Improved Payment Cycle

SYSPRO 8

Reference Guide

Published: January 2019

SYSPRO™
Simplifying your Success

CONTENTS

Improved Payment Cycle

Exploring 1
Starting 2
Using 4

Improved Payment Cycle

Exploring

Where does it fit in?

A payment cycle can be completed without first needing to print a check remittance.

You can select the following printing options within the Accounts Payable module:

- Print checks and remittance advices combined on pre-printed stationery
- Print checks and remittance advices separately on different stationery and/or printers
- Print only remittance advices
- Print nothing at all (useful for electronic payments as remittance advices are often not sent when paying via EFTs)

Navigation

- You can either configure the payment cycle printing requirements at company level for all banks (*Setup Options* > *Configuration* > *Financial* > *Accounts Payable*) or at bank level (**Banks**).
- The selected printing requirements are then also displayed on the **Bank Query** program.

Copyright © 2019 Syspro Ltd. All rights reserved. All trademarks are recognized

Starting

Prerequisites

- All printing configurations should be done prior to creating and running the payment cycle, as the payment run checks the printing requirements configuration and prints accordingly.

Configuring

Printing requirements can be setup in various ways:

Program	Description
Configuration *Setup Options* > *Configuration* > *Financial* > *Accounts Payable*	Configure the printing requirements on company level, to apply the setup to all banks in the company. If the configuration is done on company level, the page layout for printing checks and remittances is specified in the **AP Check Format** program. In the **Checks** section, enable the **Checks not required** field to print remittance advices only. Disable the **Checks not required** field to print both checks and remittance advices. Previously there were two radio buttons in the Checks remittance section of the **AP Check Format** program, namely a 'Remittance only' button (equivalent to the enabled Checks not required field) and a 'Both check and remittance' radio button (equivalent to the disabled Checks not required field).
Banks	Configure printing requirements per bank, which means the printing preferences can be configured differently for every bank.

Copyright © 2019 Syspro Ltd. All rights reserved. All trademarks are recognized

Program	Description
AR Payment Run	If you are making electronic payments and neither want to print checks nor remittance advices, select **Generate EFT numbers** to generate EFT numbers without printing remittance advices. Once the EFT numbers are generated, the payment cycle and the individual released invoices are updated to status **Printed**. If you want to print a remittance advice, you can still do so by using the **AP Check and Remittance Print** program. Previously EFT numbers were generated by running the **AP Check and Remittance Print** program, which generated EFT numbers and printed EFT remittances. With these changes implemented, the printing of EFT remittances is no longer required.

Copyright © 2019 Syspro Ltd. All rights reserved. All trademarks are recognized

Using

Tasks

Configuring print requirements for payment cycles at company level

1. Go to *Setup Options* > *Configuration* > *Financial* > *Accounts Payable*.
2. In the **Check print requirement** section, select your preference:

Field	Description
Combined check & remittance	This prints check and remittance advice combined on pre-printed stationery.
Separate check & remittance	This prints checks and remittance advices on separate stationery and/or printers.
Remittance only	This only prints remittance advice.
Defined by bank	The system obtains the setting from the **Banks** program, allowing for every bank to have different settings. The following options are available: ▪ Combined check & remittance (prints check and remittance advice combined on pre-printed stationery) ▪ Separate check & remittance (prints checks and remittance advices on separate stationery and/or printers) ▪ Remittance only (only prints remittance advice)

Configuring print requirements for payment cycles per bank

1. Go to *Setup Options* > *Configuration* > *Financial* > *Accounts Payable*.
2. In the **Check print requirement** section, select the **Defined by bank** option.
3. Go to the **Banks** program.
4. In the **Print options** section, select your preference in **Check print requirements**.

Copyright © 2019 Syspro Ltd. All rights reserved. All trademarks are recognized

Field	Description
Combined check & remittance	This prints check and remittance advice combined on pre-printed stationery.
Separate check & remittance	This prints checks and remittance advices on separate stationery and/or printers.
Remittance only	This only prints remittance advice.

Configuring payment cycle maintenance to not print checks or remittance advices (for EFT payments)

1. Go to the **Payment Cycle Maintenance** program.
2. When you capture the payment run details, make sure you select **EFT payments** as the **Payment type**.
3. Select **Release Invoices** to select the invoices you want to release and include in the payment run.
4. Select **Payment Cycle** and then **Execute Payment Run**.
5. In the **Payment options** section, enable the **Generate EFT numbers** option.

   This option is only available for EFT payments.
6. Select **Start Processing** to pay the released invoices.

Setting up the page layout format when printing requirements are configured at company level

1. Go to the**AP Check Format** program.
2. Select the bank.
3. In the **Checks** section, you can either:
   - select the **Checks not required** field to only print remittance advices
   - deselect the **Checks not required** field to print checks and remittance advices
4. Continue setting up the page layout format as per usual.

Copyright © 2019 Syspro Ltd. All rights reserved. All trademarks are recognized

www.syspro.com

Copyright © SYSPRO. All rights reserved.
All brand and product names are trademarks or
registered trademarks of their respective holders.