



Accounts Payable

This section describes how suppliers and subcontractors are managed in the Accounts Payable module in ProjectVIEW

Table of Contents

1	Introduction	3
2	Vendors.....	4
2.1	Vendor Form	5
2.1.1	Basic Data.....	5
2.1.2	More Data	6
2.1.3	Ac Con Per Company.....	7
2.1.4	Services	8
2.1.5	Connected Documents.....	9
2.1.6	Banks	10
2.1.7	Contacts	11
2.1.8	Eval Criteria	12
3	Contacts	13
4	Inventory Reports	14
5	Appendix – Accounts Payable Settings	15

1 Introduction

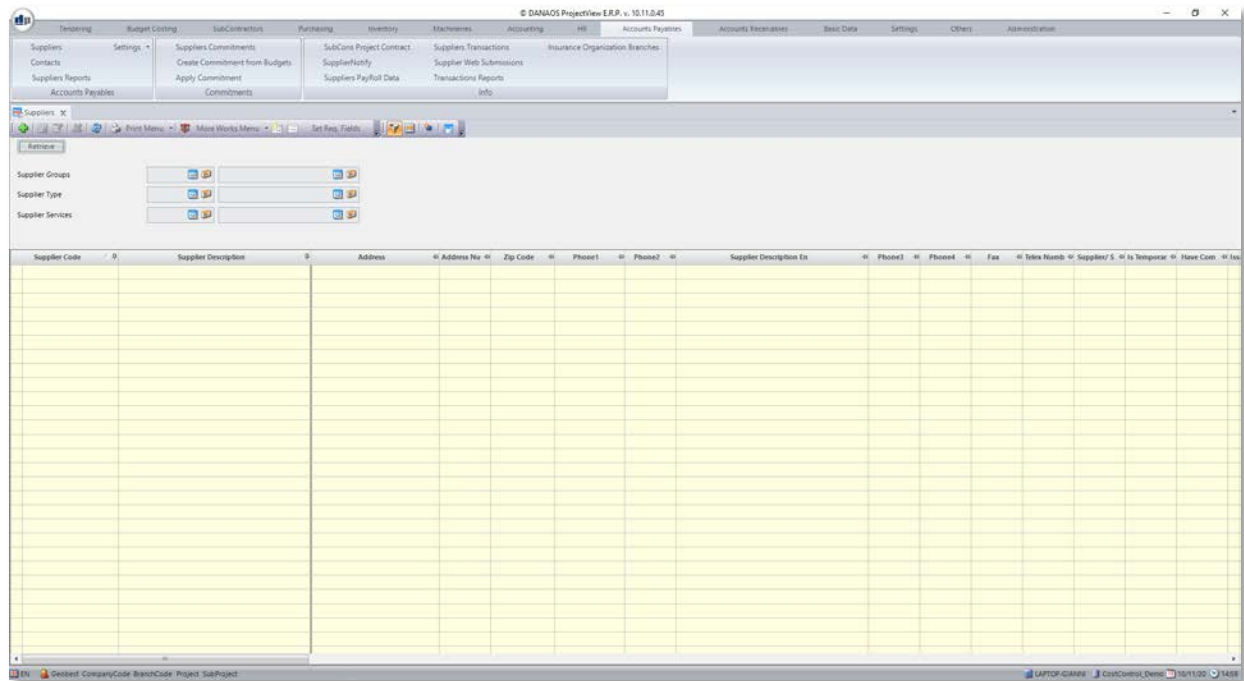
ProjectVIEW is an ERP that recognizes the importance of suppliers and subcontractors. It has therefore two modules dealing with them. The first one is the Subcontractors module, while the second one is Accounts Payables module.

ProjectVIEW treats suppliers and subcontractors in a similar manner. Therefore, for the purposes of this manual, they will both be referred to as “*Vendors*”. Whenever a field or functionality has been designed to specifically target suppliers or vendors, it will be mentioned.

2 Vendors

To view a list of the vendors, the user must navigate to:

“Accounts Payables” > “Accounts Payables” > “Suppliers”



Clicking on the *“Retrieve”* button will populate the grid with all the items matching the parameters (if any parameters are set).

Editing or creating a new vendor will display the vendor form.

2.1 Vendor Form

As mentioned in the introduction, vendors in ProjectVIEW can suppliers, subcontractors or both. The following section explains how to create or edit a vendor.

2.1.1 Basic Data

This tab contains the vendor's basic information.

The screenshot displays the 'SubContractors' form in ProjectVIEW ERP. The 'Basic Data' tab is active, showing various input fields for vendor information. The fields are organized into sections: 'Basic Data', 'Parameters', and 'Address Data'. The 'Supplier Code' field contains '00001'. The 'Supplier Description' field contains 'Danaos Construction'. The 'Supplier Type Code' field is empty. The 'Supplier/SubContractor' dropdown is set to 'Supplier'. The 'Supplier Status' dropdown is set to '1'. The 'Discount Percent' field is set to '0.00 %'. The 'Supplier Group Code' field is empty. The 'Number Of Days' field is set to '0'. The 'Payment Way Flag' dropdown is set to 'Have Commitment'. The 'Supplier Code From Ext ERP' field is empty. The 'Currency Code' field is empty. The 'Payment Terms' field is empty. The 'Address Data' section includes fields for Address, Area Code, City Code, State Code, Country Code, City Name, Zip Code, Phone1, Phone2, Phone3, Phone4, and Fax.

The mandatory fields are:

- ✓ Supplier Code
- ✓ Supplier Description
- ✓ Supplier/Subcontractor

The rest of the fields are optional but it is recommended that, in order for the Purchasing module to work efficiently, that a "Supplier Type Code" be also provided.

2.1.2 More Data

This tab contains additional supplier information.

All fields are optional. However, the following are mandatory if the e-Procurement system is to be used in the Purchasing module:

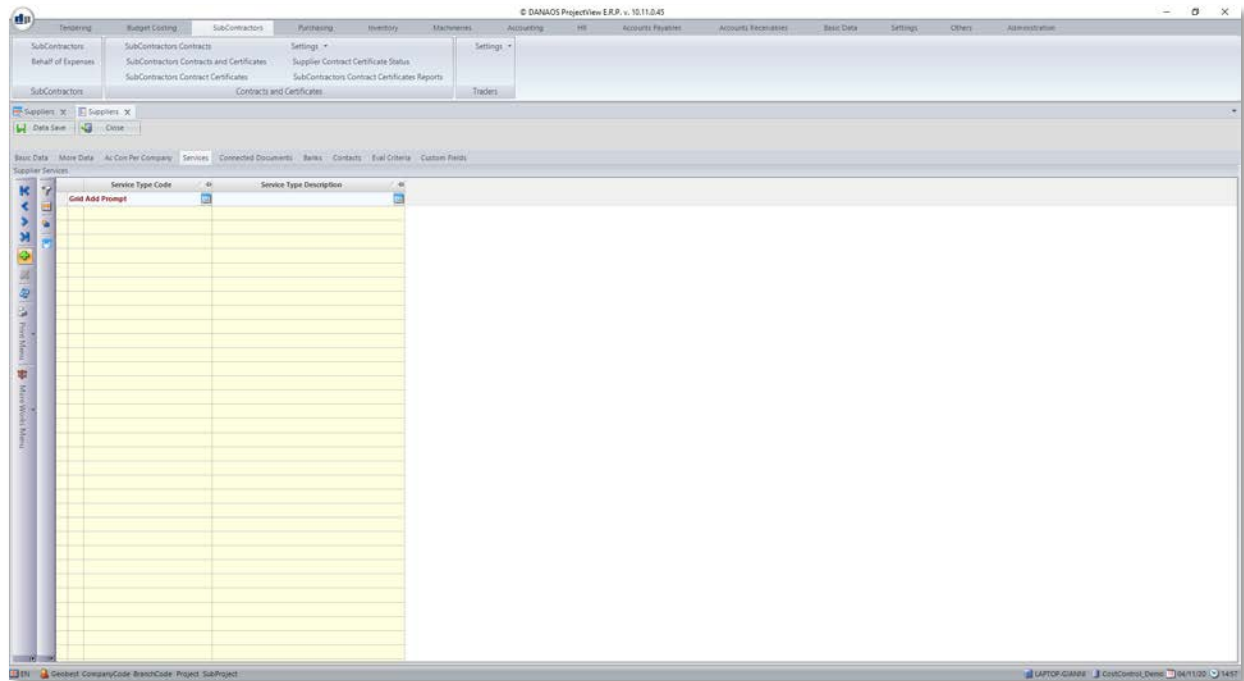
- ✓ VAT Number
- ✓ VAT Registration Number
- ✓ Email

Furthermore, the following are recommended for the Accounting module to work efficiently:

- ✓ Ac Code
- ✓ Bank Code
- ✓ Bank Account

2.1.1.4 Services

ProjectVIEW uses the package/service system to associate vendors with BOQ lines, items etc. In this tab, the user can associate a number of services with this vendor. This becomes very useful when used in conjunction with packages in the Tendering and Purchasing modules since it allows the automatic selection of vendors in the requisition stage.

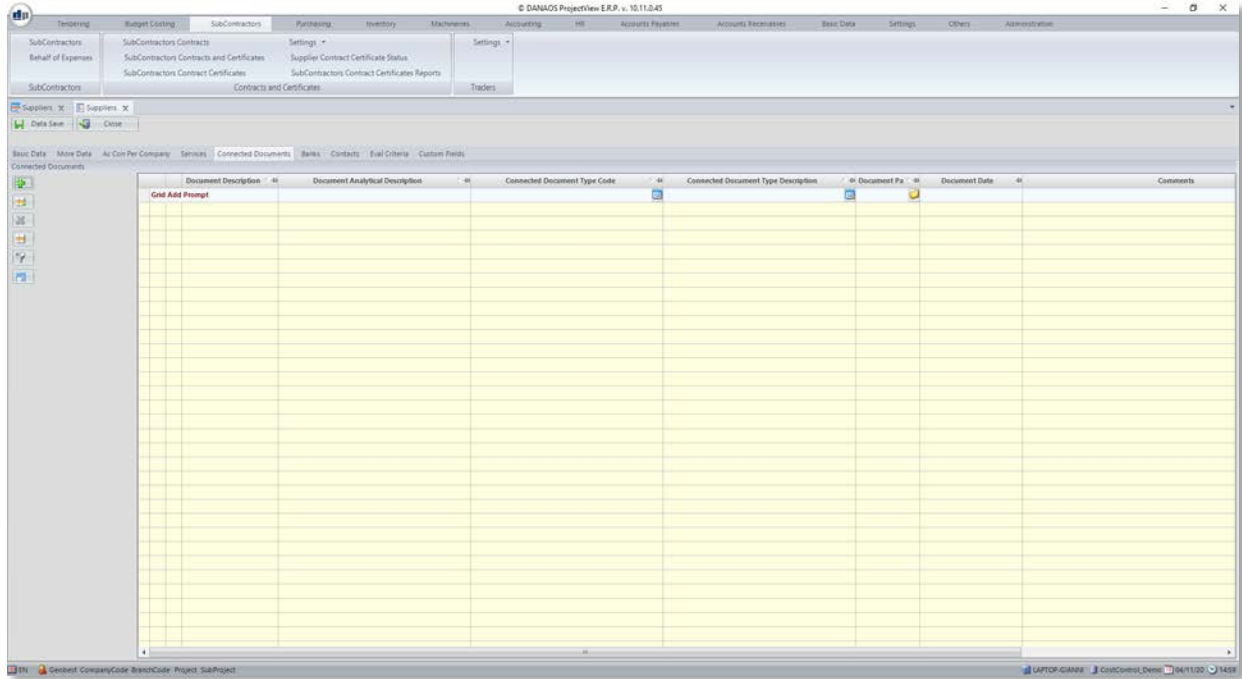


Note

- ✓ Services are different for suppliers and subcontractors. The services that will be available for selection in this tab are determined by the Supplier/Subcontractor field in the “Basic Data” tab.

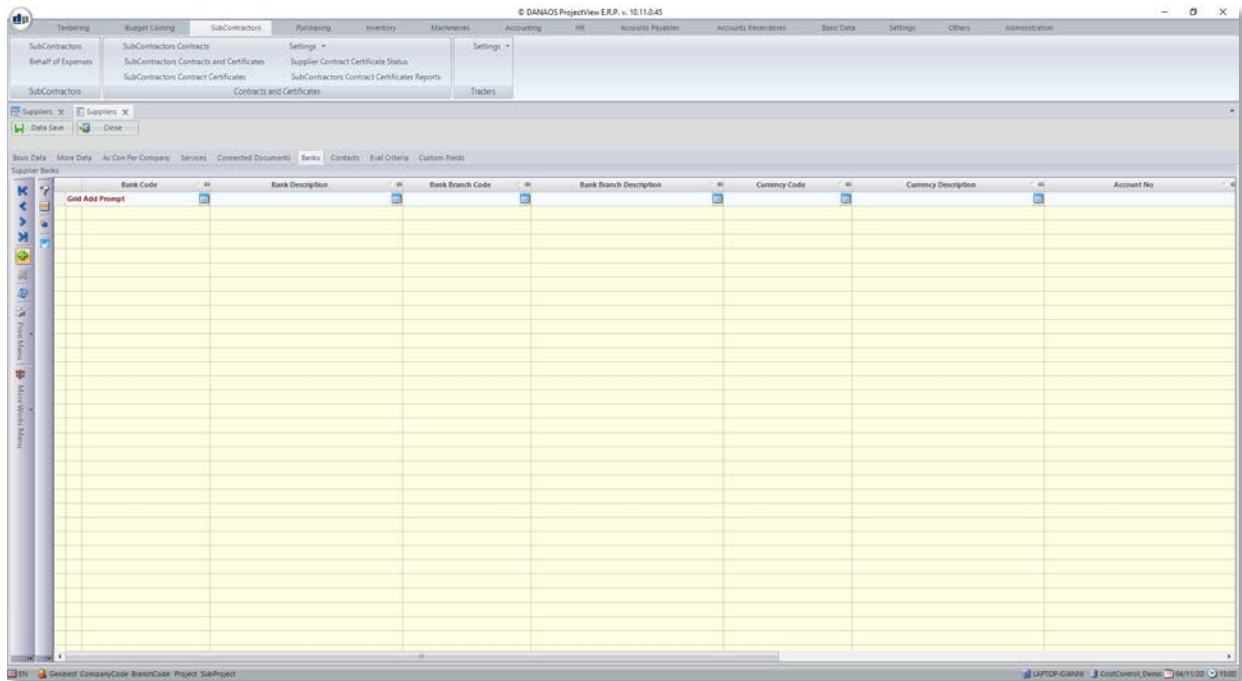
2.1.5 Connected Documents

It is possible to associate a vendor with one or more documents (e.g. certificates). This tab allows for these documents to be associated with the vendor.



2.1.6 Banks

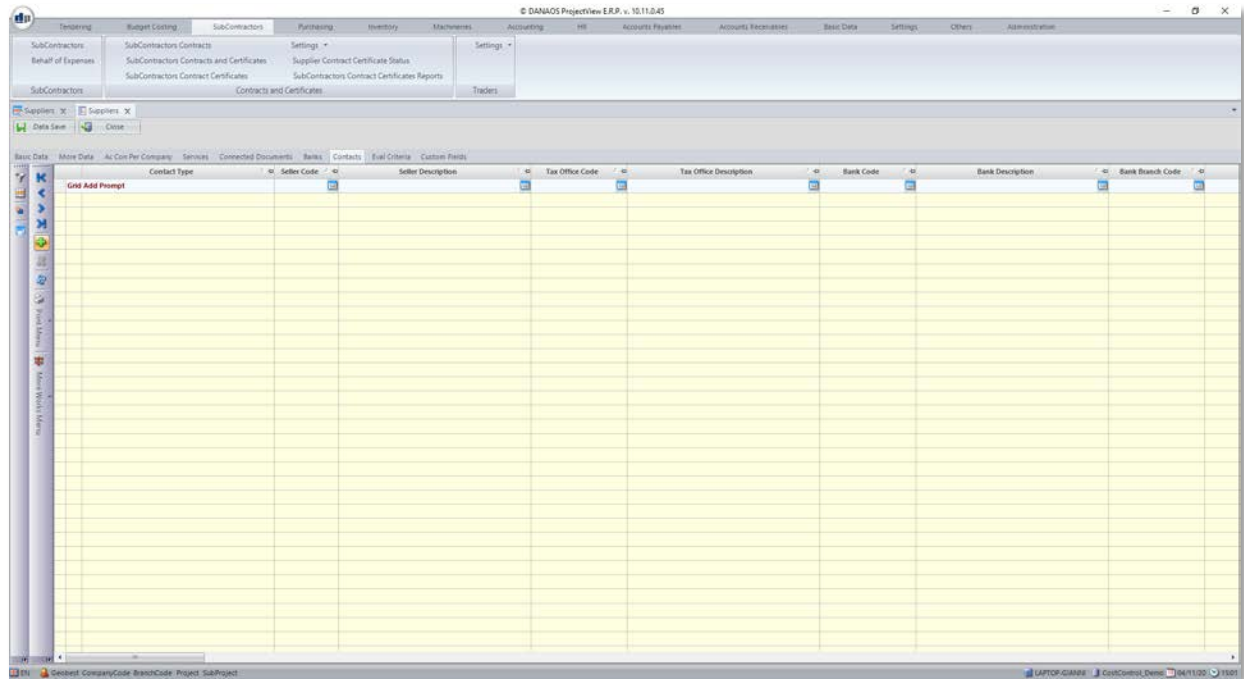
It is possible to assign multiple banks to a vendor. This tab allows for these banks to be added.



2.1.7 Contacts

A vendor can have multiple contacts or departments, each with an email, phone number etc.

This tab allows for these contacts to be added to the vendor.

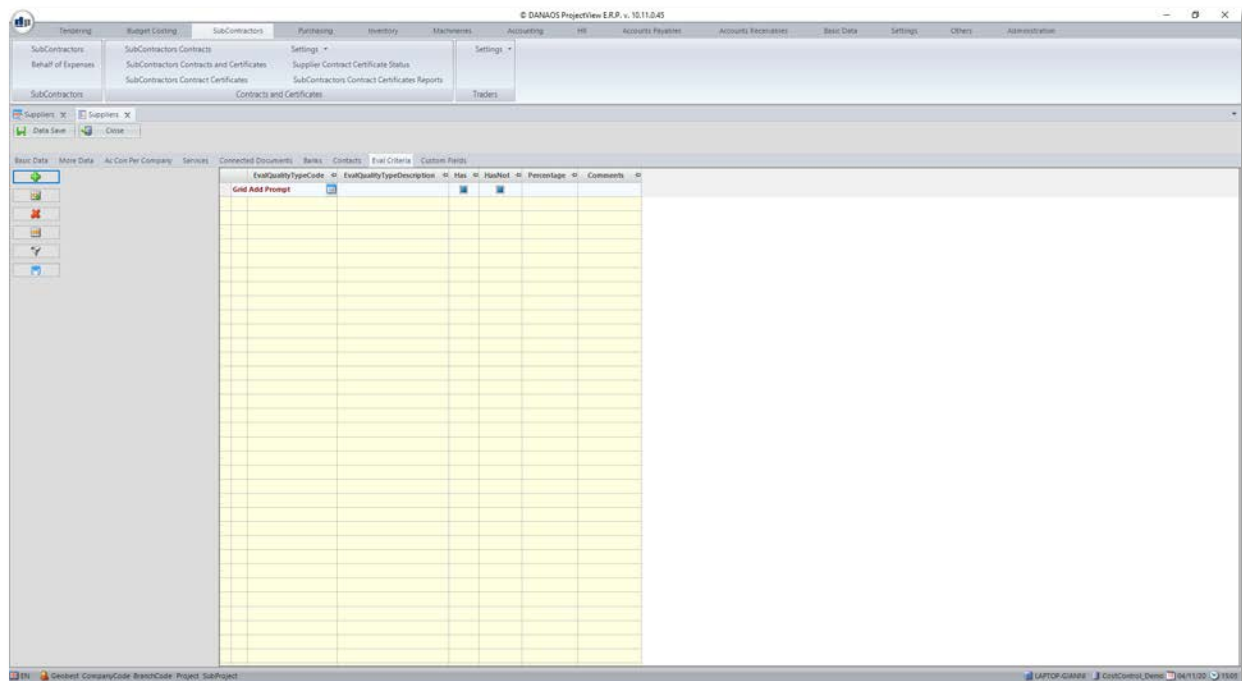


2.1.8 Eval Criteria

Evaluation criteria are used in the Purchasing module and specifically during the requisition stage to ensure that a vendor fulfills all required standards. Examples of these are:

- ✓ Employment of certified engineers
- ✓ Company-approval
- ✓ ISO

This tab allows for these criteria to be associated with the vendor.



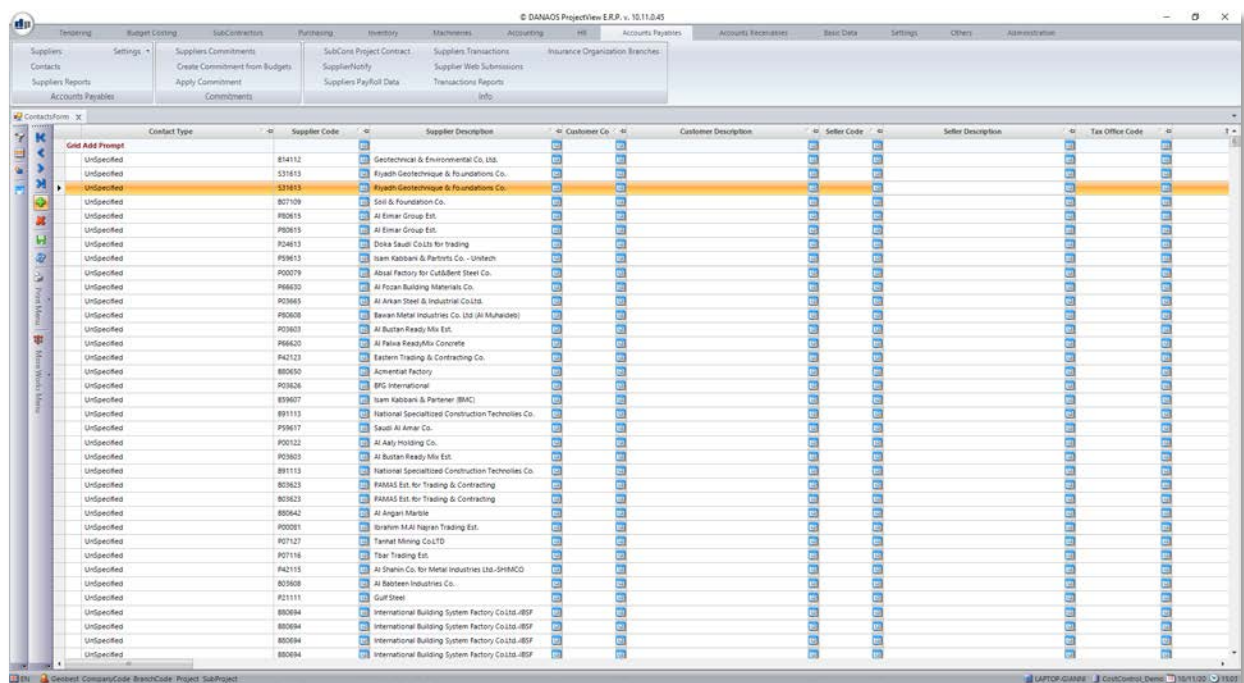
3 Contacts

Contacts refer to points of contact within the organization of a supplier or subcontractor. They can be employees or even departments.

This chapter describes how contacts are created and managed. To assign a contact to a supplier or subcontractor, besides the method described here, the user can also use the “*Contacts*” tab described in an earlier chapter.

To view a list of the contacts, the user must navigate to:

“*Accounts Payables*” > “*Accounts Payables*” > “*Contacts*”



The user can add or edit a contact directly from this grid.

The mandatory fields are:

- ✓ Supplier Code
- ✓ Last Name

Note

Besides the above, the “*Email*” field is mandatory for contacts who will be used in the procurement process, namely the requisition phase.

4 Inventory Reports

To view all available reports, the user has to navigate to:

“Accounts Payables” > “Accounts Payables” > “Suppliers Reports”

This will display the following form:

After providing the appropriate parameters the user can select a report and click on the *“Print Preview”* button to view it.

5 Appendix – Accounts Payable Settings

There are various fields in the accounts payables module, which use predefined codes. These are:

- ✓ Suppliers Service Types
- ✓ Supplier Groups
- ✓ Items and Supplier Items
- ✓ Items Suppliers Price List
- ✓ Supplier Status

To view/add/edit the above, the user has to navigate to:

“Accounts Payables” > “Accounts Payables” > “Settings” > ...

and then choose the appropriate item from the list.



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