



South African Weather Service

**Accounts Payables
Training Manual**

Document Review and Distribution

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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 runs 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

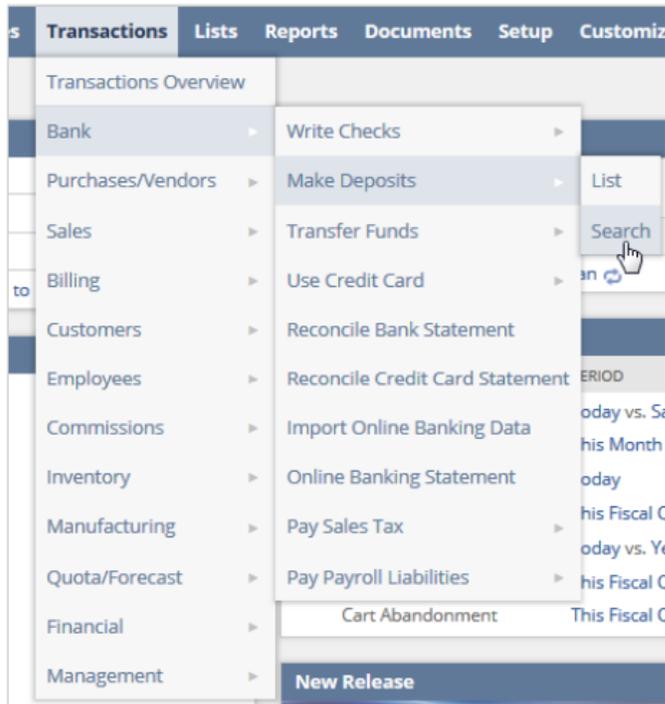
2.1 Basic Navigation

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 of the 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 .

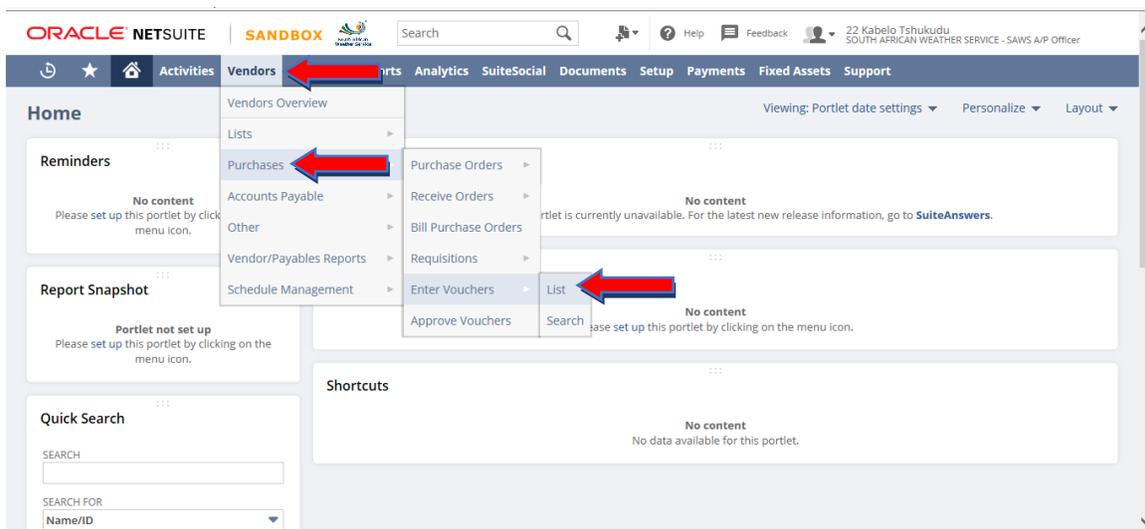
In this module we are not covering the **Approvals**, those will be covered once we are done with this manual. The Role being used for this Training is **SAWS A/P Officer** which is assigned to your user credentials.

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.

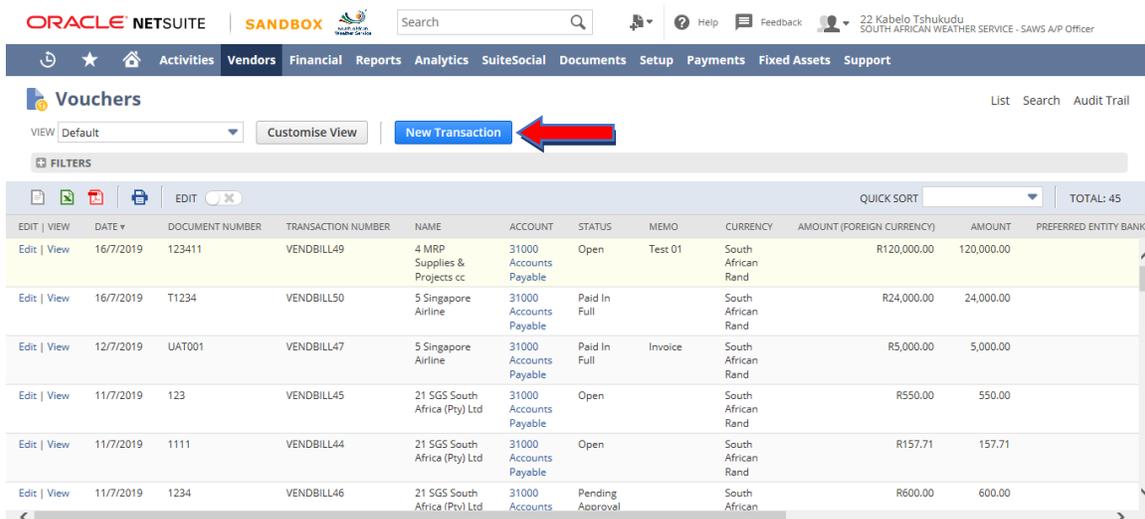
Vendor Form	Detail
SAWS Voucher	As per Finance (AP) requirements

- On the Menu Bar, hover your mouse on Vendors, a Dropdown Menu will display.
- Hover to **Purchases** → **Enter Vouchers** and then click **List**.



The screenshot shows the Oracle NetSuite interface. The 'Vendors' menu is open, and the 'Purchases' option is selected. The 'Enter Vouchers' sub-menu is also open, and the 'List' option is highlighted. Red arrows indicate the navigation path from the main menu to the 'List' option.

- List of Vouchers will be displayed:



The screenshot shows the Oracle NetSuite 'Vouchers' list. The 'New Transaction' button is highlighted with a red arrow. Below the button is a table of vouchers.

EDIT VIEW	DATE	DOCUMENT NUMBER	TRANSACTION NUMBER	NAME	ACCOUNT	STATUS	MEMO	CURRENCY	AMOUNT (FOREIGN CURRENCY)	AMOUNT	PREFERRED ENTITY BANK
Edit View	16/7/2019	123411	VENDBILL49	4 MRP Supplies & Projects cc	31000 Accounts Payable	Open	Test 01	South African Rand	R120,000.00	120,000.00	
Edit View	16/7/2019	T1234	VENDBILL50	5 Singapore Airline	31000 Accounts Payable	Paid In Full		South African Rand	R24,000.00	24,000.00	
Edit View	12/7/2019	UAT001	VENDBILL47	5 Singapore Airline	31000 Accounts Payable	Paid In Full	Invoice	South African Rand	R5,000.00	5,000.00	
Edit View	11/7/2019	123	VENDBILL45	21 SGS South Africa (Pty) Ltd	31000 Accounts Payable	Open		South African Rand	R550.00	550.00	
Edit View	11/7/2019	1111	VENDBILL44	21 SGS South Africa (Pty) Ltd	31000 Accounts Payable	Open		South African Rand	R157.71	157.71	
Edit View	11/7/2019	1234	VENDBILL46	21 SGS South Africa (Pty) Ltd	31000 Accounts Payable	Pending Approval		South African Rand	R600.00	600.00	

- Click on New Transaction



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

Voucher | List Search More

Save Cancel Auto Fill Reset Recalc Actions

Primary Information

CUSTOM FORM *
SAWS Voucher

TRANSACTION NUMBER
To Be Generated

INVOICE NUMBER *

VENDOR *
<Type then tab>

ACCOUNT
31000 Accounts Payable

AMOUNT

AVAILABLE VENDOR CREDIT

CURRENCY *
South African Rand

RELATED REQUISITION #

TENDER NUMBER

EXCHANGE RATE *
1.00

TAX ID

TAX

DISC. AMT.

DISC. DATE

PAYMENT HOLD

DUE DATE

RFQ NUMBER

CURRENT VENDOR BEE LEVEL

INVOICE RECEIVED DATE *

GL DATE *
20/7/2019

POSTING PERIOD *
Jul 2019

MEMO

APPROVAL STATUS
Pending Approval

NEXT APPROVER
Thopi Tsie

JDE DOC NUMBER

SOLE PROPRIETOR VENDOR

Expenses and Items Billing Landed Cost Relationships Communication Custom Travel Detail

LANDED COST PER LINE

Expenses 0.00 Items 0.00

Clear All Lines

CATEGORY	ACCOUNT *	AMOUNT *	TAX CODE *	TAX RATE	TAX AMT	GROSS AMT	MEMO	COST CENTER	LOCATION	CUSTOMER	PROJECT TASK	BILLABLE	AMORT. SCHEDULE	A
										<Type then tab>				

Save Cancel Auto Fill Reset Recalc Actions

Primary Information

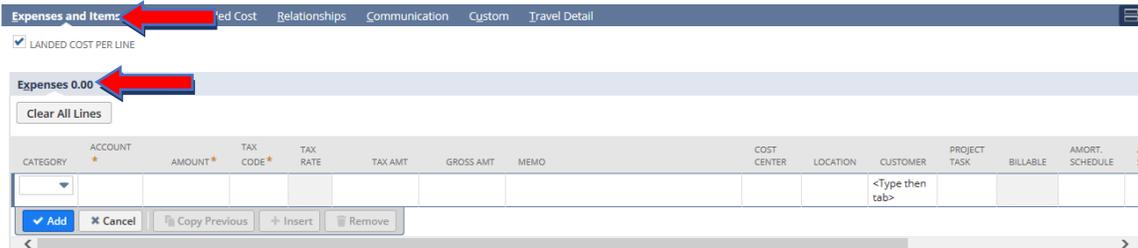
- Enter Invoice Number for this transaction, such as the vendor's invoice number. (This Field is Mandatory *)
- Select Vendor, enter part of the name and list of Vendors with what you have typed will be displayed or select from Vendor from the list . (This Field is Mandatory *)
- Verify the Accounts 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



Expenses and Items | Landed Cost | Relationships | Communication | Custom | Travel Detail

LANDED COST PER LINE

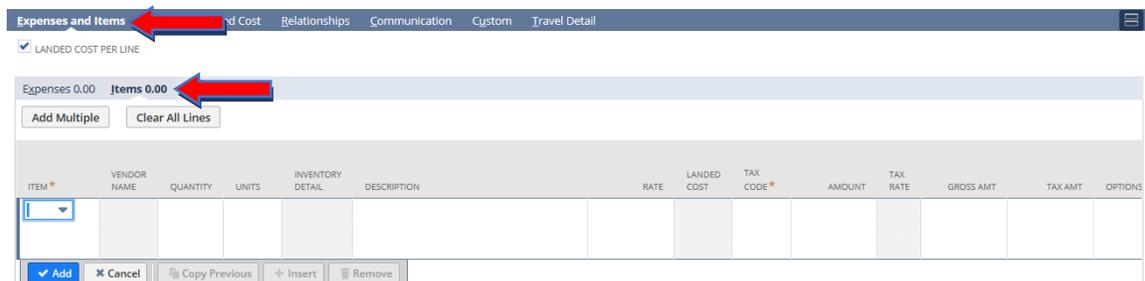
Expenses 0.00

Clear All Lines

CATEGORY	ACCOUNT	AMOUNT*	TAX CODE*	TAX RATE	TAX AMT	GROSS AMT	MEMO	COST CENTER	LOCATION	CUSTOMER	PROJECT TASK	BILLABLE	AMORT. SCHEDULE	A
										<Type then tab>				

- Select a G/L Account for this expense.
- Enter the expense Amount.
- Verify the Tax Code and Tax Amount
- Click and Repeat for each expense.

Expenses and Items Subtab > Items



Expenses and Items | Landed Cost | Relationships | Communication | Custom | Travel Detail

LANDED COST PER LINE

Expenses 0.00 | Items 0.00

ITEM*	VENDOR NAME	QUANTITY	UNITS	INVENTORY DETAIL	DESCRIPTION	RATE	LANDED COST	TAX CODE*	AMOUNT	TAX RATE	GROSS AMT	TAX AMT	OPTIONS

- 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 after each line item entered.
- Click , 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:

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

Voucher Actions List Search More

Primary Information

CUSTOM FORM * SAWS Voucher	EXCHANGE RATE * 1.00	INVOICE RECEIVED DATE * 2/7/2019
TRANSACTION NUMBER To Be Generated	TAX ID	GL DATE * 20/7/2019
INVOICE NUMBER * TRAIN001	TAX 0.00	POSTING PERIOD * Jul 2019
VENDOR * 23 Gjima Technology People	DISC. AMT.	MEMO Invoice
ACCOUNT 31000 Accounts Payable	DISC. DATE	APPROVAL STATUS Pending Approval
AMOUNT 0.00	<input type="checkbox"/> PAYMENT HOLD	NEXT APPROVER 10 Thopi Tsie
AVAILABLE VENDOR CREDIT	DUE DATE 20/7/2019	JDE DOC NUMBER
CURRENCY * South African Rand	RFQ NUMBER	<input type="checkbox"/> SOLE PROPRIETOR VENDOR
RELATED REQUISITION #	CURRENT VENDOR BEE LEVEL	
TENDER NUMBER		

Expenses and Items Subtab > Expenses should look like below:

Expenses and Items Billing Landed Cost Relationships Communication Related Records System Information Custom Travel Detail

LANDED COST PER LINE

Expenses 500.00 • Items 0.00

CATEGORY	ACCOUNT	AMOUNT*	TAX CODE*	TAX RATE	TAX AMT	GROSS AMT	MEMO	COST CENTER	LOCATION	CUSTOMER	PROJECT TASK	BILLABLE	AMORT. SCHEDULE
	87020 Cleaning Services	500.00	VAT_ZA-Exempt	0.0%	0.00	500.00							
			VAT Rate										

Expenses and Items Subtab > Items should look like below:

Expenses and Items Billing Landed Cost Relationships Communication Custom Travel Detail

LANDED COST PER LINE

Expenses 0.00 • Items 0.00

ITEM*	VENDOR NAME	QUANTITY	UNITS	INVENTORY DETAIL	DESCRIPTION	RATE	LANDED COST	TAX CODE*	AMOUNT	TAX RATE	GROSS AMT	TAX AMT	OPTIONS
COM-0004		50	EA		Crimping Tool	218.80		VAT_ZA-Exempt	10,940.00	0.0%	10,940.00	0.00	
								VAT Rate					

Actions

Approval Status confirmation (Pending Approval):

ORACLE NETSUITE | SANDBOX | Search | Help | Feedback | 22 Kabele 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

Voucher | List | Search

TRAIN002 1 Busby Promo **PENDING APPROVAL**

Edit | Back | Cancel Voucher | Actions

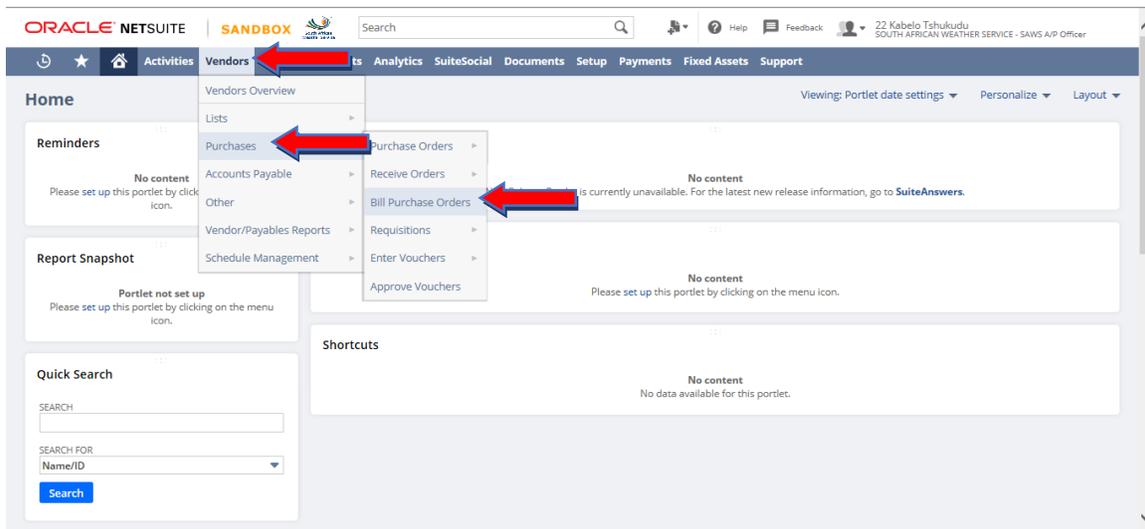


2.3 Bill a Purchase Order

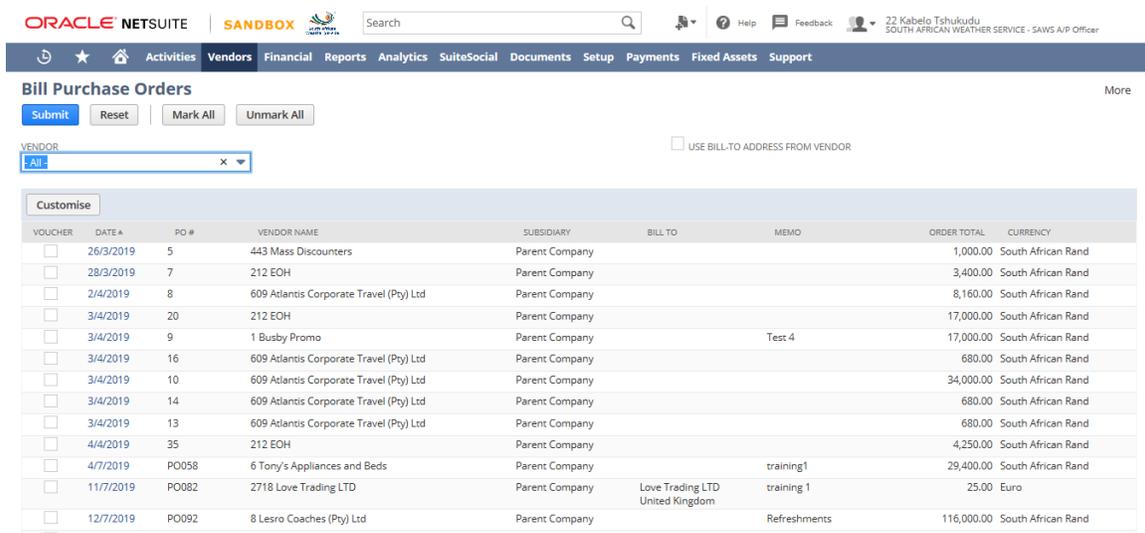
Billing a Purchase Order indicates you have received an invoice from the vendor for items purchased. This lesson walks you through the steps to bill a Purchase Order.

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.

<input checked="" type="checkbox"/>	19/7/2019	PO097	8 Lesro Coaches (Pty) Ltd	Parent Company	RFQ Testing 2	3,000.00	South African Rand
<input type="checkbox"/>	19/7/2019	PO099	7 Dikete Holdings cc	Parent Company	test1	2,000.00	South African Rand
<input type="checkbox"/>	19/7/2019	PO100	8 Lesro Coaches (Pty) Ltd	Parent Company	Test Script 1	2,000.00	South African Rand

Submit Reset Mark All Unmark All

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

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SOUTH AFRICAN WEATHER SERVICE - SAWS A/P Officer

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

Voucher List Search More

Save Cancel Reset Recalc Actions

Primary Information

CUSTOM FORM * SAWS Voucher	EXCHANGE RATE * 1.00	INVOICE RECEIVED DATE *
TRANSACTION NUMBER To Be Generated	TAX ID 	GL DATE * 20/7/2019
INVOICE NUMBER * 	TAX 0.00	POSTING PERIOD * Jul 2019
VENDOR * 8 Lesro Coaches (Pty) Ltd	DISC. AMT. 	MEMO RFQ Testing 2
ACCOUNT 31000 Accounts Payable	DISC. DATE 	APPROVAL STATUS Pending Approval
AMOUNT 3,000.00	<input type="checkbox"/> PAYMENT HOLD	NEXT APPROVER 10 Thopi Tsie
AVAILABLE VENDOR CREDIT 	DUE DATE 20/7/2019	JDE DOC NUMBER
CURRENCY South African Rand	RFQ NUMBER 	<input type="checkbox"/> SOLE PROPRIETOR VENDOR
RELATED REQUISITION # 	CURRENT VENDOR BEE LEVEL 	
TENDER NUMBER 		

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

Expenses and Items | Relationships | Communication | System Information | Custom | Travel Detail

Expenses 0.00 | Items 3,000.00

Add Multiple | Clear All Lines

ITEM*	VENDOR NAME	QUANTITY	UNITS	INVENTORY DETAIL	DESCRIPTION	RATE	TAX CODE*	AMOUNT	TAX RATE	GROSS AMT	TAX AMT	OPTIONS	CC
86840 Printing: Forms & Stationery		10	EA		Printing: Forms & Stationery Scissors	300.00	VAT_ZA:Exempt VAT Rate	3,000.00	0.0%	3,000.00	0.00		Cap Tow

Save | Cancel | Reset | Recalc | Actions

- 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.

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Confirmation
Transaction successfully Saved

Bill Purchase Orders

Submit | Reset | Mark All | Unmark All

VENDOR: All

VOUCHER	DATE	PO #	VENDOR NAME	SUBSIDIARY	BILL TO	MEMO	ORDER TOTAL	CURRENCY
<input type="checkbox"/>	26/3/2019	5	443 Mass Discounters	Parent Company			1,000.00	South African Rand
<input type="checkbox"/>	28/3/2019	7	212 EOH	Parent Company			3,400.00	South African Rand
<input type="checkbox"/>	2/4/2019	8	609 Atlantis Corporate Travel (Pty) Ltd	Parent Company			8,160.00	South African Rand
<input type="checkbox"/>	3/4/2019	20	212 EOH	Parent Company			17,000.00	South African Rand
<input type="checkbox"/>	3/4/2019	9	1 Busby Promo	Parent Company		Test 4	17,000.00	South African Rand
<input type="checkbox"/>	3/4/2019	16	609 Atlantis Corporate Travel (Pty) Ltd	Parent Company			680.00	South African Rand
<input type="checkbox"/>	3/4/2019	10	609 Atlantis Corporate Travel (Pty) Ltd	Parent Company			34,000.00	South African Rand
<input type="checkbox"/>	3/4/2019	14	609 Atlantis Corporate Travel (Pty) Ltd	Parent Company			680.00	South African Rand
<input type="checkbox"/>	3/4/2019	13	609 Atlantis Corporate Travel (Pty) Ltd	Parent Company			680.00	South African Rand
<input type="checkbox"/>	4/4/2019	35	212 EOH	Parent Company			4,250.00	South African Rand
<input type="checkbox"/>	4/7/2019	PO058	6 Tony's Appliances and Beds	Parent Company		training1	29,400.00	South African Rand

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

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

Vouchers

VIEW: Default | Customise View | New Transaction

FILTERS

EDIT VIEW	DATE	DOCUMENT NUMBER	TRANSACTION NUMBER	NAME	ACCOUNT	STATUS	MEMO	CURRENCY	AMOUNT (FOREIGN CURRENCY)	AMOUNT	PREFERRED ENTITY BANK	VENDOR BANK FEES
Edit View	20/7/2019	TRAIN003	VENDBILLS3	8 Lesro Coaches (Pty) Ltd	31000 Accounts Payable	Pending Approval	RFQ Testing 2	South African Rand	R3,000.00	3,000.00		
Edit View	20/7/2019	TRAIN002	VENDBILLS2	1 Busby Promo	31000 Accounts Payable	Pending Approval		South African Rand	R10,940.00	10,940.00		
Edit View	20/7/2019	TRAIN001	VENDBILLS1	23 Gijima Technology People	31000 Accounts Payable	Pending Approval	Invoice	South African Rand	R500.00	500.00		



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.**

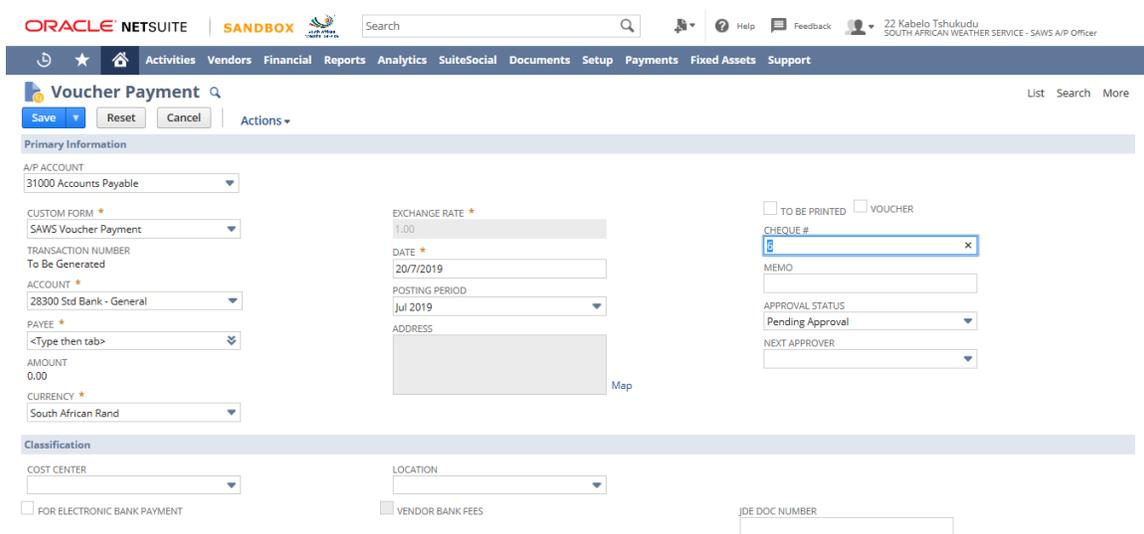
The screenshot shows the Oracle NetSuite interface. The 'Vendors' menu is open, and the 'Accounts Payable' sub-menu is selected. Within 'Accounts Payable', the 'Pay Single Vendor' option is highlighted, and its 'List' sub-option is also highlighted. Red arrows indicate the navigation path from the main 'Vendors' menu to the final 'List' option.

- List of all Voucher Payments will be displayed.

The screenshot shows the 'Voucher Payments' list view in Oracle NetSuite. The table displays a list of transactions with columns for Date, Document Number, Transaction Number, Name, Account, Status, Memo, Currency, Amount (Foreign Currency), Amount, Preferred Entity Bank, and Vendor Bank Fees. The table is sorted by 'Recently Created' and shows a total of 19 items.

EDIT VIEW	DATE	DOCUMENT NUMBER	TRANSACTION NUMBER	NAME	ACCOUNT	STATUS	MEMO	CURRENCY	AMOUNT (FOREIGN CURRENCY)	AMOUNT	PREFERRED ENTITY BANK	VENDOR BANK FEES
Edit View	17/7/2019	4	VENDPYMT21	6 Kgothatsa Miye	28300 Std Bank - General	Approved	training cape town	South African Rand	(R260.00)	-260.00		No
Edit View	17/7/2019	3	VENDPYMT20	4 MRP Supplies & Projects cc	28300 Std Bank - General	Approved		South African Rand	(R17,400.00)	-17,400.00	ABSA	No
Edit View	16/7/2019	6	VENDPYMT19	5 Singapore Airline	28100 ABSA Gen - 4053 6443 70	Pending Approval		South African Rand	(R29,000.00)	-29,000.00	STANDARD BANK	No
Edit View	12/7/2019	2	VENDPYMT17	5 Singapore Airline	28300 Std Bank - General	Pending Approval		South African Rand	(R19,500.00)	-19,500.00		No
Edit View	12/7/2019	1	VENDPYMT16	5 Singapore Airline	28300 Std Bank - General	Approved	Singapore Payment	South African Rand	(R5,000.00)	-5,000.00	STANDARD BANK	No
Edit View	10/7/2019	4	VENDPYMT15	6 Kgothatsa Miye	28100 ABSA Gen - 4053 6443 70	Pending Approval	Training	South African Rand	(R200.00)	-200.00		No

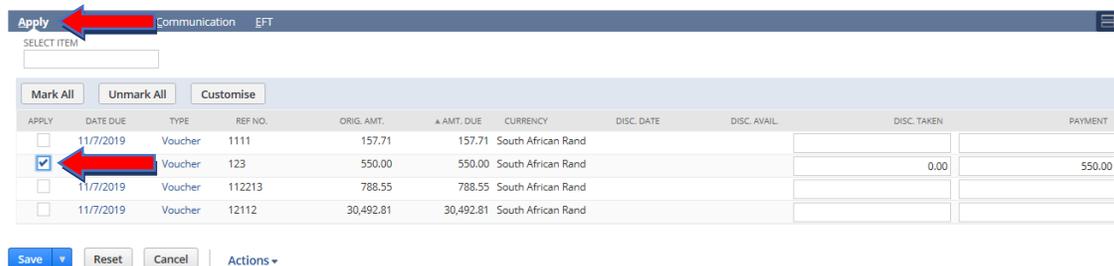
➤ Click **New Transaction** to create a new Voucher Payment



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.

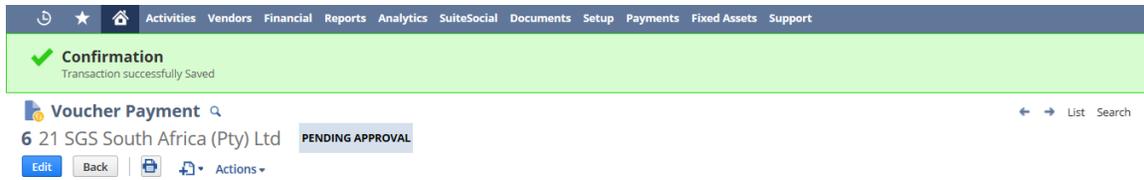
Apply Subtab



APPLY	DATE DUE	TYPE	REF NO.	ORIG. AMT.	AMT. DUE	CURRENCY	DISC. DATE	DISC. AVAIL.	DISC. TAKEN	PAYMENT
<input type="checkbox"/>	11/7/2019	Voucher	1111	157.71	157.71	South African Rand				
<input checked="" type="checkbox"/>	11/7/2019	Voucher	123	550.00	550.00	South African Rand			0.00	550.00
<input type="checkbox"/>	11/7/2019	Voucher	112213	788.55	788.55	South African Rand				
<input type="checkbox"/>	11/7/2019	Voucher	12112	30,492.81	30,492.81	South African Rand				

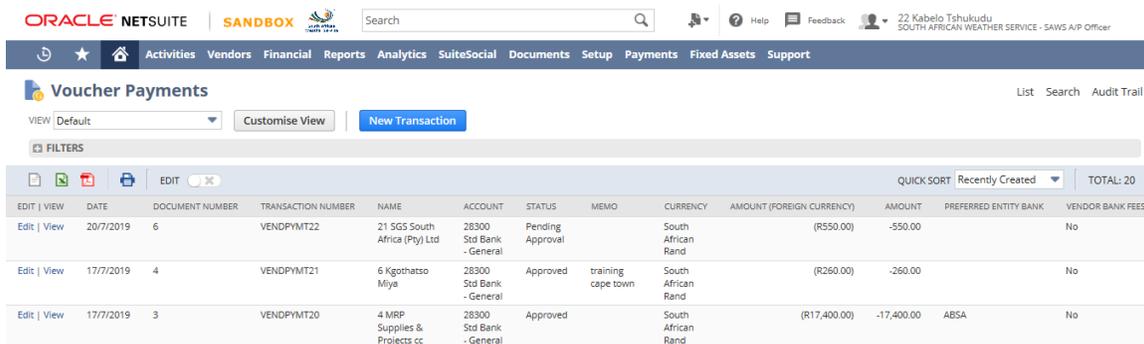
- Check the Apply box next to the vouchers to pay. Then review Payment fields.
- Review the Amount field to view the total amount being paid to the vendor.

- Click , 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.**



The screenshot shows the Oracle NetSuite interface with a green confirmation banner at the top that reads "Confirmation Transaction successfully Saved". Below this, the "Voucher Payment" details are displayed for document number 6, dated 20/7/2019, for vendor "21 SGS South Africa (Pty) Ltd". The status is "PENDING APPROVAL". Action buttons include "Edit", "Back", and "Actions".

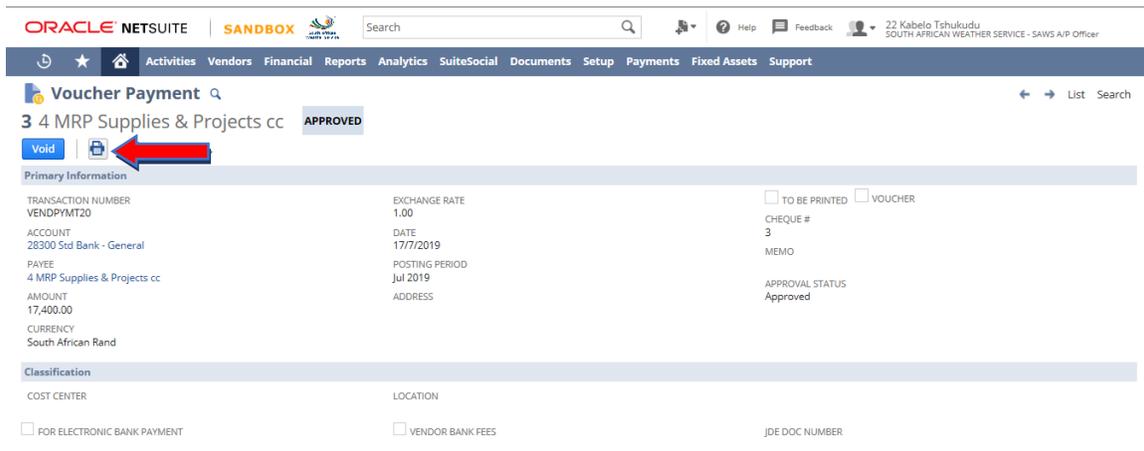
- Click on  to go back to the list of Voucher Payments.



The screenshot shows the "Voucher Payments" list in Oracle NetSuite. The table contains the following data:

EDIT VIEW	DATE	DOCUMENT NUMBER	TRANSACTION NUMBER	NAME	ACCOUNT	STATUS	MEMO	CURRENCY	AMOUNT (FOREIGN CURRENCY)	AMOUNT	PREFERRED ENTITY BANK	VENDOR BANK FEES
Edit View	20/7/2019	6	VENDPYMTZ2	21 SGS South Africa (Pty) Ltd	28300 Std Bank - General	Pending Approval		South African Rand	(R550.00)	-550.00		No
Edit View	17/7/2019	4	VENDPYMT21	6 Kgothatso Miya	28300 Std Bank - General	Approved	training cape town	South African Rand	(R260.00)	-260.00		No
Edit View	17/7/2019	3	VENDPYMT20	4 MRP Supplies & Projects cc	28300 Std Bank - General	Approved		South African Rand	(R17,400.00)	-17,400.00	ABSA	No

- The Status of the payment we created now is Pending Approval.
- A Remittance Advice can be printed on the Approved Payment.
- Click  on the Payment you would want to print the Remittance Advice.



The screenshot shows the details for an approved voucher payment (document number 3, dated 17/7/2019) for vendor "4 MRP Supplies & Projects cc". The status is "APPROVED". A red arrow points to the "Print" icon (a document with a printer) in the action bar. The "Primary Information" section includes:

- TRANSACTION NUMBER: VENDPYMT20
- ACCOUNT: 28300 Std Bank - General
- PAYEE: 4 MRP Supplies & Projects cc
- AMOUNT: 17,400.00
- CURRENCY: South African Rand
- EXCHANGE RATE: 1.00
- DATE: 17/7/2019
- POSTING PERIOD: Jul 2019
- ADDRESS: (blank)
- TO BE PRINTED: (checked)
- VOUCHER:
- CHEQUE #: 3
- MEMO: (blank)
- APPROVAL STATUS: Approved

- Click on  to view and print the Remittance Advice.



**South African
Weather Service**

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
--------------------	------------

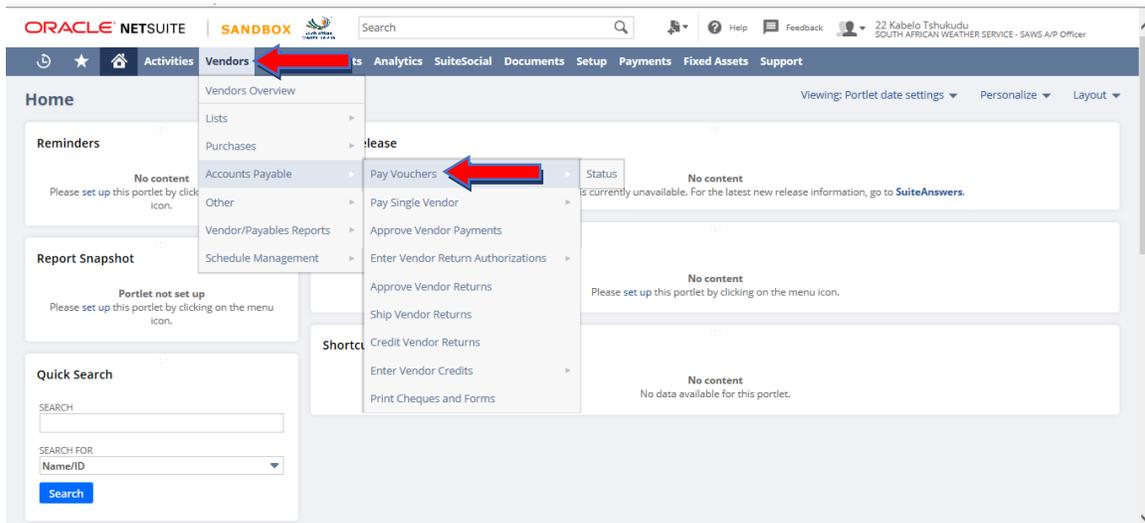
➤ Save and Send to Vendor.

2.5 Pay Vouchers (Batch Payments)

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

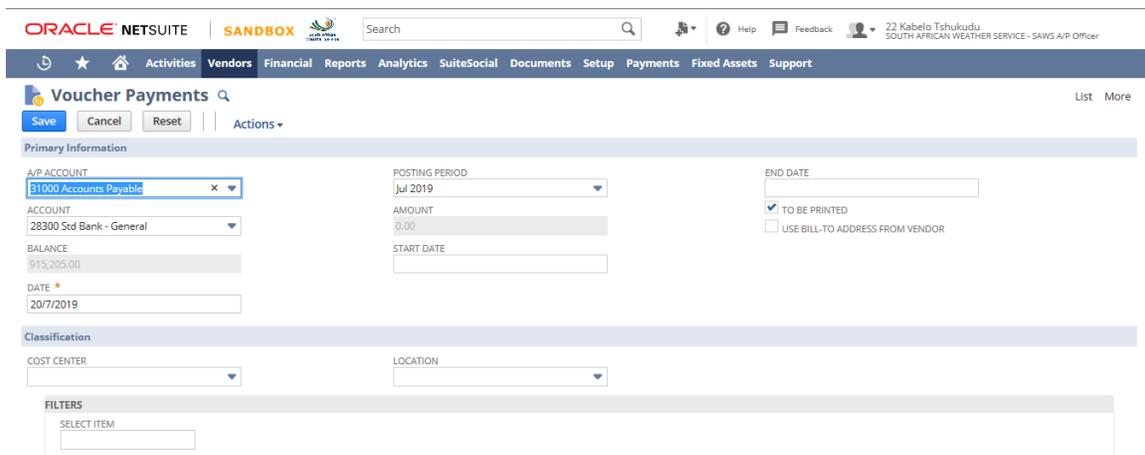
Vendor Form	Detail
Voucher Payments	Standard Form

- On the Menu Bar, hover your mouse on Vendors, navigation **Vendors > Accounts Payables > Pay Vouchers**



The screenshot shows the Oracle NetSuite interface. The 'Vendors' menu is open, and the 'Pay Vouchers' option is highlighted with a red arrow. The 'Accounts Payable' option is also highlighted with a red arrow. The 'Release' option is also highlighted with a red arrow. The 'Status' field is currently empty.

- Voucher Payments page is displays



The screenshot shows the Oracle NetSuite 'Voucher Payments' form. The 'Primary Information' section is visible, showing the following fields:

- A/P ACCOUNT:** 21000 Accounts Payable
- ACCOUNT:** 28300 Std Bank - General
- BALANCE:** 915,205.00
- DATE:** 20/7/2019
- POSTING PERIOD:** Jul 2019
- AMOUNT:** 0.00
- START DATE:** (empty)
- END DATE:** (empty)
- TO BE PRINTED:**
- USE BILL-TO ADDRESS FROM VENDOR:**

The 'Classification' section shows 'COST CENTER' and 'LOCATION' fields. The 'FILTERS' section shows a 'SELECT ITEM' field.

- 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.

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

➤ Click

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

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

➤ Click until the Processed Voucher Payments show as Complete. Payments will be sent for Approval.

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

Processed Voucher Payments

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 Kgothatsso Miya	Complete	To Be Printed	500.00	
Total			1,657.71	

➤ Click OK

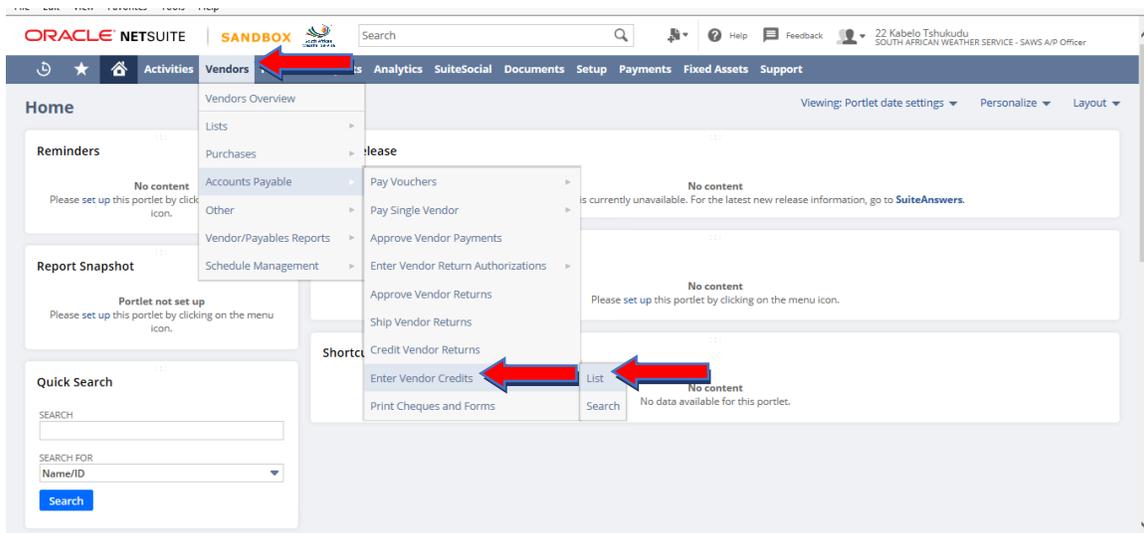


2.6 Enter Vendor Credits

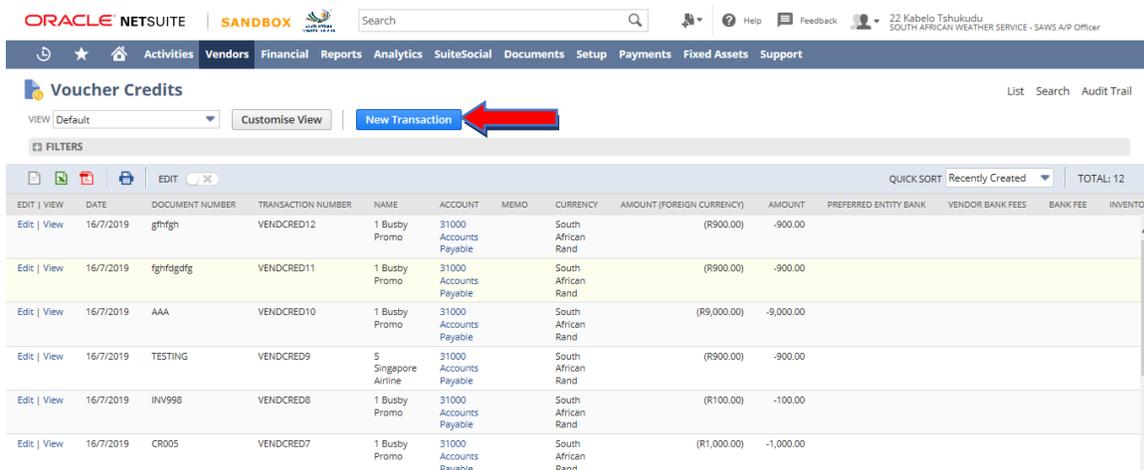
In this section you will learn how to enter a transaction to show credit from a vendor to apply towards your payables account. You can enter a vendor credit for all or part of the amount of the voucher.

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**



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

Voucher Credit

Save Cancel Reset Recalc Actions

Primary Information

TRANSACTION NUMBER To Be Generated	AMOUNT	TAX
REFERENCE NO.	CURRENCY * South African Rand	DATE *
VENDOR * <Type then tab>	EXCHANGE RATE * 1.00	POSTING PERIOD * Jul 2019
ACCOUNT 31000 Accounts Payable	TAX ID	MEMO
RELATED REQUISITION #	CURRENT VENDOR BEE LEVEL	INVOICE RECEIVED DATE
TENDER NUMBER	<input type="checkbox"/> SOLE PROPRIETOR VENDOR	APPROVAL STATUS Pending Approval
RFQ NUMBER		

Items Billing Relationships Communication Custom Travel Detail

UNAPPLIED 0.00 AUTO APPLY APPLIED 0.00

Expenses 0.00 Items 0.00 Apply 0.00

Clear All Lines

ACCOUNT *	AMOUNT *	TAX CODE *	TAX RATE	TAX AMT	GROSS AMT	MEMO	COST CENTER	LOCATION	CUSTOMER	PROJECT TASK	BILLABLE	AMORT. SCHEDULE	AMORT. START
									<Type then tab>				

Save Cancel Reset Recalc Actions

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

Items ← Relationships Communication Custom Travel Detail

UNAPPLIED 0.00 AUTO APPLY APPLIED 0.00

Expenses 0.00 Items 0.00 Apply 0.00 •

Clear All Lines

ACCOUNT *	AMOUNT *	TAX CODE *	TAX RATE	TAX AMT	GROSS AMT	MEMO	COST CENTER	LOCATION	CUSTOMER	PROJECT TASK	BILLABLE	AMORT. SCHEDULE	AMORT. START
									<Type then tab>				

✓ Add Copy Previous + Insert Remove

Save Cancel Reset Recalc Actions

- 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  and Repeat if there are multiple lines
- Click , 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.

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

Confirmation
Transaction successfully Saved

Voucher Credit 🔍

ABC 5 Singapore Airline

Edit Back Actions

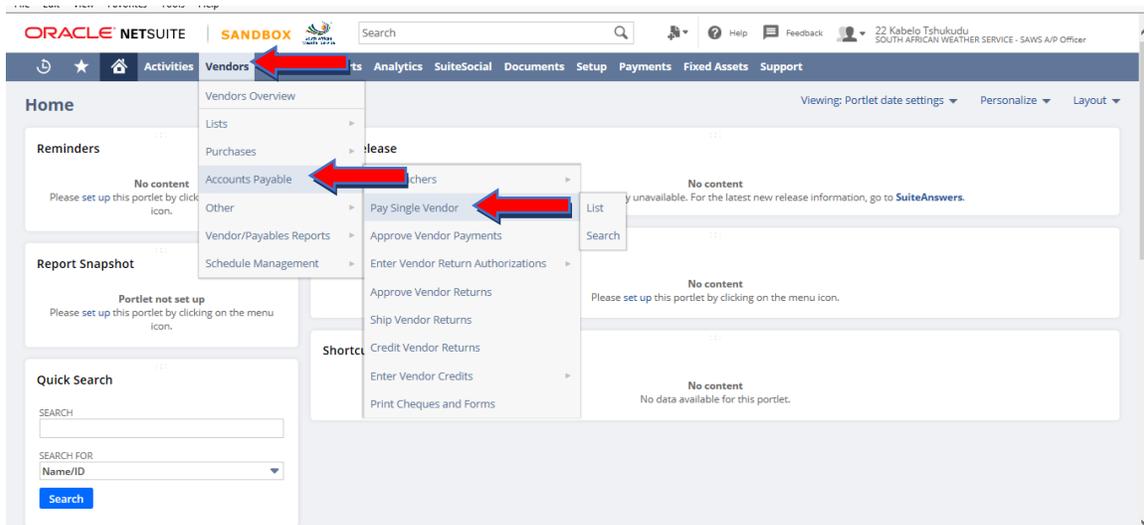
List Search

2.7 Apply Vendor Credit

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

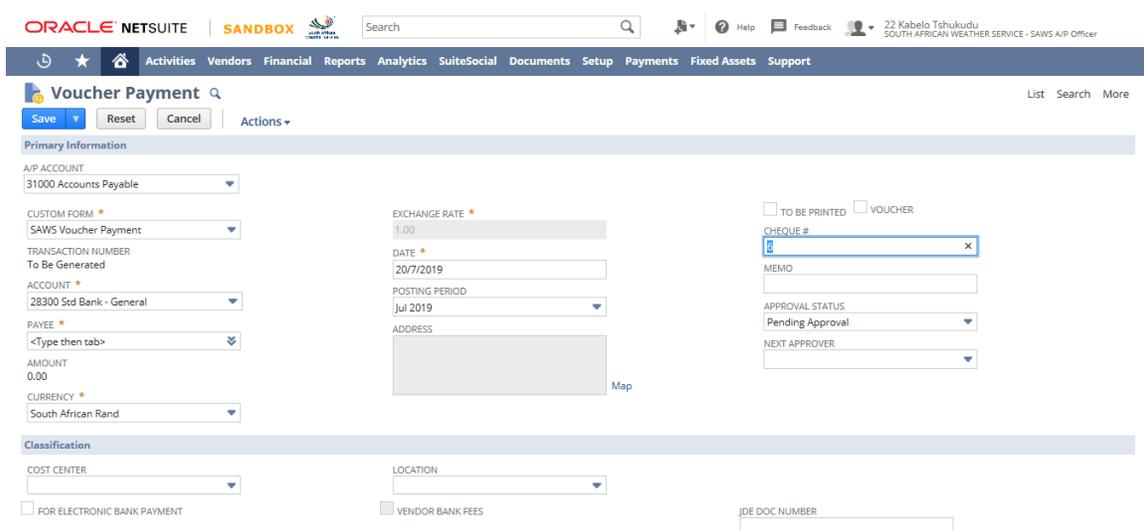
Vendor Form	Detail
SAWS Voucher Payment	As per Finance (AP) requirements

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



The screenshot shows the Oracle NetSuite interface. The 'Vendors' menu is open, and the 'Accounts Payables' sub-menu is selected. Within 'Accounts Payables', the 'Pay Single Vendor' option is highlighted. Red arrows indicate the navigation path from the main 'Vendors' menu to 'Accounts Payables' and then to 'Pay Single Vendor'.

- Voucher Payment form will be displayed.



The screenshot displays the 'Voucher Payment' form in Oracle NetSuite. The form is divided into several sections:

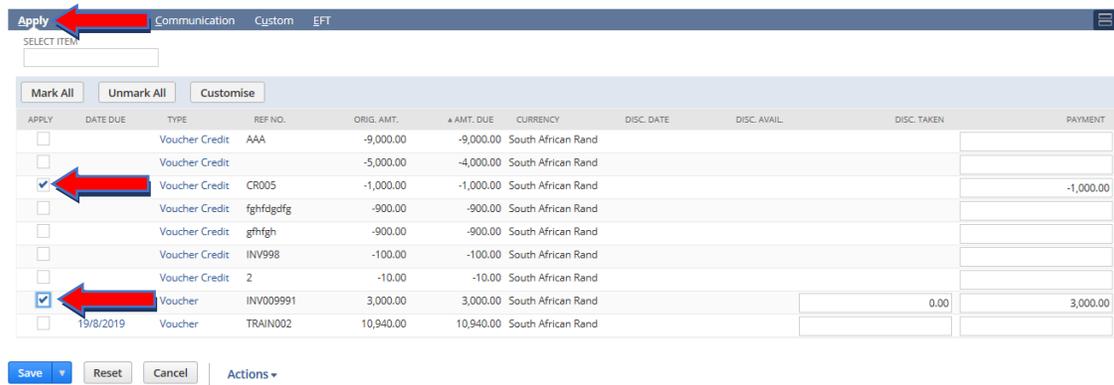
- Primary Information:**
 - A/P ACCOUNT: 31000 Accounts Payable
 - CUSTOM FORM: SAWS Voucher Payment
 - TRANSACTION NUMBER: To Be Generated
 - ACCOUNT: 28300 Std Bank - General
 - PAYEE: <Type then tab>
 - AMOUNT: 0.00
 - CURRENCY: South African Rand
- Classification:**
 - COST CENTER: [Dropdown]
 - LOCATION: [Dropdown]
 - FOR ELECTRONIC BANK PAYMENT:
 - VENDOR BANK FEES:
 - JDE DOC NUMBER: [Text Field]
- Other Fields:**
 - EXCHANGE RATE: 1.00
 - DATE: 20/7/2019
 - POSTING PERIOD: Jul 2019
 - ADDRESS: [Text Field]
 - Map: [Map Icon]
 - TO BE PRINTED: VOUCHER:
 - CHEQUE #: [Text Field]
 - MEMO: [Text Field]
 - APPROVAL STATUS: Pending Approval
 - NEXT APPROVER: [Dropdown]

Primary Information

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

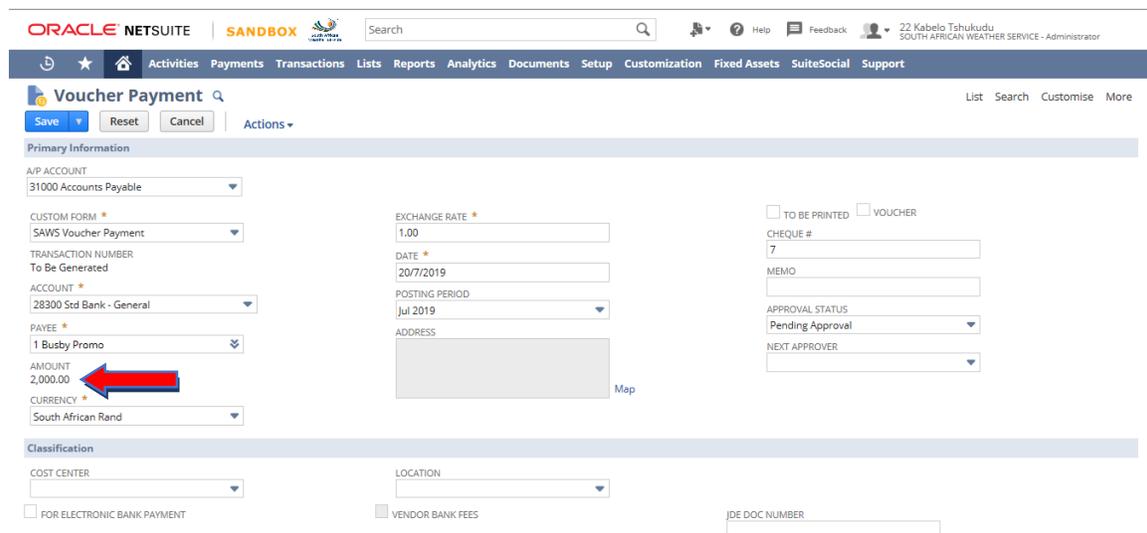
- Select from the dropdown ▾ sublist the bank Account you are using to pay these vouchers. (This Fields are Mandatory *)
- Select the Payee ▾ vendor name. List of Vendor Vouchers and Credit Memos will be displayed on the Apply subtab.
- Verify the Currency and Exchange Rate are correct.
- Verify the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

Apply Subtab



APPLY	DATE DUE	TYPE	REF. NO.	ORIG. AMT.	AMT. DUE	CURRENCY	DISC. DATE	DISC. AVAIL.	DISC. TAKEN	PAYMENT
<input type="checkbox"/>		Voucher Credit	AAA	-9,000.00	-9,000.00	South African Rand				
<input type="checkbox"/>		Voucher Credit		-5,000.00	-4,000.00	South African Rand				
<input checked="" type="checkbox"/>		Voucher Credit	CR005	-1,000.00	-1,000.00	South African Rand				-1,000.00
<input type="checkbox"/>		Voucher Credit	fgfhgdgfg	-900.00	-900.00	South African Rand				
<input type="checkbox"/>		Voucher Credit	gfhgh	-900.00	-900.00	South African Rand				
<input type="checkbox"/>		Voucher Credit	INV998	-100.00	-100.00	South African Rand				
<input type="checkbox"/>		Voucher Credit	2	-10.00	-10.00	South African Rand				
<input checked="" type="checkbox"/>		Voucher	INV009991	3,000.00	3,000.00	South African Rand			0.00	3,000.00
<input type="checkbox"/>	19/8/2019	Voucher	TRAIN002	10,940.00	10,940.00	South African Rand				

- 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.



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

Voucher Payment | List Search Customise More

Save | Reset | Cancel | Actions

Primary Information

A/P ACCOUNT: 31000 Accounts Payable

CUSTOM FORM: SAWS Voucher Payment

TRANSACTION NUMBER: To Be Generated

ACCOUNT: 28300 Std Bank - General

PAYEE: 1 Busby Promo

AMOUNT: 2,000.00

CURRENCY: South African Rand

EXCHANGE RATE: 1.00

DATE: 20/7/2019

POSTING PERIOD: Jul 2019

ADDRESS: [Map]

TO BE PRINTED VOUCHER

CHEQUE #: 7

MEMO:

APPROVAL STATUS: Pending Approval

NEXT APPROVER:

Classification

COST CENTER: [Dropdown]

LOCATION: [Dropdown]

FOR ELECTRONIC BANK PAYMENT VENDOR BANK FEES

JDE DOC NUMBER: [Field]

- 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

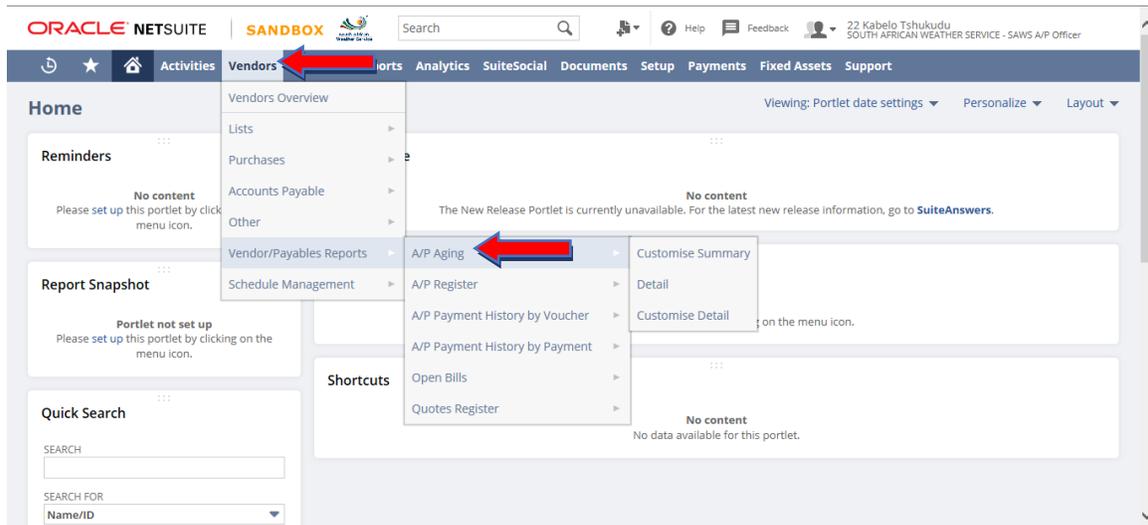
This topic will explain the available standard Accounts Payable Reports. NetSuite provides standard Accounts Payable Reports that provide both summary and detailed information on your purchases, and payables including payment history and balances.

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**



The screenshot shows the NetSuite interface with the 'Vendors' menu open. The 'A/P Aging' report is highlighted under the 'Vendor/Payables Reports' sub-menu. The interface includes a top navigation bar with 'ORACLE NETSUITE', 'SANDBOX', and a search bar. The main content area shows various portlets like 'Reminders', 'Report Snapshot', and 'Quick Search'. The 'A/P Aging' report is currently displaying 'No content'.

- 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.



A/P Aging Summary View Detail

VENDOR	CURRENT Open Balance	21/6/2019 - 20/7/2019 (30) Open Balance	22/5/2019 - 20/6/2019 (60) Open Balance	22/4/2019 - 21/5/2019 (90) Open Balance	BEFORE 22/4/2019 (>90) Open Balance	TOTAL Open Balance
28 Training 3						
27 Training 2						
26 Training 1						
6 Kgothotso Miya	R0.00	R900.00	R0.00	R30.00	R5,500.00	R6,430.00
Total - 26 Training 1	R0.00	R900.00	R0.00	R30.00	R5,500.00	R6,430.00
Total - 27 Training 2	R0.00	R900.00	R0.00	R30.00	R5,500.00	R6,430.00
Total - 28 Training 3	R0.00	R900.00	R0.00	R30.00	R5,500.00	R6,430.00
46 Training20						
3 Sipho Banda	R0.00	R0.00	R0.00	R0.00	R22.00	R22.00
Total - 46 Training20	R0.00	R0.00	R0.00	R0.00	R22.00	R22.00
Vendor						
1 Busby Promo	R0.00	-R1,870.00	R0.00	R0.00	R0.00	-R1,870.00
21 SGS South Africa (Pty) Ltd	R0.00	R32,589.07	R0.00	R0.00	R0.00	R32,589.07
23 Gjijima Technology People	R0.00	R500.00	R0.00	R0.00	R0.00	R500.00
246 Aves Cyber Security (Pty) Ltd	R0.00	R0.00	R500.00	R0.00	R0.00	R500.00
28 Keletso Stationery	R0.00	R10,935.00	R18,000.00	R0.00	R0.00	R28,935.00
36 A1 Catering & Events	R0.00	R0.00	R500.00	R0.00	R0.00	R500.00
4 MRP Supplies & Projects cc	R0.00	R119,200.00	R0.00	R0.00	R0.00	R119,200.00
5 Singapore Airline	R0.00	R22,450.00	R24,500.00	R0.00	R0.00	R46,950.00

DATE today AS OF 21/7/2019 Aging Options Find... Refresh Customise

➤ 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.

A/P Aging Summary View Detail

VENDOR	CURRENT Open Balance	21/6/2019 - 20/7/2019 (30) Open Balance	22/5/2019 - 20/6/2019 (60) Open Balance	22/4/2019 - 21/5/2019 (90) Open Balance	BEFORE 22/4/2019 (>90) Open Balance	TOTAL Open Balance
28 Training 3						
27 Training 2						
26 Training 1						
6 Kgothotso Miya	R0.00	R900.00	R0.00	R30.00	R5,500.00	R6,430.00
Total - 26 Training 1	R0.00	R900.00	R0.00	R30.00	R5,500.00	R6,430.00
Total - 27 Training 2	R0.00	R900.00	R0.00	R30.00	R5,500.00	R6,430.00
Total - 28 Training 3	R0.00	R900.00	R0.00	R30.00	R5,500.00	R6,430.00
46 Training20						
3 Sipho Banda	R0.00	R0.00	R0.00	R0.00	R22.00	R22.00
Total - 46 Training20	R0.00	R0.00	R0.00	R0.00	R22.00	R22.00
Vendor						
1 Busby Promo	R0.00	-R1,870.00	R0.00	R0.00	R0.00	-R1,870.00
21 SGS South Africa (Pty) Ltd	R0.00	R32,589.07	R0.00	R0.00	R0.00	R32,589.07
23 Gjijima Technology People	R0.00	R500.00	R0.00	R0.00	R0.00	R500.00
246 Aves Cyber Security (Pty) Ltd	R0.00	R0.00	R500.00	R0.00	R0.00	R500.00
28 Keletso Stationery	R0.00	R10,935.00	R18,000.00	R0.00	R0.00	R28,935.00
36 A1 Catering & Events	R0.00	R0.00	R500.00	R0.00	R0.00	R500.00
4 MRP Supplies & Projects cc	R0.00	R119,200.00	R0.00	R0.00	R0.00	R119,200.00
5 Singapore Airline	R0.00	R22,450.00	R24,500.00	R0.00	R0.00	R46,950.00

Jul 2019

Mon	Tue	Wed	Thu	Fri	Sat	Sun
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

DATE today AS OF 21/7/2019 Aging Options Find... Refresh Customise

➤ Select you desired date.

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



A/P Aging Summary [View Detail](#)

VENDOR	CURRENT	21/6/2019 - 20/7/2019	22/5/2019 - 20/6/2019	22/4/2019 - 21/5/2019	BEFORE 22/4/2019 (>90)	TOTAL
	Open Balance	(30) Open Balance	(60) Open Balance	(90) Open Balance	Open Balance	Open Balance
28 Training 3						
27 Training 2						
26 Training 1						
6 Kgothotso Miya	R0.00	R500.00	R0.00	R30.00	R5,500.00	R6,030.00
Total - 26 Training 1	R0.00	R500.00	R0.00	R30.00	R5,500.00	R6,030.00
Total - 27 Training 2	R0.00	R500.00	R0.00	R30.00	R5,500.00	R6,030.00
Total - 28 Training 3	R0.00	R500.00	R0.00	R30.00	R5,500.00	R6,030.00
46 Training20						
3 Sipho Banda	R0.00	R0.00	R0.00	R0.00	R22.00	R22.00
Total - 46 Training20	R0.00	R0.00	R0.00	R0.00	R22.00	R22.00
Vendor						
246 Aves Cyber Security (Pty) Ltd	R0.00	R0.00	R500.00	R0.00	R0.00	R500.00
28 Keletso Stationery	R0.00	R0.00	R18,000.00	R0.00	R0.00	R18,000.00
36 A1 Catering & Events	R0.00	R0.00	R500.00	R0.00	R0.00	R500.00
4 MRP Supplies & Projects cc	R0.00	-R362.60	R0.00	R3,800.00	R0.00	R3,437.40
5 Singapore Airline	R0.00	R0.00	R25,000.00	R0.00	R0.00	R25,000.00
570 ACCM Air Conditioning	R0.00	R0.00	R0.00	R50,000.00	R0.00	R50,000.00
611 Pesiyento Stationery cc	R0.00	R0.00	R1,000.00	R0.00	R0.00	R1,000.00
Total - Vendor	R0.00	-R362.60	R45,000.00	R53,800.00	R0.00	R98,437.40

DATE (Custom) AS OF 1/7/2019 Aging Options Find...

[Refresh](#)

➤ Report output has been refreshed.

➤ To View the Detailed report click on [View Detail](#)

A/P Aging Detail [Back to Summary](#)

VENDOR	TRANSACTION TYPE	DATE	DOCUMENT NUMBER	DUE DATE	AGE	OPEN BALANCE
28 Training 3						R6,030.00
46 Training20						
3 Sipho Banda						
	Expense Report	11/4/2019 25		11/4/2019	101	R10.00
	Expense Report	11/4/2019 31		11/4/2019	101	R12.00
Total - 3 Sipho Banda						R22.00
Total - 46 Training20						R22.00
Vendor						
246 Aves Cyber Security (Pty) Ltd						
	Voucher	20/6/2019 Test		20/6/2019	31	R500.00
Total - 246 Aves Cyber Security (Pty) Ltd						R500.00
28 Keletso Stationery						
	Voucher	19/6/2019 ABS0011		19/6/2019	32	R18,000.00
Total - 28 Keletso Stationery						R18,000.00
36 A1 Catering & Events						
	Voucher	23/5/2019 Test Rever5566		23/5/2019	59	R500.00
Total - 36 A1 Catering & Events						R500.00
4 MRP Supplies & Projects cc						
	Voucher	20/5/2019 3WayTest123		20/5/2019	62	R3,800.00

DATE (Custom) AS OF 1/7/2019 MORE Find...

[Refresh](#) [Customise](#)

➤ 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.



➤ 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.



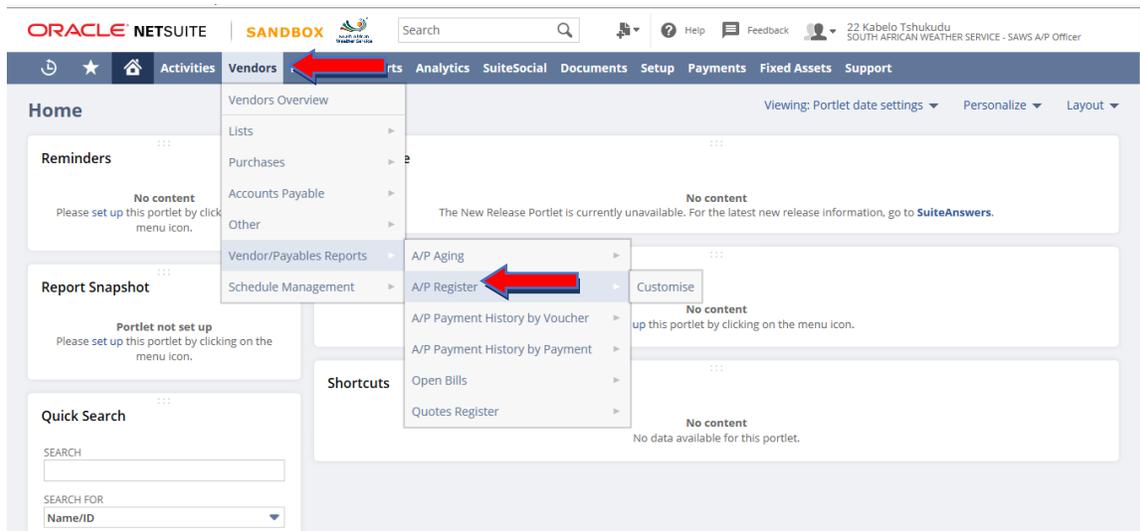
Vendor	Transaction Type	Date	Document Number	Due Date	Age	Open Balance
28 Training 3						R6 030.00
46 Training20						
3 Siphso Banda						
	Expense Report	2019/04/11	25	2019/04/11	101	R10.00
	Expense Report	2019/04/11	51	2019/04/11	101	R12.00
Total - 3 Siphso Banda						R22.00
Total - 46 Training20						R22.00
246 Aves Cyber Security (Pty) Ltd						
	Voucher	2019/06/20	Test	2019/06/20	31	R500.00
Total - 246 Aves Cyber Security (Pty) Ltd						R500.00
28 Keletso Stationery						
	Voucher	2019/06/19	ABS0011	2019/06/19	32	R18 000.00
Total - 28 Keletso Stationery						R18 000.00
36 A1 Catering & Events						
	Voucher	2019/05/23	Test Rever5566	2019/05/23	59	R500.00
Total - 36 A1 Catering & Events						R500.00
4 MRP Supplies & Projects cc						
	Voucher	2019/05/20	3WayTest123	2019/05/20	62	R3 000.00
	Voucher	2019/06/26	invoice	2019/06/26	25	R437.40
	Voucher Credit	2019/06/26	VRA007	2019/06/26	25	-R800.00
Total - 4 MRP Supplies & Projects cc						R3 437.40
5 Singapore Airline						

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.



A/P Register

ACCOUNT	TYPE	DATE	DOCUMENT NUMBER	VENDOR	MEMO	DATE DUE	BILLED	PAID	BALANCE
Accounts Payable									-R933.00
	Expense Report	8/4/2019	12	6 Kgothatso Miya	Testing 08/04/2019		R200.00		-R1,133.00
	Expense Report	9/4/2019	15	6 Kgothatso Miya	Test Kgothatso		R2,000.00		-R3,133.00
	Expense Report	11/4/2019	19	6 Kgothatso Miya	SAW Training 1		R2,000.00		-R5,133.00
	Expense Report	11/4/2019	25	3 Siphso Banda			R10.00		-R5,143.00
	Expense Report	11/4/2019	31	3 Siphso Banda			R12.00		-R5,155.00
	Expense Report	15/4/2019	33	6 Kgothatso Miya	SAW Training		R500.00		-R5,655.00
	Expense Report	10/5/2019	35	6 Kgothatso Miya	Test Kgothatso		R30.00		-R5,685.00
	Voucher	10/5/2019	Test ABC 123	570 ACCM Air Conditioning		Paid	R9,000.00		-R14,685.00
	Voucher	13/5/2019		570 ACCM Air Conditioning		Paid	R250.00		-R14,935.00
	Voucher	13/5/2019		570 ACCM Air Conditioning			R50,000.00		-R64,935.00
	Voucher Payment	13/5/2019		570 ACCM Air Conditioning			R250.00	R250.00	-R64,685.00
	Voucher Payment	15/5/2019	00000001/1	570 ACCM Air Conditioning			R9,000.00	R9,000.00	-R55,685.00
	Voucher	20/5/2019	3WayTest123	4 MRP Supplies & Projects cc	TEST <- 100000 Test 31	Paid	R3,800.00		-R59,485.00
	Voucher Payment	21/5/2019		556 CTP Stationery Manufacturers			R133.00	R133.00	-R59,352.00
	Voucher	23/5/2019	Test Rever5566	36 A1 Catering & Events	Test -Kgothatso	23/5/2019	R500.00		-R59,852.00
	Voucher	18/6/2019	Budget Testing 100	5 Singapore Airline		18/6/2019	R20,000.00		-R79,852.00
	Voucher	19/6/2019	jkdfjdfg	61 Pesiyanto Stationery cc		Paid	R44.68		-R79,896.68
	Voucher	19/6/2019	ABS0011	28 Kaleitso Stationery	Test budget	19/6/2019	R18,000.00		-R97,896.68
	Voucher	19/6/2019	ARS012	61. Pesuanto Stationery cc		19/6/2019	R1,000.00		-R98,896.68

DATE (Custom) FROM 1/4/2019 TO 31/7/2019 Find... Refresh Customise

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

FROM 1/4/2019 TO 31/7/2019 can be

changed and you refresh the report by clicking Refresh 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.

Home Tools Using Accounts Pa... A_PRegister-501.pdf x Sign In

1 / 3 139%

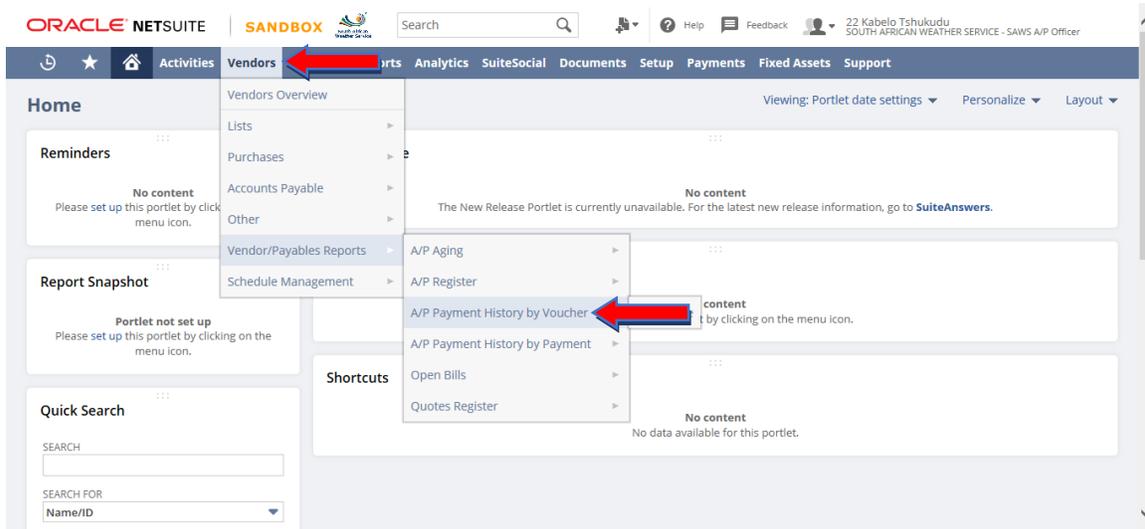
SOUTH AFRICAN WEATHER SERVICE
A/P Register
1 April 2019 - 31 July 2019

Account	Type	Date	Docum ent Number	Vendor	Memo	Date Due	Billed	Paid	Balance
Accounts Payable									-R933.00
	Expens e Report	8/4/2019	12	6 Kgothatso Miya	Testing 08/04/2019		R200.00		-R1,133.00
	Expens e Report	9/4/2019	15	6 Kgothatso Miya	Test Kgothatso		R2,000.00		-R3,133.00
	Expens e Report	11/4/2019	19	6 Kgothatso Miya	SAW Training 1		R2,000.00		-R5,133.00
	Expens e Report	11/4/2019	25	3 Siphso Banda			R10.00		-R5,143.00

2.8.3 A/P Payment History by Voucher

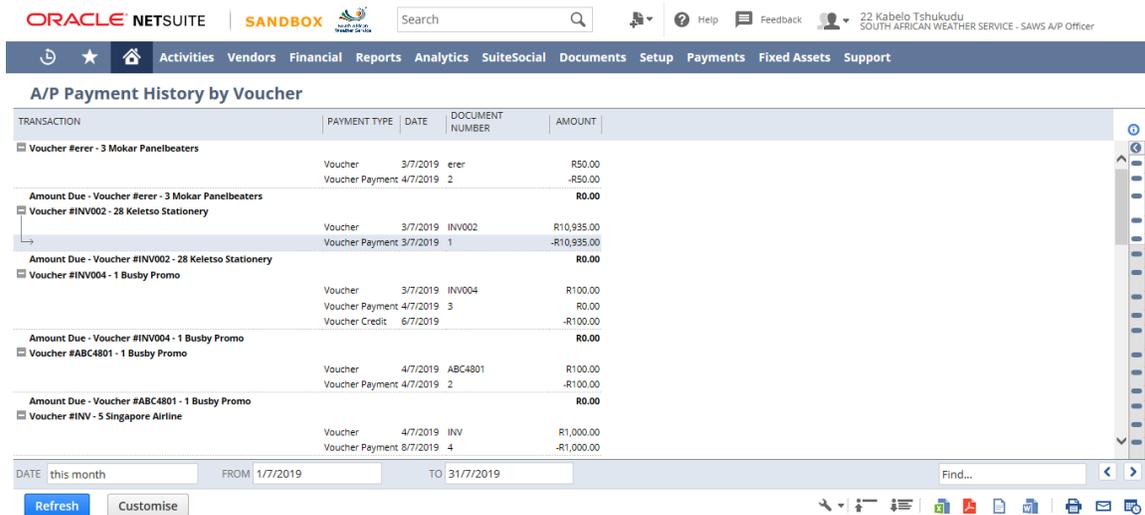
The A/P Payment History by Voucher report provides a view of your payment history with vendors, organized by vouchers, and shows how your payments were applied to vouchers.

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



The screenshot shows the Oracle NetSuite interface. The 'Vendors' menu is open, and the 'Vendor/Payables Reports' sub-menu is selected. The 'A/P Payment History by Voucher' option is highlighted with a red arrow. The user is identified as '22 Kabelo Tshukudu, SOUTH AFRICAN WEATHER SERVICE - SAWS A/P Officer'.

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



The screenshot displays the 'A/P Payment History by Voucher' report. The report is filtered for the current month (July 2019) from 1/7/2019 to 31/7/2019. The report shows a list of transactions with columns for Transaction, Payment Type, Date, Document Number, and Amount. The transactions are grouped by vendor and include voucher details and payment history.

TRANSACTION	PAYMENT TYPE	DATE	DOCUMENT NUMBER	AMOUNT
Voucher #erer - 3 Mokar Panelbeaters				
	Voucher	3/7/2019	erer	R50.00
	Voucher Payment	4/7/2019	2	-R50.00
Amount Due - Voucher #erer - 3 Mokar Panelbeaters				
				R0.00
Voucher #INV002 - 28 Keletso Stationery				
	Voucher	3/7/2019	INV002	R10,935.00
	Voucher Payment	3/7/2019	1	-R10,935.00
Amount Due - Voucher #INV002 - 28 Keletso Stationery				
				R0.00
Voucher #INV004 - 1 Busby Promo				
	Voucher	3/7/2019	INV004	R100.00
	Voucher Payment	4/7/2019	3	R0.00
	Voucher Credit	6/7/2019		-R100.00
Amount Due - Voucher #INV004 - 1 Busby Promo				
				R0.00
Voucher #ABC4801 - 1 Busby Promo				
	Voucher	4/7/2019	ABC4801	R100.00
	Voucher Payment	4/7/2019	2	-R100.00
Amount Due - Voucher #ABC4801 - 1 Busby Promo				
				R0.00
Voucher #INV - 5 Singapore Airline				
	Voucher	4/7/2019	INV	R1,000.00
	Voucher Payment	3/7/2019	4	-R1,000.00

DATE: this month FROM: 1/7/2019 TO: 31/7/2019 Find...

Buttons: Refresh, Customise

- 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.



TRANSACTION	PAYMENT TYPE	DATE	DOCUMENT NUMBER	AMOUNT
Voucher #erer - 3 Mokar Panelbeaters				
	Voucher	3/7/2019	erer	R50.00
	Voucher Payment	4/7/2019	2	-R50.00
Amount Due - Voucher #erer - 3 Mokar Panelbeaters				
				R0.00
Voucher #INV002 - 28 Keletso Stationery				
	Voucher	3/7/2019	INV002	R10,935.00
	Voucher Payment	3/7/2019	1	-R10,935.00
Amount Due - Voucher #INV002 - 28 Keletso Stationery				
				R0.00
Voucher #INV004 - 1 Busby Promo				
	Voucher	3/7/2019	INV004	R100.00
	Voucher Payment	4/7/2019	3	R0.00
	Voucher Credit	6/7/2019		-R100.00

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**

The screenshot shows the Oracle NetSuite interface. The 'Vendors' menu is open, and the 'A/P Payment History by Payment' option is highlighted with a red arrow. Other options visible in the menu include 'Vendors Overview', 'Lists', 'Purchases', 'Accounts Payable', 'Other', 'Vendor/Payables Reports', 'Schedule Management', 'A/P Register', 'A/P Payment History by Voucher', 'A/P Payment History by Payment', 'Open Bills', and 'Quotes Register'. The main content area shows 'No content' for several portlets.

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



ORACLE NETSUITE | SANDBOX

Search

22 Kabelo Tshukudu
SOUTH AFRICAN WEATHER SERVICE - SAWS A/P Officer

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

A/P Payment History by Payment

TRANSACTION	BILL TYPE	DATE	DOCUMENT NUMBER	AMOUNT
Voucher Payment #1 - 28 Keletso Stationery				
	Voucher Payment	3/7/2019	1	R10,935.00
	Voucher	3/7/2019	INV002	-R10,935.00
Amount Unapplied - Voucher Payment #1 - 28 Keletso Stationery				
R0.00				
Voucher Payment #2 - 1 Busby Promo				
	Voucher Payment	4/7/2019	2	R100.00
	Voucher	4/7/2019	ABC4801	-R100.00
Amount Unapplied - Voucher Payment #2 - 1 Busby Promo				
R0.00				
Voucher Payment #2 - 3 Mokar Panelbeaters				
	Voucher Payment	4/7/2019	2	R50.00
	Voucher	3/7/2019	erer	-R50.00
Amount Unapplied - Voucher Payment #2 - 3 Mokar Panelbeaters				
R0.00				
Voucher Payment #3 - 1 Busby Promo				
	Voucher Payment	4/7/2019	3	R100.00
	Voucher	3/7/2019	INV004	R0.00
Amount Unapplied - Voucher Payment #3 - 1 Busby Promo				
R100.00				
Voucher Payment #5178 - 4 MRP Supplies & Projects cc				
	Voucher Payment	4/7/2019		R437.40
	Voucher	26/6/2019	invoice	-R437.40
Amount Unapplied - Voucher Payment #5178 - 4 MRP Supplies & Projects cc				
R0.00				

DATE: this month FROM: 1/7/2019 TO: 31/7/2019 Find...

Refresh Customise

- 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**

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Search

22 Kabelo Tshukudu
SOUTH AFRICAN WEATHER SERVICE - SAWS A/P Officer

Activities Vendors Reports Analytics SuiteSocial Documents Setup Payments Fixed Assets Support

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Reminders

Report Snapshot

Quick Search

Vendors Overview

Lists

Purchases

Accounts Payable

Other

Vendor/Payables Reports

Schedule Management

Shortcuts

A/P Register

A/P Payment History by Voucher

A/P Payment History by Payment

Open Bills

Quotes Register

Customise

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



Open Vouchers

ACCOUNT	VOUCHER NUMBER	VENDOR	VOUCHER DATE	MEMO	DATE DUE	AMOUNT DUE	PAYMENT HOLD
31000 - Accounts Payable							
	5	6 Kgothotso Miya	26/3/2019	Furniture for Canteen		R200.00	No
	3	6 Kgothotso Miya	26/3/2019	Test Kgothotso		R200.00	No
	4	6 Kgothotso Miya	26/3/2019			R200.00	No
	6	6 Kgothotso Miya	28/3/2019	Kgothotso March Cellphone 2018		R200.00	No
	12	6 Kgothotso Miya	8/4/2019	Testing 08/04/2019		R200.00	No
	15	6 Kgothotso Miya	9/4/2019	Test Kgothotso		R2,000.00	No
	19	6 Kgothotso Miya	11/4/2019	SAW Training 1		R2,000.00	No
	31	3 Sipho Banda	11/4/2019			R12.00	No
	25	3 Sipho Banda	11/4/2019			R10.00	No
	33	6 Kgothotso Miya	15/4/2019	SAW Training		R500.00	No
	35	6 Kgothotso Miya	10/5/2019	Test Kgothotso		R30.00	No
		570 ACCM Air Conditioning	13/5/2019		13/5/2019	R50,000.00	No
	3WayTest123	4 MRP Supplies & Projects cc	20/5/2019	TEST <= 100000 Test 31	20/5/2019	R3,800.00	No
	Test Rever5566	36 A1 Catering & Events	23/5/2019	Test -Kgothotso	23/5/2019	R500.00	No
	Budget Testing 100	5 Singapore Airline	18/6/2019		18/6/2019	R20,000.00	No
	AB50011	28 Keletso Stationery	19/6/2019	Test budget	19/6/2019	R18,000.00	No
	AB5012	61 Peziyanto Stationery cc	19/6/2019		19/6/2019	R1,000.00	No
	Test 123	5 Singapore Airline	20/6/2019		20/6/2019	R5,000.00	No
	Test	246 Aves Cyber Security (Pty) Ltd	20/6/2019	Test Kgothotso	20/6/2019	R500.00	No

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