MYOB Advanced Business

AP Payment Processing Improvements

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AP Payment Processing Improvements

Background

The MYOB Advanced 2015.3.5 and 2016.1.0 releases include a number of improvements to the AP payment processing workflows. These improvements are the outcome of direct customer feedback via our in-product survey engine.

This whitepaper gives detailed information on the improvements and new features for customer review and feedback.

1. Matching multiple AP payments to one bank transaction

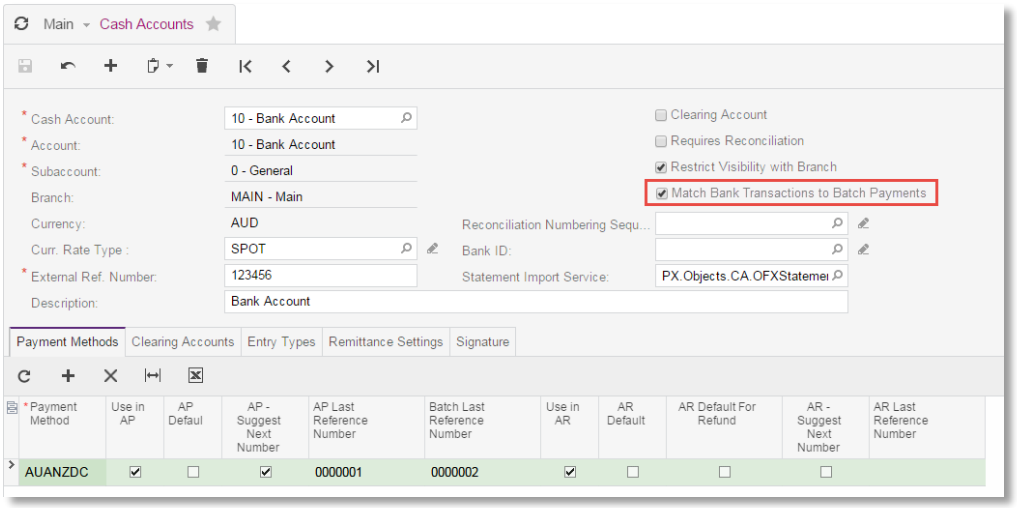
Available in 2015.3.5

It is not uncommon for AR or AP payment batches to be reported as a single line on the bank statement when importing for reconciliation. In the current system it is not possible to reconcile one bank statement line against multiple AP payments that were paid as a single payment batch, requiring the user to do a lot of manual steps to complete the reconciliation.

In 2015.3.5 it is now possible to reconcile such a batch in the same way the user is able to reconcile a bank deposit.

Setup

A **Match Bank Transaction to Batch Payments** check box has been added on the header of the Cash Accounts form (CA.20.20.00).



With this check box selected, if you process imported transactions on the Process Bank Transactions form (CA.30.60.00) you will see any valid batch payments when attempting to match a bank transaction to an Accounts Payable batch, when selected and processed, the system clears the batch and closes all payments included in this batch. Match criteria

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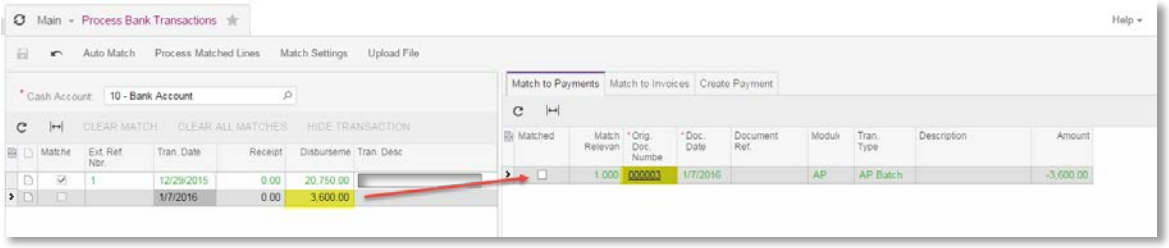
for Batch Payments are the same as for payments. Batch Payments must be in the 'Released' status.

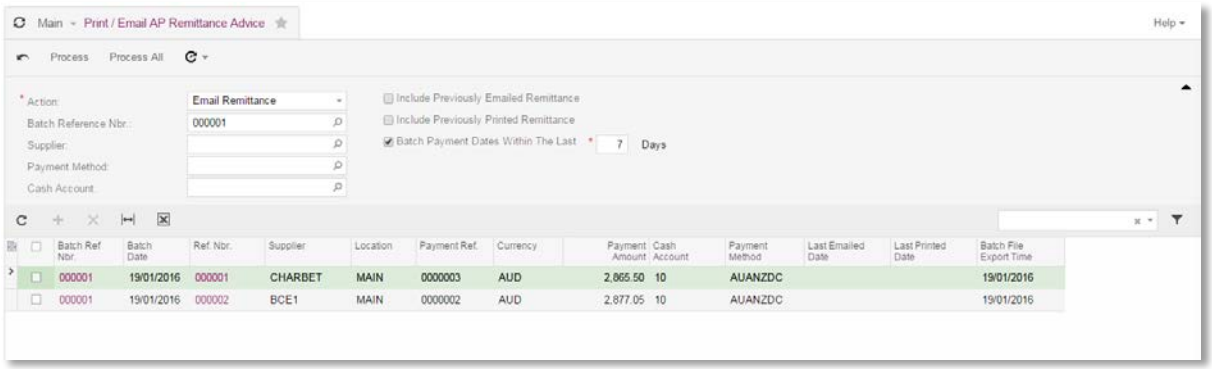


With this check box cleared, all payments are displayed on the Match to Payments tab of the Process Bank Transaction form (CA.30.60.00) as separate lines, as per existing behaviour. If, while in this mode, any payment from a batch payment is matched and processed, the entire batch payment will not be displayed if the user switches this check box back to true to use the new feature.

2. Bulk AP remittance advice emailing / printing

Available in 2015.3.5

MYOB Advanced supports the process of bulk sending payment remittance advices, via print or email. A new Print / Email AP Remittance Advice form (MB.AP.50.53) is available in the Process section of the Accounts Payable module.



Two actions are available on this form:

- *Email Remittance*: Emails to suppliers will be generated for all selected payments, with remittance advice attached as a PDF.
- *Print Remittance*: Remittance advice reports will be generated and displayed for all selected payments, so that they can be printed out and sent to suppliers.

Remittance advice is displayed on the new Remittance Advice report (MB.AP.60.00). When printing remittance advice, the report is launched directly from the Print / Email AP Remittance Advice form; when emailing advice, reports are generated and attached to the emails.

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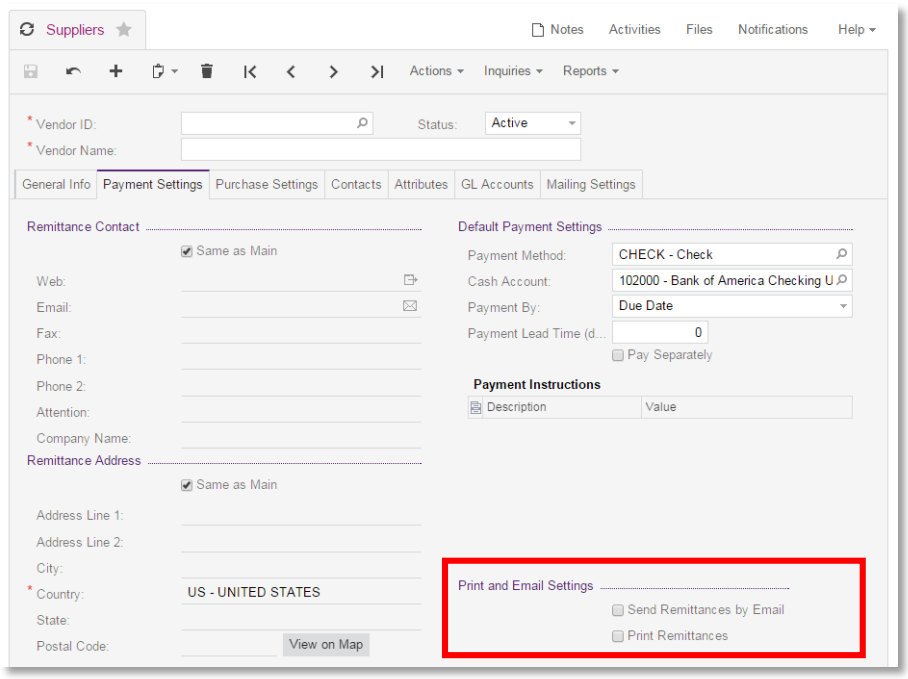
2.1 Configuring suppliers for batch emailing / printing

Supplier Configuration

New Print and Email Settings properties have been added to the Payment Settings tab of the Suppliers form (AP.30.30.00). These settings determine whether or not the supplier will appear on the Print / Email AP Remittance Advice form.

For example, if a supplier does not have the **Send Remittances by Email** option ticked, payments for them will not appear on the form when the *Email Remittance* action is selected.



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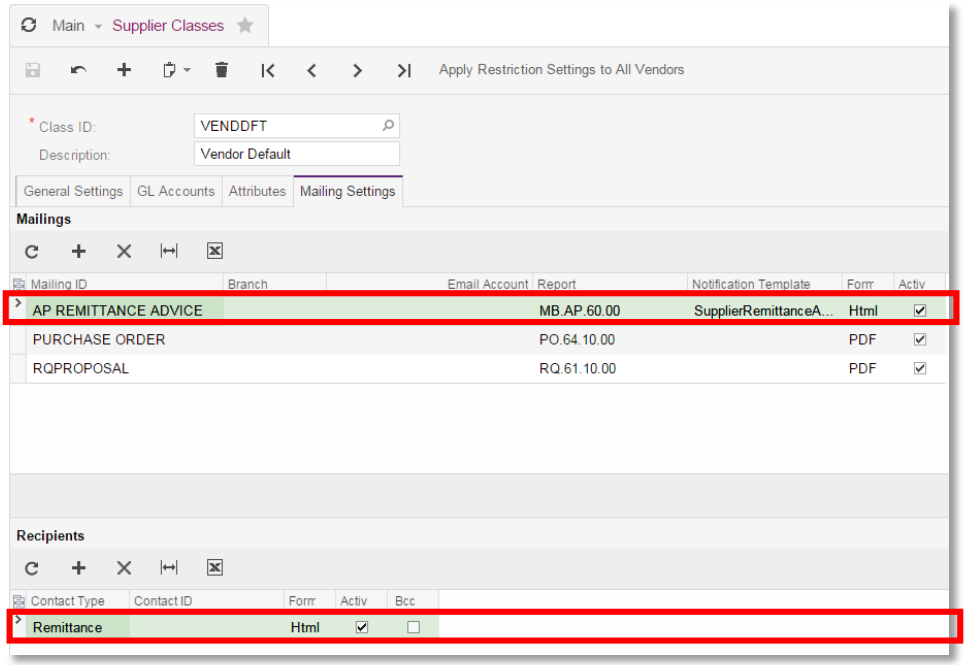
Supplier Class Configuration

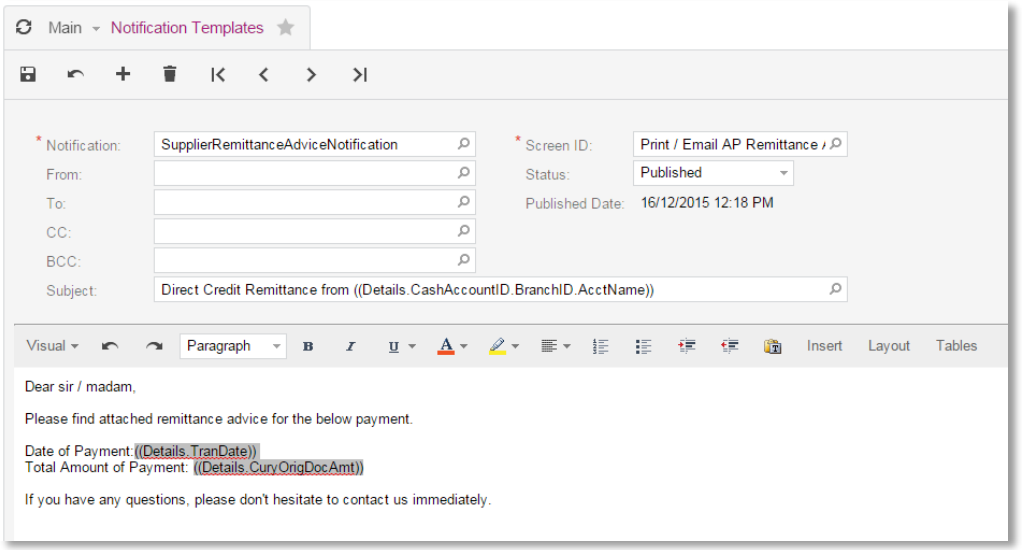
Defaults for these settings can be set on the Supplier Classes form (AP.20.10.00). New and existing suppliers without specifically configured values will inherit mailing settings from their class when edited, providing a quick method of configuring remittance advice email settings.



Email Format Configuration

A new “SupplierRemittanceAdviceNotification” Notification Template has been added on the Notification Templates form (SM.20.40.03). This template, along with the Remittance Advice report, is specified on the Mailing Settings tab of the Accounts Payable Preferences form (AP.10.10.00), so that they will be used when emailing remittance advice from the Print / Email AP Remittance Advice form.

You can customise the content of the notification template from the Notification Templates form (SM.20.40.03).



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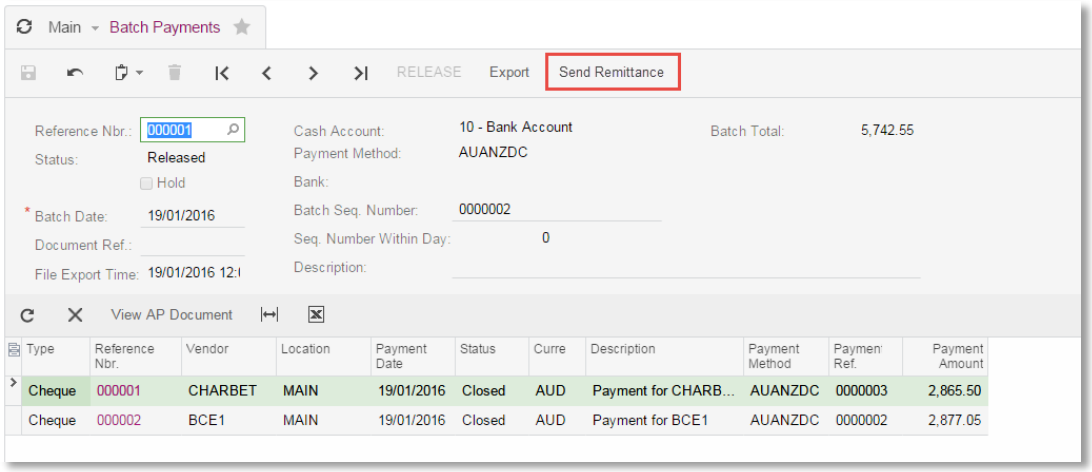
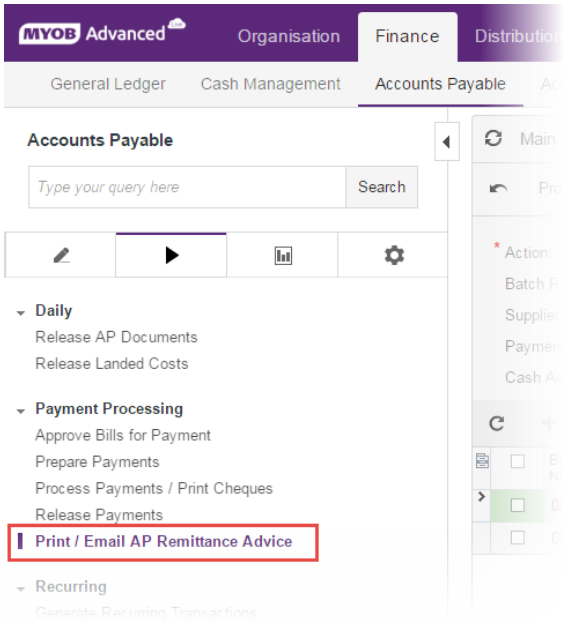
You can override the default notification template, remittance contact and attached remittance advice report for all suppliers of a specific class, or a single supplier, by updating details on the Mailing Settings tab of either the Supplier Class form (AP.20.10.00) or the Supplier form (AP.30.30.00).

2.2 Processing batches of AP remittance emails / print jobs

Record Selection

Processing can be initiated for a specific batch payment directly from the Batch Payments form (AP.30.50.00) by clicking the **Send Remittances** button, or by opening the Print / Email AP Remittance Advice form (MB.AP.50.53) from the Processing menu of the Accounts Payable module.





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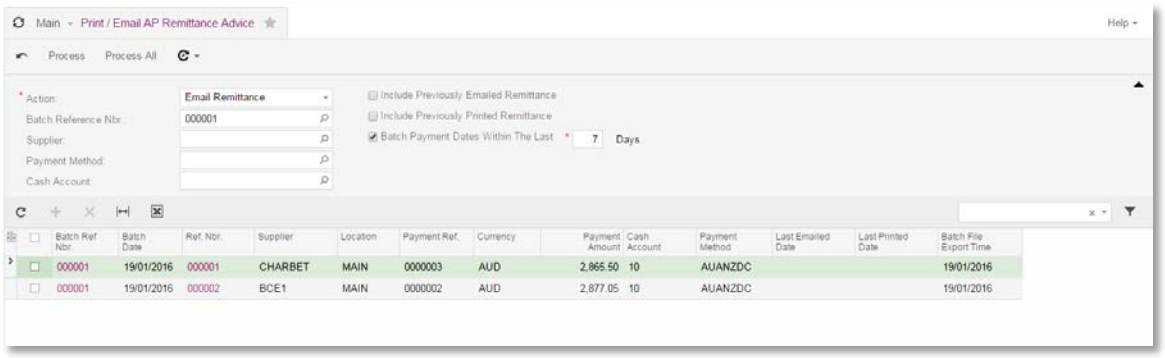
The processing screen allows the user to select their desired action (Email or Print) and loads records based on the appropriate filters.

Filters available are: Batch Payment Nbr, Supplier, Payment Method, Cash Account.



By default, the form will only show batch payment entries which have not previously been processed. Additional filters allow the user to include previously sent remittances and re-send if necessary.

Record Processing

Processing of remittances is the same as other MYOB Advanced processing screens. The user selects the records to process and clicks the “Process” button in the toolbar, or alternatively clicks “Process All”.

This action can also be scheduled to auto-process all unprocessed records on a recurring basis.

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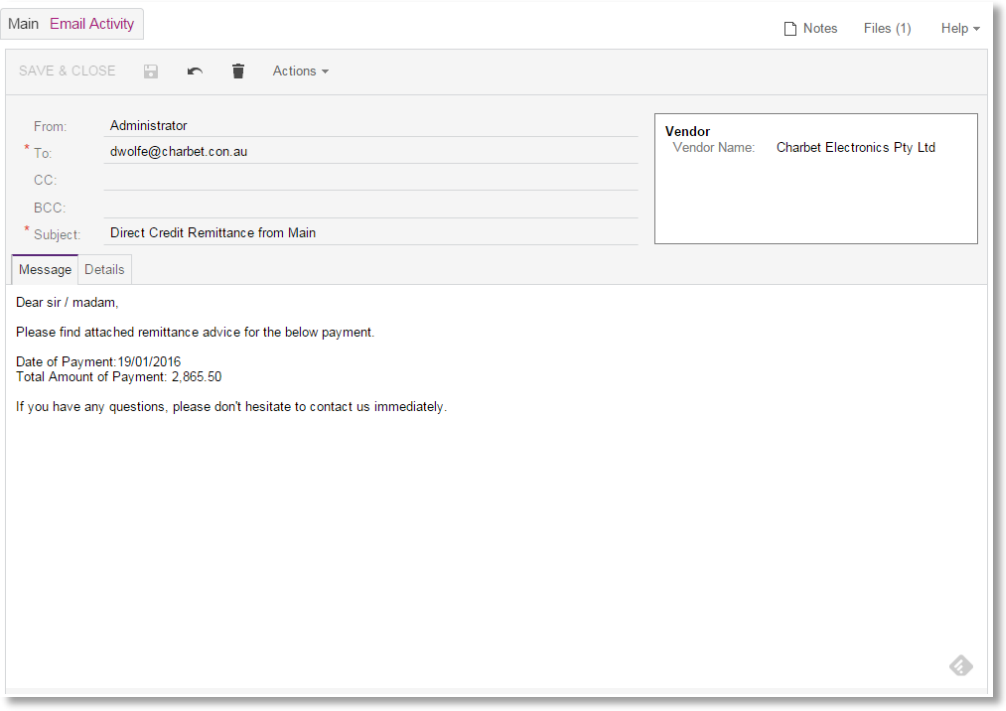
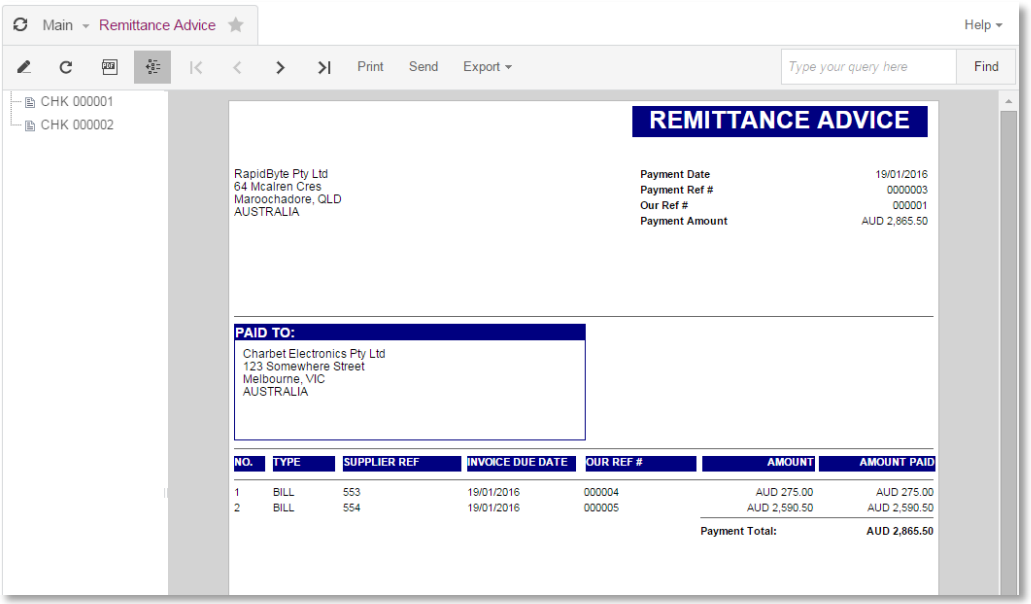
Processing Outputs

The output will differ based on the action processed:

- *Email Remittance*: Emails to each supplier will be generated and queued for sending, with remittance advice attached as a PDF. A record of the email will be stored in the activity history for each supplier.



- *Print Remittance*: Remittance advice reports will be generated and displayed for all selected vendors, so that they can be printed out and sent to suppliers.



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3. Other AP payment processing improvements

3.1 Renaming fields for localisation / clarification

Available in 2015.3.5

The following fields will be renamed to make the system more uniform in its presentation and to reflect that payments of type “cheque” are both cheques and electronic payments.

Page	Field	Original Field Label	New Field Label
Cheques and Payments (AP302000)	Header > “Type”	Cheque	Payment
Cheques and Payments (AP302000)	Header > “Type”	Voided Cheque	Voided Payment
Batch Payments (AP305000)	Document Details > “Type” column	Cheque	Payment
AP Register Report (AP621500)	DocType Column	Cheque	Payment
AP Register Report (AP621500)	DocType Column	VOIDCK	Voided Payment
AP Register Detailed Report (AP622000)	DocType Column	Cheque	Payment
AP Register Detailed Report (AP622000)	DocType Column	VOIDCK	Voided Payment
AP Payment Register Report (AP622500)	DocType Column	Cheque	Payment
AP Payment Register Report (AP622500)	DocType Column	VOIDCK	Voided Payment
Process Payments / Print Cheques (AP505000)	Header > “Next Check Number”	Next Check Number	Next Cheque Number

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3.2 Workflow changes

The following changes are being implemented to reduce the time taken to process AP payment batches:

Page	Change	Release Version
Process Payments / Print Cheques (AP505000)	The field **Next Cheque Number** is no longer mandatory when the payment method selected is configured to "Create Batch Payments" in setup screen CA204000.	2015.3.5
Batch Payments (AP305000)	A **Release & Export** button has been added to the page which combines both the Release and Export functions in to a single function.	2016.1.0
Batch Payments (AP305000)	The **Export** button currently creates the payment file and attaches it to the batch payment. The user must click through to the files screens to then download the payment file. This has been simplified; clicking the **Export** button now generates the file and prompts the user to choose a location to save it to.	2015.3.5
Prepare Payments (AP503000)	The filtering for suppliers has been improved. You can now change the filter to a different supplier without losing previously selected invoices.	2016.1.0
Prepare Payments (AP503000)	The filtering for selected invoices has been improved. You can now filter the grid to show only selected invoices to improve visual reconciliation & decision making.	2016.1.0

3.3 Export file format improvements

The following changes are being implemented to address issues with the generated supplier payment files raised by customers:

Bank Format	Change	Release Version
All	A new field called "Statement Text" has been added to the Supplier Payment Details tab when a direct credit payment method is selected. A value saved in this field for a supplier will be included in generated direct credit file in place of the payment reference #.	2016.1.0

Note: This change will apply to all new companies created using 2016.1.0. Detailed instructions on editing the setup of existing sites to add this feature are included in the 2016.1.0 release notes.

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