South African Weather Service

Accounts Payables
Training Manual

Document Review and Distribution

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Document review

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1   INTRODUCTION

Welcome to the world of NetSuite.

In this course, you will learn to use the Accounts Payable functions of NetSuite, which includes entering vouchers, paying vouchers, entering & applying vendor credits and accessing reports. You will become familiar with the layouts and menu paths of NetSuite. The NetSuite application run within a browser window i.e. Internet Explorer, etc. When you log into NetSuite, you will see a set of tabbed pages. NetSuite calls these tabbed pages a "Center". The role that will be assigned to you will determine which "Center" you will be able to see.

Upon completion of this module, you will be able to:
- Log-in and navigate NetSuite
- Entering a Voucher
- Bill a Purchase Order
- Approving a Voucher
- Pay Voucher
- Approving a Payment
- Enter a Vendor Credit
- Approving a Vendor Credit
- Credit Vendor Returns
- Navigate NetSuite Reports
- Generating Accounts Payable Reports

2   ACCOUNTS PAYABLES

2.1   Basic Navigation

Using the Navigation Menu

At the bottom of the header is a navigation bar. The bar is made up of tabs labeled to represent the information that it links to. The tabs that are available depend on your user role. Above is an example ofthe navigation menu bar.

All of the tabs expand automatically to become navigation menus when you move your pointer over them. Navigation menus often have multiple levels. Hover over a menu to display submenus, and click a menu option to select it. For example, hovering over the Transactions tab displays the Transactions menu. In the following screenshot, the pointer has followed the Transactions menu to the Bank submenu and then to Make Deposits and is hovering over Search.
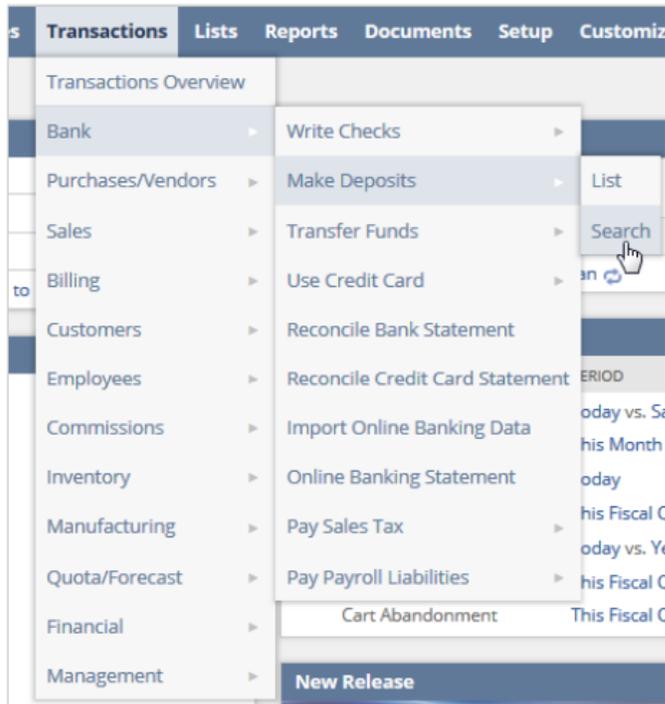
When you select a menu option, the tab remains highlighted to show you the context of the page you are on.

Three of the tabs on the navigation bar use icons instead of words. These are:

 Recent Records – NetSuite remembers the records you have viewed recently. Click this icon to open a dropdown menu of recent records.

⭐ Shortcuts – When you click this icon, you open the shortcuts menu. It contains links to your most frequently used records, transactions, lists, or reports. These shortcuts also appear in the Shortcuts Portlet. Often an administrator has set these up for you.

🏠 Home – Click this icon to go to your home dashboard page. When you hover over it, its menu includes a link to the Set Preferences page.

1	**Oracle NetSuite logo** – When you double-click the Oracle NetSuite logo, a popup window opens with details that your administrator can use to help identify the source if you have issues with performance in NetSuite. For more information, see the help topic Helping Users with Performance Issues.
2	**Global search field** – Enter a keyword to search for any type of record. For more information, see Using Global Search.
3	**Create New menu** – Use this dropdown menu to create new records of various types. For more information, see Using the Create New Menu.
4	**Help** – Click Help to open the NetSuite Help Center. The help center usually opens to a topic related to the page you are working with. For more information, see Getting Help.
5	**Feedback** – Click Feedback to rate your experience with NetSuite. Choose your satisfaction level, enter any comments (optional), and click **Submit**.
6	**User name and role** – Move your pointer over this area to open a dropdown list and change your role or sign out of NetSuite. For more information, see Switching Between Roles.
7	**Navigation menu bar** – This bar contains tabs that become navigation menus when you hover over them. For more information, see Using the Navigation Menu.

In this module we are not covering the **Approvals**, those will be covered once we are done with this manual. The Role being used for this Training is **SAWS A/P Officer** which is assigned to your user credentials.

2.2 Enter a New Voucher

In this section you will learn how to track your payables by entering vouchers as they arrive from vendors and pay them from the payables list as they are due.

Vendor Form	Detail
SAWS Voucher	As per Finance (AP) requirements

➢ On the Menu Bar, hover your mouse on Vendors, a Dropdown Menu will display.

➢ Hover to **Purchases ➔ Enter Vouchers and then click List**.
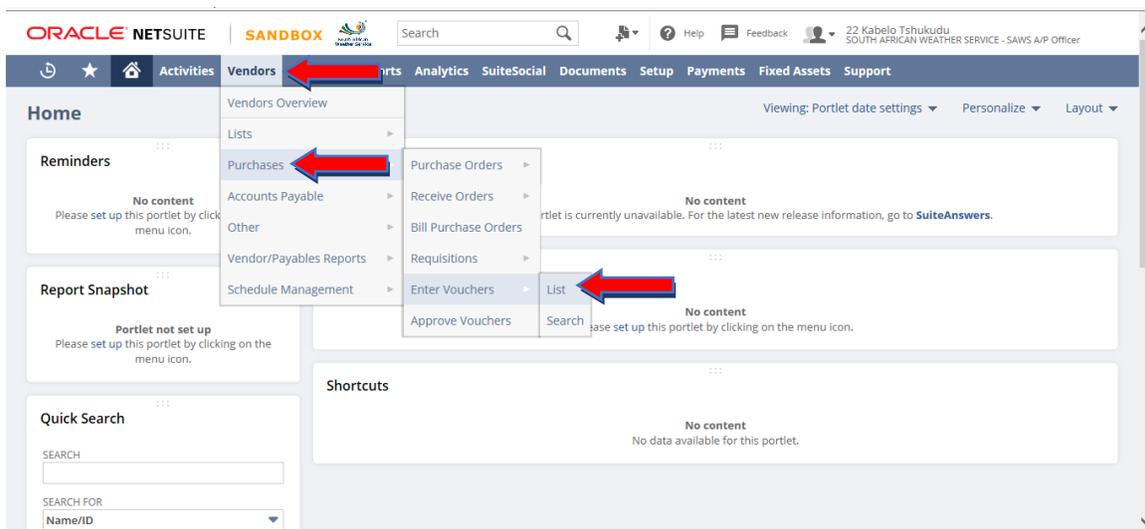
➢ List of Vouchers will be displayed:

➢ Click on New Transaction

Primary Information

- ➢ Enter Invoice Number for this transaction, such as the vendor's invoice number. (This Field is Mandatory *)
- ➢ Select Vendor, enter part of the name and list of Vendors with what you have typed will be displayed or select from Vendor from the list ⯆. (This Field is Mandatory *)
- ➢ Verify the Accounts Payable Account ⯆ that will be affected by this transaction, edit as needed.
- ➢ The Amount field will update as you add or edit line items or you can add the invoice amount on the field before adding line items.
- ➢ Verify the Currency and Exchange Rate for this voucher, edit as needed.
- ➢ Verify the Terms and Due Date for this voucher, edit as needed.

NOTE: Make sure the Due Date is correctly populated, as this will feed into the Vouchers to Pay Reminder.

- ➢ Enter Invoice Received Date. (This Field is Mandatory *)
- ➢ Verify the GL Date and Posting Period for this voucher, edit as needed. (This Fields are Mandatory *)

➢ Enter a Memo that will appear on the Accounts Payable register.

➢ Enter any related voucher details on the other provided fields.

➢ Navigate to the Expense and Items > Expenses subtab. (Scroll down on the form)

Expenses and Items Subtab > Expenses

➢ Select a G/L Account for this expense.
➢ Enter the expense Amount.
➢ Verify the Tax Code and Tax Amount
➢ Click **✔ Add** and Repeat for each expense.
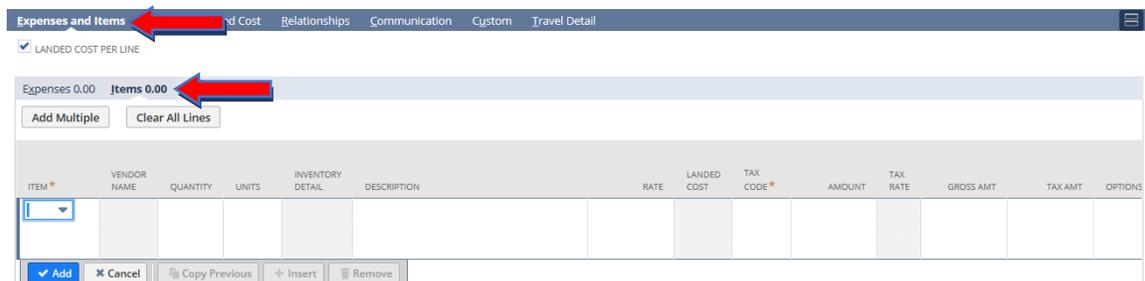
Expenses and Items Subtab > Items

➢ If you would like to track the purchase of a specific item, such as an inventory item, fixed asset, or other item for sale, Navigate to the Expenses and Items subtab > Items subtab. Do not fill out the Expenses subtab.

➢ Select the Item ▼ to add to the voucher and select the Quantity, Units, and Rate to bill. The Amount will prefill based on the Quantity * Rate.

➢ Click **✔ Add** after each line item entered.

➢ Click **Save ▼**, and the voucher will be submitted for Approval. The approver will only be notified after you click Save, so you may still edit the Voucher if you have not yet clicked Submit.

Primary information should look like below:

Expenses and Items Subtab > Expenses should look like below:

Expenses and Items Subtab > Items should look like below:

Approval Status confirmation (Pending Approval):

2.3 Bill a Purchase Order

Billing a Purchase Order indicates you have received an invoice from the vendor for items purchased. This lesson walks you through the steps to bill a Purchase Order.

Vendor Form	Detail
SAWS Voucher	As per Finance (AP) requirements

➢ On the Menu Bar, hover your mouse on Vendors, navigation **Vendors > Purchases > Bill Purchase Orders**
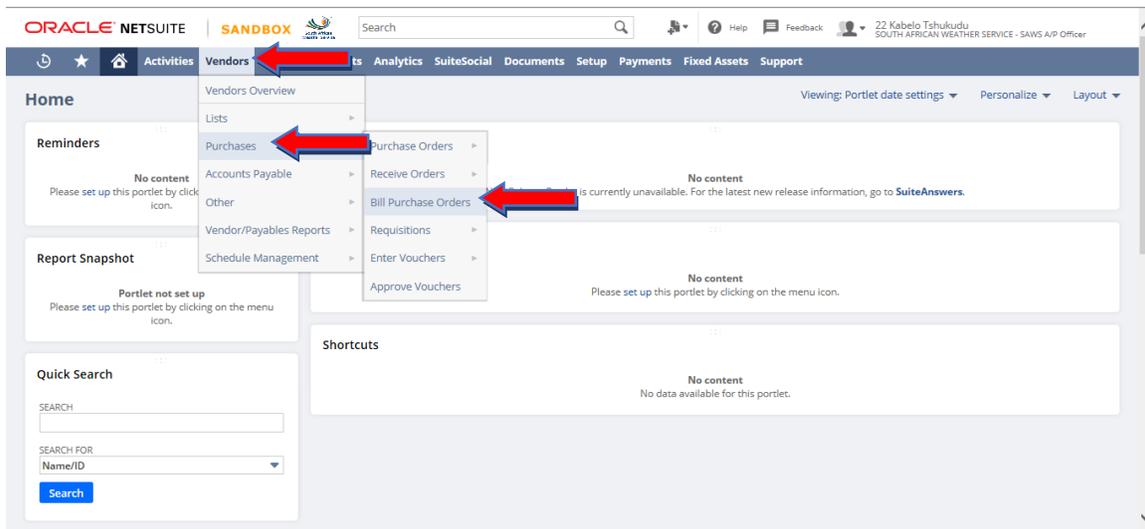
List of all Purchase Order ready to be billed is displayed.
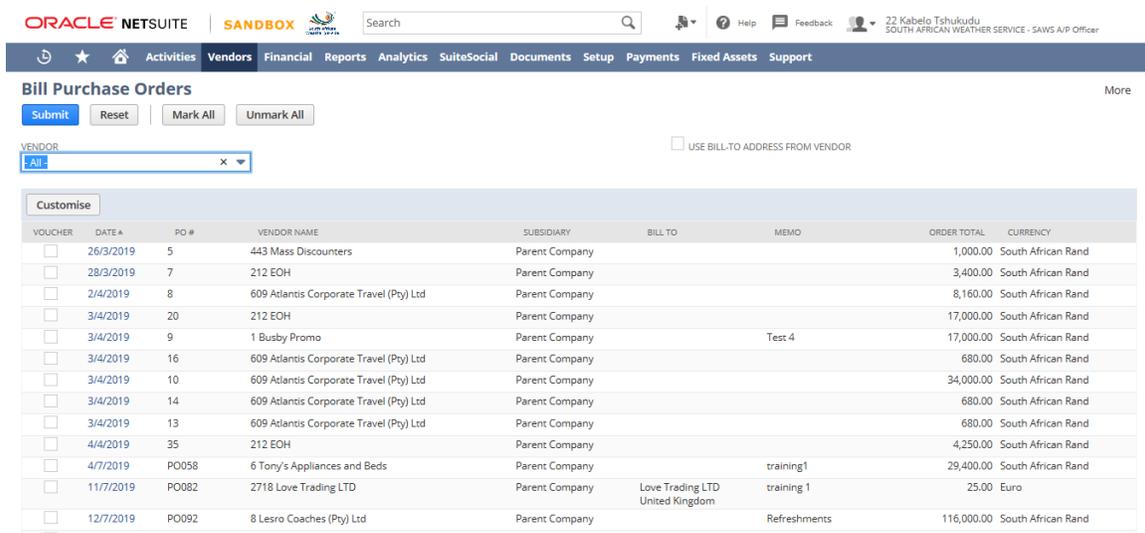
➢ Select Purchase Order(s) you want to create a Voucher for.

➢ Click **Submit** to create a Voucher, matching a Purchase Order to a Voucher. (Voucher form will be displayed)

Primary Information

➢ Enter Invoice Number for this transaction. (This Field is Mandatory *)
➢ Verify Vendor, should match from the Purchase Order.
➢ Verify the Accounts Payable Account ▼ that will be affected by this transaction, edit as needed.
➢ Verify the Amount, the amount is derived from the items.
➢ Verify the Currency and Exchange Rate for this voucher, edit as needed.
➢ Verify the Terms and Due Date for this voucher, edit as needed.

NOTE: Make sure the Due Date is correctly populated, as this will feed into the Vouchers to Pay Reminder.

➢ Enter Invoice Received Date. (This Field is Mandatory *)
➢ Verify the GL Date and Posting Period for this voucher, edit as needed. (This Fields are Mandatory *)
➢ Memo will be inherited from the Purchase Order.

➢ Navigate to the Expense and Items > Items subtab. (Scroll down on the form)

Expenses and Items Subtab > Expenses

- ➢ Verify the Item, Quantity, Units, and Rate to bill.
- ➢ Click **Save**, and the voucher will be submitted for Approval. The approver will only be notified after you click Save, so you may still edit the Voucher if you have not yet clicked Submit.

- ➢ To check the status of the Voucher navigate navigation **Vendors > Purchases > Enter Vouchers > List**

2.4 Pay a Single Vendor (Voucher Payments)

Once you have entered vendor voucher, you pay them when they are due. In this lesson, you will learn how to record the voucher payment in NetSuite where payment posts to the general ledger as an expense and the amount of the payment is deducted from your accounts payable total.

Vendor Form	Detail
SAWS Voucher Payment	As per Finance (AP) requirements

➢ On the Menu Bar, hover your mouse on Vendors, navigation **Vendors > Accounts Payables > Pay a Single Vendor > List.**

➢ List of all Voucher Payments will be displayed.

➢ Click **New Transaction** to create a new Voucher Payment

Primary Information

➢ Select from the dropdown ▼ sublist the A/P Account to associate with this payment. (This Fields are Mandatory *)

➢ Select form the dropdown ▼ sublist the bank Account you are using to pay these vouchers. (This Fields are Mandatory *)

➢ Select the Payee ▼ vendor name. List of Vendor vouchers will be displayed on the Apply subtab.

➢ Verify the Currency and Exchange Rate are correct.

➢ Verify the Date and Posting Period are correct.

➢ Navigate to the Apply subtab.

Apply Subtab

➢ Check the Apply ☑ box next to the vouchers to pay. Then review Payment fields.

➢ Review the Amount field to view the total amount being paid to the vendor.

➢ Click **Save ▼**, and the payment will be submitted for Approval. The approver will only be notified after you click Save, so you may still edit the Payment if you have not yet clicked Submit. **Note the Payment Number.**
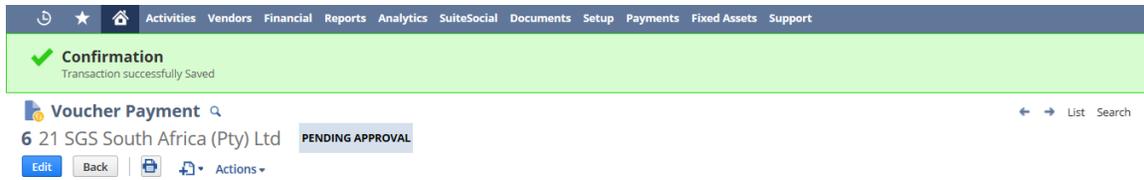
➢ Click on **List** to go back to the list of Voucher Payments.

➢ The Status of the payment we created now is Pending Approval.

➢ A Remittance Advice can be printed on the Approved Payment.

➢ Click **View** on the Payment you would want to print the Remittance Advice.
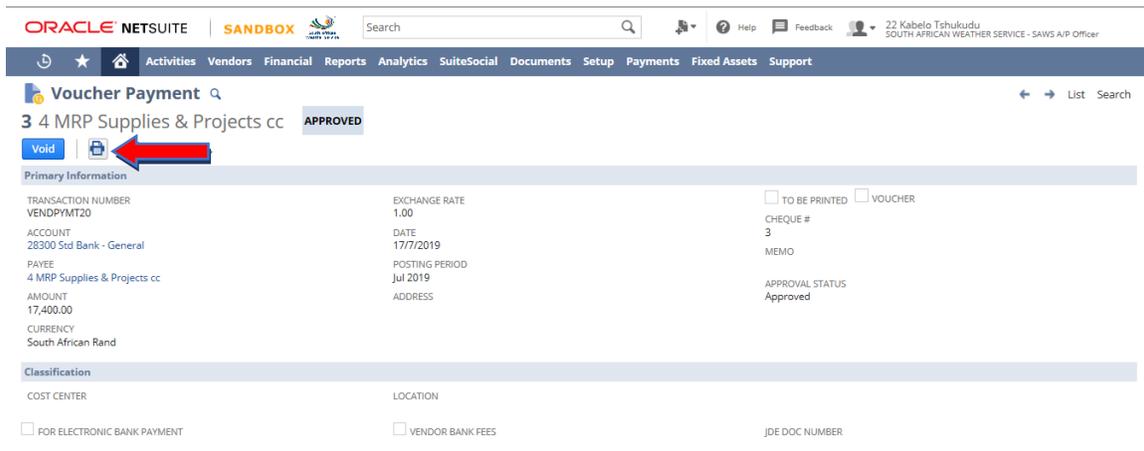
➢ Click on to view and print the Remittance Advice.

SOUTH AFRICAN WEATHER SERVICE
Private Bag X097
Pretoria Gauteng 00001
South Africa

Remittance Advice

Voucher Payment Date: 17/7/2019

Pay To
4 MRP Supplies & Projects cc

Date	Type	Invoice Number	Orig. Amt.	Payment
20/5/2019	Voucher	3WayTest123	R3,800.00	R3,800.00
9/7/2019	Voucher	12346	R13,600.00	R13,600.00

Amount Paid				**R17,400.00**

> ➢ Save and Send to Vendor.

2.5 Pay Vouchers (Batch Payments)

In this lesson, you will learn how to record the voucher batch payment in NetSuite.

Vendor Form	Detail
Voucher Payments	Standard Form

> ➢ On the Menu Bar, hover your mouse on Vendors, navigation **Vendors > Accounts Payables > Pay Vouchers**
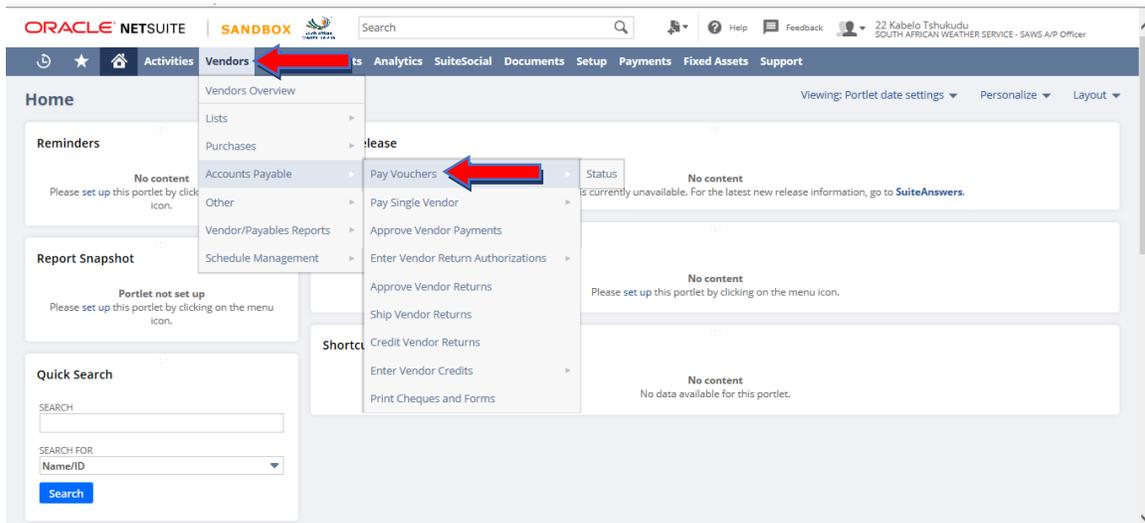
> ➢ Voucher Payments page is displayes
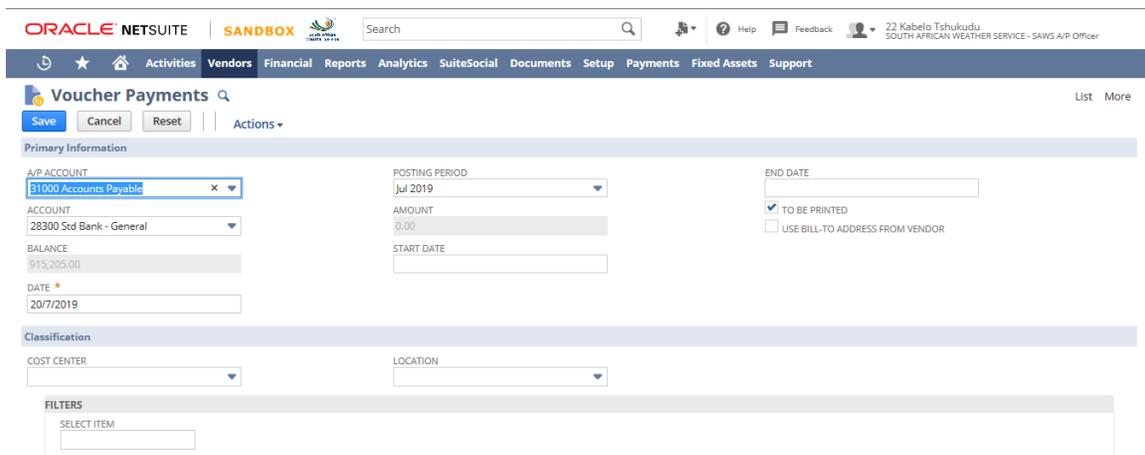
> ➢ Verify the A/P Account field, which displays the payable account to associate with this payment.

> ➢ Verify the Account field, which displays the bank account you are using to pay these vouchers.

> ➢ Select the Date and Posting Period for this voucher payment, edit as needed.

- ➢ Enter a date in the Start Date and End Date fields to filters your list of payable transactions by due date.

- ➢ Locate the transactions (Voucher, Expense Reports etc.) you want to pay and check ☑ Pay.

	DATE DUE ▲	TYPE	ID	VENDOR	REF NO.	CURRENCY	EXCHANGE RATE	ORIGINAL AMOUNT	AMOUNT DUE	DISC. DATE	DISC. AVAIL.	DISC. TAKEN	PAYMENT
☐	19/6/2019	Voucher	61	Pesiyanto Stationery cc	ABS012	South African Rand	1.00	1,000.00	1,000.00				
☐	20/6/2019	Voucher	246	Aves Cyber Security (Pty) Ltd	Test	South African Rand	1.00	500.00	500.00				
☐	3/7/2019	Voucher	7	Dikete Holdings cc	112	South African Rand	1.00	5,100.00	5,100.00				
☐	5/7/2019	Voucher	615	Mancor Mining Supplies and Equipment	UAT002	South African Rand	1.00	124,549.50	124,549.50				
☑	8/7/2019	Voucher	9	Bathale Electrical and Projects	INV002	South African Rand	1.00	1,000.00	1,000.00				1,000.00
☐	11/7/2019	Voucher	21	SGS South Africa (Pty) Ltd	112213	South African Rand	1.00	788.55	788.55				
☑	11/7/2019	Voucher	21	SGS South Africa (Pty) Ltd	1111	South African Rand	1.00	157.71	157.71				157.71
☐	11/7/2019	Voucher	21	SGS South Africa (Pty) Ltd	1234	South African Rand	1.00	600.00	600.00				
☐	11/7/2019	Voucher	21	SGS South Africa (Pty) Ltd	12112	South African Rand	1.00	30,492.81	30,492.81				
☐	16/7/2019	Voucher	4	MRP Supplies & Projects cc	123411	South African Rand	1.00	120,000.00	120,000.00				
☐	19/8/2019	Voucher	1	Busby Promo	TRAIN002	South African Rand	1.00	10,940.00	10,940.00				
☑		Expense Report	6	Kgothatso Miya	ER042	South African Rand	1.00	500.00	500.00				500.00

- ➢ Click **Save**.

ORACLE NETSUITE | SANDBOX | Search | Help | Feedback | 22 Kabelo Tshukudu SOUTH AFRICAN WEATHER SERVICE - SAWS A/P Officer

Activities Vendors Financial Reports Analytics SuiteSocial Documents Setup Payments Fixed Assets Support

✔ **Confirmation**
Transaction successfully Saved

Processed Voucher Payments

Refresh OK

NAME	STATUS	NUMBER	AMOUNT	ERROR MESSAGE
9 Bathale Electrical and Projects	Not Started			
21 SGS South Africa (Pty) Ltd	Not Started			
6 Kgothatso Miya	Not Started			
Total				

- ➢ Click **Refresh** until the Processed Voucher Payments show as Complete. Payments will be sent for Approval.

ORACLE NETSUITE | SANDBOX | Search | Help | Feedback | 22 Kabelo Tshukudu SOUTH AFRICAN WEATHER SERVICE - SAWS A/P Officer

Activities Vendors Financial Reports Analytics SuiteSocial Documents Setup Payments Fixed Assets Support

Processed Voucher Payments

Refresh OK

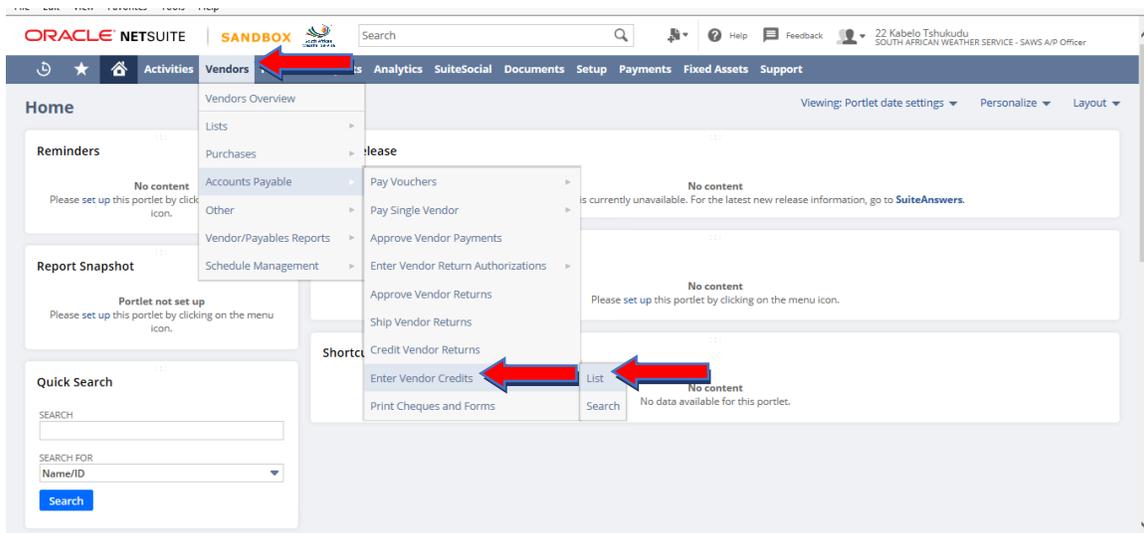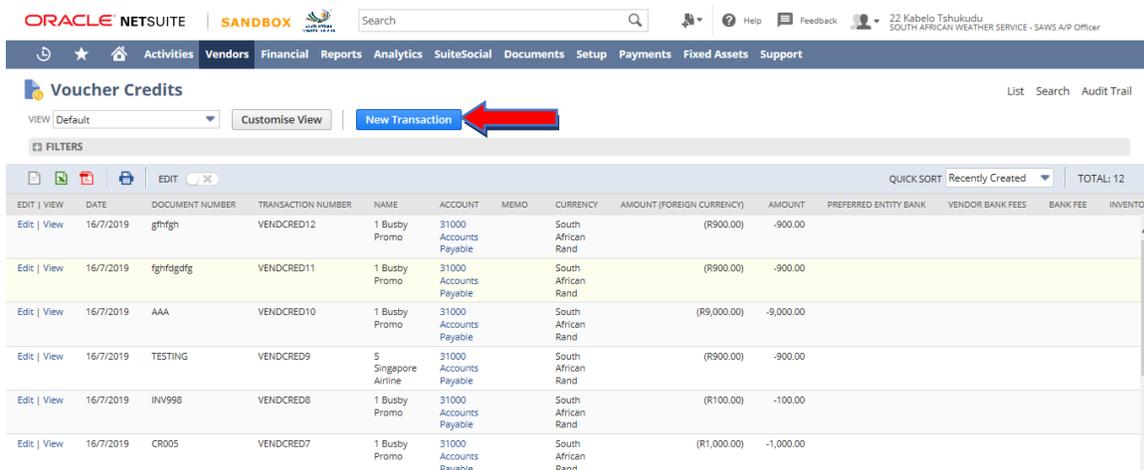| NAME	STATUS	NUMBER	AMOUNT	ERROR MESSAGE
9 Bathale Electrical and Projects	Complete	To Be Printed	1,000.00	
21 SGS South Africa (Pty) Ltd	Complete	To Be Printed	157.71	
6 Kgothatso Miya	Complete	To Be Printed	500.00	
Total			1,657.71	

- ➢ Click OK

2.6 Enter Vendor Credits

In this section you will learn how to enter a transaction to show credit from a vendor to apply towards your payables account. You can enter a vendor credit for all or part of the amount of the voucher.

Vendor Form	Detail
Voucher Credit	Standard Form

➢ On the Menu Bar, hover your mouse on Vendors, navigation **Vendors > Accounts Payables > Enter Vendor Credits then click List.**

➢ List of all Vendor Credits will be displayed.

➢ Click on New Transaction

Primary Information

- ➤ Enter Reference Number for this transaction.
- ➤ Select Vendor, enter part of the name and list of Vendors with what you have typed will be displayed or select from Vendor from the list ⬇. (This Field is Mandatory *)
- ➤ Select related Requisition Number. (If applicable)
- ➤ Verify the Accounts Payable Account ⬇ that will be affected by this transaction, edit as needed.
- ➤ The Amount field will update as you add or edit line items or you can add the invoice amount on the field before adding line items.
- ➤ Verify the Currency and Exchange Rate for this Voucher Credit, edit as needed.
- ➤ Enter Date. (This Field is Mandatory *)
- ➤ Verify the Posting Period for this Voucher Credit, edit as needed. (This Fields are Mandatory *)
- ➤ Enter a Memo.
- ➤ Navigate to the Items > Expenses subtab. (Scroll down on the form)

Items Subtab > Expenses

- ➢ Select a G/L Account for this voucher credit. (This Field is Mandatory *)
- ➢ Enter the Amount. (This Field is Mandatory *)
- ➢ Verify the Tax Code and Tax Amount (This Fields are Mandatory *)
- ➢ Click **✓ Add** and Repeat if there are multiple lines

- ➢ Click **Save ▼**, and the Voucher Credit will be submitted for Approval. The approver will only be notified after you click Save, so you may still edit the Voucher Credit if you have not yet clicked Submit.

2.7 Apply Vendor Credit

In this section you will learn of how to apply the Credit Memos to Vouchers.

Vendor Form	Detail
SAWS Voucher Payment	As per Finance (AP) requirements
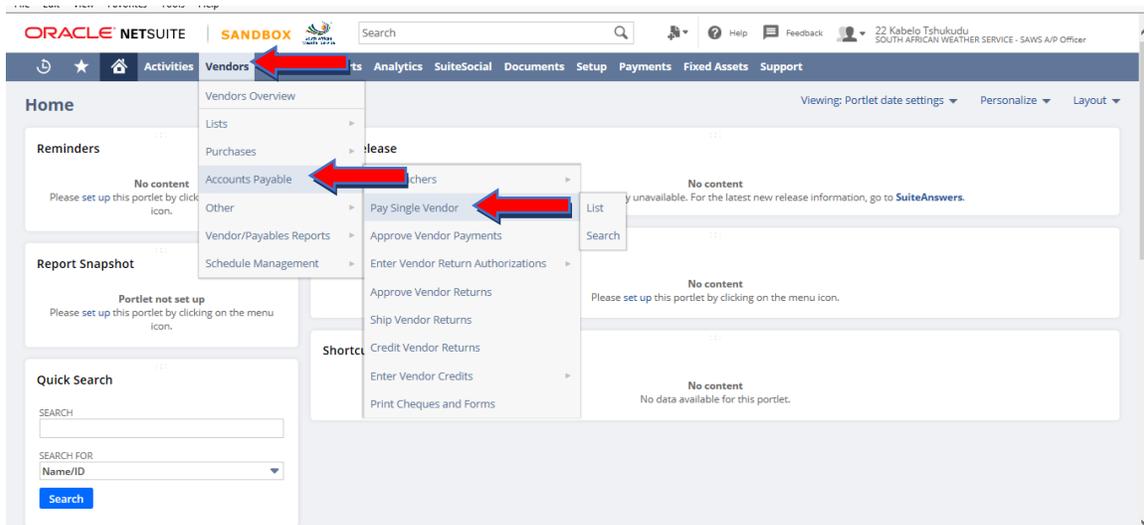
> ➢ On the Menu Bar, hover your mouse on Vendors, navigation **Vendors > Accounts Payables > Pay a Single Vendor.**

> ➢ Voucher Payment form will be displayed.

Primary Information

> ➢ Select from the dropdown ⯆ sublist the A/P Account to associate with this payment. (This Fields are Mandatory *)

- Select form the dropdown ▼ sublist the bank Account you are using to pay these vouchers. (This Fields are Mandatory *)
- Select the Payee ▼ vendor name. List of Vendor Vouchers and Credit Memos will be displayed on the Apply subtab.
- Verify the Currency and Exchange Rate are correct.
- Verify the Date and Posting Period are correct.
- Navigate to the Apply subtab.

Apply Subtab

- Check the Apply ☑ box next to the vouchers and credit memos you would like to offset. Then review Payment fields.
- Review the Amount field to view the total amount being paid to the vendor.

- Click **Save ▼** , and the payment will be submitted for Approval. The approver will only be notified after you click Save, so you may still edit the Voucher if you have not yet clicked Submit. **Note the Payment Number.**

➢
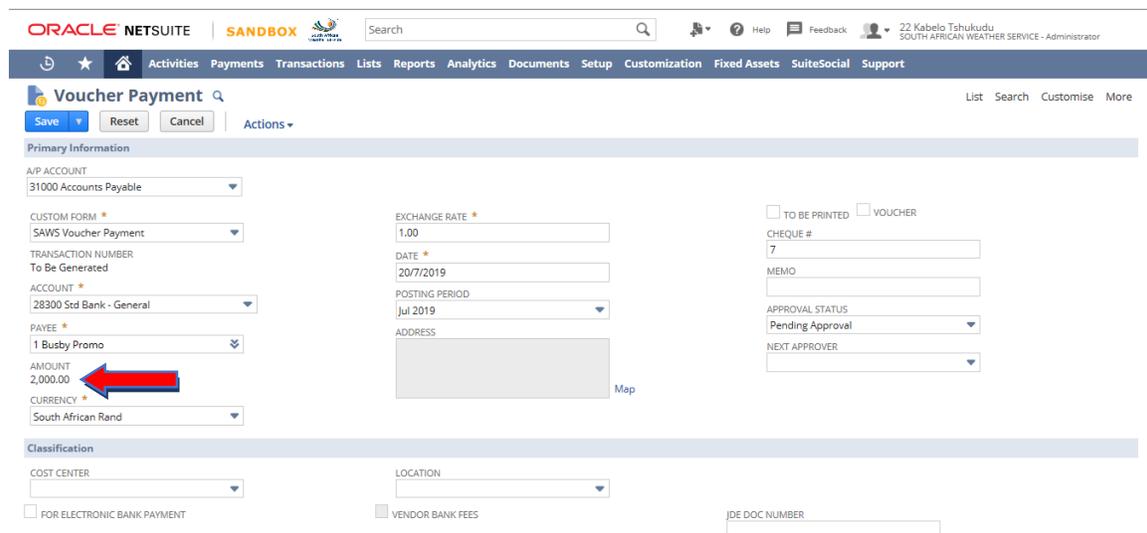
ORACLE NETSUITE | SANDBOX   Search   Help   Feedback   22 Kabelo Tshukudu
SOUTH AFRICAN WEATHER SERVICE - Administrator

Activities   Payments   Transactions   Lists   Reports   Analytics   Documents   Setup   Customization   Fixed Assets   SuiteSocial   Support

✔ **Confirmation**
Transaction successfully Saved

Voucher Payment   🔍   ← → List Search Customise

7 1 Busby Promo   PENDING APPROVAL

Edit   Back | 🖨   🔃▾   Actions▾

2.8 Generating Accounts Payable Reports

This topic will explain the available standard Accounts Payable Reports. NetSuite provides standard Accounts Payable Reports that provide both summary and detailed information on your purchases, and payables including payment history and balances.

You will learn how to navigate through NetSuite's Standard Reports, apply filters, and customize them to your need. Generate reports in different views and formats like XLS, CSV, PDF or DOC.

2.8.1 A/P Aging

An Accounts Payable Aging report shows all unpaid bills in your accounts payable

➢ On the Menu Bar, hover your mouse on Reports, navigation **Reports > Vendors/Payables then click A/P Aging**
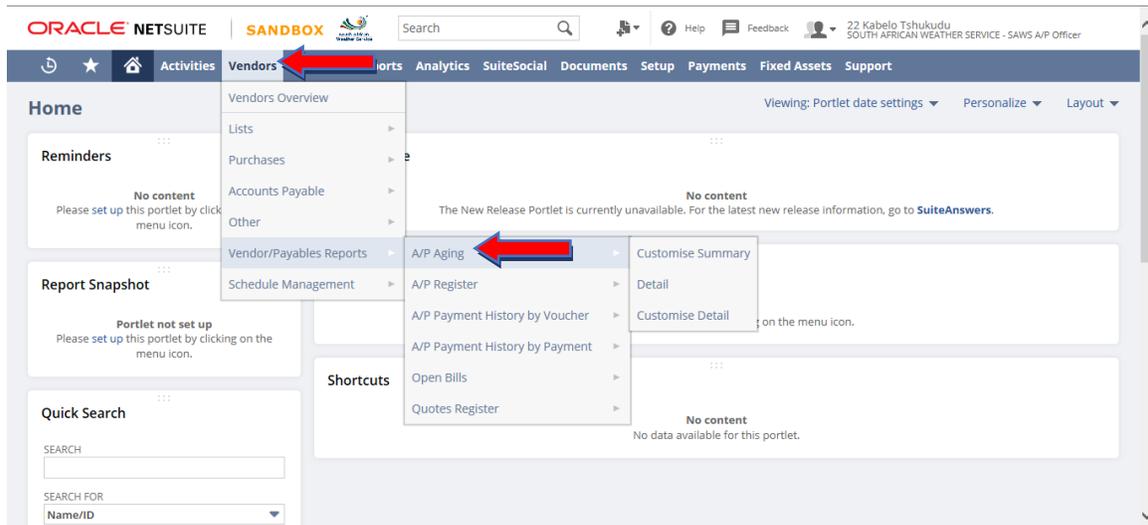
➢ A/P Aging report will be displayed with predefined filters i.e. **Date** will be as of the current date you are running the report.

> You can change the 'As Of' date parameter as per your request by clicking the Calendar next to the field **AS OF 21/7/2019** .

> Select you desired date.

> Once you selected your desired Date you must click **Refresh** to refresh the report output.

> ➢ Report output has been refreshed.

> ➢ To View the Detailed report click on .

> ➢ Report output has been refreshed.

> ➢ You can export the report in formats like XLS, CSV, PDF or

> DOC. , icons can be found on the bottom right of the form.

> ➢ To export you must click on one of the icons for our case we are going to export the A/P Aging report to Excel.

Do you want to open or save **A_PAgingDetail-141.xls** (27.0 KB) from **5027500-sb1.app.netsuite.com**?   Open   Save ▼   Cancel   ✕

> ➢ You can decide whether to Open the report directly or Save the report to your local machine. In our case we are going to Open the report.

To filter by Vendor

2.8.2   A/P Register

The Accounts Payable Register report lists all posting purchases from or payments to your vendors. These transactions are liabilities representing amounts owed to vendors for the purchase of inventory, goods or services.

➢ On the Menu Bar, hover your mouse on Reports, navigation **Reports > Vendors/Payables then click A/P Register**

➢ A/P Register report will be displayed with predefined filters i.e. **Date From and To** of the current financial year.

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

- As explained on the previous report (A/P Aging), Date filters

   can be

  changed and you refresh the report by clicking to refresh the report output.

- All reports can be formats like XLS, CSV, PDF or DOC which are represented by

  icons on the bottom left of the screen .

- For the A/P Register, I will export into PDF.

2.8.3 A/P Payment History by Voucher

The A/P Payment History by Voucher report provides a view of your payment history with vendors, organized by vouchers, and shows how your payments were applied to vouchers.
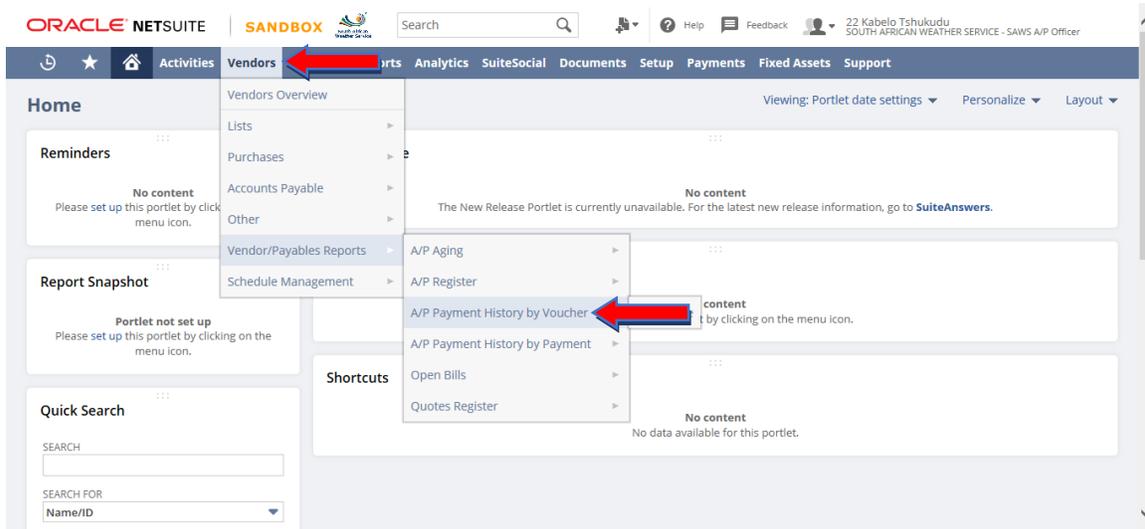
➢ On the Menu Bar, hover your mouse on Reports, navigation **Reports > Vendors/Payables then click A/P Payment History by Voucher**

➢ A/P Payment History by Voucher will be displayed with predefined filters i.e. **Date From and To** of the current period.

➢ All filters and exports of the report can be applied on this report as explained on the previous reports.

➢ For the **A/P Payment History by Voucher**, I will export it Word.

2.8.4 A/P Payment History by Payment

The A/P Payment History by Payment report provides a view of your payment history with vendors, organized by payment, and shows how those payments were applied to vouchers.

➢ On the Menu Bar, hover your mouse on Reports, navigation **Reports > Vendors/Payables then click A/P Payment History by Payment**

➢ A/P Payment History by Payment will be displayed with predefined filters i.e. **Date From and To** of the current period.

> All filters and exports of the report can be applied on this report as explained on the previous reports.

2.8.5 Open Bills Report

The Open Bills report shows all outstanding bills that need to be paid.

> On the Menu Bar, hover your mouse on Reports, navigation **Reports > Vendors/Payables then click Open Bills**

> Open Bills Report will be displayed with predefined filters i.e. **Date From** of the last month.

➢ All filters and exports of the report can be applied on this report as explained on the previous reports.