

Virtual Payables Example

Add A New Value: A/P Regular Voucher Entry – Main Screen

Favorites ▾
Main Menu ▾ > Accounts Payable ▾ > Vouchers ▾ > Add/Update ▾ > Regular Entry

TeamWorks
FSCMTST

Voucher

Find an Existing Value
Add a New Value

Business Unit:

46100 🔍

Voucher ID:

NEXT

Voucher Style:

Regular Voucher ▾

Short Vendor Name:

BI-001 🔍

Vendor ID:

0000015847 🔍

Vendor Location:

000999 🔍

Address Sequence Number:

1 🔍

Invoice Number:

Inv 123789

Invoice Date:

09/15/2017 📅

Gross Invoice Amount:

10.00

Freight Amount:

0.00

Misc Charge Amount:

0.00

Estimated No. of Invoice Lines:

1

Add

Find an Existing Value | Add a New Value

Virtual Payables Example

Add A New Value: A/P Regular Voucher Entry - Payments Tab

Favorites ▾

Main Menu ▾ > Accounts Payable ▾ > Vouchers ▾ > Add/Update ▾ > Regular Entry

TeamWorks

FSCMTST

Home

Summary

Related Documents

Invoice Information

Payments

Voucher Attributes

Error Summary

Business Unit:

46100

Invoice No:

Inv 123789

Action:

▾

Voucher ID:

00930594

Invoice Date:

09/15/2017

Run

Voucher Style:

Regular Voucher

Total Amount:

10.00

Schedule Payments

Vendor Name:

BI INCORPORATED

*Pay Terms:

N30

Net 30

Payment Information

Find | View All

First 1 of 1 Last

Payment:

1

*Remit to:

0000015847

Gross Amount:

10.00

USD

Location:

000999

Discount:

0.00

USD

*Address:

1

Scheduled Due:

10/14/2017

Net Due:

10/15/2017

Discount Due:

Accounting Date:

Payment Inquiry

Express Payment

Payment Comments(0)

Holiday/Currency

BI INCORPORATED

6265 GUNBARREL AVE STE B

BOULDER, CO 80301

Payment Options

*Bank:

1200

Pay Group:

▾

Vendor Bank

*Account:

1001

*Handling:

RP

Messages

*Method:

ACH

ACH

*Netting:

Not Applicable

Layout

L/C ID:

Hold Reason:

Virtual Payables

☑ Hold Payment

☐ Separate Payment

Message:

Invoice for Augusta Location

Message will appear on remittance advice.

Schedule Payment

*Action:

Schedule Payment

Payment Date:

Pay:

Reference:

Virtual Payables Example

Add A New Value: A/P Regular Voucher Entry - Attributes Tab

Favorites ▾		Main Menu ▾ > Accounts Payable ▾ > Vouchers ▾ > Add/Update ▾ > Regular Entry		Home
TeamWorks		FSCMTST		

Summary	Related Documents	Invoice Information	Payments	Voucher Attributes	Error Summary
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Business Unit:	46100	Invoice No:	Inv 123789	Action:	
Voucher ID:	00930594	Invoice Date:	09/15/2017		
Voucher Style:	Regular Voucher				
Total:	10.00				Run

Voucher Processing	
☒ Post Voucher ☒ Revalue Voucher	Packing Slip: ☐ Close Voucher ☐ Delete Voucher

Accounting Instructions	
Account At: Net	*Template: VIRTUALPAY 

Match Action	
Match Due Date:	*Status: Not Applicable ☐ Pay UnMatched

Transaction Currency	
*Source: Tables	Rate Type: CRRNT
*Currency: USD	Exchange Rate: 1.00000000

Tax Group	Workflow Approval
Tax Group:	*Approval: Pre-Approved
Tax Pymnt Type:	

Letter of Credit	Self Billing Invoice
L/C ID:	*SBI: Individual Voucher (Auto-Num)
	SBI Number:

Prepayment	
Prepaid Ref:	☒ Automatically Apply Prepayment ☐ Postpone Wthd

Save	Notify	Refresh	Add	Update/Display
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Summary | Related Documents | Invoice Information | Payments | Voucher Attributes | Error Summary

Virtual Payables Example

Funding File Sent To Bank of America – Payments Tab Updated:

Favorites ▾

Main Menu ▾ > Accounts Payable ▾ > Vouchers ▾ > Add/Update ▾ > Regular Entry

TeamWorks

FSCMTST

Home

Summary

Related Documents

Invoice Information

Payments

Voucher Attributes

Error Summary

Business Unit:

46100

Invoice No:

Inv 123789

Action:

▾

Voucher ID:

00930594

Invoice Date:

09/15/2017

31

Run

Voucher Style:

Regular Voucher

Total Amount:

10.00

Schedule Payments

Vendor Name:

BI INCORPORATED

*Pay Terms:

N30

Net 30

Payment Information

Find | View All

First ▾ 1 of 1 ▾ Last

+

-

Payment:

1

*Remit to:

0000216623

🔍

Gross Amount:

10.00

USD

Location:

000001

🔍

Discount:

0.00

USD

*Address:

1

🔍

BANK OF AMERICA NA

P O BOX 15731

WILMINGTON, DE 19886-5731

Scheduled Due:

10/14/2017

31

Net Due:

10/15/2017

Discount Due:

Accounting Date:

Payment Inquiry

Express Payment

Payment Comments(0)

Holiday/Currency

Payment Options

*Bank:

1200

🔍

Pay Group:

▾

Vendor Bank

*Account:

1001

🔍

*Handling:

RP

🔍

Messages

*Method:

ACH

🔍

ACH

*Netting:

Not Applicable

▾

Layout

L/C ID:

🔍

Hold Reason:

Virtual Payables

▾

☑ Hold Payment

☐ Separate Payment

Message:

Invoice for Augusta Location

Message will appear on remittance advice.

Schedule Payment

*Action:

Schedule Payment

▾

Payment Date:

Pay:

▾

Reference:

Virtual Payables Example

Reconciliation File Sent Back To SAO – Payments Tab Updated:

Favorites ▾

Main Menu ▾ > Accounts Payable ▾ > Vouchers ▾ > Add/Update ▾ > Regular Entry

TeamWorks

FSCMTST

Home

Summary

Related Documents

Invoice Information

Payments

Voucher Attributes

Error Summary

Business Unit: 46100

Voucher ID: 00930594

Voucher Style: Regular Voucher

Total Amount: 10.00

Vendor Name: BI INCORPORATED

Invoice No: Inv 123789

Invoice Date: 09/15/2017

*Pay Terms: N30 Net 30

Action: ▾

Run

Schedule Payments

Payment Information

Find | View All First 1 of 1 Last

Payment: 1

*Remit to: 0000216623

Location: 000001

*Address: 1

BANK OF AMERICA NA

P O BOX 15731

WILMINGTON, DE 19886-5731

Gross Amount: 10.00 USD

Discount: 0.00 USD

Scheduled Due: 11/21/2017

Net Due: 10/15/2017

Discount Due:

Accounting Date:

Payment Inquiry

Express Payment

Payment Comments(0)

History/Currency

Payment Options

*Bank: 1200

*Account: 1001

*Method: ACH

L/C ID:

Message: 1234567891012345

Message will appear on remittance advice.

Pay Group: ▾

*Handling: RP

*Netting: Not Applicable

Hold Reason: ▾

Vendor Bank

Messages

Layout

☐ Hold Payment
 ☐ Separate Payment

Schedule Payment

*Action: Schedule Payment

Pay: ▾

Payment Date: ▾

Reference: ▾