

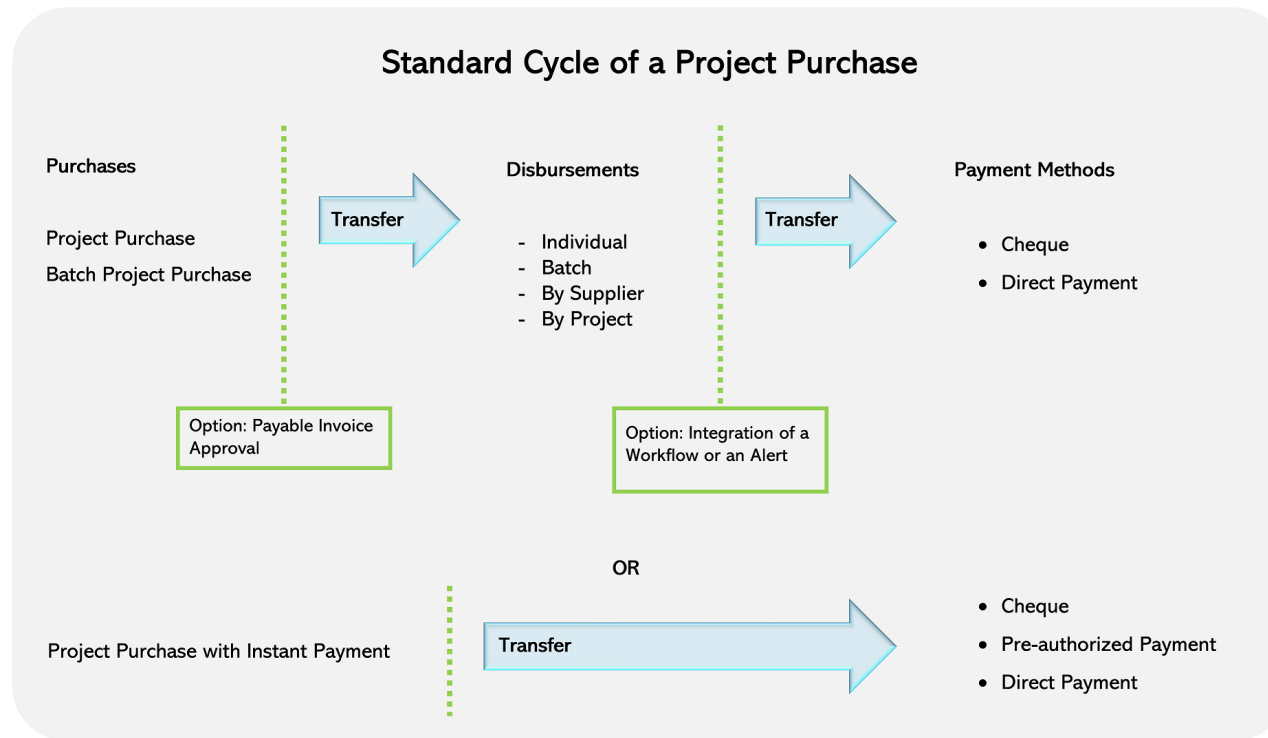
POSTING AND PAYING PURCHASE INVOICES IN MAESTRO*

December 06, 2023 version

Unit AP03

Invoices issued by suppliers can be posted through two options in **maestro***: the **Project Purchase** option, that is explained in this document, and the Invoicing (purchase order) option. Whereas the second allows to confirm the reception of an invoice linked to a **maestro*** catalogue order or a subcontract, the **Project Purchase** option is used to enter all purchases linked to a project for which there are no corresponding orders in **maestro*** or to save operational fees (rent or other) that affect an administrative project. This document explains the basic operational aspects of the standard project purchase cycle in **maestro***, meaning entering invoices with no prior order, performing disbursements, and printing cheques.

The following diagram shows the transactional flow of a single or batch project purchase in **maestro***. The upper part of the diagram illustrates that project purchases can first be charged to accounts payable. When the time comes to pay suppliers, using a cheque or bank transfer (direct payment), the user must perform the disbursements - these can be performed directly, in batch, by supplier, or by project. The lower part of the diagram shows that project purchases can also be paid immediately, meaning that no additional transaction has to be performed in the disbursement option. In this case, payment may be made by cheque, bank transfer (direct payment), or from a pre-authorized payment to the supplier. As the following diagram shows, transaction transfers are necessary to save the transactions to the general ledger accounts.



Although the operational process and implementation of an approval system will be discussed later during the training, it can be interesting to know that there are two options for approving payables/disbursements in **maestro***, both available on demand. The first, **Payable Invoice Approval**, ensures that the approval of a designated user is required to pay an invoice. It is an option that is quite simple to use, but relatively limited, presented in the [AP04](#) document. The second option, **Workflow Management**, allows companies that use **maestro*** to set up an invoice processing workflow that can include various steps, multiple approvers, emails, and application requirements (i.e. additional approval may be required for invoices of \$5000 or more, etc.).

PREREQUISITES

- [General Ledger](#)
- [Projects](#)
- Security Management

- [Document Management](#) (optional)
- [Contact Management](#) (optional)

SUMMARY

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PROJECT PURCHASES

Entering an Invoice that is not Linked to an Order in maestro* (Project Purchase) TO TEST

As previously mentioned, the **Project Purchase** option is used to enter supplier invoices for which no prior purchase order has been created in **maestro***. It is also in this option that many service bills, such as electricity, insurance, internet, phone services, etc. are entered.

 **maestro*** > Purchasing > Purchasing > Purchasing > **Project Purchase**


 Online Help (FI) - [Project Purchase](#)





The  symbol that follows the name of a field means that the said field must/can be completed at this stage of the implementation process. The usefulness and more information concerning the other fields will be shared with you as training progresses, according to the module and options they affect.




The field names followed by a star (*) are mandatory.

To enter a new invoice:

1. In the **Project Purchase** window, click on the **New** icon.
2. First complete the fields under the **Details** tab.




Field	Description
Supplier* 	Supplier code linked to the purchase. <i>NOTES: If a miscellaneous supplier (see document AP02) has been identified in the Configuration option, and that supplier is selected, an address window is displayed on the screen. It will then be possible to enter the supplier's name and address where this purchase was made. An</i>

Field	Description
	immediate disbursement will also automatically be generated for the indicated supplier.
Invoice No.* 	<p>Purchase invoice number.</p> <p>NOTES: Immediately after entering the invoice number, maestro* checks if the number has already been entered for the supplier and displays a warning message if that is the case.</p> <p>If the invoice number was already entered for the supplier, maestro* can also block or display a warning message when saving the transaction, according to the chosen value in the configuration when an invoice number already exists for a supplier (this configuration is available in the Security Management option, under the Access Restriction tab, Purchasing section, Purchases sub-section).</p>
Date* 	Accounting date.
Invoice Date 	<p>Actual invoice date, as entered on the latter.</p> <p>NOTE: In the case where the period to which the invoice belongs is closed, entering an Invoice Date ensures that the Due Date is adequately calculated (from the Invoice Date) and that the AP Aging Report is accurate. The Invoice Date will also be displayed on the cheque, if applicable.</p> <p>If no date is entered in this field, maestro* will use the accounting date as invoice date.</p>
Due Date 	<p>Due date of the invoice.</p> <p>If payment terms have been configured and if one of them is associated to the supplier on that invoice, a due date will automatically be entered according to said term.</p> <p>NOTES: The due date can be modified, either by changing the Due Date Calculation field in the Configuration option (Purchases section), or by changing the term entered in the supplier's file (Supplier Management option), or, if the due date must only apply to the transaction currently being created, by changing the term entered in the field to this effect, in the same window as the project purchase. Indeed, if no due date is entered, maestro* calculates it according to the Payment Terms and Invoice Date fields. If no payment term is entered, maestro* uses the invoice date as the due date.</p>


Field	Description
Acceptance 	<p>An Acceptance field set to Yes allows to transfer the transaction.</p> <p><i>NOTE: If the transaction is set to No, maestro* will keep the transaction in the non-transferred purchases and forbid the transaction transfer as long as it is not saved as Yes. This field is therefore particularly important. This parameter can be used to block the accidental transfer of an invoice, for example, if elements have to be verified or completed and if the said invoice is not yet ready to be posted.</i></p>
Interco	Allows to identify whether the transaction is an intercompany one or not <u>if the company doesn't work in multidimensional mode</u> and wishes to follow-up on transactions that apply to intercompanies.
Purchase Order	<p>Purchase order number that corresponds to the purchase, if applicable.</p> <p><i>NOTE: Not to be confused with purchase orders entered in the Purchasing module.</i></p>
Work Order	<p>Work order number for reference.</p> <p><i>NOTE: If the Work Order option is installed, it is possible to select a preexisting work order in maestro*.</i></p>
Acct: A/P* 	<p>Compte de grand livre des comptes fournisseurs impacté par la transaction.</p> <p><i>NOTE : Si les Configurations diverses des modules Comptabilité et Achats et approvisionnement ont été complétées, le compte s'affiche par défaut.</i></p>
Period 	<p>Used to record the start and end dates of the work performed or of the service provided.</p> <p><i>NOTE: This field is related to the use of the Pay-When-Paid option, which meets the need of those who need to pay supplier invoices based on a customer payment of a certain amount, for a specific project, and for a predetermined invoicing period.</i></p>

Notes:

3. Then complete the **Discount** section.



Field	Description
Term 	<p>Payment term from the Payment Terms Management option, applicable by default to the invoice. It is possible to manually change this term.</p> <p><i>NOTE: If a payment term is entered in the Supplier Management option, it is automatically entered. Maestro* will determine the due date of entered invoices according to the applicable payment term.</i></p>
Amount 	Discount amount applied to the invoice.
Account* 	<p>Discount general ledger account affected by the transaction.</p> <p><i>NOTE: If the Configurations of the Accounting and Purchasing options have been completed, the account is displayed by default.</i></p>


4. Complete the **Holdback** section.

Field	Description
Mode	Holdback mode with or without tax.
Rate	Holdback rate applied to the invoice.
Amount	Holdback amount applied to the invoice.
Account* 	<p>Holdback general ledger account affected by the transaction.</p> <p><i>NOTE: If the Configurations of the Accounting and Purchasing options have been completed, the account is displayed by default.</i></p>

5. Complete the **Immediate Payment** section.

The **Immediate Payment** section is of particular importance since selecting the *Yes* or *Direct Payment* option will increase the balance of accounts payable, but this balance will immediately be debited once the project purchase is transferred - the disbursement will be created directly through the project purchase. In short, no disbursement transaction should be performed in a disbursement option in addition to the project purchase transaction in **maestro***.

Field	Description
Immediate Payment 	<p>Allows to create a disbursement directly through the project purchase transaction if set to <i>Yes</i> or <i>Direct Payment</i>. If set to <i>No</i>, the invoice is charged to the supplier accounts and the disbursement must then be performed separately to pay the supplier (either by cheque or bank transfer).</p> <p>To have the Direct Payment option be displayed in the scroll-down menu and made available in addition to the <i>Yes</i> and <i>No</i> options, the supplier's Payment Method must be set to <i>Transfer</i> under the Direct Payment tab of the Supplier Management option (it is necessary, for each supplier, to choose one of the two following options: <i>Cheque</i> or <i>Transfer</i> - see AP02 course content if needed).</p> <p>NOTES: In the Configuration option (<i>Projects > Intercompany > Purchases</i>), if the <i>Generate the disbursement automatically</i> box is checked, the field's value will be <i>Yes</i>. Furthermore, if a default payment term has been entered in the <i>Purchases</i> section of the Configuration option in the Purchasing module or in the <i>Supplier Management</i> option, and the user wishes to make an immediate payment, they must delete the term displayed in the <i>Project Purchase</i> window to update the immediate payment. Finally, if a MISCELLANEOUS supplier is identified as such in the Configuration option (<i>Purchasing module, Purchases tab</i>), the payment will mandatorily be immediate, meaning the due date will be the disbursement date.</p> <p>Project purchases with an immediate payment are also subjected to different approval processes (<i>approval of outstanding invoices or workflow management</i>) when used.</p> <p>A project purchase associated to an immediate payment will generate, once transferred, two accounting entries:</p> <ul style="list-style-type: none"> • The first, specific to the project purchase: expense = debit and auxiliary supplier account = credit. • The second, to the disbursement: the auxiliary supplier account = debit and the bank account = credit.
Cheque No. 	<p>Of course, if the Immediate Payment field is set to <i>No</i>, completion of the Cheque No. field is not required. Otherwise, if the Immediate Payment field is set to <i>Yes</i> or <i>Direct Payment</i>, complete the Cheque No. field as follows:</p> <p><u>If the immediate payment is a pre-authorized payment</u> and an amount is taken directly from one of the company's bank</p>

Field	Description
	<p>account:</p> <ul style="list-style-type: none"> In the Cheque No. field, enter <i>PPA-DATE</i>. <p><u>If the immediate payment is made by cheque:</u></p> <ul style="list-style-type: none"> Do not enter anything in the Cheque No. field. The cheque number will correspond to the previously set configurations and/or maestro* will display a message requesting the user to specify the cheque number if and when needed - SEE box Cheque Number. <p><u>If the immediate payment is made by direct deposit (bank transfer):</u></p> <ul style="list-style-type: none"> Do not enter anything in the Cheque No. field. During the transaction transfer, maestro* will generate a bank deposit confirmation and offer to prepare the bank deposit files, since for the said supplier, the Payment Mode in the Supplier Management option is set to <i>Transfer</i>. <p>In sum, the Cheque No. field must not be completed if this is a pre-authorized payment.</p>
Bank Account 	<p>Bank account from which:</p> <ul style="list-style-type: none"> the cheque will be issued, the transfer will be done, or the bank withdrawal will be done, <p>if the Instant Disb. field (in the Batch Project Purchase option) or Immediate Payment field (in the Project Purchase option) is set to <i>Yes</i> or <i>Direct Payment</i>.</p> <p>NOTES: If nothing is entered in this field, maestro* will use the account defined in the Configuration option (General Ledger - General, Purchases and Disbursements section). In any case, it can be either an internal or external account.</p>




Field	Description
	In Interco mode, the bank account used will be the one in the Configuration option (Project - Intercompany - Purchases - Bank Account) if needed. If not, the bank will be determined as usual.

Notes:

6. Finally, complete the **Default Values** section if the same PAG applies to all of the invoice's elements.



Note that it is possible to fill in one, two, or three field(s) to enter a one or more default value(s). Furthermore, the default values must be entered before completing the breakdown grid, or else they will not automatically be displayed. When completing the breakdown grid, the PAG values will be entered in their respective fields and will display an error message if there are any mistakes.

Field	Description
Project 	<p>Number of the project affected by the purchase.</p> <p><i>NOTES: The list of available projects is displayed according to the user's Security Management settings. Furthermore, when recalling a pre-existing transaction, if the same project is entered on all the breakdown lines, this project will also be considered as the default project and be displayed in this field.</i></p>
Activity 	<p>Activity affected by the purchase.</p> <p><i>NOTES: When entering a new transaction, after choosing the supplier, maestro* will display, in this field, the activity entered in the Activity field of the Supplier Management option. Furthermore, when recalling a pre-existing transaction, if the same activity is indicated on all the breakdown lines, this activity will also be considered the default activity and be displayed in this field.</i></p>
Group 	<p>Group affected by the purchase.</p> <p><i>NOTES: When entering a new transaction, after choosing the supplier, maestro* will display, in this field, the group entered in the Group field of the Supplier Management option. Furthermore, when recalling a pre-existing transaction, if the same group is indicated in all the breakdown lines, the group will also be considered the default group and be displayed in this field.</i></p>

7. Complete the **Supplier Additional Info.** section if needed.

This section, available in a couple **maestro*** options, allows to display the supplier's information. Indeed, it can be good to view some information entered in the supplier's file in **maestro*** so as not to mix the latter up with another or, for example, to display their payment mode. To select the information displayed in this box, for the previously selected supplier, but also for all future transactions created in this option:




- a. In the **Supplier Additional Info.** field, click on the icon in the upper right corner of the section.
 - b. In the new window that appears, named **Options**, check the boxes, in the **View** column, to display the information entered in those fields in the **Supplier Additional Info.** section, as they were entered in the **Supplier Management** option.
 - c. Click on **Ok**.
8. Click on the **Save** icon.
 9. Complete the **Breakdown** section with the information on the items to be billed.







Reminder: The **Preferences** option, available through the **Configuration** icon in **maestro*** main menu toolbar, allows to select the desired **Action on Focus** (either *Cursor at the beginning*, *Cursor at the end*, or *Highlight*), and therefore adapt and/or facilitate data entry in a grid according to what is best for the user.



Reminder: It is possible to reduce the number of displayed columns in the grid by making a right click on the grid and selecting the **Configuration** option. The user can then check the fields they wish to be displayed.

Column	Description
Description 	Description of the purchases detail. <i>NOTE: This description is displayed in the List of Project Transactions and Supplier Inquiry options when drilling in an invoice.</i>
Company	Company to which the expenses are charged. <i>NOTE: Available in multidimensional mode only. By default, maestro* displays the same company as the one that is selected and displayed in the bottom left corner of the screen, but it is possible to change it. The company entered in the grid will be the one assigned whereas the company displayed in the bottom left corner of the screen will be the one receiving the account payable.</i>
Project-# 	Determines, for each breakdown line, to which project the expense belongs.
Activity 	Determines, for each breakdown line, to which activity the expense belongs.

Column	Description
Group 	Determines, for each breakdown line, to which group the expense belongs.
Quantity	Quantity of the purchased product or item. <i>NOTE: This field is not mandatory.</i>
Unit Price	Unit price of the purchased product or item. <i>NOTE: This field only becomes mandatory when a value is entered in the Quantity field.</i>
Discount %	Discount percentage applied to the invoice.
Discount Amount	Discount amount applied to the invoice. <i>NOTE: The total discount amounts are also displayed in the Summary (at the top of the window).</i>
Amount 	Expense amount. <i>NOTE: It is possible, through the Configuration icon, of the Project Purchase, to indicate if the recalculation mode must be based on the Unit Price or the Amount.</i>
Tax I 	First tax code applicable to the expense.
Tax Amount I 	Tax amount I on the expense, if a tax code was defined in the Tax I field. <i>NOTE: It is possible to modify the tax amounts by pressing on the CTRL+F7 keys or by changing the amount in the cell directly.</i>
Tax 2	Second tax code applicable to the expense.

Column	Description
Tax Amount 2	<p>Tax amount 2 on the expense, if a tax code was defined in the Tax 2 field.</p> <p><i>NOTE: It is possible to modify the tax amounts by pressing on the CTRL+F7 keys or by changing the amount in the cell directly.</i></p>
Currency	<p>The selected company's currency.</p> <p><i>NOTE: Only available if the multicurrency functionality is installed.</i></p>
Transaction Status	<p>Indicates whether the purchase has been invoiced or not.</p> <p><i>NOTES: Depending on the Do not allow modifications on invoiced transactions configuration in the Configuration option of Invoice Preparation (W/O) or Cost Plus Invoicing, the user can prevent changes from being made to a purchase if it has been invoiced or is being invoiced. Furthermore, this column is not displayed visible by default. To display it, make a right-click in the breakdown grid and select the Configuration option.</i></p>

10. Validate the invoice's total amounts and click on the **Save** icon.



Project purchase modules can be created and saved in **maestro*** to accelerate the processing of recurring invoices. The functionality named **Recurring Transactions** is explained in the [AP04](#) course.

Furthermore, company's that use the **Document Management** option can easily integrate the invoice in **maestro*** and link it to a transaction - that is what we call **Paperless Office**, or the integration of digital invoices. This content is also covered in the [AP04](#) course.

In sum, four functionalities / methods allow to do this or, even better, accelerate the processing of project purchases:


- Classic integration of the invoice in the **Document Management** option and its link to the transaction.
- Creation of a transaction from a scanned document.
- Creation of a pending transaction through *Outlook* (**Paperless Office**).
- Correspondence between a transaction and an invoice, already saved in **maestro***.


Notes:

Entering Invoices in Batch (Batch Project Purchase) TO TEST

The **Batch Project Purchase** option is similar to the **Project Purchase** option, as it only allows the entry of invoices that have not been ordered beforehand. It however offers the chance to accelerate the data entry process as multiple invoices, from one or more suppliers, can be entered one after the other, in the same breakdown grid. This is particularly useful to enter all the invoices on a statement of account. Furthermore, the option also makes it possible to import multiple project purchases from an *Excel* file.

Once the invoices have been entered, line by line, and the work in the **Batch Project Purchase** window has been saved, **maestro*** creates a non-transferred transaction for each invoice (a.k.a. each line). These transactions will be available to be transferred using one of the previously presented methods since, once saved, the entries can be viewed in the **Project Purchase** option, even if they were initially created in the **Batch Project Purchase** option.

 **maestro*** > Purchasing > Purchasing > Purchases > **Batch Project Purchase**

 Online Help (F1) - [Batch Project Purchase](#)

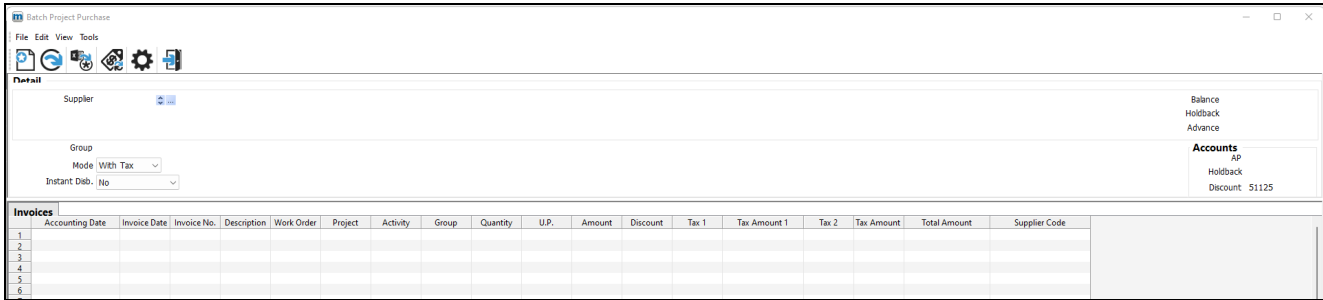
To enter invoices in batch in option the option:

1. In the **Detail** section of the **Batch Project Purchase** option, select, if applicable, the initial supplier of the entered invoices or the supplier linked to the invoice by default. Once a supplier has been selected in the field to this effect, the total invoice amount to be paid, the holdbacks to be paid, and the advances made to this supplier are displayed in the upper right corner of the window, for informational purposes. It is also possible to not select any suppliers if the latter is not common to all invoices to be entered.
2. Validate the applied **Holdback Mode**⁹, that can be with or without tax¹⁰.
3. Select *Yes*, *No*, or *Direct Payment* in the **Instant Disb.** field (view the [Direct Payment](#) section of the project purchase for more information).

⁹The **Holdback Mode** applicable, if any, to accounts payable, when entering a supplier invoice, can be *with* or *without* tax. The latter means that the tax applied to the holdback will only be paid when the holdback will be invoiced and that only the taxes applicable to the amount paid for the current invoice (for example 90% of the amount in the case of a 10% holdback) are applied. The *standard* **Holdback Mode** can only be selected when billing a customer (applicable to the management of accounts receivable).

¹⁰The holdback management method, selected during implementation and the setting up of the configurations, is generally not modified during the process, even if it is technically possible to do so.

4. If the fields in the **Accounts** section are not filled in, select the general ledger accounts of accounts payable (AP), holdbacks, and discounts. If the **Configurations** in the **Accounting** and **Purchasing** modules are completed, or if accounts have been specified in the supplier's file, these will be displayed by default.



5. The enter the invoices, line by line, in the breakdown grid.

The columns in the grid correspond to the columns and some fields in the **Project Purchase** option. Except if the supplier is the same for all invoices and has already been selected in the **Detail** section, do not forget to complete the **Supplier Code** column.



Reminder: It is possible to decrease the number of columns displayed in the grid by making a right-click in the grid and selecting the **Configuration** option. The user can then check the fields they wish to make available.



If the same invoice number is found on more than one line, it is possible to group all the information to make a single transaction, otherwise **maestro*** will create a project purchase per line. To do so, click on the **Configuration** icon in the **Batch Project Purchase** window, check the **Group Same Invoices** parameter box, and click on **Ok**.

- 6. Click on the **Apply** icon to transform and save the invoices as non-transferred transactions.
- 7. Click on the **Quit** icon to close the option.

Notes:

Transferring a Project Purchase

A saved project purchase in **maestro*** is not necessarily recorded. To do so, it is mandatory to transfer the said project purchase. In fact, that is the case for all transactions created in the software. Once transferred, and therefore recorded, it becomes impossible to modify the transaction and, by doing so, the financial statement. In the case of mistakes, the transaction must be reversed then reentered correctly.

To transfer on or more project purchase(s):

- Click on The **Transaction Transfer** icon, displayed in the toolbar of **maestro***'s main menu  (view the [Transaction Transfer](#) section in the [MAES02](#) course to recall this icon's specificities).



The transfer of transactions through **maestro***'s main menu offers three unique characteristics.

- First, this functionality allows to transfer multiple transactions at the same time. Some users decide to accumulate transactions and transfer them at the end of the day only. Sometimes, invoices must be approved before being transferred and the transactions accumulate.
- Secondly, the **Transaction Transfer** icon allows to not only transfer project purchase transactions, but also all kinds of transactions pending transfer, whatever their nature.
- Finally, the transaction transfer from the **maestro*** main menu gives the advantage to first be able to perform a transaction transfer simulation and therefore view the financial statements before they are even really created. The implementation context itself justifies the use of this transfer method in the first months of using **maestro***. It is essential to verify the accuracy of the charged generale ledger accounts and a lot easier to make corrections before the transfer.

or

- Transfer the project purchase through the **Transfer**  icon displayed in the same window as the **Project Purchase** .

Indeed, the **Project Purchase** option allows to transfer individual purchases using the icon displayed in the window. The transactions initially entered in the **Batch Project Purchase** option can also be transferred using this icon.

¹Note that this icon is displayed and available in other software options.



Remember that in any case, the **Acceptance** field of the project purchase must be set to Yes to be able to transfer the transaction.



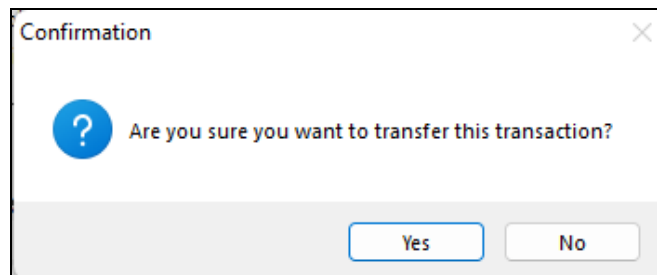
maestro* > Purchasing > Purchasing > Purchases > **Project Purchase**



Note that a transfer functionality is available in multiple **maestro*** options. However, it only allows to transfer transactions linked to its option. Thus, only project purchase transactions can be transferred using the **Transfer** icon in the **Project Purchase** option. To transfer disbursements and/or project purchases at the same time, it is necessary to use the **Transfer Transactions** icon in the toolbar of the **maestro*** main menu.

To transfer a project purchase transaction in the **Project Purchase** option:

1. In the **Project Purchase** window, display the non-transferred transaction(s) by clicking, if applicable, on the **Display Only Non-transferred Entries** icon.
2. Select the transaction to transfer and make sure that, in the invoice detail, the **Acceptance** field is set to Yes.
3. Click on the **Transfer** icon.




4. Answer **Yes** to the confirmation message, if that is the case.

Maestro* automatically opens the viewer and displays the transaction's transfer report. The latter can be printed, saved, and/or simply closed.

Notes:

Generating a Project Transactions List TO TEST

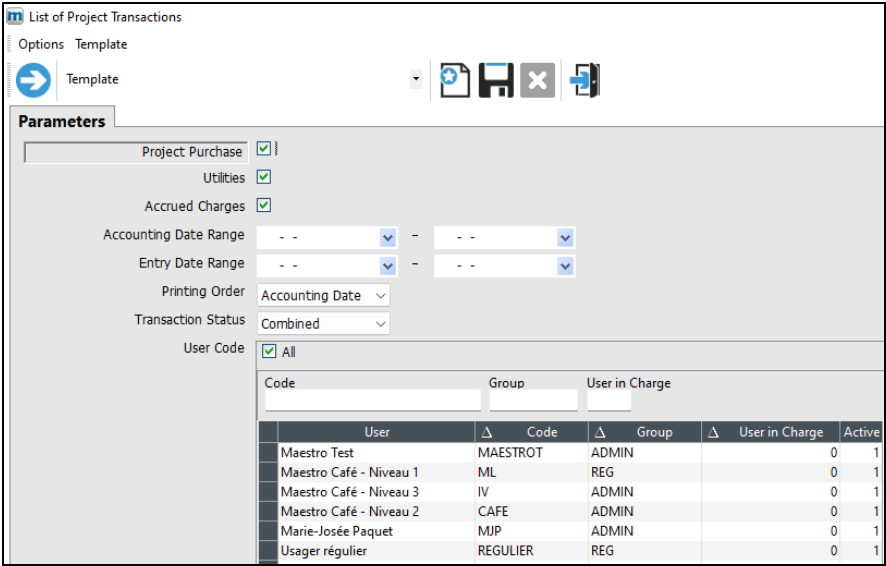
Multiple **maestro*** users appreciate the **List of Project Transactions** option, which allows to generate a report on transferred, non-transferred, and both project purchase transactions, by user and for specific dates. This report can be used, in part, to verify entries made before proceeding with the actual transfer of transactions - all non-transferred project purchase transaction can still be modified in the **Project Purchase** option.

 **maestro*** > Purchasing > Purchasing > Purchasing > **List of Project Transactions**

 Online Help (F1) - [List of Project Transactions](#)

To generate a list of project transactions in **maestro***:

- I. In the List of **Project Transactions** window, check the **Project Purchase** box.



User	Code	Group	User in Charge	Active
Maestro Test	MAESTROT	ADMIN	0	1
Maestro Café - Niveau 1	ML	REG	0	1
Maestro Café - Niveau 3	IV	ADMIN	0	1
Maestro Café - Niveau 2	CAFE	ADMIN	0	1
Marie-Josée Paquet	MJP	ADMIN	0	1
Usager régulier	REGULIER	REG	0	1

2. Select the start and end dates in one of the date range fields.
3. Select the display order of transactions on the report using the scroll down menu of the **Printing Order** field.
4. In the **Transaction Status** field, select one of the options to determine the the project purchase transaction status to be displayed.

The *Combined* option means the transferred and non-transferred transactions are taken into account.


5. Select one, many, or all users at the source of transactions.
6. Finally, click on the **Accept** icon to generate that report that can, if needed, be printed, even saved.
7. Click on **Quit** to close the windows.

Notes:

Reversing a Project Purchase Transaction TO TEST

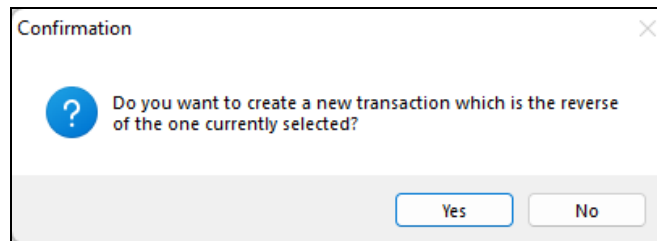
When a project purchase is transferred, recorded, or a mistake is observed, it is necessary to respect the accounting principle of data inalterability - the original entry must be conserved and a new entry, reversal, has to be performed. The latter will credit the previously debited account, and vice-versa. The result of both operations will be 0.

Maestro* facilitates reversal transactions, in this case applied to project purchases, by using an icon dedicated to reversing data.

 **maestro*** > Purchasing > Purchasing > Purchasing > **Project Purchase**

To reverse a project purchase transaction:

1. In the **Project Purchase** window, click on the **Display Only Transferred Entries** icon.
2. In the **Summary of Transferred Transactions** section, select the transaction to reverse.
3. Click on the **Reverse this Entry** icon.



4. Click on **Yes** in response to the **maestro*** message, which asks whether you wish to create a transaction that reverses the selected one.
5. The window's data will be refreshed. These will now be displayed in the **Summary of Non-Transferred Transactions** section and the reversal transaction is the first one selected (the amount is entered as negative).
6. Enter a meaningful **Invoice No.**.
7. Click on the **Save** icon.
8. Then transfer the created reversal transaction according to the desired method.
9. Finally, if applicable, perform the project purchase as it should have been done and proceed with the process.



The **Reverse this Entry** icon can be applied to a non-transferred transaction. In this last case, **maestro*** reverses the displayed amounts in



the breakdown grid but does not offer to create a new transaction.

Notes:

DISBURSEMENTS

Except for immediate payments that are done directly in the project purchase by either issuing a cheque or making a preauthorized payment, **mestoro*** allows to make disbursements afterwards, and to pay either by cheque, preauthorized payment, or bank transfer (also called direct payment in **maestro***).



It is the **Payment Mode**, either *Cheque* or *Transfer*, selected for the supplier in the **Supplier Management** option (in the **Direct Payment** tab) that determines whether **maestro*** offers to print a cheque or a payment confirmation (in addition to allowing to select the payment during the preparation of the direct payment file) when making a disbursement in **maestro***. It will therefore be necessary to modify the **Payment Method** of a supplier if the latter alternates between payment mode or if it changes. Please note that in the supplier configurations, the *Cheque* option is the one that needs to be selected to make cheque disbursements and for preauthorized payments, whereas the *Transfer* option is limited to disbursements by direct payment.

Regardless of the supplier's preferred method of payment for disbursements (by *Cheque* or *Transfer*), the available options in **maestro*** to perform the said disbursements are the same. This means that supplier disbursements can be generated in the **Batch Disbursement**, **Selected Disbursements**, **Project Disbursements**, and **Enter a Direct Disbursement** options, whether these are paid by cheque or not. Only two or three additional and mandatory steps will be added to the payments that must be made by bank transfer (or direct payment):

- print cheques, which will allow to generate payment confirmations to the suppliers,
- prepare the deposit file,
- and, according to the configurations¹¹, transfer or not the total amount of the direct payment, from the transitory bank to the real bank account.

Performing a Disbursement in **maestro***

Unless a immediate payment has been performed during the project purchase entry, meaning that the said purchase is already paid and has not been posted to the supplier account, there are four **maestro*** options dedicated to making disbursements:


- Batch Disbursement - an option which allows to select the invoices to be paid, according to multiple criteria.
- Selected Disbursements - this option is dedicated to making disbursements by supplier.


¹¹The configurations could ensure that the accounting entries associated with this step are generated automatically by **maestro***. See section [Transfer the Total Amount of the Direct Payment from the Transit Bank Account to the Actual Bank Account](#) in the document for more information.

- Project Disbursements - an option that allows, in part, to display the holdback invoices of a project and group payments to be made to one or multiple supplier(s), for one or multiple project(s).
- Enter a Direct Disbursement - an option whose use should be limited, even reserved to transactions that do not affect the balance sheet account.

As is the case for project purchases, disbursements have to be transferred to be posted, and for the user to be able to print the cheques or make the bank transfer.

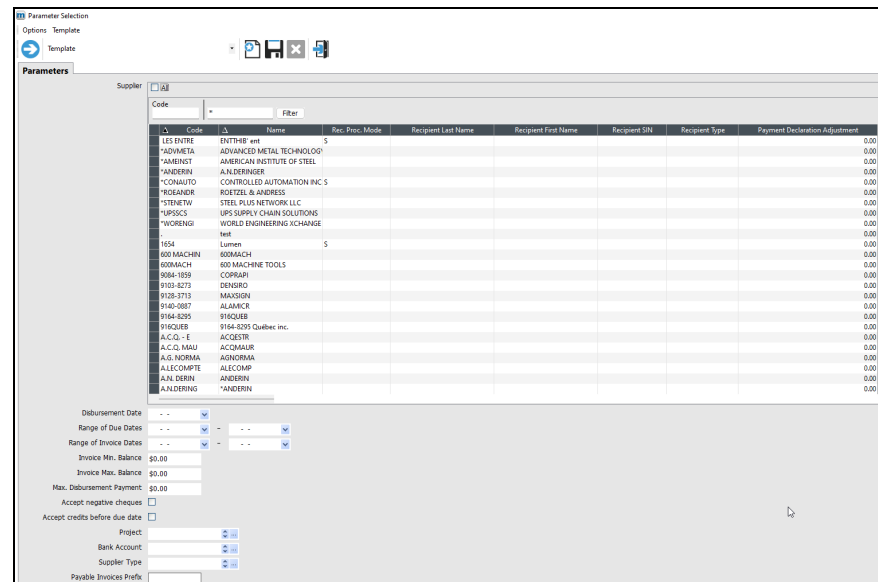
The method that allows to perform batch disbursements is used a lot since it allows to process all the payments to be made, to one or multiple supplier(s), in a single operation. It is the user who determines the selection criteria of disbursements to be processed.

 **maestro*** > Purchasing > Purchasing > Payment > **Batch Disbursement**

 Online Help (FI) - [Batch Disbursement](#)

To perform a batch disbursement:

- I. In the **Parameter Selection** window, select one, multiple, or all suppliers.



Parameter Selection

Options Template

Parameters

Supplier:

Code: Filter:

Code	Name	Rec. Proc. Mode	Recipient Last Name	Recipient First Name	Recipient SIN	Recipient Type	Payment Declaration Adjustment
LES ENTRE	ENTREPRENEUR	S					0.00
ADVMEET	ADVANCED METAL TECHNOLOGY						0.00
AMINIST	AMERICAN INSTITUTE OF STEEL						0.00
ANDERIN	ANDERIN						0.00
CONAUTO	CONTROLLED AUTOMATION INC S						0.00
ROSLANDER	ROETZEL & ANDRESS						0.00
STENETW	STEEL PLUS NETWORK LLC						0.00
SUPISCS	UPS SUPPLY CHAIN SOLUTIONS						0.00
WORENG	WORLD ENGINEERING XCHANGE						0.00
USA	USA	S					0.00
800 MACHIN	800MACH						0.00
800MACH	800 MACHINE TOOLS						0.00
8084-1888	8084-1888						0.00
9103-8273	DENGRO						0.00
9103-8273	MAISON						0.00
9140-0887	ALAMICR						0.00
9184-8295	9184-8295						0.00
9184-8295	9184-8295 Québec Inc.						0.00
ACCOSTR	ACCOSTR						0.00
ACCMAUR	ACCMAUR						0.00
AGNORMA	AGNORMA						0.00
ALCOMPTE	ALCOMPTE						0.00
ANDERIN	ANDERIN						0.00
ANDERIN	ANDERIN						0.00

Disbursement Date:

Range of Due Dates: -

Range of Invoice Dates: -

Invoice Min. Balance:

Invoice Max. Balance:

Max. Disbursement Payment:

Accept negative cheques: ☐

Accept credits before due date: ☐

Project:

Bank Account:

Supplier Type:

Payable Invoices Prefix:



Maestro* can only create a single batch disbursement at a time. Therefore, if a batch is already in progress, the **Parameter Selection** window will not be displayed. It will be necessary to delete the batch in progress, using the icon to this effect, before being able to select new parameters.

2. Select the **Disbursement Date**.
3. Select, in the **Range of Due Dates** fields, the start and/or end date of the affected disbursements, according to the invoices that are attached to them.

or

Select and start or end date in the **Range of Invoice Dates** fields to perform the disbursements of invoices for which the actual date is in that range.

4. If so desired, enter the minimum balance of the invoices to process.
5. If so desired, enter the maximum balance of the invoices to process.
6. If applicable, enter the maximum of the disbursements.
7. Check the **Accept Negative Cheques** box to eventually allow, if applicable, to issue a negative cheque (credit).
8. Check the **Accept Credits Before Due Date** box to take into account supplier credits if applicable.
9. Select a bank account.
10. If applicable and if previously set, select the **Supplier Type** for which disbursements must be issued.
11. Finally, if **maestro*** is used in multidimensional mode, enter the company prefix for which you wish to pay invoices.

If no prefix is entered, **maestro*** will only process the invoices of the current company. It is also possible to enter a mask¹².

12. Once all the criteria specified, click on the **Accept** icon.

Once the data process is done, **maestro*** displays a window named **Batch Disbursement by Supplier**.

¹²Read concept [Maestro*'s Multidimensional Mode](#) if needed, which explains, in part, about masks.


The upper section, **Summary of Non-Transferred Transactions**, displays the total disbursements, by supplier, resulting in the previously selected parameters. As for the bottom section, it displays the detail of the highlighted non-transferred transaction in the upper section, as well as all invoices to be paid, for the selected supplier, whether they fit or not the selected criteria in the previous window. Also, using the **Payment** column, the user can decide to add to the disbursement other invoices to be paid or, on the other hand, exclude some that were selected at the start.



Note that it is possible to modify the payment amount of the invoices listed in the **Detail** grid, for a supplier. That can be the case, for example, when we wish to perform the partial payment of an invoice. It is also possible to delete a disbursement from the **Summary of Non-Transferred Transactions** by deleting the supplier in the grid.

Note that some buttons to the right of the grid allows to automatically enter the payment of the invoice/invoice(s). These buttons are also available for the payment grids in the **Selected Disbursements** and **Project Disbursements** options.

Button	Description
Table	Allows to enter an automatic payment according to the balance to be paid of the invoice, without taking into account the discount. The process will be performed for each invoice in the table.
Grid-Disc.	Allows to enter an automatic payment according to the balance to be paid of the invoice, taking into account the discount entered in the Discount Rate field. The process will be performed for each invoice in the table. The discounts will not be applied to the holdback amounts.
Grid-Tot. Disc.	Allows to enter an automatic payment according to the balance to be paid of the invoice, taking into account the discount entered in the Discount Rate field. The process will be performed for each invoice in the table. The

	Button	Description
		discounts will be applied to the holdback amounts, thus applied to the invoice total.
	Invoice	Allows to enter an automatic payment according to the balance to be paid of the invoice, without taking into account the discount. The process will only be performed for the selected invoices in the table. <i>NOTE: This is the option most commonly used.</i>
	Invoice-Disc	Allows to enter an automatic payment according to the balance to be paid of the invoice, taking into account the discount entered in the Discount Rate field. The process will only be performed for the invoice selected in the table. Discounts are not applied to the holdback amounts.
	Inv.-Tot. Disc.	Allows to enter an automatic payment according to the balance to be paid of the invoice, taking into account the discount entered in the Discount Rate field. The process will only be performed for the invoice selected in the table. Discounts will be applied to the holdback amounts, thus to the total invoice amount.

13. Click on the **Save** icon.

From this step forward, the disbursements for each supplier make up non-transferred transactions.

It is possible to view the disbursement list to verify their accuracy before proceeding with the transfer (see section [Generating a Disbursement List](#) of this document) or simply transfer them, using the **Transaction Transfer** icon in the **maestro*** main menu, or the **Transfer** icon in the **Batch Disbursement** window.

When the transfer is performed using the **Transfer** icon in the **Batch Disbursement by Supplier** window, **maestro*** asks to confirm the transaction transfer, as well as print the status of the disbursements if those are too big to be displayed on a paystub.



It will become impossible to print the disbursements' status once this step is over. Now is the time to take it or leave it!

Furthermore, all disbursement batches left with an untransferred status will prevent the production of a second disbursement batch for the affected suppliers. The first batch will have to be either transferred or deleted (if the latter, the new batch will have to include the initial



disbursements and the new ones to perform).

Print Disbursement Statements

It is important to print the disbursement statements (where the number of invoices paid exceeds the maximum that can be printed on the stub) now, because it will be impossible to print them after the transaction transfer.

Summary of disbursements statements to print

Seq	Code	Supplier Name	No of Invoices Paid	Amount Disbursed	Already printed	To Print
1	884		4	58065.83	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2	886		1	5400.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3	887		1	54.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4	888		1	0.75	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5	890		1	84.66	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6	891		1	2299.50	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7	892		1	1149.75	<input type="checkbox"/>	<input checked="" type="checkbox"/>
8	893		15	1152861.28	<input type="checkbox"/>	<input checked="" type="checkbox"/>
9	894		1	8.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>
10	895		1	545.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>
11	896		1	7067.58	<input type="checkbox"/>	<input checked="" type="checkbox"/>
12	897		1	453.06	<input type="checkbox"/>	<input checked="" type="checkbox"/>
13	898		1	676.05	<input type="checkbox"/>	<input checked="" type="checkbox"/>
14	899		1	540.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>
15	901		9	50703.01	<input type="checkbox"/>	<input checked="" type="checkbox"/>
16	902		46	60506.88	<input type="checkbox"/>	<input checked="" type="checkbox"/>
17	903		1	12.43	<input type="checkbox"/>	<input checked="" type="checkbox"/>
18	904		1	913.25	<input type="checkbox"/>	<input checked="" type="checkbox"/>
19	905		2	14.95	<input type="checkbox"/>	<input checked="" type="checkbox"/>


Select All Cancel Selection Print Cancel

const
Payment Status

Supplier Code **LES ENTRE**
Supplier Name **ENTTHIB' ent**
Date **2022-07-11**
Cheque No.
Advance **0.00**
Amount **58,065.83**
Comment
Disc Rate % **0.00**

Date	Due Date	Invoice No.	Project No.	Balance	Payment	Discount	Holdback Amount	Holdback Payment
2014-11-05	2014-11-20	TT	7001	1.15	1.15	0.00	0.00	0.00
2014-11-06	2014-11-21	test	1234567890	57,487.50	57,487.50	0.00	0.00	0.00
2015-07-23	2015-08-07	6040-3	198872-3	2.30	2.30	0.00	0.00	0.00
2016-07-06	2016-07-21	tec1	TEC	574.88	574.88	0.00	0.00	0.00
Total :				58,065.83	58,065.83	0.00	0.00	0.00

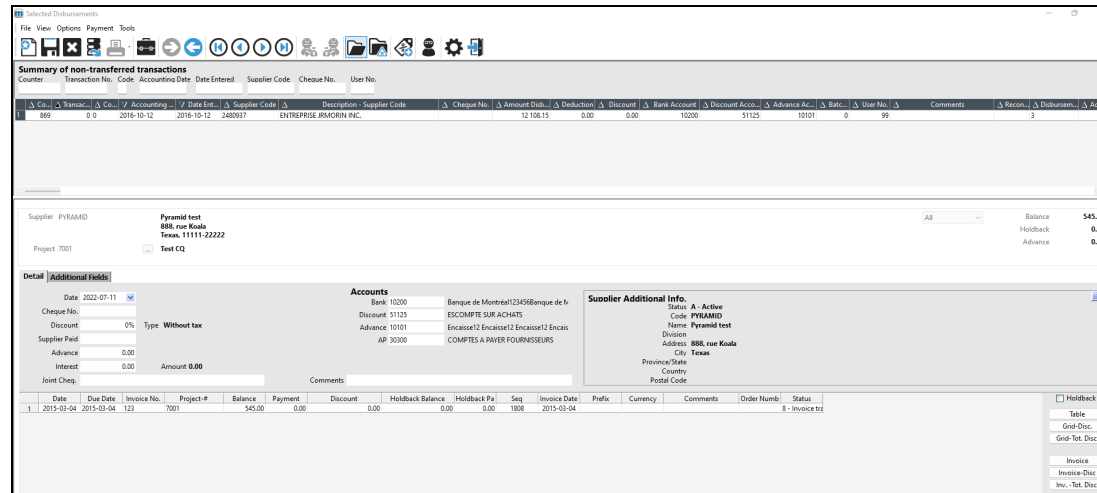
Notes:

 **maestro*** > Purchasing > Purchasing > Payment > **Selected Disbursements**

Online Help (FI) - [Selected Disbursements](#)

To perform a selected disbursement:

1. In the **Selected Disbursements** window, click on the **New** icon.
2. Select the supplier in the field to this effect.



The screenshot displays the 'Selected Disbursements' window. At the top, there's a menu bar with 'File', 'View', 'Options', 'Payment', and 'Tools'. Below it is a toolbar with various icons. The main area is divided into several sections:

- Summary of non-transferred transactions:** A table with columns for Counter, Transaction No., Code, Accounting Date, Date Entered, Supplier Code, Cheque No., and User No. It shows a single transaction with Counter 800, Transaction No. 0, Accounting Date 2016-10-12, Date Entered 2016-10-12, Supplier Code ENTREPRISE BRACORIN INC., Cheque No. 12 106 15, and User No. 99.
- Supplier Selection:** A section with fields for Supplier (PYRAMID), Supplier Code (PYRAMID), Supplier Name (888 rue Koola), Supplier Address (Texas, 11111-2222), and Supplier City (Test CQ). It also shows a Balance of \$45.00, Holdback of 0.00, and Advance of 0.00.
- Detail / Additional Fields:** A section with fields for Date (2022-07-11), Cheque No., Discount (0%), Supplier Paid (0.00), Advance (0.00), Interest (0.00), Amount (0.00), and Comments.
- Accounts:** A section with fields for Bank (10200), Bank Name (Banque de Montreal/234568 Banque de l'ESCOMPTES SUR ACHATS), Discount (10101), Discount Name (Encasse/12 Encasse/12 Encas), AP (30300), and AP Name (COMPTES A PAYER FOURNISSEURS).
- Supplier Additional Info:** A section with fields for Status (A - Active), Code (PYRAMID), Name (Pyramid test), Division (888 rue Koola), City (Texas), Province/State, Country, and Postal Code.
- Table:** A table with columns for Date, Due Date, Invoice No., Project #, Balance, Payment, Discount, Holdback Balance, Holdback Pa, Seq, Invoice Date, Prefix, Currency, Comments, Order Number, and Status. It shows a single row with Date 2015-03-04, Due Date 2015-03-04, Invoice No. 123, Project # 7001, Balance \$45.00, Payment 0.00, Discount 0.00, Holdback Balance 0.00, Holdback Pa 0.00, Seq 1808, Invoice Date 2015-03-04, Prefix 8, Currency, Comments, Order Number, and Status.

The **Display the Next Supplier With a Balance** (Shift + F4) and **Display the Previous Supplier With a Balance** (Shift + F5) icons can be used to make the search easier.

Furthermore, if liens and/or expired certifications are linked to this supplier, **maestro*** will display a warning message or will make it impossible to proceed with the task, according to the set configurations in the [General Settings](#).

3. Select a project if the disbursement must be made for the project.
4. Click on the **Confirm Supplier Selection** icon.

The balance to be paid, the holdback, the advances, and the accounts linked to the selected supplier are displayed.

5. In the **Detail** section, modify the payment **Date** if needed.
6. If the payment must be made by cheque, leave the **Cheque No.** field empty. In the case of a direct payment, enter a reference number.
7. If the supplier to which the payment must be made differs from the one that was first selected, select it here, in the **Supplier Paid** field.

Indeed, it is possible to select a different supplier than the one that issued the invoice. The cheque is then labeled with the selected supplier's name, but the invoice of the accounts payable remains saved under the name of the original supplier. This functionality is useful for liens where the payment is made directly to a subcontractor and where the remaining balance stays in the supplier account.

8. Complete the **Advance** field if the transaction includes or consists of a deposit. Taxes are not entered in **maestro*** during a deposit - they are only entered during the invoice entry.
9. Complete the **Interest** and **Discount** fields if needed.



Reminded: For a payment created in the [Early Payment Discount Codes](#) to be applied by default, the *Advance* option of the **Discount** section must be selected in the **Configurations** icon of the **Selected Disbursements**¹³ window and the payment discount must be selected to be applied by default in **maestro***'s **General Settings** or in the **Supplier Management** option.

10. If the payment is made by cheque and that the name of a person has to be added to the supplier, enter it in the **Joint Cheq.** field.
11. To enter a comment that will be displayed on the cheque stub of the **maestro***'s standard form, complete the **Comment** field.
12. Modify/complete the accounts in the **Accounts** section if those have not been set by default or if they have to be changed.
13. To the right of the grid, check the **Holdback** box if a payment has to be done on the holdbacks and/or use the [buttons](#) that allow the automatic entry of payment(s).
14. Click on the **Save** icon.

The disbursement is added to the **Summary of Non-Transferred Transactions** section.

¹³As the configuration is made in the option itself, all users have to perform this configuration to see its effects.

It is possible to view a list of disbursements before proceeding with the transfer (see the [Generating a Disbursement List](#) section of this document) or simply transfer them, using the **Transaction Transfer** icon in the **maestro*** main menu, or by using the **Transfer** icon in the **Selected Disbursements** window.

When the transfer is performed using the **Transfer** icon in the **Selected Disbursements** window, **maestro*** asks to confirm the transaction transfer, as well as print the disbursement status if it is too big to be displayed on the cheque stub.




It will become impossible to print the disbursements' status once this step is over. Now is the time to take it or leave it!

Notes:

Finally, disbursements can be performed using the **Project Disbursements** option. This option has the advantage of allowing the processing of payments to be made to one or multiple suppliers for a same project, in a single operation. Contrary to the **Batch Disbursement** option, the holdback invoices are displayed. Furthermore, the **Project Disbursements** option allows to group payments by:

- supplier only (one payment per supplier on many projects), or
- by supplier/project (one disbursement per supplier and one project).

 **maestro*** > Purchasing > Purchasing > Payment > **Project Disbursements**



Online Help (FI) - [Project Disbursements](#)

To perform a project disbursement:

- I. In the **Parameter Selection** window, select one, multiple, or all suppliers.

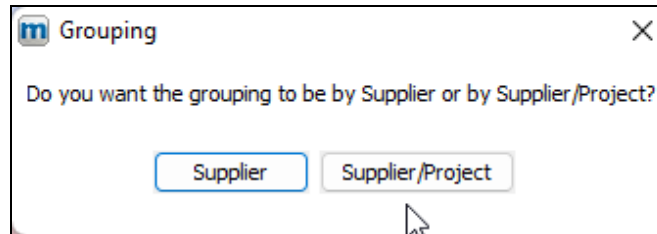
2. Select the **Disbursement Date**.
3. Select, in the **Range of Due Dates** fields, a start and/or end date to filter the disbursements to perform, according to the due dates of the invoices that are linked to them.

or

Select a start and/or end date in the **Range of Invoice Dates** to perform the disbursements of the invoices for which the actual date is included in this range.

4. If so desired, enter the minimum balance of the invoices to process.
5. If so desired enter the maximum balance of the invoices to process.
6. If applicable, enter the maximum amount of disbursements to perform.
7. Check the **Accept Negative Cheques** box to eventually allow, if applicable, to issue a negative cheque (credit).
8. Check the **Accept Credits Before Due Date** to take into account credits if applicable.
9. Select on, multiple, or all projects.
10. Select a bank account if disbursements have to be performed from a different bank account than the one indicated in the **Configurations** or in the **Supplier Management** option.

11. Check the **Include Inv. With Holdback Balance** box to display holdback invoices.
12. Check the **Pay Holdback Automatically** box to automatically apply the payment of holdbacks for invoices with a holdback balance.
13. Click on the **Accept** icon.



14. Select the desired grouping display if more than one project is selected.
15. Click on the **+** signs to open the hierarchy of all invoices included in the disbursements.
16. Modify the payment amounts if desired.

Project Disbursements

File

Print

Supplier Code A

Pavable Invoices List

Total	Supplier Code A	Date	Invoice No.	Period Beg.	Project No.	Balance	Payment	Discount	Holdback Bala...	Holdback Payment	Invoice Date	Due Date	Period End...
Total	LES ENTRE	2014-11-05	TT	...	1753-01-01 7001		1.15	1.15	0.00	0.00	0.00 2014-11-05	2014-11-20	1753-01-01
Total	LES ENTRE	2014-11-06	test	...	1753-01-01 1234567890		57,487.50	57,487.50	0.00	0.00	0.00 2014-11-06	2014-11-21	1753-01-01
						58,065.83	58,065.83	0.00	0.00	0.00			
+ *ANDERIN A.N.DERINGER (1)													
+ 238614 Fournisseur test (1)													
+ 9140-0887 ALAMICK (1)													
+ AA A&A Manufacturing Co. Inc (1)													
+ AB01 Test Import (2)													
- ACIROBE ACIER ROBEL INC. (2)													
Total	ACIROBE	2006-10-20	032-015838	...	1753-01-01 XXXX		0.00	0.00	0.00	-75.35	0.00 2006-10-20	2006-10-20	1753-01-01
Total	ACIROBE	2006-10-10	032-015814	...	1753-01-01 XXXX		0.00	0.00	0.00	-533.99	0.00 2006-10-10	2006-10-10	1753-01-01
						0.00	0.00	0.00	0.00	-609.34	0.00		
+ ADVANCED M *ADVMETA (1)													
+ AVANCE test cq avance fournisseur (1)													
- BEAUDOIN Groupe Beaudoin (1)													
Total	BEAUDOIN	2019-04-05	234324	...	1753-01-01 7001		1,149.75	1,149.75	0.00	0.00	0.00 2019-04-05	2019-05-10	1753-01-01
						1,149.75	1,149.75	0.00	0.00	0.00			
+ CQ Perdu (15)													
+ ECHAFAUDAG ECHAIF (1)													
+ EQUIPEMENT EQUESTVA (2)													
+ PENTAIR Pentair & Valves & portes d'accès (1)													
+ PYRAMID Pyramid test (1)													
+ ROB Plomberie Chauffage Roger Robichaud (1)													
+ VITNICO VITRERIE NICOLET ENR. (1)													
- WEST02 Westburne (2)													
Total	WEST02	2015-02-06	CQ	...	1753-01-01 31797		54.00	54.00	0.00	0.00	0.00 2015-02-06	2015-02-06	1753-01-01
Total	WEST02	2015-02-06	cq	...	1753-01-01 31797		-54.00	-54.00	0.00	0.00	0.00 2015-02-06	2015-02-06	1753-01-01
						0.00	0.00	0.00	0.00	0.00			
- XXX test (1)													

Grouping

☐ Supplier/Project ☒ Supplier

17. Click on the **Apply** icon.

The **Project Disbursements** appears and the disbursements are listed in the **Summary of Non-Transferred Transactions** section.

As for the supplier disbursements, the invoices linked to the disbursements of a supplier are displayed in the **Detail** section when the said supplier is selected in the **Summary of Non-Transferred Transactions**.

It is possible to view a list of disbursements before proceeding with the transfer (see the [Generating a Disbursement List](#) section of this document) or simply transfer them, using the **Transaction Transfer** icon in the **maestro*** main menu, or by using the **Transfer** icon in the **Project Disbursements** window.

When the transfer is performed using the **Transfer** icon in the **Project Disbursements** window, **maestro*** asks to confirm the transfer of the transaction, as well as print the status of the disbursements if those are too big to be displayed on a cheque stub.




It will become impossible to print the disbursements' status once this step is over. Now is the time to take it or leave it!

Furthermore, all disbursement batches left with the non-transferred status will prevent the production of a second disbursement batch. The first batch will have to be transferred or deleted (if the latter, the new batch will have to include the initial disbursements and the new ones).

Notes:

The option that allows to make direct disbursements in **maestro*** must generally be limited to transactions that concern the balance sheet accounts only. Why? Because transactions resulting from this option are not linked to projects. If income and/or expense general ledger accounts are affected, the financial statements, generated by project, will be distorted.

Though the **Enter a Direct Disbursement** option has been specifically created to perform miscellaneous supplier payments, tax rebates, and rebates from the *Commission de la construction du Québec (CCQ)*, multiple companies choose another option to perform those tasks to avoid users making project transactions by mistake in the option. Thus, a supplier named *Revenu Québec* could also be created to perform GST and QST remittance through a project purchase then a supplier disbursement, for example¹⁴.

 **maestro*** > Purchasing > Purchasing > Payment > **Enter a Direct Disbursement**

 Online Help (FI) - [Enter a Direct Disbursement](#)

To perform a direct disbursement:

- I. In the **Enter a Direct Disbursement** window, select a **Supplier Code** (or check the **Individual Supplier**¹⁵ box if a payment must be done for a miscellaneous supplier).

¹⁴Performing a tax remittance using the **Enter a Direct Disbursement** option and selecting the 2 - *Sales Tax Remittance* option in the **Type of Direct Disbursement** section has the advantage of not displaying in the February tax report, for example, a transaction made in February for the January tax remittance.

¹⁵The **Individual Supplier** box does not refer to the MISCELLANEOUS supplier that can be created in the **Supplier Management** option as a catch-all supplier. This box could ultimately allow the entry of a new supplier that would not be recurrent. But careful! The **Enter a Direct Disbursement** option does not allow to link an expense to a PAG. It is therefore not recommended to use this functionality (Individual Supplier box), even to perform a disbursement that consists of a contribution to a charity organization. The financial statements could be distorted.

Enter a Direct Disbursement

File Edit View Tools

Summary of non-transferred transactions

Counter	Transaction No.	Code	Accounting Date	Date Entered	Supplier Code	Cheque No.	Bank Account	Auxiliary No.
1775	0 0	2012-02-02	2012-02-02					
2051	0 0	2009-02-24	2015-10-27	CQ	Perdu	2009-02-24		
2193	0 0	2009-02-24	2016-08-11	CQ	Perdu	2009-02-24		
2194	0 0	2009-11-21	2016-08-11	CQ	Perdu	2009-11-21		
2368	0 0	2016-11-10	2016-11-10	WOLSELEY G	WOLGPI			
2451	0 0	2017-09-29	2017-09-29					

Detail Additional Fields

Supplier Code: Individual Supplier ☐

Name:
 Division:
 Address:
 City:
 Province: Postal Code:
 Country/Region: Zip Code:
 Phone Number:

Date: 2022-07-08 ☐ Cheque No.:

Invoice No.:
 Purchase: 0.00 Discount:
 Account: Bank: 10200 Currency:
 Discount: 51125

Type of Direct Disbursement: 1 - Standard

Comments:
 Joint Cheq.:

Breakdown

Account	Amount
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	
13	
14	
15	
16	
17	
18	
19	
20	


- Complete the coordinates of the said supplier if it is a miscellaneous supplier.
- Modify the date if needed.
- Enter the **Invoice No.** if applicable.
- If the payment has to be done by cheque, leave the **Cheque No.** field empty. If it is a direct payment, enter the reference number.
- Modify the preferred language of the miscellaneous supplier, if needed.
- Complete the breakdown grid by entering the account number(s) to charge, as well as the amount(s). The total amounts of the grid will automatically be displayed to the right of the **Purchase** field.
- Enter the discount amount if applicable.
- If applicable, change the bank account (the one displayed corresponds to the bank account identified in the **Configuration** option).
- Modify the currency if the latter is not canadian.
- Select the nature of the disbursement from the choices available in the scroll-down menu of the **Type of Direct Disbursement** field, 1 - Standard, 2 - Sales Tax Remittance, and CCQ Remittance.
- To enter a comment to be displayed on the cheque stub of the **maestro*** standard form, complete the **Comments** field.
- If the payment is made by cheque and if the name of a person must be added to the supplier, enter it in the **Joint Cheq.** field.
- Click on the **Save** icon.


The disbursement is added to the **Summary of Non-Transferred Transactions** section. It is now possible to transfer the transaction in the **Enter a Direct Disbursement** option directly by clicking on the **Transfer** icon, or view in advance the accounting entry that will be generated in the **List of Disbursements** option. Finally, the disbursement can also be transferred using the **Transaction Transfer** icon in the **maestro*** main menu.

Notes:

Generating a Disbursement List TO TEST

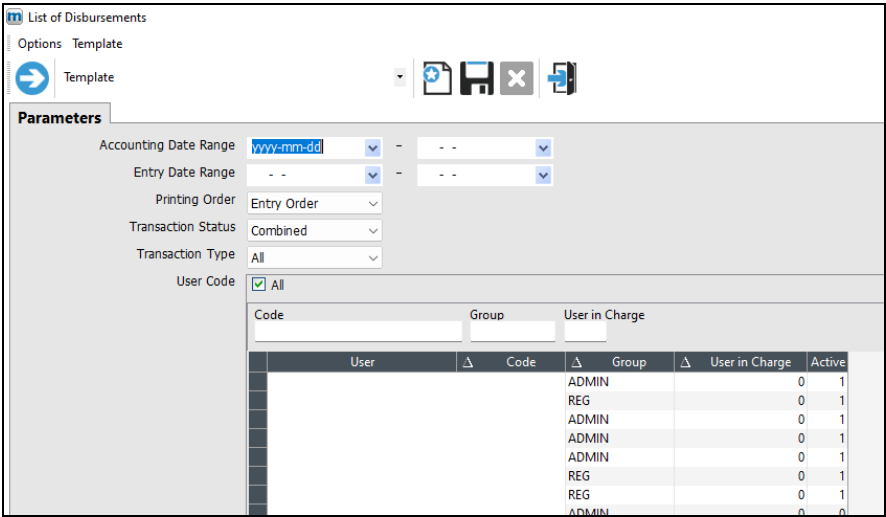
As is the case for project transactions, it is possible to generate a list of performed disbursements, whether they have been transferred or not, whatever the option in which they were created.

 **maestro*** > Purchasing > Purchasing > Payment > **List of Disbursements**

 Online Help (FI) - [List of Disbursements](#)

To generate a disbursement list in **maestro***:

- 1. In the **List of Disbursements** window, select the start and end dates of the date range.



The screenshot shows the 'List of Disbursements' window with the 'Parameters' tab selected. The 'Accounting Date Range' is set to 'yyyymm-dd' with a dropdown arrow. The 'Entry Date Range' is set to '- -' with a dropdown arrow. The 'Printing Order' is set to 'Entry Order' with a dropdown arrow. The 'Transaction Status' is set to 'Combined' with a dropdown arrow. The 'Transaction Type' is set to 'All' with a dropdown arrow. The 'User Code' is set to 'All' with a checked checkbox. Below the parameters, there is a table with columns: Code, Group, User in Charge, User, Code, Group, User in Charge, and Active. The table contains several rows of data, including ADMIN, REG, and ADMIN entries.

- 2. Select the transaction display order on the report using the scroll-down menu of the **Printing Order** field.

The transactions can be displayed according to the order in which they were entered in the software (entry order) or according to the accounting date, the entry date in **maestro***, the supplier, or the cheque number.

3. In the **Transaction Status** field, select one of the options to determine which disbursement status' to display.

Those can be transferred transactions, non-transferred transactions, or even the *Combined* option, which means that both non-transferred and transferred transactions will be displayed.

4. Select the **Transaction Type** to display, *Individual*, *Project Disbursement*, or *All*.
5. Select one, multiple, or all users at the origin of the transactions.
6. Finally, click on the **Accept** icon to generate the report that could be, if needed, printed, even saved.



It is possible to add on the report one, or more, or the three following dates coming from the invoice: **Accounting Date**, **Due Date**, **Real Date**. These columns are available by clicking on the **Configuration** icon (**Column** tab), available when viewing the report. An adjustment of the previous and following columns might be required to display the information.

7. Click on **Quit** to close the windows.

Notes:

Reversing a Disbursement

It is likely that at some point, a disbursement transferred in **maestro*** will have to be reversed. It will obviously be possible to do so and bring the invoice back to the supplier account in the auxiliary of accounts payable, as long as the payment has not been cashed in or that the period in which the disbursement has been performed is still open. The **Cancel a Disbursement** option allows to cancel all disbursement that matches these conditions and that has been created in the **Selected Disbursements, Batch Disbursement**, and **Project Disbursements** option. As for direct disbursements, they must be canceled in the **Cancel an Individual Disbursement** option. However, the principle remains the same: the payment must not have cashed in and the period in which the disbursement has been created must still be open.



It can be necessary to review accesses in the **Security Management** option to limit the number of users authorized to reverse disbursements.

In Batch, by Supplier, by Project TO TEST



maestro* > Purchasing > Purchasing > Payment > **Cancel a Disbursement**



Online Help (FI) - [Cancel a Disbursement](#)

To cancel a disbursement:

1. In the **Cancel a Disbursement** window, select a disbursement in the list or enter the disbursement's **Transaction No.**
2. The actual date of the disbursement, the supplier code and name, the cheque number, and its amount, are displayed.

Cancel a Disbursement

File View

List of Disbursements

Counter	Transaction No.	Code	Accounting Date	Date Entered	Supplier Code	Cheque No.	Bank Account	Auxiliary No.
1926	4319	1	2014-09-08	2014-09-08		266		
1946	4374	1	2014-10-15	2014-10-15		267		
1967	4473	1	2015-01-15	2015-01-15		343		
1968	4480	1	2015-01-26	2015-01-26		287		

Details

Transaction No. 4473

Cancellation Date - - Date 2015-01-15

Code ZEP LA COMPAGNIE ZEP DU CANADA

Cheque No. 343

Amount 7.19

3. Enter the **Cancellation Date** of the disbursement.
4. Click on the **Cancel this Disbursement by Reversing It** icon.



It is very important to not click on the **Delete** icon of the disbursement. This icon will not create the wanted reversal entry.

5. Click on **Yes** when **maestro*** asks to confirm the disbursement cancellation.
6. Click on **Yes** when **maestro*** asks if you wish to transfer this transaction.
7. The **maestro*** viewer opens and displays an reversal accounting entry, as well as the detail of the transaction.
8. Click on the **Quit** icon twice to quit the viewer and option.



Contrary to the project purchases and disbursements, the transaction linked to a disbursement reversal is immediately transferred.

Notes:

Reversing a direct disbursement is quite similar to reversing any other disbursements, except that it must be done in the **Cancel an Individual Disbursement** option.



maestro* > Purchasing > Purchasing > Payment > **Cancel an Individual Disbursement**



Online Help (FI) - [Cancel an Individual Disbursement](#)

To cancel a direct disbursement:

1. In the **Cancel an Individual Disbursement** window, select a disbursement in the list or enter the disbursement's **Transaction No.**
2. The disbursement's actual date, the cheque number if applicable and the payment amount is displayed.
3. Enter the disbursement's **Cancellation Date**.
4. Click on the **Cancel This Disbursement by Reversing It** icon.



It is very important **to not click** on the **Delete** icon of the disbursement. This icon will not create the wanted reversal entry. Furthermore, it will become impossible to retrace the initial entry.

5. Click on **Yes** when **maestro*** asks to confirm the disbursement cancellation.
6. Click on **Yes** when **maestro*** asks if you want to transfer this transaction.
7. The **maestro*** viewer opens and displays the reversal accounting entry, as well as the transaction detail.
8. Click on the **Quit** icon twice to close the viewer and the option.



Contrary to the project purchases and disbursements, the transaction linked to a disbursement reversal is immediately transferred.

Also note that it is impossible to cancel a disbursement transaction if it has been conciliated in **maestro***'s bank reconciliation.

Notes:

PAYMENT METHODS

Once the project purchase and disbursement transactions are performed and transferred in **maestro*** (even posted), only the payment to the supplier remains. There are three payment methods that can be used with/in **maestro***: preauthorized payments, by cheque, or by direct payments.

Pre-Authorized Payments

As previously mentioned, preauthorized payments in a company bank account are posted to the project purchase transaction. The **Immediate Payment** section must be completed and the PPA-XXXX inscription must feature in the **Cheque No.** field of the option. In this case, no additional action is required in **maestro***, other than the verification during the bank reconciliation.



Multiple invoices, for which the disbursements are preauthorized payments, are recurring ones, that come back every month or at a predetermined frequency. The [CAP04](#) document explains how to process and facilitate recurring transactions in **maestro***.

Paying with a Cheque

TO TEST

The **Print Cheques** option allows, as its name indicates, to print cheques (and direct payment confirmations). The printing of a cheque from this option is the last step of the project purchase process when the payment is done using a cheque. The **Print Cheques** option does not generate an accounting entry - accounting entries are created during the transfer of project purchases and disbursements in **maestro***. It only modifies the status of the invoice associated to the cheque payment by giving it the code 9, *Invoice Fully Paid*.



maestro* > Purchasing > Purchasing > Payment > **Print Cheques**



Online Help (FI) - [Print Cheques](#)



Note that more than one **Print Cheques** option exists in **maestro***, since this functionality is required in other modules, such as Payroll. However, the cheques for suppliers have to be printed from the **Print Cheques** option in the **Purchasing** module.



Cheque Formats and Forms

It goes without saying that the **maestro*** cheque forms will have to be adjusted with the help of your implementation specialist and tested beforehand. The printing formats of the cheques can be identified in the **Bank Accounts**¹ option and associated to a specific bank account after being created and defined in the **Cheque Format Configuration**² option.

Cheque Number

Rule of thumb: if a user fills in the **Cheque No.** field in a disbursement option, this tells **maestro*** that it will be paid by preauthorized payment or by manually completing a cheque. The user must not, in those last two cases, go through the **Print Cheques** option. Otherwise, the cheque numbers must be configured in **maestro*** or specified when printing the cheques.

The cheque numbers are configured in **maestro*** using counters. Indeed, the starting number of the cheque series must be entered in the **Counter** field of the following options:

If **maestro*** is used in standard mode (a single company):

Bank Accounts (maestro* > Accounting > Maintenance > Accounting > Bank Accounts).

If **maestro*** is used in multidimensional mode:

Counter Management (maestro* > Accounting > Maintenance > Accounting > Counter Management).

The **Counter Management** option allows to associate a company prefix to the counter, and therefore define multiple counters. However, if **maestro*** is used in multidimensional mode and each company has their bank account, the counters can also be defined in the **Bank Accounts** option, even if in multidimensional mode.

*** IMPORTANT ***

In both cases, if the cheque numbers are already entered or physically printed, the **-1** entry in the **Counter** fields will tell **maestro*** that the cheque number is not generated by the system. Every time a cheque will be about to be printed, **maestro*** will ask the user to enter the cheque number in a field to this effect, that will be displayed on the screen.

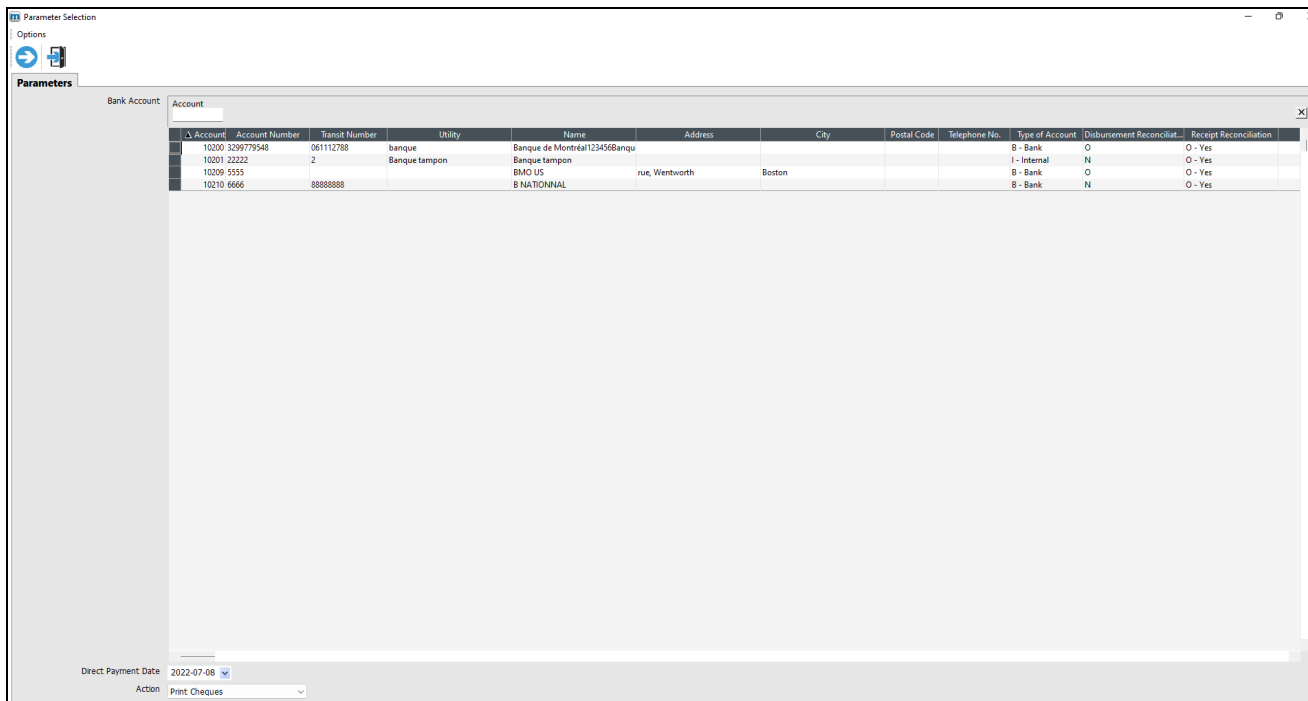
¹maestro* > Accounting > Maintenance > Accounting > Bank Accounts

²maestro* > Maintenance > General Maintenance > Processing > Cheque Format Configuration

Printing Cheques

To print a cheque:

1. In the **Parameter Selection** window, select the bank account linked to the cheque(s) to be printed.



The screenshot shows the 'Parameter Selection' window with the 'Parameters' tab selected. A table of bank accounts is displayed, with columns for Account, Account Number, Transit Number, Utility, Name, Address, City, Postal Code, Telephone No., Type of Account, Disbursement Reconciliation, and Receipt Reconciliation. The table contains four rows of data.

Account	Account Number	Transit Number	Utility	Name	Address	City	Postal Code	Telephone No.	Type of Account	Disbursement Reconciliation	Receipt Reconciliation
10200	3299779548	061112788	banque	Banque de Montréal123456Banqu					B - Bank	O	O - Yes
10201	22222	2	Banque tampon	Banque tampon					I - Internal	N	O - Yes
10209	5555			BMO US	ru, Wentworth	Boston			B - Bank	O	O - Yes
10210	6666	88888888		B NATIONAL					B - Bank	N	O - Yes

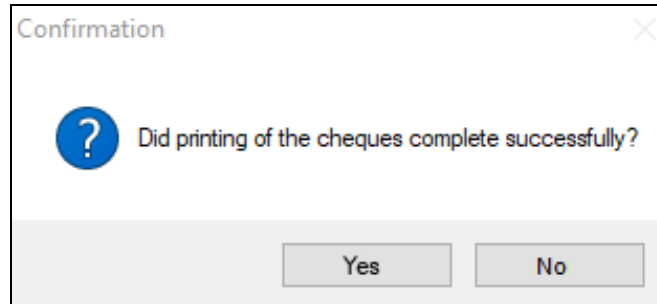
At the bottom of the window, there is a 'Direct Payment Date' field set to '2022-07-08' and an 'Action' dropdown menu set to 'Print Cheques'.

2. Do not modify the date.

The latter has its usefulness when printing the confirmation of direct payments but in the case of a cheque, the date entered will be the one entered in the disbursement.

3. Select the **Print Cheques** option in the **Action** field.
4. Click on the **Accept** icon.
5. Check the box of every cheque to be printed. An icon also allows to automatically select all the cheques.
6. Click on the **Select** icon.

Maestro* opens the report viewer that displays the cheques to be printed. The following window will then open.



It is necessary to wait for the actual printing of the cheque(s) before confirming anything. If the user clicks on **Yes**, **maestro*** adds the cheque amount(s) to the bank reconciliation if the report viewer is closed. **The user will no longer be able to reprint the cheque(s).**



What do I do if my cheque printing order was sent to the wrong printer?

Simply answer *No* to the question **Did printing of the cheques complete successfully?** It will then be possible to reprint the disbursement, and this time direct the order to the right printer.

What do I do if there is a paper jam in the printer?

The user must click on *No* to the question **Did printing of the cheques complete successfully?** Afterwards, it is necessary to reverse the disbursement then redo it to assign a new cheque number and for the cheque number sequence to continue.

Notes:

Making a Direct Payment

TO TEST

Finally, **maestro*** offers companies the necessary functionalities to pay their suppliers by bank transfers. For more information on this payment method, view the course document [CAP04](#).

CHECKLIST

Legend

Type	Description
C	Configurations to be completed
A	Approval or meeting with management
T	Tests and trial runs

Block AP03

No.	Type	Task	Employee	Due Date	Done
1	T	Enter the project purchase: <ul style="list-style-type: none">• of a supplier of goods,• of a service supplier,• of a miscellaneous supplier.			✓
2	T	Enter a project purchase: <ul style="list-style-type: none">• for a closed period,• to temporarily prevent its transfer.			
3	T	Enter a project purchase and immediately pay: <ul style="list-style-type: none">• by cheque,• by preauthorized payment,• by direct payment (transfer).			
4	T	Simulate the transfer of a project purchase.			

No.	Type	Task	Employee	Due Date	Done
5	T	Transfer a project purchase transaction: <ul style="list-style-type: none"> • in the option. • using the Transaction Transfer icon in the maestro* main menu. 			
6	T	Enter a batch project purchase.			
7	T	Reverse a project purchase.			
8	T	Perform an direct disbursement and pay: <ul style="list-style-type: none"> • by cheque, • by direct payment. 			
9	T	Perform a batch disbursement.			
10	T	Perform a selected disbursement.			
11	T	Perform a project disbursement.			
12	T	Transfer a disbursement: <ul style="list-style-type: none"> • in the option, • using the Transaction Transfer icon in the maestro* main menu. 			
13	T	Generate a disbursement list.			
14	T	Reverse a disbursement (in batch, by supplier, or by project).			
15	T	Reverse a direct disbursement.			
16	C +T	Print cheques (functionality + printing format + set up the cheque numbers).			
17					

No.	Type	Task	Employee	Due Date	Done
18					
19					
20					
21					
22					
23					
24					
25					