

A/P Transaction Portal

The QuickScreens portal for A/P transactions provides fast and efficient entry of A/P invoices, credits, and prepaid transactions. The web-page portal covers the most commonly-used functions, and the advanced A/P transaction entry program is just a click away if you need other advanced SouthWare functions.

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Feature Highlights

Highlights of features included in the portal include:

- Special check writing tab for quick entry of prepaids
 - With optional printing of check
- Document entry tab for normal document entry
 - Quick vendor lookup and verification
 - Option to add a new vendor
 - Notifies if there are warning notes for vendor
 - Minimal keystrokes
- Quick entry of distributions
 - Optional smart auto-default of G/L distributions
 - Based on vendor auto-defaults if defined
 - Otherwise defaults based on last transaction for vendor
 - Add distributions quickly
 - Edit distributions directly in grid list
- Interactive editing of transaction data
 - Data is updated as soon as you change a field
- Automatically incorporates Extended Data
- Access to add/view notes
 - Notifies of warning notes for a transaction
- Tab with list of pending transactions with option to edit or call post program
- Tab with list of open items with option to inquire details
- Option to set the background image for entry pages in the portal

Setup Requirements

The A/P Transaction Portal must be run within a normal SouthWare login session (SouthWare's browser) and is not available to external users. It also requires NetLink Server mode - Processor mode is NOT supported.

Any SouthWare operator with A/P security access of at least 5 may use this portal. You must have a default A/P transaction operator assigned to your logon operator since this is the operator that will be used within the portal.

This portal utilizes the following A/P operator options (AP-06-05):

- Allow Credit
- Allow Prepaid
- Access All operator transactions
- Require PO
- Allow Print of Interactive Check
- Max Amount for Interactive Check

Accessing the A/P Transaction Portal

You may access this portal via the P_APTRX zoom view or from the QuickScreens menu.

When you access the portal you will have a choice of four tabs on the bottom of the page:

Enter Bills tab

This is the main entry tab for new A/P transactions. See “Entering a New Document” below for details on this tab.

CheckWrite tab

This is a special version of the entry tab that is streamlined for prepaid transactions (invoices that have been paid before they are entered into the system). See “Using the CheckWrite Tab” below for details on this tab.

Pending tab

This tab displays a list of pending (unposted) A/P transactions. You may click on a transaction in the list to display it in the same editing screen used for new transactions. You may also click on the “Post Transactions” button to access the Posting program (AP-01-03) to post transactions.

Open Item tab

This tab displays a list of the current open items. You may click on a document to view an inquiry page with details of the item. You may also click on the “Payment Options” button to display the AP-02 Payment Processing options for paying open items.

Entering a New Document

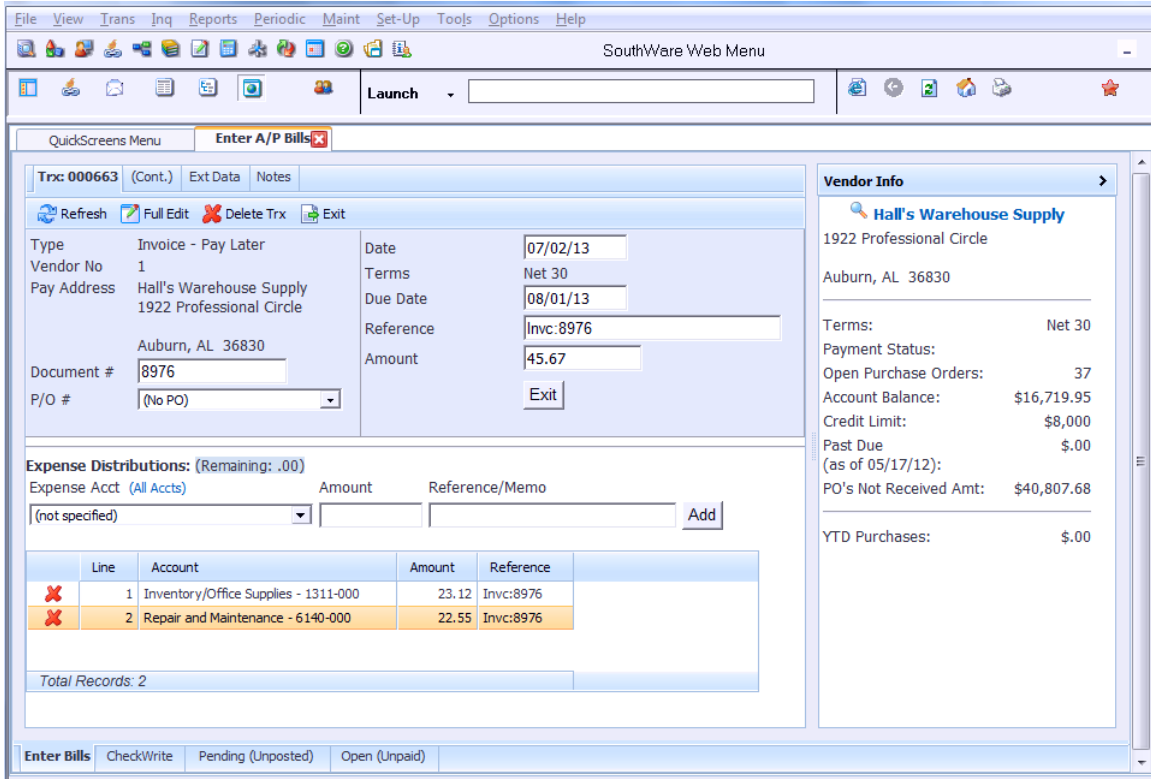
In the “Enter Bills” tab you will initially see the start page for a new transaction.

Entering a New Bill

- Specify whether the document is an invoice or credit.
- Specify whether the document is to be Paid Later (normal open item) or is a prepaid via Check or Other payment.
- Specify the vendor by entering a vendor number, using the search functions, or you can even add a new vendor if needed.
- Enter the remaining header information needed including the document number and amount.
- Specify whether to use Default Distributions
- Click Continue.

The transaction will then be added and the edit screen will appear:

- If you selected to use Default Distributions the portal tries to add default distributions for the transaction.
 - If there are vendor default distributions these are used.
 - Otherwise the program looks at history and uses the same accounts as the previous transaction for this vendor. You may then quickly enter the amounts for these accounts or add/delete accounts as appropriate.



Added Transaction ready for editing

You may add a new distribution or delete/edit existing distributions:

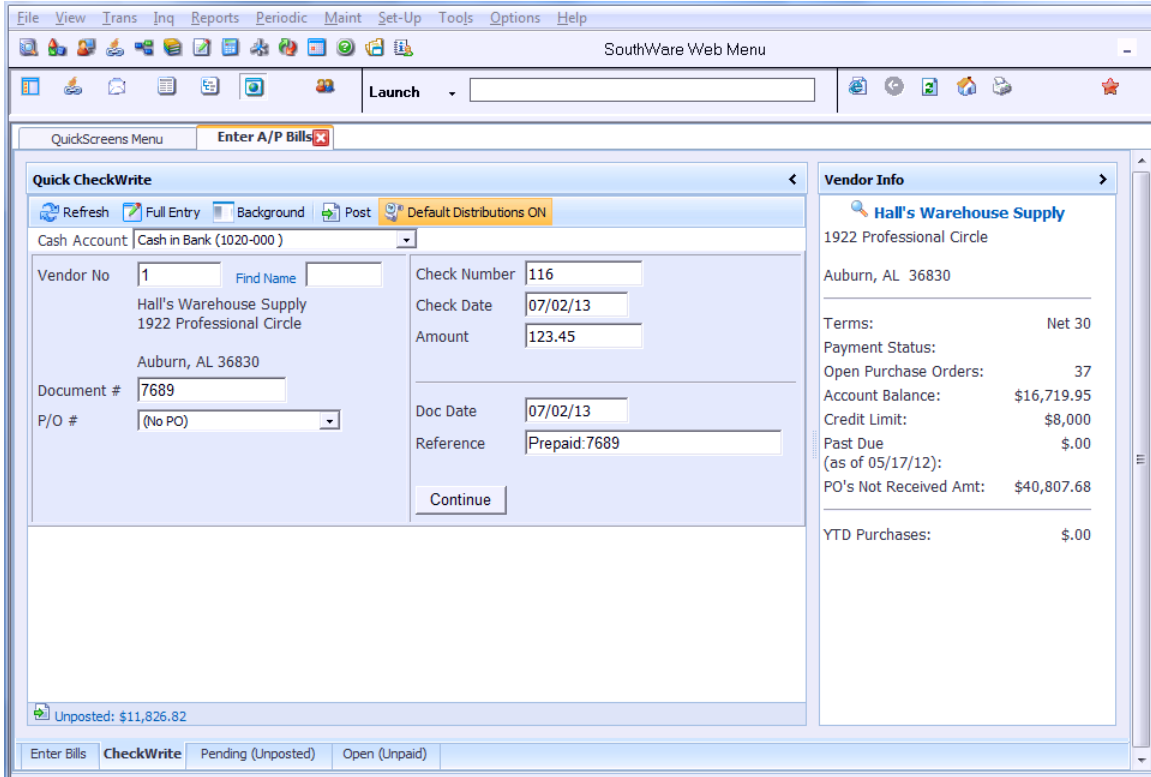
- To add a new distribution simply select an account and enter an amount. The distribution will be added to the list and the transaction distribution balance will be updated.
- To delete a distribution click on the red X beside the distribution and confirm.
- To edit a distribution you may simply click/edit the record/column shown in the list.
 - To change an account number select a new one from the dropdown list.
 - To change the amount or reference simply edit the fields directly in the list. The distribution will be updated and the transaction distribution balance will be updated as needed.

You may also access Extended Data (if applicable) and Notes for the transaction.

To finish a transaction click on the Exit button.

Using the CheckWrite Tab

In the CheckWrite tab you may quickly enter a prepaid transaction to record a document paid via check (or a check will be printed from this transaction).



CheckWrite – Quick Prepaid Entry

This is similar to entering a new document with the following differences:

- You may select a cash account (for the payment).
- The transaction is assumed to be prepaid via check (or a check will be printed from this transaction). If payment is not by check then use the normal document entry page.

Technical Notes

Below is a list of the NetLink pages specifically for this portal:

- QSAPBCONTAINER – container with main tabs
- QSAPBVADDR – vendor pay address returned when selecting vendor
- QSAPBVNDVIEW – vendor info display in right pane when selecting vendor
- QSAPBCHKWRITE – page for entry of prepaid check documents
- QSAPEDITBILL – page to display/edit A/P transaction
- QSAPENTERBILL – page to start entry of new A/P document
- QSAPNLAPTSUB – page to call NLAPTSUB subroutine for A/P AJAX calls
- QSAPNOTEADD – page to add a note for an A/P document
- QSAPOPENVW – page to display an inquiry view of an open item
- QSAPOPNLST – page to display list of A/P open items
- QSAPPAYT – template to create select (dropdown) list of valid A/P payment types
- QSAPTRXADD – page to import new A/P transaction
- QSAPTRXCHG – page to import changes to an A/P transaction
- QSAPTRXDADD – page to import changes to an A/P transaction distribution line
- QSAPTRXLST – page to display pending (unposted) transactions
- QSAP13TIMESTAMP – page to retrieve current time stamp for an AP13 transaction