



SOFT-TECH CONSULTANTS LTD



Ministry of Finance and Planning Tanzania (MoFP)

GF – IFMIS Implementation

Epicor 10.2 Training Manual

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Epicor ERP 10 Interface and System Navigation

The Navigation course focuses on the Epicor application user interface. Each section describes different areas of the application. Beginning with the system level, and followed by the module and program levels, this course explores the different navigational features available at each level and area of application.

User Interface

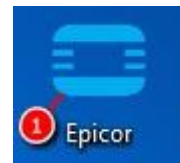
The Epicor application has three levels of interface navigation: system (also known as the Main menu), module, and program. Most of the navigation features exist on the program level; therefore, the course mainly focuses on the program level.

Log On

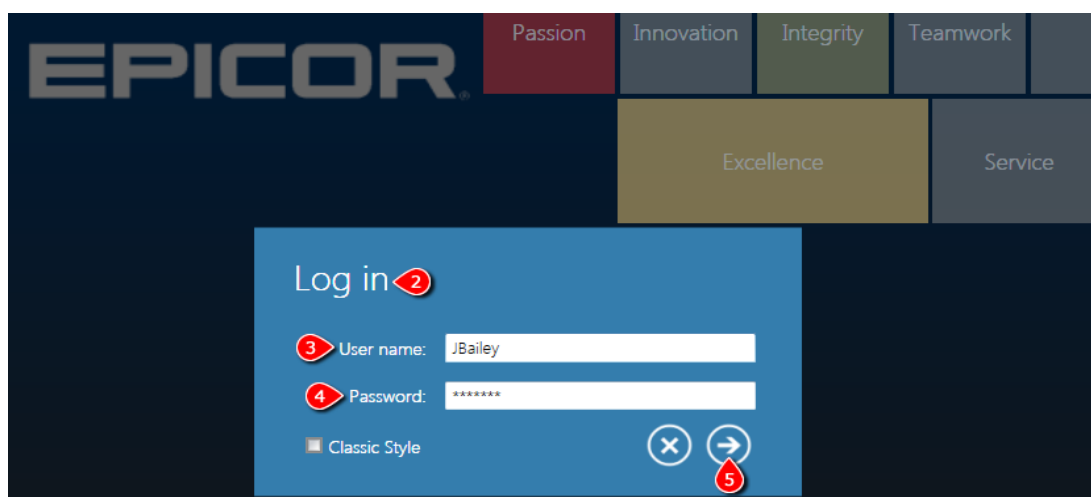
User must log in into the Epicor application to access the Main menu or any program(s) in the application.

Procedure: For EWA

1. Open Internet Explorer in your PC
2. Enter the server IP address in the browser
3. In the **User Name** field: enter **user ID**.
4. In **Password** field: enter the **password**.
5. Click **Right Arrow** for **OK / Enter**.

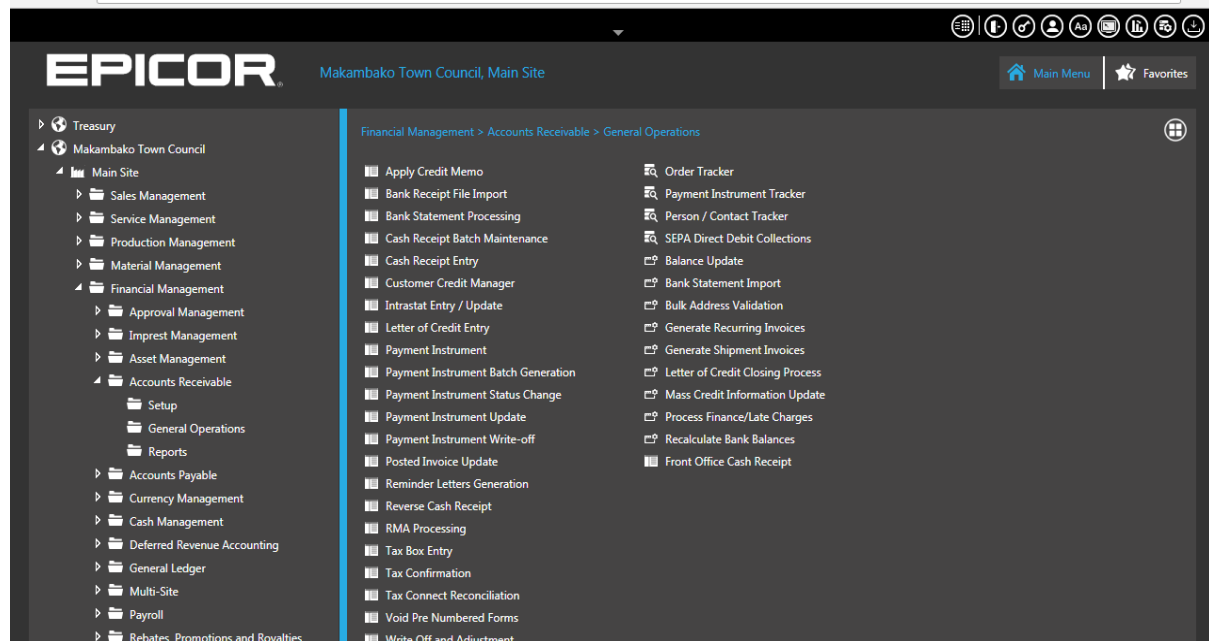


The **Epicor Login** Display



The image shows the Epicor login interface. At the top, the word "EPICOR" is displayed in large, bold, grey letters. To its right, there are five colored boxes with the words "Passion", "Innovation", "Integrity", "Teamwork", and "Excellence". Below these, there are two more boxes with the words "Excellence" and "Service". In the center, there is a blue login box with the text "Log in" and a red circle containing the number 2. Below this, there are two input fields: "User name:" with the text "J.Bailey" and "Password:" with the text "*****". Below the password field, there is a checkbox labeled "Classic Style". At the bottom right of the login box, there are two buttons: a close button (X) and a right arrow button (→). The right arrow button has a red circle containing the number 5.

Home Display in EWA Version



In this mode the home is the Main Menu Display, where other useful tools can be accessed from top bar and from the right side shortcuts toolbars

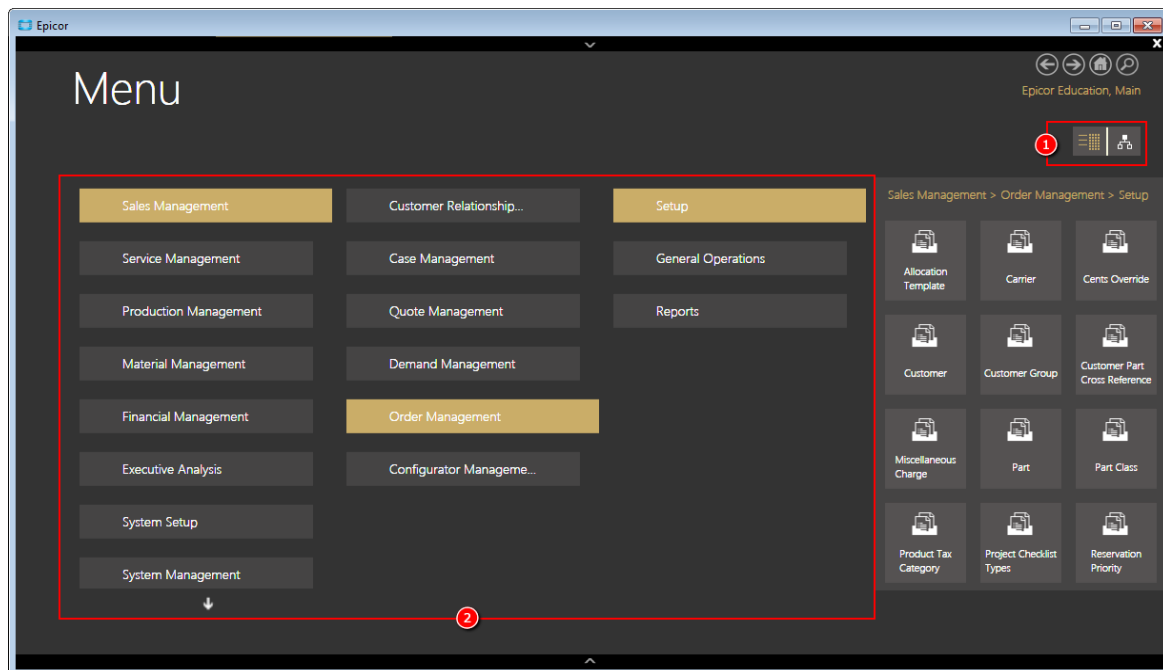
Main Menu Overview

The user interface at the highest level is called the **Main** menu. At this level user have access to all modules and program in Epicor. The Main menu is home base within the application. This window displays first when user launch the application in EWA. Through this interface user will be able to access any program and function with regards to user matrix.

- The Main menu displays all the modules and major functions that are contained within the application. Each module group, such as Financial Management, contains a series of related modules.
- In-turn, each module, such as Accounts Receivable, contains the Setup, General Operations, and Reports programs.

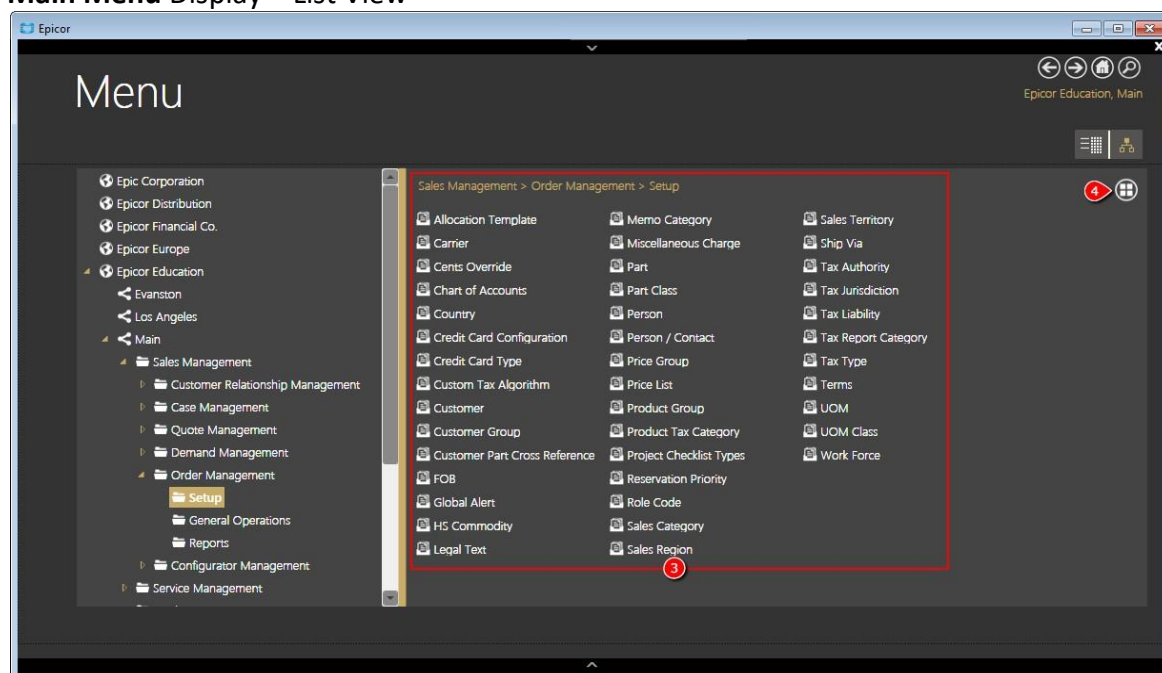
See the below Illustration


Main Menu Display – Zoom View



1. List View and Zoom View mode displays for Main Menu Easy Accessibility
2. Main Menu Display in Zoom View where the right side shows the programs

Main Menu Display – List View

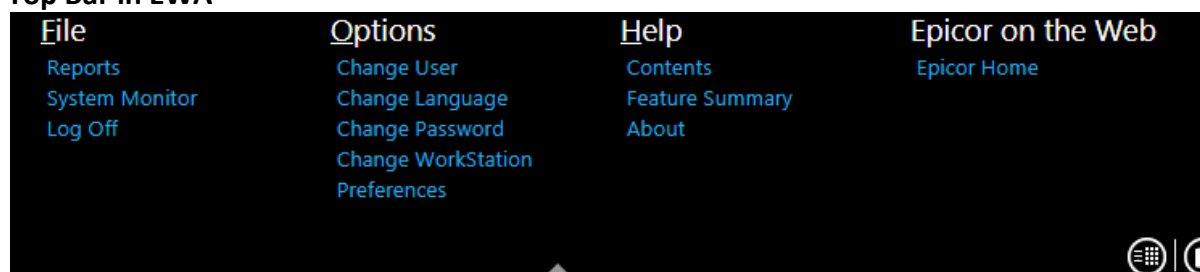


User can click on a triangle icon like this  on left side of each folder module to see the sub-folders/programs listed beneath it, or user can click the folder itself to see its subprograms listed in the right pane. Click a folder in the right pane to see its contents; click a program name in the right pane to start that program.

Top Bar

The Top Bar is located at the top of the screen. This bar has different view depending of the version of Epicor in use, below is the illustration of the bar: -

Top Bar in EWA



In EWA the bar contains important links as shortcut in a group of four items i.e. File, Options, Help and Epicor on the Web link. As can seen in the picture above each group has sub-items for navigation and personalization.

Module-Level Overview

The user interface at the module level is a segment of the main interface, and it provides an explorer-type view of all application's categories and modules. The Tree or Zoom view structure for each module group can be expanded to display the modules included in each group. Each individual module can then be expanded to display the two or more main folders that made up the module, and each of those folders in turn can be opened to display a list of its available programs.

Program-Level Overview

The user interface at the program level contains all the functionality needed to enter and manipulate data.

Use the options on the **Menu** bar, **Standard** toolbar, and **Navigation** toolbar to create new records, modify existing records, and access additional program capabilities.

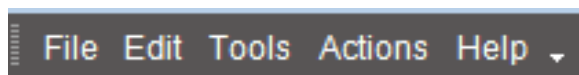
Tip: User can open multiple instances of each program. The same program can then display in multiple windows, so user can review different records at the same time.

Program Interface

Following is an illustration of a typical program interface.

Menu Bar

The **Menu** bar for a program displays the standard menus, such as the **File**, **Edit**, **Tools**, **Action** and **Help** menus. Each menu contains a list of related options.

















- a) **File Menu**- This menu allows user to save and delete records. The **File** menu also contains the **Exit** option, which allows user to leave the program
- b) **Edit Menu**- This menu allows user to manipulate items on the current record. User can cut, copy, and paste text from one field to another.
- c) **Tools Menu**- This menu allows user to customize or personalize the current program.
- d) **Actions Menu**- This menu displays options specific to the current program and in some programs the menu might not be active.
- e) **Help Menu**- This menu allows user to launch the Application Help or to run a tutorial for the open program.

Standard Toolbar

The **Standard** toolbar control set in a program contains the buttons needed for manipulating data on the current record. These controls allow user to create, save, and delete records. They also give user editing controls, allowing user to cut, copy, and paste text into different fields. The following exhibit describes each control available on the Standard toolbar.





Control Level Detail



| Icon | Description |
|---|---|
|  | New - Creates a new record. If available, the drop-down arrow associated with the New button provides a list of the types of records user can create with the program user are running. If the List sheet is selected, clicking New typically adds a blank line to the list to enter a new record. |
|  | Save - Saves a new record or saves the changes made to an existing record. |
|  | Delete - Deletes a record or deletes part of a record, such as a line on a sales order. |
|  | Change Log - Select this button to display the Change Log. All the changes made to the current record display within this log. |
|  | Memo - Click this button to view any memos written for the current record. If a memo or attachment is linked to a record, a star appears on the button icon. |
|  | Call Log - Click this button to review, add, edit, or delete Call Log records |
|  | Attachments - Allows external documents to be attached to records in the application. Attachments are only available when user have the Document Management module licensed. |
|  | Refresh - Refreshes data on the current sheet. |
|  | Clear - Clears any data entered into the program. |

| Icon | Description |
|---|--|
|  | Print - Click this button to print the current record. |
|  | Cut - Click this button to cut the current selection (usually text) and move it to the Clipboard to later paste it elsewhere. This is a standard Windows convention and can also be achieved by pressing Ctrl + X on your keyboard. |
|  | Copy - Click this button to copy the current selection (usually text) and move it to the Clipboard to later paste it elsewhere. This is a standard Windows convention and can also be achieved by pressing Ctrl + C on your keyboard. |
|  | Paste - Click this button to paste the contents of the Clipboard to where your cursor currently sits. This is a standard Windows convention and can also be achieved by pressing Ctrl + V on your keyboard. |
|  | Undo - Click this button to remove the last action you performed within the program i.e. to have effect of inputs before the last action |

Navigation Toolbar

The **Navigation** toolbar allows user to find specific records created by the current program. Use the Search control to find a record or records in the open program.

| Icon | Description |
|---|--|
|  | Search - Click this button to launch the main search window for the current program. Use this window to find and select all the records you want to review within the active program. In most search windows, you can select multiple records at the same time. The search functionality is explored later in this chapter. |
|  | First Record - Click this button to display the first record. |
|  | Previous Record - Click this button to display the record numerically just ahead of the current record. |
|  | Current Record - This field displays the current record displayed within the program. To see a list of all the records currently loaded into the program, click the Down Arrow button. |

| | |
|---|---|
|  | Next Record - Click this button to display the record numerically just after the current record. |
|  | Last Record - Click this button to display the final record. |

Use the navigation tools to scroll through the records user created since entering the program and the records user pulled in from the corresponding **Search** window.



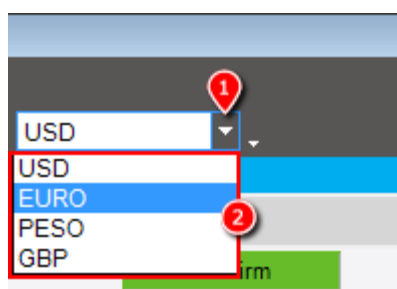
Currency Toolbar

Use the Currency toolbar to quickly convert the transaction amounts displayed within the current record to a different currency. When you select a different currency, all the amounts within the current record convert to reflect the current exchange rate and conversion rule assigned the source (original) and target (selected) currency pair.

Your company can have several currencies available. The currency functionality is explored in more detail within the Multi-Currency Management chapter in the EPICOR ERP Implementation Guide.

To use the Currency toolbar:

- Click the **Down Arrow** on the toolbar.




- The list displays the currencies available within the company. Select the currency you need.

The Currency toolbar now displays the selected currency; all the amounts within the current record update to show the recalculated amounts

Status Bar

The Status Bar is found at the bottom of each program window. It displays information about the current session such as current user, date, time, current company, and so on. You can choose the information that displays on the Status Bar. To do this, click the Tools > Options and select the information you want to display on the Global Options > Status Bar sheet.

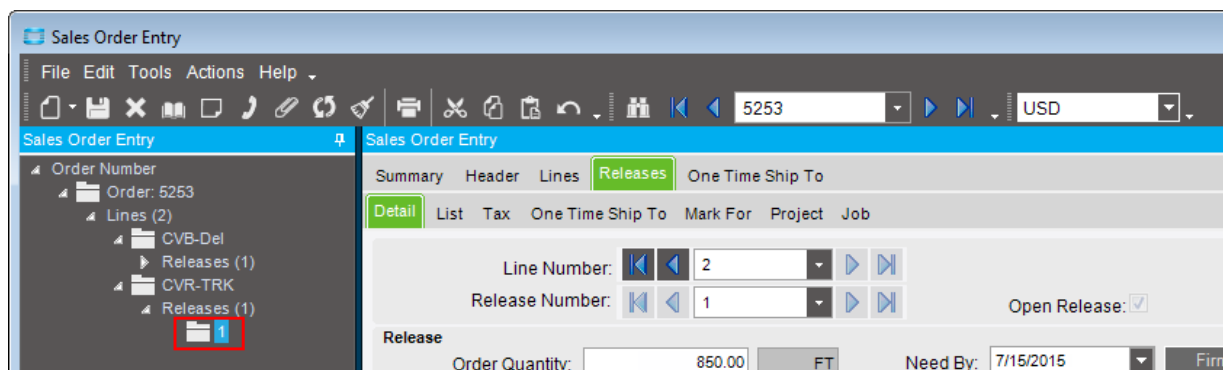


Tree View

The Tree View is a tool you use to navigate through the items that make up a selected, complex record.

The current record automatically displays within the Tree View. When you expand the nodes on the tree by clicking the + icons, you can quickly locate (or drill down) to a specific item within a record.

In this example, you selected a release from order 5253. When you select this node on the Tree View, the Release sheet automatically displays with the selected order release information.



Sheets

A sheet is a layer of a program's interface that contains related functionality. It is the main input and display area for a program. Most programs have a minimum of two sheets, which are the Detail and the List sheets.

Sheets can be torn off and placed anywhere on the desktop. To reset all the sheets back to their default positions, use the **Restore Default Settings** option.

There are several navigation features within a sheet which includes buttons, grids, tabs, context menus, drop-down menu, status indicators, etc. The following are the most useful features.

Buttons

Sheets typically contain **buttons**, which provide access to record search programs. Other buttons provide access to additional functionalities related to the program.

Grids

Grids display information through a series of columns and rows. Each column displays a category of information, while each row displays data from individual records. Grids do not display all data entry fields, as they contain only those fields that require data entry.

Copy and Paste Grids

Grid Copy- The Grid Copy function is designed as a way to copy the visual fields from grids so they can be pasted into a spreadsheet application such as Microsoft Excel®. The grid Paste Update and Paste Insert functions are designed as ways to update and add to the visual and editable fields in a grid using data copied from a spreadsheet application.

Executing a Grid Copy- When executing a Grid Copy, data is pulled from the visual columns in the order they appear on the grid (left to right). The same occurs with a Paste.

Grid Paste Update- With a Grid Paste Update, visible and editable fields are updated one at a time from left to right and from top to bottom. If an error occurs, the paste process is terminated, even if all the data has not been pasted into the grid.

Grid Paste Insert- With a Grid Paste Insert, visible and editable fields are updated the same way as with a Paste Update with the exception that fields in a new row are being updated.

Status Indicators

Tabs

Tab may contain multiple elements and sheets; whereby tab buttons helps to navigate between tabs and sheets in order to explore, manage and input additional data.

Context Menus

Context menus are available throughout the application by right-clicking in a field, text box, or grid. These menus offer options for accessing additional programs, such as Tracker and Search programs, and also offer text editing capabilities.

Personalization

Personalization allows user to have a different feel and touch on the Epicor application by adjusting the views, options, and toolbars to suit at best user's business needs.

Use the Epicor Personalization Tools to modify each program interface. User can personalize any program in order to refine the interface to match the tasks performed every day.

Note: Personalization is saved with User ID and do not affect other users within the application.

System Setup

The System Setup module is important for setting up system-wide information, such as configurations, processes, maintenance, and other system tasks. There are two maintenance programs that contribute to the make-up of a user account, Company Configuration and Security Group Maintenance.

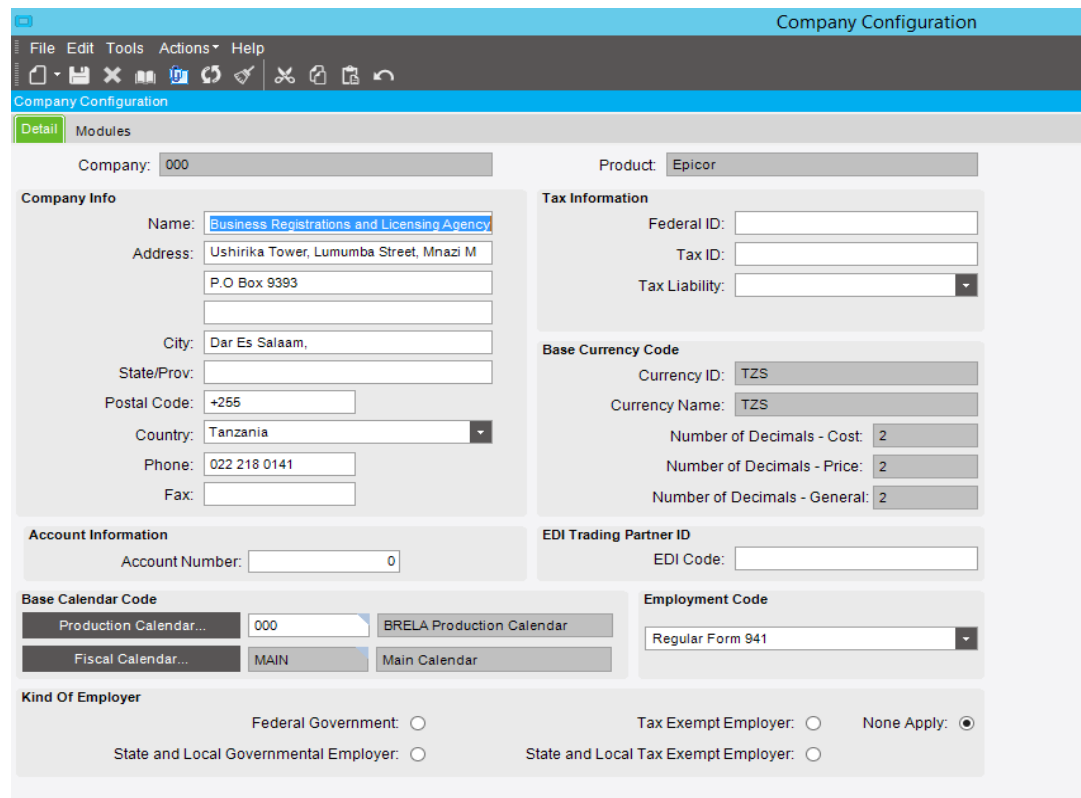
Company Configuration

Contains the setup programs used to configure companies within the application. When user install the Epicor application, one company record is automatically created by default. User can then use this program to define how the company interacts with the various modules in which user have licensed with.

Menu Path

Navigate to this program from the Main Menu:

System Setup → Company/Site Maintenance → Company Configuration



The screenshot displays the 'Company Configuration' window in Epicor ERP 10.2. The window has a menu bar (File, Edit, Tools, Actions, Help) and a toolbar. The 'Detail' tab is selected, showing the 'Modules' section. The 'Company' field is set to '000' and the 'Product' is 'Epicor'. The 'Company Info' section includes fields for Name (Business Registrations and Licensing Agency), Address (Ushirika Tower, Lumumba Street, Mnazi M), P.O. Box (9393), City (Dar Es Salaam), State/Prov, Postal Code (+255), Country (Tanzania), Phone (022 218 0141), and Fax. The 'Tax Information' section includes Federal ID, Tax ID, and Tax Liability (dropdown). The 'Base Currency Code' section includes Currency ID (TZS), Currency Name (TZS), and Number of Decimals for Cost (2), Price (2), and General (2). The 'Account Information' section includes Account Number (0). The 'EDI Trading Partner ID' section includes EDI Code. The 'Base Calendar Code' section includes Production Calendar (000, BRELA Production Calendar) and Fiscal Calendar (MAIN, Main Calendar). The 'Employment Code' section includes Regular Form 941 (dropdown). The 'Kind Of Employer' section includes radio buttons for Federal Government, State and Local Governmental Employer, Tax Exempt Employer, State and Local Tax Exempt Employer, and None Apply (selected).

Security Maintenance

Security Group Maintenance

Use **Security Group Maintenance** to establish groups to which users can be assigned for security purposes. Assign a user to a security group in User Account Maintenance, and assign security groups in Menu Maintenance.

Epicor recommends you assign all users to **security groups**. You then simplify your security setup, as you do not need to assign security to individual users. This approach also ensures you implement security through an organized and clearly defined method.

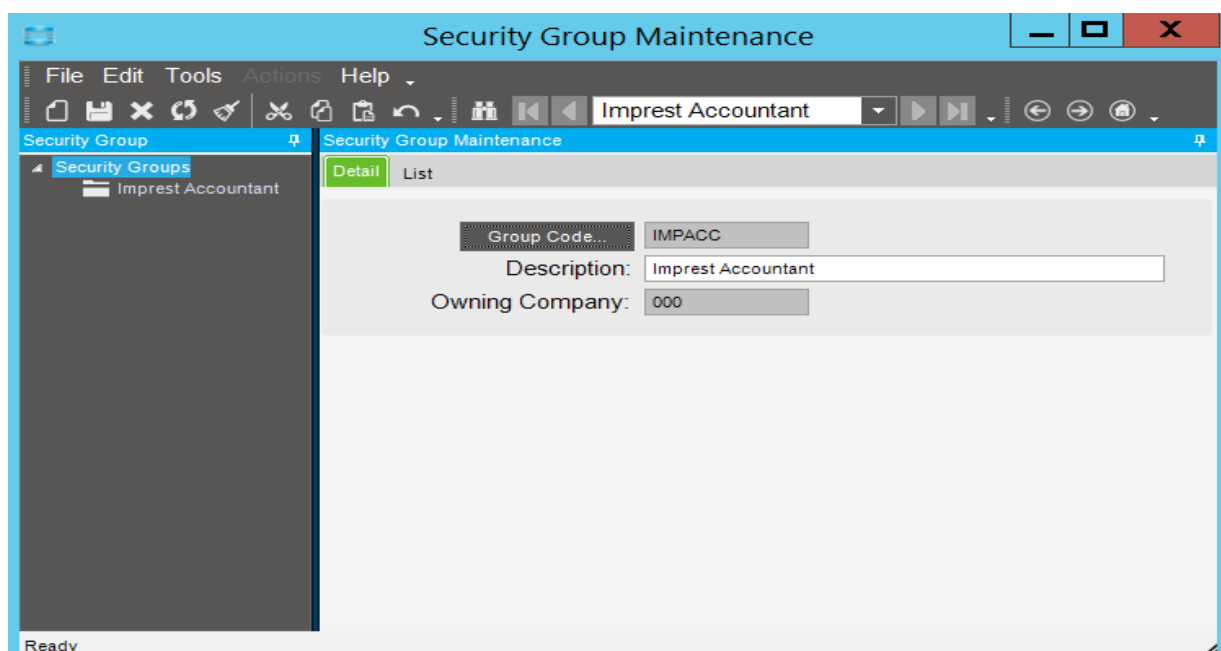
Menu Path

Navigate to this program from the Main Menu

System Setups → Security Maintenance →

Security Group Maintenance

| Objective/Comment | To define Security Group(s) |
|---------------------|---|
| Requirement | The user must have access to Security Group maintenance |
| Navigation Path | System Setups → Security Maintenance → Security Group Maintenance |
| Responsibility with | As per User Security Matrix |
| 1. | Click New icon in the form to activate the form or click File then New |
| 2. | Type short form of the group in the Group ID . |
| 3. | Write the group description in the description field. |
| 4. | Owning Company field will by default display the 000 code for the company. |
| 5. | Save and exit the form |



NB: Groups are useful because they can categorize employees by role or department. Security groups are **optional**.

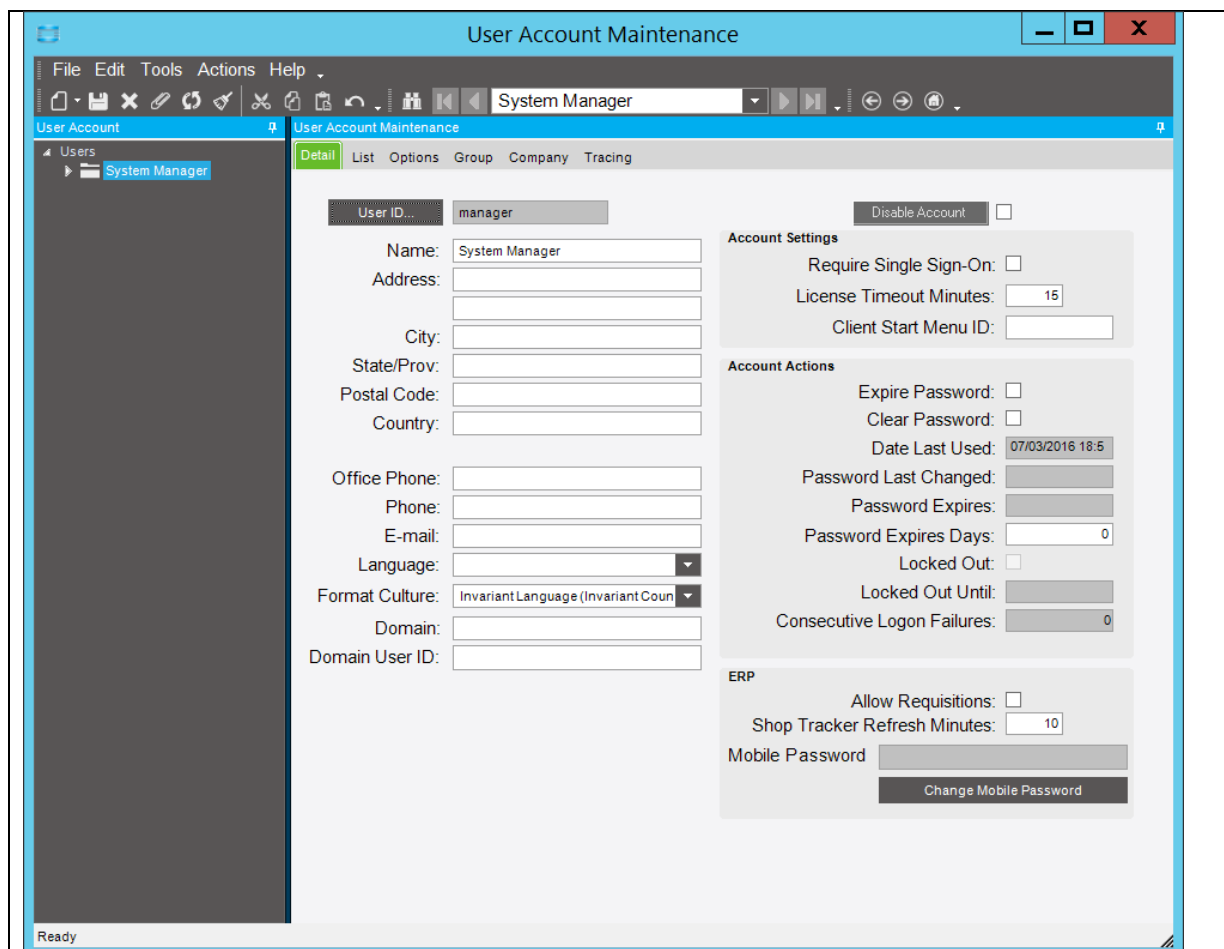
User Account Maintenance

Use User Account Security Maintenance form to enter basic information, security access, and application privileges for all users. Anyone who accesses the Epicor application must be set up in this program.

All users must have a defined user ID, name, and password. In this program, you can also define addresses, phone numbers, and other company information.

Users are commonly created by the Epicor application implementation team. The system administrator grants security permissions based on the user's role in the company.

| Objective/Comment | To create user account |
|---------------------|---|
| Requirement | The user must have access to System Setup module |
| Navigation Path | <i>System Setup → Security Maintenance → User Account Security Maintenance</i> |
| Responsibility with | System Administrator |



| | |
|-----|--|
| 1. | Click on the New icon, select New User Type the ID of the user in the User ID field NOTE: It is recommended for the ID of all users to be unique. Example of most useful format is firstname.lastname |
| 2. | Type name of the user in the Name field. |
| 3. | Fill in additional fields for the this user such as Address, City, Phone Number |
| 4. | Navigate to Options tab |
| 5. | Put a tick on the following check boxes Allow Password Change Allow Enterprise Search Allow Epicor Web Access |
| 6. | Navigate to Group Tab |
| 7. | Assign user to available groups by selecting the group(s) available on the left and move it to the right pane using the right arrows. SAVE |
| 8. | From the New icon, select New company |
| 9. | On Company tab click the dropdown arrow; select a company on which the user will be designated to. |
| 10. | SAVE |

| | |
|-----|--|
| 11. | Repeat step 8 to 10 if user belongs to more than 1 company |
| 12. | Navigate to Detail tab; uncheck the Disable User Account checkbox to activate the user account. Save and exit the form |

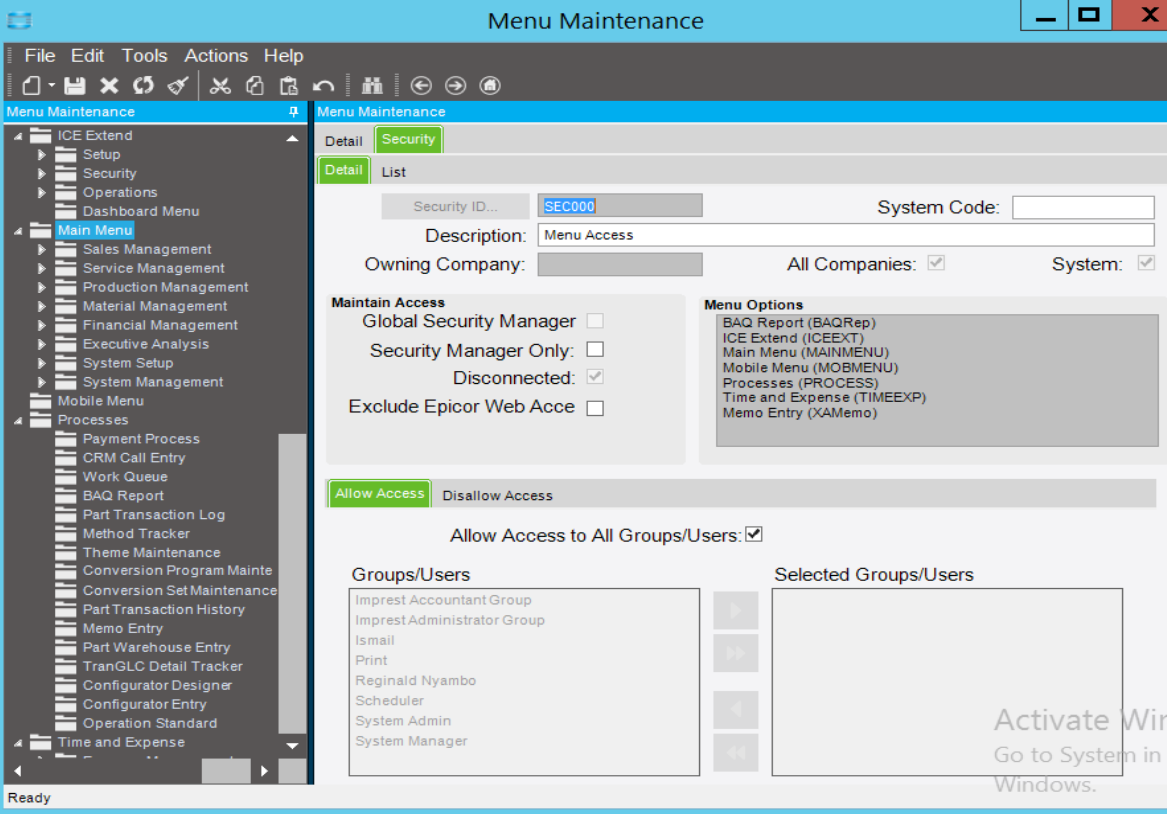
Menu Maintenance

Use **Menu Maintenance** to customize the menu interface throughout the application. User can be assigned specific menu/module/program(s)/report(s) within a company.

Menu security is considered the highest level in which security privileges are set. Security established at this level allows a folder or program to not display on the Main Menu for any number of security groups or specific defined user.

This section highlights key fields and areas in Menu Maintenance.

| Objective/Comment | To define User Security Privileges |
|---------------------|---|
| Requirement | The user must have access to Menu maintenance |
| Navigation Path | System Setup → Security Maintenance → Menu Maintenance |
| Responsibility with | As per User Security Matrix |



| | |
|----|--|
| 1. | Navigate to Security tab |
| 2. | Expand the Main Menu on the left side of the form to choose Modules to assign security. |
| 3. | Use Allow Access sheet to grant security privileges and Disallow Access sheet to restrict security privileges to user(s) |

| | |
|----|--|
| | Move user(s) and or Group(s) to Selected Groups/Users pane to specify Groups/Users designated to particular Menu/Module/Program |
| 4. | Uncheck/Check the Allow or Disallow Access to all group/users in the respective sheets to designate the particular Menu/Module/Program to all groups/users. |

NOTE:

Security tab

This is the internal security ID and description of a module, submenu, or program. The Security ID field is display only.

Security Manager Only

Select this check box to indicate that this module or program is restricted to security managers only. Only users selected as a security manager in User Account Maintenance have access to this option.

Allow/Disallow Access to All Groups/Users

Select the Allow Access to All Groups/Users check box on the Allow Access or the Disallow Access sheet to select all the groups and users in the Groups/Users list.

Allow Access

Use this sheet to grant access to a module, submenu, or program to certain groups and users. All security groups and users display in one of two categories - Groups/Users or Selected Groups/Users.

Disallow Access

Use this sheet to prevent access to a module, submenu, or program to certain groups or users.

General Ledger

General Ledger functionality is the central depository where all transactions posted from various modules update account balances.

During implementation, not many setup steps outweigh the importance of defining a company's chart of accounts. In the General Ledger (GL) module, COA definition is a critical factor that can impact how a business operates on a day-to-day basis.

At the core of the general ledger lies a company's COA, or ensemble of GL account numbers. Each company has the ability to create multiple charts of accounts. On the outer walls of the accounts are unique segments, categories, allocations, references, and configurations which define each account the chart contains. The design of each wall significantly impacts the ability to easily prepare financial reports for each area of business in a company.

The fiscal calendar definition also greatly affects how transactions display within reports and also how they post to the general ledger.

The General Ledger module interface with all sub ledgers and is used to maintain account balances to facilitate financial reporting and analysis.

Application Setup

Several maintenance programs located throughout the Epicor application affect a company's general ledger process flow. Application Setup focuses on the essential company configuration and General Ledger module maintenance items user must complete prior to processing transactions that affect the general ledger.

Chart of Accounts Structure Maintenance

Chart of Accounts structure maintenance defines the segment structure and characteristics for each Chart of Accounts (COA) user use within the current company. The application uses COAs to control account entry.

Characteristic of Chart of Accounts

- Each account can have up to 20 definable account segments.
- Each segment can be up to 50 characters in length. These segments can be natural, controlled, dynamic, and optional for data entry. The segments can also display in any order.
- The maximum length for an account is 200 characters, including delimiters.
- Each company book must have at least one COA

MoFP – GF will maintain at least two Chart of Accounts, Main Chart of Accounts for normal business operation and the Reporting Chart of Accounts for GF reporting requirements. whenever necessary additional Chart of Accounts can be added.

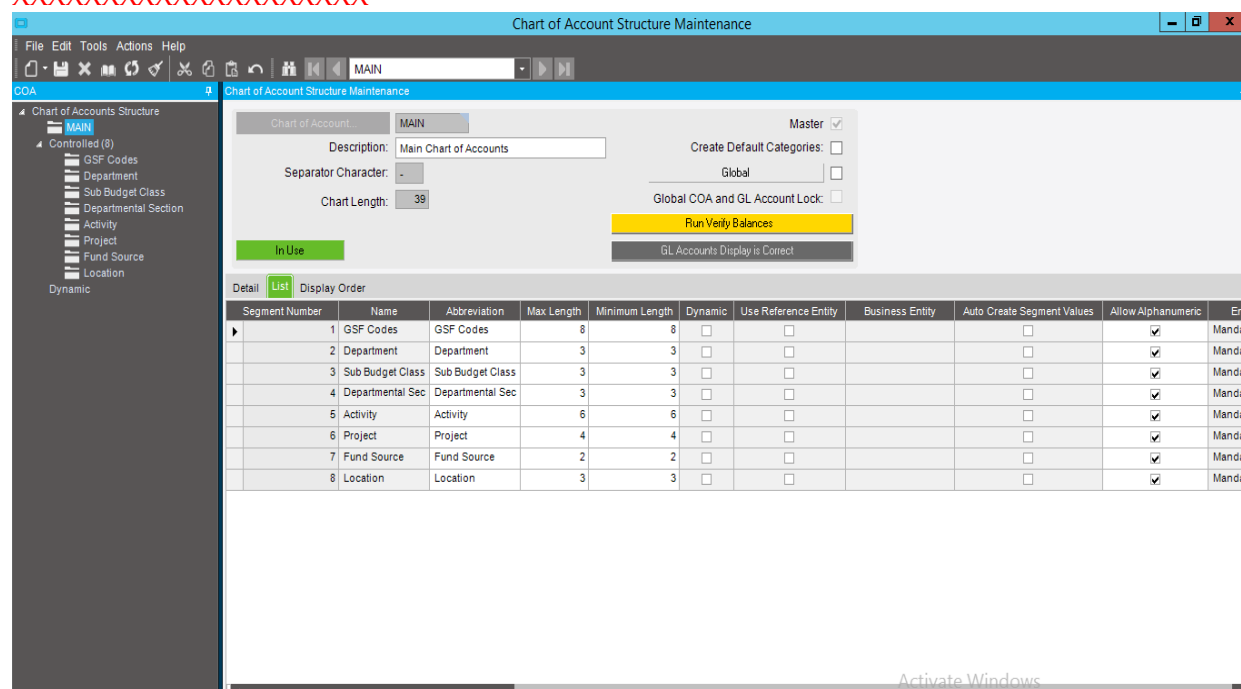
The Main Chart of Accounts will consists of **Eight** controlled segments as seen below;

| Segments | Segment Components | Character |
|----------|----------------------------|-----------|
| 1. | Natural Account (GFS Code) | 8 |
| 2. | Implementers | 3 |
| 3. | Budget Classification | 3 |
| 4. | Grant | 3 |
| 5. | Activity | 7 |
| 6. | Fund Source | 2 |
| 7. | Location Level | 3 |
| 8. | Geographical Location | 12 |

The Reporting Chart of Accounts will consists of seven controlled segments as shown below;

| Segments | Segment Components | Character |
|----------|--------------------|-----------|
| 1. | Cost Grouping | 1 - 2 |
| 2. | Cost Inputs | 3 - 5 |
| 3. | Grants | 9 |
| 4. | Implementer | 3 |
| 5. | Module/ Objectives | 2 - 3 |
| 6. | Intervention | 2 - 3 |
| 7. | Activities | 7 |

XXXXXXXXXXXXXXXXXXXX



Create a Chart of Accounts Structure

| Objective/Comment | To define Chart of Account structure |
|---------------------|--|
| Requirement | The user must have access to Chart Of Account maintenance form |
| Navigation Path | Financial Management → General ledger → Setup → Chart of Accounts |
| Responsibility with | System Administrator |

| Screen /Form | Chart of Account Structure Maintenance |
|--------------|---|
| 1 | From the New menu, select New COA . |
| 2 | Enter the COA ID e.g. MAIN , Description, e.g. Main Chart Of Accounts, and Separator Character (-) |
| 3 | Click on the Create Default Categories checkbox to create nature of transactions which will be used on natural accounts such as Expense, Revenue etc |
| 4 | Save |
| 5 | From the New menu, select New COA Segment . |
| 6 | Enter the Name, Abbreviation, Maximum Length, Minimum Length. Save |

| | |
|---|--|
| 7 | Use steps 5 -6 above to create all COA segments. |
| 8 | Exit Chart of Account Structure Maintenance. |

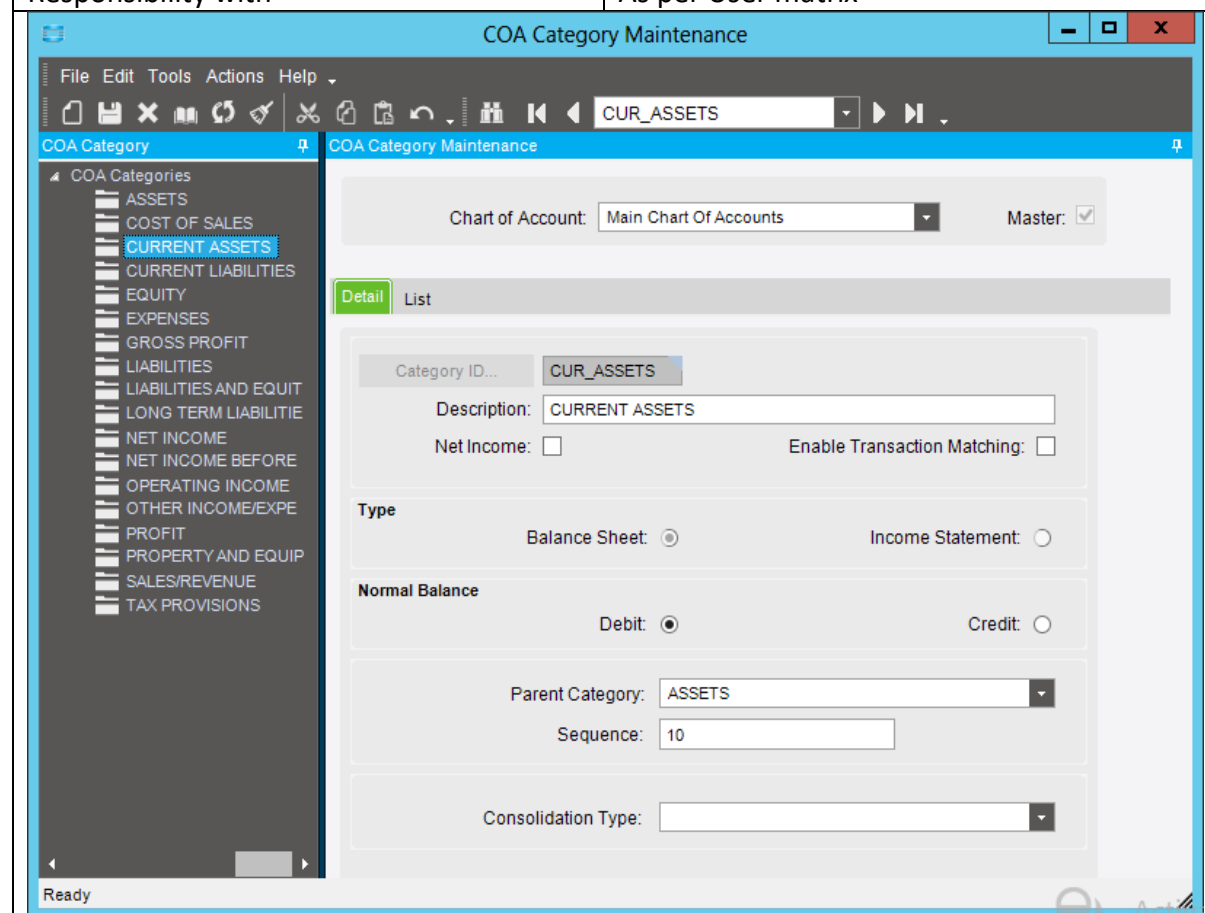
Note:

The first segment is always the **Natural Account** by default. Other segments offer additional options that are auto selected or disabled when creating the natural account segment.

COA Category Maintenance

COA Category Maintenance defines chart of accounts (COA) categories associated with natural accounts (GFS Codes) in **Account Segment Values**. This association determines how the Epicor application maintains account balances and the accounts that supply financial statement values.

| Objective/Comment | To define COA Category |
|---------------------|---|
| Requirement | The user must have access to GL COA Structure maintenance form |
| Navigation Path | Financial Management → General ledger → Setup → COA Category |
| Responsibility with | As per User matrix |



| From Screen /Form | COA Category Maintenance |
|-------------------|---|
| 1 | Select the New icon |
| 2 | Enter the Category ID and Description |
| 3 | In Type section, Select Balance Sheet or Income Statement Check Box depending with the nature of your category. |
| 4 | In normal Balance section, Select Debit or Credit check box. |
| 5 | Select Parent Category |
| 6 | Save |
| 7 | Repeat the process for the rest of categories. |
| 8 | Exit COA Category Maintenance |

Account Segment Values

Segments in the chart of accounts can be natural, controlled /dynamic and mandatory/optaional. Each segment has the option to be self-balancing. The self-balancing segment is one which automatically posts a balancing journal when a transaction occurs between two values defined for the segment.

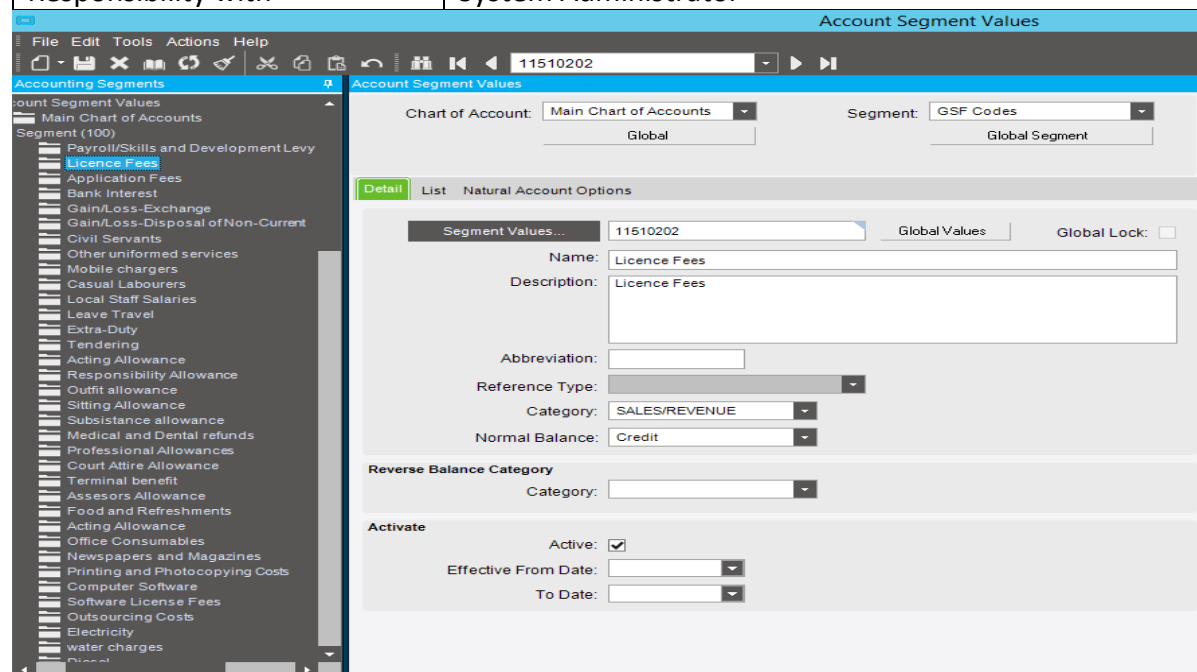
Natural Account refers to the lowest level of detail at which financial information is recorded based on the nature of the expense, revenue, asset, liability, or equity being recorded. This segment is mandatory and associate with the category to which determine both account balance and the accounts that provide financial statement values.

Controlled Segment is other defined segment in chart of account apart from natural segment.

Dynamic segment is used for references business entity to relate one segment to another business object in the system like Customers or supplier or project.

How to Create Chart of Account Segment Value

| Objective/Comment | To define Account Segment Values |
|---------------------|---|
| Requirement | The user must have access to Account Segment Value form |
| Navigation Path | Financial Management → General ledger → Setup → Account Segment Values |
| Responsibility with | System Administrator |



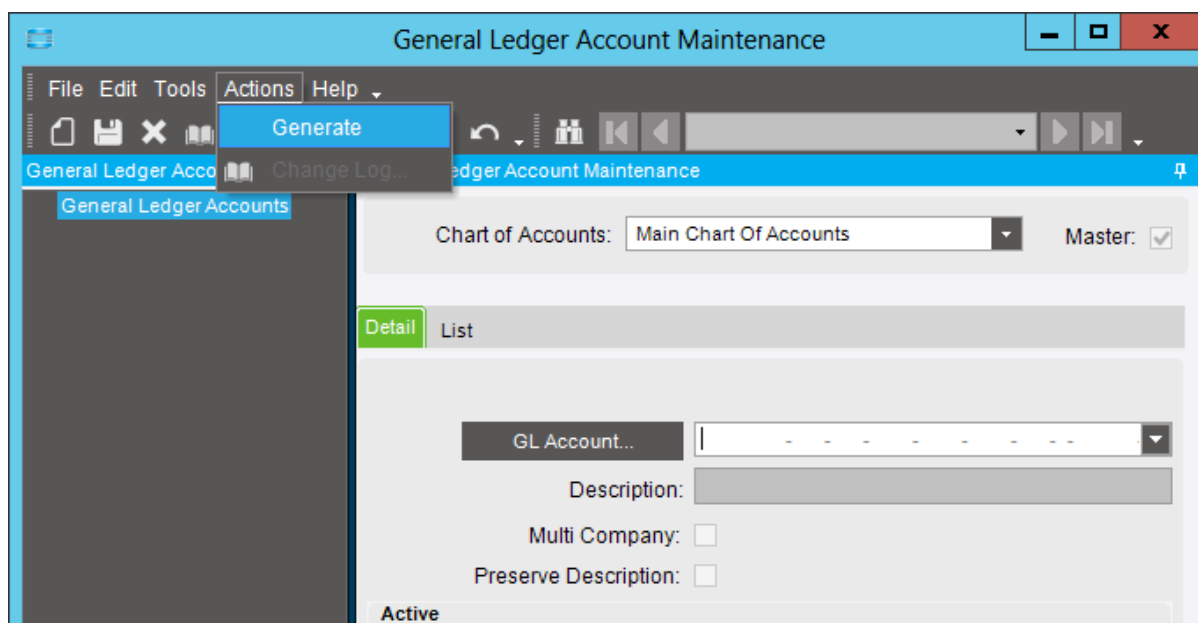
| Screen/Form | Account Segment Values |
|---------------|--|
| Usage: | |
| 1. | Click the New icon and Select New Value . |
| 2. | Depending on the segment that has been selected, Type the segment value in the segment value field and description of that segment in the Description field. |
| 3. | By default all new created segments are put as Active . Remove the checkbox if the segment is no longer active. |
| 4. | Click Save and Exit the form. |

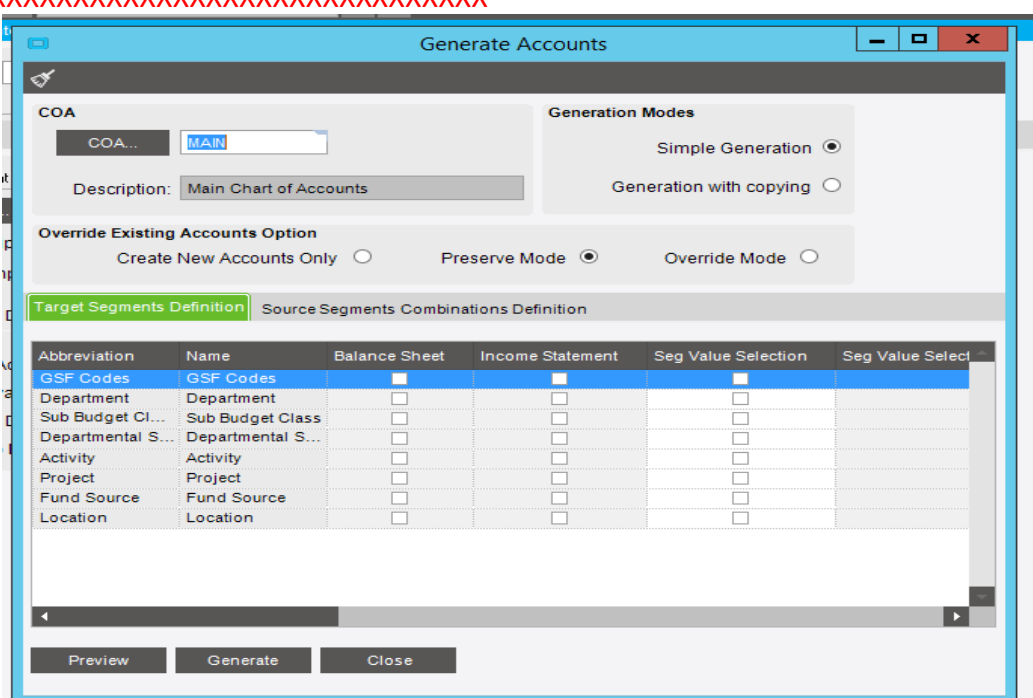
Generating GL Account

Use the General Ledger account, Segment values to identify the accounts the system should build. Enter the range of values the system should use for each account segment in the corresponding form and through fields.

General Ledger builds the Chart by bringing together every possible combination user define in the Segment Values.

| Objective/Comment | To generate a Chart of Account |
|---------------------|---|
| Requirement | The user must have access to General Ledger Account form |
| Navigation Path | Financial Management → General ledger → Setup → General Ledger Account Maintenance |
| Responsibility with | System Administrator |



| Screen/Form General Ledger Account Maintenance | |
|---|---|
| Usage: | |
| 1. | Make sure that on the Chart of Account field, it is selected Main Chart of Account |
| 2. | On the Menu bar, Click on Actions and Select Generate |
| A new sub form will appear XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX | |
|  | |
| 3. | Tick Create New Accounts Only check box. |
| 4. | Use the check box on Seg Value Selection column by selecting each segment as per the Chart of Accounts. |
| 5. | Click Generate button to generate the accounts codes. |
| 6. | User can also use the Preview tab to preview the string of the GL accounts which will be created before clicking Generate . |
| 7. | A pop up message will display the number of accounts created. Click Ok. Close the form. |
| 8. | On the Detail sheet , zoom on GL Account and select accounts generated. The List Tab contains the values already created in the System. |
| 9. | Save and Exit . |

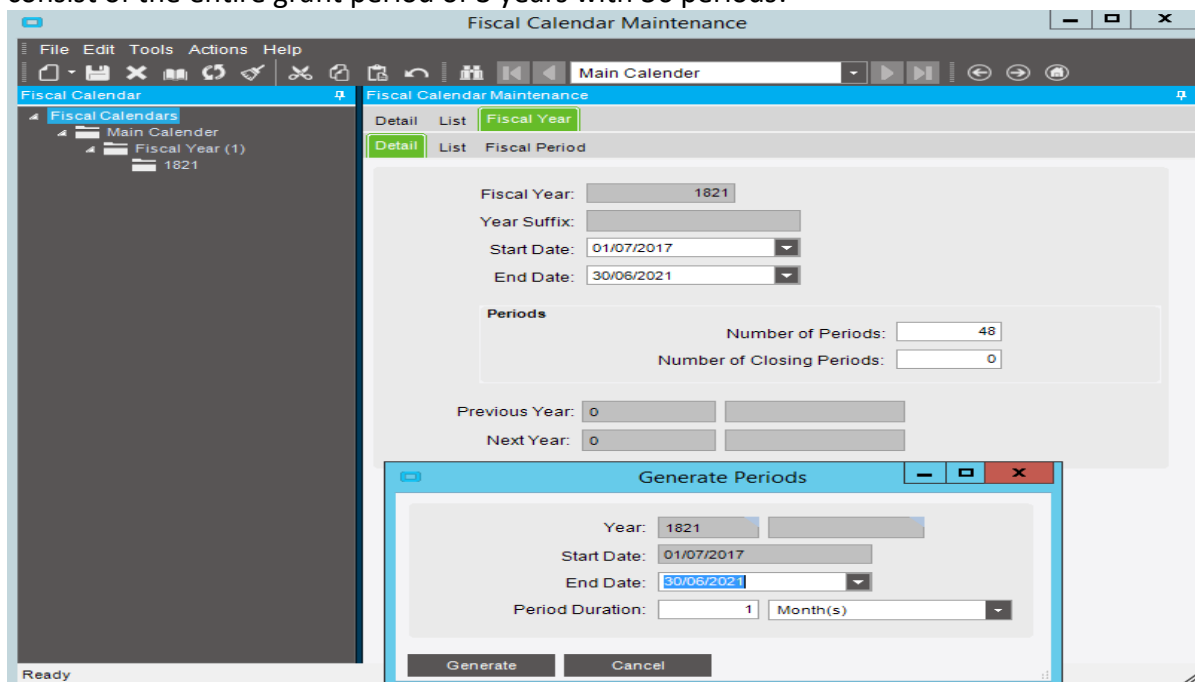
Fiscal Calendar

A fiscal calendar defines MoFP – GF calendar in relation to financial reporting. Fiscal Calendar Maintenance supports multiple calendars with one calendar defined as the Main calendar. Only one calendar can be assigned to each defined GL book. Each calendar can start on any date, have any number of periods, and be any length necessary.

Fiscal Calendar Maintenance contains a sequence of **fiscal years**. Fiscal years in one fiscal calendar cannot overlap and there may be no gaps between years. Each fiscal year contains a number of periods.

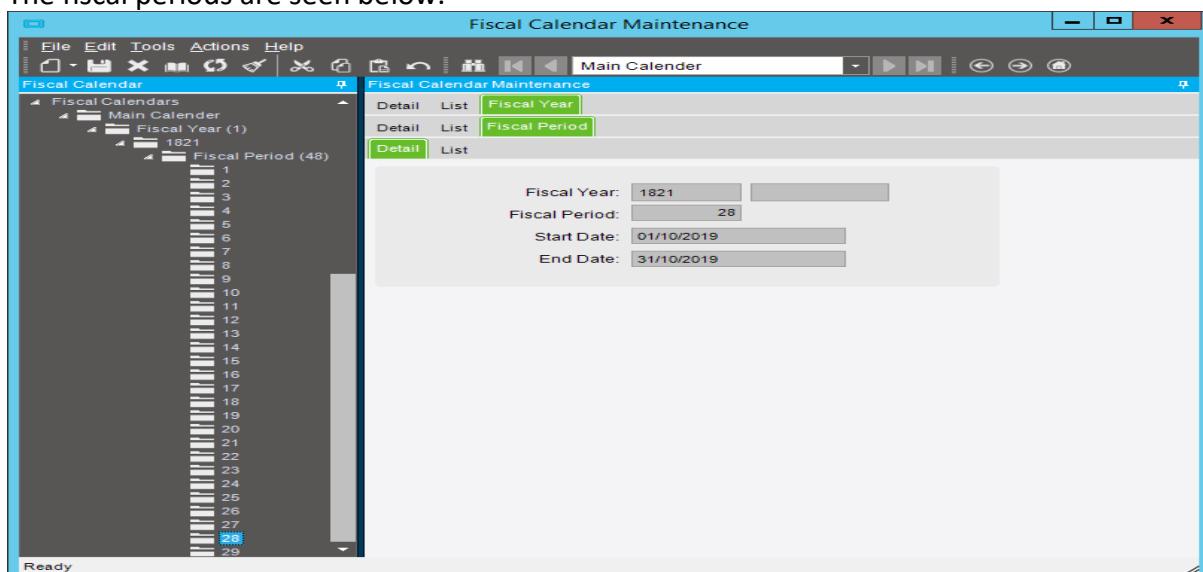
Once user creates a fiscal year, fiscal periods can be generated for it using the **Generate Periods** action.

For the purpose of MoFP-GF (Grant management system), there will be created two different fiscal calendars, the Main Calendar and the Operational Calendar, the Main calendar will consist of the entire grant period of 3 years with 36 periods.



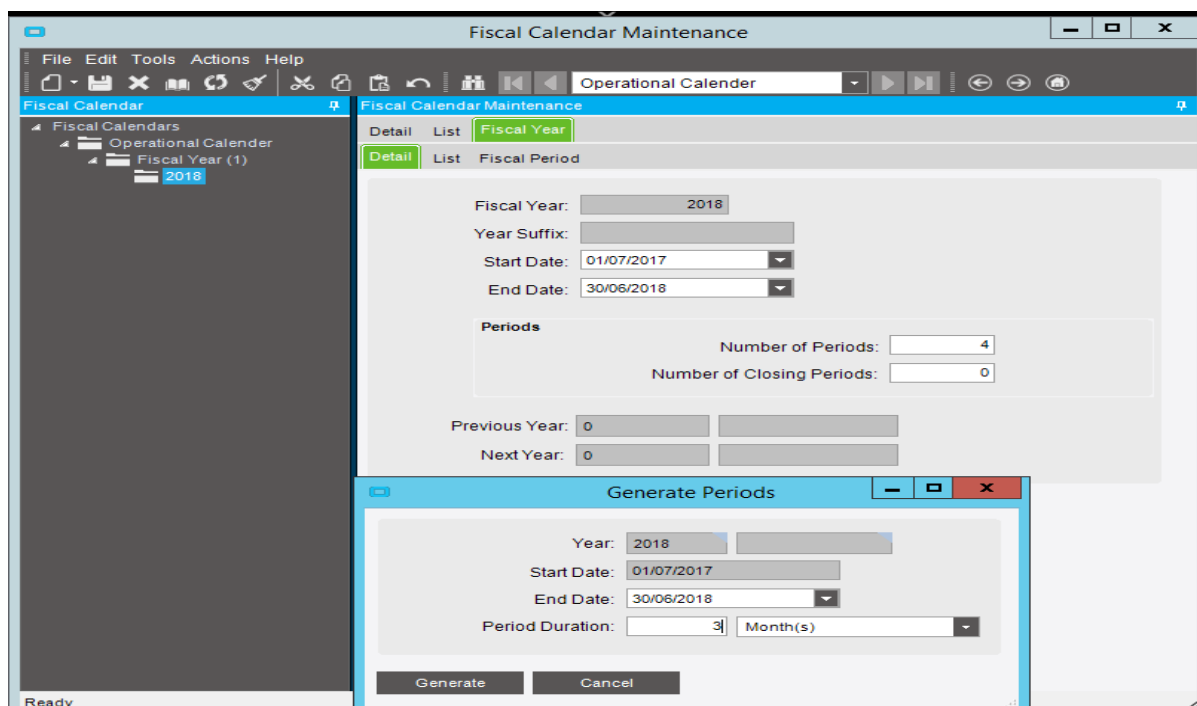
The screenshot shows the 'Fiscal Calendar Maintenance' application window. The 'Main Calendar' is selected. The 'Fiscal Year' is set to 1821, with a start date of 01/07/2017 and an end date of 30/06/2021. The 'Number of Periods' is 48, and the 'Number of Closing Periods' is 0. The 'Generate Periods' dialog box is open, showing the 'Year' as 1821, 'Start Date' as 01/07/2017, 'End Date' as 30/06/2021, and 'Period Duration' as 1 Month(s). The 'Generate' button is highlighted.

The fiscal periods are seen below.



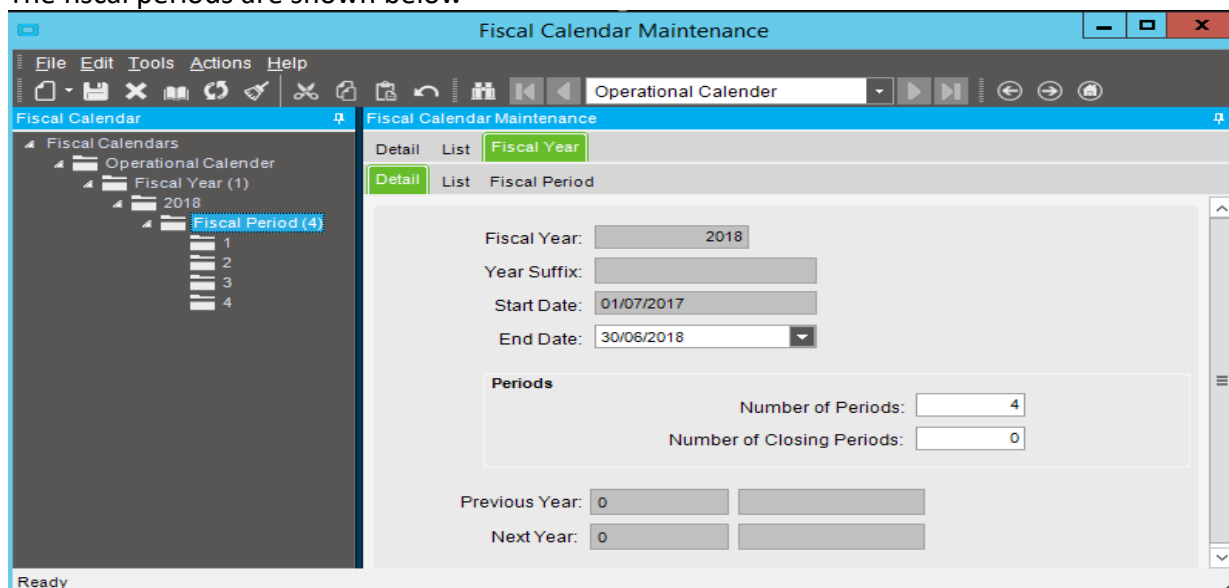
The screenshot shows the 'Fiscal Calendar Maintenance' application window. The 'Main Calendar' is selected. The 'Fiscal Year' is set to 1821, with a start date of 01/10/2019 and an end date of 31/10/2019. The 'Fiscal Period' is set to 28. The 'Generate Periods' dialog box is open, showing the 'Year' as 1821, 'Start Date' as 01/10/2019, 'End Date' as 31/10/2019, and 'Period Duration' as 1 Month(s). The 'Generate' button is highlighted.

while the Operational calendar will have each of the 3 years created separately as 1 fiscal year with 4 periods (Quarters).



The screenshot shows the 'Fiscal Calendar Maintenance' window. The 'Fiscal Year' tab is selected, and the configuration for the year 2018 is displayed. The 'Start Date' is 01/07/2017 and the 'End Date' is 30/06/2018. The 'Number of Periods' is set to 4, and the 'Number of Closing Periods' is 0. A 'Generate Periods' dialog box is open, showing the same configuration details for the year 2018.

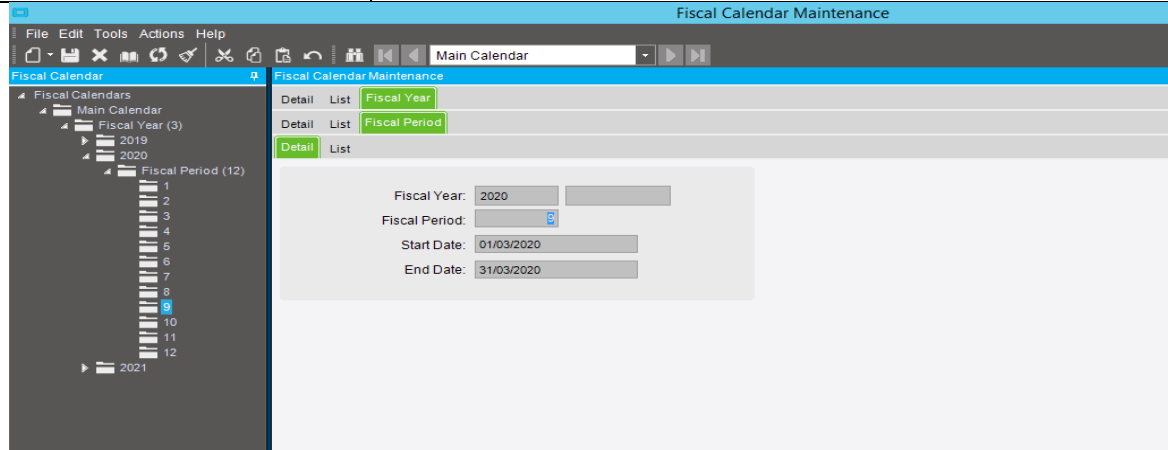
The fiscal periods are shown below



The screenshot shows the 'Fiscal Calendar Maintenance' window. The 'Fiscal Year' tab is selected, and the configuration for the year 2018 is displayed. The 'Start Date' is 01/07/2017 and the 'End Date' is 30/06/2018. The 'Number of Periods' is set to 4, and the 'Number of Closing Periods' is 0. The 'Fiscal Period (4)' is selected in the left pane.

Repeat the procedures below for remaining three fiscal years (2018/2019, 2019/2020, and 2020/2021)

| Objective/Comment | Defining Fiscal Calendar and Periods |
|-------------------|---|
| Requirement | The user must have access to Fiscal Calendar form |

| Objective/Comment | Defining Fiscal Calendar and Periods |
|--|---|
| Navigation Path | General ledger → Setup → Fiscal Calendar |
| Responsibility with | As per user matrix XXXXXXXXXXXXXXXXXXXXXXX |
|  | |

| Screen/Form | Fiscal Calendar Maintenance |
|---------------|---|
| Usage: | |
| 1. | On the new icon select new Fiscal Calendar. |
| 2. | Type a code and description which will represent the fiscal calendar. |
| 3. | Click Save . |
| 4. | On the new icon Select New Fiscal year . |
| 5. | Type the fiscal year , start date , end date and the number of periods in that fiscal year. |
| 6. | Click Save . |
| 7. | On the Menu bar, Click on Actions and Select Generate Fiscal Periods . |
| 8. | On the generate period form, indicate period duration. |
| 9. | Click Generate. |
| 10. | A pop up message will display the number of periods generated. |
| 11. | Click OK and Exit Fiscal Calendar form. |
| | Note: You can repeat step 4 to 10 to generate as many fiscal year as possible |

Book Maintenance

Book Maintenance defines a company's books. A book sets the currency, chart of accounts, the fiscal calendar, and the default Retained Earnings account used to generate its financial statements.

For the purpose of MoFP – GF there will be **three** books for **Operations** and **three** books for **Reporting** that will be maintained.

1. Main Book

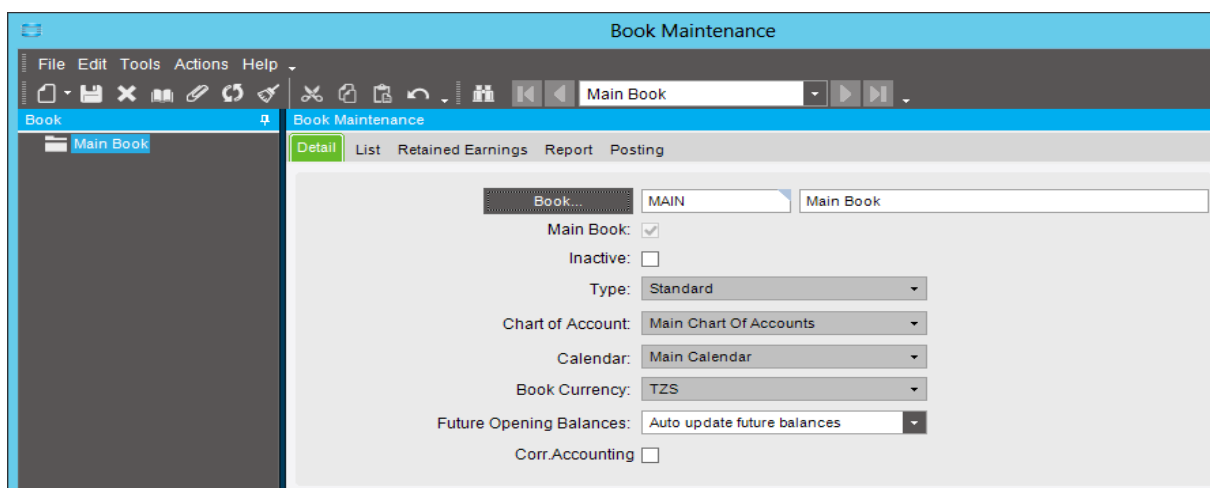
1.1 Reporting Book –Main

- | | |
|------------------------------|---------------------------------|
| 2. Budget Book – Expenditure | 2.1 Reporting Book - Exp Budget |
| 3. Imprest Book | 3.1 reporting Book - Imprest |

| Number | Book ID | Name | Functions |
|--------|---------|--------------|-----------------------------------|
| 1. | Main | Main Book | Main function of the organization |
| 2. | Budget | Budget Book | Captures budget transactions |
| 3. | Imprest | Imprest Book | Capture imprest transactions |

The main book is the entity's functional book, whereas a budget book is a memorandum book.

| Objective/Comment | Defining Books |
|---------------------|---|
| Requirement | The user must have access to Book Maintenance form. |
| Navigation Path | Financial management → General ledger → Setup → Book |
| Responsibility with | System Administrator |



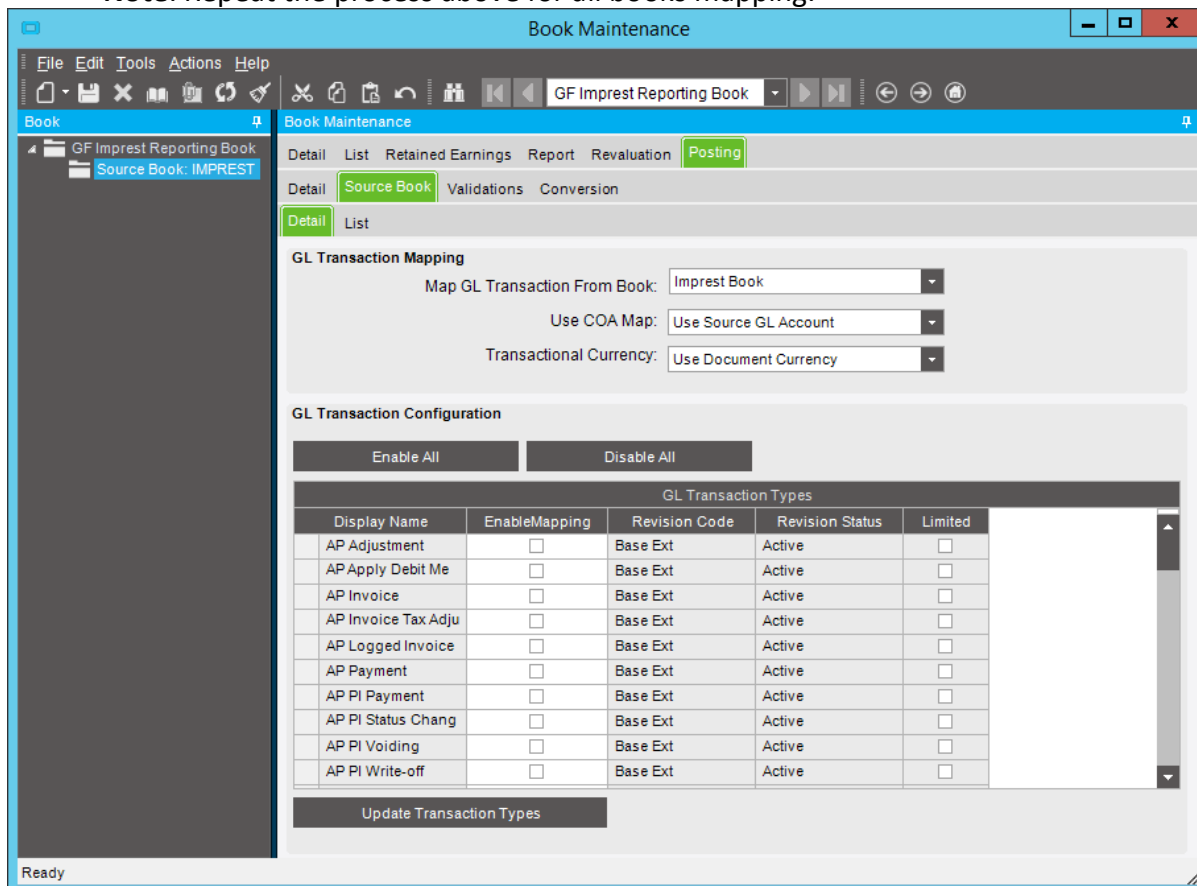
Book Mapping

After all operational books are users will be required to link the operational books with the reporting books, this mapping allows the system to create journal entries for all transactions which are created and or posted on the Operational Books, the screen shot below illustrate how to achieve the mapping.

Steps:

- I. While on the Book Maintenance window, Navigate to **Posting** Tab -> **Source Book**
- II. From drop down arrow, select **New Link from Source Book**
- III. On the **Map GL Transactions from Source Book** field select the source book (**Main Book, Imprest Book, or Budget Book**) to be linked with the reporting book.
- IV. On the **Use COA Map**, select the Mapped COA
- V. On the **Transactional Currency**, leave default

- VI. On the **GL Transaction Configuration**, Click **Enable All**, then Click on the **Update Transactions Types**, wait for a few minutes the system to update the posting rules
Note: Repeat the process above for all books mapping.



Book Maintenance

File Edit Tools Actions Help

Book Maintenance

Detail List Retained Earnings Report Revaluation Posting

Detail Source Book Validations Conversion

Detail List

GL Transaction Mapping

Map GL Transaction From Book: Imprest Book

Use COA Map: Use Source GL Account

Transactional Currency: Use Document Currency

GL Transaction Configuration

Enable All Disable All

GL Transaction Types

| Display Name | EnableMapping | Revision Code | Revision Status | Limited |
|---------------------|--------------------------|---------------|-----------------|--------------------------|
| AP Adjustment | <input type="checkbox"/> | Base Ext | Active | <input type="checkbox"/> |
| AP Apply Debit Me | <input type="checkbox"/> | Base Ext | Active | <input type="checkbox"/> |
| AP Invoice | <input type="checkbox"/> | Base Ext | Active | <input type="checkbox"/> |
| AP Invoice Tax Adju | <input type="checkbox"/> | Base Ext | Active | <input type="checkbox"/> |
| AP Logged Invoice | <input type="checkbox"/> | Base Ext | Active | <input type="checkbox"/> |
| AP Payment | <input type="checkbox"/> | Base Ext | Active | <input type="checkbox"/> |
| AP PI Payment | <input type="checkbox"/> | Base Ext | Active | <input type="checkbox"/> |
| AP PI Status Chang | <input type="checkbox"/> | Base Ext | Active | <input type="checkbox"/> |
| AP PI Voiding | <input type="checkbox"/> | Base Ext | Active | <input type="checkbox"/> |
| AP PI Write-off | <input type="checkbox"/> | Base Ext | Active | <input type="checkbox"/> |

Update Transaction Types

Ready

| Screen/Form | Book Maintenance |
|---------------|---|
| Usage: | |
| 1. | Click New button on the Standard toolbar. |
| 2. | Enter Book ID. This value displays within various reports and programs. |
| 3. | Enter the concise Description for the book. This value displays on various drop-down lists throughout the application. |
| 4. | Select the Main Book check box to indicate the current book is the default. This book automatically displays on all reports and trackers for MoFP – GF. For MoFP – GF, the default book is the Main Book. If user no longer wish to use the book, select the Inactive check box. Then users can no longer enter journal records against this book. |
| 5. | Use the Type field to determine the primary function of the book i.e. A Standard book which records financial activity of the entity and has no relationship to other books. |
| 6. | Use the Chart of Accounts drop-down list to define the Chart of Account user wish to use with the book. Each book can have a different COA or several books can share the same COA. |

| Screen/Form | Book Maintenance |
|---------------|---|
| Usage: | |
| 7. | Select the Fiscal Calendar user wish to use with this book. These calendars define the fiscal period used by the application to record transactions. |
| 8. | Use the Book Currency drop-down list to define the currency of the book. The book currency shall be used on financial reports |
| 9. | Click on the Retained Earnings sheet to define the standard account used for retained earnings from the book. |
| 10. | Click on the Validations sheet to define how errors are handled when journals are posted to the book |
| 11. | Then, Click Save on the standard toolbar and Exit the form. |
| 12. | Repeat the same process for other books, except that Do not tick main book checkbox. |

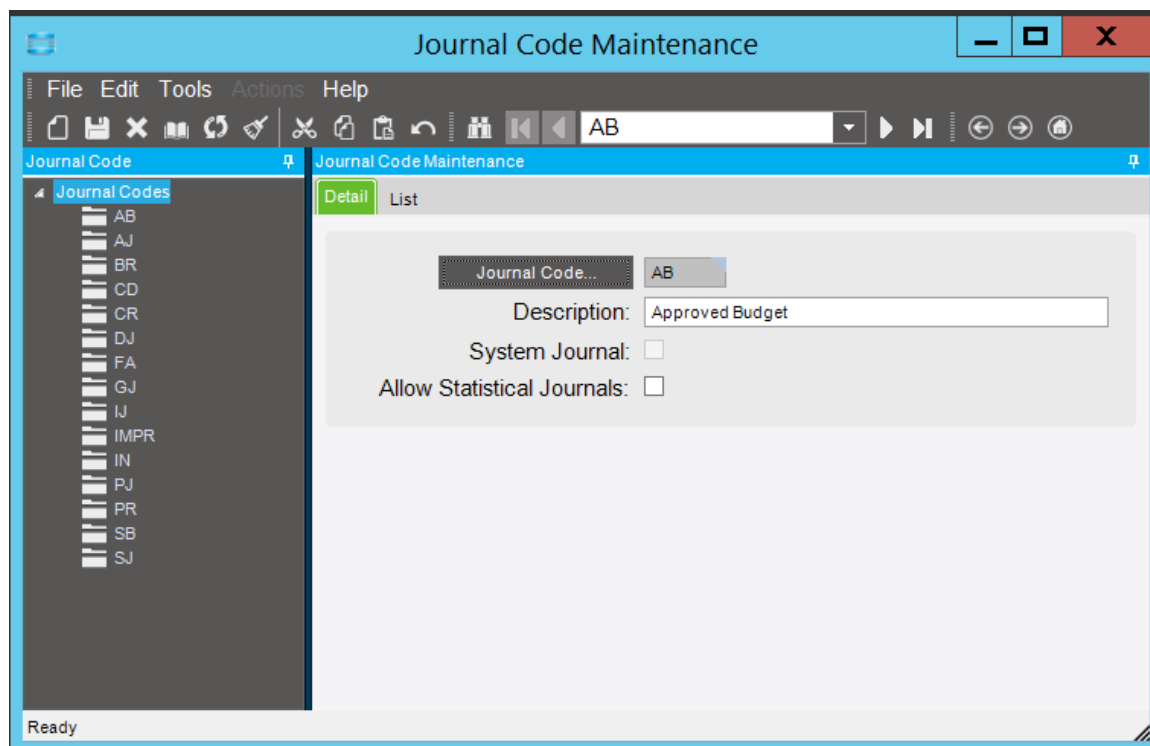
Journal Codes

Journal Code Maintenance defines codes used to group journals associated with posting processes.

System journal codes can apply to journals through the association of a posting process with a GL control. User can then track and report on journals by code. Some posting processes use default codes when a GL control does not supply a Journal code.

| Objective/Comment | To create Journal Code |
|---------------------|---|
| Requirement | The user must have access to Journal Code form. |
| Navigation Path | Financial management → General ledger → Setup → Journal Code |
| Responsibility with | Accountant |

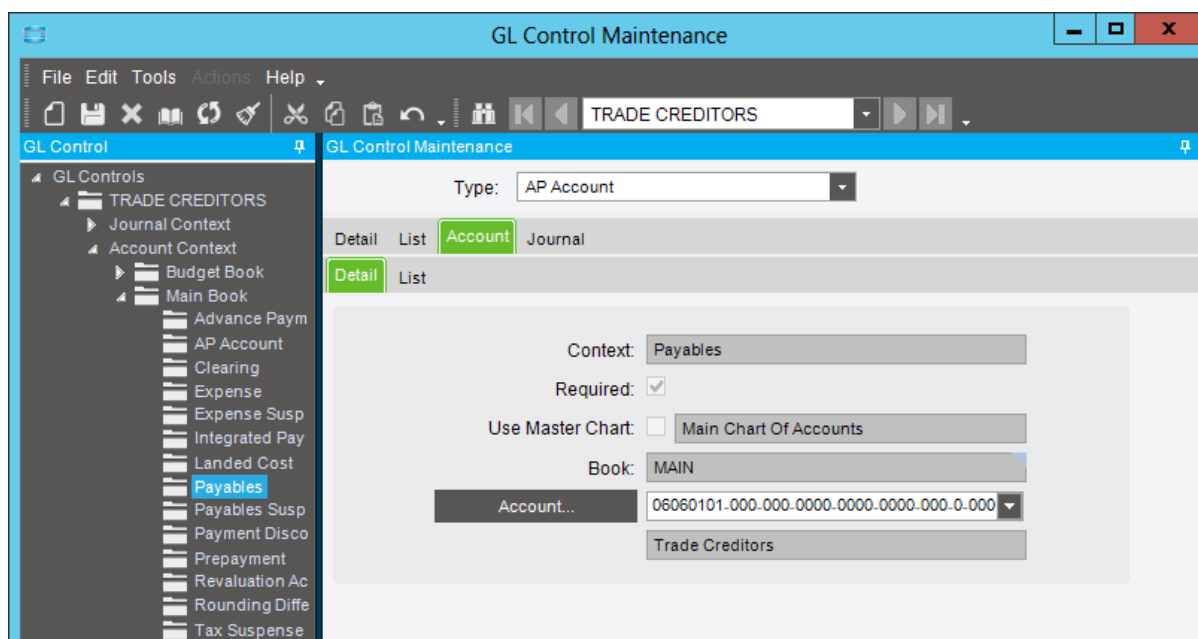
| Screen/Form | Journal Code Maintenance |
|---------------|--|
| Usage: | |
| 1. | Click New button on the Standard toolbar. |
| 2. | Enter Journal Code ID. |
| 3. | For user defined journal, untick system journal checkbox. |
| 4. | Type in description . |
| 5. | Click Save on the standard toolbar and Exit the form. |

The screenshot shows the 'Journal Code Maintenance' window. The title bar is blue with the text 'Journal Code Maintenance' and standard window controls. Below the title bar is a menu bar with 'File', 'Edit', 'Tools', 'Actions', and 'Help'. A toolbar with various icons is located below the menu bar. The main area is divided into two panes. The left pane, titled 'Journal Code', contains a list of codes: AB, AJ, BR, CD, CR, DJ, FA, GJ, IJ, IMPR, IN, PJ, PR, SB, and SJ. The right pane, titled 'Journal Code Maintenance', has two tabs: 'Detail' (selected) and 'List'. The 'Detail' tab shows a form with a 'Journal Code...' field containing 'AB', a 'Description:' field containing 'Approved Budget', a 'System Journal:' checkbox, and an 'Allow Statistical Journals:' checkbox. The status bar at the bottom left of the window says 'Ready'.

GL Control Code

GL Control Maintenance defines the accounts and a journal code available to application's posting processes. It specifies the books and the accounts used to post journals. GL controls use account context to specify the books and accounts to which journal post. Posting rules use the account information to define journal details.

| Objective/Comment | To create a new GL Control Code |
|---------------------|--|
| Requirement | The user must have access to GL Control Code form. |
| Navigation Path | Financial management → General ledger → Setup → GL Control Code |
| Responsibility with | Accountant |



| Screen/Form | GL Control Maintenance. |
|---------------|---|
| Usage: | |
| 1. | On Type field, choose GL Control Type , Enter the Name and Description for GL Control. These values display within various programs, use them to identify the specific GL control. Save. |
| 2 | Click New on the standard toolbar. |
| 3. | Define the Code and Description in the two empty forms respectively. SAVE |
| 4. | Expand on the left side of the form and select Account Context to select Main Book |
| 5. | Click on the Account button to find and select the account to attach the GL Account. |

| Screen/Form GL Control Maintenance. | |
|--|--|
| Usage: | |
| 6. | When finish, Click Save on the standard toolbar. This completes the process of creating Posting Codes (GL Control Codes) and attaching the posting codes with the relevant books. |

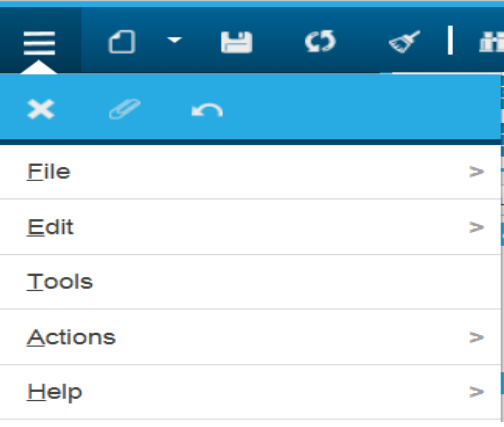
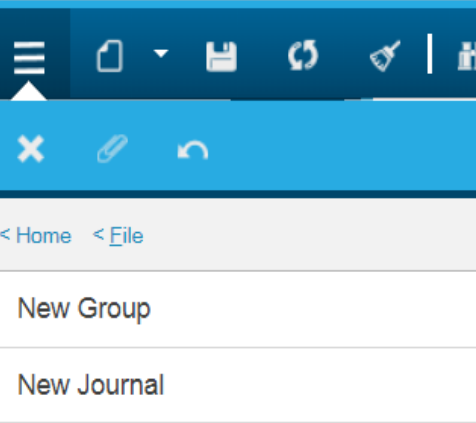

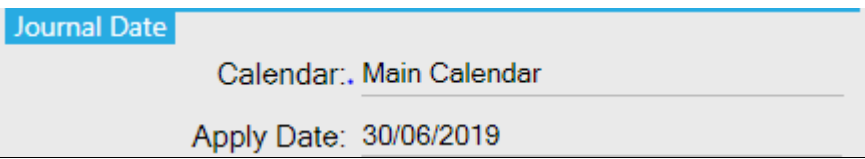
General Operations

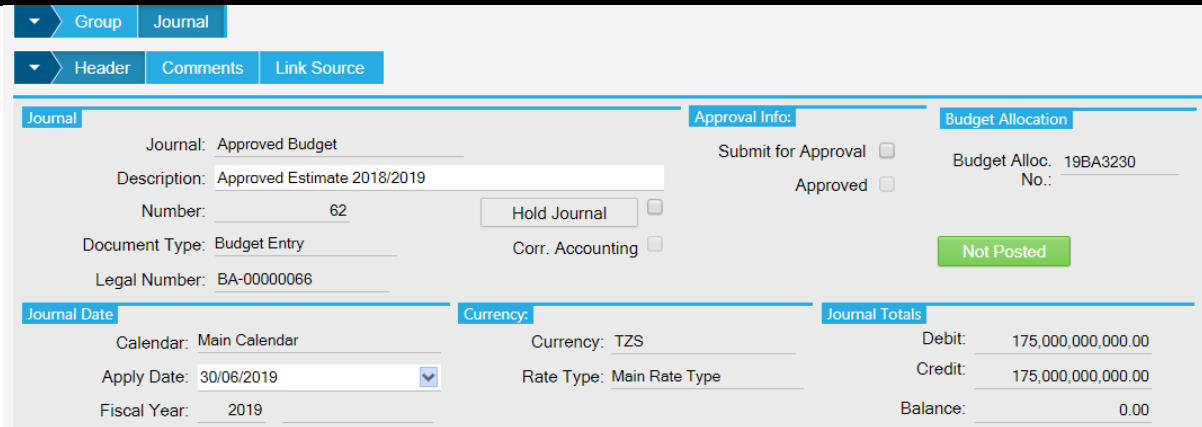
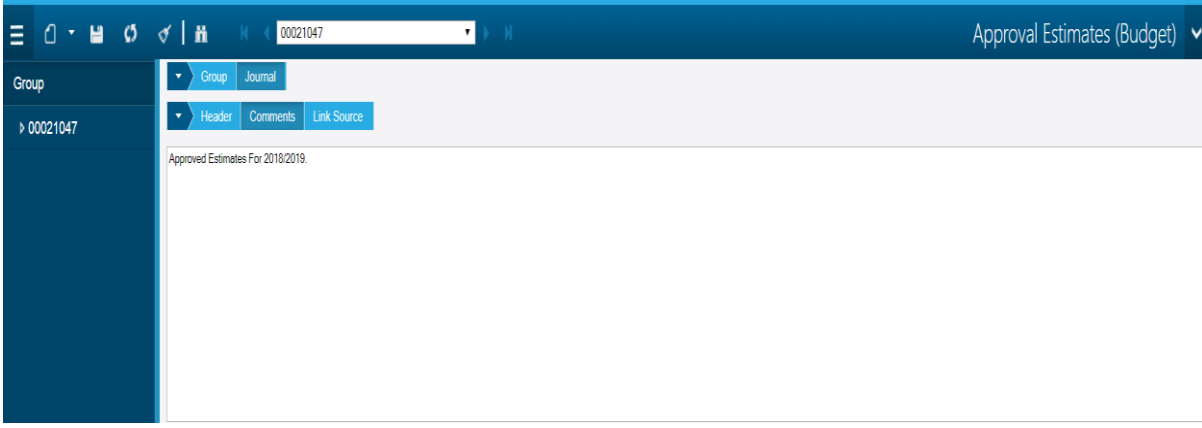
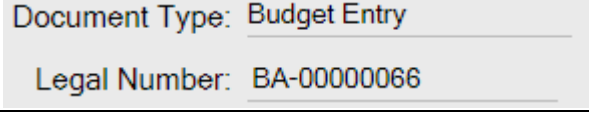
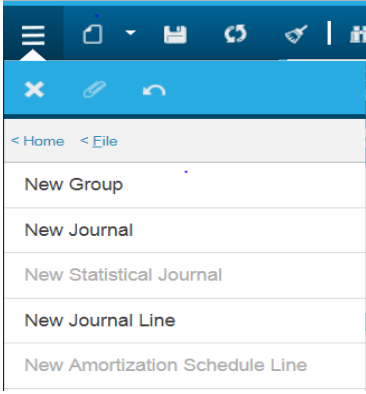
Earliest Apply Date

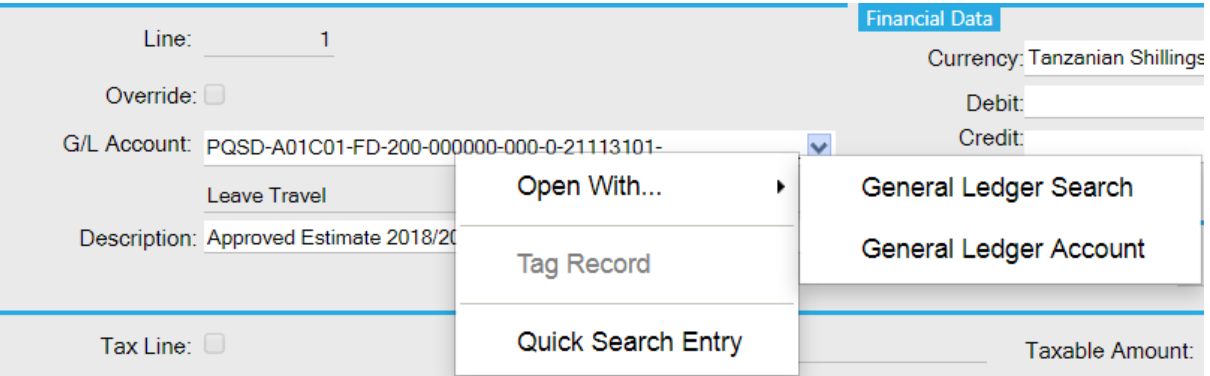
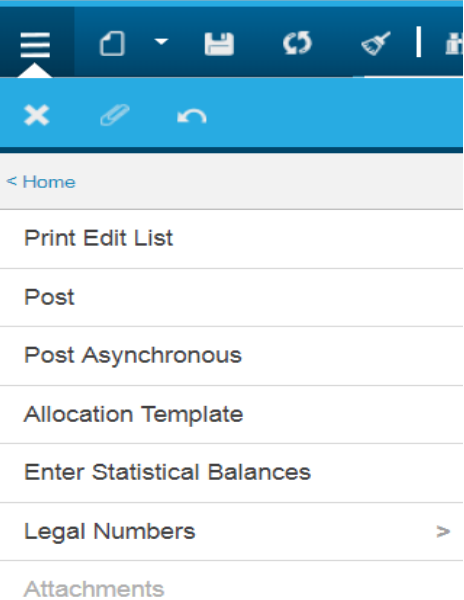
The Earliest Apply Date is the first date on which user can apply any financial transaction with a company or within a module/transaction type. When user set up a new company, ensure the Earliest Apply Date value is on a date or period **before** the date user will load financial data into the Epicor application. This prevents errors from displaying when user enter or import financial data into user new company.

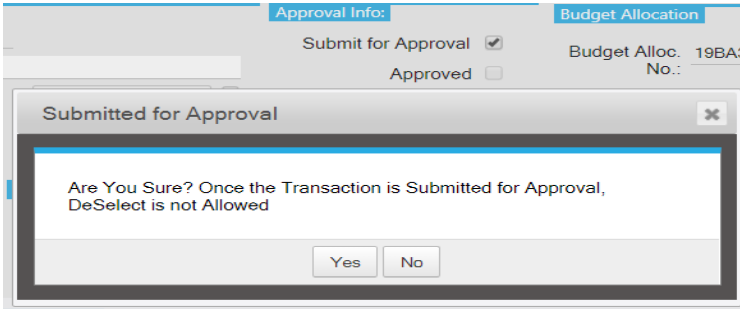
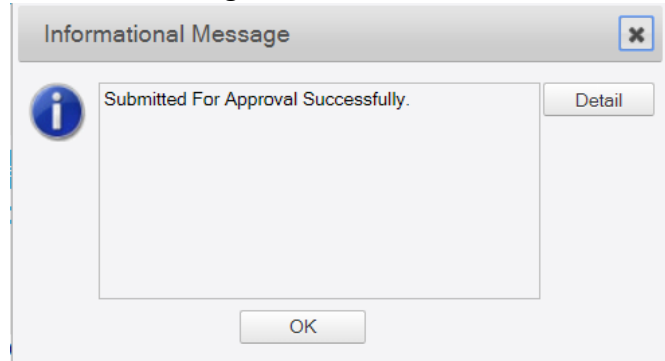
Budget Entry

| Objective / To capture MoFP – GF approved Budget. This is done on a yearly basis. | |
|---|--|
| Comments | |
| Navigation Path | <i>Financial Management → General Ledger → General Operations→ Budget Entry</i> |
| Responsibility | Accountant |
| | |

| No | Budget Entry |
|----|---|
| 1. | <p>Click on menu icon and Select File from the dropdown list.</p>  |
| 2. | <p>From File Menu, Select New. Choose New Group</p>  |
| 3. | <p>Group ID will auto generate.</p>  |
| 4. | <p>Change the Apply Date within the Fiscal Year.</p>  |
| 5. | <p>Save</p> |
| 6. | <p>Go to Menu Icon → File → New → and Select New Journal</p> |
| 7. | <p>Enter the budget description in the Description Field.</p> |

| No | Budget Entry |
|-----|---|
| |  |
| 8. | <p>Under Comment Tab. Enter the Full detail of your budget. This is mandatory.</p>  |
| 9. | <p>Save. Legal number will be generated.</p>  |
| 10. | <p>From File Menu, Select New. Choose New Journal Line.</p>  |

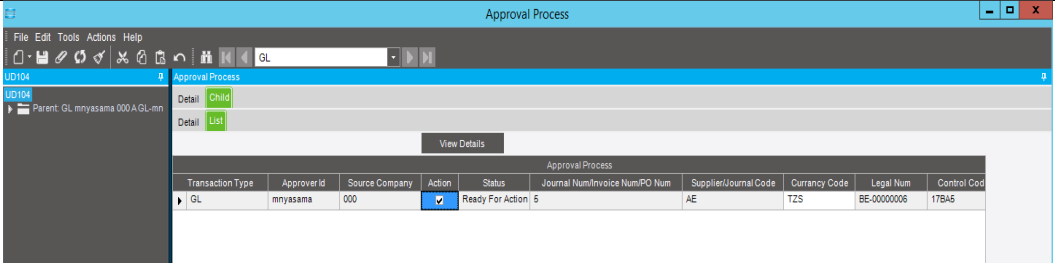
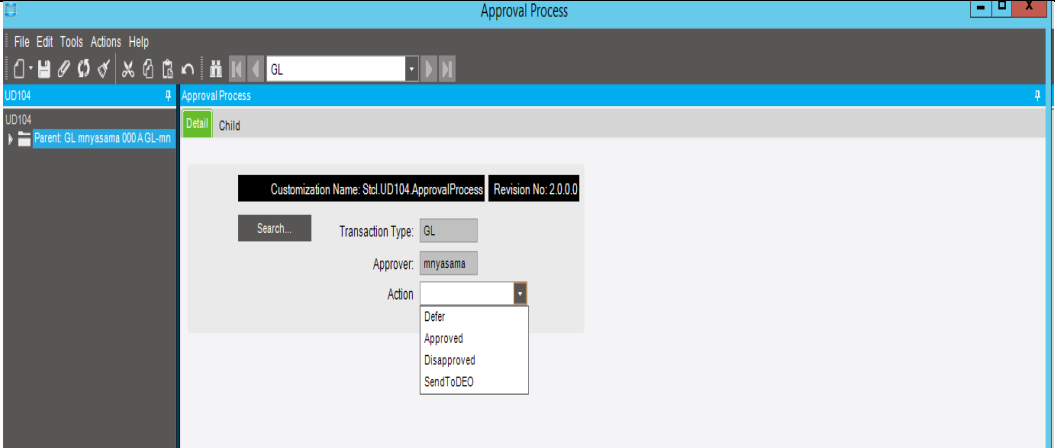
| No | Budget Entry |
|-----|--|
| 11. | <p>Right click on G/L Account field, Select "Open With", choose General Ledger Search. Search for and Select Expenditure GL Accounts to be Debited.</p>  |
| 12. | Enter the amount on Debit site and SAVE |
| 13. | Repeat process/steps number 10 to 12 for every GL Expenditure line you append their respective budget. |
| 14. | SAVE |
| 16. | Click Auto Balance button to enter the budget control account to be Credited, to complete the Double Entry. |
| 17. | SAVE |
| 18. | <p>Click Menu icon, from Menu Bar. Click Actions Menu from the dropdown list. Select Print Edit List to view the correctness of the double entry process for the posted transactions.</p>  |

| No | Budget Entry |
|-----|---|
| 19. | <p>Check the Submit For Approval box. Accept the pop up message by click YES to proceed.</p>  |
| | <p>SAVE. A message will appear prompting that the submission for approval is successful. Click OK on the message window.</p>  |
| 20. | <p>File and Select Exit in the Menu Bar. To close the Budget entry for, while waiting for the approver to approve.</p> |

Budget Approval

| Objectives/ Comments | To Approve MoFP – GF Annual Budget. |
|-------------------------|--|
| Navigation Path | Financial Management → Approval Management → General Operations → Approval Process |
| Responsibility | As Per MoFP – GF User Matrix |

| Screen /Form | Approval Process |
|--------------|--|
| 1 | Select the Search Button and Select the respective entry to be approved. Each entry awaiting approval will feature module name and approvers' name. |
| 2 | Select Child Tab, followed by List tab. |
| 3 | Tick the Action check Box |

| | |
|----------|---|
| |  |
| 4 | SAVE |
| 5 | Navigate back to Detail Tab and select the drop down arrow to select Approve |
| |  |

NOTE: When it happen while putting a check mark in the List window and an error message occurs saying “Row has been modified by another user”, user should click Ok on the message and refresh the page and put again the check mark.

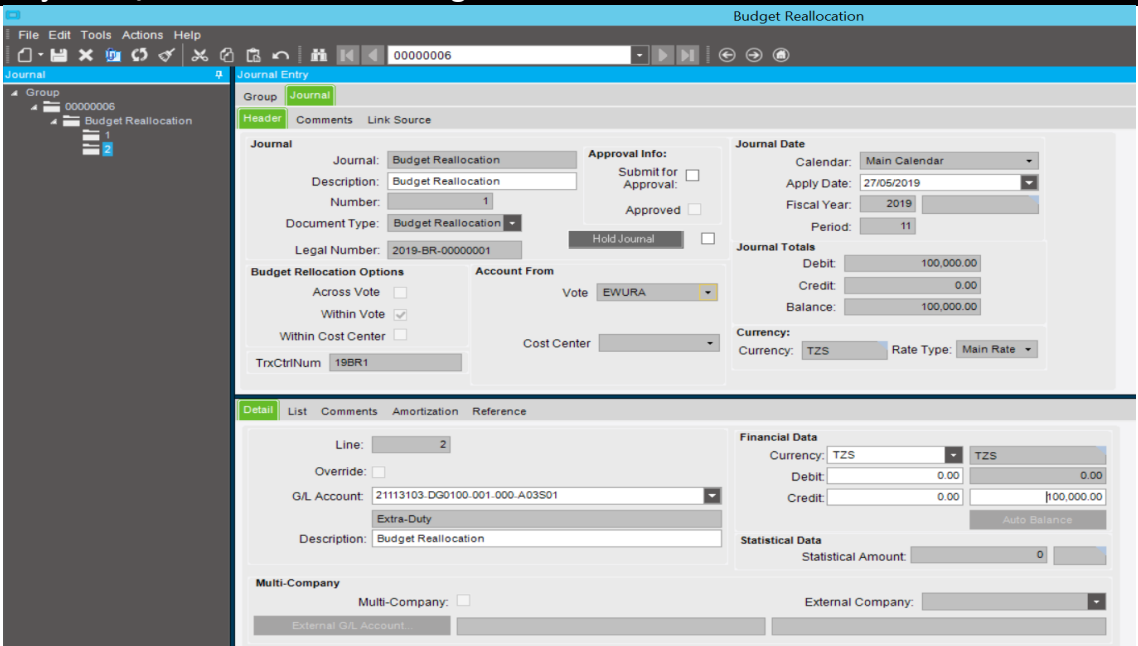
Budget Posting Process

| Objectiveness/Comments | To Post Budget |
|------------------------|--|
| Navigation Path | Financial Management → General Ledger → General Operation → Budget Entry |
| Responsibility | As Per MoFP – GF User Matrix |
| 1 | Group ID. Search and select the respective budget group to be posted. |
| 2 | Select Journal Tab, Header. A tick will appear in the Approved box. |
| 3 | In the Menu Bar, go to Action and Select Post. |

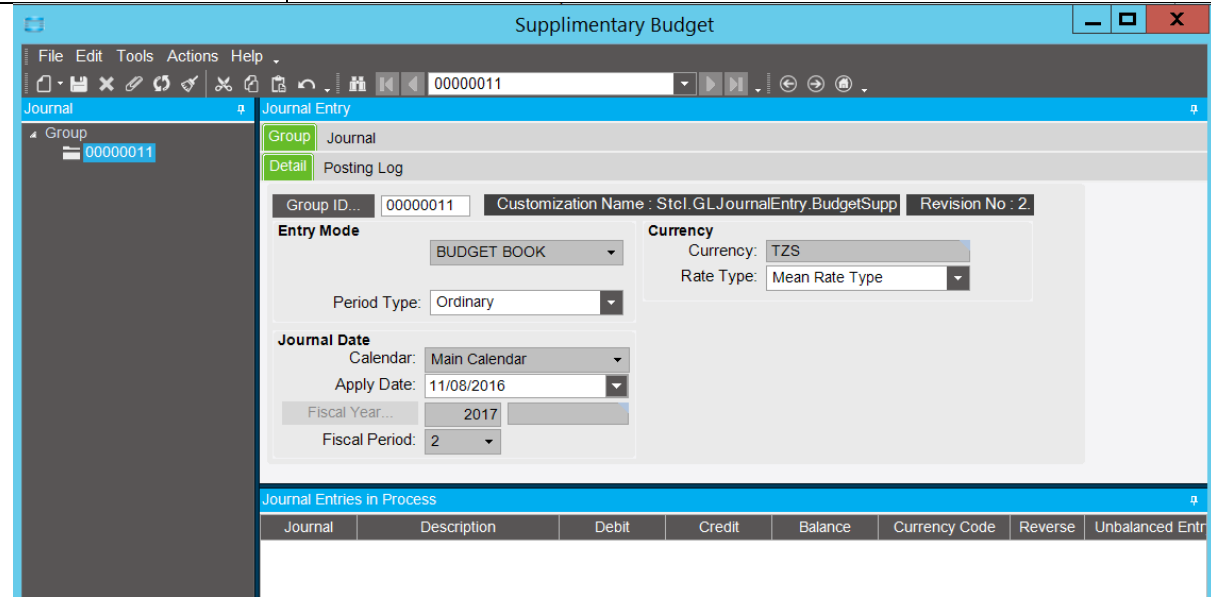
Budget Reallocation

Budget Reallocation refers to the authorized transfer of the approved budget from one expenditure line item to another expenditure line item.

| Objective / Comments | For Budget Reallocation |
|----------------------|---|
| Navigation Path | <i>Financial Management → General Ledger → General Operation → Budget Reallocation</i> |
| Responsibility | Accountant |
| 1 | Click on the new icon and Select New Group. |
| 2 | Group ID will automatically generate. |
| 3 | Select the required Apply Date. |
| 4 | SAVE |
| 5 | Click on New icon and select New Journal |
| 6 | Enter the description and Comments |
| 7 | Select the Within Vote checkbox followed by MoFP – GF in the Vote dropdown |

| Objective / Comments For Budget Reallocation | |
|--|--|
|  | |
| 8 | SAVE |
| 9 | Click on new icon and select New Journal Line |
| 10 | Use the GL Account field to attach the GL Account by right click and select the GL Search. |
| 11 | On the right side of the system, use the amount field to capture amounts by Debit to Increase and Credit to decrease |
| 12 | Once the journal is balance follow the similar procedures of submitting the transaction for approval and posting. |
| 13 | System will check for budget balance for any GL Accounts which will be credited. |

Supplementary Budget

| Objective / To capture Supplementary Budget | |
|---|---|
| Comments | |
| Navigation Path | Financial Management → General Ledger → General Operation → Supplementary Budget |
| Responsibility | Accountant |
|  | |
| | Click on the new icon and Select New Group . |
| | Group ID will be generated automatically. |
| | On the Apply Date change the Apply date accordingly. The Apply Date determines the period which the transaction posts. |
| | Click save. |
| | Click on the new icon and select new journal |
| | In the Description field, type the description of the Supplementary budget. |
| | Enter the full details of the supplementary form in the Comment tab |
| | Click Save. Legal number will automatic generate. |
| | Click on the new icon and select new journal line . |
| | On the detail sheet, G/L account field zoom the account code user want to add budget and enter the amount on the debit side. Comments tab, write line comments for every GL Account line you append. Save. |
| | Append more line items by selecting a new journal line, zoom the account code, and enter the amount. Repeat the process for all accounts user wish to add budget or use Copy and Paste facility. |
| | If there are no more accounts to debit, click auto balance and select control account to credit the amount. |
| | Click Save. |

| Objective / Comments | To capture Supplementary Budget |
|----------------------|--|
| | Print the Edit List to view the correctness of user Journal Entries. |
| | Check Submit for Approval box. |

NB: Approving and posting of Supplementary budget follows the standard steps of approving and posting budgets as illustrated above

Review Journal

The **Review Journal** is an optional program that adjusts, re-validates, cancels, and posts accounting transactions. Typically, review journals are used to locate posting errors and debug posting rules.

Menu Path

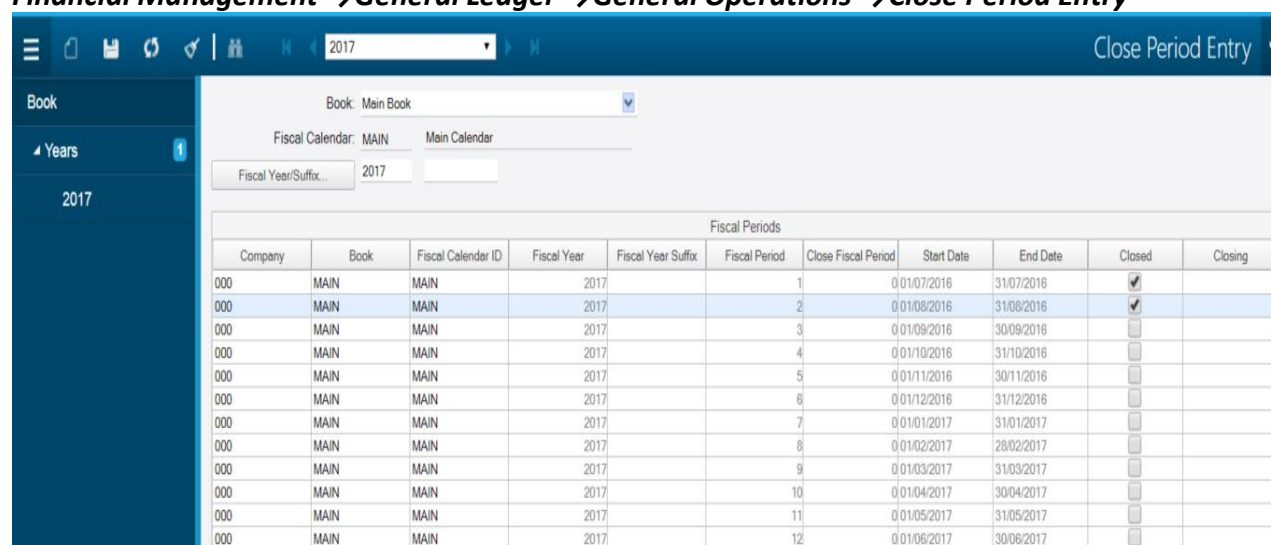
Financial Management → General Ledger → General Operations → Review Journal

Close Period Entry

Close Period Entry allows user to close both ordinary and closing period's specific for each book in User Company's general ledger (GL). If user close the last **closing** period in the fiscal year of a book, all previous periods (ordinary and closing) close automatically.

Menu Path:

Financial Management → General Ledger → General Operations → Close Period Entry

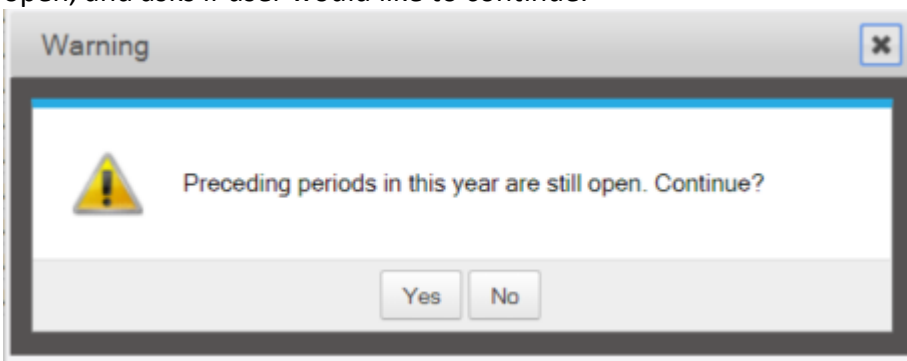


| Fiscal Periods | | | | | | | | | | |
|----------------|------|--------------------|-------------|--------------------|---------------|---------------------|------------|------------|-------------------------------------|---------|
| Company | Book | Fiscal Calendar ID | Fiscal Year | Fiscal Year Suffix | Fiscal Period | Close Fiscal Period | Start Date | End Date | Closed | Closing |
| 000 | MAIN | MAIN | 2017 | | 1 | | 01/07/2016 | 31/07/2016 | <input checked="" type="checkbox"/> | |
| 000 | MAIN | MAIN | 2017 | | 2 | | 01/08/2016 | 31/08/2016 | <input checked="" type="checkbox"/> | |
| 000 | MAIN | MAIN | 2017 | | 3 | | 01/09/2016 | 30/09/2016 | <input type="checkbox"/> | |
| 000 | MAIN | MAIN | 2017 | | 4 | | 01/10/2016 | 31/10/2016 | <input type="checkbox"/> | |
| 000 | MAIN | MAIN | 2017 | | 5 | | 01/11/2016 | 30/11/2016 | <input type="checkbox"/> | |
| 000 | MAIN | MAIN | 2017 | | 6 | | 01/12/2016 | 31/12/2016 | <input type="checkbox"/> | |
| 000 | MAIN | MAIN | 2017 | | 7 | | 01/01/2017 | 31/01/2017 | <input type="checkbox"/> | |
| 000 | MAIN | MAIN | 2017 | | 8 | | 01/02/2017 | 28/02/2017 | <input type="checkbox"/> | |
| 000 | MAIN | MAIN | 2017 | | 9 | | 01/03/2017 | 31/03/2017 | <input type="checkbox"/> | |
| 000 | MAIN | MAIN | 2017 | | 10 | | 01/04/2017 | 30/04/2017 | <input type="checkbox"/> | |
| 000 | MAIN | MAIN | 2017 | | 11 | | 01/05/2017 | 31/05/2017 | <input type="checkbox"/> | |
| 000 | MAIN | MAIN | 2017 | | 12 | | 01/06/2017 | 30/06/2017 | <input type="checkbox"/> | |

Although Close Period Entry defines a period as closed, the GL transactions for that period remain in user database. User can always post transactions to previous and future periods. If



user need, user can also print financial statements for any closed period. To prevent book updates in certain periods, use Earliest Apply Date.

| Screen/Form Close Period Maintenance Usage: | |
|---|--|
| 1 | In the Book field, select Main Book . The fiscal calendar created and assigned to the selected book in previous workshops, automatically populates the Fiscal Calendar field. |
| 2 | In the Fiscal Year/Suffix field, enter the current calendar year and press Tab . |
| 3 | Select period one's Closed check box. |
| 4 | <p>Read and understand the warning message that displays. The message advises that preceding periods in the selected year are open, and asks if user would like to continue.</p>  <p>The image shows a 'Warning' dialog box with a yellow warning triangle icon. The text inside the box reads: 'Preceding periods in this year are still open. Continue?'. At the bottom of the box are two buttons: 'Yes' and 'No'.</p> |
| 5 | In the Warning window, click Yes . |
| 6 | Click Save and exit Close Period Entry. |

GL Native Reports and Trackers

Transactions created in any of the modules mentioned above. User can filter this report for a specific fiscal period or for any date range, and can display transactions, or any combination of these.

Book Listing

Menu Path:

Financial Management → General Ledger → Reports → Book Listing

Use Book Listing to view the book listings for the company.

Chart of Accounts Listing

Menu Path:

Financial Management → General Ledger → Reports → Chart of Accounts Listing

Use the Chart of Accounts Listing to print a master list of the COA files for the active company.

All accounts are listed, in order of account category, with the normal balance displayed.

General Ledger

Menu Path:

Financial Management → General Ledger → Reports → General Ledger

The General Ledger Report lists detailed or summarized information for any range of accounts and periods by the book.

Journal Listing

Menu Path:

Financial Management → General Ledger → Reports → Journal Listing

User Journal Listing to produce a list of detailed journal entries for the periods and journals user select for a specific book.

Trial Balance

Menu Path:

Financial Management → General Ledger → Reports → Trial Balance

Use the Trial Balance Report to print balances from user trial balance account, as defined by user setup in Chart of Accounts Structure Maintenance. User can specify which segments and which balance level (detail or summary) to include in user report. User can also print period or daily balances.

The following type of information is available from the report, depending upon user selections:

- Year opening balance
- Period opening balance
- Period movement debit amount
- Period movement credit amount
- Period closing balance
- Average daily balance (for daily balance report)

GL Trackers

Journal Tracker

Menu Path:

Financial Management → General Ledger → General Operations → Journal Tracker

Chart Tracker

Menu Path:

Financial Management → General Ledger → General Operations → Chart Tracker

Journal Detail Tracker

Menu Path:

Financial Management → General Ledger → General Operations → Journal Detail Tracker

The three trackers available in the General Ledger module all display information based on activity specific to a book and fiscal year. Once user select a book and a fiscal year (or fiscal period in some cases) to track, the Journal Tracker displays information for the specific journal code user select, the Chart Tracker displays information on specific accounts chosen, and the Journal Detail Tracker displays current information about a specific journal record.

Approval Management

This module is very important for the case of an entity which requires user management in Approval rather than automatic approval of transactions. The module can interact with several transactions in the system such that, a transaction can be processed further before user approval. For example an AP invoice can't be posted after issue unless first submitted for approval and get approved.

Application Setup

Navigation Path: Financial management → Approval Management → Setup → Approver Module

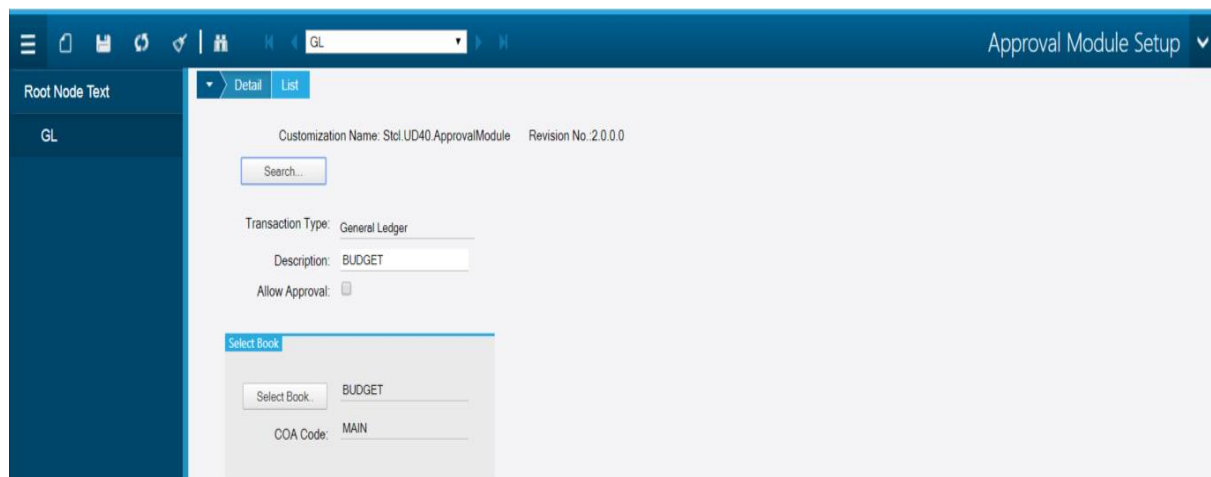
Transaction Type



The screenshot shows the 'Approval Module Setup' window with the 'Transaction Type' tab selected. The left sidebar shows 'Root Node Text'. The main area displays the following fields:

- Customization Name: Stcl.UD40.ApprovalModule Revision No.:2.0.0.0
- Search... button
- Transaction Type: (empty text field)
- Description: (empty text field)
- Allow Approval: ☐

- Add new Transaction Type
- Provide the description
- In case required book details then select book from "Select Book"
- Save and Exit



The screenshot shows the 'Approval Module Setup' window with the 'Transaction Type' tab selected. The left sidebar shows 'GL'. The main area displays the following fields:

- Customization Name: Stcl.UD40.ApprovalModule Revision No.:2.0.0.0
- Search... button
- Transaction Type: General Ledger
- Description: BUDGET
- Allow Approval: ☐

Below the main fields, there is a 'Select Book' section with the following fields:

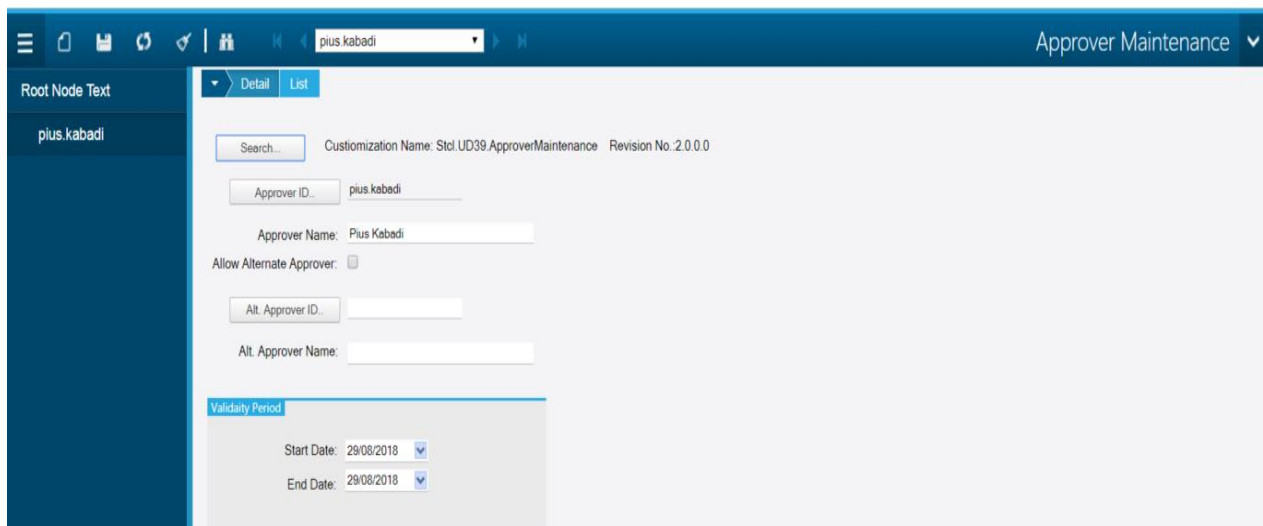
- Select Book... button
- BUDGET
- COA Code: MAIN

Note:- In the case of budget entry approval or budget related transactions approval book is mandatory.

Approver Maintenance

Navigation Path: Financial management → Approval Management → Setup → Approver Maintenance

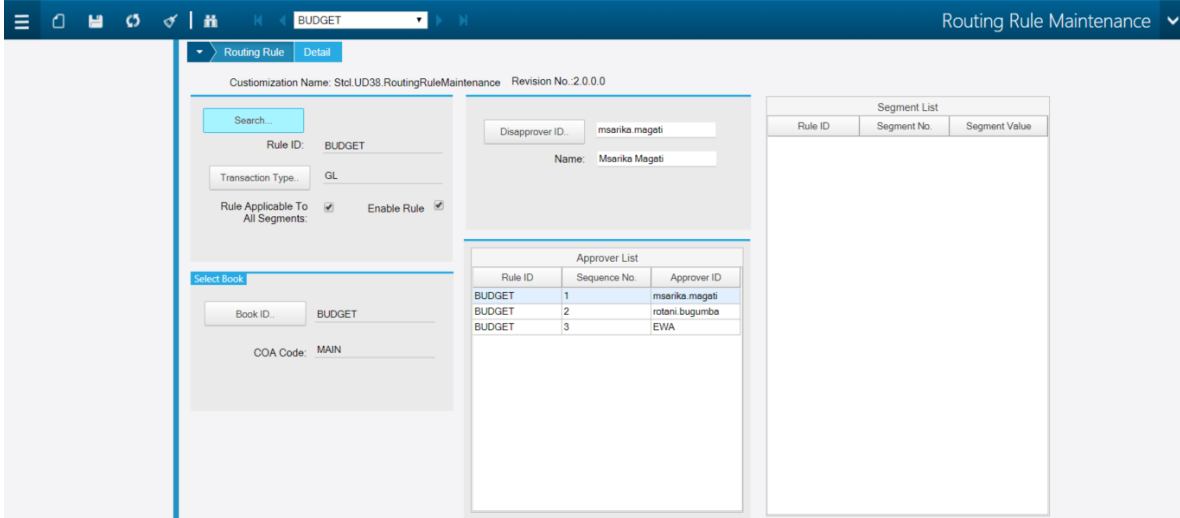
- Add new
- Search and select the approvaer on the Approver ID
- In case alternate approver required then search "Alt. Approver ID" after selecting the approver. Then enter the start and End Dates of this alternative.
- Save and Exit.



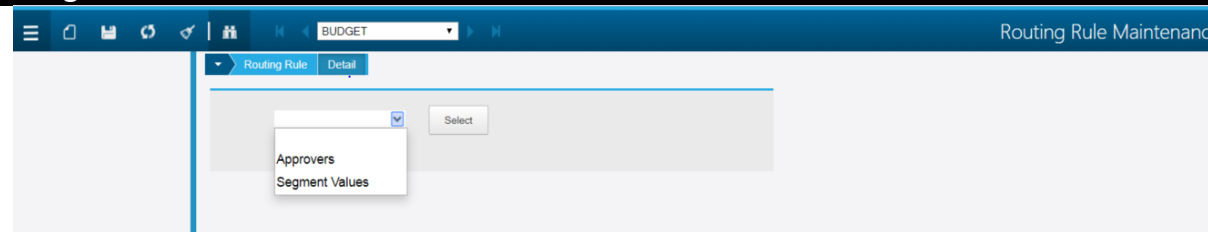
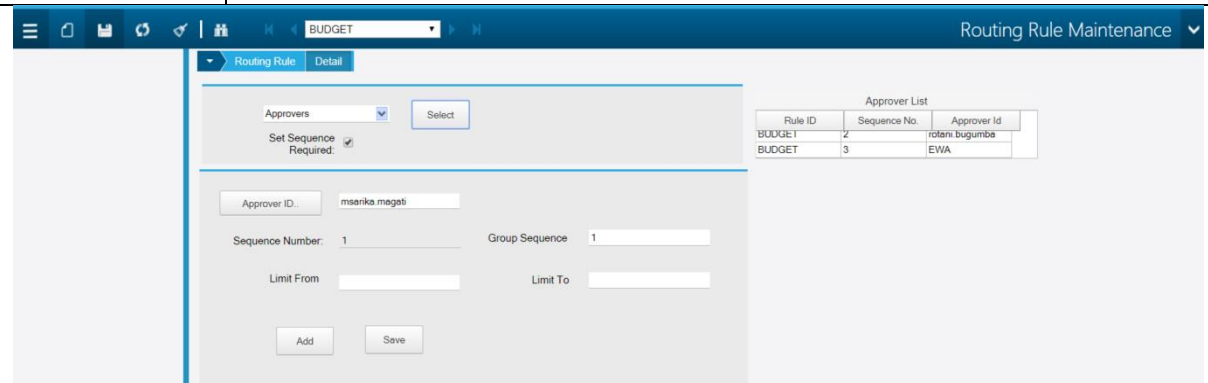
The screenshot displays the 'Approver Maintenance' form. At the top, there is a search bar with 'pius.kabadi' entered. Below the search bar, the 'Approver ID' field is populated with 'pius.kabadi' and the 'Approver Name' is 'Pius Kabadi'. The 'Allow Alternate Approver' checkbox is unchecked. The 'Alt. Approver ID' and 'Alt. Approver Name' fields are empty. The 'Validity Period' section shows 'Start Date' and 'End Date' both set to 29/08/2018.

Routing Rule Maintenance

| Objective | To Create Routing Rule |
|-----------------|---|
| Comments | |
| Navigation Path | Financial management → Approval Management → Setup → Routing Rule Maintenance |
| Responsibility | As per User Matrix |



| Screen/Form | Routing Rule Maintenance |
|-------------|--|
| Usage: | |
| 1 | From Menu Icon→File → Click New. Routing Rule tab is activated. |
| 2 | Enter “Rule ID” in the Rule ID field |
| 3 | Click Transaction Type button, Search and Select required transaction type. |
| 4 | Check the checkbox for “Rule Applicable to all segments” in case all segments of transactions will get approved by approver. |
| 5 | Check “Enable Rule” box. |
| 6 | Click Book ID button, Search and Select required Book ID. |
| 7 | Click Disapprover ID button, Search and Select required disapprover. |
| 8 | Click Save. |
| 9 | Go to Detail Tab. |
| 10 | Click the drop down arrow from the Select field, and select “Approvers” option. |

| Screen/Form Routing Rule Maintenance | |
|---|--|
| Usage: | |
|  | |
| 11 | Click the Select button. The remain half of the form will open up. |
| 12 | Check "Set Sequence Required" box. |
| 13 | Click Add button below. To add approver. |
| 14 | Click on Approver ID button, search and select the required approver. |
| 15 | Sequence Number, will auto generate. |
| 16 | Enter Group Sequence number in Group Sequence field. Group sequence number is based on approval hierarchy. |
| 17 | Enter approval limits or ceiling amount in "Limit From" field and "Limit To" field. |
|  | |
| 18 | Click Save button. |

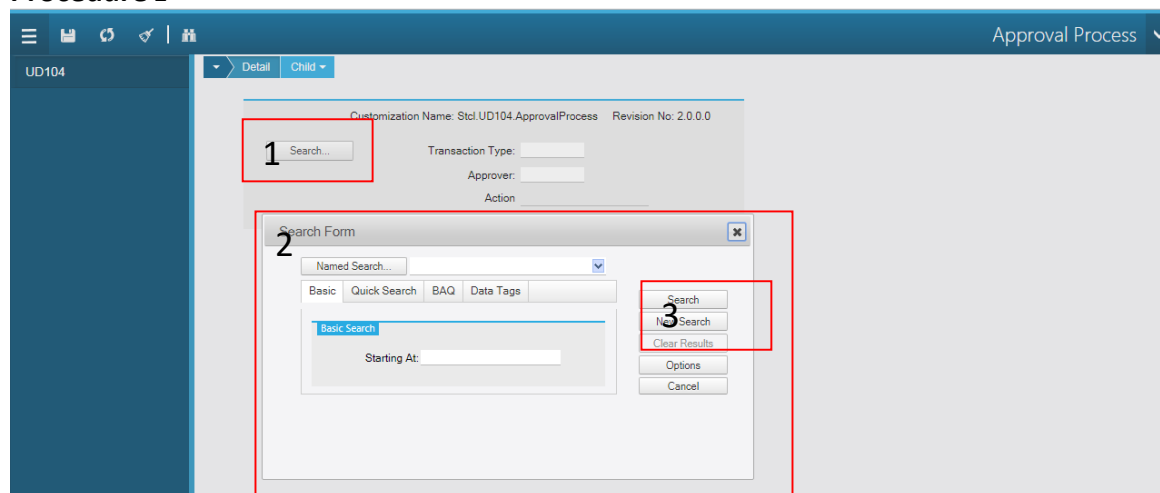
General Operations

Approval Process

This program is used to approve transactions for further processing

| Objective / Comments | Approval of Transactions |
|----------------------|---|
| Navigation Path | Financial management → Approval Management → General Operations → Approval Process |
| Responsibility | As per User Matrix |

Procedure 1



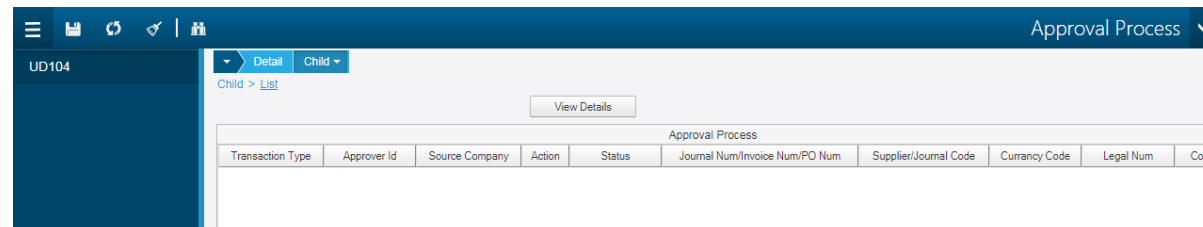
Click Search to initiate Search Form

The search form will appear for transaction listing

Click Search again on the Search Form to list the transactions eligible to approve by the current user

Select the transaction(s) then click OK to load them to the Approval Program

Procedure 2



1. Select Approved on Detail Sheet
2. Navigate to Child then click List to see all the transaction selected
3. Check (tick) the box(es) on Action column to make imply the transactions are approved

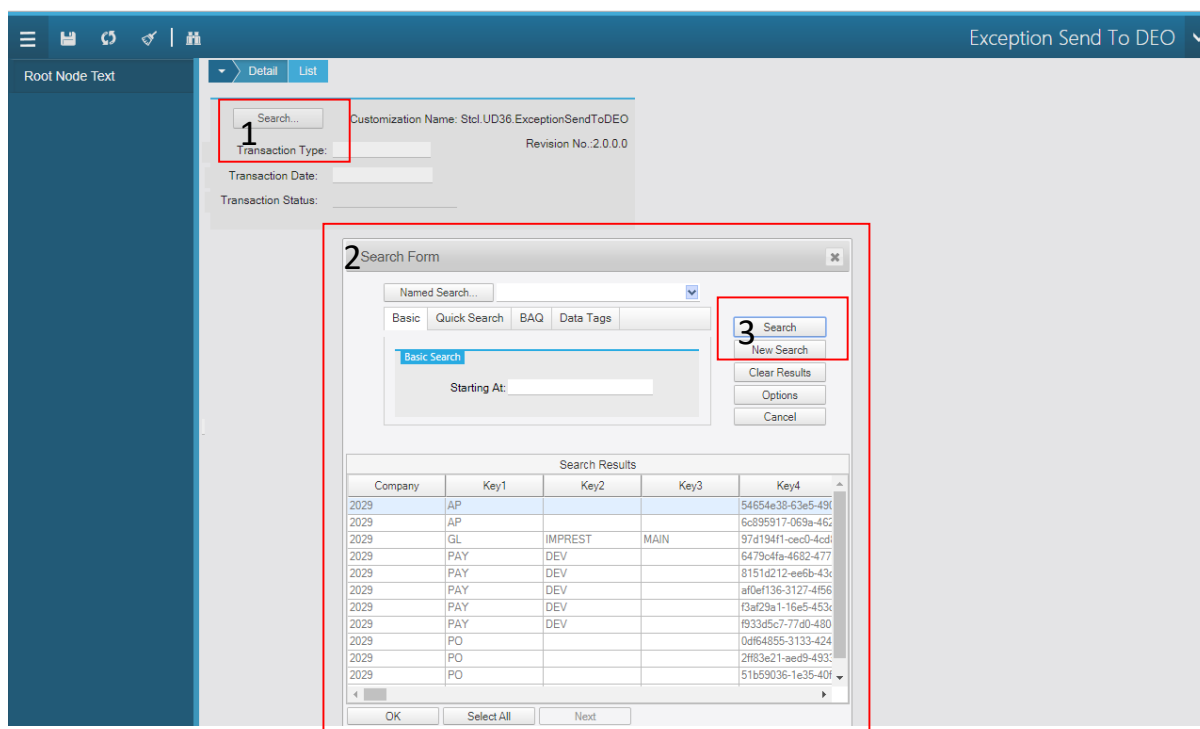
4. Click Save icon from the menu bar to save the changes

Exception Send to DEO

This program is used to un-approve transactions. The approved transactions are moved back to the initiator of the data entry for modification or removal of the transaction.

| Objective / Comments | Approval of Transactions |
|----------------------|---|
| Navigation Path | Financial management → Approval Management → General Operations → Exception Send to DEO |
| Responsibility | As per User Matrix |

Procedure 1



1. Click Search to initiate Search Form
2. The search form will appear for transaction listing
3. Click Search again on the Search Form to list the transactions eligible to disapprove by the current user
4. Select the transaction(s) then click OK to load them to the Approval Program

Procedure 2

| Exception Send To DEO | | | | | | | | | | |
|-----------------------|------------------|--------------------------|--------------|--------------|----------------------|----------|--------------------|--------------------------|---------------|--|
| Send To DEO | | | | | | | | | | |
| Company | Transaction Type | GL/AP Invoice/PO/PAY No. | Journal Code | Legal Number | Transaction Ctrl Num | GroupId | Transaction Status | Send To DEO | Currency Code | |
| 2029 | AP | 3432 | TEST | PV2017000020 | | | APPROVED | <input type="checkbox"/> | | |
| 2029 | AP | IMJ000014 | IMPRES1 | PV2017000011 | | | APPROVED | <input type="checkbox"/> | | |
| 2029 | GL | 16 | IMJ | IMJ000016 | IMJ000016 | 00000027 | APPROVED | <input type="checkbox"/> | | |
| 2029 | PAY | 42 | IMPRES1 | | | 20290 | APPROVED | <input type="checkbox"/> | | |
| 2029 | PAY | 46 | TEST | | | 20290 | APPROVED | <input type="checkbox"/> | | |
| 2029 | PAY | 43 | TEST | | | 00000293 | APPROVED | <input type="checkbox"/> | | |
| 2029 | PAY | 44 | TEST | | | 00000293 | APPROVED | <input type="checkbox"/> | | |
| 2029 | PAY | 41 | TEST | | | 20290 | APPROVED | <input type="checkbox"/> | | |
| 2029 | PO | 100000001 | TEST | | | | APPROVED | <input type="checkbox"/> | | |
| 2029 | PO | 100000005 | TEST | | | | APPROVED | <input type="checkbox"/> | | |
| 2029 | PO | 100000002 | TEST | | | | APPROVED | <input type="checkbox"/> | | |
| 2029 | PO | 100000004 | TEST | | | | APPROVED | <input type="checkbox"/> | | |

1. Navigate to Child then click List to see all the transaction selected
2. Check (tick) the box(es) on Send to DEO column to empty the transactions are disapproved
3. Click Save icon from the menu bar to save the changes

Accounts Receivable

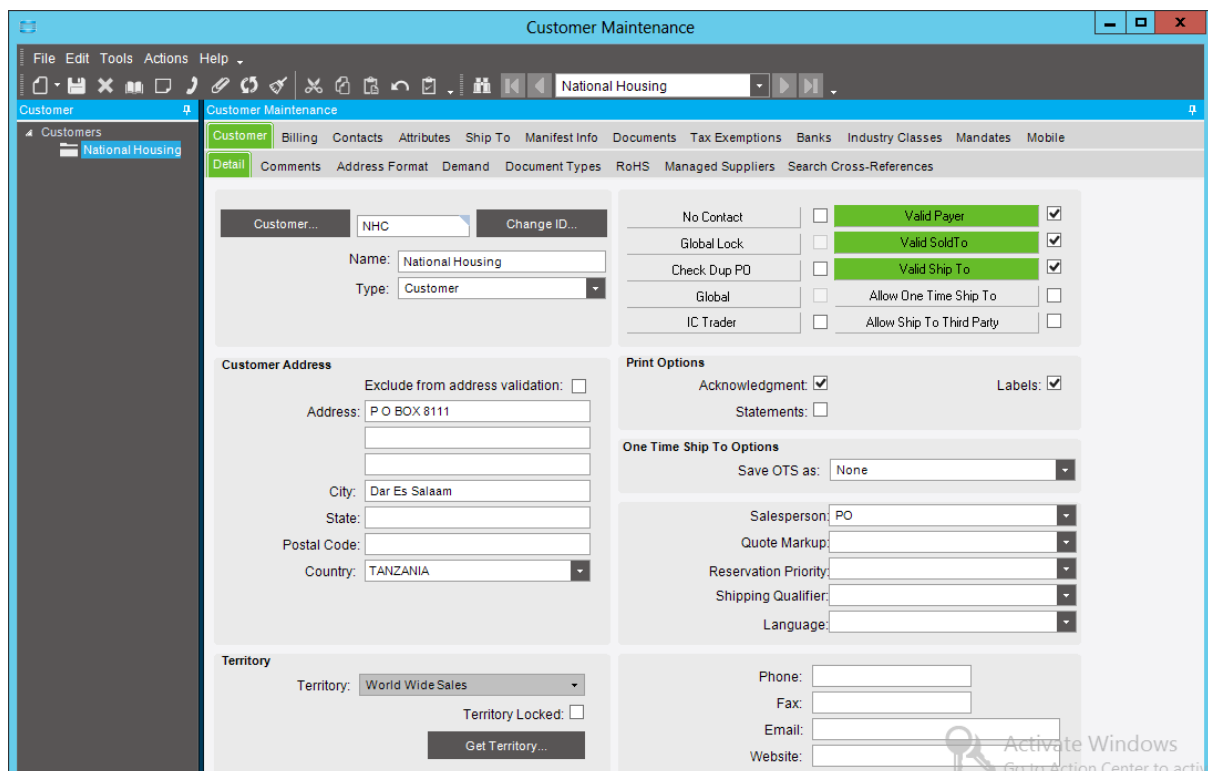
Accounts Receivable (AR) module's concepts and reporting tools include maintenance program setup, various AR processes, and how to recognize the impact these processes have on the general ledger (GL). The discussion follows the process and transaction flow for the AR cycle, from Invoicing to receipting with appropriate adjustments.

Application Setup

Customer

Use the **Customer → Detail** sheet to enter the primary information about the customer, including a customer identifier and the customer's main address. There are other options user define here as well, such as the customer's language and the customer's main salesperson.

| Objective / Comments | Creating Customer |
|----------------------|---|
| Navigation Path | Financial management → Account Receivable → Setup → Customer |
| Responsibility | As per User Matrix |



The screenshot displays the 'Customer Maintenance' window in Epicor ERP. The 'Customer' tab is active, showing the following details:

- Customer ID:** NHC
- Name:** National Housing
- Type:** Customer
- Customer Address:**
 - Exclude from address validation: ☐
 - Address: P O BOX 8111
 - City: Dar Es Salaam
 - State:
 - Postal Code:
 - Country: TANZANIA
- Territory:** World Wide Sales
- Print Options:**
 - Acknowledgment: ☒
 - Labels: ☒
 - Statements: ☐
- One Time Ship To Options:**
 - Save OTS as: None
 - Salesperson: PO
 - Quote Markup:
 - Reservation Priority:
 - Shipping Qualifier:
 - Language:
- Phone:**
- Fax:**
- Email:**
- Website:**

| Screen/Form Customer Maintenance Usage: | |
|---|---|
| 1 | Click on the new icon, select New Customer in order to create a new Customer. |
| 2 | Type the Customer ID in the Customer field. |
| 3 | Type the name of the Customer in the Name field. The Approved check box is selected by default when entering a new customer. |
| 4 | In Type , Zoom and Select Customer type. |
| 5 | Enter the Customer's Address. |
| 6 | In Country field, Zoom and Select a country. |
| 7 | In the Territory field, click get territory . |
| 8 | Put a check mark on the Statement field for this customer so that user can view customer's statement report anytime. |
| 9 | Go to Billing tab and update extra information regarding to this customer such as TIN number in the TAX ID field. |
| 10 | Go to Billing→ Credit→Credit Detail sheet and un tick the Credit Hold |
| 11 | Click on the new icon and select New GL Control , insert the type and control. |
| 12 | Type in the rest of appropriate information. |
| 13 | Click Save and Exit Customer form. |

Terms

Use Terms Maintenance to establish conditions that define how customers pay their invoices (for example, discounts, number of payments, and payment frequency). Terms define the due dates, payment frequency, applicable discounts, and number of payment installments. Each accounts receivable (AR) code defines a time period and a discount percentage period schedule.

Main Path: Accounts Receivable →Setup→Terms

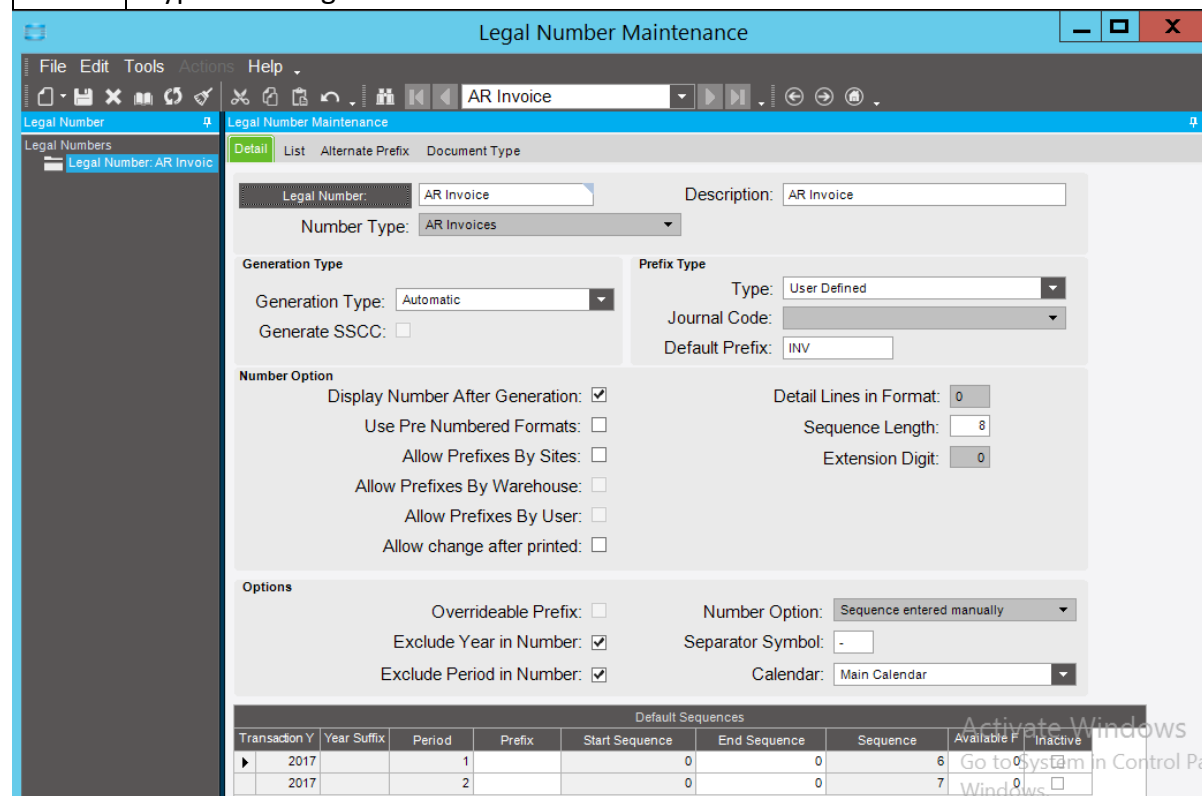
To begin setting up the selling terms, select one of the following term code types:

1. **Days**
2. **Day of Month**
3. **End of X Month(s) On Y Day(s)**

Legal Number

Use Legal Number Maintenance to define how legal numbers are set up for documents, such as invoices, packing slips, and master packs.

| Legal Number | |
|--------------|---|
| 1. | Click on the drop down and select New Legal Number |
| 2. | On the Legal Number ID type the ID and Description of the same, example AR Invoice and AR Invoice. |
| 3. | Select the Number Type corresponding to the transactions example AR Invoices. |
| 4. | On the Prefix Type select User Defined and on Default Prefix put the initial alphabets for the legal number example INV |
| 5. | Leave the Generation Type to remain as Automatic. |
| 6. | Click the check box for Display Number After Generation. |
| 7. | Define the length of the legal number, example 8 characters. |
| 8. | If the organization wishes to exclude Fiscal Periods and Fiscal Year in the Legal number, then put the checkbox in the 2 boxes. |
| 9. | Navigate to document type and select the document type for particular legal number and assign. NB: System Administrator needs to create Documents Type for all legal numbers. |



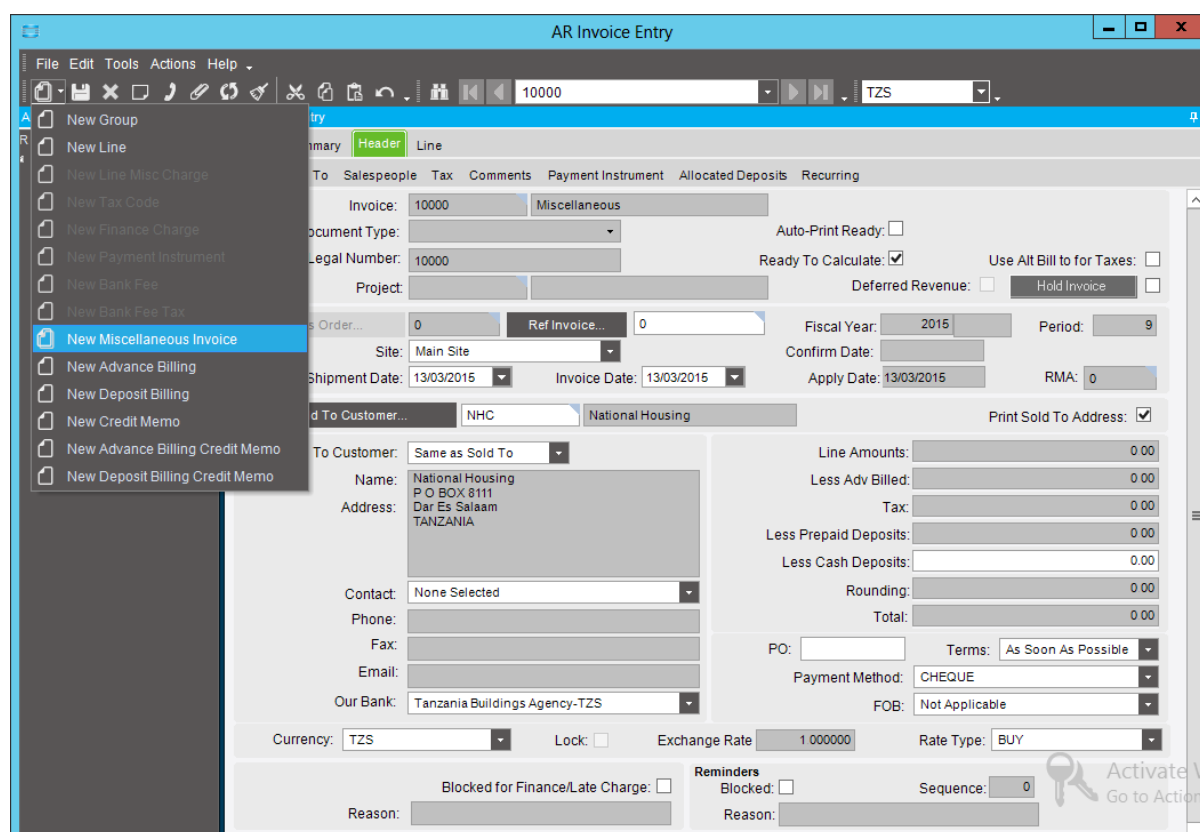
| Transaction Y | Year Suffix | Period | Prefix | Start Sequence | End Sequence | Sequence | Available F | Inactive |
|---------------|-------------|--------|--------|----------------|--------------|----------|-------------|----------|
| 2017 | | 1 | | 0 | 0 | 6 | 0 | |
| 2017 | | 2 | | 0 | 0 | 7 | 0 | |

General Operations

AR Invoice Entry

The **AR Invoice Entry** will be used to bill customers where applicable.

| Objective/Comment | Processing AR Invoices |
|---------------------|--|
| Requirement | The user must have access to Invoice entry form in Accounts Receivable. |
| Navigation Path | Financial Management → Accounts Receivable → General Operations → Invoice Entry |
| Responsibility with | As per Matrix (i.e. MoFP – GF Functional Security matrix) |



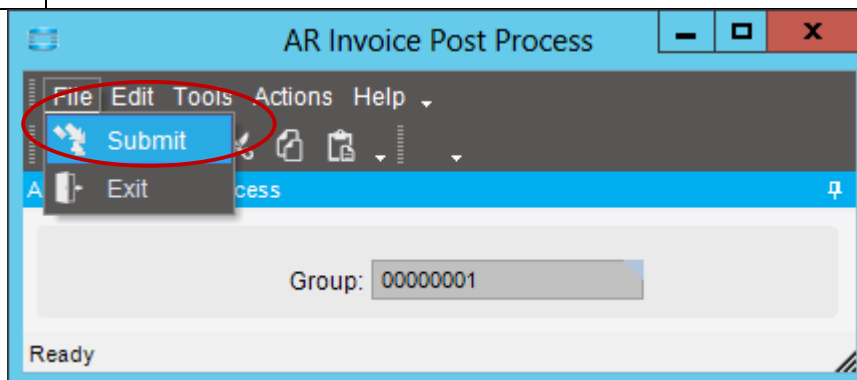
The screenshot displays the 'AR Invoice Entry' window. A menu on the left lists various invoice types, with 'New Miscellaneous Invoice' selected. The main form area contains fields for 'Invoice' (10000), 'Invoice Date' (13/03/2015), 'Customer' (National Housing), and 'Currency' (TZS). It also includes sections for 'Tax', 'Payment Instrument', and 'Allocated Deposits'. The 'Total' field shows 0.00. The 'Print Sold To Address' checkbox is checked.

Screen/Form AR Invoice Entry

Usage:

| | |
|----|---|
| 1. | Click on the New icon and Select New Group. The group ID will automatic generate. |
| 2. | Change the apply date and Invoice date if necessary. |

| Screen/Form | AR Invoice Entry |
|---------------|--|
| Usage: | |
| 3. | Click Save. |
| 4. | Go to New icon and Select new miscellaneous invoice . |
| 5. | Zoom and Select Customer on Sold To Customer field. |
| 6. | Change the Currency in the Currency field if the invoice is for other currency than TZS. |
| 7. | Enter full details the narrations in the Comment field to appear in the report |
| 8. | SAVE |
| 9. | Click on New icon and select New Line . |
| 10. | Enter in brief the description of the Invoice in the Description field. |
| 11. | Type the quantity and unit price in the quantity and unit price fields respectively. Save . |
| 12. | Click the Get Default button then, right click in the Account field to search for a revenue account. Save once selected |
| 13. | Repeat step 9 to 12 if users need to append more than one account. |
| 14. | Click on the Action Menu, Group, Select Edit List . |
| 15. | Print Preview to review the transactions and close the preview window. |
| 16. | Click on the Action Menu, Group, Print Invoices, print preview to preview the Invoice, print invoice. |
| 17. | Click on the Action Menu and Select Post . |
| 18. | Posting window appears. Click Submit, close the form. |



Cancellation of Invoice

AR Invoice Entry provides the ability to directly cancel a posted invoice. This results in creation of credit memo directly against the invoice selected for cancellation. This process copies all previous invoice lines and detail information into the credit memo.

1. Automatic Creation of Credit Memo.

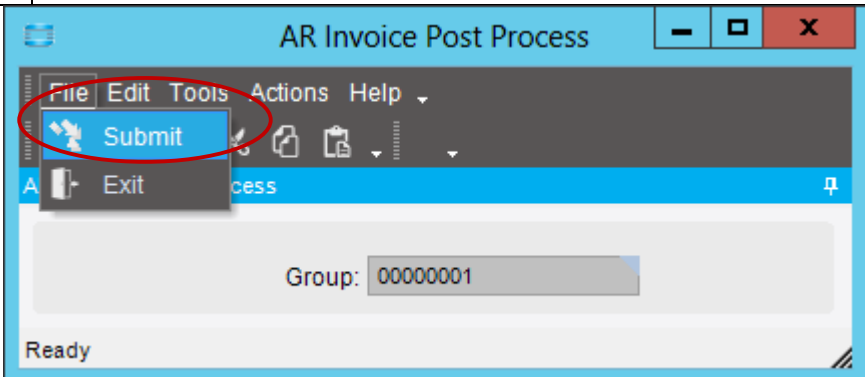
Note: For this form to be active, System Admin should ensure the Bank Account is attached in the Company Configuration form under **Modules-Sales-Order** tab in the **Default Bank** field.

Menu Path:

Financial Management → Accounts Receivable → General Operations → Invoice Entry

| Steps | AR Invoice Entry Form |
|-------|--|
| 1. | From the New menu, select New Group . System will automatic generate the Group ID. |
| 2. | Change the Apply Dates & Invoice dates as per the Invoice issued. |
| 3. | Click Save . |
| 4. | From the Actions menu, select Create Cancellation Invoice . The Create Cancellation Invoice window displays |
| 5. | In the Legal Number field, search and select the legal number of the issued invoice. |
| 6. | Click on the drop down arrow for Document Type and select Credit Memos. |
| 7. | Another window will open asking 'Are you Sure'. Click Yes |
| 8. | Review the Cancellation Invoice created and Note the amount being Negative. |
| 9. | Enter the details relating to the cancellation on the Credit Memo. |
| 10. | From the Actions menu, select Group → Post . The AR Invoice Post Process window displays. |
| 11. | The AR Invoice Post Process window displays. Close the AR Invoice Post Process window |

2. Manual Creation of Credit Memo

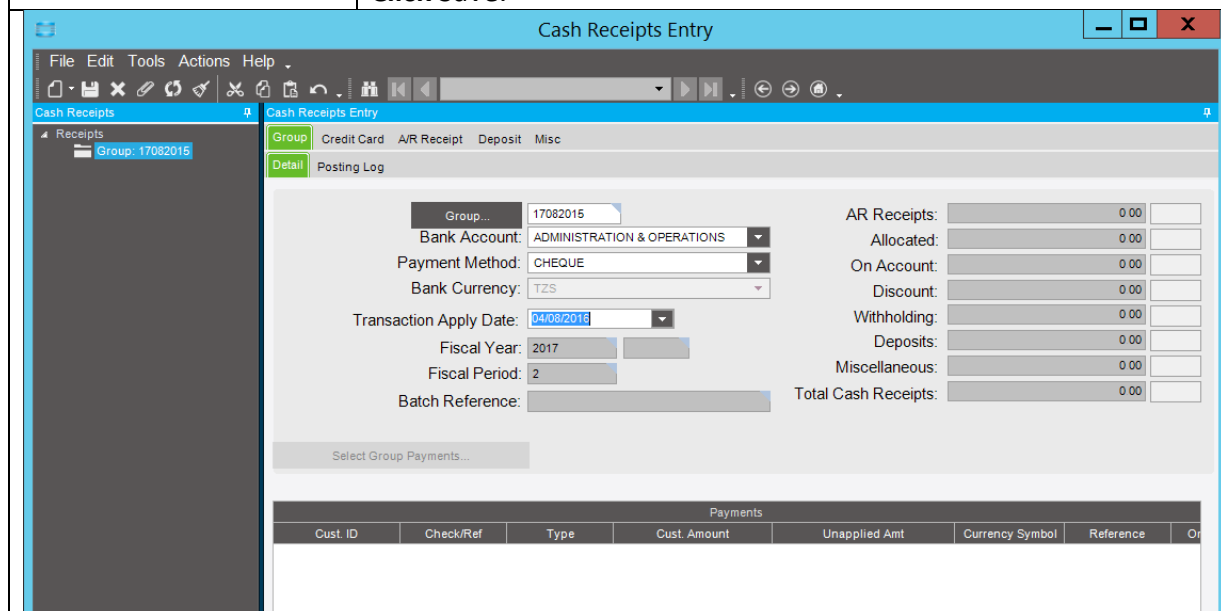
| Screen/Form AR Invoice Entry Usage: | |
|--|--|
| 1. | Click on the New icon and Select New Group. The group ID will automatic generate. |
| 2. | Change the Apply Dates & Invoice dates as per the Invoice issued. |
| 3. | Click Save . |
| 4. | Go to New icon and Select New Credit Memo . |
| 5. | Zoom and Select Customer on Sold To Customer field. |
| 6. | Use the Ref Invoice and search and select the Invoice issued. SAVE |
| 7. | Click on New icon and select New Line . |
| 8. | Enter in brief the description of the Invoice in the Description field. |
| 9. | Type the quantity and unit price in the quantity and unit price fields respectively as per the Invoice issued. Save . |
| 10. | Repeat the step above if the invoice had more than one line. |
| 11. | Click the Get Default button then, right click in the Account field to search for a revenue account. Save . |
| 12. | Click on the Action Menu, Group, Select Edit List . |
| 13. | Print Preview to review the transactions to verify if the transactions have reversed. |
| 14. | Click on the Action Menu, Group, Print Invoices, print preview to preview the Invoice, print invoice. |
| 15. | Click on the Action Menu and Select Post . |
| 16. | Posting window appears. Click Submit, close the form. |
|  | |

Cash receipt entry

Note: Integrated Revenue Management System will be used to capture both Invoiced and Miscellaneous Invoices.

Cash Receipt records payments made by customers or received from sources other than Customers. This can be Cash Receipt originating from AR Invoice or miscellaneous payment.

| Objective/Comment | To record Disbursement Revenues |
|---------------------|--|
| Requirement | User must have access to Cash Receipt Entry in the Accounts Receivable or in the Cash Management. |
| Navigation Path | Financial Management → Accounts Receivable → General Operations → Cash Receipt Entry |
| Responsibility with | As per User Matrix |
| | Click on the New icon and Select New Group |
| | On the Group field, type the ID for the group. An ID for the group may be the disbursement receipt date. |
| | Select bank account on the Bank Account filed. A correspondent Payment Method will display. If not, click the drop down and select the method to be used. |
| | The Transaction Apply Date defines the date that is placed on the cash receipts within the group. The current date is displayed by default. If user need, Select a different date. |
| | Click Save. |



For AR Invoice Receipt

| | |
|--|---|
| | Go to standard tool bar Click on the New icon and the Select New Invoice payment. |
| | On the AR Receipt header sheet, fill all the necessary basic fields: |

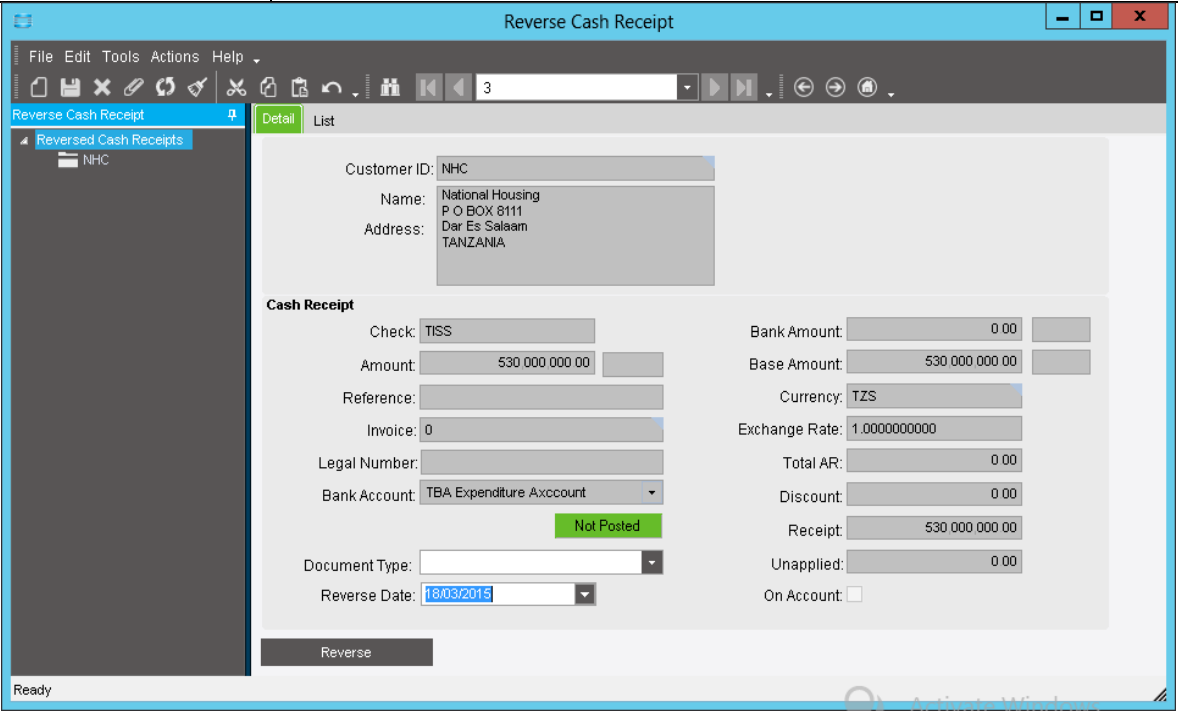
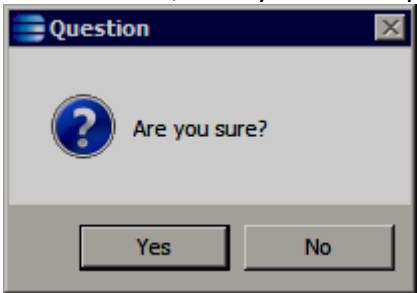
| Objective/Comment | To record Disbursement Revenues |
|---|--|
| | <ul style="list-style-type: none"> i. Check: Enter the Deposit number as per the receipt ii. Receipt Amount: Amount received. iii. Reference: Short description of the receipt |
| | Customer ID: Search and select the Customer with whom the payment is received from |
| | Click Save . |
| | Go to Invoice Selection tab and retrieve the invoices to be applied to. Apply the transaction by checking the selected box. |
| | Click on Actions and Post the transaction to GL |
| | Use IFMIS tool to print the report. |
| For Non AR Cash Receipts (Miscellaneous Cash Receipts) | |
| | After step no 5. Click on New icon and select Misc Payment |
| | On the Misc header, fill all the necessary basic fields: <ul style="list-style-type: none"> i. Check: Enter the Deposit number as per the receipt ii. Amount: Amount received. |
| | Reference: Short description of the receipt |
| | Click SAVE |
| | On the Account field right click, Open With and select General Ledger Search to search and select the GL Account |
| | Once the Revenue account has been selected, Click on the Actions and select Post to post the transaction to General Ledger. |

Reverse Cash Receipt

Navigation Path: Accounts Receivable→General Operations→Reverse Cash Receipt

Note:

- i. Reverse Cash Receipt reverse receipt originating from AR Invoice only.
- ii. Use **Reverse Cash Receipt** to reverse a posted cash receipt

| Screen/Form Reverse Cash Receipts | |
|---|--|
| Usage: | |
| 1. | Click on Search Button. |
| 2. | Select Receipt user want to Reverse. |
|  | |
| 3. | On Reverse Date select the date of Reverse. |
| 4. | Click Reverse , "Are you sure?" pop up message appear.  |
| 5. | Click Yes , to proceed or No to cancel then exit the form. |

AR Native Reports and Trackers

This section focuses on the reports and trackers important to the AR process. Trackers are available in most modules and are located in the General Operations folder of a respective module. Many trackers display in multiple modules.

Aged Receivable Report

The **Aged Receivables Report** displays open Accounts Receivable (AR) invoices and sorts them into default aging columns which are defined in Aging Report Format Maintenance. The total on this report should reconcile with the ending balance of the AR GL account.

AR Invoice Balance Report

Use the **AR Invoice Balance Report** to display customer invoice balance information in a report format.

User can filter using various criteria including Customer, Customer Group, GL Control, and GL Accounts.

Customer Tracker

Use the Customer Tracker to view information about a customer. Various sheets contain information pertinent to that sheet. Each sheet contains links to additional trackers. For instance, the Invoice sheet can take user to the Invoice Tracker. The Invoice sheet also provides the ability to see an online aging report for a selected customer.

Cash Receipts Tracker

The Cash Receipts Tracker displays information about cash receipt records in a Dashboard format.

Invoice Tracker

Use the AR Invoice Tracker to drill into selected invoices and get information for an invoice. This includes information such as the posted status, shipping information, payment activity, schedules, GL transactions, header and line item information, as well as any memos linked to the selected invoice. You can also track recurring AR invoices.

Customer Statement

Use Customer Statements Report to send out statement forms to customers to recap Accounts Receivable activity. Customers can then review their transactions. Customer statements can be printed at any time using any date range.

AR Reconciliation



Use the AR Reconciliation Report to print a single report to assist in reconciling Accounts Receivable (AR) balances with the General Ledger (GL). The AR Reconciliation Report shows any differences between amounts and transactions that post to the GL and the AR sub-ledger.

Accounts Payable

Use the **Accounts Payable (AP)** module to enter supplier invoices for purchases that user make and then create checks for the invoices to pay.

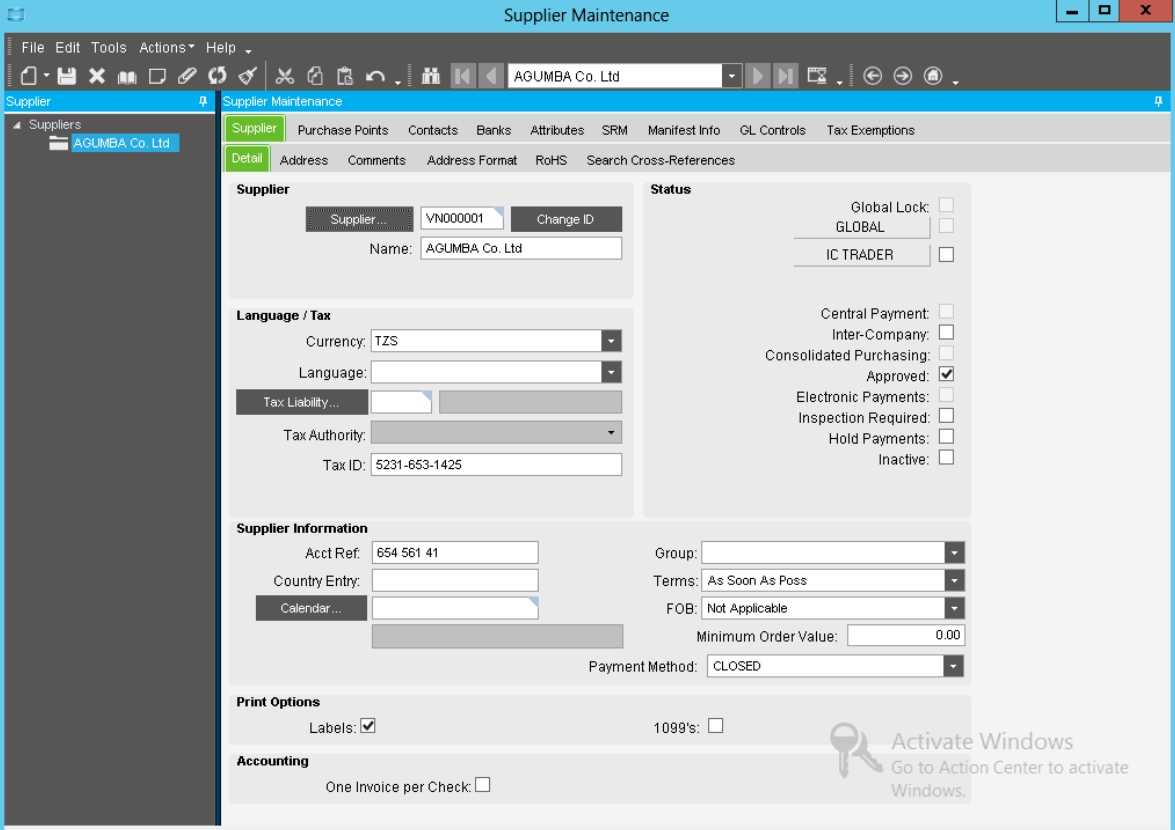
The application can generate payments for all invoices due, those for a particular supplier, or only for specific invoices. If a supplier calls to discuss an invoice, user can have a complete information at user's fingertips and that history can be kept indefinitely.

Application Setup

Supplier/Vendor

Use Supplier Maintenance program to create suppliers records. Supplier's records are used in several programs and are crucial for creating purchase orders and accounts payable invoices.

| Objective / Comments | Creating Suppliers |
|----------------------|---|
| Navigation Path | Material Management → Purchase Management → Setup → Supplier Or Financial Management → Accounts Payable → Setup → Supplier |
| Responsibility | As per User Matrix |



| Screen/Form Usage: | Supplier Maintenance |
|--------------------|---|
| 1. | Click on the new icon and Select New Supplier in order to create a new supplier. |
| 2. | Type the supplier ID on the supplier field. |
| 3. | Type the name on the supplier in the Name field. The Approved check box is selected by default when entering a new supplier. |
| 4. | Enter Tax Identification Number (TIN) in the Tax ID field and VAT Registration Number (VRN) on the Acct Ref . |
| 5. | The following fields are option while creating a new supplier record in the Detail tab. Group: If the organization differentiate internal and external supplier Terms: Payment terms to be used while Invoicing Ship Via: Method of delivering the services/goods FOB: This can be left Not Applicable Payment Method: Method used for payment. |
| 6. | Go to Address tab and enter the Address of the supplier to include P.O. Box, Phone Number, City etc |
| 7. | On New icon select New GL Control |
| 8. | Search and select the Type in the Type field and select AP Account |
| 9. | In the Control button click and search already predefined GL controls based on the supplier. |
| 10. | Click Save and Exit Supplier form. |

General Operations

AP Invoices Entry (Payment Voucher)

Accounts Payable (AP) invoices are used to record and track payments made against linked shipping receipts, purchase orders and other miscellaneous AP financial transactions.

Use AP Invoice Entry to record payments to suppliers. There are three types of AP Invoices;

- i. Miscellaneous AP Invoice
- ii. AP Invoice Originating from LPO
- iii. AP Invoice Originating from Imprest Module

All AP invoices are created and posted through AP invoice groups. User can use this program to create both regular invoices and debit memos. Within regular invoices, each line must be assigned a specific type; the available types are Receipt Line and Miscellaneous Expense Line.

AP Invoices Entry

| Objective/Comment | Processing Invoices |
|---------------------|---|
| Requirement | User must have access to Invoice entry form in Accounts Payable. |
| Navigation Path | <i>Financial Management → Accounts Payable→ General Operations → Invoice Entry</i> |
| Responsibility with | As per Matrix (i.e. MoFP – GF Functional Security matrix) |

Objective/Comment **Processing Invoices**

AP Invoice Entry

File Edit Tools Actions Help

New Group
New Invoice
New GL Control
New Late Cost
New Debit Memo
New DMR Credit Line
New Header Charge
New Header Charge Tax Code
New Header GL
New Receipt Line
New Misc Line
New Unreceived Line
New Adv Bill Line
New Asset Line
New Job Misc Line
New Job Charge
New Header Tax Code
New Line GL
New Line Charge
New Line Tax Code

Summary Header Lines

Misc Charge Comments GL Control 3rd Party Late Cost Recurring Invoices

Ref PO... 0
Supplier... VN000001 Central Payment ☐
Name: AGUMBA Co. Ltd
Address:
Invoice: 1/4
Document Type:
Invoice Date: 04/03/2015
Apply Date: 04/03/2015
Fiscal Year: 2015 Period: 9
Confirm Date:
Description: MALIPO YA COMPUTER
Invoice...
Amount: 150,000,000.00
Terms: As Soon As Poss
Due Date: 05/03/2015
Payment Method: CLOSED
Letter of Credit...
Pre-Payment...
Hold Invoice ☐ Hold Payments ☐
Matched ☐ Allow Override ☐

Invoice Summary Ready To Calculate: ☒
Line Amounts: 0.00
Header Misc Charges: 0.00
Tax: 0.00
Rounding: 0.00
Less Pre-Payment: 0.00
Total: 0.00
Variance: -150,000,000.00

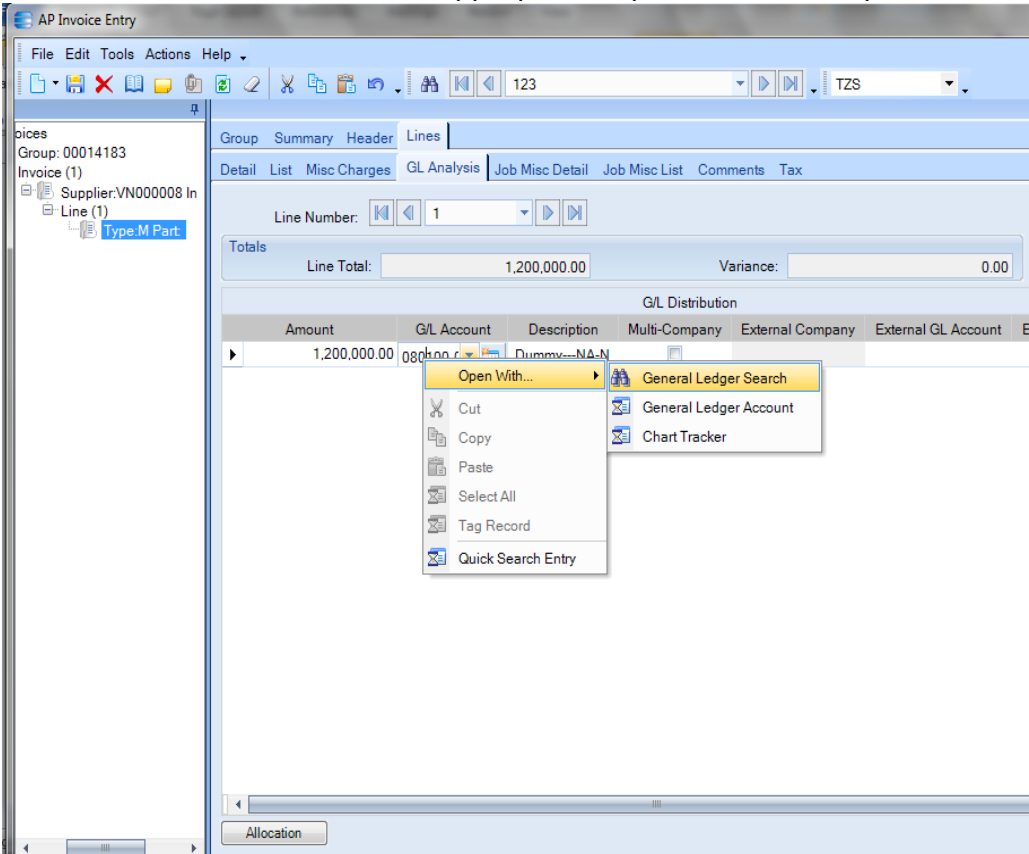
Currency Currency: TZS
Rate Type: BUY
Exchange Rate: 1 000000
Lock: ☐

Prompt Payment Discount Date:
Fixed Amount: ☐
Amount: 0.00

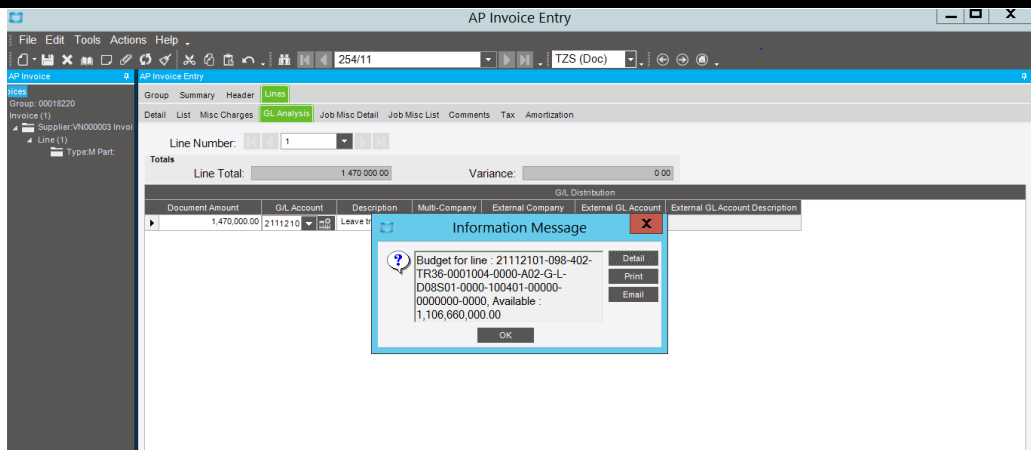
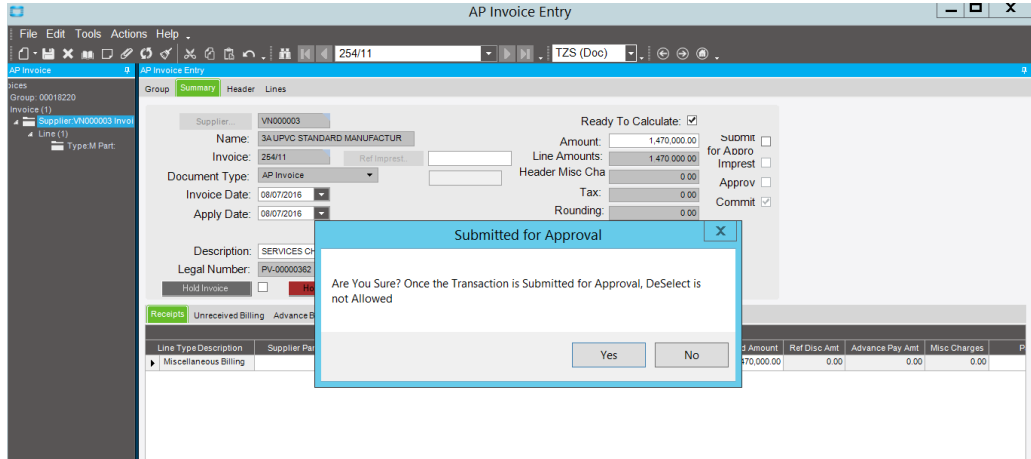
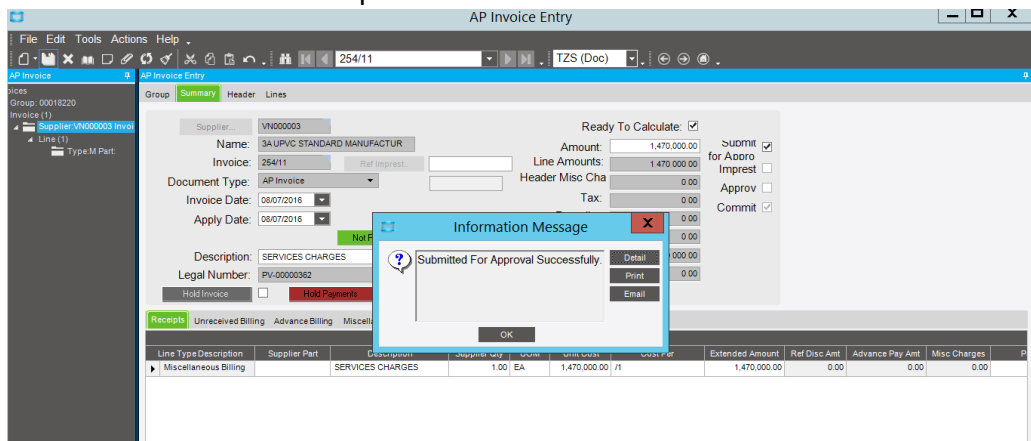
Central Payment Link Information Company:
Invoice: Activate Windows
Legal Number: Go to Action Center to activate Windows.

Bank Information

| | |
|-----|---|
| 1. | Click on the New icon and Select New Group. <i>AP Invoice groups collect invoices and post them to the same GL fiscal period at the same time.</i> |
| 2. | On the Group ID system will automatically assign group number. |
| 3. | In the Apply date field, change the date (where necessary) Click Save. |
| 4. | Go to New icon and Select New invoice to record supplier invoice details for payments. |
| 5. | Header sheet will automatically open, zoom and select Supplier on Supplier field, if supplier has reference PO, Zoom and select PO on REF PO field. The PO number, supplier code, and name will populate automatically. If supplier does not have reference PO then do not select any reference PO. |
| 6. | Type the supplier invoice number on Invoice field. |
| 7. | Update the Invoice Date , Apply Date and Description on the fields. |
| 8. | In the Terms field drop down arrow select the appropriate terms applicable to the supplier. |
| 9. | In the Payment Method drop down arrow, select the default method. |
| 10. | In the Currency tab, select appropriate currency if other than Tanzanian Shillings is being used. If the currency used is USD then user will need to attach the Exchange Rate. |

| Objective/Comment | Processing Invoices |
|-------------------|---|
| 11 | Navigate to Comment Tab and enter comments pertaining to payment. This field can be used to give more description of the PV if any. Save , to get a legal number. |
| 12 | Click on New icon and select New Misc. Line for AP Invoice not originating from PO (or Debit memo). |
| 13 | Fill all basic information for Line Invoice selected. Enter cost and quantity using Supplier Qty and Unit Cost fields and then SAVE |
| 14 | <p>Navigate to GL analysis right click on the Account and Open with GL Search as shown in the screenshot to enter appropriate expense account required. SAVE</p>  |
| 15 | System will check the available budget balance in the account selected and will allow user to proceed if there is enough budget balance. |

Objective/Comment Processing Invoices

| | |
|----|--|
| |  |
| 16 | Repeat Steps 12 to 14 to append as many lines as possible. |
| 17 | <p>Navigate to summary sheet and tick “submit for approval” check box.</p> <p>If user select Yes, then will be required to Open IFMIS report and print Payment Voucher report using Legal Number from the form.</p> <p>If user select No the second prompt msg will appear in which will need to click Yes and SAVE</p>  |
| 18 | <p>The message that comes after will alert you that the submission for approval is successful. Click OK to accept.</p>  |

Approval of AP Invoice Entry

| | |
|---------------------|--|
| Objective/Comment | Approve AP Invoices |
| Requirement | User must have access to Approval Process form. |
| Navigation Path | Financial management → Approval Management → General Operation → Approval process |
| Responsibility with | As per MoFP – GF Functional Security matrix |
| | Approver should check correctness of Information both in supporting documents and payment voucher in the system |
| | Approver will tick the box to select transaction, on Action then click “approve” if satisfied, alternatively click “Send to DEO” to return the PV to operator 1 for correction and re-submission for approval. |

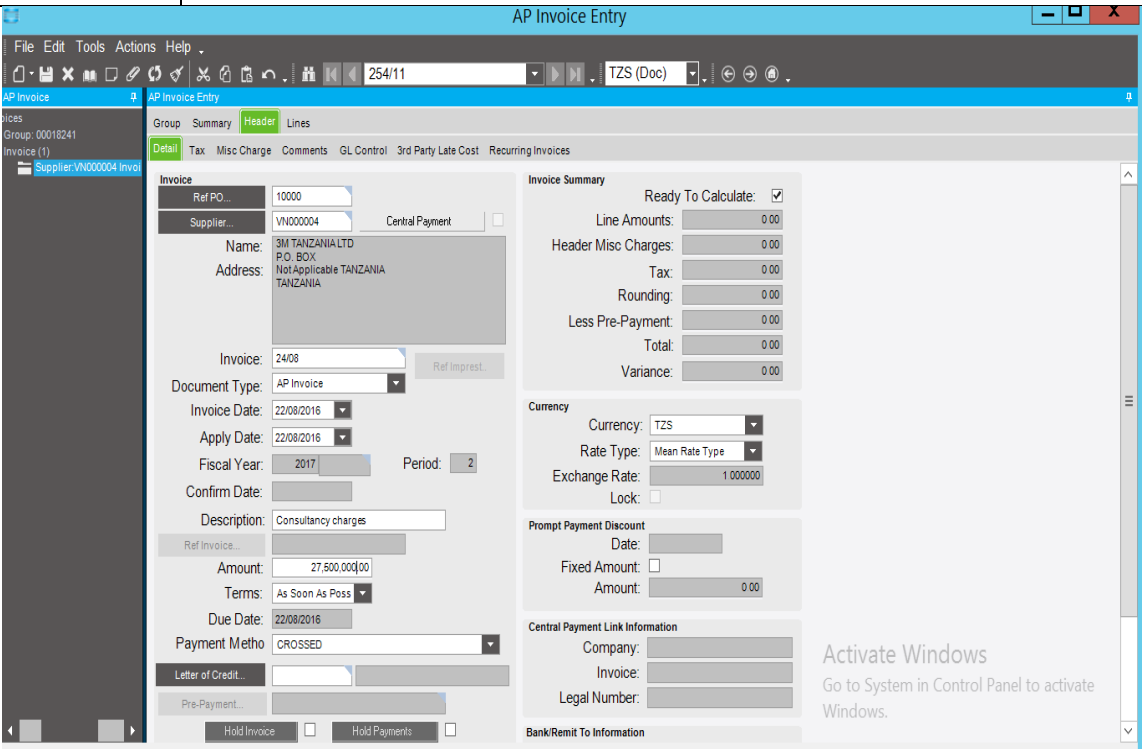
Posting of AP Invoice Entry

| Screen/Form | Posting of AP Invoice |
|--|--|
| Usage: | |
| 1 | AP Invoice transaction can be posted by authorised staff who is given access right to post. |
| 2 | User would need to search and select the group which contains the AP invoice to be posted. From Actions menu click Group → Post |
| Dialog box “AP Invoice post process” will display. Click on File submit to post the Invoice. | |

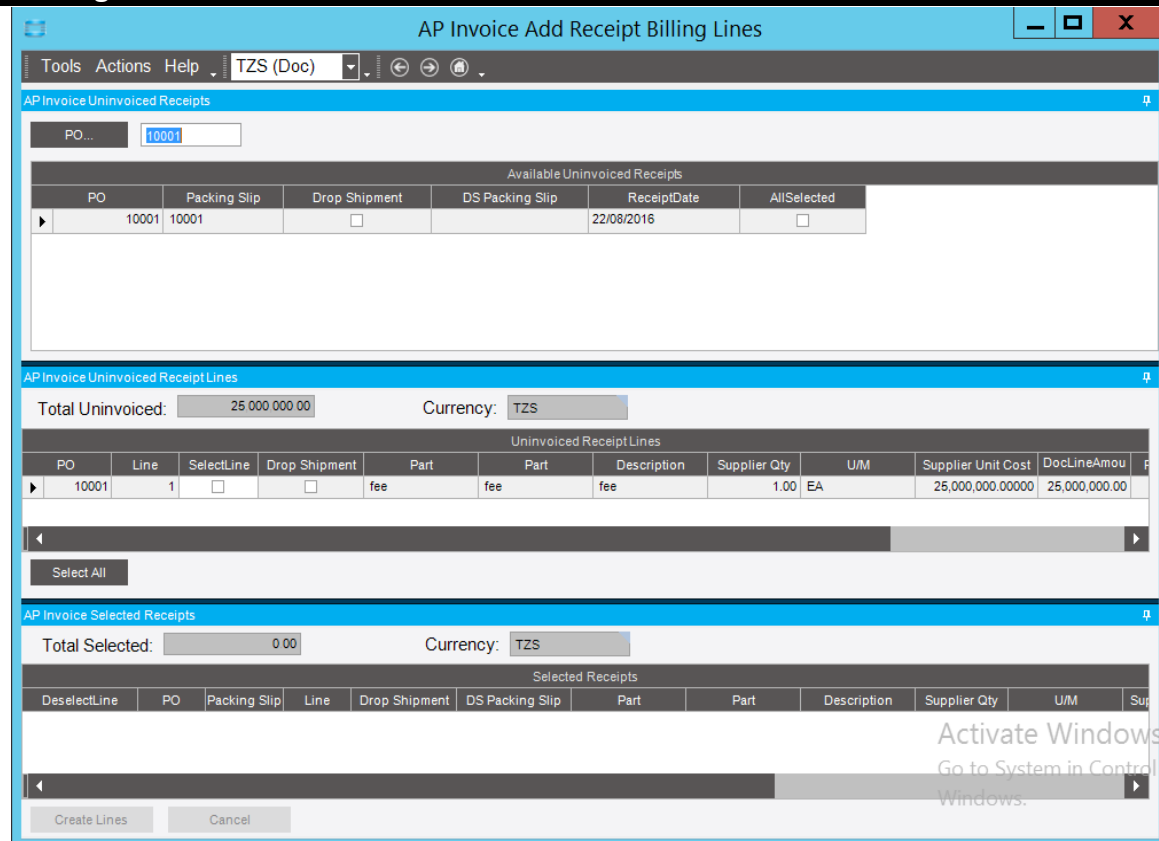
NOTE: Only Transactions which have been approved will be able to be posted.

Procedure for preparation of LPO AP Invoice

| Screen/Form | Procedure for preparation of LPO AP Invoice |
|---|---|
| Usage: | |
| Navigation Path: Financial Management → Accounts Payable → General Operations → AP Invoice Entry | |
| 1 | From the New menu icon, select New Group, system will automatically assign group number. |
| 2 | In the Apply date field, change the date (where necessary), SAVE |
| 3 | Click on New Invoice and In the Ref PO field, zoom and select PO number. After selecting PO number the following information will |

| Screen/Form Usage: | Procedure for preparation of LPO AP Invoice |
|---|---|
| | automatically load; Supplier ID, name, address, payment method, currency. |
| 4 | In the Invoice field enter the invoice number. |
| 5 | In the Invoice Date and Apply Date fields enter the dates. |
| 6 | In the Description field enter invoice information |
|  | |
| 8 | Navigate to Comment Tab and enter comments all description pertaining to payment. NB: This is a mandatory field to be recorded. |
| 9 | Save , to get a legal number |
| 10 | Go to New icon and select New Receipt Line , the following PO line will load where you will select line (s) to be paid. |

Screen/For m Usage: **Procedure for preparation of LPO AP Invoice**



AP Invoice Add Receipt Billing Lines

Tools Actions Help TZS (Doc)

AP Invoice Uninvoiced Receipts

PO: 10001

| PO | Packing Slip | Drop Shipment | DS Packing Slip | ReceiptDate | AllSelected |
|-------|--------------|--------------------------|-----------------|-------------|--------------------------|
| 10001 | 10001 | <input type="checkbox"/> | | 22/09/2016 | <input type="checkbox"/> |

AP Invoice Uninvoiced Receipt Lines

Total Uninvoiced: 25 000 000 00 Currency: TZS

| PO | Line | SelectLine | Drop Shipment | Part | Part | Description | Supplier Qty | U/M | Supplier Unit Cost | DocLineAmou |
|-------|------|--------------------------|--------------------------|------|------|-------------|--------------|-----|--------------------|---------------|
| 10001 | 1 | <input type="checkbox"/> | <input type="checkbox"/> | fee | fee | fee | 1.00 | EA | 25,000,000.00000 | 25,000,000.00 |

Select All

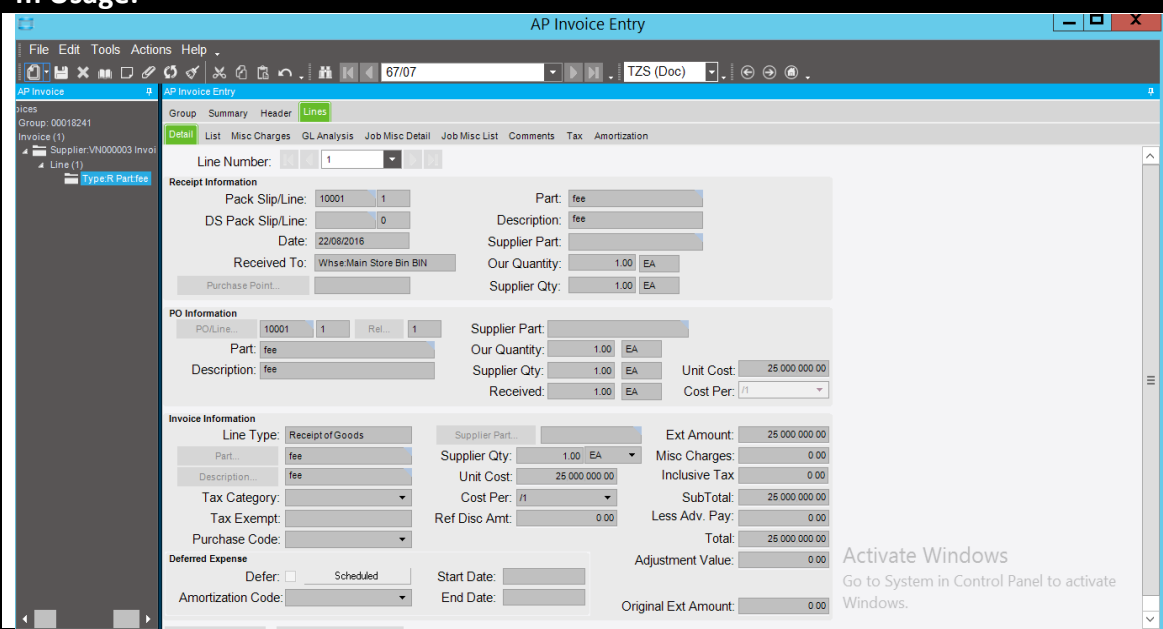
AP Invoice Selected Receipts

Total Selected: 0 00 Currency: TZS

| DeselectLine | PO | Packing Slip | Line | Drop Shipment | DS Packing Slip | Part | Part | Description | Supplier Qty | U/M | Sup |
|--------------|----|--------------|------|---------------|-----------------|------|------|-------------|--------------|-----|-----|
|--------------|----|--------------|------|---------------|-----------------|------|------|-------------|--------------|-----|-----|

Create Lines Cancel

| | |
|----|---|
| 11 | Check the box “select Line” on “AP Invoice Uninvoiced Receipt Lines”. The selected lines will shift below in the “AP Invoice Selected Receipts”.Then click “create lines”. This process will be done for selection of all lines which needs to be paid. |
| 12 | After clicking the “create lines” button The system will take you back to the following window for AP lines |

| Screen/Form Usage: Procedure for preparation of LPO AP Invoice | |
|--|---|
|  | |
| 13 | For the correctness of this voucher, it is recommended to print edit list to check the correctness of information such as accounts, supplier, payment methods. From the Action menu -> select Group -> print group edit list |
| 14 | After verifications, navigate to summary sheet and tick "submit for approval" check box. Follow the standards procedures of approving the AP invoice. |
| 15 | For notes on reviewing, approving and posting of the invoice please refers to notes on sections Error! Reference source not found., 0, 0 |

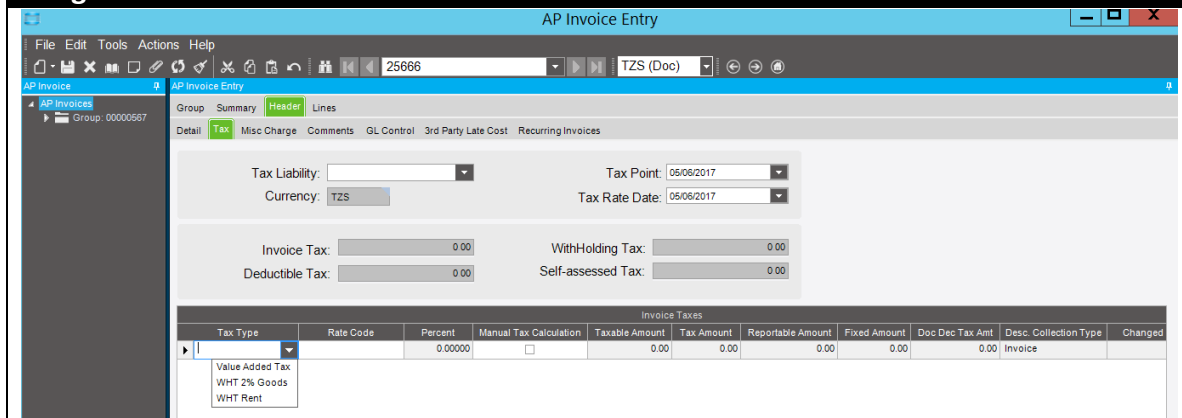
Procedure for preparation of Payment Voucher Relating to tax or any deductions.

Procedures are the same as for AP Invoice above, with the following additional procedures to be followed after procedure number 15 of miscellaneous AP Invoice above.

| Screen/Form Usage: AP Invoice with Withholding tax | |
|--|--|
| 1 | Follow the standard procedures of preparing an AP Invoice as illustrated on section 0 |
| 2 | Before submitting the transaction for approval, click New icon and Select " New Header Tax Code ". Invoice taxes window will be active |

Screen/Form AP Invoice with Withholding tax

Usage:

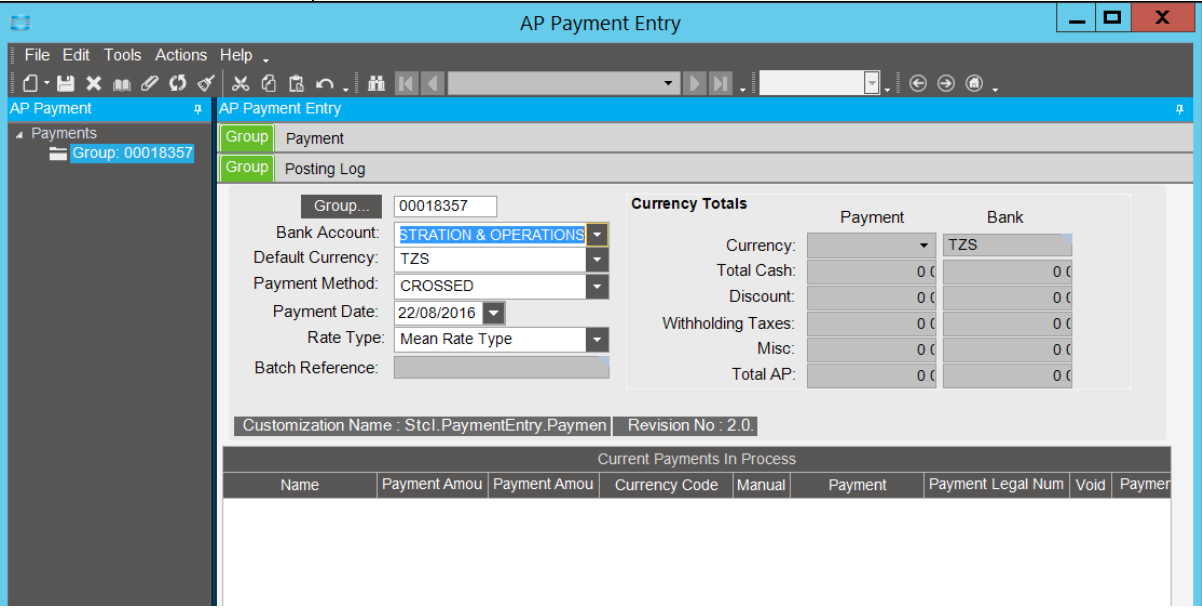


| | | | | | | | | | | | | | |
|----|--|----|-----------------|----|---|----|---------------------------------------|----|-----------------|----|-------------|----|---|
| 3 | In the Tax type , select the appropriate tax type as per the type of taxes used in the organization, the withheld amount will automatically be deducted from the gross amount while VAT will add. | | | | | | | | | | | | |
| 4 | <p>AP Invoice Edit List will reflect the deducted amount of tax withheld. Full account will be as follows:</p> <table> <tr> <td>DR</td><td>Expense account</td></tr> <tr> <td>CR</td><td>Creditors control (net amount to be paid)</td></tr> <tr> <td>CR</td><td>Withholding account (amount withheld)</td></tr> </table> <p>Or</p> <table> <tr> <td>DR</td><td>Expense Account</td></tr> <tr> <td>DR</td><td>VAT Account</td></tr> <tr> <td>CR</td><td>Creditors control (net amount to be paid)</td></tr> </table> | DR | Expense account | CR | Creditors control (net amount to be paid) | CR | Withholding account (amount withheld) | DR | Expense Account | DR | VAT Account | CR | Creditors control (net amount to be paid) |
| DR | Expense account | | | | | | | | | | | | |
| CR | Creditors control (net amount to be paid) | | | | | | | | | | | | |
| CR | Withholding account (amount withheld) | | | | | | | | | | | | |
| DR | Expense Account | | | | | | | | | | | | |
| DR | VAT Account | | | | | | | | | | | | |
| CR | Creditors control (net amount to be paid) | | | | | | | | | | | | |
| 5 | Follow the standards procedures of reviewing, printing, approving and posting of the transaction above. | | | | | | | | | | | | |

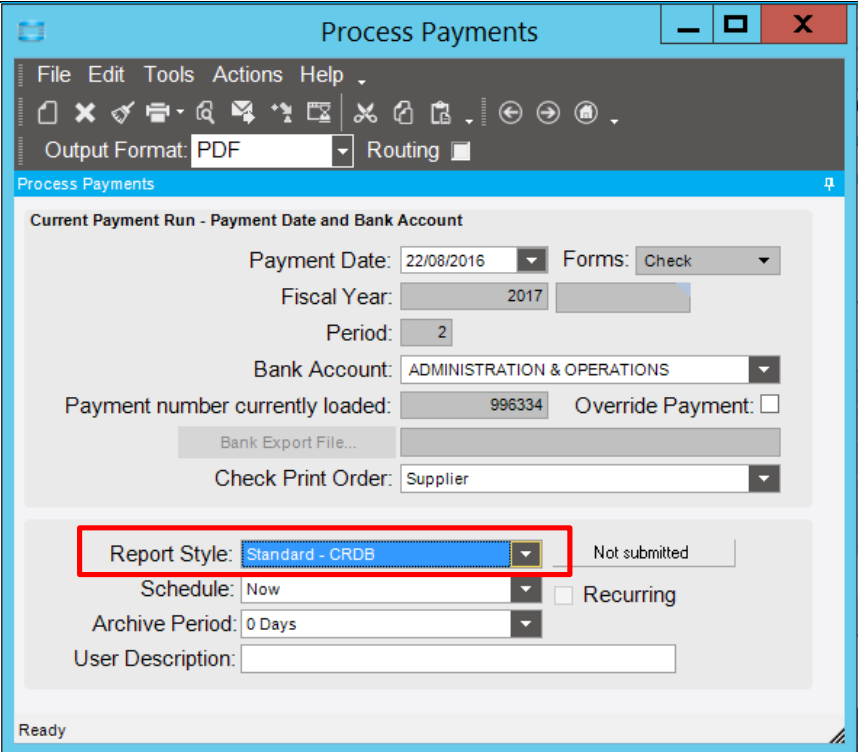
Payment Process

Use AP Payment Entry to pay AP invoices through **cheque** or **electronic payments**. After user enter the payments and process the cheques, user then record these transactions in General Ledger.

Respective Accounting staff, such as **Cashier**, shall generate payments for only authorised and posted vouchers. The system will automatically assign a disbursement number (DISB) for each generated payment. But before generating payment, the system will validate the total payment amount against the cash book balance.

| Objective/Comment | To Process Payment |
|---|---|
| Requirement | User must have access to AP Payment entry form in Accounts Payable. |
| Navigation Path | Financial Management → Accounts Payable → General Operations → Payment Entry |
| Responsibility with | As per User Matrix |
|  | |

| Screen/ Form Usage | Payment Entry |
|---|--|
| 1. | Click on the new icon and select New Group, group ID will automatically be generated. |
| 2. | On the Bank Account field, Zoom and Select Bank Account. |
| 3. | Enter the Payment Method used in the drop down arrow |
| 4. | Update the Payment Date accordingly. |
| 5. | Click on the new icon and Select New Payment . An AP Payment Entry form will open. |
| 6. | On the Supplier field, search and Select the Supplier to be paid. |
| <p><i>NOTE: If the Payment Method used in the Group tab was Manual Cheque, system will allow users to enter manually the check number in the Check field.</i></p> <p><i>If the Method used was for check printing, the Check Number field will be faint and uneditable.</i></p> | |
| 7. | SAVE . System will generate the Legal Number |
| 8. | Click on the new icon and select New Invoice Payment . |
| 9. | Go to Invoice Detail tab and click on the Invoice to search and select the Invoice to be paid. |
| 10. | Save . |
| <p><i>NOTE: If the amount being paid is as per the invoice then user after saving can proceed with next step.</i></p> <p><i>If user wants to pay partial the amount of the invoice then Enter manually the amount in the Gross Value field followed by SAVE.</i></p> | |
| 11. | Click on the Actions Button and Select Print Group Edit List . |
| 12. | Preview the Payment Edit List to verify the bookkeeping entries, close Edit List. |
| 13. | Go back to Header tab and tick the Submit For Approval checkbox. System will ask 'Are you Sure' click Yes to proceed and SAVE . System will automatic approve the system and the Approved box will have a tick in its checkbox. |
| 14. | Click on the Actions button and Select Process Payment (for Cheque Printing) transactions . |
| 15. | Verify the following Information displayed: <ul style="list-style-type: none"> i. Payment Date ii. Bank Account iii. Cheque number (user can override payment number by ticking on Override Payment Checkbox if the number is different from the check) iv. Report Style is as per the Bank Account used |
| 16. | Press on Print Icon , and select Print from Client to print a Cheque. |

| | |
|-----|---|
| |  |
| 17. | <p>Another window will open.</p> <ol style="list-style-type: none"> Put 1 on From Page and To Page put 1 Click on Page Setting Tab and ensure both Horizontal and Vertical Resolution have 600. Tick Landscape box Paper Size is Check Print <p>Click Ok to Print the cheque.</p> |
| 18. | <p>Once the transaction is printed in the printer, Go to Actions menu and click Post. If system asks for any verifications then click Yes followed by Submit</p> |

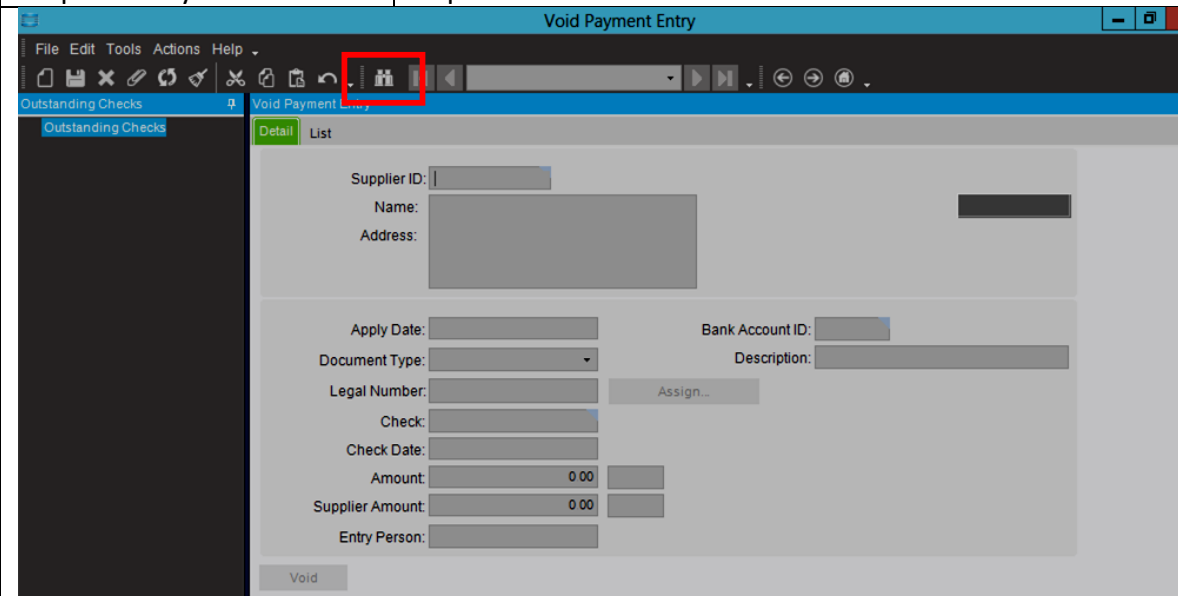
Void Payment

Void Payment Entry allows cancellation of unreconciled payments.

NOTE:

- The GL, updates immediately after user click the **Void** button.
- No group is used to void payments;
- A voided transaction affects the original GL account numbers for the payment; however, the amount is reversed. If the original payment was for an invoice, AP is credited and the invoice begins aging again as of the original invoice date.

- iv. Carefully consider the void date because this date drives the period to which the transaction posts.

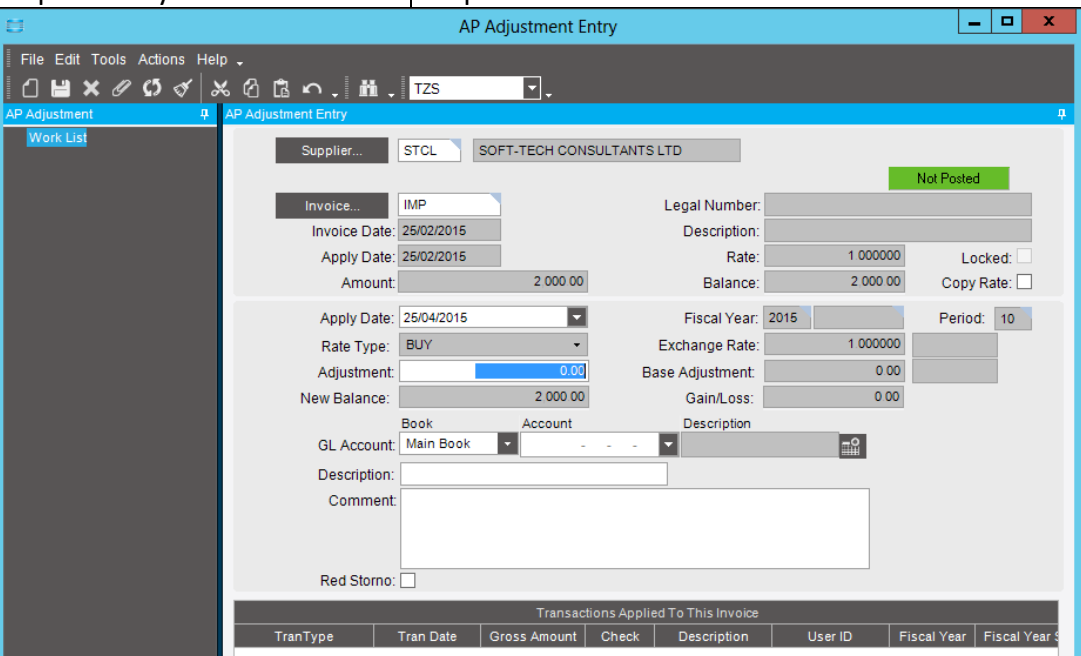
| Objective/Comment | Void Payment Entry |
|---|--|
| Requirement | The user must have access to Void Entry form in Accounts Payable |
| Navigation Path | Financial Management → Accounts Payable → General Operations → Void Payment Entry |
| Responsibility with | As per User Matrix |
|  | |
| Screen/Form Usage: | Void Payment Entry |
| 1. | Click Search (binoculars icon) on standard toolbar The Void Payment Search window displays. |
| 2. | Click Search and select Payment. |
| 3. | In the Apply Date field, select date. The date used should be the same as the Check Date. |
| 4. | Click on the Assign to assign the legal number. |
| 5. | Click Void . The “ Are user sure? ” Message displays. |
| 6. | In the message, click Yes to proceed with Voiding or No to cancel |
| 7. | Exit Void Payment Entry. |

Adjustment Entry

In some exceptional scenario, there may be issues with an incorrect amount which originated from the posted invoice. In this case, the next invoice needs to be adjusted to correct the amount.

Use AP Adjustment to change the amounts of any open invoice. User can increase or decrease the invoice balance. The adjustment procedure is typically used to write-off the balance of an invoice that will never be paid.

| Objective/Comment | Adjustment Entry |
|---------------------|--|
| Requirement | The user must have access to Adjustment Entry form in Accounts Payable |
| Navigation Path | Financial Management → Accounts Payable → General Operations → Adjustment Entry |
| Responsibility with | As per User Matrix |



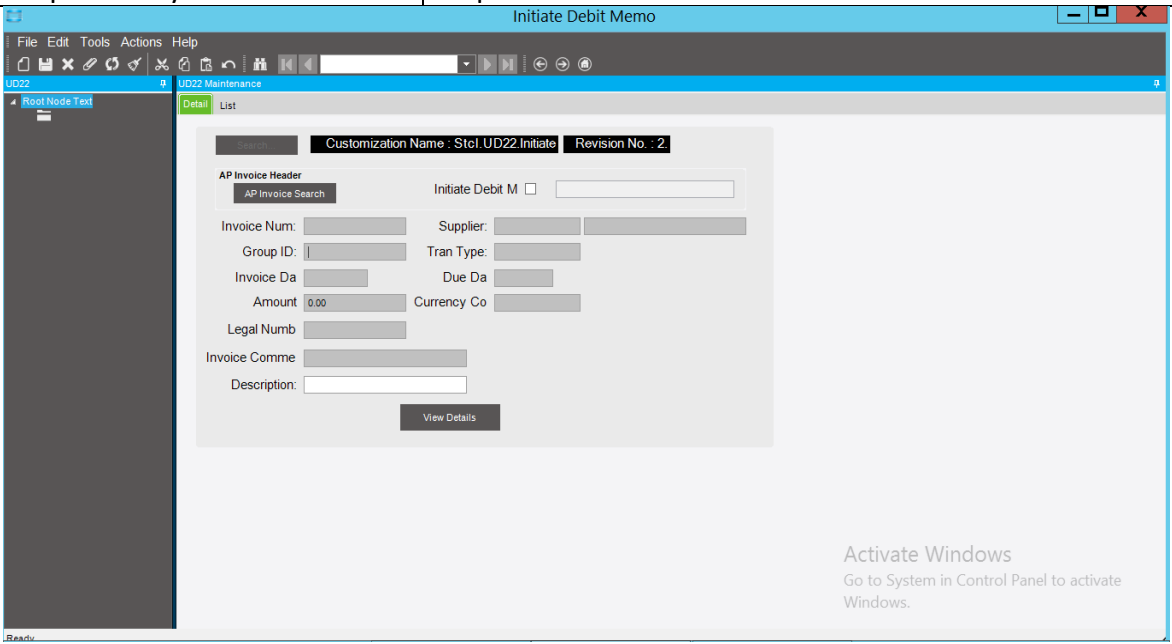
| Screen/Form | Adjustment Entry |
|---------------|--|
| Usage: | |
| 1. | In Supplier field, search and select Name of the supplier. |
| 2. | In the invoice field, Search and select for the posted Invoice. |
| 3. | In the Apply Date , put the correct date of the adjustment. |
| 4. | In the Adjustment field, enter the amount to be adjusted. |
| 5. | In the GL Account field, enter the appropriate affected GL account. This should be the same as the one used in the invoice. |

| Screen/Form | Adjustment Entry |
|---------------|--|
| Usage: | |
| 6. | Write a short description in the description field and enter comments in the comment field if required. |
| 7. | Then, Click Save . Saving the record automatically feeds the information both the Payables account and GL account selected in the record. |
| 8. | If the message informing user that the transaction is posted to the GL displays, Click OK . |
| 9. | Exit AP Adjustment Entry. |

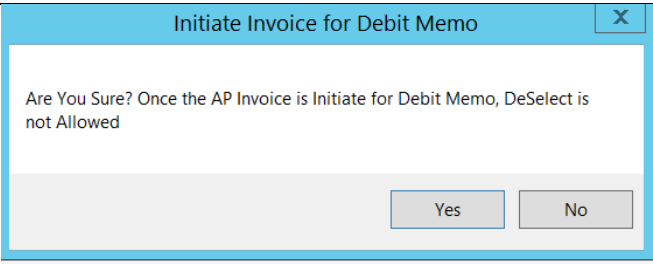
Debit Memo

1. Automatic Debit Memo

| Objective/Comment | Automatic Debit Memo |
|---------------------|---|
| Requirement | The user must have access to Initiate Debit Memo form in Accounts Payable |
| Navigation Path | Financial Management → Accounts Payable → General Operations → Initiate Debit Memo |
| Responsibility with | As per User Matrix |



| Screen/Form | Automatic Debit Memo |
|---------------|--|
| Usage: | |
| 1. | Click on New Icon to activate the form |

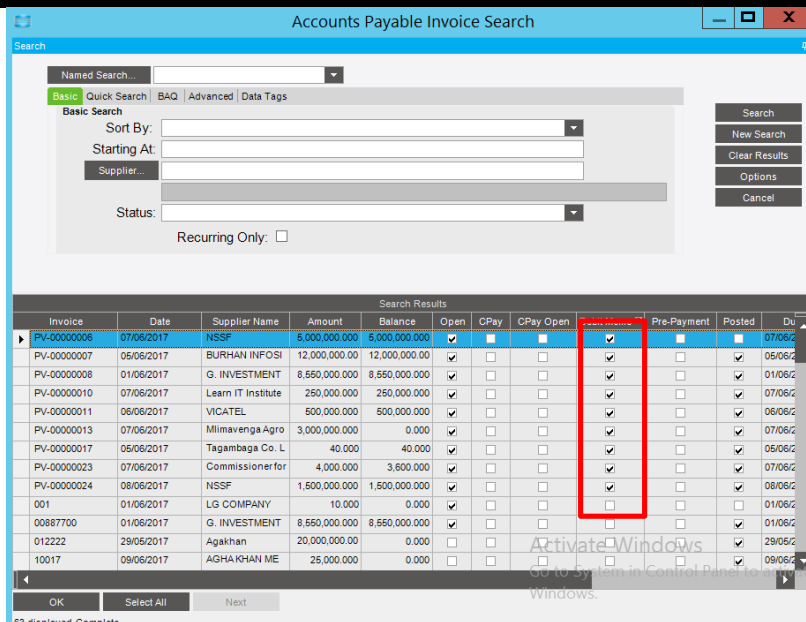
| Screen/Form | Automatic Debit Memo |
|---------------|---|
| Usage: | |
| 2. | Click on the AP Invoice Search to search an open AP Invoice |
| 3. | Enter the Description |
| 4. | Click on the Initiate Debit Memo box |
| 5. | A pop up message will appear, Click Yes to proceed. |
| |  |
| 6. | Save and on Initiate Debit Memo field will change status to "Submitted for Debit Memo". |
| 7. | Wait for another 3 minutes and system will automatic generate a group in the AP Invoice form created by a user 'Manager'. |
| 8. | Close the form. |

How to Trace a Group Created for Automatic Debit Memo

| Screen/Form | Automatic Debit Memo |
|---------------|---|
| Usage: | |
| 1. | Open Invoice Tracker in General Operation for Accounts Payable |
| 2. | Go to Summary Tab and Search and Select the Invoice which on the column of Debit Memo has a check box |

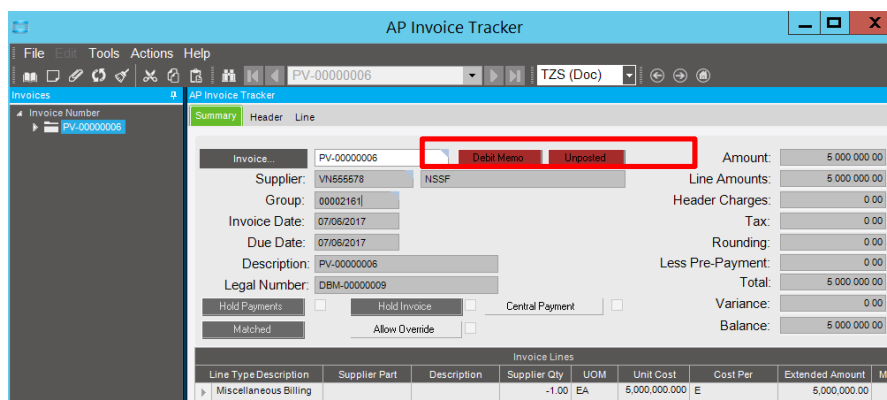
Screen/Form Automatic Debit Memo

Usage:



The screenshot shows the 'Accounts Payable Invoice Search' window. It includes a search bar, tabs for 'Basic Search', 'Quick Search', 'BAQ', 'Advanced', and 'Data Tags'. The 'Basic Search' tab is active, showing fields for 'Sort By', 'Starting At', 'Supplier', 'Status', and 'Recurring Only'. A table of search results is displayed below, with columns for Invoice, Date, Supplier Name, Amount, Balance, Open, CPay, CPay Open, Pre-Payment, Posted, and Due Date. A red box highlights the 'Pre-Payment' column in the table.

3. Select the Debit Memo by clicking OK



The screenshot shows the 'AP Invoice Tracker' window. It displays a summary of an invoice with fields for Invoice Number, Supplier, Group, Invoice Date, Due Date, Description, and Legal Number. A red box highlights the 'Debit Memo' button. The 'Invoice Lines' section at the bottom shows a table with columns for Line Type, Description, Supplier Part, Description, UOM, Unit Cost, Cost Per, Extended Amount, and Miscellaneous Billing.

4. On the Group field copy the group ID created and post in the AP Invoice Entry
5. Posting of Debit Memo follows the same procedures of posting. Debit Memo does not require to be approved.

2. Manual Debit Memo

| Objective/Comment | Manual Debit Memo |
|-------------------|---|
| Requirement | The user must have access to AP Invoice form in Accounts Payable |
| Navigation Path | Financial Management → Accounts Payable → General Operations → Invoice Entry |

| Objective/Comment | | Manual Debit Memo | |
|---------------------|--|--|--|
| Responsibility with | | As per User Matrix | |
| Screen/Form | | Manual Debit Memo | |
| Usage: | | | |
| 1. | | Open Invoice Entry form and Click New to activate the form. | |
| 2. | | The Group ID will be automatic generated. | |
| 3. | | Enter the Invoice Date and Apply Date accordingly. Save | |
| 4. | | Click New Icon and select New Debit Memo | |
| 5. | | On the Header tab search and select the Supplier . | |
| 6. | | Enter the Invoice number for the Debit Memo. | |
| 7. | | Update the Invoice date and Confirm Date | |
| 8. | | Enter Description and Click on Ref Invoice to refer to the office | |
| 9. | | SAVE | |
| 10. | | Click on New Misc Line and enter the Quantity and Unit Cost as per the Invoice. | |
| 11. | | SAVE | |
| 12. | | Go to GL Analysis and attach the same expense account used in the invoice | |
| 13. | | If the Invoice had any deduction Click on New Header Tax and attach the tax accordingly | |
| 14. | | Repeat step 10 to 14 if there are any other Lines to attach. If not go to Actions menu bar and post the transaction. | |

Accounts Payable Native Reports and Trackers

This section reviews native reports and trackers that relate to the Accounts Payable process.

Aged Payables Report

The **Aged Payables Report** displays open Accounts Payable (AP) invoices and sorts them into default aging columns which are defined in Aging Report Format Maintenance. The total on this report should reconcile with the ending balance of the Accounts Payable GL account.

In addition, the Aged Payables Report can be aged using the invoice date or the invoice due date for select customers, select GL controls, and select currencies.

AP Invoice Balance Report

Use the AP Invoice Balance Report to display supplier invoice balance information in a report format.

User can filter using various criteria including Supplier, Supplier Group, GL Control, and GL Accounts.

GL Distribution Report

The **GL Distribution Report** prints GL transactions created in the Epicor application and is used as an audit of GL transactions created in any module. The report can be filtered for a specific fiscal period or date range. The GL Distribution Report can display transactions for cash receipts, purchases, cash disbursements, adjustments, bank transactions, or any combination of these transaction types.

Invoice Tracker

Use the **AP Invoice Tracker** to review information about posted invoices. This includes information such as header and line item information, payment activity, and GL distribution of values for an invoice.

The AP Invoice Tracker is loosely based on AP Invoice Entry and contains supplemental sheets not found in that program.

User cannot add or update records in a tracker.

Payment Tracker

Use the **Payment Tracker** to display information about cheque records in the dashboard format. This includes information such as the cheque number, amount, and fiscal year and period in which it was posted. User cannot add or edit records in this tracker.

Supplier Tracker

Use the **Supplier Tracker** to quickly display information about any supplier. This tracker displays information in the dashboard format and includes the invoice and payment activity to date and purchase orders (POs) for a supplier.

Imprest Management

Imprest Setup

Processing of Imprest requires pre-defined setup information as explained below. Most of the setup is one time setup except for the employee who will be created whenever there's a new employee that will require to process imprest.

Staff Imprest Group

Staff Imprest groups will be created in both supplier and customer groups. Supplier Group will be attached when you create an employee as a supplier for payment purpose and when you create staff as customer for processing invoice (receivable).

Supplier Group

| Objective/Comment | Supplier Group |
|---------------------|---|
| Requirement | User must have access to Supplier Group Entry form |
| Navigation Path | Financial Management → Account Payable → Setup → Supplier Group |
| Responsibility with | Administrator |

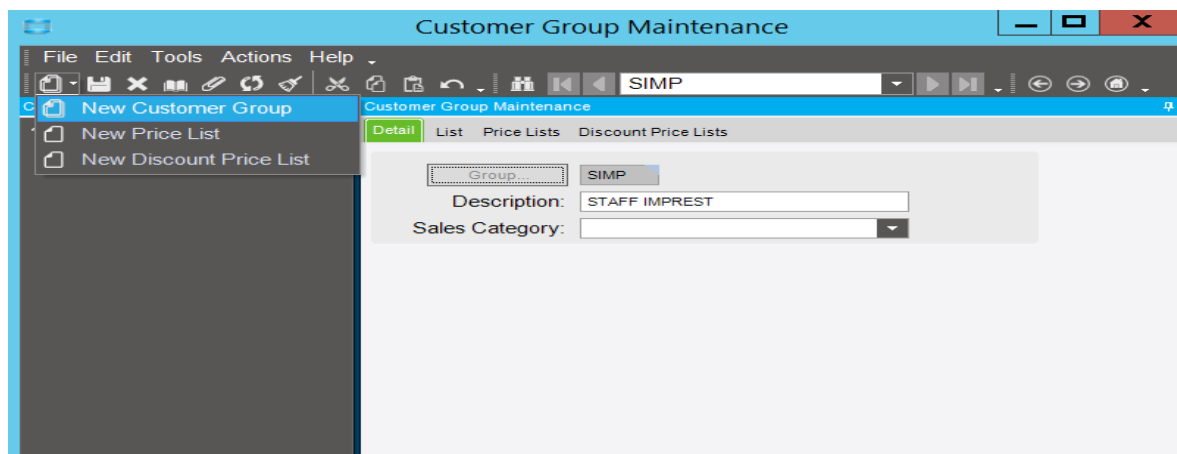


| Screen/Form Supplier Group Usage: | |
|-----------------------------------|---|
| 1. | Click on the New Icon |
| 2. | Type IMPR code in the Supplier group field |
| 3. | Type description as Staff Imprest |
| 4. | Save |
| 5. | Exit the form |

Customer Group

| Objective/Comment | Customer Group |
|---------------------|--|
| Requirement | User must have access to Customer Group Entry form |
| Navigation Path | Financial Management - > Account Receivable - > Setup - > Customer Group |
| Responsibility with | Administrator |

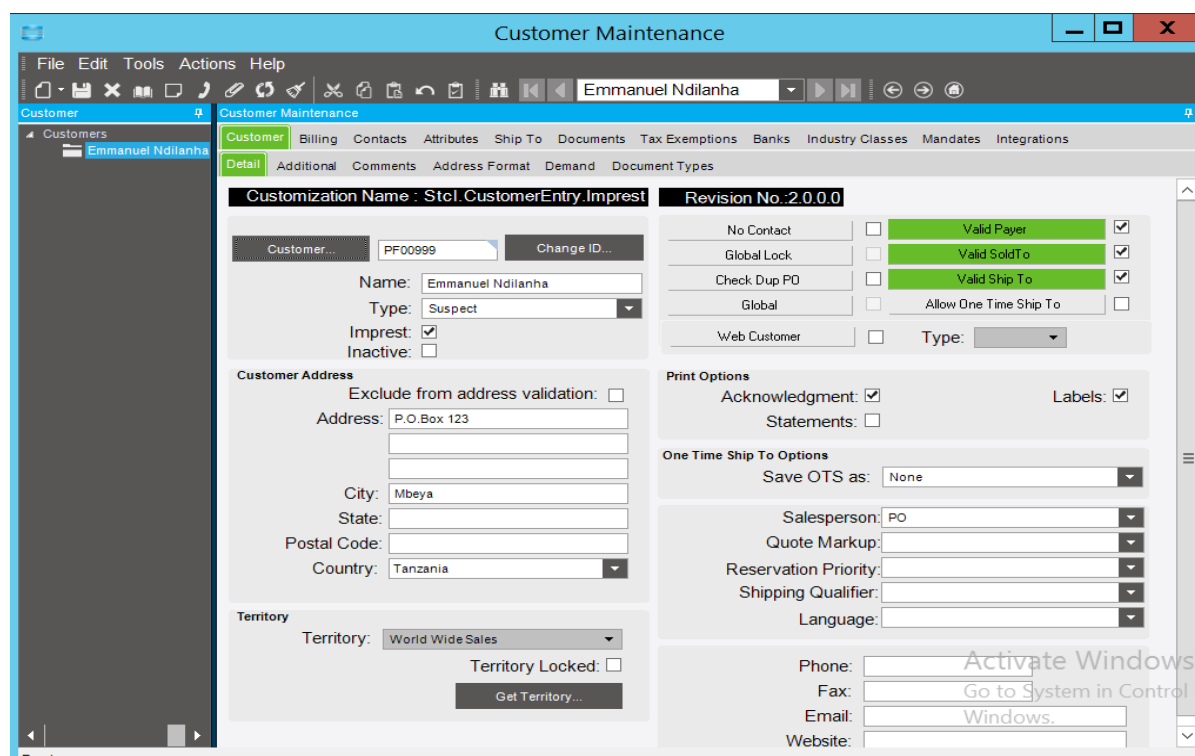
| Screen/Form Customer Group Usage: | |
|-----------------------------------|---|
| 1. | Click down from new icon and select New Customer Group |
| 2. | Type group code as IMPR |
| 3. | Type description as Staff Imprest |
| 4. | Save |
| 5. | Exit the form |



Employee Setup (Customer)

Employee for Imprest will be created as customer for the purpose of processing imprest invoices (receivables) that will be used to track outstanding imprest for retirement processes.

| Objective/Comment | Customer Setup |
|------------------------|---|
| Requirement | User must have access to Customer Entry form |
| Navigation Path | Financial Management → Imprest Management → Setup → Imprest Customer |
| Responsibility with | Imprest Accountant |
| Screen/Form Procedures | |
| Usage: | |
| 1. | Click down arrow from new icon and select New Customer type manually customer ID. |
| 2. | Type the name of the employee on the Name field. |
| 2. | Click down arrow on Type field and select Customer |
| 3. | Tick on the box Imprest |
| 4. | Navigate to Billing – > Detail and select Staff Imprest on the Group field |
| 5. | Select Payment Method for employee |
| 6. | Select Ship Via and FOB as per the default setups |
| 7. | Navigate to Billing → Credit → Credit detail, then uncheck a tick on the box Credit |
| 8. | Click on new and select New GL Control. Search and select already defined Type of AR Account and Control as ARIMPCODE |
| 9. | Save and Exit the form |



Employee Setup (Supplier)

Employee for Imprest will be created as supplier for the purpose of processing imprest payment

| Objective/Comment | Supplier Setup |
|---------------------|--|
| Requirement | User must have access to Supplier Entry form |
| Navigation Path | Financial Management → Imprest Management → Setup → Supplier |
| Responsibility with | Imprest Accountant |
| 1. | Click down arrow from new icon and select New Supplier , enter the supplier ID and Name |
| 2. | Tick on the box Imprest |
| 3. | Go to Group field and select Staff Imprest |
| 4. | Update the Terms, Ship Via, FOB and Payment Method accordingly |
| 5. | On Imprest Customer field, click on the drop down and select the already defined Imprest Customer. NOTE: It is recommended for the Imprest Supplier ID and Imprest Customer ID to be the same. |
| 6. | Click on New Icon and select New GL Control. |
| 8. | Search and select the already defined Type of AP Account and Control of APIMPCODE |
| 9. | Save and Exit the form |

Supplier Maintenance

File Edit Tools Actions Help

Emmanuel Ndilanha

Supplier Maintenance

Supplier: Emmanuel Ndilanha

Supplier Purchase Points Contacts Bank/Remit To Attributes SRM Manifest Info GL Controls Tax Exemptions

Detail Address Comments Address Format RoHS Search Cross-References

Customization Name : Std VendorEntry ImprestS Revision No. : 2.0.0.0

Supplier

Supplier... PF00999 Change ID

Name: Emmanuel Ndilanha

Imprest: ☒

Language / Tax

Currency: TZ Shillings

Language: English/United States

Tax Liability...

Tax Authority:

Tax ID:

Supplier Information

Acct Ref: PF00999

Country Entry:

Calendar...

Supplier Due Date Horizon: 0

Labels: ☒

Accounting

One Invoice per Check: ☐

Status

Global Lock: ☐

GLOBAL ☐

IC TRADER ☐

Central Payment: ☐

Inter-Company: ☐

Consolidated Purchasing: ☐

Approved: ☒

Electronic Payments: ☐

Inspection Required: ☐

Hold Payments: ☐

Inactive: ☐

Imprest Custom: PF00999

Group: Staff Imprest

Terms: ASAP

Ship Via: COMPANY TRUCK

FOB: Not Applicable

Minimum Order Value: 0.00

Payment Method: OPEN CHECK

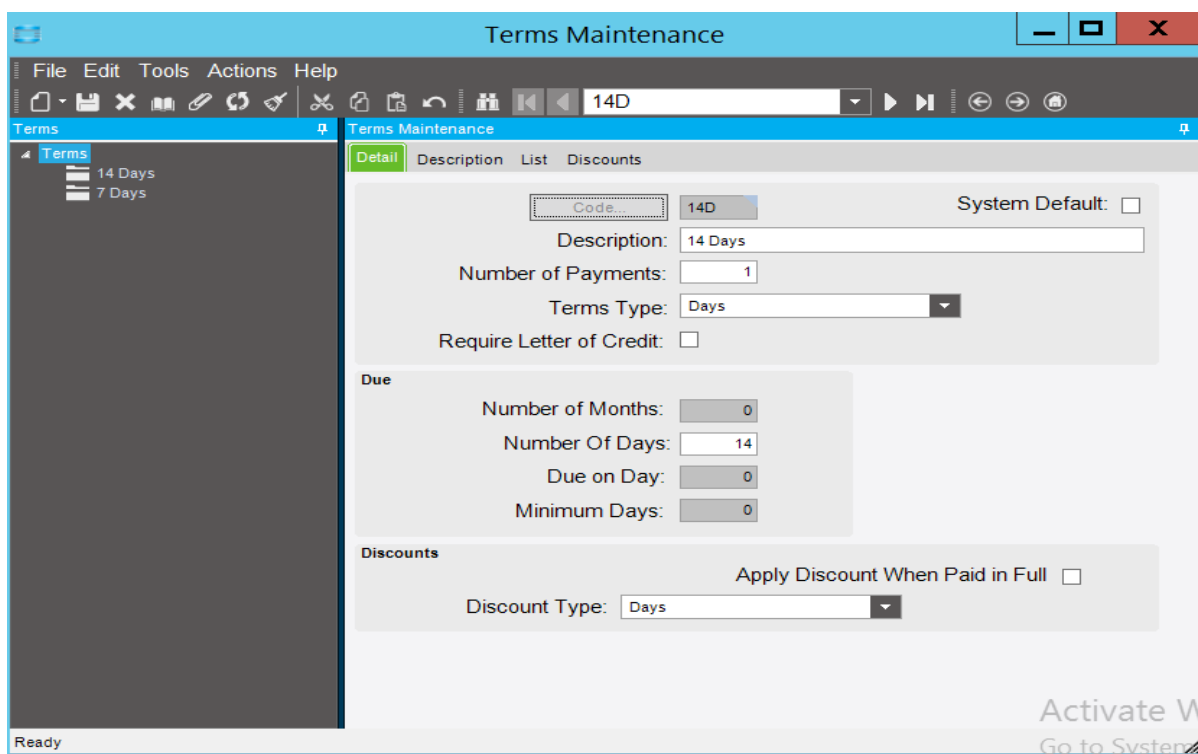
Payment Reporting: ☐

Activate Windows
Go to System in Control P
Windows.

AR Terms

AR Terms will be used for the calculation of retirement due date that will be based on the Imprest type selected e.g. Safari or Special imprest. Safari Imprest will be 7 days retirement after returning back to the office and 2 days for special Imprest.

| Objective/Comment | | Terms Setup |
|---------------------|--|---|
| Requirement | | User must have access to Terms form |
| Navigation Path | | Financial Management → Account Receivable → Setup → Terms |
| Responsibility with | | Imprest Accountant |
| 1. | Click down arrow from the new icon from standard tool bar and select New Terms ID | |
| 2. | Type 7Day or 14Days on the Code field | |
| 3. | Type Description as 7 Days | |
| 4. | On the Terms type select Days | |
| 5. | On the number of days field type 7 or 14 | |
| 6. | Save and Exit the form | |

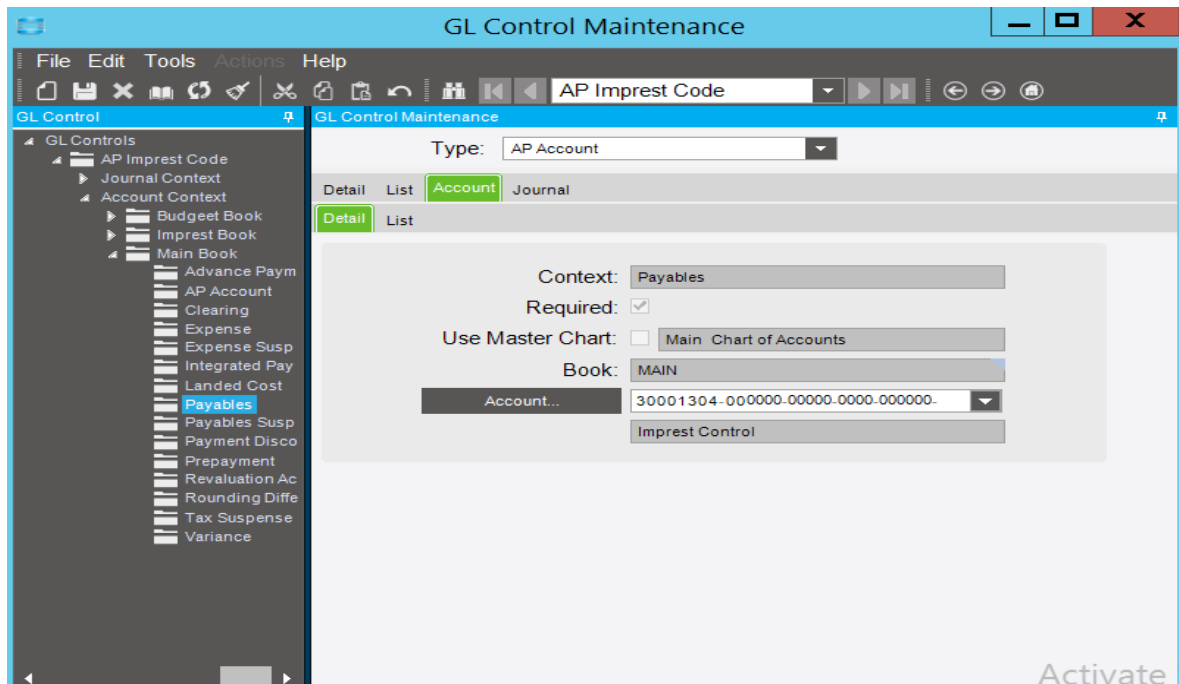


GL Control Code

| Objective/Comment | GL Control Code |
|---------------------|---|
| Requirement | User must have access to GL Control Code form |
| Navigation Path | Financial Management → General Ledger → Setup → GL Control Code |
| Responsibility with | Imprest Administrator |

AP Account

| | |
|-----|---|
| 1. | On the down arrow of Type Select AP Account |
| 2. | Select AP Account |
| 3. | On the GL Control Code type APIMPCode and Type description as AP Imprest Control Code |
| 4. | Save |
| 5. | On the left side of the form, Expand the + sign for GL control, AP Imprest Control Code, Account Context, and Main Book |
| 6. | Select Expense and navigate to account button |
| 7. | Click on the Account button, search and select Imprest Clearing Account |
| 8. | From main book select Payables and navigate to account button |
| 9. | Click on the Account button, search and select Imprest Control Account |
| 10. | Save |



GL Control Maintenance

File Edit Tools Actions Help

AP Imprest Code

GL Control

GL Controls

- AP Imprest Code
- Journal Context
- Account Context
 - Budget Book
 - Imprest Book
 - Main Book
 - Advance Paym
 - AP Account
 - Clearing
 - Expense
 - Expense Susp
 - Integrated Pay
 - Landed Cost
 - Payables**
 - Payables Susp
 - Payment Disco
 - Prepayment
 - Revaluation Ac
 - Rounding Diffe
 - Tax Suspense
 - Variance

GL Control Maintenance

Type: AP Account

Detail List Account Journal

Detail List

Context: Payables

Required: ☒

Use Master Chart: ☐ Main Chart of Accounts

Book: MAIN

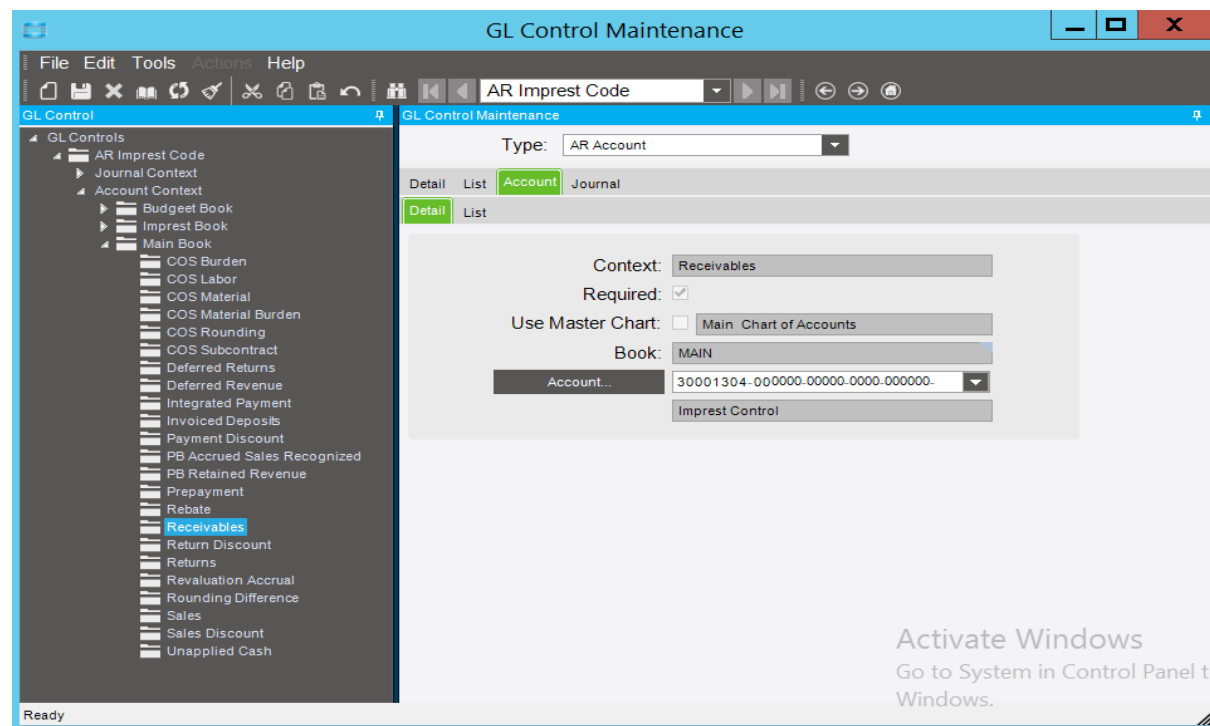
Account... 30001304-000000-000000-000000-000000

Imprest Control

Activate

AR Account

| | |
|-----|---|
| 1. | Click on the down arrow of Type and Select AR Account |
| 2. | Click on the New icon |
| 3. | On the GL Control Code type ARIMPCode and Type description as AR Imprest Control Code |
| 4. | Save |
| 5. | On the left side of the form, Expand + sign for GL control, AP Imprest Control Code, Account Context, and Main Book |
| 6. | Select Receivables and navigate to account button |
| 7. | Click on the Account button, search and select Imprest Control Account |
| 8. | From main book select Sales and navigate to account button |
| 9. | Click on the Account button, search and select Imprest Clearing Account |
| 10. | Save and Exit the form |

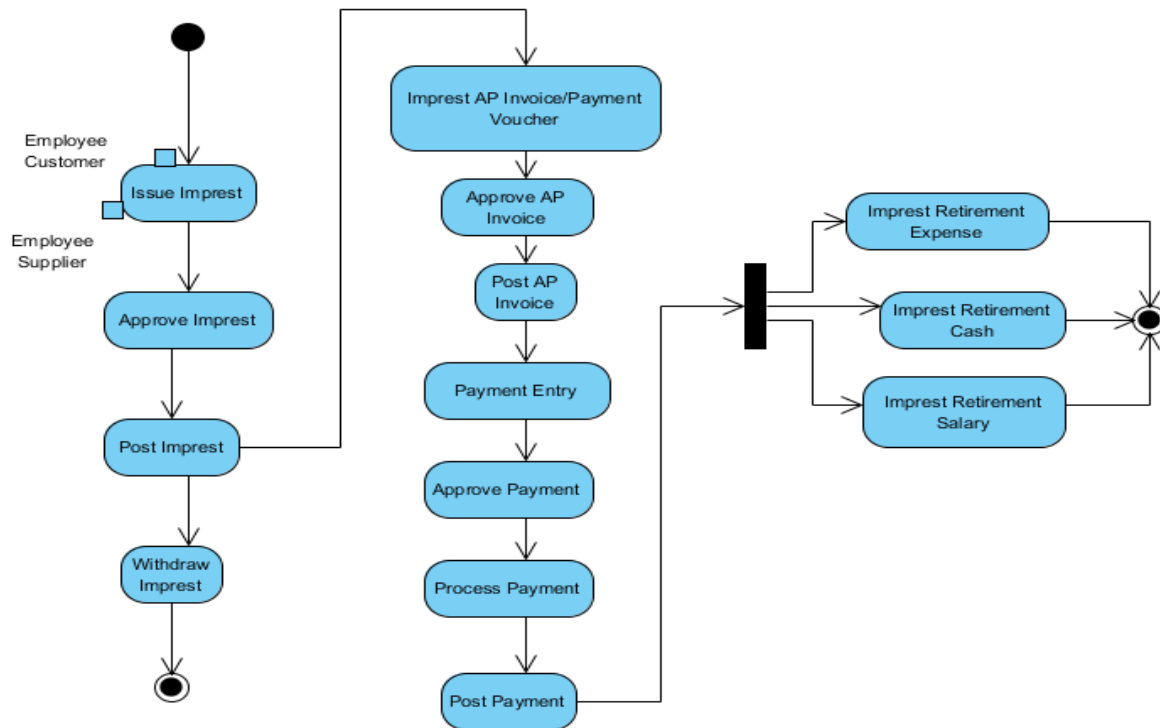


Imprest Type

Imprest type setup will be used to define imprest types that will be attached with imprest GL control code for double entries and Terms that will be used to calculate imprest due dates. Due dates will depend with the type of imprest selected.

| Objective/Comment | | Imprest Type |
|---------------------|--|--------------|
| Requirement | User must have access to Imprest GL Control Management form | |
| Navigation Path | Financial Management → Imprest Management → Setup → Imprest GL Control Management | |
| Responsibility with | Imprest Administrator | |
| 1. | Click on the new icon and select New Imprest Type | |
| 2. | In the search field enter the impost type code and its description e.g. Safari or Special impost. | |
| | Click on Drop down Arrow and select the appropriate rule. <ul style="list-style-type: none"> • Exempt: System will allow user to get impost even though has not retired. • Pending: System will allow only 1 impost to employee until retirement • Due Date: System will allow another impost to an employee as long as the due date of the original impost is not over. | |
| 3. | Save | |
| 4. | Click on the new icon and select New GL Control | |
| 5. | On the description field type Description of the Imprest such as Safari Imprest | |
| 6. | Click on the GL Control type , search and select AP Account | |
| 7. | Click on the GL Control code , search and select APIMPCode | |
| 8. | Click on the down arrow of the Terms and select 14 Days | |
| 9. | Save | |
| 10. | Click on the new icon and select New GL Control | |
| 11. | On the description field type AR Account | |
| 12. | Click on the GL Control type , search and select AR Account | |
| 13. | Click on the GL Control code , search and select ARIMPCode | |
| 14. | Click on the down arrow of the Terms and select appropriate terms e.g. 7 Days retirement for Safari impost , 2 days retirement for Special impost | |
| 15. | Save | |
| 16. | Exit the form | |

Imprest Process Flow



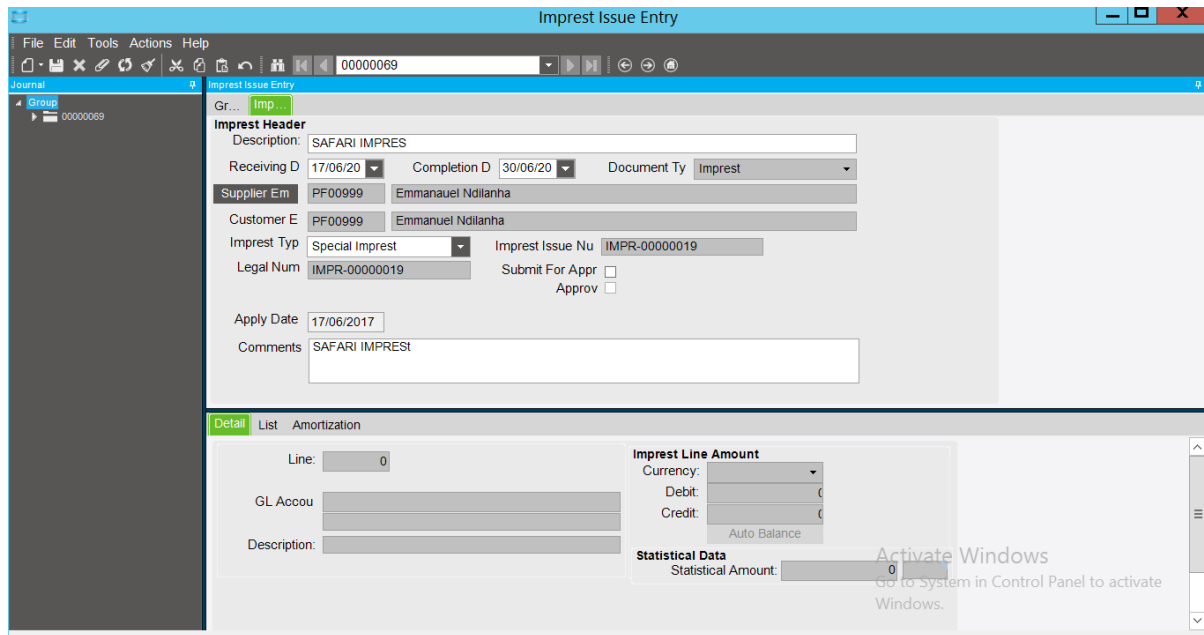
Imprest Issue

All Imprest will be issued using Imprest issue form. This form is a journal entry form that will be using a memorandum Imprest book for commitment control purposes

| Objective/Comment | Imprest Issue |
|---------------------|---|
| Requirement | User must have access to Imprest Issue Entry form |
| Navigation Path | Financial Management → Imprest Management → General Operation → Imprest Issue Entry |
| Responsibility with | Accountant |

| | |
|-----|---|
| 1. | Click the down arrow in the New button on the Standard toolbar and select New Group . |
| 2. | Group ID will automatically be generated, you can change Apply date and Rate type if required to do so. |
| 3. | Click the down arrow in the New button on the Standard toolbar and select New Imprest |
| 4. | Type in Description of the Imprest to be issued |
| 5. | Select Receiving date and Completion date accordingly. NOTE: Receiving Date: Date which the accountant receives the imprest Completion Date: Date which the employee will be returning |
| 6. | Click on the Supplier Employee button and select employee who will be paid (supplier) and customer who will be accounted for (make retirement) |
| 7. | On the Comments field, enter in narrations of the Imprest |
| 8. | Click the New button on the Standard toolbar and select New Imprest Line When an employee has an outstanding imprest, above message will display as a notification but it's a warning user should continue to process/issue the imprest. Click OK to continue |
| 9. | Select an Expense Account on the Debit field and SAVE |
| 10. | You can append more lines as required, then Click Auto Balance button and then select GL Account (Imprest Clearing) account for double entry. |
| 11. | Save |
| 12. | Go to Actions from the tool bar and select Print Edit List to view the imprest information. |

| | |
|-----|--|
| 13. | Click Submit for Approval box to submit the transaction for approval. Once the transaction is approved, the Approved box will have a tick. |
| 14. | Go to Actions from the tool bar and select Post to post the imprest to GL. A second window will open in which user will submit this transaction by clicking on the Submit icon. |



NOTE:

1. *Only Expense Account with sufficient Budget can be selected in the Debit field.*
2. *if other currency is used other than base currency (TZS), the amount will be converted to equivalent base currency based on the exchange rate determined, then commitment control will check against converted amount (base amount) but AP and AR invoices will be processed with the currency selected and the same currency will be used during retirement process.*
3. *You can select more than one line and each line will be considered with sufficient budget by repeating step 9*
4. *While Posting Imprest Issue using the IMPREST BOOK (memorandum Book, does not have effect on Main Book) system;*
6. *Dr. Expense Account (Commits the fund)*
7. *Cr. Imprest Clearing*

AP Invoice Generation

| Objective/Comment | Generate AP Invoice |
|---------------------|--|
| Navigation Path | Financial Management → Accounts Payable → General Operation → Invoice Entry |
| Responsibility with | Accountant |
| 1. | System will automatic generates the AP Invoice entry in relating to Imprest. The invoice created will be done based on the scheduler which runs to create the group |
| 2. | Click on the Group to search for the group created. Group created will be of the latest period and will gave the latest Group ID number. Group will be created with a user called Manager |
| 3. | The selected Group ID will display all the AP Invoice information that will not require any data input. |
| 4. | From the Header detail, tick check box Submit for Approval for the AP Invoice to be approved by responsible person |

Approve Imprest AP Invoice

Responsible officer will be able to login into the system and approve or disapprove the transactions awaiting approval and as well be able to use approval tracker to see more information of the AP Invoices.

| Objective/Comment | Post Imprest AP Invoice |
|---------------------|--|
| Requirement | User must have access for Posting |
| Navigation Path | Financial Management → Approval Management → General Operation → Approval Process |
| Responsibility with | Accountant |

| | |
|----|---|
| 1. | Approver will have the module buttons to approve whether to approve AP transactions or GL and PO transactions. This access to approve will depend on the approval setup |
| 2. | Select module that you want to approve i.e. AP, all the transactions waiting to be approved will be displayed |
| 3. | Go to Child tab and another tab of List and on the box Action to select transactions you want to approve, and then go back to Detail tab and use the drop down arrow select Approve to approve transaction. SAVE Approved transaction will disappear from the list. |
| 4. | When you open again AP Invoice entry after approved, the approved box will be ticked to show that the transaction has been approved |

Post Imprest AP Invoice

| Objective/Comment | Post Imprest AP Invoice |
|---------------------|---|
| Requirement | User must have access for Posting |
| Navigation Path | Financial Management → Accounts Payable → General Operation → Invoice Entry |
| Responsibility with | Accountant |
| Screen/Form Usage: | Post AP Invoice |
| 1. | Click on Action from the standard tool bar, navigate to Group then select Post |
| 2. | A dialog box will display for submitting the process. Click on File then Submit |
| 3. | Exit the form |

Note:

While Posting AP Invoice in the MAIN BOOK System;

***Dr:** Imprest Clearing A/C*

***Cr:** Imprest Control A/C*

Payment Entry

| Objective/Comment | Payment Entry |
|---------------------|---|
| Requirement | User must have access for Payment Entry form |
| Navigation Path | Financial Management → Accounts Payable → General Operation → Payment Entry |
| Responsibility with | Accountant |

| | |
|-----|--|
| 1. | Click on the New Icon and select New Group , group ID will automatically be generated |
| 2. | Click down arrow from the Bank Account field and select Bank account that will be used for making payment |
| 3. | Select Payment Method and Payment Date accordingly |
| 4. | Click on the New Icon and select New payment |
| 5. | Click on the Supplier button, search and select supplier to be paid |
| 6. | Click on the New Icon and select New Invoice payment |
| 7. | Navigate to Invoice Detail tab |
| 8. | Click on the Invoice button, search and select invoice that you want to make payment |
| 9. | Save |
| 10. | Navigate to Action from the standard tool bar, then select Print group edit list to view accounting entries before posting |
| 11. | Go to Payment Tab and submit the transaction for approval. Depending with the approval setups, once the transaction is approved it then can proceed for process payment stage. |
| 12. | Navigate to Action from the standard tool bar and select Process Payment to get an option for printing cheque |
| 13. | Verify the cheque number to be printed |
| 14. | Click on the Print icon from the standard tool bar to print cheque |
| 15. | Chose a correct printer for cheque, then Print |
| 16. | Exit Print option sub form and process payment sub form |
| 17. | Click to Actions menu bar and select Post . Submit the process of posting through File - > Submit, from the standard tool bar |

Note:

While Posting Payment Entry in MAIN BOOK, System;

***Dr:** Imprest Control A/c*

***Cr:** Bank A/c*

Imprest AR Invoice Generation

AR Invoice should be generated once Payment Entry has been posted so as to create receivable for tracking Imprest details including unretired Imprest

Note:

Generated AR Invoice will have the following GL transactions in MAIN BOOK;

***Dr:** Imprest Control A/c*

***Cr:** Imprest Clearing A/c*

You can print Aged Receivable report to see the outstanding Invoices

Navigate to Accounts receivable → Reports → Aged Receivable

Imprest Retirement

Imprest refers to amount of fund given to a staff where the amount of actual spend is not known and at the end of such activity a staff has to account for the amount that has been given. The amount given can be fully utilized or partially utilized or not used at all. Depend on this scenarios, a staff imprest will be retired with supporting attachment e.g. receipts to show the actual amount spent

Full Expense Retirement

This is the retirement whereby a staff has utilized the whole amount of Imprest given to perform a certain official activity

| Objective/Comment | Expense Retirement |
|---------------------|--|
| Requirement | User must have access for Expense Retirement form |
| Navigation Path | Financial Management → Imprest management → General Operation → Expense Retirement |
| Responsibility with | Accountant |
| Screen/For m Usage: | Expense Retirement |

| | |
|-----|--|
| 1. | Click on the New Icon and select New Group , Group ID will automatically be generated. Change the Apply Date and Invoice Date accordingly. |
| 2. | Click on the New Icon and select New Expense Retirement |
| 3. | On the Retirement Summary tab, Select Receiving Date ; a date of receiving retirement from the a staff |
| 4. | Click on the Select Imprest , search and select Imprest that you want to retire. Save |
| 5. | Click on the New Icon and select New Expense line |
| 6. | Click on the Imprest Line button, search and select Imprest Line that you want to retire. |
| 7. | Enter the full amount expensed in Expense Amount field |
| 8. | Save |
| 9. | If there's more than one line you can keep on selecting new line, repeat step number 5 to 8 |
| 10. | You can Print Edit List through Actions → Group → Edit list |
| 11. | Click on the Action from the standard tool bar, and then select Group then Post to post to GL |

| | |
|-----|--|
| 12. | Once the transaction has been posted, system will automatic generate the credit memo to offset the AR Invoice created. |
|-----|--|

Note:

*While Posting Expense Retirement in MAIN BOOK, System;
Dr: Expense A/c (Recognizing Expenditure)
Cr: Imprest Control A/c*

Partial Expense Retirement

This is the retirement whereby a staff has utilized some of the amount of Imprest given and has to return unspent amount in perform a certain official activity. The spent amount will be recognized as expenditure and unspent amount will be returned and captured as cash receipt to the bank account. Partial expense retirement consists of two process i.e. cash receipt entry and credit memo/partial expense retirement as explained below;

| Objective/Comment | Expense Retirement |
|---------------------|--|
| Requirement | User must have access for Expense Retirement form |
| Navigation Path | Financial Management → Imprest management → General Operations → Expense Retirement |
| Responsibility with | Accountant |
| Screen/Form Usage: | Expense Retirement |
| 1. | Click on the New Icon and select New Group , Group ID will automatically be generated. Change the Apply Date and Invoice Date accordingly. |
| 2. | Click on the New Icon and select New Expense Retirement . |
| 3. | Select Receiving date; a date of receiving retirement from the a staff |
| 4. | Click on the Select Imprest , search and select Imprest that you want to retire |
| 5. | Click on the New Icon and select New Expense line |
| 6. | Click on the Imprest Line button, search and select imprest line that you want to retire. |
| 7. | Enter the amount expensed in Expense Amount field |
| 8. | SAVE |
| 9. | You can Print Edit List through Actions → Group → Edit list |
| 10. | Click on the Actions from the standard tool bar, and then select Group then Post to post to GL. |

Note:

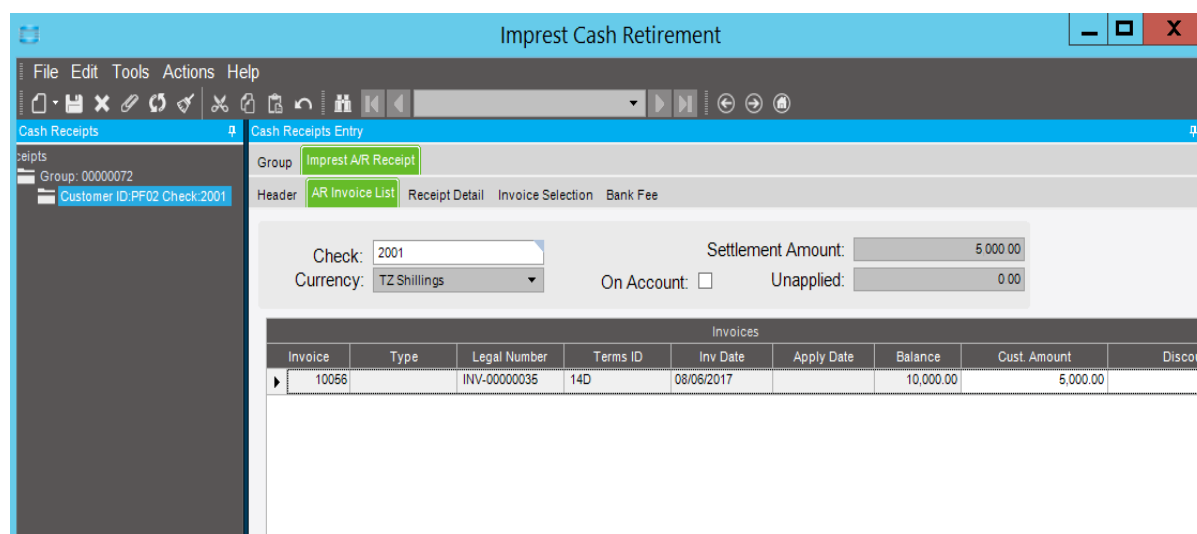
*While Posting Expense Retirement in MAIN BOOK, System;
Dr: Expense A/c (Recognizing Expenditure)
Cr: Imprest Control A/c*

Cash Retirement Entry

Cash Retirement Entry is done for the unspent amount that staff is returning back to the office.

| Objective/Comment | Cash Retirement Entry |
|---------------------|--|
| Requirement | User must have access for Imprest AR Invoice Generation form |
| Navigation Path | Financial Management → Imprest Management → General Operations → Cash Retirement |
| Responsibility with | Accountant |

| Screen/Form Usage: | Cash Retirement Entry |
|--------------------|--|
| 1. | Click on the New Icon and select New Group , group ID will automatically be generated |
| 2. | Click down arrow on the Bank account field and select Bank Account |
| 3. | Payment Method will be updated as per the bank account setups |
| 4. | Update the Payment Date accordingly. |
| 5. | Click on the New Icon and select New Invoice Payment |
| 6. | Type reference number on Check field |
| 7. | Type the amount returned by staff in the Receipt Amount field. |
| 8. | Type the Description on the Reference field. |
| 9. | Click on the Customer ID button, search and select the employee. |
| 10. | Navigate to Invoice Selection tab and select invoice that have been created during AR Invoice generation. |
| 11. | Click on Retrieve button if the transaction is not seen on the list. |



| | |
|-----|---|
| 12. | After selecting the Invoice, then click on the Apply button to apply invoice against cash receipt |
| 13. | Go back to Header tab and click on the Expense Account field to select the expense account used to commit fund. By selecting the account, system returns the committed fund to the expense account. |
| 14. | You can Print Edit List to see accounting double entries. To print the Edit List, click on the Actions in the menu bar and select Print Group Edit List . |
| 15. | Navigate to Actions from the standard tool bar and select Post to post transaction to GL |

Note:

1. While Posting Cash Retirement in MAIN BOOK, System;
Dr: Bank A/c (Recognizing Expenditure)
Cr: Imprest Control A/c
2. Follow the normal Expense Retirement procedures to proceed with remaining Expense amount

Imprest Recovery from Salary

| Objective/Comment | Salary Adjustment |
|---------------------|---|
| Requirement | User must have access for Salary Adjustment form |
| Navigation Path | Financial Management → Imprest Management → General Operation → Salary adjustment |
| Responsibility with | Accountant |

| Screen/Form Salary Adjustment Usage: | |
|--------------------------------------|---|
| 1. | Click on the Invoice button, search and select AR Invoice to be retired. |
| 2. | Enter the negative amount recovered from salary on Adjustment field to offset/clear the invoice and once you entered amount, New balance field amount will change to zero if all amount of outstanding |
| 3. | Click on the Imprest line button, search and select Imprest line to be retired. |
| 4. | Type the description of the transaction on the field for Description or if the descriptions are too long then you can use a comment field. |
| 5. | Save. Upon saving system automatic post the transaction. |

1. While Posting Salary Retirement in MAIN BOOK, System;
Dr: Expenditure A/c (Returning the funds committed in Issue)
Cr: Imprest Control A/c

Multicurrency Management

The Currency Management module automates the process of conducting transactions internationally using multiple currencies. You can use this module to create multiple currency records.

The Currency Management module automatically pairs each currency with the other currencies to create source and target currency relationships. Using rate types, you define the conversion rules for each currency pair. You can then enter and update exchange rates as often as necessary. The application automatically applies these exchange rates against the international transactions generated in the current company. If necessary, rates can be overridden and locked for specific transactions.

Application Setup

Currency Master

Use Currency Master Maintenance form to enter and update each currency for which your organization conducts business. You can create currencies for a specific company or global currencies for your entire organization.

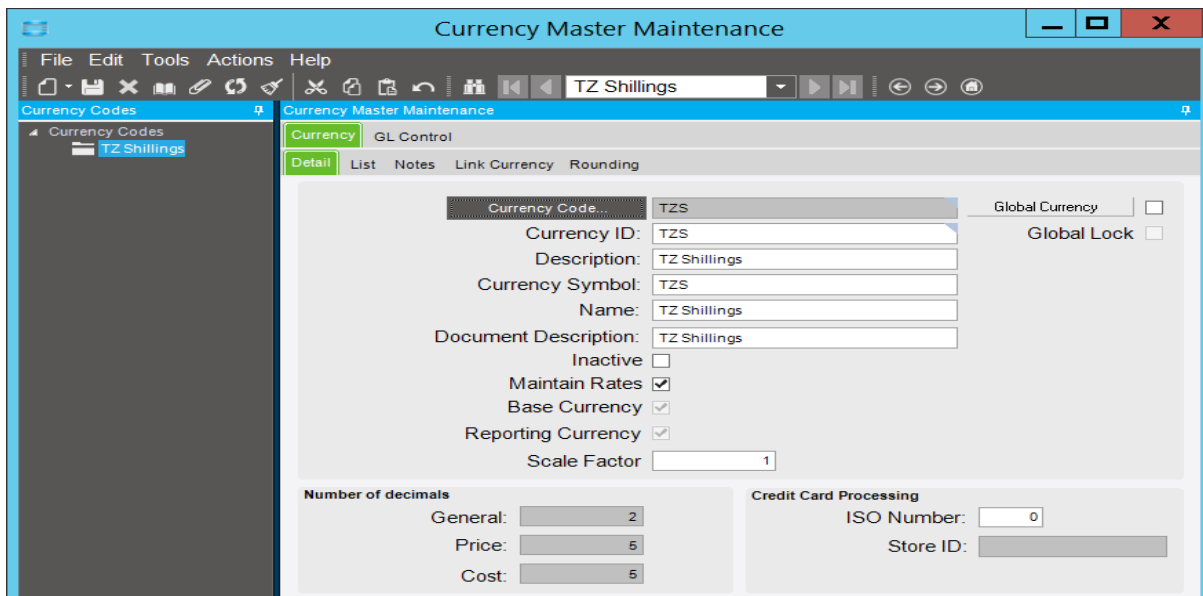
Each currency record defines the primary information needed to generate financial transactions with customers and suppliers in a specific country. A currency record contains the key details about the currency, such as its name, description, and currency symbol. This information is then leveraged by the Epicor application for any transaction conducted using this currency.

A currency record can also contain the rounding rules it uses for various value types such as Unit Price, Unit Tax, and Extended Price. You can round these values up, down, and to the nearest value. You can also decide not to use a rounding rule against a specific value type.

A GL control type and GL control can be assigned to each currency record. GL control types provide the template for the account and journal contexts used for transactions against the currency record; GL controls define the specific journals and accounts which record transactions in this currency.

| Objective/Comment | Currency Definition |
|---------------------|--|
| Requirement | User must have access to Currency Master form in Currency Management |
| Navigation Path | Financial Management → Currency Management → Setup → Currency Master |
| Responsibility with | As per the user matrix |
| 1 | Click on the New Icon and select New Currency |
| 2 | On the Currency Code enter the code of the Currency |
| 3 | Define the Currency ID and Description |

| | |
|---|---|
| 4 | Use Currency Symbol and Name to define further details of the currency |
| 5 | SAVE |
| 6 | If the created Currency is foreign currency, click on the New icon and select New GL Control |
| 7 | Click on the Type to search and select the type of Currency Click on the Control to search and select already defined Gain/Loss account. |



NOTE:

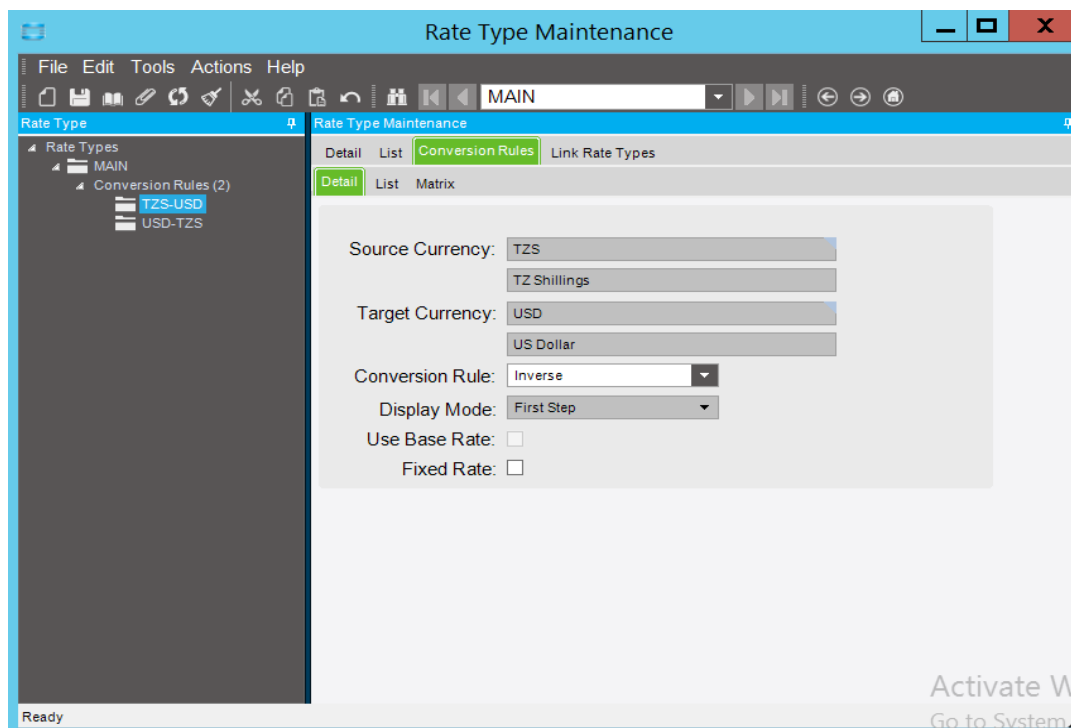
For Foreign Currency, the Inactive check box will be checked, in order to remove it; exchange rate needs to be denied.

Rate Type Maintenance

Rate types define the conversion rules the application applies against all the possible source and target currency pairs available within your company. Use Rate Type Maintenance to create and update rate types for currencies used by a specific company.

Each rate type is a collection of overall default rate values and conversion rules. You first define the overall rate values for the group. For example, the Cross-Rate Currency and Alternative Cross-Rate Currency values define additional, interim currencies used by specific conversion rules in the group.

| Objective/Comment | Rate Definition |
|---------------------|---|
| Requirement | User must have access to Currency Master form in Currency Management |
| Navigation Path | Financial Management → Currency Management → Setup → Rate Type |
| Responsibility with | As per the user matrix |
| 1 | Click on the Code to search and select the already defined Mean Rate |
| 2 | On the left side of the screen, expand and select the currency available |
| 3 | For TZS-USD, on the Conversion Rule select Inverse USD- TZS will automatic become Direct |
| 4 | SAVE |



General Operations

Exchange Rate Entry

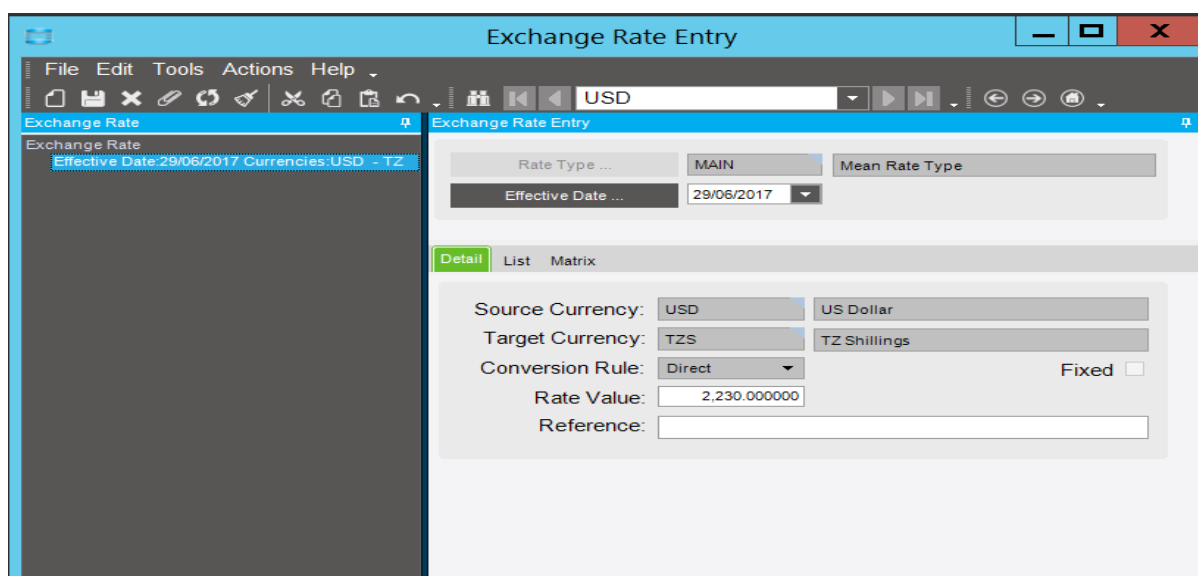
Use Exchange Rate Entry to define specific exchange rates for each currency pair. The Epicor application uses these rates to calculate converted amounts on international transactions.

An exchange rate converts the value of one currency into an equivalent value in another currency. You enter exchange rates by creating an exchange rate record. You first select the rate type that will handle the exchange rates. The rate type first defines the currency pairs, each of which consist of an original, or source, currency and a receiving, or target, currency. The rate type also defines the conversion rule (Direct, Cross-Rate, Double Cross-Rate, and so on) used on each currency pair.

You next define the Effective Date for the exchange rates. The application uses these starting from this date until the system clock reaches the Effective Date on the next exchange rate record. From this point, international transactions use the rates entered on the next record.

| Objective/Comment | Currency management |
|-------------------|--|
| Requirement | User must have access to Exchange Rate form in Currency Management |
| Navigation Path | Financial Management → Currency Management → General Operation → Exchange Rate Entry |

| | |
|---------------------|---|
| Responsibility with | As per Matrix |
| 1. | Click on the Rate Type to search and select already defined rate |
| 2. | Click on the New icon to activate the form in which the date will read current date. Change the date accordingly |
| 3 | On the Rate Value , enter the new current value. |
| 4. | Save and exit the form |



Currency Revaluation Process

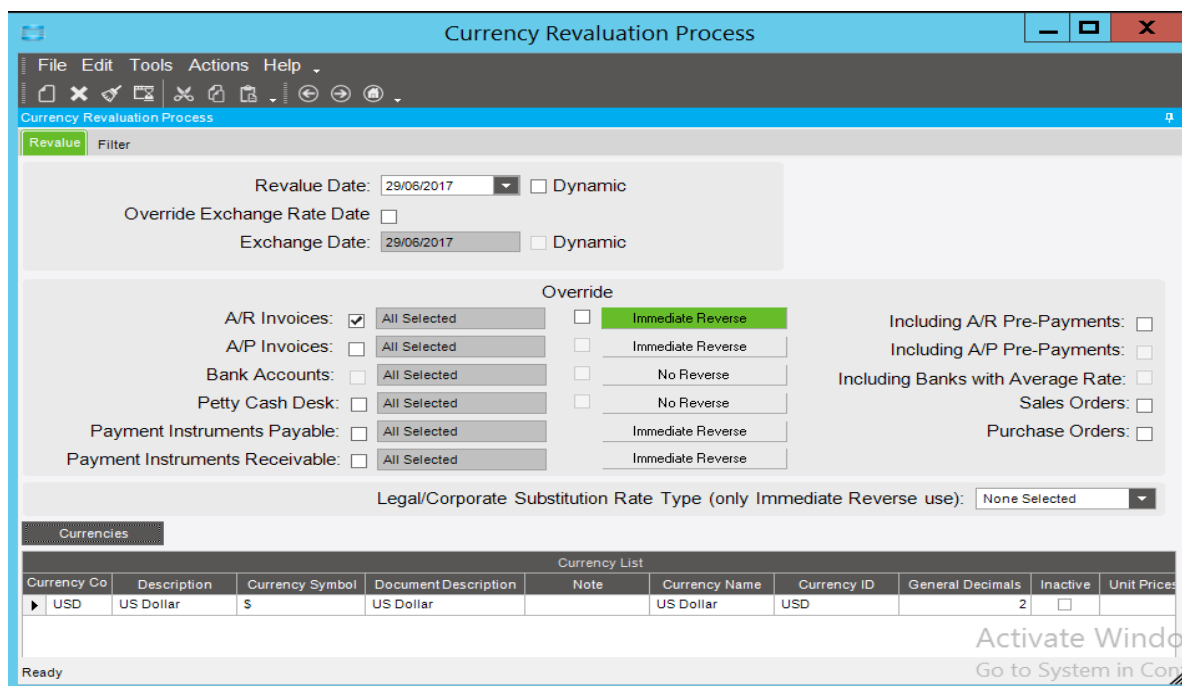
Use the Currency Revaluation Process to adjust the amounts on selected records using current exchange rates for the dates you select. You can also use this program to generate the Currency Revaluation Report, which displays a preview of the revalued amounts.

When you run this process or report, you can define which records you wish to revalue. You can select all or some AP invoices, AR invoices, bank accounts, or petty cash desks. The amounts are revalued based on **the active exchange rate** for the currency selected on each record. In any given reporting period, you would choose either the non-reversing revalue process or the reversing revalue process, but you can switch between either processes as you prefer.

You can define the default modes of revaluation within Company Configuration and override these defaults, if needed, for a particular revaluation run (for example, a year end run).

You also select which currencies to use during the revaluation process. You can run the process against one or multiple currencies.

Any gains and losses that occur from the revaluation are automatically posted to the accounts of each reporting currency. Each reporting currency has four accounts, the Realized Gain, Realized Loss, Unrealized Gain, and Unrealized Loss general ledger (GL) accounts.



On Toolbar menu, Action Post and Print the Revaluation Report

Cash Management

The Cash Management Module contains functionality for creating and managing both Cash and Bank Accounts.

Application Setup

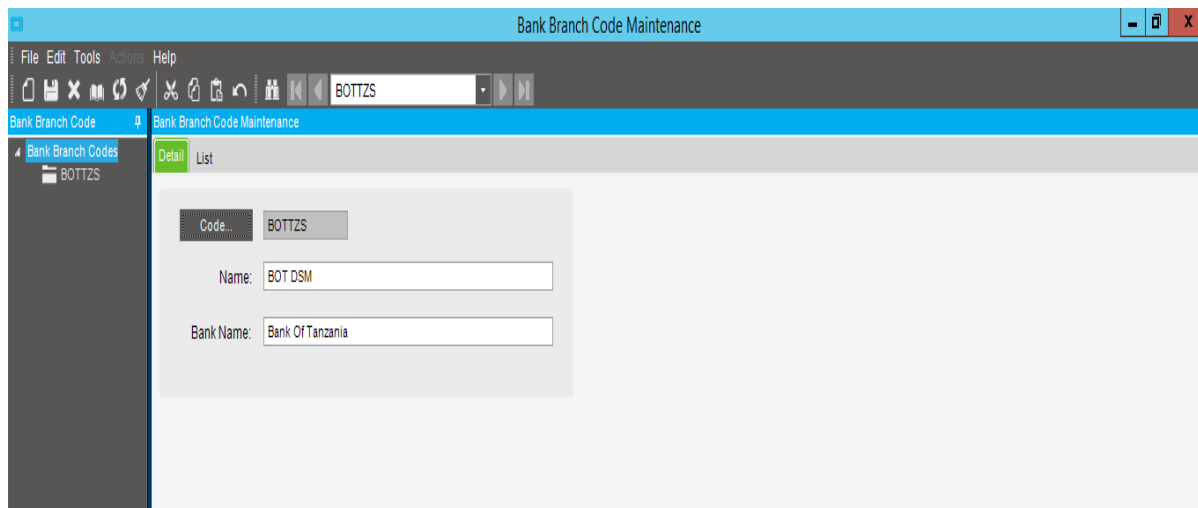
Cash Management include setup programs used to define bank accounts and bank fees associates with Cash Receipts, Cash payments, bank statements and bank adjustments.

Bank Branch Code Maintenance

Use Bank Branch Code Maintenance to enter and maintain a list of bank branch codes required.

| Objective/Comment | To define Branch Code |
|---------------------|---|
| Requirement | The user must have access to Bank Branch Code Maintenance in Cash Management. |
| Navigation Path | Financial Management → Cash Management → Setup → Bank/Branch Code |
| Responsibility with | As per User Matrix |

| Objective/Comment | To define Branch Code |
|-------------------|-----------------------|
|-------------------|-----------------------|



| Screen/Form Usage: Bank/Branch Code | |
|-------------------------------------|---|
| 1. | Click the New Button on the standard toolbar. |
| 2. | Enter a unique identifier for the branch in the Code field. |
| 3. | In the Name field, enter the name of the branch. User select this name in the various programs. |
| 4. | In the Bank Name field, user can optionally enter the name of the bank that owns the bank branch office. |
| 5. | When user finish, click Save on the Standard toolbar. |

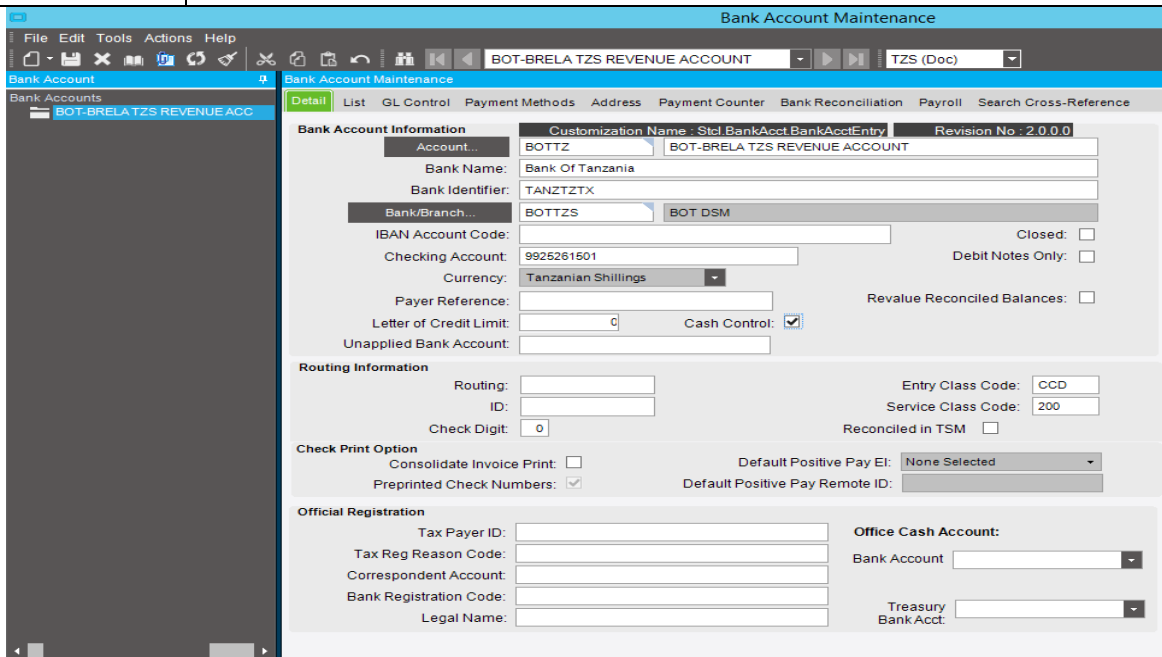
Bank Account Maintenance

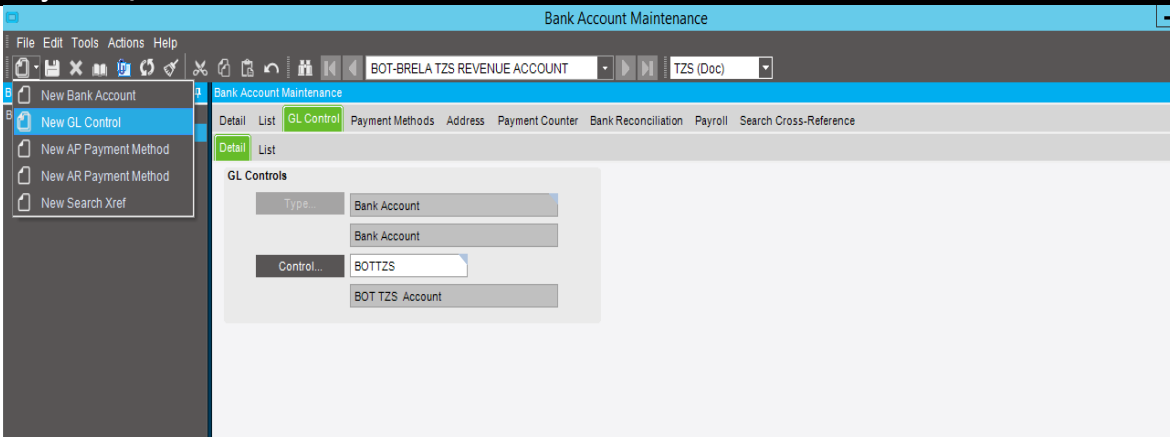
Bank Account Maintenance identifies bank accounts and defines their routing information, payment methods, and posting accounts.

Use **Bank Account Maintenance** to define bank accounts and select the GL controls that determine the accounts and journal codes to which bank transactions post.

NOTE:

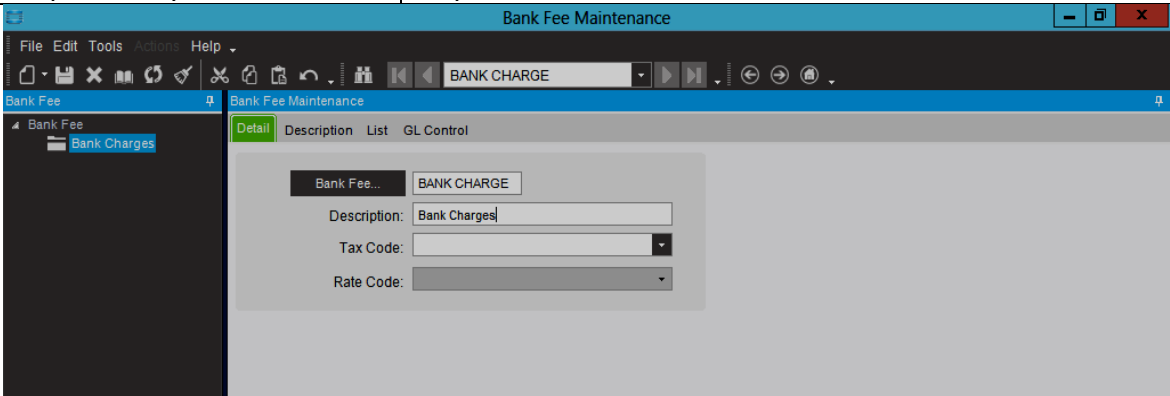
1. User must set up at least one bank account. If company has more than one bank account, user can define multiple account records to aid in the bank reconciliation process.
2. A user account must be set up as a **Security Manager** in order to maintain bank accounts. Users that are not security managers cannot maintain these accounts and are restricted from accessing the setup option.

| Objective/Comment | | To define Bank Account |
|---|---|---|
| Requirement | | The user must have access to Bank Account Maintenance in Cash Management. |
| Navigation Path | | Financial Management → Cash Management→ Setup → Bank Account |
| Responsibility with | | As per User Matrix |
| 1. | Click on the New Icon and select New Bank Account . | |
| 2. | Enter the Bank ID , Bank Description and Bank Name respectively . | |
| 3. | On the Bank Identifier field, define the ID (it can be as bank ID). | |
| 4. | Search and select the already defined Bank branch using the Bank/Branch field. | |
| 5. | Update the IBAN Account Code and Checking Account as per the bank. | |
| 6. | Select the drop down for currency to select the Currency used for the bank | |
| 7. | Use the Cash Control check box to enable system to restrict users from using the bank account during payment if the account selected has insufficient fund. | |
| | | |
|  | | |
| 8. | Save. | |
| 9. | Click on New button and select New GL Control <ul style="list-style-type: none">Click on the Type field and select Bank Account.Click on the Control and search and select already defined the control account the bank.SAVE | |

| Objective/Comment To define Bank Account | |
|--|---|
|  | |
| 10. | Click on New AP Payment Method and use the drop down arrow to attach the already defined payment methods for the bank. Note: The first method will be default. |
| 11. | Click on New AR Payment Method and use the drop down arrow to attach the already defined payment methods for the bank. Note: The first method will be default. |
| 12. | Save and close the form. |

Bank Fee Maintenance

Bank Fee maintenance defines account results of bank fee.

| Objective/Comment To define Bank Fee Maintenance | |
|--|---|
| Requirement | The user must have access to Bank Fee Maintenance in Cash Management. |
| Navigation Path | Financial Management → Cash Management → Setup → Bank Fee |
| Responsibility with | As per User Matrix |
|  | |

| Screen/Form Usage: | Bank Fee Code |
|--------------------|---|
| 1. | Click the New Button on the standard toolbar. |
| 2. | Enter a unique identifier for the bank fee in the Code field. |
| 3. | In the Description field, enter a description that helps users select this fee during transaction entry. |
| 4. | When user finish Click Save on the Standard toolbar. The remaining fields are optional |
| 5. | Click on the New GL Control and search and select the already defined Type and Account. |
| 6. | Save and Exit the form |

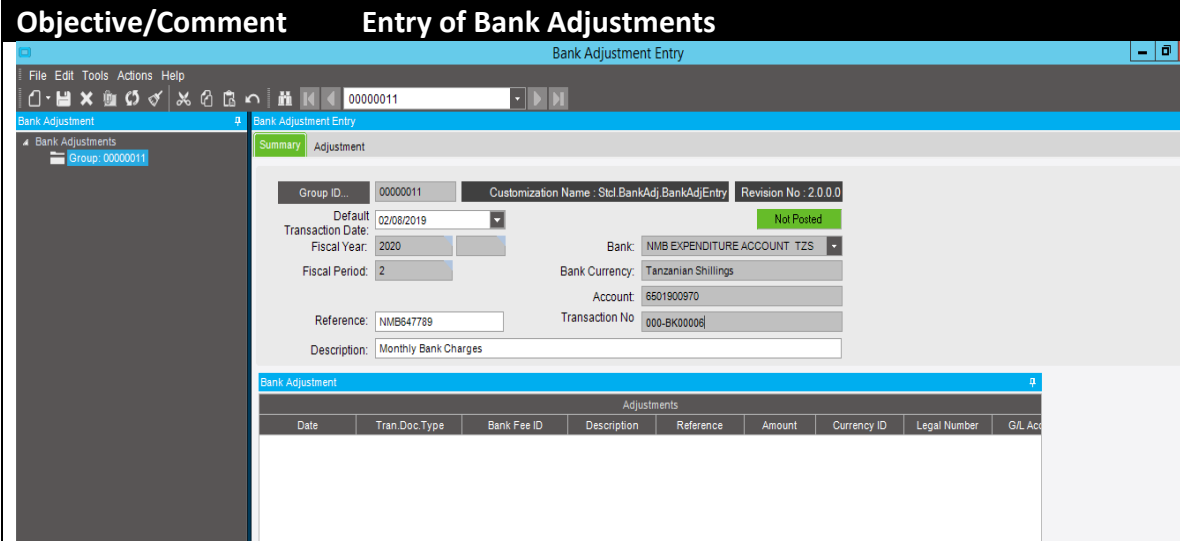
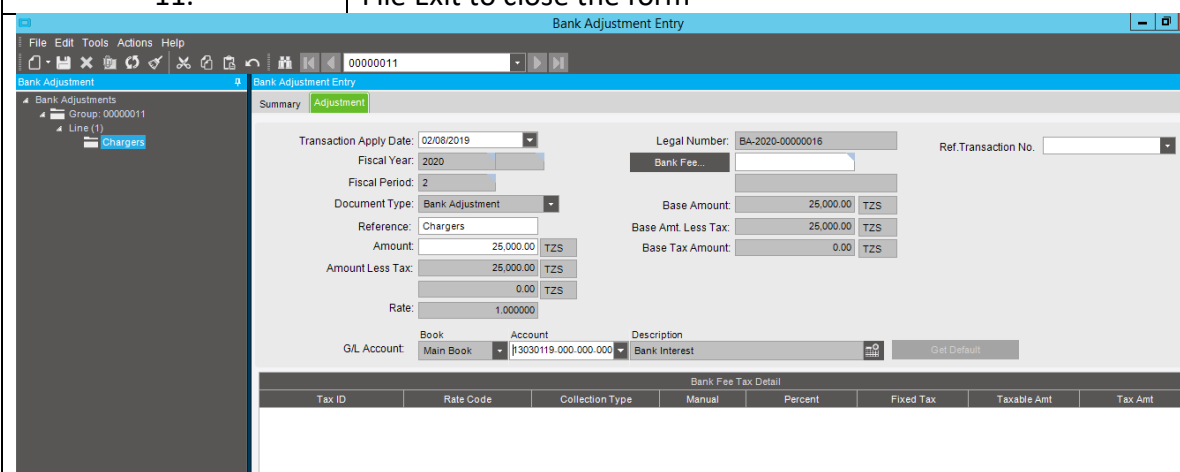
General Operations

This section describes the operations available in Cash Management Module.

Bank Adjustment Entry

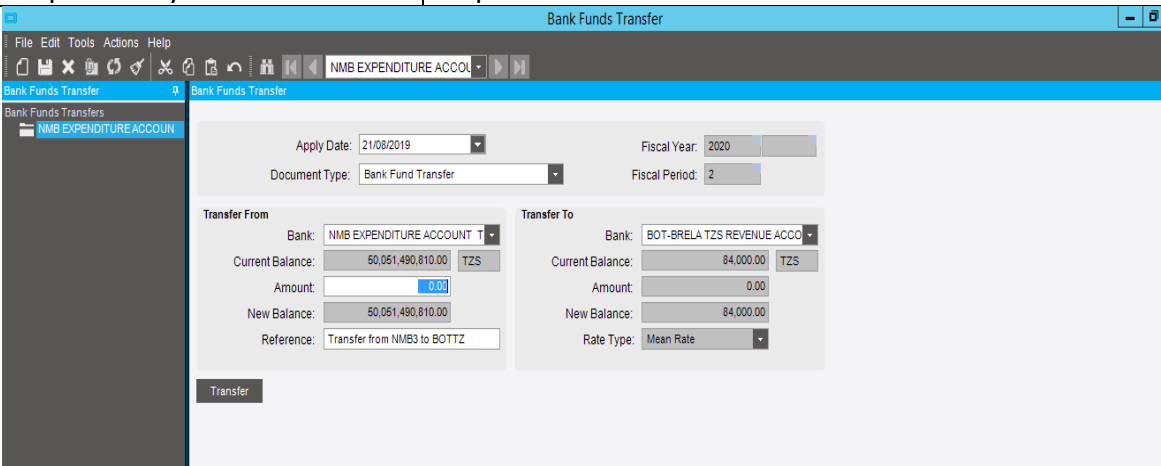
Use Bank Adjustment Entry to adjust bank Account amounts and to enter bank fees. User can use Print Group Edit List on the action menu to review entries prior to posting. Use Post on the Action menu to post transactions in the selected adjustment group.

| Objective/Comment | Entry of Bank Adjustments |
|---------------------|--|
| Requirement | The user must have access to Bank Adjustment Entry in Cash Management. |
| Navigation Path | Financial Management → Cash Management → Operations → Bank Adjustment Entry |
| Responsibility with | As per User Matrix |
| 1 | Click on New icon and select New Group from the standard tool button, system will automatic generate the group ID. |
| 2 | In the Default Transaction Date field, enter the date on which the adjustment occurs. |
| 3 | Click on the drop down arrow on Bank field and select the Bank Account. |
| 4. | Use Reference and Description fields to define the details of the adjustment |

| Objective/Comment | | Entry of Bank Adjustments | |
|-------------------|---|--|--|
| 4 | Click on New icon and select New Adjustment |  | |
| 5 | Navigate to Adjustment tab Write the reference in the Reference field. | | |
| 6 | Enter the amount you are adjusting on the Amount field. If Amount is Positive, system will add the Cash Book If amount is Negative, system will reduce the cash book | | |
| 7. | Save to get a Legal number | | |
| 8. | Right click on the Account and search and select already defined account to be used. Or use Bank Fee option to search and select the already defined fee. | | |
| 9. | Once Account is attached, save the form | | |
| 10. | Click on Actions in the menu toolbar and select Post. A second window will open for posting, click on Submit icon to post or click on File then Submit. | | |
| 11. | File Exit to close the form | | |
| | | |  |

Bank Funds Transfer (Within Implementer)

Use Bank Transfer to transfer amounts between banks. The transfer creates journal posted to the accounts determined by the GL Controls assigned to the bank Accounts. The Journals typically debit and credit cash and transfer accounts for the bank account involved in the transfer.

| Objective/Comment | For Bank Funds Transfer |
|---|--|
| Requirement | The user must have access to Bank Fund Transfer Maintenance in Cash Management. |
| Navigation Path | Financial Management → Cash Management → General Operations → Bank Funds Transfer |
| Responsibility with | As per User Matrix |
|  | |
| 1. | Click the New Button on the standard toolbar. |
| 2. | In the Apply Date field, enter the date on which the transfer occurs. |
| 3. | In the Transfer From section, select on the drop down arrow to select the bank account in which money is being transferred from. System will display the Current Balance of the bank |
| 4. | In the Amount field, enter the amount to transfer in the currency of the account. |
| 5. | In the Transfer to section, use the Bank field to select the bank which the funds are deposited. |
| 6. | In the Reference field. The application creates a default value that uses the short names of the two accounts. |
| 7. | When user finish, click Transfer field in which Legal number will be generated . |
| 8. | A window for posting will open. Click on the Submit icon or click on File then Submit |
| 9. | Once the transaction is submitted with status Process Submitted, File Exit to close and exit the form |

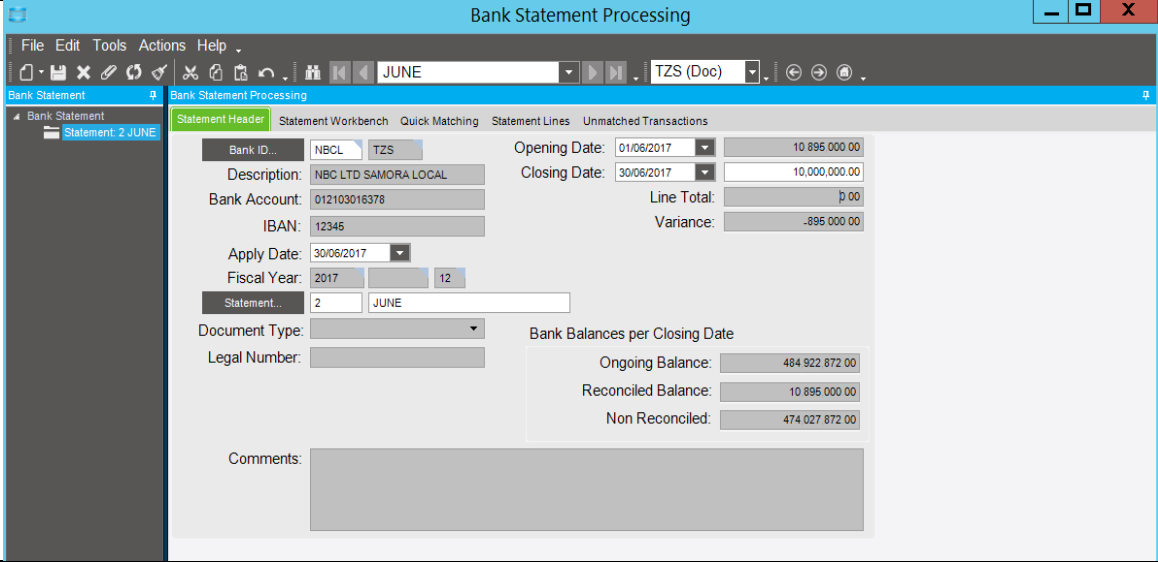
Intercompany Bank Funds Transfer (Across Implementers)

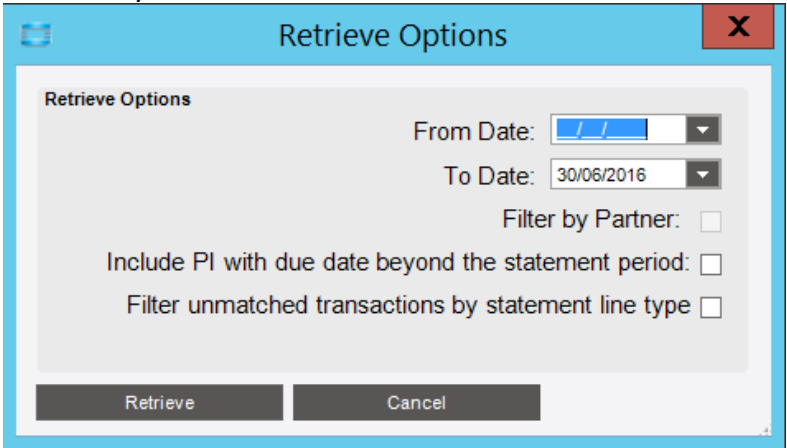
To be Added....

Bank Reconciliation

Bank Reconciliation Entry is used to reconcile bank statements with all the cash transactions created through Accounts Payable (AP) functions and Accounts Receivable (AR) cash receipts. Bank Reconciliation Entry only processes and clears cash transactions. To reconcile a bank statement, user select the receipts and payments that match bank statement lines.

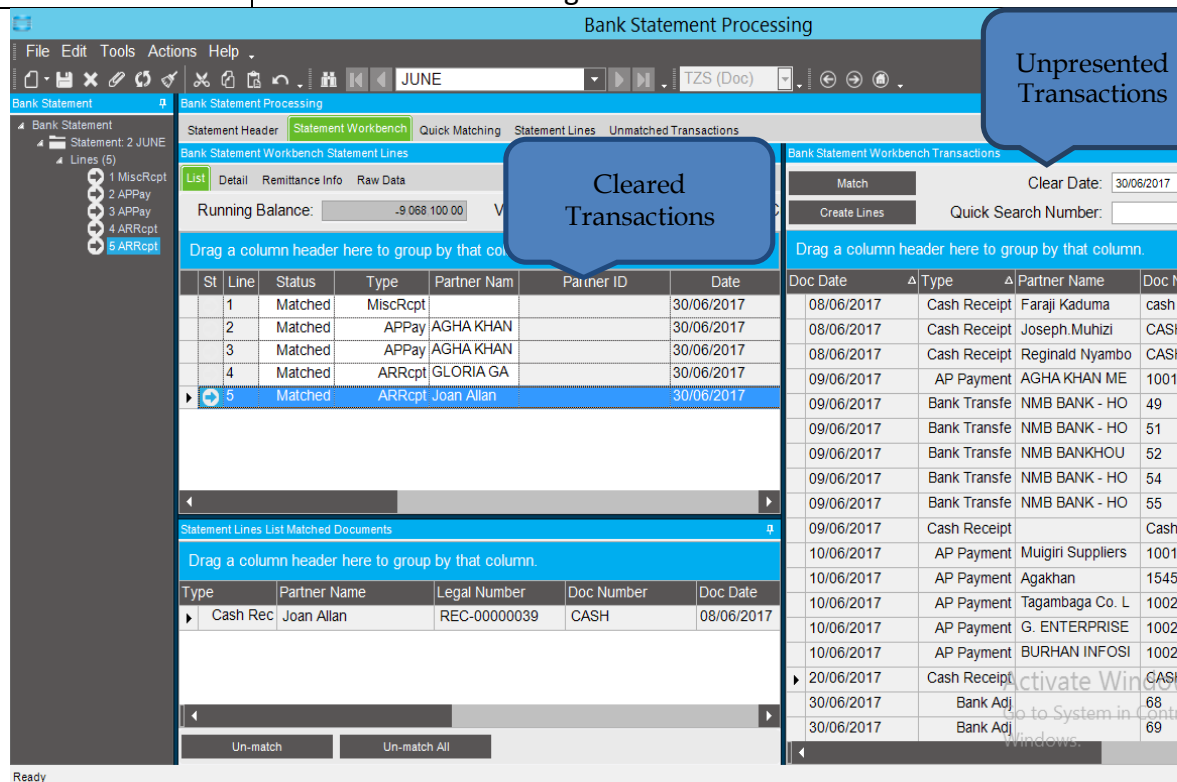
Use the Statement sheet to create the bank reconciliation and to identify the statement being reconciled.

| Objective/Comment | To create the reconciliation and transactions clearing |
|--|---|
| Requirement | The user must have access to Reconciliation entry form in Cash Management. |
| Navigation Path | Financial Management → Cash Management → General Operations → Bank Statement Processing |
| Responsibility with | As per User Matrix |
|  | |
| 1. | In the Bank ID field, search and select code of the bank to be reconciled. When user complete this field, the application displays the bank's currency, account and a reconciliation statement, if one exists. |
| 2. | Click on New icon on the standard toolbar to create New Statement . Enter a concise description of the statement |
| 3. | Use the Opening Date and Closing Date fields to enter the period included in the statement and |
| 4. | Use the Closing and Opening Balance fields to record the bank balances on the two dates. System will allow user to enter the Opening Balance if it is the first time reconciliation |

| Objective/Comment | To create the reconciliation and transactions clearing |
|-------------------|--|
| | If it is not the first time reconciliation, system will display the Opening Balance from the previous period's closing balance. |
| 5. | Change the Apply Date for the reconciliation. This value and the default fiscal calendar determine the entries displayed in the fiscal year fields. |
| 6. | Save the form |
| 7. | Navigate to Statement Workbench tab |
| 8. | <p>On the clear Date field change the date accordingly (put end of the month)</p> <p>Click on the Retrieve button, system will give a window to select the date on which user can retrieve the transactions from the system.</p>  |
| 7. | System will populate all transactions which have not been reconciled on the right side. |

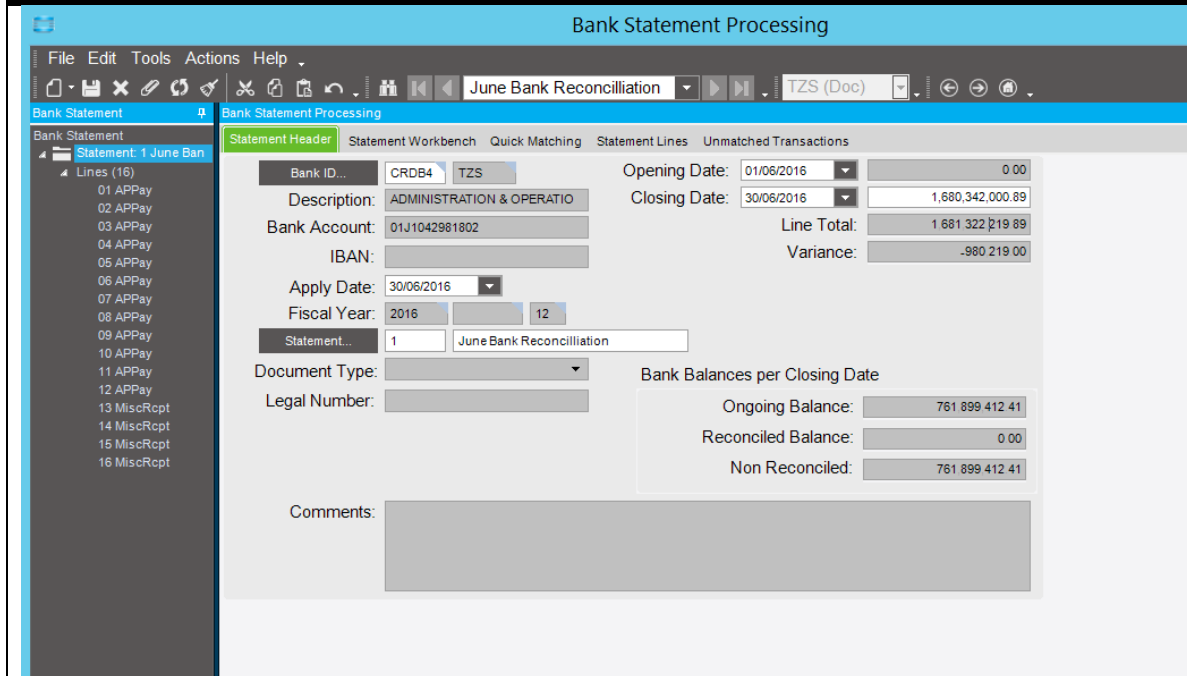
Objective/Comment To create the reconciliation and transactions clearing

- 8.
- To reconcile the transactions, User can double click on any transaction on the right column to indicate the transaction is reconciling with the statement as well or can click on any transaction and click on the **Create Lines** for system to reconcile the transaction.
1. All reconciled transactions will be moved to the left side of the screen will have a Matched Status
 2. Proceed with all transactions which are seen in the bank statement.
 3. All cleared transactions will be on left side of the screen
 4. All Unpresented transactions will remain on the right side of the screen
 5. If transactions have been cleared by mistake and it is on the left side of the screen, highlight the transaction and click delete icon in the standard bar. The deleted transaction will be returned to the right side.



Navigate back to **Statement Header** tab to confirm if the remaining amount in the Variance is the same as the total amount of Bank Charges or Bank Interests which are on the statements.

Objective/Comment To create the reconciliation and transactions clearing
ent

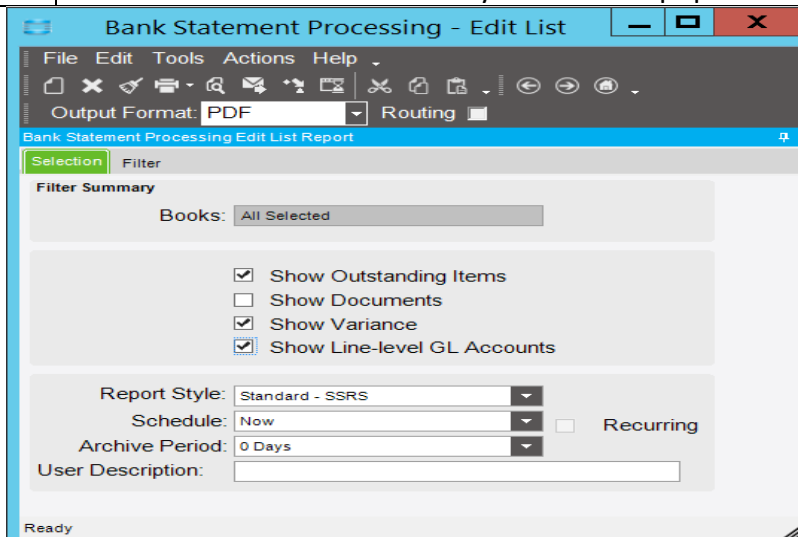


Capture the Bank charges using the Bank Adjustment form in order to offset the variance.

Once the charge/interest are captured, navigate back to **Statement Workbench** to search and clear the charge

Click on **Actions** button and select Print Edit List.

Select which items the system should populate the data.



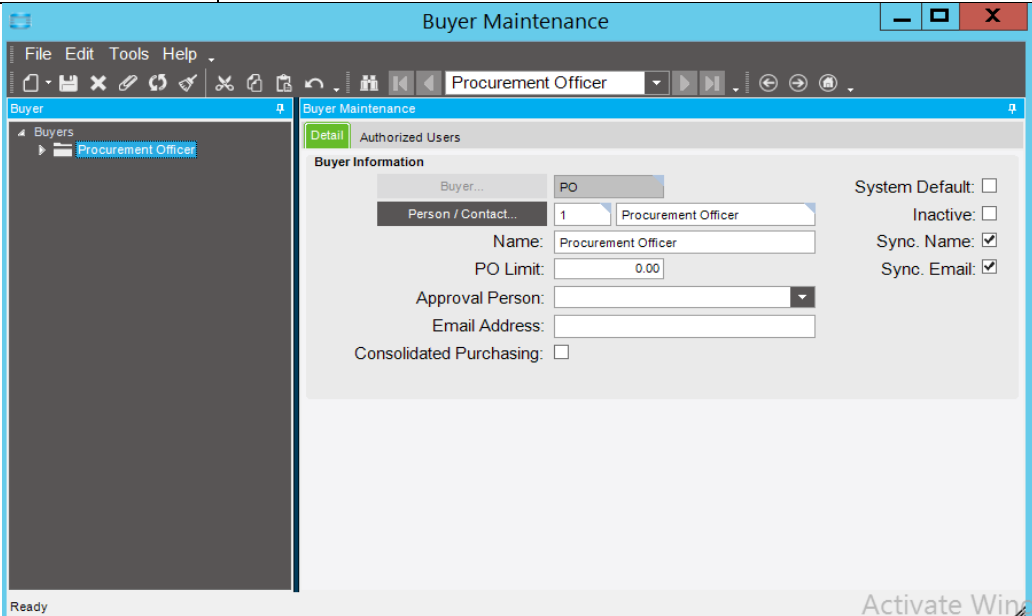
After exporting/printing the Edit List report. Click on the Actions icon and **Post Statement**

Procurement Process

This part of the operational manual includes mandatory setups, managing suppliers, the creation and approval of purchase requisitions (PRs) and purchase orders (POs), working with purchase order suggestions, and monitoring the purchase order process using related reports and trackers.

Application Setup

Buyer

| Objective / Comments | Creating buyer who is responsible for Purchasing, |
|---|---|
| Navigation Path | Material management → Purchase Management → Setup → Buyer |
| Responsibility | As per User Matrix |
|  | |

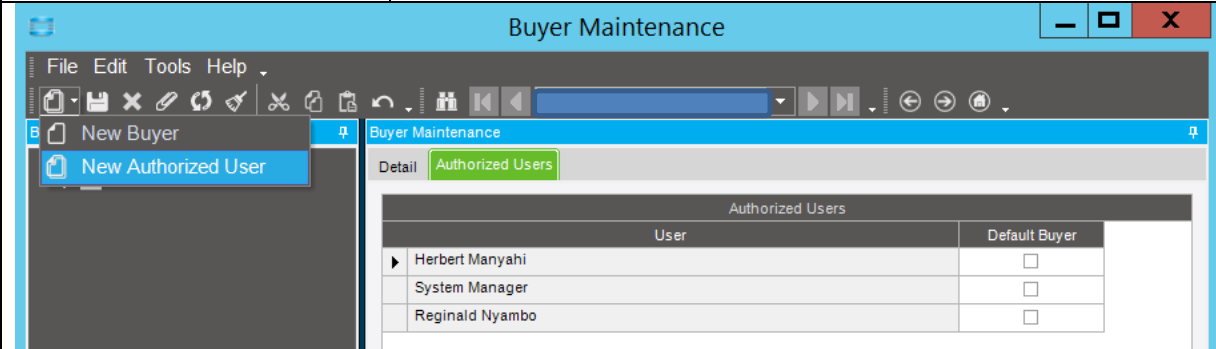
Screen/Form Usage: Buyer Maintenance

A buyer is responsible for MoFP – GF purchasing activities. Buyer Maintenance is a key maintenance program, as it allows user to link a buyer to a part class and specify approved purchase amounts for buyers. A Buyer must first be defined as a system user, and then added as an authorized user for the Buyer ID. This will facilitate the Buyer to be able to process Purchase Orders.

The Buyer ID is used as a search or filter field for PO Part Class purchasing.

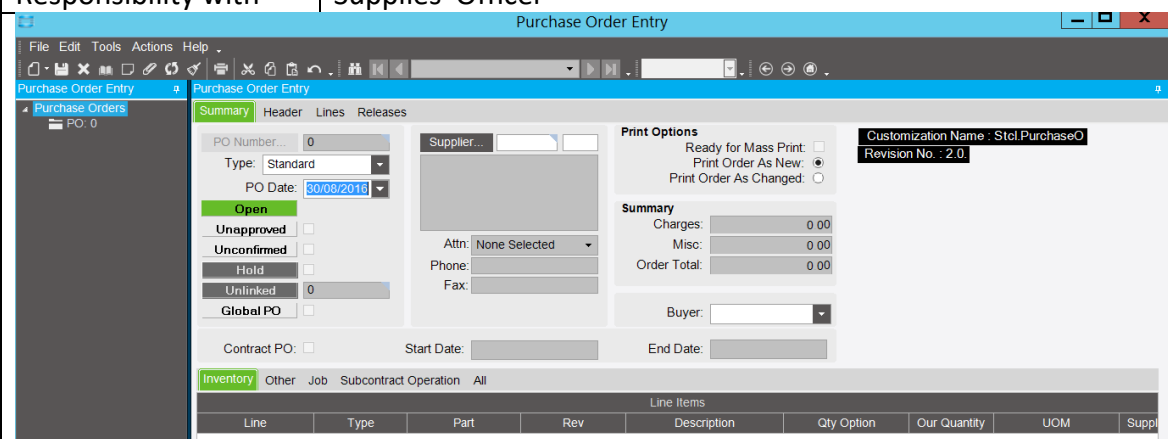
| | |
|----|--|
| 1. | Click on the new icon and Select New Buyer, Type the Buyer ID on the buyer field. |
| 2. | Type the buyer code and name on the person/contact field. |
| 3. | If the buyer has a specific PO limit type the limit amount on the PO Limit field. |

| Screen/Form Usage: | Buyer Maintenance |
|--------------------|--|
| 4. | Click on the drop down arrow and select the Approval Person who is responsible to approve the PO and the buyer email address on approval person and email address field respectively. This information is optional. |
| 5. | Click Save and Exit Buyer maintenance form. |
| 6. | Click on the new tab to select New Authorized Users . Click on the drop down and select the person in charge for procurement processes. |

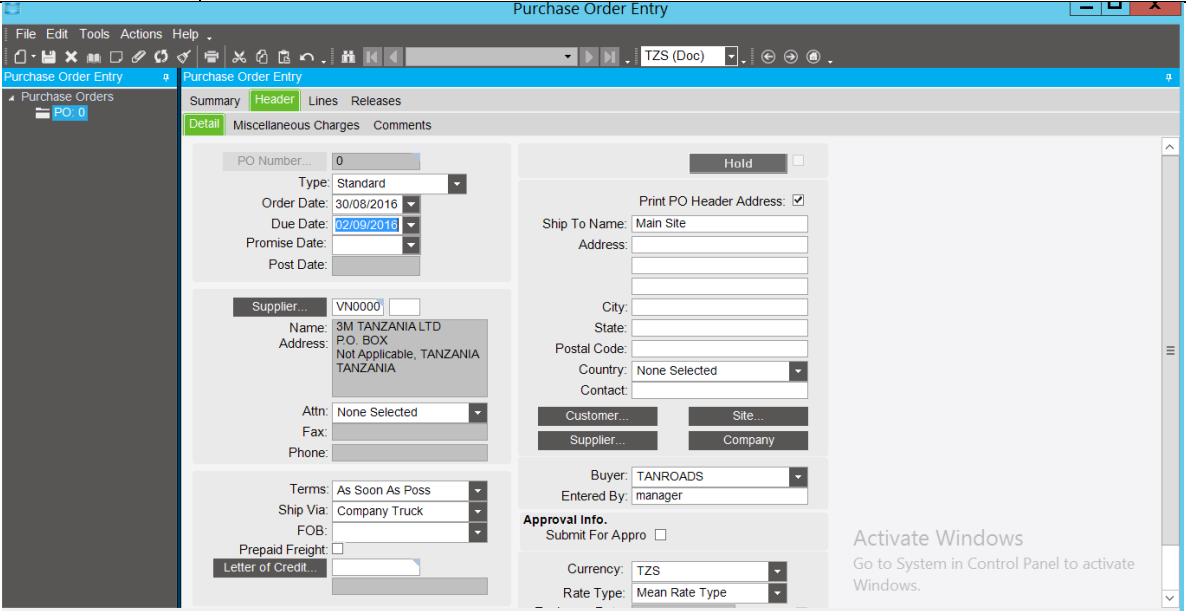


Purchase Order Entry

| Objective/Comment | Processing Purchase Orders |
|---------------------|---|
| Requirement | User must have access to Purchase order entry form |
| Navigation Path | Material management → Purchase Management→ General Operations → Purchase Order entry |
| Responsibility with | Supplies Officer |

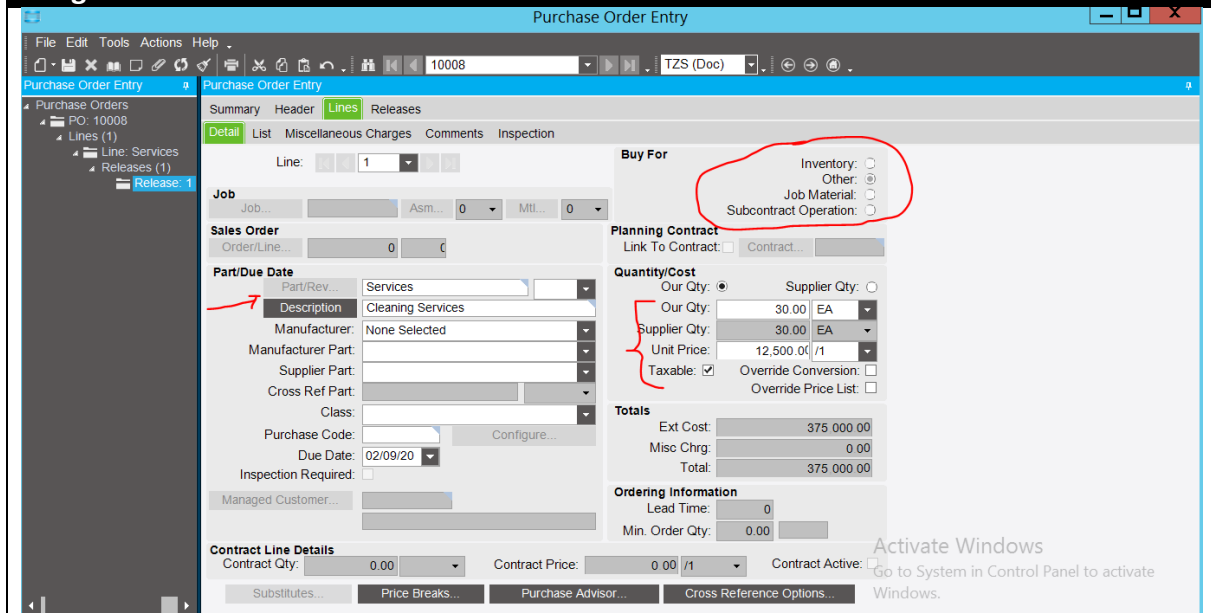


| Screen/Form Usage: | Purchase order entry |
|--------------------|---|
| 1. | Click New PO on the Standard tool bar. |

| Screen/Form Purchase order entry | |
|---|--|
| Usage: | |
| 2. | On the Summary sheet, the PO Number default to 0. When the PO is first saved, the PO number is assigned automatically. |
| 3. | The Purchase Order Type default to standard . |
| 4. | The PO Date default to today's date. User can change this date if user need. |
| 5. | Enter the Supplier ID in the supplier field, or click the Supplier button to initiate a search for the Supplier. |
| 6. | Use the Header → Detail sheet to enter general order information when creating or changing an order. This sheet includes buyer, currency, due date, and payment term details. |
|  | |
| 7. | Click Save on the Standard toolbar. |
| 8. | To Enter Purchase Order lines, Click the Down Arrow next to the New button. |
| 9. | Click New Line on the Standard tool bar. |
| 10. | On the option Buy for , select Inventory for stock items and Other for non stock items |
| 11. | Select a part for stock items and Type any number/code on the Part/Rev field and its Description on the description field for non stock items. If the order is for stock item, click on the Part to select the Inventory item already defined in the system. System will automatic select and fill the name and description of the item selected. |
| 12. | In the Quantity/Cost section, select Our Quantity and type the Quantity and Unit Price that you are Purchasing. |

Screen/Form Purchase order entry

Usage:



Purchase Order Entry

File Edit Tools Actions Help

10008 TZS (Doc)

Purchase Order Entry

Summary Header Lines Releases

Detail List Miscellaneous Charges Comments Inspection

Line: 1

Job: Job... Asm... 0 Mtl... 0

Sales Order: Order/Line... 0 0

Part/Rev... Services

Description: Cleaning Services

Manufacturer: None Selected

Manufacturer Part:

Supplier Part:

Cross Ref Part:

Class:

Purchase Code: Configure...

Due Date: 02/09/20

Inspection Required:

Managed Customer...

Contract Line Details

Contract Qty: 0.00 Contract Price: 0.00 /1 Contract Active:

Substitutes... Price Breaks... Purchase Advisor... Cross Reference Options...

Buy For

Inventory: ☒ Other: ☐ Job Material: ☐ Subcontract Operation: ☐

Planning Contract

Link To Contract: ☐ Contract...

Quantity/Cost

Our Qty: 30.00 EA Supplier Qty: 30.00 EA

Unit Price: 12,500.00 /1

Taxable: ☒ Override Conversion: ☐ Override Price List: ☐

Totals

Ext Cost: 375 000.00

Misc Chrg: 0.00

Total: 375 000.00

Ordering Information

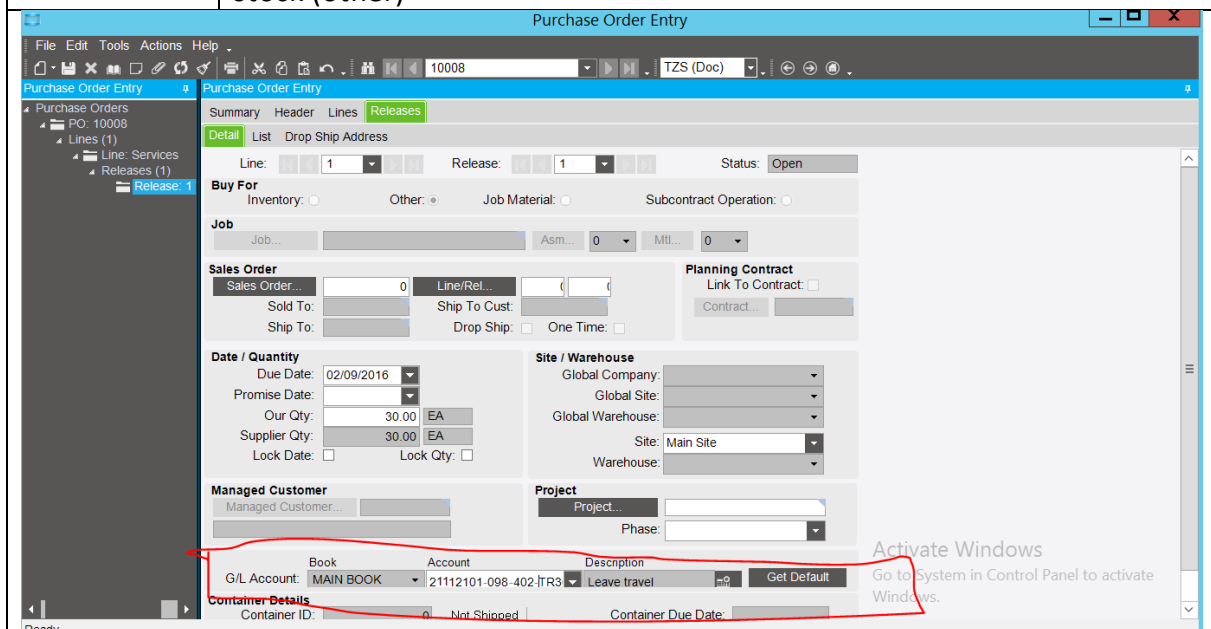
Lead Time: 0

Min. Order Qty: 0.00

Activate Windows
Go to System in Control Panel to activate Windows.

13.

Click on **Releases** button on your left and expand the release tab then click release, this will take you to release tab. Click Get default to get the stock account if the PO is for inventory, or Expense Account if the PO is for non stock (other)



Purchase Order Entry

File Edit Tools Actions Help

10008 TZS (Doc)

Purchase Order Entry

Summary Header Lines Releases

Detail List Drop Ship Address

Line: 1 Release: 1 Status: Open

Buy For

Inventory: ☐ Other: ☐ Job Material: ☐ Subcontract Operation: ☐

Job

Job... Asm... 0 Mtl... 0

Sales Order

Sales Order... 0 Line/Rel... 1

Sold To: Ship To: Drop Ship: ☐ One Time: ☐

Date / Quantity

Due Date: 02/09/2016

Promise Date:

Our Qty: 30.00 EA

Supplier Qty: 30.00 EA

Look Date: ☐ Lock Qty: ☐

Site / Warehouse

Global Company:

Global Site:

Global Warehouse:

Site: Main Site

Warehouse:

Managed Customer

Managed Customer...

Project

Project...

Phase:

Book: MAIN BOOK Account: 21112101-098-402-ITR3 Description: Leave travel

Get Default

Container Details

Container ID: 0 Not Shipped Container Due Date:

Ready

Activate Windows
Go to System in Control Panel to activate Windows.

14.

Save

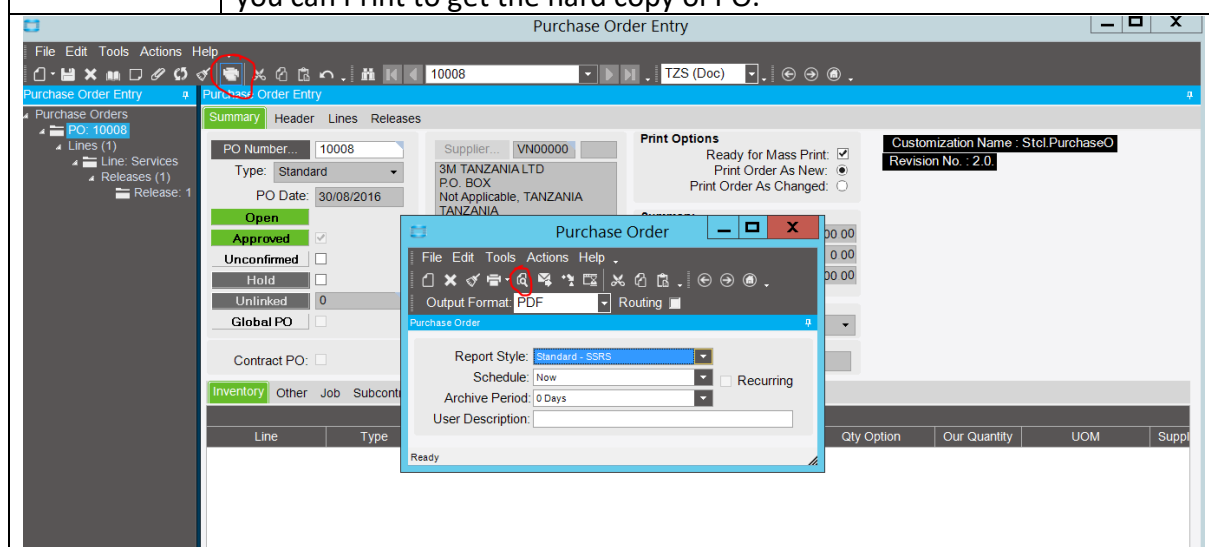
15.

Navigate to PO Summary button Untick PO 'Hold' then save PO

16.

This PO will follow the same approval process.

| Screen/Form Purchase order entry | |
|----------------------------------|--|
| Usage: | |
| | Navigate to header, submit for approval You will be asked if you're sure to submit the PO because once it is submitted PO cannot be altered. Click OK is accepted and NO if rejected. |
| 17. | System will produce another verification that the PO is successful submitted once it is saved. This PO will be approved by authorized person who is required to approve PO. After approval the PO can be printed. |
| 18. | Printing Purchase Order; On the Approved Purchase Order Entry form, click on Actions from menu bar then select Print Another window will display, then select Print Preview to review PO and you can Print to get the hard copy of PO. |

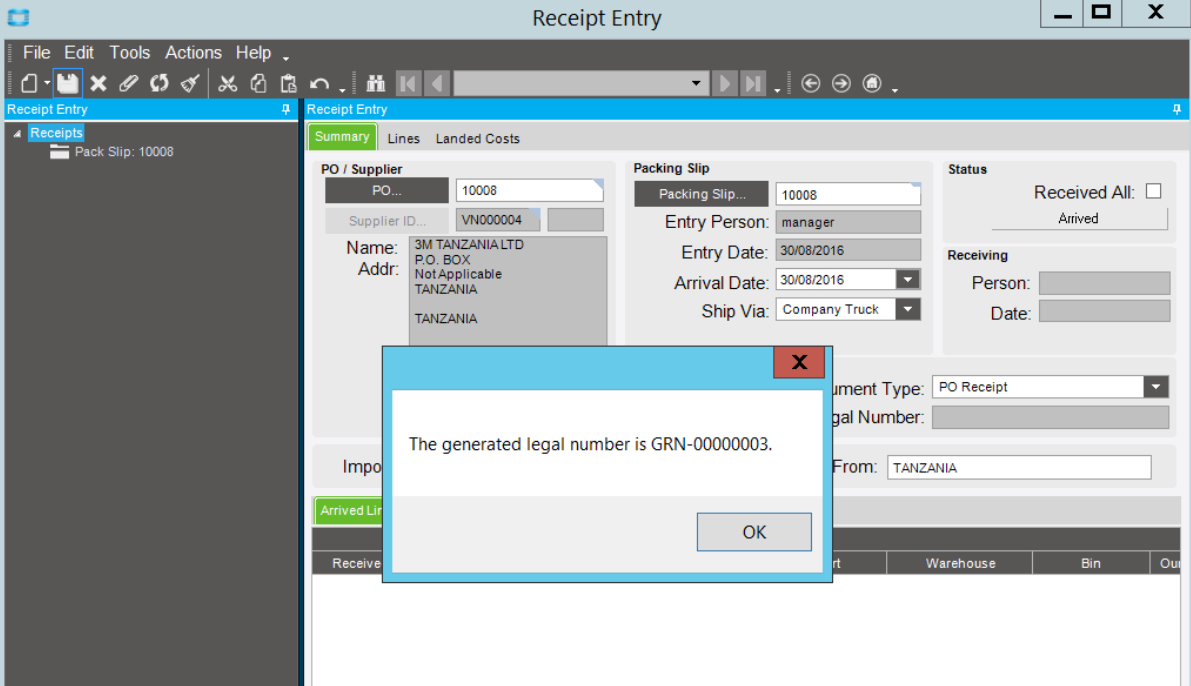


Receiving PO

Receipt Entry consists of creating a header and line (s) to identify a purchase order receipt. The receipt header consists of a packing slip number, date, and other basic information, while the line consists of the quantity received against a purchase order line.

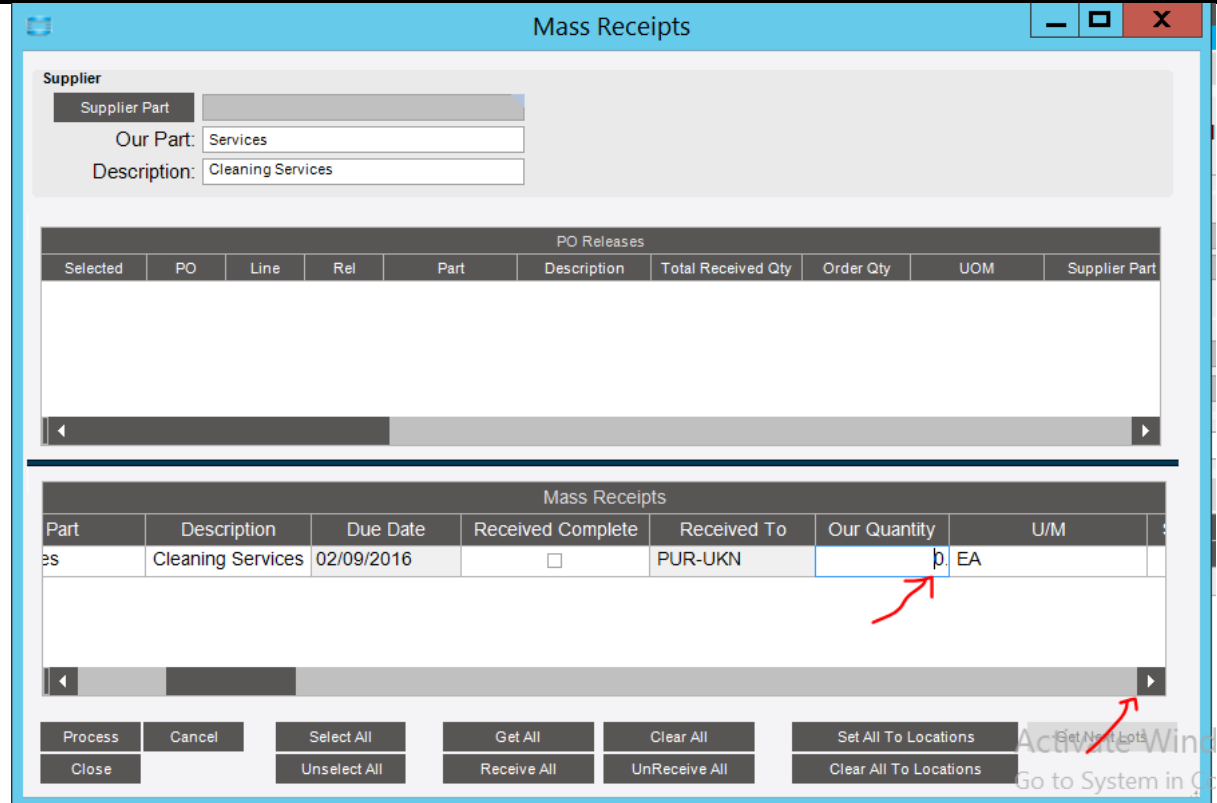
| Objective/Comment | To record receipts of Goods/Services ordered |
|---------------------|---|
| Requirement | The user must have access to Receipt entry form |
| Navigation Path | Material Management → Shipping/Receiving → Receiving Entry |
| Responsibility with | As per Matrix |

| Screen/Form Receiving Entry | |
|-----------------------------|--|
| Usage: | |
| 1. | From the Menu Bar select 'New 'record a new receipt. |

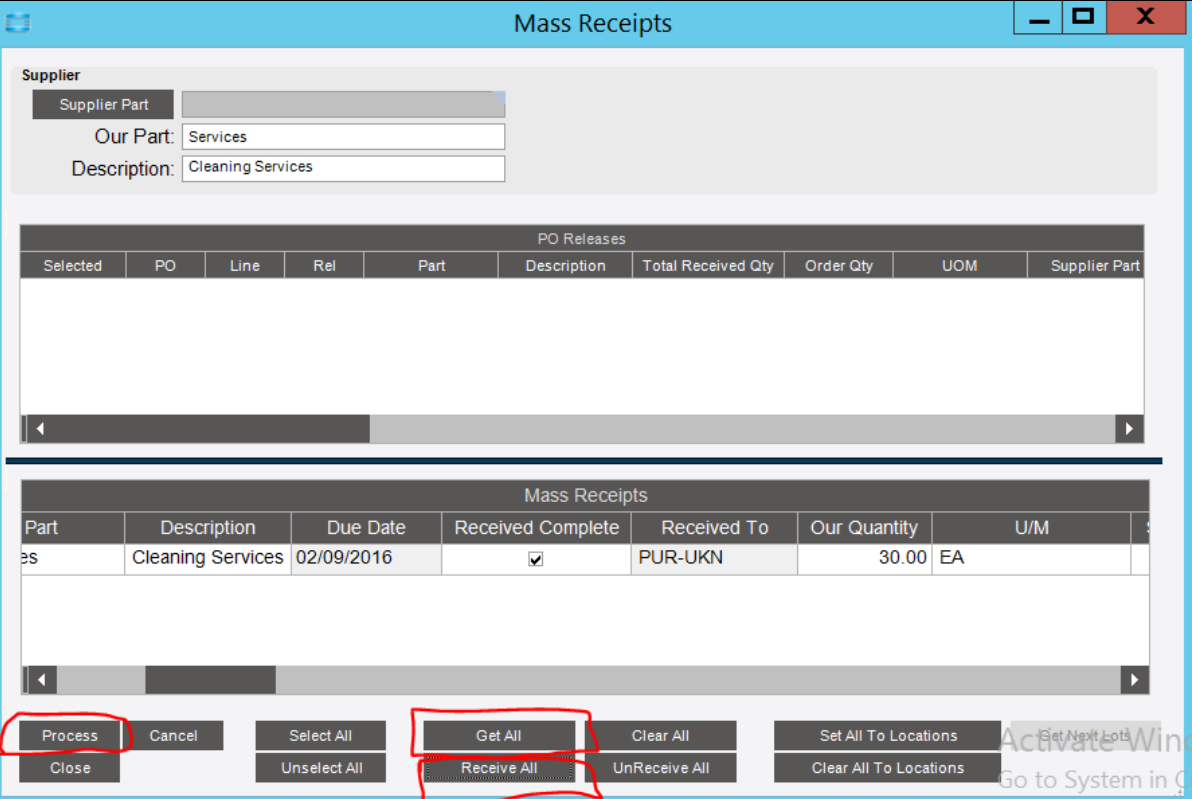
| Screen/Form Usage: | Receiving Entry |
|---|--|
| 2. | Click the PO button to select the Purchase Order to be received. |
| 3. | In the Packing Slip field, type in the Packing slip/Delivery Note number. Note that , this is a mandatory field and cannot be left blank. |
| 4. | Click on Save. System will automatic generate Legal Number |
|  | |
| 5. | From the Actions menu select Mass Receipts window. Selecting the Mass Receipts option will bring up all goods that have been ordered on the PO. User then select the goods/services that have been received. This is a more efficient option and thus recommended. |
| 6. | Identify and Select the Line(s) items to be received on the PO Releases section |
| 7. | All the lines which have been selected will go down on the Mass Receipts section. |
| 8. | Navigate to the right arrow to select the quantity if the PO received is less than ordered. Type in the Quantity which is actually received. |

Screen/Form Receiving Entry

Usage:



9. If all quantities are all received, then Tick **Get All** and **Receive All** checkbox, (for all selected lines) then **Process**.

| Screen/Form | Receiving Entry |
|---|---|
| Usage: | |
|  | |
| 10. | In the Receipt is Compliant message, Click OK. |
| 11. | Print Good Receipt Note on Reports. |

Purchase Order Native Reports and Trackers

Purchase Order Tracker

Use **Purchase Order Tracker** to review information about purchase orders.
This tracker is used to investigate open or closed purchase orders.

Navigation Path

Navigate to this program from the Main Menu:

- Executive Analysis → Trackers → Purchase Order Tracker
- Material Management → Purchase Management → General Operations → Purchase Order Tracker
- Material Management → Shipping / Receiving → General Operations → Purchase Order Tracker

Inventory Management

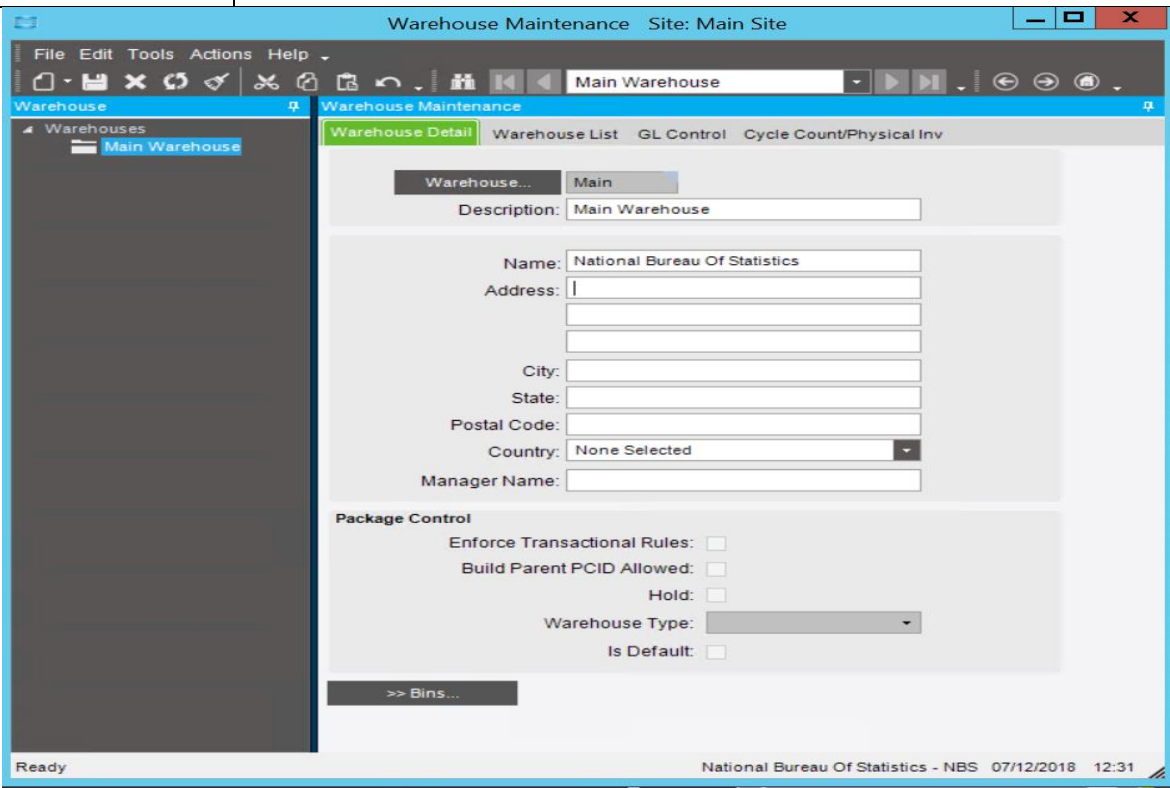
Application Setups

Warehouse and Bin Maintenance

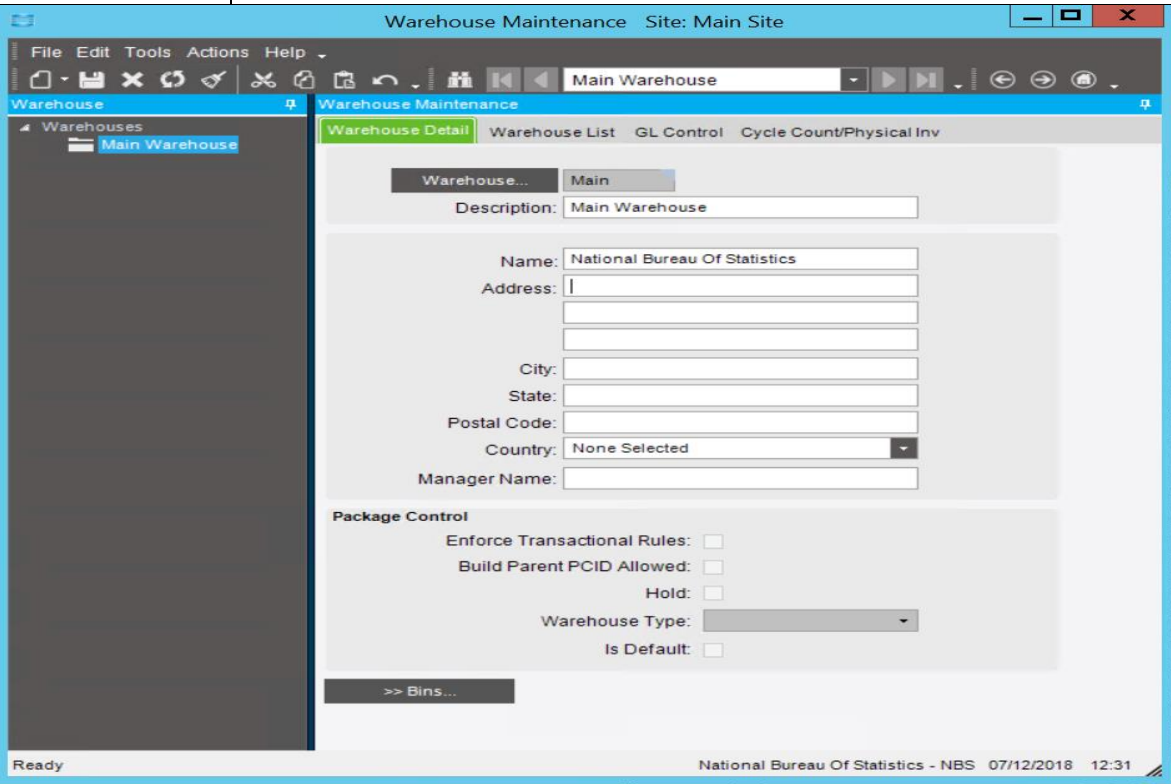
Use Warehouse Maintenance to set up a warehouse. Inventory items are grouped in each warehouse.

The inventory module need set up of at least one warehouse before user can enter any parts in Part Maintenance.

In each warehouse there are multiple bins that can help user keep track of inventory within the same location.

| Objective/Comment | | Warehouse Creation |
|---------------------|--|--|
| Requirement | | The user must have access to Material Management warehouse Setup form in Material management |
| Navigation Path | | Material Management → Inventory Management Setup → Warehouse |
| Responsibility with | | As per User Matrix |
| | | |
| | |  |
| 1 | | From the New menu, select New Warehouse |
| 2 | | Field Data type Warehouse code e.g. DAR |
| 3 | | In the description field type warehouse name and address |
| 4 | | Click save |
| 5 | | From the Actions menu, select Bins. |
| 6 | | Warehouse Bin Maintenance displays. |
| 7 | | Click New. |
| | | Type Bin code e.g. MAIN |

| Objective/Comment | Warehouse Creation |
|---------------------|--|
| Requirement | The user must have access to Material Management warehouse Setup form in Material management |
| Navigation Path | Material Management → Inventory Management Setup → Warehouse |
| Responsibility with | As per User Matrix |
| | |

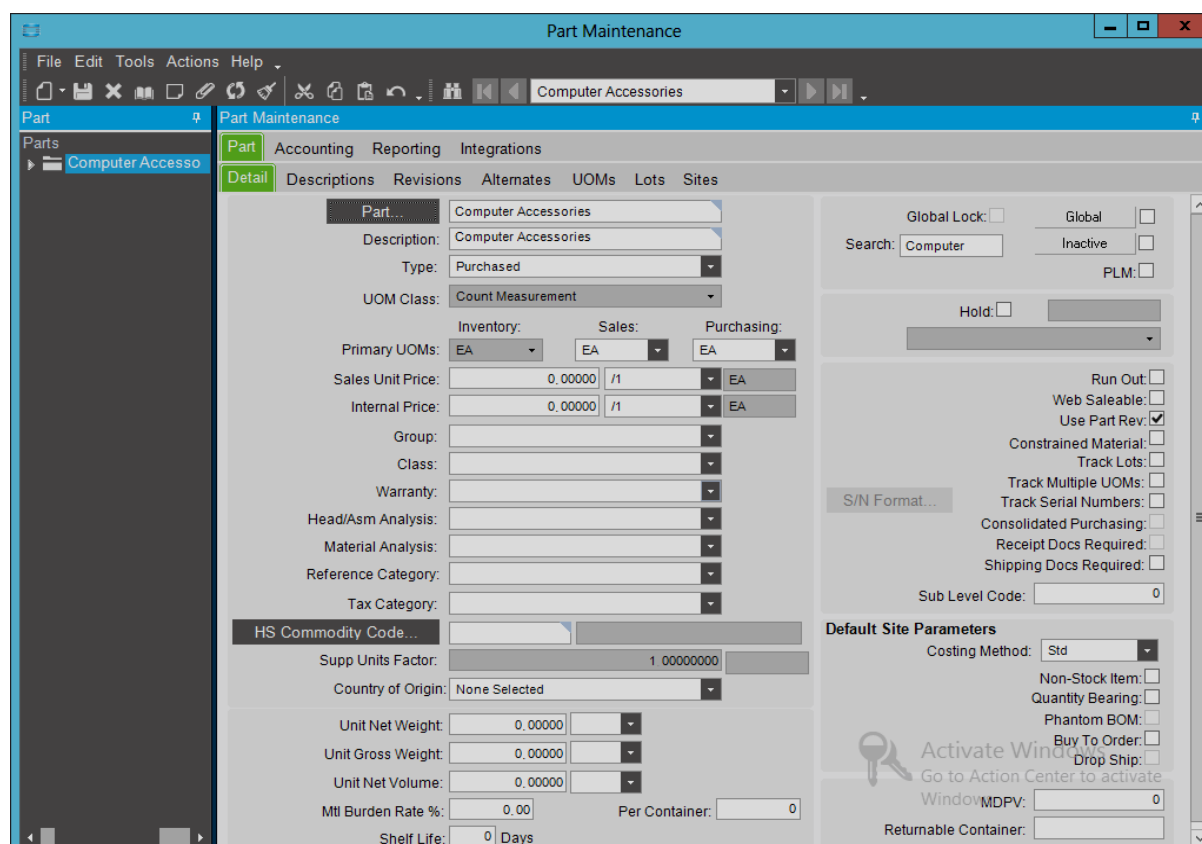


| | |
|----|--|
| 8 | In the Bin description field type bin name |
| 9 | In the Type section, verify the Standard option is selected. |
| 10 | Click Save. |

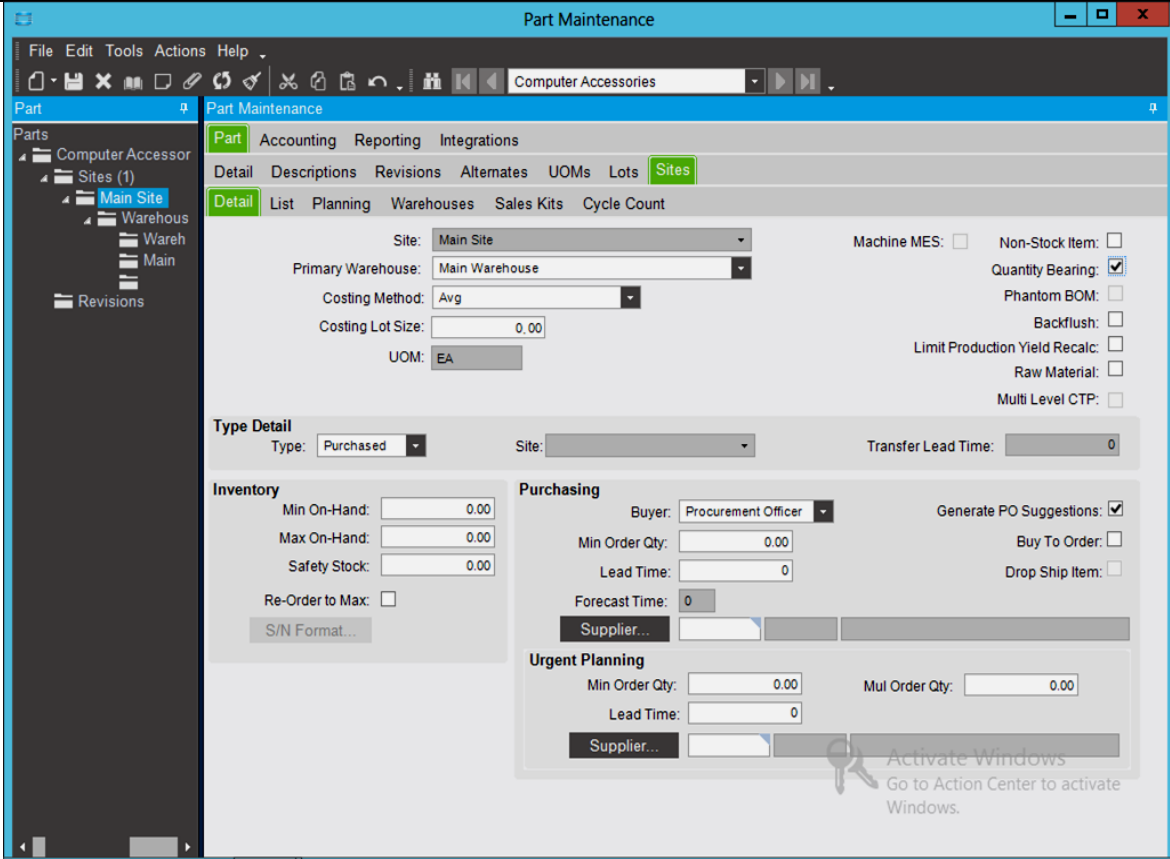
Part/Inventory Items

Use Part Maintenance to enter or update part information. Parts are either purchased items used for raw materials or subassemblies or manufactured items.

Each part record contains crucial data user may need to purchase. It contains general information such as part number, description, and search criteria. A part record defines inventory information, which includes unit of measure (UOM) options for purchases, inventory, and non-stock classifications. Warehouse and bin information can also be defined for each part, including Minimum, Maximum, and Safety Stock quantities.



| Screen/ Form Usage: | Part Creation |
|------------------------|--|
| 1. | From the New menu, select New Part. |
| 2. | Enter code or part initial in the Part field |
| 3. | In the description field type the name of the part |
| 4. | Type select Purchased |
| 5. | On UOM Class drop down and select UOM class |
| 6. | Select Primary UOM e.g. Each (EA) |
| 7. | Tick quantity bearing item box. Save |

| Screen/ Form Usage: | | Part Creation |
|---|--|---|
| | | <p>Note The Quantity Bearing check box is selected by default for any newly entered parts. As a result, the Epicor application displays any found inventory for this part. If user clear the check box, the application ignores the part for all inventory transactions.</p> |
| 8. | | Navigate to the Part → Plants → Warehouses → Detail sheet. |
|  | | |
| 9. | | From the New menu, select New Warehouse. |
| 10. | | In the Warehouse field, select Warehouse for the part created |
| 11. | | In the Primary Bin field, select the primary Bin for the part |
| 12. | | In the Minimum quantity of the inventory type the minimum quantity of the part |
| 13. | | In the Maximum quantity of the inventory type the maximum quantity of the part |
| 14. | | In the safety quantity of the inventory type the safety quantity of the part Save and close the form |

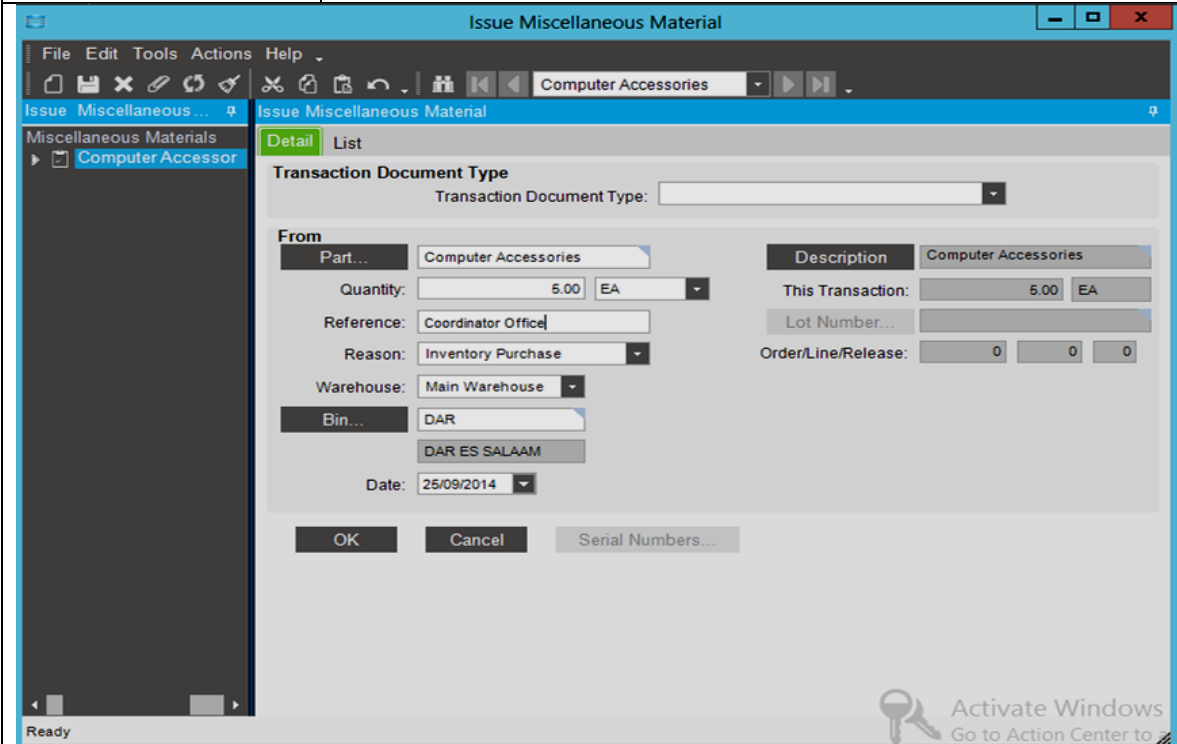
General Operations

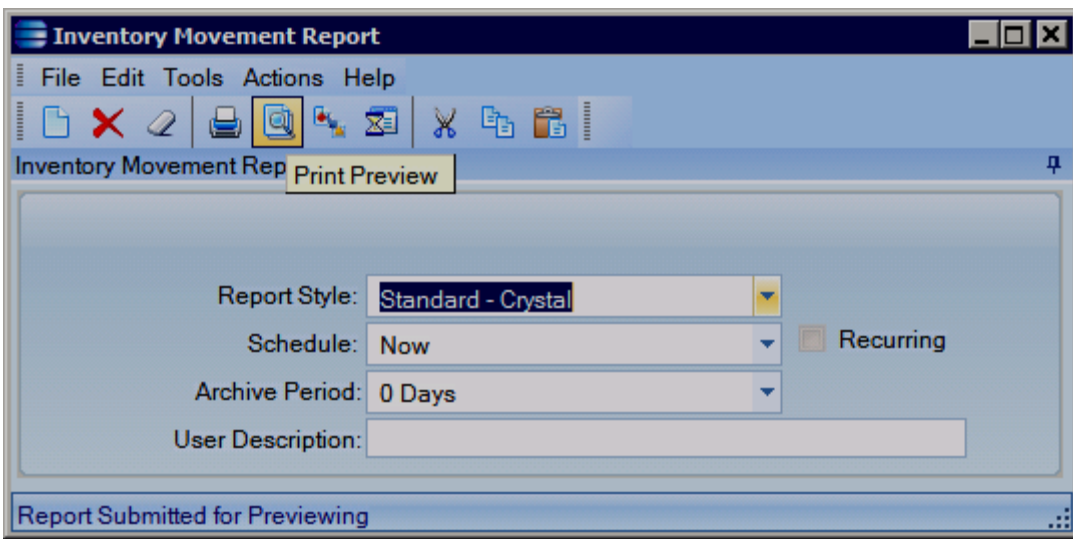
All stores items will be purchased using normal MoFP – GF procedures of purchasing as covered in; Processing Purchase Order Entry processing.

Issue of Materials

The Materials can be issued to different department depending on the requisition/demand. This can be processed using the issue miscellaneous materials form in the material management.

| Objective/Comment | To Issue Materials as per the department requisition |
|---------------------|---|
| Requirement | The user must have access to issue miscellaneous material form in Material management |
| Navigation Path | Material Management → Inventory Management → General Operations → Issue miscellaneous materials |
| Responsibility with | As per User Matrix |



| Screen/Form To Issue Materials as per the department requisition | |
|---|---|
| Usage: | |
| 1. | In the Part enter the part number user need. <i>User can do this by entering the part number direct or by clicking search button to find and select the part.</i> |
| 2. | Type the quantity user want to issue in the quantity field |
| 3. | Select reason code for the issue of items. <i>This will define the offsetting general ledger account that will be affected</i> |
| 4. | Select warehouse and bin from which user are issuing the materials. The Part display default warehouse and bin but this can be changed |
| 5. | Select the date of material issue in the date field. Save |
| In the action button select Print icon to print material issue Report | |
|  | |

Post Inventory COS and WIP to General Ledger.

The Epicor application does not calculate and post monetary amounts to the general ledger as soon as an inventory transaction is complete. Instead, these transactions are calculated (captured) and optionally posted to the general ledger when user run the COS/WIP Activity. Run the Capture COS/WIP Activity periodically to optionally, post inventory and WIP activity to user general ledger.

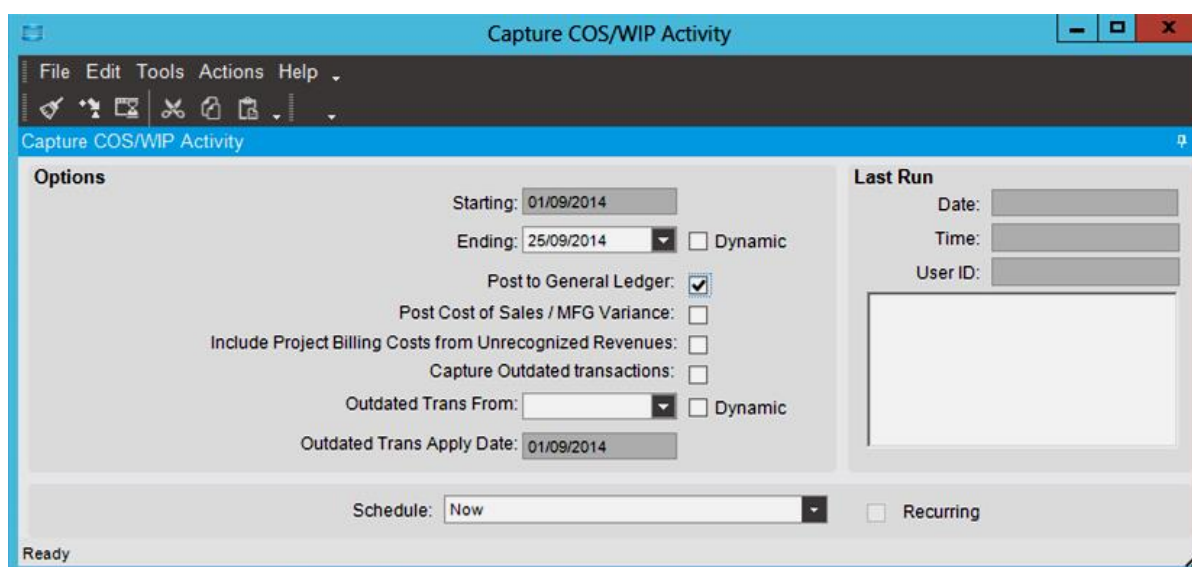
Important: To keep user COS and WIP values accurate, user should run this program at **regular intervals**.

Material Management → Inventory Management → General Operations → Capture COS/WIP Activity

1. Specify the date for posting material transaction to the general ledger

2. Tick Post general ledger box - This check box indicates that the captured WIP and COS information will update user General Ledger. This option is available if user select the **Inventory** check box on the **General Ledger** Configuration sheet.
3. In the outdated transaction form allows for the capture of outdated transactions (from the date specified in this field) in the current period, and posts them with the first date of the period, as specified in the **Outdate Trans Apply Date** field.

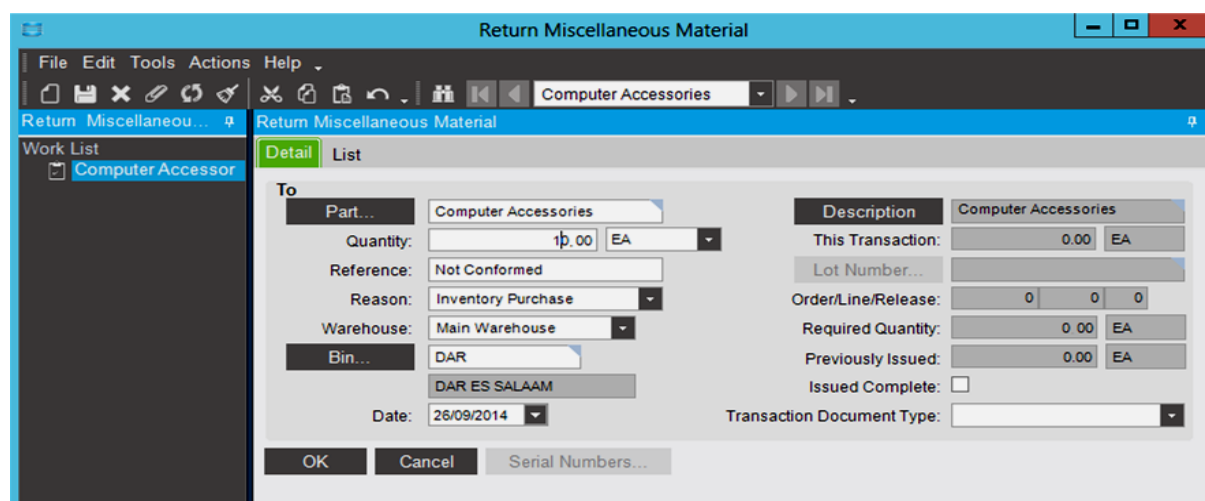
4. Then Click Submit



Return of Items to Store

There are occasions when materials requisitioned for certain works are in excess of what was actually required. Those items shall then be returned to stock by means of return miscellaneous parts to inventory. This process shall be given the same allocation code that was recorded in the Issue Note when the material was issued, so that the amount may be credited to the corresponding account.

| Objective/Comment | Return Miscellaneous Material |
|---------------------|---|
| Requirement | The user must have access to Return Material form in Material management |
| Navigation Path | Material Management → Inventory Management → General Operations → Return Miscellaneous Material |
| Responsibility with | As per User Matrix |



| Screen/Form | Return Miscellaneous Material |
|---------------|---|
| Usage: | |
| 1 | In the Part enter the part number user need. <i>User can do this by entering the part number direct or by clicking search button to find and select the part.</i> |
| 2 | Type the quantity user want to return in the quantity field |
| 3 | Select reason code for the return items. <i>This will define the offsetting general ledger account that will be affected</i> |
| 4 | The default warehouse and bin will be displayed this can be changed if needed. |
| 5 | Select the date of material return on the date field |
| 6 | Save and close the form |

Inventory Adjustments

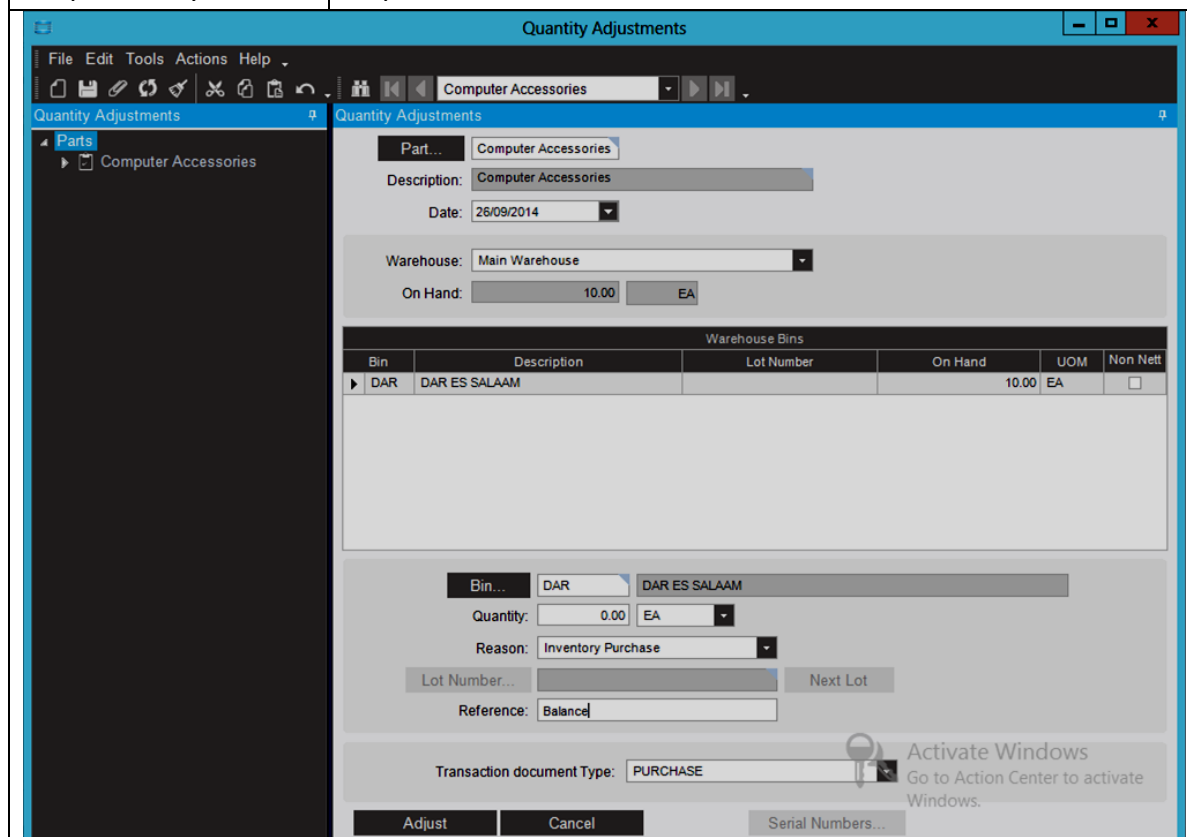
Use **Quantity Adjustments** to adjust the part master quantity on-hand. User can adjust the quantity either up or down.

Quantity adjustment can be done only for parts that have the **Quantity Bearing** check box selected in **Part Maintenance**.

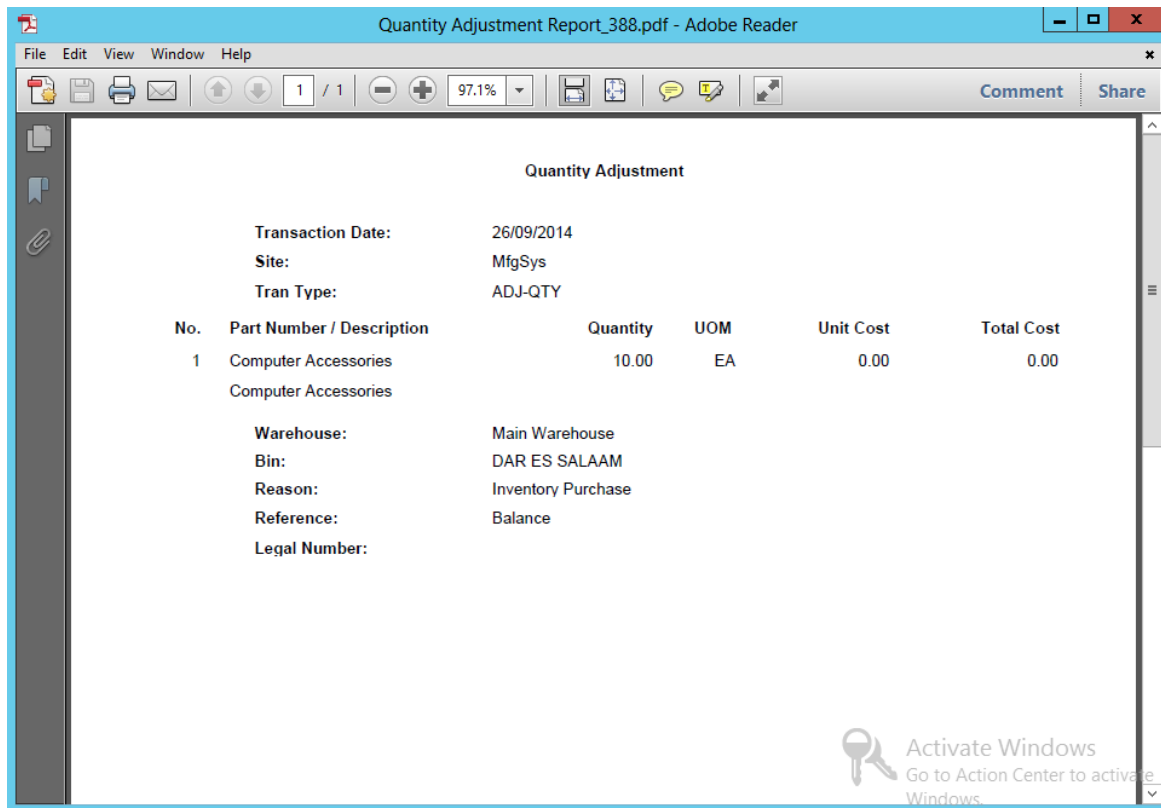


Important Adjustment transactions are generated to provide a full audit trail of all quantity changes made in this program. Select **Transaction Log** from the **Actions** menu to review adjustment transactions.

| Objective/Comment | Inventory Quantity Adjustments |
|---------------------|--|
| Requirement | The user must have access to Quantity Adjustment form in Material management |
| Navigation Path | Material Management → Inventory Management → General Operations→ Quantity Adjustment |
| Responsibility with | As per User Matrix |



| Screen/Form | Inventory Quantity Adjustments |
|---------------|---|
| Usage: | |
| 1. | In the Part field, select the part /item user need to adjust. |
| 2. | In the Quantity field type the quantity to adjust e.g. -33 (negative). |
| 3. | A decreased quantity is entered as a negative number to adjust the current on-hand quantity. |
| 4. | In the Reason field drop down and select Count Adjustment. This will select the offsetting GL account control for the adjusted items in the inventory |
| 5. | Click the Adjust button. |
| 6. | Print material adjustment report from the action print icon Exit Quantity Adjustment. |



| Quantity Adjustment | | | | | |
|---------------------|---------------------------|--------------------|-----|-----------|------------|
| Transaction Date: | | 26/09/2014 | | | |
| Site: | | MfgSys | | | |
| Tran Type: | | ADJ-QTY | | | |
| No. | Part Number / Description | Quantity | UOM | Unit Cost | Total Cost |
| 1 | Computer Accessories | 10.00 | EA | 0.00 | 0.00 |
| | Computer Accessories | | | | |
| Warehouse: | | Main Warehouse | | | |
| Bin: | | DAR ES SALAAM | | | |
| Reason: | | Inventory Purchase | | | |
| Reference: | | Balance | | | |
| Legal Number: | | | | | |

Inventory Physical Counting

Initialize Physical Inventory

Use Initialize Physical Inventory to initialize data and select parts (Inventory Items) in the specified warehouses in the current plant for a single physical inventory count. This is the first program user must run when performing a physical inventory count.

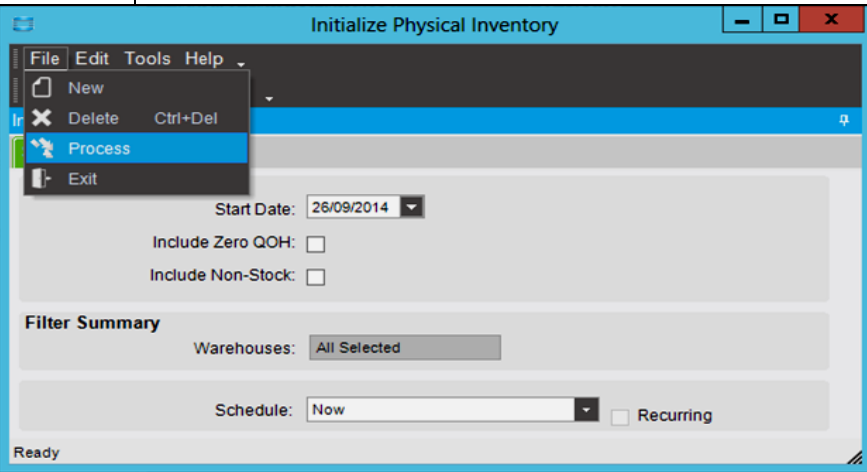
After specifying the warehouses for which the program is being run, it performs the following tasks:

1. Select all bins in the specified warehouse.
2. Adds each part bin record to the cycle sequence.
3. Flags the cycle sequence as a full physical inventory count.

User cannot add, delete or move the parts assigned to the physical inventory cycle. The frozen pre-count quantities that result from running this program provide User Company with the ability to resume inventory transactions prior to completing the physical inventory program.

When closing the physical count, the Epicor application uses this information for comparison to the physical count quantities entered into the Count Tag Entry program.

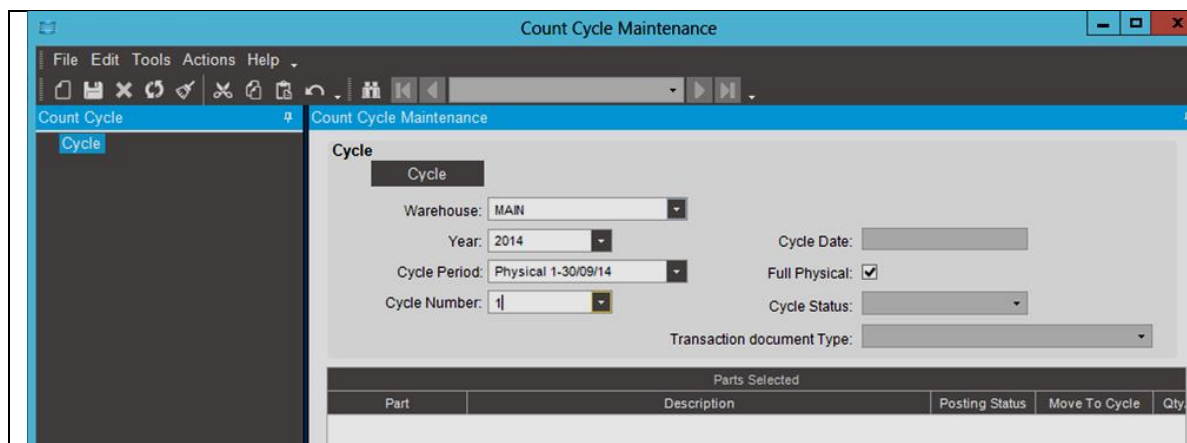
Therefore, cycle count parameters must be defined at the part/warehouse, warehouse, part/plant, plant configuration and ABC code levels

| Objective/Comment | | Initialize Physical Inventory |
|---------------------|--|---|
| Requirement | | The user must have access to Initialize Physical Inventory form in Material management |
| Navigation Path | | Material Management → Inventory Management → General Operations→ Initialize Physical Inventory |
| Responsibility with | | As per User Matrix |
| | |  |
| 1. | | On the start date field select the appropriate count date |
| 2. | | Select Include Zero QOH checkbox if user want to include inventory parts with zero quantity on hand |
| 3. | | Select Include Non-Stock checkbox if user want to include non-stock items. |
| 4. | | Navigate to Filter tab to select the Warehouse involved during physical count. |
| 5. | | Click process icon to run the Initialize physical inventory |
| 6. | | Exit the form |

Cycle Count Maintenance (Inventory Physical Count)

Use Count Cycle Maintenance to perform key functional tasks for full physical inventories

| Objective/Comment | | Cycle Count Maintenance |
|---------------------|--|--|
| Requirement | | The user must have access to Cycle Count Maintenance form in Material management |
| Navigation Path | | Material Management → Inventory Management → General Operations→ Cycle Count Maintenance |
| Responsibility with | | As per User Matrix |



Select the specific **warehouse** in the warehouse field.
Information in the fields such as **Year**, **Cycle period**, **Cycle Number** and **Cycle date** populates automatically reflecting the dates selected when Initialize physical Inventory.

Select the **Full Physical** checkbox.
This indicates that the cycle sequence has been flagged as a full physical count by the Initialize Physical Inventory program. If the check box is selected, the cycle sequence is a full physical count. If cleared, the cycle sequence is flagged as a cycle count.
Inventory parts populates automatically, cycle status field shows **scheduled**

Navigate to the Actions icon

Generate Tags

Use Generate Cycle Count Tags to generate count or blank tag records for a specific cycle in a specified warehouse. It generates tag numbers for all parts that were previously assigned to a physical count using Initialize Physical Inventory.

NOTE: User must generate tags before user can start the count sequence using the Start Count Sequence selection.

Once count or blank tags are generated, the cycle status field shows **Tags generated** and user can use the Print Tags selection on the Count Cycle Maintenance Actions menu to print the tags being used in user **actual physical inventory counts**.

Start Count Sequence

Use Start Count Sequence in preparation for actual counting of parts selected for a specified full physical inventory count in a selected warehouse.

If a full physical inventory count is already in process for the specified warehouse, user cannot run Start Count Sequence; however, user can run it if there are other active cycle counts because each part can only be assigned to one cycle count sequence at any given time.

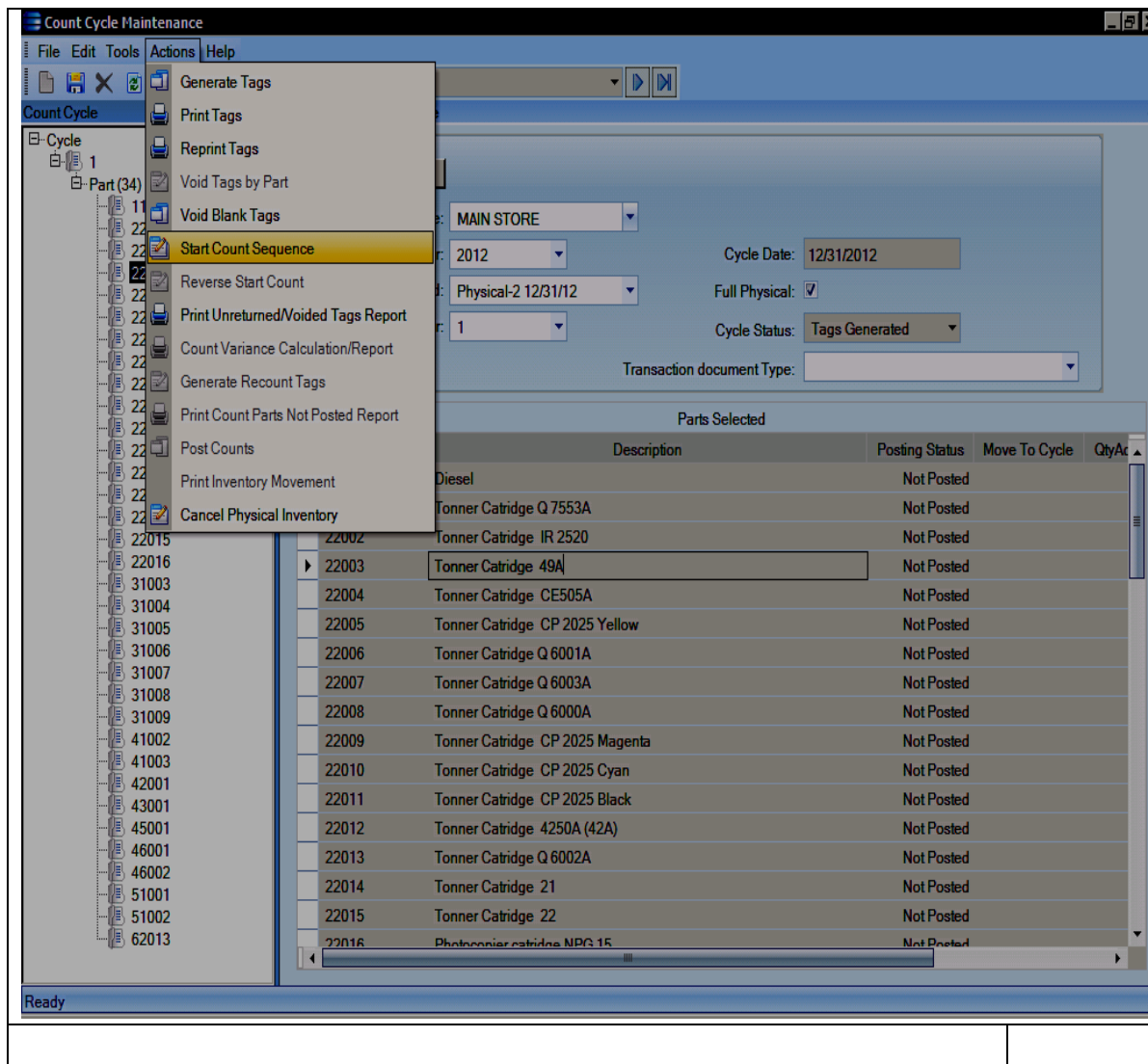
Prior to running Start Count Sequence Count, user **must** first generate tag records for the selected full physical inventory using the Generate Tags selection on the Count Cycle Maintenance Actions menu. However, Start Count Sequence can be run **before** printing count and blank tags using the Print Tags selection.

Note: If possible, user should execute the Start Count Sequence process when there are no inventory adjustments taking place to avoid the likelihood of record locking issues.

The Start Count Sequence selection performs the following functions:

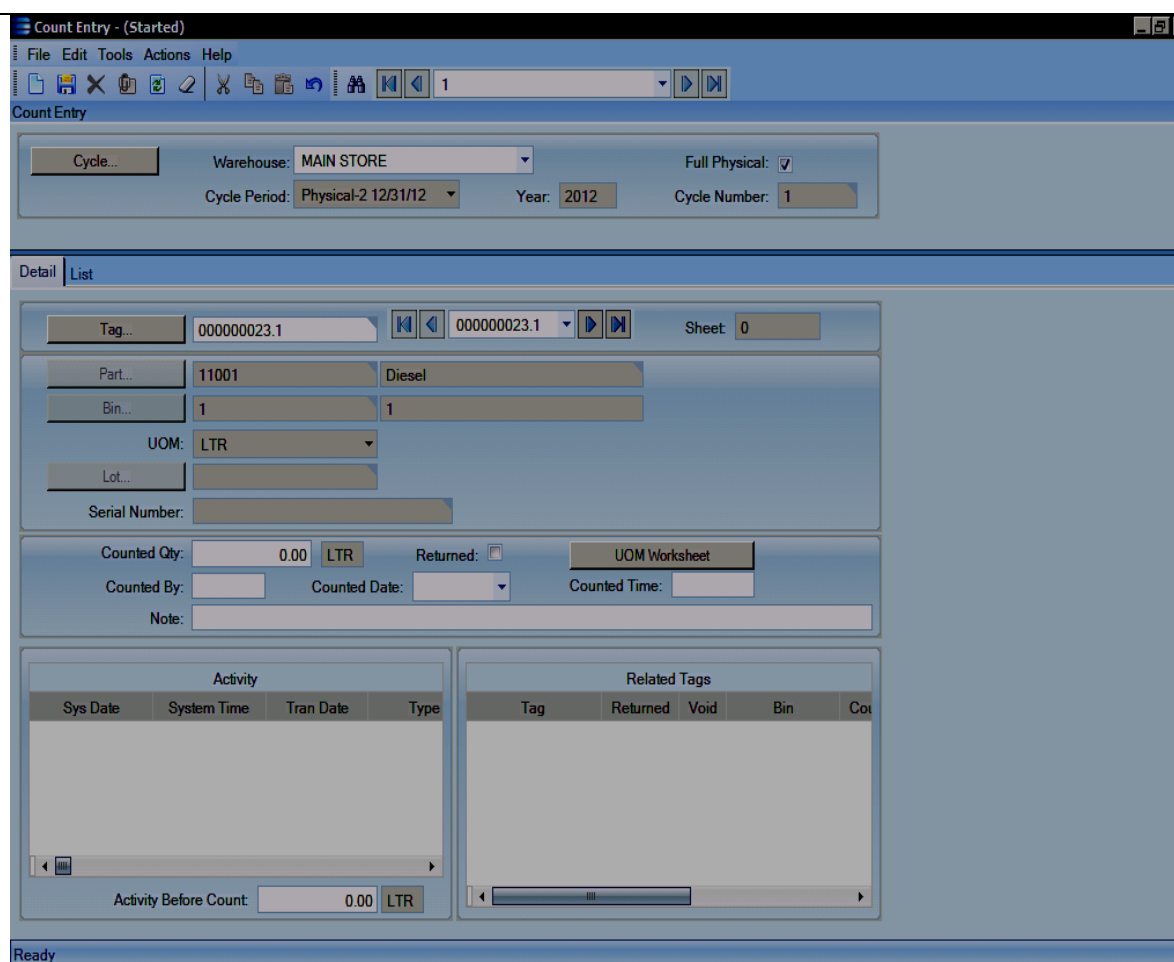
1. Freezes the unit costs for each part assigned to the selected full physical inventory, based on the costing method being used for the warehouse.
2. Freezes pre-count perpetual inventory quantities in the full physical inventory
3. Sets the Cycle Status to **Count Started** for the selected full physical inventory.
4. Prevents inventory activity from taking place for the specified warehouse while a pre-count quantity snapshot is being created.
5. For each tag number associated with the cycle sequence or full physical inventory, it verifies that each has an **Open** status. It skips tag numbers that do **not** have an Open status.

Once user have started the count sequence for a selected full physical inventory, it can be reversed (using the Reverse Count Sequence selection on the Actions menu) as long as the Cycle Status has not progressed beyond **Count Started** (that is, no count quantities have been entered). The Reverse Start Count selection clears the snapshot quantity and cost values from the tag records and resets the Cycle Status back to **Tags Generated**.



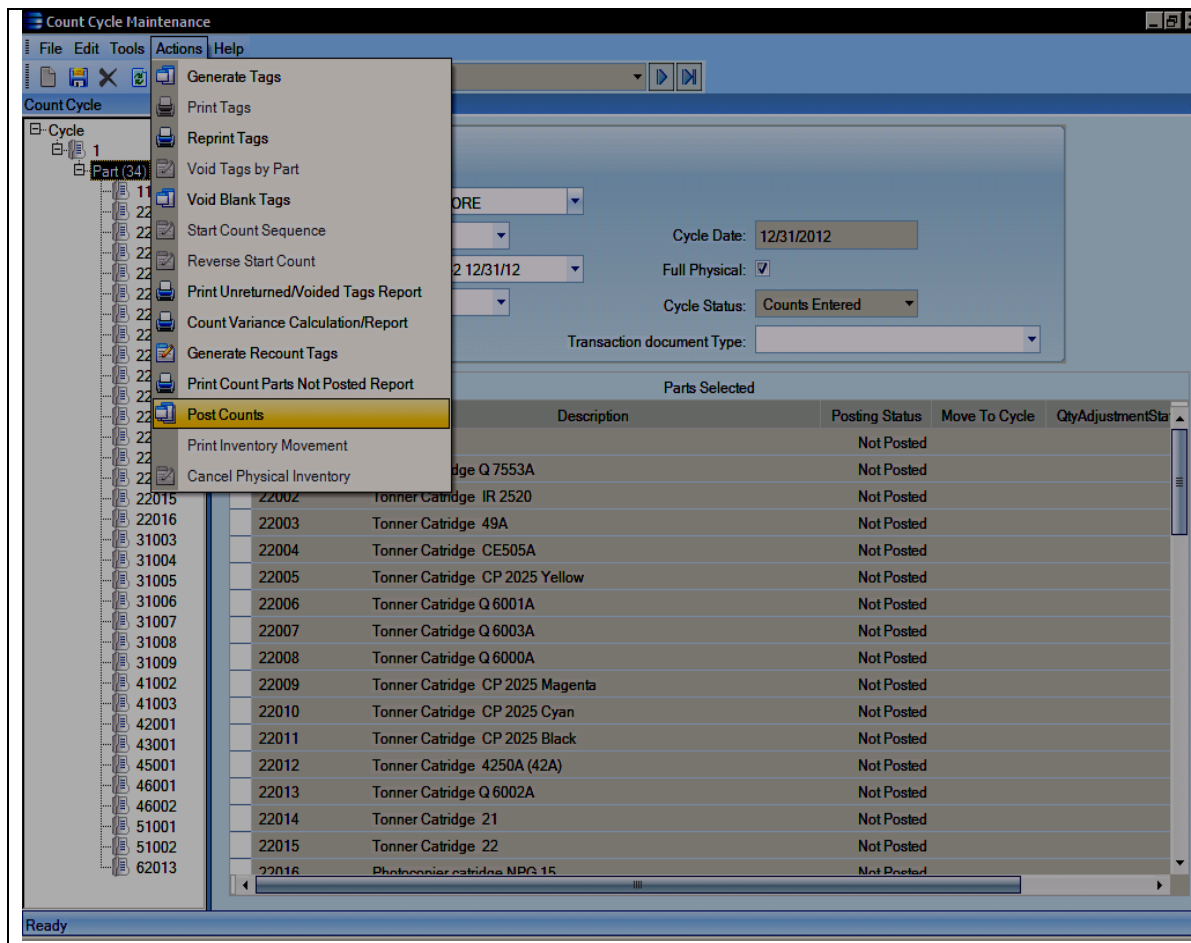
Count Tag Entry

Use Count Tag Entry to add or update the physical count information for count tags or sheets in a selected cycle sequence. Open tags can be updated, and blank tags can be added only until the cycle sequence has been posted using the Post Counts selection in the Count Cycle Maintenance Actions menu.



| | |
|----|--|
| 1. | Zoom the Cycle button, search for the particular inventory physical count cycle and select. The fields for warehouse, cycle period, year and cycle number will be populated automatically. |
| 2. | Zoom the Tag button to select an individual/all inventory items to be filled with actual quantity from physical count. |
| 3. | In the counted qty field fill in the quantity of from the actual inventory physical count. |
| 4. | Type in the Counted by field the identifier number for the user who counted the inventory part. Save |

| | |
|---|--|
| 5. | Repeat step 4 to all other inventory items, use the navigation arrows to select the next inventory part. |
| 6. | Save and exit. |
| Count Variance Report | |
| | <p>Navigate to Actions icon > Count Variance Calculation/Report</p> <p>After entering actual quantity via Tag entry program from physical count, the Count variance report in the Actions icon become active, ready to be previewed/printed.</p> <p>Use this report to print the expected counts and the actual physical counts for each part counted, along with the values and variances.</p> <p>Values printed on the report are equal to the quantity times the current unit cost (average) from the Part Master file.</p> |
| Posting Inventory Counts | |
| Navigate to Actions icon, select Post Counts | |



Inventory Native Reports and Trackers

List of Reports and Trackers

1. **Count Accuracy Report**

Use the Count Accuracy Report to view summarized count data by warehouse, by cycle period for a specified year. It allows analysis of how accurately inventory on hand counts have been performed in a specified warehouse.

2. **Inventory Usage Report**

Use this program to produce an Inventory Usage report to track inventory turns and monthly usage of stock.

3. **Inventory/WIP Reconciliation Report**

Use the Inventory/WIP Reconciliation Report to reconcile the General Ledger (GL) with costs from **Inventory** and work-in-process (WIP).

4. **Material Transaction Detail Report**

Use the Material Transaction Detail Report to produce an inventory transaction list created through receipt, issue, shipping, and adjustment processing.

5. **Parts Missing ABC Code Report**

Use the Parts Missing ABC Code Report to view parts in warehouses associated with specified plants that are missing an ABC code.

6. **Stock Status Report**

Use this program to produce a Stock Status report that contains a list of the current quantities and extended costs of all parts in Part Maintenance.

7. **Cycle Count Tracker**

Use the Cycle Count Tracker view all information related to scheduled cycle count or physical inventory count sequences. Many of the sheets available in the Cycle Count Tracker are read-only versions of sheets that appear in the Cycle Count Schedule Maintenance program.

8. **Part Tracker**

Use the Part Tracker to access current information on parts in the database. This includes information such as revisions, on-hand quantities, costs, and locations. User can use the Part Search feature to pull multiple part records into the Part Tracker. The tracker displays only one part at a time. User cannot add or edit records in this tracker.

Workshops

- Issue Material and return
- Return to stock

Asset Management

This part describes the procedures to be followed when accounting for fixed assets. Fixed assets are those assets of value with a long life, which are not purchased for resale but are to be used in the generation of economic benefit to the Institute for more than one year which are held by MoFP – GF

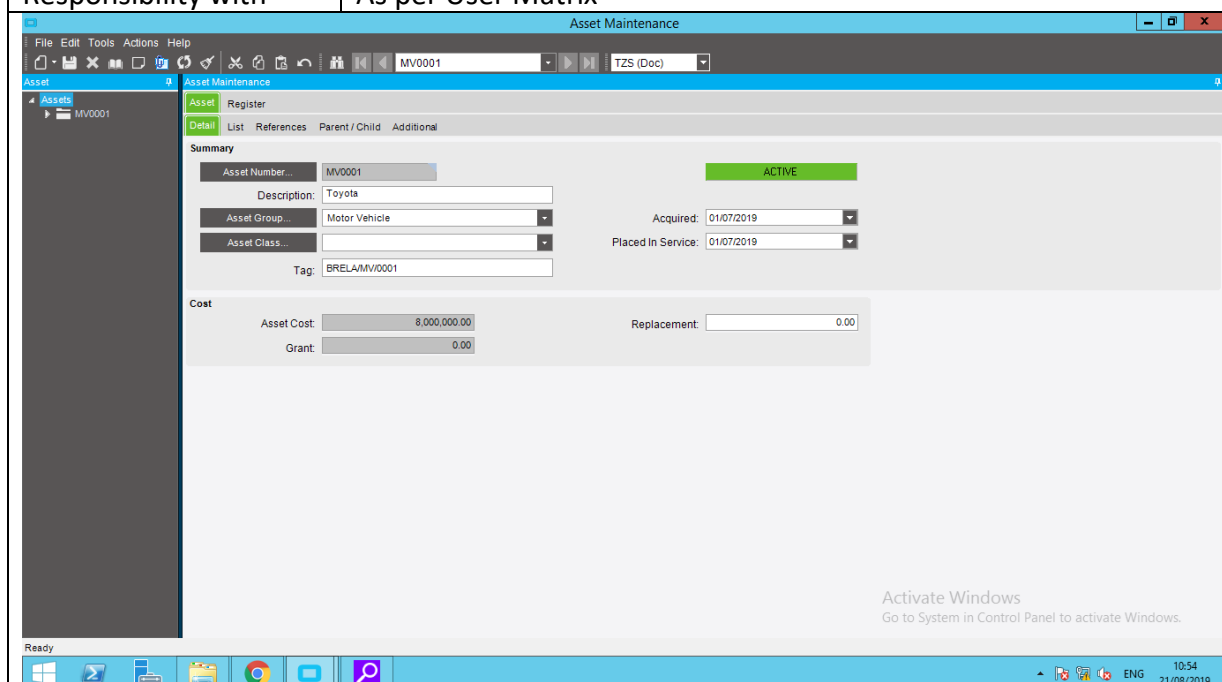
At the date of acquisition, assets are recorded in the accounts at cost. However, an asset shall be considered “acquired” when it is placed in the position where it will be utilized and is ready” for service; therefore, all incidental costs incurred to place the asset in this status, are proper additions to the purchase price of the asset.

Application Setups

Asset Maintenance

Use Asset Maintenance to enter and update records for fixed assets. Fixed assets can be organized in groups, class, and category.

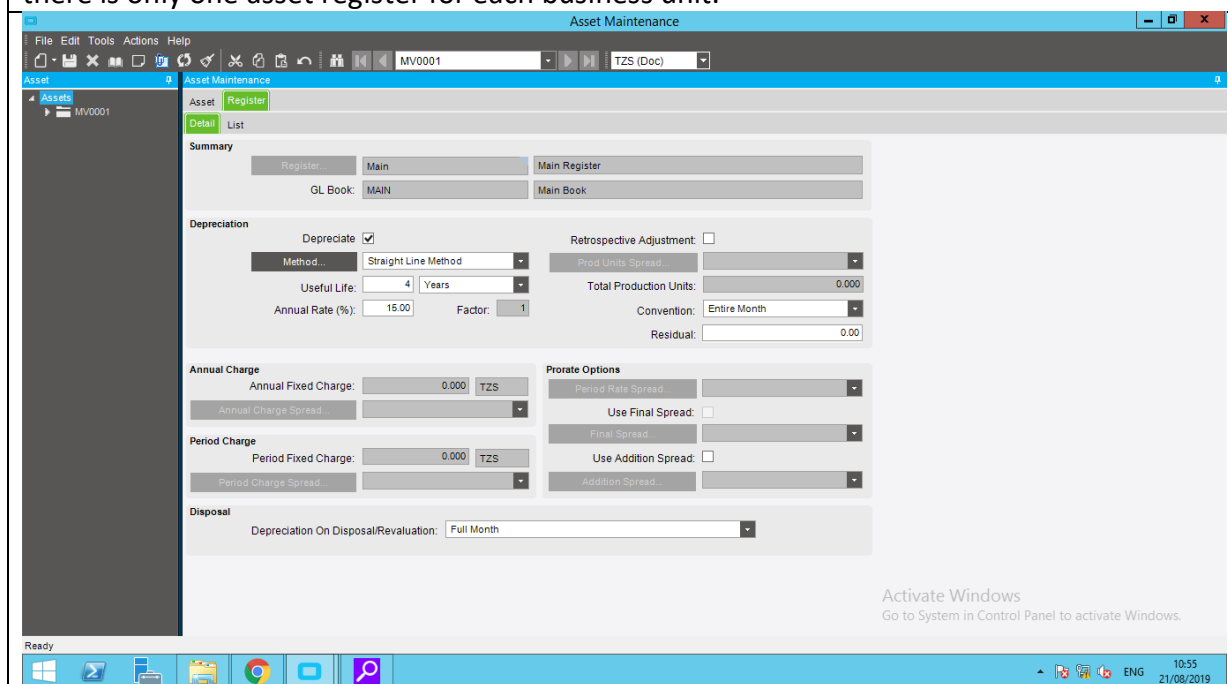
| Objective/Comment | To enter and update records for fixed assets (to add a new asset record) |
|---------------------|--|
| Requirement | The user must have access to Asset Management |
| Navigation Path | Financial Management → Asset Management → Setup → Asset Maintenance |
| Responsibility with | As per User Matrix |



The screenshot displays the 'Asset Maintenance' application window. The 'Summary' tab is active, showing details for asset 'MV0001'. The asset is marked as 'ACTIVE'. The description is 'Toyota', and the asset group is 'Motor Vehicle'. The acquisition date is '01/07/2019', and the date placed in service is also '01/07/2019'. The asset cost is '8,000,000.00', and the replacement cost is '0.00'. The tag is 'BRELAM/MV0001'. The window includes a menu bar (File, Edit, Tools, Actions, Help) and a toolbar with various icons. The status bar at the bottom shows 'Ready' and the system clock '10:54 21/08/2019'.

Screen/Form Asset Maintenance
Usage:

| Objective/Comment | To enter and update records for fixed assets (to add a new asset record) |
|-------------------|---|
| 1. | From the New menu, select New Asset . Alternatively, in the Asset Number field, enter the asset ID and press Tab. In the New Confirmation message, <i>click</i> Yes. |
| 2. | <p>In the Asset → Details sheet, <i>enter</i> the following required fields:</p> <ul style="list-style-type: none"> • Asset Group – the asset group assigned to the asset or <i>click</i> Group to search in Asset Group Search; • The ID Number of an asset and • Asset description. <p>Also enter the following additional fields</p> <ul style="list-style-type: none"> • Acquired – the date the asset was acquired • Asset Class – the class assigned to the asset • Asset Cost – current cost value of the asset • Asset Number • Placed In Service – the date of service • Status – the current status of the asset • Tag – an alphanumeric field to keep an asset label <p>Use the Register → Detail sheet to assign one or more registers to the asset. For MoFP – GF there is only one asset register for each business unit.</p> |



The screenshot shows the 'Asset Maintenance' window for asset 'MV0001'. The 'Register' tab is active, showing the following details:

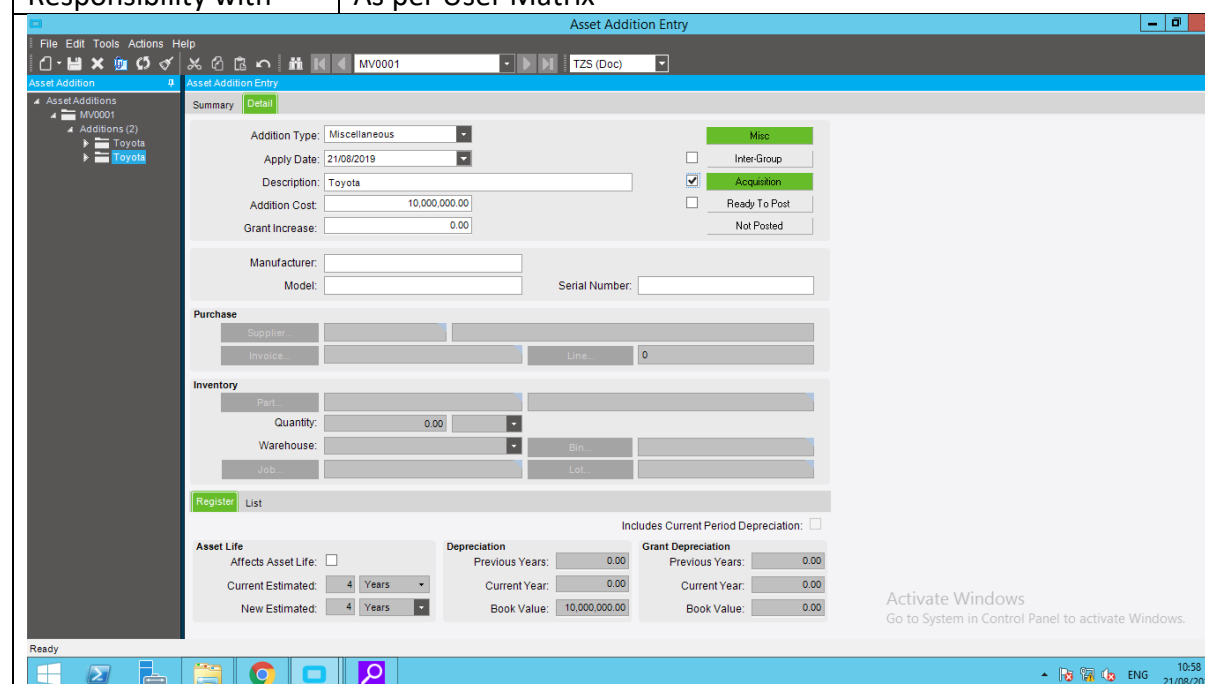
- Summary:** Register: Main, Main Register; GL Book: MAIN, Main Book.
- Depreciation:** Depreciate: ☒; Method: Straight Line Method; Useful Life: 4 Years; Annual Rate (%): 15.00; Factor: 1; Retrospective Adjustment: ☐; Prod Units Spread: 0.000; Total Production Units: 0.000; Convention: Entire Month; Residual: 0.00.
- Annual Charge:** Annual Fixed Charge: 0.000 TZS; Annual Charge Spread: .
- Period Charge:** Period Fixed Charge: 0.000 TZS; Period Charge Spread: .
- Disposal:** Depreciation On Disposal/Revaluation: Full Month.

The window also shows a sidebar with 'Assets' and 'MV0001' listed. The bottom status bar indicates 'Ready' and the system date/time is 10:55 21/08/2019.

General Operations

Asset Additions

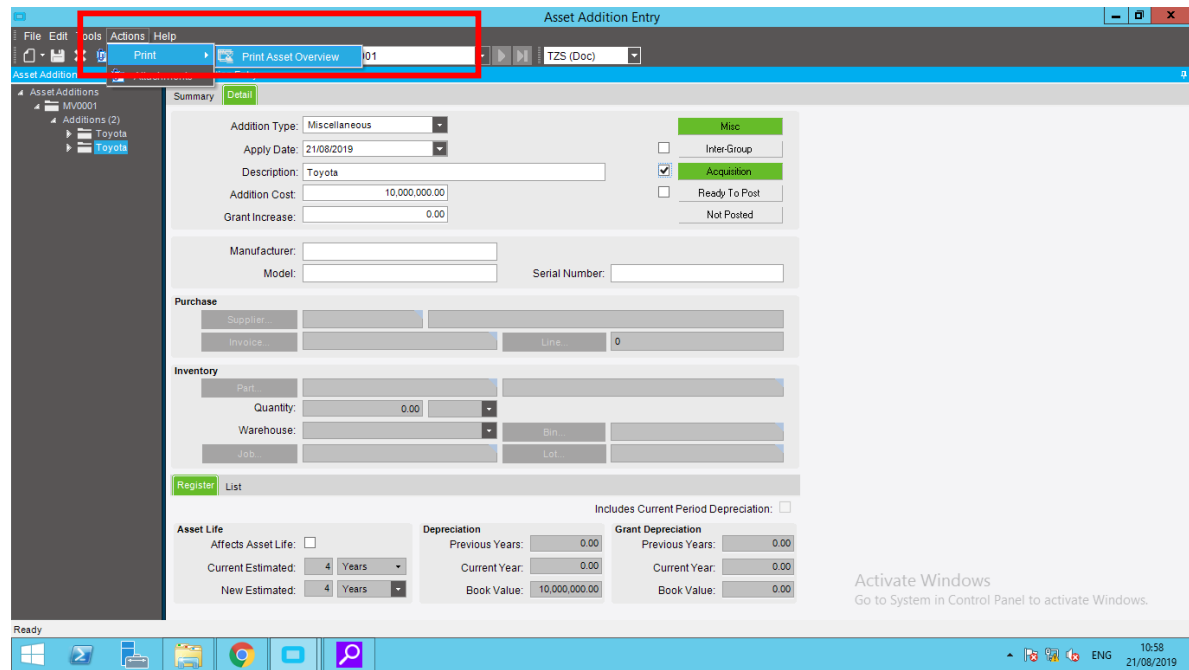
| Objective/Comment | To add an asset record |
|---------------------|---|
| Requirement | The user must have access to Asset Management |
| Navigation Path | Financial Management → Asset Management → General Operations → Asset Addition Entry |
| Responsibility with | As per User Matrix |



| Screen/Form | Asset Addition Entry |
|-------------|---|
| Usage: | |
| 1. | From the New menu, select New Addition . |
| 2. | Enter information in the detail fields that open the data entry. |
| 3. | When complete, click Save . |
| 4. | From the Actions menu, select Print → Print Asset Overview Report . The Asset Overview Report window will display, and then print the report to ensure that the record is accurately entered. |

Screen/Form Asset Addition Entry

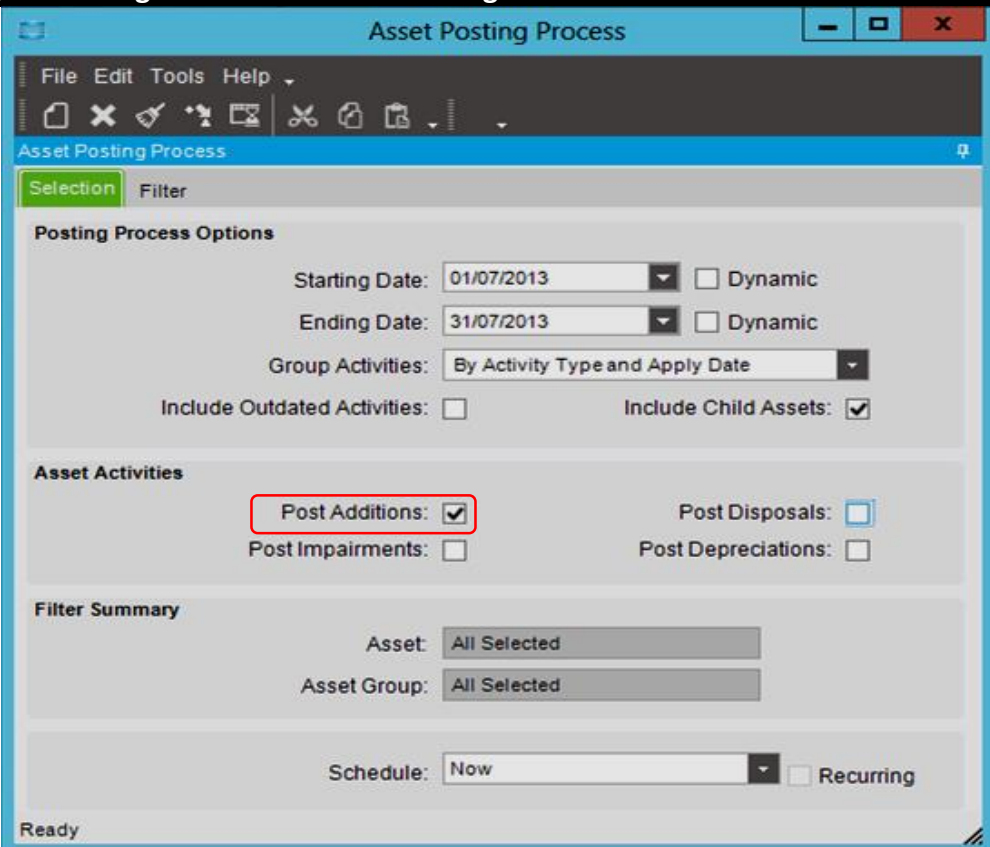
Usage:



The screenshot shows the 'Asset Addition Entry' form in Epicor ERP 10.2. The form is titled 'Asset Addition Entry' and has a menu bar with 'File', 'Edit', 'Tools', 'Actions', and 'Help'. A red box highlights the 'Print Asset Overview' button in the 'Actions' menu. The form includes various fields for adding a new asset, such as 'Addition Type', 'Apply Date', 'Description', 'Addition Cost', 'Grant Increase', 'Manufacturer', 'Model', 'Serial Number', 'Purchase', 'Inventory', and 'Depreciation'. The 'Addition Type' is set to 'Miscellaneous', 'Apply Date' is '21/08/2019', 'Description' is 'Toyota', 'Addition Cost' is '10,000,000.00', and 'Grant Increase' is '0.00'. The 'Purchase' section shows 'Supplier' and 'Invoice' fields. The 'Inventory' section shows 'Part', 'Quantity', 'Warehouse', 'Bin', 'Job', and 'Lot' fields. The 'Depreciation' section shows 'Previous Years', 'Current Year', and 'Book Value' fields. The 'Addition Type' is set to 'Miscellaneous', 'Apply Date' is '21/08/2019', 'Description' is 'Toyota', 'Addition Cost' is '10,000,000.00', and 'Grant Increase' is '0.00'. The 'Purchase' section shows 'Supplier' and 'Invoice' fields. The 'Inventory' section shows 'Part', 'Quantity', 'Warehouse', 'Bin', 'Job', and 'Lot' fields. The 'Depreciation' section shows 'Previous Years', 'Current Year', and 'Book Value' fields.

Asset Addition Post

| Objective/Comment | To post Asset cost to general ledger |
|---------------------|---|
| Requirement | The user must have access to Asset Management |
| Navigation Path | Financial Management → Asset Management → General Operations → Asset Posting Process |
| Responsibility with | As per User Matrix |

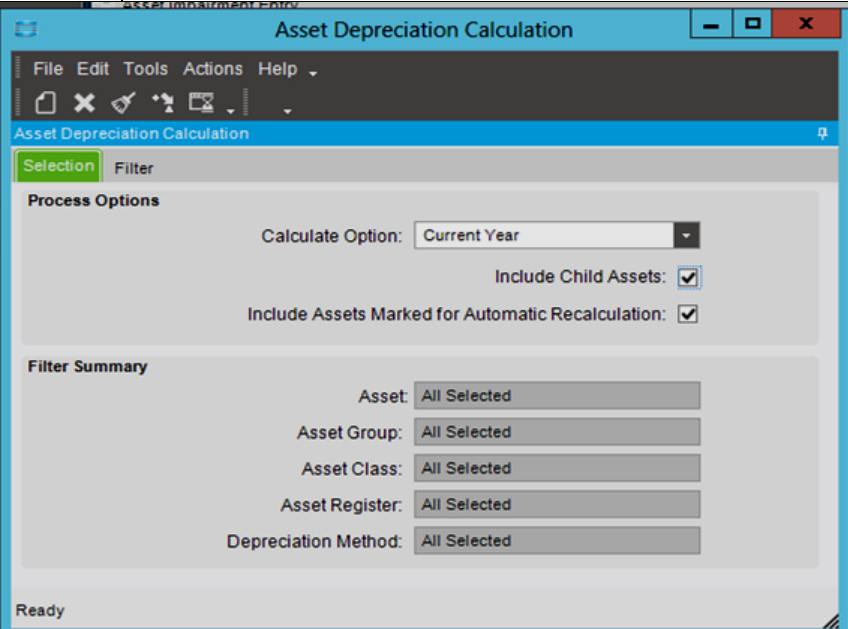
| Screen/Form Usage: Asset cost Posting | |
|---|---|
|  | |
| 1. | Select the starting date and ending date to post the asset cost/asset addition. |
| 2. | In the Asset Activities tick Post addition. |
| 3. | In the Filter button user can filter the individual asset to be posted or individual group of asset to be posted. |
| 4. | Then click submit button. |
| 5. | Close the form Note: User Can use asset tracker report to view asset activity/transactions. |

Asset Depreciation

All fixed assets have finite useful economic life, it is therefore necessary that MoFP – GF charges the cost of the fixed assets against income in respect of the use of such assets. This charge is referred to as depreciation.

MoFP – GF policy is to depreciate its fixed assets using the Reducing Balance Method of depreciation.

Use Asset Depreciation Calculation to calculate the depreciation of assets for the current year, current period, or for an asset's useful life.

| Objective/Comment | To Calculate Asset Depreciation |
|---------------------|--|
| Requirement | The user must have access to Asset Management. |
| Navigation Path | Financial Management → Asset Management → General Operations → Asset Depreciation Calculation |
| Responsibility with | As per User Matrix |
| |  |

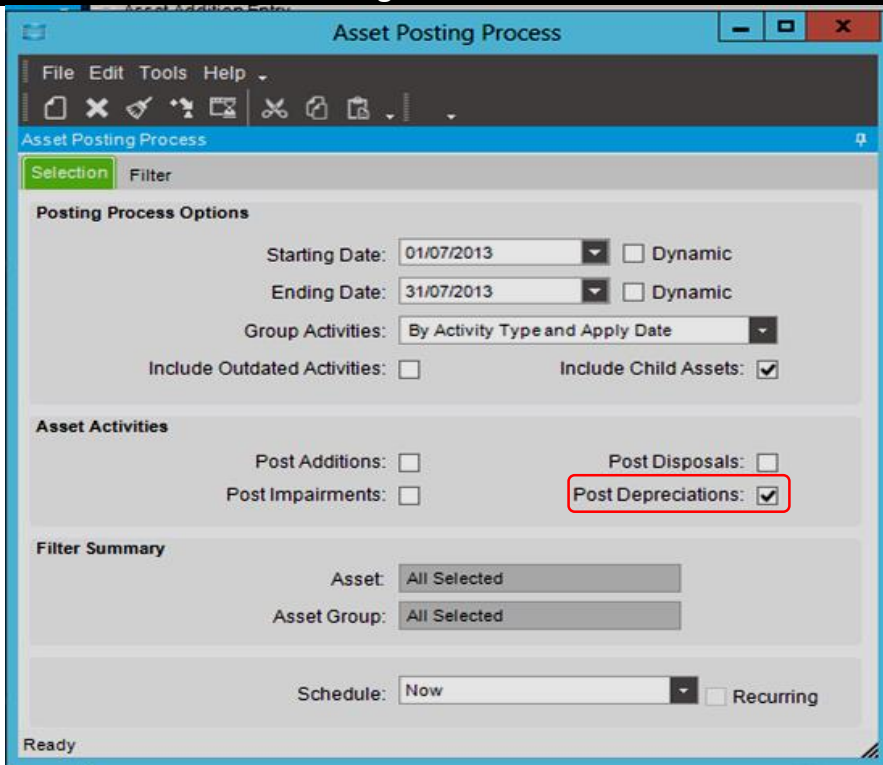
| Screen/Form | Asset Depreciation Calculation |
|-------------|---|
| Usage: | |
| 1. | In the Calculate Option field, verify Current period |
| 2. | Navigate to the Filter to select Individual Assets to depreciate. |
| 3. | Click Asset button and Search for asset. |
| 4. | Click Submit. |
| 5. | Exit Asset Depreciation Calculation. |

Asset Depreciation Post

| Objective/Comment | To post depreciation cost to general ledger |
|-------------------|---|
| Requirement | The user must have access to Asset Management |

| Objective/Comment | To post depreciation cost to general ledger |
|---------------------|---|
| Navigation Path | Financial Management → Asset Management → General Operations → Asset Posting Process |
| Responsibility with | As per User Matrix |

Screen/Form Usage: **Asset depreciation Posting to update general ledger**

| | |
|---|---|
|  | |
| 1. | Select the starting date and ending date to post the asset cost/asset addition. |
| 2. | In the Asset Activities tick Post depreciation. |
| 3. | In the Filter button user can filter the individual asset to be posted or individual group of asset to be posted. |
| 4. | Then click submit. |
| 5. | Close the form Note: User Can use asset tracker report to view asset activity/transactions |

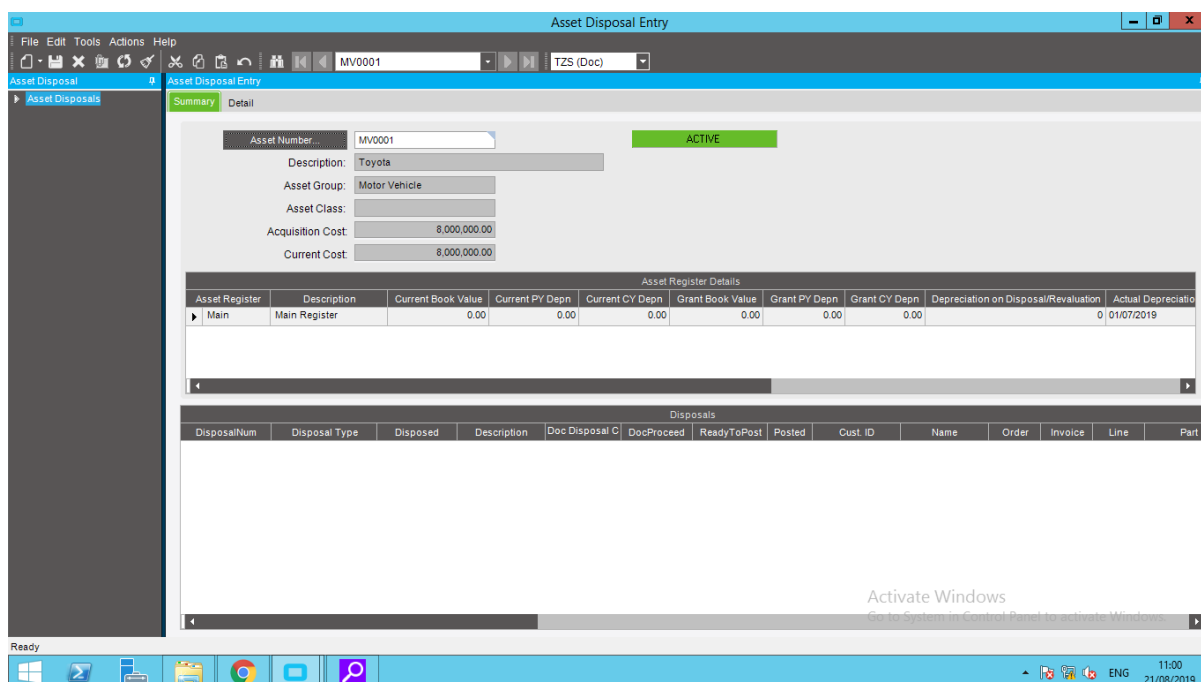
Asset Disposal

Use Asset Disposal Entry to record the asset disposal. This program is useful for recording new asset disposal activity as well as adjusting, deleting, and viewing unposted asset disposal activities.



Three disposal types are available in Epicor application i.e. **Miscellaneous, transfer, and sale.** *Miscellaneous* is a disposal that does not interface with another program, *transfer* - a disposal that interfaces with inventory and *sale* – a disposal that interface with Accounts payable.

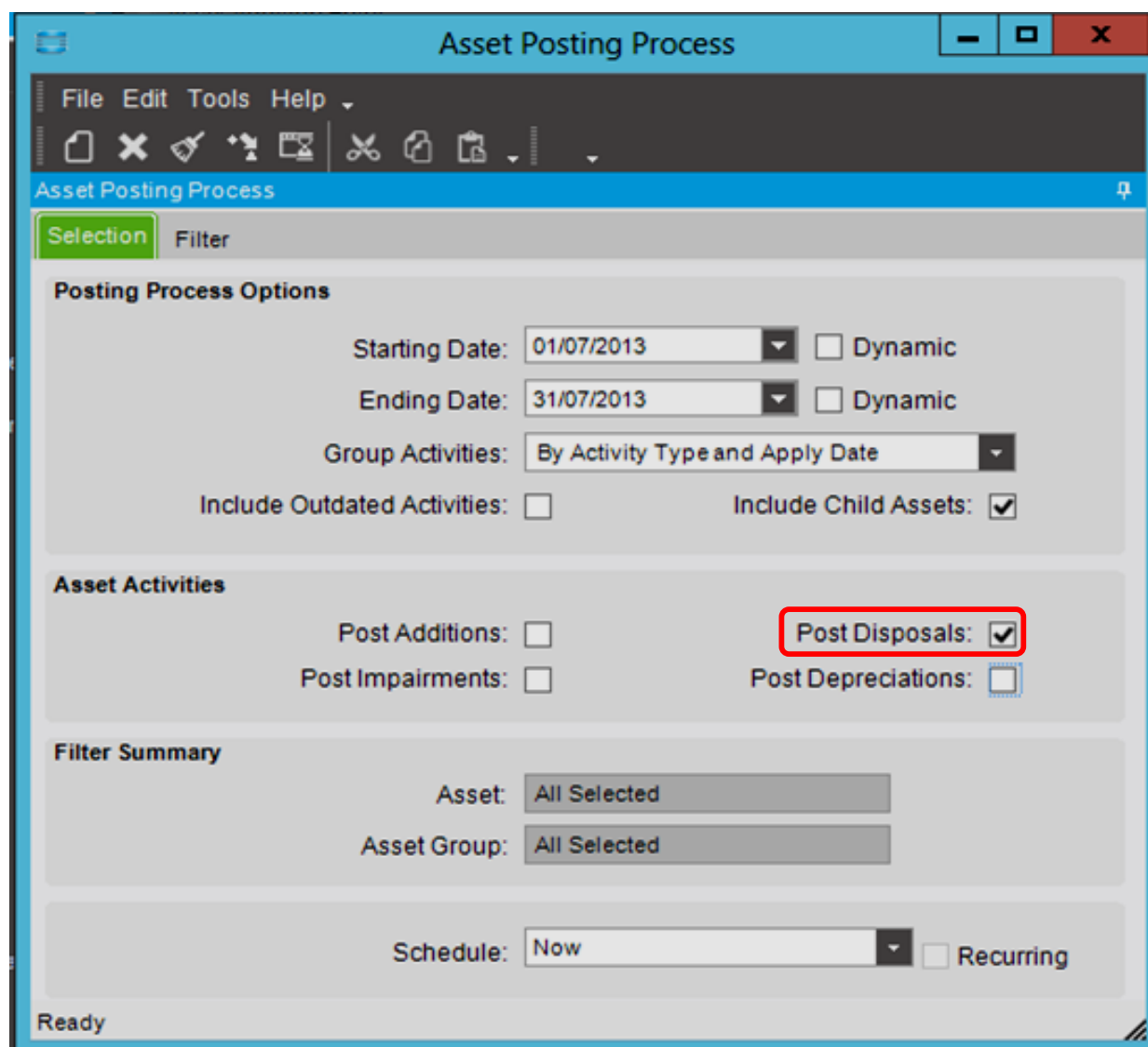
| Objective/Comment | To dispose fixed asset |
|---------------------|--|
| Requirement | The user must have access to Asset Management |
| Navigation Path | Financial Management → Asset Management → General Operations → Asset Disposal Entry |
| Responsibility with | As per User Matrix |



| Screen/Form | Asset Disposal Entry |
|-------------|---|
| Usage: | |
| 6. | Use the Summary sheet select asset to be disposed. |
| 7. | Use the Detail sheet to enter disposal details including disposal type, cost, date, sale and transfer information. |
| 8. | Then click Ready To Post check box to post |
| 9. | Close the program. |

Asset Disposal Post

| Objective/Comment | To post disposal cost to general ledger |
|---------------------|---|
| Requirement | The user must have access to Asset Management |
| Navigation Path | Financial Management → Asset Management → General Operations → Asset Posting Process |
| Responsibility with | As per User Matrix |



| Screen/Form Asset Disposal Posting Usage: | |
|---|---|
| 6. | Select the starting date and ending date to post the asset cost/asset addition. |
| 7. | In the Asset Activities tick Post disposal. |
| 8. | In the Filter button user can filter the individual asset to be posted or individual group of asset to be posted. |
| 9. | Then click submit. |
| 10. | Close the form Note: User Can use asset tracker report to view asset activity/transactions. |

Year End Processing and Procedures

This course is intended to help user understand important accounting items to review, execute, and report on prior to user Institute general ledger year end close.

Notable prerequisites, activities, and housekeeping procedures are organized into two basic cycles. Each business cycle is thoroughly addressed and concludes with specific action items surrounding the GL.

To help organize year end procedure suggestions, this course is organized into three main business cycles ;

- Revenue Collection Cycle
- Acquisition and Payment Cycle
- Inventory Cycle

Each business cycle is made up of a set of suggested prerequisites, activities, and procedures that when executed, can optimize entity's year end close procedures.

Every period end procedures include action items unique to their business practices and operations. This course should be used as a starting point to assist user in developing procedures for User Company.

Revenue Collection Cycle

The Revenue Collection Cycle is made up of all processes which ultimately lead to Institution total revenue intake.

Because this is such an important cycle in an Entity's day-to-day business practices, several items must be reviewed before the fiscal year is marked as closed.

In order to verify all credit memos, invoices, adjustments, and cash receipts for the current fiscal year were properly accounted for, use the following prerequisites, activities, and mandatory records in the order listed.

Prerequisites

- All Miscellaneous Invoices have been recorded and posted.
- All Credit Memos have been processed.
- All Cash Receipts have been recorded and posted.
- All Adjustments have been recorded. If they have not been recorded, execute any necessary write-offs.

Activities

- Process Customer Statements.
This is an optional activity that is only meant to be completed if customers request year end statements.

- Reconcile Accounts Receivable accounts.

Aged Receivables Report

This report serves as the subsidiary ledger to the Entity's Receivables account. This report should be aged by **Invoice Date**.

Furthermore, the date listed in the **Aged As Of** field should reflect the last date of the last fiscal period of the year user wish to close. The report total should reconcile to the ending balance of the Receivables account. If user find an out of balance condition, it may be beneficial to print an Aged Receivables Report for each individual period's date range.

Acquisition and Payment Cycle

The Acquisition and Payment Cycle is comprised of all procedures involved in the purchase and receipt of goods as well as cash disbursements to Institution's suppliers.

In order to verify all receipts, invoices, debit memos, adjustments and cash disbursements for the current fiscal year were properly accounted for, use the following prerequisites, activities and mandatory records in the order they are listed.

Prerequisites

For each period, verify the following:

- All Receipts of goods have been recorded.
- All Invoices received to date for receipts have been recorded and posted.
- All Miscellaneous Invoices have been recorded and posted.
- All Debit Memos have been processed.
- All Disbursements have been recorded and posted.
- All Manual Checks have been recorded and posted.
- All Adjustments have been recorded. If they have not been recorded, execute any necessary write-offs.

Activities

- Reconcile AP Clearing account(s).
- Reconcile Accounts Payable account(s).
- Reconcile Bank Statement(s).

Mandatory Records

Generate these report(s) **after** user complete all prerequisite activity and **before** user enter any future period transactions.



Aged Payables Report

This report serves as the subsidiary ledger to the Accounts Payable account. The **Aged As Of** date should reflect the last date of the last fiscal period. The report total on this listing should reconcile to the ending balance of the Payables account.

Received but not Invoiced Report

This report serves as the subsidiary ledger to the AP Clearing account. The **cut-off** date should reflect the last date of the last fiscal period. The report total on this listing should reconcile to the ending balance of the AP Clearing account.

Optional Records

- GL Distribution Reports
- Purchases
- Cash Disbursements
- Adjustments
- Check Register

Close the General Ledger

Prerequisites

- Verify all subsidiary ledgers have been generated and reconciled to corresponding accounts.

Activities

- Close all periods. When the **last period is closed**, the year is also closed.

Records

All reports in General Ledger can be generated on demand. The fiscal year and fiscal period control the data that is printed on these reports.

- General Ledger Report
- Trial Balance
- GL Journal Listing(s)

Close Period Entry Process, located in Epicor Help, is a great reference to use when closing a fiscal period or fiscal year.

Year End Accounting Checklist

A simple checklist of items is listed below. Consider the suggestions included on this checklist for each business user are working with to ensure user year end books are accurate.

Once user have completed the items on this list, and before putting the books away for the year, run the financial statements by the owner or manager to identify anything of which user might not be aware.

Finally, the last step of the year end process is to check user Revenue, Cost, and Expense accounts. Compare them to prior years to see if any increase or decrease is reasonable. If user

run across significant changes, user may want to look at the general ledger for that account to ensure the entries are legitimate.

Year End Checklist:

- Are there any accounts receivables that are worthless and should be written off?
- Is my balance in Allowance for Bad Debts a reasonable estimate of potential write-offs?
- Have we recorded all payables?
- Does my general ledger bank balance reconcile to the bank statement?
- Is the company's inventory balance correctly stated?
- Are there inventory items that cost more than their worth and should be written down to their market value?
- Have all assets been reviewed for accuracy?
- Do the balances in the notes payable accounts (loans) agree with what the banks say we owe?
- Are there other debts that have not been included on the books?
- Are there debts on the books that no longer exist because of forgiveness or oversight?
- Is my depreciation correctly recorded for fixed assets still in the company's possession?

This item is only important if the Institution has the Fixed Assets Module licensed.