

Accounts Payable Group Payments

SYSPRO 8

Reference Guide

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AP Group Payments

Exploring

Where it fits in?

The **Group Payments** feature simplifies the allocation of payments by letting you process a single large payment against groups of suppliers instead of having to make smaller individual payments.

Functionality

Group payments are used to pay one amount to a primary supplier who in turn distributes the payment to one or more secondary suppliers. Payment runs for group payments are processed using the **AP Group Payments** program to pay the following:

- Supplier groups within the same SYSPRO company (referred to as group payments).
- Supplier groups spanning two or more SYSPRO companies (referred to as intercompany group payments).



Multi-currency payments are not supported for group payments, but secondary suppliers with different base currencies can be included in an intercompany group payment run.

Benefits

- Improved administrative processing time.
- Reduced errors typically associated with the manual preparation of individual transactions.
- Single payment across multiple SYSPRO companies for numerous suppliers.

FOR EXAMPLE:

The OUTDOORS Company owns Grand Adventures, Bayside Bikes and The Garden Executive.

- *Grand Adventures and Bayside Bikes both need to be paid an amount of \$15.*
- *The Garden Executive needs to be paid \$20.*

It makes sense to consolidate this into one payment of \$50 to *The OUTDOORS Company* (i.e. the primary supplier) who then distributes the payment to its subsidiaries (i.e. secondary suppliers).

The suppliers can be within one or more SYSPRO companies.

Navigation

The programs related to this feature are accessed from the **Program List** of the SYSPRO menu:

- *Program List > Accounts Payable*
- *Program List > Cash Book*

Terminology

Group payment - suppliers

This is a single large remittance to a primary supplier instead of multiple payments to many individual suppliers.

This type of payment is processed using a group supplier, which comprises a primary supplier (who receives the payment) and multiple associated downstream secondary suppliers. A group supplier is created using the **AP Group Suppliers** program (*Program List > Accounts Payable > Setup*).

A group payment is created using the **AP Group Payments** program (*Program List > Accounts Payable > Payment Processing*).

Group supplier

This comprises a primary supplier and one or more associated downstream suppliers (i.e. secondary suppliers). These groups are used to create and process group payments.

Group Suppliers are maintained using the **AP Group Suppliers** program (*Program List > Accounts Payable > Setup*).

Intercompany group payment

An intercompany group payment affects two or more SYSPRO companies and involves the Accounts Payable and Accounts Receivable modules.

The transaction is processed in the primary company and involves payments to secondary companies for Accounts Payable or payments from secondary companies for Accounts Receivable.



All secondary SYSPRO companies must be located on the same SYSPRO server as the primary SYSPRO company.

Payment run

This refers to the process of paying your suppliers. You can create and run multiple payment runs simultaneously. Each payment run is assigned a unique payment run number and is created for a single bank, currency and payment type (i.e. you can't have a single payment run containing payments from different banks, different currencies or different payment types). You create and maintain payment runs to process payments to your suppliers using the **Payment Cycle Maintenance** program.

If all suppliers included in a payment run belong to the primary company, then the payment run is referred to as a group payment run. If one or more of the suppliers belong to another company, i.e. not the primary company, then the payment run is regarded as an intercompany group payment run. You create and maintain group payment runs to process payments to your supplier groups using the **AP Group Payments** program.

Primary SYSPRO company

This is the company in which you process the group/intercompany group payment.

This is also the company where the primary customer (for Accounts Receivable) or primary supplier (for Accounts Payable) is located.



All secondary SYSPRO companies must be located on the same SYSPRO server as the primary SYSPRO company.

Primary supplier

This is the supplier against which the single remittance for payments to multiple secondary suppliers is processed (i.e. recipient of the aggregate payment). This single remittance is known as a group payment.

When processing group/intercompany group payments, this is the supplier in the primary SYSPRO company against which payments to multiple secondary suppliers either in the same or secondary SYSPRO company are processed.

Primary suppliers are created and maintained using the **AP Group Suppliers** program (*Program List > Accounts Payable > Setup*).

Remittance advice

A document sent from the customer to the supplier indicating which invoices the customer is paying.

For intercompany group payments, this is the document sent from the primary SYSPRO company to the supplier, indicating which invoices the primary SYSPRO company is paying.

Secondary supplier

This supplier is paid together with its associated primary supplier via a single remittance (i.e. group payment).

Suppliers for group payments are defined using the **AP Group Suppliers** program (*Program List > Accounts Payable > Setup*).

Secondary SYSPRO companies

Secondary SYSPRO companies are updated by the transaction that is initiated and processed in the primary SYSPRO company.

All secondary SYSPRO companies must be located on the same SYSPRO server as the primary SYSPRO company.

Supplier

Suppliers provide a mechanism for you to raise purchase orders within SYSPRO, as well as being used as a selection criterion to generate reports.

You can configure group suppliers to facilitate group and intercompany group payments (i.e. processing a single large remittance to a primary supplier instead of multiple payments to many individual suppliers).

Static information configured against a supplier is used to determine applicable tax, discounts, etc., when processing purchasing transactions.

Documents received from a supplier (e.g. invoices, credit notes, debit notes, etc.) are stored against the supplier and let you keep track of the company's liabilities.

You maintain supplier details using the **Suppliers** program and you create group suppliers using the **AP Group Suppliers** program (*Program List > Accounts Payable > Setup*).

Starting

Prerequisites

Setup Options

To use the **AP Intercompany Group Payments** feature, the following setup option(s) must be configured:

Setup Options > General Ledger Integration > Payables Ledger Codes

- Intercompany payments interface



Select the **Maintain** hyperlink to access the **Intercompany Payments GL Interface** program where you can select the intercompany loan account for each company to which your intercompany group payments will be posted.

The following setup options must be the same across all companies when using the **AP Intercompany Group Payments** feature:



- This must be done prior to capturing the Accounts Payable group supplier structure.
- To change a setup option after the AP group supplier structures are defined, remove the company from the AP group supplier structure before attempting the change.

Setup Options > Keys > Financials

- Suppliers
 - Key type
 - Suppress leading zeros
 - Presentation length
 - Numbering method
 - Next payment run

Setup Options > General Ledger Integration > General Ledger Codes

- Integration level
- Create general ledger journal
- Post general ledger journal

- Force check no
- Force general ledger analysis
- Dimension analysis

Setup Options > Configuration > Financial > Accounts Payable

- Invoice exchange rate for payment

Setup Options > Tax > Company Tax Options

- Use descriptive tax codes

Setup Options > Tax > Accounts Payable

- Request tax amount

Setup Options > Company > General

- Accounting periods

Security

You can secure this feature by implementing a range of controls against the affected programs. Although not all these controls are applicable to each feature, they include the following:

- You restrict operator access to *companies* for which intercompany payments can be processed using the **Operator Maintenance** program.

Select the **Configure** hyperlink at the **AP ACCESS CONTROL** field of the **INTERCOMPANY TRANSACTIONS** section (within the **Security** tab) to maintain access control options using the **Security per Company** program.



You can only release invoices for payment for companies to which you have been given access.

- You restrict operator access to *activities* within a program using the **Operator Maintenance** program.
- You can restrict operator access to the *fields* within a program (configured using the **Operator Maintenance** program).
- You can restrict operator access to *functions* within a program using passwords (configured using the **Password Definition** program).

When defined, the password must be entered before you can access the function.

- You can restrict access to the eSignature *transactions* within a program at operator, group, role or company level (configured using the **Electronic Signature Configuration Setup** program).

- Electronic Signatures provide security access, transaction logging and event triggering that gives you greater control over your system changes.
- You can restrict operator access to *programs* by assigning them to groups and applying access control against the group (configured using the **Operator Groups** program).
- You can restrict operator access to *programs* by assigning them to roles and applying access control against the role (configured using the **Role Management** program).

Restrictions and Limits

The following restrictions apply to group/intercompany group payments:

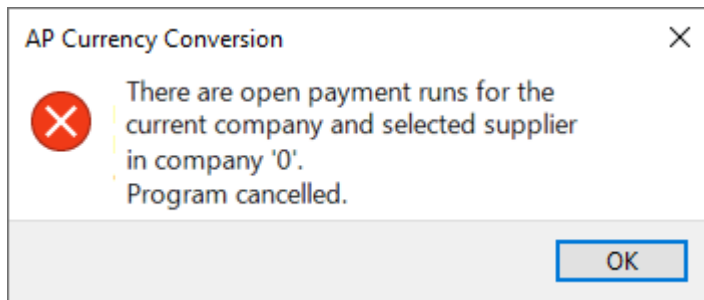
- You can only process manual and voided checks, but you will not be able to re-establish voided checks and invoices for manual payments.
- Multi-currency payments are not supported for group payments, but secondary suppliers with different base currencies can be included in an intercompany group payment run.
- Custom form fields are not supported in secondary companies.
- The group/intercompanygroup payments fields were added to the standard sample remittance document, but you will have to redesign the remittance document to include them.
- All secondary SYSPRO companies must be located on the same SYSPRO server as the primary SYSPRO company.
- Transactions where the same currency code is used to represent different currencies in different companies can't be processed.
- If the secondary company differs from the primary company and GL integration level of the **VARIANCE INTERFACES** is defined at **Bank** level, then the supplier's bank (i.e. not the payment run bank) is used to determine the GL codes for the exchange rate variance and the unrealized foreign exchange loss or gain. In addition, tables in the secondary company that contain a **Bank** field are populated with the supplier's bank.
- The **AP Supplier Code Conversion** program only converts the selected supplier in the company you are currently accessing.
- The **AP Group Supplier Cash Requirements** report caters for a maximum of 1000 secondary suppliers per primary supplier.
- Running the **AP Currency Conversion** program may cause suppliers in secondary companies to have an invalid currency equivalent in the primary company. Use the **Intercompany Currency Cross Reference** program to create a link between the currency code of the primary company and the currency code in the secondary company.

Solving

System messages

Error messages

Open payment runs for the current company and supplier



Cause

This error message is displayed when there are incomplete payment runs in another company for the supplier selected in the **AP Currency Conversion** program.

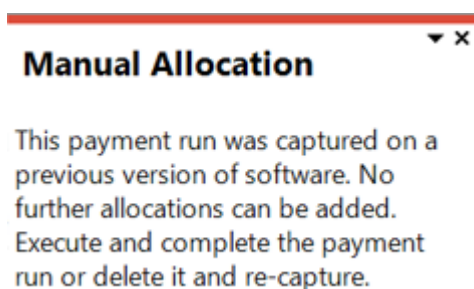
Solution

Prior to converting the supplier currency, the payment register and all checks must be printed for all intercompany payments. This must be done in all companies where the supplier is used as a primary or secondary supplier.

Once all payment runs for this supplier in all companies have been completed, then you can continue with the conversion.

Warning messages

No further manual allocations allowed



Cause

This error message is displayed when you attempt to manually add allocations to a group payment run that was created using a software version prior to **SYSPRO 8 2022**.

Solution

You can't add manual allocations to an existing payment run after upgrading to **SYSPRO 8 2022**, due to the extensive software changes made to incorporate intercompany group payments.

You can either delete and re-capture the group payment run or execute the group payment run.

FAQs

Supplier Group Payment Structure

How do I create a group supplier structure?

1. Capture the primary and secondary suppliers using the **Suppliers** program.
2. Once the suppliers are captured, you can create group supplier structures as follows:
 - a. Open the **AP Group Suppliers** program (*Program List > Accounts Payable > Setup*).
 - b. Indicate the code associated with the group supplier in the **Primary supplier** toolbar field and tab off your entry.
 - c. Indicate the secondary supplier company and the secondary supplier(s) that you want to associate with the group supplier (i.e. **Primary supplier**) at the **Supplier** column of the **Secondary Supplier** list view.

How do I remove a secondary supplier from a group supplier structure?

1. Open the **AP Group Suppliers** program (*Program List > Accounts Payable > Setup*).
2. Select the secondary supplier that you want to remove.
3. Select the **Delete** function from the **Secondary Supplier** list view.

Where is the group supplier structure information stored in SQL?

Group supplier data is maintained in the [ApSupplierGroup](#) table.

This table maintains the links between the primary supplier and linked secondary suppliers.

Supplier Group Payment Runs

Which programs do I use to process AP group/intercompany group payment runs?

This depends on the version of SYSPRO you are running:

- When using software *prior* to SYSPRO 8 2022, group payment runs are created using the **AP Group Payments** program (*Program List > Accounts Payable > Payment Processing*) and executed using the **Execute AP Payment Run** program.
- In SYSPRO 8 2022, the **AP Group Payments** program (*Program List > Accounts Payable > Payment Processing*) is used to create payment runs for group payments and intercompany group payments and the **AP Execute Group Payment Run** program is used to execute them.

How do I create an AP group payment run?

1. Access the **AP Group Payments** program (*Program List > Accounts Payable > Payment Processing*).
2. Indicate a unique **Payment run** number for the group/intercompany group payment run that you're creating.



This is only applicable if your **NUMBERING METHOD** for the **AP PAYMENT RUN** setup options is defined as **Manual** (*Setup Options > Keys > Financials*). However, if this is defined as **Automatic**, then the next **Payment run** number is automatically assigned.

3. Specify the details for the group/intercompany group payment in the **Payment Run Information** pane.
4. **Save** the details you specified for the new group/intercompany group payment.
5. Select the **Manual Allocation** function in the toolbar of the **Suppliers to Pay** list view. This loads the **AP Group Payment Manual Allocation** program.
6. Indicate the indicate the company and supplier code against which individual invoices are to be selected for payment.
7. Indicate the following information in the **Payment details** pane:
 - Amount in supplier currency
 - Payment reference
8. Select **Release Invoice** or **Automatic Release** from the **Invoices Selected for Payment** pane.



- The option you select depends on whether you want to manually browse and select invoices for payment to the supplier, or alternatively to automatically release invoices according to **Due date** or **Invoice date**.
- The **Automatic Release** function is only available if the supplier selected for payment belongs to the primary company, i.e. it is not available if you have selected for intercompany group payments where the company selected differs from the primary company.

9. View details, such as the **Bank** and **Payment run** number, pertaining to the group/intercompany group payment in the **Payment Run Information** pane.

- If required, select **Change** to edit **Payment information, Withholding tax information** and **Tax on Settlement Discount Information** for the selected supplier invoice before releasing the invoice.
 - If required, select **Change Exchange Rate** to change the **Exchange rate** for the supplier invoice.
 - If required, select **Remove** to remove the invoice currently highlighted in the list view.
10. Select **Save** to save the details you entered and invoices that you selected for payment.
11. Repeat steps 5 to 10 to create new allocations for any of the suppliers in the group supplier structure associated with the **Primary supplier** indicated in the **AP Group Suppliers** program.
- Close the **AP Group Payment Manual Allocation** program.
12. Select the **Allocations** hyperlink in the **Suppliers to Pay** list view to view details of the selected invoices associated with the supplier currently highlighted.
- This loads the **AP Invoices for Payment Run** program.
- If required, select **Remove Supplier** to remove either the primary or secondary supplier currently highlighted in the list view and the specific invoices released for payment to the supplier.
 - If required, select **Clear** to remove all the suppliers and their associated invoices released for payment from the list view.
13. Select **Save** and **OK** when prompted with the **Save Payment Run** informational message.
14. Select the **Execute Payment Cycle** option under the **Payment Cycle** menu to pay the invoices that you released for the group payment.
- This loads the **AP Execute Group Payment Run** program.
15. Indicate the relevant details in the **Information** pane.
- If required, select **Change Period**.
16. Select **Start Processing**.
17. Select the **Print Checks/Remittances** option to print the remittance advices for the invoices that have been paid.
- This loads the **AP Check and Remittance Print** program (*Program List > Accounts Payable > Payment Processing*).
18. Select **Print/Send** to proceed with printing this document.
19. Select the **CB Integration/Print Payment Register** option to generate a list of checks issued and voided and to integrate the payment to Cash Book.

- If required, select the **Selected Payment Registers** option under the **Reprint** menu to reprint a selection of payment registers previously printed.



You can use the **AP Payment Register Reprint** report to access all the report functionality available to reprint payment registers.

20. If processing a void payment run, select the **Reconcile re-established voided checks** option to proceed with integrating to Cash Book and to render the **AP Void Check Payment Register**.

This integrates the payment to Cash Book and displays the **AP Payment Register** report.

21. Use the **Supplier Query** program (*Program List > Accounts Payable*) to view information regarding the group payment and verify its accuracy.

Where is AP group payment run information stored in SQL?

Payment run information for supplier group payments is stored within the following tables:

- ApPayRunHdr
- ApCheckIss
- ApInvoice
- ApGrpPayRunDet
- ApGrpPayRunSup

What verification checks and reporting options are available after creating a supplier group payment?

To view the payment and invoice details of the payment made to the supplier:

1. Open the **Cash Book Deposits and Withdrawals** program (*Program List > Cash Book > Transaction Processing*).
2. Indicate the code associated with the **Bank** that you indicated under the **Payment Run Information** pane in the **AP Group Payments** program (*Program List > Accounts Payable > Payment Processing*).
3. Locate the transaction associated with the group payment in the **Bank Transactions** list view.
4. Review the **Check/EFT** column to locate the transaction.



The **Group payment** column indicates whether this is a transaction is a group payment. This can assist you in locating the transaction if you perhaps have many non-group payment transactions.



In addition, the **Intercompany** column indicates whether this transaction was an intercompany group payment where payments were made to suppliers from different companies.

5. Select the hyperlink value in the **Bank equivalent** column.

This loads the **AP Details for Check Number** window (**Cash Book Zoom on AP Transactions** program).

To view details of the manual check created for the group payment:

1. Open the **AP Group Payments** program (*Program List > Accounts Payable > Payment Processing*).
2. Select **Query** menu from the toolbar.
3. Select the **Check Query** option.

This loads the **AP Browse on Checks** program.

or

1. Open the **Cash Book Deposits and Withdrawals** program (*Program List > Cash Book > Transaction Processing*) or the **Bank Query** (*Program List > Cash Book*).
2. Select the hyperlink value in the **Check/EFT** column.

This loads the **AP Browse on Checks** program.

How do I void a group payment run for suppliers?



The voiding process is a complete reversal of what occurred when you initially created, executed and posted your group payment. Therefore, you can only void group payments that have already been completed (i.e. with a **Payment status** of **L - COMPLETE**).

1. Load the **AP Group Payments** program (*Program List > Accounts Payable > Payment Processing*).
2. Indicate a unique **Payment run** number to be associated with the group payment that you want to void.



This is only applicable if your **NUMBERING METHOD** for the **AP PAYMENT RUN** setup options is defined as **Manual** (*Setup Options > Keys > Financials*). However, if this is defined as **Automatic**, then the next **Payment run** number is automatically assigned.

3. Select **Void checks** as the **Payment type**.

You can also indicate the **Operator group** and the **Payment reference** if required.

4. At the **Payment run to void** field, indicate the existing **Payment run** number associated with the group payment that you want to void.

The header details from the group payment that was processed are displayed.

5. Select the **Auto Void** function of the **Suppliers to Pay** pane to reverse all the invoices and allocations released for the suppliers displayed.
6. Select the **Execute Payment Run** option from the **Payment Cycle** function. A new window is displayed.
7. Select the **Start Processing** function to begin processing the complete reversal of the group payment.
8. Select the **CB Integration/Print Pay Register** to load the **AP Integration to Cash Book** window.
9. Select **OK** to update the **Cash Book**. The void register report is displayed.



The **Reconcile re-established voided checks** option is inconsequential as you can't re-establish a void check for group payments to suppliers.

10. Details of the voided check can be seen in various programs within SYSPRO, e.g. **Cash Book Deposits and Withdrawals**, **Bank Query**, **Supplier Query**, etc.

What happens when I delete an AP group payment run?

The following occurs when you delete an AP Group Payment run:

- The statuses of released invoices are reset.
- The **Manual checks** and **Void checks** payment information against invoices within the group payment is cleared.
- Records associated with the group payment are deleted in the following SQL tables:
 - [ApGrpPayRunDet](#)
 - [ApGrpPayRunSup](#)
 - [ApPayRunHdr](#)
 - [ApChecklss](#) (applicable to **Manual checks** group payments)
- The following SQL tables are updated:
 - [ApInvoice](#)
 - [ApChecklss](#) (applicable to **Void checks** group payments)

How are AP group payment run numbers allocated?

Group payment run numbers are allocated according to the configuration of the following **AP PAYMENT RUN** setup options (*Setup Options > Keys > Financials*):

- Numbering method
- Key type (define whether a payment run number is **Alphanumeric** or **Numeric**)
- Suppress leading zeros
- Presentation length
- Next payment run (if your **NUMBERING METHOD** is configured as **Automatic**)

Why can't I void a payment run after converting the supplier's currency?

Once a supplier's currency has been converted using the **AP Currency Conversion** program, voiding of the original payment run won't be allowed as the converted currency no longer matches the currency of the original payment run.

Why can't I select the Automatic Release option?

The **Automatic Release** option within the **AP Group Payment Manual Allocation** program is not available when processing payments for a company where the setup differs from the primary company.

The following setup options must be the same across all companies when using the **AP Intercompany Group Payments** feature:



- This must be done prior to capturing the Accounts Payable group supplier structure.
- To change a setup option after the AP group supplier structures are defined, remove the company from the AP group supplier structure before attempting the change.

Setup Options > Keys > Financials

- Suppliers
 - Key type
 - Suppress leading zeros
 - Presentation length
 - Numbering method
 - Next payment run

Setup Options > General Ledger Integration > General Ledger Codes

- Integration level
- Create general ledger journal
- Post general ledger journal
- Force check no
- Force general ledger analysis
- Dimension analysis

Setup Options > Configuration > Financial > Accounts Payable

- Invoice exchange rate for payment

Setup Options > Tax > Company Tax Options

- Use descriptive tax codes

Setup Options > Tax > Accounts Payable

- Request tax amount

Setup Options > Company > General

- Accounting periods

Do currency codes across different companies have to match?

To process intercompany group payments, the currency must exist in primary and secondary companies and we highly advise that the currency code is the same across companies.

To achieve this, you can do one of the following:

1. Create the same currency code in primary and secondary companies using the **Currency Maintenance** program.
2. Use the **Intercompany Currency Cross Reference** program to create a link between the currency code of the primary company and the currency code in the secondary company.

FOR EXAMPLE:

Company EDU1 has the currency code for US Dollar defined as \$.

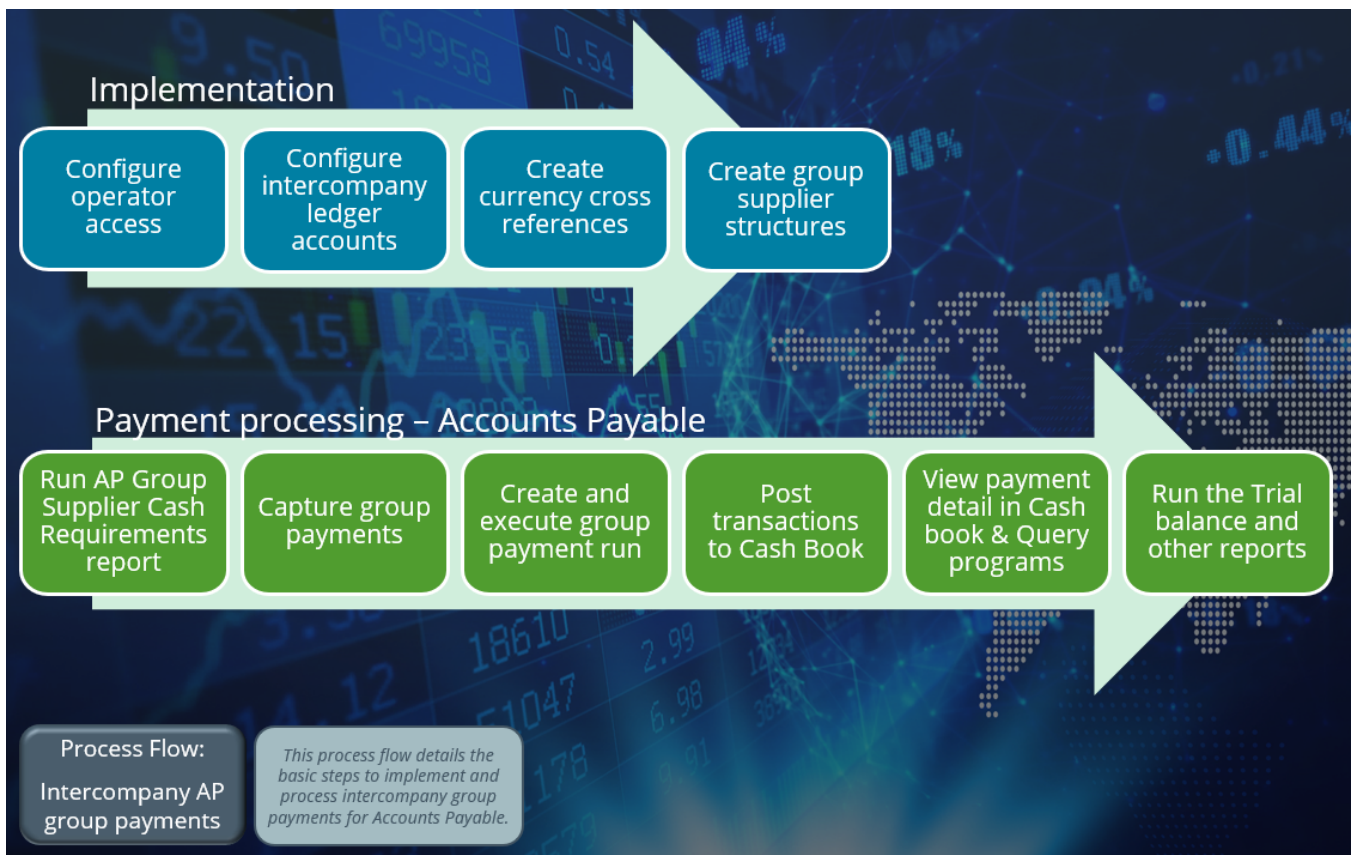
Company EDU2 has the currency code for US Dollar defined as USD.

As they are the same currency that are defined differently in different companies, you must create a relational link for these currency codes using the **Intercompany Currency Cross Reference** program.

Using

Process

Intercompany Group Payments



Implementation

1. Configure operator access and the link between primary and secondary companies.

Step-by-step instructions

- a. Login to the primary company.
- b. Access the **Operator Maintenance** program and select the **Configure** hyperlink at the **AP ACCESS CONTROL** field to access the **Security per Company** program.
- c. Configure the operator access type and ensure that access is given to to all other companies with which you wish to conduct AP intercompany payments (these are known as secondary companies).

2. Configure intercompany ledger accounts.

Step-by-step instructions for the General Ledger integration

- a. Login to the primary company.
- b. Create an intercompany loan account for each secondary company with which you will transact using the **General Ledger Codes** program.

These accounts are typically specified as control accounts with the **Account type** defined as **Liability**.

- c. Login to each secondary company consecutively.
- d. Create an intercompany loan account for the primary company using the **General Ledger Codes** program.

This account is typically specified as a control account with the **Account type** defined as **Liability**.



These ledger accounts are used when processing intercompany transactions from the primary company to secondary companies.

Step-by-step instructions to set up the sub module integration to the General Ledger

- a. Login to the primary company.
- b. Select the **Maintain** hyperlink at the **INTERCOMPANY PAYMENTS INTERFACE** setup option (*Setup Options > General Ledger Integration > Payables Ledger Codes*).

The **Intercompany Payments GL Interface** program is displayed.

- c. Select the intercompany loan accounts defined in step 2 above for each of the secondary companies to link these to the primary company, i.e. the company you are currently logged in to.



The ledger accounts you select should be defined as control accounts with an account type of **Liability**.

- d. Login to every secondary company consecutively.
- e. Repeat step b and c, but this time select the intercompany loan account for the primary company.



The ledger accounts you select should be defined as control accounts with an account type of **Liability**.

3. Create currency cross references



This step is only required if the same currency has been created using different currency codes in primary and secondary companies.

FOR EXAMPLE:

SA Rand could have been defined as SAR in one company and ZAR in another.

Step-by-step instructions

- a. Log into the primary or secondary company.
- b. Open the **Intercompany Currency Cross Reference** program (*Program List > Accounts Payable > Setup*).
- c. Create a cross reference of the currency codes by selecting both companies and both currency codes.

4. Create group suppliers

Step-by-step instructions

- a. Open the **AP Group Suppliers** program (*Program List > Accounts Payable > Setup*).
- b. Indicate the code associated with the group supplier in the **Primary supplier** toolbar field and tab off your entry.
- c. Indicate the secondary supplier company and the secondary supplier(s) that you want to associate with the group supplier (i.e. **Primary supplier**) at the **Supplier** column of the **Secondary Supplier** list view.

Payment Processing

1. Run the **AP Group Supplier Cash Requirements** report to view a list of invoices where payment is outstanding and decide which invoices should be paid.
2. Capture group/intercompany group payments in the group payment run using the **AP Group Payments** program.

Step-by-step instructions

- a. Select the primary supplier.
- b. Use the **Manual Allocation** option to add the payments to the suppliers whose invoices are to be released for payment.

This loads the **AP Group Payment Manual Allocation** program.



If the payments you add are only to the primary supplier or to secondary suppliers within one company, it is considered a group payment.
If you add payments to secondary suppliers across companies, the payment run is considered an intercompany group payment.

- c. Execute the payment by selecting **Execute Payment Run** from the **Payment Cycle** menu.

The **AP Execute Group Payment Run** program is displayed.



- If the group payment run was created using software *prior* to SYSPRO 8 2022, the **Execute AP Payment Run** program is displayed.
- The **Payment Cycle** menu option will only be enabled once the **Check amount** on the **Payment Run Information** pane and the **Allocated check amount** on the **Payment Cycle Information** pane correspond. (The **Check amount** can be changed to achieve this).

3. Run the Cash Book integration, i.e. post the transactions to the cash book.

Step-by-step instructions

- a. Select the **CB Integration/Print Pay Register** option from the **Payment Cycle** menu in the **AP Group Payments** program.
- b. When the integration is completed, the **AP Intercompany Payment Register** is displayed.

The payment runs with all the that have been processed for the primary and secondary companies and all relevant detail is displayed in the report.

4. View payment detail using the **Cash Book Deposits and Withdrawals**, **Bank Query** and **Supplier Query** programs.
5. Run the trial balance and reports.

Hints and Tips

- Ensure that your currency rates are accurate by updating them on a regular basis using the **Currency Maintenance** program.

By default, payments are posted to each company's current financial period when the payment run is executed or posted.

You can post to previous period 1 or previous period 2 of the companies by selecting the **Change Period** option.



To easily reconcile the General Ledger and intercompany loan accounts, we strongly advise that the companies included in a payment run are in the same financial period when the payment run is executed.

- Update the exchange rates regularly and synced them between different SYSPRO companies that share group suppliers.

This will ensure that accurate exchange gains and losses are reported on group/intercompany group transactions and facilitate simplified balancing of intercompany loan accounts.

Status Codes

Accounts Payable - Payment Run Statuses

The status of an AP payment run indicates the current stage of the payment run and changes according to the functions performed against the payment run.

The current status of a payment run dictates the functions that are available. Therefore, the following table indicates the possible statuses for an AP payment run:

Status	Description	Function Performed
NEW	The payment run is currently being created. No records have been created yet.	Add New Payment Run for all payment types.
O - OPEN	The payment run was created and saved. Records have been created.	End Payment Run for the following payment types: <ul style="list-style-type: none"> ▪ Manual checks ▪ System checks (Not applicable to Group Payments) ▪ EFT payments (Not applicable to Group Payments)
O - OPEN VOID	The payment run was created and saved.	Void Check Entry and End Payment Run for the following payment types: <ul style="list-style-type: none"> ▪ Void checks

Status	Description	Function Performed
P - PAID	Invoices released for payment are recorded as paid.	<p>Execute Payment Run for the following payment types:</p> <ul style="list-style-type: none"> ▪ Manual checks ▪ System checks (Not applicable to Group Payments) ▪ EFT payments (Not applicable to Group Payments)
P - VOIDED	Check/EFT recorded as voided.	<p>Execute Payment Run for the following payment types:</p> <ul style="list-style-type: none"> ▪ Void checks.
C - PRINTED	Checks and/or remittance advices have been printed or checks and/or EFTs have been voided.	Print Checks/Remittances for all payment types.
L - COMPLETE	Integration to Cash Book has been completed and the payment register for the payment run has been printed.	CB Integration/Print Payment Register for all payment types.

Affected programs

The following indicates areas in the product that may be affected by implementing this feature:

Setup programs

Intercompany Currency Cross Reference

Program List > Accounts Payable > Setup

This program lets you establish a link between currency codes in companies, where the same currency was assigned a different code in each company.

FOR EXAMPLE:

The currency South African Rand could have the currency code SAR in one company and ZAR in the other company.

Security per Company

Accessible from the **Configure** hyperlink at the **AP ACCESS CONTROL** section of the **Security** tab within the **Operator Maintenance** program.

This program lets you restrict operator access to *companies* for which intercompany payments can be processed.

Intercompany Payments GL Interface

Accessible from the **Maintain** hyperlink at the **Intercompany payments interface** field within the **Setup Options** program (*Setup Options > General Ledger Integration > Payables Ledger Codes*).

This program lets you set up the Accounts Payable intercompany ledger loan accounts that are used when making intercompany payments.

This loan account has to be set up for each company to which intercompany payments will be made.

AP Currency Conversion

Program List > Accounts Payable > Setup

Prior to converting the supplier currency, all payment runs in all other companies where this company/supplier is used as a secondary company/supplier must be complete. An error message is displayed when there are incomplete payment runs in another company for the selected supplier for which you are converting the currency.

Once the supplier currency has been converted, you can't void a payment run for that supplier, as a different currency was held against the supplier when the payment was initiated.



Converting the supplier currency may result in suppliers in the secondary company not having an equivalent currency or cross-reference currency in the primary company. You must then manually maintain the currency cross-reference using the **Intercompany Currency Cross Reference** program.

AP Supplier Code Conversion

Program List > Accounts Payable > Setup

This program lets you change the **Group supplier** or **Supplier** that you've browsed for in the **Supplier Code Conversion** list view.

The following SQL tables listed under **Supplier Code Conversion Tickover** are applicable to group payments and are updated when you're updating fields as displayed in the **Supplier Code Conversion** list view:

- [ApSupplierGroup](#) (**Group supplier** and **Supplier** fields)
- [ApGrpPayRunDet](#) (**Supplier**)
- [ApGrpPayRunSup](#) (**Supplier**)
- [ApPayRunHdr](#) (**Supplier**)



- The [ApPayRunHdr](#) table is applicable to *both* standard payment and group payment runs.
- This is only applicable once invoices have been released for suppliers in a group payment.

Suppliers

Program List > Accounts Payable > Setup

This program lets you capture and maintain details of suppliers which can be used to create supplier groups.

Supplier groups are the mechanism through which you create, process and execute group payments for suppliers.



Supplier groups consist of primary and secondary suppliers, which are created using the **AP Group Suppliers** program.

AP Group Suppliers

Program List > Accounts Payable > Setup

This program lets you define a group supplier structure that is used to create, execute and process a group payment for suppliers.

The **Company** column in the **Secondary Supplier** pane displays the company code against the secondary supplier for intercompany group payments. The intercompany group payment amounts and number of transactions are displayed on the report details.

To use this feature with its entire functionality, enable the following eSignatures in the **eSignature Setup** program:

- AP Group supplier added
- AP Group supplier deleted
- AP Group supplier updated

AP Payment Register

Accessible from the **CB Integration/Print Pay Register** option of the **AP Group Payments** program.

This program ensures that the **Cash Book** is updated with the associated transactions against the payment run currently being processed using the **AP Group Payments** program.

Transaction Processing programs

AP Group Payments

Program List > Accounts Payable > Payment Processing

This program lets you make a single payment against a primary supplier, rather than several smaller payments against individual suppliers.

Use the **Manual Allocation** option at the **Suppliers to Paylist** view to release supplier invoices ready for payment. Only companies for which the user has access can be selected for the allocation of payments. Once invoices have been released for payment, they are listed per company/supplier in the **Suppliers to Paylist** view.

The **View AP Periods** button displays the **Intercompany Periods** program to view current and previous period data for all companies to which you have access.

Selecting the **Execute Payments** function displays **AP Execute Group Payment Run** program for group and intercompany group payment runs.

To use this feature with its entire functionality, enable the following eSignatures in the **eSignature Setup** program:

- AP Delete payment run
- AP Execute payment run
- AP Payment run entry
- AP Void check entry
- AP Manual check entry

AP Group Payment Manual Allocation

Program List > Accounts Payable > Payment Processing > AP Group Payments > Supplier to Pay > Manual Allocation

This program lets you manually allocate payments and release invoices for both primary and secondary suppliers in a group supplier structure for a particular group/intercompany group payment run.

You can select the company for which you want to allocate an group/intercompany group payment. Only companies for which the user has access can be selected for the allocation of payments. The **Currency Conversion** button at the **Invoices Selected for Payment** list view lets you view the current conversion rate for intercompany payments using different currencies.

Once group/intercompany group payments have been allocated, they are listed per company/supplier in the **Suppliers to Pay** list view within the **AP Group Payments** program.

AP Execute Group Payment Run

*Accessible from the **Execute Payment Run** option from the **Payment Cycle** menu within the **AP Group Payments** program.*

This program lets you execute a group payment or intercompany group payment run to pay the invoices have been released for payment.

A group payment run is processed for invoices that are released against the primary company. An intercompany group payment run is processed for invoices that are released against multiple companies, which may include or exclude the primary company.

AP Void Checks

Program List > Accounts Payable > Payment Processing > AP Group Payments > Suppliers to Pay > Auto Void

Group/intercompany group payment checks can only be voided using the **Auto Void** function in the **AP Group Payments** program.

Payment Cycle Maintenance

Program List > Accounts Payable > Payment Processing

This program lets you create and maintain payment runs for suppliers that are *not* group/intercompany group payments.

An error message is displayed within this program if you indicate a **Payment run** number that is associated with an existing group/intercompany group payment for suppliers.



- In SYSPRO 8 2022, the **AP Group Payments** program (*Program List > Accounts Payable > Payment Processing*) is used to create payment runs for group payments and intercompany group payments and the **AP Execute Group Payment Run** program is used to execute them.
- When using software *prior* to SYSPRO 8 2022, group payment runs are created using the **AP Group Payments** program (*Program List > Accounts Payable > Payment Processing*) and executed using the **Execute AP Payment Run** program.

Execute AP Payment Run

Accessible from the **Execute Payment Run** option of the **Payment Cycle Maintenance** program.

This program is used to execute payment runs for suppliers that are *not* group/intercompany group payments.



- Before SYSPRO 8 2022, group payment runs were processed using the **Execute AP Payment Run** program.
- Since SYSPRO 8 2022, group- as well as intercompany group payments are executed using the **AP Execute Group Payment Run** program.

Cash Book Deposits and Withdrawals

Program List > Cash Book > Transaction Processing

The following column(s) were added at the **Bank Transactions** list view:

- Group payment
- Intercompany
- AP payment run

Period End programs

AP Period End

Program List > Accounts Payable

This program lets you purge group/intercompany group payments once the retention period for **PAYMENT CYCLE DETAILS** is reached (*Setup Options > History > Financials > Accounts Payable*).

When pay run data for intercompany group payments is deleted from the [ApGrpPayRunDet](#) table, all corresponding entries for the secondary company are removed from the [ApInterCoChkReg](#) table.

A summary of processing details is displayed in the **Reports** list view:

- The number of group payments deleted
- The number of group void payments deleted

Cash Book Period End

Program List > Cash Book

This program lets you purge supplier group payments once the retention period for **PAYMENT CYCLE DETAILS** is reached (*Setup Options > History > Financials > Accounts Payable*).

When pay run data for intercompany group payments is deleted from the [ApGrpPayRunDet](#) table, all corresponding entries for the secondary company are removed from the [ApInterCoChkReg](#) table.

A summary of processing details is displayed in the **Reports** list view:

- The number of group payments deleted
- The number of group void payments deleted

Batch programs

GL Configure Financial Year End

Program List > General Ledger > Setup > Change Financial Year End

The following financial period and year fields in the [ApGrpPayRunDet](#) table (associated with group payments for suppliers) are updated according to the entries you've indicated in the **Year** and **Period** fields under **Current ledger**:

- PayMonth
- PayYear
- TrnMonth
- TrnYear

GL Define Financial Year End

Program List > General Ledger > Setup > Change Financial Year End

The following fields in the [ApGrpPayRunDet](#) table (associated with group payments for suppliers) are updated according to the **Number of years** that you've indicated to **Increment** or **Decrement** your **Current financial year** by:

- PayYear
- TrnYear

Digital Tax Tool

Program List > General Ledger > Tax

This program lets you generate tax return documents.

Selecting the **Include AP settlement** option includes group/intercompany group payment settlement discounts from the Accounts Payable module.

The following columns were added at the **AP Settlement** list view:

- Group payment
- Payment run
- Intercompany
- Primary company
- Primary supplier
- Xref check register

Report programs

Released Payments Report

Program List > Accounts Payable > Payment Processing

This lets you generate your reports to include information from group/intercompany group payments for suppliers for the following **Report type** options:

- Manual check list
- Void check list

AP Check and Remittance Print

Program List > Accounts Payable > Payment Processing

This program lets you print checks and/or remittance advices for the single payment (consisting of smaller multiple transactions to secondary suppliers) that has been processed using the **AP Execute Group Payment Run** program.

The description and type of payment run is indicated at of the **Payment type** field as well as these check boxes:

- Group payment
- Multi-currency payment
- Intercompany payment

AP Payment Register Reprint

Program List > Accounts Payable > Payment Processing

This report lets you include group payments for suppliers by selecting the **Group payment** option.

Consolidated Tax Return

Program List > General Ledger > Tax > Reports

This report includes the tax on settlement discount transactions arising from group/intercompany group payments created, executed and processed for suppliers.

AP List of Group Suppliers

Program List > Accounts Payable > Reports

This report displays the data defined for the group suppliers you've created.

Supplier groups are the mechanism through which you can create group/intercompany group payments for suppliers.

AP Group Supplier Cash Requirements

Program List > Accounts Payable > Payment Processing

This report lets you print a list of cash requirements for each primary supplier and each of the associated secondary suppliers withing a group supplier structure.

This enables you to forecast future liabilities and to determine past due and current liabilities. The purpose is to indicate when funds need to be available to pay invoices while taking advantage of available discounts.

Intercompany Payments Interface

Program List > General Ledger > GL Integration

This report lets you generate a report of Accounts Payable and Accounts Receivable payments interfaces, i.e. the intercompany loan accounts used for intercompany payments.

Query programs

Supplier Query

Program List > Accounts Payable

This program displays invoice information of suppliers who were paid with a group/intercompany group payment. Primary suppliers can be linked to multiple secondary suppliers.

The **Group and interco payments** hyperlink at the **Supplier Information** pane displays all payment runs where the queried supplier is the primary supplier. You can then drill down to view the secondary supplier detail using the **Invoices** and **Check** options within the **AP Browse on Payment Runs** program.

The following columns within the **Payments** list view cater for this enhancement:

- Intercompany
- Group payment
- Payment run
- Primary supplier
- Primary company
- Primary register
- Supplier cur xref
- Amount (local cur sec)
- Local cur xref

- Local cur primary
- Amount (local cur primary)
- Ex rate



- The data displayed in these columns is based on the data sourced from the **AP Group Payments** program (*Program List > Accounts Payable > Payment Processing*).
- These columns are hidden by default and can be added using the **Field Chooser** function.

Bank Query

Program List > Cash Book

This program includes information on transactions of Accounts Payable and Accounts Receivable group payments for a particular bank.

The **Group payment** column was added at the **Transactions** list view to cater for this enhancement:



This column is hidden by default and can be added using the **Field Chooser** function.

Intercompany Periods

*Accessible from the **View AP periods** option within the **AP Group Payments** program.*

This program displays the financial periods for the primary company and all companies linked to the primary supplier or customer.

AP Invoices for Payment Run

*Accessible from the **Allocations** hyperlink within the **Suppliers to Pay** list view of the **AP Group Payments** program.*

This program lets you view the details of invoices paid to suppliers within a group payment.

The following columns were added to cater for this enhancement:

- Company
- Intercompany
- Primary company
- Group payment
- Payment currency
- Supplier currency
- Net (local primary)

- Net (local secondary)
- Secondary check register
- Ex rate



These columns are hidden by default and can be added using the **Field Chooser** function.

Cash Book Zoom on AP Transactions

Accessible from the hyperlink within the **Bank equivalent** column of the **Transactions** list view within the **Bank Query** or **Cash Book Deposits and Withdrawals** program.

This lets you view details about the group/intercompany group payment associated with the transaction selected within the **Transactions** list view of the **Bank Query** or **Cash Book Deposits and Withdrawals** program.

You can view payment run detail by selecting the hyperlink at the **AP payment run** field using the **AP Browse on Payment Runs** program.

The following columns within the **AP Invoice Details** list view cater for this enhancement:

- Group payment
- Intercompany
- Company
- Currency xref
- Net (primary local)
- Check register
- Primary supplier



These columns are hidden by default and can be added using the **Field Chooser** function.

Browse programs

Browse on Group Suppliers

Accessible from the **Supplier to pay** browse function of the **AP Group Payment Manual Allocation** program.

This program lets you browse on the secondary suppliers associated with the primary supplier of the payment run you are capturing.

The **Currency Xref** column displays the currency in the primary company that is equivalent to the supplier currency. The currency cross-reference is set up using the **Intercompany Currency Cross Reference** program and is used for intercompany group payments when the currency code differs between companies.

AP Browse on Payment Runs

Accessible from the **Payment run** browse function of the **AP Group Payments** program.

This program lets you browse on all payments for suppliers and define the criteria according to which you want to display these payment runs.

This program includes the following columns to cater for this enhancement:

- Group check
- Group payment
- Supplier
- Intercompany



These columns are hidden by default and can be added using the **Field Chooser** function.

AP Browse on Checks

Accessible from the **Check Query** function of the **AP Group Payments** program.

This program lets you view details of the manual check associated with the group/intercompany group payment run you have created. These details are based on your allocations of invoices in the **Suppliers to Pay** list view as well as the data indicated in the **Payment Run Information** pane.

This program includes the following columns to cater for this enhancement:

- Group payment
- Intercompany



These columns are hidden by default and can be added using the **Field Chooser** function.

Browse on Suppliers

Program List > Accounts Payable > Browsers

This program lets you view details of the suppliers currently defined in the **Suppliers** program.

The **Primary supplier** column was added to cater for this enhancement.



This column is hidden by default and can be added using the **Field Chooser** function.

AP Supplier Invoices

Accessible from the **Show** hyperlink against the invoice or from the **Invoice** option within the **Query** menu of the **Supplier Query** program or when selecting the invoice at the **Posted Invoices** field within the **AP Permanent Entries Posting** program.

The **Primary company** and **Primary supplier** columns can be added to the list view using the **Field Chooser** option.

Manual intercompany is displayed at the **Status** field for intercompany group payments.

Affected business objects

The following indicates the business objects that are affected by this feature:

Setup objects

AP Supplier Group Maintenance

The **AP SUPPLIER GROUP MAINTENANCE**¹ business object lets you define primary and secondary suppliers for payment against a group supplier. Records are written to the [ApSupplierGroup](#) table.

Intercompany Currency Cross Reference

The **INTERCOMPANY CURRENCY CROSS REFERENCE**² business object lets you establish a link between currency codes in different SYSPRO companies and is used when the same currency was assigned a different code in each company.

AP Intercompany GL Interface

The **AP INTERCOMPANY GL INTERFACE**³ business object lets you create and maintain General Ledger company loan accounts for intercompany payments from the Accounts Payable module.

Transaction objects

AP Execute Payment

The **AP EXECUTE PAYMENT**⁴ business object lets you execute a payment run as part of SYSPRO's fully-automated supplier payment process. This allows customers to tailor their supplier pay run processing using third party applications and to better manage the approval and execution of

¹Business object: APSSSG

²Business object: IMPSCX

³Business object: APSSL8

⁴Business object: APSTPD

big payment runs.



This business object caters for group payments but doesn't accommodate intercompany group payment runs.

AP Payment Cycle Maintenance

The **AP PAYMENT CYCLE MAINTENANCE**¹ business object lets you create and maintain payment runs when processing payments to your suppliers and is used by the **Payment Cycle Maintenance** program.

AP Void Check

The **AP VOID CHECK**² business object lets you cancel a manual check that has already paid an invoice (e.g. the check has been lost or dishonored).

AP Manual Check Payments

The **AP MANUAL CHECK PAYMENTS**³ business object lets you record manual checks used to pay suppliers.

Post Accounts Payable Setup Options

The **POST ACCOUNTS PAYABLE SETUP OPTIONS**⁴ business object lets you maintain setup options for the Accounts Payable module.

Post Admin Tax Options

The **POST ADMIN TAX OPTIONS**⁵ business object lets you maintain tax setup options.

Post GL Setup Integration

The **POST GL SETUP INTEGRATION**⁶ business object lets you maintain setup options for the General Ledger module.

Post Company Control Setup Options

The **POST COMPANY CONTROL SETUP OPTIONS**⁷ business object lets you maintain company setup options.

¹Business object: APSTPY

²Business object: APSTPV

³Business object: APSTPM

⁴Business object: APSTSO

⁵Business object: IMPPTX

⁶Business object: GENTSI

⁷Business object: COMTSO

Post Key Information

The **POST KEY INFORMATION**¹ business object lets you update key information defined against the SYSPRO company you are currently logged into.

GL Journal Posting

The **GL JOURNAL POSTING**² business object lets you create, maintain and post the different types of journals and post sub-ledger transactions to the General Ledger.

Query objects

Intercompany Payments Interface Entries

The **INTERCOMPANY PAYMENTS INTERFACE ENTRIES**³ business object lets you query the interface entries created in the **Intercompany Payments GL Interface** program.

AP Cash Requirements

The **AP CASH REQUIREMENTS**⁴ business object lets you generate a consolidated list of cash requirements for each group supplier structure, (i.e. the primary supplier associated with multiple secondary suppliers in a group supplier structure) and obtains information for the **AP Group Supplier Cash Requirements** program.

AP Released Payments Query

The **AP RELEASED PAYMENTS QUERY**⁵ business object lets you print a list of all invoices that you have released for payment and obtains information for the **Released Payments Report** program.

AP Withholding Tax Report

The **AP WITHHOLDING TAX REPORT**⁶ business object lets you generate a report of withholding tax entries made in the Accounts Payable module and obtains information for the **AP Withholding Tax Report** program.

AP Tax Distribution Report

The **AP TAX DISTRIBUTION REPORT**⁷ business object lets you generate a report indicating the taxable portion of all payments made in the Accounts Payable module and obtains information for the **AP Tax Distribution Report** program.

¹Business object: IMPTIK

²Business object: GENTJL

³Business object: IMPQL8

⁴Business object: APSQ25

⁵Business object: APSQ35

⁶Business object: APSQ78

⁷Business object: APSQ52

AP Disbursement Distribution Query

The **AP DISBURSEMENT DISTRIBUTION QUERY**¹ business object lets you generate a report of General Ledger distributions entries generated from the Accounts Payable module and obtains information for the **AP Second Tier Tax Report** program.

AP Payment Register

The **AP PAYMENT REGISTER**² business object obtains information for the **AP Payment Register** program.

AP Trial Balance & Aged Analysis Report

The **AP TRIAL BALANCE & AGED ANALYSIS REPORT**³ business object lets you generate a selective list of all amounts owing to suppliers.

AP Supplier Query

The **AP SUPPLIER QUERY**⁴ business object lets you view supplier information.

Cash Book Transaction Query

The **CASH BOOK TRANSACTION QUERY**⁵ business object returns the balance and transaction details for a specific bank.

Tax Submission Query

The **TAX SUBMISSION QUERY**⁶ business object lets you query tax information which will be returned in XML format.

AP List of Supplier Groups Query

The **AP LIST OF SUPPLIER GROUPS QUERY**⁷ business object lets you query records held against the [ApSupplierGroup](#) table in order to establish the primary and secondary supplier relationships for processing group payments.

AP Group Supplier Cash Requirements

The **AP GROUP SUPPLIER CASH REQUIREMENTS**⁸ business object lets you query cash requirements for a group supplier.

¹Business object: APSQ53

²Business object: APSQ94

³Business object: APSQCR

⁴Business object: APSQRY

⁵Business object: CSHQRY

⁶Business object: IMPQTS

⁷Business object: APSQSG

⁸Business object: APSQGR



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