

Payables – Document Sequences Setup

Invoice

1. Define Document Sequences for Invoice

Name	Application	From	To	Type	Message	Initial Value []
INV_DOC_NO	Payables	21-MAR-2005		Automatic	<input type="checkbox"/>	1000
					<input type="checkbox"/>	
					<input type="checkbox"/>	
					<input type="checkbox"/>	
					<input type="checkbox"/>	
					<input type="checkbox"/>	
					<input type="checkbox"/>	
					<input type="checkbox"/>	
					<input type="checkbox"/>	
					<input type="checkbox"/>	

Name → Enter name of your choice

Application → Payables

If you want the voucher number to be displayed in the popup window, then select message checkbox. If you leave it unchecked, system will create document number, but no separate message will be shown.

2. Assign Sequences to Invoices

Application	Category	Set of Books	Method
Payables	Credit Memo Invoices	GEG_Set of Books	Manual
Payables	Debit Memo Invoices	GEG_Set of Books	Manual
Payables	Prepayment Invoices	GEG_Set of Books	Manual
Payables	Standard Invoices	GEG_Set of Books	Manual

Application	Category	Start Date	End Date	Sequence
Payables	Credit Memo Invoices	21-MAR-2005		INV_DOC_NO
Payables	Debit Memo Invoices	21-MAR-2005		INV_DOC_NO
Payables	Prepayment Invoices	21-MAR-2005		INV_DOC_NO
Payables	Standard Invoices	21-MAR-2005		INV_DOC_NO

Application → Select Payables from LOV

Category → You can attach the same sequence number to different invoice types or create separate sequence number to each invoice type. In the above example, same sequence number is attached to Standard, Debit Memo, Credit Memo and Prepayment invoice types.

3. Create Invoice in Payables. Voucher number will be automatically created.

Type	Supplier	Supplier Num	Site	Invoice Date	Invoice Num	Voucher Number	Invoice Curr	Invoice Amount	Withheld Amount
Standard	SAR_TEST	212	SAR_TEST	25-MAY-2005	INV22-1	1000	IRR	1,000,000	

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

Amount Paid IRR 0	Invoice Status Status: Validated Accounted: Yes	Approval Status Approval: Manually Approved Pending Approver:
Description:		Summary Holds: 0 Distribution Total: 1,000,000

Payment

1. Create a document sequence for Payments

Name	Application	From	To	Type	Message	Initial Value []
PAY_DOC_NO	Payables	21-MAR-2005		Automatic	<input type="checkbox"/>	1000
					<input type="checkbox"/>	
					<input type="checkbox"/>	
					<input type="checkbox"/>	
					<input type="checkbox"/>	
					<input type="checkbox"/>	
					<input type="checkbox"/>	
					<input type="checkbox"/>	
					<input type="checkbox"/>	
					<input type="checkbox"/>	

Name → Enter a name of your choice

Application → Select Payables

If you want the voucher number to be displayed in the popup window, then select message checkbox. If you leave it unchecked, system will create document number, but no separate message will be shown.

Initial Value → Enter the initial payment number

2. Assign sequence number to payment

Application	Category	Set of Books	Method
Payables	Check Payments	GEG_Set of Books	Manual

Sequence Assignments

Document Assignment

Application	Category	Start Date	End Date	Sequence	
Payables	Check Payments	21-MAR-2005		PAY_DOC_NO	

Application → Select Payables from LOV

Category → Select 'Check Payment', Wire Payment', etc. You can attach the same sequence number to more than one payment type (category).

3. Create a Payment document. The following setups should have been completed before creating payment
 - a. Select the checkbox 'Allow Document Category override' in Payable Options (Payment Tab).
 - b. Attach the document category (check payments) for the Bank document name (Setup → Payment → Banks → Bank Accounts → Payable Documents → Additional Information Tab)

Payments (GEG_Entity)

Type	Bank Account	Document	Document Num	Voucher Num	Payment Amount	Curr	Batch Name
Quick	تجارت-ایرات اروپا-1002	Check	1043	1000	1,000	IRR	Quick Payment: ID=11033