



USER GUIDE
Microsoft Dynamics NAV
ADVANCE SETTLEMENT PROCESS

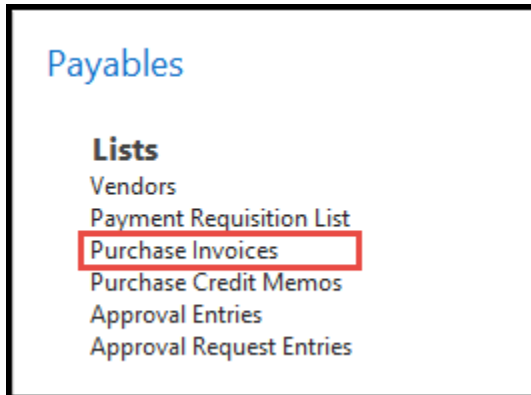


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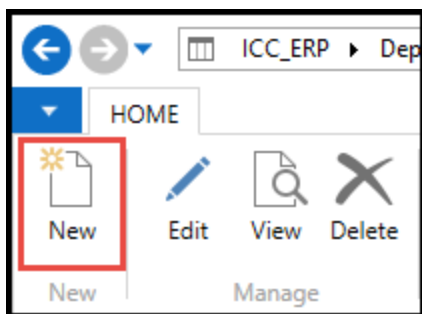
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1. Process of Recording Advances

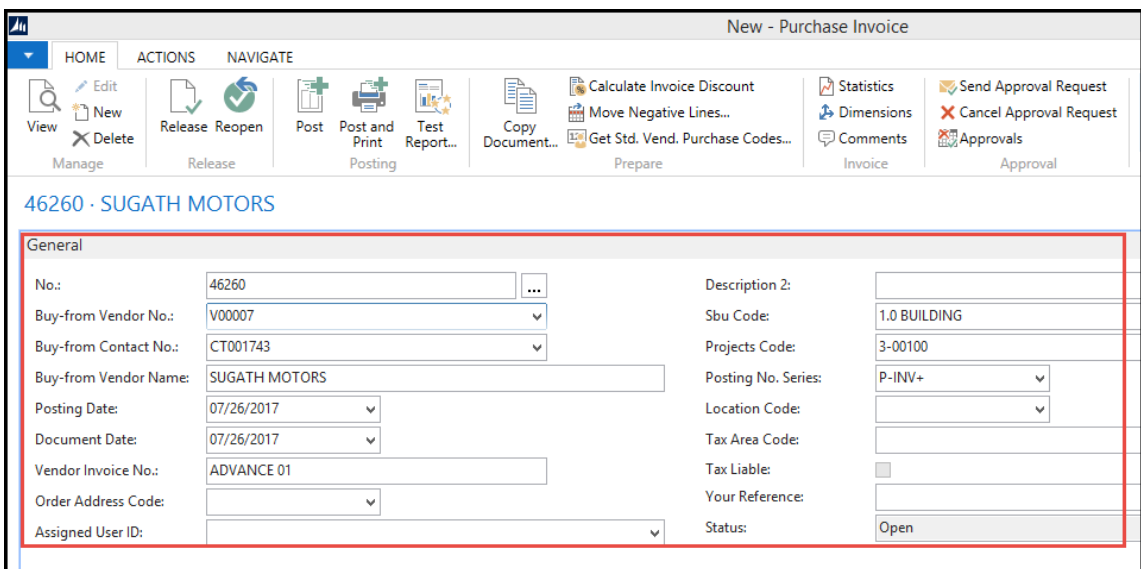
1. Navigate to Departments/Financial Management/Payables/Purchase Invoices.



2. Click "New" in the Ribbon.



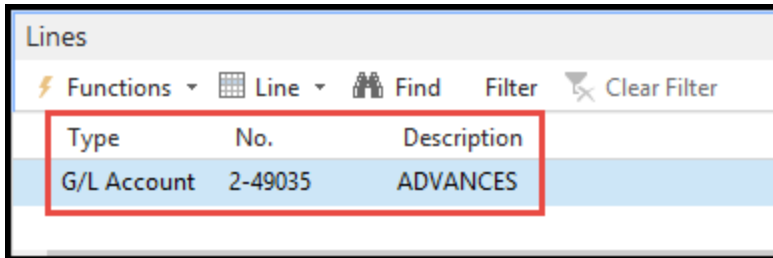
3. Fill the Header details as required.



The screenshot shows the 'New - Purchase Invoice' form. The 'General' section is highlighted with a red box. The form contains the following fields:

No.:	46260	Description 2:	
Buy-from Vendor No.:	V00007	Sbu Code:	1.0 BUILDING
Buy-from Contact No.:	CT001743	Projects Code:	3-00100
Buy-from Vendor Name:	SUGATH MOTORS	Posting No. Series:	P-INV+
Posting Date:	07/26/2017	Location Code:	
Document Date:	07/26/2017	Tax Area Code:	
Vendor Invoice No.:	ADVANCE 01	Tax Liable:	<input type="checkbox"/>
Order Address Code:		Your Reference:	
Assigned User ID:		Status:	Open

- In Lines, select the Type as G/L Account and then select the Advance account as No.



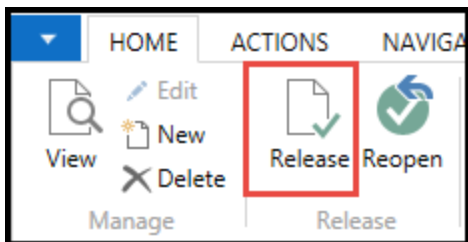
Type	No.	Description
G/L Account	2-49035	ADVANCES

- Enter the quantity and the Advance value as shown below.

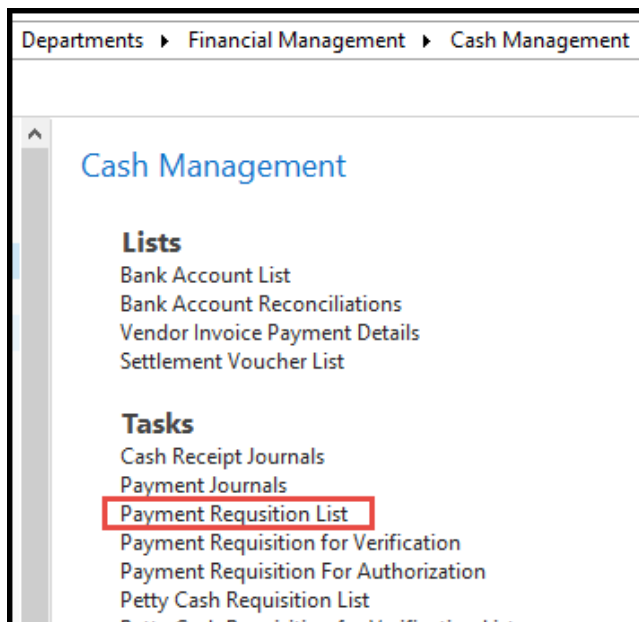


Type	No.	Description	Quantity	Direct Unit Cost Excl. VAT
G/L Account	2-49035	ADVANCES	1	10,000.00

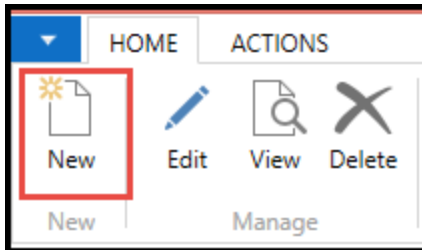
- Release the Purchase Invoice.



- Navigate to Departments/Financial Management/Cash Management/Payment Requisition List.



8. Click “New” in the Ribbon.



9. Fill the Header details as shown below.

General	
No.:	PR-0026181
Description:	
Document Type:	Vendor Payment
Requested Date:	07/27/2017
Expected Date:	07/27/2017
First Line Due Date:	
First Line Invoice Date:	
First Line Document Date:	
No. Of Lines:	0
Responsible Person Code:	C00037
Responsible Person Name:	Thilakarathna P.G
Requested By:	TOTALAMBER.S.RANASINGHE
Verified:	<input type="checkbox"/>
Authorized:	<input type="checkbox"/>
Approval Status:	Open
Requisition Status:	Open
Vendor No.:	V00007
Vendor Name:	SUGATH MOTORS
Total Requested Amount:	0.00
Total Approved Amount:	0.00
Remaining Amount:	0.00
Settlement Amount:	0.00
Template Name:	
Batch Name:	
Bank Account:	
Currency:	
Post User:	
Reserve for Posting:	<input type="checkbox"/>
Credit Note Information:	
No TAX:	<input type="checkbox"/>
Rejected User:	
Lines Not Completed:	No

10. Link the purchase invoice created for the advance taken as shown below.

Vend. Pmt. Requi. Subform					
Payment Type	Ref No.	Vendor Invoice Date	Invoice Due Date	Requested Amount	Approved Amount
Direct Invoice	46260			10,000.00	10,000.00

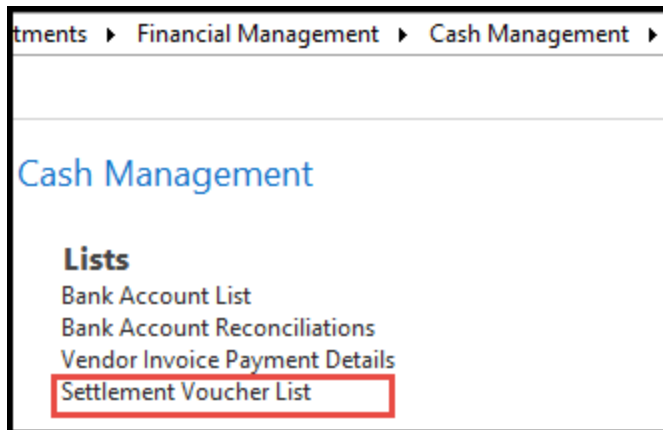
Created Payment Requisition should contain only one invoice.

11. Rest of the steps will be handled through the usual Payment Requisition Process and Payment Authorization Process.

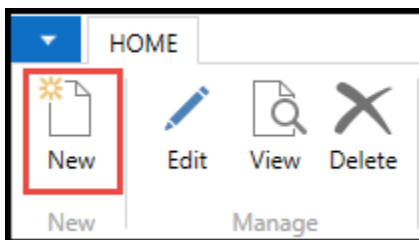
2. Settlement Voucher Creation

2.1 Advance taken is equal to the expenses incurred

1. Navigate to Departments/Financial Management/Cash Management/Settlement Voucher List.



2. Click "New" in the Ribbon.



3. Fill the Header details as shown below.

General			
No.:	SV-1012	Purchase Document No.:	45261
Vendor No.:	V00007	Settlement Date:	
Vendor Name:	SUGATH MOTORS	Invoice Amount:	10,000.00
Responsible Person Code:	C00037	Cr. Memo Amount:	0.00
Responsible Person Name:	Thilakarathna P.G	Settlement Amount:	10,000.00
Settlement Payment Requisition No.:		Settled:	<input type="checkbox"/>
Purchase Document Type:	Invoice	Refunded:	<input type="checkbox"/>

Purchase Document No is the Purchase Invoice created for the expenses incurred.

- In Lines, Select the Payment Requisition from which the advance was taken. Then, Amount Remaining will be updated automatically.

Lines		
	Find	Filter
	Clear Filter	
No.	Description	Amount Remaining
PR-0026181		10,000.00

- Enter Amount to Settle.

Lines			
	Find	Filter	Clear Filter
	Clear Filter		
No.	Description	Amount Remaining	Amount-to Settle
PR-0026181		10,000.00	10,000.00

2.2 Advance taken is greater than the expenses incurred

- Navigate to Departments/Financial Management/Cash Management/Settlement Voucher List.

Departments	▶	Financial Management	▶	Cash Management	▶
<h3>Cash Management</h3>					
Lists					
Bank Account List					
Bank Account Reconciliations					
Vendor Invoice Payment Details					
Settlement Voucher List					

- Click “New” in the Ribbon.

HOME			
New	Edit	View	Delete
New	Manage		

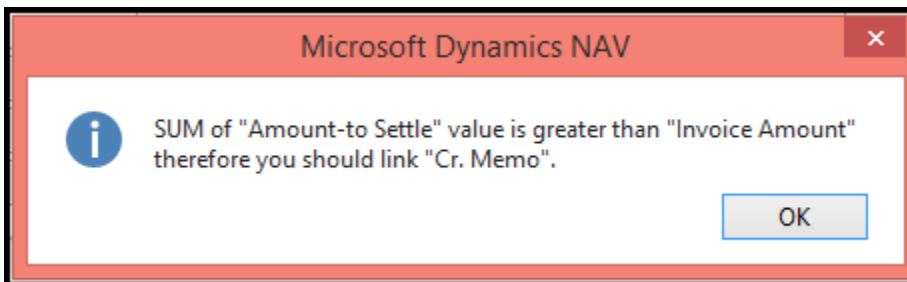
- Fill the Header details as shown below.

General			
No.:	SV-1013	Purchase Document No.:	46263
Vendor No.:	V00007	Settlement Date:	
Vendor Name:	SUGATH MOTORS	Invoice Amount:	8,700.00
Responsible Person Code:	C00037	Cr. Memo Amount:	0.00
Responsible Person Name:	Thilakarathna P.G	Settlement Amount:	0.00
Settlement Payment Requisition No.:		Settled:	<input type="checkbox"/>
Purchase Document Type:	Invoice	Refunded:	<input type="checkbox"/>

- In Lines, Select the Payment Requisition from which the advance was taken. Then, Amount Remaining will be updated automatically.

Lines		
	Find	Filter
	Clear Filter	
No.	Description	Amount Remaining
PR-0026182		10,000.00

- Enter Amount to Settle. A message will pop up. Accept the message.



- Amount to Settle will update as follows.

Lines			
	Find	Filter	Clear Filter
	Clear Filter		
No.	Description	Amount Remaining	Amount-to Settle
PR-0026182		10,000.00	10,000.00

7. In Refunding Information section, select the Purchase Credit Memo.

Refunding Information	
Cr. Memo Document Type:	Cr. Memo
Cr. Memo Document No.:	2161

8. Purchase Credit Memo value will update in the General Section.

Purchase Document No.:	46263
Settlement Date:	
Invoice Amount:	8,700.00
Cr. Memo Amount:	1,300.00
Settlement Amount:	10,000.00
Settled:	<input type="checkbox"/>
Refunded:	<input type="checkbox"/>

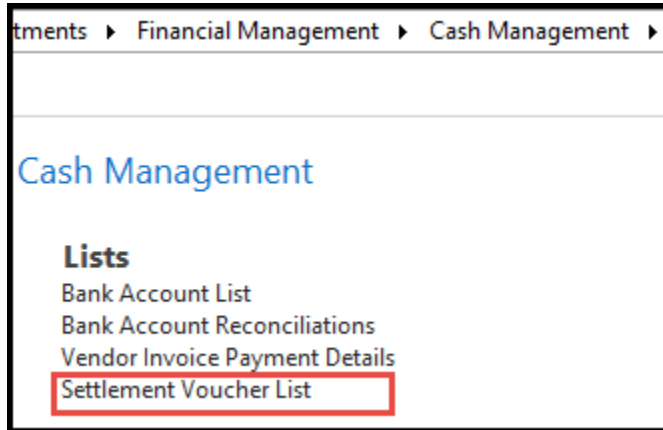
Value of the selected credit memo should be equal to the difference between Settlement Amount and Invoice Amount.

Lines of the attached Purchase Credit Memo will be as follows.

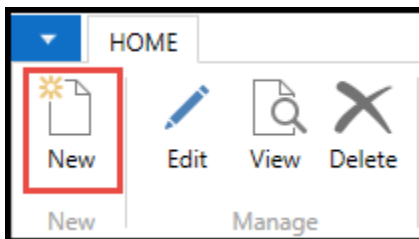
Lines				
⚡ Functions 📊 Line 👤 Find 🔍 Filter 🗑️ Clear Filter				
Type	No.	Description	Quantity	Direct Unit Cost Excl. VAT
G/L Account	2-49035	ADVANCES	1	1,300.00

2.3 Advance taken is less than the expenses incurred

1. Navigate to Departments/Financial Management/Cash Management/Settlement Voucher List.



2. Click “New” in the Ribbon.



3. Fill the Header details as shown below.

General			
No.:	SV-1014	Purchase Document No.:	46265
Vendor No.:	V00007	Settlement Date:	
Vendor Name:	SUGATH MOTORS	Invoice Amount:	11,000.00
Responsible Person Code:	C00037	Cr. Memo Amount:	0.00
Responsible Person Name:	Thilakarathna P.G	Settlement Amount:	10,000.00
Settlement Payment Requisition No.:		Settled:	<input type="checkbox"/>
Purchase Document Type:	Invoice	Refunded:	<input type="checkbox"/>

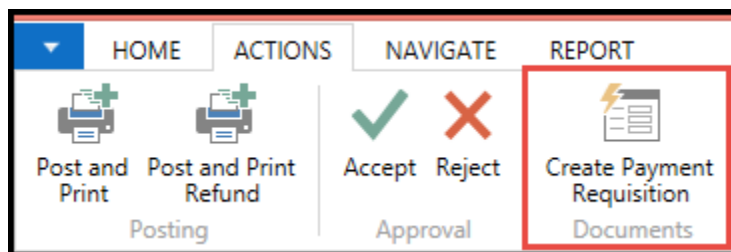
4. In Lines, Select the Payment Requisition from which the advance was taken. Then, Amount Remaining will be updated automatically.

Lines		
Find Filter Clear Filter		
No.	Description	Amount Remaining
PR-0026183		10,000.00

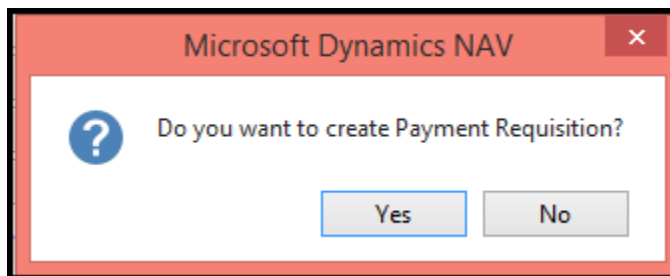
- Enter Amount to Settle.

Lines			
Find Filter Clear Filter			
No.	Description	Amount Remaining	Amount-to Settle
PR-0026183		10,000.00	10,000.00

- Click “Create Payment Requisition” in the Ribbon.



- Accept the message.

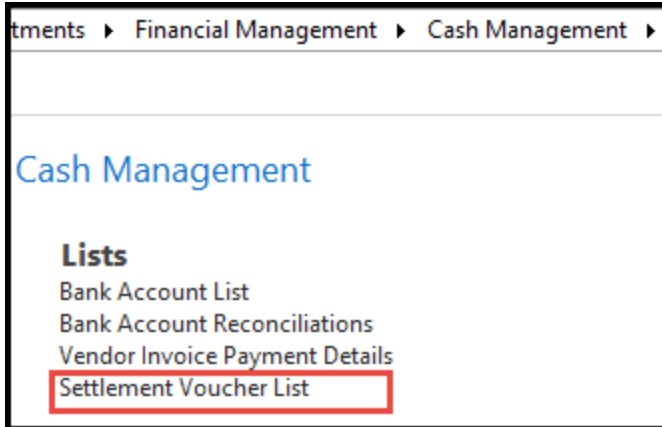


- No. of the created payment requisition will be updated in the General Tab.

General	
No.:	SV-1014
Vendor No.:	V00007
Vendor Name:	SUGATH MOTORS
Responsible Person Code:	C00037
Responsible Person Name:	Thilakarathna P.G
Settlement Payment Requisition No.:	PR-0026184
Purchase Document Type:	Invoice

3. Settlement Voucher Approval

1. Navigate to Departments/Financial Management/Cash Management/Settlement Voucher List.

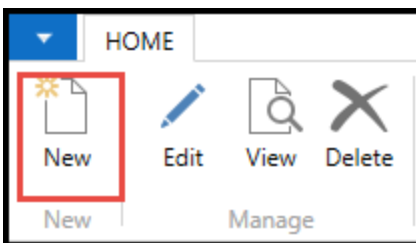


2. Select a Settlement Voucher.

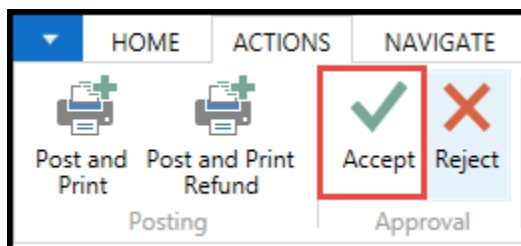
Settlement Voucher List ▾

No.	Settlement Date	Vendor No.	Vendor Name	Responsi... Person Code	Responsible Person Name
SV-1012		V00007	SUGATH MOTORS	C00037	Thilakarathna P.G
SV-1013		V00007	SUGATH MOTORS	C00037	Thilakarathna P.G
SV-1014		V00007	SUGATH MOTORS	C00037	Thilakarathna P.G

3. Click “Edit” in the Ribbon.



4. Click “Accept” in the Ribbon.



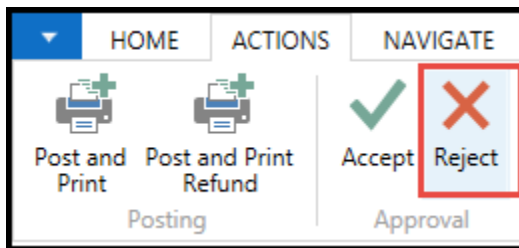
Approval information are recorded in the Approval Information tab.

Approval Information	
Purchasing Department Verified: <input checked="" type="checkbox"/>	Finance Department Approved: <input type="checkbox"/>
Purchasing Department Authorized: <input checked="" type="checkbox"/>	Purch. Dept. Approved By: TOTALAMBER\S.RANASINGHE
Purchasing Department Approved: <input checked="" type="checkbox"/>	Rejected By:
Finance Department Authorized: <input type="checkbox"/>	Rejected Reason: <input type="text"/>

5. If the document needs to be rejected, then, enter a Rejected Reason.

Finance Department Approved: <input type="checkbox"/>
Purch. Dept. Approved By: TOTALAMBER\S.RANASINGHE
Rejected By:
Rejected Reason: A wrong invoice is attached

6. Click “Reject” in the Ribbon.

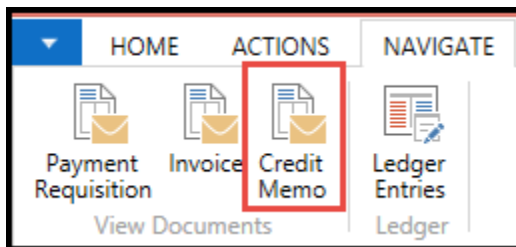


4. Recording the Refund

1. Navigate to Settlement Voucher List and open the Settlement Voucher.

Settlement Voucher List ▾					
No.	Settlement Date	Vendor No.	Vendor Name	Responsi... Person Code	Responsible Person Name
SV-1012		V00007	SUGATH MOTORS	C00037	Thilakarathna P.G
SV-1013		V00007	SUGATH MOTORS	C00037	Thilakarathna P.G
SV-1014		V00007	SUGATH MOTORS	C00037	Thilakarathna P.G

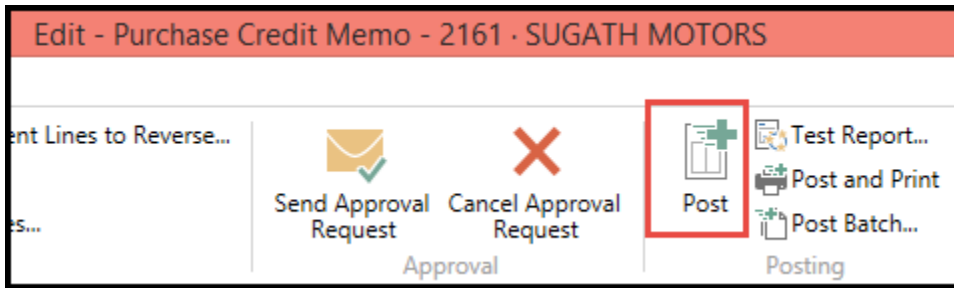
2. Click “Credit Memo” in the Ribbon.



3. Change the “Posting Date” as required.

2161 · SUGATH MOTORS	
General	
No.:	2161
Buy-from Vendor No.:	V00007
Buy-from Contact No.:	CT001743
Buy-from Vendor Name:	SUGATH MOTORS
Buy-from City:	
Posting Date:	07/27/2017
Document Date:	07/27/2017
Vendor Authorization No.:	

- Click “Post” in the Ribbon.



- No. of the Posted Purchase Credit Memo is updated in the Settlement Voucher.

Refunding Information	
Cr. Memo Document Type:	Posted Cr. Memo
Cr. Memo Document No.:	110055

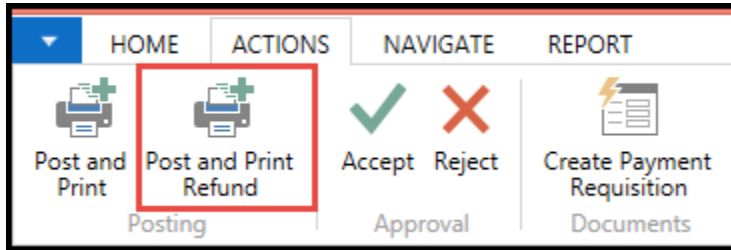
- Enter the “Settlement Date”.

Purchase Document No.:	46263
Settlement Date:	07/27/2017
Invoice Amount:	8,700.00
Cr. Memo Amount:	1,300.00
Settlement Amount:	10,000.00
Settled:	<input type="checkbox"/>
Refunded:	<input type="checkbox"/>

- Select the Bank Account.

Refunding Information			
Cr. Memo Document Type:	Posted Cr. Memo	Bank Account No. -to Refund:	B004
Cr. Memo Document No.:	110055		

8. Click “Post and Refund” in the Ribbon.



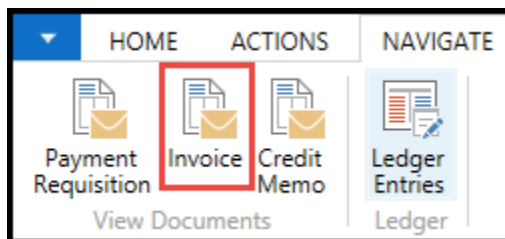
5. Posting the attached Purchase Invoice

5.1 Posting the Invoice from the Settlement Voucher

1. Navigate to Settlement Voucher List and open the Settlement Voucher.

Settlement Voucher List ▾					
No.	Settlement Date ▲	Vendor No.	Vendor Name	Responsi... Person Code	Responsible Person Name
SV-1012		V00007	SUGATH MOTORS	C00037	Thilakarathna P.G
SV-1013		V00007	SUGATH MOTORS	C00037	Thilakarathna P.G
SV-1014		V00007	SUGATH MOTORS	C00037	Thilakarathna P.G

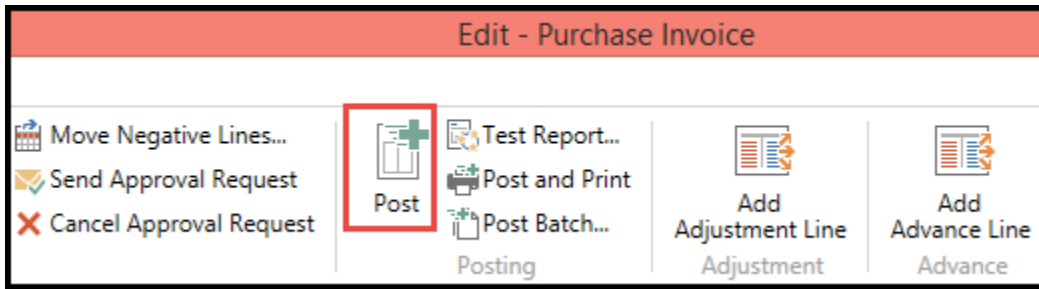
2. Click “Invoice” in the Ribbon.



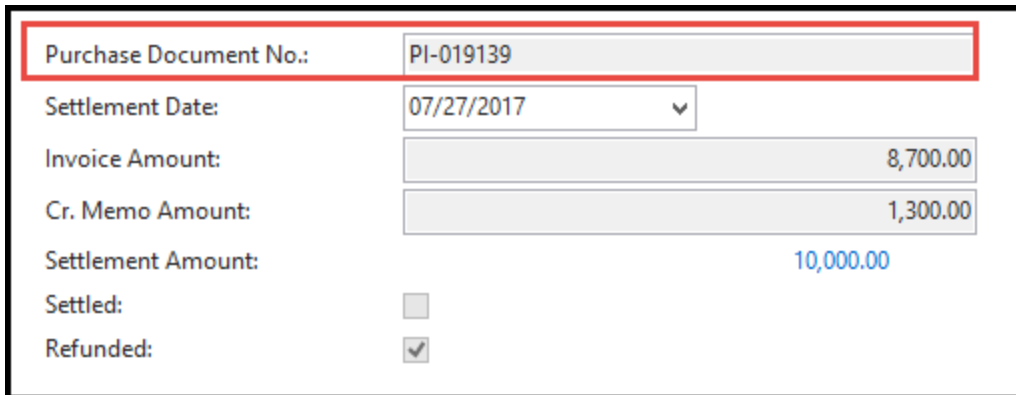
3. Change the “Posting Date” as required.

General	
No.:	46263
Buy-from Vendor No.:	V00007
Buy-from Contact No.:	CT001743
Buy-from Vendor Name:	SUGATH MOTORS
Posting Date:	07/27/2017
Document Date:	07/27/2017
Vendor Invoice No.:	ASF123
Order Address Code:	
Assigned User ID:	

- Click "Post" in the Ribbon.



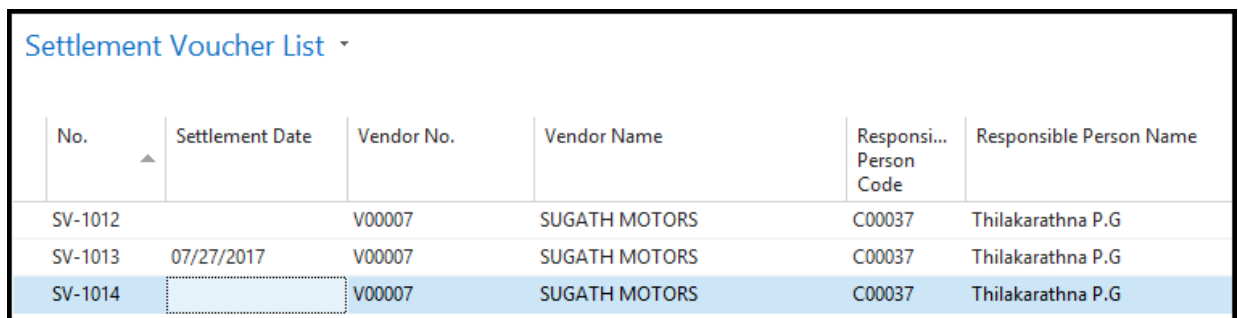
- No. of the Posted Purchase Invoice is updated in the Settlement Voucher.



The screenshot shows a form for a Settlement Voucher. The 'Purchase Document No.' field is highlighted with a red box and contains the value 'PI-019139'. Other fields include 'Settlement Date' (07/27/2017), 'Invoice Amount' (8,700.00), 'Cr. Memo Amount' (1,300.00), and 'Settlement Amount' (10,000.00). There are also checkboxes for 'Settled' and 'Refunded'.

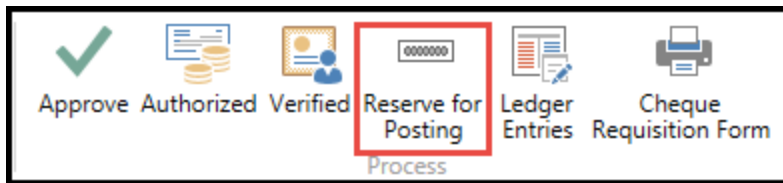
5.2 Posting the Invoice from the Payment Requisition created for the additional invoice value.

- Navigate to Settlement Voucher List and open the required Settlement Voucher.

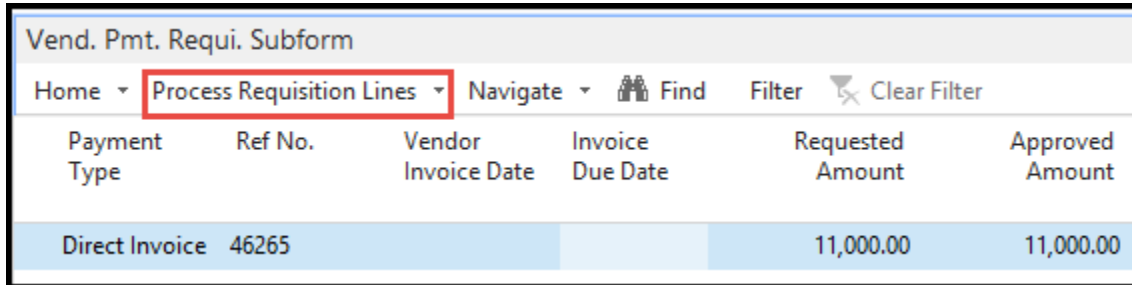


No.	Settlement Date	Vendor No.	Vendor Name	Responsi... Person Code	Responsible Person Name
SV-1012		V00007	SUGATH MOTORS	C00037	Thilakarathna P.G
SV-1013	07/27/2017	V00007	SUGATH MOTORS	C00037	Thilakarathna P.G
SV-1014		V00007	SUGATH MOTORS	C00037	Thilakarathna P.G

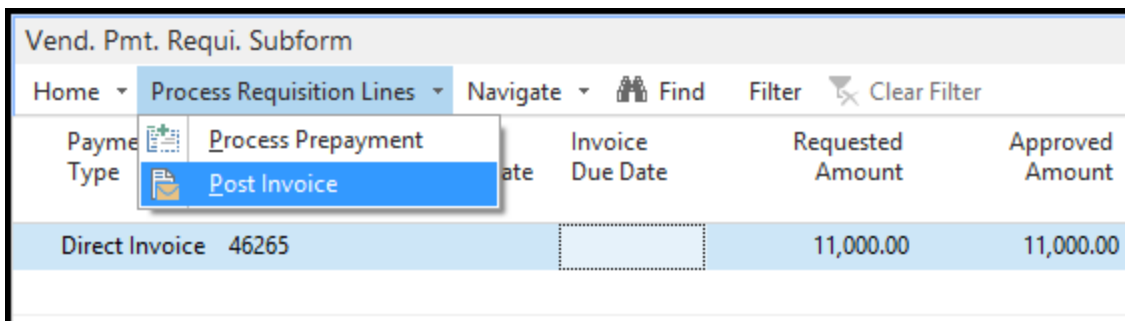
- Click "Payment Requisition" in the Ribbon.



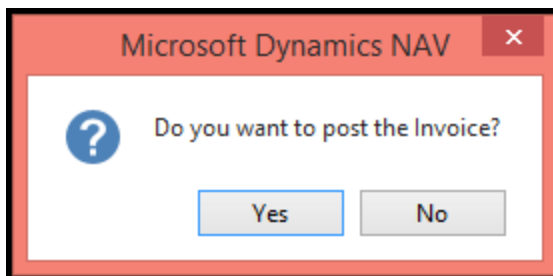
- Click "Process Requisition Lines".



- Select "Post Invoice".



- Accept the message.



6. Navigate to Payment Requisition. No. of the Posted Purchase Invoice is updated in the Settlement Voucher.

Purchase Document No.:	PI-019140
Settlement Date:	<input type="text" value=""/>
Invoice Amount:	11,000.00
Cr. Memo Amount:	0.00
Settlement Amount:	10,000.00
Settled:	<input type="checkbox"/>
Refunded:	<input type="checkbox"/>

6. Posting the Settlement

1. Navigate to Settlement Voucher List and open the required Settlement Voucher.

Settlement Voucher List ▾

No.	Settlement Date	Vendor No.	Vendor Name	Responsi... Person Code	Responsible Person Name
SV-1012		V00007	SUGATH MOTORS	C00037	Thilakarathna P.G
SV-1013	07/27/2017	V00007	SUGATH MOTORS	C00037	Thilakarathna P.G
SV-1014		V00007	SUGATH MOTORS	C00037	Thilakarathna P.G

2. Enter the “Settlement Date”. If a refund is already posted, then, this date is already populated and it cannot be changed.

Purchase Document No.: PI-019140

Settlement Date: 07/27/2017 ▾

Invoice Amount: 11,000.00

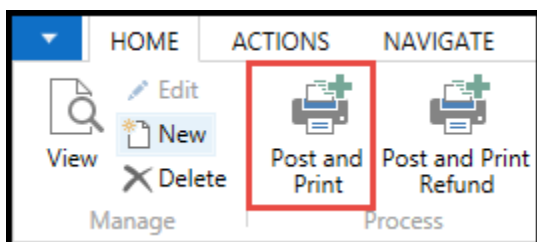
Cr. Memo Amount: 0.00

Settlement Amount: 10,000.00

Settled:

Refunded:

3. Click “Post and Print” in the Ribbon.



4. Accept the message.

