ICE Business System

Supplier Invoice Management

(Version – 1.2)

Learning Unit Guide

Signature Software

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I : Introduction

This Learning Unit Guide is reference-based, in that most of the information for the tasks can be found in the **Signature Learning Centre**.

This guide is designed as a workbook to be used during facilitator led learning.

It includes instructional materials, descriptions of business processes and details of demonstrations to be undertaken by the facilitator.

There are references to **menu paths** for accessing the functions within **ICE** application and **SLC References** for locating additional information in the **Signature Learning Centre**.

II : Objectives

All Supplier Invoices and previous Payments have been entered to determine the Invoices due for payment by ageing Supplier balances and the Payments by Due Date report.

III : Target Audience

Administration staff responsible for determining Supplier payments due in the ICE Business System.

IV : Prerequisites

- Accounts Payable (Suppliers/Creditors) Processing Activities
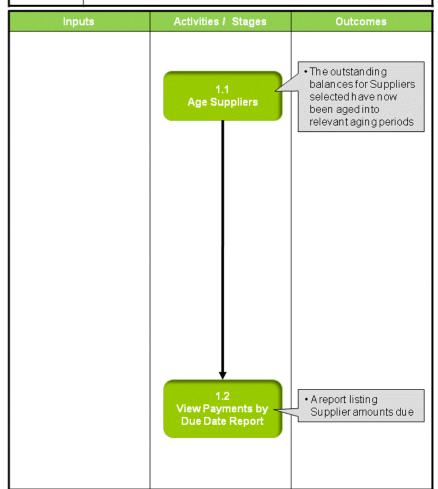- Accounts Payable (Suppliers/Creditors) Reporting Activities

V : Scenarios

V.1 : Determine AP Invoices to be Paid - Standard

Workflow

Workflow :	Determine AP Invoices to be Paid - Standard
Scenario 1 :	A stock or administration staff member has entered Supplier Invoices and they are now due for payment.
	An administration member ages the Supplier balances and prints Supplier Statements to determine Payments due.

Inputs	Activities / Stages	Outcomes
	1.1 Age Suppliers	• The outstanding balances for Suppliers selected have now been aged into relevant aging periods
	1.2 View Payments by Due Date Report	• A report listing Supplier amounts due

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Scenario 1: Determine AP Invoices to be Paid - Standard

A stock or administration staff member has entered Supplier Invoices and they are now due for payment.

An administration member ages the Supplier balances and prints Supplier Statements to determine Payments due.

1.1: Age Suppliers

Objectives:
• *Age the balance of each Supplier into relevant aging periods to determine Invoices due to be paid.*
SLC Reference:
• *ICE Business Systems > Accounts Payable > Processing Activities*

Work Instructions

Screen: ICE Main
1. Access **Age Suppliers**.   Select menu path: **Admin > End of Month > Age Supplier.**
Screen: Age Suppliers
2. Tick **All Branches** or select the **Branch drop-down arrow** to select required Branches.
3. Tick **Age based on invoice date** and select the date to age from.   *Note:*   *Date is typically the last day of the new month. This method ages all Suppliers.*   OR
4. Untick **Age based in invoice date** and select the **Trading Terms** to be aged by selecting the **Next Due Date** for each Term.   *Note:*   *Next Due Date does not impact the ageing process. This method ages all Suppliers with the Trading Terms selected.*
5. Select **Perform** to age the selected Suppliers.

Outcomes:
• *The outstanding balances for Suppliers selected have now been aged into relevant aging periods.*

Notes:
• *N/A*

1.2: View Payments by Due Date Report

Objectives:
• *View/print amounts due for each Supplier based on the due date entered.*
SLC Reference:
• *ICE Business Systems > Accounts Payable > Reporting Activities*

Work Instructions

Screen: ICE Main
1. Access **Payments by Due Date.** Select menu path: **Reports > Suppliers > Payments by Due Date.**
Screen: Suppliers Payments by Due Date
2. For the Supplier Range, tick **All** to view amounts due for all Suppliers. OR 3. Untick **All** to select a range of Suppliers by selecting the **… (ellipsis) search** buttons.
Screen: Supplier Search
4. Search for the **From** or **To** Supplier required. 5. Press **F12** to retrieve the search results. 6. Select the Supplier required. 7. Press **OK** to select the Supplier and close the Supplier search.
Screen: Suppliers Payments by Due Date
8. Select the **Transactions** required by selecting **All** to display all Supplier Invoices due regardless of whether outstanding or selecting **Outstanding** to only display Invoices that are outstanding payment. 9. Select a **Transaction Date Range** by ticking **All** to display all Invoices regardless of Date or untick **All** and select a **From** and **To** date to only display Invoices dated within the dates entered. 10. Select **Due By** to only show Invoices due before a date and enter the Date required. 11. Select the **Sort By** option of either Supplier or Due Date. 12. If sorting by Supplier, select whether a total for each Supplier is required, if not select **Detailed Report** to view Invoices determining the total. **Note:** *Selecting a sort option of **Due Date** automatically defaults to a*

detailed reporting listing all Invoices due.

13. Select **Preview** to generate and view amounts due.

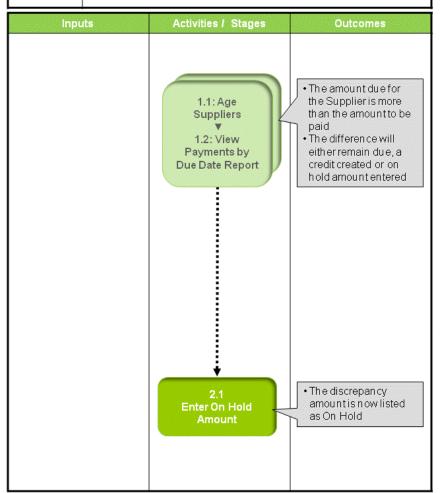| Outcomes: |
|---|
| • *A report listing Supplier amounts due.* |
| Notes: |
| • *N/A* |

V.2 : Options for Partial Charge

Workflow

Workflow :	Determine AP Invoices to be Paid – Options for Partial Charge
Scenario 2 :	After viewing the Supplier amount due it has been determined that another amount will be paid instead.

Inputs	Activities / Stages	Outcomes
	1.1: Age Suppliers ▼ **1.2: View Payments by Due Date Report**	• The amount due for the Supplier is more than the amount to be paid • The difference will either remain due, a credit created or on hold amount entered
	2.1 Enter On Hold Amount	• The discrepancy amount is now listed as On Hold

Scenario 2: Options for Partial Charge

After viewing the Supplier amount due, it has been determined that another amount will be paid instead.

1.1: Age Suppliers
▼
1.2: View Payments by Due Date Report

Objectives:
• *N/A*
SLC Reference:
• *ICE Business Systems > Accounts Payable > Reporting Activities*

Work Instructions

Action:
1. Complete Scenario "**Determine AP Invoices to be Paid – Standard**" from Stage 1.1 to 1.2.
2. Where the Supplier amount due is correct but more than the payment amount to be made, the outstanding amount will remain overdue.
3. Where the amount overdue is incorrect a credit is required. Complete Scenario "Supplier Invoicing/Credits - on how to process a credit.
4. Where the amount overdue relates to an item on hold yet to be clarified with the Supplier, an On Hold amount is required to be entered for the Invoice. Complete Scenario "**Determine AP Invoices to be paid – Options for Partial Charge**" 2.1.

Outcomes:
• *The amount due for the Supplier is more than the amount to be paid.*
• *The difference will either remain due, a credit created or on hold amount entered.*
Notes:
• *N/A*

2.1: Enter On Hold Amount

Objectives:
• *Enter an amount on hold for an Invoice currently being clarified with the Supplier.*
SLC Reference:
• *ICE Business Systems > Accounts Payable > Processing Activities*

Work Instructions

Screen: ICE Main
1. Access **Accounts Payable Invoices/Credits** where the Invoice was originally created. Select menu path: **Accounting > Accounts Payable > Invoices/Credits > Invoice/Credits Only.** or **Accounting > Accounts Payable > Invoices/Credits > Invoice/Credits with Stock Receipting.**

Screen: Supplier Invoices > Details tab
2. Select the **Details** tab.
3. Press **F3** to search for the updated Invoice.
4. Enter the required **Invoice number**.
5. Select the **Display All** tick box as the Invoice has been updated.
6. Press **F12** to retrieve the search results.
7. Ensure this is the correct Invoice. **Note:** *It is recommended you select the Browse tab to ensure only one Invoice matched your search criteria and the correct Invoice is selected.*
8. Enter the amount on hold within the **Hold Amount** field.
9. Press **F10**, the Yellow "✔" or the **Apply** button to save changes. **Note:** *Complete this same process when the amount is no longer on Hold.*

Outcomes:
• *The discrepancy amount is now listed as On Hold.*
Notes:
• *N/A*