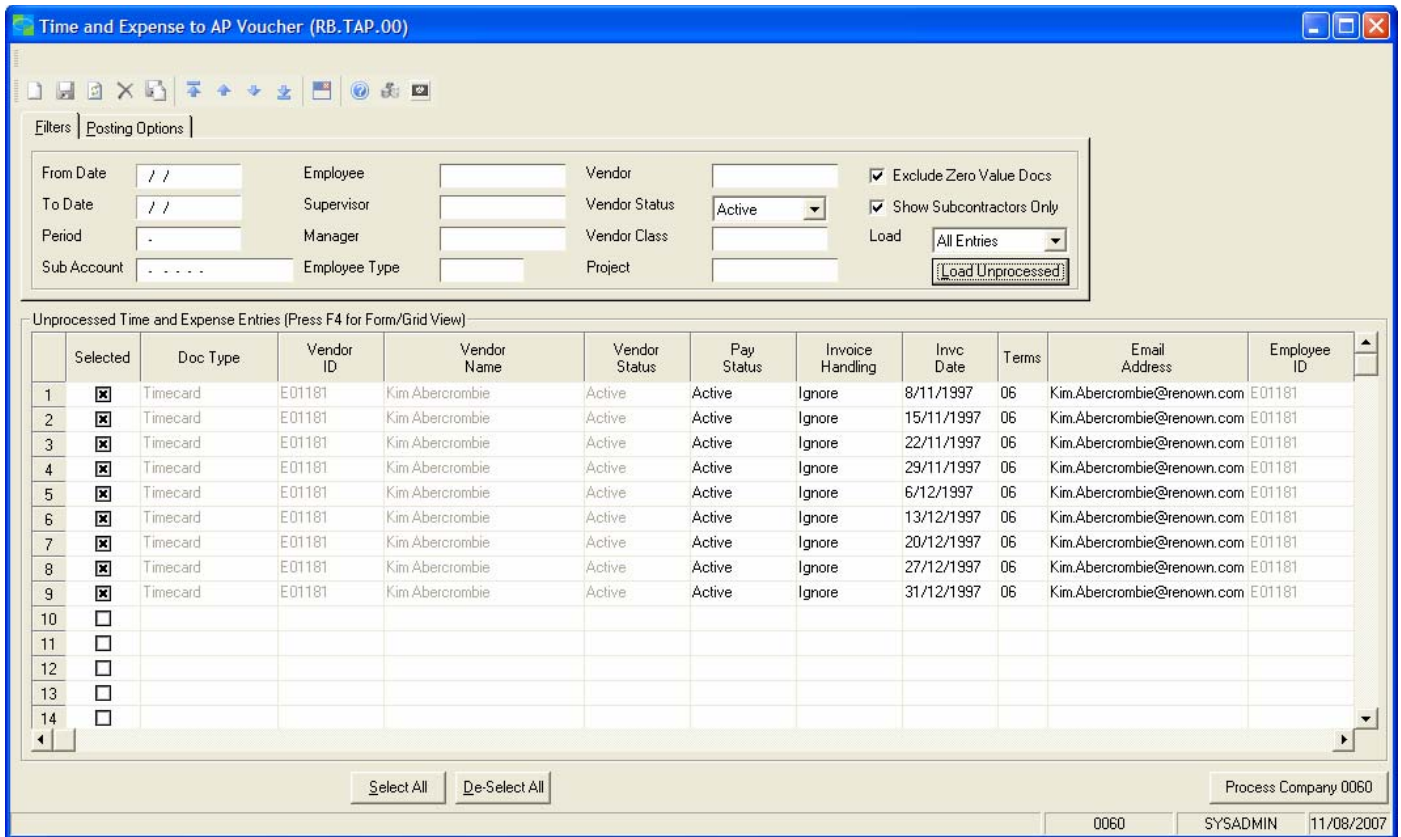




Many project organizations use subcontract resources. These resources complete Timecards and Expense Claims to ensure costs are correctly applied to Projects and Tasks. The Subcontractor sends AP Invoice for their resources, which need reconciling to the Timecards and Expense Claims. Renown's 'Time and Expense to AP Voucher' can improve processing efficiencies and reduce payment errors.

- ✚ Save time by auto-generating Subcontractor AP Vouchers from Timecards and/or Expense Claims
- ✚ Avoid delays in processing Subcontractor AP Vouchers and Payments.
- ✚ Avoid time consuming reconciliations between Subcontractor Vouchers and Timecards/Expenses.
- ✚ Help out Subcontractors by generating their AP Vouchers for them.

TIME AND EXPENSE TO AP VOUCHER (RB.TAP.00)



Selected	Doc Type	Vendor ID	Vendor Name	Vendor Status	Pay Status	Invoice Handling	Inv Date	Terms	Email Address	Employee ID
<input checked="" type="checkbox"/>	Timecard	E01181	Kim Abercrombie	Active	Active	Ignore	8/11/1997	06	Kim.Abercrombie@renown.com	E01181
<input checked="" type="checkbox"/>	Timecard	E01181	Kim Abercrombie	Active	Active	Ignore	15/11/1997	06	Kim.Abercrombie@renown.com	E01181
<input checked="" type="checkbox"/>	Timecard	E01181	Kim Abercrombie	Active	Active	Ignore	22/11/1997	06	Kim.Abercrombie@renown.com	E01181
<input checked="" type="checkbox"/>	Timecard	E01181	Kim Abercrombie	Active	Active	Ignore	29/11/1997	06	Kim.Abercrombie@renown.com	E01181
<input checked="" type="checkbox"/>	Timecard	E01181	Kim Abercrombie	Active	Active	Ignore	6/12/1997	06	Kim.Abercrombie@renown.com	E01181
<input checked="" type="checkbox"/>	Timecard	E01181	Kim Abercrombie	Active	Active	Ignore	13/12/1997	06	Kim.Abercrombie@renown.com	E01181
<input checked="" type="checkbox"/>	Timecard	E01181	Kim Abercrombie	Active	Active	Ignore	20/12/1997	06	Kim.Abercrombie@renown.com	E01181
<input checked="" type="checkbox"/>	Timecard	E01181	Kim Abercrombie	Active	Active	Ignore	27/12/1997	06	Kim.Abercrombie@renown.com	E01181
<input checked="" type="checkbox"/>	Timecard	E01181	Kim Abercrombie	Active	Active	Ignore	31/12/1997	06	Kim.Abercrombie@renown.com	E01181
<input type="checkbox"/>										
<input type="checkbox"/>										
<input type="checkbox"/>										
<input type="checkbox"/>										
<input type="checkbox"/>										

SIMPLE PROCESS FOR GENERATING AP VOUCHERS AND E-MAILING TO VENDORS

1. Define load filters and load required Timecards and/or Expense Claims into the details grid.
2. Define the AP Voucher batch creation options (Post Period, Voucher Date & Consolidation Options)
3. Select the Timecards to be processed and define their Pay Status and Print/E-mail options
4. Press the Process button and the Vouchers will be generated, printed and/or e-mailed.

FILTERS FOR LOADING DETAIL LINES

Filters can define which Timecards and Expense Claims to load for conversion to AP Vouchers.

Load Timecard Lines by:

- Resource / Employee
- Resource Type (Eg Subcontractors)
- Project or Group of Projects
- Vendor (Subcontractor)
- Timecard Week Ending Dates
- Business Division (Sub-account)

MIGRATE TIMECARD AND EXPENSE CLAIMS TO AP VOUCHERS

All previously unprocessed Timecards / Expenses that meet the Filter criteria will be loaded into the grid for selection and processing. Users can select the documents to include in for processing.

Unprocessed Time and Expense Entries (Press F4 for Form/Grid View)											
	Selected	Doc Type	Vendor ID	Vendor Name	Vendor Status	Pay Status	Invoice Handling	Inv Date	Terms	Email Address	Employee ID
1	<input checked="" type="checkbox"/>	Timecard	E01181	Kim Abercrombie	Active	Active	Ignore	8/11/1997	06	Kim.Abercrombie@renown.com.au	E01181
2	<input checked="" type="checkbox"/>	Timecard	E01181	Kim Abercrombie	Active	Active	Ignore	15/11/1997	06	Kim.Abercrombie@renown.com.au	E01181

Pay Status: Defines the Pay Status of the AP Voucher when it is created, Active or Hold.

Invoice Handling: Defines if the AP Voucher will be Printed and/or E-mailed to the Subcontractor. The E-mail address can be defined on the Vendor and will default to the line.

INVOICE GENERATION AND CONSOLIDATION

Facilities have been provided to consolidate Documents by Employee or Vendor, if required. The Vendor (Subcontractor) can be defined on the Employee record. Based on the option selected, a single invoice can be generated for all Documents with a common Employee or Vendor.

AP VOUCHER PRINT FORMAT DEFINED BY EMPLOYEE

The format for the AP Voucher layout can be defined against the Employee Maintenance (PA.EMP.00) record. Where subcontractors require different layouts for their AP Vouchers each Employee can be associated to a separate crystal report.

OTHER FEATURES

- It is possible to select and review any previously created batch.
- Handles Timecard Reversals, including the creation of a Debit Memos where necessary.