



Microsoft Dynamics™ GP
Purchase Vouchers

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Contents

| | |
|---|-----------|
| Introduction | 1 |
| What's in this manual..... | 1 |
| Symbols and conventions | 2 |
| Resources available from the Help menu..... | 2 |
| Send us your documentation comments | 4 |
| Chapter 1: Setup | 5 |
| Setting up purchase vouchers | 5 |
| Understanding consecutive numbering | 6 |
| Chapter 2: Routines | 7 |
| Assigning consecutive purchase voucher numbers..... | 7 |
| Generating and printing purchase vouchers | 8 |
| Glossary | 9 |
| Index | 11 |

Introduction

Purchase Vouchers allows you to generate purchase vouchers for Accounts Payable invoices in accordance with the decree 522 issued by the Finance and Public Credit ministry. This voucher is generated for all open and historic invoices. This voucher is issued to those vendors who are not businesses, or to those who are registered under the simplified regime as specified by the tax authorities.

Check for current instructions

This information was current as of February 2007. The documentation may be updated as new information becomes available. Check the Microsoft Dynamics GP online Web site (<http://go.microsoft.com/fwlink/?LinkID=79222>) for the most current documentation.

The introduction is divided into the following sections:

- [*What's in this manual*](#)
- [*Symbols and conventions*](#)
- [*Resources available from the Help menu*](#)
- [*Send us your documentation comments*](#)

What's in this manual

This manual is designed to give you an in-depth understanding of how to use the features of Purchase Vouchers, and how it integrates with the Microsoft Dynamics™ GP system.

To make best use of Purchase Vouchers, you should be familiar with systemwide features described in the System User's Guide, the System Setup Guide, and the System Administrator's Guide.

Some features described in the documentation are optional and can be purchased through your Microsoft Dynamics GP partner.



To view information about the release of Microsoft Dynamics GP that you're using and which modules or features you are registered to use, choose Help >> About Microsoft Dynamics GP.

This manual is divided into the following chapters:

- [Chapter 1, "Setup,"](#) describes how to perform the necessary setup to use Purchase Vouchers.
- [Chapter 2, "Routines,"](#) explains how to assign the purchase voucher numbers, and how to print purchase vouchers.

Symbols and conventions

For definitions of unfamiliar terms, see the glossary in the manual or refer to the glossary in Help.

| Symbol | Description |
|---|--|
|  | The light bulb symbol indicates helpful tips, shortcuts and suggestions. |
|  | The warning symbol indicates situations you should be especially aware of when completing tasks. |

This manual uses the following conventions to refer to sections, navigation and other information.

| Convention | Description |
|---|--|
| <i>Creating a batch</i> | Italicized type indicates the name of a section or procedure. |
| File >> Print or File > Print | The (>>) or (>) symbol indicates a sequence of actions, such as selecting items from a menu or toolbar, or pressing buttons in a window. This example directs you to go to the File menu and choose Print. |
| TAB or ENTER | All capital letters indicate a key or a key sequence. |

Resources available from the Help menu

The Microsoft Dynamics GP Help menu gives you access to user assistance resources on your computer, as well as on the Web.

Contents

Opens the Help file for the active Microsoft Dynamics GP component, and displays the main “contents” topic. To browse a more detailed table of contents, click the Contents tab above the Help navigation pane. Items in the contents topic and tab are arranged by module. If the contents for the active component includes an “Additional Help files” topic, click the links to view separate Help files that describe additional components.

To find information in Help by using the index or full-text search, click the appropriate tab above the navigation pane, and type the keyword to find.

To save the link to a topic in the Help, select a topic and then select the Favorites tab. Click Add.

Index

Opens the Help file for the active Microsoft Dynamics GP component, with the Index tab active. To find information about a window that’s not currently displayed, type the name of the window, and click Display.

About this window

Displays overview information about the current window. To view related topics and descriptions of the fields, buttons, and menus for the window, choose the appropriate link in the topic. You also can press F1 to display Help about the current window.

Lookup

Opens a lookup window, if a window that you are viewing has a lookup window. For example, if the Checkbook Maintenance window is open, you can choose this item to open the Checkbooks lookup window.

Show Required Fields

Highlights fields that are required to have entries. Required fields must contain information before you can save the record and close the window. You can change the font color and style used to highlight required fields. On the Microsoft Dynamics GP menu, choose User Preferences, and then choose Display.

Printable Manuals

Displays a list of manuals in Adobe Acrobat .pdf format, which you can print or view.

Orientation Training

Accesses online tutorials that show you how to complete basic procedures within Microsoft Dynamics GP. Additional tutorials are available through the CustomerSource Web site.

What's New

Provides information about enhancements that were added to Microsoft Dynamics GP since the last major release.

Microsoft Dynamics GP Online

Opens a Web page that provides links to a variety of Web-based user assistance resources. Access to some items requires registration for a paid support plan.

Current implementation and upgrade information The most recent revisions of upgrade and implementation documentation, plus documentation for service packs and payroll tax updates.

User documentation and resources The most recent user guides, how-to articles, and white papers for users.

Developer documentation and resources The most recent documentation and updated information for developers.

Product support information Information about the Microsoft Dynamics GP product support plans and options that are available, along with information about peer support and self-support resources.

Services information Information about Microsoft Dynamics GP support, training, and consulting services.

Microsoft Dynamics GP Community Access to newsgroups, where you can ask questions or share your expertise with other Microsoft Dynamics GP users.

CustomerSource home page A wide range of resources available to customers who are registered for a paid support plan. Includes access to Knowledge Base articles, software downloads, self-support, and much more.

U.S. Payroll Updates

Provides access to tax updates for state and federal tax withholding. When you select an option, the process to install the updates will begin immediately.



Check with your system administrator before installing tax updates. To be sure that tax updates are installed correctly, refer to documentation for specific tax updates on the CustomerSource Web site.

Customer Feedback Options

Provides information about how you can join the Customer Experience Improvement Program to improve the quality, reliability, and performance of Microsoft® software and services.

Send us your documentation comments

We welcome comments regarding the usefulness of the Microsoft Dynamics GP documentation. If you have specific suggestions or find any errors in this manual, send your comments by e-mail to the following address: bizdoc@microsoft.com.

To send comments about specific topics from within Help, click the Documentation Feedback link, which is located at the bottom of each Help topic.

Note: By offering any suggestions to Microsoft, you give Microsoft full permission to use them freely.

2. Enter the starting number up to 17 digits in the Next Number field. The purchase vouchers that you generate will be numbered consecutively starting from this number. Be sure to enter a number with adequate leading zeroes. This number is updated with the next available number each time you assign the voucher numbers. The Last Update field displays the date on which the purchase vouchers were last generated.
3. Select a vendor ID to add to the Simplified Supplier Regime list. You can add as many vendors as are registered under this scheme.



You can also create a text file with the details of vendors that are registered as businesses, individuals, or under the simplified supplier regime. You can then use the Table Import tool (Microsoft Dynamics GP menu >> Tools >> Integrate >> Table Import) to import this information to the Purchase Voucher vendor master table. Refer to the Import Utility documentation for more information.

4. Choose OK to save the information you entered and close the window.

Understanding consecutive numbering

The purchase vouchers that are generated for payables invoices must be numbered consecutively based on their posting date. You can enter the starting number for this numbering sequence in the Next Number field of the Purchase Voucher Configuration window. This number is updated each time you generate purchase vouchers. You can enter up to 17 digits in this field. The number of purchase vouchers that can be generated depends on the number you enter here, so be sure to enter a number with adequate leading zeroes.

For example, if you enter 001 as the next number, you can generate purchase vouchers up to the number 999. The transaction after the number 999 will be assigned a purchase voucher number 000. No numbers will be assigned to transactions after this. However, if you choose Additional >> Generate Purchase Voucher, then any previously unassigned numbers in the range 001 to 999 will be assigned to the next documents. Once all the numbers in the range have been used, you cannot generate any more purchase vouchers.

Chapter 2: Routines

Use this information to assign the purchase voucher number for all posted payables documents for the specified vendors. You can then print the purchase vouchers to be issued to the respective vendors.

This information is divided into the following sections:

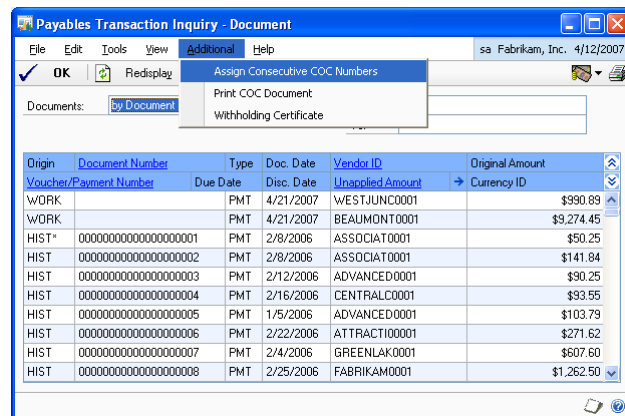
- [Assigning consecutive purchase voucher numbers](#)
- [Generating and printing purchase vouchers](#)

Assigning consecutive purchase voucher numbers

You can assign purchase voucher numbers to your payables invoices from the Payables Transaction Inquiry - Document window. The numbers are assigned consecutively based on the document's posting date. We recommend that you run this routine each time you post a document, in order to maintain the numbering sequence. Once a document is assigned a purchase voucher number, it will not change even if you re-run the process.

To assign consecutive purchase voucher numbers:

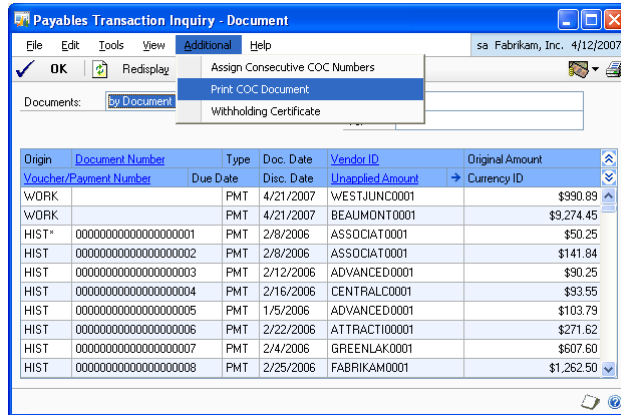
1. Open the Payables Transaction Inquiry - Document window.
(Inquiry >> Purchasing >> Transaction by Document)



2. Select the criterion to display documents in the scrolling window, by Document Number, Document Date, or Vendor ID. Select All or enter the range for the selected criterion.
3. Choose Redisplay to display the documents according to your selection. The purchase voucher numbers will be assigned only to the documents displayed in the scrolling window.
4. Choose Additional >> Assign Consecutive COC numbers to assign consecutive purchase voucher numbers to the payables documents based on their posting date. The starting purchase voucher number is the one specified in the Next Number field of the Purchase Voucher Setup window.
5. Choose OK to close the window.

Generating and printing purchase vouchers

Once you have assigned the consecutive purchase voucher numbers to payables invoices, you can print the purchase vouchers. In the Payables Transaction Inquiry - Document window (Inquiry >> Purchasing >> Transaction by Document), display the documents for which to generate purchase vouchers. Choose Additional >> Print COC document to generate the purchase vouchers for the displayed documents.



The purchase vouchers are generated in two separate files for open and historic transactions. You can print the vouchers to screen, to a file, or to a printer. If you have not assigned the consecutive purchase voucher numbers to a document, they will be assigned automatically while printing the purchase vouchers.



If the next number that you have entered is 000, then the purchase voucher numbers will not be assigned automatically. You must run the Assign COC numbers process before printing the purchase vouchers.

Glossary

Consecutive purchase voucher number

Consecutive numbers assigned to the purchase vouchers based on the posting date.

Index

W

what's new, accessing 3

C

changes since last release, information about 3

consecutive numbers

 assigning 7

 example 6

 explained 6

current upgrade information, accessing on the Web 3

D

documentation, symbols and conventions

 2

H

help, displaying 2

Help menu, described 2

I

icons, used in manual 2

importing, vendor details 6

inflation adjustment, introduction 1

L

lessons, accessing 3

lookup window, displaying 3

N

new features, information about 3

O

Orientation training, accessing 3

P

Purchase Voucher Configuration window, displaying 5

purchase vouchers

 generating 8

 numbering 7

 printing 8

R

required fields, described 3

resources, documentation 2

S

simplified regime, vendors 5

symbols, used in manual 2

T

tutorial, accessing 3

U

upgrade, procedure 5

upgrade information, accessing on the Web 3

V

vendor details, importing 6

vendors, simplified regime 5

