplier number:*

Indicates for information the no of the supplier of the input movement.

### *Name:*

Indicates for information the name of the supplier of the input movement.

### *Reference:*

Indicates for information the reference no of the input movement.

### *Reference date:*

Indicates for information the reference date of the input movement.

### *Foreign amount:*

Indicates the input amount in the *Foreign amount* zone. The input prepayments total must correspond to this amount.

If no amount is input in the *Foreign amount* zone, the total of prepayments is automatically transferred into this zone.

*Balance:*

Indicates the balance after each input of prepayments.

*No:*

The user may split up an invoice into 999 prepayments.

*Prepayment:*

Allows input of the prepayment amount in invoice or input movement currency.

*Terms:*

Terms of payment applied to this prepayment (Function key **F4**=Invite allows the choice of terms of payment using a window).

*Due date:*

Allows input of the due date of the prepayment.

*Discount date:*

Allows input of the discount date of the prepayment.

*User text:*

Allows input of a user text per prepayment.

## INPUT OF INFORMATION - GENERAL LEDGER

### GENERAL POINTS

When information concerning the movement is input, the user validates it using key **F9=Next screen** and the system displays the screen of management of information concerning the sharing of the deduction in the G.L.

The first part of the screen displays information about the invoice as well as the balance. The second part allows input of the deduction of the movement in the G.L. The page arrangement of this part is similar to the input screen of a voucher in the G.L. (Ref. Menu Point 21, *Voucher Input*).

Information contained in the suppliers sheet (Ref. Menu Point 114, *Supplier's data*) concerning the deduction in the G.L. (collective account charges account - up to 6 accounts with sharing in %) serves as a base for the automatic ventilation of the invoice amount.

### USE

The options and functions listed below are accessible to users who hold the rights specified by the head of SIMIC SYSTEM security.

### FUNCTION KEYS

- |               |   |
|---------------|---|
| F4=Invite     | Allows display of the chart of accounts in a window and selects an account which is taken into the input fields.<br>Allows display of texts input in menu point 17, <i>Transaction texts</i> in a window and selection of a standard text which is taken into the input fields concerned.<br>The code # + the text number will display directly this label. |
| F6=Add        | Allows keying a detail line in a window with a gross amount.  |
| F8=Taxes      | Allows managing taxes linked to the input invoice.  |
| F9=Accept     | Validifies the input.   |
| F10=Suspend   | Allows suspension of the processing of a voucher. The voucher will be able to be updated and valued later in menu point 125, <i>Revision of Suspended Vouchers</i> .  |
| F11=Extension | Adds 50 input lines to voucher.   |

### WORK DISPLAY

#### **1st part, information taken from the preceding screen as well as the supplier's sheet.**

The zones by default of the supplier (Menu Point 114, *Supplier's Data*) :

- Collective Account (does not appear on screen)
- Deduction Accounts G.L.
- VAT , base, nature and destination codes in the case of an invoice with VAT
- Original amount of the invoice calculated automatically, gross according to the VAT codes and shared according to the sharing key defined in the supplier's sheet.

- (When the invoice is linked to VAT tax the system considers the amount of the invoice as 'net' and automatically calculates the gross repartition on the product accounts).

RBMI246		SIMIC SYSTEM - PAYABLES		Company no : 107	
		<b>Data entry</b>		Data set : 1	
Reference: 0000000009					
Type	: 101	Invoice			
Supplier	: 00011	DUCOMMUN PIERRE		Period	: 04 APRIL
Currency	: CHF	100.00		Voucher no	: 96007
		100.00		Quantity balance:	
Date	: 30041996	Due date:	30051996	Balance	: 100.00
<b>Account no (F4)</b>		<b>Original amount</b>		<b>Cur Exchange rate</b>	<b>Company amount</b>
<b>Description 1</b>		<b>Refer. 1</b>	<b>Refer. 2</b>	<b>Refer. 3</b>	<b>Quantity</b>
<b>Description 2</b>		<b>VAT Base</b>	<b>Nat</b>	<b>Loc Value date</b>	
0001 30001	EXP. 1	93.50	CHF	1.0000000	93.50
USER'S TEXT		0000000009			0
		/		300411996	
0002					
_____ / _____					
_____ F6=Add F8=Taxes F9=Accept F10=Suspend F11=Ext.					

*Reference:*

Indicates the reference number for the input invoice.

*Type:*

Indicates the type of input movement (credit note, invoice, ...)

*Supplier:*

Indicates the supplier for whom the invoice is deducted.

*Period:*

Indicates the period in which the invoice is deducted.

*Currency:*

Indicates the net amount of the invoice (VAT included) in invoice currency and in company currency.

*Voucher:*

Indicates the number of the voucher used to deduct the invoice.

*Date:*

Indicates the invoice date.

*Due date:*

Indicates the due date of the invoice.

*Quantity balance:*

This field is not accessible to the input. It displays the quantity balance for checking.

*Balance:*

This field is not accessible to input. It allows the system to display possible differences produced during input errors. The balance must always be zero so that the user may process or suspend the invoice.

**2nd part, Information concerning the deduction in the G.L. and VAT calculation**

The moment that the user presses the ‘Enter’ key, the checking process of information as well as the deduction and automatic calculation of VAT is begun. In other words, the system proceeds to verify the contents of the zones of the input grill and perhaps add deduction lines of VAT according to the VAT codes.

In the case that the system finds an incoherence it indicates the faulty fields. The key ‘Enter’ may be used as many times as is necessary.

This function is designed to check the input before its validation by the function key **F9**.

RBM1246	SIMIC SYSTEM - PAYABLES				Company no : 107
	<b>Data entry</b>				Data set : 1
Reference: 0000000009	Type : 101 Invoice				
Supplier : 00011	DUCOMMUN PIERRE		Period : 04 APRIL	Voucher no : 96007	
Currency : CHF	100.00		Quantity balance:	100.00	
Date : 30041996	Due date: 30051996	Balance :		100.00	
<b>Account no (F4)</b>	<b>Original amount</b>	<b>Cur</b>	<b>Exchange rate</b>	<b>Company amount</b>	
<b>Description 1</b>	<b>Refer. 1</b>	<b>Refer. 2</b>	<b>Refer. 3</b>	<b>Quantity</b>	
<b>Description 2</b>	<b>VAT Base</b>	<b>Nat</b>	<b>Loc</b>	<b>Value date</b>	
0001 30001 EXP. 1	93.50	CHF	1.0000000	93.50	0
USER'S TEXT	0000000009				
	/		300411996		
0002 22001 VAT 6,	6.10	CHF	1.0000000	6.10	0
USER'S TEXT	0000000009				
	CH / 001	001	001	30041996	
0003					
	/				
	F6=Add	F8=Taxes	F9=Accept	F10=Suspend	F11=Ext.

*Account:*

These zones allow input of the account numbers of the processing. The system offers **accounts defined in the suppliers’ information**. However, the accounts may be modified. All accounts in the Chart of Accounts may be used except the collective accounts specified for the management of Suppliers or Payables. The function key **F4** displays in a window a selection of accounts according to the information contained in the current zone.

*Original amount:*

These zones allow ventilation of the amount of the invoice in original currency. The system converts these amounts into company currency at the rate defined in the currency file for the chosen period.

A positive amount corresponds to a debit (charge) and a negative amount to a credit (product). The debitted amounts must be validated by the key ‘Z follow’. The amounts credited must either be validated by the key ‘Z neg’ or be followed by the sign ‘-’ and then be validated by key ‘Z follow’.

*Currency:*

The system displays in these fields the original currency of the invoice. It is the processing currency of the invoice.

### *Current exchange rate:*

The system automatically uses the rate of the period specified in the currency file. However the user may enter a different rate if he wants. The system can also calculate the rate used, if the user has stated the original amount and the company amount of the transaction.

### *Company amount:*

These zones always indicate the amounts of transactions in the base company currency. The amounts are calculated from the original amounts and the exchange rates of the period defined in the currency file. If the user has introduced a different exchange rate for a transaction the conversion will be made based on the specific rate for this transaction only. When changing an exchange rate it is necessary to erase the contents of the zones containing the company amount so as to allow the system to display the new converted amount.

### *Description 1:*

This zone allows input of the descriptions of the transactions of the processing of the invoice. If the zone is left empty, the system automatically puts the number and name of the supplier or the user text for the case that this zone has been input in the previous screen.

### *Description 2:*

This zone allows input of a secondary description.

### *Reference 1:*

This field allows the transaction to be referenced, according to the criteria defined previously by the user, for later analysis throughout the 'Report Writer' module. The contents of this field may be used later as a selection criterion. Ten alphanumeric characters are allowed. If the zone is left empty, the system automatically places the invoice reference.

### *Reference 2:*

Same function as the previous field. The system allows the user to refine the criteria of selection by using a second reference zone.

### *Reference 3:*

Same function as the previous field. The system allows the user to refine the criteria of selection by using a third reference zone.

*Quantity:*

The system allows input in this zone of an idea of quantity for information purposes.

*VAT base:*

Indicates to the system the base calculation code (VAT rates and account) for the deduction of VAT. The base is composed of two zones of respectively two and three positions. The zone is filled automatically with the data contained in the supplier's file by default. Function Key **F4** displays in a window a selection of codes according to the information contained in the first zone.

*Nature:*

Indicates to the system the 'nature' code in relation to the possible deduction of VAT. Function Key **F4** displays in a window the codes available. The zone is automatically filled with data contained in the supplier's file by default.

*Location:*

Indicates to the system the 'Location' code in relation to possible deduction of VAT. Function key **F4** displays in a window the codes at disposition. The zone is filled automatically with data contained in the supplier's file.

**Operations on VAT using function key F8.**

This key allows management of information concerning taxes.

RBM1241	SIMIC SYSTEM - PAYABLES	Company no : 107
	<b>Change a tax entry</b>	Data set : 1
Reference no :	0000000010	
Supplier no :	00011	DUCOMMUN PIERRE
Voucher no :	96008	
Base amount FC:	100.00	
Rate . . . . :	1.0000000	
Base amount CC:	100.00	
Base VAT no F4:	CH 001 6.500	VAT 6,5%
Nature F4:	001	Services
Location F4:	001	Swiss
GL account F4:	22001	CHF VAT 6,5%
Tax amount FC:	6.50	
Rate . . . . :	1.0000000	
Tax amount CC:	6.50	
Description 1 :	USER TEXT	
Description 2 :		
Ref. 1/2/3 :	0000000010 / /	
Value date :		
F9=Accept	F19=Accept & return	F12=Cancel

## 125 REVISION OF INVOICES /CNS IN SUSPENSE

### GENERAL POINTS

This menu point allows management of movements suspended during their input, using function key **F10** (Menu Point 123, *Direct Invoice Input*).

As soon as a movement has been selected to be treated, the procedures of recording, ventilation and processing are the same as for input in menu point 123, *Direct Invoice Input*.

### USE

The options and functions listed below are accessible to users who hold the rights specified by the head of SIMIC SYSTEM security.

### SPECIAL OPTIONS

Parameters (5), conditioning the image or programme, managed in Menu Point 16, *Security Master*:

- 5 Searches for a voucher number starting from 200 numbers before so as to fill the holes.
- 10 Transforms the small letters input in the “*Description*” zones into capital letters.
- 12 (screen option). The balance in company currency must be zero. Any difference must be changed manually.
- 13 (screen option). The supplier no and name are transferred in description 2 instead of description 1.
- 14 (screen option). The user text is transferred in description 2 instead of description 1.

### FUNCTION KEYS

- F6=Add Allows keying a detail line in a window with a gross amount.
- F8=Taxes Allows management of taxes linked to the input invoice.
- F9=Accept Validifies the input.
- F10=Suspend Allows suspension of the processing of the voucher. The voucher can be brought up to date and valued later by menu point 125, *Revision of Suspended Movements*.  
Warning : The 2 zones ‘Comments’ are not transferred. They are to be keyed again for the the next treatment of the voucher.
- F11=Extension Adds 50 input lines to the voucher.
- F13=Change the DS Allows to change the DS (1 or 2) according with the security.
- F23=Delete Allows deletion of suspended invoice.

## WORK DISPLAY

For the use and the definition of zones, please refer to Menu Point 123, *Direct invoice input*.

```

RBM1245          SIMIC SYSTEM - PAYABLES          Company no : 107
                  Entry from suspend              Data set   : 1 / 04
Comp. taxpayer F4: CH 123456
Override period : 04 APRIL
Supplier no     F4: 00011          NameF4/14: DUCOMMUN PIERRE
                                      Location : Lausanne
Supp. taxpayer : CH 654321          B.acc: AB-65987
Entry type     F4: 101              Invoice
User entry type :
Reference no . . : 0000000004          VAT used . . . : Y (1/2/Y/N)
Supplier refer. :
Reference date  : 28021996          Due date . . . : 29031996

Currency       F4: CHF
Foreign amount F4: 125.00          Company amount : 125.00
Electr. pmt code : 12234567894555666
Terms          F4: T01 30 DAYS NET, 10 DAYS 2%
Release type   F4: R01 SWISS BANKS
User text      : YOUR PHONE          Commande : A-25111
Discount       : 5.00              Discount date : 11012001
Voucher no     : 990224            GL account used : 20500X
Suspended     Y/N: N              Run no       : 3040212
Comments      : COMMENT 1
                  COMMENT 2
F3=Exit      F4=alpha search      F14=char string search      F9=accept
F12=Cancel
    
```

## FUNCTION KEYS

- F4=Invite** Allows display of the chart of accounts in a window and selects an account which is taken into the input fields.  
 Allows display of texts input in menu point 17, *Transaction texts* in a window and selection of a standard text which is taken into the input fields concerned.  
 The code # + the text number will display directly this label.

```

RBM1246          SIMIC SYSTEM - PAYABLES          Company no : 107
                  Entry from suspend              Data set   : 1
Reference: 0000000004
Type          : 101              Invoice
Supplier      : 00011          DUCOMMUN PIERRE          Period      : 04 APRIL
Currency      : CHF           125.00          Voucher no  : 96001
                CHF           125.00          Quantity balance: 0
Date          : 28021996      Due date: 29031996      Balance     : 0.00
Account no (F4)          Original amount          Cur Exchange rate Company amount
Description 1            Refer. 1  Refer. 2  Refer. 3          Quantity
Description 2            VAT Base  Nat    Loc  Value date
0001 30001          EXP. 1          117.35_ CHF 1.0000000_ 117.35_
00011 DUCOMMUN PIERRE 0000000004
                CH / 001          001          001 28021996
0002 22001          VAT 6,          7.65_ CHF 1.0000000_ 7.65_
00011 DUCOMMUN PIERRE 0000000004
                CH / 001          001          001 28021996
0003
F6=Add      F8=Taxes      F9=Accept      F10=Suspend      F11=Ext.
    
```

## 126 MAINTENANCE OF INVOICES /CNS (GL)

### GENERAL POINTS

This menu point allows modification of the accounts ventilation, and even deleting a movement.

The user may select the vouchers according to the following criteria :

- The period and year of processing
- The supplier's number
- The reference of the movement.

The system then displays the list of concerned vouchers.

One can then, for each movement, modify the account ventilation (accounts, taxes). The system allows, in addition, the final deletion of these movements.

When a movement has been selected to be treated, the procedures of recording, ventilation and processing are the same as during input in menu point 123, *Direct Invoice Input*.

### USE

The options and functions listed below are accessible to users who hold the rights specified by the head of SIMIC SYSTEM security.

### SPECIAL OPTIONS

Parameters (5), conditioning the image or the programme, managed in Menu Point 16, *Security Master*:

- 1 During input of a movement (invoice, CN..) the system does not transfer automatically the number of the invoice in the *Reference 1* zone of the deduction voucher in the G.L.
- 10 Transforms the small letters input in the "*Description*" zones into capital letters.
- 12 (screen option). The balance in company currency must be zero. Any difference must be changed manually.
- 13 (screen option). The supplier no and name are transferred in description 2 instead of description 1.
- 14 (screen option). The user text is transferred in description 2 instead of description 1.

## FUNCTION KEYS

- F4=Invite Allows display of the chart of accounts in a window and selects an account which is taken into the input fields.  
Allows display of texts input in menu point 17, *Transaction texts* in a window and selection of a standard text which is taken into the input fields concerned.  
The code # + the text number will display directly this label.
- F6=Add Allows keying a detail line in a window with a gross amount.
- F8=Taxes Allows management of tax deduction.
- F9=Accept Validifies the input.
- F11=Extension Adds 50 input lines to the voucher.
- F19=Replace Available as long as the modification of vouchers is authorised at the level of the company master.
- F23=Delete Allows deletion of an invoice as long as the modification of vouchers is authorised at the level of the company master. The recording and the transactions are rubbed out (erased). The deletion of the voucher involves the recording of the deletion in a file called 'Journal of Movements' created with the idea of leaving a trace of the deletion for the user. This can later print the history of deletions (*G.L. guide*).  
**Only an open movement without payment or prepayment may be deleted.**

### WORK DISPLAY

When a movement has been selected to be treated, the procedures of recording, ventilation and processing are the same as during input in menu point 123, *Direct Invoice Input*.

RBM1246	SIMIC SYSTEM - PAYABLES				Company no : 107
	<b>Update an entry</b>				Data set : 1
Reference: 0000000010	Invoice				
Type : 101	Supplier : 00011 DUCOMMUN PIERRE				Period : 04 APRIL
Currency : CHF	100.00	Voucher no : 96008			
	CHF 100.00	Quantity balance:			
Date : 06051996	Due date: 05061996	Balance :		0.00	
Account no (F4)	Original amount		Cur Exchange rate	Company amount	
Description 1	Refer. 1	Refer. 2	Refer. 3	Quantity	
Description 2	VAT Base	Nat	Loc	Value date	
0001 22001	VAT 6,	6.50	CHF	1.0000000	6.50
USER TEXT	0000000010				
	CH / 001	001	001	06051996	0
0002 30001	EXP. 1	93.50	CHF	1.0000000	93.50
USER TEXT	0000000010				
	CH / 001	001	001	06051996	0
0003					
/					
F6=Add		F8=Taxes		F9=Accept	
				F10=Suspend	
				F11=Ext.	

## INTERROGATION OF THE SYSTEM

### 130 SUPPLIERS' INTERROGATIONS

#### GENERAL POINTS

The user chooses with the help of selection criteria, which supplier or reference he wants to query.

The user may select the movements or a type of movement of a supplier beginning from a date by choosing to display :

- the open posts
- the history
- all movements (open posts, history)
- the invoice register and open posts
- the invoice register and all movements

The system then displays the list of movements concerned. If the selection criteria are not stated, the system displays all the movements of open posts.

The user may then display the details about a movement (payment, revaluation,...) or modify the movement.

#### USE

The options and functions listed below are accessible to users who hold the rights specified by the head of SIMIC SYSTEM security.

#### SPECIAL OPTIONS

Parameters (5), conditioning the image or the programme, managed in menu point 16, *Security master*:

- 1 The supplier reference is displayed instead of the internal reference on the first screen.
- 2 The 'Reverse date' parameter is 'Y' in standard.

#### OPTIONS

- |           |   |
|-----------|---|
| 1=Choose  | Selects a movement.                                     |
| 2=Modify  | Modifies a movement.                                    |
| 3=Copy    | Copies a movement                                       |
| 5=Detail  | Displays details of the selected movement.              |
| 6=Print   | Prints the movement, with the help of user's programme. |
| 8=Voucher | Displays the G.L. voucher of the movement.              |

#### FUNCTION KEYS

F8=Suppliers with suspended movements	Allows display only the suppliers with suspended invoices/movements. In the detailed screen, the suspended movements are marked with an '*' in front of the movement type (ie '*Invoice').
F11=Other view	Allows display of supplementary information about the displayed movements.
F16=Function 1	Allows calling up a user's programme.
F17=Function 2	Allows calling up a user's programme.
F18=Ageing	Calculates and displays in an interactive way an ageing report of the supplier concerned.
F19=Status	Displays a recapitulative table of the supplier's report.

## WORK DISPLAY

The screens are made in two parts; the first part gives general information concerning the supplier, the second part displays the movements according to the chosen criteria.

Example of a screen with display of open posts and movements of the invoice register :

RBM141B		SIMIC SYSTEM - PAYABLES					Company no : 107		
<b>Movements enquiry</b>									
No	:	00011	Contact	:					
Name	:	DUCOMMUN PIERRE	Balance in CC	:				1,455.00	
Town	:	Lausanne	Overdue in CC	:				1,255.00	
Display F4: 3 O.I. + Inv. Reg. Rev: N From date :__ __ __ Movement F4 :									
Type option, press Enter.									
1=Select 2=Change 3=Copy 5=Display 6=Print									
7=Change check no 8=Display voucher transactions									
Op	date	Reference	Movement type	Due date	Pr	Trm	Cur	Movement Amount	Balance
	150196	0000000001	*Invoice	140296	**	T01	CHF	100.00	100.00
	250396	0000000002	Invoice	240496	**	T01	CHF	250.00	250.00
	010196	0000000005	Invoice	310196	04	T01	CHF	100.00	100.00
	310196	0000000006	Invoice	010396	04	T01	CHF	250.00	250.00
	280296	0000000004	Invoice	310396	04	T01	CHF	100.00	100.00
	280296	0000000004	Invoice	300496	04	T01	CHF	25.00	25.00
	280296	0000000007	Invoice	290396	04	T01	USD	500.00	400.00
	300496	0000000009	Invoice	300596	04	T01	CHF	100.00	100.00
	060596	0000000010	Invoice	050696	04	T01	CHF	100.00	100.00
F3=Exit F16/17=Func 1/2 F11=Other view F18=Ageing F19=Status F12=Cancel									

### *Display:*

This criterion allows choice of the mode of display of the supplier's movements :

- “ “ Only open posts
  - All movements which are not paid or partially paid (invoices, credit notes, debit notes, ...).
- 1 History
  - All movements paid (invoices, credit notes, debit notes, ...)
  - Payments made by the supplier.
- 2 Historic open posts
- 3 Open posts including movements registered in the invoice register
- 4 All movements including movements registered in the invoice register.

Function Key **F4** allows choice of one of the possibilities from s window.

### *Inverse :*

Displays movements in the inverse order.

*From date:*

Allows display of the movements starting from a certain date.

*Movement:*

Allows choosing a type of movement (Possible choices by function key **F4**=Invite).  
For example only type "201" for payments.

For each movement the system displays the following information :

- movement date
- reference
- movement description (with an "\*" for suspended movements)
- date of payment if the movement is paid
- processing period
- the terms of payment code
- original currency code
- amount in movement currency
- the open balance in movement currency for open posts
- amount in company currency

With function key **F11**, the following complementary information is displayed:

- Supplier reference
- Order no
- User's text

The movements of the invoice register are characterised by 2 stars distinguished as processing periods.

Example of a screen with display of open posts and of historic and movements from the invoice register:

B		SIMIC SYSTEM - PAYABLES				Company no : 107			
<b>Movements enquiry</b>									
No	:	00011	Contact	:					
Name	:	DUCOMMUN PIERRE	Balance in CC	:				1,455.00	
Town	:	Lausanne	Overdue in CC	:				1,255.00	
Display F4: 4 OI + Hist. + Reg. Rev: N From date :					Movement F4 :				
Type option, press Enter.									
1=Select 2=Change 3=Copy 5=Display 6=Print									
7=Change check no 8=Display voucher transactions									
Movmt		Movement	Last				Movement	Movement	
Op date	Reference	type	pmt dt	Pr	Trm	Cur	Amount	Amount	CC
150196	0000000001	Invoice	140296	**	T01	CHF	100.00	100.00	
250396	0000000002	*Invoice	240496	**	T01	CHF	250.00	250.00	
010196	0000000005	Invoice		04	T01	CHF	100.00	100.00	
310196	0000000006	Invoice		04	T01	CHF	250.00	250.00	
280296	0000000004	Invoice		04	T01	CHF	100.00	100.00	
280296	0000000004	Invoice		04	T01	CHF	25.00	25.00	
280296	0000000007	Invoice	300496	04	T01	USD	500.00	975.00	
300496	0000000007	Payment		04	T01	USD	100.00-	195.00-	
300496	0000000009	Invoice		04	T01	CHF	100.00	100.00	
060596	0000000010	Invoice		04	T01	CHF	100.00	100.	
F3=Exit F16/17=Func 1/2 F11=Other view F18=Ageing F19=Status F12=Cancel									

### OPTION 1, CHOOSE A MOVEMENT

#### GENERAL POINTS

This option allows choice of movements (payments, partial payments, revaluation, exchange difference) which are linked to a base movement (invoice, global payment).

The user has at his disposition the same options and functions as the global display. The first part of the screen is also identical.

#### WORK DISPLAY

B		SIMIC SYSTEM - PAYABLES				Company no : 107			
<b>Movements enquiry</b>									
No	:	00011	Contact	:					
Name	:	DUCOMMUN PIERRE	Balance in CC	:				1,455.00	
Town	:	Lausanne	Overdue in CC	:				1,255.00	
Display F4: <b>1 Historic</b> Rev: N From date : _ _ _ _					Movement F4 : _ _				
Type option, press Enter.									
1=Select 2=Change 3=Copy 5=Display 6=Print									
7=Change check no 8=Display voucher transactions									
Movmt		Movement	Last				Movement	Movement	
Op date	Reference	type	pmt dt	Pr	Trm	Cur	Amount	Amount	CC
010196	0000000005	Invoice		04	T01	CHF	100.00	100.00	
310196	0000000006	Invoice		04	T01	CHF	250.00	250.00	
300496	0000000007	Payment		04	T01	USD	100.00-	195.00-	
F3=Exit F16/17=Func 1/2 F11=Other view F18=Ageing F19=Status F12=Cancel									

For each movement the system displays the following information :

movement date  
reference

movement description  
 payment date  
 processing period  
 terms of payment code  
 original currency code  
 original currency code  
 original currency balance

With function key **F11**, the following complementary information is displayed:

the 'suspended' code  
 supplier reference  
 order no  
 user's text

RBM142E	SIMIC SYSTEM - PAYABLES		Company no : 107	
<b>Detailed Movements</b>				
No	: 00011	Telephone	:	
Name	: DUCOMMUN PIERRE	Balance in CC	:	1,455.00
Town	: Lausanne	Overdue in CC	:	1,255.00
Display	: Open Items	From date	:	Movement :
Type option, press Enter.				
2=Change 3=Copy 5=Detail 6=Print				
7=Change check no 8=Display voucher transactions				
	<b>Mvt</b>	<b>Pmt</b>	<b>Ref/sup.</b>	<b>Movement</b>
<b>Op Reference</b>	<b>typ</b>	<b>date</b>	<b>S User text</b>	<b>Amount CC</b>
_	0000000010	INV	N USER TEXT	CHF 100.00
				<b>Balance CC</b>
				100.00
F3=Exit F16/17=Fct. 1/2 F11=Other view F18=Ageing F19=Status F12=Cancel				

## OPTION 2, MODIFY A MOVEMENT

### GENERAL POINTS

This option allows modification of the dates, terms of payment as well as diverse information about a movement (invoices, credit notes, ...). The information about payments cannot be modified.

### USE

The options and functions listed below are accessible to users who hold the rights specified by the head of SIMIC SYSTEM security.

### FUNCTION KEYS

F8=Prepayments	Allows management of prepayments.
F9=Accept	Brings modified information up to date.



## FUNCTION KEYS

F9=Accept      Copies the invoice into the suspension.

## WORK DISPLAY

The first part of the screen displays information concerning the invoice to be copied.  
The second part of the screen allows modification of the fields which qualify the destination of the invoice.

RBM1551	SIMIC SYSTEM - PAYABLES		Company no : 107
<b>Copy a movement</b>			
Supplier	: 11000	PLANET SA	
Reference no	: 0000000013		
Type	: 101	Invoice	
Period	: 04 / 1996		
Currency	: CHF		
Amount	: 100.00		
Date	: 30.04.1996		
User text	: SUSPEND-----		
Run no	: 0004377		
Condensed	:		
Voucher no	: 94627		
<hr/>			
<u>Destination :</u>			
Company no	F4: 107	SIMIC INFORMATIQUE	
Supplier	F4/14: 11000	PLANET SA	
Data set	: 1	ANNEE 1995	
Period	: 04	AVRIL	
To be reversed	: N		
Original rates	: Y		
Original dates	: Y		
Reference no	: _____	(Space = automatic)	
F3=Exit		F9=Accept	F12=Cancel

### *Company number:*

Allows the choice of the target company.

### *Supplier :*

Allows the choice of the target supplier in the target company.

### *Data Set:*

Allows input of the invoice either into Data Set 1 (by default) or into Data Set 2 (last year).

### *Period:*

Allows choice of the accounting period in which the invoice will be deducted.

### *To be reversed:*

- Y The type of invoice is reversed as well as the amounts of the invoice and also those of the account deduction. The invoice thus becomes a credit note.
- N Normal taking.

*Original rates:*

- Y Allows keeping the original value in company currency.
- N Only the invoice value in original currency is taken. The value in company currency must be input during treatment of the new suspended invoice.

*Original dates:*

- Y Allows keeping the original dates (invoice dates, due date, discount, transaction/value dates).
- N The dates are not taken and the corresponding fields must be input during treatment of the new suspended invoice.

*Reference Number:*

This field allows indication of the reference of the new invoice. If no number is introduced the system numbers automatically.

**OPTION 7, MODIFY A CHEQUE NUMBER**

GENERAL POINTS

This options allows modification of the cheque number of an invoice.

## USE

The options and functions listed below are accessible to users who hold the rights specified by the head of SIMIC SYSTEM security.

## OPTIONS

2=Modify      Modifies the cheque number of the heading.

## FUNCTION KEY

F9=Accept      Update of modified information

## WORK DISPLAY

RBM1441	SIMIC SYSTEM - PAYABLES		Company no : 107
<b>Change a reference</b>			
Supplier no	: 00011	Ducommun Pierre	
Company taxpayer	F4: CH 123456	SIMIC EDUCATION	
Supplier taxpayer	: CH 123456		
Entry type	F4: 101	Invoice	
User entry type	:		
Reference no	: 0000000010		
Supplier reference	: SUP. REF		
Reference date	: 06051996	Due date	: 05061996
Currency	: CHF	VAT used	: N
Foreign amount	: 100.00		
Electronic pmt code	: ELECPAMTCODE		
Term code	F4: T01 30 DAYS NET, 10 DAYS 2%		
Release type	F4: R01 SWISS BANKS		
User text	: USER TEXT		
Order no	: 5554/9		
Discount amount	: 2.00	Discount date	: 16051996
Voucher no	: 96008		
Suspended	Y/N: N		
Status paid	:		
Cheque no	: C-25.145/555_____		
GL period	: 04 / 1996		
F3=Exit		F9=Accept	F12=Cancel

### *Cheque number:*

When paying by cheque, the system displays in this field the cheque number used for the payment.

## FUNCTION KEY F18, AGEING REPORT

### GENERAL POINTS

This function key allows display of a predefined ageing report with a complete series of supplementary information concerning the chosen supplier.

The first part of the screen displays complementary information coming from the supplier's sheet (Menu Point 114, *Supplier's Information*).

The second part displays the movements and their amounts in columns according to the number of days that they are overdue.

### USE

The options and functions listed below are accessible to users who hold the rights specified by the head of SIMIC SYSTEM security.

### OPTIONS

6=Reprint          Prints the invoice with the help of a user's programme.

### FUNCTION KEYS

F16=Function 1	Allows calling up a user's programme.
F17=Function 2	Allows calling up a user's programme.
F18=Average payment period.	Calculates the average payment period on request.

### WORK DISPLAY

RBM145B		SIMIC SYSTEM - PAYABLES				Company no : 107	
<b>Ageing</b>							
No	:	00011	Suspended	:	N		
Name	:	Ducommun Pierre	Balance CC	:	CHF	1,455.00	
Town	:	Lausanne	Overdue CC	:	1,255.00		
Tel	:		User type	:	A01		
Contact	:		Terms	:	T01 30 DAYS NET,		
Bank	:	BCV, LAUSANNE	Average terms	:	0 days		
Release	:	R01 SWISS BANKS	Last payment	:	30.04.96		
Type options, press Enter.			Starting date	:			
6=Reprint							
<b>OP</b>		<b>Mvt</b>	<b>Amounts</b>	<b>Within</b>	<b>Overdue</b>	<b>Overdue</b>	<b>Overdue</b>
<b>Reference</b>	<b>Typ</b>	<b>open</b>	<b>terms</b>	<b>1-30 days</b>	<b>31-90 days</b>	<b>&gt;90 days</b>	
TOTAL	CHF	675.00	200.00	25.00	350.00	100.00	
0000000005	INV	100.00				100.00	
0000000006	INV	250.00			250.00		
0000000004	INV	100.00			100.00		
0000000004	INV	25.00		25.00			
0000000009	INV	100.00	100.00				
0000000010	INV	100.00	100.00				
***** * * * * ***** * * * * * ***** * * * * * ***** * * * * *							
F3=Exit		F16/17=Function 1/2		F18=Average terms		F12=Cancel	

Information displayed concerning the supplier :

- number, name and location of supplier
- contact, telephone and fax
- codes taken from the supplier's sheet :
  - Suspended supplier
  - Calculated interest
  - Credit information
- credit limit
- total balance
- amount overdue
- terms of payment
- date of last payment
- average payment period (Calculated from function key **F18**).

*Amounts open column:*

Displays the amounts of open posts and any partial payments on the open posts.

*Within terms column:*

Displays the amounts of the open posts not overdue to this day.

*Number of days overdue columns 1-30, 31-60, 61-90, >90:*

Displays the amounts of open posts which are overdue up to 30,60, 90 and more than 90 days.

The movements appear grouped by currency so that a total per currency is displayed.

## FUNCTION KEY F19, STATUS

### GENERAL POINTS

This function key allows display of a synthesis of open posts with a whole series of supplementary information concerning the chosen supplier.

The first part of the screen displays complementary information from the supplier's file (Menu Point 114, *Supplier's Information*)

The second part displays a line per currency of amounts overdue, balances and balances in the currency of the open post company.

### USE

The options and functions listed below are accessible to users who hold the rights specified by the head of SIMIC SYSTEM security.

### OPTIONS

1=Choose            Allows display of a second screen with the ageing report calculated only in the chosen currency.

### FUNCTION KEYS

F16=Function 1            Allows calling up a user's programme.  
 F17=Function 2            Allows calling up a user's programme.  
 F18=Average payment period.            Calculates the average overdue period on request.

### WORK DISPLAY

RBM146B		SIMIC SYSTEM - PAYABLES			Company no : 107	
		Supplier status				
No	: 00011	Suspended		:	N	
Name	: Ducommun Pierre	Balance	CC	:	CHF	1,455.00
Town	: Lausanne	Overdue	CC	:		1,255.00
Tel	:	User type		:	A01	
Contact	:	Terms		:	T01 30 DAYS NET,	
1				:		
Bank	: BCV, LAUSANNE	Average terms		:	0 days	
Release	: R01 SWISS BANKS	Last payment		:	30.04.96	
Type your option, press ENTER		Starting date		:		
1=Select				:		
<b>Opt</b>	<b>Cur</b>	<b>Overdue</b>	<b>Cur</b>	<b>Balance</b>	<b>Cur</b>	<b>Balance</b>
		<b>Amount FC</b>		<b>amount FC</b>		<b>amount CC</b>
TOTAL	CHF	475.00	CHF	675.00	CHF	675.00
TOTAL	USD	400.00	USD	400.00	CHF	780.00
F3=Exit	F16/17=Fonction 1/2		F18=Average terms		F12=Cancel	

RBM140B		SIMIC SYSTEM - PAYABLES				Company no : 107	
<b>Ageing by currencies</b>							
No	:	00011	Suspended	:	N		
Name	:	Ducommun Pierre	Balance CC	:	CHF	675.00	
Town	:	Lausanne	Overdue CC	:	475.00		
Tel	:		User type	:	A01		
Contact	:		Terms	:	T01 30 DAYS NET,		
Bank	:	BCV, LAUSANNE	Average terms	:	0 days		
Release	:	R01 SWISS BANKS	Last payment	:			
Type options, press Enter.			Starting date	:			
6=Reprint							
<b>OP</b>		<b>Mvt</b>	<b>Amounts</b>	<b>Within</b>	<b>Overdue</b>	<b>Overdue</b>	<b>Overdue</b>
	<b>Reference</b>	<b>Typ</b>	<b>open</b>	<b>terms</b>	<b>1-30 days</b>	<b>31-90 days</b>	<b>&gt;90 days</b>
	TOTAL	CHF	675.00	200.00	25.00	350.00	100.00
	0000000005	INV	100.00				100.00
	0000000006	INV	250.00			250.00	
	0000000004	INV	100.00			100.00	
	0000000004	INV	25.00		25.00		
	0000000009	INV	100.00	100.00			
	0000000010	INV	100.00	100.00			
F3=Exit		F16/17=Function 1/2		F18=Average terms		F12=Cancel	

## 138 SUPPLIER'S SITUATIONS

### GENERAL POINTS

This menu point allows display on the screen of the overall financial situation of one or several suppliers.

The user may select the suppliers according to their number or name. He may also select the extent of periods concerned, one can also ask for the display of creditor balances only. If the criteria of selection are not stated, the system displays the credit balances of all suppliers.

### USE

The options and functions listed below are accessible to users who hold the rights specified by the head of SIMIC SYSTEM security.

### OPTIONS

1=Display movements      Allows display of movements recorded for the chosen currency.

### FUNCTION KEYS

F4=Alphabetic search      The function allows display of the list of suppliers selected according to the alphabetical order established using their names.

F9=Accept                      Begins selection according to specified criteria.

F14=Search/character      The function allows display of the list of suppliers selected according to the characters forming their name.

### ZONE DEFINITION

The system displays the following information :

- the supplier's name and number
- the original currency
- the cumulative amount of invoices of each currency for the interval of chosen periods
- the cumulative amount of payments of each currency for the interval of chosen periods
- the cumulative amount of discounts accorded in each currency for the interval of chosen periods
- the account balance of each currency for the interval of chosen periods.

```

RBM131C                SIMIC SYSTEM - PAYABLES                Company no :
107
                        Supplier status
Type your option, press ENTER      Selected period : 01/1996 to
4/1996
1=Select movements
Supplier no          Cur          Invoices          Paid          Discount
Balance
  00011                CHF DUCOMMUN PIERRE
                        675.00                0.00                0.00
675.00
  00011                USD DUCOMMUN PIERRE
                        500.00                100.00-            0.00
400.00
  00012                CHF PLANET SA
                        56.00                0.00                0.00
56.00
F3=Exit                                F12=Cancel
  
```

The user chooses to consult the movements for the period 12.95 to 01.96 . He may then choose to display the details of a movement (option 5) or to display the voucher to which the movement is attached (option 8).

```

RBM138C                SIMIC SYSTEM - PAYABLES                Company no : 107
                        Enquiry movements
Supplier : 00011
Name      : DUCOMMUN PIERRE
Type option, press ENTER
5=Display details      8=Display voucher transactions      Mvt/pmt      Movement
Op Supplier no      Name      Cur Reference Type S date      amount Per
00011                DUCOMMUN PIERRE CHF 0000000004 INV N 280296      100.00 04
00011                DUCOMMUN PIERRE CHF 0000000004 INV N 280296      25.00 04
00011                DUCOMMUN PIERRE CHF 0000000005 INV N 010196      100.00 04
00011                DUCOMMUN PIERRE CHF 0000000006 INV N 310196      250.00 04
00011                DUCOMMUN PIERRE CHF 0000000009 INV N 300496      100.00 04
00011                DUCOMMUN PIERRE CHF 0000000010 INV N 060596      100.00 04
F3=Exit      F11=Other view      F18=Open items                                F12=Cancel
  
```

With the help of function key **F18**, he can display just the open posts.

## STANDARD REPORTS

### 139 USERS' STATEMENT OF ACCOUNTS

#### GENERAL POINTS

This menu point allows beginning the printing of account statements with the page arrangement defined by the user in menu point 119, *Account Statement Information*. The extract of the account will be printed (if several formats according to language have been prepared) in the language format of the supplier defined in menu point 114, *Payables*.

Form of the list :

Each currency is treated separately when invoicing is done in several currencies for a supplier.

- Initial balance date limit (the day before the day of departure).
- All movements, (invoices, credit notes, unallocated amounts) during the chosen period.
- All effective payments made by the supplier during the chosen period.
- All discounts accorded during the chosen period.
- Final balance date limit.
- Amount due date limit.

The user may thus print retroactive extracts from accounts with individual page setting.

USE

The options and functions listed below are accessible to users who hold the rights specified by the head of SIMIC SYSTEM security.

OPTIONS

FUNCTION KEYS

- F4=Alphabetic search      The function allows display of the list of debtors selected according to the alphabetical order established using their names.
- F9=Accept                      Begins selection according to specified criteria.
- F14=Search/character      The function allows display of the list of debtors selected according to the characters forming their name.

WORK DISPLAY

RBM1521	SIMIC SYSTEM - PAYABLES	Company no : 107
<b>Statement of accounts</b>		
Supplier no	F4: 11000 _____	(*generic*)
Supplier name	F4/F14: _____	
Print zero dued amt	Y/N: Y	
Print neg. dued amt	Y/N: Y	
Value date	from : 29 04 1996	
Value date	to : 29 04 1996	
Open items	Y/N: N	
Submit in batch	Y/N: Y	
F3=Exit	F9=Accept	F12=Cancel

*Supplier's number:*

The user may choose to print extracts from the accounts of all suppliers, of just one supplier or even from a generic to choose a slice of supplier's numbers.

*Supplier's name:*

Finds the supplier's number by the search name.

*Print zero due amount:*

- Y      Prints extract from the account in all cases.
- N      Prints account extract only if one or more invoices are overdue on the value date.

*Print negative due amount:*

- Y Prints account even if the supplier has a credit balance.
- N Prints account extract only if the supplier has a debit balance.

*Value date from:*

Allows definition of from what date the movements are treated. All the movements before this date are not taken into account.

*Value date to:*

Allows definition of to what date the movements are treated. All the movements after this date are not taken into account.

*Open items/N:*

If 'Y' is specified, only open items are selected until the upper value date. The initial balance is always zero.  
The 'From' date is ignored.

*Submit in batch (Y/N):*

- N The work is done interactively and the user waits for the end of the operation.
- Y The work is begun and the user receives a message when the operation is finished.

The printed list carries information foreseen in the statement defined by the user in menu point 230, *User's account statement information*.

## 141 MOVEMENTS IN THE INVOICE REGISTER

### GENEAL POINTS

This menu point allows production of a printed list detailing the movements occurring in the invoice register since the last edition of this list.

The list states the different additions and modifications of each invoice in the register. One may execute the work and the user receives a message when the operation is finished.

### USE

The options and functions listed below are accessible to users who hold the rights specified by the head of SIMIC SYSTEM security.

### OPTIONS

#### FUNCTION KEY

F9=Accept      Executes the work according to specific criteria.

#### *Submit in batch (Y/N):*

- N      The work is done interactively and the user waits for the end of the operation.
- Y      The work is begun and the user receives a message when the operation is finished.

The printed list carries the following information:

- The supplier's name and number
- The invoice number
- The supplier's reference
- The mode of payment code
- The terms of payments code
- The invoice dates of reception, sending, of discount and due date
- The destination
- The commentary
- The amounts classed by currency code (invoice discount and taxes)

## 142 INVOICE REGISTER

### GENERAL POINTS

This menu point allows realisation of a printed list detailing the invoices registered in the invoice register.

The user may select invoices according to the consignee or the supplier number. One can also select the extent of the number of invoices concerned and/or a period of time. If the criteria of selection are not stated the system prints all invoices in the register. One may do the work and the user receives a message when the operation is finished.

### USE

The options and functions listed below are accessible to users who hold the rights specified by the head of SIMIC SYSTEM security.

### OPTIONS

### FUNCTION KEYS

F4=Alpha Search During the recording of a new invoice, the function allows display of the list of suppliers selected in alphabetical order according to their number, name or type.

F7=Consignee Displays a window to choose the consignee(s).

F9=Accept Validates the modifications made to the information.

F14=Search per character During the recording of a new invoice, the function allows display of the list of suppliers selected according to the characters forming their name.

### WORK DISPLAY

```

RBM1031                SIMIC SYSTEM - PAYABLES                Company no : 107
                        Invoice register report

01. By supplier   F4: _____
   Name          F4/14: _____

02. By destinat. F7: LIVET PH. _____
                        _____
                        _____
                        _____
                        _____
                        _____

Including spaces: Y (Y/N)

From reference no  : 0000000001 to 0000010000
Invoice date   from: _____ to _____

Submit in batch   : Y (Y/N)
OPTION . . . . . : 01

F3=Exit                F9=Accept                F12=Cancel
  
```

#### *01. Supplier number :*

This zone allows indication of the supplier number wished.

#### *Name:*

Allows indication of the characters composing the name of the supplier in question. One may just mention a part of the name. Function key **F14** allows selection of suppliers presenting the indicated characters somewhere in their name.

#### *02. Destinations :*

Allows indication of up to nine destinations to which the invoices are destined. Function key **F7** allows display of a window indicating the destinations so that they can be chosen.

#### *Including "spaces" Y/N:*

Allows inclusion or exclusion of invoices registered without destination.

#### *From reference no to :*

Allows indication of the extent of invoice numbers wished.

#### *Invoice date from to :*

Allows indication of the period for which the user wants to print the invoices.

*Submit in batch (Y/N):*

- N The work is done interactively and the user waits for the end of the operation.
- Y The work is begun and the user receives a message when the operation is finished.

The printed list carries the following information:

- The supplier's name and number
- The invoice number
- The supplier's reference
- The mode of payment code
- The terms of payments code
- The invoice dates of reception, sending, of discount and due date
- The destination
- The commentary
- The amounts classed by currency code (invoice discount and taxes)
- VAT use

## 143 NON-ALLOCATED AMOUNTS

### GENERAL POINTS

This menu point allows realisation of a printed list detailing unallocated amounts at the current date. The movements are grouped per supplier and per currency.

The list states the suppliers, the payment dates and the original amounts. One may begin the work per lot. The user receives a message when the operation is finished.

### USE

The options and functions listed below are accessible to users who hold the rights specified by the head of SIMIC SYSTEM security.

### FUNCTION KEYS

F9=Accept      Begins the work according to specific criteria.

### WORK DISPLAY

*Submit in batch (Y/N):*

- N      The work is done interactively and the user waits for the end of the operation.
- Y      The work is begun and the user receives a message when the operation is finished.

The printed list carries the following information:

- The supplier's name and number
- Reference
- Original currency code
- Payment date
- Amount paid
- Account voucher number

## 144 SUPPLIERS' MOVEMENTS

### GENERAL POINTS

This menu point allows the realisation of a printed list detailing the suppliers' movement. One may select movements according to the supplier's number or name. One can also select the extent of periods concerned. Lastly one may sort the movements in date order. If the criteria of selection are not stated the system prints all movements in order of input. One can begin the work per lot and the user receives a message when the operation is finished.

### USE

The options and functions listed below are accessible to users who hold the rights specified by the head of SIMIC SYSTEM security.

### OPTIONS

### FUNCTION KEYS

F4=Alphabetic search	The function allows display of the list of suppliers selected according to the alphabetical order established using their names.
F9=Accept	Begins selection according to specified criteria.
F14=Search/character	The function allows display of the list of suppliers selected according to the characters forming their name.

### WORK DISPLAY

RBM1041	SIMIC SYSTEM - PAYABLES	Company no : 212
	Movements	
Supplier no	F4:	
Name	F4/F14:	
From period	: CP 2004 to CP 2004	
Invoice register	Y/N: N	
Outfile + name	Y/N: N _____	
Detailed	Y/N: Y	
Submit in batch	Y/N: Y	
F3=Exit	F9=Accept	F12=Cancel

### *Supplier number :*

This zone allows indication of the supplier number wished.

*Name:*

Allows indication of the characters composing the name of the supplier in question. One may just mention a part of the name. Function key **F14** allows selection of suppliers presenting the indicated characters somewhere in their name.

*From period to:*

Indicates the extent of the required periods. The years involved may also be stated.

*Invoices registered (Y/N):*

- N The movements of the invoice register are not taken into account. Only the movements processed are selected.
- Y The movements of the invoice register are also selected. It is hence obligatory to choose a supplier.

*Outfile + name Y/N:*

- Y A file is created in the outfile library (SM2PCD by default) with the default file name 'RBO144'.  
If the 'Detailed report' zone is 'Y', the file is filled with the detailed lines only.  
If the 'Detailed report' zone is 'N', the file is filled with the 'Total currency' lines only.
- N No file is created.

*Detailed Y/N:*

- Y The detail of the movements is printed.
- N Only the total by suppliers is printed.

*Submit in batch (Y/N):*

- N The work is done interactively and the user waits for the end of the operation.
- Y The work is begun and the user receives a message when the operation is finished.

The printed list contains the following information :

The supplier's name and number  
The period  
The supplier's mode of payment code  
The supplier's terms of payment code  
The type of movement (invoice, credit notes, debit note, payment)  
Invoice number  
Supplier reference  
Voucher number

The invoice date, due date and payment date  
Currency code  
Amounts invoiced, amount paid and the discount amount  
The balance in invoice currency and in company currency

## 145 OPEN POSTS

### GENERAL POINTS

This menu point allows production of a printed list detailing the open posts per supplier and per currency.

There is the possibility of selecting suppliers according to their number or name, of carrying out an alphabetical sorting by decreasing balance, by sorting zone 1,2 or by selecting suppliers whose balance is bigger than a certain limit.

By indicating a period/year, the user can print retroactive open posts.

### USE

The options and functions listed below are accessible to users who hold the rights specified by the head of SIMIC SYSTEM security.

### OPTIONS

### FUNCTION KEYS

F4=Alphabetic search	The function allows display of the list of debtors selected according to the alphabetical order established using their names or numbers.
F8=Sort zones	Allows management of the selection per user zone.
F9=Accept	Begins selection according to specified criteria.
F14=Search/character	The function allows display of the list of debtors selected according to the characters forming their name.

### SPECIAL OPTIONS.

Parameters (5), conditioning the image or the programme, managed by Menu Point 16, *Security Data Master* :

3 Always work in retroactive mode, even if the selected period equals the current period.

### WORK DISPLAY

RBM1011	SIMIC SYSTEM - PAYABLES	Company no : 107
<b>Open items</b>		
Selection		
By Supplier no . . . . .	F4 : * <td>to _____</td>	to _____
name . . . . .	F4/14 : _____	_____
Balance limit . . . . .	_____	0_
GL account . . . . .	F4 : _____	_____
Currency . . . . .	F4 : _____	_____
Sequence		
By User fields . . . . .	F8 : N	
Alpha order . . . . .	.Y/N : N	
Balance order . . . . .	.Y/N : N	
Open items		
Until period/year . . . . .	CP 1996	
Detailed report . . . . .	.Y/N : Y	
Outfile + name	Y/N : Y RBO145	_____
Submit in batch . . . . .	.Y/N : Y	
F3=Exit	F9=Accept	F12=Cancel

*By supplier no to :*

This zone allows indication of the supplier number wished or a generic in the case of a selection of a group of suppliers.

The user may also select from one number to another number by introducing a number in the zone "from" and the zone "to".

*Name:*

Allows indication of the characters composing the name of the supplier in question. One may just mention a part of the name. Function key **F14** allows selection of suppliers presenting the indicated characters somewhere in their name.

*Balance limit:*

Allows indication to the system that only balances of suppliers equal or greater than the amount indicated in this zone are to be selected.

*G.L. account:*

Allows selection of all movements of a collective account. One collective account alone may be selected at a time. The user may make a selection by collective accounts of by supplier's number but not both at the same time.

*Currency :*

Allows selection of all movements of a currency. One currency alone may be selected at a time.

**SEQUENCE**

*By user fields F8:*

Allows sorting the information as well as making a sub-total as a function of the 6 user zones contained in the supplier's sheet (Menu Point 114, *Suppliers' Data*).

Y Sequence by user zone not used.

N Sequence by user zone used and the details displayed using function key F8.

*Alpha order:*

Allows printing the list sorted alphanumerically.

*Balance order:*

Allows printing the list by decreasing balance of the suppliers.

The alphanumeric sequences and by decreasing balances mutually exclude each other.

**SELECTION AND SEQUENCE BY USER ZONES**

```

RBM1011          SIMIC SYSTEM - PAYABLES          Company no : 107
                  Open items

Selection                *generic*
By Supplier no . . . . F4 : 00011_____ to 00020_____
   name . . . . . F4/14 : _____
   Balance limit . . . . . : 50,000
   GL account . . . . . F4 : _____
   Currency . . . . . F4 : ____

Sequence
By User fields . . . . F8 : N
   Alpha order . . . .Y/N : N | RBM101S Sequence - User fields |
   Balance order . . .Y/N : N | |
                                     | Sequence your selection |
Open items                | Seq User Skip Selec. Description |
Until period/year . . . . : C | 1 3 Y EUROPE ZONE |
Detailed report . . . .Y/N : Y | 2 2 - CH MARKET |
Outfile + name . . . .Y/N : Y | 3 1 - OST TOWN |
Submit in batch . . . .Y/N : Y | - 4 - |
                                     | - 5 - |
                                     | - 6 - |
                                     | F9=Accept F12=Cancel |
F3=Exit                  F9=Accept                  F12=Cancel
    
```

Function key **F8** allows choosing the sequence of user zones as well as perhaps selecting a precise criterion for a user zone.

*Sequence:*

Allows choosing a sorting zone and indicating in what order of priority it will be treated in the case of several zones being chosen. The possible choices are thus from priority 1 to priority 6.

*Sorting:*

Indicates the sorting zone and positions it as a function of the chosen priority.

*Skip:*

Y = skips a page after the printing of the sort zone total specified.  
 N = no skip after total printing.

*Selection:*

This zone allows selection of a special criterion of a user zone.

Example :

User zone "5" of the suppliers' sheet contains criteria corresponding to a world zone (Europe, America, Asia, Africa).

If the user is interested in suppliers in the 'Europe zone' he introduces the criterion ' Europe' in the selection zone.

*Description:*

This zone allows introducing a description of the user chosen which will appear on the list to make it more readable. This zone is facultative and allows simply a description of the user zone chosen.

Example 1:

In the example below the user zones of the supplier's sheet contain the following information (Menu Point 114, *Suppliers' Information*) :

<i>User zone</i>	<i>Contents</i>	<i>codes</i>
1	Free	Free
2	National markets	CH,F,D,GB,...
3	Market regions	EAST,WEST,...
4	Regional representatives	FW, MS, PL,...
5	World zone	EUROPE, ASIA, AMERICA,...

The user wants to print the ageing report making the following information appear :

<i>Priority</i>	<i>Description</i>	<i>User zone</i>	<i>Selection</i>
1	World zone	5	EUROPE
2	Markets	2	CH
3	Region	3	EAST
4	Representatives	4	

All suppliers whose user zones 5,2,3 correspond to the criteria *EUROPE*, *CH* and *EAST* will be thus selected and printed with a sub-total per representative.

Example 2:

The user wants to print the ageing report making the following information appear :

<i>Priority</i>	<i>Description</i>	<i>User zone</i>	<i>Selection</i>
1	World zone	5	
2	Markets	2	

The result will be a printing with the following sub-totals (2 markets per world zone) :

Market A total, world zone 1  
 Market B total, world zone 1  
 World zone 1 total  
 Market A total, world zone 2  
 Market B total, world zone 2  
 World zone 2 total

*By alphabetical order:*

Allows printing the list sorted alphabetically.

*By balance order:*

Allows printing the list in order of decreasing balance of the supplier.  
Alphabetical sequence and decreasing balance sequence mutually exclude each other.

*Until period/year :*

Indicates until what period/year the open posts are to be calculated. Thus a retroactive list is allowed.

*Detailed report (Y/N):*

- Y All movements are printed.
- N Only totals per supplier are printed

*Outfile + name Y/N:*

- Y A file is created in the outfile library (SM2PCD by default) with the default file name 'RBO145'.  
If the 'Detailed report' zone is 'Y', the file is filled with the detailed lines only.  
If the 'Detailed report' zone is 'N', the file is filled with the 'Total currency' lines only.
- N No file is created.

*Submit in batch (Y/N):*

- N The work is done interactively and the user waits for the end of the operation.
- Y The work is begun and the user receives a message when the operation is finished.

The printed list contains the following information :

- The supplier's name and number
- The period
- The supplier's terms of payment code
- Invoice number
- Voucher number
- The invoice date, due date and payment date
- Currency code
- Amounts invoiced, amount paid and the discount amount
- The balance in invoice currency and in company currency

## 146 SUPPLIERS' SITUATIONS

### GENERAL POINTS

This menu point allows production of a printed list detailing the suppliers' situations. By situation is meant the sales figures of a supplier for a lapse of time chosen by the user.

There is the possibility of selecting suppliers according to their number or name. One may also select the extent of the periods concerned. Lastly one may only consider suppliers presenting a credit balance. One may launch the work and the user receives a message when the operation is finished.

### USE

The options and functions listed below are accessible to users who hold the rights specified by the head of SIMIC SYSTEM security.

### OPTIONS

### FUNCTION KEYS

F4=Alphabetic search	The function allows display of the list of suppliers selected according to the alphabetical order established using their names or numbers.
F9=Accept	Begins selection according to specified criteria.
F14=Search/character	The function allows display of the list of suppliers selected according to the characters forming their name.

### *Supplier's number :*

This zone allows indication of the required supplier's number.

### *Supplier's name:*

This zone allows indication of the characters composing the name of the supplier in question. Just part of the name may be mentioned: The function key **F14** allows selection of suppliers presenting the indicated characters somewhere in their name.

### *From period to:*

Allows indication of the extent of required periods. One must also state the years concerned.

*Only negative balances :*

- N The situations are prepared whatever their balances.
- Y Only suppliers with a negative balance are printed.

*Submit in batch (Y/N):*

- N The work is done interactively and the user waits for the end of the operation.
- Y The work is begun and the user receives a message when the operation is finished.

The printed list contains the following information :

- The supplier's name and number
- The supplier's town
- The extent of the periods
- Currency code
- Amounts invoiced, amount paid and the discount amount
- The balance in invoice currency and in company currency

## 147 AGEING REPORT

### GENERAL POINTS

This menu point allows production of a printed list supplying the ageing report of overdue or due invoices.

Two types of report are available. One shows amounts overdue on the reference date and puts them into groups according to the number of days they are overdue. The other is composed of a plan of payment and presents the amounts according to their future due dates.

One may select the invoices treated previously up to a specific date. One may also determine the reference date of the calculation of the dividing up of amounts. This dividing up may take place in five columns according to the number of days separating the due date for invoices from the reference date of the calculation.

Series of criteria of selection and sorting allow construction of the list according to the user's needs.

One may begin the work and the user receives a message when the operation is finished.

### USE

The options and functions listed below are accessible to users who hold the rights specified by the head of SIMIC SYSTEM security.

### FUNCTION KEYS

F4=Alphabetic search	The function allows display of the list of suppliers selected according to the alphabetical order established using their names or numbers.
F8=Sorting zones	Allows managing the selection by user zone.
F9=Accept	Begins selection according to specified criteria.
F14=Search/character	The function allows display of the list of suppliers selected according to the characters forming their name.

## WORK DISPLAY

### SELECTION

RBM1571	SIMIC SYSTEM - PAYABLES	Company no : 107
<b>Ageing report</b>		
Selection <span style="float: right;">*generic*</span>		
By Supplier . . . . .	F4 : 00011_____ / 00012_____	
Name . . . . .	F4/14 : _____	
Balance limite . . . . .	: _____ 50.000_	
GL account . . . . .	F4 : _____	
Sequence		
By User fields . . . . .	F8 : N	
Alpha order . . . . .	.Y/N : N	
Balance order . . . . .	.Y/N : N	
Open items	Y/N : Y	
Ageing report		
Until invoice date . . . . .	: 08 05 1996	
Starting due date . . . . .	: 08 05 1996	
Including register . . . . .	Y/N : N	
Future view . . . . .	Y/N : N	
Detailed report . . . . .	Y/N : Y	
Days for column 1 . . . . .	: 010	
Days for column 2 . . . . .	: 030	
Days for column 3 . . . . .	: 060	
Days for column 4 . . . . .	: 090	
Outfile + name	Y/N : N _____	
Submit in Batch . . . . .	Y/N : Y	
F3=Exit	F9=Accept	F12=Cancel

*By client number / to:*

This zone allows indication of the number of the supplier desired or a generic in the case of a group of suppliers.

Also the user may select from a number to a number by introducing a number in the zone 'from' and the zone 'to'.

*By name:*

This zone allows indication of the characters composing the name of the supplier in question. One may only mention part of the name The function key **F14** allows selection of suppliers presenting the indicated characters somewhere in their name.

*By balance limit:*

Allows indication to the system that only supplier's balances equal or greater than the amount indicated in this zone are to be selected.

By G.L. account :

Allows selection of all movements of a collective account. One collective account alone may be selected at a time. The user may make a selection by collective accounts or by supplier number but not both at the same time.

**SEQUENCE**

*By user fields F8:*

Allows sorting of the information as well as making a sub-total of it as a function of the 6 user zones contained in the supplier's sheet (Menu Point 114, *Suppliers*).

- N The sequence by user zone is not used.
- Y The sequence by user zone is used and the details are displayed by function key **F8**.

*By alphabetical order:*

Allows printing the list sorted alphabetically.

*By balance order:*

Allows printing the list in order of decreasing balance of the supplier. The alphabetical order and balance order mutually exclude each other.

**SELECTION AND SEQUENCE BY USER ZONE**

```

RBM1571                SIMIC SYSTEM - PAYABLES                Company no : 107
                        Ageing report

Selection                *generic*
By Supplier . . . . . F4 : 00011                / 00012
Name . . . . . F4/14 :
Balance limite . . . . :                50.000
GL account . . . . . F4 :

Sequence
By User fields . . . . F8 : N
Alpha order . . . . . Y/N : N
Balance order . . . . . Y/N : N
Ageing report Open it. Y/N Y
Until invoice date . . . . : 0
Starting due date . . . . : 0
Including register . . . Y/N : N
Future view . . . . . Y/N : N
Detailed report . . . . Y/N : Y
Days for column 1 . . . . : 0
Days for column 2 . . . . : 0
Days for column 3 . . . . : 0
Days for column 4 . . . . : 0
Outfile + name          Y/N : N
Submit in Batch . . . . Y/N : Y

-----
Seq User Skip SeleC. Description
1 3 Y EUROPE ZONE
2 2 CH MARKET
3 1 - OST COUNTRY
4 -
5 -
6 -
F9=Accept F12=Cancel

-----
F3=Exit                F9=Accept                F12=Cancel
    
```

Function key **F8** allows choosing the sequence of user zones as well as selecting a precise criterion for a user zone.

*Sequence:*

Allows choosing a sorting zone and indicating in what order of priority it will be treated in the case of several zones being chosen. The possible choices are thus from priority 1 to priority 6.

*Sorting:*

Indicates the sorting zone and positions it as a function of the chosen priority.

*Skip:*

Y = skips a page after the printing of the sort zone total specified.  
N = no skip after total printing.

*Selection:*

This zone allows selection of a special criterion of a user zone.

Example :

User zone "5" of the supplier's sheet contains criteria corresponding to a world zone (Europe, America, Asia, Africa).

If the user is interested in suppliers in the 'Europe zone' he introduces the criterion ' Europe' in the selection zone.

*Description:*

This zone allows introducing a description of the user chosen which will appear on the list to make it more readable. This zone is facultative and allows simply a description of the user zone chosen.

Example 1:

In the example below the user zones of the supplier's details sheet contain the following information (Menu Point 114, *Suppliers*) :

<i>User zone</i>	<i>Contents</i>	<i>codes</i>
1	Free	Free
2	National markets	CH,F,D,GB,...
3	Market regions	EAST,WEST,...
4	Regional representatives	FW, MS, PL,...
5	World zone	EUROPE, ASIA, AMERICA,...

The user wants to print the ageing report making the following information appear :

<i>Priority</i>	<i>Description</i>	<i>User zone</i>	<i>Selection</i>
1	World zone	5	EUROPE
2	Markets	2	CH
3	Region	3	EAST
4	Representatives	4	

All suppliers whose user zones 5,2,3 correspond to the criteria *EUROPE*, *CH* and *EAST* will be thus selected and printed with a sub-total per representative.

Example 2:

The user wants to print the ageing report making the following information appear :

<i>Priority</i>	<i>Description</i>	<i>User zone</i>	<i>Selection</i>
1	World zone	5	
2	Markets	2	

The result will be a printing with the following sub-totals (2 markets per world zone) :

Market A total, world zone 1  
Market B total, world zone 1  
World zone 1 total  
Market A total, world zone 2  
Market B total, world zone 2  
World zone 2 total

*By alphabetical order:*

Allows printing the list sorted alphabetically.

*By balance order:*

Allows printing the list in order of decreasing balance of the supplier.  
Alphabetical sequence and decreasing balance sequence mutually exclude each other.

**AGEING REPORT**

*Open items Y/N :*

Y = Only the open items at the treatment time are selected. It is not a retrocative report.  
N = It is a retroactive report which selects the invoices according to the 'Until invoice date' zone.

*Until invoice date:*

The zone allows indication of the date limit for taking invoices into consideration.

*Starting due date:*

This zone allows indication of the reference date for the calculation of the ageing report and for the splitting of the amounts in the columns.

*Future view (Y/N):*

- N The system produces an ageing report.
- Y The system produces a payment plan.

*Detailed report (Y/N):*

- Y All movements are printed.
- N Only totals per supplier are printed.

*Days for column 1 2 3 4:*

The system proposes splitting up the amounts overdue according to overdue by 10, 30, 60 and 90 days. A fifth column carries the overdues by more than 90 days. the user may specify the number of days.

*Outfile + name Y/N:*

- Y A file is created in the outfile library (SM2PCD by default) with the default file name 'RBO147'.  
If the 'Detailed report' zone is 'Y', the file is filled with the detailed lines only.  
If the 'Detailed report' zone is 'N', the file is filled with the 'Total currency' lines only.
- N No file is created.

*Submit in batch (Y/N):*

- N The work is done interactively and the user waits for the end of the operation.
- Y The work is begun and the user receives a message when the operation is finished.

The printed list contains the following information :

- The title page indicates the selection made as well as the user who has submitted the list.
  - A series of information concerning the supplier :
    - the number, name and locality
    - the type, the credit limit
    - The date of the last payment, the overage number of days before the due date
    - the suspended codes, calculated interest, credit information
- The amount columns include :

Payables

Technical documentation

---

1st column  
2nd column  
3rd-6th column  
7th column

movement amounts or totals  
non-overdue amounts  
amounts overdue by a certain number of days  
according to choice, amounts overdue for more  
than the maximum number of days of  
unallocated amounts.

## 148 PAYMENT ANALYSIS

### GENERAL POINTS

This menu point allows the user to analyse the amounts to pay and the number of suppliers and by currency as a function of a structure per slice of amounts.

Ex:

DUE DATE SELECTED : 08.05.1996		LOW	HIGH	NUMBER OF	COMPANY		DETAIL PER
	RANGE	LIMIT	LIMIT	SUPPLIERS	CURRENCY	CUMUL	CURRENCY
	1	0.00	5,000.00	2	1,311.00	1,311.00	CHF 531.00 USD 400.00
	2	5,001.00	10,000.00	0	0.00	1,311.00	
	3	10,001.00	50,000.00	0	0.00	1,311.00	
	4	50,001.00	100,000.00	0	0.00	1,311.00	
	HIGHER THAN	100,000.00		0	0.00	1,311.00	

This list this allows management of the treatment of payments to suppliers as a function of bank dispositions.

### USE

The options and functions listed below are accessible to users who hold the rights specified by the head of SIMIC SYSTEM security.

### OPTIONS

### FUNCTION KEY

F9=Accept      Execute the work according to specified criteria.

**WORK DISPLAY**

RBM1121	SIMIC SYSTEM - PAYABLES <b>Payment analysis</b>	Company no : 107
<p>Until due date : 08 05 1996</p> <p>Range 1 until: _____5,000_</p> <p>Range 2 until: _____10,000_</p> <p>Range 3 until: _____50,000_</p> <p>Range 4 until: _____100,000_</p> <p>Incl. crédit notes : Y</p> <p>Incl. negative sel.: Y</p> <p>Submit in batch Y/N: Y</p>		
F3=Exit	F9=Accept	F12=Cancel

*Until due date:*

All invoices due on this date are included in the selection.

*Limit 1/2/3/4:*

These four zones allow definition of the amount slices for payment analysis.

*Including credit notes :*

- Y CNS are included in the selection and cumulative calculation.
- N CNS are excluded from the selection.

*Included negative selection:*

Allows including or excluding negative selections.  
By selection, one means the balance of a supplier.

*Submit in batch (Y/N):*

- N The work is done interactively and the user waits for the end of the operation.
- Y The work is begun and the user receives a message when the operation is finished.

## 149 SUPPLIERS' LIST

### GENERAL POINTS

This menu point allows production of a printed list procuring the company's suppliers' list. The suppliers may be ordered by number or name. One may also only select active suppliers or suspended suppliers. One may begin the work and the user receives a message when the operation is finished.

### USE

The options and functions listed below are accessible to users who hold the rights specified by the head of SIMIC SYSTEM security.

### OPTIONS

### FUNCTION KEYS

F9=Accept      Launches the work according to specified criteria.

### WORK DISPLAY

RBM1061	SIMIC SYSTEM - PAYABLES	Company no : 107
<b>Supplier listing</b>		
	Supplier list alpha/numeric	A/N: A
	Only active	Y/N: N
	Suspended	Y/N: Y
	Submit in batch	Y/N: Y
F3=Exit	F9=Accept	F12=Cancel

*Alphabetical/numerical list A/N:*

- A      Suppliers ordered by name.
- N      Suppliers ordered by number.

*Only if active Y/N:*

- N      All suppliers are printed.
- Y      Only active suppliers are printed.

*Suspended Y/N:*

- N All suppliers are printed.  
Y Only suspended suppliers are printed.

*Submit in batch (Y/N):*

- N The work is done interactively and the user waits for the end of the operation.  
Y The work is begun and the user receives a message when the operation is finished.

The printed list contains the following information :

- The supplier's name and number
- The complete address of the supplier
- The contact name
- The telephone number and telex number
- The terms of payment codes
- The type of the last invoice recorded

## PAYMENTS

### 150 MANAGEMENT OF PAYMENTS

#### GENERAL POINTS

This menu point fills the following functions :

- Realises an automatic selection of invoices to be paid
- Revises an existing selection
- Treats a selection (processing and preparation of data as a function of payment modes)
- Allocate a payment (unallocated amount) to a supplier **without** an invoice.

The user manages the selection (creation, deletion, treatment, modification) beginning with a principal table displaying the selections already prepared.

#### USE

The options and functions listed below are accessible to users who hold the rights specified by the head of SIMIC SYSTEM security.

#### SPECIAL OPTIONS

Parameter (5), conditioning the image or the programme, managed in menu point 16, *Security Master*:

- 1 The system proposes by default a transaction in the treasury account (bank) for all the payments which concern this treasury account.
- 2 Credit notes (type 102) are always selected even if they are not due.
- 3 The reference 1 of the GL transactions is NOT filled by the invoice no.
- 4 The called 'User call' is RBJPRU01B instead of RBJPRU01A.

#### SCREEN OPTIONS

- |                        |  |
|------------------------|--|
| 1=Review selection     | Allows modification of a selection before treating it.   |
| 4=Delete               | Allows deletion of a payment.  |
| 6=Create an ourfile    | Allows to create an output file. The proposed name is 'O150' + the 6 first positions of the selection.                   |
| 7=Temporary run        | Allows to run this selection without updating the master files.<br>The selection is still available after the treatment. |
| 8=Payment modes        | Management of amounts paid as a function of modes of payment.  |
| 9=Treatment            | Execution of a selection.  |
| 10=Bank file           | With the temporara run (7), the bank file is also created.   |
| 11=Supplier letter     | Only the movements without EPC codes are printed.  |
| 12=Dued date selection | The proposed date is BLANK. It allows to select all open invoices.   |
| 14=Check discount      | The discount due date is checked with the current date instead of the date of the selection.                             |

#### FUNCTION KEYS

- |           |   |
|-----------|---|
| F6=Create | Creation of a selection of invoices to be paid. |
|-----------|---|

**WORK DISPLAY**

RBM150C	SIMIC SYSTEM - PAYABLES	Company no : 107	
<b>Work with payments</b>			
Position to . . . . . :		Selection desc.	
Type options, press ENTER.			
1=Review selection	4=Delete	8=Review release type	9=Payment run
6=Create an outfile		7=Temporary run	
<b>Opt Description</b>	<b>Due date</b>	<b>Supplier</b>	<b>Cur</b>
PAYMENT JULY	08.05.1996	00011	CHF
PAYMENTS JUNE	30.06.1996		
F3=Exit	F6=Create		F12=Cancel

*Description:*

Displays the descriptions of prepared selections.

*Due date:*

Indicates the due date chosen for the preparation of the selection.  
If this field is BLANK, all open invoices are selected.

*Supplier:*

Indicates the supplier code as long as the selection has been made of just one supplier.

*Currency:*

Indicates the currency of the selection as long as a precise currency has been chosen during preparation.

## CREATION OF AN AUTOMATIC SELECTION

### GENERAL POINTS

Using function key **F6=Create**, so as to prepare a selection in the best way, the user has a series of basic criteria allowing restraint of the choice of invoices to pay:

- Supplier invoice number
- Original currency
- Due date
- Payment mode

Complementary criteria are available to influence the selection :

- Maximum amount per supplier in company currency
- Maximum amount of the selection in company currency

According to his wishes, the user may display the selection of invoices operated by the system. He has, thus, the possibility of excluding certain invoices and of fixing certain discounts. It is necessary to state that the calculation of discounts accorded is based on the date of the day and not on the due date included as a selection criterion.

Diverse lists are realised. They describe the selection criteria used, the details of selected invoices, the modes of payment used and the internal check of payments.

### USE

The options and functions listed below are accessible to users who hold the rights specified by the head of SIMIC SYSTEM security.

### FUNCTION KEYS

F4/14 =Invite	Displays a window allowing choice of a specific code.
F5 =Display supplier again	Displays the selection and the original amounts.
F8 =Unalloc. Amt.	Allows allocation of a payment <b>without</b> an invoice.
F9 =Next screen	Executes the work according to specific criteria.
F11 =Additional view	Displays the supplier references.

**WORK DISPLAY**

RBM1271	SIMIC SYSTEM - PAYABLES	Company no : 107
<b>Payment selection</b>		
Supplier no (blank for all)	F4:	
Currency	F4: CHF	CHF
Due date selection (ddmmccyy):	09 05 1996	
Release type selected	F4: R01	(Blank for all)
Release type omitted	F4:	
Selection description	: PMT APRIL 96 SWISS BANKS	
Auto-selection	(Y/N): Y	
Display selection	(Y/N): N	Alpha order (Y/N):N
Force discount	(Y/N): N	Negative selection (Y/N) N
Max. amount by supplier in CHF :	3000	
Max. selection amount in CHF :	30000	
Submit in batch	(Y/N): N	
GL period . . . . .	: 04	APRIL
F3=Exit	F9=Next screen	F12=Cancel

*Supplier number (blank = all):*

Only invoices to pay of the supplier indicated here are selected. Do not mention anything if you want to select the invoices of all suppliers.

*Currency:*

Only invoices to pay whose original currency code is indicated here are selected. Do not mention anything if you want to select invoices whatever their currency may be.

*Due date selection (ddmmccyy):*

Only invoices whose due date is before or on the date specified here are selected. Invoices with a due discount date different from the invoice due date are selected WITH the discount if the due discount date is previous or identical to the specified date.

*Release type selected:*

Only invoices whose modes of payment are indicated here are selected. Do not mention anything if you want to select invoices whatever their mode of payment.

*Release type omitted:*

Invoices whose modes of payment are indicated here are not selected. Do not mention anything if you do not want to exclude invoices according to their mode of payment.

*Selection description:*

This zone of 30 alphanumeric characters allows description of the selection operated. This zone is obligatory and must be unique.

*Automatic selection (Y/N):*

- Y The system selects invoices according to specific criteria. The user has the possibility of excluding from the selection invoices to be thrown away.
- N The system selects invoices according to specific criteria. The user may then select certain invoices so as to pay them.

*Force discount (Y/N):*

- N During selection display, the user may modify discounts calculated by the system. Any possible discount is cleared if the due discount date is later than the specified date.
- Y During selection display, the user may not modify discounts calculated by the system. Any possible discount is kept if the due discount date is later than the specified date.

*Display selection (Y/N):*

- Y The system displays invoices selected according to specific criteria.
- N The system does not display invoices selected according to specific criteria. This option is authorised only when the user has chosen the automatic selection "Y" and force discount "Y".

*Alpha order Y/N:*

As long as the selection is displayed:

- Y Display of the selection in alphanumeric order.
- N Display of the selection according to suppliers' numbers.

*Negative selection Y/N:*

- Y Negative selection for the supplier accepted.
- N Negative selection not accepted.

*Max. Amount by supplier in company currency:*

Maximum limit per supplier. Useful especially in liaison with payments (Ref. Menu Point 148, *Analysis of payments*). This option is only allowed when the user has opted for display of selection 'N'.

*Max. Selection amount in company currency:*

Maximum limit per supplier. Useful especially in liaison with payments analysis (Ref. Menu Point 148, *Analysis of payments*). This option is only allowed when the user has opted for display of selection 'N'.

*Internal check (Y/N)*

- Y The system will generate a check no destined for all modification of invoices or suppliers relative to payment before the actual processing of payments.
- N No check is carried out.

*Submit in batch (Y/N):*

- N The work is done interactively and the user waits for the end of the operation.
- Y The work is begun and the user receives a message when the operation is finished.

*G.L. period:*

Allows user to choose the period of the G.L. in which he wants to impute the account transactions. By default, the system indicates the current period of suppliers. The modification of this zone is conditioned by the user's rights (Ref. *Security guide*). The system applies the exchange rate of the period indicated in this zone in case of payments indicated in this zone in case of payments in foreign currency.

**Display zone of the selection = Y**

The system displays the selection per supplier.

RBM127C	SIMIC SYSTEM - PAYABLES		Company no : 107					
<b>Payment selection</b>								
Supplier :	00011	DUCOMMUN PIERRE						
Type :	A01	Lausanne		Total selected : HF				
Hash total selection . . :		475.00		475.00				
Unallocated amount : CHF :		1,000.00						
Type your option, press ENTER.								
1=Select 4=Delete								
<b>Opt</b>	<b>Inv./ref.</b>	<b>Cur</b>	<b>Invoice amount</b>	<b>Inv. date</b>	<b>Due date</b>	<b>Discount amount</b>	<b>Balance to be paid</b>	<b>Rls</b>
1	0000000004	CHF	100.00	280296	310396	0.00	100.00	R01
1	0000000004	CHF	25.00	280296	300496	0.00	25.00	R01
1	0000000005	CHF	100.00	010196	310196	0.00	100.00	R01
1	0000000006	CHF	250.00	310196	010396	0.00	250.00	R01
F8=Unalloc. Amt. F4=Open items					F9=Next selection	F11=Additional view		

*Discount amount:*

This zone allows specification, during the display of invoices to pay, of the amount of the discount. This zone is only accessible during the renouncing of forced discount.

*Balance to be paid:*

This zone allows specification, during the display of invoices to pay, of the amount to pay. The system proposes the net amount to pay. The user may state a different amount so then it becomes a partial payment or a prepayment.

*Pmt:*

This zone allows specification, during the selection of invoices to pay, of the mode of payments code in the case that the user wants to modify it.

Several printed lists are printed and they carry the following information :

SELECTION

- the supplier
- the currency
- the payment date
- the payment mode
- the description

PAYMENTS

- the payment mode
- the numbers and names of suppliers
- the currency
- the invoice numbers
- supplier's references
- terms of payment
- invoice dates, due dates and discount dates
- amounts invoiced, discounts and amounts paid

RECAPITULATION

- the amounts paid per mode of payments

PAYMENTS CHECK

- old hash total (old check number)
- supplier's number
- account number at the bank
- the date, time and name of the selection
- the type of mode of payments
- new hash total (present check number)
- hash total selection (check number to state during processing of payments)

## WORK WITH AN UNALLOCATED AMOUNT

RBM1275	SIMIC SYSTEM - PAYABLES		Company no : 212
	Unallocated amounts		
Supplier no	00000	TEST	
Supplier reference	:		
Reference date	: 24042001		
Currency	F4: CHF		
Invoice amount	:	0.00	
Terms	F4: A00	30 JOURS	
Release type	F4: R01	BCV SFR/B	
User text	:		
Order no	:		
	F9=Accept		F12=Cancel

## GENERAL POINTS

One unallocated amount **alone** is possible per supplier.  
 As long as the selection has been treated, this unallocated amount is not referenced (reference/invoice no = **BLANK**).  
 Running treatment (screen option 9) this unallocated amount receive a reference/invoice no.  
 The generated payments list will indicate this no.  
 The VAT is not used for these kind of payments.  
 The movement type created is '203' (basically = unallocated amount).  
 If this payment is an advance on an invoice to be received, it will be treated later on as a credit note but with a movement type '203'.

## ZONE DEFINITION

### *Supplier reference:*

Allows attribution to the unallocated amount of a reference which can be used as a selection criterion. This zone is facultative. (Corresponds in general to the number of the supplier's invoice)

### *Reference date:*

Allows input of the unallocated amount date. The date must be indicated in the European format DDMMYYYY.

### *Currency:*

During registering of an unallocated amount, the system proposes the company currency. The user may indicate the code of the original unallocated amount as long as it is defined in the currency file

*Foreign amount:*

Unallocated amount to be paid. A **zero** value means “nothing to be paid” (Ex. to delete a previous proposal).  
A positive value indicates an amount to be paid.

*Terms:*

Allows specification of the code of the payment terms of the unallocated amount, as long as this code has been previously defined.  
This field is obligatory, but it is not used for the due dates. These dates are filled with the reference date.

*Release type:*

Allows specification of the code of the mode of payment of the invoice as long as this code has been previously defined. If the zone is left empty, the mode of payment defined at the supplier’s level is automatically defined.  
This zone is important. It determines the payment currency using the account no associated with this release type.

*User text:*

This allows input of a description concerning the invoice. This zone is retaken by the system as a description of transactions during processing of the invoice.

*Order number:*

Allows application to the invoice of a reference relating to the order placed with the supplier. This facultative zone is indicated only for information.

## REVISION OF THE SELECTION OF PAYMENTS

### GENERAL POINTS

Option 1=*Revise* allows revision of the previously made selection.

According to his wishes, the user may, on the one hand, revise the complete list of payments grouped per supplier and, on the other, remanage the details of payments per supplier. So he has the possibility of excluding certain payments and of fixing discounts and amounts to pay. He can also add to the selection, payments extracted from the list of open posts. He also can work with the unallocated amounts.

### USE

The options and functions listed below are accessible to users who hold the rights specified by the head of SIMIC SYSTEM security.

### OPTIONS

4=Delete Allows deletion of invoices to pay from the selection

### FUNCTION KEYS

F4 =Open posts	Displays open posts of the supplier in question.
F6 =Choose a supplier	Displays the list of suppliers according to different criteria.
F8 = Unalloc. amt.	Allows allocation, deletion or changing of unallocated amounts.
F9 =Next selection	Displays the payments of the following supplier.
F11= Additional view	Displays the supplier references.

```

RBM1301                SIMIC SYSTEM - PAYABLES                Company no : 107
                        Review payment selection

                                01. Review the complete selection
                                02. Recapitulation by supplier

                                Option   : 02

F3=Exit                F12=Cancel
    
```

01. Review the complete selection :

With the aid of function key **F6=Choose a supplier**, the user may add open posts or on the contrary with the aid of option **4=Delete**, delete some.

```

RBM130E          SIMIC SYSTEM - PAYABLES          Company no : 107
                Review payment selection
Position to . . . . . :                Supplier no
Type your option, press ENTER.        Total selected: CHF          531.00
4=Delete                                Hash total      :          531.00
                                     Due          Invoice
Opt Supplier no  Name          Reference Cur date      amounts
- 00011          DUCOMMUN PIERRE          0000000004 CHF 310319      100.00
- 00011          DUCOMMUN PIERRE          0000000004 CHF 300419        25.00
- 00011          DUCOMMUN PIERRE          0000000005 CHF 310119      100.00
- 00011          DUCOMMUN PIERRE          0000000006 CHF 010319      250.00
- 00012          PLANET SA              0000000008 CHF 260319        56.00

F3=Exit          F6=Select a supplier          F12=Cancel
    
```

02. Recapitulation per supplier :

The system displays a line per supplier indicating the total amount paid per supplier as well as the number of movements selected. With the aid of function key **F6=Choose a supplier**, the user may add open posts or on the contrary with the aid of option **4=Delete**, delete completely a supplier from the selection.

```

RBM130B          SIMIC SYSTEM - PAYABLES          Company no : 107
                Review payment selection
Position to . . . . . :                Supplier no
Type your option, press ENTER.        Total selected: CHF          531.00
1=Select          4=Delete
                                     Total Selected
Op Supplier no  Name          Bank account      company cur.  mov.
- 00011          DUCOMMUN PIERRE          AB-65987          475.00      4
- 00012          PLANET SA              56.00            1

F3=Exit          F6=Select a supplier          F12=Cancel
    
```

Function key **F6**:

```

RBM130C          SIMIC SYSTEM - PAYABLES          Company no : 107
                Payment selection
Supplier : 00011          DUCOMMUN PIERRE
Type      : A01          Lausanne
Hash total selection. . . :          475.00          Total selected : HF          475.00

Type your option, press ENTER.
1=Select          4=Delete
Opt              Invoice
  Inv./ref. Cur  |RBM130D          Open items
1 0000000004 CHF |1|1=Select          Due          Balance
1 0000000004 CHF |Op Reference Suppl.ref. Cur Date      to be paid
1 0000000005 CHF |1| 0000000009 FZ-1234567 CHF 300596      100.00
1 0000000006 CHF |2| 0000000010          CHF 050696      100.00
                  | 0000000007          USD 290396      400.00
                  |
                  | F3=Exit          F12=Cancel
F8=Unalloc.amt  F4=Open |
    
```

RBM130C	SIMIC SYSTEM - PAYABLES		Company no : 107	
<b>Payment selection</b>				
Supplier :	00011	DUCOMMUN PIERRE		
Type :	A01	Lausanne		Total selected :CHF
Hash total selection . . . :		573.00		573.00
Type your option, press ENTER.				
1=Select 4=Delete				
Opt	Inv./ref.	Cur	Invoice amount	Inv. date
				Due date
				Discount amount
				Balance to be paid Rls
1	0000000004	CHF	100.00	280296 310396
				0.00
1	0000000004	CHF	25.00	280296 300496
				0.00
1	0000000005	CHF	100.00	010196 310196
				0.00
1	0000000006	CHF	250.00	310196 010396
				0.00
1	0000000009	CHF	100.00	300496 300596
				2.00
F8=Unalloc. Amt. F4=Open items F9=Next selection F11=Additional view				

Each time the use modifies his selection the total selected in company currency is updated.

RBM1308	SIMIC SYSTEM - PAYABLES		Company no : 212	
Unallocated amounts				
Supplier no	00000	TEST		
Supplier reference :	_____			
Reference date :	24042001			
Currency	F4: CHF			
Invoice amount	:	0.00		
Terms	F4: A00	30 JOURS		
Release type	F4: R01	BCV SFR/B		
User text	:	_____		
Order no	:	_____		
F9=Accept				F12=Cancel

### MODE OF PAYMENTS

Option 8=*Modes of payment* allows management of the splitting up of the payment among the diverse modes of payment (Ref. Menu Point 113, *Modes of payment*).

RBM130F	SIMIC SYSTEM - PAYABLES		Company no : 107	
<b>Review release types</b>				
		<b>Original</b>	<b>New</b>	<b>Company</b>
<b>Rls Description</b>	<b>Cur</b>	<b>amount</b>	<b>Amount</b>	<b>Amount</b>
R01 SWISS BANKS	CHF	465.50	465.50	465.50
---		0.00	0.00	0.00
F3=Exit	F4=List of release types	F9=Accept	F12=Cancel	

The user may modify the spitting up, add or delete modes of payment.

RBM130F	SIMIC SYSTEM - PAYABLES		Company no : 107	
<b>Review release types</b>				
		<b>Original</b>	<b>New</b>	<b>Company</b>
<b>Rls Description</b>	<b>Cur</b>	<b>amount</b>	<b>Amount</b>	<b>Amount</b>
R01 SWISS BANKS	CHF	465.50	465.50	465.50
R02 BCV USD	USD	0.00	1500.00	2250.00
---		0.00	0.00	0.00
F3=Exit	F4=List of release types	F9=Accept	F12=Cancel	

Each time he presses function key **F9=Accept**, the system splits up the amounts of the selection according to the new sharing.

RBM130F	SIMIC SYSTEM - PAYABLES		Company no : 107	
<b>Review release types</b>				
		<b>Original</b>	<b>New</b>	<b>Company</b>
<b>Rls Description</b>	<b>Cur</b>	<b>amount</b>	<b>Amount</b>	<b>Amount</b>
R01 BCV SFR	CHF	50.00	50.00	50.00
R02 BCV USD	USD	1085.50	1085.50	1628.25
F3=Exit	F4=List of release types	F9=Accept	F12=Cancel	

Attention, the system constructs the selection until there is agreement with the indicated amount for each mode of payment. All invoices of a mode of payment of the original selection which go above the indicated amount are excluded from the selection. Therefore, the user should, during sharing, introduce an amount for each mode of payment sufficiently high so as to be sure that all the original selection is taken into account. A screen is displayed to the user for confirmation.

## TREATMENT OF PAYMENTS

### GENERAL POINTS

Option 9=*Treatment* allows processing payments previously selected.

The user must state the value date of the payments made. He must also state the check number published during selection of payments.

Two lists are produced. One gives details of payments made with recapitulation of amounts per currency, per supplier and per mode of payment. The other establishes the orders of payments destined for banks.

### USE

The options and functions listed below are accessible to users who hold the rights specified by the head of SIMIC SYSTEM security.

### FUNCTION KEY

F9=Accept      Executes the work according to specified criteria.

### WORK DISPLAY

RBM1291	SIMIC SYSTEM - PAYABLES	Company no : 107
<b>Payment run</b>		
<b>SELECTION CRITERIA</b>		
Supplier no	(blank for all): 00011	DUCOMMUN PIERRE
Currency	: CHF	CHF
Due date selection	(ddmmccyy): 08 05 1996	
Release type	(blank for all):	
Selection description	: PAYMENT JULY	
Total value selected	: 465.50	
Voucher no	: 96009	
GL period	: 04 APRIL	
Voucher date	(ddmmccyy): 25 05 1996	
Cheque/value date	(ddmmccyy): 30 05 1996	
One bank entry by supplier Y/N: Y		
F3=Exit	F9=Accept	F12=Cancel

### *G.L. period:*

The user may modify the period of the account imputation of the voucher of the G.L. created by the payment. The period chosen during selection of the payment is displayed by default.

**During treatment of invoices in foreign currency, if the user changes the imputation period, the exchange rate of the period chosen during selection is maintained.**

*Voucher date (ddmmccyy):*

The user indicates in this zone the voucher date. Valid in the G.L. for the date of the voucher and the date of transactions.

*Cheque/value date (ddmmccyy):*

The user states in this zone the value date. Valid in the G.L. for the value date of transactions (Serves as a base for calculations of any interest Ref. G.L. guide).

*Cheque no:*

If only one supplier was selected, the user may indicate the cheque no. This number will be recorded into the payment record.

*Hash total of the selection:*

This zone only appears if the internal payments check was active during selection of payments.

The user states in this zone the check number mentioned on the list of payment checks.

*One bank entry by supplier:*

- Y The voucher created contains a transaction per supplier in the treasury account (bank, transit).
- N The voucher created contains a global transaction in the treasury account (bank, transit).

Two printed lists are produced; they carry the following information :

ORDER OF PAYMENTS (of the company) :

- the modes of payment
- the treatment number of the payments
- the numbers and names of the suppliers
- the invoice numbers
- the suppliers' reference
- original currency code
- account voucher numbers
- invoice dates and due dates
- amounts invoiced
- discounts
- amounts paid in original currency and in company currency.

ORDER OF PAYMENTS (destined for banks) :

- the modes of payment
- the bank concerned
- clearing number
- account number
- value date
- amount paid
- currency code
- supplier's bank account number
- supplier's bank name
- account at the supplier's bank
- the name of the beneficiary.

## 154 ANNULATION OF A LOT OF PAYMENTS

This menu point allows deletion of a payment run. Each time the user accepts by function key **F9=Accept**, a payment run (Menu Points 150, *Manage payments* and 155, *Manual payments*) the system attributes to all movements generated, (deductions in the G.L., recording of payments, non-allocated amounts and discounts in 'Suppliers') a unique run number. The user may identify this number by displaying the details of a payment (Option **5=Display** menu point 130, *Supplier's interrogations*).

The whole of the run will be deleted :

- Deletion of the whole voucher in the G.L.
- Deletion of recordings of payments, non-allocated amounts and discounts and reopening of paid invoices.

Once the run is chosen, the system displays in the movements concerned by the run. The user can then confirm the deletion using function key **F9**, and in addition the user can recreate a selection according to the deleted movements. This recreated selection can be used with the standard SIMIC option 150.

The user may delete one payment alone coming from a paid invoice using menu point 156, *Annulation of a payment*).

### USE

The options and functions listed below are accessible to users who hold the rights specified by the head of SIMIC SYSTEM security.

### FUNCTION KEYS

F9=Next screen                      Displays of movements concerned.  
 F9=Accepts and deletes          Confirmation of the deletion.

### WORK DISPLAY

RBM1151	SIMIC SYSTEM - PAYABLES Delete an payment run	Company no : 107
Run no        : 0000010 Voucher no:        96005 Date         : 30/04/1996 Period      : 04 Data set    : 1 Run no       : 0000024 Recreation select. : N (Y/N) Selection descript.: _____		
F3=Exit	F9=Next display	F12=Cancel

#### *Run number:*

This numerical zone allows input of the run number that the user wants to delete. Menu point 130, *Interrogations*, allows the run number to be known.

#### *Voucher number:*

This indicates the voucher number of the payment run to be deleted.

*Date:*

Indicates the date of the payment run to be deleted.

*Period:*

Indicates the period of the payment run to be deleted.

*Data Set:*

Indicates the Data Set of the payment run to be deleted.

*Recreation of the selection :*

Indicates if a new selection based on the deleted movements must be created.  
If yes, the user could be work with this selection with the standard SIMIC option 150.

*Selection of the description :*

Indicates the name of the description if necessary.

RBM115C	SIMIC SYSTEM - PAYABLES			Company no : 107
	<b>Display movement run</b>			
Run no	: 0000010			
No	Name	Reference	Type Cur	Amount
00011	DUCOMMUN PIERRE	0000000007	PMT USD	100.00-
F3=Exit	F9=Accept & delete		F12=Cancel	

## 155 MANUAL PAYMENTS

### GENERAL POINTS

This menu point allows processing of the payments during reception of advices of bank payments. This menu point offers also the possibility of processing any charges debitted by the bank.

The user selects invoices according to several criteria:

- supplier number
- original currency
- due date
- mode of payment

It mentions also the value date of payments made as well as the mode of payment used.

According to his wishes, the user may display the list of invoices selected. He has the possibility of excluding certain invoices from his selection. He still indicates discounts, amounts paid and bank changes to be processed. He can also work with an unallocated amount using function key **F8**.

Several lists are produced. They describe:

- selection criteria used
- selected invoice details
- modes of payments used
- internal check of payments
- details of payments made with the recapitulative of amounts per currency, per supplier and per mode of payments

### USE

The options and functions listed below are accessible to users who hold the rights specified by the head of SIMIC SYSTEM security.

### SPECIAL OPTIONS

Parameter (5), conditioning the image or the programme, managed in menu point 16, *Security Master*:

- 2 Credit notes (type 102) are always selected even if they are not due.
- 3 The reference 1 of the GL transactions is NOT filled by the invoice no.
- 4 The called 'User call' is RBJPRU01B instead of RBJPRU01A.
- 5 Allows the printing of letters of payment.

### SCREEN OPTIONS

1=Choose an invoice to process the payment.

This option is proposed after having specified the criteria of selection during production of the list of invoices to pay.

12=Dued date selection The proposed date is BLANK.  
It allows to select all open invoices.

14=Check discount      The discount due date is checked with the current date instead of the date of the selection.

### FUNCTION KEYS

F5 =Display supplier again Displays the selection and original amounts.  
 F8 = Unalloc. amt.                      Allows allocation of a payment **without** an invoice.  
 F9 =Accept                                  Executes the work according to specified criteria.  
 F11 =Additional view                      Displays the supplier références.

### WORK DISPLAY

RBM1271	SIMIC SYSTEM - PAYABLES		Company no : 107
<b>Manual payment</b>			
Supplier no	F4: 00011	DUCOMMUN PIERRE	
Currency	F4:		
Due date selection (ddmmccyy):	09 05 1996		
Release type selected	F4: _____	(Blank for all)	
Release type omitted	F4: _____		
Selection description	: PMT MAY 1996 _____		
Auto-selection (Y/N):	Y		
Display selection (Y/N):	Y		
Force discount (Y/N):	N		
Max. amount by supplier in CHF :	0.00		
Max. selection amount in CHF :	0.00		
GL period . . . . . :	04	APRIL	
Release type payment	F4: R01	SWISS BANKS	
	20000	SWISS BANKS CORPORATION	
Voucher date + no (ddmmccyy):	20 05 1996	96009	
Cheque/value date (ddmmccyy):	30 05 1996		
Cheque no	: _____		
F3=Exit	F9=Next screen	F12=Cancel	

*Supplier number (blank = all):*

Only invoices to pay of the supplier indicated here are selected. Supplier number is obligatory.

*Currency:*

Only invoices to pay whose original currency code is indicated here are selected. Do not mention anything if you want to select invoices whatever their currency may be.

*Due date selection (ddmmccyy):*

Only invoices whose due date is before or on the date specified here are selected. If this field is BLANK, all open invoices are selected.

*Release type selected:*

Only invoices whose modes of payment are indicated here are selected. Do not mention anything if you want to select invoices whatever their mode of payment.

*Release type omitted:*

Invoices whose modes of payment are indicated here are not selected. Do not mention anything if you do not want to exclude invoices according to their mode of payment.

*Selection description:*

This zone of 30 alphanumeric characters allows description of the selection operated.

*Automatic selection (Y/N):*

- Y The system selects invoices according to specific criteria. The user has the possibility of excluding from the selection invoices to be thrown away.
- N The system selects invoices according to specific criteria. The user may then select certain invoices so as to pay them.

*Force selection (Y/N):*

- N During selection display, the user may modify discounts calculated by the system.
- Y During selection display, the user may not modify discounts calculated by the system.

*Display selection (Y/N):*

- Y The system displays invoices selected according to specific criteria.
- N The system does not display invoices selected according to specific criteria. This option is authorised only when the user has chosen the automatic selection "Y" and force discount "Y".

*Max. Amount by supplier in company currency:*

Maximum limit per supplier. Useful especially in liaison with payments (Ref. Menu Point 148, *Analysis of payments*). This option is only allowed when the user has opted for display of selection 'N'.

*Max. Selection amount in company currency:*

Maximum limit per supplier. Useful especially in liaison with payments analysis (Ref. Menu Point 148, *Analysis of payments*). This option is only allowed when the user has opted for display of selection 'N'.

*G.L. period:*

Allows user to choose the period of the G.L. in which he wants to impute the account transactions. By default, the system indicates the current period of suppliers. The modification of this zone is conditioned by the user's rights (Ref. *Security guide*). The system applies the exchange rate of the period indicated in this zone in case of payments in foreign currency.

*Release type payment :*

This zone allows specification during selection of invoices to pay, of the mode of payments code used.

*Voucher date + number (jjmmccyy):*

The user indicates here the voucher date. Valid in the G.L. for the voucher date and date of transactions.

*Cheque/value date (ddmmccyy):*

The user states in this zone the value date. Valid in the G.L. for the value date of transactions (Serve as a base for calculations of any interest Ref. *G.L. guide*).

*Cheque number :*

Allows indication of cheque number.

**Display zone of the selection = Y**

The system displays the selection per supplier.

RBM127C	SIMIC SYSTEM - PAYABLES						Company no : 107
<b>Payment selection</b>							
Supplier :	00011	DUCOMMUN PIERRE					
Type :	A01	Lausanne					Total selected :CHF
Hash total selection . . :		855.50				1226.00	
Unallocated amount : CHF :		1,000.00					
Type your option, press ENTER.							
l=Select							
<b>Opt</b>	<b>Type</b>	<b>Used</b>	<b>Movement</b>	<b>Mov.</b>	<b>Due</b>	<b>Discount</b>	<b>Balance</b>
	<b>Inv./ref.</b>	<b>Cur</b>	<b>amount</b>	<b>date</b>	<b>date</b>	<b>amount</b>	<b>t1 be paid Rls</b>
1	0000000004	101 CHF *	100.00	280296	310396	2.00	98.00 R01
1	0000000004	101 CHF *	25.00	280296	300496	0.50	24.50 R01
1	0000000005	101 CHF *	100.00	010196	310196	2.00	98.00 R01
1	0000000006	101 CHF	250.00	310196	010396	5.00	245.00 R01
1	0000000007	101 USD	500.00	280296	290396	10.00	390.00 R01

F8=Unalloc. Amt.	F5=Restart supplier	F9=Accept	F11=Additional view
------------------	---------------------	-----------	---------------------

*Discount amount:*

This zone allows specification during the display of invoices to pay, of the amount of the discount. This zone is only accessible during the renouncing of force discount.

*Balance to be paid:*

This zone allows specification during the display of invoices to pay, of the amount to pay. The system proposes the net amount to pay. The user may state a different amount so then it becomes a partial payment or a prepayment.

*Pmt:*

This zone allows specification, during the selection of invoices to pay, of the mode of payments code in the case that the user wants to modify it.

*Hash total of the selection:*

Represents the total addition of amounts selected without differentiation of selected currencies. Has a sense during selection of a unique currency.

*Selection total:*

Represents the total of the selection in company currency.

## WORK WITH AN ALLOCATED AMOUNT

RBM13085 212	SIMIC SYSTEM - PAYABLES		Company no :
Unallocated amounts			
Supplier no	00000	TEST	
Supplier reference	:		
Reference date	: 24042001		
Currency	F4: CHF		
Invoice amount	:	0.00	
Terms	F4: A00	30 JOURS	
Release type	F4: R01	BCV SFR/B	
User text	:		
Order no	:		
F9=Accept			F12=Cancel

## GENERAL POINTS

One unallocated amount **alone** is possible per supplier.  
 As long as the selection has been treated, this unallocated amount is not referenced (reference/invoice no = **BLANK**).  
 Running treatment (screen option 9) this unallocated amount receive a reference/invoice no.  
 The generated payments list will indicate this no.  
 The VAT is not used for these kind of payments.  
 The movement type created is '203' (basically = unallocated amount).  
 If this payment is an advance on an invoice to be received, it will be treated later on as a credit note but with a movement type '203'.

## ZONE DEFINITIONS

### *Supplier reference:*

Allows attribution to the unallocated amount of a reference which can be used as a selection criterion. This zone is facultative. (Corresponds in general to the number of the supplier's invoice)

### *Reference date:*

Allows input of the unallocated amount date. The date must be indicated in the European format DDMMYYYY.

### *Currency:*

During registering of an unallocated amount, the system proposes the company currency. The user may indicate the code of the original unallocated amount as long as it is defined in the currency file

*Foreign amount:*

Unallocated amount to be paid. A **zero** value means “nothing to be paid” (Ex. to delete a previous proposal).  
A positive value indicates an amount to be paid.

*Terms:*

Allows specification of the code of the payment terms of the unallocated amount, as long as this code has been previously defined.  
This field is obligatory, but it is not used for the due dates. These dates are filled up with the reference date.

*Release type:*

This zone is protected. The contents come from the selection screen.

*User text:*

This allows input of a description concerning the invoice. This zone is retaken by the system as a description of transactions during processing of the invoice.

*Order number:*

Allows application to the invoice of a reference relating to the order placed with the supplier. This facultative zone is indicated only for information.

Using function key **F9=Accept**, the system displays a table which allows the user to correct the total amount paid if the exchange rate of the bank is different from that of the system as well as sharing any bank charges.

RBM1273		SIMIC SYSTEM - PAYABLES		Company no : 107	
<b>Payment selection</b>					
Total at current period rate	:			1226.00	
Total paid in	CHF	:		1226.00	
Bank charges	Account no (F4)	Cur	Description		Amount
Charges 1	: 30001		CHF EXPENSES 1		25.00_
- refer. 1/2/3:	CH. MAY 96 /	/	/		
- descript.1/2:		/	/		
Charges 2	:				0.00_
- refer. 1/2/3:		/	/		
- descript.1/2:		/	/		
Charges 3	:				0.00_
- refer. 1/2/3:		/	/		
- descript.1/2:		/	/		
Charges 4	:				0.00_
- refer. 1/2/3:		/	/		
- descript.1/2:		/	/		
Total advise in	CHF	:		1251.00	
F3=Exit			F9=Accept		F12=Cancel

*Total at current period rate:*

Indicates the total amount of the selection at current period rate.

*Total paid in:*

Indicates the total paid in mode of payment currency chosen. The user may modify this amount so that it corresponds with that indicated on the debit advice from the bank.

*Charges 1-5:*

The user may split up any charges into 5 G.L. accounts.

*References 1/2/3 :*

Allows input of necessary indications in the different reference zones of the G.L.

*Descriptions 1/2 :*

Allows input of necessary indications in the different description zones of the G.L.

*Total advice in :*

Indicates the total debit advice in mode of payment currency.

Several printed lists are printed and they carry the following information :

#### SELECTION

- the supplier
- the currency
- the payment date
- the payment mode
- the description

#### PAYMENTS

- the payment mode
- the numbers and names of suppliers
- the currency
- the invoice numbers
- supplier's references
- terms of payment
- invoice dates, due dates and discount dates
- amounts invoiced, discounts and amounts paid

#### RECAPITULATION

- the amounts paid per mode of payments

#### PAYMENTS CHECK

- old hash total (old check number)
- supplier's number
- account number at the bank
- the date, time and name of the selection
- the type of mode of payments
- new hash total (present check number)
- Hash total selection (check number to state during processing of payments)

#### ORDER OF PAYMENTS

- the modes of payment
- the bank concerned
- clearing number
- account number
- value date
- amount paid
- currency code
- supplier's bank account number
- supplier's bank name
- account at the supplier's bank
- the name of the beneficiary.

## 156 ANNULATION OF A PAYMENT

### GENERAL POINTS

This menu point allows cancelling of a payment processed before in liason with the invoice which it refers to. The invoice will thus be reopened.

The user selects the payments according to several criteria:

- the invoice number
- the supplier's number.

The system displays the list of paid movements (invoice), the user chooses then the payment to be cancelled. He must state the treasury accounts touched by the cancellation

The system creates a cancellation voucher in the current period, deletes the payment and discount recordings and reactivates the movement (invoice).

### USE

The options and functions listed below are accessible to users who hold the rights specified by the head of SIMIC SYSTEM security.

### OPTIONS

- 1=Choose      Choose a payment to cancel.  
This option is proposed after having specified the selection criteria during the display of the payment list.

### SPECIAL OPTIONS

Parameters (5), conditioning the image or programme, managed by menu point 16, *Security Master*:

- 1      During input of a movement (invoice, Cn,..) the system does not transfer automatically the invoice no in the reference 1 zone of the imputation voucher in the G.L.

### FUNCTION KEYS

- F9=Accept      Launches the work according to specified criteria.

## WORK DISPLAY

```

RBM1533                SIMIC SYSTEM - PAYABLES                Company no : 107
                        Payment cancellation

                        Payment list

01 By invoice/reference :
02 By supplier no      F4:
   Name                F4/14:

                        OPTION . . . . . : 02

F3=Exit                F12=Cancel
  
```

### *By invoice/reference:*

This allows indication of the invoice number in which one wants to cancel a payment.

### *By supplier number:*

This allows indication of the characters composing the number of the supplier in question. One may only mention the beginning of a number.

```

RBM153C                SIMIC SYSTEM - PAYABLES                Company no : 107
                        Payment cancellation

Type your option. press ENTER.
1=Select
Opt Supplier no      Name                Reference      Date  Cur      Amount
00011                DUCOMMUN PIERRE      PMT 0000000004 300596 CHF      98.00-
00011                DUCOMMUN PIERRE      PMT 0000000004 300596 CHF      24.50-
00011                DUCOMMUN PIERRE      PMT 0000000005 300596 CHF      98.00-
00011                DUCOMMUN PIERRE      PMT 0000000006 300596 CHF      245.00-
00011                DUCOMMUN PIERRE      PMT 0000000007 300496 USD      100.00-
00011                DUCOMMUN PIERRE      PMT 0000000007 300596 USD      390.00-

F3=Exit                F12=Cancel
  
```

```

RBM1541                SIMIC SYSTEM - PAYABLES                Company no : 107
                        Payment cancellation                Data Set : 1

Supplier no          : 00011                DUCOMMUN PIERRE
Reference no         : 0000000004 / 001
Payment type        : 201                Payment
Amount paid         :                98.00-    CHF
Reference discount  :                2.00-    CHF
Payment date        : 30.05.1996        CHF
Voucher no          :                96009
Data set            : 1
Period              : 04 / 1996

-----
Debit account       F4: 20000                SWISS BANKS CORPORATION
Override period     : 09                SEPTEMBER

F3=Exit                F9=Accept                F12=Cancel
  
```

### *Supplier number:*

Indicates the number and description of the supplier concerned by this cancellation.

*Reference number:*

Invoice number in which the user wants to cancel the payment.

*Payment type:*

Indicates the type of payment cancelled.

*Amount paid:*

Indicates paid amount to be cancelled.

*Reference discount:*

Indicates the amount of any discount accorded to this invoice.

*Supplier discount:*

Indicates the total amount of discount accorded to this supplier.

*Date:*

Date of payment to cancel.

*Voucher number:*

Number of voucher to be cancelled.

*Data Set:*

Original Data Set of payment.

*Period:*

Original period of payment.

*Credit account:*

Allows indication of the treasury account number credited during cancellation.  
The system proposes the account used during payment.

In certain cases, it is preferable to use a transit account.

*Période de substitution:*

Permet d'imputer le paiement dans une autre période comptable que la période courante.  
Le Data Set utilisé pour l'extourne est le Data Set courant. (DS dans lequel l'utilisateur se trouve.)

## **157 REALIZE LOCAL SUPPORT**

### GENERAL POINTS

Here payments must be made conforming to procedures in vigour in the company.  
Please refer to adhoc documentation.

## **158 CHEQUE PRINTING**

### GENERAL POINTS

Cheques of payments made by modes of payment type "C" are produced automatically.  
Please refer to adhoc documentation.

## **159 DELETION OF THE CHEQUE FILE**

### GENERAL POINTS

Here the file conserving information destined to produce automatically cheques of payments made by modes of payments of type "C" is deleted. An intermediary image displays to confirm the choice.

Please refer to the manual describing the practical use of the operation.

Please refer to adhoc documentation.

## SPECIAL WORK

### 161 PURIFICATION OF THE INVOICE FILE

#### GENERAL POINTS

Here the file conserving invoices, payments and other movements finally finished is purified. The user specifies the number of months after which a paid invoice is eliminated from the system.

The procedure is executed by function key **F9=Accept**.

The purified recordings compose a list and are stored in a member of the base files (RBFDTTC et SMFAPT). These members must be saved manually on an external support and can then be deleted. The name of this member appears on the screen during execution of the menu point.