

Microsoft Dynamics® AX 2009 SP1

Country-specific update for Japan

White Paper

This white paper describes the country-specific update released for Japan in hotfix rollup 6 for Microsoft Dynamics AX 2009 SP1. See Microsoft Knowledge Base article [2405516](#) for hotfix download information.

Date: October 2010



Table of Contents

Introduction.....	3
Monthly consolidated invoices	3
Setting up monthly consolidated invoices	4
Set up accounts receivable parameters for consolidated invoices	4
Set up accounts payable parameters for consolidated invoices.....	4
Set up the consolidation date for a vendor	5
Set up the consolidation date for a customer.....	5
Set up the terms of payment and cutoff day for a vendor and a customer.....	5
Calculating due dates and generating a monthly consolidated invoice	6
Create and mark sales invoices for consolidation, and calculate due dates	6
Create, confirm, reopen, and print a consolidated customer invoice	7
Settle customer consolidated invoice transactions using a payment journal	8
Settle a customer consolidated invoice using a payment proposal	9
Create and mark purchase invoices for consolidation, and calculate due dates.....	10
Create, confirm, reopen, and print a consolidated vendor invoice.....	10
Settle vendor consolidated invoice transactions using a payment journal	11
Settle a vendor consolidated invoice using a payment proposal	12
Forms.....	13
Modified forms.....	16

Introduction

This white paper describes a Microsoft Dynamics® AX feature, released in hotfix rollup 6, that is specific to users in Japan.

For more information about other features that apply to Japan, refer to the Applications and Business Processes Help. Information that is specific to Japan includes (JPN) in the title.

Monthly consolidated invoices

According to the Accounting Standards Board of Japan (ASBJ), consolidation of monthly invoices for payment is a common business practice in Japan. You can combine multiple posted invoices from purchase orders or sales orders, purchase or customer journals, and purchase return orders or sales return orders. After you create consolidated invoices for vendors or customers, you can then pay the vendors or receive payment from the customers on a monthly basis.

Monthly consolidation is done on a date that you specify for each vendor or customer. The consolidation date determines the period for which consolidation should be done.

You can calculate the due date for a vendor or customer payment based on the cutoff day. The cutoff day is selected for a customer or a vendor in the **Terms of payment** form.

The following modifications have been made to the consolidation process:

- Addition of new statuses for consolidated customer invoices: **Unconfirmed**, **Confirmed**, **Settled**, and **Partially Settled**. You can reopen a consolidated customer invoice.
- Addition of a new status for consolidated vendor invoices: **Partially Settled**. You can settle consolidated vendor invoices in part.
- Consolidation of customer and vendor invoices based on an **Execution date** field instead of the consolidation date.
- Ability to select a customer invoice for consolidation using the consolidation date specified in the **Customers** form.
- Ability to select an order to invoice based on the consolidation date in the **Sales posting** form.
- Ability to create consolidated invoices for payment proposals.

The calculation logic for the summary data of consolidated invoices has been updated to calculate the total invoice amount correctly in the following scenarios:

- When you create two or more consolidated invoices on a same day for a customer or a vendor.
- When you create a consolidated invoice and receive payment for the invoice for a customer or a vendor.

When the summary data is calculated, the last billed amount is updated from the previous consolidated invoice amount. When you create and confirm a consolidated invoice, the summary data is calculated using the following amounts:

- **Previous invoice amount** – The total invoice amount for the previous consolidation period.
- **Paid amount** – The total invoice amount paid for the previous consolidation period.
- **Adjustment amount** – The adjustment amount of the previous consolidation period. The adjustment amount includes cash discount and, in the future, bank charges.
- **Outstanding amount** – The total outstanding amount for the current consolidation period. The outstanding amount is calculated using the formula:

Previous invoice amount – Paid amount – Adjustment amount

- **Invoice amount during consolidation period** – The total invoice amount in the current consolidated invoice, including sales tax.
- **Total invoice amount** –The new total invoice amount for the current invoice is calculated using the formula:

Outstanding amount + Invoice amount during consolidation period

Setting up monthly consolidated invoices

Complete the following procedures for vendors and customers before you generate the monthly consolidated invoices:

- [Set up accounts receivable parameters for consolidated invoices](#)
- [Set up accounts payable parameters for consolidated invoices](#)
- [Set up the consolidation date for a vendor](#)
- [Set up the consolidation date for a customer](#)
- [Set up the terms of payment and cutoff day for a vendor and a customer](#)

Set up accounts receivable parameters for consolidated invoices

Use the **Accounts receivable parameters** form to consolidate multiple sales orders into one invoice, based on a consolidation date specified in the **Customers** form. Set up the holiday due date control, cutoff day for consolidation, and number sequence for the consolidation invoices. For more information, see "(JPN) Accounts receivable parameters (form)" in the Applications and Business Processes Help.

1. Click **Accounts receivable > Setup > Parameters** to open the **Accounts receivable parameters** form.
2. Select the **Consolidated invoice for customer** check box to create a consolidated invoice for a customer.
3. Click the **Number sequences** tab.
4. In the **Number sequence code** field, select the number sequence code for the **Consolidation ID** reference.
5. Close the form to save your changes.

Set up accounts payable parameters for consolidated invoices

Use the **Accounts payable parameters** form to consolidate multiple purchase orders into one invoice, based on a consolidation date specified in the **Vendors** form. Set up the holiday due date control, cutoff day for consolidation, and number sequence for the consolidation invoices. For more information, see "(JPN) Accounts payable parameters (form)" in the Applications and Business Processes Help.

1. Click **Accounts payable > Setup > Parameters** to open the **Accounts payable parameters** form.
2. Select the **Consolidated invoice for vendor** check box to create a consolidated invoice for a vendor.
3. In the **Holiday due date control** field, select the option to be used if the calculated due date is on a holiday:
 - **Following day** – Set the due date to the next business day.
 - **Previous day** – Set the due date to the previous business day.

Note: This field is available only if you select the **Use holiday calendar** check box on the **Other** tab of the **Company information** form. For more information, see "(JPN) Set up parameters for holiday calendars" in the Applications and Business Processes Help.

4. Select the **Use cut-off day** check box to use the cutoff day to calculate the due date.
5. Click the **Number sequences** tab.
6. In the **Number sequence code** field, select the number sequence code for the **Consolidation ID** reference.
7. Close the form to save your changes.

Set up the consolidation date for a vendor

Use the **Vendors** form to set up the date to consolidate the vendor's purchase orders into a single invoice. For more information, see "Vendors (form)" in the Applications and Business Processes Help.

1. Click **Accounts payable > Common Forms > Vendor Details** to open the **Vendors** form.
2. Select a vendor account, and then click the **Payment** tab.
3. In the **Consolidation day** field, enter a numeric value from 0 to 31 to set the consolidation date. If the consolidation date is set to zero, the vendor's invoices will not be consolidated. If the last day of the month is less than the specified numeric value, consolidation is done on the last business day of the month.

Note: This field is available only if you select the **Consolidated invoice for vendor** check box on the **General** tab in the **Accounts payable parameters** form.

4. Close the form to save your changes.

Set up the consolidation date for a customer

Use the **Customers** form to set up the date to consolidate the customer's sales orders into a single invoice. For more information, see "Customers (form)" and "(JPN) Set up a consolidation date for customers" in the Applications and Business Processes Help.

1. Click **Accounts receivable > Common Forms > Customer Details** to open the **Customers** form.
2. Select a customer account, and then click the **Payment** tab.
3. In the **Consolidation day** field, enter a numeric value from 0 to 31 to set the consolidation date. If the consolidation date is set to zero, the customer's invoices will not be consolidated. If the last day of the month is less than the specified numeric value, consolidation is done on the last business day of the month.

Note: This field is available only if you select the **Consolidated invoice for customer** check box on the **General** tab in the **Accounts receivable parameters** form.

4. Close the form to save your changes.

Set up the terms of payment and cutoff day for a vendor and a customer

Use the **Terms of payment** form to activate the holiday control and cutoff day options for a customer, and then set up the cutoff day and holiday date control. For more information, see "Terms of payment (form)" in the Applications and Business Processes Help.

You can set up a specific cutoff day in the **Terms of payment** form to calculate the due date for a customer and a vendor. You can also define holidays using the **Holiday Calendar** form. For more information, see "(JPN) Set up parameters for holiday calendars" and "(JPN) Set up holiday control and activate cutoff days for calculating due dates" in the Applications and Business Processes Help.

1. Click **Accounts payable > Setup > Payment > Terms of payment** to open the **Terms of payment** form.

–or–

Click **Accounts receivable > Setup > Payment > Terms of payment** to open the **Terms of payment** form.

2. Press CTRL+N to create a term of payment. For more information, see “(JPN) Set up cutoff days for payment terms” in the Applications and Business Processes Help.
3. Click the **Setup** tab.
4. In the **Payment method** field, select **Cutoff day** as the payment method.
5. In the **Cutoff day** field, enter a numeric value from 1 to 31 to set the cutoff date. If the last day of the month is less than the specified numeric value, consolidation is done on the last business day of the month.

Note: This field is available only if you select the **Use cut-off day** check box on the **General** tab of the **Accounts payable parameters** form.

6. In the **Holiday calendar** field, select the calendar description.
7. In the **Holiday due date control** field, select the option to be used if the calculated due date is on a holiday:
 - **Following day** – Set the due date to the next business day.
 - **Previous day** – Set the due date to the previous business day.

Note: The **Holiday calendar** and **Holiday due date control** fields are available only if you select the **Use holiday calendar** check box on the **Other** tab of the **Company information** form and if the **Holiday due date control** field is updated with the appropriate value on the **General** tab of the **Accounts payable parameters** form.

8. Close the form to save your changes.

Calculating due dates and generating a monthly consolidated invoice

Complete the following procedures to calculate due dates and generate a monthly consolidated invoice for a customer and a vendor:

- [Create and mark sales invoices for consolidation, and calculate due dates](#)
- [Create, confirm, reopen, and print a consolidated customer invoice](#)
- [Settle customer consolidated invoice transactions using a payment journal](#)
- [Settle a customer consolidated invoice using a payment proposal](#)
- [Create and mark purchase invoices for consolidation, and calculate due dates](#)
- [Create, confirm, reopen, and print a consolidated vendor invoice](#)
- [Settle vendor consolidated invoice transactions using a payment journal](#)
- [Settle a vendor consolidated invoice using a payment proposal](#)

Create and mark sales invoices for consolidation, and calculate due dates

Use the **Sales order** form to create a sales invoice, mark it for consolidation, and calculate due dates. If you specify the document date, which is the original transaction date, the due date is based on the document date instead of the invoice date. For more information, see “Sales order (form)” and “(JPN) Calculate due dates using holiday control and cutoff days” in the Applications and Business Processes Help.

1. Click **Accounts receivable > Common Forms > Sales Order Details** to open the **Sales order** form.

2. Create a sales order. For more information, see "Create a sales order" in the Applications and Business Processes Help.
3. In the upper pane, click the **General** tab.
4. Select the **Target of consolidation** check box if the invoice for the sales order will be consolidated later.
Note: This field is available only if you select the **Consolidated invoice for customer** check box in the **Accounts receivable parameters** form and if the **Consolidation day** field in the **Customers** form is not set to zero.
5. Click the **Price/Discount** tab.
6. In the **Payment** field, select the terms of payment specified with holiday due date control.
The most recently consolidated invoice identification number and the date of the sales order are displayed in the **Consolidation ID** and **Date** fields on the **Postings** tab.
7. Click **Posting > Invoice** to open the **Posting invoice** form. For more information, see "Post customer invoices in the Posting invoice form" in the Applications and Business Processes Help.
8. Click **OK** to post the sales order.
9. Close the **Sales order** form to save your changes.
10. Click **Accounts receivable > Common Forms > Customer Details** to open the **Customers** form.
11. Select the customer account for the posted sales invoice, and then click **Transactions** to open the **Customer transactions** form.
12. Select the posted invoice and click the **Payment** tab. The due date of the selected invoice is displayed in the **Due date** field.
13. Close the **Customer transactions** form and the **Customers** form to save your changes.

Create, confirm, reopen, and print a consolidated customer invoice

Use the **Consolidated Invoice** form to create, confirm, reopen, and print a consolidated invoice for a customer. For more information, see "(JPN) Consolidated invoice (form)" in the Applications and Business Processes Help.

You can create a consolidated invoice for transactions in which sales revenues – accounts receivable and cost of goods sold – are recorded on the shipping date. Invoices for these transactions are printed and sent to the customer on the shipping date. However, in some case, several transactions within a specific period are merged, and a single consolidated invoice is created for them on a monthly basis.

Before you create a consolidation invoice, you must create a sales order with an updated consolidation date. You can create a consolidated invoice for a customer based on the actual consolidation date. The actual consolidation date is the session date, and you cannot change this date. The session date must be later than date of the last consolidated invoice for that customer. For more information, see [Create and mark sales invoices for consolidation, and calculate due dates](#).

When you create a new consolidated invoice, the status is updated as **Unconfirmed**. Confirm the new consolidated invoice before you settle it, although you can print a consolidated invoice report for a reopened invoice. Because a customer can have several open consolidated invoices, you should confirm the customer's existing consolidated invoices for the previous period before you create new consolidated invoices. Confirm consolidation invoices in chronological order, but reopen the confirmations in reverse chronological order.

You can also create and settle two or more consolidation invoices for a customer on the same day.

1. Click **Accounts receivable > Periodic > Consolidated Invoice** to open the **Consolidated Invoice** form.

2. Create a consolidated customer invoice. For more information, see "(JPN) Create and print consolidated invoices for shipping-based transactions" in the Applications and Business Processes Help.
3. Click **Select > Select for new invoice** to open the **Inquiry** form.
4. Enter the selection criteria and click **OK**. The open transactions marked for consolidation and the transactions that are not yet consolidated are displayed on the **Overview** tab with a status of **Unconfirmed**.

Note: The default selection criteria are **Consolidation ID**, **Customer account**, and **Consolidation date**.

5. Select a consolidated invoice, and then click **Function > Confirm** to consolidate the invoices on the **Sales order** tab. After confirmation, the sum of the consolidated invoices is displayed in the **Total invoice amount** field on the **General** tab. The status is updated to **Confirmed** on the **Overview** tab and **General** tab.

-or-

Select a confirmed consolidated invoice, and then click **Function > Reopen** to reopen the consolidated invoice. After you reopen the invoice, the status is updated to **Unconfirmed** on the **Overview** tab and **General** tab.

Note: You can modify or delete a consolidated invoice only when its status is **Unconfirmed**.

You can view the amounts for the consolidated invoice in the **Previous invoice amount** field, the **Previously paid amount** field, the **Adjustment amount** field, the **Outstanding amount** field, the **Invoice amount** field, the **Sales tax** field, and the **Total invoice amount** field.

6. Click **Function > Unmark all** to clear the **Mark** check box for all sales orders to indicate that the sales orders will not be consolidated. The **Unmark all** option is available only for a consolidated invoice with a status of **Unconfirmed**.
7. Click **Function > Print invoice** to generate the monthly consolidated invoice report.
Note: You cannot delete a consolidated invoice after it is confirmed or settled.
8. Close the form to save your changes.

Settle customer consolidated invoice transactions using a payment journal

Use the **Open transaction editing** form to settle open transactions that are related to consolidated invoices after you receive a payment from a customer. You cannot delete a consolidated invoice after it is settled. For more information, see "Open customer transaction editing (form)" and "(JPN) Settle and print transactions related to consolidated invoices" in the Applications and Business Processes Help.

1. Click **Accounts receivable > Journals > Payments > Payment journal** to open the **Journal** form.
2. Create a journal, and then click **Lines** to open the **Journal voucher** form and create a journal line. For more information, see "Enter and post an incoming payment" in the Applications and Business Processes Help.
3. Click **Functions > Settlement** to open the **Open transaction editing** form.
4. Click **Consolidated Invoice > Select** to open the **Select transactions** form.
5. In the **Consolidation ID** field, select the consolidation identification number of the latest consolidated invoice.

-or-

In the **Consolidation day** field, enter a numeric value from 0 to 31 to set the consolidation date. If the consolidation date is set to zero, the customer's invoices will not be consolidated. If the last

day of the month is less than the specified numeric value, consolidation is done on the last business day of the month. Customer invoices are selected for consolidation based on the value specified in the **Consolidation day** field in the **Customers** form.

Note: The **From date** and **To date** fields are updated with appropriate dates when the consolidation day is specified.

6. Click **OK**. The consolidated invoice transactions are displayed in the **Open transaction editing** form.
7. Click **Consolidated invoice > Mark all** to mark all the displayed invoices for settlement.
8. Close the **Open transactions editing** form to save your changes.
9. In the **Transfer** form, click **No** to retain the original customer payment amount.
10. In the **Journal voucher** form, click **Validate > Validate** to validate the journal.
11. Click **Post > Post** to post the payment voucher and settle the transactions fully or in part, based on the amount of the customer payment. If the payment is greater than the total transaction amount, the payment remains open and the overpayment is reimbursed.

After the transactions are settled fully or in part, the **Status** field in the **Consolidated invoice** form is updated to **Settled** or **Partially Settled**.

12. Close the **Journal voucher** form and the **Journal** form to save your changes.

Settle a customer consolidated invoice using a payment proposal

Use the **Customer payment proposal** form to settle open transactions that are related to consolidated invoices after you receive payments from a customer. You cannot delete a consolidated invoice after it is settled. For more information, see "Customer payment proposal (class form)" in the Applications and Business Processes Help.

1. Click **Accounts receivable > Journals > Payments > Payment journal** to open the **Journal** form.
2. Create a journal, and then click **Lines** to open the **Journal voucher** form and create a journal line. For more information, see "Enter and post an incoming payment" in the Applications and Business Processes Help.
3. Click **Payment proposal > Create payment proposal** to open the **Customer payment proposal** form and create a payment proposal for a customer. For more information, see "Post customer payments by using a payment proposal" in the Applications and Business Processes Help.
4. Click **Select** to open the **CustPaymProposal** form.
5. Enter the selection criteria and click **OK**. The transactions that are based on the specified criteria are updated in the **Customer payment proposal** form.
6. In the **Customer payment proposal** form, in the **Consolidation ID** field, select the consolidation identification number of the latest consolidated invoice.
7. In the **Consolidation day** field, enter a numeric value from 0 to 31 to set the consolidation date. If the consolidation date is set to zero, the customer's invoices will not be consolidated. If the last day of the month is less than the specified numeric value, consolidation is done on the last business day of the month.

Note: The **From date** and **To date** fields are updated with appropriate dates when the consolidation date is selected.

8. Close the **Customer payment proposal** form to save your changes. Payment proposal lines for the specified criteria are updated in the **Edit payment proposal** form.

9. In the **Journal voucher** form, click **Payment proposal > Edit payment proposal** to open the **Customer payment proposal** form.
10. Verify the payment proposal line, and then click **Transfer > OK** to transfer the payment to the **Journal voucher** form and close the **Customer payment proposal** form.
11. In the **Journal voucher** form, click **Functions > Generate payments** to open the **Generate payments** form. For more information, see "Generate customer payments (class form)" in the Applications and Business Processes Help.
12. Click **OK** to generate the payments and close the form.
13. In the **Journal voucher** form, click **Validate > Validate** to validate the journal.
14. Click **Post > Post** to post the journal.
15. Close the **Journal voucher** form and the **Journal** form to save your changes.

Create and mark purchase invoices for consolidation, and calculate due dates

Use the **Purchase order** form to create a purchase invoice, mark it for consolidation, and calculate due dates. If you set the document date, which is the original transaction date, the due date is based on the document date instead of the invoice date. For more information, see "Purchase order (form)" in the Applications and Business Processes Help.

1. Click **Accounts payable > Common Forms > Purchase Order Details** to open the **Purchase order** form.
2. Create a purchase order. For more information, see "Create a purchase order" in the Applications and Business Processes Help.
3. In the upper pane, click the **General** tab.
4. Select the **Target of consolidation** check box if the invoice for the purchase order will be consolidated later.

Note: This field is available only if you select the **Consolidated invoice for vendor** check box in the **Accounts payable parameters** form and if the **Consolidation day** field in the **Vendors** form is not set to zero.

5. Click the **Price/Discount** tab.
6. In the **Payment** field, select the terms of payment specified with holiday due date control.
The most recently consolidated invoice identification number and the date of the purchase order are displayed in the **Consolidation ID** and **Date** fields on the **Postings** tab.
7. Click **Posting > Invoice** to open the **Posting invoice** form. For more information, see "Post vendor invoices in the Posting invoice form" in the Applications and Business Processes Help.
8. Click **OK** to post the purchase order.
9. Close the **Purchase order** form to save your changes.
10. Click **Accounts payable > Common Forms > Vendor Details** to open the **Vendors** form.
11. Select the vendor account for the posted purchase invoice, and then click **Transactions** to open the **Vendor transactions** form.
12. Select the posted invoice and click the **Payment** tab. The due date of the selected invoice is displayed in the **Due date** field.
13. Close the **Vendor transactions** form and the **Vendors** form to save your changes.

Create, confirm, reopen, and print a consolidated vendor invoice

Use the **Consolidated invoice for vendor** form to create, confirm, reopen, and print a consolidated invoice for a vendor. You can create a consolidated invoice for a vendor based on the actual

consolidation date. Before you create a consolidation invoice, you must create a purchase order with an updated consolidation date. The actual consolidation date is the session date, and you cannot change this date manually. The session date must be later than date of the last consolidated invoice for that vendor.

When you create a new consolidated invoice, the status is updated as **Unconfirmed**. Confirm the invoice before you can settle it, although you can print a consolidated invoice report for an reopened invoice. Because a vendor can have several open consolidated invoices, you should confirm the vendor's existing consolidated invoices for the previous period before you create new consolidated invoices. Confirm consolidation invoices in chronological order, but reopen the confirmations in reverse chronological order.

1. Click **Accounts payable > Periodic > Consolidated invoice for vendor** to open the **Consolidated invoice for vendor** form.
2. Click **Select > Select for new invoice** to open the **Inquiry** form.
3. Enter the selection criteria and click **OK**. The open transactions marked for consolidation and the transactions that are not yet consolidated are displayed on the **Overview** tab with a status of **Unconfirmed**.

Note: The default selection criteria are **Invoice account, Date, Purchase order, and Consolidation day**.

4. Select a consolidated invoice, and then click **Function > Confirm** to consolidate the invoices on the **Purchase order** tab. After confirmation, the sum of the consolidated invoices is displayed in the **Invoice amount** field on the **General** tab, the status is updated to **Confirmed** on the **Overview** tab and **General** tab.

–or–

Select a confirmed consolidated invoice, and then click **Function > Reopen** to reopen the consolidated invoice. After reopening the invoice, the status is updated to **Unconfirmed** on the **Overview** tab and **General** tab.

Note: You can modify or delete a consolidated invoice only when its status is **Unconfirmed**.

You can view the amounts for the consolidated invoice in the **Previous invoice amount** field, the **Previously paid amount** field, the **Adjustment amount** field, the **Outstanding amount** field, the **Invoice amount** field, the **Sales tax** field, and **Total invoice amount** field.

5. Click **Function > Unmark all** to clear the **Mark** check box for all purchase orders to indicate that the purchase orders will not be consolidated. The **Unmark all** option is available only for a consolidated invoice with a status of **Unconfirmed**.
6. Click **Function > Print invoice** to generate the monthly consolidated invoice report.

Note: You cannot delete a consolidated invoice after it is confirmed or settled.

7. Close the form to save your changes.

Settle vendor consolidated invoice transactions using a payment journal

Use the **Open transaction editing** form to settle open transactions that are related to consolidated invoices after you pay a vendor. You cannot delete a consolidated invoice after it is settled. For more information, see "Open vendor transaction editing (form)" in the Applications and Business Processes Help.

1. Click **Accounts payable > Journals > Payments > Payment journal** to open the **Journal** form.
2. Create a journal, and then click **Lines** to open the **Journal voucher** form and create a journal line. For more information, see "Pay a vendor invoice" in the Applications and Business Processes Help.

3. Click **Functions > Settlement** to open the **Open transaction editing** form.
4. Click **Consolidated invoice > Select** to open the **Select transactions** form.
5. In the **Consolidation ID** field, enter the consolidation identification number of the latest consolidated invoice.

–or–

In the **Consolidation date** field, enter a numeric value from 0 to 31 to set the consolidation date. If the consolidation date is set to zero, the vendor's invoices will not be consolidated. If the last day of the month is less than the specified numeric value, consolidation is done on the last business day of the month.

Note: The **From date** and **To date** fields are updated with appropriate dates when the consolidation date is set.

6. Click **OK**. The consolidated invoice transactions are displayed in the **Open transaction editing** form.
7. Click **Consolidated invoice > Mark all** to mark all the displayed invoices for settlement.
8. Close the **Open transactions editing** form to save your changes.
9. In the **Transfer** form, click **No** to retain the original vendor payment amount.
10. In the **Journal voucher** form, click **Validate > Validate** to validate the journal.
11. Click **Post > Post** to post the payment voucher and settle the transactions fully or in part, based on the amount of the vendor payment. If the payment is greater than the total transaction amount, the payment remains open and the overpayment is reimbursed.

After the transactions are settled fully or in part, the **Status** field in the **Consolidated invoice for vendor** form is updated to **Settled** or **Partially Settled**.

12. Close the **Journal voucher** form and the **Journal** form to save your changes.

Settle a vendor consolidated invoice using a payment proposal

Use the **Vendor payment proposal** form to settle open transactions that are related to consolidated invoices after you pay a vendor. You cannot delete a consolidated invoice after it is settled. For more information, see "Vendor payment proposal (class form)" in the Applications and Business Processes Help.

1. Click **Accounts payable > Journals > Payments > Payment journal >** to open the **Journal** form.
2. Create a journal, and then click **Lines** to open the **Journal voucher** form and create a journal line. For more information, see "Pay a vendor invoice" in the Applications and Business Processes Help.
3. Click **Payment proposal > Create payment proposal** to open the **Vendor payment proposal** form and create a payment proposal for a vendor. For more information, see "Pay vendor invoices by using a payment proposal" in the Applications and Business Processes Help.
4. Click **Select** to open the **VendPaymProposal** form.
5. Enter the selection criteria and click **OK**. The transactions that are based on the specified criteria are updated in the **Vendor payment proposal** form.
6. In the **Vendor payment proposal** form, in the **Consolidation ID** field, select the consolidation identification number of the latest consolidated invoice.
7. In the **Consolidation day** field, enter a numeric value from 0 to 31 to set the consolidation date. If the consolidation date is set to zero, the customer's invoices will not be consolidated. If the last day of the month is less than the specified numeric value consolidation is done on the last business day of the month.

Note: The **From date** and **To date** fields are updated with appropriate dates when the consolidation date is set.

8. Close the **Vendor payment proposal** form to save your changes. Payment proposal lines for the specified criteria are updated in the **Edit payment proposal** form.
9. In the **Journal voucher** form, click **Payment proposal > Edit payment proposal** to open the **Edit payment proposal** form.
10. Verify the payment proposal line, and then click **Transfer > OK** to transfer the payment to the **Journal voucher** form and close the **Edit payment proposal** form.
11. In the **Journal voucher** form, click **Functions > Generate payments** to open the **Generate payments** form. For more information, see "Generate vendor payments (class form)" in the Applications and Business Processes Help.
12. Click **OK** to generate the payments and close the form.
13. In the **Journal voucher** form, click **Validate > Validate** to validate the journal.
14. Click **Post > Post** to post the journal.
15. Close the **Journal voucher** form and the **Journal** form to save your changes.

Forms

This section contains information about the new forms used to generate monthly consolidated invoices.

Form name and locator	Description
Consolidated invoice for vendor (form) Accounts payable > Periodic > Consolidated invoice for vendor	Use this form to create, confirm, reopen, and print the consolidated invoice. You can also use this form to query existing consolidated invoices and reprint them. Overview tab View the vendor accounts for which the purchase invoices to be consolidated. The open transactions marked for consolidation are displayed. Consolidation ID field The identification for each consolidated invoice. Vendor account field The vendor account number. Name field The name of the vendor. Status field The confirmation status of the invoice as Confirmed, Unconfirmed, Partially Settled or Settled . Consolidation date field The date when the invoices are to be consolidated and is calculated based on the consolidation day assigned to a vendor. General tab Consolidation ID field The identification for each consolidated invoice. Consolidation date field The date when the invoices are to be consolidated and is calculated based on the consolidation day assigned to a vendor. Execution date field The date the consolidated invoice was created. Due date field

The due date of the consolidated invoice.

Vendor account field

The vendor account number.

Name field

The name of the vendor.

Terms of payment field

The identification for the terms of payment for a vendor.

Status field

The confirmation status of the invoice as **Confirmed, Unconfirmed, Partially Settled** or **Settled**. This information cannot be modified.

Previous invoice amount field

The total invoice amount for the previous consolidation period.

Previously paid amount field

The total invoice amount paid for the previous consolidation period.

Adjustment amount field

The adjustment amount of the previous consolidation period. The adjustment amount includes cash discount and, in the future, bank charges.

Outstanding amount field

The total outstanding amount for the current consolidation period. The outstanding amount is calculated using the formula:

Previous invoice amount – Paid amount – Adjustment amount

Invoice amount field

The total invoice amount in the current consolidated invoice.

Sales tax field

The total sales tax amount for the current consolidation period.

Total invoice amount field

The total invoice amount for the current invoice is calculated using the formula:

Outstanding amount + Invoice amount during consolidation period

Purchase order tab

View the open transactions of the invoiced purchase orders to be consolidated.

Mark check box

The check box is selected by default to indicate that the purchase order will be consolidated.

Purchase order field

The invoiced purchase order number.

Date field

The date of the invoiced purchase order.

Balance field

The balance amount.

Sales tax field

The sales tax amount.

Invoice amount field

The invoice amount for the purchase order.

Note: The invoice amount is calculated as sum of the balance amount and sales tax amount.

Lines tab

View the purchase order lines information to be consolidated.

Purchase order field

The purchase order number.

Item field

The item number.

Quantity field

The quantity ordered.

Unit price field

The unit price of the item.

Discount field

The per-unit discount for each item.

Disc. Pct. Field

The item discount percentage.

Amount field

The invoice line amount. The invoice line amount is calculated using the formula:

(Quantity * Unit price) – Discount amount.

Select button

Open a menu with the following items:

- **Select for new invoice** – Create, confirm, and print a new consolidated invoice. A new consolidated invoice is always created with status as **Unconfirmed**.
- **Select existing invoice** – Query and reprint an existing consolidated invoice.

Function button

Open a menu with the following items:

- **Query invoice** – Open a query to attach additional invoices to the consolidated invoice.
- **Mark all** – Select the **Mark** check box for all purchase orders to indicate that the purchase orders will be consolidated.
- **Unmark all** – Clear the **Mark** check box for all purchase orders to indicate that the purchase orders will not be consolidated. The **Unmark all** option is available only for a consolidated invoice with a status of **Unconfirmed**.
- **Confirm** – Consolidate the invoices on the **Purchase order** tab. After confirmation, the sum of the consolidated invoices is displayed in the **Invoice amount** field, on the **Overview** tab and the status is updated to **Confirmed**.
- **Reopen** – Cancel the consolidation and reopen a confirmed consolidated invoice.
- **Consolidated Invoice** – Generate the monthly consolidated invoice report.

Select transactions (form)

Accounts payable > Journals > Payments > Payment journal > Lines > Functions > Settlement > Consolidated invoice > Select

Use this form to specify the date range, consolidation identification number, and consolidation date for the consolidated invoice.

From date field

Enter the starting date of the consolidation period.

To date field

Enter the ending date of the consolidation period.

Consolidation ID field

Enter the consolidation identification number of the latest consolidated invoice.

Consolidation date field

Enter a numeric value from 0–31 to set the consolidation date. If the consolidation date is set to zero, the vendor's invoices will not be consolidated. If the last day of the month is less than the specified

numeric value, the last day of the month is used.

Note: The **From date** and **To date** fields are updated with appropriate values when the consolidation date is set.

Modified forms

This section contains information about modified forms used to generate the monthly consolidated invoices.

Form name and locator	Description
Consolidated Invoice (form) Accounts receivable > Periodic > Consolidated Invoice	Overview tab Status field The confirmation status of an invoice as Confirmed , Unconfirmed , Settled , or Partially Settled . This information cannot be modified. General tab Execution date field The date when the consolidated invoice is created. Previous invoice amount field The total invoice amount for the previous consolidation period. Previously paid amount field The total invoice amount paid for the previous consolidation period. Adjustment amount field The adjustment amount of the previous consolidation period. The adjustment amount includes cash discount and, in the future, bank charges. Outstanding amount field The total outstanding amount for the current consolidation period. The outstanding amount is calculated using the formula: Previous invoice amount – Paid amount – Adjustment amount Invoice amount field The total invoice amount in the current consolidated invoice. Sales tax field The total sales tax amount for the current consolidation period. Total invoice amount field The total invoice amount for the current invoice is calculated using the formula: Outstanding amount + Invoice amount during consolidation period
Accounts receivable parameters (form) Accounts receivable > Setup > Parameters	General tab Consolidated invoice for customer field Select this check box to consolidate multiple sales orders that the packing slips are posted for into one invoice, based on a consolidation date.
Customer payment proposal (form) Accounts receivable > Journals > Payments > Payment journal > Lines > Payment proposal > Create payment proposal	Consolidation ID field The identification for each consolidated invoice.
Terms of payment (form) Accounts payable > Setup > Payment > Terms of payment –or–	Setup tab Payment method field Select Cutoff day as the payment method. A cutoff day is used to calculate due dates. You can enter the cutoff day for payment in the

Accounts receivable > Setup > Payment > Terms of payment

Cutoff day field.

Note: This field is available only for the Accounts payable module.

Cutoff day field

Enter a numeric value from 1–31 to set the cutoff date. If the last day of the month is less than the specified numeric value, consolidation is done on the last business day of the month.

Note: This field is available only if you select the **Use cut-off day** check box on the **General** tab of the **Accounts payable parameters** form.

Holiday calendar field

Select the calendar description.

Holiday due date control field

Select the option to be used if the calculated due date is on a holiday:

- **Following day** – Set the due date to the next business day.
- **Previous day** – Set the due date to the previous business day.

Note: The **Holiday calendar** and **Holiday due date control** fields are available only if you select the **Use holiday calendar** check box on the **Other** tab of the **Company information** form and if the **Holiday due date control** field is updated with the appropriate value on the **General** tab of the **Accounts payable parameters** form.

Accounts payable parameters
(form)

Accounts payable > Setup > Parameters

General tab

Consolidated invoice for vendor check box

Select this check box to create a consolidated invoice for a vendor.

Holiday due date control field

Select the option to be used if the calculated due date is on a holiday:

- **Following day** – Set the due date to the next business day.
- **Previous day** – Set the due date to the previous business day.

Note: This field is available only if you select the **Use holiday calendar** check box on the **Other** tab of the **Company information** form.

Use cut-off day check box

Select to use the cutoff day to calculate the due date.

Number sequences tab

Number sequence code field

Select the number sequence code for **Consolidation ID**.

Vendors (form)

Accounts payable > Common Forms > Vendor Details

Payment tab

Consolidation day field

Enter a numeric value from 0–31 to set the consolidation date. If the consolidation date is set to zero, the vendor’s invoices will not be consolidated. If the last day of the month is less than the specified numeric value, consolidation is done on the last business day of the month.

Note: This field is available only if you select the **Consolidated invoice for vendor** check box on the **General** tab in the **Accounts payable parameters** form.

Purchase order (form)

Accounts payable > Common Forms > Purchase Order Details

General tab

Target of consolidation check box

Select this check box if the invoice for a purchase order will be consolidated later.

Note: This field is available only if you select the **Consolidated invoice for vendor** check box in the **Accounts payable parameters** form and if the **Consolidation date** field in the **Vendors** form is not set to zero.

Price/Discount tab

Payment field

Select the terms of payment specified with holiday due date control.

Postings tab

Consolidation ID field

The most recently consolidated invoice identification number.

Date field

The most recent date of the purchase order.

Open vendor transaction editing
(form)

Accounts payable > Journals > Payments > Payment journal > Lines > Functions > Settlement

Consolidated Invoice button

Opens a menu with the following items:

- **Select** – Open the **Select transactions** form to specify the selection criteria. Only open transactions that have been updated as confirmed consolidated invoices are displayed.
- **Mark all** – Select all the records to consolidate the invoice.

Vendor transactions (form)

Accounts payable > Common Forms > Vendor Details > Transactions

Payment tab

Due date field

The due date of a selected invoice.

Vendor payment proposal (form)

Accounts payable > Journals > Payments > Payment journal > Lines > Payment proposal > Create payment proposal > OK

Consolidation ID field

The identification for a consolidated invoice.

The Microsoft Knowledge Base article number for this country-specific update is 2290857.

Microsoft Dynamics is a line of integrated, adaptable business management solutions that enables you and your people to make business decisions with greater confidence. Microsoft Dynamics works like and with familiar Microsoft software, automating and streamlining financial, customer relationship and supply chain processes in a way that helps you drive business success.

U.S. and Canada Toll Free 1-888-477-7989

Worldwide +1-701-281-6500

www.microsoft.com/dynamics

This document is provided "as-is". Information and views expressed in this document, including URL and other Internet Web site references, may change without notice. You bear the risk of using it.

Some examples depicted herein are provided for illustration only and are fictitious. No real association or connection is intended or should be inferred.

This document does not provide you with any legal rights to any intellectual property in any Microsoft product. You may copy and use this document for your internal, reference purposes. You may modify this document for your internal, reference purposes.

© 2010 Microsoft Corporation. All rights reserved.

Microsoft