



ICE Business System

Supplier Invoices & Credits

(Version – 1.1)

Learning Unit Guide

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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

To understand and appropriately process Invoices and Credits for Suppliers.

III : Target Audience

Administration staff responsible for entering Supplier Invoices and Credits in the ICE Business System.

IV : Prerequisites

- Accounts Payable (Suppliers/Creditors) Processing Activities

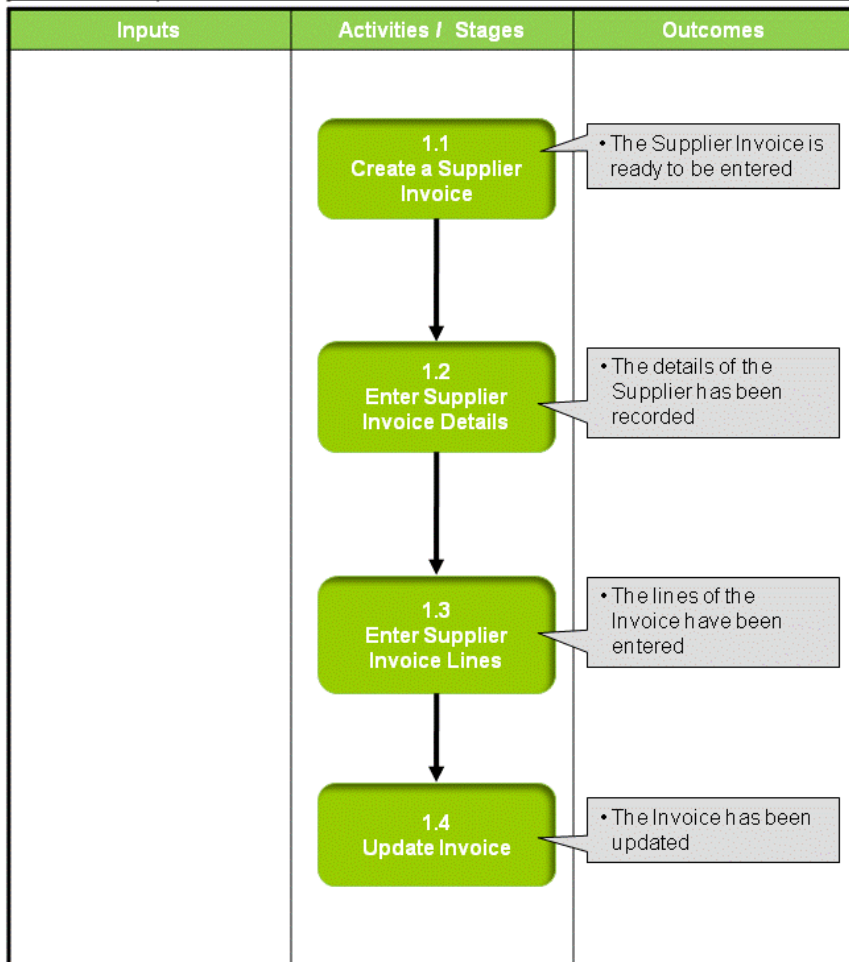
V : Scenarios

V.1 : Supplier Invoices - Standard



Workflow

Workflow :	Supplier Invoices - Standard
Scenario 1 :	An administration staff member receives a Supplier Invoice that does not include stock items that they wish to record in the ICE Business Systems.



Scenario 1: Supplier Invoices - Standard

An administration staff member receives a Supplier Invoice that does not include stock items that they wish to record in the ICE Business Systems.



1.1: Create a Supplier Invoice

Objectives:

- Create a new Invoice for a Supplier.

SLC Reference:

- ICE Business Systems > Accounts Payable > Processing Activities

Work Instructions

Screen: ICE Main

1. Access **Accounts Payable Invoices/Credits**.

Select menu path:

Accounting > Accounts Payable > Invoices/Credits > Invoice/Credits Only.

or

The **[AP Invoicing]** icon.

Screen: Supplier Invoices with GST (No Stock Receiving)

2. Insert a new **Supplier Invoice**.

Press **F9** or the **Green “+”** speed button to insert a new Invoice.

Outcomes:

- The Supplier Invoice is ready to be entered.

Notes:

- N/A



1.2: Enter Supplier Invoice Details

Objectives:

- Record the details of the Supplier Invoice.

SLC Reference:

- ICE Business Systems > Accounts Payable > Processing Activities

Work Instructions

Screen: Supplier Invoices with GST (No Stock Receiving)

1. Enter the **Invoice Number** as it appears on the Supplier's Invoice.

2. Select the **Supplier search arrow**.

Screen: Supplier Search

3. Search for the **Supplier**, the Invoice was received from by typing in any of the searchable fields.
4. Press **F12** to retrieve the search results.
5. Select the **Supplier** required.
6. Press **OK** to select the **Supplier** and close the Supplier search.

Screen: Supplier Invoices with GST (No Stock Receiving)

7. Select the **Invoice Type** of either GST or Sales Tax.
8. Select the **Date** as it appears on the Supplier's Invoice.
9. Enter any amounts on hold in the **Hold Amount** field.
10. Confirm the **Branch** for the Invoice and if required to be modified select the **Branch search arrow**.

Screen: Branch Search

11. Search for the **Branch** by typing in any of the searchable fields.
12. Press **F12** to retrieve the search results.
13. Select the **Branch** required.
14. Press **OK** to select the **Branch** and close the Branch search.

Screen: Supplier Invoices with GST and Stock Receipting

15. Select the **Terms** as it appears on the Supplier's Invoice.
16. The **Pay Date** will automatically be calculated based on the Date of the Invoice entered and the Supplier's Terms selected.
17. Ensure the **Transaction Type** is **Invoice**.
18. If applicable, enter a **Comment** regarding the Supplier Invoice.
19. Press **F10** or the **Green "✓"** speed button to save the transaction.



Outcomes:

- *The details of the Supplier has been recorded.*

Notes:

- *N/A*



1.3: Enter Supplier Invoice Lines

Objectives:

- *To record the Items and General Ledger postings for the Invoice.*

SLC Reference:

- *ICE Business Systems > Accounts Payable > Processing Activities*



Work Instructions

Screen: Supplier Invoices with GST and Stock Receipting

1. Select the **Description** box to place the cursor there.
2. Press **F9** to insert a new line.
3. Enter a **Description** describing the details of the item Invoiced.
4. Confirm the **Period** is applicable for the date of the Supplier's Invoice.
5. Enter a **Quantity**.
6. Enter the invoiced amount exclusive of tax in the **Price** field.
7. If applicable, confirm the **Tax%** amount.
8. Confirm the **Total** amount to the amount on the Supplier's Invoice.

Note:

If the rounding differs to the Supplier's Invoice, overtype the tax amount to balance the Total.

9. Within the **BAS** box select the **search arrow**.

Screen: BAS Code Search

10. Select the **BAS Code** the Supplier's item relates to.
11. Press **OK** to select the **code** and close the BAS code search.

Screen: Supplier Invoices with GST (No Stock Receiving)

12. Within the GL Account box select the **search arrow**.

Screen: GL Account Search

13. Search for the **GL Account**, the Supplier item is to be posted to, by typing in any of the searchable fields.
14. Press **F12** to retrieve the search results.
15. Select the **GL Account** required.
16. Press **OK** to select the account and close the GL account search.

Screen: Supplier Invoices with GST (No Stock Receiving)

17. Press **F10** to save the line.
18. If applicable, repeat steps 2 – 17 to record all items supplied.

Outcomes:

- *The lines of the Invoice have been entered.*

Notes:

- N/A





1.4: Update Invoice

Objectives:

- To update the Invoice to the General Ledger.

SLC Reference:

- ICE Business Systems > Accounts Payable > Processing Activities

Work Instructions

Screen: Supplier Invoices with GST (No Stock Receiving)

- Select the **Update Status** of **Ready to Update (complete)**.
- Update** the Supplier Invoice by right-clicking on the **blue title bar**.
- Select the menu option of **Processes > Update a range of Invoices (No Stock Receipting)**.

Note:

If entering multiple Invoices, they can be updated all at once, by completing this step once they have all been entered.

Screen: Print Preview

- Review** the Checklist.
- If required select the **Print** icon.

Note:

Either the Checklist or Audit Trail is required to be printed as they contain the same information. It is recommended that the Audit Trail be printed as this is printed on confirmation of Updating the transaction. It is suggested that a Checklist only be printed if the transactions entered need to be reviewed further than can be done on the screen.

- Select the **Close** button to proceed with the update.

Screen: Confirm

- After reviewing the Checklist, if no further changes are required select the **Yes** button to continue with the update.

If changes are required select the **No** button to continue with the update.

Screen: Print

- If a copy of the Audit Trail is required, select the **Print** button.

Note:

*If a copy of the Audit Trail is not required, select the **Cancel** button. Selecting to cancel the print does not cancel the update. Audit Trails can be reprinted at any time.*

Screen: Supplier Invoices with GST (No Stock Receiving)

- Select the **OK** button to close the Window.



Outcomes:
<ul style="list-style-type: none"><i>The Invoice has been updated.</i>
Notes:
<ul style="list-style-type: none"><i>N/A</i>

V.2 : Supplier Invoices – With Stock Receipting



Workflow

Workflow :	Supplier Invoices – With Stock Receipting
Scenario 2 :	An administration staff member receives a Supplier Invoice that includes stock items that they wish to record in the ICE Business Systems.

Inputs	Activities / Stages	Outcomes
	<div style="border: 1px solid black; border-radius: 10px; background-color: #92d050; padding: 5px; width: fit-content; margin: 0 auto;"> <p>2.1 Create a Supplier Invoice</p> </div>	<div style="border: 1px solid gray; padding: 5px; width: fit-content;"> <ul style="list-style-type: none"> • The Supplier Invoice is ready to be entered </div>
	<div style="text-align: center;">↓</div> <div style="border: 1px solid black; border-radius: 10px; background-color: #92d050; padding: 5px; width: fit-content; margin: 0 auto;"> <p>2.2 Enter Supplier Invoice Details</p> </div>	<div style="border: 1px solid gray; padding: 5px; width: fit-content;"> <ul style="list-style-type: none"> • The details of the Supplier Invoice has been recorded </div>
	<div style="text-align: center;">↓</div> <div style="border: 1px solid black; border-radius: 10px; background-color: #92d050; padding: 5px; width: fit-content; margin: 0 auto;"> <p>2.3 Enter Supplier Invoice Lines & Receipt Stock</p> </div>	<div style="border: 1px solid gray; padding: 5px; width: fit-content;"> <ul style="list-style-type: none"> • The lines of the Invoice have been entered and stock received </div>
	<div style="text-align: center;">↓</div> <div style="border: 1px solid black; border-radius: 10px; background-color: #92d050; padding: 5px; width: fit-content; margin: 0 auto;"> <p>2.4 Update Invoice</p> </div>	<div style="border: 1px solid gray; padding: 5px; width: fit-content;"> <ul style="list-style-type: none"> • The Invoice has been updated </div>

Scenario 2: Supplier Invoices – With Stock Receipting

An administration staff member receives a Supplier Invoice that includes stock items that they wish to record in the ICE Business Systems.



2.1: Create a Supplier Invoice

Objectives:

- Create a new Invoice for a Supplier that includes Stock Items to be received.

SLC Reference:

- ICE Business Systems > Accounts Payable > Processing Activities

Work Instructions

Screen: ICE Main

1. Access **Accounts Payable Invoices/Credits with Stock Receipting**.

Select menu path:

Accounting > Accounts Payable > Invoices/Credits > Invoice/Credits with Stock Receipting.

or

The **[AP Invoicing with Stock Receipting]** icon.

Screen: Supplier Invoices with GST and Stock Receipting

2. Insert a new **Supplier Invoice**.

Press **F9** or the **Green “+”** speed button to insert a new Invoice.

Outcomes:

- The Supplier Invoice is ready to be entered.

Notes:

- N/A

2.2: Enter Supplier Invoice Details

Objectives:

- Record the details of the Supplier Invoice.

SLC Reference:

- ICE Business Systems > Accounts Payable > Processing Activities

**Work Instructions****Screen: Supplier Invoices with GST and Stock Receipting**

1. Enter the **Invoice Number** as it appears on the Supplier's Invoice.
2. Select the **Supplier search arrow**.

Screen: Supplier Search

3. Search for the **Supplier**, the Invoice was received from, by typing in any of the searchable fields.
4. Press **F12** to retrieve the search results.
5. Select the **Supplier** required.
6. Press **OK** to select the **Supplier** and close the Supplier search.

Screen: Supplier Invoices with GST and Stock Receipting

7. Select the **Invoice Type** of either GST or Sales Tax.
8. Select the **Date** as it appears on the Supplier's Invoice.
9. Enter any amounts on hold in the **Hold Amount** field.
10. Confirm the **Branch** for the Invoice and if required to be modified, select the **Branch search arrow**.

Screen: Branch Search

11. Search for the **Branch** by typing in any of the searchable fields.
12. Press **F12** to retrieve the search results.
13. Select the **Branch** required.
14. Press **OK** to select the **Branch** and close the Branch search.

Screen: Supplier Invoices with GST and Stock Receipting

15. Confirm the **Location** for the stock to be receipted to and if required to be modified, select the **Location search arrow**.

Screen: Location Search

16. Search for the **Location** by typing in any of the searchable fields.
17. Press **F12** to retrieve the search results.
18. Select the **Location** required.
19. Press **OK** to select the **Location** and close the Location search.

Screen: Supplier Invoices with GST and Stock Receipting

20. Select the **Terms** as it appears on the Supplier's Invoice.
21. The **Pay Date** will automatically be calculated based on the Date of the Invoice entered and the Supplier's Terms selected.
22. Ensure the **Transaction Type** is **Invoice**.
23. Enter the **Invoice total** in the **Confirmation Total** field to reconcile with later.
24. Enter the **Delivery Date** of the stock.
25. If applicable, enter the **Delivery Docket Number**.
26. If applicable, enter a **Comment** regarding the Supplier Invoice.
27. Press **F10** or the **Green "✓"** speed button to save the transaction.



Outcomes:
<ul style="list-style-type: none"> The details of the Supplier Invoice has been recorded.
Notes:
<ul style="list-style-type: none"> N/A



2.3: Enter Supplier Invoice Lines & Receipt Stock

Objectives:
<ul style="list-style-type: none"> To receipt Stock Items and record General Ledger postings for the Invoice. To reconcile stock received on the Invoice against stock ordered on the Purchase Order.
SLC Reference:
<ul style="list-style-type: none"> ICE Business Systems > Accounts Payable > Processing Activities



Work Instructions

Screen: Supplier Invoices with GST and Stock Receipting
<ol style="list-style-type: none"> If applicable, select the Default Purchase Order Number search arrow.
Screen: Purchase Order Search
<ol style="list-style-type: none"> Search for the Purchase Order by typing in any of the searchable fields. Press F12 to retrieve the search results. Select the Purchase Order required. Press OK to select the Purchase Order and close the Purchase Order search.
Screen: Supplier Invoices with GST and Stock Receipting
<ol style="list-style-type: none"> If applicable, select the Retrieve Order button to match the stock against the order. <p>Note: The Purchase Order should not be retrieved here if a barcode reader is to be used. Instead the Order is to be retrieved on each line to ensure the barcodes are correctly attached to Product Items.</p>
Screen: Purchase Order Search
<ol style="list-style-type: none"> Search for the Purchase Order by typing in any of the searchable fields. Press F12 to retrieve the search results. Select the Purchase Order required. Press OK to select the Purchase Order and close the Purchase Order search.

Screen: Supplier Invoices with GST and Stock Receipting (Stock Items)

11. If a Purchase Order was retrieved, locate the first Item to be received.

Proceed to step 34 to continue.

Screen: Supplier Invoices with GST and Stock Receipting > Barcode Reader

12. If using a barcode scanner, select **Barcode reader in use** and click in the **Barcode Entry** field.

If not using a barcode reader proceed to step 27.

13. **Scan** the item's barcode.

Screen: Confirm

14. If barcode unknown, select "**Yes**" to add barcode to Stock File.

Screen: Create/Edit Product Barcodes

15. Within the **Stock Code** box, select the **search arrow**.

Screen: Product Search

16. Search for the **Product** to be received by typing in any of the searchable fields.

17. Press **F12** to retrieve the search results.

18. Select the **Product** required.

19. Press **OK** to select the **Product** and close the Product search.

Screen: Create/Edit Product Barcodes

20. Select **OK** to save and close the Product Barcodes window.

Screen: Supplier Invoices with GST and Stock Receipting (Stock Items)

21. **Scan** the item's barcode.

22. If a **Purchase Order** is to be retrieved, within the **Order No** box select the **search arrow**.

Screen: Order Search

23. Search for the **Purchase Order** by typing in any of the searchable fields.

24. Press **F12** to retrieve the search results.

25. Select the **Purchase Order** required.

26. Press **OK** to select the **Purchase Order** and close the Purchase Order search.

Proceed to step 34 to continue.

Screen: Supplier Invoices with GST and Stock Receipting (Stock Items)

27. If an item is to be added select the **Description** box to place the cursor there.

28. Press **F9** to insert a new line.

29. Within the **Product** box, select the **search arrow**.

Screen: Product Search

30. Search for the **Product** to be receipted by typing in any of the searchable fields.

31. Press **F12** to retrieve the search results.

32. Select the **Product** required.

33. Press **OK** to select the **Product** and close the Product search.

Screen: Supplier Invoices with GST and Stock Receipting (Stock Items)

34. Confirm the **Period** is applicable for the date of the Supplier's Invoice.

35. Enter a **Quantity**.

Note:

For serialised stock, a quantity cannot be entered, as it is automatically calculated from the number of serial numbers entered. Serial numbers are entered once the line has been saved.

36. Enter the invoiced amount exclusive of tax in the **Price** field.

37. If applicable, confirm the **Tax%** amount.

Note:

For serialised stock, the Tax% will not be generated until after the line has been saved and serial numbers have been entered.

38. Confirm the **Total** amount to the amount on the Supplier's Invoice.

Note:

For serialised stock, the Total will not be generated until after the line has been saved and serial numbers have been entered. If the rounding differs to the Supplier's Invoice, overtype the tax amount to balance the Total.

39. Within the **BAS** box, select the **search arrow**.

Screen: BAS Code Search

40. Select the **BAS Code**, the Supplier's item relates to.

41. Press **OK** to select the **code** and close the BAS code search.

Screen: Supplier Invoices with GST and Stock Receipting (Stock Items)

42. The GL Account field will default to the Stock on Hand account listed in the Item's GL Set Code.

43. Press **F10** to save the line.

Screen: Confirm

44. If Price differs from Inventory Masterfile, select whether this **Price is to be added**.

Screen: Affiliate Code

45. If prompted, enter the Suppliers own **Affiliate Code** to be used on future Purchase Orders for this Supplier.

Screen: Confirm (Serialised Stock)

46. If a serialised item, select **Yes** to confirm this is a normal stock receipt.

Screen: Stock Location (Serialised Stock)

47. Enter or scan the **Serial Numbers**.
48. Press **OK** to close the Stock Location screen.

Screen: Supplier Invoices with GST and Stock Receipting (Non-stock)

49. If applicable, repeat steps 42 – 48 to record all items supplied.
50. If applicable, add non-stock items by selecting the next available **Description** box to place the cursor here.
51. Press **F9** to insert a new line.
52. No Product is required.
53. Enter a **Description** describing the details of the item Invoiced.
54. Confirm the **Period** is applicable for the date of the Supplier's Invoice.
55. Enter a **Quantity of 1**.
56. Enter the invoiced amount exclusive of tax in the **Price** field.
57. If applicable, confirm the **Tax%** amount.
58. Confirm the **Total** amount to the amount on the Supplier's Invoice.

Note:

If the rounding differs to the Supplier's Invoice, overwrite the tax amount to balance the Total.

59. Within the **BAS** box select the **search arrow**.

Screen: BAS Code Search

60. Select the **BAS Code** the Supplier's item relates to.
61. Press **OK** to select the **code** and close the BAS code search.

Screen: Supplier Invoices with GST and Stock Receipting (Non-Stock)

62. Within the GL Account box, select the **search arrow**.

Screen: GL Account Search

63. Search for the **GL Account**, the Supplier item is to be posted to, by typing in any of the searchable fields.
64. Press **F12** to retrieve the search results.
65. Select the **GL Account** required.
66. Press **OK** to select the **account** and close the GL account search.

Screen: Supplier Invoices with GST and Stock Receipting

67. Press **F10** to save the line.
68. If applicable, repeat steps 50 - 67 to record all non-stock items supplied.



Outcomes:
<ul style="list-style-type: none"> The lines of the Invoice have been entered and stock received.
Notes:
<ul style="list-style-type: none"> N/A



2.4: Update Invoice

Objectives:
<ul style="list-style-type: none"> To update the Invoice to the General Ledger.
SLC Reference:
<ul style="list-style-type: none"> ICE Business Systems > Accounts Payable > Processing Activities



Work Instructions

Screen: Supplier Invoices with GST and Stock Receipting
<ol style="list-style-type: none"> Select the Update Status of Ready to Update (complete). Update the Supplier Invoice by right-clicking on the blue title bar. Select the menu option of Processes > Update a range of Invoices (With Stock Receipting).
Screen: Print Preview
<ol style="list-style-type: none"> Review the Checklist. If required select the Print icon. <p>Note: <i>Either the Checklist or Audit Trail is required to be printed as they contain the same information. It is recommended that the Audit Trail be printed as this is printed on confirmation of Updating the transaction. It is suggested that a Checklist only be printed if the transactions entered need to be reviewed further than can be done on the screen.</i></p> <ol style="list-style-type: none"> Select the Close button to proceed with the update.
Screen: Confirm
<ol style="list-style-type: none"> After reviewing the Checklist, if no further changes are required, select the Yes button to continue with the update. <p>If changes are required, select the No button to continue with the update.</p>
Screen: Print
<ol style="list-style-type: none"> If a copy of the Audit Trail is required, select the Print button. <p>Note: <i>If a copy of the Audit Trail is not required, select the Cancel button. Selecting to cancel the print does not cancel the update. Audit Trails can be reprinted at any time.</i></p>



Screen: Supplier Invoices with GST and Stock Receipting

9. Select the **OK** button to close the Window.

Outcomes:

- *The Invoice has been updated.*

Notes:

- *N/A*

V.3 : Supplier Credits - Standard



Workflow

Workflow :	Supplier Credits - Standard
Scenario 3 :	A Supplier Invoice has been updated and a Credit not including any stock items is required to be record in the ICE Business Systems.

Inputs	Activities / Stages	Outcomes
	<p>3.1 Create a Supplier Credit</p>	<ul style="list-style-type: none"> The Supplier Credit is ready to be entered
	<p>3.2 Enter Supplier Credit Details</p>	<ul style="list-style-type: none"> The details of the Supplier has been recorded
	<p>3.3 Enter Supplier Credit Lines</p>	<ul style="list-style-type: none"> The lines of the Credit Note have been entered
	<p>3.4 Update Credit</p>	<ul style="list-style-type: none"> The Credit has been updated
	<p>3.5 Select Credit</p>	<ul style="list-style-type: none"> The Supplier Credit has been selected
	<p>3.6 Allocate Credits</p>	<ul style="list-style-type: none"> The Credit Note is now allocated to the Invoice(s) The outstanding amount for the Invoices allocated are now less the Credit amount allocated

Scenario 3: Supplier Credits - Standard

A Supplier Invoice has been updated and a Credit, not including any stock items, is required to be recorded in the ICE Business Systems.



3.1: Create a Supplier Credit

Objectives:

- Create a new Credit for a Supplier.

SLC Reference:

- ICE Business Systems > Accounts Payable > Processing Activities

Work Instructions

Screen: ICE Main

1. Access **Accounts Payable Invoices/Credits**.

Select menu path:

Accounting > Accounts Payable > Invoices/Credits > Invoice/Credits Only.

or

The **[AP Invoicing]** icon.

Screen: Supplier Invoices with GST (No Stock Receiving)

2. Insert a new **Supplier Credit**.

Press **F9** or the **Green “+”** speed button to insert a new Credit.

Outcomes:

- The Supplier Credit is ready to be entered.

Notes:

- N/A

3.2: Enter Supplier Credit Details

Objectives:

- Record the details of the Supplier Credit.

SLC Reference:

- ICE Business Systems > Accounts Payable > Processing Activities

Work Instructions

Screen: Supplier Invoices with GST (No Stock Receiving)

1. Enter the **Credit Number** as it appears on the Supplier’s Credit Note.

2. Select the **Supplier search arrow** .

Screen: Supplier Search

3. Search for the **Supplier**, the Credit was received from, by typing in any of the searchable fields.
4. Press **F12** to retrieve the search results.
5. Select the **Supplier** required.
6. Press **OK** to select the **Supplier** and close the Supplier search.

Screen: Supplier Invoices with GST (No Stock Receiving)

7. Select the **Credit Type** of either GST or Sales Tax.
8. Select the **Date** as it appears on the Supplier's Credit Note.
9. Confirm the **Branch** for the Credit and if required to be modified select the **Branch search arrow**.

Screen: Branch Search

10. Search for the **Branch** by typing in any of the searchable fields.
11. Press **F12** to retrieve the search results.
12. Select the **Branch** required.
13. Press **OK** to select the **Branch** and close the Branch search.

Screen: Supplier Invoices with GST and Stock Receipting

14. Select the **Terms** as it appears on the Supplier's Credit Note.
15. The **Pay Date** will automatically be calculated.
16. The **Transaction Type** will automatically be determined as Credit when a negative balance is calculated.
17. If applicable, enter a **Comment** regarding the Supplier Credit Note.
18. Press **F10** or the **Green "✓"** speed button to save the transaction.

Outcomes:

- *The details of the Supplier has been recorded.*

Notes:

- *N/A*



3.3: Enter Supplier Credit Lines

Objectives:

- *To record the Items and General Ledger postings for the Credit Note.*

SLC Reference:

- *ICE Business Systems > Accounts Payable > Processing Activities*

Work Instructions

Screen: Supplier Invoices with GST and Stock Receipting

1. Select the **Description** box to place the cursor there.



2. Press **F9** to insert a new line.
3. Enter a **Description** describing the details of the item Credited.
4. Confirm the **Period** is applicable for the date of the Supplier's Credit Note.
5. Enter a negative **Quantity**.
6. Enter the credit amount exclusive of tax in the **Price** field.
7. If applicable, confirm the **Tax%** amount.
8. Confirm the **Total** amount to the amount on the Supplier's Credit Note.

Note:

If the rounding differs to the Supplier's Credit Note, overtype the tax amount to balance the Total.

9. Within the **BAS** box select the **search arrow**.

Screen: BAS Code Search

10. Select the **BAS Code** the Supplier's item relates to.
11. Press **OK** to select the **code** and close the BAS code search.

Screen: Supplier Invoices with GST (No Stock Receiving)

12. Within the **GL Account** box select the **search arrow**.

Screen: GL Account Search

13. Search for the **GL Account**, the Supplier item is to be posted to, by typing in any of the searchable fields.
14. Press **F12** to retrieve the search results.
15. Select the **GL Account** required.
16. Press **OK** to select the **account** and close the GL account search.

Screen: Supplier Invoices with GST (No Stock Receiving)

17. Press **F10** to save the line.
18. If applicable, repeat steps 2 – 17 to record all items credited.

Outcomes:

- *The lines of the Credit Note have been entered.*

Notes:

- *N/A*



3.4: Update Credit

Objectives:

- *To update the Credit to the General Ledger.*

SLC Reference:

- *ICE Business Systems > Accounts Payable > Processing Activities*



Work Instructions

Screen: Supplier Invoices with GST (No Stock Receiving)
1. Complete Scenario “Supplier Invoices – Standard” Stage 1.4.

Outcomes:

- The Credit has been updated.

Notes:

- N/A



3.5: Select Credit

Objectives:

- Select the Credit Note to allocate to the original Invoice(s).

SLC Reference:

- ICE Business Systems > Accounts Payable > Processing Activities > Accounts Payable Allocate/Unallocate Credits



Work Instructions

Screen: ICE Main

1. Access **Allocate/Unallocate Credits**.

Select menu path:
Accounting > Accounts Payable > Allocate/Unallocate Credits.

Screen: Allocate Payments/Credits to Invoices
--

2. Select the **Supplier search arrow**.

Screen: Supplier Search

3. Search for the **Supplier** the Credit Note was for by typing in any of the searchable fields.
4. Press **F12** to retrieve the search results.
5. Select the **Supplier** required.
6. Press **OK** to select the **Supplier** and close the Supplier search.

Screen: Allocate Payments/Credits to Invoices > Browse tab
--

7. Locate and select the Credit Note.

Outcomes:

- The Supplier Credit has been selected

Notes:

- N/A





3.6: Allocate Credits

Objectives:
<ul style="list-style-type: none"> Allocate the Credit to the Invoice(s).
SLC Reference:
<ul style="list-style-type: none"> ICE Business Systems > Accounts Payable > Processing Activities

Work Instructions

Screen: Allocate Payments/Credits to Invoices > Distribution tab
<ol style="list-style-type: none"> Select the Distribution tab to view the original Invoice. Locate and double-click on the original Invoice.
Screen: Allocation Amount
<ol style="list-style-type: none"> Enter the amount of the Credit applicable in the Amount to be Allocated. Press OK to close the Allocation Amount box.
Screen: Allocate Payments/Credits to Invoices
<ol style="list-style-type: none"> If applicable, repeat steps 1 – 4 for all Invoices credited. Press OK to close the Allocate Payments/Credits to Invoices screen.

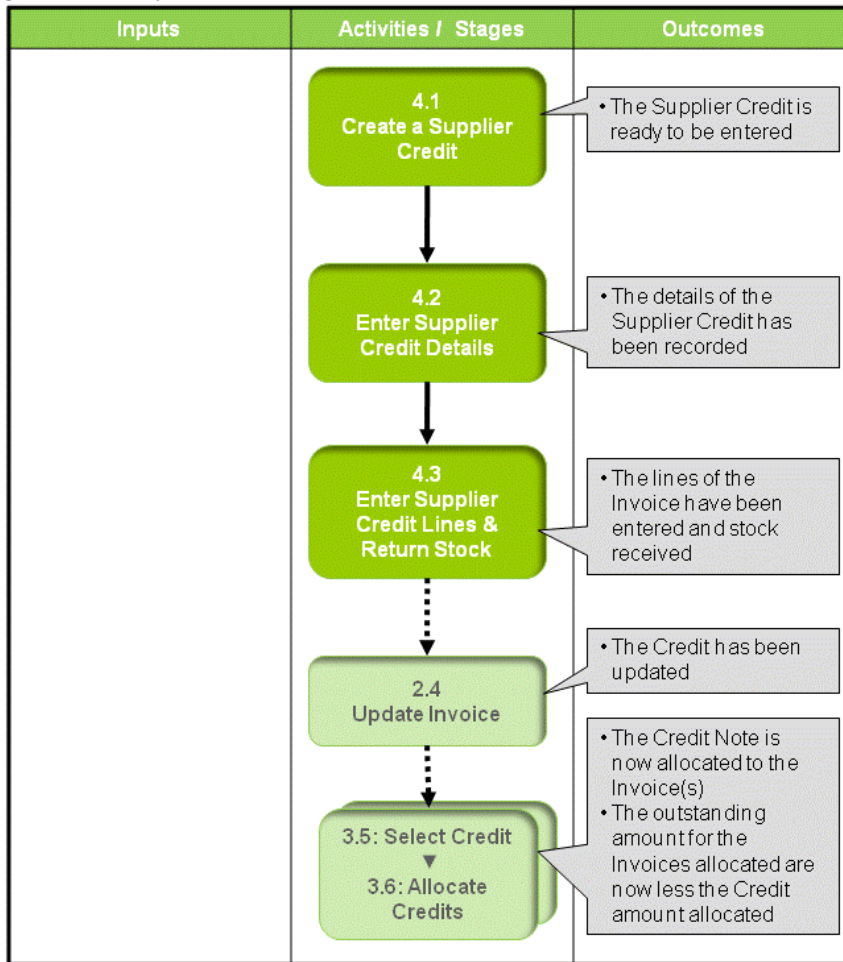
Outcomes:
<ul style="list-style-type: none"> The Credit Note is now allocated to the Invoice(s). The outstanding amount for the Invoices allocated are now less the Credit amount allocated.
Notes:
<ul style="list-style-type: none"> N/A

V.4 : Supplier Credits – With Stock Receipting



Workflow

Workflow :	Supplier Credits – With Stock Receipting
Scenario 4 :	A Supplier Invoice with stock receipting has been updated and an administration staff member receives a Supplier Credit Note that includes stock items that they wish to record in the ICE Business Systems.



Scenario 4: Supplier Credits – With Stock Receipting

A Supplier Invoice with stock receipting has been updated and an administration staff member receives a Supplier Credit Note that includes stock items that they wish to record in the ICE Business Systems.



4.1: Create a Supplier Credit

Objectives:
<ul style="list-style-type: none"> • Create a new Credit for a Supplier that includes Stock Items to be credited.
SLC Reference:
<ul style="list-style-type: none"> • ICE Business Systems > Accounts Payable > Processing Activities

Work Instructions

Screen: ICE Main
<ol style="list-style-type: none"> 1. Access Accounts Payable Invoices/Credits with Stock Receipting. Select menu path: Accounting > Accounts Payable > Invoices/Credits > Invoice/Credits with Stock Receipting. or The [AP Invoicing with Stock Receipting] icon.
Screen: Supplier Invoices with GST and Stock Receipting
<ol style="list-style-type: none"> 2. Insert a new Supplier Credit. Press F9 or the Green “+” speed button to insert a new Credit.

Outcomes:
<ul style="list-style-type: none"> • The Supplier Credit is ready to be entered.
Notes:
<ul style="list-style-type: none"> • N/A

4.2: Enter Supplier Credit Details

Objectives:
<ul style="list-style-type: none"> • Record the details of the Supplier Credit.
SLC Reference:
<ul style="list-style-type: none"> • ICE Business Systems > Accounts Payable > Processing Activities



Work Instructions

Screen: Supplier Invoices with GST and Stock Receipting

1. Enter the **Credit Number** as it appears on the Supplier's Credit Note.
2. Select the **Supplier search arrow**.

Screen: Supplier Search

3. Search for the **Supplier**, the Credit was received from by typing in any of the searchable fields.
4. Press **F12** to retrieve the search results.
5. Select the **Supplier** required.
6. Press **OK** to select the **Supplier** and close the Supplier search.

Screen: Supplier Invoices with GST and Stock Receipting

7. Select the **Credit Type** of either GST or Sales Tax.
8. Select the **Date** as it appears on the Supplier's Credit Note.
9. Enter any amounts on hold in the **Hold Amount** field.
10. Confirm the **Branch** for the Credit and if required to be modified select the **Branch search arrow**.

Screen: Branch Search

11. Search for the **Branch** by typing in any of the searchable fields.
12. Press **F12** to retrieve the search results.
13. Select the **Branch** required.
14. Press **OK** to select the **Branch** and close the Branch search.

Screen: Supplier Invoices with GST and Stock Receipting

15. Confirm the **Location** for the stock to be removed from and if required to be modified select the **Location search arrow**.

Screen: Location Search

16. Search for the **Location** by typing in any of the searchable fields.
17. Press **F12** to retrieve the search results.
18. Select the **Location** required.
19. Press **OK** to select the **Location** and close the Location search.

Screen: Supplier Invoices with GST and Stock Receipting

20. Select the **Terms** as it appears on the Supplier's Credit Note.
21. The **Pay Date** will automatically be calculated.
17. The **Transaction Type** will automatically be determined as Credit when a negative balance is calculated.
22. Enter the return date as the **Delivery Date** of the stock.
23. If applicable, enter a **Comment** regarding the Supplier Credit.
24. Press **F10** or the **Green "✓"** speed button to save the transaction.



Outcomes:
<ul style="list-style-type: none"> The details of the Supplier Credit has been recorded.
Notes:
<ul style="list-style-type: none"> N/A



4.3: Enter Supplier Credit Lines & Return Stock

Objectives:
<ul style="list-style-type: none"> To return Stock Items and record General Ledger postings for the Credit.
SLC Reference:
<ul style="list-style-type: none"> ICE Business Systems > Accounts Payable > Processing Activities



Work Instructions

Screen: Supplier Invoices with GST and Stock Receipting (Stock Items)
<ol style="list-style-type: none"> Select the Description box to place the cursor here. Press F9 to insert a new line. Select the Product search arrow.
Screen: Product Search
<ol style="list-style-type: none"> Search for the Product to be returned by typing in any of the searchable fields. Press F12 to retrieve the search results. Select the Product required. Press OK to select the Product and close the Product search.
Screen: Supplier Invoices with GST and Stock Receipting
<ol style="list-style-type: none"> Confirm the Period is applicable for the date of the Supplier's Credit Note. Enter a negative Quantity for the stock credited. <p>Note: For serialised stock, a quantity cannot be entered as it is automatically calculated from the number of serial numbers entered. Serial numbers are entered once the line has been saved.</p> <ol style="list-style-type: none"> Enter the credited amount exclusive of tax in the Price field. If applicable, confirm the Tax% amount. <p>Note: For serialised stock, the Tax% will not be generated until after the line has been saved and serial numbers have been entered.</p> <ol style="list-style-type: none"> Confirm the Total amount to the amount on the Supplier's Credit Note.

Note:

*For serialised stock, the Total will not be generated until after the line has been saved and serial numbers have been entered.
If the rounding differs to the Supplier's Credit Note, overtype the tax amount to balance the Total.*

13. Within the **BAS** box select the **search arrow**.

Screen: BAS Code Search

14. Select the **BAS Code** the Supplier's item relates to.

15. Press **OK** to select the code and close the BAS code search.

Screen: Supplier Invoices with GST and Stock Receipting (Stock Items)

16. The GL Account field will default to the Stock on Hand account listed in the Item's GL Set Code.

17. Press **F10** to save the line.

Screen: Confirm (Serialised Stock)

18. If a serialised item, select **No** to confirm this is not a normal stock receipt.

Screen: Stock Location (Serialised Stock)

19. Press **F9** to enter Serial Numbers to be removed.

20. Select the **Serial Number search** button.

Screen: Select Product Serial No (Serialised Stock)

21. Select the **Serial Number** to be returned.

22. Press **OK** to close the screen.

Screen: Stock Location (Serialised Stock)

23. If multiple Serial Numbers repeat steps 19 – 22.

24. Press **F10** to save the Serial Number.

25. Select **OK** to close the screen.



Outcomes:

- *The lines of the Invoice have been entered and stock received.*

Notes:

- *N/A*



2.4: Update Invoice

Objectives:

- *To update the Credit to the General Ledger.*

SLC Reference:

- *ICE Business Systems > Accounts Payable > Processing Activities*



Work Instructions

Screen: Supplier Invoices with GST and Stock Receipting
1. Complete Scenario “ Supplier Invoices – with Stock Receipting ” Stage 2.4.

Outcomes:
<ul style="list-style-type: none"> The Credit has been updated.
Notes:
<ul style="list-style-type: none"> N/A



3.5: Select Credit



3.6: Allocate Credits

Objectives:
<ul style="list-style-type: none"> Allocate the Credit to the Invoice(s).
SLC Reference:
<ul style="list-style-type: none"> ICE Business Systems > Accounts Payable > Processing Activities



Work Instructions

Screen: Allocate Payments/Credits to Invoices > Distribution tab
1. Complete Scenario “ Supplier Credits – Standard ” Stage 3.5 to 3.6.

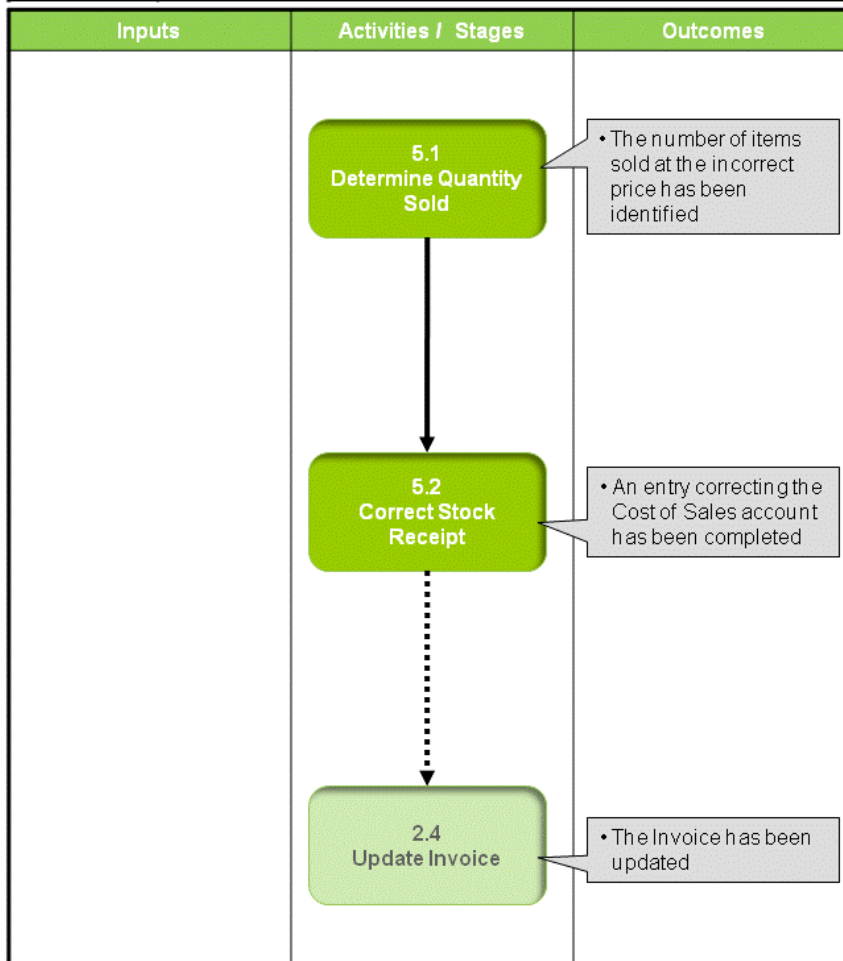
Outcomes:
<ul style="list-style-type: none"> The Credit Note is now allocated to the Invoice(s). The outstanding amount for the Invoices allocated are now less the Credit amount allocated.
Notes:
<ul style="list-style-type: none"> N/A

V.5 : Supplier Invoices – Incorrect Stock Receipt (not Updated)



Workflow

Workflow :	Supplier Invoices – Incorrect Stock Receipt (not Updated)
Scenario 5 :	After entering a stock receipt, an incorrect price has been identified for an item that has since been sold, but the Accounts Payable Invoice is not yet updated.



Scenario 5: Supplier Invoices – Incorrect Stock Receipt (not Updated)

After entering a stock receipt, an incorrect price has been identified for an item that has since been sold, but the Accounts Payable Invoice is not yet updated.



5.1: Determine Quantity Sold

Objectives:

- Determine the quantity of Stock items sold at the incorrect price.

SLC Reference:

- ICE Business Systems > Inventory > Setup Activities > Enquiry tab

Work Instructions

Screen: ICE Main

1. Access **Inventory Master File**.

Select menu path:
Admin > Inventory.

Screen: Inventory Items Master File > Browse tab

2. Search for the Item receipted at the incorrect price, by typing in any of the searchable fields.
3. Press **F12** to retrieve the search results.
4. Select the **Browse** tab.
5. Locate and select the **Item**.
6. Select the **Enquiry** tab.

Screen: Inventory Items Master File > Enquiry tab

7. Ensure the **On Hand** tab is selected.
8. Double-click on the **Location** the stock was receipted into.

Screen: Inventory Transaction Details

9. Locate the incorrect stock receipt.
10. Note the **Qty Used**.
11. Select **Done** to close the window.

Outcomes:

- The number of items sold at the incorrect price has been identified.

Notes:

- N/A



5.2: Correct Stock Receipt

Objectives:

- Correct the incorrect price and generate an adjustment to the Cost of Sales GL account for the incorrect posting of sold items.

SLC Reference:

- ICE Business Systems > Accounting > Processing Activities

Work Instructions

Screen: ICE Main

1. Access **Accounts Payable Invoices/Credits with Stock Receipting**.

Select menu path:

Accounting > Accounts Payable > Invoices/Credits > Invoice/Credits with Stock Receipting.

or

The **[AP Invoicing with Stock Receipting]** icon.

Screen: Supplier Invoices with GST and Stock Receipting > Browse tab

2. Select the **Browse** tab.
3. Locate and select the **Supplier Invoice** to be corrected.
4. Select the **Details** tab.

Screen: Supplier Invoices with GST and Stock Receipting > Details tab

5. Locate and select the **Stock** item with the incorrect stock price.
6. Modify the **Price** field to the correct cost price.
7. Press **F10** to save the line.

Screen: Warning

8. Select **Yes** to the message "**Editing the cost price on this item requires COGS adjustment for the sold items. Continue?**"

Screen: Supplier Invoices with GST and Stock Receipting > Details tab

9. A line will be automatically created to the **Cost of Sales GL Account** for the item in the amount of the difference between the original cost price and the changed cost price for the items sold.

Outcomes:

- An entry correcting the Cost of Sales account has been completed.

Notes:

- N/A





2.4: Update Invoice

Objectives:

- To update the Invoice to the General Ledger.

SLC Reference:

- ICE Business Systems > Accounts Payable > Processing Activities

Work Instructions

Screen: Supplier Invoices with GST and Stock Receipting

1. Complete Scenario "Supplier Invoices – with Stock Receipting" Stage 2.4.

Outcomes:

- The Invoice has been updated.

Notes:

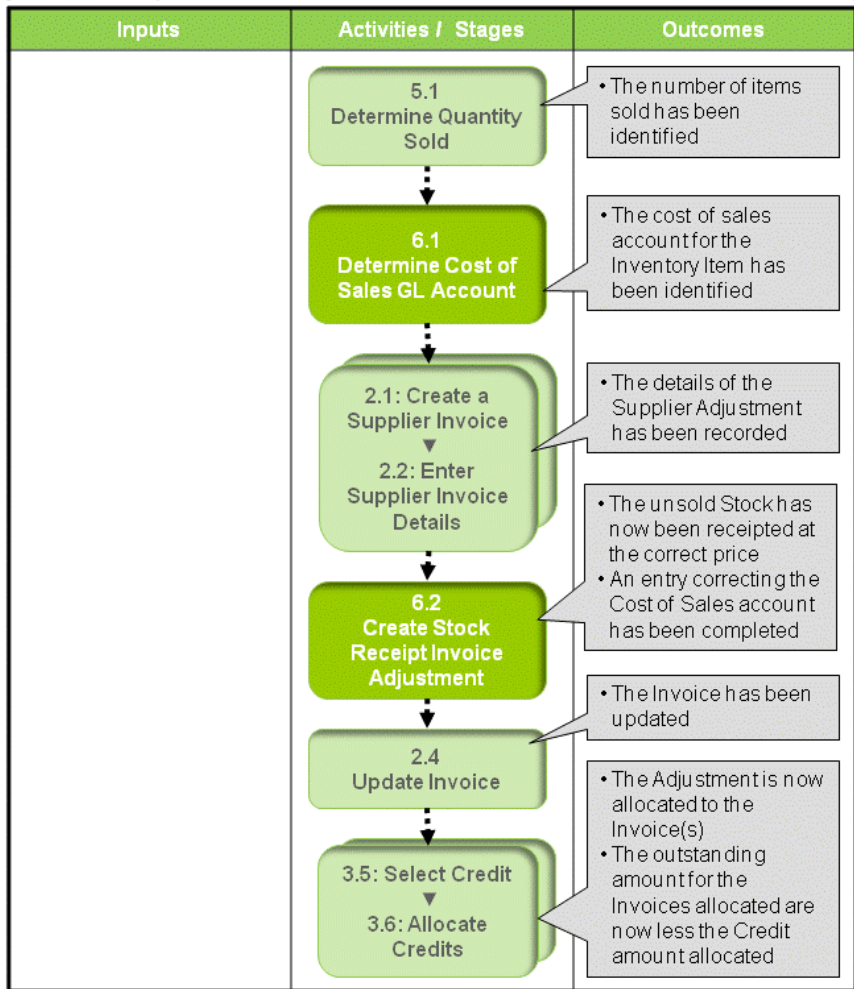
- N/A

V.6 : Supplier Invoices – Incorrect Stock Receipt (Updated)



Workflow

Workflow :	Supplier Invoices – Incorrect Stock Receipt (Updated)
Scenario 6 :	After entering a stock receipt, an incorrect price has been identified for an item that has since been sold and the Accounts Payable Invoice has been updated. An adjustment Invoice or Credit is required.



Scenario 6: Supplier Invoices – Incorrect Stock Receipt (Updated)

After entering a stock receipt, an incorrect price has been identified for an item that has since been sold and the Accounts Payable Invoice has been updated. An adjustment Invoice or Credit is required.

Note:

If stock was received at an incorrect amount, the Accounts Payable Invoice updated would have an incorrect total and the Suppliers balance would need to be corrected.



5.1: Determine Quantity Sold

Objectives:
<ul style="list-style-type: none"> Determine the number of items sold at the incorrect price.
SLC Reference:
<ul style="list-style-type: none"> ICE Business Systems > Inventory > Inventory Setup Activities

Work Instructions

Screen: ICE Main
<ol style="list-style-type: none"> Complete Scenario “Supplier Invoices – Incorrect Stock Receipt (not Updated)” Stage 5.1.

Outcomes:
<ul style="list-style-type: none"> The number of items sold has been identified.
Notes:
<ul style="list-style-type: none"> N/A



6.1: Determine Cost of Sales GL Account

Objectives:
<ul style="list-style-type: none"> Determine the Cost of Sales GL Account the incorrect amount has been posted to.
SLC Reference:
<ul style="list-style-type: none"> ICE Business Systems > Inventory > Inventory Setup Activities

Work Instructions

Screen: ICE Main
<ol style="list-style-type: none"> Access Inventory Master File. Select menu path: Admin > Inventory.

Screen: Inventory Items Master File > Details tab

2. Select the **Details** tab.
3. Note the **Account Set Code** for the Item.
4. Select **OK** to close the window.

Screen: GL Set Codes > Browse tab

5. Access **GL Set Codes**.

Select menu path:
Admin > Setup > Accounting > GL Set Codes.
6. Search for **GL Set Code** noted in step 3, by typing in any of the searchable fields.
7. Press **F12** to retrieve the search results.
8. Select the **Browse** tab.
9. Locate and select the **GL Set Code**.
10. Select the **Details** tab.

Screen: GL Set Codes > Details tab

11. Select the **Code Browse** tab.

Screen: GL Set Codes > Details tab > Code Browse tab

12. Locate and select the **Branch** the stock receipt was for.
13. Select the **Code Details** tab.

Screen: GL Set Codes > Details tab > Code Details tab

14. Note the **Cost of Inv Items** account.
15. Select **OK** to close the window.



Outcomes:

- *The cost of sales account for the Inventory Item has been identified.*

Notes:

- *N/A*



2.2: Enter Supplier Invoice Details

Objectives:

- *Create a new Invoice or Credit for a Supplier that adjust Stock items incorrectly received.*

SLC Reference:

- *ICE Business Systems > Accounts Payable > Processing Activities*



Work Instructions

Screen: ICE Main
<ol style="list-style-type: none"> 1. Where the Invoice entered is less than the actual Invoice received, complete Scenario “Supplier Invoices – with Stock Receipting” Stage 2.1 to 2.2. 2. Where the Invoice entered is more than the actual Invoice received complete Scenario “Supplier Credits – with Stock Receipting” Stage 4.1 to 4.2.



Outcomes:
<ul style="list-style-type: none"> • The details of the Supplier Adjustment has been recorded.
Notes:
<ul style="list-style-type: none"> • N/A



6.2: Create Stock Receipt Invoice Adjustment

Objectives:
<ul style="list-style-type: none"> • Create an adjustment Invoice or Credit, to enter an adjustment to the Cost of Sales GL account for the incorrect cost price posted. • Receipt any remaining Stock items at the correct price.
SLC Reference:
<ul style="list-style-type: none"> • ICE Business Systems > Accounts Payable > Processing Activities



Work Instructions

Screen: Supplier Invoices with GST and Stock Receipting
<ol style="list-style-type: none"> 1. Click in the Description field to place the cursor there. 2. Press F9 to insert a new line. 3. No Product is required. 4. Enter a Description describing the details of the item receipted incorrectly. 5. Confirm the Period is applicable for the date of the original Supplier's Invoice. 6. Enter the Quantity of items sold with the incorrect price. <p>Note: The quantity will need to be entered as a negative value if the incorrect amount was more than the correct amount.</p> <ol style="list-style-type: none"> 7. Enter the discrepancy amount exclusive of tax in the Price field. 8. If applicable, confirm the discrepancy Tax% amount. 9. Within the BAS box select the search arrow.

Screen: BAS Code Search

10. Select the **BAS Code** used on the incorrectly priced Item.
11. Press **OK** to select the code and close the BAS code search.

Screen: Supplier Invoices with GST and Stock Receipting

12. Within the **GL Account** box select the **search arrow**.

Screen: GL Account Search

13. Search for the **Cost of Sale GL Account** this Item posts to (determined in 5.2), by typing in any of the searchable fields.
14. Press **F12** to retrieve the search results.
15. Select the **GL Account** required.
16. Press **OK** to select the account and close the GL account search.

Screen: Supplier Invoices with GST and Stock Receipting (Stock Items)

17. Press **F10** to save the line.
18. If the quantity sold (determined in 6.1) at the incorrect value is less than the quantity received press **F9** to add another line.
19. Select the **Product search arrow** to reverse the remaining unsold quantity at the incorrect price.

Screen: Product Search

20. Search for the **Product** to be receipted, by typing in any of the searchable fields.
21. Press **F12** to retrieve the search results.
22. Select the **Product** required.
23. Press **OK** to select the **Product** and close the Product Search.

Screen: Supplier Invoices with GST and Stock Receipting

24. Confirm the **Period** is applicable for the date of the Supplier's Invoice.
25. Enter a negative **Quantity** for the remaining unsold stock.

Note:
For serialised stock, a quantity cannot be entered as it is automatically calculated from the number of serial numbers entered. Serial numbers are entered once the line has been saved.
26. Enter the incorrectly receipted amount exclusive of tax in the **Price** field.
27. If applicable, confirm the **Tax%** amount.

Note:
For serialised stock, the Tax% will not be generated until after the line has been saved and serial numbers have been entered.
28. Confirm the **Total** amount to the amount on the Supplier's Invoice.

Note:
For serialised stock, the Total will not be generated until after the line has been saved and serial numbers have been entered. If the rounding differs to the Supplier's Invoice, overwrite the tax

amount to balance the Total.

29. Within the **BAS** box select the **search arrow**.

Screen: BAS Code Search

30. Select the **BAS Code** the Supplier's item relates to.

31. Press **OK** to select the code and close the BAS code search.

Screen: Supplier Invoices with GST and Stock Receipting (Stock Items)

32. The GL Account field will default to the Stock on Hand account listed in the Item's GL Set Code.

33. Press **F10** to save the line.

Screen: Confirm (Serialised Stock)

34. If a serialised item, select **No** to confirm this is not a normal stock receipt.

Screen: Stock Location (Serialised Stock)

35. Press **F9** to enter **Serial Numbers** to be removed.

36. Select the **Serial Number** search button.

Screen: Select Product Serial No (Serialised Stock)

37. Select the **Serial Number** to be removed.

38. Press **OK** to close the screen.

Screen: Stock Location (Serialised Stock)

39. If multiple **Serial Numbers** repeat steps 35 – 38.

40. Press **F10** to save the **Serial Number**.

41. Select **OK** to close the screen.

Screen: Supplier Invoices with GST and Stock Receipting

42. If the quantity sold (determined in 6.1) at the incorrect value is less than the quantity receipted add another line to receipt the remaining unsold quantity at the correct price by completing Stage 2.3 of Scenario "**Supplier Invoices – with Stock Receipting**".



Outcomes:

- *The unsold Stock has now been receipted at the correct price.*
- *An entry correcting the Cost of Sales account has been completed.*

Notes:

- *N/A*



2.4: Update Invoice

Objectives:

- *To update the Invoice to the General Ledger.*



SLC Reference:

- ICE Business Systems > Accounts Payable > Processing Activities

Work Instructions

Screen: Supplier Invoices with GST and Stock Receipting

1. Complete Scenario “**Supplier Invoices – with Stock Receipting**” Stage 2.4.

Outcomes:

- The Invoice has been updated.

Notes:

- N/A



3.5: Select Credit



3.6: Allocate Credits

Objectives:

- Allocate the Credit to the Invoice(s).

SLC Reference:

- ICE Business Systems > Accounts Payable > Processing Activities

Work Instructions

Screen: Allocate Payments/Credits to Invoices > Distribution tab

1. Where the Invoice entered was more than the actual Invoice received and a Credit created complete Scenario “**Supplier Credits – Standard**” Stage 3.5 to 3.6.

Outcomes:

- The Adjustment is now allocated to the Invoice(s).
- The outstanding amount for the Invoices allocated are now less the Credit amount allocated.

Notes:

- N/A

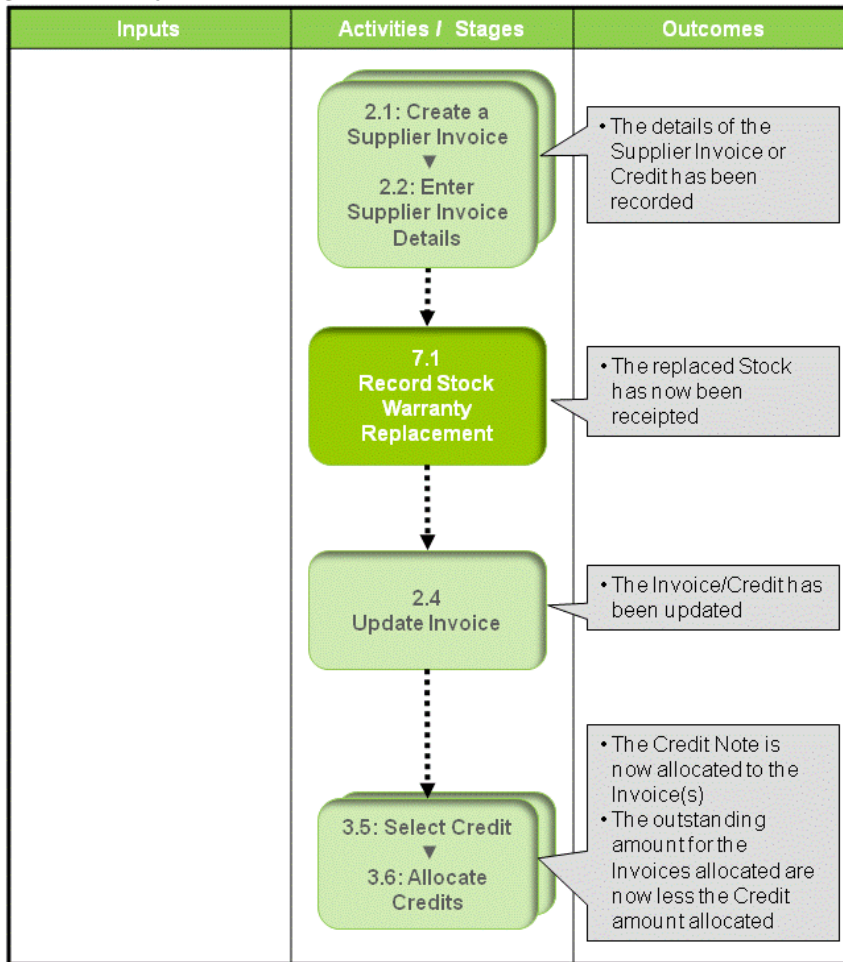


V.7 : Supplier Invoices – Warranty Stock Replacements



Workflow

Workflow :	Supplier Invoices – Warranty Stock Replacement
Scenario 7 :	A Stock item has been replaced under Supplier Warranty. The exchange in goods needs to be recorded in the ICE Business System.



Scenario 7: Supplier Invoices – Warranty Stock Replacement

A Stock item has been replaced under Supplier Warranty. The exchange in goods needs to be recorded in the ICE Business System.

Note:

It is recommended that an Inventory Location of Warranty/Supplier Repair be established and items direct transferred to this location. Complete Scenario “**Inventory – Direct Transfers**” from the Inventory Learning Units for details on completing a Direct Transfer.

Before recording the warranty stock replacement, the item will first need to be direct transferred back from the Warranty/Supplier Repair stock location. If the Stock item is not serialised and there is no change in the Supplier balance, this is the only requirement in the ICE Business System.

If the Stock item was not replaced, but a Credit issued only, complete Scenario 4 “**Supplier Credits – With Stock Receipting**”.



2.1: Create a Supplier Invoice



2.2: Enter Supplier Invoice Details

Objectives:
<ul style="list-style-type: none"> • Create a new Invoice or Credit for the Warranty Stock Replacement to be recorded in.
SLC Reference:
<ul style="list-style-type: none"> • ICE Business Systems > Accounts Payable > Processing Activities

Work Instructions

Screen: ICE Main
<ol style="list-style-type: none"> 1. Where the accompanying Invoice has a nil or greater total complete Scenario “Supplier Invoices – with Stock Receipting” Stage 2.1 to 2.2. 2. Where the accompanying Invoice has a negative total complete Scenario “Supplier Credits – with Stock Receipting” Stage 4.1 to 4.2.

Outcomes:
<ul style="list-style-type: none"> • The details of the Supplier Invoice or Credit has been recorded.
Notes:
<ul style="list-style-type: none"> • N/A



7.1: Record Stock Warranty Replacement

Objectives:

- Create an Invoice or Credit to record the Stock Warranty Replacement.

SLC Reference:

- ICE Business Systems > Accounts Payable > Processing Activities

Work Instructions

Screen: Supplier Invoices with GST and Stock Receipting (Stock Items)

1. Remove the replaced item from Stock by selecting the **Product search arrow**.

Screen: Product Search

2. Search for the **Product** by typing in any of the searchable fields.
3. Press **F12** to retrieve the search results.
4. Select the **Product** required.
5. Press **OK** to select the **Product** and close the Product search.

Screen: Supplier Invoices with GST and Stock Receipting

6. Confirm the **Period** is applicable for the date of the Supplier's Invoice.
7. Enter a negative **Quantity** for the number of stock replaced.

Note:

For serialised stock, a quantity cannot be entered as it is automatically calculated from the number of serial numbers entered. Serial numbers are entered once the line has been saved.

8. Enter the returned amount exclusive of tax in the **Price** field.
9. If applicable, confirm the **Tax%** amount.

Note:

For serialised stock, the Tax% will not be generated until after the line has been saved and serial numbers have been entered.

10. Confirm the **Total** amount to the amount on the Supplier's Invoice/Credit.

Note:

For serialised stock, the Total will not be generated until after the line has been saved and serial numbers have been entered. If the rounding differs to the Supplier's Invoice/Credit, overwrite the tax amount to balance the Total.

11. Within the **BAS** box select the **search arrow**.

Screen: BAS Code Search

12. Select the **BAS Code** the Supplier's item relates to.
13. Press **OK** to select the **code** and close the BAS code search.



Screen: Supplier Invoices with GST and Stock Receipting (Stock Items)
<p>14. The GL Account field will default to the Stock on Hand account listed in the Item's GL Set Code.</p> <p>15. Press F10 to save the line.</p>
Screen: Confirm (Serialised Stock)
<p>16. If a serialised item, select No, to confirm this is not a normal stock receipt.</p>
Screen: Stock Location (Serialised Stock)
<p>17. Press F9 to enter Serial Numbers to be replaced.</p> <p>18. Select the Serial Number search button.</p>
Screen: Select Product Serial No (Serialised Stock)
<p>19. Select the Serial Number to be removed.</p> <p>20. Press OK to close the screen.</p>
Screen: Stock Location (Serialised Stock)
<p>21. If multiple Serial Numbers repeat steps 17 – 20.</p> <p>22. Press F10 to save the Serial Number.</p> <p>23. Select OK to close the screen.</p>
Screen: Supplier Invoices with GST and Stock Receipting
<p>24. Add another line to receipt the replacement item by completing Stage 2.3 of Scenario "Supplier Invoices – with Stock Receipting".</p>

Outcomes:
<ul style="list-style-type: none"> <i>The replaced Stock has now been receipted.</i>
Notes:
<ul style="list-style-type: none"> <i>N/A</i>



2.4: Update Invoice



Objectives:
<ul style="list-style-type: none"> <i>To update the Invoice/Credit to the General Ledger.</i>
SLC Reference:
<ul style="list-style-type: none"> <i>ICE Business Systems > Accounts Payable > Processing Activities</i>

Work Instructions

Screen: Supplier Invoices with GST and Stock Receipting
<p>1. Complete Scenario "Supplier Invoices – with Stock Receipting" Stage 2.4.</p>



Outcomes:
<ul style="list-style-type: none"> The Invoice/Credit has been updated.
Notes:
<ul style="list-style-type: none"> N/A



3.5: Select Credit



3.5: Allocate Credits

Objectives:
<ul style="list-style-type: none"> Allocate the Credit to the Invoice(s).
SLC Reference:
<ul style="list-style-type: none"> ICE Business Systems > Accounts Payable > Processing Activities



Work Instructions

Screen: Allocate Payments/Credits to Invoices > Distribution tab
<ol style="list-style-type: none"> Where a Credit was created, complete Scenario “Supplier Credits – Standard” Stage 3.5 to 3.6.



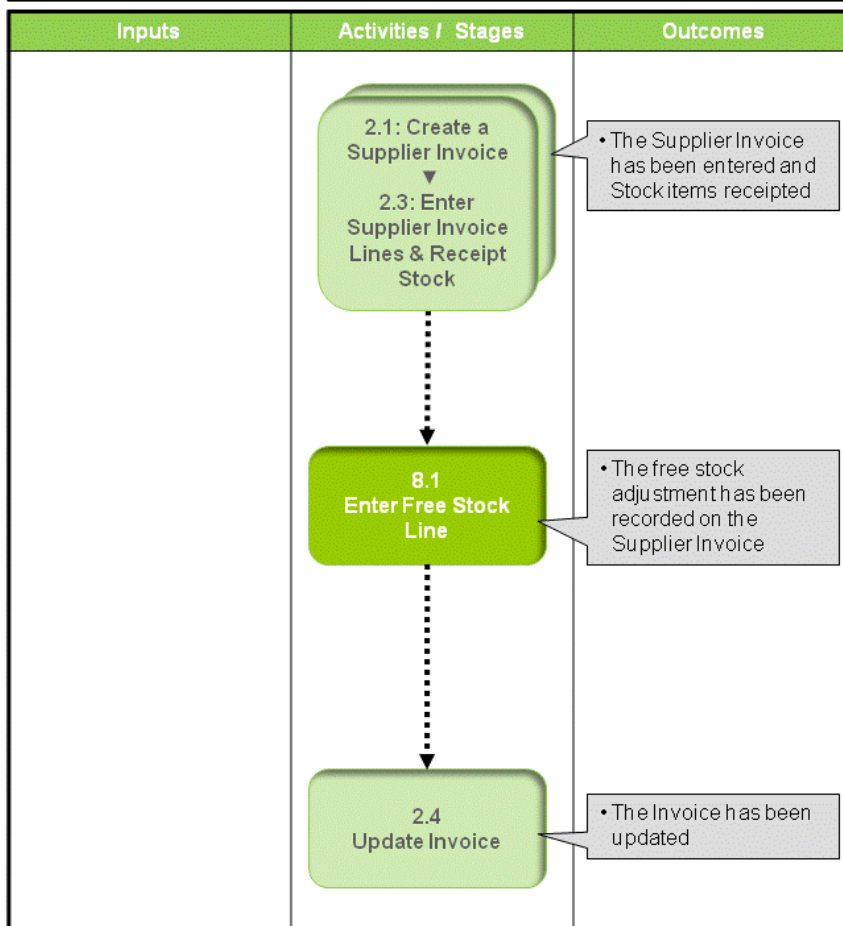
Outcomes:
<ul style="list-style-type: none"> The Credit Note is now allocated to the Invoice(s). The outstanding amount for the Invoices allocated are now less the Credit amount allocated.
Notes:
<ul style="list-style-type: none"> N/A

V.8 : Supplier Invoices – Free Stock



Workflow

Workflow :	Supplier Invoices – Free Stock
Scenario 8 :	Additional Stock has been received free of charge on a Supplier Invoice. A cost price for the item is to be entered so that a cost is listed on the use and sale of the item, including in Stock on Hand and Sales History Reports etc. Rather than receipting the items at a zero price, the administrator receipts them at their normal cost price and processes an entry to a GL Account for Supplier Discounts.



Scenario 8: Supplier Invoices – Free Stock

Additional Stock has been received free of charge on a Supplier Invoice. A cost price for the item is to be entered so that a cost is listed on the use and sale of the item, including in Stock on Hand and Sales History Reports etc. Rather than receipting the items at a zero price, the administrator receipts them at their normal cost price and processes an entry to a GL Account for Supplier Discounts.

Note:

It is not recommended that the difference of the free stock to the normal cost price be posted to a Cost of Sales Account. Doing so will result in the GL gross profit differing from the gross profit displayed on the Sales History Gross Profit Report.



2.1: Create Supplier Invoice



2.3: Enter Supplier Invoice Lines & Receipt Stock



Objectives:
<ul style="list-style-type: none"> • Create a Stock Receipt. • Receipt Stock at the normal cost price.
SLC Reference:
<ul style="list-style-type: none"> • ICE Business Systems > Accounts Payable > Processing Activities

Work Instructions

Screen: ICE Main
<ol style="list-style-type: none"> 1. Complete Scenario “Supplier Invoices – with Stock Receipting” Stage 2.1 to 2.3 receipting any free stock at their normal cost price. <p>Note: The normal cost price of an item can be viewed in the Inventory Masterfile (Admin -> Inventory) on the Affiliation & Ordering tab.</p>



Outcomes:
<ul style="list-style-type: none"> • The Supplier Invoice has been entered and Stock items receipted.
Notes:
<ul style="list-style-type: none"> • N/A



8.1: Enter Free Stock Line

Objectives:
<ul style="list-style-type: none"> • To create an entry for the free stock adjustment.
SLC Reference:
<ul style="list-style-type: none"> • ICE Business Systems > Accounts Payable > Processing Activities



Work Instructions

Screen: Supplier Invoices with GST and Stock Receipting

1. After entering the last **Stock** item press **F9** to insert a new line.
2. No **Product** is required.
3. Enter a **Description** to indicate free stock.
4. Confirm the **Period** is applicable for the date of the original Supplier's Invoice.
5. Enter a **Quantity of negative 1**.
6. Enter the total of the normal stock price exclusive of tax in the **Price** field.
7. If applicable, enter the **Tax%** amount.
8. Within the **BAS** box select the **search arrow**.

Screen: BAS Code Search

9. Select the **BAS Code** used to receipt the Stock item.
10. Press **OK** to select the code and close the BAS code search.

Screen: Supplier Invoices with GST and Stock Receipting

11. Within the **GL Account** box select the **search arrow**.

Screen: GL Account Search

12. Search for a **Supplier Discount** or **Free Stock GL Account** to posts this to, by typing in any of the searchable fields.

Note:

If no applicable GL Account exists, create a new GL Account (see Learning Unit for creating a GL Account). One GL Account titled Supplier Discounts can be used, or if required, a specific Free Stock GL Account can be added.
It is recommended that the GL Account be an expense item rather than cost of sales so that it is included after the Gross Profit to reconcile with the gross profit shown in the Sales History Report.

13. Press **F12** to retrieve the search results.
14. Select the **GL Account** required.
15. Press **OK** to select the **account** and close the GL account search.

Screen: Supplier Invoices with GST and Stock Receipting (Stock Items)

16. Press **F10** to save the line.



Outcomes:

- *The free stock adjustment has been recorded on the Supplier Invoice.*

Notes:

- *N/A*



2.4: Update Invoice



Objectives:

- To update the Invoice to the General Ledger.

SLC Reference:

- ICE Business Systems > Accounts Payable > Processing Activities

Work Instructions

Screen: Supplier Invoices with GST and Stock Receipting

1. Complete Scenario “Supplier Invoices – with Stock Receipting” Stage 2.4.

Outcomes:

- The Invoice has been updated.

Notes:

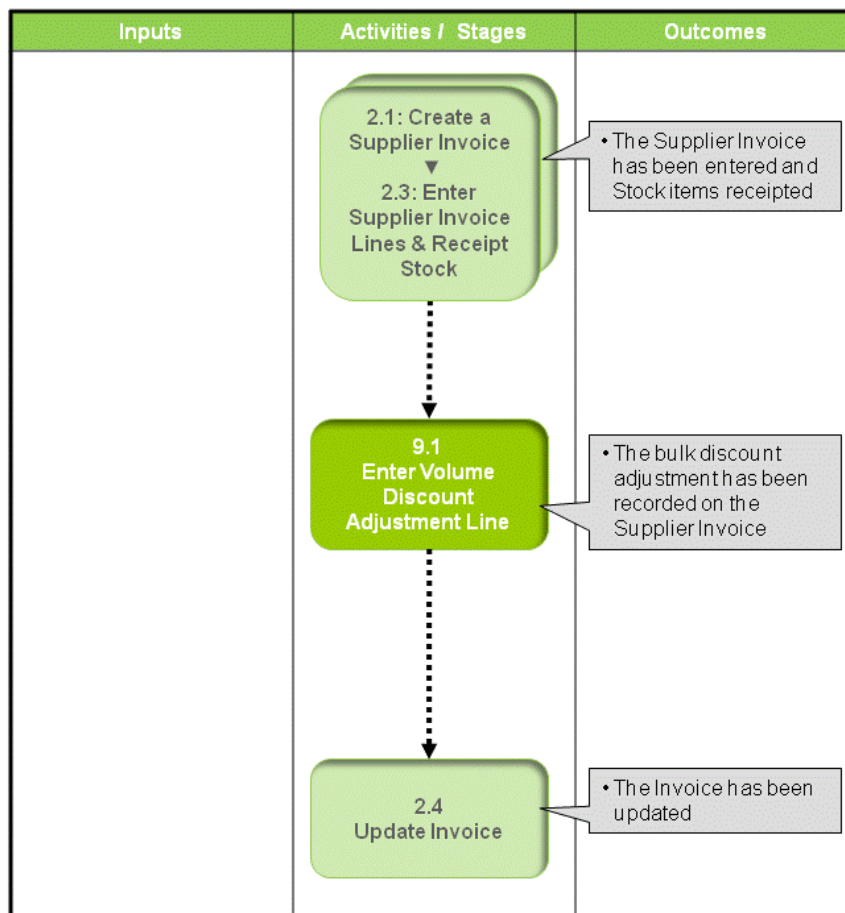
- N/A

V.9 : Supplier Invoices – Volume Discounts



Workflow

Workflow :	Supplier Invoices – Volume Discounts
Scenario 9 :	A discount for a bulk order has been received on a Supplier Invoice. A cost price for the item is to be entered at the normal price so that this is listed on the use and sale of the item, including in Stock on Hand and Sales History Reports etc. Rather than receipting the items at the lower price, the administrator receipts them at their normal cost price and processes an entry to a GL Account for Supplier Discounts.



Scenario 9: Supplier Invoices – Volume Discounts

A discount for a bulk order has been received on a Supplier Invoice. A cost price for the item is to be entered at the normal price, so that this is listed on the use and sale of the item, including in Stock on Hand and Sales History Reports etc. Rather than receipting the items at the lower price, the administrator receipts them at their normal cost price and processes an entry to a GL Account for Supplier Discounts.

Note:

It is not recommended that the difference of the reduced price to the normal cost price be posted to a Cost of Sales Account. Doing so will result in the GL gross profit differing from the gross profit displayed on the Sales History Gross Profit Report.



2.1: Create Supplier Invoice



2.3: Enter Supplier Invoice Lines & Receipt Stock

Objectives:
<ul style="list-style-type: none"> • Create a Stock Receipt. • Receipt Stock at the normal cost price.
SLC Reference:
<ul style="list-style-type: none"> • ICE Business Systems > Accounts Payable > Processing Activities

Work Instructions

Screen: ICE Main
<ol style="list-style-type: none"> 1. Complete Scenario “Supplier Invoices – with Stock Receipting” Stage 2.1 to 2.3 receipting any reduced price stock at their normal cost price. <p>Note: The normal cost price of an item can be viewed in the Inventory Masterfile (Admin -> Inventory) on the Affiliation & Ordering tab.</p>

Outcomes:
<ul style="list-style-type: none"> • The Supplier Invoice has been entered and Stock items receipted.
Notes:
<ul style="list-style-type: none"> • N/A

9.1: Enter Volume Discount Adjustment Line

Objectives:
<ul style="list-style-type: none"> • To create an entry for the bulk discount adjustment.
SLC Reference:



- ICE Business Systems > Accounts Payable > Processing Activities

Work Instructions

Screen: Supplier Invoices with GST and Stock Receipting

1. After entering the last **Stock** item press **F9** to insert a new line.
2. No Product is required.
3. Enter a **Description** to indicate bulk discount.
4. Confirm the **Period** is applicable for the date of the original Supplier's Invoice.
5. Enter a **Quantity of negative 1**.
6. Enter the bulk discount adjustment exclusive of tax in the **Price** field.
7. If applicable, enter the **Tax%** amount.
8. Within the **BAS** box select the **search arrow**.

Screen: BAS Code Search

9. Select the **BAS Code** used to receipt the Stock item.
10. Press **OK** to select the **code** and close the BAS code search.

Screen: Supplier Invoices with GST and Stock Receipting

11. Within the **GL Account** box select the **search arrow**.

Screen: GL Account Search

12. Search for a **Supplier Discount GL Account** to posts this to by typing in any of the searchable fields.

Note:

If no applicable GL Account exists, create a new GL Account (see Learning Unit for creating a GL Account).

It is recommended that the GL Account be an expense item rather than cost of sales so that it is included after the Gross Profit to reconcile with the gross profit shown in the Sales History Report.

13. Press **F12** to retrieve the search results.
14. Select the **GL Account** required.
15. Press **OK** to select the **account** and close the GL account search.

Screen: Supplier Invoices with GST and Stock Receipting (Stock Items)

16. Press **F10** to save the line.



Outcomes:

- The bulk discount adjustment has been recorded on the Supplier Invoice.

Notes:

- N/A



2.4: Update Invoice

Objectives:

- To update the Invoice to the General Ledger.

SLC Reference:

- ICE Business Systems > Accounts Payable > Processing Activities

Work Instructions

Screen: Supplier Invoices with GST and Stock Receipting

1. Complete Scenario "Supplier Invoices – with Stock Receipting" Stage 2.4.

Outcomes:

- The Invoice has been updated.

Notes:

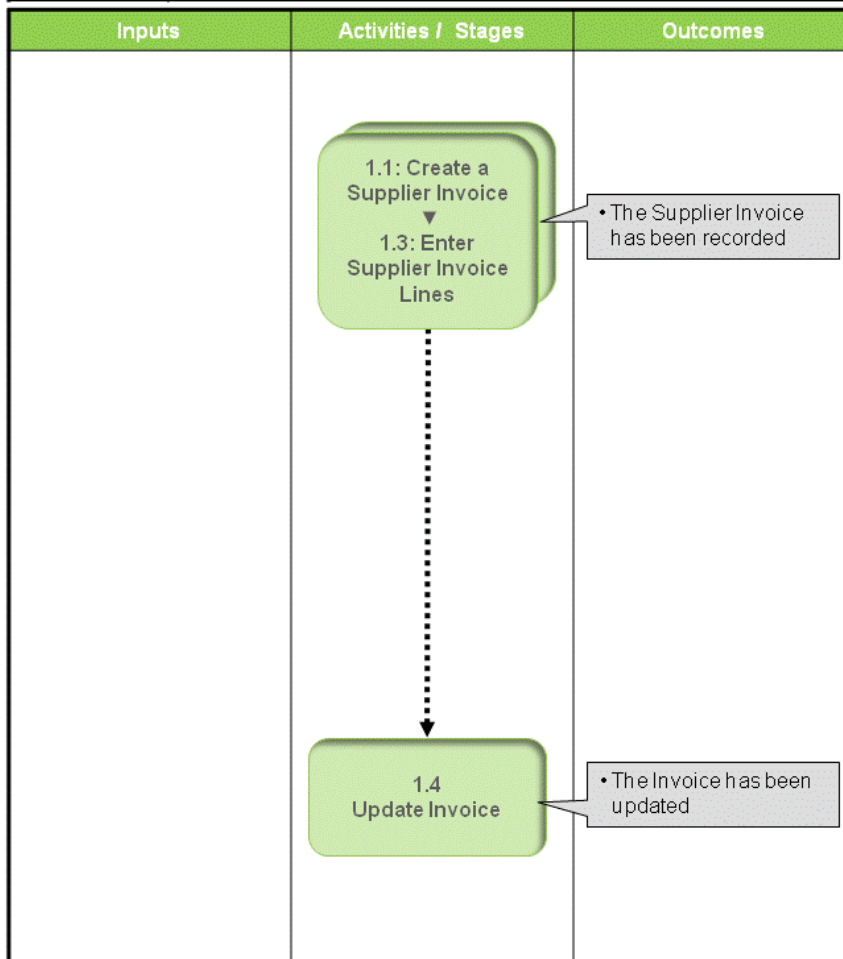
- N/A

V.10 : Supplier Invoices - Multiple GL Periods for Accruals



Workflow

Workflow :	Supplier Invoices – Multiple GL Periods for Accruals
Scenario 10 :	A Supplier Invoice has been received. It relates to an item that falls over multiple GL periods. This may have been for future accruals or related to a monthly expense invoiced quarterly in arrears.



Scenario 10: Supplier Invoices – Multiple GL Periods for Accruals

A Supplier Invoice has been received. It relates to an item that falls over multiple GL periods. This may have been for future accruals or related to a monthly expense invoiced quarterly in arrears.

Note:

To post over multiple GL periods the System Default “Prohibit Multiple Periods” must not be ticked (Admin > System Defaults > Company’s tab > General (Cont) tab).

Posting an Invoice to multiple GL periods will see the Creditor GL Control Account credited the total Invoice amount in the GL Period listed in the header. Each of the GL Accounts selected will be posted the amount applicable for each GL Period nominated. As a result the GL Trial Balance for each of the periods will not balance, however the GL Trial Balance for the total financial year will balance.



1.3: Enter Supplier Invoice Lines

Objectives:

- Create a new Invoice entering the transaction lines.

SLC Reference:

- ICE Business Systems > Accounts Payable > Processing Activities

Work Instructions

Screen: ICE Main

1. Complete Scenario “Supplier Invoices – Standard” Stage 1.1 to 1.3 nominating the required GL Period for each line entry.

Outcomes:

- The Supplier Invoice has been recorded.

Notes:

- N/A

1.4: Update Invoice

Objectives:

- To update the Invoice to the General Ledger.

SLC Reference:

- ICE Business Systems > Accounts Payable > Processing Activities



Work Instructions

Screen: Supplier Invoices with GST (No Stock Receiving)

1. Complete Scenario “**Supplier Invoices – Standard**” Stage 1.4.

Outcomes:

- *The Invoice has been updated.*

Notes:

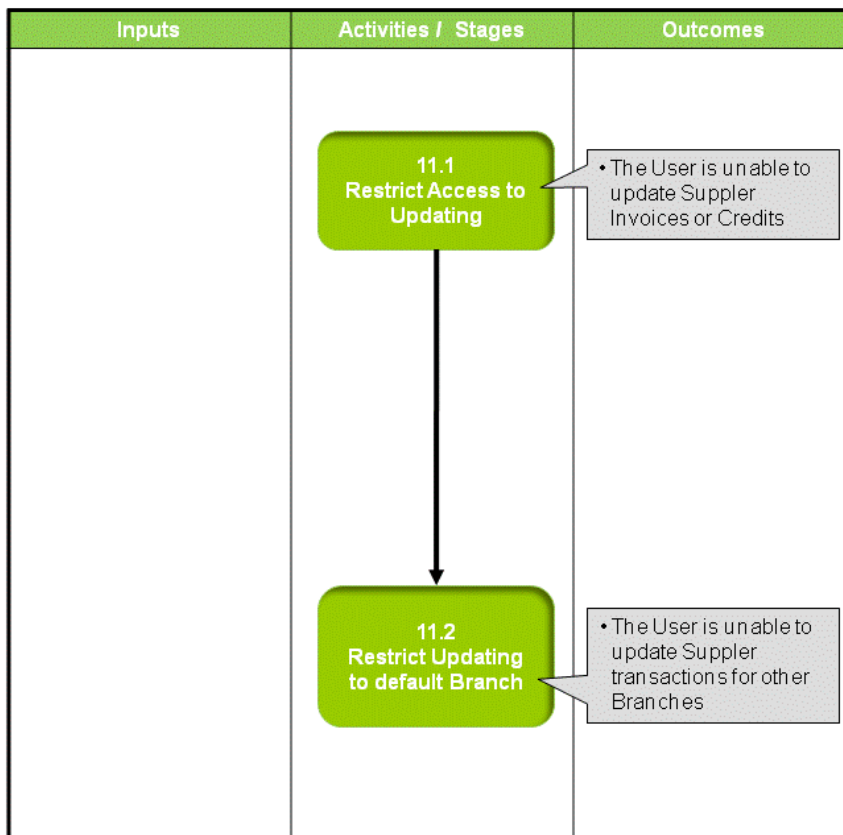
- *N/A*

V.11 : Supplier Invoices – Restricting Updating for Operators



Workflow

Workflow :	Supplier Invoices – Restricting Updating for Operators
Scenario 11 :	<p>The Inventory Controller who creates Supplier Invoices with Stock Receipting is not responsible for updating the Invoice. Invoices are first to be checked by the administrator who then updates them. The Inventory Controller's User permission can be modified to not allow them the ability to update Supplier Invoices.</p> <p>An administrator is responsible for each Branch and is only allowed to update Supplier transactions for their Branch. The administrator's User permission can be modified to only view their Branch transactions, prohibiting them from updating transactions for any other Branch.</p>



Scenario 11: Supplier Invoices – Restricting Updating for Operators

The Inventory Controller who creates Supplier Invoices with Stock Receipting is not responsible for updating the Invoice. Invoices are first to be checked by the administrator who then updates them. The Inventory Controller’s User permission can be modified to not allow them the ability to update Supplier Invoices.

An administrator is responsible for each Branch and is only allowed to update Supplier transactions for their Branch. The administrator’s User permission can be modified to only view their Branch transactions, prohibiting them from updating transactions for any other Branch.



11.1: Restrict Access to Updating



Objectives:
<ul style="list-style-type: none"> Restrict the access of a User from updating Supplier Invoice.
SLC Reference:
<ul style="list-style-type: none"> ICE Business Systems > Database & User Admin > Setup Activities

Work Instructions

Screen: Utility
<ol style="list-style-type: none"> Complete Scenario “Database & User Admin – User Groups” to select the Group for the User. Ensure “Allow AP Invoice Update” under Invoices is not selected.

Outcomes:
<ul style="list-style-type: none"> The User is unable to update Suppler Invoices or Credits.
Notes:
<ul style="list-style-type: none"> N/A



11.2: Restrict Updating to default Branch

Objectives:
<ul style="list-style-type: none"> Restrict the access of a User to only updating Supplier transactions for their default Branches.
SLC Reference:
<ul style="list-style-type: none"> ICE Business Systems > Database & User Admin > Setup Activities



Work Instructions

Screen: Utility

1. Complete Scenario “**Database & User Admin – User Groups**” to select the Group for the User.
2. Ensure “**Can see other Branch Transactions**” under Miscellaneous > AR & AP Transactions is not selected.

Outcomes:

- *The User is unable to update Supplier transactions for other Branches.*

Notes:

- *N/A*