



**Payment Selection and Bank
Payments File Export**

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Table of Contents

Payment Selection

1.1	The purpose of Payment Selection.....	3
1.2	Payment Selection batch process.....	4
1.3	Payment Selection (manual).....	5
1.4	Payment Selection Line.....	7
1.5	Prepared Payment.....	8

EFT Payment File Creation

2.1	Internal Bank Account Setup.....	10
2.2	Adding Vendor Bank Account Details.....	10
2.3	Creating the Payments File for the Bank.....	11

Cheque/Check Printing

3.1	<to be added>.....	13
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Adaxa's Offices and Contacts

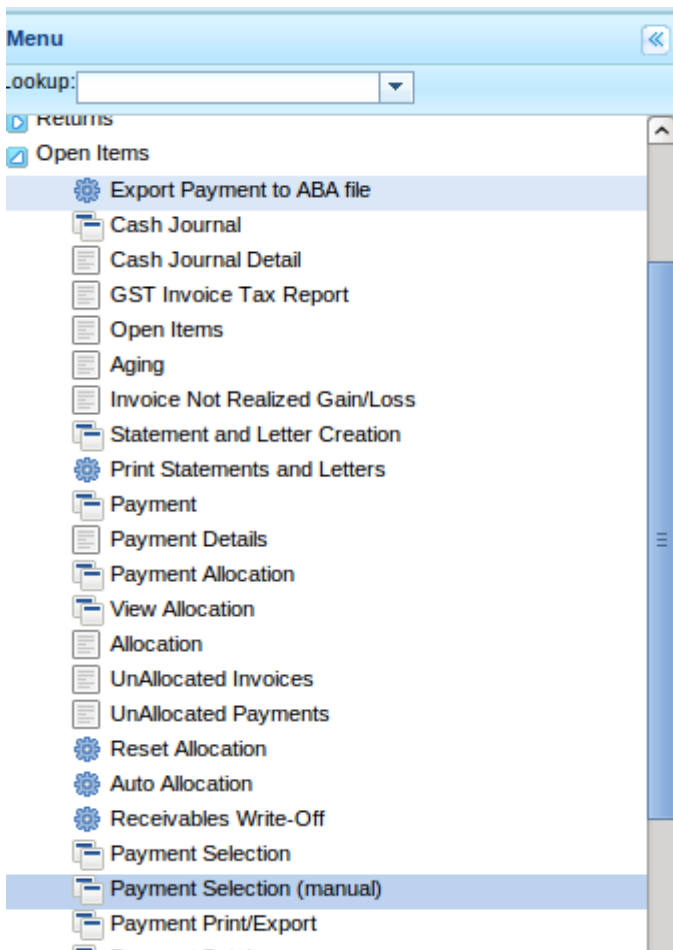
4.1	Australia.....	14
4.2	New Zealand.....	14
4.3	United States of America.....	14

1 Payment Selection

1.1 The purpose of Payment Selection

Once a Vendor (Supplier or AP) Invoice has been entered into the Adempiere system, the next stage of the AP cycle will involve paying the invoice when it becomes due. Normally multiple invoices (potentially for multiple suppliers) will be dealt with at once, requiring a batch of payments to be created within Adempiere.

To assist with this process, Adempiere has the concept of a "Payment Selection", that is, a selected group of Vendor invoices that are to be paid at a particular time. A Payment Selection can either be generated automatically, based on information from the Vendor Invoices, payment terms and dispute status, or, it can be created manually, by selecting individual invoices to pay.



Screenshot 1: Open items menu, showing Payment Selection

1.2 Payment Selection batch process

To allow Adempiere to select the invoices to be paid, open the **Payment Selection** window and create a new record.

The Name field will be automatically populated with a date and time stamp, it is helpful to edit this to something more meaningful. Select the Bank Account from which the payments will be made, and the date on which the payments should be recorded.

Click on the "Create From..." button to have Adempiere find invoices to pay.

Do you want to start the Process?

Business Partner Group [dropdown]

Business Partner [text field]

Only Discount

Only Due

Due Date [text field]

Include Disputed

Match Requirement* [dropdown: None]

Payment Rule [dropdown: Direct Deposit (AP)]

Ok Cancel

Screenshot 3: Payment Selection: Create From...

Use the parameters to filter to a particular BP group, Business Partner, or only invoices that are due or eligible for discount at a particular Due Date, and select only the invoices with a particular payment type.

Illustration 1: Vendor Invoice

The process uses information found on the Vendor Invoice to identify whether it is a candidate for payment. In particular, the Payment Term and Payment Rule.

In the screenshot above the Vendor invoice has a Payment Term of "30 Days from month end" and a Payment Rule of "On Credit". These values will default into the invoice from the Business Partner configuration but can be overridden.

Payment Terms can be configured to allow for a discount schedule to be applied (e.g. 5% if paid within 30 days), in which case it is possible to create a payment selection which will include Invoices not yet due but eligible for discount so this can be taken advantage of.

A "**Payment Rule**" defines the method of Payment, for example, by Cheque, Direct Deposit. Note that for Payment Selection to work for a particular Payment Rule the Bank Account must be configured with a **Bank Account Document** of the appropriate type. Select the required document in Bank > Bank Account > Document and ensure and select the required print format in the Print Form field in the Window.

Clicking OK on the Payment Selection "Create From..." process will cause a list of eligible invoices to be retrieved and used to populate the Payment Selection Line tab.

1.3 Payment Selection (manual)

As an alternative to letting Adempiere identify invoices that are due to be paid it is possible to manually select from a list of all outstanding invoices through the **Payment Selection (Manual)** form.

Menu (105) Payment Selection (manual) x Invoice (Vendor) x

Bank Account: NAB 4 38 Current balance AUD0.00

Business Partner: [Dropdown] Only Due Invoices


Document Type: [Dropdown]


Payment date: 15/04/2011 Payment Rule: Direct Deposit (AP)

<input type="checkbox"/>	Due Date	Business Partner	Document No	Currency	Grand Total	Discount Amount	Discount Date
<input type="checkbox"/>	02/04/2011	Pty Ltd	op bal Inv - 17	AUD	7,381.00	0.00	31/03/2011
<input type="checkbox"/>	02/04/2011	worx	op bal Inv - 80	AUD	367.62	0.00	31/03/2011
<input type="checkbox"/>	02/04/2011	Transport	op bal Inv - 272	AUD	324.94	0.00	31/03/2011
<input type="checkbox"/>	02/04/2011	Transport	op bal Inv - 273	AUD	2,582.12	0.00	31/03/2011
<input type="checkbox"/>	02/04/2011	Transport	op bal Inv - 274	AUD	1,874.21	0.00	31/03/2011
<input type="checkbox"/>	02/04/2011	Transport	op bal Inv - 274	AUD	324.94	0.00	31/03/2011
<input type="checkbox"/>	02/04/2011	Garden Pty Ltd	op bal Inv - I24	AUD	773.85	0.00	31/03/2011
<input type="checkbox"/>	02/04/2011	Industrial	op bal Inv - C5	AUD	611.00	0.00	31/03/2011
<input type="checkbox"/>	04/04/2011		1000136	AUD	1,173.39	0.00	04/04/2011
<input type="checkbox"/>	02/04/2011	Air	op bal Inv - 4G89	AUD	211.43	0.00	31/03/2011
<input type="checkbox"/>	02/04/2011	Air	op bal Inv - 4H57	AUD	103.35	0.00	31/03/2011
<input type="checkbox"/>	02/04/2011	Armidale	op bal Inv - 729	AUD	440.00	0.00	31/03/2011
<input type="checkbox"/>	02/04/2011	Armidale	op bal Inv - 730	AUD	220.00	0.00	31/03/2011

Selected - 0.00, Remaining 0.00


Screenshot 4: Payment Selection (manual)

Open the Form from the menu and click the requery button  at the lower right hand side of the top panel to retrieve the invoices.

- Use the Business Partner, Document Type, Only Due Invoices to filter the invoices for selection.
- The Bank Account, Payment date and Payment Rule will be used to create the new Payment Selection.
- Tick off the invoices to be paid in the left hand column, and then click the Process button to  generate the Payment Selection.

The following dialogue box will appear.


Adempiere

 Generate Payments from Payment Selection?
(Payment selection (manual) - Cheque - 2011-04-15 15:47:05.58)

Screenshot 5: Payment Selection (manual) process

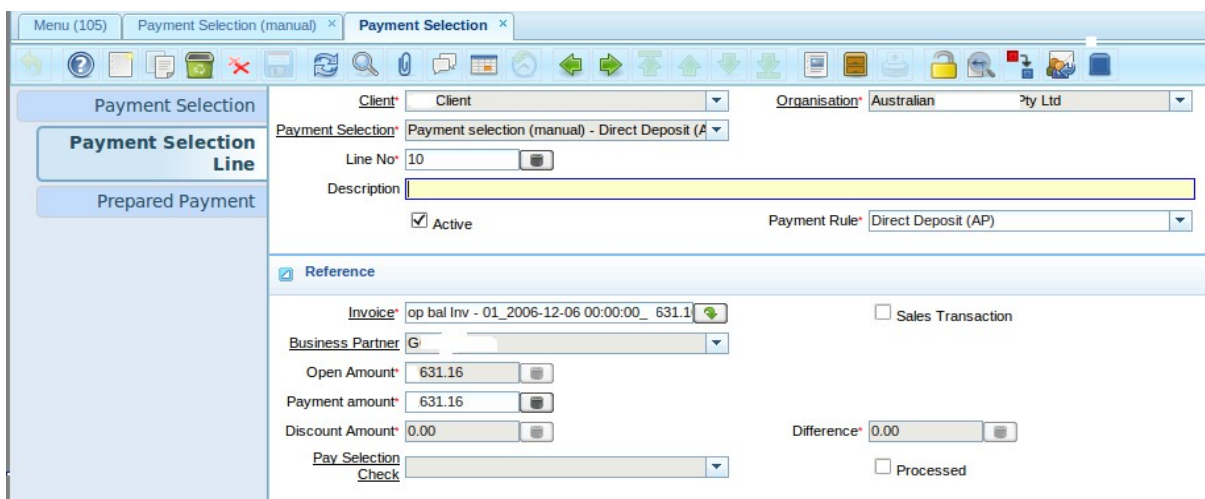
The system provides the option of creating the payments directly from this form, however as there will often be alterations required so **it is always advisable to select the button labelled "Cancel" and follow through the full process as described below.** Note down the name of the created Payment Selection (in the above screenshot this is "Payment selection (manual) – Cheque -2011-04-15 15:47:05:58").

The process will return to the Payment Selection (manual) form from which the user can exit.

Open the Payment Selection window from the main menu and navigate to the newly created selection either by scrolling down or by using the Lookup record button  to search for the required Payment Selection by its name.

As with the batch process, the created Payment Selection will now have a set of Payment Selection Lines that represent each of the invoices to be paid in this payment run. From this point on the process is the same.

1.4 Payment Selection Line



Screenshot 6: Payment Selection Line

Each "Payment Selection Line" represents an outstanding invoice that is eligible to be paid. There are fields displaying the invoice, the suppliers name and the open (unpaid) amount remaining on the invoice.

Finally there is a "Payment Amount" field that can be edited if for any reason the entire invoice amount should not be paid in this payment run.

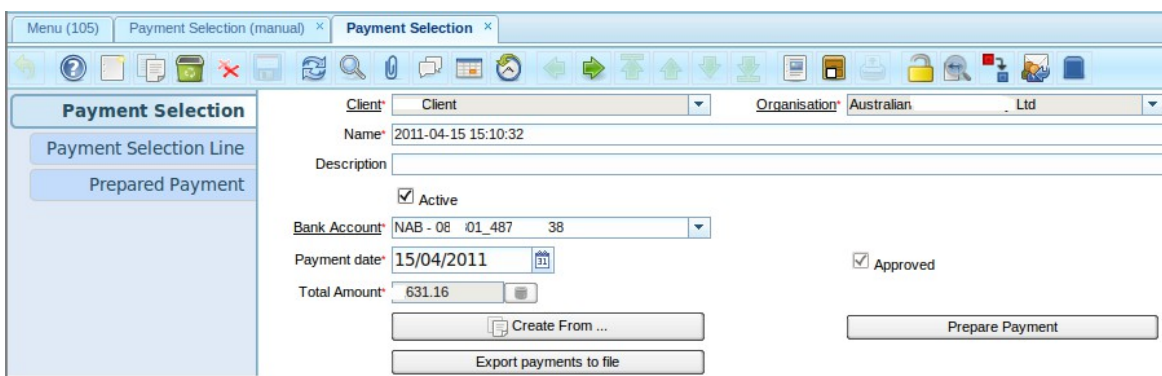
A user can also manually add and delete lines in the Payment Selection. To add: click the New Record toolbar button, select an Invoice in and set the Payment Amount then save. To delete, use the Delete toolbar button.

Note that the **Payment Rule** picked up of the invoice can also be changed at this point.

Once the payment selection lines are created and adjusted if necessary the next stage of the process involves creating "Prepared Payments".

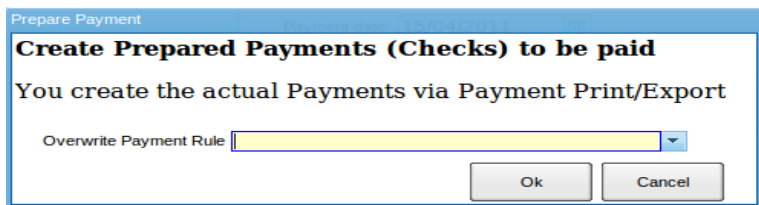
1.5 Prepared Payment

A prepared payment consolidates all the payment selection lines for a single Vendor into payment one item. To prepare payments, return to the Payment Selection header tab and click on the "Prepare Payment" button.



The screenshot shows the 'Payment Selection' window in a software application. The window has a menu bar with 'Menu (105)', 'Payment Selection (manual)', and 'Payment Selection'. Below the menu bar is a toolbar with various icons. The main area contains a 'Payment Selection' header with a left sidebar showing 'Payment Selection Line' and 'Prepared Payment'. The main form fields include: 'Client' (Client), 'Organisation' (Australian Ltd), 'Name' (2011-04-15 15:10:32), 'Description' (empty), 'Active' (checked), 'Bank Account' (NAB - 08 01_487 38), 'Payment date' (15/04/2011), and 'Total Amount' (631.16). There are buttons for 'Create From ...', 'Export payments to file', and 'Prepare Payment'. An 'Approved' checkbox is also present.

Screenshot 7: Prepare payment



The screenshot shows a 'Prepare Payment' dialog box with the title 'Create Prepared Payments (Checks) to be paid'. The text inside reads: 'You create the actual Payments via Payment Print/Export'. There is a dropdown menu for 'Overwrite Payment Rule' and two buttons: 'Ok' and 'Cancel'.

Screenshot 8: Prepare Payment

There is a final opportunity to change the Payment Rule of the payments that will be created, then clicking the "OK" button will cause the payment selection to be prepared. Note that if the bank account or Business Partner are not properly configured for the selected Payment Rule then this step may fail with an error and the configuration will need to be fixed before proceeding.

The newly prepared payment will be visible in bottom tab of the Payment Selection window.

The screenshot shows a software window with multiple tabs: 'Menu (105)', 'Payment Selection (manual)', 'Payment Selection', and 'Invoice (Vendor)'. The 'Payment Selection' tab is active. On the left, there is a sidebar with buttons for 'Payment Selection', 'Payment Selection Line', and 'Prepared Payment'. The main area contains a form with the following fields and values:

Client	Client	Organisation	Australian Ltd
Payment Selection	2011-04-15 15:10:32		
Business Partner	G		
Payment Rule	Direct Deposit (AP)	Quantity	1
Payment amount	631.16	Discount Amount	0.00
Document No	10000	<input type="checkbox"/> Receipt	
Payment		<input type="checkbox"/> Printed	
<input type="checkbox"/> Processed			

Screenshot 9: Prepared Payment

Note that at this stage the payment has not yet been made, and no payment has been created in Adempiere. This final step of the process occurs when the prepared payments are either printed (in the case of cheques) or exported to file (for Direct Deposit payments).

2 EFT Payment File Creation

2.1 Internal Bank Account Setup

Prior to making a payment via an exported payments file you must record the required information in the **Bank > Bank Account** window as shown below.

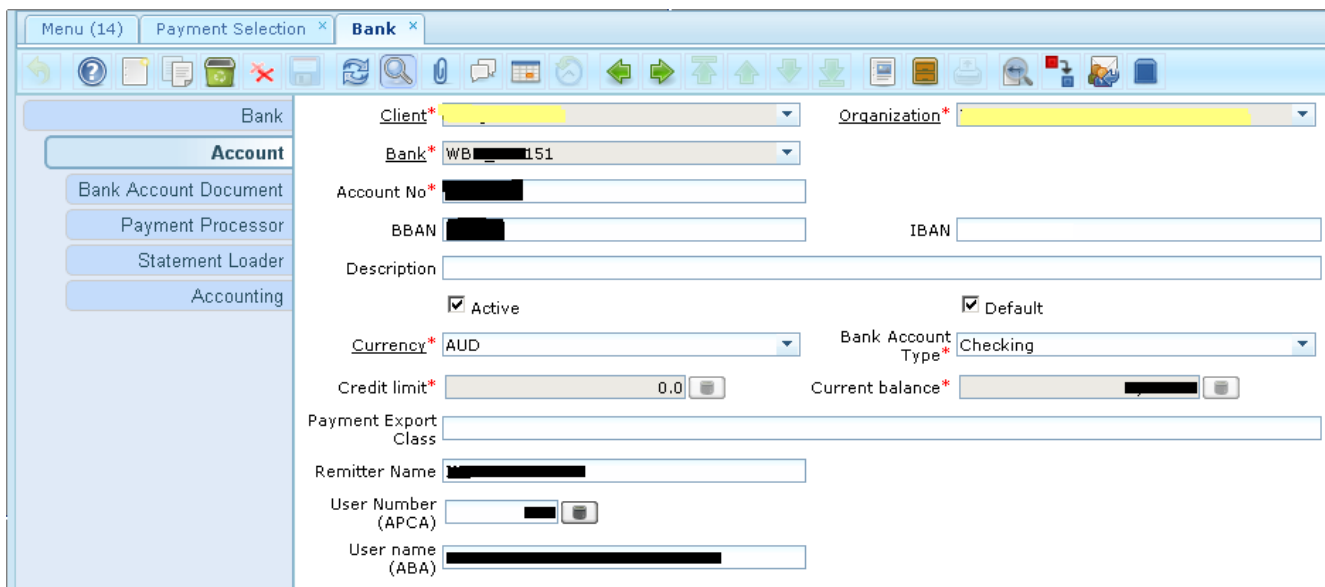



Illustration 2: Bank Account Setup

The fields shown above as obscured in black must be completed before a file is created. The values will need to be provided by or agreed with your bank. Note that there are maximum lengths on these fields and the Bank File creation process will remove any characters in excess of the maximum allowable lengths. The lengths are detailed in the window help accessed from the toolbar icon .

2.2 Adding Vendor Bank Account Details

Prior to making a payment via an exported file please ensure that you have entered the bank details for all Vendors you plan to pay by direct deposit. The required fields in the Business Partner window are as below.

The items masked in black below are the values needed by the ABA function.

The screenshot displays the 'Vendor Bank Details' form in the Adaxa software. The left-hand navigation pane lists various entity types, with 'Bank Account' selected. The main form area contains the following fields and options:

- Client**: [Dropdown menu]
- Organization**: [Dropdown menu]
- Business Partner**: [Text field]
- User/Contact**: [Dropdown menu]
- Active**
- ACH**
- Account Usage**: [Dropdown menu, value: Both]
- Bank**: [Dropdown menu]
- Bank Account Type**: [Dropdown menu]
- BSB**: [Text field]
- Account No**: [Text field]
- Reference**
- Account Name**: [Text field]
- Account Street**: [Text field]
- Account City**: [Text field]

Illustration 3: Vendor Bank Details

2.3 Creating the Payments File for the Bank

Payment files in Australia are typically in the format mandated by the Australian Bankers Association (ABA). The ABA File format is used for illustration below.

Return to the Payment Selection header tab the "Export payments to file" button will now be active. This allows the batch of payments to be exported to an ABA compliant file for uploading to the bank.

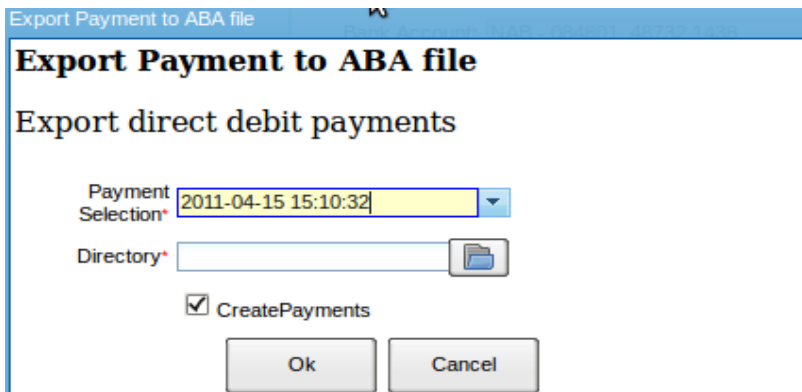
IMPORTANT: Note that the ABA file format requires a non-blank value of not more than 12 characters to be entered in the Description field in the Payment Selection record.

The screenshot shows the 'Payment Selection' form. The left-hand navigation pane has 'Payment Selection' selected. The main form area contains the following fields and options:

- Client**: [Dropdown menu, value: Client]
- Organisation**: [Dropdown menu, value: Australian Ltd]
- Name**: [Text field, value: 2011-04-15 15:10:32]
- Description**: [Text field, value: short desc.]
- Active**
- Bank Account**: [Dropdown menu, value: NAB - 084 38]
- Payment date**: [Text field, value: 15/04/2011]
- Approved**
- Total Amount**: [Text field, value: 631.16]
- Create From ...**: [Button]
- Export payments to file**: [Button]
- Prepare Payment**: [Button]

Screenshot 10: Payment selection with prepared payments

Clicking the button opens up a dialogue box that displays the following:



Screenshot 11: Export payment to file

The Payment Selection will default to the correct value, and the user must simply enter in the Directory (i.e. windows Folder) to which the file should be exported. The "Create Payments" option should be left on unless the payments have already been created (for example if you are re-exporting a previously created Payment Selection).

If any of the Business Partners involved in the payment batch do not have a BP Bank Account correctly configured the export will fail with an error message. If this occurs fix the BP Bank Account configuration and retry the export.

If the export is successful the Prepared Payment will create a Payment, to confirm this has happened you can return to the Prepared Payment tab and see that the "Payment" field should now be populated for each record. Right-clicking on the "Payment" field will give the option to Zoom to the Payment window and inspect the generated payment.

The created Payment will be automatically allocated to the invoices as per the Payment Selection Lines.

NOTE: Some versions of the software will create the file and attach it to the Payment Selection record as an Attachment to make the file easier to locate on cloud hosted systems where a user will most likely have no direct access to the server file system. If the export file has been added to the Payment Selection record it can be opened by clicking on the paperclip icon in the toolbar and it can then be saved on the user's local machine or other accessible network drive.

3 Cheque/Check Printing

3.1 <to be added>

4 Adaxa's Offices and Contacts

Information of a general nature about Adaxa and its services can be found at www.adaxa.com or obtained by sending an email to info@adaxa.com with a description of the information that you would like to receive. If you are an existing client and wish to initiate a request for software support please send an email to helpdesk@adaxa.com with as much detail as possible about the nature of your support request.

For all other information please contact the Adaxa office nearest to you.

4.1 Australia

Address: Level 1, 616 St Kilda Road, Melbourne, Victoria, 3101, Australia

Contacts: Office

- 1300 990 120 (Within Australia)
- +613 9510 4788 (Outside of Australia)

4.2 New Zealand

Address: 73 Boston Road, Mt Eden, Auckland, 1023, New Zealand

Contacts: Office

- 0800 232 922 (Within New Zealand)
- +649 9744 600 (Outside of New Zealand)

4.3 United States of America

Address: PO Box 6350 Oceanside, CA 92052-6350

Contact: Office

- 760.576.5115 Main
- 888.575.1489 Fax