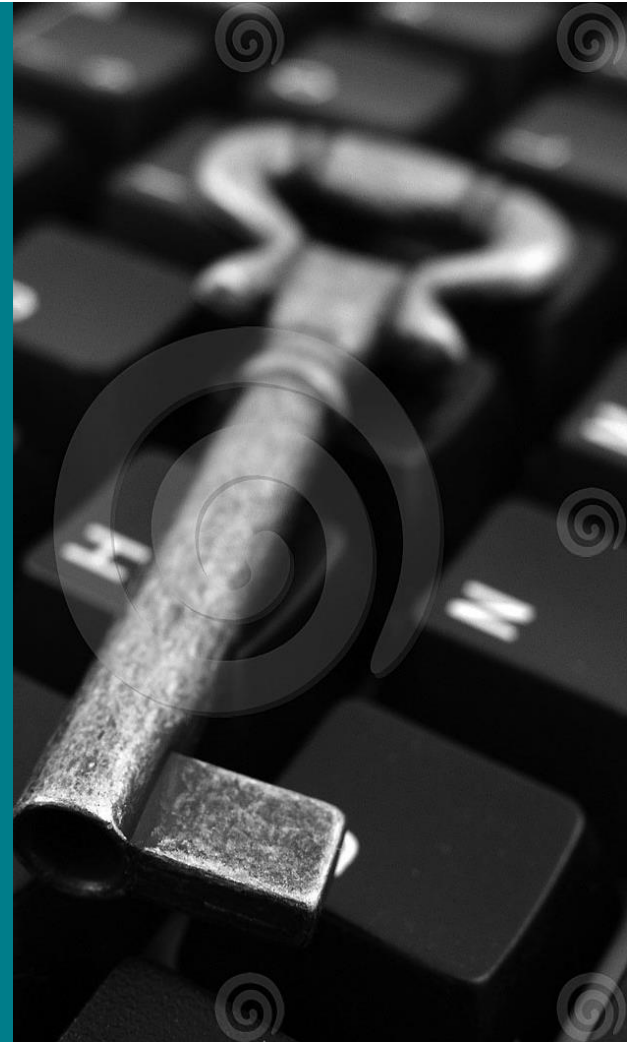


Payment Run Issue

Presenter: Mac Thu Hien
Application Support Consultant

20th Apr. 2020

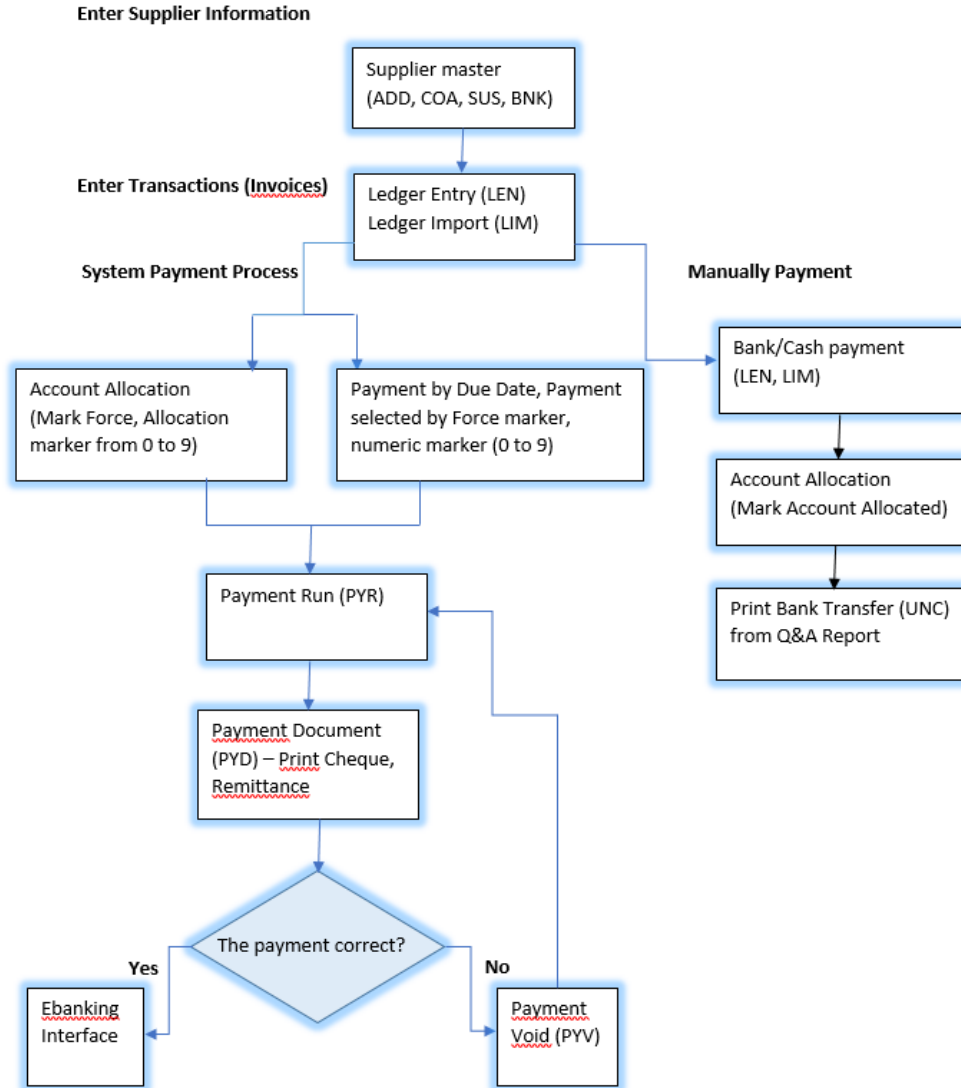
SunSystems Introduction



Key concepts

1. SunSystems AP flowchart
2. Payment run Issue
3. How to analyse Analysis codes for Payment Transaction
4. Payment Document
5. How to reverse wrong payment

SunSystems AP flowchart



Payment Run Issue

Common error issue:



Cause:

1. Account Allocation is open for this Supplier code.
2. A Payment Method in Supplier (bank, cheque...) that doesn't match the Payment Profile's Payment Method.
3. Missing information in Supplier (SUS): Account code, address code, payment method
4. Payment period is after current period (for example payment period is 05/2020 but current period is 04/2020)
5. Transaction is in withheld status
6. Account limitation

Analyze analysis code for Payment Transaction

SS Financials

Profile Code: Force Payments

Selection Criteria

Post Transactions: Suppress Report Transactions

Base Date for Payment: Base Date for Discount:

Payment Date: Next Payment Date:

Posting Period:

Account Code: To:

Accounts

Bank Details Code:

Payment Account: Bank account 96 23 75 33

Input Discount Account: Bank account 96 23 75 33

Client Analysis Codes

Analysis Dimension

Product Type:

Department:

Project:

Employee Code:

Tax:

Consolidate Hierarchy:

Buttons: OK, Cancel, Amend, Amend Consolidation, Bank Analysis, Exch Gain/Loss Analysis, Print, Exit

PYR -> Amend Consolidation

Payment Document

Missing Cheque number:

1. Case 1: If there's no payment is processed after this missing check payment

-> Go to PYD (payment document) to reprint cheque

2. Case 2: If another payment is already processed after this, the user cannot reprint the payment document (Cheque number).

-> The solution for this situation is to process payment void / Payment reversal and process this payment again.

Reprint Cheque

1

Infor10 Financials Business (SunSystems)

File View Tools Actions Help

Selection Criteria for Account Alloc Payment Profiles Document Format Payment Documents Number Streams

Common • Payment Documents

Payment Profile Code: CHQUE

Selection Criteria

Account Code From: Account Code To:

Currency Code: Payment Method:

- Cheque Payment
- Bank Payment
- Single Payment
- Not Specified

OK Cancel Amend Print

2

Infor10 Financials Business (SunSystems)

File View Tools Actions Help

Selection Criteria for Account Alloc Payment Profiles Document Format Document Format Runtime Parameters Number Streams

Common • Payment Documents • Document Format Runtime Parameters

Document Format Code: APD3 Cheque & Remittance Advice

General Document

Report Instance Options

Print Output

- View
- Print
- Store

Number of copies: Printer:

Report Instance Name:

Path to Report Instance:

Comment:

Language: 1

OK Cancel

3

Infor10 Financials Business (SunSystems)

File View Tools Actions Help

Selection Criteria for Account Alloc Payment Profiles Document Format Document Format Runtime Parameters Number Streams

Common • Payment Documents • Document Format Runtime Parameters

Document Format Code: APD3 Cheque & Remittance Advice

General Document

Additional Print Settings

Print Type

- Initial Print
- Supplementary Print
- Reprint

Print Options

- Final Print
- Previously printed lines
- Mark as copy
- Print Text Page

Document Date: 27/1/16

Data Settings

Next Cheque Number: 39

OK Cancel

Reverse wrong payment

Wrong Payment:

1. Case 1: Using Payment void if the there're enough criteria as below:

- Supplier account
 - Payment account
 - Cheque number / Transaction reference
- > Go to PYV (payment void) for payment voiding

2. Case 2: If there's missing cheque number / The user wants to reverse payment in a batch (with multiple supplier 1 one time)

-> Using function JRC -> Payment reversal to reverse the payment.

Reverse wrong payment – Using JRC

1. Select payment to reverse in function JRC

Journal Number	Journal Line Number	Description	Journal Source	Journal Type	Account Code	Base Amount	Debit/Credit
1429	1	Payment	PAYMT	SYSTEM	CAGIL01	-842.63	Debit
1429	2	CAGIL01 AGILYSYS SINGAPORE	PAYMT	SYSTEM	11SG01	842.63	Credit

2. Click Review all -> select payment reversal

Account Code	Journal Number	Journal Line Number	Period From	Transaction Date
CAGIL01	1429	1	11/19	31/10/2019
11SG01	1429	2	11/19	31/10/2019

Reverse wrong payment – Using JRC

3. Please be noted: Allocation marker for original invoice will be marked as “Withheld only”

The screenshot shows the 'Data Selection' tab of a JRC form. The 'Allocn Marker for Reversal' dropdown is set to 'Corrections Only'. The 'Allocation Marker for Orig Invoice' dropdown is highlighted with a red box and set to 'Withheld Only'. Other fields include 'Transaction Date' (02/04/2020), 'Accounting Period' (03/20), 'Use Originator ID and Date' (No), 'Suppress Business Rules' (Yes), and 'Transaction Reference Prefix' and 'Transaction Reference Suffix'.

4. The user needs to change allocation marker from “Withheld Only” to “Blank Allocation Marker”

The screenshot shows the 'Data Selection' tab of a JRC form. The 'Allocn Marker for Reversal' dropdown is set to 'Corrections Only'. The 'Allocation Marker for Orig Invoice' dropdown is highlighted with a red box and set to 'Blank Allocation Marker'. Other fields include 'Journal Type' (SYSTEM), 'Journal Number From' (1,429), 'Journal Number To' (1,429), 'Transaction Date' (27/11/2019), 'Accounting Period' (11/19), 'Use Originator ID and Date' (No), 'Suppress Business Rules' (Yes), and 'Transaction Reference Prefix' and 'Transaction Reference Suffix'.

Reverse wrong payment – Using JRC

3. Please be noted: Allocation marker for original invoice will be marked as “Withheld only”

The screenshot shows the 'Data Selection' tab of the JRC interface. The 'Allocn Marker for Reversal' dropdown is set to 'Corrections Only'. The 'Allocation Marker for Orig Invoice' dropdown is highlighted with a red box and set to 'Withheld Only'. Other fields include 'Transaction Date' (02/04/2020), 'Accounting Period' (03/20), 'Use Originator ID and Date' (No), 'Suppress Business Rules' (Yes), 'Transaction Reference Prefix', and 'Transaction Reference Suffix'. Buttons for 'OK', 'Cancel', and 'Post' are at the bottom.

4. The user needs to change allocation marker from “Withheld Only” to “Blank Allocation Marker”

The screenshot shows the 'Journal Reversal and Copy' interface. The 'Journal Type' is 'SYSTEM' and 'Journal Number From' is '1,429'. The 'Allocation Marker for Reversal' dropdown is set to 'Corrections Only'. The 'Allocation Marker for Orig Invoice' dropdown is highlighted with a red box and set to 'Blank Allocation Marker'. Other fields include 'Transaction Date' (27/11/2019), 'Accounting Period' (11/19), 'Use Originator ID and Date' (No), 'Suppress Business Rules' (Yes), 'Transaction Reference Prefix', and 'Transaction Reference Suffix'. Buttons for 'OK', 'Cancel', and 'Post' are at the bottom.

Reverse wrong payment – Using JRC

5. Select transaction date in tab Data selection

Data Selection | Posting Details | Error Suspense Accounts | Note text

Allocn Marker for Reversal
Corrections Only

Allocn Marker for Orig Invoice
Withheld Only

Transaction Date: 02/04/2020 Or Use Original Transaction Date: No

Accounting Period: 03/20 Or Use Original Period: No

Use Originator ID and Date: No

Suppress Business Rules: Yes

Transaction Reference Prefix: Transaction Reference Suffix:

OK | Cancel | Post

6. Add note text -> then post the transaction

Journal Reversal and Copy

Journal Type: SYSTM

Journal Number From: 1,429 | Journal Number To: 1,429

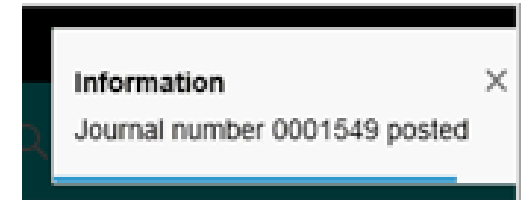
Note text

Missing Transaction ref

Characters left 977

Internal Only: Yes

OK | Cancel | Post



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Thank you!



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