



ICE Business System

Supplier Payments

(Version – 1.2)

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 payments for Supplier Invoices.

III : Target Audience

Administration staff responsible for making and entering payments to Suppliers in the ICE Business System.

IV : Prerequisites

- Accounts Payable (Suppliers/Creditors) Processing Activities

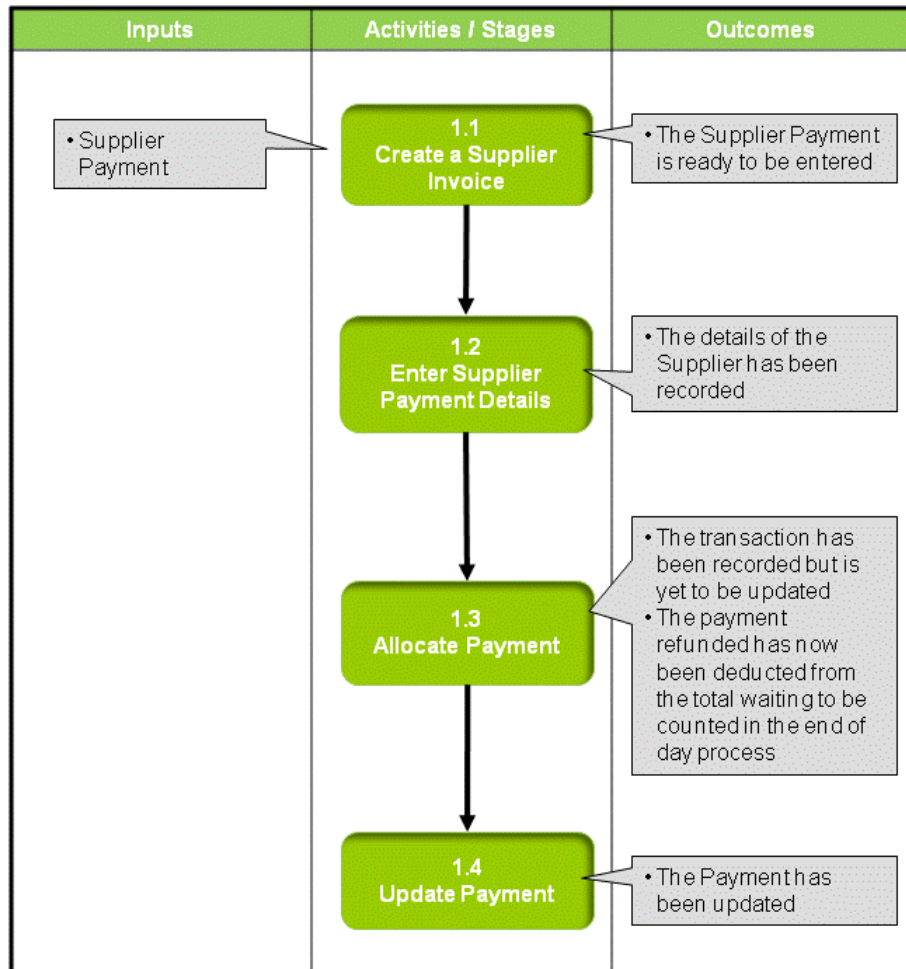
V : Scenarios

V.1 : Supplier Payments - Standard



Workflow

Workflow :	Supplier Payments – Standard
Scenario 1:	A stock or administration staff member has entered Supplier Invoices and they are now due for payment. An administration member records the payment to the Supplier and identifies the invoices paid.



Scenario 1: Supplier Payments - Standard

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

An administration member records the payment to the Supplier and identifies the invoices paid.



1.1: Create a Supplier Payment

Objectives:

- Create a new payment to a Supplier.

SLC Reference:

- ICE Business Systems > Accounts Payable > Processing Activities

Work Instructions

Screen: ICE Main

1. Access **Supplier Payments**

Select menu path:
Accounting > Accounts Payable > Supplier Payments > Manual
or
The **[AP Payment]** icon

Screen: Supplier Payments

2. Insert a new **Supplier Payment**.

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

Outcomes:

- The Supplier Payment is ready to be entered.

Notes:

- N/A

1.2: Enter Supplier Payment Details

Objectives:

- Record the details of the Supplier Payment.

SLC Reference:

- ICE Business Systems > Accounts Payable > Processing Activities

Work Instructions

Screen: Supplier Payments

1. Enter the **Cheque or Reference Number** of the Payment made to



<p>the Supplier.</p> <p>2. Select the Supplier search arrow.</p>
<p>Screen: Supplier Search</p>
<p>3. Search for the Supplier, the Payment was made to in any of the searchable fields.</p> <p>4. Press F12 to retrieve the search results.</p> <p>5. Select the Supplier required.</p> <p>6. Press OK to select the Supplier and close the Supplier search.</p>
<p>Screen: Supplier Payments</p>
<p>7. Select the Date the Supplier payment was made.</p> <p>8. Select the Bank Account the Supplier payment was made from.</p> <p>9. Enter the Total of the payment made.</p> <p>OR</p> <p>Select Calculate Total to automatically determine the total based on Invoices paid.</p> <p>10. Press F10 or the Green “✓” speed button to save the transaction.</p>

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



1.3: Allocate Payment

<p>Objectives:</p>
<ul style="list-style-type: none"> <i>To allocate the Payment to the Invoices paid.</i>
<p>SLC Reference:</p>
<ul style="list-style-type: none"> <i>ICE Business Systems > Accounts Payable > Processing Activities</i>

Work Instructions

<p>Screen: Supplier Payments</p>
<p>1. Double click on the Invoice to be paid, to manually allocate payments to Invoices.</p>
<p>Screen: Allocation Amount</p>
<p>2. Enter the amount of the Invoice paid by this payment.</p> <p>3. Press OK to close the Allocation box.</p> <p>Note: <i>If Calculate Total is ticked, the amount allocated will be added to the total.</i></p>
<p>Screen: Supplier Payments</p>
<p>4. If a Total was entered, select Auto Allocate to automatically allocate the payment amount to the oldest Invoices first.</p>





5. Continue until Invoices paid have been allocated to and **Amount Unallocated** is zero.
6. If required, select **Print Remittance** to print a remittance advice of payment made.

Outcomes:

- The transaction has been recorded, but is yet to be updated.
- The payment refunded has now been deducted from the total waiting to be counted in the end of day process.

Notes:

- N/A



1.4: Update Payment

Objectives:

- To update the Payment to the General Ledger.

SLC Reference:

- ICE Business Systems > Accounts Payable > Processing Activities



Work Instructions

Screen: Supplier Payments

1. Select the **Update Status** of **Ready to Update (complete)**.
2. **Update** the Supplier Payment by right-clicking on the **blue title bar**.
3. Select the menu option of **Processes > Update this transactions**.

Note:

If entering multiple Payments, they can be updated once by selecting "Update a range of transactions" and selecting all Payments entered.

Screen: Print Preview

4. Review the **Checklist**.
5. If required select the **Print** icon.

Note:

Either the Checklist or Audit Trail is required to be printed as they both 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.

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

Screen: Confirm

7. 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

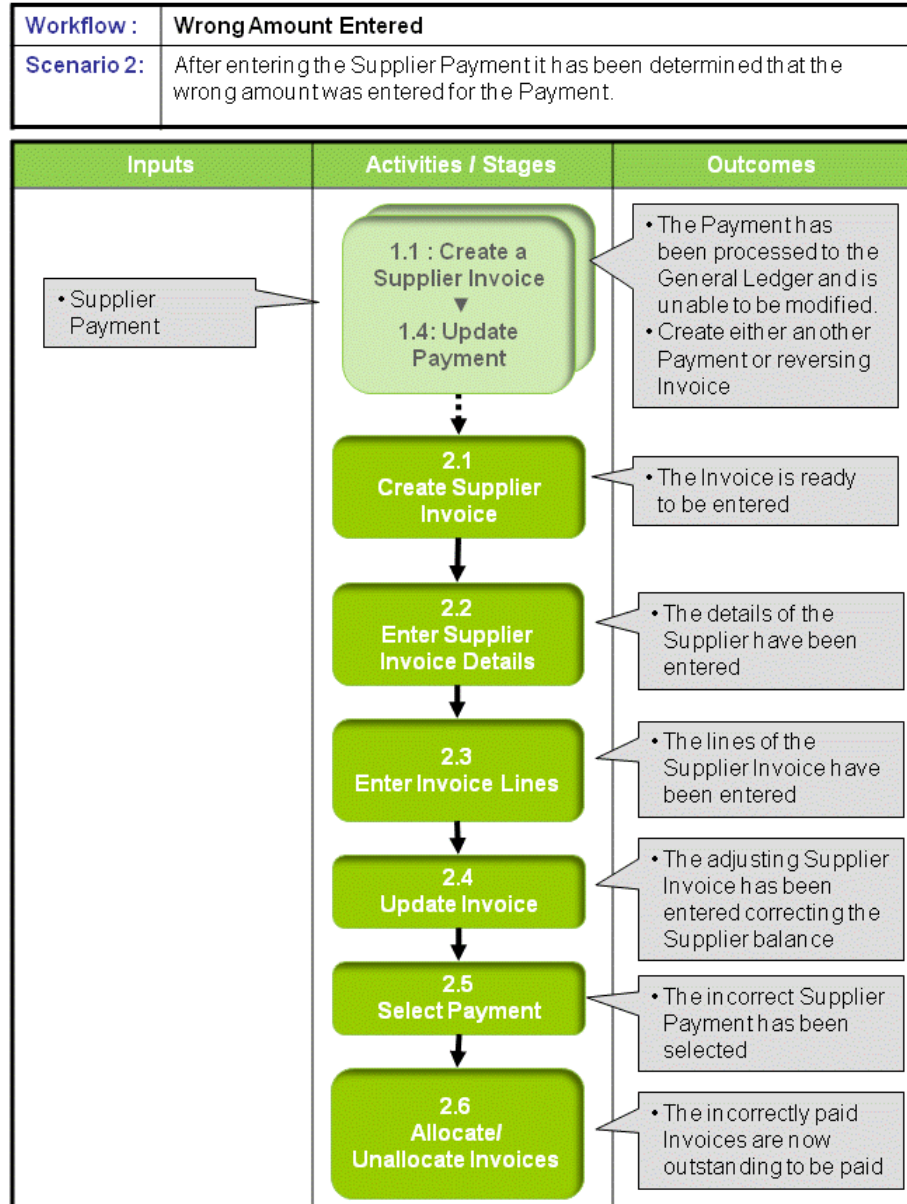


update.
Screen: Print
8. If a copy of the Audit Trail is required select the Print button.
<p>Note: <i>If a copy of the Audit Trail is not required select the Cancel button. Selecting to cancel the print does not cancel the update. Audit Trails can be reprinted at any time.</i></p>
Screen: Supplier Payments
9. Select the OK button to close the Window.
Outcomes:
<ul style="list-style-type: none"> • <i>The Payment has been updated.</i>
Notes:
<ul style="list-style-type: none"> • <i>N/A</i>

V.2 : Wrong Amount Entered



Workflow



Scenario 2: Wrong Amount Entered

After entering the Supplier Payment, it has been determined that the wrong amount was entered for the Payment.



1.1: Create a Supplier Invoice



1.4: Update Payment

Objectives:
<ul style="list-style-type: none"> N/A
SLC Reference:
<ul style="list-style-type: none"> ICE Business Systems > Accounts Payable > Processing Activities

Work Instructions

Action:
<ol style="list-style-type: none"> Complete Scenario “Supplier Payments – Standard” from Stage 1.1 to 1.4. Where the payment amount entered was not enough, create another Supplier Payment by completing Scenario “Supplier Payments – Standard” from Stage 1.1 to 1.4 for the difference amount. Allocate the difference to the Invoice(s) that should have been paid. Where the payment amount entered was too much, create a Supplier Invoice for the difference.

Outcomes:
<ul style="list-style-type: none"> The Payment has been processed to the General Ledger and is unable to be modified. Create either another Payment or reversing Invoice.
Notes:
<ul style="list-style-type: none"> N/A



2.1: Create Supplier Invoice

Objectives:
<ul style="list-style-type: none"> Create an Invoice to reverse the overpayment entered to the Supplier.
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"> Access Accounts Payable Invoices/Credits.



<p>Select menu path: Accounting > Accounts Payable > Invoices/Credits > Invoice/Credits Only</p> <p>or</p> <p>The [AP Invoicing] icon.</p>
<p>Screen: Supplier Invoices with GST (No Stock Receiving)</p>
<p>2. Insert a new Supplier Invoice.</p> <p>Press F9 or the Green “+” speed button to insert a new Invoice.</p>

<p>Outcomes:</p>
<ul style="list-style-type: none"> <i>The Invoice is ready to be entered.</i>
<p>Notes:</p>
<ul style="list-style-type: none"> <i>N/A</i>



2.2: Enter Supplier Invoice Details

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

Work Instructions

<p>Screen: Supplier Invoices with GST (No Stock Receiving)</p>
<ol style="list-style-type: none"> Enter the Invoice Number as the cheque/payment number/reference. Select the Supplier search arrow.
<p>Screen: Supplier Search</p>
<ol style="list-style-type: none"> Search for the Supplier that has the payment entered incorrectly, by typing in any of the searchable fields. Press F12 to retrieve the search results. Select the Supplier required. Press OK to select the Supplier and close the Supplier search.
<p>Screen: Supplier Invoices with GST (No Stock Receiving)</p>
<ol style="list-style-type: none"> Select the Invoice Type of Sales Tax, as no GST is involved. Select the Date of the original Payment. Confirm the Branch for the Invoice and if required to be modified select the Branch search arrow.
<p>Screen: Branch Search</p>
<ol style="list-style-type: none"> Search for the Branch by typing in any of the searchable fields. Press F12 to retrieve the search results. 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 Supplier's default Terms .
15. The Pay Date will automatically be calculated based on the Date of the Invoice entered and the Supplier's Terms selected.
16. Ensure the Transaction Type is Invoice .
17. Enter a Comment regarding the adjustment for the Supplier overpayment.
18. Press F10 or the Green "✓" speed button to save the transaction.

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



2.3: Enter Invoice Lines



Objectives:
<ul style="list-style-type: none"> Record the details of the Supplier Invoice.
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 Description box to place the cursor here. Press F9 to insert a new line. Enter a Description describing the details of the item Invoiced. Ensure the Period is set to the Period on the initial Supplier Payment. <p>Note: If the GL Period to be utilized has already been closed/reconciled, ensure the current open period is selected (this is especially important if the period the BAS for the initial period has already been completed).</p> <ol style="list-style-type: none"> Enter a Quantity of 1. Enter the Price as the full amount of the initial Supplier Payment. Enter a Tax% of zero. Delete the BAS Code, so that no code appears. Within the GL Account box select the search arrow.
Screen: GL Account Search
<ol style="list-style-type: none"> Search for the Bank Account the initial Supplier Payment was posted to, by typing in any of the searchable fields.



Note:
 If the **Bank Account** is not available for selection, the account is not flagged as 'Postable' in Admin > Setup > Accounting > GL Accounts. For this instance the GL Account will need to be modified to a posting status of '**Postable**'.
 Once the Supplier Payment has been cancelled, ensure the **Bank Account** is returned to its previous posting status.

11. Press **F12** to retrieve the search results.
12. Select the **Bank Account** required.
13. Press **OK** to select the account and close the GL account search.

Screen: Supplier Invoices with GST (No Stock Receiving)

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

Outcomes:

- The lines of the Supplier Invoice have been entered.

Notes:

- N/A



2.4: Update Invoice

Objectives:

- Update the adjustment Supplier Invoice.

SLC Reference:

- ICE Business Systems > Accounts Payable > Processing Activities

Work Instructions

Screen: Supplier Payments

1. Select the **Update Status** of **Ready to Update (complete)**.
2. Update the Supplier Invoice by right-clicking on the **blue title bar**.
3. Select the menu option of **Processes > Update this transactions**.

Screen: Print Preview

4. **Review** the Checklist.
5. If required select the **Print** icon.

Note:
 Either the Checklist or Audit Trail is required to be printed as they both 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.

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





Screen: Confirm

7. 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

8. 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 Payments

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

Outcomes:

- The adjusting Supplier Invoice has been entered, correcting the Supplier balance.

Notes:

- N/A



2.5: Select Payment

Objectives:

- Select the original payment to unallocate the incorrectly allocated Invoice(s) from the overpayment.

SLC Reference:

- ICE Business Systems > Accounting > 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 initial Payment was made to, 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. Select **All** to view all Credits and Payments.
 8. Locate and select the original Supplier overpayment.

- Outcomes:**
- *The incorrect Supplier Payment has been selected.*
- Notes:**
- *N/A*



2.6: Allocate/Unallocate Invoices

- Objectives:**
- *Unallocate the incorrectly allocated Invoice(s) from the overpayment and reallocate the overpayment to the adjusting Invoice.*
- SLC Reference:**
- *ICE Business Systems > Accounting > Processing Activities > Accounts Payable Allocate/Unallocate Credits*



Work Instructions

- Screen: Allocate Payments/Credits to Invoices > Distribution tab**
1. Select the **Distribution tab** to view Invoices.
 2. Locate and double-click on the **Invoice** incorrectly paid by the original Supplier Payment.
- Screen: Allocation Amount**
3. Enter the correct **Amount to be Allocated**.
 4. Press **OK** to close the **Allocation Amount** box.
- Screen: Allocate Payments/Credits to Invoices**
5. If applicable, repeat steps 1 – 4 for all **Invoices** paid by the Supplier overpayment.
 6. Locate and double-click on the newly created adjusting Invoice.
- Screen: Allocation Amount**
7. Ensure the **Amount to be Allocated** is set to the amount of the Supplier overpayment.
 8. Press **OK** to close the **Allocation Amount** box.
- Screen: Allocate Payments/Credits to Invoices**
9. Press **OK** to close the Allocate Payments/Credits to Invoices screen.
- Outcomes:**
- *The incorrectly paid Invoices are now outstanding to be paid.*



Notes:

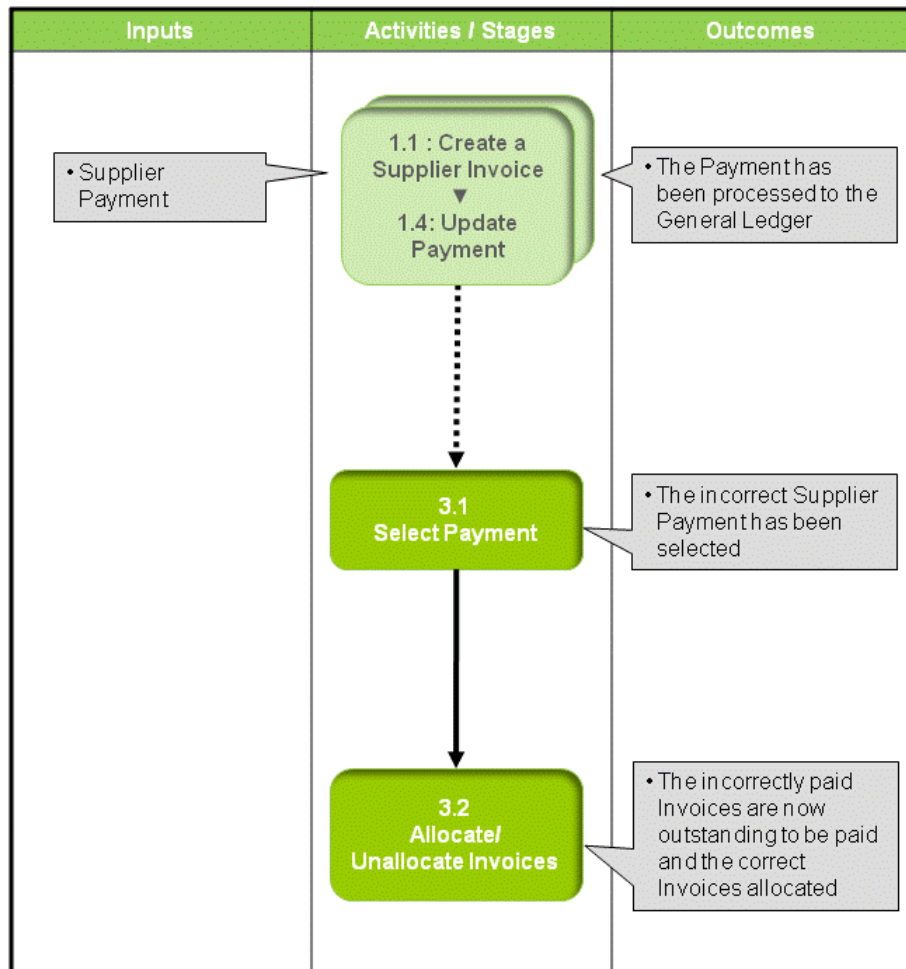
- N/A

V.3 : Wrong Allocation



Workflow

Workflow :	Wrong Allocation
Scenario 3:	After entering the Supplier Payment it has been determined that the wrong Invoice(s) were allocated as paid.



Scenario 3: Wrong Allocation

After entering the Supplier Payment, it has been determined that the wrong Invoice(s) were allocated as paid.



1.1: Create Supplier Invoice



1.4: Update Payment



Objectives:
<ul style="list-style-type: none"> N/A
SLC Reference:
<ul style="list-style-type: none"> ICE Business Systems > Accounts Payable > Processing Activities

Work Instructions

Action:
<ol style="list-style-type: none"> Complete Scenario “Supplier Payments – Standard” from Stage 1.1 to 1.4.

Outcomes:
<ul style="list-style-type: none"> The Payment has been processed to the General Ledger.
Notes:
<ul style="list-style-type: none"> N/A



3.1: Select Payment



Objectives:
<ul style="list-style-type: none"> Select the original payment to unallocate the incorrectly allocated Invoice(s) and allocate to the correct Invoice(s).
SLC Reference:
<ul style="list-style-type: none"> ICE Business Systems > Accounting > Processing Activities > Accounts Payable Allocate/Unallocate Credits

Work Instructions

Screen: ICE Main
<ol style="list-style-type: none"> Access Allocate/Unallocate Credits. Select menu path: Accounting > Accounts Payable > Allocate/Unallocate Credits.
Screen: Allocate Payments/Credits to Invoices
<ol style="list-style-type: none"> Select the Supplier search arrow.



Screen: Supplier Search
<ol style="list-style-type: none"> 3. Search for the Supplier, the Payment was made to, 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
<ol style="list-style-type: none"> 7. Select All to view all Credits and Payments. 8. Locate and select the original Supplier overpayment.
Outcomes:
<ul style="list-style-type: none"> • <i>The incorrect Supplier Payment has been selected.</i>
Notes:
<ul style="list-style-type: none"> • <i>N/A</i>



3.2: Allocate/Unallocate Invoices

Objectives:
<ul style="list-style-type: none"> • <i>Unallocate the incorrectly allocated Invoice(s) and reallocate the correct Invoice(s).</i>
SLC Reference:
<ul style="list-style-type: none"> • <i>ICE Business Systems > Accounting > Processing Activities > Accounts Payable Allocate/Unallocate Credits</i>



Work Instructions

Screen: Allocate Payments/Credits to Invoices > Distribution tab
<ol style="list-style-type: none"> 1. Select the Distribution tab to view Invoices. 2. Locate and double-click on the Invoice incorrectly paid.
Screen: Allocation Amount
<ol style="list-style-type: none"> 3. Enter the correct Amount to be Allocated. 4. Press OK to close the Allocation Amount box.
Screen: Allocate Payments/Credits to Invoices
<ol style="list-style-type: none"> 5. If applicable, repeat steps 1 – 4, for all Invoices incorrectly paid. 6. Locate and double-click on the correct Invoice.
Screen: Allocation Amount
<ol style="list-style-type: none"> 7. Enter the correct Amount to be Allocated. 8. Press OK to close the Allocation Amount box.
Screen: Allocate Payments/Credits to Invoices



9. If applicable, repeat steps 6 – 8, for all Invoices to be paid.
10. Press **OK** to close the Allocate Payments/Credits to Invoices screen.

Outcomes:

- *The incorrectly paid Invoices are now outstanding to be paid and the correct Invoices allocated.*

Notes:

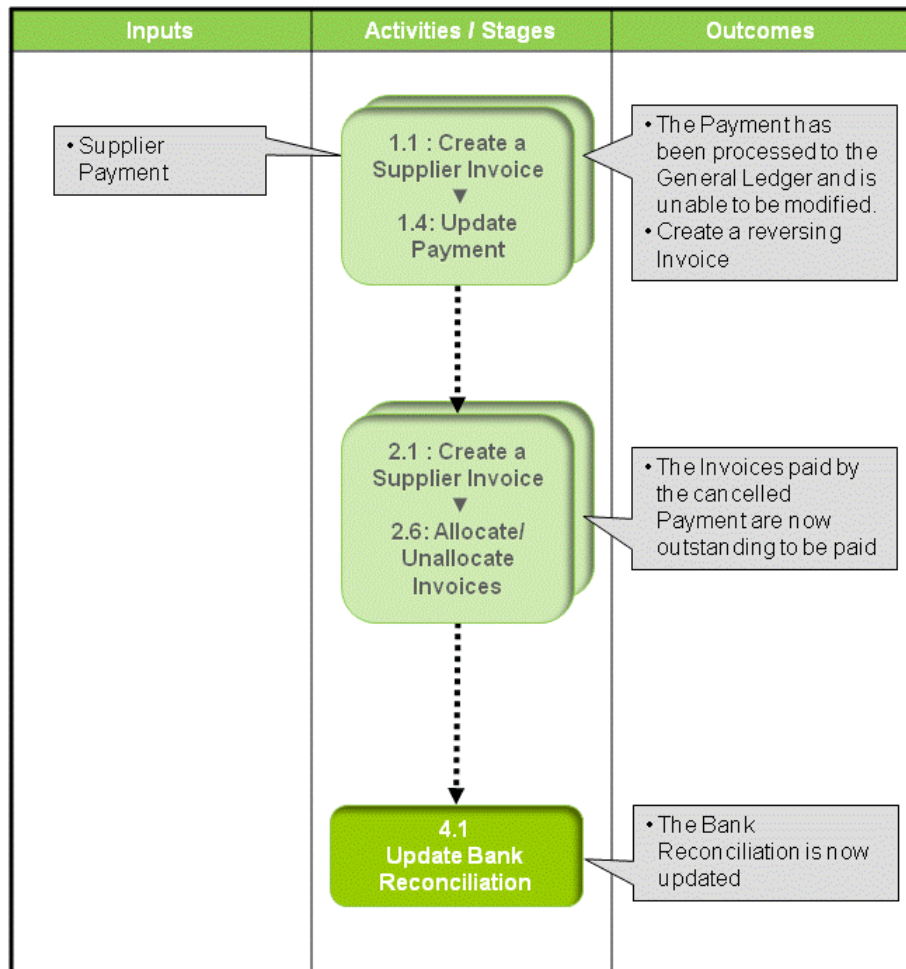
- *N/A*

V.4 : Cancelled or Lost Cheque/Payment



Workflow

Workflow :	Cancelled or Lost Cheque/Payment
Scenario 4:	After entering the Supplier Payment, it has been determined that the wrong amount was entered for the Payment.



Scenario 4: Cancelled or Lost Cheque/Payment

After entering the Supplier Payment, it has been determined that the wrong amount was entered for the Payment.

Important Note:

- The process described here is suitable for users of the ICE Business System before version 2.10.
- Users of the ICE Business System versions 2.10 onwards can enter a negative Supplier Payment and allocate the original payment to it.



1.1: Create Supplier Invoice



1.4: Update Payment



Objectives:
<ul style="list-style-type: none"> • N/A
SLC Reference:
<ul style="list-style-type: none"> • ICE Business Systems > Accounts Payable > Processing Activities

Work Instructions

Action:
<ol style="list-style-type: none"> 1. Complete Scenario “Supplier Payments – Standard” from Stage 1.1 to 1.4.

Outcomes:
<ul style="list-style-type: none"> • The Payment has been processed to the General Ledger and is unable to be modified. • Create a reversing Invoice.

Notes:
<ul style="list-style-type: none"> • N/A



2.1: Create Supplier Invoice



2.6: Allocate/Unallocate Invoices

Objectives:
<ul style="list-style-type: none"> • N/A
SLC Reference:
<ul style="list-style-type: none"> • ICE Business Systems > Accounts Payable > Processing Activities



Work Instructions

Action:
1. Complete Scenario “ Supplier Payments – Wrong amount entered ” from Stage 2.1 to 2.6 entering the Invoice amount as the total cancelled amount.



Outcomes:
<ul style="list-style-type: none"> The Invoices paid by the cancelled Payment are now outstanding to be paid.

Notes:
<ul style="list-style-type: none"> N/A



4.1: Update Bank Reconciliation

Objectives:
<ul style="list-style-type: none"> Flag the cancelled Payment as presented, to reverse the posting made directly to the bank account by the correcting Invoice.

SLC Reference:
<ul style="list-style-type: none"> ICE Business Systems > General Ledger > Processing Activities



Work Instructions

Screen: ICE Main
1. Access Bank Reconciliation . Select menu path: Accounting > General Ledger > Bank Reconciliation.

Screen: Bank Reconciliation
2. Select the Bank Account the transactions were posted to. 3. Locate the initial Supplier Payment . 4. Tick the transaction’s Presented tick box. 5. Select the OK button to close the window.



Outcomes:
<ul style="list-style-type: none"> The Bank Reconciliation is now updated.

Notes:
<ul style="list-style-type: none"> N/A

V.5 : Alternative Bank Accounts/Credit Cards



Workflow

Workflow :	Alternative Bank Accounts/Credit Cards
Scenario 5:	When entering Supplier Payments, alternative Bank Accounts or Credit Cards can be selected for the Payment to be made from.

Inputs	Activities / Stages	Outcomes
	<div style="border: 1px solid black; border-radius: 10px; background-color: #92d050; padding: 5px; display: inline-block; text-align: center;"> <p>5.1 Alternative Bank Accounts or Credit Cards</p> </div>	<div style="border: 1px solid gray; background-color: #e0e0e0; padding: 5px; display: inline-block;"> <ul style="list-style-type: none"> • Alternative Bank Accounts or Credit Cards can be selected within Supplier Payments </div>

Scenario 5: Alternative Bank Accounts or Credit Cards

When entering Supplier Payments, alternative Bank Accounts or Credit Cards can be selected for the Payment to be made from.

5.1: Alternative Bank Accounts or Credit Cards



Objectives:

- To explain the requirements for processing Supplier Payments to alternative Bank Accounts or Credit Cards.

SLC Reference:

- ICE Business Systems > Accounts Payable > Processing Activities

Work Instructions

Action:

1. The Bank Account or Credit Card must first be created as a GL Account (**Admin > Setup > Accounting > GL Accounts**).
2. The GL must be nominated as a Bank Account (**Admin > Setup > Accounting > Bank Accounts**).
3. The Bank Accounts will now appear for selection within the **Bank Account** field within the **Supplier Payments** screen.

Outcomes:

- Alternative Bank Accounts or Credit Cards can be selected within Supplier Payments.

Notes:

- N/A

V.6 : Restricting Updating for Operators



Workflow

Workflow :	Restricting Updating for Operators
Scenario 6:	An administrator is responsible for each Branch and is only allowed to update Supplier transactions for their Branch only. The administrator's User permission can be modified to only view their Branches transactions, prohibiting them from updating transactions for any other Branch.

Inputs	Activities / Stages	Outcomes
	<div style="border: 1px solid black; border-radius: 10px; background-color: #92d050; padding: 10px; display: inline-block;"> <p>6.1 Restrict Updating to default Branch</p> </div>	<div style="border: 1px solid gray; padding: 5px; display: inline-block;"> <ul style="list-style-type: none"> • The User is unable to update Supplier transactions for other Branches </div>

Scenario 6: Restricting Updating for Operators

An administrator is responsible for each Branch and is only allowed to update Supplier transactions for their Branch only.

The administrator's User permission can be modified to only view their Branches transactions, prohibiting them from updating transactions for any other Branch.

6.1: 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
<ol style="list-style-type: none"> Complete Learning Unit scenario "Database & User Admin – User Management – User Access". Ensure "Can see other Branch Transactions" under Miscellaneous > AR & AP Transactions is not selected.

Outcomes:
<ul style="list-style-type: none"> The User is unable to update Supplier transactions for other Branches.
Notes:
<ul style="list-style-type: none"> N/A