

PeopleSoft®

EnterpriseOne Xe
Accounts Receivable
PeopleBook

September 2000

J.D. Edwards World Source Company
7601 Technology Way
Denver, CO 80237

Portions of this document were reproduced from material prepared by J.D. Edwards.

Copyright ©J.D. Edwards World Source Company, 2000

All Rights Reserved

SKU XeEAAR

J.D. Edwards is a registered trademark of J.D. Edwards & Company. The names of all other products and services of J.D. Edwards used herein are trademarks or registered trademarks of J.D. Edwards World Source Company.

All other product names used are trademarks or registered trademarks of their respective owners.

The information in this guide is confidential and a proprietary trade secret of J.D. Edwards World Source Company. It may not be copied, distributed, or disclosed without prior written permission. This guide is subject to change without notice and does not represent a commitment on the part of J.D. Edwards & Company and/or its subsidiaries. The software described in this guide is furnished under a license agreement and may be used or copied only in accordance with the terms of the agreement. J.D. Edwards World Source Company uses automatic software disabling routines to monitor the license agreement. For more details about these routines, please refer to the technical product documentation.

Table of Contents

Overviews	1-1
Industry Overview	1-3
Industry Environment and Concepts for Accounts Receivable	1-3
Invoice Processing	1-3
Receipt Processing	1-3
Credit and Collections Management	1-4
Customer Profiles	1-4
Conclusion	1-5
Idea to Action: The Competitive Advantage	1-5
Accounts Receivable Overview	1-7
System Integration	1-7
Accounts Receivable Features	1-8
Customer Management	1-9
Transaction Processing	1-9
Multiple Invoice Entry Methods	1-9
Multiple Receipt Application Methods	1-10
Customer Ledger Inquiry	1-11
Deduction Processing	1-12
Credit and Collections Management	1-12
Reporting	1-12
Statement Processing	1-13
Multinational Functionality	1-13
Account Numbering Concepts	1-14
Business Unit - The “Where”	1-14
Object.Subsidiary - The “What”	1-14
Accounts Receivable System Flow	1-15
Accounts Receivable Tables	1-16
Descriptions of Tables	1-17
Menu Overview	1-20

Setup

Accounts Receivable System Setup	2-1
What Do the A/R Setup Features Do?	2-1
Setting Up A/R Constants	2-3
Setting Up Batch Approval and Post Security for A/R	2-11
Setting Up Payment Terms	2-15
Setting Up Net Payment Terms	2-16
Setting Up Net with Discount Payment Terms	2-18
Setting Up Proximate Date Payment Terms	2-19
Setting Up Due Upon Receipt Payment Terms	2-20

Accounts Receivable

Setting Up Split Payment Terms	2-20
Printing a Payment Terms Report	2-22
Working with Advanced Payment Terms	2-23
Setting Up Due Date Rules	2-24
Verifying Due Date Rules	2-30
Setting Up Workday Calendars	2-31
Setting Up Advanced Payment Term Codes	2-34
Setting Up Installment Payments	2-36
Setting Up Payment Terms for Multitiered Discounts	2-40
Processing Options for Batch Update for Multitiered A/R (R005142) and Multitiered A/P (R005141)	2-43
Understanding User Defined Codes for A/R	2-45
Setting Up Next Numbers	2-55
Automatic Accounting Instructions	3-1
AAI Prefixes and Suffixes	3-1
What Are Default AAIs?	3-2
What Are the Elements of an AAI Form?	3-3
Understanding AAIs for A/R	3-5
Components of AAIs for A/R	3-5
AAIs During Invoice and Receipt Processing	3-6
Search Sequence for AAIs	3-7
Accounts Receivable AAIs	3-8
Receivables Bank (RB) Accounts	3-9
Receivables Trade (RC) Accounts	3-9
Unapplied Receipts (RCUC)	3-10
Logged Receipts (RCLC)	3-10
Write-Offs (RAxx)	3-10
Discounts Taken (RKD)	3-11
Delinquency Fees (RFC and RFD)	3-11
Unrealized Gains and Losses on Open Transactions (RV, RW, and RR)	3-11
Realized Gains and Losses on Foreign Currency Receipts (RG and RL)	3-12
Realized Gains and Losses on Alternate Currency Receipts (RY and RZ)	3-12
Clearing Account for Alternate Currency Receipts (R7)	3-13
Rounding Account for Foreign/Alternate Currency Receipts (R8)	3-14
Deductions (RN)	3-14
Drafts (RDxx)	3-14
Netting (NC)	3-15
Working with AAIs	3-17
A/R Tax Setup	4-1
Setting Up Tax Authorities for A/R	4-3
Setting Up Tax Rates and Areas for A/R	4-5
Processing Options for Tax Rate/Areas	4-10
Understanding Tax Explanation Codes for A/R	4-11
What Are the Types of A/R Tax Explanation Codes?	4-11
How Does the System Calculate A/R Taxes?	4-11

Example: Sales Tax (S)	4-12
Example: VAT (V)	4-12
Example: VAT + Sales Tax (C)	4-13
Understanding AAIs for A/R Taxes	4-15
Which AAIs Do You Need to Set Up for Taxes?	4-15
Setting Up Tax Rules by Company for A/R	4-19
Examples: Calculation Rules	4-23
Example: Calculate Tax on Gross with Discount	4-24
Example: Calculate Tax on Gross without Discount	4-24
Example: Calculate Discount on Gross with Tax	4-25
Example: Calculate Discount on Gross without Tax	4-25
Revising Tax Information	4-27
Printing the Tax Summary Report	4-33
Processing Options for Tax Summary Report	4-33

Daily

Customer Information	5-1
Creating Customer Records	5-3
Processing Options for Customer Master Information (P03013)	5-34
Processing Options for Customer Master MBF (P0100042)	5-35
Locating Customer Records	5-37
Processing Options for Locating Customer Records	5-39
Invoice Processing	6-1
Understanding A/R Batch Control	6-5
Why Would You Activate Batch Control?	6-5
When Do You Use Batch Control?	6-5
Understanding G/L Date Warnings	6-7
What Are the Warning and Error Messages You Might Receive?	6-8
Working with Standard Invoices	6-9
Entering Standard Invoices	6-10
Adding Attachments to Invoices	6-20
Entering Invoices with Discounts	6-21
Entering Discounts	6-22
Entering Split Invoice Payments	6-25
Entering Installment Invoice Payments	6-26
Entering Credit Memos	6-28
Entering Invoices with Taxes	6-29
Entering Multicurrency Invoices	6-31
Domestic Currency Invoices	6-32
Foreign Currency Invoices	6-32
Locating Invoices	6-36
Revising Unposted Invoices	6-38
Processing Options for Standard Invoice Entry (P03B11)	6-40
Invoice Entry Master Business Function (P03B0011)	6-41
Processing Options for Invoice Entry MBF	6-42

Accounts Receivable

Working with Recurring Invoices	6-45
Entering Recurring Invoices	6-47
Reviewing Recurring Invoices	6-49
Processing Options for Recurring Invoice Report	6-49
Revising Recurring Invoices	6-50
Recycling Recurring Invoices	6-52
Processing Options for Recycle Recurring Invoices	6-53
Entering Speed Invoices	6-55
Processing Options for Speed Invoice Entry	6-58
Working with Model Journal Entries	6-59
Creating a Model Journal Entry	6-60
Entering an Invoice Journal Entry Based on a Model	6-62
Reviewing and Approving Invoices	6-65
Reviewing Invoices	6-65
Multi-Currency Batch Totals	6-66
Approving Invoice Batches	6-69
Understanding the Post Process for Invoices	6-71
OneWorld and WorldSoftware Post Process Coexistence Issues	6-74
Posting Invoices	6-77
Posting Batches of Invoices	6-78
Post Invoices to G/L	6-78
Invoice Journal Review	6-79
Verifying Posted Invoices	6-84
Reviewing Your Workflow Messages	6-85
Reviewing the General Ledger Post Report	6-85
Reviewing the Post Detail Error Report	6-86
Processing Options for Posting Invoices	6-87
Revising Posted Invoices	6-89
Changing Posted Invoices	6-89
Voiding Posted Invoices	6-91
Printing Invoice Journal Information	6-93
Processing Options for Invoice Journal	6-93
Data Selection and Sequence for A/R Invoice Journal Report	6-93
Working with Customer Ledger Information	6-95
Reviewing Receipt Information	6-96
Reviewing Invoice Information	6-98
Updating the Status of an Invoice	6-101
Reviewing Invoice Revisions	6-102
Processing Options for Customer Ledger Inquiry (P03B2002)	6-103
Working with Speed Status Change	6-105
Processing Options for Speed Status Change (P03B114)	6-109
Manual Receipts Processing	7-1
Working with Standard Receipts	7-11
Entering Invoice Match Receipts	7-12
Displaying Open Items	7-12
Entering Remittance Information	7-17
Entering Basic Receipts (TI Code 10)	7-21
Understanding Multicurrency Receipts	7-23

Domestic Currency Receipts	7-24
Foreign Currency Receipts	7-24
Alternate Currency Receipts	7-25
Currency Considerations	7-25
See Also	7-26
Entering Alternate Currency Receipts	7-26
Reviewing the Results of Receipts Entry	7-28
Entering Receipts with Earned Discounts (TI Code 10)	7-30
Entering Receipts with Unearned Discounts (TI Code 10)	7-31
Creating Chargebacks for Discounts (TI Code 11)	7-33
Creating Chargeback Invoices (TI Code 16)	7-35
Entering Unapplied Receipts	7-37
Applying Unapplied Receipts to Invoices	7-38
Entering Receipts with Automatic Write-Offs (TI Code 10)	7-39
Entering Receipts with Manual Write-Offs (TI Code 15)	7-41
Entering Receipts with Deductions (TI Code 17)	7-43
Working with G/L Receipts	7-45
Applying Receipts to Invoices Using Multiple Input Methods	7-47
Creating Stand-Alone Records	7-51
Type Input Codes for Stand-Alone Transactions	7-51
Creating Stand-Alone Write-Offs	7-52
Creating Stand-Alone Chargebacks	7-56
Creating Stand-Alone Deductions	7-60
Processing Options for Standard Receipts Entry (P03B102)	7-65
Processing Options for Receipt Interoperability (P03B0191)	7-78
Working with Speed Receipts	7-79
Type Input Codes for Speed Receipts Entry	7-79
Entering Unapplied Receipts (TI Code 1)	7-81
Example: Unapplied Receipt	7-81
Entering Balance Forward Receipts (TI Code 2)	7-83
Example: Balance Forward Receipt	7-83
Entering Logged Receipts (TI Code 3)	7-85
Example: Logged Receipt	7-85
Working with G/L Receipts Using Speed Receipts (TI Code 4)	7-87
Example: G/L Receipt	7-87
Processing Options for Speed Receipts Entry	7-89
Approving and Posting Receipts	7-91
Approving Receipts for Posting	7-91
Posting Receipts	7-92
Calculating Realized Gains and Losses During the Post	7-95
Example: British Company Receives Foreign Currency for Foreign Invoice	7-96
Example: Canadian Company Receives Alternate Currency for Foreign Invoice	7-97
Example: French Company Receives Alternate Currency for Foreign Invoice	7-99
Recording Slight Rounding Differences During the Post	7-101
Example: French Company Receives EUR for BEF Invoice	7-101
Revising Receipts	7-103
Locating Receipts	7-104

Voiding Receipts	7-105
Designating Receipts as Non-Sufficient Funds (NSF)	7-107
Printing Receipt Information	7-109
Printing the Receipts Journal	7-109
Data Sequence for Receipts Journal Report	7-110
Printing the Receipt Deposit Journal	7-110
Processing Options for Receipts Journal Report	7-111
Automatic Receipts Processing	8-1
Setting Up Bank Information for A/R	8-7
Setting Up Bank Account Addresses	8-7
Setting Up G/L Bank Account Information	8-11
Defining Algorithms	8-15
What Algorithms Can You Create?	8-18
Invoice Selection Match Method (R03B50A)	8-18
Balance Forward Match Method (R03B50B)	8-19
Known Invoice Match with Amount (R03B50D)	8-20
Known Invoice Match without Amount (R03B50E)	8-23
Combination Invoice Match (R03B50F)	8-23
Processing Options for Invoice Selection Match (R03B50A)	8-29
Processing Options for Balance Forward Match (R03B50B)	8-33
Processing Options for Known Invoice Match with Amount (R03B50D)	8-34
Processing Options for Known Invoice Match without Amount (R03B50E)	8-41
Processing Options for Combination Invoice Match (R03B50F)	8-45
Working with Execution Lists	8-51
Uploading Customer Payment Information	8-57
Processing Automatic Receipts	8-59
Updating Receipts Register Information	8-59
Processing Options for Update Receipts Register (R03B551)	8-60
Data Sequence and Data Selection	8-70
Applying Receipts to Invoices Automatically	8-70
Processing Options for Apply Receipts to Invoices (R03B50)	8-71
Working with Unprocessed Items	8-73
Working with Electronic Receipts	8-73
Reviewing Unprocessed Items	8-77
Reviewing Unprocessed Receipts Online	8-77
Reviewing the Receipts Journal Report	8-79
Reviewing the Receipts Activity Register	8-80
Processing Options for Automatic Receipts Activity Register	8-80
Revising Unprocessed Items	8-80
Purging Electronic Receipts	8-83
Processing Options for Purge Electronic Receipts	8-83
A/R Draft Processing	9-1
What Are the Types of Drafts?	9-2
What Are the Steps for Processing Drafts?	9-2
Draft Processing	9-3
Invoice Creation	9-4
Draft Origination (Optional)	9-4

Draft Acceptance	9-4
Draft Remittance	9-5
Draft Collection	9-5
Draft Processing on the General Ledger	9-7
Setting Up A/R Draft Processing	9-9
Setting Up AAIs for A/R Drafts	9-9
AAIs for Drafts Receivable (RD1x)	9-10
AAIs for Drafts Remitted for Cash (RD2x)	9-10
AAIs for Drafts Remitted for Discount (RD3x)	9-10
AAIs for Contingent Liability (RD4x)	9-11
AAIs for Void/Non-Sufficient Funds (RD5)	9-11
Setting Up User Defined Codes for A/R Drafts	9-11
Payment Instrument Codes	9-11
Pay Status Codes	9-12
Setting Up Drafts as the Default Payment Instrument	9-14
Setting Up Statements or Invoices for A/R Drafts	9-15
Setting Up Bank Account Information for A/R Drafts	9-16
Setting Up Draft Bank Accounts for Customers	9-16
Printing the Bank Account Exception Report for A/R Drafts	9-19
Processing Options for Bank Account Exception Report	9-20
Working with Draft Origination	9-21
Printing Invoices with Draft Attachments	9-21
Processing Options for Invoice Print with Draft (R03B5051)	9-22
Data Selection for Invoice Print with Draft	9-23
Data Sequence for Invoice Print with Draft	9-23
Printing Statements with Draft Attachments	9-24
Processing Options for Statement Print with Draft (R03B506)	9-24
Data Selection for Statement Print with Draft	9-24
Data Sequence for Statement Print with Draft	9-24
Working with Draft Acceptance	9-27
Entering Manual Drafts	9-28
Processing Options for Draft Entry (P03B602)	9-34
Creating Automatic Drafts	9-46
Processing Options for Pre-Authorized Drafts	9-47
Revising Drafts	9-49
Returning a Draft to Prior Status	9-51
Voiding Drafts	9-53
Working with NSF Drafts	9-55
Entering a Full NSF Draft	9-56
Entering a Partial NSF Draft	9-58
Creating a Renewal Draft	9-60
Working with Draft Remittance	9-63
Creating Bank Registers for A/R Drafts	9-64
Example: Bank Register	9-64
Reviewing and Revising Bank Registers for A/R Drafts	9-67
Remitting Drafts	9-68
Processing Options for Draft Remittance	9-69
Data Selection for Draft Remittance	9-71
Understanding Contingent Liability	9-71

Working with Draft Collection	9-73
Processing Options for Draft Collection with Status Update	9-74
Data Selection for Draft Collection with Status Update	9-76
Approving and Posting A/R Drafts	9-77
Reviewing and Approving Journal Entries for A/R Drafts	9-77
Reviewing and Revising Draft Batches	9-78
Posting Journal Entries for A/R Drafts	9-79
Automatic Debits	10-1
Working with Automatic Debits	10-3
Creating a Batch of Automatic Debits	10-4
Processing Options for Create Automatic Debit Batch	10-6
Data Selection	10-9
Processing a Batch of Automatic Debits in Final Mode	10-9
Formatting a Batch of Automatic Debits	10-10
Purging a Batch of Automatic Debits	10-13
Deduction Processing	11-1
Setting Up Activity Codes for Deductions	11-5
Working with Deductions	11-9
Entering Deductions Associated with Invoices	11-10
Entering Deductions Associated with Receipts	11-13
Researching and Resolving Deductions	11-14
Applying a Credit Memo to a Deduction	11-19
Voiding Activities and Deductions	11-21
Credit and Collections Management	12-1
Setting Up Credit and Collections Information	12-3
Setting Up Letter Text for Delinquency Notices and Statements	12-4
Setting Up Credit and Collection Managers	12-6
Setting Up Policies	12-8
Assigning Credit and Collection Information	12-21
Setting Up Credit Insurance Policies	12-25
Setting Up a General Credit Insurance Policy	12-25
Setting Up a Single Credit Insurance Policy	12-29
Setting the Processing Options for Credit Analysis Refresh	12-31
Processing Options for Credit Analysis Refresh	12-31
Working with Delinquency Notices and Fees	12-39
Generating Delinquency Notices	12-39
Working with Delinquency Fees	12-45
Updating Accounts Using Credit Analysis Refresh	12-51
Managing Accounts for Credit and Collection Activity	12-55
Working Accounts Using Workflow Management	12-56
Working Accounts Using Account Balance Inquiry	12-58
Reviewing Parent/Child Account Balances	12-65
Managing Account Activities	12-66
Processing Options for Activity Log Report	12-70
Revising Credit Information	12-71
Printing the Collection Report (R03B461)	12-74
Processing Options for Collection Report	12-74

Creating Credit Reporting Tapes	12-75
What Are the Requirements for Credit Reporting Tapes?	12-76
Processing Options for TRW and Dun & Bradstreet	12-77
Processing Options for Creditel	12-77
Updating A/R Information for Customer Analysis	12-79
Setting Up Credit and Collections Date Patterns	12-79
Updating Invoice Amounts Using Statistics Annual Close	12-82
Processing Options for Statistics Annual Close	12-83
Updating Statistical Information	12-83
Processing Options for Updating Statistical Information	12-85
Reviewing Statistical Information	12-88
Purging Statistical History Records	12-91
Processing Options for A/R Statistical History Purge/Repost	12-91
Credit and Collection Activity Priorities	12-91
A/R Reports	13-1
Printing A/R Standard Reports	13-3
Printing the Open A/R Detail – Summarized with Currency Report (R03B413B)	13-3
Processing Options for A/R Summary with Currency	13-4
Printing the Open A/R Detail with Remarks Report (R03B4201A)	13-6
Processing Options for A/R Invoice Details	13-7
Printing the Open A/R Foreign Amounts Report (P03B429)	13-8
Processing Options for Currency Detail – Foreign and Domestic	13-10
Processing Options for Currency – Foreign/Domestic with Aging	13-11
Processing Options for Currency – Foreign/Domestic with Aging	13-13
Printing the Open A/R Detail with Aging Report (R03B4201B)	13-14
Processing Options for Open A/R Details with Aging (R03B4201B)	13-15
Printing Analytical Reports	13-21
Printing the Customer Receipts History Report (R03B4201A)	13-21
Processing Options for Customer Receipts History Report	13-22
Printing the Open A/R Summary Analysis Report (R03B155)	13-23
Processing Options for Open A/R Summary Analysis (R03B155)	13-24
Printing the Statistical Trend Analysis Report (R03B165)	13-24
Printing the Invoice Trend Analysis Report (R03B168)	13-25
Printing the Receipt Trend Analysis Report (R03B167)	13-26
Printing the Aging Trend Analysis Report (R03B166)	13-27
Printing the Statistical Calculations by Company Report (R03B1691)	13-27
Printing the Statistical Calculations by Credit Manager Report (R03B1692)	13-28
Printing the Statistical Calculations by Collection Manager Report (R03B1693)	13-28
Printing Netting Reports	13-29
Creating the A/R and A/P Netting Report Workfile Table (R03B465)	13-30
Processing Options for Build A/R and A/P Netting File	13-30

Accounts Receivable

Data Selection for Build Netting Report Workfile	13-30
Printing the Receivables and Payables Netting Report (R03B450)	13-31
Data Selection for Receivables and Payables Netting Report ...	13-31
Data Sequence for Receivables and Payables Netting Report ...	13-31
Printing the Netting - Aging Report (R03B466)	13-32
Data Selection for the Netting - Aging Report	13-32
Data Sequence for the Netting - Aging Report	13-32
Processing Options for A/R – A/P Netting Report	13-33

Periodic

A/R Notification Processing	14-1
Printing A/R Invoices	14-3
Processing Options for Invoice Print (R03B505)	14-4
Updating A/R from the Address Book	14-7
Processing Options for Update A/R from Address Book	14-8
Processing Statements	14-9
Generating Statements	14-10
Processing Options for Statement Notification Refresh (R03B500X)	14-13
Reviewing Statements	14-18
Resetting Statements	14-22
Processing Options for Resetting Statements	14-23
Purging Statements	14-24
Processing Options for Statement/Notification Purge	14-24
Period-End Processing	15-1
Working with Credit Reimbursements	15-3
Generating Credit Reimbursements	15-3
Reviewing and Approving Credit Reimbursements	15-7
Posting Credit Reimbursements	15-8
Processing A/R Integrity Reports	15-9
Working with the A/R Invoices to G/L by Batch Integrity Report ...	15-10
Running the A/R Invoices to G/L by Batch Integrity Report ...	15-10
Understanding Out-of-Balance Conditions	15-11
Understanding Invalid Pay Status Conditions	15-12
Working with the A/R to G/L Receipts by Batch Integrity Report ...	15-13
Running the A/R to G/L Receipts by Batch Integrity Report ...	15-13
Processing Options for A/R to G/L Receipts by Batch (R03B702)	15-13
Understanding Out-of-Balance Conditions	15-14
Working with the A/R to Account Balance by Account ID Report	15-14
Running the A/R to Account Balance by Account ID Report ...	15-15
Data Selection and Data Sequence	15-15
Processing Options for A/R to Account Balance by Account ID (R03B707)	15-16
Understanding Out-of-Balance Conditions	15-16

Unrealized Currency Gains and Losses	16-1
Example: Gain/Loss for a Foreign Invoice	16-3
Understanding AAIs for A/R Gains and Losses	16-5
Calculating A/R Unrealized Gains and Losses	16-7
Processing Options for A/R Unrealized Gains/Losses	16-9

Advanced & Technical

Batch Invoice Processing	17-1
Converting Invoices for Batch Processing	17-3
Converting Invoices for Batch Processing	17-3
Processing Batch Invoices	17-5
Processing the Transaction Information	17-5
Errors in Processing	17-6
Performance Considerations	17-7
Submitting Invoices for Processing	17-8
Processing Options for Invoice Batch Processor	17-8
Verifying Batch Invoice Information	17-11
Posting Batch Invoices	17-11
Reviewing Batch Invoices	17-13
Revising Unprocessed Batch Invoices	17-17
Adding Invoices to Batches	17-17
Correcting Unprocessed Batch Invoices	17-18
Changing, Deleting, or Voiding Invoices	17-19
Purging Processed Batch Invoices	17-21
Purging A/R Invoices and Receipts	17-23
Purging A/R Invoices and Receipts	17-23
Purging Invoice Transactions	17-24
Purging Receipt Transactions	17-25
Processing Options for Invoice/Receipt Transaction Purge	17-25
A/R Cash Forecasting	18-1
Forecasting A/R Cash Flow	18-3
Processing Options for A/R Cash Forecasting	18-4
Customer Currency Conversion	19-1
Converting Customer Currency Codes and Amounts	19-3
Before Converting Customer Currency Codes and Amounts	19-4
Converting Currency Codes and Amounts	19-4
Reviewing the Exceptions Report	19-6
Example: Before and after the Customer Conversion	19-6
Example: Parent/Child Structure with Different Currencies	19-8
Processing Options for Euro Address Book Conversion – F0301/F03012	19-9

Appendices

Appendix A: Quick Reference Codes for A/R	A-1
A/R Fastpath Menus	A-1
Payment Status Codes	A-1
Payment Terms	A-2
Document Types	A-2
Original Document Types	A-2
Matching Document Types	A-2
Type Input Codes for Standard Receipts Entry (TI)	A-3
Appendix B: Currency Codes and Decimals	B-1
Multi-Currency Option Off	B-1
Multi-Currency Option On	B-1
Unit Ledgers	B-1
Amount Ledgers	B-1
Monetary (Currency-Specific) Accounts	B-2
Technical Considerations	B-2
Balances by Currency Post	B-3
Summarized Currency Post	B-3
Appendix C: Training Chart of Accounts	C-1
Appendix D: Batch Input Setup for Invoice Transactions	D-1
Table 1: Required Fields for the Invoice Transactions Batch Table (F03B11Z1)	D-2
Table 2: Fields Required for the Journal Entry Transactions Batch Table (F0911Z1)	D-5
Table 3: Additional Fields Required for Processing Discounts	D-7
Table 4: Additional Fields Required for Processing Tax Information	D-9
Table 5: Additional Fields Required for Processing Multicurrency	D-11
Guidelines for Domestic or Foreign Transactions	D-11
Fields Required for Multicurrency	D-13
Currency Considerations for Updating the Journal Entry Transactions Batch table (F0911Z1)	D-16
Table 6: Optional Fields for Processing Batch Invoices	D-16
Table 7: Ignored Fields	D-25
Table 8: Fields Reserved for Users	D-27
Table 9: Required Fields for Enterprise-Wide Profitability Solution System	D-28
Appendix E: Interoperability	E-1
About Interoperability	E-1
Setting Up Outbound Interoperability	E-7
Reviewing Record Types	E-7
Setting Up Transaction Types	E-8
Setting Up Data Export Controls	E-9
Setting Up the Flat File Cross-Reference	E-13

Sending Transactions from OneWorld	E-15
Processing Options for Invoice Interoperability (P03B0190)	E-17
Reviewing the Processing Log	E-19
Purging Interoperability Transactions	E-21
Appendix F: Vertex Quantum for Sales and Use Tax	F-1
Setting Up the J.D. Edwards/Quantum Interface	F-9
Activating Quantum	F-10
Testing the Quantum Connection	F-12
Activating Quantum Logging	F-14
Setting Up Automatic Accounting Instructions for Quantum	F-15
Setting Up User Defined Codes for Quantum	F-16
Assigning Non-Stock Product Categories to Order Types	F-16
Defining Tax Information for Items	F-19
Assigning GeoCodes to Address Book Records	F-21
Assigning GeoCodes Globally to Address Book Records	F-23
Assigning GeoCodes Manually to Address Book Records	F-24
Calculating Taxes for Related Addresses	F-29
The GeoCode Hierarchy	F-29
Accounts Payable - Use or Exempt Tax	F-29
Accounts Payable - Sales Tax	F-30
Accounts Receivable - Sales Tax	F-31
Sales Order Management - Sales Tax	F-31
Procurement - Use Tax	F-32
CSMS - Service Contract Sales Tax	F-33
CSMS - Service Order Sales Tax	F-34
CSMS - Service Order Use Tax	F-34
CSMS - Call Sales Tax	F-35
Contract/Service Billing - Sales Tax	F-35
Working with Quantum Taxes	F-37
Overriding GeoCodes on an Invoice	F-39
Overriding GeoCodes on a Voucher	F-40
Overriding GeoCodes on a Sales Order	F-41
Overriding GeoCodes on a Purchase Order	F-43
Overriding GeoCodes on a Service Contract	F-44
Overriding GeoCodes on a Service Order	F-45
Overriding GeoCodes on a Call	F-46
Overriding GeoCodes on Contract Billing	F-48
Overriding GeoCodes on Service Billing	F-52
Processing Quantum Tax Information	F-57
Printing Tax Information	F-57
Posting Tax Information	F-58
Appendix G: A/R Coexistence and Conversion	G-1
About A/R Coexistence	G-1
Coexistence Release Levels	G-1
System Interfacing	G-2
Converting A/R Data from WorldSoftware to OneWorld	G-3
Running F0311 A/R Ledger Conv – F03B11	G-6
Running F0311 A/R Ledger Conv – F03B14	G-7

Accounts Receivable

Validating the Conversion Process	G-11
Chargeback Records	G-13
Converting Associated A/R Information	G-15
Converting Promises Messages (P03B13QD)	G-15
Converting Generic Text Messages (P0016QD1)	G-16
Converting A/R Batch Types (P0311QD3)	G-16
Converting the Customer Master	G-17
Appendix H: Auto Receipts Input Requirements	H-1
Table 1: Fields Required for the Receipt Transactions Batch	
Table (R03B13Z1)	H-1
Table 2: Additional Fields for Processing Multicurrency	H-6
Table 3: Other Fields	H-8
Appendix I: Periodic Statistical Calculations	I-1
Calculating the A/R Statistical History Refresh (R03B16)	I-1
Setup Considerations	I-1
Troubleshooting	I-1
Examples of DSO	I-5
Calculating the Statistical History Build (Key Fields)	I-7
F03B16 – Definition of Fields	I-7
Appendix J: Values in the Credit Reporting Tape – TRW Table (F03B920)	J-1
A Record	J-1
C Record	J-1
Z Record	J-3
Appendix K: EDI for Accounts Receivable	K-1
Receiving EDI Lockbox Transactions (823/CREMUL)	K-3
Understanding the Mapping Requirements for Processing EDI	
Lockbox Transactions	K-3
Transferring EDI Lockbox Transactions	K-8
Processing Options for EDI Lockbox Edit/Create	K-9
Working with Inbound EDI Lockbox Transactions	K-11
Locating Components of an Inbound EDI Lockbox	
Transmission	K-12
Revising Components of an Inbound EDI Lockbox	
Transmission	K-14
Revising EDI Control Information	K-26
Adding Components to an Inbound EDI Transmission	K-30
Processing Options for EDI Status Inquiry & EDI Lockbox	
Entry (P47110)	K-34
Purging Inbound EDI Lockbox Transactions	K-35
Purging Inbound EDI Lockbox Transactions	K-35

Index

Overviews

Maintaining accurate records of customer invoices and payments, along with timely billing, is fundamental for a business to manage its cash flow. The J.D. Edwards Accounts Receivable (A/R) system provides an efficient and cost-effective approach for collecting, recording, processing, and analyzing financial information for your organization.

This section provides overview information about industry environments and concepts associated with accounts receivable activities, as well as information about how the J.D. Edwards Accounts Receivable system operates.

The Overviews section consists of the following:

- Industry Overview
- Accounts Receivable Overview



Industry Overview

An accounts receivable (A/R) department plays an important role in managing the cash flow of a business. Businesses require an efficient method for sending invoices to their customers and for receiving and receipting payments from these same customers. In addition, the A/R department might want to track payment information about their customers to gather statistical information about the paying habits of their customers. By understanding customers better, businesses can provide better customer support and manage their own cash flow better.

The industry overview consists of:

- Industry environment and concepts for accounts receivable
- Idea to Action: The competitive advantage

Industry Environment and Concepts for Accounts Receivable

An A/R department is responsible for processing invoices for goods and services sold to customers of an organization. Typically, the A/R department maintains transactions in the A/R system, manages and analyzes customer information, and processes payments received from customers. Processing accounts receivable information involves more than the A/R department. It might also include managing activity that originates from other areas of the business, such as the Sales department. An integrated accounts receivable system maintains information about customer profiles, outstanding invoices, receipts, and customer credit.

Invoice Processing

After sending an invoice for goods or services sold to customers, the A/R department must record the asset and related revenue. An organization might offer discounts to customers to encourage early payment. Therefore, the system must be able to calculate discounts based on various payment terms assigned to customers. Sales tax must also be calculated and included on invoices according to the unique requirements of the customer.

Receipt Processing

One of the most critical steps in the accounts receivable process is recording the receipt of payments from customers. This step enables A/R personnel to get the cash received into the system for immediate cash recognition and to accurately

apply the receipt to invoices. Before recording payments from customers, an A/R department must take into consideration several factors, such as whether to allow a discount that was taken or how differences in invoice and receipt amounts should be handled.

Depending on agreements made with the customer, an organization might handle certain customer accounts differently from others. The organization might allow different methods by which customers can pay their invoices. According to the policies of an organization or the customer's preference, an A/R department might receive funds through electronic funds transfer (EFT), draft, or paper check.

Credit and Collections Management

In most industries, issuing credit to customers and dealing with customers who are credit risks can potentially create issues that impact an A/R department. When managing credit information, an organization must be able to establish and enforce a credit limit for their customers. A credit manager must be able to review the customer's credit history and check credit information when a sales order is entered. If a customer is over their credit limit or has several overdue invoices, an A/R Manager or Credit Manager must be able to put the entry of sales orders on hold. After the customer meets the credit terms or payment obligations, the sales orders can be released for processing.

When overdue invoices are associated with a customer, oftentimes a collections manager generates a payment reminder. Depending on whether the customer is slightly overdue or long overdue, a reminder might vary in severity, and oftentimes, late charges are assessed on the overdue invoice. In addition to handling overdue accounts, an organization must be able to analyze the payment trends and history of their customers. The A/R system provides various reports and inquiries for effective customer analysis.

Customer Profiles

Organizations need to be able to maintain customer information such as payment methods, discounts, tax rates, and currency preferences. For example, one customer might prefer to be invoiced on a monthly basis, whereas another customer might prefer weekly. Or a European customer might always pay with a draft and a US customer might pay their invoices using EFT. An organization must have flexibility in processing payments so that they can be responsive to their customer's needs, and yet still be cost effective in doing so.

Conclusion

The ideal accounts receivable process is one that is streamlined for efficiency and productivity. An Enterprise Resource Planning (ERP) system integrates with different departments within an organization. An ERP system enables an A/R department to access current information online, which ultimately reduces the time spent searching for information. It also helps A/R managers make more informed decisions about whether to continue the sales relationship with certain customers.

Idea to Action: The Competitive Advantage

The following table presents examples of typical problems with accounts receivable processing, the J.D. Edwards solution for resolving each problem, and the return on investment.

Your company allows your customers to take certain deductions when they submit their payments. You must be able to record payments and deal with the deductions that your customers take.

When you use the Accounts Receivable system to record your customers' payments, you can also record the deductions that your customers applied to the payment. After a deduction is recorded, you can use A/R deduction processing to track and manage the deduction. By analyzing your customers' payments and deductions, you can identify those customers who take advantage of unearned discounts and those customers who continually pay late. By analyzing your customers' paying habits, you can provide superior customer support, and you can recover money that was inappropriately deducted from the payment.

Your company is a multinational company.
Your domestic currency is US dollars, but you commonly create invoices in the currency that your customer company uses.
However, your customer company forwards invoices to their parent company for payment.
The parent company uses a different currency from your customer company or your domestic currency.
You must be able to apply the receipt in whatever currency the payment is submitted.

Your company deals with a customer that provides you with different types of goods and services (lines of business). You want to track information about the customer, but you must be able to process payment terms, credit limits, and collection policies by company for this customer.

The Standard Receipts Entry program (P03B102) in the Accounts Receivable system provides a processing option that you can set to allow payment in a third or alternate currency. The ability to receive payment in an alternate currency enables you to apply the payment without having to void the original invoice and creating a new invoice that uses the payment currency. The alternate-currency receipts feature allows your company to be more efficient in receipts processing, which saves you money in operating costs.

OneWorld Accounts Receivable is designed to allow Line of Business processing. If you choose to use Line of Business, multiple companies can set up a customer and assign it to different companies. The system maintains one customer number, and each company associated with the customer number can maintain its own A/R information for transaction processing. The Accounts Receivable system allows you to track and manage customer information by company or line of business without entering separate address book records. This offers additional flexibility in processing A/R information for your customers.

Accounts Receivable Overview

The J.D. Edwards Accounts Receivable system helps you manage your cash flow so that you have the flexibility that you need for effective cash management. It provides real-time information so that you can make immediate decisions about extending credit, forwarding collections, and applying cash.

With the Accounts Receivable system, you can streamline the day-to-day functions of your entire A/R department. You can simplify and accelerate the process of applying receipts and have up-to-date information that improves communication between your billing and your credit and collections departments.

For organizations that have offices around the world, J.D. Edwards software provides the flexibility needed to operate in multiple countries, each with unique currency, language, and statutory requirements.

System Integration

The Accounts Receivable system works with other J.D. Edwards systems to ensure that all receivable transactions and information are fully integrated into accounts receivable.

The following systems integrate with the Accounts Receivable system:

General Accounting

The system writes debits and credits to various general ledger accounts when it processes invoices and receipts. When you enter an invoice, the system credits a revenue account and debits the accounts receivable account. When the customer pays the invoice, the system credits the accounts receivable account and debits the bank account.

Sales Order Management

After you ship and invoice a product, the sales order is updated and invoices are created in accounts receivable. After being entered, these are regular A/R invoices and can have receipts applied to them.

Contract Billing

After contract-based services are rendered, invoices are created in the Contract Billing system. When these invoices are posted and the accounts receivable is updated, you can manage the invoices like any other A/R invoices.

Service Billing

After work-order-based services are rendered, invoices are created in the Service Billing system. When these invoices are posted and the accounts receivable is updated, you can manage the invoices like any other A/R invoices.

Enterprise Workflow Management

To effectively manage customer accounts, you must be notified of the events associated with an account that required immediate attention from the credit manager or collections manager. For example, a collections manager should be notified when a customer's account becomes delinquent. This enables you to determine whether to assess late fees or send delinquency notices.

To accomplish this, the Accounts Receivable system provides several mailboxes within the Enterprise Workflow Management system that lets you receive and respond to messages about various A/R tasks.

Accounts Receivable Features

An Accounts Receivable system must be able to receive high volumes of information from multiple external sources. It must also be able to easily transmit this information to the appropriate tables. The J.D. Edwards Accounts Receivable system is designed to provide:

- Flexibility and efficiency
- High-volume transaction processing for both invoices and receipts
- Workflow orientation
- Timely information
- Rules-based processing

The features of the Accounts Receivable system include:

- Customer management
- Transaction processing

- Credit and collections management
- Statement processing
- Multinational functionality

Customer Management

With efficient customer management, you can improve your customer relationships and leverage your organization's ability to respond to credit and collections issues. As part of managing your customer information, you can determine:

- Whether a customer receives a statement, and if so, the language in which it is printed
- Whether you assess finance charges or generate delinquency notices for overdue invoices
- Whether a customer is eligible for automatic receipts processing
- Whether you want to assign a specific person for credit management, collections management, or deductions processing

Transaction Processing

The system provides features for processing transactions that allow you to implement your current objectives and make adjustments when those objectives change. The features of transaction processing include:

- Multiple invoice entry methods
- Multiple receipt application methods
- Customer ledger inquiry
- Deduction processing

Multiple Invoice Entry Methods

Typically, you generate invoices using external sources or other J.D. Edwards systems, such as Sales Order Management or Property Management. However, you can also enter invoices directly or generate recurring invoices using the Accounts Receivable system.

You can manually enter invoices using the method that is the most efficient for you. Choose from either of the following methods:

Standard Invoice Entry Use this method to enter a recurring invoice, a credit memo, or an invoice with multiple pay items or special accounting instructions. You also use this method to create model journal entries and percent journal entries for your invoices. This method lets you change, delete, and void an entire invoice or parts of an invoice.

With standard receipts entry, you can apply receipts in a domestic, foreign, or alternate currency.

Speed Invoice Entry Use this method when you have several simple invoices to enter. This high-performance method allows you to quickly enter invoices that have only one pay item and simple accounting instructions.

Because this method is designed for speed and efficiency during entry, you cannot use it to change, delete, or void invoices.

Multiple Receipt Application Methods

Prompt receipt application enables you to have timely information about your current cash position. For controlled, efficient, and accurate results, you can apply receipts either manually or automatically.

Receipts, like invoices, are most often processed using automated methods. However, you can choose from either of the following methods to manually enter payments from your customers:

Standard Receipts Entry Use this method to select and load open invoices for a customer to apply receipts. You can also use this method to:

- Enter customer remittance information
- Create chargebacks and write-offs for disputed items at the invoice or pay item level and cross-reference them with the associated invoice
- Override or accept discounts that the system automatically calculates during invoice entry
- Change or void an entire receipt or a partial receipt
- Differentiate between a voided receipt and a non-sufficient funds (NSF) receipt for credit and collection purposes
- Enter deductions for amounts that customers reduce from their payments
- Apply receipts in an alternate currency

Speed Receipts Entry

Use this method to quickly enter high-volume, simple receipts. This method allows you to enter only one receipt per entry line. In doing so, you can quickly enter the cash in the Accounts Receivable system to obtain an immediate picture of your cash position. With this method you can enter the following types of receipts:

- Unapplied receipts.
- Balance forward receipts.
- Logged receipts.
- Miscellaneous or G type receipts. You can redistribute these among multiple G/L accounts.

When you process receipts automatically, you use a magnetic tape from a customer's bank to load receipts into the Accounts Receivable system for processing. With automatic receipts processing, you can:

- Recognize cash in your general ledger immediately regardless of the success of the matching process
- Define the algorithms that the system uses to automatically apply receipts to invoices
- Define flexible selection criteria to reduce the number of candidate invoices read by an algorithm
- Match against any receipts that are not fully matched to invoices

Customer Ledger Inquiry

The ability to quickly access and analyze the transaction history of a customer is fundamental to an A/R department. To accomplish this, you can use the Customer Ledger Inquiry to review a comprehensive audit trail of the sequential events within a transaction, such as the status of an invoice or a receipt. Additionally, you can review:

- The detail of a transaction and its associated G/L distribution information
- Associated sales order information
- The result of applying a receipt to a customer or an invoice
- Unresolved matters, such as unapplied receipts, unapplied credit memos, chargebacks, and partially paid invoices
- Audit trail records for changes to posted invoices
- Payment history of an associated invoice or group of invoices

Deduction Processing

Often, when you receive payment from customers, a customer will reduce the amount of a payment for unknown reasons or for reasons that might be associated with a specific invoice or a group of invoices, such as damaged goods. The amount by which a customer's payment is reduced is known as a deduction. The flexibility of the Accounts Receivable system enables you to process deductions and provide statistical information for internal and customer analysis.

Credit and Collections Management

Credit and collections management requires you to maintain a balance between credit extended and cash flow. To successfully manage your credit and collections, you need an accurate picture of your customers' account balances and credit histories.

With the credit and collections management features, you can:

- Work accounts more aggressively with daily, system-generated messages of customer accounts that require attention
- Define multiple aging categories for a better balance between risk and control
- Accelerate collection efforts by defining policies for specific customers or a group of customers that the system uses to automatically process finance charges or generate delinquency notices
- Review a current, online list of credit and collection activities performed against an account

The Accounts Receivable system works within the context of your business environment. For example, any customer account can be associated with a parent or national account, providing you with the total credit exposure for a group of related companies.

Reporting

Successful accounts receivable management requires timely and accurate information about cash flow, customer terms, discount opportunities, aging information, and so on. The Accounts Receivable system provides this type of information, both online and in report format.

You can print the standard A/R reports to review open A/R balances and aging information for your customers. Additionally, you can print analytical reports to review receipts history and customer trends.

Statement Processing

You send statements to your customers to inform them of their account activities. For example, you can print a statement for a customer to show their current open balance or a summary of their account.

The Accounts Receivable system enables you to view the customer's statement online for review. Then, you can process and print the statement, if necessary.

Multinational Functionality

Multi-national functionality allows you to build a global customer network to optimize your credit and collection efforts. The multinational functionality in the Accounts Receivable system includes:

Currency processing Create invoices in either the domestic or foreign currency, using any currency in the world—from the Australian dollar to the Belgian franc. You can apply receipts in a domestic, foreign, or alternate (third) currency and forecast receipts for your receivables by currency.

Multiple languages Communicate with customers in their preferred languages to enhance relationships and reduce potential misunderstandings regarding invoices and other correspondence.

See Also

- *Accounts Receivable Transactions and the Euro in the Euro Implementation Guide* for information about the common currency for Economic and Monetary Union (EMU) member nations

Account Numbering Concepts

This guide uses the Business Unit.Object.Subsidiary standard notation for account numbers:

<u>“Where”</u>	<u>“What”</u>
Balance sheet for company 00001	Cash in bank
1 Business unit	1110 Object
-----	-----
Required Maximum 12 characters Alphanumeric	Required Maximum 6 characters Alphanumeric
	Bear Creek National Bank
	BEAR Subsidiary

	Optional Maximum 8 characters Alphanumeric

The account number includes both the “where” and “what.” You can use periods, commas, or other user defined symbols to separate the components of the account number. The period (.) separator is the default.

Business Unit - The “Where”

The business unit describes where in your organization the transaction will have an impact. It represents the lowest organizational level within your business, where you record all revenues, expenses, assets, liabilities, and equities. For example, a business unit can be a department, branch office, or truck.

Business units are unique 12-character, alphanumeric fields. The following characteristics of a business unit apply:

- A business unit can belong to only one company.
 - A company can have several business units.
 - Each company has at least one business unit for the balance sheet.

Object.Subsidiary - The “What”

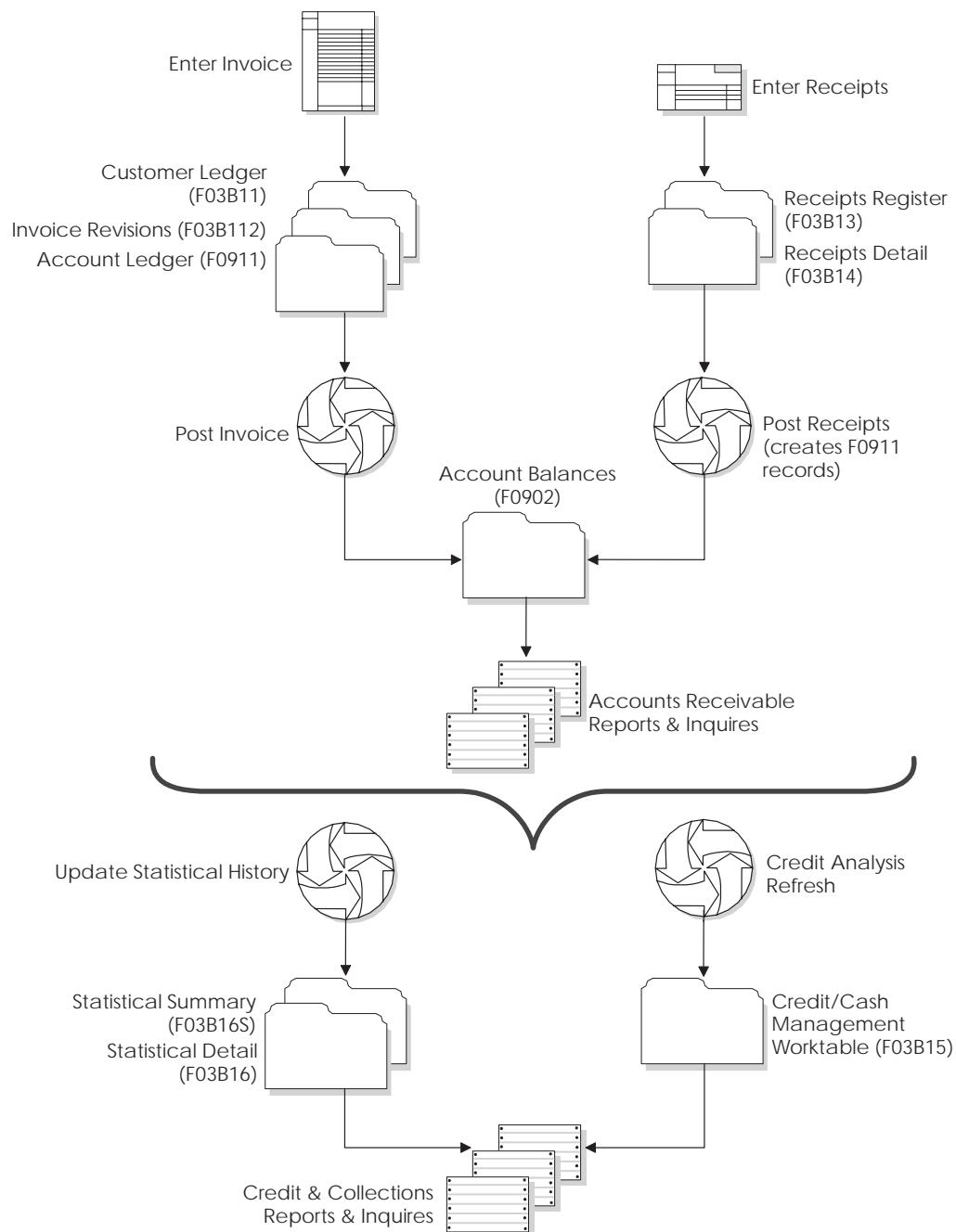
The Object.Subsidiary represents the kind of transaction being created. An object is a description of the transaction, such as 1110 (Cash in Bank). A subsidiary is an expanded description of the object account, such as Cash in Bank.BEAR (Cash in Bank.Bear Creek National Bank).

The “what” consists of two parts:

- Object (four, five, or six characters, depending on your organization's setup)
 - Subsidiary (one to eight characters)

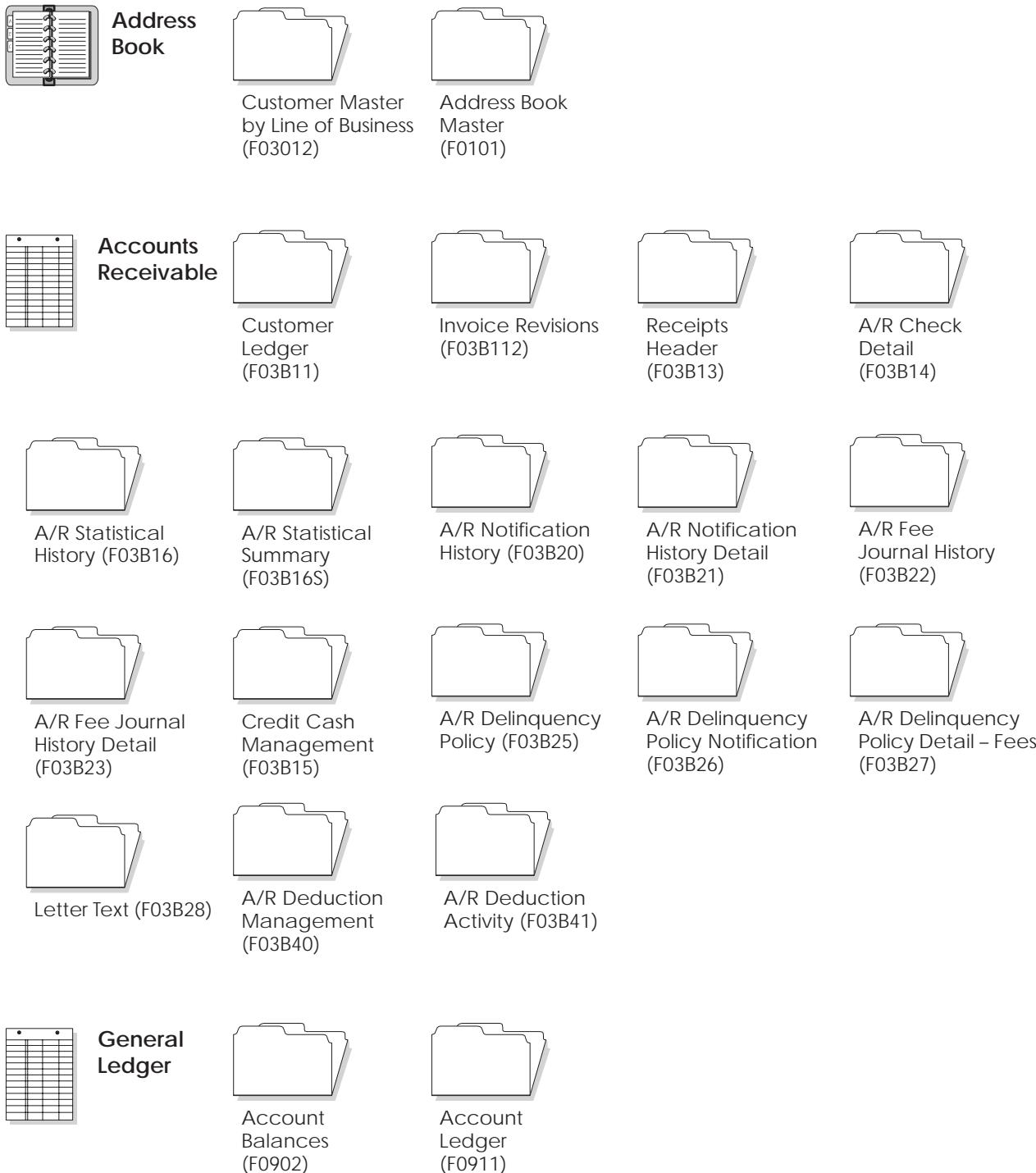
Accounts Receivable System Flow

When you charge a customer for products or services, you create or generate an invoice. After you receive payment from the customer, you apply the receipt. The following graphic illustrates this process:



Accounts Receivable Tables

The following graphic illustrates the tables that the Accounts Receivable system uses for basic transaction processing:



Descriptions of Tables

The Accounts Receivable system uses the following tables for basic transaction processing:

Address Book Master (F0101)	Stores customer address information, including:
	<ul style="list-style-type: none"> • Customer name • Customer effective date • Category codes
Customer Master (F03012)	Stores customer number using the same address book for multiple lines of business activity, including:
	<ul style="list-style-type: none"> • Product • Division • Geography • Credit limits • Payment terms • Default tax information
Customer Ledger (F03B11)	Stores one record for each pay item on an invoice.
Invoice Revisions (F03B112)	Stores information about changes to invoice pay items that are posted.
Receipts Header (F03B13)	Stores header information for receipts. Each record contains:
	<ul style="list-style-type: none"> • Identifying information • Total amount of receipt • Amount not yet applied to invoices
A/R Check Detail (F03B14)	Stores detail information about how a receipt is applied to invoices. Each record can contain any of the following:
	<ul style="list-style-type: none"> • Identifying invoice information • Amount applied to invoices • Discount information • Gains and losses • Write-offs • Chargebacks

Account Balances (F0902)	Stores summary transactions in the general ledger, including: <ul style="list-style-type: none">• Net posting for each period• Year-to-date balances• Prior year balances• Inception-to-date balances
Account Ledger (F0911)	Stores detail transactions in the general ledger, including: <ul style="list-style-type: none">• Account numbers• G/L date and amounts• Journal entry line descriptions
A/R Statistical History (F03B16)	Stores detailed statistical information about your customer accounts, such as: <ul style="list-style-type: none">• Ending balance• High balance• Amount invoiced and number of invoices• Invoices paid late• NSF amounts and number of NSFs
A/R Statistical Summary (F03B16S)	Stores summarized statistical information on your customer accounts, such as: <ul style="list-style-type: none">• Days sales outstanding (DSO)• Average days late• Date of first and last invoice• Invoiced this year and prior year
A/R Notification History (F03B20)	Stores summary information on customer accounts for statements and notices, such as: <ul style="list-style-type: none">• Statement numbers and statement dates• Date notices were sent
A/R Notification History Detail (F03B21)	Stores detail information about your customer's statements and delinquency notices, including: <ul style="list-style-type: none">• Invoice numbers and dates• Fee amounts
A/R Fee Journal History (F03B22)	Stores fees and late charges for customer accounts and information about the invoice fee record, including: <ul style="list-style-type: none">• Invoice numbers and dates• Open amounts applied• Fee amounts applied• Status – Pending/Approved

A/R Fee Journal History Detail (F03B23)	Stores information for each invoice included in the fee, such as: <ul style="list-style-type: none">• Invoice numbers and dates• Document type• Open amount• Amount of the fee
A/R Delinquency Policy (F03B25)	Stores the name and description of the policy.
A/R Delinquency Policy Notification (F03B26)	Stores information used for delinquency notification and for other collection processes, including: <ul style="list-style-type: none">• Aging category for the policy• Minimum amounts and currency designation• Collection manager approvals
A/R Delinquency Policy Detail – Fees (F03B27)	Stores information used to determine whether an invoice is eligible for a fee, including: <ul style="list-style-type: none">• Annual percentages for fee calculation• Grace days to add to the due date• Minimum amounts and currency designation• Fees, whether calculated on open amounts or paid late amounts, and fee amounts• Collection manager approvals
Letter Text (F03B28)	Stores information about the letter text that you can print on a notice or statement, including: <ul style="list-style-type: none">• Letter name and descriptions• Types of letters• Language preferences
A/R Deduction Management (F03B40)	Stores summarized deduction information for each deduction transaction, per invoice item.
A/R Deduction Activity (F03B41)	Stores detail information about the deduction, such as chargeback, write-off, and credit dispositions, along with the tickler date for working activities. This information can serve as an audit trail for determining why the deduction was taken and how it will be resolved.

Credit and Cash Management (F03B15)

Stores open A/R information that the system gathers from various A/R tables for credit and collection purposes, such as:

- Open invoice and chargeback amounts
- Number of open invoices and chargebacks
- Aging information
- Unapplied receipt amounts and numbers

Menu Overview

The Accounts Receivable menus are listed below.

A/R OneWorld – Menu Overview

Enhanced Accounts Receivable, G03B



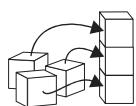
Daily Processes

- Customer Invoice Entry, G03B11
- Manual Receipts Processing, G03B12
- Automatic Receipts Processing, G03B13
- Accounts Receivable Reports, G03B14
- Credit/Collections Management, G03B15
- Draft Processing, G03B16



Periodic Operations

- Period End Processing, G03B21
- Statement Reminder Processing, G03B22



Setup Operations

- Accounts Receivable Setup, G03B41



Advanced and Technical Operations

- A/R Advanced and Technical Operations, G03B31

Setup

Accounts Receivable System Setup

Before you use the Accounts Receivable system, you need to define information that the system uses during processing. This information is used to customize the system for your business needs. For example, you might want to enter the totals for a batch of invoices first and have the system verify the totals after you enter the batch.

System setup consists of:

- Setting up A/R constants
- Setting up batch approval and post security for A/R
- Setting up payment terms
- Working with advanced payment terms
- Understanding user defined codes for A/R
- Setting up next numbers

What Do the A/R Setup Features Do?

The following list describes the information that you must set up for the Accounts Receivable system:

Line of Business Processing

If you do business with one customer that is differentiated by multiple lines of business, you can distinguish these customers by product, division, or geography.

See *Setting Up A/R Constants* for more information about line of business processing.



Constants	Establish system basics, such as: <ul style="list-style-type: none">• Whether the system verifies that the amount and number of documents in a batch of transactions balance to the totals that you enter separately• Whether you require management approval of batches of documents before posting• Whether you want the system to create automatic offsets by batch or in detail• The aging method, number of days, and time intervals for your aging reports and online inquiries• Whether you want the system to process delinquency notices and statements for customers
Enhanced A/R constants	Specify which application program interface you want to use: <ul style="list-style-type: none">• World A/R Software• OneWorld A/R• OneWorld A/R - Line of Business
Payment terms	Identify the various types of payment terms for your customer's invoices, such as the net due dates, discount amount, and discount due dates.
AIs	Define which accounts the system updates for accounting purposes, such as offset accounts and default bank accounts.
User defined codes	Define customized codes, such as document types and payment statuses that are appropriate for your business needs.
Next numbers	Establish an automatic numbering system for documents.
Customer bank information	Define the various types of bank account information required for lock box processing (automatic receipts).

Setting Up A/R Constants

Constants provide a basic framework for how your Accounts Receivable system works, based on your business needs. For example, the system uses company 00000 as the default company to control the following items:

- The company name that appears on the top of all reports
- Default values in the AAIs
- Default reporting periods for information viewed online
- The default company for Line of Business processing

When setting up A/R constants, you must specify whether to use A/R processing for WorldSoftware, OneWorld, or OneWorld – Line of Business. If you use the WorldSoftware Sales Order Processing system and you activate Line of Business processing, you must convert to OneWorld Sales Order Processing.

To set up A/R constants, complete the following tasks:

- Activate A/R processing
- Set up A/R controls
- Set up the automatic offset method
- Set up cash management controls
- Set up A/R aging information by company

Settings to A/R constants take effect after you exit and restart the OneWorld Accounts Receivable system.

The system stores information about A/R Company Constants in the General Constants table (F0009). Line of Business information is stored in the Customer Master table (F03012).

Before You Begin

- Ensure that only authorized personnel can access your A/R constants.

Setup Considerations

When setting up constants for Accounts Receivable, consider the following information regarding company 00000 and using Line of Business processing:

Using company 00000 as the default

Company 00000 does not contain actual accounting activity.

You might set up companies that require A/R constants different from the default values that you specify for company 00000. You can override the default values when you enter a customer master record. For example, you would do this for case management and aging purposes by company.

Line of Business Processing

If you do business with one customer that is differentiated by multiple lines of business, you can distinguish these customers by product, division, or geography. You can set them up one time in the Address Book, but have multiple entries based on the line of business. You can process A/R information, such as credit limits, payment terms, and default tax information for each customer by company.

For example, suppose your company, Super Foods, has customers who are various restaurant chains across the country. A customer who orders canned foods, frozen foods, and utensils and napkins might have different terms based on the type of food or product (line of business) that they purchase. With Line of Business processing, you do not need to create multiple Address Book Records for the customer in order to assign to them different terms for different products. In the Super Foods example, if a canned foods line of business and a frozen foods line of business have the same terms, you might set them up using company 00001. If the utensils and napkin lines of business operate similarly, you might set them up using company 00002, along with other lines of business that operate the same. In this example, you would maintain two records instead of four.

If Line of Business processing is not applicable, the system maintains only one record for company 00000 in the Customer Master table (F03012).

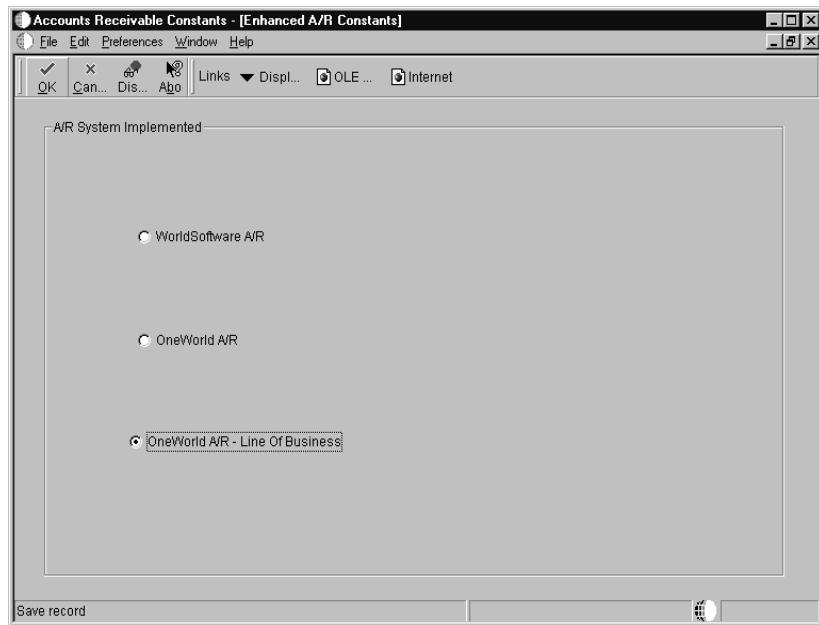
► To activate A/R processing

From the Accounts Receivable Setup menu (G03B41), choose Accounts Receivable Constants.

You must specify whether to use A/R processing for WorldSoftware, OneWorld, or OneWorld A/R – Line of Business.

1. On Work With A/R Constants, locate company 00000 and click Select.

2. On Accounts Receivable Constants, choose Enhanced A/R from the Form menu.



3. On Enhanced A/R Constants, choose one of the following options and click OK:
 - WorldSoftware A/R
 - OneWorld A/R
 - OneWorld A/R – Line Of Business

If you are converting data from the WorldSoftware A/R system, ensure that you have completed all conversion activities and data integrity checking procedures before switching to OneWorld A/R system or OneWorld A/R – Line-of-Business system.

See *Appendix G: A/R Coexistence and Conversion* for more information about converting A/R data.

Field	Explanation
A/R System Implemented	An option to specify whether you use World Accounts Receivable, OneWorld Accounts Receivable, or OneWorld A/R - Line of Business. Do not change this value after setting up and using the Accounts Receivable system.

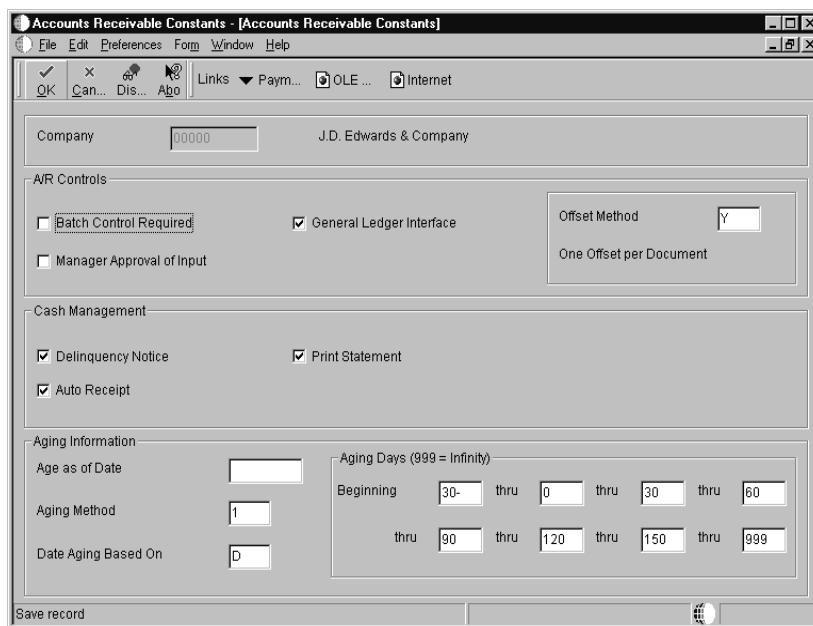
► To set up A/R controls

From the Accounts Receivable Setup menu (G03B41), choose Accounts Receivable Constants.

The fields for A/R Controls are established for all companies, and you can set up A/R controls for company 00000, the default company. For example, you might want to enter the total number of documents (invoices and receipts) within a batch and the total amount of the batch before you actually enter the transactions. You use batch control to verify these totals after you enter the batch.

Additionally, you can:

- Specify whether management approval is required before each batch of transactions is posted
 - Choose to bypass entering general ledger account information if you do not want to use the J.D. Edwards general ledger interface
1. On Work With A/R Constants, locate company 00000 and click Select.



2. On Accounts Receivable Constants, click any of the following options:
 - Batch Control Required
 - Manager Approval of Input
 - General Ledger Interface
3. Continue setting up A/R constants by setting up the automatic offset method.

Field	Explanation
Batch Control Required	<p>A code in WorldSoftware, or an option in OneWorld software, that generates automatic verification of the totals entered for each batch.</p> <p>Valid codes for WorldSoftware are:</p>
	<p>Y Batch control on. A batch header control form appears when you select invoice entry, receipts entry, or adjustments. You enter the total number of documents and the total amount you expect the batch to contain. When you finish entering each batch, the system displays the difference, if any, between the totals you expected to enter and the totals you actually entered.</p> <p>N Batch control off.</p>
	<p>For OneWorld software:</p>
	<p>On Batch control on. Off Batch control off.</p>
Manager Approval of Input	<p>A code in WorldSoftware, or an option in OneWorld software, that controls approval of batches for posting.</p>
	<p>Valid codes are:</p>
	<p>Y Management approval is required. The system assigns a status code of pending to each batch. You must manually change the status to approved before the system will post the batch to the general ledger.</p> <p>N Management approval is not required. The system automatically sets the batches in an approved status for posting.</p>
	<p>For OneWorld software:</p>
	<p>On Management approval is required. Off Management approval is not required.</p>
General Ledger Interface	<p>A code for WorldSoftware or an option for OneWorld software that indicates whether you have the J.D. Edwards General Ledger system product.</p>
	<p>Valid values for WorldSoftware are:</p>
	<p>Y Yes, you do have the General Ledger product. Accounts Receivable programs will not bypass updates to the G/L.</p> <p>N No, you do not have the General Ledger product. Accounts Receivable programs will bypass G/L updates under the assumption that the G/L system is not active.</p>
	<p>Valid values for OneWorld software:</p>
	<p>On You do have the General Ledger product. Off You do not have the General Ledger product.</p>

► To set up the automatic offset method

After setting up A/R controls, you need to designate the type of offsetting entries that the system makes when you post invoices to the general ledger.

1. On Accounts Receivable Constants, change the following field if necessary:
 - Offset Method
2. Continue setting up A/R constants by setting up the cash management controls.

Field	Explanation
Offset Method	<p>The method for automatically generating an offset entry when it is posted to the general ledger. Valid codes are:</p> <p>S Creates an individual offset for each transaction by pay item. If the pay item has discounts or taxes, each amount is recorded separately by pay item when the transaction is posted.</p> <p>Y Creates one offset per document. Multiple pay items are summarized by account, including taxes and discounts.</p> <p>D Creates an individual offset for each transaction by pay item. If the pay item has discounts or taxes, each amount is recorded separately by pay item when the transaction is posted. Note: This option is available only for WorldVision and WorldSoftware.</p> <p>B Creates one offset for each batch of transactions by account. The system generates a separate automatic entry during the post for the gross amount, discount, and tax amounts of each invoice pay item.</p> <p>The system creates offsets against actual amount and multi-currency ledger types only.</p>

► **To set up cash management controls**

After setting up the automatic offset method, you can specify whether:

- Customers receive delinquency notices on overdue account balances
- The system prints statements for your customers
- You receive customer payments on a company basis through automatic receipts processing

The system uses this information as the default values for the company.

1. On Accounts Receivable Constants, click any of the following options:
 - Delinquency Notice
 - Auto Receipt
 - Print Statement
2. Continue setting up A/R constants by setting up A/R aging information.

► **To set up A/R aging information by company**

After setting up cash management controls, you can specify how to age your customer's invoice information. For example, you can set up the "as of" date, the aging method, and the number of days in each time interval to calculate aging information for reports.

You can set up default aging information using company 00000, or you can specify aging information for any company.

1. On Work With A/R Constants, locate a company and click Select.
2. On Accounts Receivable Constants, complete any of the following fields and click OK:
 - Age as of Date
 - Aging Method
 - Date Aging Based On
 - Beginning
 - thru

Accounts Receivable

Field	Explanation
Age as of Date	<p>The “As Of” date or cutoff date used for aging Accounts Receivable invoices. The system compares the “As Of” date to one of several dates associated with an invoice to determine to which aging category the invoice open amount is to be applied.</p> <p>This date is maintained in the Company Constants table (F0010) and can be set up globally (company 00000) or for a specific company. Processing options are often available to override this date within a specific program.</p> <p>Note: Leave this field blank to use the current date. When you enter a date into this field, the Sales Order system uses this date for credit checks. If you leave this field blank, this ensures that the credit checks are always current.</p>
Aging Method	<p>A code that designates the way aging will be calculated.</p> <p>Valid codes are:</p> <ul style="list-style-type: none">1 Aging days2 Fiscal periods3 Calendar
Date Aging Based On	<p>A code that indicates the date used for aging calculations.</p> <p>Valid values are:</p> <ul style="list-style-type: none">I Invoice dateD Due dateG G/L dateS Statement date
Beginning	<p>The number of days to be included in aging calculations.</p> <p>The system automatically computes aging each time you locate a customer’s account or print a report.</p>
thru	The specified number of days for the Accounts Receivable aging category.

Setting Up Batch Approval and Post Security for A/R

To save time, increase efficiency, and decrease costs, you can set up a batch approval workflow that enables you to electronically approve outstanding batches of transactions. When you set processing options to submit the post process automatically, the batches are submitted through the approval process after you enter a batch of transactions. An action message is sent to the employee Work Center to notify the approver that a batch is ready for approval. From the Work Center, the approver can access the notification message, review and approve the batch, and if necessary, post the batch.

If you use a batch approval workflow, you can set up a list of approvers so that electronic messages are sent to multiple employees at one time. When one approver accesses the notification message and takes action, the system automatically deletes the notification message for the remaining approvers. This workflow scenario eliminates the possibility of duplicated efforts while allowing flexibility when one or more approvers is unavailable.

When management approval is required and someone opens a batch that was previously approved, changes only in the detail area result in the batch status being changed to pending. If no changes are made, or if changes occur only in the header area, the batch remains in an approved status.

Complete the following task:

- Setting Up Batch Approval

If you specify that management must approve each batch of invoice or receipt entries before it can be posted, you will need to set up a list of Secured users and a list of Approved By users. Secured users are users restricted from approving and posting batches. Approved By users are users who can approve and post batches for Secured users.

Complete either of the following tasks:

- Setting Up Approved By Users
- Setting Up Secured Users

You might want to restrict unauthorized users from viewing batches other than their own in the Invoice Journal Review or Receipt Journal Review program.

Complete the following task:

- Setting Up Batch Review Security

► To set up batch approval

From the A/R Setup menu (G03B41), choose Accounts Receivable Constants.

On General Accounting Constants, click the following option:

- Management Approval of Input

Field	Explanation
Management Approval of Input	<p>A code that controls approval of batches for posting.</p> <p>For World, valid codes are:</p> <p>Y Management approval is required. The system assigns a status code of Pending to each batch. You must manually change the status to Approved before the system will allow the batch to post to the general ledger.</p> <p>N Management approval is not required. The system automatically approves for posting all batches that do not have error conditions.</p> <p>For OneWorld, a selected field indicates that management approval is required. A blank field indicates that management approval is not required.</p>

► To set up Approved By users

From the G/L Advanced and Technical Operations menu (G0931), choose Batch Approval/Post Security Constants.

1. On Batch Approval/Post Security Constants, click the following option:
 - A/R Batch Security
2. Choose Approved By User from the Form menu.
3. On Work With Approved by Users, click Add.
4. On Approved by User, complete the following fields and click OK.
 - Approved By User
 - Secured User

To run a report that lists all of the users who can approve and post batches, choose Batch Security from the Form menu. On Work With Batch Versions, choose the version you want to run and click Select.

Field	Explanation
A/R Batch Security	Complete this option to activate batch security editing in the Accounts Receivable system. The system edits the batch when approving and posting Accounts Receivable batches. Once selected, you must set up Secured user and Approved By user authority.
Secured User	A user restricted from approving and posting batches. The Approved By user is the only person allowed to approve and post batches for Secured users.
Approved By User	A user authorized to approve and submit batches to post for a group of Secured users. Secured users are restricted from approving and posting batches. If the Approved By user has authority to approve all users' batches, you may enter *ALL in the Secured User field, rather than identifying each user individually.

► To set up Secured users

From the G/L Advanced and Technical Operations menu (G0931), choose Batch Approval/Post Security Constants.

1. On Batch Approval/Post Security Constants, click the following option:
 - A/R Batch Security
2. Choose Secured Users from the Form menu.
3. On Work With Secured Users, click Add.
4. On Secured User, complete the following fields and click OK.
 - Secured User
 - Approved By User

To run a report that lists all of the users who can approve and post batches, choose Batch Security from the Form menu. On Work With Batch Versions, choose the version you want to run and click Select.

► To set up Batch Review security

From the G/L Advanced and Technical Operations menu (G0931), choose Batch Approval/Post Security Constants.

On Batch Approval/Post Security Constants, click the following option:

- Batch Review Security

Accounts Receivable

Field	Explanation
Batch Review Security	This field restricts unauthorized users from viewing batches other than their own through the General Journal Review program.

Setting Up Payment Terms

Payment terms are used by the Accounts Payable and Accounts Receivable systems. Payment terms ensure that the seller and the buyer agree on when a payment is due for goods or services rendered. The difference between standard and advanced payment terms is that standard payment terms allow you to set up simple payment terms for due dates and discounts to encourage early payment. For example, you can set up payment terms to allow a certain number of days for payment or to factor in discounts. Advanced payment terms allow more flexibility, such as specifying different due date rules or discounts for unequal installment payments.

Payment terms make entering invoices and vouchers more efficient. When entering a customer or supplier master record, you specify the payment terms that the customer uses most frequently. Then, when you enter an invoice or voucher, or release a voucher, you can either:

- Accept the default payment terms
- Designate different payment terms

Payment terms can range from simple to complex, depending on the policy of your organization. You can set up codes for various payment terms, and you should set up a blank code for the most commonly used payment term. These codes determine the discounts, discount due dates, and net due dates for your invoices and vouchers. A payment terms code uses a one, two, or three-character combination:

- Alphabetic (A – ZZZ)
- Numeric (0 – 999)
- Special characters (including blank)

Setting up payment terms consists of:

- Setting up net payment terms
- Setting up net with discount payment terms
- Setting up proximate date payment terms
- Setting up due upon receipt payment terms

- Setting up split payment terms
- Printing a payment terms report

Information about payment terms is stored in the Payment Terms table (F0014).

See Also

- *Working with Advanced Payment Terms*

Setting Up Net Payment Terms

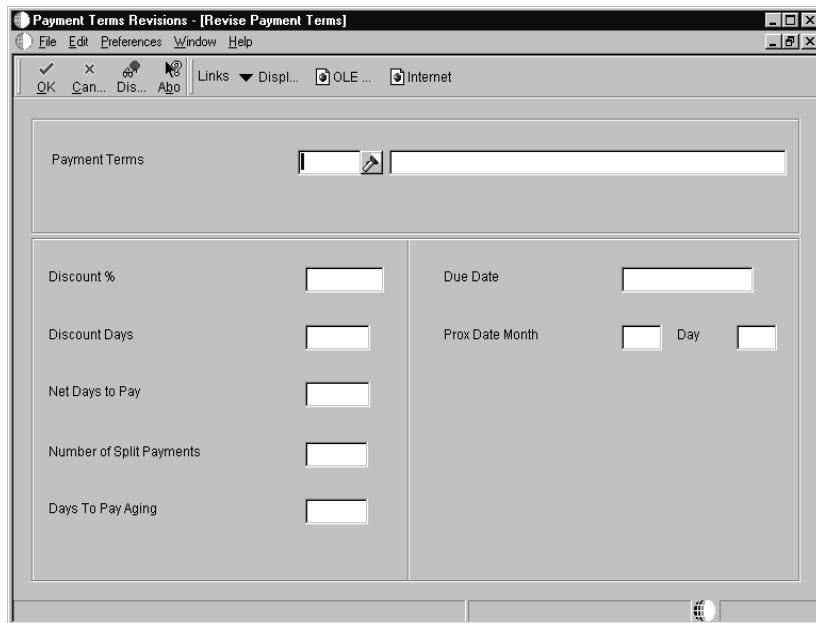
When setting up net payment terms, you allow a customer a specific number of days to pay an invoice or release a voucher. When you enter an invoice or voucher, the system calculates the net due date by adding the number of days to the invoice date.

For example, if the net days to pay is 30, and the invoice date is June 14, the due date for the invoice is July 14.

► To set up net payment terms

From the Payment Terms Revisions menu (G00141), choose Payment Terms Revisions.

1. On Work With Payment Terms, click Add.



2. On Revise Payment Terms, complete the following fields:
 - Payment Terms
 - Net Days to Pay
3. Complete the following unlabeled field and click OK:
 - Description – Payment Terms

Field	Explanation																										
Payment Terms	<p>A code that specifies the terms of payment, including the percentage of discount available if the invoice is paid within a certain amount of time. A blank code indicates the most frequently used payment term. You define the specifications for each type of payment term on the Payment Terms Revisions form.</p> <p>For WorldSoftware, the following are examples of valid values:</p> <table style="margin-left: 20px; border-collapse: collapse;"> <tr><td>Blank</td><td>Net 15</td></tr> <tr><td>1</td><td>1/10 net 30</td></tr> <tr><td>2</td><td>2/10 net 30</td></tr> <tr><td>N</td><td>Net 30</td></tr> <tr><td>P</td><td>Fixed day of 25th</td></tr> <tr><td>Z</td><td>Net 90</td></tr> </table> <p>This code prints on customer invoices.</p> <p>For OneWorld software, the following are examples of valid values:</p> <table style="margin-left: 20px; border-collapse: collapse;"> <tr><td>blank</td><td>Net 30 days (default)</td></tr> <tr><td>001</td><td>1/10 net 30</td></tr> <tr><td>002</td><td>Net 30 days (override)</td></tr> <tr><td>003</td><td>Prox days 1/10</td></tr> <tr><td>004</td><td>Due at first of month</td></tr> <tr><td>005</td><td>50/50 split payments</td></tr> <tr><td>006</td><td>Due upon receipt</td></tr> </table>	Blank	Net 15	1	1/10 net 30	2	2/10 net 30	N	Net 30	P	Fixed day of 25th	Z	Net 90	blank	Net 30 days (default)	001	1/10 net 30	002	Net 30 days (override)	003	Prox days 1/10	004	Due at first of month	005	50/50 split payments	006	Due upon receipt
Blank	Net 15																										
1	1/10 net 30																										
2	2/10 net 30																										
N	Net 30																										
P	Fixed day of 25th																										
Z	Net 90																										
blank	Net 30 days (default)																										
001	1/10 net 30																										
002	Net 30 days (override)																										
003	Prox days 1/10																										
004	Due at first of month																										
005	50/50 split payments																										
006	Due upon receipt																										
Net Days to Pay	The number of days allowed for payment. This field works in conjunction with the Discount Days field. For example, Payment Terms of 2/10 net 30 indicates that the customer has 10 days to pay and receive a 2 percent discount, or pay the full amount within 30 days (net 30). Payments received after 30 days are delinquent. This is also the number of days after the invoice date when the first split payment is due, if the customer is using that option.																										
Description – Payment Terms	The text that describes the payment terms code. You can print this text on the invoice, for example, 2/10, net 30, fixed day 25.																										

Setting Up Net with Discount Payment Terms

When setting up net with discount payment terms, you allow a discount if the customer pays an invoice within a certain number of days. The system calculates the discount due date by adding the number of discount days to the invoice date.

For example, if an invoice has a discount of 1%, discount days of 10, and net days to pay of 30, the payment terms allow a 1% discount if the customer pays the invoice within 10 days of the date of the invoice. If the invoice is not paid, the customer has 30 days to pay the full amount before it's considered late.



To set up net with discount payment terms

From the Payment Terms Revisions menu (G00141), choose Payment Terms Revisions.

1. On Work with Payment Terms, click Add.
2. On Revise Payment Terms, complete the following fields and click OK:
 - Payment Terms
 - Discount %
 - Discount Days
 - Net Days to Pay
3. Complete the following unlabeled field and click OK:
 - Description – Payment Terms

Field	Explanation
Discount %	The percent of the total invoice that you will discount if the invoice is paid within the discount period. You enter the discount percent as a decimal, for example, a 2 percent discount is .02.
Discount Days	A number indicating how many days after the invoice date that the discount is available. The system uses this number to compute the discount due date.

Setting Up Proximate Date Payment Terms

When setting up proximate date payment terms, you specify when an invoice or voucher is due by indicating the proximate or subsequent month and day. The system calculates the month that the invoice is due by adding the proximate month to the month of the invoice.

The proximate day is the date in that month. For example, if an invoice date is May 20, the proximate month is 1, and the proximate day is 10, the payment would be due on June 10.

► To set up proximate date payment terms

From the Payment Terms Revisions menu (G00141), choose Payment Terms Revisions.

1. On Work with Payment Terms, click Add.
2. On Revise Payment Terms, complete the following fields:
 - Payment Terms
 - Day
 - Prox Date Month
3. Complete the following unlabeled field and click OK:
 - Description – Payment Terms

Field	Explanation
Prox Date Month	The month increment of the proximate due date. For example, a proximate date of 01/15 indicates that the payment is due on the 15th of next month. A proximate date of 03/10 means the payment is due three months hence on the 10th.
Day	The day increment of the proximate due date. For example, a proximate date of 01/15 indicates that the payment is due on the 15th of next month. A proximate date of 03/10 means the payment is due three months hence on the 10th.

Setting Up Due Upon Receipt Payment Terms

When you set up due upon receipt payment terms, you expect payment from a customer upon receipt of an invoice. For the payment terms of due upon receipt, the system sets the due date equal to the invoice date.

For example, if the invoice date is June 10, the due date is June 10. If no invoice date is specified, the system uses the G/L date.



To set up due upon receipt payment terms

From the Payment Terms Revisions menu (G00141), choose Payment Terms Revisions.

1. On Work with Payment Terms, click Add.
2. On Revise Payment Terms, complete the following fields:
 - Payment Terms
3. Complete the following unlabeled field:
 - Description – Payment Terms
4. Make sure the following fields are blank and click OK:
 - Due Date
 - Net Days to Pay

Setting Up Split Payment Terms

Instead of a customer paying the entire invoice on the due date, you might arrange for an invoice to be paid with equal, consecutive payments. To do this, set up split payment terms. You can do this only if the number of days between payments is a constant number, such as 30.

For example, an invoice has a date of July 1, two equal payments are due, and the number of days between payments is 30. In this case, the first payment is due July 31, 30 days from the invoice date. The second payment is due August 30, 30 days from the first payment due date. If the payment term has discounts, the entire discount is calculated on the first payment.

The difference between split payments and installment payments is that with installment payments you can specify different due date rules, specify discounts for each installment, or set up unequal payments with discount due dates.

► To set up split payment terms

From the Payment Terms Revisions menu (G00141), choose Payment Terms Revisions.

1. On Work with Payment Terms, click Add.
2. On Revise Payment Terms, complete the following fields:
 - Payment Terms
 - Net Days to Pay
 - Number of Split Payments
 - Days To Pay Aging
3. To allow a discount, complete the following optional field:
 - Discount %
4. Complete the following unlabeled field and click OK:
 - Description – Payment Terms

Field	Explanation
Number of Split Payments	The number of equal, consecutive payments that the system divides the invoice into. For example, if the payment terms are 1/3, 1/3, 1/3 due in 30, 60, 90 days, respectively, the number of split payments is 3. Days to pay aging, then, is 30. You can use split payments only if the number of days between payments is a constant number, such as 30.
Days To Pay Aging	The number of days that the system uses to calculate the due date for each payment if you are using split payments. For example, if the payment terms are 1/3, 1/3, 1/3 due in 30, 60, and 90 days, respectively, the number of split payments is 3, and the days to pay aging is 30 (30 days between payments). You can use split payments only if the number of days between payments is a constant number, such as 30.
Discount %	The percent of the total invoice that you will discount if the invoice is paid within the discount period. You enter the discount percent as a decimal, for example, a 2 percent discount is .02.

See Also

- *Setting Up Installment Payments*

Printing a Payment Terms Report

You can print a report that shows the payment terms that are set up in your system.

► **To print a payment terms report**

From the Payment Terms Revisions menu (G00141), choose Payment Terms Revisions.

On Work with Payment Terms

Choose a payment term, and then choose Payment Terms Print from the Report menu.

Working with Advanced Payment Terms

Advanced payment terms provide you with the flexibility to define how the system calculates due dates and discount percentages for your invoices and vouchers. A due date can be a net due date or a discount due date.

Because of the complex and diverse ways of calculating due dates, you can set up due date rules using various components to calculate a due date. For example, you can specify that the system adds 10 days to the based-on date, which might be the G/L date, when calculating the discount due date of an invoice or voucher.

The system stores payment term information in the following tables:

- Advanced Payment Terms (F00141)
- Due Date Rules (F00142)
- Due Date Rules Day Range (F00143)
- Installments (F00144)
- Multi-Tiered Payment Terms (F00147)

Working with advanced payment terms includes:

- Setting up due date rules
- Verifying due date rules
- Setting up workday calendars (optional)
- Setting up advanced payment term codes
- Setting up installment payments
- Setting up payment terms for mult-tiered discounts

See Also

- *Setting Up Payment Terms*

Setting Up Due Date Rules

Before you set up advanced payment terms, you must define the rules that the system uses to calculate due dates for invoices and vouchers. You can set up as many due date rules as necessary.

You can specify a due date rule as either a discount due date or a net due date. After you set up due date rules for both the net due date and the discount due date, you set up the payment term code. This enables you to link the rules together with a discount percent to define the:

- Default payment term code for a customer or supplier
- Payment term code of a specific invoice or voucher

Due Date Rule Components

A due date rule can consist of any of the following components:

Based on Date	An invoice date, G/L date, service tax date, statement date, and so on.
Days to Add	The number of days that the system adds to the based-on date.
Months to Add	The number of months that the system adds to the based-on date.
Fixed Days	The same day every month, such as the 10th or 15th of each month.
Date Range	A range of days that the system uses in conjunction with other components.
Workday Calendar	A calendar that you can use to ensure that the due date is on a workday.
Workday Rule	A rule that you can use to ensure that if a due date is on a nonworkday, the system moves it forward or backward to an actual workday. It also determines whether to count nonworkdays when calculating the due date.

Multitiered discounts

You can set up payment terms that allow for multiple discount percentages. For example, you might set up a payment term that allows your customer to receive a 20 percent discount on their invoice if they remit payment within 10 days, a 10 percent discount if the invoice is paid within 20 days, and no discount with the full amount due in 30 days. You can define up to five tiers of discount percentages.

By using a combination of these due date components, you can set up unlimited payment terms to meet your business needs.

Due Date Rule Examples

You might set up due date rules as follows:

- Use the invoice or voucher date as the based-on date and add one month. For example, if the date of the invoice is June 25th, the due date is July 25th.
- Use the G/L date as the based-on date, and add one month and five days. For example, if the G/L date is June 12th, the due date is July 17th.
- Use the G/L date as the based-on date, add one month and five days, and use the workday rule as actual days. This is commonly known as a “swing payment term,” and is most often used in Germany.

Set the date range as follows:

- Days 1 – 10: add 5 days
- Days 11 – 31: use the 31st as the fixed day

If your G/L date is June 2nd, your due date will be July 15, based on using the following criteria:

- For the due date rule, add one month and five days to the G/L date to arrive at a date of July 7.
- Set the date range. Locate the date range that includes July 7th. This date range is the one that is set for days 1 – 10. On the range for the last day (July 10), apply the date range rule.

Because the based-on date is within the first date range, the system adds five days and one month to the last day in the date range. Therefore, the due date for the payment is July 15th.

Date Ranges

If you specify a date range in your due date rule, the system uses the last day in the range in conjunction with the months to add, days to add, or a fixed day. If you do not specify a month to add, days to add, or a fixed day, the system assigns the due date as the last day of the range.

For example, if you set up a date range from the 10th to the 25th of June and you do not specify a fixed day or months and days to add, the due date of the payment is June 25th.

The ranges must not overlap, and they must include a full month (the 1st through the 31st).

Additionally, when you set up a date range, you cannot specify both the number of days to add and a fixed-days number. However, you can specify the number of months to add along with the number of days to add or the fixed days. Therefore, you can specify only the following date ranges:

- Months to add
- Days to add
- Fixed days
- Months to add and days to add
- Months to add and fixed days

► To set up due date rules

From the Payment Terms Revisions menu (G00141), choose Due Date Rules Revisions.

The screenshot shows a software application window titled "Due Date Rule Revisions - [Work with Due Date Rules]". The menu bar includes File, Edit, Preferences, Form, Window, and Help. Below the menu is a toolbar with icons for Select, Find, Add, Delete, Close, Seg., New..., Dis..., and Abo. The main area contains a table titled "Due Date Rule" with columns: Due Date Rule, Description, Based on Date, Days To Add, Fixed Days, Months To Add, Calendar, Work Day Rule, and R or. The table lists several rules:

Due Date Rule	Description	Based on Date	Days To Add	Fixed Days	Months To Add	Calendar	Work Day Rule	R or
DNEXT	Calculate next disc due date	1	10	0	0	M10 1		R
DSWNG	Discount date - swing terms	2	10	0	0	M10 1		R
J15	Japan 15 Due Date Rule	1	0	0	0	30 2		R
J31	Japan 31 Due Date Rule	1	0	0	0	30 2		R
MTIE	Multilevel discount		0	0	0			T
N22	Net 20 days	1	10	0	0			
N30	Net 30 days	1	30	0	0			
RANGE	Fixed Date - Range	1	0	0	0			R

1. On Work with Due Date Rules, click Add.

The screenshot shows a software application window titled "Due Date Rule Revisions - [Due Date Rules Revision]". The menu bar includes File, Edit, Preferences, Form, Window, Help. Below the menu is a toolbar with icons for OK, Cancel, Delete, Close, Seg., New..., Dis..., and Abo. The main area contains a form for creating a new due date rule:

Due Date Rule	<input type="text" value="N20"/>	<input type="checkbox"/> Range Attached	<input type="checkbox"/> Tier Attached
Description	<input type="text" value="Net 20 days"/>		
Based on Date	<input type="text" value="1"/>	Invoice Date	
Days to Add	<input type="text" value="10"/>		
Fixed Days	<input type="text" value="0"/>		
Months to Add	<input type="text" value="0"/>		
Calendar	<input type="text"/>		
Work Day Rule	<input type="text"/>		

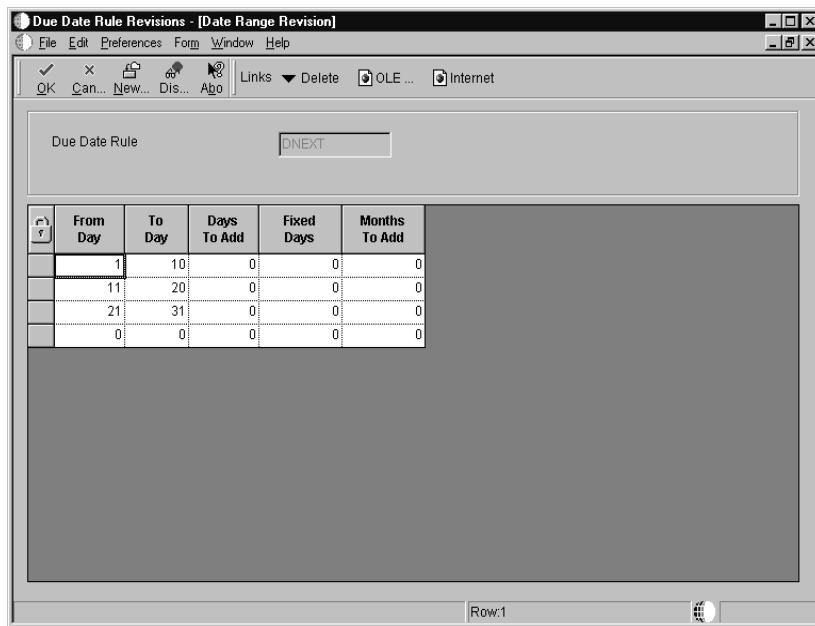
2. On Due Date Rules Revision, complete the following fields:
 - Due Date Rule
 - Description
3. To define how the system calculates the due date, complete any of the following fields:
 - Based on Date

Accounts Receivable

- Days to Add
 - Fixed Days
 - Months to Add
4. To specify information about a workday calendar, complete the following fields:
- Calendar
 - Work Day Rule
5. Click OK.

To set up a date range as part of your due date rule, choose a due date rule on Work with Due Date Rules.

6. From the Row menu, choose Date Range.



7. On Date Range Revision, complete the following fields:
- From Day
 - To Day
8. Complete the following optional fields:
- Days To Add
 - Fixed Days
 - Months To Add
9. Click OK.

Field	Explanation
Due Date Rule	The due date rule that the system uses to determine the installment due date of an invoice. You define due date rules on the Due Date Rule Revisions form.
Description	A user defined name or remark.
Based on Date	The initial date from which the net due date and discount due date is calculated. NOTE: The based on date attached to the net due date rule and the discount due date rule is applicable for the first installment only for installment payment terms. Each subsequent installment will use the previously calculated net due date as the basis for calculating the next due date.
Days to Add	This field indicates the number of days to add to the based on date to determine the discount or net due date.
Fixed Days	This field indicates the fixed day that will be used during the date calculation.
Months to Add	This field indicates the number of months to add to the based on date to determine the net due date or the discount due date.
Calendar	The calendar name used in workday calculations. It will be validated against the Work Day table (F0007).
Work Day Rule	A code that controls how the system determines the due date when the due date falls on a non-working day. The workday rule operates in conjunction with the fixed days, add days, and date range. Valid values:
<ul style="list-style-type: none"> blank When calculating the due date, use actual days. Ignore day classifications, such as working day, weekend, and holiday. 1 When calculating the due date, omit non-working days. If the due date falls on a non-working day, move the due date forward to the next working day. 2 When calculating the due date, use actual days. If the due date falls on a non-working day, move the due date forward to the next working day. 3 When calculating the due date, do not omit non-working days. If the due date falls on a non-working day, move the due date back to the last working day. 	
From Day	This field indicates the lower value of a day range. The allowable values are 1 to 31. This must be lower than the To Day value.

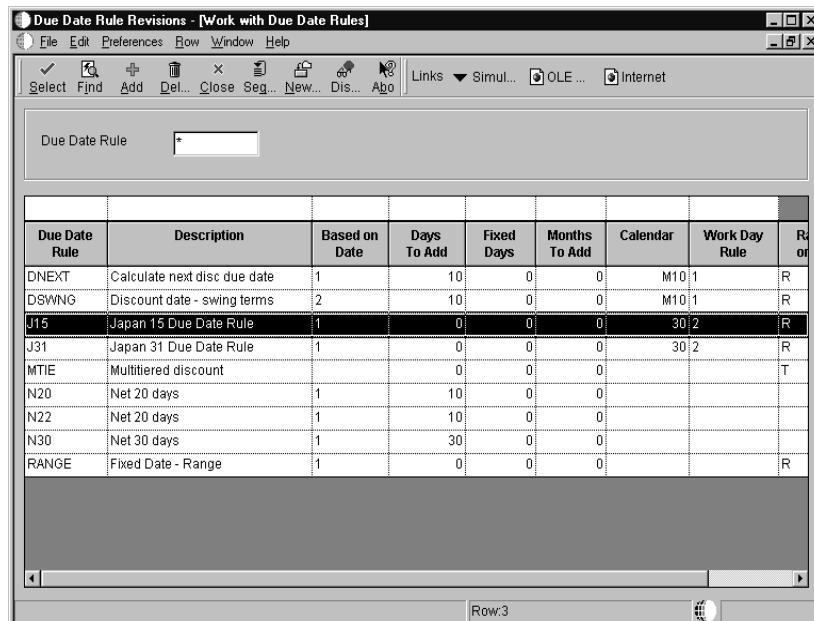
Field	Explanation
To Day	This field indicates the upper value of a day range. The allowable values are 1 to 31. This must be greater than the From Day value.

Verifying Due Date Rules

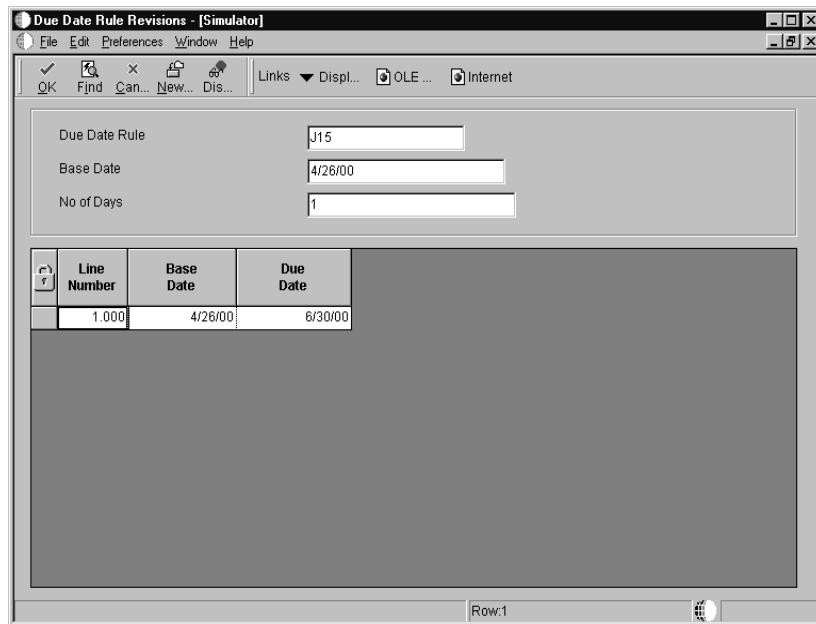
You can verify that date rules you set up are functioning correctly by using the Simulator feature. This feature is especially useful when multiple date ranges are defined in the payment term.

► To verify due date rules

From the Payment Terms Revisions menu (G00141), choose Due Date Rules Revisions.



1. On Work with Due Date Rules, click Find to list all due date rules, or limit your search by entering the due date rule you want to select in the Due Date Rule field.
2. Choose the due date rule you want to test, and choose Simulator from the Row menu.



3. On Simulator, enter the date in the Base Date field and click Find.

The system calculates the due date in the grid based on the date entered and the due date rule you defined.

For example, if you set up the due date for the first of the month, and the invoice date is between the first and the tenth, you can verify that you set up the due date rule correctly by entering a date between 1 and 10.

Likewise, if you set up the due date to be on the fifteenth of the month, and the invoice is between the eleventh and the thirty-first, you can verify that the due date rule is set up correctly by entering a date between 11 and 31.

4. Click OK to exit Simulator.

Because Simulator serves only as a validating tool for hypothetical due dates, no data you enter in Simulator is saved.

Setting Up Workday Calendars

When setting up due date rules for your payment terms, you can set up workday calendars. These calendars enable you to specify the actual workdays, weekends, holidays, and so on, of your organization. You can set up multiple calendars and reference the name of one in the due date rule.

After you set up a workday calendar, you specify which action to take if the system calculates the due date on a non-workday. You do this on the Due Date Rules Revision form. For example, you can instruct the system to:

- Ignore nonworkdays when counting the days to calculate the due date and not allow the due date to occur on a nonworkday.
- Use the workday after the calculated due date as the due date. For example, if the calculated due date occurs on the weekend, the system moves it to the following Monday.
- Use the workday before the calculated due date as the due date. For example, if the calculated due date falls on the weekend, the system moves it to the previous Friday.

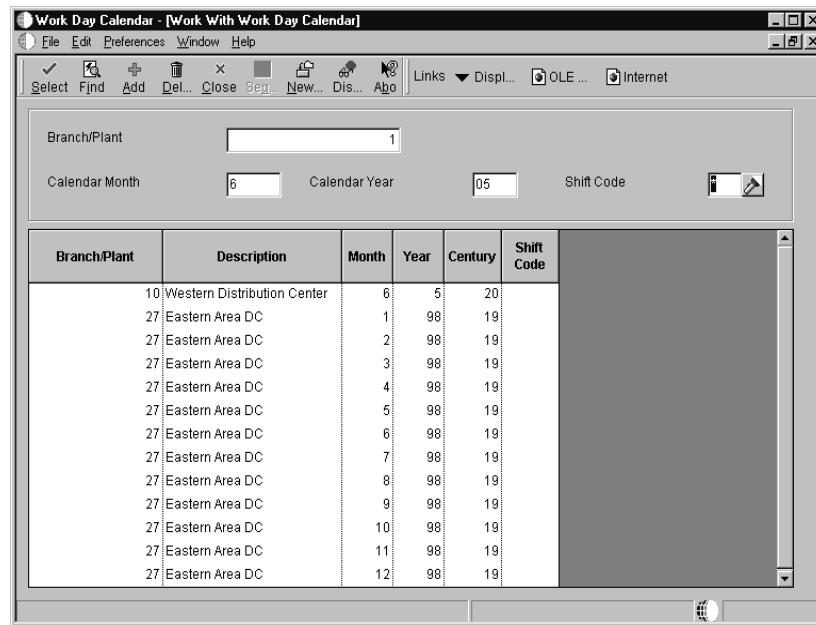
If you specify a workday rule, you can adjust the payment's due date to correspond with your workdays. For example, you can prevent unintended grace periods that might occur if the due date falls on a Saturday and your business is closed. In addition, you can specify that the payment is due in 30 working days instead of 30 calendar days.

The Work Day Calendar program (P00071) is a Manufacturing program. On the Work Day Calendar form, the Branch field does not refer to a Branch/Plant (business unit). Instead, it refers to the name that you assign to the workday calendar for your due date rules.

When you set up a workday calendar, the system accesses it from the Work Day Calendar table (F0007).

► To set up workday calendars

From the Payment Terms Revisions menu (G00141), choose Work Day Calendar.

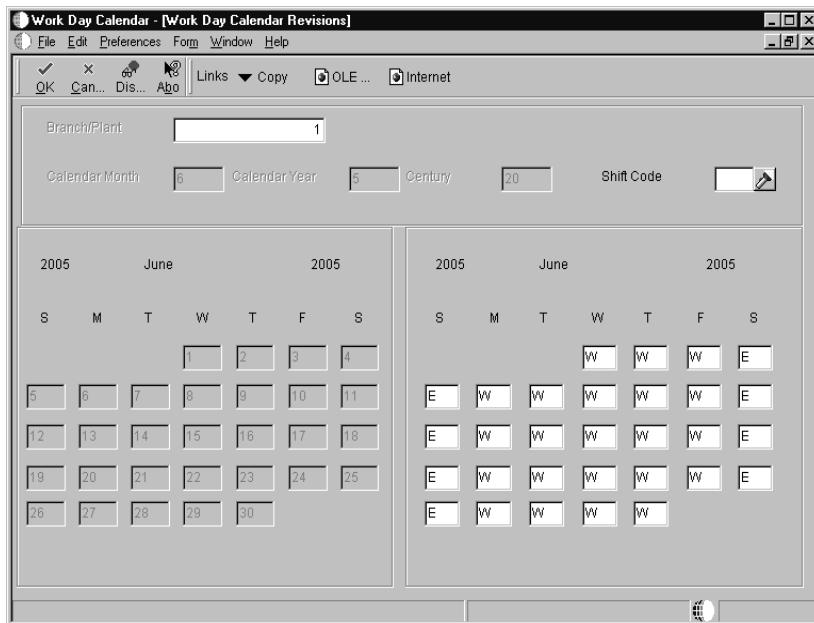


1. On Work With Work Day Calendar, complete the following fields and click Add:

- Branch/Plant

On the Work Day Calendar form, the Branch field does not refer to a Branch/Plant (business unit). Instead, it refers to the name that you assign to the workday calendar for your due date rules.

- Calendar Year
- Calendar Month
- Shift Code



The calendar for the month and year appears twice. The left portion of the form shows the numerical days, and the right portion of the form shows the workdays and nonworkdays.

2. On Work Day Calendar Revisions, change the default values as necessary for each day of the week and click OK.

Some examples of the type of day you can specify on the calendar are:

- W (workday)
- E (weekend)
- H (holiday)
- S (shut-down)

Setting Up Advanced Payment Term Codes

You can set up codes for various payment terms. These codes determine the net due dates, discounts, and discount due dates for your invoices and vouchers. This makes entering invoices and vouchers more efficient.

When you enter a customer or supplier record, you specify the payment term code that the customer or supplier uses most frequently. Then, when you enter the invoice or voucher, you can either:

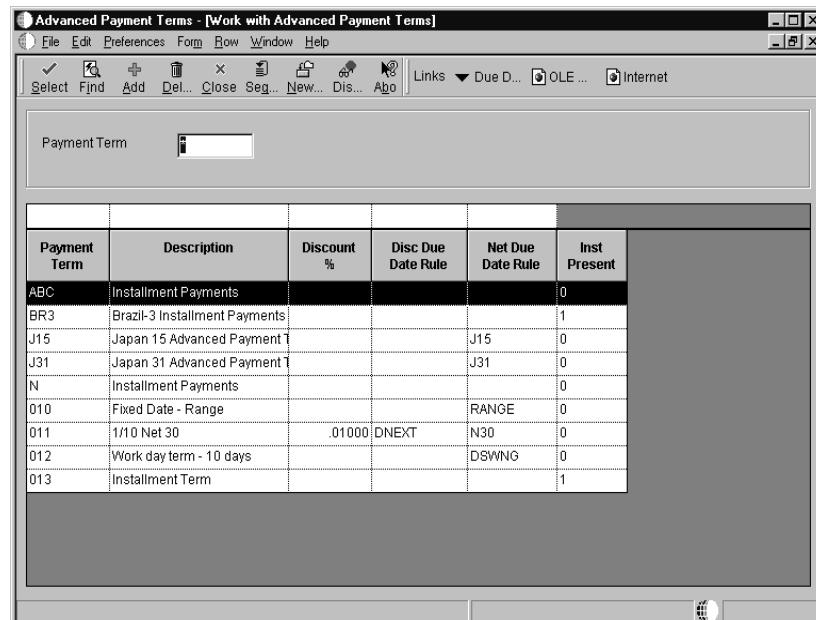
- Accept the default payment term code
- Designate a different payment term code

Before You Begin

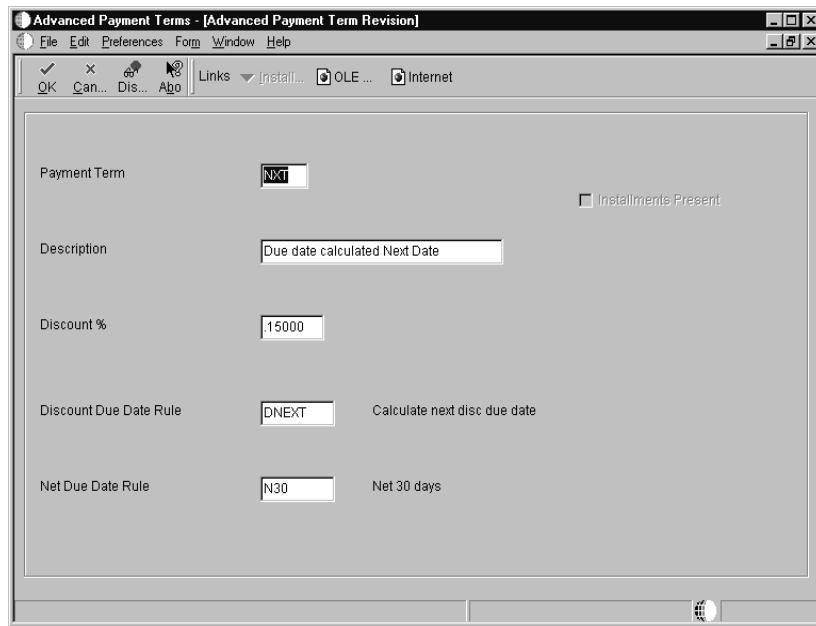
- Ensure that you have set up the necessary due date rules that the system uses to calculate net due dates and discount due dates. This enables the system to link the rule to a specific payment term. See *Setting Up Due Date Rules*.

► To set up advanced payment term codes

From the Payment Terms Revisions menu (G00141), choose Advanced Payment Terms.



1. On Work with Advanced Payment Terms, click Add.



2. On Advanced Payment Term Revision, complete the following fields:
 - Payment Term
 - Description
3. To specify a discount percentage for the invoice or voucher, complete the following field:
 - Discount %
4. To attach a due date rule to the payment term, complete the following fields and click OK:
 - Discount Due Date Rule
 - Net Due Date Rule

For payment terms that have multiple date ranges, leave these fields blank.

Field	Explanation
Description	The text that describes the payment terms code. You can print this text on the invoice, for example, 2/10, net 30, fixed day 25.

Field	Explanation
Discount %	The percent of the total invoice that you will discount if the invoice is paid within the discount period. You enter the discount percent as a decimal, for example, a 2 percent discount is .02. <i>Form-specific information</i>
	For advanced payment terms in A/R and A/P, this amount is a whole number, not a decimal.
Discount Due Date Rule	The due date rule that the system uses to calculate the discount due date of an invoice. This is similar to a discount due date payment term. You define the discount due date rule on the Due Date Rule Revisions form.
Net Due Date Rule	The due date rule that the system uses to calculate the net due date of an invoice installment. You define net due date rules on the Due Date Rule Revisions form.

Setting Up Installment Payments

Instead of having an invoice or voucher paid all at one time, you can arrange installment payments. You can set up installment payment terms to pay an invoice or voucher with multiple payments over a specified period of time.

When you set up installment payment terms, you can set up equal payments or unequal payments with different percentages. The system calculates the installment amount by multiplying the invoice open amount by the percent that you define. You can also specify a different discount percent for each installment. The system calculates the due date of each installment based on the due date rule you assign to it.

The following describes two examples of installment payment terms:

Equal payments with a discount due date You might set up five equal payments. Each payment includes a 10 percent discount if paid within the discount period that you defined in the discount due date rule.

The actual due date of the payment depends on the net due date rule that you set up.

Unequal payments with a discount due date

You might set up six payments. Five of the payments might be 15 percent of the invoice amount, and the sixth payment is 25 percent. Each payment might also include a 5 percent discount if paid within the discount period that you defined in the discount due date rule.

The actual due date of the payment depends on the net due date rule that you set up.

Installment Payment Terms Example

The following is an example of advanced payment terms using installment payments. Suppose you have a payment that you want to split into three installments:

Invoice Amount:	10,000.00
Invoice Date:	July 15
Based on Date:	July 31 (end of month invoice date)
First installment:	3,000.00 due August 30
Second installment:	3,000.00 due September 29
Third installment:	4,000.00 due October 29

The solution in this example is to create an installment payment term. This installment payment term is based on three payments at equal intervals. To determine the payment term, the system:

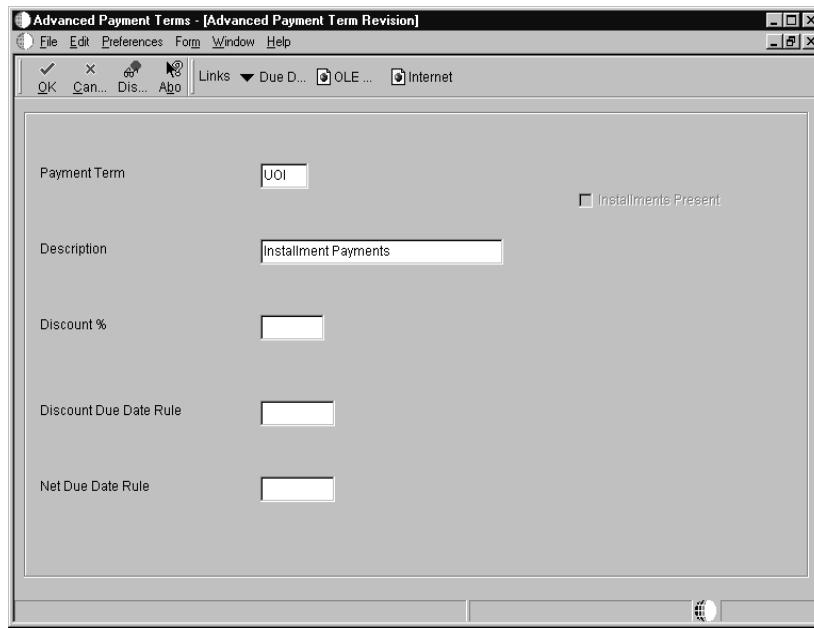
1. Calculates the due date of the first installment by setting the invoice date to the end of the month. The system then adds 30 days.
2. Calculates the second installment by retrieving the due date of the first installment and adding 30 days.
3. Calculates the last installment by retrieving the due date of the second installment and adding 30 days.

► To set up installment payments

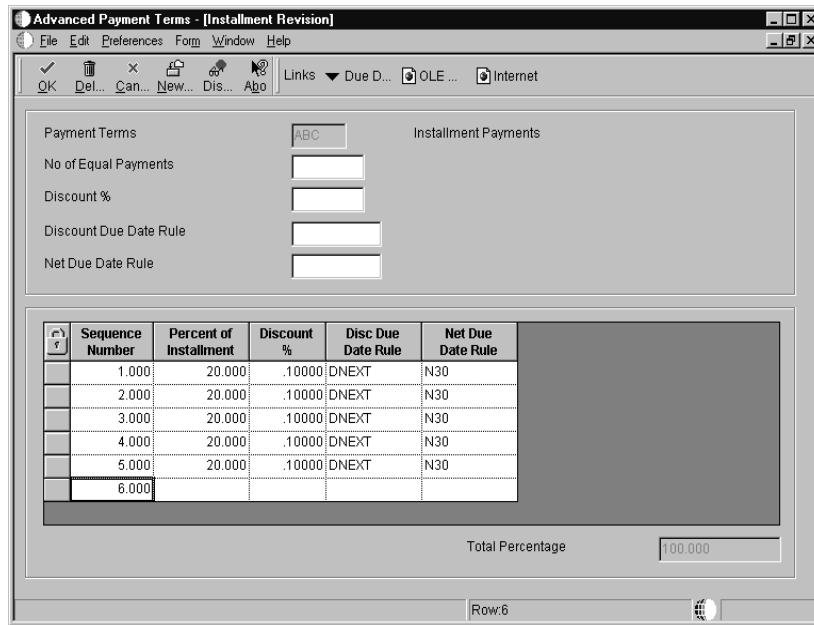
From the Payment Terms Revisions menu (G00141), choose Advanced Payment Terms.

1. On Work with Advanced Payment Terms, click Add.

Accounts Receivable



2. On Advanced Payment Term Revision, complete the following fields and click OK:
 - Payment Term
 - Description
3. On Work with Advanced Payment Terms, click Find.
4. Choose the record you created.
5. From the Row menu, choose Installments.



6. On Installment Revision, complete the following fields in the header area and click OK:

- No of Equal Payments
- Discount %
- Discount Due Date Rule
- Net Due Date Rule

7. Complete the following field in the detail area, if necessary:

- Percent of Installment

You can complete the header area if you are dividing the amount into equal payments, or you can enter information in the detail area. You must enter the percent of installment expressed as a whole number, not a decimal.

You can divide the total amount of the discount into as many installments as necessary. The installments do not have to be equal, but they must total 100 percent. The discount does not need to equal 100 percent, but the percent of installment must equal 100 percent.

8. Click OK.

Field	Explanation
No of Equal Payments	The number of transactions to be processed.
Discount Due Date Rule	The due date rule that the system uses to calculate the discount due date of an invoice. This is similar to a discount due date payment term. You define the discount due date rule on the Due Date Rule Revisions form.
Net Due Date Rule	The due date rule that the system uses to calculate the net due date of an invoice installment. You define net due date rules on the Due Date Rule Revisions form.
Percent of Installment	<p>Results in a calculation.</p> <p>..... <i>Form-specific information</i></p> <p>Percent of Installment</p> <p>A percentage of the invoice that the system will use to generate one installment payment. You can divide the total amount of the discount into as many installments as necessary. The installments do not have to be equal, but they must equal 100% of the invoice total amount. Unlike typical split payments, you can create installments using variable percentages. You do not need to enter decimals. If the installment is 20%, you enter the percent as a whole number (20).</p>

Setting Up Payment Terms for Multitiered Discounts

You can set up payment terms that allow for multiple discount percentages. For example, you might set up a payment term that allows your customer to receive a 20 percent discount on their invoice if they remit payment within 10 days, a 10 percent discount if the invoice is paid within 20 days, and no discount with the full amount due in 30 days. You can define up to five tiers of discount percentages.

After you set up payment terms for multitiered discounts, you can assign the payment terms to the applicable invoices or vouchers. You run the multitiered batch update program to recalculate the discount available for your invoices or vouchers based on the number of days that have passed and the current tier.

For example, you might set up a multitiered payment term for which the first tier is 30 percent for 10 days and the second tier is 20 percent for 20 days. You assign the payment term to an invoice or voucher. When the invoice or voucher is 11 days old and you run the multitiered batch update program, the system replaces the discount amount at 30 percent with the discount amount at 20 percent. The discount due date becomes 20 days from the date of the invoice or voucher.

Setting up payment terms for multitiered discounts consists of:

- Setting up a multitiered due date rule
- Updating the discount available for multitiered terms

► To set up a multitiered due date rule

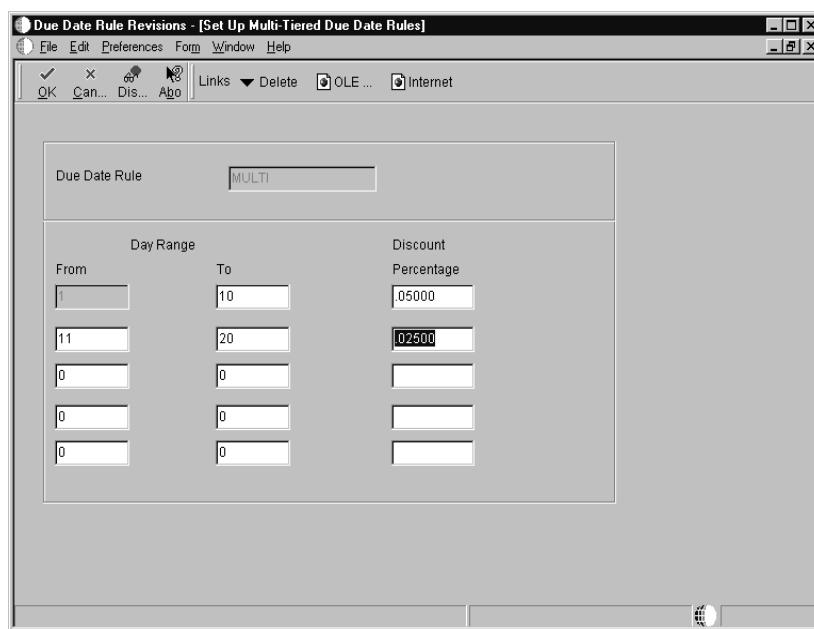
From the Payment Terms Revisions menu (G00141), choose Due Date Rule Revisions.

Set up multitiered due date rules for payment terms that allow multiple discount percentages.

Note: You can set up due date rules as having date ranges or multiple tiers, but not both.

1. On Work with Due Date Rules, click Add.
2. On Due Date Rules Revisions, complete the following fields:
 - Due Date Rule
 - Description

3. To define how the system calculates the due date, complete any of the following fields:
 - Based on Date
 - Days to Add
 - Fixed Days
 - Months to Add
4. To specify information about a workday calendar, complete the following fields:
 - Calendar
 - Work Day Rule
5. Click OK.
6. Locate the due date rule and choose Multi-Tiered from the Row menu.



7. On Set Up Multi-Tiered Due Date Rules, complete the following fields and click OK:
 - From
 - To
 - Discount Percentage

Field	Explanation
From	Enter the From day value of the second tier. This must be less than the To value for this tier. There should be no skipped days and no overlapping days.
To	Enter the day value for the end day of the second tier. This must be greater than the From day value for this tier. There must be no overlaps and no skipped days.
Discount Percentage	The percent of the total invoice that will be discounted if the customer pays the invoice within the day range specified in the first tier. Entered this value as a decimal. For example, a 2% discount is .02.

► To update the discount available for multitiered terms

From the Payment Terms Revisions menu (G00141), choose Update A/R Invoices or Update A/P Vouchers.

To update the discount available for invoices and vouchers to which you assign multitiered discount payment terms, you run the multitiered batch update programs. The update programs recalculate the discounts available and due dates of your invoices or vouchers.

When you update the discount available for multitiered terms, the system verifies the date of the invoice to determine whether the document has crossed a tier defined in the date rules for the assigned payment term. If it has, the system recalculates the available discount based on the number of days that have passed and the current tier.

Partially paid invoices or invoices with zero discount-amounts available are not processed.

Tax Rules

For Tax Rules (F0022), the system first reads the company record. If no tax rules exist for the company, the system reads the tax rules set up for the default company 00000. The system will not process invoices if the tax rules for the company are set up with the Calculate Discount on Gross field (TXD1) equal to N.

Suppressing the Update

To suppress the multitiered update for a specific invoice that meets the update criteria, set the appropriate processing options in Speed Status Change (P03B114). See *Working with Speed Status Change* for more information.

Processing Options for Batch Update for Multitiered A/R (R005142) and Multitiered A/P (R005141)

Display Tab

1. Tax Information

Use this processing option to specify whether you want the system to print tax information. Valid values are:

Blank Print tax information.

1 Do not print tax information.

Defaults Tab

1. As Of Date

Use this processing option to specify the “as of” date. The system calculates the discount from the date you specify. If you leave this field blank, the system uses the current system date.

Understanding User Defined Codes for A/R

Many fields throughout the J.D. Edwards systems accept only user defined codes. When you enter an invoice, for example, the system uses a user defined code to specify the document type of an invoice. The system does not accept user defined codes that are not defined in a user defined code list.

For detailed information about user defined codes, see *About User Defined Codes* in the *OneWorld Foundation Guide*.

Some of the user defined codes in the Accounts Receivable system are:

- Document type codes
- Payment status codes
- Payment instrument codes
- Tax explanation codes
- Aging vocabulary codes
- Collection reason codes
- Write-off reason codes
- Deduction reason codes
- Chargeback reason codes
- Void/NSF reason code
- Valid credit message codes
- Standard receipt entry input type codes
- Speed receipt type input codes
- Dun & Bradstreet rating codes
- TRW rating codes
- Language preference codes
- Paid late codes
- Activity priority codes
- Address number for collections manager
- Address number for credit manager

Document Type Codes

When you enter a transaction, you must specify the document type, such as an invoice or credit memo.

The document type code, document number and company, and G/L date are the link between the Accounts Receivable system and the General Accounting system.

The system maintains two groups of document type codes:

- Invoice document type codes
- Other document type codes

Invoice Document Type Codes (00/DI)

You can use the invoice document type (00/DI) to identify different types of invoices. You must set up a code for each type of document that you use when you enter invoices. When the document type is hard coded, you cannot assign other document types for that type of invoice.

All new document types set up in UDC table 00/DI should also be set up in UDC table 00/DT. You set up default invoice and credit memo document types in the processing options for Invoice Master Business Function (P03B0011).

Invoice (RI)	The system creates this document when you enter an invoice.
Recurring Invoice (RR)	The system creates this hard-coded document when you enter an invoice to be generated for a specified amount, time period, and number of payments.
Credit Memo (RM)	The system creates this document when you issue a credit memo.
Chargeback (RB)	The system creates this hard-coded document when you enter an invoice for a discrepancy, a disputed amount on an original invoice or receipt.
Delinquency Fees (RF)	The system creates this hard-coded document when you enter an invoice to assess interest or delinquency fees for delinquent invoices and late payments. Delinquency fees are also known as finance charges.

Unapplied Receipt (RU)	The system creates this hard-coded document when you place money in a clearing account until you determine how to apply the payment (that is, which customer accounts to apply it to, and so on).
A/R Draft (R1)	The system creates this hard-coded document when you use draft processing.

Other Document Type Codes (00/DT)

The following document types (00/DT) are receipt documents, also known as matching document types. They cannot exist by themselves. You must attach (or match) each to a corresponding original document, except for logged receipts. For example, a receipt is a matching document that must always have a corresponding invoice as the original document. A matching document is hard coded and has its own type and number.

The system provides the following codes for matching documents that you use when you enter invoices:

Cash Receipt (RC)	The system creates this document for a payment when you enter a receipt.
Non-sufficient funds (RV)	The system creates this document when a bank cannot cover a customer's payment. This reopens the original invoice and voids the corresponding RC receipt document.
Void invoice (RE)	The system creates this document in the F03B112 table when a posted invoice is voided or the amount is changed.
Void receipt (RO)	The system creates this document when a posted receipt is reversed or voided.

Payment Status Codes (00/PS)

Payment status codes (00/PS) indicate whether an invoice is approved, pending, paid, and so on. You assign a payment status code if you need to change the status that the system has assigned. The following payment status codes are hard coded:

- A – Approved for payment
- D – Draft accepted

- E – Draft – Expired not Collected
- G – Draft Deposited not Due
- H – Held/Pending Approval
- P – Paid in Full
- R – Retainage

Payment Instrument Codes (00/PY)

Payment instrument codes (00/PY) indicate various methods of payment. You assign a payment instrument code to each invoice. Examples are:

- C – Check – 8 3/4 (soft-coded)
- D – Draft by Invoice (soft-coded)
- T – Electronic Funds Transfer (soft-coded)
- A – Auto Debits (soft-coded)

Tax Explanation Codes (00/EX)

You can assign tax explanation codes (00/EX) for various methods of calculating taxes. You then use AAIs to direct each code to a different account, when applicable. The first letter of each value is hard coded to perform a specific calculation, so you should not change them. You can create additional user defined codes that start with the same first letters (B, C, E, S, U, or V). The system will not use any additional codes.

You should set up the following codes:

- C – Value Added + Sales tax
- CT – VAT + Sales Tax, Tax Only
- S – Sales or VAT (output) Tax
- ST – Sales Tax, Tax Only
- V – Value Added (input) Tax
- VT – Value Added Tax, Tax only
- E – Value Added Tax Exempt
- V+ – Value Added Tax, Tax on Tax

Aging Vocabulary Codes (H00/AG & 03B/AG)

You can assign aging vocabulary codes (H00/AG and 03B/AG) to specify the terminology on your A/R aging reports. Examples are:

03B/AG

- 1 – Over
- 2 – Previous
- 3 – Future
- 4 – Current

H00/AG

- D = Due Date
- G = G/L Date
- I = Invoice Date
- S = Statement Date

Collection Reason Codes (03B/CL)

You can assign collection reason codes (03B/CL) to explain why an invoice is delinquent. Examples are:

- BK – Customer in bankruptcy
- DP – Disputed by customer
- NP – Delinquent/Non-payment

Write-Off Reason Codes (03B/RC)

You can assign write-off reason codes (03B/RC) to specify the reason you adjusted an invoice amount and point each code to a separate expense account using AAIs. Examples are:

- BD – Bad debit
- CN – Concession
- DA – Disputed amount
- MW – Minor Write-Off Amount
- RV – Revisions – Data Entry Error
- TF – Disputed Tax or Freight
- VD – Void – Duplicate Entry
- WO – Miscellaneous Write-Off

Deduction Reason Codes (03B/CR)

Reason codes indicate the reason for which you resolve a transaction, such as a deduction (03B/CR). Examples are:

- DA – Disputed Amount
- DG – Damaged Goods
- GR – Goods Returned
- PD – Pricing Discrepancy
- SS – Short Shipment
- UD – Undefined Claim

Chargeback Reason Codes (03B/CB)

You can assign codes (03B/CB) to explain the reason for a chargeback applied to the invoice when entering a receipt. Examples are:

- DA – Disputed Amounts
- DD – Disallowed Discount Amount
- SP – Short Payment

Void/NSF Reason Code (03B/VR)

Void reason codes (03B/VR) indicate the reason for which a receipt is voided or designated as NSF. Examples are:

- DSP – Dispute
- ECK – Error Check
- NSF – NSF Receipt
- PNS – Partial NSF
- RF – Refund
- VOD – Void Receipt

Valid Credit Message Codes (00/CM)

You can assign codes to notify you of a customer's credit status (00/CM). These credit messages are used throughout all J.D. Edwards systems. Examples are:

- * – Bypass Temporary Credit Hold (hard coded)
- 1 – Over Credit Limit
- 2 – Requires P.O.
- 3 – Not on Contract Maintenance

- 7 – On Credit Hold per Accounting
- B – Bad Credit Risk
- C – Cash Basis Only or C.O.D. (collect on delivery)

Standard Receipt Type Input Codes (03B/RE)

Type input codes (03B/RE) indicate how receipts are applied to invoices. The following examples are hard coded for Standard Receipts Entry:

- 10 – Simple Invoice Match
- 11 – Match Auto Chargeback Discount
- 15 – Match with Write-Off
- 16 – Match with Chargeback
- 17 – Match with Deduction
- 25 – Standalone Write-Off
- 26 – Standalone Chargeback
- 27 – Standalone Deduction

Speed Receipt Type Input Codes (03B/SA)

Speed receipt type input codes (03B/SA) indicate the input method that you use to enter receipts using the Speed Receipts Entry method. The following speed receipt type input codes are hard coded:

- 1 – Unapplied Receipt
- 2 – Balance Forward Receipt
- 3 – Logged Receipt
- 4 – General Ledger

Dun & Bradstreet Rating Codes (01/DB)

You can assign codes (01/DB) to identify the Dun & Bradstreet credit rating for customers. Examples are:

- BA1 – High
- BA2 – Good
- BA3 – Fair
- BA4 – Limited

TRW Rating Codes (01/TR)

You can assign codes (01/TR) to specify the TRW credit ratings for customers. Examples are:

- AAA – Excellent
- BBB – Good

Language Preference Codes (01/LP)

You can assign codes (01/LP) to identify the language for your invoices, statements, and so on. Examples are:

- Blank (default) – Domestic language
- F – French
- G – German

Paid Late Codes (03B/PL)

Paid late codes (03B/PL) indicate whether a customer pays an invoice on time or whether it is paid late. The following paid late codes are hard coded:

- 0 – Invoice Paid on Time
- 1 – Invoice Paid Late, Full Amount
- 2 – Invoice Paid Late, Partial Amount

When you run the A/R Statistical History Refresh (R03B16), the system updates paid late codes in the A/R Check Detail table (F03B14) and the Paid Late field (RZPDLT).

Activity Priority Codes (03B/PR)

Activity priority codes (03B/PR) determine the sequence in which the system displays action items for credit and collection management purposes. The action item with the highest priority should be assigned priority 1. The following activity priority codes are hard coded:

- 1 – Priority 1
- 2 – Priority 2
- 3 – Priority 3
- 4 – Priority 4
- 5 – Priority 5

Address Number for Collections Manager (01/CM)

You can assign codes (01/CM) to identify who is responsible for approving collections information, such as delinquency fees and notices. In order for the manager represented by this code to receive workflow messages, you must also specify the collection manager's address book number in the Description 2 field.

Address Number for Credit Manager (01/CR)

You can assign codes (01/CR) to identify who is responsible for updating and approving credit information, such as credit limits. In order for the manager represented by this code to receive workflow messages, you must also specify the credit manager's address book number in the Description 2 field.

See Also

- *Setting Up Credit and Collection Managers*

Setting Up Next Numbers

When you enter a document, such as an invoice or journal entry, you can assign a document number or let the Next Numbers program assign one. Next Numbers assigns numbers to documents using either or both of the following types of numbers:

- Standard next numbers. The system finds the next available number in the Next Numbers table (F0002) and assigns the number to the document.
- Next numbers by company and fiscal year. The system finds the next available number by company and fiscal year, or by company, in the Next Numbers by Company/Fiscal Year table (F00021).

Do not change any next numbers after you start using the J.D. Edwards systems. Changing the next numbers can result in duplicates as well as the inability to locate previously added numbers.

You should use the next numbers in the sequence assigned by the J.D. Edwards systems. Maintaining the sequence of next numbers in the table ensures that each next number remains on its current line because programs reference a specific line in the table. For example, in the A/R system, the next number for invoices must be on the first line.

Setting up next numbers consists of:

- Reviewing standard next numbers
- Activating check digits for standard next numbers
- Assigning next numbers by company and fiscal year

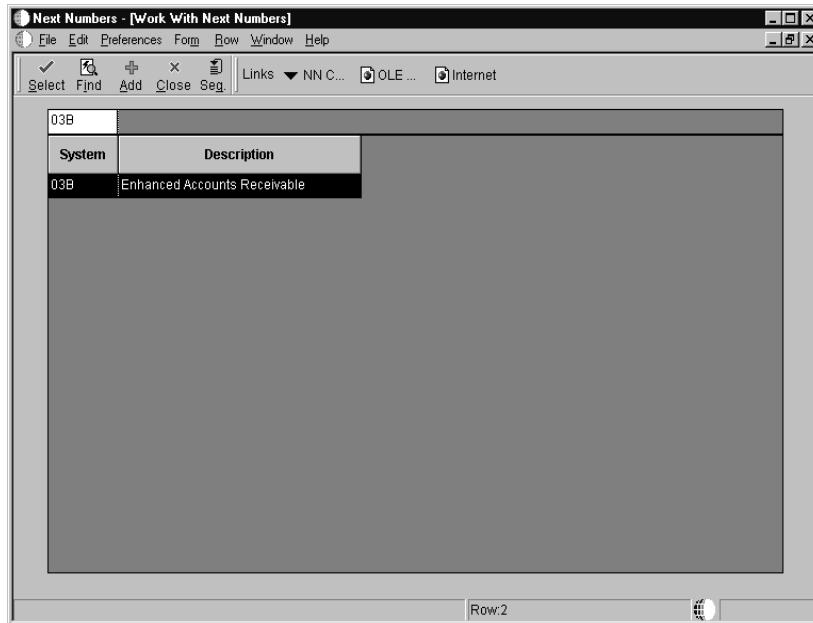
Before You Begin

- To add a fiscal year to a next numbers record that already exists for a company (with no fiscal year defined), you must delete the existing record and then add a new record for the company, including the fiscal year. To remove a fiscal year from an existing next numbers record for a company and fiscal year, you must delete the existing record, and then add a new record for the company with no fiscal year defined.

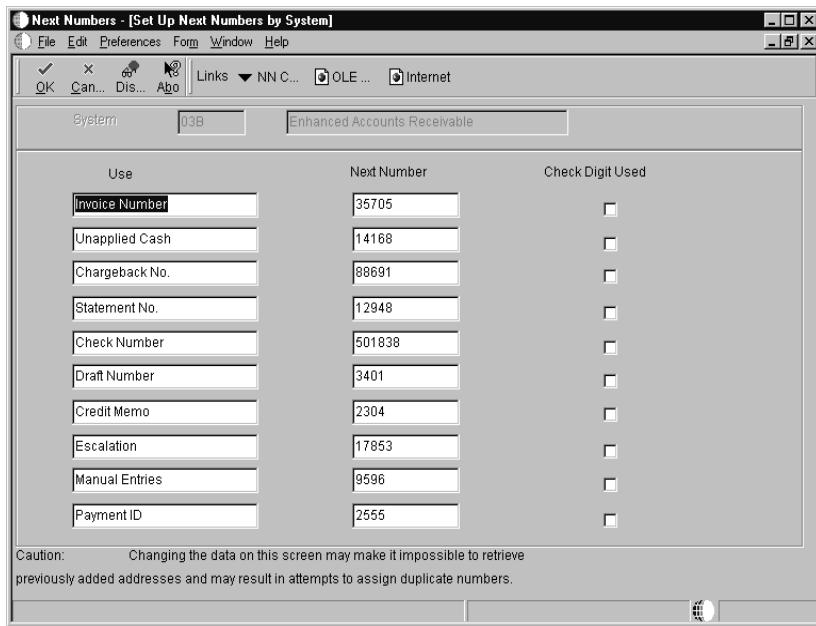
► To review standard next numbers

From the General Systems menu (G00), choose Next Numbers.

You can review the next numbers that the system assigns to invoices and other documents.



1. On Work With Next Numbers, click Find to display all systems, or use the following query by example field to limit your search:
 - System
2. Choose the system you want to review and click Select.



3. On Set Up Next Numbers by System, verify information in the following field:

- Next Number

Field	Explanation
System	A user defined code (98/SY) that identifies a J.D. Edwards system.
Next Number	The number that the system uses for the next number that it assigns. The system can use next numbers for voucher numbers, invoice numbers, journal entry numbers, employee numbers, address numbers, contract numbers, and sequential W-2s. You must use the next number types already established, unless you provide custom programming.

► To activate check digits for standard next numbers

From the General Systems menu (G00), choose Next Numbers.

You can have the system assign check digits for any set of standard next numbers. Check digits prevent errors caused by transposition during data entry. For example, activating check digits in the address book for customers prevents an invoice from being assigned to the wrong customer if digits are transposed during invoice entry.

J.D. Edwards recommends that you use check digits for next numbers only if a transposition during data entry is likely to create errors.

1. Follow the steps for reviewing next numbers.
2. On Set Up Next Numbers by System, click the following option for each set of next numbers:
 - Check Digit Used

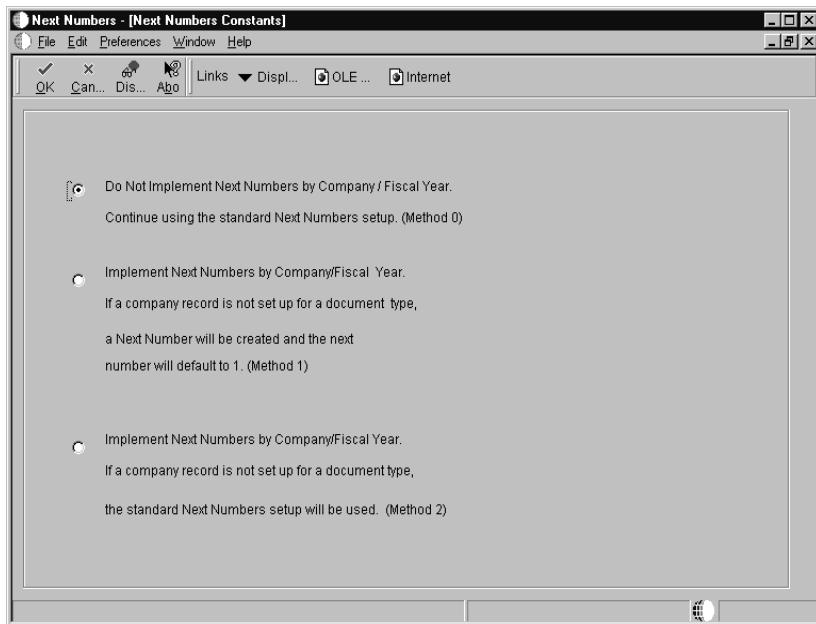
Field	Explanation
Check Digit Used	<p>An option that specifies whether the system adds a number to the end of each next number assigned. For example, if you are using check digits and the next number is 2, the system will add a check digit such as 7, making the last two numbers 27. Check digits provide a method of randomly incrementing numbers to prevent the assignment of transposed numbers. In this example, the system would never assign next number 72 while check digits are activated.</p> <p>Valid codes for WorldSoftware are:</p> <p style="text-align: center;">Y Yes, add a check digit to this next number N No, do not add a check digit</p> <p>For OneWorld software, turn on this option to add a check digit.</p>

► To assign next numbers by company and fiscal year

From the General Systems menu (G00), choose Next Numbers.

The system can assign a unique set of next numbers to invoices and other documents for a specific company and fiscal year. This is helpful if your organization needs to have a consecutive document number for each company or for each company by fiscal year.

1. On Work with Next Numbers, choose NN Constant from the Form menu.

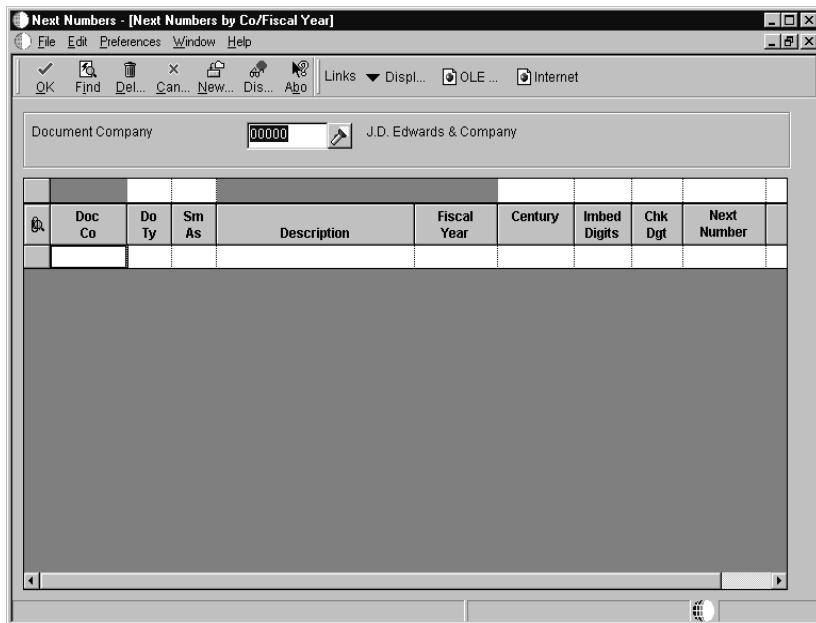


2. On Next Numbers Constants, choose the method that you want to use and click OK.

If next numbers by company/document already exist for the other next number method, you must delete that next number before you can add the new constant/fiscal year.

If you selected Method 1, complete the following steps:

3. On Work with Next Numbers, choose NN by Co/FY from the Form menu.



4. On Next Numbers by Company/Fiscal Year, complete the following fields and click OK:

- Document Company
- Do Ty
- Sm As
- Description
- Fiscal Year
- Century
- Imbed Digits
- Chk Dgt
- Next Number
- Auto Reset

If you selected Method 2, the system uses the setup for standard next numbers for any document types that do not appear on the Next Numbers by Company/Fiscal Year form.

Field	Explanation
Document Company	A number that, with the document number, document type and G/L date, uniquely identifies an original document, such as invoice, voucher, or journal entry. If you use the Next Numbers by Company/Fiscal Year feature, the Automatic Next Numbers program (X0010) uses the document company to retrieve the correct next number for that company. If two or more original documents have the same document number and document type, you can use the document company to locate the desired document.
Do Ty	A user defined code (00/DT) that identifies the origin and purpose of the transaction. J.D. Edwards reserves several prefixes for document types, such as vouchers, invoices, receipts, and timesheets. The reserved document type prefixes for codes are: P Accounts payable documents R Accounts receivable documents T Time and Pay documents I Inventory conversion issues O Ordering document types The system creates offsetting entries as appropriate for these document types when you post batches.

Field	Explanation
Sm As	<p>If you set up next numbers by company or by company and fiscal year, a document type can share the same next number sequence as another document type. Same As Document Type refers to the document type that controls the next number the system uses.</p>
	<p>For example, you create a document with a document type of RR. The document that you create should use the same next number sequence as regular invoices or RI document types. In this case, define the RR document type setup record with a Same As Document Type of RI.</p>
Description	<p>A user defined name or remark.</p>
Fiscal Year	<p>A number that identifies the fiscal year. You can enter a number in this field or leave the field blank to indicate the current fiscal year (as defined on the Company Numbers & Names form).</p>
	<p>Specify the year at the end of the first period rather than the year at the end of the fiscal period. For example, a fiscal year begins October 1, 2005 and ends September 30, 2006. The end of the first period is October 31, 2005. Specify the year 05 rather than 06.</p>
Century	<p>The calendar century associated with the year. This is the first two digits of the year. For example, 19 indicates any year beginning with 19 (1998, 1999), 20 indicates any year beginning with 20 (2000, 2001), and so on.</p>
Imbed Digits	<p>The number of digits that the system imbeds in a document number to represent the fiscal year. The imbed digits are only used when assigning next numbers by fiscal year. Valid values are:</p>
	<p>1 Imbed one digit. The last digit of the fiscal year will be imbedded in the first position of the resulting document number. For example, 80012345, represents the 8 from 1998 and 0012345 is the next number.</p>
	<p>2 Imbed two digits. The last two digits of the fiscal year will be imbedded in the first two positions of the resulting document number. For example, 98012345, represents the 98 from 1998 and 012345 is the next number.</p>

Field	Explanation				
Chk Dgt	<p>An option that specifies whether the system adds a number to the end of each next number assigned. For example, if you are using check digits and the next number is 2, the system will add a check digit such as 7, making the last two numbers 27. Check digits provide a method of randomly incrementing numbers to prevent the assignment of transposed numbers. In this example, the system would never assign next number 72 while check digits are activated.</p> <p>Valid codes for WorldSoftware are:</p> <table style="margin-left: 40px;"> <tr> <td>Y</td> <td>Yes, add a check digit to this next number</td> </tr> <tr> <td>N</td> <td>No, do not add a check digit</td> </tr> </table> <p>For OneWorld software, turn on this option to add a check digit.</p>	Y	Yes, add a check digit to this next number	N	No, do not add a check digit
Y	Yes, add a check digit to this next number				
N	No, do not add a check digit				
Next Number	<p>The number that the system uses for the next number that it assigns. The system can use next numbers for voucher numbers, invoice numbers, journal entry numbers, employee numbers, address numbers, contract numbers, and sequential W-2s. You must use the next number types already established, unless you provide custom programming.</p> <p style="text-align: center;">..... <i>Form-specific information</i></p> <p>For companies that you do not set up on Next Numbers by Company/Fiscal Year, the results vary, depending on the method selected on Next Numbers Constants, as follows:</p> <ul style="list-style-type: none"> • If you are using method 1, the system creates a record for each company that you do not set up and starts numbering with 1 for all companies. • If you are using method 2, the system uses the starting number shown on Set Up Next Numbers by System (standard next numbers) for each company that you do not set up. 				
Auto Reset	<p>The number that you want the system to use when resetting next numbers for a new fiscal year. Auto Reset applies only to next numbers by fiscal year. Document number will reset or start with the number specified for each new fiscal year.</p>				

Automatic Accounting Instructions

Each J.D. Edwards system that interfaces with the General Accounting system has automatic accounting instructions (AAIs). AAIs define the relationships between your day-to-day accounting functions and your chart of accounts. AAIs are rules that define how to create general ledger entries for each transaction. For example, AAIs tell the system to debit an A/R trade account when posting invoices. As a time saving feature, AAIs eliminate the need for you to manually enter offsetting accounts or to know which offset account to update at the time of posting.

Because the system already has AAIs in place, you must verify that these AAIs are appropriate for your business needs. You can revise existing AAIs and set up additional AAIs as needed.

Setting up AAIs for A/R consists of:

- Understanding AAIs for A/R
- Working with AAIs

AAI Prefixes and Suffixes

Each AAI is associated with a specific general ledger account that consists of:

- A business unit
- An object
- A subsidiary (optional)

Groups of AAI items with a common purpose have a similar prefix. To allow for more flexibility, some AAI items have the following user defined suffix:

- Y suffix. This suffix indicates a G/L offset code. Some AAIs have a suffix of yyyy to accommodate one- to four-character offset codes. For example, the object account for notes receivable (offset code NOTE) can be different from the one for trade accounts receivable (offset code TRAD).
- X suffix. The x suffix indicates a currency code. Some AAIs have a suffix of xxx to accommodate three-character currency codes. Use these AAIs to set up multiple AAI types for each company. If an AAI item has an x suffix (one or more lowercase x letters), the system replaces the x letters with characters.



What Are Default AAIs?

The system uses a combination of company and AAI items to determine which account to update for a particular situation. You can create AAIs for each unique combination of company and G/L offset codes that you anticipate using. You can create various combinations to direct entries to different offset accounts.

Your system includes AAIs that are already assigned to company 00000. You can customize these AAIs to fit your company, business unit, or object account setup. You must assign a valid account to the default AAIs for company 00000. If the system cannot find an AAI for a specific company, it uses the AAI for company 00000. You do not need to set up an AAI for any company that uses the default AAI.

The following graphic illustrates three different AAIs that you might set up using different combinations of company, business unit, and object.

	<u>CO</u>	<u>Business Unit</u>	<u>Obj</u>	<u>AAI Item</u>
Company	00000	1	1110.BEAR	Receivables Bank Account (RB)
Company	1	1	1110.FIB	Receivables Bank Account (RB)
Company	50	50	1110.BEAR	Receivables Bank Account (RB)
Company	300			

Default information is used when no company-specific AAI can be found.

If you are paying invoices for company 300, the offset would revert to the default account 1.1110.BEAR.

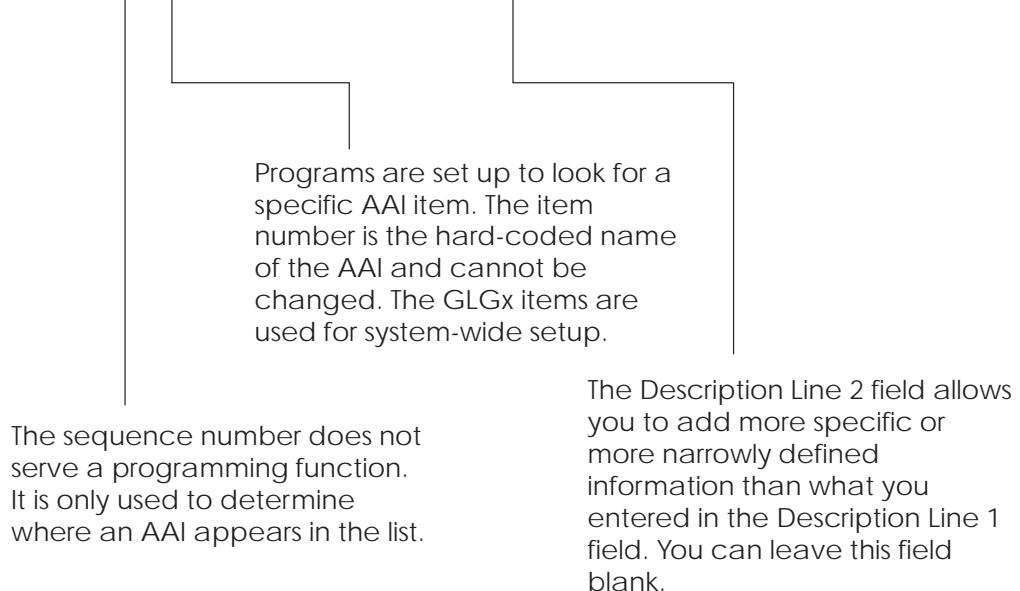
If you are entering invoices for company 1, the receivables bank account would be 1.1110.FIB

What Are the Elements of an AAI Form?

The Automatic Accounting Instructions form shows an index, or list, of the AAIs used in the J.D. Edwards systems.

The screenshot shows a Windows application window titled "Automatic Acctg Instructions - [Work With Automatic Accounting Instructions]". The menu bar includes File, Edit, Preferences, Form, Bow, Report, Window, Help, and several toolbar icons. The main area is a grid table with columns: Seq No., Item No., Description Line 1, Description Line 2, Co, Bus Unit, Obj Acct, Sub, and In Sy. The data rows represent various accounting items:

Seq No.	Item No.	Description Line 1	Description Line 2	Co	Bus Unit	Obj Acct	Sub	In Sy
1.010	GLG1	General Purpose Accounts		00000				09
1.020	GLG2	Beginning Assets		00000		1000		09
1.030	GLG3	Beginning Liabilities		00000		4000		09
1.040	GLG4	Retained Earnings	for Annual Close	00000		4980		09
1.050	GLG5	Year to Date Income and Loss		00000		4999		09
1.060	GLG6	Beginning Revenues		00000		5000		09
1.070	GLG7	Ending Revenues		00000		5999	999999909	
1.080	GLG8	Beginning Cost of Goods Sold		00000		6000		09
1.090	GLG9	Ending Cost of Goods Sold		00000		7999	999999909	
1.112	GLG11	Beginning Other Income		00000		9000		09
1.113	GLG13	Beginning Other Expenses		00000		9200		09
1.115	GLG12	Ending P&L Accounts	Must be the last account to	00000		9999	999999909	



Understanding AAIs for A/R

Each time you enter a transaction for which the system must create journal entries, the system must locate the appropriate account numbers. It does this by reviewing the AAI table for codes that correspond to the transaction. For example, AAIs tell the system which A/R trade account to debit when you post invoices or which bank account to debit when you post receipts.

Understanding AAIs for A/R consists of the following topics:

- Components of AAIs for A/R
- AAIs during invoice and receipt processing
- Search Sequence for AAIs
- Accounts Receivable AAIs

If you do not define a business unit in the AAI items, RAXx, RC, RCUC, and RB, the system assigns the security business unit from the invoice. The security business unit assigned to the customer Address Book record is used as a default business unit when you enter invoices. If you do not assign a business unit to the AAI, the business unit from the invoice is concatenated with the object account of the AAI and is used as the account number. This process provides additional flexibility and allows specific accounts to be tracked by the business unit.

Components of AAIs for A/R

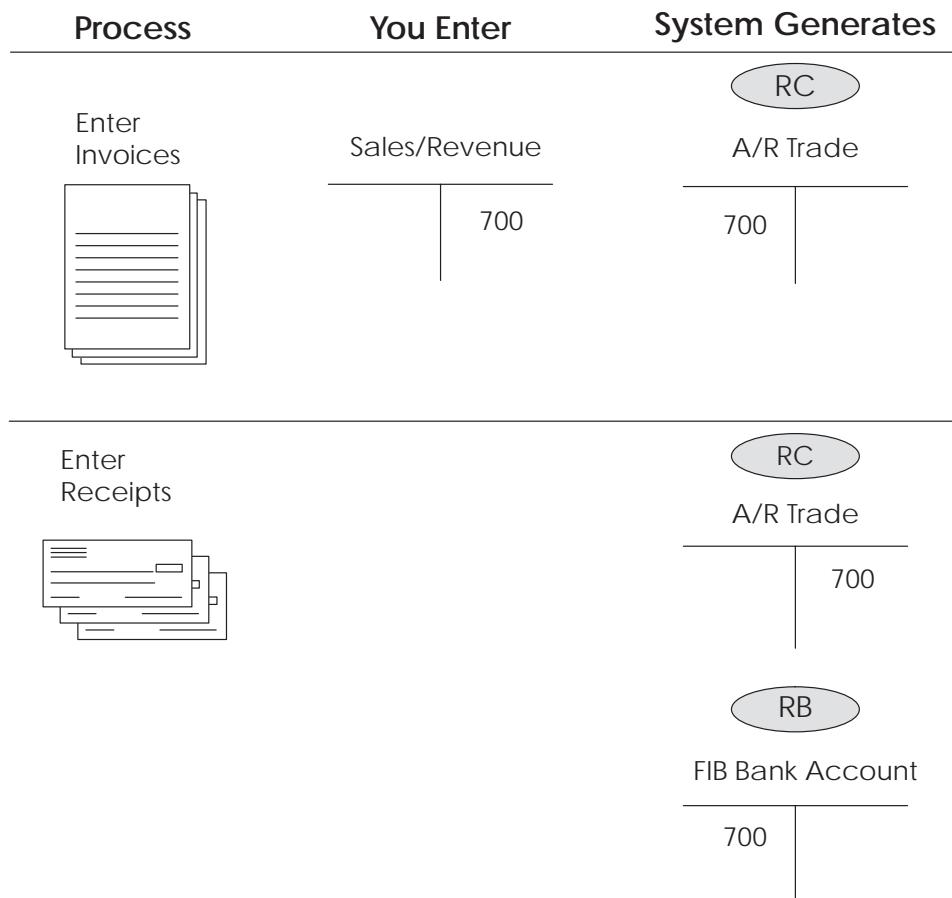
The name of an AAI item, such as RC, is hard coded. AAI items for A/R always start with the letter R. For example, RC is the AAI item for the receivables class (trade) account and RB is the receivables bank account. Each AAI item has account codes consisting of a business unit, object, and optionally, a subsidiary, which are mapped to your chart of accounts.

You will notice that for some AAIs, such as receivables discounts (item RKD), the business unit part of the AAI is optional. If you choose not to include a business unit for those AAIs, the business unit of the invoice is used as part of the specified account number.

Some AAI items have a user-defined suffix of x or y. The xxx accommodates a three-character currency code, whereas the yyyy accommodates a one- to four-character G/L offset code.

AAIs During Invoice and Receipt Processing

The following diagram illustrates how the Accounts Receivable system uses AAIs for instructions during invoice and receipt processing:



Each time you enter a transaction, the system locates the following information:

- Company Number
- G/L Class Code

The system reviews the appropriate AAI table to locate an account number that has been set up for the combination of company and AAI item. If an account number exists for the combination, the system uses that account. If no account number exists, the system uses the account set up for company 00000.

Search Sequence for AAIs

Each AAI has a hierarchical order by which the system searches for an account number. The following examples show the relationships among the Currency, G/L Offset, and Company fields on the invoice that the system uses to locate the account information for the A/R trade account.

Example 1

If you are using multicurrency and enter an invoice in French francs for company 00001 with a G/L offset TRAD, the system searches for the A/R trade account using the following hierarchy:

- The system searches for the AAI item RCFRF for company 00001 to locate the A/R trade account.
- If the system cannot locate this AAI item, the system searches for item RCFRF for company 00000.
- If the system cannot locate this AAI item, the system searches for item RCTRAD for company 00001.
- If the system cannot locate this AAI item, the system searches for item RCTRAD for company 00000.
- If the system cannot locate this AAI item, the system returns an error message that the AAI is missing.

Example 2

If you are using multicurrency and enter an invoice in French francs for company 00001, but do not enter a G/L offset (the G/L Offset field is blank), the system searches for the A/R trade account using the following hierarchy:

- The system searches for the AAI item RCFRF for company 00001 to locate the A/R trade account.
- If the system cannot locate this AAI item, the system searches for item RCFRF for company 00000.
- If the system cannot locate this AAI item, the system searches for item RC_____ for company 00001.
- If the system cannot locate this AAI item, the system searches for item RC_____ for company 00000.
- If the system cannot locate this AAI item, the system returns an error message that the AAI is missing.

Example 3

If you do not use multicurrency and you enter an invoice for company 00001 with a G/L offset TRAD, the system uses the following hierarchy to locate the A/R trade account:

- The system searches for AAI item RCTRAD for company 00001 to locate the A/R trade account.
- If the system cannot locate this AAI item, the system searches for item RCTRAD for company 00000.
- If the system cannot locate this AAI item, the system returns an error message that the AAI is missing.

Example 4

If you do not use multicurrency and you enter an invoice for company 00001, but do not enter a G/L offset (the G/L Offset field is blank), the system uses the following hierarchy to locate the A/R trade account:

- The system searches for AAI item RC_ _ _ _ for company 00001 to locate the A/R trade account.
- If the system cannot locate this AAI item, the system searches for item RC_ _ _ _ for company 00000.
- If the system cannot locate this AAI item, the system returns an error message that the AAI is missing.

Accounts Receivable AAIs

The following AAIs are available in the Accounts Receivable system:

- Receivables Bank Accounts
- Receivables Class (Trade) Accounts
- Unapplied Receipts
- Logged Receipts
- Write-Offs
- Discounts Taken
- Delinquency Fees
- Unrealized Gains and Losses on Open Transactions
- Realized Gains and Losses on Foreign Currency Receipts
- Realized Gains and Losses on Alternate Currency Receipts
- Clearing Account for Alternate Currency Receipts

- Rounding Account for Foreign/Alternate Currency Receipts
- Deductions
- Drafts
- Netting

Receivables Bank (RB) Accounts

The AAI item RB (receivables bank) specifies the default bank account to use if one is not provided in the receipt record. This AAI is optional. The bank account retrieved by the system is determined by the company number entered on the receipt. If the AAI item is not specified for a specific company, the system uses the account set up for the RB AAI for company 00000. The business unit is required for this AAI.

Receivables Trade (RC) Accounts

The receivables class accounts act as holding or clearing accounts until invoices are paid. When you set up this AAI, the Business Unit is optional. The AAI item RC specifies the offset account that the system uses during the post process. The system creates this record with a document type AE (automatic entry).

The RC class can be specific to each customer. When you enter an invoice, the system retrieves the class code from the customer record.

Set up the following RC items:

- Default AAI item for company 00000
- Company-specific AAI items
- Class codes RCyyyy (RCNOTE) for company 00000
- Company-specific class codes
- Default AAI item for other receivables

The following table illustrates how to set up RC items.

Item	Description	Co	BU	Obj	Sub	Seq No.
RC (RC____)	Default Receivables Class		100	1210		3.110
RC (RC____)	Company 200-specific Receivables Class	200	200	1210		3.110
RCNOTE (RCyyyy)	Default Notes Receivables Class Code		150	1210		3.110
RCNOTE (RCyyyy)	Company 200-specific Receivables Class	200	250	1210		3.110
RCUSD (RC)	Company-specific Currency Class	70	70	1210		3.110

Unapplied Receipts (RCUC)

The AAI item RCUC defines the default asset account used for automatic offsets that are created when you post an unapplied receipt to a specific customer's account and not to an invoice. If you do not set up RCUC, the system will not use RC _____ as the default.

Set up the default AAI item for company 00000 for all companies using the same A/R trade account or specific AAIs for a company with a different A/R trade account. This setup is required. When setting up this AAI, the Business Unit is optional.

Logged Receipts (RCLC)

The AAI item RCLC defines the default asset account that the system uses for automatic offsets when you post a receipt without identifying a customer. This facilitates quick entry to cash received. Logged receipts are matched to invoices, a customer, or a statement at a later time. For logged receipts, the AAI item RCLC is required. If you do not set up RCLC, the system will not use RC ---- as the default. When you set up this AAI, the Business Unit is required.

Write-Offs (RAxx)

The AAI item RAxx defines the expense accounts used for write-offs. The xx code is set up in the user defined codes table 03B/RC and represents the write-off reason, such as BD for bad debt.

Set up the default AAI item for company 00000 for all companies using the same expense account or specific AAIs for a company with a different expense account. When setting up this AAI, the Business Unit is optional. If you leave the Business Unit field blank, the system uses the Business Unit associated with the invoice that is being written off or deducted.

Discounts Taken (RKD)

The AAI item RKD defines the expense accounts for discounts taken. The system uses this AAI for automatic entries created when you post discounts taken. Discounts are recognized when you post receipts to the general ledger.

Set up the default AAI item for company 00000 for all companies using the same discount-taken account or specific AAIs for a company with a different discount-taken account. When you set up this AAI, the Business Unit is optional.

Delinquency Fees (RFC and RFD)

Delinquency fees use two AAIs to recognize the revenue and receivables:

- RFC – Defines the revenue accounts to credit when you assess delinquency fees.
- RFD – Defines the receivables accounts to debit when you assess delinquency fees.

The system debits and credits these accounts when you generate delinquency fees in final mode.

Set up default AAI items RFC and RFD for company 00000. You can set up specific AAI items RFC and RFD for each company if you want to record fees differently by company. When you set up this AAI, the Business Unit is optional.

Unrealized Gains and Losses on Open Transactions (RV, RW, and RR)

The following AAI items define the accounts that the system uses for unrealized gains and losses on open foreign or alternate currency invoices:

- RVxxx (unrealized gain)
- RWxxx (unrealized loss)
- RRxxx or RRyyyy (unrealized gain/loss offset)

The following applies to AAI items RVxxx and RWxxx:

- Creates reversing entries for unrealized gains or losses on open items due to changes in the exchange rates since the original entry was made
- Determine the offset account to use when creating unrealized gains by the following hierarchy:
 - RVxxx (for a specific company where xxx is the currency code)
 - RVxxx (for company 00000)
 - RV (for a specific company)
 - RV (for company 00000)

To create a reversing (offsetting) journal entry, the system uses AAI item RR.

See Also

- *Understanding AAIs for A/R Gains and Losses*

Note: With the introduction of the euro on 1 January 1999, companies no longer record unrealized gains and losses on open transactions between EMU currencies. For EMU currency invoices that were open prior to 1999, AAI items RVxxx and RWxxx were used to track *realized* gains and losses. According to regulations, EMU companies were required to:

- Realize losses on open EMU invoices at the end of 1998
- Realize gains on open EMU invoices by no later than the end of 1999

Realized Gains and Losses on Foreign Currency Receipts (RG and RL)

The following AAI items define the accounts that the system uses for realized gains and losses on foreign currency receipts:

- RGxxx (realized gain)
- RLxxx (realized loss)

The following applies to AAI items RG and RL:

- They create the gain or loss when you post the receipt
- They are tracked by company and currency
- They represent the currency code using xxx (optional)

Set up default AAI item RGxxx and RLxxx for company 00000 or a specific AAI by company. When setting up this AAI, the Business Unit is optional.

See Also

- *Understanding AAIs for A/R Gains and Losses*

Realized Gains and Losses on Alternate Currency Receipts (RY and RZ)

The gains and losses for alternate currency receipts are recorded separately from standard gains and losses and are handled by using different accounts and AAIs. The following AAI items define the accounts that the system uses for realized gains and losses on alternate currency receipts:

- RYxxx (alternate currency receipt gain)
- RZxxx (alternate currency receipt loss)

When you post receipts, the system creates an entry in the alternate currency receipt gain or loss account as follows:

- Creates an entry in the gain account if the amount derived by converting from an alternate currency directly to a domestic currency is greater than the amount derived by converting from an alternate currency to a foreign currency to a domestic currency
- Creates an entry in the loss account if the amount derived by converting from an alternate currency directly to a domestic currency is less than the amount derived by converting from an alternate currency to a foreign currency to a domestic currency

Note: With the introduction of the euro on 1 January 1999, EMU currency transactions that involve an alternate currency receipt (euro) no longer incur gains and losses because there are no exchange rate fluctuations. However, slight rounding differences can occur when an alternate currency receipt is involved. Those rounding differences are tracked using AAI item R8.

Clearing Account for Alternate Currency Receipts (R7)

The AAI item R7 defines the alternate currency clearing account used when you post alternate currency receipts. The alternate currency clearing account tracks the conversion from the receipt amount to the original invoice amount and provides an audit trail of the offset amounts for the following:

- The original foreign invoice and the domestic side of the foreign invoice
- The alternate currency receipt and the domestic side of the alternate currency receipt

The alternate currency clearing account will balance on the domestic side, but not on the foreign side. This is because the foreign side contains different currencies, which will never balance.

The following rules apply to the clearing account:

- It must be in the same company as the bank account from which the receipt is made.
- It cannot be a monetary account.
- It must be company specific. You cannot use company 00000 as a default.
- It must include a business unit.

Example: Alternate Currency Clearing Account

The following example shows T-account entries for a foreign invoice (FRF), the domestic side of the invoice (DEM), and an alternate currency receipt (EUR).

Trade	Cash	Clearing
149.08 DEM 500.00 FRF	149.08 DEM 76.22 EUR	149.08 DEM 500.00 FRF 149.08 DEM 76.22 EUR

Rounding Account for Foreign/Alternate Currency Receipts (R8)

The AAI item R8 defines the foreign/alternate currency receipt account used for rounding when you post foreign and alternate currency receipts.

When you apply a foreign or alternate currency receipt to an invoice, the potential exists for a slight rounding difference. A rounding difference can occur when converting amounts between a foreign and a domestic currency, or an alternate and a domestic currency. To record rounding differences, the system creates an offset journal entry in the rounding account when you post the foreign or alternate currency receipt.

See Also

- *Recording Slight Rounding Differences During the Post*

Deductions (RN)

You use the AAI item RN (Deductions) to define the suspense account for an unresolved deduction amount. If you leave the Business Unit field blank, the system uses the business unit associated with the invoice that is being written off or deducted.

Drafts (RDxx)

You use the AAI item RDxx for draft processing. You should set up draft AAIs for each company for which you use a different account number. That is, you do not need to set up an AAI for each company that uses the same account. If the system cannot find an AAI for a specific company, it uses the AAI from company 00000.

You set up AAIs for draft processing the same way you set up other AAIs for A/R.

See Also

- *Setting Up AAIs for A/R Drafts* for detailed information about AAIs for draft processing

Netting (NC)

You use the netting AAI (NC) as a suspense account until the netting transaction is complete. For example, if you have a credit (RM documents) in Accounts Receivable and you wish to reimburse a customer for the amount, run the Generate Reimbursement program (R03B610). The system:

1. Debits the A/R trade account (AAI RC) and credits the suspense account (AAI NC).
2. Debits the suspense account (AAI NC) and credits the A/P trade account (AAI PC).
3. Debits the A/P trade account (AAI PC) when the voucher is paid. Because there is not an expense side to the voucher, the system uses the NC netting account as the expense for the voucher.

Working with AAIs

Because the system already has AAIs in place, you must verify that these AAIs are appropriate for your business needs. You can revise existing AAIs and set up additional AAIs as needed.

Working with AAIs consists of:

- Reviewing and revising a single AAI
- Reviewing and revising one or more AAIs
- Setting up AAIs
- Setting up an AAI by copying an existing AAI
- Translating AAIs
- Reviewing translated AAIs in multiple languages

Before you revise or set up AAIs, review the existing information. For each AAI item, verify that a default AAI exists for company 00000. For each company requiring specific instructions, verify that a company, business unit, and object account exists.

Depending on your needs, you can review, revise, and set up AAIs on either of the following forms:

- Set Up Single AAI Item
- Set Up Multiple AAI Items

The Set Up Single AAI Item form displays all the detail for one AAI at a time. The Set Up Multiple AAI Items form can display the detail for more than one AAI item at a time, which might be more useful if you have multiple items to review, revise, or set up.

Although the procedures for using these forms are similar, the sequence and names of some fields differ.

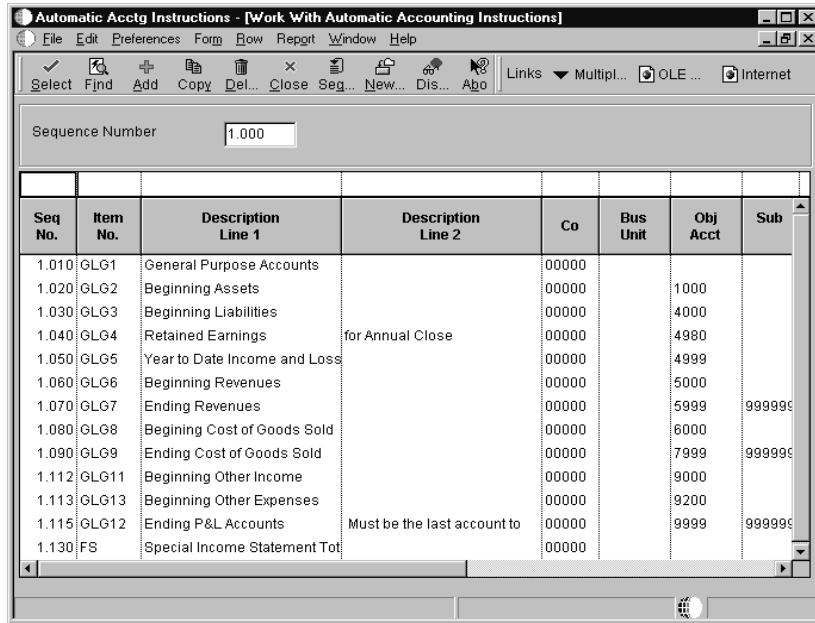
Before You Begin

- Set up your chart of accounts. See *Creating and Updating Your Chart of Accounts* in the *General Accounting* guide.
- Set up security, if applicable. See the *OneWorld Foundation Guide*.

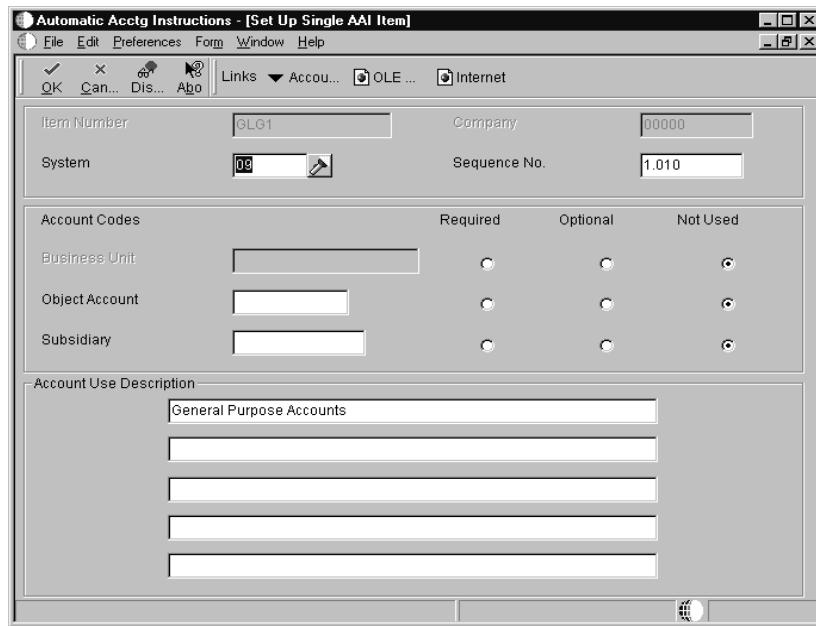
► To review and revise a single AAI

From the Accounts Receivable System Setup menu (G03B41), choose Automatic Accounting Instructions.

To review AAI items in detail one at a time, and revise as needed, use the Set Up Single AAI Item form. You also use this form when you copy an existing AAI item.



1. On Work With Automatic Accounting Instructions, to start the list of AAI items with a specific sequence number, change the following field and click Find:
 - Sequence NumberAAs for the Accounts Receivable system have sequence numbers that start with 3. You can use a field in the detail area to advance to account ranges associated with this sequence number.
2. To narrow your search, enter additional search criteria in the query by example line and click Find.
3. Choose an AAI item and click Select to access Set Up Single AAI Item.



4. On Set Up Single AAI Item, review the fields, change the following fields as needed, and click OK:

- System
- Sequence No
- Business Unit
- Object Account
- Subsidiary
- Account Use Description

You can change the value in an account segment field (Business Unit, Object Account, and Subsidiary) if the account segment was originally defined as required or optional. You cannot change the value if the account segment was originally defined as not used, unless you first change the Not Used code to Required or Optional. J.D. Edwards recommends that you do not change this code on existing AAI items.

You cannot change the following fields for existing AAI items:

- Item Number
- Company

J.D. Edwards recommends that you do not change the following fields:

- Required
- Optional
- Not Used

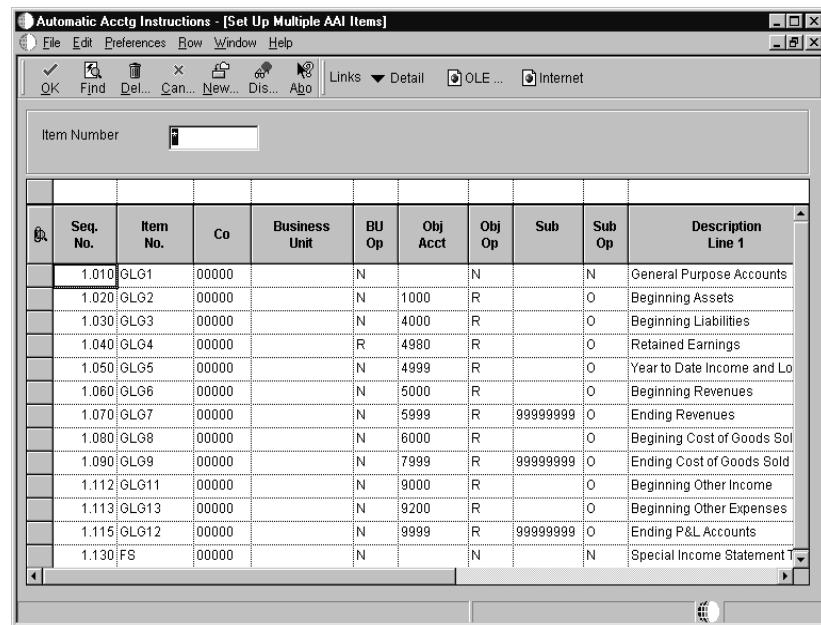
Field	Explanation
System	A user defined code (98/SY) that identifies a J.D. Edwards system.
Sequence No	A number used to organize the table into a logical group for online viewing and reporting.
Business Unit	<p>An alphanumeric field that identifies a separate entity within a business for which you want to track costs. For example, a business unit might be a warehouse location, job, project, work center, branch, or plant.</p> <p>You can assign a business unit to a voucher, invoice, fixed asset, employee, and so on, for purposes of responsibility reporting. For example, the system provides reports of open accounts payable and accounts receivable by business units to track equipment by responsible department.</p> <p>Security for this field can prevent you from locating business units for which you have no authority.</p> <p>NOTE: The system uses the job number for journal entries if you do not enter a value in the AAI table.</p> <p style="text-align: center;">..... <i>Form-specific information</i></p> <p>Defining a business unit code might be optional, depending on the type of AAI. For example, if the business unit code is optional and you do not set one up for the AAI, the system might use the business unit of a voucher or invoice, or it might use the business unit associated with the company of a transaction.</p>
Object Account	<p>The object account portion of a general ledger account. The term “object account” refers to the division of the Cost Code (for example, labor, materials, and equipment) into subcategories (for example, dividing labor into regular time, premium time, and burden). If you are using a flexible chart of accounts and the object account is set to 6 digits, J.D. Edwards recommends that you use all 6 digits. For example, entering 000456 is not the same as entering 456, because if you enter 456, the system will enter three blank spaces to fill a 6-digit object.</p>
Subsidiary	<p>A subdivision of an object account. Subsidiary accounts include more detailed records of the accounting activity for an object account.</p> <p style="text-align: center;">..... <i>Form-specific information</i></p> <p>This number identifies the general ledger subsidiary account for the AAI when one is required.</p> <p>Defining a subsidiary account can be optional, depending on the type of AAI. Use 99999999 to express the end of a range of subsidiary accounts.</p>

Field	Explanation						
Account Use Description	A user defined name or remark.						
Item Number	A hard-coded field that defines an account or range of accounts used for a particular function. For example, item GLG4 defines the retained earnings account, which is used for annual close purposes. During processing, programs use the item number and company number to find the correct account to debit or credit. Along with company, the item (or range) is the key to the AAI table.						
Required Optional Not Used	<p>A code in WorldSoftware, or an option in OneWorld software, that specifies whether the business unit is required for this Automatic Accounting Instruction.</p> <p>Valid values for WorldSoftware are:</p> <table style="margin-left: 40px;"> <tr><td>O</td><td>Optional</td></tr> <tr><td>R</td><td>Required</td></tr> <tr><td>N</td><td>Not used</td></tr> </table> <p>This code is informational and may be changed depending on how the AAI is used.</p>	O	Optional	R	Required	N	Not used
O	Optional						
R	Required						
N	Not used						

► To review and revise one or more AAIs

From the Accounts Receivable System Setup menu (G03B41), choose Automatic Accounting Instructions.

1. On Work With Automatic Accounting Instructions, to review and revise AAI items with different item numbers, choose Multiple AAIs from the Row menu without selecting any AAI items.



2. On Set Up Multiple AAI Items, review the fields, change the following fields as needed, and click OK:

- Seq No.
- Business Unit
- Object Account
- Sub
- Product Code

Do not change the following fields in the detail area for existing AAI items:

- Item No.
- Co

J.D. Edwards recommends that you do not change the following fields:

- BU Option
- Object Option
- Subsidiary Option

3. To display only the AAI items for a specific item number for review and revision, complete the following field in the header area and click Find:

- Item Number

► To set up AAIs

From the Accounts Receivable System Setup menu (G03B41), choose Automatic Accounting Instructions.

After you review and revise the existing AAIs for your business needs, you might need to set up additional AAI items. To copy an existing AAI item, you use the Set Up Single AAI Item form. Otherwise, using the Set Up Multiple AAIs Items form is typically the fastest method.

1. On Work With Automatic Accounting Instructions, choose an item and then choose Multiple AAIs from the Row menu.
2. On Set Up Multiple AAI Items, move the cursor to a blank line.
3. Complete the following fields:
 - Item No.
 - Co

- Business Unit
- Object Account

You must use a valid item number when you set up AAIs.

4. Complete the following fields, which are optional for some AAI items:
 - Sub
 - Description Line 1
5. For each AAI you set up, enter R, O, or N to define whether the business unit, object account, and subsidiary are required, optional, or not used.
6. Click OK.

► **To set up an AAI by copying an existing AAI**

From the Accounts Receivable System Setup menu (G03B41), choose Automatic Accounting Instructions.

When you copy an existing AAI, the system keeps the existing AAI and adds the new one. This is an efficient method of setting up a new AAI.

1. On Work With Automatic Accounting Instructions, locate and choose an existing AAI and click Copy.
2. On Set Up Single AAI Item, enter the new values in the following fields and click OK.
 - Item Number
 - Company
 - System
 - Sequence No
 - Business Unit
 - Object Account
 - Account Use Description

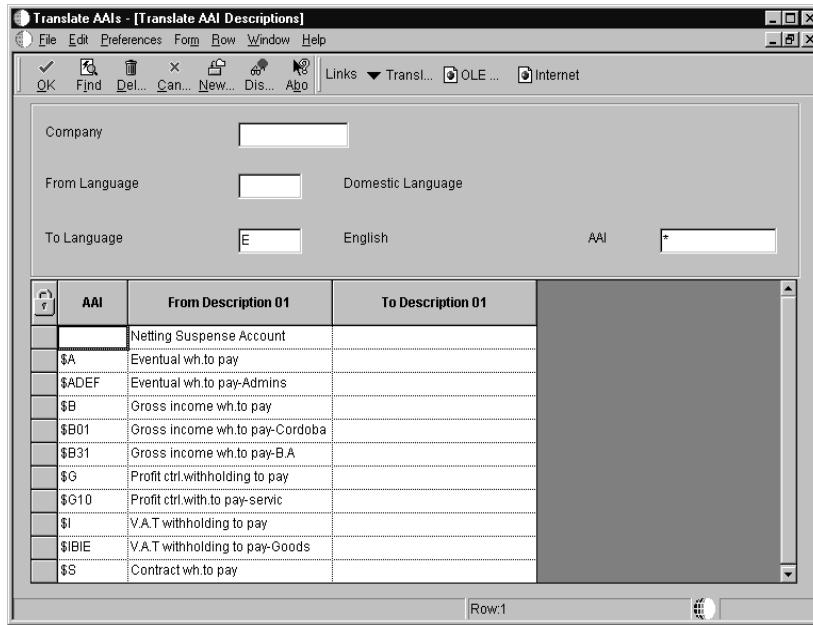
► To translate AAIs

From the General Accounting System Setup menu (G0941), choose Translate AAIs.

If your business is multi-national, you might want to translate the descriptions of your AAIs. The descriptions work in conjunction with the language specified for each person who uses the J.D. Edwards system. For example, when someone who is set up as a French-speaking user accesses an AAI that has a French translation, the description appears in French.

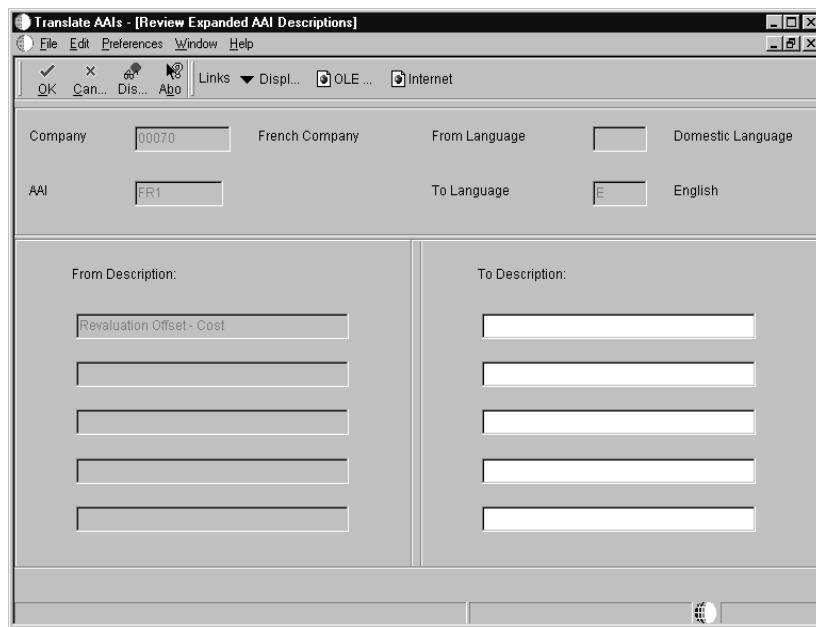
The translation of AAIs enables you to see the translated AAIs only when they are accessed by reports or by online programs and inquiries. You cannot see the translations directly from the Automatic Accounting Instructions Master (F0012) table, but from the reports and programs that access text from the master table.

The translation information is stored in the AAI Alternate Description Master table (F0012D).



1. On Translate AAI Descriptions, complete the following fields:
 - Company
 - From Language
 - To Language
2. To skip to a specific AAI, complete the following field:
 - AAI

3. Click Find.
4. Complete the following field for each AAI:
 - To Description 01
5. To add more translated text to an AAI, choose Expanded Description from the Row menu.



6. On Review Expanded AAI Descriptions, enter the additional text and click OK.
7. On Translate AAI Descriptions, click OK.

You must click OK on Translate AAI Descriptions for any additions or changes to take effect. For example, if you add an expanded description and click OK on Review Expanded AAI Descriptions, you must also click OK on Translate AAI Descriptions. If you click Cancel, the system deletes your changes.

► To review translated AAIs in multiple languages

From the General Accounting System Setup menu (G0941), choose Automatic Accounting Instructions.

On Work With Automatic Accounting Instructions, select an AAI and choose Translate AAI from the Row menu.

The system displays AAI Translations, showing the descriptions for that AAI for each language in which a translation has been entered.

A/R Tax Setup

Various tax authorities assess and collect taxes. To comply with governmental tax regulations, you must set up tax information in your Accounts Receivable and Accounts Payable systems.

After you set up this information, you can:

- Track taxes according to different tax rates and areas
- Assign a default tax rate to a customer
- Apply a tax rate to an entire invoice or an individual pay item
- Enter a tax amount or have the system calculate the amount
- Track tax history in a separate table

A/R tax setup consists of:

- Setting up tax authorities for A/R
- Setting up tax rates and areas for A/R
- Understanding tax explanation codes for A/R
- Understanding AAIs for A/R taxes
- Setting up tax rules by company for A/R
- Revising tax information
- Printing the Tax Summary report

Note: The system writes tax information to the Sales/Use/V.A.T Tax table (F0018). To update this table, you must activate the Taxes processing option for this purpose in the version of the post program used to post invoices.

What Are the Different Types of Taxes?

You might be required to collect one of the following types of taxes:

Sales Tax

This tax is calculated on the gross amount of the sale of goods. Customers who buy goods for their own use pay sales tax at the time of purchase. Customers who buy goods for resale do not pay sales tax.



Value Added Tax (VAT)

This tax is collected at each stage in the production and distribution of goods and services as value is added. As a business adds value to a product, the business pays VAT on the added value.

Canadian Goods and Services Tax (GST) and Provincial Sales Tax (PST)

In Canada, the federal government assesses a GST. The provincial government assesses a PST. The tax rates vary from province to province and are calculated using either the value of goods or the value plus GST.

Tax types are not exclusive to a single country. For example, VAT is used worldwide and encompasses a variety of value added taxes, such as:

- IVA in Italy
- TVA in Belgium
- GST in Singapore

Setting Up Tax Authorities for A/R

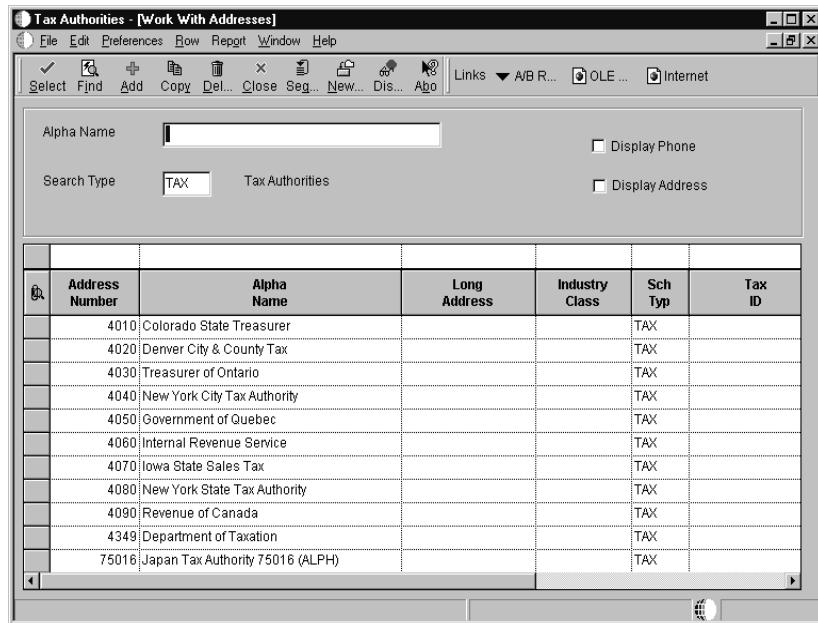
Tax authorities are government agencies that assess and collect taxes. For tracking and reporting purposes, your organization must set up an address book record for each tax authority that it reports to.

Before You Begin

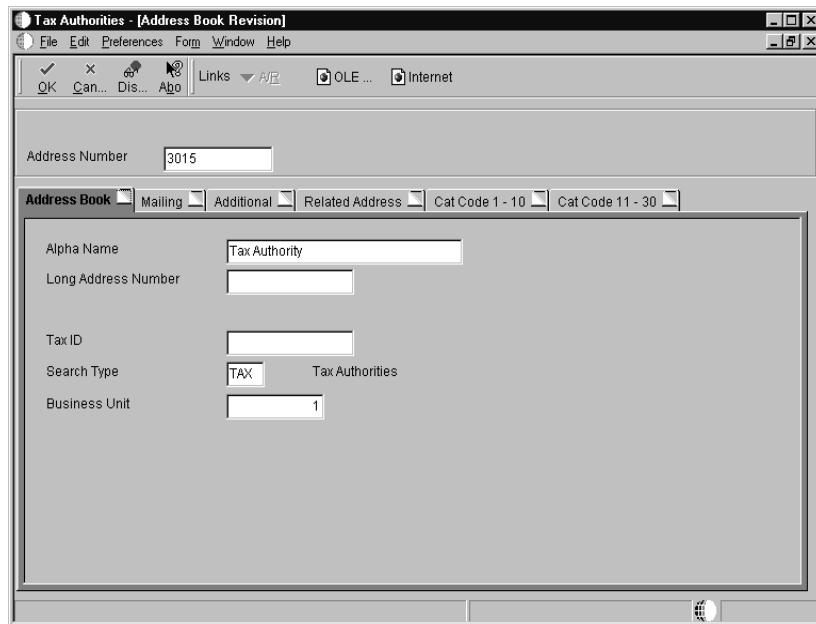
- ❑ Set up a user defined code (01/ST) for search type TAX. This helps you identify tax authorities from other Address Book records.

► To set up tax authorities for A/R

From the Tax Processing & Reporting menu (G0021), choose Tax Authorities.



1. On Work With Addresses, click Add.



2. On Address Book Revisions, complete the following fields and click OK.
 - Address Number
 - Alpha Name
 - Tax ID
 - Search Type
3. Click the Mailing tab and complete the following field:
 - Mailing Name
4. Click OK.

See Also

- *Working with Address Book Records* in the *Address Book Guide*

Setting Up Tax Rates and Areas for A/R

To calculate and track the different taxes you are required to collect from your customers, you must set up:

- Tax areas
- Tax rates

Each tax area is a physical, geographical area, such as a state, province, or county. Different tax authorities assess a variety of taxes for each geographical area. Additionally, each authority within a tax area can have a different tax rate.

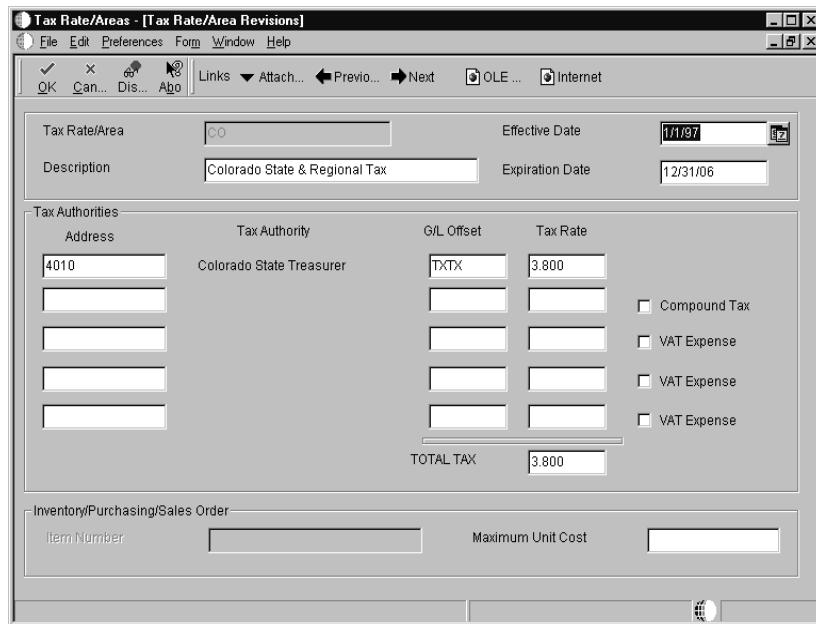
► To set up tax rates and areas for A/R

From the Tax Processing and Reporting menu (G0021), choose Tax Rates/Areas.

	Tax Rate/Area	Tax Area Description	Effective Date	Expiration Date	Tax Rate 1	Tax Rate 2	Tax Rate 3
	WILSON	Japanese Supplier	10/20/98	10/20/09	20.600		
	CO	Colorado State & Regional Tax	1/1/97	12/31/06	3.800		
	DEN	Denver, CO Sales/Use Tax	1/1/97	12/31/06	3.500	3.800	
	EXENTO	Exento	1/1/97	12/31/10			
	FRIVA	French IVA 20.6%	1/1/99	12/31/05	20.600		
	GRAL	IVA 21%	1/1/97	12/31/10	21.000		
	IA	State of Iowa Sales Tax	1/1/97	12/31/06	4.100		
	JP00	Japan Consumption Tax 0% - AP	1/1/98	12/31/09			
	JP03	Japan Consumption Tax 3% - AP	1/1/98	12/31/09	3.000		
	JP05	Japan Consumption Tax 5% - AP	1/1/98	12/31/09	5.000		
	JR00	Japan Consumption Tax 0% - AR	1/1/98	12/31/09			
	JR03	Japan Consumption Tax 3% - AR	1/1/98	12/31/09	3.000		
	JR05	Japan Consumption Tax 5% - AR	1/1/98	12/31/09	5.000		
	NY	New York State Tax	1/1/97	12/31/06	5.000		
	NYC	New York City Tax	1/1/97	12/31/06	5.000	3.250	

1. On Work With Tax Rate/Areas, click Add.

Accounts Receivable



2. On Tax Rate/Area Revisions, complete the following fields and click OK:
 - Tax Rate/Area
 - Description
 - Effective Date
 - Expiration Date
 - Address
 - G/L Offset
 - Tax Rate
3. Complete the following optional fields:
 - Compound Tax
 - VAT Expense
4. Verify the system-supplied information in the following field:
 - TOTAL TAX
5. To specify tax rate/area information for an inventory item, complete the following fields (used only for Distribution):
 - Item Number – Short
 - Maximum Unit Cost
6. Click OK.

Field	Explanation
Tax Rate/Area	<p>A code that identifies a tax or geographic area that has common tax rates and tax distribution. The tax rate/area must be defined to include the tax authorities (for example, state, county, city, rapid transit district, or province), and their rates. To be valid, a code must be set up in the Tax Rate/Area table (F4008).</p>
	<p>Typically, U.S. sales and use taxes require multiple tax authorities per tax rate/area, whereas value-added tax (VAT) requires only one simple rate.</p>
	<p>The system uses this code to properly calculate the tax amount.</p>
Address	<p>The address book number of a tax authority that has jurisdiction in the tax area. This is an authority to whom you pay and report sales, use, or VAT taxes. Examples include states, counties, cities, transportation districts, provinces, and so on.</p>
	<p>You can have up to five tax authorities for a single tax area.</p>
	<i>..... Form-specific information</i>
	<p>For Canada, the GST tax authority must be on the first line. PST tax authorities can be on lines 2 through 5. If a GST input credit is applicable, the authorities on lines 3 through 5 can identify the GST percentage not eligible for input credits.</p>
G/L Offset	<p>A code that indicates how to locate the tax account for general ledger entries. This field points to automatic accounting instructions (AAIs) that, in turn, point to the tax account.</p>
	<p>Examples are:</p> <ul style="list-style-type: none"> PTxxxx — for A/P (VAT only) RTxxxx — for A/R (VAT only) GTxxxx — for G/L (VAT only) 4320 — for Sales Orders 4400 and 4410 — for Purchase Orders
	<p>Only PTxxxx, RTxxxx, and GTxxxx are valid for VAT and Canadian GST.</p>
	<p>For sales taxes, the Accounts Payable and Accounts Receivable systems ignore the values in this field. For the General Accounting system, VAT journal entries require values in this field. For sales taxes, the Sales Order Management and Purchase Order Management systems require values in this field. For use and Canadian PST, this field is ignored. At this time, however, the system only uses the first G/L offset.</p>

Field	Explanation
Tax Rate	A number that identifies the tax rate for a tax authority that has jurisdiction in the tax area. Tax rates must be expressed as a percentage and not as the decimal equivalent. For example, type 7 percent as 7. The value appears as 7.000.
Compound Tax	A code in WorldSoftware, or an option in OneWorld software, that indicates whether the tax rate for the tax authority is calculated pre-GST (taxable amount plus any GST for a previous tax authority) or calculated as a tax on a tax. Valid values for WorldSoftware are: Y Tax on a tax. Indicates that the tax is calculated after GST has been added to the product value. The taxable amount plus any GST calculated for a previous tax authority is added to calculate the basis for this authority. N Not tax on a tax. Indicates that the tax is calculated against the value of the product. The taxable amount is the basis for this authority. NOTE: This field is used in Canada. It is valid only with tax explanation codes that begin with the letters B and C. For OneWorld software: <ul style="list-style-type: none">• If this option is turned on, it indicates tax on a tax.• If this option is turned off, it indicates no tax on a tax. <i>Form-specific information</i>

This code is available only for the second tax authority (line 2 in the list on this form) and must identify a non-GST tax authority.

Field	Explanation
VAT Expense	<p>A code in WorldSoftware, or an option in OneWorld software, that identifies the percentage of the VAT (GST) amount that is not eligible for input credits.</p> <p>Valid values for WorldSoftware are:</p> <ul style="list-style-type: none"> R Not recoverable. The tax is an expense and is not a receivable. Blank Recoverable. The tax is a receivable. This is the default.
	<p>NOTE: This field is used in Canada. It is valid only with tax explanation codes that begin with the letters C, B, and V.</p> <p>For OneWorld software:</p> <ul style="list-style-type: none"> • If this option is turned on, tax is not recoverable. • If this option is turned off (default), tax is recoverable. <p>..... <i>Form-specific information</i></p> <p>This code is available only for the third, fourth, fifth tax authorities (lines 3 through 5).</p>
TOTAL TAX	<p>A number that identifies the sum of the tax rates for all tax authorities in the tax rate/area.</p> <p>..... <i>Form-specific information</i></p> <p>A system-displayed number that indicates the sum of the tax rates for all the tax authorities. If you click the Compound Tax option, the total reflects compound taxes (tax on a tax). If you click the VAT Expense option, the total does not include the input credit amount.</p>

Field	Explanation
Item Number – Short	<p>An inventory item number. The system provides three separate item numbers plus an extensive cross-reference capability to other item numbers (see data item XRT) to accommodate substitute item numbers, replacements, bar codes, customer numbers, supplier numbers, and so forth. The item numbers are as follows:</p> <ul style="list-style-type: none"> • Item Number (short) – An eight-digit, computer-assigned item number • 2nd Item Number – The 25-digit, free-form, user defined alphanumeric item number • 3rd Item Number – Another 25-digit, free-form, user defined alphanumeric item number <p style="text-align: center;"><i>..... Form-specific information</i></p> <p>This number identifies either a group of items or a single item. Items that are assessed VAT generally use the group code number. Items that are assessed a luxury tax generally use a specific item number.</p> <p>Note: Only sales order and purchase order processing use this field. You can suppress this field with processing options.</p>
Maximum Unit Cost	<p>Number that identifies the maximum amount that an item can be taxed. If the unit cost of an item is more than the amount you specify in this field, the maximum unit cost becomes taxable.</p> <p>NOTE: Only sales order and purchase order processing use this field. Tax laws in Tennessee (in the U.S.) have this requirement.</p>

Processing Options for Tax Rate/Areas

Item#/MaxCost

Enter 1 to show these fields OR 0
to hide them: _____

Validation

Enter 1 to validate item numbers
OR 0 to not validate: _____

Understanding Tax Explanation Codes for A/R

You might be required to calculate, collect, and track taxes on some invoices you send to your customers. When this is necessary, you must enter a tax explanation code for the customer or invoice. These codes control how you:

- Collect taxes
- Distribute taxes to specific G/L revenue and expense accounts

Tax explanation codes are user defined codes (00/EX).

What Are the Types of A/R Tax Explanation Codes?

J.D. Edwards provides the following tax explanation codes for A/R invoice processing:

- C – GST + PST, where PST is seller-assessed (Canadian).
- CT – Same as C, but taxes only.
- E – Exempt.
- S – Sales tax. Seller-assessed (PST in Canada and sales in U.S.).
- ST – Same as S, but taxes only.
- V – VAT (VAT in Europe and GST in Canada).
- VT – Same as V, but taxes only.
- V+ – Same as V, but calculated as a tax on tax.

How Does the System Calculate A/R Taxes?

The system can calculate some of the following commonly used taxes:

- Sales Tax (S)
- VAT (V)
- VAT + Sales Tax (C)

Example: Sales Tax (S)

The system calculates the tax amount but does not make a separate entry to the general ledger for the tax amount. The tax amount (which is 73 in the following example) appears on the invoice. The system updates the Sales/Use/VAT Tax table (F0018) for tax reporting purposes.

Tax rate	7.3 percent
Taxable amount	1,000
Sales tax calculation	Taxable amount x sales tax rate <ul style="list-style-type: none">• $1,000 \times .073 = 73$
Invoice	<ul style="list-style-type: none">• Amount: 1,000• Taxable: 73• Gross amount: 1,073
Journal entries	Revenue: 1,073-
Automatic entries	A/R trade: 1,073

Example: VAT (V)

The system calculates the tax amount and makes a separate entry to the general ledger for the tax amount.

Tax rate	7.3 percent
Taxable amount	1,000
Sales tax calculation	Taxable amount x VAT tax rate <ul style="list-style-type: none">• $1,000 \times .073 = 73$
Invoice	<ul style="list-style-type: none">• Amount: 1,000• Tax amount: 73• Gross amount: 1,073
Journal entries	Revenue: 1,000-
Automatic entries	<ul style="list-style-type: none">• A/R trade: 1,073• VAT payable: 73-

Example: VAT + Sales Tax (C)

The system calculates taxes on a tax amount. The following example shows both VAT plus sales tax and GST plus PST:

Tax rate/area calculation method	Y (tax on tax)
Tax rate	7 percent GST, 8 percent PST
Taxable amount	1,000
GST calculation	Taxable amount x GST rate <ul style="list-style-type: none"> • $1,000 \times .07 = 70$
PST calculation	Taxable amount + GST x PST rate <ul style="list-style-type: none"> • $(1,000 + 70) \times .08 = 85.60$
Tax amount	GST + PST <ul style="list-style-type: none"> • $70 + 85.60 = 155.60$
Invoice	<ul style="list-style-type: none"> • Amount: 1,000 • Tax amount: 155.60 • Gross amount: 1,155.60
Journal entries	Revenue: 1,085.60-
Automatic entries	<ul style="list-style-type: none"> • A/R trade: 1,155.60 • VAT payable: 70-

See Also

- *Understanding User Defined Codes for A/R*

Understanding AAIs for A/R Taxes

If you are required to collect taxes on customer invoices, you must distribute the tax amounts to the correct G/L accounts. When you set up AAIs for a specific type of tax, such as VAT, you designate which accounts you want to debit and credit for an invoice tax amount.

The amount distributed to the general ledger includes the goods and the sales tax because this is the true cost of purchased goods. VAT is not included in the G/L distribution amount because a company is usually reimbursed for any VAT that is paid when the company sells those goods.

The post program generates the VAT amount.

Which AAIs Do You Need to Set Up for Taxes?

An AAI item for receivables taxes (RT) is required. Tax explanation codes use item RTyyyy to point to various types of taxes, including VAT.

The character code yyyy represents a G/L offset account for the tax explanation code, such as RTTXX or RTVAT. The character code _____ means that there is no G/L offset account. This code points to the AAI item, which, in turn, points to the appropriate tax accounts. For example, for the code RTVATB, RT is the AAI item for a receivables tax account, and VATB is the character code that identifies the G/L offset account that you defined in the tax rate area.

Some tax explanation codes have corresponding AAI items that identify the debit and credit tax accounts. The types of tax explanation codes are:

- Value-added tax codes
- VAT plus sales tax codes

See Also

- *Understanding AAIs for A/R*

Sales Tax Codes

Sales tax code S does not use an AAI. You enter tax code S manually into the account. When entered, the system records sales taxes when the invoice is distributed to the specified sales tax account.

Value-added Tax Codes

The tax explanation codes for value-added taxes and their AAI items are as follows:

V – Value-added tax codes

When you enter an invoice, you credit the G/L distribution accounts for the goods. The system debits an A/R account and credits a VAT payable account.

RTyyyy identifies the VAT payable account and RCyyyy identifies the A/R trade account. For example:

- Dr 1100 RCyyyy Gross (A/R for goods of 1000 + VAT of 100)
- Dr 1100
- Cr 1000 G/L distribution (goods of 1000)
- Cr 100 RTyyyy (VAT recoverable account for the tax rate/area)

V+ – Value-added tax code (calculated as a tax on a tax)

The accounts are the same as those for V.

VT – Value-added tax code (taxes only)

The accounts are the same as those for V. For example:

- Dr 100 RCyyy Gross (A/R for VAT of 100)
- Cr 0 G/L distribution (goods of 0)
- Cr 100 RTyyyy (VAT payable account for the tax rate/area)

VAT plus Sales Tax Codes

The tax explanation codes for VAT plus sales taxes and their AAI items are as follows:

VAT plus sales tax code C (GST + seller-assessed PST/Canada only)

When you enter an invoice, you credit G/L distribution accounts (for the goods + PST). The system debits an A/R account and credits a GST payable account. RTyyyy identifies the A/R account. For example:

- Dr 1155 RCyyyy Gross (A/R for goods of 1000 + GST of 100 + PST of 55)
- Cr 100 RTyyyy (GST payable account for the tax rate/area)
- Cr 1055 G/L distribution (goods of 1000 + PST of 55)

**VAT plus sales tax code
CT (GST +
seller-assessed
PST/Canada only)**

Taxes only. Accounts are the same as those for C. For example:

- Dr 155 RCyyyy Gross (A/R for GST of 100 + PST of 55)
- Cr 55 G/L distribution (PST of 55)
- Cr 100 RTyyyy (GST payable account for the tax rate/area)

Setting Up Tax Rules by Company for A/R

Set up your tax rules so that the Accounts Receivable system can calculate any applicable taxes when you enter an invoice. You need to set up tax rules for each company. The system uses these rules to:

- Display a warning message (or reject a transaction) whenever someone enters a tax amount that differs from the system-calculated tax
- Calculate discounts on a gross amount that already includes tax
- Calculate tax on a gross amount that includes the discount amount

When setting up tax rules by company, you can:

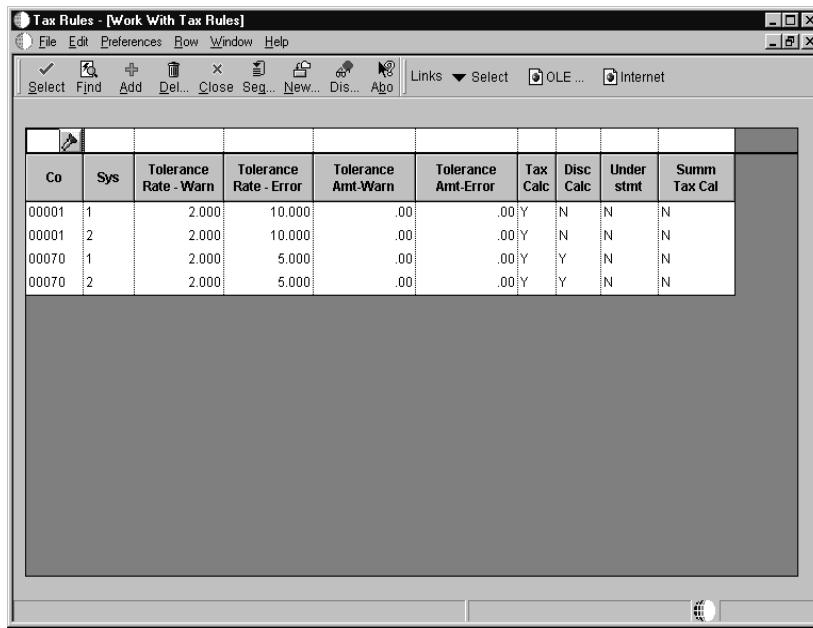
- Set up tolerance information for A/R
- Set up calculation rules for A/R

► **To set up tolerance information for A/R**

From the Tax Processing & Reporting menu (G0021), choose Tax Rules.

When you enter a tax amount that differs from the tax amount that the system calculates, you might receive a warning message. By setting up tolerance information, you control the type of message that the system issues for different tolerance ranges. Tolerance ranges apply only to VAT and GST and can be a percentage or monetary amount.

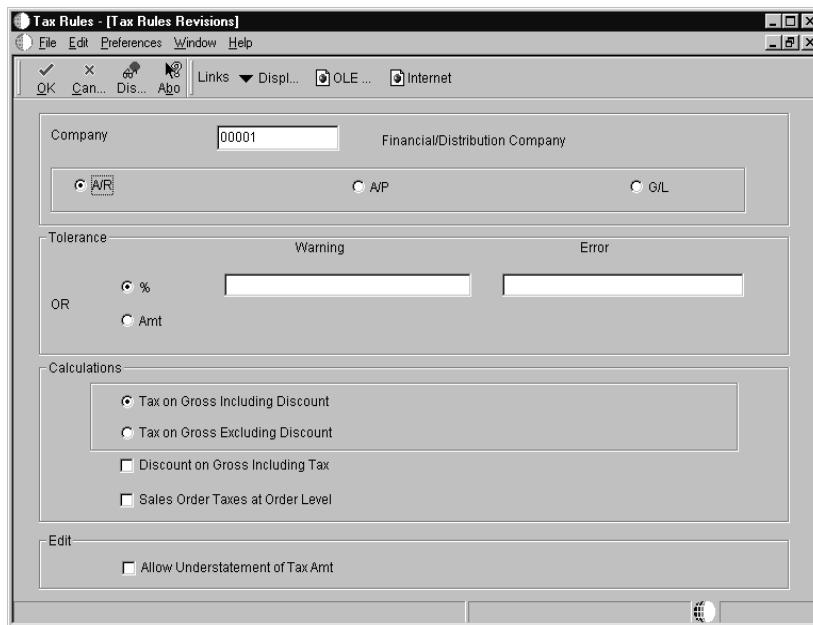
Accounts Receivable



The screenshot shows a software interface titled "Tax Rules - [Work With Tax Rules]". The menu bar includes File, Edit, Preferences, Row, Window, and Help. Below the menu is a toolbar with icons for Select, Find, Add, Del..., Close, Seg..., New..., Dis..., Abo, Links, Select, OLE..., and Internet. The main area displays a grid of data with columns: Co, Sys, Tolerance Rate - Warn, Tolerance Rate - Error, Tolerance Amt-Warn, Tolerance Amt-Error, Tax Calc, Disc Calc, Under stmt, and Summ Tax Cal. The data rows show entries for company 00001 (systems 1 and 2) and company 00070 (systems 1 and 2), with specific tolerance values and calculation flags.

Co	Sys	Tolerance Rate - Warn	Tolerance Rate - Error	Tolerance Amt-Warn	Tolerance Amt-Error	Tax Calc	Disc Calc	Under stmt	Summ Tax Cal
00001	1	2.000	10.000	.00	.00	Y	N	N	N
00001	2	2.000	10.000	.00	.00	Y	N	N	N
00070	1	2.000	5.000	.00	.00	Y	Y	N	N
00070	2	2.000	5.000	.00	.00	Y	Y	N	N

1. On Work With Tax Rules, click Add.



The screenshot shows a software interface titled "Tax Rules - [Tax Rules Revisions]". The menu bar includes File, Edit, Preferences, Window, and Help. Below the menu is a toolbar with icons for OK, Cancel, Display, Abo, Links, Disp..., OLE..., and Internet. The main area contains several configuration sections:

- Company:** Set to 00001 (Financial/Distribution Company).
- Mode:** Set to A/R (Other options: A/P, G/L).
- Tolerance:** Options include % (Warning and Error fields) and OR (Amt).
- Calculations:** Options include Tax on Gross Including Discount (selected), Tax on Gross Excluding Discount, Discount on Gross Including Tax, and Sales Order Taxes at Order Level.
- Edit:** Option to Allow Understatement of Tax Amt.

2. On Tax Rules Revisions, complete the following field:
 - Company
3. Click the percent option or amount option under the following:
 - Mode – Tolerance Type

4. Complete the following fields to identify the range for the type of tolerance you selected, and click OK:

- Warning
- Error

After you complete these steps, follow the steps to set up the calculation rules.

Field	Explanation
Mode – Tolerance Type	The radio button indicates the tolerance type. Tolerance can be expressed as a percentage or as an amount.
Warning	Percentage used only for A/R, A/P, and G/L processing (sales order and purchase order processing do not use it). When you enter a VAT or GST amount that differs from the system-calculated tax, the system uses this percentage to determine whether to display a warning message. Enter the percentage as a whole number. For example, enter 10% as 10. If you enter 10 in this field and there is a difference between the tax amount you entered and the system-calculated tax amount, the system handles it as follows: Accept difference is 9.99% or less Warning difference is 10% or more The default (blank) causes a warning message to display if you enter a tax that does not exactly match the system-calculated amount tax.
	NOTE: This field applies only to VAT and GST.

► To set up calculation rules for A/R

You can set up calculation rules to identify which method to use for calculating tax and discount amounts, when both are specified, for invoices. The rules control how the system validates the correct tax amount, based on the total amount of the invoice.

1. On Tax Rule Revisions, under the Calculations heading, click the Tax on Gross Including Discount option or the Tax on Gross Excluding Discount option.

2. Change the setting of the following field, if necessary:
 - Discount on Gross Including Tax

You must activate this field in order to process mult-tiered discounts.
3. To allow the entry of an amount that is less than the amount that the system calculates, click the following options:
 - Tax Rules—Allow Understatement
4. Click OK.

Field	Explanation
Tax/Discount Calculation Method	A code that indicates whether to calculate the tax on a gross amount that includes the discount amount. Valid codes are: Y Calculate the tax amount on the gross. N Calculate the tax amount on the gross less the discount amount. Blank Default to Y. Self-assessed taxes are not included in discount calculations. NOTE: This field does not apply to G/L processing. A/R, A/P, sales orders, and purchase orders use it. <i>Form-specific information</i>

Field	Explanation
Discount on Gross Including Tax	<p>A code that indicates whether to calculate the discount on a gross amount that already includes the tax amount. Valid codes are:</p> <ul style="list-style-type: none"> Y Calculate the discount amount on the gross with tax. N Calculate the discount amount on the gross less the tax amount. Blank Defaults to N.
	<p>Self-assessed taxes are not included in discount calculations.</p> <p>NOTE: This field does not apply to G/L processing. A/R, A/P, sales orders, and purchase order processing use this field.</p> <p>..... <i>Form-specific information</i></p>
Tax Rules-Allow Understatement	<p>Code that indicates whether you can enter a VAT or GST amount on the A/R Invoice Entry form that is less than the system-calculated tax amount (less than the specified tax rate).</p> <p>Valid codes for WorldSoftware are:</p> <ul style="list-style-type: none"> Y Accept amount less than the specified tax rate. N Reject amount less than the specified tax rate. Blank Defaults to N. <p>NOTE: This field applies only to VAT and GST.</p> <p>For OneWorld software:</p> <ul style="list-style-type: none"> • If this option is clicked, accepted amount is less than the specified tax rate. • If this option is blank (default), rejected amount less than the specified tax rate.

Examples: Calculation Rules

The system calculates gross and discount amounts using the tax rules that you set up. Each of the following examples uses a different combination of rules to calculate the following:

- Tax on gross with or without discounts
- Discount on gross with or without tax

The following examples use these amounts:

- Taxable: 1,000
- Tax percent: 10 percent
- Tax amount: 100
- Discount: 1 percent

Example: Calculate Tax on Gross with Discount

Calculate Tax on Gross Yes
(Including Discounts)

Calculate Discount on Yes
Gross (Including Tax)

Discount Formula $(\text{Taxable Amount} + \text{Tax Amount}) \times (\text{Discount Rate Percent}) = \text{Discount Available}$
• $(1,000 \times 100) \times .01 = 11.00$

Gross Formula $\text{Taxable Amount} + \text{Tax} = 1,000 + 100 = 1,100$

Example: Calculate Tax on Gross without Discount

Calculate Tax on Gross Yes
(Including Discount)

Calculate Discount on No
Gross (Including Tax)

Discount Formula $\text{Taxable Amount} \times \text{Discount Rate Percent} = \text{Discount Available}$
• $1,000 \times .01 = 10.00$

Gross Formula $\text{Taxable Amount} + \text{Tax} = 1,000 + 100 = 1,100$

Example: Calculate Discount on Gross with Tax

Calculate Tax on Gross (Including Discount)	No
Calculate Discount on Gross (Including Tax)	Yes
Discount Formula	$[(\text{Taxable Amount} + \text{Tax Amount}) \times (\text{Discount Rate Percent})] / (1 - \text{Discount Rate Percent})$ <ul style="list-style-type: none"> $(1,000 + 100) \times .01 / (1 - .01) = 11.11$
Gross Formula	$\begin{aligned} \text{Taxable Amount} + \text{Tax} + \text{Discount} &= 1,000 + 100 + 11.11 \\ &= 1,111.11 \end{aligned}$

Example: Calculate Discount on Gross without Tax

Calculate Tax on Gross (Including Discount)	No
Calculate Discount on Gross (Including Tax)	No
Discount Formula	$(\text{Taxable Amount} \times \text{Discount Rate Percent}) / (1 - \text{Discount Rate Percent})$ <ul style="list-style-type: none"> $(1,000 \times .10) / (1 - .10) = 10.10$
Gross Formula	$\begin{aligned} \text{Taxable Amount} + \text{Tax} + \text{Discount} &= 1,000 + 100 + 10.10 \\ &= 1,110.10 \end{aligned}$

Revising Tax Information

Posting A/P vouchers, A/R invoices, purchase orders, and sales orders updates the appropriate system tables and the Sales/Use/V.A.T. Tax File (F0018). The Journal Entry with VAT Tax program updates the Tax Work table with journal entries. Tax reports reflect information in the Tax Work table. Corrections to the Tax Work table correct the tax reports.

Corrections to the Tax Work table, however, do not correct the system tables. Depending on the type of correction, you might need to enter a correcting A/P voucher, A/R invoice, sales order, purchase order, or journal entry to update those tables.

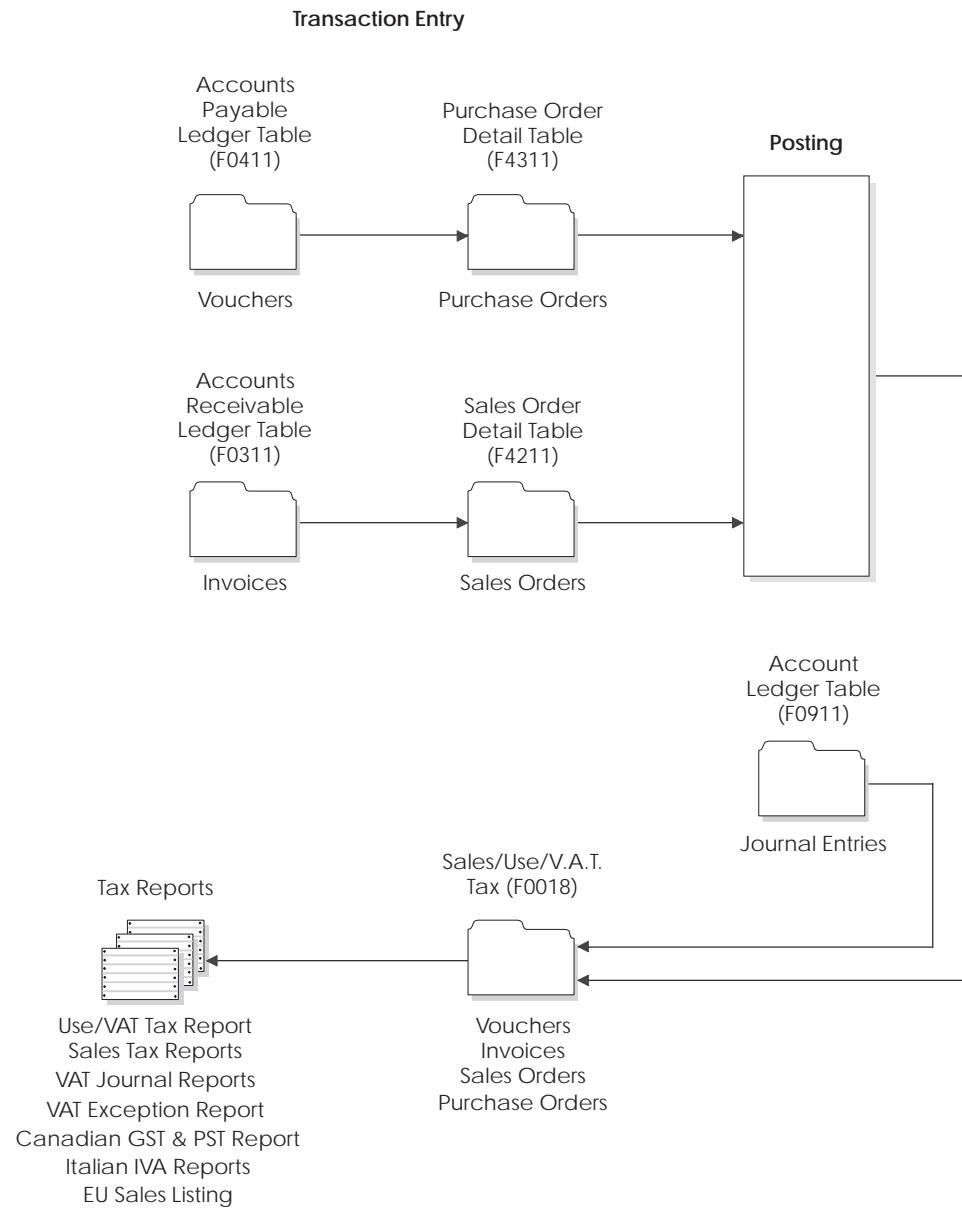
For example, if you change only the Taxable Amount field and the Tax Amount field, but not the invoice amount, you do not need to update system tables. If you modify the Extended Cost (invoice amount) field, you alter the amount owed to the supplier and you need to update the system table.

To change or delete tax information for A/R and A/P transactions, use the appropriate A/R or A/P entry forms.

The system uses the Tax Work table to generate tax reports.

Accounts Receivable

The diagram below shows how the Tax Work table integrates with tax reports and the system tables.



See Also

- *Setting Up for European Union (EU) Reporting and Working with Intrastat Requirements* in your country-specific guide to generate tax reports if your country is a member of the European Union.
- *Creating the Tax Reconciliation Workfile in Global Solutions: Japan Guide* for information on generating tax reports for Japan which incorporate consumption tax.

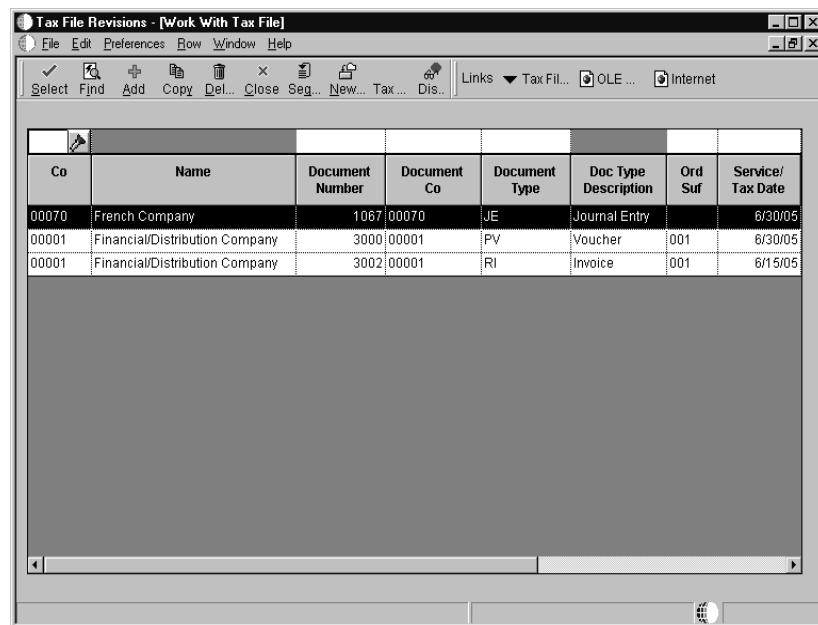
- *Reviewing the Tax Reconciliation Workfile in Global Solutions: Japan Guide* for information on generating tax reports for Japan which incorporate consumption tax.

► To revise tax information

From the Tax Processing and Reporting menu (G0021), choose Tax File Revisions.

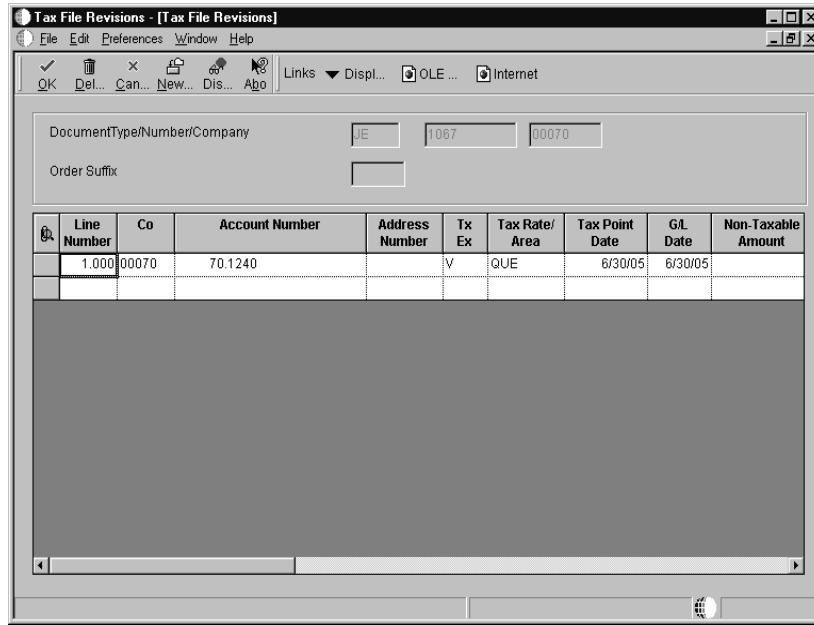
On Work With Tax File

1. Click Find to show existing records.



2. Choose the tax record to revise and click Select.

Accounts Receivable



3. On Tax File Revisions, change any of the following fields in the detail area as needed and click OK:
 - Account Number
 - Address Number
 - Tx Ex
 - Tax Rate/ Area
 - Tax Point Date
 - G/L Date
 - Non-Taxable Amount
 - Taxable Amount
 - Tax
 - Extended Cost

The system recalculates the tax amount.

Field	Explanation
Account Number	<p>A field that identifies an account in the general ledger. You can use one of the following formats for account numbers:</p> <ul style="list-style-type: none"> • Standard account number (business unit.object.subsidiary or flexible format) • Third G/L number (maximum of 25 digits) • 8-digit short account ID number • Speed code
	<p>The first character of the account indicates the format of the account number. You define the account format in the General Accounting Constants program.</p>
Address Number	<p>A number that identifies an entry in the Address Book system. Use this number to identify employees, applicants, participants, customers, suppliers, tenants, and any other Address Book members.</p>
Tx Ex	<p>A user defined code (00/EX) that controls how a tax is assessed and distributed to the general ledger revenue and expense accounts.</p>
	<p>Do not confuse this with the taxable, non-taxable code. A single invoice can have both taxable and non-taxable items. The entire invoice, however, must have one tax explanation code.</p>
Tax Rate/ Area	<p>A code that identifies a tax or geographic area that has common tax rates and tax distribution. The tax rate/area must be defined to include the tax authorities (for example, state, county, city, rapid transit district, or province), and their rates. To be valid, a code must be set up in the Tax Rate/Area table (F4008).</p>
	<p>Typically, U.S. sales and use taxes require multiple tax authorities per tax rate/area, whereas value-added tax (VAT) requires only one simple rate.</p>
	<p>The system uses this code to properly calculate the tax amount.</p>
Tax Point Date	<p>A date that indicates when you purchased the goods or services, or when you incurred the tax liability. Generally, when you leave this field blank, the system uses the G/L date you specified.</p>
G/L Date	<p>A date that identifies the financial period to which the transaction is to be posted. The general accounting constants specify the date range for each financial period. You can have up to 14 periods. Generally, period 14 is for audit adjustments.</p>
	<p>The system edits this field for PBCO (posted before cutoff), PYEB (prior year ending balance), and so on.</p>

Accounts Receivable

Field	Explanation
Non-Taxable Amount	This identifies the amount upon which taxes are not assessed. This is the portion of the transaction not subject to sales, use, or VAT taxes because the products are tax-exempt or zero-rated.
Taxable Amount	The amount on which taxes are assessed.
Tax	This is the amount assessed and payable to tax authorities. It is the total of the VAT, use, and sales taxes (PST).
Extended Cost	For accounts receivable and accounts payable, this is the invoice (gross) amount. For sales orders and purchase orders, this is the unit cost times the number of units.

Printing the Tax Summary Report

From the Tax Processing and Reporting menu (G0021), choose Tax Summary Report / Use & VAT.

You can print the Tax Summary report to help you complete your VAT return forms. The report lists the actual tax data by company for each tax rate and area you set up for your system.

The Tax Summary report lists only totals for transactions. A similar report, the Tax Detail report, lists each transaction and the totals for each tax rate and area. The Tax Summary report has an additional field, Tax Variance, which identifies the difference between the tax amount that you enter and the tax amount that the system calculates.

The Tax Summary report uses the tax information from the Sales/Use/V.A.T. Tax File (F0018).

Processing Options for Tax Summary Report

Tax Report

1. Enter a '1' to flag the detail records as having been read:
-

As-If Currency

1. Enter the currency code for as-if currency reporting. This option allows for amounts to print in a currency other than the currency they are stored in. Amounts will be translated and print in this as-if currency. If left blank, amounts will print in their database currency.
-

2. Enter the "As-Of" date for processing the current exchange rate for the as-if currency. If left blank, the system date will be used.
-

Daily

Customer Information

You must create a customer master record before you can enter an invoice and receive payment. The customer master is a central storage place for all of your customer records.

Customer information consists of:

- Creating customer records
- Locating customer records

What Is the Customer Record?

The customer record contains information and processing instructions that the system uses to process A/R transactions. For example, you might want to specify a credit limit for each customer or designate whether delinquency notices should be sent to a particular customer.

Specifically, the customer record enables you to enter and maintain default information about:

- Invoice processing
- Automatic receipt processing
- Statement processing
- Credit and collections
- Accounting distributions
- Billing instructions

The system identifies each customer record by a unique number called the address book number. When you enter a customer record, the Address Book system uses the address book number to populate other J.D. Edwards system master records with information, such as the Address Book Master, Customer Master, Supplier Master, and any other Address Book related applications. Maintaining one address book number that is used throughout your system enables you to review integrated information about your customer. For example, you might use the integrated information for analysis purposes or to run reports, such as A/R and A/P Netting.



See Also

- *Address Book Batch Processing* in the *Address Book Guide* for information about converting address book information from another system

Creating Customer Records

Before you can bill a customer for goods or services, you must create a customer master record. When you create a customer master record, you are setting up address book and mailing information, and information about how the system processes invoices, receipts, and other A/R information.

When creating customer records, you can:

- Enter address and mailing information
- Enter additional address book information
- Enter customer master information
- Enter credit information
- Enter collection information
- Enter G/L distribution information
- Enter tax information
- Enter bank account information

Customer information is stored in the following tables:

- Customer Master (F03012)
- Address Book Master (F0101)
- Address by Date (F0116)
- Address Organization Structure Master (F0150)
- Bank Transit Number Master (F0030)

You can use either of the following programs to create a customer record:

- Customer Master Information
- Address Book Revisions

Customer Master Revision and Address Book Revision forms have other tabs associated with setting up customer information:

Category Codes

On Address Book Revision, use these tabs to group addresses for reporting and mailings. When entering a customer record, you can set up category codes to organize your address book information and to quickly retrieve records for reporting purposes. Category codes are user defined codes that can be customized for your business needs.

Billing Pages

On Customer Master Revision, use these tabs to specify how the system processes sales orders for customers.

See *Setting Up Customer Billing Instructions* in the *Sales Order Management Guide*.

Customer Ship Notice

On Customer Master Revision, use this tab to set up shipping information for a customer.

You should consider the following related information when working with the Customer Master Revision program:

Saving and changing customer records

You can enter information on several tabs on the Customer Master Revision or Address Book Revision forms before you click OK. The system saves your information across all tabs on a form when you click OK.

For example, when using the Customer Master Revision form, you can enter new information or change existing information on the Invoice tab, the Credit tab, and the G/L Distribution tab, and then click OK to save your information.

Deleting customer records

You can delete only customer records that do not have invoices for the year associated with them, open or paid. However, you can still access previously closed invoices and receipts.

Insurance

This Form exit provides access to Work with Credit Insurance (P03B2901). Using the Work with Credit Insurance form, you can set up and manage credit insurance limit policies that you purchase for customers.

See *Setting Up Credit Insurance Policies* for information about credit insurance policies.

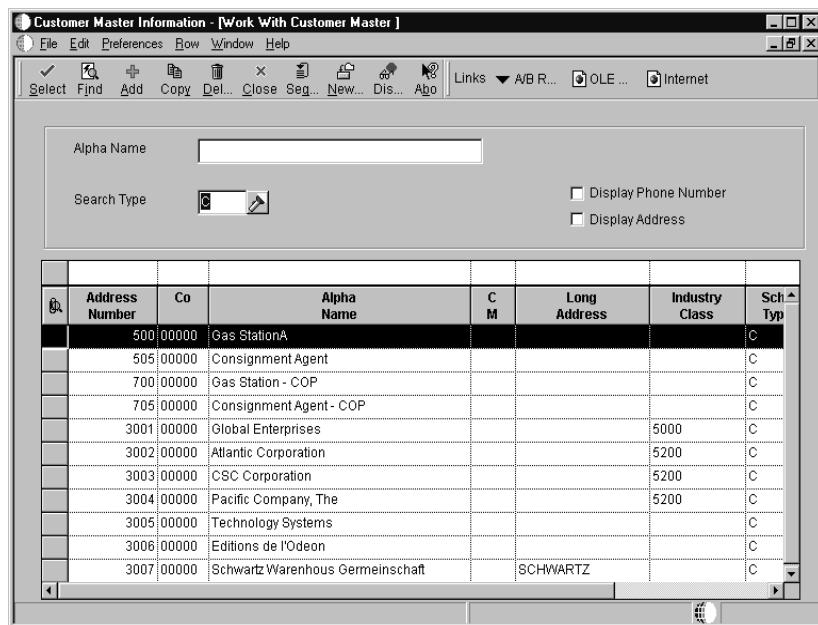
See Also

- *Working with Address Book Records* in the *Address Book Guide*
- *Converting Customer Currency Codes and Amounts* for information about changing the currency code for multiplier customers

► To enter address and mailing information

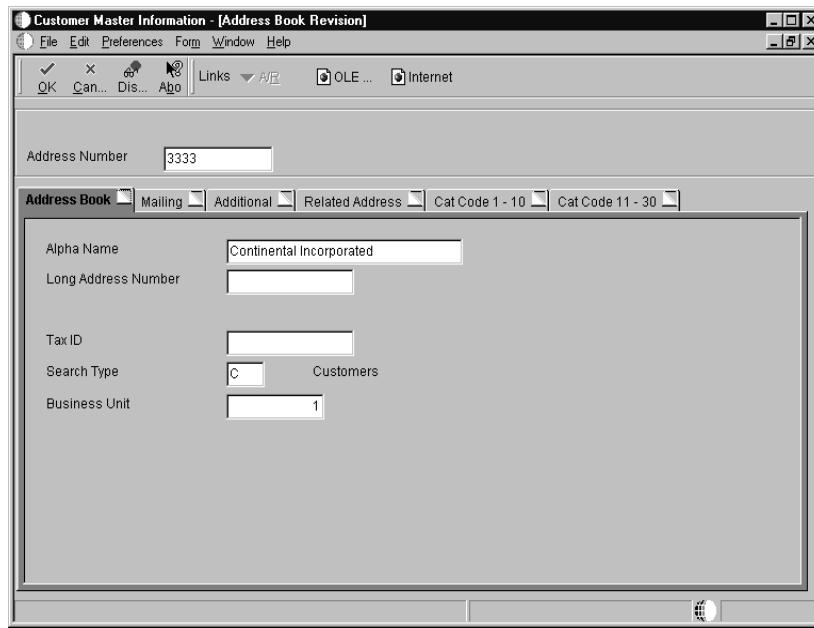
From the Customer Invoice Entry menu (G03B11), choose Customer Master Information.

When you create a new customer record, the first step is to enter information that identifies the customer, such as the mailing name and address. To do this, you use the Address Book Revision form. You can access this form through Customer Master Revision.



1. On Work With Customer Master, click Add.
2. To access Address Book Revision, click OK on Customer Master Revision, or choose A/B Revision from the Form menu.

Accounts Receivable



3. On Address Book Revision, complete the following fields:

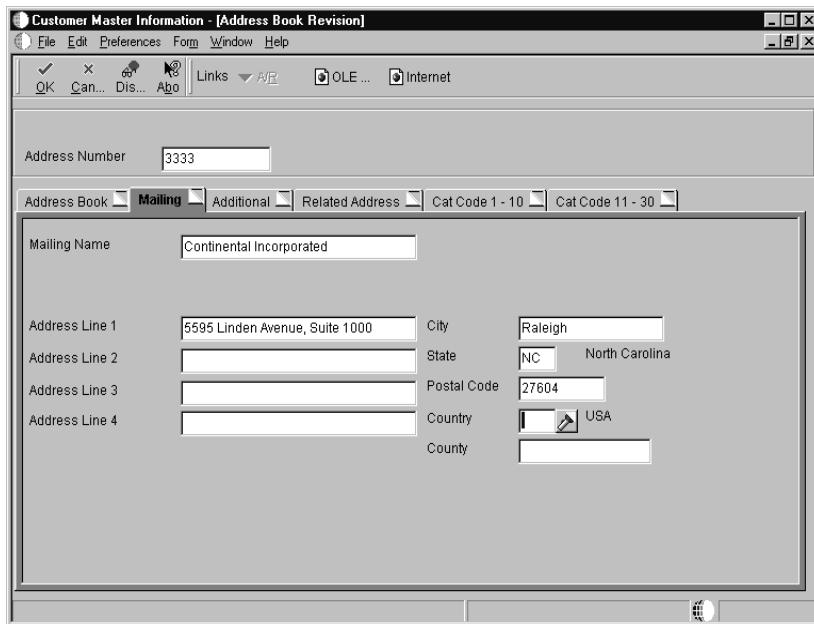
- Address Number

If you leave this field blank, the system assigns an Address Book number using Next Numbers.

- Alpha Name
- Long Address Number
- Tax ID
- Search Type
- Business Unit

If you leave this field blank, the system will automatically assign a value of 1.

4. To enter mailing information, click the Mailing tab.



5. Complete the following fields:

- Mailing Name
- Address Line 1
- City
- State
- Postal Code
- Country
- County

6. To enter additional address book information, click the Additional tab.

Field	Explanation
Address Number	A number that identifies an entry in the Address Book system. Use this number to identify employees, applicants, participants, customers, suppliers, tenants, and any other address book members.

Field	Explanation
Alpha Name	<p>The text that names or describes an address. This 40-character alphabetic field appears on a number of forms and reports. You can enter dashes, commas, and other special characters, but the system cannot search on them when you use this field to search for a name.</p> <p>..... <i>Form-specific information</i></p> <p>If you leave this field blank, the system uses default information from the Mailing Name field. The Alpha Name field is required if you do not enter information into the Mailing Name field.</p>
Long Address Number	<p>A user defined name or number that is unique to the address book number. You can use this field to enter and locate information. You can use it to cross-reference the supplier to a Dun & Bradstreet number, a lease number, or other reference.</p> <p>..... <i>Form-specific information</i></p> <p>When you set up customers using a long address number, you can access the customer number more quickly. For example, when you enter a invoice, you use the long address number preceded by the special character assigned to long address numbers in Address Book constants in the Customer Number field. The system converts the long address number to the customer number.</p>
Tax ID	<p>The identification code required by various tax authorities. This can be a social security number, federal or state corporate tax ID, sales tax number, and so on. Do not enter separator characters. The system verifies the number and prints the separators in their correct format, according to the value of TAXC (Person/Corporation Code). If there is no value for TAXC, the system uses the Corporate Entity.</p> <p>Attention Accounts Payable users: The supplier master record supplies the default value for the tax ID for 1099 processing.</p> <p>..... <i>Form-specific information</i></p> <p>For US employees, the Tax ID is a social security number.</p> <p>For Canadian employees, the Tax ID must be a valid and unique Social Insurance Number (SIN).</p>

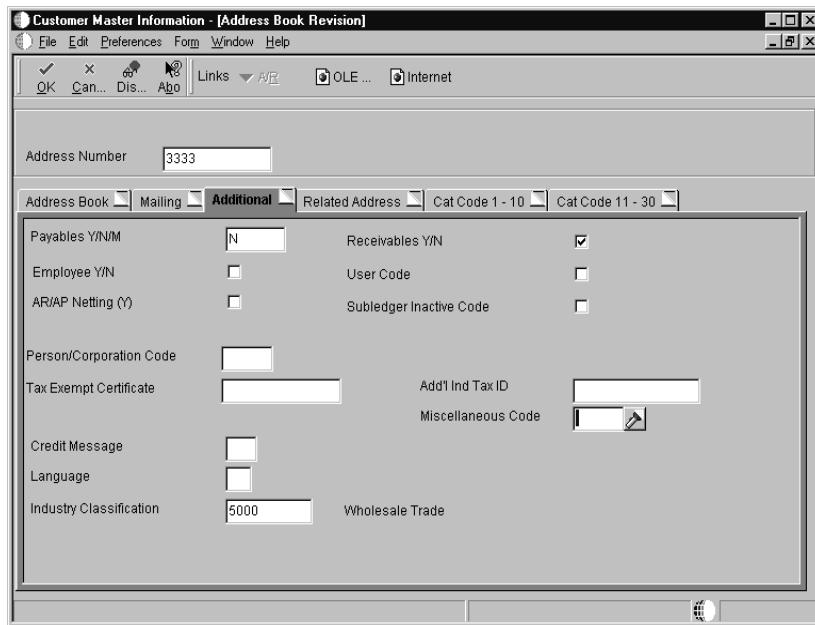
Field	Explanation
Search Type	<p>A user defined code (01/ST) that identifies the kind of address book record you want the system to select when you search for a name or message. For example:</p> <ul style="list-style-type: none"> E Employees X Ex-employees V Suppliers C Customers P Prospects M Mail distribution lists T Tax authority
Business Unit	<p>An alphanumeric field that identifies a separate entity within a business for which you want to track costs. For example, a business unit might be a warehouse location, job, project, work center, branch, or plant.</p>
	<p>You can assign a business unit to a voucher, invoice, fixed asset, employee, and so on, for purposes of responsibility reporting. For example, the system provides reports of open accounts payable and accounts receivable by business units to track equipment by responsible department.</p>
	<p>Security for this field can prevent you from locating business units for which you have no authority.</p>
	<p>NOTE: The system uses the job number for journal entries if you do not enter a value in the AAI table.</p>
Mailing Name	<p>The company or person to whom billing or correspondence is addressed.</p>
Address Line 1	<p>The first line of the mailing address for an employee, customer, or supplier in the Address Book system.</p>
	<p>The Internal Revenue Service (IRS) restricts the size of the address that prints on an employee's year-end tax returns. To comply with IRS regulations, the system uses the following restrictions:</p>
	<ul style="list-style-type: none"> • On W-2 returns, the system prints only the last three nonblank address lines plus the city, state, and postal code. • On 1099 returns, the system prints only the last nonblank address line plus the city, state, and postal code. • On U.S. federal magnetic media, the system writes only the last nonblank address line plus the city, state, and postal code.
City	<p>The city associated with the address.</p>
State	<p>A user defined code (system 00, type S) for the state or province. This code is usually a postal service abbreviation.</p>

Field	Explanation
Postal Code	The United States ZIP code or the postal code attached to the address for delivery in other countries. This code is used as the low end value when doing Postal Code Transaction range processing.
Country	A user defined code (00/CN) that identifies a country. The country code has no effect on currency conversion. The Address Book system uses the country code for data selection and address formatting.
County	The name of a county, parish, or other political district that is necessary for the address or for tax purposes.

► To enter additional address book information

After you enter address and mailing information for the new customer, you can enter additional address book information. For example, you can specify default tax information or an online credit message.

1. On Address Book Revision, click the Additional tab.



2. Complete the following field:

- Payables Y/N/M

3. Click any of the following options:

- Receivables Y/N
- Employee Y/N

- User Code
 - AR/AP Netting (Y)
 - Subledger Inactive Code
4. Complete the following optional fields:
- Person/Corporation Code
 - Tax Exempt Certificate
 - Add'l Ind Tax ID (Additional Individual Tax ID)
 - Credit Message
 - Miscellaneous Code
 - Language
 - Industry Classification
5. To save the record and return to the Customer Master Revision form, click OK.

Field	Explanation								
Payables Y/N/M	<p>A code that identifies the address as a supplier.</p> <p>Valid values are:</p> <table style="margin-left: 20px; border-collapse: collapse;"> <tr> <td style="padding-right: 20px;">Y</td><td>Yes, this is a supplier. A processing option determines whether the supplier master record automatically displays after you add an address.</td></tr> <tr> <td style="padding-right: 20px;">N</td><td>No, this is not a supplier. This code does not prevent you from entering a voucher for the address.</td></tr> <tr> <td style="padding-right: 20px;">M</td><td>This is a miscellaneous, one-time supplier. This code does not prevent you from entering multiple vouchers for the address.</td></tr> <tr> <td style="padding-right: 20px;">F</td><td>This is a supplier with a foreign address. The IRS requires U.S. companies to identify suppliers with foreign addresses for 1099 reporting.</td></tr> </table> <p>You should assign tax authorities as suppliers. This allows tax payments to be made to tax authorities.</p> <p>Code N is informational only, unless you set a processing option. In this case, a warning message appears if both the Payables and Receivables fields are N.</p>	Y	Yes, this is a supplier. A processing option determines whether the supplier master record automatically displays after you add an address.	N	No, this is not a supplier. This code does not prevent you from entering a voucher for the address.	M	This is a miscellaneous, one-time supplier. This code does not prevent you from entering multiple vouchers for the address.	F	This is a supplier with a foreign address. The IRS requires U.S. companies to identify suppliers with foreign addresses for 1099 reporting.
Y	Yes, this is a supplier. A processing option determines whether the supplier master record automatically displays after you add an address.								
N	No, this is not a supplier. This code does not prevent you from entering a voucher for the address.								
M	This is a miscellaneous, one-time supplier. This code does not prevent you from entering multiple vouchers for the address.								
F	This is a supplier with a foreign address. The IRS requires U.S. companies to identify suppliers with foreign addresses for 1099 reporting.								

Accounts Receivable

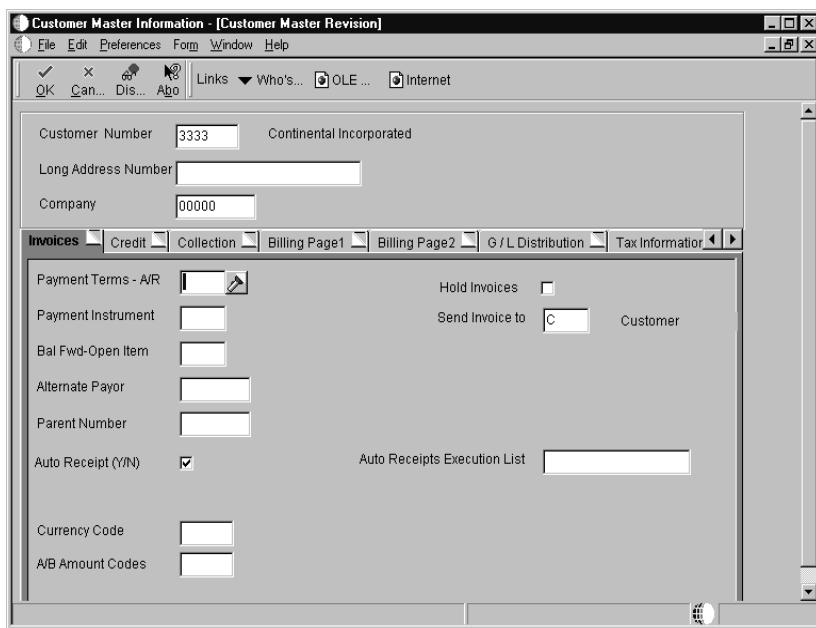
Field	Explanation								
Receivables Y/N	A code in WorldSoftware, or an option in OneWorld software, that identifies the address as a customer. Valid values for WorldSoftware are: <table><tr><td>Y</td><td>Yes, this is a customer. A processing option determines whether the customer master record automatically displays after you add an address.</td></tr><tr><td>N</td><td>No, this is not a customer. This code does not prevent you from entering an invoice for the address.</td></tr></table> Code N is informational only, unless you set a processing option. In this case, a warning message appears if both the Receivables and Payables fields are N. For OneWorld software: <table><tr><td>On</td><td>This is a customer.</td></tr><tr><td>Off</td><td>This is not a customer.</td></tr></table>	Y	Yes, this is a customer. A processing option determines whether the customer master record automatically displays after you add an address.	N	No, this is not a customer. This code does not prevent you from entering an invoice for the address.	On	This is a customer.	Off	This is not a customer.
Y	Yes, this is a customer. A processing option determines whether the customer master record automatically displays after you add an address.								
N	No, this is not a customer. This code does not prevent you from entering an invoice for the address.								
On	This is a customer.								
Off	This is not a customer.								
User Code	A code in WorldSoftware, or an option in OneWorld software, that you define in the data dictionary to reference an address. You can use this field to indicate information that is pertinent to your business.								
AR/AP Netting (Y)	A code in WorldSoftware, or an option in OneWorld software, that indicates whether an address is eligible for use in the A/R and A/P netting process. This value applies to both the Accounts Receivable and Accounts Payable systems.								
Subledger Inactive Code	A code in WorldSoftware, or an option in OneWorld, that indicates whether a specific subledger is active or inactive. Any value other than blank indicates that a subledger is inactive. Examples are jobs that are closed, employees that have been terminated, or assets that have been disposed. If a subledger becomes active again, set this field back to blank. If you want to use subledger information in the tables for reports but want to prevent transactions from posting to the master record, enter a value other than blank in this field.								

Field	Explanation
Person/Corporation Code	<p>A code that designates the type of taxpayer.</p> <p>Valid values for U.S. entities are:</p> <ul style="list-style-type: none"> C Corporate entity (the 20-digit Tax field prints as 12-3456789) P Individual (the 20-digit Tax field prints as 123-45-6789) N Non-corporate entity (the 20-digit Tax field prints as 12-3456789) Blank Corporate entity <p>Valid values for non-U.S. clients are (used with the 20-digit Company field and Individual field):</p> <ul style="list-style-type: none"> 1 Individual 2 Corporate entity 3 Both an individual and a corporate entity 4 Non-corporate entity 5 Customs authority <p>For 1099 reporting, the system selects suppliers with codes of P and N.</p>
Tax Exempt Certificate	A number that identifies a license or certificate that tax authorities issue to tax-exempt individuals and companies.
Add'l Ind Tax ID	An additional identification number that a tax authority assigns to an individual.
Credit Message	<p>A user defined code (00/CM) that displays information about a particular customer or supplier. Examples:</p> <ul style="list-style-type: none"> 1 Over credit limit 2 Requires purchase order 3 Not on maintenance agreement 4 Notify the credit manager <p>The Customer Master Revision and the Supplier Master Revision forms display credit messages for customers and suppliers when you enter or locate information.</p>

Field	Explanation
Miscellaneous Code	<p>A user defined code (01/EP) that designates from where a user sends and receives messages. Values include:</p> <ul style="list-style-type: none"> Blank Inactive e-mail. Assigned to a user who sends and receives only internal messages. 1 JDEM Messaging. All messages sent and received using this preference are local to the OneWorld database. JDEM messaging does not allow any access to e-mail (internet). 2 Microsoft Exchange. Assigned to a user who sends and receives internal and external messages using Exchange, which is accessed from the Work Center. 3 Microsoft Outlook. Assigned to a user who sends and receives internal and external messages using Outlook, which is accessed from the Work Center. 4 Other. Assigned to a user who sends and receives internal and external messages using a third-party e-mail system other than Exchange or Outlook, such as Lotus Notes.
Language	<p>A user defined code (01/LP) that specifies a language to use in forms and printed reports.</p> <p>Before any translations can become effective, a language code must exist at either the system level or in your user preferences.</p>
Industry Classification	<p>A code that classifies goods and services. This code can be in the format of any one of the following systems of classification:</p> <ul style="list-style-type: none"> • Standard industrial code (SIC). A numerical system used in the United States to classify goods and services. This code is four digits and some codes have sub-digits. • Harmonized system (HS). The international method of classifying goods. More than fifty countries use this code. It can be up to 10 digits. • Standard industrial trade classification (SITC). A numerical code system developed by the United Nations to classify goods used in international trade. International organizations use this code. It can be up to six digits.

► **To enter customer master information**

After you enter address book information for a new customer, enter customer master information. The system uses this as default information when you enter invoices.



1. On Customer Master Revision, complete the following field:
 - Customer Number
2. If you activated Line of Business processing, complete the following field:
 - Company

Using OneWorld A/R – Line of Business, you can set up multiple customer records by company and assign them to the same address number. This allows you to process A/R information, such as credit limits, payment terms, or default tax information for a customer by company.

To activate Line of Business processing, see *Setting Up A/R Constants*.

3. Complete the following optional field:
 - Long Address Number

You do not complete this field if the system has added the Long Address Number using Next Numbers.

4. On the Invoices tab, complete the following fields:
 - Payment Terms – A/R
 - Hold Invoices
 - Payment Instrument
 - Send Invoice to
 - Alternate Payor
 - Parent Number
5. To process automatic receipts, click the following option:
 - Auto Receipt (Y/N)
6. To specify how the system processes automatic receipts, complete the following field:
 - Auto Receipts Execution List
7. To specify default currency information, complete the following fields:
 - Currency Code
 - A/B Amount Codes
8. To enter credit information, click the Credit tab.

The system displays the Currency Code and A/B Amount Codes fields only if multicurrency is activated in the General Accounting Constants.

Field	Explanation
Customer Number	A number that identifies an entry in the Address Book system. Use this number to identify employees, applicants, participants, customers, suppliers, tenants, and any other address book members.
Company	A code that identifies a specific organization, fund, entity, and so on. The company code must already exist in the Company Constants table (F0010) and must identify a reporting entity that has a complete balance sheet. At this level, you can have intercompany transactions. NOTE: You can use Company 00000 for default values, such as dates and automatic accounting instructions (AAIs). You cannot use Company 00000 for transaction entries.

Field	Explanation														
Payment Terms – A/R	<p>A code that indicates the default payment terms for a customer. Payment terms determine due dates and discounts, and are used as a default value when you create invoices.</p>														
	<p>You define payment terms in the Payment Terms Revisions program (P0014). Use a blank code for the payment terms that you use most frequently. For WorldSoftware use the following:</p>														
	<table> <tr><td>blank</td><td>Net 15</td></tr> <tr><td>1</td><td>1/10 net 30</td></tr> <tr><td>2</td><td>2/10 net 30</td></tr> <tr><td>N</td><td>Net 30</td></tr> <tr><td>P</td><td>Prox 25th</td></tr> </table>	blank	Net 15	1	1/10 net 30	2	2/10 net 30	N	Net 30	P	Prox 25th				
blank	Net 15														
1	1/10 net 30														
2	2/10 net 30														
N	Net 30														
P	Prox 25th														
	<p>..... <i>Form-specific information</i></p>														
	<p>For OneWorld, the system automatically assigns this code to invoices that you enter for the customer. The payment terms codes are as follows:</p>														
	<table> <tr><td>blank</td><td>Net 30 days (default)</td></tr> <tr><td>001</td><td>1/10 net 30</td></tr> <tr><td>002</td><td>Net 30 days (override)</td></tr> <tr><td>003</td><td>Prox days 1/10</td></tr> <tr><td>004</td><td>Due at first of month</td></tr> <tr><td>005</td><td>50/50 split payments</td></tr> <tr><td>006</td><td>Due upon receipt</td></tr> </table>	blank	Net 30 days (default)	001	1/10 net 30	002	Net 30 days (override)	003	Prox days 1/10	004	Due at first of month	005	50/50 split payments	006	Due upon receipt
blank	Net 30 days (default)														
001	1/10 net 30														
002	Net 30 days (override)														
003	Prox days 1/10														
004	Due at first of month														
005	50/50 split payments														
006	Due upon receipt														
Hold Invoices	<p>A code in WorldSoftware or an option in OneWorld software that allows you to put all A/R invoices for a customer on hold.</p>														
	<p>For WorldSoftware, valid values are:</p>														
	<table> <tr><td>blank</td><td>No, do not hold invoices.</td></tr> <tr><td>Y</td><td>Yes, hold invoices. Do not allow entry of new A/R invoices. (You can still enter receipts and sales orders)</td></tr> </table>	blank	No, do not hold invoices.	Y	Yes, hold invoices. Do not allow entry of new A/R invoices. (You can still enter receipts and sales orders)										
blank	No, do not hold invoices.														
Y	Yes, hold invoices. Do not allow entry of new A/R invoices. (You can still enter receipts and sales orders)														
	<p>For OneWorld software, valid values are:</p>														
	<table> <tr><td>On</td><td>Hold invoices.</td></tr> <tr><td>Off</td><td>Do not hold invoices.</td></tr> </table>	On	Hold invoices.	Off	Do not hold invoices.										
On	Hold invoices.														
Off	Do not hold invoices.														
	<p>The system activates this option whenever a customer breaks the rules of a fee or notices policy, even if the option is set to Off. The system cannot automatically set this option to Off. You must do so manually.</p>														
	<p>This code is maintained in the Customer Master by Line of Business table (F03012).</p>														

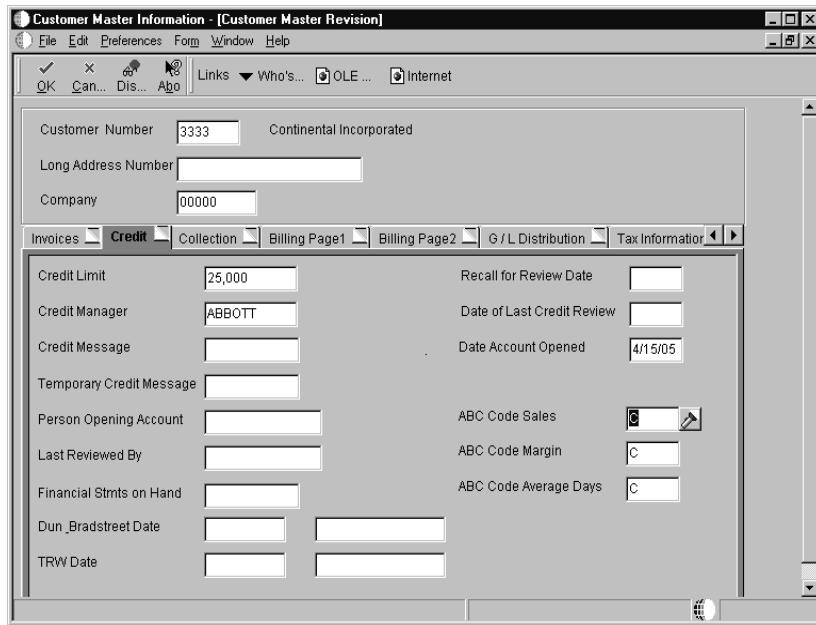
Field	Explanation
Payment Instrument	<p>The user defined code (00/PY) that specifies how payments are made by the customer. For example:</p> <ul style="list-style-type: none"> C Check D Draft T Electronic funds transfer <p style="text-align: right;">..... <i>Form-specific information</i></p> <p>The information that you enter is used as the default value when you enter invoices for the customer.</p>
Bal Fwd–Open Item	<p>A WorldSoftware code that indicates whether a customer's open items in the A/R Ledger table (F0311) will be summarized into a balance forward amount during the Update Balance Forward process. Valid codes are:</p> <ul style="list-style-type: none"> B Summarize open items into a balance forward amount O List the detail for all open items <p>NOTE: The A/R Ledger table is always maintained at a detail invoice level. Although the detail cannot be accessed, it will remain and a new summary record is added when the Update Balance Forward program is run.</p> <p>This field is not used in OneWorld.</p>
Send Invoice to	<p>A code that identifies the address where accounts receivable invoices are sent. Valid codes are:</p> <ul style="list-style-type: none"> C Customer P Parent 1 1st Address Number 2 2nd Address Number 3 3rd Address Number 4 4th Address Number 5 5th Address Number 6 6th Address Number (Factor/Special Payee)
Alternate Payor	<p>A person or company other than the customer who pays the customers invoices. This might be a bank, an agent, an attorney, and so on.</p>
Parent Number	<p>The Address Book number of the parent company. The system uses this number to associate a particular address with a parent company or location. For example:</p> <ul style="list-style-type: none"> • Subsidiaries to parent companies • Branches to a home office • Job sites to a general contractor <p>This address must exist in the Address Book Master table (F0101) for validation purposes.</p>

Field	Explanation
Auto Receipt (Y/N)	<p>A code in WorldSoftware, or a code in OneWorld software, used in the Accounts Receivable system to indicate whether receipts from the customer can be processed through Auto Receipt.</p>
	<p>Valid codes for WorldSoftware are:</p> <ul style="list-style-type: none"> Y Yes, you can process receipts through Auto Receipt. N No, you cannot process receipts through Auto Receipt.
	<p>For OneWorld software:</p> <ul style="list-style-type: none"> On You can process receipts through Auto Receipt. Off You cannot process receipts through Auto Receipt.
	<p>Specify whether a company is eligible for auto receipts processing in the A/R constants.</p>
Auto Receipts Execution List	<p>The execution list of algorithms to be assigned to each customer.</p>
Currency Code	<p>A code that indicates the currency of a customer's or a supplier's transactions.</p> <p>..... <i>Form-specific information</i></p>
	<p>The currency of the receipt to be applied against invoices. The system displays invoice transaction amounts in the currency you enter, regardless of the currency of the invoice. If the currency is an alternate currency, the system displays the invoice transaction amounts based on the last valid exchange rate from the Currency Exchange Rates table (F0015).</p>
	<p>The system generates fees in the currency specified by the value in the Currency Code field located in the Customer Master.</p>
A/B Amount Codes	<p>The currency in which amounts are stored in the address book. For example, the credit limit, invoiced this year, invoiced prior year, and so on. The currency you specify is used to record and store transaction history.</p> <p>..... <i>Form-specific information</i></p>
	<p>Enter the currency you want to see amounts reflected in when reviewing credit limits and so on.</p>

► To enter credit information

When you create a customer record, you enter credit information for the customer. For example, you can assign a credit limit to a customer and designate a credit manager to perform credit reviews.

1. On Customer Master Revision, click the Credit tab.



2. Complete any of the following optional fields:
 - Credit Limit
 - Credit Manager
 - Credit Message
 - Temporary Credit Message
 - Person Opening Account
 - Last Reviewed By
3. To specify when you receive financial statements from the customer, complete the following field:
 - Financial Stmtns on Hand
4. To specify credit reporting information for the customer, complete either or both of the following fields:
 - Dun & Bradstreet Date
 - TRW Date

5. To specify credit review dates, complete the following fields:
 - Recall for Review Date
 - Date of Last Credit Review
 - Date Account Opened
6. To rate a customer by sales activity, average investment, and average days to pay an invoice, complete the following fields:
 - ABC Code Sales
 - ABC Code Margin
 - ABC Code Average Days
7. To enter collection information, click the Collection tab.

Field	Explanation
Credit Limit	The credit limit for a customer. This value is used throughout the credit management programs. The system maintains this credit limit by customer and is not rolled to the parent company. The system sends credit messages for each child that is over their credit limit. When you change the credit limit, the system sends a workflow message to the credit manager. The message specifies that the change is pending approval. This credit limit change will not be reflected on the Customer Master Revisions form until the change has been approved.
Credit Manager	The name of the credit manager responsible for approval of this customer's accounts.
Temporary Credit Message	A user defined code that identifies a temporary credit status. Generally, the code is assigned when an account becomes past due. If the rules of the policy are broken, this code is updated in the Customer Master by Line of Business table (F03012) after you run the Credit Analysis Refresh (R03B525).
Person Opening Account	The person who entered the account in the Address Book. The system supplies the data for this field.
Last Reviewed By	The person who completed the last credit review. The system updates this field when the credit limit is reviewed and changed.
Financial Stmts on Hand	The date that financial statements are received.
Dun & Bradstreet Date	The date Dun & Bradstreet ratings were available.
TRW Date	The date in which TRW ratings were available.
Recall for Review Date	The review date for the customer's credit information.

Accounts Receivable

Field	Explanation
Date of Last Credit Review	The date on which the credit manager last examined this customer's payment record and assigned a credit status to the account.
Date Account Opened	The date the account was entered in the Address Book.
ABC Code Sales	A grade that indicates the level of sales activity for a customer or inventory item. This code documents the 80/20 principle (80% of the significant results is attributable to 20% of the business effort). The possible grades are A (best) to F (worst).
ABC Code Margin	A code that represents an item's ranking by average investment. You can assign a code here or let the system assign it. Valid codes are: A Assign this item to the first amount ranking B Assign this item to the second amount ranking C Assign this item to the third amount ranking D Skip this item in the ABC Analysis If you leave this field blank, the ABC Analysis program (P4164) assigns this code based on an item's value as follows: Total Item Average Investment divided by Business Unit Average Investment equals the Item's Calculated Value Total
ABC Code Average Days	A grade that indicates the average number of days a customer takes to pay a bill. This code documents the 80/20 principle. The possible grades are A (best) to F (worst).

Related Tasks

Activating workflow messages for credit limit approval

When you add or change the credit limit, the system sends a workflow message to the credit manager. The message specifies that the change is pending approval. This credit limit change will not be reflected on the Customer Master Revisions form until the change has been approved.

For this process, the user profiles for the user and the credit manager must be associated with a valid Address Book number. To verify this association, choose User Profiles on the System Administration Tools menu (GH9011) and verify the association.

Additionally, the credit manager associated with the customer must be set up in UDC 01/CR. You specify the credit manager on the Credit tab. The Description 2 field of the UDC record must include the address number of the credit manager. See *Setting Up Credit and Collection Managers* for more information.

For the credit limit approval to function properly, the version CREDLIMIT must be active in the Process Master. To activate the version, access the Workflow Management Setup menu (G0241) and choose Process Master. Locate the CREDLIMIT version and ensure that the Version Status is set to Y for version 1 only. If the Version Status is inactive (N), choose the row and choose Activate from the Row menu.

Deactivating workflow messages for credit limit approval

To deactivate the approval, follow the steps for activating the version and choose Deactivate from the Row menu on Process Master.

If no active versions of CREDLIMIT exist, the system will not issue a pending approval message and updates the Customer Master record with the new credit limit.

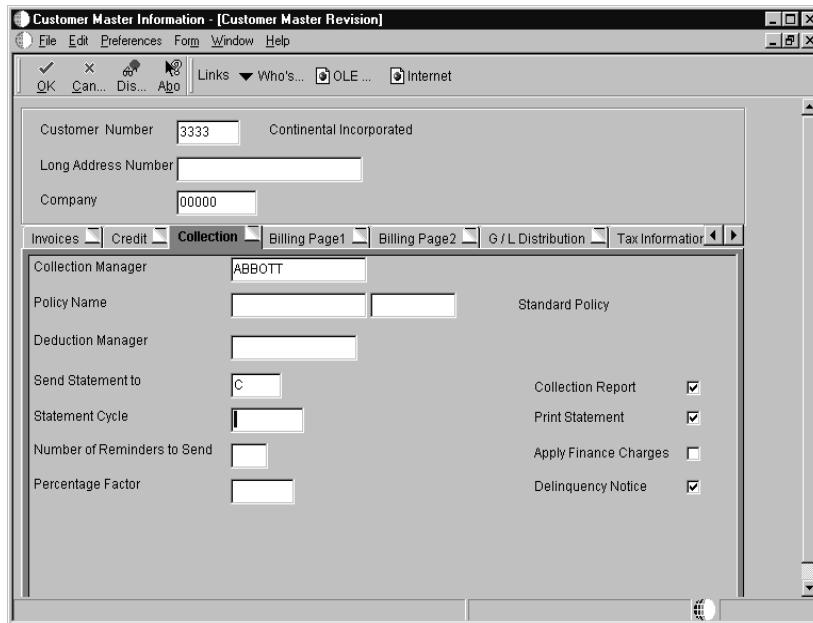
See Also

- *Setting Up Credit and Collections Information*

► To enter collection information

When you create a customer record, enter collection information for the customer. For example, you can assign a collection manager to a customer or designate a customer for automated delinquency processing.

1. On Customer Master Revision, click the Collection tab.



2. Complete the following optional fields:
 - Collection Manager
 - Policy Name
 - Company
 - Deduction Manager
3. To process statements for the customer, click the Print statement option and complete the following fields:
 - Send Statement to
 - Statement Cycle
4. To process late payment information for the customer, click the following options:
 - Collection Report
 - Delinquency Notice

5. To print invoices and statements with draft attachments for the customer, click the following option:
 - Print Statement
6. To assess finance charges for the customer click the following option:
 - Apply Finance Charges – Y/N

Field	Explanation
Collection Manager	The name of the collection manager responsible for this customer's account.
Policy Name	This field is used to group policies under a common name, such as "Standard." For example, you might assign a policy to customers that do not pay their invoices on time. This instructs the system to treat the group of customers the same way during delinquency processing.
Deduction Manager	A user defined name or number that is unique to the address book number. You can use this field to enter and locate information. You can use it to cross-reference the supplier to a Dun & Bradstreet number, a lease number, or other reference. <i>Form-specific information</i>
Send Statement to	When you set up customers using a long address number, you can access the customer number more quickly. For example, when you enter a invoice, you use the long address number preceded by the special character assigned to long address numbers in Address Book constants in the Customer Number field. The system converts the long address number to the customer number. A code that indicates the address to which A/R statements, payment reminders, and delinquency mailers are sent. Valid values for World and OneWorld software are: C Customer P Parent R Payor (OneWorld only) 1 First address number 2 Second address number 3 Third address number 4 Fourth address number 5 Fifth address number 6 Sixth address number (special factor/payee)

Accounts Receivable

Field	Explanation
Statement Cycle	<p>A code that indicates when the customer should be billed during the next monthly cycle. For example, billing could be done alphabetically:</p> <ul style="list-style-type: none"> A–F On the 5th day of the month G–L On the 10th M–R On the 15th S–Z On the 20th <p>The first letter of the customer's alpha name is the default value for this statement cycle.</p>
Collection Report	<p>An option that indicates whether invoices for a particular customer appear for collection. If you select this field, invoices appear on the collection report after you send the maximum number of reminders to the customer and the system generates the final collection report. If you do not select this option, the customer's invoices do not appear on the collection report.</p>
Delinquency Notice	<p>An option that allows you to determine whether delinquency notices or payment reminders should be sent to the customer:</p> <ul style="list-style-type: none"> On Send the notice to the customer. Off Do not send the notice to the customer.
Print Statement	<p>A code that indicates whether the system prints invoices and statements for the customer.</p> <p>For World, the valid codes are:</p> <ul style="list-style-type: none"> Y Yes, print invoices and statements N No, do not print invoices and statements <p>For OneWorld, the valid options are:</p> <ul style="list-style-type: none"> On Yes, print invoices and statements Off No, do not print invoices and statements
Apply Finance Charges – Y/N	<p>An option that allows you to indicate whether finance charges should be applied or waived for the account:</p> <ul style="list-style-type: none"> On Apply finance charge Off Waive finance charge

Related Tasks

Activating workflow messages

The system sends workflow messages to the collection manager when you run Credit Analysis Refresh, according to the policy set up for the customer.

For this process, the user profiles for the user and the collection manager must be associated with a valid Address Book number. To verify this association, choose User Profiles on the System Administration Tools menu (GH9011) and verify the association.

Additionally, the collection manager associated with the customer must be set up in UDC 01/CM. You specify the collection manager on the Collection tab. The Description 2 field of the UDC record must include the address number of the credit manager. See *Setting Up Credit and Collection Managers* for more information.

See Also

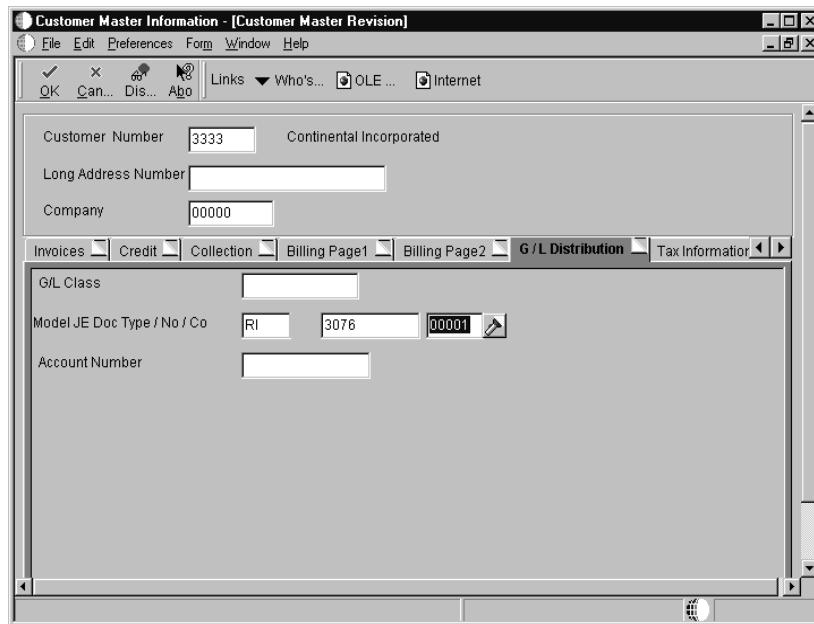
- *Setting Up Policies* for information about setting up policies

► To enter G/L distribution information

When you create a customer record, you can enter G/L distribution information. The system uses this information as the default G/L distribution when you enter an invoice for the customer.

1. On Customer Master Revision, click the G/L Distribution tab.

Accounts Receivable



2. Complete the following optional field:
 - G/L Class
3. Complete either of the following optional fields:
 - Model JE Doc Ty/No/Co (Type/Number/Company)
 - Account Number
4. To enter tax information, click the Tax Information tab.

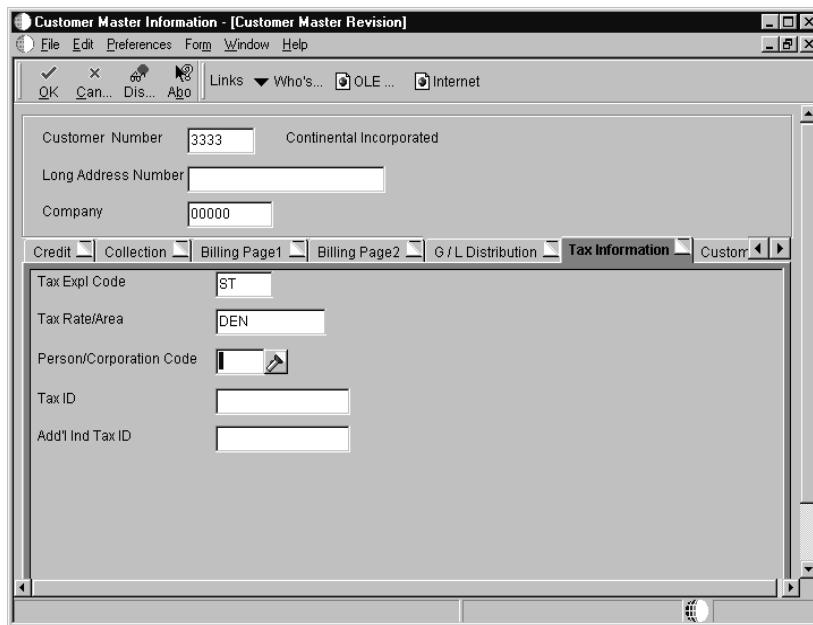
Field	Explanation
G/L Class	<p>A code that determines the A/R account (class) that will be the offset when you post invoices. The code you enter in this field can be alphanumeric or can match the object code of the G/L account number. The following is an example:</p>
	Blank:
	Trade Accounts Receivable
	TRAD or 1210:
	<p>Trade Accounts Receivable EMP or 1220 Employee Receivables (Use class codes as the exception to the trade account.) If you leave this field blank during entry, the system uses AAI item RC____ for the company.</p>
	<p>The value you enter in the G/L Class field replaces the default G/L Class (RCUC) when you specify this in the processing options for Standard Receipts and Drafts Entry. You can override this value during receipts and drafts entry.</p>
	<p>Note: Do not use class code 9999. This is reserved for the post program and indicates that offsets should not be created.</p>
Model JE Doc Type / No / Co	<p>A code that identifies the type of model journal entry to use for a particular customer.</p>
	<p>..... <i>Form-specific information</i></p>
	<p>If you specify a model journal entry, do not specify a default expense account. Although the system allows you to do this, it will override the default expense account with the model journal entry.</p>
Account Number	<p>A field that identifies an account in the general ledger. You can use one of the following formats for account numbers:</p>
	<ul style="list-style-type: none"> • Standard account number (business unit.object.subsidiary or flexible format) • Third G/L number (maximum of 25 digits) • 8-digit short account ID number • Speed code
	<p>The first character of the account indicates the format of the account number. You define the account format in the General Accounting Constants program.</p>
	<p>..... <i>Form-specific information</i></p>
	<p>Do not specify a default expense account if you specify a model JE. Although the system allows you to do this, it overrides the default expense account. You would then need to delete the JE and enter the default expense account.</p>



To enter tax information

When you create a customer record, you can enter default tax information for the customer. The system uses this information to calculate taxes on invoices that you enter for the customer.

1. On Customer Master Revision, click the Tax Information tab.



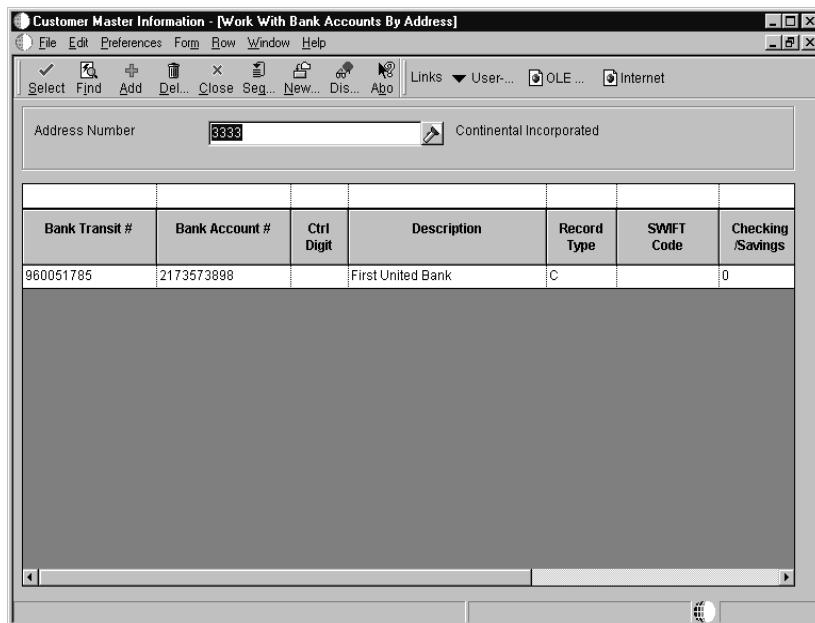
2. Complete the following fields:
 - Tax Expl Code
 - Tax Rate/Area
 - Person/Corporation Code
 - Add'l Ind Tax ID (Additional Individual Tax ID)
3. To save your customer record, click OK.

Field	Explanation
Tax Expl Code	<p>A user defined code (system 00/type EX) that controls how a tax is assessed and distributed to the general ledger revenue and expense accounts.</p> <p>Do not confuse this with the taxable, non-taxable code. A single invoice can have both taxable and non-taxable items. The entire invoice, however, must have one tax explanation code.</p> <p style="text-align: center;">..... <i>Form-specific information</i></p>
Tax Rate/Area	<p>The information that you specify is used as the default value when entering invoices. You can override this code during invoice entry. If you use Vertex, the system accepts the following GeoCode values: E (exempt) and S (sales tax).</p>
	<p>A code that identifies a tax or geographic area that has common tax rates and tax distribution. The tax rate/area must be defined to include the tax authorities (for example, state, county, city, rapid transit district, or province), and their rates. To be valid, a code must be set up in the Tax Rate/Area table (F4008).</p> <p>Typically, U.S. sales and use taxes require multiple tax authorities per tax rate/area, whereas value-added tax (VAT) requires only one simple rate.</p> <p>The system uses this code to properly calculate the tax amount.</p> <p style="text-align: center;">..... <i>Form-specific information</i></p>
	<p>The information that you specify is used as the default value when you enter invoices for the customer. You can override this code during invoice entry. If you use Vertex, the GeoCode appears in this field. The system retrieves the GeoCode based on the customer's city, state, and zip code.</p>

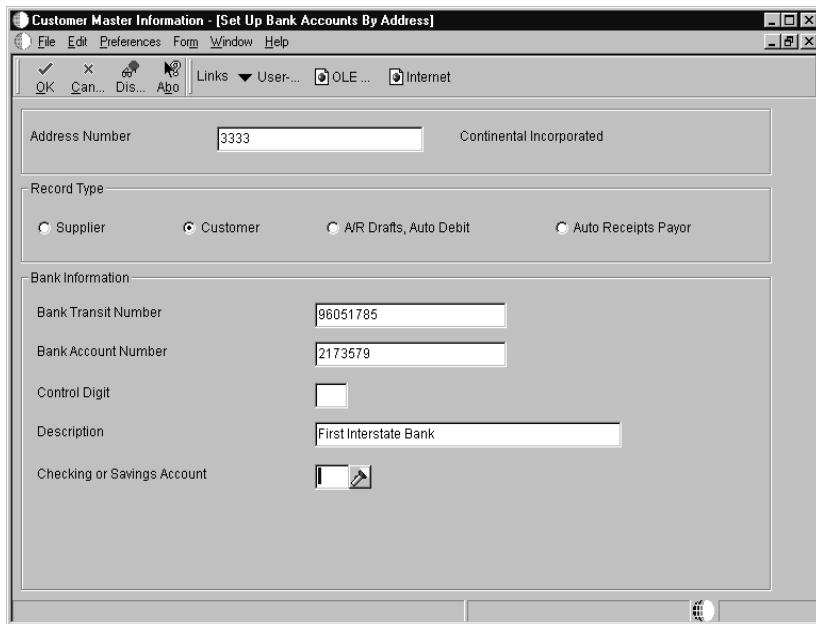
► To enter bank account information

When you create a customer record, you can enter default bank account information for the customer. The system uses this information to identify the customer's bank account when using a bank tape or Electronic Data Interchange (EDI) for receipt processing. The system associates the customers to the payment instrument and to the foreign or domestic currency.

1. On Customer Master Revision, from the Form menu, choose Bank Account.



2. On Work With Bank Accounts by Address, click Add.



3. On Set Up Bank Accounts by Address, complete the following field:
 - Address Number
4. Click the following option:
 - Customer
5. Complete the following fields:
 - Bank Transit Number
 - Bank Account Number
6. Complete the following optional fields and click OK:
 - Control Digit
 - Description
 - Checking or Savings Account

Field	Explanation
Bank Transit Number	<p>The routing and transit number for a particular bank account.</p> <p>The combination of account number and transit number must be unique.</p>
Bank Account Number	The bank account number for a company, customer, or supplier.
Control Digit	An optional field that allows you to enter a check digit for a bank account number. The check digit is not part of the key to the Bank Account table (F0030).

Field	Explanation
Checking or Savings Account	A code that indicates whether the account is a checking or savings account. This indicator is used during bank tape processing for automatic payments. Valid values are: blank Checking account 0 Checking account 1 Savings account

Processing Options for Customer Master Information (P03013)

Entry Tab

Use this processing option to specify whether the system displays the Tax ID field on the Customer Master Revision form. You can also indicate that the Tax ID field should be displayed as disabled (gray).

1. Tax ID

Use this processing option to specify whether to display the Tax ID field when you add a customer record. You can specify whether to disable this field. When you disable a field, the system displays it as gray and the user cannot enter data into it.

- Blank Display this field.
- 1 Hide this field.
- 2 Disable this field.

Defaults Tab

Use the Defaults processing options to establish default search types and currency codes for the Customer Master Information form.

1. Search Type

Use this processing option to specify the default value that is used in the Search Type field on the Work with Customer Master form. Use the Visual Assist for a list of valid search types. If you leave this processing option blank, the system uses an asterisk (*) as the default value. The asterisk instructs the system to locate all Address Book records.

2. Amount Currency Code

Use this processing option to specify the default value to use for the Amount Currency Code. Use the Visual Assist for a list of currency codes. If this processing option is left blank, and the corresponding field on the Customer

Master Revision form is blank, when you click OK the system uses the default value from the company associated with the Security Business Unit in the Address Book.

This field is displayed only if multi-currency is activated in the General Accounting Constants.

Version Tab

Use this processing option to enter the version of the Customer Master Business Function that you wish to use.

1. Customer Master MBF (P0100042)

Use this processing option to specify the version for the Customer Master MBF (Master Business Function). If you leave this processing option blank, the system uses the default version ZJDE0001.

Processing Options for Customer Master MBF (P0100042)

Outbound Tab

1. Transaction Type

Use this processing option to specify the transaction type when using the interoperability feature. If you leave this processing option blank, the system will not perform outbound interoperability processing. Use the visual assist to locate a list of transaction type codes.

2. Change Transaction Image

Use this processing option to specify whether you want the system to write a “before” image for a change transaction. A “before” image is the record written before the system makes the change. The “after” image is the record written after the change. Valid values are:

- Blank Write the “after” image.
- 1 Write the “before” and “after” images.

Default Tab

1. Default Category Codes

Use this processing Option to specify whether to use the category codes from Address Book as the default values for the Customer Master.

Locating Customer Records

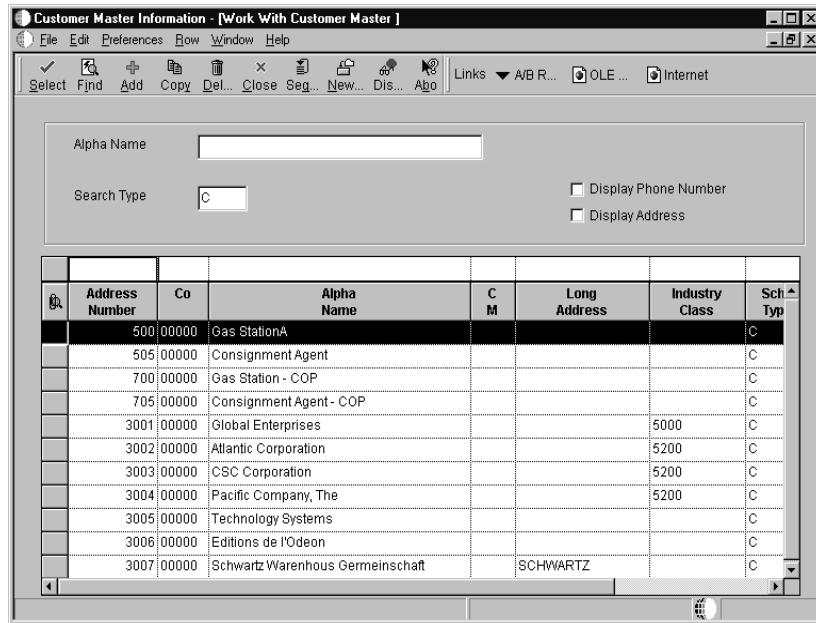
When entering or locating accounts receivable information for a customer, you can locate its customer number by specifying:

- Alpha name
- Search type

This information is stored in the Address Book Master table (F0101).

► To locate a customer record

From the Customer Invoice Entry menu (G03B11), choose Customer Master Information.



On Work With Customer Master, complete one or both of the following fields and click Find:

- Alpha Name
- Search Type

Field	Explanation														
Search Type	<p>A user defined code (01/ST) that identifies the kind of address book record you want the system to select when you search for a name or message. For example:</p> <table><tbody><tr><td>E</td><td>Employees</td></tr><tr><td>X</td><td>Ex-employees</td></tr><tr><td>V</td><td>Suppliers</td></tr><tr><td>C</td><td>Customers</td></tr><tr><td>P</td><td>Prospects</td></tr><tr><td>M</td><td>Mail distribution lists</td></tr><tr><td>T</td><td>Tax authority</td></tr></tbody></table> <p>..... <i>Form-specific information</i></p> <p>Placing security on search types might restrict you from viewing certain records. When security is active, a code is required in this field.</p>	E	Employees	X	Ex-employees	V	Suppliers	C	Customers	P	Prospects	M	Mail distribution lists	T	Tax authority
E	Employees														
X	Ex-employees														
V	Suppliers														
C	Customers														
P	Prospects														
M	Mail distribution lists														
T	Tax authority														

See Also

- *Locating Existing Address Book Records by Word Search* in the *Address Book Guide*
- *Creating Customer Records* for information about changing and deleting customer records

Processing Options for Locating Customer Records

Entry

1. Enter a '1' to suppress the Tax ID Field. If left blank, the Tax ID field will appear on the form.

Tax ID _____

2. Enter a '1' to automatically display the following forms on an add.

Category Codes
Bank Information
Billing Instructions

Default

3. Enter the Search Type value for customer. Default is 'C'.

Search Type _____

Audit

4. Enter a '1' to utilize the Audit Log File (F0101A). Currently not available.

Audit Log File _____

Currency

5. Enter the default Amount Currency Code. If blank, default comes from the Company associated with the Security Business Unit in Address Book.

Currency Code - A/B Amounts _____

Invoice Processing

Effective management of invoice processing is fundamental to your accounts receivable department. Typically, you create an invoice before you receive payment from the customer. Most invoices are generated from other systems, such as Sales Order Processing. However, at times you will need to enter and revise invoices for your customers.

Invoice processing consists of the following topics:

- Understanding A/R batch control
- Understanding G/L date warnings
- Working with standard invoices
- Working with recurring invoices
- Entering speed invoices
- Working with model journal entries
- Reviewing and approving invoices
- Understanding the post process for invoices
- Posting invoices
- Revising posted invoices
- Printing invoice journal information
- Working with customer ledger information
- Working with speed status change

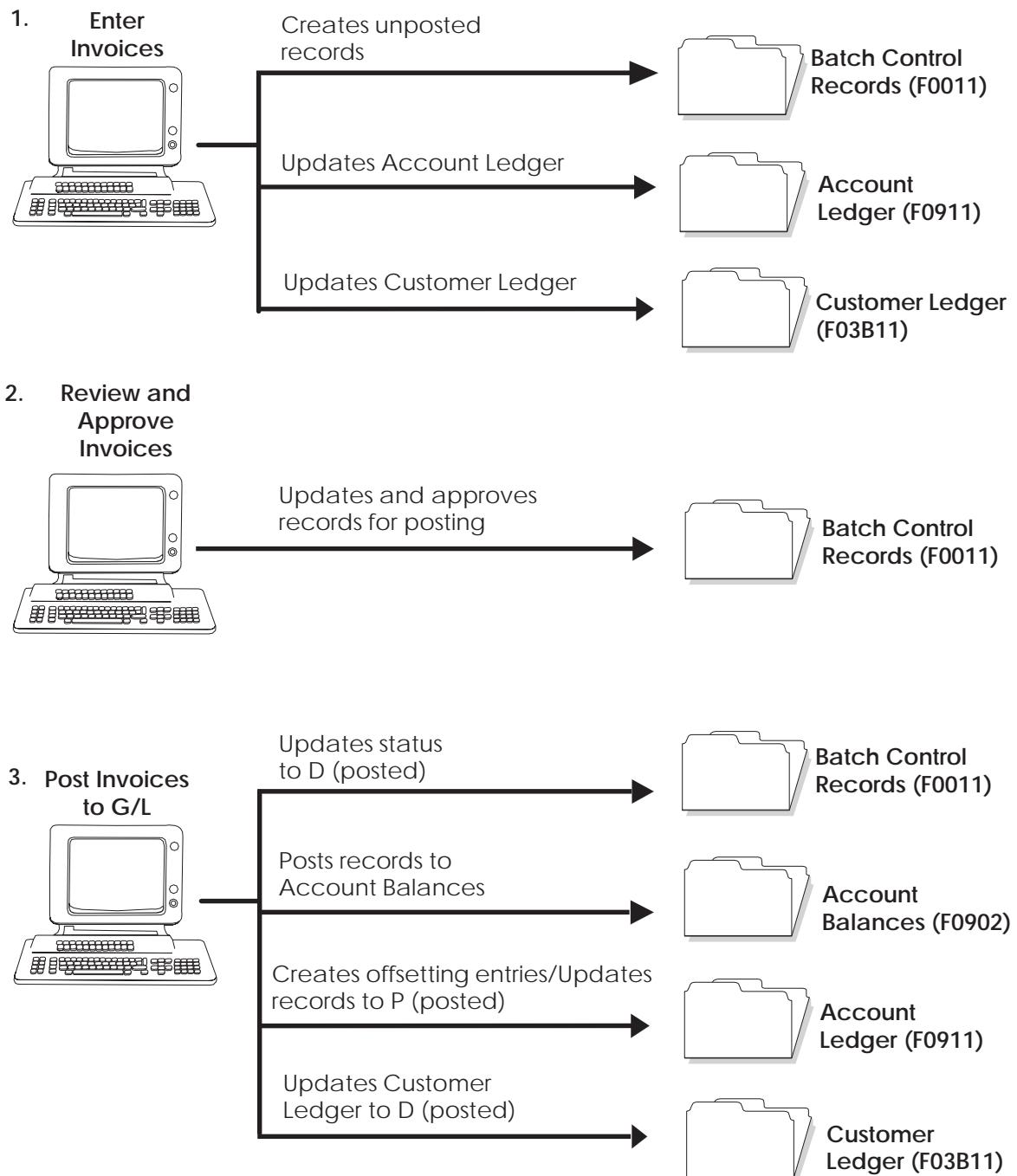
Invoice processing is one example of three-tier processing. All J.D. Edwards systems use three-tier processing to manage batches of transactions. The term *three-tier* refers to the following standard steps:

1. Enter transactions, such as invoices, receipts, and drafts.
2. Review and approve transactions for posting.
3. Post transactions to the general ledger.



Accounts Receivable

The following graphic illustrates the concept of three-tier processing:



What Are the Methods of Invoice Entry?

Depending on your needs, you can enter invoices using the following methods:

- Standard invoice entry. This method provides the most flexibility and options.
- Speed invoice entry. This method provides less flexibility and fewer options than standard invoice entry. However, it provides a quicker way of entering invoice and general ledger information.

Which Method of Invoice Entry Should You Use?

To help determine which method of invoice entry you should use, consider the following advantages and limitations of standard and speed invoice entry:

Standard invoice entry advantages	You can:
	<ul style="list-style-type: none">• Create installment payments• Use multiple pay items• Set up recurring invoices• Modify, delete, and void invoices• Utilize and create model journal entries• Override the G/L offset
Standard invoice entry limitations	You cannot:
	<ul style="list-style-type: none">• Enter invoices as quickly because you use two forms to enter invoice and G/L distribution information
Speed invoice entry advantages	You can:
	<ul style="list-style-type: none">• Use one entry program to enter both invoice and accounting distribution information• Enter limited invoice information quickly
Speed invoice entry limitations	You cannot:
	<ul style="list-style-type: none">• Create installment payments• Modify, delete, or void invoices• Set up recurring invoices• Enter more than one pay item per invoice• Create or use model journal entries• Override the G/L offset

When Do You Review and Approve Invoices?

After you enter invoices, you can review and approve them before posting. You can:

- Review and approve invoice batches
- Review and revise individual invoices
- Review and revise associated journal entries

What Happens When You Post Invoices?

After you review and approve invoices, post them to the general ledger. When you submit a batch of invoices for posting, the system:

- Selects unposted, approved invoices and edits each transaction
- Creates automatic offsets to the A/R trade and tax accounts
- Posts accepted transactions to the Account Balances table (F0902)
- Marks the invoices as posted in the Customer Ledger (F03B11), Invoice Revisions (F03B112), and Account Ledger (F0911) tables
- Sends system messages to electronic mail
- Prints a general ledger report, a post detail error report, or both

When Do You Set Up a Recurring Invoice?

If you have a customer that you repeatedly bill for a specific amount, such as a service or lease agreement, set up a recurring invoice. You specify the frequency and the number of payments when you enter the original invoice.

What Is Customer Ledger Information?

As part of your A/R activities, you might need to review the transaction history of a customer. Customer ledger information provides:

- A comprehensive audit trail of a transaction
- Open amounts remaining on an invoice
- The pay status and posting status of an invoice
- Invoice detail and associated journal entry information
- The result of applying receipts to customers or invoices

The Customer Ledger Inquiry form is fundamental to the in-depth analysis of accounts receivable information. In addition to being the entry point to the standard invoice entry method, it enables you to review and access the details associated with each transaction.

Understanding A/R Batch Control

Before entering invoices, you can activate batch control to help manage your invoice entry process. When you activate batch control for a company, the system will use batch control for all companies.

Why Would You Activate Batch Control?

The batch control feature allows you to quickly determine whether your invoices and receipts are correctly entered. Use batch control to verify that the batch of invoices you enter into the system balances to a manual record of the batch. Instead of reviewing each transaction individually, an A/R supervisor can determine at a glance whether the total amount and number of entered items requires further review.

You activate batch control in the Accounts Receivable constants by clicking the appropriate option. Batch control information is stored in the Batch Control table (F0011).

When Do You Use Batch Control?

If you click the Batch Control Required option on A/R Constants, the system displays a form that you use to enter balancing information about your invoices before you actually enter them. If the amount entered differs from the amount expected, the system does not prevent you from posting the batch. When you enter the information, the system compares the control totals with the actual totals you entered for the batch. If the totals are not the same, the Batch Review form displays the difference.

The Amount column is used for multiple currencies with different decimal positions. The Amount column does not represent decimal precision. A batch might contain multiple currencies with different decimal positions. You can set up the decimal position for transactions in the Data Dictionary.

After you enter invoices, if the process of closing the batch has not yet completed, the system displays the Notify form. To see whether the batch has closed, click Retry. If the process of closing the batch has completed, the system displays the Batch Control form. To bypass the Batch Control form, click Cancel.

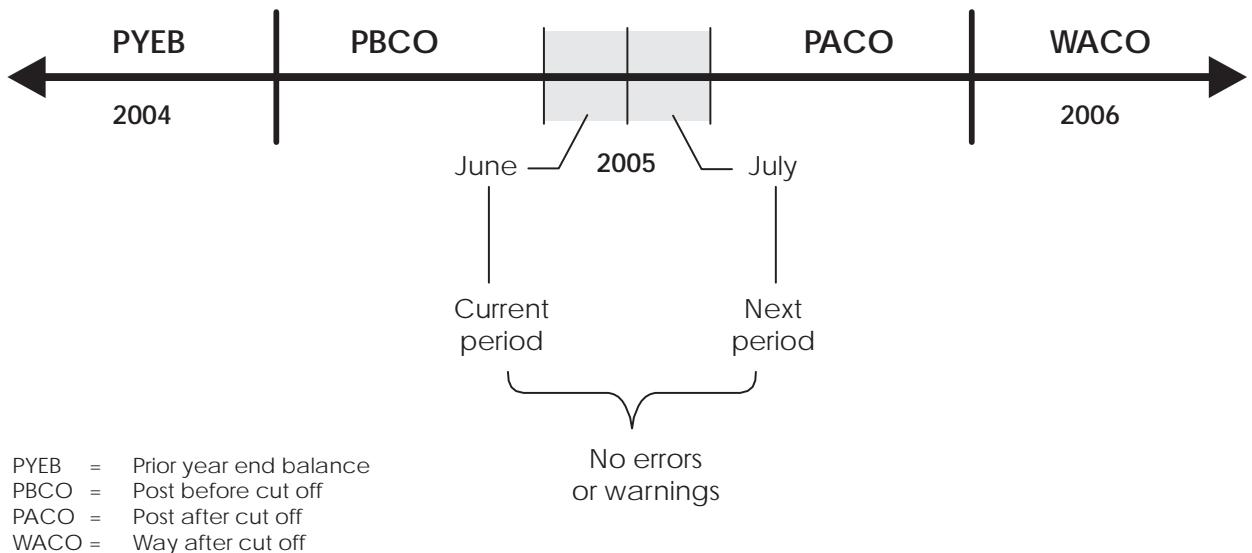
See Also

- *Setting Up A/R Constants*

Understanding G/L Date Warnings

If the General Accounting Company Constants is set with the current period equal to 06, and you enter an invoice, the system edits its G/L date against the open period in the company constants. If you enter an invoice with a G/L date that is not in the current or next accounting period, you get a warning or an error message.

In the example below, if you entered transactions to periods 06 and 07 (June and July), you would *not* get a warning or an error message. This is known as a “two-period” window.



What Are the Warning and Error Messages You Might Receive?

The following table lists the types of warning and error messages you receive when you enter a transaction outside the two-period window. These messages appear based on how you set your general accounting constants.

PYEB – Prior Year-End Balance	Reason: You entered a G/L date in a prior year. Result: You get an error message. The system does not accept the entry.
PBCO – Post Before Cut Off	Reason: You entered a G/L date prior to the current period. Result: You get either a warning or an error message, depending on your general accounting constants. If you want to change voucher or invoice information in a previous period, based on the G/L date, you must activate the PBCO feature. Otherwise, the system issues an error message and allows you to enter information into the current period only.
PACO – Post After Cut Off	Reason: You entered a G/L date that is after the two-period window. Result: You get either a warning or an error message, depending on how you set up your fiscal date patterns. If your fiscal date pattern is not set up for the full year, you get an error message. If it is set up for the full year, you get a warning.
WACO – Way After Cut Off	Reason: You entered a G/L date in a future year. Result: You get either a warning or an error message, depending on how you set up your fiscal date patterns.

See Also

- *Setting Up Fiscal Date Patterns* in the *General Accounting Guide*
- *Setting Up Constants for General Accounting* in the *General Accounting Guide*

Working with Standard Invoices

Standard invoice entry provides the features and flexibility that you need to enter invoices for your customers. When you need to change, delete, or void an invoice, use standard invoice entry. If you routinely distribute invoices to multiple G/L accounts, you can set up a journal entry to use as a model.

In addition to entering basic information for a standard invoice, you can enter and revise other types of information. For example, you might want to enter an invoice for multiple line items with different due dates or tax information.

Working with standard invoices consists of the following tasks and topics:

- Entering standard invoices
- Adding attachments to invoices
- Entering invoices with discounts
- Entering split invoice payments
- Entering installment invoice payments
- Entering credit memos
- Entering invoices with taxes
- Entering multicurrency invoices
- Locating invoices
- Revising unposted invoices
- Invoice Entry Master Business Function

Before You Begin

- Set up customer master records. See *Creating Customer Records*.
- Set the appropriate processing options for the following:
 - Customer Ledger Inquiry (P03B2002)
 - Standard Invoice Entry (P03B11)

- Invoice Entry Master Business Function (P03B0011)
- Journal Entry Master Business Function (P0900049)

Set up AAI items Receivables Class (RC). See *Understanding AAIs for A/R*.

Entering Standard Invoices

You must create an invoice to bill a customer for goods or services. You create an invoice by entering information about how you will process the invoice for receipt or allow the system to enter this information from the customer record.

After you enter information that is specific to the invoice, you enter the G/L distribution information. You typically enter a credit to a revenue account. When you post the invoice, the system debits the offset to an A/R Trade account that you specify in the AAIs.

Entering standard invoices consists of:

- Entering basic invoice information
- Entering additional invoice information (optional)
- Entering G/L distribution information

The system assigns a batch type of IB to invoices. When you enter a standard invoice, the system marks it as unposted and adds it to the Customer Ledger and Account Ledger tables. When you post it, the system updates the Account Balances table (F0902) and marks the invoice as posted in the following tables:

- Customer Ledger (F03B11)
- Invoice Revisions (F03B112), if revisions exist
- Account Ledger table (F0911)
- Batch Header (F0011)

The system assigns the document type that you specify in the processing options for the Master Business Function (P03B0011). Generally, an invoice is assigned a document type of RI.

Related Information

Creating a customer record

You can create a customer record when you enter invoice information. To do so, choose Customer Master from the Form menu on the Standard Invoice Entry form. Then, follow the steps to enter a customer.

See *Creating Customer Records*.

Multiple-currency intercompany settlements

You can enter domestic and foreign invoices with distributions to multiple companies. To do so, activate the Allow Multi-currency Intercompany Transactions option in the General Accounting Constants.

See *Setting Up Intercompany Settlements* in the *General Accounting Guide* for more information about Intercompany Settlements.

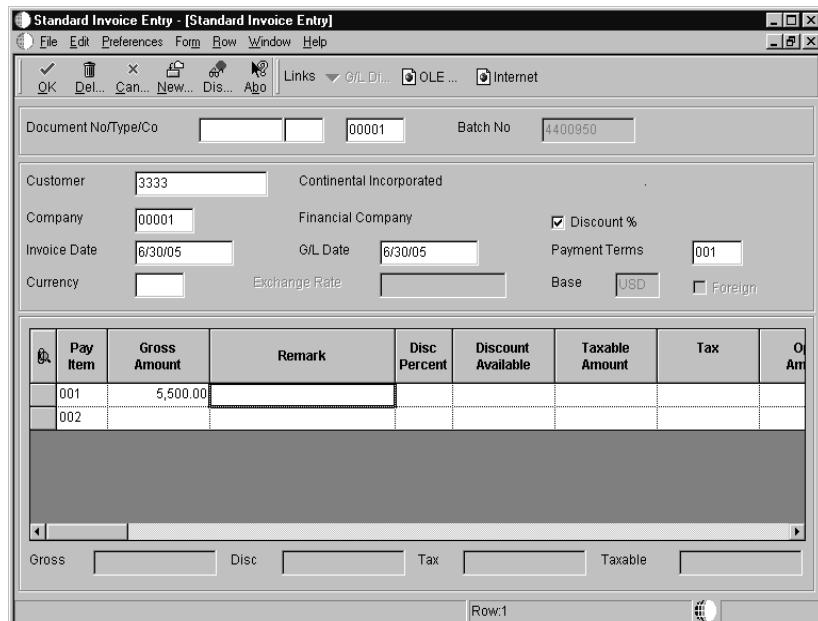
See Also

- *Entering Basic Journal Entries* in the *General Accounting Guide*

► To enter basic invoice information

From the Customer Invoice Entry menu (G03B11), choose Standard Invoice Entry.

1. On Work With Customer Ledger Inquiry, click Add.



2. On Standard Invoice Entry, complete the following optional fields in the header area:

- Document No/Type/Co (Number/Type/Company)

After you enter an invoice, the system displays the assigned document type and document number. You can use this as reference information to facilitate locating and reviewing an invoice.

3. Complete the following fields in the header area:

- Customer
- Company
- Invoice Date
- G/L Date

4. Complete the following optional field:

- Payment Terms

5. In the detail area, complete the following required field:

- Gross Amount

You cannot enter or change the open amount in the detail area of Standard Invoice Entry. The system automatically calculates it for you. However, if you change the gross amount the system recalculates the open amount when you move to the next pay item or click OK.

6. In the detail area, complete the following optional fields for each pay item, and click OK:

- Remark
- Due Date
- Pay Status Code (PS)
- Purchase Order (if you set the appropriate processing option)
- G/L Offset

7. After you complete these steps, click OK to enter G/L distribution information.

If an error occurs during entry, the system highlights the first field that is in error. To view the error, choose Display Error from the Help menu.

Field	Explanation
Document No/Type/Co	<p>A number that identifies the original document, such as a voucher, invoice, unapplied cash, journal entry, and so on. On entry forms, you can assign the original document number or let the system assign it through Next Numbers.</p>
	<p>Matching document (DOCM) numbers identify related documents in the Accounts Receivable and Accounts Payable systems. Examples:</p>
	<ul style="list-style-type: none"> • Automated/Manual Payment <ul style="list-style-type: none"> Original document – Voucher Matching document – Payment • A/R Original Invoice <ul style="list-style-type: none"> Original document – Invoice • Receipt Application <ul style="list-style-type: none"> Original document – Invoice Matching document – Receipt • Credit Memo/Adjustment <ul style="list-style-type: none"> Original document – Invoice Matching document – Credit Memo • Unapplied Receipt <ul style="list-style-type: none"> Original document – Receipt
Customer	<p>A user defined name or number that is unique to the address book number. You can use this field to enter and locate information. You can use it to cross-reference the supplier to a Dun & Bradstreet number, a lease number, or other reference.</p>
Company	<p>A code that identifies a specific organization, fund, entity, and so on. The company code must already exist in the Company Constants table (F0010) and must identify a reporting entity that has a complete balance sheet. At this level, you can have intercompany transactions.</p>
	<p>NOTE: You can use Company 00000 for default values, such as dates and automatic accounting instructions (AAIs). You cannot use Company 00000 for transaction entries.</p>
Invoice Date	<p>The date of the invoice. This can be either the date of the supplier's invoice to you or the date of your invoice to a customer.</p>
G/L Date	<p>A date that identifies the financial period to which the transaction will be posted. The company constants table for general accounting specifies the date range for each financial period. You can have up to 14 periods. Generally, period 14 is used for audit adjustments.</p>

Field	Explanation
Gross Amount	<p>The gross amount of an invoice or voucher pay item, including tax. The total amount for a voucher or invoice is the accumulation of the open pay items. The accounting distributions must balance to the gross amount less recoverable VAT.</p> <p style="text-align: center;">..... <i>Form-specific information</i></p> <p>The total gross amount of all pay items must equal the invoice amount.</p> <p>The gross amount includes the original invoice amount. If you make a payment or a revision, this amount is reflected in the open amount. The gross amount total changes if you change the invoice amount, but it does not change with the entry of a payment, revision, and so on.</p>
Remark	<p>A generic field that you use for a remark, description, name, or address.</p> <p style="text-align: center;">..... <i>Form-specific information</i></p> <p>The system uses the remark entered here as the remark in the Explanation Remark field on the G/L Distribution form.</p>
Due Date	<p>The date the net payment is due (accounts receivable). In accounts payable, this date is either the discount date or the net due date, depending on what you entered or how you set up your payment terms.</p> <p>If you leave this field blank during invoice entry or voucher entry, the system calculates the due date using the invoice date and the payment terms code. If you leave the Payment Terms field blank, the system calculates them based on the payment terms you specified for the customer on Customer Master Revision or for the supplier on Supplier Master Revision.</p>

Field	Explanation
PS	<p>A user defined code (00/PS) that indicates the current payment status for a voucher or an invoice.</p> <p>Valid codes are:</p> <ul style="list-style-type: none"> % Withholding applies # Check between written A Approved for payment, but not yet paid. This applies to vouchers and automatic cash applications C Credit pending D Draft accepted E Draft – expired not collected G Draft deposited not due H Hold pending approval N Need tax exemption certificate O Owner payment P Paid. The voucher or invoice is paid in full R Retainage S Balance forward summarized T Disputed taxes V Held/variance in receipt match X Draft receipt voucher Z Selected/payment pending
	<p>..... <i>Form-specific information</i></p>

You cannot change the pay status to P (paid) or # (payment in-process). If the invoice being entered has a gross amount of zero, the system uses a pay status of P as the default value.

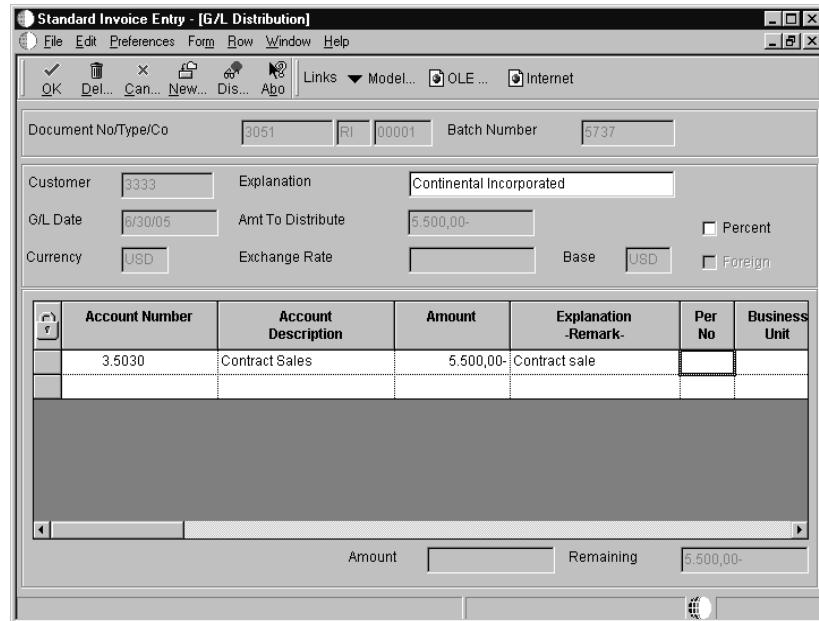
If you leave this field blank, the system uses the default value specified in the processing options for Invoice Entry Master Business Function (P03B0011).

Purchase Order	<p>A document that authorizes the delivery of specified merchandise or the rendering of certain services.</p>
----------------	---

Field	Explanation
G/L Offset	<p>The table of Automatic Accounting Instruction accounts that allows you to predefine classes of automatic offset accounts for Accounts Payable, Accounts Receivable, and other systems.</p> <p>G/L offsets might be assigned as follows:</p> <ul style="list-style-type: none"> • Blank or 1210– Trade Accounts Receivable • RETN or 1220 – Retainages Receivable • EMP or 1230 – Employee Accounts Receivable • JIB or 1240 – JIB Receivable (See A/R Class Code – ARC) • Blank or 4110 – Trade Accounts Payable • RETN or 4120 – Retainage Payable • OTHR or 4230 – Other Accounts Payable (See A/P Class code – APC) <p>If you leave this field blank during data entry, the system uses the default value from the Customer Master by Line of Business table (F03012) or the Supplier Master table (F0401). The post program uses the G/L Offset class to create automatic offset entries.</p> <p>NOTE: Do not use code 9999. It is reserved for the post program and indicates that offsets should not be created.</p>

► To enter G/L distribution information

After you enter invoice information, enter the detail lines that distribute the invoice amount to your G/L accounts.



C	Account Number	Account Description	Amount	Explanation -Remark-	Per No	Business Unit
	3.5030	Contract Sales	5.500,00	Contract sale		

1. On GL Distribution, in the detail area, complete the following fields for each G/L distribution:
 - Account Number
 - Amount (as a credit)
2. Complete the following optional field, and click OK:
 - Explanation –Remark–

Before you click OK when entering the G/L distribution of an invoice, the Remaining Amount field must be blank. Otherwise, the system will issue an error and the invoice will not be accepted.

Field	Explanation
Account Number	<p>A field that identifies an account in the general ledger. You can use one of the following formats for account numbers:</p> <ul style="list-style-type: none"> • Standard account number (business unit.object.subsidiary or flexible format) • Third G/L number (maximum of 25 digits) • 8-digit short account ID number • Speed code <p>The first character of the account indicates the format of the account number. You define the account format in the General Accounting Constants program.</p>
Amount	<p>A number that identifies the actual amount. Enter debits with no sign or a plus sign. Enter credits with a minus sign either before or after the amount. You can use decimals, dollar signs, and commas. The system ignores nonsignificant symbols.</p>
Explanation –Remark–	<p>A name or remark that describes an element in the J.D. Edwards systems.</p> <p style="text-align: center;">..... <i>Form-specific information</i></p> <p>For G/L distribution, the system populates this field with the information entered in the Remark field in the first pay item line in the detail area on Standard Invoice Entry.</p>

Technical Considerations

Default information

If you specify a default revenue account or a model journal entry in the customer master record, the system uses this information as the default revenue account in the detail area of the Invoice Entry - GL Distribution form. The total invoice amount appears as a credit in the Amount field. If necessary, you can override any of this information.

Creating multiple G/L distributions as a percent

To create multiple G/L distribution amounts as a percent, click the Percent option in the header of Invoice Entry - G/L Distribution. Then, specify the percentage you want to distribute in the % (Percentage) field in the grid. The system calculates the amount. The total of all distribution lines must equal 100%.

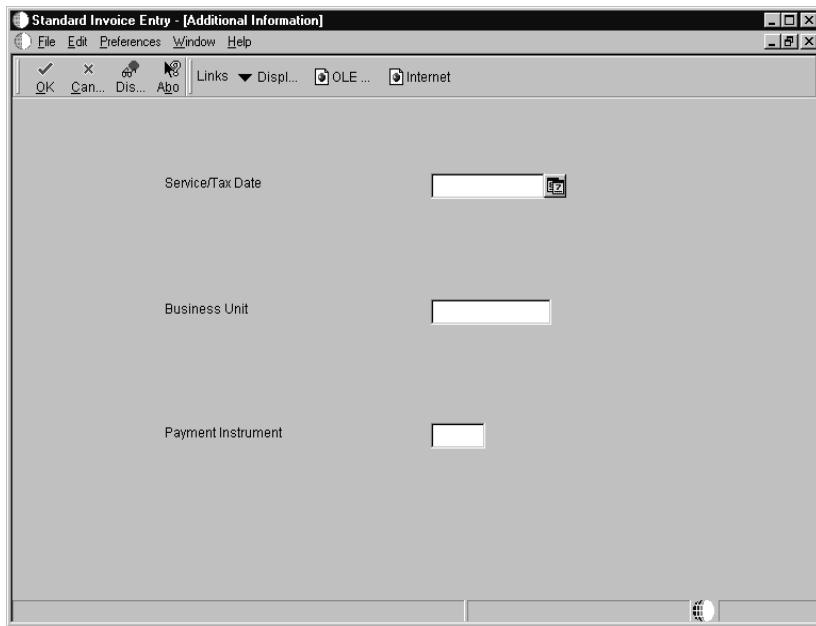
Enter the percent as a whole number. For example, 25 percent should be entered as 25.0, not .25.



To enter additional invoice information

After you enter basic invoice information, you can enter additional information to override information such as the service/tax date or the payment instrument that is assigned to the customer.

1. On Standard Invoice Entry, enter invoice information and choose Additional Information from the Form menu.



2. On Additional Information, complete the following optional fields and click OK:

- Service/Tax Date
- Business Unit
- Payment Instrument

Field	Explanation
Service/Tax Date	A date that indicates when you purchased the goods or services, or when you incurred the tax liability. Generally, when you leave this field blank, the system uses the G/L date you specified.
Business Unit	<p>An alphanumeric field that identifies a separate entity within a business for which you want to track costs. For example, a business unit might be a warehouse location, job, project, work center, branch, or plant.</p> <p>You can assign a business unit to a voucher, invoice, fixed asset, employee, and so on, for purposes of responsibility reporting. For example, the system provides reports of open accounts payable and accounts receivable by business units to track equipment by responsible department.</p> <p>Security for this field can prevent you from locating business units for which you have no authority.</p> <p>Note: The system uses the job number for journal entries if you do not enter a value in the AAI table.</p>

Field	Explanation
Payment Instrument	The user defined code (00/PY) that specifies how payments are made by the customer. For example: C Check D Draft T Electronic funds transfer

To review, change, delete, or void an invoice, you must first locate it. You can limit your search by defining:

- Standard invoice criteria, such as a customer number or invoice number
- Detailed invoice criteria, such as a date range, a specific invoice date, or a G/L date

Adding Attachments to Invoices

When you are updating or inquiring on an invoice or G/L distribution information, you can add an attachment. You can add attachments to pay items on Work with Customer Ledger Inquiry or on Standard Invoice Entry, or to G/L entries on Invoice Entry – G/L Distribution. These attachments are for internal reference only and do not appear on reports, invoices, or statements. For example, you might enter customer instructions that regard invoice revisions or voids.

The types of attachments are:

- Text
- Image
- OLE

After you add the attachment, the system displays a paperclip icon on the pay item line as follows:

- On the Work With Customer Ledger Inquiry and Standard Invoice Entry forms when you add an attachment to the pay item
- On the Invoice Entry – G/L Distribution form when you add an attachment to a G/L line



To add an attachment to an invoice

From the Customer Invoice Entry menu (G03B11), choose Standard Invoice Entry.

You can add an attachment to an entire invoice only if the invoice is in summarized mode.

1. On Work With Customer Ledger Inquiry, locate the pay item.
2. From the Row menu, choose Attachments.
3. On Media Objects, from the File menu, choose Add and then one of the following options:
 - Text
 - Image
 - OLE
4. Attach the object or enter the text.
5. Choose Save and Exit from the File menu.

Note: You can perform similar steps on the Standard Invoice Entry form or the Invoice Entry – G/L Distribution form.

See Also

- *Locating Invoices*

Entering Invoices with Discounts

You might offer discounts to your customers as an incentive for early payment of their invoices. When you enter an invoice with a discount, the system calculates the discount and net due dates according to the payment terms assigned to the invoice. You can change the discount before you receive payment by:

- Changing the discount amount or payment terms during invoice entry
- Overriding the discount amount during receipts entry
- Overriding the discount amount when you update an invoice for payment

The system creates the associated journal entries for the discount amount when you receive and post the payment.

Entering Discounts

Three methods are available for entering discounts:

- Using payment terms. You enter an invoice, specifying the payment terms. The system calculates the discount available and due date from the payment terms. If you want to override the discount amount to zero, you must establish a payment term that does not calculate a discount, then use that payment term on the Standard Invoice Entry form.
- Entering a discount amount. You enter an invoice, specifying the discount available and, optionally, a net due date.
- Entering a discount percentage. You enter an invoice, specifying the discount percentage and, optionally, a net due date.

If you change a discount field for an invoice, remove the system-calculated information. For example, if you change the Payment Terms field to calculate a new discount, clear the following fields:

- Discount Available
- Discount Due Date
- Net Due Date

If you clear the payment terms but not the other discount fields, the system will not recalculate the discount information.

Before You Begin

- Verify that AAI item RKD (Discounts Taken) is set up correctly.

To enter invoices with discounts

From the Customer Invoice Entry menu (G03B11), choose Standard Invoice Entry.

1. On Work With Customer Ledger Inquiry, click Add.
2. On Standard Invoice Entry, follow the steps to enter invoice information.

The screenshot shows the 'Customer Ledger Inquiry' window. At the top, there are search and navigation buttons like Select, Find, Add, and Close. Below that is a toolbar with icons for Print, Copy, Paste, and others. The main area has several search fields: Customer (3333), Parent (3004), Invoice No From (*), Thru (*), Date From, Thru, As Of Date, and checkboxes for Recurring Invoice and Summarize. A large grid table below lists invoices with columns for Document Number, Doc Type, Doc Co, Pay Item, Invoice Date, Gross Amount, Open Amount, Discount Available, and Discount Taken. The grid contains the following data:

	Document Number	Doc Type	Doc Co	Pay Item	Invoice Date	Gross Amount	Open Amount	Discount Available	Discount Taken
7	RB	00001	001		6/5/05	39.00	39.00		
9000	RB	00001	001		6/16/05	37.71	37.71		
9001	RB	00001	001		6/16/05	.25	.25		
12	RI	00070	001		6/5/05	15.24	15.24	.15	.15
1007	RI	00001	001		4/1/05	4,750.00			47.50

3. Complete the following optional field:

- Discount %

The system automatically chooses the Discount % option when you enter an invoice. It calculates the discount available amount when you specify a percentage in the detail area on Standard Invoice Entry. You enter the discount percentage as a decimal. For example, you enter a 2 percent discount as .02.

You can override the calculated amount by specifying a different amount in the Discount Available field.

4. Complete the following field, if necessary:

- Payment Terms

If you want to override the discount to zero, you must set up a payment term that does not calculate discounts.

5. In the detail area, complete one of the following fields:

- Discount % – Payment Terms
- Discount Available

6. Complete the following optional fields, and click OK:

- Due Date
- Discount Due Date

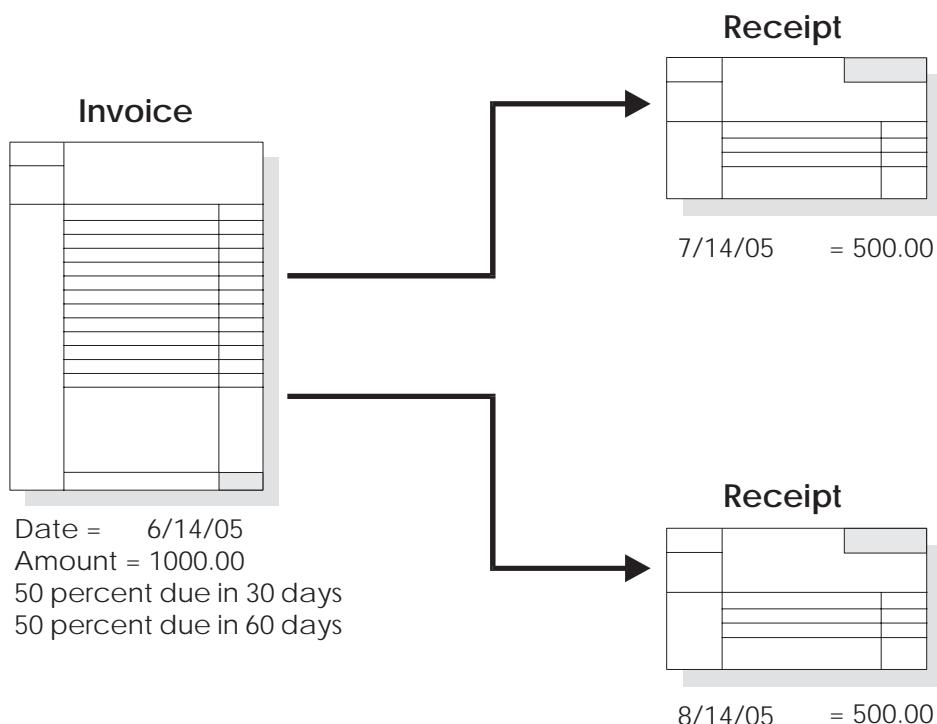
7. Complete the necessary G/L distribution information.

Field	Explanation
Disc Percent	<p>The percent of the total invoice that you will discount if the invoice is paid within the discount period. You enter the discount percent as a decimal, for example, a 2 percent discount is .02.</p>
Discount Available	<p>The amount of the discount available as opposed to the amount of the discount actually taken. If the supplier's invoice specifies a discount available, type that amount. If not, do one of the following:</p> <ul style="list-style-type: none"> • Compute the amount manually and type it in the field. • Leave the field blank. The system calculates the amount based on the payment terms specified in the address book. • Type a zero (0) to override the address book value and indicate that a discount is not applicable (WorldSoftware only). <p>NOTE: If the discount is to be calculated automatically, take care in determining the amount available for discount. Usually, freight, sales taxes, and labor included in the gross amount do not qualify for discounts. If this is the case, separate these pay items to ensure that the discount is calculated correctly.</p>
Discount Due Date	<p>The date that the invoice or voucher is due in order to receive the discount.</p> <p>If you leave this field blank during invoice or voucher entry, the system calculates the due date using the invoice date and the payment terms code. If there is no discount, the net due date populates this field.</p> <p>The value shown in this field is calculated by the system when you add a voucher. The system calculates the net due date based on the invoice date and the payment terms code, or the discount due date if one is entered manually. If you leave the Payment Terms field blank, the system calculates the net due date and discount due date based on the payment terms you specified for the supplier on the Supplier Master Revision form.</p>

Entering Split Invoice Payments

You can allow a customer to pay an invoice in equal installments or regular intervals. For example, you might require that a customer pay half an invoice amount when the order is placed and pay the remaining amount when the service is complete or when goods are shipped. To do this, enter a split invoice payment.

The system splits the invoice into equal amounts to be paid at regular intervals according to the payment terms set up for the customer. You can change the payment terms and amounts before payment is received. The system calculates the net due date based on the payment terms that you specify.



Before You Begin

- Verify that the payment terms for split payments invoice are set up correctly. See *Setting Up Payment Terms*.



To enter split invoice payments

From the Customer Invoice Entry menu (G03B11), choose Standard Invoice Entry.

1. On Work With Customer Ledger Inquiry, click Add.
2. On Standard Invoice Entry, follow the steps to enter invoice information.
3. Complete the following field, and click OK:
 - Payment Terms

Choose a payment term that is established for split payments. When you enter the payment term, only one pay item appears. You do not see the invoice split until you enter the G/L distribution and locate the invoice again.

If you change the invoice amount, you must manually adjust the gross amounts for the pay items.

If you split an invoice with a discount, the total discount amount is applied to the first pay item. To apply the invoice to additional pay items, you must manually enter the appropriate discount amount.

4. Complete the necessary G/L distribution information.

Entering Installment Invoice Payments

Instead of requiring an invoice to be paid all at one time, you can arrange installment payments. You can set up installment payment terms to allow a customer to pay an invoice with multiple payments over a specified period of time.

Installment payments are similar to split payments, but allow you to set up equal or unequal payments with different discount percentages. You can also specify a different discount percent for each installment. The system calculates the due date of each installment based on the due date rule you assign to it.

The following describes two examples of installment payment terms:

Equal payments with a discount due date

You might set up five equal payments. Each payment includes a 10 percent discount if paid within the discount period that you defined in the discount due date rule.

The actual due date of the payment depends on the net due date rule that you set up.

Unequal payments with a discount due date

You might set up six payments. Five of the payments might be 15 percent of the invoice amount, and the sixth payment is 25 percent. Each payment might also include a 5 percent discount if paid within the discount period that you defined in the discount due date rule.

The actual due date of the payment depends on the net due date rule that you set up.

Before You Begin

- Verify that the payment terms for installment payments invoice are set up correctly. See *Setting Up Payment Terms*.

► To enter installment invoice payments

From the Customer Invoice Entry menu (G03B11), choose Standard Invoice Entry.

1. On Work With Customer Ledger Inquiry, click Add.
2. On Standard Invoice Entry, follow the steps to enter invoice information.
3. Complete the following field, and click OK:
 - Payment Terms

Choose a payment term that is established for installment payments. When you enter the payment term, only one pay item appears. You do not see the invoice installment until you enter the G/L distribution and locate the invoice again.

If you change the invoice amount, you must manually adjust the gross amounts for the pay items.

If you enter additional pay items to the invoice, you must manually enter the appropriate discount amount.

4. Complete the necessary G/L distribution information.

See Also

- *Setting Up Payment Terms*

Entering Credit Memos

When a customer is overcharged and you want the customer's statement to reflect the correction, enter a credit memo.

The system assigns the document type you specify in the processing options for the Master Business Function (P03B0011). Generally, a credit memo is assigned a document type RM.



To enter credit memos

From the Customer Invoice Entry menu (G03B11), choose Standard Invoice Entry.

1. On Work With Customer Ledger Inquiry, click Add.
2. On Standard Invoice Entry, follow the steps to enter a standard invoice, except enter a negative amount in the following field:
 - Gross Amount

Related Information

Due dates for credit memos

When you enter a credit memo, the net due date will equal the G/L date. The system ignores the payment terms when calculating due dates for credit memos.

Depending on the payment terms, the system calculates a negative discount in the Discount Available field. To remove the negative discount, clear the payment terms field and the Discount Available field before clicking OK.

See Also

- *Processing Options for Standard Invoice Entry*

Entering Invoices with Taxes

Enter tax information on an invoice to override the default tax information. Default information, which you specify in the customer master record, applies to an entire invoice or each associated pay item.

The system makes accounting entries for taxes when you post the invoice. AAI item RTyyyy points to the tax account. The system posts taxes to the appropriate accounts using AAI item RT and records tax pay items in the Sales/Use/VAT Tax table (F0018). You must set the processing option in the post correctly to perform this update. If you enter a tax amount, the system validates it based on the tolerance ranges you specify when you set up tax rules by company.

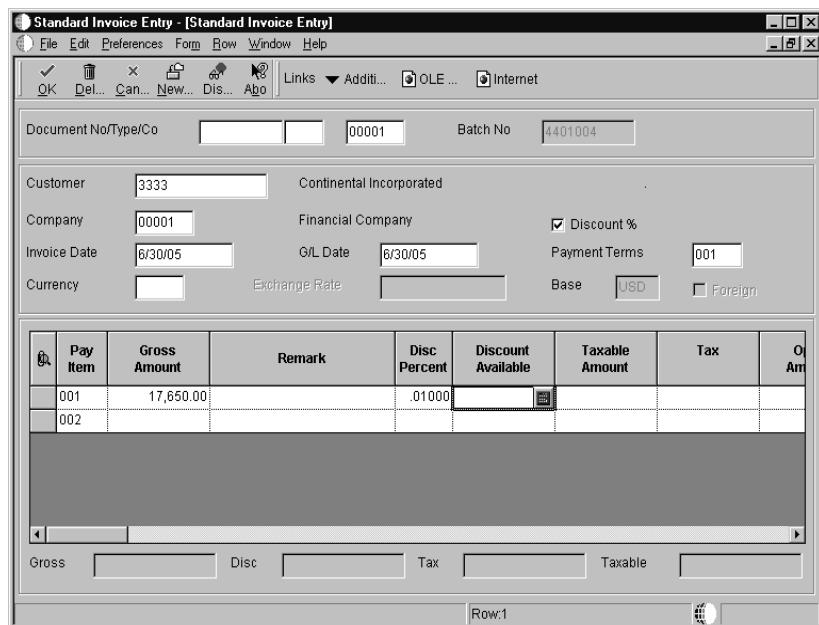
Before You Begin

- Set up the appropriate tax rates and areas.
- Set up AAI item RT (Accrued Sales or VAT tax).

► To enter an invoice with taxes

From the Customer Invoice Entry menu (G03B11), choose Standard Invoice Entry.

1. On Work With Customer Ledger Inquiry, click Add.



2. On Standard Invoice Entry, follow the steps to enter invoice information.

3. In the detail area, complete the following fields:

- Tax Area
- Tax Expl

4. Complete the following optional fields, and click OK:

- Taxable Amount

Amounts on a pay item are either taxable or nontaxable, but never both. You cannot specify nontaxable amounts, but for this purpose you can use a separate pay item and enter the nontaxable amount as a gross amount and a tax explanation code of Exempt, or some other appropriate code.

- Tax

You must change or clear the system-calculated information (tax amount and taxable amount) so that the system recalculates it.

When an invoice has multiple tax rates, you must change tax information for each pay item that differs from the default information.

5. Complete the necessary G/L distribution information and click OK.

Field	Explanation
Tax Area	A code that identifies a tax or geographic area that has common tax rates and tax distribution. The tax rate/area must be defined to include the tax authorities (for example, state, county, city, rapid transit district, or province), and their rates. To be valid, a code must be set up in the Tax Rate/Area table (F4008). Typically, U.S. sales and use taxes require multiple tax authorities per tax rate/area, whereas value-added tax (VAT) requires only one simple rate. The system uses this code to properly calculate the tax amount.
Tax Expl	A user defined code (system 00/type EX) that controls how a tax is assessed and distributed to the general ledger revenue and expense accounts. Do not confuse this with the taxable, non-taxable code. A single invoice can have both taxable and non-taxable items. The entire invoice, however, must have one tax explanation code.

Field	Explanation
Taxable Amount	<p>The amount on which taxes are assessed.</p> <p>..... <i>Form-specific information</i></p> <p>You can either enter an amount in this field and the system will calculate the tax for you, or you can enter an amount in the Tax Amount field. If you decide to type an amount in the Taxable Amount field, the system will validate it according to the tax rules you set up on Tax Rules by Company.</p>
Tax	<p>This is the amount assessed and payable to tax authorities. It is the total of the VAT, use, and sales taxes (PST).</p> <p>..... <i>Form-specific information</i></p> <p>When you enter a tax amount, you might receive a warning message if the amount is different than the calculated amount in the Tax Rate/Area field. This warning does not prevent you from completing the entry.</p>

Related Information

Updating tax amounts

You must set processing options in the post program for invoice entry so that tax amounts are updated in the Sales/Use/VAT Tax table (F0018). If they are not set correctly, the system does not update information in this worktable, and does not generate standard tax reports.

See Also

- *Setting Up Tax Rates and Areas for A/R*
- *Setting Up Tax Rules by Company for A/R*
- *Understanding Tax Explanation Codes for A/R*

Entering Multicurrency Invoices

To process invoices in multiple currencies, you must assign a currency to every company that you set up. Likewise, you must assign a company to every invoice that you enter. The currency of the company determines the *base currency* of the invoice.

The currency in which you issue an invoice is called the *transaction currency*. You can enter a transaction currency when you enter an invoice, or let the system assign the default currency code from the customer master record.

To understand the relationship between the base and transaction currencies of the invoice, review the following:

- Domestic currency invoices
- Foreign currency invoices

Note: When you enter an invoice, the system uses an AAI item RC to locate the A/R trade account. The A/R trade account must be assigned to a company that has the same base currency as the company that you enter on the invoice.

Domestic Currency Invoices

An invoice is domestic when the transaction currency that you assign to the invoice is the same as the base currency of the company that you enter on the invoice. When you are entering domestic currency invoices, the system does not update foreign amount fields.

For example, company 00001 has a base currency of USD, and you enter an invoice for company 00001 and assign a transaction currency of USD. The base currency (USD) is the same as the transaction currency (USD); therefore, the invoice is domestic.

Foreign Currency Invoices

An invoice is foreign when the transaction currency that you assign to the invoice is different from the base currency of the company that you entered on the invoice. The invoice has a foreign amount (based on the transaction currency) and a domestic amount (based on the base currency). The system calculates domestic amounts based on the exchange rate that you enter or that the system retrieves from the Currency Exchange Rates table (F0015).

For example, company 00001 has a base currency of USD, and you enter an invoice for company 00001 and assign a transaction currency of FRF (or any other currency that is not USD). The base currency (USD) is not the same as the transaction currency (FRF); therefore, the invoice is foreign.

Before You Begin

- Ensure that the multicurrency conversion option is set to Y (multiplier) or Z (divisor) in the General Accounting Constants.
- Determine whether you need to activate the Allow Multi-Currency Intercompany Transaction option in the General Accounting Constants. See *Setting Up Multi-currency* in the *General Accounting Guide*.

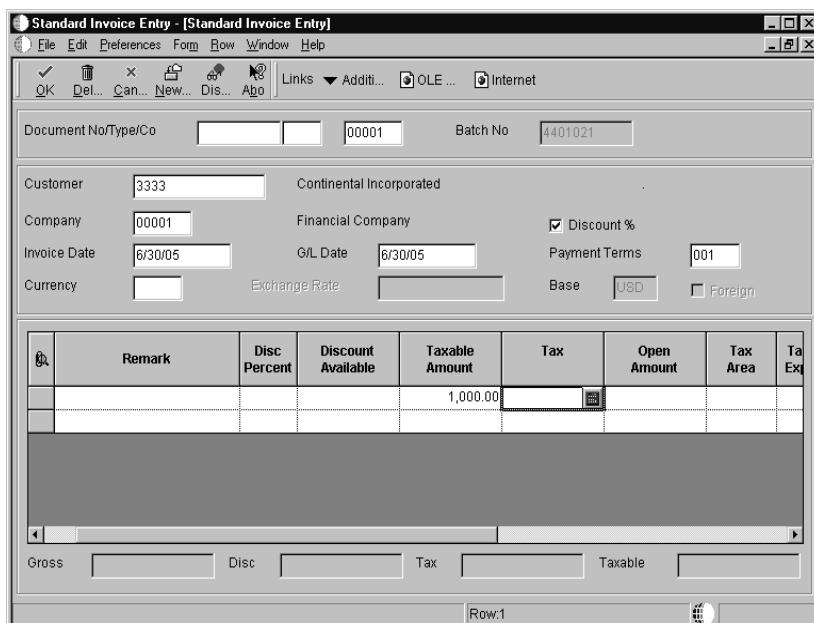
- Verify that the following AAIs are set up correctly:

- Realized Gain (RG)
- Realized Loss (RL)

► To enter multicurrency invoices

From the Customer Invoice Entry menu (G03B11), choose Standard Invoice Entry.

1. On Work With Customer Ledger Inquiry, click Add.



2. On Standard Invoice Entry, follow the steps to enter a standard invoice.
3. Complete the following fields:

- Currency

If you leave this field blank, the system assigns the base currency code of the company that you enter. The company's base currency is not displayed until you click in the detail area of the form.

- Exchange Rate

If you leave this field blank, the system retrieves the exchange rate from the Currency Exchange Rates table (F0015).

If the base currency and the transaction currency of the invoice are two Economic Monetary Union (EMU) currencies, such as DEM and

FRF, leave this field blank. You cannot override the exchange rate on an invoice between two EMU currencies because they are irrevocably fixed to the euro.

See *Spot Rates and Triangulation* in the *Euro Implementation Guide*

- Foreign

The system updates this option based on the currency code you enter.

4. In the detail area, complete the following fields for each pay item, and click OK:

- Gross Amount

To enter the domestic amount of a foreign invoice, the Foreign option must be deselected before you enter the gross amount. The option is not available to deselect until you click in the detail area of the form.

- Remark
- Due Date
- Discount Due Date

5. After you complete these steps, follow the steps to enter G/L distribution information.

See *Entering G/L distribution information*.

Field	Explanation
Currency	A code that indicates the currency of a customer's or a supplier's transactions.
Exchange Rate	<p>The conversion rate that the system uses to convert foreign currencies to the domestic currency. If the Multi-Currency Conversion field in General Accounting Constants is set to Y, the multiplier rate is used for all calculations. If set to Z, the system uses the divisor to calculate currency conversions.</p> <p style="text-align: center;">..... <i>Form-specific information</i></p> <p>If you leave this field blank, the rate is supplied from the exchange rate table on the Set Daily Transaction Rates form. If no exchange rate exists in the table, the system issues an error. The effective date for the exchange rate is either the invoice date or the general ledger date, depending on how the processing options are set.</p>

Field	Explanation										
Foreign	<p>A code that specifies whether amounts are in the domestic currency of the contract or the foreign currency of the supplier.</p> <p>Valid codes are:</p> <table style="margin-left: 40px;"> <tr><td>D</td><td>Domestic</td></tr> <tr><td>F</td><td>Foreign</td></tr> <tr><td>3</td><td>Foreign and Domestic</td></tr> </table> <p>For conversions, D indicates domestic to foreign, and F indicates foreign to domestic.</p> <p style="text-align: center;">..... <i>Form-specific information</i></p> <p>For OneWorld, you activate the option. Valid codes are:</p> <table style="margin-left: 40px;"> <tr><td>On</td><td>Foreign</td></tr> <tr><td>Off</td><td>Domestic</td></tr> </table>	D	Domestic	F	Foreign	3	Foreign and Domestic	On	Foreign	Off	Domestic
D	Domestic										
F	Foreign										
3	Foreign and Domestic										
On	Foreign										
Off	Domestic										

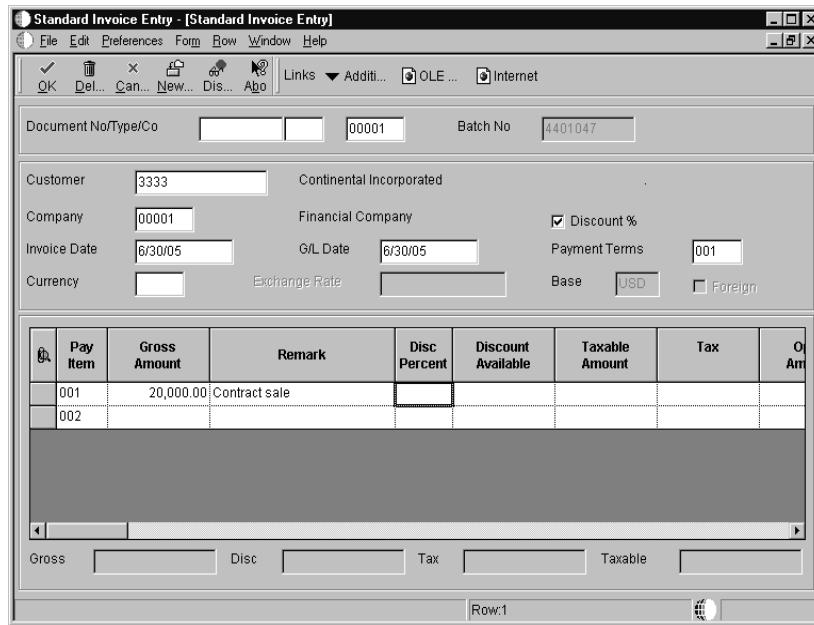
See Also

- *Reviewing Invoice Information* for information about reviewing invoices as if they were entered in a currency other than the domestic or foreign currency

Locating Invoices

► To locate invoices

From the Customer Invoice Entry menu (G03B11), choose Standard Invoice Entry.



1. On Work With Customer Ledger Inquiry, to limit your search, complete any of the following fields:
 - Customer
 - Parent
 - Batch Number
 - Invoice No From
 - Thru
 - Date From

Alternatively, you can enter a value in the Query by Example (QBE) line for any field.

2. To display documents by pay status, click one of the following options:
 - All
 - Open
 - Paid

3. To display documents by date, click one of the following options:
 - Invoice Date
 - Due Date
 - G/L Date
 - Statement Date
4. To view invoices as of a specific date, complete the following field:
 - As Of Date
5. To view invoices in recurring or summarized mode, click one or both of the following options:
 - Recurring Invoice

If you complete this option, the system displays only invoices that contain the recurring information of frequency and number of payments.
 - Summarize

If you complete this option, the system does not display all of the invoice pay items. Rather, the system displays one summarized line with all the pay items added together.
6. Click Find to display the invoices that meet your search criteria.
7. Choose the invoice that you want to work with.
8. Click Select to display the invoice on Standard Invoice Entry.

You can use the Foreign option to toggle between the foreign and domestic currency. If you select the Foreign option, the foreign amount of the invoice is displayed. If you deselect the Foreign option, the domestic amount of the invoice is displayed.

Field	Explanation
Recurring Invoice	An option to specify whether to display recurring invoices. If you activate this option, the system displays only invoices with recurring information, such as the number of payments and frequency.

Field	Explanation
Summarize	<p>An option that indicates whether the system shows invoices in summary or detail mode.</p> <p>In OneWorld software:</p> <ul style="list-style-type: none">• If the option is turned on, the system shows a summarized version of the record that you select. For example, if you enter an invoice with two pay items, you view one line with a total of the two pay items. The pay item is changed to an asterisk (*).• If the option is turned off, the system shows all records. For example, the system shows all pay items, line numbers, and so on.

See Also

- *Revising Unposted Invoices*
- *Revising Posted Invoices*

Revising Unposted Invoices

You can change or delete an invoice before you post it. However, you cannot change the following key fields:

- Document Number
- Document Type
- Document Company
- Customer Number
- G/L Date
- Currency Code
- Pay Status, if equal to Paid (P)
- Batch Number
- Company
- Invoice Date
- Exchange Rate
- Base Currency
- Pay Item

If you need to change one of these fields, you must delete the invoice and re-enter it. The system displays a warning if you attempt to change a multicurrency transaction in domestic mode.

You must change the amounts in both the invoice information and G/L distribution information and ensure that they balance.

If a pay item has been paid, the G/L Offset field is also disabled.

► To revise unposted invoices

From the Customer Invoice Entry menu (G03B11), choose Standard Invoice Entry.

1. On Work With Customer Ledger Inquiry, locate the invoice, and click Select.
2. On Standard Invoice Entry, change the information in any field that is not a key field, and click OK.

If you changed a field that affects the G/L distribution, the system displays the Invoice Entry – GL Distribution form.

3. Change the amount in the following field, if necessary:
 - Discount Available
4. On Invoice Entry – GL Distribution, complete the following fields to create a balancing entry on a new grid line, if necessary, and click OK:
 - Account Number
 - Amount
 - Explanation –Remark

Related Tasks

Changing several invoices

To quickly change specific information for several invoices at the same time, such as discounts, use Speed Status Change.

Deleting unposted invoices

To delete an unposted invoice, locate the invoice that you want to delete on the Customer Ledger Inquiry form and click Delete. Then click OK to confirm the deletion.

If you delete a multicurrency invoice, the system deletes both the foreign and domestic sides simultaneously.

After you delete an unposted invoice, no audit trail exists. You cannot delete a posted invoice. You must void it.

Deleting unposted invoice pay items

To delete an unposted invoice pay item, choose the pay item that you want to delete and click Delete on Standard Invoice Entry. Then click OK to confirm the deletion.

Recommendations

Batch headers

Any change to an invoice on an invoice entry form reopens the batch and requires you to repost it. Consider using Speed Status Change to change information, such as due dates, that does not affect the G/L distribution.

See Also

- *Locating Invoices*
- *Revising Posted Invoices*
- *Working with speed status change*
- *Entering Invoices with Discounts*

Processing Options for Standard Invoice Entry (P03B11)

Display Tab

Use these processing options to specify how the system displays purchase order fields and tax information on Standard Invoice Entry (P03B11).

1. Purchase Order Fields

Use this processing option to specify whether to display the purchase order fields. Valid values are:

Blank Do not display fields.
1 Display fields.

2. Tax Information

Use this processing option to specify whether to display tax information for an invoice. Valid values are:

Blank Display tax information.
1 Do not display tax information.

If you specify not to display tax information you will disable Sales/Use/VAT tax processing when in entering invoices.

Versions Tab

Use these processing options to specify the versions for the system to use for invoice entry processing and journal entry processing in Standard Invoice Entry (P03B11).

1. Invoice Entry MBF (P03B0011) Version

Use this processing option to specify the version to use for Invoice Entry MBF (P03B0011) processing. If you leave this field blank, the system uses ZJDE0001.

2. Journal Entry MBF (P0900049) Version

Use this processing option to specify the version to use for Journal Entry MBF (P0900049) processing. If you leave this field blank, the system uses ZJDE0001.

Invoice Entry Master Business Function (P03B0011)

The purpose of a master business function (MBF) is to provide a central location for standard business rules about entering documents, such as invoices, vouchers, and journal entries.

The master business function comprises processing options that are shared by certain programs. The processing options for the Invoice Entry MBF are used by the following invoice entry programs:

- Standard Invoice Entry (P03B2002)
- Speed Invoice Entry (P03B11S1)
- Invoice Batch Processor (R03B11Z1I)

To review versions and processing options for the Invoice Entry MBF in OneWorld, perform the following steps:

1. From the System Administration Configuration Tools menu (GH9011), choose Interactive Versions.
2. On Work with Interactive Versions, type the application number (P03B0011) in the Interactive Application field and click Find.
3. Choose a version.
4. To review the process option settings for the version, choose Processing Options from the Row menu.

Processing Options for Invoice Entry MBF

Defaults

1. Select an option for default service/tax date. Enter a '1' to default from the invoice date. Leave blank to default from the G/L date.

Service/Tax Date Option

2. Enter the default pay status or leave blank to use the data dictionary default value.

Default Pay Status

3. Enter the default document types for the following:

Standard Invoice Type (default = RI)

Credit Memo Type (default = RM)

Edits

1. Select an option for invoice date editing:
Blank = No Edit, '1' = Warning,
'2' = Error

Invoice Date > Today's Date

Invoice Date > G/L Date

Currency

1. Enter a '1' to allow value added tax on entries with currency.

Value Added Tax Option

2. Select the date to be used to retrieve the exchange rate. Enter a '1' to use the G/L date. Leave blank to use the invoice date.

Exchange Rate Date Option

3. Enter a '1' to edit the exchange rate effective date against the G/L period of the transaction.

Effective Date Option

4. Enter the exchange rate tolerance limit.

Tolerance Limit

Interoperability

1. Outbound Interoperability

Enter the version of the Invoice
Interoperability Function
(P03B0190) . _____

Blank = Use ZJDE0001

Working with Recurring Invoices

If you need to bill a customer for the same amount on a regular basis, such as monthly, quarterly, and so on, set up your Accounts Receivable system to create a recurring invoice.

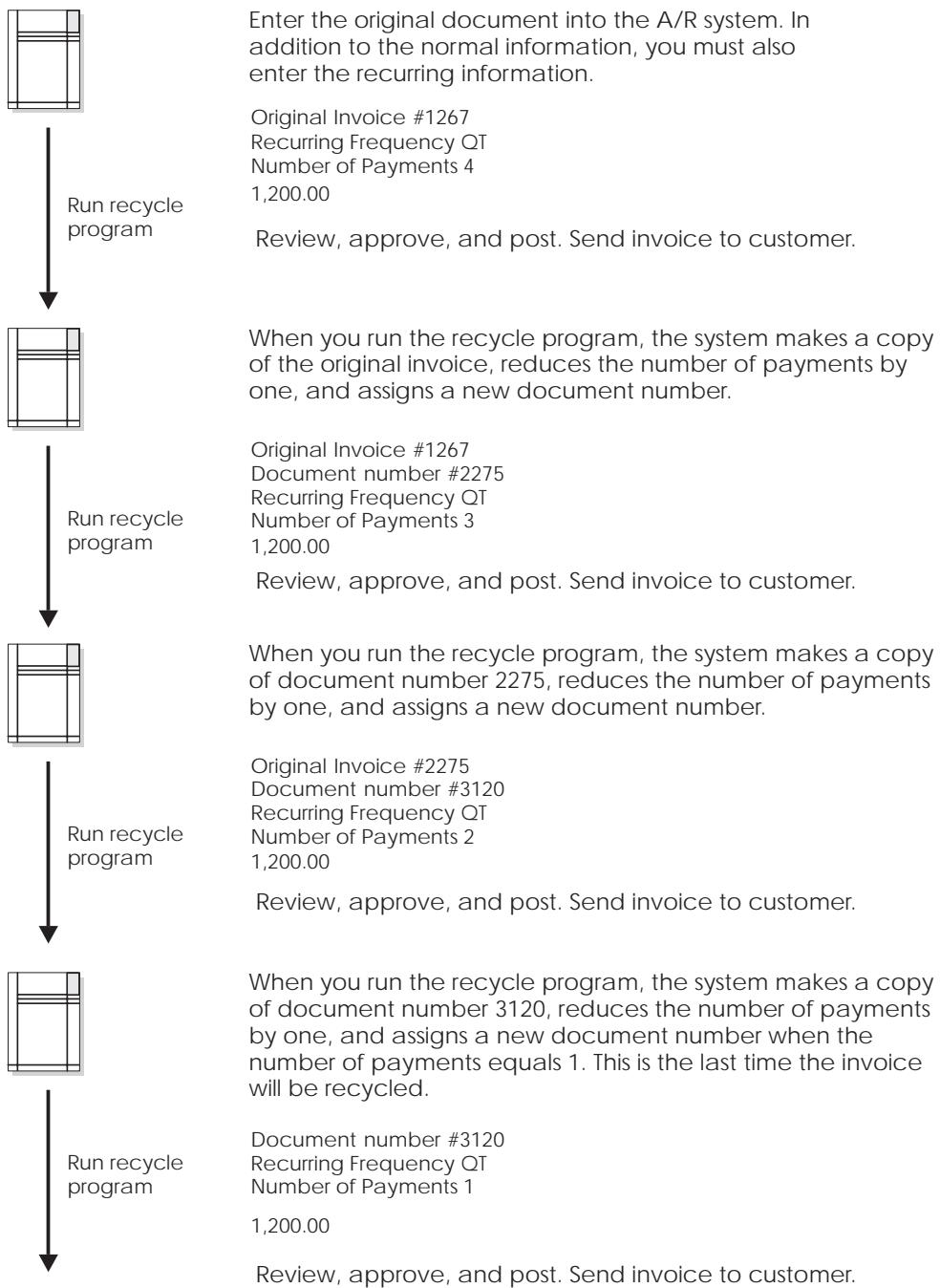
Working with recurring invoices consists of:

- Entering recurring invoices
- Reviewing recurring invoices
- Revising recurring invoices
- Recycling recurring invoices

To set up a recurring invoice, you first enter the total number of payments and the recurring frequency. Then you complete entering the invoice information and the accounting distributions.

Information about recurring invoices is maintained in the Customer Ledger (F03B11) and Account Ledger (F0911) tables.

The following graphic illustrates the recurring invoice process:



See Also

- *R03B305, Recurring Invoice Report* in the *Reports Guide* for a report sample

Entering Recurring Invoices

To bill a customer the same amount on a regular basis, enter a recurring invoice. This method of entering a standard invoice is ideal for lease and rent payments.

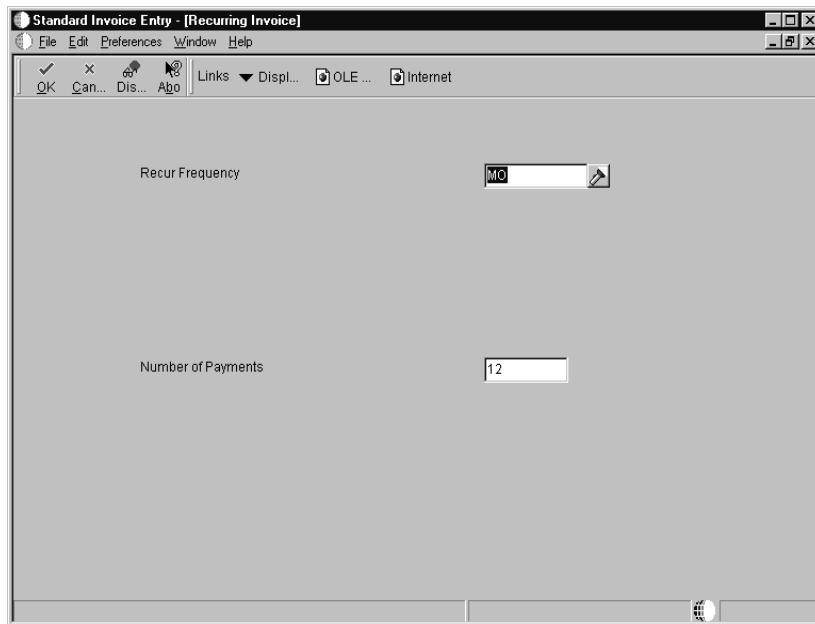
You can enter recurring information on the Recurring Invoice form or in the detail area on the Standard Invoice Entry form. When you use the Recurring Invoice form, all pay items are populated with the recurring information. When using the detail area on Standard Invoice Entry, you must populate the information separately for each pay item.

When you enter recurring information, the system assigns a document type of RR to the invoice.

► **To enter recurring invoices**

From the Other Invoice Entry Methods menu (G03B111), choose Standard Invoice Entry.

1. On Work With Customer Ledger Inquiry, click Add.
2. On Standard Invoice Entry, enter the necessary header information.
3. From the Form menu, choose Recurring Invoice.



4. On Recurring Invoices, complete the following fields, and click OK:

- Recur Frequency
- Recurring Frequency # of Payments

5. Complete the necessary detail fields, and click OK.

Invoices that have multiple pay items have the same recurring invoice information for each pay item.

Ensure that you complete the necessary G/L distribution information.

Field	Explanation
Recur Frequency	A code to designate that a voucher or invoice payment is to be set up as recurring. If a frequency is defined, the number of recurring payments must also be defined. These two pieces of information are used when you run the Recycle Recurring Voucher/Invoices program. Valid recurring frequency values are: MO Monthly AN Annually WK Weekly QT Quarterly SA Semiannually BW Biweekly

Note: If you specify a recurring frequency in voucher entry, you cannot enter multiple pay items. However, if you specify a recurring frequency in invoice entry, you can enter multiple pay items.

Field	Explanation
Number of Payments	<p>Identifies the total number of recurring payments to be made for an invoice or a voucher. For recurring payments, enter the total number of payments including the original invoice or voucher. The invoice or voucher you are currently entering is the first payment.</p> <p>When the next recurring payment is created, this value is reduced by 1. For example, if twenty payments are to be made, enter 20 during invoice entry or voucher entry. The next time a new recurring payment is created, the number of payments will be 19.</p>

See Also

- *Entering Standard Invoices*

Reviewing Recurring Invoices

After you enter recurring invoices, you might want to verify them before recycling them. To do so, review recurring invoices on the following items:

- Work with Recurring Invoice History form
- Recurring Invoice Report (Invoice Journal)

Normally, you review invoices online. However, if you have numerous invoices to review, the report is a more usable format. The report is a traditional invoice journal for proofing and balancing. It shows transactions from the Customer Ledger table and related information from the Account Ledger table.

Processing Options for Recurring Invoice Report

Print Options

Enter the format of the account number to print on the Journal:
 ' ' = Number entered during input,
 '1' = Business Unit, Object, Subsidiary,
 '2' = Short Account ID, '3' = Third Account Number

Account Number Format**See Also**

- *Revising Recurring Invoices*

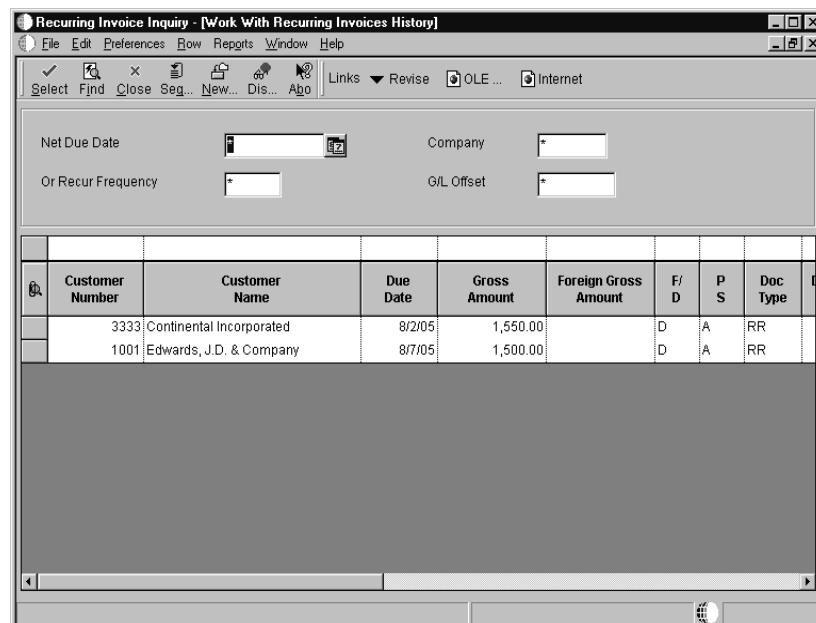
Revising Recurring Invoices

Before recycling your recurring invoices, you might choose to revise them. This might happen if you bill a customer the same amount for a monthly service agreement and you have increased the cost of the service agreement. Or it might happen if a customer requests that you submit their invoices in a different currency and you have the invoice set up as a recurring invoice. When you revise a recurring invoice, you can:

- Change selected fields. To prevent conflicts between old recurring invoices and new recurring invoices, the system assigns a new document number each time it generates a recurring invoice.
- Cancel the recurring portion of the invoice.
- Delete or void the invoice. To do this, you must use the Work With Customer Ledger Inquiry form.

► To revise recurring invoices

From the Other Invoice Entry Methods menu (G03B111), choose Recurring Invoice Inquiry.



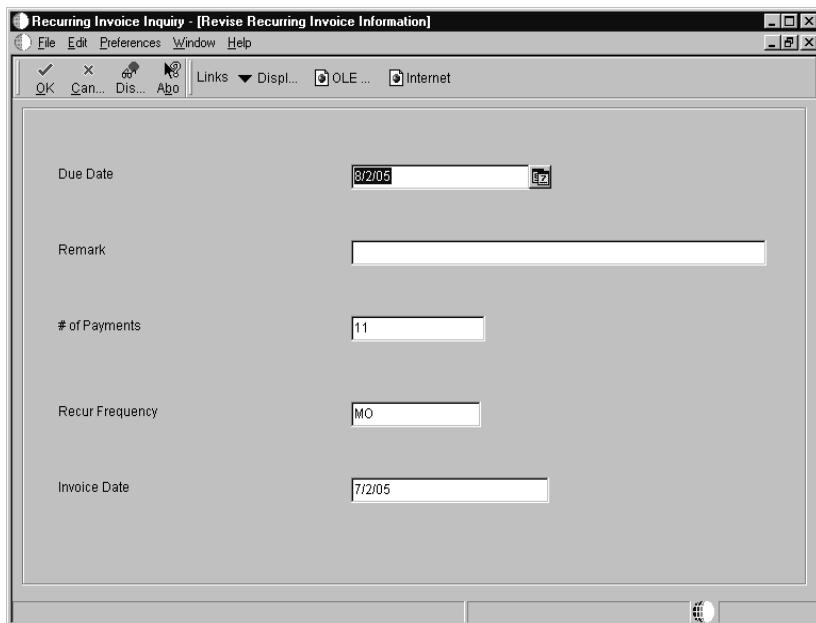
1. On Work With Recurring Invoices History, click Find to display all recurring invoices or complete any of the following fields to limit the documents displayed and click Find:
 - Net Due Date
 - Or Recur Frequency

If an invoice is paid, you can update only the recurring frequency and number of remaining payments on Recurring Invoice Inquiry.

- Company
- G/L Offset

You can also access recurring invoices on the Work with Customer Ledger Inquiry form. To do so, click the Recurring Invoices option.

2. Choose an invoice.
3. From the Row menu, choose Revise or click Select.



4. On Revise Recurring Invoice Information, change the necessary information.
5. To cancel the recurring invoice information, clear the following fields:
 - Recur Frequency
 - # of Payments
6. Click OK.

Recycling Recurring Invoices

From the Other Invoice Entry Methods menu (G03B111), choose Recycle Recurring Invoices.

After you enter, review, and revise recurring invoices, recycle them to create a new batch of invoices. Recycle Recurring Invoices generates invoices based on the number of payments and recurring frequency you specify when you enter the recurring invoice.

When you recycle an invoice, the system makes a copy of the previous invoice and updates the appropriate fields. It repeats this process every time you recycle the invoice until the number of payments equals one. A customer does not have to pay an existing invoice in order to generate the next cycle of recurring invoices.

This process updates information in the following tables:

- Batch Header (F0011)
- Customer Ledger (F03B11)
- Account Ledger (F0911)

What Happens When You Recycle Recurring Invoices?

When you recycle recurring invoices, the system:

- Removes the recurring frequency and number of payments on either the original invoice or the most recent copy.
- Creates a new invoice and updates the following:
 - Invoice number with a new number
 - Batch number with a new number
 - Number of payments (decreases by one)
 - G/L date and net due date, using the recurring frequency
 - Invoice date according to the processing options
- Updates the Customer Ledger table for the new invoice.
- Creates an error report, if errors exist. You can view error messages in your workflow message. These errors include:
 - No accounting distribution records created. This occurs when no records are found in the Account Ledger table for the recurring invoice.
 - G/L date for the newly created invoice is for a prior fiscal year (PYEB).

- G/L date is for a prior month (PBCO) and prior month dates have not been specified in the general accounting constants.
- G/L date does not fall within a valid fiscal date pattern for the company.

After recycling recurring invoices, you must post them to the general ledger.

See Also

- *Working with Queues* in the *OneWorld Foundation Guide* for information about workflow messages.
- *Posting Invoices* for information about posting invoices to the general ledger.

Before You Begin

- Set up a separate version for each recurring frequency you use, such as monthly, quarterly, or annually. Use data selection to select a specific frequency (optional).
- Set up a next number series for your recurring invoices (optional).

Processing Options for Recycle Recurring Invoices

Defaults

1. Enter a '1' to use today's date as the invoice date. Enter a '2' to duplicate the invoice date. Default of blank will increment the invoice date.

Invoice Date Flag

Entering Speed Invoices

As an alternative to standard invoice entry, you can use the Speed Invoice Entry method to enter high-volume, simple invoices. When you enter speed invoices, you enter invoice and G/L distribution information on one form. Consider using this method to enter invoices that have:

- A single pay item, which includes a single due date and a single tax rate area
- Simple accounting instructions

Note: You cannot change or delete an invoice using speed invoice entry. Instead, use the standard invoice entry method. You cannot enter the domestic side of a foreign invoice when using speed invoices.

As with standard invoices, speed invoice information is stored in the following tables:

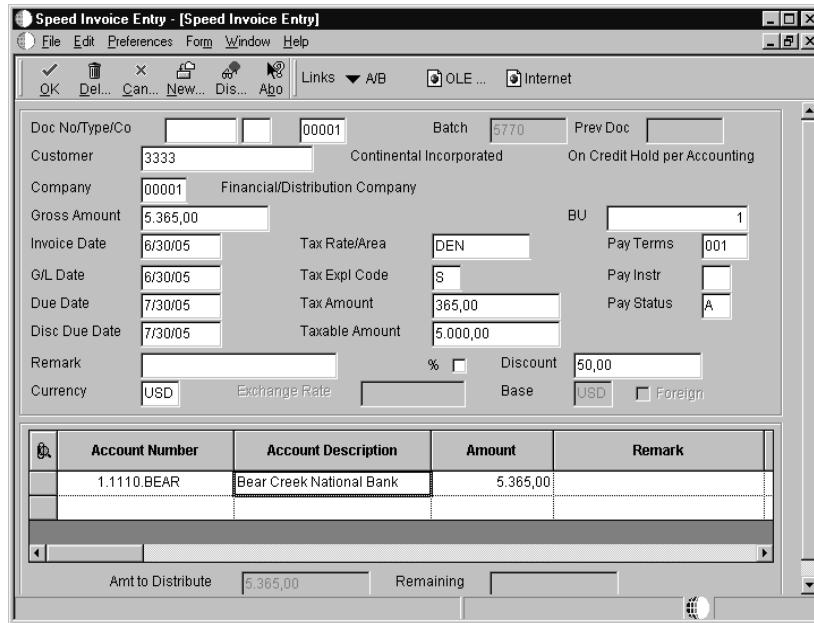
- Customer Ledger (F03B11)
- Account Ledger (F0911)
- Batch Header (F0011)

Before You Begin

- Set up customer master records. See *Creating Customer Records*.
- Set the appropriate processing options.
- Set up the necessary AAI items (RC and RKD).

► To enter speed invoices

From the Customer Invoice Entry menu (G03B11), choose Speed Invoice Entry.



1. On Speed Invoice Entry, to identify the invoice, complete the following fields:
 - Customer
 - Company
 - Amount – Gross
 - Invoice Date
 - G/L Date
2. Complete the following optional fields:
 - Due Date
 - Disc Due Date
 - Remark
 - Pay Status
3. To override default and system-calculated information, complete the following fields:
 - BU
 - Tax Rate/Area
 - Pay Instr

- Tax Expl Code
 - Pay Instr
 - Tax Amount
 - Taxable Amount
 - Currency
4. To enter G/L distribution information, complete the following fields in the detail area, and click OK:
- Account Number
 - Amount
- Depending on how you set the processing options, you might enter this amount as a debit or a credit.
5. Complete the following optional field and click OK:
- Name – Remark Explanation

See Also

- *Entering Invoices with Discounts*
- *Entering Invoices with Taxes*
- *Entering Basic Journal Entries* in the *General Accounting Guide*.

Processing Options for Speed Invoice Entry

Display

1. Enter a '1' to enable the following:

Sales/Use/VAT Tax Processing
Purchase Order Entry
Service/Tax Date Entry

Versions

1. Enter the version to be used for Invoice Entry (P03B0011) processing. If left blank, version ZJDE0001 will be used.

Invoice Entry Version

2. Enter the version to be used for Journal Entry (P0900049) processing. If left blank, version ZJDE0001 will be used.

Journal Entry Version

Defaults

1. Specify the default for entry of sales credit amounts. Enter a '1' for positive credit amounts. Leave blank for negative credit amounts.

Credit Amount Option

Working with Model Journal Entries

You can set up model journal entries as reusable templates to predefine, store, and retrieve regular or recurring G/L transactions. Use models as the basis for the G/L distribution of the invoice to save time and reduce the potential for error.

You can vary the information that you include in a model to fit the situation. For example, you might include:

- Account numbers, amounts, and explanations
- Account numbers and explanations only (because amounts can vary)
- Account numbers, percentages, and explanations

Working with model journal entries consists of:

- Creating a model journal entry
- Entering an invoice journal entry based on a model

The system stores model journal entries in the Account Ledger table (F0911) with a posted code that indicates a model and without a G/L date. Actual journal entries contain a G/L date and a posted code that indicates whether they are posted or unposted.

See Also

- *Working with Model Journal Entries* in the *General Accounting Guide* for information about models for percent journal entries

Creating a Model Journal Entry

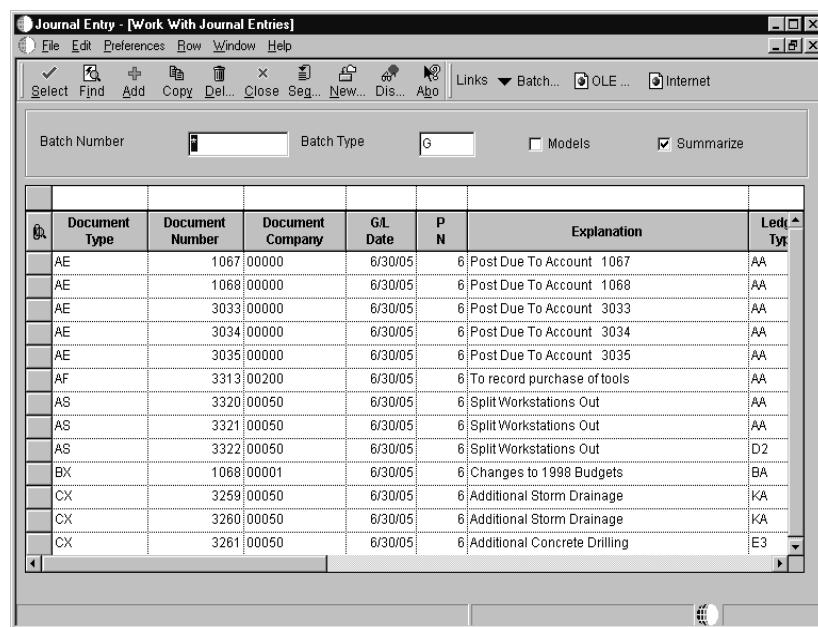
You can create models to use as templates for entering your usual G/L distribution information. You can then assign the model to the customer record so that when you enter an invoice, the system retrieves the values in the model for the G/L distribution, thereby saving you data entry time.

To locate model journal entries, click the Model option on Work With Journal Entries before you click Find. If you click Find without entering search criteria, the system displays all journal entries except models.

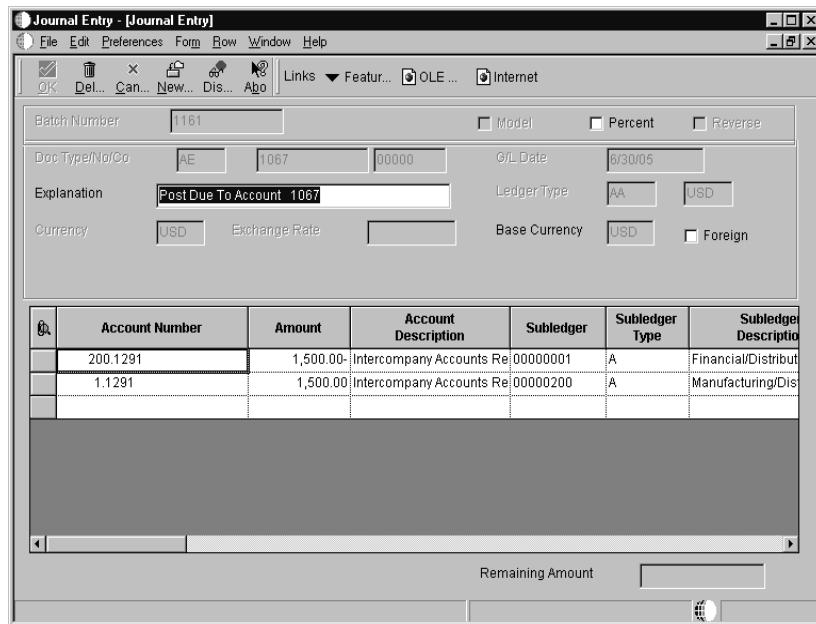
To revise a model, choose the model on Work with Journal Entries and click Select. The model is then displayed on Journal Entry, and you can change it there.

► To create a model journal entry

From the Journal Entry, Reports, & Inquiries menu (G0911), choose Journal Entry.



1. On Work With Journal Entries, click Add.



2. On Journal Entry, click the Model option.

The system removes the G/L Date field from the header area.

3. Complete the following header field:
 - Explanation
4. You can also complete the following optional header field:
 - Doc Type/No/Co
5. Complete the following detail field for each G/L distribution:
 - Account Number
6. You can also complete the following optional detail fields for each G/L distribution:
 - Amount
 - Remark

Entering an Invoice Journal Entry Based on a Model

After you create a model journal entry, you can use it as a template for the actual G/L distribution for an invoice. To use a model journal entry for G/L distribution, perform the following actions:

- Choose a model for G/L distribution entry
- Add or revise the G/L distribution entry based on the model

See Also

- *Entering Standard Invoices* for steps to enter an invoice and G/L distribution

► **To choose a model for the G/L distribution entry**

From the Invoice Entry menu (G03B11), choose Standard Invoice Entry.

1. On Work with Customer Ledger Inquiry, click Add.
2. Standard Invoice Entry, follow the steps to enter a standard invoice and click OK.
3. On G/L Distribution, choose Model Journals from the Form menu.
4. On Model Journals Search Select, complete the following field and click Find to display a particular document type:
 - Document Type
5. Choose the appropriate model and click Select.

The system displays the model. On G/L Distribution you can now add or revise the actual G/L distribution entry based on the information from the model.

► **To add or revise the G/L distribution entry based on the model**

From the Invoice Entry menu (G03B11), choose Standard Invoice Entry.

After you choose a model, you use it as the basis for G/L distribution for the specific invoice.

1. Choose a model for the G/L distribution entry.
2. On G/L Distribution, complete the following field:
 - G/L Date

3. Complete or change the following field for each G/L distribution, if applicable:
 - Amount
4. Replace or clear information in other fields, as necessary, and click OK.

Reviewing and Approving Invoices

After entering invoices, you can verify their accuracy before posting them to the general ledger.

Reviewing and approving invoices consists of:

- Reviewing invoices
- Approving invoice batches

Reviewing Invoices

To review invoices before posting, you can display a list of batches based on your user ID, a posting status, or a specific date range. For example, you might want to review all batches with a posting status of pending.

Reviewing invoices consists of:

- Reviewing invoice batches
- Revising invoice information
- Reviewing general ledger information

When you review a list of batches, you can access transaction detail for a specific invoice batch. For example, you can review the number of invoices within a batch and the total gross amount. You can also select a specific invoice for review.

If you use batch control, the system shows the differences between what you expect to enter and what you actually enter. These differences are shown for both the input total and the number of documents.

If you do not use batch control, the system subtracts your actual entries from zero, resulting in negative amounts in the fields that display the differences.

The review program displays and updates information in the following tables:

- Batch Control (F0011)
- Customer Ledger (F03B11)
- Account Ledger (F0911)

Multi-Currency Batch Totals

Batch amounts are not currency-sensitive. For flexibility in data entry, you can enter any number of currencies in the same batch. The debit amounts of the entries are added to obtain the batch total.

If you enter transactions of different currencies into the same batch, the system does not adjust for the decimal notations of the different currencies. As a result, the total would be meaningless. For this reason, many users prefer to enter transactions with each type of currency in separate batches.

To determine the expected input total for a batch with currencies that have different decimal places, add the amounts without using a decimal point.

For example, you enter invoices for 10,535.00 FRF and 16,433,500 BEF in the same batch. The system disregards the decimal point in the French franc amount and calculates a hash total. The total amount entered is 17,487,000 (1053500 plus 16433500).

The system displays decimals in the input totals based on the setting in the data dictionary. Using the same figures:

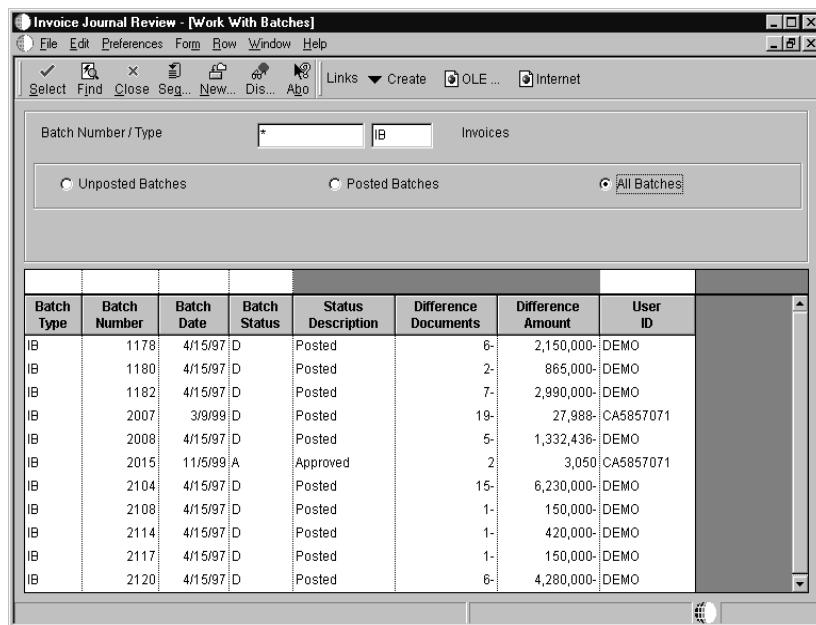
- If you set the data dictionary to display zero decimals, the system displays 17,487,000.
- If you set the data dictionary to display two decimals, the system displays 174,870.00.

See Also

- *Revising Unposted Invoices*
- *Revising Posted Invoices*
- *Setting Up A/R Constants*
- *Understanding A/R Batch Control*

► To review invoice batches

From the Customer Invoice Entry menu (G03B11), choose Invoice Journal Review.



1. On Work With Batches, click Find to display all batches for all users. To limit the information that appears, complete one or both of the following fields and click Find:
 - User ID
 - Batch Number / Type
2. To review only posted or unposted batches, click one of the following options:
 - Posted Batches
 - Unposted Batches
3. To limit the search further, complete one or both of the following fields:
 - Batch Date
 - Batch Status
4. To review an individual invoice, follow the steps to review and revise invoice information.

► To revise invoice information

If you revise a transaction in a posted batch, the system automatically changes the batch status from posted to the default entry status, either pending or approved, depending on how you set the A/R constants. You must post the batch again. The post only processes the changed transaction.

1. On Work With Batches, follow the steps to review invoice batches.
2. Choose a batch and click Select.

The screenshot shows a Windows application window titled "Invoice Journal Review - [Invoice Journal Review]". The menu bar includes File, Edit, Preferences, Row, Window, and Help. Below the menu is a toolbar with icons for Select, Find, Add, Close, Seg..., New..., Dis..., and Abort. A status bar at the bottom shows Links ▾ Invoic..., OLE..., Internet, and a date/time stamp.

The main area displays a table of invoices:

Invoice Number	Invoice Type	Invoice Company	Alpha Name	Gross Amount	Currency Amount
1001	RI	00001	Global Enterprises	3,500.00	
1002	RI	00001	Global Enterprises	3,000.00	
1003	RI	00001	Global Enterprises	3,700.00	
1004	RI	00001	Global Enterprises	4,000.00	
1005	RI	00001	Global Enterprises	3,500.00	
1006	RI	00001	Global Enterprises	3,800.00	
Total				21,500.00	

3. On Invoice Journal Review, choose an invoice to revise or review and click Select.

The gross amount of the invoice appears on Invoice Journal Review even if part of the invoice has been paid. The batch total includes credit memos.

You can enter additional invoices into an existing batch. To do so, choose the last blank line on Invoice Journal Review and click Add. The system adds the invoice to the batch when you complete the information on Standard Invoice Entry.

4. On Standard Invoice Entry, change the information in any field that is not a key field (optional).

► To review general ledger information

1. On Work With Batches, follow the steps to review invoice batches.
2. Choose a batch, and click Select.
3. On Invoice Journal Review, choose an invoice.

The gross amount of the invoice appears on Invoice Journal Review even if part of the invoice has been paid. The batch total includes credit memos.

4. Verify the following field:
 - J.E Bal (Balanced – Journal Entries)
5. Choose the invoice that you want to review.
6. From the Row menu, choose G/L Distribution to review general ledger information.

Approving Invoice Batches

After you enter and review a batch of invoices, you might need to approve it prior to posting. This depends on whether your company requires management approval before posting a batch. Based on your company requirements, the system assigns either a pending or an approved status to the batch.

If you do not activate the Manager Approval of Input option in the A/R Constants, the system automatically assigns an approved status to the invoice batches.

Before You Begin

- Activate management approval in the A/R constants before entering invoices, if necessary.

► To approve invoice batches

From the Customer Invoice Entry menu (G03B11), choose Invoice Journal Review.

1. On Work With Batches, follow the steps to review invoice batches.

See *Reviewing Invoices* for more information.

2. Choose one or more batches.
3. From the Row menu, choose Batch Approval.

4. To change the batch status to approved, click the following option on Batch Approval and click OK:
 - Approved – Batch is ready to post

To temporarily prevent a batch from posting, change the batch status from approved to pending on Batch Approval.
5. To verify the approval, review the following fields on Work With Batches:
 - Batch Status
 - Status Description

See Also

- *Setting Up A/R Constants.*

Understanding the Post Process for Invoices

After you enter, review, and approve invoices, you post them so the appropriate accounting entries are reflected in your general ledger.

The Post program performs the following tasks during the post process, in this sequence:

- Selects the data to post
- Creates automatic offsets
- Validates information and processes errors
- Posts transactions
- Updates the posted codes and batch status

Selects the Data to Post

The program performs the following actions to select the data for posting:

- Selects all approved batches that match the criteria specified in the data selection from the Batch Control table (F0011)
- Changes the batch status in the Batch Control table to indicate that the selected batches are in use
- Selects the unposted transactions for the selected batches from the Customer Ledger table (F03B11)

Creates Automatic Offsets

For batches that do not contain errors, the post process continues. The program creates and posts transactions for automatic offset amounts.

The automatic offset amount is a debit or credit to the A/R trade account and is controlled by the AAI item RC. The program uses the company number and the G/L offset from each invoice to locate AAI item RC. This item contains the offset account to which you are posting. During the post process, the system retrieves the following information for the automatic offset:

- Automatic offset method. This is based on the offset method in A/R Constants.

- Automatic offset amounts. The system accumulates and posts automatic offset amounts using document type AE (automatic entry). AE documents include intercompany settlements and automatic offsetting entries for Accounts Receivable. The system uses the company number and the G/L offset from each invoice to locate the AAI item RC. This contains the offset account to which you are posting.

Note: Although posting out-of-balance batches prevents the system from creating intercompany settlements, posting out-of-balance does create AE entries to the A/R trade account.

- Document number. This is based on the offset method in A/R constants.
- Account number description. For example:
 - Accounts Receivable - Trade/Offset by Batch IB* (your batch number)
 - Accounts Receivable - Trade/Offset by Document RI* (your document number)
- Explanation/Remark. For example, the explanation is one of the following:
 - Company Name/Offset "S"*
 - Offset by document RI/Offset "Y"* (your document number)
 - Offset by batch IB/Offset "B"* (your batch number)

If the offset method is S, the remark is the G/L distribution account.

If the offset method is B, the system uses the last day of the period as the G/L date. If the offset method is either S or Y, the system uses the G/L date of the original document.

If the invoice includes taxes, the system generates an automatic offset with the characteristics described above, except that the account description is from the AAI item RT (receivables tax). It records the tax amount in the Sales/Use/VAT Tax table (F0018), based on a processing option.

The program also creates transactions for automatic offsets that are required for intercompany settlements, if applicable.

Validates Information and Processes Errors

After selecting the batches and transactions to post, the program performs numerous edits. These edits validate the information for the job, the batches, and the transactions. The program edits for and verifies that:

- The processing option versions and constants are valid.
- Transaction data is valid, such as:
 - The account exists in the Account Master table (F0901) and is a posting account.

- The business unit exists in the Business Unit Master table (F0006).
- The G/L date is valid.
- Intercompany setup is correct for intercompany settlements.
- Each batch is in balance.

If the program finds errors, the program:

- Sends workflow messages to the Employee Work Center to the user who ran the Post program. For example, you receive messages for transactions that are in error and batches that do not balance.
- Prints a Post Detail Error report if a batch does not balance.
- Places the entire batch in error if any transactions are in error, which prevents the batch from posting.

For batches with errors, no posting occurs. Only the final step of the process applies (updating the batch status to E).

Posts Transactions

After validating the integrity of the information in the job, batches, and transactions, the program:

- Updates the posted code for each transaction to D in the Accounts Receivable Ledger table (F03B11)
- Updates the posted code for each transaction to P in the Account Ledger table (F0911)
- Posts transactions to the Account Balances table (F0902)
- Prints the General Ledger Post report

The program posts to the appropriate ledgers. For example, the program posts:

- Domestic amounts to the AA (actual amount) ledger
- Foreign amounts to the CA (currency amount) ledger, if applicable

The program also creates transactions for automatic offsets that are required for intercompany settlements, if applicable.

Updates the Tax Table

The program updates the tax amount in the Sales/Use/V.A.T. Tax File table (F0018), based on a processing option setting.

Updates the Batch Status

After the posting process is complete, a posted code of D (posted) is automatically assigned to the batch. If an error caused a batch to remain unposted, it is assigned a status of E (error) in the Batch Control Records table (F0011).

Updates the Line Extension Code Field

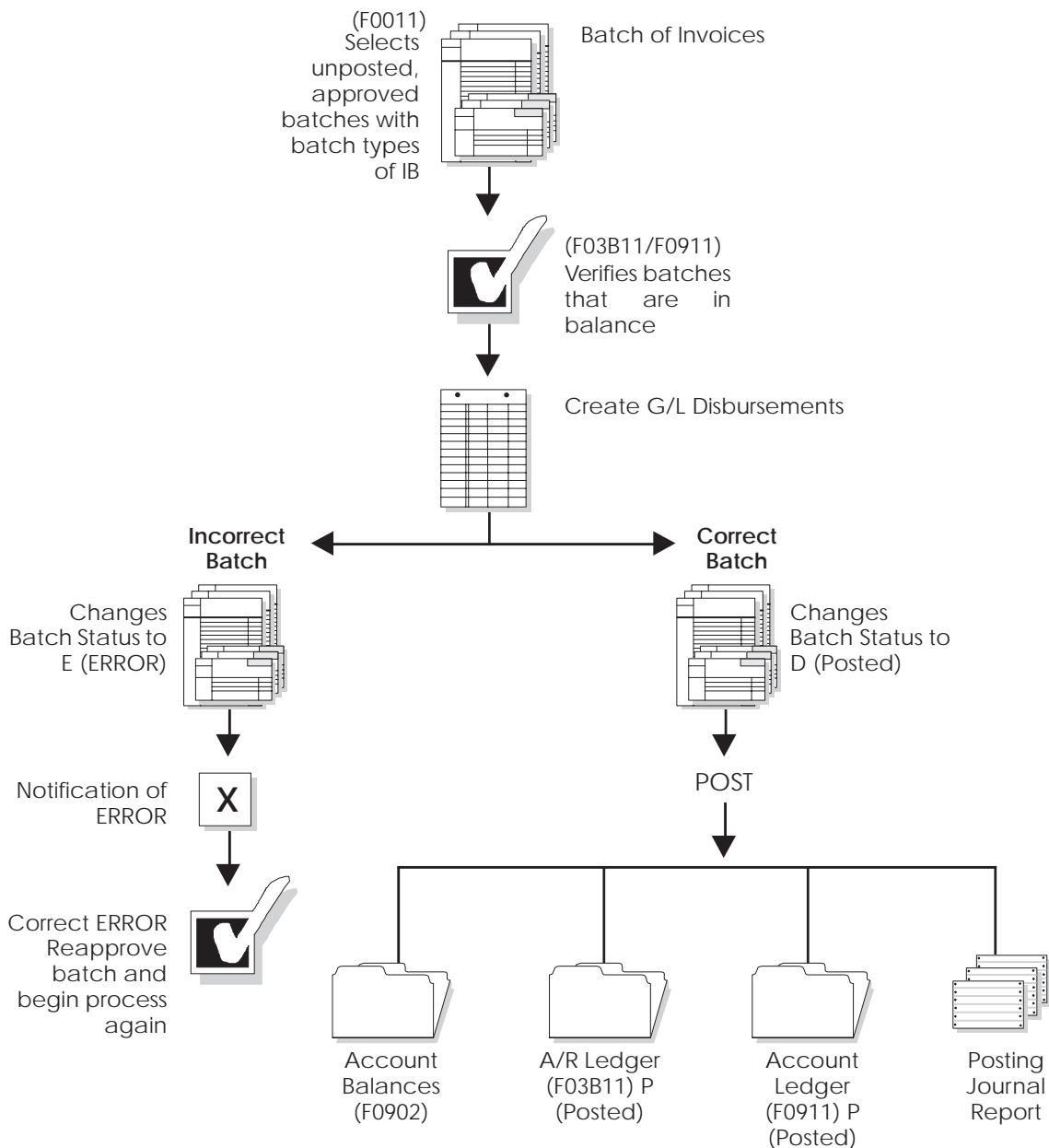
When the post generates Account Ledger (F0911) records, the system updates the Line Extension Code field (EXTL) with a value of AE (automatic entry). This update differentiates Account Ledger records that you enter through invoice entry from those records generated by the post, such as payments and cash receipts.

OneWorld and WorldSoftware Post Process Coexistence Issues

The Post program in OneWorld differs from the post program in WorldSoftware. If OneWorld and WorldSoftware coexist in your environment, you should know that:

- In OneWorld, the Pre-Post programs in Accounts Receivable create the offsetting entries (not the Post program). The offsetting entries use the transaction date (not the end of the month).
- Offset Method D is not available in OneWorld.
- In OneWorld, the system uses the Ledger Rules table (F0025) to determine the ledgers that are required to balance and the ledgers that require intercompany settlements. In WorldSoftware, the ledgers are hardcoded in the programs.
- In OneWorld, the posting and updating tasks occur in a different sequence than they do in WorldSoftware. For example, the program updates the Account Balances table before it updates the Account Ledger table.
- Because the sequence of events differs, you must complete posting in the software where you started posting. For example, if you start posting a batch in OneWorld and the batch has errors, you must correct the errors and complete the post of that batch in OneWorld. Conversely, if you start the Post program in WorldSoftware, you must complete the process in WorldSoftware.

The following graphic illustrates the invoice post process:



Posting Invoices

After you enter, review, and approve invoices, post them to the general ledger. Posting invoices consists of:

- Posting batches of invoices
- Verifying posted invoices

The Post program performs a number of complex tasks. J.D. Edwards strongly recommends that you do not customize the programming for it.

Before You Begin

- Verify the offset method in A/R constants.

If you are using multi-currency, the Offset Method field in A/R constants must agree with the Intercompany Settlements field in G/A constants. For example, if the Offset Method field is B (create an offset for each batch), the Intercompany Settlements field must be set to 1 (flex compatible, create intercompany settlements using a hub company), not to 2 (flex compatible, create intercompany settlements without a hub company). If you do not set up these two constants so that they are compatible, the system returns an error.

See *Intercompany Settlements* in the *General Accounting Guide* for more information about intercompany multi-currency processing.

- Verify that the batch has an approved status.
- Ensure that all post menu selections are routed to the same job queue and that the job queue allows only one job to process at a time.

See Also

- Setting Up Batch Approval and Post Security* for information about setting up Secured users and Approved By users for A/R batch security

Posting Batches of Invoices

When you post invoices, the system creates automatic entries for offsets to the general ledger for the receivables account. The system typically debits an A/R trade account and credits a revenue account.

All J.D. Edwards Post programs post to the general ledger in the same way. The version of the Post program for invoices (ZJDE0006) has the data selection for batch type set to IB (invoices). You should not change this.

You can start the Post program from one of two menu selections:

- Post Invoices to G/L
- Invoice Journal Review

The menu selection you choose depends partly on convenience. One allows you to post directly from the menu, the other allows you to post without exiting the review program.

The menu selection to choose might also depend on the method of posting you want to use. The following methods are available from both menu selections:

- Post all approved batches
- Post using manual data selection
- Post out-of-balance batches

Two additional methods are available from the review program only:

- Post using automated data selection
- Post using automated data selection and a subsystem

The following sections summarize the methods available by menu selection and includes the advantages of each method.

Post Invoices to G/L

This menu selection accesses the Work With Batch Versions form.

G/L Post by Version

From the Work With Batch Versions form, you choose and run a version of the post.

Advantage: The program posts all approved batches at one time unless you use data selection to specify a batch, a range of batches, or a list of batches.

Invoice Journal Review

This menu selection accesses the Work With Batches form.

Post by Version

From Work With Batches, you choose Post by Version from the Form menu. You then choose and run a version of the post. This method works the same as starting the post from the Post Invoices to G/L menu selection.

Advantage: The program posts all approved batches at one time unless you use data selection to specify a batch, a range of batches, or a list of batches.

Another advantage is that you can run the post by version locally or on a server.

Post by Batch

From Work With Batches, you choose one or more batches and then choose Post by Batch from the Row menu. The program selects the version to run based on the batch type and sends the data selection to a version for you.

Advantage: Data selection occurs automatically.

Disadvantage: You cannot run Post by Batch locally.

Subsystem G/L Post

From Work With Batches, you choose one or more batches and then choose Subsystem G/L Post from the Row menu. The program sends the data selection to a subsystem table.

Advantage: Data selection occurs automatically and system resources can be better utilized. For example, the system administrator might hold batches in the subsystem and run them at night when system resources are more readily available.

Caution: The Post program performs a number of complex tasks. J.D. Edwards strongly recommends that you observe these constraints:

- Do not customize the programming.
- Do not change accounts, AAIs for the Accounts Receivable system, intercompany settlements in the general accounting constants, or processing options for the Post program while the post is running.

See Also

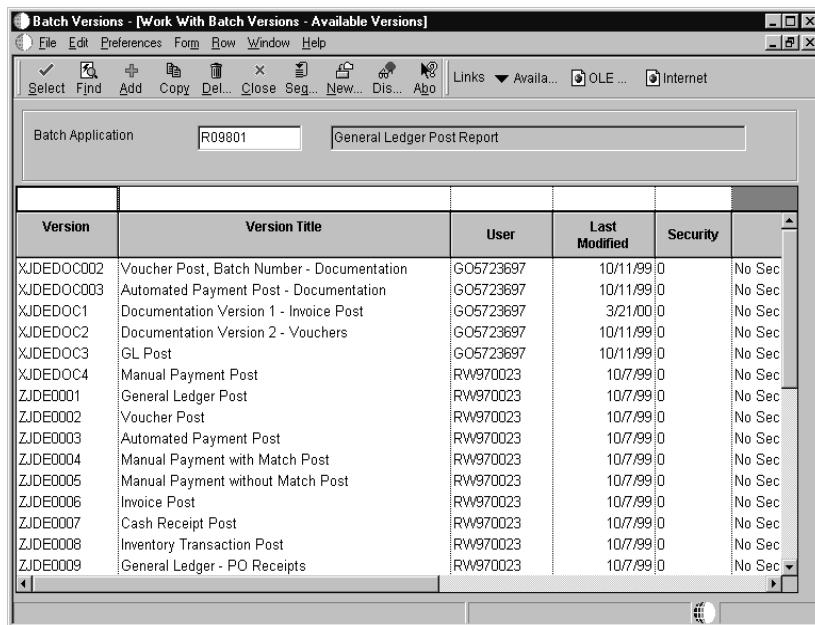
- *Submitting a Report* in the *Enterprise Report Writer Guide* for more information about using the Work with Batch Versions form

► **To post all approved batches**

From the Customer Invoice Entry menu (G03B11), choose Post Invoices to G/L to access the Work with Batch Versions form.

The following procedure describes how to post batches of invoices from the Work With Batch Versions form. Alternatively, you can post invoices from the Work With Batches form, which you access from the Invoice Journal Review menu selection.

If you use the alternate currency (XA) ledger, set the Post program to automatically update the ledger and produce a separate Posting Journal report.



1. On Work With Batch Versions, double-click the version to run, or choose Run Version from the Row menu.
2. On Version Prompting, leave the Data Selection option turned off and click Submit.
3. On Processing Options, click OK.

After you initially set up the processing options, changes are typically not needed.

4. On Report Output Destination, choose the destination for the General Ledger Post report (on the screen or to a printer), and click OK.
5. As prompted, choose where to run the program (locally or on the server).

While the post is running, do not change accounts, AAIs, constants, or processing options for the Post program.

When the post is complete, the program displays the report on the screen or sends it to a printer, depending on the destination you chose.

See Also

- *Submitting a Report* in the *Enterprise Report Writer Guide* for more information about data selection
- *R09801, General Ledger Post* in the *Reports Guide* for a sample report

► **To post using manual data selection**

From the Customer Invoice Entry menu (G03B11), choose Post Invoices to G/L.

Alternatively, choose Invoice Journal Review from the Customer Invoice Entry menu (G03B11). On Work With Batches, choose Post by Version from the Form menu.

When you use either of these menu selections to start the post, you can specify one or more batches for the post using manual data selection.

1. On Work With Batch Versions, locate the version to run and click Select.
2. On Version Prompting, click the Data Selection option and click Submit.
3. On Criteria Design, enter the selection criteria on a blank line.

Do not delete or type over the existing specifications for the batch status (A) and the batch type (IB).

For example, double-click “And” for the operator, “Batch Number (F0011)” for the left operand, “is equal to” for the comparison, and “Literal” for the right operand, where you can enter the batch number or numbers.

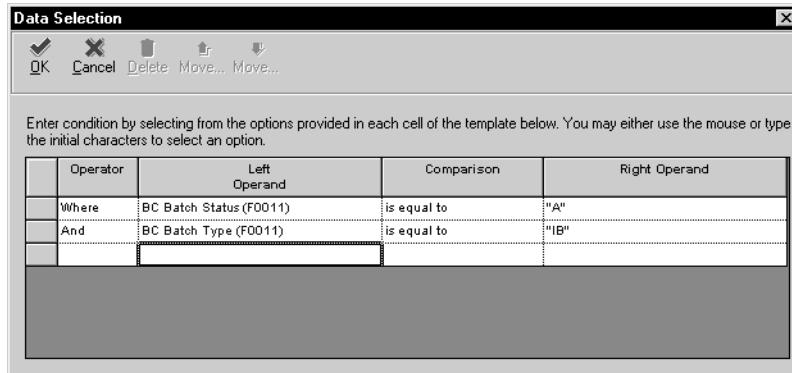
4. If you use Literal for the right operand, enter the value or values on the Single Value form, and click OK.

For example:

- To specify a single batch, choose the Single value tab and enter the batch number.

- To specify a range of batches, choose the Range of values tab and enter the beginning and ending batch numbers.

The following example shows the criteria required to select batch 3682.



5. On Criteria Design, click OK.
6. On Processing Options, click OK.

After you initially set up the processing options, changes are typically not needed.

7. On Report Output Destination, choose the destination for the General Ledger Post report (on the screen or to a printer), and click OK.
8. As prompted, choose where to run the program (locally or on the server).

When the post is complete, the program displays the report on the screen or sends it to a printer, depending on the destination you chose.

See Also

- *Submitting a Report* in the *Enterprise Report Writer Guide* for more information about using the Work with Batch Versions form
- *R09801, General Ledger Post* in the *Reports Guide* for a sample report

► **To post out-of-balance batches**

From the Customer Invoice menu (G03B11), choose Invoice Journal Review.

1. On Work With Batches, locate the batch header.
2. Choose Revise from the Row menu to access Create/Revise Batch Header.
3. On Create/Revise Batch Header, choose Overrides from the Form menu.

4. On Batch Overrides, click the following options and click OK:
- Allow batch to post out of balance
 - Exclude batch from integrity report

Field	Explanation				
Allow batch to post out of balance	<p>A code that controls out-of-balance posting. This field works in conjunction with the Intercompany Offsets field (ICO).</p> <p>For WorldSoftware, valid codes for this field are:</p> <table style="margin-left: 40px;"> <tr> <td>Y</td> <td>Yes, post this batch out of balance</td> </tr> <tr> <td>N</td> <td>No, do not post this batch out of balance</td> </tr> </table> <p>The system automatically sets this field to N after each successful post of a batch.</p> <p>For OneWorld, click the option to post the batch out of balance.</p>	Y	Yes, post this batch out of balance	N	No, do not post this batch out of balance
Y	Yes, post this batch out of balance				
N	No, do not post this batch out of balance				
Exclude batch from integrity report	<p>A code that controls the inclusion or exclusion of an out of balance batch on an integrity report (P007031).</p> <p>For WorldSoftware, valid codes are:</p> <table style="margin-left: 40px;"> <tr> <td>Y</td> <td>Yes, include batch out of balance on integrity reports</td> </tr> <tr> <td>N</td> <td>No, do not include batch out of balance on integrity reports</td> </tr> </table> <p>For OneWorld, click the option to exclude the batch from integrity reports.</p>	Y	Yes, include batch out of balance on integrity reports	N	No, do not include batch out of balance on integrity reports
Y	Yes, include batch out of balance on integrity reports				
N	No, do not include batch out of balance on integrity reports				

► To post using automated data selection

From the Customer Invoice menu (G03B11), choose Invoice Journal Review.

Use this procedure to start posting one or more batches immediately without exiting the review form.

If you run locally when you use Post by Batch to post multiple batches, you will not be able to use Work With Batches until posting is complete for all the batches. However, you will be able to use other programs.

1. On Work With Batches, choose the batch or batches to post.
2. Choose Post by Batch from the Row menu.

3. On Report Output Destination, choose the destination for the General Ledger Post report (on the screen or to a printer) and click OK.

The program sends the data selection for each highlighted batch to a version. The program selects the version to process based on the batch type and posts the batches consecutively.

When the post is complete, the program displays the report on the screen or sends it to a printer, depending on the destination you chose.



To post using automated data selection and a subsystem

From the Customer Invoice Entry menu (G03B11), choose Invoice Journal Review.

Use this procedure to post one or more approved batches using a subsystem. Your system administrator must start the subsystem before posting can occur. Posting occurs in a separate area and typically at a later time.

1. On Work With Batches, choose the batch or batches to post.
2. Choose Subsystem G/L Post from the Row menu.

The program sends the data selection for each highlighted batch to the version ZJDE0011, which is used for all subsystem posting. The program will post the batches consecutively in background on the server. If the subsystem runs constantly, you might not notice any difference between subsystem posting and posting by batch on the server, except that the program always sends reports to the printer. You cannot choose to see reports on the screen.

Caution: Do not enter data selection information for the subsystem post version (ZJDE0011), because this version is shared by other systems.

Verifying Posted Invoices

After posting your invoices, verify that your batches of invoices posted successfully. If any batches did not post, you must correct all errors and set the batch to approved status before the program will post the batch. The program creates a variety of messages and reports to help you verify the posting information.

Complete the following tasks:

- Review your workflow messages
- Review the General Ledger Post Report
- Review the Post Detail Error Report

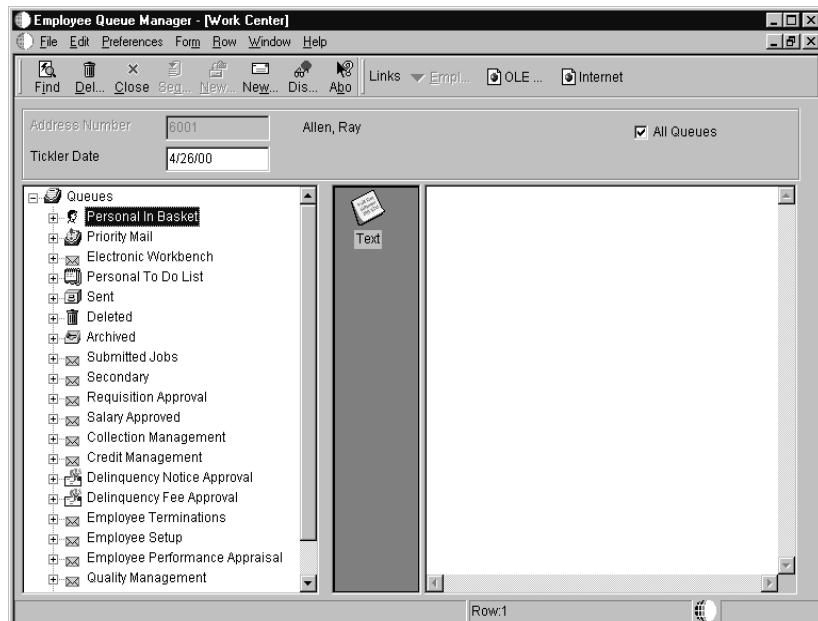
See Also

- *Appendix B: Working with Employee Queue Manager in the Enterprise Workflow Management Guide* for information about workflow messages

Reviewing Your Workflow Messages

The program sends workflow messages to the Employee Work Center when errors occur and when the job completes normally. After you run the post program, you should check your electronic mail to determine the status of the job. If the job did not complete normally, review the error messages. Typically, one message notifies you that the job had errors, followed by one or more detailed messages defining the errors.

The following example shows an error notification:



From error messages, you can access the Work With Batches form, which allows you to locate problems and make changes interactively.

Double-click the Work With Batches icon in the right panel to open the Work With Batches form. From there, you can access the Invoice Journal Review and Invoice Entry Journal Review forms. From either of these forms, you can make corrections as needed.

Reviewing the General Ledger Post Report

After you run the post program, use the General Ledger Post report to verify the automatic offsets that the system created. This report lists only those batches that posted successfully.

When a posting journal contains only heading information, the Post program could not post any batches and has sent messages to your work queue.

If you enter invoices with multiple currencies, this report lists the amounts in both the CA (currency amounts) ledger and AA (actual amounts) ledger for foreign currency transactions. The CA amounts represent the foreign side of the entry. The AA amounts represent the domestic side of the entry.

Additionally, this report lists the currency code of the CA ledger amount and the domestic currency of the company for the AA ledger amount. Both the CA and the AA ledgers must be in balance. CA totals might not be currency specific.

See Also

- *R09801, General Ledger Post* in the *Reports Guide* for a sample report

Reviewing the Post Detail Error Report

When you set up ledgers, you specify whether a ledger is required to balance. If the Post program finds an out-of-balance condition in a ledger type that is required to balance, the program generates a report. If you determine that an out-of-balance journal entry is in error, correct the error and post the batch again.

If you enter vouchers with multiple currencies, this report includes AA (actual amounts) and CA (currency amounts) ledger information. Both the CA and AA ledgers must be in balance.

In some cases, you might need to post an out-of-balance journal entry. For example:

- A power failure occurred during entry or posting.
- A valid, one-sided journal entry was entered to correct a conversion error that was made during setup.

Related Information

Preventing a batch from posting To prevent an approved batch from posting, change its status to pending.

Processing Options for Posting Invoices

Print

- 1) Enter which Account Number to print on the report. '1' = Structured Account; '2' = Short Account ID; '3' = Unstructured Account; ' ' = Default Account Format.

Account Format

Versions

- 1) Enter a version of the Detailed Currency Restatement (R11411) to execute. If left blank, Detailed Currency Restatement entries will not be created. (i.e. ZJDE0001)

Detailed Currency Restatement Version

- 2) Enter a version of the Fixed Asset Post (R12800) to execute. If left blank, Fixed Asset Post will not be executed. (i.e. ZJDE0001)

Fixed Asset Post Version

- 3) Enter a version of the 52 Period Post (R098011) to execute. If left blank, 52 Period Post will not be executed. (i.e. ZJDE0001)

52 Period Post Version

Edits

- 1) Enter a '1' if you wish to update Account ID, Company, Fiscal Year, Period Number, Century, and Fiscal Quarter in records being posted, prior to editing and posting the records.

Update Transaction

Taxes

- 1) Enter when to update the Tax File (F0018). '1' = V.A.T. or Use Tax only; '2' = for all Tax Amounts; '3' = for all Tax Explanation Codes; ' ' = no update to Tax File (Default).

Update Tax File

- 2) Adjust V.A.T. Account for Discount Taken. The Tax Rules file must be set to Calculate Tax on Gross Amount, including Discount and Calculate Discount on Gross Amount, including Tax. Tax explanation must be a 'V'.

'1' = Update VAT only; '2' =
Update VAT, Ext. Price and
Taxable

- 3) Adjust V.A.T Account for Receipt Adjustments and Write Offs. Tax explanation must be a 'V'.

'1' = Update VAT only; '2' =
Update VAT, Ext. Price and
Taxable

Process

Enter a '1' if you wish to explode parent item time down to the assembly component level. Component billing rates will be used. (This applies to batch type 'T' only.)

Explode parent item time.

What You Should Know About Processing Options

Posting an alternate currency ledger

If you use the alternate currency ledger XA, set the appropriate processing option to update the ledger and produce a separate posting journal.

Revising Posted Invoices

After you post an invoice and before it is paid, you can revise it. For example, you might need to add lines to the G/L distribution, or you might need to void an invoice.

When you make certain types of changes, the system changes the batch status on the original batch from posted to unposted. You must post the batch again if you change the following:

- The total gross amount for the invoice
- The number of invoices in a batch
- A journal entry

If you must post the batch again, you might need to approve the batch before you post it. You must do this if the default entry status for the original invoice was pending.

Revising posted invoices consists of:

- Changing posted invoices
- Voiding posted invoices

When you change or void a posted invoice, the system maintains an audit trail. It flags the invoice record as changed in the Customer Ledger table (F03B11) and removes the posted code on the invoice. The system updates the Invoice Revisions Audit Trail table (F03B112).

Changing Posted Invoices

You can change various information on posted, unpaid invoices, but you cannot delete them. You cannot change the following key fields:

- Document Number
- Document Type
- Document Company
- Customer
- G/L Date

- Company
- G/L Offset
- Currency Code
- Pay Status (if equal to P)
- Batch Number
- Invoice Date
- Payment Terms
- Exchange Rate
- Pay Item
- G/L Offset
- Posted Code

The Company and G/L Offset fields are not key fields until an invoice has been posted.

Any change to an invoice on an invoice entry form reopens the batch and requires you to repost it. Consider using Speed Status Change to change information, such as the due date, that does not affect the G/L distribution.

To change the information in these fields, delete and re-enter the invoice.

► To change posted invoices

From the Customer Invoice Entry menu (G03B11), choose Standard Invoice Entry.

1. On Work With Customer Ledger Inquiry, locate the invoice and click Select.
2. On Standard Invoice Entry, change the information in any field that is not a key field, and click OK.
3. On Invoice Entry – G/L Distribution, complete the following fields on a new grid line to create a balancing entry, if necessary:
 - Account Number
 - Amount (credit amount)
4. Complete the following optional field and click OK:
 - Explanation –Remark–

You cannot add taxes to a posted invoice. However, you can change the gross amount of the invoice and enter tax information as an additional pay item.

To change a posted invoice with taxes, enter a new gross amount and remove the tax amount and taxable amount information. The system recalculates the tax information.

See Also

- *Revising Unposted Invoices*

Voiding Posted Invoices

To remove a posted invoice from your general ledger, you must void it and then post the batch again. You can void an invoice in the current or future fiscal period. You cannot delete a posted invoice.

To void a paid or partially paid invoice, you must first void the customer's payment.

After you void an invoice, notice that:

- The original gross amount in payment information is zero.
- The posted code is removed (changed from D to blank).
- The payment status code is P (paid).
- A record in the Invoice Revisions table (F03B112) is generated as an audit trail for the change in gross amount.
- The system populates the Revisions Made field with a 1.

After you void invoices, you must post the batch again.



To void posted invoices

From the Customer Invoice Entry menu (G03B11), choose Customer Ledger Inquiry.

1. On Work With Customer Ledger Inquiry, locate invoices.
2. Choose the invoice that you want to void and click Delete.
3. On Confirm Delete, click OK.
4. On Enter Void Information, complete the following fields and click OK:
 - Void G/L Date
 - Invoice Revision Code
5. On Void Confirmation, click OK to confirm the void.

6. To verify the void, locate the voided invoice on Work With Customer Ledger Inquiry and click Select to access Standard Invoice Entry.
7. To review the amounts that the system reversed in the Customer Ledger, choose Invoice Revisions from the Row menu on Standard Invoice Entry.

To review the reversing entries that the system creates in the Account Ledger table when you void an invoice, choose G/L Distribution from the Row menu on Standard Invoice Entry.

Related Tasks

Voiding pay items of a posted invoice	You can void specific pay items of a posted invoice. The process is similar to voiding invoices. On Standard Invoice Entry, you locate the pay item and click Delete. Enter and confirm the void information, and review the G/L distribution information as necessary.
--	---

Field	Explanation
Void G/L Date	A date that identifies the financial period in which the voided transaction is posted. The company constants for General Accounting specifies the date range for each financial period. You can have up to 14 periods. Generally, period 14 is for audit adjustments.
Invoice Revision Code	A code that identifies why an invoice record was adjusted or voided and written to the A/R Adjustment Ledger. This code will also determine how the adjusted record will appear on a statement.

Printing Invoice Journal Information

From the Customer Invoice Entry menu (G03B11), choose Invoice Journal Report.

Generally, it is easier to review invoice journal information online. However, if a balancing problem occurs, you might find the printed invoice journal more useful.

When you print invoice journal information, the system selects transactions from the Customer Ledger (F03B11) and Account Ledger (F0911) tables.

This report lists messages in the blank area next to the far right column. These messages describe:

- Balance discrepancies (if the total gross/discount amount does not equal the G/L distribution)
- Intercompany transactions (if the document contains G/L transactions for more than one company)

Processing Options for Invoice Journal

Print Options

Enter the format of the account number
to print on the Journal:
 '1' = Number entered during input,
 '2' = Business Unit, Object, Subsidiary,
 '3' = Short Account ID,
 '4' = Third Account Number

Account Number Format

Data Selection and Sequence for A/R Invoice Journal Report

The batch number, user ID, and batch date are commonly used data selections.

If your company creates additional versions of this report, you must use the following sequence:

1. User ID (alphabetical order)
2. Batch Date/Number (most recent date first)
3. Invoice Number (ascending order)

See Also

- *Reviewing Invoices*

Working with Customer Ledger Information

To quickly review invoices and receipts or audit a customer's transaction history, use Customer Ledger Inquiry. You can review paid and partially paid invoices and payments made against invoices, or update the pay status of an invoice. If you change or void an invoice, you can review the audit trail associated with the invoice revision.

Common tasks for working with customer ledger information are:

- Reviewing receipt information
- Reviewing invoice information
- Updating the status of an invoice
- Reviewing invoice revisions

Customer ledger information is stored in the following tables:

- Customer Ledger (F03B11)
- Invoice Revision Audit Trail (F03B112)
- Receipt Application Detail (F03B14)

Business Processes

On Work with Customer Ledger Inquiry, you can access numerous types of information about the transaction history of a customer. You can use these exits to review and revise A/R information. What follows are the various forms you can access from the Form and Row exits on Work with Customer Ledger Inquiry.

Form exits

- Work With Customer Master
- Customer Receipts Inquiry
- Work With Recurring Invoices History
- Work With Bank Accounts By Address
- Work With Distribution Lists
- Regional Info (Localizations)

Row exits

- Work with Batches
- Who's Who
- Receipt/Draft Details
- Speed Status Change – Detail
- Customer Ledger Detail
- Standard Invoice Entry
- Account Activity Log
- Work With Deductions
- Deduction Entry
- Account Activity Log (Promises/Promises)
- Account Status Summary
- Customer Service Inquiry
- G/L Distribution
- Revise Recurring Invoice Information
- Invoice Revisions
- Media Objects (Attachments)

Reviewing Receipt Information

When reviewing paid and partially paid invoices using Customer Ledger Inquiry, you can review the payments made against invoices on the Receipt Details form. This Row exit uses modeless processing, which allows you to review invoice and receipt information simultaneously. You can move through receipt details using Next and Previous buttons on Receipt Details without having to return to Customer Ledger Inquiry.

► To review receipt information

From the Customer Invoice Entry menu (G03B11), choose Customer Ledger Inquiry.

The screenshot shows the 'Customer Ledger Inquiry' window. At the top, there are fields for 'Customer' (with a required asterisk), 'Parent' (with a required asterisk), and 'Batch Number' (with a required asterisk). Below these are filters for 'Invoice No From' (with a required asterisk) and 'Thru' (with a required asterisk), with radio buttons for 'All', 'Paid', and 'Open'. There are also date filters for 'Date From' and 'Thru', with radio buttons for 'Invoice Date', 'Due Date', 'G/L Date', and 'Statement Date'. Underneath are checkboxes for 'Recurring Invoice' and 'Summarize'. The main area is a grid table with columns: Doc ID (1231), Doc Type (RI), Doc Co (00001), Pay Item (001), Invoice Date (5/20/05), Invoice Amount (2,712.00), Open Amount (2,712.00), Discount Available, Discount Taken (27.12), and Inv. (with a required asterisk).

1. On Work With Customer Ledger Inquiry, locate invoices.
2. Choose the invoice you want to review and choose Receipt/Draft Dtls from the Row menu.

The screenshot shows the 'Work with Receipt Detail' window. It has two main sections: 'Payment ID' and 'Receipt Number' on the left, and 'Document Number', 'Document Type', 'Document Company', 'Pay Item', and 'G/L Date' on the right. Below these are fields for 'Batch Type' and 'Batch Number'. The main area is a grid table with columns: Payment ID (321), Line ID (1761954), Receipt Number (1231), Document Number (1231), Doc Type (RI), Doc Co (00001), Pay Item (001), Address Number (3002), Match Doc Ty (RC), and Chrt (with a required asterisk).

3. On Receipt Details, review the payments.

You can click Next or Previous to review the receipt details of the next or previous document. As needed, you can use the bottom tabs to switch between Receipt Details and Work With Customer Ledger Inquiry.

See Also

- *Working with Modeless Processing* in the *OneWorld Foundation Guide* for more information about modeless processing

Reviewing Invoice Information

When reviewing an unpaid or paid invoice, you can access various information from the customer ledger, such as the original invoice or the G/L distribution for a specific invoice.

Reviewing invoice information consists of:

- Reviewing an individual invoice
- Reviewing the associated G/L distribution
- Reviewing an invoice in an “as if” currency
- Reviewing customer ledger detail

See Also

- *Entering Standard Invoices*

► **To review an individual invoice**

From the Customer Invoice Entry menu (G03B11), choose Customer Ledger Inquiry.

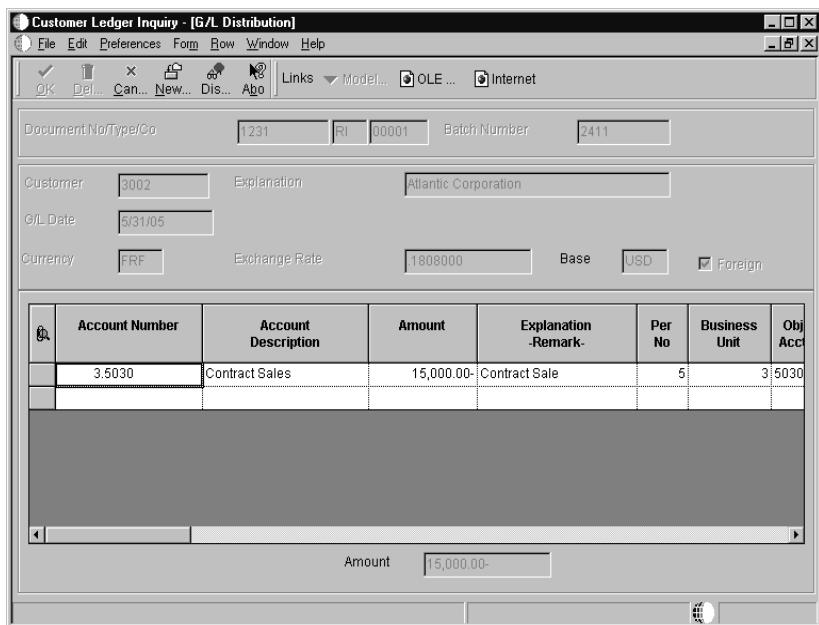
1. On Work With Customer Ledger Inquiry, locate invoices.
See *Locating Invoices* for more information.
2. Choose the invoice you want to view, and click Select to access Standard Invoice Entry.

► **To review the associated G/L distribution**

From the Customer Invoice Entry menu (G03B11), choose Customer Ledger Inquiry.

1. On Work With Customer Ledger Inquiry, locate invoices.
See *Locating Invoices* for more information.
2. Choose the appropriate invoice.

3. From the Row menu, choose G/L Distribution.



On G/L Distribution, you can only review the information. You cannot make changes.

► To review an invoice in an “as if” currency

From the Customer Invoice Entry menu (G03B11), choose Customer Ledger Inquiry.

Regardless of whether you enter an invoice in a domestic or foreign currency, you can review amounts as if they were entered in another currency. For example, you can review amounts in the French franc as if they were entered in the euro. Likewise, you can review amounts in the Japanese yen as if they were entered in the U.S. dollar, and so on.

To review amounts in an “as if” currency, you must enter a currency code and effective date in the processing options. This activates the As If Currency Code field on the Work with Customer Ledger Inquiry form. The effective date is used to retrieve the corresponding exchange rate and calculate the “as if” currency amount.

The “as if” currency amounts that you review are not written to a table, but are instead stored in temporary memory. This has no impact on disk space; however, this process can be processor intensive.

Accounts Receivable

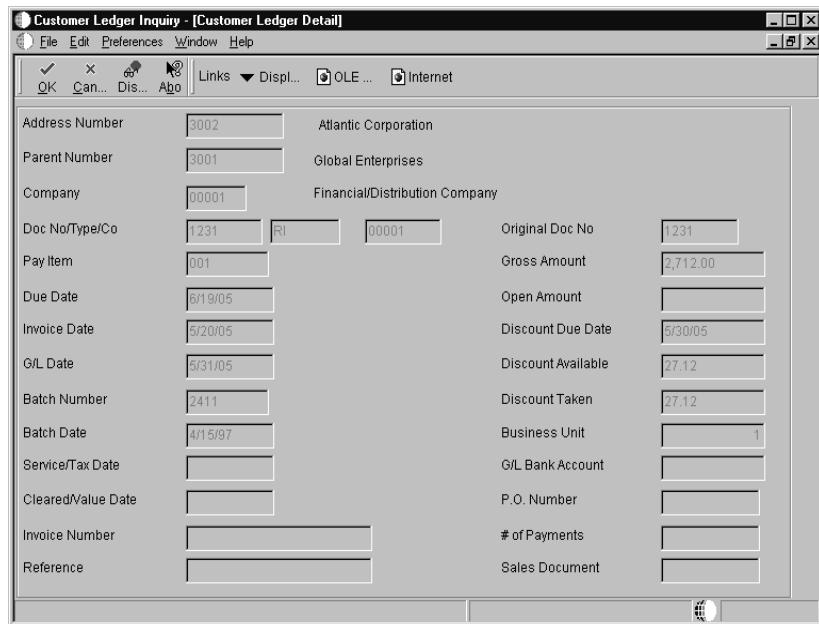
On Work with Customer Ledger Inquiry, follow the steps for locating invoices.

► To review customer ledger detail

From the Customer Invoice Entry menu (G03B11), choose Customer Ledger Inquiry.

Instead of scrolling through the detail area of Customer Ledger Inquiry, you can easily review all the pertinent invoice information on the Customer Ledger Detail form.

1. On Work With Customer Ledger Inquiry, locate invoices.
2. Choose the appropriate transaction.
3. From the Row menu, choose Cust Ledger Detail.



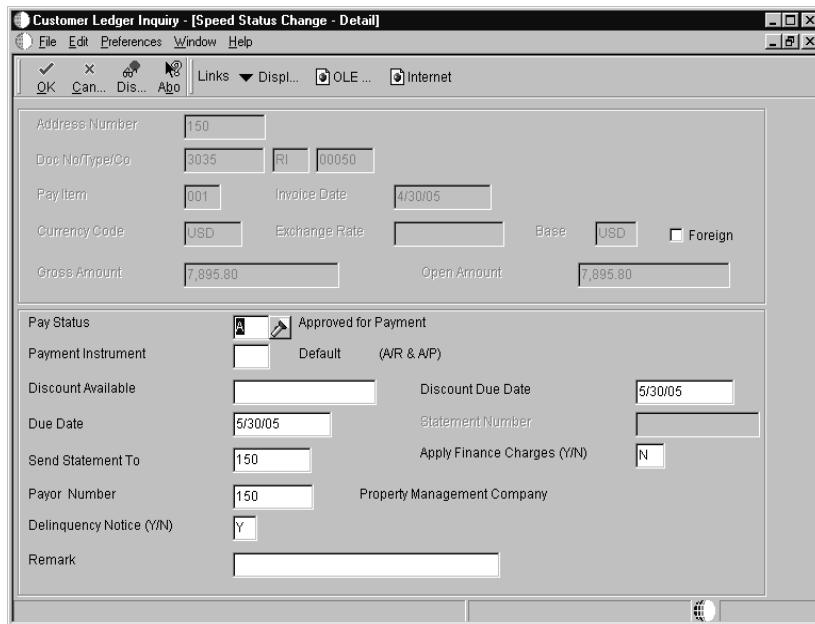
Updating the Status of an Invoice

To quickly update the pay status of an invoice, use Customer Ledger Inquiry to access the Speed Status Change - Detail form.

► To update the status of an invoice

From the Customer Invoice Entry menu (G03B11), choose Customer Ledger Inquiry.

1. On Work With Customer Ledger Inquiry, locate invoices.
2. Choose the invoice you want to update.
3. From the Row menu, choose Speed Status Change.



4. On Speed Status Change – Detail, follow the steps to update an invoice for payment.

Reviewing Invoice Revisions

After you change the gross amount of a posted invoice, or after you void an invoice, you can review the audit trail associated with the invoice revision.

The system marks the Revisions Made field with a 1 when you enter the change, and stores the revision information in the Invoice Revisions Audit Trail table (F03B112).

► To review invoice revisions

From the Customer Invoice Entry menu (G03B11), choose Customer Ledger Inquiry.

1. On Work With Customer Ledger Inquiry, locate invoices.
2. Choose the invoice you want to review.
3. From the Row menu, choose Revisions Audit.
4. On Invoice Revisions, review the invoice revisions and click Cancel.

Processing Options for Customer Ledger Inquiry (P03B2002)

Process Tab

Use this processing option to activate the customer self-service functionality when using Customer Ledger Inquiry (P03B2002).

1. Customer Self Service

Use this processing option to specify whether to activate customer self-service functionality in Java/HTML. Valid values are:

- Blank Bypass customer self-service
- 1 Activate customer self-service

Currency Tab

Use these processing options to specify how the system displays “as if” currency and the “as of” date on Customer Ledger Inquiry (P03B2002). The system calculates the “as if” currency amounts based on the “as of” date you specify in these processing options.

1. “As If” Currency

Use this processing option to specify a currency code for “as if” currency shown on the Customer Ledger Inquiry (P03B2002) form. “As if” currency allows the system to display amounts in a currency other than the original currency. The system recalculates domestic amounts based on the value entered in the As Of Date processing option and displays them in the “as if” columns. If you leave this processing option blank, the system does not display “as if” currency grid columns.

2. “As Of” Date

Use this processing option to specify the date for selecting the exchange rate between the “as if” currency and the domestic currency. If you leave this processing option blank, the system uses the Thru Date specified in Customer Ledger Inquiry (P03B2002). In the Currency Exchange Rates table (F0015), a valid exchange rate must exist between the “as if” currency and the domestic currency for the given “as of” date. A valid rate prevents errors from being generated when you use this option.

Versions Tab

1. Standard Invoice Entry (P03B11) Version

Use this processing option to specify the version of Standard Invoice Entry (P03B11) to use. If you leave this field blank, the system uses ZJDE0001.

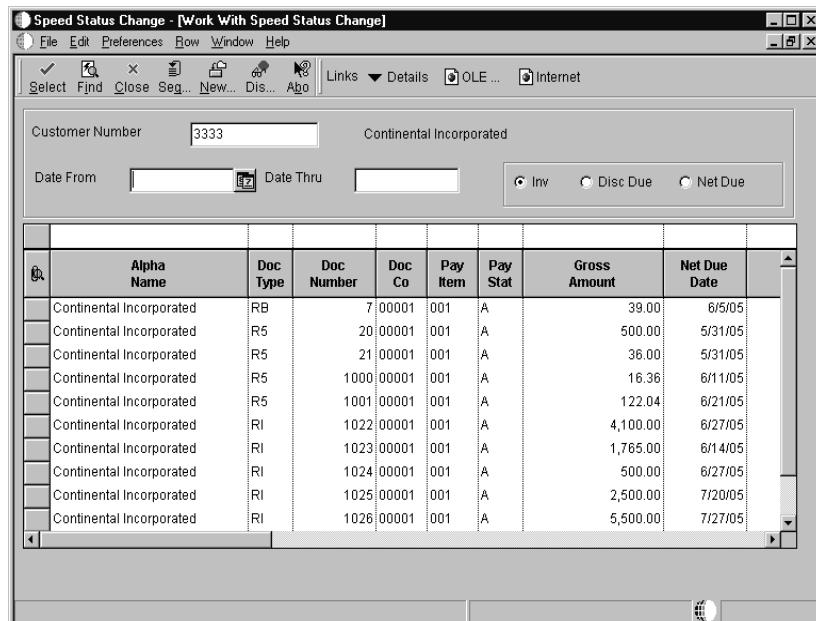
Working with Speed Status Change

After your invoices are approved for payment, you can use the Speed Status Change program (P03B114) to quickly change various types of information (such as invoices for payment and collection information) for an individual invoice, or simultaneously for a group of invoices. For example, you can change the pay status and due dates of your open A/R invoices individually or a group of invoices globally. When you use Speed Status Change, your general ledger is not affected because the information that you change is not related to the Account Ledger table (F0911).

You can:

- Locate open invoices
- Update an individual invoice
- Update a group of invoices

When you update invoices for payment, the system updates the Customer Ledger table (F03B11).





To locate open invoices

From the Manual Receipts Processing menu (G03B12), choose Speed Status Change.

You can display invoices by customer and date.

1. On Work With Speed Status Change, click Find to locate all open invoices, or complete the following fields to limit the information that the system displays and click Find:
 - Customer Number
 - Date From
 - Date Thru
2. To limit your search by date, complete any of the following options:
 - Inv
 - Disc Due
 - Net Due

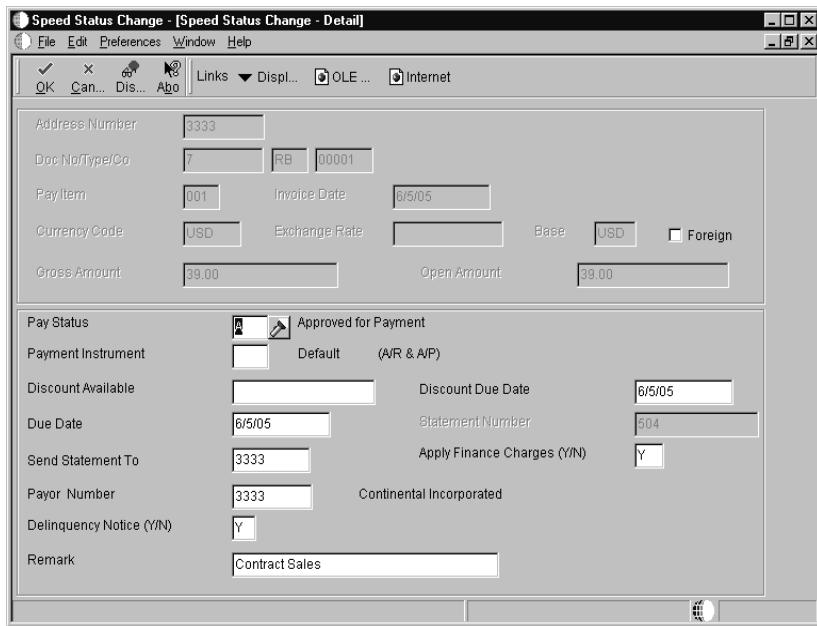


To update an individual invoice

From the Manual Receipts Processing menu (G03B12), choose Speed Status Change.

You can determine whether an invoice should be available for delinquency notification and fees. For example, you can prevent certain invoices from having delinquency fees generated for them, or invoices from appearing on a delinquency notice. You can change the pay status, discount amounts, and due dates without having to access each invoice through Standard Invoice Entry.

1. On Work With Speed Status Change, locate open invoices.
2. Choose the invoices you want to update. If you select more than one invoice, the system cycles through the invoices and displays them one at a time for updating on Speed Status Change – Detail.
3. From the Row menu, choose Details.



4. On Speed Status Change – Detail, change the information in any of the following fields, and click OK:

- Pay Status
- Payment Instrument
- Discount Available
- Discount Due Date
- Due Date
- Statement Number
- Send Statement To
- Apply Finance Charges (Y/N)
- Payor Number
- Delinquency Notice (Y/N)
- Remark
- Override Payment Term

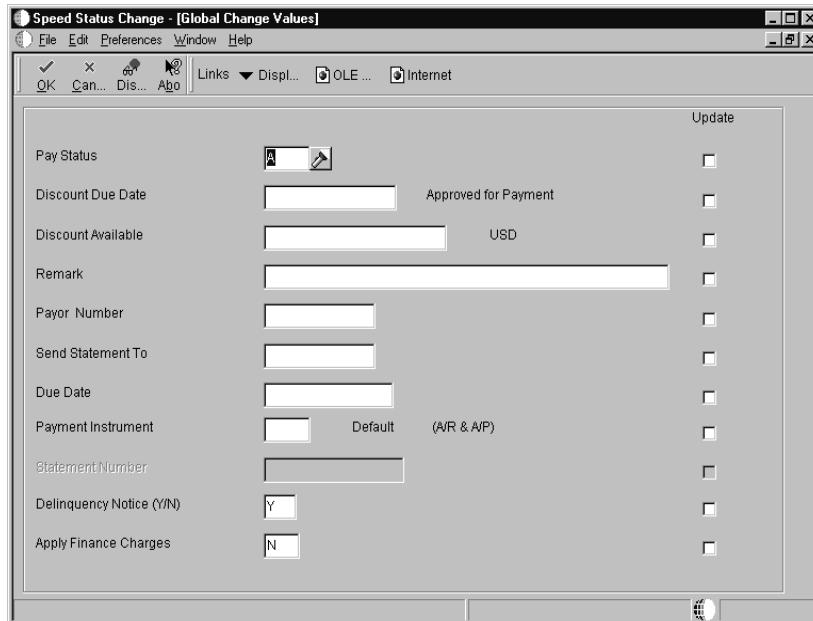
The Override Payment Term field is used for multitiered payment terms processing. The system displays this field depending on how you set the processing options in Speed Status Change. See *Setting Up Payment Terms for Multitiered Discounts* for more information about payment terms for multitiered discounts.

► To update a group of invoices

From the Manual Receipts Processing menu (G03B12), choose Speed Status Change.

You can quickly change payment information for multiple invoices at one time. For example, you might want to extend the discount period for a preferred customer. The most efficient way to do this is to update the discount due date on all of the invoices for the customer globally.

1. On Work With Speed Status Change, locate open invoices.
2. Choose the invoices you want to update.
3. From the Row menu, choose Global.



4. On Global Change Values, complete any of the following fields:
 - Pay Status
 - Discount Due Date
 - Discount Available
 - Remark
 - Payor Number
 - Send Statement To
 - Due Date
 - Payment Instrument

- Statement Number
 - Delinquency Notice (Y/N)
 - Apply Finance Charges
5. To update information for a group of invoices, click the Update option next to the appropriate field.
 6. Click OK.

Processing Options for Speed Status Change (P03B114)

Display Tab

1. Statement Number

Use this processing option to specify whether to update the statement number of documents. Valid values are:

Blank Do not update the statement number.
1 Update the statement number.

2. Payment Terms Code

Use this processing option to specify whether to hide or show the payment terms code of documents. Valid values are:

Blank Hide payment terms code.
1 Show payment terms code.

Enter 1 to show the payment terms code only when you are working with mult-tiered payment terms. If you show the payment terms code, you can change the payment terms code from mult-tiered to nonmult-tiered. This change allows you to suppress batch updates to discount amounts and discount due dates on the Batch Update for Multi-Tiered A/R report (R005142).

If you want to allow batch updates to discount amounts and discount due dates for a document that was previously suppressed, you must change the payment terms code to mult-tiered. Changing the payment terms code will not cause any recalculation of discount amounts or discount due dates to occur in Speed Status Change (P03B114).

Manual Receipts Processing

One of the most important steps in the accounts receivable process is to quickly enter payments received from your customers in order to recognize your current cash position. The Accounts Receivable system provides the flexibility you need to enter and maintain various types of receipts.

Manual receipts processing consists of:

- Working with standard receipts
- Creating stand-alone records
- Working with speed receipts
- Approving and posting receipts
- Calculating realized gains and losses during the post
- Recording slight rounding differences during the post
- Revising receipts
- Printing receipt information

What Are the Receipts Entry Methods?

Depending on the type of receipt, you can use either of the following methods to enter manual receipts:

Standard Receipts Entry Use this method to display open activity for a customer. You can pre load all open items, select various open items in a customer's account, or enter remittance information for receipt application. This method of receipts entry gives you the most flexibility and options when applying receipts.

With standard receipts entry, you can apply receipts in a domestic, foreign, or alternate currency.



Speed Receipts Entry

Use this method to quickly enter high-volume receipts with minimum information. This method of receipts entry gives you less flexibility than standard receipts entry. However, it provides a faster way of entering simple receipts or those receipts for which the invoice matching happens at a later time.

Which Method Should You Use to Enter Receipts?

To help determine which method you should use to enter receipts, consider the following advantages and limitations of standard and speed receipts entry:

Standard receipts entry advantages

You can:

- Select and load open items for a customer
- Enter information directly from a customer's remittance slip
- Apply receipts to invoices that include discounts or write-offs
- Create chargebacks for discount amounts
- Create stand-alone chargebacks, write-offs, and deductions
- Enter unapplied receipts (you can do this in standard receipts or speed receipts)
- Apply a partial unapplied amount
- Enter a deduction for an amount associated with a partial payment
- Apply receipts that are logged through Speed Receipts Entry
- View the results of receipts entry
- Locate and modify receipts
- Delete unposted receipts
- Void posted receipts
- Void or delete individual pay items
- Designate receipts as non-sufficient funds (NSF)
- Convert logged receipts to unapplied receipts
- Enter general ledger (G) type receipts
- Distribute a general ledger (G) type receipt among multiple G/L accounts
- Apply receipts in an alternate currency

Standard receipts entry limitations

You cannot:

- Enter receipts as quickly because you use multiple forms to access open items and enter receipt information
- Enter logged receipts
- Apply receipts using a balance forward method

Speed receipts entry advantages	You can: <ul style="list-style-type: none"> • Use one form to enter multiple receipts • Use one row in the detail area of the form to represent a receipt • Enter logged receipts • Enter unapplied receipts (you can do this in standard receipts or speed receipts) • Enter balance forward receipts • Distribute a general ledger (G) type receipt among multiple G/L accounts • Remove a receipt from the detail area before clicking OK
Speed receipts entry limitations	You cannot: <ul style="list-style-type: none"> • Create chargebacks, write-offs, or deductions • Pre load open items • Spread receipts among multiple accounts • Locate or modify receipts • Delete or void receipts • Designate receipts as NSF • View the results of receipts application • Use alternate currencies

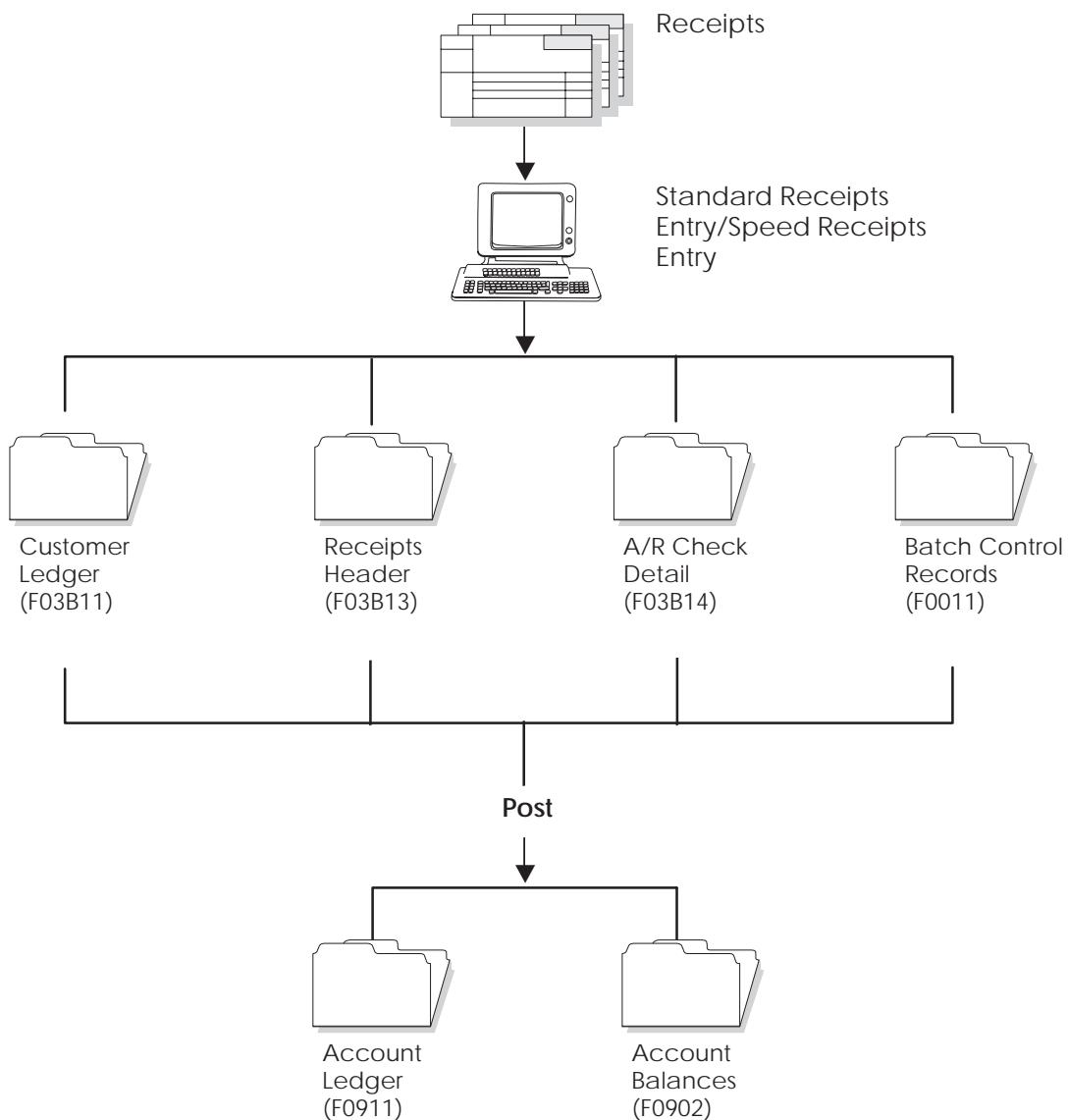
What Are the Steps for Processing Manual Receipts?

You use the standard J.D. Edwards three-tier processing steps to manage manual receipts. They are:

1. Enter
2. Review
3. Post

Manual Receipts Processing

The following graphic illustrates the receipts entry process:



What Does the System Require to Process Manual Receipts?

The system requires certain information to process receipts and apply them to the open items in a customer's account.

Concepts that you should be familiar with when you process manual receipts include:

- Dates (receipt dates and G/L dates)
- Invoice document types
- Receipt document types
- Type input codes

Dates

The system uses both of the following dates to process receipts:

Receipt date	You enter this date on the Receipts Entry form. This is the date shown on the customer's receipt or item.
G/L date	You enter this date on Receipts Entry. This is used for exchange rate calculations and the post.

Invoice Document Types

When you display open items for a customer, each pay item consists of an invoice document type. Invoice document types can exist by themselves. You attach an associated receipt document to an invoice document. All invoice documents:

- Represent the initial transaction
- Stand alone in the system

Common invoice document types include:

RI (Regular Invoice)	This is an invoice that you create using either standard invoice entry or speed invoice entry.
RR (Recurring Invoice)	This is a recurring invoice that you create using standard invoice entry. You can indicate the frequency and number of payments.

RB (Chargeback Invoice)	This is an invoice generated at the time of receipts entry for a customer's short payment. The system generates this invoice to charge back the customer for the original amount left unpaid.
RM (Credit Memo)	This is a credit invoice to the customer.
R5 (Deduction)	This is an invoice that the system generates for amounts in dispute that have yet to be researched.
R1 (Draft)	This is a promise to pay a debt. This document can be a paper record or an electronic record. A draft includes the amount to be paid, the due date, banking information and, possibly, information about underlying liabilities.
RF (Delinquency Fee)	The system creates this document for the total amount of all fees generated for all eligible invoices for the customer.

Receipt Document Types

After you enter receipts, write-offs, and so on, the system assigns an associated receipt document type to each invoice transaction based on the payment detail association. The document types are located in the F03B14 table.

Common receipt document types include:

RU (Unapplied receipt)	This is a receipt that you do not match to a specific invoice. The system applies this receipt to the customer's overall account to reduce the open balance.
RC (Receipt)	The system creates this document for a payment when you enter a receipt.
RV (NSF non-sufficient funds receipt)	The system creates this document when a bank cannot cover a customer's payment.
RO (Void receipt)	The system creates this document when you void a receipt.

Type Input Codes for Standard Receipts Entry (TI)

When applying receipts to invoices, you can use type input (TI) codes to automatically calculate amounts to apply for payments, discounts, write-offs, chargebacks, and deductions.

The following table lists the types of input codes for standard receipts entry and how you can use them to automatically calculate any necessary amounts:

10 – Simple Invoice Match	Calculations: <ul style="list-style-type: none">• Payment amount = current open amount – discount available• Discount taken = discount available• Write-off = optional• Chargeback = optional• Deduction = optional
11 – Invoice Match with Automatic Chargeback for Discount Amount	Calculations: <ul style="list-style-type: none">• Payment amount = current open amount – discount available• Discount taken = optional• Write-off = optional• Chargeback = discount available• Deduction = optional

15 – Invoice Match with Write-off

Calculations:

- Amount applied = current amount – discount available
- Discount taken = discount available
- Write-off = current open amount – amount applied, discount taken, chargeback amount, and deduction amount
- Chargeback = optional
- Deduction = optional

16 – Invoice Match with Chargeback

Calculations:

- Amount applied = current open amount – discount available
- Discount taken = discount available
- Write-off = optional
- Chargeback = current open amount – amount applied, discount taken, write-off, and deduction amount
- Deduction = optional

17 – Invoice Match with Deduction

Calculations:

- Amount applied = current open amount – discount available
- Discount taken = discount available
- Write-off = optional
- Chargeback = optional
- Deduction = current open amount – amount applied, discount taken, write-off, and chargeback

Example: Using Type Input Codes to Enter Receipts

The following examples illustrate how you can use type input codes to enter receipts. For each example, the outstanding invoice amount is 1000.00, and the payment terms are 1/10, net 30.

Simple Invoice Match (Type Input 10)

You receive 990.00 for invoice 123 within the discount period.

TI Code	Amount Applied	Discount	Write-Off	Chargeback	Gross Amount	Document Number	Pay Item	Document Type
10	990.00	10.00			1000.00	123	001	RI

By using type input 10, the system applies 990.00 and allows the discount of 10.00.

Invoice Match with Automatic Chargeback for Discount Amount (Type Input 11)

You receive 990.00 for invoice 123 after the discount period has expired.

TI Code	Amount Applied	Discount	Write-Off	Chargeback	Gross Amount	Document Number	Pay Item	Document Type
11	990.00			10.00	1000.00	123	001	RI

By using type input 11, the system applies the 990.00 and creates a chargeback for 10.00.

Invoice Match with Write-Off (Type Input 15)

You receive 970.00 for invoice 123 within the discount period. You decide to create a write-off for the 20.00 instead of creating a chargeback invoice.

TI Code	Amount Applied	Discount	Write-Off	Chargeback	Gross Amount	Document Number	Pay Item	Document Type
15	970.00	10.00	20.00		1000.00	123	001	RI

By using type input 15, the system applies the 970.00, allows 10.00 for the discount, and creates a write-off for 20.00.

Invoice Match with Chargeback (Type Input 16)

You receive 600.00 for invoice 123 within the discount period.

TI Code	Amount Applied	Discount	Write-Off	Chargeback	Gross Amount	Document Number	Pay Item	Document Type
16	600.00	10.00		390.00	1000.00	123	001	RI

By using type input 16, the system applies the 600.00, allows 10.00 for the discount, and creates a chargeback for 390.00.

Invoice Match with Deduction (Type Input 17)

You receive 850.00 for invoice 123 within the discount period. You decide to create a deduction for the remaining amount of 140.00, which you will research and resolve at a later time.

TI Code	Amount Applied	Discount	Write-Off	Chargeback	Deduction	Gross Amount	Document number	Document Type
17	850.00	10.00			140.00	1000.00	128	RI

By using type input 17, the system applies the 850.00, allows the discount of 10.00, and creates a deduction for 140.00.

Working with Standard Receipts

Standard receipts provide the most features and flexibility when you are processing manual receipts from your customers. To add, change, delete, void a receipt, or designate a receipt as having non-sufficient funds (NSF), use Standard Receipts Entry.

Working with standard receipts consists of:

- Entering invoice match receipts
- Entering unapplied receipts
- Applying unapplied receipts to invoices
- Entering receipts with automatic write-offs (TI code 10)
- Entering receipts with manual write-offs (TI code 15)
- Entering receipts with deductions (TI code 17)
- Working with G/L receipts
- Applying receipts to invoices using multiple input methods

TI refers to the type input code used by Manual Receipts Entry.

Receipt information is stored in the following tables:

- Customer Ledger (F03B11)
- Receipts Register (F03B13)
- Receipt Application Detail (F03B14)

Before You Begin

- Set up the appropriate AAIs for receipts processing.

See Also

- *Understanding AAIs for A/R*
- *Processing Options for Standard Receipts Entry*

- *Type Input Codes for Standard Receipts Entry* in the *Manual Receipts Processing* overview

Entering Invoice Match Receipts

When you receive payment from a customer, you can quickly match the receipt to an invoice or group of invoices. Matching receipts to open invoices is the most common method of applying receipts.

Entering invoice match receipts consists of:

- Displaying open items
- Entering remittance information
- Entering basic receipts (TI code 10)
- Understanding multicurrency receipts
- Entering alternate currency receipts
- Reviewing the results of receipts entry
- Entering receipts with earned discounts (TI code 10)
- Entering receipts with unearned discounts (TI code 10)
- Creating chargebacks for discounts (TI code 11)
- Creating chargeback invoices (TI code 16)

TI refers to the type input code used in Manual Receipts Entry.

Displaying Open Items

Before entering a receipt, you might need to display the open items in a customer's account. You use the information that the system displays to apply receipts accordingly.

When displaying open items, you can:

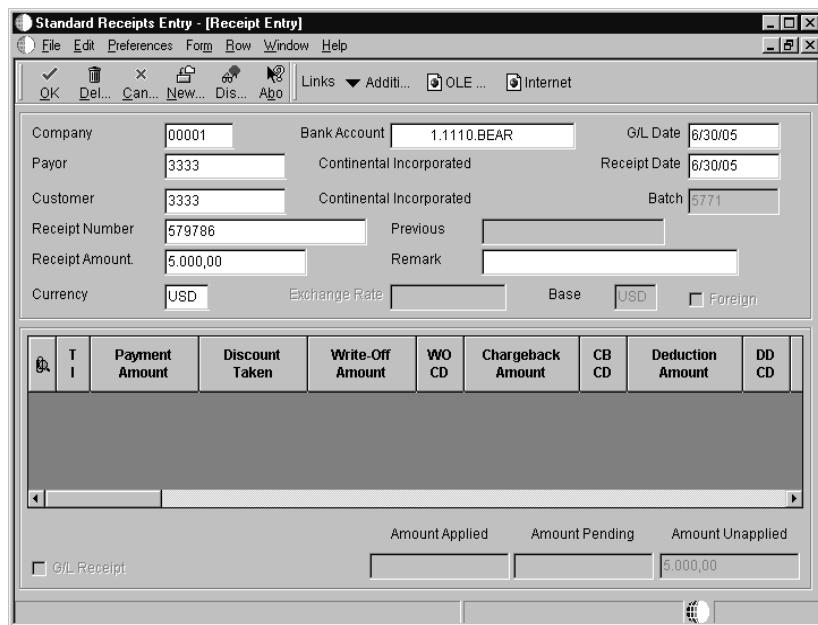
- Load all open items for a customer
- Select specific open items for a customer

► **To load all open items for a customer**

From the Manual Receipts Processing menu (G03B12), choose Standard Receipts Entry.

When entering standard receipts, you can load all of the open items in a customer's account for receipt application.

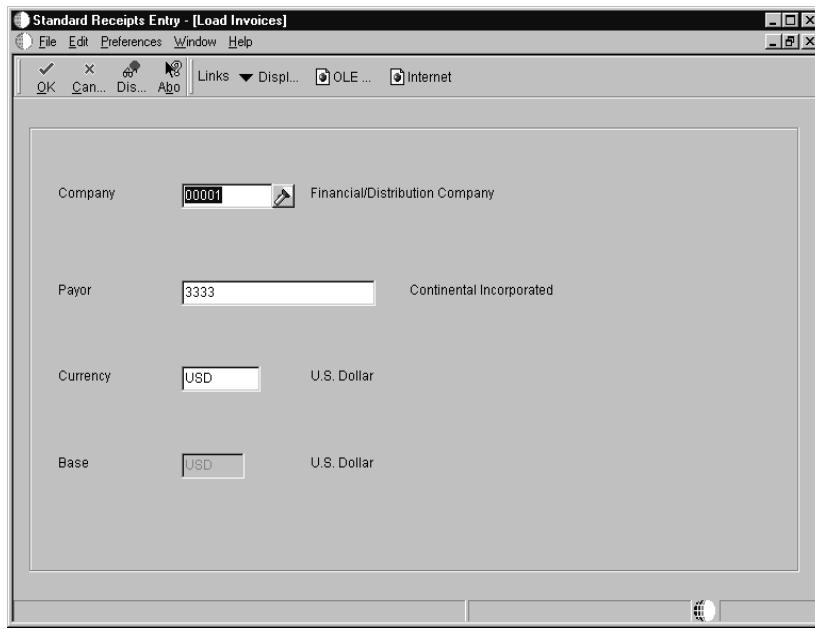
1. On Customer Receipts Inquiry, click Add.



2. On Receipts Entry, complete the following fields in the header area:
 - Company
 - G/L Date
 - Payor
 - Customer
 - Receipt Amount
3. Complete the following optional fields:
 - Bank Account
 - Receipt Date
 - Receipt Number
 - Currency
 - Remark
 - Exchange Rate

Accounts Receivable

4. From the Form menu, choose Load.



5. On Load Invoices, complete any of the following fields if necessary, and click OK:
 - Company
 - Payor

If you use the Currency field on Load Invoices (when currency receipts is enabled), the system loads only receipts with the currency you specify. When you load invoices, the currency code you enter must be either the domestic or foreign currency of the invoice. To load invoices regardless of currency, enter a * into the Currency field. If you leave this field blank, the system uses the default currency code associated with the company you entered in the receipt header.

The system loads all open invoices in order by due date in the detail area area of the Receipts Entry form.

Field	Explanation
Currency	A code that indicates the currency of a customer's or a supplier's transactions. <i>Form-specific information</i>
	The currency of the receipt to be applied against invoices. The system displays invoice transaction amounts in the currency you enter, regardless of the currency of the invoice. If the currency is an alternate currency, the system displays the invoice transaction amounts based on the last valid exchange rate from the Currency Exchange Rates table (F0015).

► To select specific open items for a customer

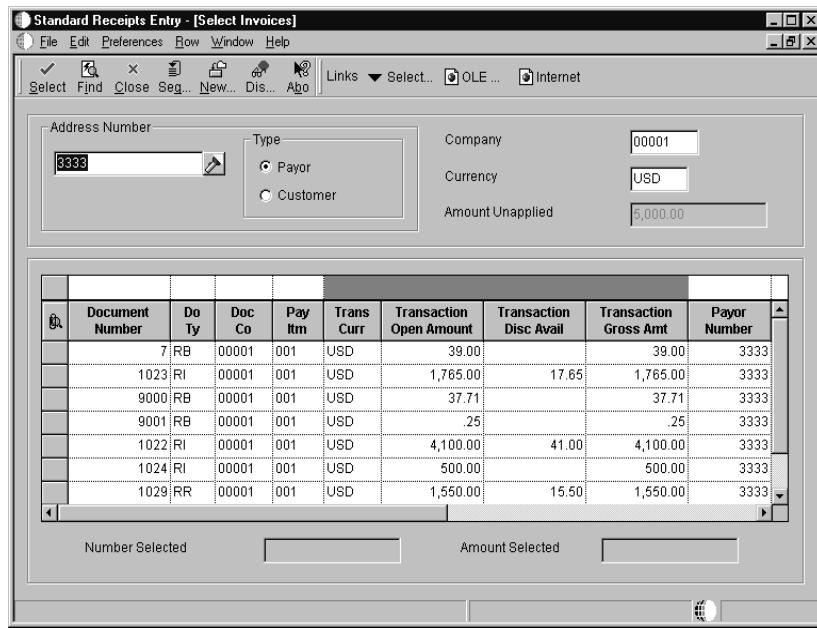
From the Manual Receipts Processing menu (G03B12), choose Standard Receipts Entry.

In addition to loading all open items for a customer, you can locate specific invoices from customers' accounts for receipt application. For example, you might want to select those invoices that are due on a specific date. The system loads the open items you choose on the Receipts Entry form.

Note: RU documents (unapplied cash), R5 (deductions), and R1 (drafts) are not eligible for selection using this selection process.

1. On Customer Receipts Inquiry, click Add.
2. On Receipts Entry, complete the following fields in the header area:
 - Company
 - G/L Date
 - Payor
 - Customer
 - Receipt Amount
3. Complete the following optional fields:
 - Bank Account
 - Receipt Date
 - Receipt Number
 - Currency
 - Remark
 - Exchange Rate
4. From the Form menu, choose Select.

Accounts Receivable



5. On Select Invoices, complete the following optional fields:

- Address Number

The customer number you enter into the receipt header on Receipts Entry is automatically loaded into the Address Number field on Select Invoices. You can select invoices for other customers by entering their address number into this field.

- Type
- Company
- Currency Code

To locate invoices entered in a specific currency, complete the Currency Code field or enter a * in the field to load invoices for all currencies. You can select only invoices with the same base currency. You cannot select invoices entered for companies that have a different base currency.

6. Click Find to load the open items that meet your search criteria. Alternatively, you can use the QBE line to locate invoices.

7. Choose the invoice or group of invoices that you want to display on Receipts Entry and click Select.

The system marks the invoices that you select. To remove the selection, choose the invoice and click Select again. You can select invoices from multiple customers. The system keeps track of the number of invoices you select and the total amount of the selected invoices. Alternatively, you can double-click the left-most field (in the attachment column) for each detail item to select or deselect the invoices for payment.

8. To load the selected invoices in the detail area of Receipts Entry, click Close.

The system loads these invoices in the order in which they were selected.

Entering Remittance Information

When you need a fast way to enter numerous open invoices in a customer's account for receipt application, use Remittance Entry. This method enables you to enter high-volume amounts of information. For example, you can quickly enter the details of a customer's remittance, such as an invoice number, a statement number, a sales order number, or a reference number assigned by the customer. The system uses the information that you enter, in conjunction with the processing option settings, to locate the associated invoices.

► **To enter remittance information**

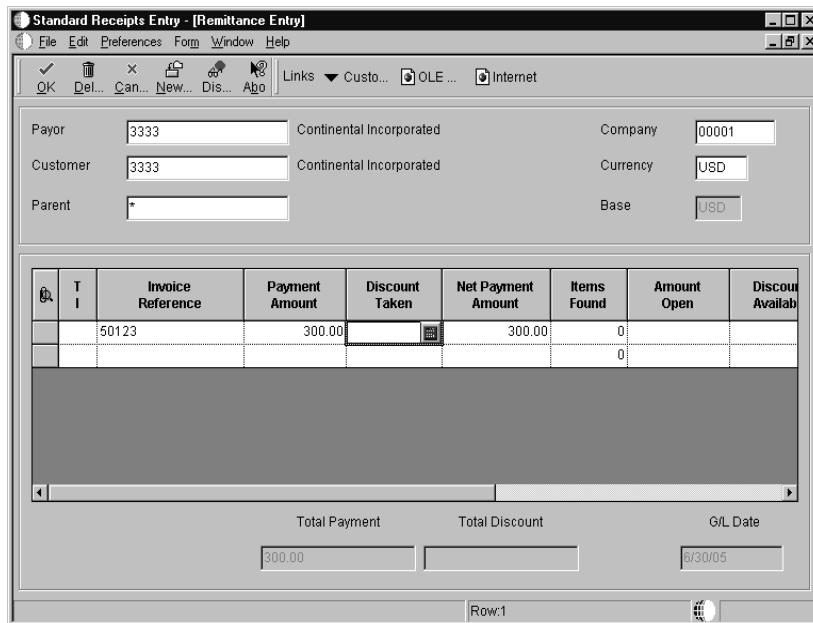
From the Manual Receipts Processing menu (G03B12), choose Standard Receipts Entry.

1. On Customer Receipts Inquiry, click Add.
2. On Receipts Entry, complete the following fields in the header area:
 - Company
 - G/L Date
 - Payor
 - Customer
 - Receipt Amount
3. Complete the following optional fields:
 - Bank Account
 - Receipt Date
 - Receipt Number

Accounts Receivable

- Currency
- Remark
- Exchange Rate

4. On Receipts Entry, choose Remittance Entry from the Form menu.



5. On Remittance Entry, complete the following optional fields:

- Payor
- Customer
- Parent
- Company
- Currency

6. Complete the following field for each item on the customer's remittance:

- Invoice Reference

Enter the invoice number, statement number, sales order number, or a customer reference number into the Invoice Reference field. The order of the search is determined by the Match Priority processing option.

7. In the detail area, complete the following optional fields:

- Payment Amount
- Discount Taken
- Document Type

- Doc Co (Document Company)
 - Pay Item
 - Override Type
8. Click OK.

Field	Explanation										
Invoice Reference	<p>A generic field used in the cash receipt process to match receipts against invoices. This field can contain the following values:</p> <table style="margin-left: 20px; border-collapse: collapse;"> <tr><td style="padding-right: 10px;">1</td><td>Invoice number</td></tr> <tr><td style="padding-right: 10px;">2</td><td>Statement number</td></tr> <tr><td style="padding-right: 10px;">3</td><td>Sales order number</td></tr> <tr><td style="padding-right: 10px;">4</td><td>Customer reference number</td></tr> </table> <p>The system uses this field in conjunction with the Match Priority processing options or the Override Type field to determine which of the four options the value represents. The system searches the Customer Ledger table (F03B11) for an invoice based on the reference you enter, and matches it against the receipt.</p>	1	Invoice number	2	Statement number	3	Sales order number	4	Customer reference number		
1	Invoice number										
2	Statement number										
3	Sales order number										
4	Customer reference number										
Discount Taken	<p>In Accounts Receivable, this is the amount the customer account is discounted when you apply a receipt to an open invoice.</p> <p>In Accounts Payable, this is the amount of discount you take when you issue a payment.</p> <p>The discount taken does not have to be the same as the discount available.</p>										
Doc Type	<p>A user defined code (00/DT) that identifies the origin and purpose of the transaction.</p> <p>J.D. Edwards reserves several prefixes for document types, such as vouchers, invoices, receipts, and timesheets.</p> <p>The reserved document type prefixes for codes are:</p> <table style="margin-left: 20px; border-collapse: collapse;"> <tr><td style="padding-right: 10px;">P</td><td>Accounts payable documents</td></tr> <tr><td style="padding-right: 10px;">R</td><td>Accounts receivable documents</td></tr> <tr><td style="padding-right: 10px;">T</td><td>Time and Pay documents</td></tr> <tr><td style="padding-right: 10px;">I</td><td>Inventory conversion issues</td></tr> <tr><td style="padding-right: 10px;">O</td><td>Ordering document types</td></tr> </table> <p>The system creates offsetting entries as appropriate for these document types when you post batches.</p>	P	Accounts payable documents	R	Accounts receivable documents	T	Time and Pay documents	I	Inventory conversion issues	O	Ordering document types
P	Accounts payable documents										
R	Accounts receivable documents										
T	Time and Pay documents										
I	Inventory conversion issues										
O	Ordering document types										

Field	Explanation
Doc Co	<p>A number that, with the document number, document type and G/L date, uniquely identifies an original document, such as invoice, voucher, or journal entry.</p> <p>If you use the Next Numbers by Company/Fiscal Year feature, the Automatic Next Numbers program (X0010) uses the document company to retrieve the correct next number for that company.</p> <p>If two or more original documents have the same document number and document type, you can use the document company to locate the desired document.</p>
Pay Item	<p>A number that identifies the pay item for a voucher or an invoice. The system assigns the pay item number. If the voucher or invoice has multiple pay items, the numbers are sequential.</p>
Override	<p>A number the system uses to identify which matching process to run. If you leave the field blank, the matching process runs matches as you specified in the processing options for Standard Receipts Entry. The number of the matches that are successful will be displayed.</p> <p>This field also allows you to change the definition of the invoice reference field at the time you enter the receipt. For example, if you have the field defined to use the invoice number, but you receive payment by the statement number, you can enter the statement number into the invoice reference field and enter 4 in the Override Type field. This action allows the Invoice Reference field to accept a statement number.</p>

See Also

- *Displaying Open Items*

Entering Basic Receipts (TI Code 10)

You enter receipts in batches, just as you enter invoices in batches. To make your bank reconciliation process easier, you might want to group the different types of receipts into different batches. The system assigns a new batch number when you exit the Work with Customer Receipts Inquiry form and reenter it. The status of the batch will remain In Use until you exit the Work with Customer Receipts Inquiry form.

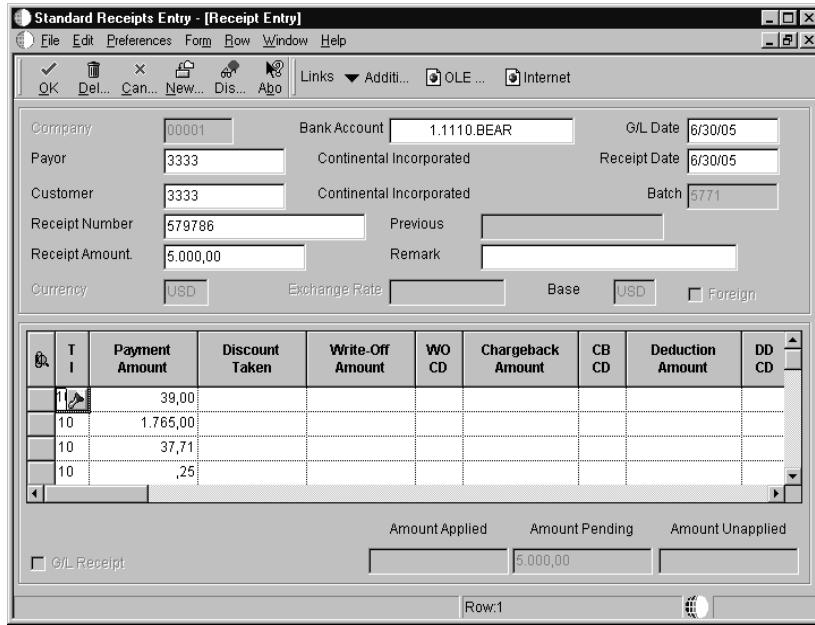
► To enter basic receipts

From the Manual Receipts Processing menu (G03B12), choose Standard Receipts Entry.

1. On Customer Receipts Inquiry, click Add.
2. On Receipts Entry, complete the following fields in the header area:
 - Company
 - G/L Date
 - Payor
 - Customer
 - Receipt Amount
3. Complete the following optional fields:
 - Bank Account
 - Receipt Date
 - Receipt Number
 - Currency
 - Remark
 - Exchange Rate

If you complete the header section and click OK without selecting invoices to pay, the system creates unapplied cash.

4. Display the open items for the customer, using Load, Select, or Remittance Entry.



- On Receipts Entry, in the detail area, enter 10 in the following field next to the appropriate invoice:

- T I (Type Input)

- To override default information, complete any of the following fields:

- Payment Amount

The system calculates and displays the amount applied if you do not apply the full amount of the receipt.

- Remark

- To create the receipt record, click OK.

After you enter a standard receipt and click OK, the system displays the previous receipt number in the header area of Receipts Entry. You must, however, use the Customer Receipts Inquiry form to locate and access the receipt.

- To return to the Customer Receipts Inquiry form, click Cancel.

After you enter a receipt, you can attach text, an OLE object, or an image, such as a scanned receipt. For example, you might attach an internal comment or memo regarding a receipt revision or void. To do so, choose the receipt on Customer Receipt Inquiry. Then, choose Attachments from the Row menu.

Field	Explanation
Payor	A user defined name or number that is unique to the address book number. You can use this field to enter and locate information. You can use it to cross-reference the supplier to a Dun & Bradstreet number, a lease number, or other reference.
Receipt Number	This field is the check number as entered by the user in cash receipts.
Receipt Amount	The actual amount of the receipt or payment.
T I	A code that specifies how the system processes a transaction during receipts entry. The system will not process transactions with a blank or invalid type input.
Payment Amount	In A/P, this is the actual amount of the payment. In A/R, this is the actual amount of the receipt. This amount must balance to the total amount applied to the open pay items or invoice.

See Also

- *Displaying Open Items*
- *Entering Remittance Information*
- *Adding Attachments to Invoices*

Understanding Multicurrency Receipts

When you apply a receipt to a multicurrency invoice, you can enter the receipt in the domestic or foreign currency of the invoice. Additionally, you can enter a receipt in an alternate currency that is neither the domestic nor foreign currency of the invoice. With this flexibility, you can apply receipts in any currency to invoices in any currency. However, you cannot apply receipts for a company with a base currency that is different from the domestic currency of the invoice.

To apply receipts to invoices in a multicurrency environment, review the following examples:

- Domestic currency receipts
- Foreign currency receipts
- Alternate currency receipts
- Currency considerations

Domestic Currency Receipts

A domestic currency receipt is a receipt that is in the same currency as the base currency of the invoice. The following example applies to domestic receipts:

Invoice Base Currency	Invoice Transaction Currency
#221 = USD	#221 = USD
#222 = USD	#222 = FRF

- You enter a receipt in USD to pay invoice #221 (USD).
- You enter a receipt in USD to pay invoice #222 (USD).

The receipts, which are in the domestic currency (USD), pay the domestic amount of the invoices, even though one of the invoices has a foreign amount. The system does not calculate a gain or loss on domestic receipts.

Foreign Currency Receipts

A foreign receipt is a receipt that is in the same currency as the foreign currency of an invoice. The following example applies to foreign currency receipts:

Invoice Base Currency	Invoice Transaction Currency
#222 = USD	#222 = FRF
#223 = USD	#223 = CAD

- You enter a receipt in FRF to pay the foreign amount of invoice #222 (FRF).
- You enter a receipt in CAD to pay the foreign amount of invoice #223 (CAD).

The receipts, which are in the foreign currency of the invoice (FRF and CAD, respectively), pay the foreign amounts of the invoices. A gain or loss might be calculated if the exchange rate changes from the time that the invoice is entered until the receipt is applied.

Alternate Currency Receipts

An alternate currency receipt is a receipt that is in a different currency from the foreign or domestic currency of an invoice. The following example applies to alternate currency receipts:

Invoice Base Currency	Invoice Transaction Currency
#221 = USD	#221 = USD
#223 = USD	#223 = CAD

- You enter a receipt in FRF to pay the domestic amount of invoice #221 (USD).
- You enter a receipt in EUR to pay the foreign amount of invoice #223 (CAD).

The receipts, which are in currencies that are neither the foreign nor the domestic currency of the invoices, pay the domestic (USD) and foreign (CAD) currency amounts of the invoices. A gain or loss might be calculated if the exchange rate changes from the time that the invoice is entered until the receipt is applied.

Note: If an invoice is domestic only and the receipt is not domestic, then the receipt is considered an alternate currency receipt, not a foreign currency receipt.

Currency Considerations

You cannot enter a receipt for a company that has a different base currency from the invoice that it pays. The following receipts are entered for company 00002, which has a base currency of CAD.

Invoice Base Currency	Invoice Transaction Currency
#221 = USD	#221 = USD
#223 = USD	#223 = CAD

- You cannot enter a receipt in USD to pay the domestic amount of invoice #221 (USD).

- You cannot enter a receipt in CAD to pay the foreign amount of invoice #223 (CAD).

The base currency of the receipts (CAD) are not the same as the base currencies of the invoices (USD); therefore, the system will not accept the receipt entry. To complete the entry, you must change the company number on the receipt to a company with a base currency of USD.

See Also

- *Calculating Realized Gains and Losses During the Post*

Entering Alternate Currency Receipts

Alternate-currency receipt processing allows you to bill a customer in one currency and receive payment in a currency that is different from the currency on the invoice or the domestic currency of your company. The alternate-currency receipt feature prevents you from having to void the original invoice and enter an invoice in the same currency as the receipt.

You activate alternate-currency receipt processing in a processing option in the Standard Receipts Entry program. You can deactivate this processing option to prevent an alternate currency receipt from being entered.

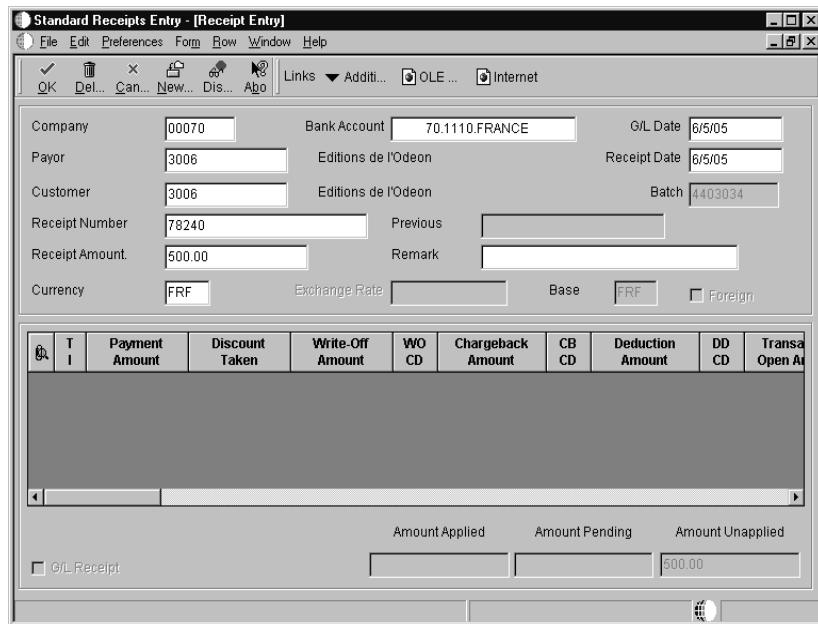
The Standard Receipts Entry program converts the invoice amount to the alternate currency amount so that you can apply the alternate currency receipt. To convert the invoice amount, the program uses the exchange rate between the alternate currency and the invoice currency. The exchange rate is retrieved from the Currency Exchange Rates table (F0015), based on the G/L date.

Note: You cannot enter alternate currency receipts using batch cash receipts, electronic data interchange (EDI) transactions, speed receipts, or drafts.

► **To enter alternate currency receipts**

From the Manual Receipts Processing menu (G03B12), choose Standard Receipts Entry.

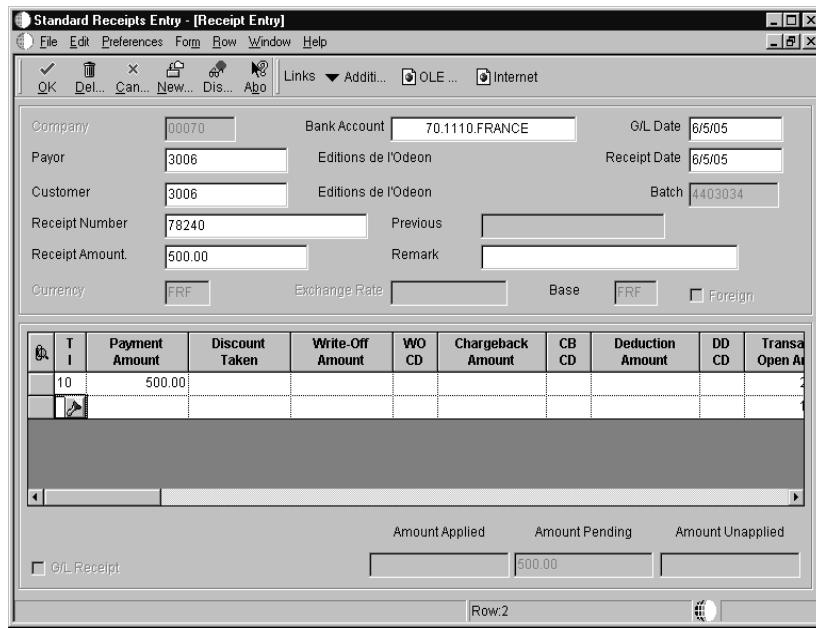
1. On Customer Receipts Inquiry, click Add.



2. On Receipts Entry, complete the appropriate fields in the header area.

Spot rates, which are entered in the Exchange Rate field, are not allowed on transactions between two EMU member currencies because of the irrevocably fixed euro rate.

3. In the Currency field, enter the currency code of the alternate currency receipt. This system will convert open invoice amounts to the alternate currency entered in this field.
4. Display the open items for the customer using Load or Select.
5. On the Load or Select Invoices form, change the currency code from the alternate currency of the receipt to the invoice currency or * to display the original invoices.



Reviewing the Results of Receipts Entry

After you enter a receipt, you might want to verify that you applied it correctly or view the current open amount for the customer. To do so, review the results of receipts entry. This provides a quick way of reviewing the current transaction history of a customer.

► **To review the results of receipts entry**

From the Manual Receipts Processing menu (G03B12), choose Standard Receipts Entry.

1. On Customer Receipts Inquiry or Standard Receipts Entry, from the Form menu, choose Customer Ledger.

The screenshot shows the 'Customer Ledger Inquiry - [Work with Customer Ledger Inquiry]' window. At the top, there are search fields for 'Customer' (3333) and 'Parent' (3004), and a note 'Continental Incorporated'. Below these are filters for 'Invoice No From' (with 'Thru' field), 'Batch Number' (with asterisk), and date ranges ('Date From' to 'As Of Date') with options for 'Invoice Date', 'Due Date', 'G/L Date', and 'Statement Date'. There are also checkboxes for 'Recurring Invoice' and 'Summarize'. The main area is a grid displaying transaction details:

Invoice Number	Doc Type	Doc Co	Pay Item	Invoice Date	Invoice Amount	Open Amount	Discount Available	Discount Taken
7	RB	00001	001	6/5/05	39.00	39.00		
9000	RB	00001	001	6/16/05	37.71	37.71		
9001	RB	00001	001	6/16/05	.25	.25		
1007	RI	00001	001	4/1/05	4,750.00	47.50		
1008	RI	00001	001	4/7/05	3,900.00			39.00

2. On Work With Customer Ledger Inquiry, complete any of the following fields to limit the information that the system displays:

- Customer
- Parent
- Batch Number
- Invoice No From
- Thru
- Date From
- Invoice Date
- G/L Date
- Due Date
- Statement Date

3. To view only paid items, click the following option:
- Paid
4. Choose the item that you want to review.
5. To review receipt information, choose Receipt/Draft Details from the Row menu.

Entering Receipts with Earned Discounts (TI Code 10)

When you apply a receipt to an invoice or group of invoices, you can choose to allow the discount. The system creates one matching document for each original document to which you apply the receipt.

If the customer earns the discount, the system applies it automatically. If the discount is not earned, you can apply the discount, but the system does not automatically populate the Discount Taken field.

You can set a processing option to allow the discount taken amount to be more than the discount available. For example, you might issue a credit to a customer in the form of a discount amount for a disputed item. In most cases, however, you should not change the processing option.

When you post the receipt, the system uses AAI item RKD to distribute the amount of the discount to the appropriate account.

► **To enter receipts with discounts (TI code 10)**

From the Manual Receipts Processing menu (G03B12), choose Standard Receipts Entry.

1. On Customer Receipts Inquiry, click Add.
2. Complete the following fields in the header area:
 - Company
 - G/L Date
 - Payor
 - Customer
 - Receipt Amount
3. Complete the following optional fields:
 - Bank Account
 - Receipt Date
 - Receipt Number
 - Currency
 - Remark
 - Exchange Rate
4. Display the open items for the customer, using Load, Select, or Remittance Entry.

5. In the detail area, enter 10 in the following field next to the appropriate invoice:
 - T I (Type Input)
6. To override default information, complete the following fields:
 - Payment Amount
 - Discount Taken
7. To create the receipt record, click OK.
8. Follow the steps to view the results of receipts entry (optional).

See *Reviewing the Results of Receipts Entry*.

See Also

- *Displaying Open Items*

Entering Receipts with Unearned Discounts (TI Code 10)

When applying a receipt to an invoice, you can choose not to allow the discount. For example, you might not allow the discount if you receive a customer's payment after the discount due date specified on the invoice.

If you do not allow the discount, the system leaves the original invoice open in the amount of the desired discount.

Before You Begin

- Ensure that your automatic write-off amounts in the processing options are set appropriately so that the system leaves the discount amount open on the invoice. Otherwise, the system will automatically write-off the amount of the discount. For example, you might want to set the auto write-off processing option as follows:
- Maximum underpayment write-off amount = 5.00
 - Maximum overpayment write-off amount = -5.00



To enter receipts with unearned discounts (TI code 10)

From the Manual Receipts Processing menu (G03B12), choose Standard Receipts Entry.

1. On Customer Receipts Inquiry, click Add.
2. On Receipts Entry, complete the following fields in the header area:
 - Company
 - G/L Date
 - Payor
 - Customer
 - Receipt Amount
3. Complete the following optional fields:
 - Bank Account
 - Receipt Date
 - Receipt Number
 - Currency
 - Remark
 - Exchange Rate
4. Display the open items for the customer, using Load, Select, or Remittance Entry.

See *Displaying Open Items*.

5. In the detail area, enter 10 in the following field next to the appropriate invoice:
 - T I (Type Input)
6. To override default information, complete the following field:
 - Payment Amount
7. Remove the amount or enter 0 (zero) in the following field:
 - Discount Taken
8. To create the receipt record, click OK.
9. Follow the steps to view the results of receipts entry (optional).

See *Reviewing the Results of Receipts Entry*.

Creating Chargebacks for Discounts (TI Code 11)

When applying a receipt to an invoice, you might need to create a chargeback for the discount amount. For example, a customer might issue payment for an invoice, less the discount, even though the terms of the discount have expired.

When you create a chargeback for the discount amount (type input code 11), the system creates two documents:

- RB (chargeback invoice). This is the original document that takes the place of a specific invoice or several invoices. The chargeback invoice contains the amount of the disputed amount to be charged back to the customer. The system creates an audit trail to the original invoice and always contains a debit amount. You can print this invoice and send it to the customer. The system uses the value from the G/L Offset field on the original invoice for the chargeback invoice G/L offset.
- RC (receipt). This document closes out the old invoice and creates a cross-reference to the chargeback invoice.

The chargeback creates one posted record (RU, RB, R5) in the Customer Ledger (F03B11) table, one receipt header record in the Receipts Header (F03B13) table, and a matching receipt (RC) document in the A/R Check Detail (F03B14) table. You must post this receipt in order to update the bank account balance for the amount that the system applied.

When posting, the system uses AAI item RCyyyy (where yyyy represents the G/L Offset) to determine which account to update.

► To create chargebacks for discounts (TI code 11)

From the Manual Receipts Processing menu (G03B12), choose Standard Receipts Entry.

1. On Customer Receipts Inquiry, click Add.
2. On Receipts Entry, complete the following fields in the header area:
 - Company
 - G/L Date
 - Payor
 - Customer
3. Complete the following optional fields:
 - Bank Account
 - Receipt Date
 - Receipt Number

- Receipt Amount
 - Currency
 - Remark
 - Exchange Rate
4. Display the open items for the customer, using Load, Select, or Remittance Entry.

See *Displaying Open Items*.

5. In the detail area, enter 11 in the following field next to the appropriate invoice:
- T I (Type Input)
6. Override the information in the following field:
- Payment Amount
7. Complete the following field:
- CB CD (Chargeback Reason Code)
8. To create the receipt record, click OK.
9. Review the results of receipts entry (optional).

See *Reviewing the Results of Receipts Entry*.

Field	Explanation
CB CD	A code that identifies the reason for a chargeback applied to the invoice during receipt entry. Typical reason codes are: DA Disputed amounts DD Unearned (disallowed) discount amount

Creating Chargeback Invoices (TI Code 16)

When you enter a partial payment for an invoice, you can create a chargeback invoice for the difference. For example, you might receive payment from a customer for only the merchandise ordered, less shipping costs. In this case, the customer did not pay the full amount and you want to charge back these costs.

When creating chargeback invoices (type input code 16), the system creates two documents:

- RB (chargeback invoice). This is the original document that takes the place of a specific invoice or several invoices. The chargeback invoice contains the amount of the disputed amount to be charged-back to the customer. The system creates an audit trail to the original invoice and always contains a debit amount. You can print this invoice and send it to the customer. The system uses the value from the G/L Offset field on the original invoice for the chargeback invoice G/L offset.
- RC (receipt). This document closes out the old invoice and creates a cross-reference to the chargeback invoice.

The chargeback creates one posted record (RU, RB, R5) in the Customer Ledger (F03B11) table, one receipt header record in the Receipts Header (F03B13) table, and a matching receipt (RC) document in the A/R Check Detail (F03B14) table. You must post this receipt in order to update the bank account balance for the amount that the system applied.

When posting, the system uses AAI item RCyyyy (where yyyy represents the G/L Offset) to determine which account to update.

Depending on how you set the processing options, the system uses the following default information when you create a chargeback:

- Payment status
- Chargeback reason code, such as freight charges
- Original invoice date or receipt G/L date

► To create chargeback invoices (TI code 16)

From the Manual Receipts Processing menu (G03B12), choose Standard Receipts Entry.

1. On Customer Receipts Inquiry click Add.
2. On Receipts Entry, complete the following fields in the header area:
 - Company
 - G/L Date

- Payor
- Customer
- Receipt Amount

3. Complete the following optional fields:

- Bank Account
- Receipt Date
- Receipt Number
- Currency
- Remark
- Exchange Rate

4. Display the open items for the customer, using Load, Select, or Remittance Entry.

See *Displaying Open Items*.

5. In the detail area, enter 16 in the following field next to the appropriate invoice:

- T I (Type Input)

6. Override the information in the following field, if necessary:

- Payment Amount

7. Change the default information in the following field (optional).

- CB CD (Chargeback Reason Code)

8. To create the receipt record, click OK.

The system creates the amount of the chargeback.

9. Review the results of receipts entry (optional).

See *Reviewing the Results of Receipts Entry*.

Entering Unapplied Receipts

You can apply a receipt to a customer's account without applying it to a specific invoice or group of invoices. To do so, enter an unapplied receipt. For example, you might want to include the receipt in your daily bank deposit and apply it later to the appropriate invoices.

This type of receipt enables you to immediately enter the money you receive in the system. This is fundamental in determining your current cash position.

When you enter an unapplied receipt, the system creates two documents, an RU (unapplied cash receipt) in the Customer Ledger (F03B11) table and an RC receipt document in the A/R Check Detail (F03B14) table. The RU document:

- Establishes an audit trail to the receipt number.
- Contains a credit amount.
- Contains a posting status of D (posted) on the RU invoice. The posted code for the RC receipt remains blank and available for posting.

The unapplied receipt remains open until you apply it to the appropriate invoices.

Related Information

G/L Offset Code

The unapplied receipt records are created with the G/L Offset default value RCUC (unapplied cash). If you wish, you can specify in the processing options to use the value of the G/L Class (offset) field that is set up on the customer master record. To override the G/L offset at the receipt level, choose Additional Information from the Form menu and complete the Unapplied G/L Offset field.



To enter unapplied receipts

From the Manual Receipts Processing menu (G03B12), choose Standard Receipts Entry.

1. On Customer Receipts Inquiry, click Add.
2. On Receipts Entry, complete the following fields:
 - Company
 - G/L Date
 - Payor

- Customer
 - Receipt Amount
3. Complete the following optional fields:
- Bank Account
 - Receipt Date
 - Receipt Number
 - Currency
 - Remark
 - Exchange Rate
4. Click OK.

Applying Unapplied Receipts to Invoices

After entering an unapplied receipt, you can later apply it to the appropriate invoice or group of invoices. When you fully apply an unapplied receipt to invoices, the system closes the RU (unapplied receipt) document and creates an RC (receipt) document for the amount applied.

This process creates one posted record (RU) in the Customer Ledger (F03B11) table, one receipt header record in the Receipts Header (F03B13) table, and a matching receipt (RC) document in the A/R Check Detail (F03B14) table. You must post this receipt in order to update the bank account balance for the amount that the system applied.

If you apply an unapplied receipt to invoices before it is posted, the system deletes the RU record from the Customer Ledger (F03B11) table.



To apply unapplied receipts to invoices

From the Manual Receipts Processing menu (G03B12), choose Standard Receipts Entry.

1. On Customer Receipts Inquiry, to display unapplied receipts, click the following option:
 - Unapplied
2. To display the unapplied receipt, choose the appropriate receipt and click Select.
3. On Receipts Entry, display open items for the customer.

4. In the detail area, enter 10 in the following field next to the appropriate invoice:
 - T I (Type Input)
5. To override default information, complete any of the following fields:
 - Payment Amount
 - Discount Taken
 - Remark
 - Write-Off Amount
 - Chargeback Amount
 - Deduction Amount
6. To create the receipt record, click OK.

You can also use the Speed Receipts Entry method to enter unapplied receipts. It provides a faster way to enter one or more unapplied receipts with one line of information. However, you cannot use this method to change or delete an unapplied receipt. To change or delete an unapplied receipt, you must use the standard receipts entry method.

See Also

- *Working with Speed Receipts*

Entering Receipts with Automatic Write-Offs (TI Code 10)

If you receive a small overpayment or a payment that does not pay the full amount of an invoice, you can automatically write-off the difference. When you write off the difference, the system closes the invoice. You establish the maximum amount for an automatic write-off for over and under payments in the processing options for automatic write-offs. You select the appropriate reason code in the processing options for the account to which the system posts the write-off amount. The account is set up in the AAI item RAxx, where xx is equal to the reason code entered on the receipt. If you do not want to use the automatic write-off feature, do not complete the processing option for automatic write-offs.

The system creates a write-off when the difference between the receipt amount and the open amount on the invoice falls within the limit you establish in the processing option for automatic write-offs. The system does not create an automatic write-off when you enter an amount in the Transaction Write-Off Amount field and use a type input code 15. In this example, the system disregards the automatic write-off feature and allows a manual write-off. When the system enters an automatic write-off in this field, you will not see the amount displayed until you inquire on the receipt.

For amounts that exceed the invoice open amount, such as overpayments, you apply either the total open amount of the invoice or the total remaining amount on the receipt, whichever is less. You must override the transaction payment amount with the receipt amount in order for the write-off to occur. Otherwise, the system generates an unapplied cash record for the amount. For example, if the receipt amount is 100.00 and the invoice amount is 95.00, and you wish to write off the 5.00 automatically, you must change the transaction payment amount in the detail area from 95.00 to 100.00.

Example: Automatic Write-Off

If you establish the maximum write-off amount as 10.00 and the invoice open amount is 500.00, and you enter a receipt for 490.00, the system automatically writes off 10.00. The system uses the account associated with the reason code for the automatic write-off during the post process. In this example, if you enter 10.00 into the Transaction Write-Off field during receipts entry, the system uses the manual write-off limits to validate the write-off, and uses the account associated with the reason code for manual write-offs.



To enter receipts with automatic write-offs (TI code 10)

From the Manual Receipts Processing menu (G03B12), choose Standard Receipts Entry.

1. On Customer Receipts Inquiry, click Add.
2. On Receipts Entry, complete the following fields in the header area:
 - Company
 - G/L Date
 - Payor
 - Customer
 - Receipt Amount
3. Complete the following optional fields:
 - Bank Account
 - Receipt Date
 - Receipt Number
 - Currency
 - Remark
 - Exchange Rate
4. Display the open items for the customer, using Load, Select, or Remittance Entry.

See *Displaying Open Items*.

5. In the detail area, enter 10 in the following field next to the appropriate invoice:
 - T I (Type Input)
6. To create the receipt record, click OK.
7. Follow the steps to view the results of receipts entry (optional).

See *Reviewing the Results of Receipts Entry*.

Entering Receipts with Manual Write-Offs (TI Code 15)

When you enter an invoice match receipt and a small balance remains on the invoice, you can write it off to close the invoice (type input code 15). For example, you might receive a customer's payment that is slightly less than the invoice amount. Instead of creating a chargeback invoice for the difference, or leaving the amount open, you might find it in the best interest of your relationship with the customer to write off the minor amount.

You specify the amount for manual write-offs in the Standard Receipts processing options. You must enter a reason for the write-off. This determines which G/L account the system debits when you post the receipt. You set up the reason codes in the AAIs. For example, you set up AAI item RAxx (where xx is the 2-character reason code) to associate the reason codes to the G/L accounts.

Examples of reason codes include:

- BD (bad debt)
- MW (minor amount write-off)
- DC (damage credit adjustment)
- TF (tax freight/adjustment)

You must specify in the Standard Receipts Entry processing options the maximum amount that the system allows for manual write-offs and the reason codes associated with the write-offs. You can override the reason code at the time the receipt is entered. Write-offs do not generate gains and losses.



To enter receipts with manual write-offs (TI code 15)

From the Manual Receipts Processing menu (G03B12), choose Standard Receipts Entry.

1. On Customer Receipts Inquiry, click Add.
2. On Receipts Entry, complete the following fields in the header area:
 - Company
 - G/L Date
 - Payor
 - Customer
 - Receipt Amount
3. Complete the following optional fields:
 - Bank Account
 - Receipt Date
 - Receipt Number
 - Currency
 - Remark
 - Exchange Rate
4. Display the open items for the customer, using Load, Select, or Remittance Entry.

See *Displaying Open Items*.

5. In the detail area, enter 15 in the following field next to the appropriate invoice:
 - T I (Type Input)
6. To override default information, complete the following fields:
 - Payment Amount
 - WO CD (Write-off Reason Code)
 - Write-Off Amount
7. To create the receipt record, click OK.
8. Review the results of receipts entry (optional).

See *Reviewing the Results of Receipts Entry*.

Field	Explanation								
WO CD	<p>A code that identifies the reason for a write-off applied to the invoice during receipts entry. Typical reason codes are:</p> <table style="margin-left: 20px;"> <tr><td>BD</td><td>Bad debt</td></tr> <tr><td>DC</td><td>Damaged goods</td></tr> <tr><td>MW</td><td>Minor amount write-off</td></tr> <tr><td>TF</td><td>Tax or freight dispute</td></tr> </table> <p>You also define these codes in the Automatic Accounting Instructions so the system can make the adjusting entries in the general ledger.</p>	BD	Bad debt	DC	Damaged goods	MW	Minor amount write-off	TF	Tax or freight dispute
BD	Bad debt								
DC	Damaged goods								
MW	Minor amount write-off								
TF	Tax or freight dispute								
Write-Off Amount	The amount of the write-off when you apply a receipt to an invoice.								

Entering Receipts with Deductions (TI Code 17)

Entering receipts with deductions (type input code 17) is a method for dealing with short payments. You can enter cash immediately while another person researches and resolves the short payment. Some common reasons that a customer might take a deduction are:

- Damaged or defective merchandise
- Discount problems
- Billing errors
- Shortages in the shipment of merchandise

You can enter a receipt and have the system automatically create a deduction for the amount that is not included in the customer's payment. You must enter a reason for the deduction.

When you enter receipts with deductions, the system:

- Closes the associated invoice or group of invoices.
- Creates deduction records (R5) in the Customer Ledger table (F03B11). After you post the deduction, the system creates records in the Deduction Management (F03B40) table. The deduction record enables you to research and resolve the reason for the deduction at a later time.
- Establishes an audit trail to the receipt that created the deduction.

► To enter receipts with deductions (TI code 17)

From the Manual Receipts Processing menu (G03B12), choose Standard Receipts Entry.

After you enter a receipt with a deduction and after it is posted, you cannot use Standard Receipts Entry to change the receipt details, such as the deduction amount and deduction reason. To change the receipt details, you must use the Work With Deductions form.

You can, however, do the following on Customer Receipts Inquiry:

- Delete an unposted receipt and re-enter it on Receipts Entry
 - Void a posted receipt
1. On Customer Receipts Inquiry, click Add.
 2. On Receipts Entry, complete the following fields in the header area:
 - Company
 - G/L Date
 - Payor
 - Customer
 - Receipt Amount
 3. Complete the following optional fields:
 - Bank Account
 - Receipt Date
 - Receipt Number
 - Currency
 - Remark
 - Exchange Rate
 4. Display the open items for the customer, using Load, Select, or Remittance Entry.

See *Displaying Open Items*.

5. In the detail area, enter 17 in the following area next to the appropriate invoice:
 - T I (Type Input)
6. Complete the following fields:
 - Payment Amount
 - DD CD (Deduction Code)

7. To create the receipt record, click OK.
8. Review the results of receipts entry (optional).

See *Reviewing the Results of Receipts Entry*.

Field	Explanation
Deduction Amount	The amount of the deduction. This amount needs to be associated with an invoice and can be less than the open amount.
DD CD	A code that identifies the reason for a deduction that the system applies to the invoice during receipts entry. The deduction reason code is associated with the UDC table 03B/CR. Typical reason codes are: DG Damaged Goods SS Short Shipment UD Undefined Deduction

See Also

- *Working with Deductions*
- *Researching and Resolving Deductions*
- *Revising Receipts*

Working with G/L Receipts

You can enter a G/L receipt (a miscellaneous receipt) for an amount that is not directly associated with a customer or an invoice. For example, you might receive a refund check from an insurance company that is not associated with an A/R account. This enables you to credit the appropriate general ledger account and include the amount in your bank deposit.

You can delete G/L receipts that unposted. If the receipt is posted, you must void it.

When working with G/L receipts, you can:

- Enter G/L receipts
- Void a posted or delete an unposted G/L receipt



To enter G/L receipts

From the Manual Receipts Processing menu (G03B12), choose Standard Receipts Entry.

1. On Customer Receipts Inquiry, click Add.
2. On Receipts Entry, complete the following fields in the header area:
 - Company
 - G/L Date
 - Payor
 - Customer
 - Receipt Amount
3. Complete the following optional fields:
 - Bank Account
 - Receipt Date
 - Receipt Number
 - Currency
 - Remark
 - Exchange Rate
4. From the Form menu, choose General Ledger.
5. On GL Receipt Entry, complete the following fields for each G/L account:
 - G/L Account Number

You can distribute the receipt to as many G/L accounts as necessary using multiple grid lines. The total amount you enter must equal the receipt amount.

 - Payment Amount
6. Complete the following optional field:
 - Remark
7. Click OK to return to the Receipts Entry form.
8. On Standard Receipts Entry, click OK.

► To void a posted or delete an unposted G/L receipt

From the Manual Receipts Processing menu (G03B12), choose Standard Receipts Entry.

You can void posted and delete unposted G/L receipts using Work with Customer Receipts Inquiry. You must supply a void reason code when deleting a posted receipt.

1. On Work with Customer Receipts Inquiry, locate the posted receipt.
2. Click Delete.
3. If the G/L receipt is posted, the system displays the Void/NSF Receipt form. On Void/NSF Receipt, complete the following fields and click OK:
 - G/L Date
 - Reason Code

Related Information

Creating unapplied cash when voiding G/L receipts

To create unapplied cash, locate and select the receipt from Work with Customer Receipts Inquiry. You can void the G/L account information of a G/L receipt by choosing General Ledger from the Form menu. When you click Delete on G/L Receipts Entry, the system returns you to the Receipts Entry form and requires you to enter a customer number. Without the general ledger account information, the receipt reverts to unapplied cash, which requires a customer number.

See Also

- *Working with G/L Receipts using Speed Receipts (TI code 4)*

Applying Receipts to Invoices Using Multiple Input Methods

You can enter a receipt and apply it simultaneously to a group of invoices that require individual treatment. For example, if you have three invoices, you might allow the discount on one invoice, charge back the discount amount on another invoice, and create a write-off for the shipping cost on the last invoice.

When you apply a receipt to invoices using multiple input methods, you can use the type input codes in any combination to address each invoice individually.



To apply receipts to invoices using multiple input methods

From the Manual Receipts Processing menu (G03B12), choose Standard Receipts Entry.

1. On Customer Receipt Inquiry, click Add.
2. On Receipts Entry, complete the following fields in the header area:
 - Company
 - G/L Date
 - Payor
 - Customer
 - Receipt Amount
3. Complete the following optional fields:
 - Bank Account
 - Receipt Date
 - Receipt Number
 - Currency
 - Remark
 - Exchange Rate
4. Display the open items for the customer, using Load, Select, or Remittance Entry.

See *Displaying Open Items*.

5. In the detail area, enter the appropriate code in the following field next to each invoice:
 - T I (Type Input)
6. Override default information or complete any of the following fields for each invoice:
 - Payment Amount
 - Discount Taken
 - WO CD (Write-off Reason Code)
 - Write-Off Amount
 - CB CD (Chargeback Reason Code)
 - Chargeback Amount
 - DD CD (Deduction Reason Code)

- Deduction Amount
7. To create the receipt record, click OK.
 8. Review the results of receipts entry (optional).

See *Reviewing the Results of Receipts Entry*.

Creating Stand-Alone Records

Stand-alone records are write-offs, chargebacks, and deductions that are not associated with any known invoice. You create stand-alone records when the customer sends a payment for several invoices, but the payment amount does not equal the total amount of the invoices. Also, you use stand-alone records if unapplied cash is being spread against several invoices and there is a small difference between the totals.

In these scenarios the system is matching invoices, but the shortage is recorded without specifying a particular invoice. J.D. Edwards recommends that you use stand-alone records in conjunction with invoice match, whenever possible.

Type Input Codes for Stand-Alone Transactions

In addition to the type input codes that you use to automatically calculate amounts associated with a receipt, you use the following type input codes to create stand-alone transactions in Standard Receipts Entry:

25 (Stand-alone write-off)	Use this code to create a write-off for a disputed amount (such as tax on a freight charge) that is not associated with a specific invoice. The system reduces this amount from the customer's open balance.
26 (Stand-alone chargeback)	Use this code to create a chargeback invoice for an unpaid amount that is not associated with a specific invoice.
27 (Stand-alone deduction)	Use this code to create a deduction for an amount that is not associated with a specific invoice.

Creating stand-alone records consists of the following tasks:

- Creating stand-alone write-offs
- Creating stand-alone chargebacks
- Creating stand-alone deductions

Before You Begin

- Ensure that you set the maximum amount in the Manual Write-Off processing option high enough so that the system will accept the stand-alone entry.
- Set up the appropriate expense account AAI (RAxx) for the Write-Off Reason Code.

Creating Stand-Alone Write-Offs

A stand-alone write-off is a write-off for an amount not associated with any specific invoice. For example, when you receive cash for multiple invoices and the customer has not indicated which invoice should receive the short payment, you can write off this amount using a stand-alone entry.

When you create a stand-alone write-off (type input code 25), the system reduces the customer's open balance by the amount of the write-off.

When creating stand-alone write-offs, you can do the following:

- Create stand-alone write-offs with invoice match
- Create stand-alone write-offs without invoice match

To create stand-alone write-offs with invoice match

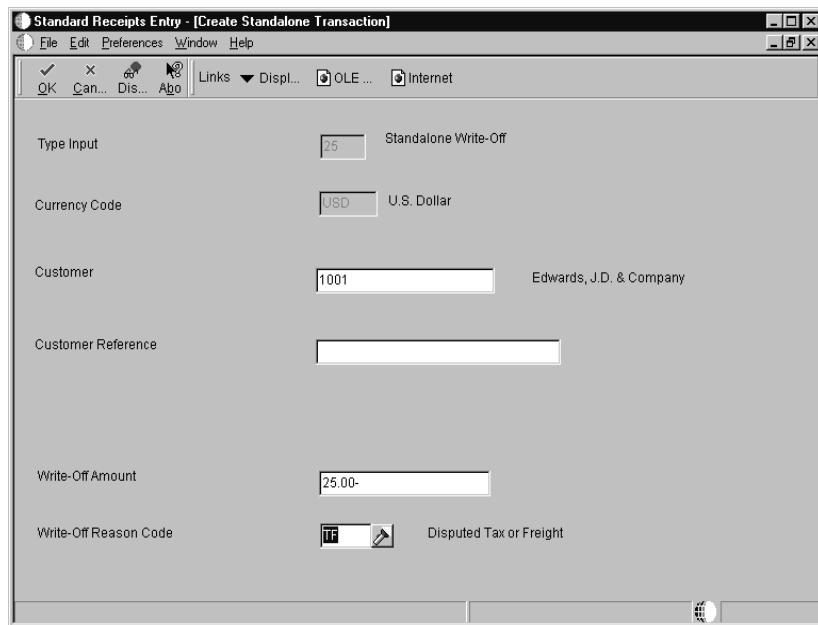
From the Manual Receipts Processing menu (G03B12), choose Standard Receipts Entry.

1. On Customer Receipts Inquiry, click Add.
2. On Receipts Entry, complete the following fields in the header area:
 - Company
 - G/L Date
 - Payor
 - Customer
 - Receipt Amount
3. Complete the following optional fields, if necessary:
 - Bank Account
 - Receipt Date
 - Receipt Number
 - Currency

- Remark
 - Exchange Rate
4. Choose Load, Select, or Remittance Entry from the Form menu to display the appropriate open items.
 5. On Receipts Entry, complete the following field:
 - T I (Type Input Code)

In the detail area, enter 10 in the Type Input Code field next to the invoices that the receipt is paying.

6. From the Form menu, choose Write-Off.



7. On Create Stand-Alone Payment, complete the following fields, and click OK:
 - Write-Off Amount
 - Write-Off Reason Code
 - Customer
 - Customer Reference

You must enter a reason for the write-off. This determines which expense account the system debits when you post the transaction.

On a new detail line, the system creates a negative payment amount for the amount of the stand-alone write-off and assigns it a type input code of 25. The system also shows the associated write-off reason code.

8. Click OK to create the write-off record.

Field	Explanation
Write-Off Amount	The amount of the write-off when you apply a receipt to an invoice.
Write-Off Reason Code	A code that identifies the reason for a write-off applied to the invoice during receipts entry. Typical reason codes are: BD Bad debt DC Damaged goods MW Minor amount write-off TF Tax or freight dispute You also define these codes in the Automatic Accounting Instructions so the system can make the adjusting entries in the general ledger.
Customer Reference	An alphanumeric value used as a cross-reference or secondary reference number. Typically, this is the customer number, supplier number, or job number.

► To create stand-alone write-offs without invoice match

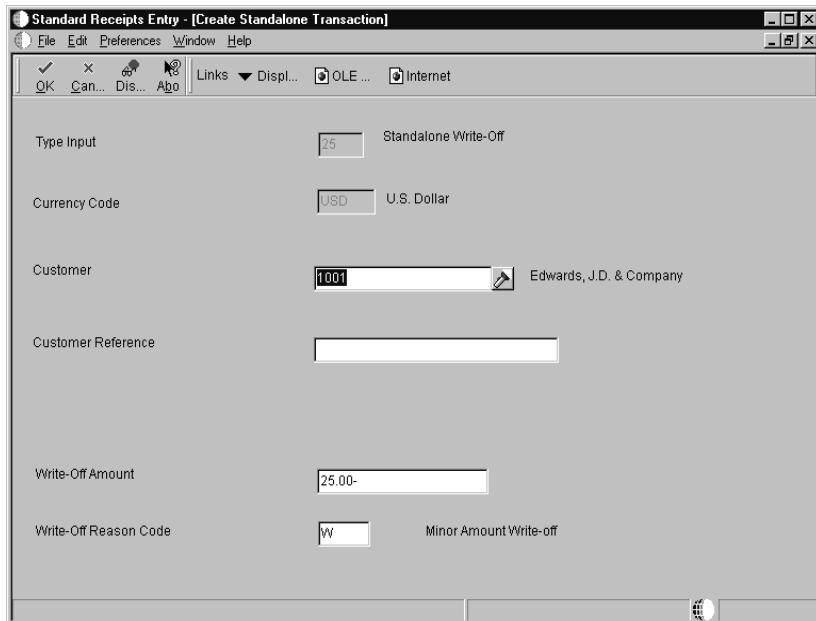
From the Manual Receipts Processing menu (G03B12), choose Standard Receipts Entry.

You might decide to allow the system to create stand-alone write-offs without an associated invoice match. For example, you would do this if you want to write off a small overpayment.

1. On Customer Receipts Inquiry, click Add.
2. On Receipts Entry, complete the following fields in the header area:
 - Company
 - G/L Date
 - Payor
 - Customer
 - Receipt Amount
3. Complete the following optional fields, if necessary:
 - Bank Account
 - Receipt Date
 - Receipt Number

- Currency
- Remark

4. From the Form menu, choose Write-Off.



5. On Create Stand-Alone Payment, complete the following fields:

- Write-Off Amount

Note: Enter the write-off amount as a credit. Otherwise, the system creates unapplied cash.

- Write-Off Reason Code

6. Click OK.

The system creates a new detail line with the type input code of 25, adds the amount into the Payment Amount and Write-Off Amount fields, and adds the write-off reason code.

7. Click OK to create the write-off record.

Creating Stand-Alone Chargebacks

When an amount in dispute is not associated with a specific invoice receipt, you can create a stand-alone chargeback for the amount. A stand-alone chargeback enables you to reinvoice the customer for the amount that is in dispute.

Typically, you enter stand-alone chargebacks when the cash received does not total the invoices being paid, and you want to charge back the difference to the customer.

You can also use stand-alone chargebacks to spread unapplied cash among multiple customer accounts. For example, if you receive cash from payor 1001, you can create credit chargebacks and apply them to customers 1002 and 1003 to reduce their total account balance. This process simulates the creation of unapplied cash.

When you create a stand-alone chargeback (type input code of 26), the system creates an original document (RB) that contains the following amounts:

- The disputed amount to be charged back to the customer
- A debit amount

When creating stand-alone chargebacks, you can do the following:

- Create a stand-alone chargeback with invoice match
- Create a stand-alone chargeback without invoice match

Before You Begin

- ❑ Ensure that the AAI item RCyyyy is set up (where yyyy is the offset code entered). The account associated with RCyyyy is used during the post process.

► To create a stand-alone chargeback with invoice match

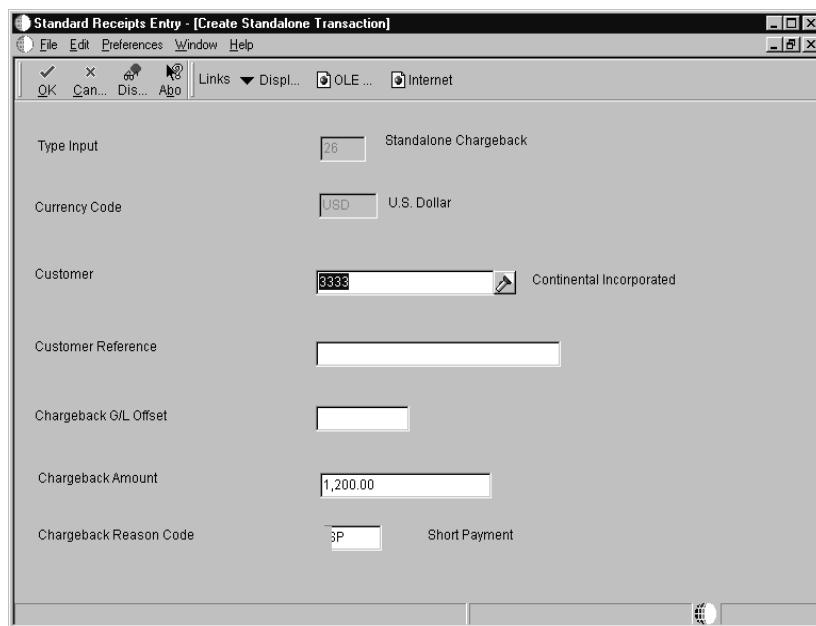
From the Manual Receipts Processing menu (G03B12), choose Standard Receipts Entry.

1. On Customer Receipts Inquiry, click Add.
2. On Receipts Entry, complete the following fields in the header area:
 - Company
 - G/L Date
 - Payor

- Customer
 - Receipt Amount
3. Complete the following optional fields, if necessary:
- Bank Account
 - Receipt Date
 - Receipt Number
 - Currency
 - Remark
4. Choose Load or Select from the Row menu to display the appropriate open items.
5. On Receipts Entry, complete following field:
- T I (Type Input Code)

Enter 10 in the Type Input Code field next to the invoices that the receipt is paying.

6. From the Form menu, choose Chargeback.



7. On Create Stand-Alone Payment, complete the following fields, and click OK:
- Customer
 - Customer Reference
 - Chargeback G/L Offset

- Chargeback Amount
- Chargeback Reason Code

On a new detail line, the system creates a negative payment amount for the stand-alone chargeback, and assigns it a type input code of 26. The system also shows the associated chargeback amount and reason code.

8. To create the chargeback record, click OK.

The chargeback creates one posted record (RB) in the Customer Ledger (F03B11) table, one receipt header record in the Receipts Header (F03B13) table, and a matching receipt (RC) document in the A/R Check Detail (F03B14) table. You must post this receipt in order to update the bank account balance for the amount that the system applied.

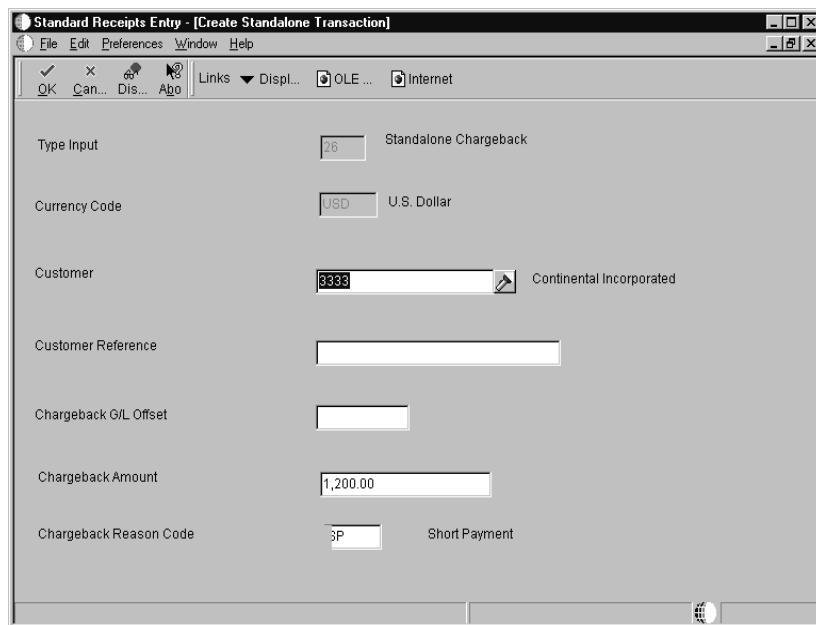
Field	Explanation
Chargeback G/L Offset	<p>The table of Automatic Accounting Instruction accounts that allows you to predefine classes of automatic offset accounts for Accounts Receivable chargebacks.</p> <p>G/L offset might be assigned as follows:</p> <ul style="list-style-type: none">• blank or 1210 - Trade Accounts Receivable <p>If you leave this field blank during receipt entry, the system will use the default from the invoice that is being used for the chargeback.</p>
Chargeback Amount	An amount in which to apply a payment and create a new invoice (document type RB) in the A/R Ledger.
Chargeback Reason Code	A code that identifies the reason for a chargeback applied to the invoice during receipt entry. Typical reason codes are: DA Disputed amounts DD Unearned (disallowed) discount amount

► **To create a stand-alone chargeback without invoice match**

From the Manual Receipts Processing menu (G03B12), choose Standard Receipts Entry.

1. On Customer Receipts Inquiry, click Add to access Receipts Entry.
2. On Receipts Entry, complete the following fields in the header area:
 - Company
 - G/L Date
 - Payor

- Customer
 - Receipt Amount
3. Complete the following optional fields, if necessary:
- Bank Account
 - Receipt Date
 - Receipt Number
 - Currency
 - Remark
4. From the Form menu, choose Chargeback.



5. On Create Stand-Alone Payment, complete the following fields, and click OK:
- Customer
 - Customer Reference
 - Chargeback G/L Offset
 - Chargeback Amount
- Note:** Enter the Chargeback Amount as a credit. Otherwise, the system creates unapplied cash.
- Chargeback Reason Code

Repeat this step until the receipt amount is zero.

On a new detail line, the system creates a positive payment amount for the stand-alone chargeback, and assigns it a type input code of 26. The system also shows the associated chargeback amount and reason code.

6. On Receipts Entry, complete the following field:

- Customer Number

You complete the Customer Number field to manually override the customer number with the appropriate values. Because the system has completely charged back the cash, an unapplied cash record (RU) is not generated for the payor.

The system creates credit (RB) records in the Customer Ledger table (F03B11) for the appropriate customers, which you can locate and spread against invoices at a later time.

7. To create the chargeback record, click OK.

The chargeback creates a posted RB invoice record in the Customer Ledger table (F03B11) and a matching RC document in the Receipts Register (F03B13) and Receipts Application Detail (F03B14) tables. You must post this receipt in order to update the bank account balance for the amount that the system applied.

Creating Stand-Alone Deductions

In addition to creating a stand-alone chargeback and a stand-alone write-off, you can create a stand-alone deduction for a disputed amount that is not associated with a specific invoice. In this case, you can enter the deduction into the Accounts Receivable system to research and resolve later.

After creating the deduction, you can use the Deduction Activity Entry form to:

- Research the reason for the deduction.
- Resolve the issue associated with the deduction. For example, you might validate the reason for the deduction and write off the amount from the customer's account balance.

When creating stand-alone deductions, you can do the following:

- Create a stand-alone deduction with invoice match
- Create a stand-alone deduction without invoice match

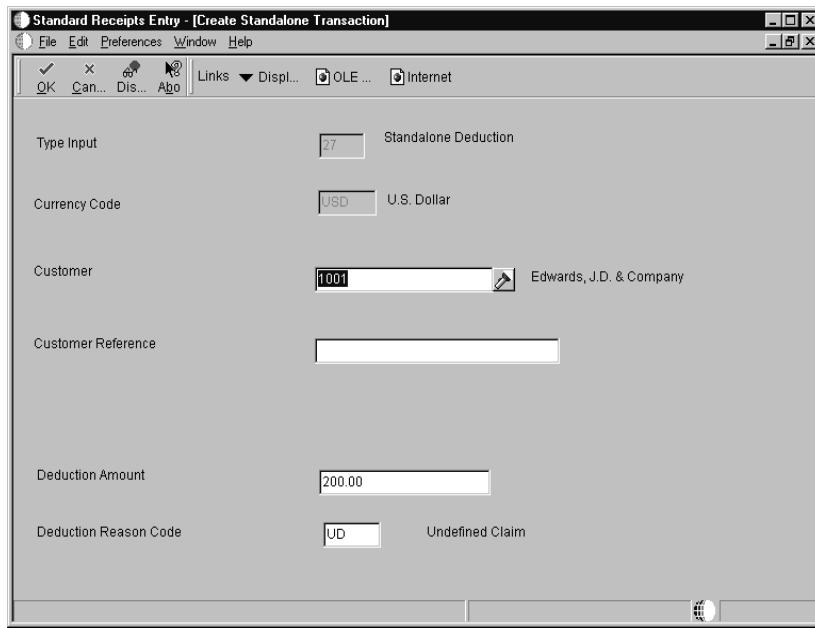
When you create a stand-alone deduction (type input code 27), the system creates a deduction invoice record (R5) in the Customer Ledger table (F03B11). This record is generated with a posted code of D. You still must post the matching RC receipt document. When you post the deduction receipt, the system creates a record in the A/R Deduction Management table (F03B40) for future resolution.

► **To create a stand-alone deduction with invoice match**

From the Manual Receipts Processing menu (G03B12), choose Standard Receipts Entry.

1. On Customer Receipts Inquiry, click Add.
2. On Receipts Entry, complete the following fields in the header area:
 - Company
 - G/L Date
 - Payor
 - Customer
3. Complete the following optional fields, if necessary:
 - Bank Account
 - Receipt Date
 - Receipt Number
 - Receipt Amount
 - Currency
 - Remark
4. Choose Load, Select, or Remittance Entry from the Row menu to display the customer's open items.
5. On Receipts Entry, complete the following field:
 - T I (Type Input Code)

Enter 10 into the Type Input Code field next to the invoices that the receipt is paying.
6. From the Form menu, choose Deduction.



7. On Create Stand-Alone Payment, complete the following fields, and click OK:

- Customer
- Customer Reference
- Deduction Amount
- Deduction Reason Code

On a new detail line, the system creates a negative payment amount for the stand-alone deduction, and assigns it a type input code of 27. The system also shows the associated deduction amount and reason code.

8. To create the deduction record, click OK.

Field	Explanation
Deduction Amount	The amount of the deduction. This amount needs to be associated with an invoice and can be less than the open amount.
Deduction Reason Code	A code that identifies the reason for a deduction that the system applies to the invoice during receipts entry. The deduction reason code is associated with the UDC table 03B/CR. Typical reason codes are: DG Damaged Goods SS Short Shipment UD Undefined Deduction

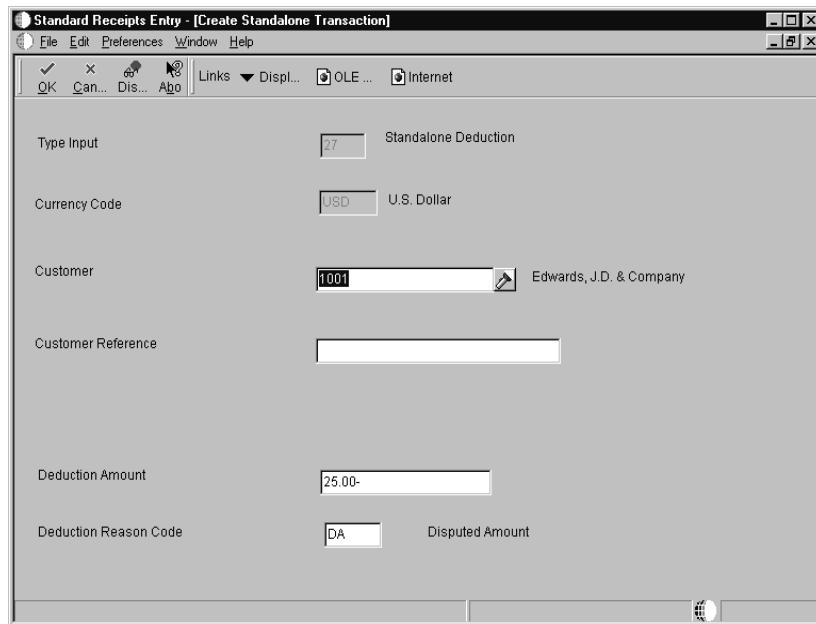
See Also

- *Working with Deductions*

► **To create stand-alone deductions without invoice match**

From the Manual Receipts Processing menu (G03B12), choose Standard Receipts Entry.

1. On Customer Receipts Inquiry, click Add.
2. On Receipts Entry, complete the following fields in the header area:
 - Company
 - G/L Date
 - Payor
 - Customer
3. Complete the following optional fields, if necessary:
 - Bank Account
 - Receipt Date
 - Receipt Number
 - Receipt Amount
 - Currency
 - Remark
4. From the Form menu, choose Deduction.



5. On Create Stand-Alone Payment, complete the following fields, and click OK:

- Deduction Amount

Note: Enter the Deduction Amount as a credit. Otherwise, the system creates unapplied cash.

- Deduction Reason Code

On a new detail line, the system creates a negative payment amount for the stand-alone deduction, and assigns it a type input code of 27. The system also shows the associated deduction amount and reason code.

6. To create the deduction record, click OK.

See Also

- *Working with Deductions*

Processing Options for Standard Receipts Entry (P03B102)

Display Tab

Use these processing options to retain values that were previously entered on the Standard Receipts Entry form. If similar types of receipts are being entered, completing these processing options can reduce entry time.

1. Company

Use this processing option to specify whether to retain the company number entered on the form after you enter the receipt. Valid values are:

Blank Do not retain the company number
1 Retain the company number

2. Bank Account

Use this processing option to specify whether to retain the bank account entered on the form after you enter the receipt. Valid values are:

Blank Do not retain the bank account
1 Retain the bank account

3. G/L Date

Use this processing option to specify whether to retain the G/L date entered on the form after you enter the receipt. Valid values are:

Blank Do not retain the G/L date
1 Retain the G/L date

4. Receipt Date

Use this processing option to specify whether to retain the receipt date entered on the form after you enter the receipt. Valid values are:

Blank Do not retain the receipt date
1 Retain the receipt date

5. Payor Number

Use this processing option to specify whether to retain the payor number entered on the form after you enter the receipt. Valid values are:

- Blank Do not retain the payor number
1 Retain the payor number

6. Customer Number

Use this processing option to specify whether to retain the customer number entered on the form after you enter the receipt. Valid values are:

- Blank Do not retain the customer number
1 Retain the customer number

7. Remark

Use this processing option to specify whether to retain the remark entered on the form after you enter the receipt. Valid values are:

- Blank Do not retain the remark
1 Retain the remark

8. Currency

Use this processing option to retain the currency entered on the form after you enter the receipt. Valid values are:

- Blank Do not retain the currency
1 Retain the currency

9. Exchange Rate

Use this processing option to specify whether to retain the exchange rate entered on the form after you enter the receipt. Valid values are:

- Blank Do not retain the exchange rate.
1 Retain the exchange rate.

10. Payment Instrument

Use this processing option to specify whether to retain the payment instrument on the form after you enter the receipt. Valid values are:

- Blank Do not retain the payment instrument
1 Retain the payment instrument

11. Cleared/Value Date

Use this processing option to specify whether to retain the cleared/value date on the form after you enter the receipt. Valid values are:

Blank Do not retain the cleared/value date

1 Retain the cleared/value date

Defaults Tab

1. Display Receipt Type

Use this processing option to control the type of receipts displayed on the Customer Receipts Inquiry form. Valid values are:

- 1 All
- 2 Unapplied
- 3 Logged
- 4 General Ledger

2. Date Type

Use this processing option to specify what date the Date Selection From and Thru fields apply to. Valid values are:

- 1 Receipt date
- 2 G/L date

3. Type Input Code

Use this processing option to specify the default Type Input Code for receipt application. Valid values are:

- 10 Simple invoice match
- 11 Match auto chargeback discount
- 15 Match with write-off
- 16 Match with chargeback
- 17 Match with deduction

If you enter 10, the system applies the receipt to the oldest open invoice or group of invoices in a customer's account, similar to the Balance Forward type input code (1) for the Speed Receipts application.

4. Remark

Use this processing option to specify the default remark to use for receipt detail records. Valid values are:

- Blank Use the receipt header remark
- 1 Use the invoice remark

5. Receipt Numbering

Use this processing option to specify whether to have Next Numbers supply the default receipt number. Valid values are:

- Blank Do not use Next Numbers
- 1 Use Next Numbers

6. Deduction Reason Code

Use this processing option to specify a default deduction reason code to use when a deduction amount is entered. If you leave this field blank, the deduction reason code must be entered manually.

Ensure that you have established the deduction reason code in the user-defined code table 03B/CR.

7. Override Company Number

Use this processing option to specify the default company number on the Load, Select, and Remittance forms. Valid values are:

- Blank Use the company number from Receipt Entry
- 1 Use * for all companies

8. Default G/L Offset for Unapplied Cash

Use this processing option to specify whether to use values from the G/L Class Code in the Customer Master table (F03012) as default values for the G/L offset for unapplied cash. Valid values are:

- Blank Do not use default values
- 1 Use values from the G/L Class Code

If the G/L Class Code in the Customer Master table is blank, the system uses the G/L offset for unapplied cash, UC (RCUC).

Edits Tab

1. Receipt Number

Use this processing option to specify whether to require a receipt number. Valid values are:

- Blank Do not require receipt number
- 1 Require receipt number

2. Write-offs

Use this processing option to specify whether to allow write-offs on receipts. Valid values are:

- Blank Allow write-offs
- 1 Do not allow write-offs

3. Delete/NSF Unposted Receipts

Use this processing option to specify whether to allow deleting and NSF operations on unposted receipts. Valid values are:

- Blank Allow delete and NSF
- 1 Do not allow delete and NSF

4. Overpayment Edit

Use this processing option to specify the severity of the error message issued when an invoice has been overpaid. Valid values are:

- 0 No Edit
- 1 Warning
- 2 Error

5. Duplicate Receipt Edit

Use this processing option to specify the severity of the error message issued when a duplicate receipt number is detected in the system. Valid values are:

- 0 No Edit
- 1 Warning
- 2 Error

Process Tab

1. Apply Invoices

Use this processing option to specify how to apply receipts to invoices that are loaded into the detail area. Valid values are:

Blank Apply invoices up to the receipt amount
1 Apply all invoices

If you leave the Type Input Code processing option on the Defaults tab blank, the system ignores this processing option.

If you leave this field blank, the system automatically applies invoices up to the receipt amount. The remaining invoices are not considered. If you are selecting credit memos and invoices simultaneously, and you leave this processing option blank, you need to select credit memos before invoices for the system to recognize the credit memos.

If you enter 1 in this processing option, the system applies the receipt to the invoice open amount, regardless of whether the receipt amount is exceeded. The system considers all invoices and credit memos loaded into the detail area.

For example:

Processing option for Type Input Code (Defaults tab) = 10
Processing option for Apply Invoices = Blank (apply up to the receipt amount)
Receipt amount = 100.00
Invoice amount = 200.00, due date = 6/15/00
Credit memo amount = 100.00, due date = 6/30/00

When you display open invoices for the customer using Load, the system loads the invoice into the detail area before the credit memo, because the invoice has an earlier due date. The system automatically applies the receipt amount of 100.00 to the invoice and leaves the invoice open for 100.00. The system does not consider the credit memo because the full amount of the receipt is applied to the first invoice.

Using the same example, if you enter 1 in the processing option for Apply Invoices to apply all invoices, the system pays the entire amount of the invoice (200.00) and continues to the next transaction to pay the credit memo (-100.00). The system considers all transactions in the detail area, even if the amount applied to a single invoice exceeds the amount of the receipt. Because the total amount applied is equal to the amount of the receipt, the system processes the transaction without error.

This processing option also affects how the system processes write-offs, chargebacks, and deductions, because if you set this processing option, the system applies the entire amount of the invoice.

For example:

Processing option for Type Input Code (Defaults tab) = 15
Processing option for Apply Invoices = 1 (apply all invoices)
Processing option for Maximum Write-off Amount = 25 (automatic and manual)
Receipt amount = 80.00
Invoice amount = 100.00

In this example, the system displays the type input code as 15 (manual write-off), but applies 100.00 to the invoice and ignores the write-off. The system returns an error, because the amount applied to the invoice exceeds the amount of the receipt. For the system to process the write-off, you must override the transaction payment amount to 80.00.

2. Journal Entry Creation Method

Use this processing option to specify whether to create summarized or detailed journal entries. When you post receipts, the system creates one journal entry for each receipt or draft record (detail), or one journal entry for each batch of receipts or drafts (summary). The post is determined by how the ISTR (A/R Post Status) field in the Receipts Header (F03B13) is set. If you leave this processing option blank, the ISTR field remains blank and the system creates journal entries in summary mode. If you enter 1, the system reads ISTR as 1 and creates journal entries in detail. Valid values are:

- Blank Summarized journal entries
- 1 Detail journal entries

Do not enter detail and summary records in the same batch. Each batch must be processed with the corresponding version (detail or summary) of the Apply Receipts to Invoices program (R03B50).

Depending on how you set processing options for receipts entry and how you set the values in the General Accounting Constants, the system produces different documents in the Account Ledger table (F0911).

In Standard Receipts Entry, when you specify Summary method (value of 0) in the journal entry processing option, the system generates one journal entry per receipt batch in the Account Ledger table (F0911). The system assigns the journal entry a document type of RK, with a document number equal to the receipt batch number.

In order for the Summary method to work, you must do the following:

- Set the offset method in the A/R Constants to a value of B (batch mode).
- Ensure that the intercompany settlement option in the General Accounting Constants is not set to a value of 2.
- Ensure that there are no foreign transactions in the batch.

Otherwise, the system generates journal entries using the Detail method.

If you set the processing options to Detail method (value of 1), the system generates one journal entry for each cash receipt. The result is a document type of RC. The system uses Next Numbers to determine the next journal entry document number. The system then updates the document number for audit purposes (using fields RZDCTG, RZDOCG, and RZKCOG) in the Receipt Application Detail table (F03B14).

When you post cash receipts, the resulting journal entry can be created as summarized (one journal entry for each receipt batch), or detail (one journal entry for each receipt). This processing option, in conjunction with the settings in the A/R and G/A Constants, determines how the system creates journal entries. The following table outlines the resulting entry for each combination of settings.

Foreign Trans (G/A Constants)	Intercompany (G/A Constants)	Offset Method (A/R Constants)	Detail/Summary Receipt (Receipt Processing Op- tions)	Journal Entry Creation (F0911)
No	1 (1 = Hub)	B	D	Detail
No	1	Y	D	Detail
No	1	S	D	Detail
No	2 (2 = Detail)	B	D	Error (not allowed)
No	2	Y	D	Detail
No	2	S	D	Detail
No	1	B	S	Summary
No	1	Y	S	Detail
No	1	S	S	Detail
No	2	B	S	Error (not allowed)
No	2	Y	S	Detail
No	2	S	S	Detail
Yes	1	B (S)	D	Detail
Yes	1	Y	D	Detail
Yes	1	S	D	Detail
Yes	2	B	D	Error (not allowed)
Yes	2	Y	D	Detail
Yes	2	S	D	Detail
Yes	1	B	S	Summary
Yes	1	Y	S	Detail
Yes	1	S	S	Detail
Yes	2	B	S	Error (not allowed)
Yes	2	Y	S	Detail
Yes	2	S	S	Detail

- Y = One automatic entry offset per document regardless of the number line item.
- S = One automatic entry per pay item
- B = One automatic entry per batch

3. Display Invoices

Use this processing option to specify whether to display only invoices with an approved pay status. Valid values are:

- Blank Display all invoices
1 Display only approved invoices

Currency Tab

1. Edit Effective Date

Use this processing option to specify whether to validate the effective date for the exchange rate against the G/L period of the receipt. Valid values are:

- Blank Do not validate the effective date
1 Validate the effective date

If you enter 1, the system issues a warning that the Effective Date being retrieved from the Currency Exchange Rates table (F0015) is not in the same period as the G/L Date.

2. Alternate Currency Receipts

Use this processing option to specify whether to allow the payment of an invoice in an alternate currency. An alternate currency receipt is one in which the currency of the receipt does not match the currency of the invoice or the currency of the company on the invoice. Valid values are:

- Blank Do not allow payment in alternate currency
1 Allow payment in alternate currency

Chargeback Tab

1. Pay Status

Use this processing option to specify the default pay status to use when creating chargebacks. If you leave this field blank, the Data Dictionary default value for PST will be used.

2. Date Option

Use this processing option to specify which invoice date and net due date will be used when creating chargebacks.

- Blank Use the receipt G/L date
- 1 Use the corresponding dates from the invoice

3. Reason Code

Use this processing option to specify a default reason code when a chargeback amount is entered. If you leave this field blank, the chargeback reason code must be entered manually.

Ensure that you have established the chargeback reason code in the user-defined code table 03B/CB. The system uses the account associated with RCxx (where xx = the G/L offset code) to post the offset of the chargeback.

Auto Write-off Tab

1. Maximum Underpayment Amount

Use this processing option to specify the limit for automatic underpayment write-off amounts. When a payment is applied to an invoice, and the remaining open amount is less than or equal to this limit, the system automatically writes off the remaining amount when you enter the receipt.

2. Underpayment Reason Code

Use this processing option to specify the write-off reason code for the system to use when performing automatic write-offs for underpayment amounts. This processing option is required if automatic underpayment write-offs are allowed.

Ensure that you have established the write-off reason code in the user-defined code table 03B/RC. Also, set up the AAI for the reason code (RAxx, where xx is the reason code used).

3. Maximum Overpayment Amount

Use this processing option to specify the amount for the automatic overpayment write-off. When you apply a payment to an invoice and the overpayment amount is less than or equal to this limit, the overpayment amount will be automatically written off. Enter the value as a negative amount.

4. Overpayment Reason Code

Use this processing option to specify the write-off reason code to use when the system performs automatic write-offs for overpayment amounts. This processing option is required if automatic overpayment write-offs are allowed.

Ensure that you have established the write-off reason code in the user-defined code table 03B/RC. Also, set up the AAI for the reason code (RAxx, where xx is the reason code used).

Mnl Write-off Tab

1. Maximum Underpayment Amount

Use this processing option to specify the limit for manual underpayment write-off amounts. Write-off amounts greater than this limit are not allowed.

2. Maximum Overpayment Amount

Use this processing option to specify the amount limit for manual overpayment write-offs. Write-off amounts greater than this limit are not allowed. Enter the value as a negative amount.

3. Write-off Reason Code

Use this processing option to specify the default write-off reason code. This code is automatically supplied as the default write-off reason code when you enter a manual write-off.

Ensure that you have established the write-off reason code in the user-defined code table 03B/RC. Also, set up the AAI for the reason code (RAxx, where xx is the reason code used).

Discount Tab

1. Discount Available

Use this processing option to specify whether to allow the discount taken to be greater than the discount available. If you leave this field blank, the system will not allow discounts taken to be greater than the discount available. If you enter 1, the system allows for discounts taken that are greater than the available discount.

2. Discount Applied

Use this processing option to specify whether to allow the discount taken to be greater than the amount applied. Valid values are:

- Blank Do not allow the discount to be greater than the amount applied
1 Allow the discount to be greater than the amount applied

3. Grace Period Days

Use this processing option to specify the number of grace period days to be used with the discount due date. This option is used only when calculating the default discount taken. You can also enter the discount manually.

Match Priority Tab

1. Invoice Match

Use this processing option to specify the sequence of search methods that the system uses to select invoices on the Remittance Entry form. Four search methods are available:

- Invoice Number
- Sales Order Number
- Customer Reference
- Statement Number

Valid values are blank, 1, 2, 3, and 4. If you leave a search method field blank, the system excludes that search method and uses the other methods you specify. If you leave all four fields blank, the system searches using all methods in the order listed above.

Sales Order Match

Use this processing option to specify the sequence of search methods that the system uses to select invoices on the Remittance Entry form. Four search methods are available:

- Invoice Number
- Sales Order Number
- Customer Reference
- Statement Number

Valid values are blank, 1, 2, 3, and 4. If you leave a search method field blank, the system excludes that search method and uses the other methods you specify. If you leave all four fields blank, the system searches using all methods in the order listed above.

Customer Reference Match

Use this processing option to specify the sequence of search methods that the system uses to select invoices on the Remittance Entry form. Four search methods are available:

- Invoice Number
- Sales Order Number
- Customer Reference
- Statement Number

Valid values are blank, 1, 2, 3, and 4. If you leave a search method field blank, the system excludes that search method and uses the other methods you specify. If you leave all four fields blank, the system searches using all methods in the order listed above.

Statement Match

Use this processing option to specify the sequence of search methods that the system uses to select invoices on the Remittance Entry form. Four search methods are available:

- Invoice Number
- Sales Order Number
- Customer Reference
- Statement Number

Valid values are blank, 1, 2, 3, and 4. If you leave a search method field blank, the system excludes that search method and uses the other methods you specify. If you leave all four fields blank, the system searches using all methods in the order listed above.

Processing Options for Receipt Interoperability (P03B0191)

Interop Tab

1. Interoperability

Use this processing option to specify whether to enable outbound interoperability. When you specify a transaction type (User Defined Code 00/TT), the system writes records to the unedited transaction tables (Interoperability F03B13Z2 and F03B14Z2). If you leave this processing option blank, the system will not perform outbound interoperability.

2. Change Mode

Use this processing option to specify whether to enable “before image” processing. A “before image” is an image of the record before the system changes the record. When the record is changed, the system writes an “after image” to the unedited transaction table. Use this processing option to specify whether to write the “before image” as well. Valid values are:

Blank Do not write the “before image.”

1 Write the “before image.”

Working with Speed Receipts

As an alternative to entering standard receipts, you can use the Speed Receipts Entry method to quickly enter high-volume, simple receipts. Depending on the type of receipt, the system does not require that you apply the receipt to a customer or an invoice at the time of entry. This enables you to enter receipts with minimum information in order to speed the recognition of cash in your general ledger.

Type Input Codes for Speed Receipts Entry

The following table lists the type input codes you can use for speed receipts entry to automatically calculate the necessary amounts:

1 (Unapplied receipt)	Use this input code to apply a receipt to a customer's account balance. This enables you to recognize the cash in your general ledger immediately and match the receipt to invoices at a later time.
2 (Balance forward receipt)	Use this input code to apply a receipt to the oldest open invoice or group of invoices in a customer's account.
3 (Logged receipt)	Use this input code to enter a receipt in the Accounts Receivable system without applying it to invoices or a customer's account. This enables you to recognize the cash in your general ledger immediately and apply the receipt to the appropriate customer or invoices at a later time.
4 (G/L receipt)	Use this input code to enter a miscellaneous receipt, such as an insurance refund, that is not directly associated with a customer or invoice.

Because Speed Receipts Entry is designed for efficiency, you can enter only certain types of receipts. Working with speed receipts consists of:

- Entering unapplied receipts (TI code 1)
- Entering balance forward receipts (TI code 2)
- Entering logged receipts (TI code 3)
- Working with G/L receipts using Speed Receipts Entry (TI code 4)

After you enter speed receipts, you cannot review or revise them on Speed Receipts Entry. To do so, you must use Standard Receipts Entry.

Speed receipt information is stored in the following tables:

- Customer Ledger (F03B11)
- Receipts Register (F03B13)
- Receipt Application Details (F03B14)

Related Information

Using the Auto Return feature

When entering receipts, you can use the Auto Return feature to move to the next entry line in the detail area of Speed Receipts Entry. This is especially helpful when entering speed receipts and remittance entry, enabling you to quickly enter similar receipts with limited information. For example, to enter several unapplied receipts, you can activate Auto Return in the Receipt Date field. This instructs the system to automatically return you to the next receipt entry line after you complete the date.

To activate Auto Return on Speed Receipts Entry:

- Choose the last column that you want to use for entry in the detail area.
- Click the right mouse button to display the menu.
- Choose Column and then Auto Return.

The system displays a pink line in the column to indicate that the Auto Return feature is activated.

To deactivate Auto Return:

- Choose the row in which you want to stop the automatic return.
- Choose the appropriate column.
- Repeat the steps to activate Auto Return.

Deleting a receipt from the detail area

Each line in the detail area represents a separate receipt. You can delete a receipt before you click OK on Speed Receipts Entry. To do so, choose the receipt and click Delete. This provides a quick way to delete the row of information at one time instead of tabbing through each column separately.

Attaching text or objects to receipts

After you enter a receipt, you can attach text, an OLE object, or an image, such as a scanned receipt. For example, you might attach an internal comment or memo regarding a receipt revision or void. You can add attachments only at the receipt level.

To attach text or objects, choose the receipt on Speed Receipts Entry. Then, choose Attachments from the Row menu.

See Also

- *Formatting the Grid* in the *OneWorld Foundation Guide*
- *Adding Attachments to Invoices*
- *Locating Receipts*
- *Working with Customer Ledger Information*

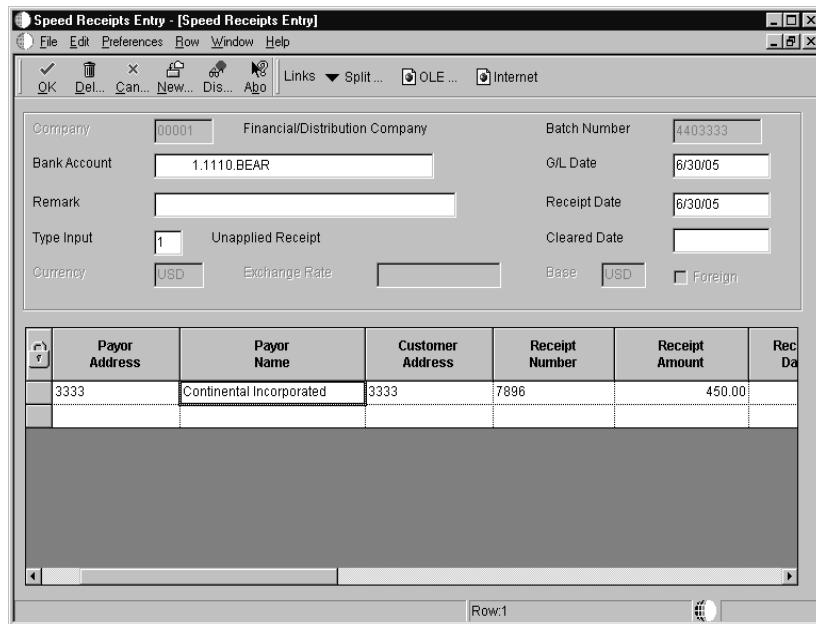
Entering Unapplied Receipts (TI Code 1)

You can apply a receipt to a customer's account balance instead of matching it to a specific invoice or group of invoices. To do this, enter an unapplied receipt (input type 1). For example, you might not know which invoices to match a receipt to during entry. This method enables you to enter the amount of the receipt into the system immediately and match it to invoices at a later time.

The chargeback creates a posted RU invoice record in the Customer Ledger table (F03B11) and a matching unposted RC document in the Receipts Register (F03B13) and Receipts Application Detail (F03B14) tables. You must post this receipt in order to update the bank account balance for the amount that the system applied.

Example: Unapplied Receipt

The following example shows receipt 7896 in the amount of 450.00 from Continental Inc. (customer 3333). The invoice number to apply the receipt against is unknown.



► To enter unapplied receipts

From the Manual Receipts Processing menu (G03B12), choose Speed Receipts Entry.

1. On Speed Receipts Entry, complete the following fields:
 - Company
 - Type Input
 - G/L Date
 - Receipt Date
2. Complete the following optional fields:
 - Bank Account
 - Remark
3. In the detail area, complete the following fields, and click OK:
 - Customer
 - Receipt Number
 - Receipt Amount

Entering Balance Forward Receipts (TI Code 2)

You can enter a receipt and have the system apply it to the oldest open invoice or group of invoices in a customer's account. To do so, enter a balance forward receipt (input type 2).

The system creates one matching document for each original document to which you apply the receipt. That is, it:

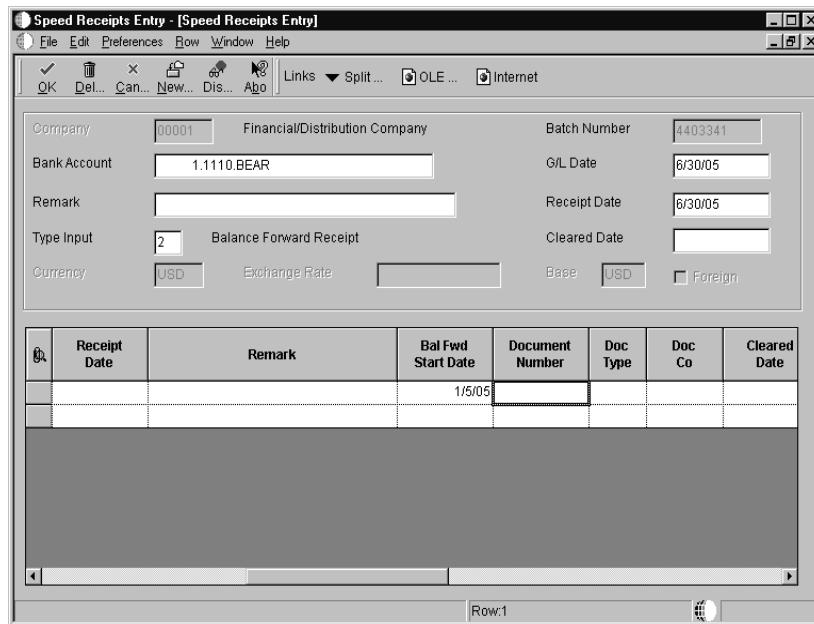
- Creates document type RC for the receipt in the Receipts Detail table (F03B14)
- Applies the receipt to the oldest invoice first
- Applies the remaining amount to the next oldest invoice

If an amount remains on the receipt after applying it to all open invoices, the system creates an unapplied cash receipt. Later, you can apply the receipt to future invoices you create for the customer. If the invoice amount is greater than the receipt amount, the system will apply a partial payment to the invoice.

You can set a processing option to allow discounts when entering a balance forward receipt. The system allows the discount only when an item is paid in full. To view balance forward receipts, use the Work With Customer Ledger Inquiry form.

Example: Balance Forward Receipt

In the following example, you receive receipt number C1-895 in the amount of 1,400.00 on June 30, 2005. You use the balance forward method to apply the receipt to the oldest open invoices in the customer's account, beginning May 1, 2005.



► To enter balance forward receipts

From the Manual Receipts Processing menu (G03B12), choose Speed Receipts Entry.

1. On Speed Receipts Entry, complete the following fields:
 - Company
 - Bank Account
 - Type Input
 - G/L Date
 - Receipt Date
2. Complete the following optional field:
 - Remark
3. In the detail area, complete the following fields:
 - Customer
 - Receipt Number
 - Receipt Amount
4. Complete the following optional fields, and click OK:
 - Balance Forward Start Date
 - Document Number

If you specify an invoice number when you enter a balance forward receipt, the system applies the receipt only against the pay items for that invoice.

If you do not specify an invoice number, the system applies the receipt to:

- All invoices for the customer
- The invoices based on the date you specify as the balance forward start date

Entering Logged Receipts (TI Code 3)

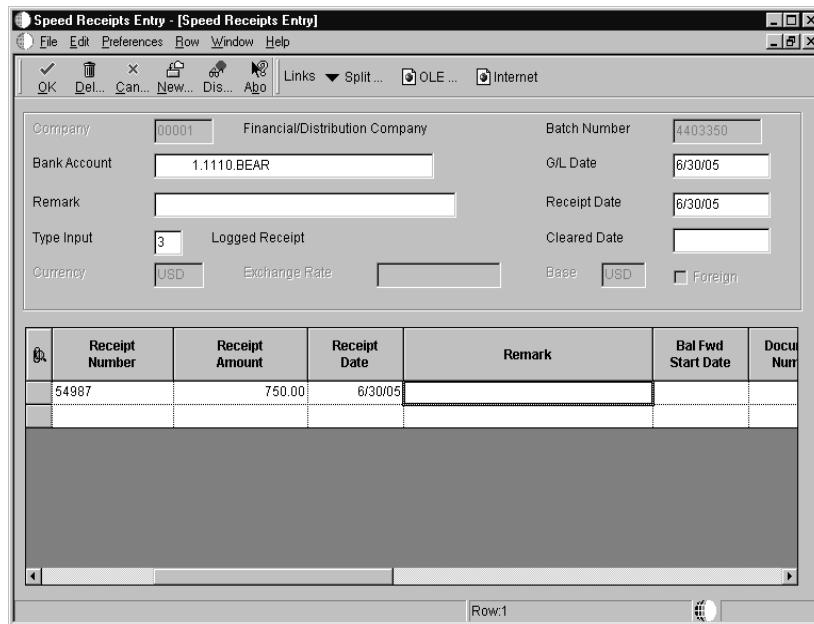
If you want to enter a receipt without applying it to a customer or an invoice, you can enter a logged receipt (input type 3). This enables you to quickly enter the receipt amount so that you can improve your A/R cash flow by depositing receipts more quickly.

This method of entering receipts is useful when you have separate personnel who enter receipts and make the bank deposits from those who match the receipts to a customer or invoices.

When you enter a logged receipt, the system distributes the total amount of the receipt to a clearing account. Later, you can apply the amount to the appropriate customer or invoices.

Example: Logged Receipt

The following example shows receipt 54987 in the amount of 750.00. You do not have enough time to apply it to the correct customer or invoice because it is the end of the day. However, you want to ensure that it is included in your bank deposit for the day. Later, you can apply it to the appropriate customer or invoice.



Before You Begin

- Set up AAI item RCLC (logged receipts) for the clearing account. See *About AAIs for A/R* and *Working with AAIs*.

► To enter logged receipts

From the Manual Receipts Processing menu (G03B12), choose Speed Receipts Entry.

1. On Speed Receipts Entry, complete the following fields:
 - Company
 - Bank Account
 - Type Input
 - G/L Date
 - Receipt Date
2. Complete the following optional field:
 - Remark
3. In the detail area, complete the following fields, and click OK:
 - Receipt Number
 - Receipt Amount

Working with G/L Receipts Using Speed Receipts (TI Code 4)

You can enter a G/L receipt (a miscellaneous receipt) for an amount that is not directly associated with a customer or an invoice (input type 4). For example, you might receive a refund check from an insurance company that is not associated with an A/R account. This enables you to credit the appropriate general ledger account and include the amount in your bank deposit.

When working with G/L receipts using Speed Receipts, you can:

- Enter G/L receipts
- Distribute G/L receipts among multiple accounts

Example: G/L Receipt

In the following example, a rebate is received from ABC Supply Company in the amount of 500. This is associated with receipt 89087 dated June 26, 2005. The G/L account 3.5208 is credited with this amount.

The screenshot shows the 'Speed Receipts Entry - [Speed Receipts Entry]' window. The top section contains fields for Company (00001, Financial/Distribution Company), Batch Number (4403376), Bank Account (1.1110.BEAR), G/L Date (6/30/05), Remark (empty), Receipt Date (6/30/05), Type Input (4, General Ledger), Cleared Date (empty), Currency (USD), Exchange Rate (empty), Base (USD), and Foreign (unchecked). Below this is a table with columns: Doc Co, Cleared Date, G/L Account Number, Bank Account Number, Sub Ledger, Sub Type, and Business Unit. The 'G/L Account Number' column has a value of 3.5210. The bottom of the window shows a status bar with 'Row:1'.



To enter G/L receipts

From the Manual Receipts Processing menu (G03B12), choose Speed Receipts Entry.

When you enter G/L receipts, the system creates records in the A/R receipts tables. You must post these records.

1. On Speed Receipts Entry, complete the following fields:
 - Company
 - Bank Account
 - Type Input
 - G/L Date
 - Receipt Date
2. Complete the following optional field:
 - Remark
3. In the detail area, complete the following fields:
 - Receipt Number
 - Receipt Amount
 - G/L Account
4. To enter multiple G/L accounts for a receipt, follow the steps to distribute G/L receipts among multiple accounts.
5. Click OK.

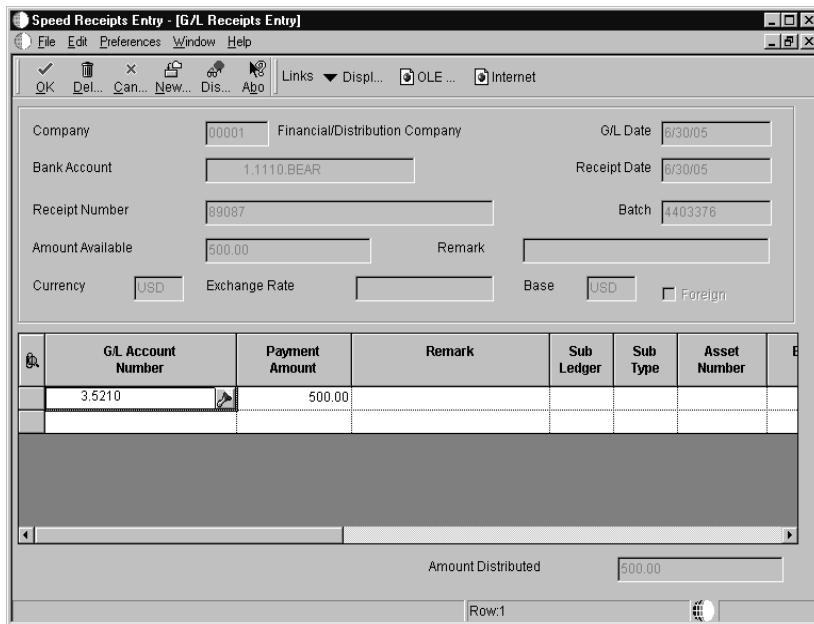


To distribute G/L receipts among multiple accounts

From the Manual Receipts Processing menu (G03B12), choose Speed Receipts Entry.

When entering a G/L receipt, you can choose a receipt and redistribute it among multiple G/L accounts. For example, you might want to distribute the amount of a refund check among different revenue or cash accounts. The amounts that you distribute among various G/L accounts must equal the total amount of the receipt.

1. On Speed Receipts Entry, follow the steps to enter a G/L receipt, except do not click OK.
2. In the detail area, choose the receipt that you want to redistribute.
3. From the Row menu, choose Split Receipt.



4. On GL Receipt Entry, complete the following fields for each G/L account:
 - G/L Account Number
 - Payment Amount
 - Remark (optional)
5. Click OK to return to the Speed Receipts Entry form.

See Also

- *Working with G/L Receipts* for information about entering and deleting G/L receipts using Standard Receipts Entry.

Processing Options for Speed Receipts Entry

Default

1. Enter the default Receipt Type code.

Receipt Type Code _____

2. Enter a "1" to use the Customer GL Class Code For Unapplied Amounts.

Default Customer GL Class Code _____

Auto Write-Off

2. Enter amounts and reason codes to control automatic write-offs. Enter overpayments as negative amounts. (Balance Forward)

Accounts Receivable

Maximum Underpayment Write-Off Amount	_____
Underpayment Write-Off Reason Code	_____
Maximum Overpayment Write-Off Amount	_____
Overpayment Write-Off Reason Code	_____

Edit

3. Enter a '1' to only allow payment of invoices with an approved pay status. (Balance Forward)

Pay Only Approved Invoices _____

4. Enter a '1' to allow discounts when paying invoices. (Balance Forward)

Allow Discounts _____

5. Enter a '1' to only allow discounts if the G/L date is earlier than the discount due date. (Balance Forward)

Allow Only Earned Discounts _____

6. Enter a '1' to require receipt number.

Require Receipt Number _____

Journal Entry

7. Select the method for creating journal entries:
' ' = Summary, '1' = Detail

Journal Entry Method _____

Display

8. Enter a '1' to retain the entered value after each add transaction for the following fields:

Company	_____
Bank Account	_____
Receipt Date	_____
Remark	_____
G/L Date	_____

Display 2

Cleared/Value Date	_____
Currency	_____
Exchange Rate	_____
Currency Mode	_____

Approving and Posting Receipts

After you enter receipts, you must post them to update the appropriate general ledger accounts, which consists of:

- Approving receipts for posting
- Posting receipts

Depending on the requirements of your organization, you might not require management approval before posting receipt batches.

Approving Receipts for Posting

From the Manual Receipts Processing menu (G03B12), choose Receipts Journal Review.

After entering receipts, you can verify their accuracy before posting them to the general ledger. You can:

- Review a list of batches
- Review the detail within a batch
- Approve a batch of receipts for posting

All J.D. Edwards journal review programs work the same way. The Work with Batches form displays batches with a batch type of RB (receipts/adjustments).

Receipts journal information is maintained in the following tables:

- Batch Control (F0011)
- Receipts Header (F03B13)
- A/R Check Detail (F03B14)
- Customer Ledger (F03B11)
- Account Ledger (F0911)

What Offset Account Is Used During the Post?

Receipts	RCyyyy (where yyyy is the value of the G/L offset field located on the invoice record)
Unapplied Cash	RCUC (unless overridden in the processing options or Additional Information form).
Chargebacks	RCYYY (where yyyy is the value of the B/L offset field located on the invoice record)
Deductions	RCyyyy (where yyyy is the value of the G/L offset field located on the invoice record)
Write-offs	RAxx (where xx is the reason code)

Before You Begin

- Set the A/R constant for management approval of input, if necessary.

See Also

- *Reviewing Invoices* for information about reviewing batches

Posting Receipts

From the Manual Receipts Processing menu (G03B12), choose Post Receipts to G/L.

After you approve receipts, you can post them to the general ledger. During the post, the system:

- Selects unposted receipts from the following tables:
 - Customer Ledger (F03B11)
 - Receipts Header (F03B13)
 - A/R Check Detail (F03B14)
- Edits and verifies each transaction

If no errors occur, the system:

- Debits the appropriate bank account for the receipt account, which creates bank deposit records in the Account Ledger table (F0911)

- Creates automatic offsets (credit) to the A/R Trade account in the Account Ledger table (F0911)
- Updates balances in the Account Balance table (F0902)
- Marks the transactions as posted (P) in the Account Ledger table (F0911)
- Updates the Receipts Header (F03B13) and A/R Check Detail (F03B14) tables with a D in the Posted Code

You can also post receipts using the Receipts Journal Review form. From the Manual Receipts Processing menu (G03B12), choose Receipts Journal Review. Locate the batch and choose G/L Post by Batch from the Row menu.

Unapplied receipts (RU documents) already have a posted status of D in the Customer Ledger table (F03B11). Unapplied receipts remain open in the Receipts Detail table (F03B14) until you spread them among the appropriate invoices.

See Also

- *Calculating Realized Gains and Losses During the Post* for information about how the system manages gains and losses on foreign and alternate currency receipts
- *Posting Invoices* for detailed information about procedures, processing options, and the posting of reports
- *Processing Options for Standard Receipts Entry* for more information about journal entry creation in summary and detail

Calculating Realized Gains and Losses During the Post

When you post receipts, the system creates journal entries for realized gains and losses. These gains and losses are based on exchange rate fluctuations that occur between transactions that involve a foreign and domestic currency and transactions that involve an alternate, foreign, and domestic currency.

If a foreign currency receipt is involved, there is the potential for a standard gain or loss on a transaction. The gain or loss is based on exchange rate fluctuations between the foreign (transaction) currency and the domestic currency at the time the payment is received.

If an alternate currency receipt is involved, the potential exists for two gains or losses on a transaction:

- Standard gain/loss. Based on exchange rate fluctuations between the foreign currency and the domestic currency. This is the same gain or loss that would have been realized if the receipt were not in an alternate currency.
- Alternate currency gain/loss. Based on exchange rate fluctuations between the alternate currency (receipt) and the domestic currency. This gain or loss is the difference between the following amounts:
 - The amount calculated by converting the alternate currency receipt amount directly to the domestic currency
 - The amount calculated by converting the alternate currency receipt amount to the foreign currency to the domestic currency

For example, if a Canadian company submits an invoice to a U.S. company in U.S. dollars and the U.S. company pays in Japanese yen, the potential exists for two gains and losses. One is a standard gain/loss, which is based on the fluctuation of exchange rates between the U.S. dollar (foreign currency) and the Canadian dollar (domestic currency). The other is an alternate currency gain/loss, which is based on the difference between the amounts calculated by converting the following:

- Japanese yen (alternate currency receipt) directly to Canadian dollar (domestic currency)
- Japanese yen (alternate currency receipt) to U.S. dollar (foreign currency) to Canadian dollar (domestic currency)

For more information about calculating gains and losses during the post, review the following:

- Example: British Company Receives Foreign Currency for Foreign Invoice
- Example: Canadian Company Receives Alternate Currency for Foreign Invoice
- Example: French Company Receives Alternate Currency for Foreign Invoice

See Also

- *Calculating A/R Unrealized Gains and Losses* for information about gains and losses on unpaid or open invoices, which are calculated at the end of a period

Example: British Company Receives Foreign Currency for Foreign Invoice

In the following example, a British company submits an invoice in U.S. dollars (foreign currency) and receives payment in USD (foreign currency).

Because of the exchange rate risk, the potential exists for one gain or loss, based on the fluctuation of exchange rates between the domestic currency and the foreign currency at the time payment is received.

Description	Currency	Amount	Exchange Rate January 1, 2000	Exchange Rate February 1, 2000
Invoice (domestic currency)	GBP	303.60		
Invoice (foreign currency)	USD	500	1 USD = 0.6072 GBP	
Receipt	USD	500		1 USD = 0.6081 GBP
Standard gain/loss	GBP	+ 0.45		

The foreign invoice on January 1, 2000 is 500 USD, or 303.60 GBP in the domestic currency.

Calculation: $500 \text{ USD} \times 0.6072 = 303.60 \text{ GBP}$

The receipt on February 1, 2000 is 500 USD.

Standard Gain/Loss

The standard gain/loss is + 0.45 GBP. This amount is based on exchange rate fluctuations between the invoice (foreign) currency and the domestic currency.

$$500 \text{ USD} \times 0.6081 \text{ (exchange rate on receipt date)} = 304.05 \text{ GBP}$$

$$500 \text{ USD} \times 0.6072 \text{ (exchange rate on invoice date)} = 303.60 \text{ GBP}$$

$$\text{Calculation: } 304.05 - 303.60 = + 0.45 \text{ GBP}$$

Example: Canadian Company Receives Alternate Currency for Foreign Invoice

In the following example, a Canadian company submits an invoice in U.S. dollars (foreign currency) and receives payment in Japanese yen (alternate currency).

The Canadian company uses the divisor method for multi-currency transactions. Triangulation is not involved. The currencies in this example are all non-EMU currencies, which means the currencies fluctuate against one another. Because of the exchange rate risk, the potential for two gains or losses exists: one between the Canadian dollar (CAD) and USD; the other between JPY, USD, and CAD.

Description	Currency	Amount	Exchange Rate January 1, 2000	Exchange Rate February 1, 2000
Invoice (domestic currency)	CAD	280.56		
Invoice (foreign currency)	USD	200	1 CAD = 0.71286 USD	
Receipt	JPY	21,572.60		1 USD = 107.863 JPY 1 CAD = 0.6871 USD 1 CAD = 74.0614 JPY
Standard gain/loss	CAD	+ 10.52		
Alternate currency gain/loss	CAD	+ 0.20		

Accounts Receivable

The foreign invoice on January 1, 200 is 200 USD, which is 280.56 CAD in the domestic currency.

Calculation: $200 \text{ USD} / 0.71286 = 280.56 \text{ CAD}$

The alternate currency receipt on February 1, 2000 is 21,572.60 JPY.

Calculation: $200 \text{ USD} \times 107.863 = 21,572.60 \text{ JPY}$

The foreign currency amount applied to the invoice is 200 USD.

Calculation: $21,572.60 \text{ JPY} / 107.863 = 200 \text{ USD}$

The domestic currency amount applied to the invoice is 280.56 CAD.

Calculation: $200 \text{ USD} / 0.71286 = 280.56 \text{ CAD}$

The domestic currency amount of the receipt is 291.28 CAD.

Calculation: $21,572.60 \text{ JPY} / 74.0614 = 291.28 \text{ CAD}$

Standard Gain/Loss

The standard gain/loss is + 10.72 CAD. This amount is based on exchange rate fluctuations from the receipt date to the invoice date.

$200 \text{ USD} / 0.6871 \text{ (exchange rate on receipt date)} = 291.08 \text{ CAD}$

$200 \text{ USD} / 0.71286 \text{ (exchange rate on invoice date)} = 280.56 \text{ CAD}$

Calculation: $291.08 - 280.56 = + 10.52 \text{ CAD}$

Alternate Currency Gain/Loss

The alternate currency gain/loss is + 0.20 CAD. This amount is calculated using exchange rates on the receipt date. It is based on the difference between converting the alternate currency directly to the domestic currency and converting the alternate currency to the foreign currency to the domestic currency.

$$21,572.60 \text{ JPY} / 74.0614 = 291.28 \text{ CAD}$$

$$(21,572.60 \text{ JPY} / 107.863 = 200 \text{ USD}) / 0.6871 = 291.08 \text{ CAD}$$

$$\text{Calculation: } 291.28 - 291.08 = + 0.20 \text{ CAD}$$

Example: French Company Receives Alternate Currency for Foreign Invoice

In the following example, a French company submits three invoices in Belgian francs (foreign currency) and receives payment in the euro (alternate currency).

When the receipt is entered, the alternate currency receipt amount is compared to the foreign and domestic invoice amounts to determine if the debt has been satisfied. Since the FRF and BEF rates are fixed to the euro, the invoice and receipt exchange rates do not fluctuate and there is no exchange rate gain or loss.

However, there might be a slight rounding difference. The rounding difference, which is immaterial, occurs when the domestic amount of an invoice is not the same as the domestic amount of the receipt. This slight rounding difference is recorded in a rounding account, as directed by AAI item R8.

Description	Currency	Amount	Fixed Exchange Rate January 1, 2000
Invoice (domestic currency)	FRF	162.61 x 3 = 487.83	1 EUR = 6.55957 FRF
Invoice (foreign currency)	BEF	1,000 x 3 = 3000	1 EUR = 40.3399 BEF
Receipt	EUR	74.37	
Standard gain/loss	Not applicable		
Alternate currency receipt rounding difference	FRF	+ 0.01	

The French company submits three foreign invoices on January 1, 2000 for 1000 BEF each, which is 162.61 FRF in the domestic currency. The FRF amount is calculated through the euro, using triangulation.

Accounts Receivable

Calculation: $(1,000 \text{ BEF} / 40.3399) \times 6.55957 = 162.61 \text{ FRF}$

The alternate currency receipt on February 1, 2000 is 74.37 EUR.

Calculation: $3,000 \text{ BEF} / 40.3399 = 74.37 \text{ EUR}$

The domestic currency amount applied to the invoice is 487.83 FRF.

Calculation: $1,000 \text{ BEF} / 40.3399 \times 6.55957 = 162.61 \times 3 = 487.83 \text{ FRF}$

The domestic currency amount of the receipt is 487.84 FRF.

Calculation: $74.37 \text{ EUR} \times 6.55957 = 487.84 \text{ FRF}$

Standard Gain/Loss

No gain/loss is created by exchange rate fluctuations between the invoice (foreign) currency and the domestic currency because both currencies are irrevocably fixed to the euro.

Alternate Currency Receipt Rounding Difference

The alternate currency rounding difference is + 0.01 FRF. This amount is the domestic currency amount of the receipt minus the domestic currency amount applied to the invoice.

Calculation: $487.84 \text{ FRF} - 487.83 \text{ FRF} = + 0.01 \text{ FRF}$

Recording Slight Rounding Differences During the Post

When you post foreign or alternate currency receipts, the system creates journal entries for slight rounding differences. These slight rounding differences are recorded when a foreign or alternate currency receipt is applied to an invoice and the domestic amount of the invoice is not the same as the domestic amount of the receipt. The rounding difference, which is immaterial, is recorded in a rounding account as directed by AAI item R8.

Typically, rounding differences occur on transactions that involve multiple invoices and one receipt, or multiple receipts and one invoice. For these transactions, a rounding difference might occur when converting amounts between a foreign and a domestic currency, or an alternate and domestic currency.

In the following example, a slight rounding difference is recorded on a foreign currency receipt. A German company enters three foreign currency invoices for 1000 FRF each (or 298.16 DEM). The company receives payment for 3000 FRF (or 894.49 DEM). When the company applies the domestic receipt amount (894.49 DEM) to the domestic invoices ($298.16 \times 3 = 894.48$ DEM), there is an “overpayment” – or rounding difference – of + 0.01 DEM.

To record the rounding differences, the system creates an offset journal entry in the rounding account when you post the alternate currency receipt. The rounding difference is associated with the receipt, not the invoice. If you adjust a receipt and the adjustment affects an existing rounding amount, the system creates a new rounding record. It does not change the original record.

Example: French Company Receives EUR for BEF Invoice

In the following example, a French company submits three invoices in Belgian francs (BEF) and receives payment in the euro (EUR).

When the receipt is entered, the receipt amount (EUR) is compared to the foreign and domestic invoice amounts to determine if the debt has been satisfied. Since the FRF and BEF rates are fixed to the euro, the invoice and receipt exchange rates do not fluctuate and there is no exchange rate gain or loss. However, there will be a slight rounding difference if the domestic amount of an invoice is not the same as the domestic amount of the receipt.

Description	Currency	Amount	Fixed Exchange Rate 1 January 2000
-------------	----------	--------	---------------------------------------

Invoice (domestic currency)	FRF	$162.61 \times 3 = 487.83$	1 EUR = 6.55957 FRF
Invoice (foreign currency)	BEF	$1,000 \times 3 = 3000$	1 EUR = 40.3399 BEF
Receipt	EUR	74.37	
Standard gain/loss	Not applicable		
Alternate currency receipt rounding difference	FRF	+ 0.01	

The French company submits three foreign invoices on 1 January 2000 for 1000 BEF each, which is 162.61 FRF in the domestic currency. The FRF amount is calculated through the euro, using triangulation.

$$\text{Calculation: } (1,000 \text{ BEF} / 40.3399) \times 6.55957 = 162.61 \text{ FRF}$$

The alternate currency receipt on 1 February 2000 is 74.37 EUR.

$$\text{Calculation: } 3,000 \text{ BEF} / 40.3399 = 74.37 \text{ EUR}$$

The domestic currency amount applied to the invoice is 487.83 FRF.

$$\text{Calculation: } 1,000 \text{ BEF} / 40.3399 \times 6.55957 = 162.61 \times 3 = 487.83 \text{ FRF}$$

The domestic currency amount of the receipt is 487.84 FRF.

$$\text{Calculation: } 74.37 \text{ EUR} \times 6.55957 = 487.84 \text{ FRF}$$

Standard Gain/Loss

There is no gain/loss created by exchange rate fluctuations between the invoice (foreign) currency and the domestic currency because both currencies are irrevocably fixed to the euro.

Alternate Currency Receipt Rounding Difference

The alternate currency rounding difference is + 0.01 FRF. This amount is the domestic currency amount of the receipt minus the domestic currency amount applied to the invoice.

$$\text{Calculation: } 487.84 \text{ FRF} - 487.83 \text{ FRF} = + 0.01 \text{ FRF}$$

Revising Receipts

After you enter receipts, you might need to revise them. For example, you might have applied a receipt to the wrong customer or invoice. Depending on the posting status, you can delete or void the receipt and apply it to the correct customer or invoice.

Revising receipts consists of:

- Locating receipts
- Voiding receipts
- Designating receipts as Non-Sufficient Funds (NSF)

Related Information

Changing unposted receipts

Use standard receipts entry to change various fields on unposted receipts. You cannot change any of the following information:

- Payor
- Customer number
- Company
- Currency code
- G/L date
- Receipt number
- Receipt date

To change these fields, you must delete the receipt and re-enter it.

Changing posted receipts

Use standard receipts entry to change the date cleared, payment instrument, or remark on a posted receipt. You cannot change the following information:

- Payor
- Receipt number
- Customer number
- Receipt date
- Receipt amount
- Company
- Currency code

To change this information, you must void the receipt and re-enter it.

Deleting unposted receipts

Use Customer Receipts Inquiry to delete unposted receipts. When you delete unposted receipts, no audit trail is created and the system:

- Restores the original invoice or group of invoices
- Changes the pay status of the invoices from paid to approved

To delete unposted receipts, choose the receipt that you want to delete. From the Row menu, choose Void/Delete. Then, click OK to confirm the deletion. You cannot delete posted receipts. You must void them.

Deleting pay items on a receipt

You can use Receipts Entry to delete unposted pay items on a receipt. To do so, choose the pay item that you want to delete. From the Row menu, choose Void/Delete. Then, click OK to confirm the deletion. The system restores the original pay item from paid to approved.

You cannot delete pay items that are posted. You must void them.

Locating Receipts

Before you change, delete, or void/NSF a standard or speed receipt, you must locate it.



To locate a receipt

From the Manual Receipts Processing menu (G03B12), choose Standard Receipts Entry.

1. On Customer Receipts Inquiry, to limit your search by date, complete any of the following fields:
 - From
 - Through
 - G/L Date
 - Receipt Date
2. To further limit your search, complete the following fields:
 - Payor
 - Bank Account
 - Receipt
 - G/L

3. To display all receipts or a list of receipts by receipt type, click one of the following options:
 - All
 - Unapplied
 - Logged
 - General Ledger
4. To further limit your search, use the QBE line and complete any necessary fields.

To select invoices regardless of currency, enter a * into the Currency field. If you leave this field blank, the system uses the default currency code associated with the company you entered in the receipt header.

5. To display the receipts that meet your search criteria, click Find.
6. Choose the receipt you want to work with.
7. To display the receipt on the standard Receipts Entry form, click Select.

See Also

- *Revising Receipts*

Voiding Receipts

To automatically reverse a posted receipt and restore the open amount of the invoice or group of invoices, void the receipt. When you void a receipt, the system:

- Restores the original invoices or pay items.
- Changes the pay status of the original invoices or pay items from paid to approved.
- Displays the void date and reason code on the Customer Receipts Inquiry.
- Marks all voided pay items with an X next to the type input code.

When you void receipts, the system creates an RO (void receipt) matching document type in the Receipts Application Details table (F03B14) and creates a new batch. You can view this on the Receipt Details form. The posting status of the original batch remains posted. You must post the new batch to create the reversing entries in the general ledger. Reversing entries have a document type of RO in the Account Ledger (F0911) table.

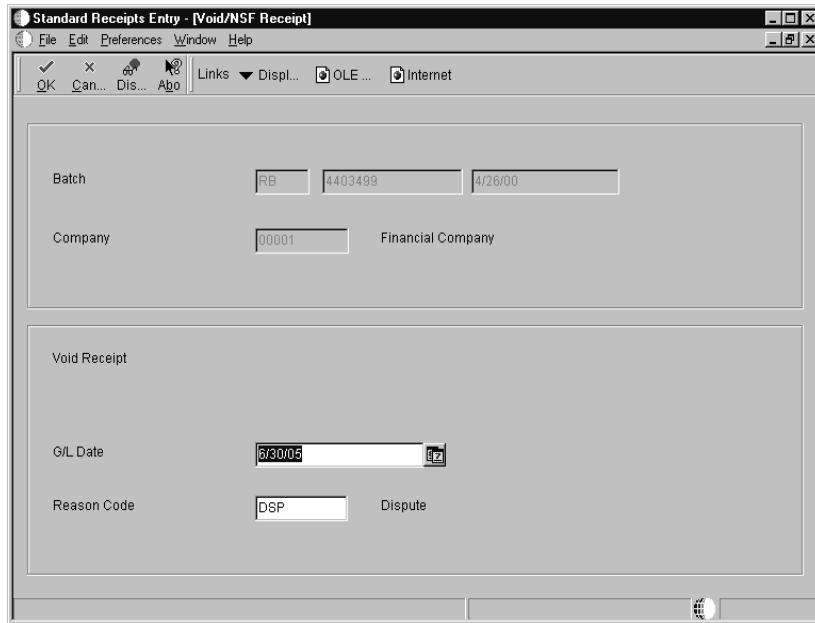
You can:

- Void a receipt
- Void an associated pay item

► To void a receipt

From the Manual Receipts Processing menu (G03B12), choose Standard Receipts Entry.

1. On Customer Receipts Inquiry, follow the steps to locate a receipt.
See *Locating Receipts*.
2. Choose the receipt that you want to void.
3. From the Row menu, choose Void/Delete.



4. On Void/NSF Receipt, complete the following fields, and click OK:
 - G/L Date
 - Reason Code

► To void an associated pay item

From the Manual Receipts Processing menu (G03B12), choose Standard Receipts Entry.

1. On Customer Receipts Inquiry, follow the steps to locate the receipt.

See *Locating Receipts*.

2. Choose the appropriate receipt and click Select to access Receipts Entry.
3. On Receipts Entry, choose the pay item that you want to void.
4. From the Row menu, choose Void/Delete.
5. On Void/Delete Receipt Application, complete the following fields and click OK:
 - Reason Code

Designating Receipts as Non-Sufficient Funds (NSF)

When a customer's bank account does not have sufficient funds available to pay the receipt that appears on the deposit statement, you can designate a receipt as non-sufficient funds (NSF) and reopen the invoice or group of invoices.

When you designate a receipt as NSF, the system does the following for unposted receipts:

- Deletes the detail of the receipt in the A/R Check Detail table (F03B14).
- Marks the receipt as NSF in the Receipts Header table (F03B13). This provides the audit trail to the original receipt.
- Restores the open amount of the original invoice or group of invoices.

For posted receipts, the system:

- Creates a voided record and flags the original receipt as NSF on Work with Customer Receipts Inquiry. When you are analyzing the payment trends of your customer, this helps you distinguish NSF receipts from reversals for such things as entry errors.
- Restores the open amount of the original invoice.
- Creates an RV matching document type in the A/R Check Detail (F03B14) table.
- Changes the pay status of the original invoice from P (paid) to A (approved).
- Creates a new batch.

In order for the system to create reversing entries to the general ledger, you must post the new batch created from the NSF function. The system creates an Account Ledger (F0911) journal entry (RV) record when the NSF is posted.



To designate receipts as NSF

From the Manual Receipts Processing menu (G03B12), choose Standard Receipts Entry.

1. On Customer Receipts Inquiry, follow the steps to locate a receipt.
2. Choose the receipt that you want to designate as NSF.
3. From the Row menu, choose NSF Receipt.
4. On Void/NSF Receipt, complete the following fields, and click OK:
 - G/L Date
 - Reason Code

Printing Receipt Information

After you enter, review, and post receipts to the general ledger, you can print receipt information for proofing, balancing, and so on.

Printing receipt information consists of the following tasks:

- Printing the Receipts Journal
- Printing the Receipt Deposit Journal

Printing the Receipts Journal

From the Manual Receipts Processing menu (G03B12), choose Receipts Journal Report.

As an alternative to reviewing receipts online, you can print the Receipts Journal. Generally, viewing receipts online is easier. However, if a balancing problem exists, the printed journal can be a more workable format for detail review.

You can create your own version for more specific selection of detail. For example, you might select a specific batch or batches to print, or you might select batches for a specific user.

Note: The totals per G/L Bank Account will not print if you specify more than one currency. Totals are meaningless if currencies are mixed.

The processing time for this report is related to the amount of history retained in the following tables:

- Receipts Register (F03B13)
- Receipt Application Detail (F03B14)

Data Sequence for Receipts Journal Report

The system prints the transactions in the following sequence:

1. User ID
2. Batch number
3. Batch date
4. G/L account
5. Company
6. Address number
7. Payment (receipt) number

The totals on the report depend on this exact sequence. If you modify the sequence, you must also modify the totaling logic of the program.

See Also

- *R03B311, Receipt Journal* in the *Reports Guide* for a report sample

Printing the Receipt Deposit Journal

From the Manual Receipts Processing menu (G03B12), choose Receipts Deposit Journal.

To review all payments received and processed as of a specific batch date or range of batch dates by bank account, print the Receipt Deposit Journal. This report also shows any receipts that are voided or designated as NSF.

Note: The totals per G/L Bank Account will not print if you specify more than one currency. Totals are meaningless if currencies are mixed.

This reports lists information from the Receipts Register table (F03B13).

See Also

- *R03B408, Receipt Deposit Journal* in the *Reports Guide* for a report sample

Before You Begin

- To include the bank's address and transit account, set up the necessary information in the Address Book system and on the Bank Account Information form.

Processing Options for Receipts Journal Report

Print Options

1. Select the format of the account number to print in the body of the report: '1' = account number, '2' = short account ID, '3' = unstructured account.

Detail Account Format

- 2: Select the format of the G/L bank account number to print in the heading of the report: '1' = account number, '2' = short account ID, '3' = unstructured account.

Heading Account Format

Automatic Receipts Processing

Immediate recognition of cash in the general ledger is a fundamental step in the accounts receivable process. To accomplish early cash recognition, you can use automatic receipts processing to quickly apply payments from your customers to invoices.

Automatic receipts processing consists of:

- Setting up bank information for A/R
- Defining algorithms
- Working with execution lists
- Uploading customer payment information
- Processing automatic receipts
- Working with unprocessed items
- Purging electronic receipts

If you are using multi-currency, you must indicate the currency code on the Electronic Receipts Input table (F03B13Z1). The currency code you enter must reflect either the domestic or foreign currency of the invoices being paid.

Before You Begin

- Ensure that you have completed the Auto Receipt (Y/N) option on the A/R Constants form and on the Customer Master Revision form (Invoices tab).

What Is the Purpose of Automatic Receipts Processing?

The purpose of automatic receipts processing is to quickly apply many receipts to open invoices at the same time. This method of entering receipts enables you to:

- Immediately recognize cash in your general ledger regardless of the success of matching algorithms to open invoices
- Store instructions for invoice matching at the customer and company level



- Define flexible selection criteria and sequencing specifications to reduce the number of candidate invoices to be reviewed by an algorithm
- Run automatic matching against any unapplied receipt in the system

What Does the Automatic Receipts Process Consist Of?

Before processing automatic receipts for your customers, you must first set up various information that the system uses to apply receipts to open invoices.

After you set up this information, you can proceed with the daily operations of applying receipts.

You must set up the Accounts Receivable system by completing the following:

- Define algorithms
- Define execution lists
- Map information to the Electronic Receipts Input table
- Perform daily operations

Define Algorithms

You can define algorithms to determine the method that the system uses to apply receipts to a customer's account. The definition of an algorithm consists of a base method, selection criteria, sequence specifications, and processing options. Algorithms provide you the flexibility necessary to create different versions of each base method. You can customize the data selection, sequencing, and processing options to control how an algorithm behaves during the matching process. Examples of base methods are as follows:

- Known Invoice Match With or Without Amount
- Balance Forward Match
- Invoice Selection Match
- Combination Invoice Match

After defining algorithms, you can associate them with the appropriate customers.

The person who performs this task should be very familiar with the paying habits of your customers. This ensures efficient and successful processing of your customer's payments.

Define Execution Lists

After defining algorithms, you must define execution lists. This determines the sequence in which the system executes the algorithms for a customer. After defining execution lists, you can assign a default list to multiple customers with similar paying habits or assign a specific list to a customer that requires special payment treatment.

The person who performs this task should be very familiar with the paying habits of your customers. This ensures efficient and successful processing of your customer's payments.

Map Information to the Electronic Receipts Input Table

Before you can transfer customer payment information from your bank to the Accounts Receivable system, you must map bank information to the corresponding fields in the Electronic Receipts Input table (F03B13Z1). You do this in one of the following ways:

- Create a custom program to upload the customer payment information from the medium used by your bank (such as a tape, diskette, or CD).
- Use EDI (Electronic Data Interchange) for lockbox processing.

See Also

- *Appendix H: Automatic Receipts Input Requirements*
- *Appendix K: EDI for Accounts Receivable*

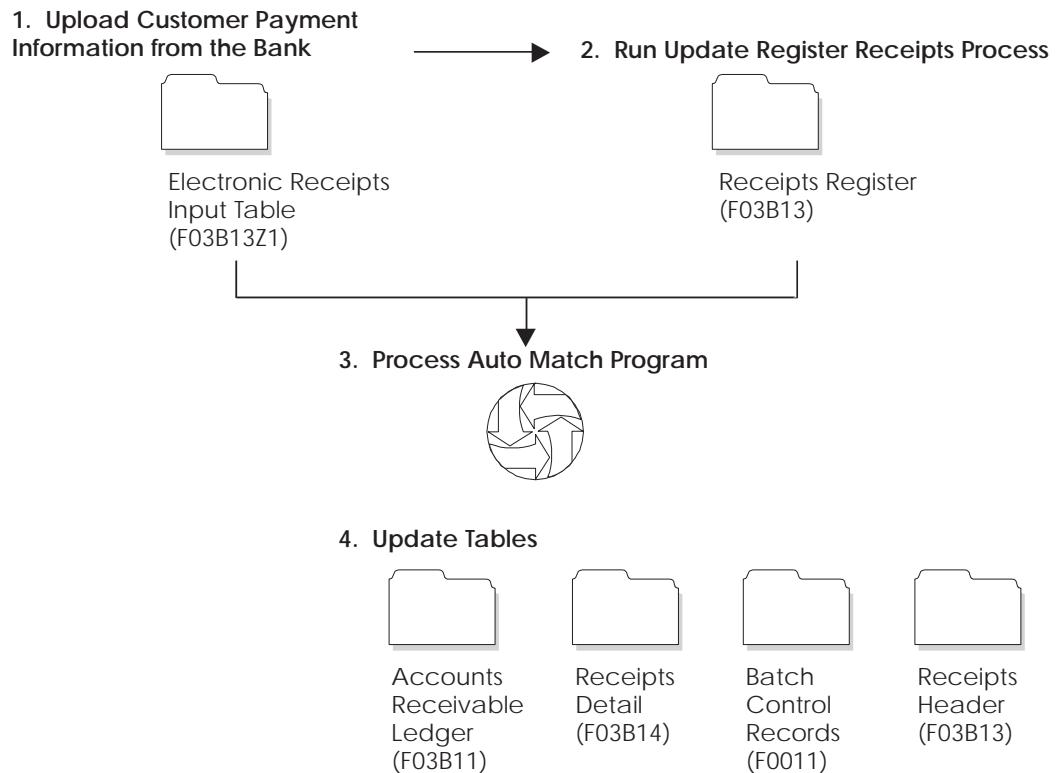
Perform Daily Operations

After setting up the system for automatic receipts processing, you must complete the following daily tasks to successfully apply and match receipts to invoices:

Upload the customer's payment information from the bank	You use a custom program to transfer receipt information from a customer's bank media to the Electronic Receipts Input table for processing, or use the EDI lockbox process.
Update records in the Receipts Register	You run a batch process that extracts receipts information from the electronic receipt record and creates active records in the Receipts Register table (F03B13). You can set a processing option to automatically apply receipts to invoices after running this program.
Apply receipts to invoices	You run a batch process to automatically apply the receipts to the open invoices.
Review and revise unprocessed receipts	If necessary, you can review and revise the receipts that the system was unable to successfully process.
Purge electronic receipts	You can purge the electronic receipts from the Electronic Receipts Input table after processing the receipts. This batch process improves processing time by removing unnecessary records.

Automatic Receipts Process

The following graphic illustrates the flow of the automatic receipts process:



Setting Up Bank Information for A/R

You must set up bank account information for each customer who sends you payment information for automatic receipt processing (lock-box).

Setting up bank information consists of the following tasks:

- Setting up bank account addresses
- Setting up G/L bank account information

Setting Up Bank Account Addresses

To assign address book information to a customer's bank account, set up a bank account address. This information establishes a relationship between your customer and their bank account. It enables you to process customer payments quickly with limited information, such as the bank transit number and bank account number. This is necessary only for processing receipts electronically.

When setting up bank account addresses, you can:

- Set up bank account address information
- Revising bank account addresses
- Set up an individual bank transit address

The system uses the information that you set up to link customer addresses in the Customer Master table (F03012) to their bank account information in the Bank Transit Number Master table (F0030).

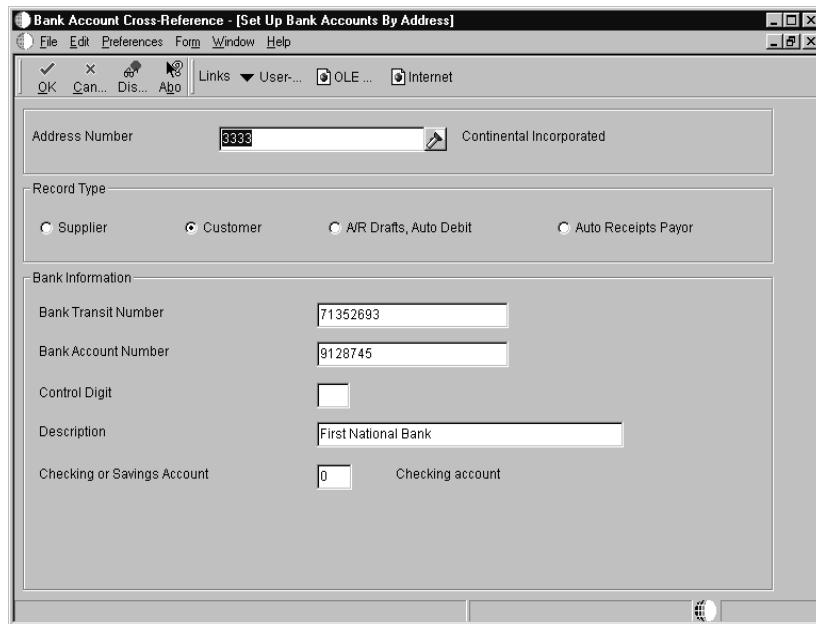


To set up bank account address information

From the Accounts Receivable Setup menu (G03B41), choose Bank Account Cross Reference. Alternatively, you can set up this information in the Customer Master.

1. On Work With Bank Accounts by Address, click Add to access Set Up Bank Accounts by Address.

Accounts Receivable



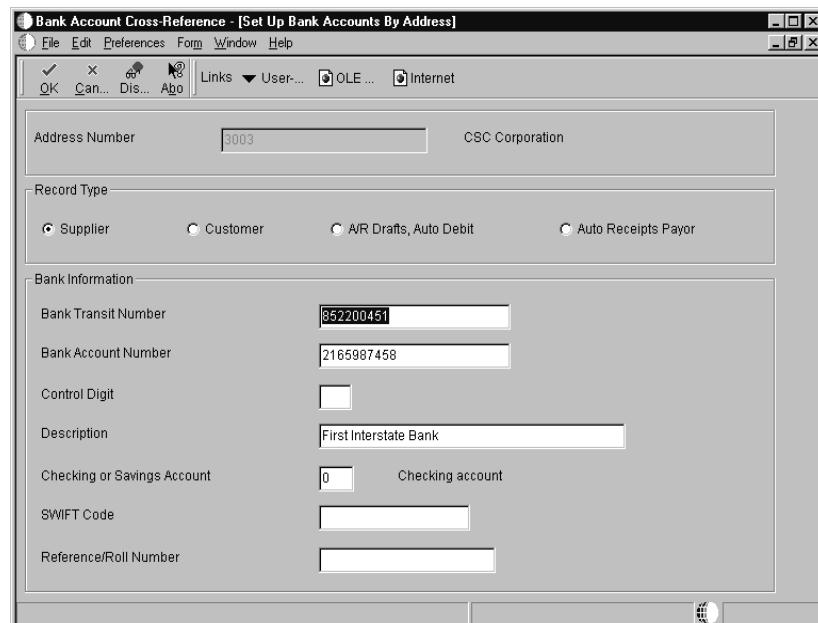
2. On Set Up Bank Accounts by Address, complete the following field:
 - Address Number
3. To designate the record type for A/R, click one of the following options:
 - Customer
 - A/R Drafts, Auto Debit
 - Auto Receipts Payor
4. Complete the following fields:
 - Bank Transit Number
 - Bank Account Number
5. Complete the following optional fields:
 - Control Digit
 - Description
6. To specify the account type, click one of the following options:
 - Checking or Savings Account
7. Click OK to finish setting up the bank account address.
8. To return to the Work with Bank Accounts by Address form, click Cancel.

Field	Explanation
Bank Transit Number	The routing and transit number for a particular bank account. The combination of account number and transit number must be unique.
Bank Account Number	The bank account number for a company, customer, or supplier.
Control Digit	An optional field that allows you to enter a check digit for a bank account number. The check digit is not part of the key to the Bank Account table (F0030).

► To revise bank account addresses

From the Accounts Receivable Setup menu (G03B41), choose Bank Account Cross-Reference.

1. On Work With Bank Accounts By Address, locate and choose the appropriate bank account.
2. From the Row menu, choose Revise.



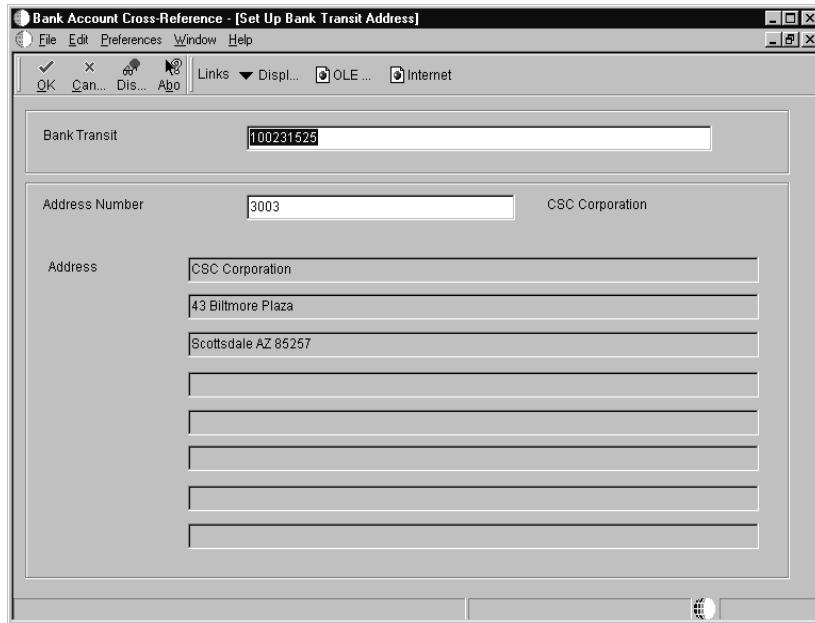
3. On Set Up Bank Accounts By Address, make the appropriate changes and click OK.

► To set up an individual bank transit address

From the Accounts Receivable Setup menu (G03B41), choose Bank Account Addresses.

You can attach a transit number to a bank's address book number instead of a customer's address book number. To do so, set up an individual bank transit address.

1. On Work With Bank Transit Addresses, click Add to access Set Up Bank Transit Address.



2. On Set Up Bank Transit Address, complete the following fields and click OK:

- Bank Transit
- Address

You cannot change a bank transit number on the Set Up Bank Transit form. To do so, you must use the Set Up Bank Accounts by Address form.

Setting Up G/L Bank Account Information

To create an electronic funds transfer (EFT) for the automatic debiting of a customer's account, you must set up G/L bank account information.

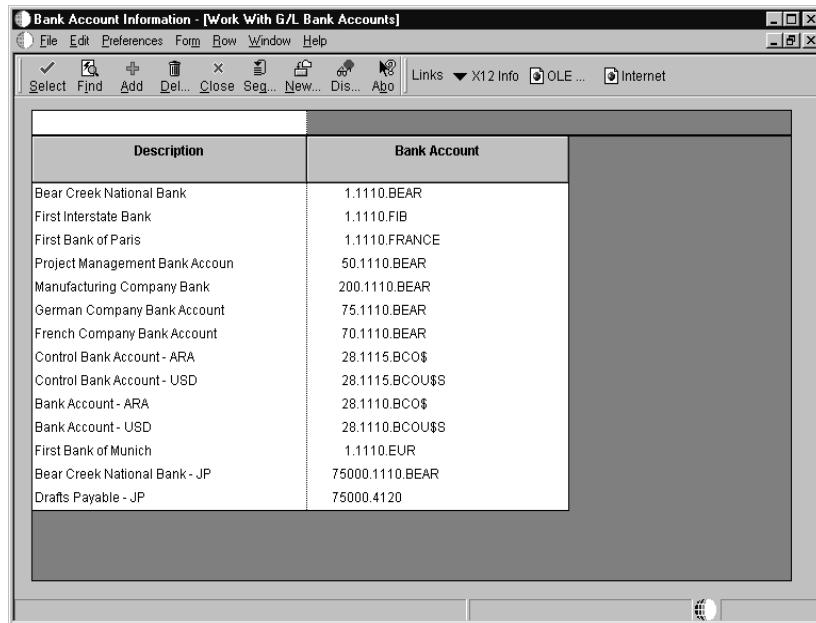
This information is stored in the Bank Transit Number Master table (F0030).

Before You Begin

- Set up the G/L account for each bank account.

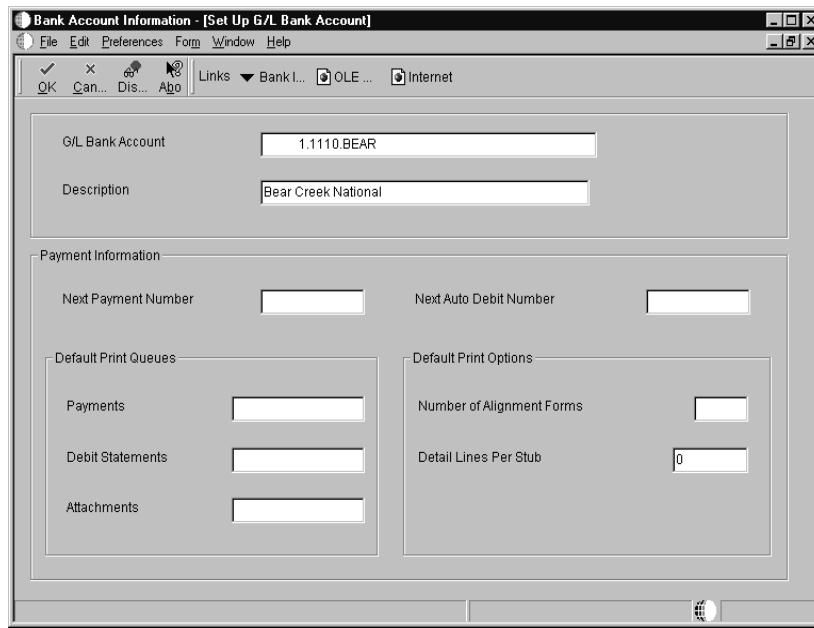
► To set up G/L bank account information

From the Accounts Receivable Setup menu (G03B41), choose Bank Account Information.

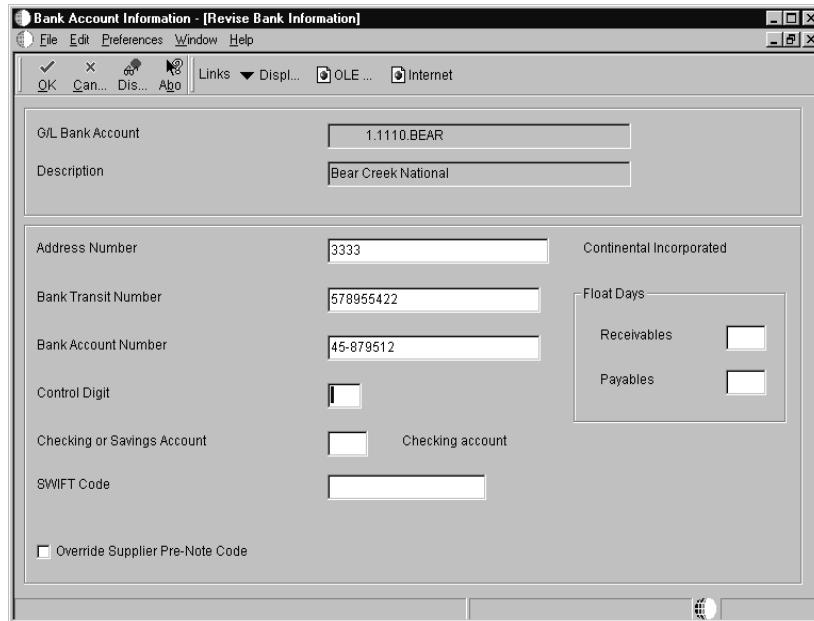


1. On Work With G/L Bank Accounts, click Add to access Set Up G/L Bank Account.

Accounts Receivable



2. On Set Up G/L Bank Account, complete the following fields:
 - G/L Bank Account
 - Description
 - Next Auto Debit Number
3. From the Form menu, choose Bank Info to access Revise Bank Information.



4. On Revise Bank Information, complete the following fields:
 - Address Number
 - Bank Transit Number
 - Bank Account Number
 - SWIFT Code
 - Bank Account Number
5. To specify the bank account type, click either of the following options:
 - Checking or Savings Account
6. Complete the following optional field and click OK:
 - Receivables

Field	Explanation
Next Auto Debit Number	The system updates this field during the automatic debit process in Accounts Receivable. This field is not used in the Accounts Payable system.
SWIFT Code	The Society for Worldwide Interbank Financial Telecommunications (SWIFT) code is an international banking identification code used to identify the origin and destination of electronic (or wire) financial transfers.
Checking or Savings Account	A code that indicates whether the account is a checking or savings account. This indicator is used during automatic receipt processing. Valid values are: blank Checking account 0 Checking account 1 Savings account
Receivables	The number of days the check floated. This is defined by subtracting the check date from the bank deposit date.

Defining Algorithms

Before you automatically apply receipts to a customer's account, you must define the algorithms that the system uses to match the receipts to the appropriate invoices. This is the first step in the automatic receipts process. The person performing this task should be very familiar with the paying habits of your customers.

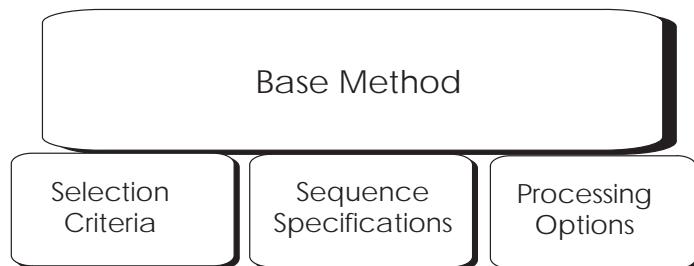
An algorithm is a predetermined set of instructions for solving a specific problem with a limited number of steps. You define A/R algorithm methods to instruct the system about how to apply receipts during the automatic receipts process, such as invoice match or balance forward. You can utilize a given base method or create different versions of a base method through the use of processing options, selection criteria, and sequencing specifications. This enables you to define an unlimited number of algorithms.

When defining an algorithm, you:

- Create version identification for the base method
- Set the processing options
- Define the selection criteria
- Define the sequence specifications

An algorithm consists of four components. These components make up the structure of the algorithm. You use these components to define how the algorithm behaves during the matching process.

The following graphic illustrates the components of an algorithm:



The following list describes each component:

Base method

This is the fundamental logic that can be shared among multiple algorithms. Algorithms that share the same base method share the same fundamental logic, such as statement match or invoice selection match. You combine the base method with different sets of components to instruct the algorithm to behave uniquely.

Selection criteria

Selection criteria is the information that the system uses to determine which receipts are processed by the algorithm. You can use data selection to process receipts by user ID, G/L date, receipt date, and so on.

If you wish to use selection criteria to determine which invoices the algorithm processes, use Report Design Aid (RDA) that is associated with Invoice Selection. On Work With Batch Versions, choose the version and choose Advanced from the Row menu. Check out the version. Use the data selection for Invoice Selection to specify which invoices the algorithm processes.

If you wish to affect which invoices the system selects to match against receipts, you will need to modify the data selection for the Invoice Selection Match – Select/Read Invoices (F03B11) [Group Section] in the Report Design Aid (RDA) of the algorithm. See *To Define Selection Criteria* in this chapter.

You might want to define algorithms with different selection criteria to filter invoices prior to attempting a match. You can also use selection criteria to define a common situation that applies to multiple customers. This enables you to optimize the performance of an algorithm.

The system automatically appends selection criteria during execution, such as adding a customer number, to limit the invoices to only those associated with the receipt that the system is processing. This enables you to specify criteria that can be reused for multiple customers.

See the *Enterprise Report Writing Guide* for information about modifying data selection for a report.

Sequence specifications

This is the information that the system uses to determine the order in which it reads invoices during the matching process. For example, you might sort by invoice number or due date. Controlling the sequence of an invoice that enters the matching process is another way to define the behavior of an algorithm.

Any base method that places significance on which invoices the algorithm selects first, second, third, and so on, behaves differently when you change the sequence specifications. For example, you might want to change a typical first-in-first-out (FIFO) method to a last-in-first-out (LIFO) method by reversing the sort on a date field.

You must use data sequencing for the Invoice Selection Match – Select/Read Invoices (F03B11) [Group Section] in the Report Design Aid (RDA) of the algorithm to change how the system reads and processes invoices. Changing the data sequence associated with the version of the algorithm will not affect how invoices are ordered. Doing so only determines the order in which the system processes receipts.

In order to influence the sequence of how the system reads and matches invoices, you must use data sequencing via RDA that is associated with Invoice Selection. On Work With Batch Versions, choose the version and choose Advanced from the Row menu. Check out the version. Altering the Data Sequence associated with the algorithm version will change how the system reads receipt records, not invoices.

See *To Define the Sequence Specifications* for more information.

Processing options

This is a list of options that you set to affect the performance of an algorithm. Each method has options specific to and appropriate for its fundamental logic. In general, two types of information are available that you can specify:

- Matching information. Specifies how the system uses the base method to look for a match.
- Application information. Determines how the system actually applies the receipt and when to create chargebacks, write-offs, and so on.

The system stores information about algorithms in the Receipt Application Algorithm/Execution Lists table (F03B50).

What Algorithms Can You Create?

The Accounts Receivable system provides several common base methods that you can use to customize algorithms. You can create multiple versions of these base methods or create new ones to give you additional flexibility. Each base method contains fundamental logic that the system uses to automatically apply receipts to invoices. Each base method has processing options specific to its functionality. You can use the processing options to tailor a base method into a specific algorithm as you create new versions.

You can create multiple versions of any of the following base methods:

- Invoice Selection Match (R03B50A)
- Balance Forward Match (R03B50B)
- Known Invoice Match with Amount (R03B50D)
- Known Invoice Match without Amount (R03B50E)
- Combination Invoice Match (R03B50F)

Most base methods enable you to control invoice selection and sequencing.

When defining algorithms, you use virtually the same procedure to create different versions of each base method. The only differences are the type of information the system displays for each method, such as processing options, data selection, and data sequencing, and how you choose to define this information.

All Data Selection and Data Sequence specify which receipts and what sequence of the receipts you want to process. You cannot use Data Selection and Data Sequence to select invoices.

Invoice Selection Match Method (R03B50A)

You can use the Invoice Selection Match method to apply a receipt to a specific invoice or a running total of invoices based on the due date. However, the system will not skip the first invoice and look at combinations of other invoices. The system looks at either an individual invoice, or a running total of the invoices it has reviewed. The system reads invoices by the due date to determine the first invoice.

Depending on how you set the processing options, you can attempt to match the receipt to the following items:

- Total open amount
- Total open amount less discounts available
- Total open amount less discounts earned

Use selection criteria to determine whether the system applies the receipt to a single invoice or the total of a group of invoices. If you do not specify selection criteria, you can use this method to match a receipt to the total balance of a customer's account.

If you want to determine which invoices the system selects in the matching process, you must change the data selection associated with Invoice Selection Match – Select/Read Invoices (F03B11) [Group Section]. You do this in the Report Design Aid (RDA) of the version. For example, you might want the system to process only chargeback invoices or invoices generated as a result of processing delinquency fees.

Note: Only persons trained and knowledgeable with UBE and UBE design should attempt to change the data selection in RDA. Altering the report inappropriately can result in the program not functioning properly.

Use the specific demo version to create an algorithm that determines whether a receipt is intended for a specific class of invoices, such as a chargeback. For example, in order to exclude chargebacks or to specifically match only chargebacks, use the report version that indicates Exclude Chargebacks or Only Match Chargebacks. Although the Data Selection is the same for all versions, the system performs the appropriate matching, because the Data Selection has been altered in the Report Design Aid.

See *Processing Options for Invoice Selection Match (R03B50A)*.

Balance Forward Match Method (R03B50B)

You can use the Balance Forward Match method to apply receipts to the oldest outstanding invoices first. The system uses the invoice due date to determine the first invoice. This method reads the open invoices in a customer's account and applies the receipt to each invoice until either the receipt amount is zero or the system runs out of invoices for the customer.

The system applies a partial payment if not enough cash is available to completely close the invoice. If an amount remains on the receipt after applying it to all open invoices, the system creates an unapplied cash receipt.

Use a different demo version to vary the performance of this method. For example, you can choose to sort the invoices in descending due-date order to cause it to function in a last-in-first-out (LIFO) manner instead of a first-in-first-out (FIFO) manner.

A separate version is provided for applying invoices using FIFO or LIFO. You must use the version specified (FIFO or LIFO) to apply invoices in that order. You should not change the sequencing of the algorithm to change the order invoices.

See *Processing Options for Balance Forward Match (R03B50B)*.

Known Invoice Match with Amount (R03B50D)

You can use the Known Invoice Match with Amount method to apply receipts to invoices when you know which invoices are to be paid and the specific amount of the receipt to apply to each invoice. For this method to be successful, you must ensure that this information exists in the Electronic Receipts Input table (F03B13Z1). You might use this method to apply a 50,000.00 receipt in the following way:

- 20,000.00 is applied against invoice 1.
- 15,000.00 is applied against invoice 2.
- 15,000.00 is applied against invoice 3.

Because the invoice number and amount are specified in the automatic receipts record, the system identifies the correct invoices to apply the receipt to. If the pay items of an invoice are known, the system applies the receipt to the specified pay item.

You do not use selection criteria or sequence specifications to define variations of this base method; the information in the Electronic Receipts Input table explicitly defines which invoices are candidates for matching.

Example: Exceeding the Invoice Tolerance Limit

Amounts	Settings
Receipt number 445 = 850.00	
Invoice tolerance limit = 10.00	If the tolerance is exceeded, partially pay invoice
Receipt tolerance limit = 25.00	If receipt is underpaid, create a chargeback

Invoice Number	Invoice Open Amt	Check Amt (CKAM)	Amt to Apply (AG field in F03B13Z1)
222	200.00	850.00	200.00
223	300.00	0	300.00
224	600.00	0	550.00
Credit Memo #1	200.00-	0	200.00-

You complete the Check Amt field only for the first invoice paid by the receipt. The system:

- Pays invoice #222 in full, open amount is zero, pay status is P.
- Pays invoice #223 in full, open amount is zero, pay status is P.
- Leaves invoice #224 open for 50.00 because it exceeds the tolerance of the invoice. The pay status remains as A.
- Pays the credit memo #1 in full, open amount is zero, pay status is P.

The system verifies whether the invoice open amount equals the Amount to Apply to determine whether an underpayment occurred. Then, the system determines whether the total of the Amount to Apply for the whole receipt equals the receipt amount. If not, the system processes the receipt using the receipt tolerance amount.

Example: Exceeding the Receipt Tolerance Limit

Amounts	Settings		
Receipt number 446 = 700.00			
Invoice tolerance limit = 10.00	If the tolerance is exceeded, partially pay invoice		
Receipt tolerance limit = 10.00	If receipt is underpaid, create a chargeback		
Invoice Number	Invoice Open Amt	Check Amt (CKAM)	Amt to Apply (AG field in F03B13Z1)
300	1,000.00	700.00	1,000.00
Credit memo #2	100.00-	0	100.00-

In this example, assume that the bank sent incorrect information. The check amount is 700.00, but the amount needed to apply is 900.00, based on an invoice open amount of 1000.00 plus a 100.00 credit memo. Because the tolerance amount on the receipt is set to 10.00, the system views this as exceeding the tolerance limit by 200.00 and generates a chargeback.

The system:

- Pays invoice #300 in full, open amount is zero, pay status is P.
- Pays credit memo #2 in full, open amount is zero, pay status is P.
- Generates a chargeback for 200.00.

If the customer wanted to partially pay the invoice, change the amounts as follows:

Invoice Number	Invoice Open Amt	Check Amt (CKAM)	Amt to Apply (AG field in F03B13Z1)
300	1000.00	700.00	800.00
Credit memo #2	100.00-	0	100.00-

Because the amount to apply is 700.00, which is equal to the check amount entered, no tolerance is affected. And because the amount to apply for invoice 300 is 800.00, which is 200.00 less than the open amount (1,000.00), the system partially pays the invoice with 200.00 remaining open.

Example: Applying a Receipt to an Invoice with Multiple Pay Items

If you want to apply a receipt in full to an invoice with multiple pay items, and you do not specify the pay item in the Electronic Receipt Input table (F03B13Z1), the system uses the Balance Forward (R03B50B) method to process the pay items. In the following example, the system processes only the first pay item, because the receipt amount applied of 100.00 is an amount less than the open amount of the first pay item.

Amounts	Settings
Receipt number 447 = 100.00	
Invoice tolerance limit = 10.00	If the tolerance is exceeded, partially pay invoice
Receipt tolerance limit = 25.00	If receipt is underpaid, create a chargeback

In the Customer Ledger (F03B11) table:

Invoice Number	Pay Item	Invoice Open Amt
932	001	150.00
932	002	-50.00

In Review Electronic Receipts:

Invoice Number	Pay Item	Invoice Open Amt	Check Amt (CKAM)	Amount to Apply (AG field)
932		100.00	100	100.00
932		-50.00		-50.00

The system closes the first pay item for invoice 932 instead of closing the entire invoice, and creates a chargeback of 50.00 for the first pay item. The second pay item is still open.

To apply in full the same receipt to invoice 932 using Known Invoice Match with Amount (R03B50D), you must specify the pay item number in the Electronic Receipt Input table (F03B13Z1). In Review Electronic Receipts:

Invoice Number	Pay Item	Invoice Open Amt	Check Amt (CKAM)	Amount to Apply (AG field)
932	001	150.00	100	150.00
932	002	-50.00		-50.00

The system:

- Pays invoice 932 pay item 001 in full. The open amount is zero and the pay status is P.
- Pays invoice 932 pay item 002 in full. The open amount is zero and the pay status is P.

See *Processing Options for Known Invoice Match with Amount (R03B50D)*.

Known Invoice Match without Amount (R03B50E)

You can use the Known Invoice Match without Amount method to apply receipts to invoices when you know which invoices are to be paid but the amount to be applied to each invoice is unknown. For this method to be successful, you must ensure that the invoice number exists in the electronic receipt record.

You might use this method to apply a 50,000.00 receipt to pay invoice 1, invoice 2, and invoice 3. However, the amount to be applied to each invoice is not specified. Additionally, if the pay items of an invoice are known, this method applies the receipt to the specified pay item.

You do not use selection criteria or sequence specifications to define variations of this base method. This is because the information in the Electronic Receipts Input table explicitly defines which invoices are candidates for matching.

See *Processing Options for Known Invoice Match without Amount (R03B50E)*.

Combination Invoice Match (R03B50F)

You can use the Combination Invoice Match method to apply receipts to a specific combination of invoices. Depending on the processing options, the system reviews up to a maximum of ten specified invoices, in multiple combinations, in an attempt to find a match.

Use Match by Exclusion to alter the performance of this method. Exclusion processing will specify whether to determine which invoices are not being paid and to apply the receipt to the remaining invoices. This is useful when the receipt is paying all but a few of the outstanding invoices. You can set this processing option when the possibility exists that a significant percentage of open invoices are to be paid by one receipt. When you do so, the system first determines the difference between the receipt amount and the total account balance. Then, it attempts to find a combination match for the amount not being paid. If a match is found, the system applies the receipt to all invoices that are not part of the combination.

When using Match by Exclusion, consider sorting the invoices in descending order by invoice date so that the newest invoices enter the algorithm first.

Combination Invoice Match Example

The following example demonstrates how the system uses the combination invoice match algorithm to apply receipts to combinations of invoices:

Invoice Number	Amount
122	100.00
123	200.00
124	450.00
125	50.00
126	100.00

If you have a receipt for the total amount of 900.00, the system begins looking at the first invoice and attempts to match invoices in the following order:

Invoice Number	Amount	Match
122	100.00	no match
122 + 123	300.00	no match
123	200.00	no match
122 + 123 + 124	750.00	no match
122 + 124	550.00	no match
123 + 124	650.00	no match
124	450.00	no match

The system continues to try individual invoices and all combinations of invoices. In this example, the system finds a match when all of the invoices are combined:

All	900.00	match
-----	--------	-------

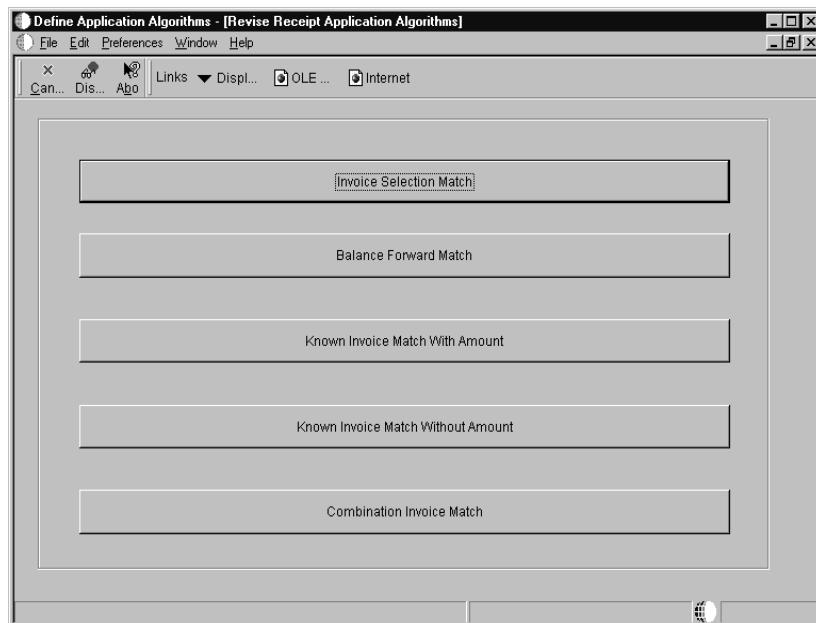
The system combines invoice matches up to a maximum of ten invoices that you select. The process is time consuming. J.D. Edwards recommends that you use the combination invoice match algorithm at the end of an execution list, after you have attempted all other options for matching invoices and receipts.

See *Processing Options for Combination Invoice Match (R03B50F)*.

► **To create version identification for the base method**

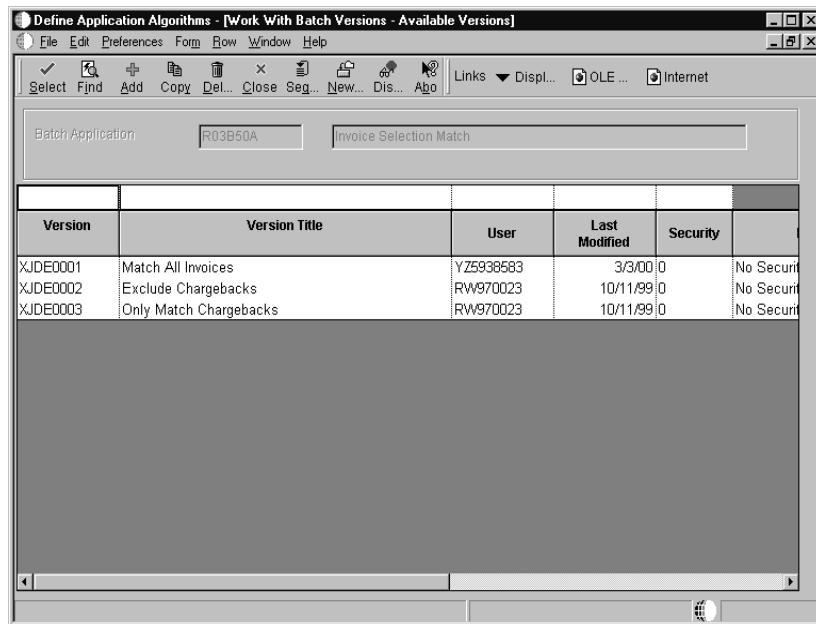
From the Automatic Receipts Processing menu (G03B13), choose Define Application Algorithms.

The first step in defining an algorithm is to create and identify versions for each base method. For example, when defining the Invoice Selection Match method, you might create a version to match receipts to invoices with discounts but excluding chargebacks. You can set up multiple versions for one base method.

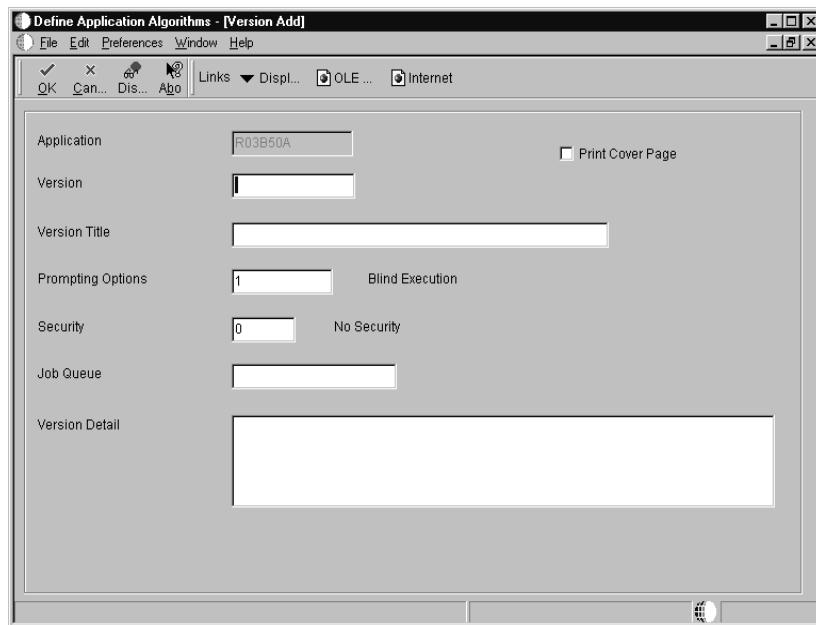


1. On Revise Receipt Application Algorithms, choose the appropriate base method.

Accounts Receivable



2. On Work With Batch Versions, click Add to create a new version.



3. On Version Add, complete the following fields, and click OK:

- Version
- Version Title

4. Complete the following optional fields:
 - Prompting Options
 - Security
 - Version Detail
5. Click OK.
6. Continue defining the algorithm by setting the processing options.

Field	Explanation
Version	A version is a user-defined set of specifications. These specifications control how applications and reports run. You use versions to group and save a set of user-defined processing option values and data selection and sequencing options. Interactive versions are associated with applications (usually as a menu selection). Batch versions are associated with batch jobs or reports. To run a batch process, you must choose a version.
Version Title	A description of the version that appears next to the version number. The version title is different from the report title. This field should describe the use of a version. For example, an application for generating pick slips might have a version called Pick Slips - Accounting and another version called Pick Slips - Inventory Management.
Version Detail	Use this space to list all the overriding specifications and differences in functionality between the base report specifications and the version level report specifications. The information you provide in this field will allow version developers to easily see the functional difference between this version and the base report. Examples of things you should list includes additions such as sections that you have added in your version that do not exist in the base report. You should also list changes in your version for areas that function differently than the base report. For example, you should list areas where you use different criteria for data sequencing or data selection.

► To set the processing options

After specifying the version identification, you must set the processing options that are appropriate for that version. You set processing options for each base method to determine how the system matches receipts to invoices and how it records the match when a match occurs. For example, you might set a processing option to automatically create a chargeback or write-off for any unearned discounts taken.

1. On Work With Batch Versions, choose the version that you just created.
2. From the Row menu, choose Processing Options.
3. Set the necessary processing options.
4. Continue to define the algorithm by defining the selection criteria.

► To define selection criteria

After setting the processing options, you can define selection criteria for most base methods. Selection criteria can determine which receipts you want to process.

The data selection attached to the algorithm version determines which receipts to choose for processing. For example you might want to process only receipts with a specific user ID or ones that fall within a specified date range.

1. On Work With Batch Versions, choose the version that you just created.
2. From the Row menu, choose Data Selection.

If you want to determine which invoices the system selects in the matching process, you must change the data selection associated with Invoice Selection Match – Select/Read Invoices (F03B11) [Group Section]. You do this in the Report Design Aid (RDA) of the version. For example, you might want the system to process only chargeback invoices or invoices generated as a result of processing delinquency fees.

Note: Only persons trained and knowledgeable with UBE and UBE design should attempt to change the data selection in RDA. Altering the report inappropriately can result in the program not functioning properly.

► To define the sequence specifications

After setting the processing options, you can define sequence specifications criteria for most base methods. Sequence criteria determines either the order in which the system processes receipts or the order in which it processes invoices, depending on how you set it up.

The data sequence attached to the algorithm version determines the order in which the system processes receipts. For example, you might wish to process receipts by descending date order or alphabetically by customer number.

1. On Work With Batch Versions, choose the version that you just created.
2. From the Row menu, choose Data Sequence.

If you want to determine the order in which the system selects invoices in the matching process, you will need to change the data sequence associated with Invoice Selection match – Select/Read Invoices (F03B11) [Group Selection]. You do this in the Report Design Aid (RDA) of the version. For example, you might wish to process only invoices generated from delinquency fees or chargeback invoices, before other types of invoices.

Note: Only persons trained and knowledgeable with UBE and UBE design should attempt to change the data selection in RDA. Altering the report inappropriately can result in the program not functioning properly.

3. On Section Data Sequencing, define the necessary sort and sequence objects.

Processing Options for Invoice Selection Match (R03B50A)

Matching Tab

These processing options let you determine whether the system matches the invoice based on the open amount, the amount less the discount available, or the amount less the earned discount. A discount is earned when the receipt date is equal to or before the discount due date on the invoice. You must select at least one option for the program to process Invoice Selection Match. The more options you supply for the system to use in this algorithm, the better chance the system has for finding a match.

Using this algorithm, the system compares the amount of the first invoice to the amount of the receipt, and takes into account whether a discount is earned, available, or ignored. Then the system adds or subtracts the tolerances you entered in the Underpaid Tolerance and Overpaid Tolerance processing options. If the amount of the first invoice is within the tolerance limits, the system applies the receipt to the invoice and processes the next receipt. If the first

invoice amount does not fall within the tolerance limits, the system adds the first and second invoices for that customer and compares them. This process continues until the total amount of the invoices is within the tolerance limit and paid by the receipt. The system only compares the first invoice and a running total of invoices. Other comparisons are not considered.

The system stops processing invoices when a single invoice or the running total matches the receipt amount. The system then applies the receipt to the selected invoices.

1. Open Invoice Amount

Use this processing option to match the receipt amount to the total open invoices amount. Valid values are:

- Blank Do not use this matching method.
1 Use this matching method.

2. Less Available Discount

Use this processing option to match the receipt amount to the total open invoice amount, less the available discount. Valid values are:

- Blank Do not use this matching method.
1 Use this matching method.

3. Less Earnable Discount

Use this processing option to match the receipt amount to the total open invoice amount, less the earnable discount. A discount is earned when the receipt date is equal to or before the discount due date on the invoice. Valid values are:

- Blank Do not use this matching method.
1 Use this matching method.

4. Underpaid Tolerance Amount

Use this processing option to increase the chance for a match on any of the amounts indicated in the Open Invoice Amount, Less Available Discount, and Less Earnable Discount processing options. The system writes off any differences. Enter the underpaid tolerance amount.

You specify overpaid and underpaid tolerance amounts to increase the probability of a match. For example, if the receipt amount is 20,000.00 and the total open amount of the invoices is 20,050.00, the match does not occur under normal circumstances. However, if you specify an underpaid tolerance amount of 50.00, the system proceeds with the match. Similarly, if the total of the

invoices is 20,010.00 and you specify an underpaid tolerance of 10.00, the system proceeds with the match.

Any difference between the receipt amount and the total of the open invoices within the tolerance amounts is automatically written off. To do this, you must specify the write-off reason code. Any difference between the receipt amount and the total of the open invoices outside the tolerance amount results in the invoices being partially paid.

You must enter a positive amount.

5. Underpaid Reason Code

Use this processing option to specify the reason code that the system assigns to write-offs that are generated automatically for the underpaid tolerance amount you set in the Underpaid Tolerance processing option. Enter the reason code or choose it from the visual assist.

Ensure that you have established the write-off reason code in the user-defined code table 03B/RC. Also, set up the AAI for the reason code (RAxx, where xx is the reason code used).

6. Overpaid Tolerance Amount

Use this processing option to increase the chance for a match on any of the amounts indicated in the Open Invoice Amount, Less Available Discount, and Less Earnable Discount processing options. The system writes off any differences.

You specify overpaid and underpaid tolerance amounts to increase the probability of a match. For example, if the receipt amount is 20,000.00 and the total open amount of the invoices is 19,990.00, the match does not occur under normal circumstances. However, if you specify an overpaid tolerance amount of 10.00, the system proceeds with the match.

Any difference between the receipt amount and the total of the open invoices within the tolerance amounts is automatically written off. To do this, you must specify the write-off reason code. Any difference between the receipt amount and the total of the open invoices outside the tolerance amount results in the creation of unapplied cash.

You must enter a positive amount.

7. Overpaid Reason Code

Use this processing option to specify the reason code that the system assigns to write-offs that are generated automatically for the overpaid tolerance amount you set in the Overpaid Tolerance Amount processing option.

Ensure that you have established the write-off reason code in the user-defined code table 03B/RC. Also, set up the AAI for the reason code (RAxx, where xx is the reason code used).

Apply Tab

Use the Apply processing options in Invoice Selection Match (R03B50A) to determine how the system applies receipts to invoices, based on the options you set in the Matching tab.

1. Processing Unearned Discounts

Use this processing option to specify the method for processing unearned discounts. An unearned discount means that the discount due date has passed, and you have extended the discount date. Valid values are:

- Blank Allow unearned discounts.
- 1 Create write-off.
- 2 Create chargeback.
- 3 Partially pay invoice.
- 4 Create deduction.

2. Reason Code for Unearned Discounts

Write-Off Reason Code

Use this processing option to specify the reason code for the system to use when creating write-offs for unearned discounts. Use this option when you set the Processing Unearned Discounts processing option to 1. Enter the reason code or select it from the Select User Defined Code form using the visual assist.

Ensure that you have established the write-off reason code in the user-defined code table 03B/RC. Also, set up the AAI for the reason code (RAxx, where xx is the reason code used).

Chargeback Reason Code

Use this processing option to specify the reason code for the system to use when creating chargebacks for unearned discounts. Use this option when you set the Processing Unearned Discounts processing option to 2. Enter the reason code or select it from the Select User Defined Code form using the visual assist.

Ensure that you have established the chargeback reason code in the user-defined code table 03B/CB.

Deduction Reason Code

Use this processing option to specify the reason code for the system to use when creating deductions for unearned discounts. Use this option when you set the Processing Unearned Discounts processing option to 4. Enter the reason code or select it from the Select User Defined Code form using the visual assist.

Ensure that you have established the deduction reason code in the user-defined code table 03B/CR. Also, set up the AAI RN for the deduction suspense account.

3. Grace Days

Use this processing option to specify the number of grace days to extend the eligibility of an available discount. Enter the number of days.

Processing Options for Balance Forward Match (R03B50B)

Apply Tab

These processing options let you match and apply receipts to invoices until the receipt has been fully applied. On the Work with Batch Versions form, you can control the way the system processes invoices by choosing Advance from the Row menu.

1. Discount Recognition Method

Use this processing option to indicate whether the system accepts all discounts or only those that are earned. Earned discounts are defined as those in which the discount due date is equal to or before the G/L date of the receipt. Valid values are:

- Blank Process all discounts available.
- 1 Process earned discounts only.

2. Grace Days

Use this processing option to enter the number of grace days to extend the eligibility of an available discount. Enter the number of days.

Processing Options for Known Invoice Match with Amount (R03B50D)

Apply Invoices Tab

These processing options let you apply the receipt detail from the Electronic Receipt Input (F03B13Z1) table to the selected invoices.

1. Discounts Recognition Method

Use this processing option to indicate whether the system processes all discounts or only those that are earned. Earned discounts are defined as those in which the discount due date is equal or before the G/L date of the receipt. Valid values are:

- Blank Accept all available discounts.
1 Accept earned discounts only.

2. Grace Days

Use this processing option to specify the number of grace days to extend the eligibility of an available discount. Enter the number of days.

3. Underpaid Tolerance Amount

Use this processing option to specify the maximum amount allowed for an invoice underpayment. The system automatically generates a write-off for invoices that are underpaid up to and including this amount. The system compares the gross amount applied (AG field) to the invoice amount to determine whether to create the write-off. Enter this amount as a positive number.

4. Underpaid Reason Code

Use this processing option to specify the reason code that the system assigns to write-offs that are generated automatically for the underpaid tolerance amount you set in the Underpaid Tolerance Amount processing option. Enter the reason code or choose it from the visual assist.

Ensure that you have established the write-off reason code in the user-defined code table 03B/RC. Also, set up the AAI for the reason code (RAxx, where xx is the reason code used).

5. Processing Underpayments

Use this processing option to specify the method for processing underpaid invoices that do not fall within the underpaid tolerance amount. Valid values are:

- Blank Create a chargeback.
- 1 Partially pay the invoice.
- 2 Create a deduction.

6. Underpayments Reason Codes

Chargeback Reason Code

Use this processing option to specify the reason code that the system assigns to chargebacks generated from underpayments that do not fall within the underpayment tolerance amount. You must enter a valid chargeback reason code if you leave the Processing Underpayments processing option blank.

Ensure that you have established the chargeback reason code in the user-defined code table 03B/CB.

Deduction Reason Code

Use this processing option to specify a reason code to use for underpaid deductions. Enter a valid reason code in this field if you entered 2 in the Processing Underpayments processing option. Use the visual assist to select from the list of valid reason codes on the Select User Defined Code form.

Ensure that you have established the deduction reason code in the user-defined code table 03B/CR.

7. Overpaid Tolerance Amount

Use this processing option to specify the maximum amount allowed for an invoice overpayment. The system automatically generates a write-off for invoices that are overpaid up to and including this amount. The system compares the amount applied (Gross Amount field, AG) to the invoice amount to determine whether to create the write-off. Enter this amount as a positive number.

8. Overpaid Reason Code

Use this processing option to specify the reason code that the system assigns to write-offs that are generated automatically for the overpaid tolerance amount you set in the Overpaid Tolerance Amount processing option.

Ensure that you have established the write-off reason code in the user-defined code table 03B/RC. Also, set up the AAI for the reason code (RAxx, where xx is the reason code used).

9. Processing Overpayments

Use this processing option to specify the method for processing overpaid invoices that do not fall within the amount you set in the Overpaid Tolerance Amount processing option. Valid values are:

- Blank Create unapplied cash.
- 1 Overapply receipt to invoice.

If you leave this field blank, the system creates unapplied cash for the amount of the overpayment. Enter 1 to overapply the receipt to the invoice. This will generate a negative open amount on the invoice.

Apply Receipts Tab

These processing options let you specify whether the system automatically writes-off underpaid invoices that fall within the underpaid and overpaid tolerance amounts. You can also specify how the system handles receipts that fall outside the tolerance limits. For example, if a receipt underpayment is greater than the tolerance limit, the system may generate stand-alone chargebacks or deductions, depending upon how you set the Underpaid Receipt Processing option on this tab.

1. Underpaid Tolerance Amount

Use this processing option to specify the underpaid tolerance amount of a receipt. This option does not take into consideration any invoice tolerance amounts you specified previously. In the F03B13Z1 table, if the difference between the receipt amount (Check Amount field – CKAM) and the amount applied (Gross Amount field – AG) against invoices is equal to or less than the amount you entered, the system generates a write-off for the difference. If the amount exceeds the tolerance amount, the system generates a chargeback or deduction, depending upon how you set the Underpaid Receipt Processing option on this tab. The amount for this processing option should be entered as a positive number.

An invoice write-off with a receipt write-off can occur in certain situations. For example, suppose there are two invoices, each with open amounts of 100.00, and the tolerance amounts are set to 5.00 at the invoice and receipt level. You then receive a payment of 192.00.

To cover the 8.00 discrepancy, you can apply 98.00 to each invoice for a total amount of 196.00. You write off the 4.00 discrepancy using the write-off reason code for receipts. Then at the invoice level, two more write-offs occur:

- Amount to apply for invoice 1 = 98.00 (2.00 invoice write-off)
- Amount to apply for invoice 2 = 98.00 (2.00 invoice write-off)

Write-Off Reason Code

Use this processing option to specify the reason code that the system assigns to write-offs that are generated automatically for the underpaid tolerance amount you set in the Underpaid Tolerance Amount processing option.

Ensure that you have established the write-off reason code in the user-defined code table 03B/RC. Also, set up the AAI for the reason code (RAxx, where xx is the reason code used).

2. Underpaid Receipt Processing

Use this processing option to specify the method for processing underpaid receipts that do not fall within the underpaid tolerance amount. Valid values are:

- Blank Create a chargeback.
1 Create a deduction.

Chargeback Reason Code

Use this processing option to enter the reason code for an underpaid tolerance chargeback. You use this processing option when the Underpaid Receipt Processing option is set to blank.

Ensure that you have established the chargeback reason code in the user-defined code table 03B/CB.

Deduction Reason Code

Use this processing option to enter the reason code for an underpaid tolerance deduction. You use this processing option when the Underpaid Receipt Processing option is set to blank.

Ensure that you have established the deduction reason code in the user-defined code table 03B/CR. You must also set up the AAI RN for the deduction suspense account.

3. Overpaid Tolerance Amount

Use this processing option to specify the overpaid tolerance amount of a receipt. This option does not take into consideration any invoice tolerance amounts you specified previously. In the F03B13Z1 table, if the difference between the receipt amount (Check Amount field – CKAM) and the amount

applied (Gross Amount field – AG) against invoices is equal to or less than the amount you entered, the system generates a write-off for the difference.

For example, if the receipt amount is for 1,000.00 and it is paying invoices totaling 950.00, and the tolerance amount is set to 50.00, the system automatically writes-off 50.00.

If the difference exceeds the overpaid tolerance amount, the system records this as unapplied cash. For example, if the receipt amount is for 1050.00 and it is paying invoices totaling 950.00, and the tolerance amount is set to 50.00, the system creates unapplied cash for 100.00.

4. Overpaid Reason Code

Use this processing option to enter the reason code for overpaid tolerance write-offs. Enter the reason code or select it from the Select User Defined Code form using the visual assist.

Ensure that you have established the write-off reason code in the user-defined code table 03B/RC. Also, set up the AAI for the reason code (RAxx, where xx is the reason code used).

Amount Match

These processing options are used to determine invoice selection when the system finds duplicate invoice numbers.

1. Duplicate Invoice Match

Use this processing option to specify which matching method the system should use when it finds duplicate invoice numbers in the Customer Ledger table (F03B11). Valid valid values are:

- Blank Do not process duplicate invoices.
- 1 Use the amount for duplicates.

Enter 1 to use the applied amount to determine invoice selection. The system selects the invoice that is closest to this amount.

If you leave this field blank, the system will not use the amount for matching. If the invoice number is a duplicate number, the system does not apply the receipt detail.

2. Tolerance

Use this processing option to further filter the invoices that the system selected using the Duplicate Invoice Match processing option. Valid values are:

- Blank Do not use the tolerance amounts as defined.

- 1 Use the tolerance amounts previously defined.

If you enter 1, the system uses the amount match to select invoices. It will select invoices only if the invoice amount falls within the apply amount tolerance range you set in the Underpaid Tolerance Amount and Overpaid Tolerance Amount processing options on the Apply Invoices tab. If the invoice is not within the range, the system does not select the invoice and does not apply the receipt detail amount.

If you leave this option blank, the system does not use the amount when matching and selects the invoice regardless of the tolerance amount limits.

Match Priority Tab

Use this processing option to determine how the system locates the invoice record in the Customer Ledger table (F03B11). The valid values are 1 – 4, where 1 indicates the highest priority. The sorting processing options for priority on this tab are:

- Invoice Number
- Sales Order Number
- Customer Reference Number
- Statement Number

You do not have to complete all of the Match Process processing options. If you complete more than one of these processing options, each must have a different value. For example, if you complete all four processing options, you might assign 1 to Invoice Number, 2 to Customer Reference, 3 to Statement Number, and 4 to Sales Order Number.

1. Match Process

Invoice Number

Use this processing option to select the Invoice Match process and specify the priority of the process. Valid values are:

- 1 Highest priority
- 2 Higher priority
- 3 Medium priority
- 4 Low priority

Sales Order Number

Use this processing option to select the Sales Order Match process and specify the priority of the process. Valid values are:

- 1 Highest priority
- 2 Higher priority
- 3 Medium priority
- 4 Low priority

Customer Reference Number

Use this processing option to select the Customer Reference Match process and specify the priority of the process. Valid values are:

- 1 Highest priority
- 2 Higher priority
- 3 Medium priority
- 4 Low priority

Statement Number

Use this processing option to select the Statement Match process and specify the priority of the process. Valid values are:

- 1 Highest priority
- 2 Higher priority
- 3 Medium priority
- 4 Low priority

Discount Tab

These processing options let you specify how to process discounts when the open amount of the invoice, less the discount, is less than the amount to be applied on the Electronic Receipt Input file (F03B13Z1). The system can adjust the discount to zero, rather than create a write-off for this difference.

For example:

Invoice #5	100.00
Discount	5.00
Receipt	97.00

If you enter 1 in the Reduce Discount processing option, the system applies 97.00 to the invoice and reduces the discount from 5.00 to 3.00.

If you left the option blank, the system would apply 95.00 to the invoice, apply 5.00 to the discount, and generate a 2.00 write-off.

Reduce Discount

Use this processing option to specify how to process discounts when the open amount of the invoice, less the discount, is less than the amount to be applied

on the Electronic Receipt Input file (F03B13Z1). The system can adjust the discount to zero, rather than create a write-off for this difference. Valid values are:

- Blank Do not reduce the discount to be taken.
1 Reduce the discount to be taken.

For example, invoice #5 is for 100.00 with a discount of 5.00 and you receive 97.00.

If you enter 1 in the Reduce Discount processing option, the system applies 97.00 to the invoice and reduces the discount from 5.00 to 3.00.

If you left the option blank, the system would apply 95.00 to the invoice and apply 5.00 to the discount and generate a 2.00 write-off.

Processing Options for Known Invoice Match without Amount (R03B50E)

Apply Invoices Tab

These processing options let you apply the receipt detail from the Electronic Receipt Input table (F03B13Z1) to the selected invoice.

1. Discounts Recognition Method

Use this processing option to indicate whether the system processes all discounts or only those that are earned. Earned discounts are defined as those in which the discount due date is equal or before the G/L date of the receipt. Valid values are:

- Blank Accept all available discounts.
1 Accept earned discounts only.

2. Grace Days

Use this processing option to enter the number of grace days to extend the eligibility of an available discount.

Apply Receipts Tab

These processing options let you specify whether the system automatically writes off underpaid invoices that fall within the underpaid and overpaid tolerance amounts. You can also specify how the system handles receipts that fall outside the tolerance limits. For example, if a receipt is greater than the tolerance limit, the system will generate chargebacks or deductions, depending upon how you set the Underpaid Receipt Processing option on this tab.

1. Underpaid Tolerance Amount

Use this processing option to specify the underpaid tolerance amount of a receipt. If the difference between the receipt amount (CKAM in the Electronic Receipts Input table (F03B13Z1)) and the total open amount of the invoices paid is less than or equal to this amount, the system generates a stand-alone write-off.

If the difference between the receipt amount and the total open amount of the invoices paid exceeds the tolerance limit you specified, the system creates a stand-alone chargeback or deduction, depending on how you set the Underpaid Receipt Processing option. If only one invoice is paid, the standard chargeback or deduction will be generated for that invoice.

You must enter the amount as a positive number.

Write-Off Reason Code

Use this processing option to specify the reason code that the system assigns to write-offs that are generated automatically for the underpaid tolerance amount you set in the Underpaid Tolerance Amount processing option.

Ensure that you have established the write-off reason code in the user-defined code table 03B/RC. Also, set up the AAI for the reason code (RAxx, where xx is the reason code used).

2. Underpaid Receipt Processing

Use this processing option to specify the method for processing underpaid receipts that do not fall within the underpaid tolerance amount. Valid values are:

- Blank Create a chargeback.
- 1 Create a deduction.

Chargeback Reason Code

Use this processing option to specify the reason code that the system assigns to chargebacks that are generated automatically for the underpaid amount. Enter the reason code or select it from the Select User Defined Code form using the visual assist.

Ensure that you have established the chargeback reason code in the user-defined code table 03B/CB.

Deduction Reason Code

Use this processing option to specify the reason code that the system assigns to deductions that are generated automatically for the underpaid amount. Enter the

reason code or select it from the Select User Defined Code form using the visual assist.

Ensure that you have established the deduction reason code in the user-defined code table 03B/CR. Also, set up the AAI RN for the deduction suspense account.

3. Overpaid Tolerance Amount

Use this processing option to specify the overpaid tolerance amount of a receipt. If the difference between the receipt amount (CKAM, specified in the Electronic Receipts Input table – F03B13Z1) and the total open amount of the invoices paid is less than or equal to this amount, the system generates a stand-alone write-off. If only one invoice is paid, the system generates a write-off for that invoice.

If the difference between the receipt amount and the total amount of the invoice paid exceeds the tolerance limit specified, the system generates unapplied cash.

4. Overpaid Reason Code

Use this processing option to specify the reason code to use for the overpaid tolerance write-off. Enter the reason code or select it from the Select User Defined Code form using the visual assist.

Ensure that you have established the write-off reason code in the user-defined code table 03B/RC. Also, set up the AAI for the reason code (RAxx, where xx is the reason code used).

Match Priority Tab

Use this processing option to determine how the system locates the invoice record in the Customer Ledger table (F03B11). The valid values are 1 – 4, where 1 indicates the highest priority. The sorting processing options for priority on this tab are:

- Invoice Number
- Sales Order Number
- Customer Reference Number
- Statement Number

You do not have to complete all of the Match Process processing options. If you complete more than one of these processing options, each must have a different value. For example, if you complete all four processing options, you might assign 1 to Invoice Number, 2 to Customer Reference, 3 to Statement Number, and 4 to Sales Order Number.

If you leave the Match Process processing options blank, there are two different scenarios:

- If the Invoice Number field (RUD0C) in the Electronic Receipt Input table (F03B13Z1) is not blank, the system uses the Invoice Match process.
- If the Invoice Number field (RUD0C) in the Electronic Receipt Input table (F03B13Z1) is blank, the system will not match receipts to invoices.

1. Match Process

Invoice Number

Use this processing option to select the Invoice Match process and specify the priority of the process. Valid values are:

- 1 Highest priority
- 2 Higher priority
- 3 Medium priority
- 4 Low priority

Sales Order Number

Use this processing option to select the Sales Order Match process and specify the priority of the process. Valid values are:

- 1 Highest priority
- 2 Higher priority
- 3 Medium priority
- 4 Low priority

Customer Reference Number

Use this processing option to select the Customer Reference Match process and specify the priority of the process. Valid values are:

- 1 Highest priority
- 2 Higher priority
- 3 Medium priority
- 4 Low priority

Statement Number

Use this processing option to select the Statement Match process and specify the priority of the process. Valid values are:

- 1 Highest priority

-
- 2 Higher priority
 - 3 Medium priority
 - 4 Low priority

Processing Options for Combination Invoice Match (R03B50F)

Matching Tab

These processing options let you determine whether the system considers invoices with discounts and credit memos for matching.

1. Open Invoice Amount

Use this processing option to match the receipt amount to the total open invoice amount. Valid values:

- Blank Do not use this matching method.
- 1 Use this matching method.

2. Less Available Discount

Use this processing option to match the receipt amount to the total open invoice amount, less the available discount. Valid values are:

- Blank Do not use this matching method.
- 1 Use this matching method.

3. Less Earnable Discount

Use this processing option to match the receipt amount to the total open invoice amount, less the earnable discount. A discount is earned when the receipt date is equal to or before the discount due date on the invoice. Valid values are:

- Blank Do not use this matching method.
- 1 Use this matching method.

4. Match by Exclusion

Use this processing option to specify whether to determine which invoices are not being paid and to apply the receipt to the remaining invoices. This processing option is useful when the receipt is paying all but a few of the outstanding invoices. Valid values are:

- Blank Do not use this matching method.
- 1 Use this matching method.

You can set this processing option when the possibility exists that a significant percentage of open invoices are to be paid by one receipt. By doing so, the system first determines the difference between the receipt amount and the total account balance. Then, it attempts to find a combination match for the amount not being paid. If a match is found, the system applies the receipt to all invoices that are not part of the combination.

For example, Match by Exclusion attempts to locate the invoices that make up the difference between the total amount and the payment amount, instead of adding invoice amounts to arrive at the payment amount. If you have a receipt for 900.00 and the following invoices:

- #100 for 50.00
- #102 for 150.00
- #103 for 200.00
- #104 for 500.00
- #105 for 30.00

Total = 930.00

The system reads the total of 930.00 and searches for a 30.00 invoice first, rather than reading the first invoice and adding the amount of the first to the amount of the second, and so on.

When using Match by Exclusion, consider sorting the invoices in descending order by invoice date so that the newest invoices enter the algorithm first.

5. Credit Memos Included

Use this processing option to include credit memos in the matching process. Valid values are:

Blank Do not include credit memos.
1 Include credit memos.

Apply Tab

These processing options let you apply the receipt detail from the Electronic Receipt Input table (F03B13Z1) to the selected invoice.

1. Processing Unearned Discounts

Use this processing option to specify the method for processing unearned discounts. An unearned discount means that the discount due date has passed. Valid values are:

Blank Allow unearned discounts.

-
- 1 Create write-off.
 - 2 Create chargeback.
 - 3 Partially pay invoice.
 - 4 Create deduction.

2. Reason Codes for Unearned Discounts

Write-Off Reason Code

Use this processing option to specify the reason code to use when the system creates write-offs for unearned discounts. Use this processing option when you set the Processing Unearned Discounts processing option to 1. Enter the reason code or select it from the Select User Define Code form using the visual assist.

Ensure that you have established the write-off reason code in the user-defined code table 03B/RC. Also, set up the AAI for the reason code (RAxx, where xx is the reason code used).

Chargeback Reason Code

Use this processing option to specify the reason code to use when the system creates chargebacks for unearned discounts. Use this processing option when you set the Processing Unearned Discounts processing option to 2. Enter the reason code or select it from the Select User Define Code form using the visual assist.

Ensure that you have established the chargeback reason code in the user-defined code table 03B/CB.

Deduction Reason Code

Use this processing option to specify the reason code to use when the system creates deductions for unearned discounts. Use this processing option when you set the Processing Unearned Discounts processing option to 4. Enter the reason code or select it from the Select User Define Code form using the visual assist.

Ensure that you have established the deduction reason code in the user-defined code table 03B/CR. Also, set up the AAI RN for the deduction suspense account.

3. Grace Days

Use this processing option to specify the number of grace days to extend the eligibility of an available discount. Enter the number of days.

Performance Tab

These processing options let you control the number of invoices allowed in the combination match. You can control how many invoices the system selects at a time and how many invoices to use in each combination.

1. Invoice Review Limit

Use this processing option to enter the number of invoices for the system to select when determining the invoice combinations, up to a maximum of 10. This option controls how many invoices the system selects at a time, used in combination with the Invoice Combination Limit processing option.

Enter a number. If you leave this field blank, the system reviews up to ten invoices individually.

The higher combination you specify, the more combinations are possible. For example, if this processing option is set to 6, and the Invoice Combination Limit is 3, the system considers the following combinations:

Invoices	Combinations		
Invoice 1	1	1, 2	1, 2, 3
Invoice 2	2	1, 3	1, 2, 4
Invoice 3	3	1, 4	1, 2, 5
Invoice 4	4	1, 5	1, 2, 6
Invoice 5	5	1, 6	1, 3, 4
Invoice 6	6	2, 3	1, 3, 5
		2, 4	1, 3, 6
		2, 5	1, 4, 5
		2, 6	1, 4, 6
		3, 4	1, 5, 6
		3, 5	2, 3, 4
		3, 6	2, 3, 5
		4, 5	2, 3, 6
		4, 6	2, 4, 5
		5, 6	2, 4, 6
			3, 4, 5
			3, 5, 6
			4, 5, 6

2. Invoice Combination Limit

Use this processing option to enter the number of invoices that the system allows in any single combination for evaluation. This option controls how many invoices the system selects and uses from the Invoice Review Limit processing option when trying to find a combination to match to the receipt.

Enter a number. If you leave this field blank, the system combines invoices up to the Invoice Review Limit you specified. This limit should not exceed the number entered in the Invoice Review Limit processing option.

Working with Execution Lists

After you define algorithms, you must specify the sequence in which the system executes them during the automatic receipts process. The algorithms that the system uses and the order in which they are executed varies depending on the customer that you are dealing with.

Before you can automatically apply receipts to invoices, you must set up your algorithms in an execution list. This enables you to specify which algorithms are to be used for a customer and the order in which the system executes them for a receipt. This is the second step in the automatic receipts process.

When working with execution lists, you can:

- Define execution lists
- Modify an execution list
- Assign an execution list to a customer

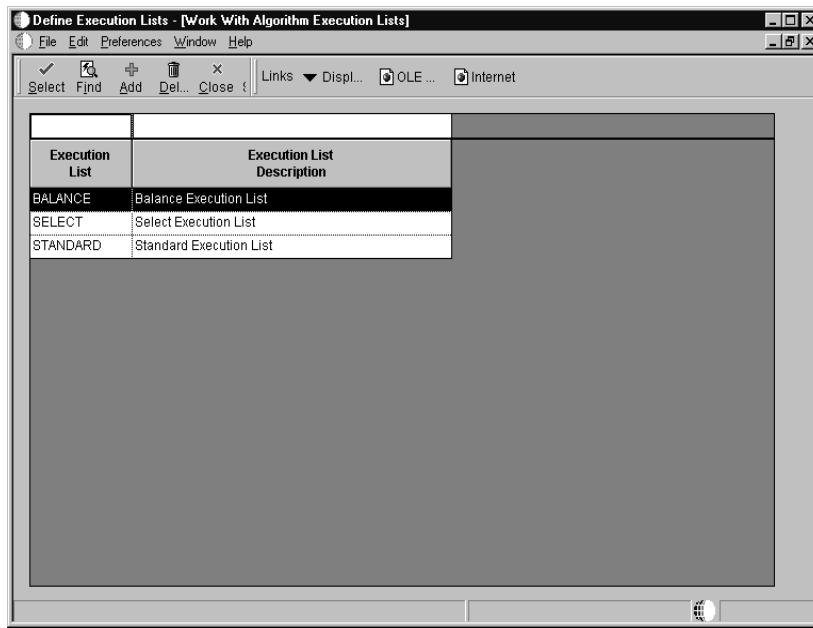
The system stores information about execution lists in the Receipt Application Algorithm/Execution Lists table (F03B50).



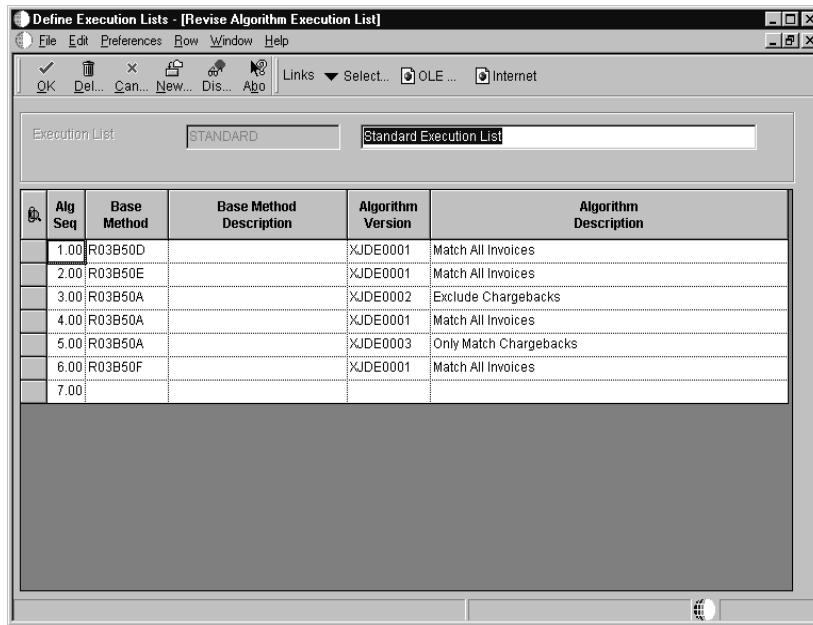
To define execution lists

From the Automatic Receipts Processing menu (G03B13), choose Define Execution Lists.

Accounts Receivable



1. On Work With Algorithm Execution Lists, click Add to create a new execution list.



2. On Revise Algorithm Execution List, complete the following fields:

- Execution List
- Description

This Description field is for the Execution List.

3. Complete the following fields for each algorithm, and click OK:

- Alg Seq (Algorithm Sequence)
- Base Method
- Algorithm Version

Field	Explanation
Execution List	The execution list of algorithms to be assigned to each customer.
Description	A user defined name or remark. <i>Form-specific information</i>
	Use this field to describe the customer or class of customers who will use the execution list.
Alg Seq	The number that is used to sequence the auto receipt algorithm in an execution list.
Base Method	A user defined algorithm that is used to match invoices against receipts. You can only enter algorithms that are set up in the user defined codes list for 03B/AL .
Algorithm Version	A version is a user-defined set of specifications. These specifications control how applications and reports run. You use versions to group and save a set of user-defined processing option values and data selection and sequencing options. Interactive versions are associated with applications (usually as a menu selection). Batch versions are associated with batch jobs or reports. To run a batch process, you must choose a version.
Algorithm Description	A description of the version that appears next to the version number. The version title is different from the report title. This field should describe the use of a version. For example, an application for generating pick slips might have a version called Pick Slips - Accounting and another version called Pick Slips - Inventory Management.



To modify an execution list

From the Automatic Receipts Processing menu (G03B13), choose Define Execution Lists.

You can modify an execution list at any time prior to processing automatic receipts. For example, you can:

- Change the sequence in which the system executes the algorithms in the list
 - Change the version of the base method to be executed
 - Add an algorithm to the list or remove an algorithm from the list
1. On Work With Algorithm Execution Lists, click Find to display all of the execution lists.
 2. Choose the execution list that you want to modify and click Select.
 3. On Revise Algorithm Execution List, change the information in any of the following fields, and click OK:
 - Alg Seq (Algorithm Sequence)
 - Base Method
 - Algorithm Version

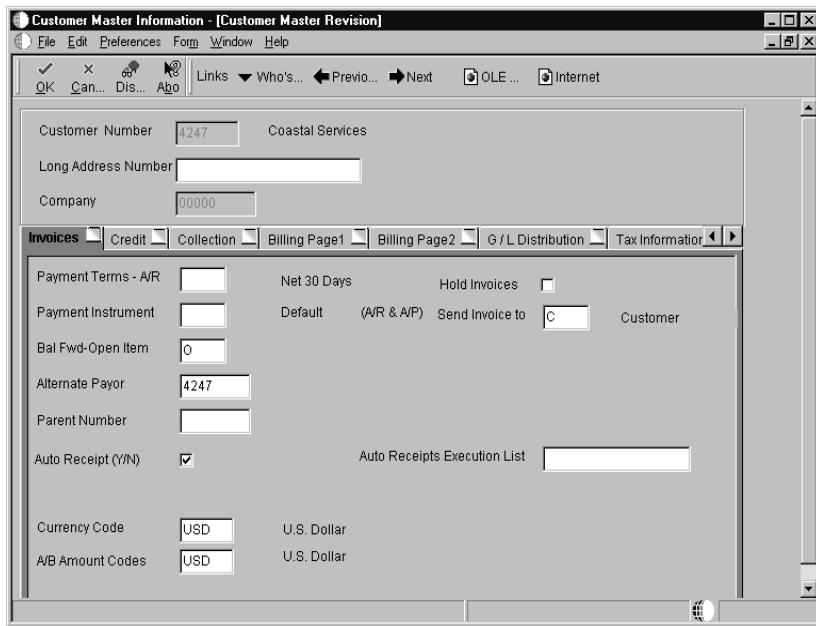


To assign an execution list to a customer

From the Automatic Receipts Processing menu (G03B13), choose Customer Master Information.

Typically, you specify the default execution list to be shared by multiple customers in a processing option for the Update Receipts Register process. However, you can manually assign a unique execution list to a specific customer. For example, you might have a customer with unique paying habits. Therefore, you might create a new execution list for this particular customer so that you can run a different set of algorithms against the customer's invoices.

1. On Work With Customer Master, locate the appropriate customer.



2. On Customer Master Information, click the following option:
 - Auto Receipt (Y/N)
3. Complete the following field, and click OK:
 - Auto Receipts Execution List

Uploading Customer Payment Information

To automatically process customer payment information, you must upload the information from the customer's bank to the Accounts Receivable system. If you receive the information from the bank on some medium (such as a tape, diskette, or CD), you must write a custom program to upload the information from the medium to the Electronic Receipts input table (F03B13Z1), where it can be processed by the system. Alternatively, you can use the EDI lockbox process to receive customer payment information. See *Receiving EDI Lockbox Transactions (823/DEBADV)*.

Before You Begin

- Ensure that you have set up bank account addresses and G/L account information. See *Setting Up Bank Information for A/R*.
- Activate the Auto Receipts option on Accounts Receivable Constants.
- Ensure that the upload program is customized based on the information provided by your bank.
- Ensure that the following information is set up in the customer master record for each customer eligible for automatic receipt processing:
 - An algorithm execution list
 - Auto Receipt (Y/N)

See *Creating Customer Records*.

See Also

- *Appendix H: Auto Receipts Input Requirements* for information about the Electronic Receipts Input table. This information lists the fields that you must map from the bank to the Electronic Receipts Input table (F03B13Z1).
- *Working with Electronic Receipts* for information about adding or revising electronic receipts.

Processing Automatic Receipts

After you upload customer payment information into the Accounts Receivable system, you must process the receipts to update the Receipts Register (F03B13) and A/R Check Detail (F03B14) tables. After successfully processing receipts, you need to post them.

Processing automatic receipts consists of the following tasks:

- Updating receipts register information
- Applying receipts to invoices automatically

Before You Begin

- Verify that all receipt AAIs are set up for company 00000

See *Understanding AAIs for A/R* for more information about the A/R system and specific AAIs.

See Also

- *Posting Receipts* for more information about posting receipts

Updating Receipts Register Information

From the Automatic Receipts Processing menu (G03B13), choose Update Receipts Register.

After uploading the information from your customer's bank into the Electronic Receipts Input table (F03B13Z1), you must process the information to create receipt records in the Receipts Register table (F03B13). The system performs this initial step before it matches receipts to invoices. This batch process enables you to:

- Update the cash account in the general ledger regardless of the success ratio of the matching of algorithms
- Account for the entire deposit before you rework any of the items that the system did not process successfully

When you run the Update Receipts Register process, the system creates live records in the Receipts Register table (F03B13) and then uses them for matching purposes.

When you process batch receipts, the system does the following in sequential order:

1. Retrieves the payment ID from the Next Numbers program.
2. Validates the batch type (9B).
3. Retrieves the payor number from the Cross Reference table (F0030). If it does not exist, the system retrieves the customer number.
4. Retrieves the execution list from the Customer Master table (F03012). If it does not exist, the system uses the execution list specified in the processing options.
5. Retrieves the G/L bank account from the Cross Reference table using the home transit and home account number. If these do not exist in the table, the system retrieves them from either the processing options or AAIs.
6. Retrieves the company from the Account Master table (F0901). If the company does not exist in this table, the system retrieves it from the processing options.
7. Attempts to retrieve the G/L date from the processing options.
8. Formats and validates the receipt date.
9. Generates an error report, if errors occur.
10. Updates the batch status to posted in the Batch Header table (F0011) for batch type 9B. You will see batch header records only if you created them using the Electronic Receipt Entry program (P03B121).
11. Creates a batch header record in the Batch Header table (F0011) with a batch type RB.
12. Creates receipt header records in the Receipts Register table.
13. When there are logged receipts, creates receipt detail records in the Receipts Application Detail table (F03B14).

Processing Options for Update Receipts Register (R03B551)

Defaults Tab

These processing options let you specify default values for records, where the corresponding field is left blank.

1. G/L Date

Use this processing option to specify a default G/L date. If a G/L date already exists in your Electronic Receipts table (F03B13Z1), this processing option will

be ignored. A G/L date is mandatory for processing electronic receipts. If the date does not exist in the Electronic Receipts table (F03B13Z1) and is not entered in this processing option, the system will not process the transaction.

2. Blank G/L Date Option

Use this processing option to specify the default bank G/L date when the G/L date in your Electronic Receipts table (F03B13Z1) and the G/L Date processing option on this tab are blank. Valid values are:

- Blank System date
- 1 Batch date

If a G/L date already exists in your Electronic Receipts table (F03B13Z1) or in the G/L Date processing option on this tab, the system ignores this processing option.

3. Century

Use this processing option to specify the century to use for the receipt date. If a receipt date or century already exists in your Electronic Receipts table (F03B13Z1), the system ignores this processing option. Valid values are:

- 19 1900s
- 20 2000s

If you leave this field blank, the system uses 2000.

4. Company

Use this processing option to specify the default company number for the system to use if the Company Number field is blank in the Electronic Receipts Input table (F03B13Z1). Because the Company Number field is required, you must provide a value. Otherwise, the system will not process the receipt.

5. Short Bank Account ID

Use this processing option to specify the Short Account ID of the default G/L bank account, if the Short Account ID field is blank in the Electronic Receipts Input table (F03B13Z1).

A valid short bank account ID must exist for the system to process records. Enter the short bank account ID as an 8-digit number starting with zeros. For example, 00000108.

6. Clerk ID

Use this processing option to specify how to update the Clerk field (ECLK) in the Receipts Header table (F03B13). If you leave this processing option blank, the system uses the user ID to populate the Clerk field.

You can use the Clerk field in the data selection to control which receipts the system processes in the Apply Receipts to Invoice program (R03B50).

7. Address Number

Use this processing option to specify the address number that the system uses when it cannot determine the receipt payor number. For example, if no address number, bank transit number, or invoice is supplied, this is the default address.

If you leave this field blank, the system logs the receipt for later payor assignation, which you must do using the Standard Receipts Entry program.

8. Draft Receivable Account

Use this processing option to specify the draft receivable account. If you leave this field blank, the system will use the RD1x AAI for the draft receivable account, where x is the payment instrument.

9. Draft Due Date

Use this processing option to specify the draft due date. If you leave this field blank, the system uses the receipt date as the draft due date.

10. Execution List

Use this processing option to specify the default execution list that will be used. If a valid execution list exists in the Auto Receipts Execution List field in the Customer Master table (F03012), the system ignores this processing option.

11. Default Unapplied G/L Offset

Use this processing option to specify whether to use values from the G/L class code in the Customer Master table (F03012) as default values for the G/L Offset for unapplied cash. Valid values are:

Blank Do not use default values.

1 Use values from the G/L Class Code.

If the G/L class code in the Customer Master table is blank, or if you leave this processing option blank, the system uses the G/L offset for unapplied cash, RCUC.

Process Tab

1. Draft Upload

Use this processing option to specify the type of document that you want to create during the upload process. Valid values are:

Blank Receipts are created and uploaded.

- 1 Drafts are created and uploaded. The drafts are created at draft acceptance stage.

2. Process Marked Receipts

Use this processing option to specify whether to select all electronic receipts for processing or only marked ones. If you specify to select marked receipts only, the system processes only receipts that have a B status for upload. This can be useful if you want to reprocess receipts that were processed previously with errors. Valid values are:

Blank All available electronic receipts.

- 1 Marked electronic receipts only.

3. Journal Entry Creation Method

Use this processing option to specify whether to create summarized or detailed journal entries. When you post receipts, the system creates one journal entry for each receipt or draft record (detail), or one journal entry for each batch of receipts or drafts (summary). The post is determined by how the ISTR (A/R Post Status) field in the Receipts Header (F03B13) is set. If you leave this processing option blank, the ISTR field remains blank and the system creates journal entries in summary mode. If you enter 1, the system reads ISTR as 1 and creates journal entries in detail. Valid values are:

Blank Summarized journal entries

- 1 Detail journal entries

Do not enter detail and summary records in the same batch.

Depending on how you set processing options for receipts entry and how you set the values in the General Accounting Constants, the system produces different documents in the Account Ledger table (F0911).

In Standard Receipts Entry, when you specify Summary method (value of 0) in the journal entry processing option, the system generates one journal entry per receipt batch in the Account Ledger table (F0911). The system assigns the journal entry a document type of RK, with a document number equal to the receipt batch number.

In order for the Summary method to work, you must do the following:

- Set the offset method in the A/R Constants to a value of B (batch mode)
- Ensure that the intercompany settlement option in the General Accounting Constants is not set to a value of 2
- Ensure that there are no foreign transactions in the batch

Otherwise, the system generates journal entries using the Detail method.

If you set the processing options to Detail method (value of 1), the system generates one journal entry for each cash receipt. The result is a document type of RC. The system uses Next Numbers to determine the next journal entry document number. The system then updates the document number for audit purposes (using fields RZDCTG, RZDOCG, and RZKCOG) in the Receipt Application Detail table (F03B14).

When you post cash receipts, the resulting journal entry can be created as summarized (one journal entry for each receipt batch), or detail (one journal entry for each receipt). This processing option, in conjunction with the settings in the A/R and G/A Constants, determines how the system creates journal entries. The following table outlines the resulting entry for each combination of settings.

Foreign Trans (G/A Constants)	Intercompany (G/A Constants)	Offset Method (A/R Constants)	Detail/Summary Receipt (Receipt Processing Op- tions)	Journal Entry Creation (F0911)
No	1 (1 = Hub)	B	D	Detail
No	1	Y	D	Detail
No	1	S	D	Detail
No	2 (2 = Detail)	B	D	Error (not allowed)
No	2	Y	D	Detail
No	2	S	D	Detail
No	1	B	S	Summary
No	1	Y	S	Detail
No	1	S	S	Detail
No	2	B	S	Error (not allowed)
No	2	Y	S	Detail
No	2	S	S	Detail
Yes	1	B (S)	D	Detail
Yes	1	Y	D	Detail
Yes	1	S	D	Detail
Yes	2	B	D	Error (not allowed)
Yes	2	Y	D	Detail

Yes	2	S	D	Detail
Yes	1	B	S	Summary
Yes	1	Y	S	Detail
Yes	1	S	S	Detail
Yes	2	B	S	Error (not allowed)
Yes	2	Y	S	Detail
Yes	2	S	S	Detail

- Y = One automatic entry offset per document regardless of the number line item.
- S = One automatic entry per pay item
- B = One automatic entry per batch

Versions Tab

These processing options let you specify whether you run Apply Receipts to Invoices automatically or manually, and to specify the version to be used.

1. Run Apply Receipts to Invoices

Use this processing option to specify whether to run the Apply Receipts to Invoices program (R03B50) automatically upon completion of the Update Receipts Register. Valid values are:

- Blank Do not run Apply Receipts to Invoices (R03B50).
1 Run Apply Receipts to Invoices (R03B50).

If this processing option is left blank, you must run Apply Receipts to Invoices manually.

2. Apply Receipts to Invoices Version

Use this processing option to specify the version to be used for the Apply Receipts to Invoices program (R03B50). If you leave this processing option blank, the system uses the default version to run the Apply Receipts to Invoices Program.

Updates Tab

1. Bank Account Information

Use this processing option to specify whether to update the bank account information in the Bank Transit Number table (F0030). Valid values are:

- Blank Do not update the bank account information.
1 Update the bank account information.

2. Bank Reference Type

Use this processing option to specify whether information pertains to the customer or the payor if you are updating the Bank Transit Number table (F0030).

Blank Payor
C Customer

If the Update Bank Account Information processing option on this tab is blank, the system ignores this processing option.

3. Invoice Number Method

Use this processing option to specify the sequence of search methods that the system uses when searching the Customer Ledger table (F03B11) for a valid payor number. Four search methods are available:

- Invoice Number
- Sales Order Number
- Customer Reference
- Statement Number

Valid values are blank, 1, 2, 3, and 4. If you leave a search method field blank, the system excludes that search method and uses the other methods you specify. If you leave all four fields blank, the system searches using all methods in the order listed above.

The system performs this search when a valid payor number is unknown, and when a value exists in the Generic Match (GMFD) field in the Electronic Receipts Input (F03B13Z1) table.

The system first attempts to determine the payor number using the customer's bank account number or the bank transit number from the Electronic Receipts table (F03B13Z1). Using these numbers, the system searches for a payor number (P) in the Bank Transit Number table (F0030). First, the system searches for a P record in the Bank Transit Number table (F0030). If this search fails, the system searches for a customer (C) record. If the system cannot determine a payor from the Bank Transit Number table (F0030), and no Document Number field (DOC) or Generic Match field (GMFD) exists in the Electronic Receipts table (F03B13Z1), the system overrides the sorting priorities and searches the Customer Ledger table (F03B11) for a record that has an invoice number equal to the document number in the Electronic Receipts table (F03B13Z1).

If the system determines a payor number using any of these scenarios, then the system ignores the sorting processing options on this tab. However, if the payor number is still blank, the system uses these processing options and searches the Customer Ledger table (F03B11) for a record that includes the Generic Match field in the Electronic Receipts table (F03B13Z1), according to the order you

specify. For example, if the Invoice Number processing option is 1, Sales Order Number is 4, Customer Reference Number is 2, and Statement Number is 3, the system matches the Generic Match field with the invoice number first. If no match is found, the system attempts to match the Generic Match field with the remaining priorities in the specified order until a match is found.

Sales Order Method

Use this processing option to specify the sequence of search methods that the system uses when searching the Customer Ledger table (F03B11) for a valid payor number. Four search methods are available:

- Invoice Number
- Sales Order Number
- Customer Reference
- Statement Number

Valid values are blank, 1, 2, 3, and 4. If you leave a search method field blank, the system excludes that search method and uses the other methods you specify. If you leave all four fields blank, the system searches using all methods in the order listed above.

The system performs this search when a valid payor number is unknown, and when a value exists in the Generic Match (GMFD) field in the Electronic Receipts Input (F03B13Z1) table.

The system first attempts to determine the payor number using the customer's bank account number or the bank transit number from the Electronic Receipts table (F03B13Z1). Using these numbers, the system searches for a payor number (P) in the Bank Transit Number table (F0030). First, the system searches for a P record in the Bank Transit Number table (F0030). If this search fails, the system searches for a customer (C) record. If the system cannot determine a payor from the Bank Transit Number table (F0030), and no Document Number field (DOC) or Generic Match field (GMFD) exists in the Electronic Receipts table (F03B13Z1), the system overrides the sorting priorities and searches the Customer Ledger table (F03B11) for a record that has an invoice number equal to the document number in the Electronic Receipts table (F03B13Z1).

If the system determines a payor number using any of these scenarios, then the system ignores the sorting processing options on this tab. However, if the payor number is still blank, the system uses these processing options and searches the Customer Ledger table (F03B11) for a record that includes the Generic Match field in the Electronic Receipts table (F03B13Z1), according to the order you specify. For example, if the Invoice Number processing option is 1, Sales Order Number is 4, Customer Reference Number is 2, and Statement Number is 3, the system matches the Generic Match field with the invoice number first. If no match is found, the system attempts to match the Generic Match field with the remaining priorities in the specified order until a match is found.

Customer Reference Method

Use this processing option to specify the sequence of search methods that the system uses when searching the Customer Ledger table (F03B11) for a valid payor number. Four search methods are available:

- Invoice Number
- Sales Order Number
- Customer Reference
- Statement Number

Valid values are blank, 1, 2, 3, and 4. If you leave a search method field blank, the system excludes that search method and uses the other methods you specify. If you leave all four fields blank, the system searches using all methods in the order listed above.

The system performs this search when a valid payor number is unknown and when a value exists in the Generic Match (GMFD) field in the Electronic Receipts Input (F03B13Z1) table.

The system first attempts to determine the payor number using the customer's bank account number or the bank transit number from the Electronic Receipts table (F03B13Z1). Using these numbers, the system searches for a payor number (P) in the Bank Transit Number table (F0030). First, the system searches for a P record in the Bank Transit Number table (F0030). If this search fails, the system searches for a customer (C) record. If the system cannot determine a payor from the Bank Transit Number table (F0030), and no Document Number field (DOC) or Generic Match field (GMFD) exists in the Electronic Receipts table (F03B13Z1), the system overrides the sorting priorities and searches the Customer Ledger table (F03B11) for a record that has an invoice number equal to the document number in the Electronic Receipts table (F03B13Z1).

If the system determines a payor number using any of these scenarios, then the system ignores the sorting processing options on this tab. However, if the payor number is still blank, the system uses these processing options and searches the Customer Ledger table (F03B11) for a record that includes the Generic Match field in the Electronic Receipts table (F03B13Z1), according to the order you specify. For example, if the Invoice Number processing option is 1, Sales Order Number is 4, Customer Reference Number is 2, and Statement Number is 3, the system matches the Generic Match field with the invoice number first. If no match is found, the system attempts to match the Generic Match field with the remaining priorities in the specified order until a match is found.

Statement Number Method

Use this processing option to specify the sequence of search methods that the system uses when searching the Customer Ledger table (F03B11) for a valid payor number. Four search methods are available:

- Invoice Number
- Sales Order Number
- Customer Reference
- Statement Number

Valid values are blank, 1, 2, 3, and 4. If you leave a search method field blank, the system excludes that search method and uses the other methods you specify. If you leave all four fields blank, the system searches using all methods in the order listed above.

The system performs this search when a valid payor number is unknown and when a value exists in the Generic Match (GMFD) field in the Electronic Receipts Input (F03B13Z1) table.

The system first attempts to determine the payor number using the customer's bank account number or the bank transit number from the Electronic Receipts table (F03B13Z1). Using these numbers, the system searches for a payor number (P) in the Bank Transit Number table (F0030). First, the system searches for a P record in the Bank Transit Number table (F0030). If this search fails, the system searches for a customer (C) record. If the system cannot determine a payor from the Bank Transit Number table (F0030), and no Document Number field (DOC) or Generic Match field (GMFD) exists in the Electronic Receipts table (F03B13Z1), the system overrides the sorting priorities and searches the Customer Ledger table (F03B11) for a record that has an invoice number equal to the document number in the Electronic Receipts table (F03B13Z1).

If the system determines a payor number using any of these scenarios, then the system ignores the sorting processing options on this tab. However, if the payor number is still blank, the system uses these processing options and searches the Customer Ledger table (F03B11) for a record that includes the Generic Match field in the Electronic Receipts table (F03B13Z1), according to the order you specify. For example, if the Invoice Number processing option is 1, Sales Order Number is 4, Customer Reference Number is 2, and Statement Number is 3, the system matches the Generic Match field with the invoice number first. If no match is found, the system attempts to match the Generic Match field with the remaining priorities in the specified order until a match is found.

4. Open amount

Use this processing option to specify whether to create R1 documents with an open amount in the Customer Ledger table (F03B11). The setting of this processing option controls whether you can select the draft for aging. When you create a draft without an open amount, you use that record as a placeholder only, and you cannot select it for payment or aging.

Blank Create R1 with an open amount in the Customer Ledger table (F03B11).

- 1 Create R1 without an open amount in the Customer Ledger table (F03B11).

Data Sequence and Data Selection

Do not change the data selection or data sequence for the Update Receipts Register program.

Applying Receipts to Invoices Automatically

From the Automatic Receipts Processing menu (G03B13), choose Apply Receipts to Invoices.

After updating the Receipts Register table (F03B13), you must apply receipts to invoices. This batch process determines the information necessary for the system to match a receipt to an invoice or a group of invoices. It also determines which base method to use for processing.

When you run Apply Receipts to Invoices, the system:

- Reads the Receipts Register table to determine whether to use receipt matching information from the Receipts Register record or from the Electronic Receipts Input table (F03B13Z1).
- Reads each receipt to determine whether an invoice number is provided from the bank as follows:
 - If an invoice number or a generic matching number is not provided, the system does not read the Electronic Receipts Input table again when attempting a match. The Invoice Selection Match, Combination Invoice Match, and Balance Forward match methods are examples of base methods that do not require the system to reread the Electronic Receipts Input table when matching receipts to invoices.
 - If an invoice number or generic matching number is provided, but the amount to apply is unknown, the system reads the Electronic Receipts Input table again to obtain the necessary matching information. The Known Invoice Match Without Amount method is an example of this.

- If an invoice number and amount to apply is provided, the system reads the Electronic Receipts Input table again to obtain the necessary matching information. Therefore, the system uses the Known Invoice Match With Amount method to apply the receipt.
- Creates an error report when errors exist.

What You Should Know About Processing Options

Blank processing options

Blank processing options can result in the generation of errors when you process automatic receipts. Ensure that you specify 1 in at least one of the first three processing options for the Invoice Selection Match method and Combination Invoice Match method.

Processing Options for Apply Receipts to Invoices (R03B50)

Defaults Tab

These processing options let you set up how the system processes automatic receipts. You can set up auto receipts to process unsuccessfully matched receipts for reprocessing, as well as indicate whether the system will consider manual receipts for processing.

1. Execution Lists

Use this processing option to specify the default execution list to use for the Apply Receipts to Invoices application (R03B50). If a valid execution list exists in the Automatic Receipts Execution List field in the Customer Master table (F03012) or in the Execution List field in the Receipt Register (F03B13) table, the system ignores this processing option.

2. Default G/L Offset for Unapplied Cash

Use this processing option to specify whether to use values from the G/L class code in the Customer Master table (F03012) as default values for the G/L Offset for unapplied cash. Valid values are:

- Blank Do not use default values.
1 Use values from the G/L Class Code.

If the G/L class code in the Customer Master table is blank, the system uses the G/L offset for unapplied cash, RCUC.

Process Tab

1. Draft Processing

Use this processing option to specify the type of document that you want to create. Valid values are:

Blank Process normal receipts.

1 Process drafts.

2. Process Manual Receipts

Use this processing option to specify whether to process receipts entered through the manual receipts application. Valid values are:

Blank Include only automatic receipts.

1 Include manual and automatic receipts.

If you enter 1, the system processes receipts with unapplied cash entered through manual receipts. When you use this processing option, Apply Receipts to Invoices (R03B50) verifies that the customer is eligible for automatic receipts processing.

3. Process Unmatched Receipts

Use this processing option to specify whether to process unmatched receipts created through the Apply Receipts to Invoices (R03B50) application. The application processes all receipts having the Auto Receipt Status equal to 2 that were unsuccessfully matched, which created unapplied cash. The application verifies that the customer is eligible for automatic receipts processing.

Working with Unprocessed Items

When processing automatic receipts, items might exist that the system cannot process. For example, the invoice number provided from the bank might not match the invoice number in the Customer Ledger table (F03B11). Therefore, the system is unable to match the receipt to the appropriate invoice. You must revise unprocessed items to update the Customer ledger.

Working with unprocessed items consists of:

- Working with electronic receipts
- Reviewing unprocessed items
- Revising unprocessed items

Working with Electronic Receipts

The automatic receipts process requires very little information to create a valid record in the Receipts Register table (F03B13). The need to make changes to an electronic receipt should be minimal. However, if you have a receipt missing from the bank due to a problem, such as power failure while uploading bank information, you can add an electronic receipt or change information on an existing receipt.

Working with electronic receipts consists of:

- Reviewing electronic receipts
- Adding electronic receipts

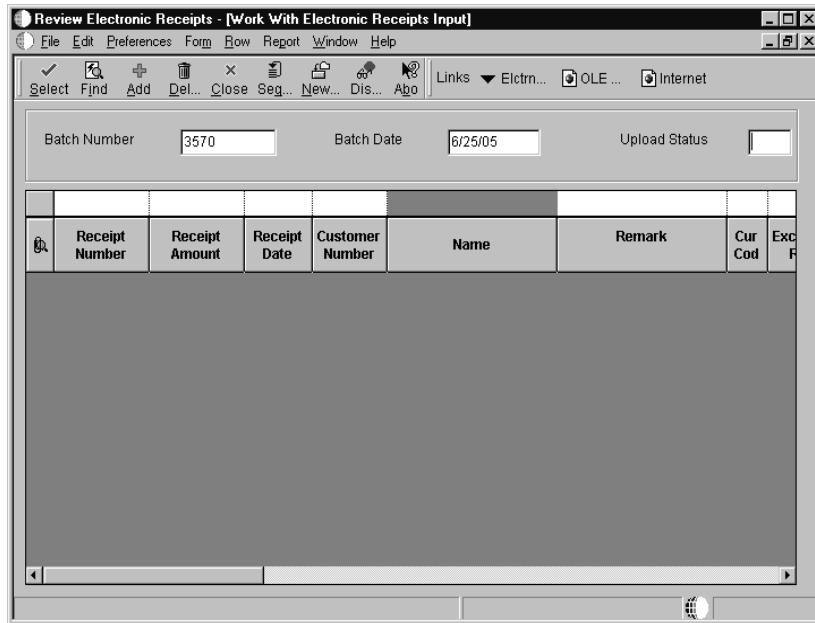
When you revise an electronic receipt, you cannot change the batch number, Batch Date, or Receipt Number.

When you add or revise electronic receipts, the system updates the Electronic Receipts Input table (F03B13Z1).

After you revise or add electronic receipts, you must process them so that the system can create records in the Receipts Register table. You can process electronic receipts directly from the Work With Electronic Receipts Input form. To do so, choose the receipts that you want to process and then choose Update Receipt Register from the Row menu.

► To review electronic receipts

From the Automatic Receipts Processing menu (G03B13), choose Review Electronic Receipts.

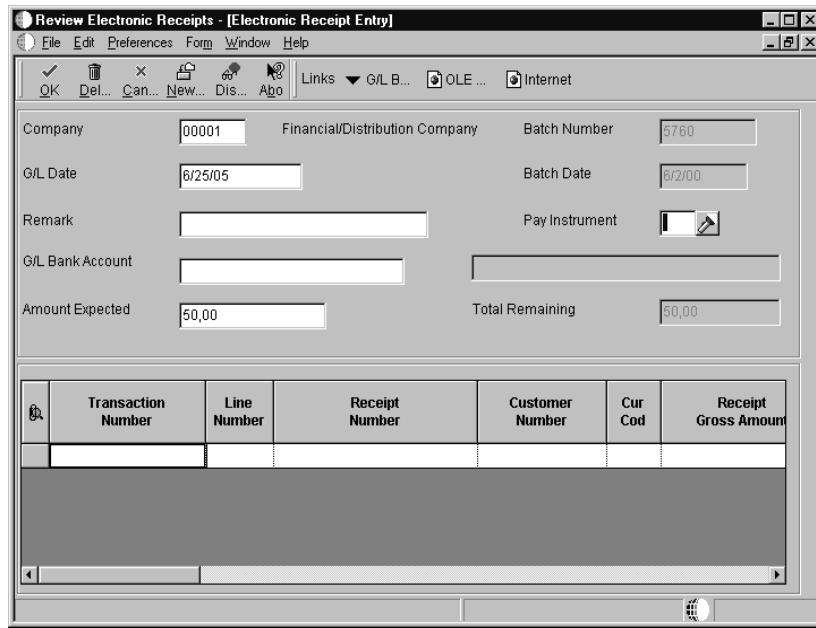


1. On Work With Electronic Receipts Input, click Find to display all existing electronic receipts, or complete any of the following fields to limit your search:
 - Batch Number
 - Batch Date
 - Receipt Number
2. Choose the receipt that you want to review.
3. To revise a receipt, change any field that is not a key field.

► **To add electronic receipts**

From the Automatic Receipts Processing menu (G03B13), choose Review Electronic Receipts.

1. On Work With Electronic Receipts Input, click Add.



2. On Electronic Receipts Entry, complete the following fields:
 - Company
 - G/L Date
 - Amount Expected
3. Complete the following optional fields to add more specific information:
 - Remark
 - Pay Instrument
 - G/L Bank Account
4. In the detail area, complete any of the following required fields:
 - Transaction Number
 - Receipt Gross Amount
5. Complete any of the following optional fields to add more specific information, and click OK.
 - Line Number
 - Receipt Number

- Receipt Date
- G/L Bank Account
- Generic Match
- Customer Number
- Doc Typ
- Document Number
- Pay Itm
- Gross Apply Amount
- Statement Number
- Remark
- Payor Bank Transit
- Payor Bank Acct #
- User ID
- Batch Number

Field	Explanation
Transaction Number	This is the number that an Electronic Data Interchange (EDI) transmitter assigns to a transaction. In a non-EDI environment, you can assign any number that is meaningful to you to identify a transaction within a batch. It can be the same as a J.D. Edwards document number.
Line Number	This is the line number you assign when originating an EDI transaction. This number can represent an order line number (applicable for any order type), an invoice pay item, a journal entry line number, and so on.
Receipt Gross Amount	The actual amount of the receipt or payment.
Generic Match	A generic field used in Auto Cash. The field can contain an Invoice Number, Sales Order, PO Number, or other information that you can use to match a receipt detail to an invoice detail.
Gross Apply Amount	The gross amount of an invoice or voucher pay item, including tax. The total amount for a voucher or invoice is the accumulation of the open pay items. The accounting distributions must balance to the gross amount less recoverable VAT.

Field	Explanation
Payor Bank Transit	The routing and transit number for a particular bank account.
	The combination of account number and transit number must be unique.
Payor Bank Acct #	The bank account number for a company, customer, or supplier.

Reviewing Unprocessed Items

You can review the receipts that the system is unable to fully apply during the automatic matching process. To do so, you can:

- Review unprocessed receipts online
- Review the Receipts Journal Report
- Review the Receipts Activity Register

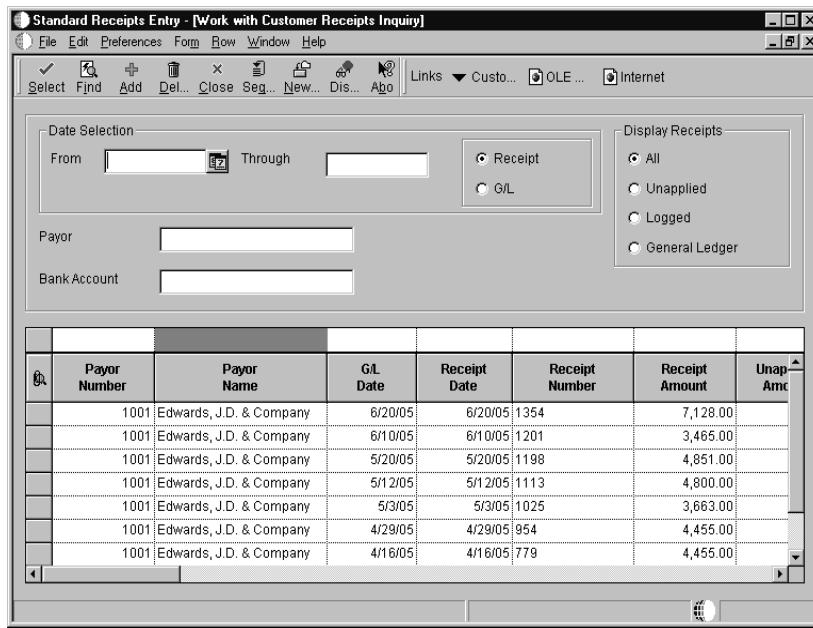
Reviewing Unprocessed Receipts Online

After processing automatic receipts, you might want to review online those receipts that the system was unable to apply to invoices.

► To review unprocessed receipts online

From the Manual Receipts Processing menu (G03B12), choose Standard Receipts Entry.

Accounts Receivable



1. On Customer Receipts Inquiry, click Find to display all receipts or complete any of the following fields to limit the information that the system displays:
 - From
 - Through
 - Bank Account
2. To display unapplied receipts only, click the following option:
 - Unapplied
3. To review receipts that the system was unable to successfully match to invoices, complete the following field in the Query by Example row:
 - R S (Auto Receipt Status Flag)
4. To review an individual receipt, choose the appropriate receipt and click Select.

Field	Explanation	
R S	A code that indicates the status of a receipt. Valid values are:	Blank May be applied by either Manual Match or Auto Match programs 1 May only be applied by Auto Match program 2 Unsuccessfully matched by Auto Match program 3 Successfully matched by Auto Match program

Related Information

Reviewing open items

You can review open items and choose the invoice or pay item to which to apply the receipt. To do so, review the type input code that the system displays and change it, if necessary.

If no open items exist to apply the receipt to, the system automatically creates an unapplied receipt document (RU).

Reviewing the Receipts Journal Report

From the Automatic Receipts Processing menu (G03B13), choose Receipts Journal Report.

When reviewing unprocessed items, you can print the Receipts Journal Report (R03B311) to review a list of all unprocessed items in the Receipts Register table (F03B13). This report also lists the items that are not approved for posting.

Generally, it is easier to review receipts journal information online. However, if problem occurs during processing, you might find the printed receipt journal more useful.

See Also

- *R03B311, Receipt Journal* in the *Reports Guide* for a report sample
- *Printing the Receipts Journal*

Processing Options for Receipt Journal

Print Options

1. Select the format of the account number to print in the body of the report: '1' = account number, '2' = short account ID, '3' = unstructured account.

Detail Account Format

- 2: Select the format of the G/L bank account number to print in the heading of the report: '1' = account number, '2' = short account ID, '3' = unstructured account.

Heading Account Format

Reviewing the Receipts Activity Register

From the Automatic Receipts Processing menu (G03B13), choose Receipts Activity Register.

To review a list of all processed items, you can print the Receipts Activity Register (R03B560). This enables you to review the receipt details and unapplied receipt records associated with each receipt.

See Also

- R03B560, *Receipts Activity Register* in the *Reports Guide* for a report sample

Processing Options for Automatic Receipts Activity Register

Overrides

1. Enter a '1' to display both the foreign and domestic amounts of the receipt. If left blank, only the domestic amounts will be shown.

Display Foreign Amounts

2. Enter a '1' to show each receipt on a separate page. If left blank, page break will occur on change of customer number.

New Page for Each Receipt

Revising Unprocessed Items

You can manually change or rework various information on a receipt that the system was unable to process when attempting a match. For example, you might want to change a G/L date or a bank account number that is incorrect. In order to change a receipt, it must exist in the Receipts Register table.

► To revise unprocessed items

From the Automatic Receipts Processing menu (G03B13), choose Standard Receipts Entry.

1. On Customer Receipts Inquiry, locate the receipt that you want to revise and click Select.
2. On Standard Receipts Entry, follow the steps to revise a standard receipt.

See *Revising Receipts*.

Related Information

Reworking unprocessed items automatically

You can also revise or rework unprocessed items automatically. To do so, correct the error at the batch level in the Electronic Receipts Input table (F03B13Z1) and process the batch again.

For example, you might want to rework a batch of unprocessed items if a processing option was set incorrectly for the Update Receipts Register program. After you correct the appropriate processing options, the system corrects the batch when you process the receipts again.

Purging Electronic Receipts

From the Automatic Receipts Processing menu (G03B13), choose Purge Electronic Receipts.

To improve processing time and conserve system disk space, purge the receipts that you transfer from the bank to the Accounts Receivable system.

Purging electronic receipts removes records from the Electronic Receipts Input table (F03B13Z1).

After the system completes the purge process, you might want to defragment the affected tables and rebuild the table indices. Contact your database administrator for more information about this process.

Before You Begin

- Ensure that the receipts you want to purge contain an Auto-Cash upload status of Y in the Electronic Receipts Input table (F03B13Z1). Otherwise, when you run the purge program, the system removes the receipts that are stored in this table for invoice and statement matching purposes.

Processing Options for Purge Electronic Receipts

Default

- | | |
|--------------------------------|-------|
| 1.Purge Records | _____ |
| 1= Purge Regardless of Upload | |
| Status | |
| 2= Purge Only IF Upload Status | |
| Equal to " Y " | |

A/R Draft Processing

Drafts are a type of payment instrument that involves direct communication between the bank of the payor and the bank of the payee. In most countries, a draft is a promise to pay a debt. The use of a draft for payment of obligations affects the legal nature of the underlying liabilities. Therefore, you must classify, track, and report drafts separately from other types of payments and obligations.

Drafts can be originated by a supplier or a customer. When a supplier originates a draft, use the Enter Our Drafts form. When a customer originates a draft, use the Enter Customer Drafts form.

A/R Draft Processing consists of the following tasks:

- Setting up A/R draft processing
- Working with draft origination (optional)
- Working with draft acceptance
- Working with draft remittance (optional)
- Working with draft collection
- Approving and posting A/R drafts

Many areas of the world use draft processing, although the process might be referred to as something other than drafts. In Asia Pacific, the draft process is commonly used for post-dated checks. In the U.S., it is used for credit card payments.



What Are the Types of Drafts?

Each type of draft corresponds to a different payment instrument. The different types are divided into two categories, as follows:

Manual drafts

Manual drafts are also called customer acceptance drafts because they must be accepted by the customer before they can be remitted to the bank. Several types of manual drafts are available:

- The supplier prints the draft with bank account information.
- The supplier prints the draft with the bank name only.
- The customer prints the draft with bank account information.
- The customer prints the draft with the bank name only.

The system can distinguish drafts with only a bank name from those with complete bank account information. This is helpful because banks generally assess an additional fee to collect drafts if you do not provide account information.

Automatic drafts

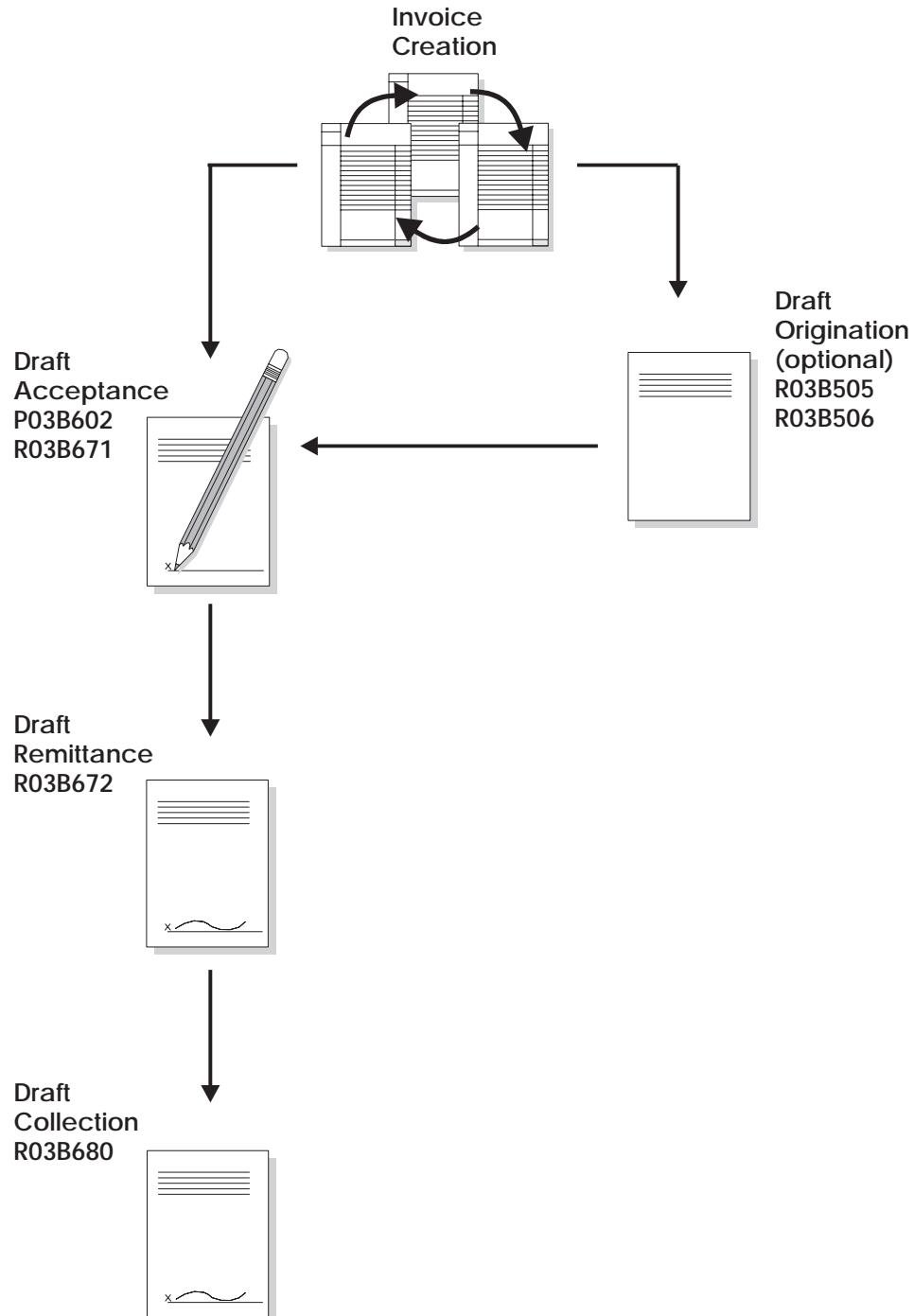
Automatic drafts are also called pre-authorized drafts because each draft does not require customer acceptance. You and your customer agree in advance that the customer will pay with a draft.

What Are the Steps for Processing Drafts?

The basic concept of a draft is an invoice that passes through various stages of processing. During each stage, the system must create electronic or paper records and might need to create accounting entries.

Draft Processing

The following graphic illustrates the process flow for drafts. For the post-dated checks used in other parts of the world, the draft remittance step is omitted.



The following material explains the process flow for drafts.

Invoice Creation

1. A customer purchases goods or services from you. This incurs a liability.
2. You can create the invoice through the J.D. Edwards Sales Order Management system, or you can use Standard or Speed Invoice Entry.
3. The system creates a journal entry that debits the accounts receivable trade account and credits a sales account.
4. You post the journal entry.

At this point in the process, the invoice is open. No draft exists.

Customer Number 7001				
Document Type	Document Number	Document Amount	Payment Instrument	Pay Status
RI	1234	10,000	D	A

Draft Origination (Optional)

The draft process begins when either you or your customer originates (prints) a draft. The draft shows the amount to be paid, the due date, banking information and, possibly, information about the underlying liabilities (invoices).

You can print an invoice with a draft, or a statement with a draft. Some customers expect one draft per invoice. Other customers expect one draft for a statement of invoices. You can either send invoices with drafts attached or send statements with drafts attached.

This step updates the customer ledger with the draft number, but has no effect on the general ledger.

Customer Number 7001				
Document Type	Document Number	Document Amount	Statement Number	Print Y/N
RI	1234	10,000	10005	Y

Draft Acceptance

1. A draft has no legal force until the customer accepts it.

For manual drafts, your customer can accept the draft by:

- Signing the draft that you originated and returning it to you
- Changing the draft that you originated (date, amount, bank, and so on), then signing and returning it to you
- Originating, signing, and sending the customer's own draft to you

For automatic drafts, the draft is accepted by prior agreement, and so each draft does not require customer acceptance.

2. After entering a draft either manually or automatically, the system marks the invoice as paid by changing its pay status to P.
3. The system creates a journal entry to debit drafts receivable and credit an A/R trade account.
4. You post the journal entry.

Customer Number 7001					
Document Type	Document Number	Document Amount	Print Y/N	Pay Status	Pay Instr
RI	1234	10,000		P	2
R1	10005	10,000	Y	D	2

Draft Remittance

1. You remit (deposit) the draft to your bank so that it can collect the funds from your customer's bank. You can remit the draft either electronically or on paper in the form of a bank register. Draft remittance is an optional step in the draft process.
2. The system creates a journal entry to debit drafts remitted and credit drafts receivable.
3. You post the journal entry.
4. You arrange to collect funds from the draft in one of the following ways:
 - Wait until the funds become available on the due date specified by the draft.
 - Request an advance from your bank before the due date of the draft. Typically, banks charge a fee when they advance funds for a draft before its due date.

Customer Number 7001					
Doc Type	Document Number	Document Amount	Print Y/N	Pay Status	Pay Instr
R1	10005	10,000	Y	G	2

Note: Draft remittance is optional in certain countries.

Draft Collection

1. Your bank collects the funds for the draft from the customer's bank on the due date of the draft. Your bank informs you if it cannot collect the funds.
2. On or after the due date, both you and your customer recognize the transfer of cash. You update the status of the draft in your records to show that it has been collected.

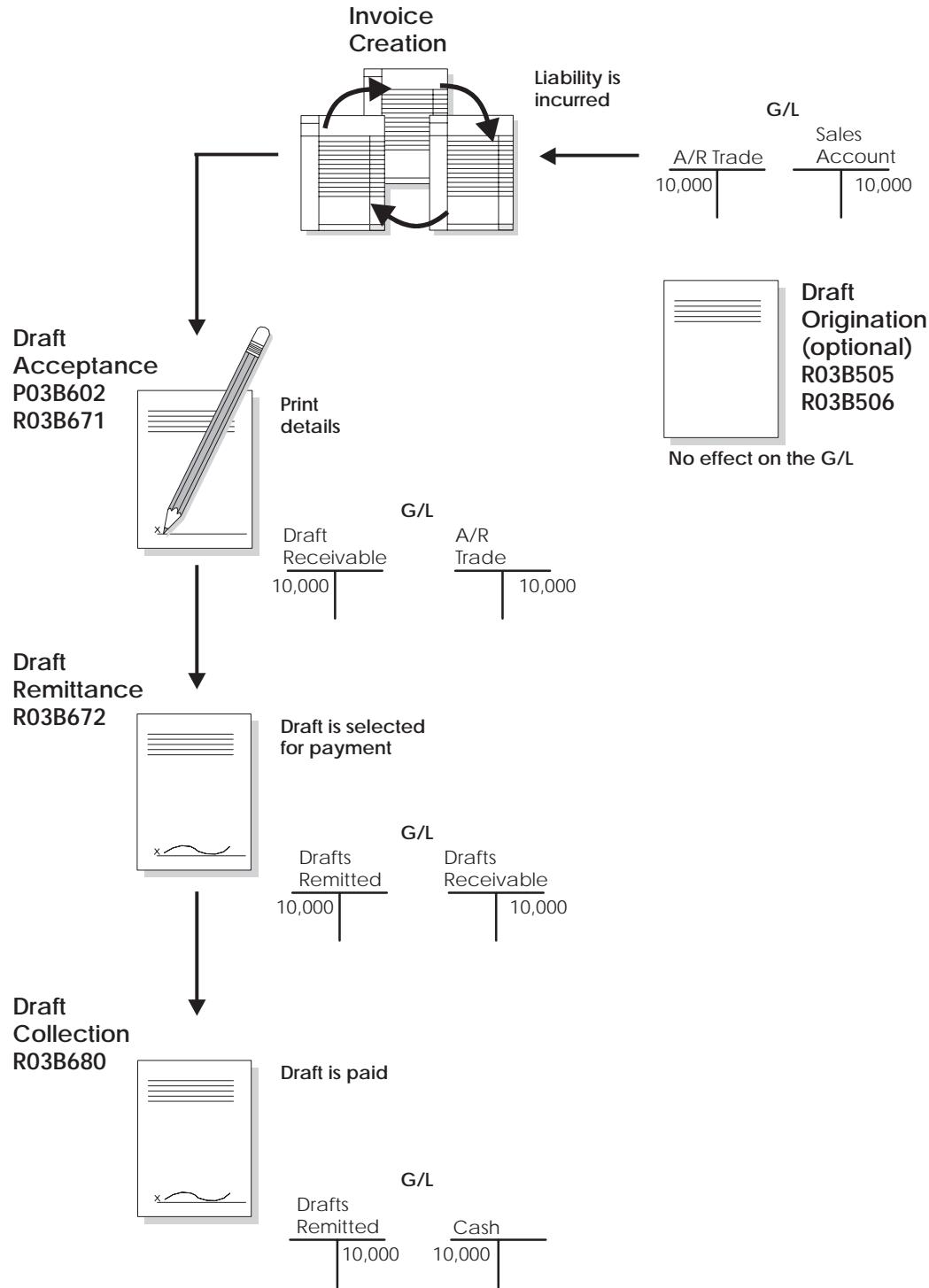
Accounts Receivable

3. The system creates a journal entry to debit a cash account and credit drafts remitted.
4. You post the journal entry.

Customer Number 7001				
Doc Type	Document Number	Document Amount	Pay Status	Pay Instr
R1	10005	10,000	P	2

Draft Processing on the General Ledger

The following graphic illustrates the effect of each stage of the draft process on the general ledger:



Setting Up A/R Draft Processing

Setting up A/R Draft Processing consists of the following tasks:

- Setting up AAIs for A/R drafts
- Setting up user defined codes for A/R drafts
- Setting up drafts as the default payment instrument
- Setting up statements or invoices for A/R drafts
- Setting up bank account information for A/R drafts

Setting Up AAIs for A/R Drafts

AAIs define rules for programs that automatically generate journal entries. You should set up draft AAIs for each company for which you use a different G/L account number. That is, you do not need to set up an AAI for each company that uses the same G/L account. If the system cannot find an AAI for a specific company, it uses the AAI for company 00000.

You set up AAIs for draft processing the same way you set up other AAIs for A/R.

The following table shows the relationship among AAIs for standard drafts.

Step	Debit G/L Account	AAI	Credit G/L Account	AAI
Acceptance	Drafts Receivable	RD1x	Account Receivable	RC
Remittance	Drafts Remitted	RD2x	Drafts Receivable	RD1x
Collection	G/L Bank Account	RB	Drafts Remitted	RD2x

The following table shows the relationship among AAIs for discounted drafts.

Step	Debit G/L Account	AAI	Credit G/L Account	AAI
Acceptance	Drafts Receivable	RD1x	Account Receivable	RC
Remittance	Drafts Remitted for Discount	RD3x	Drafts Receivable	RD1x
Collection	G/L Bank Account	RB	Drafts Remitted for Discount	RD3x

The following table shows the relationship among AAIs for discounted drafts with contingent liability.

Step	Debit G/L Account	AAI	Credit G/L Account	AAI
Acceptance	Drafts Receivable	RD1x	Account Receivable	RC
Remittance	Drafts Remitted for Discount	RD3x	Drafts Receivable	RD1x
	G/L Bank Account	RB	Drafts Contingent Liability	RD4x
Collection	Drafts Contingent Liability	RD4x	Drafts Remitted for Discount	RD3x

You must set up the following AAIs for draft processing, where x represents the payment instrument.

AAIs for Drafts Receivable (RD1x)

The RD1x AAI item defines the drafts receivable account that you want to automatically debit when you enter or create an accepted draft. During draft entry and draft creation, the system automatically debits the drafts receivable account (RD1x) unless you override it in the processing options, and credits the A/R trade account (RC).

When you remit drafts, the system debits drafts remitted (RD2x or RD3x) and credits drafts receivable (RD1x).

AAIs for Drafts Remitted for Cash (RD2x)

The RD2x AAI item defines the drafts remitted account that you want to automatically debit when you remit drafts for cash. During draft remittance, the system automatically debits the drafts remitted account (RD2x) unless you override it in the processing options, and credits the drafts receivable account (RD1x).

When you collect drafts, the system debits a cash account (RB) and credits either the drafts remitted account (RD2x) or the drafts remitted for discount account (RD3x), depending on which you used for remittance.

AAIs for Drafts Remitted for Discount (RD3x)

The RD3x AAI item defines the drafts remitted for discount account that you want to automatically debit when you remit drafts for a discount. During draft remittance, you use a processing option to choose the drafts remitted for discount account. The system debits a drafts remitted for discount account (RD3x) and credits the drafts receivable account (RD1x).

When you collect drafts, the system debits a cash account (RB) and credits either the drafts remitted account (RD2x) or the drafts remitted for discount account (RD3x), depending on which you used for remittance.

AAIs for Contingent Liability (RD4x)

The RD4x AAI item defines the draft contingent liability account that you want to automatically credit when you remit drafts for a discount, if you are required to recognize a contingent liability until the maturity date of the draft. During draft remittance, you use a processing option to choose the draft contingent liability account. The system debits the bank account of the remittance or the bank account used during the preregister, and credits the draft contingent liability account (RD4x).

When you collect drafts, the system debits the draft contingent liability account (RD4x) and credits the drafts remitted for discount account (RD3x).

AAIs for Void/Non-Sufficient Funds (RD5)

The RD5 AAI item defines the account for the new draft that you create when you void a draft or designate a draft as NSF. This account keeps track of the draft receivables that originated for a voided/NSF draft with a renewal. The system debits the draft receivable account (RD5) and credits the trade receivable account (RD1x).

See Also

- *Understanding AAIs for A/R*

Setting Up User Defined Codes for A/R Drafts

You can customize user defined codes to suit your business needs.

You set up user defined codes for draft processing the same way you set up other user defined codes for A/R. You must set up the following user defined codes for draft processing.

Payment Instrument Codes

Payment instrument codes (00/PY) specify how your customers make payments. Your company can add codes for payment instruments. Examples are:

D (draft by invoice)

When you create an invoice and expect your customer to pay by draft, you use this code to indicate that your customer will pay the invoice by draft.

F (draft by statement)	When you create an invoice and expect your customer to pay by draft, you use this code to indicate that your customer will pay invoices grouped on a statement by draft.
0 (magnetic draft)	When you enter a pre-authorized draft, the system assigns this code. This is used during RiBa draft remittance only.
1 (supplier draft with account number)	When you originate a draft and your customer accepts the draft and returns it to you, you enter that information on Enter Our Drafts. The system assigns this code if you have customer bank account information.
2 (customer draft with account number)	When you send your customer an invoice and they return it as an accepted draft, you enter the draft on Enter Customer Drafts. The system assigns this code if you have customer bank account information.
3 (supplier draft without account number)	When you originate a draft and your customer accepts the draft and returns it to you, you enter that information on Enter Our Drafts. The system assigns this code if you do not have customer bank account information.
4 (customer draft without account number)	When you send your customer an invoice and they return it as a draft, you accept the draft on Enter Their Drafts. The system assigns this code if you do not have customer bank account information.

To process discounted drafts, you must also set up a user defined code for the payment instrument. The system uses this payment instrument in conjunction with the RD3x AAI to create discounted draft transactions.

Pay Status Codes

The system enters one of the following payment status codes (00/PS) on an invoice, statement, or draft, based on where it is in the draft process:

A (approved for payment)	When you create an invoice and expect your customer to pay by draft, the system designates this pay status on the invoice.
H (held pending approval)	When you create an invoice and expect your customer to pay by draft, the system designates this pay status on the invoice if management approval is required.

P (invoice paid in full)	When your customer pays the invoice with a draft and you enter that information, the system designates this pay status on the invoice. This invoice is an R1 document in the Customer Ledger table (F03B11). This pay status is also used to close an R1 draft invoice when it has been collected.
D (draft accepted)	When your customer pays the invoice with a draft and you enter that information, the system designates this pay status on the draft. This invoice is an R1 document in the Customer Ledger table (F03B11).
G (draft deposited not due)	When you submit the draft to the bank and you update the draft with the remitted information, the system designates this pay status on the draft.

During the typical process flow for drafts, the system changes the payment status of a draft at each stage of the process:

Acceptance	D (draft accepted)
Register	# (draft included in a register)
Remittance	G (draft deposited not due)
Collection	P (draft collected in full)

See Also

- *Understanding User Defined Codes for A/R*

Setting Up Drafts as the Default Payment Instrument

You can set a default payment instrument to use for each customer in the Customer Master record. The system displays the default payment instrument when you enter invoices for a customer. This saves data entry time when you are entering invoices.

For drafts, the payment instrument indicates whether you plan to send drafts attached to the customer's invoices or statements. The draft payment instrument can be any valid payment instrument (user defined code 00/PY).

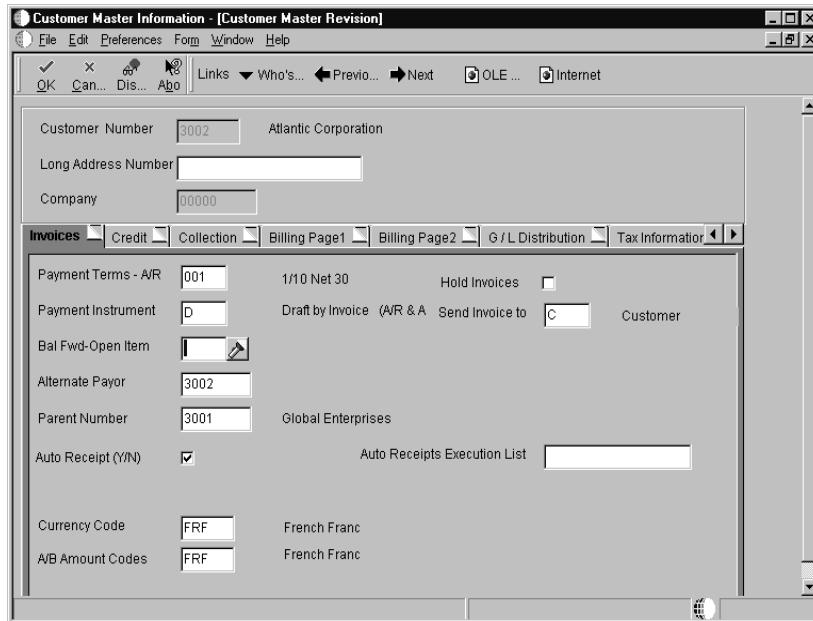
Occasionally, the customer might use another form of payment. You can use Speed Status Change to change the payment instrument on an invoice-by-invoice basis.

This program updates information in the Customer Master table (F03012).

► To set up drafts as the default payment instrument

From the Customer & Invoice Entry menu (G03B11), choose Customer Master Information.

1. On Work With Customer Master, click Find.
2. Locate the customer, and click Select.



3. On Customer Master Revision, complete the following field, and click OK:
 - Payment Instrument

Field	Explanation
Payment Instrument	The user defined code (00/PY) that specifies how payments are made by the customer. For example: C Check D Draft T Electronic funds transfer

See Also

- *Creating Customer Records*

Setting Up Statements or Invoices for A/R Drafts

You can choose to print statements with one or more invoices combined into one draft. You must set up each customer for whom you want to print statements or invoices.

This program updates information in the Customer Master table (F03012).

► To set up statements or invoices for A/R drafts

From the Customer & Invoice Entry menu (G03B11), choose Customer Master Information

1. On Work With Customer Master, locate the customer, and click Select.
2. On Customer Master Revision, choose the Collection tab.
3. Click the following option and click OK:
 - Print Statement

Field	Explanation
Print Statement	A code that indicates whether the system prints invoices and statements for the customer. For World, the valid codes are: Y Yes, print invoices and statements N No, do not print invoices and statements For OneWorld, the valid options are: On Yes, print invoices and statements Off No, do not print invoices and statements

See Also

- *Printing Statements or Invoices with Draft Attachments*

Setting Up Bank Account Information for A/R Drafts

In order for your bank to collect the customer drafts you remit, you must set up bank account information for the company G/L account and for each customer whose drafts you will remit.

Complete the following tasks:

- Set up draft bank accounts for customers
- Print the Bank Account Exception Report for A/R drafts

Setting Up Draft Bank Accounts for Customers

In order for your bank to collect the customer drafts you remit, you must specify the following information about your customers' bank accounts:

- Bank name
- Bank routing and transit information
- Customer's bank account number

If you do not provide this information, banks typically do not allow you to remit drafts on magnetic tape. They also typically assess additional charges to collect drafts without full bank account information.

Alternatively, if you use manual drafts, you can set a processing option for Draft Entry that allows you to enter the bank name only.

To set up customers for draft processing using bank tapes, you must set up a bank account with a record type of D (A/R Drafts, Auto Debit).

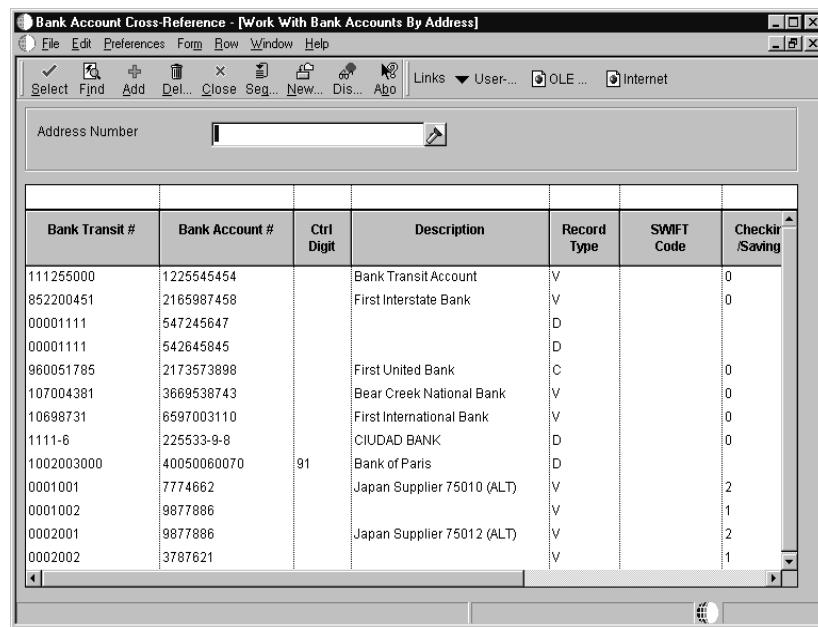
This program updates the Bank Transit Number Master table (F0030).

Before You Begin

- Verify that you have G/L bank account information set up for your customers. See Setting Up Bank Information for A/R.

► To set up a draft bank account for a customer

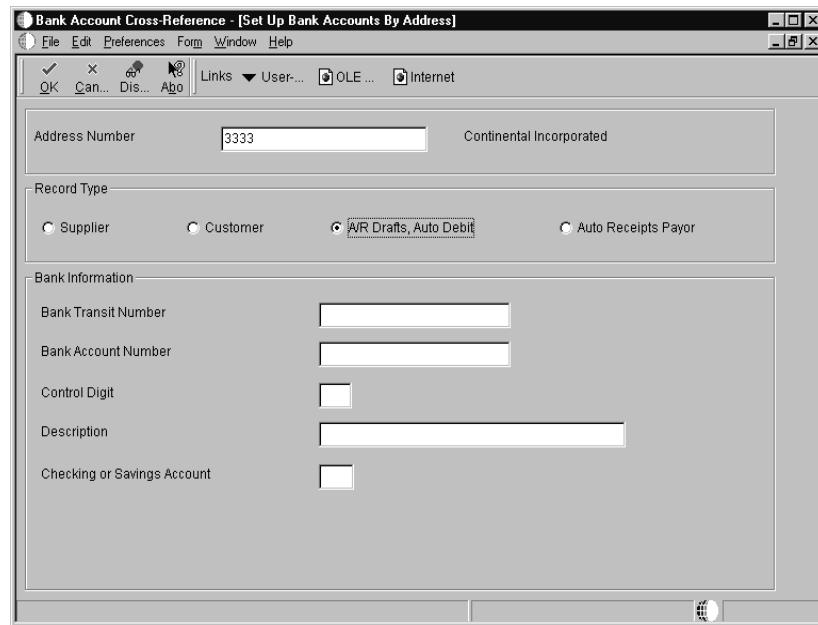
From the Accounts Receivable Setup menu (G03B41), choose Bank Account Cross - Reference.



The screenshot shows a Windows application window titled "Bank Account Cross-Reference - [Work With Bank Accounts By Address]". The window has a menu bar with File, Edit, Preferences, Form, Row, Window, and Help. Below the menu is a toolbar with icons for Select, Find, Add, Del..., Close, Seg..., New..., Dis..., Abo, Links, User..., OLE..., and Internet. The main area contains a table with columns: Bank Transit #, Bank Account #, Ctrl Digit, Description, Record Type, SWIFT Code, and Checking / Savings. The table lists various bank accounts with their details.

Bank Transit #	Bank Account #	Ctrl Digit	Description	Record Type	SWIFT Code	Checking / Savings
111255000	1225545454		Bank Transit Account	V		0
852200451	2165987458		First Interstate Bank	V		0
00001111	547245647			D		
00001111	542645845			D		
960051785	2173573898		First United Bank	C		0
107004381	3669538743		Bear Creek National Bank	V		0
10698731	6597003110		First International Bank	V		0
1111-6	225533-9-8		CIUDAD BANK	D		0
1002003000	40050060070	91	Bank of Paris	D		
0001001	7774662		Japan Supplier 75010 (ALT)	V		2
0001002	9877886			V		1
0002001	9877886		Japan Supplier 75012 (ALT)	V		2
0002002	3787621			V		1

1. On Work With Bank Accounts by Address, click Add to access Set Up Bank Accounts by Address.



The screenshot shows a Windows application window titled "Bank Account Cross-Reference - [Set Up Bank Accounts By Address]". The window has a menu bar with File, Edit, Preferences, Form, Window, and Help. Below the menu is a toolbar with OK, Cancel, Dis..., Abo, Links, User..., OLE..., and Internet. The main area contains several input fields and radio buttons. In the "Record Type" section, the "A/R Drafts, Auto Debit" radio button is selected. In the "Bank Information" section, there are fields for Bank Transit Number, Bank Account Number, Control Digit, Description, and Checking or Savings Account.

2. Complete the following field:
 - Address Number
3. Choose the following Record Type:
 - A/R Drafts, Auto Debit
4. Complete the following fields:
 - Bank Transit Number
 - Bank Account Number
 - Checking or Savings Account
5. Complete the following optional fields:
 - Control Digit
 - Description
6. Click OK.

Field	Explanation
Bank Transit Number	The routing and transit number for a particular bank account. The combination of account number and transit number must be unique.
Bank Account Number	The bank account number for a company, customer, or supplier.

Field	Explanation												
Record Type	<p>A code that distinguishes external bank accounts from internal bank accounts.</p> <p>Valid values are:</p> <table> <tr><td>C</td><td>Customer Bank Accounts</td></tr> <tr><td>G</td><td>Internal G/L Bank Accounts</td></tr> <tr><td>V</td><td>Supplier Bank Account for payment via bank tape</td></tr> <tr><td>D</td><td>Default Bank Account for A/R Drafts and Auto Debits</td></tr> <tr><td>B</td><td>Valid Bank Transit Numbers</td></tr> <tr><td>M</td><td>G/L Bank Account/Business Unit used to define print information in A/P payments</td></tr> </table> <p>NOTE: When using bank type B, no other bank types are allowed. When using bank type V, no other V bank types are allowed. When using bank type D, no other D bank types are allowed.</p> <p>..... <i>Form-specific information</i></p> <p>For OneWorld, designate the record type by clicking one of the following options:</p> <ul style="list-style-type: none"> • Supplier • Customer • A/R Drafts, Auto Debit • Auto Receipts Payor 	C	Customer Bank Accounts	G	Internal G/L Bank Accounts	V	Supplier Bank Account for payment via bank tape	D	Default Bank Account for A/R Drafts and Auto Debits	B	Valid Bank Transit Numbers	M	G/L Bank Account/Business Unit used to define print information in A/P payments
C	Customer Bank Accounts												
G	Internal G/L Bank Accounts												
V	Supplier Bank Account for payment via bank tape												
D	Default Bank Account for A/R Drafts and Auto Debits												
B	Valid Bank Transit Numbers												
M	G/L Bank Account/Business Unit used to define print information in A/P payments												

See Also

- *Creating Customer Records*
- *Setting Up Bank Information for A/R*

Printing the Bank Account Exception Report for A/R Drafts

From the Draft Remittance and Collections menu (G03B162), choose Bank Account Exception Report.

You use the Bank Account Exception Report to verify that you have valid bank transit numbers for each customer. Different versions of this report list one of the following:

- All bank account records that have a transit number that does not conform to country-specific rules
- All bank account records that have a transit number that does not have an associated type B record

This report bypasses bank account numbers that do not have address numbers, and it lists information from the Bank Transit Number Master table (F0030).

To correct bank account information that appears on this report, use Work With Bank Accounts by Address.

Processing Options for Bank Account Exception Report

Validation

1. Enter a '1' to validate the bank transit number based on the 'B' bank type method. Default of blank will validate the transit number based on the available country specific validation rules (currently Italy, Japan and France).

Country or 'B' type _____

Working with Draft Origination

The draft process begins when you or your customer originates (prints) a draft. The draft shows the amount to be paid, the due date, and information about the underlying liabilities (invoices).

Draft origination is an optional step in the draft process. When your customer originates the draft, you omit this step and begin the draft process with draft acceptance.

When you print a draft, you can print a statement or invoice to send to your customer. Some customers expect one draft per invoice. Other customers expect one draft for a statement of invoices. You can either send invoices with drafts attached or send statements with drafts attached.

Working with draft origination consists of:

- Printing invoices with draft attachments
- Printing statements with draft attachments

The default draft format conforms to the French Bank Association format. Users in other countries might need to modify the format for their specifications. Invoices and statements use a draft attachment included in the software.

Printing Invoices with Draft Attachments

From the Draft Daily Operations menu (G03B161), choose Invoice Print with Draft.

To print an invoice or credit memo with an attached draft, use Invoice Print with Draft. You can select different versions of this report to print delinquency fees or chargebacks.

The system assigns a draft number and updates the statement number on the invoice record. The system also prints the customer's bank account and the draft number on the draft attachment.

This program prints and updates records in the Customer Ledger table (F03B11).

Before You Begin

- On the Collection tab on the Customer Master Revision form, choose the Print Statement option for each customer for whom you print invoices with draft attachments. If you do not, the system generates an error and does not print an invoice. See *Setting Up Statements or Invoices for A/R Drafts*

Processing Options for Invoice Print with Draft (R03B5051)

Print Tab

Use these processing options to specify which dates and whether to include tax amounts on the printed invoice.

1. Invoice Print Date

Use this processing option to indicate the date you want to print on the invoices. If left blank, the system uses the current date.

2. Print Tax Amounts

Use this processing option to indicate if you want tax amounts printed on the invoices. Valid values are:

- Blank Do not print tax amounts on invoices.
1 Print tax amounts on invoices.

Currency Tab

Use this processing option to indicate whether you want currency information printed on the invoice.

1. Print Currency

Use this processing option to specify whether you want the base currency and currency amounts of the invoice to be printed on the invoice. Valid values are:

- Blank Do not print currency information on invoices.
1 Print currency information on invoices.

If you enter 1, the system prints foreign invoices with foreign amounts. If currency processing is turned off in the system, the system prints invoices in domestic amounts by default.

Attachments Tab

Use this processing option to indicate whether the system should print associated generic text on the invoice.

1. Print Attachments

Use this processing option to indicate if you want any generic text associated with an invoice to be printed on the invoice. Valid values are:

Blank Do not print associated generic text.

1 Print associated generic text.

Draft - City Tab

Use this processing option to indicate the city of origin of the invoice.

1. Draft Print City

Use this processing option to indicate the city of origin of the invoice. The city you enter will be printed on the draft. If left blank, no city of origin will be printed on the draft.

Data Selection for Invoice Print with Draft

You can set Payment Instrument EQ (equal) to D (draft by invoice) so that the program selects only invoices for draft customers who typically pay by a draft.

Data Sequence for Invoice Print with Draft

The following data sequence is required:

1. Company
2. Address Number
3. Document (Voucher, Invoice, etc.)
4. Document Type
5. Document Company
6. Document Pay Item

If you change this sequence, the totals will be inaccurate.

Printing Statements with Draft Attachments

From the Draft Daily Operations menu (G03B161), choose Statement Print with Draft.

To print a statement with one or more invoices combined into one draft, use Statement Print with Draft.

The system assigns a draft number to the statement and updates the statement number for each invoice on the statement. The system also prints the draft number on the statement and the customer's bank account on the draft attachment.

This program prints and updates records in the Customer Ledger table (F03B11). The processing time for this report is related to the amount of history retained in that table.

Before You Begin

- On the Collection tab on the Customer Master Revision form, choose the Print Statement option for each customer for whom you print statements with draft attachments. If you do not, the system generates an error and does not print a statement. See *Setting Up Statements or Invoices for A/R Drafts*
- Set up the Draft Flag and Print Program in the processing options for Statement Notification Refresh (R03B500X). See *Processing Statements* for more information.

Processing Options for Statement Print with Draft (R03B506)

City

1. Enter the city name where the draft is being originated to be printed on the draft.

City _____

Data Selection for Statement Print with Draft

You can set Payment Instrument EQ (equal) to F (draft by statement) so that the program selects only invoices for draft customers who typically pay by statement with a draft attachment.

Data Sequence for Statement Print with Draft

The following data sequence is required:

1. Address Number - Alternate Payee
2. Company
3. Currency Code - From
4. Address Number
5. Document (Voucher, Invoice, and so on)
6. Document Type
7. Document Company
8. Pay Item

If you change this sequence, the totals will be inaccurate.

Working with Draft Acceptance

Whether you originate the draft or your customer does, you must enter it into the Accounts Receivable system before you can process it. You enter or create a draft after your customer accepts it. The draft has no legal force until the customer accepts it. When a draft is accepted, the status of the invoice changes. In some countries this has legal ramifications.

For manual drafts, your customer can accept the draft by:

- Signing the draft that you originated and returning it to you
- Changing the draft that you originated (date, amount, bank, and so on), and then signing and returning it to you
- Originating, signing, and sending the customer's own draft to you

For automatic drafts, the draft is accepted by prior agreement, so each draft does not require customer acceptance.

Complete the following tasks:

- Entering manual drafts
- Creating automatic drafts
- Revising drafts
- Returning a draft to prior status
- Voiding drafts
- Working with NSF drafts

Entering Manual Drafts

Manual drafts are also called customer acceptance drafts because they must be accepted by the customer before they can be remitted to the bank. Several types of manual drafts are available:

- The supplier prints the draft with bank account information.
- The supplier prints the draft with the bank name only.
- The customer prints the draft with bank account information.
- The customer prints the draft with the bank name only.

The system distinguishes drafts with only a bank name from those with complete bank account information. This is because banks generally assess an additional fee to collect drafts if you do not provide account information.

You use one of the following programs to enter a draft manually, depending on whether you originate the draft or your customer does:

Enter Our Drafts Use this program when your company originates a draft for the customer to sign and return.

Enter Customer Drafts Use this program when the customer originates and accepts a draft, then sends it to your company to be accepted.

The fields you complete on Enter Our Drafts and Enter Customer Drafts are the same, and you can use multiple currencies when entering drafts.

You select the invoices to pay with each draft. You can apply the payment in the following ways:

- One invoice with one draft
- Multiple invoices with one draft
- One invoice with multiple drafts (split pay items)

The system processes drafts in the same way as receipts except that the system:

- Uses batch type DB (draft receipts)
- Validates the draft number against the draft number that the system created if you used Invoice Print with Draft Attachment or Statement Print with Draft Attachment
- Applies draft receipts to open customer invoices

- Creates a draft record in the Receipts Application Detail table (F03B14) for each pay item that the draft closes
- Enters the total draft amount in the Customer Ledger (F03B11) table as a new document with a document type of R1
- Sets the payment status of the draft to D (draft accepted)

After you enter drafts, you can approve and post journal entries to the general ledger. The system creates a journal entry to debit drafts receivable and credit an A/R trade account.

This program updates and creates records in the Customer Ledger (F03B11), Receipts Header (F03B13), and A/R Check Detail (F03B14) tables.

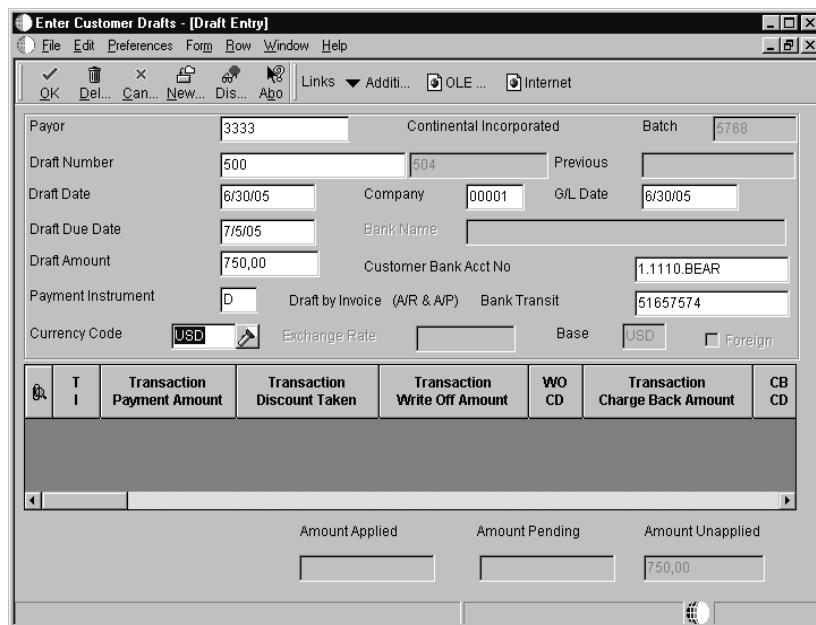
Before You Begin

- Set up a draft bank account for each customer who will pay invoice by draft. See *Setting Up Draft Bank Accounts for Customers*.

► To enter manual drafts

From the Draft Daily Operations menu (G03B161), choose Enter Our Drafts or Enter Customer Drafts.

1. On Work With Drafts, click Add.



2. On Draft Entry, complete the following fields:
 - Payor
 - Draft Number
 - Draft Date
 - Draft Due Date
 - Draft Amount
 - Company
 - G/L Date
 - Payment Instrument
3. To specify bank information, complete the following fields, if applicable:
 - Customer Bank Acct No
 - Bank Transit

Or, complete the following field based on the processing option value that you set:

- Bank Name
4. To specify multi-currency information, complete the following fields:
 - Currency Code
 - Exchange Rate
 5. Do one of the following:
 - To load all invoices for a customer, choose Load from the Form menu
 - To select specific invoices for a customer, choose Select from the Form menu

If you choose Select, the system displays the Select Invoices form.

- On Customer Drafts, to locate customer invoices, click Find on Select Invoices
- On Customer Drafts, to continue selecting specific invoices, choose specific invoices and click Select. Then click Close.

To enter remittance information, choose Remittance Entry from the Form menu. See *Entering Remittance Information* for detailed information about locating invoices using Remittance Entry.

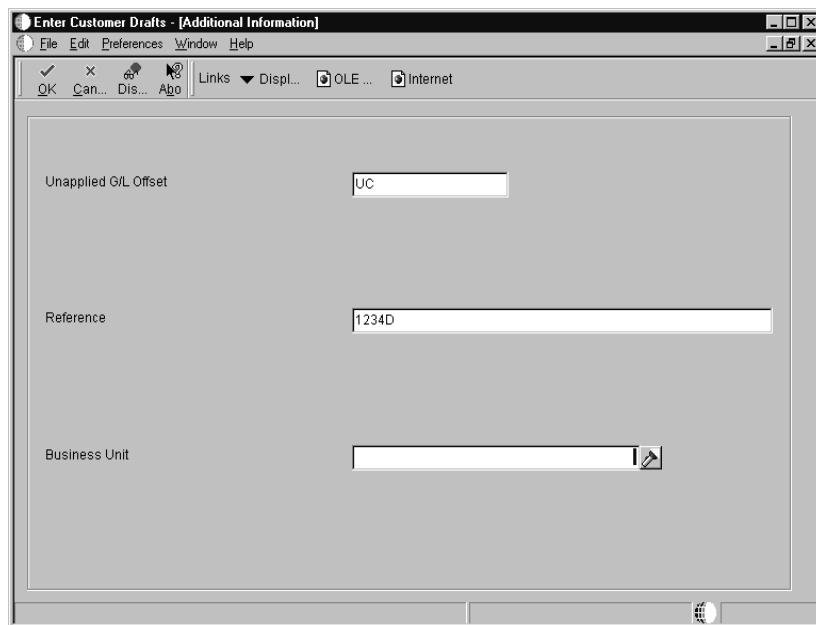
If you want to create stand-alone write-offs, chargebacks, or deductions, the process is identical to receipts processing. See *Creating Stand-Alone Records*.

6. On Draft Entry, change the following fields, if necessary:

- Payment Amount
- Discount Taken
- Write-Off Amount
- WO CD (Write-off Reason Code)
- Chargeback Amount
- CB CD (Chargeback Reason Code)
- Deduction Amount
- DD CD (Deduction Reason Code)
- Chargeback G/L Offset
- Remark

7. To remove pay items from the draft, choose the pay item and choose Void/Delete from the Row menu.

8. To specify a draft reference, choose Additional Info from the Form menu.



9. On Additional Information, complete the following optional fields:

- Unapplied G/L Offset
- Reference
- Business Unit

10. Click OK.

Accounts Receivable

Field	Explanation
Payor	A user defined name or number that is unique to the address book number. You can use this field to enter and locate information. You can use it to cross-reference the supplier to a Dun & Bradstreet number, a lease number, or other reference.
Draft Number	This field is the check number as entered by the user in cash receipts. <i>Form-specific information</i>
	For Our Drafts, you enter the number generated by Invoice Print with Draft Attachments or Statement Print with Draft Attachments. The system validates this number in the invoice file.
	For Customer Drafts, enter the customer's draft number.
Draft Amount	The actual amount of the receipt or payment.
Discount Taken	In Accounts Receivable, this is the amount the customer account is discounted when you apply a receipt to an open invoice. In Accounts Payable, this is the amount of discount you take when you issue a payment. The discount taken does not have to be the same as the discount available.
Write-Off Amount	The amount of the write-off when you apply a receipt to an invoice.
Chargeback Amount	An amount in which to apply a payment and create a new invoice (document type RB) in the Customer Ledger.
CB CD	A code that identifies the reason for a chargeback applied to the invoice during receipt entry. Typical reason codes are: DA Disputed amounts DD Disallowed discount amount
Deduction Amount	The amount of the deduction. This amount does not necessarily need to be associated with a given invoice.
DD CD	A code that identifies the reason for a deduction applied to the invoice during receipts entry. Typical reason codes are: DG Damaged Goods SS Short Shipment UD Undefined Deduction

Field	Explanation
Chargeback G/L Offset	<p>The table of Automatic Accounting Instruction accounts that allows you to predefine classes of automatic offset accounts for Accounts Receivable Chargebacks.</p> <p>G/L offset might be assigned as follows:</p> <ul style="list-style-type: none"> • blank or 1210 - Trade Accounts Receivable
Unapplied G/L Offset	<p>If you leave this field blank during Receipt Entry, the system will use the default from the invoice that is being chargeback to.</p> <p>The table of Automatic Accounting Instruction accounts that allows you to predefine classes of automatic offset accounts for Accounts Payable, Accounts Receivable, and other systems.</p>
	<p>G/L offsets might be assigned as follows:</p> <ul style="list-style-type: none"> • Blank or 1210 – Trade Accounts Receivable • RETN or 1220 – Retainages Receivable • EMP or 1230 – Employee Accounts Receivable • JIB or 1240 – JIB Receivable (See A/R Class Code – ARC) • Blank or 4110 – Trade Accounts Payable • RETN or 4120 – Retainage Payable • OTHR or 4230 – Other Accounts Payable (See A/P Class code – APC)
	<p>If you leave this field blank during data entry, the system uses the default value from the Customer Master by Line of Business table (F03012) or the Supplier Master table (F0401). The post program uses the G/L Offset class to create automatic offset entries.</p>
	<p>NOTE: Do not use code 9999. It is reserved for the post program and indicates that offsets should not be created.</p>
	<p>..... <i>Form-specific information</i></p>
	<p>Unapplied receipt records are created with the G/L Offset default value RCUC (unapplied cash). You can override this value in receipts entry on the Additional Information form. If you want to specify that the system uses the G/L Class code that is set up for the customer in Customer Master Revisions, do so in the processing options for Standard Receipts (P03B102) and Drafts Entry (P03B602).</p>
Reference	<p>An alphanumeric value that you use as a cross-reference or secondary reference number when working with Drafts.</p>

Field	Explanation
Business Unit	<p>An alphanumeric field that identifies a separate entity within a business for which you want to track costs. For example, a business unit might be a warehouse location, job, project, work center, branch, or plant.</p> <p>You can assign a business unit to a voucher, invoice, fixed asset, employee, and so on, for purposes of responsibility reporting. For example, the system provides reports of open accounts payable and accounts receivable by business units to track equipment by responsible department.</p> <p>Security for this field can prevent you from locating business units for which you have no authority.</p> <p>Note: The system uses the job number for journal entries if you do not enter a value in the AAI table.</p>

See Also

- *Entering Basic Receipts*

Processing Options for Draft Entry (P03B602)

Display Tab

1. Payor Number

Use this processing option to specify whether to retain the payor number on the form after you enter the draft. Valid values are:

Blank Do not retain the payor number
1 Retain the payor number

2. Draft Date

Use this processing option to specify whether to retain the draft date on the form after you enter the draft. Valid values are:

Blank Do not retain the draft date
1 Retain the draft date

3. Company

Use this processing option to specify whether to retain the company number entered on the form after you enter the draft. Valid values are:

Blank Do not retain the company

1 Retain the company

4. G/L Date

Use this processing option to specify whether to retain the G/L date entered on the form after you enter the draft. Valid values are:

Blank Do not retain the G/L date

1 Retain the G/L date

5. Draft Due Date

Use this processing option to specify whether to retain the draft due date entered on the form after you enter the draft. Valid values are:

Blank Do not retain the draft due date

1 Retain the draft due date

6. Bank Name

Use this processing option to specify whether to retain the bank name entered on the form after the draft has been entered. Valid values are:

Blank Do not retain the bank name

1 Retain the bank name

7. Customer Bank Account

Use this processing option to specify whether to retain the customer bank account number entered on the form after you enter the draft. Valid values are:

Blank Do not retain the customer bank account number

1 Retain the customer bank account number

8. Payment Instrument

Use this processing option to specify whether to retain the payment instrument entered on the form after you enter the draft. Valid values are:

Blank Do not retain the payment instrument

1 Retain the payment instrument

9. Bank Transit Number

Use this processing option to specify whether to retain the bank transit number entered on the form after you enter the draft. Valid values are:

Blank Do not retain the bank transit number

1 Retain the bank transit number

10. Currency

Use this processing option to specify whether to retain the currency entered on the form after you enter the draft. Valid values are:

Blank Do not retain the currency

1 Retain the currency

11. Exchange Rate

Use this processing option to specify whether to retain the exchange rate entered on the form after you enter the draft. Valid values are:

Blank Do not retain the exchange rate

1 Retain the exchange rate

Defaults Tab

1. Type Input Code

Use this processing option to specify the default value for the Type Input Code for the receipts application. Valid values are:

10 Simple invoice match

11 Match auto chargeback discount

15 Match with write-off

16 Match with chargeback

17 Match with deduction

If you enter 10, the system applies the receipt to the oldest open invoice or group of invoices in a customer's account, similar to the Balance Forward type input code (1) for the Speed Receipts application.

2. Deduction Reason Code

Use this processing option to specify the default deduction reason code. This code is automatically supplied when a deduction amount is entered.

3. Payment Instrument with Bank Account

Use this processing option to specify the default payment instrument for drafts with a bank account number.

Ensure that you have established the deduction reason code in the user-defined code table 03B/CR. Also, set up the AAI RN for the deduction suspense account.

4. Payment Instrument without Bank Account

Use this processing option to specify the default payment instrument for drafts without a bank account number.

5. Drafts Receivable Account

Use this processing option to specify the drafts receivable account number (using the business unit.object.subsidiary format). If you leave this field blank, the program will use the RD1x AAI for the draft receivable account, where x is the payment instrument.

6. Default G/L Offset for Unapplied Cash

Use this processing option to specify whether to use default values for the G/L Offset for unapplied cash from the G/L class code in the Customer Master table (F03012). Valid values are:

Blank Do not use the default values

1 Use the default values from G/L Class Code

If the G/L class code in the Customer Master table is blank, the system uses the G/L offset for unapplied cash, UC.

Edits Tab

1. Write-offs

Use this processing option to specify whether to allow write-offs. Valid values are:

Blank Allow write-offs.

1 Do not allow write-offs.

2. Delete/NSF Unposted Receipts

Use this processing option to specify whether to allow delete and NSF functionality on unposted drafts. Valid values are:

- Blank Allow delete and NSF operations
- 1 Do not allow delete and NSF operations

3. Overpayment Edit

Use this processing option to specify the severity of the error message issued when an invoice has been overpaid. Valid values are:

- 0 No Edit
- 1 Warning
- 2 Error

4. Bank Name

Use this processing option to specify whether to require a bank name. Valid values are:

- Blank Do not require a bank name
- 1 Require a bank name

5. Return to Prior Draft Status

Use this processing option to specify whether to allow the return to prior draft status operation on drafts. Valid values are:

- Blank Allow return to prior draft status operation
- 1 Do not allow return to prior draft status operation

Process Tab

1. Drafts Type

Use this processing option to specify the type of drafts to process. Valid values are:

- Blank Process supplier generated drafts
- 1 Process customer generated drafts

2. Open Amount

Use this processing option to specify whether to create R1 documents with an open amount in the Customer Ledger table (F03B11). The setting of this processing option controls whether you can select the draft for aging. When you

create a draft without an open amount, you use that record as a placeholder only, and you cannot select it for payment or aging.

Blank Create R1 with an open amount in the Customer Ledger table (F03B11)

1 Create R1 without an open amount in the Customer Ledger table (F03B11)

3. Journal Entry Creation Method

Use this processing option to specify whether to create summarized or detailed journal entries. When you post receipts, the system creates one journal entry for each receipt or draft record (detail), or one journal entry for each batch of receipts or drafts (summary). The post is determined by how the ISTR (A/R Post Status) field in the Receipts Header (F03B13) is set. If you leave this processing option blank, the ISTR field remains blank and the system creates journal entries in summary mode. If you enter 1, the system reads ISTR as 1 and creates journal entries in detail. Valid values are:

Blank Summarized journal entries

1 Detail journal entries

Do not enter detail and summary records in the same batch. Each batch must be processed with the corresponding version (detail or summary) of the Apply Receipts to Invoices program (R03B50).

Depending on how you set processing options for drafts entry and how you set the values in the General Accounting Constants, the system produces different documents in the Account Ledger table (F0911).

If you set the processing option to Summary method (value of 0), the system generates one journal entry per receipt batch in the Account Ledger table (F0911). The system assigns the journal entry a document type of RK, with a document number equal to the receipt batch number.

In order for the Summary method to work, you must do the following:

- Set the offset method in the A/R Constants to a value of B (batch mode)
- Ensure that the intercompany settlement option in the General Accounting Constants is not set to a value of 2
- Ensure that there are no foreign transactions in the batch

Otherwise, the system generates journal entries using the Detail method.

If you set the processing options to Detail method (value of 1), the system generates one journal entry for each draft. The result is a document type of RC. The system uses Next Numbers to determine the next journal entry document number. The system then updates the document number for audit purposes (using fields RZDCTG, RZDOCG, and RZKCOG) in the Receipt Application Detail table (F03B14).

Note: When you post cash receipts, the resulting journal entry can be created as summarized (one journal entry for each receipt batch), or detail (one journal entry for each receipt). This processing option, in conjunction with the settings in the A/R and G/A Constants, determines how the system creates journal entries. The following table outlines the resulting entry for each combination of settings.

Foreign Trans (G/A Constants)	Intercompany (G/A Constants)	Offset Method (A/R Constants)	Detail/Summary Receipt (Receipt Processing Op- tions)	Journal Entry Creation (F0911)
No	1 (1 = Hub)	B	D	Detail
No	1	Y	D	Detail
No	1	S	D	Detail
No	2 (2 = Detail)	B	D	Error (not allowed)
No	2	Y	D	Detail
No	2	S	D	Detail
No	1	B	S	Summary
No	1	Y	S	Detail
No	1	S	S	Detail
No	2	B	S	Error (not allowed)
No	2	Y	S	Detail
No	2	S	S	Detail
Yes	1	B (S)	D	Detail
Yes	1	Y	D	Detail
Yes	1	S	D	Detail
Yes	2	B	D	Error (not allowed)
Yes	2	Y	D	Detail
Yes	2	S	D	Detail
Yes	1	B	S	Summary
Yes	1	Y	S	Detail
Yes	1	S	S	Detail
Yes	2	B	S	Error (not allowed)
Yes	2	Y	S	Detail
Yes	2	S	S	Detail

- Y = One automatic entry offset per document regardless of the number line item.
- S = One automatic entry per pay item
- B = One automatic entry per batch

4. Display Invoices

Use this processing option to specify whether to display only invoices with an approved pay status. Valid values are:

- Blank Display all invoices
- 1 Display only approved invoices

Currency Tab

1. Edit Effective Date

Use this processing option to specify whether to validate the exchange rate effective date against the G/L period of the draft. Valid values are:

- Blank Do not edit effective date
- 1 Edit effective date

If you enter 1, the system issues a warning that the Effective Date being retrieved from the Currency Exchange Rates table (F0015) is not in the same period as the G/L Date.

Chargeback Tab

1. Pay Status

Use this processing option to specify the default pay status to be used when creating chargebacks. If you leave this field blank, the system uses the Data Dictionary default value for PST.

2. Date Option

Use this processing option to specify which invoice date and net due date to use when creating chargebacks.

- Blank Use the draft G/L date
- 1 Use dates from the original invoice

3. Reason Code

Use this processing option to specify a default reason code to use when a chargeback amount is entered. If you leave this field blank, the chargeback reason code must be entered manually.

Ensure that you have established the chargeback reason code in the user-defined code table 03B/CB.

Auto Write-off Tab

1. Maximum Underpayment Amount

Use this processing option to specify the limit for automatic write-offs for underpayment amounts. When a payment is applied to an invoice and the remaining open amount is less than or equal to this limit, the system writes off the amount when you enter the draft.

2. Underpayment Reason Code

Use this processing option to specify the write-off reason code for the system to use when performing automatic write-offs for underpayment amounts. This processing option is required if automatic underpayment write-offs are allowed.

Ensure that you have established the write-off reason code in the user-defined code table 03B/RC. Also, set up the AAI for the reason code (RAxx, where xx is the reason code used).

3. Maximum Overpayment Amount

Use this processing option to specify the automatic write-off amounts for overpayments. When a payment is applied to an invoice and the overpayment amount is less than or equal to this limit, the amount will be automatically written off. Enter the value as a negative amount.

4. Overpayment Reason Code

Use this processing option to specify the write-off reason code to be used when the system performs automatic write-offs for overpayment amounts. This processing option is required if automatic overpayment write-offs are allowed.

Ensure that you have established the write-off reason code in the user-defined code table 03B/RC. Also, set up the AAI for the reason code (RAxx, where xx is the reason code used).

Mnl Write-off Tab

1. Maximum Underpayment Amount

Use this processing option to specify the limit for manual write-off amounts for underpayments. Write-off amounts greater than this limit are not allowed.

2. Maximum Overpayment Amount

Use this processing option to specify the limit for manual write-off amounts for overpayments. Write-off amounts greater than this limit are not allowed. Enter the value as a negative amount.

3. Write-off Reason Code

Use this processing option to specify the default write-off reason code. This code is automatically supplied as the write-off reason code when a manual write-off amount is entered.

Ensure that you have established the write-off reason code in the user-defined code table 03B/RC. Also, set up the AAI for the reason code (RAxx, where xx is the reason code used).

Discount Tab

1. Discount Available

Use this processing option to specify whether to allow the discount taken to be greater than the discount available. If you leave this field blank, the system will not allow discounts taken to be greater than the discount available. If you enter 1, the system allows for discounts taken that are greater than the available discount.

2. Discount Applied

Use this processing option to specify whether to allow the discount taken to be greater than the amount applied. Valid values are:

- Blank Do not allow the discount to be greater than the amount applied
- 1 Allow the discount to be greater than the amount applied

3. Grace Period Days

Use this processing option to specify the number of grace period days to be used with the discount due date. This option is used only when calculating the default discount taken. You can also enter the discount manually.

Match Priority Tab

1. Invoice Match

Use this processing option to specify the sequence of search methods that the system uses to select invoices on the Remittance Entry form. Four search methods are available:

- Invoice Number
- Sales Order Number
- Customer Reference
- Statement Number

Valid values are blank, 1, 2, 3, and 4. If you leave a search method field blank, the system excludes that search method and uses the other methods you specify. If you leave all four fields blank, the system searches using all methods in the order listed above.

Sales Order Match

Use this processing option to specify the sequence of search methods that the system uses to select invoices on the Remittance Entry form. Four search methods are available:

- Invoice Number
- Sales Order Number
- Customer Reference
- Statement Number

Valid values are blank, 1, 2, 3, and 4. If you leave a search method field blank, the system excludes that search method and uses the other methods you specify. If you leave all four fields blank, the system searches using all methods in the order listed above.

Customer Reference Match

Use this processing option to specify the sequence of search methods that the system uses to select invoices on the Remittance Entry form. Four search methods are available:

- Invoice Number
- Sales Order Number
- Customer Reference
- Statement Number

Valid values are blank, 1, 2, 3, and 4. If you leave a search method field blank, the system excludes that search method and uses the other methods you specify. If you leave all four fields blank, the system searches using all methods in the order listed above.

Statement Match

Use this processing option to specify the sequence of search methods that the system uses to select invoices on the Remittance Entry form. Four search methods are available:

- Invoice Number
- Sales Order Number
- Customer Reference
- Statement Number

Valid values are blank, 1, 2, 3, and 4. If you leave a search method field blank, the system excludes that search method and uses the other methods you specify. If you leave all four fields blank, the system searches using all methods in the order listed above.

Void/NSF Tab

1. Update Payment Instrument

Use this processing option to specify whether to update the invoice payment instrument with the value from the Payment Instrument for Invoice processing option during the void/NSF process. Valid values are:

Blank Do not update the payment instrument
1 Update the payment instrument

2. Payment Instrument for Invoice

Use this processing option to specify the invoice payment instrument when voiding or designating a draft as having non-sufficient funds (NSF). If the value of the Update Payment Instrument processing option is blank, the system ignores this processing option.

3. Payment Instrument for Draft

Use this processing option to specify the payment instrument of the draft created during the void/NSF process.

4. Draft Account

Use this processing option to specify the account of the draft (business unit.object.subsidiary) that was created during the void/NSF process. If you leave this processing option blank, the system uses the account of the RD5 automatic accounting instruction.

Creating Automatic Drafts

From the Draft Daily Operations menu (G03B161), choose Pre-Authorized Drafts.

Automatic drafts are also called pre-authorized drafts because they do not require customer acceptance for each draft. You and your customer agree in advance that the customer will pay with a draft. You do not print and send a draft to the customer, but instead remit (deposit) the draft to your bank for collection.

You create automatic drafts by running pre-authorized drafts. You select the invoices to pay with each draft by using data selection. You can run this batch process in either proof or final mode.

Proof mode

You can choose to print a detailed or summarized list of transactions:

- Detail – prints a list of each invoice to be paid by draft
- Summary – prints a summary of all invoices by customer, due date, and payment instrument to be paid by draft

Final mode

You can make the same selections as in proof mode. In final mode, the system:

- Creates drafts
- Sets the pay status of drafts to D (draft accepted)
- Generates a report

Whichever mode you choose, you can review the information and make necessary changes. You can use either Standard Invoice Entry or Speed Status Change to change the pay status.

The system processes drafts in the same way as receipts except that the system:

- Uses batch type DB (draft receipts)
- Validates the draft number against the draft number that the system created if you used Invoice Print with Draft Attachment or Statement Print with Draft Attachment
- Applies draft receipts to open customer invoices
- Enters the total draft amount in the Customer Ledger table (F03B11) as a new document with a document type of R1
- Sets the payment status of the draft to D (draft accepted)

When you create drafts, the system creates a journal entry to debit drafts receivable and credit an A/R trade account. After you create drafts, you approve and post journal entries to the general ledger.

This program updates and creates records in the Customer Ledger, Receipts Header (F03B13), and A/R Check Detail (F03B14) tables.

Abbreviated Column Heading

- PI indicates Payment Instrument.

Processing Options for Pre-Authorized Drafts

Mode

1. Enter a '1' to run the report in final mode. If left blank, the report will run in proof mode and no drafts will be created.
-

Summary/Detail

2. Enter a '1' to create summary (one draft per customer / due date). '2' to create Payor summary drafts (one draft per Payor / due date). If left blank, detail draft will be created (one draft per invoice / due date).
-

Pay Thru Date

3. Enter the Pay thru Date. If left blank, the system date will be used.
-

Pay Thru Date.

Draft Date

4. Enter the draft date. If left blank, the system date will be used.
-

Draft Date

Draft G/L

5. Enter the Draft G/L Date. If left blank, the system date will be used.
-

Draft G/L Date

Accounts Receivable

6. Enter the Draft Due date. If left blank, the invoice due date will be used.

Draft Due Date

Receivable

7. Enter the override Draft Receivable Account. If left blank, AAI's will be used - Draft Receivable Account (RDIx) where "x" = Pay Instrument.

Draft Receivable Account Number

Journal Entry

8. Select G/L Entry Method: ' ' = Create Summary Total J.E.'s. '1' = Create Detail J.E.'s (create one J.E. for each deposit item).

Draft Amount

9. Enter the minimum amount required to create the draft.

Minimum Draft Amount

Negative

10. Enter a '1' to allow creation of draft with a negative amount.

Statement

11. Enter a '1' to use the statement number on the invoice record for the draft number, leave blank to use the Next Number for the draft number.

Open Amount

12. Enter a '1' to create the draft record in the invoice file without an open amount. Default of blank will create the draft record with open amount.

Credit Card

13. Enter a '1' to do credit card processing. If left blank regular draft processing will be performed

Credit Card Processing

14. Enter Prepayment Origination Flag

Prepayment Origination Flag

Revising Drafts

After you enter drafts, you can revise and review them. Before you post the journal entries to the general ledger, you can also change them. You typically review drafts to:

- Review draft information based on specific criteria
- Verify information for a particular customer
- Revise draft information, such as the due date, payment instrument, or customer bank account

The following guidelines apply when you revise draft information:

- You cannot add invoices to a draft unless an unapplied amount exists.
- You cannot change:
 - Payor
 - Currency
 - Company
 - Draft number
 - Draft date
 - Batch number
- You can change the Draft Due Date field only when it is in the acceptance and remittance stages.
- You can change the Draft Amount field only when the draft is in the acceptance stage and the unposted stage.
- You can change the G/L Date field only at the draft acceptance stage when it is unposted. If you select a posted draft from Work With Drafts, the system displays this field as blank. You must enter a new G/L date for additional tasks, such as applying payments to invoices.

- You can change the following fields at draft acceptance, regardless of whether the draft is posted:
 - Payment Instrument
 - Customer Bank Account Number
 - Bank Transit
 - Bank Name
 - Draft Due Date

► To revise drafts

From the Draft Daily Operations menu (G03B161), choose Draft Inquiry.

1. On Work with Drafts, locate drafts. You can complete the following fields, and click Find to limit your search:
 - From
 - Through
2. Choose the draft you want to review and click Select.
3. On Draft Entry, change any of the following fields and click OK.
 - Draft Due Date
 - Draft Amount
 - Payment Instrument
 - G/L Date
 - Customer Bank Acct No
 - Bank Transit
 - Bank Name

Field	Explanation
Draft Due Date	The date that the item was debited or credited to the bank account.
Draft Amount	The actual amount of the receipt or payment.
Payment Instrument	The user defined code (00/PY) that specifies how payments are made by the customer. For example: C Check D Draft T Electronic funds transfer

Field	Explanation
G/L Date	A date that identifies the financial period to which the transaction will be posted. The company constants table for general accounting specifies the date range for each financial period. You can have up to 14 periods. Generally, period 14 is for audit adjustments.
Customer Bank Acct No	The bank account number for a company, customer, or supplier.
Bank Transit	The routing and transit number for a particular bank account. The combination of account number and transit number must be unique.
Bank Name	A name or remark that describes an element in the J.D. Edwards systems.

See Also

- *Reviewing Invoice Information* for other methods of locating drafts

Returning a Draft to Prior Status

If you remit or collect a draft in error, you can return the draft to its prior status rather than completely processing the draft and then voiding it. You can select multiple drafts for this purpose. The system reverses any changes that were made to the drafts when each was moved to its current status.

You cannot return a draft from the acceptance status to a prior status, or return a draft that is voided or designated as having insufficient funds (NSF) to a prior status.

In the processing options for Draft Entry (P03B602), you can specify whether to prohibit users from using this feature.

When you return a draft from remittance status to acceptance status, the system:

- Issues a warning that the remittance paper or tape batch might have already been sent to the bank for processing.
- Removes the draft from the remittance register if the draft is included in the remittance register.
- Updates the Customer Ledger (F03B11) table with a document type of R1 with the prior pay status.
- Updates the Receipts Header (F03B13) table with the prior draft status and batch.

- Updates the A/R Check Detail (F03B14) table. The system reverses the posted or deletes the unposted D type records that correspond to the current draft status.
- Deletes the Draft Remittance Workfile (F03B672) record if the draft is currently remitted by tape format, and marks the Text Processor Header (F007101) record with a status of 3.

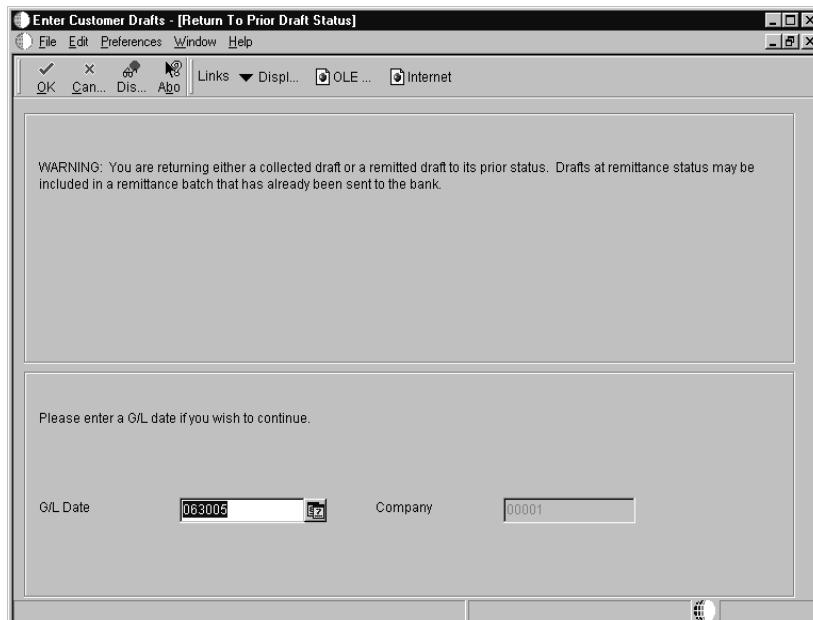
► To return a draft to prior status

From the Draft Daily Operations menu (G03B161), choose Enter Customer Drafts.

1. On Work With Drafts, follow the steps to locate drafts.

See *Locating Receipts*.

2. Choose the draft you want to return.
3. From the Row menu, choose Prior Status.



4. On Return to Prior Draft Status, complete the following field:

- G/L Date

Voiding Drafts

If you enter a draft in error, you can void or delete the draft. You can use the void feature at any stage of draft processing. When you need to delete a draft, you can do so only before you post the journal entries for it. Otherwise, you must use the void feature. Also, you can not delete a draft at the remittance or collection stages; you must first post the draft, and then void it.

Before You Begin

- Ensure that you have set up the Void/NSF AAI (RD5) for voiding and designating drafts as NSF.

See Also

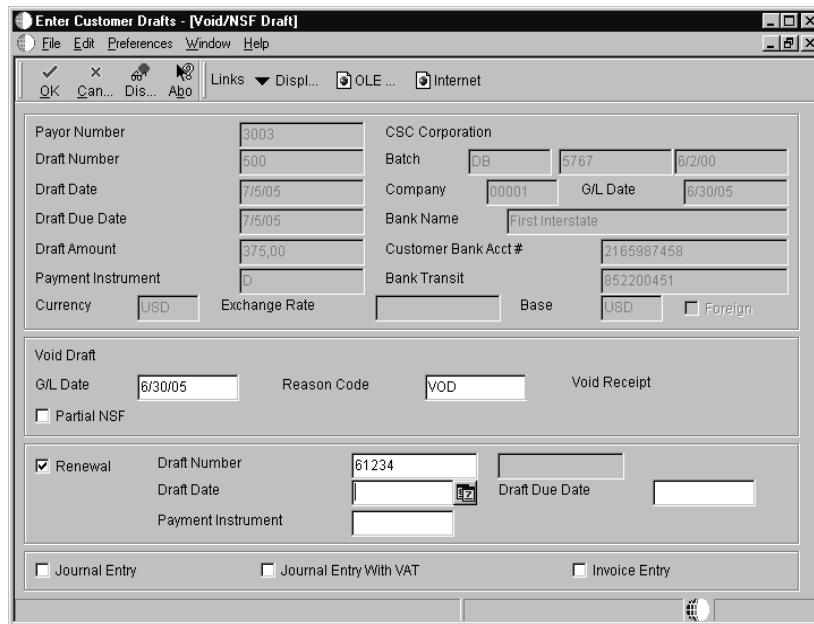
- *Entering Invoice Match Receipts*

► **To void drafts**

From the Draft Daily Operations menu (G03B161), choose Enter Customer Drafts.

1. On Work With Drafts, follow the steps to locate drafts.

See *Locating Receipts*.
2. Choose the draft you want to void.
3. From the Row menu, choose Void/Delete or NSF.
4. Click OK on the Confirm Delete message box.



5. On Void/NSF Draft, complete the following fields:

- G/L Date
- Reason Code

6. To specify renewal information, complete the following fields:

- Renewal
- Draft Number
- Draft Date
- Draft Due Date
- Payment Instrument
- Exchange Rate

7. To create additional journal entries for bank fees, click the following option:

- Journal Entry

8. To create additional journal entries with VAT (value added tax), click the following option:

- Journal Entry With VAT

Depending on the journal entry option that you select, the appropriate journal entry form appears when you click OK. You can create journal entries for bank fees or any applicable taxes. You must do this manually.

9. To create invoices for charging bank fees, click the following option:

- Invoice Entry

If you click the Invoice Entry option, the Standard Invoice Entry form appears when you click OK.

10. Click OK.

If you specified draft renewal, the Draft Entry form displays the new draft that was created. On Draft Entry, you can change invoice information as necessary.

If you do not specify draft renewal, the Draft Entry form does not appear.

Field	Explanation
Reason Code	A code which represents an explanation as to why an invoice or receipt was voided.
Draft Number	This field is the check number as entered by the user in cash receipts.
Draft Date	For manual payments, the payment date and the G/L date are the same. The system uses the Payment-G/L Date to retrieve the correct exchange rate from the Exchange Rates table (F0015).

Working with NSF Drafts

When you receive a partial payment or no payment from a customer, you can designate the draft as having non-sufficient funds (NSF). The remaining partial or full amount can be collected at a later time.

The system writes the records for NSF drafts to the following tables:

- A/R Check Detail (F03B14)
- Customer Ledger (F03B11)

Working with NSF drafts consists of:

- Entering a full NSF draft
- Entering a partial NSF draft
- Creating a renewal draft

Entering a Full NSF Draft

A full NSF draft is one you collected for no amount. You can use the NSF feature at any stage of draft processing to reopen the existing invoices and process the draft. If you anticipate that the customer will pay the NSF amount, use the partial NSF feature to create new records for this purpose.

You can renew the draft. Using draft renewal, you can create a new draft to pay the same invoices. For example, if you might need to charge back amounts, such as bank fees. Otherwise, this process will reopen these invoices. If applicable taxes exist, you can manually create journal entries using the current Journal Entry program.

See Also

- *Entering a Partial NSF Draft*
- *Creating a Renewal Draft*

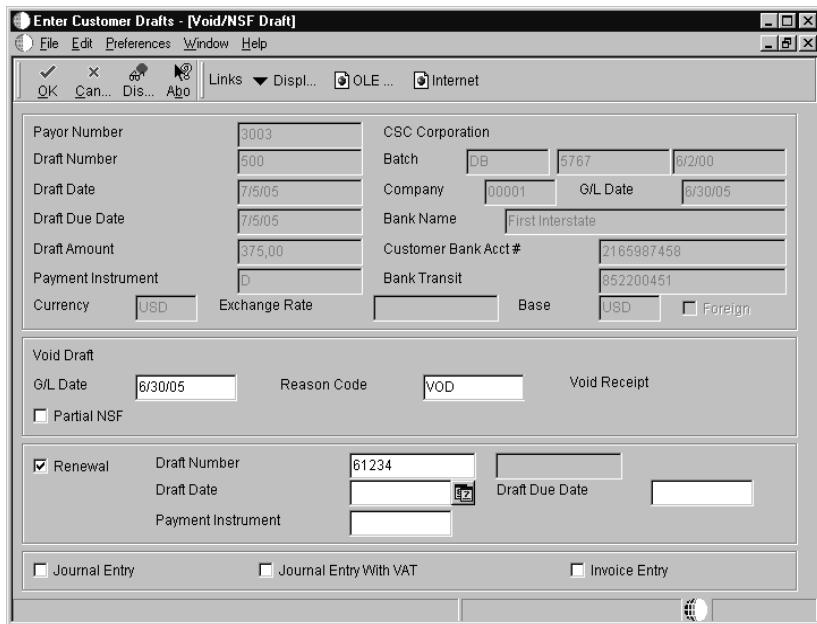
► To enter a full NSF draft

From the Draft Daily Operations menu (G03B161), choose Enter Customer Drafts.

1. On Work With Drafts, follow the steps to locate drafts.

See *Locating Receipts*.

2. Choose the draft that you want to designate as NSF.
3. From the Row menu, choose NSF.
4. Click OK on the Confirm Delete message box.



5. On Void/NSF Draft, complete the following fields:
 - G/L Date
 - Reason Code
6. To specify renewal information, complete the following fields:
 - Renewal
 - Draft Number
 - Draft Date
 - Draft Due Date
 - Payment Instrument
 - Exchange Rate
7. To create additional journal entries for bank fees, click the following option:
 - Journal Entry
8. To create additional journal entries with VAT (value added tax), click the following option:
 - Journal Entry With VAT

Depending on the journal entry option that you select, the appropriate journal entry form appears when you click OK. You can create journal entries for bank fees or any applicable taxes. You must do this manually.

9. To create invoices for charging bank fees, click the following option:

- Invoice Entry

If you click the Invoice Entry option, the Standard Invoice Entry form appears when you click OK.

10. Click OK.

If you specified draft renewal, the Draft Entry form displays the new draft that was created. On Draft Entry, you can change invoice information as necessary.

If you do not specify draft renewal, the Draft Entry form does not appear.

Entering a Partial NSF Draft

Rather than reopening invoices paid by a draft that has non-sufficient funds (NSF), you can enter a partial NSF draft for the insufficient or full amount. You can enter a partial NSF draft between remittance and collection stages or after the collection stage of draft processing, but not during the acceptance stage. For example, you might learn that the customer has insufficient funds for a payment after you have remitted the draft to the bank or after you have moved the draft to collection status.

Invoices paid by partial NSF drafts are not reopened. The draft gross amount remains unchanged and the draft unapplied amount is lowered by the NSF amount. If the draft unapplied amount is less than the NSF amount, the system creates a chargeback for the difference.

You can create a renewal draft when you anticipate a future payment for the amount of the NSF draft. The gross amount of the renewal draft will equal the amount of the NSF draft.

When you create a partial NSF draft using the NSF Draft fields, the system:

- Creates a partial NSF detail record in the A/R Check Detail table (F03B14) with a type input code of 30
- Might create a partial-NSF standalone chargeback record in the A/R Check Detail table with a type input code of 36
- Might create a partial NSF standalone chargeback record in the Customer Ledger table (F03B11) with a document type of NP
- Creates a renewal draft in the Receipts Header (F03B13), A/R Check Detail (F03B14), and Customer Ledger (F03B11) tables when you specify a renewal draft
- Applies the renewal draft to the chargeback, where appropriate.
- Records a void reason code of PNS and a G/L date to the original draft in the Receipts Header table (F03B13)

The system includes partial NSF drafts in the regular NSF calculation when you run the A/R Statistical History Refresh program (R03B16). Standalone chargebacks for partial NSF drafts are not included in the A/R Statistical History Refresh.

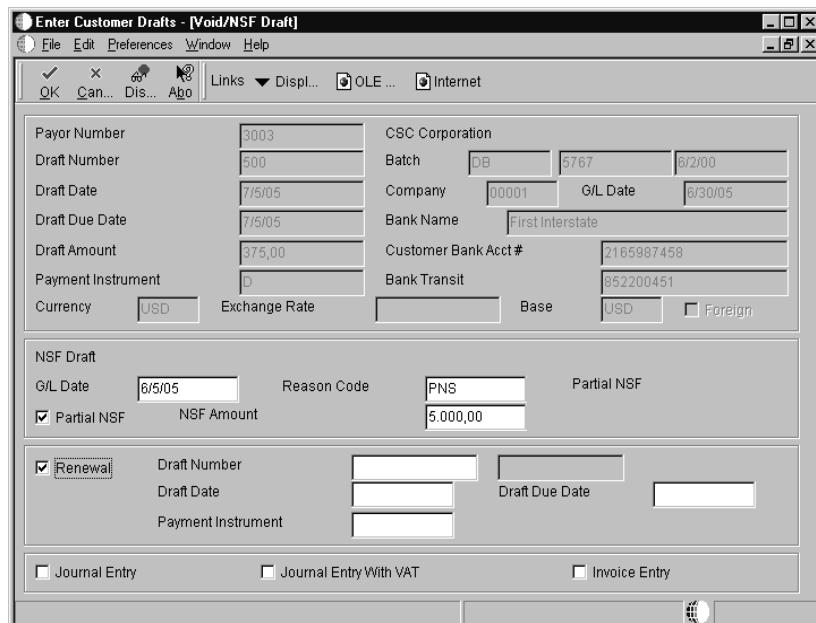
See Also

- *Creating a Renewal Draft*

► To enter a partial NSF draft

From the Draft Daily Operations menu (G03B161), choose Enter Customer Drafts.

1. On Work With Drafts, follow the steps to locate drafts.
2. Choose the draft that you want to designate as having insufficient funds.
3. From the Row menu, choose Void/Delete or NSF.
4. Click OK on the Confirm Delete message box.



5. On Void/NSF Draft, complete the following fields:
 - G/L Date
 - Reason Code
6. To specify that the insufficient amount is to be charged back to the customer, activate the following option:
 - Partial NSF

7. Complete the following field:

- NSF Draft (NSF Amount)

You can enter the partial or full amount in the NSF Amount field. When using a foreign currency, this field is displayed as Foreign NSF Amount.

If you specified draft renewal, the Draft Entry form displays the new draft that was created. On Draft Entry, you can change invoice information as necessary.

If you do not specify draft renewal, the Draft Entry form does not appear.

Field	Explanation
NSF Draft	<p>In A/P, this is the actual amount of the payment. In A/R, this is the actual amount of the receipt. This amount must balance to the total amount applied to the open pay items or invoice.</p> <p>..... <i>Form-specific information</i></p> <p>If you activate the Partial NSF option, the system displays the NSF Amount field. When you complete this field, the system creates a partial NSF document type NP for the insufficient amount in the Customer Ledger table (F03B11). If do not activate the Partial NSF option, the system re-opens the invoices paid by this draft for the full amount applied to the draft.</p>

See Also

- *Creating a Renewal Draft*

Creating a Renewal Draft

When you work with drafts having non-sufficient funds (NSF drafts), you can specify that the draft should be renewed. When renewing drafts, the system creates a new draft for the insufficient amount. The system applies this new draft to the reopened invoices or to the chargeback, depending on how the Partial NSF option is set on the Void/NSF form for the record.

► To create a renewal draft

From the Draft Daily Operations menu (G03B161), choose Enter Customer Drafts.

1. On Work With Drafts, follow the steps to void or enter NSF drafts.

2. On Void/NSF Draft, to specify renewal information, complete the following fields:
 - Renewal
 - Draft Number
 - Draft Date
 - Draft Due Date
 - Payment Instrument
 - Exchange Rate
3. To create additional journal entries for bank fees, click the following option:
 - Journal Entry
4. To create additional journal entries with VAT (value added tax), click the following option:
 - Journal Entry With VAT

Depending on the journal entry option that you select, the appropriate journal entry form appears when you click OK. You can create journal entries for bank fees or any applicable taxes. You must do this manually.

5. To create invoices for charging bank fees, click the following option:
 - Invoice Entry

If you click the Invoice Entry option, the Standard Invoice Entry form appears when you click OK.

6. Click OK.

The Draft Entry form displays the new draft that was created. On Draft Entry, you can change invoice information as necessary.

Working with Draft Remittance

You remit (deposit) the draft to your bank so that it can collect the funds from your customer's bank. In certain countries, draft remittance is an optional step in the draft process.

Working with draft remittance consists of:

- Creating bank registers for A/R drafts
- Reviewing and revising bank registers for A/R drafts
- Remitting drafts
- Understanding contingent liability

You can remit the draft either electronically or on paper in the form of a bank register. Generally, you must have complete bank account information for your customer in order to use an electronic format. When you do not have complete bank account information for your customer, you can print a bank register to send to your bank.

You can manually create a bank register to use when remitting drafts. Alternatively, you can choose to have the system select the drafts to remit. When you select the drafts to remit, the system groups drafts that have the same due date and payment instrument into a single statement in the register.

You can arrange to collect funds from the draft in one of the following ways:

- Wait until the funds become available on the due date specified by the draft.
- Request an advance from your bank before the due date of the draft. This is called discounting the draft. Typically, banks charge a fee when they advance funds for a draft before its due date. You must account for this fee separately during draft collection.

Creating Bank Registers for A/R Drafts

You can manually create a bank register to use when remitting drafts. This is an optional step in the draft process.

When you create a bank register, you select the drafts to include in the register. Bank registers should include only drafts that you will remit electronically or in the form of a printed register. They can include either regular drafts or discounted drafts, but only one transaction currency for the entire register.

You can have only one register per bank account. If a bank register exists, you can add drafts to it or remove drafts from it. You must completely process one register before you create another.

When you create a bank register, the system:

- Changes the pay status of selected drafts from D (draft accepted) to # (selected for payment).
- Changes the pay status of removed drafts from # (selected for payment) to D (draft accepted).
- Updates the G/L bank account of selected drafts.
- Creates a bank register (batch) containing the drafts you selected. The register number is the batch number concatenated with a five-digit number.

This program updates information in the A/R Check Detail table (F03B14).

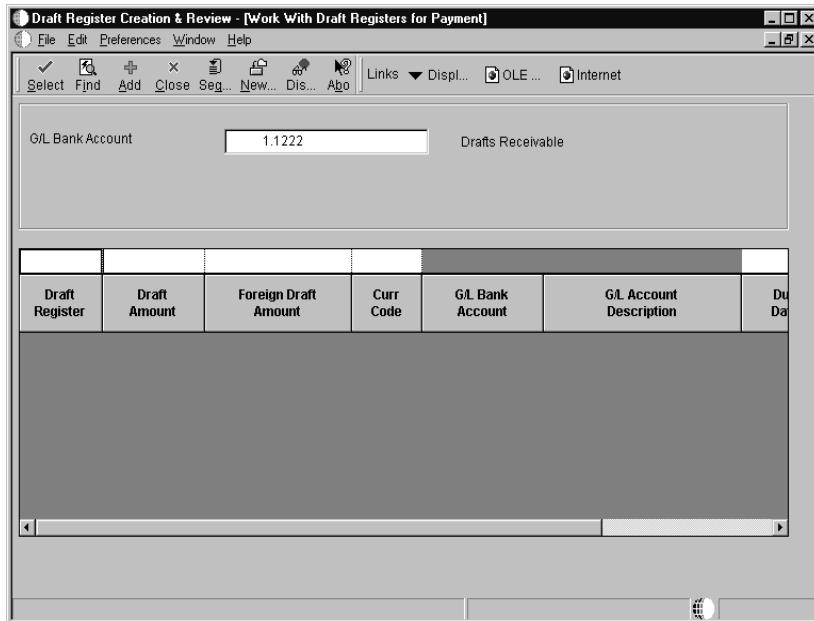
Example: Bank Register

The following example shows how the system groups drafts on the basis of payment instrument and due date.

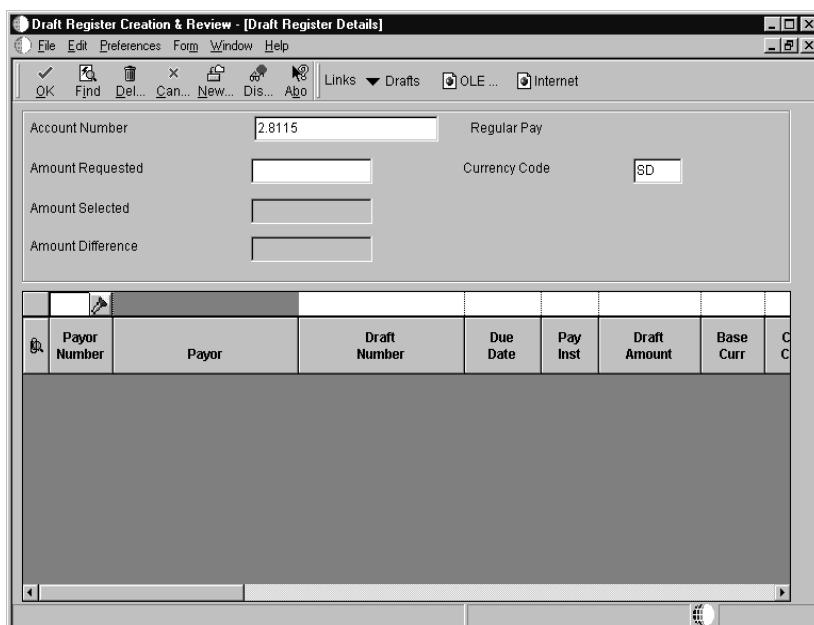
Draft Due Date	Draft Payment Instrument	Draft Amount	Due Date	Payment Instrument	Register Amount
07/01/05	0	300.00	07/01/05	0	500.00
07/01/05	0	200.00			
07/01/05	2	300.00	07/01/05	2	300.00
08/15/05	2	100.00	08/15/05	2	350.00
08/15/05	2	250.00			

► To create bank registers for A/R drafts

From the Draft Remittance and Collection menu (G03B162), choose Draft Register Creation and Review.



1. On Work With Draft Registers for Payment, to determine whether a bank register exists, complete the following field and click Find:
 - G/L Bank Account
2. Click Add to create a new bank register.



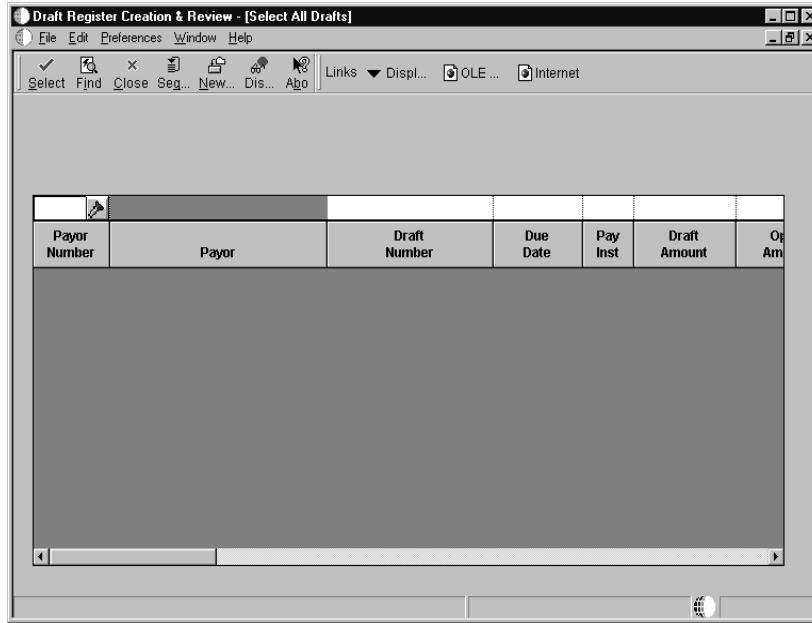
3. On Draft Register Details, complete the following fields:

- Account Number
- Currency Code

4. Complete the following optional field:

- Amount Requested

5. From the Form menu, choose Drafts.



6. On Select All Drafts, choose the individual drafts that you want to pay from this account, and click Select.

7. On Draft Register Details, click OK.

Field	Explanation
Account Number	A field that identifies an account in the general ledger. You can use one of the following formats for account numbers: <ul style="list-style-type: none">• Standard account number (business unit, object subsidiary or flexible format)• Third G/L number (maximum of 25 digits)• 8-digit short account ID number• Speed code The first character of the account indicates the format of the account number. You define the account format in the General Accounting Constants program.

Field	Explanation
Amount Requested	The gross amount of an invoice or voucher pay item, including tax. The total amount for a voucher or invoice is the accumulation of the open pay items. The accounting distributions must balance to the gross amount less recoverable VAT.

Reviewing and Revising Bank Registers for A/R Drafts

You can use Draft Register Creation and Review to change registers for a specific bank account and date range.

Because you can have only one register per bank account, locating a bank account shows its register. Draft Register Creation and Review shows information for active registers. That is, you can review information only for registers you have created but not yet remitted to your bank.

This program displays and updates information in the Receipts Header table (F03B13).

► To review and revise A/R draft bank registers

From the Draft Remittance and Collection menu (G03B162), choose Draft Register Creation and Review.

1. On Work With Draft Registers for Payment, complete the following field and click Find:
 - G/L Bank Account
2. Review the information in the following fields:
 - Draft Amount
 - Due Date
3. Choose the draft register and click Select.
4. On Draft Register Details, review the information in the following fields:
 - Payor
 - Payment Instrument
 - Company
 - Bank Transit
 - Cust Bank Acct #
5. To add a draft to the register, choose Drafts from the Form menu and follow the steps for creating a bank register.

See *Creating Bank Registers for A/R Drafts*.

6. To delete a draft from the register, highlight the draft you want to delete and click Delete.

Remitting Drafts

From the Draft Remittance and Collection menu (G03B162), choose Draft Remittance.

You remit (deposit) drafts to your bank so that it can collect the funds from your customer's bank. You can remit drafts either electronically or on paper in the form of a bank register. Generally, you must have complete bank account information for your customer in order to use an electronic format. When you do not have complete bank account information for your customer, you can print a bank register to send to your bank.

The electronic remittance format for OneWorld creates Text File Processor batches that contain the remittance information. The system stores the batches in the following tables:

- Text Processor Header (F007101)
- Text Processor Detail (F00711)

The Text File Processor assigns the batch number from Next Numbers 00/07. See *Setting Up Next Numbers* for more information.

You can run this batch process in either proof or final mode.

Proof mode

In proof mode, the system:

- Selects accepted draft, that is, drafts that have been accepted but not yet submitted to your bank for collection
- Verifies the G/L date against the company G/L period
- Prints reports

Final mode

In final mode, the system works in the same way as proof mode except that it also:

- Changes the payment status of the draft to G (draft deposited not due)
- Creates journal entries to debit drafts remitted and credit drafts receivable when posted
- If you select an electronic version, creates a tape table that you can copy to tape or diskette and send to your bank

J.D. Edwards recommends that you run this process in proof mode before running it in final mode. This allows you to review and correct errors prior to updating records. If the system finds errors when running the report in final mode, it prints an error message on the report and does not create journal entries.

After you remit drafts, you approve and post journal entries to the general ledger. The system creates a journal entry to credit drafts receivable and debit drafts remitted.

This program updates and creates information in the Customer Ledger (F03B11), Receipts Header (F03B13), and A/R Check Detail (F03B14) tables. The electronic versions of this program write information to the Magnetic Draft Remittance table (F03672). This table indexes records by user ID, program ID, version ID, and payment ID.

See Also

- *Electronic Formats and the Euro* in the *Euro Implementation Guide* for information about country-specific formats that handle draft remittance in the euro

Processing Options for Draft Remittance

Proof/Final

1. Enter a '1' to run in Final Mode.
This will update the draft to
remitted status. Default of blank
would print the report only
-

As Of Date

2. Enter "As Of" date to process. All
drafts due on or before this date
will be processed. If left blank,
the current system date will be
used.
-

Bank

3. Enter a blank to indicate the
process is without a Register, '1'
to indicate the process is with
Register.
-

Accounts Receivable

4. Enter the G/L Bank Account that the drafts will be remitted to. Note: If an account is entered here then the processing option 3 should indicate that it is without register.
-

G/L Remittance

5. Specify which G/L Account from AAI's to use for Drafts: Remitted "blank" = Cashed (RD2x) '1' = Discounted (RD3x) '2' = Contingent (RD4x)
 6. Enter an override Drafts Remitted Account number. The AAI's will be ignored if an account is entered here.
 7. Enter an account number to override RD4 AAI's Account Number. If left blank a RD4 AAI's will be used.
-

G/L Date

8. Enter the G/L Date for the Journal Entries created. If left blank, the system date will be used.
-

Maximum

9. Enter the Maximum Amount of the accumulated drafts.
-

Minimum

10. Enter the Minimum Amount for the Remittance Process.
-

Paper/Tape

11. Enter the Program and Version to do the Paper Or Tape Remittance.
-

Custom Report

12. Enter a Program ID and Version ID to submit a custom remittance report

Program ID
Version ID

What You Should Know About Processing Options

Custom Report (12)

The program for which you specify program ID and version ID is a client-specific, custom program.

Data Selection for Draft Remittance

You can change the data selection for Payment Instrument. The DEMO versions of this report are set to select drafts using G/L Bank Account. You can add other selection criteria. For example, you can select drafts on the basis of the payment instrument.

If you encounter errors when running Draft Remittance, do the following:

- Verify that you selected the correct version.
- Verify that the G/L date you entered for processing option is correct
- Verify that the data selection includes the draft that you are attempting to include
- If you used Draft Selection for Bank Payment to create a register manually, verify that the “as of” date you entered in the processing options is the same as or later than the latest draft due date in the register

Understanding Contingent Liability

You can request an advance from your bank before the due date of the draft. This is called discounting a draft. When a draft is discounted, some countries require businesses to recognize a contingent liability until the maturity date of the draft, as follows:

- Before the due date of the draft, recognize the draft as cash and offset the amount as a contingent liability.
- On the due date of the draft, close the contingent liability by processing the collection.

You create journal entries for contingent liability when you remit a draft. When you collect the draft, the system reverses these journal entries.

To create journal entries for contingent liability, use the G/L Remittance processing options for Draft Remittance. When you use one of these processing options to specify a G/L account for contingent liability, the system creates two sets of journal entries:

- Debit drafts remitted and credit drafts receivable. This is the journal entry required by all remittances.
- Debit the G/L bank account and credit drafts contingent liability. This is the additional journal entry required for contingent liability.

When your bank collects the draft, the system recognizes the existence of the contingent liability and clears the contingent liability account.

Working with Draft Collection

From the Draft Remittance and Collection menu (G03B162), choose Draft Collection with Status Update.

Your bank collects the funds for the draft from the customer's bank on the due date of the draft. Your bank informs you if it cannot collect the funds. On or after the due date, both you and your customer recognize the transfer of cash. You update the status of the draft in your records to show that it has been collected.

Some companies prefer to close the draft on the draft due date, while others wait until the payment appears on their bank statement. Depending on your company policy, do one of the following:

- Run Status Update with Journal Entries on the draft due dates to create journal entries.
- Run Status Update without Journal Entries on the draft due dates using a pay status code of something other than P (paid). After you verify that payments have been collected, run Status Update with Journal Entries.

Additionally, your bank might assess fees for draft collection. Typical fees include charges for incomplete bank information, discounted drafts, and commissions. In addition, the tax regulations in certain countries might require that VAT be assessed on these fees. You account for all fees by creating a separate journal entry on Journal Entry With VAT Tax.

You can run this batch process in either proof or final mode.

Proof mode

In proof mode, the system:

- Selects drafts with a remitted to bank status, that is, drafts that have been remitted but not yet collected.
- Prints a report that shows the drafts to be updated. It shows all drafts that have a payment status of G (draft deposited not due) with a due date that you specify in a processing option.

Final mode

In final mode, the system works in the same way as proof mode except that it changes the pay status of drafts to P (paid) or to another value that you choose.

After you collect drafts, you approve and post journal entries to the general ledger. You must run the program using this option in order to close your drafts. The system creates a journal entry to debit a cash account and credit drafts remitted.

If the draft was created with a contingent liability, the system clears that account.

This process updates records in the Customer Ledger, Receipts Register, and Receipts Application Detail tables, and creates records in the Receipts Application Detail table.

Processing Options for Draft Collection with Status Update

Proof / Final

1. Enter a '1' to run in the Final Mode. Default of blank will print the report only.
-

As Of Date

2. Enter the "As of" date to process.
All drafts due on or before this date
will be processed. If left blank,
the current system date will be used.
-

G/L Date

3. Enter the G/L date for the Journal Entries. If left blank, the system date will be used.
-

4. Enter a '1' to calculate the G/L Date by adding the Float Days for the bank account to the Net Due Date. Leave blank to use the option above to calculate GL Date

5. Enter a "1", if you want to calculate G/L Date entering Float days and to select drafts by pay instruments. If you use this option, all of the option above will be ignored.

6. Enter number of float days to add the the Drafts Due Date to calculate G/L Date. If you select option above, you must enter number of float days.

7. Enter payment instrument type to select drafts by Pay Instruments. If option '5' is selected, you must enter a valid Pay Instruments Type.

Payment Instrument

Pay Status

8. Enter the Pay Status to update the draft records. If left blank, the pay status will be updated with 'P' (Paid).

Pay Status Code

9. Enter a '1' to update the pay status of the draft in the Journal Ledger File without closing the Drafts. A blank would close the Draft.

Exchange Rate

10. Enter the currency exchange rate to be used. This rate is between the currency being processed and the currency of the bank account. If left blank, the rate will be derived from the exchange rate information.

Exchange Rate Override

Data Selection for Draft Collection with Status Update

Typically, you select drafts for collection on the basis of payment instrument.

See Also

- *Entering Journal Entries with VAT* in the *General Accounting Guide*

Approving and Posting A/R Drafts

The system creates journal entries for the following draft operations:

Draft acceptance	Debits the drafts receivable account and credits an A/R trade account
Draft remittance	Debits drafts remitted and credits drafts receivable
Draft collection	Debits a cash account and credits drafts remitted

You can post these journal entries after each operation, at any time during the draft cycle, or at the end of the draft cycle.

Approving and posting A/R drafts consist of:

- Reviewing and approving journal entries for A/R drafts
- Reviewing and revising draft batches
- Posting journal entries for A/R drafts

Reviewing and Approving Journal Entries for A/R Drafts

From the Draft Daily Operations menu (G03B161), choose Draft Journal Review.

You review journal entries to verify that they debit and credit the correct G/L accounts. After you review journal entries, you might need to approve them prior to posting. This depends on whether your company requires management approval before posting a batch.

All J.D. Edwards journal review programs work the same way. Draft Journal Review displays only records with a batch type of DB (drafts).

See Also

- *Reviewing Invoices*
- *Approving Invoice Batches*

Reviewing and Revising Draft Batches

After entering drafts and before posting them to the general ledger, you can verify their accuracy and review or revise entries, such as the A/R trade account for an accepted draft. You can:

- Revise draft batches
- Review G/L information for drafts
- Review draft detail information

All J.D. Edwards journal review programs work the same way. The Work with Batches form displays a batch type of DB (drafts).

Draft batches information is maintained in the following tables:

- Batch Control (F0011)
- Customer Ledger (F03B11)
- Receipts Header (F03B13)
- A/R Check Detail (F03B14)
- Account Ledger (F0911)

► To revise draft batches

From the Draft Daily Operations menu (G03B161), choose Draft Journal Review.

1. On Draft Journal Review, locate the draft batch and click Select.
2. On Work with Drafts Journal Review, to revise the draft, choose the draft and then choose Revise from the Row menu.
3. On Draft Entry, revise draft information as needed.

► To review G/L information for drafts

From the Draft Daily Operations menu (G03B161), choose Draft Journal Review.

1. On Work with Drafts Journal Review, to revise draft information, choose Revise from the Row menu.
2. On Work with Drafts Journal Review, to review G/L information, choose G/L Review from the Row menu.

► **To review draft detail information**

From the Draft Daily Operations menu (G03B161), choose Draft Journal Review.

1. On Draft Journal Review, locate the draft batch and click Select.
2. On Work with Drafts Journal Review, select a draft and choose Detail from the Row menu.

Posting Journal Entries for A/R Drafts

From the Draft Daily Operations menu (G03B161), choose Post Drafts to G/L

After you review and approve journal entries, you must post them to the general ledger. The posting process debits and credits G/L accounts.

All J.D. Edwards post programs work the same way. The Post program for A/R drafts has the processing option for batch selection set to DB (draft receipts). You should not change this.

See Also

- *Posting Invoices*

Automatic Debits

You can automatically debit (withdraw funds from) a customer's bank account by updating a table that you send to your bank that collects payment from your customer via electronic funds transfer (EFT).

The automatic debit process records the receipt at the time the table is updated. You run a program to format the table according to your bank's specifications, and then send it to the bank by copying it to a medium (such as a tape, diskette, or CD) or sending it electronically. Your bank collects payment from your customer and then notifies you that the transaction is complete.

Automatic debits work well in situations in which you invoice predefined amounts every month. You can also use automatic debits with invoice amounts that vary with each billing period.

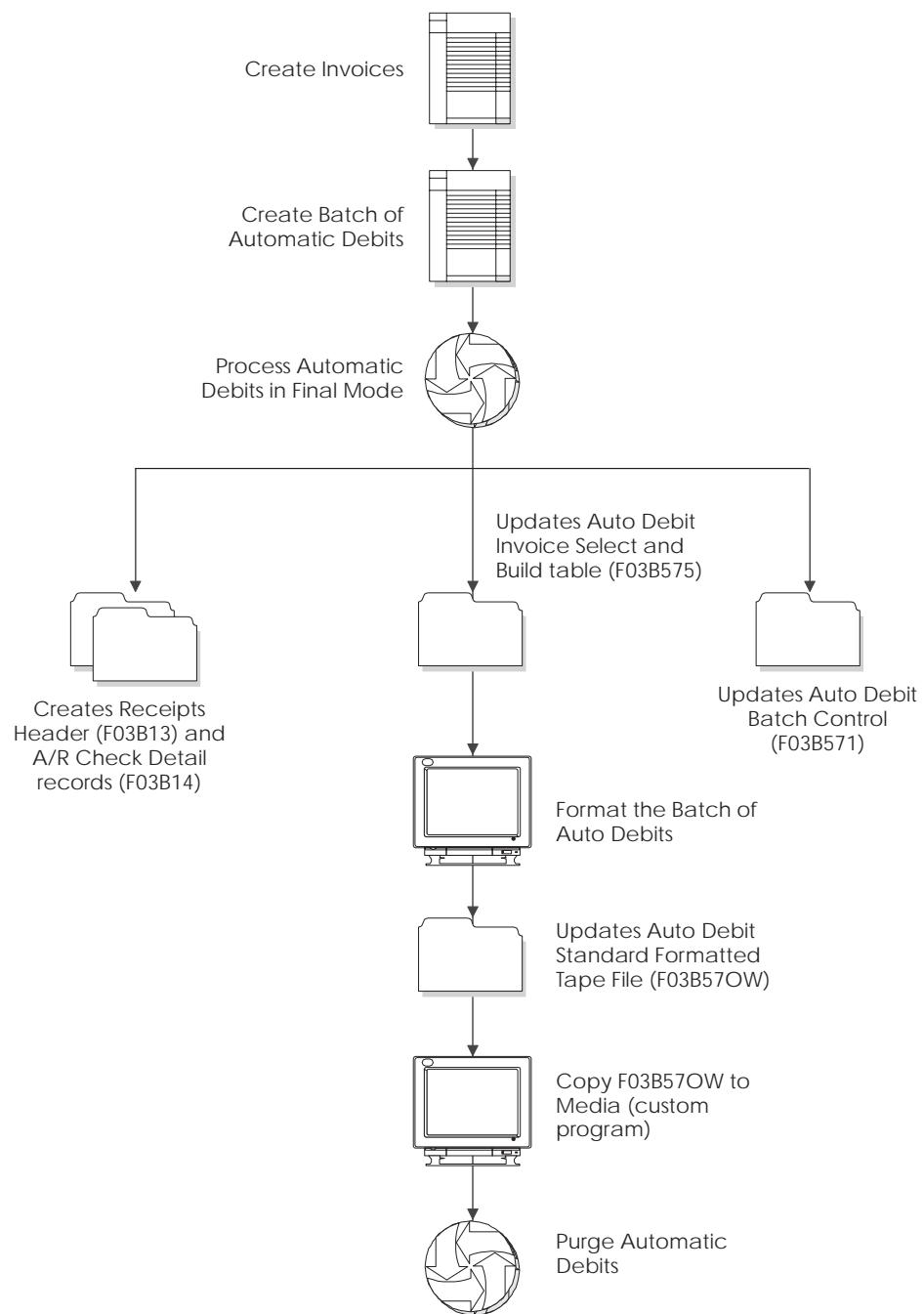
Automatic debits consists of:

- Working with automatic debits

The following graphic illustrates the information flow when you are using automatic debits:



Automatic Debits Information Flow



Working with Automatic Debits

You use the automatic debit process to record the withdrawal of funds from a customer's bank account. When you use the automatic debit process, you:

- Identify those customers who have agreed to the automatic debit process
- Select the customers' invoices to be paid
- Build and update worktables that are sent to the bank
- Update customers' invoices as paid
- Format automatic debit information to meet country-specific bank requirements
- Copy automatic debit information to a medium to send to your bank, or transfer automatic debit information electronically
- Purge automatic debit batches

The automatic debit process updates the following tables:

- Automatic Debit Batch Control table (F03B571)
- Auto Debit Invoice Select and Build table (F03B575)
- Auto Debit Standard Formatted Tape File (F03B57OW)

Working with automatic debits includes the following tasks:

- Creating a batch of automatic debits
- Processing a batch of automatic debits in final mode
- Formatting a batch of automatic debits
- Purging a batch of automatic debits

Before You Begin

- On Customer Master Revisions, enter A (Automatic Debits, Accounts Receivable only) in the Payment Instrument field and choose the Auto Receipt option. Option A is not hard coded, and you can use other values. See *Creating Customer Records*.

- On Set Up Bank Accounts by Address, verify that you have a G/L bank account for automatic debits set up for your customers. See *Setting Up Bank Account Addresses*.
- On Set Up G/L Bank Account, verify that a Next Auto Debit Number is specified for the bank account to which the automatic debits will be credited. See *Setting Up G/L Bank Account Information*.
- On A/R Constants, choose the Auto Receipt option. See *Setting Up A/R Constants*.
- Create a custom program to copy processed and formatted automatic debit batches to the medium that your bank accepts, or to transmit them electronically.

See Also

- *Electronic Formats and the Euro* in the *Euro Implementation Guide* for information about country-specific formats that manage automatic debits in the euro

Creating a Batch of Automatic Debits

To create a batch of automatic debits, you use processing options and data selection to specify which invoices you want to include in the batch for final processing. When you run the Create Auto Debit Batch program (R03B571), the system:

- Validates the selection of invoices that are to be automatically debited to customers.
- Generates a record in the batch control table (F03B571) to identify the automatic debit batch. This record appears on the Work with Auto Debit Batches form.
- Generates records in the Auto Debit Invoice Selection and Build table (F03B575) that includes all of the invoices that match your data selection criteria.
- Prints two reports, regardless of whether you run the process in proof or final mode:
 - R03B571 (Create Automatic Debit Batch) prints an exception report of any errors that occur in the selection of invoices for the automatic debit batch. If the system does not detect an error, the message “Records Processed - No Exceptions” is printed.
 - R03B575 (Process Automatic Debits) prints the invoices that constitute the automatic debit batch.

You can create unlimited automatic debit batches. The system stores the automatic debit information in the appropriate tables until you purge them.

You can automatically format automatic debit information to meet country-specific bank requirements. To do this, specify the bank file format program in the Bank File processing option. Alternatively, you can manually format a batch of automatic debits after you process the batch by entering the program on the Revise Auto Debit Controls form.

Note: If you create automatic debits in final mode, the system automatically launches program R03B575 (Process Automatic Debits), version ZJDE0001 after it runs the version that you selected for R03B571.

Related Information

Deleting an automatic debit batch

If at any time during the automatic debit process you discover an error in a batch, you can delete the batch and create a new batch in the Automatic Debit worktable. For example, you would need to create a new batch in the worktable if you make a change to customer, invoice, or bank account information. These changes *do not* automatically update existing batches of automatic debit information in the worktable.

When you delete an automatic debit batch, the system deletes or voids any receipt records and journal entries that were created for the batch and reopens the invoices associated with the batch. The invoices are then eligible to be included in a new automatic debit batch.

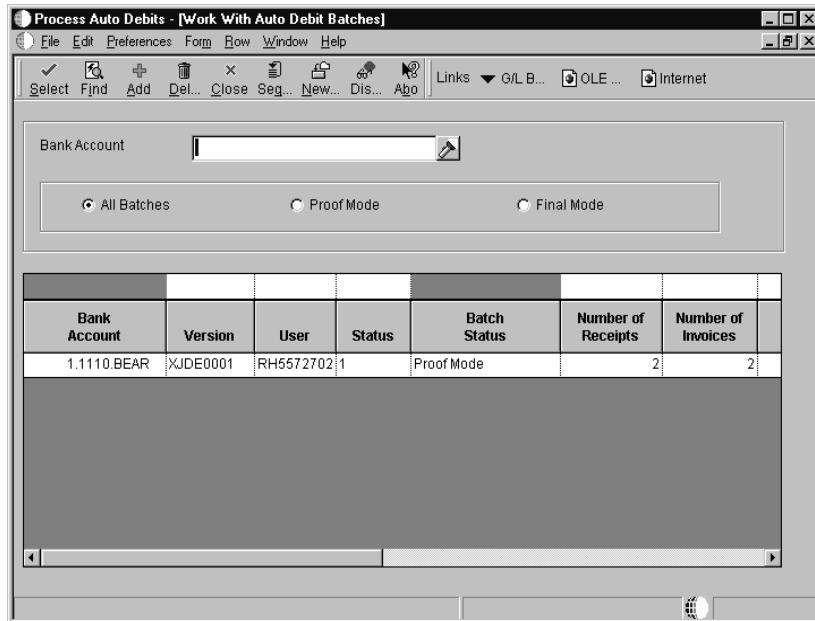
Multicurrency invoices

Using automatic debits, you can pay invoices in the domestic or foreign currency. The system processes automatic debits in the foreign currency specified on the invoice. On Work with Auto Debit Batches, the Currency Code, Gross Amount, Discount taken, and Net Amount fields reflect the amounts written to the Automatic Debit Batch Control table (F03B571). Multicurrency information is printed on the Create Automatic Debit Batch report (R03B571).

One automatic debit batch can contain only one currency. If the currency code of the invoice that you select is not specified in the data selection, you can use the currency code of the first invoice to select the data.

► To create a batch of automatic debits

From the Automatic Debiting menu (G03B131), choose Process Auto Debits.



1. On Work With Auto Debit Batches, click Add.
2. On Work with Batch Versions, create a new version or run an existing version of the Create Automatic Debit Batch program.

Processing Options for Create Automatic Debit Batch

Processing

1. Enter a '1' to run the Auto Debit Selection in Final Mode. If left blank, only a proof report will be produced.

Final Processing Mode

2. Enter the "As Of" Date to process. All invoices will be processed that have a Comparison Date on or before the As Of date. If left blank, the system date will default.

As Of Date

3. Enter the type of date to compare against the As Of Date. (blank = Net Due Date; 'D' = Discount Due Date; 'I' = Invoice Date; 'G' = GL Date; 'S' = Statement Date)

Type of Comparison Date

4. Enter a '1' to process auto debits in the invoice's transaction currency. If left blank the auto debits will be processed in the domestic currency.

Auto debits Process Mode

Bank Account

4. Enter the override G/L Bank Account to be used for ALL processed invoices. If left blank, the bank account will be retrieved using the AAIs setup for that company.

GL Bank Account

Discounts

5. Enter a '1' if ALL discounts are to be processed. If left blank, the Cutoff Date will be used to validate the available discount.

Process All Discounts

6. Enter the Cutoff Date for applying discounts. Discounts will not be taken if the Discount Due Date is prior to this date.

Discount Cutoff Date

GL Defaults

7. Enter a G/L Date. If left blank, the system date will be used.

G/L Date

8. Select G/L Entries Method (blank equals Create Summary Total Journal Entries; '1' equals Create Detail Journal Entries which will create one journal entry per deposit item.)

Create Detail Journal Entries

Amount Limits

9. Enter the MINIMUM amount that can be selected for payment via Automatic Debits. Amounts under this will not be selected.

Enter Minimum Amount

Accounts Receivable

10. Enter the MAXIMUM amount that can be selected for payment via Automatic Debits. Amounts over this will not be selected.

Enter Maximum Amount _____

Bank File

11. Enter the name of the program to format the bank file.

Bank Format Program _____

12. Enter the name of the version to format the bank file.

Bank Format Version _____

BACS

13. Enter a '1' if BACS Processing is to be used for this Auto Debits batch. If left blank, BACS Processing will NOT be performed for this batch.

BACS Processing _____

14. Enter the BACS Processing Date.

BACS Processing Date _____

15. Enter the number of BACS days to be added to the BACS Processing Date in order to calculate the expiration date.

Number of BACS Days _____

16. Enter the Workday Calendar name.

Workday Calendar _____

What You Should Know About Processing Options

Program names for the bank file (11) Use the following formats for the Bank File processing option:

- R03B575AD – Austrian format
- R03B575DD – German format
- R03B575DH – Dutch format
- R03B575FD – French format
- R03B575GB – United Kingdom format
- R03B575SD – Swiss format

Data Selection

You must specify data selection values to ensure that the Automatic Debiting program selects the invoices that you want for the automatic debit batch. At a minimum, you must specify a payment instrument to identify the invoices that are eligible for payment by the automatic debit process.

Processing a Batch of Automatic Debits in Final Mode

After you create a batch of automatic debits, you can process the batch in final mode. To do this, select your batch from the Work with Auto Debit Batches form.

When you process a batch of automatic debits in final mode, the program:

- Runs version ZJDE0001 of program R03B575 (Process Automatic Debits)
- Creates a Batch Control Record (F0011) with a batch type RB
- Creates Receipts Header (F03B13) and A/R Check Detail (F03B14) records that you must post to the Account Ledger table (F0911)
- Assigns a payment number using Next Numbers for automatic debits
- Changes the invoice pay status to P (paid)
- Updates the Status field in the Auto Debit Batch Control table (F03B571) from 1 to 2 (1 = proof mode, 2 = final mode)
- Prints two reports:
 - R03B571 (Create Automatic Debit Batch) prints an exception report of any errors that occur in the selection of invoices for the automatic debit batch. If the system does not detect an error, the message, "Records Processed - No Exceptions," is printed.
 - R03B575 (Process Automatic Debits) prints the invoices that constitute the automatic debit batch.

► **To process a batch of automatic debits in final mode**

From the Automatic Debiting menu (G03B131), choose Process Auto Debits.

1. On Work with Auto Debit Batches, to locate a batch of automatic debits, complete any of the following fields:
 - Bank Account
 - User

2. To display batches by mode, click one of the following options:
 - All Batches
 - Proof Mode
 - Final Mode
3. Click Find to display the batches that meet your criteria.
4. Choose the batch that you want to work with.
5. From the Row menu, choose Final Mode.

After you process automatic debits, you can review the resulting receipt batches on Auto Debits Journal Review. Then, post the entries to the general ledger. See *Approving Receipts for Posting*.

Formatting a Batch of Automatic Debits

You create records in the Auto Debit Standard Formatted Tape worktable (F03B57OW) to meet country-specific requirements of the bank. To do this, specify the bank file format program on the Revise Auto Debit Controls form. The following bank file format programs are currently available:

- R03B575AD – Austrian format
- R03B575DD – German format
- R03B575DH – Dutch format
- R03B575FD – French format
- R03B575GB – United Kingdom format
- R03B575SD – Swiss format

Note: The Austrian, German, and Swiss format programs call an additional bank cover sheet program (R03B575AD1, R03B575DD1, and R03B575SD1, respectively) automatically.

If a program is not available for your country-specific requirements, you must create a custom program for your bank's specifications.

You can format automatic debit information for the bank in one of the following ways:

- Enter the format program number (such as R03B575DD) into the processing option of the Process Auto Debits program (R03B571) prior to running it in final mode
- Enter the program number on the Revise Auto Debit Controls form, and then running it manually by choosing Format Bank File from the Row menu.

When you complete this process, the system changes the value of the Status field of the Auto Debit Batch Control table (F03B571) from 2 to 3.

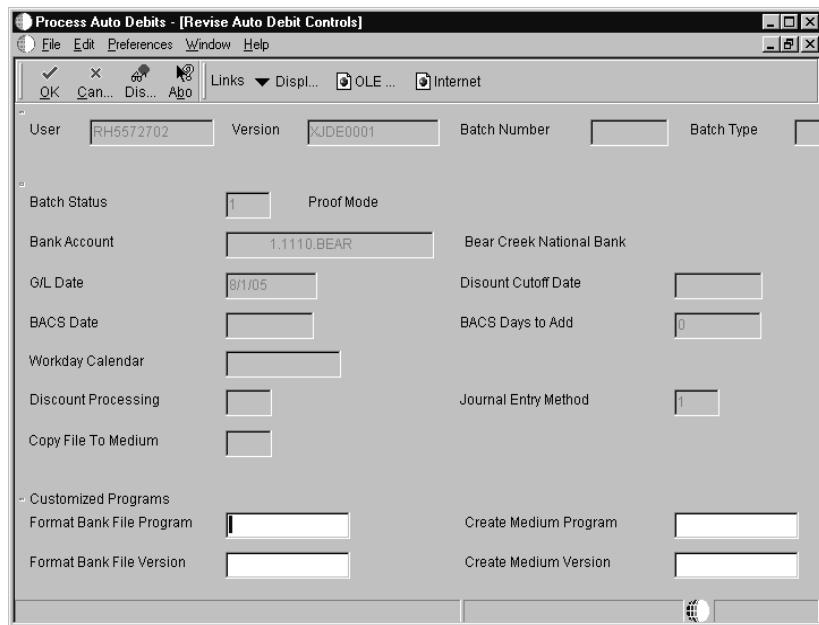
If you are using a custom program, ensure that it updates the Status field in the F03B571 table. J.D. Edwards recommends that you use one of the supplied programs as a template if you are creating a custom program for this purpose.

After you format the automatic debit batch and have records in the Auto Debit Standard Formatted Tape File (F03B57OW), you must copy the records to a medium to send to your bank, or transfer them to the bank electronically. If enabled, the Copy to Diskette option on the Row menu launches the program R0457D (Copy Bank File to Diskette), which can be used to copy to any medium. The program allows you to specify the table to which you are copying transactions.

► To format a batch of automatic debits

From the Automatic Debiting menu (G03B131), choose Process Auto Debits.

1. On Work with Auto Debit Batches, locate a batch of automatic debits.
2. Choose the batch that you want to work with and click Select.



3. On Revise Auto Debit Controls, verify that the selections are correct for the following fields:
 - Format Bank File Program
 - Format Bank File Version
 - Create Medium Program
 - Create Medium Version

You can change the values in these fields, if necessary.

4. Click OK.
5. On Work with Auto Debit Batches, choose Format Bank File from the Row menu.

Field	Explanation
Format Bank File Program	<p>The name of an executable program.</p> <p>For OneWorld: This name is the system name of a form that is associated with an application. To determine the system name of a form, open the form and choose About OneWorld from the Help menu.</p> <p>..... <i>Form-specific information</i></p> <p>The program name of the country-specific bank file format. For example, use R03B575DD for the German format.</p>
Format Bank File Version	<p>A sequence number that identifies versions of a menu selection. For example, where multiple versions of a report menu selection are set up, this sequence number identifies each of those versions.</p> <p>..... <i>Form-specific information</i></p> <p>The version for the country specific-bank file format program you specify in the Format Bank File Program field.</p>
Create Medium Program	<p>The program that performs an existence check for a specified Address Book number.</p> <p>..... <i>Form-specific information</i></p> <p>The program used to copy data from the Auto Debit Standard Formatted Tape File (F03B57OW) to the appropriate medium. This is a client-specific, custom program.</p>

Field	Explanation
Create Medium Version	You are allowed to set up multiple versions of certain menu selections (e.g.- reports). This sequence number identifies each of those versions. <i>Form-specific information</i>
	The version for the client-specific, custom program used in the Create Medium Program field.

Purging a Batch of Automatic Debits

Purge automatic debit batches only after you have successfully completed the automatic debit process. This step is optional. When you purge a batch of automatic debits, the system clears the records for that batch from the following tables:

- Auto Debit Batch Control (F03B571).
- Auto Debit Invoice Select and Build (F03B575)
- Auto Debit Standard Formatted Tape File (F03B57OW)

You also have the option to purge the Auto Debit Control table (F03B571) only.

You should purge automatic debit batches only when the Status field in the F03B571 table is a 4; otherwise, a dialogue box will appear for you to confirm the purge. When the purge is complete, the system changes the Status field to 5.

Caution: After you purge automatic debit information, you cannot recover the information, and no audit trail exists.

► To purge a batch of automatic debits

From the Automatic Debiting menu (G03B131), choose Process Auto Debits.

1. On Work with Auto Debit Batches, to locate a batch of automatic debits, complete any of the following fields:
 - Bank Account
 - User
2. To display batches by mode, click one of the following options:
 - All Batches
 - Proof Mode
 - Final Mode
3. Click Find to display the batches that meet your criteria.

4. Choose the batch.
5. From the Row menu, choose Purge.
6. Click OK to purge all tables, or enter 1 in the field provided to purge the Auto Debit Control table only (F03B571) and then click OK.

Deduction Processing

When you receive payment from customers, a customer might reduce the amount of a payment for unknown reasons, or for reasons that might be associated with a specific invoice or a group of invoices, such as damaged goods. The amount by which a customer's payment is reduced is known as a deduction. The flexibility of the Accounts Receivable system enables you to process deductions and provide statistical information for internal and customer analysis.

Whether you generate the deduction at the time of receipt entry, or from Customer Ledger Inquiry, the functionality of deduction processing remains the same.

Deduction processing consists of:

- Setting up activity codes for deductions
- Working with deductions

What Are Some Common Reasons for Deductions?

Deductions are usually taken by customers as compensation or for the lack of products or services. Some common reasons that a customer might take a deduction are:

- Damaged or defective merchandise
- Shortages in a shipment
- Promotional allowances
- Disputed amounts
- Billing errors

How Do You Resolve Issues Related to Deductions?

The process of resolving a deduction can be very intensive. First, you must research the deduction for validity. Then, you must determine which action to take to record the disposition in the Accounts Receivable system. For example, you might decide that the customer's reason for a deduction is invalid. Therefore, you create a chargeback to re-invoice the customer for the deduction amount.



When entering a receipt, you might not be able to immediately resolve the deduction. However, you want to record the cash received and apply the customer's payment to the appropriate invoices without committing to a disposition for the deduction. Later, you can resolve the issue related to the deduction as a separate task.

Researching an issue related to a deduction might consist of:

- Reviewing the invoice for billing errors, shipment errors, and so on
- Requesting information from the customer for further clarification
- Contacting internal departments, such as the sales or credit departments, for additional information about the customer's account

During your research, you can record the activities that are administered against a deduction. To do this, you use the Deductions Activity Entry form to document the result of each activity. This provides an audit trail that shows how you processed the deduction.

What Happens to the Open Amounts Associated with Deductions?

While you research the issue related to a deduction, the open amount associated with it is not available for receipt application. In fact, when a deduction is taken against a specific invoice, you close out that invoice and the system creates a new invoice (R5 document) as a placeholder record for the deduction amount. Deductions are included in the customer's open balance and left open until they are resolved.

What Actions Can You Take to Resolve Deductions?

After you research the issue relating to a deduction, you determine which action to take to resolve the deduction. Some examples of resolutions follow:

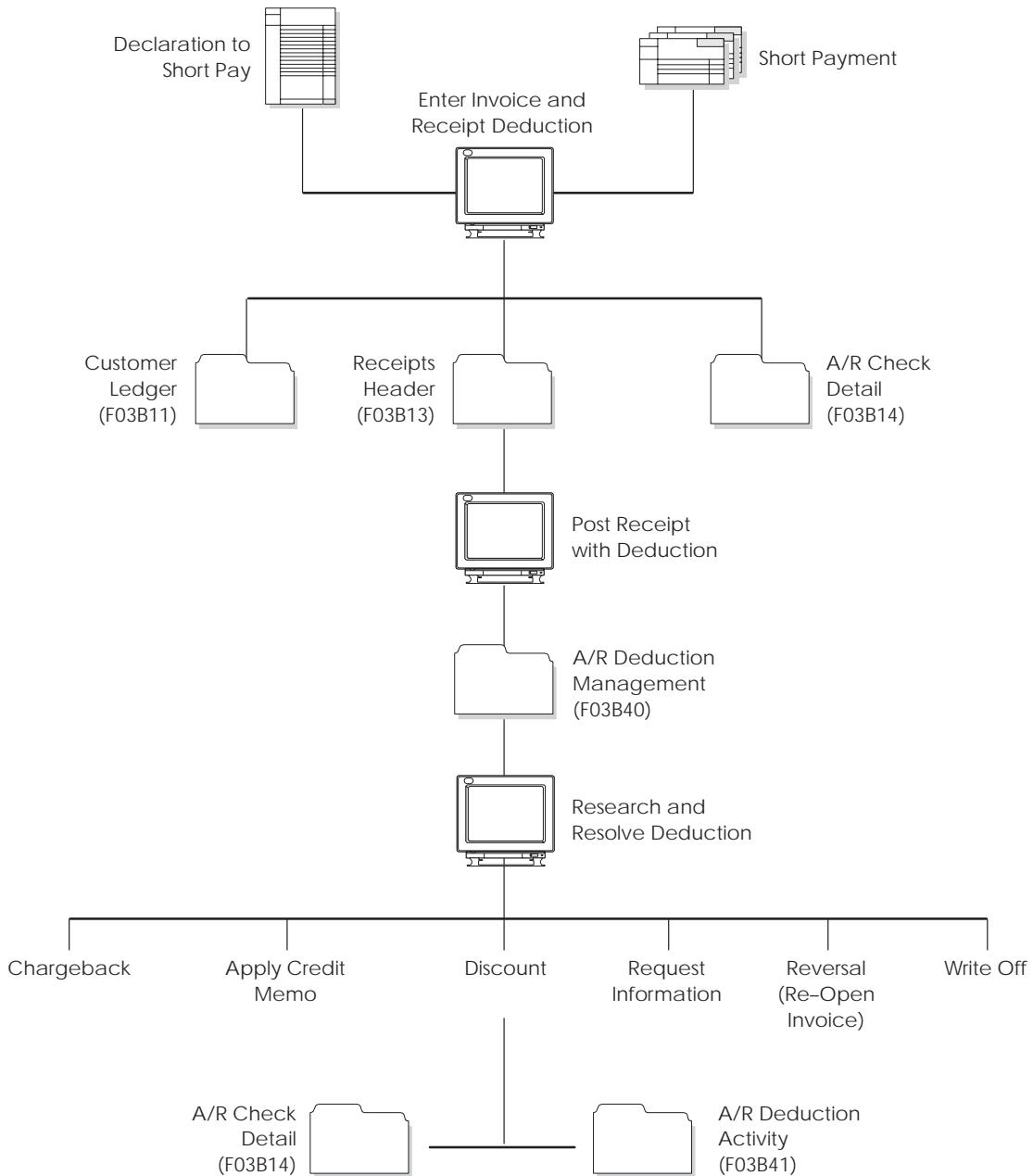
- Create a chargeback invoice for the customer for the deduction amount
- Write off the deduction amount
- Apply a credit memo to the deduction
- Treat the deduction as an unearned discount
- Reverse the deduction

After you resolve the deduction, the system creates an audit trail of information that allows you to see how your deductions manager handles customers who regularly take deductions off their invoices.

Who Processes Deductions?

Depending on your internal procedures, you can designate who has the authority to process deductions. For example, your credit and collections department might require a deductions manager to resolve issues related to deductions. You specify this information in the customer master record. The following graphic illustrates how the system processes deductions:

Deductions Processing



Setting Up Activity Codes for Deductions

Before researching and resolving a deduction, you can set up additional activity codes to indicate which type of activity the system uses to resolve the deduction.

The A/R system provides default activity codes. However, you might want to set up additional codes that meet the specific needs of your organization. For example, you can set up additional activity codes for write-offs to correspond with specific write-off reason codes.

You can use activity codes to:

- Provide an audit trail for research tasks
- Resolve the deduction

The system uses codes to assign an action to the deduction. Each action creates a record in the A/R Deduction Activity table (F03B41).

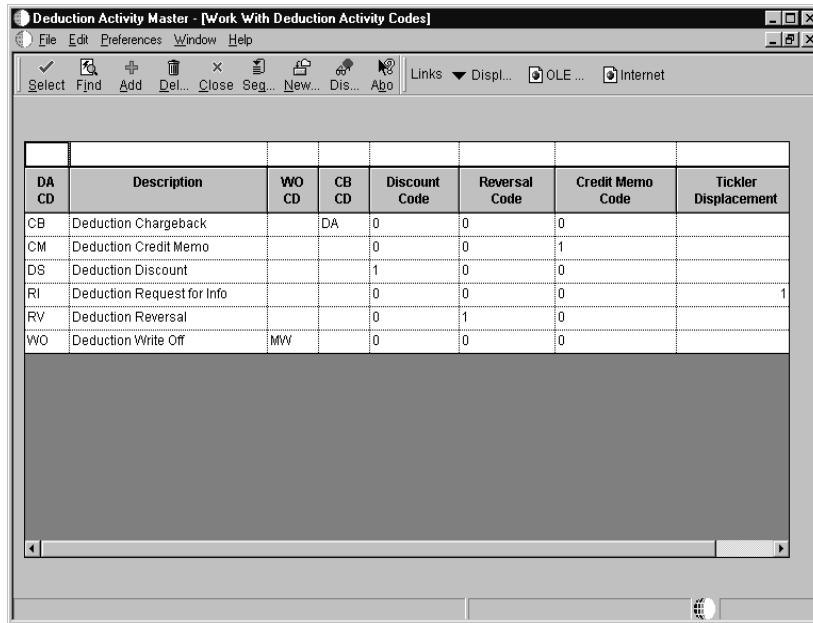
Note: You must post receipts before deduction records can be created.

Before You Begin

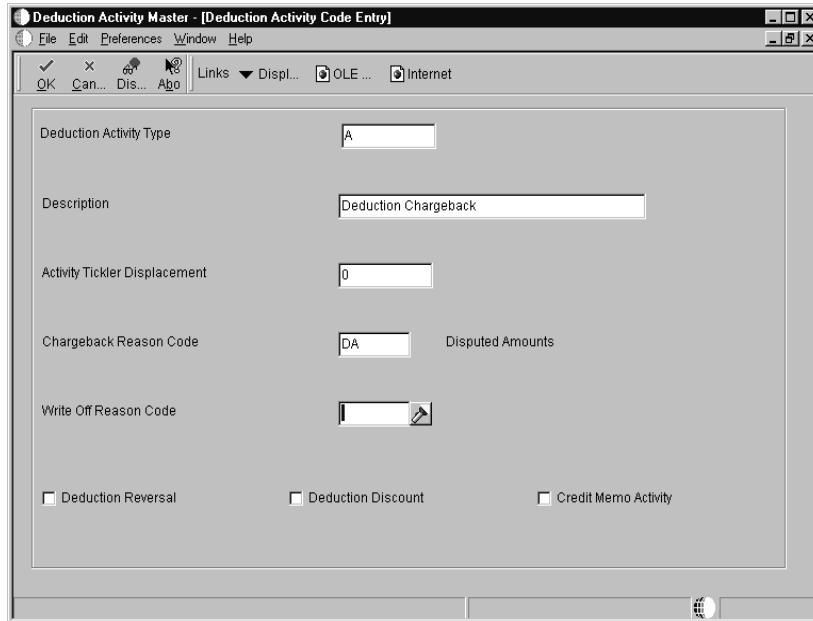
- Set up the deductions AAI (RN). See *Working with AAIs* for more information about setting up AAIs. Discount activities always use the accounting information associated with the AAI RKD for discounts taken.

► To set up activity codes for deductions

From the Credit and Collections Setup menu (G03B411), choose Deduction Activity Master.



1. On Work With Deduction Activity Codes, click Add.



2. On Deduction Activity Code Entry, complete the following field:

- Deduction Activity Type

3. Complete the following optional fields:

- Description
- Activity Tickler Displacement
- Chargeback Reason Code
- Write Off Reason Code

You can leave these options blank to indicate that you will resolve the deduction using the Request Additional Information activity. See *Researching and Resolving Deductions* for more information.

4. Choose one of the following options:

- Deduction Reversal
- Deduction Discount
- Credit Memo Activity

5. Click OK.

Field	Explanation
Deduction Activity Type	A code that classifies a group of activities.
Description	A user defined name or remark.
Activity Tickler Displacement	A field used to set the displacement in number of days for the tickler date. For example, if you want to specify a tickler date of 2 weeks, set the tickler displacement to 14.
Chargeback Reason Code	A code that identifies the reason for a chargeback applied to the invoice during receipt entry. Typical reason codes are: DA Disputed amounts DD Unearned (disallowed) discount amount You also define these codes in the Automatic Accounting Instructions so the system can make the adjusting entries in the general ledger.
Write Off Reason Code	A code that identifies the reason for a write-off applied to the invoice during receipts entry. Typical reason codes are: BD Bad debt DC Damaged goods MW Minor amount write-off TF Tax or freight dispute You also define these codes in the Automatic Accounting Instructions so the system can make the adjusting entries in the general ledger.

Accounts Receivable

Field	Explanation
Deduction Reversal	An option that instructs the system to reverse the deduction. Using this option re-opens the invoice for the amount of the activity.
Deduction Discount	An option that instructs the system to create an activity that will settle the deduction as a discount.
Credit Memo Activity	An option that indicates that a credit memo will be applied to the deduction.

Working with Deductions

When you receive payment from customers, a customer might reduce the amount of their payment for reasons that might be unknown or related to a specific invoice. For example, a customer might take a deduction for damaged merchandise, billing errors, or discount problems. Therefore, you must be able to research and process deductions so that you can resolve the issue with the customer and accurately account for the deduction in the Accounts Receivable system.

Working with deductions consists of:

- Entering deductions associated with invoices
- Entering deductions associated with receipts
- Researching and resolving deductions
- Applying a credit memo to a deduction
- Voiding activities and deductions

Whether you generate the deduction at the time of receipt entry or from the Customer Ledger Inquiry form, the functionality of deduction processing remains the same.

Depending on the type of deduction, you use one of the following methods to enter and access information about deductions:

Customer Ledger Inquiry	Use the Work with Customer Ledger form to enter deductions for disputed items that are not associated with a short payment from a customer. These types of deductions are associated with an invoice.
Receipts Entry	Use the Standard Receipts Entry form to enter deductions that are associated with customer receipts, such as a short payment. You can also use this method to create a stand-alone deduction, in which the deduction is not associated with a specific invoice. See <i>Creating Stand-Alone Deductions</i> in the section <i>Manual Receipts Processing</i> for information about stand-alone deduction entries.

Before You Begin

- Assign the Deductions Manager in the customer master record. See *Creating Customer Records*.
- Ensure that you have set up the Deductions AAI (RN). This is the offset account used for deductions.

Entering Deductions Associated with Invoices

If a customer notifies you before payment about a problem with an invoice, you can access the Customer Ledger Inquiry form to display the disputed item. Then, you can enter a deduction against the disputed item into the Deduction Management system. This informs your manager of the deduction to research and resolve the deduction at a later time.

When you enter a deduction associated with an invoice:

- The open amount of the invoice is reduced by the amount of the deduction, or the invoice is closed if the deduction equals the total amount. If the invoice is closed, the system assigns a pay status of P to it.
- The system creates a posted R5 document for the amount of the deduction and displays it on the Work with Customer Ledger Inquiry form. The R5 is a temporary placeholder that indicates that an open balance remains for the customer. It contains an audit trail to the original invoice.

- The system generates a zero-dollar deduction receipt in the Receipts Header table (F03B13). The system also creates a corresponding receipt detail record in the A/R Check Detail table (F03B14) with one detail line and the amount of the deduction (no payment amount). To update the A/R Deduction Management table (F03B40), you must post the unposted receipt records so that you can review and resolve the deductions at a later time.

► To enter a deduction associated with an invoice

From the Customer & Invoice Entry menu (G03B11), choose Customer Ledger Inquiry.

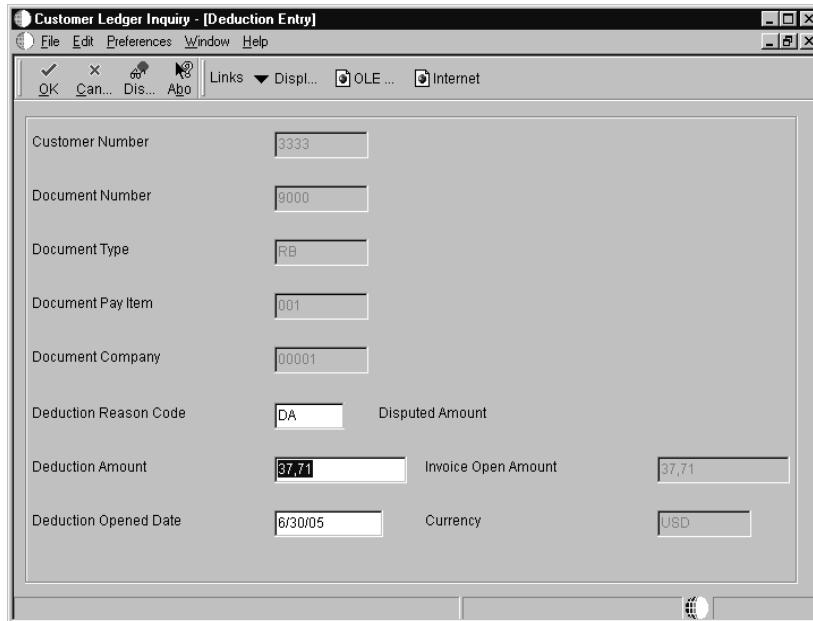
The screenshot shows the 'Customer Ledger Inquiry' application window. At the top, there's a menu bar with File, Edit, Preferences, Form, Bow, Report, Window, Help. Below the menu is a toolbar with icons for Select, Find, Add, Del..., Close, Seg..., New..., Dis..., Abo, Links, Custo..., OLE..., Internet. The main area has fields for Customer (3333, Continental Incorporated), Parent (3004, Pacific Company, The), and Batch Number (*). Below these are filters for Invoice No From (*), Thru (*), and status (All, Paid, Open). There are also date filters for Date From (6/15/05) and Thru (8/10/05), and options for Invoice Date, Due Date, G/L Date, and Statement Date. The 'As Of Date' field is empty. Below these are checkboxes for Recurring Invoice and Summarize. The bottom half of the window is a grid displaying invoice details:

	Document Number	Doc Type	Doc Co	Pay Item	Invoice Date	Gross Amount	Open Amount	Discount Available	Discount Taken
	9000	RB	00001	001	6/16/05	37,71	37,71		
	9001	RB	00001	001	6/16/05	,25	,25		
	1025	RI	00001	001	6/20/05	2.500,00	2.500,00	25,00	
	1026	RI	00001	001	6/27/05	5.500,00	5.500,00	55,00	
	1028	RI	00001	001	6/15/05	1.073,00	73,00		

- On Work With Customer Ledger Inquiry, locate the appropriate invoice.
- To display the open items for a customer, complete either of the following fields:
 - Customer Number
 - Parent Number
- To display a specific invoice or a range of invoices, by invoice date, or open items only, complete the following fields and options:
 - Invoice No From
 - Thru

Accounts Receivable

- Date From
 - Thru
 - Open
4. Click Find.
 5. Choose the appropriate invoice.
 6. From the Row menu, choose Deduction Entry.



7. On Deduction Entry, complete the following fields, and click OK:
 - Deduction Reason Code
 - Deduction Amount
 - Deduction Opened Date

After you enter the deduction, the system reduces the open amount of the invoice by the amount of the deduction and generates an unposted receipt record in the Receipts Header (F03B13) and A/R Check Detail (F03B14) tables.

You must post the receipt in order to generate records in the Deduction Management system for future processing. After you enter and post deductions associated with invoices, you can review the reason code assigned to the disputed invoice on the Work With Deductions form. To review the reason code, locate the disputed invoice on Work With Customer Ledger Inquiry and choose Work with Deduction from the Row menu.

Field	Explanation
Deduction Reason Code	A code that identifies the reason for a deduction that the system applies to the invoice during receipts entry. The deduction reason code is associated with the UDC table 03B/CR. Typical reason codes are: DG Damaged Goods SS Short Shipment UD Undefined Deduction
Deduction Amount	The amount of the deduction. This amount should be associated with a given invoice.
Deduction Opened Date	This is the date in which a deduction has been opened for tracking.

Entering Deductions Associated with Receipts

When a customer reduces the amount of their payment, you can enter the amount by which the customer's payment is reduced as a deduction. Many times, a customer does not include a reason for the reduction amount. In this case, you can apply the receipt accordingly and create a deduction in the Accounts Receivable system for the amount that the customer did not pay.

When you enter a deduction associated with a receipt, the system does the following:

- Applies the amount of the receipt and the deduction to the associated invoice, or the invoice is closed if the deduction equals the total amount. If the invoice is closed, the system assigns a pay status of P to it. This reduces the original invoice's open balance.
- Creates a posted R5 document in the Customer Ledger table (F03B11) for the amount of the deduction. The R5 is a temporary placeholder that indicates that an open balance remains for the customer, and it is displayed on the Work with Customer Ledger Inquiry form. This document contains an audit trail to the original invoice.
- Generates a deduction receipt in the Receipts Header table (F03B13). The system also creates a corresponding receipt detail record in the A/R Check Detail table (F03B14) with one detail line and the amount of the deduction. To update the A/R Deduction Management table (F03B40), you must post the unposted receipt records so that you can review and resolve the deductions at a later time.

► To enter deductions associated with receipts

From Manual Receipts Processing (G03B12), choose Standard Receipts Entry.

1. On Customer Receipts Inquiry, click Add.
2. On Receipts Entry, follow the steps to enter receipts with deductions.

See *Entering Receipts with Deductions (TI Code 17)*.

Researching and Resolving Deductions

After entering a deduction, you must research the reason for the deduction and resolve it accordingly. For example, the deduction manager might contact the customer to determine whether the reason for the deduction is valid or whether additional information is needed before assigning a disposition to it. If a deduction requires further research or action, you can enter a tickler date.

You can change the details related to deductions or to posted or unposted activities. When you make a change, the system logs it on Deductions Activity Entry.

After researching a deduction, you must determine which action to take to resolve the problem. To do so, you might use one of the following resolutions:

Write Off the Deduction

When you write off the deduction, the system closes the open amount of the R5 invoice deduction record and generates (in a new batch) an unposted receipt record in the A/R Check Detail table (F03B14). When you post, the system updates the balance of the write-off account specified by the RAxx AAI (where xx equals the write-off reason code). The system posts the offset to the account specified by the RN AAI. When you resolve a deduction with a write-off, the system does not use the tolerance limits established in the Receipts Entry processing options.

For the write-off reason code, the system considers the value in the G/L Offset field. When you complete the Deduction Activity Code field (DA CD) on the Deductions Activity Entry form, the system uses the value from the Write-off Reason Code field as the default value for the G/L Offset field. However, you can override the value in this field. To retrieve the AAI that the write-off activity uses, the system concatenates RA and the value in the G/L Offset field in the detail area. This value is stored in the A/R Check Detail table (F03B14).

The system stores the reason code for a chargeback or write-off in the Deductions Activity Master table (F03B42). Each deduction activity must have a deduction activity code assigned to it. Each deduction activity code can have its own chargeback or write-off reason code associated with it. Thus, all deduction activities with the same deduction activity code might have the same chargeback or write-off reason code.

Create a Chargeback

The system closes the open amount of the R5 invoice deduction record and generates a new RB invoice document. The system generates an unposted F03B14 receipt record in a new batch. When you post the chargeback, the system updates the appropriate A/R trade account specified by the RCxx AAI (where xx equals the value of the chargeback reason code) and the deduction trade account associated with the RN AAI.

When the deduction is a chargeback, the system considers the value in the G/L Offset field as a chargeback G/L offset value. When you complete the Deduction Activity Code field (DA CD) on the Deductions Activity Entry form, the system uses the value from the Chargeback Reason Code field as the default value for the G/L Offset field. However, you can override the value in this field. To retrieve the AAI that the chargeback activity uses, the system concatenates RC and the value for the chargeback G/L offset. This value from the G/L Offset field is stored in the A/R Check Detail table (F03B14).

The system stores the reason code for a chargeback or write-off in the Deductions Activity Master table (F03B42). Each deduction activity must have a deduction activity code assigned to it. Each deduction activity code can have its own chargeback or write-off reason code associated with it. Thus, all deduction activities with the same deduction activity code might have the same chargeback or write-off reason code.

Create an Unearned Discount

When you create an unearned discount, the system closes the open amount of the R5 invoice deduction record and generates an unposted F03B14 receipt record in a new batch. When you post the receipt, the system updates the account balance associated with the RKD AAI for the discount amount and the RN AAI for the deduction offset.

Apply a Credit Memo to the Deduction

If a credit memo exists for the customer, you can apply one or more credit memos to the deduction and reduce the amount of the credit memo by the total or partial amount of the deduction. The system generates F03B14 records, one for the amount of the deduction and one for the amount of the credit memo. When you post these records the system creates the proper accounting offset entries to the A/R trade and deduction offset accounts. See *Applying a Credit Memo to a Deduction*.

Request Additional Information

With this resolution method, you do not specify an amount when assigning the resolution activity code. The associated invoice remains closed and the system leaves the amount of the deduction open in the Deduction Management system so that you can resolve it after you receive the requested information.

Reverse the Deduction

When you deny a deduction, you reverse it. For example, this might occur when you take a deduction for 100.00 because the customer was not shipped 100.00 worth of goods, but the deduction manager has evidence that the entire amount of goods was shipped.

Reversing the deduction reopens the invoice for the amount of the activity. This amount can be the entire amount of the deduction or a partial amount. If the reversal is entered in error, void the activity. You cannot reverse a stand-alone deduction because there is no invoice associated with it. You must void it.

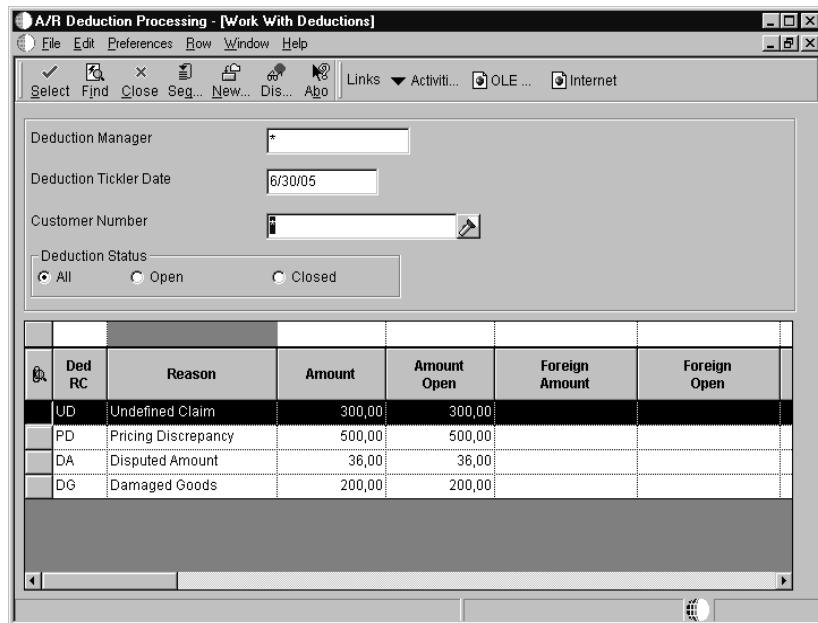
Void the Deduction

You void a deduction when you enter one in error. When you void a deduction, the system reopens the invoice and the full amount of the invoice must be paid.

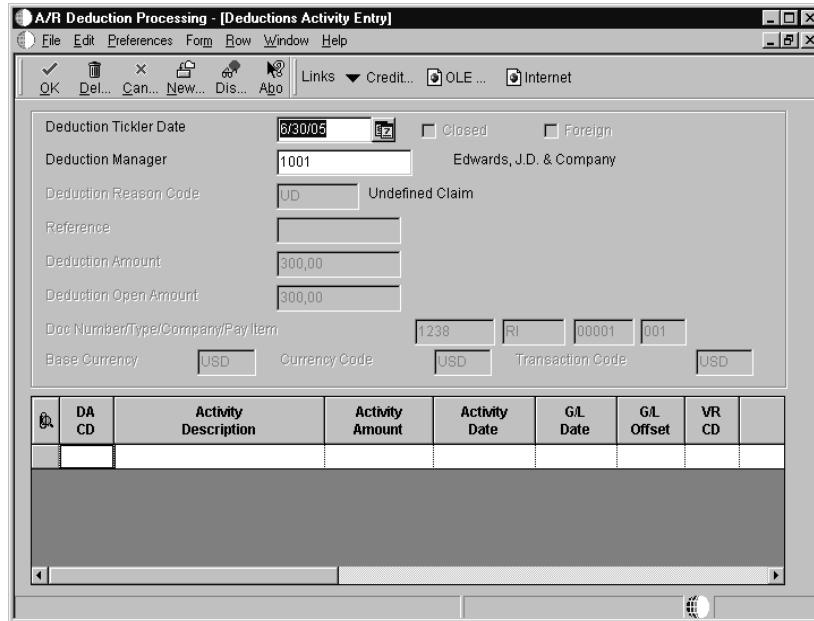
Whether you write off the deduction, treat it as an unearned discount, or create a chargeback, the system closes the deduction record (R5) and assigns a Pay Status of P (paid). For audit trail purposes, the R5 records remain in the customer's ledger information.

► **To research and resolve deductions**

From the Manual Receipts Processing menu (G03B12), choose A/R Deduction Processing



1. On Work With Deductions, click Find to display all deductions, or complete the following fields to limit the information that the system displays and click Find:
 - Deduction Manager
 - Deduction Tickler Date
 - Customer Number
2. Choose the deduction that you want to research and resolve and click Select.



3. On Deductions Activity Entry, complete the following optional fields:

- Deduction Tickler Date

If you leave this field blank, the system uses the G/L date of the deduction as the default value.

- Deduction Manager

4. To override default information for the deduction activity, complete any of the following fields in the detail area:

- DA CD (Deduction Activity Code)
- Activity Amount
- Activity Date
- G/L Date
- G/L Offset

When resolving a deduction, you can assign multiple resolution activities. For example, you might decide to create a chargeback for part of the deduction and then write off the remaining amount. To do this, you enter the deduction reason and amount for each portion of the deduction in the detail area of Deductions Activity Entry.

5. Click OK.

Field	Explanation
Activity Amount	The amount associated with the deduction activity. Depending on the activity code, this amount can be a discount, write-off, or chargeback.
Activity Date	The date associated with a deduction activity.

See Also

- *Entering Receipts with Deductions (TI code 17)*

Applying a Credit Memo to a Deduction

If a credit memo exists for the customer, you can apply the credit memo to a deduction and reduce the amount of the credit memo by the total or partial amount of the deduction. The system generates A/R Check Detail (F03B14) records, one for the amount of the deduction and one for the amount of the credit memo. When you post these records, the system creates the proper accounting offset entries to the A/R trade and deduction offset accounts.

► To apply a credit memo to a deduction

From the Manual Receipts Processing menu (G03B12), choose A/R Deduction Processing.

1. On Work With Deductions, click Find to display all deductions, or complete the following fields to limit the information displayed on the form:
 - Deduction Manager
 - Deduction Tickler Date
 - Customer Number
 - All
 - Open
 - Closed
2. Choose a deduction and click Select.
3. On Deductions Activity Entry, choose Credit Memos from the Form menu.
4. On Select Credit Memos, complete the following field and click Find:
 - Credit Memo Activity Code
5. Select the credit memos in the detail area. A check mark appears next to the credit memos that you select.

6. Click Close.

The credit memos you selected appear on the Deductions Activity Entry form.

7. On Deductions Activity Entry, complete the following fields as necessary and click OK:

- DA CD (Deduction Activity Code)
- Activity Date
- G/L Date
- Activity Amount

Field	Explanation
Credit Memo Activity Code	The reason code used to indicate what type of A/R Deduction Activity (F03B41) record that was entered, such as a chargeback, a write-off, or a discount. This activity record is logged against a deduction and can be user defined.
DA CD	The reason code used to indicate what type of A/R Deduction Activity (F03B41) record was entered, such as a chargeback, a write-off, or a discount. This activity record is logged against a deduction and can be user defined.
G/L Date	A date that identifies the financial period to which the transaction will be posted. The company constants table for general accounting specifies the date range for each financial period. You can have up to 14 periods. Generally, period 14 is used for audit adjustments.

Field	Explanation
G/L Offset	<p>The table of Automatic Accounting Instruction accounts that allows you to predefine classes of automatic offset accounts for Accounts Payable, Accounts Receivable, and other systems.</p> <p>G/L offsets might be assigned as follows:</p> <ul style="list-style-type: none"> • Blank or 1210 – Trade Accounts Receivable • RETN or 1220 – Retainages Receivable • EMP or 1230 – Employee Accounts Receivable • JIB or 1240 – JIB Receivable (See A/R Class Code – ARC) • Blank or 4110 – Trade Accounts Payable • RETN or 4120 – Retainage Payable • OTHR or 4230 – Other Accounts Payable (See A/P Class code – APC)

If you leave this field blank during data entry, the system uses the default value from the Customer Master by Line of Business table (F03012) or the Supplier Master table (F0401). The post program uses the G/L Offset class to create automatic offset entries.

NOTE: Do not use code 9999. It is reserved for the post program and indicates that offsets should not be created.

Voiding Activities and Deductions

You void deductions if you generate one in error or if you assign an activity to the deduction in error. In either case, the system creates unapplied cash for the line item of the receipt when you use the void function.

For example, you receive a check for 650.00 to pay the following two invoices:

- Invoice 123 for 400.00
- Invoice 124 for 300.00

The system pays invoice 123 in full and pays 124 in full, creating an R5 deduction record for an open amount of 50.00.

If you void the 50.00 deduction, the system reduces the open amount of the R5 document to zero and creates an unapplied receipt (RU) document for 50.00. Invoice 123, to which 400.00 was applied, remains paid and closed. You must then apply the RU document against the invoice and decide how to account for the shortage. The same result occurs if you assigned an activity to the deduction before you voided the deduction.

If you assigned a reversal activity to reverse the deduction, the system reopens the invoice for the amount of the deduction (50.00 using the example above) and does not create the record for unapplied cash (RU).

Voiding activities and deductions consists of the following tasks:

- Voiding an activity
- Voiding a deduction

► **To void an activity**

From the Manual Receipts Processing menu (G03B12), choose A/R Deduction Processing.

1. On Work With Deductions, click Find to display all deductions, or complete the following fields to limit the information displayed on the form and click Find:
 - Deduction Manager
 - Deduction Tickler Date
2. Choose the deduction that you want to void and click Select.
3. On Deduction Activity Entry, choose the activity that you want to void and click Delete.

If the activity is posted, the system displays the Void Reason Entry form. If the activity is unposted, the system deletes it.

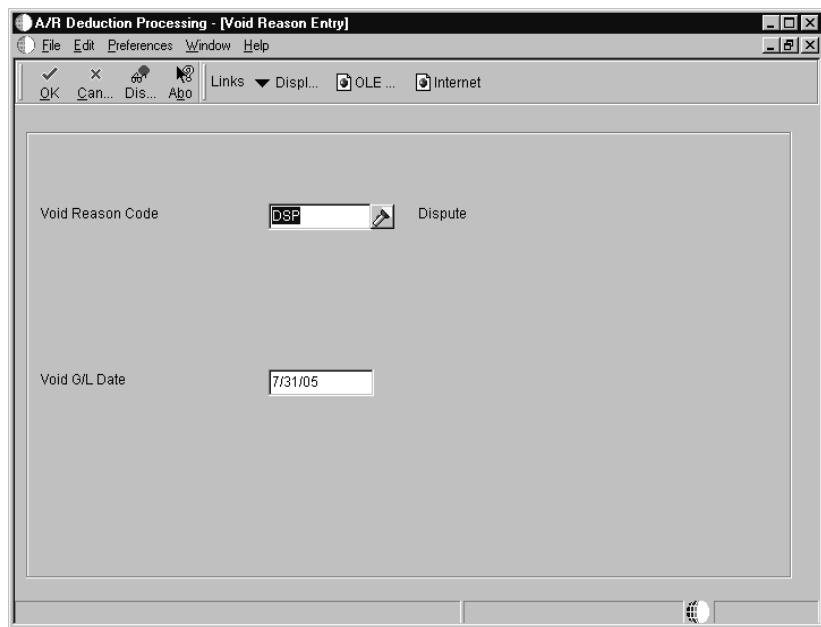
4. On Void Reason Entry, complete the following fields, and click OK:
 - Void Reason Code
 - Void G/L Date

► **To void a deduction**

From the Manual Receipts Processing menu (G03B12), choose A/R Deduction Processing.

1. On Work With Deductions, click Find to display all deductions, or complete the following fields to limit the information displayed on the form and click Find:
 - Deduction Manager
 - Deduction Tickler Date
2. Choose the deduction that you want to void.

3. From the Row menu, choose Void.



4. On Void Reason Entry, complete the following fields, and click OK:
 - Void Reason Code
 - Void G/L Date

Field	Explanation
Void Reason Code	A code which represents an explanation as to why an invoice or receipt was voided.
Void G/L Date	A date that identifies the financial period in which the voided transaction is posted. The company constants for General Accounting specifies the date range for each financial period. You can have up to 14 periods. Generally, period 14 is for audit adjustments.

Credit and Collections Management

Managing credit and collections information effectively is fundamental to an Accounting department. The Accounts Receivable system offers a variety of credit and collection features to help you collect revenue and manage your customer accounts, and to keep track of your customers' payment habits.

These features include automatic notification when a customer's invoices are past due or credit limits are exceeded. You can set up delinquency notices with different text, depending on the aging associated with the invoice. You can set up policies that you can modify to fit your customer base and delinquency fees that escalate proportionately to the amount of time that invoices are past due.

Credit and collections management consists of:

- Setting up credit and collections information
- Setting up credit insurance policies
- Setting the processing options for credit analysis refresh
- Working with delinquency notices and fees
- Updating accounts using Credit Analysis Refresh
- Managing accounts for credit and collection activity
- Creating credit reporting tapes
- Updating A/R information for customer analysis



The following list describes the various ways to effectively manage credit and collections information for your customers:

Credit information

When managing credit information, you can access a variety of customer information from a centralized online location. For example, you can:

- Review a summary of an account's credit status and identify whether it's over its credit limit
- Change and update credit limits and credit review dates
- Create a future tickler message or reminder
- Enter or review notes or memos about a customer
- Create daily lists of customers who require credit attention
- Review a complete history of open and closed items by a specific credit manager, sales location, or account representative
- Access and review current aging information for a customer

Collections information

When managing collections information, you can:

- Analyze your customer accounts and implement collection decisions quickly by accessing various A/R information
- Monitor and work your customer accounts that are past due or have tickler messages scheduled for review
- Display customized lists of customers so that you can review and document collection issues and commitments
- Generate delinquency notices for past-due accounts
- Assess delinquency fees on overdue invoices
- Review and approve delinquency notices and delinquency fees
- Review periodic and statistical information for a customer
- Review and analyze a customer's payment trends and transaction history
- Review an activity log for a customer to determine how much effort is spent on collection efforts
- Generate a collection report for outside agencies

Setting Up Credit and Collections Information

Before you can manage the activity of a customer's account for credit and collection purposes, you must set up various types of information, such as letters and text for delinquency notices, Address Book records for managers, and policies for customers.

Complete the following tasks:

- Set up letter text for delinquency notices and statements
- Set up credit and collection managers
- Set up policies
- Assign credit and collection information

Before You Begin

- Use Accounts Receivable constants to specify how the Accounts Receivable system ages your customer's invoice information. For example, you define the following information that the system uses to determine whether an account is delinquent, and if it is, the number of days it is delinquent:
 - The aging method
 - The date that the aging is based on
 - The beginning and ending aging categories
- Activate the Delinquency Notice option in the A/R constants.

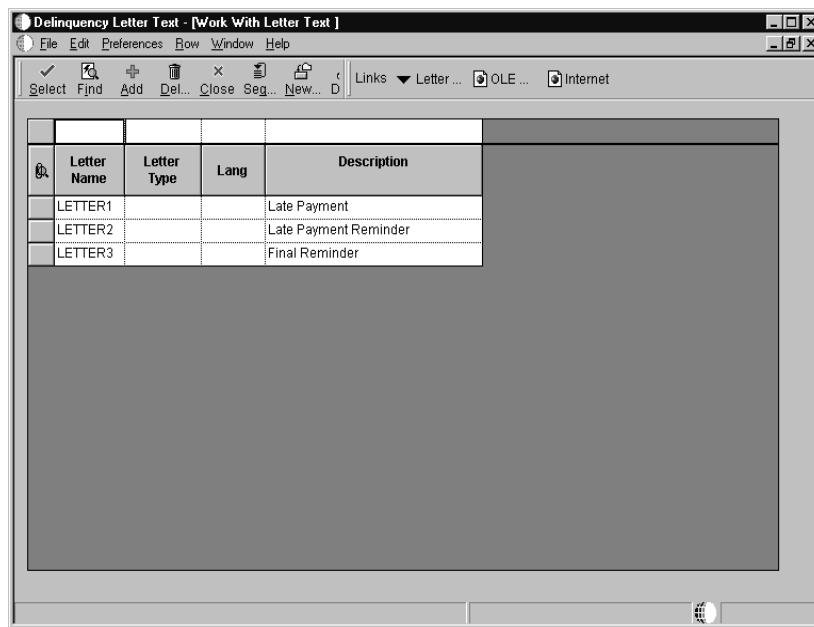
See *Setting Up A/R Constants* for information about setting up A/R aging information.

Setting Up Letter Text for Delinquency Notices and Statements

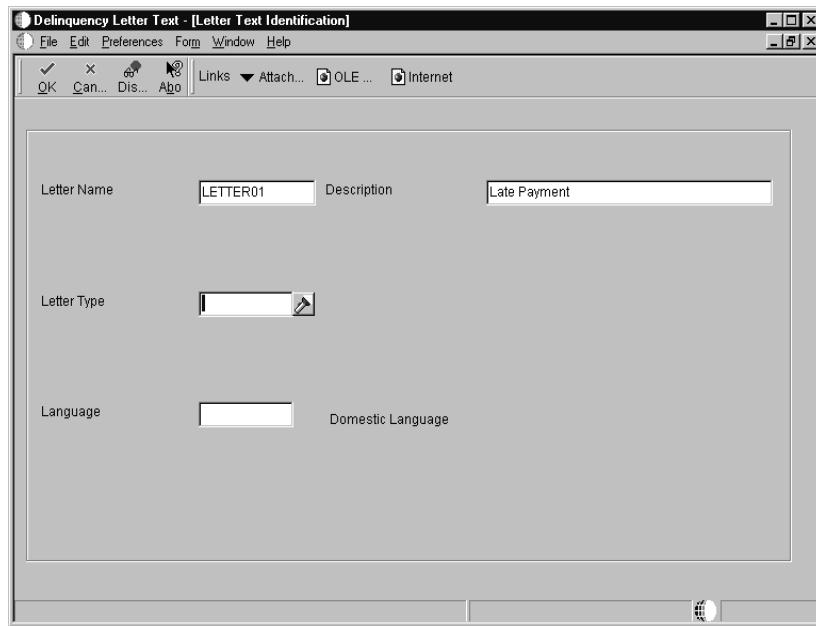
You can create different levels of letters for delinquency notices that vary in severity. For example, when the system is flagged to generate a delinquency notice, it prints the information that you specify in the language you designate. You also use this program to specify text to print on statements.

► To set up letter text for delinquency notices and statements

From the Credit & Collections Setup menu (G03B411), choose Delinquency Letter Text.



1. On Work With Letter Text, click Add to access Letter Text Identification.



2. On Letter Text Identification, complete the following fields:

- Letter Name

The letter names you create are case sensitive.

- Description
- Letter Type
- Language

3. To specify the text, click Attachments from the Form menu.

4. On Media Objects, choose Add Text from the File menu and type the necessary message.

Do not use tabs to format the text. You should use spaces to format the text as you want it to appear on the delinquency notice.

5. To exit, choose Save and Exit from the File menu.

Field	Explanation
Letter Name	This is the name of the letter class, such as Letter1. This represents a group of letters that are associated by language. The letters with this name are the same level of severity or grouping.

Field	Explanation
Letter Type	A field used to organize letters by type, such as for delinquency notices or statements, and for whom they are used, such as a particular customer base. You can also use the Letter Type to distinguish the severity of content used in the text of the letter. For example, if you use three types of letters, type 3 may be the most severe.
Language	A user defined code (01/LP) that specifies a language to use in forms and printed reports. Before specifying a language, a language code must exist at either the system level or in your user preferences.

Setting Up Credit and Collection Managers

To ensure that the workflow messages that the system generates are distributed correctly, set up credit and collection managers in the Address Book and add their Address Book numbers to the user defined code (UDC) tables. You must ensure that the number, name, or description of the manager is set up in the following user defined code lists:

- 01/CR (credit manager)
- 01/CM (collection manager)

Setting up credit and collection managers consists of:

- Adding managers to the Address Book
- Adding managers to the UDC tables

See Also

- *Creating Customer Records* for information about setting up credit information for customers and activating workflow messages for credit limits

► To add managers to the Address Book

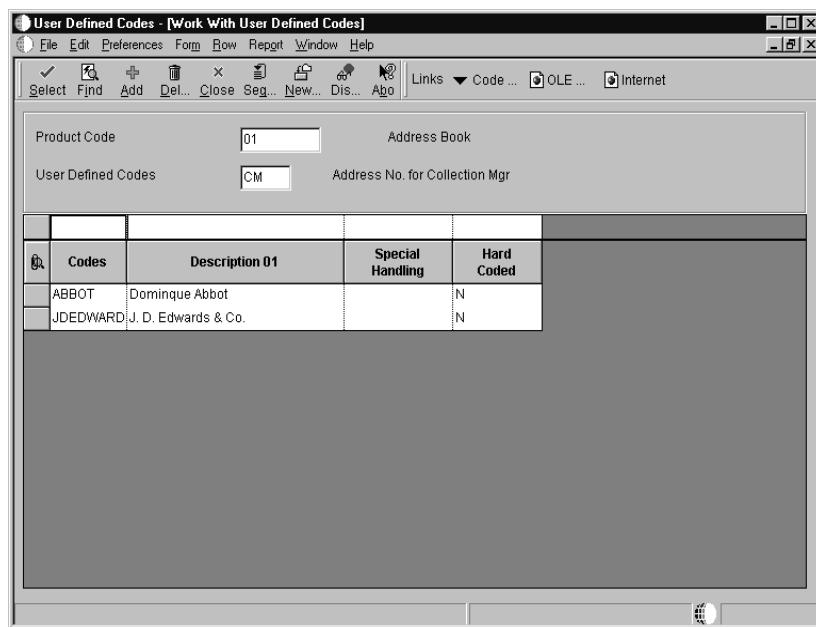
You must add a new Address Book record for your manager so that the Workflow Management system can deliver messages. You can designate this record to be your credit manager or your collection manager, or both. You do not need to create separate Address Book records if one manager performs both duties. However, the address book number or numbers for the managers must be established in both user defined code tables.

See *Working with Address Book Records* in the *Address Book Guide* for detailed information about adding Address Book records.

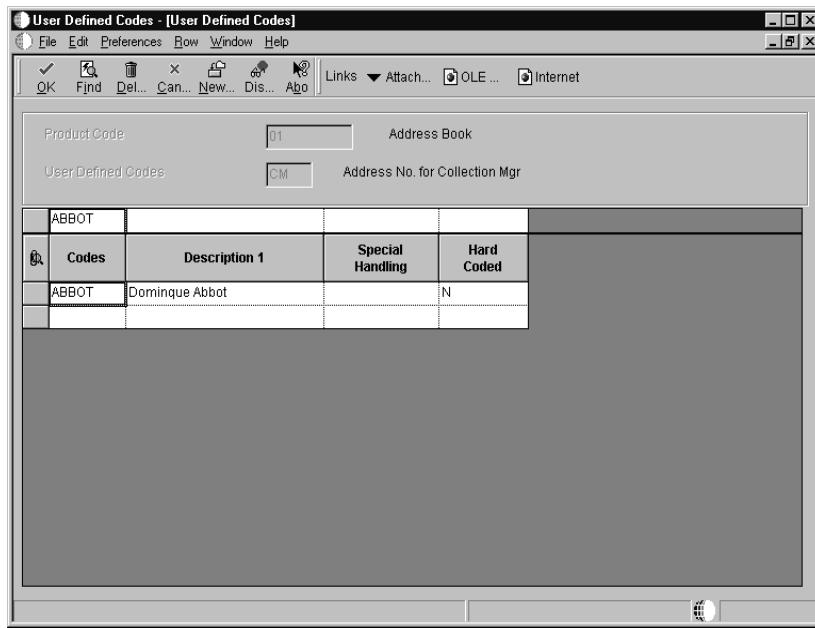
► To add managers to the UDC tables

Enter UDC on the fast path command line to access the Work With User Defined Codes form.

Completing this task is necessary for the system to be able to send workflow messages to the appropriate person.



1. Access the appropriate user defined code list (01/CR for the Credit Manager or 01/CM for the Collection Manager).
2. Click Select.



3. On User Defined Codes, complete the following fields:

- Codes

You can enter a 10-digit, alphanumeric value to represent the manager.

- Description 1

Typically, Description 1 is the name of the manager.

- Description 2

Enter the manager's Address Book number. If you do not specify this information, the manager will not receive workflow messages.

See Also

- *Understanding User Defined Codes for A/R*

Setting Up Policies

To prompt your customers to pay their overdue account balances, you must set up rules that the system uses to automatically process delinquent accounts. You can define multiple sets of rules that apply to different classes of customers, or rules that are specific to a customer. Each set of rules that you set up is a policy.

A policy is a common set of rules that the system applies equally to a class of customers. For this class of customers, you can control the rules at multiple

levels. To limit the amount of setup that is required by the system to process delinquent customers, you can set up policies based on the common methods in which your customers should be treated.

Within each policy, you can specify when the system applies fees to delinquent invoices and how it generates notifications based on various levels of delinquency.

When setting up policies, you:

- Define a policy
- Set up fee instructions
- Set up notification rules

When you set up policies, you should define the most general (default) rules first, then define specific instructions for the exceptions. For example, you can define the following types of policies:

Standard policy	This is the default policy that you can apply equally to most customers.
Standard policy with exception	This is the standard policy with instructions to override specific default information. For example, you can set up this policy to specify a different aging category or threshold percentage. Use this policy for high risk customers or new customers.
Standard policy for a specific company or line of business	You might want to treat customers differently by company or line of business. This is the standard policy with instructions to override default information for a specific company.
High risk policy	This is a policy that you can set up for customers who must be treated in a specific manner, but it is not specific to a company. This type of policy enables you to manage the situations that require special handling, such as high-risk customers.
Premier policy	This is the policy you use for customers that do not require fees or notices. The system does not generate fees and notices for customers set up with this policy

Setup Considerations

After you associate a policy with a customer, either manually or by allowing the system to automatically use the default policy established for company 00000,

the association remains in effect until you assign a different policy to the customer. You must set up a blank policy for company 00000 for the system to use as the default policy.

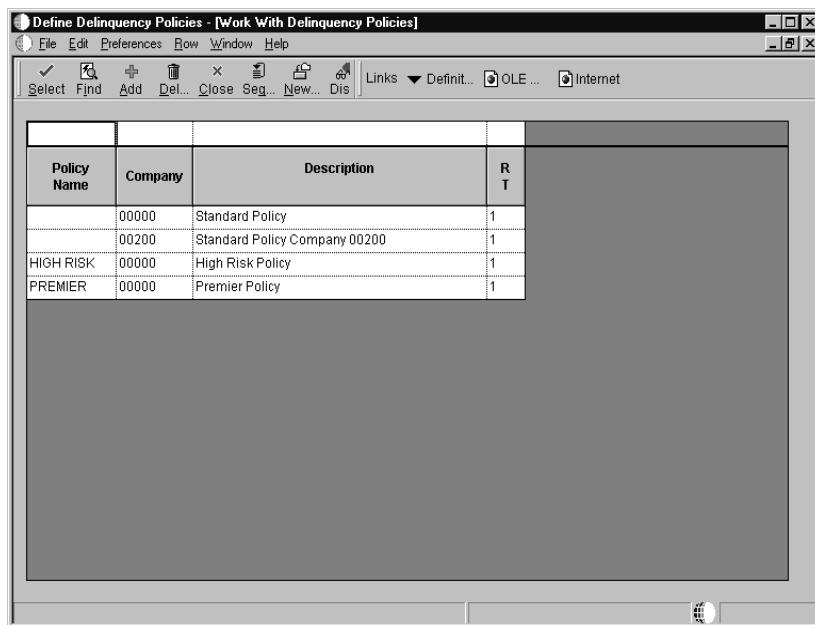
The system stores information about policies in the following tables:

- A/R Delinquency Policy Master (F03B25)
- A/R Delinquency Policy Notifications (F03B26)
- A/R Delinquency Policy Detail – Fees (F03B27)
- Letter Text Information (F03B28)
- Generic Text Information (F0016D)

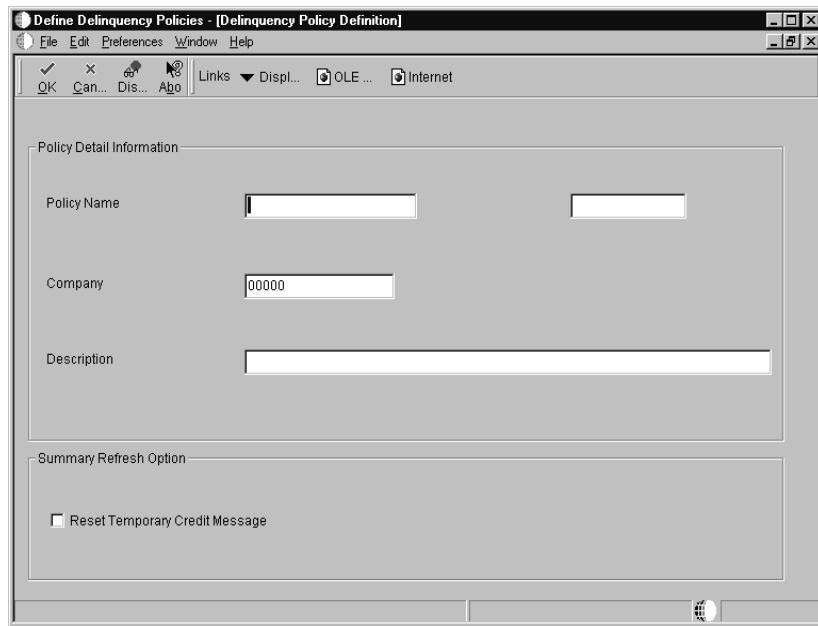
► To define a policy

From the Credit & Collections Setup menu (G03B411), choose Define Delinquency Policies.

Before you specify how you want the system to assess delinquency fees and generate delinquency notices for overdue customer accounts, you must define a policy.



1. On Work With Delinquency Policies, click Add to define new policy information.



2. On Delinquency Policy Definition, complete the following fields:

- Policy Name
- Company
- Description

3. To reset the temporary credit message, click the following option:

- Reset Temporary Credit Message

You complete this option to automatically reset the temporary credit message back to the original value specified for the credit message when the customer meets the policy requirements.

4. To complete the next policy, click OK.

5. To return to Work With Delinquency Policies, click Cancel.

Field	Explanation
Policy Name	This field is used to group policies under a common name, such as "Standard." For example, you might assign a policy to customers that do not pay their invoices on time. This instructs the system to treat the group of customers the same way during delinquency processing.

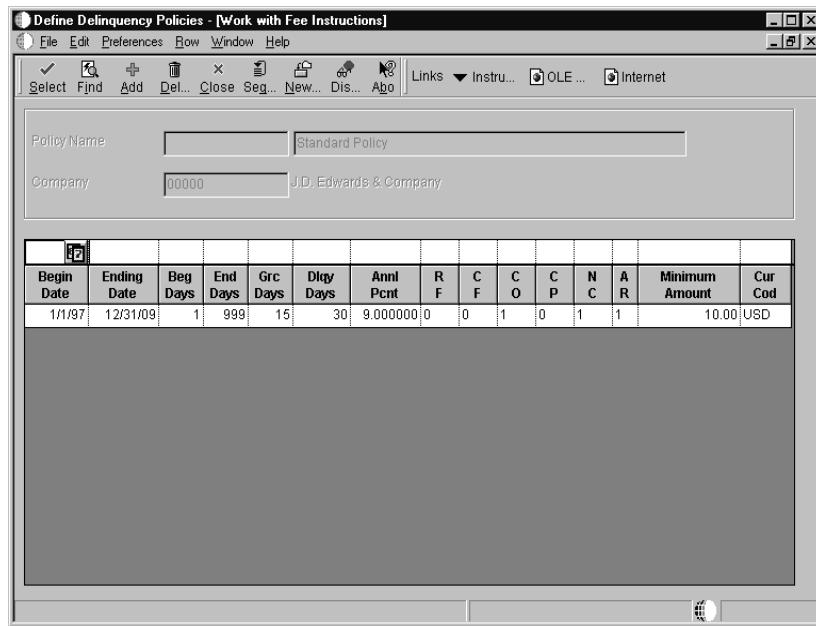
Field	Explanation
Company	<p>A code that identifies a specific organization, fund, entity, and so on. The company code must already exist in the Company Constants table (F0010) and must identify a reporting entity that has a complete balance sheet. At this level, you can have intercompany transactions.</p> <p>NOTE: You can use Company 00000 for default values, such as dates and automatic accounting instructions (AAIs). You cannot use Company 00000 for transaction entries.</p> <p style="text-align: center;">..... <i>Form-specific information</i></p> <p>The company does not have to be associated with a line of business.</p>
Description	A remark or explanation that describes the policy. The system displays the policy description on the Work With Policies form.
Reset Temporary Credit Message	A code that specifies whether the system resets the temporary credit message for a customer. If this option is activated, and the customer meets the requirements of the assigned policy, the system resets the temporary credit message back to the value of the credit message, based on the notification policy type. This code is used when you run the A/R Credit Analysis Refresh to create or update the Open A/R Summary Worktable (F03B15).

► To set up fee instructions

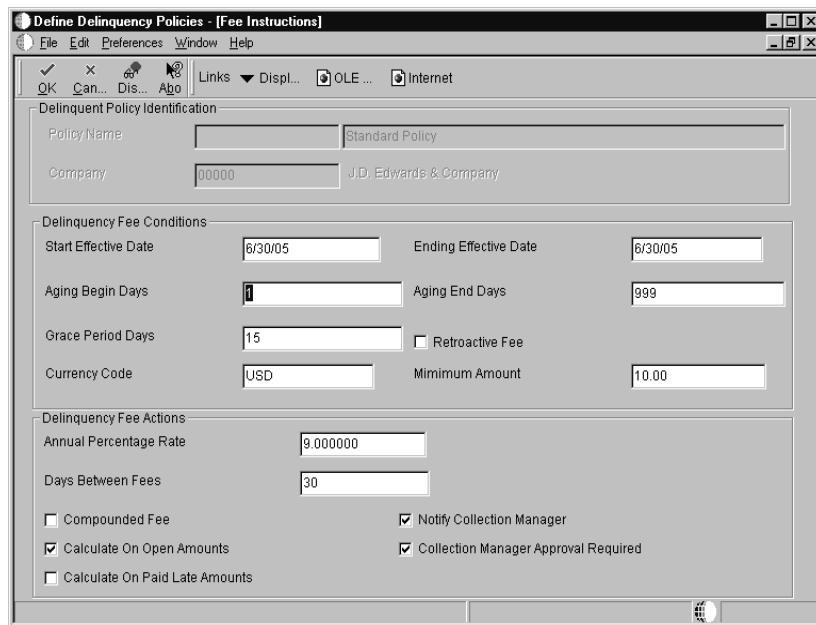
From the Credit & Collections Setup menu (G03B411), choose Define Delinquency Policies.

After you define a policy, you can set up fee instructions that the system uses to assess fees for delinquent invoices.

1. On Work With Delinquency Policies, locate the policy for which you want to set up instructions.
2. From the Row menu, choose Fees.



3. On Work with Fee Instructions, click Add to define the fee instructions.



4. On Fee Instructions, complete any of the following fields to define the conditions of the delinquency fees:

- Start Effective Date
- Ending Effective Date
- Aging Begin Days

You can cause fees to increase as an invoice becomes more delinquent by creating multiple fee instructions. Specify the appropriate begin days and end days to cause a specific instruction to create a fee for only the days that you specify beyond the start of the fee period.

For example, you might set up the instructions to charge a 15% rate for days 1 through 30, and an 18% rate from days 31 through 60.

Additionally, you can schedule rate changes in advance. To do so, enter additional instructions with the appropriate effective dates.

- Aging End Days
- Grace Period Days
- Minimum Amount
- Currency Code

5. To calculate fees based on the due date of an invoice, click the following option:

- Retroactive Fee

The invoice must exceed the grace period to activate the retroactive fee.

6. To define how the fee is calculated, complete the following fields:

- Annual Percentage Rate
- Days Between Fees

7. To define various actions that the system takes when assessing delinquency fees, click any of the following options:

- Compounded Fee
- Calculate On Open Amounts
- Calculate On Paid Late Amounts
- Notify Collection Manager
- Collection Manager Approval Required

8. To complete the fee instructions, click OK.

9. To return to Work With Fee Instructions, click Cancel.

Field	Explanation
Start Effective Date	The date on which delinquency processing becomes active. The system does not process delinquent transaction unless they fall within this date and the Ending Effecting Date.

Field	Explanation
Ending Effective Date	The date in which delinquency processing is no longer active. The system does not process delinquent transaction unless they fall within this date and the Beginning Effective Date.
Aging Begin Days	This specifies when the system begins calculating fees for the delinquent account. Depending on the rules of the policy, the system calculates the late fee when the account is delinquent for more than the number of days specified in this field, but when it does not exceed the number specified as the Aging End Days.
Aging End Days	This specifies when the system no longer calculates fees for a delinquent account. Depending on the rules of the policy, the system calculates the late fee when the account is delinquent for less than the number of days specified in this field, but when it exceeds the number specified as the Aging Beginning Days.
Grace Period Days	This specifies when the system begins calculating late fees for an overdue invoice. If this number is greater than the difference between the due date and the delinquency processing date, the system does not calculate finance charges on the invoice.
Minimum Amount	This is the minimum amount that the system uses to generate delinquency fees. If the fee for the invoice pay item is calculated to be less than the amount specified in this field, the system does not generate the fee.
Currency Code	A code that indicates the currency of a customer's or a supplier's transactions. <i>Form-specific information</i>
	The currency used applies only to the minimum amount of the policy.
Retroactive Fee	This option specifies whether the system calculates delinquency fees based on the due date or when the grace period days expires past the due date. To calculate the fee based on the due date, this option must be set. The invoice must exceed the grace period to activate the retroactive fee. This field is used for the first fee generated for the customer's invoices. The system calculates subsequent fees based on the Date – Last Fee Calculated field on the invoice.
Annual Percentage Rate	This is the annual percentage rate that the system uses to calculate delinquency fees on the open amount of an overdue invoice. For example, if the annual percentage rate is 12%, the amount of the delinquency fee that the system calculates on the open amount is 1% per month. The system stores the percentage as a whole number, such as 12.0 percent.

Field	Explanation
Days Between Fees	A number that the system uses to determine how often delinquency fees are calculated on overdue invoices. If you specify 30 days, for example, and an invoice is due on the first of the month and delinquency processing occurs on the 20th, the system generates a fee. However, the system will not generate a fee again until another 30 days has elapsed, so you might want to set this value at 25 days to ensure the system calculates the fees once a month.
Compounded Fee	This option determines whether the system includes any previous unpaid delinquency fees when calculating current fees. If you set this option, the system includes unpaid fees in the calculation.
Calculate On Open Amounts	<p>This option determines whether the system calculates delinquency fees on past-due amounts that remain open. This enables you to assess fees on a regular basis for items that remain outstanding without depending on the receipt of payment. You can use this option by itself if you are content in receiving payment, even though it's late, and not bother with calculating additional fees on resolved amounts.</p> <p>If this option is not set, the system does not calculate fees on open invoices assigned to this policy.</p>
Calculate On Paid Late Amounts	This option determines whether the system calculates delinquency fees on invoices that are paid after their due date. If you activate this option, the system generates delinquency fees on invoices paid late.
Notify Collection Manager	This option specifies whether to notify the assigned collection manager through workflow messages when an invoice is overdue.
Collection Manager Approval Required	This option specifies whether the delinquency fees that the system calculates on overdue invoices require approval from the assigned collection manager. If you set this option, the collection manager must approve fees in order for them to be generated.

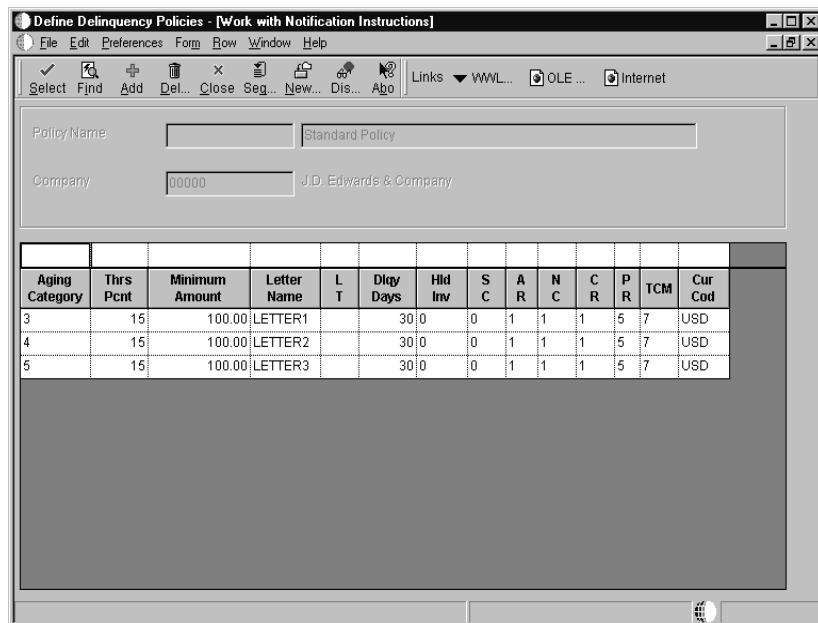
► **To set up notification rules**

From the Credit & Collections Setup menu (G03B411), choose Define Delinquency Policies.

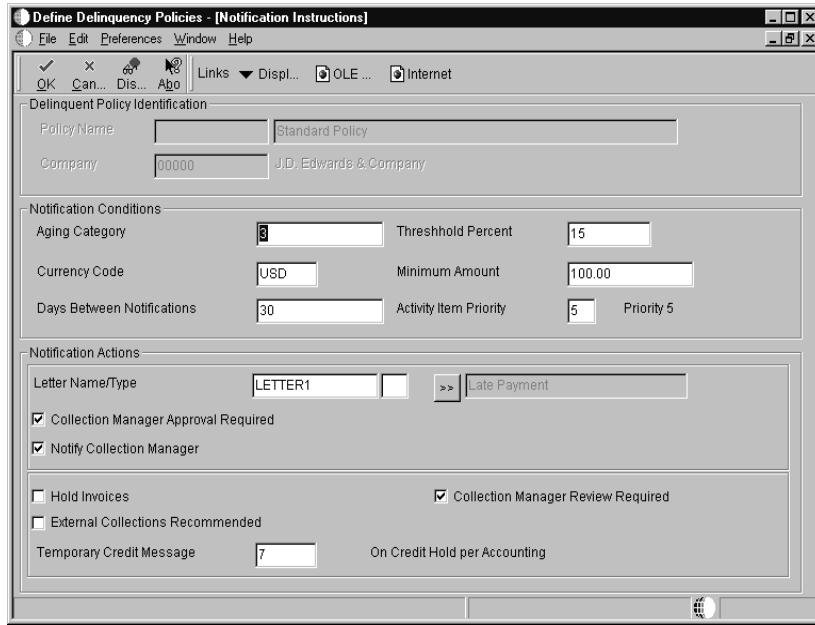
After you define a policy, you can set up notification rules that the system uses to generate delinquency notices for customers with overdue invoices. For example, you can control the level of severity of delinquency notices by aging category. You can also choose not to generate notices for customers who do not achieve at least the minimum amount of unpaid open amounts.

The system generates fees at the pay item level and notices at the customer level.

1. On Work With Delinquency Policies, locate the policy for which you want to set up rules.
2. From the Row menu, choose Notification.



3. On Work with Notification Instructions, click Add to create the instructions.



4. On Notification Instructions, to define the conditions of the delinquency notices, complete the following field:

- Aging Category

The invoice must be in this aging category for the system to generate a notice. In order to stop the system from generating notices for delinquent invoices, consider ending the last (seventh) aging bucket with a value other than 999. When the invoice violates this final policy, the system will not generate a notice. The system prints this information on the Collection report for external collections.

5. To define more conditions of the delinquency notices, complete any of the following fields:
- Threshold Percent
 - Currency Code
 - Minimum Amount
 - Days Between Notifications
6. To assign the text associated with the notice, complete the following field:
- Letter Name/Type
7. To specify the actions that the system uses for collection purposes, click any of the following options:
- Collection Manager Approval Required
 - Notify Collection Manager
 - Hold Invoices

- Collection Manager Review Required
 - Collection Manager Approval Required
 - External Collections Recommended
8. Complete the following optional field:
 - Temporary Credit Message
 9. To complete the notification instructions, click OK.
 10. To return to Work With Notifications, click Cancel.

Field	Explanation
Aging Category	This is the aging category that applies to the policy.
Threshold Percent	This is used in conjunction with the aging category to determine whether the terms of the policy are met. Unless the amount in the aging category exceeds the percentage of the total open amount for the customer, the system does not generate the delinquency notice.
Currency Code	<p>A code that indicates the currency of a customer's or a supplier's transactions.</p> <p style="text-align: center;">..... <i>Form-specific information</i></p> <p>The currency used applies only to the minimum amount of the policy.</p>
Minimum Amount	This is the amount that the system uses as the basis for generating delinquency notices. If the total open amount is greater than the minimum policy amount, the system generates the delinquency notice for the customer. If the total amount is less than the minimum policy amount, the system does not generate a delinquency notice.
Letter Name/Type	<p>A field that refers to a predefined letter in the Letter Text table (F03B28). This field is case sensitive, so you must enter the letter name as it was created in the table, such as Letter1. These letters can be associated by language and level of severity.</p> <p>Letter Type is used to organize letters by type, such as for delinquency notices or statements, and for whom they are used, such as a particular customer base. You can also use the Letter Type to distinguish the severity of content used in the text of the letter. For example, if you use three types of letters, type 3 may be the most severe.</p>

Accounts Receivable

Field	Explanation
Hold Invoices	<p>A code in WorldSoftware, or an option in OneWorld software, that allows you to put all A/R invoices for a customer on hold.</p> <p>The following codes are valid for WorldSoftware:</p> <ul style="list-style-type: none">blank No, do not hold invoices.Y Yes, hold invoices. Do not allow entry of new A/R invoices. (You can still enter receipts and sales orders) <p>For OneWorld software use the following:</p> <ul style="list-style-type: none">On Hold invoices.Off Do not hold invoices. <p>This code is maintained in the Customer Master by Line of Business table (F03012).</p>
Collection Manager Review Required	This field determines if an customer account requires a Collection Manager Review. If the customer has aging amounts that are not current, and the policy does not have the External Collections Recommended option turned on, the system sends the workflow message Collection Review Required to the collection manager.
Collection Manager Approval Required	This option specifies whether the delinquency notices and fees that the system calculates on overdue invoices require approval from the assigned collection manager. If you set this option, the collection manager must approve notices and fees in order for them to be generated.
Notify Collection Manager	This option specifies whether to notify the assigned collection manager when a delinquency notice is generated or a delinquency fee is generated for an overdue invoice.
External Collections Recommended	This option determines whether an overdue invoice is turned over to an external collections agency.
Temporary Credit Message	A user defined code that identifies a temporary credit status. Generally, the code is assigned when an account becomes past due. If the rules of the policy are broken, this code is updated if the credit message is specified in the Customer Master by Line of Business table (F03012), after you run the Credit Analysis Refresh (R03B525).

Assigning Credit and Collection Information

Before the system generates delinquency fees or notices for a customer who is late in paying their invoices, you must assign a policy to the customer in the customer master record. You can do this for an existing customer or when you enter credit and collections information for a new customer.

You can:

- Assign credit and collection information to customers
- Review customers associated with a policy

If you do not manually assign a policy to a customer, the system automatically assigns the default policy (standard) for company 00000.

Before You Begin

- If you process A/R transactions by company, set the OneWorld A/R by Line of Business option in the advanced A/R constants. See *Setting Up A/R Constants*.

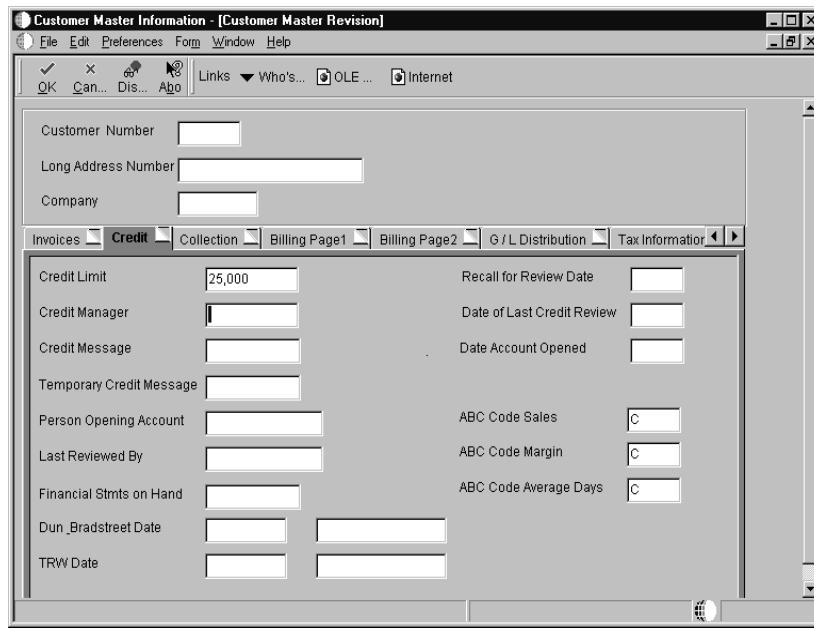
► To assign credit and collection information to customers

From the Customer and Invoice Entry menu (G03B11), choose Customer Master Information.

Before the system generates workflow messages and updates credit information, you must assign various types of credit and collection information to the customer. In the customer master record, you can designate:

- Customer's credit limit
 - Credit and collection manager assigned to that customer account
 - Whether notices will be generated
 - Whether the customer can be placed on the collection report for external collections
 - A credit and collections policy for the customer
1. On Work with Customer Master, locate the customer and click Select.
 2. To enter credit information, click the Credit tab.

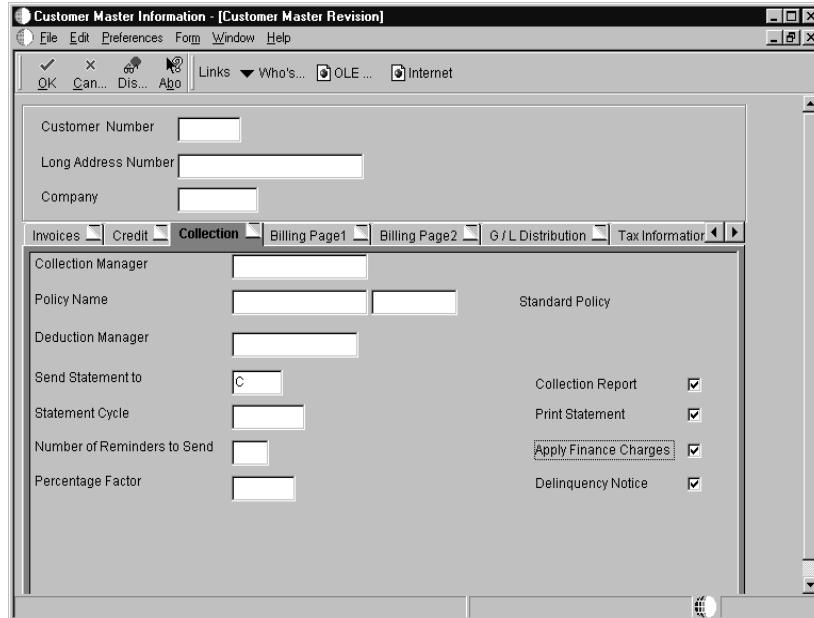
Accounts Receivable



- Follow the steps to enter credit information for the customer.

See *Creating Customer Records* for more information.

- To assign a policy to a customer, locate the existing customer on Work With Customer Master.
- On Customer Master Revision, click the Collection tab.



- Complete the following field:

- Policy Name

7. Ensure that any of the following options that apply are activated and click OK:

- Collection Report
- Print Statement
- Apply Finance Charges – Y/N
- Delinquency Notice

Note: the following fields are used in WorldSoftware only:

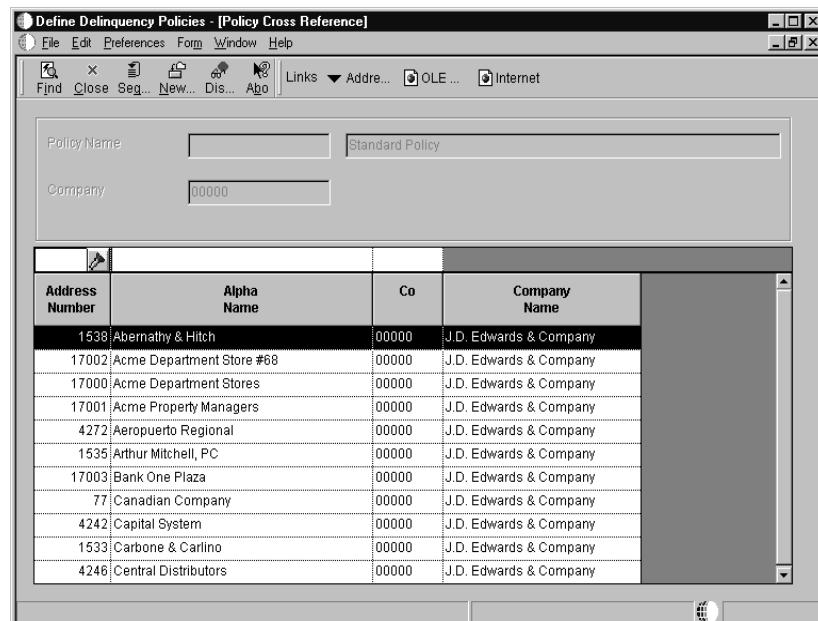
- Number of Reminders to Send
- Percentage Factor

► To review customers associated with a policy

From the Credit & Collections Setup menu (G03B411), choose Define Delinquency Policies.

After setting up delinquency policies and assigning them to your customers, you can review which customers are associated with each policy. For example, you can use the Policy Cross Reference form to review which customers are associated with your standard policy.

1. On Work With Delinquency Policies, locate a policy.
2. From the Row menu, choose X-Ref to access Policy Cross Reference.



Note: If you need to access the Address Book from the Policy Cross Reference form, choose Address Book from the form menu.

Setting Up Credit Insurance Policies

When you purchase insurance policies to cover open liability, you can record these policies in the Credit and Collections system. With these policies recorded, you can monitor customers' insured credit limits using reports or on a transactional basis, depending on the type of policy you specify.

When working with credit insurance policies, you can:

- Set up a general credit insurance policy
- Set up a single credit insurance policy

General policies cover multiple customers and you can review the policy on an ongoing basis using reports. Single policies cover a customer or project based on an effective date that you specify. You monitor single policies on a transactional basis.

You can set up multiple policies for one insurance company. The system maintains policies in the Credit Insurance table (F03B29) in the currency in which they are purchased. The percentage of coverage that you purchase is determined by each company and might not fully cover their liability.

Note: You cannot set up a policy for a customer at the line-of-business level.

Setting Up a General Credit Insurance Policy

You set up general policies for multiple customers. To set up a general policy, determine the liability of customers over a specific period of time. If you determine that the insured limit is insufficient or that a customer has too much coverage, you can adjust the policy with the insurance company and update the insured policy amount.

You can review and validate these policies on a monthly basis using reports. Then, for example, you can return to the insurance company and adjust the policy amount when the need arises. You can use the following reports to review information for general credit insurance policies:

- A/R Details with Aging (R03B4201B)
- Open A/R Summary Analysis (R03B155)
- Currency – Foreign/Domestic with Aging (R03B429C)

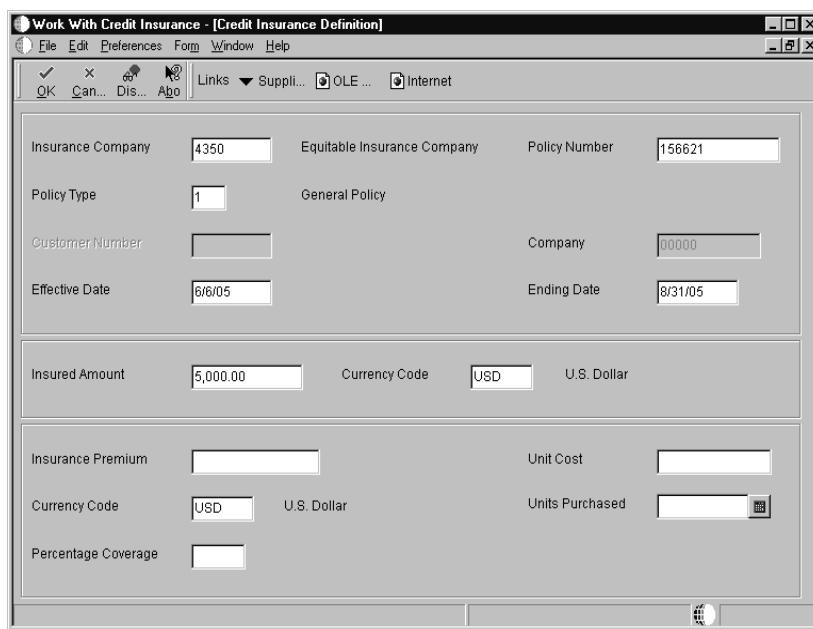
See Also

- *A/R Reports* for more information about printing reports.

► To set up a general credit insurance policy

From the Credit and Collections Setup menu (G03B411), choose Work With Credit Insurance.

1. On Work with Credit Insurance, click Add.



2. On Credit Insurance Definition, complete the following fields:

- Insurance Company

You set up the Insurance Company as a Supplier (search type V). The system uses the supplier Address Book number to associate the policy with the insurance company.

- Policy Number
- Policy Type
- Insured Amount
- Currency Code
- Effective Date

3. Complete the following optional fields and click OK:

- Ending Date

- Insurance Premium
- Unit Cost
- Currency Code
- Units Purchased
- Percentage Coverage

Field	Explanation
Insurance Company	A number that identifies an entry in the Address Book system. Use this number to identify insurance companies.
Policy Number	A reference number for information only.
Policy Type	<p>The insured credit limit policy type. Two policy types are available:</p> <ol style="list-style-type: none"> 1. General Policy. This policy covers several customers at a time. 2. Single Policy. This policy covers only one customer or project.
Policy Type	<p>The insured credit limit policy type. Three policy types are available:</p> <ol style="list-style-type: none"> 1. General Policy 2. Single Policy 3. Single Policy No Credit Check <p>General Policy (1) covers several customers at a time. Single Policy (2) covers only one customer or project at a time. When you want the system to check the standard credit limit instead of the insured credit limit, use Single Policy No Credit Check (3). For example, when using policy 3, you might want to offer a higher credit limit to a customer than what is specified in the insured credit limit. You do so by setting the standard credit limit on Customer Master Revision (P03013) higher than the insured credit limit on Credit Insurance Definition (P03B2901). In this example, when entering a sales order, the system checks the standard credit limit and ignores the insured credit limit.</p>
Insured Amount	The maximum amount covered by an insurance company if a customer fails to pay.
Currency Code	A code that indicates the currency of a customer's or a supplier's transactions.

Field	Explanation
Effective Date	<p>The date on which this transaction takes effect. The effective date is used generically. It can be the date of the next raise, a lease effective date, a price or cost effective date, a currency effective date, a tax rate effective date, a change in well status, or any other date that is appropriate.</p> <p>..... <i>Form-specific information</i></p> <p>On this form, the date on which this policy takes effect.</p>
Ending Date	<p>The date that the asset was removed or returned from a particular location.</p> <p>..... <i>Form-specific information</i></p> <p>The expiration date of the policy.</p>
Insurance Premium	<p>The fee paid to an insurance company to purchase an insured credit limit policy.</p>
Currency Code	<p>A code that indicates the originating currency code of the transaction.</p> <p>..... <i>Form-specific information</i></p> <p>The currency code of the insured amount.</p>
Percentage Coverage	<p>The percentage of the open amount for customers covered by an insurance company.</p>

Related Tasks

Reviewing credit insurance policies

After you set up a credit insurance policy, you can select the policy on the Work with Credit Insurance form and use Row menus to review the following types of information:

- The Supplier Master record for the insurance company
- The Customer Master record for the customer associated with the policy
- Customer Ledger and Account Balance Inquiry forms to review information such as why a customer is being considered for insurance

Setting Up a Single Credit Insurance Policy

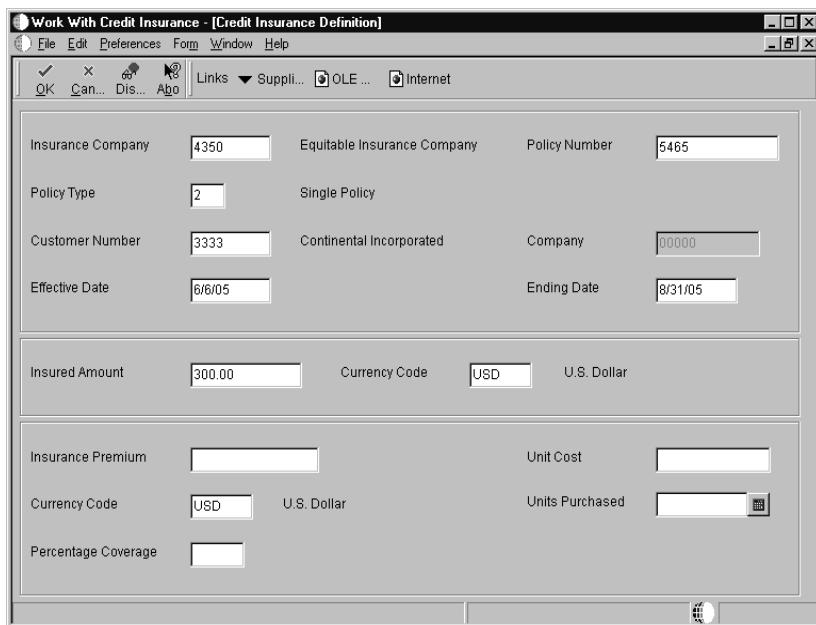
You set up a single policy for a customer or project that you review on a transactional basis. Normally, you specify an effective period because single policies are taken out for a specific period of time.

The system monitors the insured credit limit when you enter an invoice, similar to how it monitors internal credit limits. You associate the policy with a customer when you update the Insurance Company Address Book number and the Insured Amount in the Credit Insurance table (F03B29).

► To set up a single credit insurance policy

From the Credit and Collections Setup menu (G03B411), choose Work With Credit Insurance.

1. On Work with Credit Insurance, click Add.



2. On Credit Insurance Definition, complete the following fields:

- Insurance Company

You set up the Insurance Company as a Supplier (search type V). The system uses the supplier Address Book number to associate the policy with the insurance company.

- Policy Number
- Policy Type

- Customer Number
- Insured Amount
- Currency Code
- Effective Date
- Ending Date

3. Complete the following optional fields:

- Insurance Premium
- Unit Cost
- Currency Code
- Units Purchased
- Percentage Coverage

Related Tasks

Reviewing credit insurance policies

After you set up a credit insurance policy, you can select the policy on the Work with Credit Insurance form and use Row menus to review the following types of information:

- The Supplier Master record for the insurance company
- The Customer Master record for the customer associated with the policy
- Customer Ledger and Account Balance Inquiry forms to review information such as why a customer is being considered for insurance

Setting the Processing Options for Credit Analysis Refresh

For the Accounts Receivable system to automatically process delinquency notices and create fees on overdue customer account balances, you must update delinquency information by running the A/R Credit/Cash Management Build program (R03B525). You can use the processing options in conjunction with the associated policy to define the way that the system processes notices and fees.

► To set the processing options for Credit Analysis Refresh

From the Automatic Delinquency Processing menu (G03B22), choose Generate Delinquency Fees.

1. On Work With Batch Versions, locate a version.
2. Choose Processing Options from the Row menu.
3. Set the processing options as required by your company.

Processing Options for Credit Analysis Refresh

Aging Tab

Use these processing options to specify how the Accounts Receivable system ages your customer's invoice information. For example, you define the following information that the system uses to determine whether an account is delinquent, and if it is, the number of days it is delinquent:

- The aging method
- The date that the aging is based on
- The beginning and ending aging categories

Depending on the As Of date, Date Type, and Aging Method you specify in the processing options, the system determines which aging category to assign each open invoice. If the invoice is assigned to an aging category for which a delinquency policy has been established, the system generates a notice if that processing option is activated.

1. A/R Company Constants

Use this processing option to specify whether the system retrieves aging specifications from the A/R Company Constants (F0010) or from the Aging processing options. If you leave this field blank, the system uses the values that you specify in the Aging processing options. Valid values are:

- Blank Use values from the Aging processing options.
- 1 Use values from the A/R Company Constants.

If the “as of” date in the A/R Company Constants is blank, the system uses the “as of” date from the Aging processing options.

2. Aging Date (Date: Age As Of)

Use this processing option to specify the aging date. The aging date is a cutoff date used for aging Accounts Receivable invoices. The system compares the aging date to one of several dates associated with an invoice to determine which aging category the invoice open amount is to be applied.

If you leave this field blank, the system uses the current date as the default value to age open balances. Or, you can enter an aging date for the system to use for this purpose.

3. Date Type

Use this processing option to specify the date type. The date type is a user defined code (H00/AG) that indicates the date you want the program to use for aging calculations. Valid values are:

- Blank Use the Due Date
- 1 Use the Invoice date
- 2 Use the G/L Date
- 3 Use the Statement Date

4. Aging Method (1,2,3)

Use this processing option to specify the aging method. You use the user-defined code (H00/AH) that designates how the system calculates aging. If you calculate aging by aging days, you need to indicate the number of days in each column. For example, column one could include invoices that are due in 1 – 30 days. Column two could include invoices that are due in 31 – 60, and so on. Valid values are:

- 1 Aging Days
- 2 Fiscal Period
- 3 Calendar

If you calculate aging by fiscal period, you include invoices by periods as you define them. For example, you can define fiscal periods as extending from the sixteenth of the month to the fifteenth of the following month. Then, column one would include invoices for the first period, and column two would include invoices for the second period, and so on.

Note: Complete this processing option only if you enter a blank value in the A/R Company Constants processing option. Otherwise, these periods are determined by the Date Pattern chosen for each company as defined in Company Numbers and Names (P0010).

5. Aging Category 1

Use this processing option to specify the intervals the system uses as an aging category for the first aging column of the A/R aging reports.

For example, if you enter -30, the system calculates aging days from 30 days prior to the date determined by the Date: Age As Of processing option. If you enter 0, the system calculates aging days from the date determined by the Date: Age As Of processing option. If you enter 30, the system calculates aging days from 30 days after the date determined by the Date: Age As Of processing option.

6. Aging Category 2

Use this processing option to specify the intervals the system uses as an aging category for the second aging column of the A/R aging reports.

For example, if you enter -30, the system calculates aging days from 30 days prior to the date determined by the Date: Age As Of processing option. If you enter 0, the system calculates aging days from the date determined by the Date: Age As Of processing option. If you enter 30, the system calculates aging days from 30 days after the date determined by the Date: Age As Of processing option.

7. Aging Category 3

Use this processing option to specify the intervals the system uses as an aging category for the third aging column of the A/R aging reports.

For example, if you enter -30, the system calculates aging days from 30 days prior to the date determined by the Date: Age As Of processing option. If you enter 0, the system calculates aging days from the date determined by the Date: Age As Of processing option. If you enter 30, the system calculates aging days from 30 days after the date determined by the Date: Age As Of processing option.

8. Aging Category 4

Use this processing option to specify the intervals the system uses as an aging category for the fourth aging column of the A/R aging reports.

For example, if you enter 60, the system calculates aging days from 60 days after the date determined by the Date: Age As Of processing option. If you enter 90, the system calculates aging days from 90 days after the date determined by the Date: Age As Of processing option. If you enter 999, the system calculates aging days from 999 days after the date determined by the Date: Age As Of processing option. A long interval in this last processing option shows invoices that have been on hold for a long period of time.

9. Aging Category 5

Use this processing option to specify the intervals the system uses as an aging category for the fifth aging column of the A/R aging reports.

For example, if you enter 30, the system calculates aging days from 30 days after the date determined by the Date: Age As Of processing option. If you enter 60, the system calculates aging days from 60 days after the date determined by the Date: Age As Of processing option. If you enter 90, the system calculates aging days from ninety days after the date determined by the Date: Age As Of processing option.

10. Aging Category 6

Use this processing option to specify the intervals the system uses as an aging category for the sixth aging column of the A/R aging reports.

For example, if you enter 30, the system calculates aging days from 30 days after the date determined by the Date: Age As Of processing option. If you enter 60, the system calculates aging days from 60 days after the date determined by the Date: Age As Of processing option. If you enter 90, the system calculates aging days from ninety days after the date determined by the Date: Age As Of processing option.

11. Aging Category 7

Use this processing option to specify the intervals the system uses as an aging category for the seventh aging column of the A/R aging reports.

For example, if you enter 30, the system calculates aging days from 30 days after the date determined by the Date: Age As Of processing option. If you enter 60, the system calculates aging days from 60 days after the date determined by the Date: Age As Of processing option. If you enter 90, the system calculates aging days from ninety days after the date determined by the Date: Age As Of processing option.

12. Aging Category 8

Use this processing option to specify the intervals the system uses as an aging category for the eighth aging column of the A/R aging reports.

For example, if you enter 30, the system calculates aging days from 30 days after the date determined by the Date: Age As Of processing option. If you enter 60, the system calculates aging days from 60 days after the date determined by the Date: Age As Of processing option. If you enter 90, the system calculates aging days from ninety days after the date determined by the Date: Age As Of processing option.

13. Unapplied Receipts Aging

Use this processing option to specify the method for aging unapplied receipts. If you leave this blank, the system does not age unapplied receipts. Valid values are:

- 1 The system will use the aging method you specify in the Date Type processing option (Aging tab).
- 2 The system will age unapplied receipts to the Current aging column.
- 3 The system uses the balance forward method (input type 2) to age unapplied receipts. Using the balance forward method, the system applies the Unapplied Cash Receipt (RU) amount to the oldest open invoice or group of invoices in a customer's account. For example, if you have invoices in aging buckets 1 – 30, 60 – 90, and 150 – 180, the system applies the receipt to the 150 – 180 aging bucket until all receipts are applied.

14. Credit Amount Aging

Use this processing option to specify the method for aging credit amounts. If you leave this field blank, the system does not age credit amounts. Valid values are:

- 1 The system uses the aging method you specify in the Date Type processing option (Aging tab).
- 2 The system ages credit amounts to the current amount.
- 3 The system uses the balance forward method (input type 2) to age unapplied receipts. Using the balance forward method, the system applies the Credit Memo (RM) amount to the oldest open invoice or group of invoices in a customer's account. For example, if you have invoices in aging buckets 1 - 30, 60 - 90, and 150 - 180, the system applies the credit to the 150 - 180 aging bucket until all credits are applied.

Workfile Tab

Complete the Workfile processing option to specify whether the system generates the Open A/R Summary Workfile (F03B15).

1. Suppress Open A/R Summary Workfile

Use this processing option to update open amounts and associated aging information. Valid values are:

Blank The system updates open amounts and aging information in the Credit and Cash Management (F03B15) table. The system uses this table as a summary workfile for online inquiries.

- 1 The system does not update open amounts and associated aging information.

Notices Tab

Complete the Notices processing option to specify how the system generates delinquency notices. You can determine options such as generation mode (proof or final), which version to use, and the Remit To address.

1. Generate Delinquency Notices

Use this processing option to indicate how the system generates delinquency notices. If you leave this field blank, the system will not generate notices. Valid values are:

- 0 The system generates delinquency notices in proof mode. That is, the system generates a report of all customers qualifying for the delinquency notice.
- 1 The system generates delinquency notices in final mode. That is, the system generates a printed notice for each customer. The following fields will also be updated in the F03B11 tables:
- RMDS – Total Number of Notices Sent
 - RDDJ – Date of Last Reminder Sent

2. Notice Print Program

Use this processing option to specify the Delinquency Notice Print Program that the system should call if you selected the Generate Delinquency Notices (option 1). If you leave this field blank, the default program is R03B20.

Note: A/R Delinquency Notices Print (R03B20) has processing options associated with it. To access these options, go into Batch Versions and enter R03B20 as the Batch Application. Select a version and choose Processing Options from the Row menu.

3. Version for Notices

Use this processing option to enter the delinquency notice version you specified in the Notice Print Program option. If you leave this field blank, the default version is ZJDE0001.

4. Remit To Address

Use this processing option to specify the Remit To address. The Remit To address is the address that the system prints on the Delinquency Notice so the customer knows where to remit their payment. These Address Book records are the customer records in the Address Book Master table (F0101). Valid values are:

- Blank Use the address of the company designated on the F03B11 Invoice Record.
- A Use the value in the First Address Number field (AN81).
 - B Use the value in the Second Address Number field (AN82).
 - C Use the value in the Third Address Number field (AN83).
 - D Use the value in the Fourth Address Number field (AN84).
 - E Use the value in the Factor/Special Payee field (AN86).
 - F Use the value in the Fifth Address Number field (AN85).

5. Consolidate Companies

Use this processing option to specify how the system generates notices. Valid values are:

- Blank The system generates a separate notice for each company, by customer.
- 1 The system generates notices that consolidate companies, by customer.

Fees Tab

Use the Fees processing option to specify how the system generates delinquency fees. You can determine options such as generation mode (proof or final), which version to use, and which payment terms code to use.

1. Print Fee Report

Use this processing option to indicate how the system generates delinquency fees. Valid values are:

- Blank The system will not generate fees.
- 0 The system generates an A/R Finance Charge Proof report. The system does not update any tables.
 - 1 The system generates an RF invoice document in the amount of the fee in the Customer Ledger (F03B11) table. The system also generates records in the A/R Fee Journal History (F03B22) and A/R Fee Journal History Detail (F03B23) tables and prints an A/R Delinquency Fee Journal (R03B22). The system updates the Last Fee Date in the Customer Ledger (F03B11) and

A/R Check Detail (F03B14) tables with the date that fees were generated. Subsequent fees for the same invoice will not be generated until the number of days between fees has passed, as defined in the policy.

2. Version for Fee Processing

Use this processing option to enter the version of the A/R Finance Charge Journal (R03B22) that the system should print. If you leave this field blank, the default version is ZJDE0001.

Note: The A/R Finance Charge Journal has associated processing options. To access these processing options, use Batch Versions and enter R03B22 as the Batch Application. Select a version and choose Processing Options from the Row menu.

3. G/L Date

Use this processing option to enter the G/L date that the system uses for the RF invoice records. The system generates these invoices when you process delinquency fees in Final Mode. If you leave this field blank, the system uses the current date.

4. Late Payment Delinquency Fees

Use this processing option to run the Late Payment Delinquency Fees program (R03B221). You should activate this program to calculate paid late amounts for established policies.

5. Version for Late Payment

Use this processing option to specify the version that you want the system to use if you entered 1 in the Late Payment Delinquency Fees processing option. If you leave this processing option blank, the system uses version ZJDE0001.

6. Payment Terms Code

Use this processing option to assign a Payment Terms Code to the RF invoice fee record. Use the visual assist to select a code.

Working with Delinquency Notices and Fees

When customers are delinquent in paying their bills, you can send a simple reminder or apply a fee on overdue invoices to encourage them to pay the delinquent balance.

Working with delinquency notices and fees consists of the following tasks:

- Generating delinquency notices
- Working with delinquency fees

Before You Begin

- Set up the AAIs RFC and RFD for delinquency fee processing.
- Ensure that you have completed the Delinquency Notice option on the A/R Constants form and on the Customer Master Revision form (Collection tab).
- Ensure that you have activated the Apply Finance Charges option on the Customer Master form, Collection tab.

Generating Delinquency Notices

When you run A/R Credit/Cash Management Build (R03B525), you can generate delinquency notices that you can review and approve.

If you set the Collection Manager Approval Required field in the policy, the collection manager must approve each notice before the system generates the notices for the customer. If a manager does not need to approve notices, the system creates a spool file for printing them.

When you generate delinquency notices, the system writes records in the A/R Notification History (F03B20) and A/R Notification History Detail (F03B21) tables.

Generating delinquency notices consists of:

- Creating delinquency notices
- Reviewing delinquency notices
- Approving delinquency notices

Before You Begin

- Ensure that you have a policy defined and attached to your customer record and that you have set up credit and collections information. See *Setting Up Credit and Collections Information*.

► To create delinquency notices

From the Statement Reminder Processing menu (G03B22), choose Print Delinquency Notices.

You create delinquency notice records by running a version of the A/R Credit/Cash Management Build program (R03B525). The version assigned to the menu has predefined processing options set for delinquency notices.

You can run this version in either proof or final mode. When you run this program in proof mode, the system prints a notice but does not update the A/R Notification History (F03B20) and A/R Notification History Detail (F03B21) tables.

When you run the A/R Credit/Cash Management Build program (R03B525) to create delinquency notices, the system:

- Uses the customer's policy to determine the aging and letter to print.
- Prints one letter per customer, regardless of the number of invoices that are past due. If the customer has a past-due invoice, all invoices are printed on the notice.
- Prints the letter applicable to the last aging category, if invoices fall in different aging categories that would produce different letters. For example, if one invoice is 30 days past due, which would print Letter1, and another invoice is 90 days past due, which would print Letter3, the system prints Letter3 and lists both past due invoices.
- Updates the Date of Last Sent Reminder field (RDDJ) and the Number of Reminders Sent field (RMDS) in the Customer Ledger table (F03B11) when you run the build in final mode.
- Prints all invoices for a customer even if the customer has only one invoice that meets the criteria established in the policy.

Related Information

Aging

You can specify aging based on the A/R constants or the processing options for printing delinquency notices (R03B525). The system uses the Date: Age As Of field in conjunction with the Date Type and Aging Method fields to determine the appropriate aging category for the invoice. If the invoice is assigned to an aging category for which a delinquency policy has been established and it meets the condition of the policy, the system generates a notice.

See *Setting the Processing Options for Credit Analysis Refresh* for detailed information about aging.

Data Selection

To use data selection to print specific notices, use the A/R Credit/Cash Management Build program (R03B525), not the A/R Delinquency Notices Print program (R03B20).

► To review delinquency notices

From the Statement Reminder Processing menu (G03B22), choose Review Delinquency Notices.

You can review all past-due invoices for which notices have been generated. When reviewing past-due invoices, you can reprint the original notice as a replacement for a lost notice or print an additional copy for the customer.

Accounts Receivable

No	Ty	Description	Customer Number	Name	Remit To Company	Description
	DL	Delinquency Notice	1001	Edwards, J.D. & Company	00001	Financial/Distribution Com
	ST	Statement	1001	Edwards, J.D. & Company	00001	Financial/Distribution Com
	ST	Statement	3001	Global Enterprises	00001	Financial/Distribution Com
	DL	Delinquency Notice	3002	Atlantic Corporation	00001	Financial/Distribution Com
	ST	Statement	3002	Atlantic Corporation	00001	Financial/Distribution Com
	ST	Statement	3002	Atlantic Corporation	00001	Financial/Distribution Com
	DL	Delinquency Notice	3004	Pacific Company, The	00001	Financial/Distribution Com
	ST	Statement	3004	Pacific Company, The	00001	Financial/Distribution Com
	DL	Delinquency Notice	3333	Continental Incorporated	00001	Financial/Distribution Com
	ST	Statement	3333	Continental Incorporated	00001	Financial/Distribution Com

- On Work With Notifications, to locate the delinquency notices that you want to review, complete the following fields and click Find:
 - Customer Number
 - Notification Date
- Choose the notice that you want to review and click Select.

Inv Date	Due Date	Foreign Amt Open	Open Amount	Remark	Base Curr	Doc Number	Do Ty
6/10/05	6/10/05		35.00		USD	6	RB
7/7/05	8/7/05		1,500.00		USD	1035	RR
4/1/05	5/1/05		3,500.00		USD	1122	RI
5/19/05	6/18/05		4,700.00		USD	1128	RI
5/26/05	6/24/05		2,500.00		USD	1129	RI
6/3/05	7/3/05		5,000.00		USD	1130	RI
6/10/05	7/10/05		4,500.00		USD	1131	RI
6/15/05	7/15/05		3,500.00		USD	1132	RI

- On Notification Review Detail, review the past due invoices.
- Choose Summary from the Form menu.

The screenshot shows a software application window titled "Review Delinquency Notices - [Notification Summary]". The window has a menu bar with File, Edit, Preferences, Window, and Help. Below the menu is a toolbar with OK, Cancel, Discard, Abort, Links, Display, OLE, and Internet buttons.

On the left, there are input fields for "Notification Date" (8/31/05), "Address Number" (1001), "Edwards, J.D. & Company", "Payment Terms" (Net 30 Days), and "New Invoices" (34,235.00). Below these is a "Currency Code" field set to "USD" (U.S. Dollar).

On the right, there is a section titled "Aging Information" with a grid showing invoice amounts by age category:

Aging Category	Future Amount
Current	
1 - 30	1,500.00
31 - 60	22,000.00
61 - 90	7,235.00
91 - 120	3,500.00
121 - 150	
Over 150	

The Notification Summary form summarizes all the invoice detail information by aging category.

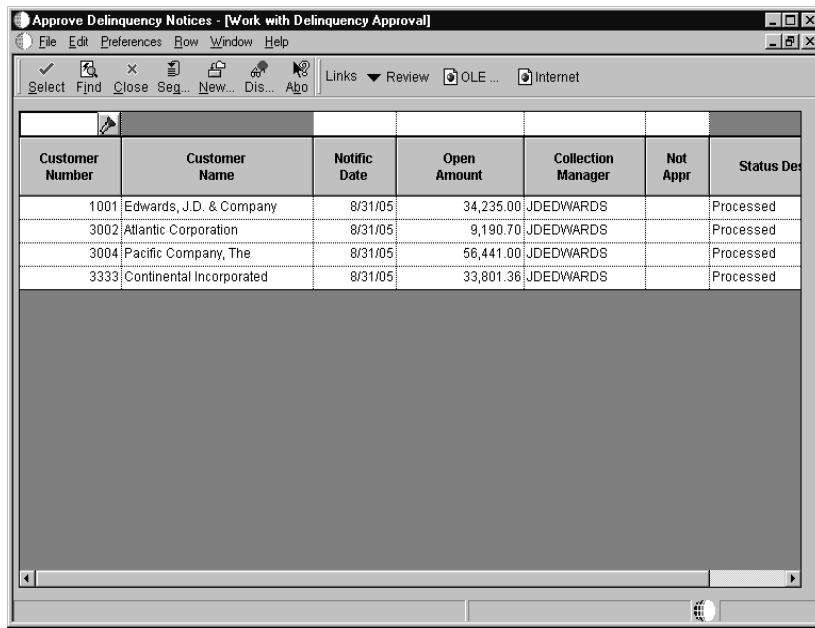
To approve delinquency notices

From the Statement Reminder Processing menu (G03B22), choose Approve Delinquency Notices.

For delinquency notices that require approval, you can change the notice from a Pending status to a Rejected or Approved status, or you can view a notification summary.

The system sends workflow messages to the collection manager defined in the customer master record. The collection manager can access the Work With Delinquency Approval form from these messages to approve or reject the notice.

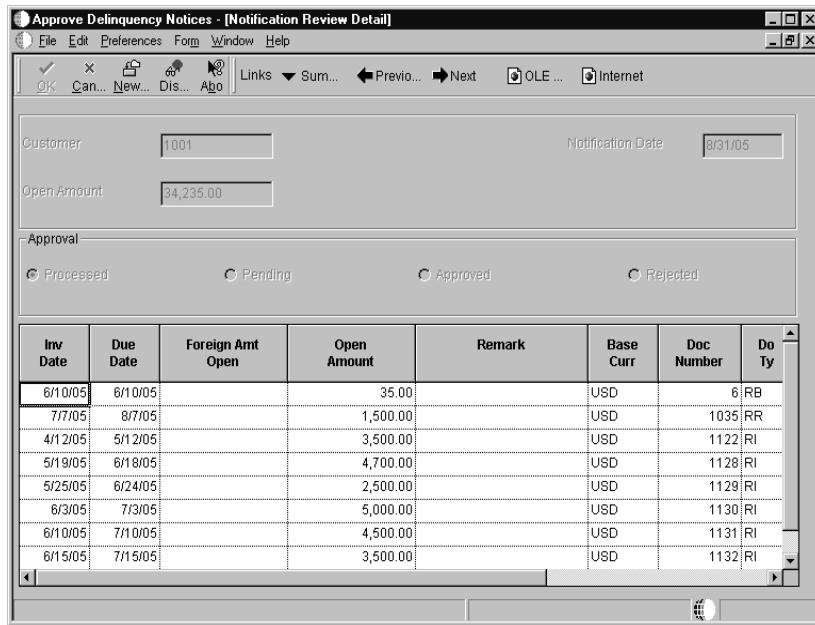
Accounts Receivable



1. On Work With Delinquency Approval, to locate the notices that you want to approve, complete the following fields and click Find:
 - Customer Number
 - Notification Date

The system reads the A/R Notification History table (F03B20) and displays all customers with a delinquency notice that have a status of Pending.

2. Choose the notice that you want to approve and click Select.



3. On Notification Review Detail, review the information and click one of the following options:

- Approved
- Rejected

After processing delinquency notices, you cannot change these options.

4. Click OK.

After you approve the notice and exit the Notification Review Detail form, the system generates a spool file for printing delinquency notices by running the A/R Delinquency Notices Print program (R03B20), using the version that you set up in the processing options when creating notices. The system updates the appropriate fields in the Customer Ledger table (F03B11) and updates the status of rejected notices accordingly.

Field	Explanation
Approved	<p>A code in WorldSoftware, or an option in OneWorld software, that determines if a delinquency notice or fee has been approved for processing.</p> <p>Valid values in WorldSoftware are:</p> <ul style="list-style-type: none">blank No Approval Necessary1 Pending Approval2 Approved3 Rejected <p>For OneWorld software, click one of the following options:</p> <ul style="list-style-type: none">• Pending• Approved (Changes the status of the notice from Pending to Approved.)• Rejected (Changes the status of the notice from Pending to Rejected.)

Working with Delinquency Fees

As part of your collection process, you can generate and approve delinquency fees. These fees are finance charges that you can assess on past-due open invoices or invoices that have been paid late. If you are using multi-currency, the system generates fees based on the currency of the company assigned to the invoices. The system generates a separate fee for each currency.

If a customer's open amount is zero, but you want to assess a stand-alone delinquency fee, such as a fee for an interest charge on a late payment, run Late Payment Delinquency Fees (R03B221).

After the system creates fees, you must approve those fees that require review from the collection manager specified in the policy. Each fee that requires the collection manager's approval must be approved before the system applies it to the customer's account.

The system sends workflow messages to the collection manager defined in the customer master record. The collection manager can access the Work With Delinquency Fee form from these messages to approve or reject the late fees. The system generates fees using the currency specified in the Customer Master.

Working with delinquency fees consists of:

- Generating delinquency fees
- Reviewing and approving delinquency fees

The system determines the percentage amount and rules for assessing fees based on the policy assigned to the customer. The system uses automatic accounting instructions for items RFC and RFD to determine the revenue and receivables trade accounts for posting fees.

Note: The system considers credit memos when delinquency fees are processed. However, the system will not process a fee if the customer has an overall credit balance. The system processes a fee for the credit memo to offset the amount of a fee that is generated for an invoice. This process ensures that customers are not overcharged for invoices to which existing credit memos have been applied, and negates the necessity of applying credit memos to invoices prior to generating fees.

When the system generates fees for the same invoice, the system calculates the fee based on the last fee date of the invoice, not the due date.

► To generate delinquency fees

From the Statement Reminder Processing menu (G03B22), choose Generate Delinquency Fees.

The Generate Delinquency Fee program is a version of the A/R Credit/Cash Management Build program (R03B525). This version has the processing options set to generate fees. You can run this version in proof or final mode.

If you run this program in proof mode, a Finance Charge Journal will be produced detailing the invoices selected for a fee and the amount of the fee that will be produced when the program is run in final mode. The system calculates the fee using the following formula:

((Interest rate/YYY) x .01) x Invoice Amount x Number of days late

YYY = 365 days (or number of days in a year)

When you run the program in final mode, the system:

- Creates a delinquency fee (RF) document in the Customer Ledger table (F03B11) for the total amount of all fees generated for all eligible invoices for the customer in the company currency.
- Creates a record in the A/R Fee Journal History table (F03B22) and the A/R Fee History Detail table (F03B23).
- Updates the LFCJ (Last Fee Date) field in the Customer Ledger table (F03B11) and the A/R Check Detail table (F03B14).

When you generate delinquency fees, the system:

- Uses the policy to determine whether to generate a fee based on the Begin and End Aging Days fields.
- Uses the policy to determine whether to calculate the fee on Open Amounts, Paid Late Amounts, or fees previously generated, such as a compound fee.
- Uses the policy to determine the fee percent to be applied to the open amount of the invoices. The system prorates fees by day.
- Generates one fee per customer for all eligible invoices.
- Prints the A/R Delinquency Fee Journal

The system includes credit memos and unapplied cash with invoices when fees are generated, but the system never generates fees as a credit. The system includes credit memos in the fee to offset the outstanding invoice amount that could have been reduced by applying the credit memo to it using the receipts application.

Note: To use data selection to generate fees for a specific customer, use the A/R Credit/Cash Management Build program (R03B525), not the A/R Delinquency Fee Journal program (R03B22).

► To review and approve delinquency fees

From the Statement Reminder Processing menu (G03B22), choose Delinquency Fee Review.

Customer Number	Customer Name	Delinquency Fees	Status	Status Desc	Subject to Late Charge	Company
3002	Atlantic Corporation	92.81	1	Pending Approval	9,190.70	00001
3004	Pacific Company, The	1,123.21	1	Pending Approval	56,250.00	00001
3004	Pacific Company, The	127.95	1	Pending Approval	17,969.00	00001
3333	Continental Incorporated	276.41	1	Pending Approval	31,535.00	00001
4242	Capital System	942.99	1	Pending Approval	225,000.00	00050

1. On Work With Delinquency Fee, click Find to locate the account that you want to review. This form displays each fee that is generated by customer, for each currency.
2. Choose the appropriate account that you want to review and click Select.

Address Number	3002	Atlantic Corporation	Delinquency Fee	B2.81
Company	00001	Financial/Distribution Comp	Amount Subject to Charge	9,190.70
G/L Date	8/31/06			

Approval

Pending Approved Rejected Error

	Delinquency Fees	Subject to Late Charge	Company	Document Number	Do Ty	Doc Co	Pay Itm	Base Curr
	38.28	2,712.00	00001	1231	RI	00001	001	USD
	27.01	2,976.70	00001	1232	RI	00001	001	USD
	27.52	3,502.00	00001	1233	RI	00001	001	USD

Unable to find Business View Column

3. On Delinquency Fee Detail, to approve the fee, review the information and click one of the following options:

- Pending
- Approved
- Rejected

The Delinquency Fee Detail form displays each invoice and the amount of the fee generated for that invoice. For credit memos, the system generates a credit fee to reduce the total amount of the fee.

You cannot set the Error option. When the system activates the Error option, you must go to the Work Center to locate and correct the error. Then you can approve the fee on Delinquency Fee Detail.

4. Click OK.

After you approve the fees and exit the Work With Delinquency Fee form, the system automatically creates the delinquency fees. If you reject the fees, the system does not create delinquency fee records. However, the Last Fee Date field on the invoice record is updated. Therefore, if you have generated a fee in error, you might need to reset this date on the invoice to its original value.

See Also

- *Setting Up Credit and Collections Information*

Updating Accounts Using Credit Analysis Refresh

From the Credit and Collections Management menu (G03B15), choose Credit Analysis Refresh. Then, choose the A/R Credit/Cash Management Build version.

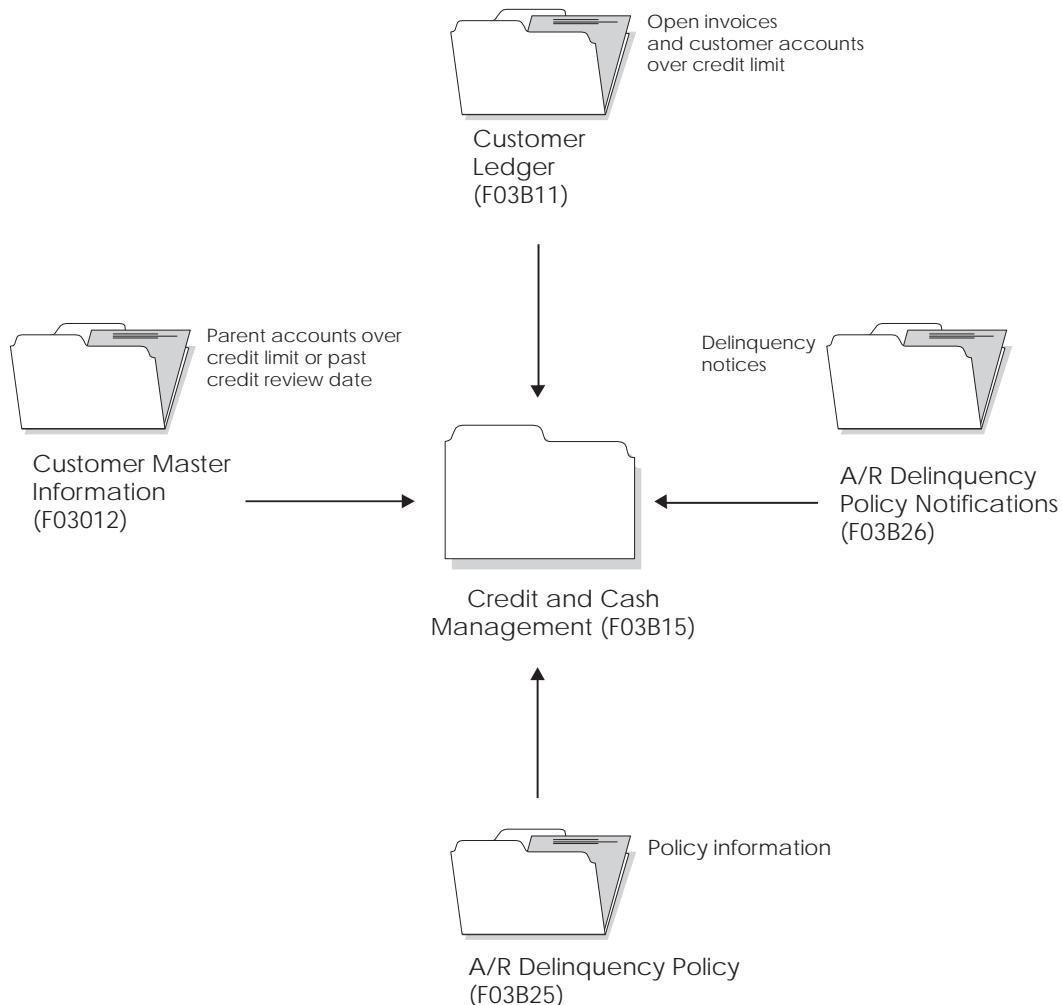
To effectively analyze and manage account activity for a customer, you must first update the customer's account information. To do so, run the Credit Analysis Refresh at the beginning or end of each business day. This ensures that the information that the system displays for the customer's account is current and helpful when analyzing the customer's account for credit and collection purposes.

When you run this batch process, the system:

- Summarizes all open invoice activity by customer account and company at both the parent and child levels, and writes this information to the Credit and Cash Management table (F03B15). You can then review this information on the Account Balances Inquiry form to determine the current status of an account.
- Sends a workflow message to the Collection Manager for accounts that require collection review by the collection manager. For example, the system can alert the collection manager when a delinquency fee is assessed on an overdue invoice or when a delinquency notice is generated for a customer.
- Sends a workflow message to the Credit Manager for accounts that require credit review. For example, the system might indicate that a customer has exceeded the credit limit or that a credit limit was changed.
- Updates the credit messages on the Customer Master Revisions form under the Credit tab.
- Gathers information from the following tables and updates the Credit and Cash Management worktable (F03B15):
 - Customer Ledger (F03B11)
 - Customer Master by Line of Business (F03012)
 - A/R Delinquency Policy (F03B25)
 - A/R Delinquency Notifications (F03B26)
- Generates a workflow message to notify you that the process is complete.

Accounts Receivable

The following graphic illustrates the types of information that the system updates in the Credit and Cash Management table (F03B15):



Before You Begin

- Set the processing options for Credit Analysis Refresh. Ensure that the processing option to build the Open A/R Summary Worktable on the Workfile tab is set to Blank. See *Setting the Processing Options for Credit Analysis Refresh* for more information.

See Also

- *Working with Delinquency Notices and Fees* for information about reviewing and processing delinquency notices and delinquency fees
- *Appendix I: Periodic Statistical Calculations* for information about how the system calculates amounts associated with the customer's balance and statistical history

Managing Accounts for Credit and Collection Activity

As part of your credit and collection efforts, you might want to review an account to determine how much effort is spent on collection reviews, determine which accounts are due for a credit review, or revise a customer's account to increase the customer's credit limit.

You can manage accounts for credit activity using the Enterprise Workflow Management system or the Account Balance Inquiry form. You work credit information for a customer at the parent level.

To manage your customer's credit activity, you can:

- Work accounts using Workflow Management
- Work accounts using Account Balance Inquiry
- Review parent/child account balances
- Manage account activities
- Revise credit information
- Print the Collection Report (R03B461)

Credit information is stored in the following tables until the system updates the A/R Credit/Cash Management worktable (F03B15):

- Customer Master by Line of Business (F03012)
- Customer Activity Log (F03B31)
- Customer Ledger (F03B11)

Before You Begin

- Run the A/R Credit/Cash Management Build program (R03B525) to update account information.

Working Accounts Using Workflow Management

To manage customer accounts for credit and collection purposes, you must be notified of the events associated with an account that requires immediate attention. For example, the collections manager should be notified when a customer's account becomes delinquent to determine whether to assess delinquency fees on overdue invoices or generate delinquency notices.

To accomplish this, the Accounts Receivable system provides several queues within the Enterprise Workflow Management system that let you receive and respond to messages about specific A/R tasks. From these system-generated messages, you can access the appropriate application for action. This enables the credit manager or collections manager to efficiently perform the tasks necessary to work an account.

The following queues are set up in the Accounts Receivable system to facilitate the credit and collections workflow messages that are produced from the A/R Credit/Cash Management Build program (R03B525):

Collection Management This queue is for messages that alert the collection manager that an account needs to be reviewed for collection reasons. The system-generated messages within this queue are a result of the delinquency policies that you set up for the customer. The system uses the following messages for collections:

- Collection Review Required
- External Collections Recommended

Within the delinquency policy, you define the rules that the system applies to delinquent accounts to determine whether an action is required. An action might be to create late fees or delinquency notices, or to simply flag the account for review.

Credit Management This queue alerts the credit manager that an account is over its credit limit or that a credit limit was changed. The system generates an Over Credit Limit message from the Credit Granting/Management form.

From this workflow message, the credit manager can access the Credit Inquiry form to review and update the customer's credit limit.

Delinquency Notice Approval

This queue enables the collections manager to review the delinquency notices that the system generates before sending them to the customer.

From this workflow message, the collections manager can access detailed information to help determine whether to approve or reject the notices. The system stores the amount of the notice and the total amount past due with the message.

Delinquency Fee Approval

This queue enables the collections manager to review the delinquency fees that the system calculates on overdue account balances.

From this workflow message, the collections manager can access detailed information to help determine whether to approve or reject the delinquency fees. The system stores the amount of the delinquency fee and the total amount past due with the message.

Promises, Promises

This queue alerts the credit or collections manager of the promise messages entered for the customer, based on the tickler date. For example, a promise message might consist of a conversation between the collections manager and the customer about overdue invoices and when payment is expected.

You cannot update the promise message from the workflow message. To do so, you must use the Account Activity Log.

If the account has a tickler message, but no longer has a past due balance, the system does not display the account for review. When the past due balance is paid, the account is considered closed. Messages are automatically deleted from the work center if you work the account from Account Balance Inquiry.

► To work accounts using Workflow Management

From the Workflow Management menu (G02), choose Employee Work Center.

1. On Work Center, to locate the mailbox queues having mail for the credit and collections manager, complete the following fields and click Find:

- Address Number
- Tickler Date

2. Expand the Credit Management queue to view all credit messages.

The system displays the first credit message.

3. To work accounts from the Work Center, click the OneWorld icon.

Depending on the message, the system displays the appropriate form. For example, if credit approval is required, the system displays the Workflow Approval form. If the customer exceeds his credit limit, the system displays the Credit Inquiry form.

You can delete the workflow message when you are finished.

See Also

- *Working with Queues* in the *OneWorld Foundation Guide* for more information about queues
- *Printing the Collection Report* for information about reviewing a list of outstanding items for customers with past-due accounts

Working Accounts Using Account Balance Inquiry

When managing customer accounts for credit and collection purposes, you can quickly access and review various types of A/R information that facilitates decision making and customer analysis. For example, you might want to review the open balance of a customer's account as of a certain period or how much of a customer's balance is past due.

After you run the Credit Analysis Refresh program (R03B525) to update account information, you can work accounts by using the Account Balance Inquiry form and adding a tickler message. You can quickly review the current status of an account, such as the total open amount and the aging category in which it belongs.

The system calculates the open amount by adding the amounts in the following fields:

- Past Due Amount
- Future Amount
- Unapplied Cash
- Credits Entered

Chargeback information is not included in the open amount calculation because it is updated in either the Past Due, Current Amount, or Future Amount fields.

When reviewing account balance information, the system displays the account's status as of the last time you ran the refresh or as of a specific date for "real-time" information. For example, you can specify today's date to review account information as current as today.

The Account Balance Inquiry form displays the Currency Code field. This field displays the currency for balances and credit limits. The system translates credit limits into the base currency of the company. For company 00000, the system displays the credit limit in the currency code of the customer.

When reviewing accounts using Account Balance Inquiry, you can:

- Review accounts using Account Balance Inquiry
- Review account balance information
- Work an account for collection

The system gathers account status information from the following tables:

- Credit/Cash Management (F03B15)
- Customer Master (F03012)
- A/R Statistical Summary (F03B16S)
- Customer Activity Log (F03B31)

► To review accounts using Account Balance Inquiry

From the Credit and Collections Management menu (G03B15), choose Account Balance Inquiry. Alternatively, you can access this form from the Customer and Invoice Entry menu (G03B11).

The screenshot shows the 'Account Balance Inquiry - [Account Balance Inquiry]' window. At the top, there are fields for 'Collection Manager' (with a dropdown arrow), 'Credit Manager' (with a dropdown arrow), 'Company' (with a dropdown arrow), and 'Customer Number' (with a dropdown arrow). To the right of these fields is a group of checkboxes: 'Parent' (unchecked), 'View Accounts' (with three radio button options: 'Worked' (unchecked), 'Unworked' (unchecked), and 'All' (checked)), and a 'Find' button. Below this is a large grid table with columns: Customer Number, Alpha Name, Company, Amount Past Due, Open Amount, and Credit Limit. The grid contains 10 rows of account information.

Customer Number	Alpha Name	Company	Amount Past Due	Open Amount	Credit Limit
4242	Capital System	00000		225,000.00	
3004	Pacific Company, The	00000	56,695.00	56,741.00	
3002	Atlantic Corporation	00000	15,000.00	40,474.20	150,000.00
3333	Continental Incorporated	00000	7,116.36	36,153.83	25,000.00
1001	Edwards, J.D. & Company	00000	10,935.00	27,307.00	30,000.00
3001	Global Enterprises	00000		19,700.00	
3004	Pacific Company, The	00001	56,695.00	56,741.00	
3333	Continental Incorporated	00001	7,116.36	36,153.83	25,000.00
1001	Edwards, J.D. & Company	00001	10,935.00	27,307.00	30,000.00
3001	Global Enterprises	00001		19,700.00	

On Account Balance Inquiry, click Find to display statistical information for all accounts, or complete the following fields to limit the information that the system displays and click OK:

- Collection Manager
- Credit Manager
- Company
- Customer Number

► To review account balance information

From the Credit and Collections Management menu (G03B15), choose Account Balance Inquiry. Alternatively, you can access this form from the Customer and Invoice Entry menu (G03B11).

1. On Account Balance Inquiry, click Find to display account balance information for all accounts, or complete the following fields to limit the accounts that the system displays:
 - Credit Manager

- Company
 - Customer Number
2. To view information by Parent, click the following option:
- Parent

When using the Parent option, you can view the child accounts summarized and displayed with the parent record. The Account Balance Inquiry form shows parent/child information for one generation. Use Parent/Child Balance Inquiry to view multiple generations of parent/child relationships.

3. To limit your search, click the following option:
- Account Worked Flag
- On this form, the Account Worked Flag appears under the View Accounts heading. You can view worked or unworked accounts, or all accounts.
4. To access summarized status information for an account, choose the appropriate account and click Select.

When reviewing account status summary information, you can review other types of A/R information for the customer. On Account Status Summary, you can access:

- Periodic statistics
- Customer master information
- Customer ledger information
- Credit granting and management information
- Account activity log
- Real-time aging
- Formatted addresses
- Who's who information
- Statistic summary

Accounts Receivable

The statistic portion of this form contains information generated by running the Statistic History Build. Aging information is displayed through the end of each period.

- To review account information as of a specific date, choose the account and then choose Real Time Aging from the Form menu.

- On Real Time Aging, complete the following field:
 - Age as of Date

7. From the Row menu, choose Recalculate. The system recalculates and displays information from the date you entered.

See Also

- *Printing the Collection Report* for information about reviewing a list of outstanding items for customers with past-due accounts

► **To work an account for collection**

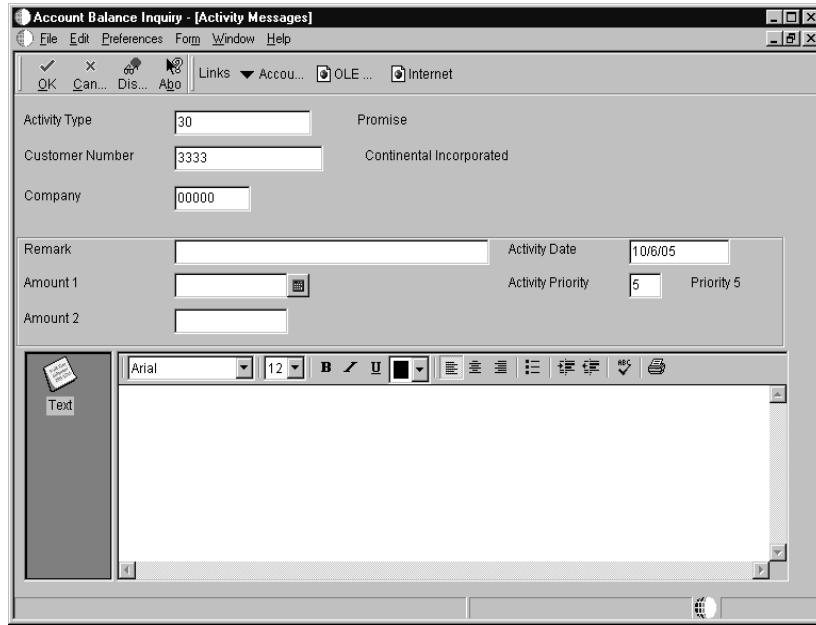
From the Credit and Collections Management menu (G03B15), choose Account Balance Inquiry. Alternatively, you can access this form from the Customer and Invoice Entry menu (G03B11).

You can use Account Balance Inquiry to work your accounts for collection. When you work an account, you enter a promise tickler message that details the account activity, such as a promise to pay.

When you run the Credit Analysis Refresh program (R03B525), the system includes all the customers with an open balance (regardless of whether the balance is past due) in the Credit and Cash Management table (F03B15) and displays the balances on the Account Balance Inquiry form. If the account has been worked for a particular invoice, that invoice won't be included in the F03B15 table until the tickler date is reached.

1. On Account Balance Inquiry, locate the account.
2. To review previous contacts made to the customer, choose Promises from the Row menu.
3. On Account Activity Log, click Add.

Accounts Receivable



4. On Activity Messages, complete the following fields:
 - Activity Type
 - Customer Number
 - Company
 - Activity Date
 - Amount 1
 - Amount 2
5. Change the following fields to override the default information, if necessary:
 - Activity Date
6. In the detail area, click Add Text and enter the necessary text for the promise message, and click OK.
7. On Account Activity Log, click Find to refresh the account information on the form.

Field	Explanation
Activity Type	A code that classifies a group of action items.
Remark	A generic field that you use for a remark, description, name, or address.
Activity Date	The future reminder date. The system does not send the message until this date. The default value is today's date.
Amount 1	A number that identifies the actual amount.

Reviewing Parent/Child Account Balances

When reviewing a customer's account, you can review account balance information for a parent account and its associated children. For example, you might want to research the total open amount of a child account, or whether that child account has exceeded its assigned credit limit.

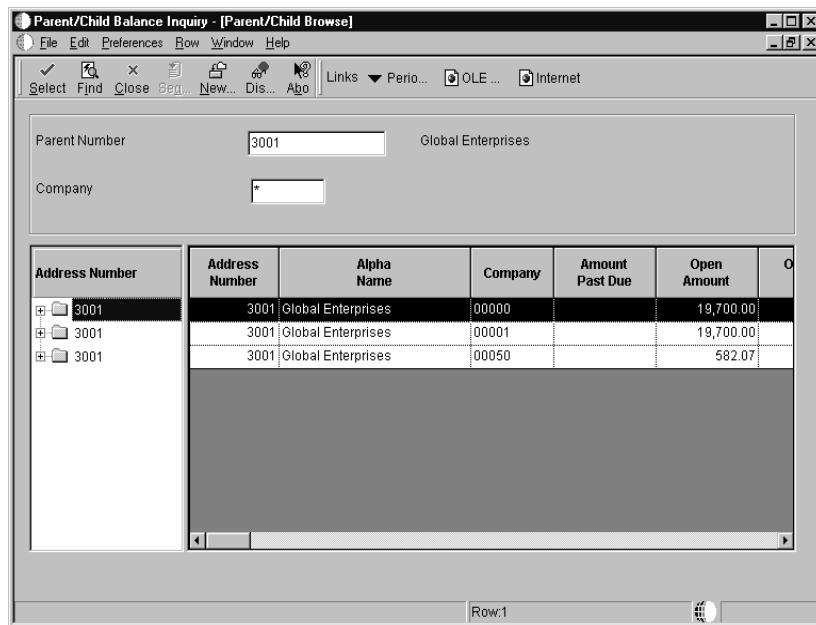
If you choose to review the balances of a parent account, the system does not limit the information that it displays to the immediate children accounts. You can view account balances for grandchildren, great grandchildren, and so on, up to 25 levels of parent/child information. The total open amount for the parent includes all of its associated children's account balances.

Before You Begin

- Set up the necessary parent/child relationships on Customer Master.
- Run A/R Credit/Cash Management Build to ensure that your customer's account balances are current.

► To review parent/child account balances

From the Credit and Collections Management menu (G03B15), choose Parent/Child Balance Inquiry.



1. On Parent/Child Browse, click Find to display account balance information, or complete the following fields to limit the information that the system displays:
 - Parent Number
 - Company
2. To display children and associated grandchildren for a parent account, double-click the appropriate file folder in the Address Number explorer.
3. To display summarized account status information, choose the appropriate account and click Select.
4. To review account balance information by parent or child, choose the account and access any of the following exits from the Row menu:
 - Periodic Statistics
 - Customer Master
 - Customer Ledger Information
 - Credit Information
 - Account Status

See Also

- *Reviewing Statistical Information*

Managing Account Activities

As part of your credit and collection efforts, you can use the Account Activity Log as a history to show patterns and trends of customer habits, and to assist you in making decisions about how an account is performing. It enables you to review a list of all the activities associated with a customer. For example, using the Account Activity Log, a manager can review an account to determine how much effort is spent on collection reviews.

When you manage account activities, you can:

- Review account activities
- Enter a promise message
- Print the Account Activity Log

From the list of activities associated with an account, you can access and review detailed information about a specific activity. For example, if the activity indicates *Over Credit Limit*, you can access credit review information that displays how much the customer has exceeded the credit limit and the customer's original credit limit.

If an account has a large number of delinquency processes or collection reviews associated with it, you might consider it a problem account. However, if very little activity is associated with an account, then you might consider it to be performing well.

The system displays activities for an account by tickler date and priority. The two amounts that are displayed on the Account Activity Log are associated with activities as follows:

Collection review required	For: <ul style="list-style-type: none">• Amount 1. This is the amount based on the aging category generated from the policy.• Amount 2. This is the total amount that is past due.
Over credit limit	For: <ul style="list-style-type: none">• Amount 1. This is the amount that is over the credit limit.• Amount 2. This is the amount of the credit limit.
Credit limit updated	For: <ul style="list-style-type: none">• Amount 1. This is the updated amount of the credit limit.• Amount 2. This is the previous credit limit amount.
Promises	Both amounts are manually entered.
Delinquency notice sent	This is the amount based on the aging category generated from the policy.
Delinquency notice rejected	For: <ul style="list-style-type: none">• Amount 1. This is the amount based on the aging category generated from the policy.• Amount 2. This is the total amount past due.
Delinquency fee applied	For: <ul style="list-style-type: none">• Amount 1. This is the amount of the delinquency fee.• Amount 2: This is the total amount past due.
Delinquency fee rejected	For: <ul style="list-style-type: none">• Amount 1. This is the amount of the delinquency fee.• Amount 2. This is the total amount past due.
All other activities	Both amounts are manually entered.

Before You Begin

- Run the A/R Credit/Cash Management Build version of the Credit Analysis Refresh. See *Updating Accounts Using Credit Analysis Refresh*.

► **To review account activities**

From the Credit and Collections menu (G03B15), choose Account Activity Log.

Before you review or update an activity, you can review the activity log to view all activities associated with your customers. This enables you to quickly determine the amount of activity that is spent on credit and collection efforts.

For example, depending on how you set up activity types, the system might display any of the following activities:

- Statement sent to customer
 - Credit limit updated
 - Over credit limit
 - Delinquency notice sent or rejected
 - Delinquency fee assessed or rejected
 - Promise message attached to customer's account
1. On Account Activity Log, click Find to display all activities associated with all accounts, or complete any of the following fields to limit the information that the system displays:
 - Customer Number
 - Company
 - Activity Date
 2. To review information about an activity, choose the activity and click Select.

► To enter a promise message

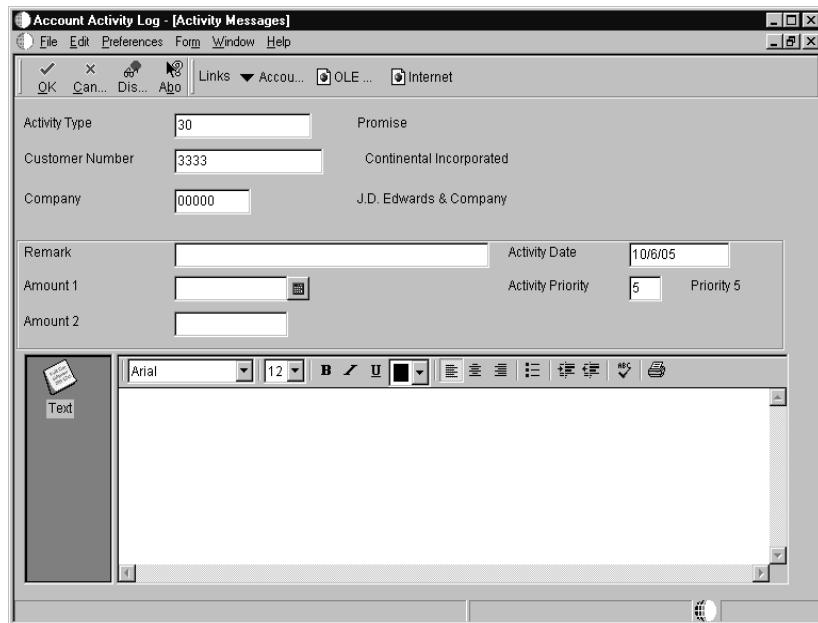
From the Credit and Collections menu (G03B15), choose Account Activity Log.

When managing account activities, you can enter or review promise messages for the customer. A promise message might contain detailed information about the action taken to collect overdue invoices on a customer's account.

For example, you might enter a promise message to document a conversation with a customer about the past-due account balance. You enter promise messages to better manage collection reminders, customer communications, and future actions.

When you enter a promise message for an account, the system suspends all messages until the tickler date has passed. Depending on the tickler date, the system generates a workflow message to notify you that the account requires attention. To update the promise message, you must use the Activity Log.

1. On Account Activity Log, click Add.



2. On Activity Messages, complete the following fields:

- Activity Type
- Customer Number
- Company

- Activity Date
 - Amount 1
 - Amount 2
3. Change the following fields to override the default information, if necessary:
 - Activity Date
 - Activity Priority
 4. In the detail area, click Add Text and enter the necessary text for the promise message, and click OK.

► **To print the account activity log**

From the Credit and Collections menu (G03B15), choose Print Activity Log.

In addition to reviewing credit and collections activities associated with a customer online, you can print the activity log. This enables you to review and manage account activities from a printed copy.

See Also

- R03B31, *Activity Log* in the *Reports Guide* for a sample report

Processing Options for Activity Log Report

Generic Text

1. Enter a '1' to print generic text associated with each activity. If left blank no text will be printed.

Print Generic Text

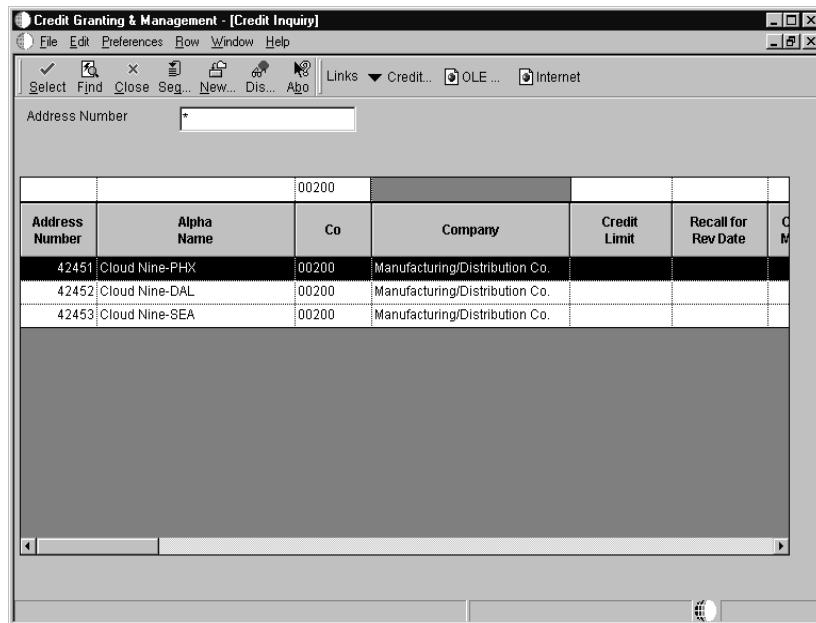
Revising Credit Information

When you review and revise credit information, you locate an account to determine whether the account is over its credit limit or past its credit review date.

You can use the Query by Example (QBE) line to locate all the customer records that have a credit limit equal to or greater than a specific value. You can also locate customer records that have a credit review date for the current month, or a specific credit message.

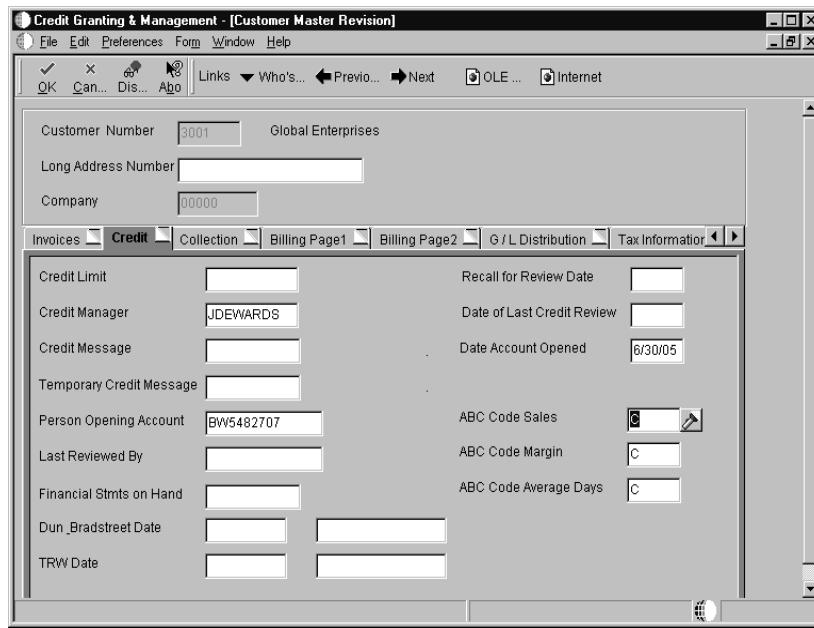
► To revise credit information

From the Credit and Collections Management menu (G03B15), choose Credit Granting and Management.



1. On Credit Inquiry, click Find to display all accounts, or complete the following field to limit the information that the system displays:
 - Address Number
2. To revise or complete new credit information, choose the customer and click Select.

Accounts Receivable



3. Complete or change information in the following fields, and click OK:

- Credit Limit
- Credit Message
- Temporary Credit Message
- Recall for Review Date
- Date Account Opened
- Person Opening Account
- Financial Stmt on Hand
- Dun & Bradstreet Date
- TRW Date

When you make a change to the Credit Limit and click OK, the system displays a Workflow Pending Review notification window. Click OK to submit the workflow message for approval.

Field	Explanation
Credit Limit	The credit limit for a customer. This value is used throughout the credit management programs.

Field	Explanation
Credit Message	<p>A user defined code (00/CM) that displays information about a particular customer or supplier. Examples:</p> <ul style="list-style-type: none"> 1 Over credit limit 2 Requires purchase order 3 Not on maintenance agreement 4 Notify the credit manager <p>The customer master and the supplier master forms display credit messages for customers and suppliers when you enter or locate information.</p>
Temporary Credit Message	<p>A user defined code that identifies a temporary credit status. Generally, the code is assigned when an account becomes past due. If the rules of the policy are broken, this code is updated if the credit message is specified in the Customer Master by Line of Business table (F03012), after you run the Credit Analysis Refresh (R03B525).</p>
Recall for Review Date	The review date for the customer's credit information.
Date Account Opened	The date the account was entered in the Address Book.
Person Opening Account	The person who entered the account in the Address Book. The system supplies the data for this field.
Financial Stmt on Hand	The date that financial statements are received.
Dun & Bradstreet Date	The date Dun & Bradstreet ratings were available.
TRW Date	The date in which TRW ratings were available.

See Also

- *Working Accounts Using Workflow Management*

Printing the Collection Report (R03B461)

From the Accounts Receivable Report menu (G03B14), choose Collection Report.

To review a list of outstanding items for customers with past-due accounts, print the Collection Report. You can use this report to determine whether to consign specific invoices or customers to an external collection agency.

You can run the report in proof or final mode. If you run the report in final mode, you must provide a collection reason code in the processing options. The system updates this reason code to the field CORC on the F03B11 invoice records that are printed on the report.

This report lists both domestic and foreign gross and open amounts.

In the processing options for the Collection Report, the system calls the collection reason codes using 03B/CL.

Before You Begin

- Set the Collect Report field for the customer on Customer Master Information. See *Creating Customer Records*.
- Set the External Collections Recommended field on Notification Instructions. See *Setting Up Policies*.

Processing Options for Collection Report

Mode

1. Enter a "1" run in Final Mode. Default of blank will run in Proof mode.
2. Enter in the Collection Reason Code. If Report is run in Final Mode, the Collection Reason Code is required.

Creating Credit Reporting Tapes

From the Credit and Collections Management menu (G03B15), choose TRW Credit Reporting Tape (R03B920) or Creditel Credit Reporting Tape.

As part of managing credit information for your customers, you might need to send a magnetic tape of A/R information to an outside credit agency. To do so, you must create the credit reporting tape.

When you create a credit reporting tape, the system:

- Updates the Credit and Cash Management table (F03B15), depending on the processing options that you set
- Reads information from the F03B15
- Formats your customer's A/R information to conform to the standards of the specific credit agency
- Updates the Credit Reporting Tape – TRW table (F03B920) or the Credit Reporting Tape – Creditel table (F03B920C)

It is your responsibility to copy the Credit Reporting Tape table to the appropriate medium and send it to one or more of the following credit agencies:

- TRW
- Dun & Bradstreet
- CREDITEL

These credit agencies, in turn, process the tape and establish credit rating information about your customers.

The system clears the credit reporting tables each time the program is run. The system does not add records to the tables.

What Are the Requirements for Credit Reporting Tapes?

The following information describes the credit agency's requirements for credit reporting tapes:

TRW

This credit agency requires that you:

- Include all of your customers, regardless of their balances. You can set a processing option to include customers who have a zero balance. This ensures that the system includes those customers who pay on time or have no open amounts.
- Specify an SIC (Standard Industry Code) for the company for which you are submitting a tape. Set up the SIC for the customer in the customer master record.
- Enter the four-character business code that you obtain from TRW in the processing options.
- Use a seven-character business code to describe the payment terms for the customer. To do this, set up a cross-reference between the three-character Payment Terms field on the user defined codes list (03B/PT) and the TRW definition.

Dun & Bradstreet

This credit accepts tapes that conform to the requirements of TRW. Use the TRW credit reporting tape program to process Dun & Bradstreet tapes.

CREDITEL

This credit agency has no special requirements.

Before You Begin

- Set the appropriate processing options.
- Run the Update A/R from Address Book program.
- Contact your credit reporting agency to obtain any necessary information.
- Ensure that you have a tape drive available to create magnetic tapes.

- Run the Credit Analysis Refresh program to create the A/R Cash Management worktable. Alternatively, you can set a processing option in the Create Credit Reporting Tapes program to base your credit reporting information on a temporary cash management table. This lets you submit the tape program without running Credit Analysis Refresh.

Recommendations

Submitting more than one version at the same time	If you try to submit more than one version of the Credit Reporting Tapes program, the system displays an error message because each version accesses the Credit Tape tables (F03B902 or F03B902C).
Creating credit tapes for multiple companies	To create a credit tape for multiple companies, set up separate versions of the Create Credit Reporting Tapes program.

Processing Options for TRW and Dun & Bradstreet

Options

1. Contributor Number: _____
2. Business Category Code: _____
3. A/R Cutoff Date: _____
4. Printed Amount Code: _____

5. To rebuild the Credit/Cash Management File enter a version.

Version: _____

Processing Options for Creditel

Company

1. Enter your CREDITEL membership number.

Membership Number _____

2. Enter the 'As Of' Date to be used as the A/R cutoff date.

As of Date _____

Build

1. Enter the version to rebuild the A/R Credit/Cash Management workfile prior to creating the tape. If left blank the workfile will not be rebuilt.

Version _____

Updating A/R Information for Customer Analysis

You can review which customers are due for a credit or collections review, which customers have overdue account balances, and the activity that occurred for your customers within a specific period of time.

Updating A/R information for customer analysis consists of:

- Setting up credit and collections date patterns
- Updating invoice amounts using Statistics Annual Close
- Updating statistical information
- Reviewing statistical information
- Purging statistical history records

Setting Up Credit and Collections Date Patterns

Before you can review account activity for a customer that occurred within a specific period of time, you must set up credit and collection date patterns. Date patterns represent the beginning date for the fiscal year and the ending date for each period in that year. The system must have a calendar, or a fiscal date pattern, which is associated with company 00000.

When managing credit and collections information for your customers, the system uses the date patterns that you specify to process and display statistical information. For example, the system uses date patterns to calculate the:

- Total amount invoiced for a customer within a given period
- Amount and number of invoices paid late
- Amount and date of a customer's high balance
- Number of days that sales are outstanding (DSO)

The system uses the date patterns when you run the A/R Statistical History Refresh program (R03B16). The system stores credit and collection date patterns in the Credit/Collection Date Pattern table (F03B08).

Set up credit and collection date patterns for the each year that you have invoices and receipts on the system, and for the next fiscal year. Date patterns

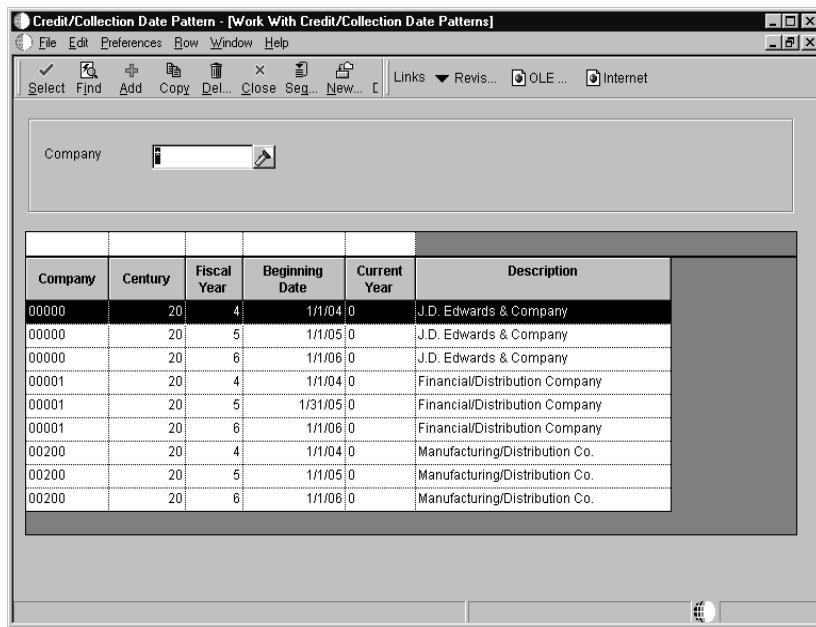
provide flexibility and the ability to specify different periods for special reporting needs, and you can set up an unlimited number of date patterns. For example, you might set up 52 periods to report a customer's status on a weekly basis.

If you do not specify a company when setting up credit and collections date patterns for the customer, the system uses the default information for company 00000 from the credit and collection date patterns. You do not need to set up date patterns for each company. Instead, set up date patterns for those companies that have unique reporting requirements.

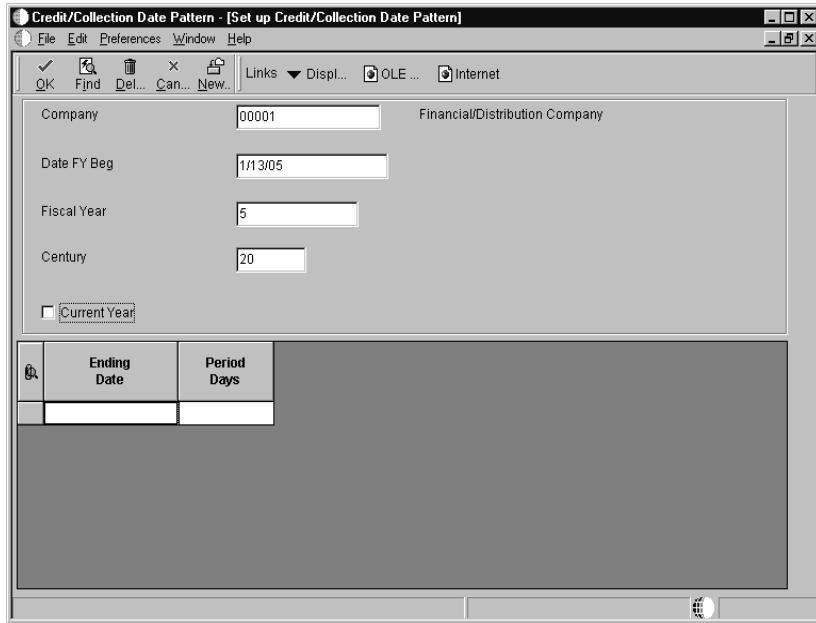
Do not change your Credit and Collection Date patterns after running the A/R Statistical History Refresh. You should make changes to your date pattern only when you can run the Statistical Purge Repost program to reset all the data in your A/R Statistics History (F03B16) and the A/R Statistics Summary (F03B16S) tables. See *Purging Statistical History Records*.

► To set up credit and collections date patterns

From the Credit and Collections Setup menu (G03B411), choose Credit/Collection Date Pattern.



1. On Work With Credit/Collection Date Patterns, click Add to access Set Up Credit/Collection Date Pattern.



2. On Set Up Credit/Collection Date Pattern, complete the following fields:

- Company
- Date FY Beg
- Fiscal Year

When you run the Update Invoice Amounts process, the system automatically updates the fiscal year in the Credit and Collection date patterns.

3. To set the current year, click the following option:

- Current Year

Note: When you are setting up the years for date patterns, you must set the Current Year option for one of those years.

4. Complete the following field for each period in the pattern, and click OK:

- Ending Date

You can leave the Period Days field blank. The system will automatically calculate this information.

Field	Explanation
Date FY Beg	The first day of the fiscal year.
Fiscal Year	A number that identifies the fiscal year. Generally, you can either enter a number in this field or leave it blank to indicate the current fiscal year (as defined on the Company Numbers and Names form). Specify the year at the end of the first period rather than the year at the end of the fiscal period. For example, a fiscal year begins October 1, 1998 and ends September 30, 1999. The end of the first period is October 31, 1998. Specify the year 98 rather than 99.
Current Year	A checkbox to specify the Fiscal Year as the current year.
Ending Date	The date is used to define the last date within a Credit/Collection period. This date is used in the A/R Statistical History Refresh (R03B16) for tracking of periodic statistics.
Period Days	The number of days within a period. If you leave this field blank, the system uses the ending date.

Updating Invoice Amounts Using Statistics Annual Close

From the Periodic Processes menu (G03B21), choose Statistics Annual Close.

As part of your cash management activities, you might want to see the total invoiced amounts for your customers for the prior year and the current year. You can review these totals on the Account Statistical Summary form. To see accurate totals, run the Statistics Annual Close program (R03B161).

Generally, you run this batch process at the end of a calendar or fiscal year as part of your annual close, or when you convert from another system. The Statistics Annual Close program performs the following:

- Displays the PYE and YTD amounts based on the currency that you specified as the A/B Amount Code on the Customer Master Revisions form.
- Updates the Invoiced – Prior Year field (SPYE) based on the value in the Invoiced This Year field (ASTY) and clears the Invoiced This Year field (ASTY). This update for Invoiced – Prior Year occurs in the Customer Master table and the A/R Statistical Summary table.
- Changes the designation of the current year in the Credit/Collection Date Pattern table. The fiscal date patterns designated for the current year are changed to a value of 2 for the prior year. The date patterns established for the next fiscal year are set to the current year value of 1.

Before You Begin

- Enter all invoices for all companies for the period or fiscal year
- Set up the necessary security so that only authorized personnel can run the Statistics Annual Close program
- Establish credit and collections date patterns for company 00000

Processing Options for Statistics Annual Close

Year

1. Enter the Fiscal Year to close.

Fiscal Year _____

Updating Statistical Information

From the Credit and Collections Management menu (G03B15), choose Statistics History Update.

As part of your customer analysis activities, you can update statistical information about your customer accounts, based on how you set the processing options. To do so, run Statistics History Update. This enables you to review the activity of a customer's account for a specific period, which is helpful for trend analysis and cash forecasting. The update includes information about both closed and open transactions, such as:

- Invoice amount
- Days sales outstanding (DSO)

When you run this batch process, the system looks at posted information only. The system also updates inception-to-date statistics for your customer accounts. This information is similar to the periodic statistics except that the system accumulates statistical information from the time the customer's account is opened. It includes the following type of information:

- Date of the first and last invoice
- Last receipt date

Running this batch process is time consuming. J.D. Edwards suggests that you run this process during off hours.

When updating statistical information, the system gathers information from the following tables:

- Customer Ledger (F03B11)
- Invoice Revisions (F03B112)
- Receipts Header (F03B13)
- A/R Check Detail (F03B14)

After the system gathers the information, it updates the A/R Statistics History (F03B16) and the A/R Statistics Summary (F03B16S) tables, as well as the following fields in the Customer Master table (F03012):

- Invoiced This Year (ASTY). The system updates this field using the Gross Amount (AG) of the invoice record in the Customer Ledger table (F03B11), regardless of whether the invoice has applicable taxes.
- Invoiced – Prior Year (SPYE)
- YTD Finance Charges (AFCY)
- Last Applied Amount (ALP)
- Date of First Invoice (DFIJ)
- Last Invoice Date (DLIJ)
- Date Last Paid (DLP)

After invoice and receipt information is included in the A/R Statistic History table (F03B16), the system updates the processed records with 1 in the ISTC field, which prevents the records from being processed a second time. If you do not want to include all posted transaction information in your statistical tables, you must update the ISTC field with a value of 1, using a data file utility. The ISTC field is located in the Customer Ledger (F03B11) and A/R Check Detail (F03B14) tables.

The system stores summary information at the parent/child level. The parent record contains information that pertains to the account and all associated child accounts.

To run the update successfully, remember the following:

- Set the credit and collections date pattern for company 00000. This includes the G/L dates of all invoices and receipts in the database.
- Post all invoices and receipts that you want included.
- Do not run the Statistics History Update program with data selection.
- The Statistics History Update program does not include R5 deduction records in the A/R Check Detail File (F03B14), or RU unapplied receipt and R1 draft records in the Customer Ledger table (F03B11).
- The system uses the aging criteria specified in the A/R constants.

Before You Begin

- Set up the necessary user defined codes in the 03B/RC (Reason Code) UDC list for calculating bad debt and minor write-off amounts.
- Post all necessary invoices and receipts.
- Establish credit and collections date patterns for company 00000.

Processing Options for Updating Statistical Information

DSO

1. Enter DSO Calculation Method. (Blank
= Count Back, 1 = Average Balance, 2
= Current Balance)

DSO Calculation Method _____

2. Enter number of periods used in
Average Balance and Current Balance
methods. (if left blank, the default
is 3).

Number of Periods _____

Balance

3. Calculate Ending Balance and DSO.
("1" = Calculate, Blank = Do not
calculate)

Process Balance Flag _____

4. Calculate High Balance. ("1" =
calculate High Balance, "blank" = do
not calculate High Balance.)

Calculate High Balance _____

Roll Balance

5. Enter the number of days to be used
to calculate the Statistical History
Balance. If left blank, the
Statistical History Balance will be
inception to date.

Number of Days for Balance _____

6. Enter the date that the Statistical
History Balance will be calculated
thru. If left blank, today's date
will be used.

Balance Thru Date _____

What You Should Know About Processing Options

The DSO Calculation Method

After you have set this processing option to a specific method, you should not change it.

See *Appendix I: Periodic Statistical Calculations* for detailed information about the DSO Calculation Method.

Calculate High Balance (4)

When you activate the Calculate High Balance processing option, the system runs the Calculate High Balance (R03B162) and the A/R Statistical History Refresh (R03B162) programs. If you do not need to calculate this balance each time you run R03B16, consider setting this option to Blank and only activating it when necessary to save processing time.

Roll Balance dates (5, 6)

The Roll Balance processing options determine what information the system includes in the A/R Statistical Summary table (F03B16S). This table contains only the A/R Statistical History records (F03B16) that you specify in the dates in these processing options.

You enter the date in the Balance Thru Date processing option in conjunction with the number of days you specify in the Number of Days for Balance processing option. You must specify at least one date period of information to update the amount fields in this table. If you do not specify at least one date period, the system updates only date fields in the F03B16S, not amount fields.

For example, you enter an invoice with a G/L date of 10/01/98. Post the invoice and run the statistical build with the Roll Balance processing options blank. The system writes a record in the F03B16 table for the invoice, but you will not see amounts recorded in the F03B16S table. The difference between the date you enter in the Balance Thru Date processing option and the number of days you enter in the Number of Days for Balance must make up at least one period (as defined by the date pattern) for the system to update amounts in the summary table (F03B16S). However, if the date you enter in the last processing option were 11/01/98, then the period amounts from October (in the F03B16 table) would be rolled into the F03B16S table and displayed on the Account Statistic History form.

For customers who want the summary to include information for one year, you should specify 365 days in the Number of Days for Balance processing option. Doing so limits the summary to one year. If you want to see inception-to-date information in the customer's summary, you can leave the processing option blank. This processing option works with the fiscal date pattern defined in Credit and Collections Date Patterns to determine what constitutes a period (calendar, fiscal, 4-4-5, and so on).

Reviewing Statistical Information

As part of your credit and collection activities, you can analyze the payment trends of a customer within a specific time period. For example, you can review the average number of days a customer is late in paying an invoice or review the total amount invoiced for a customer. In addition, you can review the following types of statistical history:

- Date that the account was opened
- Amount and number of invoices paid late
- Amount and date of a customer's high balance
- Number of days sales are outstanding (DSO)

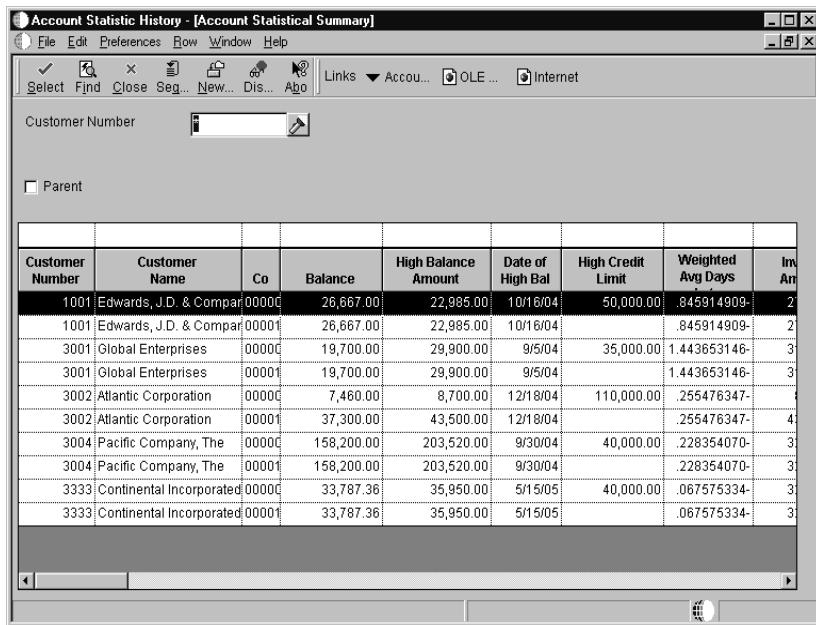
When you review statistical information, the system displays information from the A/R Statistical History (F03B16) and A/R Statistical Summary (F03B16S) tables.

Before You Begin

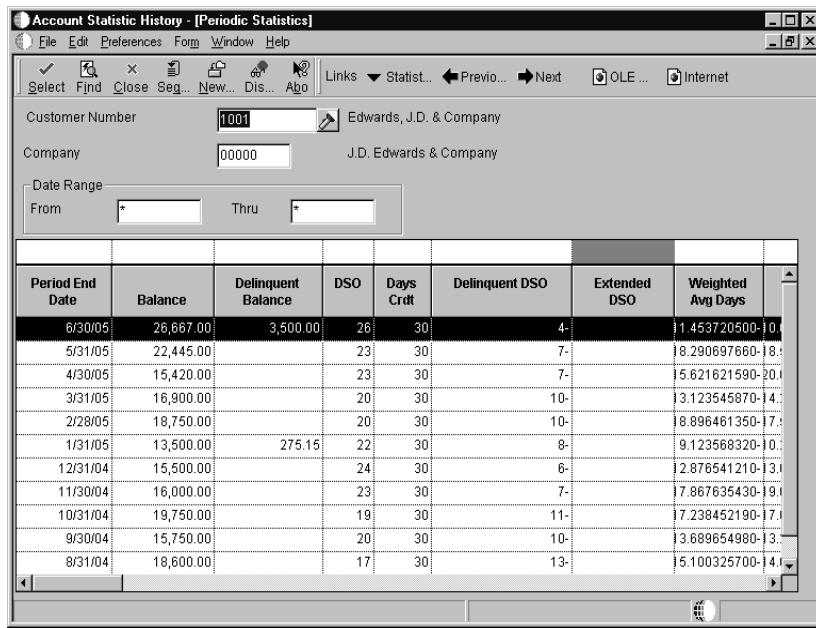
- Post all necessary invoices and receipts to ensure that the information that the system calculates and displays on Account Statistical Summary is correct.
- Run the A/R Statistical History Refresh program (R03B16) to update the A/R Statistical History (F03B16) and A/R Statistical Summary (F03B16S) tables.

► To review statistical information

From the Credit and Collections Management menu (G03B15), choose Account Statistic History. Alternatively, you can access this form from the Customer and Invoice Entry menu (G03B11).



1. On Account Statistical Summary, click Find to display statistical information for all accounts, or complete the following field to limit the information that the system displays:
 - Customer Number
2. To review periodic statistics for an account, choose the account and click Select.



On Periodic Statistics, the system displays each period on a separate line. The system displays the totals on the second to last line. The last line in bold, black text represents the average for the column. This average includes those periods that have no activity.

The system bases the aging information on the account status at the end of that period. Amounts are aged based on the parameters defined in the A/R constants. You can establish aging parameters by company.

See *Setting Up A/R Constants*.

Related Tasks

Calculating bad debt and minor write-off amounts

To determine how the system calculates amounts for bad debt and minor write-offs, you must set up the necessary user defined codes in UDC 3B/RC (Reason Code).

On Work with User Defined Codes:

- For bad debt, leave the Special Handling Code field blank.
- For minor write-offs, enter 1 in the Handling Code field.

See Also

- *Appendix I: Periodic Statistical Calculations* for information about how the system calculates statistical information
- *Printing the Collection Report* for information about reviewing a list of outstanding items for customers with past-due accounts

Purging Statistical History Records

From the Advanced & Technical Operations menu (G03B31), choose Statistical Purge Repost.

The A/R Statistical History Purge/Repost program (R03B163) purges F03B16 records. This program uses data selection to determine which F03B16 records you want to delete. It clears the F03B16 records and resets the ISTC field from 1 to 0 on the Customer Ledger (F03B11) invoice records and the A/R Check Detail (F03B14) receipt records.

You purge A/R Statistical History (F03B16) records when you want to start over, perhaps due to a change in the processing options. Do not run this program using Company in the data selection, because the table comprises company-specific totals and totals for all companies (company 00000). After the system removes the information from the F03B16 table and resets the status of the ISTC field, the program automatically reruns the Account Status Summary (R03B16) for version ZJDE0001. Therefore, you must have processing options set correctly before running the purge and repost. When the program is run, information is recalculated in the summary table F03B16S.

Processing Options for A/R Statistical History Purge/Repost

Options

1. To run the Statistical History Update following the purge, enter a version.

Version: _____

Dates

From Date _____
Thru Date _____

Credit and Collection Activity Priorities

Activities are the tasks that a credit manager or a collections manager performs against an account. You can review and change the priority status of an activity to identify which ones require immediate attention.

A/R Reports

To effectively manage your accounts receivable information, such as customer account balances, you can:

- Print A/R standard reports
- Print analytical reports
- Print netting reports

Why Would You Print Standard Reports?

Print standard reports to review and manage open A/R balances and aging information for:

- All customers
- A specific customer
- A specific category code
- Multi-currency amounts

Why Would You Print Analytical Reports?

Print analytical reports to revise and analyze information about:

- Totals by customer and pay status
- Collections, such as unresolved matters and accounts that require immediate attention
- Credit limits, such as exceeding assigned credit limit
- Customer trends and statistics, such as high balances and DSO (Days Sales Outstanding)



Printing A/R Standard Reports

You can print standard reports to review and manage A/R information, such as open account balances for all customers or specific customers.

This task includes:

- Printing the Open A/R Detail – Summarized with Currency report (R03B413B)
- Printing the Open A/R Detail with Remarks report (R03B4201A)
- Printing the Open A/R Foreign Amounts report (R03B429)
- Printing the Open A/R Detail with Aging report (R03B4201B)

When you print these reports, the system reads information from the following tables:

- Customer Master by Line of Business (F03012)
- Customer Ledger (F03B11)
- Receipts Header (F03B13)
- A/R Check Detail (F03B14)

The processing time for these reports depends on the amount of history retained in these tables. You might want to print standard reports during off-peak hours.

Printing the Open A/R Detail – Summarized with Currency Report (R03B413B)

From the Accounts Receivable Reports menu (G03B14), choose Open A/R – Detail Summarized With Currency.

To review current summary information about your customer accounts and the associated currency information, print the Open A/R Detail – Summarized with Currency report. This report lists all open accounts in alphabetical order and

shows a summarized total for each customer's open items. This aging report lists totals by company and a grand total of all open A/R items.

The totals and aging amounts reflect those transactions that you specify in the data selection for the report.

Before You Begin

- Specify your aging categories for this report in one of the following:
- A/R constants. Specify the aging by due date.
 - Processing options. Specify the aging method and the type of date (due date, invoice date, or G/L date).

See Also

- R03B413B, *Open A/R Detail – Summarized with Currency* in the *Reports Guide* for a report sample

Processing Options for A/R Summary with Currency

Aging

1. Enter a 1 to retrieve the aging specifications from the A/R constants. If left blank, the processing options will be used for aging. NOTE: If selected, all other aging processing options will be ignored.

Age From Constants

2. Enter the As Of date to age open balances. If left blank, the current date is used as the default.

As Of Date

3. Specify one of the following dates to age accounts from: D = Due Date, I = Invoice Date, G = General Ledger Date, S = Statement Date.

Date to Age Accounts From

4. Specify one of the following methods for aging calculations: 1 = Aging Days (default), 2 = Fiscal Periods, 3 = Calandar.

Aging Method

Aging Days

5. Enter the aging days for each category (for aging method 1 only). Beginning 1:

Thru	_____
Thru	_____
Thru	_____

Age Credits

6. Enter a 1 to age credits. If left blank, credits will be applied to the Current Aging Column.

Age Credits _____

Print Options

7. Enter a 1 to print the parent number on the report. If left blank, the parent number will not print.

Print Parent Number _____

8. Enter the category code number indicating which category code to print on the report. If a zero is entered no category code will print on the report. (FUTURE)

Category Code Number _____

9. Specify the system that is the source of the category codes: 1 = Address Book, 2 = Accounts Receivable. (FUTURE)

Source of Category Codes _____

10. Enter a 1 to print the credit limit for each customer listed on the report. If left blank, no credit limit will print. (FUTURE)

Print Credit Limit _____

Printing the Open A/R Detail with Remarks Report (R03B4201A)

From the Accounts Receivable Reports menu (G03B14), choose Open A/R Detail with Remarks.

To review open items, such as invoices, credit memos, and unapplied receipts, for every customer, print the Open A/R Detail with Remarks report. This report includes the remarks that are associated with each pay item. For example, during invoice entry, you might enter a remark to describe the type of service or product in which the customer is being billed. This report shows totals for each company and a grand total for all companies.

You can choose to print versions of this report that include:

- Discount information
- Retainages
- Customer receipts history. This includes both paid and open items for each customer. The information on this report version is similar to the information that you can view online on Customer Receipts Inquiry
- Currency restatement. This includes the currency in which the system restates the amounts depending on what you specify in the processing options

Note: If a receipt with a G/L date matches the “As Of” Date (and pays the invoice), this report does not consider the invoice as paid, and the report will show that the invoice is open.

See Also

- R03B4201A, *Open A/R Detail with Remarks* in the *Reports Guide* for a report sample

Processing Options for A/R Invoice Details

Receipts

1. Enter a 1 to include receipt information on the report. If left blank, only invoices and unapplied cash will print. If receipt information is included, enter a 1 to include the receipts in the total for the original amount.

Print Receipts _____

Include Receipts in total for
original amount _____

As Of Date

2. Enter the As Of Date. All amounts will be recalculated and displayed with values as they were on this date.

Date - Age as of _____

Currency

3. Enter the currency into which amounts will be recalculated and displayed. If left blank then amounts will be displayed in their domestic currency.

Currency Code -Restatement _____

What You Should Know About Processing Options

As Of Date (2)

Use this processing option to specify the “as of” date when you must produce a report “as of” a specific date. A common mistake is to use this date as the aging date, which dramatically increases report processing time.

When using “as of” date processing, the system recalculates open invoice amounts “as of” the date you enter. The system reads the G/L date of the receipt to determine whether the invoice has been paid. If the G/L date of the receipt is after the “as of” date entered, the system considers the invoice open and includes it on the report. If the G/L receipt date is on or before the “as of” date entered, the system considers the invoice closed and does not include it on the report.

For example, suppose you enter an invoice with a G/L date of 6/15/05 that is paid by a receipt with a G/L date of 7/10/05. If your “as of” date is 6/30/05, the invoice will show as open on the report. This is useful if a customer requests a report for a specific date or for a date other than the date that the report was originally processed.

Note: In order to determine whether an invoice was open “as of” a specific date, do not limit Data Selection using payment status or open amount. There is a demo version provided for this purpose.

Printing the Open A/R Foreign Amounts Report (P03B429)

From the Accounts Receivable Reports menu (G03B14), choose Open A/R Foreign Amounts.

To review open A/R detail with currency information, such as invoices, credit memos, and unapplied receipts, print the Open A/R Foreign Amounts report. This report includes the following types of currency information:

- The base company currency
- The transaction currency
- The original and open foreign balances

When printing Open A/R with Foreign Amounts, you can print any of the following reports:

Currency Detail – Foreign and Domestic (R03B429A) Print this report to review a list of open A/R items with both foreign and domestic amounts.

Currency Detail – Aging (R03B429B) Print this report to review a list of open A/R items in the currency in which the system ages the transactions.

You set a processing option to age the open A/R amounts from a specific date.

Currency Detail – Foreign/Domestic with Aging (R03B429C) Print this report to review a list of open A/R items with foreign and domestic amounts for specific aging categories.

You can review the standard and insured credit limits at the company level to see whether the customer has exceeded expected open amounts and credit limits. The report displays this information in the customer's currency.

You set a processing option to age the open A/R amounts from a specific date.

Before You Begin

- Ensure that multi-currency conversion option is set to Y (yes) in the General Accounting constants.

Processing Options for Currency Detail – Foreign and Domestic

Receipts

1. Enter a '1' to print receipts history. If left blank, only invoices and unapplied receipts will be printed.

Print Receipts History: _____

2. Enter a '1' to include receipt amounts in report totals. If left blank, only invoice amounts will be included.

Include Receipts in Totals: _____

As Of

1. Enter the As Of Date. All amounts will be recalculated and displayed with values as they were on this date.

Date - As Of _____

Processing Options for Currency – Foreign/Domestic with Aging

Aging

1. Enter a '1' to retrieve the aging specifications from A/R Constants. If left blank, the processing option values for aging will be used.

Retrieve Aging Information

2. Enter the "As Of" date to age open balances. If left blank, the current date is used as the default.

"As Of" Date

3. Specify one of the following dates to age accounts from: D = Due Date (Default), I = Invoice Date, G = G/L Date, S = Statement Date.

Date Aging Based On

4. Specify one of the following methods for aging calculations: 1 = Aging Days (Default), 2 = Fiscal Periods, 3 = Calendar.

Aging Method

More Aging

1. Enter the following aging category information: (for method '1' only)
Aging Days:

Thru
Thru
Thru
Thru

2. Enter a '1' to age credit amounts. If left blank credits will be applied to the current column.

Age Credits

Accounts Receivable

As Of

1. Enter the As Of Date. All amounts will be recalculated and displayed with values as they were on this date.

Date - As Of _____

Currency

1. Enter the currency into which amounts will be recalculated and displayed in Foreign and Aging columns. If left blank then amounts will be displayed in their foreign currency

Currency Code - Restated _____

Insured Credit Limit

1. Use this processing option to indicate which customer records will be printed in the report. Only records with open amounts greater than or equal to the amount in the processing option will be printed.

Amount Open to be Exceeded _____

2. Use this processing option to indicate currency of the processing option Amount Open to be Exceeded. If left blank, the default value is USD.

Currency Code _____

3. Use this processing option to indicate which customer records will be printed. Valid values are blank = print all records, 1 = print when open amount is greater than or equal to credit limit, 2 = print when open amount is greater than or equal to insured credit limit.(FUTURE) If processing option Amount Open to be Exceeded is not blank, it will override this processing option.

Standard or Insured Credit Limit _____

Processing Options for Currency – Foreign/Domestic with Aging

Aging

1. Enter a '1' to retrieve the aging specifications from A/R Constants. If left blank, the processing option values for aging will be used.

Retrieve Aging Information

2. Enter the "As Of" date to age open balances. If left blank, the current date is used as the default.

"As Of" Date

3. Specify one of the following dates to age accounts from: D = Due Date (Default), I = Invoice Date, G = G/L Date, S = Statement Date.

Date Aging Based On

4. Specify one of the following methods for aging calculations: 1 = Aging Days (Default), 2 = Fiscal Periods, 3 = Calendar.

Aging Method

More Aging

1. Enter the following aging category information: (for method '1' only)
Aging Days:

Thru
Thru
Thru
Thru

2. Enter a '1' to age credit amounts. If left blank credits will be applied to the current column.

Age Credits

As Of

1. Enter the As Of Date. All amounts will be recalculated and displayed with values as they were on this date.

Date - As Of

Printing the Open A/R Detail with Aging Report (R03B4201B)

From the Accounts Receivable Reports menu (G03B14), choose Open A/R Detail with Aging.

To review open A/R items for specific aging categories, print the Open A/R Detail with Aging report. This report shows totals for each company and a grand total for all companies.

Note: If a receipt with a G/L date matches the “As Of” Date (and pays the invoice), this report does not consider the invoice as paid, and the report will show that the invoice is open.

Recommendations

“As of” reporting

You can print the Open A/R Detail report so that it lists information as of a specific date, such as the end of the month. To do so, specify the “as of” date in the appropriate processing option.

This enables you to see open A/R detail for your customers on the date that you specify.

Currency restatement

You can specify the currency in which the system restates the amounts listed on the Open A/R Detail with Aging report. To do so, specify the currency in the processing options.

Credit limits

You can specify whether the report displays customers who have exceeded their standard credit limit or their insured credit limit, and specify the customer’s currency of the open amount. This report does not read the insured credit limit at the Company 00000 level.

Processing Options for Open A/R Details with Aging (R03B4201B)

Aging Tab

Use these processing options to specify how the Accounts Receivable system ages your customer's invoice information.

1. Aging Specifications

Use this processing option to retrieve the aging specifications from the A/R Company Constants (F0010), or use the processing options for aging. If you enter 1 to retrieve aging specifications from the A/R Company Constants, the system ignores all other aging processing options with the exception of the aging date you enter in the Date Calculation processing option. If you leave the Age as of Date field blank in the A/R Company Constants, and the Date Calculation is entered, the system uses the date you enter into this processing option as the aging date. If you want to use the current date, which you indicate using a blank value in the A/R Company Constants, do not complete the Date Calculation field.

2. Date Calculation

Use this processing option to specify the aging period into which the system places the transaction. Enter the date to age open balances. This is the date you want the aging to begin. For example, you could indicate that you want to start the invoice's aging as of June 21, when you actually received the invoice on June 25.

3. Date Type

Use this processing option to specify the From Date, or the date from which the system ages accounts. Valid values are:

- Blank Invoice due date
- 1 Invoice date
- 2 G/L date
- 3 Statement date

4. Aging Method

Use this processing option to designate how the system calculates aging. If you calculate aging by aging days, you will need to indicate the number of days in each column. For example, column one could include invoices that are due in 1–30 days. Column two could include invoices that are due in 31–60 days, and so on. Valid values are:

- 1 Aging Days
- 2 Fiscal Period
- 3 Calendar

If you enter 1 in the Aging Method processing option, you must use the Aging Days options on the following tab.

If you calculate aging by fiscal period, you include invoices by periods as you define them. For example, you could define fiscal periods as extending from the sixteenth of one month to the fifteenth of the following month. Then, column one could include invoices for the first period, column two could include invoices for the second period, and so on.

If you calculate aging by calendar, you include invoices by month. For example, column one could include the invoices that are due in January, column two could include invoices due in February, and so on.

NOTE: Complete this processing option only if you enter a blank in the Aging Specification processing option. Otherwise, these periods are determined by the Date Pattern chosen for each company as defined in Company Numbers and Names (G09411).

5. Aging Category 1

Use this processing option to specify the intervals the system uses as an aging category for the first aging column of the A/R aging reports.

For example, if you enter -30, the system calculates aging days from 30 days prior to the date determined by the Date: Age As Of processing option. If you enter 0, the system calculates aging days from the date determined by the Date: Age As Of processing option. If you enter 30, the system calculates aging days from 30 days after the date determined by the Date: Age As Of processing option.

6. Aging Category 2

Use this processing option to specify the intervals the system uses as an aging category for the second aging column of the A/R aging reports.

For example, if you enter -30, the system calculates aging days from 30 days prior to the date determined by the Date: Age As Of processing option. If you enter 0, the system calculates aging days from the date determined by the Date:

Age As Of processing option. If you enter 30, the system calculates aging days from 30 days after the date determined by the Date: Age As Of processing option.

7. Aging Category 3

Use this processing option to specify the intervals the system uses as an aging category for the third aging column of the A/R aging reports.

For example, if you enter -30, the system calculates aging days from 30 days prior to the date determined by the Date: Age As Of processing option. If you enter 0, the system calculates aging days from the date determined by the Date: Age As Of processing option. If you enter 30, the system calculates aging days from 30 days after the date determined by the Date: Age As Of processing option.

8. Aging Category 4

Use this processing option to specify the intervals the system uses as an aging category for the fourth aging column of the A/R aging reports.

For example, if you enter 60, the system calculates aging days from 60 days after the date determined by the Date: Age As Of processing option. If you enter 90, the system calculates aging days from 90 days after the date determined by the Date: Age As Of processing option. If you enter 999, the system calculates aging days from 999 days after the date determined by the Date: Age As Of processing option. A long interval in this last processing option shows invoices that have been on hold for a long period of time.

9. Aging Category 5

Use this processing option to specify the intervals the system uses as an aging category for the fifth aging column of the A/R aging reports.

For example, if you enter 30, the system calculates aging days from 30 days after the date determined by the Date: Age As Of processing option. If you enter 60, the system calculates aging days from 60 days after the date determined by the Date: Age As Of processing option. If you enter 90, the system calculates aging days from ninety days after the date determined by the Date: Age As Of processing option.

10. Aging Category 6

Use this processing option to specify the intervals the system uses as an aging category for the sixth aging column of the A/R aging reports.

For example, if you enter 30, the system calculates aging days from 30 days after the date determined by the Date: Age As Of processing option. If you enter 60, the system calculates aging days from 60 days after the date

determined by the Date: Age As Of processing option. If you enter 90, the system calculates aging days from ninety days after the date determined by the Date: Age As Of processing option.

11. Age Credits

Use this processing option to apply credits to the Current Aging column, or to age credits. Complete this option only if you leave the Aging Specification processing option blank.

Receipts Tab

1. Print Receipts

Use this processing option to print receipts information. Valid values are:

Blank The system prints only invoices and unapplied cash information.

1 Print receipts information.

2. Original Total

Use this processing option to include receipt amounts on reports. Valid values are:

1 The system includes the receipt amounts in the Original Amount column total on the report.

Blank Only original amounts are totaled in this column.

Date Tab

1. Date – As Of

Use this processing option to specify the “as of” date when you must produce a report “as of” a specific date. A common mistake is to use this date as the aging date, which dramatically increases report processing time.

When using “as of” date processing, the system recalculates open invoice amounts “as of” the date you enter. The system reads the G/L date of the receipt to determine whether the invoice has been paid. If the G/L date of the receipt is on or after the “as of” date entered, the system considers the invoice open and includes it on the report. If the G/L receipt date is before the “as of” date entered, the system considers the invoice closed and does not include it on the report.

For example, suppose you enter an invoice with a G/L date of 6/15/05 that is paid by a receipt with a G/L date of 7/10/05. If your “as of” date is 6/30/05, the invoice will show as open on the report. This is useful if a customer requests a

report for a specific date or for a date other than the date that the report was originally processed.

Note: In order to determine whether an invoice was open “as of” a specific date, do not limit Data Selection using payment status or open amount. There is a demo version provided for this purpose.

Currency Tab

Use the Currency processing option to specify which currency the system uses to recalculate amounts.

1. Currency Code – Re-Calculated

Use the Currency processing option to specify which currency the system uses to re-calculate amounts. The system does this only if it locates a valid exchange rate in the Currency Exchange Rates table (F0015). For example, if you enter amounts in U.S. dollars, but you want the amounts printed in Canadian dollars, enter Canadian currency in this processing option. The system locates an exchange rate to recalculate the amounts.

Leave this processing option blank to use domestic currency.

Insured Credit Limit Tab

Use these processing options to specify how the system displays Insured Credit Limit information on the report.

1. Amount Open to be Exceeded

Use this processing option to specify which customer records are displayed on the report. Enter an amount. Only records with open amounts greater than or equal to this amount will be displayed. If you leave this processing option blank, the system displays all insured credit limit records on the report.

2. Currency Code of Amount Open

Use this processing option to specify the currency code for the Open Amount to be Exceeded processing option. If you leave this processing option blank, the default currency code is USD (U.S. Dollar).

3. Standard or Insured Credit Limit

Use this processing option to specify which customer records will be printed on the report. Valid values are:

Blank Print all records

- 1 Print records with the open amount greater than or equal to the credit limit
- 2 Print records with the open amount greater than or equal to the insured credit limit

A valid value (other than Blank) in the Open Amount to be Exceeded processing option overrides the value you specify in this processing option.

Printing Analytical Reports

J.D. Edwards offers a variety of analytical reports that can help you analyze the transaction history and paying habits of your customers. You can determine the payment trends based on history. For example, you can print a report that shows the number of chargebacks or non-sufficient funds (NSF) receipts associated with a customer. The analytical reports enable you to identify potential problem accounts before doing further business with a customer.

This task includes:

- Printing the Customer Receipts History report (R03B4201A)
- Printing the Open A/R Summary Analysis report (R03B155)
- Printing the Statistical Trend Analysis report (R03B165)
- Printing the Invoice Trend Analysis report (R03B168)
- Printing the Receipt Trend Analysis report (R03B167)
- Printing the Aging Trend Analysis report (R03B166)
- Printing the Statistical Calculations by Company report (R03B1691)
- Printing the Statistical Calculations by Credit Manager report (R03B1692)
- Printing the Statistical Calculations by Collection Manager report (R03B1693)

The processing time for these reports depends on the amount of history retained in their corresponding tables. You might want to print analytical reports during off-peak hours.

Printing the Customer Receipts History Report (R03B4201A)

From the Accounts Receivable Reports menu (G03B14), choose Open A/R Detail with Remarks. Then, choose the Customer Receipts History version.

To assist you in managing your credit and collections activities for your customer accounts, you can print Customer Receipts History. This version of the Open A/R Detail report lists both paid and open items for each customer. The

information on this report is similar to the information you can view on Customer Receipts Inquiry.

See Also

- R03B4201A, *Customer Receipts History* in the *Reports Guide* for a report sample

Related Tasks

“As of” reporting

You can print the Customer Receipts History report so that it lists information as of a specific date, such as the end of the month. To do so, specify the “as of” date in the appropriate processing option.

Currency restatement

You can specify the currency in which the system restates the amounts listed on the Customer Receipts History report. To do so, specify the currency in the processing options.

Processing Options for Customer Receipts History Report

Receipts

1. Enter a 1 to include receipt information on the report. If left blank, only invoices and unapplied cash will print. If receipt information is included, enter a 1 to include the receipts in the total for the original amount.

Print Receipts

Include Receipts in total for original amount

As Of Date

2. Enter the As Of Date. All amounts will be recalculated and displayed with values as they were on this date.

Date - Age as of _____

Currency

3. Enter the currency into which amounts will be recalculated and displayed. If left blank then amounts will be displayed in their domestic currency.

Currency Code -Restatement _____

Printing the Open A/R Summary Analysis Report (R03B155)

From the Accounts Receivable Reports menu (G03B14), choose Open A/R Summary Analysis.

When analyzing the status of your customer's accounts, you can print the Open A/R Summary Analysis report (R03B155). This report enables you to review the following types of information:

- Account balances at the parent or child level
- Open amounts and their associated aging categories
- Customers who have exceeded their standard credit limit, at the customer and company level (based on how you set the processing options)
- Customers who have exceeded their insured credit limit
- Customers who are under their credit limit
- The customer's currency of open amounts
- Summary information at the company level

To update the appropriate date information, you must run the A/R Credit/Cash Management Build program (R03B525). When you print the Open A/R Summary Analysis report, the system reads information from the Credit and Cash Management Worktable (F03B15) and the Credit Insurance table (F03B29).

See Also

- R03B155, *Open A/R Summary Analysis* in the *Reports Guide* for a report sample

Processing Options for Open A/R Summary Analysis (R03B155)

Insured Credit Limit Tab

Use these processing options to specify how the system displays Insured Credit Limit information on the report.

1. Open Amount to be Exceeded

Use this processing option to specify which customer records the system displays on the report. Enter an amount. Only records with open amounts greater than or equal to the amount in this processing option will be displayed.

2. Currency Code of Open Amount

Use this processing option to specify the currency in which amounts are displayed on the report. Use the Visual Assist to locate currencies. The system displays all amounts in this currency. If you leave this processing option blank, the system uses the default currency established at the company level for each customer.

3. Standard or Insured Credit Limit

Use this processing option to specify which customer records will be printed on the report. Valid values are:

Blank Print all records.

- 1 Print records with the open amount greater than or equal to the credit limit.
- 2 Print records with the open amount greater than or equal to the insured credit limit.

If the Open Amount to be Exceeded processing option contains a valid value (other than blank), it overrides this processing option.

Printing the Statistical Trend Analysis Report (R03B165)

From the Accounts Receivable Reports menu (G03B14), choose Statistical Trend Analysis.

As part of your customer management and collection activities, print the Statistical Trend Analysis report. This report enables you to analyze the trends of a customer within a specific period of time. Depending on the data selection, this report shows statistical information about your customers, such as:

- Open balance by period

- Number of days sales outstanding (DSO) and delinquent DSO
- Number of days credit is granted
- Weighted average days late
- Non-weighted average days late

When you print the Statistical Trend Analysis report, the system uses information from the following tables:

- A/R Statistical History (F03B16)
- A/R Statistical Summary (F03B16S)

See Also

- R03B165, *Statistical Trend Analysis* in the *Reports Guide* for a report sample

Before You Begin

- Post all necessary receipts to ensure that the information on this report is accurate.
- Run the Statistical History Update program (R03B16) to update the A/R Statistical History (F03B16) and the A/R Statistical Summary (F03B16S) tables.

Printing the Invoice Trend Analysis Report (R03B168)

From the Accounts Receivable Reports menu (G03B14), choose Invoice Trend Analysis.

To analyze the invoice history of a customer within a specific period of time, print the Invoice Trend Analysis report. Depending on the data selection, this report shows statistical information for a customer, such as:

- Ending date and ending balance
- Gross amount
- Number of invoices
- Sales amount
- Amount of discounts taken and credits entered
- Delinquency fees

When you print the Invoice Trend Analysis report, the system uses information from the following tables:

- A/R Statistical History (F03B16)
- A/R Statistical Summary (F03B16S)

See Also

- R03B168, *Invoice Trend Analysis* in the *Reports Guide* for a report sample

Before You Begin

- Post all necessary receipts to ensure that the information on this report is accurate.
- Run the Statistical History Update program (R03B16) to update the A/R Statistical History (F03B16) and the A/R Statistical Summary (F03B16S) tables.

Printing the Receipt Trend Analysis Report (R03B167)

From the Accounts Receivable Reports menu (G03B14), choose Receipt Trend Analysis.

To analyze the payment history of a customer within a specific period of time, print the Receipt Trend Analysis report. Depending on the data selection, this report shows statistical information for a customer, such as:

- Ending date and amount of payments
- Late payments
- Discounts taken, earnable discounts, and unearned discounts
- Number of insufficient payments (NSF receipts and amounts)
- Number and amount chargebacks

When you print the Receipt Trend Analysis report, the system uses information from the following tables:

- A/R Statistical History (F03B16)
- A/R Statistical Summary (F03B16S)

See Also

- R03B167, *Receipt Trend Analysis* in the *Reports Guide* for a report sample

Before You Begin

- Post all necessary receipts to ensure that the information on this report is accurate.
- Run the Statistical History Update program (R03B16) to update the A/R Statistical History (F03B16) and the A/R Statistical Summary (F03B16S) tables.

Printing the Aging Trend Analysis Report (R03B166)

From the Accounts Receivable Reports menu (G03B14), choose Aging Trend Analysis.

To analyze customer payment trends, print the Aging Trend Analysis report. This report allows you to view customer payment trends over a long period of time. For example, you can determine whether a customer is becoming more delinquent each year, based on monthly totals over a two-year period.

When you print the Aging Trend Analysis report, the system uses information from the following tables:

- A/R Statistical History (F03B16)
- A/R Statistical Summary (F03B16S)

See Also

- R03B166, *Aging Trend Analysis* in the *Reports Guide* for a report sample

Before You Begin

- Post all necessary receipts to ensure that the information on this report is accurate.
- Run the Statistical History Update program (R03B16) to update the A/R Statistical History (F03B16) and the A/R Statistical Summary (F03B16S) tables.

Printing the Statistical Calculations by Company Report (R03B1691)

The Statistical Calculations by Company report (R03B1691) summarizes period information from the A/R Statistical History table (F03B16) by company. The customer information is at the company level. The system summarizes statistical information for all companies under Company 00000, which you can use to provide statistical information for your organization.

You can use data selection to narrow the selection criteria, but you should not change data sequencing. Because the totals are dependent on the exact sequencing of this report, changing the data sequence could compromise the results.

Printing the Statistical Calculations by Credit Manager Report (R03B1692)

The Statistical Calculations by Credit Manager report (R03B1692) summarizes the period information from the A/R Statistical History table (F03B16) by credit manager. All customer information is provided based on the credit manager and company.

You can use data selection to narrow the selection criteria, but you should not change data sequencing. Because the totals are dependent on the exact sequencing of this report, changing the data sequence could compromise the results.

Printing the Statistical Calculations by Collection Manager Report (R03B1693)

The Statistical Calculations by Collection Manager report (R03B1693) summarizes period information from the A/R statistical History table (F03B16) based on collection manager. All customer information is provided based on the collection manager and company.

You can use data selection to narrow the selection criteria, but you should not change data sequencing. Because the totals are dependent on the exact sequencing of this report, changing the data sequence could compromise the results.

Printing Netting Reports

When you do a large volume of business with another organization as both a customer and a supplier, you can net your receivable and payable transactions with that organization. When you net transactions, you calculate the net amount due from or due to another organization. This allows you and the other organization to mutually resolve your open transactions with a single payment.

You can print netting reports that show whether your company owes or is owed money. These reports do not make adjustments to the account ledgers. Instead, the reports provide comparisons between A/R and A/P amounts, and are useful in the following situations:

- The A/R balance is a credit.
- The A/P balance is a debit.
- The customer or supplier has both A/R and A/P balances.

You can use this information to net the receivable and payable balances for eligible organizations.

Printing netting reports consists of the following tasks:

- Creating the A/R and A/P Netting Report Workfile table (R03B465)
- Printing the Receivables and Payables Netting report (R03B450)
- Printing the Netting - Aging report (R03B466)

Creating the A/R and A/P Netting Report Workfile Table (R03B465)

From the Accounts Receivable Report menu (G03B14), choose Build Netting Report File.

Before you can print the Netting - Aging Report, you must create the workfile it uses. When you do this, the system rebuilds the A/R Netting Workfile table (F03B465) based on current information in the Customer Ledger and A/P Ledger tables.

Before You Begin

- Verify that the A/R Netting Workfile table (F03B465) exists. Unlike other programs, the program that builds the netting report workfile does not create the table if it does not exist.

Processing Options for Build A/R and A/P Netting File

Version

1. Enter the version for the Netting Workfile Build for Accounts Receivable (R03B4651). If left blank, a default of ZJDE0001 will be used.

Version

2. Enter the version for the Netting Workfile Build for Accounts Payable (R03B4652). If left blank, a default of ZJDE0001 will be used.

Version

Data Selection for Build Netting Report Workfile

By default, the system includes only open invoices and vouchers in the A/R and A/P Netting Workfile table. You can use data selection to further limit the size of the table. For example, you can select records based on a company and a fiscal period.

You can change the data selection as follows:

- For A/R, by changing the data selection for A/R Netting File Refresh (R03B4651)
- For A/P, by changing the data selection for A/P Netting File Refresh (R03B4652)

Printing the Receivables and Payables Netting Report (R03B450)

From the Accounts Receivable Report menu (G03B14), choose Receivables/Payables Netting.

You print the Receivables and Payables Netting report when you want the system to calculate the potential offsets between open A/P balances and open A/R balances.

This report lists information from the Customer Ledger (F03B11) and A/P Ledger (F0411) tables.

When you print this report, the system does the following:

1. Totals the open A/R and open A/P balances for each account.
2. Compares the two sums.
3. Calculates the potential offsets.

For example, an account with an open A/R balance of 50,000 and an open A/P balance of 30,000 has a potential A/R offset of 20,000. If the opposite is true, the account has a potential A/P offset.

4. Calculates the net amount of the two offset fields and lists the grand total in the appropriate column.

Before You Begin

- Verify that the A/P Netting Workfile table (F03B465) exists. Unlike other reports, the Receivables and Payables Netting report does not create the table if it does not exist. You create the A/P Netting Workfile table with the Netting - Aging Report UBE (R03B466).

Data Selection for Receivables and Payables Netting Report

Each data selection field should be equal to *ALL so that the report includes all data and gives a complete picture of potential netting.

Data Sequence for Receivables and Payables Netting Report

This report is sequenced by address number and company. You should not change this sequence.

Printing the Netting - Aging Report (R03B466)

From the Accounts Receivable Report menu (G03B14), choose Netting - Aging Report.

You print the Netting - Aging report when you want the system to age balances. This report lists transactions by customer and supplier aged by currency type.

By creating different versions of this report, you can review detailed or summary information. You can also review multicurrency or domestic-currency versions of the report.

This report lists information from the A/R Netting Workfile table (F03B465).

When you print this report, the system:

1. Totals the open A/R and open A/P amounts for each account.
2. Ages the balances for each account as determined by the processing options.

Before You Begin

- Create the A/R and A/P Netting Report Workfile table. See *Creating the A/R and A/P Netting Report Workfile Table*.

Data Selection for the Netting - Aging Report

You can use data selection to limit the detail on the report. For example, you can include any fields in the Address Book (F0101), as well as many of the fields shared by the Customer Ledger and A/P Ledger tables.

Data Sequence for the Netting - Aging Report

This report is sequenced by company and address number. You can add to this sequence, but you should not change it.

Processing Options for A/R – A/P Netting Report

Format Control

1. Enter one of the following format options:

<blank> = Domestic Only Aging
 '1' = Foreign Currency Aging
 2. Enter a '1' to print the supplier's invoice number beneath the document information on the report. If left blank, the invoice number will not be printed.

Use Constants

3. Enter a '1' to retrieve the aging specifications from A/R Constants. If left blank, the processing options for aging will be used. (Note: Report MUST be sequenced and set to page break by company if company defaults are requested.)

As Of Date

4. Enter the "As of" date to age open balances. If left blank the current date is used as the default.

Methods

5. Specify one of the following dates to age accounts from:

D = Due Date (Default)
 I = Invoice Date
 G = G/L Date

Note: The Statement Date Aging Method of "S" is invalid in Accounts Payable and is also invalid for this report. If "S" is specified, the Due Date method "D" will be used.

6. Specify one of the following methods for aging calculations:

1 = Aging Days (Default)
 2 = Fiscal Periods
 3 = Calendar

Accounts Receivable

7. Enter the following aging category information: (for method '1' only)
(Aging Days)

Beginning	_____
Thru	_____

Age Credits

8. Enter a '1' to age credits.
If left blank, all credits will apply only to the current aging column.

Aging Days

9. Enter the maximum number of aging days for a transaction to be included on the report. If left blank, all transactions will be included regardless of aging days.

Rounding

13. Rounding Factor: _____

<blank> = No rounding (Default)
'0' = Round to decimals only
'1' = Divide by 10
'2' = Divide by 100
'3' = Divide by 1000
'4' = Divide by 10000
'5' = Divide by 100000

File Build

10. File Build Options: _____

Enter one of the following values to control the workfile build:

<blank> = No workfile build (Default)
'1' = Build permanent file
'2' = Build temporary workfile

Note: Temporary file will be cleared at the completion of the report.

11. A/R Build Option: _____

Enter the version to be used for the Account Receivable workfile build (R03B4651). If left blank, a default of ZJDE0001 will be used.

12. A/P Build Option: _____

Enter the version to be used for the Accounts Payable workfile build (R03B4652). If left blank, a default of ZJDE0001 will be used.

Periodic

A/R Notification Processing

As part of your periodic processes, you might need to complete different tasks for your organization. For example, you might need to process statements for your customers or print invoices for your customers.

The Accounts Receivable system provides a variety of features that enable you to complete your period-end tasks.

A/R notification processing consists of:

- Printing A/R invoices
- Updating A/R from the Address Book
- Processing statements



Printing A/R Invoices

From the Statement Reminder Processing menu (G03B22), choose Invoice Print.

To print the invoices that you created during invoice entry or receipts entry, run Invoice Print. This batch process prints such items as:

- Chargeback invoices (document type RB)
- Credit memos (document type RM)
- Delinquency fees (document type RF)

If an invoice has a discount available or an applied tax amount, this information is prints on the invoice, based on how you set the processing options. Additionally, remarks that you enter on the invoice appear, also.

If you specify that the invoice should be sent to someone other than the customer, the system prints the selected address on the invoice. Each invoice prints on a separate page.

When you print A/R invoices, the system retrieves information from the following tables:

- Customer Ledger (F03B11)
- Customer Master Information (F03012)

If you use multiple currencies, set the appropriate processing option to print invoices in either the domestic currency of the transaction or the original foreign currency amount. The currency code and description indicate the currency that the monetary amounts represent. (Use the demo version labeled *Foreign*.)

If the processing options are set to print foreign currency amounts, and multicurrency processing is not activated, the system prints domestic amounts.

Processing Options for Invoice Print (R03B505)

Print Tab

Use these processing options to specify which dates and whether to include tax amounts on the printed invoice.

1. Invoice Print Date

Use this processing option to enter the date you want to print on the invoices. If you leave this field blank, the current system date will be used.

2. Print Tax Amounts

Use this processing option to specify whether you want tax amounts printed on the invoices. Valid values are:

- Blank Do not print tax amounts on invoices.
1 Print tax amounts on invoices.

Currency Tab

Use this processing option to indicate whether you want currency information printed on the invoice.

1. Print Currency

Use this processing option to specify whether you want the base currency and currency amounts of the invoice to be printed on the invoice. Valid values are:

- Blank Do not print currency information on invoices.
1 Print currency information on invoices.

If you enter 1, the system prints foreign invoices with foreign amounts. If currency processing is turned off in the system, the system prints invoices in domestic amounts by default.

Attachments Tab

Use this processing option to indicate whether the system should print associated generic text on the invoice.

1. Print Attachments

Use this processing option to specify whether to print on the invoice generic text associated with the invoice. Valid values are:

Blank Do not print associated generic text.

1 Print associated generic text.

Updating A/R from the Address Book

From the A/R Advanced and Technical Operations menu (G03B31), choose Update A/R from Address Book.

Run this program when the Parent Number, Payor, or Send Statement To fields are updated in the Customer Master table (F03012), or when any Related Address, Alpha Name, or Category Code 1 – 10 fields are changed in the Address Book Master (F0101).

Depending on the size of your Customer Ledger table (F03B11), run Update A/R from Address Book (R03B802) during off-peak hours. Run this periodically, especially before running aging reports or printing statements, to ensure that the Customer Ledger (F03B11) contains current information. You do not need to run it nightly, because the accuracy of programs such as Credit Analysis Refresh (R03525) is not dependent upon Address Book. However, if you use your Customer Ledger Inquiry program (P03B2002) to search by parent number, and parent numbers are changed frequently in Address Book, you might want to run Update A/R from Address Book nightly.

The system updates the following fields in the Customer Ledger table (F03B11):

- Payor (PYR), based on processing option 1 below on the Updates tab.

The system retrieves the value for the Payor from the Alternate Payor field (ARPY) from the Customer Master (F03B012) table. If the Alternate Payor field is blank, the value is retrieved from the Address Book Number field (AN8).

- Alpha Name (ALPH) from the Address Book Master table (F0101).

The system updates Alpha Name in the Customer Ledger table (F03B11) regardless of how processing option is 2 set.

- Parent Address Number (PA8), from the Address Organization Structure Master table (F0150).
- Alternate Payee (AN8J), based on the value of the Send Statements To (STTO) field in the Customer Master table (F03012).

The address book number the system assigns to the Alternate Payee field depends on the value of the Send Statements To field. For example, if you send the statement to the customer (value of C), the system updates the Alternate Payee field with the customer's address book number (AN8). If you send the statement to the parent (value of P), the system updates the

Alternate Payee field with the address book number of the parent (PA8) from the Address Organization Structure Master table (F0150).

- Category Codes 1 – 10 (AC01 – AC10), from the Address Book Master (F0101) table.
- Collection Report (Y/N) (COLL), from the Customer Master (F03012) table.

The system updates the following fields in the Receipts Header (F03B13) table.

- Alpha Name (ALPH), based on processing option 2 below, from the Address Book Master (F0101) table.
- Parent Address Number (PA8), from the Address Organization Structure Master (F0150) table.

Processing Options for Update A/R from Address Book

Update

1. Enter a '1' to update the Payor in your A/R Ledger (F03B11) with Address Book values. If left blank, this field will not be updated.
2. Enter a '1' to update Alpha Names of customers in your A/R Ledger (F03B11) with Address Book values. If left blank, this field will not be updated.

What You Should Know About Processing Options

Updating the Parent Address Number (1)

The system updates the parent number regardless of whether you complete processing option 1.

Updating the Alpha Name (2)

The system updates the Alpha Name in the Customer Ledger (F03B11) table regardless of whether you complete processing option 2. You use this processing option to update the Alpha Name in the Receipts Header (F03B13) table.

Processing Statements

You send statements to your customers to inform them of their account activities. For example, you can print a statement for a customer to show their current open balance or a summary of their account.

After sending statements to your customers, a customer might contact you concerning a problem with their statement. For example, a statement might show an incorrect balance due to a billing error on an invoice or a missing credit memo. When this happens, you must be able to quickly access the statement to locate the problem. The Accounts Receivable system enables you to display the customer's statement online for review. Then, you can process and print the statement again, if necessary.

Processing statements consists of:

- Generating statements
- Reviewing statements
- Resetting statements
- Purging statements

Before You Begin

- Ensure that you have completed the Print Statement option on the A/R Constants form and on the Customer Master Revision form (Collection tab).

Technical Considerations

**Update A/R from
Address Book
(R03B802)**

To ensure that alpha names and parent/child relationships are reflected on the statement, run the Update A/R from Address Book program (R03B802) before running the refresh program (R03B500X).

Data Sequence for Statement Notification Refresh (R03B500X)	Data Sequence controls the order in which statement records are updated to the A/R Notification History (F03B20) and A/R Notification History Detail (F03B21) tables. The sequencing should not be changed. You cannot change the sequencing to print statements in a different order.
	If you want to change the sequence of the statement detail, use the Data Sequence of the Statement Print program (R03B5001, for example).
Records with future dates	The purge does not remove statements or delinquency notices having a future date from the A/R Notification History (F03B20) and A/R Notification History Detail (F03B21) tables. If you want to remove all of the contents in these tables, consider clearing them using a data file utility.
Statement processing time	To minimize statement processing time, ensure that you have correctly completed the processing options for Statement Notification Refresh. For example, if you use the Date – As Of processing option, the system requires more time to calculate statements “as of” specific dates. A common mistake is to enter the aging date in the Date – As Of processing option, which dramatically increases statement processing time.

Generating Statements

From the Statement Reminder Processing menu (G03B22), choose Statement Notification Refresh.

Before You Begin

- Activate the print statement option in the A/R constants and in the customer master record.
- Post all invoices. The system selects only posted invoices for processing statements.

To notify customers of their account activity, process A/R statements. You can customize statements for your organization to include:

- Invoice detail
- Current balance due

- Account summary
- Account aging

To process statements, you must first run Statement Notification Refresh. This batch process:

- Reads the following tables within a specific statement billing period:
 - Open invoices in the Customer Ledger table (F03B11)
 - Receipt detail in the Receipt Application Detail table (F03B14)
 - Invoice revisions in the A/R Adjustments table (F03B112)
- Creates records in the A/R Notification (F03B20) and A/R Notification Detail (F03B21) tables

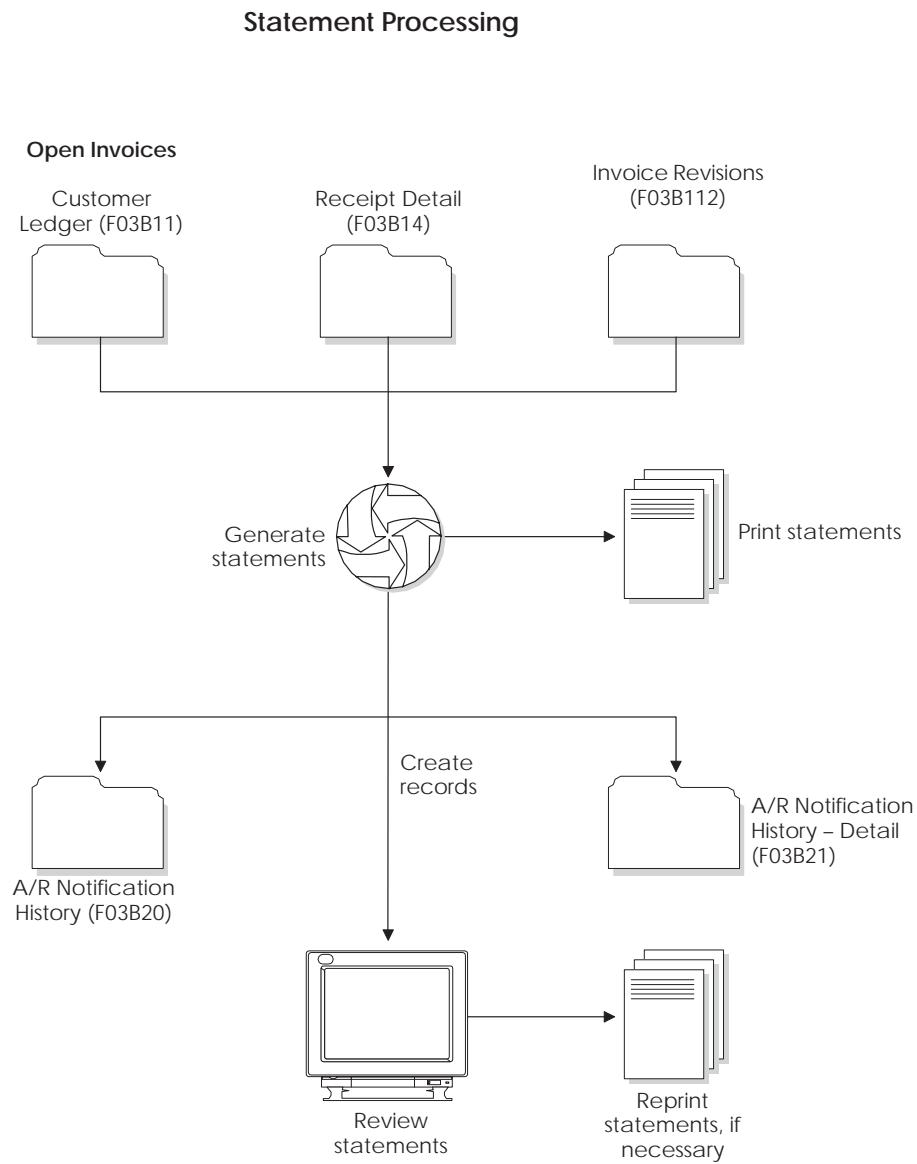
Data Selection

To exclude paid invoices from appearing on statements, use Data Selection as follows:

- Where amount open is not equal to <ZERO>

This data selection allows credit amounts and debit amounts to appear on the statement, but excludes paid invoices.

The following graphic illustrates how the system processes statements:



Processing Options for Statement Notification Refresh (R03B500X)

Consolidation Tab

1. Company

Use this processing option to enter the company you want to use for locating the remit to address, aging information (if aging by constants), and statement letters.

If you leave this field blank, the system generates one statement for each customer by company.

Aging Tab

These processing options determine the aging criteria for statements.

1. Company Constants

Use this processing option to retrieve the aging specifications and statement date from A/R Company Constants (F0010). If you leave this field blank, the system uses processing options for aging specifications (Statement Date, Date Types, and Aging Categories).

2. Statement Date

Use this processing option to specify the statement date from which the system ages open balances.

3. Date Types

Use this processing option to specify the date you want the program to use for aging calculations. The system compares this date with the Statement Date processing option. Valid values are:

- D Use the due date
- I Use the invoice date
- G Use the G/L date
- S Use the statement date

4. Aging Categories

Use this processing option to calculate aging. If you calculate aging by aging days, you will need to indicate the number of days in each column. For example, column one could include invoices that are due in 1 – 30 days. Column two could include invoices that are due in 31 – 60, and so on.

If you calculate aging by fiscal period, you include invoices by periods as you define them. For example, you can define fiscal periods as extending from the sixteenth of the month to the fifteenth of the following month. Then, column one would include invoices for the first period, and column two would include invoices for the second period, and so on.

Note: Complete this processing option only if you enter a blank value in the Aging Specification processing option. Otherwise, these periods are determined by the Date Pattern chosen for each company as defined in Company Numbers and Names (G09411).

5. Aging Category 1

Use this processing option to specify the intervals the system uses as an aging category for the first aging column of the A/R aging reports.

For example, if you enter -30, the system calculates aging days from 30 days prior to the date determined by the Date: Age As Of processing option. If you enter 0, the system calculates aging days from the date determined by the Date: Age As Of processing option. If you enter 30, the system calculates aging days from 30 days after the date determined by the Date: Age As Of processing option.

6. Aging Category 2

Use this processing option to specify the intervals the system uses as an aging category for the second aging column of the A/R aging reports.

For example, if you enter -30, the system calculates aging days from 30 days prior to the date determined by the Date: Age As Of processing option. If you enter 0, the system calculates aging days from the date determined by the Date: Age As Of processing option. If you enter 30, the system calculates aging days from 30 days after the date determined by the Date: Age As Of processing option.

7. Aging Category 3

Use this processing option to specify the intervals the system uses as an aging category for the third aging column of the A/R aging reports.

For example, if you enter -30, the system calculates aging days from 30 days prior to the date determined by the Date: Age As Of processing option. If you enter 0, the system calculates aging days from the date determined by the Date: Age As Of processing option. If you enter 30, the system calculates aging days from 30 days after the date determined by the Date: Age As Of processing option.

8. Aging Category 4

Use this processing option to specify the intervals the system uses as an aging category for the fourth aging column of the A/R aging reports.

For example, if you enter 60, the system calculates aging days from 60 days after the date determined by the Date: Age As Of processing option. If you enter 90, the system calculates aging days from 90 days after the date determined by the Date: Age As Of processing option. If you enter 999, the system calculates aging days from 999 days after the date determined by the Date: Age As Of processing option. A long interval in this last processing option shows invoices that have been on hold for a long period of time.

9. Aging Category 5

Use this processing option to specify the intervals the system uses as an aging category for the fifth aging column of the A/R aging reports.

For example, if you enter 30, the system calculates aging days from 30 days after the date determined by the Date: Age As Of processing option. If you enter 60, the system calculates aging days from 60 days after the date determined by the Date: Age As Of processing option. If you enter 90, the system calculates aging days from ninety days after the date determined by the Date: Age As Of processing option.

10. Aging Category 6

Use this processing option to specify the intervals the system uses as an aging category for the sixth aging column of the A/R aging reports.

For example, if you enter 30, the system calculates aging days from 30 days after the date determined by the Date: Age As Of processing option. If you enter 60, the system calculates aging days from 60 days after the date determined by the Date: Age As Of processing option. If you enter 90, the system calculates aging days from ninety days after the date determined by the Date: Age As Of processing option.

11. Credits

Use this processing option to specify whether to age account credits, or to apply credits to the current aging balance.

12. Exclude Future Amounts

Use this processing option to specify whether to exclude future invoice amounts on invoices. The system compares the Date Type (Aging processing option 3) with the value specified in the Statement Date processing option. For example, if you are aging invoices based on the due date, and the statement date is 6/30/05, all invoices with a due date after 6/30/05 will be excluded from the statement.

13. Multi-Currency

Use this processing option to print statements showing the foreign currency. Enter 1 to print statements with foreign currency. Leave this field blank to print domestic currency only.

14. Draft Flag

Use this processing option to produce statements with a draft. If you use this option, the system assigns a draft number to the statement, not a statement number.

Print Tab

These processing options determine options such as how the system prints the Remit To address, the version to use, and letter types.

1. Remit To Address

Use this processing option to specify the Remit To address that the system prints on the statement so the customer knows where to remit their payment. These Address Book records are company records in the Address Book Master table (F0101). Valid values are:

- Blank Use the address of the company designated on the F03B11 Invoice Record.
- A Use the value in the First Address Number field (AN81).
- B Use the value in the Second Address Number field (AN82).
- C Use the value in the Third Address Number field (AN83).
- D Use the value in the Fourth Address Number field (AN84).
- E Use the value in the Factor/Special Payee field (AN86).
- F Use the value in the Fifth Address Number field (AN85).

In order to use alternate address book number fields, you must assign the alternate address book number to the company address book record for records being processed. For example, if you generate statements for company 00001, and you want the receipts remitted to a lockbox address, you can set up the lockbox address in the Address Book system. You assign the lockbox address book number to an alternate address book number field on the company 00001

address book record. You would specify which alternate address book number to use in this processing option.

2. Summarize Invoices

Use this processing option to specify whether to insert summarized by invoice statement records into the A/R Notification History Detail (F03B21) table. Enter 1 to create records for invoices and invoice pay items. The summarized invoice records will be displayed on the Review Statement form (P03B202).

Leave this field blank to create records only for invoice pay items.

If you wish to have summarized information printed on the statement, use the processing options associated with Print A/R Statements (R03B5001).

3. Print Program

Use this processing option to specify the name of the program used to print statements. Use the visual assist to view a list of the valid print programs.

You use the Print Program processing options for statement notification refresh to produce statements that cater to product industries. For example, you can print using a credit card statement format, or print statements with a draft.

4. Version of Print Program

Use this processing option to enter the name of the version the system will use to print statements. If you leave this processing option blank, the system uses XJDE0001.

5. Letter Name and Letter Type

Use the Letter Name processing option to specify a pre-defined letter for printing.

Use the Letter Type processing option to specify the type of letter you wish to generate. Use the visual assist to select from the list of letter types that you set up on Work with Letter Text (G03B2801).

Update

These processing options specify the date the system uses to recalculate open invoice amounts and to determine whether the system should update the Statement Number field.

1. Date – As Of

Use this processing option to specify the “as of” date when you must produce a statement “as of” a specific date. A common mistake is to use this date as the aging date, which dramatically increases statement processing time.

When using “as of” date processing, the system recalculates open invoice amounts “as of” the date you enter. The system reads the G/L date of the receipt to determine whether the invoice has been paid. If the G/L date of the receipt is on or after the “as of” date entered, the system considers the invoice open and includes it on the statement. If the G/L receipt date is before the “as of” date entered, the system considers the invoice closed and does not include it on the statement.

For example, suppose you enter an invoice with a G/L date of 6/15/05 that is paid by a receipt with a G/L date of 7/10/05. If your “as of” date is 6/30/05, the invoice will show as open on the statement. This is useful if a customer requests a statement for a specific date or for a date other than the date that the statement was originally processed.

2. Statement Number Update

Use this processing option to update the statement number. When you run statements, you can instruct the system to update the statement number in the Customer Ledger (F03B11) table or to keep the original statement number. If you leave this processing option blank, the system will always update the statement number.

Reviewing Statements

When a customer contacts you about a statement, you can review it online. This enables you to quickly access the statement and interactively respond to the customer’s concern.

If an invoice and receipt are in different currencies, you can review the receipt amount in the transaction currency as well as the invoice currency. For example, you work for a company that issues an invoice in French francs and is paid in euros. You can review the receipt amount in both the transaction currency (euro) and the invoice currency (French francs), which is especially helpful when working customer accounts.

Reviewing receipt amounts in two currencies applies to online statements only. It does not apply to printed statements, which continue to print receipt amounts in the invoice currency, regardless of whether they were paid in another currency.

When reviewing statements, you can:

- Review multiple statements
- Review an individual statement

The information that the system displays is for inquiry purposes only. You cannot change or delete a statement during your review.

► To review multiple statements

From the Statement Reminder Processing menu (G03B22), choose Review Statements.

When you review multiple statements, you can access:

- All statements for all of your customers
- All statements for a specific customer
- Statements with a specific notification date

The system displays information from the A/R Notification History table.

	ST	Description	Customer Number	Name	Remit To Company	Description
ST	Statement	1001	Edwards, J.D. & Company	00001	Financial/Distribution Comp	
ST	Statement	3001	Global Enterprises	00001	Financial/Distribution Comp	
ST	Statement	3002	Atlantic Corporation	00001	Financial/Distribution Comp	
ST	Statement	3002	Atlantic Corporation	00001	Financial/Distribution Comp	
ST	Statement	3004	Pacific Company, The	00001	Financial/Distribution Comp	
ST	Statement	3333	Continental Incorporated	00001	Financial/Distribution Comp	
ST	Statement	4242	Capital System	00001	Financial/Distribution Comp	

1. On Work With Notifications, click Find to display all statements for all customers, or complete any of the following fields to limit the information that the system displays:
 - Statement Number
 - Customer Number

- Notification Date
2. To continue reviewing statements, review an individual statement.

Field	Explanation
Statement Number	A/R Statement field usage: This is the statement number on which the invoice is printed. For example, when statements are run, if statement number 1234 contains invoices 151 and 152, this field will then contain the value 1234 for all pay items associated with invoices 151 and 152.
Notification Date	This date identifies when either a statement, delinquency or finance charge notice was sent to a customer.

► **To review an individual statement**

From the Statement Reminder Processing menu (G03B22), choose Review Statements.

After reviewing multiple statements, you can access an individual statement to review its details. For example, you might want to see the open invoices and their due dates that are shown on the statement. You can also access summary information for the statement, such as associated aging information.

When you review an individual statement, the system displays information from the A/R Notification History (F03B20) and A/R Notifications History Detail (F03B21) tables.

1. On Work With Notifications, choose the statement that you want to review.
2. From the Row menu, choose Review.

Review Statements - [Statement Review]

File Edit Preferences Form Row Window Help

Select Find Close Seg... New... Dis... Abo Links Reprint OLE... Internet

Statement Number	500	Remit To Address	Financial/Distribution Company
Statement Date	5/31/05	Billing Address	1001 Edwards, J.D. & Company
<input type="checkbox"/> Invoice Summary		Payment Terms	001 1/10 Net 30
Currency Code	USD U.S. Dollar	Revisions/Write Offs	
New Invoices	65,300.00	Receipt Adjustment	
Discount Taken	226.00	Previous Balance	
Payments Received	37,767.00	Outstanding Amt Due	
Transaction Currency Code		Transaction Payments Received	
Transaction Discount Taken		Transaction Receipt Adjustment	

Address Book

Address Number	Name	Do Ty	Description	Document Number	Co	Pay Itm	Invoice Date
1001	Edwards, J.D. & Company	RB	Chargeback	6 00001	001		6/10/05
1001	Edwards, J.D. & Company	RU	Unapplied Cash	15 00001	001		4/16/05
1001	Edwards, J.D. & Company	R5	Deduction	22 00001	001		5/12/05
1001	Edwards, J.D. & Company	RU	Unapplied Cash	23 00001	001		6/20/05

3. On Statement Review, choose Summary from the Form menu to review summary information.

Review Statements - [Notification Summary]

File Edit Preferences Window Help

OK Cancel Dis... Abo Links Displ... OLE... Internet

Statement Number	500
Notification Date	5/31/05
Remit To Address	1 Financial/Distribution Company
Address Number	1001 Edwards, J.D. & Company
Payment Terms	001 1/10 Net 30
Previous Balance	
New Invoices	65,300.00
Discount Taken	226.00
Payments Received	37,767.00
Revisions/Write Offs	
Outstanding Balance Due	27,307.00
Currency Code	USD U.S. Dollar

Aging Information

Future Amount	
Current	
31 - 60	
61 - 120	
121 - 150	
151 - 999	
Over 999	

Related Information

Reprinting statements

While reviewing statements, you might need to reprint one for a customer. To do this, choose the statement that you want to print again on Work With Notifications. Then, from the Row menu, choose Reprint.

The system runs the print program when you exit the Work With Notifications form.

Changing statement print information

You can change the information that the system uses to print statements when you are reviewing statements. For example, you can change the print program and the version that the system uses during the statement refresh. When you change statement print information, you must choose Re-print from the Row menu on Work With Notifications or Statement Review.

Resetting Statements

You can reset transactions on current statements and reprocess the statements to include additional information that might not have been received or processed at the time you processed the original statement. This includes payment information, adjustments, and changes to invoices. For example, if you process statements before receiving a payment, you can reset the statement that you generated to include the payment information on the statement before sending it to the customer.

You can reset only the last statement generated. The system issues an error if you try to reset previously generated statements.

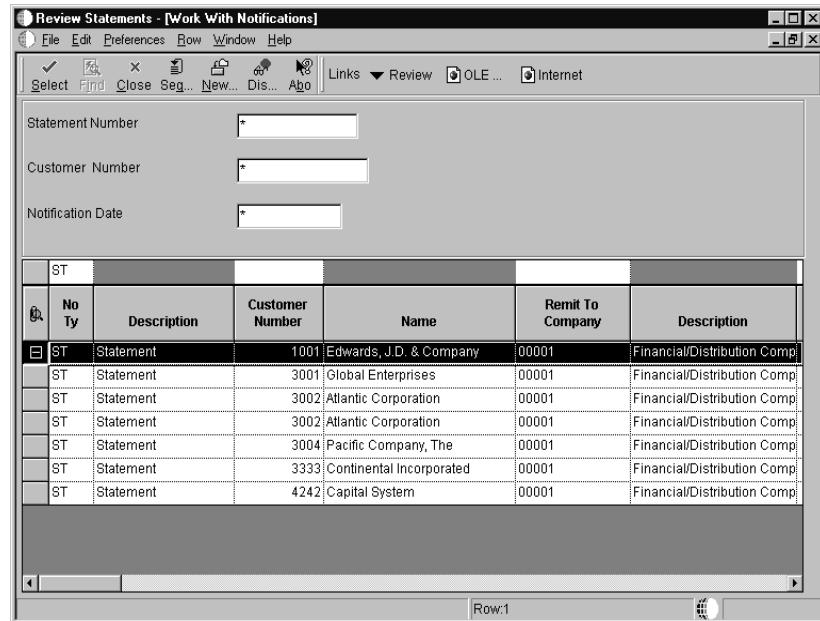
When you reset statements, the system runs the Statement Notification Reset program (R03B5015) and resets the following tables to the status they had before you originally processed the statements:

- A/R Notification History (F03B20).
- A/R Notification History Detail (F03B21).
- Customer Ledger (F03B11). If you process and print an invoice in a statement once, the system resets the Statement Number (CTL) and Statement Date (SMTJ) to blank. If you do so more than once, the system resets CTL and SMTJ to their previous values.
- A/R Check Detail (F03B14). The system resets the statement number and statement date to blank.
- A/R Adjustment (F03B112). The system resets the Statement Print Flag (STPF) to blank.

► To reset statements

From the Statement Reminder Processing menu (G03B22), choose Review Statements.

1. On Work With Notifications, choose the statement that you want to reset.
2. From the Row menu, choose Reset.



In the detail area, the system marks the statements for reset. To deselect statements, choose the marked statements and choose Reset from the Row menu.

3. Click Close.

When you click Close, the system runs the Statement Notification Reset program (R03B5015).

Processing Options for Resetting Statements

Version

Enter the version of the Statement Notification Reset (R03B5015) to reset the statement. <Blank> will default to ZJDE0001.

Purging Statements

From the Statement Reminder Processing menu (G03B22), choose Statement/Notification Purge (R03B5010).

When you consider statement information to be obsolete, you can purge it. The system purges records based on the values established in the Notification Date processing option and Number of Months processing option. This ensures that the system purges the correct information. If these two processing options are not used in conjunction with each other, the system reads the oldest value (either the date in the Notification Date field or the value in the Number of Months field) to purge the fewest number of records.

Technical Considerations

The Statement/Notification Purge program removes delinquency notice and statement records from the A/R Notification History (F03B20) and A/R Notification History Detail (F03B21) tables. The system does not record purged information to another table for archiving. If you want to retain purged information, keep a backup of your tables before purging.

If you want to purge only statement information, use Data Selection to specify the notification type ST. Doing so limits the purge to statements. You can use notification type DL in the Data Selection for purging only delinquency notices.

Processing Options for Statement/Notification Purge

Date

Enter a Notification Date for the Purge.
All Notifications less than or equal
to this date will be removed. If
left blank the date will default to
todays date.

Notification Date

Enter the number of months of history
that should be retained. Any records
past this month, and older than the
notification date will be removed.

Number of Months

Enter a '1' to run in the final mode.
Default of blank will print report
only.

Final Mode

Period-End Processing

Period-end processing consists of the tasks that you complete at the end of an accounts receivable period. Normally, you complete these tasks on a periodic, quarterly, or yearly basis.

Period-end processing consists of:

- Working with credit reimbursements
- Processing A/R integrity reports



Working with Credit Reimbursements

You can use credit reimbursements to reclassify credits in the Accounts Receivable system to open vouchers in the Accounts Payable system. For example, you can issue rebates and reimburse customers for overpayments. When you create credit reimbursements, you convert A/R credit amounts into A/P vouchers so that you can pay the customer. Credit reimbursements are generated based on the grouping of customer, company, and currency combination.

Working with credit reimbursements consists of:

- Generating credit reimbursements
- Reviewing and approving credit reimbursements
- Posting credit reimbursements

Before You Begin

- Set up the AAI item NC for the suspense (clearing) account between the Accounts Receivable and Accounts Payable systems.
- Ensure that a Supplier Master record exists for the customer in the Address Book.
- Ensure that NO is a valid document type in the user defined code lists 00/DV (vouchers) and 00/DT (invoices).

Generating Credit Reimbursements

To reimburse customers, print a list of eligible documents. From this list, you can select specific documents for reimbursement.

Example: Selecting Documents for Credit Reimbursements

For the records you specify in data selection, the system creates reimbursements if the amount is a credit (negative). For example, if you have the following records in the Customer Ledger table (F03B11):

Customer	Company	Currency Code	Document Type	Amount
4272	1	USD	R1	200.00
4272	1	USD	RM	-100.00
4272	1	FRF	RI	50.00
4272	1	FRF	R1	100.00
4272	1	FRF	RM	-200.00
4272	10	USD	R1	80.00
4272	10	FRF	R1	150.00
4272	10	FRF	R1	180.00

You can use data selection as follows:

- If you run the data selection with customer number 4272 as the only selection criterion, the system generates a reimbursement for 50.00 FRF, based on the customer number (4272), company (1), and currency code (FRF) group.
- If you run the data selection with customer number 4272 and a document type of RM as the selection criteria, the system generates reimbursements for customer 4272 for 100.00 USD and for 200.00 FRF, based on the similar customer number, company, and currency.

Two versions are available that you can use with processing options set for proof or final mode printing. To print a list of eligible documents, use the version set for proof mode. To process credit reimbursements, select documents from this list and run the version set for final mode, which does the following:

- Creates a receipt in the Receipts Header (F03B13) and A/R Receipt Detail (F03B14) tables to close the selected invoices.
- Creates a batch of receipts. This batch (type RB) debits the original A/R offset account and credits the suspense account designated by the AAI NC.
- Changes the pay status on the invoices to paid.
- Creates a voucher in the A/P Ledger table (F0411) with a NO document type.
- Creates a batch of vouchers. This batch (type V) credits the A/P trade account and debits the suspense account. A zero balance in the suspense account indicates that both batches posted successfully. A non-zero balance indicates that a problem exists in posting one of the two batches.

Example: Accounting Entries for Credit Reimbursements

Step

- ① You issue a 50 Credit (RM) to the customer for damaged goods, and post the transaction
- ② You generate a credit for reimbursement. The System:
 - Creates a debit to the A/R Trade Account for the credit amount and assigns a doc. type of NO
 - Creates a credit to suspense account for the credit
- ③ The system:
 - Creates a voucher (NO) in the A/P system (credit to A/P Trade) to reimburse the customer for the credit amount and posts the voucher.
 - Creates a debit to the suspense account of the voucher to zero out the credit amount
- ④ You create a payment (PK or PN) in the A/P system to reimburse the customer for the credit amount and post the payment. Creates a:
 - Debit to A/P Trade
 - Credit to cash

	A/R Trade	Sales
①	50 AE	50 RM
②	50 AE	
	0	

	Suspense
②	50 RC
③	50 NO
	0

	A/P Trade	Cash
③	50 AE	
④	50 AE	50 PN or PK
	0	



To generate credit reimbursements

From the Period-End Processes menu (G03B21), choose Generate Reimbursements.

To assign separate next numbers for the vouchers that you create for credit reimbursements, use one of the following:

- Next Numbers. Use this form to assign a line number in the second description of the document type NO, in user defined code list 00/DV. If you leave the line number blank, the system uses the next number from Line 1, Vouchers.
- Next Numbers by Company/Fiscal Year. Use this form to create a separate line for document type NO.

See *Setting Up Next Numbers* for more information.

You can use the proof mode report to review your credit reimbursements before processing them. You can use the final mode report to review the credit reimbursements that are processed.

Unapplied Cash

The Credit Reimbursement program (R03B610) does not include unapplied receipt records (RU document types), drafts (R1 document types), or deductions (R5 document types). The system excludes them because unapplied cash receipts are credits in the Customer Ledger table (F03B11) with additional records in the Receipts Header (F03B13) and A/R Check Detail (F03B14) tables.

In order for the Credit Reimbursement program (R03B610) to recognize unapplied cash receipt documents, you need to create a credit invoice in place of the receipt. To do so:

1. Create an invoice for zero amount.
2. On Receipt Entry, select the unapplied cash receipt.
3. From the Form menu, choose Select, and then click Find.
4. Locate the zero-amount invoice.
5. Complete the Type Input code with 10 and enter the Transaction Payment Amount as the amount of the unapplied cash receipt.
6. Click OK.

If you posted the unapplied cash receipt before applying it against the invoice, the open amount is changed to zero (blank) and the receipt is closed. The open amount on the invoice is changed from zero (blank) to the negative amount applied from the cash receipt.

If the unapplied cash receipt is not posted, the system deletes the record and updates the invoice with the negative amount. Then, the Credit Reimbursement program can access the invoice and create a voucher in the Accounts Payable system to reimburse the customer.

See Also

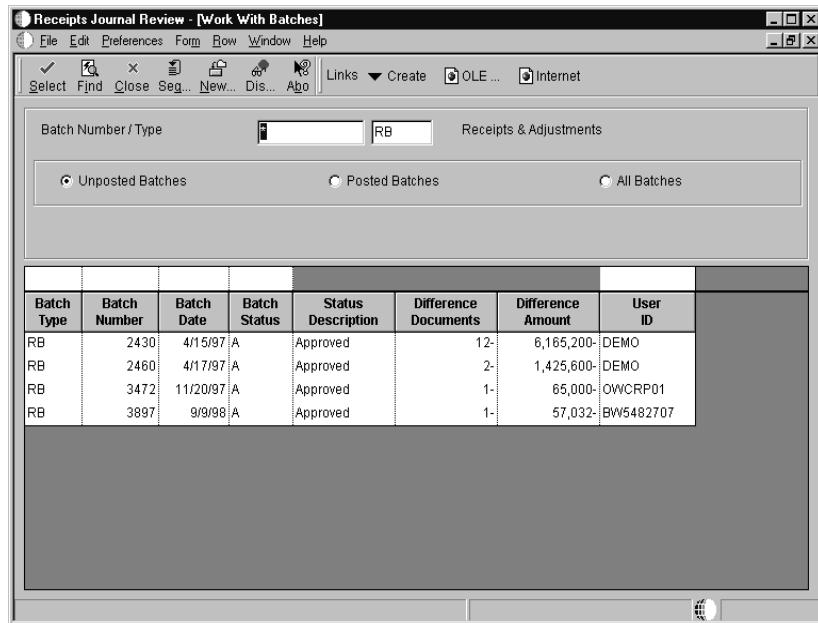
- *Managing Credit Notes Dated Prior to 1999* in the *Euro Implementation Guide* for information about how to manage existing credit amounts for Economic and Monetary Union (EMU) currencies impacted by the euro

Reviewing and Approving Credit Reimbursements

After you process credit reimbursements in final mode, but before you post them, you can use the Receipts Journal Review program and the Voucher Journal Review program to correct and approve them.

► To review and approve credit reimbursements

From the Period-End Processes menu (G03B21), choose Receipts Journal Review or Voucher Journal Review (P0011).



All J.D. Edwards journal review programs work the same way. See *Reviewing Invoices* for detailed information about journal review.

Posting Credit Reimbursements

The final step for generating credit reimbursements is to post the entries. When you post the receipts and vouchers, the system updates the appropriate Customer Ledger (F03B13), A/P Ledger (F0411), Account Balances (F0902), and Account Ledger (F0911) tables, and creates the necessary journal entries.

► **To post credit reimbursements**

From the Period-End Processes menu (G03B21), choose Post Receipts to G/L or Post Vouchers to G/L (R09801).

All J.D. Edwards posting programs work the same way. See *Posting Invoices* for detailed information about posting.

Processing A/R Integrity Reports

Integrity reports help identify any problems and inconsistencies with your data so that you can resolve them and ensure that your J.D. Edwards systems remain in balance. Use these reports to verify that your A/R data matches your G/L data and that your A/R transactions have the correct pay status.

To identify potential balancing problems and data inconsistencies, perform the following tasks:

- Working with the A/R Invoices to G/L by Batch Integrity report
- Working with the A/R to G/L Receipts by Batch Integrity report
- Working with the A/R to Account Balance by Account ID report

Integrity reports do not have “as of” capabilities. That is, you cannot run the reports as of a certain date, such as the last day of the month, to ensure that your data was in balance at that time. You can run the report only as of the current date.

When you run A/R integrity reports, observe the following guidelines:

- To ensure accuracy, run these reports when other users are not accessing the system.
- Run the reports frequently so that you do not risk compromising your accounting data.
- Run the reports as needed during the conversion process at a new software installation site, or during an initial learning period, so that you can correct any errors promptly. Any integrity issues that exist prior to conversion will exist after conversion.

To reduce and resolve integrity issues:

- Ensure that your network is stable and that communication failures are not causing problems.
- Check your software for custom modifications because these can cause integrity problems.
- When researching integrity problems, collect as much supporting documentation as possible. Such documentation is valuable if you need additional support from J.D. Edwards to resolve an issue.

- Use J.D. Edwards software to resolve integrity problems. In some cases, using other database utilities can worsen the problem.

Before You Begin

- Assign a posting edit code of M to A/R trade accounts to allow only system-generated transactions to post. This prevents manual journal entries from posting erroneously to A/R trade accounts.
- Schedule integrity reports to run during off-peak hours, since no changes can be made to the data when integrity tests are running.

Working with the A/R Invoices to G/L by Batch Integrity Report

Working with the A/R Invoices to G/L by Batch Integrity report involves:

- Running the A/R Invoices to G/L by Batch Integrity report
- Understanding out-of-balance conditions
- Understanding pay status conditions

Running the A/R Invoices to G/L by Batch Integrity Report

From the Period-End Processes menu (G03B21), choose A/R to G/L by Batch.

The A/R Invoices to G/L by Batch Integrity report (R03B701) compares the batch amount of the Customer Ledger transactions (F03B11) to the batch amount of the corresponding Account Ledger records (F0911). This integrity test does the following:

- Adds all gross amounts (posted) to the Customer Ledger for each batch and accounts for variations based on tax types and tax amounts.
- Accumulates all pay items that are posted to the Account Ledger table for each batch.
- Compares the A/R amount to the G/L amount. The net difference should be zero.
- Compares the A/R amount to the automatic offset amount. The net difference should be zero

Discrepancies are printed on the report.

The A/R Invoices to G/L by Batch Integrity report also verifies that the pay status is correct for each Customer Ledger transaction. The report validates the relationship between the pay status and open amount for the following conditions:

- The invoice does not have an open amount, but the pay status is not P (paid).
- The invoice has an open amount, but the pay status is P (paid).

If any discrepancies exist, the invoice records print on the integrity report.

Before You Begin

- Post all invoice batches (batch type IB). The report does not process unposted or excluded batches. You can force the system to exclude a batch from processing by activating the option on the Batch Overrides form.

See Also

- *R03B701, A/R Invoices to G/L by Batch Integrity* in the *Reports Guide* for a report sample

Understanding Out-of-Balance Conditions

When the system detects that an A/R invoice batch is not in balance, it prints the batch amounts that need to be researched on the report. The following conditions might be reported:

- The calculated amount, including taxes, of the invoice (F03B11) does not equal the distribution amount (F0911).

To determine which invoice is not in balance, run the Print Invoice Journal report and General Journal report for the batch, or review each invoice online and compare the invoice amount to the G/L distribution amount. See *Printing Invoice Journal Information* in this guide, and *Printing General Journals* in the *General Accounting Guide*.

A discrepancy between these two amounts can occur when:

- The invoice was intentionally entered out of balance.
- The G/L distribution amount for an invoice was changed using the Journal Entry program (P0911).
- An invoice pay item was voided, but the void was not posted.

Note: This condition occurs only when the invoice has multiple pay items. If the invoice has only one pay item and it is voided, but not posted, this report will not produce an out-of-balance condition. Because the system removes the posted code from the entire invoice when it is voided, the invoice will not be considered by the report. However, if only one of several pay items is voided, but not posted, the report will produce an out-of-balance condition.

To correct this problem, verify that all transactions in the batch are posted. If all transactions are posted, locate the invoice that is out of balance and change the journal entry amount to correspond to the invoice amount. If the invoice amount is not correct, put the transaction in balance first, and then void it.

- The distribution amount (F0911) does not equal the automatic offset amount (F0911).

This condition occurs only when the post program does not finish processing.

To correct this problem, determine the missing offset entry amount, create the balancing one-sided journal entry, and post the batch out of balance. See *Accepting an Out-of-Balance Journal Entry* in the *General Accounting Guide* for instructions on how to create a one-sided journal entry.

Note the settings required to post the offset out of balance:

- On Create/Revise Batch Headers, choose Overrides from the Form menu and activate the option to allow the batch to post out of balance.
- On Revise Accounts by Business Unit, change the posting code for the A/R trade offset account to blank, which allows you to enter and post non-system-generated transactions.
- Data records are damaged.

This error can occur with any A/R integrity report for a variety of reasons, including hardware failure. To identify damaged data records, run queries over key fields (company, G/L date, document number, fiscal year, century, and so forth) for the Customer Ledger (F03B11) and Account Ledger (F0911) tables to identify any null, blank, or special characters that should not be part of the value.

To correct this problem, repair the key field or remove the record from the table.

Contact your database administrator for assistance in identifying and repairing damaged records.

Understanding Invalid Pay Status Conditions

If the system detects an invalid pay status, it prints the information on the right side of the report with the error Invalid Pay Status. You must research the invoice to determine whether the pay status or open amount incorrect. You use a data file utility to update the field with the correct value. Contact your database administrator for assistance.

Working with the A/R to G/L Receipts by Batch Integrity Report

Working with the A/R to G/L Receipts by Batch Integrity report involves:

- Running the A/R to G/L Receipts by Batch Integrity report
- Understanding out-of-balance conditions

Running the A/R to G/L Receipts by Batch Integrity Report

From the Period-End Processes menu (G03B21), choose A/R to G/L Receipts by Batch.

The A/R to G/L Receipts by Batch Integrity report (R03B702) verifies that each batch of gross amounts (posted) to the A/R Check Detail File table (F03B14) is in balance with the corresponding G/L receipt amounts in the Account Ledger table (F0911).

Before You Begin

- Post all receipt batches (batch type RB). The report does not process unposted or excluded batches. You can force the system to exclude a batch from processing by activating the option on the Batch Overrides form.

Processing Options for A/R to G/L Receipts by Batch (R03B702)

Dates Tab

1. Number of Days

Use this processing option to specify which receipts to include based on the batch date. To include all receipts within a given number of days (beginning today), enter the number of days. If you leave this field blank, the system includes all receipts.

2. Date Range

Use this processing option to specify the beginning of a date range based on the batch date. The system includes receipts with a batch date greater than or equal to the date you enter in this processing option. Leave this processing option blank to specify no beginning date.

3. Ending Date

Use this processing option to specify the end of a date range based on the batch date. The system includes receipts with a batch date less than or equal to the date you enter in this processing option. Leave this processing option blank to specify no ending date.

Understanding Out-of-Balance Conditions

When the system detects that an A/R receipt batch is not in balance, it prints the batch amounts that need to be researched on the report. The following condition might be reported:

- A/R amount (F03B14) does not equal the automatic offset amount (F0911).

This condition occurs only when the post program does not finish processing.

To correct this problem, run the post program again to remove all system generated entries. When the system detects that the batch is not in balance, it deletes all entries made to the Account Ledger table (F0911). After the entries are removed, run the post program again (a third time) to create entries correctly.

- Data records are damaged.

This error can occur with any A/R integrity report for a variety of reasons, including hardware failure. To identify damaged data records, run queries over key fields (company, G/L date, document number, fiscal year, century, and so forth) for the A/R Check Detail (F03B14) and Account Ledger (F0911) tables to identify any null, blank, or special characters that should not be part of the value.

To correct this problem, repair the key field or remove the record from the table.

Contact your database administrator for assistance in identifying and repairing damaged records.

Working with the A/R to Account Balance by Account ID Report

Working with the A/R to Account Balance by Account ID report involves:

- Running the A/R to Account Balance by Account ID report
- Understanding out-of-balance conditions

Running the A/R to Account Balance by Account ID Report

From the Period-End Processes menu (G03B21), choose A/R to Account Balance by Account ID.

The A/R to Account Balance by Account ID report (R03B707) compares posted amounts in the A/R transaction tables (Customer Ledger - F03B11, Invoice Revisions - F03B112, Receipts Header - F03B13, and A/R Check Detail - F03B14) to the amounts updated in the corresponding Account Balances table (F0902). The report also compensates for unposted transactions in the Invoice Revisions table.

The report considers the following A/R accounts:

- A/R offset accounts (AAI item RC)
- Write-off accounts (AAI item RA)
- Deduction accounts (AAI item RN)
- Discount accounts (AAI item RK)
- Bank accounts (AAI item RB)
- Delinquency fee accounts (AAI items RFC and RFD)
- Gain/loss accounts (AAI items RG and RL)

The system updates each A/R transaction with the appropriate account ID for the transaction at the time it is generated. When you run the report, the system accumulates amounts from the A/R transaction tables by:

- Account ID
- Company
- Fiscal year
- Century
- G/L period number
- Base currency code

The system prints the result with the corresponding F0902 account balance.

This report does not consider R1 (draft invoices), RU (unapplied receipts), RB (chargeback invoices), and R5 (deduction) records from the Customer Ledger table (F03B11). Additionally, it does not consider records that have never been posted, with the exception of unposted voids and revisions (F03B112 records only).

Data Selection and Data Sequence

Do not change the data selection or data sequence for this report. Use the processing options to limit or specify report criteria.

Processing Options for A/R to Account Balance by Account ID (R03B707)

Data Selection

1. Enter an account ID to print only that account ID on the report. A blank value will cause all accounts to print on the report.

Account ID _____

2. Enter century, fiscal year and period number information to have the report include records with century, fiscal year and period number greater than or equal to the specified values.

Century _____
Fiscal Year _____
Period Number _____

Includes

1. Specify which type of accounts should be included on the report.
Blank = Do not include account, '1' = Include Account

Include Trade Account from F03B11 and F03B14 _____
Include Discount Account _____
Include Deduction Account _____
Include Write-Off Account _____
Include Gain/Loss Account _____
Include Alternate Currency _____
Gain/Loss Account _____
Include Bank Account _____

Display

1. Indicate whether the report will print in detail or summary mode.
Blank or '0' = Summary Mode, '1' = Detail Mode

Report Mode _____

Understanding Out-of-Balance Conditions

When the system detects discrepancies between the A/R detail amount and the account balance amount (F0902), it prints a difference amount. Differences might indicate an out-of-balance condition that should be researched. Run the following integrity reports and resolve any discrepancies.

- A/R Invoices to G/L by Batch Integrity report (R03B701)

- A/R to G/L Receipts by Batch Integrity report (R03B702)
- Repost Account Ledger (R099102)

Typically, if the other integrity reports are clean, differences occur for the following circumstances only:

- A journal entry was posted to an A/R account.

If you post a journal entry to an account that is also designated in the A/R AAIs, the system updates the F0902 account balance table. Because the journal entry was created outside of the A/R system, no corresponding transaction exists in the A/R transaction tables, and an out-of-balance condition is reported by the system for the account.

To correct the problem, void the journal entry and reenter it for the correct account.

- An account is shared by more than one system.

If an A/R account is also updated by the A/P system (such as the bank account), the F0902 account balance will not equal the A/R transaction balance for this account.

To correct this problem, use processing options to exclude the account from the report.

- The post program did not finish processing and differences were not adjusted.

If the post program does not finish processing, transaction records might reflect a posted status even though the corresponding F0902 account balance table was never updated. You can research account differences created in this circumstance by running the Repost Account Ledger program (R099102). See *Reposting the Account Ledger* in the *General Accounting Guide*.

- The fiscal date pattern was changed.

If you change the date pattern associated with the fiscal year, the period numbers on A/R records will no longer be in sync with the period number of the Account Balance table (F0902), and an out-of-balance condition will be reported.

To correct the problem, you must update the period number on the A/R tables (F03B11, F03B13, F03B14) to match the new fiscal date pattern. Contact your database administrator for assistance.

- An invoice was voided in a previous period, but the report was run for the current period.

Consider the following example:

- You enter two invoices for 100 each that have G/L dates in July (period 7). When you post the invoices, the Account Balance table (F0902) has a balance of 200 in period 7.
- You determine that only one invoice should have been entered, so you void one of the invoices. However, instead of voiding the invoice in July, you void it using a G/L date in June (period 6). The invoice record in the F03B11 table now has a G/L date of June instead of July due to the void.
- You run the report with the processing option completed for period 7.

The report shows a discrepancy of 100, because the F0902 Account Balance table has a balance of 200 for July, but only one invoice record exists in the Customer Ledger table (F03B11) with a G/L date in July for 100. The -100 (credit) in June is not considered, because you selected period 7 in the processing options.

Under these circumstances, although the report shows an out-of-balance condition, your records are actually in balance. To correct the report, either change the processing option to run the report for the previous period (6), or leave that option blank to run the report across all periods.

The same problem could occur between fiscal years if an invoice is voided in a prior fiscal year, but the report is run for the current fiscal year.

- Data records are damaged.

This error can occur with any A/R integrity report for a variety of reasons, including hardware failure. To identify damaged data records, run queries over key fields (company, G/L date, document number, fiscal year, century, and so forth) for each table to identify any null, blank, or special characters that should not be part of the value.

To correct this problem, repair the key field or remove the record from the table. If the record is in the Account Balance table (F0902), you might need to repost the Account Ledger.

Contact your database administrator for assistance in identifying and repairing damaged records.

- Data records were not converted properly.

If you do not convert all the records for the Accounts Receivable system (for example, you convert the general ledger and invoice records, but not receipts), the report will produce an out-of-balance condition.

To assist you in identifying true integrity issues, run this integrity report after conversion to use as a basis of comparison later, if you are not able to convert all A/R records.

Unrealized Currency Gains and Losses

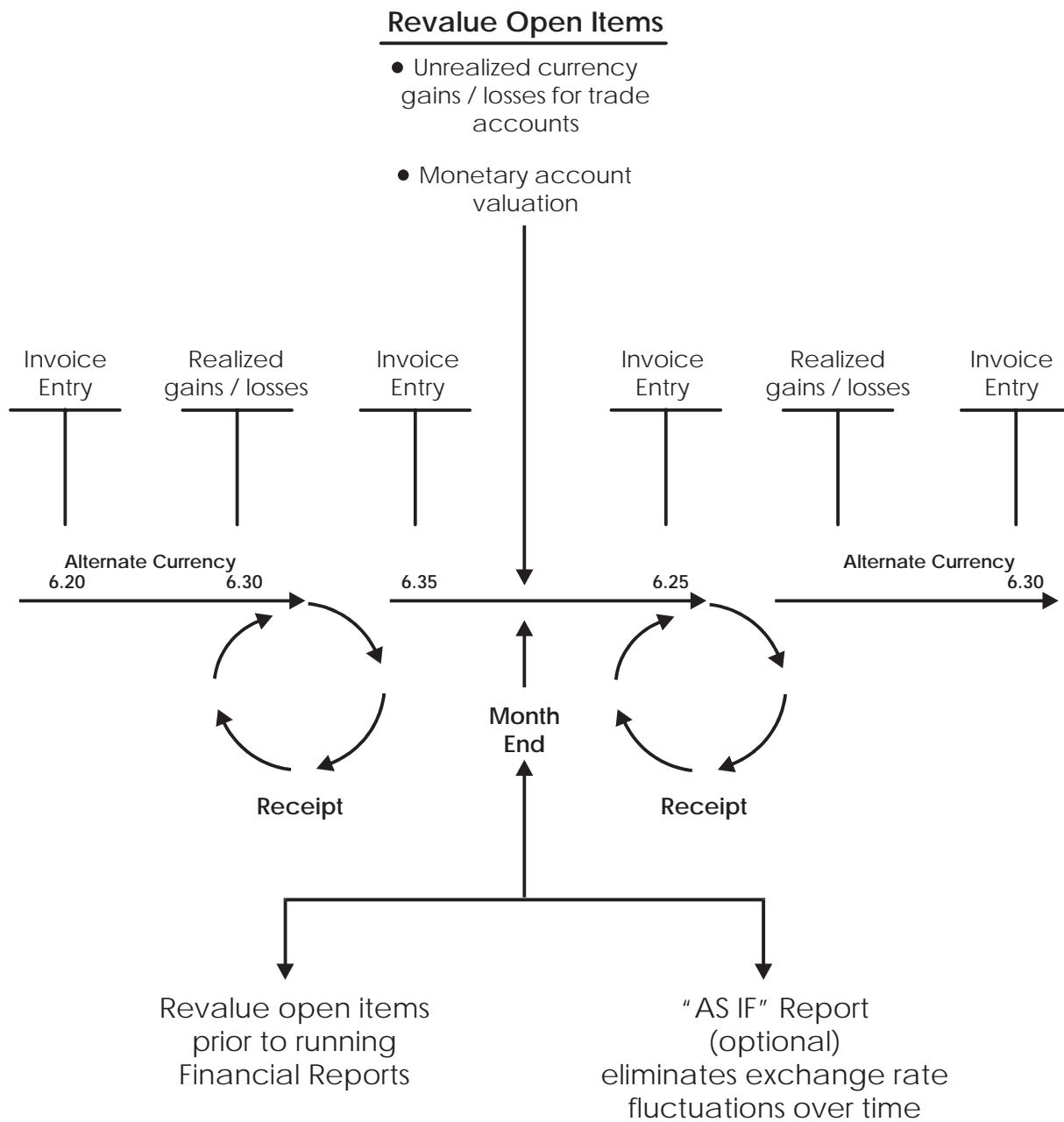
Unrealized gains and losses apply to unpaid invoices or the open portion of a partially paid invoice. These gains and losses are calculated at the end of the period and are used to revalue your open foreign invoices. You revalue open foreign invoices to see an accurate picture of your cash position so that you can forecast and manage your cash flow. The system records these gains and losses by creating reversing journal entries.

Working with unrealized currency gains and losses includes:

- Understanding AAIs for A/R gains and losses
- Calculating A/R unrealized gains and losses



The following graphic illustrates the currency conversion process:



Example: Gain/Loss for a Foreign Invoice

The following example shows a Belgian company (BEF) that calculates an unrealized gain/loss amount on a foreign invoice (USD).

An invoice was entered for 100.00 USD. At the end of the month, the invoice remained open and was revalued against the BEF, which created a 0.18 unrealized loss.

Description	CA Ledger			AA Ledger		
	Transaction Amount	Curr Code	Exchange Rate	Domestic Amount	Curr Code	Gain (-) / Loss (+)
Invoice Entry	10,000	USD	35.64	356,400	BEF	
End of Month Valuation:						
Current rate	10,000	USD	35.82	358,200	BEF	-18,000
Original rate	10,000	USD	35.64	356,400	BEF	

See Also

- *About Monthly Valuation* and *About Currency Restatements* in the *General Accounting Guide*

Understanding AAIs for A/R Gains and Losses

When the system calculates currency gains and losses, it uses AAIs to distribute the gain or loss to the correct G/L account. The system uses these AAIs to calculate:

- Realized gains and losses
- Unrealized gains and losses

Which AAIs Are Used to Calculate Realized Gains and Losses?

The Accounts Receivable system uses the following AAIs to calculate realized gains and losses:

- Realized Gain: Item RGxxx
- Realized Loss: Item RLxxx

To determine the gain or loss amount, the system multiplies the invoice amount by the difference in the exchange rate between the original invoice and the receipt.

The following applies to realized gains or losses on foreign currency receipts:

- The system uses the account number to track foreign currency gains or losses.
- The system creates a gain/loss entry at the time of posting the receipt.
- XXX represents the currency code.
- You can set up these items by company and currency code (xxx). The system uses the currency code to track gains and losses by currency.

Which AAIs Are Used to Calculate Unrealized Gains and Losses?

To calculate unrealized gains and losses, you can:

- Enter them manually
- Run the Unrealized Gains and Losses report to have the system create them automatically

If you want the Accounts Receivable system to automatically calculate unrealized gains and losses, you must set up the following AAIs:

- Unrealized Gain: Item RVxxxx.
- Unrealized Loss: Item RWxxxx.
- Offsets: Item RRxxxx or RRyyyy.

The following applies to AAI items RVxxxx and RWxxxx:

- The xxx represents the currency code, which the system uses to track gains and losses.
- The system creates reversing entries for unrealized gains or losses on open items if the exchange rate changes after the time of the original entry.
- The system creates unrealized gains and unrealized losses, based on one of the following (in hierarchical order):
 - RVxxxx/RWxxxx, for a specific company (where xxx = currency code)
 - RVxxxx/RWxxxx, for company 00000 (where xxx = currency code)
 - RV/RW, for a specific company
 - RV/RW, for company 00000
- The system uses item RR to create the offsetting account.
- The system creates an offsetting entry, based on one of the following (in hierarchical order):
 - RRyyyy, for a specific company (where yyyy = G/L offset)
 - RRxxxx, for a specific company (where xxx = currency code)
 - RRyyyy, for company 00000 (where yyyy = G/L offset)
 - RRxxxx, for company 00000 (where xxx = currency code)
 - RR, for a specific company
 - RR, for company 00000

Calculating A/R Unrealized Gains and Losses

From the Periodic Processes menu (G03B21), choose A/R Unrealized Gain/Loss Report.

If you work with multiple currencies, you need to calculate A/R unrealized gains and losses for your foreign invoices. To do this, run the A/R Unrealized Gain/Loss Report (R03B426). This report enables you to track the changes that might occur between the time you enter an invoice and when it is paid. When calculating unrealized gains and losses, the system:

- Revalues your open foreign invoices
- Analyzes your realized gains and losses in detail

Use a processing option to create the reversing journal entry necessary to record the unrealized gain or loss. The system assigns journal entries a document type of JX. This is the only document type that can be used to adjust the domestic side of a monetary (currency-specific) account. The system creates only one reversing journal entry per company.

If you mix currencies when you record your unrealized gains and losses, the foreign grand total and any other subtotals appear as **NA** (not applicable), because totals for mixed currencies are meaningless. To prevent this, set up a different version for each company that has a different base currency.

The Detailed Currency Restatement field for company constants determines whether a multiplier or divisor. This typically is the opposite setting from the General Accounting constants used for foreign transactions. For example, if the general accounting constant for foreign transactions is a multiplier, the Detailed Currency Restatement field for company constants is a divisor.

Caution: To avoid redundant journal entries, do not run this report more than one time per period with the processing option set to create journal entries for the unrealized gains and losses.

The A/R Unrealized Gain/Loss report shows:

- Base company currency and the transaction currency for each invoice
- Invoice number and due date
- Original domestic amount calculated for each invoice
- Current domestic amount calculated for each invoice
- Foreign amount of each invoice

- Realized gain or loss if the invoice has had a receipt
- Unrealized gain or loss for any open invoice

When you print this report, the system uses information from the following tables:

- Customer Ledger (F03B11)
- Receipt Application Detail (F03B14)

Before You Begin

- Enter new exchange rates on Set Daily Transaction Rates.

See Also

- *Calculating Realized Gains and Losses During the Post* for information about calculating realized gains and losses at the time of receipt

Processing Options for A/R Unrealized Gains/Losses

As Of Date

1. Enter the "As of" date for processing the current exchange rate for Unrealized Currency Gains/Losses. Default of blank will process rate using today's date.

As Of Date

Journal Entry

2. Enter a '1' to create journal entries for both gains and losses. Enter a '2' to create journal entries only for accounts with a calculated loss. Enter a '3' to create journal entries only for calculated gains. Default of blank will not create journal entries.
-

3. Enter the G/L Date. Default of blank will use last day of current period.
-

4. Enter a '1' to create the journal entry batches in an Approved status regardless of the value in the Management Approval of Input general constant. Default of blank will not override the settings.
-

5. Enter the default ledger type for journal entry. If left blank, 'AA' will be used.
-

Advanced & Technical

Batch Invoice Processing

When you create invoices through an external system, you can transfer them to the J.D. Edwards Accounts Receivable system for processing.

Batch invoice processing consists of:

- Converting invoices for batch processing
- Processing batch invoices
- Reviewing batch invoices
- Revising unprocessed batch invoices
- Purging processed batch invoices
- Purging A/R Invoices and Receipts

Note: The invoice batch processor is designed to process only open invoices. You cannot process paid or partially paid invoices, deductions, receipts, or chargebacks. If you choose to use this program to process information outside of its design specifications, it is considered a custom program and is not supported by Financial Customer Support. Contact your field representative for assistance with custom programming.

What Happens When You Process Batch Invoices?

After you convert batch invoices, processing them does the following:

- Applies validation rules to existing data
- Provides default data where necessary
- Creates invoice information in the Customer Ledger table (F03B11)
- Creates associated G/L distribution information in the Account Ledger table (F0911) and, if necessary, in the Account Ledger Tag File table (F0911T)

Before You Begin

- Map invoice transactions from their external system into the J.D. Edwards Accounts Receivable system in the appropriate format.



See Also

- About Address Book Batch Processing* in the *Address Book Guide* for information about converting Address Book information from another system

Converting Invoices for Batch Processing

Converting Invoices for Batch Processing

Invoice batch processing is a method of taking information from a system external to J.D. Edwards software and converting it so that it can be processed as a J.D. Edwards transaction. In order to do this, you must create a custom program that provides proper data to specific fields in the Invoice Transaction - Batch File table (F03B11Z1) and in the Journal Entry Transactions - Batch File table (F0911Z1). If you attempt to update either of these transaction tables without using the batch process, data in the Accounts Receivable Ledger table (F03B11) and in the Account Ledger table (F0911) might be compromised.

The batch process is an edit program that verifies the information entered into the F03B11Z1 and F0911Z1 and processed correctly into the F03B11 and F0911. After the information is in the F03B11 and F0911, you can process it as a J.D. Edwards transaction.

See Also

Appendix D: Batch Input Setup for Invoice Transactions for information about the required fields for uploading invoice entries from external sources.

Processing Batch Invoices

From the Batch Invoice Processing menu (G03B311), choose Batch Invoice Processor.

After you review and revise your batch invoices, you must process them to create invoices in the Customer ledger.

Processing batch invoices consists of:

- Processing the transaction information
- Submitting invoices for processing
- Verifying batch invoice information
- Posting batch invoices

Processing the Transaction Information

After your custom program loads the transaction information into the Invoice Transaction - Batch File (F03B11Z1), Journal Entry Transactions - Batch File (F0911Z1), and Journal Entry Transactions - Batch Tag File (F0911Z1T) tables, run the Invoice Batch Processor program (R03B110Z). Running this program processes the information in the F03B11Z1, F0911Z1, and F0911Z1T and loads it into the Accounts Receivable Ledger table (F03B11), the Account Ledger table (F0911), and the Account Ledger Tag File table (F0911T).

Any additional information that is necessary for a completed transaction is loaded from other sources or calculated from existing information. For example:

- The document number originates from the Next Numbers program (P0002).
- The fiscal year and period are calculated from the G/L date and Company Names & Numbers program (P00105).
- The F0911 explanation comes from the customer's alpha name from the customer number.
- The F0911 company number is assigned based on the business unit from the first line of distribution.

Errors in Processing

If any errors occur during processing, they are noted on the edit report. You can correct the errors and reprocess the batch. If a transaction in the batch is in error, that transaction does not process with the rest of the batch. However, you can set a processing option so that if one transaction is in error, the entire batch does not process.

After the batch has been successfully processed, the field VJEDSP is updated from a 0 to a 1. These records remain in the F03B11Z1 and F0911Z1 tables until they are purged. Alternatively, you can set up a processing option to purge these tables automatically.

The following tips might help you reduce the number of error messages, or help you identify and resolve them when they occur:

- Initially process a small number of records in a batch. Most errors that occur on one record also occur on all records. Correct the errors on the smaller number of records, and then follow the same sequence of steps when you process a larger number of records in a batch.
- The only thing that prevents a batch from processing is an error. Warning messages alert you to nonstandard events, but do not prevent processing. You can turn off warning messages by means of a processing option.
- You can run the batch in proof mode. However, proof mode is not necessary, because you have the option to review the transactions before posting (during which time they could be deleted). Also, any error prevents the batch from processing anyway.
- Reading error messages helps identify the cause and the resolution of errors. Error messages can be accessed and read from the Work Center in one of three ways:
 - From the Workflow Management menu (G02), choose Employee Work Center.
 - Set the OneWorld preferences to view the Exit Bar. Then, choose Batch Invoice Processor from the Batch Invoice Processing menu (G03B311). Right click the UBE you chose, and click Prompt For Version. On the Find/Browse form, choose Work Center from the Tools menu on the Exit Bar.
 - Set the OneWorld preferences to view the Exit Bar. Then, choose Work With Servers from the System Administration Tools menu (GH9011). On Work With Servers, choose Work Center on the Tools menu on the Exit Bar.

All error messages are also located in the Data Dictionary, where you can inquire on the error number and review the glossary.

- If errors occur that you cannot resolve, enter a transaction manually through Batch Invoice Revisions (P03B11Z1), and process it successfully. Then compare a copy file of the F03B11Z1 transaction that you entered manually to a F03B11Z1 transaction entered by the Invoice Batch Processor program (R03B11Z1T). Comparing the differences assists you in locating discrepancies and resolving the errors.

Performance Considerations

The following information is provided to assist you with the processing time involved in uploading invoices to the Customer Ledger (F03B11) table using the Batch Invoice Processor program (R03B11Z1I).

Create Larger Batches To increase performance, create multiple versions of the Batch Invoice Processor (R03B11Z1I) UBE and run them simultaneously. To do so, modify the data in the Invoice Transaction - Batch File (F03B11Z1) and Journal Entry Transactions - Batch File (F0911Z1) tables so that you have several large batches. Then create additional versions of the UBE and modify the Data Selection to process one batch. Finally, run all versions of the the processor program (R03B11Z1I) simultaneously.

If you do not want to create multiple versions of the UBE, organize the data into one large batch. The performance gain is not as substantial as the first option, but there will be a decrease in processing time.

Enter as Much Information as Available

Reduce the amount of time the system requires to retrieve default information by entering the information directly into the F03B11Z1 and F0911Z1 tables. Specifically, enter the customer's alpha name into the Explanation field (VNEXA) in the F0911Z1 table. Other examples of information the system retrieves for processing are payment terms, exchange rates, company numbers, and so on. Then, when the Batch Invoice Processor program (R03B11Z1I) runs, the system validates only the information that is provided, rather than having to retrieve and validate the information.

Deactivate the Cost Management Constants (System 16)	If you are not using the Enterprisewide Profitability System (EPS, System 16), verify the Activate Cost Objects (CO01) and Activate Activity Based Costing (CO03) fields are not selected in the Cost Management Constants program (P1609). You access the Cost Management Constants program from menu G1641.
Run the UBE on the Server where the Data Resides	Run the Batch Invoice Processor program (R03B11Z1I) on the server where the F03B11Z1 and F0911Z1 tables are located.

Submitting Invoices for Processing

When you are ready to process your batch invoices, run Batch Invoice Processing. The system processes batch invoices in proof or final mode.

Proof mode	In proof mode, the system:
	<ul style="list-style-type: none">• Verifies the data• Produces a report
Final mode	In final mode, the system:
	<ul style="list-style-type: none">• Creates J.D. Edwards invoices in the Customer Ledger table (F03B11) and associated journal entries in the Account Ledger table (F0911)• Assigns document and batch numbers• Supplies default information for the optional fields that you leave blank• Edits invoice entries for errors• Produces an exceptions report, if errors exist

Processing Options for Invoice Batch Processor

Processing

1. Enter a '1' to process the batch information in Final mode. If left blank, then the batch processing will be performed in Proof mode and no file updates will occur.

1 = Final Mode blank =
Proof Mode _____

2. Enter a '1' to allow A/R invoice processing if G/L records in F0911Z1 are out-of-balance. (A/R amounts do not offset the G/L amounts). If left blank, the transaction will not be processed if the amounts are out-of-balance.

1 = Allow processing
Out-Of-Balance

3. Enter a '1' to automatically purge processed transactions from the batch file. If left blank, transactions will be flagged as processed and will remain in the file.

1 = Purge records blank =
No Purge

Version Select

1. Enter the number of the processing option version to be used for the invoice processing. If left blank ZJDE0001 will be used.
2. Enter the number of the processing option version to be used for the Journal Entry processing. If left blank ZJDE0001 will be used.

Messages

1. Enter a '1' to suppress the creation of warning PPAT messages. If left blank, warning messages will be created in PPAT.

1 = Suppress Warnings blank =
No Suppress

2. Enter the user to receive the PPAT messages. If left blank, then the user who entered the transactions will be the receiver of the PPAT messages.

User ID for PPAT Messages

Defaults

1. Enter a '1' to default the alternate payee from the 5th address book number. If left blank it will be defaulted from the customer number.

1 = Default from 5th Address Book
Number

Accounts Receivable

2. Enter a '1' to bypass the defaulting of tax area and explanation codes. If left blank, the tax fields will be defaulted from Customer Master and the Business Unit Master tables.

1 = Bypass the Tax Field Defaults

Batch Type

6. Enter Batch Type if not "IB"

"IB" = Default Batch Type

JE Defaults

1. Enter the default ledger type for GL distribution entry processing. If left blank, the ledger type AA will be used.

Default GL Ledger Type

Batch Approval

1. Enter a '1' if you would like to have the batch status on all batches you created through the Invoice Entry Batch Processor to be set as approved, regardless of the general accounting constants. If this field is left blank the batch status will be set according to the general accounting constants.

Batch Approval

Auto Post

1. Enter a version of the post program [R09801] that you wish to run if you would like your entries automatically posted to the Accounts Balances table (F0902) after creation. If this version is left blank then the post will not be submitted.

Version

Audit Info

1. Enter a '1' to print audit information to the report.

<blank> = No audit information
(default)
1 = Print audit information

Verifying Batch Invoice Information

After you process batch invoices in proof mode, the system produces an exception report that shows the number of correct and incorrect transactions.

An alternative to reviewing the exception report is to access the Employee Work Center system to view specific errors regarding the batches. You can access the batches that are in error directly from the error messages. This feature allows you to locate the problems and correct them interactively.

Posting Batch Invoices

After processing your batch invoices, post them to the general ledger.

You can post invoices to the general ledger manually from the Customer Invoice Entry menu (G03B11). Alternatively, you can set two processing options to post processed batch invoices automatically at the time of processing:

- Enter 1 in the Batch Approval field on the Batch Approval tab to automatically set the status of the processed batch to Approved
- Enter a version of the Post program (R09801) in the Version field on the Auto Post tab

See Also

- *Posting Invoices* for the steps involved in manually posting invoices

Reviewing Batch Invoices

After you transfer invoices from an external source, you might want to verify their accuracy before processing them. You can also review a batch invoice in proof mode, prior to final processing.

When reviewing batch invoices, you can:

- Review batch invoice information
- Review individual batch invoices

Batch invoice information is stored in the Invoice Transactions – Batch table (F03B11Z1), the Journal Entry Transactions – Batch table (F0911Z1) and, if necessary, the Journal Entry Transaction - Batch Tag File table (F0911Z1T).

► **To review batch invoice information**

From the Batch Invoice Processing menu (G03B311), choose Batch Invoice Revisions.

After you transfer invoices, you can review specific information about the batch. For example, you might want to verify the number of invoices in a batch for a specific date.

1. On Work With Batch Invoices, click Find to display batch invoices. You can complete any of the following fields to limit your search:
 - Processed
 - Summarize
 - Batch Number
 - From Date
 - Thru Date
2. To display batch invoices by date, click one of the following options:
 - Inv
 - G/L
 - Transmission

Accounts Receivable

Field	Explanation								
Processed	<p>An indicator to mark records as successfully processed through the batch processing system. After a record has been marked as processed, it can no longer be updated through the batch processing program.</p> <p>Valid values for WorldSoftware are:</p> <table style="margin-left: 20px;"> <tr> <td style="padding-right: 20px;">0</td><td>Unprocessed only</td></tr> <tr> <td style="padding-right: 20px;">1</td><td>Processed and unprocessed</td></tr> </table> <p>For OneWorld software:</p> <table style="margin-left: 20px;"> <tr> <td style="padding-right: 20px;">On</td><td>The system shows records that have been successfully processed.</td></tr> <tr> <td style="padding-right: 20px;">Off</td><td>The system shows records that have not yet been processed.</td></tr> </table>	0	Unprocessed only	1	Processed and unprocessed	On	The system shows records that have been successfully processed.	Off	The system shows records that have not yet been processed.
0	Unprocessed only								
1	Processed and unprocessed								
On	The system shows records that have been successfully processed.								
Off	The system shows records that have not yet been processed.								
Summarize	<p>An option that indicates whether the system shows invoices in summary or detail mode.</p> <p>In OneWorld software:</p> <ul style="list-style-type: none"> • If the option is turned on, the system shows a summarized version of the record that you select. For example, if you enter an invoice with two pay items, you view one line with a total of the two pay items. • If the option is turned off, the system shows all records. For example, the system shows all pay items, line numbers, and so on. 								
Batch Number	<p>The number that the transmitter assigns to the batch. During batch processing, the system assigns a new batch number to the J.D. Edwards transactions for each control (user) batch number it finds.</p>								
From Date	<p>A date that identifies the financial period to which the transaction will be posted. The company constants table for general accounting specifies the date range for each financial period. You can have up to 14 periods. Generally, period 14 is used for audit adjustments.</p>								
Inv	Indicates the type of date used when entering a From/Thru date selection.								
G/L	Indicates the type of date used when entering a From/Thru date selection.								
Transmission	Indicates the type of date used when entering a From/Thru date selection.								



To review individual batch invoices

From the Batch Invoice Processing menu (G03B311), choose Batch Invoice Revisions.

When reviewing information about your batch invoices, you might want to verify the G/L distribution or pay item detail associated with a specific invoice. To do so, review the individual batch invoice.

1. On Work With Batch Invoices, follow the steps to review batch invoice information.
2. Choose the invoice that you want to review and click Select.
3. To review the invoice's pay items, choose Details from the Row menu on Invoice Entry – Batch Entry.
4. To review the G/L distribution for the invoice, choose G/L Distribution from the Form menu on Invoice Entry – Batch Entry.

Revising Unprocessed Batch Invoices

After you transfer invoices from another source to the J.D. Edwards Accounts Receivable system, you might need to correct or delete some of them. You revise a batch invoice by manually entering a new one or by changing or deleting an existing one. You should do this before you process batch invoices.

Revising batch invoices consists of:

- Adding invoices to batches
- Correcting unprocessed batch invoices
- Changing, deleting, or voiding invoices

The system uses next numbers to automatically assign document and batch numbers during final processing. J.D. Edwards recommends that you use next numbers. For audit purposes, however, J.D. Edwards recommends that you use the transaction number field with your old document number. If the number assigned already exists in the Customer Ledger table (F03B11), the system returns an error.

When you revise a batch invoice, you update information in the Invoice Transactions – Batch (F03B11Z1) and Journal Entry Transactions – Batch (F0911Z1) tables. When you add or correct profit management information on batch invoices, you update information in the Journal Entry - Batch Tag File table (F0911Z1T).

Adding Invoices to Batches

You cannot add an invoice to a batch that you attempted to process. You can, however, create a new batch and add an invoice to it. Typically, you should not need to add an invoice to a batch. An exception is when you experience difficulty processing transactions from an interfaced system. To detect and correct any discrepancies, compare the invoice you manually enter to the invoice that the interface system creates.

When you add an invoice to a batch, the system creates J.D. Edwards invoices in the batch Customer ledger and the Batch Account ledger. Invoices remain in the batch table until you process and purge them from the Invoice Transaction - Batch File table (F03B11Z1).

► To add invoices to batches

From the Batch Invoice Processing menu (G03B311), choose Batch Invoice Revisions.

1. On Work With Batch Invoices, click Add to access Invoice Entry - Batch Invoices.
2. On Invoice Entry - Batch Invoices, complete the following field to add an invoice to an existing batch:
 - Batch Number

When adding batch invoices, you do not need to enter a document number. The system automatically assigns this number when you process them. This prevents duplicate numbers in the Customer ledger.

3. Follow the steps to enter a standard invoice.

See Also

- *Entering Standard Invoices*

Correcting Unprocessed Batch Invoices

When you find an error in an unprocessed batch invoice, you can change or delete it. To correct the transaction information for a batch invoice, it must include the following:

- Batch number
- Transaction number
- Customer number
- Company

► To correct unprocessed batch invoices

From the Batch Invoice Processing menu (G03B311), choose Batch Invoice Revisions.

1. On Work With Batch Invoices, with the Processed option not selected, click Find to display unprocessed invoices and select a batch to revise.
2. Follow the steps to review batch invoice information.
3. Choose the invoice that you want to revise and click Select.
4. On Invoice Entry – Batch Invoices, change any field that is not a key field and click OK.
5. On Invoice Entry – GL Distribution, change the G/L distribution, if necessary.

Changing, Deleting, or Voiding Invoices

To delete processed transactions from the temporary batch table, you must purge them. You can set a processing option to purge processed batch transactions that were transmitted successfully through the invoice batch processor.

You cannot use the Work With Batch Invoices form to change, delete, or void invoices that the system has processed in final mode or invoices for a different accounting period. You must use the Standard Invoice Entry form to do this.

See Also

- *Reviewing Batch Invoices*
- *Revising Unposted Invoices*
- *Processing Batch Invoices* for information about processing options

Purging Processed Batch Invoices

From the Batch Invoice Processing menu (G03B311), choose Processed Batch Invoice Purge.

After you review, process, and post your batch invoices, you must purge them. The system holds processed invoices in the batch table until you do so. You can purge batch invoices in either of the following ways:

- Set a processing option to automatically purge them when you process your batch invoices in final mode
- Purge them as a separate task

When you purge batch invoices, the system removes all processed invoices from the following tables, regardless of the batch they are in:

- Invoice Transactions – Batch (F03B11Z1)
- Journal Entry Transactions – Batch (F0911Z1)
- Journal Entry Transactions – Batch Tag File (F0911Z1T)

Purging removes only batch invoices and does not affect Customer ledger invoices.

Purging A/R Invoices and Receipts

Purging A/R Invoices and Receipts

You might need to purge historical transaction records to create disk space for current transactions. You can use the following programs to purge invoices and receipts:

- Purge Invoice Transactions
- Purge Receipt Transactions

The A/R purge programs allow you to purge invoices and receipts from the following tables:

- Customer Ledger (F03B11)
- Receipts Header (F03B13)
- A/R Check Detail (F03B14)

The system moves these records into their respective tables:

- Customer Ledger Purge (F03B11P)
- Receipts Header Purge (F03B13P)
- Receipts Detail Purge (F03B14P)

After you purge transactions, you can rename the purge tables and copy them to another environment or another medium for storage.

Technical Considerations

General Ledger (F0911) transactions	When you purge A/R transactions, you will be out of balance within each batch until you purge the corresponding General Ledger (F0911) transactions. If you are not going to purge corresponding records simultaneously, you might need to change the data selection for integrity reports to exclude transactions prior to a specific date.
--	--

Coordinating invoice and receipt purges

A/R purge programs work independently of each other. Therefore, it is possible to purge invoices without matching receipt records, and vice versa. Unless invoice and corresponding receipt records are purged together, you will receive errors during inquiry or possible integrity problems on reports.

Before You Begin

- Back up the transactions that you are purging.

Purging Invoice Transactions

From the A/R Advanced and Technical Operations menu (G03B31), choose Purge Invoice Transactions (R03B800).

When you purge invoice transactions, the system uses the following criteria when considering which invoices to purge:

- The invoice G/L date must be equal to or before the date entered in the processing options for Purge Invoice Transactions
- The invoice must be posted
- The invoice must be paid
- The invoice must have no open amount

After the system completes the purge process, you might want to defragment the affected tables and rebuild the table indices. Contact your database administrator for more information about this process.

See Also

- *About Invoice Processing*
- *Invoice Processing*
- *About Invoice Processing*

Purging Receipt Transactions

From the A/R Advanced and Technical Operations menu (G03B31), choose Purge Receipt Transactions (R03B801).

When you purge receipt transactions, the system uses the following criteria when considering which receipts to purge:

- The receipt G/L date must be equal to or before the date entered in the processing options for Purge Receipt Transactions
- The receipt must be posted

After the system completes the purge process, you might want to defragment the affected tables and rebuild the table indices. Contact your database administrator for more information about this process.

See Also

- *About Manual Receipts Processing*
- *Manual Receipts Processing*

Processing Options for Invoice/Receipt Transaction Purge

G/L Date

Enter the G/L Date to use when selecting which records to purge.

All records that have a G/L date less than or equal to the entered date will be purged.

Default: Today's Date

A/R Cash Forecasting

As part of your cash forecasting activities, you might want to review a summary of your open invoices.

When you run A/R cash forecasting, the system performs the following processes:

1. Consolidates open invoices from the A/R Customer Ledger table (F03B11)
2. Summarizes information by business unit, company, due date, and currency
3. Deletes existing records in the Cash Forecasting Summarization table (F0032) with the cash type you specify in a processing option
4. Updates the Cash Forecasting Summarization table with the new information

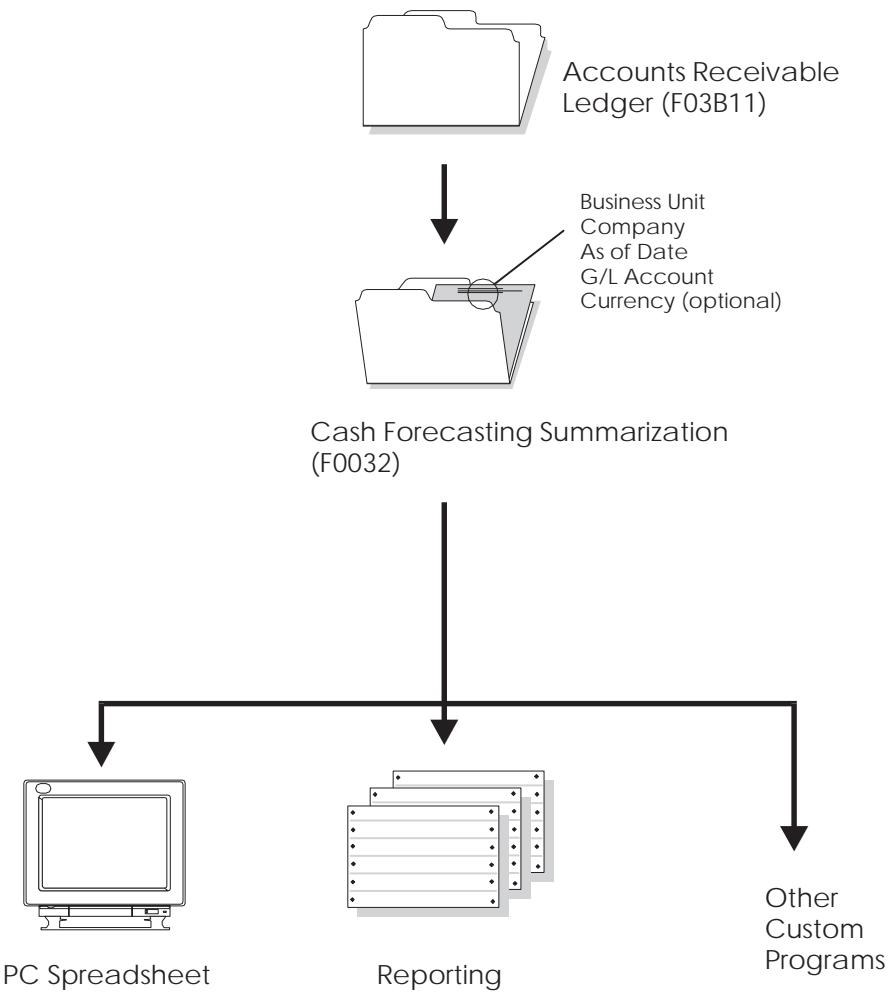
A/R cash forecasting consists of:

- Forecasting A/R cash flow



Accounts Receivable

The following graphic illustrates the cash forecasting process:



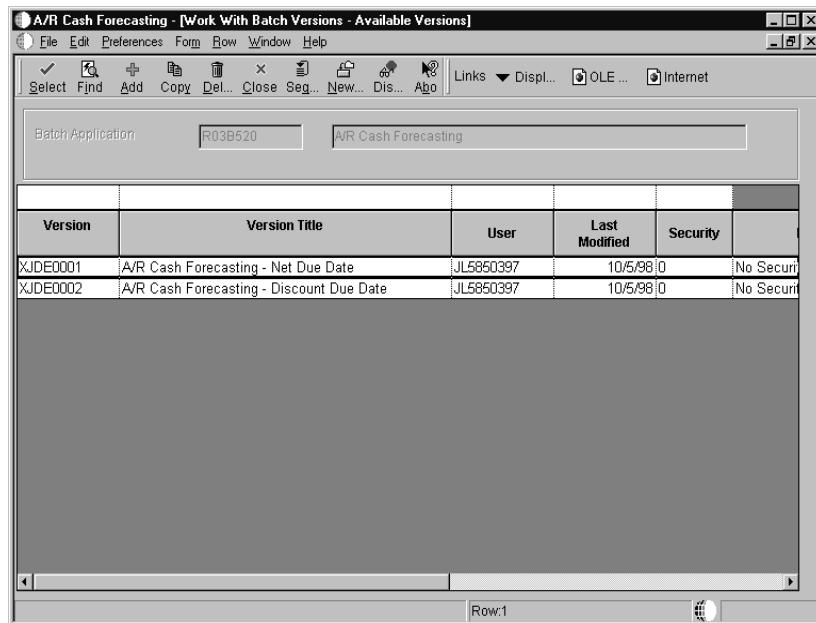
Forecasting A/R Cash Flow

From the A/R Advanced and Technical menu (G03B31), choose A/R Cash Forecasting.

To receive an accurate picture of your current cash position and the amounts that you expect to receive from your customers, you can forecast your A/R cash flow.

When you run A/R Cash Forecasting, the system creates the Cash Forecasting Summarization table (F0032), which contains the following:

- Total of all open invoices
- Due dates of open invoices
- Receipt amount required from customer



You can use Enterprise Report Writer to view the information created when you run A/R Cash Forecasting. The information can also be downloaded to a standard spreadsheet program or used by custom programs for cash analysis.

Related Information

Multi-Currency

When you use multiple currencies, invoices are summarized by both the domestic and foreign currencies. In the Cash Summarization table, the domestic currency code appears in the Currency Code field. The foreign currency code appears in the To Currency Code field. When you process domestic invoices, the foreign amount and currency code are the same as the domestic amount and currency code.

Processing Options for A/R Cash Forecasting

Process

1. Enter the cash type to designate A/R records in the Cash Forecasting Summarization (F0032) table. If left blank, cash type '03B' will be used.

Cash Type

2. Enter a '1' to reverse the positive and negative signs of the amounts. If left blank, the signs for the amounts will appear as they would in the Customer Ledger (F03B11) table.

Reverse Amount Signs

3. Enter a '1' to build the A/R portion of the Cash Forecasting Summarization (F0032) table based on discount due date. If left blank, net due date will be used.

Date Option

What You Should Know About Processing Options

Cash type (2)

The Cash Summarization table (F0032) contains summary information from A/R, A/P, and G/L. The cash type designates the system in which the information originated. A cash type is alphanumeric and can be up to five characters. J.D. Edwards recommends that you use the same cash type each time you run the program. If you run the program again with a different cash type, two sets of A/R information will exist in the Cash Summarization table.

Customer Currency Conversion

You might convert a customer's currency code or address book amounts for the following reasons:

- Your customers want to receive invoices in a different currency
- You want to submit invoices to your customers in a different currency
- You want to view a customer's statistical amounts in a different currency

For example, you might want to convert statistical (address book) amounts for several of your customers from Canadian dollars to U.S. dollars. Or, if you do business with several EMU companies, you might need to change the default currency code to the euro on multiple customer-master records.

Customer currency conversion consists of:

- Converting customer currency codes and amounts



Converting Customer Currency Codes and Amounts

You might convert a customer's currency code or address book amounts for the following reasons:

- Your customers want to receive invoices in a different currency
- You want to submit invoices to your customers in a different currency
- You want to view a customer's statistical amounts in a different currency

To convert customer currency codes and amounts, you run the Euro Address Book Conversion program. Although this program was originally designed for Economic and Monetary Union (EMU) companies to use during the euro transition period, companies outside of the EMU might also find it useful. For example, you might want to convert statistical (address book) amounts for several of your customers from Canadian dollars to U.S. dollars.

This topic describes the following:

- Before converting customer currency codes and amounts
- Converting currency codes and amounts
- Reviewing the exceptions report
- Example: Before and after the customer conversion
- Example: Parent/child structure with difference currencies

Before Converting Customer Currency Codes and Amounts

J.D. Edwards made substantial data structure changes to the customer master record in OneWorld release B73.3. If you used the new Accounts Receivable system prior to release B73.3 (that is, release B73.2, B73.2.1, or B73.2.2), make sure you have changed the data structure of your existing customer master records before you convert any currency codes and amounts.

To change the data structure, all new A/R clients who upgrade from B73.2, B73.2.1, or B73.2.2 to B73.3, B73.3.1, B73.3.2, or OneWorld Xe must run the following programs:

- R8903012A (Convert F03012 from B73.2 to B73.3). This program converts the table structure in the F03012 table from release B73.2 (or above) to B73.3 (or above), and makes the necessary data structure changes.
- R8903012 (Convert F0301 to F03012). This program copies data from the F0301 to the F03012 table. The F03012 is the new Customer Master by Line of Business table, which replaces the F0301 table as of release B73.3 (or above) for the new Accounts Receivable system.

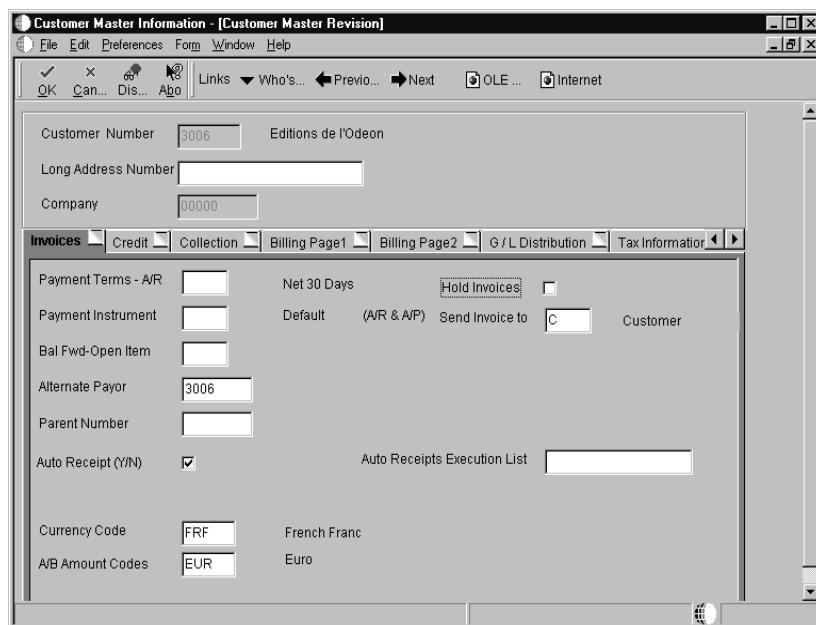
Ensure that you have run these programs before you run the Euro Address Book Conversion program.

Converting Currency Codes and Amounts

You can convert the following currency codes and amounts at the same time or independently of one another:

- Customer default currency code. To submit invoices to customers in a different currency, convert the default currency code.
- Customer address book currency and amounts. To view address book amounts for customers in a different currency, convert the address book currency code and the following amounts in the Customer Master table (F0301) and the Customer Master by Line of Business table (F03012):
 - Summary balance amounts (year-to-date invoice amounts and finance charges, prior-year invoice amounts and finance charges, amount due, amount last paid, highest balance, and open order amounts).
 - Limit amounts (credit limit and minimum and maximum sales order amounts). See *Converting Customer Limit Amounts* in the *Sales Order Management Guide* for detailed information about how the program rounds limit amounts.

To view a customer's default and address book currency codes, access the Customer Master Revision form. The default currency code appears in the Currency Code field and the address book currency appears in the A/B Amount Codes field.



► To convert customer currency codes and amounts

From the System Administration Tools menu (GH9011), choose Batch Versions.

Although this program was originally designed for Economic and Monetary Union (EMU) companies to use during the euro transition period, it can be used by non-EMU companies as well.

The data selection for the Euro Address Book Conversion program provides flexibility when converting customer amounts to another currency.

1. On Batch Versions, do one of the following:
 - For OneWorld B73.3 (including OneWorld Xe) clients who use the new A/R application, enter R8903012E in the Batch Application field to access Euro Address Book Conversion – F03012, F0301.
 - For OneWorld B73.3 (including OneWorld Xe) clients who use the old A/R application, enter R890301E in the Batch Application field to access Euro Address Book Conversion – F0301.
2. Use the data selection to do the following:
 - To convert address book amounts by customer, specify the address book numbers. If you do not do this, the conversion program converts all customers.

- To convert amounts for all customers assigned a certain category code, specify the category code.

Reviewing the Exceptions Report

When you run the Euro Address Book Conversion program, an exceptions report prints. Review the report for any of the following messages, and rerun the conversion program if necessary:

- *No processing errors.* If you entered 1 for processing option 1, the conversion program updates the F03012 or F0301 table.
- *Currency exchange rate not found.* The currency code that you are converting to is not set up in the exchange rate table, or the exchange rate or effective date is not set up for the currency code.
- *Invalid currency entered.* The currency code that you entered for currency processing option 3, 4, or both is not valid.
- *Update error - record locked or not found.* The customer master record is in use.

Example: Before and after the Customer Conversion

This example shows customer amounts before and after converting from the French franc (FRF) to the euro (EUR).

The Default Code and A/B Amount Code fields on the customer master record are FRF. The EUR to FRF exchange rate is 6.55957.

For this example, the processing options for the Euro Address Book Conversion program were set as follows:

- Amount Currency processing option = EUR
- Currency Code processing option = blank
- Limit Amounts processing option = 50

After the customer conversion program is run, this customer's address book amounts will be in the euro; however, their invoices will remain in French francs.

F03012 Field	Description	Before Conversion	After Conversion	Rounded From
A5CRCD	Currency Code - A/R	FRF	FRF	Not applicable
A5CRCA	Currency Code - A/B	FRF	EUR	Not applicable
A5AD	Amount Due	100.00	15.24	Not applicable
A5AFCP	Prior Year Finance Charges	200.00	30.49	Not applicable
A5AFCY	YTD Finance Charges	300.00	45.73	Not applicable
A5ASTY	Invoiced This Year	400.00	60.98	Not applicable
A5SPYE	Invoiced Prior Year	500.00	76.22	Not applicable
A5AHB	High Balance	600.00	91.47	Not applicable
A5ALP	Last Paid Amount	700.00	106.71	Not applicable
A5ABAM	Address Book Amount	Not used	Not used	Not applicable
A5ABA1	Address Book Amount	Not used	Not used	Not applicable
A5APRC	Open Order Amount	1,000.00	152.45	Not applicable
A5MINO	Minimum Order Amount	1,000	150	152.45
A5MAXO	Maximum Order Amount	50,000	7,600	7622.45
A5ACL	Credit Limit	10,000	1,500	1524.49

Caution: In the F03012 table, the field A5ABAM stores a user-defined fixed amount, and the field A5ABA1 is for future use. If you use either of these fields, be aware that the Euro Address Book Conversion program converts the amounts, regardless of whether they are monetary amounts.

Example: Parent/Child Structure with Different Currencies

If you have a parent/child structure with different default and address book currencies, you can convert the parent independently from its children or vice versa. With this flexibility, you can continue to track address book amounts in the parent company's currency while invoicing some of the subsidiaries in another currency. This flexibility also allows you to convert address book amounts at the subsidiary level, convert the currencies of a parent and its children at the same time, and so on.

The following example shows a parent/child relationship with different currencies.

Relationship	Address Book Currency	Default Currency
Parent	ITL	ITL
Child 1	ITL	DEM
Child 2	ITL	FRF
Child 3	ITL	DEM

Child 1 and Child 3 have requested that you submit their invoices in the euro. You run the Euro Address Book Conversion program to convert their default currency from the German mark (DEM) to the euro (EUR). (Alternatively, you can convert the currencies of a parent and its children at the same time, if applicable.)

The following example shows the results after the conversion.

Relationship	Address Book Currency	Default Currency
Parent	ITL	ITL
Child 1	ITL	EUR
Child 2	ITL	FRF
Child 3	ITL	EUR

This example shows that you can continue to track address book amounts in the parent company's currency while invoicing some of the subsidiaries in the euro. It is also possible to convert the address book amounts to the euro at the subsidiary level.

Processing Options for Euro Address Book Conversion – F0301/F03012

Update

1. Enter a '1' to update Customer Master balances. If left blank, Customer Master balances will not be updated.
2. Enter a date to be used as the exchange rate date. If left blank, the current date is used as the default.

Currency

3. Enter a currency here to be updated to the Amount Currency in the Customer Master file. If left blank, the Amount Currency will not be updated.
4. Enter a currency here to be updated to the Currency Code in the Customer Master file. If left blank, the Currency Code will not be updated.

Rounding

5. Enter the desired rounding factor for the following limit fields.

Amount - Credit Limit
Minimum Order Value
Maximum Order Value

For example, a value of 100 will round the converted amount to the nearest hundred, 50 to the nearest 50 etc. If left blank, limit values will not be rounded.

Appendices

Appendix A: Quick Reference Codes for A/R

A/R Fastpath Menus

G03B	Accounts Receivable
G03B10	Daily Processing
G03B11	Customer Invoice Entry
G03B12	Manual Receipts Processing
G03B13	Automated Receipts Processing
G03B14	Accounts Receivable Reports
G03B15	Credit & Collections Management
G03B16	Draft Processing
G03B21	Periodic Processing
G03B22	Statement Reminder Processing
G03B31	A/R Advanced & Technical Operations
G03B41	Accounts Receivable Setup

Payment Status Codes

A	Approved for payment
P	Paid in full
Others are a type of payment hold:	
H	Held/pending approval
R	Retainage
D	Draft accepted

Payment Terms

Blank	Net 30
1	1/10, net 30
2	Net 30 days (override)
<hr/>	
3	Prox days 1/10
4	Due 1st of next month
5	Split payment (50/50)
6	Due upon receipt
A	Due on the 10th of the next month
1	Due upon receipt

Document Types

Original Document Types

RI	Invoice
RR	Recurring invoice
RB	Chargeback invoice
RM	Credit memo
RU	Unapplied receipt
R5	Deduction
R1	Draft
RF	Delinquency Fee

Matching Document Types

RC	Receipt
RO	Void receipt
RV	Nonsufficient funds

Type Input Codes for Standard Receipts Entry (TI)

10 – Simple Invoice Match

Calculations:

- Payment amount = current open amount – discount available
- Discount taken = discount available
- Write-off = optional
- Chargeback = optional
- Deduction = optional

11 – Invoice Match with Automatic Chargeback for Discount Amount

Calculations:

- Payment amount = current open amount – discount available
- Discount taken = optional
- Write-off = optional
- Chargeback = discount available
- Deduction = optional

15 – Invoice Match with Write-off

Calculations:

- Amount applied = current amount – discount available
- Discount taken = discount available
- Write-off = current open amount – amount applied, discount taken, chargeback amount, and deduction amount
- Chargeback = optional
- Deduction = optional

16 – Invoice Match with Chargeback

Calculations:

- Amount applied = current open amount – discount available
- Discount taken = discount available
- Write-off = optional
- Chargeback = current open amount – amount applied, discount taken, write-off, and deduction amount
- Deduction = optional

17 – Invoice Match with Deduction

Calculations:

- Amount applied = current open amount – discount available
- Discount taken = discount available
- Write-off = optional
- Chargeback = optional
- Deduction = current open amount – amount applied, discount taken, write-off, and chargeback

Accounts Receivable

Appendix B: Currency Codes and Decimals

Multi-Currency Option Off

If the multi-currency option is turned off, the decimals associated with specific amount fields are determined by the display decimals defined in the data dictionary by your system administrator.

Multi-Currency Option On

If the multi-currency option is turned on, the decimals associated with specific amounts are determined as described below.

Unit Ledgers

Decimals for unit ledger types, such as BU and AU, are determined by the display decimals in the data dictionary.

Amount Ledgers

Decimals for amounts other than units are determined as follows:

- Any transaction entered with a currency different from the currency assigned to the company of the account being used is considered foreign.
- The decimal position is determined by the transaction's currency code.
- The number of decimals for a currency is defined in the Currency Codes table (F0013) and the Designate Currency Codes program (P0013).

All ledger types other than CA or any unit ledger type, as mentioned above, is considered *domestic* ledgers. The currency's decimal position is determined by the currency code assigned to the company of the account used. This allows multiple companies in the same environment to have different currencies in the AA ledger.

For example, Company 00100 is a U.S. dollar (USD) base currency company, and its AA ledger represents USD. Company 00002 has French francs (FRF) as its base currency, and its AA ledger then represents FRF.

Accounts Receivable

An exception to this rule occurs when a currency has been assigned to a ledger type in user defined code list 09/LT. If the special handling code of a ledger type contains a currency code, the decimals for the ledger are determined by that currency code.

For example, you have a company with a base domestic currency of French francs (FRF). However, you want to establish a budget in U.S. dollars (USD). You can set up a ledger with USD in the Special Handling Code of user defined code list 09/LT. Any entry made to that ledger is considered USD and not FRF.

The designation of a currency code for a ledger type should be done only as an exception. A currency code designation for a ledger type applies to all companies using that ledger. Therefore, you should not indicate a currency for the AA or CA ledger.

Monetary (Currency-Specific) Accounts

If an account has been assigned a specific currency code, transactions entered to that account must be in that currency. This rule applies to the AA and CA ledgers only. If other ledger types have been established, the monetary account restrictions do not apply.

For monetary account revaluation purposes, a document type of JX overrides an edit that exists in programs so that entry can be made directly to the AA ledger.

Technical Considerations

The Account Balances table (F0902) contains two currency codes:

- CRCD—This code represents the original transaction currency.
- CRCX—This code represents the denominated currency (the company currency).

The following table illustrates the use of the CRCD and CRCX fields. The Account Balances table can optionally be posted by the originating currency of the transaction. For every transaction currency, you will have a corresponding balance.

If you do not require account balances by currency, your account balances can be summarized into one AA and one CA ledger balance for each account. (This does not consider the effect of posting by subledger to an account.)

Posting Option	Ledger Type	Originating Currency (CRCD)	“Denominated In” Currency (CRCX)
Summarized Currency Post	AA	Blank	Company Currency
Summarized Currency Post	CA	Blank	Company Currency

Posting Option	Ledger Type	Originating Currency (CRCD)	“Denominated In” Currency (CRCX)
Balances by Currency Post (and all monetary accounts)	AA	Transaction Currency	Company Currency
Balances by Currency Post (and all monetary accounts)	CA	Transaction Currency	Transaction Currency
Summarized Currency Post	All other ledger types	Blank	Ledger Currency if specified in user defined code list 09/LT or Company Currency

The result of posting a similar set of transactions to provide balances by currency or summarized currency balances is shown below. This example shows a Belgian franc (BEF) company with sales originating in Belgian francs, French francs (FRF), U.S. dollars (USD), and British pounds (GBP). Account 401.5005 for Sales of Product A is illustrated.

CRCD = Original transaction currency

CDCX = Denominated currency

Balances by Currency Post

Account	CRCD	CRCX	AA Ledger Amount	CRCD CA	CRCX CA	CA Ledger Amount
401.5005 Sales Product	BEF	BEF	100,000			
	FRF	BEF	60,000	FRF	FRF	10,000.00
	USD	BEF	150,000	USD	USD	5,000.00
	GBP	BEF	45,000	GBP	GBP	1,000.00

Summarized Currency Post

Account	CRCD AA	CRCX AA	AA Ledger Amount	CRCD CA	CRCX CA	CA Ledger Amount
401.5005 Sales Product		BEF	355,000		BEF	1,600,000

Accounts Receivable

Appendix C: Training Chart of Accounts

Company Structure

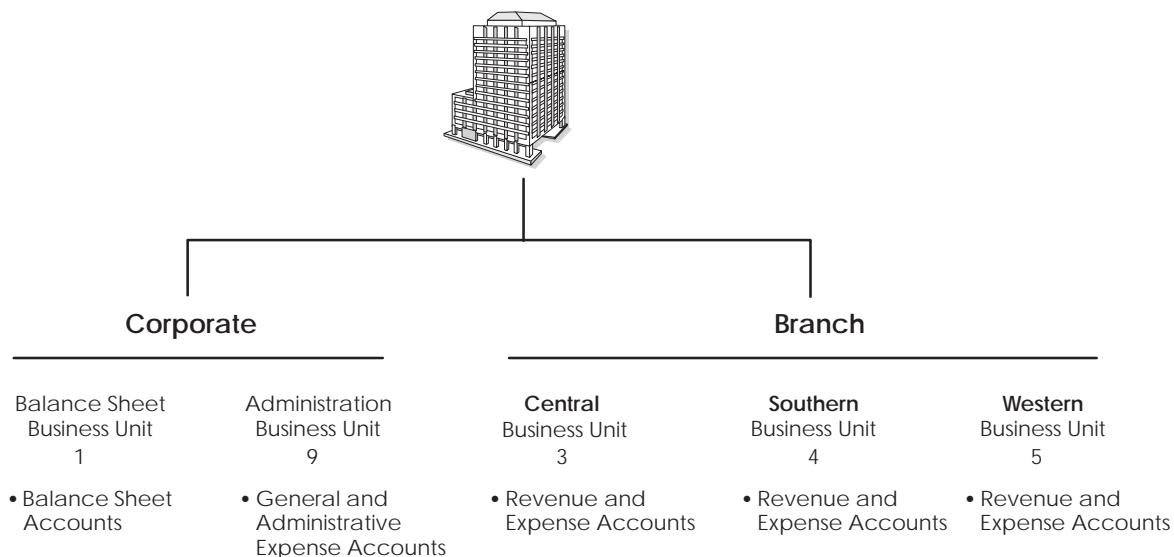
A Financial/Distribution Company (company 00001) has its corporate headquarters in Denver, Colorado. Three branch offices report to the Denver headquarters:

- Central Branch
- Southern Branch
- Western Branch

Each branch office performs sales and marketing functions for its regions. Administrative and accounting functions are done at corporate headquarters. Expenses and revenues are tracked by each branch office.

The following illustration shows the business unit structure for company 00001. Notice that the balance sheet business unit (1) has the same identifier as company 00001. Refer to this organization when you do the training exercises.

A Financial/Distribution Company



Accounts Receivable

Chart of Accounts Structure

The chart of accounts identifies the accounts assigned to the business units within your company's reporting structure. It controls:

- How amounts are posted (posting edit code)
- The level of detail (LOD) for account balances
- Accounts assigned to different business units (indicated by X)

The following table is a partial chart of accounts. Refer to it when you do the training exercises.

Account	Description	Post Edit	LOD	BU1	BU3	BU4	BU5	BU9
1000	Assets	N	3	X				
1001	Current Assets	N	4	X				
1100	Cash	N	5	X				
1105	Petty Cash		6	X				
1110	Cash in Banks	N	6	X				
1110.BEAR	Bear Creek National Bank		7	X				
1110.FIB	First Interstate Bank		7	X				
1110.FRANCE	First Bank of Paris		7	X				
1110.PAYROLL	First Interstate Payroll		7	X				
1130	Short-Term Investments	N	6	X				
1131	Certificates of Deposit		7	X				
1133	Treasury Bills		7	X				
1136	Investment Funds		7	X				
1137	Savings Accounts		7	X				
1200	Accounts Receivable	N	5	X				
1210	Trade Accounts Receivable		6	X				
1215	Allow for Doubtful Accounts		6	X				
1218	Finance Charges Receivable		6	X				
1220	Notes Receivable		6	X				
1222	Drafts Receivable		6	X				
1224	Remittances Receivable		6	X				
1225	Retainages Receivable		6	X				
1230	Employee Receivable		6	X				
1240	VAT Recoverable		6	X				
1250	Accrued Rebates Receivable		6	X				
1260	Accrued Interest Receivable		6	X				
1280	Unbilled Accounts Receivable		6	X				

Appendix C: Training Chart of Accounts

Account	Description	Post Edit	LOD	BU1	BU3	BU4	BU5	BU9
1290	Other Accounts Receivable		6	X				
1291	Intercompany Accounts Receivable	M	6	X				
1292	Netting Suspense Account	M	6	X				
1299	Credit Note Reimbursable		6	X				
1300	Work in Process	N	5	X				
1320	Costs in Excess of Billing	N	6	X				
1330	Contract Costs	N	7	X				
1340	Labor	N	8	X				
1341	Regular Time		9	X				
1342	Premium Time		9	X				
1343	Burden		9	X				
1344	Materials		8	X				
1346	Equipment		8	X				
1347	Subcontracts		8	X				
1350	Other Costs		8	X				
1380	Contract Billing	N	6	X				
1390	Gross Profit in Work in Progress	N	6	X				
1391	Recognized Revenue - Debit		7	X				
1392	Recognized Cost - Credit		7	X				
1400	Inventory	N	5	X				
1410	Inventory - In Routing		6	X				
1411	Inventory		7	X				
1413	Landed Cost Components	N	7	X				
1414	Harbor Fees		8	X				
1415	Brokerage Fees		8	X				
1416	Volume Rebates		8	X				
1418	Import Duty		8	X				
1430	Freight In		7	X				
1462	Direct Ship Purchases		7	X				
1469	Non-Stock for Sale		7	X				
1800	Prepaid Expenses	N	5	X				
1810	Prepaid Insurance		6	X				
1820	Prepaid Rent		6	X				
1830	Prepaid Interest		6	X				
1890	Other Prepaid Expenses		6	X				
2000	Fixed Assets	N	4	X				
2001	Property and Equipment	N	5	X				

Accounts Receivable

Account	Description	Post Edit	LOD	BU1	BU3	BU4	BU5	BU9
2010	Land		6	X				
2020	Buildings		6	X				
2025	Leasehold Improvements		6	X				
2030	Heavy Equipment		6	X				
2040	Vehicles		6	X				
2060	Furniture and Office Equipment		6	X				
2070	Computer		6	X				
2090	Other Assets		6	X				
2095	Repair Equipment		6	X				
2100	Accumulated Depreciation	N	5	X				
2120	Accum Depr - Buildings		6	X				
2125	Accum Depr - Office Furniture		6	X				
2130	Accum Depr - Improvement		6	X				
2140	Accum Depr - Equipment		6	X				
2160	Accum Depr - Vehicles		6	X				
2170	Accum Depr - Computer		6	X				
2190	Accum Depr - Other Assets		6	X				
3900	Other Assets	N	5	X				
3920	Organization Cost		6	X				
3921	Amortization of Org Cost		6	X				
3990	Miscellaneous Other Assets		6	X				
4000	Liabilities and Equity	N	3	X				
4010	Current Liabilities	N	4	X				
4100	Accounts Payable	N	5	X				
4110	Accounts Payable - Trade		6	X				
4111	Received Not Vouchered		6	X				
4112	A/P Invoice Logging Distribution		6	X				
4115	Received - In Routing		6	X				
4120	Drafts Payable		6	X				
4130	Notes Payable		6	X				
4135	Contracts Payable		6	X				
4140	Retainages Payable		6	X				
4160	Customer Deposit		6	X				
4163	Alternate Currency Clearing A/P		6	X				
4165	Billings in Excess - Costs		5	X				
4181	Landed Cost Components	N	6	X				
4184	Harbor Fees		7	X				

Appendix C: Training Chart of Accounts

Account	Description	Post Edit	LOD	BU1	BU3	BU4	BU5	BU9
4185	Brokerage Fees		7	X				
4186	Freight		7	X				
4188	Import Duty		7	X				
4190	Accounts Payable - Other		6	X				
4200	Accrued Payroll Liabilities	N	5	X				
4205	Accrued Payroll		6	X				
4206	Accrued Liabilities - Clearing		6	X				
4208	United Way		7	X				
4211	Federal Payroll Tax Withheld		7	X				
4212	FICA Payroll Tax Payable		7	X				
4213	Medicare Tax Payable		7	X				
4214	Federal Unemployment Tax Payable		7	X				
4221	State Taxes Withheld		7	X				
4221.CA	California Taxes Withheld		8	X				
4221.CO	Colorado Taxes Withheld		8	X				
4221.NY	New York Taxes Withheld		8	X				
4222	State Unemployment Tax		7	X				
4222.CA	California Unemployment Tax		8	X				
4222.CO	Colorado Unemployment Tax		8	X				
4222.NY	New York Unemployment Tax		8	X				
4223	State Disability		7	X				
4223.CA	California Disability		8	X				
4223.CO	Colorado Disability		8	X				
4223.NY	New York Disability		8	X				
4230	Local Head Tax Payable		7	X				
4230.DEN	Denver Head Tax Payable		8	X				
4240	City Tax Payable		7	X				
4250.CA	County Tax Payable		7	X				
4260	School Tax Payable		7	X				
4305	Worker's Comp Insurance		7	X				
4305.CA	California Worker's Comp		8	X				
4305.CO	Colorado Worker's Comp		8	X				
4305.NY	New York Worker's Comp		8	X				
4306	General Liability Insurance		7	X				
4306.CA	California Liability Insurance		8	X				
4306.CO	Colorado Liability Insurance		8	X				
4306.NY	New York Liability Insurance		8	X				

Accounts Receivable

Account	Description	Post Edit	LOD	BU1	BU3	BU4	BU5	BU9
4310	Life Insurance		7	X				
4314	Employee Advances/Losses		7	X				
4315	Health Insurance		7	X				
4317	401K Plan		7	X				
4327	Miscellaneous		7	X				
4330	Union Dues		7	X				
4330.1000	Union 1000		8	X				
4330.4000	Union 4000		8	X				
4330.7000	Union 7000		8	X				
4330.7700	Union 7700		8	X				
4333	Actual Burden Clearing		7	X				
4334	Flat Burden Clearing		7	X				
4336	Sick Time		8	X				
4337	Vacation Time		8	X				
4400	Other Accrued Liabilities		5	X				
4410	Accrued Interest Expense		6	X				
4420	Other Accrued Expenses		6	X				
4430	Accrued Taxes	N	5	X				
4431	VAT Payable		6	X				
4433	Sales and Use Tax Payable		6	X				
4450	Withholding Taxes Payable		6	X				
4510	Income Taxes Payable		6	X				
4520	Federal Income Taxes Payable		7	X				
4530	State Income Taxes Payable		7	X				
4540	Sales Tax Payable		6	X				
4550	Sales Tax Payable		7	X				
4600	Long-Term Liabilities	N	4	X				
4610	Notes Payable		5	X				
4620	Bank Notes Payable		6	X				
4640	Other Notes Payable		6	X				
4690	Long-Term Debt		5	X				
4900	Stockholders' Equity	N	4	X				
4910	Common Stock		5	X				
4920	Paid In Capital		5	X				
4930	Translation Gain/Loss		6	X				
4980	Retained Earnings		5	X				
4999	YTD Income (Loss)	N	5	X				

Appendix C: Training Chart of Accounts

Account	Description	Post Edit	LOD	BU1	BU3	BU4	BU5	BU9
5000	Revenues	N	4		X	X	X	
5005	Sales - Product A	N	5		X	X	X	
5010	Store Sales		6		X	X	X	
5015	Wholesale Sales		6		X	X	X	
5020	Direct Ship Sales		6		X	X	X	
5030	Contract Sales		6		X	X	X	
5040	Deferred Revenue		6		X	X	X	
5050	Interplant Sales		6		X	X	X	
5060	Less Returns and Allowances		6		X	X	X	
5070	Less Sales Discounts		6		X	X	X	
5080	Freight Out		6		X	X	X	
5090	Service Sales		6		X	X	X	
5200	Sales - Other	N	5		X	X	X	
5202	Inter-Company Sales		6		X	X	X	
5204	Training Revenue		6		X	X	X	
5206	Finance Charge Income Credit		6		X	X	X	
5208	Rebate Revenue		6		X	X	X	
5210	Other Revenue		6		X	X	X	
6000	Direct Costs	N	4		X	X	X	
6010	Cost of Sales	N	5		X	X	X	
6020	Prime Cost of Goods		6		X	X	X	
6200	Damage Credit/Write-off		6		X	X	X	
6210	Disputed Tax/Freight Write-off		6		X	X	X	
6250	Minor Amount Write-off		6		X	X	X	
6300	Cost of Sales - Other	N	5		X	X	X	
6310	Physical Inventory and Adjustment		6		X	X	X	
6315	Standard Cost Variance		6		X	X	X	
6320	Deferred Cost of Goods Sold		6		X	X	X	
6350	Other Costs		6		X	X	X	
6999	COGS / % of Billing Adjustment		7		X	X	X	
7450	Outside Operations		5		X	X	X	
7900	Allocated Overhead	N	5		X	X	X	
7910	Distributed Payroll Expense		6		X	X	X	
7930	Distributed Building Expense		6		X	X	X	
7950	Distributed Computer Costs		6		X	X	X	
7970	Distributed General Expenses		6		X	X	X	
7990	Distributed Interest Expense		6		X	X	X	

Accounts Receivable

Account	Description	Post Edit	LOD	BU1	BU3	BU4	BU5	BU9
8000	General and Administrative	N	4					X
8100	Administrative Salaries	N	5		X	X	X	X
8110	Salaries and Wages		6		X	X	X	X
8115	Regular Pay		7					X
8115.MGR	Regular Pay - Managers		7					X
8116	Overtime Pay		7					X
8117	Commissions		7					X
8120	Employee Benefits	N	6					X
8125	Burden - Fringe		7					X
8126	Burden - Tax		7					X
8130	Vacation and Sick Expense		7		X	X	X	X
8130.8130	Vacation and Sick Expense		7		X	X	X	X
8135	FICA/Medicare		7					X
8136	401K Contribution		7					X
8138	Retirement Plan		7					X
8140	Insurance - Health and Disability		7					X
8145	Insurance Worker's Comp		7					X
8150	Insurance		7					X
8170	Unemployment Taxes		7					X
8175	Uniforms		7					X
8176	Employee Lunch Allowance		7					X
8177	Car Allowance		7					X
8190	Reimbursed Employee Expense		7					X
8191	Sick Expense		7					X
8192	Vacation Expense		7					X
8199	Distributed Payroll (Credit)		7					X
8300	Building Expense	N	5		X	X	X	X
8310	Accrued Property Taxes		6		X	X	X	X
8315	Depr - Building and Improvement		6		X	X	X	X
8320	Depr - Office Furn/Equipment		6		X	X	X	X
8325	Depr - Other Assets		6		X	X	X	X
8330	Insurance - General Liability		6		X	X	X	X
8350	Rent Expense		6		X	X	X	X
8355	Repair and Maintenance		6		X	X	X	X
8360	Telephone Expense		6		X	X	X	X
8370	Utilities Expense		6		X	X	X	X

Appendix C: Training Chart of Accounts

Account	Description	Post Edit	LOD	BU1	BU3	BU4	BU5	BU9
8399	Bldg Contra/Clearing		6		X	X	X	X
8400	Equipment Expenses	N	5		X	X	X	
8401	Meter/Odometer Readings	N	6		X	X	X	
8402	Odometer Reading - Incremental		7		X	X	X	
8403	Hour Meter-Incremental		7		X	X	X	
8404	Odometer Reading - Original		7		X	X	X	
8405	Hour Meter - Original		7		X	X	X	
8410	Usage Analysis	N	6		X	X	X	
8411	Operating Hours/Miles		7		X	X	X	
8412	Idle Hours/Miles		7		X	X	X	
8413	Down Hours/Miles		7		X	X	X	
8420	Revenue Earned	N	6		X	X	X	
8421	Ownership Portion		7		X	X	X	
8422	Operating Portion		7		X	X	X	
8423	Maintenance Portion		7		X	X	X	
8424	Other Portion		7		X	X	X	
8430	Billed Sales	N	7		X	X	X	
8435	Billed Sales Adjustment		8		X	X	X	
8440	Ownership Expense	N	6		X	X	X	
8441	Depreciation		7		X	X	X	
8442	Taxes		7		X	X	X	
8443	Insurance		7		X	X	X	
8444	Lease Payments		7		X	X	X	
8445	Rent Payments		7		X	X	X	
8446	Interest Expense		7		X	X	X	
8450	Operating Expense	N	6		X	X	X	
8451	Fuel, Oil, and Gas		7		X	X	X	
8453	Tires		7		X	X	X	
8455	Wear Items		7		X	X	X	
8480	Maintenance Expense	N	6		X	X	X	
8481	Labor	N	7		X	X	X	
8482	Regular Time		8		X	X	X	
8483	Overtime		8		X	X	X	
8485	Parts		7		X	X	X	
8488	Burden		7		X	X	X	
8489	Distributed Equipment (Credit)		6		X	X	X	
8600	Supplies, Services, and Other	N	5		X	X	X	X

Accounts Receivable

Account	Description	Post Edit	LOD	BU1	BU3	BU4	BU5	BU9
8605	Advertising		6		X	X	X	X
8610	Art and Drafting		6					X
8615	Bad Checks		6					X
8620	Bad Debt Expense		6					X
8625	Bank Expenses		6					X
8630	Bank Charges		6					X
8635	Business Licenses		6					X
8640	Bookkeeping Fees		6					X
8650	Cash Shortages		6					X
8660	Contributions		6					X
8665	Entertainment		6		X	X	X	X
8670	Dues and Subscriptions		6		X	X	X	X
8675	General Taxes, Fees, and Licences		6		X	X	X	X
8685	Legal, Accounting, and Other		6		X	X	X	X
8700	Miscellaneous Expenses		6		X	X	X	X
8710	Moving Expense		6		X	X	X	X
8720	Office Supplies Expense		6		X	X	X	X
8730	Postage and Freight		6		X	X	X	X
8740	Travel, Meals, and Lodging		6		X	X	X	X
8799	General Contra/Clearing		6					X
8800	Computer Expenses	N	5					X
8810	Repair and Maintenance		6					X
8820	Rental/Lease Expense		6					X
8830	Software License and Fee		6					X
8840	Computer Supplies		6					X
8850	Computer Telephone/Modem		6					X
8860	Depreciation - Computer		6					X
8899	Distributed Computer Expense		6					X
8900	Interest Expense	N	5					X
8920	Interest Expense		6					X
8999	Distributed Interest Expense		6					X
9000	Other Income and Expenses	N	4					X
9100	Other Income	N	5					X
9110	Gain on Sales of Assets	N	6					X
9111	Proceeds from Asset Disposal		7					X
9112	NBV of Assets Disposed		7					X
9113	Cash Proceeds Clearing		7					X

Appendix C: Training Chart of Accounts

Account	Description	Post Edit	LOD	BU1	BU3	BU4	BU5	BU9
9120	Interest Income		6					X
9130	Rent Income		6					X
9140	Currency Gain/Loss	N	6					X
9142	Realized Gain/Loss	N	7					X
9142.GAIN	Realized Gain		8					X
9142.LOSS	Realized Loss		8					X
9143	Alternative Currency Gain/Loss	N	7					X
9143.GAIN	Alternative Currency Gains		8					X
9143.LOSS	Alternative Currency Losses		8					X
9144	Unrealized Gain/Loss	N	7					X
9144.GAIN	Unrealized Gain		8					X
9144.LOSS	Unrealized Loss		8					X
9150	Discounts Taken		6					X
9153	Discounts Available		7					X
9156	Discounts Lost		7					X
9160	Miscellaneous Revenues		6					X
9200	Other Expense	N	5					X
9230	Interest Expense		6					X
9250	Miscellaneous Expenses		6					X
9700	Income Taxes	N	5					X
9705	Accrued Income Taxes		6					X
9710	Accrued Federal Taxes		7					X
9720	Accrued State Taxes		7					X

Accounts Receivable

Appendix D: Batch Input Setup for Invoice Transactions

To successfully upload batch invoice entries from external sources such as PC data entry, third party or customer systems, or electronic data interchanges (EDI), you must create a custom program that provides proper data to fields in the Invoice Transactions – Batch File table (F03B11Z1) and the Journal Entry Transactions – Batch File table (F0911Z1).

Certain fields are required for the basic invoice upload process. Additional fields are available to include more invoice detail in the upload such as discount, tax, multiple currency, and payment information. Other fields are ignored or reserved for users.

If you are using the Enterprise-Wide Profitability Solution system, you must also provide data to fields in the Journal Entry Transactions – Batch Tag File table (F0911Z1T).

This appendix consists of the following tables and topics:

- Tables 1 and 2 list the fields required for the Invoice Transactions Batch (F03B11Z1) and the Journal Entry Transactions Batch (F0911Z1) tables.
- Table 3 lists the additional fields required for processing discounts.
- Table 4 lists the additional fields required for processing tax information.
- Tax Considerations for Updating the Journal Entry Transactions Batch table (F0911Z1).
- Table 5 lists the additional fields required for processing multicurrency.
- Currency Considerations for Updating the Journal Entry Transactions Batch table (F0911Z1).
- Table 6 lists optional fields for processing batch invoices.
- Table 7 lists the fields that the system ignores for processing batch invoices.
- Table 8 lists the fields reserved for users.
- Table 9 lists the fields required if you are using the Enterprise-Wide Profitability Solution system.

The field names in these tables correspond to the field names on OneWorld interactive forms.

**Table 1: Required Fields for the Invoice Transactions Batch Table
(F03B11Z1)**

The following fields are required for processing batch invoices.

Field Name	Alias	Type	Length	Definition
EDI – User ID	VJEDUS	Alpha	10	A user defined identification number. Enter the user ID of the person running the process or the person who receives messages in the Employee Work Center. This field, in conjunction with the Transaction Number (VJEDTN), the Batch Number (VJEDBT), and the Line Number (VJEDLN) fields, uniquely identifies a specific invoice.
EDI – Transaction Number	VJEDTN	Alpha	22	This field, in conjunction with the Line Number field (VJEDLN), identifies each transaction. Each new transaction number indicates a new invoice. You cannot have more than one transaction with the same number in a batch unless the line number is different. This field normally contains the source system's document number so that the transaction can be readily identified.
EDI – Line Number	VJEDLN	Number	7	This field is used in conjunction with the Transaction Number field (VJEDTN) to identify each pay item of the invoice. If a transaction has only one pay item, you can leave this field blank.
EDI – Successfully Processed	VJEDSP	Alpha	1	Leave this field blank. The system populates this field to indicate whether the batch processor successfully processed the transaction. 0 (zero) indicates that the transaction was not processed or was processed in error. After the transaction is successfully processed, the system changes the value of the field to 1.
EDI – Transaction Action	VJEDTC	Alpha	1	For transactions to process, the value in this field must be A. No other values are valid.
EDI – Transaction Type	VJEDTR	Alpha	1	A code that identifies a particular kind of transaction. The transaction type for invoices must be I.

Appendix D: Batch Input Setup for Invoice Transactions

Field Name	Alias	Type	Length	Definition
EDI – Batch Number	VJEDBT	Alpha	15	This field, in conjunction with the Transaction Number (VJEDTN), the User ID (VJEDUS), and the Line Number (VJEDLN) fields, uniquely identifies a transaction within a specific batch. This field also acts as a level break and causes the assignment of a new J.D. Edwards batch number each time the value changes. To increase performance, assign one batch number for each group of transactions processed at one time.
Address Number	VJAN8	Number	8	A number that identifies an entry in the Address Book table (F0101). Use this number to identify the customer associated with the invoice transaction.
G/L Date	VJDGJ	Date	6	<p>Enter the G/L date in the format that your database accepts. Some databases allow you to enter the date in a Gregorian date format (mmddyy), while others might require a Julian date format.</p> <p>The Julian date format is cyyddd (where c = century). Enter 0 (zero) for transactions in the 20th century and enter 1 for transactions in the 21st century. For example, the date 6/1/99 corresponds to the Julian date 099152, and the date 6/01/00 corresponds to the Julian date 100153 (because the year 2000 has a leap day, 2/29/00).</p> <p>Alternatively, you can leave this field blank and complete the fields VJDGM (mm), VJDGD (dd), VJDGY (yy), VJDG# (cc) in the month/day/year/century format. Enter the prefix of the year in the Century field (VJDG#). For example, enter 19 for 1999, or enter 20 for 2005.</p>
Invoice Date	VJDIVJ	Date	6	<p>Enter the invoice date in the format that your database accepts.</p> <p>If you leave this field blank, the system uses the G/L date. See the data item for G/L Date (VJDGJ) for examples.</p> <p>Alternatively, you can leave this field blank and complete the fields VJDIVM (mm), VJDIVD (dd), VJDIVY (yy), and VJDIV# (cc) in the month/day/year/century format. Enter the prefix of the year in the Century field (VJDIV#). For example, enter 19 or 1999 and 20 for 2005.</p>

Accounts Receivable

Field Name	Alias	Type	Length	Definition
Company	VJCO	Alpha	5	A number that identifies the organization to which the invoice belongs. This number must exist in the Company Constants table (F0010) and must identify a reporting entity that has a complete balance sheet.
G/L Offset	VJGLC	Alpha	4	<p>The value of this field in conjunction with the Company Number (VJCO) field determines the A/R trade (offset) account to which the transaction posts. The account established in the AAI item RCxxxx (where xxxx = the value in the G/L Offset field) is used in the post process. You can establish the AAI for each company or for company 00000 (as the default).</p> <p>You do not need to complete this field unless you want to direct different transactions to different offset accounts.</p>
Gross Amount	VJAG	Number	15	<p>Enter the transaction amount in the format that your database accepts. Some databases accept a decimal identifier while others do not.</p> <p>If you enter the transaction in a foreign currency (Currency Mode F), leave this field blank and use the Currency Amount field (VJACR) instead.</p>
Account Mode – G/L	VJAM	Alpha	1	For all records, enter a 2 in this field.
Business Unit	VJMCU	Alpha	12	The value that you enter in this field must exist in the Business Unit Master table (F0006). If you leave this field blank, the system uses the value of the Security Business Unit field (MCU) in the customer's address book record.

Table 2: Fields Required for the Journal Entry Transactions Batch Table (F0911Z1)

The following fields are required for processing batch invoices.

The following table identifies only the fields that you must complete. All other required fields are updated by the system when the record is processed. The system populates the remaining required fields based on information in the Invoice Transctions – Batch File table (F03B11Z1) for the transaction.

For more information about completing other optional fields for the Journal Entry Transactions – Batch File table (F0911Z1), see *Appendix D: Batch Input for Journal Entries* in the *General Accounting Guide*.

Field Name	Alias	Type	Length	Definition
EDI – User ID	VNEDUS	Alpha	10	
EDI – Transaction Number	VNEDTN	Alpha	22	
EDI – Successfully Processed	VNEDSP	Alpha	1	
EDI – Transaction Action	VNEDTC	Alpha	1	
EDI – Transaction Type	VNEDTR	Alpha	1	
EDI – Batch Number	VNEDBT	Alpha	15	
EDI – Line Number	VNEDLN	Number	7	This field is incremented for every line of account distribution for the invoice. For example, if one invoice has 10 lines of account distribution, the line number begins with 1 and is incremented 1 for each line. As long as the Transaction Number field (VNEDTN) is the same, all lines of the account distribution for the invoice are processed together.
Document Company	VNKCO	Alpha	5	If you enter a value in this field, it must be the same value that is entered in the corresponding field in the Invoice Transactions Batch table. If you leave this field blank, the system uses the value entered in the corresponding field in the Invoice Transactions Batch table (VJKCO).

Accounts Receivable

Field Name	Alias	Type	Length	Definition
Document Type	VNDCT	Alpha	2	If you complete these fields, the values you enter must be the same as the values you enter in the corresponding fields in the Invoice Transactions Batch table (F03B11Z1).
Document Number	VNDOC	Number	8	
Batch Number	VNICU	Number	8	
Batch Type	VNICUT	Alpha	1	If you leave these fields blank, you must also leave the corresponding fields in the Invoice Transactions Batch table blank.
G/L Date	VNDGJ	Date	6	Enter the same value that is used in the corresponding field in the Invoice Transactions Batch table (F03B11Z1).
Account Number	VNANI	Number	29	Enter the account number in the format BU.OBJ.SUB.
Account Mode	VNAM	Number	1	Enter 2 in this field to correspond to the account number that you entered in the Account Number field (VNANI).
Ledger Type	VNLT	Alpha	2	Enter AA in this field. This value must be set up in UDC 09/LT (Ledger Types).
Amount	VNAA	Number	15	Enter the amount that corresponds to the account number that you entered. Use a format that your database accepts. Some databases accept a decimal identifier, while others do not.
Explanation	VNEXA	Alpha	30	Enter the Alpha Name of the customer. If you leave this field blank, the system retrieves the Alpha Name from the Address Book Master (F0101) table. By completing this field, you improve performance of the process.

Table 3: Additional Fields Required for Processing Discounts

The following fields in the Invoice Transactions Batch table (F03B11Z1) are required for processing invoice discounts in addition to those fields listed in Tables 1 and 2.

Field Name	Alias	Type	Length	Definition
Discount Available	VJADSC	Number	15	<p>Enter the amount of the discount in a format that your database accepts. Some databases accept a decimal identifier, while others do not. If you enter a discount amount, you must also enter a value in the Discount Due Date field (VJDDNJ).</p> <p>If you leave this field blank, the system calculates the discount amount and discount due date based on the value of the Payment Terms Code field (VJPTC). If the Payment Terms Code field is blank and the customer has a payment term in the Customer Master table (F03012), the system uses the payment term from the Customer Master table (F03012) to calculate the discount amount and the discount due date.</p> <p>You cannot designate the value in this field as a percent. For example, if you use USD currency, and you enter a value of .05, the system reads this as a 5 cent discount.</p>
Payment Terms Code	VJPTC	Alpha	3	<p>The value that you enter in this field is validated against an entry in the Payment Terms table (F0014). If the payment term is defined to calculate a discount, the Discount Available (VJADSC), Discount Due Date (VJDDNJ), and Net Due Date (VJDDJ) fields in the Customer Ledger table (F03B11) are updated accordingly.</p> <p>If you leave this field and the Discount Available field (VJADSC) blank, and the customer has a payment term in the Customer Master table (F03012), the system uses the payment term from the Customer Master table to determine the discount and the discount due date.</p>

Accounts Receivable

Net Due Date	VJDDJ	Date	6	<p>This field identifies the due date of the invoice regardless of whether a discount is available. If you complete the Payment Terms Code field (VJPTC), the system automatically calculates the net due date when the invoice is processed. If you leave the Payment Terms Code field blank, and the customer has a payment term in the Customer Master table (F03012), the system uses the payment term from the Customer Master table to determine the net due date.</p> <p>If you do not use a payment term, enter the net due date in a format that your database accepts. See the data item for G/L Date (VJDGJ) for more information.</p> <p>Alternatively, leave this field blank and complete the VJDDM (mm), VJDDD (dd), VJDDY (yy), and VJDD# (cc) fields in the month/day/year/century format. Enter the prefix of the year in the Century field (VJDD#). For example, enter 19 for 1999 and 20 or 2005.</p>
Discount Due Date	VJDDNJ	Date	6	<p>This field identifies the date through which a discount can be taken after the cash receipt is received. When invoices are processed, this field is automatically updated based on the definition of the payment term. If you leave the Payment Terms Code (VJPTC) and Discount Available (VJADSC) fields blank, and the customer has a payment term in the Customer Master table (F03012), the system uses the payment term from the Customer Master table to determine the values for the Discount Available (VJADSC) and Discount Due Date (VJDDNJ) fields.</p> <p>If you do not use a payment term, but you do use the discount available, enter a date in the format that your database accepts. See the data item for G/L Date (VJDGJ) for more information.</p> <p>Alternatively, leave this field blank and complete the VJDDNM (mm), VJDDND (dd), VJDDNY (yy), and VJDDN# (cc) fields in the month/day/year/century format. Enter the prefix of the year in the Century field (VJDDN#). For example, enter 19 for 1999 and 20 for 2005.</p>

Field Name	Alias	Type	Length	Definition
Batch File Discount Handling Flag	VJEDDH	Alpha	1	Leave this field blank. When the invoice is processed, this field is automatically updated based on the value of the Payment Terms (VJPTC) and the Discount Available (VJADSC) fields.
Discount Taken	VJADSA	Number	15	Leave this field blank. When the receipt is applied and the discount is taken, this field is updated in the Customer Ledger table (F03B11).

Table 4: Additional Fields Required for Processing Tax Information

The following fields in the Invoice Transactions Batch table (F03B11Z1) are required for processing invoice tax information in addition to fields listed in Tables 1 and 2.

If you complete the Taxable, Non-Taxable, and Tax Amount fields, you can let the system calculate the value for the Gross Amount field. The system calculates the gross amount based on the information that you enter in the tax amount fields. Conversely, if you complete the Gross Amount field, you should not complete the Taxable, Non-Taxable, and Tax Amount fields.

If you leave the tax information fields blank but have default values in the Customer Master table (F03012) or the Business Unit Master table (F0006), the system uses the appropriate value from either or both the tax explanation code and tax rate area to calculate invoice taxes. To bypass tax defaults, activate the processing option on the Defaults tab of the Batch Invoice Processor program (R03B11Z1I).

Note: The Business Unit Master table (F0006) contains only the Tax Rate Area field. In order for the value in the Tax Rate Area field to be supplied as the default in this record, you must provide a value in the Tax Explanation Code field.

Tax processing also uses the rules established in the Tax Rules by Company table (P0022) to determine whether the tax is based on the gross amount, the amount less discount, and so on. Verify the settings for your Tax Rules by Comapny so that taxes are calculated accordingly.

To update the Sales/Use/V.A.T. Tax table (F0018), you must activate a processing option in the Post program prior to posting transactions. See *Posting Invoices*.

Accounts Receivable

Field Name	Alias	Type	Length	Definition
Taxable Amount	VJATXA	Number	15	<p>Enter the amount of the invoice that is taxable. If the total gross amount of the invoice is not taxable, you must enter the non-taxable portion of the invoice in the Non-Taxable field (VJATXN). The sum of the Taxable (VJATXA), Non-Taxable (VJATXN), and Tax Amounts (VJSTAM) fields must equal the gross amount of the invoice.</p> <p>If you leave the Gross Amount field (VJAG) blank, the system calculates the gross amount based on the taxable (VJATXA) and non-taxable (VJATXN) amounts.</p>
Non-Taxable Amount	VJATXN	Number	15	Enter the amount of the invoice that is not taxable. The sum of the taxable, non-taxable, and tax amounts must equal the gross amount of the invoice.
Tax Amount	VJSTAM	Number	15	This field identifies the amount of tax that is calculated for the invoice. If you leave this field blank, the system calculates the tax amount based on values in the Tax Amount (VJATXA), Tax Explanation Code (VJEXR1), and Tax Rate/Area (VJTXA1) fields.
Tax Rate/Area	VJTXA1	Alpha	10	The value that you enter in this field must exist in the Tax Areas table (F4008). The tax rate area determines at what percent the tax is calculated and defines the taxing authority.
Tax Expl Code 1	VJEXR1	Alpha	1	The value that you enter in this field must exist in User Defined Codes list 00/EX (Tax Explanation Codes). All values are hard coded to perform tax calculations specific to the setup of the tax rate area and in conjunction with the tax rules by company.

Field Name	Alias	Type	Length	Definition
Service/Tax Date	VJDSVJ	Date	6	<p>This date corresponds to the effective date used in the Tax Rate Area field (VJTXA1). Enter the date in the format that your database accepts. See the data item for G/L Date (VJDGJ) for more information.</p> <p>If you leave this field blank, the system uses the value from the G/L date.</p> <p>Alternatively, you can leave this field blank and complete the fields VJDSVM (mm), VJDSVD (dd), VJDSVY (yy), and VJDSV# (cc) in the month/day/year/century format. Enter the prefix of the year in the Century field (VJDSV#). For example, enter 19 for 1999, or enter 20 for 2005.</p>

Tax Considerations for Updating the Journal Entry Transactions Batch Table (F0911Z1)

The amount that you enter in the Journal Entry Transactions Batch table (F0911Z1) records depends on one or more of the following items for the invoice that you are processing:

- Tax Explanation Code
- Tax Rate Area
- Tax Rules by Company definitions

A number of factors can affect the amount to distribute. See *Understanding Tax Explanation Codes for A/R* for examples and for information about entering test transactions for processing.

Table 5: Additional Fields Required for Processing Multicurrency

Invoices with currency can be processed in a variety of ways. Before you convert transactions with currency, you should understand the relationship between the currency mode and the currency amount fields. You should also understand how amounts are calculated using the exchange rate. The fields that are required and the way amounts are calculated depend on the type of transactions that you enter.

Guidelines for Domestic or Foreign Transactions

Observe the following guidelines to determine how to enter amounts, exchange rates, and currency modes.

Entering Domestic Transactions

If you are in a multicurrency environment and the currency code of the transaction (as identified by the value in the Currency Code field, VJCRCD) is equal to the currency code of the company, the transaction is a domestic transaction.

Enter the transaction amount in the Gross Amount field (VJAG) and enter D in the Currency Mode field (VJCRRM). Do not enter an exchange rate.

If you are entering discount information, complete the Discount Available field (VJADSC). If you leave the Discount Available field blank, and you entered a payment term (VJPTC), the system calculates the discount based on the payment term. If you leave both the Discount Available and the Payment Term fields blank, the system calculates the discount based on the payment term in the Customer Master table (F03012). See *Table 3: Additional Fields Required for Processing Discounts*.

If you are entering tax information, complete the Taxable Amount (VLATXA), Non-Taxable Amount (VLATXN), and Tax Amount (VLSTAM) fields. If you leave these fields blank, the system calculates the amounts based on the tax rate area (VJTXA) and tax explanation code (VJEXR1) that you entered in the record. If you also leave the Tax Rate/Area and Tax Explanation Code fields blank, the system calculates the tax amounts based on the Tax Rate/Area and Tax Explanation Code fields in the Customer Master table (F03012). See *Table 4: Additional Fields Required for Processing Tax Information*.

Entering Foreign Transactions

If the currency code of the transaction (as identified by the value in the Currency Code field (VJCRCD)) is different from the currency code of the company, the transaction is a foreign transaction.

Enter the transaction amount in the Currency Amount field (VJACR) and enter F in the Currency Mode field (VJCRRM). The system calculates the domestic amount based on the Exchange Rate field (VJCRR).

If you are entering discount information, complete the Foreign Discount Available field (VJCDS). See *Table 3: Additional Fields Required for Processing Discounts*.

If you are entering tax information, complete the Foreign Taxable Amount (VJCTXA), Foreign Non-Taxable Amount (BJCTXN), and Foreign Tax Amount (VJCTAM) fields.

Entering the Domestic Side of a Foreign Transaction

If the currency code of the transaction (as identified by the value in the Currency Code field, VJCRCD) is different from the currency code of the company, but the Gross Amount field (VJAG) contains an amount, the transaction is a foreign transaction.

Enter F in the Currency Mode field (VJCRRM). The system calculates the foreign amount based on the exchange rate (VJCRR).

If you are entering discount information, complete the Foreign Discount Available field (VJCDS). See *Table 3: Additional Fields Required for Processing Discounts*.

If you are entering tax information, complete the Foreign Taxable Amount (VJCTXA), Foreign Non-Taxable Amount (BJCTXN), and Foreign Tax Amount (VJCTAM) fields.

Fields Required for Multicurrency

If you are using multiple currencies, the following fields in the Invoice Transactions Batch table (F03B11Z1) are required for invoice batch processing in addition to fields listed in Tables 1 and 2.

In some of these fields, blank is a valid value.

Field Name	Alias	Type	Length	Definition
Currency Mode	VJCRRM	Alpha	1	A code that designates whether the invoice is domestic or foreign. This field is used in conjunction with the Currency Code (VJCRCD), Gross Amount (VJAG), Currency Amount (VJACR), and Exchange Rate (VJCRR) fields to calculate required information for the transaction. Enter D or F, depending on other information provided in the transaction. If you leave this field blank, the system determines this value based on other information provided in the transaction. The system updates this field when the invoice is processed.
Currency Code	VJCRCD	Alpha	3	A code that identifies the invoice currency. The value that you enter in this field must exist in the Currency Codes table (F0013).

Accounts Receivable

Field Name	Alias	Type	Length	Definition
Currency Amount	VJACR	Number	15	Enter the transaction amount only if the value of the Currency Code field (VJCRCD) is different from the currency code assigned to the company, as defined in the Company Constants table (F0010).
Exchange Rate	VJCRR	Number	15	<p>This field specifies the exchange rate for calculating either the domestic or foreign amount of the invoice, depending on the information provided.</p> <p>If you leave this field blank, the system retrieves the exchange rate from the Currency Exchange Rates table (F0015).</p> <p>Enter an exchange rate if you want to override the exchange rate established in the Currency Exchange Rates table or if an exchange rate does not exist. If you set the Master Business Function (P03B011) processing option to activate tolerance checking, the system validates the exchange rate that you enter. If you do not have tolerance checking activated, no validation is performed.</p>
Foreign Discount Available	VJCDS	Number	15	Enter an amount, or leave this field blank to have the system calculate the discount based on the Payment Terms Code field (VJPTC). If the Payment Terms Code field is blank, but a payment term exists in the Customer Master table (F03012), the system calculates the discount based on the payment term in the Customer Master table.

Appendix D: Batch Input Setup for Invoice Transactions

Field Name	Alias	Type	Length	Definition
Foreign Taxable Amount	VJCTXA	Number	15	The system completes these fields based on information in the Tax Rate/Area (VJTXA1), Tax Explanation Code (VJEXR1), and Currency Amount (VJACR) fields. The system calculates the information that is not provided in the record. For example, if you enter the foreign taxable amount, and you leave the currency amount blank, the system calculates the currency amount.
Foreign Non-Taxable Amount	VJCTXN	Number	15	You should not complete both the Currency Amount (VJACR) and Foreign Taxable Amount (VJCTXA) fields. The Foreign Taxable Amount, Foreign Non-Taxable Amount, and Foreign Tax Amount fields should not be completed if the Currency Mode field (VJCRRM) is D. Instead, use the Taxable Amount (VJATXA), Non-Taxable Amount (VJATXN), and Tax Amount (VJSTAM) fields.
Foreign Tax Amount	VJCTAM	Number	15	
Domestic Entry w/Mult Currency Distr	VJDMD	Alpha	1	If the distribution accounts in the Journal Entry Transactions Batch table (F0911Z1) are in a company that has a different currency from the company in the Invoice Transactions Batch table (F03B11Z1), enter 1 in this field and activate the Multicurrency Intercompany Settlement function in the General Accounting Constants table (F0009). If you are not using Multicurrency Intercompany Settlements, leave this field blank.
Foreign Open Amount	VJACR	Number	15	Leave this field blank. The system automatically completes this field when the transaction is processed.
Foreign Discount Taken	VJDSD	Number	15	Leave this field blank. This field is not updated until a receipt is applied against an invoice containing an amount in the Foreign Discount Available field (VJCDS).
Foreign Open Amount	VJACR	Number	15	Leave this field blank. The system automatically completes this field when the transaction is processed.
Foreign Discount Taken	VJDSD	Number	15	Leave this field blank. The system completes this field when a receipt is applied against an invoice that contains an amount in the Foreign Discount Available field (VJCDS).

Currency Considerations for Updating the Journal Entry Transactions Batch table (F0911Z1)

If you are entering a domestic transaction, enter the amount in the Amount field (VNAA).

If you are entering a foreign transaction, enter the amount in the Currency Amount field (VNACR).

The Currency Code (VNCRCD), Currency Mode (VNCRRM), and Exchange Rate (VNCRR) fields should contain the same values as the corresponding fields in the Invoice Transaction Batch table (F03B11Z1).

Enter AA in the Ledger Type field (VNLT) or leave it blank. Do not enter CA as a ledger type.

Table 6: Optional Fields for Processing Batch Invoices

The following fields in the Invoice Transactions Batch File table (F03B11Z1) are optional for batch invoice processing and are used with Tables 1 and 2. You can use the fields to provide additional information about invoices.

J.D. Edwards recommends that you leave specific fields blank so that the system will update them.

Field Name	Alias	Type	Length	Definition
EDI – Detail Lines Processed	VJEDDL	Number	5	The number of detail lines included in a specific transaction. For user verification only.
Document Number	VJDOC	Number	8	<p>The number that identifies the transaction in the Accounts Receivable Ledger table (F03B11). If you leave this field blank, the system uses next numbers for System 03B to generate a document number.</p> <p>If you enter a value in this field, the value cannot exist in the Accounts Receivable Ledger table (F03B11), or the transaction is considered a duplicate and does not process. If you enter a value in this field, you must enter the same value in the corresponding field in the Journal Entry Transactions Batch table (F0911Z1).</p> <p>J.D. Edwards recommends that you leave this field blank.</p>

Appendix D: Batch Input Setup for Invoice Transactions

Field Name	Alias	Type	Length	Definition
Document Type	VJDCT	Alpha	2	<p>A code that defines the type of transaction. If you leave this field blank, the value is determined by the processing options of the Invoice Entry Master Business Function (P03B0011).</p> <p>If you enter a value in this field, the value must exist in both UDC tables 00/DT (Document Type - All Documents) and 00/DI (Document Type - Invoices Only). If you enter a value in this field, you must enter the same value in the corresponding field in the Journal Entry Transactions Batch table (F0911Z1).</p> <p>J.D. Edwards recommends that you leave this field blank.</p>
Document Company	VJKCO	Alpha	5	<p>A code that identifies the company of the transaction. This field is used only to differentiate transaction numbers by company. If you leave this field blank, the system uses the value you entered in the Company field (VJCO).</p> <p>If you enter a value in this field, the value must exist in the Company Constants table (F0010).</p> <p>If you enter a value in this field, but do not enter a value in the corresponding field in the Journal Entry Transactions batch table (VNKCO), the value entered will be passed to that field.</p> <p>J.D. Edwards recommends that you leave this field blank.</p>
Document Pay Item	VJSFX	Alpha	3	<p>A code that indicates the pay item number of the invoice. If you leave this field blank, the system assigns the pay item beginning with 001. Use the Line Number field (VJEDLN) to designate transactions that have multiple pay items.</p> <p>If the transaction number (VJEDTN) and the line number (VJEDLN) combination are duplicated, the next and all subsequent transactions will be ignored regardless of whether the Pay Item field (VJSFX) is used.</p>

Accounts Receivable

Field Name	Alias	Type	Length	Definition
Batch Type	VJICUT	Alpha	2	A code that designates the type of transaction being processed, such as invoice, voucher, and so on. If you complete this field, you must enter IB (Invoice Batch). If you leave this field blank, the system updates the field with IB when processing the invoices.
Batch Number	VJICU	Number	8	A number used to group invoices that are processed simultaneously. If you leave this field blank, the system uses next numbers for System 00 to generate a batch number. J.D. Edwards recommends that you leave this field blank.
Batch Date	VJDICJ	Date	6	<p>Enter the date of the batch. If you leave this field blank, the system uses the date that the batch process program is run. If you complete this field, enter the date in a format that your database accepts. See the field definition for G/L Date (VJDGJ) for more information.</p> <p>Alternatively, you can leave this field blank and complete the fields VJDICM (mm), VJDICD (dd), VJDICY (yy), and VJDIC# (cc) in the month/day/year/century format. Enter the prefix of the year in the Century field (VJDIC#). For example, enter 19 for 1999, or enter 20 for 2005.</p>
Fiscal Year	VJFY	Number	2	J.D. Edwards recommends that you leave these fields blank. The system updates them based on the G/L date and company.
Century	VJCTRY	Number	2	
Period Number	VJPN	Number	2	
Account ID	VJAID	Number	8	<p>When the invoice is processed, the system updates this field with the account ID associated with the account number retrieved for the AAI item RCxxxx (where xxxx = the value of the G/L Offset field). The account ID is stored in the Account Master table (F0901).</p> <p>J.D. Edwards recommends that you leave this field blank.</p>

Appendix D: Batch Input Setup for Invoice Transactions

Field Name	Alias	Type	Length	Definition
Address Number – Parent	VJPA8	Number	8	<p>Enter the parent number in this field. The value you enter must exist in the Address Book Master table (F0101).</p> <p>If you leave this field blank, the parent number assigned to the customer in the Customer Master table (F03012) is used. If a parent number does not exist in the Customer Master table, the system uses the customer address book number.</p>
Address Number – Alternate Payee	VJAN8J	Number	8	<p>If you leave this field blank, the system updates it with the value established in the Send Statement To field for the customer in the Customer Master table (F03012).</p> <p>If you enter a value in this field, the value you enter must exist in the Address Book Master table (F0101).</p>
Payor Address Number	VJPYR	Number	8	<p>If the invoice is to be paid by another party, complete this field with the address book number of the payor. The system validates this field against the Address Book Master table (F0101). Any value that you enter must exist as an address book record in the system.</p> <p>If you leave this field blank, the system uses the customer address book number.</p>
G/L Posted Code	VJPOST	Alpha	1	<p>Leave this field blank. Run the post program (R09801) to update this field.</p> <p>If you previously processed historical data as a journal entry, J.D. Edwards recommends that you create an associated Journal Entry Transactions Batch table (F0911Z1) transaction and use the A/R trade account as the G/L distribution account. Then, when the transaction is posted, it will not affect accounting.</p> <p>If you process posted invoice transactions out of balance (that is, without corresponding Journal Entry Transaction Batch table information), enter D in this field. However, by doing this, you compromise your ability to void these transactions in the future, and you will create discrepancies in the A/R Batch Integrity reports.</p>

Accounts Receivable

Field Name	Alias	Type	Length	Definition
A/R Post Status	VJISTR	Alpha	1	You must leave this field blank. This field indicates that a change record for the invoice exists in the Invoice Revisions table (F03B112). Changes to invoices cannot be processed using the Invoice Batch Processor. You must use Standard Invoice Entry to make changes to posted invoices.
Balanced – Journal Entries	VJBALJ	Alpha	1	J.D. Edwards recommends that you leave this field blank. This field indicates whether the amounts of the journal entries associated with the transaction are in balance with the gross amount of the invoice.
Pay Status Code	VJPST	Alpha	1	This field indicates whether the invoice is open, paid, or on hold. The value of this field must exist in UDC 00/PS (Pay Status). If you leave this field blank, the system updates it according to the value in the processing option in the Invoice Master Business Function (P03B011). If you did not assign a value in the processing option, the default value of the data dictionary item PST is used.
Amount Open	VJAAP	Number	15	J.D. Edwards recommends that you leave this field blank. The system automatically updates the Amount Open field (VJAAP) with the value in the Gross Amount field (VJAG). Processing partially paid invoices is not supported by this application. If you enter a value in this field, you will get an error, and the transaction will not process.
Object Account	VJOB	Alpha	6	Any value that you enter in this field is passed. The system does not validate this field.
Subsidiary	VJSUB	Alpha	8	
Subledger Type	VJSBLT	Alpha	1	
Subledger – G/L	VJSBL	Alpha	8	
Number of Sent Reminders – Total	VJRMDS	Number	3	Enter the total number of notices that were sent to a customer. If you leave this field blank, the system updates it each time a delinquency notice is generated for an invoice.

Appendix D: Batch Input Setup for Invoice Transactions

Field Name	Alias	Type	Length	Definition
Collection Report (Y/N)	VJCOLL	Alpha	1	This field designates whether a customer is eligible to be placed on the Collection report. If you leave this field blank, the system updates it with the value from the policy assigned to the customer in the Customer Master table (F03012).
Collection Reason Code	VJCORC	Alpha	2	The system updates this field when the Collection report (R03B461) is run. J.D. Edwards recommends that you leave this field blank.
Apply Finance Charges – Y/N	VJAFC	Alpha	1	If you leave this field blank, the system uses the value that is assigned to the customer in the Customer Master table (F03012).
Document – Original	VJODOC	Alpha	8	Any values that you enter in these fields are passed to the Customer Ledger table (F03B11). These fields are not validated. If you leave these fields blank, the system updates them with the values assigned to the Document Number, Document Type, and Document Company fields from the Customer Ledger table.
Document Type – Original	VJODCT	Alpha	2	
Document Company (Original Order)	VJOKCO	Alpha	5	
Document Pay Item – Original	VJOSFX	Alpha	3	
Supplier Invoice Number	VJVINV	Alpha	25	Any values that you enter in these fields are passed to the corresponding Customer Master table (F03B11) record. These fields are not validated.
Purchase Order	VJPO	Alpha	8	
Document Type – Purchase Order	VJPDCT	Alpha	2	
Document Company (Purchase Order)	VJPKCO	Alpha	5	
Order Type	VJDCTO	Alpha	2	

Accounts Receivable

Field Name	Alias	Type	Length	Definition
Line Number	VJLNID	Number	6	
Sales Document Number	VJSDOC	Number	8	
Sales Document Type	VJSDCT	Alpha	2	
Document Company (Sales Order)	VJSKCO	Alpha	5	
Order Suffix	VJSFXO	Alpha	3	
Commission Code 1	VJCMC1	Number	8	You can enter the address book number of the sales person who should receive a commission. Typically, this is tracked in the Sales Order system. The value you enter is passed and no validation is performed.
Reference	VJVR01	Alpha	25	Any values that you enter in these fields are passed. The system does not validate these fields.
Unit	VJUNIT	Alpha	8	
Business Unit 2	VJMCU2	Alpha	12	
Remark	VJRMK	Alpha	30	This field describes the invoice pay item. This field is user defined and appears on the Standard Invoice Entry form.
Alpha Name	VJALPH	Alpha	40	If you leave this field blank, the system uses the alpha name that is associated with the address book number in the Address Book Master table (F0101). If you enter a value in this field and it differs from the value in the Address Book Master, unpredictable results might occur.

Appendix D: Batch Input Setup for Invoice Transactions

Field Name	Alias	Type	Length	Definition
Alpha Name	VJALPH	Alpha	40	If you leave this field blank, the system uses the alpha name that is associated with the address book number in the Address Book Master table (F0101). If you enter a value in this field and it differs from the value in the Address Book Master, unpredictable results might occur.
Frequency – Recurring	VJRF	Alpha	2	Complete these fields only if the invoice is a recurring invoice that will be recycled. Documents generated with recurring information have the Document Type RR. The value that you enter in the Frequency – Recurring field (VJRF) must exist in UDC H00/RF (Recurring Frequency).
Recurring Frequency # of Payments	VJDRF	Number	3	The number of payments corresponds to the number of times the invoice will be recycled. If the number of payments is equal to 1, a new invoice will not be generated.
Control/ Statement Field	VJCTL	Alpha	13	Enter the statement number of the last statement generated for this invoice. Any value that you enter in this field is passed. The system does not validate this field.
Item Number – Short	VJITM	Number	8	Enter the inventory item number. Any value that you enter in this field is passed. The system does not validate this field.
Units	VJU	Number	15	Any value that you enter in this field is passed. The system does not validate it.
Unit of Measure	VJUM	Alpha	2	This field describes the type of units. The value that you enter must exist in UDC 00/UM (Unit of Measure).
G/L Posting Code – Cash Basis Acct	VJALT6	Alpha	1	This field must be left blank. The system updates this field during the cash receipt process.

Accounts Receivable

Field Name	Alias	Type	Length	Definition
Payment Instrument	VJRYIN	Alpha	1	Any value that you enter in this field must exist in UDC 00/PY (Payment Instrument). If you leave this field blank, the system updates it with the corresponding value from the Customer Master table (F03012) when the invoice is processed.
Void Date – For G/L – Julian	VJVDGJ	Date	6	These fields must be left blank. The system updates these fields when invoices are voided.
Void Reason Code	VJVRE	Alpha	3	
Field Name	Alias	Type	Length	Definition
A/R – A/P Miscellaneous Code 1	VJRP1	Alpha	1	These fields must be left blank. The Sales Order Processing System updates them.
A/R – A/P Miscellaneous Code 2	VJRP2	Alpha	1	
A/R – A/P Cash Rcpts/Inv Reg Code	VJRP3	Alpha	1	
A/R Reporting Codes 1-10	VJAR01 VJAR02 VJAR03 VJAR04 VJAR05 VJAR06 VJAR07 VJAR08 VJAR09 VJAR10	Alpha	3	If you leave this field blank, the system uses the values from the address book category codes (AC01 – AC10) for this customer. If you enter a value into this field and a value already exists in the address book category codes for this customer, the system uses the value you enter in the Invoice Transaction Batch table (F03B11Z1). The system does not validate this field.
Transaction Originator	VJTORG	Alpha	10	These fields should be left blank. The system updates them when the transaction is processed.
User ID	VJUSER	Alpha	10	
Program ID	VJPID	Alpha	10	
Date – Updated	VJUPMJ	Date	6	
Time – Last Updated	VJUPMT	Number	6	
Work Station ID	VJJOBN	Alpha	10	

Table 7: Ignored Fields

These fields in the Invoice Transactions Batch table (F03B11Z1) are ignored by the system.

Field Name	Alias	Type	Length	Definition
Type Record	VJEDTY	Alpha	1	The system ignores these fields.
Record Sequence	VJEDSQ	Number	2	
EDI – Document Type	VJEDCT	Alpha	2	
EDI – Transaction Set Number	VJEDTS	Alpha	6	
EDI – Translation Format	VJEDFT	Alpha	10	
EDI – Transmission Date	VJEDDT	Date	6	
EDI – Send/Receive Indicator	VJEDEI	Alpha	1	
Batch File Create G/L Record	VJEDGL	Alpha	1	
User Address Number	VJEDAN	Number	8	
G/L Bank Account	VJGLBA	Alpha	8	
Account ID	VJAID2	Alpha	8	
Account Mode – G/L	VJAM2	Alpha	1	
Date of Last Sent Reminder	VJRDDJ	Date	6	
Date – Reminder Stop Until Date	VJRDSJ	Date	6	
Date – Statement	VJSMTJ	Date	6	

Accounts Receivable

Number of Reminders to Send	VJNBRR	Alpha	1	The system ignores these fields.
Level of Last Sent Reminder	VJRDRL	Alpha	1	
Write-Off Reason Code	VJRSCO	Alpha	2	
Receipt Number	VJCKNU	Alpha	25	
Date – Cleared Value	VJVLDT	Date	6	
Closed Item - As Of Processing	VJFNLP	Alpha	1	
Date – Statement – MO	VJSMTM	Number	2	
Date – Statement – DA	VJSMTD	Number	2	
Date – Statement – YR	VJSMTY	Number	2	
Date – Statement – CTRY	VJSMT#	Number	2	
Date of Last Sent Reminder – MO	VJRDDM	Number	2	
Date of Last Sent Reminder – DA	VJRDDD	Number	2	
Date of Last Sent Reminder – YR	VJRDDY	Number	2	
Date of Last Sent Reminder – CTRY	VJRDD#	Number	2	
Date – Reminder Stop Until Date – MO	VJRDSM	Number	2	

Field Name	Alias	Type	Length	Definition
Date – Reminder Stop Until Date – DA	VJRDS	Number	2	The system ignores these fields.
Date – Reminder Stop Until Date – YR	VJRDSY	Number	2	
Date – Reminder Stop Until Date – CTRY	VJRDS#	Number	2	
Historical Currency Conversion Rate	VJHCRR	Number	15	
Historical Date – Julian	VJHDGJ	Date	6	
Historical Date – MO	VJHDGM	Number	2	
Historical Date – DA	VJHDGD	Number	2	
Historical Date – YR	VJHDGY	Number	2	
Historical Date – CTRY	VJHDG#	Number	2	

Table 8: Fields Reserved for Users

The following fields in the Invoice Transactions Batch table (F03B11Z1) are reserved for users. These fields are not updated by any J.D. Edwards program nor are they displayed on any form in the Accounts Receivable system.

Field Name	Alias	Type	Length	Definition
User Reserved Code	VJURC1	Alpha	3	Enter any alphanumeric value up to three characters in length.
User Reserved Date	VJURDT	Date	6	Enter any date in this field. Use a format that your database accepts. See the data item for G/L Date (VJDGJ) for more information.
User Reserved Amount	VJURAT	Number	15	Enter any amount in this field. Use a format that your database accepts.

Field Name	Alias	Type	Length	Definition
User Reserved Number	VJURAB	Number	8	Enter any number up to eight digits in length.
User Reserved Reference	VJURRF	Alpha	15	Enter any alphanumeric value up to 15 characters in length.

Table 9: Required Fields for Enterprise-Wide Profitability Solution System

If you are using the Enterprise-Wide Profitability Solution system (System 16), you must complete additional fields in the Journal Entry Transaction – Batch Tag table (F0911Z1T). The system processes these fields into the corresponding Account Ledger Tag table (F0911T). If you are not using the Enterprise-Wide Profitability Solution system, you do not need to complete any fields in the Journal Entry Transaction – Batch Tag table.

Field Name	Alias	Type	Length	Definition
EDI – User ID	VNEDUS	Alpha	10	
EDI – Transaction Number	VNEDTN	Alpha	22	
EDI – Batch Number	VNEDBT	Alpha	15	
EDI – Line Number	VNEDLN	Number	7	
Cost Object Type 1–4	VNABT1 VNABT2 VNABT3 VNABT4	Alpha	1	Enter up to four cost object types. The system uses these fields to edit the values that you enter in the corresponding Cost Object fields (VNABR1 – VNABR4). If you enter a value in one of the Cost Object Type fields, you must enter a value in the corresponding Cost Object field. The values in the Cost Object Type fields must exist in the Cost Object Types table (F1620).
Cost Object 1–4	VNABR1 VNABR2 VNABR3 VNABR4	Alpha	12	Enter up to four cost objects. The value in each Cost Object field must adhere to the edit rules for the corresponding Cost Object Type (VNABT1 – VNABT4).
Posting Code 1–10	VNPM01 – VNPM10	Alpha	1	Leave these fields blank.
Item Number	VNITM	Number	8	If you enter a value in this field, the system validates it against the Item Master table (F4101).

Appendix E: Interoperability

About Interoperability

To fulfill the information requirements of an enterprise, companies sometimes use products from different software and hardware providers. Interoperability among products is key to successfully implementing an enterprise solution. Full interoperability among different systems results in a flow of data among the different products that is seamless to the user. OneWorld provides interoperability functions to facilitate the exchange of data with systems that are external to OneWorld.

Interoperability consists of the following tasks:

- Setting up outbound interoperability
- Sending transactions from OneWorld
- Reviewing the processing log
- Purging interoperability transactions

Outbound Transactions

In an outbound transaction, you send data from OneWorld to an external system. The system, in effect, creates a copy of the transaction and places the copied transaction in an interface table where external systems can access it.

Interoperability for outbound transactions requires that you set a processing option specifying the transaction type. Additionally, some entry programs allow you to specify a version of the master business function processing options program that, in turn, allows you to specify a version of the interoperability processing options program. This is useful if you need to create your own version of the interoperability processing options to designate different transaction types.

In the Accounts Receivable system, the following programs use the Invoice Entry MBF Processing Options (P03B0011) to write outbound transactions; therefore you can specify a version of the F0311 Interoperability Processing Options program (P03B0190):

- Standard Invoice Entry (P03B11)
- Speed Invoice Entry (P03B11SI)
- Batch Invoice Processor (R03B11Z1I)



- A/R Delinquency Fee Journal (R03B23)

See *Processing Options for Invoice Entry MBF Processing Options (P03B0011)* in the chapter *Working with Standard Invoices*

The following Accounts Receivable programs do not use the Invoice Entry MBF Processing Options program, so you can not designate a version of the interoperability processing options. These programs always use version ZJDE0001 of the F0311 Interoperability Processing Options program to write outbound transactions:

- Speed Status Change (P03B114)
- A/R Delinquency Notices Print (R03B20)
- Collection Report (R03B461)
- Statement Notification Refresh (R03B500X)
- Statement Notification Reset (R03B5015)
- Invoice Print (R03B505)
- Invoice Print with Draft (R03B5051)
- Invoice Group by Draft (R03B5052)
- Credit Reimbursement (R03B610)
- Recycle Recurring Invoices (R03B8101)
- Multitiered Discounts - Update A/R Invoices (R005142)
- Version ZJDE0006 Invoice Post Report (R09801)

The system copies and stores outbound invoice transactions in the F03B11 Interoperability table (F03B11Z2). The system copies and stores corresponding journal entries for outbound invoice transactions in the F0911 Interoperability table (F0911Z4).

The following *receipt* programs also create outbound interoperability transactions:

- Standard Receipts Entry (P03B102)
- Speed Receipts Entry (P03B0001)
- A/R Cash Receipts Inbound Processor (R03B13Z1I)
- Deduction Processing (P03B40)
- Apply Receipts to Invoices (R03B50)
- Invoice Selection Match (R03B50A)
- Balance Forward Match (R03B50B)
- Known Invoice Match with Amount (R03B50D)
- Known Invoice Match without Amount (R03B50E)

-
- Combination Invoice Match (R03B50F)
 - Update Receipts Register (R03B551)
 - Automatic Debits (R03B575)
 - Draft Entry (P03B602)
 - A/R Batch Draft Creation (R03B671)
 - Draft Remittance (R03B672)
 - Draft Registers for Payment (P03B675)
 - A/R Draft Collection (R03B680)
 - Version ZJDE0007 Cash Receipt Post Report (R09801)

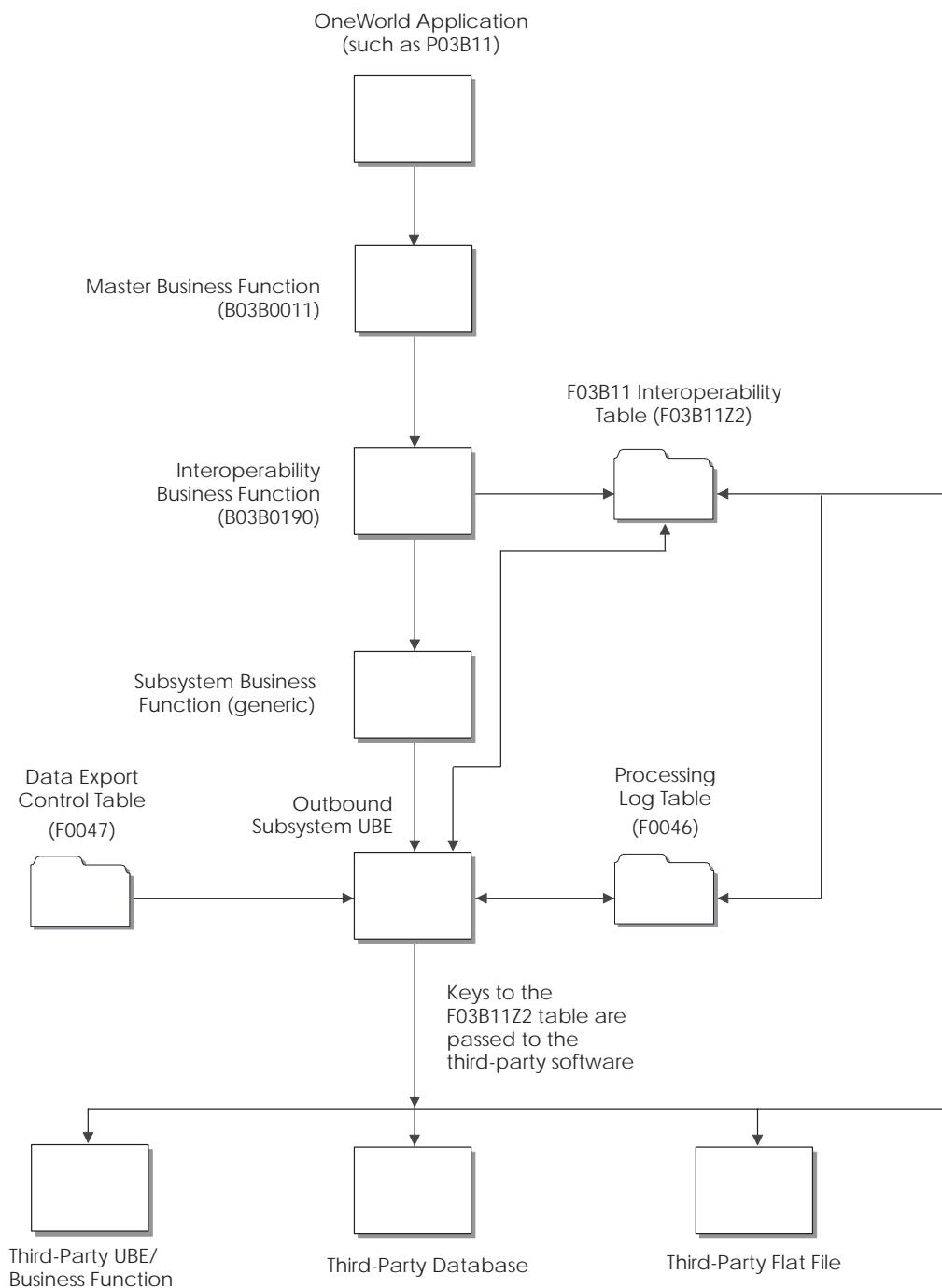
These programs always use version ZJDE0001 of the Receipt Interoperability Processing Options program (P03B0191) to write outbound receipt transactions.

The system copies and stores outbound receipt transactions in the F03B13 and F03B14 Interoperability tables (F03B13Z2 and F03B14Z2). The system copies and stores corresponding journal entries for outbound receipts in the F0911 Interoperability table (F0911Z4).

Note: Receipt programs that update invoice records also update the F03B11 Interoperability table if the processing option is set.

Outbound Interoperability Example

The following diagram is an example of the outbound interoperability process. In this example, transactions are created in the Standard Invoice Entry program (P03B2002) in OneWorld and sent through the outbound interoperability process to a third-party software package.



See Also

- *Interoperability Guide* for a comparison of interoperability functionality
- *About EDI Document Processing* in the *Data Interface for Electronic Data Interchange Guide* for more information about electronic commerce

Accounts Receivable

Setting Up Outbound Interoperability

In an outbound transaction, you send data from OneWorld to an external system. Before you can initiate outbound interoperability, you must set up basic identifying information and controls.

Setting up outbound interoperability consists of the following tasks:

- Reviewing record types
- Setting up transaction types
- Setting up data export controls
- Setting up the flat file cross-reference

Reviewing Record Types

When you set up flat file cross-reference information, you must specify the record types. Record types indicate the type of information that is exchanged between OneWorld and external systems, such as addresses, header or detail transactions, text, or additional information.

You can review hard-coded record types in UDC 00/RD. The system uses these codes to identify the forms with which the system stores information for inbound and outbound documents.

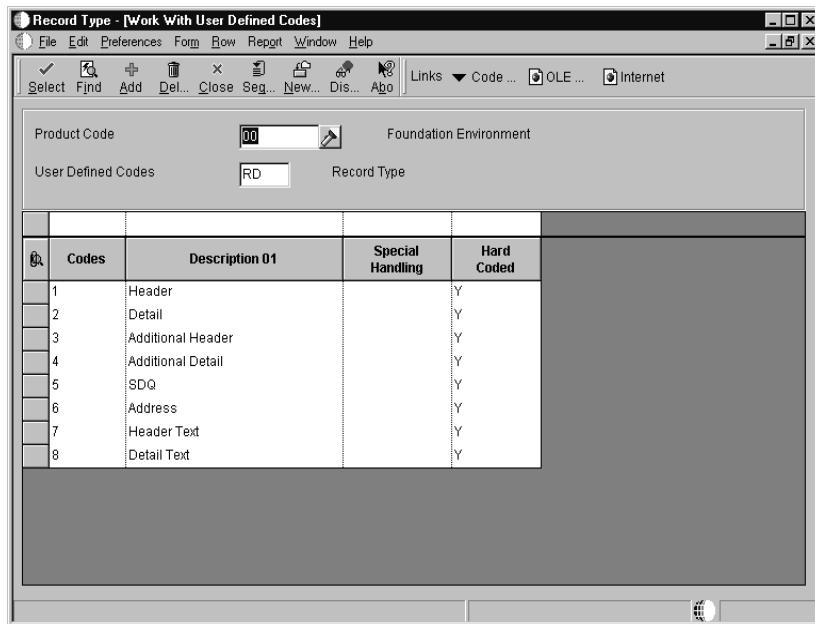
Record types are hard coded by J.D. Edwards and cannot be changed.



To review record types

From the Financials Interoperability menu (G00313), choose Record Type.

1. On Work with User Defined Codes, to review record types, click Find.



2. On User Defined Codes, review the following fields:

- Codes
- Description 01

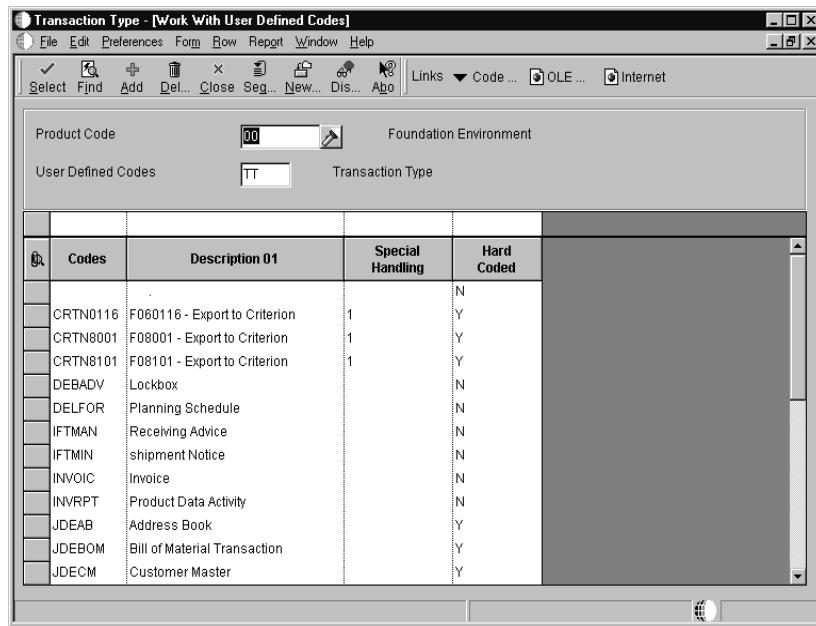
Setting Up Transaction Types

To identify the transactions that the system uses, you can add transaction type codes to UDC 00/TT. For each transaction type, you must also set up data export controls to identify the external system to which you are sending the transactions. You must set up transaction types before you set up data export controls.

Note: J.D. Edwards provides transaction type JDEINV for OneWorld invoice entries.

► To set up transaction types

From the Financials Interoperability menu (G00313), choose Transaction Type.



On Work with User Defined Codes, complete the following fields:

- Codes
- Description 01

See Also

- *User Defined Codes* in the *OneWorld Foundation Guide* for more information about setting up user defined codes

Setting Up Data Export Controls

You define export information for outbound transactions only. To set up data export controls for each transaction type, you must indicate the document type, batch application or function, and version from which the external system retrieves information from the interface tables.

You can define data export controls based on either of the following:

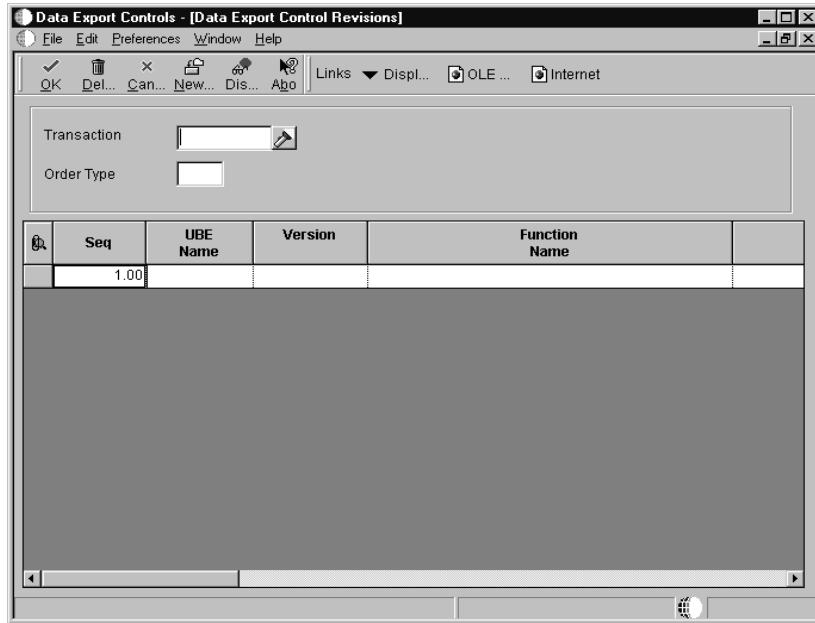
UBE or batch processor You can specify a vendor-specific outbound batch processor that accesses the OneWorld interface tables.

Function name and library You can specify a vendor-specific function name and library to identify the external custom program that accesses the OneWorld interface tables.

► To set up data export controls

From the Financials Interoperability menu (G00313), choose Data Export Controls.

1. On Work With Data Export Controls, click Add.



2. On Data Export Control Revisions, complete the following field with the appropriate transaction type, such as JDEINV (invoice entry):
 - Transaction
3. Complete the following field:
 - Order Type (optional)
4. To specify a vendor-specific batch process, complete the following fields:
 - UBE Name
 - Version
5. To specify a vendor-specific function, complete the following fields:
 - Function Name
 - Function Library
6. Complete the following fields:
 - Execute For Add
 - Execute For Upd
 - Execute For Del

- Execute For Inq
- Flat File Exp Mode
- Ext DB Exp Mode
- Ext API Exp Mode
- Launch Immediately

7. Click OK.

Field	Explanation														
Transaction	A code that identifies a transaction by type.														
Order Type	<p>A user defined code (00/DT) that identifies the type of document. This code also indicates the origin of the transaction. J.D. Edwards has reserved document type codes for vouchers, invoices, receipts, and time sheets, which create automatic offset entries during the post program. (These entries are not self-balancing when you originally enter them.)</p> <p>The following document types are defined by J.D. Edwards and should not be changed:</p> <table style="margin-left: 20px; border-collapse: collapse;"> <tr><td>P</td><td>Accounts Payable documents</td></tr> <tr><td>R</td><td>Accounts Receivable documents</td></tr> <tr><td>T</td><td>Payroll documents</td></tr> <tr><td>I</td><td>Inventory documents</td></tr> <tr><td>O</td><td>Purchase Order Processing documents</td></tr> <tr><td>J</td><td>General Accounting/Joint Interest Billing documents</td></tr> <tr><td>S</td><td>Sales Order Processing documents</td></tr> </table>	P	Accounts Payable documents	R	Accounts Receivable documents	T	Payroll documents	I	Inventory documents	O	Purchase Order Processing documents	J	General Accounting/Joint Interest Billing documents	S	Sales Order Processing documents
P	Accounts Payable documents														
R	Accounts Receivable documents														
T	Payroll documents														
I	Inventory documents														
O	Purchase Order Processing documents														
J	General Accounting/Joint Interest Billing documents														
S	Sales Order Processing documents														
UBE Name	<p>The OneWorld architecture is object-based. This means that discrete software objects are the building blocks for all applications, and that developers can reuse the objects in multiple applications. Each object is tracked by the Object Librarian. Examples of OneWorld objects include:</p> <ul style="list-style-type: none"> • Batch Applications (such as reports) • Interactive Applications • Business Views • Business Functions • Business Functions Data Structures • Event Rules • Media Object Data Structures 														
Version	<p>A version is a user-defined set of specifications. These specifications control how applications and reports run. You use versions to group and save a set of user-defined processing option values and data selection and sequencing options. Interactive versions are associated with applications (usually as a menu selection). Batch versions are associated with batch jobs or reports. To run a batch process, you must choose a version.</p>														

Accounts Receivable

Field	Explanation
Function Name	The name of the function.
Function Library	The library for the function. This includes the path for the directory where the library exists.
Execute For Add	<p>A code that determines whether the system uses the batch application to process an added transaction record.</p> <p>Valid values are:</p> <ul style="list-style-type: none"> 1 Use batch application to process an added transaction record 0 Do not use batch application to process an added transaction record
Execute For Upd	<p>A code that determines whether the system uses the batch application to process an updated transaction record.</p> <p>Valid codes are:</p> <ul style="list-style-type: none"> 1 Use batch application to process an updated transaction record 0 Do not use batch application to process an updated transaction record
Execute For Del	<p>A code that determines whether the system uses the batch application to process a deleted transaction record.</p> <p>Valid codes are:</p> <ul style="list-style-type: none"> 1 Use batch application to process a deleted transaction record 0 Do not use batch application to process a deleted transaction record
Execute For Inq	<p>A code that determines whether the system uses the batch application to process an inquiry of a transaction record.</p> <p>Valid codes are:</p> <ul style="list-style-type: none"> 1 Use batch application to process an inquiry of a transaction record 0 Do not use batch application to process an inquiry of a transaction record
Flat File Exp Mode	<p>A code that determines whether the system exports the transaction record to a flat file.</p> <p>Valid codes are:</p> <ul style="list-style-type: none"> 1 Export transaction record to a flat file 0 Do not export transaction record to a flat file
Ext DB Exp Mode	<p>A code that determines whether the transaction record should be exported to an external database. Valid codes are:</p> <ul style="list-style-type: none"> 1 Export transaction record to an external database. 0 Do not export transaction record to an external database.

Field	Explanation
Ext API Exp Mode	A code that determines whether the system exports the transaction record to an external API. Valid codes are: 1 Export transaction record to an external API 0 Do not export transaction record to an external API
Launch Immediately	This field controls the immediate execution of a batch job. If the field is set to a 1, the job will execute immediately.

See Also

- *Detailed Tasks for Custom Programming* in the *Interoperability Guide* for information about vendor-specific applications and functions

Setting Up the Flat File Cross-Reference

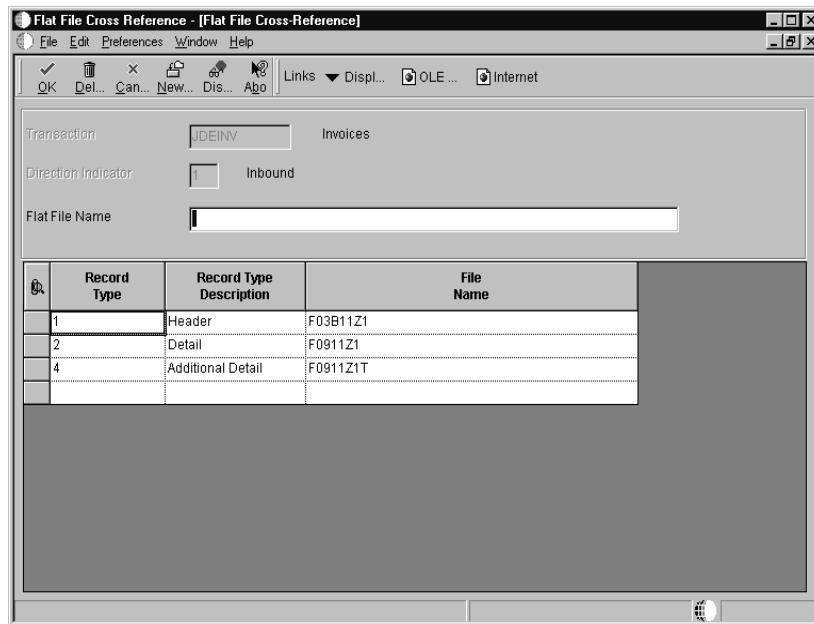
For outbound transactions, if you cannot write data from OneWorld to the interface tables in the format required by the external system, you can write the data to a specific flat file for each transaction type and record type.

► To set up the flat file cross-reference

From the Financials Interoperability menu (G00313), choose Flat File Cross-Reference.

1. On Work With Flat File Cross-Reference, click Add.

Accounts Receivable



2. On Flat File Cross-Reference, complete the following field with JDEINV to indicate journal entries:
 - Transaction
3. Complete the following field with 2 to indicate that this transaction type is outbound:
 - Direction Indicator
4. Complete the following field with 2 to indicate detail records:
 - Record Type
5. Complete the following field with F03B11Z2 to indicate the source of the information:
 - File Name
6. Click OK.

See Also

- *Converting Data from Flat Files into EDI Interface Tables* in the *Data Interface for Electronic Data Interchange Guide* for information about this process, which works the same for interoperability functions

Sending Transactions from OneWorld

To enable outbound processing for invoices and receipts, you specify the transaction type in the corresponding interoperability processing options. For invoices, use the F03B11 Interoperability Processing Options program (P03B0190). For receipts, use the Receipt Interoperability Processing Options program (P03B0191).

To send corresponding F0911 journal entries, set the processing option in the F0911 Interoperability Processing Option program (P0900160). You are not required to use the same transaction type that is used for invoices or receipts, but the processing option must be completed.

If you create additional versions of the Interoperability Processing Option program for additional transaction types (for either invoices or journal entries), you must specify the version you create in the corresponding Invoice Entry (P03B0011) or Journal Entry (P0900049) MBF Processing Options program.

If you create additional versions of the Invoice or Journal Entry MBF Processing Option program, you must specify the version you create in the processing option of the invoice entry program that uses the master business function processing options.

When sending outbound A/R invoice or receipt transactions, J.D. Edwards recommends that you also include the matching A/R journal entry transactions from the F0911 Interoperability table (F0911Z4).

The default outbound transaction is a copy of a transaction after you create or change it (an *after image*). With interoperability, you can also send a copy of each transaction as it was before you changed it (a *before image*). To control the type of image, you set the corresponding processing option in the F03B11, Receipt and F0911 Interoperability Processing Options programs.

Note: Creating and sending before images requires additional processing time.

The system places a copy of each transaction in the interface table that corresponds to the type of transaction that you specify in the processing option. For example, for an outbound invoice, the system places a copy of the transaction in the F03B11 Interoperability table (F03B11Z2). Receipt transactions are placed in the F03B13 and F03B14 Interoperability tables (F03B13Z2 and F03B14Z2). Corresponding journal entry transactions are placed in the F0911 Interoperability table (F0911Z4). The data is then available for an external system to use.

Before You Begin

- Define the data export controls for the type of outbound transaction. The system uses data export controls to identify the batch programs or business processes that third parties provide for use in processing transactions. See *Setting Up Outbound Interoperability*.
- Set the interoperability processing option in the Invoice MBF Processing Options program (P03B0011) to the version of the F03B11 Interoperability Processing Options program (P03B0190) that you want to run. If you leave this processing option blank, the system will use the default version (ZJDE0001).

See Also

- *Detailed Tasks for OneWorld Operations* in the *Interoperability Guide* for more information about interoperability methods
- *OneWorld Interoperability Models* in the *Interoperability Guide* for information about implementing asynchronous, synchronous, and batch transactions in OneWorld
- *Call the OneWorld Completion Confirmation API* in the *Interoperability Guide* for information about updating the application program interface (API)

To send transactions from OneWorld

To enable outbound processing, you use processing options to specify the transaction type and the type of image to send.

From the System Administration Tools menu (GH9011), choose Interactive Versions.

1. On Work with Interactive Versions, type the appropriate Interoperability business Function in the Interactive Application field and click Find.

For invoice transactions, enter P03B00190, for payments, enter P03B00191, and for corresponding journal entries, enter P0900160.

2. Choose the version specified in the Invoice Entry MBF Processing Options, or ZJDE0001 if the option is blank.
3. From the Row menu, set the processing options.

The system places a copy of each transaction in the interface table that corresponds to the type of transaction you specify in the processing option.

You can differentiate outbound transactions by transaction type by creating multiple versions of the interoperability processing option programs. For example, you might want to differentiate invoices generated by the sales order system from invoices generated manually. Invoices are written to the F03B11 Interoperability table (F03B11Z2) with the transaction type entered into the processing option. This allows selective processing when sending data to the external system.

Processing Options for Invoice Interoperability (P03B0190)

Interop Tab

1. Interoperability

Use this processing option to specify whether to enable outbound interoperability. If you specify a transaction type (User Defined Code 00/TT), the system writes records to the unedited transaction table. If you leave this processing option blank, the system will not perform outbound interoperability.

2. Change Mode

Use this processing option to specify whether to enable “before image” processing. A “before image” is an image of the record before the system changes the record. When the record is changed, the system writes an “after image” to the unedited transaction table. Use this processing option to specify whether to write the “before image” as well. Valid values are:

Blank Do not write the “before image.”

1 Write the “before image.”

Accounts Receivable

Reviewing the Processing Log

From the Financials Interoperability menu (G00313), choose Processing Log.

You use the processing log to review whether the system has processed specific outbound transactions successfully. The system creates a record in the processing log for every outbound transaction that is processed. The processing log contains key fields from the Data Export Control table (F0047), such as transaction type, sequence number, batch process or function, and corresponding version.

The information in the processing log is for review only and cannot be changed in the processing log or in OneWorld programs.

See Also

- *Subscribe to Outbound Transactions* in the *Interoperability Guide* for more information about the Data Export Control table and the processing log

Accounts Receivable

Purging Interoperability Transactions

From the Financials Interoperability menu (G00313), choose Purge F03B11 Interoperability Table.

When data becomes obsolete or when you need more disk space, you can use the Purge F03B11 Interoperability Table program to remove data from the interoperability tables. This program identifies processed transactions in the F03B11 Interoperability table (F03B11Z2) and the corresponding records in the Processing Log table (F0046). If the corresponding records in the Processing Log table are all marked as processed, the program purges the processed transactions in the F03B11 Interoperability table and the corresponding records in the Processing Log table. If the corresponding records in the Processing Log table are not all marked as processed, the program does not purge any records.

See Also

- *Purge Batch Process and Named Event Rules* in the *Interoperability Guide* for more information about purging interoperability information

Accounts Receivable

Appendix F: Vertex Quantum for Sales and Use Tax

If your company wants to apply sales taxes automatically, you can use the Vertex Quantum for Sales and Use Tax system (Quantum) with the following J.D. Edwards systems:

- General Accounting
- Accounts Receivable
- Accounts Payable
- Sales Order Management
- Procurement
- Customer Service Management System (CSMS)
- Contract Billing
- Service Billing

Caution: If you are using the J.D. Edwards Payroll system, you are required to use the Quantum for Payroll Tax System. See *Setting Up Tax Information* in the *Payroll Guide*.

Quantum software integrates with the J.D. Edwards OneWorld tax calculation software, which means that you can perform tax calculations using either the Quantum software, the J. D. Edwards tax calculation software, or both. However, if you want to perform a tax-only calculation, you must use the J.D. Edwards software.

Working with Quantum consists of:

- Setting up the J.D. Edwards/Quantum interface
- Assigning GeoCodes to address book records
- Working with Quantum taxes
- Processing Quantum tax information

When tax laws change, the Quantum software accesses the new requirements for each taxing authority so that you can apply the taxes correctly. Quantum software:

- Reduces the setup required for multiple tax rate areas
- Reduces processing time and rate maintenance



- Creates tax compliant records
- Allows exceptions and overrides to the default tax rates

Quantum calculates tax based on the standard rates and rules for the U.S., its territories and possessions, and Canada. To perform all other foreign tax calculations, you have two options:

- Use the J.D. Edwards tax calculation software
- Use the Quantum system, but maintain tax rates for foreign locations using the Quantum Tax Decision Maker

Before You Begin

- Verify that you have access to the following Vertex documentation for Quantum for Sales and Use Tax for additional information:

- *Quantum for Sales and Use Tax Reference Manual*
- *Quantum for Sales and Use Tax GeoCoder Master List*
- *Quantum for Sales and Use Tax National Tax Rate Directory*
- *Quantum for Sales and Use Tax Tax Decision Maker Taxability Guide*
- *Quantum for Sales and Use Tax User's Guide*
- *Quantum for Sales and Use Tax Training Guide for Tax Professionals*
- *Quantum for Sales and Use Tax Returns User's Guide*

J.D. Edwards Components

The interface between J.D. Edwards systems and Quantum software transfers selected J.D. Edwards parameters to Quantum and then returns tax information to J.D. Edwards systems.

The standard J.D. Edwards tax calculation software components can be used with Quantum in the following ways:

Tax authorities

You use tax authorities within J.D. Edwards software to define the government agencies that assess and collect taxes. You define tax authorities in the J.D. Edwards tax processing system only for international tax authorities because those for the U.S. and Canada are stored by Quantum.

Tax rates and tax areas

For U.S. and Canadian taxes, you specify a GeoCode for each tax rate and tax area to allow Quantum to identify the correct taxing jurisdictions.

Automatic Accounting Instructions (AAIs)

For U.S. and Canadian taxes, you use the AAI code PT _ _ _ for the company.

For non-United States and non-Canadian taxes, you assign an AAI to each taxing authority within each tax rate/area.

Tax rules by company

You can define tax rules for the Accounts Receivable, Accounts Payable, Sales Order Management, Procurement, CSMS, General Accounting, Contract Billing, and Service Billing systems. When you enter transactions for these systems, taxes are calculated according to these rules. The system uses these tax rules to:

- Calculate discounts on a gross amount that already includes tax.
- Calculate tax on a gross amount that includes the discount amount.
- Control when the system displays a warning message (or rejects a transaction altogether) when someone enters a tax that differs from the system-calculated tax. This does not apply to E, S, and U tax types.

This feature applies to taxes for all countries.

Tax explanation codes

Tax explanation codes control how a tax is assessed and how it is distributed to the general ledger revenue and expense accounts. J.D. Edwards software provides a number of tax explanation codes. Tax codes E, S, and U are predefined for Quantum software. Because the tax explanation code is a user defined code (00/EX), you can set up additional codes to meet specific business needs; however, the Quantum interface recognizes only tax codes E, S, and U.

In Quantum software, you can use the tax explanation code to make a customer or a specific transaction tax exempt. For example, a customer with a tax explanation code of E is exempt. Any purchase or sales order; accounts receivable invoice; CSMS, contract or service billing invoice; and CSMS contract line item can be coded with E to make that specific transaction exempt. Currently, CSMS service order routings are taxable and cannot be overridden.

Other available codes are U (use) for use in the Procurement, Accounts Payable, and CSMS systems, and S (sales) for use in Sales Order Management, Accounts Receivable, CSMS, Contract Billing, and Service Billing systems.

Quantum Components

The Quantum for Sales and Use Tax system includes the following components:

Rate and GeoCode Data Modules

The data modules store tax rates and other pertinent jurisdictional tax data for all U.S. and Canadian tax authorities, which include over 66,000 locations. All states and counties are on file, as well as all cities with populations over 250. If a city has a population less than 250 and levies a tax, that city is also included in the data modules.

Vertex researches and maintains the data contained in the file by remaining in constant contact with all jurisdictions that levy a tax. Every month, Vertex updates its internal databases and issues new data module files to its subscribers.

Tax Decision Maker

You can customize the Quantum system for your special needs. You use the Tax Decision Maker Engine in conjunction with the Tax Decision Maker (TDM) to automate (separately or in combination) product, customers, or jurisdictional tax exceptions. TDM lets you set up and maintain tax exceptions and also override customer and product exemptions. You can access TDM from Quantum menus.

Tax Decision Maker Engine

The Tax Decision Maker Engine interfaces with J.D. Edwards Sales Order Management, Procurement, Accounts Receivable, Accounts Payable, CSMS, Contract Billing and Service Billing systems.

When a J.D. Edwards program calls the Tax Decision Maker Engine, the Tax Decision Maker Engine determines the following:

- Whether the transaction is interstate or intrastate
- The transaction's taxing jurisdiction
- The appropriate tax rate
- The maximum tax base
- Excess amounts, if applicable
- Tax exceptions, if applicable

The Tax Decision Maker Engine then:

- Retrieves the appropriate tax rate
- Calculates tax amounts
- Returns the amount to the calling program

The module can also store tax history for an audit trail and for management reports and returns preparation (as an independent function outside the scope of J.D. Edwards generated reports). Because the Data Module isolates the state, county, city, and district rates, Quantum can calculate the four levels individually.

Quantum Tax Register file

From the Quantum Register file, the Tax Decision Maker Engine produces detail and summary sales tax register reports sequenced by state, county, and city for any billing period. You generate these reports from Quantum menus.

Returns Module

If you purchase the Returns Module in addition to the Quantum for Sales and Use Tax system, the Returns Module completes the sales tax cycle by automating state and local returns preparation. After calculating the amount to be paid to the appropriate tax authorities, the system automatically generates signature-ready sales and use tax forms and check requests.

Interface Considerations

Before you set up the J.D. Edwards/Quantum Sales Tax Interface to reflect your environment, carefully consider the specific conditions and requirements of the company, the product, the customer or supplier, and international tax obligations.

Company and Divisional Considerations

You should understand any special dispensations that the company has arranged with state or local jurisdictions for collecting sales and use taxes at a reduced rate. Then, consider whether tax returns are filed for just one company or for multiple companies.

Product Considerations

You should understand the business and how products fit into appropriate tax categories. For example, rebuilt machinery might be taxed differently than spare parts for the same machinery. Decide how the company intends to set up the taxing policies for J.D. Edwards and Quantum software.

Customer and Supplier Considerations

You must properly identify the tax category to which customers and suppliers belong. For example, a customer might be a provider of goods or services, a reseller, a charitable organization, or other tax group. Decide how you will set up customers and suppliers into both the J.D. Edwards and Quantum software modules.

International Tax Considerations

Be aware of international tax obligations. Know whether to use the J.D. Edwards Tax Calculation software or Quantum to manage and process non-U.S. and non-Canadian tax transactions.

Coexistence Considerations

Although you can work with OneWorld and WorldSoftware in a coexistent environment, the Vertex Sales and Use Tax Compliance product for WorldSoftware and Quantum for Sales and Use Tax for OneWorld do not coexist with each other. Quantum, however, has utilities that allow you to copy and merge information from the Compliance product to Quantum.

If you are coexistent, you can:

- Manage and maintain the TDM in the legacy Compliance system. Then, you can copy the Compliance TDM to the Quantum TDM using Quantum utilities.
- Merge the register tables created in both the Compliance and Quantum products into the Quantum product with Quantum utilities.

Note: The Compliance product has no utilities to copy the Quantum TDM or merge the Quantum register tables into the legacy system.

Setting Up the J.D. Edwards/Quantum Interface

If your company wants to apply sales taxes automatically, you can use Quantum software along with the J.D. Edwards system. Quantum software can coexist with the J.D. Edwards tax calculator software, which means that you can perform tax calculations using either system or both of them. However, if you want to perform a tax-only calculation, you must use the J.D. Edwards software.

Setting up Quantum consists of:

- Activating Quantum
- Testing the Quantum Connection
- Activating Quantum Logging
- Setting up automatic accounting instructions for Quantum
- Setting up user defined codes for Quantum
- Assigning non-stock product categories to order types
- Defining tax information for items

Before You Begin

- Review order line types. See *Setting Up Order Line Types* in the *Sales Order Management and Procurement Guides*.
- Review order activity rules. See *Setting Up Order Activity Rules* in the *Sales Order Management and Procurement Guides*.
- Verify that each customer address book record has a corresponding record in customer master information, and that all suppliers have a record in supplier master information.

What You Should Know About

Tax only calculations	For tax only calculations, use tax types ST (sales tax) and UT (use tax) along with the J.D. Edwards tax rate/area code. You cannot use these tax types with a Quantum GeoCode.
	For records with ST and UT tax types, records are not to be written to the Quantum Tax Register file, even if Quantum is active.
Returns Module	If you plan to use the Quantum Sales Tax Returns Module, you should install it after performing all other setup steps.

Activating Quantum

You must activate the Quantum interface prior to using the Quantum system with J.D. Edwards OneWorld software.

Note: Constants settings load during software initialization. Therefore, in order for the constants settings to take effect, you must exit and restart OneWorld.

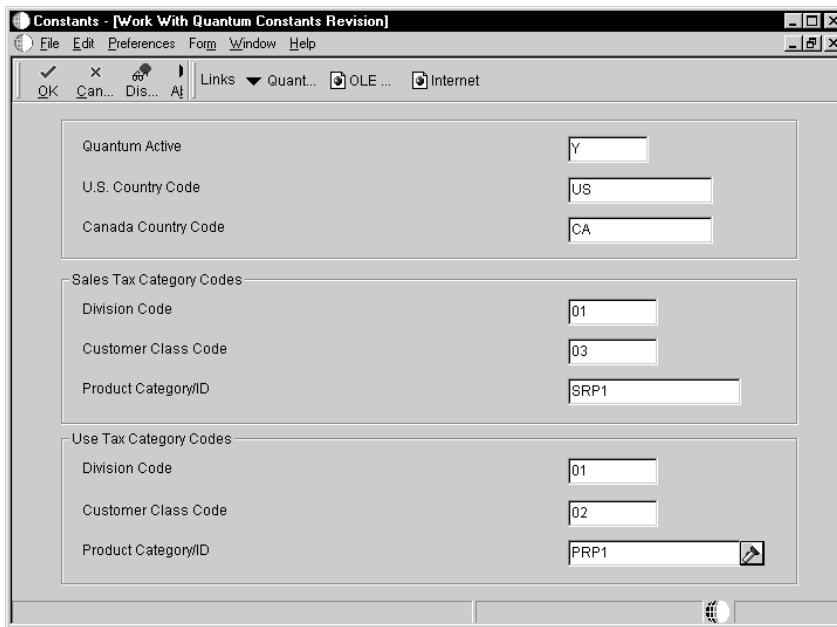
Before You Begin

- You must set up database connections to establish communication to the Quantum databases, both Quantum for Sales and Use Tax and Quantum for Payroll.

See *Setting Up Database Connections* in the *OneWorld Installation Guide* for more information.

To activate Quantum

From the Vertex Quantum Sales and Use Tax menu (G731), choose Constants.



1. On Work with Quantum Constants Revision, complete the following fields:
 - Quantum Active
 - U.S. Country Code
 - Canada Country Code
2. Complete the following fields for sales tax category codes:
 - Division Code
 - Customer Class Code
 - Product Category/ID
3. Complete the following fields for use tax category codes and click OK:
 - Division Code
 - Customer Class Code
 - Product Category/ID

Field	Explanation				
Quantum Active	<p>This value determines whether the system uses Quantum Sales and Use Tax for tax calculations.</p> <table style="margin-left: 20px; border-collapse: collapse;"> <tr> <td style="padding-right: 10px;">Y</td><td>Use Quantum system to calculate taxes.</td></tr> <tr> <td style="padding-right: 10px;">N</td><td>Do not use Quantum system to calculate taxes. Instead, use JDE tax calculations.</td></tr> </table>	Y	Use Quantum system to calculate taxes.	N	Do not use Quantum system to calculate taxes. Instead, use JDE tax calculations.
Y	Use Quantum system to calculate taxes.				
N	Do not use Quantum system to calculate taxes. Instead, use JDE tax calculations.				

Field	Explanation
U.S. Country Code	The code that indicates the United States in the Quantum Sales and Use Tax system. This code must match the value in the Country field on the Mailing tab on the Address Book Revision form. For U.S. domestic customers, this field is typically blank.
Canada Country Code	The code that indicates Canada in the Vertex Sales and Use Tax System. This value must be CA, and must match the value in the Country field on the Mailing tab on the Address Book Revisions form.
Division Code	The Address Book Category Code that the Quantum Tax Interface uses for Division/Store Code for Sales Tax. The Address Book Category Code is passed to Quantum and matched to the Division/Store Code in the Quantum Tax Decision Maker module.
Customer Class Code	The Address Book Category Code that the Quantum Tax Interface uses for Customer Class Code for Sales Tax. The Customer Class Code is passed to Quantum and matched to the Customer Class Code in the Quantum Tax Decision Maker module.
Product Category/ID	The Item Branch/Plant Category Code that the Quantum Tax Interface uses for Product Category/ID for Sales Tax. The Item Branch/Plant Category Code is passed to Quantum and matched to the Product Category/ID field in the Quantum Tax Decision Maker module.
Division Code	The Address Book Category Code that the Quantum Tax Interface uses for Division/Store Code for Use Tax. The Address Book Category Code is passed to Quantum and matched to the Division/Store Code in the Quantum Tax Decision Maker module.
Customer Class Code	The Address Book Category Code that the Quantum Tax Interface uses for Customer Class Code for Use Tax. The Customer Class Code is passed to Quantum and matched to the Customer Class Code in the Quantum Tax Decision Maker module.
Product Category/ID	The Item Branch/Plant Category Code that the Quantum Tax Interface uses for Product Category/ID for Use Tax. The Item Branch/Plant Category Code is passed to Quantum and matched to the Product Category/ID field in the Quantum Tax Decision Maker module.

Testing the Quantum Connection

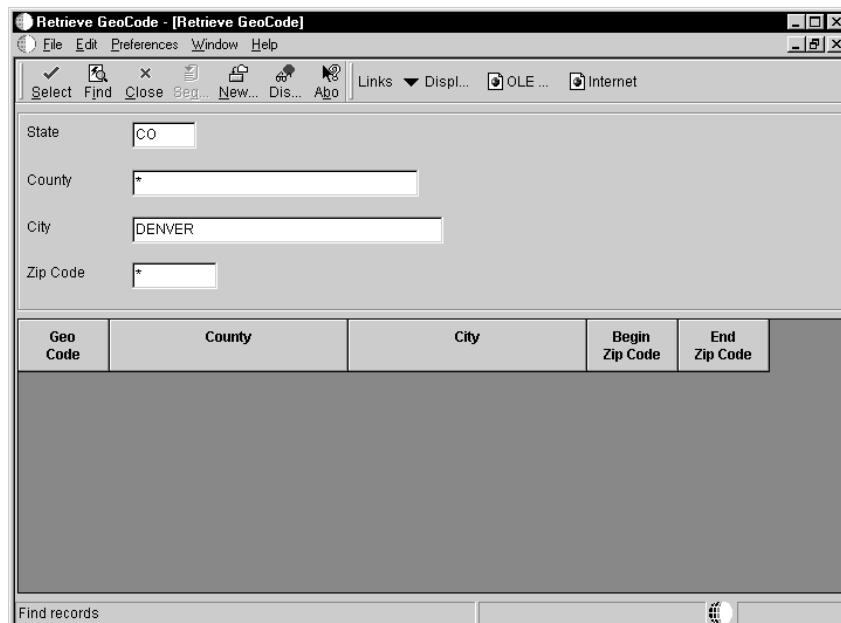
After you activate Quantum and set the country codes, J.D. Edwards recommends that you conduct a test to determine whether you have successfully connected to the Quantum system.

Before You Begin

- You must exit and restart OneWorld in order for the constants settings to take effect.

► To test the Quantum connection

1. Enter P73GEO in the fast path.



2. On Retrieve GeoCode, complete the following fields as follows:
 - Type CO in the State field
 - Type Denver in the City field
3. Click Find.
 - If you are properly connected to the Quantum system, 060310140 appears in the GeoCode column.
 - If nothing appears in the GeoCode column, a setup or configuration error might have occurred. Check the following:
 - The Quantum Active field must be set to Y, and the Canada Country Code set to CA, on Work With Quantum Constants Revision.
 - The constants values are initialized by exiting and restarting OneWorld.
 - The Data Source, Server, User ID, and Password must be set up properly in the Database Connections table. See *Setting Up Database Connections* in the *OneWorld Installation Guide*.

- All of the required business functions must be mapped to the server where the Quantum software is located. See OCM Mapping in the *OneWorld Installation Guide*.

Activating Quantum Logging

You might want to review the values you send to the Quantum interface, and then review the values generated by Quantum after processing. The Quantum Logging feature provides you with the ability to review these Before and After values.

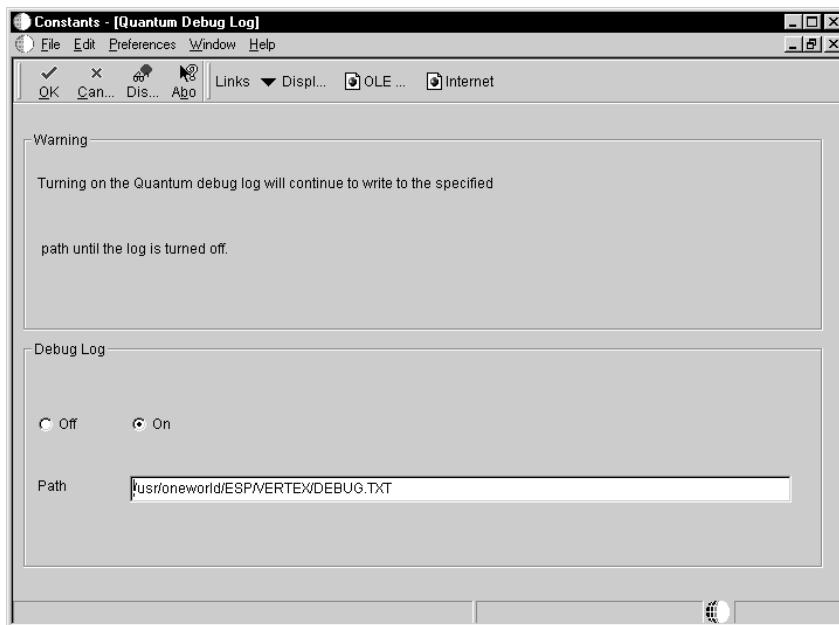
The Quantum Logging feature creates a two-page text file with the Before values you send on the first page, and the After values Quantum generates on the second page.

Caution: Use this feature with caution, because two pages of data are printed for every transaction going through the Tax Calculator for all users. Keeping this feature turned on after initial testing and setup negatively impacts system performance.

► To activate Quantum logging

From the Vertex Quantum Sales and Use Tax menu (G731), choose Constants.

1. On Work With Quantum Constants Revision, choose Quantum Log from the Form menu.



2. On Quantum Debug Log, complete the following fields and click OK:
 - Debug Log
 - Path

Field	Explanation
Debug Log	An option that determines whether to enable the Quantum debug log. If you choose On, the Vertex Link Parm Area will be printed before and after calling the Vertex Tax Calculator Program. Use this feature with caution, because two pages of data are printed for every transaction going through the Tax Calculator for all users.
Path	The path and file name where the Quantum debug log will reside, such as C:\Debug\QuantumDebug.txt.

See Also

- *Quantum for Sales and Use Tax - Reference Manual* for more information about Quantum Logging

Setting Up Automatic Accounting Instructions for Quantum

You must create AAIs for each unique combination of company, transaction, document type, and G/L class (G/L offset account) that you want to use. Each AAI is associated with a specific G/L account that consists of a business unit, an object, and optionally, a subsidiary.

If you are required to collect taxes on customer invoices, you must distribute the tax amounts to the correct G/L accounts. When you set up AAIs for a specific type of tax, such as VAT or use tax, you designate the accounts to debit and credit for an invoice tax amount. The AAIs, PT____ (for payables) and RT____ (for receivables), are used only for taxes. The system is hard coded to look at the tax AAIs for the company. The system uses the state code prefix of the GeoCode as a subsidiary to search the Account Master (F0901) for the appropriate G/L account. If none is found, the system uses the business unit and object account in the company.

When you set up AAIs to use Quantum, you can set up G/L accounts by state. You must add the state code value as the subsidiary of the base account. During the post process, the system verifies the state code against the GeoCodes to search for the proper account.

Hierarchy for Quantum AAI Values

OneWorld identifies the proper G/L account according the following hierarchy:

1. The system retrieves the Business Unit and Object that the PT_____ or RT_____. AAIs indicate based on the company on the invoice or voucher.
2. The system retrieves the value in the State portion of the GeoCode.
3. The system attaches the State value to the Business Unit and Object as the Subsidiary.
4. The system searches the Account Master for that Business Unit, Object, and Subsidiary combination. If found, the system uses this account combination as the G/L account.
5. If still not found, the system searches the Account Master using just the Business Unit and Object. If found, the system uses this account combination as the G/L account.
6. If still not found, it searches the Account Master using the Business Unit and Object for Company 00000 for that particular PT_____ or RT_____ AAI. If found, the system uses this account combination as the G/L account.

See Also

- *Understanding AAIs for General Accounting* in the *General Accounting Guide*

Setting Up User Defined Codes for Quantum

The Quantum interface uses a user defined code (UDC) table (73/ST) that contains all of the address book Search Types that have GeoCodes assigned to them or that can have their GeoCodes revised. GeoCodes can be assigned only if the Search Type on the address book record is found in the GeoCode Assignment Search Type UDC table.

Typically, people who use Quantum set up the following Search Types:

- C - Customer
- V - Supplier
- E - Employee
- F - Facilities

Assigning Non-Stock Product Categories to Order Types

Quantum processes the taxing of both stock and non-stock items. Stock items are typically products that need to have records in the J.D. Edwards Inventory Master tables (F4101 and F4102). Non-stock items are not required to have records in these master tables, but still can exist on an order and have taxes

assigned to them. For both stock and non-stock items, Quantum looks for a value for the Product Category/ID and Transaction Type to be used in the TDM.

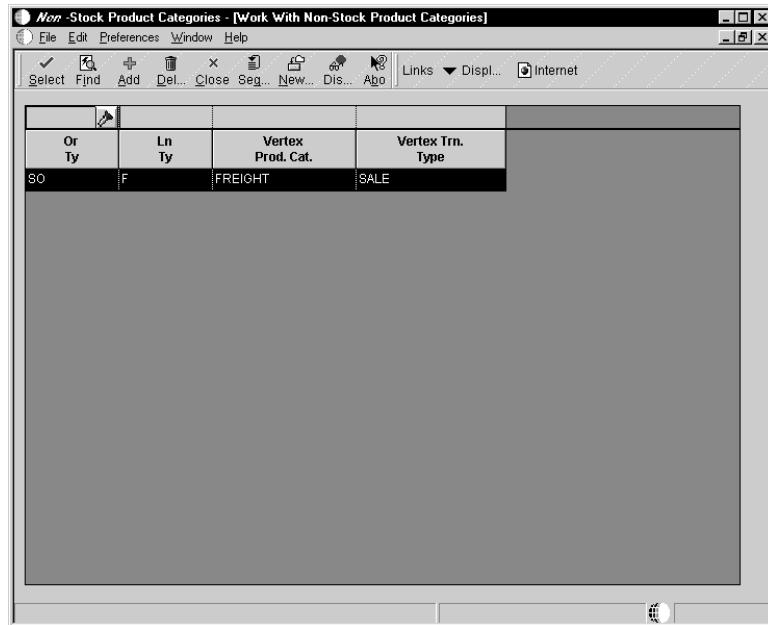
You can specify a Quantum product category or a Quantum transaction type for each order type and line type combination. The Quantum product category is used for product exceptions in TDM. The Quantum transaction type indicates to Quantum the type of transaction that is being processed (for example, sales, purchase, rental, or service) so Quantum can apply the appropriate tax type.

For stock items, the Product Category/ID is typically derived from the Category Code on the Item Branch/Plant record. The Transaction Type is usually derived from the System Code of the order. For Accounts Payable and Procurement, the Transaction Type is PURCH, and for Accounts Receivable and Sales Order Management, the Transaction Type is SALE.

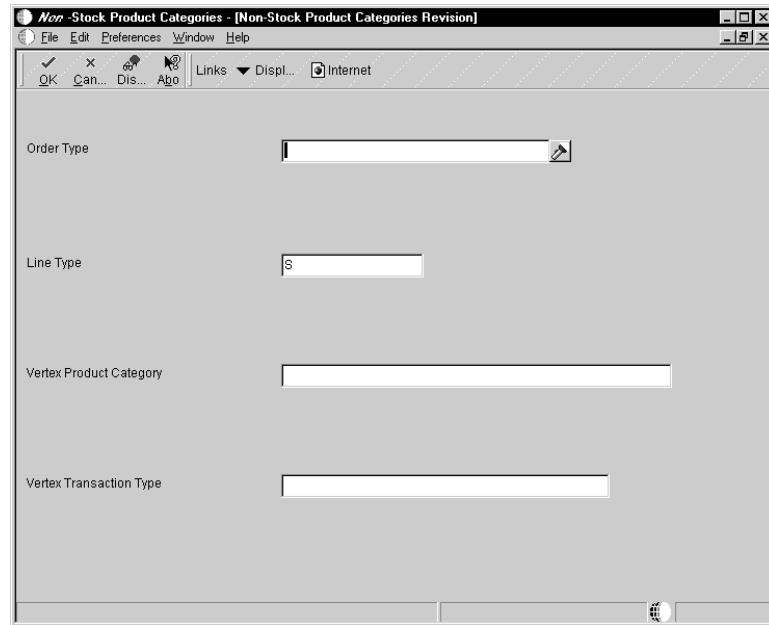
For non-stock order lines (such as freight or lease charges), use the Non-Stock Product Categories program (P7307) to specify the Product Category/ID and Transaction Type.

► To assign non-stock product categories to order types

From Vertex Quantum Sales and Use Tax menu (G731), choose Non-Stock Product Categories.



1. On Work with Non-Stock Product Categories, click Add.



2. On Non-Stock Product Categories Revision, complete the following fields and click OK:
 - Order Type
 - Line Type
 - Vertex Product Category
 - Vertex Transaction Type

Hierarchy for Product Category/ID and Transaction Type Values

OneWorld derives the specific values to be passed to the Quantum Product Category/ID and Transaction Type in TDM according to the following hierarchy:

1. The system scans the value in the Item Balance Category field of the Quantum Constants.
 - If the field is blank, the system goes to step 2.
 - If the field is not blank, the system goes to step 3.
2. If the value in the Item Balance Category field of the Quantum Constants is blank:
 - The system goes to the Quantum Non-Stock Product Categories table (F7307) and uses the Document Type and Line Type of the order.
 - If a record exists in the F7307 table for that Document Type and Line Type combination, the system uses the Product Category/ID and Transaction Type corresponding to that record.

- If no record exists in the F7307 table for that Document Type and Line Type combination, the system uses a blank for the Product Category/ID, and the Transaction Type is determined by the System Code of the order.
3. If the value in the Item Balance Category field of the Quantum Constants is *not* blank, the system goes to the corresponding Category Code in the Item Branch/Plant record for that item on the order. Then:
- If an Item Branch/Plant record does not exist, or if the respective Category Code on the Item Branch/Plant record is blank, the system goes to step 2 to determine *both* the Product Category/ID and the Transaction Type.
 - If the Item Branch/Plant record does exist, and if the respective Category Code on the Item Branch/Plant record is not blank:
 - The system uses the Category Code value for the Product Category/ID.
 - The system uses step 2 to determine the Transaction Type.

Defining Tax Information for Items

To apply tax to the sales or purchase of an item, you perform two tasks to specify that the item is taxable:

- Activate the tax fields for the item on Item Branch/Plant Information to yes.
- Assign the item to a tax category.

In Quantum, the tax category corresponds to product categories that you define in Tax Decision Maker (TDM) for any special tax exceptions or overrides. For example, when you sell a stock item, the J.D. Edwards Sales Order Management system passes the tax category code to the Quantum system.

Before Quantum calculates the tax, it compares the tax category code to TDM product categories. If it finds a match (for example, the TDM setting for the category) taxable, exempt, or otherwise, it dictates how Quantum specifies a tax. If it does not find a match, Quantum taxes the item at the standard rate for that jurisdiction.

Taxes are calculated for items only if the customer is also taxable. If the value in the taxable field is No, the system writes the transaction to the Quantum Tax Register as exempt.

► **To define tax information for items**

From the Inventory Master/Transactions menu (G4111), choose Item Branch/Plant.

1. On Work With Item Branch, locate the item whose tax information you want to define.
2. Complete the following fields:
 - Sales Taxable
 - Purchasing Taxable
3. Access Item Branch Class Codes.
4. On Item Branch Class Codes, complete fields as follows:
 - For sales tax, complete the field that corresponds to the value that you specified in the Item Balance Category field under Sales Tax Category Code on the Quantum Tax System Constants form.
 - For use tax, complete the field that corresponds to the value you specified in the Item Balance Category field under Use Tax Category Code on the Quantum Tax System Constants form.

Assigning GeoCodes to Address Book Records

After you activate the Vertex Quantum for Sales and Use Tax system, you must assign GeoCodes to existing address book records. That is, you must set up GeoCodes for every customer, supplier, Ship To, Ship From, warehouse, or branch/plant in the address book. The Tax Decision Maker Engine uses GeoCodes to calculate sales and use taxes for each customer and specific location.

A GeoCode is a nine-digit code that represents a taxing jurisdiction. All GeoCodes are defined and maintained by Vertex. Each GeoCode has the following format:

XXYYYZZZ

where

XX = State

YY = County

ZZZZ = City

You can assign GeoCodes to address book records manually or by using a batch program. You should start with the batch program to complete as many address book records as possible. Then, after reviewing the resulting report, you can use the manual process to change GeoCodes, if necessary. You can also use the manual process to assign a GeoCode to a new address book record.

Complete the following tasks:

- Assigning GeoCodes globally to address book records
- Assigning GeoCodes manually to address book records
- Calculating taxes for related addresses

If you use Quantum for Sales and Use Tax, the Tax Rate/Area field in the J.D. Edwards master and transaction tables are used to store the assigned GeoCode. However, a client can choose to use the Quantum tax system as well as the J.D. Edwards tax system.

To distinguish GeoCodes from J.D. Edwards tax area codes, each GeoCode is prefixed with V, M, or O within J.D. Edwards systems:

V (Vertex GeoCode)	A V prefix to the nine-digit GeoCode identifies the code as a literal Vertex GeoCode.
M (Multi-County Situation)	The system assigns M as the prefix to the GeoCode when you run the batch assignment program and it finds postal codes that cross two or more county boundaries. When this occurs, you must review the records and manually assign the appropriate GeoCode based on the county.
O (Outside City Limits)	If an address that is specified in the address book record is not physically located within the city limits and therefore is not subject to city tax, you must manually change the first character of the GeoCode from V to O. This indicates to Quantum not to calculate the city tax for that GeoCode.

Note: Vertex has not defined GeoCodes for non-U.S. or non-Canadian jurisdictions and does not maintain tax rates for these jurisdictions. However, you can create GeoCodes, beginning each GeoCode with 77 (in the state field), which lets you create records in TDM for each non-U.S. or non-Canadian jurisdiction.

Additionally, you can set up the Quantum Override table to maintain tax rates for each non-U.S. or non-Canadian taxing authority.

Before You Begin

- Verify that you have set up the address book search types in the user defined code table (73/ST) for GeoCode assignments. When you update GeoCodes, the system determines which address book records to update with GeoCodes based on the search type.

Assigning GeoCodes Globally to Address Book Records

You can use the following batch processes to update GeoCode information in multiple address book records:

- Update Address Book GeoCodes (R730101)
- Effective Address Update (R01840)

Update Address Book GeoCodes

From the Vertex GeoCode Tax Processing menu (G731), choose Update Address Book GeoCodes.

Use the Update Address Book GeoCodes (R730101) program to add GeoCodes to existing address book records. The system stores the GeoCode in the Tax Rate/Area field of either the Customer Master Information (F03012) table or the Supplier Master Information (F0401) table.

When you perform a batch address book record update, the system populates the Tax Rate/Area field with the appropriate GeoCode. The system does not enter a value in the field if:

- An address book record crosses multiple tax jurisdictions.
- Not enough information is available on the address to find a GeoCode.
- The country code on the address does not match the codes set up in the Constants for the United States and Canada.
- The state code on the address is incorrect.

The system produces reports that specify the number of GeoCodes that were not updated. The GeoCodes are categorized by the type of issue that prevented them from being updated. Additionally, the system sends messages to the Work Center that identify unmatched records. Messages in the Work Center are sent to the person that is processing the batch report, based on the User ID. For example, when an address book record can have more than one GeoCode assigned to it, the system does not match the address book record with a GeoCode. Use these reports and messages to identify any address book records that were not updated with GeoCodes. You will need to manually update those records.

Effective Address Update

From the A/B Advanced Technical Operations menu (G0131), choose Effective Address Update.

When you run the Effective Address Update, the system verifies effective dates of addresses and updates corresponding supplier and customer records accordingly. The system stores the GeoCode in the Tax Rate/Area field of either

the Customer Master by Line of Business (F03012) or the Supplier Master (F0401) table.

When you perform a batch update based on effective dates, the system populates the Tax Rate/Area field with the appropriate GeoCode. The Effective Address Update does not update the Supplier Master and Customer Master records if the:

- Tax Explanation Code is missing the correct code of S, U, or E
- Tax Rate/Area field contains a value that is not a GeoCode or is blank
- Geocode cannot be assigned because of incomplete information or an address book record crossing multiple tax jurisdictions

The system produces reports that show both unmatched records and records that you might want to match. Additionally, the system sends messages to the Work Center that identify unmatched records. Messages in the Work Center are sent to the person that is processing the batch report, based on the User ID. For example, when an address book record can have more than one GeoCode assigned to it, the system does not match the address book record with a GeoCode. Use these reports to identify any address book records that were not updated with GeoCodes. You will need to manually update those records.

Assigning GeoCodes Manually to Address Book Records

The system assigns a GeoCode to the Business Unit Master, Supplier Master, and Customer Master records based on the following fields in the mailing address for the corresponding address book record:

- City
- State
- Postal Code
- County

You might have to manually change or assign GeoCodes for the following reasons:

- Records were not updated when you ran the Update Address Book GeoCodes and Effective Address Update processes due to data errors.
- A multi-county situation exists for an address book record.
- The address falls outside city limits.
- You have added a new address book record for a customer or supplier.
- An existing Address Book Record was changed.

When an address book record can have more than one GeoCode assigned to it, you use the Search and Select form to choose a GeoCode. The Quantum

GeoCode Select form lists all possible GeoCodes that correspond to county names and postal code ranges.

When you change an address, the system updates any existing GeoCodes. If the address change results in a different GeoCode, the system also updates the Tax Rate/Area field on the Customer Master Information (F03012) and Supplier Master Information (F0401) tables. If any of the following conditions exist, the Tax Rate/Area field is not updated:

- The proper Tax Explanation code is not assigned (S, U, or E).
- Errors occurred.
- The mailing address resides in multiple tax jurisdictions.
- The current value in the Tax Rate/Area field is blank or is an existing GeoCode.

Depending on the type of address book record, perform one of the following tasks to assign GeoCodes to business units, suppliers, and customers:

- Manually assigning GeoCodes to business units
- Manually assigning GeoCodes to suppliers
- Manually assigning GeoCodes to customers

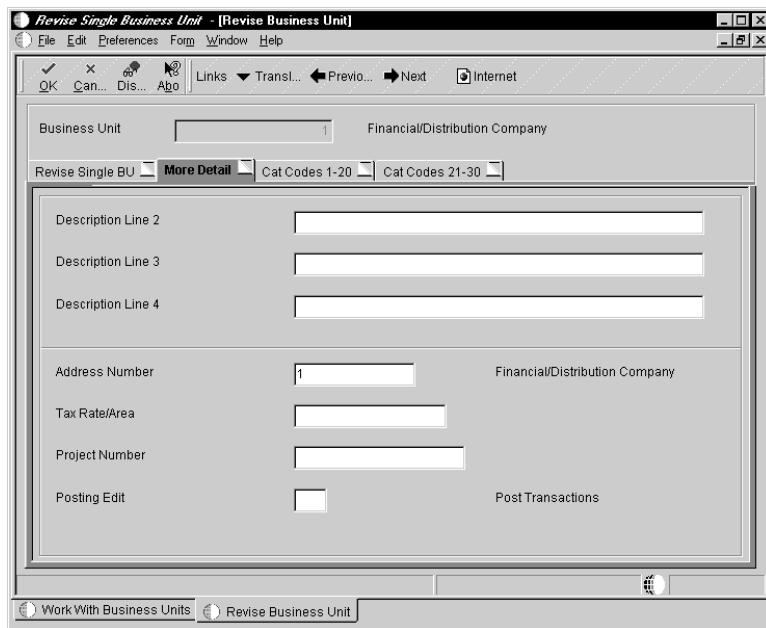
Note: When you access the Search and Select Window from the visual assist for the Tax Rate/Area field on any form, the system verifies whether Quantum is active in the Quantum Constants. If so, the system first displays GeoCodes from which you can review and select appropriately. To review J.D. Edwards tax rates/areas, click Cancel on the GeoCode inquiry form. The system then displays J.D. Edwards tax rates.



To manually assign GeoCodes to business units

From the Organization and Account Setup menu (G09411), choose Revise Single Business Unit.

1. On Work with Business Units, locate the business unit and click Select.
2. On Revise Business Unit, click the More Detail tab.



3. Complete the following field and click OK:

- Tax Rate/Area

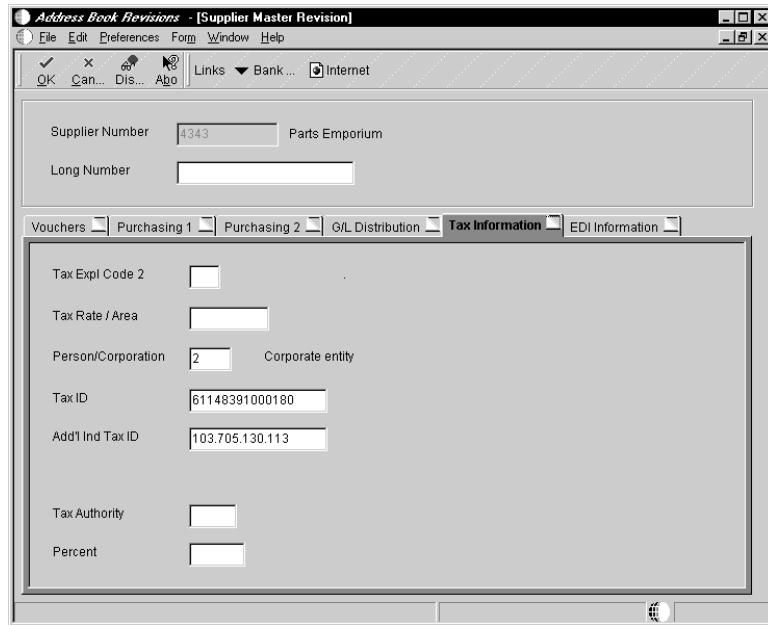
If you try to access GeoCode information using the Visual Assist in the Tax Rate/Area field, you must ensure that the business unit is assigned to an address book number.

Because there is no tax explanation code, if you are working with CSMS, the business unit tax explanation code is always a sales tax (S).

► To manually assign GeoCodes to suppliers

From the Daily Processing menu (G01), choose Address Book Revisions.

1. On Work with Addresses, locate the address book record whose GeoCode you want to change or add.
2. Choose A/P from the Row menu.

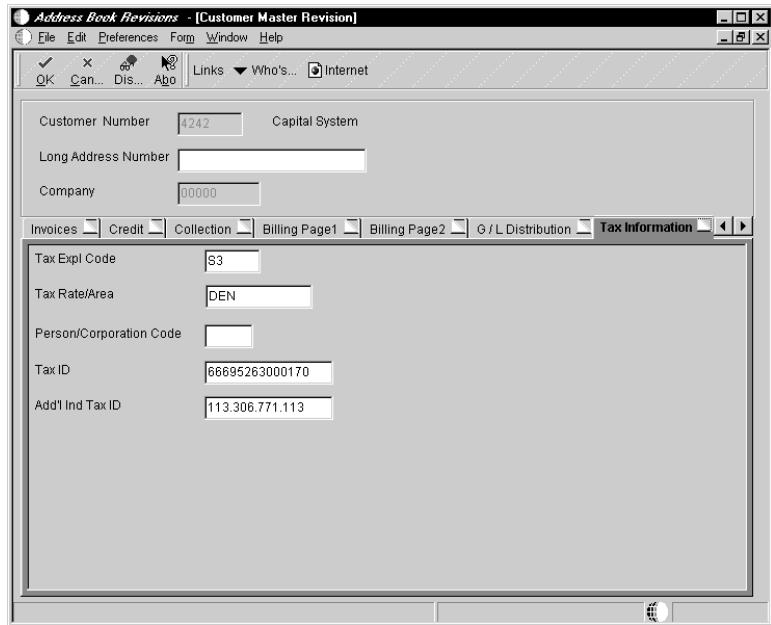


3. On Supplier Master Revision, click the Tax Information tab and complete the following fields:
 - Tax Expl (Explanation) Code 2
 - Tax Rate/Area

► To manually assign GeoCodes to a customer

From the Daily Processing menu (G01), choose Address Book Revisions.

1. On Work with Addresses, locate the address book record whose GeoCode you want to change or add.
2. Choose A/R from the Row menu.



3. On Customer Master Revision, click the Tax Information tab and complete the following fields:
 - Tax Expl (Explanation) Code
 - Tax Rate/Area

Calculating Taxes for Related Addresses

In order for Quantum to calculate taxes for various jurisdictions, laws and regulations, the GeoCodes might be based on one of the following three parameters:

Ship To

The Ship To location is generally the customer's location in a sales or purchase transaction. For example, your cost center, office, or plant location for the customer might be the Ship To. The system calculates Consumer's Use Tax if you are the customer for the purchase.

Ship From

The Ship From location is generally the seller's plant or warehouse that is delivering the product or service. It is crucial to a sales tax calculation, because different rules might apply for intrastate (Ship To and Ship From are in the same state) or interstate (Ship To and Ship From are in different states) transactions.

Order Acceptance

The Order Acceptance location is the place where the seller accepts, acknowledges, or receives the actual order. This is crucial for determining the correct tax on an interstate or intrastate transaction.

The GeoCode Hierarchy

When you enter an address book number to represent a customer (Sold To, Ship To), supplier or branch/plant (Ship From), the system uses different rules for each system.

Accounts Payable - Use or Exempt Tax

OneWorld uses the following hierarchy for accruing Use Tax:

Ship To	<ul style="list-style-type: none">• GeoCode assigned to the Business Unit on the voucher. If no GeoCode is assigned to the Business Unit, then:• GeoCode assigned to the Supplier Master record for the Address Number of the Business Unit on the voucher. If no Address Number is assigned to the Business Unit, or if no GeoCode is assigned to the Supplier Master record, then:• GeoCode assigned to the Supplier Master record for the Address Number of the Company of the Business Unit on the voucher.• If no Address number is assigned to the Company, or if no GeoCode is assigned to the Supplier Master record, the system returns an error.
Ship From	<ul style="list-style-type: none">• GeoCode assigned to the Supplier Master record of the Supplier entered on the voucher.• If no GeoCode is assigned to the Supplier Master record, the system returns an error.
Order Acceptance	Same as Ship To hierarchy.

Accounts Payable - Sales Tax

OneWorld uses the following hierarchy for verifying Sales Tax:

Ship To	<ul style="list-style-type: none">• GeoCode assigned to the Business Unit on the voucher. If no GeoCode is assigned to the Business Unit, then:• GeoCode assigned to the Supplier Master record for the Address Number of the Business Unit on the voucher. If no Address Number is assigned to the Business Unit, or if no GeoCode is assigned to the Supplier Master record, then:• GeoCode assigned to the Supplier Master record for the Address Number of the Company of the Business Unit on the voucher.• If no Address number is assigned to the Company, or if no GeoCode is assigned to the Supplier Master record, the system returns an error.
Ship From	<ul style="list-style-type: none">• GeoCode assigned to the Supplier Master record of the Supplier entered on the voucher.• If no GeoCode is assigned to the Supplier Master record, the system returns an error.
Order Acceptance	Same as Ship From hierarchy.

Accounts Receivable - Sales Tax

OneWorld uses the following hierarchy for accruing Sales Tax:

Ship To

- GeoCode assigned to the Customer Master record of the Address Number on the invoice for the Company entered on the invoice. If no GeoCode is assigned to the Customer Master record for that Company, then:
- GeoCode assigned to the Customer Master record for the Company 00000 of the Address Number on the invoice.
- If no GeoCode is assigned to the Customer Master record for Company 00000, the system returns an error.

Ship From

- GeoCode assigned to the Business Unit on the Invoice. If no GeoCode is assigned to the Business Unit, then:
- GeoCode assigned to the Customer Master record for the Company entered on the invoice for the Address Number of the Business Unit on the invoice. If no GeoCode is assigned to this Customer Master record, the hierarchy goes to the next step (step 3). if no Address Number is assigned to the Business Unit, the hierarchy goes to step 4:
- GeoCode assigned to the Customer Master record for Company 00000 for the Address Number of the Business Unit on the invoice. If no GeoCode is assigned to this Customer Master record, then:
- GeoCode assigned to the Customer Master record for the Company of the Business Unit on the invoice for the Address Number assigned to the Company of the Business Unit on the invoice.
- If no Address Number is assigned to the Company, or if no GeoCode is assigned to the Customer Master record, the system returns an error.

Order Acceptance

Same as Ship From hierarchy.

Sales Order Management - Sales Tax

OneWorld uses the following hierarchy for accruing Sales Tax:

Ship To

- GeoCode assigned to the Customer Master record for the Address Number on the Order Detail Line.
- If no GeoCode is assigned to the Customer Master record, the system returns an error.

- | | |
|-------------------------|---|
| Ship From | <ul style="list-style-type: none">• GeoCode assigned to the Branch/Plant on the Order Detail Line. If no GeoCode is assigned to the Business Unit, then:• GeoCode assigned to the Customer Master record for the Address Number of the Branch/Plant on the Order Detail Line. If no Address Number is assigned to Branch/Plant, or if no GeoCode is assigned to the Customer Master record, then:• GeoCode assigned to the Customer Master record for the Address Number of the Company of the Branch/Plant on the Order Detail Line.• If no Address Number is assigned to the Company, or if no GeoCode is assigned to the Customer Master record, the system returns an error. |
| Order Acceptance | <ul style="list-style-type: none">• GeoCode assigned to the Branch/Plant on the Order Header. If no GeoCode is assigned to the Business Unit, then:• GeoCode assigned to the Customer Master record for the Address Number of the Branch/Plant on the Order Header. If no Address Number is assigned to Branch/Plant, or if no GeoCode is assigned to the Customer Master record, then:• GeoCode assigned to the Customer Master record for the Address Number of the Company of the Branch/Plant on the Order Header.• If no Address Number is assigned to the Company, or if no GeoCode is assigned to the Customer Master record, the system returns an error. |

Procurement - Use Tax

OneWorld uses the following hierarchy for accruing Use Tax:

- | | |
|----------------|---|
| Ship To | <ul style="list-style-type: none">• GeoCode assigned to the Branch/Plant on the Order Detail Line. If no GeoCode is assigned to the Business Unit, then:• GeoCode assigned to the Supplier Master record for the Address Number of the Branch/Plant on the Order Detail Line. If no Address Number is assigned to Branch/Plant, or if no GeoCode is assigned to the Supplier Master record, then:• GeoCode assigned to the Supplier Master record for the Address Number of the Company of the Branch/Plant on the Order Detail Line.• If no Address Number is assigned to the Company, or if no GeoCode is assigned to the Supplier Master record, the system returns an error. |
|----------------|---|

- | | |
|-------------------------|--|
| Ship From | <ul style="list-style-type: none">• GeoCode assigned to the Supplier Master record for the Address Number on the Order Header.• If no GeoCode is assigned to the Supplier Master record, the system returns an error. |
| Order Acceptance | <ul style="list-style-type: none">• GeoCode assigned to the Branch/Plant on the Order Header. If no GeoCode is assigned to the Business Unit, then:• GeoCode assigned to the Supplier Master record for the Address Number of the Branch/Plant on the Order Header. If no Address Number is assigned to Branch/Plant, or if no GeoCode is assigned to the Supplier Master record, then:• GeoCode assigned to the Supplier Master record for the Address Number of the Company of the Branch/Plant on the Order Header.• If no Address Number is assigned to the Company, or if no GeoCode is assigned to the Supplier Master record, the system returns an error. |

CSMS - Service Contract Sales Tax

OneWorld uses the following hierarchy for accruing Service Contract Sales Tax:

- | | |
|-------------------------|--|
| Ship To | <ul style="list-style-type: none">• GeoCode assigned to the Customer Master record of the Site Address Number on the Contract Detail Line.• If no GeoCode is assigned to the Customer Master record, the system returns an error. |
| Ship From | <ul style="list-style-type: none">• GeoCode assigned to the Business Unit on the Contract Detail Line. If no GeoCode is assigned to the Business Unit, then:• GeoCode assigned to the Supplier Master record for the Address Number of the Business Unit on the Contract Detail Line.• If no Address Number is assigned to Business Unit, or if no GeoCode is assigned to the Supplier Master record, the system returns an error. |
| Order Acceptance | <ul style="list-style-type: none">• GeoCode assigned to the Business Unit on the Contract Header. If no GeoCode is assigned to the Responsible Business Unit, then:• GeoCode assigned to the Supplier Master record for the Address Number of the Business Unit on the Contract Header.• If no Address Number is assigned to Business Unit, or if no GeoCode is assigned to the Supplier Master record, the system returns an error. |

CSMS - Service Order Sales Tax

OneWorld uses the following hierarchy for accruing Service Order Sales Tax:

Ship To	<ul style="list-style-type: none">• GeoCode assigned to the Customer Master record of the Site Address Number on the Service Order.• If no GeoCode is assigned to the Customer Master record, the system returns an error.
Ship From	<ul style="list-style-type: none">• GeoCode assigned to the Responsible Business Unit on the Service Order. If no GeoCode is assigned to the Responsible Business Unit, then:<ul style="list-style-type: none">• GeoCode assigned to the Supplier Master record for the Address Number of the Responsible Business Unit on the Service Order.• If no Address Number is assigned to Responsible Business Unit, or if no GeoCode is assigned to the Supplier Master record, the system returns an error.
Order Acceptance	Same as Ship From hierarchy.

CSMS - Service Order Use Tax

OneWorld uses the following hierarchy for accruing Service Order Use Tax:

Ship To	<ul style="list-style-type: none">• GeoCode assigned to the Responsible Business Unit on the Service Order. If no GeoCode is assigned to the Responsible Business Unit, then:<ul style="list-style-type: none">• GeoCode assigned to the Supplier Master record for the Address Number of the Responsible Business Unit on the Service Order.• If no Address Number is assigned to Responsible Business Unit, or if no GeoCode is assigned to the Supplier Master record, the system returns an error.
Ship From	<ul style="list-style-type: none">• GeoCode assigned to the Supplier Master record of the Site Address Number on the Service Order.• If no GeoCode is assigned to the Supplier Master record, the system returns an error.
Order Acceptance	Same as Ship To hierarchy.

CSMS - Call Sales Tax

OneWorld uses the following hierarchy for accruing Call Sales Tax:

- | | |
|-------------------------|---|
| Ship To | <ul style="list-style-type: none">• GeoCode assigned to the Customer Master record of the Site Address Number on the Call.• If no GeoCode is assigned to the Customer Master record, the system returns an error. |
| Ship From | <ul style="list-style-type: none">• GeoCode assigned to the Responsible Business Unit on the Call. If no GeoCode is assigned to the Responsible Business Unit, then:<ul style="list-style-type: none">• GeoCode assigned to the Supplier Master record for the Address Number of the Responsible Business Unit on the Call.• If no Address Number is assigned to Responsible Business Unit, or if no GeoCode is assigned to the Supplier Master record, the system returns an error. |
| Order Acceptance | Same as Ship From hierarchy. |

Contract/Service Billing - Sales Tax

OneWorld uses the following hierarchy for accruing Sales Tax:

- | | |
|-------------------------|--|
| Ship To | <ul style="list-style-type: none">• GeoCode assigned to the Customer Master record of the Address Number on the Workfile Transaction. |
| Ship From | <ul style="list-style-type: none">• GeoCode assigned to the Business Unit of the Workfile Transaction. If no GeoCode is assigned to the Business Unit, then:<ul style="list-style-type: none">• GeoCode assigned to the Customer Master record for the Address Number of the Business Unit on the Workfile Transaction. If no GeoCode is assigned to this Customer Master record or no Address Number is assigned to the Business Unit then:<ul style="list-style-type: none">• GeoCode assigned to the Customer Master record for the Address Number assigned to the Company of the Business Unit on the invoice.• If no GeoCode is assigned to the Business Unit or Customer Master, the system returns an error. |
| Order Acceptance | Same as Ship From hierarchy. |

Working with Quantum Taxes

After you assign GeoCodes to address book records, you might need to override a GeoCode on an invoice, voucher, sales order, purchase order, service order, contract, or call.

Complete the following tasks:

- Overriding GeoCodes on an invoice
- Overriding GeoCodes on a voucher
- Overriding GeoCodes on a sales order
- Overriding GeoCodes on a purchase order
- Overriding GeoCodes on a service contract
- Overriding GeoCodes on a service order
- Overriding GeoCodes on a call
- Overriding GeoCodes on contract billing
- Overriding GeoCodes on service billing

When you enter a sales or purchase order, invoice, service order quote, voucher, or call, you can inquire on the order and review product information as well as calculated taxes. The system retrieves the tax information from the Tax Rate/Area field in the J.D. Edwards master and transaction tables, which are used to store the assigned GeoCode or J.D. Edwards tax code.

The Tax Decision Maker interfaces with the following programs in the J.D. Edwards systems:

Accounts Payable

- Supplier Master
- Multi-Company Voucher Entry (P041016)
- Multi-Voucher Entry (P041017)
- Standard Voucher Entry (P0411)
- Speed Voucher Entry (P0411SV)

Procurement	<ul style="list-style-type: none">● Purchase Order Entry (P4310)● Purchase Order Workbench (P43101)● Voucher Match (P4314)● Order Revision History (43205)● Release Open Quotes (P43360)
Accounts Receivable	<ul style="list-style-type: none">● Customer Master (P03013)● Standard Invoice Entry (P03B11)● Speed Invoice Entry (P03B11SI)● Speed Status Change (P03B114)
Sales Order Management	<ul style="list-style-type: none">● Sales Order Entry (P4210)● Online Invoice Inquiry (P42230)
Customer Service Management System (CSMS)	<ul style="list-style-type: none">● Contract Revisions (P1721)● Service Order Entry (P17714)● Service Order Quote (R17711)● Online Service Order Quote (P17717)● Call Entry (P17501)
Contract Billing	<ul style="list-style-type: none">● Contract Billing Line Details (P5202)● Work Order Entry (P48201)● Job Cost Master Revisions (P510006)● Revise Single Business Unit (P0006)
Service Billing	<ul style="list-style-type: none">● Tax Derivation Table (P48127)● Work Order Entry (P48201)● Job Cost Master Revisions (P510006)● Revise Single Business Unit (P0006)

When a J.D. Edwards program calls the Tax Decision Maker, the Tax Decision Maker Engine determines the following information:

- Whether the transaction is interstate or intrastate
- The transaction's taxing jurisdiction
- The appropriate tax rate
- The maximum tax base
- Excess amounts, if applicable

The Tax Decision Maker then:

- Retrieves the appropriate tax rate
- Calculates tax amounts
- Returns the amount to the calling program

Note: In CSMS, the system does not calculate taxes until you run Service Contract Workfile Generation (R1732) or Service Order Workfile Generation (R1775) in final mode. However, the system does calculate taxes when you create a service order quote or enter a call.

See Also

- *Reviewing and Approving Vouchers* in the *Accounts Payable Guide* for more information about reviewing voucher information
- *Working with Invoices* in the *Accounts Receivable Guide* for more information about invoice information
- *Managing Service Contracts, Working with Service Orders, and Working With Calls* in the *Customer Service Management System Guide*
- *Reviewing Sales Order Information* in the *Sales Order Management Guide* for more information about reviewing sales orders
- *Working with Purchase Order Information* in the *Procurement Guide* for more information about reviewing purchase orders

Overriding GeoCodes on an Invoice

After you assign GeoCodes to your customers, the system uses the GeoCode to supply default tax information when you enter an invoice. If you want to override the tax information supplied by the system, you can do so when you enter the invoice.

The system makes accounting entries for sales taxes when you post the invoice based on the AAI item RT _____, which points to the sales tax account.

Note: You can also override tax information during Speed Invoice Entry and Multi-Invoice Entry.



To override a GeoCode on an invoice

From Customer and Invoice Entry (G03B11), choose Standard Invoice Entry.

1. On Work with Customer Ledger Inquiry, click Add.
2. On Standard Invoice Entry, follow the steps to enter an invoice with taxes.

See *Entering an Invoice with Taxes (P03105)* in the *Accounts Receivable Guide*.

3. Complete the following fields to override tax information:
 - Tax Amount (optional)

- Tax Area
- Tax Expl (Explanation) Code (optional)

Field	Explanation
Tax Expl Code 1	A user defined code (00/EX) that controls how a tax is assessed and distributed to the general ledger revenue and expense accounts.
	A single invoice can have both taxable and non-taxable items. The entire invoice, however, must have one tax explanation code.
	The Tax Explanation Code is used in conjunction with the Tax Rate Area and Tax Rules by Company to determine how the tax is calculated. Each transaction pay item can be defined with a different tax explanation code, including E, to exempt the pay item from calculating taxes.
Amount – Taxable	The amount on which taxes are assessed.

Overriding GeoCodes on a Voucher

After you assign GeoCodes to your suppliers, the system uses the GeoCode to supply default tax information when you enter a voucher. If you want to override the tax information supplied by the system, you can do so when you enter the voucher.

The system makes accounting entries for use taxes when you post the voucher. AAI item PT_ _ _ _ (no G/L offset) points to the use tax account.

Note: You can also override tax information during Multi-Company Voucher entry, Multi-Voucher Entry, and Speed Voucher Entry.

► To override a GeoCode on a voucher

From Supplier and Voucher Entry (G0411), choose Standard Voucher Entry.

1. On Supplier Ledger Inquiry, click Add.
2. On Enter Voucher - Payment Information, follow the steps to enter basic information for a standard voucher.

See *Entering Standard Vouchers* in the *Accounts Payable Guide*.

3. Complete the following fields to override tax information:

- Tax Ex (Explanation) Code (optional)

- Tax Rate/Area
- Tax Amount (optional)
- Taxable Amount

Field	Explanation
Tax Explanation 2	<p>A user defined code (00/EX) that controls how a tax is assessed and distributed to the general ledger revenue and expense accounts. You assign this code to a customer or supplier to set up a default code for their transactions.</p> <p>Do not confuse this with the taxable, non-taxable code. A single invoice can have both taxable and non-taxable items. The entire invoice, however, must have one tax explanation code.</p>
Amount – Taxable	The amount on which taxes are assessed.

Overriding GeoCodes on a Sales Order

When you enter a sales order, you can inquire on the order and review product information as well as calculated taxes. The system retrieves the tax information for the order from the Tax Rate/Area field in the J.D. Edwards master and transaction tables that are used to store the assigned GeoCode or J.D. Edwards tax code.

You can enter tax information that is specific to a detail line. This information determines whether taxes apply to the items or services on the detail line and how the system calculates the taxes.

► To override GeoCodes on a sales order

From the Sales Order Processing menu (G4211), choose Sales Orders Detail.

1. On Customer Service Inquiry, click Add.
2. On Sales Order Detail Detail Revisions, complete the steps to enter an order.

To enter sales orders, see *Working with Detail Information* in the *Sales Order Management Guide*.

Quantum for Sales and Use Tax

3. On Sales Order Detail Revisions, chose the order detail line and choose SOE – Additional from the Row menu.

4. Click the Additional Info 2 tab and complete the following fields to override tax information:
- Tax Expl Code
 - Tax Rate/Area

Overriding GeoCodes on a Purchase Order

When you enter a purchase order, you can inquire on the order and review product information as well as calculated taxes. The system retrieves the tax information for the order from the Tax Rate/Area field in the J.D. Edwards master and transaction tables that are used to store the assigned GeoCode or J.D. Edwards tax code.

You can enter tax information that is specific to a detail line. This information determines whether taxes apply to the items or services on the detail line and how the system calculates the taxes.

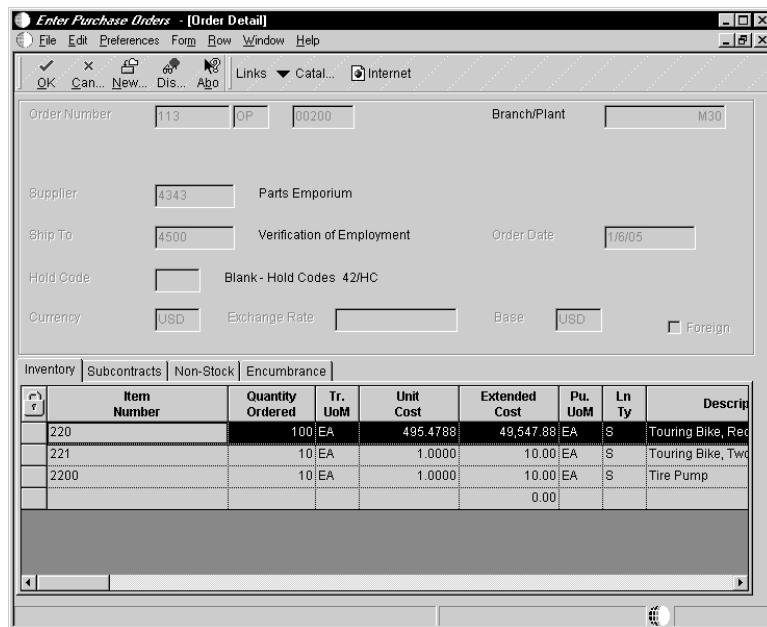
Note: You can review and change tax information on the Purchase Order Workbench and Voucher Match.

► To override GeoCodes on a purchase order

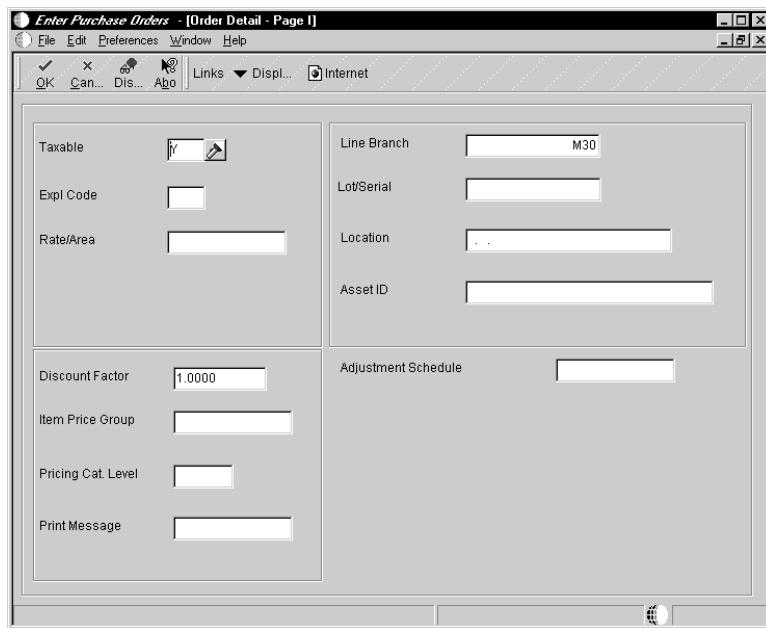
From the Purchase Order Processing (G43A11), choose Enter Purchase Orders.

1. On Work With Order Headers, click Add.
2. On Order Headers, complete the steps to enter an order and click OK.

See *Entering Purchase Order Detail Information* in the *Procurement Guide*.



3. On Order Detail, select the Order Detail tab and choose Tax/Terms from the Row menu.



4. On Order Detail – Page 1, complete the following fields to override tax information:
 - Expl (Explanation) Code
 - Tax Rate/Area

Overriding GeoCodes on a Service Contract

When you enter a service contract, you are accessing the starting point of the contract programs. When you enter service contracts, you can review and override detail information about the contract such as customer entitlements, service packages, item numbers, and billing information, as necessary.

You can override tax information on a contract when you create a contract using direct entry.

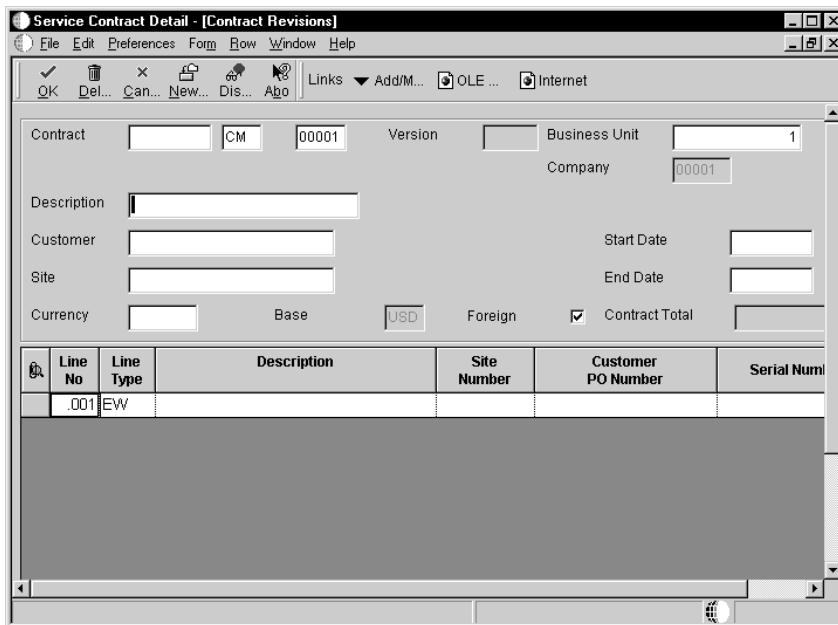
Note: In CSMS, the system does not calculate taxes until you run Service Contract Workfile Generation (R1732) in final mode.



To override GeoCodes on a service contract

From the Daily Service Contract Processing menu (G1714), choose Service Contract Detail.

1. On Work with Contracts, click Add.



2. On Contract Revisions, complete the steps to enter a service contract,

See *Entering Service Contracts* in the *Customer Service Management System Guide*.

3. Then, complete the following fields to override tax information:
- Tax Explanation Code
 - Tax Rate/Area

Overriding GeoCodes on a Service Order

You can override tax information when you enter or modify a service order. You must enter a service order under the following circumstances:

- You need to bill for the parts required to fix a piece of equipment.
- You need to send a technician to the site to repair the problem.
- You use a service provider to resolve the problem and you need to create a voucher for payment.

You can retrieve numerous default values from a parent service order. For example, you can use values from a parent service order to retrieve the following information:

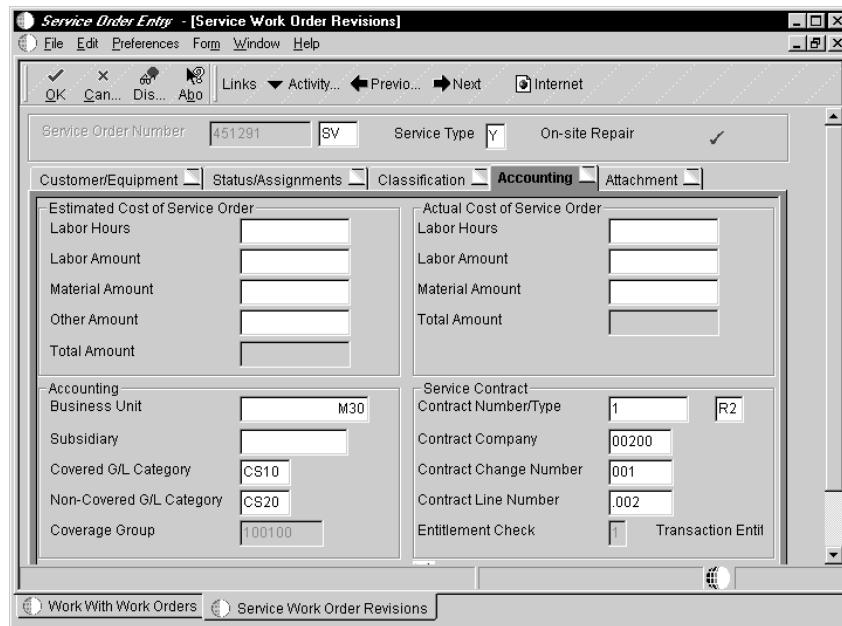
- Service type
- Start date
- Planned completion date

Note: In CSMS, the system calculates taxes when you create a service order quote. The system does not calculate final taxes until you run CSMS Service Order Workfile Generation (R1775) in final mode.

► To override a GeoCode on a service order

From the Daily Service Order Processing menu (G1712), choose Service Order Entry.

1. On Work with Service Orders, click Add.



2. On Service Work Order Revisions, complete the steps to enter a service work order and click the Accounting tab.

To enter a service order, see *Working with Service Order Entry* in the *Customer Service Management System Guide*.

3. Complete the following fields to override tax information:
 - Tax Explanation Code
 - Tax Rate/Area

Overriding GeoCodes on a Call

When you receive a call from a customer, you enter, store and track a customer's question or problem. Depending on the issue, you might need to override tax information.

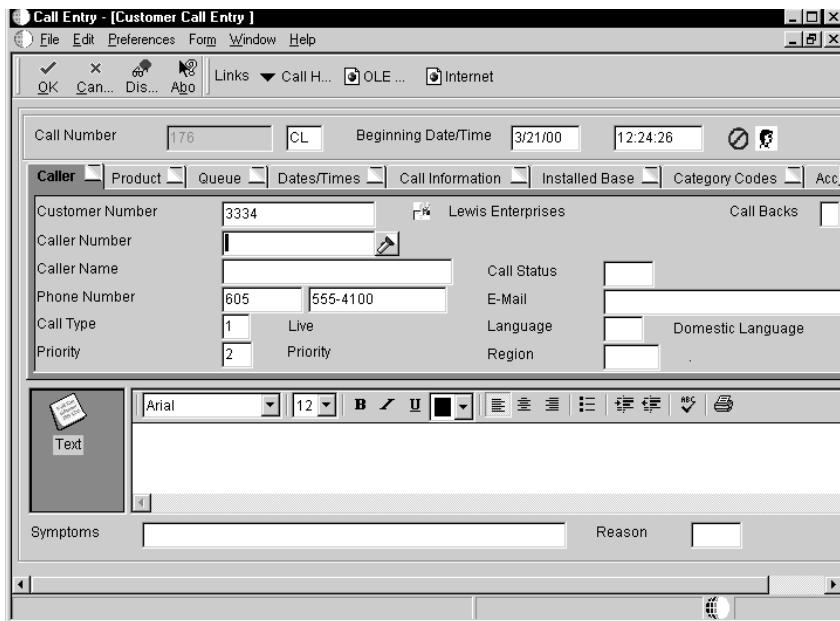
You can override this tax information at the time you directly enter the call.

Note: To calculate taxes on a call, you must turn on the Customer Call MBF Processing Options (P1700140).

► To override a GeoCode on a call

From the Daily Call Processing Menu (G1713), choose Call Entry.

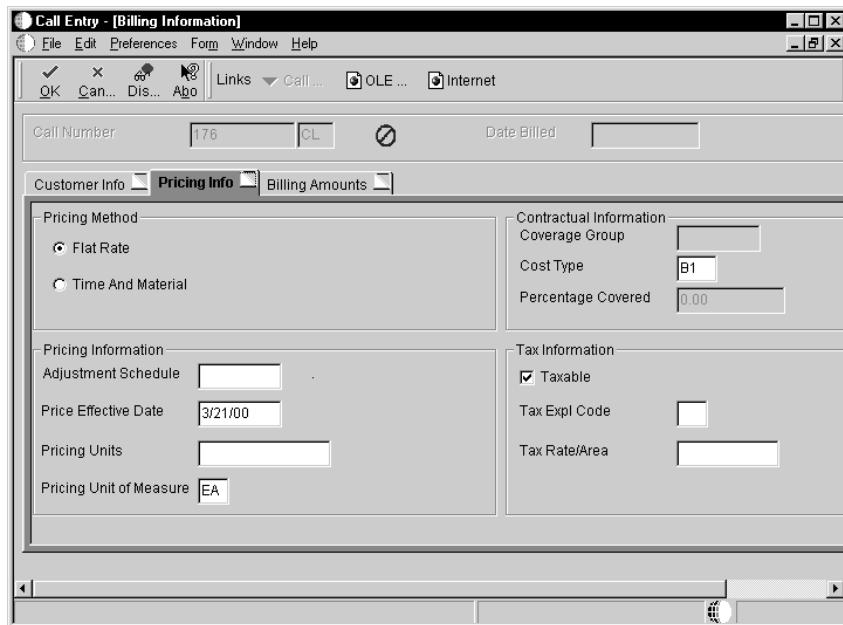
1. On Work with Calls, click Add.



2. On Customer Call Entry, complete the steps to enter a call.

See *Entering Calls* in the *Customer Service Management System Guide*.

3. Choose Billing Information from the Form menu.



4. On Billing Information, click the Pricing Info tab.
5. Complete the following fields to override tax information:
 - Tax Expl (Explanation) Code
 - Tax Rate/Area

Overriding GeoCodes on Contract Billing

When you bill your customers, you might need to override or set up tax information to meet specific tax requirements associated with the work you perform for your customer. The Contract Billing system provides you with a hierarchy for entering tax information, depending on the contract. The system allows you to override information in the Customer Master and apply taxes at a line, work order, or business unit level.

To override tax information, the system uses the following tables, in the order listed, to search for and calculate tax information:

- Contract Billing Line Detail (F5202)
- Work Order Master File (F4801)
- Business Unit Master (F0006)

Depending on how you need to record taxable information for billing purposes, perform one of the following tasks to override GeoCodes for contract billing:

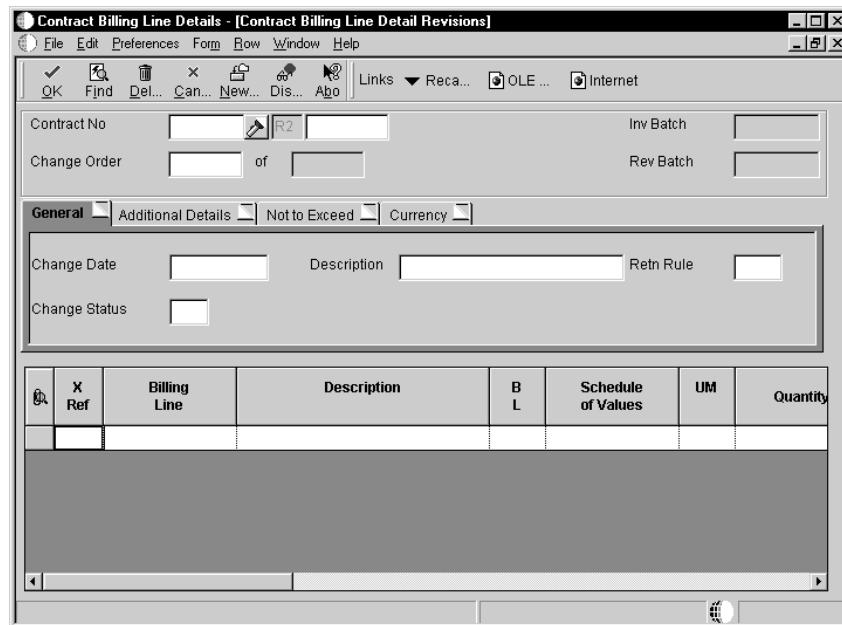
- Overriding a GeoCode using a contract billing line
- Overriding a GeoCode using a work order

- Overriding a GeoCode using a business unit

► To override a GeoCode using a contract billing line

From the Daily Processing menu (G5210), choose Contract Billing Line Details.

1. On Contract Billing Line Details, click Add.

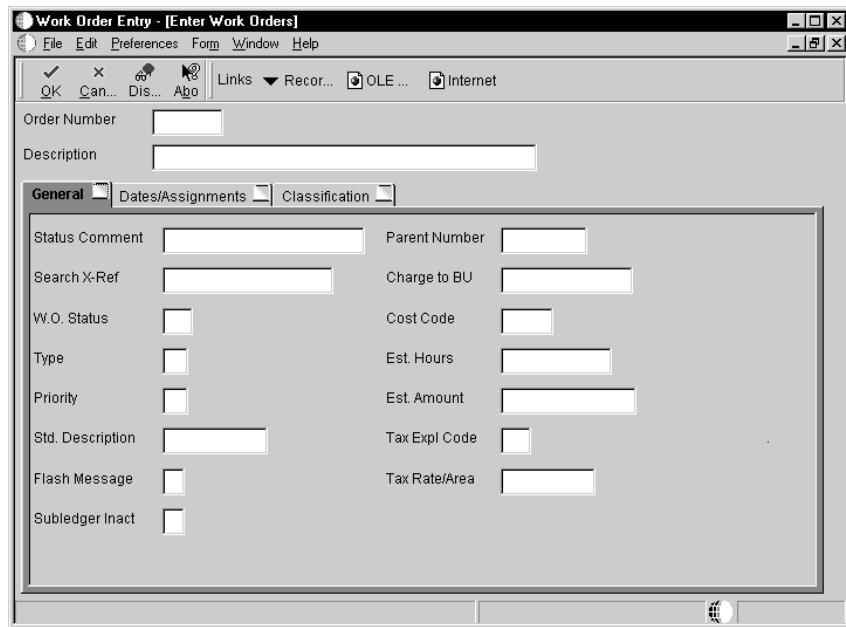


2. On Contract Billing Line Detail Revisions, click the General tab and complete the following fields to override tax information:
 - Tx Ex (Explanation) Code
 - Tax Rate

► To override a GeoCode using a work order

From the Work Order Processing menu (G4811), choose Work Order Entry.

1. On Work With Work Orders, click Add.

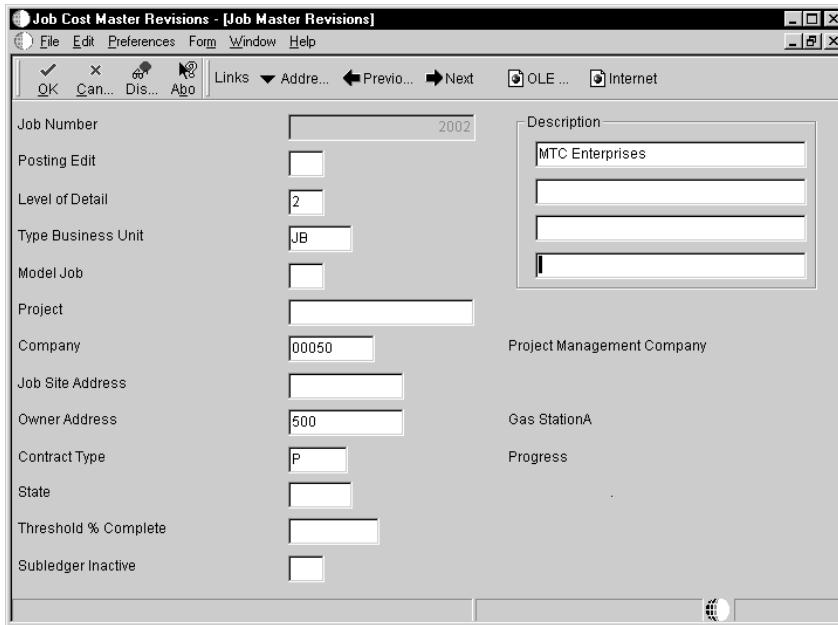


2. On Enter Work Orders, click the General tab, and complete the following fields to override tax information:
 - Tax Expl (Explanation) Code
 - Tax Rate/Area

► To override a GeoCode using a job

From the Job Budget Setup menu (G5111), choose Job Cost Master Revisions.

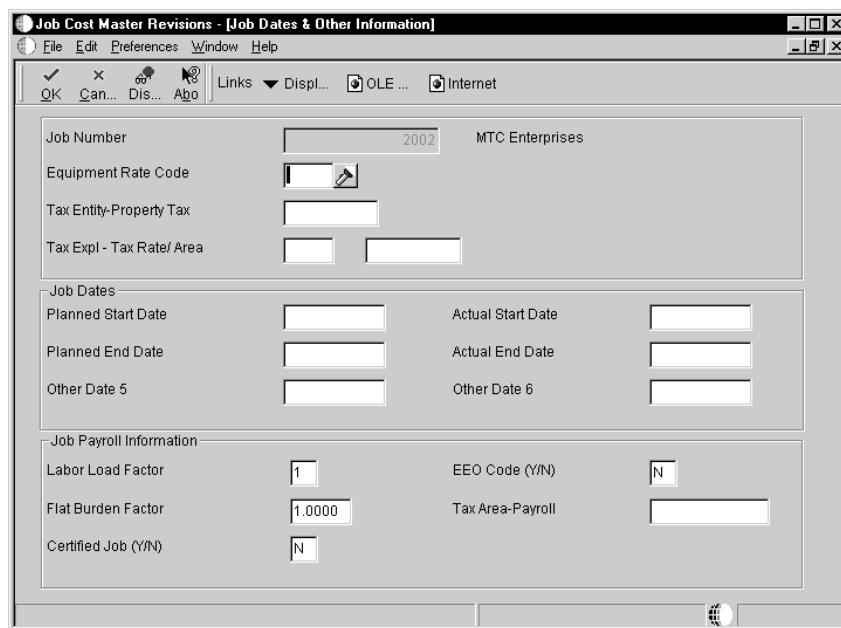
1. On Work with Job Master, click Add.



2. On Job Master Revisions, complete the following fields:

- Level of Detail
- Type Business Unit
- Project
- Company
- Job Site Address
- Contract Type
- Description

3. Choose Job Dates/Others from the Form menu.



4. On Job Dates & Other Information, complete the following fields to override tax information:

- Tax Expl (Explanation) Code
- Tax Rate/Area

Overriding GeoCodes on Service Billing

When you bill your customers, you might need to override or set up tax information to meet specific tax requirements associated with the service you perform for your customer. The Service Billing system provides you with a hierarchy for entering tax information, depending on the service. The system allows you to override information in the Customer Master and apply taxes using the Tax Derivation Information table (F48127) a work order, or a business unit.

To override tax information, the system uses the following tables, in the order listed, to search for and calculate tax information:

- Tax Derivation Information (F48127)
- Work Order Master File (F4801)
- Business Unit Master (F0006)

Depending on how you need to record taxable information for billing purposes, perform one of the following tasks to override GeoCodes for Service Billing:

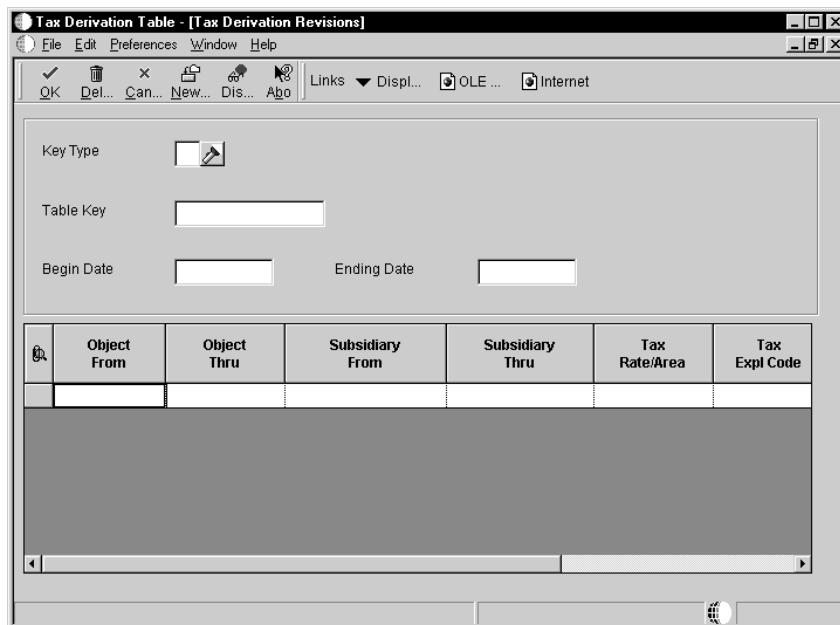
- Overriding a GeoCode using the Tax Derivation Information table (F48127)

- Overriding a GeoCode using a work order
- Overriding a GeoCode using a business unit

► To override a GeoCode using a tax derivation

From the Table Information menu (G48S41), choose Tax Derivation Table.

1. On Work with Tax Derivation Table, click Add.

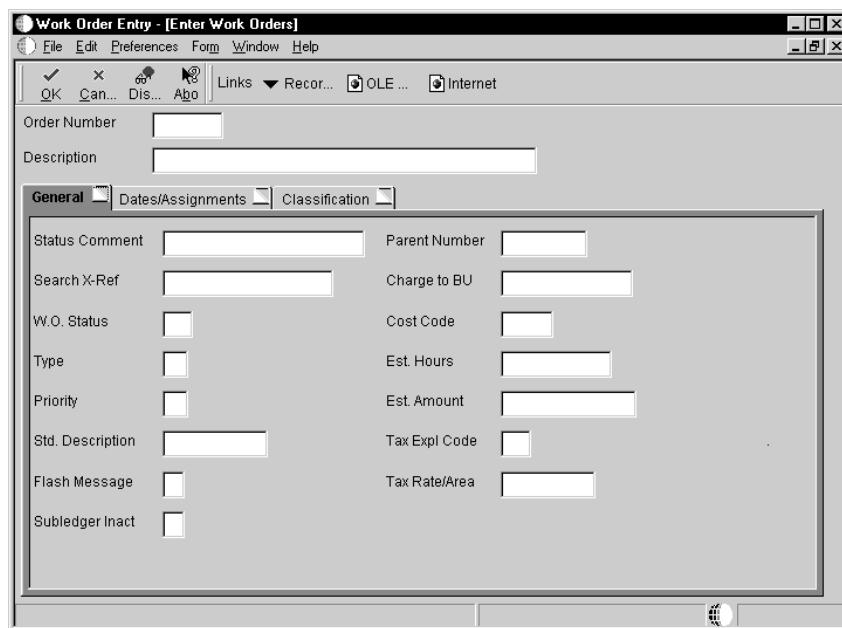


2. On Tax Derivation Revisions, complete the following fields to override tax information:
 - Tax Rate/Area
 - Tax Expl (Explanation) Code

► To override a GeoCode using a work order

From the Work Order Processing menu (G4811), choose Work Order Entry.

1. On Work With Work Orders, click Add.

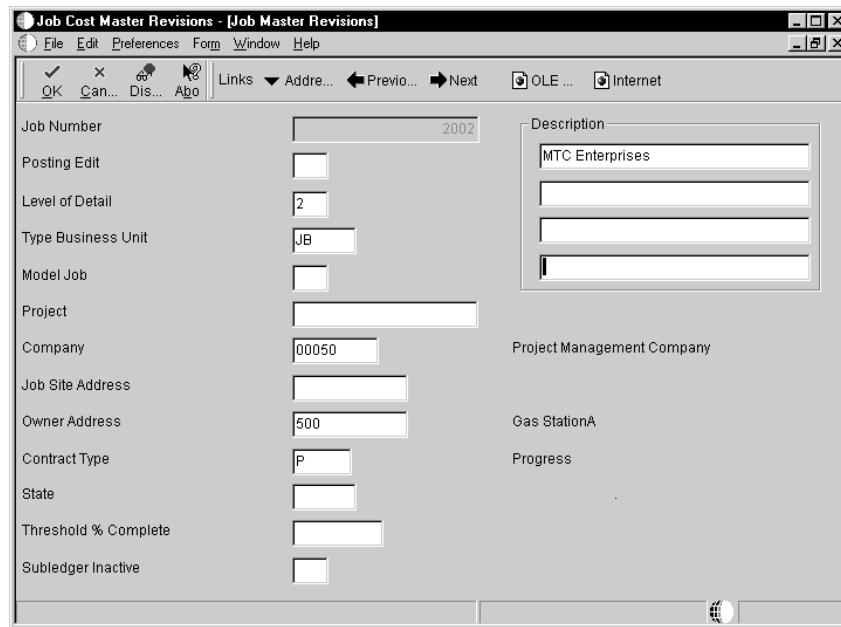


2. On Enter Work Orders, click the General tab, and complete the following fields to override tax information:
 - Tax Expl (Explanation) Code
 - Tax Rate/Area

► To override a GeoCode using a job

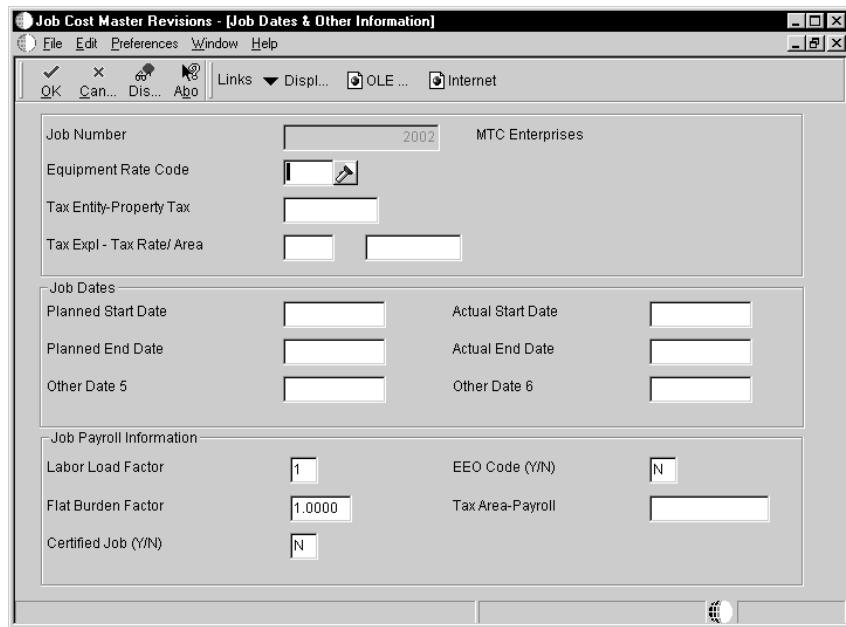
From the Job Budget Setup menu (G5111), choose Job Cost Master Revisions.

1. On Work with Job Master, click Add.



2. On Job Master Revisions, complete the following fields to override tax information:
 - Level of Detail
 - Type Business Unit
 - Project
 - Company
 - Job Site Address
 - Contract Type
 - Description
3. Choose Job Dates/Others from the Form menu.

Quantum for Sales and Use Tax



4. On Job Dates & Other Information, complete the following fields to override tax information:

- Tax Expl (Explanation) Code
- Tax Rate/Area

Processing Quantum Tax Information

During transaction processing, you can choose to print tax information when you print documents for your customers. When you post accounts payable and accounts receivable information to the general ledger, the system posts Quantum tax information to the Quantum Tax Register and J.D. Edwards tax information to the J.D. Edwards tax table (F00018). You can specify the G/L accounts to which the system posts the taxes.

Complete the following tasks:

- Printing tax information
- Posting tax information

Printing Tax Information

You can print calculated taxes when you print a contract, sales order, purchase order, invoice, or voucher in the following J.D. Edwards programs:

- | | |
|---------------------------------|--|
| Accounts Payable | <ul style="list-style-type: none">• Print Voucher Journal (R04305) |
| Procurement | <ul style="list-style-type: none">• Print Purchase Orders (R43500)• Print Order Detail (R4401P) |
| Accounts Receivable | <ul style="list-style-type: none">• Invoice Print (R03B505) |
| Sales Order Management | <ul style="list-style-type: none">• Print Invoice (R42565)• Open Orders by Item Report (R42632)• Open Orders by Customer Report (R42620)• Held Orders Report (R42640) |
| CSMS | <ul style="list-style-type: none">• Service Order Quote (R17711)• Invoice Print (R48504) |
| Contract/Service Billing | <ul style="list-style-type: none">• Invoice Print (R48504) |

Posting Tax Information

In the standard J.D. Edwards tax processing system, the system calculates any taxes that have not been previously calculated and posts financial record information to the J.D. Edwards tax table (F0018).

In the Quantum for Sales and Use Tax system, the system taxes based on the GeoCode and records the pertinent information in the Quantum Tax Register.

OneWorld writes to the Quantum Tax Register at various times, depending on what program application is calculating taxes. Three different OneWorld product suites can create records in the Quantum Tax Register. They are the Financial, Distribution, and CSMS product suite applications.

Financial Processes

When OneWorld financial applications like the Accounts Receivable and Accounts Payable systems create financial records, the General Ledger Post Report program (R09801) writes A/R and A/P information to the Quantum Tax Register.

Distribution Processes

When financial records are created in a distribution application such as Sales Order Management or Procurement, those applications write the records to the Quantum Tax Register. OneWorld financial programs ignore these records and do not write to the Quantum Tax Register.

For example, when the Sales Update program (R42800) creates A/R records, the General Ledger Post Report program (R09801) ignores these A/R records and does not write to the Quantum Tax Register. When the Voucher Match program (P4314) creates A/P records, it also writes to the Quantum Tax Register. The General Ledger Post Report program (R09801) ignores the Voucher Match records.

CSMS Processes

With CSMS, the Service Billing system writes the tax information to the Quantum Tax Register. Again the A/R and A/P Post program ignores the CSMS tax records.

Contract and Service Billing Processes

If the financial records are created in the Contract or Service Billing systems, the system writes the tax information to the Quantum Tax Register when you create records in the Customer Ledger (F03B11) and Account Ledger (F0911) tables. This occurs at Billing Invoice A/R Journal Generation (R48199). Unlike tax

processing in the J.D. Edwards system, the system does not write the tax information when you post the resulting batches.

See Also

- *Voucher Processing* in the *Procurement Guide*
- *Updating Sales Information* in the *Sales Order Management Guide*
- *Billing Contracts* in the *Customer Service Management Guide*
- *Posting Journal Entries* in the *General Accounting Guide*
- *Posting Vouchers* in the *Accounts Payable Guide*
- *Posting Invoices* in the *Accounts Receivable Guide*
- *Setting Up Automatic Accounting Instructions for Quantum*

Appendix G: A/R Coexistence and Conversion

You can run WorldSoftware A/R or OneWorld A/R, but you cannot use them simultaneously. You must choose which A/R product your department will use. If you are currently using WorldSoftware A/R and you choose to operate with OneWorld A/R, you must follow the conversion steps outlined in this appendix.

This appendix consists of the following topics:

- Converting A/R data from WorldSoftware to OneWorld
- Validating the conversion process
- Converting associated A/R information

About A/R Coexistence

The WorldSoftware A/R system does not coexist the OneWorld A/R system. Therefore, you must decide which A/R system to use. You can migrate from WorldSoftware A/R to OneWorld A/R at any time. After you complete this conversion, you cannot migrate back to WorldSoftware A/R. If you are uncertain which system you want to use, you should set up your business processing in an environment other than your production environment and test these processes before converting your transactions.

Coexistence Release Levels

OneWorld Release Level	WorldSoftware Release Level	Coexistent Update	WorldSoftware Euro Update	OneWorld Euro Update
B732.1	Max A73 cum 8	A73 cum W4		
B732.2	Max A73 cum 8	A73 cum W5		
B733	Min A73 cum 9	A73 cum X0	A73 cum E9	
B733.1	Min A73 cum 9	A73 cum X1	A73 cum E9	B733.1 E
B733.2	Min A73 cum 9	A73 cum X2	A73 cum E9	B733.2 E
B733.3	A73 cum 9	A73 cum X3	A73 cum E9	B733.3E

If you are on OneWorld release B732.1 or B732.2, you may not be on a higher release level than WorldSoftware A73.8. If you are on OneWorld release B733, B733.1, or B733.2, you must be at least on a WorldSoftware release of A73.9.



System Interfacing

All of the WorldSoftware systems within J.D. Edwards, with the exception of Property Management (system 15), interface with the OneWorld Accounts Receivable system. For example, you can use WorldSoftware Sales Order and use OneWorld Accounts Receivable (unless you activate OneWorld A/R – Line of Business processing). The same is true for the Contract/Service Billing systems. You can use either WorldSoftware or OneWorld Accounts Receivable with these systems.

If you are using WorldSoftware Property Management, you must also use the WorldSoftware A/R system. If you are using OneWorld Property Management, you must also use OneWorld A/R.

OneWorld A/R and WorldSoftware A/R cannot coexist with each other. You cannot migrate back to WorldSoftware A/R after migrating to OneWorld A/R, although you can migrate from WorldSoftware A/R to OneWorld A/R at any time. After migrating to OneWorld A/R, except for a couple of inquiry programs, you must use OneWorld A/R for all transaction processing, such as entering invoices and cash receipts, updating credit and collections information, running statements and reports, and so on.

Converting A/R Data from WorldSoftware to OneWorld

Converting A/R invoices and receipts from WorldSoftware to OneWorld consists of the following tasks:

1. Running F0311 A/R Ledger Conv – F03B11 (P0311QD1 for invoices)
2. Running F0311 A/R Ledger Conv – F03B14 (P0311QD2 for receipts)

Review each task in this appendix for detailed information about each program. You must run these programs in the specified order. Do not enter any OneWorld A/R data until the conversion process is complete.

Before You Begin

Apply the appropriate coexistent cumulative update (contact J.D. Edwards for current information). Ensure that you are installing the most recent OneWorld update.

Process and Post All A/R Transactions

1. Clear the following OneWorld A/R transaction tables:
 - Customer Ledger (F03B11)
 - Invoice Revisions (F03B112)
 - Receipts Header (F03B13)
 - A/R Check Detail (F03B14)
2. To prepare your A/R data for conversion, post all A/R batches for invoices, receipts, drafts, and balance forwards to the General Ledger. This includes the following batch types:
 - Invoices (batch type I)
 - Receipts (batch type R)
 - Drafts (batch types * and &)

If you have unprocessed transactions in the Invoice Transactions – Batch File (F0311Z1) or in the A/R Batch Cash Application table (F0312),

completely process these before beginning the conversion. All transactions must be posted before the conversion.

3. Process any A/R tape files left on your system, or on any EDI, diskette, or other media.
4. Process all batch cash (auto cash) transactions and all A/R automatic debiting transactions. If you use auto cash, review *Batch Invoice Processing* and *Automatic Debits*.
5. Consult *Modifying OneWorld after the Installation* in the *OneWorld Installation Guide (for A/S/400-Based Systems)*, *Modifying OneWorld after the Upgrade* in the *OneWorld Upgrade Guide (for AS/400-Based Systems)*, or *Modifying OneWorld after the Cumulative Update* in the *OneWorld Cumulative Update Guide (For AS/400-Based Systems)* for co-existence information.

Purge Records

If you have unnecessary data in the Accounts Receivable Ledger (F0311), you should purge the data prior to the conversion. All of the invoice and associated transaction records are purged, or none are purged. The A/R purge process in WorldSoftware does not save partially processed F0311 records (such as paid invoices without receipts, or receipts without invoices).

In OneWorld, there is a separate purge process for invoices and receipts. The system purges records based on the G/L date, which allows invoices to be purged without their associated receipts.

The system stores purged WorldSoftware A/R records in the F0311P table. In order to restore these records, you must convert them to OneWorld in a separate environment and merged into existing data in the OneWorld tables. However, you can restore purged data to your production environment and run reports over this data without converting it. You would need to convert the data only if you want to view records online or to include them in another process.

Verify Data Integrity

The conversion process does not clean your data as it is converted. You must ensure the integrity of the transactions in your system before converting the data to OneWorld. Run the following integrity programs. If any discrepancies occur, resolve them prior to converting.

- On G0922, Transactions to Batch Headers (P007021). Verify the integrity of all A/R batch types (I, R, *). Add any missing batch headers and correct any records that have an invalid pay status.
- Batch to Detail & Out of Balance (P007031). This program removes empty batch header records from the Batch Control Records (F0011) table so that they are not converted.

- On G0332, A/R to B/L by Batch (P03701). Verify that all batches are in balance.
- A/R to G/L by Offset Account (P037001). Ensure that this integrity report does not show differences between the Accounts Receivable Ledger (F0311) and the Account Balances (F0902) tables.

File Keys

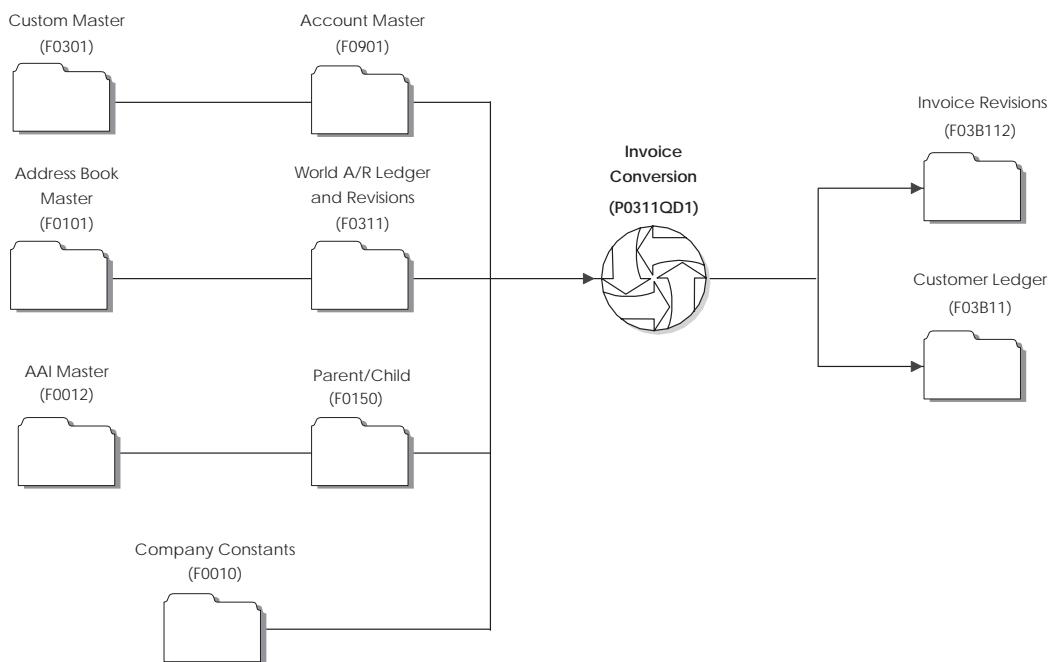
The following file keys are used to convert data from WorldSoftware A/R into OneWorld A/R.

Payment ID (PYID)	The OneWorld Receipts Register file (F03B13) has a payment ID number. The system generates the payment ID number sequentially through the conversion process. The system then updates the Next Number for Payment ID (03B/10) after the conversion is complete.
File Line Identifier (RC5)	The OneWorld Receipts Detail (F03B14) uses the file line ID (RC5) for receipts applied to invoices. This key is incremented once with each new line item for applied invoices. When the system writes a new F03B13 receipt record, the line ID returns to 1. The only time that this key can be zero is for an unapplied cash record.
Pay Item Extension (SFXE)	The OneWorld Revisions File (F03B112) has the pay item extension for multiple revisions to a posted invoice. This number is incremented sequentially for each subsequent revision. If no revisions exist for a posted invoice, no corresponding revisions records will exist.

Running F0311 A/R Ledger Conv – F03B11

From menu G0332, run F0311 A/R Ledger Conv – F0311 (P0311QD1 for invoices). The following graphic depicts the table conversions when you are running the conversion program (P0311QD1) for invoices.

WorldSoftware to OneWorld A/R Table Conversions for Invoices



When you run F0311 A/R Ledger Conv – F03B11 (P0311QD1), the system converts A/R Ledger (F0311) invoice transactions from WorldSoftware to the corresponding OneWorld Customer Ledger (F03B11) and Invoice Revisions (F03B112) tables, as follows:

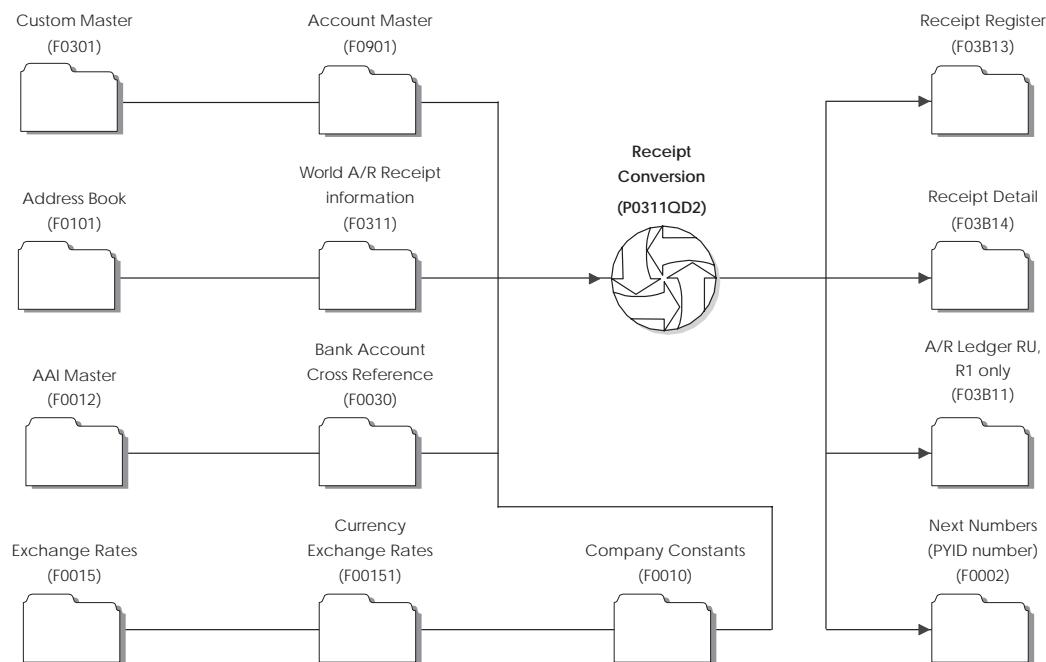
- The Customer Ledger (F03B11) and Invoice Revisions (F03B112) tables in OneWorld are cleared.
- Original A/R Ledger (F0311) transactions are processed.
- The system ensures that the A/R Ledger (F0311) Matching Document Type fields (RPDCTM and RPDOCN) are blank.
- A/R Ledger (F0311) invoice records, in which the Matching Document Type field RPDCTM is populated with RE, are processed into the Invoice Revisions (F03B112) table.

A/R Ledger (F0311) records are not updated or removed. If necessary, you can convert your data multiple times or begin again if the process is interrupted. You cannot run the conversion process incrementally, such as by company, because the system clears the tables (F03B11, F03B112, F03B13, and F03B14) each time you start the process.

Running F0311 A/R Ledger Conv – F03B14

From menu G0332, run F0311 A/R Ledger Conv – F0314 (P0311QD2 for receipts). The following graphic depicts the table conversions when you are running the conversion program for receipts.

WorldSoftware to OneWorld A/R Table Conversions for Receipts



When you run F0311 A/R Ledger Conv – F03B14 (P0311QD2), the system converts WorldSoftware A/R Ledger (F0311) receipt transactions to the corresponding Receipts Header (F03B13) and A/R Check Detail (F03B14) tables in OneWorld as follows:

- The Receipts Header (F03B13) and A/R Check Detail (F03B14) tables in OneWorld are cleared.
- A/R Ledger (F0311) receipt records, in which the Matching Document Type field RPDCTM is populated, are processed into the Receipts Header (F03B13) and A/R Check Detail (F03B14) tables. If the RPDCTM field is populated with RE, the system processes them into the Invoice Revisions (F03B112) table.

A one-to-one relationship between WorldSoftware receipt transactions and OneWorld receipt transactions does not always exist. In WorldSoftware each transaction creates a new record. For every write-off, adjustment, spread, and so on, the system adds a new record to the F0311 table. In OneWorld the system maintains information on the adjustment gain/loss and write-off transaction on the same record as the receipt amount (F03B14). Additionally in OneWorld, the system writes at least one receipt header record for every WorldSoftware receipt.

Accounts Receivable

For unapplied cash and general ledger transactions, more than one record written would be. A minimum of one F03B13 and F03B14 record must exist in OneWorld for every WorldSoftware receipt.

A/R Ledger (F0311) records are not updated or removed. If necessary, you can convert your data multiple times or begin again if the process is interrupted. However, you must always run P0311QD2 after P0311QD1. You cannot run the conversion process incrementally, such as by company, because the system clears the tables (F03B11, F03B112, F03B13, and F03B14) each time you start the process.

Example

Company ABC (using US Dollars) has an outstanding bill for Customer A for 100.00 USD. ABC receives payment from Customer A in a foreign currency worth 86.00 USD. ABC realizes a loss of 2.00 USD on the receipt. Customer A took the discount of 4.00 USD and ABC decides to write off the remaining 5.00 USD, along with a chargeback of 3.00 USD.

In WorldSoftware, the entry would appear as follows:

Document Type	Document Number	Gross Amount	Open Amount	Discount Taken	Receipt Doc Type	Receipt Doc #
RI	123	100.00	0.00			
RI	123	-91.00		4.00	RC	500
RI	123	2.00			RG	500
RI	123	-5.00			RA	500
RB	200	3.00			RQ	500
RB	200	3.00	3.00			

- Total Records: 6

In OneWorld the documents would appear as follows:

A/R Ledger (F03B11):

Document Type	Document Number	Gross Amount	Open Amount
RI	123	100.00	0.00
RB	200	3.00	3.00

A/R Receipt Header (F03B13):

Document Type	Document Number	Gross Amount	Open Amount
RI	123	100.00	0.00
RB	200	3.00	3.00

A/R Receipt Detail (F03B14):

Receipt Type	Receipt Number	Payment Amount	Discount	Gain/Loss Amount	Write-off Amount	Charge-back Amount
RC	12345	-86.00	-4.00	2.00	-5.00	-3.00

- Total Records: 4

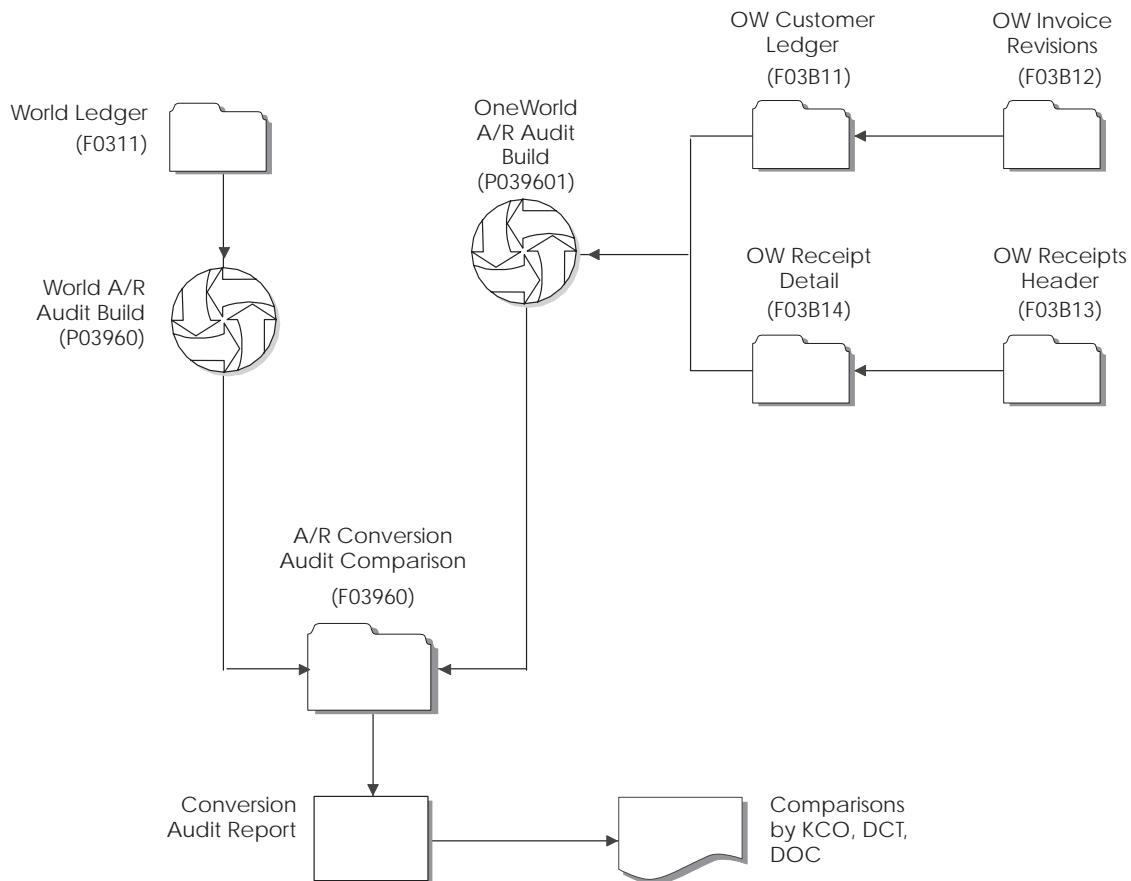
Accounts Receivable

Validating the Conversion Process

On menu G0332, run the World A/R Audit Build (P03960) and the OneWorld A/R Audit Build (P039601) programs. You run these programs after you have converted invoices and receipts from WorldSoftware to OneWorld. These programs update the A/R Conversion Audit Files (F03960 and F03961) for data comparison and data integrity. Records that have the same customer number, company, and transaction currency are summarized on each report.

The following graphic shows the tables that the system uses in the audit process when you are converting WorldSoftware data to OneWorld.

World to OneWorld Conversion – Audit Process



Accounts Receivable

The build audit programs for WorldSoftware and OneWorld have identical processing options for investigative analysis. Processing option 1 allows you to verify specific customer numbers and company numbers to validate your data. Processing option 2 allows you to perform a detailed build to isolate a document that appears to be out of balance.

The Conversion Audit reporting system automates the process of validating the integrity of converted A/R data. This automated process includes a series of jobs that help track balances within the A/R data files. It builds balances by customer, company, and transaction currency for both WorldSoftware and OneWorld systems. The Conversion Audit Report (P03961) compares these balances, and you can investigate accounts that could have problems with data integrity. It processes the data that the Build program supplies to the workfile.

P03960 and P039601 build files that have amount buckets (Gross Amount, Open Amount, Gain/Loss Amount, Discount Amount, Discount Taken, and so on). The programs summarize all documents for the same customer, company, and transaction currency into the same bucket.

Example

Records currently in the A/R Ledger (F0311) in WorldSoftware:

Document #	Document Type	Customer #	Company	Currency Code	Gross Amount
1	RI	1001	00001	USD	50.00
2	RI	1002	00001	USD	25.00
3	RI	1001	00001	USD	50.00
3	RI	1001	00002	USD	75.00

Records summarized on the report (if processing option 2 is blank):

Record #	Customer #	Company	Currency Code	Gross Amount
1	1001	00001	USD	100.00
2	1002	00001	USD	25.00
3	1001	00002	USD	75.00

The system prints on the Conversion Audit Report (R03961) any problems with the conversion. The report compares the two records in each workfile (F03960 and F03961), then prints both records if a discrepancy exists. The DREAM Writer selections for this report let you build the workfile over the entire database, but print only the records you select.

After you identify a discrepancy, you can rebuild the workfile for a particular customer at a detailed document level (set processing option 2 to 1). The build programs delete only those records that will be rebuilt, which means that you

can rebuild a workfile record for one customer without affecting the rest of the database.

Because any problems reported need to be corrected, correcting transactions at this point in the process is more efficient, rather than after converting associated A/R information.

Chargeback Records

WorldSoftware and OneWorld systems write chargeback records differently. When the WorldSoftware system creates a chargeback record, the original invoice (RI document) includes a chargeback matching document (RB). The system uses the matching document to close the invoice.

The chargeback matching document (RB) does not exist in OneWorld (it is replaced by the Chargeback Amount field). For this reason, a possible discrepancy occurs when you process the Conversion Audit Envelope at the document level. You can see the discrepancy in the Payment and Chargeback columns on the RB record. The discrepancy is offset on the record with the original invoice record totals.

Accounts Receivable

Converting Associated A/R Information

After you have converted A/R invoice and receipt transactions and validated the conversion process, you need to convert other records, such as promises messages and generic text. Converting associated A/R information consists of the following tasks:

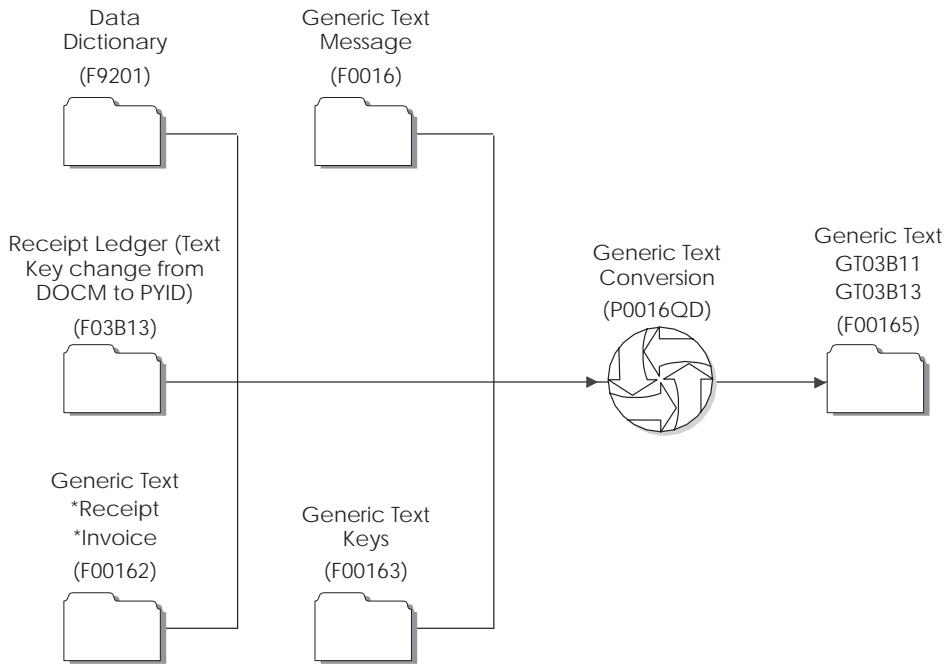
- Converting promises messages (P03B13QD)
- Converting generic text messages (P0016QD1)
- Converting A/R Batch Types (P0311QD3)
- Converting the customer master

Converting Promises Messages (P03B13QD)

If you are using the WorldSoftware Collection Management System, and have generated Promise Messages for your customers, you must convert these messages to the corresponding Activity Log table in OneWorld. The P03B13QD program converts records from the WorldSoftware Message Header (F01131) and PPAT Message Text (F01132) to the OneWorld Activity Type Master (F03B30), Customer Activity Log (F03B31), and Generic Text File (F001165) tables.

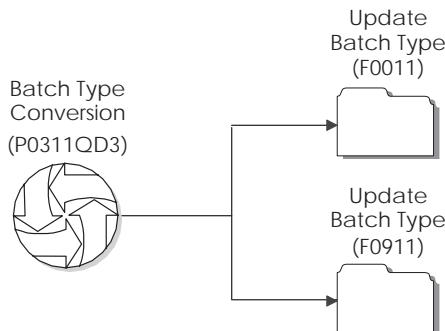
Converting Generic Text Messages (P0016QD1)

The F0016 Generic Text Conversion program (P0016QD1) converts all generic text messages attached to invoices and receipts from the WorldSoftware file F0016 to the corresponding Media Objects table (F00165) in OneWorld.



Converting A/R Batch Types (P0311QD3)

The following graphic shows the batch tables updated when you are running the A/R Batch Types Conversion program.



The A/R Batch Types Conversion (P0311QD3) program changes the batch type in the Batch Control (F0011) and Account Ledger (F0911) tables to reflect the new A/R batch types in OneWorld.

WorldSoftware Batch Type	OneWorld Batch Type
I	IB
R	RB
*	DB

Converting the Customer Master

With the release of B73.3, OneWorld applications use Line of Business processing features. WorldSoftware uses the Customer Master table (F0301) and OneWorld uses the new Customer Master by Line of Business table (F03012). Line of Business processing allows clients to set up their customers with different credit limits, payment terms, and collection policies by company. Line of Business processing is necessary when a customer does business with several companies that use different Accounts Receivable policies. Line of Business is activated in the Accounts Receivable constants program using the Enhanced A/R Form exit.

Even if you are not using Line of Business features, you must convert your existing F03012 table to the new table format and copy your data from the F0301 to the F03012. Failure to convert your table results in an “Invalid Address Book Number” error being returned when you try to access Customer Master information. You use the following programs for conversion:

- R8903012A
- R8903012

R8903012A converts your existing F03012 table to the new format for B73.3. R8903012 converts your data from the Customer Master (F0301) table to the Customer Master by Line of Business (F03012) table. You normally run these programs as part of your upgrade process; however, you can run these from the Object Librarian. If you are coexistent with WorldSoftware, you can run P03012QD program (instead of R890312 and R890312A) for the conversion.

If you feel you have successfully upgraded to B73.3, but encounter errors when using Customer Master, verify that the F03012 table contains data. If records exist in the table but the records are missing data, clear your F03012 table and run R89003012 locally from Object Librarian.

If you have successfully upgraded to B733, but encounter errors in the Customer Master, verify that the F03012 table contains data. If records are in the table but are missing data, clear the F03012 table and run R8903012 locally from Object Librarian.

The Address Book applications keep the Customer Master and Customer Master by Line of Business file synchronized after you run the initial conversions.

Related Tasks

Setting the Processing Options

Verify that the processing options for Standard Invoice Entry (P03B2002), Speed Invoice Entry (P03B11SI), Receipts Entry (P03B102), and the Master Business Function (MBF) for Invoices (B03B0011) are set the same as they were set in WorldSoftware. The MBF in OneWorld corresponds to the Functional Server for Invoices (XT0311Z1) in WorldSoftware.

Activating Line of Business Processing

In the A/R Constants (G03B41), you can now switch to the OneWorld A/R system and choose between OneWorld A/R or OneWorld A/R Line-of-Business. Ensure that you have completed all conversion activities and data integrity checking procedures before switching to OneWorld A/R system or OneWorld A/R Line-of-Business system.

Appendix H: Auto Receipts Input Requirements

Automatic Receipts Processing works with the Electronic Receipts Input (F03B13Z1) and Receipts Register (F03B13) tables. The Electronic Receipts Input table contains information that was loaded from the bank tape, and therefore contains information that was keyed in at the bank. The system creates records in the Receipts Register table when you run the Update Receipts Register program (R03B551).

If you are using multi-currency, you must indicate the currency code on the Electronic Receipts Input table (F03B13Z1). The currency code you enter must reflect either the domestic or foreign currency of the invoices being paid.

You need to understand what type of information the Apply Receipts to Invoices program (R03B50) requires to successfully match and apply receipts to invoices. The following lists the information in the Electronic Receipts Input table.

The following information briefly describes the importance of each field in the Electronic Receipts Input table. Each field is classified as either Required, Optional, or Output. Required and Optional fields are input fields that might be provided on the bank tape. Output fields are fields that are populated when you update the Receipts Register.

Table 1: Fields Required for the Receipt Transactions Batch Table (R03B13Z1)

Field Name	Alias	Type	Length	Definition
EDI - User ID	RUEDUS	Alpha	10	This field contains a user-defined identification number. Enter the user ID of the person running the process or the person who is to receive messages in the Employee Work Center. This field, in conjunction with RUEDBT, RUEDTN, and RUEDLN uniquely identifies a receipt.

Accounts Receivable

EDI - Batch Number	RUEDBT	Alpha	15	<p>This field, in conjunction with RUEDUS, RUEDTN, and RUEDLN, uniquely identifies a transaction within a batch. This field also acts as a level break and causes the assignment of a new J.D. Edwards batch number (RUICU) each time the value changes.</p> <p>You can increase performance of this process by assigning one batch number for each group of transactions that are processed at one time.</p>
EDI - Transaction Number	RUEDTN	Alpha	22	<p>This field identifies a receipt. Each new transaction number indicates a new receipt. You cannot have more than one transaction with the same number in a batch unless the line number (RUEDLN) is different.</p> <p>This field normally contains the source system's document number so that the transaction can be readily identified in the source system.</p>
EDI - Line Number	RUEDLN	Number	7	<p>This field is used in conjunction with the EDI - Transaction number (RUEDTN) to identify each invoice or invoice pay item that the receipt pays.</p>
Receipt Number	RUCKNU	Alpha	25	<p>This field identifies the receipt that is in the batch. The value is the check number used by the customer or payor for payment of goods or services. It can contain the same value as the EDI - Transaction Number (RUEDTN).</p>
Document Number	RUDOC	Number	8	<p>This field identifies the invoice in the Customer Ledger table (F03B11) that the receipt will pay.</p> <p>When the Known Invoice Match with Amount (R03B50D) or Known Invoice Match without Amount (R03B50E) algorithms are used in the matching process, you are required to enter a value either in this field or the Generic Matching field (RUGMFD).</p> <p>If you are not using these algorithms, you can leave this field blank.</p>
Batch Type	RUICUT	Alpha	2	<p>This field identifies the batch type. Enter 9B into this field to identify the batch type for the auto cash process. No other values are valid in this field.</p>

Appendix H: Auto Receipts Input Requirements

Address Number	RUAN8	Number	8	<p>This field identifies the address book number of the customer. The value entered in this field must exist in the Address Book Master table (F0101).</p> <p>If you leave this field blank and complete the fields for the Customer Bank Account (RUCBNK) and Customer Bank Transit (RUTNST), the system will use the bank account information to identify the payor, then assign the payor number to the customer.</p> <p>If all of these fields (RUAN8, RUCBNK, and RUTNST) are left blank, but the Document Number field (RUDOC) or the Generic Matching field (RUGMFD) is not blank, the system will use the invoice information that you provided in these fields to locate the payor number, then assign the payor number to the customer. If the Document Number and Generic Matching fields are left blank too, the system either uses the default value entered in the processing options for the Update Receipts Register program (R03B551) to get a payor and customer number or generates a logged receipt.</p> <p>Providing the customer address number can increase performance for this application because the value does not have to be retrieved from another table.</p>
----------------	-------	--------	---	---

Accounts Receivable

G/L Date	RUDGJ	Date	6	<p>Enter the G/L date in the format that your database accepts. Some databases allow you to enter the date in a Gregorian date format (mmddyy), while others require a Julian date format.</p> <p>The Julian date format is cyyddd (where c= century). Enter 0 (zero) for transactions in the 20th century and 1 for transactions in the 21st century. For example, the date 6/1/99 corresponds to the Julian date 099152. For 6/01/00, the corresponding Julian date is 100153. (Note: 2000 is a leap year.)</p> <p>If you leave this field blank, the system updates it with a value based on the processing options set up in the Update Receipts Register program (R03B551).</p>
Check Amount	RUCKAM	Number	15	<p>Enter the amount of the receipt into this field. If the receipt pays multiple invoices or one invoice with multiple pay items, include this amount on the first receipt transaction only. If this amount is included on multiple transactions for the same receipt, the receipt will not process successfully.</p>
Gross Amount	RUAG	Number	15	<p>If you are using the Known Invoice Match with Amount algorithm, specify the amount of the receipt to apply against the invoice or invoice pay item.</p> <p>If the receipt pays the entire invoice, and the invoice has a single pay item, the amount entered in this field will equal the amount entered in the Check Amount field (RUCKAM).</p>

Appendix H: Auto Receipts Input Requirements

G/L Bank Account	RUGLBA	Number	8	<p>Enter the short account ID of the bank account that is used to record the deposit of the receipt. The value that you enter must be zero-filled if it is not eight characters in length. For example, enter 108 as 00000108. The G/L bank account must exist in the Account Master table (F0901).</p> <p>Alternatively, if this field is left blank, the Home Bank Account (RUEHBK) and Home Bank Transit (RUEHTN) fields are completed, and the bank account is set up in the Bank Account Information program (P0030G) with the account and transit numbers, the system will locate the short ID based on these values.</p> <p>If all fields (RUGLBA, RUEHBK, and RUEHTN) are left blank, the value will be updated based on a processing option in the Update Receipts Register program (R03B551).</p>
Company	RUCO	Alpha	5	<p>Enter the company number assigned to the receipt. The value of this field must exist in the Company Constants table (F0010). The company number is used to retrieve automatic accounting instructions for the A/R Trade Account for Unapplied and Logged Receipts.</p> <p>If you leave this field blank, the company number is retrieved based on the G/L Bank Account. If the bank account information is not provided, the company number can be assigned from a processing option in the Update Receipts Register program.</p>

Accounts Receivable

Customer Bank Account	RUCBNK	Number	20	<p>Leave these fields blank if you are not processing drafts.</p> <p>If you are processing drafts, enter the customer or payor's bank account information into these fields.</p> <p>Alternatively, you can leave these fields blank and enter the customer or payor's bank account name into the Remark field to locate the bank account information from the Bank Account Information table (F0030). If the system cannot locate the customer or payor's bank account information, the draft transaction is not processed.</p>
Customer Bank Transit	RUTNST	Number	20	<p>Customer Bank Transit</p> <p>RUTNST</p> <p>Number</p> <p>20</p> <p>If the receipt is in a currency different from the base currency of the invoice it pays, the transaction is considered foreign and the following, additional fields must be completed. The system cannot process receipts that are in an alternate currency (a currency other than the domestic or foreign currency for the invoice). If you must process receipts in an alternate currency, they need to be entered manually through the Standard Receipts Entry program (P03B102).</p> <p>Note: Do not use the Foreign Open Amount field (RUFAP). Enter the receipt amount in the Check Amount field (RUCKAM). Additionally, if using Known Invoice Match with Amount, enter the amount to apply in the Gross Amount field (RUAG).</p>

Table 2: Additional Fields for Processing Multicurrency

If the receipt is in a currency different from the base currency of the invoice it pays, the transaction is considered foreign and the following, additional fields must be completed. The system cannot process receipts that are in an alternate currency (a currency other than the domestic or foreign currency for the invoice). If you must process receipts in an alternate currency, they need to be entered manually through the Standard Receipts Entry program (P03B102).

Note: Do not use the Foreign Open Amount field (RUFAP). Enter the receipt amount in the Check Amount field (RUCKAM). Additionally, if using Known Invoice Match with Amount, enter the amount to apply in the Gross Amount field (RUAG).

Field Name	Alias	Type	Length	Definition
Currency Code	RUCRCD	Alpha	3	A code that identifies the currency of the receipt. The value entered in this field must exist in the Currency Codes table (F0013).

Appendix H: Auto Receipts Input Requirements

Exchange Rate	RUCRR	Number	15	<p>The rate that is used to calculate any gain or loss for the invoice that is paid. If the exchange rate is the same for the receipt and invoice, then no gain or loss is generated.</p> <p>If you leave this field blank, the exchange rate is retrieved from the Exchange Rate table (F0015).</p> <p>Enter an exchange rate if you wish to override the exchange rate established in the Exchange Rate table, or if one is not set up.</p>
Currency Mode	RUCRRM	Alpha	1	<p>A code that designates whether the receipt is domestic or foreign. If the receipt is in a currency that is different from the base currency of the invoice it pays, it is considered foreign, and a value of F should be entered in this field.</p> <p>This information must be entered on the bank tape when entering transactions in an environment in which multicurrency is activated, regardless of whether the transaction is domestic or foreign.</p>
Foreign Open Amount	RUFAP	Number	15	<p><i>Do not complete this field.</i></p> <p>Use the Check Amount (RUCKAM) and Gross Amount (RUAG) fields to enter the amount of the receipt, regardless of its currency</p>

Table 3: Other Fields

The following fields are either optional for the user to complete, or are not used by the system and should be left blank.

Field Name	Alias	Type	Length	Definition
Batch Number	RUICU	Number	8	<p>A number used to group receipts together that are processed simultaneously. This number must be uniquely identified in the Electronic Receipts Input table (F03B13Z1).</p> <p>If you leave this field blank, the batch number is assigned from Next Numbers (system 00) when the Update Receipts Register (R03B551) is run.</p> <p>J.D. Edwards recommends that you leave this field blank.</p>
Document Type	RUDCT	Alpha	2	These fields are used in conjunction with the Document Number (RUDOC) to identify the invoice or invoice pay item that is being paid. Pay item numbering begins with 001 (not 000).
Document Company	RUKCO	Alpha	5	The fields are used only with the Known Invoice Match with Amount (R03B50D) and Known Invoice Match without Amount (R03B50E) algorithms. While these fields are not required for the algorithms to successfully process, completing them can increase the performance of the process.
Document Pay Item	RUSFX	Alpha	3	
Statement Number	RUCTL	Alpha	13	<p>The system does not use this field. Any value entered is ignored.</p> <p>If you wish to pay invoices by statement number, use the Generic Matching Field (RUGMFD) to enter your statement number.</p>

Appendix H: Auto Receipts Input Requirements

Generic Matching Field	RUGMFD	Alpha	50	<p>A string that is used to reference and locate an invoice for the Known Invoice Match with Amount (R03B50D) and Known Invoice Match without Amount (R03B50E) algorithms. Valid values are:</p> <ul style="list-style-type: none"> • Document Number • Sales Order Number • Customer Reference Number • Statement Number <p>The system locates the invoice from the value entered in either the RUDOC field or this field.</p>
Reference	RUVR01	Alpha	25	<p>A text field used to enter information about the invoice that is paid by the receipt. This field is informational only.</p>
Payment ID	RUPYID	Number	15	<p>The system assigns a number to this field when processing payments. The system uses this value as an internal reference to locate the receipt.</p> <p>J.D. Edwards recommends that you leave this field blank.</p>
Auto Cash Upload Status	RUEUPS	Alpha	1	<p>A field used to indicate the status of the transaction during the auto cash process. Valid values are:</p> <ul style="list-style-type: none"> • Blank – The transaction is not processed. • E – The transaction processed with errors. • H – The transaction was processed by the Update Receipts Register program (R03B551) but was not matched to invoices using the Apply Receipts to Invoices program (R03B50). • Y – The transaction is successfully processed. <p>J.D. Edwards recommends that you leave this field blank.</p>

Accounts Receivable

Batch Date - Century	RUDIC#	Number	2	A field to enter the century associated with the batch date. If you leave this field blank, the system assigns the appropriate value to this field based on the batch date entered. J.D. Edwards recommends that you leave this field blank.
Batch Date	RUIDCJ	Date	6	The date that the transaction was entered into the Electronic Receipts Input table (R03B13Z1). If you leave this field blank, the system updates it with the date the transaction is processed.
User ID	RUUSER	Alpha	10	The User ID of the person processing transactions.
G/L Date - Century	RUDG#	Number	2	The century associated with the G/L date. J.D. Edwards recommends that you leave this field blank.
Receipt Date - Month	RUDMTM	Number	2	Enter the date on the payor's check or the date that you received the check. The receipt date is entered for informational and reporting purposes only.
Receipt Date - Day	RUDMTD			Enter the receipt date in the mm/dd/yy format if desired. Alternatively, leave these fields blank and complete the Receipt Date field (RUDMTJ).
Receipt Date - Year	RUDMTY			If the system cannot locate a receipt date, it uses the G/L date.
Receipt Date - Century	RUDMT#			Leave this field blank. The system assigns the century based on the receipt date.

Appendix H: Auto Receipts Input Requirements

Receipt Date	RUDMTJ	Date	6	<p>The date on the payor's check. This field is used for informational purposes only. The G/L date is used for all other processing.</p> <p>Enter the receipt date in the format that your database accepts. Some databases allow you to enter the date in the Gregorian format (mmddyy), while others require a Julian date format.</p> <p>The Julian date format is cyyddd (where c=century). Complete the century field by entering 0 (zero) for transactions in the 20th century and 1 for transactions in the 21st century. For example, 6/01/99 corresponds to a Julian date 099152, while 6/01/00 corresponds to a Julian date 100153. (Note: 2000 is a leap year.)</p> <p>Alternatively, leave this field blank and complete the fields RUDMTM (mm), RUDMTD (dd), and RUDMTY (yy) in the month/day/year format.</p>
Remark	RURMK	Alpha	30	<p>A text field used to enter information about the receipt.</p> <p>Alternatively, if you are using draft processing and did not complete the Customer Bank Account (RUCBNK) and Customer Bank Transit (RUTNST) fields, you can enter the payor's bank name into this field. The name is used to locate the bank account information from the Bank Account Information table (F0030). If the system cannot locate the payor's bank account information, the transaction is not processed.</p>
Account Mode	RUAM	Alpha	1	<p>This field describes the account format of the G/L Bank Account entered.</p> <p>J.D. Edwards recommends that you leave this field blank.</p>

Accounts Receivable

Home Bank Account	RUEHBK	Alpha	20	<p>These fields can be used to identify the G/L bank account if the G/L Bank Account field (RUGLBA) is left blank. The G/L bank account must be set up in the Bank Account Information table (F0030) in order for the system to locate it based on the values entered in these fields.</p>
Home Bank Transit	RUEHTN	Alpha	20	<p>If all fields (RUEHBK, RUEHTN, and RUGLBA) are left blank, the system will use the value entered in the default Short Bank Account ID field in the processing option of the Update Receipts Register program (R03B551).</p> <p>If the system cannot locate a G/L Bank Account, the receipt will not be processed.</p>
Payment Instrument	RUPYIN	Alpha	1	A field that indicates the customer's payment method. The value entered in this field must exist in UDC 00/PY (Payment Instrument).
Receipt Type Code	RUTYIN	Alpha	1	Leave this field blank. The value of this field is assigned by the system when the receipt is processed.

Appendix I: Periodic Statistical Calculations

As part of your customer analysis activities, you can update statistical information about your customer accounts, based on how you set the processing options. To do so, run A/R Statistical History Refresh (R03B16). This enables you to review the activity of a customer's account for a specific period, which is helpful for trending analysis and cash forecasting. This appendix describes the technical information about the A/R Statistical History Refresh.

Calculating the A/R Statistical History Refresh (R03B16)

Setup Considerations

- Credit/Collection Fiscal Date Patterns need to be set up for at least company 00000, which will encompass the G/L date of all invoices and receipts in the database.
- The A/R Statistical History Refresh should not be run with any user defined data selection.
- An A/R Statistical Summary (F03B16S) record is a summary of a subset of A/R Statistical History (F03B16) records. That subset is defined by R03B16 processing options 5 and 6.
- Do not switch between F03B16S subset types. That is, once the Statistical History Build has been run accumulating “inception to date,” do not change to a “rolling balance.”

Troubleshooting

- In the parent/child relationship between customers, the parent cannot be the child of its child. This causes a loop error.
- The Statistical History Build includes only records that match one of the following selection criteria:

F03B11: – select where RPPOST = D and RPSTIC != 1 and RPDCT != RU and RPAN8 != 0

F03B112: – select where RWPOST = D and RWSTIC != 1 and RWAN8 != 0

Accounts Receivable

F03B13: – select where RYNFVD = N and RYISTC != 1 and RYAN8 != 0

F03B14: – select where RZPOST = D and RZISTC != 1 and RZAN8 != 0

- F03B11 R5 records are created with an ISTC = 1 so that they are not included in the Statistical History Build.

You can review statistical (periodic) calculations on the Periodic Statistics form from the Credit and Collections Management menu (G03B15). The following table describes how the A/R system calculates this information for your customers.

Field	Calculation Information
Bad Debt	If the Write-off Reason Code is populated and the Special Handling Code in the O3B/RC UDC table is blank, the system adds write-off amounts to the Bad Debt total. Otherwise, the amount is accumulated into the Minor Write-Off total.
Minor Write-off	If the Special Handling Code is equal to 1 in the O3B/RC UDC table, the system adds write-off amounts to this total.
Bad Debt Ratio	The system divides bad debt amount by the total sales for the period. Calculation: Bad debt / total sales for period.
Total Write-off	This field is the sum of bad debt and minor write-off amounts. Calculation: Bad debt + minor write-offs.
Average Days Late	Non-Weighted The system uses the following calculations: <ul style="list-style-type: none">• (Total Number of Days / Number of Invoices Paid.) The system includes only the receipts that close or the “pay off” invoices in the Number of Invoices Paid.• (Total Number of Days = difference between the Invoice Due Date and the Receipt Date.) The system calculates the number of days between the receipt date and the invoice due date. The system adds this calculation to the Total Number of Days.• (Total Number of Days / Number of Invoices Paid.) The system calculates the average number of days by dividing the total number of days by the number of invoices paid.

Field	Calculation Information
Weighted Days Late	<p>The system weighs the Average Days Late calculation by determining the current percentage of all receipt amounts. This is so the larger receipt amounts will have a greater effect on the average days late.</p> <p>For example, assume that a receipt for 100,000 is one day late, and another receipt for 500 is 30 days late. If you use a "non-weighted" average days late, the Average Days Late is 15.5 days.</p> <p>Calculation: When you use a weighted calculation, the Average Days Late is 1.1 days. Non-weighted average days = number of invoices / days late ($15.5 = 2 / 31$).</p> <p>Receipt Level:</p> <p>Calculations for the Weighted Days Late:</p> <ul style="list-style-type: none"> • The difference between invoice due date and receipt date = number of days. • The previous receipt amount = amount of the last payment received. • Number of Days Previous Receipt + Number of Days Current Receipt. <p>Example: (previous receipt amount / (receipt amount + previous receipt amount)) + Number of Days Current Receipt (receipt amount / (receipt amount + previous receipt amount)). Example: 1 Day ($100,000 / (500 + 100,000)$) + 30 days ($500 / (500 + 100,000)$) = 1.1.</p> <p>F03B16 and F03B16S Level:</p> <p>Calculations for the Weighted Days Late:</p> <ul style="list-style-type: none"> • Previous Average Days Late (previous receipt amount / (receipt amount + previous receipt amount total)) = Current Average Days Late (current receipt amount / (current receipt amount total + previous receipt amount)).

Field	Calculation Information
DSO	<p>The system stores the DSO amount at the periodic level in the F03B16. You can use the following methods to calculate DSO:</p> <p>Countback Method:</p> <ul style="list-style-type: none"> • If the current outstanding balance is less than the total sales, the $DSO = (\text{current balance} / \text{total sales}) \times \text{number of days in the period}$. <p>Otherwise:</p> <ul style="list-style-type: none"> • Subtract the current period's total sales amount from the current balance and increment DSO with the number of days in the period. • Subtract from the remaining balance the total sales of the first preceding period. This will continue until the outstanding balance of any preceding period exceeds the remaining balance. • If the remaining balance is less than the preceding period, then $DSO = \text{Accumulated DSO} + ((\text{current balance} / \text{total sales}) \times \text{number of days in period})$. <p>Current Balance Divided by Sales:</p> $DSO = \frac{\text{current A/R balance} \times \text{number of days in } n \text{ periods}}{\text{Total invoiced over } n \text{ number of periods}}$ <p>n = number of periods specified in the processing options</p>

Field	Calculation Information																
DSO (cont'd)	<p>Average Balance Divided by Sales:</p> <p>DSO = (total period end balance over n number of periods) x average number of days</p> <hr/> <p>Total sales amount for n periods</p> <p>Where:</p> <p>Sales Amount is the taxable amount of the invoice. If you leave this field blank, the system uses the gross amount.</p> <p>Period End is the open A/R amount at the end of the period.</p> <p>Number of Days is the number of days for the period. This value is defined by the Credit and Collections Date Patterns (F03B08).</p> <p>N = number of periods specified in the processing options</p> <p>For example:</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; width: 25%;">Period</th> <th style="text-align: left; width: 25%;">Sales Amount</th> <th style="text-align: left; width: 25%;">Period End Bal</th> <th style="text-align: left; width: 25%;">Period days</th> </tr> </thead> <tbody> <tr> <td>January</td> <td>7,570.00</td> <td>10,825.00</td> <td>31</td> </tr> <tr> <td>February</td> <td>4,566.00</td> <td>10,596.00</td> <td>28</td> </tr> <tr> <td>March</td> <td>5,538.00</td> <td>10,869.00</td> <td>31</td> </tr> </tbody> </table> <p style="text-align: center;"><u>DSO = $(10,869 + 10,569 + 10,825) \times 30$</u> $(5,538 + 4,566 + 7,570)$</p> <p style="text-align: center;">DSO = 54.81 for March</p> <p>Note: the processing options for the sample calculation: 1. DSO Calculation Method = 1 2. Number of Periods = 3 3. Process Balance option = 1</p>	Period	Sales Amount	Period End Bal	Period days	January	7,570.00	10,825.00	31	February	4,566.00	10,596.00	28	March	5,538.00	10,869.00	31
Period	Sales Amount	Period End Bal	Period days														
January	7,570.00	10,825.00	31														
February	4,566.00	10,596.00	28														
March	5,538.00	10,869.00	31														

Examples of DSO

Period	Sales Amount	Period End Balance	Period Days
January	7570	10825	31
February	4566	10596	28
March	5538	10869	31

Accounts Receivable

1. Countback Method:

March	$10869 - 5538 = 5331$	Accumulated DSO = 31
February	$5331 - 4566 = 765$	Accumulate DSO = 31 + 28 = 59
January	$(765 / 7570) \times 31 = 3.1$	
DSO = $59 + 3.1 = \mathbf{62.1}$		

2. Average Balance Divided by Sales:

$$\frac{(10869 + 10596 + 10825) \times 30}{(5538 + 4566 + 7570)} \quad \text{DSO} = \mathbf{54.81}$$

3. Current Balance Divided by Sales:

$$\frac{(10869 \times 90)}{(5538 + 4566 + 7570)} \quad \text{DSO} = \mathbf{55.35}$$

Field	Calculation Information
Days Credit Granted	The system uses the same calculations as DSO to calculate the days credit-granted amount. The exception is that the system replaces the current period-end balance with the amount of the balance that is due or due in the future. Calculation: open amount – past due amount
Delinquent DSO	This is the number of days a customer takes beyond the Days Credit Granted. Calculation: DSO – Days Credit Granted

Field	Calculation Information
Extended DSO	This is the number of days beyond the assigned payment terms for a customer. Calculation: Days Credit Granted – Payment Terms Result: The amount of credit that your sales staff grants your customers beyond the payment terms.
Invoice Amount	The gross amount of the invoice.
Sales Amount	The taxable amount of the invoice.
% of Amount Paid Late	Calculation: Invoice Amount / Amount Paid Late

Calculating the Statistical History Build (Key Fields)

The following list contains information for the key fields when you are calculating the Statistical History Build.

F03B16 – Definition of Fields

Address Number (AN8) A key to this file.

Company (CO) A key to this file.

Century (CTRY) A key to this file.

Fiscal Year (FY) A key to this file.

Period Number (PN) A key to this file.

Ending Date (END) Ending date of this period.

Period Days (DAYP) Number of days in this period.

Ending Balance Amount (ENBL) Sum of the open invoice amounts.

Delinquent Balance Amount (DLBL)	Ending balance minus the sum of the future and current aging categories in this record.
High Balance Amount (AHB)	Start with the beginning balance (ending balance of previous period) and work forward day by day. Add invoices and subtract receipts for each day. If a day's ending balance is higher than the previous day's ending balance, then it is the new high balance.
Date of High Balance (DHBJ)	G/L date of the high balance amount.
Days Sales Outstanding (DSO) Calculated as follows:	<p>Count Back Method:</p> <p>3 work fields exist: Accumulated DSO (ADSO), Current Outstanding Balance (COB), and Total Sales Amount (TSA).</p> <ul style="list-style-type: none">• ADSO = 0• COB = F03B16.ENBL (ENBL for the current period)• TSA = F03B16.SAG (SAG for the current period) <p>If (COB > TSA) then</p> <ul style="list-style-type: none">• ADSO = ADSO + F03B16.DAYP (current period)• COB = COB - TSA• TSA = F03B16.SAG (SAG for preceding period) <p>Go back to If</p> <p>Else</p> <ul style="list-style-type: none">• F03B16.DSO = ADSO + ((COB/TSA) * F03B16.DAYP) (DSO and DAYP for the current period) <p>Average Balance Method:</p> <p>4 work fields exist: Total Period End Balance (TPEB), Average Number of Days (AD), Total Invoiced Amount (TIA), and Number of Periods (N).</p> <ul style="list-style-type: none">• N = processing option #?• TPEB = The sum of F03B16.ENBL in the N preceding periods, starting at and including the current period• AD = Average of F03B16.DAYP in the N preceding periods, starting at and including the current period.• TIA = Sum of F03B16.SAG in the N preceding periods, starting at and including the current period. $\text{F03B16.DSO} = (\text{TPEB}/\text{TIA}) * \text{AD}$

Current Balance Method:

4 work fields exist: Total Period End Balance (CB), Average Number of Days (ND), Total Invoiced Amount (TIA), and Number of Periods (N).

- N = processing option #?
- CB = Sum of F03B16.ENBL of the current period
- ND = Sum of F03B16.DAYP in the N preceding periods, starting at and including the current period
- TIA = Sum of F03B16.SAG in the N preceding periods, starting at and including the current period.
- $F03B16.DSO = (TPEB/TIA) * AD$
- $F03B16.DSO = (CB * ND)/TIA$

Best DSO (BDSO)

Calculated as follows:

Count Back Method:

3 work fields exist: Accumulated DSO (ADSO), Current Outstanding Balance (COB), and Total Sales Amount (TSA).

- ADSO = 0
- COB = F03B16.FTR + F03B16.CURR (FTR and CURR for the current period)
- TSA = F03B16.SAG (SAG for the current period)

If (COB > TSA) then

ADSO = ADSO + F03B16.DAYP (DAYP for the current period)

COB = COB - TSA

TSA = F03B16.SAG (SAG for preceding period)

Go back to If

Else

$F03B16.DSO = ADSO + ((COB/TSA) * F03B16.DAYP)$
(DSO and DAYP for the current period)

Average Balance Method:

4 work fields exist: Total Period End Balance (TPEB), Average Number of Days (AD), Total Invoiced Amount (TIA), and Number of Periods (N).

- N = processing option #?
- TPEB = The sum of F03B16.FTR + F03B16.CURR in the N preceding periods, starting at and including the current period
- AD = Average of F03B16.DAYP in the N preceding periods, starting at and including the current period.
- TIA = Sum of F03B16.SAG in the N preceding periods, starting at and including the current period.
- $F03B16.DSO = (TPEB/TIA) * AD$

Current Balance Method:

4 work fields exist: Total Period End Balance (CB), Average Number of Days (ND), Total Invoiced Amount (TIA), and Number of Periods (N).

- N = processing option #?
- CB = Sum of F03B16.FTR + F03B16.CURR of the current period
- ND = Sum of F03B16.DAYP in the N preceding periods, starting at and including the current period
- TIA = Sum of F03B16.SAG in the N preceding periods, starting at and including the current period.
 $F03B16.DSO = (TPEB/TIA) * AD$
- $F03B16.DSO = (CB * ND)/TIA$

Delinquent DSO (DDSO) Difference between DSO and Best DSO in this record.

Average Days Late (AVDL)
Calculated as follows:

ADVL Calculation:

6 work variables are used in this calculation:

Previous Average Days Late = PADL
Current Average Days Late = CADL
Number of Days = NOD
Previous Receipt Amount Total = PRAT
Current Receipt Amount Total = CRAT
Receipt Amount = RA

Calculation:

CADL = 0
PRAT = 0
CRAT = 0

For each receipt:

- RA = F03B14.PAAP (that is, Receipt Payment Amount)
- CRAT = CRAT + RA
- NOD = F03B14.DDJ – F03B14.DGJ (that is, Invoice Due Date – Receipt G/L Date)
- CADL = (CADL * (PRAT/(PRAT + RA))) + (NOD * (RA + PRAT))
- PRAT = PRAT + RA
end

If a F03B16 record exists for this customer, company, period combination:

- PRAT = F03B16.PAAP (that is, Payment Amount from the F03B16)
- PADL = F03B16.AVDL (that is, Average Days Late from the F03B16)
- CADL = (PADL * (PRAT / (PRAT + CRAT))) + CADL * (CRAT / (CRAT + PRAT))
end

F03B16.AVDL = CADL

Accounts Receivable

Average Days Late
Non-Weighted (AVDN)
Calculated as follows:

ADVN Calculation:

4 work variables are used in this calculation:

Number of Days = NOD
Number of Invoices Paid = NIP
Average Days Late = ADL
Total Number of Days = TNOD

Calculation:

NIP = F03B16.NINP
TNOD = 0

For each receipt:

NOD = F03B14.DDJ – F03B14.DGJ (that is, Invoice Due Date – Receipt G/L Date)
TNOD = TNOD + NOD
end

ADL = TNOD / NOD

F03B16.AVDN = ADL

Gross Amount (AG)

Sum of invoice gross amounts where the gross amount is greater than zero. Do not include chargeback (RB doc type) and deduction (R5 doc type) invoices.

Number of Invoices (NINV)

Number of invoices where the gross amount is greater than or equal to zero. Do not include chargeback (RB doc type) and deduction (R5 doc type) invoices.

Sales Amount (SAG)

Sum of invoice taxable amounts. If the taxable amount is empty on an invoice, then use the gross amount of that invoice.

Credit Amount (CREE)

Sum of invoice gross amounts where the gross amount is less than zero.

Discount Available Amount (ADSC)

Sum of invoice discount available amounts.

Delinquency Fee Amount (DFEE)

Sum of invoice gross amounts where the invoice is a delinquency fee (RF doc type).

Chargeback Amount (ECBA)

Sum of invoice gross amounts where the invoice is a chargeback (RB doc type).

Number of Chargebacks (NCB)	Number of invoices that are chargebacks (RB doc type).
Payment Amount (PAAP)	Sum of receipt pay-item payment amounts.
Discount Taken Amount (ADSA)	Sum of receipt pay-item discount taken amounts.
Earnable Discount Amount (EDSC)	Sum of receipt pay-item discount taken amounts where the G/L date of the receipt pay item is less than or equal to the discount due date of the invoice it is paying.
Un-Earnable Discount Amount (UDSC)	Sum of receipt pay-item discount taken amounts where the G/L date of the receipt pay item is greater than the discount due date of the invoice it is paying.
Number of Invoices Paid (NINP)	Number of receipt pay items that caused the open amount of an invoice to be zero.
Paid Late Amount (AIPL)	Sum of receipt pay item payment amounts where the G/L date of the receipt pay item is greater than the due date of the invoice it is paying. Invoice credit memos are not included in these calculations.
Number of Invoices Paid Late (NIPL)	Number of receipt pay items that caused the open amount of an invoice to be zero and the G/L date of the receipt pay item is greater than the due date of the invoice it paid.
Deduction Amount (DDCA)	Sum of receipt pay item deduction amounts.
Number of Deductions (DDCN)	Number of receipt pay items where the deduction amount is not zero.
Minor Write Off Amount (MWO)	The sum of bad debt and minor write-off amounts. Calculation: Bad debt + minor write-offs.
Total Write Off Amount (TAWO)	Bad debt amount plus minor amount write-off for this record.

Bad Debit Amount (BDBT)	If the Write-off Reason Code field is populated and the Special Handling Code in the 03B/RC UDC table is blank, the system adds write-off amounts to the Bad Debt total. Otherwise, the amount is accumulated into the Minor Write Off total.
Non Sufficient Funds Amount (ANSF)	Sum of receipt check amounts where the receipt has been marked as nonsufficient funds.
Number of NSFs (NNSF)	Number of receipts that have been marked as nonsufficient funds.
Collection Manager (CLMG)	The address number of the collection manager for this customer.
Credit Manager (CMGR)	The address number of the credit manager for this customer.
Recalculate High Balance Amount (RHB)	Internal flag indicating that this record should have its high balance recalculated.
Recalculate Ending Balance Amount (RBAL)	Internal flag indicating that this record should have its ending balance recalculated.
Currency Code (CRCD)	The currency of all amounts in this record. If the company is 00000, then the currency code will be the customer's currency. Otherwise, the currency code will be the currency of the company.
Future Amount Due (FTR)	Sum of invoice open amounts that fall into the future aging category, as determined by the A/R constants for this company.
Current Amount Due (CURR)	Sum of invoice open amounts that fall into the current aging category, as determined by the A/R constants for this company.
Aging Category 1 Amount (AG1)	Sum of invoice open amounts that fall into the first aging category, as determined by the A/R constants for this company.
Aging Category 2 Amount (AG2)	Sum of invoice open amounts that fall into the second aging category, as determined by the A/R constants for this company.

Aging Category 3 Amount (AG3)	Sum of invoice open amounts that fall into the third aging category, as determined by the A/R constants for this company.
Aging Category 4 Amount (AG4)	Sum of invoice open amounts that fall into the fourth aging category, as determined by the A/R constants for this company.
Aging Category 5 Amount (AG5)	Sum of invoice open amounts that fall into the fifth aging category, as determined by the A/R constants for this company.
Aging Category 6 Amount (AG6)	Sum of invoice open amounts that fall into the sixth aging category, as determined by the A/R constants for this company.
Aging Category 7 Amount (AG7)	Sum of invoice open amounts that fall into the seventh aging category, as determined by the A/R constants for this company.
Changed Amount (CHGA)	Internal amount.
User ID (USER)	Identification of the user who ran the program which last updated this record.
Program ID (PID)	Identification of the program that last updated this record.
Date Last Updated (UPMJ)	Date this record was last updated.
Time Last Updated (UPMT)	Time this record was last updated.
Work Station ID (JOBN)	Identification of the workstation that last updated this record.

Notes:

1. The period ending date is the date used to age invoice open amounts.
2. Do not include unapplied cash records (document type of RU) when calculating Average Days Late, Average Days Late Non-Weighted, Credit Amount, Discount Taken Amount, Earnable Discount Taken Amount, Un-Earnable Discount Taken Amount, Number of Invoices Paid, Paid Late Amount, and Number of Invoices Paid Late.

3. The company 00000 records are the summation of a customer's activity across all companies.

F03B16S – Definition of Fields

Address Number (AN8)	A key to this file.
Parent Child Relationship (PART)	A key to this file.
Company (CO)	A key to this file.
Ending Balance Amount (ENBL)	Ending balance for the last period in the F03B16.
High Balance Amount (AHB)	Highest high balance amount in the F03B16.
Date of High Balance (DHBJ)	Date of high balance in the F03B16 corresponding to the above amount.
High Credit Limit (ACLH)	Credit limit of this customer. Calculated only at company '00000' level.
Average Days Late (AVDL)	See explanation in F03B16 – Definition of Fields.
Average Days Late Non-Weighted (AVDN)	See explanation in F03B16 – Definition of Fields.
Gross Amount (AG)	Sum of the gross amounts in the F03B16.
Number of Invoices (NINV)	Total number of invoices in the F03B16.
Sales Amount (SAG)	Sum of the sales amounts in the F03B16.
Credit Amount (CREE)	Sum of the credit amounts in the F03B16.
Discount Available Amount (ADSC)	Sum of the discount available amounts in the F03B16.

Delinquency Fee Amount (DFEE)	Sum of the delinquency fee amounts in the F03B16.
Chargeback Amount (ECBA)	Sum of the chargeback amounts in the F03B16.
Number of Chargebacks (NCB)	Total number of chargebacks in the F03B16.
Date of First Invoice (DFIJ)	The earliest invoice G/L date in the F03B11.
Date of Last Invoice (DLIJ)	The latest invoice G/L date in the F03B11.
Date of Last Statement (DT1J)	The latest statement notification date in the F03B20.
Amount Invoiced Current Year (ASTY)	Sum of invoice gross amounts where the G/L date is within the current fiscal year as determined by the Credit/Collection Fiscal Date Patterns (F03B08).
Amount Invoiced Prior Year (SPYE)	Sum of invoice gross amounts where the G/L date is within the prior fiscal year as determined by the Credit/Collection Fiscal Date Patterns (F03B08).
Payment Amount (PAAP)	Sum of payment amounts in the F03B16.
Earnable Discount Amount (EDSC)	Sum of earnable discount taken amounts in the F03B16.
Un-Earnable Discount Amount (UDSC)	Sum of unearnable discount taken amounts in the F03B16.
Number of Invoices Paid (NINP)	Total number of invoices paid in the F03B16.
Paid Late Amount (AIPL)	Sum of paid late amounts in the F03B16.
Number of Invoices Paid Late (NIPL)	Total number of invoices paid late in the F03B16.
Deduction Amount (DDCA)	Sum of deduction amounts in the F03B16.

Accounts Receivable

Number of Deductions (DDCN)	Total number of deduction in the F03B16.
Minor Write Off Amount (MWO)	Sum of the minor write-off amounts in the F03B16.
Bad Debit Amount (BDBT)	Sum of the bad debt amounts in the F03B16.
Non Sufficient Funds Amount (ANSF)	Sum of the nonsufficient funds amounts in the F03B16.
Number of NSFs (NNSF)	Total number of nonsufficient funds receipts in the F03B16.
Date of Last Payment (DLP)	The latest receipt pay item G/L date in the F03B14. Do not include un-applied cash (RU doc type) records.
Amount of Last Payment (ALP)	Payment amount corresponding to the above date. Do not include un-applied cash (RU doc type) records.
Next Period to Process (NXPD)	Next period after the Thru Date processing option. (PO # 6)
Number of Reminders Sent (NBR1)	Total number of notices sent in the F03B20.
Date of Last Reminder Sent (DLQJ)	Latest notice notification date in the F03B20.
Currency Code (CRCD)	The currency of all amounts in this record. If the company is 00000, then the currency code will be the customer's currency. Otherwise, the currency code will be the currency of the company.
Credit Manager (CMGR)	The address number of the credit manager for this customer.
Collection Manager (CLMG)	The address number of the collection manager for this customer.
User ID (USER)	Identification of the user who ran the program which last updated this record.

Program ID (PID)	Identification of the program that last updated this record.
Date Last Updated (UPMJ)	Date this record was last updated.
Time Last Updated (UPMT)	Time this record was last updated.
Work Station ID (JOBN)	Identification of the workstation that last updated this record.

Notes:

1. Above explanations are for child records.
2. Above explanations assume that only F03B16 records, which match the customer and company of this record, are considered.
3. The company 00000 records are the summation of a customer's activity across all companies.
4. For parent records, amount or number fields are the summation of the activity for the parent and all of its descendants.
5. For parent records, date or high amount fields are the highest (or lowest, depending on the field's meaning) value in the activity of the parent or any of its descendants.

Accounts Receivable

Appendix J: Values in the Credit Reporting Tape – TRW Table (F03B920)

The following table layout describes the values that are written to the Credit Reporting Tape – TRW table (F03B920) when you run the TRW Credit Reporting Tape program (R03B920). The information is concatenated for the three record types.

A Record

Description	Size
“A”	1
Processing Option Contributor Number	6
“C75001”	6
Spaces	157
System Date	6
“TRW CONTRIBUTOR FILE”	20
Spaces	154

C Record

Description	Size
“C”	1
Processing Option Contributor Number	6
Processing Option Category Code	4

Accounts Receivable

Description	Size
Customer Name	40
Parent Name	40
Customer Address Line 1	30
Customer Address Line 2	30
Company SIC Code	4
Space	1
"2"	1
Customer City	40
Customer Zip Code	10
Customer State	2
Spaces	3
Processing Option Cutoff Date	6
Customer Address Book Number	8
Industry Classification Code	4
Customer Phone Number	12
Spaces	4
Years Done Business	2
Date Last Invoiced (YYMM)	4
Payment Terms	7
"0"	1
High Balance	8

Appendix J: Values in the Credit Reporting Tape – TRW Table (F03B920)

Description	Size
Processing Option Printed Amount Code	1
Open Amount	8
Space	1
Future Amount + Current Amount	7
Space	1
Aging Amount 1	7
Space	1
Aging Amount 2	7
Space	1
Aging Amount 3	7
Space	1
Aging Amount 4 + Aging Amount 5 + Aging Amount 6 + Aging Amount 7	7
Space	1
“000000”	6
Spaces	2
“000000000”	9
Spaces	13

Z Record

Description	Size
“Z”	1
Number of C Records	7

Accounts Receivable

Description	Size
"0000000000"	10
Open Amount	10
Future Amount + Current Amount	10
Aging Amount 1	10
Aging Amount 2	10
Aging Amount 3	10
Aging Amount 4 + Aging Amount 5 + Aging Amount 6 + Aging Amount 7	10
Spaces	272

Appendix K: EDI for Accounts Receivable

The Accounts Receivable system can process inbound cash receipts. Inbound cash receipts follow the EDI standard for receiving lockbox transactions (EDI transmission 823). Processing inbound EDI lockbox transactions includes the following tasks:

- Receiving EDI lockbox transactions (823/CREMUL))
- Working with inbound EDI lockbox transactions
- Purging inbound EDI lockbox transactions

After you successfully process inbound EDI cash receipts, the transactions are ready for automatic receipt processing.

See Also

- *Data Interface for Electronic Data Interchange System Overview* in the *OneWorld Data Interface for Electronic Data Interchange Guide* for general information about EDI processing
- *Automatic Receipts Processing* for information about processing inbound EDI cash receipts that have been successfully uploaded



Accounts Receivable

Receiving EDI Lockbox Transactions (823/CREMUL)

You can use EDI to receive Accounts Receivable cash receipts. To receive cash receipts, you run a program that converts and transfers the EDI information from the format that was sent by your trading partner in the EDI tables into the format used by the Electronic Receipts Input table (F03B13Z1). To process cash receipts received through EDI, you must understand the mapping requirements for the receipt at the time the transactions are received.

Receiving EDI lockbox transactions consists of:

- Understanding the mapping requirements for processing EDI lockbox transactions
- Transferring EDI lockbox transactions

See Also

- *Receiving Documents* in the *OneWorld Data Interface for Electronic Data Interchange* guide for information about flat file conversion and flat file formatting

Understanding the Mapping Requirements for Processing EDI Lockbox Transactions

The following EDI tables are used to receive EDI lockbox transmissions:

EDI Lockbox/Payment Header – Transaction (F47111) Transaction information

EDI Lockbox Header – Transaction (F47112) Deposit information

EDI Lockbox/Payment Detail – Batch (F47113) Payment information

EDI Lockbox/Payment Detail – Payment (F47114) Remittance information

You can receive multiple transactions in a single EDI transmission. Each transaction can have multiple deposits, each deposit can have multiple payments, and each payment can have multiple remittances. The system differentiates transactions and their related components by using the following key fields:

- EDI Document Key Company (EDKCO)
- EDI Document Number (EDOC)
- EDI Document Type (EDCT)
- EDI Line Number (EDLN)

Total amounts are maintained by deposit and check for audit purposes, but are not transferred to the Electronic Receipts Input table.

To successfully process EDI transactions, complete the following fields in the following tables:

- EDI Lockbox/Payment Header - Transaction table (F47111)
 - EDI Document Key Company (Z1EKCO)
 - EDI Document Number (Z1EDOC)
 - EDI Document Type (Z1EDCT)
 - EDI Line Number (Z1EDLN)
 - EDI Transaction Set Number (Z1EDST)
 - Enter 823 for inbound lockbox transactions.
 - EDI Send/Receive Indicator (Z1EDER)
 - Enter R for inbound EDI lockbox transactions.
 - Alpha Name (Z1ALPH)
- EDI Lockbox Header - Transaction table (F47112)
 - EDI Document Key Company (Z2EKCO)
 - EDI Document Number (Z2EDOC)
 - EDI Document Type (Z2EDCT)
 - EDI Line Number (Z2EDLN)

- EDI Transaction Set Number (Z2EDST)
Enter 823 for inbound lockbox transactions.
 - EDI Send/Receive Indicator (Z2EDER)
Enter R for inbound EDI lockbox transactions.
 - Deposit Number (Z2DEPN)
 - Total Transaction Amount (Z2TTOT)
Enter the total amount of the deposit.
- EDI Lockbox/Payment - Batch table (F47113)
 - EDI Document Key Company (Z3EKCO)
 - EDI Document Number (Z3EDOC)
 - EDI Document Type (Z3EDCT)
 - EDI Line Number (Z3EDLN)
 - EDI Transaction Set Number (Z3EDST)
Enter 823 for inbound lockbox transactions.
 - EDI Send/Receive Indicator (Z3EDER)
Enter R for inbound EDI lockbox transactions.
 - Deposit Number (Z3DEPN)
 - Line Number (Z3LNID)
 - Check Number (Z3DOCM)
 - Bank Transit Number (Z3TNST)
 - Customer Bank Account Number (Z3CBNK)
 - Currency Code (Z3CRCD)
Complete this field only when you complete the currency amount field (Z4CRCA) in the EDI Lockbox/Payment Detail - Payment table (F47114).
 - Total Transaction Amount (Z3TTOT)
Enter the total amount of the check (receipt).
 - EDI Lockbox/Payment Detail - Payment table (F47114)
 - EDI Document Key Company (Z4EKCO)
 - EDI Document Number (Z4EDOC)

- EDI Document Type (Z4EDCT)
- EDI Line Number (Z4EDLN)
- EDI Transaction Set Number (Z4EDST)

Enter 823 for inbound lockbox transactions.

- EDI Send/Receive Indicator (Z4EDER)

Enter R for inbound EDI lockbox transactions.

- Deposit Number (Z4DEPN)
- Line Number (Z4LNID)
- Sequence Number (Z4SEQN)
- Check Number (Z4DOCM)
- Document Number (Z4DOC)

Enter the invoice number that the receipt pays. You must have a separate record for each invoice and invoice pay item that the receipt pays.

- Document Type (Z4DCT)

Enter the document type of the invoice that the receipt pays.

- Document Pay Item (Z4SFX)

Enter the pay item of the invoice that the receipt pays. If the invoice has one pay item only, you can leave this field blank.

- Gross Amount (Z4AG)

Do not enter a value into this field if the receipt amount is foreign. Instead, use the Currency Amount field (Z4ACR).

- Discount Taken (Z4ADSA)
- Purchase Number (Z4PO)

Complete this field instead of the invoice number.

When the system processes this transaction, it copies the value of this field into the Generic Matching Field (GMFD) in the Electronic Receipts Input table (F03B13Z1).

- Purchase Order Document Type (Z4PDCT)

Enter the document type of the purchase order number that identifies the invoice that the receipt pays.

- Currency Amount (Z4ACR)

If you use multicurrency, but the receipt is in the domestic currency, do not enter the domestic amount in this field. Instead, use the Gross Amount field (Z4AG).

If you complete this field, you must complete the Currency Code (Z3CRCD) field in the EDI Lockbox/Payment - Batch table (F47113).

- Foreign Discount Taken (Z4CDSA)
- Control/Statement Field (Z4CTL)

Complete this field instead of the invoice number.

When the system processes this transaction, it copies the value of this field into the Generic Matching Field (GMFD) in the Electronic Receipts Input table (F03B13Z1).

The following structure illustrates the relationships among the EDI Lockbox tables:

```

GS
F47111 ST           EDOC=111 EDLN=001
F47112 - Deposit   EDOC=111 EDLN=001 DEPN=45-103
    F47113 - Payment   EDOC=111 EDLN=001 DEPN=45-103 LNID=001
        F47114 - Remit EDOC=111 EDLN=001 DEPN=45-103 LNID=001 SEQN=1
        F47114 - Remit EDOC=111 EDLN=001 DEPN=45-103 LNID=001 SEQN=2
    F47113 - Payment   EDOC=111 EDLN=001 DEPN=45-103 LNID=002
        F47114 - Remit EDOC=111 EDLN=001 DEPN=45 103 LNID=002 SEQN=1
        F47114 - Remit EDOC=111 EDLN=001 DEPN=45-103 LNID=002 SEQN=2
F47112 - Deposit   EDOC=111 EDLN=002 DEPN=76-323
    F47113 - Payment   EDOC=111 EDLN=002 DEPN=76-323 LNID=001
        F47114 - Remit EDOC=111 EDLN=002 DEPN=76-323 LNID=001 SEQN=1
        F47114 - Remit EDOC=111 EDLN=002 DEPN=76-323 LNID=001 SEQN=2
    F47113 - Payment   EDOC=111 EDLN=002 DEPN=76-323 LNID=002
        F47114 - Remit EDOC=111 EDLN=002 DEPN=76-323 LNID=002 SEQN=1
        F47114 - Remit EDOC=111 EDLN=002 DEPN=76-323 LNID=002 SEQN=2
F47111 - ST          EDOC=112 EDLN=001
F47112 - Deposit   EDOC=112 EDLN=001 DEPN=77-777
    F47113 - Payment   EDOC=112 EDLN=001 DEPN=77-777 LNID=001
        F47114 - Remit EDOC=112 EDLN=001 DEPN=77-777 LNID=001 SEQN=1
        F47114 - Remit EDOC=112 EDLN=001 DEPN=77-777 LNID=001 SEQN=2
    F47113 - Payment   EDOC=112 EDLN=001 DEPN=77-777 LNID=002
        F47114 - Remit EDOC=112 EDLN=001 DEPN=77-777 LNID=002 SEQN=1
        F47114 - Remit EDOC=112 EDLN=001 DEPN=77-777 LNID=002 SEQN=2
F47111 - ST          EDOC=113 EDLN=001
F47112 - Deposit   EDOC=113 EDLN=001 DEPN=88-888
    F47113 - Payment   EDOC=113 EDLN=001 DEPN=88-888 LNID=001
        F47114 - Remit EDOC=113 EDLN=001 DEPN=88-888 LNID=001 SEQN=1
        F47114 - Remit EDOC=113 EDLN=001 DEPN=88-888 LNID=001 SEQN=2
    F47113 - Payment   EDOC=113 EDLN=001 DEPN=88-888 LNID=002
        F47114 - Remit EDOC=113 EDLN=001 DEPN=88-888 LNID=002 SEQN=1
        F47114 - Remit EDOC=112 EDLN=001 DEPN=88-888 LNID=002 SEQN=2

```

Transferring EDI Lockbox Transactions

From the Lock Box menu (G47264), choose Edit/Update Lockbox EDI Files.

Run the Edit/Update EDI Lockbox Files program (R47111) to transfer inbound cash receipts from the EDI lockbox tables to the Electronic Receipt Input table (F03B13Z1).

You can run this program in proof or final mode:

- In proof mode, the system prints the EDI Lockbox Edit/Create report that you use to review the transactions and correct errors prior to running the program in final mode. The EDI Lockbox Edit/Create report prints:
 - The amount to be applied to the invoice (Z4AG or Z4ACR) from the EDI Lockbox/Payment Detail - Payment table (F47114)
 - The amount of the receipt (Z3TTOT) from the EDI Lockbox/Payment Detail - Batch table (F47113)
 - The total amount of the deposit (Z2TTOT) from the EDI Lockbox Header - Transaction table (F47112)

This allows you to verify total remittance amounts against total deposit amounts. If the amounts do not total properly, the system prints an error on the report.

- In final mode, the system:
 - Transfers EDI transactions to the Electronic Receipts Input table (F03B13Z1) for further processing by the automatic cash application programs.

Note: The system writes records to the Electronic Receipts Input table regardless of errors. Although errors are detected during the automatic cash application process, J.D. Edwards recommends that you run this program in proof mode first and correct any errors prior to running the program in final mode.

- Updates the EDI - Successfully Processed fields (EDSP) to Y for the EDI transactions in the EDI lockbox tables.
- Prints the EDI Lockbox Edit/Create report.

Errors on the report do not prevent the system from updating the Electronic Receipt Input table (F03B13Z1) if the program is run in final mode.

Processing Options for EDI Lockbox Edit/Create

Defaults

- | | |
|--|-------|
| 1. Short Bank Account ID
(Required) | _____ |
| 2. G/L Date | _____ |
| Blank = System date | _____ |
| 3. Payment Instrument | _____ |

Process

- | | |
|--------------------|-------|
| 1. Process Mode | _____ |
| Blank = Proof mode | _____ |
| 1 = Final mode | _____ |

Accounts Receivable

Working with Inbound EDI Lockbox Transactions

After you run the Edit/Update EDI Lockbox Files program in proof mode, you might need to make corrections or additions to an EDI transmission before you run the program in final mode.

Although one program is used for revisions and additions (P47110), for your convenience, different versions of the program have been set up on the Lockbox menu (G47264). You use the EDI Status Inquiry program to locate and revise components of an inbound EDI lockbox transmission, and you use EDI Lockbox Entry to locate and add components of an inbound EDI lockbox transmission.

Each component stores information in a different table. The following components constitute an EDI transmission:

Transaction	A transaction contains header information that links the deposit, payment, and remittance components together. Transaction information is stored in the EDI Lockbox/Payment Header – Transaction table (F47111).
Deposit	A deposit contains all the payments received by the bank for a specific time frame (for example, one day). Deposit information is stored in the EDI Lockbox Header – Transaction table (F47112).
Payment	A payment is a receipt that can be applied to one or more invoices or invoice pay items. Payment information is stored in the EDI Lockbox/Payment Detail – Batch table (F47113).
Remittance	A remittance contains information about the invoice that is to be paid. Remittance information is stored in the EDI Lockbox/Payment Detail – Payment table (F47114).

Working with inbound EDI lockbox transactions consists of the following tasks:

- Locating components of an inbound EDI lockbox transmission
- Revising components of an inbound EDI lockbox transmission

- Revising EDI control information
- Adding components to an inbound EDI lockbox transmission

Locating Components of an Inbound EDI Lockbox Transmission

To change any of the components of the EDI transmission, you must first locate them. The relationship between the components is hierarchical. Therefore, to locate a deposit, you must first locate the transaction that contains the deposit; to locate a payment, you must first locate the transaction and the deposit that contains the payment; to locate a remittance, you must first locate the transaction, the deposit, and the payment.



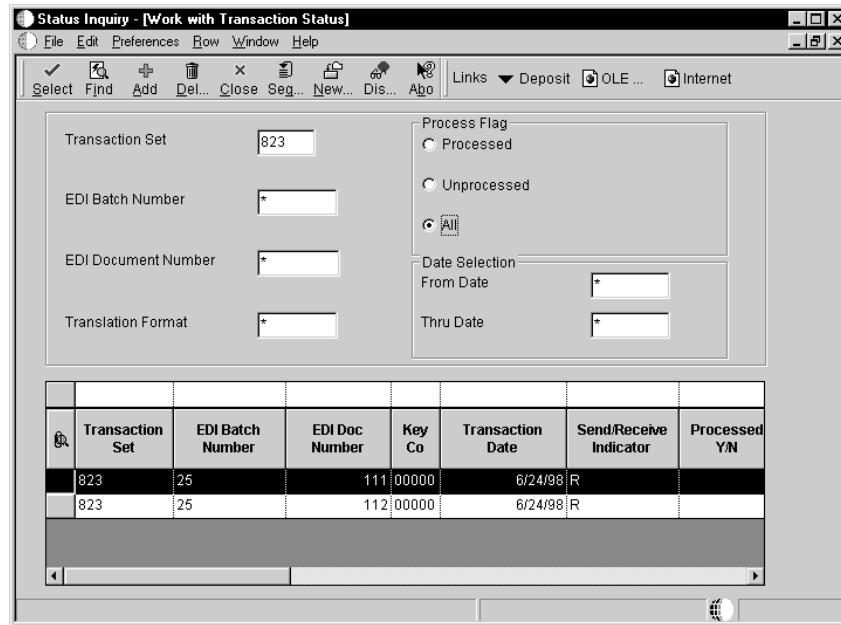
To locate components of an inbound EDI lockbox transmission

From the Lock Box menu (G47264), choose EDI Status Inquiry.

The system displays all the EDI lockbox transactions.

1. On Work with Transaction Status, to limit the number of transactions that the system displays, complete the following fields:
 - EDI Batch Number
 - EDI Doc Number
 - Translation Format
2. To display transactions by their processed status, click one of the following options:
 - Processed
 - Unprocessed
 - All
3. To display transactions by date, complete the following fields:
 - From Date
 - Thru Date
4. Click Find.

Working with Inbound EDI Lockbox Transactions



5. To review deposits in the transaction, choose the transaction, and then choose Deposit from the Row menu.

The system displays each deposit in the transaction.

6. On Work with Lockbox Deposit, to review payments in the deposit, choose the deposit, and then choose Payment from the Row menu.

The system displays each payment (receipt) in the deposit.

7. On Work with Payment, to review remittances for the payment, choose the payment, and then choose Remittance from the Row menu.

The system displays each remittance for the payment.

Field	Explanation
EDI Batch Number	The number that the transmitter assigns to the batch. During batch processing, the system assigns a new batch number to the J.D. Edwards transactions for each control (user) batch number it finds.
EDI Doc Number	The document number that is assigned by the transmitter in an EDI transaction. In a non EDI environment, this would be consistent with the order number assigned at order entry time (DOCO).

Field	Explanation
Translation Format	Describes the one-to-one relationship between data fields in the J.D. Edwards application and elements in a Standard EDI business document (transaction type). Contains the map of a Standard EDI business document and a user file for a particular type of document.
Unprocessed	An indicator to mark records as successfully processed through the batch processing system. After a record has been marked as processed, it can no longer be updated through the batch processing program. Valid values for WorldSoftware are: 0 Unprocessed only 1 Processed and unprocessed
	For OneWorld software: On The system shows records that have been successfully processed. Off The system shows records that have not yet been processed.
From Date	The specific date that an EDI transaction was either transmitted or received.
Thru Date	The specific date that an EDI transaction was either transmitted or received.

Revising Components of an Inbound EDI Lockbox Transmission

You can revise any component of an inbound EDI lockbox transmission. Revising EDI lockbox components includes the following tasks:

- Revising inbound EDI lockbox transactions
- Revising inbound EDI lockbox deposits
- Revising inbound EDI lockbox payments
- Revising inbound EDI lockbox remittances

► To revise an inbound EDI lockbox transaction

From the Lock Box menu (G47264), choose EDI Status Inquiry.

1. On Work with Transaction Status, choose the transaction and click Select.
2. On Transaction Header Revisions, change the following field:
 - Alpha Name
3. Click OK.

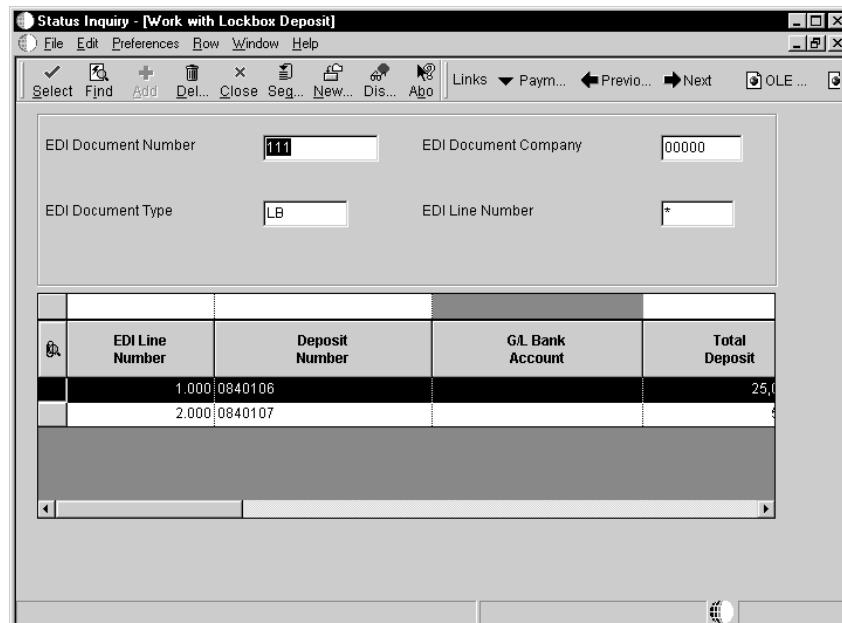
Field	Explanation
Alpha Name	The text that names or describes an address. This 40-character alphabetic field appears on a number of forms and reports. You can enter dashes, commas, and other special characters, but the system cannot search on them when you use this field to search for a name.

► To revise an inbound EDI lockbox deposit

From the Lock Box menu (G47264), choose EDI Status Inquiry.

1. On Work with Transaction Status, choose the EDI transaction that contains the deposit, and then choose Deposit from the Row menu.

The system displays each deposit in the transaction.



2. On Work with Lockbox Deposit, choose the deposit that you want to revise and click Select.
3. On Lockbox Deposit Revisions, change any of the following fields:
 - Cleared/Value Date
 - G/L Date
 - Reference
 - DFI ID Qualifier
 - DFI ID Number

Accounts Receivable

- Reference 2
- G/L Bank Account
- Amount Deposited
- A/R Batch Number
- A/R Batch Date

Do not change the value of the A/R Batch Type field; RB is the only valid value.

4. Click OK.

Field	Explanation
Cleared/Value Date	The date the payment amount was debited or credited to the bank account. It is not the date the bank reconciled the payment. Automatic payments automatically populate this field. If you are making manual payments and have directed a processing option to display the value date, you can manually enter the value date.
G/L Date	A date that identifies the financial period to which the transaction will be posted. The Fiscal Date Patterns table for general accounting specifies the date range for each financial period. You can have up to 14 periods. Generally, period 14 is used for audit adjustments.
Reference	An alphanumeric value used as a cross-reference or secondary reference number. Typically, this is the customer number, supplier number, or job number.
DFI ID Qualifier	Depository Financial Institution identification number type. 01 ABA Transit Routing Number 02 Swift Identification 03 CHIPS 04 Canadian Bank Branch ZZ Mutually Defined
DFI ID Number	Depository Financial Institution identification number.
Reference 2	A field available to record reference numbers, such as the supplier's bid document number, quote document, sales order, work order, or job number. This field is for informational purposes only.

Field	Explanation
G/L Bank Account	A field that identifies an account in the general ledger. You can use one of the following formats for account numbers: <ul style="list-style-type: none"> • Standard account number (business unit.object.subsidiary or flexible format) • Third G/L number (maximum of 25 digits) • 8-digit short account ID number • Speed code The first character of the account indicates the format of the account number. You define the account format in the General Accounting Constants program.
Amount Deposited	Total currency amount as transmitted on an EDI Transaction.
A/R Batch Number	A number that identifies a group of transactions that the system processes and balances as a unit. When you enter a batch, you can either assign a batch number or let the system assign it through Next Numbers. When you change, locate, or delete a batch, you must specify the batch number.
A/R Batch Type	A code that indicates the system and type of entries for a batch. This is a user defined code (98,IT).
A/R Batch Date	The date of the batch. If you leave this field blank, the system date is used.

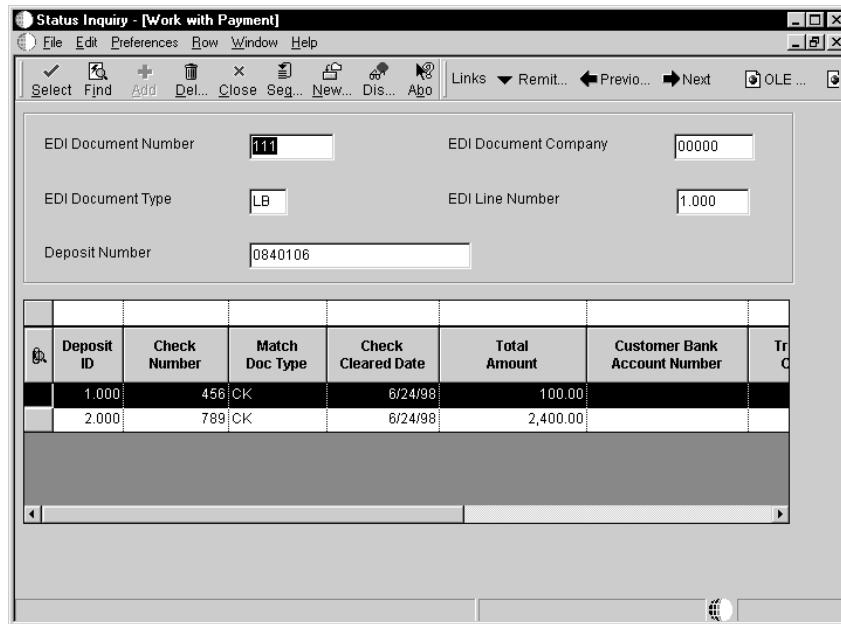
To revise an inbound EDI lockbox payment

From the Lock Box menu (G47264), choose EDI Status Inquiry.

1. On Work with Transaction Status, choose the EDI transaction that contains the deposit and the payment, and then choose Deposit from the Row menu.
2. On Work with Lockbox Deposit, choose the deposit that contains the payment, and then choose Payment from the Row menu.

The system displays each payment (receipt) in the deposit.

Accounts Receivable



3. On Work with Payment, choose the payment that you want to revise and click Select.
4. On Payment Revisions, change any of the following fields:
 - Check Number
 - Check/Item Date
 - Address Number
 - Alpha Name
 - Bank Transit
 - Customer Bank Account
 - Transaction Type Code
 - Payment Instrument
 - Check Document Type
 - Check Cleared Date
 - Pay Method Code
 - Account Mode
 - A/R Batch Number
 - A/R Batch Date
 - Check Amount

Do not change the value of the A/R Batch Type field; RB is the only valid value.

5. Click OK.

Field	Explanation
Check Number	The number of the matching document, such as a receipt, payment, adjustment, or credit. You apply a matching document (DOCM) against an original document (DOC), such as an invoice or voucher.
Check/Item Date	For manual payments, the payment date and the G/L date are the same. The system uses the Payment-G/L Date to retrieve the correct exchange rate from the Exchange Rates table (F0015).
Customer Bank Account	The bank account number for a company, customer, or supplier.
Bank Transit	<p>The routing and transit number for a particular bank account.</p> <p>The combination of account number and transit number must be unique.</p>
Transaction Type Code	EDI Code designating the action to be taken by all parties. See User Defined Code Table 47/TH for valid codes. Refer to ANSI X.12 Data Item 305.
Payment Instrument	The user defined code that determines the type of payment made to the supplier.
Check Document Type	A user defined code (00/DT) that specifies the kind of document used to match the original document.
Check Cleared Date	The date the check was debited to the bank account. This will be updated during the tape bank reconciliation.
Pay Method Code	Payment Method Code – ANSI S.12 data item 591.
Account Mode	<p>A code that indicates which of the three general ledger account numbers is being used for data entry. Valid codes are:</p> <ul style="list-style-type: none"> 1 The short account ID number 2 The standard long account number 3 The long (unstructured, 24-byte) account number 7 The first character of the account number indicates the format of the account number <p>You can also define special characters in the Accounting Constants file (F0009) to facilitate data entry. For example:</p> <ul style="list-style-type: none"> / For the unstructured account number * For the short account ID number blank For the business unit.object.subsidiary number <p>For example, if the account mode is 7 and the first character of the account number is *, the account number was entered as the short account ID number.</p>

Accounts Receivable

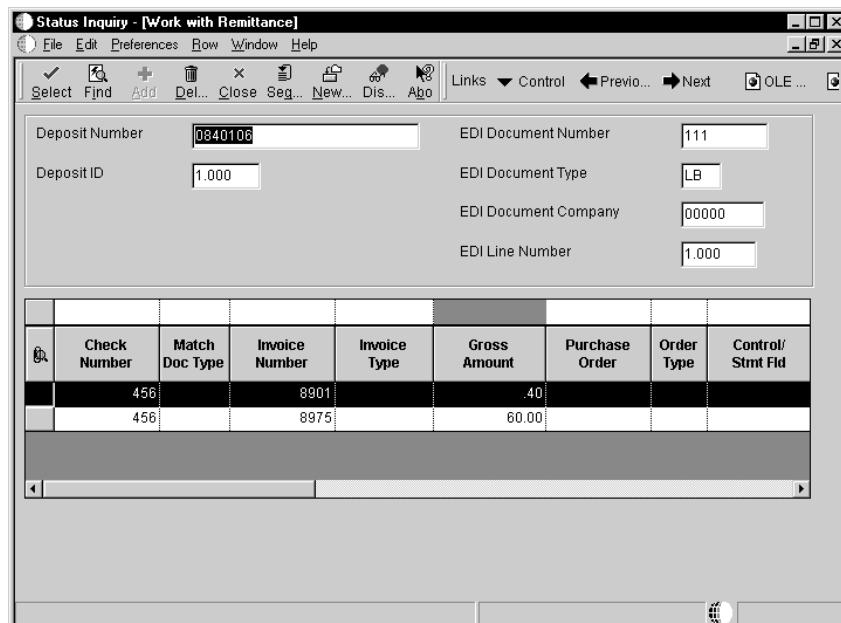
Field	Explanation
Check Amount	Total currency amount as transmitted on an EDI Transaction.

► To revise an inbound EDI lockbox remittance

From the Lock Box menu (G47264), choose EDI Status Inquiry.

1. On Work with Transaction Status, choose the EDI transaction that contains the deposit, payment, and remittance, and then choose Deposit from the Row menu.
2. On Work with Lockbox Deposit, choose the deposit that contains the payment and remittance, and then choose Payment from the Row menu.
3. On Work with Payment, choose the payment that contains the remittance, and then choose Remittance from the Row menu.

The system displays each remittance for the payment.



4. On Work with Remittance, choose the remittance that you want to revise and click Select.
5. On Remittance Revisions, change any of the following fields:
 - Check Number
 - Check Document Type
 - Pay Item

- Statement Number
- Gross Amount
- Discount Taken
- Currency Amount
- Foreign Discount Taken
- Type Input
- Miscellaneous Code 1
- Miscellaneous Code 2
- Document Company
- Document Number
- Document Type
- Company
- Purchase Order Document Company
- Purchase Order Number
- Purchase Order Document Type
- Cash Rcpts/Inv Reg Code
- Remark

6. Click OK.

Field	Explanation
Currency Code	A code that indicates the currency of a customer's or a supplier's transactions.
Pay Item	A number that identifies the pay item for a voucher or an invoice. The system assigns the pay item number. If the voucher or invoice has multiple pay items, the numbers are sequential.
Statement Number	<p>A/P Control field usage: Defines the order in which A/P checks should be printed. For example, if checks are to be printed by job, this field would contain job number. If checks were to be printed by contract number, this field would contain contract number. The A/P check build will sort on this field.</p> <p>A/R Statement field usage: This is the statement number which the invoice printed on. For example, when statements are run, if statement number 1234 contains invoices 151 and 152, then this field will contain the value 1234 for all invoice records for invoices 151 and 152.</p>

Accounts Receivable

Field	Explanation
Gross Amount	The gross amount of an invoice or voucher pay item, including tax. The total amount for a voucher or invoice is the accumulation of the open pay items. The accounting distributions must balance to the gross amount less recoverable VAT.
Discount Taken	<p>In Accounts Receivable, this is the amount the customer account is discounted when you apply a receipt to an open invoice.</p> <p>In Accounts Payable, this is the amount of discount you take when you issue a payment.</p> <p>The discount taken does not have to be the same as the discount available.</p>
Currency Amount	The foreign currency amount entered on the transaction. If the Multi-Currency Conversion option on the Set Multi-Currency Option form is set to Y, the foreign amount is multiplied by the exchange rate to arrive at the domestic amount. If the Multi-Currency Conversion option is set to Z, the foreign amount is divided by the exchange rate.
Foreign Discount Taken	The amount of the discount, expressed in the foreign currency of the transaction, that was taken during the application of a payment or item to an open invoice or voucher. When you add new vouchers and invoices, the discount taken equals the full discount available. During A/R Speed Release (P03114), A/P Speed Release (P04114), and Cash Receipts (P03103) the Discount Taken field may be updated to reflect the actual discount taken. Automatic Accounting Instruction accounts have been provided to record discounts lost or reductions of discounts previously taken for Accounts Payable is PKD, and to record sales discount taken for Accounts Receivable is RKD. It is recommended that journal entries for discounts be recorded manually in the voucher entry program. Then if the discount is not taken, the payment writer program will automatically record all discounts lost. In Accounts Receivable, let the Cash Receipts program record the discounts taken for you automatically.

Field	Explanation																														
Type Input	<p>A code for specific transaction processing in Cash Receipts. A blank TI code will cause the transaction to be bypassed. The following is a summarized list of valid TI codes. For more detailed information, please see the system help text for Cash Receipts w/Action Code program (P03103).</p> <p>Codes and their uses are:</p> <table> <tbody> <tr><td>1</td><td>Invoice Match Net with Discount</td></tr> <tr><td>2</td><td>Inv Match Open without Discount</td></tr> <tr><td>A</td><td>Adjustment</td></tr> <tr><td>B</td><td>Balance Forward</td></tr> <tr><td>C</td><td>Chargeback (Unapplied Debit)</td></tr> <tr><td>D</td><td>Inv Match w/ Chgbck for Discount</td></tr> <tr><td>F</td><td>Automatic Gain/Loss Record (foreign currency only – machine generated)</td></tr> <tr><td>G</td><td>General Ledger</td></tr> <tr><td>I</td><td>Invoice Match</td></tr> <tr><td>R</td><td>Begin or End Range of Invoices</td></tr> <tr><td>S</td><td>Spread</td></tr> <tr><td>U</td><td>Unapplied Cash (Credit)</td></tr> <tr><td>W</td><td>Automatic Write-off</td></tr> <tr><td>X</td><td>Skip Invoice within Range</td></tr> <tr><td>Z</td><td>Automatic Gain/Loss on Spreads (foreign currency only-machine generated)</td></tr> </tbody> </table>	1	Invoice Match Net with Discount	2	Inv Match Open without Discount	A	Adjustment	B	Balance Forward	C	Chargeback (Unapplied Debit)	D	Inv Match w/ Chgbck for Discount	F	Automatic Gain/Loss Record (foreign currency only – machine generated)	G	General Ledger	I	Invoice Match	R	Begin or End Range of Invoices	S	Spread	U	Unapplied Cash (Credit)	W	Automatic Write-off	X	Skip Invoice within Range	Z	Automatic Gain/Loss on Spreads (foreign currency only-machine generated)
1	Invoice Match Net with Discount																														
2	Inv Match Open without Discount																														
A	Adjustment																														
B	Balance Forward																														
C	Chargeback (Unapplied Debit)																														
D	Inv Match w/ Chgbck for Discount																														
F	Automatic Gain/Loss Record (foreign currency only – machine generated)																														
G	General Ledger																														
I	Invoice Match																														
R	Begin or End Range of Invoices																														
S	Spread																														
U	Unapplied Cash (Credit)																														
W	Automatic Write-off																														
X	Skip Invoice within Range																														
Z	Automatic Gain/Loss on Spreads (foreign currency only-machine generated)																														
Miscellaneous Code 1	This code is for internal use by the Accounts Receivable and Accounts Payable systems.																														
Miscellaneous Code 2	<p>A flag that internal processing uses for the A/P and A/R detail files. If this field is blank, the Post program will create the offsetting entries for tax in the General Ledger Detail file (F0911) and write to the Tax file (F0018).</p> <p>The Order Processing and Distribution systems put a 1 in this field as they write the offsetting entries for tax and write to the Tax File.</p> <p>If there is a 1 in this field, the Invoice and Voucher Entry programs require manual changes to the tax amount information. They will not automatically calculate the information. Any changes to tax amounts in these programs will not be carried to the Tax file when this code is a 1.</p>																														

Accounts Receivable

Field	Explanation										
Document Company	<p>A number that, with the document number, document type and G/L date, uniquely identifies an original document, such as invoice, voucher, or journal entry.</p> <p>If you use the Next Numbers by Company/Fiscal Year feature, the Automatic Next Numbers program (X0010) uses the document company to retrieve the correct next number for that company.</p> <p>If two or more original documents have the same document number and document type, you can use the document company to locate the desired document.</p>										
Document Number	<p>A number that identifies the original document, such as a voucher, invoice, unapplied cash, journal entry, and so on. On entry forms, you can assign the original document number or let the system assign it through Next Numbers.</p> <p>Matching document (DOCM) numbers identify related documents in the Accounts Receivable and Accounts Payable systems. Some examples are:</p> <ul style="list-style-type: none">• Automated/Manual Payment<ul style="list-style-type: none">Original document - VoucherMatching document - Payment• A/R Original Invoice<ul style="list-style-type: none">Original document - Invoice• Receipt Application<ul style="list-style-type: none">Original document - InvoiceMatching document - Receipt• Credit Memo/Adjustment<ul style="list-style-type: none">Original document - InvoiceMatching document - Credit Memo• Unapplied Receipt<ul style="list-style-type: none">Original document - Receipt										
Document Type	<p>A user defined code (00/DT) that identifies the origin and purpose of the transaction.</p> <p>J.D. Edwards reserves several prefixes for document types, such as vouchers, invoices, receipts, and timesheets.</p> <p>The reserved document type prefixes for codes are:</p> <table><tbody><tr><td>P</td><td>Accounts payable documents</td></tr><tr><td>R</td><td>Accounts receivable documents</td></tr><tr><td>T</td><td>Time and Pay documents</td></tr><tr><td>I</td><td>Inventory documents</td></tr><tr><td>O</td><td>Ordering document types</td></tr></tbody></table> <p>The system creates offsetting entries as appropriate for these document types when you post batches.</p>	P	Accounts payable documents	R	Accounts receivable documents	T	Time and Pay documents	I	Inventory documents	O	Ordering document types
P	Accounts payable documents										
R	Accounts receivable documents										
T	Time and Pay documents										
I	Inventory documents										
O	Ordering document types										

Field	Explanation										
Company	<p>A code that identifies a specific organization, fund, entity, and so on. The company code must already exist in the Company Constants table (F0010) and must identify a reporting entity that has a complete balance sheet. At this level, you can have intercompany transactions.</p> <p>Note: You can use Company 00000 for default values, such as dates and automatic accounting instructions. You cannot use Company 00000 for transaction entries.</p>										
Purchase Order Document Company	<p>A company number that, along with document number, document type and G/L date, uniquely identifies a purchase order.</p> <p>If you are using the Next Numbers by Company/Fiscal Year feature, the Automatic Next Numbers program (X0010) uses the document company to retrieve the next number. If two or more original documents have the same document number and type, you can use the document company to locate the desired document.</p>										
Purchase Order Number	A document that authorizes the delivery of specified merchandise or the rendering of certain services.										
Purchase Order Document Type	Document Type – Purchase Order										
Cash Rcpts/Inv Reg Code	<p>In A/R this field indicates whether the cash records from cash receipts are written in detail or summary. A blank indicates that cash records are written in summary. A 1 indicates that cash records are written in detail. All records within a batch will have the same value.</p> <p>In A/P this field indicates that the voucher has been entered using a different module. Valid values are:</p> <table style="margin-left: 20px;"> <tr><td>P</td><td>Preliminary Invoice (w/o redistribution)</td></tr> <tr><td>R</td><td>Redistribution complete</td></tr> <tr><td>C</td><td>Credit tied to debit business unit</td></tr> <tr><td>M</td><td>Voucher match (OneWorld ONLY)</td></tr> <tr><td>L</td><td>Logged Voucher tied to Purchase Order (OneWorld ONLY)</td></tr> </table>	P	Preliminary Invoice (w/o redistribution)	R	Redistribution complete	C	Credit tied to debit business unit	M	Voucher match (OneWorld ONLY)	L	Logged Voucher tied to Purchase Order (OneWorld ONLY)
P	Preliminary Invoice (w/o redistribution)										
R	Redistribution complete										
C	Credit tied to debit business unit										
M	Voucher match (OneWorld ONLY)										
L	Logged Voucher tied to Purchase Order (OneWorld ONLY)										
Remark	A generic field that you use for a remark, description, name, or address.										

Revising EDI Control Information

The system stores EDI control information in each of the four EDI tables (F47111, F47112, F47113, and F47114). The tables have the following hierarchical relationship:

- F47111 - Transaction (1)
- F47112 - Deposit (2)
- F47113 - Payment (3)
- F47114 - Remittance (4)

Therefore, if you change EDI control information for the transaction (F47111), the system copies the change to each component in the subordinate tables (F47112, F47113, and F47114). If you change EDI control information for the payment, the system copies the change to each remittance for the payment. The system copies changes to subordinate tables only, never to a superordinate table. For example, if you change EDI control information for the payment, the system does not copy the change to the deposit or the transaction tables.



To revise EDI control information

From the Lock Box menu (G47264), choose EDI Status Inquiry.

1. On Work with Transaction Status, choose the EDI transaction, and then choose Control from the Row menu.
2. On EDI Lockbox Control Revisions, revise any of the following transaction EDI control fields and click OK:
 - Record Type

The record type must be 1 (header) for the transaction EDI control information.

- Processed (Y/N)
- Record Sequence
- Batch Number
- Translation Format
- Number of Detail Lines
- EDI – Transmission Date
- Trading Partner ID
- User Reserved Code
- User Reserved Date

- User Reserved Amount
- User Reserved Number
- User Reserved Reference

Do not change the Transaction Set or the Send/Receive Indicator fields; they must contain the values 823 and R, respectively.

Note: The system copies the changes that you make to each deposit, payment and remittance for the transaction.

3. To change the EDI control information for the deposit, locate and choose the deposit, and then choose Control from the Row menu.

See *Locating Components of an Inbound EDI Transmission*.

4. On EDI Lockbox Control Revisions, revise any of the following deposit EDI control fields and click OK:

- Record Type

The record type must be 2 (detail) for the deposit EDI control information.

- Processed (Y/N)
- Record Sequence
- Batch Number
- Translation Format
- Number of Detail Lines
- EDI – Transmission Date
- Trading Partner ID
- User Reserved Code
- User Reserved Date
- User Reserved Amount
- User Reserved Number
- User Reserved Reference

Do not change the Transaction Set or the Send/Receive Indicator fields; they must contain the values 823 and R, respectively.

Note: The system copies the changes that you make to each payment and remittance for the deposit.

5. To change the EDI control information for the payment, locate and choose the payment, and then choose Control from the Row Menu.

See *Locating Components of an Inbound EDI Transmission*.

6. On EDI Lockbox Control Revisions, revise any of the following payment EDI control fields and click OK:

- Record Type

The record type must be 2 (detail) for the deposit EDI control information.

- Processed (Y/N)
- Record Sequence
- Batch Number

Note: The system copies the changes that you make to each remittance for the payment.

7. To change the EDI control information for the remittance, locate and choose the remittance, and then choose Control from the Row Menu.

See *Locating Components of an Inbound EDI Transmission*.

8. On EDI Lockbox Control Revisions, revise any of the following remittance EDI control fields and click OK:

- Record Type

The record type must be 2 (detail) for the deposit EDI control information.

- Processed (Y/N)
- Record Sequence
- Batch Number

Field	Explanation
Record Type	The identifier used to mark EDI transaction records as header and detail information. This is an EDI function only.

Field	Explanation
Processed (Y/N)	<p>An indicator to mark records as successfully processed through the batch processing system. After a record has been marked as processed, it can no longer be updated through the batch processing program.</p> <p>Valid values for WorldSoftware are:</p> <ul style="list-style-type: none"> 0 Unprocessed only 1 Processed and unprocessed <p>For OneWorld software:</p> <ul style="list-style-type: none"> On The system shows records that have been successfully processed. Off The system shows records that have not yet been processed.
Record Sequence	The identifier used to assign the relative position within the header or detail information in an EDI transaction. For example, H01, H02, D01, and so forth.
Batch Number	The number that the transmitter assigns to the batch. During batch processing, the system assigns a new batch number to the J.D. Edwards transactions for each control (user) batch number it finds.
Number of Detail Lines	The number of detail lines transmitted in an EDI transaction. This is the total number of lines on a per order basis, number of lines included on an invoice, and so on.
EDI – Transmission Date	The specific date that an EDI transaction was either transmitted or received.
Trading Partner ID	Qualifier used to identify the trading partner you are exchanging EDI Standard business documents with.
User Reserved Code	This is a 2 position code that is reserved for the user. JDE does not currently use this field and will not utilize this field in the future.
User Reserved Date	This is a 6 position code that is reserved for the user. JDE does not currently use this field and will not utilize this field in the future.
User Reserved Amount	This is a 15 position code that is reserved for the user. JDE does not currently use this field and will not utilize this field in the future.
User Reserved Number	This is a 8 position code that is reserved for the user. JDE does not currently use this field and will not utilize this field in the future.
User Reserved Reference	This is a 15 position reference that is reserved for the user. JDE does not currently use this field and will not utilize this field in the future.

Adding Components to an Inbound EDI Transmission

You can add one or more components to an existing transaction, as well as an entire transaction and its related components, using the EDI Lockbox Entry program. This might be useful if you want to test the process before implementing it. Adding components to an EDI transmission includes the following tasks:

- Adding inbound EDI lockbox transactions
- Adding inbound EDI lockbox deposits
- Adding inbound EDI lockbox payments
- Adding inbound EDI lockbox remittances

See Also

- *Understanding the Mapping Requirements for Processing EDI Lockbox Transactions* for information on the required fields for the components of an EDI transmission

► **To add an inbound EDI lockbox transaction**

From the Lock Box menu (G47264), choose EDI Lockbox Entry.

1. On Work with Transaction Status, click Add
2. On Transaction Header Revisions, complete the following EDI fields to identify the transaction:
 - EDI Document Number
 - EDI Document Type
 - EDI Document Company
 - EDI Line Number
 - Alpha Name
3. Complete any of the following optional fields:
 - Trading Partner
4. Click OK.

Note: When you add an EDI lockbox transaction, the system automatically adds the corresponding EDI control information.

Field	Explanation
EDI Document Type	The document type that is assigned by the transmitter in an EDI transaction. In a non EDI environment, this would be consistent with the order type (DCTO) assigned at order entry time, an invoice document type, a voucher document type, and so on.
EDI Document Company	Company – Key (EDI – Document Key Co)
EDI Line Number	This is the line number you assign when originating an EDI transaction. This number can represent an order line number (applicable for any order type), an invoice pay item, a journal entry line number, and so on.

► To add an inbound EDI lockbox deposit

From the Lock Box menu (G47264), choose EDI Lockbox Entry.

1. Locate and choose the EDI transaction to which the deposit should be added, and then choose Deposit from the Row menu.
See *Locating Components of an Inbound EDI Transmission*.
2. On Work with Lockbox Deposit, click Add.
3. On Lockbox Deposit Revisions, complete the following fields to enter the deposit:
 - Deposit Number
 - Amount Deposited
4. Complete any of the following optional fields:
 - Cleared/Value Date
 - G/L Date
 - Reference
 - DFI ID Qualifier
 - DFI ID Number
 - Reference 2
 - G/L Bank Account
 - A/R Batch Number
 - A/R Batch Type
 - A/R Batch Date
5. Click OK.

Note: When you add an EDI lockbox deposit, the system automatically adds the corresponding EDI control information.

Field	Explanation
Deposit Number	Deposit Number.

► To add an inbound EDI lockbox payment

From the Lock Box menu (G47264), choose EDI Lockbox Entry.

1. Locate and choose the EDI deposit to which the payment should be added, and then choose Payment from the Row menu.

See *Locating Components of an Inbound EDI Transmission*.

2. On Work with Payments, click Add.
3. On Payment Revisions, complete the following fields to enter the payment:
 - Deposit ID
 - Check Document Type
 - Check Amount
 - Check Number
4. Complete any of the following optional fields:
 - Check/Item Date
 - Address Number
 - Alpha Name
 - Bank Transit
 - Customer Bank Account
 - Transaction Type Code
 - Payment Instrument
 - Check Cleared Date
 - Pay Method Code
 - A/R Batch Number
 - A/R Batch Type
 - A/R Batch Date
 - Currency Code

5. Click OK.

Note: When you add an EDI lockbox payment, the system automatically adds the corresponding EDI control information.

Field	Explanation
Deposit ID	A number that identifies multiple occurrences, such as line numbers on a purchase order or other document. Generally, the system assigns this number, but in some cases you can override it.

► To add an inbound EDI lockbox remittance

From the Lock Box menu (G47264), choose EDI Lockbox Entry.

1. Locate and choose the EDI payment to which the remittance should be added, and then choose Remittance from the Row menu.

See *Locating Components of an Inbound EDI Transmission*.

2. On Work with Remittance, click Add
3. On Remittance Revisions, complete the following fields:
 - Sequence Number
 - Check Number
 - Check Document Type
4. Complete one of the following required fields:
 - Gross Amount
 - Currency Amount
5. Complete any of the following optional fields:
 - Pay Item
 - Statement Number
 - Discount Taken
 - Foreign Discount Taken
 - Type Input
 - Miscellaneous Code 1
 - Miscellaneous Code 2
 - Document Company
 - Document Number

Accounts Receivable

- Document Type
- Company
- Purchase Order Document Company
- Purchase Order Number
- Purchase Order Document Type
- Cash Rcpts/Inv Reg Code
- Remark

6. Click OK.

Note: When you add an EDI lockbox remittance, the system automatically adds the corresponding EDI control information.

Field	Explanation
Sequence Number	A number used to organize the table into a logical group for online viewing and reporting.

Processing Options for EDI Status Inquiry & EDI Lockbox Entry (P47110)

Defaults

1. EDI Transaction Set Number _____
823 = Lockbox
820 = Payment (Future use)

Process

1. Process Mode _____
Blank = Update mode
1 = Add mode

Purging Inbound EDI Lockbox Transactions

Purging Inbound EDI Lockbox Transactions

From the Lock Box menu (G47266), choose Purge EDI Files.

After you successfully process inbound EDI lockbox transactions, you can remove them from the inbound EDI tables by running the purge program. The system retains processed EDI lockbox transactions in the system 47 tables until you purge them.

When you purge inbound EDI lockbox transactions, the system removes all processed records, that is, records that have a Y in the Processed (Y/N) field (EDSP). from the following EDI lockbox tables:

- EDI Lockbox/Payment Header – Transaction (F47111)
- EDI Lockbox Header – Transaction (F47112)
- EDI Lockbox/Payment Detail – Batch (F47113)
- EDI Lockbox/Payment Detail – Payment (F47114)

Caution: When you purge information, the system does not copy transactions to a purge table. Instead, the system deletes transactions from your system.

Accounts Receivable

Index

Index

A

A/R – A/P Netting Report, processing options, 13–33
A/R and A/P Netting Workfile table (F03465), 13–30
A/R Batch Control, 6–5
 Notify, 6–5
A/R Batch Draft Creation report, 9–47
A/R Cash Forecasting, 18–1, 18–3
 processing options, 18–4
A/R Coexistence and Conversion, G–1
A/R constants
 A/R aging information setup, 2–9
 A/R controls, 2–6
 automatic offset method, 2–8
 cash management controls setup, 2–9
 default company, 2–4
 line of business, 2–4
 line of business processing, 2–4
 setup, 2–3
A/R Controls, setup, 2–6
A/R Delinquency Notices Print (R03B20), 12–45
A/R Details with Aging, processing options, 13–15
A/R Invoice Details, processing options, 13–7
A/R invoices, printing, 14–3
A/R Magnetic Draft Remittance report, 9–69
A/R reports, 13–1
A/R Statistical History Purge/Repost, processing options, 12–91
A/R Summary with Currency, processing options, 13–4
A/R tax setup, 4–1
A/R to Account Balance by Account ID
 integrity reports, 15–14
 understanding out-of-balance conditions, 15–16
A/R to Account Balance by Account ID (R03B707), processing options, 15–16

A/R to G/L by Batch
 integrity reports, 15–10
 understanding invalid pay status conditions, 15–12
 understanding out-of-balance conditions, 15–11
A/R to G/L Receipts by Batch
 integrity reports, 15–13
 understanding out-of-balance conditions, 15–14
A/R Unrealized Gains/Losses, processing options, 16–9
AAIs. *See* Automatic accounting instructions
About A/R cash forecasting, 18–1
Account, balances by currency, B–2
Account activities
 managing, 12–66
 reviewing, 12–68
Account Activity Log form, 12–68
Account balance information, reviewing, 12–60, 12–63
Account Balance Inquiry, 12–58
 currency code, 12–59
Account Balance Inquiry form, 12–60
Account information, entering G/L
distribution information, 6–16
Account numbering, 1–14
Account Statistical Summary form, 12–89
Account Status Summary form, 12–61
Accounts receivable
 account numbering, 1–14
 features, 1–8
 menu overview, 1–20
 multi-national functionality, 1–13
 overview, 1–7
 system flow, 1–15
 system integration, 1–7
 table relationships, 1–16
 tables and descriptions, 1–17
Accounts receivable system setup, 2–1
Activating A/R processing, 2–4
Activity codes for deductions, 11–5
Activity Log Report, processing options, 12–70

Accounts Receivable

- Activity priorities, 12–91
- Activity priority codes (03B/PR), 2–52
- Adding attachments to invoices, 6–20
- Adding managers to the Address Book, 12–7
 - Adding managers to UDC tables, 12–7
- Address Book, updating from, 14–7
- Address Book – Additional Information form, 5–10
- Address Book number for collection managers (01/CM), 2–53
- Address Book number for credit manager (01/CR), 2–53
- Address Book Revisions (P01012)
 - manually assigning GeoCodes to a customer, F–27
 - manually assigning GeoCodes to suppliers, F–26
- Address Book Revisions form, 4–4, 5–6
- Advanced payment term codes, 2–23
- Advanced Payment Term Revision form, 2–34, 2–38
- Aging categories setup, 12–3
- Aging Trend Analysis report, printing, 13–27
- Aging Trend Analysis report (R03B166), 13–27
- Aging vocabulary codes (H00 & 03B/AG), 2–49
- Algorithms
 - balance forward method, 8–19
 - base methods, 8–16
 - combination invoice match (R03B50F), 8–23
 - creating the version identification, 8–25
 - defining, 8–15
 - defining selection criteria, 8–28
 - defining sequence specifications, 8–29
 - execution lists, 8–51
 - invoice selection match method, 8–18
 - known invoice match with amount (R03B50D), 8–20
 - known invoice match without amount (R03B50E), 8–23
 - overview, 8–18
 - selection criteria, 8–16
 - sequence specifications, 8–17
 - setting the processing options, 8–28
- Alternate currency conversion, 19–1
- Alternate currency ledger, posting, 6–80
 - Alternate currency receipts
 - AAIs, 3–12, 3–13, 3–14
 - application outside of the EMU, 7–97
 - entering, 7–26
 - example, 7–97, 7–99, 7–101
 - gain and loss calculation, 7–95
 - Analytical reports, printing, 13–21
 - Apply Receipts to Invoices (R03B50), processing options, 8–71
 - Applying a credit memo to a deduction, 11–19
 - Applying receipts to invoices automatically, 8–70
 - Applying receipts to invoices using multiple input methods, 7–47
 - Applying unapplied receipts to invoices, 7–38
 - Approving and posting A/R drafts, 9–77
 - Approving and posting receipts, 7–91
 - Approving invoice batches, 6–69
 - Approving receipts for posting, 7–91
 - As if currency, Customer Ledger Inquiry, 6–99
 - Assigning credit and collection information, 12–21
 - Assigning execution lists to customers, 8–54
 - Assigning GeoCodes to address book records, F–21
 - global updates, F–23
 - manual updates, F–24
 - business units, F–25
 - customer, F–27
 - suppliers, F–26
 - Auto Return, 7–80
 - Automated delinquency processing
 - defining a policy, 12–10
 - delinquency notices and fees, 12–41, 12–43
 - fee instructions setup, 12–12
 - increasing fees on delinquent invoices, 12–14
 - late fees, 12–45
 - set up notification rules, 12–17
 - setting up letter text for delinquency notices, 12–4
 - Automatic accounting instructions
 - A/R AAIs, 3–8
 - about AAIs for A/R, 3–5
 - alternate currency receipt clearing (R7), 3–13

Automatic Accounting Instructions Master table (F0012), 3–1
 components of AAIs for AR, 3–5
 copying existing AAIs, 3–23
 deductions (RN), 3–14
 defaults, 3–2
 delinquency fees (RFC and RFD), 3–11
 discounts taken (RKD), 3–11
 drafts (RDxx) AAI, 3–14
 during invoice and receipt processing, 3–6
 elements of an AAI form, 3–3
 for drafts, 9–9
 for taxes, 4–15
 foreign/alternate currency receipt rounding (R8), 3–14
 gains/losses on alternate currency receipts (RY and RZ), 3–12
 logged receipts (RCLC), 3–10
 netting (NC), 3–15
 overview, 3–1
 prefixes and suffixes, 3–1
 realized gains and losses, 16–5
 realized gains and losses (RG and RL), 3–12
 receivables bank accounts (RB), 3–9
 receivables trade (RC), 3–9
 reviewing, 3–17, 3–18
 revising, 3–18
 search sequence, 3–7
 setup, 3–22
 translating to another language, 3–24
 unapplied receipts (RCUC), 3–10
 unrealized gains and losses, 16–6
 unrealized gains and losses (RV, RW, RR), 3–11
 write-offs (RAxx), 3–10

Automatic debits, 10–3
 creating a batch, 10–4
 deleting a batch, 10–5
 formatting a batch, 10–10
 multicurrency invoices, 10–5
 overview, 10–1
 processing a batch in final mode, 10–9
 purging a batch of automatic debits, 10–13
 Working with automatic debits, 10–3

Automatic Receipts Activity Register, processing options, 8–80

Automatic receipts processing, 8–1
See also Receipts
 Automatic write-offs, 7–39

B

Balance Forward Match (R03B50B)
 overview, 8–19
 processing options, 8–33
 Balance forward receipts (TI code 2), 7–83
 Balances by currency codes and decimals, B–2
 Bank account address information, setup, 8–7
 Bank account addresses, revising, 8–9
 Bank Account Cross-Reference form, 9–16
 Bank Account Exception Report, processing options, 9–20
 Bank account exception report for A/R drafts, printing, 9–19
 Bank Account Exceptions report, 9–19
 Bank account information
 customer entry, 5–32
 drafts, 9–16
 setting up addresses, 8–7
 setting up G/L information, 8–11
 Bank registers for drafts, 9–64
 Bank transit addresses, setting up, 8–10
 Banking requirements, automatic debits, 10–3
 Base method, 8–16
 Batch Approval form, 6–70
 Batch control, 6–5
 Batch invoice information, reviewing, 17–13
 Batch invoice processing, overview, 17–1
 Batch invoices
See also Invoices; Recurring invoices
 posting, 17–11
 processing, 17–5
 purging processed batch invoices, 17–21
 purging processed invoices, 17–21
 reviewing, 17–13
 revising, 17–17
 revising unprocessed invoices, 17–18
 submitting for processing, 17–8
 verifying, 17–11
 Batch processing, converting batch invoices, 17–3

Accounts Receivable

- Batch status, posting, 6–71, 6–74
Batch Update for Multitiered A/R (R005142), processing options, 2–43
Batches
 A/R batch control, 6–5
 invoice approving, 6–69
 preventing posting, 6–69
Build A/R and A/P Netting File, processing options, 13–30
Build the Netting Report Workfile (P03465), 13–30
- C**
- Calculating A/R unrealized gains and losses, 16–7
Calculation rules for A/R, setup, 4–21
Calculations
 discounts, 6–21
 due dates for credit memos, 6–28
 rules setup, 4–21
 taxes, 4–11, 6–29
Canceling recurring invoice information, 6–51
Cash management controls, 2–9
Category codes, entering customer records, 5–4
Chargeback invoices, 7–35
Chargeback reason codes (03B/CB), 2–50
Chargebacks
 for discounts, 7–33
 stand-alone entries, 7–56
Chart of accounts, example, C–2
Check digits, activating for next numbers, 2–58
Codes
 quick reference for A/R, A–1
 tax explanation, 4–11
 type input (TI), 7–7, A–3
Collecting drafts, 9–73
Collection Information form, 12–22
Collection reason codes (03B/CL), 2–49
Collection Report, processing options, 12–74
Collection report (R03B461), 12–74
Collections. *See* Credit and collections information
- Combination Invoice Match (R03B50F)
 overview, 8–23
 processing options, 8–45
Company 00000, 2–4
Company Structure example, C–1
Connection to Quantum, testing, F–12
Constants, 2–3
 See also A/R constants
Constants (P7306), F–10, F–14
Contingent liability for drafts, 9–71
Conversion, Customer Master, G–17
Conversion programs, customer master conversion, 19–5
Converting A/R data from WorldSoftware to OneWorld, G–1
Converting invoices for batch processing, 17–3
Create Automatic Debit Batch, processing options, 10–6
Creating a batch of automatic debits, 10–4
Creating a credit memo activity, 11–19
Creating a model journal entry
 Journal Entry form, 6–60
 Work With Journal Entries form, 6–60
Creating a renewal draft, 9–60
Creating automatic drafts, 9–46
Creating bank registers for A/R drafts, 9–64
Creating chargeback invoices (TI code 16), 7–35
Creating chargebacks for discounts (TI code 11), 7–33
Creating credit reporting tapes, 12–75
Creating customer records, 5–3
Creating stand-alone chargebacks, 7–56
Creating stand-alone deductions, 7–60
Creating stand-alone records, 7–51
Creating stand-alone write-offs, 7–52
Creating taxes for related addresses, F–29
Creating the A/R and A/P Netting Report Workfile (R03B465), 13–30
Credit agencies, creating credit reporting tapes, 12–75
Credit Analysis Refresh
 processing options, 12–31
 updating accounts, 12–51
Credit and collection activity priorities, 12–91
Credit and collections information
 assigning information to customers, 12–21

-
- credit reporting tapes, 12–75
 - date patterns, 12–79
 - entry, 5–20, 5–24
 - insurance policies, 12–25
 - letter text for notices and statements, 12–4
 - managing, 12–1
 - managing account activities, 12–66
 - managing accounts, 12–55
 - notification rules, 12–17
 - overview, 12–1
 - parent/child account balances, 12–65
 - purguing statistical history records, 12–91
 - reviewing accounts, 12–58
 - reviewing statistics, 12–88
 - revising credit information, 12–71
 - setting up managers, 12–6
 - setting up policies, 12–8
 - setup, 12–3
 - Statistics Annual Close (R03B161), 12–82
 - updating statistical information, 12–83
 - workflow messages for credit approval, 5–23
 - working accounts using Account Balance Inquiry, 12–58
 - working accounts using Workflow Management, 12–56
 - Credit Granting/Management form, 12–71
 - Credit Inquiry form, 12–71
 - Credit insurance
 - setting up, 12–25
 - single policy, 12–29
 - Work With Credit Insurance, 12–26, 12–29
 - Credit memo activities, 11–19
 - Credit memos, entry, 6–28
 - Credit reimbursements
 - for unapplied cash, 15–6
 - generating, 15–3
 - posting, 15–8
 - reviewing and approving, 15–7
 - Credit reporting tapes, creating, 12–75
 - Creditel
 - creating credit reporting tapes, 12–75
 - processing options, 12–77
 - Criteria Design form, 6–82
 - Currencies, mixing, 16–7
 - Currency
 - See also* Multicurrency
 - calculating alternate amount, 16–7
 - Currency – Foreign/Domestic with Aging, processing options, 13–11, 13–13
 - Currency codes and decimals
 - based on ledger types, B–1
 - monetary amounts, B–2
 - original and denominated currencies, B–2
 - Currency conversion, 19–1
 - Currency Detail – Aging (R03B429B), 13–9
 - Currency Detail – Foreign and Domestic, processing options, 13–10
 - Currency Detail – Foreign and Domestic (R03B429A), 13–9
 - Currency Detail – Foreign/Domestic with Aging (R03B429C), 13–9
 - Customer acceptance drafts, 9–2
 - Customer conversion, B73.2 prerequisites, 19–4
 - Customer information, 5–1
 - line of business processing, 2–4
 - Customer ledger detail, reviewing, 6–100
 - Customer Ledger Detail Information form, 6–100
 - Customer ledger information, 6–95
 - reviewing invoice information, 6–98
 - reviewing receipt information, 6–96
 - Customer Ledger Inquiry, processing options, 6–103
 - Customer master, 5–1
 - Customer Master Information
 - MBF processing Options, 5–35
 - processing options, 5–34
 - Customer Master MBF (P0100042), processing options, 5–35
 - Customer Master Revision form, 5–15
 - Customer Receipts History Report, processing options, 13–22
 - Customer Receipts History report (R03B4201A), printing, 13–21
 - Customer records, 5–1
 - activating workflow messages, 5–27
 - address and mailing information, 5–5
 - assigning credit and collection information, 12–21
 - category codes, 5–4
 - collection information, 5–24
 - converting customer currency codes and amounts, 19–5
 - credit information, 5–20
 - deleting, 5–4

Accounts Receivable

- entering address book information, 5–10
 - entering bank account information, 5–32
 - entering tax information, 5–30
 - entry, 5–5, 5–15
 - G/L distribution information, 5–27
 - insurance, 5–4
 - line of business processing, 5–15
 - locating, 5–37
 - reviewing invoice information, 6–98
 - reviewing invoice revisions, 6–102
 - saving and changing, 5–4
 - setting up drafts as default payment instrument, 9–14
 - updating the status of an invoice, 6–101
- D**
- Data Export Control Revisions form, E–10
 - Data export controls, setting up, E–9
 - Date patterns, 12–79
 - Date Range Revision form, 2–28
 - Dates, G/L warnings, 6–7
 - Deduction Activity Code Entry form, 11–6
 - Deduction Entry form, 11–12
 - Deduction reason codes (03B/CR), 2–50
 - Deductions
 - activity codes, 11–5
 - applying a credit memo, 11–19
 - associated with receipts, 11–13
 - chargebacks, 11–15
 - entering deductions associated with invoices, 11–10
 - entering receipts with deductions (TI code 17), 7–43
 - overview, 11–1
 - processing, 11–1
 - processing disputed items, 11–10
 - researching and resolving, 11–14
 - reversing, 11–16
 - stand-alone entries, 7–60
 - unearned discounts, 11–15
 - voiding, 11–16
 - voiding activities and deductions, 11–21
 - working with deductions, 11–9
 - write-offs, 11–14
 - Deductions (RN) AAI, 3–14
 - Deductions Activity Entry form, 11–17
 - Default company 00000, 2–4
 - Defining algorithms, 8–15
 - Defining tax information for items, F–19
 - Delinquency Fee Detail form, 12–48
 - Delinquency fees
 - approving, 12–48
 - generating, 12–46
 - reviewing, 12–48
 - Delinquency Fees (RFC and RFD) AAIs, 3–11
 - Delinquency notices
 - approving, 12–43
 - creating, 12–40
 - defining conditions, 12–18
 - generating, 12–17, 12–39
 - letter text setup for delinquency notices, 12–4
 - printing, 12–45
 - reviewing, 12–41
 - working with notices and fees, 12–39
 - Delinquency Notification Review Detail form, 12–42, 12–44
 - Delinquency Policy Definition form, 12–11
 - Denominated-In currency, B–2
 - Designating receipts as non-sufficient funds (NSF), 7–107
 - Detailed Restatement field, 16–7
 - Discounts
 - calculating, 6–21
 - multitiered, 2–40
 - Discounts Taken (RKD) AAI, 3–11
 - Displaying open items, 7–12
 - Disputed items, processing, 11–10
 - Document, numbering, 2–55
 - Document type codes, 2–46
 - invoice (00/DI), 2–46
 - other document types (00/DT), 2–47
 - Document types
 - gains/losses, 16–7
 - invoice, 7–5
 - receipt, 7–6
 - Document types (quick reference), A–2
 - Draft Collection with Status Update, processing options, 9–74
 - Draft Entry, processing options, 9–34
 - Draft processing
 - approving and posting A/R drafts, 9–77
 - automatic accounting instructions (AAIs), 9–9
 - automatic drafts, 9–2
 - bank account exceptions report, 9–19

- bank account information setup, 9–16
 bank registers, 9–64
 collection, 9–73
 contingent liability, 9–71
 creating a renewal draft, 9–60
 creating automatic drafts, 9–46
 draft batches, 9–78
 entering manual drafts, 9–28
 full NSF drafts, 9–56
 manual drafts, 9–2
 NSF drafts, 9–55
 origination, 9–21
 overview, 9–1
 partial NSF draft, 9–58
 pay status codes, 9–12
 payment instrument codes, 9–11
 posting journal entries for A/R drafts, 9–79
 pre-authorized drafts, 9–46
 printing invoices and statements, 9–21
 printing invoices with drafts, 9–21
 printing statements with drafts, 9–24
 remittance, 9–63, 9–68
 returning to prior status, 9–51
 reviewing and approving journal entries, 9–77
 reviewing and revising bank registers, 9–67
 reviewing and revising drafts, 9–49
 setting up drafts as the default payment instrument, 9–14
 setup, 9–9
 setup for cross-references for bank accounts, 9–16
 setup for drafts as default payment instrument, 9–14
 setup for statements, 9–15
 text file processor, 9–68
 types of drafts, 9–2
 user defined codes setup, 9–11
 voiding drafts, 9–53
 working with draft acceptance, 9–27
 working with draft origination, 9–21
 Draft Remittance, processing options, 9–69
 Drafts (RDxx) AAI, 3–14
 Due date rule, multitiered, 2–40
 Due Date Rules
 components, 2–24
 Examples, 2–25
 Due date rules, 2–24
 date ranges, 2–26
 setting up, 2–26
 Simulator, 2–30
 verifying, 2–30
 Due upon receipt payment term, 2–20
 Dun & Bradstreet rating codes (01/DB), 2–51
 Dun and Bradstreet, creating credit reporting tapes, 12–75
- ## E
- EDI. *See* Electronic Data Interchange (EDI)
 EDI Lockbox Edit/Create, processing options, K–9
 EDI Lockbox Header - Transaction (F47112), K–3
 EDI Lockbox/Payment Detail - Batch (F47113), K–3
 EDI Lockbox/Payment Detail - Payment (F47114), K–3
 EDI Lockbox/Payment Header - Transaction (F47111), K–3
 EDI Status Inquiry & EDI Lockbox Entry (P47110), processing options, K–34
 Effective Address Update (R01840), F–23
 Electronic Data Interchange (EDI), 5–32
 Adding components to an EDI lockbox transmission, K–30
 EDI overview, K–1
 Edit/Update Lockbox EDI Files program, K–8
 Locating components of an EDI lockbox transmission, K–12
 Mapping requirements, K–3
 Purging EDI lockbox transactions, K–35
 Receiving lockbox transactions, K–3
 Revising components of an EDI lockbox transmission, K–14
 Status Inquiry program, K–11
 Working with inbound EDI lockbox transactions, K–11
 Electronic draft remittance, 9–68
 Electronic Funds Transfer (EFT), 10–1
 Electronic receipts
 adding, 8–73
 purging electronic receipts, 8–83

Accounts Receivable

- reviewing, 8–73
- Enhanced A/R Constants form, 2–5
- Enter Drafts form, 9–29
- Enter Purchase Orders (P4310), F–43
- Entering a full NSF draft, 9–56
- Entering a partial NSF draft, 9–58
- Entering alternate currency receipts, 7–26
- Entering balance forward receipts (TI code 2), 7–83
- Entering basic receipts (TI code 10), 7–21
- Entering credit memos, 6–28
- Entering deductions associated with invoices, 11–10
- Entering deductions associated with receipts, 11–13
- Entering G/L receipts, 7–45
- Entering installment invoice payments, 6–26
- Entering invoice match receipts, 7–12
- Entering invoices with discounts, 6–21
- Entering invoices with taxes, 6–29
- Entering logged receipts (TI code 3), 7–85
- Entering manual drafts, 9–28
- Entering multi-currency invoices, 6–32
- Entering receipts with auto write-offs (TI code10), 7–39
- Entering receipts with deductions (TI code 17), 7–43
- Entering receipts with earned discounts (TI code10), 7–30
- Entering receipts with manual write-offs (TI code15), 7–41
- Entering receipts with unearned discounts (TI code 10), 7–31
- Entering recurring invoices, 6–47
- Entering remittance information, 7–17
- Entering speed invoices, 6–55
- Entering split invoice payments, 6–25
- Entering standard invoices, 6–10
- Entering unapplied receipts, 7–37
- Entering unapplied receipts (TI code 1), 7–81
- Error messages
 - credit reimbursements, 15–7
 - fiscal date patterns, 6–8
 - posting, 6–85
- Euro Address Book Conversion – F0301/F03012, processing options, 19–9
- Execution lists
 - assigning to a customer, 8–54
 - modifying, 8–54
- working with execution lists, 8–51
- External systems, data exchange through Interoperability, E–1

F

- F03B16 – A/R Statistics History, calculating the statistical history build (key fields), I–7
- F03B16S – A/R Statistics Summary, calculating the statistical history build (key fields), I–16
- Features, system, 1–8
- Fee instructions, setup, 12–12
- Fee Instructions form, 12–13
- Flat file cross-reference, interoperability, E–13
- Flat File Cross-Reference form, E–14
- Flat files
 - converting to Interoperability, E–7
 - cross-reference for Interoperability, E–13
- Forecasting A/R cash flow, 18–3
- Formatting a batch of automatic debits, 10–10
- Forms
 - Account Activity Log, 12–68
 - Account Balance Inquiry, 12–60
 - Account Statistical Summary, 12–89
 - Account Status Summary, 12–61
 - Address Book Revisions, 4–4, 5–6
 - Advanced Payment Term Revision, 2–34, 2–38
 - Bank Account Cross-Reference, 9–16
 - Batch Approval, 6–70
 - Batch Overrides, 6–82
 - Collection Information, 12–22
 - Create/Revise Batch Header, 6–82
 - Credit Granting/Management, 12–71
 - Credit Inquiry, 12–71
 - Criteria Design, 6–82
 - Customer Ledger Detail Information, 6–100
 - Customer Master Revision, 5–15, 19–5
 - Data Export Control Revisions, E–10
 - Date Range Revision, 2–28
 - Deduction Activity Code Entry, 11–6
 - Deduction Entry, 11–12
 - Deductions Activity Entry, 11–17
 - Delinquency Fee Detail, 12–48

- Delinquency Notification Review Detail, 12–42, 12–44
Delinquency Policy Definition, 12–11
Due Date Rules Revision, 2–27
Enhanced A/R Constants, 2–5
Enter Drafts, 9–29
Fee Instructions, 12–13
Flat File Cross-Reference, E–14
G/L Distribution, 5–27
Global Change Values, 6–108
Installment Revision, 2–39
Invoice Entry – Batch Invoices, 17–15
Invoice Entry – G/L Distribution, 6–16
Invoice Entry Journal Review, 6–68
Invoice Pay Items – Detail, 17–15
Invoice Revisions, 6–102
Journal Entry, 6–60
Letter Text Identification, 12–4
Next Numbers Constants, 2–59
Notification Instructions, 12–18
Notification Review Detail, 12–45
Notification Summary, 14–21
Periodic Statistics, 12–89
Policy LOB Cross Reference, 12–23
Receipts Entry, 7–13, 7–27
Review Expanded AAI Descriptions, 3–25
Revise Algorithm Execution List, 8–52
Revise Bank Information, 8–12
Revise Payment Terms, 2–17
Revise Receipt Application Algorithms, 8–25
Set Up Bank Accounts By Address, 8–9
Set Up Bank Accounts by Address, 5–32
Set Up Bank Transit Address, 8–10
Set Up Credit/Collection Date Pattern, 12–81
Set Up G/L Bank Account, 8–12
Set Up Multiple AAI Items, 3–22
Set Up Next Numbers by System, 2–56
Set Up Single AAI Item, 3–19
Sort sequence, 8–29
Speed Invoice Entry, 6–56
Speed Receipts Entry, 7–80
Speed Status Change-Detail, 6–102, 6–106
Stand-Alone Write-off, 7–53
Standard Invoice Entry, 6–11
Statement Review, 14–20
Tax Information, 5–30
Tax Rate/Area Revisions, 4–6
Tax Rules Revisions, 4–20
Translate AAI Descriptions, 3–24
Void Reason Entry, 11–22, 11–23
Work Center, 6–85
Work Day Calendar Revisions, 2–33
Work With A/R Constants, 2–6
Work With Addresses, 4–3, 5–37
Work With Advanced Payment Terms, 2–34
Work With Algorithm Execution Lists, 8–52
Work With Automatic Accounting Instructions, 3–3, 3–18
Work With Bank Accounts by Address, 5–32, 8–7, 8–9, 9–17
Work With Bank Transit Addresses, 8–10
Work With Batch Invoices, 17–13, 17–19
Work With Batches, 6–67, 6–82
Work With Credit Insurance, 12–26, 12–29
Work With Credit/Collection Date Patterns, 12–80
Work With Customer Ledger Inquiry, 6–33, 6–36, 7–29
Work with Customer Ledger Inquiry, 6–100
Work with Customer Master, 5–5
Work With Data Export Controls, E–9, E–10
Work With Deduction Activity Codes, 11–6
Work With Deductions, 11–17
Work With Delinquency Approval, 12–43
Work With Delinquency Fee, 12–48
Work With Delinquency Policies, 12–10
Work With Due Date Rules, 2–26, 2–30
Work With Fee Instructions, 12–13
Work With Flat File Cross-Reference, E–13
Work With G/L Bank Accounts, 8–11
Work With Journal Entries, 6–60
Work With Letter Text, 12–4
Work With Next Numbers, 2–56
Work With Notification Instructions, 12–17
Work With Notifications, 14–19
Work With Payment Terms, 2–16
Work With Recurring Invoice History, 6–50
Work With Speed Status Change, 6–105, 6–108

Accounts Receivable

- Work With Tax Rate/Areas, 4–5
 - Work With Tax Rules, 4–19
 - Work With Work Day Calendar, 2–33
 - Full NSF draft, 9–56
- G**
- G/L bank account information, setup, 8–11
 - G/L date warnings, 6–7
 - G/L distribution information for customers, 5–27
 - G/L receipts, 7–45, 7–87
 - deleting, 7–45
 - distributing among multiple accounts, 7–88
 - Gains and losses
 - AAIs, 16–5
 - calculating realized gains and losses, 7–95
 - calculating unrealized gains and losses, 16–7
 - unrealized, 16–1
 - General ledger information, reviewing, 6–69
 - General Ledger Post report (R09801), 6–85
 - Generate delinquency notices, 12–19
 - Generating credit reimbursements, 15–3
 - Generating delinquency notices, 12–39, 12–60
 - Global Change Values form, 6–108
- H**
- Hash totals, 6–66
 - High risk policy, 12–9
- I**
- Inbound transactions, Interoperability overview, E–1
 - Industry environment and A/R concepts, 1–3
 - Industry overview, 1–3
 - Installment invoice payments, 6–26
 - Installment payments, 2–36
- Installment Revision form, 2–39
 - Integrity reports
 - A/R to Account Balance by Account ID, 15–14
 - A/R to G/L by Batch, 15–10
 - A/R to G/L Receipts by Batch, 15–13
 - processing, 15–9
 - Interface tables
 - converting flat files for Interoperability, E–7
 - flat file cross-reference for Interoperability, E–13
 - Interoperability
 - converting flat files, E–7
 - flat file cross-reference, E–13
 - invoice processing options (P03B0190), E–17
 - outbound transactions, E–15, E–16
 - overview, E–1
 - processing options for receipts (P03B0191), 7–78
 - record types, E–7
 - Invoice batch processing, processing errors, 17–6
 - Invoice Batch Processor, processing options, 17–8
 - Invoice document type codes (00/DI), 2–46
 - Invoice document types, 7–5
 - Invoice Entry – Batch Invoices form, 17–15
 - Invoice Entry – G/L Distribution form, 6–16
 - Invoice Entry Journal Review form, 6–68
 - Invoice Entry MBF, processing options, 6–42
 - Invoice entry methods
 - draft processing, 9–1
 - overview, 6–3
 - speed entry, 6–55
 - standard invoice entry, 6–10
 - Invoice Interoperability (P03B0190), E–17
 - Invoice Journal, processing options, 6–93
 - Invoice Pay Items – Detail form, 17–15
 - Invoice Print processing options (R03B505), 14–4
 - Invoice print with draft processing options, 9–22
 - Invoice Revisions form, 6–102
 - Invoice selection criteria, 8–16
 - Invoice Selection Match (R03B50A)
 - overview, 8–18
 - processing options, 8–29

-
- Invoice Transaction - Batch table (F0311Z1), 17–3
 Invoice Trend Analysis report (R03B168), 13–25
 printing, 13–25
 Invoice/Receipt Transaction Purge, processing options, 17–25
 Invoices
 See also Recurring invoices
 adding to an existing batch, 6–68
 applying receipts to invoices, 8–70
 approving batches, 6–69
 attachments, 6–20
 based on a model journal entry, 6–62
 canceling recurring information, 6–51
 changing multi-currency, 6–33
 changing posted invoices, 6–89
 changing posted invoices with taxes, 6–91
 creating model journal entries, 6–60
 customer ledger information, 6–95
 deleting unposted invoice pay items, 6–40
 deleting unposted invoices, 6–39
 draft processing, 9–1
 entering additional invoice information, 6–18
 entering claims against, 11–10
 entering credit memos, 6–28
 entering G/L distributions, 6–16
 entering invoices with discounts, 6–21
 entering invoices with taxes, 6–29
 entering match receipts, 7–12
 entering recurring, 6–47
 entering speed invoices, 6–55
 entering split payment invoices, 6–25
 entering standard invoices, 6–10
 entry methods, 6–3
 entry with discounts, 6–21
 increasing fees on delinquent invoices, 12–14
 Invoice Entry MBF (P03B0011), 6–41
 invoices with taxes entry, 6–29
 locating, 6–20
 locating open invoices, 6–106
 multi-currency invoice entry, 6–31
 posting, 6–77
 posting batches, 6–78
 printing, 14–3
 printing with draft attachments, 9–21
 processing, 6–1
 processing options (P03B11), 6–40
 recurring, 6–45
 recurring invoices, 6–47
 recycling recurring, 6–52
 reviewing and approving, 6–65
 reviewing batch information, 17–13
 reviewing batches, 6–67
 reviewing individual batch invoices, 17–15
 reviewing information, 6–68, 6–98
 reviewing invoice revisions, 6–102
 reviewing invoices in an “as if” currency, 6–99
 reviewing recurring, 6–49
 revising information, 6–68
 revising posted invoices, 6–89
 revising recurring, 6–50
 revising unposted invoices, 6–38
 revising unprocessed batch invoices, 17–18
 selecting the data to post, 6–71
 speed entry, 6–56
 speed status change, 6–105
 splitting payments, 6–25
 submitting for processing, 17–8
 three methods of posting, 6–78
 three tier processing, 6–1
 types, 6–3
 understanding the post process for A/R, 6–71
 unposted invoices, revising, 6–38
 updating a group of invoices, 6–108
 updating for payment, 6–105
 updating individual invoices, 6–106
 updating the status, 6–101
 verifying batch invoice information, 17–11
 verifying posted invoices, 6–84
 voiding paid, 6–91
 voiding pay items of posted invoices, 6–92
 voiding posted, 6–91
 voucher journal entry based on a model, 6–62
 Item Branch/Plant (P41026), F–20

J

Journal entries
adding, revising based on models, 6–62
models, 6–59
preventing posting, 6–86
revising a model, 6–60
Journal Entry Transactions - Batch table (F0911Z1), 17–3

K

Key fields for F03B16 and F03B16S, I–7
Known Invoice Match with Amount (R03B20D), processing options, 8–34
Known Invoice Match with Amount (R03B50D), overview, 8–20, 8–23
Known Invoice Match without Amount (R03B20E), processing options, 8–41

L

Language, translating automatic accounting instructions, 3–24
Language preference codes (01/LP), 2–52
Late fees, 12–39, 12–45
 approving, 12–45
Ledger types, using currency codes with, B–1
Letter Text Identification Form, 12–4
Line of Business, 2–1
Line of business processing, 2–4, 5–15
Loading all open items for a customer, 7–13
Locating Customer Records, processing options, 5–39
Locating customer records, 5–37
Locating invoices, 6–20
Locating receipts, 7–104
Lockbox Processing, Receiving EDI lockbox transactions, K–3
Logged Receipts (RCLC) AAI, 3–10
Logging, Quantum Sales and Use Tax, F–14

M

Managers
adding to Address Book, 12–7
adding to UDC tables, 12–7
Managing account activities, 12–66
Managing accounts for credit and collection activity, 12–55
Manual drafts, 9–28
 See also Draft processing
Manual receipts. *See* Receipts
Manual receipts processing, 7–1
Manual write-offs, 7–41
Master Business Function (P03B0011), 6–41
Menus, overview, 1–20
Messages, electronic mail, 6–85
Model journal entries, 6–59
 creating, 6–60
 entering, 6–62
 locating, 6–60
 revising, 6–60
Modeless processing, 6–96
Modifying an execution list, 8–54
Multi-tiered discounts, working with, 2–40
Multi-currency
 batch total example, 6–66
 codes. *See* Currency codes and decimals
 deleting multi-currency information, 6–33
 posting by summary or detail, B–2
Multicurrency. *See* Currency
Multi-currency information, deleting, 6–33
Multi-currency invoices
 changing, 6–33
 entry, 6–31
Multi-national functionality
 currency processing, 1–13
 multiple languages, 1–13
Multitiered discounts, 2–40
 setting up, 2–40
 updating available discounts, 2–42

N

Net payment term, 2–16
Net with discount payment term, 2–18
Netting
 Netting – Aging report, 13–32
 netting reports, 13–29

receivables and payables report, 13–31
 Netting (NC) AAI, 3–15
 Netting – Aging Report (P03466), 13–32
 Next numbers, 2–55
 activating check digits, 2–58
 assigning by company and fiscal year, 2–58
 reviewing, 2–56
 setup, 2–55
 Next Numbers Constants form, 2–59
 A/R Notifications, printing, 14–1
 Non-Stock Product Categories (P7307), F–17
 Non-Sufficient Funds (NSF), 7–107
 Notification Instructions form, 12–18
 Notification processing, 14–1
 invoice printing, 14–3
 Notification Review Detail form, 12–45
 Notification rules, setup, 12–17
 Notification Summary form, 14–21

O

Open A/R Detail - Summarized with Currency report, printing, 13–3
 Open A/R Detail with Aging Report, printing, 13–14
 Open A/R Detail with Aging report, 13–14
 Open A/R Detail with Remarks report, printing, 13–6
 Open A/R Detail with Remarks report (R03B4201A), 13–6
 Open A/R Foreign Amounts report, printing, 13–8
 Open A/R Summary Analysis report, printing, 13–23
 Open A/R Summary Analysis report (R03B155), 13–23
 processing options, 13–24
 Open A/R Summary with Currency report, 13–4
 Open A/R with Foreign Amounts report, 13–8
 Open invoices, locating, 6–106
 Open items
 loading for a customer, 7–13
 locating specific open items for a customer, 7–15

Originated-In currency, B–2
 Outbound transactions, E–1
 Interoperability overview, E–1
 Out-of-balance batches, posting, 6–82
 Overriding GeoCodes on a contract, F–44
 Overriding GeoCodes on a purchase order, F–43
 Overriding GeoCodes on a sales order, F–41
 Overriding GeoCodes on a service order, F–45
 Overriding GeoCodes on a voucher, F–40
 Overriding GeoCodes on an invoice, F–39
 Overview, 1–1
 A/R draft processing, 9–1
 A/R features, 1–8
 A/R menus, 1–20
 A/R system flow, 1–15
 A/R tables, 1–16
 account numbering concepts, 1–14
 accounts receivable, 1–7
 automatic accounting instructions, 3–1
 automatic receipts processing, 8–1
 credit and collections management, 1–4, 1–12, 12–1
 customer management, 1–9
 customer master, 5–1
 customer profiles, 1–4
 deduction processing, 11–1
 Idea to Action, 1–5
 invoice processing, 1–3, 6–1
 manual receipt processing, 7–1
 multi-national functionality, 1–13
 period-end processing, 15–1
 receipt processing, 1–3
 statement processing, 1–13
 system integration, 1–7
 system setup, 2–1
 tax setup, 4–1
 transaction processing, 1–9

P

P005141, Update A/P Vouchers, 2–42
 P005142, Update A/R Invoices, 2–42
 Paid late codes (03B/PL), 2–52
 Parent/child account balances, 12–65
 Partial NSF drafts, 9–58

Accounts Receivable

- Pay items, deleting, 6–40
- Pay status codes, for drafts, 9–12
- Payment instrument codes, for drafts, 9–11
- Payment instrument codes (00/PY), 2–48
- Payment status codes (00/PS), 2–47
- Payment terms
 - advanced, 2–23
 - advanced payment term codes, 2–34
 - due date rules, 2–24
 - due upon receipt, 2–20
 - due upon receipt setup, 2–20
 - due upon receipt terms, 2–20
 - installment payments, 2–36, 6–26
 - multitiered discounts, 2–40
 - net, 2–16
 - net with discount, 2–18
 - net with discount terms, 2–18
 - proximate date, 2–19
 - proximate date setup, 2–19
 - setting up codes, 2–34
 - setting up due date rules, 2–24, 2–26
 - setting up net payment terms, 2–16
 - setup, 2–15
 - split payment terms, 2–20
 - split payment terms setup, 2–21
 - updating available discounts, 2–42
 - work day calendars, 2–31
- Period-end processing
 - integrity reports, 15–9
 - overview, 15–1
- Periodic Statistics form, 12–89
- Policies
 - assigning to customers, 12–21
 - credit insurance policies, 12–25
 - defining, 12–10
- Policy LOB Cross Reference form, 12–23
- Post security, 2–11
- Posting
 - calculating realized gains and losses during post, 7–95
 - creating automatic offsets, 6–71
 - credit reimbursements, 15–8
 - General Ledger Post Report (R09801), 6–85
 - invoices, 6–77
 - OneWorld and World coexistence, 6–74
 - out-of-balance batches, 6–82
 - Post Detail Error report, 6–86
 - posted codes, 6–74
 - preventing, 6–86
- receipts, 7–91
- transactions, 6–73
- understanding the post process, 6–71
- updating the batch status, 6–74
- updating the posted code, 6–74
- updating the tax file table, 6–73
- validating and error processing, 6–72
- Posting credit reimbursements, 15–8
- Posting Invoices, processing options, 6–87
- Posting journal entries for A/R drafts, 9–79
- Posting journal entries for AR drafts, 9–79
- Posting receipts, 7–92
- Posting tax information, F–58
- Pre–Authorized Drafts, processing options, 9–47
- Pre-authorized drafts, 9–2, 9–46
- Premier policy, 12–9
- Printing delinquency notices, 12–45
- Printing invoice journal information, 6–93
- Printing netting reports, 13–29
- Printing standard reports, 13–3
- Printing tax information, F–57
- Printing the Netting – Aging report, 13–32
- Printing the receipt deposit journal, 7–110
- Printing the receipts journal, 7–109
- Printing the receivables and payables netting report, 13–31
- Processing a batch of automatic debits in final mode, 10–9
- Processing automatic receipts, 8–59
- Processing batch invoices, 17–5
- Processing disputed items, 11–10
- Processing errors, invoice batch processing, 17–6
- Processing integrity reports, 15–9
- Processing options
 - A/R – A/P Netting Report, 13–33
 - A/R Cash Forecasting, 18–4
 - A/R Details with Aging, 13–15
 - A/R Invoice Details, 13–7
 - A/R Statistical History Purge/Repost, 12–91
 - A/R Summary with Currency, 13–4
 - A/R to Account Balance by Account ID (R03B707), 15–16
 - A/R Unrealized Gains/Losses, 16–9
 - Activity Log Report, 12–70
 - Apply Receipts to Invoices (R03B50), 8–71
 - Automatic Receipts Activity Register, 8–80

-
- Balance Forward Match (R03B50B), 8–33
 Bank Account Exception Report, 9–20
 Batch Update for Multitiered A/R (R005142), 2–43
 Build A/R and A/P Netting File, 13–30
 Collection Report, 12–74
 Combination Invoice Match (R03B50F), 8–45
 Create Automatic Debit Batch, 10–6
 Credit Analysis Refresh, 12–31
 Creditel, 12–77
 Currency – Foreign/Domestic with Aging, 13–11, 13–13
 Currency Detail – Foreign and Domestic, 13–10
 Customer Ledger Inquiry, 6–103
 Customer Master Information (P03013), 5–34
 Customer Master MBF (P00100042), 5–35
 Customer Receipts History Report, 13–22
 Draft Collection with Status Update, 9–74
 Draft Entry (P03B602), 9–34
 Draft Remittance, 9–69
 EDI Lockbox Edit/Create, K–9
 EDI Status Inquiry & EDI Lockbox Entry (P47110), K–34
 Euro Address Book Conversion – F0301/F03012, 19–9
 Invoice Batch Processor, 17–8
 Invoice Entry MBF, 6–42
 Invoice Interoperability (P03B0190), E–17
 Invoice Journal, 6–93
 Invoice Print (R03B505), 14–4
 invoice print with draft, 9–22
 Invoice Selection Match (R03B50A), 8–29
 Invoice/Receipt Transaction Purge, 17–25
 Known Invoice Match with Amount (R03B50D), 8–34
 Known Invoice Match without Amount (R03B50E), 8–41
 Locating Customer Records, 5–39
 Open A/R Summary Analysis (R03B155), 13–24
 Posting Invoices, 6–87
 Pre-Authorized Drafts, 9–47
 Purge Electronic Receipts, 8–83
 Receipt Interoperability (P03B0191), 7–78
 Receipt Journal, 8–79
 Receipts Journal Report, 7–111
 Recurring Invoice Report, 6–49
 Recycle Recurring Invoices, 6–53
 Resetting Statements, 14–23
 Speed Invoice Entry, 6–58
 Speed Receipts Entry, 7–89
 Speed Status Change, 6–109
 Standard Invoice Entry, 6–40
 Standard Receipts Entry, 7–65
 Statement Notification Refresh (R03B500X), 14–13
 Statement Print with Draft (R03B506), 9–24
 Statement/Notification Purge, 14–24
 Statistics Annual Close, 12–83
 Tax Rate/Areas, 4–10
 Tax Summary Report, 4–33
 TRW and Dun & Bradstreet, 12–77
 Update A/R from Address Book, 14–8
 Update Receipts Register From Electronic (R03B551), 8–60
 Updating Statistical Information, 12–85
 Processing statements, 14–9
 Processing tax information, F–57
 posting, F–58
 printing, F–57
 Processing transaction information, 17–5
 Program IDs
 P0000 (Work With A/R Constants), 2–6
 P00071 (Work Day Calendar), 2–33
 P0010 (Company Names & Numbers), 6–7
 P0011 (Batches), 6–82
 P0011 (Work With Batches), 6–67
 P0012 (Work With Automatic Accounting Instructions), 3–18
 P0014 (Payment Terms Revisions), 2–16
 P00145 (Advanced Payment Terms), 2–34
 P00146 (Due Date Rules Revisions), 2–26
 P00146 (Due Date Rules), 2–30
 P0022 (Work With Tax Rules), 4–19
 P00241 (Batch Approval and Post Security), 2–12, 2–13
 P00304 (Work With Bank Accounts by Addresses), 8–7
 P0030A (Bank Account by Address), 8–9
 P0030G (Work With G/L Bank Accounts), 8–11
 P0101 (Work With Addresses), 4–3
 P01012 (Address Book Revisions), 5–6
 P03012QD (Conversion), G–17
 P03013 (Customer Master Revision), 5–15

Accounts Receivable

- P03013 (Work With Customer Master), 5–5
P0301I (Work With Customer Master), 5–37
P03450 – Receivables and Payables Netting Report, 13–31
P03465 - Build the Netting Report Workfile, 13–30
P03466 - Netting – Aging Report, 13–32
P03802, 14–7
P03B08 (Work With Credit/Collection Date Patterns), 12–80
P03B102 (Customer Receipts Inquiry), 7–13
P03B114 (Work With Speed Status Change), 6–106
P03B11SI (Speed Invoice Entry), 6–56
P03B11Z1 (Work With Batch Invoices), 17–13, 17–19
P03B120 (Work With Recurring Invoices History), 6–50
P03B16 (Account Statistical Summary), 12–89
P03B2002 (Work With Customer Ledger Inquiry), 6–36
P03B202 (Work With Notifications), 14–19
P03B218 (Account Balance Inquiry), 12–60
P03B2501 (Work With Delinquency Policies), 12–10
P03B2801 (Work With Letter Text), 12–4
P03B305 (Credit Inquiry), 12–71
P03B31 (Account Activity Log), 12–68
P03B40 (Work With Deductions), 11–17
P03B52 (Revise Receipt Application Algorithms), 8–25
P04520, 18–3
P0911 (Work With Journal Entries), 6–60
P4008 (Work With Tax Rate/Areas), 4–5
R03110Z (Invoice Batch Processor), 17–5
R8903012A, R8903012 (A/R conversion), G–17
Statistics Annual Close (R03B161), 12–82
Programs and IDs
P0006 (Revise Single Business Unit), F–25
P01012 (Address Book Revisions)
manually assigning GeoCodes to a customer, F–27
manually assigning GeoCodes to suppliers, F–26
P03B2002 (Standard Invoice Entry), F–39
P0411 (Standard Voucher Entry), overriding a GeoCode on a voucher, F–40
P1720 (Service Contract Detail), F–44
P41026 (Item Branch/Plant), F–20
P4210 (Sales Order Detail), F–41
P4310 (Enter Purchase Orders), F–43
P48201 (Service Order Entry), F–46
P7306 (Constants), F–10, F–14
P7307 (Non-Stock Product Categories), F–17
R01840 (Effective Address Update), F–23
R730101 (Update Address Book Geocodes), F–23
Promise messages, working with promise messages, 12–69
Proximate date payment term, 2–19
Purge Electronic Receipts, processing options, 8–83
Purging a batch of automatic debits, 10–13
Purging data, E–21
Purging electronic receipts, 8–83
Purging Inbound EDI Lockbox Transactions, K–35
Purging statements, 14–24
Purging statistical history records, 12–91

Q

- Quantum
Sales and Use Tax, F–1
AAIs, F–15
activating logging, F–14
assigning GeoCodes, F–21
components, F–4
constants, F–10
interface considerations, F–6
interface overview, F–3
item tax information, F–19
overriding GeoCodes, F–37
overview, F–1
posting tax information, F–57
setup, F–9
testing the quantum connection, F–12
Vertex documentation, F–2

R

R8903012 (A/R conversion), G–17
 R8903012A (A/R conversion), G–17
 Realized gains and losses, RG and RL AAIs, 3–12
 Receipt document types, 7–6
 Receipt Interoperability (P03B0191)
 processing options, 7–78
 Receipt Journal, processing options, 8–79
 Receipt Trend Analysis report, printing, 13–26
 Receipt Trend Analysis report (R03B167), 13–26
Receipts
 alternate currency receipts, 7–26
 applying receipts to invoices automatically, 8–70
 applying to invoices using multiple methods, 7–47
 applying unapplied receipts to invoices, 7–38
 approving and posting, 7–91
 automatic receipts processing, 8–1
 automatic write-offs (TI code 10), 7–39
 balance forward match (R03B50B), 8–19
 balance forward receipts (TI code 2), 7–83
 changing posted receipts, 7–103
 changing unposted receipts, 7–103
 combination invoice match (R03B50F), 8–23
 creating chargeback invoices (TI code 16), 7–35
 creating chargebacks for discounts (TI code 11), 7–33
 creating stand-alone records, 7–51
 defining algorithms, 8–15
 deleting pay items, 7–104
 deleting posted G/L receipts, 7–47
 deleting unposted receipts, 7–104
 designating as NSF, 7–107
 displaying open items, 7–12
 document types, 7–6
 entering basic receipts (TI code 10), 7–21
 entering deductions associated with receipts, 11–13
 entering invoice match receipts, 7–12
 entering receipts with discounts, 7–30

entering receipts with unearned discounts, 7–31
 entering remittance information, 7–17
 entering unapplied receipts (TI code 1), 7–81
 entry methods, 7–2
 execution lists, 8–51
 G/L receipts (TI code 4), 7–45
 information requirements, 7–5
 invoice document types, 7–5
 invoice match receipts, 7–12
 invoice selection match (R03B50A), 8–18
 known invoice match w/o amount (R03B50E), 8–23
 known invoice match with amount (R03B50D), 8–20
 locating, 7–104
 logged receipts (TI code 3), 7–85
 manual receipts processing, 7–1
 manual write-offs (TI code 15), 7–41
 modeless processing, 6–96
 posting, 7–92
 printing the receipt deposit journal, 7–110
 printing the receipts journal, 7–109
 processing automatic receipts, 8–59
 purging electronic receipts, 8–83
 receipts journal report, 8–79
 receipts with deductions (TI code 17), 7–43
 reviewing receipt information, 6–96
 reviewing the results, 7–28
 reviewing unprocessed items, 8–77
 revising, 7–103
 revising unprocessed items, 8–80
 speed entry, 7–79
 stand-alone chargebacks, 7–56
 stand-alone deductions, 7–60
 stand-alone write-offs, 7–52
 standard entry, 7–11
 type input codes (TI), 7–7, A–3
 type input codes for stand-alone receipts, 7–51
 unapplied receipts, 7–37
 unprocessed items, 8–73
 updating receipts register, 8–59
 upload bank information, 8–57
 voiding manual receipts, 7–105
 with unearned discounts, 7–31
Receipts Activity Register (R03B530), 8–80

Accounts Receivable

- Receipts entry, reviewing the results of receipts entry, 7–28
Receipts Entry form, 7–13
Receipts information, printing, 7–109
Receipts Journal, data sequence, 7–110
Receipts Journal Report, processing options, 7–111
Receipts Journal report, 7–109
Receipts journal report, reviewing, 8–79
Receipts with discounts, 7–30
Receivables and Payables Netting report (P03450), 13–31
Receivables Bank (RB) AAI, 3–9
Receivables Trade (RC) AAI, 3–9
Recording, slight rounding differences during the post, 7–101
Recurring Invoice Report, processing options, 6–49
Recurring invoices, 6–45
See also Batch invoices; Invoices
canceling, 6–51
recycling, 6–52
reviewing, 6–49
revising, 6–50
revising paid, 6–51
Recycle Recurring Invoices, processing options, 6–53
Recycling recurring invoices, 6–52
Remittance information, entry, 7–17
Remitting drafts, 9–68
Renewal drafts, 9–60
Reports
 A/R Batch Draft Creation, 9–47
 A/R Details with Aging, 13–14
 A/R Invoice Details, 13–6
 A/R Magnetic Draft Remittance, 9–69
 A/R reports, 13–1
 Aging Trend Analysis (R03B166), 13–27
 Analytical, 13–21
 Bank Account Exception, 9–19
 Collection (R03B461), 12–74
 Currency Detail – Aging (R03B429B), 13–9
 Currency Detail – Foreign and Domestic (R03B429A), 13–9
 Currency Detail – Foreign/Domestic with Aging (R03B429C), 13–9
 Customer Receipts History (R03B4201A), 13–21
 General Ledger Post (R09801), 6–85
Invoice Trend Analysis (R03B168), 13–25
Netting – Aging, 13–32
Open A/R Detail with Aging, 13–14
Open A/R Detail with Remarks (R03B4201A), 13–6
Open A/R Summary Analysis, 13–23
Open A/R Summary Analysis (R03B155), 13–23
Open A/R Summary with Currency, 13–4
Open A/R with Foreign Amounts, 13–8
Post Detail Error report, 6–86
printing, 13–3
printing the Open A/R
Detail–Summarized with Currency, 13–3
Receipt Trend Analysis (R03B167), 13–26
Receipts Journal, 7–109
Receivables and Payables Netting, 13–31
Statistical Calculations by Collection Manager (R03B1693), 13–28
Statistical Calculations by Company (R03B1691), 13–27
Statistical Calculations by Credit Manager (R03B1692), 13–28
Statistical Trend Analysis (R03B165), 13–24
Unrealized Gains and Losses, 16–7
Researching and resolving deductions, 11–14
Resetting Statements, processing options, 14–23
Resetting statements, 14–22
Returning a draft to prior status, 9–51
Reviewing and approving credit reimbursements, 15–7
Reviewing and approving journal entries for A/R drafts, 9–77
Reviewing and revising bank registers for A/R drafts, 9–67
Reviewing and revising draft batches, 9–78
Reviewing credit reimbursements, 15–7
Reviewing invoice revisions, 6–102
Reviewing invoices, 6–65
Reviewing invoices in an “as if” currency, 6–99
Reviewing parent/child account balances, 12–65
Reviewing record types, interoperability, E–7
Reviewing recurring invoices, 6–49
Reviewing statements, 14–18

-
- Reviewing statistical information, 12–88, 12–89
 Reviewing the Receipts Journal Report (R03B311), 8–79
 Reviewing the results of receipts entry, 7–28
 Reviewing unprocessed items, 8–77
 Reviewing unprocessed receipts online, 8–77
 Revise Algorithm Execution List form, 8–52
 Revise Bank Information form, 8–12
 Revise Payment Terms form, 2–17
 Revise Receipt Application Algorithms form, 8–25
 Revise Single Business Unit (P0006), F–25
 Revising credit information, 12–71
 Revising drafts, 9–49
 Revising posted invoices, 6–89
 Revising receipts, 7–103
 Revising recurring invoices, 6–50
 Revising tax information, 4–27
 Revising unposted invoices, 6–38
 Revising unprocessed batch invoices, 17–17
 Revising unprocessed items, 8–80
- S**
- Sales Order Detail (P4210), F–41
 Sales tax codes, 4–15
 Sending transactions from OneWorld, E–15, E–16
 Sending transactions to external systems, E–15, E–16
 Sequence specifications, defining, 8–29
 Sequence specifications for algorithms, 8–17
 Service Contract Detail (P1720), F–44
 Service Order Entry (P48201), F–46
 Set Up Bank Account Addresses form, 5–32
 Set Up Bank Transit Address form, 8–10
 Set Up Credit/Collection Date Pattern form, 12–81
 Set Up G/L Bank Account form, 8–12
 Set Up Multiple AAI Items form, 3–22
 Set Up Next Numbers by System form, 2–56
 Set Up Single AAI Item form, 3–19
- Setting processing options for Credit Analysis Refresh, 12–31
 Setting up a general credit insurance policy, 12–25
 Setting up a single credit insurance policy, 12–29
 Setting Up AAIs for A/R, overview, 3–1
 Setting up AAIs for A/R drafts, 9–9
 Setting up AAIs for Quantum, F–15
 Setting up activity codes for deductions, 11–5
 Setting up advanced payment term codes, 2–34
 Setting up bank account addresses, 8–7
 Setting up bank account information for A/R drafts, 9–16
 Setting up bank information for A/R, 8–7
 Setting up batch approval and post security, 2–11
 Setting up credit and collection managers, 12–6
 Setting up credit and collections date patterns, 12–79
 Setting up credit and collections information, 12–3
 Setting up credit insurance policies, 12–25
 Setting up data export controls, E–8, E–10
 Setting up draft bank accounts for customers, 9–16
 Setting up drafts as the default payment instrument, 9–14
 Setting up G/L bank account information, 8–11
 Setting up installment payments, 2–36
 Setting up letter text for delinquency notices and statements, 12–4
 Setting up payment terms, 2–15
 Setting up payment terms for mult-tiered discounts, 2–40
 Setting up policies, 12–8
 Setting up statements or invoices for A/R drafts, 9–15
 Setting up tax authorities for A/R, 4–3
 Setting up tax rates and areas for A/R, 4–5
 Setting up tax rules by company for A/R, 4–19
 Setting up the J.D. Edwards/Quantum interface, F–9
- AAIs, F–15

Accounts Receivable

- activating Quantum constants, F-10
- item tax information, F-19
- Setting up user defined codes for A/R drafts, 9-11
- Setup
 - A/R aging information by company, 2-9
 - AAIs, 3-22
 - AAIs for drafts, 9-9
 - AAIs for taxes, 4-15
 - Accounts receivable system setup overview, 2-1
 - advanced payment terms, 2-23
 - bank account addresses, 8-7
 - bank account information, 8-7
 - calculation rules, 4-21
 - cash management controls, 2-9
 - credit and collection managers, 12-6
 - credit and collections date patterns, 12-79
 - credit and collections information, 12-3
 - credit insurance, 12-25
 - cross-references for drafts bank accounts, 9-16
 - date patterns, 12-80
 - draft processing, 9-9
 - drafts as default payment instrument, 9-14
 - due date rules, 2-24, 2-26
 - fee instructions, 12-12
 - G/L bank account information, 8-11
 - installment payments, 6-26
 - multitiered discounts, 2-40
 - next numbers, 2-55
 - notification rules, 12-17
 - payment term codes, 2-34
 - payment terms, 2-15
 - policies, 12-8
 - setup features, 2-1
 - statements for A/R drafts, 9-15
 - tax authorities, 4-3
 - tax rates and areas, 4-5
 - tax rules by company, 4-19
 - tolerance information, 4-19
 - user defined codes for drafts, 9-11
 - work day calendars, 2-31
- Simulator, due date rules, 2-30
- Sort sequence form, 8-29
- Speed Invoice Entry, processing options, 6-58
- Speed invoice entry, 6-3, 6-56
- Speed Invoice Entry form, 6-56
- Speed invoices
 - entry, 6-55
 - revising, 6-55
- Speed receipt type input codes (03B/SA), 2-51
- Speed receipts, 7-79
 - See also* Receipts
 - entering balance forward (TI code 2), 7-83
 - entering logged receipts (TI code 3), 7-85
 - entering unapplied (TI code 1), 7-81
 - G/L receipts (TI code 4), 7-87
- Speed Receipts Entry, processing options, 7-89
- Speed Receipts Entry form, 7-80
- Speed Status Change, processing options, 6-109
- Speed status change, 6-105
- Speed Status Change-Detail form, 6-102, 6-106
- Split payment term, 2-20
- Split payment terms setup, 2-21
- Spot rates, alternate currency receipts, 7-27
- Stand-alone entries
 - chargebacks, 7-56
 - deductions, 7-60
 - write-offs, 7-52
- Stand-Alone Write-off form, 7-53
- Standard Invoice Entry, processing options, 6-40
- Standard invoice entry, 6-3
- Standard Invoice Entry (P03B2002), F-39
- Standard Invoice Entry form, 6-11
- Standard policy, 12-9
- Standard receipt type input codes (03B/RE), 2-51
- Standard receipts. *See* Receipts
- Standard Receipts Entry, processing options, 7-65
- Standard reports, printing, 13-3
- Standard Voucher Entry (P0411), overriding a GeoCode on a voucher, F-40
- Statement Notification Refresh (R03B500X), 14-10
 - processing options, 14-13
- Statement Print with Draft (R03B506), processing options, 9-24
- Statement Review form, 14-20

-
- Statement/Notification Purge, processing options, 14–24
- Statements
- generating, 14–10
 - printing with draft attachments, 9–24
 - purging, 14–24
 - resetting, 14–22
 - reviewing an individual statement, 14–20
 - reviewing multiple statements, 14–19
 - reviewing statements, 14–18
 - setting up letter text, 12–4
 - setting up statements for A/R drafts, 9–15
 - setup for A/R drafts, 9–15
- Statistical Calculations by Collection Manager (R03B1693), 13–28
- Statistical Calculations by Company (R03B1691), 13–27
- Statistical Calculations by Credit Manager (R03B1692), 13–28
- Statistical information
- calculating the statistical history build (key fields), 1–7
 - reviewing, 12–88
 - updating, 12–83
- Statistical Trend Analysis report, printing, 13–24
- Statistical Trend Analysis report (R03B165), 13–24
- Statistics Annual Close, processing options, 12–83
- Statistics Annual Close (R03B161), 12–82
- Subsystem, posting, 6–79
- System flow, accounts receivable, 1–15
- System integration, accounts receivable, 1–7
- System setup. *See* Setup
- T**
- Table IDs
- F0002 - Next Numbers, 2–55
 - F0012 - Automatic Accounting Instructions Master, 3–1
 - F0013 - Currency Codes, B–1
 - F0016 - Generic Text Information, 12–10
 - F0018 - Sales/Use/V.A.T. File table, 6–73
 - F0018 – Sales/Use/V.A.T Tax, 4–27
 - F0030 - Bank Transit Number Master, 8–11
 - F0032 - Cash Summarization, 18–3
 - F0311Z1 - Invoice Transaction - Batch, 17–3
 - F03465 – A/R and A/P Netting Workfile, 13–30
 - F03B08 - Credit/Collection Date Patterns, 12–79
 - F03B112 - A/R Adjustments, 12–84
 - F03B13 - Receipts Application Header, 9–47
 - F03B14 - Receipts Application Detail, 9–47, 12–84
 - F03B25 - A/R Delinquency Policy Master, 12–10
 - F03B26 - A/R Delinquency Policy Notifications, 12–10
 - F03B27 - A/R Delinquency Policy Detail – Fees, 12–10
 - F03B28 - Letter Text Information, 12–10
 - F0911Z1 - Journal Entry Transactions - Batch, 17–3
- Tables
- See also* Table IDs
 - descriptions of, 1–17
 - F47111 (EDI Lockbox/Payment Header - Transaction), K–3
 - F47112 (EDI Lockbox Header - Transaction), K–3
 - F47113 (EDI Lockbox/Payment Detail - Batch), K–3
 - F47114 (EDI Lockbox/Payment Detail - Payment), K–3
 - relationships, 1–16
- Tapes, credit reporting, 12–75
- Tax explanation codes, 4–11
- Tax information, posting, 6–29
- Tax Information form, 5–30
- Tax processing, 4–1
- automatic accounting instructions, 4–15
 - changing information, 6–29
 - entering taxable and non-taxable amounts, 6–29
 - entry for customers, 5–30
 - posting information, 6–29
 - revising tax information, 4–27
 - sales tax codes, 4–15
 - setup for tax rates and areas, 4–5
 - tax authorities setup, 4–3
 - tax explanation codes, 4–11
 - taxes on invoices entry, 6–29

Accounts Receivable

- types of taxes, 4–1
- value-added tax codes, 4–16
- VAT plus sales tax codes, 4–16
- Tax Rate/Area Revisions form, 4–6
- Tax Rate/Areas, processing options, 4–10
- Tax rules by company for A/R, setup, 4–19
- Tax Rules Revisions form, 4–20
- Tax Summary Report, processing options, 4–33
- Taxes, Work With Tax Rules form, 4–19
- Testing the Quantum Connection, F–12
- Three tier processing, 6–1
- Tolerance information, setup, 4–19
- Tolerance information for A/R, setup, 4–19
- Transaction information, processing, 17–5
- Translating, automatic accounting instructions, 3–24
- Translating AAIs, 3–24
- TRW, creating credit reporting tapes, 12–75
- TRW and Dun & Bradstreet, processing options, 12–77
- TRW rating codes (01/TR), 2–52
- Type input codes, entering basic receipts (TI code 10), 7–21
- Type input codes (TI)
 - speed receipt (03B/SA), 2–51
 - speed receipts, 7–79
 - stand-alone receipts, 7–51
 - standard receipt (03B/RE), 2–51
 - standard receipts, 7–7, A–3
- U**
 - Unapplied Receipt (RCUC) AAI, 3–10
 - Unapplied receipts, 7–37
 - See also* Credit reimbursements applying to invoices, 7–38 entering, 7–81 G/L offset code, 7–37
 - Understanding AAIs for A/R, 3–5
 - Understanding contingent liability, 9–71
 - Understanding invalid pay status conditions, A/R to G/L by Batch, 15–12
 - Understanding out-of-balance conditions
 - A/R to Account Balance by Account ID, 15–16
 - A/R to G/L by Batch, 15–11
 - A/R to G/L Receipts by Batch, 15–14
 - Understanding user defined codes for A/R, 2–45
 - Unposted invoices, revising, 6–38
 - Unprocessed items
 - reviewing online, 8–77
 - revising, 8–80
 - working with unprocessed items, 8–73
 - Unrealized currency gains and losses, overview, 16–1
 - Unrealized gains and losses
 - AAIs, 16–5
 - calculating, 16–7
 - Unrealized Gains and Losses (RV, RW, ad RR) AAIs, 3–11
 - Unrealized Gains and Losses report, 16–7
 - Update A/R from Address Book, processing options, 14–8
 - Update A/R from Address Book (R03B802), 14–7
 - Update Address Book Geocodes (R730101), F–23
 - Update Receipts Register From Electronic (R03B551), processing options, 8–60
 - Updating A/R from the Address Book, 14–7
 - Updating A/R information for customer analysis, 12–79
 - Updating accounts using Credit Analysis Refresh, 12–51
 - Updating invoice amounts, 12–82
 - Updating Invoice Amounts using Statistics Annual Close, 12–82
 - Updating receipts register information, 8–59
 - Updating Statistical Information, processing options, 12–85
 - Updating statistical information, 12–83
 - Updating the status of an invoice, 6–101
 - Uploading customer payment information from the bank, 8–57
 - User defined codes
 - AB number for collections manager (01/CM), 2–53
 - AB number for credit manager (01/CR), 2–53
 - activity priority, 2–52
 - aging vocabulary, 2–49
 - chargeback reason, 2–50
 - collection reason, 2–49
 - deduction reason codes (03B/CR), 2–50
 - document types, 2–46
 - Dun & Bradstreet rating, 2–51

language preference, 2–52
 overview, 2–45
 paid late, 2–52
 payment instrument, 2–48
 payment status, 2–47
 setting up user defined codes for A/R drafts, 9–11
 setup for drafts, 9–11
 speed add type input, 2–51
 standard receipt entry type input, 2–51
 tax calculation, 2–48
 TRW rating, 2–52
 valid credit messages, 2–50
 Void/NSF reason code (03B/VR), 2–50
 write-off reason, 2–49

V

Valid credit message codes (00/CM), 2–50
 Value-added tax codes, 4–16
 VAT plus sales tax codes, 4–16
 Verifying due date rules, 2–30
 Vertex. *See* Quantum
 Void Reason Entry form, 11–22, 11–23
 Void/NSF reason codes (03B/VR), 2–50
 Voiding activities and deductions, 11–21
 Voiding drafts, 9–53
 Voiding posted invoices, 6–91
 Voiding receipts, 7–105

W

Work Center form, 6–85
 Work Day Calendar Revisions form, 2–33
 Work day calendars, 2–31
 Work With A/R Constants form, 2–6
 Work With Addresses form, 4–3, 5–37
 Work With Advanced Payment Terms form, 2–34
 Work with Algorithm Execution Lists form, 8–52
 Work With Automatic Accounting Instructions form, 3–3, 3–18
 Work With Bank Accounts by Address form, 5–32, 8–7, 9–17
 Work With Bank Transit Addresses form, 8–10

Work With Batch Invoices form, 17–13, 17–19
 Work With Batches form, 6–67
 Work With Credit/Collection Date Patterns form, 12–80
 Work With Customer Ledger Inquiry form, 6–33, 6–36, 7–29
 Work With Customer Master form, 5–5
 Work With Data Export Controls form, E–9, E–10
 Work With Deduction Activity Codes form, 11–6
 Work With Deductions form, 11–17
 Work With Delinquency Approval form, 12–43
 Work With Delinquency Fee form, 12–48
 Work With Delinquency Policies form, 12–10
 Work With Due Date Rules form, 2–30
 Work With Fee Instructions form, 12–13
 Work With Flat File Cross-Reference form, E–13
 Work With G/L Bank Account Information form, 8–11
 Work With Letter Text form, 12–4
 Work With Next Numbers form, 2–56
 Work With Notification Instructions Form, 12–17
 Work With Notifications form, 14–19
 Work With Payment Terms form, 2–16
 Work With Recurring Invoice History form, 6–50
 Work With Speed Status Change form, 6–105
 Work With Tax Rate/Areas form, 4–5
 Work With Tax Rules form, 4–19
 Work With Work Day Calendar form, 2–33
 Workflow messages
 activating credit limit approval, 5–23
 managing accounts, 12–56
 posting errors and other messages, 6–85
 reviewing, 6–85
 Working accounts using account balance inquiry, 12–58
 Working accounts using Workflow Management, 12–56
 Working with A/R integrity reports, 15–9
 Working with AAIs, 3–17
 Working with advanced payment terms, 2–24

Accounts Receivable

Working with automatic debits, 10–3
Working with credit reimbursements, 15–3
Working with customer ledger information, 6–95
Working with deductions, 11–9
Working with delinquency fees, 12–45
Working with delinquency notices and fees, 12–39
Working with draft acceptance, 9–27
Working with draft collection, 9–73
Working with draft remittance, 9–63
Working with electronic receipts, 8–73
Working with execution lists, 8–51
Working with G/L receipts (TI code 4), 7–87
Working with NSF drafts, 9–55
Working with Quantum taxes, F–37
Working with recurring invoices, 6–45
Working with speed receipts, 7–79
Working with speed status change, 6–105
Working with standard invoices, 6–9
Working with standard receipts, 7–11
WorldSoftware, conversion from, G–1
Write-off (RAxx) AAI, 3–10
Write-off reason codes (03B/RC), 2–49
Write-offs
 receipts with manual write-offs, 7–41
 stand-alone entries, 7–52
 stand-alone with invoice match, 7–52