RSA e-Business: Navigation

Write a check to a vendor (cash disbursement): summary

1. Select the tab **Payables** from the main menu.

2. Under **Transactions** group, click on the link **Vendor Disbursements.** This will open a new window.

3. Enter a vendor number or select one from the database by using the select button on the right side of the vendor field. When this is done properly, new fields appear on the window their default values if any.

4. Locate the field **Invoice** and enter an invoice number.

5. Locate the field **Total** and enter the total amount for the check.

6. Change the default values for the others fields (Reference, Freight, …etc) if necessary.

7. Click on the **Save** button for recording the information to the check. This will show a new area on the bottom of the window with the summary of the check.

8. Save the transaction by clicking on the **Save** button . This will creates and displays a check number if the operation is successful.

How to write a check to a vendor (cash disbursement): details

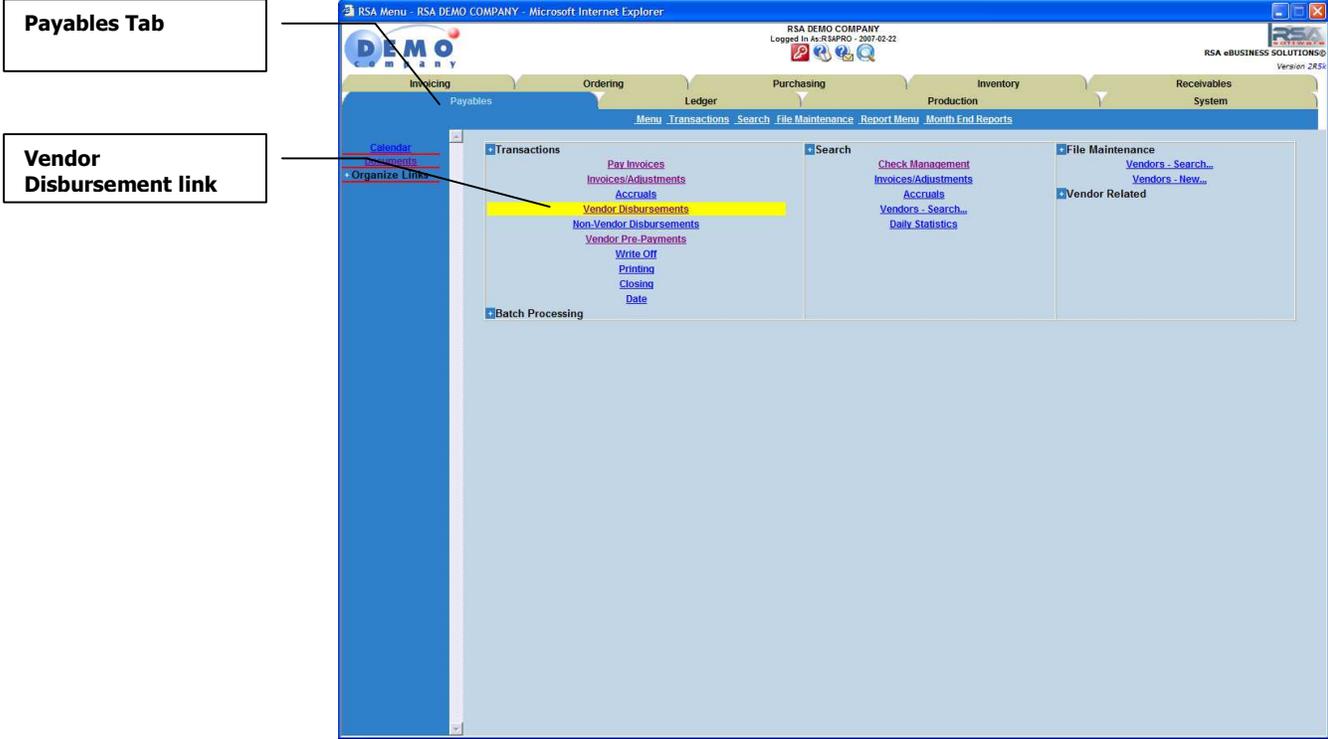1. Select the Payables tab from the main menu. This will shows the menu navigation of the payables (See fig 1).

Payables Tab

Vendor Disbursement link

Fig 1: Payables menu

2. Under **Transactions** group, click on the link **<u>Vendor Disbursements</u>** (see fig 1 above). This will open a new window (see fig 2).
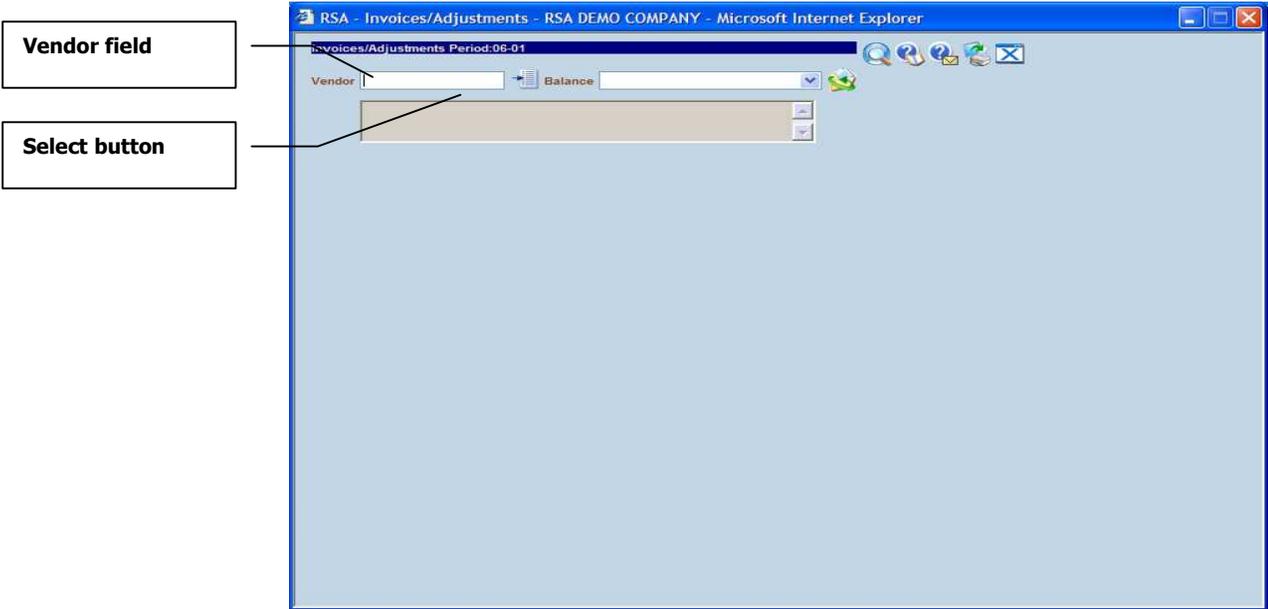
Vendor field

Select button

Fig 2: interface for selecting a vendor

3. In the new window, enter the **vendor number** using one of the following:

   a. Enter the vendor number directly if you know it and go to step 4.

   b. Otherwise use the select button near the vendor field for selecting a vendor number from the database. A new window will be opened. There are two ways for searching a vendor number:
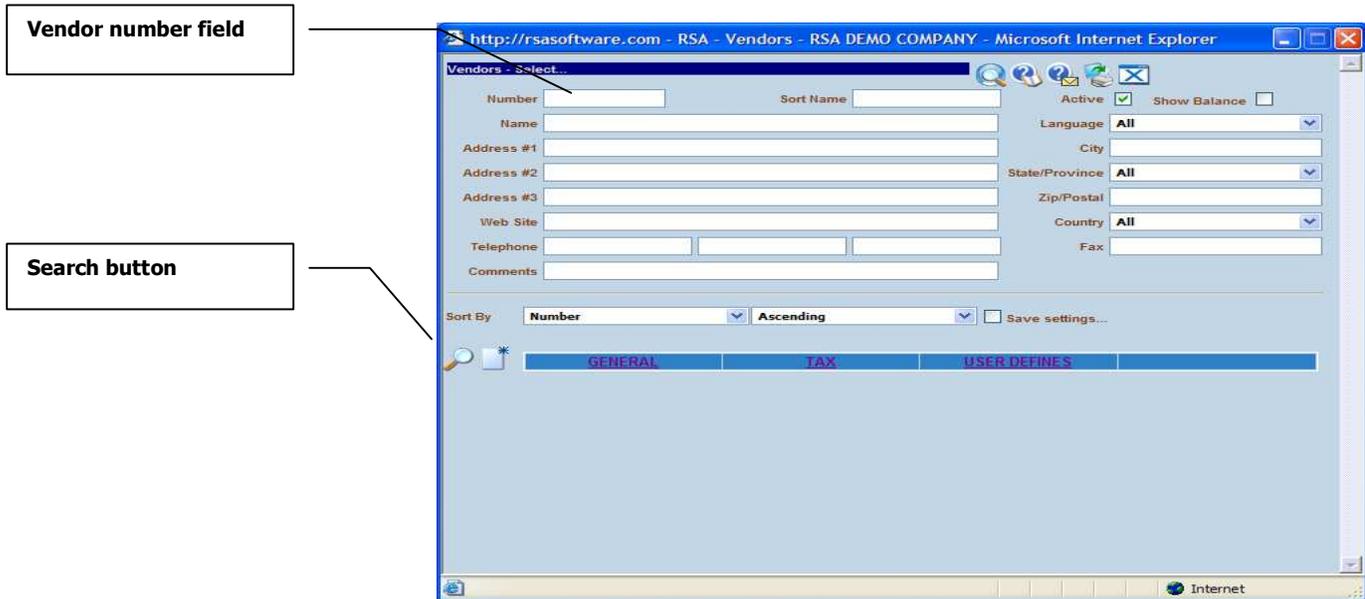

Fig 3: interface for searching a vendor by criteria

   i. **Searching a vendor number by criteria**:
      a. Enter the keywords in one or any fields you want. The keywords can be either one or any combination of either a word, a character, a wildcard like % character.

      b. Optionally use the sorting options for the result display.

      Once the criteria are defined, click on the tabulation key or the Search button. This will bring a list of all available vendors (See fig 4 below)

   ii. **Searching a vendor number without any criteria:**
      a. Click directly on the search button without entering any criteria. This will bring a list of all available vendors (See fig 4 below)

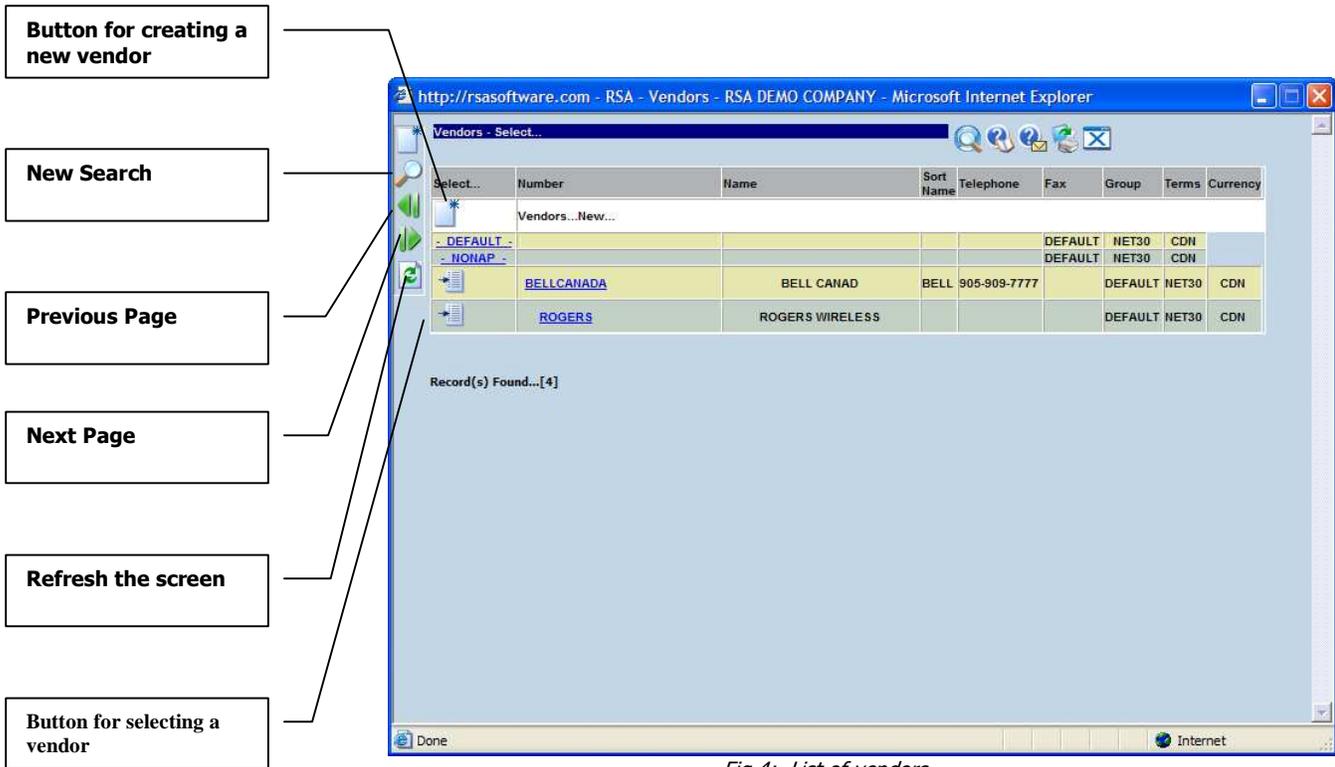   c. A list of all available vendors is displayed if any is found (see fig 4 below).

Button for creating a new vendor

New Search

Previous Page

Next Page

Refresh the screen

Button for selecting a vendor

Select...	Number	Name	Sort Name	Telephone	Fax	Group	Terms	Currency
	Vendors...New...							
- DEFAULT -						DEFAULT	NET30	CDN
- NONAP -						DEFAULT	NET30	CDN
	BELLCANADA	BELL CANAD	BELL	905-909-7777		DEFAULT	NET30	CDN
	ROGERS	ROGERS WIRELESS				DEFAULT	NET30	CDN

Record(s) Found...[4]

Fig 4: List of vendors

4. Once a correct vendor number is selected, the window changes and will let you gather all the other information for the check (See fig 5 below).

Total field

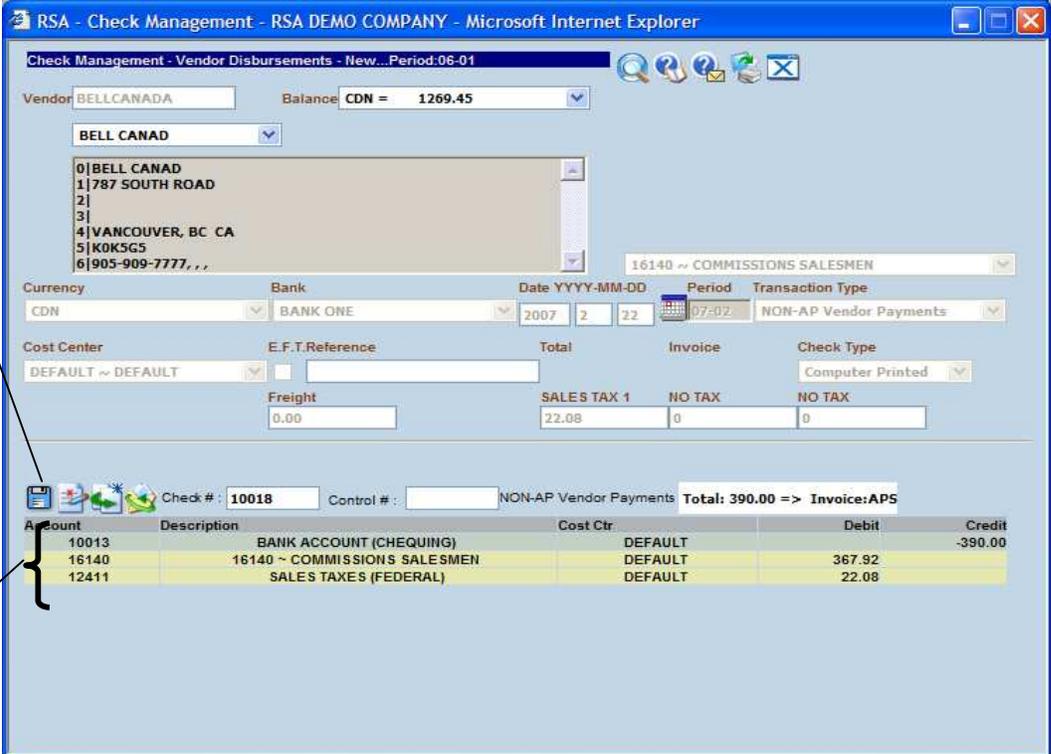**Invoice number field**

Saving check's information button
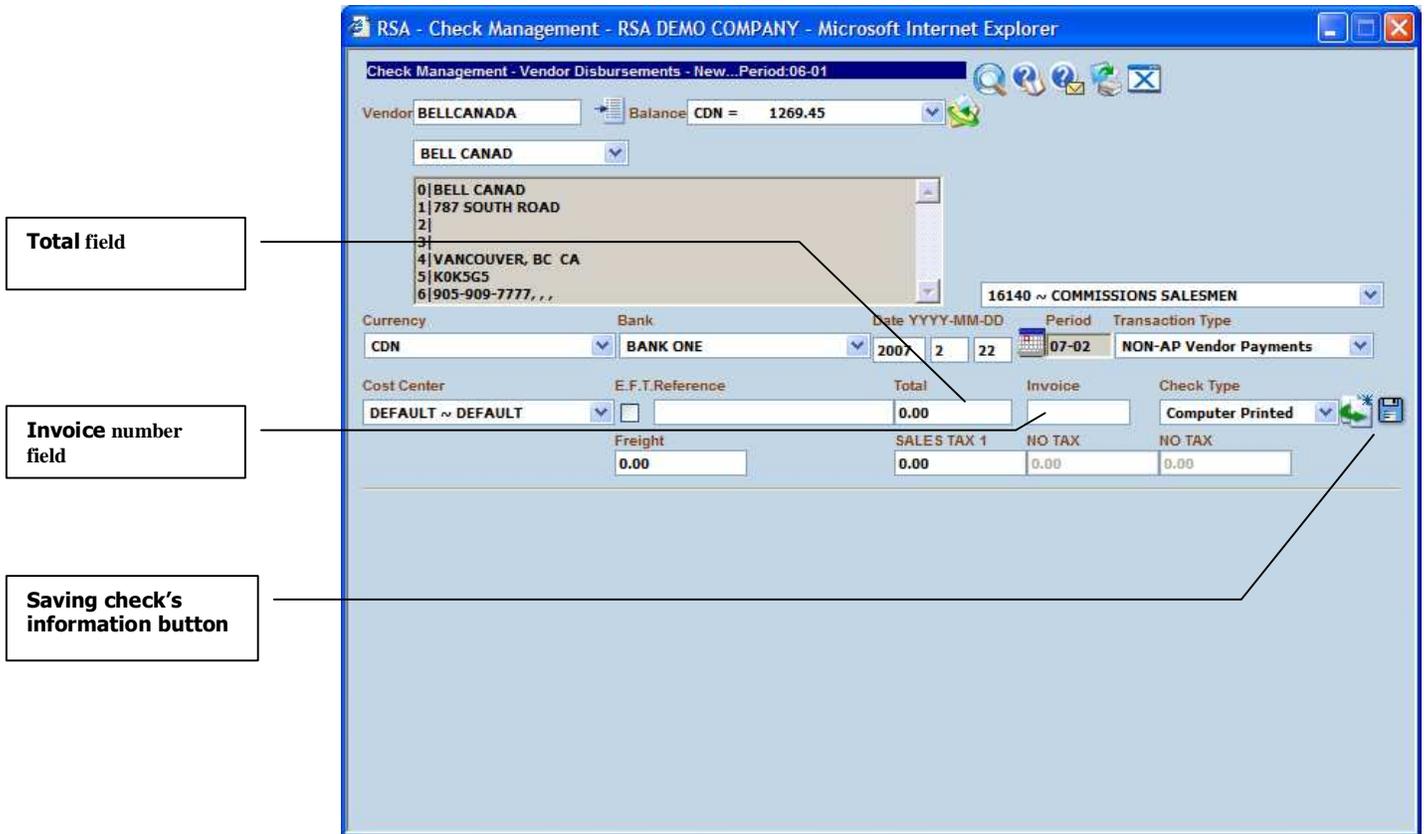
Fig 5: check 's information

5. In the filed **Invoice**, enter an invoice number.
6. In the field **Total**, enter a new value or modify the existing value if necessary.

7. Change the values of the other fields if necessary.

8. Click on the **Save** button 🖫. This will shows you a summary of the transaction on the bottom area of the window (see fig 6 below).

Fig 5: interface for saving the transaction

9. Click on the **Save Transaction** button 🖫. This will creates and displays a check number if the operation is successful.