

# Accounts Payable Template Invoices (DA1175)

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## Benefits Statement

Most companies receive invoices from a few of their key suppliers which are similar, if not identical, each time. Examples of these might be utility bills, leased or rented items or building maintenance charges. This functionality allows these types of invoices to be set up as templates in Accounts Payable, and then to be called upon each time such an invoice is received. It can then be adjusted as necessary and processed in the normal way. Using a template in this way will both speed up the entry of these invoices and reduce coding errors.

## Legal, Fiscal and any Standards Considerations

Not Applicable

## Overview

This project allows you to create template invoices, for regular purchase invoices, such as utility bills, to be processed more efficiently. The template invoice is created in a similar way that you would enter a normal invoice, with or without values and with all or most of the coding. When you enter the purchase invoice, the required template can then be selected from a list and amended accordingly. Note: This project is also compatible with the following projects:

- DA1161/DA0904 – AR & AP Transaction Header Extensions/Purchase Invoice Extensions
- DA1160 – Enhanced Invoice Entry Access

**Note** Template Invoices do not apply to Registered Invoices.

The Accounts Payable module has been amended as follows:

## Template Invoice Entry

A new option called Template Invoice Maintenance has been added to Accounts Payable master files that allow you to create the template invoices. This option uses the existing Invoice entry option, which means that entering a template invoice is almost identical to entering a normal Invoice. As soon as the Template Invoice option is selected, the batch name PI 'TEMP' is automatically displayed as the batch number for template invoices. Any previously entered template invoices are included in the 'number of items' and any control totals, if applicable. As with any other invoice batch, the PI 'TEMP' batch is almost exactly the same as a normal invoice batch, i.e. you can delete invoices from within the batch, print out the batch details, or delete the batch itself. The only difference between template invoices and normal invoices are:

- The batch PI 'TEMP' can only be used for template invoices. This restriction also applies to invoice batches within Purchase Order Processing.
- They can have zero values in the total and detail lines (however, the detail lines and total must balance, as per normal invoices).
- They cannot be posted to the ledgers.
- They will not show on the Accounts Payable Transaction enquiry.
- They are not removed from the file during Period-End, Year-End or any other clear down procedure.
- They do not appear on any of the reports where invoice details are displayed.
- They do not show on any browse screen where invoices can be selected, e.g. Fixed Asset Template Entry.
- They cannot be posted from the option Combined invoice/Cash Posting.
- Fixed Asset Templates are not available on Template Invoices.

When creating a template invoice:

- You must enter a Supplier code and invoice reference. This would likely be used as a reference for the template invoice, e.g. Tel Bill.
- You must also enter the 'Our Reference' either manually or generated the number automatically, depending on the setting of PLSEQOURR.

**Note** If your system uses internal multi-companies, i.e., the system key PLMULTCOMP is set to YES, template invoices for all companies will be within the PI 'TEMP' batch.

## Invoice Entry

The Invoices entry option has been amended so that after you have added the Invoice Ref., Our Reference and Supplier (or any other selection fields if projects DA1160/DA0904 are also licensed), you can now select the template via a new function key (F8). When F8 is selected, a browse screen is displayed, listing all templates available. You can choose to browse on all template invoices for all suppliers, as a new system key has also been introduced for this project – PLINVTSUP – which, when set to YES, allows all template invoices for all suppliers to be displayed in the browse screen and selected upon, although the currencies of the suppliers needs to be the same. Also, the currency for the supplier on the template must be the same as that on the invoice header. A message is displayed if the currencies are different.

If PLINVTSUP is set to NO, only templates for the current supplier are displayed. If no records are found, a message is displayed instead. When a template is selected all details are copied to the new invoice except for the dates. Where the supplier codes differ, and PLINVTSUP is set to YES, the name and payment terms of the selected supplier are NOT copied into the new invoice, i.e. those for the invoice supplier will be used. For foreign currency suppliers, the current exchange rates are obtained and copied to the new invoice, replacing that from the template. Please note the following:

- Invoice templates cannot be applied to Registered invoices, Credit Notes or Invoices within Purchase Order Processing.
- You cannot enter 'TEMP' in the batch number, as batches of this name are restricted to template invoices. This also applies to Invoices within Purchase Order Processing.
- If you have PR\_INSTAL set to YES, and you are using a project status to map your General Ledger codes, the system key PLPRREMAP would be set to YES. As with normal invoices, the setting of PLPRREMAP affects the General Ledger posting codes used when an invoice created from a template is posted.
- If DA0417 – Enhanced Commercial Papers is also licensed, the invoice date is calculated using the details from the supplier record and payment category copied from the invoice template.
- If DA1159 – Group Account Control is also licensed, when invoices templates are created, the setting of the system key PLGRPCTRL should be taken into consideration. If the template has a mixture of group and non-group accounts, the rules for DA1159 will apply when that template is applied to a supplier invoice and posted. If the system key PLGRPCTRL is set to FULL, you cannot create an invoice template if the allocations are for Group type accounts. This applies to G/L posting codes, VAT codes and Project/expense codes that map to group type posting codes (if Project Accounting is installed). If PLGRPCTRL is set to VALUE you can enter mixture of group and non-group accounts (as long as the non-group values balance to zero).

## Batches

When viewing batches, the template batch – PI 'TEMP' is not available for selection.

## Supplier Maintenance

If a supplier is selected for deletion, and there is a template invoice for this supplier code, a warning message is displayed.

## Year End Supplier Clear Down

Suppliers that are on template invoices are not removed via this option, even if the supplier has not been active since the specified Last Activity Date. Suppliers that fall into this category are updated to the system log so that you can check those supplier records that have been kept..

## Technical Data

**\*You must read the Implementation section before attempting to install this project\***

This section details important information relating to the installation of this project. If you require any further assistance please contact Customer Support.

## Implementation - Existing Sites And/Or Existing Data

### Licensing

- Project **DA1175** (Accounts Payable Template Invoices) must be licensed for it to become available.

**Note** As the batch code of PI 'TEMP' is to be used for template invoices, you must ensure that any existing batches of the same name are cleared. Before licensing DA1175, post all batches called 'TEMP' and run the Accounts Payable Period-End. Once DA1175 is licensed, the batch number PI 'TEMP' can ONLY be used for template invoices.

### System Keys

The system keys listed in the [System Keys](#) section need to be set up as described.

### Data Dictionary Changes

Not applicable.

### Options

The following option has been added:

Module	Option	Description	Command	Menu
pl	pl_invoice_template	Template Invoice Maintenance	plinv T	

### Forms Changes

The following form has been added with unsuspended fields:

Module	Application	Form
pl	invoice_entry	main_template

### Suspended Fields

Not applicable

### Conversions

Not applicable.

### Definition of Terms

Not applicable.

## Implementation - New Line 500/Sage 1000 Installations With New Data

### Licensing

- Project **DA1175** (Accounts Payable Template Invoices) must be licensed for it to become available.

### System Keys

The system keys listed in the [System Keys](#) section need to be set up as described.

### Options

Not applicable.

### Suspended Fields

Not applicable

### Definition of Terms

Not applicable.

## System Keys

	Description	Value	Used by
<b>PLINVTSUP</b>	Templates from different suppliers to be copied? This system key allows different supplier templates to be copied during invoice entry.	Set this key to YES if different supplier templates can be copied.  Set to NO if only supplier-specific templates can be copied.	Invoice entry