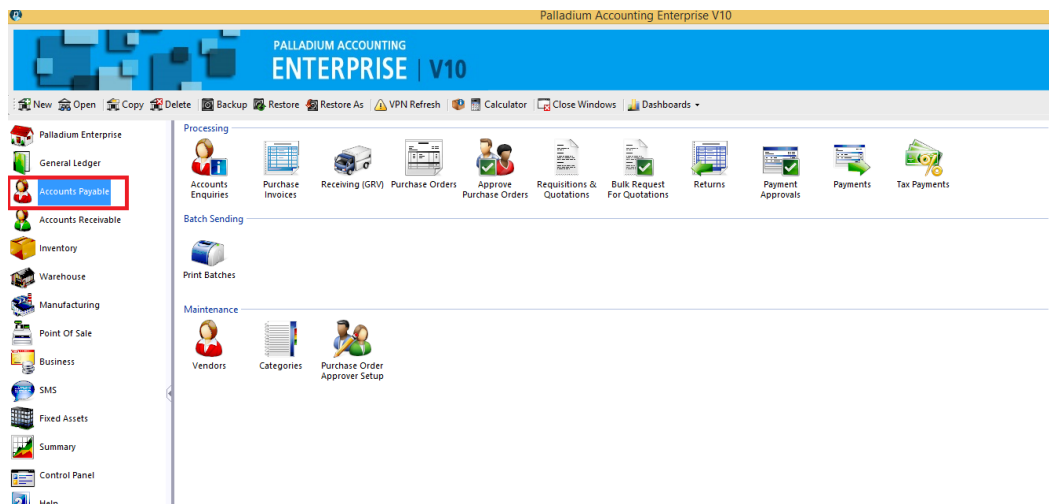


# *palladium*<sup>®</sup> ACCOUNTING

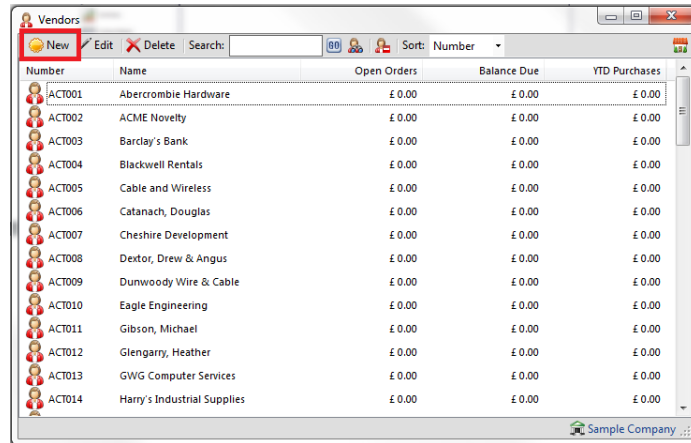
## Level 2 Intermediate Palladium Training

### ACCOUNTS PAYABLE/ VENDORS

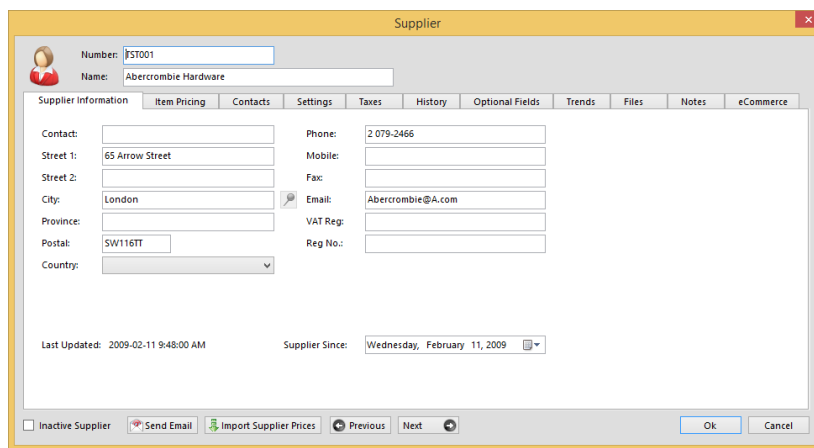


### Creating a Vendor

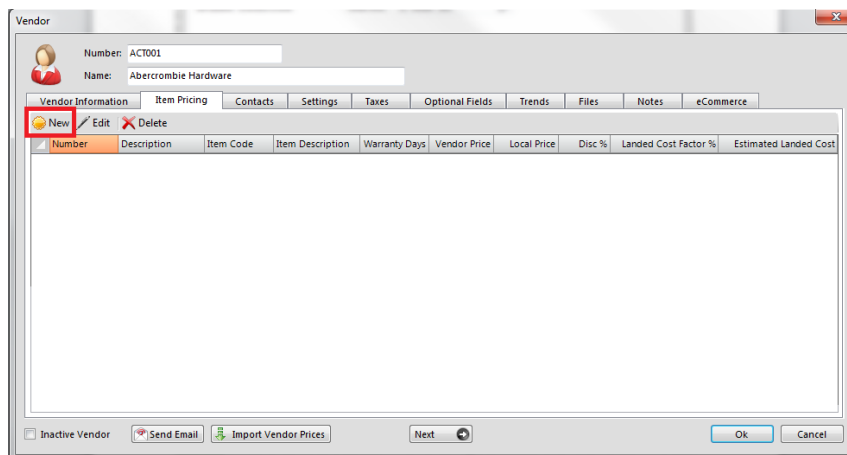
In Palladium Accounting you must have a vendor for each purchase you make. You can do this by clicking on the Vendors icon under Maintenance, then clicking on New. As per the screen below:



After clicking new, you will be directed to the screen where you can add the details of your new vendor such as the vendor information, pricing information and various settings and parameters that you want applicable to that vendor.



Under the Item pricing tab, you may add that particular item that you purchase from that vendor. You may do this by clicking on new.



After clicking on new, you will be able to add that item from your inventory and add additional information about that item and the pricing.

The screenshot shows a 'Vendor Price' dialog box with the following fields and values:

- Item: 62199
- Milk
- Vendor Item Code: 12345
- Vendor Item Description: Clover Milk
- Vendor Currency: GBP British Pounds
- Warranty Days: 0
- Vendor Price: 0.00
- Exchange: 1.0000
- Local Price: 0.00
- Discount %: 0.00
- Landed Cost Factor %: 0.00
- Estimated Landed Cost: 0.00

Buttons: OK, Cancel

Under the contacts tab, you may add the contact per of that particular supplier and the job title.

The screenshot shows the 'Vendor' dialog box with the 'Contacts' tab selected. The vendor information is as follows:

- Number: ACT001
- Name: Abercrombie Hardware

Buttons: Add, Edit, Delete

Name	Job Title	Email	Telephone No.	Fax No.	Mobile No.
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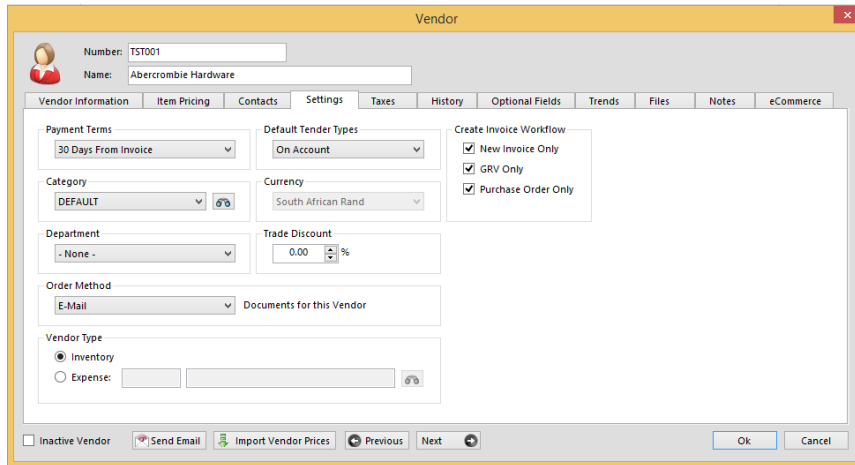
Buttons: Inactive Vendor, Send Email, Import Vendor Prices, Next, OK, Cancel

The screenshot shows the 'Contact' dialog box with the following fields and values:

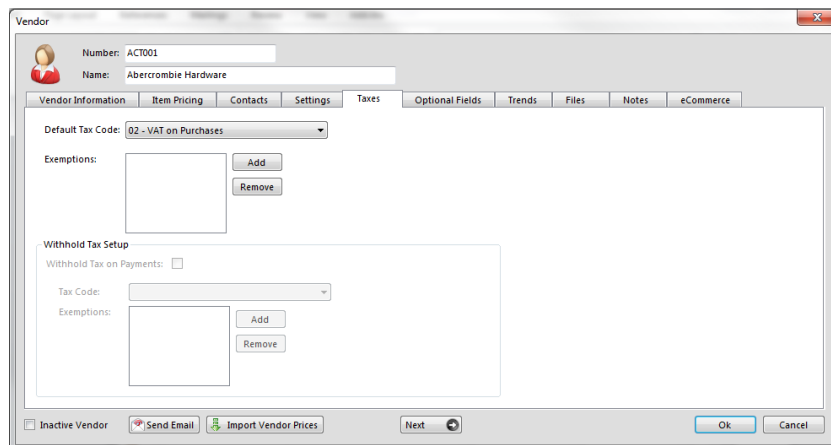
- Name: \*
- Job Title: \* Financial Manager  
Manager  
Supervisor
- Phone: \*
- Mobile: \*
- Fax: \*
- Email: \*
- Street 1: \*
- Street 2: \*
- City: \*
- Province: \*
- Postal: \*
- Facebook
- LinkedIn
- Skype
- Notes

Buttons: OK, Cancel

Under settings you add the terms for this vendor, the normal delivery method for documents, and you have the option to add an expense account. If you select an expense account, this account will be entered as a default when entering transactions for this vendor. The user can select a different account however; it is just a default to save entry time. Invoicing workflow can also be selected for the supplier in this tab:



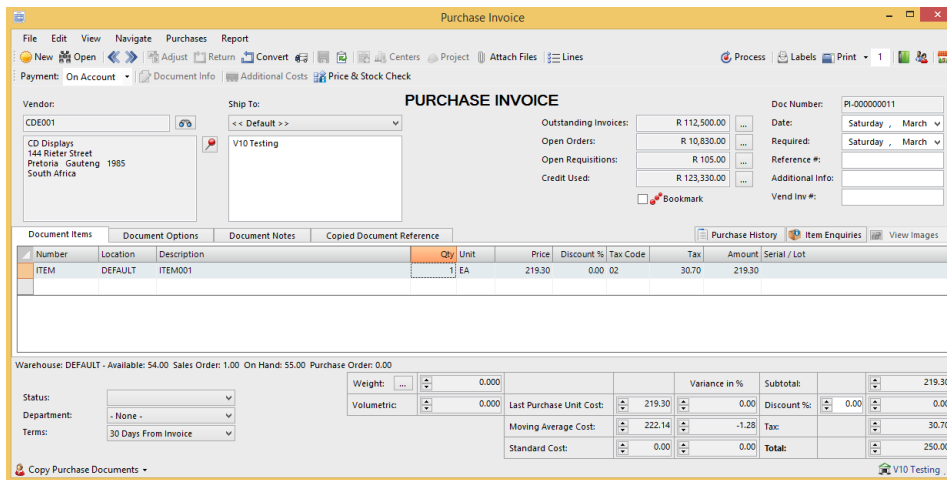
Under the taxes tab set the tax that the vendor normally charges you. You may wish to set inclusive or exclusive codes here to aid in entry. You may also set exemptions here as well.



Note: these taxes are setup under the sales taxes system in the company menu. The default code for new vendors is also setup in the sales taxes system in the company menu. See the sales taxes section for more information.

## Purchases

You access the purchases window by clicking the purchases icon on the Accounts Payable menu. The following window appears:



## Selecting a Transaction Type

The transaction to perform is selected from the icons list on the main menu. You have a choice of the following 3 options:

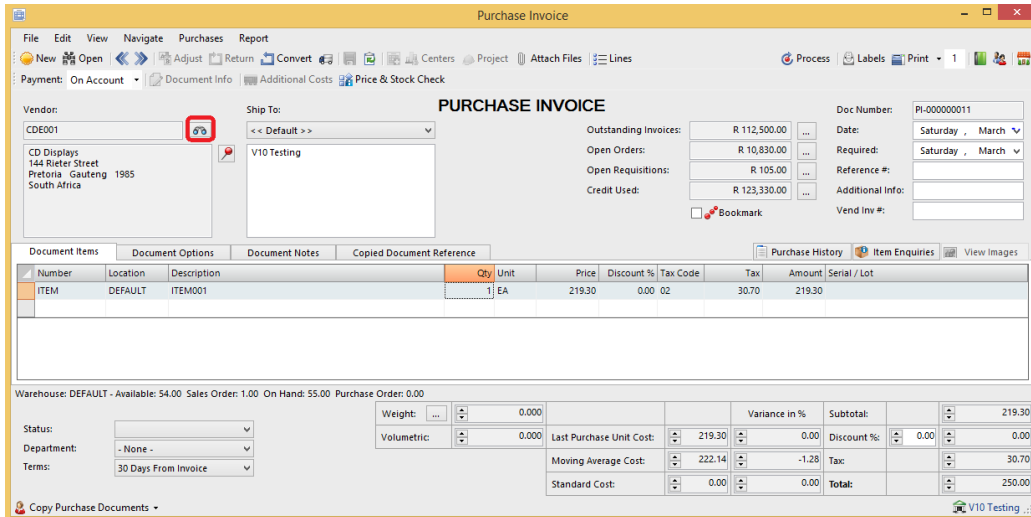
1. Invoice: Enter a supplier invoice (or convert an order or requisition).
2. Purchase Order: Enter a order for your supplier (or convert a requisition). An order has no financial implication but does show stock items as being on order. If you enter orders for your suppliers it will allow you to record the price you expect to pay and to compare that to the supplier invoice when it arrives. It also allows you to easily capture the supplier invoice by converting your purchase order.
3. Requisition: A requisition has no financial implications to the system and does not change stock at all. It can be used by your inner company employees to request items to be purchased. You can also use it to capture quotations given to you by your supplier.

## Selecting a Payment Method (Invoice Only)

The payment method selector allows you to enter if the purchase was done on account (enter into AP and pay though payments) or if you paid directly for the item(s) using cash, cheque, EFT, or other instrument. If you select any method besides on account, Palladium will enter a payment for you. The payment can be reversed in the payments window as normal. Please see payments for more information.

## Entering Transactions

The first step to entering a transaction is to select a vendor. You do this by pressing the lookup button next to the vendor text box.

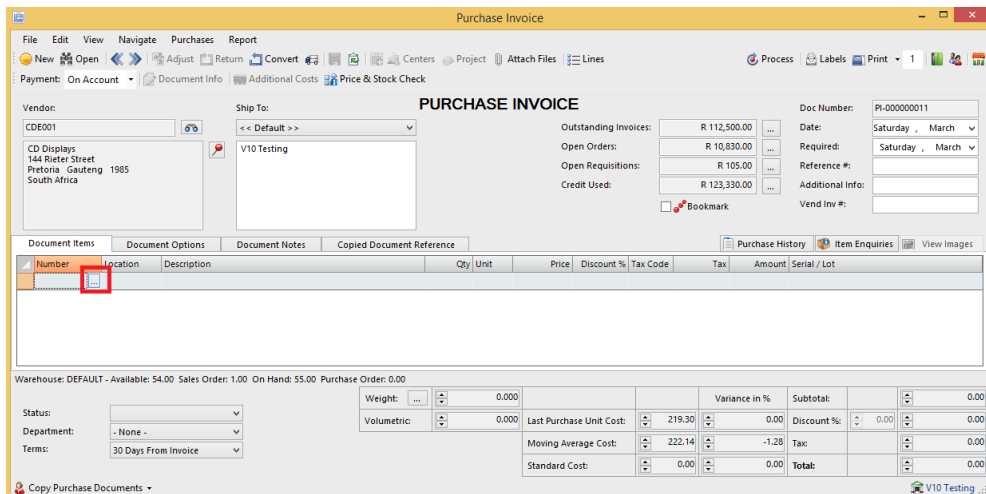


By default your focus returns here automatically, so you should be able to just press the enter key on your keyboard. You select a vendor in the vendor lookup window and have the normal search options available to you.

The next step is to set the date (to your far right) and if entering an invoice, enter the vendor invoice number in the space provided.

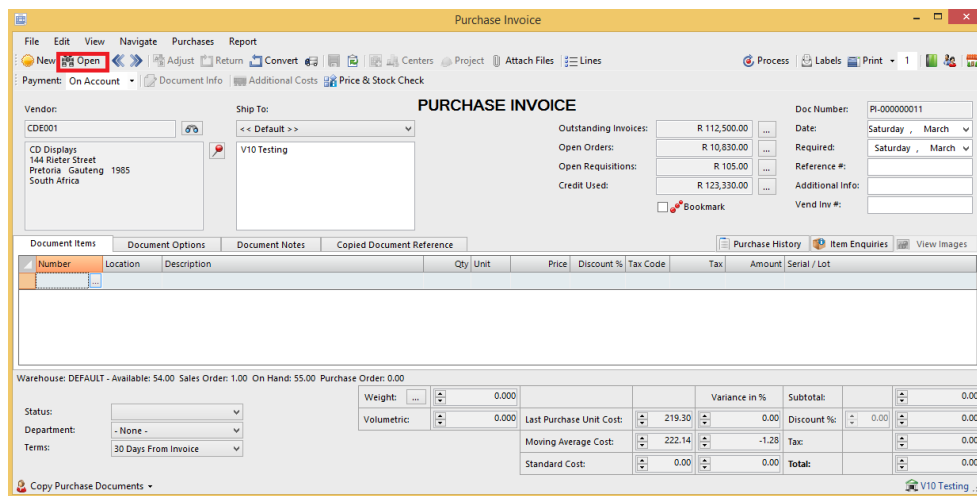
The vendor invoice number must be unique to each vendor (you cannot capture the same invoice number twice per vendor).

The next step is to tab or click to the number column in the list (far left column). You can press the lookup button in that column or press enter to lookup codes. You can also enter the code manually or use a barcode scanner in this field.



## Opening an Existing Document

At any time you can open a previously entered document by pressing the open button. Once you have opened a document you can go to the navigation menu to move between documents easily.



## Clearing the screen or entering a new document

To clear the screens, press the new button.

## Saving and Recalling Documents

You can save documents you have entered by opening them, or you can save documents you just entered. Once you have the document on the screen, press the save button. To recall a saved document, press the new button to clear the screen and then click the recall button. Saving documents allows you to save capture time when you often have similar documents to capture over and over again.

## Changing Information or Crediting

If your administrator has allowed it, you have the option of adjusting documents and crediting them. To adjust a document, open that document and then press the adjust button. Make changes to the document as required and then record it again. Palladium will make all the necessary adjustments for you.

If you wish to credit a document, open the document and press the credit button. A credit (reverse transaction) will be entered for you automatically. You then verify that the amounts are correct and press record.

You may adjust document notes, etc., by going to the edit menu and choosing edit document info. This allows you to change the non-financial information of the document without having to adjust it.

## Orders & Requisitions

In Palladium Accounting the purchases section is used to capture and manage your supplier orders. You do this by changing the transaction type as appropriate (see purchases for more information).

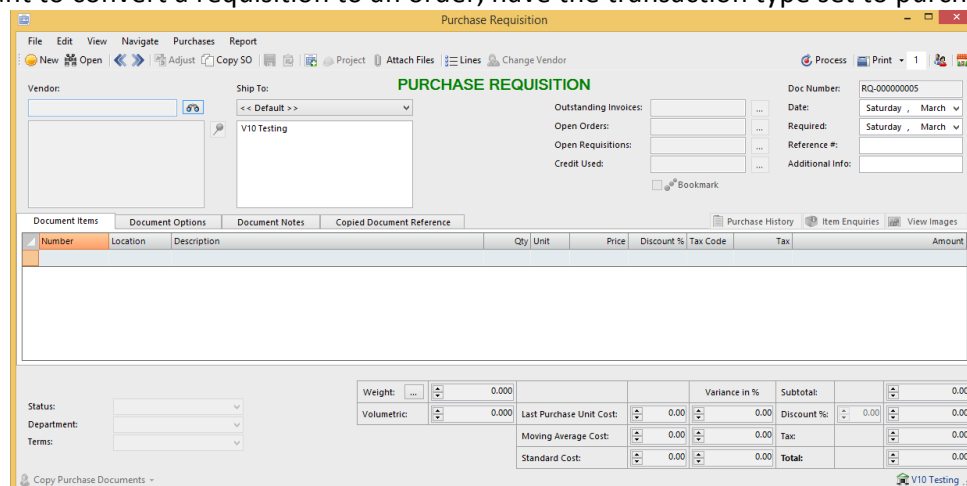
## Converting Documents

Capturing a purchase requisition or purchase order is the exact same as capturing an invoice. This is explained in the previous topic purchases. This section will cover how to convert a specific document from one type to another easily.

Step 1:

Always have the transaction type on the document you want to create. If you want to convert a purchase order to an invoice, then select invoice as the transaction type.

If you want to convert a requisition to an order, have the transaction type set to purchase order.

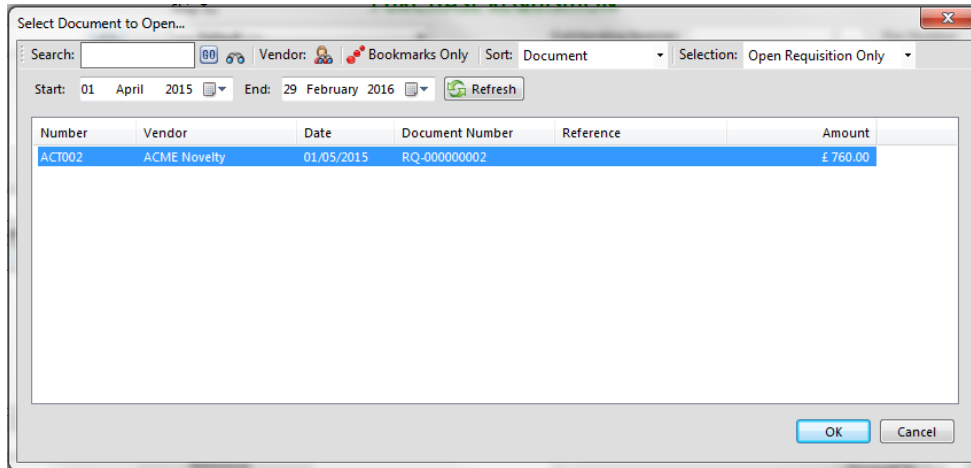


Step 2:

Press the convert button. The following window will appear:

Select the requisition or order (as appropriate) in this window and then press OK. Your screen will fill with the information from the source document as follows:

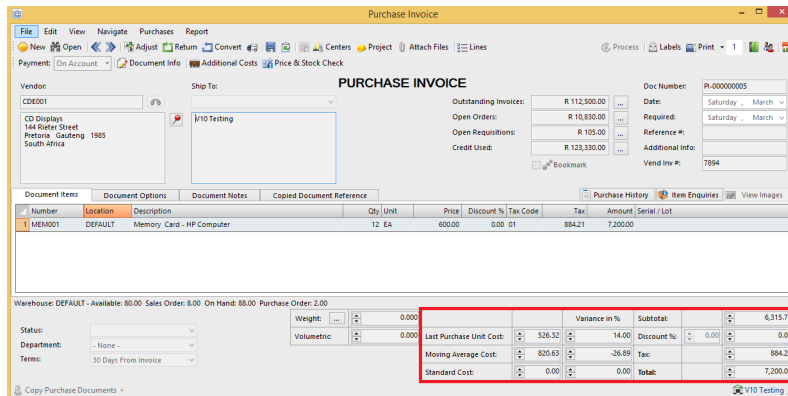




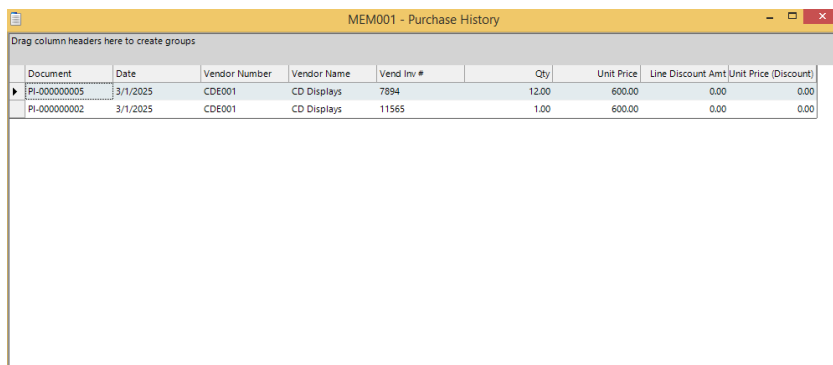
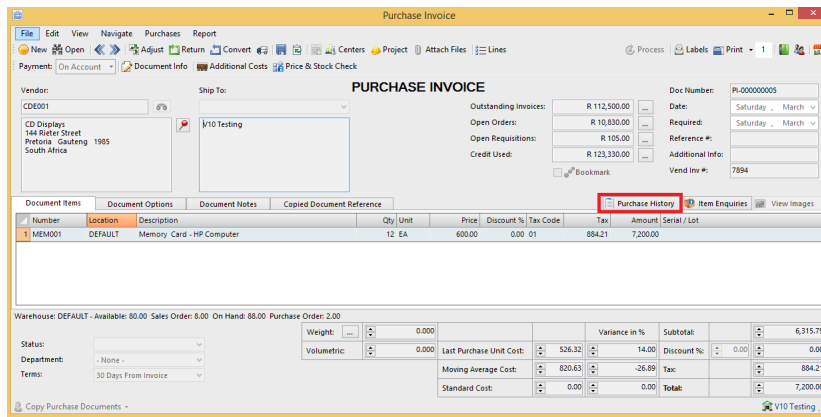
Step 3: Changing, removing, or adding items. At this point you can change items, remove items (click on the blue area to the far left where the numbers are and then press the delete key), or add items as appropriate.

## Purchase Price Variance Control on Purchase Documents

You can now manage the cost prices on Purchase documents and set an allowable variance with the ability to Allow, Warn or Block the variances.



In addition you can drill down and view previous purchase history:



## Understanding the Conversion Process

If you convert a requisition to an order (or invoice), the entire requisition is removed regardless of what is captured on the order. If you convert an order to an invoice Palladium Accounting keeps track of the quantity remaining on that order if you don't convert the order in full. If you remove a line from the invoice (as it was not received) that line will still remain on the original order. If you lower the quantity of any given line, those items will still remain on the order as well.

## Viewing the Original Document during Conversion

Sometimes you may need to view the original document while converting. This is especially handy when only partial items remain on any given order, etc. You can view the original document by going to the view menu and choosing document converting. You may also press F2 on your keyboard as well.

## Cancelling Orders

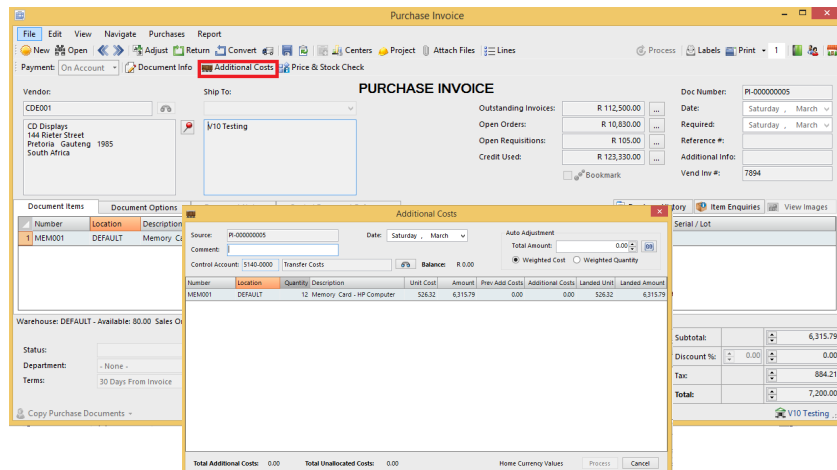
Sometimes it is necessary to cancel an order or remove a requisition that has not been converted. Removing a document will also remove the on order quantity from your inventory if you are removing a purchase order. This function can be used to remove a purchase order even if it was partially converted, as when you want to cancel the remaining items on order.

Open the document you would like to cancel (using the open procedure explained under the purchases section). Then go to the file menu and choose remove document. The document will be marked as cleared. You can still view cleared documents in Palladium as a security feature, but for all purposes the document will not be available to be converted and your inventory will be updated (on order for purchase orders).

## Additional Cost

Landed cost adjustments allows you to add costs to your inventory items to account for different freight costs, government clearing costs, import taxes, etc. By raising the cost of your inventory to account for these additional costs, your profitability of items can be more easily determined as Palladium will calculate the selling revenue against these higher costs to obtain a gross profit on the item(s).

You can access the landed cost adjustment by opening the purchase invoice where the items were purchased under and then select landed cost adjustment from the purchases menu. The following window appears:



The first step is to set the date. Next you add a comment as necessary. Then select a control account to use, this is where the funds come from. You may then enter an amount under each item manually or allow Palladium to calculate the amounts by using the auto adjust feature at the top right (either using weighted cost or weighted quantity). When finished press OK.

It is advisable to do this as soon as possible to get the correct cost in your inventory. However, there must be at least 1 item remaining in inventory to perform this function on that item.

## Understanding the Control Account

It is recommended that you setup an expense account called "landed cost adjustments". When processing expense entries for the additional import costs, use that control account to record them. Then you know how much money you need to allocate to your items using the landed cost function (the balance displays next to the find button). It also affords you control as you

should have a zero balance in the landed cost control account when finished with the landed cost adjustments.

## Payments



In Palladium Accounting the payments window is used to make payments for transactions that were captured under purchases or expense entries. These entries must have been captured as the "on account" payment method. You also capture your prepayments (payments made to vendors where an invoice does not exist) in the payments windows. You also can reverse payments as appropriate regardless if they were entered under payments or captured as cash (no-account) transactions in other windows.

To access payments click the payments icon in the home window. The following window will appear:

A screenshot of the 'Payments' window in Palladium Accounting. The window has a menu bar with 'File', 'Edit', 'Navigate', and 'Report'. Below the menu bar are buttons for 'New', 'Open', 'Adjust', 'Reverse', and 'Convert'. The main area is divided into 'Vendor Detail' and 'Bank Detail' sections. The 'Vendor Detail' section includes fields for 'Vendor', 'Payment Amount' (0.00), 'Payment Unmatched' (0.00), and 'Date' (01 May 2015). The 'Bank Detail' section includes fields for 'From' (1060-0000), 'By' (Cash), 'Bank Amount' (0.00), and 'Document' (Cash). Below these sections is a table with columns: 'Invoice / Ref', 'Document Number', 'Date', 'PO Number', 'Original Amount', 'Amount Owing', 'Disc Available', 'Disc Taken', and 'Payment Amount'. At the bottom right, there is a summary table with fields for 'Payment', 'Discount', 'Prepayment', 'Withhold Tax %', and 'Total', all showing 0.00. The window title is 'Payments' and the bottom right corner shows 'Sample Company'.

As with all other transaction windows, you can press new for a new transaction or open to view a previously posted transaction.

## Entering a New Payment

The first step is to find the vendor you wish to enter a payment for. Press the find button and either select or search for a vendor as appropriate. Once you have done this, you need to enter a payment amount. Do this by clicking the row in the payment amount column. If a discount is

present, you may also click on the discount taken column to add it. You may also enter a discount manually in this column as well.

## Entering a Prepayment

If you have paid a vendor in advance you can enter a prepayment by entering the amount in the prepayment box in the lower right corner of the window. You can record just a prepayment without selecting any invoices to pay, or in the case of an over payment, you can select a combination of invoices and use the prepayment section to record the over payment amount.

## Reversing a Payment

If you need to reverse a payment for any reason, first open the payment and get it on the screen. Next press the reverse button. If you make a mistake on any payment you must first reverse the payment and then re-enter it again.

## Using Automatic Matching

You may enter a discount to match under discount amount and a payment amount under payment amount and then press the auto match button. Palladium will match up the appropriate amounts and enter any additional amounts as a prepayment. You may also match the entire account (including discounts) by pressing the match all button.

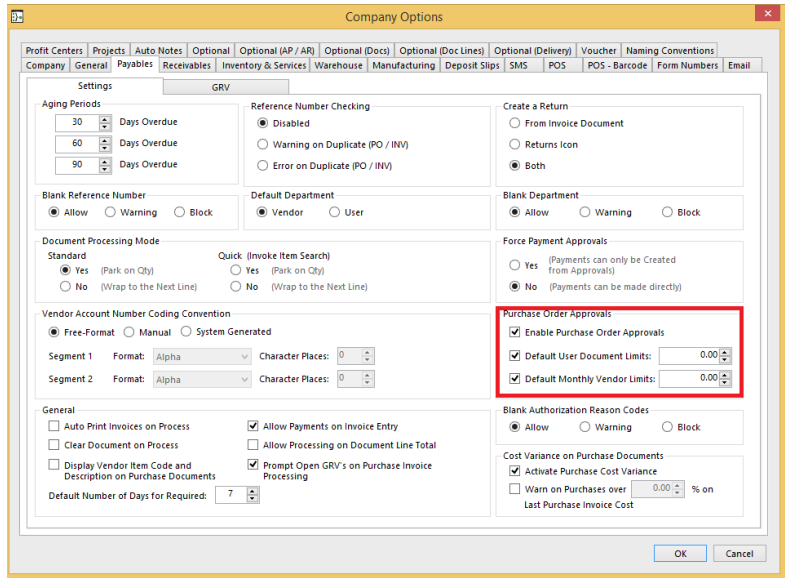
## Cancelling Prepayments or Offset Them against Invoices

If you wish to cancel a prepayment you can just click the prepayment amount under payment amount (the payment will show as negative) and then record it. Palladium will warn you that you are receiving the money back from the vendor in cash, just say yes.

If you wish to offset the prepayment against entered invoices (once the invoice has arrived) you simply click the invoice and the prepayment in the payment amount column (both should equal to zero) and then record it. The invoice will be marked as paid against the prepayment.

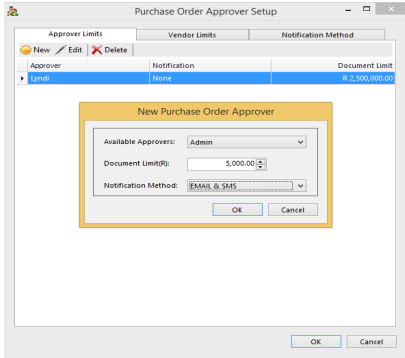
## Purchase Order Approvals

This function allows you to create a Purchase Order workflow authorisation function across the business to manage the related spend per Vendor as well as specific limits per user. You can activate the Purchase Order Approvals in the Company Options function in the Payables Tab as below:



### Approver Setup

You can setup Approval Limits by User as well as Vendor In addition you can setup notification methods for the approver by Email, SMS or both



The approver will seed a list of documents die for approval, open the document then approve or decline the requisition

### Tax Payments



In Palladium Accounting the tax payments processing window allows for an easy entry of your sales tax (VAT) payments. You access the tax payments processing window by selecting tax payments from the home window. The following window appears:

Account	Description	Balance
2300-0000	Sales VAT Payable	14,117.60
2160-0000	Purchases VAT Payable	-4,908.10
	<b>Total Due</b>	<b>9,209.50</b>

The first step is to select the definition you are paying (authority). Then enter the payment date and any comments. The next step is to enter the tax amounts from you sales taxes printout (report). The payment amount is calculated automatically. Next select a bank or petty cash account that you are making the payment from.

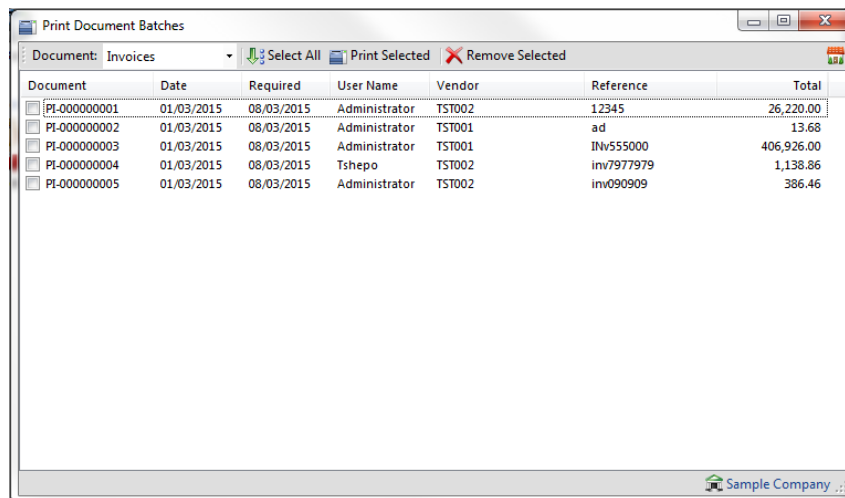
You can check to make sure your amounts are correct by entering a date and pressing the refresh button. Your control account amounts will be displayed and a total amount due calculated.

## Accounts Payable - Batch Printing



In Palladium Accounting you have the option to print your requisitions, purchase orders, and purchase invoices in batches. If you wish to print documents in batches, you must not print them in the normal processing windows. Any document that has not been printed will automatically appear here.

You access the print batches function by going to the payables tab in the home window and click on print batches. The following window will appear:



Document	Date	Required	User Name	Vendor	Reference	Total
<input checked="" type="checkbox"/> PI-000000001	01/03/2015	08/03/2015	Administrator	TST002	12345	26,220.00
<input type="checkbox"/> PI-000000002	01/03/2015	08/03/2015	Administrator	TST001	ad	13.68
<input type="checkbox"/> PI-000000003	01/03/2015	08/03/2015	Administrator	TST001	INv555000	406,926.00
<input type="checkbox"/> PI-000000004	01/03/2015	08/03/2015	Tshepo	TST002	inv7977979	1,138.86
<input type="checkbox"/> PI-000000005	01/03/2015	08/03/2015	Administrator	TST002	inv090909	386.46

From here select a document type (requisition, order, or invoice). You may manually check the documents to print or click the select all button. The print selected button prints all the checked documents and the remove selected removes them. The print selected function will automatically remove the documents when printing is completed.

Please note: the remove selected button only removes them from the printing queue. The documents themselves are not removed.

## ACTIVITY

1. Create a customer called Supplier 1
2. Create a Purchase Order
3. Convert this into a GRV then a Sales Invoice
4. Process a payment for this supplier

## NOTES

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