



EnterpriseOne Xe
Service Billing
PeopleBook

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Service Billing Overview

The Service Billing system offers a suite of capabilities designed to accommodate the intricacies of both interdivisional and customer billing. You use the Service Billing system to bill your customers for services and goods rendered.

Every service billing process begins with an agreement between a customer and a provider. The customer requests a product or service. Your company, as the provider, bills the customer for the product or services that you provide.

You use the Service Billing system to:

- Account for the costs of goods and services
- Mark up the costs to account for profit
- Bill for the services and goods you provide
- Provide written proof that justifies the charges
- Create accounting entries for the services and goods

System Integration

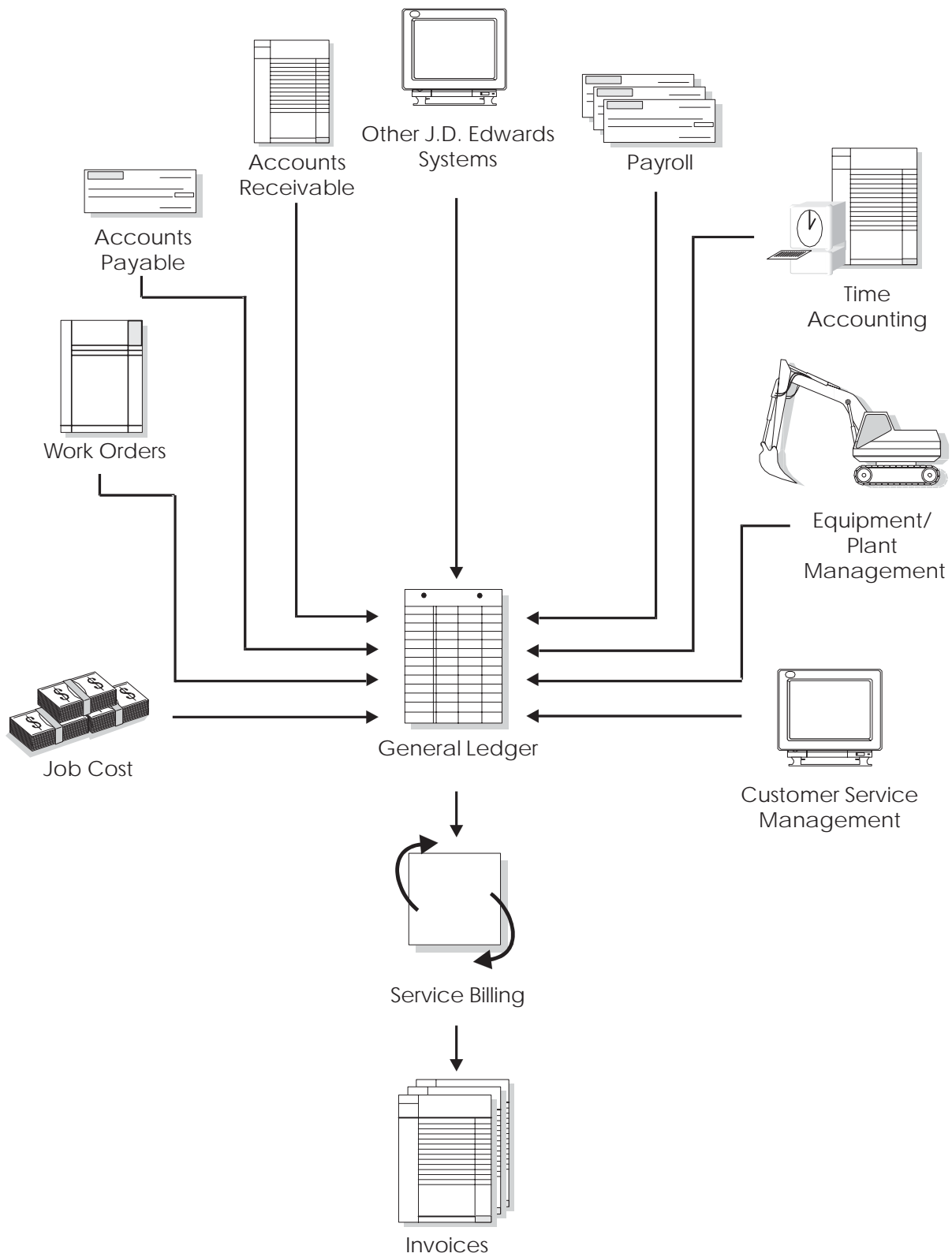
The Service Billing system can retrieve costs from any system that stores information in the Account Ledger table (F0911) within the General Accounting system. You can classify costs as either payroll based or nonpayroll based. Payroll-based costs are labor-related costs for your employees and equipment. For example, nonpayroll-based costs are for subcontractors, materials, and travel.

The stored information can include:

- Equipment operating and maintenance costs from the Equipment/Plant Management system
- Other costs, charge directly to a project, such as travel costs, from the Accounts Payable system

The following graphic illustrates the system integration between the Service Billing system and other J.D. Edwards systems.





General Accounting

The Service Billing system uses the information in the Account Master table (F0901) and the transactions in the Account Ledger table (F0911) to determine whether a transaction is billable in the Service Billing system.

Account Master

The Billable Y/N field in the Account Master table controls whether you can bill an account through the Service Billing system.

Account Ledger

The Bill Code field in the Account Ledger table identifies whether the Service Billing system has processed a transaction. The following codes relate to Service Billing:

- Blank = Available for processing
- N = Nonbillable because the Billable Y/N field in the Account Master table is set to N or blank
- Z = Already processed into the Billing Workfile

Payroll and Time Accounting

Payroll-based costs can include the following:

- Actual amount of the employee's pay before deductions and actual hours worked
- Employee marked-up labor billing distribution amount and related hours
- Actual hours that the employee uses the equipment and the billing rate for the equipment
- Account numbers for labor and equipment distribution

You can process payroll information daily or based on your payroll cycle. The Payroll system updates the following tables:

- Employee Transactions Detail (F06116)
- Payroll Transaction History (F0618)
- Account Ledger (F0911)

The Service Billing system processes the transactions in the Payroll Transaction History table (F0618) and creates corresponding workfile transactions in the Billing Workfile (F4812). The system retrieves transactions that are identified by the following document types:

- T2 - Payroll labor distribution
- T4 - Labor billing distribution
- T5 - Equipment distribution

After the Service Billing system processes payroll information, it updates the transactions in the Payroll Transaction History, Employee Transactions Detail, and Account Ledger tables as processed.

Equipment/Plant Management

Jobs, projects, and work orders often involve equipment. For example, a security guard uses a company-owned truck to patrol the grounds of an office building. The agreement between the security agency and building management contains a provision to bill an hourly rate for the time that the guard uses the truck.

The Service Billing system processes that type of transaction with document type TE from the Equipment/Plant Management system. The Service Billing system uses the following information to process equipment transactions:

- Equipment number to identify the equipment for the billing
- Number of hours that the employee used the equipment

Work Orders

For some jobs, such as vehicle repairs, the provider performs the service and bills for it the same day. You can use a work order to identify such a short-term project. Work order information exists when the transaction contains a subledger number with subledger type W and the status of the work order is billable.

Depending on how you set up the system constants for the Service Billing system, you can use the customer number in the Work Order Master table (F4801) to identify the customer that you bill. Other information from the work order can affect the markup, tax, and accounting rules for the transactions.

Job Cost

Some services might not be associated with a work order. In this case, the customer information must exist in the Job (Business Unit) Master table (F0006). The Service Billing system attaches a customer number to each workfile transaction that makes up the billing detail on the invoice. The owner address number in the Job Master table identifies the customer. The Job Master table also can include tax information for the jobs. Other information from the Job Master table can affect the markup and accounting rules for the transactions.

Accounts Receivable

The Service Billing system uses the Customer Master table (F0301) to identify:

- Payment terms
- Tax explanation and rate/area
- Accounting rules

After you generate a billing, you post the invoice information to the A/R Account Ledger table (F0311 or FO3B11). When you receive the customer's payments, you apply them to the customer's receivable account.

Address Book

The Service Billing system uses the address book number in the work order or job to identify:

- The name of a person, company, or branch in the Address Book Master table (F0101) and Who's Who Information table (F0111) to bill
- Mailing addresses for the billing in the Address Book Master and Address by Date (F0116) tables

Accounts Payable

The Service Billing system accumulates cost transactions that you record in the the Accounts Payable system. Service billing uses the information in the Accounts Payable Ledger table (F0411) to identify:

- Supplier numbers
- Supplier invoice numbers
- Supplier service dates
- Actual amounts
- Responsible business units
- Work order number

CSMS

The Customer Service Management System (CSMS) writes workfile transactions to provide for the generation and printing of invoices for service contracts and service orders. This feature allows you to combine billable services from CSMS with standard billable services within the Service Billing product on one invoice.

CSMS also writes workfile transactions to support the voucher creation in the Accounts Payable system. These vouchers represent claims to be paid to the service providers that performed the work outside your organization.

System Features

Services can require specific cost-markup rules and precise audit trails. Many services involve work that requires varying combinations of time, equipment usage, and materials.

You can use Service Billing to:

- Identify and mark up costs
- Generate invoices
- Design printed invoices to customer specifications
- Create accounting entries for billings

Billing

Use the Service Billing system to identify and invoice costs for the services and goods you provide. For example, you can:

- Generate invoices
- Change billing transactions on invoices
- Print the invoices

Billing AAI's

The Billing Automatic Accounting Instructions (AAI's) allow you to define accounting rules for your billing processes. Sophisticated revenue and unbilled accounting features include:

- Interdivisional revenue sharing
- Transfer pricing
- G/L distribution of sales tax

Invoice Formatting

The Service Billing system includes formatting features that allow you to customize your invoice forms. You may use ready-to-use invoice print versions designed by J.D. Edwards or you can design your own client-specific invoice versions. You can control content, and format to suit your needs and the needs of each client, even if your clients have widely varying needs.

Journal Processing

The Service Billing product offers a range of journal processes that allow you to select the mode that best suits your organization's accounting needs. These modes are controlled in the billing constants as follows:

Invoicing Processing Only	You choose this mode if your organization does not require revenue to be recognized independently of the billing process. You can still perform internal cost reallocations and journal reclassifications.
Revenue Processing Only	You choose this mode if your organization is only billing interdepartmentally and does not require customer receivables updates in the Accounts Receivable ledger.
Invoicing with Revenue	You choose this mode to allow revenue to be recognized independently of the billing process.
Invoicing with Revenue Reconciliation	You choose this mode to require revenue reconciliation.

NOTE: All journal modes support internal cost reallocation and journal reclassification.

Multinational Features

You can use the multicurrency feature in J.D. Edwards software to maintain account balances and invoices in domestic and foreign currency amounts.

When you set up your system, you define a currency for your company and for your customers and suppliers. The system recognizes the currency that you define for your company as the domestic currency. The system recognizes any customer or supplier currencies that are different from your company's currency as foreign currencies. Finally, the system determines foreign and domestic amounts based on exchange rates that you define for specific ranges of effective dates.

Multicurrency for Service Billing

As you build a global customer network, you can use the J.D. Edwards Service Billing system to optimize your billing process in multicurrency environments. When you use multicurrency with the Service Billing system, you can:

- Accumulate billable costs that originate in multiple currencies, such as the costs for employees' time
- Apply markup amounts to costs in either the domestic or foreign currency

- Generate customer invoices in a currency (foreign) that is different than the currency (domestic) of the job or work order

The Service Billing system uses a business unit (job) or a work order as the basis for an invoice. The system recognizes the currency of the company that is responsible for the job as the domestic currency. In the case of a work order, the system recognizes the currency of the work order's charge to business unit as the domestic currency.

While the currency that you define for your customer is different than the currency you set up for your system (domestic currency), you manage the job or work order in the domestic currency. Then, when you generate an invoice for the job or work order, the system creates the invoice using the customer currency.

Pay-to-Bill Functionality

Because of today's need for integration and being able to meet the needs of the customer in an e-business environment, J.D. Edwards offers a fully Internet enabled and integrated solution of its time accounting/payroll and service billing products to allow for single point of entry for billable labor costs and customer invoicing. This integration and technology, combined with the ability to customize invoice formats and billing rates to meet the billing needs of any specific customer, provide expedient and accurate pay-to-bill functionality.

Retainage

Retainage is a percentage of the invoice amount that your company is paid after the work is complete. For example, you can have a 10 percent retainage withheld on invoices to a customer. After the work is complete, the customer authorizes payment of the withheld amount of the invoice. Retainage is also known as holdback, as it is the amount of payment that is held back until the work is complete.

Revenue Recognition

Revenue recognition is the accounting rule that defines revenue as an inflow of assets, not necessarily cash, in exchange for goods or services and requires the revenue to be recognized at the time it is earned, but not before. You use revenue recognition to create general ledger entries for income without generating invoices.

In general, you use revenue recognition when:

- Work is completed and you have earned the income, but you do not need to bill a customer.
- You want income statements and balance sheets to reflect the amounts earned for a realistic picture of the company's financial status.

-
- You need to reallocate internal costs.

System Setup

The Service Billing system accumulates billable cost transactions based on system constants and rules you define. System constants control the global processes for the Service Billing system, such as the processing of costs, customer information, and dates. System rules define markup, accounting, retainage, and tax information. You can also design the layout of customer invoices the system prints.

Workfile Management

With workfile management, the system accumulates billable costs. During workfile generation, the system:

- Identifies specific accounts for billing.
- Updates records in the Account Ledger table as billed or nonbilled.
- Creates workfile transactions in the Billing Workfile (F4812).
- Assigns a customer number to the workfile transaction.
- Marks up the source transactions.
- Calculates applicable tax amounts.
- Retains a copy of each workfile transaction, before any changes, in the Workfile History table. This collection of workfile transactions is suitable for auditing.
- Assigns transaction level controls at the workfile transaction level to control billing processes. These values, stored in the Eligibility Code field, qualify the workfile transaction to participate in specific billing processes.
- Allows for transaction splitting, the processing power to split complex transactions into billable and nonbillable items.
- Provides for sophisticated error correction, which is the ability to reapply or re-extend billing information on a workfile transaction, from customer information to the most current rules you have set up to calculate discounts, taxes, and markups.

Service Billing Tables

The J.D. Edwards Service Billing system stores and accesses billing information in the following tables:

Billing AAI's (F48S95)	<p>Stores accounting rules that control journal creation for:</p> <ul style="list-style-type: none">• Actual Revenue• Taxes• Costs• Margins• Accrued Revenue (Unbilled)• Accrued Receivables (Unbilled)
Billing Constants (F48091)	<p>Controls the global processing of:</p> <ul style="list-style-type: none">• Billable costs• Burden processing• Effective dates• Customer information• Journal processing• Default markup percentage
Billing Rate/Markup Information (F48096)	<p>Determines how to mark up the selected transactions. The system uses one or more of the following markup rules:</p> <ul style="list-style-type: none">• Per unit rate• Percentage of costs• Fixed amount added to costs• Any combination of the above• No markup added to costs <p>NOTE: CSMS transactions currently do not utilize this table.</p>
Billing Workfile (F4812)	<p>Stores workfile transactions as an inventory of the billable costs. The workfile transactions correspond to the cost transactions generated in other systems or entered manually within the billing system. This information is the starting point for the billing process. You use this information to print detail on an invoice and to create accounting entries to the accounts receivable, general ledger, and accounts payable ledgers.</p>
Billing Workfile History (F4812H)	<p>Stores historic information for workfile transactions that you have processed. The information provides a detailed audit trail of the changes related to each individual workfile transaction.</p>
Component Cross Reference (F4862)	<p>Stores cross-reference information used in the calculation of compound components.</p> <p>NOTE: CSMS workfile transactions currently do not use this table.</p>

**Component Table
Detail(F4861)**

Determines the billing rate/markups applied to billing transactions to create component workfile transactions. The system uses one or more of the following calculation rules:

- Unit Based
- Amount Based

NOTE: CSMS workfile transactions currently do not utilize this table.

**Component Table
Master(F4860)**

Stores information used to identify component tables. The Billing Rate/Markup Table uses this information to locate the correct entries to create component workfile transactions.

NOTE: CSMS workfile transactions currently do not utilize this table.

**Compressed Journal
Workfile (F48S911)**

Temporarily stores a summary of the detail journal transactions stored in the Detail Journal Workfile. This summarization is based on currency code, G/L date, business unit, object, subsidiary, and subledger. These entries are used to create the final journal entries in the Account Ledger (F0911).

**Deleted Invoice Audit
File (F48229)**

Provides an audit trail of deleted draft invoice numbers.

**Detail Journal Workfile
(F48S910)**

Temporarily stores the detail journal transactions created when a workfile transaction is processed against Billing AAI's during journal generation.

G/L Link File (F48912)

Stores key information from the workfile transaction and the subsequent journal entry created in the Account Ledger. This table is used for reporting and audit purposes.

**G/L Offset/Retainage
Table (F48128)**

Stores information used to assign the G/L offset to the workfile transactions. Retainage controls and payment terms can also be setup on this table.

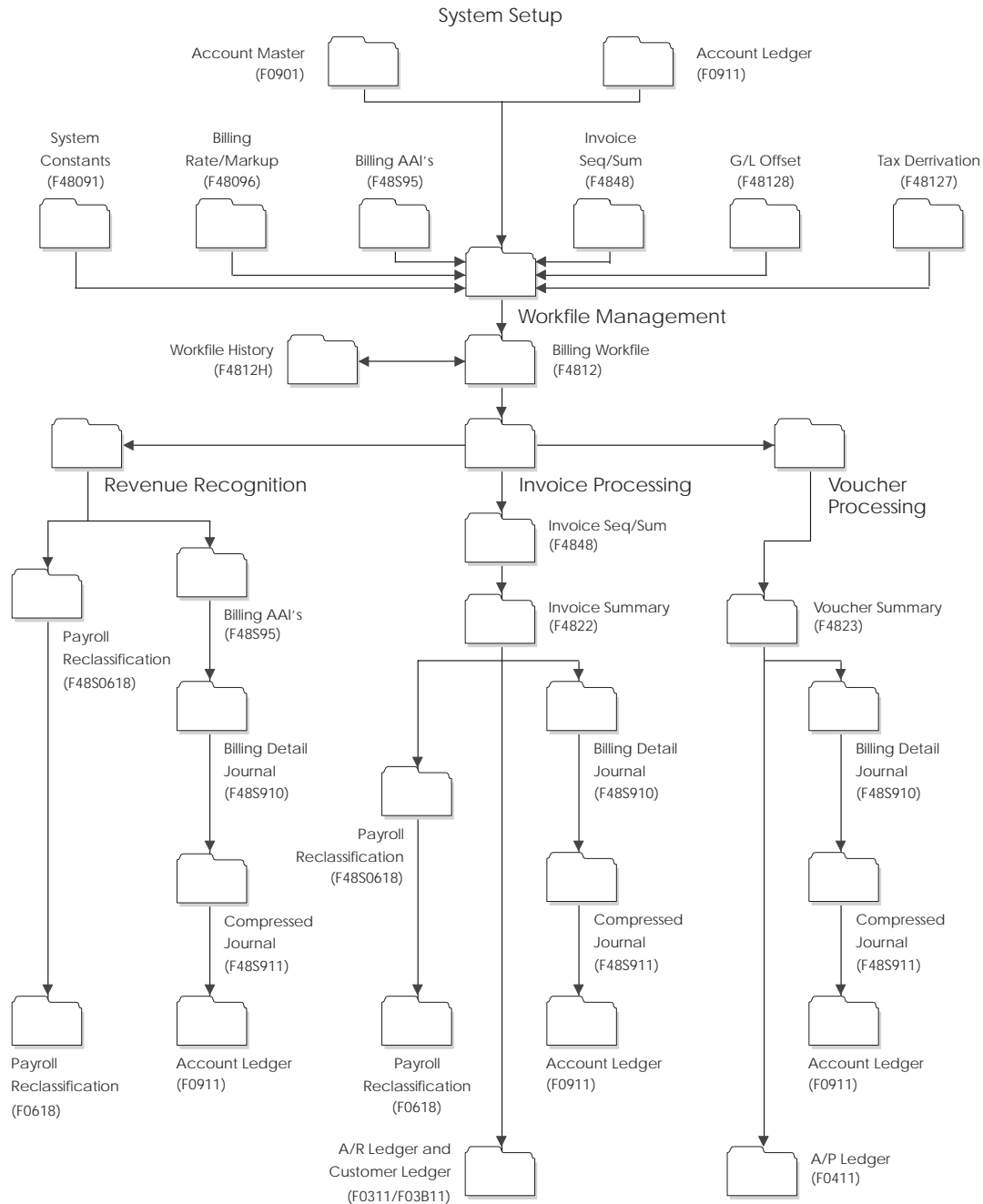
NOTE: CSMS workfile transactions currently do not utilize this table.

**Invoice Print
Cross-Reference
(F48S58)**

Stores information used to print invoices. This table is used to assign invoice formats to specific customers, jobs, or work orders.

Invoice Summary Access (F48520)	Stores cumulative invoice information that can be used for reporting purposes such as displaying billed-to-date information on an invoice. This billed-to-date information is stored in more detail than the the same information in Invoice Summary. This optional file in the billing system, is controlled by a flag in Billing Constants. Cumulative invoice amounts are stored by G/L date, employee/supplier, cost account, and contract billing line.
Invoice Summary Workfile (F4822)	Stores the information that the system uses to: <ul style="list-style-type: none">• Print invoices• Create A/R ledger information
Payroll Journal Reclassification Workfile (F48S0618)	Temporarily stores the original and correcting entries created when the cost account of workfile transaction emanating from payroll has been changed in the billing system. These entries are written to the Payroll History file (F0618) when Create G/L entries or Create A/R Entries is run.
Retainage Release Cross-Reference File (F48221)	<p>Cross references the invoice and the associated released retainage.</p> <p>NOTE: CSMS workfile transactions do not update this table.</p>
Sequence/ Summarization Data Items (F4848)	Stores the sequence/summarization rules used in creating invoice and pay item level breaks during invoice generation.
Tax Derivation Table (F48127)	<p>Stores information used to assign tax explanation codes and tax rate areas to the workfile transactions.</p> <p>NOTE: CSMS workfile transactions currently do not use this table.</p>
Voucher Summary File (F4823)	<p>Stores information that the system uses to create A/P Ledger information.</p> <p>NOTE: Only CSMS workfile transactions currently update this table.</p>

The following graphic illustrates the relationships among the primary tables in the Service Billing system.



Service Billing Menu Overview

J.D. Edwards systems are menu driven. Menus are organized according to function and frequency of use. Access Service Billing menus from the Service Billing menu (G48S).

Daily Processes

- Daily Processing, G48S11

Periodic Processing

- Invoice Processing, G48S21
- Revenue Recognition, G48S22
- Voucher Processing - CSMS Only, G48S23
- Special Function Reports, G48S24

Advanced and Technical Operations

- Advanced and Technical Operations, G48S31

Setup Operations

- System Setup, G48S40
- Table Information, G48S41
- User Defined Codes, G48S42

Workfile Management



Workfile Management

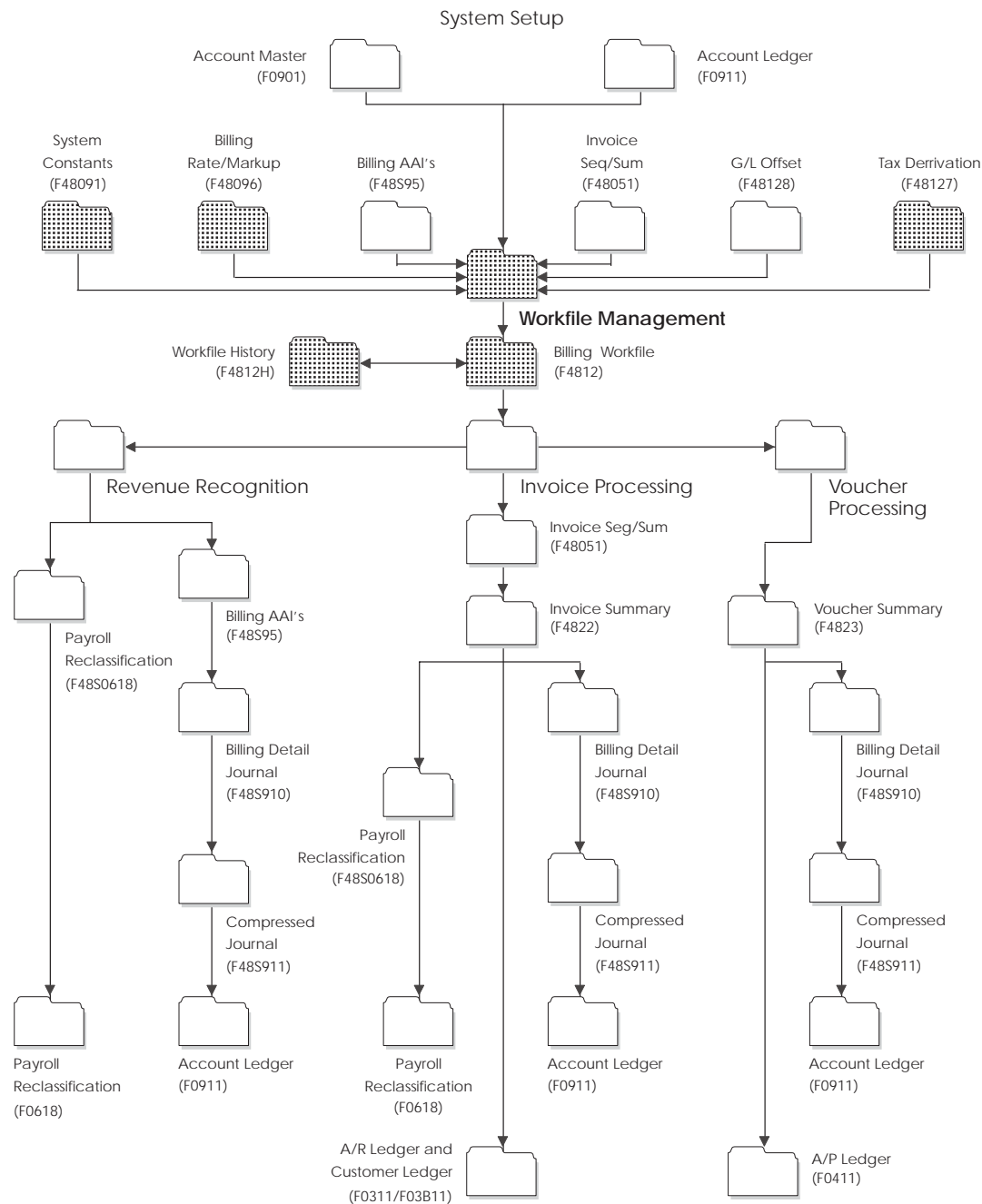
Effective management of the billing workfile is fundamental to your Service Billing processes. The typical billing process includes generating the workfile, creating and printing invoices, and recording journal entries for income and receivables.

Workfile Management consists of the following topics:

- ☐ Understanding workfile information
- ☐ Generating the workfile
- ☐ Reviewing the workfile
- ☐ Revising the workfile
- ☐ Working with workfile history



The following graphic illustrates the relationships among the primary tables for workfile management. The shading indicates those tables applicable to workfile management.



Understanding Workfile Information

You review and analyze workfile information to track the status of workfile transactions and accurately plan your invoicing cycle.

To understand workfile generation, you should be familiar with the following concepts:

- Workfile generation
- Payroll processing
- Burden
- Components
- Parent/child relationships in the workfile
- Workfile transactions
- Eligibility codes
- Control/sequence numbers

Workfile Generation

The billing workfile (F4812) is a repository of transactions used by the system to invoice customers, recognize revenue, and allocate costs for your organization. The system provides the following three methods to create workfile transactions:

Workfile Generation

The system uses this batch process to create workfile transactions based on billable accounting entries stored in the Account Ledger table (F0911). When you run Workfile Generation, the system copies source transactions from the Account Ledger to create workfile transactions, applying the correct markup, offset, and tax information. You use the Work With Workfile form to view these transactions.

G/L Transaction Selection

You use this interactive program to create workfile transactions based on billable accounting entries stored in the Account Ledger table (F0911). When you use G/L Transaction Selection, the system copies the selected source transactions from the Account Ledger to create workfile transactions, applying the correct markup, offset, and tax information. You use the Work With Workfile form to view these transactions.

Ad-hoc Workfile Transactions

You use this interactive program to create workfile transactions that are not represented in the Account Ledger table (F0911).

Processing Payroll

Account Ledger transactions originate from multiple sources, such as the Accounts Payable, Equipment/Plant Management, and Payroll systems. You run the Workfile Generation program to accumulate the cost information from these sources into the billing system.

Caution: After the system creates payroll and account ledger tables, the following transaction information in the Account Ledger table (F0911) should not be changed or deleted. Changes on Account Ledger transactions that have been processed by the billing system are not updated onto existing workfile transactions.

For the system to create workfile transactions from payroll transactions, all information must be identical in the Payroll and Employee tables with the Account Ledger table. The payroll system allows summarized accounting entries; therefore, the billing system must retrieve detail information from payroll to create the workfile transactions. The system uses the following fields from the Account Ledger to retrieve additional information from the Payroll Transaction History (F0618) or the Employee Transactions Detail (F06116) tables to create the workfile transactions.

- Batch number
- Account number
- G/L Date
- Subledger information

To maintain the integrity of the original source transactions, the system creates copies of these billable transactions. The copied transactions are referred to as workfile transactions and are stored in the Billing Workfile (F4812).

Workfile transactions include costs with any applicable markup, tax, and other key information. The rest of the billing process is based on the information stored in workfile transactions.

All workfile transactions with an eligibility code of '0' (invoicing, revenue, costing) or '1' (invoicing only) must include a customer number. The system uses the customer number to invoice the transactions. You must identify a customer number on individual business units (jobs) or work orders associated with the transactions.

Note: You attach a customer number in the Owner Address field on the Job Cost Master Revisions, not the Job Site field. The Address Book number on the Single Business Unit form is not the customer number.

Processing Burden

Burden is the cost that a company incurs as a result of employing people. Burden can include:

- Company-paid payroll taxes
- Insurance
- Fringe benefits, such as union pensions
- Direct labor costs, such as small tools

The following conditions must exist for you to create burden transactions in the workfile:

- Set business unit burden flag in payroll to create burden entries in the Burden Distribution file (World - F0624, OneWorld - F0724)
- A labor entry must be posted to a billable account in the Account Ledger table (F0911)
- The burden accounting entries must also be posted to a billable account in the Account Ledger table (F0911).
- The Bill Burden field in the Billing Constant must be set to process burden.

You use a billing constant to control whether burden entries from payroll are processed for the workfile. The system calculates burden transactions when payroll journal entries are created. The only way you can process burden within the billing system is in conjunction with its associated workfile transaction.

The eligibility code for burden transactions must be compatible with the eligibility code for the associated workfile transaction. Specifically, the system prevents the eligibility code for a workfile transaction from being more restrictive than the eligibility code of its burden transactions.

For example, if the burden transaction for a workfile transaction is eligible for revenue and invoicing, but the workfile transaction is eligible only for invoicing, the system overrides the burden transaction eligibility code to be the same as the workfile transaction.

The Payroll system calculates the following types of burden:

Actual burden	The actual cost of payroll taxes, insurance, and fringe benefits. The system calculates the burden for the actual costs that are associated with each employee's timecard.
Flat burden	An estimated burden amount that the system derives from the direct labor costs. The system calculates the burden on a timecard-by-timecard basis as a percentage of the labor costs.

When burden transactions are associated with a workfile transaction, the system displays an X in the Burden (B) field for that workfile transaction on the Work With Workfile form. You use the Burden Information Row menu to view these workfile transactions.

Note: When you use daily time entry, the only type of burden that you can associate with a workfile transaction is flat burden. After you process the daily payroll transactions and accumulate their costs in the workfile, the system marks the original payroll transactions as billed.

After the original payroll transactions have been processed, the system does not retrieve any new burden transactions calculated for the transactions. For example, if you reverse the flat burden amount and calculate the actual burden amount for the original payroll transactions, the system does not retrieve the new burden transactions.

Processing Components

A component is a type of markup. The system calculates component transactions based on amounts or units from source transactions. For example, you might include a component transaction to offset the cost of borrowing money.

You can use component transactions based on the invoice amount to apply charges in addition to the markup amount for the workfile transaction. A compound component creates an additional markup; its calculation is based on existing component amounts.

You set up the rules for component calculations in the Component Table. You must then assign this component rule to a markup rule to instruct the system to create component transactions

When a component transaction is associated with a workfile transaction, the system displays an X in the Component (C) field for that workfile transaction on the Work With Workfile form. You use the Component Information Row menu to view the component workfile transactions.

Defining Parent/Child Relationships in the Workfile

The workfile transactions can share a parent/child relationship under the following conditions:

Workfile transaction/Component workfile transaction	This parent / child relationship exists when component transactions are created for a workfile transaction.
Labor/Burden	This parent / child relationship exists when the burden associated with labor is stored in the workfile.
Burden/Components	This parent / child relationship exists when component transactions are created for burden transactions.

Viewing Workfile Transactions

You can view the following transactions in the workfile:

Workfile Transactions

Workfile transactions are copies of source transactions from the Account Ledger that represent the billable costs for your company.

Burden Transactions

Burden transactions are workfile transactions that represent the cost over and above the direct labor wages or salaries that a company incurs as a result of employing people. Burden transactions might include:

- Company-paid payroll taxes
- Insurance
- Fringe benefits, such as union pensions

The billing system always processes burden transactions in conjunction with the associated labor workfile transactions. You use the Burden Information row exit to view these workfile transactions. See *Reviewing Burden Transactions*.

Component Transactions

Component transactions are special types of workfile transactions that represent additional amounts that you add to the original costs when you invoice a customer. For example, component transactions might be used to offset the cost of borrowing money.

The billing system always processes component transactions in conjunction with associated workfile transactions. You use the Component Information row exit to view these workfile transactions. See *Reviewing Component Transactions*.

Assigning Eligibility Codes

The system assigns eligibility codes to workfile transactions based on the Billable Y/N field in the Account Master table and the Journal Generation Control field you set up in your Billing Constants.

Note: The value stored in the eligibility code field controls the amounts that are displayed and determines the billing processes in which the workfile transaction can participate. The system assigns the following eligibility codes to the workfile transactions:

- '0' -The workfile transaction is eligible for invoicing, revenue recognition, and costing processes.
- '1' -The workfile transaction is eligible for invoicing process only.
- '2' -The workfile transaction is eligible for revenue recognition process only.
- '3' -The workfile transaction is non-billable.
- '4' -The workfile transaction is eligible for cost processing only.
- '5' -The workfile transaction is eligible for A/P vouchering only (currently CSMS workfile transactions only)

See Also

Appendix C - Voucher Processing for CSMS

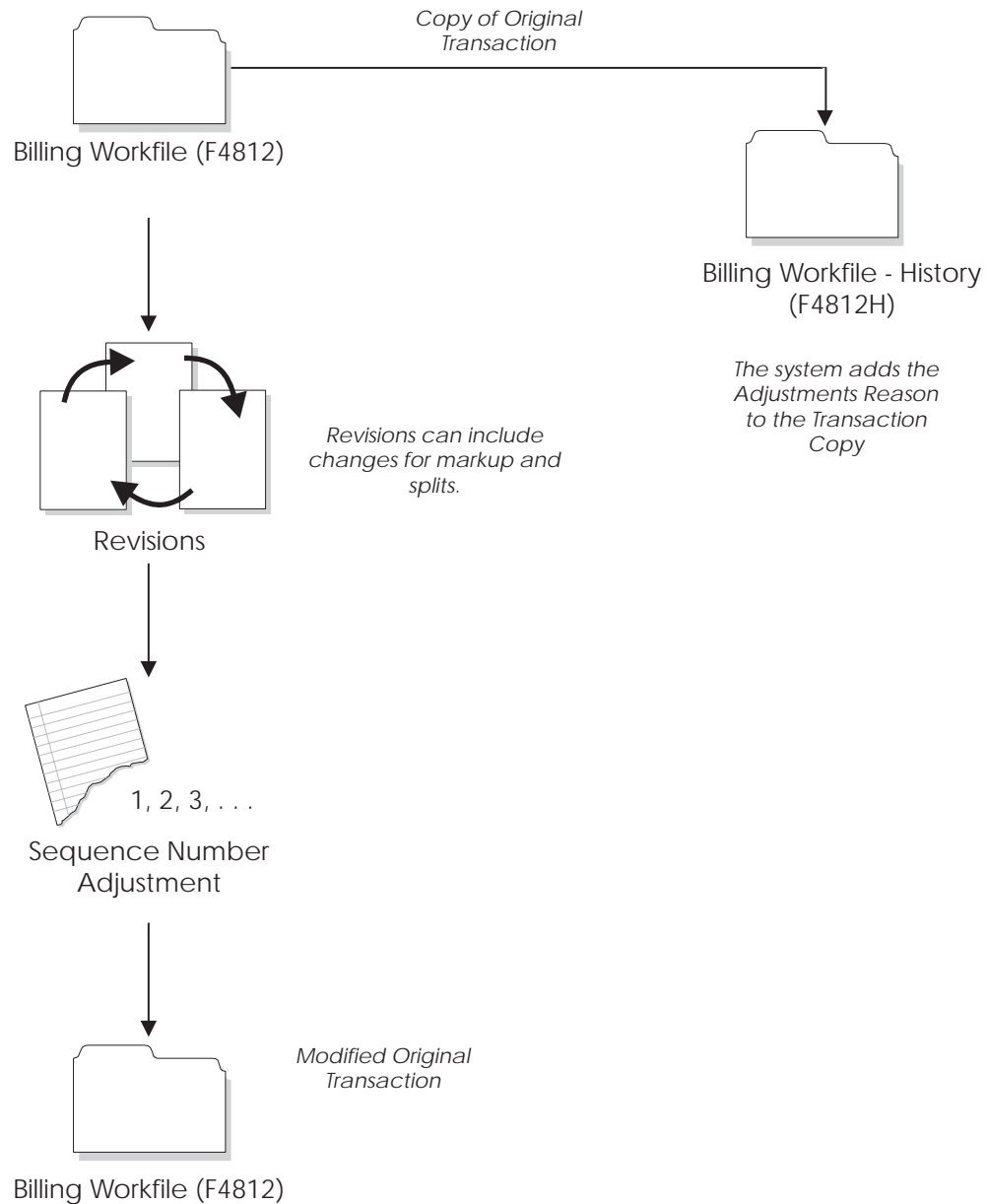
For example, if the Billable Y/N field for an account is set to Y and the Journal Generation Control field is set to 3, Invoicing and Revenue Recognition w/o Reconciliation, the eligibility code is set to 0, indicating that the workfile transaction is eligible for invoicing, revenue recognition, and costing. If the same account with a Y in the Billable Y/N field is processed through the Service Billing system and the Journal Generation Control field is set to 1, Invoicing Only, the eligibility code is set to 1, indicating that the workfile transaction is eligible for invoicing only.

The following table illustrates the system logic used to assign the eligibility codes:

Account Master - Bill Y/N	Billing Constants - Journal Creation	Billing Workfile - Eligibility Code Assigned
N	Not Applicable	No workfile transaction created
Y	1	1
Y	2	2
Y	3	0
Y	4	0
1	1	1
1	2	No workfile transaction created
1	3	1
1	4	1
2	1	No workfile transaction created
2	2	2
2	3	2
2	4	2
4	1	4
4	2	4
4	3	4
4	4	4

Assigning Control/Sequence Numbers

As the following graphic illustrates, when you revise workfile transactions, the system sequentially numbers the workfile transactions and each new revision for audit purposes.



You can use these numbers to track the progression of revisions to original workfile transactions. The system assigns each workfile transaction the following control and sequence numbers:

Billing Control ID (BCI)	The BCI number is assigned at the time the workfile transaction is first created in the Billing Workfile. The system uses Next Numbers, system 48 index 2 (Billing Control) to derive the number. The BCI number of a workfile transaction never changes, regardless of the revisions made to the workfile transaction. If you split a workfile transaction, the resulting workfile transactions will share the same BCI.
Sequence Number (SBSQ)	The sequence number of the original workfile transaction is always 1. The sequence number changes only when you split the workfile transaction. The system assigns the next available sequence number within that BCI series to the resulting workfile transactions. For example, the first time a workfile transaction is split, the sequence numbers assigned to the resulting workfile transactions are 2 and 3. If you split one of those workfile transactions, the sequence numbers assigned to the resulting workfile transactions are 4 and 5.
Parent Sequence Number (PRSQ)	The parent sequence number of the original workfile transaction is always 0. The parent sequence number changes only when you split the workfile transaction. The system assigns a parent sequence number to workfile transactions that result from a split. The parent sequence number is always the sequence number of the workfile transaction that you split. For example, if you split a workfile transaction with a sequence number of 1 and a parent sequence number of 0, the system assigns the resulting workfile transactions a parent number of 1.
Secondary Sequence Number (SCSQ)	The secondary sequence number of the original workfile transaction is always 1. The secondary sequence number tracks the number of revisions you make to a workfile transaction. You can use this number to track the progression of revisions to original workfile transactions. For example, you might revise a workfile transaction three times. The secondary sequence number of the workfile transaction you revise is 1. After the revision, the secondary sequence number for the workfile transaction is 2. When you change the transaction again, the secondary sequence number is 3. When you split a workfile transaction, the secondary sequence numbers will be 1 on the resulting workfile transactions.

**Component Link
Number (CLNK)**

The component link number of the workfile transaction links the parent workfile transaction to the child component transactions. If this number is 0, no components exist for this workfile transaction. The component link number changes when you split a workfile transaction with components. The system assigns a new component link number to each resulting parent workfile transaction. This new component link number is then assigned to the respective component workfile transactions.

Generating the Workfile

From the Daily Processing menu (G48S11), choose Workfile Generation.

Invoices are based on billable costs. The first step in the billing process is to generate the workfile. Billable costs are represented by source transactions that the system stores in the Account Ledger table (F0911).

When you run Workfile Generation to create workfile transactions, the system performs the following actions:

- Identifies all the unprocessed source transactions in the Account Ledger table (F0911)
- Determines whether the account for each source transaction is billable, based on the Billable (Y/N) field in the Account Master table (F0901)
- Uses related tables when constants and source transactions indicate the need for additional information, such as when burden is associated with payroll transactions
- Updates the source transactions in the Account Ledger table as processed or non-billable
- Updates the payroll transaction history and employee transaction details for all payroll-related source transactions
- Calculates markup and tax amounts
- Creates copies of source transactions in the Billing Workfile (F4812)
- Assigns appropriate eligibility codes to the copied transactions based on the Journal Generation Control field in the system constants and the Billable (Y/N) field in the Account Master table

To indicate that the source transactions have been created in the billing workfile, the system marks the source transactions in the Account Ledger table with N (if the account is non-billable) or Z (if the account is billable and has been processed by the billing system). The next time you run workfile generation, the system creates workfile transactions for only the source transactions that have not been previously included in the workfile generation process.

See Also

- *Setting Up Billing Constants*
- *Understanding the Setup of the Billing Rate / Markup Table*

- *Appendix B - Searches for Markup Rules*
- *Understanding the Setup of the G/L Offset and Retainage Table*
- *Defining the Tax Derivation Table*

Before You Begin

- ☐ Verify that the following information is set up prior to running Workfile Generation.
 - Address information for each customer in the Address Book table (F0101).

*See **Entering Address Book and Mailing Information** in the **Address Book Guide**.*
 - Master information for each customer in the Customer Master table (F0301).

*See **Creating Customer Records** in the **Accounts Receivable Guide**.*
 - Multicurrency, if you are processing invoices using different currencies.

*See **Setting Up Multicurrency** in the **General Accounting Guide**.*
 - Master information for each business unit (job) in the Business Unit Master table (F0006).

*See **Working with Business Units** in the **General Accounting Guide**.*
- ☐ Verify that you have defined a customer number for your work orders or business units (jobs) that you intend to invoice.
- ☐ Define all billable accounts in the chart of accounts.
- ☐ Verify the Billing Constants have been set up.
- ☐ Define the rules in the following applicable Service Billing tables:
 - Billing Rate/Markup Table
 - G/L Offset and Retainage Table
 - Tax Derivation Table

Processing Options: Workfile Generation (R48120)

Defaults Tab

1. Home Business Unit Selection

Use this processing option to specify the source for the home business unit for payroll equipment records. Valid values are:

- 1 Use the Payroll Master.
- Blank Use the Asset Master (default).

Process Tab

1. Contract Revenue Generation Options (Future Use)

Reviewing the Workfile

After you generate the workfile, you can review the related workfile transactions to verify that the information the system retrieved from the source transactions is correct. Source transactions are the transactions that the system stores in the Account Ledger table (F0911). The system might also require other information from the originating systems to process some source transactions.

Reviewing the workfile consists of the following tasks:

- ☐ Reviewing workfile transactions
- ☐ Reviewing workfile transaction revisions
- ☐ Reviewing transaction totals
- ☐ Reviewing burden transactions
- ☐ Reviewing component transactions

When you review transactions in the Billing Workfile (F4812), you should look for potential errors, such as:

- Payroll transactions charged to the incorrect work order or job
- Incorrect markup amounts (if changes are made to your markup tables since the creation of your workfile transactions)

The system will update workfile transactions with an E in the Hold Code field during the workfile generation or workfile reextension batch processes when the following errors are detected:

**Customer Not Found
(Error Message - 090G)**

Cause - The system did not find a customer number for the business unit or work order assigned to the workfile transaction.

Resolution - Several solutions are outlined below:

- 1) Add the customer number to the business unit or work order. You must re-extend the workfile transaction to re-apply the customer number.
- 2) Change the business unit or work order to one that has a customer number assigned to it. You must re-extend the workfile transaction to re-apply the customer number.
- 3) Change the Customer Number Basis in the Billing Constants to properly retrieve the customer number from business unit or work order. You must re-extend the workfile transaction to re-apply the customer number to the workfile transaction.

**Customer Master
Information Missing
(Error Message - 3490)**

Cause - The customer number assigned to the workfile transaction is not set up in the Customer Master table (F0301).

Resolution - Add the customer number into the Customer Master table (F0301). You must re-extend the workfile transaction to accept this change.

**Work Order Number
Invalid (Error Message -
0115)**

Cause - The work order number assigned to the workfile transaction does not currently exist in the Work Order Master table (F4801).

Resolution - Enter the work order number in the Work Order Master table (F4801) or change the work order assigned to the workfile transaction. You must re-extend the workfile transaction to accept these changes.

**Work Order Number
Non-Billable (Error
Message - 090H)**

Cause - The work order number assigned to the workfile transaction is flagged as non-billable. The system uses the value in the second description of the User Defined Codes set up for Work Order Status validation (00/SS) to determine if a work order is billable. You set a value of 'X' in the second position of the second description of a work order status value to identify a work order as non-billable.

Resolution - Several solutions are outlined below:

- 1) Change the status of the work order in the Work Order Master table (F4801). You must re-extend the workfile transaction to accept this change.
- 2) Remove the 'X' from the second description of this work order status set up in the User Defined Codes (00/SS). You must re-extend the workfile transaction to accept this change. Please check with your system administrator before making this change as other departments may be using the Work Order Master table (F4801).
- 3) Change the work order number assigned to the workfile transaction. You must re-extend the workfile transaction to accept this change.

If you work in a multicurrency environment, you can review the workfile in the domestic currency or in a foreign currency.

As you review workfile transactions, you can access the following forms:

- Burden Information
- Component Information
- Source Document Information
- Job/Amounts Revisions
- Internal Control Information
- Table Information

Reviewing Workfile Transactions

To review the transactions in the Billing Workfile (F4812), you must first locate them. You can enter search criteria to control the workfile transactions that the system displays. If you specify more values in your search criteria, the closer you narrow your search. You can also review specific workfile transactions to verify accounting and billing information and determine whether a workfile transaction is taxable.

► To review workfile transactions

From the Daily Processing menu (G48S11), choose Workfile Revisions.

T	C	Do	G/L	C	B	Hd	Customer	Contract	Con	Contract	Chg	Billing
			Date			CD		Number	Typ	Company	No	Line
1		T2	4/30/05				150					
1		T2	4/30/05				150					
1		T2	4/30/05				150					
1		T2	4/30/05				150					
1		T2	6/11/05	X	X		150					
1		T2	6/11/05	X	X		150					
1		T2	6/11/05	X	X		150					

1. On Work With Workfile, complete one or more of the following fields to locate workfile transactions:

On the General tab:

- Customer
- G/L Date From/Thru
- Subledger/Type
- Job Number

On the People tab:

- Supplier Number

On the Account tab:

- Account Number
- Subledger/Type

On the Contract tab:

- Contract Number

- Contract Type

On the Payroll tab:

- Employee Number
- Job Type
- Job Step

On the Equipment tab:

- Equipment Worked
- Equipment Worked On

On the Internal tab:

- Billing Control ID

2. Review the following fields:

- Transaction Classification
- Elig Code
- Purchasing Taxable (Y/N)
- Contract Number
- Billing Currency

Field	Explanation
Customer	<p>The address book number to which the system posts billing and accounts receivable transactions.</p> <p>..... <i>Form-specific information</i></p> <p>Enter a customer's address book number in this field to search for transactions associated with that customer.</p>
G/L Date From/Thru	<p>The date that identifies the financial period to which the source transaction was posted. Based on the company's fiscal year and current accounting period, the system edits the date for PBCO (posted before cutoff), PYEB (prior year ending balance), PACO (post after cutoff), and WACO (post way after cutoff).</p>

Field	Explanation
Subledger/Type	<p>A code that identifies a detailed auxiliary account within a general ledger account. A subledger can be an equipment item number or an address book number. If you enter a subledger, you must also specify the subledger type.</p> <p>..... <i>Form-specific information</i></p> <p>Enter a work order number in this field to search for transactions associated with that work order.</p>
Job Number	<p>A code that identifies a separate entity for which you want to track costs within a business. For example, a business unit might be a job, project, work center, or branch/plant.</p> <p>Business unit security can prevent you from locating business units for which you have no authority.</p> <p>..... <i>Form-specific information</i></p> <p>Enter a business unit in this field to search for transactions associated with that business unit.</p>
Supplier Number	<p>An individual/organization that provides goods and services. This number is stored in the Address Book system.</p>
Account Number	<p>A code that identifies a separate entity for which you want to track costs within a business. For example, a business unit might be a job, project, work center, or branch/plant.</p> <p>Business unit security can prevent you from locating business units for which you have no authority.</p> <p>..... <i>Form-specific information</i></p> <p>Enter a business unit in this field to search for transactions associated with that business unit.</p>
Contract Number	<p>A number that identifies an original document. This can be a voucher, an order number, an invoice, unapplied cash, a journal entry number, and so on.</p>

Field	Explanation
Contract 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> <ul style="list-style-type: none"> 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 OS Subcontract OP Purchase Order R2 Contract Billing
Employee Number	This field specifies the employee number associated with a workfile transaction that originated in the payroll system.
Job Type	A user defined code (07/G) that defines the jobs within your organization. You can associate pay and benefit information with a job type and apply that information to the employees who are linked to that job type.
Job Step	A user defined code (07/GS) that designates a specific level within a particular job type. The system uses this code in conjunction with job type to determine pay rates by job in the Pay Rates table.
Equipment Worked	The ID number of the equipment an employee used to perform a job. For example, an employee might drive a company dump truck or operate a printing press. Use this field to distribute the cost of using the equipment to the proper account in the general ledger.
Equipment Worked On	The ID number for the equipment that an employee maintained or repaired, but did not use. For example, an employee might change the oil in the company dump truck. Use this field to direct labor expenses to this piece of equipment.

Field	Explanation
Billing Control ID	<p>The Billing Control ID is a unique number assigned to all records that is used for billing of tenant information. The ID number is assigned automatically to the billing records through the Next Number facility.</p> <p>..... <i>Form-specific information</i></p> <p>Enter the billing control ID of the billing transaction you want the system to display.</p>
T C	<p>A code that identifies the classification of a billing transaction. Valid codes are:</p> <ul style="list-style-type: none"> blank Ad hoc entry in the active Billing Workfile (F4812) A Contract Revenue Non-T& M Record C Service Contracts (CSMS) D Service Orders (CSMS) E Claims (CSMS) F Calls (CSMS) 1 Labor Entry 2 Burden Entry 3 Equipment Entry 4 Inventory Entry (future use) 5 Purchasing Accounts/Payable Entry 6 Journal Entry 7 Manual Entry 8 System Generated Control Record 9 Future
Elig Code	<p>A user defined code that determines how a transaction is processed. This code controls the operation at the single-transaction level. Valid values are:</p> <ul style="list-style-type: none"> 0 Available for invoicing and revenue. 1 Available for invoicing only. 2 Available for revenue only. 3 Non-billable. 4 Available for cost only. 5 Available for A/P only. (OneWorld CSMS Only) <p>The system assigns eligibility codes to workfile transactions based on the Billable (Y/N) field in the Account Master table and the Journal Generation Control field that you set up in your system constants. For example, if an account with a Y in the Billable (Y/N) field is processed through the billing system and the Journal Generation Control field is set for billing only, the eligibility code for the transaction is 1. An eligibility code of 1 indicates that the transaction is available for invoicing only.</p>
Tax Y/N	<p>A code that indicates whether the item, by itself, is subject to sales tax.</p>

Reviewing Workfile Transaction Revisions

For every revision of a transaction that you create as you process workfile transactions, the system stores a copy of the previous transaction. You can review this audit trail to see all the changes that you have made to a transaction. The system displays the revision history of a workfile transaction starting with the most recent revision to the original workfile transaction.

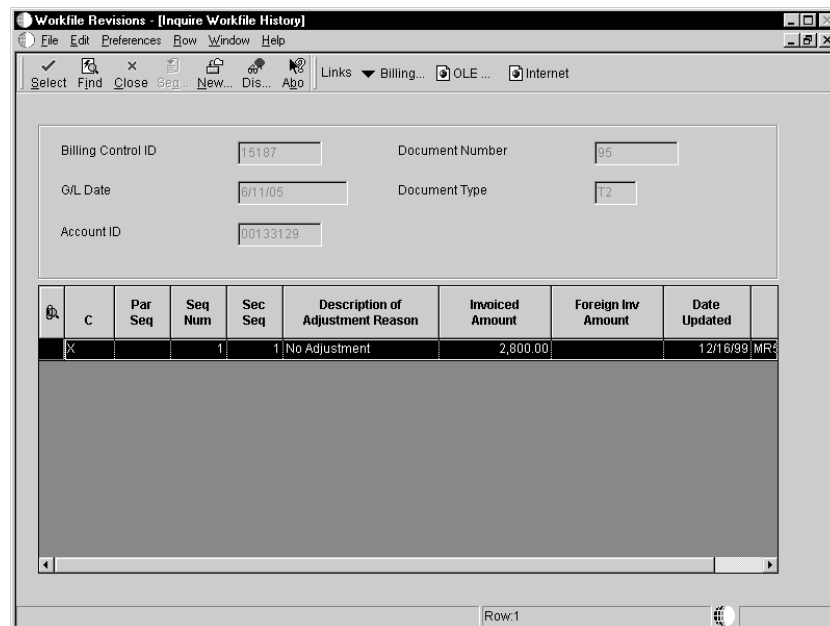
► To review transaction revisions

From Daily Processing (G48S11), choose Workfile Revisions.

1. On Work With Workfile, complete the steps for reviewing workfile transactions.

See Reviewing Workfile Transactions.

2. Choose Transaction Inquiry from the Row menu for a specific transaction.



3. On Inquire Workfile History, review the revision history for the transaction.

Reviewing Transaction Totals

You can review the total amounts for one or more transactions. Review transaction totals so you can:

- Make projections relating to the invoice and cost totals.
- Verify the accuracy between the invoice information that the system stores in the workfile and the invoice information that you print for your customers.

If you find a discrepancy with the transaction totals, you should make any necessary revisions before you continue with the billing process.

To review totals for a specific transaction

From the Daily Processing menu (G48S11), choose Workfile Revisions.

1. On Work With Workfile, complete the steps for locating workfile transactions.

See *Reviewing Workfile Transactions*.

2. Choose Totals from the form menu to submit the report.
3. Review the following amounts:
 - Amount – Foreign Invoiced
 - Amount – Revenue
 - Amount

The system prints the amounts based on the eligibility code setting.

Field	Explanation
Base Invoice	The invoice amount for a billing detail transaction.
Base Revenue	The revenue amount for a billing detail transaction.
Cost Amount	The cost (source amount) for a billing detail transaction.

Reviewing Burden Transactions

Burden is the cost that a company incurs as a result of employing people. Burden can include:

- Company-paid payroll taxes
- Insurance
- Fringe benefits, such as union pensions
- Direct labor costs, such as small tools

You use a system constant to control whether burden transactions are processed for the workfile. The system calculates burden transactions when you create payroll journal entries. The only way you can process burden within the billing system is in conjunction with its associated workfile transaction.

When burden transactions are associated with a workfile transaction, the system displays an X in the Burden (B) field for that transaction on the Work With Workfile form.

► To review burden transactions

From the Daily Processing menu (G48S11), choose Workfile Revisions.

1. On Work With Workfile, complete the steps for reviewing workfile transactions.

See Reviewing Workfile Transactions.

2. Verify the following field to identify the transactions with burden:
 - Burden Exists
3. Choose Burden Info from the Row menu for the transaction you want to review.

C	E	C	PDBA Code	T	T	Explanation -Remark-	Base Curr	Cost Amount	Cost w/Comp
	1			E		FICA Paid	USD	77.50	77.50
	1			H		SUI Paid	USD	15.63	15.63
	1			Q		Medicare Paid	USD	18.13	18.13
	1			Z		Medicare Paid	USD		
X	1		1005			Health/Co	USD	45.00	117.54
X	1		7705			Dental/Co	USD	8.64	22.56

4. On Burden Information, verify the information in the following fields:
 - Employee Number
 - Transaction Number

- DBA Code
- Tax Type
- Name – Remark Explanation

Field	Explanation
B	A flag that indicates whether burden exists for this workfile transaction. Valid values are: Blank No burden exists for this transaction. X Burden exists for this transaction.
Employee Number	This field specifies the employee number associated with a workfile transaction that originated in the payroll system.
Transaction Number	The system gives each timecard entered a unique transaction number. You can use this field in the Time Entry By Job program to retrieve a specific timecard for display. This field is also used to tie a timecard to each Actual Burden audit record created for the timecard during the Actual Burden Journaling process.
PDBA Code	A code that defines the type of pay, deduction, benefit, or accrual. Pay types are numbered from 1 to 999. Deductions and benefits are numbered from 1000 to 9999.
T T	A user defined code (07/TT) that identifies the type of payroll tax associated with this workfile transaction.
Explanation –Remark–	A description, remark, explanation, name, or address retrieved from the following cost (source) transactions: <ul style="list-style-type: none">• Journal entry (Explanation 2 field)• A/P voucher entry (Explanation field)• Payroll (pay type description; regular, overtime, and so on)

See Also

- *Entering Timecards for Employees* in the HR & Payroll Foundation Guide for more information.

Reviewing Component Transactions

A component is a type of markup. The system calculates component transactions based on amounts or units from source transactions. For example, you might include a component transaction to offset the cost of borrowing money.

You can use component transactions based on the invoice amount to apply charges in addition to the markup amount for the workfile transaction. Use a compounded component to include additional markup added to the source transaction plus additional charges added to the marked-up amount for the billing.

When a component transaction is associated with a workfile transaction, the system displays an X in the Component (C) field for that transaction on the Work With Workfile form.

► To review component transactions

From the Daily Processing menu (G48S11), choose Workfile Revisions.

1. On Work With Workfile, complete the steps for reviewing workfile transactions.

See *Reviewing Workfile Transactions*.

2. Verify the following field to identify the transactions with components:
 - Components Exist
3. Choose Component Info from the Row menu for the transaction you want to review.

Component Code	Explanation Remark	Base Currency	Cost Amount	Invoice Amount	Billing Currency	C
COM	Cost of Money	USD	25.00	56.00	USD	
FRG	Fringe	USD	550.00	1,232.00	USD	
OVH	Overhead	USD	1,440.00	3,225.60	USD	

4. On Component Transaction Inquiry, verify the information in the following fields:
 - Component Link

- Cost Table
- Invoice Table
- Base Cost
- Base Units
- Base Invoice Taxable
- Component Code
- Cost Amount
- Invoice Amount

Field	Explanation
C	A flag that indicates whether components exist for this workfile transaction. Valid values are: Blank No components exist for this transaction. X Components exist for this transaction.
Component Link	The component link field attaches the component record to its base work file record.
Cost Table	A code that identifies a component cost rate table to use for this Billing Rate/Markup Table entry (for World, Cost Plus Markup Table entry). The component table identifies the components and their calculation rules. These component amounts are applied as overhead to the original cost. You set up component tables on the Component Table Definition form.
Invoice Table	A code that identifies a component bill table to use for this Billing Rate/Markup Table entry (for World, Cost Plus Markup table entry). The component table identifies the components and their calculation rules. These component amounts are billed in addition to any invoice markups. You set up component tables on the Component Table Definition form.
Base Cost	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.
Base Units	The quantity of something that is identified by a unit of measure. For example, it can be the number of barrels, boxes, cubic yards, gallons, hours, and so on.
Base Invoice Taxable	The portion of the invoice amount that is subject to tax.
Component Code	A component code identifies a provisional burden that is accounted for at the billing detail transaction level.

Field	Explanation
Cost Amount	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.
Invoice Amount	The invoice amount for a billing detail transaction.

Revising the Workfile

The transactions in the Billing Workfile table (F4812) are the basis for the rest of the billing process. You should make any necessary additions and revisions to the workfile transactions before you continue. Any changes that you make to a workfile transaction affect only the information in the workfile. The changes do not affect the cost (source) transactions in the Account Ledger table (F0911).

You use the workfile re-extension function to apply revisions made to workfile transactions. Workfile Re-extension can be run three ways:

- From Menu G48S31, choose Workfile Re-extension to run as a batch process.
- From Work with Workfile, choose Row Menu Trans Re-extend.
- The system will execute the workfile re-extension automatically if a change is detected during workfile revisions.

Revisions to the workfile include:

- Adding informational text that you want to print on an invoice
- Adding any G/L transactions that were omitted from the workfile without running the Generation program again
- Correcting information such as the account number or work order number
- Adding transactions directly to the workfile without entering them into the Account Ledger Table (F0911) first, such as transactions for expense reports that have not yet been processed in the Accounts Payable system
- Moving a workfile transaction from the active workfile to the workfile history table so that it is not included on an invoice

Revised workfile transactions remain in the Billing Workfile (F4812). The system retains a copy of the transaction prior to any changes in the Billing Workfile History table (F4812H) for audit purposes.

Revising the workfile consists of the following tasks:

- ☐ Adding existing G/L transactions to the workfile
- ☐ Changing the markup on the workfile transaction
- ☐ Entering ad-hoc workfile transactions

- ☐ Assigning a hold status
- ☐ Splitting a workfile transaction
- ☐ Moving a workfile transaction to the workfile history table
- ☐ Printing workfile transactions
- ☐ Printing workfile totals

Adding Existing G/L Transactions to the Workfile

You can add transactions from the Account Ledger table (F0911) to the Billing Workfile without running the Generation program. For example, you can process accounting entries that you did not include in the workfile generation. You can also process accounting entries that were entered in the General Accounting system after you ran workfile generation.

When you add a transaction to the workfile, the system runs a workfile generation interactively for the selected accounting entries. The system updates the Account Ledger table to mark the transaction as billed. If the billable accounting entry originated from the payroll system, the system updates the Payroll Transaction History (F0618) or Employee Transactions Detail (F06116) tables. The system also applies any markup, tax, and G/L offset information retrieved from the Service Billing tables.



To add existing G/L transactions to the workfile

From the Daily Processing menu (G48S11), choose Workfile Revisions.

1. On Work With Workfile, complete the steps for reviewing workfile transactions.

*See **Reviewing Workfile Transactions**.*

2. Choose G/L Transaction Selection from the Form menu.

Account Number	G/L Date	Explanation Alpha Name	Amount	Cur Code	Doc Number	Doc Type	Sub-ledge
6100.1341	4/30/05	Payroll Labor Distribution	54.00	USD	11	T2	
6100.1341	6/25/05	Payroll Labor Distribution	4,073.67	USD	98	T2	00065C
6100.1341	7/9/05	Payroll Labor Distribution	3,971.40	USD	92	T2	00065C
6100.1342	7/9/05	Payroll Labor Distribution	196.88	USD	92	T2	00065C
6100.8115	6/30/05	Payroll Labor Distribution	514.00	USD	5	T2	00065C
6100.8115	6/30/05	Payroll Labor Distribution	173.08	USD	5	T2	00065C
6100.8116	4/30/05	Payroll Labor Distribution	301.88	USD	7	T2	00065C

3. On G/L Transaction Selection, complete one or more of the following fields to limit the list of transactions:
 - Account Number
 - G/L Date From
 - G/L Date Thru
 - Subledger / Type

The system automatically supplies the information for these fields if you completed them on the Billing Details form.

4. To determine which home business unit to use for payroll equipment records, complete one of the following:
 - Asset Master (Default)
 - Payroll
5. Choose Select from the Row menu for all of the transactions that you want to add to the workfile.
6. Click Close to return to Work With Workfile.
7. Complete the steps for reviewing workfile transactions.

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>
G/L Date From	<p>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.</p>
G/L Date Thru	<p>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.</p>
Subledger / Type	<p>A number that identifies a work order in the Service and Contract Billing systems. In general, if you specify a work order, you must also specify W as the subledger type for the work order.</p>
Asset Master (Default)	<p>A OneWorld processing flag for an event.</p>
Payroll	<p>A OneWorld processing flag for an event.</p>

Changing the Markup on the Workfile Transaction

The markup for a workfile transaction is the increase in costs in order to account for overhead and profit. You define the markup rules in the Billing Rate/Markup table. The system uses the markup rules to apply markups to the workfile transaction when you run workfile generation. You can also change markup information after you generate the workfile.

After you make changes to the Billing Rate/Markup table, you can apply the revised markup information to the workfile transaction, or you can reapply the markup rules you originally defined for your system on the Billing Rate Markup Table.

In addition to changing the markup through Workfile Revisions, you can also make changes to the Re-Apply Markup Option and Adjustment Reason fields by choosing Transaction Re-extend from the Row menu for a specific transaction.

► To change the markup

From the Daily Processing Menu (G48S11), choose Workfile Revisions.

1. On Work With Workfile, complete the steps for reviewing workfile transactions.

See *Reviewing Workfile Transactions*.

2. Choose a workfile transaction and click Select.

3. On Job/Amounts Revisions, to review the origin of the markup and tax information for the workfile transaction, choose Table Information from the Form menu.

Table Basis Date	Key Type Description	Table Key Value	Curr Code
01/11/05			
Markup Table			
Invoice Markup Table	2	Work Order Class	C01
Revenue Markup Table		Table Not Applicable	USD
Component Markup Table			
G/L Offset and Tax Derivation Table			
G/L Offset Table			
Tax Derivation Table			

4. On Table Information, click Cancel to return to the Job/Amount Revisions form.
5. On Job/Amount Revisions, choose the Invoice Amounts tab to change the markup for invoice amounts and complete any combination of the following applicable fields:
 - Inv Ovr Rate/Cap
 - Inv Markup %
 - Inv Mark Up Amt
6. On Job/Amount Revisions, choose the Revenue Amounts tab to change the markup for revenue amounts and complete any combination of the following applicable fields:
 - Rev Ovr Rate/Cap
 - Rev Markup %
 - Rev Mark Up Amt
7. Click Calculation Preview.

The system calculates the markup and displays the changes.

8. On Job/Amount Revisions, complete the following fields :
 - Re-apply Markup
 - Adj Reason
9. Click OK.

Caution: If you change the markup information on Job/Amount Revisions and do not want the markup information from the Billing Rate/Markup table, and do not enter a 3 in the Re-apply Markup field before pressing OK, the default markup information will come from the Billing Rate/Markup table. To prevent this, remember to enter a 3 in the Re-apply Markup field.

Field	Explanation
Inv Ovr Rate/Cap	<p>The rate the system uses to mark up the invoice amount reflected in the billing of professional services such as draftsmen, engineers, or consultants fees. This rate does not affect the employee's paycheck.</p> <p>You can use this markup rate as an override rate or as a maximum rate. The Override Rate Calculation for the Total Invoice Markup is:</p> $(\text{Override Rate} * \text{Unit}) * (1 + \text{Markup Percent}) + \text{Markup Amount}$ <p>When a Maximum or Cap Rate is Specified:</p> <p>Compare override rate with rate from cost transaction.</p> <p>Use the lower rate as the override rate.</p> <p>You can set up this override or maximum unit rate on the Billing Rate/Markup Table form (for World, Cost Plus Markup Table form). Use generation type 1 to specify a table for invoice markup rates.</p> <p>With the new Service Billing and Contract Billing modules, you can mark up the revenue amount at a different rate than the invoice amount. The Independent Invoice flag in the system constants controls this function. Use generation type 2 on the markup table form to specify a markup table for revenue and invoice markup rates.</p>
Inv Markup %	<p>The percentage the system uses to mark up the invoice amount reflected in the billing of professional services, such as draftsmen, engineers, or consultants fees. Enter the percentage as a whole number. For example, 50.275 percent would be entered as 50.275. This percentage rate does not affect the employee's paycheck.</p> <p>You set up this percentage on the Billing Rate/Markup Table form. Use generation type 1 to specify a table for invoice markup percentage rates.</p> <p>With the Service Billing and Contract Billing modules, you can mark up the revenue amount at a different rate than invoice amount. The Independent Invoice flag in the system constants controls this function. Use generation type 2 on the the markup table form to specify a markup table for revenue and invoice markup rates.</p>

Field	Explanation
Inv Mark Up Amount	<p>An amount the system uses to mark up the invoice amount reflected in the billing of professional services such as draftsmen, engineers, or consultants fees. This amount will not affect the employee's paycheck.</p> <p>You define this amount on the Billing Rate/Markup Table form. Use generation type 1 to specify a table for invoice markup amounts.</p> <p>With the Service Billing and Contract Billing modules, you can mark up the revenue amount at a different rate than invoice amount. The Independent Invoice flag in the system constants controls this function. Use generation type 2 on the markup table form to specify a markup table for revenue and invoice markup rates.</p>
Rev Ovr Rate/Cap	<p>The rate the system uses to mark up the revenue amount reflected in the billing of professional services, such as draftsmen, engineers, or consultants fees. This rate does not affect the employee's paycheck. You can use this markup rate as an override rate or as a maximum rate.</p> <p>The Override Rate Calculator for the Total Revenue markup is:</p> $(\text{Override Rate} * \text{Unit}) * (1 + \text{Markup \%}) + \text{Markup Amount}$ <p>When you specify a Maximum or Cap Rate, the system compares the override rate with the rate from the cost transaction and uses the lower rate as the override rate.</p> <p>You set up the override/maximum unit rate in the Billing Rate/Markup Table using generation type 1 to specify a table for revenue/invoice markup rates.</p> <p>You can mark up the revenue amount at a different rate than the invoice amount by using the Billing Rate/Markup Table with a generation type 2. The value in the Independent Revenue/Invoice field in the constants controls this function.</p>

Field	Explanation
Rev Markup %	<p data-bbox="745 258 1406 443">The percentage the system uses to mark up the invoice amount reflected in the billing of professional services, such as draftsmen, engineers, or consultants fees. Enter the percentage as a whole number. For example, 50.275 percent would be entered as 50.275. This percentage rate does not affect the employee's paycheck.</p> <p data-bbox="745 468 1382 552">You set up this percentage on the Billing Rate/Markup Table form. Use generation type 1 to specify a table for invoice markup percentage rates.</p> <p data-bbox="745 577 1414 762">With the Service Billing and Contract Billing modules, you can mark up the revenue amount at a different rate than invoice amount. The Independent Invoice flag in the system constants controls this function. Use generation type 2 on the the markup table form to specify a markup table for revenue and invoice markup rates.</p>
Rev Mark Up Amt	<p data-bbox="745 787 1414 1066">An amount used to mark up the revenue amount reflected in the billing of professional services, such as draftsmen, engineers, or consultants fees. This amount will not affect the employee's paycheck. This amount is set up in the Billing Rate/Markup Table using generation type 1 to specify a table for revenue/invoice markup amounts. This amount is set up in the Cost Plus Markup Table using generation type 1 to specify a table for revenue/invoice markup amounts.</p> <p data-bbox="745 1089 1414 1245">With the Service Billing/Contract Billing modules, you can mark up the revenue amount at a different rate than invoice amount using the Billing Rate/Markup Table with a generation type 2. The Independent Invoice flag in the constants controls this function.</p>

Field	Explanation
Re-apply Markup	<p>You re-extend a transaction when you want to change or reapply the markup for the transaction based on your specific overrides or on the information that you have defined in the markup tables. The valid values are:</p> <ol style="list-style-type: none"> 1 Reapply the established invoice markup rates from the Billing Rate/Markup Table. The revenue amount is not changed. 2 Reapply the established revenue markup rates from the Billing Rate/Markup Table. The invoice amount is not changed. 3 Use the rates or amounts entered in the Amounts/Units Information window or on the Revisions form. Do not apply the established invoice or revenue markup rates from the Billing Rate/Markup Table. <p>blank Reapply both the invoice and revenue markup rates using the established rates from the Billing Rate/Markup Tables.</p> <p>Note: You cannot use options 1 or 2 when the Independent Invoice flag in the system constants specifies that the invoice and revenue amounts must be the same.</p>
Adj Reason	<p>A user defined code (48/AR) that you use to specify the reason for a revision to a single or a group of billing detail transactions in the Billing Workfile (F4812). The system updates the historical billing detail transaction with this reason for audit purposes.</p>

Entering Ad-Hoc Workfile Transactions

If you do not enter cost information during an accounting cycle, the transactions are not available when you generate the workfile. You can manually add transactions to the workfile on an as-needed basis for costs that are not processed during the accounting cycle. Transactions you enter into the workfile manually are referred to as ad-hoc transactions.

For example, an accounting department processes expense reports on the 15th of each month. The supervisor's expenses contain a billable cost that must be in the Billing Workfile by the 5th of the month. In this case, you enter the cost as an ad-hoc transaction to the workfile. The ad-hoc transaction is created to represent cost information that is not in the Account Ledger table and is independent of the regular accounting cycle. After you enter the ad-hoc transaction into the workfile, you can mark up the cost, enter a remark, and complete the billing process.

When you enter an ad-hoc transaction into the workfile:

- You cannot record a reason why the transaction was created.

- No source document exists to backup the transaction.
- The detail information for the costs in the general ledger and the workfile is inconsistent.

Caution: If you enter an ad-hoc transaction and then process the related source transaction through the normal accounting and billing cycles, the system creates a duplicate transaction in the workfile. To prevent this, you must manually change the eligibility code for the duplicate workfile transaction to nonbillable and remove it from the workfile.

If you do not remove the duplicate workfile transaction from the workfile, the system continues to display the transaction on the Workfile Revisions form. You might bill for the transaction in error if the eligibility code for the transaction is ever changed back to billable.

► To enter ad-hoc workfile transactions

From Daily Processing (G48S11) choose Workfile Revisions.

1. On Work With Workfile, click Add.

2. On Workfile Entry, complete the following fields:
 - G/L Date
 - Account Number
3. Complete the following optional fields for the new transaction:
 - Subledger/Type

- Eligibility Code
 - Currency Code
 - Re-Extend Option
4. Enter appropriate amounts in the following fields:
 - Units/Rate
 - Cost Amount
 - Ovr Rate/Cap
 - Mark Up %
 - Mark Up Amount
 - Inv. Taxable Amt.
 - Total Invoice
 - Discount %
 5. Enter appropriate revenue amounts in the following fields, if applicable:
 - Rev Rate/Cap
 - Rev Mark Up %
 - Rev Markup Amt
 - Revenue Amount
 6. Complete the following optional fields that further define your ad hoc workfile transaction:
 - Home BU
 - Job Type
 - Empl/Supp
 - Job Step
 - Explanation
 - Remark
 7. Click OK.

See Also

- *Moving a Transaction to the Workfile History Table* for more information about changing the status of a transaction to non-billable.

Field	Explanation
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 used for audit adjustments.</p> <p>The system edits this field for PBCO (posted before cutoff), PYEB (prior year ending balance), and so on.</p>
Account Number	<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>
Subledger/Type	<p>A code that identifies a detailed auxiliary account within a general ledger account. A subledger can be an equipment item number or an address book number. If you enter a subledger, you must also specify the subledger type.</p>
Eligibility Code	<p>A user defined code that determines how a transaction is processed. This code controls the operation at the single-transaction level. Valid values are:</p> <ul style="list-style-type: none"> 0 Available for invoicing and revenue. 1 Available for invoicing only. 2 Available for revenue only. 3 Non-billable. 4 Available for cost only. 5 Available for A/P only. (OneWorld CSMS Only) <p>The system assigns eligibility codes to workfile transactions based on the Billable (Y/N) field in the Account Master table and the Journal Generation Control field that you set up in your system constants. For example, if an account with a Y in the Billable (Y/N) field is processed through the billing system and the Journal Generation Control field is set for billing only, the eligibility code for the transaction is 1. An eligibility code of 1 indicates that the transaction is available for invoicing only.</p>
Currency Code	<p>A code that indicates the currency of a customer's or a supplier's transactions.</p>

Field	Explanation
Re-Extend Option	<p>You re-extend a transaction when you want to change or reapply the markup for the transaction based on your specific overrides or on the information that you have defined in the markup tables. The valid values are:</p> <ol style="list-style-type: none"> 1 Reapply the established invoice markup rates from the Billing Rate/Markup Table (for World, Cost Plus Markup Table). The revenue amount is not changed. 2 Reapply the established revenue markup rates from the Billing Rate/Markup Table. The invoice amount is not changed. 3 Use the rates or amounts entered in the Amounts/Units Information window or on the Revisions form. Do not apply the established invoice or revenue markup rates from the Billing Rate/Markup Table. <p>blank Reapply both the invoice and revenue markup rates using the established rates from the Billing Rate/Markup Tables.</p> <p>Note: You cannot use options 1 or 2 when the Independent Invoice flag in the system constants specifies that the invoice and revenue amounts must be the same.</p>
Units/Rate	The quantity of something that is identified by a unit of measure. For example, it can be the number of barrels, boxes, cubic yards, gallons, hours, and so on.
Cost Amount	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.

Field	Explanation
Ovr Rate/Cap	<p data-bbox="745 258 1393 380">The rate the system uses to mark up the invoice amount reflected in the billing of professional services such as draftsmen, engineers, or consultants fees. This rate does not affect the employee's paycheck.</p> <p data-bbox="745 401 1419 489">You can use this markup rate as an override rate or as a maximum rate. The Override Rate Calculation for the Total Invoice Markup is:</p> $(\text{Override Rate} * \text{Unit}) * (1 + \text{Markup Percent}) + \text{Markup Amount}$ <p data-bbox="745 573 1341 695">When a Maximum or Cap Rate is Specified: Compare override rate with rate from cost transaction. Use the lower rate as the override rate.</p> <p data-bbox="745 716 1406 804">You can set up this override or maximum unit rate on the Billing Rate/Markup Table form. Use generation type 1 to specify a table for invoice markup rates.</p> <p data-bbox="745 825 1419 1010">With the new Service Billing and Contract Billing modules, you can mark up the revenue amount at a different rate than the invoice amount. The Independent Invoice flag in the system constants controls this function. Use generation type 2 on the markup table form to specify a markup table for revenue and invoice markup rates.</p>
Mark Up %	<p data-bbox="745 1031 1406 1220">The percentage the system uses to mark up the invoice amount reflected in the billing of professional services, such as draftsmen, engineers, or consultants fees. Enter the percentage as a whole number. For example, 50.275 percent would be entered as 50.275. This percentage rate does not affect the employee's paycheck.</p> <p data-bbox="745 1241 1382 1329">You set up this percentage on the Billing Rate/Markup Table form. Use generation type 1 to specify a table for invoice markup percentage rates.</p> <p data-bbox="745 1350 1414 1535">With the Service Billing and Contract Billing modules, you can mark up the revenue amount at a different rate than invoice amount. The Independent Invoice flag in the system constants controls this function. Use generation type 2 on the the markup table form to specify a markup table for revenue and invoice markup rates.</p>

Field	Explanation
Mark Up Amount	<p>An amount the system uses to mark up the invoice amount reflected in the billing of professional services such as draftsmen, engineers, or consultants fees. This amount will not affect the employee's paycheck.</p> <p>You define this amount on the Billing Rate/Markup Table form. Use generation type 1 to specify a table for invoice markup amounts.</p> <p>With the Service Billing and Contract Billing modules, you can mark up the revenue amount at a different rate than invoice amount. The Independent Invoice flag in the system constants controls this function. Use generation type 2 on the markup table form to specify a markup table for revenue and invoice markup rates.</p>
Inv. Taxable Amt.	The portion of the invoice amount that is subject to tax.
Total Invoice	The invoice amount for a billing detail transaction.
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.
Rev Rate/Cap	<p>The rate the system uses to mark up the revenue amount reflected in the billing of professional services, such as draftsmen, engineers, or consultants fees. This rate does not affect the employee's paycheck. You can use this markup rate as an override rate or as a maximum rate.</p> <p>The Override Rate Calculator for the Total Revenue markup is:</p> $(\text{Override Rate} * \text{Unit}) * (1 + \text{Markup \%}) + \text{Markup Amount}$ <p>When you specify a Maximum or Cap Rate, the system compares the override rate with the rate from the cost transaction and uses the lower rate as the override rate.</p> <p>You set up the override/maximum unit rate in the Billing Rate/Markup Table using generation type 1 to specify a table for revenue/invoice markup rates.</p> <p>You can mark up the revenue amount at a different rate than the invoice amount by using the Billing Rate/Markup Table with a generation type 2. The value in the Independent Revenue/Invoice field in the constants controls this function.</p>

Field	Explanation
Rev Mark Up %	<p>The percentage you use to mark up the revenue amount reflected in the billing of professional services, such as draftsmen, engineers, or consultants fees. This percentage rate will not affect the employee's paycheck. This percentage rate is set up in the Billing Rate/Markup Table (for World, Cost Plus Markup Table) using generation type 1 to specify a table for revenue/invoice markup percentage rates.</p> <p>Enter percentages as whole numbers. For example, 50.275% would be entered as 50.275.</p>
Rev Markup Amt	<p>An amount used to mark up the revenue amount reflected in the billing of professional services, such as draftsmen, engineers, or consultants fees. This amount will not affect the employee's paycheck. This amount is set up in the Cost Plus Markup Table using generation type 1 to specify a table for revenue/invoice markup amounts. This amount is set up in the Cost Plus Markup Table using generation type 1 to specify a table for revenue/invoice markup amounts.</p> <p>With the Service Billing/Contract Billing modules, you can mark up the revenue amount at a different rate than invoice amount using the Cost Plus Markup Table with a generation type 2. The Independent Invoice flag in the constants controls this function.</p>
Revenue Amount	The revenue amount for a billing detail transaction.
Home BU	The number of the business unit in which the employee generally works.
Job Type	A user defined code (07/G) that defines the jobs within your organization. You can associate pay and benefit information with a job type and apply that information to the employees who are linked to that job type.
Empl/Supp	A number that identifies an entry in the Address Book system. Use this number to identify employees, applicants, participants, customers, suppliers, tenants, a location, and any other address book members.
Job Step	A user defined code (07/GS) that designates a specific level within a particular job type. The system uses this code in conjunction with job type to determine pay rates by job in the Pay Rates table.
Explanation	A description, remark, explanation, name, or address.
Remark	A name or remark that describes an element in the J.D. Edwards systems.

Assigning a Hold Status

If you are not ready to process a workfile transaction, you can put the transaction on hold. You can hold a transaction indefinitely, or you can specify a release date. When you put a workfile transaction on hold, the transaction remains in the Billing Workfile, but the system does not process it until the release date. The release date is compared to the system date to determine when the system can include it in normal billing processing. The system stores the release date as part of the audit trail for the workfile transaction.

To assign a hold status

From Daily Processing (G48S11) choose Workfile Revisions.

1. On Work With Workfile, complete the steps for reviewing workfile transactions.

See *Reviewing Workfile Transactions*.

2. Choose a specific transaction and click Select.
3. On the Additional tab of Job/Amount Revisions, complete the following fields, entering a release date if necessary:
 - Hold Cd/Release Date

NOTE: If you assign a hold status to a workfile transaction with associated burden transactions, component transactions, or both, the system automatically assigns the hold to all the related transactions.

Field	Explanation
Hold Cd/Release Date	<p>A code that identifies the type of hold status applied to a billing detail transaction.</p> <p>Valid alpha values are:</p> <ul style="list-style-type: none"> Blank Not on hold. A On hold for invoicing, revenue recognition, and cost transfers. B On hold for invoicing and revenue recognition. Cost transfers are not allowed. I On hold for invoicing only. Revenue recognition and cost transfers are allowed. R On hold for revenue recognition. This value applies only when the Journal Generation Control flag in the system constants is set to process revenue only. <p>Valid numeric values are:</p> <ul style="list-style-type: none"> Blank Not on hold. 1 On hold for invoicing, revenue recognition, and cost transfers. 2 On hold for invoicing and revenue recognition. Cost transfers are allowed. 3 On hold for invoicing only. Revenue recognition and cost transfers are allowed. 4 On hold for revenue recognition. This value applies only when the Journal Generation Control flag in the system constants is set to process revenue only.

Splitting a Workfile Transaction

After you generate the workfile, you can split a workfile transaction into two new workfile transactions. You can split a transaction by a specific currency amount, unit amount, or a percent.

You might want to split a transaction so that you can process one of the new transactions for billing, but not the other. For example, an employee works overtime and is paid at twice the regular hourly rate. If you need to invoice the employee's time at the regular rate, you can split the workfile transaction into two equal portions. One portion can be billable and the other non-billable.

The system allows you to choose whether to use the units or an amount for the basis for the split. You can also designate whether to use an amount or a percentage when performing the split calculation.

You cannot split payroll transactions that include associated burden nor can you split burden transactions.

When you split a workfile transaction, the system:

- Displays two new transactions. The total amounts and units for the new transactions equal that of the transaction prior to the modification.
- Moves a copy of the workfile transaction prior to the modification to the Billing Workfile - History for audit purposes.
- Assigns sequence numbers to all the related workfile transactions. The billing control ID (BCI) remains the same for the resulting workfile transactions. You can review the sequence numbers and control ID in the internal information for this workfile transaction.
- Splits associated component workfile transactions.

When you split a workfile transaction with a hold code, the system assigns the hold code and released date information to the resulting new transactions.

See Also

- *Assigning a Hold Status*
- *Assigning Control/Sequence Numbers*



To split a workfile transaction

From the Daily Processing menu (G48S11), choose Workfile Revisions.

1. On Work With Workfile, complete the steps for reviewing workfile transactions.

See Reviewing Workfile Transactions.

2. Choose Transaction Split from the Row menu for a specific workfile transaction.

3. On Workfile Split Basis, complete one of the following from Amount Basis:
 - Units
 - Cost Amount
 - Inv Taxable Amount
 - Revenue Amount
4. Complete one of the following fields from Amount Percent for Record 1:
 - Split Percent
 - Split Amount
5. Click Split Calculation Preview/Perform Split to view the results of the split calculation. You may click Cancel to return to Workfile Split Basis as many times as necessary to achieve the split results you want.
6. On Workfile Split Amounts, click OK when you've achieved your desired split results.

The actual splitting of the workfile transaction will not occur until you click OK.

Field	Explanation
Split Percent	A value that specifies the amount or percent for Split Record 1. Enter an amount or percent.
	0 The value is an amount.
	1 The value is a percent.

Field	Explanation
Split Amount	A value that specifies the amount or percent for Split Record 1. Enter an amount or percent. 0 The value is an amount. 1 The value is a percent.

Moving a Workfile Transaction to the Workfile History Table

You can move a transaction out of the active Billing Workfile if the transaction does not belong in the workfile. Before you can move a transaction out of the workfile, the status for the transaction must be non-billable. You make a workfile transaction non-billable by updating the eligibility code to a 3.

When you move a transaction to workfile history, the system:

- Copies the transaction to the Billing Workfile History (F4812H) for audit purposes
- Removes the transaction from the active Billing Workfile (F4812)

Workfile transactions that you move to history do not appear on the Workfile Revisions form. You must use the Workfile History Inquiry to view workfile transactions removed from the Billing Workfile and added to Workfile History. You also use the Workfile History Inquiry to re-activate workfile transactions you have moved to history. See *Working With Workfile History*.

Note: The system does not remove the original transaction from the Account Ledger table.

To move a transaction to workfile history

From the Daily Processing menu (G48S11), choose Workfile Revisions.

1. On Work With Workfile, complete the steps for reviewing workfile transactions.

See *Reviewing Workfile Transactions*.

2. Choose a specific transaction and click Select.
3. On Job/Amounts Revisions, change the following field to make it non-billable and click OK:
 - Elig Code
4. Click Find on Work With Workfile.

- Choose the specific workfile transaction and click Delete. The workfile transaction will be deleted from the Billing Workfile (F4812) and added to the Workfile History (F4812H).

Field	Explanation
Elig Code	<p>A user defined code that determines how a transaction is processed. This code controls the operation at the single-transaction level. Valid values are:</p> <ul style="list-style-type: none"> 0 Available for invoicing and revenue. 1 Available for invoicing only. 2 Available for revenue only. 3 Non-billable. 4 Available for cost only. 5 Available for A/P only. (OneWorld CSMS Only) <p>The system assigns eligibility codes to workfile transactions based on the Billable (Y/N) field in the Account Master table and the Journal Generation Control field that you set up in your system constants. For example, if an account with a Y in the Billable (Y/N) field is processed through the billing system and the Journal Generation Control field is set for billing only, the eligibility code for the transaction is 1. An eligibility code of 1 indicates that the transaction is available for invoicing only.</p>

Printing Workfile Transactions

From the Daily Processing menu (G48S11), choose Workfile Print.

You can review workfile transactions online using Work With Workfile. You can also generate a report that prints a list of selected transactions. You might want to use this report for a number of reasons, including:

- As an exception report, for example, to print all of the transactions that have not been invoiced
- As a comparison with the detail in the Account Ledger

To compare the workfile transactions to the detail in the Account Ledger, you can review the Account Ledger online using Account Ledger Inquiry, or you can print the G/L by Object Account report.

If you find a discrepancy, you should make the necessary changes to the Billing Workfile table before you continue with the billing process.

This report includes the following columns:

- G/L Date

- Cost
- Units
- Rate
- Billed Amount
- Account Number
- Subledger
- Contract
- Job Type
- PDBA Code
- Employee/Supplier
- Equipment
- Journal Batch
- Invoice Batch
- Invoice
- Pay Item

See Also

- *R48405, Workfile Print* in the Reports Guide for a report sample

Printing Workfile Totals

This report will print the totals based on the selected transactions on Work With Workfile and will sort by the following order:

- Currency Mode
- Domestic Currency
- Foreign Currency (if currency is on)



To print workfile totals

From the Daily Processing menu (G48S11), choose Workfile Revisions.

1. On Work With Workfile, complete the steps for reviewing workfile transactions.

See *Reviewing Workfile Transactions*.

2. After completing any or all fields in the detail section, choose Totals from the Form menu.

See Also

- *R48TW, Workfile Totals* in the Reports Guide for a report sample

Working with Workfile History

For every revision of a transaction that you create as you process workfile transactions, the system stores a copy of the previous transaction. You can review this audit trail to see all the changes you have made to a transaction.

Working with the workfile history includes the following tasks:

- ☐ Reviewing transaction revisions
- ☐ Moving a transaction out of history

As you review the workfile history, you can reactivate eligible transactions. When you reactivate a transaction, you move it from history back to the active workfile. For example, if you move a transaction to history in error, the transaction is eligible to be moved back to the workfile. After you move the transaction back to the workfile, you can include the transaction on an invoice.

To maintain the integrity of the workfile, the system determines whether a transaction is eligible for reactivation based on the billing control ID number and a combination of other factors.

The following transactions are not eligible for reactivation:

- Invoiced transactions
- Voided transactions
- Transactions copied to history during the modification process

Reviewing Transaction Revisions

For every revision of a transaction that you create as you process workfile transactions, the system stores a copy of the previous transaction. You can review this audit trail to see all the changes that you have made to a transaction. The system displays the revision history of a transaction starting with the most recent revision to the original transaction.



To review transaction revisions

From Daily Processing (G48S11), choose Workfile Revisions.

1. On Work With Workfile, complete the steps for reviewing workfile transactions.

See *Reviewing Workfile Transactions*.

2. Choose Transaction Inquiry from the Row menu for a specific transaction.
3. On Inquire Workfile History, review the revision history for the transaction.

Moving a Transaction Out of History

As you review the workfile history, you can move transactions that you previously assigned as nonbillable out of history. When you move a transaction out of history, you reactivate the transaction. When you reactivate a transaction, the system:

- Makes the transaction and all its associated tax and text eligible for processing
- Marks the historical transaction as reactivated
- Moves a copy of the historical transaction from the Billing Workfile History table to the Billing Workfile table

► To move a transaction out of history

From Daily Processing (G48S11), choose Workfile History Inquiry.

GL Date	C	B	Customer	Contract Number	Con Typ	Contract Company	Chg No	Billing Line	Business Unit
4/30/05	X		150						6100 134
4/30/05			150						6100 134
4/30/05			150						6100 134
4/30/05			150						6100 134
4/30/05			150						6100 134
6/11/05	X		150						6100 134
6/11/05	X		150						6100 134
6/11/05	X		150						6100 134
6/11/05	X		150						6100 134
6/11/05	X		150						6100 134

1. To locate a transaction on Work with Detail History, complete any of the following fields:

On the General tab:

- Customer
- Account Number

On the Internal tab:

- Billing Control ID

On the People tab:

- Supplier number

2. Choose the transaction and choose Reactivate from the Row menu.

After you reactivate a transaction, the system continues to display the transaction on Work with Detail History until you click Find.

Note: Reactivated transactions are nonbillable when they return to the active workfile. You must manually update the billing status before you can complete the billing process for the transaction.

Processing Options for Detail History

DISPLAY OPTIONS:

1. Enter a '1' to display all history records (default). Enter a '2' to display only the records that are eligible for re-activation. _____
2. Enter a '1' to load all records that meet the search criteria. Leave blank (default) to load two pages at a time (this improves performance). _____
3. Enter the amount to initially display on the screen. All amounts can be accessed using the toggle function. _____
 '1' = Base Revenue (default)
 '2' = Base Invoice
 '3' = Total Revenue
 '4' = Total Invoice
 '5' = Base Cost
 '6' = Total Cost

Invoice Processing



Service Billing Invoice Processing

Invoice processing consists of the following topics:

- ☐ Understanding invoice processing
- ☐ Generating invoices automatically
- ☐ Working with invoice batches
- ☐ Posting the invoice batches
- ☐ Posting associated G/L batches
- ☐ Printing invoices
- ☐ Working with invoice history



Understanding Invoice Processing

Understanding invoice processing consists of the following topics:

- ☐ Understanding the invoice generation process
- ☐ Understanding sequence/summarization rules
- ☐ Selecting versions and modes for invoice generation
- ☐ Using interactive versions in invoice generation
- ☐ Journal reclassification
- ☐ Associated G/L batch processing
- ☐ Document types for invoice processing
- ☐ Revising override dates
- ☐ Understanding retainage

Understanding the Invoice Generation Process

When the system initially creates workfile transactions for the billing workfile, they are undifferentiated, generic transactions. Although they contain the key information you need to create invoices, they have not been separated and assigned to a specific invoice number.

The Service Billing system allows you to create invoices automatically or manually. When you run Invoice Generation from the Invoice Processing menu, you are creating invoices automatically. When you use Create Batch from the form menu on Work With Batches and Create Invoice from the form menu on Work With Invoices, you are creating invoices manually.

The term invoice has two meanings in the Service Billing system:

- Information that the system generates from the workfile transactions in the Service Billing Workfile (F4812) and the summarized invoice information in the Invoice Summary Workfile (F4822).

- A copy of the invoice that you print for customers. The system prints invoices based on the invoice layouts that you define using Invoice Format Revisions.

After the system creates the workfile transactions that contain the information for creating invoices, the next step is to generate invoices. A typical Service Billing invoice process might consist of the following steps:

- Invoice Generation
- Printing Draft Invoices
- Maintaining Invoice Information
- Generating Preliminary Journal Entries
- Creating Final Journal Entries
- Posting Invoice Journal Entries to G/L
- Printing Final Invoices

Invoice Generation

When you run Invoice Generation from the Invoice Processing menu, the system automatically summarizes the selected workfile transactions (F4812) into the Invoice Summary Workfile (F4822). The system uses the sequence/summarization rules you have defined to control how the workfile transactions will be summarized. The system uses the Invoice Summary entries to create A/R Ledger transactions (F0311/F03B11) when Create A/R is run. See *Generating Invoices Automatically* for additional information.

The billing system also allows you to create invoice information manually. You can manually create an invoice batch, create invoices within a batch, and manage the pay items by merging existing workfile transactions or adding ad hoc workfile transactions directly into the invoice. See *Creating Invoice Information Manually* for additional information.

Note: When you create invoice information manually, the system does not adhere to any sequence/summarization rules you have defined for the invoice pay item level break logic. You manually control the sequence/summarization logic in the way you manually create the pay items. You also cannot automatically run the Invoice Journal Generation or Create A/R when creating an invoice batch manually. You must call these processes from Batch Review.

Printing Draft Invoices

You use the Invoice Print program to print invoices for your customer. This program is used to print draft or final invoices. The timing of when these invoices are printed determines the draft or final status. Invoices printed before you Create A/R are considered draft invoices. Invoices printed after Create A/R are considered final invoices.

You print draft invoices to allow your project or account manager to verify the accuracy of invoice information prior to mailing to a customer. This draft invoice information is retrieved from the Billing Workfile (F4812). If errors are detected, you can make corrections to the invoice, usually without having to delete the entire batch of invoices. See *Printing Invoice Information* for additional information.

Maintaining Invoice Information

The billing system allows you to maintain invoice information at four levels, as outlined below:

Task Level	Action Allowed
Batch	Create a batch header automatically or manually
	Revise a batch header - reset batch status or current activity
	Delete a batch header - remove batch header and all associated invoice information
Invoice	Create invoices automatically
	Add invoices to existing batch manually
	Delete Invoice from batch
Pay Item	Create invoice pay items automatically
	Add pay items to invoice manually
	Delete pay items from invoice
	Revise existing pay item on invoice
Workfile Transaction	Summarize workfile transactions for pay item automatically
	Create ad-hoc workfile transactions for pay item
	Merge existing workfile transactions for pay item
	Remove workfile transactions from pay item

For example, if you have an invoice batch with 200 invoices, yet your project manager notices that an invoice amount is incorrect, then there are incorrect charges to this customer. To correct this situation, you can select an invoice batch from Batch Revisions, select the specific invoice in error, choose the pay

item you need to change, and remove the workfile transactions that are being disputed for the particular pay item. The invoice will reflect the new amounts and the disputed workfile transactions will stay in the billing workfile for you to correct and invoice at a later date. See *Working With Invoice Batches* for additional information.

Generating Preliminary Journal Entries

The system creates preliminary invoice journals for a selected invoice batch. The workfile transactions are processed against the Billing AAI's to create detail journal accounting entries (F48S910). These detail accounting entries are then compressed into summarized accounting entries (F48S911). The system uses the summarized accounting entries to create the Account Ledger (F0911) transactions for invoice journals when Create A/R is run.

The system uses the A/R and G/L functional servers to edit the summarized accounting entries. The Invoice Summary transactions are temporarily added to the summarized accounting entries (F48S911) to ensure balanced accounting entries.

Note: The Invoice Journal Generation is a batch process. The invoice batch is processed as a unit. If one or more errors are detected, the billing system sets the invoice batch to an error status. You must correct the error condition and re-run Invoice Journal Generation. You may run Invoice Journal Generation as many times as necessary until all errors are corrected.

Creating Final Journal Entries

The system creates final invoice accounting entries when you run Create A/R to process your invoice information from the Service Billing system to the A/R and G/L systems. The system updates the A/R Ledger (F0311/F03B11) and Account Ledger (F0911) transactions, from the Invoice Summary Workfile (F4822) and Summarized Journal Workfile (F48S911), respectively. The billing system uses the A/R functional server and G/L functional server to validate all accounting information.

The Create A/R is a batch process. The invoice batch is processed as a unit. If one or more errors are detected, no invoices will be processed to the A/R and G/L systems. The billing system sets the invoice batch to an error status. You must correct the error conditions, then re-run Create A/R. You may run Create A/R as many times as necessary until all errors are corrected and invoice information can be processed to the A/R and G/L systems.

Note: Create A/R writes the invoice information to the A/R and G/L systems. You must run the Post Invoices to G/L program to post the transactions, create automatic offsets, and update the posted codes and batch status.

Posting Invoices to G/L

You select the Post Invoices to G/L to post the invoice batch. The system performs the following tasks during the post process:

- Selects the data to post
- Validates information and processes errors
- Creates automatic offsets
- Posts transactions
- Updates the posted codes and batch status

See *Understanding the Post Process for A/R* in the OneWorld Accounts Receivable guide for additional information.

Printing Final Invoices

You use the Invoice Print program to print invoices for your customer. This program is used to print draft or final invoices. The timing of when these invoices are printed determines the draft or final status. Invoices printed before you Create A/R are considered draft invoices. Invoices printed after Create A/R are considered final invoices.

You print final invoices to send to a customer for goods or services rendered. Printing final invoices retrieves invoice information from the Billing Workfile History (F4812H). You would also use this process to reprint invoices as necessary.

It is recommended that you print your final invoices after the Create A/R program has completed and the Post Invoices To G/L program has successfully posted the invoice batch. Printing invoices after A/R information has been processed insures that the information printed on the invoice matches the invoice information created in the A/R Ledger.

Note: If you print final invoices prior to completing Create A/R and the Post Invoices To G/L processes, you run the risk of inadvertently modifying the invoice information that you printed and mailed to the customer.

Understanding Sequence/Summarization Rules

When you generate a batch of invoices from the transactions in the Billing Workfile, the system automatically creates a new invoice for each customer. You must further define how you want the system to sequence and summarize the transaction information that appears on the invoices. To do this, you define a sequence and summarization key.

The sequence and summarization key that you define indicates divisions within generated batches of invoices and the individual invoices within a batch. You must define these divisions at the following levels:

Invoice level (I)	When the sequence and summarization key you define changes at the invoice level, the system creates a new invoice with a unique invoice number.
Pay item level (P)	When the sequence and summarization key you define changes at the pay item level, the system creates a new line of billing detail for the invoice. The system assigns the new line of billing detail a unique pay item number.

The system uses the sequence and summarization key that you define to:

- Assign invoice numbers
- Summarize transactions by invoice and pay item
- Control how the transactions appear in the A/R Account Ledger table when you create the A/R entries
- Update the workfile transaction with the applicable key invoice information

For example, you can define a sequence and summarization key with business units (jobs) at the invoice level and with subledgers (work orders) at the pay item level. During invoice generation, the system uses the key to:

- Create a new invoice number when the business unit (job) changes
- Create a new pay item number when the subledger (work order) changes for a business unit (job)

You can have only one customer number per invoice. The system creates a new invoice number if the customer number changes, regardless of how you set up your sequence and summarization key.

Selecting Versions and Modes for Invoice Generation

You must choose the appropriate version of the Invoice Generation program to create invoices, and optionally print the invoices and create accounting entries. Choose one of the following versions, based on your process:

Invoice Generation - No Journals Created	Use this version when you need to create invoices only. No journal accounting entries for A/R and G/L will be created.
---	--

**Invoice Generation -
Journals in Proof Mode**

Use this version when you need to create invoices and create journal accounting entries for A/R and G/L in PROOF mode.

**Invoice Generation -
Journals in Final Mode**

Use this version when you need to create invoices and create journal accounting entries for A/R and G/L in FINAL mode.

You would run the Journals in proof mode to review any accounting errors while you are reviewing the invoices for accuracy. You would run the Journals in final mode if you do not need to review the accounting entries or invoices.

Note: If the system detects any errors when running in final mode, it will prevent the accounting entries from being updated to A/R and G/L.

Using Interactive Versions in Invoice Generation

When you set up processing options for Invoice Generation and you choose to create journals in proof or final, you can specify versions for Accounts Receivable (A/R) and General Ledger (G/L) processing. To review the processing options that affect A/R and G/L processing, you must inquire on the A/R and G/L interactive batch versions.

The Service Billing system allows you to control which version to use in the processing options of the Journal Edit Register (R48300). This program performs all edits and updates for A/R and G/L accounting entries in the billing system. When you run Journal Generation or Create A/R to process the accounting entries, the version of the Journal Edit Register will run.

From the System Administration Tools menu (GH9011), choose Interactive Versions and inquire on the following interactive applications:

**A/R Master Business
Function (P03B0011)**

The system will use version ZJDE0001 if left blank.

**G/L Master Business
Function (P0900049)**

The system will use version ZJDE0001 if left blank.

Journal Reclassification

Depending how you set the billing constants to allow journal reclassification and the processing options for the Workfile Revisions form, you can reclassify, or change the account information for, a workfile transaction.

Journal reclassification exists within the billing product to allow you to reclassify the original cost entry to a different account and let the system automatically create the correcting entries in the Account Ledger (F0911).

When you set up your billing constants to allow journal reclassification, the system creates the correcting journal entries in the Account Ledger Table (F0911) during journal creation.

For example, an employee might charge time to two different work orders during a pay period. When entering time for the pay period, the employee makes a error. After the accounting department processes payroll transactions, you review the costs and discover the employee's data entry error.

You correct the error by changing the work order numbers on the workfile transactions in the Billing Workfile. With journal reclassification, when you run G/L Journal Generation, the system creates correcting journal entries along with the preliminary journal entries for revenue and costing. The system creates adjusting journal entries in the Account Ledger to reverse the original account and update the new account.

You can identify the correcting journal entries by their document type. The system also uses the same pay type (PDBA code) of the workfile transaction for journal reclassification, such as 101 for regular pay, unless you use the PDBA code override in the billing constants.

In addition to creating adjusting entries in the Account Ledger, if you are correcting a workfile transaction that originated from payroll, the system creates an adjusting entry in the Payroll Transaction History file (F0618) during the Create G/L Entries process. These preliminary correcting entries are stored in the P/R Journal Reclassification Workfile (F48S0618) until the Create G/L process is completed.

Associated G/L Batch Processing

When you process an invoice batch and need to create G/L journal entries to support cost reallocation and reclassification journal entries, the system creates a associated G/L batch. This associated G/L batch is assigned to the invoice batch and contains the G/L journal entries associated with the invoice journal entries.

The associated G/L batch is written to the Account Ledger during the Create A/R process when the invoice journal entries are also written to the A/R Ledger and Account Ledger.

Note: The journal entries in the associated G/L batch are not voided if the invoice is voided.

Document Types For Invoice Processing

As you complete the invoicing process, the system can create the following different types of G/L entries. You can identify the origination of journal entries using the following document types:

RI - Invoice Entry	Document type assigned during Invoice Generation.
RM - Credit Memo	Document type assigned when you create a credit memo.
EU - G/L Journal Entry	Journal entry created during associated G/L journal processing for revenue sharing or cost transfers associated with invoice information.
AJ - G/L Journal Entry Adjustment	Adjusting journal entry for journal entries previously processed. Created during associated G/L journal processing. Used only if revenue recognition is used.
BA - Billing Adjustment	Reclassification journal entry that originated from general accounting. Created during associated G/L journal processing.
T2 - Payroll Labor Distribution	Reclassification journal entry that originated from payroll labor.
T4 - Labor Billing Distribution	Reclassification journal entry that originated from labor billing. Created during associated G/L journal processing.
T5 - Equipment Distribution	Reclassification journal entry that originated from equipment billing in payroll. Created during associated G/L journal processing.

Revising Override Dates

The system allows you to generate invoices independently of creating final journal entries. You assign the invoice and G/L date at the time you generate invoices. You can revise the G/L date and/or invoice date prior to creating final journal entries.

You would use this function if the timing between the original date assignments during invoice generation and creating final journal entries could cause a misrepresentation of aging information in the Accounts Receivable Ledger.

You use a system constant to control when the system displays the Date Override Window on Invoice Journal Generation. You can set the constant so that the system does one of the following:

- Always displays the window
- Only displays the window when you choose Override Date
- Never displays the window

The date that the system displays in the Date Override Window is always the current system date.

Understanding Retainage

Retainage is a percentage of the invoice amount that your company is paid after the work is complete. For example, you can have a 10 percent retainage withheld on the invoices to a customer. You release retainage when the work is completed and the customer authorizes the payment amount of the invoice that was withheld.

When you enter a retainage amount or percent for an invoice amount, the system calculates the retainage and updates the pay item with the retainage amount. After the customer authorizes payment of the retainage amount, you must release the retainage.

You can change retainage amounts or percents for individual invoices on the Service Billing Invoice Entry form. For example, you might need to change a retainage amount if you have changed the retainage rules for the system, but you generated invoices prior to the change.

Generating Invoices Automatically

From the Invoice Processing menu (G48S21), choose Invoice Generation.

When you run Invoice Generation from the Invoice Processing menu, the system automatically summarizes the selected workfile transactions (F4812) into the Invoice Summary Workfile (F4822). The system uses the Sequence/Summarization rules you have defined to control how the workfile transactions will be summarized into the Invoice Summary Workfile (F4822). The system uses the Invoice Summary entries to create A/R Ledger transactions (F0311/F03B11) when Create A/R is run.

During invoice generation, the system performs the following:

- Creates a billing batch header record (F48011). The current activity field is set to 1, indicating that invoice generation is in progress.
- Uses processing options and data selection criteria to select workfile transactions (F4812) to summarize into the Invoice Summary Workfile (F4822). The workfile transactions are updated with the invoice information (batch number, invoice number, pay item, document type, invoice date) to indicate these transactions are included in an invoice.
- Uses the Sequence/Summarization rules (F4848) you have defined to control the invoice and pay item summarization logic.
- Uses the G/L Offset and Retainage rules you have defined to calculate retainage information for the invoice, if applicable.
- Calls Invoice Journal Generation to create preliminary journal entries or Create A/R to create final journal entries if version is entered in the processing options.
- Updates the billing batch header (F48011) with the currency amount and the number of documents in the batch when Invoice Generation completes. The current activity field in the batch header is reset to 0 to allow additional processes to be performed against this batch.

NOTE: This step will not be performed if you enter a version to run Create A/R automatically from Invoice Generation and no errors are detected, as the billing batch header will be deleted.

Reviewing Reports For Errors

When you generate invoices, the system assigns invoice numbers and summarizes active workfile transactions to create pay items. Pay items are the

billing lines that summarize one or more workfile transactions. The pay items for a specific invoice make up the total amount of the invoice. The system stores pay item information in the Invoice Summary Workfile (F4822).

The system stores the current invoice information in the active workfile transaction to prevent workfile transactions from being assigned to more than one invoice at a time.

You can run the Invoice Generation program to generate invoices automatically, or you can create invoices manually. When you run the Invoice Generation program to create invoices automatically, the system:

- Creates a batch of invoices
- Assigns customer and invoice numbers to individual invoices
- Summarizes workfile transactions to create the pay items for invoices
- Assigns A/R information to the invoices, such as the G/L date and offset codes and retainage percent
- Updates the workfile transactions with invoice information
- Prints invoices (optional)
- Assigns A/R information to the invoices, such as the G/L date and offset codes, and retainage percent

When you generate invoices automatically, the system assigns values to the following field for each transaction:

- Payment Terms - G/L Offset
- Retainage Percentage - Retainage Offset

The system determines the correct values for these fields based on the sequence and summarization key that you define for the invoice batch and on the information you define in the G/L Offset rules. For example, if your Invoice Level Summarization field is by subledger (work order), then you might define rules on the G/L Offset Table form with the valid key types subledger (work order) or work order class to locate the correct offset rule. See *Defining G/L Offset and Retainage Rules* for more information.

Before You Begin

- ☐ Generate workfile transactions.
- ☐ Define the sequence and summarization of the invoice information.
- ☐ Define the G/L Offset and Retainage rules.
- ☐ Modify versions if you want to print invoices during generation.

See Also

- *Printing Invoices Automatically*
- *Understanding Invoice Format Revisions*

Processing Options: Service Billing Invoice Generation (R48121)

Defaults Tab

1. Document Type

Use this processing option to define the default document type for invoice generation. Enter a document type to use as the default or select it from the Select User Defined Code form. Valid values are:

Blank Use default document type from Billing Constants
UDC 00/DI

2. G/L Date

Use this processing option to enter the G/L Date for invoice generation. The system assigns this date during invoice generation, and it is used when posting the invoices to the general ledger files. If you leave this field blank, the application uses the system date. This date is validated against the current fiscal period identified in the company constants.

3. Invoice Date

Use this processing option to enter the Invoice Date for invoice generation. The system assigns this date to the invoices during invoice generation. If you leave this field blank, the application uses the system date. This date is validated against the G/L Date. If the Invoice Date is greater than the G/L Date, the system issues a warning.

Select Tab

1. Bill From Date

Use this processing option to enter the Bill From Date for invoice generation. The application uses this date to select billing detail transactions. If this date is left blank, all billing detail transactions with a Table Basis Date less than the Bill Through Date are selected for invoice generation.

2. Bill Through Date

Use this processing option to enter the Bill Through Date for invoice generation. The application uses this date to select billing detail transactions. If this date is left blank, all billing detail transactions with a Table Basis Date greater than or equal to the system date are selected for invoice generation.

Process Tab

1. Invoice/Pay Item Structure Key (Required)

Use this processing option to enter the Invoice/Pay Item Structure key. You must use this key to identify the level breaks and sequencing when assigning the invoice/pay item information to the billing detail transactions.

2. Invoice Journal Generation Version (R48131)

Use this processing option to control whether the system generates journals in proof mode. Enter the version of the Invoice Journal Generation (R48131) to run. If you leave this field blank, the Invoice Journal Generation will not be run.

NOTE: If you enter a version, the system will ignore any version entered for Create A/R Entries.

3. Create A/R Entries Version (R48199)

Use this processing option to control whether the system generates journals in final mode. Enter the version of the Create A/R Entries (R48199) to run. If you leave this field blank, the Create A/R Entries will not be run.

NOTE: If you enter a version for Invoice Journal Generation, the system will ignore any version entered here.

Print Tab

1. Invoice Print Version (R48504)

Use this processing option to control the printing of the invoice. Enter the version of the Invoice Print program (R48504). If you leave this field blank, the system will not print invoices during invoice generation.

Currency Tab

1. Exchange Rate Date Basis

Use this processing option to identify the date the system uses to retrieve the exchange rate for invoice generation. Valid values are:

- 1 Use the Invoice date (default).
- 2 Use the G/L date.

Working with Invoice Batches

The Batch Review is the central location for accessing all batches in the billing system. A batch is a group of transactions that the system processes and balances as a unit. When you select Invoice Generation from the Invoice Processing menu, the system creates a batch of invoices. Batch Header information is stored in the Billing Batch Header file (F48011).

You use this form to select the batch of transactions to prepare it for further processing. For example, if you print invoices for review by project managers, you can use the batch review process to make any corrections.

The system uses the current activity flag in the batch header to control the processes for a particular batch. The system updates the current activity while the batch is actively being processed. For example, you select a batch and run the Journal Edit Register, the system updates the current activity, indicating the batch is actively being processed. This setting prevents other users from accessing this batch until the Journal Edit Register process has completed, at which time the system will reset the current activity back to 0. The batch is then available for subsequent processing.

You will need to reset the current activity manually for the following situations:

- If a batch process does not complete successfully, the system does not reset the current activity.
- If you select a batch for processing and then cancel the batch processing action from the Report Output Destination form.

Use Batch Header Revisions from the row menu to revise the current activity of a batch. For example, you might need to do this if the generation program does not complete normally due to power failure. In this case, the current activity status would prevent you from accessing the batch for further processing. See *Revising Batch Header Information* for additional information on resetting the current activity for a batch header record.

Note: If you delete a batch, the system does not keep an audit trail for the batch number, which comes from Next Numbers in the Foundation Environment (system 00).

Working with invoice batches consists of the following tasks:

- ☐ Reviewing invoice information
- ☐ Deleting invoice information

- ☐ Creating invoice information manually
- ☐ Creating credit memos
- ☐ Generating preliminary invoice journal entries
- ☐ Revising override dates
- ☐ Reviewing preliminary invoice journal entries
- ☐ Creating final invoice journal entries

Reviewing Invoice Information

When you generate invoices, the system creates a batch of invoice transactions. It also updates the workfile transaction with the following information:

- Batch number
- Invoice number
- Pay item number
- Invoice date

To verify the invoice information, you can review it at the following levels:

- Batch header information, including the batch status description and current activity
- Invoices for a selected batch
- Pay items for a selected invoice
- Individual workfile transactions for a selected pay item, including burden and components

As you review the different levels of an invoice, you can revise specific information. For example, you can decrease an invoice amount or add transactions to an invoice.

Reviewing invoice information consists of the following tasks:

- Reviewing invoices
- Revising invoice batch header information

To review invoices

From the Invoice Processing menu (G48S21), choose Batch Review.

- On Work With Batches, complete one or more of the following fields to locate batches:

- Batch Number
- Generation Type
- C A

The system displays the batches in ascending batch number order.

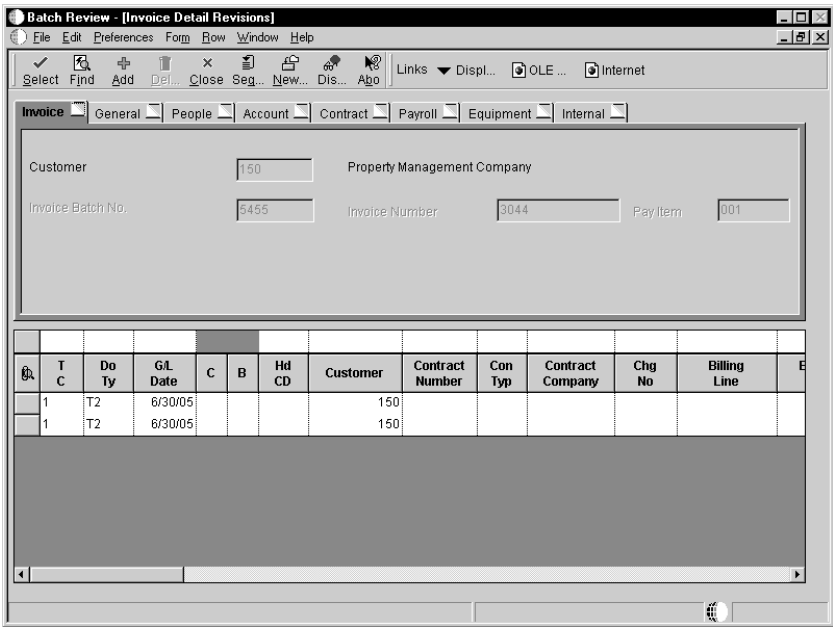
- To review the invoices for a specific batch, choose the batch and click Select
- On Work With Invoices, review the following fields:
 - Invoice Number
 - Contract Number
 - G/L Date
 - Gross Amount
- To review the details for an individual invoice, choose an invoice to revise or review and click Select.

Pay Itm	Gross Amount	Taxable Amount	Tax Amount	Non-Taxable Amount	Percent Retainage	Retainage Amount	Disc Ava
001	4,748.84			4,748.84			

- On Service Billing Invoice Entry, review the following fields:

- Tax Amount
- Gross Amount
- Pay Itm
- Taxable Amount
- Non-Taxable Amount

- 6. To review the workfile transactions for a specific pay item, select the pay item and choose Billing Details from the Row menu.



- 7. On Invoice Detail Revisions, review the workfile transactions.

Field	Explanation
Batch Number	<p>A number that associates a group of transactions with an invoice batch.</p> <p>..... <i>Form-specific information</i></p> <p>The header field identifies the number of a particular batch that you want to display.</p> <p>The detail field indicates the numbers of the individual batches that display.</p> <p>NOTE: If the OP (Option) field to the left of a batch number is highlighted, has extended text attached to it.</p>

Field	Explanation
Generation Type	<p data-bbox="743 258 1398 348">A value that controls the type of entries for a batch and also the markup rules for the Billing Rate/ Markup Table (P48096).</p> <p data-bbox="743 369 1398 459">Types of Entries: The system assigns the generation type of a batch at the time the batch is created. Valid values are:</p> <ul style="list-style-type: none"> <li data-bbox="776 464 1122 489">1 For invoice processing. <li data-bbox="776 493 1130 518">2 For revenue processing. <p data-bbox="743 541 1422 699">Billing Rate/Markup Processing: The system uses the generation type to determine the markup rules for invoice, revenue, and component amounts. Depending on how you define the billing constants, different markup rules can apply to different amounts.</p> <p data-bbox="743 720 1422 936">Type 1: When the billing constants specify that invoice and revenue amounts are always the same, the markup rule applies to revenue, invoice, and component amounts. If the billing constants specify that the invoice and revenue amounts can be different, the markup rule still applies to revenue, invoice, and component amounts if no Type 2 rule exists.</p> <p data-bbox="743 957 1422 1050">Type 2: When the billing constants specify that the invoice and revenue amounts can be different, the markup rule applies to revenue, and component amounts only.</p> <p data-bbox="743 1071 1422 1131">Type 3 This type applies to component amounts. This rule is not dependent on the billing constants settings.</p>

Field	Explanation
C A	<p>Identifies the processing cycle step that is currently active. This field maintains the integrity of the batch member throughout the Service Billing and Contract Billing systems. The Batch Revisions form uses this field to ensure that the Batch Number selected is qualified for a particular function.</p> <p>Valid values are:</p> <ul style="list-style-type: none"> 0 Available 1 Generation in process 2 Maintenance in process 3 Journal generation in process 4 Batch delete in process 5 Invoice printing in process 6 Batch posting 7 Selection in progress * Display all batches (World Only) <p>..... <i>Form-specific information</i></p> <p>There are two Current Activity fields on this form.</p> <ul style="list-style-type: none"> • Header Field – lets you display batches that are in a particular step of the invoice cycle. • Detail Field (CA) – indicates the current step of the invoice cycle for the individual batches that display.
Invoice Number	The invoice number assigned to the workfile transactions.
Contract Number	A number that identifies an original document. This can be a voucher, an order number, an invoice, unapplied cash, a journal entry number, and so on.
G/L Date	The date that identifies the financial period to which the source transaction was posted. Based on the company's fiscal year and current accounting period, the system edits the date for PBCO (posted before cutoff), PYEB (prior year ending balance), PACO (post after cutoff), and WACO (post way after cutoff).
Tax Amount	This is the amount assessed and payable to tax authorities. It is the total of the VAT, use, and sales taxes (PST).
Gross Amount	The amount that is billed for this pay item, including any applicable sales tax.
Pay Itm	A number that identifies the pay item for an invoice. The system automatically assigns the pay item number. If an invoice has multiple pay items, the numbers are sequential.
Taxable Amount	The amount on which taxes are assessed.

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.

► To revise invoice batch header information

Use this task to revise the batch status or current activity of an invoice batch. For example, you might need to do this if the generation program does not complete normally due to power failure. In this case, the current activity status would prevent you from accessing the batch for further processing. A current activity status of 0 allows you to access the invoice batch for further processing.

From the Invoice Processing menu (G48S21), choose Batch Review.

1. On Work With Batches, locate a batch.

See *Reviewing Invoice Information*.

2. To review an individual invoice batch header, choose a batch to review or revise and choose Batch Header from the Row menu
3. On Batch Header Revisions, complete the following fields:
 - Batch Status
 - Current Activity

Field	Explanation
Batch Status	<p>A control function in the Service Billing and Contract Billing systems. The system verifies the following values prior to executing various jobs to ensure the functions are performed in the proper sequence. Valid codes are:</p> <ul style="list-style-type: none"> blank Invoices have not been created 0 Manual adjustment in Contract Billing 1 Invoices generated without errors 2 Invoices generated with errors 3 Revenue journals created without errors 4 Revenue journals created with errors 5 Invoice journals created without errors 6 Invoice journals created with errors 7 Batch changed – rerun journals 8 Active revenue batch found <p>The batch status description is a user defined code (48/BS).</p>

Field	Explanation																		
Current Activity	<p>Identifies the processing cycle step that is currently active. This field maintains the integrity of the batch member throughout the Service Billing and Contract Billing systems. The Batch Revisions form uses this field to ensure that the Batch Number selected is qualified for a particular function.</p> <p>Valid values are:</p> <table><tr><td>0</td><td>Available</td></tr><tr><td>1</td><td>Generation in process</td></tr><tr><td>2</td><td>Maintenance in process</td></tr><tr><td>3</td><td>Journal generation in process</td></tr><tr><td>4</td><td>Batch delete in process</td></tr><tr><td>5</td><td>Invoice printing in process</td></tr><tr><td>6</td><td>Batch posting</td></tr><tr><td>7</td><td>Selection in progress</td></tr><tr><td>*</td><td>Display all batches (World Only)</td></tr></table>	0	Available	1	Generation in process	2	Maintenance in process	3	Journal generation in process	4	Batch delete in process	5	Invoice printing in process	6	Batch posting	7	Selection in progress	*	Display all batches (World Only)
0	Available																		
1	Generation in process																		
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4	Batch delete in process																		
5	Invoice printing in process																		
6	Batch posting																		
7	Selection in progress																		
*	Display all batches (World Only)																		

Processing Options: Batch Review (P48221)

Defaults Tab

For information about a processing option, right-click the processing option field and choose What's This? from the menu. Or, click the processing option field and press F1.

1. Batch Type

Use this processing option to define the default batch type for batch review. This batch type is also assigned when creating an empty batch from batch review. Enter a batch type to use as the default or select it from the Select User Defined Code form. Valid values are:

Blank Use batch type 4 for Contract Billing.

1 Service Billing.

2. Generation Type

Use this processing option to enter the default generation type for batch review. The system assigns this generation type when creating an empty batch and controls the type of entries in the batch. Valid values are:

Blank Use generation type 1 for invoice processing UDC 48/GT

Versions Tab

For information about a processing option, right-click the processing option field and choose What's This? from the menu. Or, click the processing option field and press F1.

1. Invoice Print - R48504

Use this processing option to specify the version to use for the Invoice Print program. If you leave this field blank, the system uses version XJDE0001.

2. Journal Generation - R48131

Use this processing option to identify the Journal Generation version. If you leave this option blank,, the system uses version XJDE0001.

3. Journal Edit Register - R48300

Use this processing option to enter the version to use for the Journal Edit Register program. If you leave this option blank, the system uses version XJDE0001.

4. Create A/R Entries - R48199

Use this processing option to enter the version to use for Create A/R Entries. If you leave this option blank, the system uses version XJDE0001.

5. Create G/L Entries - R48198

Use this processing option to enter the version to use for Create G/L Entries. If you leave this option blank, the system uses version XJDE0001.

6. Create A/P Entries - R48197

Use this processing option to specify which Create A/P Entries version to use. If you do not specify a version, the system uses version XJDE0001.

Process Tab

For information about a processing option, right-click the processing option field and choose What's This? from the menu. Or, click the processing option field and press F1.

1. Audit Trail Option

Use this processing option to control whether deleted invoices should be updated to the Deleted Invoices Audit table (F48229). Valid values are:

Blank Do not update the Deleted Invoices Audit table (F48229).

1 Update the Deleted Invoices Audit table (F48229).

Deleting Invoice Information

As you review invoice information, you might need to decrease or delete invoice information. You can delete invoice information at four levels: batch, invoice, pay item, or workfile transaction. For example, you might need to delete the entire batch of invoices if the wrong document type was assigned during invoice generation. Or you may need to remove a workfile transaction from a particular invoice pay item.

When you delete a batch of invoices, the system does the following:

- Deletes the batch header record (F48011)
- Deletes the invoice summary transactions (F4822) for the invoice batch
- Removes invoice information from the workfile transactions (F4812) for the invoice batch
- Deletes the journal detail (F48S910) and summary workfiles (F48S911) for this invoice batch if invoice journals were created

When you delete an invoice from a batch of invoices, the system does the following:

- Reduces the batch total amount stored in the batch header by the total amount of the invoice.
- Deletes the invoice summary transactions (F4822) for the invoice
- Removes invoice information from the workfile transactions (F4812) for the invoice
- Resets the batch status of the batch header if invoice journals have been created. The batch status will cause the system to rerun invoice journals.
- If you delete the last invoice in a batch, the batch header is deleted.

When you delete an invoice pay item from an invoice, the system does the following:

- Reduces the batch total amount stored in the batch header record by the total amount of the invoice pay item.
- Deletes the Invoice Summary transactions for that pay item
- Removes invoice information from the workfile transactions (F4812) for that pay item.
- Resets the batch status of the batch header if invoice journals have been created. The batch status will cause the system to rerun invoice journals.
- Will not delete the pay item if you delete the last pay item in an invoice.

When you remove workfile transactions attached to an invoice pay item, the system does the following:

- Reduces the batch total amount stored in the batch header record by the total amount of the workfile transactions.
- Reduces the invoice amount stored in the Invoice Summary (F4822) transaction for that pay item by the total amount of the workfile transactions.
- Removes invoice information from the workfile transactions (F4812).
- Resets the batch status of the batch header if invoice journals have been created. The batch status will cause the system to rerun invoice journals.
- Does not delete the pay item if you remove all workfile transactions for a pay item.

Deleting invoice information consists of the following tasks:

- Deleting a batch of invoices
- Deleting an invoice
- Deleting an invoice pay item
- Removing workfile transactions from an invoice

See Also

- *Adding Transactions to an Invoice* to increase the amount of an invoice

To delete a batch of invoices

From the Invoice Processing menu (G48S21), choose Batch Review.

1. On Work With Batches, locate a batch.

See Reviewing Invoice Information.

2. Choose the invoice batch to delete and click Delete.

To delete an invoice

From the Invoice Processing menu (G48S21), choose Batch Review.

1. On Work With Batches, locate a batch.

See Reviewing Invoice Information.

2. To delete an invoice in a specific batch, choose the batch and click Select.
3. On Work With Invoices, choose the invoice you want to delete and click Delete.

► **To delete an invoice pay item**

From the Invoice Processing menu (G48S21), choose Batch Review.

1. On Work With Batches, locate a batch.
See [Reviewing Invoice Information](#).
2. Choose the batch and click Select.
3. To review the pay items for an individual invoice, choose an invoice and click Select.
4. On Service Billing Invoice Entry, choose the pay item you want to delete and click Delete.

► **To remove a workfile transaction from an invoice pay item**

From the Invoice Processing menu (G48S21), choose Batch Review.

1. On Work With Batches, locate a batch.
See [Reviewing Invoice Information](#).
2. Choose the batch and click Select.
3. On Work With Invoices, to review the pay items for an individual invoice, choose an invoice and click Select.
4. On Service Billing Invoice Entry, to review the workfile transactions for a specific pay item, select the pay item and choose Billing Details from the Row menu.
5. On Invoice Detail Revisions, select the workfile transaction to delete and choose Delete From Invoice Row menu.

Creating Invoice Information Manually

You can manually generate invoices without running the Invoice Generation program. When you generate invoices manually, you can:

- Create a new batch header or add the invoices to an existing batch
- Create invoices you want to include in a batch

- Add workfile transactions to individual invoices in a batch

For example, you might have an existing batch that includes invoices that you have already reviewed and revised. You can add another invoice to the batch manually without having to delete and regenerate the entire batch.

Note: When you create invoice information manually, the system does not adhere to any sequence/summarization rules you have defined for the invoice pay item level break logic. You manually control the sequence/summarization logic in the way you manually create the pay items. You also cannot automatically run the Invoice Journal Generation or Create A/R when creating an invoice batch manually. You must call these processes from Batch Review.

Creating invoice information manually consists of the following tasks:

- Creating a batch header manually
- Creating an invoice manually
- Adding workfile transactions to an invoice

To create a batch header manually

You can manually create a new batch header for invoices. When you create a new batch header, you can create a new batch. However, creating a new batch is optional because you can add invoices to an existing batch.

From the Invoice Processing menu (G48S21), choose Batch Review.

1. On Work With Batches, choose Create Batch from the Form menu. This will create an empty batch header.

Creating an Invoice Manually

You can manually create a new invoice. You can add the invoice to an existing batch or to a new batch header. Creating a new invoice is optional. You can also add transactions to an existing invoice.

To create an invoice manually

From the Invoice Processing menu (G48S21), choose Batch Review.

1. On Work With Batches, to create invoices manually for a specific batch, choose the batch and click Select.
2. On Work With Invoices, choose Create Invoice from the Form menu.

3. On Create Manual Invoice, complete the following fields:
 - Customer
 - A/R Company
4. Complete the following optional fields:
 - Bill From Date
 - Bill Through Date
 - G/L Date
 - Invoice Date
 - Document Type
 - Exchange Rate Date Basis
5. Click OK.

The new invoice appears on the Service Billing Invoice Entry without a gross amount. You can then add workfile transactions to the invoice or release retainage.

Adding Transactions to an Invoice

The Invoice Summary Workfile might not contain all the billable amounts you have entered during the accounting cycle. To account for this, you need to:

- Review the existing transactions in the Billing Workfile that are not currently in an invoice batch
- Manually add transactions that exist in the Billing Workfile

- Manually add costs that exist in the Account Ledger table and are not currently in the Billing Workfile, if necessary
- Manually add ad hoc costs or credits to the invoice, if necessary

You can add workfile transactions to a new invoice, an existing pay item in an invoice, or a new pay item.

Adding transactions to an invoice consists of the following tasks:

- Adding workfile transactions from the workfile
- Adding existing G/L transactions
- Adding ad hoc transactions to an invoice



To add workfile transactions from the workfile

From the Invoice Processing menu (G48S21), choose Batch Review.

1. On Work With Batches, locate a batch.

*See **Reviewing Invoice Information**.*

2. To review the invoices for a specific batch, choose the batch and click Select.
3. On Work With Invoices, choose the invoice to revise and click Select.
4. On Service Billing Invoice Entry, choose the pay item to attach the workfile transactions to and choose Billing Detail Transaction Selection from the Row menu.

BA	T	Do Ty	GL Date	C	B	Hd CD	Customer	Contract Number	Con Typ	Contract Company	Chg No	Billing Line
1	T2		4/30/05				150					
1	T2		4/30/05				150					
1	T2		4/30/05				150					
1	T2		4/30/05				150					
1	T2		6/11/05	X	X		150					
1	T2		6/11/05	X	X		150					
1	T2		6/11/05	X	X		150					
1	T2		6/11/05	X	X		150					

- On Billing Detail Transaction Selection, choose one or more workfile transactions.
- Choose Merge/Update Invoice from the Row menu.

The system merges the workfile transaction information into the invoice pay item.

Caution: The system prevents you from merging taxable and non-taxable workfile transactions into the same invoice pay item. If you merge taxable workfile transactions into the same invoice pay item, the workfile transactions must share the same tax explanation code and tax rate area. If using Vertex tax information, the workfile transactions must share the same geo code, product category code, and transaction type.

Note: A blank in the tax rate/area field is a valid tax code indicating the pay item is non-taxable.

- Click Close to return you to Service Billing Invoice Entry.
- To review the workfile transactions you just merged into the invoice pay item, choose the invoice pay item and choose Billing Details from the Row Menu.



To add existing G/L transactions

From the Invoice Processing menu (G48S21), choose Batch Review.

- On Work With Batches, locate a batch.

See *Reviewing Invoice Information*.

2. To review the invoices for a specific batch, choose the batch and click Select.
3. On Work With Invoices, choose the invoice to revise and click Select.
4. On Service Billing Invoice Entry, choose the pay item to attach the workfile transactions to and click Billing Detail Transaction Selection from the Row menu.
5. On Billing Detail Transaction Selection, click G/L Selection Form from the Row menu.

6. To limit the list of account ledger transactions on the G/L Transaction Selection, complete one or more of the following fields:
 - Account Number
 - G/L Date From
 - G/L Date Thru
 - Subledger / Type
7. To determine how to update the home business unit for payroll equipment workfile transactions, click one of the following:
 - Asset Master (Default)
 - Payroll
8. Click Close to return to Billing Detail Transaction Selection.

If you want to review the detail information for the workfile transaction you just created, choose the workfile transaction and click Select. This step is optional.

9. On Billing Detail Transaction Selection, choose one or more workfile transactions.

The system merges the workfile transaction information into the invoice pay item.

Caution: The system prevents you from merging taxable and non-taxable workfile transactions into the same invoice pay item. If you merge taxable workfile transactions into the same invoice pay item, the workfile transactions must share the same tax explanation code and tax rate area. If using Vertex tax information, the workfile transactions must share the same geo code, product category code, and transaction type.

Note: A blank in the tax rate/area field is a valid tax code indicating the pay item is non-taxable.

10. Click Merge/Update Invoice from the Row menu.
11. Click Close to return you to Service Billing Invoice Entry.
12. To review the workfile transactions you just merged into the invoice pay item, choose the invoice pay item and choose Billing Details from the Row menu.

To add ad hoc workfile transactions to an invoice

You can add transactions to an invoice on an as-needed basis. For example, you might want to add a workfile transaction to an invoice for services not represented in the Account Ledger (F0911).

From the Invoice Processing menu (G48S21), choose Batch Review.

1. On Work With Batches, locate a batch.

*See **Reviewing Invoice Information**.*

2. To review the invoices for a specific batch, choose the batch and click Select.
3. On Work With Invoices, choose the invoice to revise and click Select.
4. On Service Billing Invoice Entry, choose the pay item to attach the workfile transactions and choose Billing Details from the Row menu.
5. On Invoice Detail Revisions, click Add.

Caution: If you add workfile transactions directly to the workfile and then process the original billable source transaction through the normal accounting cycles and then run workfile generation, the system creates a duplicate workfile transaction.

6. On Workfile Entry, complete the following fields:
 - G.L Date
 - Account Number
7. Complete the following optional fields for the new workfile transaction.
 - Subledger/Type
 - Eligibility Code
 - Currency Code
 - Re-Extend Option
8. Enter appropriate amounts in the following fields:
 - Units/Rate
 - Cost Amount
 - Ovr Rate/Cap
 - Markup %
 - Markup Amount
 - Inv. Taxable Amount
 - Total Invoice
 - Discount %

9. Enter appropriate revenue amounts in the following fields, if applicable:
 - Rev Rate/Cap
 - Rev Markup %
 - Rev Markup Amount
 - Revenue Amount
10. Complete the following optional fields that further define your ad hoc workfile transaction:
 - Home BU
 - Job Type
 - Empl/Supp
 - Job Step
 - Explanation
 - Remark
11. Click OK to return you to Service Billing Invoice Entry.

Creating Credit Memos

When a customer is overcharged and you want the customer's account to reflect the correction, you create a credit memo. Generally, a credit memo is assigned a document type RM. You manually create credit memos using the same steps as manually creating an invoice.

You can add the credit memo to an existing batch or to a new batch header. You can also add existing workfile transactions or enter ad hoc workfile transactions to a credit memo. The workfile transactions must have negative amounts to correct the customer's account balance.

To create a credit memo

From the Invoice Processing menu (G48S21), choose Batch Review.

1. On Work With Batches, locate a batch.

*See **Reviewing Invoice Information**.*

2. To create credit memos for a specific batch, choose the batch and click Select.
3. On Work With Invoices, choose Create Invoice from the Form menu.
4. On Create Manual Invoice, complete the following fields:
 - Customer

- A/R Company
- Document Type

Remember to enter RM as the document type. This value will identify this transaction as a credit memo in the Accounts Receivable ledger.

5. Complete the following optional fields:

- Bill From Date
- Bill Through Date
- G/L Date
- Invoice Date
- Exchange Rate Date Basis

6. Click OK.

The new credit memo appears on the Service Billing Invoice Entry without a gross amount. You can then add existing workfile transactions or ad hoc workfile transactions. Remember to process these workfile transactions with negative amounts. See *Adding Transactions to an Invoice* for additional information about workfile and ad hoc transactions.

Generating Preliminary Invoice Journal Entries

You complete the billing process by creating journal entries. You first create preliminary invoice journal entries. When you create the entries, the system prints the Journal Edit Register. You should carefully review this report to ensure that you do not create final invoice journal entries that create out-of-balance records in the Account Ledger.

The system creates proof invoice journals for a selected invoice batch. The workfile transactions are processed against the Billing AAI's to create detail journal entries (F48S910). These detail journal entries are then compressed into summarized journal entries (F48S911). The system uses the summarized journal entries to create the Account Ledger (F0911) transactions for invoice journals when Create A/R is run.

The system uses the A/R and G/L functional servers to edit the summarized journal entries. The Invoice Summary transactions are temporarily added to the summarized journal entries (F48S911) to insure balanced accounting entries.

Caution: The Invoice Journal Generation is a batch process. The invoice batch is processed as a unit. If one or more errors are detected, the system sets the invoice batch to an error status. You must correct the error condition and re-run Invoice Journal Generation. You may run Invoice Journal Generation as many times as necessary until all errors are corrected.

During Invoice Journal Generation, the system performs the following:

- Updates the batch header - current activity field is set to 3, indicating that journal generation is in progress.
- Deletes the Detail Journal Workfile and Summarized Journal Workfile entries for this invoice batch. This step allows the journal generation process to rerun as many times as necessary without having to perform a batch delete.
- Uses the invoice batch number to select data. The workfile transactions (F4812) are processed against the Billing AAI's to create detail journal entries in the Detail Journal Workfile (F48S910).
- Summarizes the Detail Journal Workfile entries into the Compressed Journal Workfile (F48S911). These entries are used to create the Account Ledger (F0911) entries when Create A/R is run.
- Updates the Compressed Journal Workfile with invoice information from the Invoice Summary Workfile (F4822). These entries are temporary and stay in the Compressed Journal Workfile only long enough to be edited and to print balanced accounting entries on the Journal Edit Register. The entries from the Invoice Summary Workfile are used to create Accounts Receivable Ledger (F0311/F03B11) entries when Create A/R is run.
- Creates an associated G/L batch to store general journal entries for any revenue or cost reallocations that may be associated with the invoice journal entries.
- Edits the accounting entries stored in the Compressed Journal Workfile, using the interactive versions for the A/R and G/L master business functions.
- Prints the Journal Edit Register to review the accounting entries for this batch.
- Removes the temporary invoice entries from the Summarized Journal Workfile.
- Updates the batch header with the currency amount and number of documents. The batch status is also updated and the current activity is set to 0 to allow additional processes to be performed against this batch.

See Also

- *Working With Billing AAI's*

To create preliminary invoice journal entries

From the Invoice Processing menu (G48S21), choose Batch Review.

1. On Work With Batches, to create preliminary invoice journal entries for a specific batch, choose the batch and choose Invoice Journal Generation from the Row menu.

If you have set the billing constants to automatically display the date override window, then enter the override G/L date and invoice date to assign to the invoices and the invoice journal entries.

2. Click OK.

See Also

- *R48300, Journal Edit Register* in the *Reports Guide* for a report sample.

Revising Override Dates

You use a system constant to control when the system displays the Date Override Window on Invoice Journal Generation. You can set the constant so that the system:

- Always displays the window
- Only displays the window when you choose Override Date
- Never displays the window

The date that the system displays in the Date Override Window is always the current system date.

To revise override dates

From the Invoice Processing menu (G48S21), choose Batch Review.

1. On Work With Batches, locate a batch.

See *Reviewing Invoice Information*.

2. To revise the invoice or G/L date originally assigned to the invoices in a batch, choose a batch and choose Date Override from the Row menu.
3. Complete the following fields:
 - Invoice/Voucher Date Override
 - G/L Date Override
4. Click OK.

Reviewing Preliminary Invoice Journal Entries

From the Invoice Generation menu (G48S21), choose Batch Review.

When the system creates preliminary A/R and G/L entries, you can review the batch status on Batch Review to determine whether the entries were generated with errors. To verify the information for the general ledger journal before you create the final A/R and G/L entries, you can review the Journal Edit Register. This report shows journal entries summarized by G/L date, document type, document number, business unit, object, subsidiary, and subledger.

You can also run the Billing Journal Register to print additional copies of the journal register after you have created preliminary G/L entries.

If you find errors on the reports, you do not always need to delete the batch and regenerate the invoices. Once you identify the errors, you can correct them and run Invoice Journal Generation again. Common errors include:

- Incorrect dates or invalid accounts related to the general ledger
- Incorrect major/minor keys or invalid accounts related to the rules you define on the Billing AAI's form or Automatic Accounting Instructions

To locate a batch of invoices to print

From the Invoice Processing menu (G48S21), choose Batch Review.

1. On Work With Batches, locate a batch.

See [Reviewing Invoice Information](#).

2. To print the Journal Edit Register for the invoices in a specific batch, choose the batch and choose Journal Edit Register from the Row Menu.

Processing Options: Journal Edit Register (R48300)

Versions Tab

1. A/R Master Business Function

Use this processing option to identify the version of the A/R Master Business Function for A/R processing. If you leave this option blank, the system uses version ZJDE0001.

2. G/L Master Business Function

Use this processing option to identify the version of the G/L Master Business Function for G/L processing. If you leave this option blank, the system uses version ZJDE0001.

3. A/P Master Business Function

Use this processing option to identify the version of the A/P Master Business Function for A/P processing. If you leave this option blank, the system uses version ZJDE0001.

See Also

- *R48131, Invoice Journal Generation* in the *Reports Guide* for a report sample
- *R48300, Journal Register Listing* in the *Reports Guide* for a report sample

Creating Final Invoice Journal Entries

The system creates final invoice journal entries when you run Create A/R to process your invoice information from the Service Billing system to the A/R and G/L systems. The system updates the A/R Ledger (F0311/F03B11) and Account Ledger (F0911) transactions, from the Invoice Summary Workfile (F4822) and Summarized Journal Workfile (F48S911), respectively. The billing system uses the A/R functional server and G/L functional server to validate all accounting information.

Caution: The Create A/R is a batch process. The invoice batch is processed as a unit. If one or more errors are detected, no invoices will be processed to the A/R and G/L systems. The billing system sets the invoice batch to an error status. You must correct the error conditions, then re-run Create A/R. You may run Create A/R as many times as necessary until all errors are corrected and invoice information can be processed to the A/R and G/L systems.

Caution: Create A/R writes the invoice information to the A/R and G/L systems. You must run the Post Invoices to G/L program to post the transactions, create automatic offsets, and update the posted codes and batch status.

During Create A/R, the system performs the following:

- Calls invoice journal generation if batch is in error or if the proof journals have not been created. See *Generate Preliminary Invoice Journal Entries* previously defined in this chapter for additional information.

If no errors are detected, the system performs the following:

- Creates a batch header in financials, using the same batch number assigned in the billing system. The currency amount of the batch and the number of documents are also passed to the new financials batch header.
- Writes the Account Ledger transactions (F0911), using Compressed Journal Workfile entries (F48S911).

- Writes the A/R Ledger (F0311/F03B11), using the Invoice Summary entries (F4822).
- Writes the Billing Workfile History (F4812H) with workfile transactions (F4812) for this invoice batch.
- Deletes the workfile transactions (F4812) for this invoice batch.
- Updates the Invoice Summary Workfile (F4822) with a flag indicating the invoice has been processed to A/R.
- Writes invoice information to the Invoice Summary Access file (F48520), if the Invoice Summary Access Control in the Billing Constants is set.
- Writes Payroll History transactions (F0618), using the Payroll Reclassification Workfile (F48S0618), if the Journal Reclassification Control in the Billing Constants is set and a payroll reclassification was detected during invoice journal generation.
- Writes the G/L Link file (F48912)
- Deletes the Detail Journal Workfile (F48S910) for this invoice batch.
- Deletes the Summarized Journal Workfile (F48S911) for this invoice batch.
- Deletes the Payroll Reclassification Workfile (F48S0618) for this invoice batch.
- Deletes the Service Billing Batch Header record (F48011) for this invoice batch.

If errors are detected, the system performs the following:

- Deletes the batch header (F0011) created in financials and sets the Service Billing batch header (F48011) to an error status.

No further processing is performed against any Service Billing files.

To create final invoice journal entries

From the Invoice Processing menu (G48S21), choose Batch Review.

1. On Work With Batches, to create final invoice journal entries for a specific batch, choose the batch and click Create A/R from the Row menu.

If you have set the billing constants to automatically display the date override window, then enter the override G/L date and invoice date to assign to the invoices and the invoice journal entries.

2. Click OK.

See Also

- *R48300, Journal Edit Register* in the *Reports Guide* for a report sample.

Processing Options: Create G/L Entries (R48198)

Versions Tab

For information about a processing option, right-click the processing option field and choose What's This? from the menu. Or, click the processing option field and press F1.

1. Journal Register Edit (R48300)

Use this processing option to identify the version of the Journal Edit Register (R48300) for journal processing. If you leave this option blank, the system uses version XJDE0001.

Posting Invoice Batches

After you create the final invoice journal entries, you complete the overall billing process by reviewing, approving, and posting the final invoice journal entries to the Account Ledger.

When you post a batch of invoices, the system creates the 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.

The journal review and post programs are the same programs you use in the General Accounting systems. See *Posting Invoices* in the *Accounts Receivable* guide for additional information.

You can start the Post program from either of two menu selections:

- Choose Post Invoices to G/L to start posting directly from the menu.
- Choose Invoice Journal Review to start posting without exiting the Invoice Journal Review program.

The menu selection you choose depends on the method of posting you want to use. If you post from the Post General Journal program, you can:

- Post all approved batches
- Post using manual data selection

If you post from the Invoice Journal review program, you can:

- Post using automated data selection (available from Invoice Journal Review only)
- Post using automated data selection and a subsystem (available from Invoice Journal Review only)

Posting Associated G/L Batches

After you create the final invoice journal entries, you complete the overall billing process by reviewing, approving, and posting the final invoice journal entries to the Account Ledger.

If an associated G/L batch was created during the creation of final invoice journal entries, you need to post this associated G/L batch also.

When you post an associated batch of journal entries, the system creates the automatic offsetting entries and updates the Account Ledger table entries as being posted.

The journal review and post programs are the same programs you use in the General Accounting systems. See *Basic Journal Entry Processing* in the *General Accounting* guide for additional information.

You can start the Post General Journal program from either of two menu selections:

- Choose Post General Journal to start posting directly from the menu.
- Choose General Journal Review to start posting without exiting the General Journal Review program.

The menu selection you choose depends on the method of posting you want to use. If you post from the Post General Journal program, you can:

- Post all approved batches
- Post using manual data selection

If you post from the General Journal review program, you can:

- Post using automated data selection (available from General Journal Review only)
- Post using automated data selection and a subsystem (available from General Journal Review only)

Printing Invoices

You use the Invoice Print program to print invoices for your customer. This program is used to print draft or final invoices. The timing of when these invoices are printed determines the draft or final status. Invoices printed before you Create A/R are considered draft invoices. Invoices printed after Create A/R are considered final invoices.

You print draft invoices to allow your project or account manager to verify the accuracy of invoice information prior to mailing to a customer. This draft invoice information is retrieved from the Billing Workfile (F4812). If errors are detected, you can make corrections to the invoice, usually without having to delete the entire batch of invoices.

You print final invoices to send to a customer for goods or services rendered. Printing final invoices retrieves invoice information from the Billing Workfile History (F4812H). You would also use this process to reprint invoices as necessary.

J.D. Edwards recommends that you print your final invoices after the Create A/R program has completed and the Post Invoices To G/L program has successfully posted the invoice batch. Printing invoices after A/R information has been processed ensures that the information printed on the invoice matches the invoice information created in the A/R Ledger.

CAUTION: If you print final invoices prior to completing Create A/R and the Post Invoices To G/L processes, you run the risk of inadvertently modifying the invoice information that you printed and mailed to the customer.

You can use the following methods to print invoices for your customers:

Automatically

You can print invoices for your customers as you generate invoices. Use this method to print invoices in a batch during invoice generation.

Manually

You can print invoices after you generate them. When you use this method, you can:

- Print invoices from any existing batch
- Reprint batches that include revised invoices
- Print invoices that have completed the billing process with workfile transactions in history

Printing invoices consists of the following tasks:

- ☐ Printing invoices automatically

- ☐ Printing invoices manually

See Also

- *R48506 or R48507, Invoice Print* in the *Reports Guide* for a report sample
- *Understanding Invoice Processing*
- *Understanding Invoice Format Revisions*
- *Understanding the Invoice Print Cross-Reference Table*

Printing Invoices Automatically

You can print invoices as you generate them. For example, you might want to print draft invoices for review by project managers.

Before You Begin

- Generate workfile transactions.
- Define G/L Offset and retainage information.
- Define the sequence and summarization for the invoice information.
- Define invoice versions if you want to print the invoices during generation.

To print invoices automatically

All invoices in this batch will be printed using the version entered in the Override Invoice Print Version.

From Invoice Processing (G48S21), choose Invoice Generation.

1. Complete the steps for generating invoices.

See *Generating Invoices Automatically*.

2. Enter a version in the following processing option for invoice generation:
 - Invoice Print Version

Printing Invoices Manually

After you generate invoice batches, you can print the invoices. You can use the following methods to control the invoice version that the system uses to print the invoices:

- Override Format and Invoice Version fields on Service Billing Invoice Entry
- Processing Options for Invoice Print Selection
- Key Type and Table Key fields on Invoice Print Cross-Reference

You can assign an override version in Service Billing Invoice Entry if you want to print invoices using a version other than the one you specify on Version Cross-Reference. You can also use Processing Options on Invoice Print Selection. If you do not specify an override version, the system uses the key type and table key combination that you define on Invoice Print Version Cross-Reference to determine which invoice version to print. The system uses the following hierarchy to search for versions:

- Work order number
- Contract number
- Parent contract number
- Customer
- Job or business unit
- Job class
- Company number
- Default

You can print selected invoices rather than an entire batch. To do this, use the data selection for the Invoice Print Selection version you specify during the printing process. For example, you can limit the print selection to a business unit or an invoice number.

Printing invoices manually consists of the following tasks:

- Assigning an override invoice print version
- Locating a batch of invoices to print

Before You Begin

- Generate workfile transactions.
- Define invoice versions.



To assign an override invoice print version

From the Invoice Processing menu (G48S21), choose Batch Review.

1. On Work With Batches, locate a batch.

See *Reviewing Invoice Information*.

2. To review the invoices for a specific batch, choose the batch and click Select.
3. On Work With Invoices, choose the invoice to revise and click Select:
4. Complete the following field to define an invoice print version:
 - Invoice Format Version
5. Click OK.

Field	Explanation
Invoice Format Version	<p>A code that uniquely identifies a series of formats and determines the overall layout of the invoice.</p> <p>..... <i>Form-specific information</i></p> <p>A code that identifies the invoice layout that you want to override any other invoice layout previously defined for the invoice or batch.</p>

To locate a batch of invoices to print

From the Invoice Processing menu (G48S21), choose Batch Review.

1. On Work With Batches, locate a batch.

See *Reviewing Invoice Information*.

2. To print the invoices for a specific batch, choose the batch and choose Invoice Print from the Row menu.

Working with Invoice History

After you create the A/R and G/L entries for your billings, the system moves the workfile transactions that have completed the billing process into the Billing Workfile History table. You can work with final invoices to access these transactions.

Working with final invoices includes the following tasks:

- ☐ Reviewing the billing history for transactions
- ☐ Printing invoices from history
- ☐ Voiding a final invoice

When you work with final invoices, you can review the invoices as needed. You can reprint invoices using the transactions in the Billing Workfile History table. You can also void final invoices. When you void a final invoice, the billing transactions that were included on the invoice return to the active Billing Workfile with a status of not billed. You can then reprocess these unbilled transactions, or change them to a status of nonbillable.

Reviewing the Billing History for Transactions

When you access the invoice history, the system displays the invoice number first. This is particularly helpful if you need to review the billing information for a specific customer. You can also review the billing detail history for transactions if the associated invoice has not been voided.



To review the billing history for transactions

From the Invoice Processing menu (G48S21), choose Invoice History Inquiry.

Invoice Number	Void	Retainage Release	Customer Number	Customer Name	Invoice Amount	Invoice Date
3035			150	Property Management Company	9,197.68	
3038			150	Property Management Company	1,914.94	
3039			3003	CSC Corporation	6.85	
3040			4253	City Light & Power	2,144.00	
3041			4271	Consolidated Fuel Brokers	236.37	

- To locate invoices on Invoice History Inquiry, complete one or more of the following fields:
 - Subledger
 - Customer
 - Account Number
 - Batch Number
 - Invoice Number
- Click Find.
- To review the billing detail history for the workfile transactions associated with the invoice, click Select.

Note: Invoices that display on the Invoice History Inquiry form with R in the Retainage Release Only field do not have amounts or billing detail history.

Printing Invoices from History

From Invoice Processing (G48S21), choose Invoice Print.

The system moves the workfile transactions that have completed the billing process into Billing Workfile - History. You can access these transactions from history and reprint invoices using the Invoice Print report. For example, if an invoice gets lost in the mail, but you have already completed the billing process, you can print the invoice from history.

CAUTION: The system does not store a copy of the printed invoice. If you change the version associated with the invoice, the reprinted invoice will not look the same as the invoice you previously printed.

See Also

- *Reviewing the Billing History for Transactions*
- *R48506, Invoice Print* in the *Reports Guide* for a report sample

Processing Options: Invoice Print Selection (R48504)

Select Tab

1. Invoice Format Type

Use this processing option to specify the invoice format type that the system uses to retrieve the invoice version UBE and the invoice version.

Print Tab

1. Invoice Version

Use this processing option to specify an invoice version to be used instead of the invoice version set up in the Invoice Print Cross-Reference table (P4858).
Note: If you specify an invoice version, you must also enter a valid invoice version UBE.

2. Invoice Version

Use this processing option to specify an invoice version to be used instead of the invoice version set up in the Invoice Print Cross-Reference table (P4858).
Note: If you specify an invoice version, you must also enter a valid invoice version UBE.

3. Invoice Format Name

Use this processing option to override the invoice format name set up in the Invoice Print Cross-Reference table or retrieved from the Contract Master table.

Currency Tab

1. Currency

Use this processing option to control in which currency the system prints the monetary amounts on an invoice. Valid values are:

Blank Use the value of currency mode of the invoice to determine in which currency to print monetary amounts.

0 Print the monetary amounts in the domestic currency.

1 Print the monetary amounts in the foreign currency.

Note: This value affects only monetary amounts printed using the 'Retrieve Amounts' Smart Field.

Voiding a Final Invoice

After you create final invoice journal entries using Create A/R, you can void invoices. When you void an invoice, the workfile transactions that were included on the invoice return to the billing workfile with a status of not billed. You can then reprocess these transactions or change them to a nonbillable status.

Voiding final invoices consists of the following:

- Voiding a final invoice without retainage
- Voiding a final invoice with released retainage

CAUTION: If you have applied unposted cash receipts against a posted invoice, you must void or reverse the receipts before you void the posted invoice. If you have applied posted cash receipts against a posted invoice, you must void the cash receipts and post them to the general ledger before you void the posted invoice.

When you void an invoice, the system updates the following information:

- Creates credit information in the A/R Ledger table (F0311/F03B11)
- Creates credit information in the Account Ledger (F0911)
- Updates batch header information in financials (F0011)
- Updates void invoice information in the Invoice Summary file (F4822)
- Updates void invoice information in the Billing Workfile History (F4812H)
- Returns the voided workfile transactions to the Billing Workfile (F4812) for further processing.
- Resets retainage amounts withheld for the invoice.

CAUTION: You must use the void process in the Service Billing system if you created the invoice in that system. If you void the invoice in the Accounts Receivable system, the system does not update the applicable Service Billing records.

If you void an unposted invoice, the system deletes the A/R and G/L records without creating an audit trail for the A/R and G/L transactions and the invoice number. The system does not delete the batch header. You must run the G/L Integrity program to delete the empty header.

When you void a posted invoice, the system creates adjusting A/R and G/L entries to reverse the original entries and changes the G/L batch status to Pending or Approved. You must post these adjusting entries for the batch number that the system displays in Invoice Void Window.

See Also

- *Working with Batch Headers* in the *General Accounting Guide* for more information about deleting batch headers.



To void a final invoice without retainage

1. From the Invoice Processing menu (G48S21), choose Invoice History Inquiry.
2. On Invoice History Inquiry, complete one or more of the following fields to locate invoices:
 - Subledger
 - Account Number
 - Customer Number
 - Batch Number
 - Invoice Number
3. Click Find.
4. Choose the invoice to void and click Void from the Row menu.

The screenshot shows a software window titled "Invoice History Inquiry - [Invoice Void Window]". It features a standard menu bar with "File", "Edit", "Preferences", "Window", and "Help". Below the menu bar is a toolbar with icons for "OK", "Cancel", "Dismiss", "Abort", "Links", "Display", "OLE", and "Internet". The main content area has three text input fields: "Enter G/L Date" containing "4/30/05", "For Invoice Number" containing "3035", and "In Batch" containing "4411". At the bottom of the window are two large buttons labeled "Exit" and "Void".

5. On the Invoice Void Window, complete the following optional field:

- Enter G/L date
6. Click the Void button.

The system places a V in the Void field for the invoice.

Note: Invoices that display on the Invoice History Inquiry form with R in the Retainage Release Only field do not have amounts or billing detail history.



To void a final invoice with released retainage

When you void a final invoice with released retainage, you must also void the retainage release invoice that you created to release the retainage.

1. From the Invoice Processing menu (G48S21), choose Invoice History Inquiry.
2. On Invoice History Inquiry, complete one or more of the following fields to locate a specific invoice:
 - Subledger
 - Account Number
 - Customer Number
 - Batch Number
 - Invoice Number
3. Click Find.
4. Choose the invoice with retainage to void and click Void from the Row menu.
5. On the Invoice Void Window, complete the following optional field:
 - Enter G/L date
6. Click the Void button.

The system places a V in the Void field for the invoice with retainage.

7. Choose the retainage release invoice to void and click Void from the Row menu.

The system displays an R in the Retainage Release field for the retainage release invoice.

8. On the Invoice Void, complete the following optional field:
 - Enter G/L date
9. Click the Void button.

The system places a V in the Void field for the retainage release invoice.

Note: Invoices that display on the Invoice History Inquiry form with R in the Retainage Release Only field do not have amounts or billing detail history.

Note: If you create only one retainage release invoice that releases the retainage for multiple invoices, and then void one of those invoices, you must also void the retainage release invoice. Then, you must release the retainage again for the invoices that you did not void.

See Also

- *Releasing Retainage* for more information.

Processing Retainage

Retainage is a percentage of the invoice amount that your company is paid after the work is complete. For example, you can have a 10 percent retainage withheld on the invoices to a customer. You release retainage when the work is completed and the customer authorizes the payment of the amount of the invoice that was withheld.

You define retainage calculation and accounting rules on the G/L Offset and Retainage table. When you run Invoice Generation, the system uses these rules to calculate retainage and assign the retainage offset. You can review and revise the system-calculated retainage and the retainage offset using the Service Billing Invoice Entry form.

Processing retainage consists of two tasks:

- ☐ Calculating retainage
- ☐ Releasing retainage

Calculating Retainage

When you enter a retainage amount or percent for an invoice amount, the system calculates the retainage and updates the pay item with the retainage amount. After the customer authorizes payment of the retainage amount, you must release the retainage.

The rules governing the retainage calculation are setup on the G/L Offset and Retainage Table. These rules are accessed during invoice generation to calculate the retainage amount and assign an offset.

You can manually change the retainage amounts or percents for individual invoices on the Service Billing Invoice Entry form. For example, you might need to change a retainage amount if you have changed the retainage rules for the system, but you generated invoices prior to the change and you don't want to delete the invoice.



To calculate retainage amounts

1. From Invoice Processing (G48S21), choose Batch Review.
2. On Work With Batches, click Find to display all batches for all Service Billing invoice batches for all users, or complete the following field to limit the information that displays to one batch:

- Batch Number

The system displays the batches in ascending batch number order.

3. To review the invoice information for a specific batch, choose a batch and click Select.
4. On Work With Invoices, choose an invoice and click Select.
5. To calculate or revise the retainage amount on Service Billing Invoice Entry, complete one of the following fields:
 - Percent Retainage
 - Retainage Amount
6. To change the accounting rule associated with the journal entries for the retainage, complete the following field:
 - Ret Offset

Note: If you do not complete the Retainage Offset field to direct the system to a specific retainage account, the system uses the AAI for the Trade Accounts Receivable account.

7. Click OK.

Releasing Retainage

You release retainage when work is completed and the customer authorizes payment for the retained invoice amounts. When you release retainage, you manually create a pay item for the retained amount. You can add the pay item for retainage to an existing invoice or you can create an additional invoice. This retainage release invoice shows a negative amount representing the retained amounts from prior billings for your customer. You cannot release partial retained amounts.

J.D. Edwards recommends that you maintain a one-to-one relationship between your invoices and retainage release invoices. If you combine the retainage for multiple invoices on a single retainage release invoice, and you need to void one of the invoices and its retainage, you will have to void the retainage release invoice for all the invoices. Then, you must re-release retainage on the remaining invoices.

If you generate a batch of invoices that includes invoices that were created to release retainage, the total amount for the batch is reduced by the total amount of the released retainage.

► **To release retainage amounts**

1. From Invoice Processing (G48S21), choose Batch Review.
2. On Work With Batches, click Find to display all batches for all Service Billing invoice batches for all users, or complete the following field to limit the information that displays to one batch:

- Batch Number

The system displays the batches in ascending batch number order.

3. To create an invoice to release retainage for a specific batch, choose a batch and click Select.
4. On Work With Invoices, choose Create Invoice from the Form menu.
5. On Create Manual Invoice, complete the following fields:
 - Customer
 - A/R Company

Complete the following optional fields:

- Bill From Date
 - Bill Thru Date
 - G/L Date
 - Invoice Date
 - Document Type
 - Exchange Rate Date Basis
6. Click OK.

The new invoice appears on the Service Billing Invoice Entry without a gross amount. You can then enter information to release retainage.

7. Select the new invoice and choose Retainage Release from the Row menu.

The system displays Invoice History Inquiry.

8. To release retainage for the invoice on the Invoice History Inquiry, select an invoice and choose Retainage Release from the Row menu.
9. Click OK.

The system marks each invoice with a P in the Retainage Release Only field.

10. Click Close.

After you release retainage, the system updates the following fields:

- On Service Billing Invoice Entry, the released retainage amount is displayed as a negative number in the Retained Amount field.
- On Invoice Entry Review, the Gross Amount field is blank.
- On Batch Review, the Total Amount field includes the released retainage amount.

See Also

- *Voiding a Final Invoice* for more information about voiding invoices with retainage.

Revenue Recognition



Service Billing Revenue Recognition

Revenue Recognition is the accounting rule that defines revenue as an inflow of assets, not necessarily cash, in exchange for goods or services and requires the revenue to be recognized at the time, but not before, it is earned. You use revenue recognition to create G/L entries for income without generating invoices.

Generally, you use revenue recognition when:

- Work is finished and you have earned the income, but you do not need to bill a customer
- You want income statements and balance sheets to reflect the amounts earned for a realistic picture of the company's financial status
- You need to reallocate internal costs

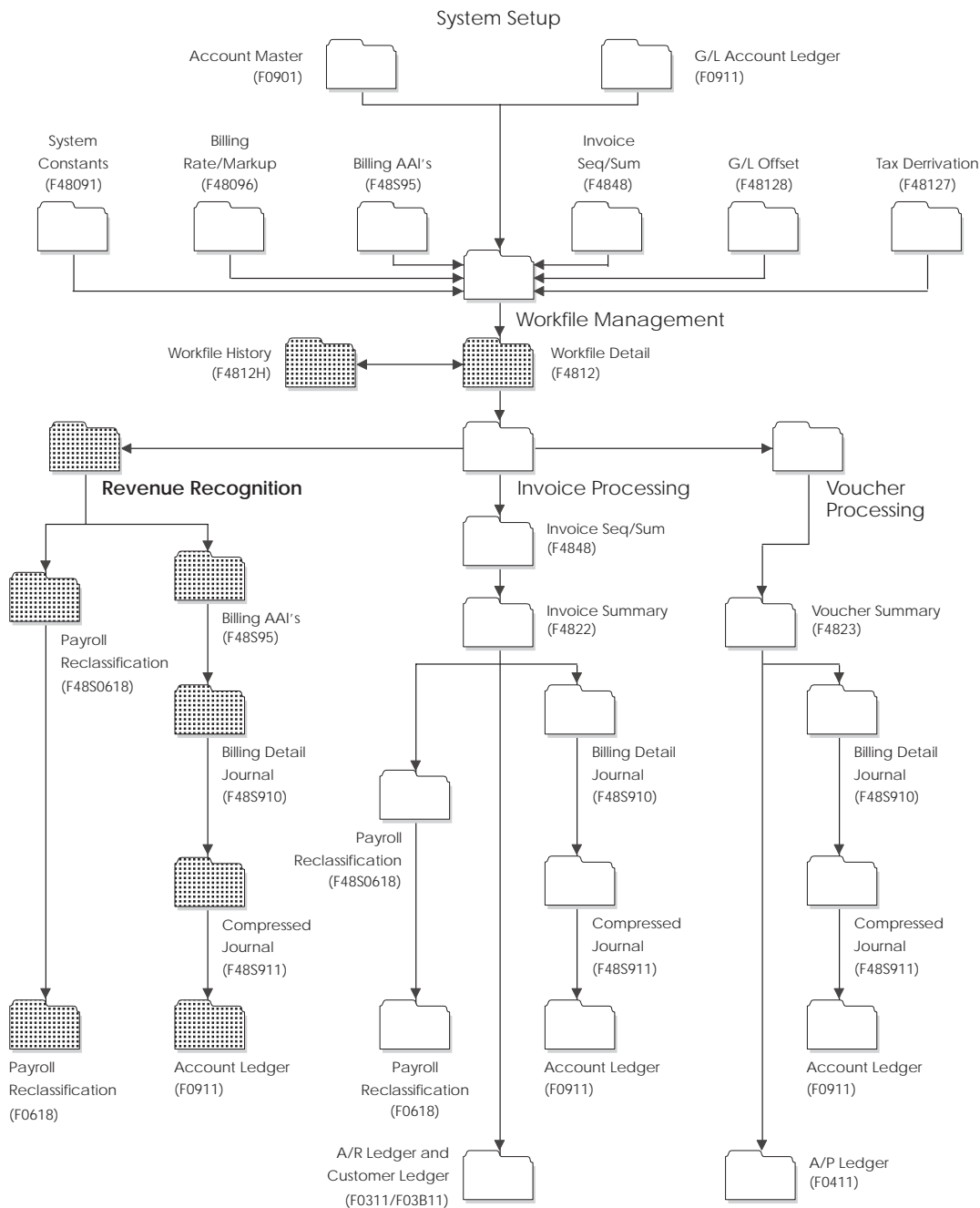
To calculate revenue (actual or accrued) for the current period, you must create G/L journal entries. The amounts related to these entries appear on your income statements and balance sheets when you complete the revenue recognition process. You can use the recognized revenue amounts for projections and to review the profitability or liability of specific departments in your organization.

Revenue Recognition consists of the following tasks:

- ☐ Understanding revenue recognition
- ☐ Generating preliminary G/L journal entries
- ☐ Working with G/L batches



The following graphic illustrates the relationships among the primary tables for revenue recognition. The shading represents those tables used in the revenue recognition process.



Understanding Revenue Recognition

When you process revenue recognition, the system creates G/L journal entries to update the Account Ledger (F0911) with revenue, cost, and margins. You can also create correcting reclassification G/L journal entries, depending on how you define the Journal Reclassification flag in the Billing Constants.

The billing product offers a range of journal processes that allow you to select the mode that best suites your organization's accounting needs. These modes, controlled by the Journal Generation Control flag in the Billing Constants, are as follows:

- | | |
|--------------------------------|---|
| Invoice Processing Only | <p>You choose this mode if your organization does not require revenue to be recognized independently of the billing cycle.</p> <p>Actual revenue is credited at the time final invoice journal entries are written to the Account Ledger and posted by the General Journal Post program.</p> |
| Revenue Processing Only | <p>You choose this mode if your organization is only billing interdepartmentally and does not require customer receivables updates in the Accounts Receivable ledger.</p> <p>Actual revenue is credited and interdepartmental offset accounts are credited at the time final G/L journal entries are written to the Account Ledger and posted by the General Journal Post program.</p> |
| Invoicing with Revenue | <p>You choose this mode to allow revenue to be recognized independently of the billing process.</p> <p>Actual revenue is credited and accrued receivables (unbilled A/R) is debited at the time final G/L journal entries are written to the Account Ledger and posted by the General Journal Post program.</p> <p>Accrued receivables is credited and trade A/R is debited at the time the final invoice journal entries are written to the Account Ledger and posted by the General Journal Post program.</p> |

Invoicing with Revenue Reconciliation

You choose this mode to allow accrued revenue to be recognized independently of the billing cycle or if you markup the revenue amount independently of the invoice amount and need to clear the variance from accrued receivables at the end of the billing cycle.

Accrued revenue (unbilled) is credited and accrued receivables (unbilled) is debited when final G/L entries are written to the Account Ledger and posted by the General Journal Post Program.

Actual revenue is credited, accrued revenue is debited, accrued receivables is credited, and trade A/R is debited when final invoice journals are written to the Account Ledger and posted by the General Ledger Post program.

Selecting Versions and Modes for G/L Journal Generation

You must choose the appropriate version of the G/L Journal Generation program to create preliminary G/L journal entries, and optionally, write the final G/L journal entries to the Account Ledger. Based on your process, choose one of the following versions:

G/L Journal Generation (Journal Entries in Proof Mode)

Use this version when you need to create preliminary journal entries for G/L in Proof mode.

G/L Journal Generation (Journal Entries in Final Mode)

Use this version when you need to create preliminary journal entries for G/L in Final mode.

You would run the G/L Journal Generation in proof mode to review any accounting errors prior to writing the final journal entries to the Account Ledger. You would run the G/L Journal Generation in final mode if you do not need to review the accounting entries.

Note: If the system detects any errors when running in final mode, the batch status is set in error and final journal entries are not written to the Account Ledger.

Using Interactive Versions in G/L Journal Generation

The Service Billing system allows you to control which version to use in the processing options of the Journal Edit Register (R48300). This program performs

all edits and updates for G/L journal entries in the billing system. When you run G/L Journal Generation or Create G/L to process the journal entries, the selected version of the Journal Edit Register will run.

From the System Administration Tools menu (GH9011), choose Interactive Versions and inquire on the following interactive application:

- G/L Master Business Function (P0900049). The system will use version ZJDE0001 if left blank.

Types of Journal Entries

The billing system processes two types of journal entries:

Preliminary Journal Entries

Preliminary, review-level journal entries that the system stores in the following files:

- Detail Journal Workfile (F48S910)
- Compressed Journal Workfile (F48S911)
- P/R Reclassification Workfile (F48S0618)

Final Journal Entries

Journal entries that the billing system writes to the Account Ledger table (F0911). You must run the General Ledger Post program to post these entries.

Document Types For Revenue Recognition

As you complete the revenue recognition process, the system can create the following different types of G/L entries. You can identify the origination of journal entries using the following document types:

EU-G/L Journal Entry	Journal entry created during G/L Journal Generation
AJ-G/L Journal Entry Adjustment	Adjusting journal entry created during G/L Journal Generation for journal entries previously processed.
BA-Billing Adjustment	Reclassification journal entry for a source transaction that originated from general accounting.
T2 - Payroll Labor Distribution	Reclassification journal entry that originated from payroll labor.

T4-Labor Billing Distribution

Reclassification journal entry that originated from labor billing.

T5-Equipment Distribution

Reclassification journal entry that originated from equipment billing in payroll.

Journal Reclassification

Depending how you set the billing constants to allow journal reclassification and the processing options for the Workfile Revisions form, you can reclassify, or change the account information, for a workfile transaction.

Journal reclassification exists within the billing product to allow you to reclassify the original cost entry to a different account and let the system automatically create the correcting entries in the Account Ledger (F0911).

When you set up your billing constants to allow journal reclassification, the system creates the correcting journal entries in the Account Ledger Table (F0911) during journal creation.

For example, an employee might charge time to two different work orders during a pay period. When entering time for the pay period, the employee makes a error. After the accounting department processes payroll transactions, you review the costs and discover the employee's data entry error.

You correct the error by changing the work order numbers on the workfile transactions in the Billing Workfile. With journal reclassification, when you run G/L Journal Generation, the system creates correcting journal entries along with the preliminary journal entries for revenue and costing. The system creates adjusting journal entries in the Account Ledger to reverse the original account and update the new account.

You can identify the correcting journal entries by their document type. The system also uses the same pay type (PDBA code) of the workfile transaction for journal reclassification, such as 101 for regular pay, unless you use the PDBA code override in the billing constants.

In addition to creating adjusting entries in the Account Ledger, if you are correcting a workfile transaction that originated from payroll, the system creates an adjusting entry in the Payroll Transaction History file (F0618) during the Create G/L Entries process. These preliminary correcting entries are stored in the P/R Journal Reclassification Workfile (F48S0618) until the Create G/L process is completed.

Associated G/L Batch Processing

You can complete the revenue recognition and billing processes separately or together as a combined process. When you combine the processes, an associated G/L batch is assigned to the invoice batch to contain the G/L journal entries associated with the invoice journal entries.

The associated G/L batch is written to the Account Ledger during the Create A/R process when the invoice journal entries are also written to the A/R Ledger and Account Ledger.

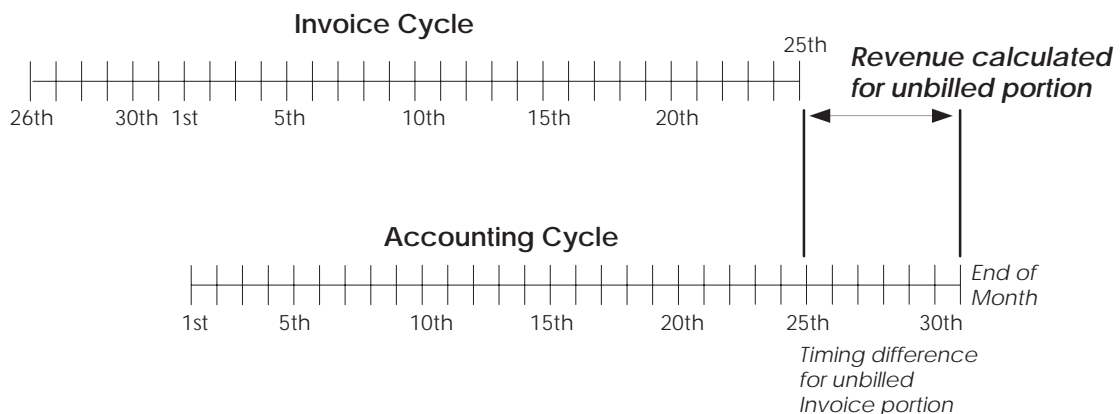
Revenue Reconciliation

You can manage the revenue recognition and billing process with or without revenue reconciliation. You use revenue reconciliation to ensure that variances do not exist between recognized revenue and billing amounts. Variances between recognized revenue and billing amounts can exist when:

- You recognize revenue and generate invoices at different times.
- You mark up revenue and billing amounts independently.

Reconciliation for Timing Differences

If you do not recognize revenue and generate invoices at the same time, the timing difference creates a variance in accrued accounts receivable.



For example, you plan to invoice a project only after the customer approves and accepts the completed project. The project takes three months to complete and you recognize revenue for the project each month. Because of the timing difference between when you recognize revenue (each month) and generate invoices (after completion) for the project, an unreconciled balance exists in accrued accounts receivable.

Three months later, when you bill the project:

- Trade accounts receivable and total revenue amounts for the project are the same.
- The variance in accrued (unbilled) accounts receivable nets to zero.

In the case of a timing difference, over time, all variances are reconciled and net to zero for accrued accounts receivable.

Reconciliation for Independent Revenue and Invoice Mark Up

If you use the same markup rules for revenue and billing, generally no variance exists between the recognized revenue and billing amounts. However, if you mark up revenue and invoice amounts independently, a permanent variance between recognized revenue and billing amounts can exist.

If you do not want variance balances to exist when you mark up revenue and invoice amounts independently, you can use revenue reconciliation to ensure that:

- Variances do not exist between recognized revenue and billing amounts.
- Balances for accrued accounts receivable and accrued revenue are zero.

For example, your company might renegotiate an hourly rate for rental equipment. Although the new rate is 75 dollars an hour, your company continues to bill 70 dollars an hour until the negotiations are complete.

For 2 hours of equipment use, the invoiced amount is 140 dollars. If revenue is recognized at the new rate, the revenue amount is 150 dollars. Without reconciliation, a 10-dollar variance remains in accrued (unbilled) accounts receivable.

Without revenue reconciliation, the system creates debits and credits respectively for the following journal entries:

Revenue recognition	150 dollars for accrued accounts receivable and accrued revenue
Billing	140 dollars for actual accounts receivable and accrued accounts receivable

With revenue reconciliation, the system records, reverses, and reconciles recognized and actual revenue amounts. In the previous example, the system would create debits and credits respectively for the following journal entries:

Revenue recognition	140 dollars for accounts receivable and accrued revenue
Revenue reconciliation	140 dollars for accrued revenue and accrued accounts receivable
	150 dollars for accrued accounts receivable and actual revenue
Billing	150 dollars for actual accounts receivable and accrued accounts receivable

Before You Begin

- ☐ Generate workfile transactions.
- ☐ Define Billing AAI's.
- ☐ Select interactive version of G/L processing.

See Also

- *Setting Up AAI's*
- *Setting Up Billing Constants*

Generating Preliminary G/L Journal Entries

From the Periodic Processing menu (G48S22), choose G/L Journal Generation.

When you run G/L Journal Generation to create journal entries, the system performs the following actions:

- Uses data selection and processing options to select workfile transactions to process.
- Creates journal reclassification entries if Journal Reclassification control flag is set in the Billing Constants.
- Processes these workfile transactions against the Billing AAI's to retrieve accounting rules.
- Uses the accounting rules from Billing AAI's to create the detail journal entries stored in the Detail Journal Workfile (F48S910).
- Summarizes the journal entries stored in the Detail Journal Workfile (F48S910) into the Compressed Journal Workfile (F48S911).
- Prints the Journal Edit Register (R48300), which also edits the summarized preliminary journal entries.

If G/L Journal Generation is run in final mode and no errors are detected, the system will continue processing the final steps:

- Uses the Billing Batch Header information (F48011) to create a batch header in the general accounting system (F0011).
- Uses the Compressed Journal Workfile journal entries (F48S911) to write the final journal entries to the Account Ledger (F0911).
- Uses the Detail Journal Workfile journal entries (F48S910) to update the G/L Link file (F48S912).
- Uses the P/R Reclassification Workfile entries (F48S0618) to update the Payroll History File (F0618).
- Updates the workfile transactions as being processed for G/L journal entries. If the Eligibility Code of the workfile transaction is '2' (revenue and cost only) or '4' (cost only), the system copies this workfile transaction to the Billing Workfile History (F4812H) and deletes it from the Billing Workfile (F4812).
- Clears the journal entries from the respective workfiles - Detail Journal Workfile (F48S910), Compressed Journal Workfile (F48S911), and P/R Reclassification Workfile (F48S0618).

- Removes the Billing Batch Header (F48011).

See Also

- *Setting Up Billing Constants*
- *Working With Billing AAI's*
- *See Appendix I- Accounting For The Billing Cycle*

Before You Begin

- ☐ Verify that the following information is set up prior to running G/L Journal Generation.
 - Multi-currency, if you are processing invoices using different currencies. See *Setting Up Multi-currency* in the *General Accounting Guide*.
 - Master information for each business unit (job) in the Business Unit Master table (F0006). See *Working with Business Units* in the *General Accounting Guide*.
- ☐ Define all accounts in the chart of accounts.
- ☐ Define the accounting rules in the Billing AAI's.

Processing Options: G/L Journal Generation (R48132)

Defaults Tab

1. G/L Date

Use this processing option to enter the G/L Date for revenue journal generation. This date is assigned during revenue journal generation and is used when posting the journals to the general ledger files. If you leave this field blank, the application uses the G/L date of the source transaction. This date is validated against the current fiscal period identified in the company constants.

2. Journal Description

Use this processing option to specify the description assigned to the journal entry. Valid Values are:

Blank Use the description from the Account Master file

1 Use the description from the AAI table description

2 Use the description associated with the subledger value

Select Tab

1. Cut-Off Date

Use this processing option to specify the cut-off date when selecting billing detail transactions for revenue journal generation. The system selects the billing detail transactions if the Table Basis Date is less than or equal to this cut-off date. If you leave this field blank, the application uses the system date.

Versions Tab

1. Journal Edit Register Version (R48300)

Use this processing option to specify the version of the Journal Edit Register for journal batch processing. If you leave this option blank, the system uses version XJDE0001.

2. Journal Audit Report Version (R48S490)

Use this processing option to specify the version of the Journal Audit Report. If you leave this option blank, the system does not print the report.

Process Tab

1. Create G/L Entries Version (R48198)

Use this processing option to determine whether journals are generated in final mode. Enter the version of the Create G/L Entries to run. If you leave this option blank, the Create G/L Entries does not run.

Working with G/L Batches

Batch Review is the form used for accessing all batches in the billing system. You use this form to select the batch of transactions to prepare it for further processing. Processing options exist to allow you to setup default versions for the batch processing.

Note: If you delete a batch, the system does not keep an audit trail for the batch number, which comes from the Foundation Environment (system 00).

Working with G/L Batches consists of the following tasks:

- ☐ Reviewing preliminary G/L journal entries
- ☐ Revising preliminary G/L journal entries
- ☐ Deleting preliminary G/L journal entries
- ☐ Creating final G/L journal entries
- ☐ Posting G/L batches

Note: To manage the integrity of batch processing in the billing system, the system updates the current activity of the batch header record while the batch is actively being processed. For example, when you select a batch and run the Journal Edit Register, the system updates the current activity, indicating the batch is actively being processed. This setting prevents other users from accessing this batch until the Journal Edit Register process has completed, at which time the system will reset the current activity back to 0. The batch is then available for subsequent processing.

The current activity will need to be reset manually for the following situations:

- If a batch process does not complete successfully, the system does not reset the current activity.
- If you select a batch for processing and then cancel the batch processing action from the Report Output Destination form.

Use Batch Header Revisions from the Row menu to revise the current activity of a batch. For example, you might need to do this if the generation program does not complete normally due to power failure. In this case, the current activity status would prevent you from accessing the batch for further processing. See *Batch Header Revisions* for additional information on resetting the current activity for a batch header record.

Reviewing Preliminary G/L Journal Entries

You can print the Journal Edit Register to view the preliminary summarized journal entries. You can use this report to verify your accounting entries. Use the Employee Work Center to view any error messages encountered during the edit.

To print the Journal Edit Register

From the Revenue Recognition menu (G48S22), choose Batch Review.

1. On Work With Batches, locate a batch.

See Reviewing Invoice Information

2. To print the Journal Edit Register for a specific batch, choose the batch and choose Journal Edit Register from the Row menu.

See Also

Processing options for Journal Edit Register (R48300)

Revising Preliminary G/L Journal Entries

Due to the complexity and volume of preliminary journal entries in a batch, you cannot revise preliminary detail journal entries. To understand how to correct batches in error, you need to understand the types of errors detected by the system. However, you can correct errors and reset the error status of a batch, as outlined below:

When you create a batch of preliminary journal entries, the system validates these entries. Any resulting errors are of two types:

Correcting General Accounting Setup Errors

These errors are caused by incorrect setup information in general accounting. These errors can usually be corrected without having to delete the preliminary journal entries. You can make the necessary corrections in the general accounting system and re-run the Journal Edit Register. The preliminary journal entries are edited again and if no errors are detected, the batch status will be updated to indicate no errors. You can then create final journal entries.

Correcting Billing System Setup Errors

These errors are caused by incorrect setup information in the billing system. These errors require that you delete the batch of preliminary journal entries and

make the necessary corrections to setup information in the billing system. You must then re-run G/L Journal Generation to create the preliminary journal entries. Note that each time you run journal generation, the system assigns a new batch number. If no errors are detected, the batch status will indicate no errors and you can continue processing final journal entries.

Deleting Preliminary G/L Journal Entries

You can delete a batch of preliminary journal entries and re-run G/L journal generation as often as needed.

To delete preliminary journal entries

From the Revenue Recognition menu (G48S22), choose Batch Review.

1. On Work With Batches, locate a batch.

See [Reviewing Invoice Information](#)

2. To delete the preliminary journal entries for a specific batch, choose the batch and click Delete.

Creating Final G/L Journal Entries

You complete the revenue recognition process in the billing system by creating final journal entries in the Account Ledger table (F0911). After you create the final G/L journal entries, you must post these journal entries using the General Ledger Post program in the general accounting system.

When you create final G/L entries, the system performs the following actions:

- Writes a Batch Header record (F0011) in general accounting
- Changes the journal status for the related workfile transactions
- Moves the workfile transactions from the Billing Workfile (F4812) to the Billing Workfile History (F4812H) if the eligibility code is 2 (revenue /costing only) or 4 (costing only)
- Deletes the transactions from the Detail Journal Workfile (F48S910), Compressed Journal Workfile (F48S911), and the P/R Reclassification Workfile (F48S0618).
- Removes the batch header record in the billing system

To create final G/L Journal Entries

From the Revenue Recognition menu (G48S22), choose Batch Review.

1. On Work With Batches, locate a batch.

See Reviewing Invoice Information

2. To create final G/L journal entries for a specific batch, choose the batch and click the Create G/L Entries row exit.

See Also

Processing options for Create G/L Entries (R48198)

Posting G/L Batches

After you create the final G/L entries, you complete the overall revenue recognition process by reviewing, approving, and posting the final journal entries to the Account Ledger.

When you post a batch of journal entries, the system creates the automatic offsetting entries and updates the Account Ledger table entries as being posted.

The journal review and post programs are the same programs you use in the General Accounting systems. See *Basic Journal Entry Processing* in the *General Accounting* guide for additional information.

You can start the Post General Journal program from either of two menu selections:

- Choose Post General Journal to start posting directly from the menu.
- Choose General Journal Review to start posting without exiting the General Journal Review program.

The menu selection you choose depends on the method of posting you want to use. If you post from the Post General Journal program, you can:

- Post all approved batches
- Post using manual data selection

If you post from the General Journal review program, you can:

- Post using automated data selection (available from General Journal Review only)

- Post using automated data selection and a subsystem (available from General Journal Review only)

See Also

Processing options for Batch Review (P48221)

Voucher Processing



Service Billing Voucher Processing

Voucher Processing consists of the following topics:

- ☐ Understanding voucher processing
- ☐ Generating vouchers automatically
- ☐ Working with voucher batches
- ☐ Posting voucher batches



Understanding Voucher Processing

Understanding voucher processing consists of the following topics:

- ☐ Understanding the voucher generation process
- ☐ Using interactive versions in voucher generation
- ☐ Revising override dates

Understanding the Voucher Generation Process

When the CSMS system initially creates workfile transactions from the billing workfile, they are undifferentiated, generic transactions. Although they contain the key information you need to create vouchers, they have not been separated and assigned to a specific voucher number.

The Service Billing system allows you to create vouchers automatically for the CSMS system. When you run Voucher Generation from the Voucher Processing menu, you are creating vouchers automatically.

After the CSMS system creates the workfile transactions that contain the information for creating vouchers, the next step is to generate vouchers. A typical Service Billing voucher process might consist of the following steps:

- Voucher generation
- Generate preliminary journal entries
- Create final journal entries
- Post voucher journal entries to G/L

Voucher Generation

When you run Voucher Generation from the Voucher Processing menu, the system automatically summarizes the selected workfile transactions (F4812) into the Voucher Summary file (F4823). The system uses the sequence/summarization rules you have defined to control how the workfile transactions will be summarized. The system uses the voucher summary entries to create A/P Ledger transactions (F0411) when Create A/P is run. See *Generating Vouchers Automatically* for additional information.

Generate Preliminary Journal Entries - Voucher Journal Generation

The system creates preliminary voucher journals for a selected voucher batch. The workfile transactions use the account number information assigned by the CSMS workfile generation process to create detail journal accounting entries (F48S910). These detail accounting entries are then compressed into summarized accounting entries (F48S911). The system uses the summarized accounting entries to create the Account Ledger (F0911) transactions for voucher journals when Create A/P is run.

The system uses the A/P and G/L functional servers to edit the summarized accounting entries. The voucher summary transactions are temporarily added to the summarized accounting entries (F48S911) to insure balanced accounting entries.

Note: The workfile transactions created by CSMS for voucher processing do not use the Billing AAIs to retrieve accounting rules. The accounting rules are assigned within the CSMS workfile generation program.

The Voucher Journal Generation is a batch process. The voucher batch is processed as a unit. If one or more errors are detected, the billing system sets the voucher batch to an error status. You must correct the error condition and re-run Voucher Journal Generation. You may run Voucher Journal Generation as many times as necessary until all errors are corrected.

Create Final Journal Entries - Create A/P

The system creates final voucher accounting entries when you Create A/P to process your voucher information from the Service Billing system to the A/P and G/L systems. The system updates the A/P Ledger (F0411) and Account Ledger (F0911) transactions, from the Invoice Summary file (F4823) and Summarized Journal Workfile (F48S911), respectively. The billing system uses the A/P functional server and G/L functional server to validate all accounting information.

The Create A/P is a batch process. The voucher batch is processed as a unit. If one or more errors are detected, no vouchers will be processed to the A/P and G/L systems. The billing system sets the voucher batch to an error status. You must correct the error conditions, then re-run Create A/P. You may run Create A/P as many times as necessary until all errors are corrected and voucher information can be processed to the A/P and G/L systems.

Note: Create A/P writes the voucher information to the A/P and G/L systems. You must run the Post Invoices to G/L program to post the transactions, create automatic offsets, and update the posted codes and batch status.

Posting Vouchers to G/L

You select the Post Vouchers to G/L to post the voucher batch. The system performs the following tasks during the post process:

- Selects the data to post
- Validates information and processes errors
- Creates automatic offsets
- Posts transactions
- Updates the posted codes and batch status

See *Understanding the Post Process for Vouchers* in the *OneWorld Accounts Payable* guide for additional information.

Using Interactive Versions in Voucher Generation

When you set up processing options for voucher Generation and you choose to create journals in proof or final, you can specify versions for Accounts Payable (A/P) and General Ledger (G/L) processing. To review the processing options that affect A/P and G/L processing, you must inquire on the A/P and G/L interactive batch versions.

The Service Billing system allows you to control which version to use in the processing options of the Journal Edit Register (R48300). This program performs all edits and updates for A/P and G/L accounting entries in the billing system. When you run Journal Generation or Create A/P to process the accounting entries, the version of the Journal Edit Register will run.

From the System Administration Tools menu (GH9011), choose Interactive Versions and inquire on the following interactive applications:

**A/P Master Business
Function (P040047)**

The system will use version ZJDE0001 if left blank.

**G/L Master Business
Function (P0900049)**

The system will use version ZJDE0001 if left blank.

Revising Override Dates

The system allows you to generate vouchers independently of creating final journal entries. You assign the voucher and G/L date at the time you generate vouchers. You can revise the G/L date and/or voucher date prior to creating final journal entries.

You would use this function if the timing between the original date assignments during voucher generation and creating final journal entries could cause a misrepresentation of aging information in the Accounts Payable Ledger.

You use a system constant to control when the system displays the Date Override Window on Voucher Journal Generation. You can set the constant so that the system does one of the following:

- Always displays the window
- Only displays the window when you choose Override Date
- Never displays the window

The date that the system displays in the Date Override Window is always the current system date.

Generating Vouchers Automatically

From the Voucher Processing menu (G48S23), choose Voucher Generation.

When you run voucher generation from the Voucher Processing menu, the system automatically summarizes the selected workfile transactions (F4812) into the Voucher Summary file (F4823). The system uses the Sequence/Summarization rules you have defined to control how the workfile transactions will be summarized into the voucher Summary File (F4823). The system uses the voucher Summary entries to create A/P Ledger transactions (F0411) when Create A/P is run.

During voucher generation, the system performs the following:

- Creates a billing batch header record (F48011). The current activity field is set to 1, indicating that voucher generation is in progress.
- Uses processing options and data selection criteria to select workfile transactions (F4812) to summarize into the voucher Summary file (F4823). The workfile transactions are updated with the voucher information (batch number, voucher number, pay item, document type, voucher date) to indicate these transactions are included in an voucher.
- Updates the billing batch header (F48011) with the currency amount and the number of documents in the batch when voucher generation completes. The current activity field in the batch header is reset to 0 to allow additional processes to be performed against this batch.

Before You Begin

- ☐ Define the billing constants.
- ☐ Generate workfile transactions in CSMS.
- ☐ Modify versions, if necessary, to create journal entries.

Processing Options: Voucher Generation (48122)

Dates Tab

1. Date: Bill From (Required)

Use this processing option to enter the Bill From date. The system requires this date and uses it in the data selection.

2. Date: Bill Through (Required)

Use this processing option to enter the Bill Through date. The system requires this date and uses it in the data selection.

3. Date: G/L

Use this processing option to enter the G/L date to be used for this application.

4. Date: Voucher

Use this processing option to enter the voucher date to be used for this application.

5. Exchange Rate Date Basis (Currency Processing)

Use this processing option to indicate which date to use as the basis for any Exchange Rate transactions. Used in currency processing only. Valid values are:

- 1 Use the voucher date.
- 2 Use the G/L date of the voucher.

Company Tab

1. Company

Use this processing option to enter the company that is to be used in this application.

Working With Voucher Batches

The Batch Review is the central location for accessing all batches in the billing system. A batch is a group of transactions that the system processes and balances as a unit. When you select Voucher Generation from the Voucher Processing menu, the system creates a batch of invoices. Batch Header information is stored in the Billing Batch Header file (F48011).

You use this form to select the batch of transactions to prepare it for further processing. For example, if you print vouchers for review by project managers, you can use the batch review process to make any corrections.

The system uses the current activity flag in the batch header to control the processes for a particular batch. The system updates the current activity while the batch is actively being processed. For example, you select a batch and run the Journal Edit Register, the system updates the current activity, indicating the batch is actively being processed. This setting prevents other users from accessing this batch until the Journal Edit Register process has completed, at which time the system will reset the current activity back to 0. The batch is then available for subsequent processing.

You will need to be reset the current activity setting manually for the following situations:

- If a batch process does not complete successfully, the system does not reset the current activity.
- If you select a batch for processing and then cancel the batch processing action from the Report Output Destination form.

Use Batch Header Revisions from the row menu to revise the current activity of a batch. For example, you might need to do this if the generation program does not complete normally due to power failure. In this case, the current activity status would prevent you from accessing the batch for further processing. See *Batch Header Revisions* for additional information on resetting the current activity for a batch header record.

Note: If you delete a batch, the system does not keep an audit trail for the batch number, which comes from Next Numbers in the Foundation Environment (system 00).

Working with voucher batches consists of the following tasks:

- ☐ Reviewing voucher information

- ☐ Deleting voucher information
- ☐ Generating preliminary voucher journal entries
- ☐ Revising override dates
- ☐ Reviewing preliminary voucher journal entries
- ☐ Creating final voucher journal entries

Reviewing Invoice Information

When you generate vouchers, the system creates a batch of voucher transactions. It also updates the workfile transaction with the following information:

- Batch number
- Voucher number
- Pay item number
- Voucher date

To verify the voucher information, you can review it at the following levels:

- Batch header information, including the batch status description and current activity
- Vouchers for a selected batch
- Pay items for a selected voucher

Reviewing voucher information consists of the following tasks:

- ☐ Reviewing vouchers
- ☐ Revising batch header information

To review vouchers

From the Voucher Processing menu (G48S23), choose Batch Review.

1. On Work With Batches, locate a batch.

*See **Reviewing Invoice Information***

2. To review the vouchers for a specific batch, choose the batch and click Select.
3. On Work With Vouchers, review the following fields:

- Voucher Number
 - Supplier Number
 - G/L Date
 - Gross Amount
4. To review the details for an individual voucher, choose a voucher to revise or review and click Select.

<<<<< Insert Service Billing voucher review form >>>>>>

5. On Service Billing Voucher Review, review the following fields:
 - Pay Itm
 - Gross Amount
 - Taxable Amount
 - Tax Amount
 - Non-Taxable Amount
6. To review the workfile transactions for a specific pay item, select the pay item and choose Billing Details from the Row menu.
7. On Voucher Detail Revisions, review the workfile transactions.



To revise voucher batch header information

Use this task to revise the batch status or current activity of a voucher batch. For example, you might need to do this if the generation program does not complete normally due to power failure. In this case, the current activity status would prevent you from accessing the batch for further processing. A current activity status of 0 allows you to access the voucher batch for further processing.

From the Voucher Processing menu (G48S23), choose Batch Review.

1. On Work With Batches, locate a batch.

See Reviewing Invoice Information

2. To review an individual voucher batch header, choose a batch to review or revise and choose Batch Header from the Row menu and complete the following fields:
 - Batch Status
 - Current Activity

See Also

- *Processing options for Batch Review (P48221)*

Deleting Voucher Information

As you review voucher information, you might need to decrease or delete voucher information. You can delete voucher information at four levels - batch, voucher, pay item, or workfile transaction. For example, you might need to delete the entire batch of vouchers if the wrong document type was assigned during voucher generation. Or you may need to remove a workfile transaction from a particular voucher pay item.

When you delete a batch of vouchers, the system performs the following:

- Deletes the batch header record (F48011)
- Deletes the voucher summary transactions (F4823) for the voucher batch
- Removes voucher information from the Workfile Transactions (F4812) for the voucher batch
- Deletes the Journal Detail (F48S910) and Summary Workfiles (F48S911) for this voucher batch if preliminary voucher journals have been created.

When you delete a voucher from a batch of vouchers, the system performs the following:

- Reduces the batch total amount stored in the batch header by the total amount of the voucher.
- Deletes the Voucher Summary transactions (F4823) for the voucher
- Removes voucher information from the Workfile Transactions (F4812) for the voucher
- Resets the batch status of the batch header if voucher journals have been created. The batch status will cause the system to rerun voucher journals.
- If you delete the last voucher in a batch, the batch header is deleted.

When you delete a voucher pay item from a voucher, the system performs the following:

- Reduces the batch total amount stored in the batch header record by the total amount of the voucher pay item.
- Deletes the Voucher Summary transactions for that pay item
- Removes voucher information from the workfile transactions (F4812) for that pay item.
- Resets the batch status of the batch header if voucher journals have been created. The batch status will cause the system to rerun voucher journals.

When you remove workfile transactions attached to a voucher pay item, the system performs the following:

- Reduces the batch total amount stored in the batch header record by the total amount of the workfile transactions.
- Reduces the voucher amount stored in the Voucher Summary (F4823) transaction for that pay item by the total amount of the workfile transactions.
- Removes voucher information from the workfile transactions (F4812).
- Resets the batch status of the batch header if voucher journals have been created. The batch status will cause the system to rerun voucher journals.

Deleting voucher information consists of the following tasks:

- ☐ Deleting a batch of vouchers
- ☐ Deleting a voucher
- ☐ Deleting a voucher pay item
- ☐ Removing workfile transactions from a voucher

To delete a batch of vouchers

From the Voucher Processing menu (G48S23), choose Batch Review.

1. On Work With Batches, locate a batch.

See Reviewing Invoice Information

2. Choose the voucher batch to delete and click Delete.

To delete a voucher

From the Voucher Processing menu (G48S23), choose Batch Review.

1. On Work With Batches, locate a batch.

See Reviewing Invoice Information

2. To review vouchers in the batch, choose the batch and click Select.
3. On Work With Vouchers, choose the voucher you want to delete and click Delete.

To delete a voucher pay item

From the Voucher Processing menu (G48S23), choose Batch Review.

1. On Work With Batches, locate a batch.

See [Reviewing Invoice Information](#)

2. To review vouchers in the batch, choose the batch and click Select.
3. To review the pay items for an individual voucher, choose a voucher to revise and click Select.
4. On Service Billing voucher Entry, choose the pay item you want to delete and click Delete.

Generating Preliminary Voucher Journal Entries

You complete the billing process by creating journal entries. You first create preliminary voucher journal entries. When you create the entries, the system prints the Journal Edit Register. You should carefully review this report to ensure that you do not create final voucher journal entries that create out-of-balance records in the Account Ledger.

The system creates proof voucher journals for a selected voucher batch. The workfile transactions use the accounting information assigned during CSMS workfile generation to create detail journal entries (F48S910). These detail journal entries are then compressed into summarized journal entries (F48S911). The system uses the summarized journal entries to create the Account Ledger (F0911) transactions for voucher journals when Create A/P is run.

The system uses the A/P and G/L functional servers to edit the summarized journal entries. The Voucher Summary transactions are temporarily added to the summarized journal entries (F48S911) to insure balanced accounting entries.

Caution: The Voucher Journal Generation is a batch process. The voucher batch is processed as a unit. If one or more errors are detected, the system sets the voucher batch to an error status. You must correct the error condition and re-run Voucher Journal Generation. You may run Voucher Journal Generation as many times as necessary until all errors are corrected.

During Voucher Journal Generation, the system performs the following:

- Updates the batch header - current activity field is set to 3, indicating that journal generation is in progress.
- Deletes the Detail Journal Workfile and Summarized Journal Workfile entries for this voucher batch. This step allows the journal generation

process to rerun as many times as necessary without having to perform a batch delete.

- Uses the voucher batch number to select data. The accounting information assigned to the transactions during CSMS workfile generation is used to create detail journal entries in the Detail Journal Workfile (F48S910).
- Summarizes the Detail Journal Workfile entries into the Compressed Journal Workfile (F48S911). These entries are used to create the Account Ledger (F0911) entries when Create A/P is run.
- Updates the Compressed Journal Workfile with information from the Voucher Summary file (F4823). These entries are temporary and stay in the Compressed Journal Workfile only long enough to be edited and to print balanced accounting entries on the Journal Edit Register. The entries from the Voucher Summary file are used to create Accounts Payable Ledger (F0411) entries when Create A/P is run.
- Edits the accounting entries stored in the Compressed Journal Workfile, using the interactive versions for the A/P and G/L master business functions.
- Prints the Journal Edit Register to review the accounting entries for this batch.
- Removes the temporary voucher entries from the Summarized Journal Workfile.
- Updates the batch header with the amount and number of documents. The batch status is also updated and the current activity is set to 0 to allow additional processes to be performed against this batch.

► **To create preliminary voucher journal entries**

From the Voucher Processing menu (G48S23), choose Batch Review.

1. On Work With Batches, To create preliminary voucher journal entries for a specific batch, choose the batch and click Select
2. If you have set the billing constants to automatically display the date override window, then enter the override G/L date and invoice date to assign to the vouchers and the voucher journal entries.
3. Click OK.

See Also

R48300, Journal Edit Register in the *Reports Guide* for a report sample.

Revising Override Dates

You use a system constant to control when the system displays the Date Override Window on Voucher Journal Generation. You can set the constant so that the system:

- Always displays the window
- Only displays the window when you choose Override Date
- Never displays the window

The date that the system displays in the Date Override Window is always the current system date.

To revise override dates

From the Voucher Processing menu (G48S23), choose Batch Review.

1. On Work With Batches, locate a batch.

See [Reviewing Invoice Information](#)

2. To revise the voucher or G/L date originally assigned to the vouchers in a batch, choose a batch and choose Date Override from the Row menu.
3. Complete the following fields:
 - Invoice/Voucher Date Override
 - G/L Date Override
4. Click OK.

Reviewing Preliminary Voucher Journal Entries

From the Voucher Generation menu (G48S23), choose Batch Review.

When the system creates preliminary A/P and G/L entries, you can review the batch status on Batch Review to determine whether the entries were generated with errors. To verify the information for the general ledger journal before you create the final A/P and G/L entries, you can review the Journal Edit Register. This report shows journal entries summarized by G/L date, document type, document number, business unit, object, subsidiary, and subledger.

You can also run the Billing Journal Register to print additional copies of the journal register after you have created preliminary G/L entries.

If you find errors on the reports, you do not always need to delete the batch and regenerate the vouchers. Once you identify the errors, you can correct them and run Voucher Journal Generation again. Common errors include:

- Incorrect dates or invalid accounts related to the general ledger
- Incorrect major/minor keys or invalid accounts related to the rules you define on the Billing AAI's form or Automatic Accounting Instructions

► **To locate a batch of vouchers to print**

From the Voucher Processing menu (G48S23), choose Batch Review.

1. On Work With Batches, click Find to display all batches for all Service Billing voucher batches for all users, or complete the following field to limit the information that displays to one batch:

Batch Number

The system displays the batches in ascending batch number order.

2. To print the Journal Edit Register for the vouchers in a specific batch, choose the batch and choose Journal Edit Register from the Row Menu.

See Also

- *Processing options for Journal Edit Register (R48300)*

Creating Final Voucher Journal Entries

The system creates final voucher journal entries when you run Create A/P to process your voucher information from the Service Billing system to the A/P and G/L systems. The system updates the A/P Ledger (F0411) and Account Ledger (F0911) transactions, from the Voucher Summary file (F4823) and Summarized Journal Workfile (F48S911), respectively. The billing system uses the A/P functional server and G/L functional server to validate all accounting information.

The Create A/P is a batch process. The voucher batch is processed as a unit. If one or more errors are detected, no vouchers will be processed to the A/P and G/L systems. The billing system sets the voucher batch to an error status. You must correct the error conditions, then re-run Create A/P. You may run Create A/P as many times as necessary until all errors are corrected and voucher information can be processed to the A/P and G/L systems.

Note: Create A/P writes the voucher information to the A/P and G/L systems. You must run the Post vouchers to G/L program to post the transactions, create automatic offsets, and update the posted codes and batch status.

During Create A/P, the system performs the following:

- Calls voucher journal generation if batch is in error or if the proof journals have not been created.

If no errors are detected, the system performs the following:

- Creates a batch header in financials, using the same batch number assigned in the billing system. The amount of the batch and the number of documents are also passed to the new financials batch header.
- Writes the Account Ledger transactions (F0911), using Compressed Journal Workfile entries (F48S911).
- Writes the A/P Ledger (F0411), using the Voucher Summary entries (F4823).
- Writes the Billing Workfile History (F4812H) with workfile transactions (F4812) for this voucher batch.
- Deletes the workfile transactions (F4812) for this voucher batch.
- Updates the Voucher Summary file (F4823) with a flag indicating the voucher has been processed to A/P.
- Deletes the Detail Journal Workfile (F48S910) for this voucher batch.
- Deletes the Summarized Journal Workfile (F48S911) for this voucher batch.
- Deletes the Service Billing Batch Header (F48011) record for this voucher batch.

If errors are detected, the system performs the following:

- Deletes the batch header (F0011) created in financials and sets the Service Billing batch header (F48011) to an error status.
- No further processing is performed against any Service Billing files.



To create final voucher journal entries

From the Voucher Processing menu (G48S23), choose Batch Review.

1. On Work With Batches, to create final voucher journal entries for a specific batch, choose the batch and choose Create A/P from the Row menu.
2. If you have set the billing constants to automatically display the date override window, then enter the override G/L date and voucher date to assign to the vouchers and the voucher journal entries.
3. Click OK.

Processing Options: Billing Vouchers A/P - G/L Journal Generation (P48197)

Report Tab

1. Versions

Use this processing option to determine the version of the Journal Generation report to submit.

See Also

- *R48300, Journal Edit Register* in the *Reports Guide* for a report sample.

Posting Voucher Batches

After you create the final voucher journal entries, you complete the overall billing process by reviewing, approving, and posting the final voucher journal entries to the Account Ledger.

When you post a batch of vouchers, the system creates the automatic entries for offsets to the general ledger for the receivables account.

The journal review and post programs are the same programs you use in the General Accounting systems. See *Posting Vouchers* in the *Accounts Receivable* guide for additional information.

You can start the Post program from either of two menu selections:

- Choose Post Vouchers to G/L to start posting directly from the menu.
- Choose Voucher Journal Review to start posting without exiting the Voucher Journal Review program.

The menu selection you choose depends on the method of posting you want to use. If you post from the Post General Journal program, you can:

- Post all approved batches
- Post using manual data selection

If you post from the Voucher Journal review program, you can:

- Post using automated data selection (available from Voucher Journal Review only)
- Post using automated data selection and a subsystem (available from Voucher Journal Review only)

See Also

- *Processing options for Billing Vouchers A/P-G/L Journal Generation (R48197)*

Setup



Service Billing System Setup

Before you can use the Service Billing system, you must define the constants and rules that you want the system to use during billing processes. The information that you define in the system constants and rules determines:

- How the system uses dates to process source transactions, such as the service/tax date or G/L date, compared to the effective dates for the markup, account derivation, and tax derivation rules
- How the system uses billing AAIs to create journal entries
- How the system processes billable transactions from the J.D. Edwards Payroll/Time Accounting system.

Setting up the Service Billing system consists of the following tasks:

- ☐ Setting up billing constants
- ☐ Defining billing rate/markup rules
- ☐ Defining component rules
- ☐ Assigning component information
- ☐ Setting up automatic accounting instructions
- ☐ Defining G/L offset and retainage rules
- ☐ Defining tax derivation rules
- ☐ Defining Billing AAIs
- ☐ Understanding user defined codes
- ☐ Understanding the Invoice Print Version Cross-Reference table
- ☐ Setting Up Invoice Formats
- ☐ Understanding Multi-Currency for Service Billing



Setup Features

System Constants	<p>Control the global processing of the following:</p> <ul style="list-style-type: none">• Billable costs• Customer information• Dates• Invoices• Journals• Default markup
Markup rules	<p>Define the calculation for the amount that you add to costs to account for overhead and profit.</p>
Billing AAls	<p>Define the accounting rules that the system uses to process journal transactions for billing, revenue recognition, and reallocations.</p>
Component rules	<p>Define a type of markup that is based on amounts and units. The markup and account derivation also use this information.</p>
G/L offset and retainage rules	<p>G/L offsets identify the accounts for which the system creates the offsetting entries during the posting of A/R information.</p> <p>Retainage identifies the percentage of payment for the invoice which your company is paid after the work is complete.</p>
Tax derivation rules	<p>Define the following:</p> <ul style="list-style-type: none">• The source transactions that are subject to tax• The tax rate or geographic area with common tax rates
Automatic accounting instructions (AAls)	<p>Define accounting information and general ledger relationships.</p>
User defined codes	<p>Define custom codes for the system, such as condition codes and adjustment reasons.</p>

Setting Up Billing Constants

The system constants represent your company's decisions on how source transactions and related billing are processed. The constants control how the system processes the following:

- Billable costs
- Customer information
- Dates
- Invoices
- Journals
- Default markup percentage
- Multi-currency transactions

After you set up the constants, you should not change them. The system stores the constants in the Billing Constants table (F48091).

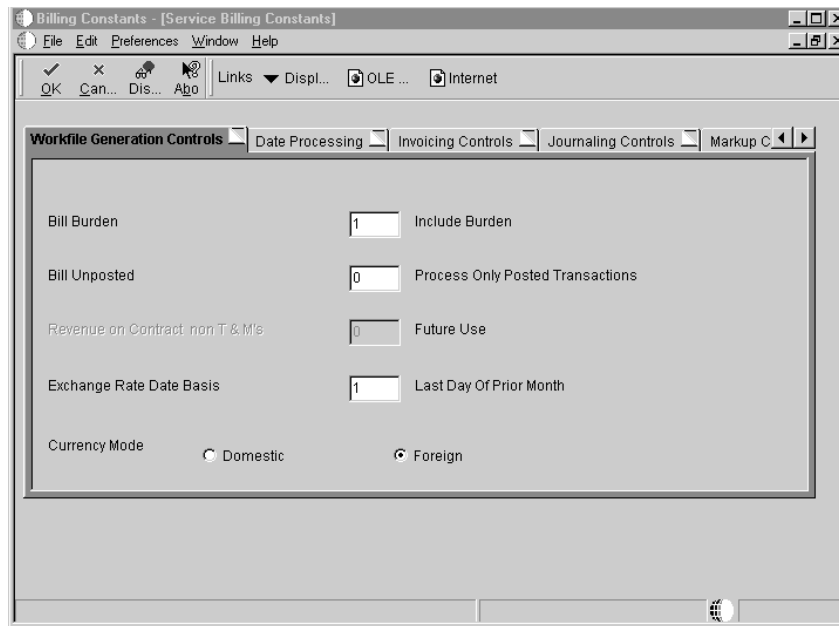
Before You Begin

- ☐ Verify that the default document type for invoices is set up on user defined codes tables 00/DT (Document Type – All Documents) and 00/DI (Document Type – Invoices Only).

Working with System Constants

To set up system constants

From the System Setup menu (G48S40), choose Billing Constants.



1. On Service Billing Constants, complete the following fields on the Workfile Generation Controls tab:
 - Bill Burden
 - Bill Unposted
 - Exchange Rate Date Basis
2. To specify that the currency mode is foreign, complete the following option:
 - Foreign
3. On the Date Processing tab, complete the following fields:
 - Effective Date Basis
 - Labor Effective Basis
 - Service Date Basis
4. On the Invoicing Controls tab, complete the following fields:
 - Customer Number Basis
 - Invoice Summary Access Control
 - Invoice Date Override Control
 - Draft/Final Invoice Gen. Control
 - Default Invoice Document Type
5. On the Journaling Controls tab, complete the following fields:
 - Journal Generation Control
 - Journal Reclassification Control

- PDBA Code Override
6. On the Markup Controls tab, complete the following fields:
- Default Markup Percentage
 - Independent Revenue/Invoice

Field	Explanation
Bill Burden	<p>Burden is any cost that a company incurs as a direct consequence of employing labor (for example, company paid taxes, insurance, and fringe benefits). Burden can also include allowances for small tools, consumables, or other overhead costs that are allocated or assessed as a function of direct labor costs.</p> <p>The Bill Burden constant controls whether the system includes burden during workfile generation for the Service Billing and Contract Billing systems. If you do include burden, be aware of the following:</p> <ul style="list-style-type: none"> • The system processes all the burden associated with billable payroll transactions. • The burden account must be a billable account. <p>Valid codes are:</p> <ul style="list-style-type: none"> 0 The system does not include burden. 1 The system includes burden.
Bill Unposted	<p>A constant that controls whether the system includes unposted billable transactions from the G/L Account Ledger table during workfile generation for the Service Billing and Contract Billing systems. Valid values are:</p> <ul style="list-style-type: none"> 0 Only posted billable transactions in the Account Ledger are processed. 1 Both unposted and posted entries in the Account Ledger are processed. <p>NOTE: Since unposted billable transactions are subject to change or deletion, it is not recommended that they be included during workfile generation. However, if there is very little time between the entry of costs and the billing of the invoice, you might find it helpful to generate workfile for unposted transactions.</p>
Exchange Rate Date Basis	<p>This value controls which date the system uses to retrieve the exchange rate for the invoice.</p> <p>Valid values are:</p> <ul style="list-style-type: none"> 1 Use the invoice date (default). 2 Use the G/L date of the invoice.

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>For conversions, Domestic indicates domestic to foreign, and Foreign indicates foreign to domestic.</p> <p>..... <i>Form-specific information</i></p> <p>Choose the Domestic or Foreign button to select the currency mode. This currency mode manages how amounts are calculated and stored within the billing system.</p>
Effective Date Basis	<p>A constant that determines whether the system uses the G/L date or the service/tax date from a billable source (cost) transaction as the basis for comparison with the effective dates for the tables. Valid codes are:</p> <ul style="list-style-type: none"> 1 G/L date 2 Service/tax date <p>NOTE: The Service Billing and Contract Billing systems use tables, such as the Billing Rate/Markup Table and Billing AAI's, during the billing process. A range of dates can control when the table information is valid.</p>
Labor Effective Basis	<p>A constant that determines which date, from a billable source transaction originating in the Payroll system, is used as the basis for comparison with the effective dates for the tables. Valid codes are:</p> <ul style="list-style-type: none"> 1 G/L date 2 Service/tax date 3 Work date 4 Ending date of the pay period <p>If your billing process does not involve payroll, the system ignores this constant.</p> <p>NOTE: The Service Billing and Contract Billing systems use tables, such as the Billing Rate/Markup Table and Billing AAI's, during the billing process. A range of dates can control when the table information is valid.</p>
Service Date Basis	<p>A constant that determines whether the system uses the G/L date or the invoice date from an A/R transaction as the service/tax date. Valid codes are:</p> <ul style="list-style-type: none"> 0 G/L date 1 Invoice date

Field	Explanation
Customer Number Basis	<p data-bbox="745 258 1409 346">All workfile transactions must include a customer number to bill the transactions. You must identify a customer number on individual jobs or work orders.</p> <p data-bbox="745 369 1409 457">For Service Billing only this constant determines which customer number the system retrieves for a billing detail transaction. Valid values are:</p> <ul style="list-style-type: none"> <li data-bbox="777 464 1365 520">0 Owner address number from the Job Master (F0006). <li data-bbox="777 527 1398 646">1 Customer number from the Work Order Master (F4801). If the customer number is blank, the system retrieves the owner address number from the Job Master. <p data-bbox="745 669 1409 758">If you set this field to 0 and do not specify a customer number for the job, the system creates an invoice without a customer number. The invoice cannot be billed.</p> <p data-bbox="745 781 1373 837">The address book number on the Single Business Unit form is not the customer number.</p>
Invoice Summary Access Control	<p data-bbox="745 865 1409 1173">A constant that determines whether the system builds and maintains the Invoice Summary Access table (F48520). This table contains cumulative billing amounts that are summarized by G/L Date, Employee/Supplier, Cost Account Number, and Contract Owner Pay Item. If you choose to maintain this table, it requires extra disk space. You can use the summarized billing information for various reporting purposes, such as displaying billed-to-date amounts on your Service/Contract Billing invoices. Valid values are:</p> <ul style="list-style-type: none"> <li data-bbox="777 1180 1276 1205">Blank Do not build and maintain the table. <li data-bbox="777 1211 1187 1236">1 Build and maintain the table. <p data-bbox="745 1260 1409 1413">The system stores billed-to-date amounts in the Invoice Summary table (F4822) by Owner Pay Item. The Invoice Summary Access table (F48520) stores the billed-to-date amounts in more detail than the Invoice Summary table (F4822).</p>
Invoice Date Override Control	<p data-bbox="745 1440 1409 1560">A constant that determines whether you can override the invoice date and the G/L date when you run the Invoice Journal Generation and Create A/R & G/L programs. Valid values are:</p> <ul style="list-style-type: none"> <li data-bbox="777 1566 1390 1591">0 You cannot access the Date Override window. <li data-bbox="777 1598 1305 1623">1 The Date Override window is optional. <li data-bbox="777 1629 1349 1686">2 The system automatically displays the Date Override window.

Field	Explanation				
Draft/Final Invoice Gen. Control	<p>For future use. A flag that determines whether the system assigns to the final invoices:</p> <ul style="list-style-type: none">• New invoice numbers that are sequential• Different document types <p>Valid values are:</p> <table><tr><td>0</td><td>Use the same invoice numbers and document types</td></tr><tr><td>1</td><td>Assign new invoice numbers and document types</td></tr></table> <p>In countries, you are required to assign the invoice numbers sequentially and without gaps in the numbering. If you choose to assign new numbers, you must use at least two different document types. The system assigns the first document type to preliminary invoices and assigns the subsequent document types when you create final A/R and G/L entries.</p> <p>The setup for this involves the following:</p> <ul style="list-style-type: none">• Set up the document types as the following user defined codes: Document Type – All Documents (00/DT) and Document Type – Invoices Only (00/DI).• Reference the document type for the final invoices to the respective document type for the preliminary invoices. To do this, enter the final document type in the first two positions of the Description 2 field for the respective document type in the user defined code table (00/DI).• Set up Next Numbers by Company/Fiscal Year in the General Accounting system so you can assign different document types within the same invoice batch. This applies to all invoices, whether they are preliminary or final. If the Next Number Constant field contains 1, the system automatically enters the document types for the invoices to the Next Numbers table. If the field contains 2, you must manually enter the document types to the table.	0	Use the same invoice numbers and document types	1	Assign new invoice numbers and document types
0	Use the same invoice numbers and document types				
1	Assign new invoice numbers and document types				

Field	Explanation
Default Invoice Document Type	<p>A user defined (00/DI) document type for invoice entry. Any document type set up for invoice-only entry should begin with the letter R (receivables). The default is RI, RR, or RM. Reserved document types have been defined for vouchers, invoices, receipts, and time sheets.</p> <p>The reserved document types are:</p> <ul style="list-style-type: none"> P_ Accounts Payable Documents R_ Accounts Receivable Documents T_ Payroll Documents I_ Inventory Documents O_ Order Processing Documents <p>NOTE: For invoice entry, if you are using a document type in UDC table 00/DI, the document type must also be defined in UDC table 00/DT.</p>
Journal Generation Control	<p>A constant that controls the process for journal generation in the Service Billing and Contract Billing systems. Valid codes are:</p> <ul style="list-style-type: none"> 1 Invoicing only 2 Revenue recognition only 3 Revenue recognition and invoicing, without requiring revenue reconciliation 4 Revenue recognition and invoicing, requiring revenue reconciliation <p>The following functions are also affected:</p> <ul style="list-style-type: none"> • The initial value of the eligibility code (ELGC) for the billing detail transactions • The edit for the table type (TBTY) when you enter information on the Billing AAI's utilized in processing.
Journal Reclassification Control	<p>A constant that controls whether the system performs journal reclassification as a function within the journal generation process. Valid values are:</p> <ul style="list-style-type: none"> 0 Do not perform journal reclassification. 1 Perform journal reclassification. <p>NOTE: Journal Reclassification occurs within Service/Contract Billing to allow you to reclassify the original cost entry to a different account and automatically create the correcting entries in the Account Ledger (F0911). If you are correcting a billing entry that originated from payroll, then the system creates an adjusting entry in the Payroll Transaction History file (F0618).</p>
PDBA Code Override	<p>A code that overrides the pay type of the original payroll transaction. During journal reclassification, the system uses this code when creating an adjusting payroll history record.</p> <p>NOTE: Pay types are numbered from 1 to 999.</p>

Field	Explanation
Default Markup Percentage	<p>The percentage you use to mark up amount reflected in the billing of professional services, such as draftsmen, engineers, or consultants fees. This percentage rate will not affect the employee's paycheck. This percentage rate is set up in the Billing Rate/Markup Table.</p> <p>Enter percentages as whole numbers. For example, 50.275% would be entered as 50.275.</p> <p>..... <i>Form-specific information</i></p> <p>Use this field to enter a markup percentage that the system will use as a default value when a source (cost) transaction has no associated markup table entry.</p> <p>Note: If you leave this constant blank, and the system does not find a markup table entry for a source transaction, the system processes that transaction at cost (without any markup).</p>
Independent Revenue/Invoice	<p>A constant that determines whether you can mark up the invoice and revenue amounts in the billing detail transactions independent of each other. Valid values are:</p> <ul style="list-style-type: none"> 0 The system ensures that the invoice amounts and the revenue amounts in the billing detail transactions are always equal. 1 You can manipulate and process invoice amounts without affecting the associated revenue amounts, and vice versa.

Defining Billing Rate/Markup Rules

The markup is an amount that you add to costs for overhead and profit. The system calculates markup amounts when you generate or revise workfile transactions based on the billing rate/markup rules that you define when you set up the billing system.

When you generate or revise workfile transactions, the system marks up costs as follows:

1. Accesses the billing rate/markup rules
2. Searches and selects specific source transactions that match the values you specified for the major key
3. Continues the search, narrowing the selection of source transactions based on the value you specified for the minor key
4. Calculates the markup amount for individual transactions based on the applicable markup calculation rules
5. Updates the workfile transaction with the applicable markup amount

The system stores markup information in the Billing Rate/Markup Information table (F48096).

When you define billing rate/markup rules, you specify the following information:

- ☐ Major keys
- ☐ Minor keys
- ☐ Markup calculations
- ☐ Compound markup
- ☐ Component information

Defining define billing rate/markup rules includes the following task:

- Defining billing rate/markup rules

You define billing rate/markup rules by specifying major and minor key values. The system uses these values in combination to identify the specific billing rate/markup rules that apply to individual source transactions.

When you generate or revise workfile transactions, the system matches key values in the markup rules with the same values in the workfile transactions. The system uses the most specific rule that it can locate to calculate the markup for a workfile transaction. See *Appendix B: Searches for Markup Rules* for additional information.

Typically, you define general markup rules that apply to most of the workfile transactions that you process in the billing system. You can also define additional markup rules for the workfile transactions that are exceptions. For example, you can define rules that specify alternative markup rules for an individual customer or work order.

If you do not want to mark up a source transaction, the system processes it at cost. To include a source transaction in the Billing Workfile at cost, you must include the following for the billing rate/markup rules:

- An account range that includes the account associated with the transaction
- Blank fields for the markup calculations

If you do not include these, the system marks up the transaction using a default markup rule or the default percentage in the system constants.

The system uses default billing rate/markup rules to calculate the markup amounts for transactions that do not match the key values for any specific billing rate/markup rules. You can define two types of default billing rate/markup rules:

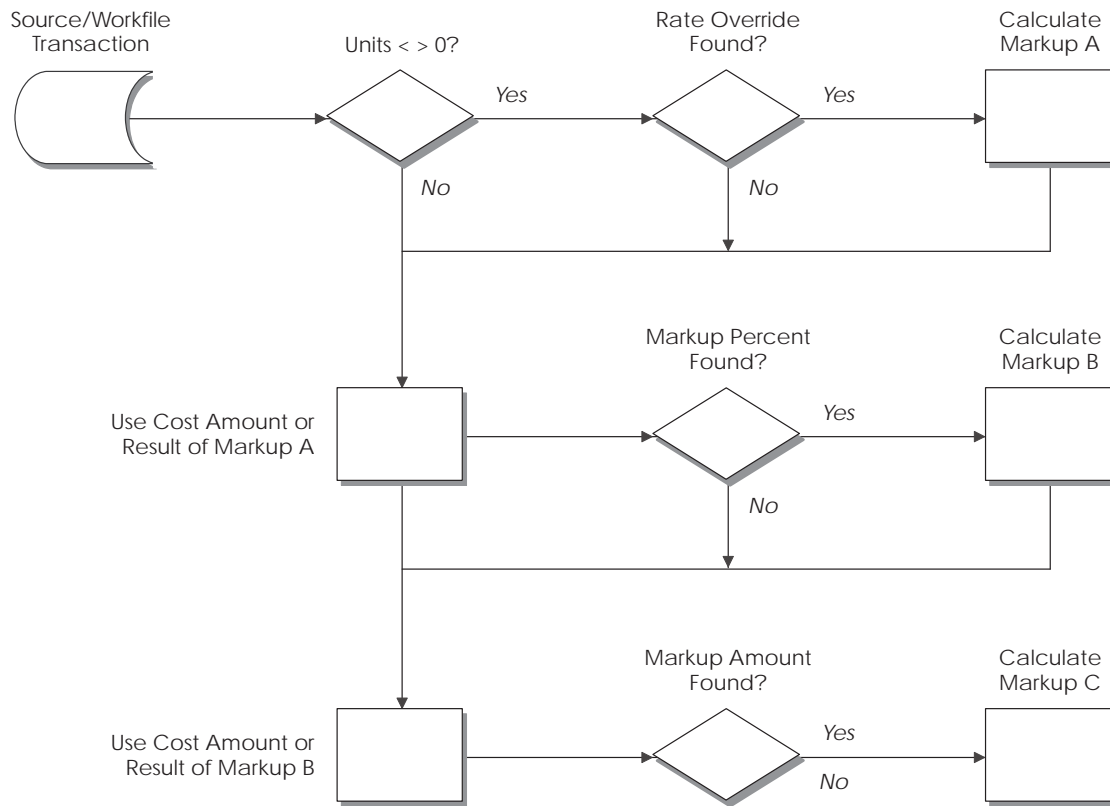
- Major key
- Minor key

For a major key default markup rule, specify 9 as the key type and *ALL as the table key. For a minor default markup rule, leave the account range blank and specify a markup calculation.

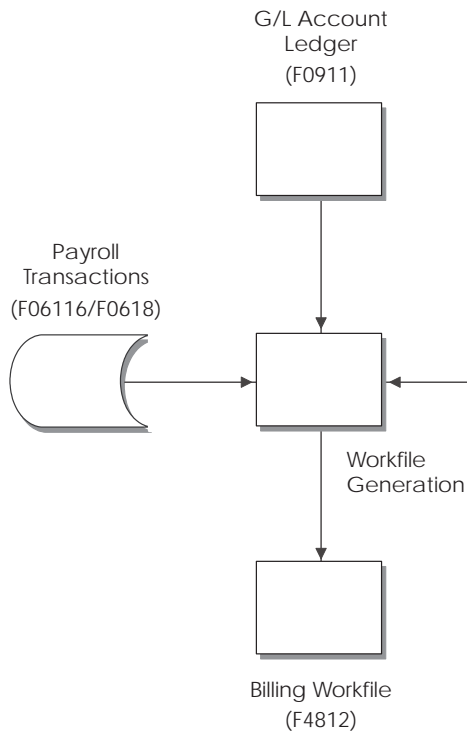
Before you generate or revise a workfile transaction, you must set up markup rules in the Billing Rate/Markup Table. The billing rate is defined as the rate multiplied by the number of units worked to calculate the amount you invoice your customer for goods or services rendered. The markup is defined as a percent or an amount that you add to costs for overhead and profit. The system stores this markup information in the Billing Rate / Markup Table (F48096).

The Billing Rate/Markup Table is accessed during workfile generation and workfile re-extension to apply markup information to the workfile transaction. The following graphic illustrates these processes:

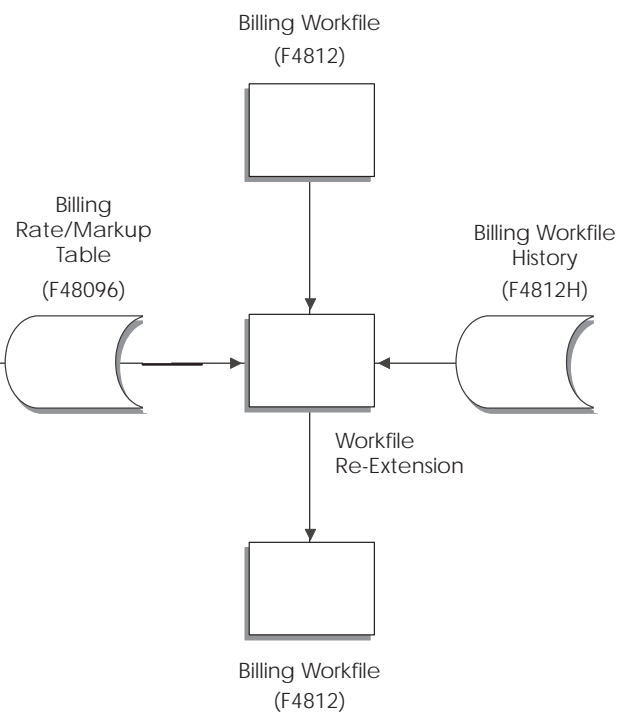
Markup Calculation Diagram



Workfile Generation



Workfile Re-Extension



Major Keys

You must specify a major key for each billing Rate/Markup Table you define. The major key will include the following information:

Currency Code

Controls the currency decimals of the markup amount defined in the Billing Rate/Markup Table.

Generation Type

Specifies whether the markup rule applies to calculating the invoice amount, revenue amounts, or component amounts. Depending on how you set your system constants, you might want different markup rules to apply to different amounts.

Key Type

Defines the type of major key value for the markup table. The system recognizes nine hard-coded values.

Table Key

Further defines the major key value, based on the key type.

Effective Dates

Specifies when the markup table is effective. The Table Basis Date of the workfile transaction is compared to these dates when searching the Billing Rate/Markup Table.

How the Currency Code is Used in Searches

The currency code of the Billing Rate/Markup Table is used to identify the currency of the billing rates and markup amounts that comprise the markup rules for that table.

The system stores the domestic currency, the foreign currency, and the currency mode on each workfile transaction. The domestic currency represents the currency of the company. The foreign currency represents the currency of the customer. The currency mode indicates which currency is used to access the correct Billing Rate/Markup Table.

For example, a workfile transaction with a domestic currency of US dollars (USD) and a foreign currency of French francs (FRF), with the currency mode of 'F' will search for a Billing Rate/Markup Table set up for French francs (FRF).

All markup calculations will be made in French francs and will use the exchange rate to calculate the U.S. dollars.

Workfile transaction before markups are applied:

Business Unit (USD)	Dom Curr	For Curr	Curr Mode	Exch Rate	Dom Cost	Units	For Cost	Dom In-voice	For In-voice
501	USD	FRF	F	5.68	50.00	10	284.00	0.00	0.00

Billing Rate/Markup Table

Business Unit (USD)	Curr Code	Markup Override Rate	Markup Percent	Markup Amount
501	FRF	284.00	10	142.00

Workfile transaction after markups are applied

Business Unit (USD)	Dom Curr	For Curr	Curr Mode	Exch Rate	Dom Cost	Units	For Cost	Dom In-voice	For In-voice
501	USD	FRF	F	5.68	50.00	10	284.00	575.00	3266.00

Generation Types of the Billing Rate/Markup Table

The generation type of the Billing Rate/Markup Table is used to control how the markups are applied to the workfile transaction

1 - Invoice/Revenue/Component Billing Rate/Markup Rules

You would setup a billing rate / markup table as Generation Type 1 when both the invoice and revenue amount are calculated the same.

2 - Override Revenue Billing Rate/Markup Rules

You would setup a billing rate / markup table with a Generation Type 2 when you need to calculate the revenue amount differently than the invoice amount. You setup the markup rules for the invoice amount using Generation Type 1 and the markup rules for the revenue amount using Generation Type 2. If no Generation Type 2 markup table is found, the calculations found on Generation Type 1 will be used for the revenue amount. (Note that the Independent Invoice/Revenue flag in the Billing Constants must be set to a '1' for a Generation Type '2' billing rate / markup table to be valid.)

3 - Override Component Billing Rate/Markup Rules

You would setup a billing rate / markup table with a Generation Type 3 when you need to create components

Key Types and Table Keys

You use the following key types in combination with the table key to define a markup table:

- '1' - Work Order
- '2' - Work Order Class
- '3' - Contract Number
- '4' - Parent Contract Number
- '5' - Customer Number
- '6' - Business Unit Number
- '7' - Business Unit Class
- '8' - Company Number
- '9' - Default

Minor Keys

You must specify a minor key for each markup rule you define on billing rate / markup table. The minor key will include the following information:

Account Range

Specifies the range of objects and subsidiaries used to apply markup rules. The object and subsidiary of the workfile transaction must fall within the specified range to use this markup rule. If the subsidiary fields are blank, then all subsidiaries are included in the account range.

Payroll Information

Specifies the payroll information used to apply markup rules. The payroll information of the workfile transaction must match to use this markup rule.

Equipment Information

Specifies the equipment information used to apply markup rules. The equipment information on the workfile transaction must match to use this markup rule.

You can specify a combination of payroll OR equipment information. Payroll and equipment information are mutually exclusive.

To define a default markup rule, leave the account range blank and specify the default markup calculation rule.

If you do not specify markup calculations for the minor key, the system processes the transactions at cost. If the transaction does not match the major or minor key values for any of the markup rules you have defined, the system uses the default markup percentage you have defined in the Billing Constants.

Markup Calculations

You can relate three markup calculations to a minor key. To markup workfile transactions, the system applies the following calculations for a minor key in the order shown:

Rate Override Calculation

This override rate is multiplied by the number of units from the workfile transaction to calculate the invoice/revenue amount. This calculation is NOT performed if the number of units is equal to zero.

Percentage Markup Calculation

This percent is multiplied by the cost amount from the workfile transaction to calculate the invoice/revenue amount.

Amount Markup Calculation

This amount is added to the cost amount from the workfile transaction to calculate the invoice/revenue amount.

Compound Markup

A compound markup results when you define more than one markup calculation on a minor key.

For example, a workfile transaction with 10 units might use a minor key with the following markup calculations:

- Rate Override of 50 dollars per unit
- Percentage markup of 10 percent
- Amount markup of 25 dollars

The system calculates the compounded markup as follows:

- 10 units X 50 dollars = 500 dollars
- (500 dollars X 10 percent) + 500 dollars = 550 dollars
- 550 dollars + 25 dollars = 575 dollars

Using the same compounded markup rule, a workfile transaction with zero units but 200 dollars cost would be calculated by the system as follows:

- No rate calculation because units equal zero
- 200 dollars X 10 percent + 200 dollars = 220 dollars
- 220 dollars + 25 dollars = 245 dollars

Component Information

The system processes the component information as an additional markup for the workfile transactions. As part of system setup, you define component rules within a component table. You then assign the component table to a markup rule on the Billing Rate / Markup Table.

The system creates separate component workfile transactions for each component rule defined on a component table.

Before You Begin

- ☐ Verify Billing Constants setting for the following controls:
 - Independent Invoice/Revenue Flag: This value controls whether the system allows generation type 2 Billing Rate/Markup Tables.
 - Currency Mode: This value controls whether the domestic or foreign currency of a workfile transaction is used to search the Billing Rate/Markup Table.
 - Effective Date: This value identifies which date from non-payroll billable cost entries is used to search the Billing Rate/Markup Table.
 - Labor Effective Date: This value identifies which date from payroll-based billable cost entries is used to search the Billing Rate/Markup Table.
- ☐ Determine the major key values used to define markup tables. These values are edited for validity when adding or updating a Billing Rate/Markup Table.
- ☐ Determine minor key values used to define markup rules. These values are edited for validity when adding or updating a Billing Rate/Markup Table.

- ☐ Define the billing rates and markup calculations to apply to workfile transactions.
- ☐ Determine component rules used in the calculation of component workfile transactions.

► To define billing rate/markup rules

From the Table Information menu (G48S41), choose Billing Rate/Markup Table.

1. On Work With Billing Rate/Markup Table, click Add.

Obj From	Obj Thru	Sub From	Sub Thru	Markup Rate Override	Cap	Markup Percent	Markup Amount	Job Type	J S
1340	1341	01000	04000			22.000	165.00		

2. To identify the major key for a Billing Rate/Markup Table on Billing Rate/Markup Revisions, complete the following fields.
 - Generation Type
 - Key Type
 - Table Key
 - Currency Code
 - Begin Date
 - Ending Date
3. To specify the account range for each markup rule, complete the following fields:
 - Obj From
 - Obj Thru

- Sub From
- Sub Thru

If you leave the account ranges blank, the system applies the markup rule to all account ranges within the major key.

4. To define markup calculations for each markup rule, complete the following fields:
 - Markup Rate Override
 - Cap or Override Rate
 - Markup Percent
 - Markup Amount
5. To define a markup rule specific to payroll, complete any of the following fields:
 - Job Type
 - Job Step
 - Cost Pool
 - Business Unit – Home
 - Employee Number
 - Pay Type
6. To define a markup rule specific to equipment, complete any of the following fields:
 - Equip Number
 - Rate Group
 - Rate Code

Payroll and equipment information are mutually exclusive.

7. To associate component calculations with this markup rule, complete the following fields:
 - Cost Comp Tbl
 - Inv/Rev Comp Tbl
8. Complete the following optional field to override the descriptions from the related source transactions and click OK:
 - Override Description

Field	Explanation
Generation Type	<p>A value that controls the type of entries for a batch and also the markup rules for the Billing Rate/ Markup Table (P48096).</p> <p>Types of Entries: The system assigns the generation type of a batch at the time the batch is created. Valid values are:</p> <ol style="list-style-type: none"> 1 For invoice processing. 2 For revenue processing. <p>Billing Rate/Markup Processing: The system uses the generation type to determine the markup rules for invoice, revenue, and component amounts. Depending on how you define the billing constants, different markup rules can apply to different amounts.</p> <p>Type 1: When the billing constants specify that invoice and revenue amounts are always the same, the markup rule applies to revenue, invoice, and component amounts. If the billing constants specify that the invoice and revenue amounts can be different, the markup rule still applies to revenue, invoice, and component amounts if no Type 2 rule exists.</p> <p>Type 2: When the billing constants specify that the invoice and revenue amounts can be different, the markup rule applies to revenue, and component amounts only.</p> <p>Type 3 This type applies to component amounts. This rule is not dependent on the billing constants settings.</p>
Key Type	<p>A code that the system uses in combination with the table key to locate and edit the source and workfile transactions against the various tables and user defined codes in the Service Billing and Contract Billing systems.</p> <p>Valid key type codes and their related tables or user defined codes are:</p> <ol style="list-style-type: none"> 1 Work order number - Work Order Master (F4801) 2 Work order class - User Defined Code (00/W7) 3 Contract number - Contract Master (F5201) 4 Parent contract number - Contract Master (F5201) 5 Customer - Address Book Master (F0101) 6 Job or business unit - Business Unit Master (F0006) 7 Job class - User Defined Code (00/11) 8 Company - Company Constants (F0010) 9 Default

Field	Explanation
Table Key	<p data-bbox="688 258 1349 380">A value that the system uses in combination with the key type to locate and edit workfile transactions against the various tables in the Service Billing and Contract Billing systems.</p> <p data-bbox="688 401 1357 554">The value you enter in the Key Type field determines the valid values for the Table Key field. For example, if you specify the key type for work order number (1), you must enter a valid work order number from the Work Order Master (F4801) in the Table Key field.</p> <p data-bbox="688 575 1354 789">The key type you specify also controls the search window that you access from the Table Key field when you use field sensitive help. For example, when you select Key Type 1, you can use the field sensitive help for the Table Key field to access the Work Order Search window. With Key Type 2, you access the User Defined Codes window for work order class.</p> <p data-bbox="688 810 1354 840">..... <i>Form-specific information</i></p> <p data-bbox="688 861 1354 947">The system uses the Table Key field in conjunction with the Key Type to locate the applicable Billing Rate/Markup table for each transaction workfile.</p>

Field	Explanation
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>Specify a currency code in conjunction with the key type, table key, and effective dates to define a major key for your markup table. The system uses the major key to search for the applicable markup table during the workfile generation and re-extension processes.</p> <p>The system retrieves default currency codes for the following key types:</p> <ul style="list-style-type: none"> • Company – default currency from the Company Information table (F0010) • Customer – default currency from the Customer Information table (F0301) • Job – default currency from the Business Unit Master table (F0006) • Work Order – default currency from the Work Order Master table (F4801) <p>You must enter a currency code for the following key types:</p> <ul style="list-style-type: none"> • Work Order Class • Job Class • Default <p>The currency code that you specify in this field controls the decimal display on the Billing Rate/Markup Table form.</p> <p>Note: The currency code that you set up for the markup tables must correspond to the currency code that you set up for any related component tables.</p>
Begin Date	<p>The date on which an address, item, transaction, or table becomes active, or the date from which you want transactions to appear.</p> <p>..... <i>Form-specific information</i></p> <p>This field identifies an effective begin date for a Billing Rate/Markup Table.</p> <p>Note: The effective dates for Billing Rate/Markup tables with the same key values cannot overlap.</p>
Ending Date	<p>The date on which the item, transaction, or table becomes inactive or the date through which you want transactions to appear.</p> <p>..... <i>Form-specific information</i></p> <p>This field identifies an effective end date for a Billing Rate/Markup table.</p> <p>Note: The effective dates for Billing Rate/Markup tables with the same key values cannot overlap.</p>

Field	Explanation
Obj From	The portion of a general ledger account that 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.
Obj Thru	Identifies the ending object account in a range of accounts.
Sub From	A subdivision of an object account. Subsidiary accounts include more detailed records of the accounting activity for an object account.
Sub Thru	Identifies the ending subsidiary account in a range of accounts.
Markup Rate Override	<p>The rate the system uses to mark up the revenue amount reflected in the billing of professional services, such as draftsmen, engineers, or consultants fees. This rate does not affect the employee's paycheck. You can use this markup rate as an override rate or as a maximum rate.</p> <p>The Override Rate Calculator for the Total markup is: $(\text{Override Rate} * \text{Unit}) * (1 + \text{Markup \%}) + \text{Markup Amount}$</p> <p>When you specify a Maximum or Cap Rate, the system compares the override rate with the rate from the cost transaction and uses the lower rate as the override rate.</p> <p>You set up the override/maximum unit rate in the Billing Rate/Markup Table using generation type 1 to specify a table for revenue/invoice markup rates.</p> <p>You can mark up the revenue amount at a different rate than the invoice amount by using the Billing Rate/Markup Table with a generation type 2. The value in the Independent Revenue/Invoice field in the constants controls this function.</p>
	<p>This flag indicates whether the associated amount is the override rate or the cap of the rate.</p> <p>Values are:</p> <ul style="list-style-type: none"> blank Override Rate. 1 Cap of the Rate. If the cost rate is less than the cap rate, the cost rate will be used; if the cost rate is greater than the cap rate, the Cap Rate will be used.

Field	Explanation
Markup Percent	<p>The percentage you use to mark up the amount reflected in the billing of professional services, such as draftsmen, engineers, or consultants fees. This percentage rate will not affect the employee's paycheck.</p> <p>Enter percentages as whole numbers. For example, 50.275% would be entered as 50.275.</p> <p>..... <i>Form-specific information</i></p> <p>The field lets you include a markup percentage for the amount of invoicing. Enter a markup percentage for costs whose override rates should be marked up further or for direct markup of non-unit costs.</p>
Markup 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> <p>..... <i>Form-specific information</i></p> <p>Enter an amount that should be used as a direct amount adjustment to the cost transaction.</p>
Job Type	<p>A user defined code (07/G) that defines the jobs within your organization. You can associate pay and benefit information with a job type and apply that information to the employees who are linked to that job type.</p>
Job Step	<p>A user defined code (07/GS) that designates a specific level within a particular job type. The system uses this code in conjunction with job type to determine pay rates by job in the Pay Rates table.</p>
Home Business Unit	<p>The number of the business unit in which the employee generally works.</p> <p>..... <i>Form-specific information</i></p> <p>This field tells the system to apply the specified markup rates only to costs with the designated home business unit.</p>
Employee Number	<p>A number that identifies an entry in the Address Book system. Use this number to identify employees, applicants, participants, customers, suppliers, tenants, a location, and any other address book members.</p>
Pay Type	<p>A code that defines the type of pay, deduction, benefit, or accrual.</p> <p>Pay types are numbered from 1 to 999. Deductions and benefits are numbered from 1000 to 9999.</p>

Field	Explanation
Cost Pool	Category code 12 associated with the Business Unit Master file (F0006). This is a user defined code (00/12) for use in flex account mapping and in printing selected information on reports.
Equip Number	An 8–digit number that uniquely identifies an asset.
Rate Group	A user defined code (12/C0) that groups similar items for billing. If you are an Equipment Management client and you use Equipment Billing, you must use this category code for rate group purposes only.
Rate Code	<p>A user defined code (00/RC) that indicates a billing rate, such as DY for daily, MO for monthly, and WK for weekly. You can set up multiple billing rates for a piece of equipment.</p> <p>If you leave this field blank, the system searches for a valid billing rate in the following sequence:</p> <ol style="list-style-type: none"> 1. Account Ledger Master (F0901) – This table contains the most detailed rate information. You can assign multiple rates for a job. For example, you can set up separate rates for different equipment working conditions. 2. Job or Business Unit Master (F0006) – This table contains less detailed rate information than the Account Ledger Master. You can only set up a single rate for a job based on this table. 3. Rental Rules (F1302) – This table contains the least detailed rate code information. The system searches this table according to the criteria you establish when setting up the table. <p>..... <i>Form-specific information</i></p> <p>The code lets you apply multiple billing rates per equipment item. For example, you might want to set up a markup for the maintenance on a vehicle that is different from the markup for the cost of gasoline for that same vehicle.</p>
Override Description	<p>A description, remark, explanation, name, or address retrieved from the following cost (source) transactions:</p> <ul style="list-style-type: none"> • Journal entry (Explanation 2 field) • A/P voucher entry (Explanation field) • Payroll (pay type description; regular, overtime, and so on) <p>..... <i>Form-specific information</i></p> <p>A description, remark, explanation, name, or address that you want to apply to the billable detail transaction.</p>

Field	Explanation
Cost Comp Tbl	A code that identifies a component cost rate table to use for the cost portion of this Billing Rate/Markup Table entry. The component table identifies the components and their calculation rules. These component amounts are applied as overhead to the original cost. You set up component tables on the Component Table Definition form.
Inv/Rev Comp Tbl	<p>A code that identifies a component invoice/revenue table to use for this Billing Rate/Markup Table entry. The component table identifies the components and their calculation rules. These component amounts are recognized as invoice/revenue in addition to any invoice/revenue markups.</p> <p>The generation type of the Billing Rate/Markup Table, in conjunction with the value set up for the Independent Invoicing flag in the Billing Constants, will determine whether this is a component table for invoice amounts or revenue amounts, or both. You set up component tables on the Component Table Definition form.</p>

See Also

- *R48096B, Billing Rate/Markup Table Listing* in the *Reports Guide* for a report sample

Processing Options: Billing Rate/Markup Table (P48096)

Security Tab

1. Key Type 1

Use this processing option to determine whether the user will be allowed access to Work Order Number Key Types in this application. Valid values are:

Blank Allow access
 1 Do not allow access

2. Key Type 2

Use this processing option to determine whether the user will be allowed access to Work Order Class Key Types in this application. Valid values are:

Blank Allow access
 1 Do not allow access

3. Key Type 3

Use this processing option to determine whether the user can access Contract Number Key Types in this application. Valid values are:

Blank Allow access

1 Do not allow access

4. Key Type 4

Use this processing option to determine whether the user can access Parent Contract Number key types in this application. Valid values are:

Blank Allow access.

1 Do not allow access.

5. Key Type 5

Use this processing option to determine whether the user can access Customer Number Key Types in this application. Valid values are:

Blank Allow access.

1 Do not allow access.

6. Key Type 6

Use this processing option to determine whether the user can access Job/Business Unit Key Types in this application. Valid values are:

Blank Allow access.

1 Do not allow access

7. Key Type 7

Use this processing option to determine whether the user can access Job Class Key Types in this application. Valid values are:

Blank Allow access.

1 Do not allow access.

8. Key Type 8

Use this processing option to determine whether the user can access Company Number Key Types in this application. Valid values are:

Blank Allow access.

1 Do not allow access.

9. Key Type 9

Use this processing option to determine whether the user can access the default Markup Table Key Type in this application. Valid values are:

Blank Allow access.

1 Do not allow access.

10. Table Generation Type 10

Use this processing option to determine whether the user can access the Invoice, Revenue, and Component Markup Table Generation Type in this application. Valid values are:

Blank Allow access.

1 Do not allow access.

11. Table Generation Type 1

Use this processing option to determine whether the user can access the Revenue Markup Override Table Generation Type in this application. Valid values are:

Blank Allow access.

1 Do not allow access.

12. Table Generation Type 2

Use this processing option to determine whether the user can access the Component Markup Override Table Generation Type in this application. Valid values are:

Blank Allow access.

1 Do not allow access.

Defining Component Rules

Components are a type of markup that the system calculates based on amounts and units. For example, the billing for labor might include a component to partially offset the cost of borrowing money. Component rules work in conjunction with markup rules. After you set up a component rule, you must associate it with a markup rule.

Defining component rules consists of the following tasks:

- Setting up component calculation rules
- Setting up compound components

When you accumulate costs, the system calculates the component amount using the component rules you define to create component transactions. Component transactions are always associated with a parent workfile transaction. The system assigns both transaction types the same billing control ID number and a component link number that associates each component calculation with its related workfile transaction.

You define component rules using the following information:

- A name to identify a set of component calculation rules
- An effective date range
- One or more calculation rules based on an amount, a unit rate, or both

Compound Components

You can cross-reference component calculation rules to define compound components. For example, a 2 percent component rate might be cross-referenced to a 40 percent component rate. The system calculates the component amount for a cost of 1000 as follows:

1. $1000 \times 2 \text{ percent} = 20$
2. $1000 \times 40 \text{ percent} = 400$
3. $400 \times 2 \text{ percent} = 8$

The total cost plus the component amounts are calculated as follows:

4. $1000 + 20 + 400 + 8 = 1428$

You can include unit-based component calculation rules in a cross-reference, but you cannot use them as the basis for your cross-reference information.

Before You Begin

- ☐ Set up the component codes (48/CM) with the codes that you want to use to identify individual component calculation rules on the Component Table form.

See Also

- *Reviewing Component Transactions* for more information about components and workfile transactions
- *Adding Component Rules to Markup Rules*
- *R4860, Component Table Listing* in the *Reports Guide* for a report sample

To set up component calculation rules

From the Table Information menu (G48S41), choose Component Tables.

1. On Work With Component Tables, click Add.
2. On Component Table Revisions, complete the following fields to identify a specific set of component calculation rules:
 - Component Table
 - Currency Code
 - Description
 - Beginning Date
 - Ending Date
3. To define one or more component calculation rules, complete the following fields:
 - Component Code
 - Rate Basis
 - Component Rate Percent

Field	Explanation
Component Table	<p>A user-specified code that identifies a set of component rules.</p> <p>If you work in a multi-currency environment, the system displays only the codes that are related to markup tables with the same currency code in the Component Table Selection window.</p>
Description	A user defined name or remark.
Component Code	A component code identifies a provisional burden that is accounted for at the billing detail transaction level.
Rate Basis	<p>A code that determines whether the calculation of the components is based on the unit(s) or amount(s) of the base billing detail transaction. Valid values are:</p> <ol style="list-style-type: none"> 1 Gross Amount Basis. The number in the Component Rate field is treated as a percentage. The system calculates the component amount by multiplying the component rate percentage by the cost, total invoice, or revenue amount from the base billing detail transaction. 2 Unit Basis. The number in the Component Rate field is treated as a flat rate amount. The system calculates the component amount by multiplying the component flat rate amount by the number of units from the base billing detail transaction. 3 Net Amount Basis (OneWorld only). The number in the Component Rate field is treated as a percentage. The system calculates the component amount by multiplying the component rate percentage by the cost, taxable invoice, or revenue amount from the base billing detail transaction.
Component Rate	<p>The rate that the system applies when it creates the individual component records. This field can be either a percentage or a flat amount, depending on the value entered in the "Component Rate Basis" (UORC) field.</p> <p>If the component rate basis is units, then the component rate is a flat amount which is multiplied by the number of units from the base billing detail transaction.</p> <p>If the component rate basis is amount, then the component rate is a percentage which is multiplied by the cost, invoice, or revenue amount from the base billing detail transaction.</p>

► To set up compound components

From the Table Information menu (G48S41), choose Component Tables.

1. To locate a set of component rules on Work with Component Tables, click Find.
2. Choose a specific component calculation rule and click Select.

Component Code	Description	Rate Basis	Component Rate	Sequence Number
DUES	Union Dues per Hour	1	12.50000	
			0.00000	

3. On Component Table Revisions, choose a component and choose Cross Reference from the Row menu.
4. On Component Cross Reference, choose each component calculation rule that you want to include in the cross-reference and choose Add Cross Reference from the Row menu.

A component link number associates component calculations with its related workfile transaction.

You can include only previously defined component calculation rules in your cross-reference information.

The system marks the component calculation rules that include cross-reference information with a check mark.

Assigning Component Information

The system processes the component information as a markup for the amounts in the source transactions. As a part of system setup, you define component rules. You then assign the component rules to the rules on the Billing Rate/Markup Table.

Assigning component information consists of the following tasks:

- ☐ Adding component rules to markup rules

Before You Begin

- ☐ Define component rules. See *Defining Component Rules*.

Adding Component Rules to Markup Rules

If you want the system to create separate workfile transactions for cost amounts and markup amounts, you can assign a component rule to a markup rule.

The system calculates the component amounts based on the following:

- Cost amount when generation type is 1 or 2 with a cost table. If both types 1 and 2 exist with a cost table, the system uses the information from the table for generation type 2 for the revenue amount.
- Invoice amount when generation type is 1 with an invoice/revenue table.
- Revenue amount when generation type is 2 with an invoice/revenue table.
- Default component information when the generation type is 3 with either a cost table or invoice/revenue table.



To add component rules to markup rules

From the Table Information menu (G48S41), choose Billing Rate/Markup Table.

1. On Work With Billing Rate/Markup Table, locate the markup rules to which you want to add components.

See *Defining Billing Rate/Markup Rules*.

2. On Billing Rate/Markup Revisions, enter a 3 in the following field:
 - Generation Type
3. Complete the following fields to add a component rule:
 - Key Type
 - Table Key
 - Begin Date
 - Ending Date
 - Obj From
 - Obj Thru
 - Sub From
 - Sub Thru
4. Complete the following fields to assign the component rule to the new markup rule:
 - Cost Comp Tbl
 - Inv/Rev Comp Tbl

Related Tasks

You can assign a component rule to an existing markup rule with a generation type of 1 or 2. To do this, locate the markup rule on the Billing Rate/Markup Table form. You can specify a component rule for one or more lines on the form using the Cost Table field, Invoice/Revenue Table field, or both.

See Also

- *Defining Billing Rate/Markup Rules*

Field	Explanation
Component Cost Rate Table	A code that identifies a component cost rate table to use for this Billing Rate/Markup Table entry. The component table identifies the components and their calculation rules. These component amounts are applied as overhead to the original cost. You set up component tables on the Component Table Definition form.

Field	Explanation
Component Revenue Rate Table	<p>A code that identifies a component invoice/revenue table to use for this Billing Rate/Markup Table entry. The component table identifies the components and their calculation rules. These component amounts are recognized as invoice/revenue in addition to any invoice/revenue markups.</p> <p>The generation type of the Billing Rate/Markup Table, in conjunction with the value set up for the Independent Invoicing flag in the Billing Constants, will determine whether this is a component table for invoice amounts or revenue amounts, or both. You set up component tables on the Component Table Definition form.</p>

Setting Up Automatic Accounting Instructions

You must set up the RC (receivables class) AAI to define the rules by which the Service Billing and Accounts Receivable systems interact. The Service Billing system uses the RC AAI (receivables class accounts) to determine the G/L account for the debit side of a journal entry for accounts receivable and retainage.

The system stores the information for AAIs in the Automatic Accounting Instructions table (F0012).

You should be thoroughly familiar with AAIs before you change them.

The Service Billing System uses the following AAI's:

RC	Receivables Class accounts
RCxxxx	Receivables where xxxx represents the G/L offset set up in the customer or offset table.

See Also

- *Working with AAIs for General Accounting* in the *General Accounting Guide*
- *Working with AAIs for A/R* in the *Accounts Receivable Guide*

Defining the Sequence and Summarization

When you generate a batch of invoices from the transactions in the Billing Workfile, the system automatically creates a new invoice for each customer. You must further define how you want the system to sequence and summarize the transaction information that appears on the invoices. To do this, you define a sequence and summarization key.

The sequence and summarization key that you define indicates divisions within generated batches of invoices and the individual invoices within a batch. You must define these divisions at the following levels:

Invoice level (I)

When the sequence and summarization key you define changes at the invoice level, the system creates a new invoice with a unique invoice number.

Pay item level (P)

When the sequence and summarization key you define changes at the pay item level, the system creates a new line of billing detail for the invoice. The system assigns the new line of billing detail a unique pay item number.

The system uses the sequence and summarization key that you define to:

- Assign invoice numbers
- Summarize transactions by invoice and pay item
- Control how the transactions appear in the A/R Account Ledger table when you create the A/R and G/L entries
- Update the workfile transaction with the applicable key information such as invoice and pay item numbers.

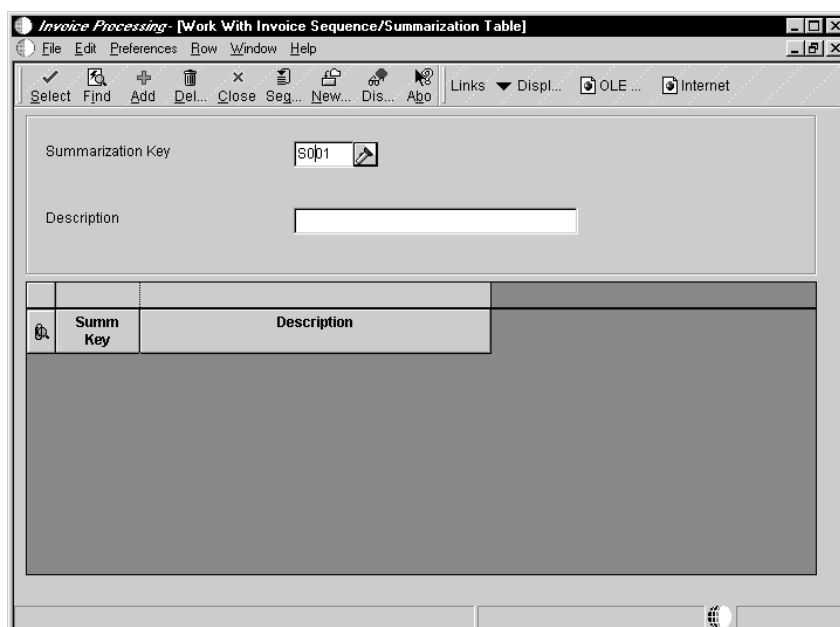
For example, you can define a sequence and summarization key with business units (jobs) at the invoice level and with subledgers (work orders) at the pay item level. During invoice generation, the system uses the key to:

- Create a new invoice number when the business unit (job) changes
- Create a new pay item number when the subledger (work order) changes for the business unit (job)

You can have only one customer number per invoice. The system creates a new invoice number if the customer number changes, regardless of how you set up your sequence and summarization key.

► To define a sequence and summarization key

From the System Setup menu (G48S21), choose Invoice Sequence/Summarization Key Setup.



1. On Work With Invoice Sequence/Summarization Table, click Add.

Line Number	Summ Code	Data Item	Data Item Description
		ANBO	Owner/Receivable Address
		OPIM	Owner Pay Item
		COCH	Contract Change Number
		PCKO	Parent Contract Document Compa
		PCTT	Parent Contract Type
		KCOO	Order Company (Order Number)
		DCTO	Order Type
		LNID	Line Number
		PCTN	Parent Contract Number
		DOCO	Document (Order No, Invoice, e

2. On Invoice Sequence/Summarization Table, complete the following fields:
 - Data Item
 - Data Item Description
3. Complete the following fields for each data item you want to include in the key:
 - Line Number – General
 - Summarization Code – Service Billing

You can use as many data items as you want to sequence billing detail. The sequence numbers that you use control how the system groups billing information within the generated batch of invoices and on the invoices within the batch.

4. Click OK.

Defining G/L Offset and Retainage Rules

Before you generate or revise workfile transactions, you can define your G/L offsets and retainage calculation rules. The G/L Offset and Retainage Table applies only to the Service Billing system. The system stores this information in the G/L Offset and Retainage Table (F48128).

The G/L Offset and Retainage Table serves several purposes in the Service Billing system:

- Define G/L offset and payment terms overrides
- Define retainage information
- Define the currency mode override

Understanding G/L Offset and Retainage Rules consists of the following topics:

- ☐ Major keys
- ☐ Key type/table key
- ☐ G/L offset and payment terms overrides
- ☐ Retainage information
- ☐ Currency mode override
- ☐ How the G/L offset and retainage table is used

Major Keys

You must specify a major key for each G/L Offset and Retainage rule you define.

Key Type

Defines the type of major key value for the G/L Offset and Retainage table entries. The system recognizes the use of nine hard-coded values.

Table Key

Further defines the major key values, based on the key type.

Key Type/Table Key

You use the following key types in combination with the table key to further define a G/L Offset and Retainage table entries:

- '1' - Work Order
- '2' - Work Order Class
- '5' - Customer Number
- '6' - Business Unit Number
- '7' - Business Unit Class

For example, if you need to define accounting rules by work order, you would use key type '1', with a table key of the specific work order. If you have three work orders that require different accounting rules, you must set up three different rules, each with '1' as the key type and the specific work order as the table key.

G/L Offset and Payment Terms Overrides

You enter G/L offset and payment terms information to override the G/L offset and payment terms set up for the customer in the Address Book and Customer Master.

G/L Offset

Identifies the account for which the system creates offsetting entries during Create A/R Entries. If no entry is found, the G/L offset established for the customer in and the Address Book and Customer Master will be used.

Payment Terms

Identifies the payment terms used to determine due dates and discounts when you generate invoices when running Create A/R entries. If no entry is found, the payment terms defined for the customer in the Address Book and Customer Master will be used.

Retainage Information

Retainage is a percentage of the invoice pay item that your company is paid after the work is complete. During Create A/R Entries, the system creates a separate accounting entry for the retainage amount.

Percent Retainage	Identifies the percentage of the invoice amount that will be retained, or held back, until the work is complete. If no percent is entered, no retainage amount will be calculated.
Retainage G/L Offset	Identifies the account for which the system creates offsetting entries during Create A/R Entries.

Currency Mode Override

Currency Mode	<p>Manages how amounts are calculated and stored within the billing system. This mode is a global setup in your Billing Constants, and, as with all constants, it is recommended that you not change the constants after you set them up.</p> <p>For calculations, Domestic Mode indicates conversion from domestic amount to foreign; Foreign mode indicates conversion from foreign amounts to domestic.</p>
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The global setup in the Billing Constants can be overridden in the G/L Offset and Retainage Table. If the currency mode in the Billing Constants is set to foreign mode, but a particular job needs to be managed in the domestic currency, you can set up a G/L offset and Retainage Table for that job in the domestic mode.

How the G/L Offset and Retainage Table is Used

When you generate invoices, the system uses the summarized data items you specify for the sequence and summarization key to locate G/L offset, retainage, and payment terms information in the G/L Offset and Retainage Information table (F48128). Summarized data items are those data items that you use to summarize invoices at the pay item or invoice level. If you do not use the G/L Offset and Retainage Table to set up the information, the system uses the G/L offset and the payment terms in the customer master information.

When you generate invoices, the system assigns values to the following fields for each transaction:

- Payment Terms
- G/L Offset

- Retainage

The system determines the correct values for these fields based on the sequence and summarization keys that you define for the invoice batch and the information that you define in the G/L offset rules. For example, if your Invoice Level Summarization field is by subledger (work order), then you might define rules on the G/L Offset Table form with the valid key types of subledger (work order) or work order class to locate the correct rule.

You do not use sequence and summarization keys to create invoices manually. If you create invoices manually, the system uses only the G/L offset information that you set up with a key type of customer and a table key of a specific customer number.

You set up the G/L Offset Table using multiple key types and table keys. The system uses these key values to associate offset and payment terms to billing detail transactions with the same values.

The system always generates invoices by customer. If your sequence and summarization key does not include customer number as a summarized data item, the system still uses the G/L offset rules that you set up using a key type of customer and a table key of a specific customer number.

Working With G/L Offset and Retainage Table

Working With G/L Offset and Retainage Table consists of the following tasks:

- Defining G/L offset and retainage rules

Before You Begin

- Define the payment terms and A/R AAI's for the G/L offset.
- Define AAI's for the Retainage G/L Offset.
- Determine the major key values used to define the G/L Offset and Retainage rules.

To define G/L offset and retainage rules

From the Table Information menu (G48S41), choose G/L Offset Table and Retainage Table.

1. On Work With G/L Offset and Retainage Table, click Add.
2. On G/L Offset and Retainage Rule Revisions, complete the following fields:
 - Key Type

- Table Key
- 3. Complete the following fields if you want to override the customer information from Address Book/Customer Master:
 - Pmt Trm
 - G/L Offset
- 4. Complete the following field to specify the retainage rate for the table:
 - Percent Retainage
- 5. Complete the following field to indicate the account in which the system creates offsetting entries for retainage during Create A/R Entries:
 - Retn Offset
- 6. Complete the following field if you want to override the currency mode set in the Billing Constants:
 - Currency Mode—Foreign or Domestic Entry

See Also

- *Creating Invoice Information Manually*
- *Generating Invoices Automatically*

Field	Explanation
Key Type	<p>A code that the system uses in combination with the table key to locate and edit the source and workfile transactions against the various tables and user defined codes in the Service Billing and Contract Billing systems.</p> <p>Valid key type codes and their related tables or user defined codes are:</p> <ol style="list-style-type: none">1 Work order number - Work Order Master (F4801)2 Work order class - User Defined Code (00/W7)3 Contract number - Contract Master (F5201)4 Parent contract number - Contract Master (F5201)5 Customer - Address Book Master (F0101)6 Job or business unit - Business Unit Master (F0006)7 Job class - User Defined Code (00/11)8 Company - Company Constants (F0010)9 Default <p>When you choose a key type, use the following guidelines:</p> <ul style="list-style-type: none">• You cannot use the key types for contract number (3) or parent contract number (4) with the Tax Derivation and G/L Offset & Retainage tables.• You cannot use the key type for company (8) with the G/L Offset and Retainage tables.• You can use the default key type (9) with only the Billing AAI's and Billing Rate/Markup tables.
Table Key	<p>A value that the system uses in combination with the key type to locate and edit workfile transactions against the various tables in the Service Billing and Contract Billing systems.</p> <p>The value you enter in the Key Type field determines the valid values for the Table Key field. For example, if you specify the key type for work order number (1), you must enter a valid work order number from the Work Order Master (F4801) in the Table Key field.</p> <p>The key type you specify also controls the search window that you access from the Table Key field when you use field sensitive help. For example, when you select Key Type 1, you can use the field sensitive help for the Table Key field to access the Work Order Search window. With Key Type 2, you access the User Defined Codes window for work order class.</p>

Field	Explanation
Pmt Trm	<p>A code that indicates the 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.</p>
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>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>
Percent Retainage	<p>The retainage rate for the contract. The rate is a percentage that is expressed as a whole number. For example, you enter a retainage rate of 10.5 percent as 10.5. Do not enter a retainage percent greater than 99.99 or less than zero.</p>
Retn Offset	<p>A code that designates the offset accounts for retainage, such as RETN or 1220. You set up the code as an automatic accounting instruction.</p> <p>NOTE: Do not use code 9999. This is reserved for the post program and indicates that offsets should not be created.</p>
Currency Mode–Foreign or Domestic Entry	<p>A code that specifies whether amounts are in the domestic currency of the contract or the foreign currency of the supplier.</p> <p>For conversions, Domestic indicates domestic to foreign, and Foreign indicates foreign to domestic.</p>

Defining Tax Derivation Rules

The Tax Derivation Table applies only to the Service Billing system.

Define tax derivation rules to specify the tax information that you want the system to apply to workfile transactions. If you do not use the Tax Derivation Table to set up tax rules, the system uses the tax information that you specify in the job master. If you have not specified tax information in the job master, the system uses the information in the work order master or the customer master.

To set up tax derivation rules, you must specify the following key information:

- Key type and table key
- Effective date range
- Object and subsidiary account ranges

When you accumulate costs or revise workfile transactions, the system applies the appropriate tax rules to each transaction based on the key information that you specify for the rule.

Before You Begin

- ☐ Set up the tax rates and explanation codes. See the *Tax Reference Guide* for more information about setting up tax rates and explanation codes.



To define tax derivation rules

From the Table Information menu (G48S41), choose Tax Derivation Table.

1. On Work With Tax Derivation Table, click Add.

Tax Derivation Table- [Tax Derivation Revisions]

File Edit Preferences Window Help

OK Del... Can... New... Dis... Add Links ▼ Displ... OLE ... Internet

Key Type Company

Table Key Colombian ECS Company

Begin Date Ending Date

Object From	Object Thru	Subsidiary From	Subsidiary Thru	Tax Rate/Area	Tax Expl Code
1131	1131				

Row:1

2. On Tax Derivation Revisions, complete the following fields:
 - Key Type
 - Table Key
 - Begin Date
 - Ending Date
3. Complete the following fields to specify the account range for the rule:
 - Object From
 - Object Thru
 - Subsidiary From
 - Subsidiary Thru
4. Complete the following fields to specify the tax information for the rule:
 - Tax Rate/Area
 - Tax Expl Code
5. Click OK.

Field	Explanation
Tax Rate/Area	A code that identifies a tax or geographic area that has common tax rates and tax distribution. You must define the tax/rate area to include the tax authorities (for example, state, county, city, rapid transit district, province, and so on) and their rates. In order for the codes to be valid, you must set them up in the Tax Rate/Area file.
Tax Expl Code	A user defined code (00/EX) that controls how a tax is assessed and distributed to the G/L revenue and expense accounts.

See Also

- *R48127, Tax Derivation Table Listing* in the *Reports Guide* for a report sample

Defining Billing AAI's

Before you generate accounting entries in proof or final mode, you must set up your accounting rules in the Billing AAI's. These AAI's are the links between your day-to-day accounting functions, chart of accounts, and financial reports. The system uses AAI's to determine how to distribute G/L Entries that the system generates. For example, in the Service Billing system, the Billing AAI's identify how to record the transaction when you invoice a customer for goods or services rendered.

Each AAI is associated to a specific G/L account that consists of a business unit, object, and optionally, a subsidiary and/or a subledger and subledger type.

If you are required to collect taxes on customer invoices, you use the AAI's to distribute the tax amounts to the correct G/L accounts.

The system stores the AAI's in the Billing AAI's table (F48S95).

Understanding Billing AAI's consists of the following topics:

- ☐ Major keys
- ☐ AAI's for the Service Billing system
- ☐ Key type/table key
- ☐ Minor keys
- ☐ AAI processing in Service Billing

Major Keys

You must specify a major key for each Billing AAI table you define. The major key will include the following information:

Billing AAI's - Corresponds to the type of accounting entry created. For example, AAI 4811 (Actual Revenue Account) tells the system which G/L account to credit for revenue when you process invoices or revenue recognition.

Key Type - Defines the type of major key value for the Billing AAI's. The system recognizes the use of nine hard-coded values.

Table Key - Further defines the major key values, based on the key type, to edit the billing detail transactions against various tables in the billing system

Effective Dates - Specifies when the Billing AAI table is effective. The Table Basis Date of the workfile transaction is compared to these dates when searching the Billing AAI's.

AAI's for the Service Billing System

The following pre-defined AAI's are available in the Service Billing system:

- Actual Revenue – Required
- Tax Liability
- Taxable Receivables
- Accrued Revenue
- Accrued Receivable
- Work In Progress
- Cost Of Goods Sold
- Revenue Margin
- Invoice Margin

Actual Revenue Account (4811) - Required

The AAI number 4811 for the revenue account is required. This AAI defines the actual revenue account that the system assigns to the accounting journal.

You use this AAI to credit revenue to a revenue account. If the Journal Generation Control flag in the Billing Constants is set to a '1' - Invoicing Only or a '4' - Invoicing / Revenue Recognition with Reconciliation, the revenue will be credited to this account during Create A/R Entries. If the Journal Generation Constant is set to a '2' - Revenue Only or '3' - Invoicing / Revenue Recognition, this account will be credited during Create G/L Entries.

Tax Liability Accounts (4815)

The AAI number 4815 for the tax liability account is optional. This AAI defines the tax liability account that the system assigns to the accounting entry. The tax amount from the workfile transaction is credited to this account. If you do not set up this AAI, the tax amount will be credited to the revenue account set up for AAI - 4811 Actual Revenue.

You use this AAI to distribute the sales tax or PST tax independently of the revenue when you generate invoice journals. You use the A/R AAI's to

distribute VAT or GST taxes. Note that the system does not allow reallocation rules with this AAI.

Taxable Receivables Accounts (4822 and 4823)

The AAI numbers 4822 and 4823 for taxable receivables accounts are optional. You use these AAI's to create accounting entries for the taxable invoice amount from the workfile transaction.

- 4822 - Defines the taxable receivables account to credit when creating invoice journals.
- 4823 - Defines the taxable receivables account to debit when creating invoice journals.

The system debits and credits these accounts when you generate invoice journals. Note that these AAI's are optional, but if you setup an AAI - 4822, you must setup a balancing AAI - 4823.

Accrued Revenue Accounts (4831)

The AAI number 4831 for accrued (unbilled) revenue accounts is required if the Journal Generation Control flag in the Billing Constants is set to a '4' - Invoicing/Revenue Recognition with Reconciliation.

You use this AAI to credit revenue to an accrued revenue account during revenue recognition. Then, during invoice journal generation, the revenue amount is debited from this account and the taxable invoice amount is credited to AAI number 4811 - Actual Revenue. Note that the system does not allow reallocation rules with this AAI.

Accrued Receivable Accounts (4832)

The AAI number 4832 for accrued (unbilled) receivable accounts is required if the Journal Generation Control flag in the Billing Constants is set to a '2' - Revenue Only, '3' - Invoicing With Revenue Recognition, or '4' - Invoicing / Revenue Recognition with Reconciliation.

You use this AAI to debit revenue to an accrued receivable account during revenue recognition. If the Journal Generation Control flag is set to a '3' or a '4', the revenue amount is credited from this account during invoice journal generation. Note that the system does not allow reallocation rules with this AAI.

Work In Progress Accounts (4841)

The AAI number 4841 for work in progress accounts is optional. This AAI defines the work in progress account that the system assigns to the accounting entry. The cost amount from the workfile transaction is credited to the account.

If you enter a work in progress account, you must setup AAI number 4842 - Cost Of Goods Sold to instruct the system to create balanced accounting entries.

You use this AAI to credit cost to your work in progress accounts. This accounting entry will reduce the cost in your work in progress accounts.

Cost Of Goods Sold Accounts (4842)

The AAI number 4842 for cost of goods sold accounts is optional unless you have set up base rules for AAI - 4841 Work In Progress; then an entry to this AAI is required to instruct the system to create balanced accounting entries.

You use this AAI to debit (increase) the cost to your cost of goods accounts. This accounting entry will increase the cost in your cost of goods accounts.

The system debits this account in two processes: if the Journal Generation Control Flag in the Billing Constants is set to a '1', the system debits this account when you Create A/R Entries; any other setting in the Journal Generation Control Flag will cause the system to debit this account when you Create G/L Entries.

Revenue Margin Accounts (4871 and 4872)

The AAI numbers 4871 and 4872 for revenue margin accounts are optional. You use these AAI's to create accounting entries for the revenue margin amount. The system calculates the revenue margin amount by subtracting the cost amount from the revenue amount of the workfile transaction.

- 4871 - Defines the revenue margin account to credit when creating G/L journals.
- 4872 - Defines the revenue margin account to debit when creating G/L journals.

The system debits and credits these accounts when you Create G/L Entries. Note that these AAI's are optional, but if you define an AAI - 4871, you must define a balancing AAI - 4872.

Invoice Margin Accounts (4873 and 4874)

The AAI numbers 4873 and 4874 for invoice margin accounts are optional. You use these AAI's to create accounting entries for the invoice margin amount. The system calculates the invoice margin amount by subtracting the cost amount from the total invoice amount of the workfile transaction.

- 4873 - Defines the invoice margin account to credit when creating invoice accounting entries.
- 4874 - Defines the invoice margin account to debit when creating invoice accounting entries.

The system debits and credits these accounts when you Create A/R Entries. Note that these AAI's are optional, but if you define an AAI - 4873, you must define a balancing AAI - 4874.

Key Type/ Table Key

You use the following key types in combination with the table key to further define a Billing AAI table:

- '1' - Work Order
- '2' - Work Order Class
- '3' - Contract Number
- '4' - Parent Contract Number
- '5' - Customer Number
- '6' - Business Unit Number
- '7' - Business Unit Class
- '8' - Company Number
- '9' - Default

For example, if you need to define accounting rules by work order, you would use key type '1', with a table key of the specific work order. If you have three work orders that require different accounting rules, you must set up three different base accounting rules, each with '1' as the key type and a specific work order as the table key.

Minor Keys

You must specify at least one minor key for each Billing AAI table you define. The minor key will include the following information:

Account Range

Specifies the range of objects and subsidiaries used to assign accounting rules. The object and subsidiary of the workfile transaction must fall within the specified range to use this accounting rule. If you leave the object range blank, all objects are eligible for this rule. If you leave the subsidiary range blank, all subsidiaries are eligible for this rule.

Subledger and Subledger Type

Identifies the specific subledger and subledger type used to assign accounting rules. The subledger and subledger type of the workfile transaction must match these entries to use this accounting rule. If you leave the subledger and subledger type blank, all subledgers/types are eligible for this rule. If you enter a subledger, you must enter a subledger type; conversely, if you enter a subledger type, you must enter a subledger. NOTE: If you are defining this accounting rule for key type '1', the work order assigned as the table key value will default into the subledger with a subledger type 'W'.

G/L Offset

Identifies the G/L offset used to assign accounting rules. If you leave the G/L offset blank, all G/L offsets are eligible for this rule. The G/L Offset of the workfile transaction is compared to this value except for AAI number 4815 - Tax Liability where we use the G/L offset of the tax authorities established in the tax rate area table.

Component Code

Identifies the component code used to assign accounting rules. You leave this field blank to allow base AND component workfile transactions to use this accounting rule. You update this field with a valid component code to assign accounting rules to component workfile transactions that are different than the accounting rules setup for the base workfile transactions. If a component workfile transaction does not find an exact match, the accounting rule setup for the base workfile transaction will be used. Note that you may use the hard-coded value, '*BASE', to designate this accounting rule applies to base workfile transactions only.

For example, if a base workfile transaction has three component workfile transactions; OVH (overhead), G&A (general and administrative), and FEE (fees), and you want the OVH revenue assigned to an accounting rule different than that of the base or the other component workfile transactions, you would set up two accounting rules; one accounting rule with OVH entered in the component code field to process the OVH revenue and another accounting rule with a blank component code to process the base, G&A, and FEE workfile transactions.

Types of Accounting Rules

You can define the following types of accounting rules in the Billing AAI's:

- Base rules
- Reallocation rules

Base Rules

Base rules indicate which accounts you want the system to use when it creates accounting entries for the invoicing, costing, and revenue recognition processes. The system uses base rules to create accounting entries for 100% of the amounts on the base and component workfile transactions. The system requires that the Percent To Include for base rules be set to 100%.

Reallocation Rules

Reallocation Rules are used to move amounts from one account to another. A reallocation rules consists of two or more offsetting accounting entries that must balance.

For example, the first offset accounting entry can represent a reduction to the accounting entry set up in the base rule. The second entry can represent the increase to the new account. Note that the system requires that the total of the Percent To Include for reallocation rules must net to 0. You do not need to enter a negative percent for credit reallocation rules; the system assumes a negative percent for these entries.

You can define reallocation rules on any base rule for any AAI, with the exception of 4831 - Accrued (unbilled) Revenue and 4832 - Accrued (unbilled) Receivables. Reallocation rules are not allowed for these AAI's because these AAI's are credited AND debited, depending on the Journal Generation Control setting in the Billing Constants; therefore, the credit/debit flag on the reallocation rules would be misleading.

It is recommended that you use AAI 4811 - Actual Revenue or 4822 - Taxable Receivables to assign reallocation rules for revenue or taxable receivables distribution accounting entries.

AAI Processing in Service Billing

The system processes AAI's differently for G/L journal generation than for invoice journal generation. The following table is an example of how the system processes different AAI's for invoice and G/L journal generation with regard to the Journal Generation Control setting in the Billing Constants and the Eligibility Code assignment of the workfile transaction. The debit and credit amounts represent sample monetary values for each accounting entry, based on these amounts stored on the non-taxable workfile transaction:

Cost Amount (WDAA) \$750.00

Revenue Amount (WDBTOL) \$1000.00

Taxable Amount (WDITXA) \$1000.00

Tax Amount (WDITAM) \$.00

Invoice Amount (WDITOL) \$1000.00

G/L Journal Generation						
Jrnl Gen Constant	Elig Code	AAI Table Number	G/L Account	Amount Retrieval	Usage	Entry Amount
These entries are processed as an associated g/l batch associated with the invoice batch						
1,3,4	'1'	4822	Taxable Receivable	WDITXA	Opt	1,000.00 cr
	'1'	4823	Taxable Receivable	WDITXA	Opt	1,000.00 dr
	'1'	4841	Work In Process	WDAA	Opt	750.00 cr
	'1'	4842	Cost Of Goods	WDAA	Opt	750.00 dr
	'1'	4873	Invoice Margin	WDITOL - WDAA	Opt	250.00 cr
	'1'	4874	Invoice Margin	WDITOL - WDAA	Opt	250.00 dr

G/L Journal Generation						
Jrnl Gen Constant	Elig Code	AAI Table Number	G/L Account	Amount Retrieval	Usage	Entry Amount
2, 3, 4	'2'	4811	Actual Revenue	WDBTOL	Req'd	1,000.00 cr
	'2'	4832	Accrued Receivables	WDBTOL	Req'd	1,000.00 dr
	'2'	4841	Work In Process	WDAA	Opt	750.00 cr
	'2'	4842	Cost Of Goods	WDAA	Opt	750.00 dr
	'2'	4873	Revenue Margin	WDBTOL -WDAA	Opt	250.00 cr
	'2'	4873	Revenue Margin	WDBTOL -WDAA	Opt	250.00 dr
'3'	'0'	4811	Actual Revenue	WDBTOL	Req'd	1,000.00 cr
	'0'	4822	Taxable Receivable	WDITXA	Opt	1,000.00 cr
	'0'	4823	Taxable Receivable	WDITXA	Opt	1,000.00 dr
	'0'	4832	Accrued Receivables	WDBTOL	Req'd	1,000.00 dr
	'0'	4841	Work In Process	WDAA	Opt	750.00 cr
	'0'	4842	Cost Of Goods Sold	WDAA	Opt	750.00 dr
	'0'	4871	Revenue Margin	WDBTOL -WDAA	Opt	250.00 cr
	'0'	4872	Revenue Margin	WDBTOL -WDAA	Opt	250.00 dr
	'0'	4873	Invoice Margin	WDITOL -WDAA	Opt	250.00 cr
	'0'	4874	Invoice Margin	WDITOL -WDAA	Opt	250.00 dr

G/L Journal Generation						
Jrnl Gen Constant	Elig Code	AAI Table Number	G/L Account	Amount Retrieval	Usage	Entry Amount
'4	'0'	4822	Taxable Receivable	WDITXA	Opt	750.00 cr
	'0'	4823	Taxable Receivable	WDITXA	Opt	1,000.00 dr
	'0'	4831	Accrued Revenue	WDBTOL	Req'd	1,000.00 cr
	'0'	4832	Accrued Receivables	WDBTOL	Req'd	1,000.00 dr
	'0'	4841	Work In Process	WDAA	Opt	750.00 cr
	'0'	4842	Cost Of Goods Sold	WDAA	Opt	750.00 dr
	'0'	4871	Revenue Margin	WDBTOL -WDAA	Opt	250.00 cr
	'0'	4872	Revenue Margin	WDBTOL -WDAA	Opt	250.00 dr
	'0'	4873	Invoice Margin	WDITOL -WDAA	Opt	250.00 cr
	'0'	4874	Invoice Margin	WDITOL -WDAA	Opt	250.00 dr
Costing transactions						

G/L Journal Generation						
Jrnl Gen Constant	Elig Code	AAI Table Number	G/L Account	Amount Retrieval	Usage	Entry Amount
1,2,3,4	'4'	4841	Work In Process	WDAA	Opt	750.00 cr
	'4'	4842	Cost Of Goods Sold	WDAA	Opt	750.00 dr
Eligibility Code '5' - Currently, No G/L Journal Creation						

Invoice Journal Generation						
Jrnl Gen Constant	Elig Code	AAI Table Number	G/L Account	Amount Retrieval	Usage	Entry Amount
'2' No Invoice Journal Generation						
1, 3, 4	'1'	4811	Actual Revenue	WDITOL	Req'd	1,000.00 cr
	'1'	4815	Taxes	WDITAM	Opt	.00 cr
		RC + GLC	Trade A/R	W4THPD	Req'd	1,000.00 dr
'3'	'0'	4832	Accrued Receivables	WDITOL	Req'd	1,000.00 cr
	'0'	4815	Taxes	WDITAM	Opt	.00 cr
		RC + GLC	Trade A/R	W4THPD	Req'd	1,000.00 dr
'4'	'0'	4831	Accrued Revenue	WDITOL	Req'd	1,000.00 dr
	'0'	4832	Accrued Receivables	WDITOL	Req'd	1,000.00 cr
	'0'	RC + GLC	Trade A/R	W4THPD	Req'd	1,000.00 dr
	'0'	4811	Actual Revenue	WDBTOL	Req'd	1,000.00 cr
	'0'	4815	Taxes	WDITAM	Opt	.00 cr
	'0'	4831	Accrued Revenue	WDBTOL	Req'd	1,000.00 dr
	'0'	4822	Taxable Receivable	WDITXA	Opt	1,000.00 cr
	'0'	4823	Taxable Receivable	WDITXA	Opt	1,000.00 dr

	'0'	4873	Invoice Margin	WDITOL -WDAA	Opt	250.00 cr
	'0'	4874	Invoice Margin	WDITOL -WDAA	Opt	250.00 dr

Working With Billing AAI's

Working with Billing AAI's consists of the following tasks:

- Defining base rules
- Defining reallocation rule

See Also

- *Setting Up Tax Information* for information about setting up automatic accounting instructions for tax information

Before You Begin

- Verify Billing Constants setting for Journal Generation Control.
- Determine the major key values used to define Billing AAI rules. These values are edited for validity when adding or updating the Billing AAI rules.
- Determine the minor key values used to define Billing AAI rules. These values are edited for validity when adding or updating the Billing AAI rules.

To define a base rule

From the Table Information menu (G48S41), choose Billing AAI's.

1. On Work With AAI's, choose an AAI number and choose Billing AAI's from the Row menu.
2. On Work with Billing AAI's, click Add.
3. On AAI Base Rule Revisions, complete the following fields:
 - Key Type
 - Table Key
 - Effective Start Date
 - Effective End Date
4. Complete the following optional fields:

- Obj From
 - Obj Thru
 - Sub From
 - Sub Thru
 - Subledger – G/L
 - Subledger Type – Cost
 - G/L Offset
 - Component Code
5. To specify the account for which the system creates accounting entries, complete the following fields:
 - Resulting Bus Unit
 - Resulting Object
 - Resulting Subsidiary
 - Resulting Subledger
 - Resulting SBL Type
 6. To add a description for the accounting entry, complete the following field:
 - Description
 7. To update the employee number on the accounting entry, complete the following:
 - Employee Control Flag
 8. To update the units on the accounting entry, complete the following:
 - Units Cntrl Flg
 9. To update the equipment on the accounting entry, complete the following:
 - Equipment Cntrl Flg

Field	Explanation
Key Type	<p>A code that the system uses in combination with the table key to locate and edit the source and workfile transactions against the various tables and user defined codes in the Service Billing and Contract Billing systems.</p> <p>Valid key type codes and their related tables or user defined codes are:</p> <ol style="list-style-type: none"> 1 Work order number - Work Order Master (F4801) 2 Work order class - User Defined Code (00/W7) 3 Contract number - Contract Master (F5201) 4 Parent contract number - Contract Master (F5201) 5 Customer - Address Book Master (F0101) 6 Job or business unit - Business Unit Master (F0006) 7 Job class - User Defined Code (00/11) 8 Company - Company Constants (F0010) 9 Default
Table Key	<p>A value that the system uses in combination with the key type to locate and edit workfile transactions against the various tables in the Service Billing and Contract Billing systems.</p> <p>The value you enter in the Key Type field determines the valid values for the Table Key field. For example, if you specify the key type for work order number (1), you must enter a valid work order number from the Work Order Master (F4801) in the Table Key field.</p> <p>The key type you specify also controls the search window that you access from the Table Key field when you use field sensitive help. For example, when you select Key Type 1, you can use the field sensitive help for the Table Key field to access the Work Order Search window. With Key Type 2, you access the User Defined Codes window for work order class.</p>
Effective Start Date	The date on which the table becomes active.
Effective End Date	The date on which the table becomes inactive.
Obj From	The portion of a general ledger account that 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.
Obj Thru	Identifies the ending object account in a range of accounts.
Sub From	A subdivision of an object account. Subsidiary accounts include more detailed records of the accounting activity for an object account.

Field	Explanation
Sub Thru	Identifies the ending subsidiary account in a range of accounts.
Sub-ledger	A code that identifies a detailed auxiliary account within a general ledger account. A subledger can be an equipment item number or an address book number. If you enter a subledger, you must also specify the subledger type.
Subledger Type	A user defined code (00/ST) that is used with the Subledger field to identify the subledger type and subledger editing. On the User Defined Codes form, the second line of the description controls how the system edits the subledger. This can be either hard-coded or user defined.
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>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>
Component Code	A component code identifies a provisional burden that is accounted for at the billing detail transaction level.

Field	Explanation
Resulting Bus Unit	<p>This field determines the business unit for the resulting transactions. You can specify a business unit or use one of the following values:</p> <p>blank — The business unit from the default revenue account in the master information for the customer.</p> <p>*SRC — The business unit from the source transaction.</p> <p>*WO — The charge-to business unit from the master information for the work order.</p> <p>*HOME — The home business unit from the source transaction. If no home business unit exists, the system uses the business unit from the source transaction.</p> <p>*PROJ — The project number from the master information for the job.</p> <p>*CO — The company number from the source transaction.</p> <p>*HOST — The host business unit from the workfile transaction.</p> <p>*EHMCU — The responsible business unit from the master information for the equipment.</p>
Resulting Object	<p>This field determines the object account for the resulting transactions. You can use one of the following methods:</p> <ul style="list-style-type: none"> Specify an object account. Use an asterisk (*) as a positional wildcard in a definition that relates to the source transaction. For example, the object from the source transaction is 3106. If you define the object account for the resulting transaction as 4***, the resulting object account is 4106. Use one of the following values: <ul style="list-style-type: none"> blank – The object account from the default revenue account in the master information for the customer *SRC – The object account from the source transaction
Resulting Subsidiary	<p>This field determines the subsidiary for the resulting transactions. You can specify a subsidiary or use one of the following values:</p> <p>blank — The subsidiary from the default revenue account in the master information for the customer.</p> <p>*BLANK — The subsidiary is blank for the resulting transactions.</p> <p>*SRC — The subsidiary from the workfile transaction.</p> <p>*WO — The cost code (subsidiary) from the master information for the work order.</p>

Field	Explanation
Resulting Subledger	<p>A code that determines the subledger and subledger type for the resulting transactions. You can specify a subledger and subledger type or use one of the following values:</p> <ul style="list-style-type: none"> *SRC Use the subledger and subledger type from the workfile transaction. *WO Use the work order number and the subledger type W. *CUST Use the address number for the customer and the subledger type A. *CC Use the business unit from the workfile transaction and the subledger type C. *EMP Use the employee/supplier address number from the workfile transaction and the subledger type A. *AUTH Use the address book number of the Tax Authority and the subledger type A. The Tax Authority is associated with the tax rate area assigned to the workfile transaction.
Resulting SBL Type	<p>A user defined code (00/ST) that is used with the Subledger field to identify the subledger type and how the system performs subledger editing. On the User Defined Codes form, the second line of the description controls how the system performs editing. This is either hard-coded or user defined. For example:</p> <ul style="list-style-type: none"> A Alphanumeric field, do not edit N Numeric field, right justify and zero fill C Alphanumeric field, right justify and blank fill
Description	A user defined name or remark.
Employee Control Flag	<p>Use this field to control the update of the employee number on the accounting entry.</p> <p>Valid values are:</p> <ul style="list-style-type: none"> Blank Do not update the employee number on the accounting entry. 1 Update the employee number on the accounting entry.
Units Cntrl Flg	<p>Use this field to control whether the system records units on the accounting entry. Valid values are:</p> <ul style="list-style-type: none"> Blank Do not record units on the accounting entry. 1 Record units on the accounting entry.

Field	Explanation
Equipment Cntrl Flg	Use this field to control the update of the equipment number on the accounting entry. Valid values are: Blank Do not update the equipment number on the accounting entry. 1 Use the number of the Equipment Worked to update the asset number on the accounting entry. 2 Use the number of the Equipment Worked On to update the asset number on the accounting entry.

► To define reallocation rules for a base rule

From the Table Information menu (G48S41), choose Billing AAI's.

1. On Work With AAI's, choose an AAI number and choose Billing AAI's from the Row menu.
2. On Work with Billing AAI's, choose an AAI table and click Select.
3. On the AAI Base Rule Revisions, choose a base rule and choose Reallocation Rules from the Row menu.
4. To specify the account for which the system creates accounting entries, complete any of the following fields:
 - Ledger Type
 - Resulting Business Unit
5. Complete the following fields:
 - Resulting Object
 - Resulting Subsidiary
 - Resulting Subledger
 - Subledger Type
6. To add a description for the accounting entry, complete the following field:
 - Description
7. To update the employee number on the accounting entry, complete the following:
 - Employee Control Flag
8. To update the units on the accounting entry, complete the following:
 - Units Cntrl Flg
9. To update the equipment on the accounting entry, complete the following:

- Equipment Cntrl Flg
10. To specify the percent of the amount to use on the accounting entry, complete the following:
 - Percent To Include
 11. To specify whether to create a credit or debit accounting entry, complete the following:
 - Credit/Debit

NOTE: The system requires the debits and credits for your reallocation rules to balance. The percentages for your credit reallocation rules must equal the percentages for your debit reallocation rules. You do not need to enter negative percentages - the system calculates the amount of the accounting entry based on the credit/debit assignment.

Field	Explanation
Ledger Type	A user defined code (09/LT) that specifies the type of ledger, such as AA (Actual Amounts), BA (Budget Amount), or AU (Actual Units). You can set up multiple, concurrent accounting ledgers within the general ledger to establish an audit trail for all transactions.
Resulting Business Unit	<p>This field determines the business unit for the resulting transactions. You can specify a business unit or use one of the following values:</p> <p>blank — The business unit from the default revenue account in the master information for the customer.</p> <p>*SRC — The business unit from the source transaction.</p> <p>*WO — The charge-to business unit from the master information for the work order.</p> <p>*HOME — The home business unit from the source transaction. If no home business unit exists, the system uses the business unit from the source transaction.</p> <p>*PROJ — The project number from the master information for the job.</p> <p>*CO — The company number from the source transaction.</p> <p>*HOST — The host business unit from the workfile transaction.</p> <p>*EHMCU — The responsible business unit from the master information for the equipment.</p>

Field	Explanation
Resulting Object	<p>This field determines the object account for the resulting transactions. You can use one of the following methods:</p> <ul style="list-style-type: none"> Specify an object account. Use an asterisk (*) as a positional wildcard in a definition that relates to the source transaction. For example, the object from the source transaction is 3106. If you define the object account for the resulting transaction as 4***, the resulting object account is 4106. Use one of the following values: <ul style="list-style-type: none"> blank – The object account from the default revenue account in the master information for the customer *SRC – The object account from the source transaction
Resulting Subsidiary	<p>This field determines the subsidiary for the resulting transactions. You can specify a subsidiary or use one of the following values:</p> <p>blank — The subsidiary from the default revenue account in the master information for the customer.</p> <p>*BLANK — The subsidiary is blank for the resulting transactions.</p> <p>*SRC — The subsidiary from the workfile transaction.</p> <p>*WO — The cost code (subsidiary) from the master information for the work order.</p>
Resulting Subledger	<p>A code that determines the subledger and subledger type for the resulting transactions. You can specify a subledger and subledger type or use one of the following values:</p> <p>*SRC Use the subledger and subledger type from the workfile transaction.</p> <p>*WO Use the work order number and the subledger type W.</p> <p>*CUST Use the address number for the customer and the subledger type A.</p> <p>*CC Use the business unit from the workfile transaction and the subledger type C.</p> <p>*EMP Use the employee/supplier address number from the workfile transaction and the subledger type A.</p> <p>*AUTH Use the address book number of the Tax Authority and the subledger type A. The Tax Authority is associated with the tax rate area assigned to the workfile transaction.</p>

Field	Explanation
Resulting SBL Type	A user defined code (00/ST) that is used with the Subledger field to identify the subledger type and how the system performs subledger editing. On the User Defined Codes form, the second line of the description controls how the system performs editing. This is either hard-coded or user defined. For example:
Description	A user defined name or remark.
Employee Control Flg	<p>Use this field to control the update of the employee number on the accounting entry.</p> <p>Valid values are:</p> <ul style="list-style-type: none"> Blank Do not update the employee number on the accounting entry. 1 Update the employee number on the accounting entry.
Units Cntrl Flg	<p>Use this field to control whether the system records units on the accounting entry. Valid values are:</p> <ul style="list-style-type: none"> Blank Do not record units on the accounting entry. 1 Record units on the accounting entry.
Equipment Cntrl Flg	<p>Use this field to control the update of the equipment number on the accounting entry. Valid values are:</p> <ul style="list-style-type: none"> Blank Do not update the equipment number on the accounting entry. 1 Use the number of the Equipment Worked to update the asset number on the accounting entry. 2 Use the number of the Equipment Worked On to update the asset number on the accounting entry.
Percent to Include	<p>Use this field to specify the percentage of the workfile transaction amount to use as the basis for the accounting entry.</p> <p>You enter this percentage as a decimal fraction. For example, 100% is "1.000" and 45% is ".4500".</p> <p>Note that the base rules require 100% in this field. Re-allocation rules require that the total percentage of the credits</p> <p>For Generation Type 2 transactions, the total percentage of positive revenue amounts must equal the total percentage of negative revenue amounts and the total percentage of positive cost amounts must equal the total percentage of negative cost amounts.</p> <p>You enter this percentage as a decimal fraction. For example, 100% is "1.000" and 45% is ".4500".</p>
Credit Debit	Use this field to indicate whether this AAI accounting rule is used to write a credit or debit accounting entry.

See Also

- *R48S95, Billing AAI's Listing* in the *Reports Guide* for a report sample
- *Working with AAI's for General Accounting* in the *General Accounting Guide*
- *Working with AAI's for A/R* in the *Accounts Receivable Guide*

Processing Options: Work with Billing AAI's (P48S95)

Defaults Tab

1. AAI Table Number

Use this processing option to specify whether the AAI Table Number is used as a 'Skip To' field.

Security Tab

1. Key Type 1

Use this processing option to prevent or allow access to AAI Base Rules set up by work order number. Valid values are:

Blank Allow access to AAI Base Rules

1 Prevent access to AAI Base Rules

2. Key Type 2

Use this processing option to prevent or allow access to AAI base rules set up by work order class. Valid values are:

Blank Allow access to AAI base rules

1 Prevent access to AAI base rules

3. Key Type 3

Use this processing option to prevent or allow access to AAI base rules set up by contract number. Valid values are:

Blank Allow access to AAI base rules

1 Prevent access to AAI base rules

4. Key Type 4

Use this processing option to prevent or allow access to AAI base rules set up by parent contract number. Valid values are:

Blank Allow access to AAI base rules
1 Prevent access to AAI base rules

5. Key Type 5

Use this processing option to prevent or allow access to AAI base rules set up by customer number. Valid values are:

Blank Allow access to AAI base rules
1 Prevent access to AAI base rules

6. Key Type 6

Use this processing option to prevent or allow access to AAI base rules set up by business unit (job) number. Valid values are:

Blank Allow access to AAI base rules
1 Prevent access to AAI base rules

7. Key Type 7

Use this processing option to prevent or allow access to AAI base rules set up by business unit (job) class. Valid values are:

Blank Allow access to AAI base rules
1 Prevent access to AAI base rules

8. Key Type 8

Use this processing option to prevent or allow access to AAI base rules set up by company number. Valid values are:

Blank Allow access to AAI base rules
1 Prevent access to AAI base rules

9. Key Type 9

Use this processing option to prevent or allow access to AAI base rules set up for default processing. Valid values are:

Blank Allow access to AAI base rules
1 Prevent access to AAI base rules

Understanding User Defined Codes

Many fields throughout the Service Billing system accept only user defined codes. When you create an invoice, for example, the system uses a user defined code to assign the document type to the invoice. The system does not accept values that are not defined in a user defined list.

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

The user defined codes in the Service Billing system are:

- Component Codes (48/CM)
- Adjustment Reasons (48/AR)
- Category Codes - Business Unit Class (00/11)
- Category Codes - Cost Pool (00/12)
- Category Codes - Work Order Class (00/W7)

Component Codes (48/CM)

Component codes represent the types of components that the system creates when you generate or revise a workfile transaction. Examples are:

- COM - Cost Of Money
- DUES - Union Dues Per Hour
- FEE - Fees
- FRG - Fringe
- OVH - Overhead

Adjustment Reasons (48/AR)

Adjustment reason codes indicate the reason a workfile transaction was revised. Examples are:

- DP - Disputed Item
- SP - Workfile transaction split
- R - Re-activated

Business Unit (Job) Class (00/11)

The business unit class represents category codes used to group business units. These category codes are used throughout all J.D. Edwards systems. Within the Service Billing system, you can use this user defined code as major key when setting up various tables.

For example, you could use this user defined code as the table key in the Billing Rate/Markup table when the markup rules apply for all business units that share this category code. Examples are:

- 112 - Southeast
- 113 - Northeast
- 114 - Northwest
- 115 - Southwest
- 116 - Northcentral

Cost Pool (00/12)

The cost pool class represents category codes used to group business units. These category codes are used throughout all J.D. Edwards systems. Within the Service Billing system, this category code is used to group home business units. You can use this user defined code to group billable activity, such as labor or equipment charges, when applying markup information.

For example, you could use this user defined code as the minor key in the Billing Rate/Markup table when the markup rules apply for all home business units that share this category code. Examples are:

- 100 - Eastern technical group
- 200 - Central technical group
- 300 - Western technical group

Work Order Class (00/W7)

The work order class represents category codes used to group work orders. These category codes are used throughout all J.D. Edwards systems. Within the Service Billing system, you can use this user defined code a major key when setting up various tables.

For example, you would use this user defined code a the major key in the Billing Rate/Markup table when the markup rules apply for all work orders that share this category code. Examples are:

- PER - Perimeter Guard
- SCR - Screener Guard

- SUP - Supervisor

Working with User Defined Codes for Service Billing

From the System Setup menu (G48S40), choose User Defined Codes (UDC).
From the User Defined Code menu, choose the UDC that you want to set up.

To customize J.D. Edwards systems to meet the needs of your business environment, you define the codes that are valid for many of the fields in the programs.

User defined codes exist in tables based on a specific system and code type. If you use a code that is not set up in the table related to a field, the system displays an error. To work with user defined codes, you can access them through a single user defined code form. After you select a user defined code form from a menu, change the values in the system code field and user defined codes field to access another user defined code table.

You should be thoroughly familiar with user defined codes before you change them.

The following user defined codes are the primary codes that affect processing in the Service Billing system:

- Component Codes (48/CM)
- Adjustment Reasons (48/AR)
- Category Codes - Job Class (00/11)
- Category Codes - Cost Pool (00/12)
- Category Codes - Work Order Class (00/W7)

See Also

- *User Defined Codes* in the *OneWorld Foundation Guide*

Understanding the Invoice Cross Reference Table

When you print invoices, the system uses the Invoice Print Version Cross Reference information you set up to identify the invoice print version you want to use for printing each invoice within a batch of generated invoices. An invoice print version consists of an application, for example, R48506 or R48507 a version of that application, and an invoice type. There are two ways to set up information in the Invoice Print Cross Reference table.

1. Assign key type and table key combinations to an invoice print version that the system then uses to match with the values of the billing transactions that make up individual invoices. For example, you might assign a key type and table key combination, indicating a specific customer number (3333), to a specified invoice print version. When you print invoices, all selected invoices that belong to customer number 3333 will be printed using the specified invoice print version. The table key you enter depends on the key type. For example, if you enter a 1 for Work Order, you would then enter a valid work order number in the table key. The system uses the following hierarchy to search for invoice print versions.
 - Work order number
 - Work order class
 - Contract number
 - Parent contract number
 - Customer
 - Job or business unit
 - Job class
 - Company number
 - Default
2. Assign invoice format codes to an invoice print version that the system uses to match with invoice format codes that are stored in the Invoice Summary table (F4822) or in the Contract Master table (F5201). When you create a format code, the key type and table key will default to 9 and *All respectively. For example, you might assign an invoice format code (FORMAT) to a specified invoice print version XJDE0005, type D. When you print invoices, all selected invoices that have FORMAT stored in their invoice format code fields will be printed using the XJDE0005, invoice type D.

► **To add an Invoice Print Version in the cross reference table**

From System Setup (G48S40), choose Invoice Print Version Cross Reference.

1. On Work With Invoice Print Version Cross Reference, click Add.

Invoice Print Version Cross Reference - [Invoice Print Version Cross Reference Revisions]

File Edit Preferences Window Help

OK Del... Can... New... Dis... Ab...

Links ▼ Displ... OLE ... Internet

UBE Name

Invoice Type

Version Name

Workfile Detail Selection

Invoice Fmt Code	Format Code Description	Key Type	Key Type Description	Table Key	Con Typ	Contra Co

2. On Invoice Print Version Cross Reference Revisions, complete the following fields:
 - UBE Name
 - Invoice Type
 - Version Name
 - Workfile Detail Selection
3. If you want the system to find this Invoice Print Version by Key Type/Table Key combination, complete the following fields:
 - Key Type
 - Table Key
 - Con Typ
 - Contract Co

Key Type Description and Table Key Description are populated automatically.

Invoice Format Code and Format Code Description are not used when entering a Key Type/Table Key combination.

Contract Type and Contract Company are only used with Key Type 3 (Contract number) and Key Type 4 (Parent contract number).

4. If you want the system to find the invoice print version by Invoice Format Code, complete the following fields:
 - Invoice Format Code
 - Description

Key Type, Key Type Description, Table Key, and Table Key Description will be populated automatically.

Note: Entries using Key Type/Table Key combinations and entries using Invoice Format Codes can be used to determine the same invoice print version.

5. Click OK.

Understanding the Invoice Printing Process

Invoice printing can be accessed from various areas within Service Billing. It can be accessed directly from the Service Billing menus under Invoice Processing. It can also be accessed within Batch Review. Within Batch Review, a complete batch of invoices can be printed from the Work with Service Billing Batches form when you choose Invoice Print from the Row menu. A specific invoice can be printed from the Work with Invoices form when you choose Invoice Print from the Row menu.

When invoice printing is accessed, Invoice Printing Selection (R48504) will run. This is not the application that is associated with the various invoice print versions that came with the system or copies of these you may have modified. Those are versions of the Invoice Print (R48506 and R48507) which will be called individually from Invoice Printing Selection (R48504) for each invoice being printed.

Understanding System's Determination of Which Invoice Print Version To Use

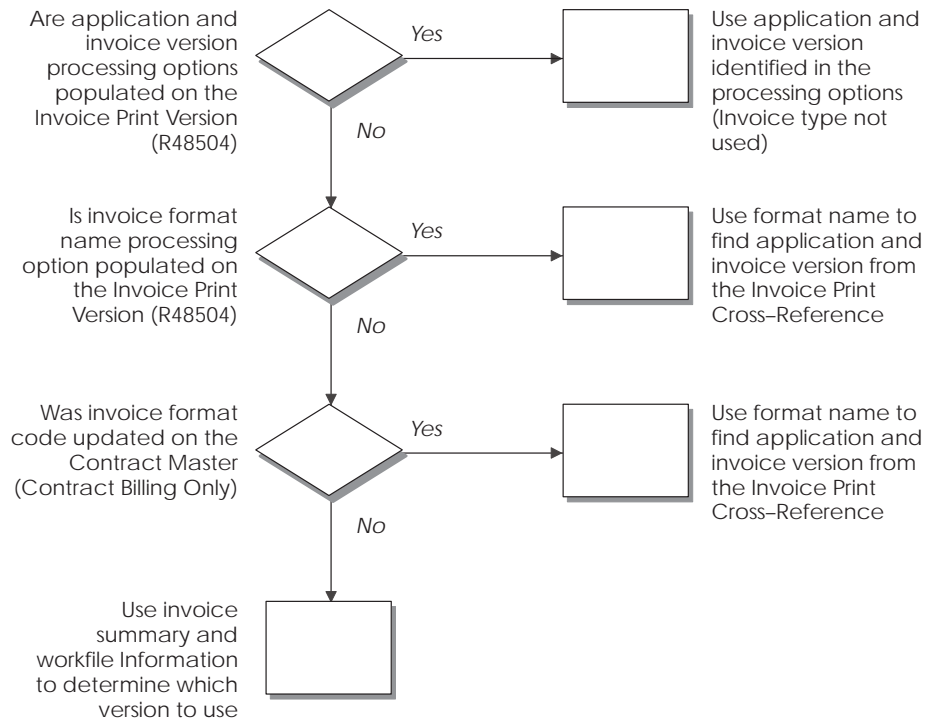
To determine which report and version to use for an invoice, the invoice printing report first looks at the Invoice Version report and Invoice Version fields located on Invoice Printing Selection processing options (R48504). If those two fields are populated, the system will use that combination for all invoices selected for printing, overriding any other table setup.

If those two fields are not populated, the system uses the Invoice Format Type field and the Invoice Format Name field located on Invoice Printing Selection processing options (R48504) to determine an invoice print version using the Invoice Print Version Cross Reference table (F48S58).

If the Invoice Format Name field is not populated, the system will use specific information from the individual invoices to determine an invoice print version. First it will determine if the Invoice Format Code in the Invoice Summary record is populated. If so, it will use it and the Invoice Format Type to determine an invoice print version using the Invoice Print Version Cross Reference table (F48S58). If the Invoice Format Code is not populated, it will use the other information from the individual invoices, along with the Invoice Format Type to determine an invoice print version using the Print Version Cross Reference table (F48S58).

The following graphic illustrates how the system determines which invoice version to use:

Note: In all case except where noted, the Invoice Type will be identified on the Select tab of the Invoice Print Version (R48504) processing options. Invoice Type is used together with Format name to determine which program and print version to use.



Currency Processing Option

The Currency processing option is used in conjunction with the Amount Smart Field (SFAMT). If you have used SFAMT to retrieve and print amounts from the Billing Workfile (F4812/F4812H), you can use this processing option to control whether the system will print the domestic values, the foreign values, or let the mode of the record determine which to print.

Setting Up Invoice Formats

After the invoice is generated, the invoice printing feature can be used to create custom-designed printouts for a customer invoice.

In OneWorld Service Billing, invoice formats are versions you create using the Report Design Aid. The Invoice Print Version Cross-Reference application allows you to determine which invoice format should be printed for a customer's invoice.

Before You Begin

- Set up the Invoice Print Version Cross-Reference. See *Understanding the Invoice Print Version Cross-Reference*.

Setting up invoice formats consists of the following topics:

- ☐ Understanding invoice format revisions
- ☐ Modifying the invoice format template without smart fields
- ☐ Modifying the invoice format template with smart fields
- ☐ Including smart fields on an invoice
- ☐ Copying versions

Understanding Invoice Format Revisions

A company may need to print a variety of invoice formats, including, an informal format that is different from the templates delivered with J.D. Edwards OneWorld software. Examples of a company's need for informal formats include the following:

- Customers may want invoice information printed in specific areas of a document.
- The company may require different invoice formats for internal and external distribution.
- The company may want different invoice formats for different types of billing.

Invoice Format Templates

An invoice format template is the base version that includes all of the special fields and characteristics that can be used to customize invoices. To customize an invoice format, you copy an existing version of a template, and then modify it. OneWorld Service Billing is installed with the following templates:

- | | |
|---------------|---|
| R48506 | This template and its associated versions use Event Rules to retrieve and print fields on the invoice. Many of the fields that might be on a typical invoice have been programmed and placed on the base template version. |
|
 | |
| R48507 | This template and its associated versions use smart fields, which are variables that can be inserted in an invoice format during Report Design Aid. Smart fields are similar to business view fields with their associated constants or calculations. Smart fields prompt you for input when created in a format. During invoice printing, the system uses your changes, along with some programming logic, to retrieve and print user-defined information on invoices. |

You can change the look of an invoice by hiding, showing, and moving the typical invoice fields using the Report Design Aid (RDA). An extensive knowledge of RDA or event rules is not necessary. If your company does not need extensive subtotalling, you can also use the R48506 version. Several generic versions created from the base template version of the R48506 template are available. The standard versions of R48506 are XJDE0001 through XJDE0005; with XJDE0001 displaying all retrieved fields.

Standard versions of R48507 are XJDE0001 through XJDE0009. Version XJDE0001 is the template version. While invoice printing with smart fields allows different fields to be printed on the invoice, there is no way to include all of the fields that may be printed on an invoice. The template version of R48507 does not contain any fields and allows you to customize the invoice format. It has a blank header section, a blank column detail section, and a blank footer section.

If no existing versions of R48507 resemble your desired invoice, you can create a copy XJDE0001 and customize it. The detail section of XJDE0001 displays all selected billing workfile records. If your desired invoice format requires that detail records be summarized or segregated, you may need to include conditional sections that are accessed at user defined level breaks.

See Also

- *OneWorld Enterprise Report Writing.*

Modifying the Invoice Format Template without Smart Fields (R48506)

You can access and modify a version from the Service Billing Setup Menu (G48S40/Invoice Format Revisions).

► To modify a template or version

1. Copy a standard version of the template.
2. Select the new version.
3. Select Advanced from the Row menu.
4. Select Design Version from the Row menu.

Report Design Aid will open and you can make changes and additions to your invoice template or invoice version.

For each section, you will have to override version specifications to modify the layout of event rules, data selection or sequencing.

► To override version specifications

1. Highlight a section and right click.
2. Select Override Version Specifications.
3. Select the items you want to change. Select OK.

You can modify your desired invoice print version by hiding and showing existing report variables, adding and deleting Business View fields, and adding and deleting constants. If your design requires more changes (i.e. different data sequencing, different data selection, adding sections for subtotalling, modifying Event Rule logic, etc.), see the OneWorld Enterprise Report Writing manual for more information.

Modifying the Header Section

The following table lists the available fields in the header section, the source from where the field is retrieved, and the business function that is used to retrieve and format the field.

Field	Source	Business Function Used
Business Unit Description	F0006	N48S0320
Company Address - Line 1	F0116	B0100021
Company Address - Line 2	F0116	B0100021

Company Address - Line 3	F0116	B0100021
Company Address - Line 4	F0116	B0100021
Company Address - Line 5	F0116	B0100021
Company Address - Line 6	F0116	B0100021
Company Address - Line 7	F0116	B0100021
Company Name - Alpha	F0116	B0100021
Company Phone Number	F0115	B0100004
Contact Name	F0111	N48S0360
Customer Address - Line 1	F0116	B0100021
Customer Address - Line 2	F0116	B0100021
Customer Address - Line 3	F0116	B0100021
Customer Address - Line 4	F0116	B0100021
Customer Address - Line 5	F0116	B0100021
Customer Address - Line 6	F0116	B0100021
Customer Address - Line 7	F0116	B0100021
Customer Name - Alph	F0116	B0100021
Customer Number	F4812/F4812H	
Customer Purchase Order Number	F4812/F4812H	
Customer Text - Line 1	F0301/F03B01 - Media Objects	SysFuc-ABGT
Customer Text - Line 2	F0301/F03B01 - Media Objects	SysFuc-ABGT
Customer Text - Line 3	F0301/F03B01 - Media Objects	SysFuc-ABGT
Document Company	F4812/F4812H	
Invoice Date	F4812/F4812H	
Invoice Due Date	F4822	N48S0340
Invoice Number	F4812/F4812H	
Last Invoice Date	F0301/F03B01	N0100042
Page Number	Calculated	
Payment Terms	F0014	N48S0350
Ship to Address - Line 1	F0116	B0100021
Ship to Address - Line 2	F0116	B0100021
Ship to Address - Line 3	F0116	B0100021
Ship to Address - Line 4	F0116	B0100021
Ship to Address - Line 5	F0116	B0100021
Ship to Address - Line 6	F0116	B0100021

Ship to Address - Line 7	F0116	B0100021
Ship to Name	F0116	B0100021
Work Order Completion Date	F4801	B3100310
Work Order Number	F4812/F4812H	

Modifying the Detail Section

The detail section is different from both the header and totals section because it is comprised of columns only. However, not all of these columns are visible.

The following table lists the available fields in the detail section and the source from where the field is retrieved.

Field	Source
Document Company	F4812/F4812H
Document Type	F4812/F4812H
Explanation Remark	F4812/F4812H
General Ledger Date	F4812/F4812H
Invoice Discount Available	F4812/F4812H
Invoice Tax	F4812/F4812H
Invoice Taxable Amount	
Item Number (short)	F4812/F4812H
Order Number	F4812/F4812H
Pay Item	F4812/F4812H
Total Invoiced Amount	F4812/F4812H
Unit of Measure	F4812/F4812H
Unit Price	F4812/F4812H
Units	F4812/F4812H

Modifying the Totals Section

In addition to the fields in the header section, the totals section includes the following fields:

- Total Invoice Amount
- Total Tax Amount
- Total Taxable Amount

The following table lists the available fields in the totals section, the source from where the field is retrieved, and the business function that is used to retrieve the field.

Field	Source	Business Function Used
Business Unit Description	F0006	N48S0320
Company Address - Line 1	F0116	B0100021
Company Address - Line 2	F0116	B0100021
Company Address - Line 3	F0116	B0100021
Company Address - Line 4	F0116	B0100021
Company Address - Line 5	F0116	B0100021
Company Address - Line 6	F0116	B0100021
Company Address - Line 7	F0116	B0100021
Company Name	F0116	B0100021
Company Phone Number	F0115	B0100004
Contact Name	F0111	N48S0360
Customer Address - Line 1	F0116	B0100021
Customer Address - Line 2	F0116	B0100021
Customer Address - Line 3	F0116	B0100021
Customer Address - Line 4	F0116	B0100021
Customer Address - Line 5	F0116	B0100021
Customer Address - Line 6	F0116	B0100021
Customer Address - Line 7	F0116	B0100021
Customer Name	F0116	B0100021
Customer Number	F4812/F4812H	
Customer Purchase Order Number	F4812/F4812H	
Customer Text - Line 1	F0301/F03B01 - Media Objects	System Function - ABGT
Customer Text - Line 2	F0301/F03B01 - Media Objects	System Function - ABGT
Customer Text - Line 3	F0301/F03B01 - Media Objects	System Function - ABGT
Document Company	F4812/F4812H	
Invoice Date	F4812/F4812H	
Invoice Due Date	F4822	N48S0340
Invoice Number	F4812/F4812H	
Last Invoice Date	F0301	N0100042
Page Number	Calculated	
Payment Terms	F0014	N48S0350
Ship to Address - Line 1	F0116	B0100021
Ship to Address - Line 2	F0116	B0100021

Ship to Address - Line 3	F0116	B0100021
Ship to Address - Line 4	F0116	B0100021
Ship to Address - Line 5	F0116	B0100021
Ship to Address - Line 6	F0116	B0100021
Ship to Address - Line 7	F0116	B0100021
Ship to Name	F0116	B0100021
Total Invoice Amount	Calculated	
Total Tax Amount	Calculated	
Total Taxable Amount	Calculated	
Work Order Completion Date	F4801	B3100310
Work Order Number	F4812/F4812H	

See Also

- *Creating Calculation Columns* in the *Enterprise Report Writing Guide*
- *Modifying Properties of Report Objects* in the *Enterprise Report Writing Guide*
- *Working with Event Rules* in the *Enterprise Report Writing Guide*

Modifying the Invoice Format Template with Smart Fields (R48507)

You can access and modify a version from the Service Billing Setup menu (G48S40/Invoice Format Revisions w/Smart Fields (R48507). See *Modifying the Invoice Format Template without Smart Fields* (R48506) for the steps to modify a template version.

You can create your desired invoice print version, adding Business View fields, constants and smart fields. If your design requires more extensive changes (i.e. different data sequencing, different data selection, adding sections for subtotalling, modifying Event Rule logic, etc.), see the OneWorld Enterprise Report Writing manual for more information.

Invoice Print Smart Fields

There are over 80 smart fields that are available to insert on an invoice during invoice design. These smart fields are named using an SF prefix, followed by the table number, and then followed by data type indication character ((A)lpha, (C)haracter, (D)ate, (N)umeric). For example, the smart field used to retrieve and print numeric information from the Business Unit Master table (F0006) is named: SF0006N. A majority of the smart fields are used to retrieve information that is stored in various tables for print out on the invoice. For each table that contains

invoice related information, smart fields are available and are used to do the following:

- Retrieve and print alpha information
- Retrieve single character information
- Retrieve date information
- Retrieve numeric information
- Print amounts from the F4812/F4812H
- Print blocks of text
- Calculate and print values based on other fields
- Print accumulated values that have been stored in user defined memory locations

The following smart fields that can be used for retrieving table information are available during invoice design.

Table	Table Name	Alpha Smart Field	Character Smart Field	Numeric Smart Field	Date Smart Field
F0006	Business Unit Master Information	SF0006A	SF0006C	SF0006N	SF0006D
F0014	Payment Terms Master Information	SF0014A	SF0014A	SF0014N	SF0014D
F0101	Address Book Master Information	SF0101A	SF0101C	SF0101N	SF0101D
F0111	A/B Who's Who Information	SF0111A	SF0111C	SF0111N	SF0111D
F0115	A/B Phone Number Information	SF0115A	SF0115C	SF0115N	SF0115D
F0116	A/B Address By Date Information	SF0116A	SF0116C	SF0116N	SF0116D
F03012	Customer Master By Line of Business Information	SF03012A	SF03012C	SF03012N	SF03012D
F0401	Supplier Master Information	SF0401A	SF0401C	SF0401N	SF0401D
F0692	Business Unit Supplemental Information	SF0692A	SF0692C	SF0692N	SF0692D
F0901	Account Master Information	SF0901A	SF0901C	SF0901N	SF0901D
F1201	Equipment Master Information	SF1201A	SF1201C	SF1201N	SF1201D
F1721	CSMS Service Contract Detail	SF1721A	SF1721C	SF1721N	SF1721D
F4801	Work Order Master Information	SF4801A	SF4801C	SF4801N	SF4801D
F4812	Billing Workfile Detail Information	SF4812A	SF4812C	SF4812N	SF4812D
F4822	Invoice Summary Information	SF4822A	SF4822C	SF4822N	SF4822D
F48520	Invoice Summary Access	--	--	SF48520N	--
F5201	Contract Master Information	SF5201A	SF5201C	SF5201N	SF5201D
F5202	Contract Billing Line Information	SF5202A	SF5202C	SF5202N	SF5202D
F5216	Milestone/Progress	SF5216A	SF5216C	SF5216N	SF5216D

F04201	Prepayment Amount			SF4201N	
F00693	Business Unit Supplemental Text	SF0693A	--	--	--
F4802	Work Order Text	SF4802A	--	--	--
F00165	Address Book Related Text	SFABTXT			
Media	Contract Related Text	SFCNTTXT			
Objects	Invoice Batch Related Text	SFINVTXT			
F0005	UDC Description	SF0005A			

Special smart fields that provide information not stored in tables are:

Smart Field	Smart Field - Name	Function
SFAMT	Amount	This smart field is used to print amounts from the F4812/F4812H. It allows you to include or exclude burden and component amounts. It also works in conjunction with the Currency Processing Option on Invoice Print (R48504) to allow you to variably print Foreign or Domestic amounts.
SFADD	Calculate - Add	To Add various fields and print the sum.
SFSUB	Calculate - Subtract	To Subtract various fields and print the difference.
SFMUL	Calculate - Multiply	To Multiply various fields and print the product.
SFDIV	Calculate - Divide	To Divide various fields and print the quotient.
SFTOTAL	Register Total	Many of the numeric smart fields allow the invoice designer to store and accumulate the value of the smart field in a variable memory location (register). This smart field is used to print those accumulated amounts on the field and to initialize the register if desired.
SFCALC	Register Calculate	Many of the numeric smart fields allow the invoice designer to store and accumulate the value of the smart field in a variable memory location (register). This smart field is used to perform calculations using multiple register values and then print the result.

See *Appendix E: Smart Fields* for more detail on the invoice printing related smart fields and their parameters.

Including Smart Fields on an Invoice

Once you are in Report Design Aid, you can add smart fields to your version of the R48507.

► To add smart fields to a template version

1. Locate the section where you want to include the smart field, and click on Smart Field from the Insert menu.
2. Choose the smart field that you want to add from the displayed list of smart fields and click Next. These are the available invoice printing related smart fields. See Appendix D for an explanation of available smart fields.
3. On Smart Field Name, you can change the default name of the smart field variable name for future reference and click Next.
4. Based on the smart field that you selected, the system will prompt you with questions that will help define the information that this smart field will retrieve and display. Enter an answer to each question and click Next.

Note: For file field descriptions, make sure to enter the literal using all capitals. There is no validation on what you enter in the file field descriptions. Confirm the accuracy of the information that you enter before clicking Next.

5. After you have completed all questions, the smart field will be displayed next to the location where you last clicked. If the smart field is not positioned correctly, drag and place the smart field in appropriate area of the section.

See Also

- *Appendix D - Invoice Design*
- *Modifying Properties of Report Objects* in the *Enterprise Report Writing Guide*
- *Working with Event Rules* in the *Enterprise Report Writing Guide*

Copying Versions

Caution: J.D. Edwards recommends that you should not make changes to any of the versions or templates shipped with OneWorld. You should make a copy of one of the standard versions, and then make your changes to that new version.

You can create a new invoice version that is not based on an existing version. For example, you might create a new version because the supplied versions do not meet your billing requirements. You can create your own versions by first copying an XJDE version. By doing this, you keep the original versions intact, using them only as templates. You can select any version to copy from the following list:

**Invoice Versions
without Smart Fields
(R48506)**

- XJDE0001 Template Version (Use this only as a template)
- XJDE0002 Invoice Version Number 2 (Usable version)
- XJDE0003 Invoice Version Number 3 (Usable version)
- XJDE0004 Invoice Version Number 4 (CSMS Contracts Only) (Usable version)
- XJDE0005 Invoice Version Number 5 (CSMS Contracts Only) (Usable version)

**Invoice Versions with
Smart Fields (R48507)**

- XJDE0001 Invoice Print with Smart Fields (Blank template)
- XJDE0002 Generic Sample Invoice #1 (Usable version)
- XJDE0003 AIA - Summary Text Version (Usable version)
- XJDE0004 AIA - Columnar Version (Usable version)
- XJDE0005 - Comment version.
- XJDE0006 - Workorder version.
- XJDE0007 - Account version.
- XJDE0008 - Pay Item version.
- XJDE0009 - Progress Billing version.

All are usable versions.

Note: Versions XJDE0004 and XJDE0005 are designed to be used with CSMS Service Contract invoices. These versions will not work with CSMS Service Order invoices. These two versions (XJDE0004 and XJDE0005) were created using a joined business view over the Billing Detail Print Workfile (F48SUI01) and the

CSMS Contract Detail file (F1721). This means these two versions require a one to one relationship between records in the F4812 (or F4812H) and the F1721. Only CSMS Service Contract invoices will have this relationship. These two versions were created to make designing a CSMS Service Contract invoice easier. These versions allow the invoice designer to insert CSMS Contract Detail fields on the invoice (business view fields) without having to do any Event Rule modification. If your invoices are not going to be used for CSMS Service Contract invoices and/or you will not need to have any CSMS Service Contract Detail (F1721) fields on the invoice, you should start with one of the other versions (XJDE0001 through XJDE0003).

When you copy an invoice version, like base report specifications, the specification records for that version exist only on your workstation. To make the version available to other users, you must check the version into the server. When you check in a version, the system copies the version's specification records to the central objects data source (server) according to the path code of your current environment.

To submit version specifications and check version into the server

1. When you are finished with your modifications, save your changes and exit RDA.
2. On Advanced Operation, click Cancel.
3. On Available Version, choose your newly modified version, and click Select.
4. On Version Prompting, click Advanced from the menu.
5. On Advanced Version Prompting, select the Submit Version Specifications Only box.
6. Click OK.
7. On Version Prompting, click Submit.
8. On Available Version, click Submit Jobs from the menu.
9. On Submitted Job Search, click Find until your job has a (D)one status associated with it. When your job displays with a (D)one status, click Close.
10. On Available Version, choose your new version. Click Advanced from the Row menu.
11. On Advanced Operations, check your version into the server. Choose your version. Click Check In Version from the Row menu.

See Also

- *Batch Versions for Reports* in the *OneWorld Foundation Guide*
- *Copying a Batch Version* in the *OneWorld Foundation Guide*

- *Checking Out or Checking In a Batch Version* in the *OneWorld Foundation Guide*
- *Erasing the Check-Out Record of a Version* in the *OneWorld Foundation Guide*

Understanding Multicurrency Setup for Service Billing

Understanding multicurrency is vital to establishing a global customer network. The concepts presented here will help you understand how Service Billing processes multicurrency transactions.

Multicurrency setup for Service Billing consists of the following topics:

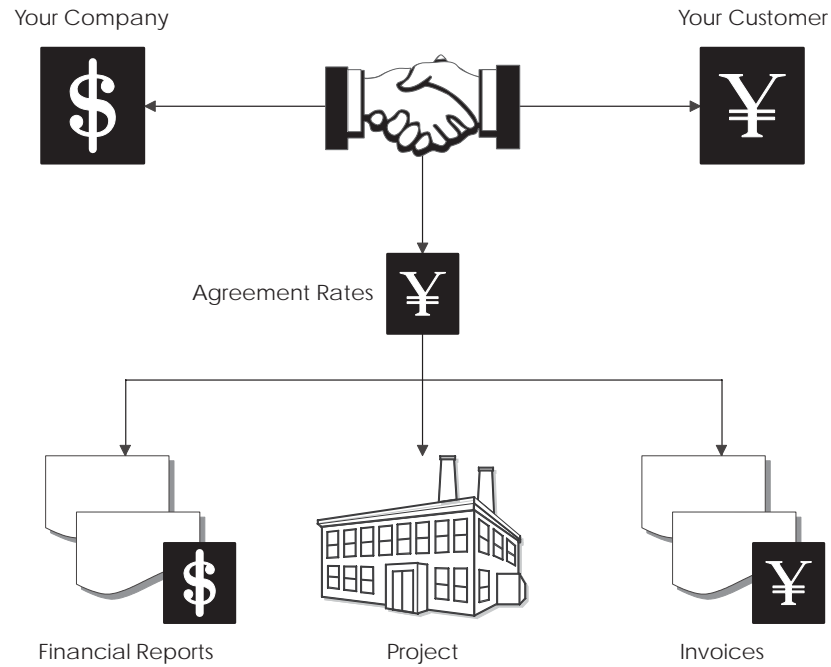
- ☐ Choosing modes for currency
- ☐ Calculating fixed and nonfixed amounts
- ☐ Choosing modes for invoicing
- ☐ Creating multicurrency transactions

Choosing Modes for Currency

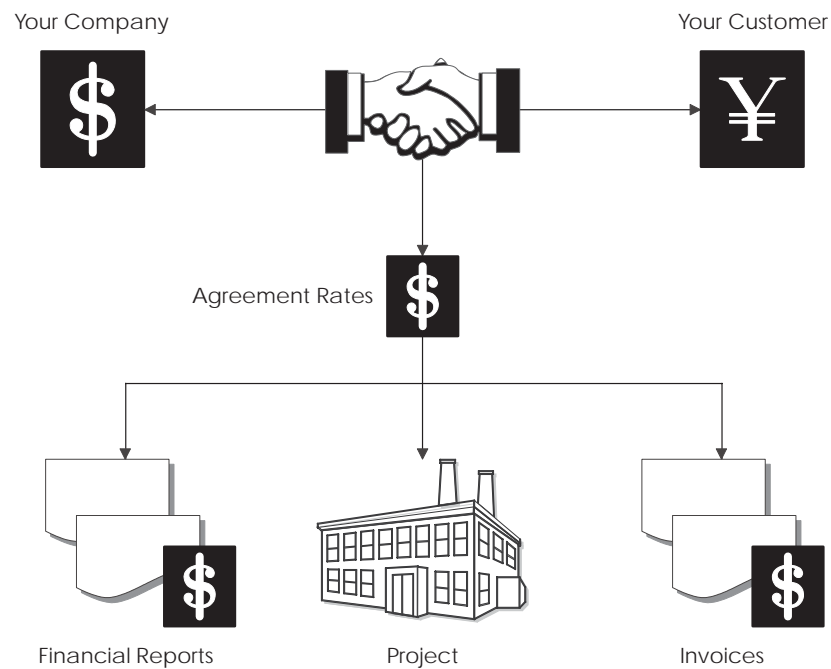
In Service Billing, you must select either foreign or domestic mode. The mode manages how amounts are calculated and stored within the billing system. The mode is a global control in the constants, and, as with all constants, it is recommended that you not change the constants after you set them up. The global setup can be overridden in the G/L Offset and Retainage table. If the constant is set to foreign mode but a particular job needs to be managed in the domestic currency, you can set up a G/L Offset and Retainage table for that job in the domestic mode.

The following graphics illustrate the foreign and domestic modes.

Multicurrency Foreign (F) Mode



Multicurrency Domestic (D) Mode



Calculating Fixed and Non-Fixed Amounts

When Currency is on and a transaction has two currencies, amounts are calculated and stored in both currencies within the billing system. In Service Billing, the domestic amount fields are always displayed in the currency of the company to which the job belongs, and the foreign amount fields are always displayed in the customer currency. One of these currencies must be defined as fixed, based on the currency mode setup in Billing Constants. The fixed currency becomes the control currency for the workfile transactions and is system maintained. While the fixed amounts remain static, fluctuations in currency can affect the non-fixed amounts.

Choosing Modes for Invoicing

For invoicing, your company must decide in which currency you manage billing relationships with customers. For example, your company is in the USA using the US Dollar (USD) as your domestic currency. Your sales representative signs a new project in Canada where the customer wants to receive all invoices in Canadian Dollars (CAD). Regardless of fluctuating exchange rates, the customer has agreed on rates for the particular services in CAD. In this particular example, you are probably going to be operating your billing system in a foreign mode. Conversely, if you negotiate most of your deals in USD regardless of your customers' currencies, you will probably set your billing system to the domestic mode.

Creating Multicurrency Transactions

In a multicurrency environment, transactions can be created in many different currencies throughout the system. Regardless of the currency of the originating entry, the Workfile Generation or G/L Selection programs retrieve the cost amount from the AA (Actual Amount) ledger of the Account Ledger table (F0911) and place this value into the domestic cost field of the workfile.

In contrast, J.D. Edwards payroll entries are brought in from the Employee Transaction History table (F0618). The employee is paid in the currency of the home business unit. This currency is compared to the currencies of the job or work order for which you are billing and to your customer's currency. For example, assuming that the currency of the job is USD, that of the customer is French francs (FRF), and that of the home business unit is USD, then the cost amount from the F0618 is retrieved into the domestic cost amount and the foreign amount is converted. Conversely, if the home business unit is FRF, then the cost amount from the F0618 is retrieved into the foreign cost amount and the domestic amount is converted. If the home business unit currency is equal to Belgian francs (BEF) then the cost is first converted to USD and is then retrieved into the domestic cost amount and the foreign amount is converted.

After the cost amount is updated in the Billing Workfile table (F4812), the other cost amount is calculated using the exchange rate table for the date basis you specify in your Billing Constants. The program then retrieves the markup information for the record in the fixed currency as defined in the Billing Constants. Markup information is retrieved only for the fixed currency. The fixed cost amount plus the markup amount becomes the taxable amount of the transaction. The non-fixed taxable amount is calculated using the exchange rate on the fixed taxable amount. Tax and discount rates are then calculated independently for each of the currencies.

Assuming a non-payroll type entry, the equations below describe the process by which domestic and foreign amounts are calculated. (Calculations are not necessarily performed in the exact order in which they appear below.)

Domestic Mode Calculations

Domestic Cost Amount	+	Markup Amount	= Domestic Taxable Amount
Domestic Taxable Amount	x	Tax Rate	= Domestic Tax Amount
Domestic Taxable Amount	+	Domestic Tax Amount	= Total Domestic Invoice Amount
Domestic Taxable Amount	x	Discount Rate	= Domestic Discount Amount
Domestic Cost Amount	x	Exchange Rate	= Foreign Cost Amount
Domestic Taxable Amount	x	Exchange Rate	= Foreign Taxable Amount
Foreign Taxable Amount	x	Tax Rate	= Foreign Tax Amount
Foreign Taxable Amount	+	Foreign Tax Amount	= Total Foreign Invoice Amount
Foreign Taxable Amount	x	Discount Rate	= Foreign Discount Amount

Foreign Mode Calculations

Domestic Cost Amount	x	Exchange Rate	= Foreign Cost Amount
Foreign Cost Amount	+	Markup Amount	= Foreign Taxable Amount
Foreign Taxable Amount	x	Tax Rate	= Foreign Tax Amount
Foreign Taxable Amount	+	Foreign Tax Amount	= Total Foreign Invoice Amount
Foreign Taxable Amount	x	Discount Rate	= Foreign Discount Amount
Foreign Taxable Amount	x	Exchange Rate	= Domestic Taxable Amount
Domestic Taxable Amount	x	Tax Rate	= Domestic Tax Amount
Domestic Taxable Amount	+	Domestic Tax Amount	= Total Domestic Invoice Amount
Domestic Taxable Amount	x	Discount Rate	= Domestic Discount Amount

Invoice Amount Calculations (Domestic Mode)

		Domestic			Foreign
Cost from F0911 record ***		AA	X Exchange Rate		AA2
Markup Amount	+	<u>ADCI</u>			
Taxable Amount	=	ITXA	X Exchange Rate		CITA
(ITXA * Tax Rate) = Tax Amount	+	<u>ITAM</u>	(CITA * Tax Rate) = Tax Amount	+	<u>CITX</u>
Total Amount	=	ITOL	Total Amount	=	CITL
(ITXA * Disc Rate) = Discount Amt		IDSC	(CITA * Disc Rate) = Discount Amt		CIDS
(AA/Units) = Unit Price		PRIC	(AA2/Units) = Unit Price		PRIF

Invoice Amount Calculations (Foreign Mode)

	Domestic		Foreign
Cost from F0911 record	AA	X Exchange Rate	AA2
		Markup Amount	+ <u>ADCI</u>
X Exchange Rate	ITXA	Taxable Amount	= CITA
(ITXA * Tax Rate) = Tax Amount	+ <u>ITAM</u>	(CITA * Tax Rate) = Tax Amount	+ <u>CITX</u>
Total Amount	= ITOL	Total Amount	= CITL
(ITXA * Disc Rate) = Discount Amt	IDSC	(CITA * Disc Rate) = Discount Amt	CIDS
(AA/Units) = Unit Price	PRIC	(AA2/Units) = Unit Price	PRIF

*** Assumes that the home business unit of payroll transaction does not have a different currency from the job currency.

Understanding Multicurrency Setup and Processing for Service Billing includes understanding the following functions:

- ☐ Setup of constants for multicurrency
- ☐ Setup of billing rate/markup tables for multicurrency
- ☐ Setup of components for multicurrency
- ☐ Setup of G/L offset and retainage table for multicurrency
- ☐ Setup of Invoice Print Version Cross-Reference for multicurrency
- ☐ Multicurrency processing of workfile generation
- ☐ Multicurrency processing of billing revisions
- ☐ Multicurrency processing of invoice generation
- ☐ Multicurrency processing of invoice revisions
- ☐ Multicurrency processing of printing invoices
- ☐ Multicurrency processing of invoice journal generation
- ☐ Multicurrency processing of create A/R and G/L entries
- ☐ Multicurrency processing of general ledger post reports
- ☐ Multicurrency processing of invoice voids

See Also

For a complete resource of setting up your system for multicurrency, please refer to *Multicurrency Setup* in the *General Accounting* guide for the following tasks:

- *Activating Multicurrency*
- *Defining Currency Codes*
- *Working with Exchange Rates*
- *Assigning a Domestic Currency to a Company*
- *Assigning Currency Codes to Monetary Accounts*
- *Assigning Currency Codes to Customers and Suppliers*
- *Setting Up AAI's for Multicurrency*

Understanding Setup of Constants for Multicurrency

Field	Value	Field	Value
Bill Burden	1	Independent Revenue/Invoice	0
Bill Unposted	0	Revenue on Contract non T & M's	0
Effective Date Basis	1	Invoice Summary Access Control	
Labor Effective Basis	1	Invoice Date Override Control	1
Customer Number Basis	1	Draft/Final Invoice Gen. Control	0
Service Date Basis	0	Default Invoice Document Type	RI
Exchange Rate Date Basis	1	<input checked="" type="checkbox"/> Foreign	
Journal Generation Control	1		
Journal Reclassification Control	0		
PDDBA Code Override	1		
Default Markup Percentage	10.000		

On Service Billing Constants, ensure the following two controls are set correctly:

- Exchange Rate Date Basis

This date determines which exchange rate is used for Workfile Generation and the re-extension of the workfile records.

- Foreign

This determines which currency will be fixed during the billing process. If you select this box in the constants, then the customer currency will be the fixed currency, and the business unit or company currency will be considered non-fixed. In this case, the markups will be calculated on the customer currency, and the domestic amount will be restated based on the foreign amounts calculated.

If the box is unchecked, then the domestic or company currency will be fixed for the billing process. In this case, the markups will be calculated on the company currency, and the foreign amount will be restated based on the domestic amounts calculated. This field also drives the mode that will default into the Billing Revisions form.

Understanding Setup of Billing Rate/Markup Tables for Multicurrency



On Work With Billing Rate/Markup Table, ensure the following control is set correctly:

- Curr Code

On Work With Billing Rate/Markup Table, the currency code will control the decimal display on this screen and will be used as part of the key when this table is processed by the Workfile Generation and the re-extension functions. The Curr Code field displays only when Currency is on.

The currency code will default in for the following key types based on the following tables but can be overridden when adding a new Markup Table:

1-Work Order Work Order Master (F4801)

3-Contract Contract Master (F5201)

4-Parent Contract Contract Master (F5201)

5-Customer	Customer Master (F0301 or F03B01)
6-Business Unit (Job)	Business Unit Master (F0006)
8-Company	Company Master (F0010)

When Currency is on, you need to enter the currency code for the following key types:

- 2-Work Order Class (WR07)
- 7-Job Class (RP11)
- 9-Default

Example: Billing Rate/Markup Table Processing

The Markup Table selected during the Workfile Generation and re-extension processes is determined by the mode set up in the Billing Constants or G/L Offset and Retainage table, as well as by the key fields of the Billing Rate/Markup table. Because Currency is a key field, it will be used to search for a match between the cost transaction and the Billing Rate/Markup table. This process is illustrated in the following example.

- Business Unit 1234 belongs to company 00062 with a currency code of BEF.
- Customer number 3333 has been set up with a currency of FRF.
- Customer number 3333 has been properly attached to Business Unit 1234 as the Owner.
- A transaction was posted into the billable account: 1234.1350.02200 for 300 BEF.

The following two Billing Rate/Markup tables have been set up.

Table 1

Generation Type	1
Key Type	5
Table Key	3333
Currency Code	FRF

Date Range 01/01/05 to 12/31/05

Object Account Range 1340 to 1399

Markup Percentage 150

Table 2

Generation Type 1

Key Type 6

Table Key 1234

Currency Code BEF

Date Range 01/01/05 to 12/31/05

Object Account Range 1340 to 1399

Markup Percentage 150

Note: If Currency is off, Currency Code is not a visible field and the values for each of the tables would have been updated as blank during a table ADD.

If Currency had been off and currency codes had not been entered, Table 1 would have been used as the markup because currency code would not have been part of the search key. Therefore, key type 5 would have been found first in the hierarchical ordering of the remaining major keys.

If Currency was on and the system constants were set to Foreign mode, then Workfile Generation would calculate the billable amount of the transaction using Table 1, which was set up in the foreign or customer currency.

If the system constants were set to domestic mode, then Workfile Generation would calculate the billable amount of the transaction using Table 2, which was set up in the domestic or company currency.

If the currency for the table does not match the currency defined as fixed by the system constants, or is overridden in the G/L Offset and Retainage table, the table does not match. The system will search through the table hierarchy until a

complete match is found. If a complete match is not found, the default markup percentage set up in the constants will be used.

When Currency is off, the Currency Code is not visible on the Billing Rate/Markup table form. Any tables added when Currency is off will have a blank value in the file record for the currency code. If Currency is then turned on and a transaction is entered with a valid currency code attached to it, the Workfile Generation program will not find a valid match to a Billing Rate/Markup table with a blank value.

The opposite is also true. If you enter a Billing Rate/Markup table with a valid currency code while Currency is on and then turn it off to enter your transactions, your Transaction Currency field is now blank and your markup tables are not blank. Again, the system will not find a match. For this reason, it is important to not change your system back and forth from Currency on and off without identifying the files that will need to be updated accordingly.

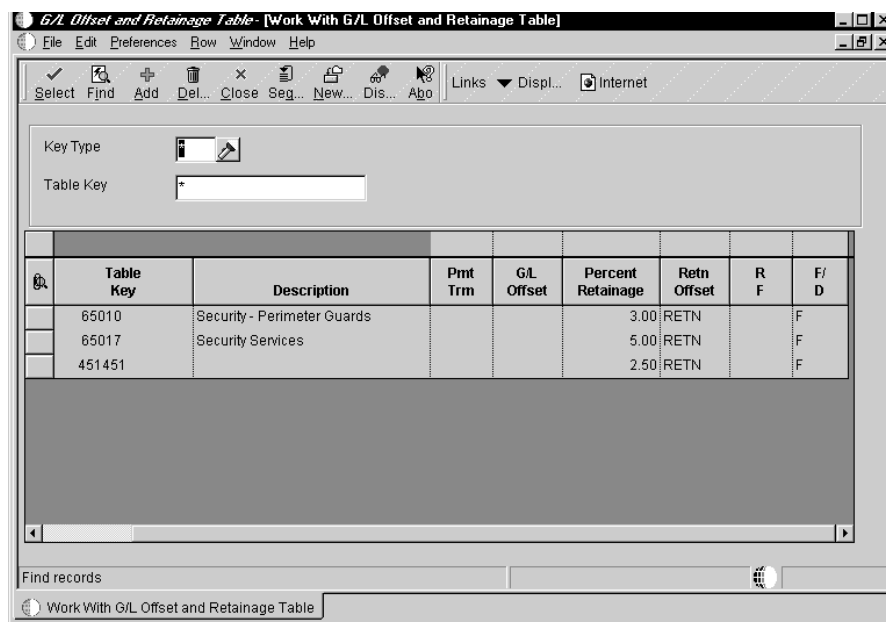
Understanding Setup of Components for Multicurrency

Component Table	Description	Cur Cod	Beginning Date	Ending Date
G&AADDONS	G&A with Additional Burden			
JULIE	test	USD	1/1/98	12/1/98
LABOR	Labor Markup Components		1/1/98	
OVH_&_COM	Overhead and Cost of Money		1/1/98	
UNIONDUES	Hourly Cost of Union Dues	USD	1/1/98	

On Work With Component Tables, the currency code must match the currency code of the Billing Rate/Markup table to which it is attached.

The currency code on the component table will control the decimal display on this screen and will be used as part of the key when this table is processed by the Workfile Generation and re-extension functions. The Currency Code field displays only when Currency is on.

Understanding Setup of G/L Offset and Retainage Table for Multicurrency



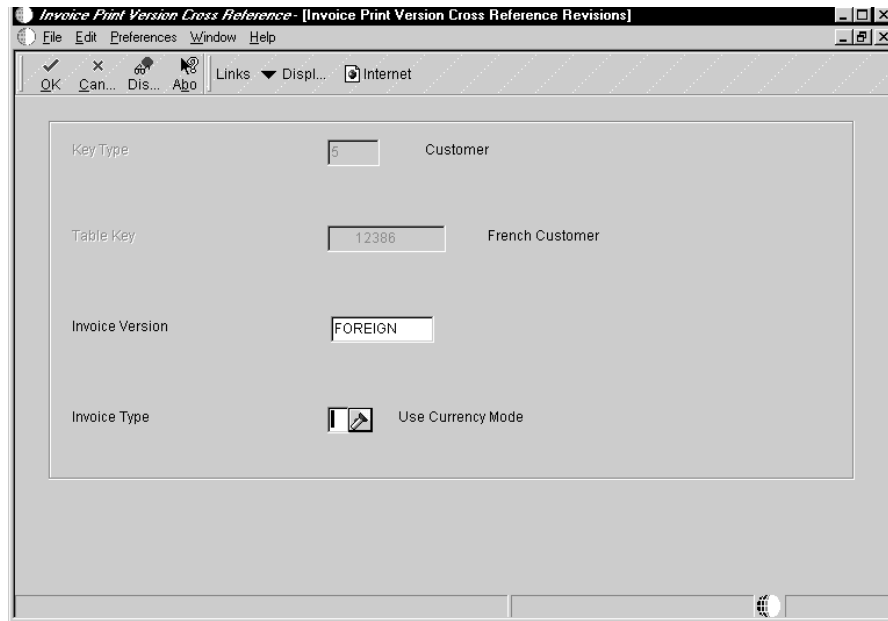
On G/L Offset and Retainage Table, ensure the following control is set correctly:

- Currency Mode - Foreign

This control determines which currency will be fixed during the billing process. If you select this box in the offset table, then the customer currency will be the fixed currency, and the business unit, or company currency, will be considered non-fixed. In this case, the billing amounts will be calculated in the customer currency, and the domestic amount will be converted based on the foreign amounts calculated.

If the box is unchecked, then the domestic or company currency will be fixed for the billing process. Markups will be calculated on the company currency, and the foreign amount will be converted based on the domestic amounts calculated. This setup overrides the mode that was set up in Billing Constants.

Understanding Setup of Invoice Print Version Cross-Reference for Multicurrency



On Invoice Print Version Cross-Reference Revisions, ensure the following control is set correctly:

- Invoice Type

This field can be used to override the currency, domestic or foreign, of the invoice format that you print. If you do not set up an override here or during the invoice processing, the invoice will be printed based on the mode identified on the Billing transactions. When setting up new invoice formats, remember that invoices might be required in domestic or foreign currencies or both.

Understanding Multicurrency Processing of Workfile Generation

Workfile Generation is not affected by Currency being on or off. Likewise, when you choose G/L Select from the Billing Details application, you do not have to make any setup or data selection changes for multicurrency processing. Any changes to the multicurrency processing are determined by your setup of constants, Billing/Rate Markup tables, and G/L Offset and Retainage tables.

Understanding Multicurrency Processing of Billing Revisions

Workfile Revisions - [Work With Billing Details]

File Edit Preferences Form Row Window Help

Select Find Add Del... Close Seg... New... Dis... Abo Links G/L S... Internet

Customer [] Billing Control ID []

Account Number [] Job Type []

Subledger [] Job Step []

Contract Number [] Employee/Supplier []

G/L Date From [] Thru [] Billing Currency []

	Invoice w/Comp	Billing Currency	Foreign Cost	Foreign Cost w/Comp	Base Foreign Invoice	Foreign Inv w/Comp	
	892.04	USD					1
	280.26	USD					1
	373.68	USD					1

Find records []

Work With Billing Details

On Work With Billing Details, if Currency is on, you will have both the domestic and foreign amounts available for inspection on the initial detail display. If Currency is off, you will see only the domestic amounts.

Note: If the job and customer have the same currency code, regardless of how you set up your mode in the Billing Constants, the mode will be considered domestic throughout the billing process. From Work With Billing Details, you will see only the domestic values in the grid; the foreign amounts will be blank.

Workfile Revisions - [Billing Detail Revisions]

File Edit Preferences Form Window Help

OK Can... Dis... Abo Links Sour... Internet

G/L Date 1/1/00 Re-apply Markup [] Calculation Preview

Elig. Code 3 Adjust Reason CL Contr. Change Order Lim. Excd. [] Foreign

Invoice Amounts Job/Customer Contract Additional Currency

Cost Information

Units/UOM []

Unit Price []

Cost Amount 1,234.56

Markup Information

Inv Ovr Rate/Cap []

Inv Markup % 22.000

Inv Mark Up Amt 165.00

Invoice Amounts

Inv Txbl Amt 1,671.16

Tax 121.99

Total Invoice 1,793.15

Tax/Discount Information

Tax Y/N Y

Tax Area/Expi DEN S

Disc %/Amt []

When you select a transaction from the Work With Billing Details form, Billing Detail Revisions will default in the mode of the record that was updated based on the Billing Constants or a G/L Offset and Retainage table. You can then click on the Foreign box to see the opposite mode (foreign or domestic). Notice that you see only the markup amounts of the fixed currency in the Invoice Markup Percentage field. Amount fields are changeable only in the mode of the transaction. Cost fields cannot be updated in either currency.

In the non-fixed mode, no markup amounts are displayed, and all of the amount fields have been disabled for any changes.

Understanding Multicurrency Processing of Invoice Generation

On Service Billing Invoice Generation, ensure the following processing option is set correctly:

- Exchange Rate Date Basis

This field identifies whether you want to find the exchange rate table based on the date of the invoice or on the G/L Date as identified in the processing option. If you choose to post all transactions to the last day of the month, but you change your exchange rate tables daily, you probably want to select your exchange rate tables based on the invoice date.

Conversely, if you want all currency transactions to be calculated based on the date you post, you would select to retrieve the exchange rate based on G/L date. The Exchange Rate Date Basis control is required whether you create the invoices using the batch or interactive method. If you do not make an initial selection, the default is 1 or Invoice Date. The exchange rate used for Invoice Generation is updated in the Invoice Exchange Rate field of the Billing Workfile.

The report that is produced after the batch process of Invoice Generation reflects the invoice amount in the currency of the company or in the domestic currency.

Understanding Multicurrency Processing of Invoice Revisions

Batch Review - [Work With Invoices]

File Edit Preferences Form Row Window Help

Select Find Del... Close Seg... New... Dis... Abo Links Invoice... Previo... Next OLE... Interr

Batch Number 218169

Batch Date 1/15/99

Invoice Number	Do Ty	Customer	Customer Name	G/L Date	Gross Amount	Base Curr	Foreign Amount
1269	RI	50	Project Management Company	6/30/05	118.03	USD	
Total					118.03		

Work With Service Billing Batches Work With Invoices

The Total amount displayed on the Batch Review form will always be in the domestic currency. However, on Work With Invoices you will see both amounts in their respective currencies.

Batch Review - [Service Billing Invoice Entry]

File Edit Preferences Form Row Window Help

OK Find Del... Can... New... Dis... Abo Links Invoice... OLE... Internet

Batch Number 218169 Company 00050 USD

Customer 50 Project Management Company Foreign

Invoice Number 1269 RI Taxable Amount 110.00

Invoice Date 6/30/05 Tax Amount 8.03

G/L Date 6/30/05 Non-Taxable Amount

Alternate Payee 50 Retainage Amount

Invoice Format Version Total Invoice Amount 118.03

Inv Exch Rate Invoice Type

Pay Item	Gross Amount	Taxable Amount	Tax Amount	Percent Retainage	Retainage Amount	Discount Available
001	118.03	110.00	8.03			

Row:1

On Service Billing Invoice Entry, the displayed default will be the mode in which you are running. You can click on the Foreign box to see the alternate currency. You will also see the exchange rate used for the invoice calculations for the billable amounts.

When you access the billing details of the transactions included in the invoice, you will be at Billing Detail Revisions. On Billing Detail Revisions, review the following fields:

- Original Exchange Rate

On the Currency tab, this rate is the one used during Workfile Generation or the most recent re-extension, if applicable.

- Invoice Exchange Rate

This rate is the one used for Invoice Generation.

- Exchange Rate Date Basis and Exchange Rate Date

These fields are updated during Workfile Generation or re-extension, and they identify the basis for the Original Exchange Rate.

During Invoice Generation, the records to be included in the invoice first have their non-fixed amounts copied to historical amount fields. Then the non-fixed amounts are recalculated using the new exchange rate selected during Invoice Generation. These non-fixed amounts are then accumulated for the Invoice Review screens. When you access an invoice to audit the individual transactions, you are seeing the recalculated amounts based on the Invoice Exchange Rate. Original amounts are stored in historical amount fields of the workfile so that if an invoice is deleted, the current non-fixed amounts can be updated from the amounts that had been copied to historical amount fields.

As with the Workfile Revisions after Workfile Generation, you can change only the amounts or markup in the mode in which the transaction was created. When

you click on the Foreign box, and access the non-fixed mode, the amount fields are disabled for entry.

Understanding Multicurrency Processing of Printing Invoices

You can use the processing options from the Invoice Print program (R48504) to override the amounts you would like to have printed on the invoice based on the data selection of your Invoice Print program version.

Understanding Multicurrency Processing of Invoice Journal Generation

The reports that print out (including the Invoice Register) during Invoice Journal Generation are printed in domestic amounts, regardless of the currency mode.

Understanding Multicurrency Processing of Create A/R and G/L Entries

For this process, you receive the same reports that you received for the Invoice Journal Generation. These reports are created in the domestic currency, regardless of what mode you have set up for your currency processing.

When accessing the batch from Invoice Journal Review, you will see that the gross amounts in the domestic currency and the currency amount reflect the foreign currency of the invoice.

Understanding Multicurrency Processing of General Ledger Post Reports

When you post the transactions, the domestic amounts are posted into the AA ledger and the foreign amounts are created and then posted into the CA ledger. Both ledgers must balance for the batch to post.

Understanding Multicurrency Processing of Invoice Voids

Once the invoice has been created, it can be voided if no payments have been recorded against it. When the invoice is voided, the Billing Workfile Transactions are retrieved from history with the amounts that were calculated using the currency exchange rate of the last re-extension or of the original workfile generation, whichever came later.

Appendices



Appendix A: 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)	<p>For U.S. and Canadian taxes, you use the AAI code PT __ __ __ for the company.</p> <p>For non-United States and non-Canadian taxes, you assign an AAI to each taxing authority within each tax rate/area.</p>
Tax rules by company	<p>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:</p> <ul style="list-style-type: none">• 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. <p>This feature applies to taxes for all countries.</p>

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.

The screenshot shows a software window titled "Constants - [Work With Quantum Constants Revision]". The window contains three main sections for data entry:

- Quantum Active:** A single text field containing the value "Y".
- Sales Tax Category Codes:** A group box containing three text fields: "Division Code" (01), "Customer Class Code" (03), and "Product Category/ID" (SRP1).
- Use Tax Category Codes:** A group box containing three text fields: "Division Code" (01), "Customer Class Code" (02), and "Product Category/ID" (PRP1).

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	This value determines whether the system uses Quantum Sales and Use Tax for 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.

Geo Code	County	City	Begin Zip Code	End Zip Code

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.

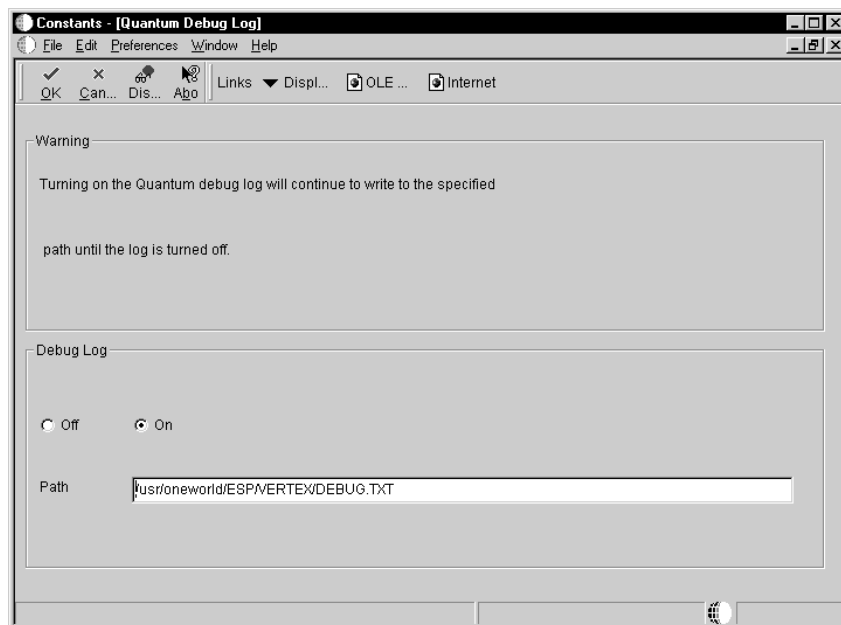
The Quantum Logging feature creates a two-page text file with the Before values you send on the first page, and the After values Quantum generates on the second page.

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____. AAI indicates 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 AAI 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.

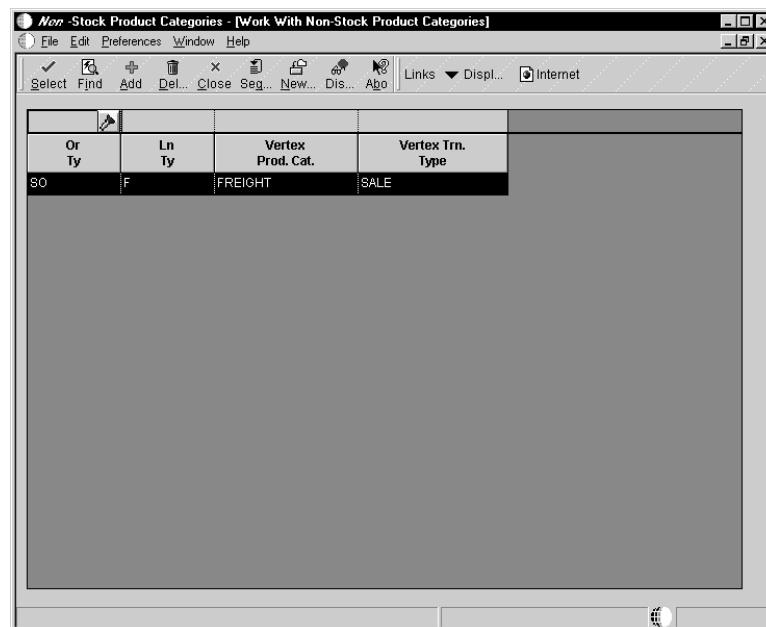
You can specify a Quantum product category or a Quantum transaction type for each order type and line type combination. The Quantum product category is used for product exceptions in TDM. The Quantum transaction type indicates to Quantum the type of transaction that is being processed (for example, sales, 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:

XXYYYYZZZZ

where

XX = State

YYY = 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.

The screenshot shows a software window titled "Address Book Revisions - [Supplier Master Revision]". It has a menu bar with "File", "Edit", "Preferences", "Form", "Window", and "Help". Below the menu bar is a toolbar with buttons for "OK", "Cancel", "Dismiss", and "Apply", along with icons for "Links", "Bank...", and "Internet". The main area contains a form with the following fields:

- Supplier Number: 4343
- Long Number: (empty)
- Parts Emporium: (text label)

Below these fields is a tabbed interface with the following tabs: "Vouchers", "Purchasing 1", "Purchasing 2", "G/L Distribution", "Tax Information" (selected), and "EDI Information". The "Tax Information" tab contains the following fields:

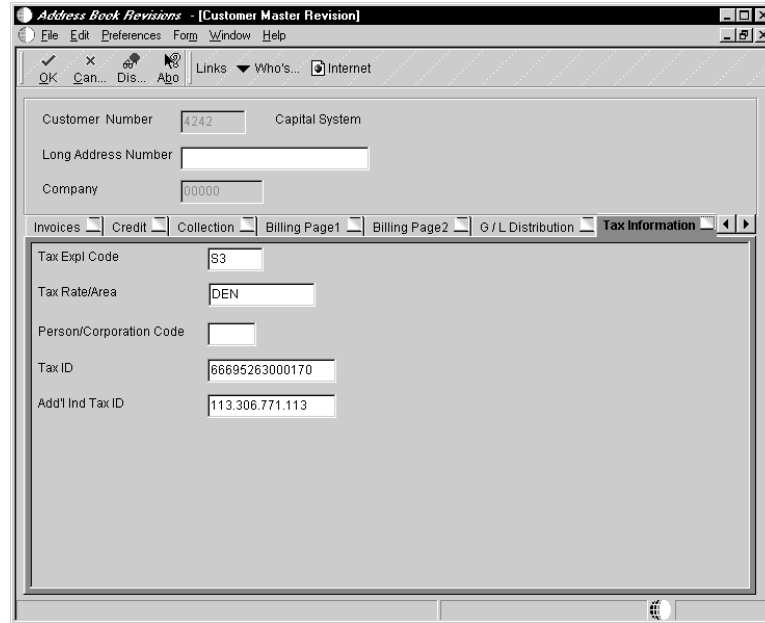
- Tax Expl Code 2: (empty)
- Tax Rate / Area: (empty)
- Person/Corporation: 2
- Corporate entity: (checked)
- Tax ID: 61148391000180
- Add'l Ind Tax ID: 103.705.130.113
- Tax Authority: (empty)
- Percent: (empty)

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.



Address Book Revisions - [Customer Master Revision]

File Edit Preferences Form Window Help

OK Cancel Dis... Abort Links Who's... Internet

Customer Number: 4242 Capital System

Long Address Number:

Company: 90000

Invoices Credit Collection Billing Page1 Billing Page2 G / L Distribution **Tax Information**

Tax Expl Code: S3

Tax Rate/Area: DEN

Person/Corporation Code:

Tax ID: 66695263000170

Add'l Ind Tax ID: 113.306.771.113

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

- 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

- 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

- 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

- 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

- 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

- 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

- 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

- 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

- 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

- 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

- 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

- 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:• 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:• 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:• 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:• 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:• 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	<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>A single invoice can have both taxable and non-taxable items. The entire invoice, however, must have one tax explanation code.</p> <p>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.</p>
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*.

Sales Order Detail - [Sales Order Detail Revisions]

File Edit Preferences Form Row Window Help

OK Can... New... Dis... Abo Links ▾ A/B Inf... Internet

Detail Revisions Line Defaults

Order Number Branch/Plant

Sold To Order Date

Ship To Cust PO

Currency Exchange Rate Base ☒ Foreign

Quantity Ordered	UoM	Item Number	Ln Ty	Foreign Unit Price	Foreign Extended Price	Branch/Plant	Location
			S	0.0000	0.00		

- On Sales Order Detail Revisions, chose the order detail line and choose SOE – Additional from the Row menu.

Sales Order Detail - [SOE - Additional Information]

File Edit Preferences Window Help

OK Can... Dis... Abo Links ▾ Displ... Internet

Order Number Line Number

Additional Info1 Additional Info2

Addresses

Sold To Capital System

Ship To

Carrier

Dates

Requested

Scheduled Pick

Promised Delivery

Cancel

Ship

Freight Information

Apply Freight ☒

Shipping Commodity Blank-Shipping Com

Shipping Conditions Blank-Shipping Con

Rate Code Blank- Rate Code 4

Route Code Blank- Route Code

Stop Code Blank- Stop Code 4

Zone Number Blank- Shipping Zon

Mode of Trn blank

Extended Volume

Extended Weight

Commission and Tax

Apply Commission ☒

Salesperson 1

Rate 1

Salesperson 2

Rate 2

Sales Taxable

Tax Expl Code

Tax Rate/Area

- 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*.

Item Number	Quantity Ordered	Tr. UoM	Unit Cost	Extended Cost	Pu. UoM	Ln Ty	Description
220	100	EA	495.4788	49,547.88	EA	S	Touring Bike, Red
221	10	EA	1.0000	10.00	EA	S	Touring Bike, Two
2200	10	EA	1.0000	10.00	EA	S	Tire Pump
				0.00			

3. On Order Detail, select the Order Detail tab and choose Tax/Terms from the Row menu.

The screenshot shows a software window titled "Enter Purchase Orders - [Order Detail - Page 1]". It features a standard menu bar with "File", "Edit", "Preferences", "Window", and "Help". Below the menu is a toolbar with icons for "OK", "Cancel", "Dis..." (Dismiss), "Add", "Links", "Displ..." (Display), and "Internet". The main content area is divided into two columns. The left column contains fields for "Taxable" (a checkbox), "Expl Code", "Rate/Area", "Discount Factor" (set to "1.0000"), "Item Price Group", "Pricing Cat. Level", and "Print Message". The right column contains fields for "Line Branch" (set to "M30"), "Lot/Serial", "Location", "Asset ID", and "Adjustment Schedule".

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.

The screenshot shows the 'Service Order Entry - [Service Work Order Revisions]' window. The 'Accounting' tab is selected. The 'Service Order Number' is 451291, and the 'Service Type' is 'On-site Repair'. The 'Estimated Cost of Service Order' section includes fields for Labor Hours, Labor Amount, Material Amount, Other Amount, and Total Amount. The 'Actual Cost of Service Order' section includes fields for Labor Hours, Labor Amount, Material Amount, and Total Amount. The 'Service Contract' section includes fields for Contract Number/Type (1), Contract Company (00200), Contract Change Number (001), Contract Line Number (.002), and Entitlement Check (1). The 'Transaction Entit' field is also visible.

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.

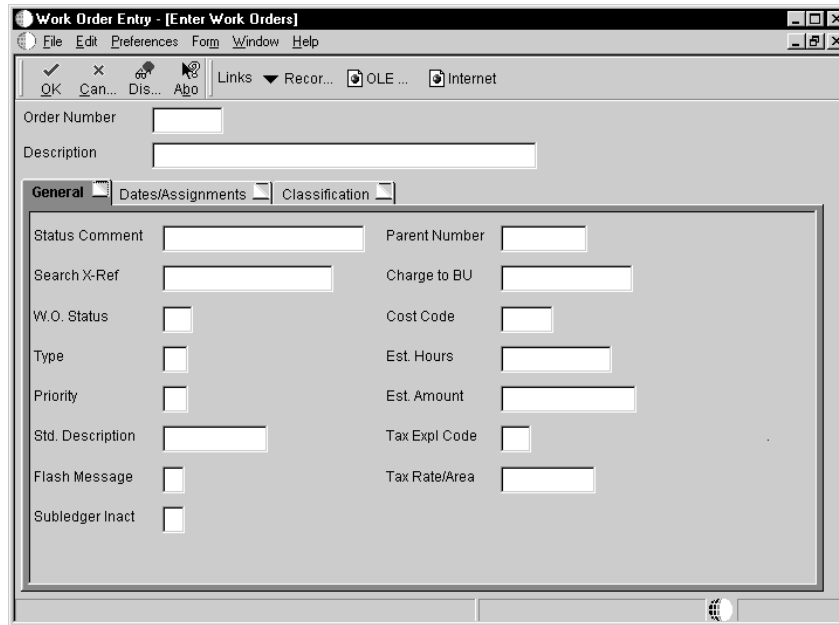
1. On Contract Billing Line Details, click Add.

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.

Job Cost Master Revisions - [Job Master Revisions]

File Edit Preferences Form Window Help

OK Cancel Dismiss Abort Links Address Previous Next OLE Internet

Job Number: 2002

Posting Edit: ☐

Level of Detail: 2

Type Business Unit: JB

Model Job: ☐

Project:

Company: 00050

Job Site Address:

Owner Address: 500

Contract Type: P

State:

Threshold % Complete:

Subledger Inactive: ☐

Description:

- MTC Enterprises
- Project Management Company
- Gas StationA
- Progress

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.

Work Order Entry - [Enter Work Orders]

File Edit Preferences Form Window Help

OK Cancel Dismiss Abort Links Record OLE Internet

Order Number

Description

General Dates/Assignments Classification

Status Comment Parent Number

Search X-Ref Charge to BU

W.O. Status Cost Code

Type Est. Hours

Priority Est. Amount

Std. Description Tax Expl Code

Flash Message Tax Rate/Area

Subledger Inact

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.

Job Cost Master Revisions - [Job Master Revisions]

File Edit Preferences Form Window Help

OK Cancel Dismiss Abort Links Address... Previous... Next OLE ... Internet

Job Number 2002

Posting Edit

Level of Detail 2

Type Business Unit JB

Model Job

Project

Company 00050

Job Site Address

Owner Address 500

Contract Type P

State

Threshold % Complete

Subledger Inactive

Description

MTC Enterprises

Project Management Company

Gas StationA

Progress

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.

Job Cost Master Revisions - [Job Dates & Other Information]

File Edit Preferences Window Help

OK Can... Dis... Abo Links Displ... OLE ... Internet

Job Number: 2002 MTC Enterprises

Equipment Rate Code: [icon]

Tax Entity-Property Tax: []

Tax Expl - Tax Rate/ Area: [] []

Job Dates

Planned Start Date: [] Actual Start Date: []

Planned End Date: [] Actual End Date: []

Other Date 5: [] Other Date 6: []

Job Payroll Information

Labor Load Factor: 1 EEO Code (Y/N): N

Flat Burden Factor: 1.0000 Tax Area-Payroll: []

Certified Job (Y/N): N

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 B: Searches for Markup Rules

The markup is an amount that you add to costs for overhead and profit. The system calculates markup amounts when you accumulate costs or revise workfile transactions based on the markup rules you define when you set up the Service Billing system.

You define markup rules by specifying major and minor key values. The system uses these values in combination to identify the specific markup rules that apply to individual source transactions. To identify the correct markup rules, the system:

- Accesses the markup rules
- Searches and selects specific source transactions that match the values you specified for the major key
- Continues the search, narrowing the selection of source transactions based on the value you specified for the minor key
- Calculates the markup amount for individual transactions based on the applicable markup calculation rules
- Updates the workfile transaction with the applicable markup amount

The system uses the most specific rule it can locate to calculate the markup for a transaction.

Major Key Values

The system matches the major key information you define for a markup table to the information in billable workfile transactions.

The following table lists the searches that the system can use for a major key.

Search Level	Key Type	Searches for:	Validates against:
First	1	Work Orders	Work Order Master (F4801)
Second	2	Work Order Classes	User Defined Code (UDC 00/W7)
Third	3	Contract Numbers	Contract Billing Master (F5201)
Fourth	4	Parent Contract Numbers	Parent Contract Master (F5201)

Fifth	5	Customer Numbers	Address Book Master (F0101)
Sixth	6	Job/Business Units	Job (Business Unit) Master (F0006)
Seventh	7	Job Classes	User Defined Code (UDC 00/11)
Eighth	8	Company	Company Constants (F0010)
Ninth	9	System Default.	No validation

The system uses Key Type 9 if a match is not found at any of the previous levels. The system applies the remaining eligible transactions to tables with this key type. If the system does not find a match, it uses the default markup percentage that you specify in the system constants.

Minor Key Values

Payroll Transactions

The system identifies payroll transactions using the T2, T4, and T5 document type coding. Having identified a T2, T4, or T5 document, the system conducts two searches for related minor key values.

First-Level Search

At the first level of the first search, the system looks for a match with transactions that include the employee number, job step, pay type, and job type.

Note that these searches are conducted from the most specific key(s) to the most generic keys.

Search Level:	Searches for: Employee (AN8)	Job Step (JBST)	Job Type (JBCD)	Pay Type (PDBA)
First	X	X	X	X
Second	X	X	X	
Third	X	X		X
Fourth	X	X		
Fifth	X		X	X
Sixth	X		X	
Seventh	X			X
Eighth	X			

Second-Level Search

If a markup table entry was not found during the first level search, then the system continues searching. In this second search for payroll transactions, the system uses job step, pay type, job type, home business unit, and cost pool.

Note: Employee number, home business unit, and cost pool are mutually exclusive and are not used in the second search.

Search Level	Searches for: Job Step (JBST)	Job Type (JBCD)	Pay Type (PDBA)	Home BU (HMCU)	Cost Pool (RP12)
First	X	X	X	X	
Second	X	X	X		X
Third	X	X	X		
Fourth	X	X		X	
Fifth	X	X			X
Sixth	X	X			
Seventh	X		X	X	
Eighth	X		X		X
Ninth	X		X		
Tenth	X			X	
Eleventh	X				X
Twelfth	X				
Thirteenth		X	X	X	
Fourteenth		X	X		X
Fifteenth		X	X		
Sixteenth		X		X	
Seventeenth		X			X
Eighteenth		X			
Nineteenth				X	
Twentieth			X		X
Twenty-first			X		
Twenty-second			X	X	
Twenty-third					X
Twenty-fourth					

Non-Payroll Transactions for Equipment

The system identifies non-payroll equipment transactions using the TE document type code. It applies the following search criteria to transactions with the TE document type.

Note: Equipment number, home business unit, and cost pool are mutually exclusive.

Search Level:	Searches for: Equipment (NUMB)	Rate Group (ACLU)	Rate Code (ERC)	Home BU (HMCU)	Cost Pool (RP12)
First	X		X		
Second	X				
Third		X	X	X	
Fourth		X	X		X
Fifth		X	X		
Sixth		X		X	
Seventh		X			X
Eighth		X			
Ninth			X	X	
Tenth			X		X
Eleventh			X		
Twelfth				X	
Thirteenth					X
Fourteenth					

All Other Transactions

For the remaining eligible transactions (those that are not T2, T4, T5, or TE document types), the system conducts the following search for minor key values.

Note: Employee number, home business unit, and cost pool are not mutually exclusive in this search.

Search Level	Searches for: Employee (AN8)	Job Step (JBST)	Home BU (HMCU)	Cost Pool (RP12)
First	X	X	X	
Second	X	X		X
Third	X	X		
Fourth	X		X	
Fifth	X			X
Sixth	X			

Seventh		X	X	
Eighth		X		X
Ninth		X		
Tenth			X	
Eleventh				X
Twelfth				

Object and Subsidiary Search

When the system finds a match between the minor key values and the transactions being billed, it searches for a match of the object and subsidiary account information between the markup table rule and the billable transaction.

Search Level	Searches for: OBJ (Object)	SUB (Subsidiary)
First	X	X
Second	X	
Third		X
Fourth		

T2 Payroll Transactions with Equipment Information

If a markup table rule contains information for a rate group (ACL0), equipment number (EQCG), or rate code (ERC), the T2 payroll transaction with equipment information must match the equipment information in the markup table rule. If the information does not match, the system continues to search for the correct rule. The following three examples illustrate this search:

- The markup table rule specifies an equipment number of 180, and the T2 payroll transaction contains an equipment number of 100. The system continues searching for another rule because the equipment numbers do not match.
- The markup table specifies an equipment number of 180, and the T2 payroll transaction does not contain an equipment number. The system continues searching for another rule because the equipment numbers do not match.
- The markup rule does not specify an equipment number, and the T2 payroll transaction contains an equipment number of 100. When the rule does not specify an equipment number, it applies to all T2 payroll transactions, whether they contain an equipment number. The system stops the search and uses the rule.

Appendix C: Voucher Processing for CSMS

Customer Service Management uses the billing engine from the Service Billing system to generate vouchers.

Voucher processing for CSMS includes the following tasks:

- ☐ Generating the voucher workfile
- ☐ Working with A/P and G/L entries

Before you can complete the voucher process for CSMS, you must generate a workfile. When you run Service Order Workfile Generation, the system gathers the service orders that are eligible for payment from the Work Order Parts List (F3111), the Parts List Extension table (F31171), the Work Order Routing table (F3112) and Routing Instructions Extension table (F31172) and creates Service Billing Workfile records (F4812).

Before You Begin

- ☐ Generate workfile transactions in CSMS.
- ☐ Define the sequence and summarization of the voucher information.

Generating the Voucher Workfile

From the Voucher Processing - CSMS Only menu (G48S23), choose Voucher Generation.

Run the Voucher Generation program (R41822) to group workfile transactions and assign voucher numbers.

When you run the Voucher Generation program, the system creates pay item records. Pay items are the payable lines that summarize one or more workfile transactions. The pay items for a specific voucher make up the total amount of the voucher. The system stores pay item information in the Voucher Summary Workfile (F4823). The program also updates the workfile transaction records with the new voucher information.

After you run the Voucher Generation program, the system generates a report that includes the following information:

- Voucher number and related pay items
- Totals by voucher
- Batch number
- Any applicable tax information
- Sequence and summarization code

Working with A/P and G/L Entries

Working with A/P and G/L entries consists of the following tasks:

- ☐ Creating preliminary A/P and G/L entries
- ☐ Reviewing preliminary A/P and G/L entries
- ☐ Creating final A/P and G/L entries
- ☐ Reviewing and posting journal entries

J.D. Edwards strongly recommends that you create and carefully review preliminary G/L entries before you create the final entries that post to the general ledger. If you create out of balance records to the general ledger, the only way to correct these balances is to void and regenerate the voucher.

Creating Preliminary A/P and G/L Entries

From the Voucher Processing - CSMS Only menu (G48S23), choose Voucher Journal Generation.

When you run the Voucher Journal Generation program (R48131), the system creates the preliminary entries and prints the Voucher Journal Generation report. You can also set a processing option to print the Journal Edit Register. You should carefully review these reports to ensure that you do not create final journal entries that create out-of-balance records in the general ledger.

When you run Voucher Journal Generation, the system:

- Creates preliminary journal entries from the transactions in the Billing Workfile.
- Updates the batch status description for the batch.
- Prints the voucher Journal Generation report with accounting rule information and journal entry detail.
- Compresses the Detail Journal Workfile (F48S910) information and stores it temporarily in the Compressed Journal Entries (F48S911).

- Prints the Service Billing Journal Edit Register with the compressed information as a summary of the journal entry detail.

Reviewing Preliminary A/P and G/L Entries

From the Voucher Processing - CSMS Only menu (G48S23), choose Batch Review.

When the system creates preliminary A/P and G/L entries, you can review the batch status on Batch Review to determine whether the entries were generated with errors. Based on the processing options for Voucher Journal Generation, you can review the following reports to verify the information for the general ledger journal before you create the final A/P and G/L entries:

- Voucher Journal Generation Report, to review the detail of all cost transactions that make up the pay items for your vouchers, and the accounting rules for the transactions
- Journal Edit Register, to review journal entry details summarized by business unit, object, subsidiary, and subledger

Review the Journal Edit Register first for errors and warnings. You can also run the Journal Edit Register to print additional copies of the journal register after you have created preliminary G/L entries.

Use the Voucher Journal Generation Report to locate errors. If you find errors on the reports, you do not always need to delete the batch and regenerate the vouchers. Once you identify the errors, you can correct them and run Voucher Journal Generation again. Common errors might include incorrect dates or invalid accounts related to the general ledger.

Creating Final A/P and G/L Entries

From the Voucher Processing - CSMS Only menu (G48S23), choose Create A/P Entries.

You complete the voucher process within the billing system when you create the final A/P and G/L entries. After you create A/P entries, you then post the journal entries to the general ledger and accounts payable ledger.

When you create final A/P and G/L entries for a batch of vouchers, the system:

- Changes the journal status for the related workfile transactions
- Moves the transactions out of the active Billing Workfile table (F4812) and into the Billing Workfile - History table (F4812H)
- Removes the batch header number for the voucher journals

- Deletes the records in the Detail Journal Workfile and Compressed Journal Workfile

When you choose Create A/P and G/L Entries from the menu, the system displays processing options before submitting the job for processing. Use processing options to specify the batch of vouchers for which you want to create.

Reviewing and Posting Journal Entries

From the Voucher Processing menu (G48S23), choose Post Vouchers to G/L.

After you create the final A/P and G/L entries, you complete the overall payment process by reviewing, approving, and posting the journal entries.

The journal review and post programs are the same programs you use in the Accounts Receivable and General Accounting systems.

See Also

- *Working with Final Vouchers* in the *Service Billing Guide*
- *Reviewing Vouchers* in the *Accounts Payable Guide*
- *Posting Vouchers* in the *Accounts Payable Guide*

Appendix D: Invoice Design

Although you can insert business view fields from the F48SUI01 directly (without using the SF4812* smart fields) into the header and detail sections, you must use the SF4812* smart fields in the footer section. To simplify the invoice design process, use smart fields and do not use the business view fields.

It is a good idea to change the variable name to something more specific when inserting a smart field. The variable name that is used by default is the name of the smart field as it is defined in the data dictionary. If the name is not changed, confusion may result later, especially if the same smart field is used for multiple invoice fields. Also, if you place the same field in multiple sections, you may want to reference the section in the variable name (header, footer, or detail).

The variable name that you select will become the associated text that is printed with the variable. So, if you want the text to appear on the invoice with the variable, you may want to name the variable the same as you want the text to appear. If you want the text to appear but it does not make sense to have the variable the same name, you can modify the associated text afterwards by changing the name within the Properties of the text. If you do not want to see any associated text with the variable, you can disconnect and delete the text after you locate the smart field on the invoice. This last solution is not the best because the system will not allow you to change the smart field parameters if you delete the associated text. The best solution for displaying a smart field without associated text is to change the name of the associated text to a 1-character blank field.

The system will insert all alpha smart fields initially as 40-character fields. You can change the length afterwards by changing the Display Length within the Properties of the smart field. All numeric smart fields will be inserted initially as 15-digit, 2-decimal fields. For all noncurrency, numeric fields, you can change the length and decimal settings later by changing the Display Length and Display Decimals within the Properties of the smart field. All currency numeric fields do not need modification, as they will be printed with appropriate currency properties.

If section sizes are modified or if font sizes of detail lines are modified, these three variables (in the Initialize Section of the Invoice Header Section) may need to be modified. See code section below:

```
// Set the number of detail lines that can print on a page that DOES NOT  
have the
```

```
// Total Section print
```

```
VA rpt_MaxDetailLines_MATH01 = "45"
```

```
// Set the number of detail lines that can print on a page that DOES have  
the
```

```
// Total Section print
```

```
VA rpt_MaxDetLinesWithTots_MATH01 = "25"
```

```
// Set the number of lines (detail and blank lines) that are between the  
Detail
```

```
// Heading and the Total Section
```

```
VA rpt_LinesBeforeTotals_MATH01 = "30"
```

You can test your line counting modifications by enabling the assignment line that sets the BlankLine variable to a visible expression. This disabled assignment line is located in the Do Section of the Blank Line Section. See code section below:

```
// This value to be set to <blank>, but can be set to something visible (i.e.
```

```
// blankline) for testing purposes.
```

```
! RV Blank Line = "BlankLineeeeeeeeeeeeeeeeeeeee"
```

Appendix E: Smart Fields

The following table shows the Smart Fields that are available to insert on an invoice during invoice design. It also shows the parameter prompts that the invoice designer will need to answer when inserting these Smart Fields.

Smart Fields and Source Tables	Parameters	Explanation
SF0006x (where x equals A, C, D or N) Business Unit (Job) Master (F0006)	1	R01PCC Glossary
SF0014x (where x equals A, C, D or N) Payment Terms (F0014)	1	R01PPT Glossary
SF0101x (where x equals A, C, D or N) Address Book Master (F0101)	1	R01PAB Glossary
SF0111x (where x equals A, C, D or N) Address Book Who's Who Information (F0111)	1	R01PWW Glossary
SF0115x (where x equals A, C, D or N) Address Book Phone Numbers Information (F0115)	1	R01PPN Glossary
	5	R22P Glossary
SF0116x (where x equals A, C, D or N) Address by Date Information (F0116)	1	R01AD Glossary
	5	R23P Glossary
SF03012x (where x equals A, C, D or N) Customer Master (F03012)	1	R01PCM Glossary
SF0401x (where x equals A, C, D or N) Supplier Master (F0401)	1	R01PSP Glossary

Smart Fields and Source Tables	Parameters	Explanation
SF0692x (where x equals A, C, D or N)	1	R01PSC Glossary
Cost Center Supplemental Data Code Info (F00692)	5 (SF0692N Only)	R25P Glossary
SF0901x (where x equals A, C, D or N)	1	R01PAM Glossary
Account Master (F0901)		
SF0693A	1	R05P Glossary
Cost Center Supplemental Narrative Text (F00693)	2	R26P Glossary
	3	R18P Glossary
	4	R27P Glossary
	5	R28P Glossary
SF1201x (where x equals A, C, D or N)	1	R01PEQ Glossary
Equipment Master (F1201)		
SF1721x (where x equals A, C, D or N)	1	R01PCD Glossary
CSMS Contract Detail Information (F1721)		
SF4201N	1	R29P Glossary
Prepayment Amount (F04201)	2	R25P Glossary
SF4801x (where x equals A, C, D or N)	1	R01PWO Glossary
Work Order Master (F4801)		
SF4802A	1	R06P Glossary
Work Order Text (F4802)	2	R27P Glossary
	3	R28P Glossary
SF4812x (where x equals A, C, D or N)	1	R01PBD Glossary
Billing Detail Information (F4812/F4812H)		
SF4822x (where x equals A, C, D or N)	1	R01PIS Glossary
Invoice Summary Information (F4822)		

Smart Fields and Source Tables	Parameters	Explanation
SF48520N Invoice Summary Access Information (F48520)	1	R01PSA Glossary
	2	R12P Glossary
	3	R13P Glossary
	4	R14P Glossary
	5	R16P Glossary
	6	R25P Glossary
SF5201x (where x equals A, C, D or N) Contract Billing Master (F5201)	1	R01PCBM Glossary
SF5202x (where x equals A, C, D or N) Contract Billing Detail (F5202)	1	R01PCBD Glossary
SF5216x (where x equals A, C, D or N) Milestone/Progress Billing Information (F5216/F52161)	1	R01PMP Glossary
SFAMT Amounts No source table	1	R04P
	2	R08P
	3	R16P
	4	R25P

Smart Fields and Source Tables	Parameters	Explanation
SFABTXT Address Book Media Object Text (F00165)	1	R02P Glossary
	2	R03P Glossary
	3	R27P Glossary
	4	R28P Glossary
SFCNTTXT Contract Media Object Text (F00165)	1	R30P Glossary
	2	R27P Glossary
	3	R28P Glossary
SFINVTXT Invoice Batch Media Object Text (F00165)	1	R15P Glossary
	2	R27P Glossary
	3	R28P Glossary
SFADD SFSUB SFMUL SFDIV Add/Subtract/Multiply/Divide Calculations No source table	1–4	R24P Glossary
SFTOTAL Register Total No source table	1	R10P Glossary
	2	R11P Glossary
	3	R25P Glossary
SF005A UDC Description (F0005)	1	R31P Glossary
	2	R32P Glossary
	3	R33P Glossary
	4	R35P Glossary
SFCALC Register Calculate No source table	1	R34P Glossary
	2	R25P Glossary

Appendix F: Field Derivations (F4812)

The following table shows the source of the information for each field in the Billing Workfile (F4812). For many fields, the source depends on specific conditions and other retrieval information.

Use the following list of table ID's and names to identify the sources specified in the table that follows:

- F0005 User Defined Codes
- F0006 Business Unit Master
- F0014 Payment Terms
- F0101 Address Book Master
- F0411 A/P Account Ledger
- F06116 Employee Transactions Detail
- F0618 Payroll Transaction History
- F0624 Burden Distribution
- F069116 Payroll Transaction Constants
- F0901 Account Master
- F0911 Account Ledger
- F1201 Equipment Master
- F4111 Item Ledger
- F4311 Purchase Order Detail
- F4801 Work Order Master
- F48091 Billing System Constants
- F48096 Billing Markup Information
- F4812 Billing Workfile
- F48127 Tax Derivation Information
- F5201 Contract Billing Master
- F5202 Contract Billing Line Detail
- F5212 T&M Cross-Reference Accounts

F4812 Data Item	Conditions and Retrieval Information	Data Item/Source Table
WDAA (Amount)	Default	GLAA/F0911
	GLDCT (Document Type) field in the F0911 record contains T2.	YTGPA (Gross Pay)/F0618 or F06116
	GLDCT field in the F0911 record contains T2. The transaction relates to a burden reconciliation.	J#BDA (Burden Amount)/F06116
	GLDCT field in the F0911 record contains T4.	YTRCPY (Recharge Amount)/F0618 or F06116
	GLDCT field in the F0911 contains T5.	YTEQGR (Equipment Gross)/F0618 or F06116
WDAA2 (Foreign Cost Amount)		
WDACL0 (Rate Group)	GLASID (Serial Number) field in the F0911 record is not blank.	FAACL0/F1201
WDADCI (Invoice Markup Amount)	WQGTYP (Generation Type) field in the F48096 record contains 1.	WQAA (Amount)/F48096
WDADCR (Revenue Markup)	WQGTYP (Generation Type) field in the F48096 record contains 2.	WQAA (Amount)/F48096
WDAGS (Suspend Aging)	Not Used	
WDAID (Account ID)	Default	GLAID/F0911
	The billing transaction is for burden.	GMAID (Short Account ID) for the burden account/F0901
WDAID5 (Account ID)	CSMS and Contract Billing. G6ACCO (Account Override Flag) field in the F5202 record is blank.	G6MCU, G6OBJ, and G6SUB (Business Unit, Object, and Subsidiary)/F5202
WDAID6 (Account ID)	This field is currently not active.	
WDAN8 (Address Number)	Default.	GLAN8/F0911
	GLDCT (Document Type) field in the F0911 record contains T2, T4, or T5.	YTAN8/F0618 or F06116

F4812 Data Item	Conditions and Retrieval Information	Data Item/Source Table
WDAN80 (Customer/Receivable Address Number)	Default	MCAN80 for the related business unit/F0006
	GLMCU (Business Unit) field in the F0911 record.	
	GLSBL (Subledger) field in the F0911 record is not blank. GLSBLT (Subledger Type) field in the F0911 record contains W. WZCNBS (Customer Number Basis) field in the F48091 record contains 1.	WAAN8 (Address Number) for the related subledger/F4801
	Contract Billing	G4AN80/F5201
WDAREX (Exempt from Bill when Paid)	Contract Billing	WDAREX/F4812
WDBCI (Billing Control ID)		Automatically assigned with the Next Numbers facility (system 48. index 02)
WDBDPN (Burden Pending)		Automatically assigned
WDBLKK (Block of Composition Key)	Not Used	
WDBRT (Revenue Rate)	WQGTYP (Generation Type) field in the F48096 record contains 2.	WQBRT (Billing Rate)/F48096
WDBRTI (Invoice Rate)	WQGTYP field in the F48096 record contains 1.	WQBRT/F48096
WDBTOL (Total Billed Amount)		Automatically calculated
WDCAP (Cap or Override Rate)	WQGTYP (Generation Type) field in the F48096 record contains 2.	WQCAP/F48096
WDCAP1 (Cap or Override Rate)	WQGTYP (Generation Type) field in the F48096 record contains 1.	WQCAP/F48096
WDCBLC (Coding Block Change)		Automatically assigned
WDCCOD (Component Code)		AFCCOD/F4860
WDCCR (Component Cost Rate Table)	WQCCR field in the F48096 record is not blank.	WQCCR/F48096

F4812 Data Item	Conditions and Retrieval Information	Data Item/Source Table
WDCIDS (Foreign Invoice Discount)		Calculated
WDCINR (Component Invoice Rate Table)	WQCINR field in the F48096 record is not blank.	WQCINR/F48096
WDCITA (Foreign Invoice Taxable Amount)		Calculated
WDCITL (Foreign Invoice Amount)		Calculated
WDCITX (Foreign Invoice Tax)		Calculated
WDCLNK (Component Link)		Automatically assigned
WDCO (Company)		GLCO/F0911
WDCOCH (Contract Change Order Number)	Contract Billing	G6COCH/F5202
WDCRCD (Currency Code)	GLCO (Company) field in the F0911 record.	CCCRCO related to the company/F0010
WDCRCE (Currency Code)	The field is currently not active.	
WDCRCF (Currency Code)		Bill Currency CRDC/F0301 CRCF/F5202
WDCRR (Exchange Rate)		Automatically assigned
WDCRRD (Exchange Rate - Divisor)		Automatically assigned
WDCRRM (Mode F)		Automatically assigned/ CRRM/F5202
WDCRVR (Component Revenue Rate)	WQGTYP (Generation Type) field in the F48096 record contains 2.	WQCRVR/F48096
WDCTRY (Century)		GLCTRY/F0911
WDDAGO (Age Override Date - B)		WDDAGO
WDDC (Description Compr)	YTAN8 (Address Number) field in either the F0618 or F06116 record.	ABDC/F0101
WDDCP (Discount Percent)	WDAN80 (Customer/Receivable Address Number) field in the F4812 record. ABATR (Receivable Y/N) field in the F0101 contains Y.	PMDCP/F0014
WDDCT (Document Type)		GLDCT/F0911

F4812 Data Item	Conditions and Retrieval Information	Data Item/Source Table
WDDCT1 (Document Type)	Contract Billing	Processing option for the Invoice Generation program (R52121)
	Service Billing	Processing option for the Invoice Generation program (R48121)
WDDCTO (Order Type)	Contract Billing	G6DCTO/F5202
WDDEJ (Date Entered)		Automatically assigned
WDDGJ (G/L Date)	Contract Billing	Processing option for the Invoice Generation program (R52121)
	Service Billing	Processing option for the Invoice Generation program (R48121)
WDDGL (G/L Date)		GLDGJ (G/L Date)/F0911
WDDI (Invoice Date)	GLICUT (Batch Type) field in the F0911 record contains V or W.	RPDGJ (G/L Date)/F0411
WDDOC (Document Number)		GLDOC/F0911
WDDOCM (Payment /Item Number)	This field is currently not active.	
WDDOCO (Order Number)	Contract Billing	G6DOCO/F5202
WDDOCZ (Order Number)		Automatically assigned with the Next Numbers facility (system 03. index 01)
WDDSVJ (Service/Tax Date)	Default.	GLDSVJ/F0911
	GLICUT (Batch Type) field in the F0911 record contains V or O.	
	GLD0C, GLDCT, and GLKCO (Document Number, Type, and Company) fields in the F0911 record.	
	GLICUT field contains V.	RPDSVJ/F0411
	GLDSVJ and RPDSVJ fields are blank.	ILTRDJ (Order Date)/F4111
	The F4111LC file exists.	
WDDWNL (Download Flag)		Automatically assigned.

F4812 Data Item	Conditions and Retrieval Information	Data Item/Source Table
WDEBAS (Date - Effectivity Basis)	WZEBAS field in the F48091 record contains 1.	GLDGL (G/L Date)/F0911
	WZEBAS field contains 2.	GLDSVJ (Service/Tax Date)/F0911
WDELGC (Eligibility Code)	Default. GLMCU, GLOBJ and GLSUB (Business Unit, Object Account, and Subsidiary) fields in the F0911 record.	GMBILL (Billable - Y/N)/F0901
	Burden. J#MCU, J#OBJ, and J#SUB (Business Unit, Object Account, and Subsidiary) fields in the F0624 record.	GMBILL/F0901
	WZPRRR (Journal Generation Control) field in the F48091 record contains 3 or 4. GMBILL field in the F0901 record contains 1, 2, 3, or 4.	GMBILL/F0901
	WZPRRR field contains 3 or 4.	GMBILL/F0901
	WZPRRR field in the F48091 record does not contain 3 or 4.	WZPRRR/F48091
WDEQCG (Equipment Worked)	GLDCT (Document Type) field in the F0911 record contains TE.	GLASID (Serial Number)/F0911
	GLDCT field contains T5.	YTEQCG/F0618 or F06116
	GLDCT field does not contain TE, T2, T4, or T5.	Blank
WDEQWO (Equipment Worked On)	GLDCT field contains TE.	Blank
	GLDCT field contains T5.	YTEQWO/F0618 or F06116
	GLDCT field does not contain Te, T2, T4, or T5.	GLASID (Serial Number)/F0911
WDERC (Equipment Rate Code)	GLDCT field contains TE.	GLALTY (ID Type)/F0911
	GLDCT field contains T5.	YTERC/F0618 or F06116
	GLDCT field does not contain TE, T2, T4, or T5.	Blank

F4812 Data Item	Conditions and Retrieval Information	Data Item/Source Table
WDEXA (Explanation - Name A)	Default.	GLEXA/F0911
	GLDCT field contains T2, T4, or T5. YTAN8 (Address Number) field in either the F0618 or F06116 record.	ABALPH (Alpha Name)/F0101
WDEXR (Explanation - Remark)	WQEXR field in the F48096 record is blank. GLDCT field does not contain T2, T4, or T5.	GLEXR/F0911
	WQEXR field in the F48096 record is blank. GLDCT field contains T2, T4, or T5.	YTEXR/F0618 or F06116
	WQEXR field in the F48096 record is not blank.	WQEXR/F48096
	Burden. Of the following conditions, the one that the system finds first determines the source: A) J#FRTY (Fringe Type) field in the F0624 record contains FB. B) J#PTAX (Tax Type) field in the F0624 record is not blank. C) J#PDBA (PDBA Code) field in the F0624 record is greater than zero. YCDL01 field in the F069116 record is not blank. YCDL01 field in the F069116 record is blank.	DRDL01 (Description) related to the fringe type /F0005 DRDL01 related to the tax type/F0005 YCDL01/F069116 YCEXA (Explanation - Name A)/F069116
WDEXR1 (Tax Explanation Code)	Contract Billing	G6EXR1/F5202 or processing option
	Service Billing	WOEXR1/F48127
WDFRTN (Foreign Retainable)		Calculated
WDFTOL (Foreign Total Billed)		Calculated
WDFY (Fiscal Year)		GLFY/F0911
WDGLC (G/L Offset)		F48127/F5202

F4812 Data Item	Conditions and Retrieval Information	Data Item/Source Table
WDHLD (Hold Code)		User Assigned
WDHMCU (Home Business Unit)	Default	GLHMCU/F0911
	GLHMCU is blank. GLDCT (Document Type) field in the F0911 record does not contain T2, T4, or T5. GLMCU field is blank. GLASID (Serial Number) field in the F0911 record.	FAMCU (Business Unit) related to the serial number/F1201
	GLHMCU is blank. GLICUT (Batch Type) field in the F0911 record contains N. GLDOC, GLDCT, GLKCO, and GLDGL (Document Number Type, Company, and G/L Date) fields in the F0911 record.	ILMCU/F4111
	GLHMCU is blank. GLICUT field contains either V or W. GLDOC, GLDCT, and GLKCO fields.	RPMCU/F0411
	GLHMCU is blank. GLICUT field contains 0. GLPO, GLPDCT, GLKCO, GLPSFX, and GLLNID (P.O. Number, Document Type, Company, Suffix, and Line Number) fields in the F0911 record.	PDMCU/F4311
	GLHMCU is blank. GLICUT field contains G. GLMCU in the F0911 record.	MCMCUS (Project Number)/F0006
	GLDCT contains T2, T4, or T5.	YTHMCU/F0618 or F06116

F4812 Data Item	Conditions and Retrieval Information	Data Item/Source Table
WDICU (Batch Number)		Automatically assigned with the Next Numbers facility (system 00. index 01)
WDICUA (Active Batch Number)		Automatically assigned with the Next Numbers facility (system 00. index 01)
WDICUJ (Revenue Batch Number)		Automatically assigned with the Next Numbers facility (system 00. index 01)
WDIDSC (Invoice Discount Ama)		Automatically assigned.
WDIJST (Invoice Journal Status)		Automatically assigned.
WDITAM (Invoice Tax)		Automatically assigned.
WDITOL (Total Invoiced Amount)		Automatically assigned.
WDITXA (Invoice Taxable Amount)		Automatically assigned.
WDIVD (Invoice Date)		Automatically assigned.
WDJBCD (Job Type)	GLDCT (Document Type) field in the F0911 record does not contain T2, T4, or T5.	GLJBCD/F0911
	GLDCT field contains T2, T4, or T5.	YTJBCD/F0618 or F06116
WDJBST (Job Step)	GLDCT field does not contain T2, T4, or T5.	GLJST/F0911
	GLDCT field does not contain T2, T4, or T5.	YTJBST/F0618 or F06116
WDJELN (Journal Entry Line Number)		GLJELN/F0911
WDJMCU (Host Business Unit)	Default	MCMCUS (Project Number)/F0006
	Contract Billing. GLDCT (Document Type) field in the F0911 record contains T2, T4, or T5. G4JMCU field in the F5201 record for the contract is not blank.	G4JMCU/F5201
	A contract does not exist.	MCMCUS/F0006
WDJOBN (Workstation ID)		Job name from the program status data structure.

F4812 Data Item	Conditions and Retrieval Information	Data Item/Source Table
WDJRSP (Journal Status Code)		Automatically assigned
WJRST (Journal Status Code)		Automatically assigned
WDJTAX (Journaled Tax)	WDEXR1 (Tax Explanation Code) field in the F4812 record contains C, E, or V.	Automatically assigned
	WDEXR1 field does not contain C, E, or V.	Automatically assigned
WDJTXF (Journaled Tax)	Not currently available.	
WDKCO (Document Company)		GLKCO/F0911
WDKCOI (Document Company)	Contract Billing	G6KCOO/F5202
	Service Billing	Document of Invoice GLCO/F0911
WDKCOO (Order Number Document Company)	Contract Billing	G6KCOO/F5202
	Service Billing	GLCO/F0911
WDLNID (Line Number)	Contract Billing	G6LNID/F5202
WDLSPM (Payment Completed)	Revenue has been rec.	Automatically assigned
WDLSSQ (Last Sequence)	Invoices have been performed.	Automatically assigned
WDLT (Ledger Type)		GLLT/F0911/"AA" (Non-T&M - CB)
WDMCU (Business Unit)	Default.	GLMCU/F0911
	Burden	J#MCU/F0624
WDOBJ (Object Account)	Default	GLOBJ/F0911
	Burden	J#OBJ/F0624
WDODCT (Original Document Type)		GLODCT/F0911
WDODOC (Original Document Number)		GLODOC/F0911
WDOGNO (Original Line Number)		GLLNID (Line Number)/F0911
WDOKCO (Original Order Document)		GLOKCO/F0911
WDOPIIM (Contract Billing Line)	Contract Billing	G6OPIM/F5202

F4812 Data Item	Conditions and Retrieval Information	Data Item/Source Table
WDOPSQ (Operations Sequence)		GLOPSQ/F0911
WDOSEFX (Original Pay Item)		GLOSEFX/F0911
WDPCFG (Burden Flag)	Default	Blank
	Burden record exists in F0624 table.	Automatically assigned 1
WDPCIM (Percentage)	Generation type is 1.	WQPERT (Percentage)/F48096
WDPCKO (Document Company)		GLPKCO (Purchase Order Document Company)/F0911
WDPCTN (Parent Contract Number)		G4PCTN/F5201
WDPCTT (Parent Contract Type)		G4PCTT/F5201
WDPDBA (PDBA Code)	Default	Blank
	GLDCT (Document Type) field in the F0911 record contains T2, T4, or T5.	YTPDBA/F0618 or F06116
	Burden	J#PDBA/F0624
WDPDCT (Purchase Order Document)		GLPDCT/F0911
WDPERT (Percentage)	Generation type is 2.	WQPERT (Percentage)/F48096
WDPID (Program ID)		Program name
WDPKCO (Purchase Order Document Company)		GLPKCO/F0911
WDPSMO (Payment Sequence Number)	This field is currently not active.	
WDPN (G/L Period Number)		GLPN/F0911
WDPO (P.O. Number)		GLPO/F0911
WDPRET (Percent Retainage)	Service Billing	F48127
WDPRIC (Unit Price)		Automatically calculated
WDPRSQ (Parent Sequence Number)		Automatically assigned
WDPRTF (Printed Flag)		Automatically assigned
WDPRTTR (Transaction Number)	GLDCT (Document Type) field in the F0911 record contains T2, T4, or T5.	YTPRTR/F0618 or F06116
WDPSFX (Purchase Order Suffix)		GLPSFX/F0911

F4812 Data Item	Conditions and Retrieval Information	Data Item/Source Table
WDPTAX (Tax Type)	Default.	Blank
	Burden.	J#PTAX/F0624
WDPTFG (Pass-Through Invoicing)	This field is currently not active.	
WDRDJ (Release Date)		WDRDJ
WDRGLC (Retention G/L Offset)		F48127
WDRP11 (Category Code 011)	WDMCU (Business Unit) field in the F4812 record.	MCRP11/F0006
WDRP12 (Category Code 012)	WDHMCU (Home Business Unit) field in the F4812 record.	MCRP12/F0006
WDRTNG (Retainage)		Automatically calculated
WDRTPS (Retainage Prior)		Automatically calculated
WDR001 (Bill Item Code)	Default	GMR001 for the account number in the source transaction/F0901
	Burden	GMR001 for the burden account number/F0901
WDR002 (Category Code 002)	Default	GMR002 for the account number in the source transaction/F0901
	Burden	GMR002 for the burden account number/F0901
WDR003 (Location)	Default	GMR003 for the account number in the source transaction/F0901
	Burden	GMR003 for the burden account number/F0901
WDSBAR (Reason Code)		WDSBAR
WDSBL (Subledger)		GLSBL/F0911
		G6SBL/F5202
WDSBLT (Subledger Type)		GLSBLT/F0911
		G6SBLT/F5202
WDSBL5 (Subledger)		G6SBL/F5202
WDSBL6 (Subledger)	Not currently available.	
WDSBSK (Summarization Key)		Automatically assigned
WDSBSQ (Sequence Number)		Automatically assigned

F4812 Data Item	Conditions and Retrieval Information	Data Item/Source Table
WDSBT5 (Subledger Type)		G6SBLT/F5202
WDSBT6 (Subledger Type)	Not currently available.	
WDSCSQ (Secondary Sequence Number)		Automatically assigned
WDSFX (Pay Item)		Automatically assigned
WDSLNK (Split Link)		Automatically assigned
WDSUB (Subsidiary)	Default	GLSUB/F0911
	Burden	J#SUB/F0624
WDTBDT (Table Basis Date)	WZEBAS (Date - Effectivity Basis) field in the F48091 record contains 1.	GLDGL (G/L Date)/F0911
	WZEBAS field contains 2.	GLDSVJ (Service/Tax Date)/F0911
WDTCLS (Classification)	Components (provisional burdens)	Value is 0.
	GLDCT (Document Type) field in the F0911 record contains either T2 or T4.	Value is 1.
	Burden	Value is 2.
	GLDCT field contains TE.	Value is 3.
	GLDCT field does not contain T2, T4, or T5.	
	A) Related records exist in both F0911 and F1202 tables. Both records have the same serial number (GLASID and FAASID, respectively).	Value is 3.
	B) GLICUT (Batch Type) field in the F0911 record contains N.	Value is 4.
	GLD0C, GLDCT, GLKCO, and GLDGL (Document Number, Type, Company, and G/L Date) fields in the F0911 record.	Value is 5.
	C) GLICUT field contains either V or W. GLD0C, GLDCT, and GLKCO fields in the F0911 record.	Value is 6.
	D) GLICUT field contains G. A related record exists in F0006 table.	

F4812 Data Item	Conditions and Retrieval Information	Data Item/Source Table
WDTCLS (Classification) <i>cont'd</i>	None of the previous conditions are satisfied, and the GLPO (P.O. Number) field in the F0911 record is not blank.	Value is 5.
WDTOG (Taxable or Gross)	Contract Billing F4812 record contains tax rate/area and explanation codes	Value is 1.
	Service Billing F48127 record contains tax rate/area and explanation codes.	Value is 1.
	Neither of the previous conditions exist.	Blank
WDTX (Purchasing Taxable-)	Contract Billing F4812 record contains tax rate/area and explanation codes.	Value is Y.
	Service Billing F48127 record contains tax rate/area and explanation codes.	Value is Y.
	Neither of the previous conditions exist.	Value is N.
WDTXA1 (Tax Rate/Areas)	Contract Billing	G6TXA1/F5202 or P.O.)
	Service Billing	WOTXA1/F48127
WDTYKY (Key Type)	This field is currently not active.	
WDU (Units)	Default	GLU/F0911
	GLDCT (Document Type) field in the F0911 record contains either T2 or T4.	YTPHRW (Hours Worked)/F0618 or F06116
	GLDCT field contains T5.	YTEQHR (Equipment Hours)/F0618 or F06116
WDUM (Unit of Measure)	Default.	GLUM/F0911
	GLDCT field contains T2, T4, or T5.	Automatically assigned HR
WDUPMJ (Date Updated)		Automatically assigned
WDUPMT (Time Last Updated)		Automatically assigned

F4812 Data Item	Conditions and Retrieval Information	Data Item/Source Table
WDUSER (User ID)		Automatically assigned
WDINV (Invoice Number)		GLVINV/F0911
WDVOID (Void - V)		Automatically assigned
WDWR01 (Phase)		GLWR01/F0911
WDWR07 (Service Type)	GLSBL (Subledger) field in the F0911 record is blank.	WAWR07/F4801
	GLSBLT (Subledger type) field contains W.	
VGCSF (Ship From Geocode)		Geocode of MCU(Blank)
		Geocode of AN8 of MCU(Blank)
		Geocode of Address Book Number of Company of MCU(Blank)
VGCOA (Order Acceptance Geocode)		Value of VGCSF
VVTY (Vertex Transaction Type)	Tax Derivation Table	VVTY/F48127
	Contract Billing Line Revisions	VVTY/F5202
VVTC (Vertex Product Category)	Tax Derivation Table	VVTC/F48127
	Contract Billing Line Revisions	VVTC/F5202

Appendix G: World Coexistence

This document provides guidelines for preparing your World environment for coexistence with OneWorld. World coexistence includes the following topics:

- ☐ World Coexistence Preparation
- ☐ After the OneWorld Install

Assumptions:

- This document assumes the user is familiar with the J.D. Edwards World upgrade process and has a PTF Install Workbook.
- CLTCOM is a generic term used to refer to the user library that contains the common files. Your common library may be named differently.
- The term CLTDTA refers to the library that contains the production data files. Your production library may be named differently.

World Coexistence Preparation

- Run Post Install Jobs For World Updates: The pre-requisite for installing A73PC000X2 coexistence is A7PC00009 or greater. All Post Install jobs for the World updates must be applied. This includes: working with merge reports, performing ASIs, creating new files and executing Special Application Jobs. Refer to your PTF Install workbook for additional information regarding Post Install jobs.
- Move the Generic Text Files To The Production Data Library: The following files must exist in the same library for coexistence to work properly. The Control Files usually reside in the CLTCOM library. If the Control files listed reside in the CLTCOM library, they should be moved to the CLTDTA library.



1. Move the files to the CLTDTA library after installing A73PC000X2 and before beginning the Coexistence Special Jobs on the G97UX2 menu.
2. The Production Files listed below should exist only in the CLTDTA library. Use the WRKOBJ *ALL/file name command to find which libraries contain

the files listed below. In particular, the F01132 may exist in the CLTCOM library as well as the CLTDTA library. Be sure to remove it from the CLTCOM library if it exists there.

3. Use the MOVOBJ command to move any of the listed Control Files or Production Files from the CLTCOM library to the CLTDTA library as necessary.

Control Files:

- F0016
- F00163
- F00164LA
- F00161
- F00163LA
- F00165
- F00162
- F00164

Production Files:

- F01131
- F4301
- F4802
- F01132
- F4311LA
- F4802H
- F4201
- F4314
- F4211LA
- F4314H

NOTE: It is not necessary to move the F0016D. The F0016D is replaced by the F00165.



Run Post Install Jobs for OneWorld Updates

1. Verify what libraries the Generic Text files are in using the WRKOBJ command. The files are: F0016, F00161, F00162, F00163, F00163LA, F00164, F00164LA and F00165. If they are in the CLTCOM and CLTDTA libraries, delete them from the CLTCOM library.

2. Verify that the F01132 exists in the CLTDTA library only. If it exists in the CLTCOM library, it should be deleted from there.
3. Establish how the following files in the CLTDTA library are formatted.

Generic Text Files:

- F0016
- F00163
- F00164LA
- F00161
- F00163LA
- F00165
- F00162
- F00164

Production Files:

- F01131
- F4301
- F4802
- F01132
- F4311LA
- F4802H
- F4201
- F4314
- F4211LA
- F4314H

In order for coexistence to work, these files must be in the CLTDTA library in the World format, with triggers attached. The OneWorld install may also replace or create these files in the CLTDTA library with a OneWorld format.

To verify a file format use the DSPFD command. If the file is formatted to OneWorld, the top of the file description will contain an SQL File Type of TABLE.

If there is no SQL file type on the first screen of the file description, go to the bottom of the file description and verify that a format exists for the file and that the format starts with an "I". For example, the file description of F9801 would have a format of I9801 in the World format. If the file has an "I" format, and does not have an SQL File Type, it is formatted to World.

4. If a OneWorld format has replaced a World formatted file in the CLTDTA library, rename the OneWorld file, and use the CRTDUPOBJ command to copy the file from JDFDATA .
5. To verify that the Generic Text files have triggers, use the DSPFD command and roll down 4 times to the trigger information. If no trigger information exists in the file description, the triggers have not been set. If no triggers exist, return to the G97UX2 menu and run the options again.

Appendix H: Table Conversion

This appendix pertains to the existing World Service Billing clients who are migrating from World A7.3 to OneWorld B73.3.3 and are planning to use their existing World data in OneWorld. Several table conversions have been created to streamline this migration process. These table conversions are located on the menu, Conversion from World to OneWorld (G48S32). Note that these table conversions are post install and should only be executed after OneWorld has been successfully installed. Below are the table conversions created and the tables they will copy from World Software A7.3 to One World B73.3.3. Following that are the instructions for using these table conversions.

Program Name	Table Copied
Convert F4805 from World to OneWorld	F4805
Convert F48051 from World to OneWorld	F48051
Convert F48091 from World to OneWorld	F48091
Convert F48096 from World to OneWorld	F48096
Convert F4812 from World to OneWorld	F4812
Convert F48127 from World to OneWorld	F48127
Convert F48128 from World to OneWorld	F48128
Convert F4812H from World to OneWorld	F4812H
Convert F4822 from World to OneWorld	F4822
Convert F48221 from World to OneWorld	F48221
Convert F4848 from World to OneWorld	F4848
Convert F48520 from World to OneWorld	F48520
Convert F4860 from World to OneWorld	F4860
Convert F4861 from World to OneWorld	F4861
Convert F4862 from World to OneWorld	F4862

Instructions for Using Table Conversion

Process Description:

These conversion programs copies all the records from World (AS/400 database) to OneWorld.

Dependencies:

None

Execution Steps:

- OneWorld has been successfully installed
- Before running this Table Conversion, it is important that you create an input environment for foreign or non-OneWorld tables. The input environment you create should point to the AS/400 database library that will be used as a source for conversion. Also, you have to make these foreign/non-OneWorld tables known to OneWorld by creating an OCM. The following steps are required before starting this table conversion. Please refer to *Preparing Non-OneWorld Tables for Table Conversion* in *Table Conversion Guide* for the ODBC, Data Source, Environment and OCM set up.
 - Create an ODBC data source for foreign/non-OneWorld tables
 - Set up a database Data Source
 - Set up an environment
 - Create an OCM that points to the ODBC data source

NOTE: Input environment is required therefore select the input environment correctly. If you do not select Input environment, table conversion will run but will not do anything. If you select incorrect input environment, environment that is not pointing to correct world library, then you may get unpredictable results.

Run the available version (XJDE0001) attached to R894805 after the environment and other setup.

Error Listings:

Database Errors, if any, will be written to JDE log file

Verification Procedures

Data correctly copied from World A7.3. To OneWorld B73.3.3.

Appendix I: Accounting for the Billing Cycle

Accounting for the billing cycle is controlled by the Billing AAI rules. The system uses the rules to:

- Identify and process workfile transactions
- Direct the amount of the resulting journal entries to specific accounts

You can define two types of Billing AAI rules:

Base rules

Base rules indicate which accounts you want the system to use when it creates journal entries for the billing and revenue recognition processes. The system uses base rules to create journals for the total of the base and component amounts.

Reallocation rules

Reallocation rules are used to move amounts from one account to another. A reallocation rule consists of two or more offsetting journal entries that must balance. The first offset journal entry represents the reduction to the base account. The second journal entry represents the increase to the new account.

The Journal Generation Control field in the system constants for Service Billing controls the types of Billing AAI rules that you define for the following processes:

- Billing (Invoicing) only - Revenue reconciliation is not applicable.
- Revenue recognition only - Revenue reconciliation is not applicable.
- Revenue recognition and billing
 - Without reconciliation of the unbilled receivable account to the billed revenue and receivable accounts. The unbilled receivable account does not equal zero. Unbilled receivable variances are allowed.
 - With reconciliation of the unbilled revenue and unbilled receivable amounts to the billed revenue and receivable amounts. The unbilled revenue and receivable amounts must equal zero after you generate the invoice. Unbilled variances are not allowed.

Base Rules

There are three types of Billing AAI Tables that the system can use to create revenue recognition and invoice journal entries. The type of journal processing that you select in the system constants controls whether the system is restricted from using a specific table type. Each applicable type must contain a base rule that defines how the system creates journal entries.

The following table shows the relationship between the Journal Generation Control field in the system constants and the Table Type field for the Billing AAI rules.

If you are processing	Set Journal Generation Control in system constants as:	Create Information for Billing AAI Table Types	Restricted Billing AAI Table Types
Invoices only	1	3	1 and 2
Revenue Recognition only	2	1 and 3	2
Invoices and Revenue Recognition <i>without</i> Revenue Reconciliation	3	1 and 3	2
Invoices and Revenue Recognition <i>with</i> Revenue Reconciliation	4	1, 2, and 3	N/A

Note: The system uses the RC automatic accounting instruction (AAI) for accounts receivable and retainage when you generate invoices. The RC AAI does not apply if you are processing revenue recognition *only*.

The following table shows how the system uses the base rules to create the accounting journal entries. The amount basis results from either the invoicing or revenue recognition process.

Journal Generation Control	Table Types	Amount Basis	“+” Indicates	System Created Entries
1 Invoices	3	Invoice	Credit entry	Actual Revenue
	RC AAI	Invoice	Debit entry	Accounts Receivable
2 Revenue Recognition	1	Revenue Recognition	Credit Entry	Actual Revenue
	3	Revenue Recognition	Debit Entry	Unbilled Accounts Receivable
3 Revenue Recognition without Reconciliation	1	Revenue Recognition	Credit Entry	Actual Revenue
	3	Revenue Recognition	Debit Entry	Unbilled Accounts Receivable
	3	Invoice	Credit Entry	Unbilled Accounts Receivable
	RC AAI	Invoice	Debit Entry	Accounts Receivable
4 Revenue Recognition with Reconciliation	1	Revenue Recognition	Credit Entry	Unbilled Revenue
	3	Revenue Recognition	Debit Entry	Unbilled Accounts Receivable
	1	Revenue Recognition	Debit Entry	Unbilled Revenue
	3	Revenue Recognition	Credit Entry	Unbilled Accounts Receivable
	2	Invoice	Credit Entry	Actual Revenue
	3	Invoice	Debit Entry	Unbilled Accounts Receivable
	3	Invoice	Credit Entry	Unbilled Accounts Receivable
	RC AAI	Invoice	Debit Entry	Accounts Receivable

Invoicing Only

When you process invoicing only:

- The journal generation control is 1
- Revenue recognition does not apply
- The system calculates the same amount for actual revenue and accounts receivable
- The system calculates the amounts for revenue and accounts receivable simultaneously
- The RC AAI designates the accounts for accounts receivable and retainage

For example, if the cost for a workfile transaction is 100.00 and the markup is 15 percent, the amounts for the invoice and accounts receivable are 115.00. The system creates the following journal entry:

Accounts receivable	115.00	
Actual revenue		(115.00)

The “T” account posting in the general ledger is:

Accounts Receivable		Actual Revenue	
Debit	Credit	Debit	Credit
115			115

The RC AAI directs the system to the accounts receivable and retainage account information. Billing AAI Table Type 3 directs the system to the base rules for the actual revenue account.

Revenue Recognition Only

When you process revenue recognition only:

- The journal generation control is 2
- Invoicing does not apply
- The system calculates the same amount for actual revenue and unbilled accounts receivable
- The system calculates the amounts for revenue and unbilled accounts receivable simultaneously
- The RC AAI does not apply because no invoice exists

For example, if the cost for a workfile transaction is 100.00 and the markup is 25 percent, the amounts for the unbilled accounts receivable and actual revenue are 125.00. The system creates the following journal entry:

Unbilled accounts receivable	125.00	
Actual revenue		(125.00)

The “T” account posting in the general ledger is:

Unbilled Accounts Receivable		Actual Revenue	
Debit	Credit	Debit	Credit
125			125

The system uses two different table types to direct the system to the base rules for the journal entries:

- Table type 1 directs the system to the rules for actual revenue
- Table type 3 directs the system to the rules for unbilled accounts receivable

Revenue Recognition and Invoicing without Reconciliation

At times, a company might find it advantageous to allow a variance between invoices and the recognized revenue. For example, if the company recognizes revenue monthly, but generates invoices only after the work is completed, the revenue, unbilled accounts receivable and invoice accounts will:

- Contain variances before the invoice journal is created
- Reconcile over time once all invoice journals for the completed project are generated and posted to the account ledger

When you process revenue recognition and generate invoices without reconciliation:

- The journal generation control is 3
- Invoicing does not apply when you process revenue recognition
- The system calculates the same amount for actual revenue and unbilled accounts receivable
- The system calculates the amounts for revenue and unbilled accounts receivable simultaneously

When the work is complete and you process invoices, the system:

- Calculates the same amount for unbilled accounts receivable and accounts receivable.
- Calculates the amounts for unbilled accounts receivable and accounts receivable simultaneously.
- Uses the RC AAI to designate the accounts receivable and retainage accounts

For example, your company began a project on June 15 and completed the project 90 days later. The total cost for the project was 1,000.00. Every week, the company generates the workfile transactions with a 15 percent markup added to the cost. Your company processes revenue recognition at the end of each month, beginning in June. They process the invoice on September 25.

The system creates the following journal entries for the project costs:

06/28/98	Project cost	350.00	
	Accounts payable		(350.00)
07/25/98	Project cost	500.00	
	Accounts payable		(500.00)
09/10/98	Project cost	150.00	
	Accounts payable		(150.00)

The “T” account postings and balances in the general ledger are:

PROJECT COSTS			
Date	Debit	Credit	Balance
06/28/98	350.00		350.00
07/25/98	500.00		850.00
08/31/98			850.00
09/10/98	150.00		1,000.00

The system uses two different table types to direct the system to the base rules for the journal entries:

- Table type 1 directs the system to the rules for actual revenue
- Table type 3 directs the system to the rules for unbilled accounts receivable

Revenue Recognition for June

On June 30, your company processes revenue recognition. The workfile contains a new transaction for 402.50. The system uses the following calculation for the workfile transaction:

- $350.00 \text{ cost} \times 15 \text{ percent markup} = 52.50$
- $350.00 \text{ cost} + 52.50 = 402.50$

The system creates the following journal entry for revenue recognition:

06/30/98	Unbilled accounts receivable	402.50	
	Actual revenue		(402.50)

The “T” account postings and balances for June in the general ledger are:

UNBILLED ACCOUNTS RECEIVABLE			
Date	Debit	Credit	Balance
06/30/98	402.50		402.50

Billing AAI Table Type 3 directs the system to unbilled accounts receivable base rules. It creates a debit journal entry for the revenue recognition amount.

ACTUAL REVENUE			
Date	Debit	Credit	Balance
06/30/98		402.50	(402.50)

Accounts Derivation Table Type 1 directs the system to the base rules for actual revenue. It creates a credit journal entry for the revenue recognition amount.

Revenue Recognition for July

On July 31, your company processes revenue recognition. The workfile contains a new transaction for 575.00. The system uses the following calculation for the workfile transaction:

- 500.00 cost X 15 percent markup = 75.00
- 500.00 cost + 75.00 = 575.00

The system creates the following journal entry for revenue recognition:

07/31/98	Unbilled accounts receivable	575.00	
	Actual revenue		(575.00)

The “T” account postings and balances for July in the general ledger are:

UNBILLED ACCOUNTS RECEIVABLE			
Date	Debit	Credit	Balance
06/30/98	402.50		402.50
07/31/98	575.00		977.50

Billing AAI Table Type 3 directs the system to unbilled accounts receivable base rules. It creates a debit journal entry for the revenue recognition amount.

ACTUAL REVENUE			
Date	Debit	Credit	Balance
06/30/98		402.50	(402.50)
07/31/98		575.00	(977.50)

Billing AAI Table Type 1 directs the system to the base rules for actual revenue. It creates a credit journal entry for the revenue recognition amount.

Revenue Recognition for August

In August, your company does not have new costs for the project. No new workfile transactions exist for the project. The balances for August in the general ledger are:

UNBILLED ACCOUNTS RECEIVABLE			
Date	Debit	Credit	Balance
06/30/98	402.50		402.50
07/31/98	575.00		977.50
08/31/98			977.50

ACTUAL REVENUE			
Date	Debit	Credit	Balance
06/30/98		402.50	(402.50)
07/31/98		575.00	(977.50)
08/31/98			(977.50)

Invoicing for September

On September 25, your company processes the invoice. The workfile contains a new transaction for 172.50. The system uses the following calculation for the workfile transaction:

- 150.00 cost X 15 percent markup = 22.50
- 150.00 cost + 22.50 = 172.50

The system creates the following journal entry for the invoice:

09/25/98	Accounts receivable	1,150.00	
	Actual revenue		(1,150.00)

The workfile transactions for June, July, and September have not been invoiced up to now. The system sums the invoice amounts for the three months to create an invoice amount of 1,150.00.

The “T” account postings and balances for September in the general ledger for the invoice journals are:

UNBILLED ACCOUNTS RECEIVABLE			
Date	Debit	Credit	Balance
06/30/98	402.50		402.50
07/31/98	575.00		977.50
08/31/98			977.50
09/25/98		1,150.00	(172.50)

The system uses the Billing AAI Table Type 3 to determine the base rules for unbilled accounts receivable. When it creates the journal entry, it credits the invoice amount to unbilled accounts receivable. Unbilled Accounts Receivable contains an unreconciled balance of 172.50.

ACCOUNTS RECEIVABLE			
Date	Debit	Credit	Balance
06/30/98			0
07/31/98			0
08/31/98			0
09/25/98	1,150.00		1,150.00

Accounts receivable contains the actual invoiced amount. The system uses the RC AAI to create the journal entry for Accounts Receivable.

Revenue Recognition Adjustments for September

When you generate the journals for invoices, the system also generates adjustment journals for revenue recognition. The system uses the workfile transactions in the invoice batch to determine if it must create any applicable adjustments to the prior journal entries for revenue recognition. Adjustments can occur for various reasons, such as:

- You have not included invoiced workfile transactions for the current batch in a prior revenue journal
- The information for the workfile transaction, such as the object account, cost amount, or eligibility code, has changed from when you originally included it in a revenue batch

The invoice was processed prior to the end of the month. Revenue has not been calculated for the 172.50 workfile transaction that was included in the invoiced amount. The system created the following adjustment journal entry for revenue recognition:

09/25/98	Unbilled accounts receivable	172.50	
	Actual revenue		(172.50)

After you post the adjustment, the amount for actual revenue equals the amount for accounts receivable, and the variance for unbilled accounts receivable self-corrects. The “T” account postings and balances for September in the general ledger are:

ACTUAL REVENUE			
Date	Debit	Credit	Balance
06/30/98		402.50	(402.50)
07/31/98		575.00	(977.50)
08/31/98			(977.50)
09/25/98		172.50	(1,150.00)

Billing AAI Table Type 1 directs the system to the base rules for actual revenue. It creates a credit journal entry for the revenue recognition amount.

UNBILLED ACCOUNTS RECEIVABLE			
Date	Debit	Credit	Balance
06/30/98	402.50		402.50
07/31/98	575.00		977.50
08/31/98			977.50
09/25/98		1,150.00	(172.50)
09/25/98	172.50		0

Billing AAI Table Type 3 directs the system to the base rules for unbilled accounts receivable. It creates a debit journal entry for the revenue recognition amount.

Note: Generally, during each month, a company processes multiple invoice batches. Depending upon company policy, revenue recognition might be processed more than once a month. Timing differences always occur between revenue recognition and invoice processing. Therefore, the account for unbilled accounts receivable would contain a variance amount and would not zero out each month.

Revenue Recognition and Invoicing with Reconciliation

Many companies do not want a variance between invoice and recognized revenue amounts. In this case, the revenue and receivable amounts are unbilled estimates. The actual revenue and receivable amounts always equal the invoiced amounts. When a company processes invoices, all the estimates are reconciled.

For example, if the company recognizes revenue monthly, but generates invoices only after the work is completed, the estimated revenue and receivable amounts are reconciled when the actual revenue and receivable amounts for the invoice are processed.

When you process invoices with revenue reconciliation, the journal generation control is 4.

When you process revenue recognition:

- Invoicing does not apply when you process revenue recognition at the end of each month
- The system calculates the same amount for unbilled revenue and unbilled accounts receivable
- The system calculates the amounts for unbilled revenue and unbilled accounts receivable simultaneously
- The system uses two different table types for the Billing AAI rules to create the journal entries:
 - Table type 1 directs the system to the rules for unbilled revenue
 - Table type 3 directs the system to the rules for unbilled accounts receivable

When the work is complete at a later time, and you process invoices:

- The system calculates the same amount for unbilled accounts receivable and accounts receivable
- The system calculates the amounts for unbilled accounts receivable and accounts receivable simultaneously
- The RC AAI designates the A/R account
- The system uses the Billing AAI rules and AAI's to create the journal entries. Table type 3 directs:
 - The system to the rules for unbilled accounts receivable
 - The RC AAI to the account information for accounts receivable

The system also:

- Processes the revenue reconciliation journals
- Reconciles the unbilled revenue and receivable amounts
- Creates the actual income amounts
- Uses three different table types for the Billing AAI rules to create journal entries:
 - Type 1 to reconcile the unbilled revenue amounts
 - Type 2 to credit the actual revenue amount
 - Type 3 to reconcile the unbilled accounts receivable amounts

For example, your company began a project on June 15 and completed the project 30 days later. The total cost for the project was 1,000.00. Every week, the company generates the workfile transactions with a 15 percent markup added to the cost. Your company processes revenue recognition at the end of each month, beginning in June. They process the invoice on July 25. The system creates the following journal entries for the project costs:

06/28/98	Project cost	350.00	
	Accounts payable		(350.00)
07/25/98	Project cost	650.00	
	Accounts payable		(650.00)

The “T” account postings and balances for the cost in the general ledger are:

PROJECT COSTS			
Date	Debit	Credit	Balance
06/28/98	350.00		350.00
07/25/98	650.00		1,000.00

Revenue Recognition for June

On June 30, your company processes revenue recognition. The workfile contains a new transaction for 402.50. The system uses the following calculation for the workfile transaction:

- $350.00 \text{ cost} \times 15 \text{ percent markup} = 52.50$
- $350.00 \text{ cost} + 52.50 = 402.50$

The system creates the following journal entry for revenue recognition for the unbilled revenue and unbilled accounts receivable:

06/30/98	Unbilled accounts receivable	402.50	
	Unbilled revenue		(402.50)

The "T" account postings and balances for June in the general ledger are:

UNBILLED ACCOUNTS RECEIVABLE			
Date	Debit	Credit	Balance
06/30/98	402.50		402.50

Billing AAI Table Type 3 directs the system to unbilled accounts receivable base rules. It creates a debit journal entry for the revenue recognition amount.

UNBILLED REVENUE			
Date	Debit	Credit	Balance
06/30/98		402.50	(402.50)

Billing AAI Table Type 1 directs the system to unbilled revenue base rules. It creates a credit journal entry for the revenue recognition amount.

Invoicing for July

On July 25, your company processes the invoice. The workfile contains a new transaction for 747.50. The system uses the following calculation for the workfile transaction:

- $650.00 \text{ cost} \times 15 \text{ percent markup} = 97.50$
- $650.00 \text{ cost} + 97.50 = 747.50$

The system creates the following journal entry for the June and July workfile transactions by adding the 402.50 and 747.50 that apply to the invoice:

07/25/98	Accounts receivable	1,150.00	
	Unbilled accounts receivable		(1,150.00)

The “T” account postings and balances for July in the general ledger are:

UNBILLED ACCOUNTS RECEIVABLE			
Date	Debit	Credit	Balance
06/30/98	402.50		402.50
07/25/98		1,150.00	(747.50)

Billing AAI Table Type 3 directs the system to unbilled accounts receivable base rules. It creates a credit journal entry for the *invoice amount*.

ACCOUNTS RECEIVABLE			
Date	Debit	Credit	Balance
06/30/98			0
07/25/98	1,150.00		1,150.00

The RC AAI directs the system to the accounts receivable and retainage account information. It uses the *invoice amount* to create the debit for the journal entry.

Revenue Recognition and Reconciliation for July

Revenue Recognition

Unbilled accounts receivable and untitled revenue have not been calculated for the 747.50 workfile transaction that was included in the invoiced amount. The system creates the following journal entry for reconciliation of the revenue recognition amounts:

07/25/98	Unbilled accounts receivable	747.50	
	Unbilled revenue		(747.50)

The account postings and the balances in the general ledger for the journals are:

UNBILLED ACCOUNTS RECEIVABLE			
Date	Debit	Credit	Balance
06/30/98	402.50		402.50
07/25/98		1,150.00	(747.50)
07/25/98	747.50		0

Billing AAI Table Type 3 directs the system to the base rules for unbilled accounts receivable. It creates a debit journal entry for the *revenue recognition amount*.

UNBILLED REVENUE			
Date	Debit	Credit	Balance
06/30/98		402.50	(402.50)
07/25/98		747.50	(1,150.00)

Billing AAI Table Type 1 directs the system to the base rules for unbilled revenue. It creates a credit journal entry for the *revenue recognition amount*.

Revenue Reconciliation of the Revenue Amounts

The system uses Unbilled Accounts Receivable as the “clearing” account for the Revenue Recognition and INvoice amounts during the reconciliation of revenue. When the revenue and invoice amounts are the same, it appears as if the system has created unnecessary, duplicate entries. This occurs because the system uses gross amounts rather than net amounts to reconcile the unbilled accounts.

The system creates the following journal entries for the reconciliation of the revenue recognition amounts:

07/25/98	Unbilled revenue	1,150.00	
	Unbilled accounts receivable		(1,150.00)

The account postings and the balances in the general ledger for the journals are:

UNBILLED REVENUE			
Date	Debit	Credit	Balance
06/30/98		402.50	(402.50)
07/25/98		747.50	(1,150.00)
07/25/98	1,150.00		0

Billing AAI Table Type 1 directs the system to the base rules for unbilled revenue. It creates a debit journal entry for the *revenue recognition amount*.

UNBILLED ACCOUNTS RECEIVABLE			
Date	Debit	Credit	Balance
06/30/98	402.50		402.50
07/25/98		1,150.00	(747.50)
07/25/98	747.50		0
07/25/98		1,150.00	(1,150.00)

Billing AAI Table Type 3 directs the system to the base rules for unbilled accounts receivable. It creates a credit journal entry for the revenue recognition amount.

Revenue Reconciliation of the Invoice Amounts

The system also creates the following journal entries for the revenue reconciliation by using the invoice amount for actual revenue:

07/25/98	Unbilled accounts receivable	1,150.00	
	Revenue		(1,150.00)

UNBILLED ACCOUNTS RECEIVABLE			
Date	Debit	Credit	Balance
06/30/98	402.50		402.50
07/25/98		1,150.00	(747.50)
07/25/98	747.50		0
07/25/98		1,150.00	(1,150.00)
07/25/98	1,150.00		0

Billing AAI Table Type 3 directs the system to the base rules for unbilled accounts receivable. It creates a debit journal entry for the invoice amount.

REVENUE			
Date	Debit	Credit	Balance
07/25/98		1,150.00	(1,150.00)

Billing AAI Table Type 2 directs the system to the base rules for actual revenue. It creates a credit journal entry for the invoice amount.

After all the journals have been posted, the unbilled accounts are reconciled. Only the actual revenue and accounts receivable accounts contain balances for the invoiced workfile transactions.

Reallocation Rules

Companies define reallocation rules so that the system can redirect amounts. The amounts can include:

- Taxes
- Invoices
- Costs

To use reallocation rules, you must first define a base rule. Then, you can define reallocation rules to redirect up to 100% of an amounts from and to one or more alternate accounts.

For example, your company might charge a trip fee whenever they send a service person to the equipment location to preform repairs. If your company wants to direct trip fees to a separate business unit from repair fees, you can define a reallocation rule to redirect the trip fee.

Reallocation rules use any combination of the following files in the Billing AAI Table:

- Table Amount Basis
- Split Amount Basis
- Positive or Negative
- Component Code
- Condition Code
- Percent to Include
- Reverse Entry Control

When you define reallocation rules for table amounts, the system uses the billing detail transaction in the Billing Workfile (F4812). Table amounts can be defined as:

Base	Either the revenue or invoice amount, depending on the type of processing and the stage of journal processing
Cost	Actual amount of cost for workfile transaction
Invoice	Actual amount invoiced for workfile transaction
Revenue	Actual amount for revenue recognition for workfile transaction
Margin	Actual amount for revenue less the actual amount for cost
Net Margin	Actual amount for invoice less the actual amount for cost

Note: Depending on the value for the system constant for independent revenue and invoice amounts, and the type of markup tables, the revenue and invoice amounts are either the same or can differ. The Margin and the Net Margin amounts might not differ.

The Positive or Negative (+/-) field directs the system to increase or decrease the amount for the resulting account. Whether an account is increased or decreased depends on the type of journal processing and the stage of journal processing. For example, a + can increase the unbilled accounts receivable account during revenue recognition, and decrease the unbilled accounts receivable account during invoicing.

The Reverse Entry Control (REC) field is used to prevent the system from creating a reversing entry for rules on the Billing AAI Table. You can use this field with any entry other than the Base Entry rule for the table.

The Split Amount Basis field is related to the table amounts in the Amount Basis fields. When the Split Amount Basis field is blank, the reallocation can be used with the amounts for Cost, Margin, or Net Margin. (Taxable amounts and the tax amount cannot be split apart from the Cost, Margin, or Net Margin.) Other split amounts can be based on:

- B - Invoice amount plus tax or revenue amount
- A - Taxable invoice amount
- T - Tax amount

The system can execute reallocation rules depending on different circumstances. the system might execute a reallocation rule when there is a component name in the component field. In this case, a component amount is calculated for the named component code and the amount is attached to the workfile transaction.

Executing rules can also depend on the results of a conditional test. The condition code directs the system to the test the system must perform. Based on the results of the test, the system determines whether to execute the reallocation rule.

Companies can determine the need for reallocation rules by analyzing the account journal entries that are required when they post transactions that are processed by the Service and Contract Billing systems.

Invoicing Only

A company creates an invoice for 1,200.00. The original cost per unit is 10.00 for 100 units. The cost of each unit is recorded in the Work in Process account. After the units are invoiced, the cost is moved from the Work in Process account to the Cost of Goods Sold account. Each unit is sold for 12.00.

The journal entries are:

06/30/98	Work in Process	1,000.00	
	Accounts Payable		(1,000.00)
07/31/98	Accounts Receivable	1,200.00	
	Sales Revenue		(1,200.00)
07/31/98	Cost of Goods Sold	1,000.00	
	Work in Process		(1,000.00)

The Billing AAI Table rules for Table Type 3 - Actual Revenue first direct the 1,200.00 invoice amount to the Sales Revenue account. The system uses the AAIs to create the Accounts Receivable portion of the journal entry. Then, the Work in Process account is reduced and the Cost of Goods Sold is increased by the cost amount.

The account postings and balances for June in the general ledger are:

WORK IN PROCESS			
Date	Debit	Credit	Balance
06/30/98	1,000.00		1,000.00

ACCOUNTS PAYABLE			
Date	Debit	Credit	Balance
06/30/98		1,000.00	(1,000.00)

The account postings and balances for July in the general ledger are:

ACCOUNTS RECEIVABLE			
Date	Debit	Credit	Balance
07/31/98	1,200.00		1,200.00

SALES REVENUE			
Date	Debit	Credit	Balance
07/31/98		1,200.00	(1,200.00)

WORK IN PROCESS			
Date	Debit	Credit	Balance
06/30/98	1,000.00		1,000.00
07/31/98		1,000.00	0

COST OF GOODS SOLD			
Date	Debit	Credit	Balance
07/31/98	1,000.00		1,000.00

Note: In the example, the Journal Generation system constant is set to 1 because the company is creating invoices only without revenue recognition. Billing AAI Table Type 3 is the only table needed to create the revenue and reallocation journal entries.

Billing AAI Table Rules

You set up the Billing AAI Table rules for invoicing only as follows:

Billing AAI TABLE TYPE 3			
Purpose	Account Basis	Tax Basis	+/-
Define base rule for revenue amount from the invoice	B (Base)	B (Base)	+ creates a credit to the Revenue account
Remove cost from the Work in Process account	C (Cost)		+ creates a credit to the Work in Process account
Reallocate cost to Cost of Goods Sold account	C (Cost)		- creates a debit to Cost of Goods Sold account

The RC AAI directs the system to the account information associated with the debit to Accounts Receivable.

Caution: To determine the correct +/- entry, you must analyze the type of account and the normal type of balance within the account. For example, the Work in Process account is usually a balance sheet account with a debit (+) balance. If you use a + on Table Type 3 when the Journal Generation is set to only create invoices, the system automatically creates a credit (-) entry to the resulting account.

Revenue Recognition Only

A company recognizes revenue for 1,200.00. The original cost per unit is 10.00 for 100 units. The cost of each unit is recorded in the Work in Process account. After the revenue for the units is recognized, the cost is moved from the Work in Process account to the Cost of Goods Sold account. The revenue for each unit is recognized as 12.00 per unit.

The journal entries are:

06/30/98	Work in Process	1,000.00	
	Accounts Payable		(1,000.00)
07/31/98	Inter-Company Receivable	1,200.00	
	Reimbursed Expenses		(1,200.00)
07/31/98	Cost of Goods Sold	1,000.00	
	Work in Process		(1,000.00)

The Billing AAI Table rules for Table Type 1 - Actual Revenue first direct the 1,200.00 revenue amount to the Reimbursed Expense account. The Billing AAI Table rules for Table Type 3 - Unbilled Receivables, direct the 1,200.00 reimbursable amount to the Inter-Company Receivable account. Then, the Work in Process account is reduced and the Cost of Goods Sold is increased by the cost amount.

The account postings and balances for June in the general ledger are:

WORK IN PROCESS			
Date	Debit	Credit	Balance
06/30/98	1,000.00		1,000.00

ACCOUNTS PAYABLE			
Date	Debit	Credit	Balance
06/30/98		1,000.00	(1,000.00)

The account postings and balances for July in the general ledger are:

INTER-COMPANY RECEIVABLE			
Date	Debit	Credit	Balance
07/31/98	1,200.00		1,200.00

REIMBURSED EXPENSES			
Date	Debit	Credit	Balance
07/31/98		1,200.00	(1,200.00)

WORK IN PROCESS			
Date	Debit	Credit	Balance
06/30/98	1,000.00		1,000.00
07/31/98		1,000.00	0

COST OF GOODS SOLD			
Date	Debit	Credit	Balance
07/31/98	1,000.00		1,000.00

Billing AAI Table Rules

You can use either Method 1 or Method 2 to create the Billing AAI rules for revenue recognition only. Set up the rules as follows:

Method 1

Billing AAI TABLE TYPE 1 - ACTUAL REVENUE Account Basis and Tax Basis Increase/Decrease Rules			
Purpose	Account Basis	Tax Basis	+/-
Define base rule for revenue for reimbursed expenses	B (Base)	B (Base)	+ creates a credit to the Reimbursed Expense account
Define a reallocation rules for the Cost of Goods Sold account	R (Revenue)		- creates a debit to the Inter-Company Receivable account
Define a reallocation rule for the Work in Process account	R (Revenue)		+ creates a credit to the Work in Process account
Billing AAI TABLE TYPE 3 - UNBILLED ACCOUNTS RECEIVABLE Account Basis and Tax Basis Increase/Decrease Rules			
Purpose	Account Basis	Tax Basis	+/-
Define base rule for unbilled accounts receivable	B (Base)	B (Base)	+ creates a debit to the Inter-Company Receivable account

Method 2

Billing AAI TABLE TYPE 1 - ACTUAL REVENUE Account Basis and Tax Basis Increase/Decrease Rules			
Purpose	Account Basis	Tax Basis	+/-
Define base rule for revenue for reimbursed expenses	B (Base)	B (Base)	+ creates a credit to the Reimbursed Expenses account
Billing AAI TABLE TYPE 3 - UNBILLED ACCOUNTS RECEIVABLE Account Basis and Tax Basis Increase/Decrease Rules			
Define a base rule for unbilled accounts receivable	B (Base)	B (Base)	+ creates a debit to the Inter-Company Receivable account

Define a reallocation rule for cost of goods sold	R (Revenue)		+ creates a debit to the Cost of Goods Sold account
Define a reallocation rule for work in process	R (Revenue)		- creates a credit to the Work in Process account

Invoicing and Revenue Recognition without Reconciliation

A company recognizes revenue for 1,200.00 over a two-month period. The second month, the company processes an invoice for 1,200.00. The original cost per unit is 10.00 for 100 units. The cost of each unit is recorded in the Work in Process account. After revenue is recognized for the units, the cost is moved from the Work in Process Account to the Cost of Goods Sold account. Revenue is recognized for each unit at 12.00 per unit.

The journal entries are:

06/30/98	Work in Process	1,000.00	
	Accounts Payable		(1,000.00)
06/30/98	Unbilled Accounts Receivable	720.00	
	Revenue		(720.00)
06/30/98	Cost of Goods Sold	600.00	
	Work in Process		(600.00)
07/31/98	Work in Process	400.00	
	Accounts Payable		(400.00)
07/31/98	Accounts Receivable	1,200.00	
	Unbilled Account Receivable		(1,200.00)
07/31/98	Unbilled Accounts Receivable	480.00	
	Revenue		(480.00)
07/31/98	Cost of Goods Sold	400.00	
	Work in Process		(400.00)

In June, the Billing AAI Table rules for Table Type 1 - Actual Revenue first direct the 720.00 revenue amount to the Revenue account. The Billing AAI Table rules for Table Type 3 - Unbilled Receivables directs the 720.00 for unbilled receivables to the Unbilled Accounts Receivable account.

In July, the system uses the RC AAI to debit the Accounts Receivable account for the amount of the invoice. Then, the system uses Table Type 3 - Unbilled Receivables to create a 1,200.00 credit.

The system also determines whether the workfile transactions that make up the 1,200.00 invoice require any revenue adjustments. In this example, a 420.00 workfile transaction was not included in the revenue batch prior to creating the invoice. The system creates two additional journal entries for the revenue adjustments applicable to the workfile transaction.

The system uses the Billing AAI Table rules for Table Type 1 - Actual Revenue to adjust the revenue amount by 420.00 and create a credit to the Revenue account. Then the system uses the Billing AAI Table rules for Table Type 3 - Unbilled Receivables to adjust unbilled receivables by 420.00 and create a debit to the Unbilled Accounts Receivable account.

Note: In this example, Unbilled Accounts Receivable reconciled to “zero” because of the timing difference between revenue recognition and invoicing. Typically, a variance would exist in the account each month because the system does not create reconciling entries to reconcile the unbilled balance.

Finally, the system reduces the Work in Process and increases the Cost of Goods Sold by the cost amount each month.

The account postings and balances for June in the general ledger are:

WORK IN PROCESS			
Date	Debit	Credit	Balance
06/30/98	600.00		600.00

ACCOUNTS PAYABLE			
Date	Debit	Credit	Balance
06/30/98		600.00	(600.00)

UNBILLED ACCOUNTS RECEIVABLE			
Date	Debit	Credit	Balance
06/30/98	720.00		720.00

REVENUE			
Date	Debit	Credit	Balance
06/30/98		720.00	(720.00)

WORK IN PROCESS			
Date	Debit	Credit	Balance

06/30/98	600.00		600.00
06/30/98		600.00	0

COST OF GOODS SOLD			
Date	Debit	Credit	Balance
06/30/98	600.00		600.00

The account postings and balances for July in the general ledger are:

WORK IN PROCESS			
Date	Debit	Credit	Balance
07/31/98	400.00		400.00

ACCOUNTS PAYABLE			
Date	Debit	Credit	Balance
06/30/98		600.00	(600.00)
07/31/98		400.00	(1,000.00)

UNBILLED ACCOUNTS RECEIVABLE			
Date	Debit	Credit	Balance
06/30/98	720.00		720.00
07/31/98		1,200.00	(480.00)

ACCOUNTS RECEIVABLE			
Date	Debit	Credit	Balance
06/30/98			
07/31/98	1,200.00		1,200.00

REVENUE			
Date	Debit	Credit	Balance
06/30/98		720.00	(720.00)
07/31/98		480.00	(1,200.00)

UNBILLED ACCOUNTS RECEIVABLE			
Date	Debit	Credit	Balance
06/30/98	720.00		720.00
07/31/98		1,200.00	(480.00)
07/31/98	480.00		0

WORK IN PROCESS			
Date	Debit	Credit	Balance
07/31/98	400.00		400.00
07/31/98		400.00	0

COST OF GOODS SOLD			
Date	Debit	Credit	Balance
06/30/98	600.00		600.00
07/31/98	400.00		1,000.00

Reverse Entry Control

The Reverse Entry Control (REC) field is used to prevent the system from creating a reversing entry for rules on the Billing AAI Table. You can use the Reverse Entry Control field with any entry other than the Base Entry rule for a table.

When the Journal Generation Control is 3, the system uses Table Type 3 - Unbilled Accounts Receivable to create both a journal entry for revenue recognition and invoices. The revenue recognition journal entry debits Unbilled Accounts Receivable. The invoice journal entry credits Unbilled Accounts Receivable.

If a reallocation rule is defined on Table Type 3 - Unbilled Accounts Receivable and is only applicable to revenue recognition, the Reverse Entry Control should be set to prevent the system from using the rule when it creates the invoice journal entries.

The reallocation rule for the Work in Process and Cost of Goods Sold accounts creates journal entries only when the system creates the revenue recognition journals. In this case, the value in the Reverse Entry Control field should be 0 to prevent the system from creating additional journal entries, per Method 2 in the following Billing AAI rules.

Billing AAI Table Rules

You can use Method 1 or Method 2 to create the Billing AAI Table rules for revenue recognition and invoicing without revenue reconciliation. Set up the rules as follows:

Method 1

Billing AAI TABLE TYPE 1 - ACTUAL REVENUE Account Basis and Tax Basis Increase/Decrease Rules			
Purpose	Account Basis	Tax Basis	+/-
Define base rule for revenue	B (Base)	B (Base)	+ creates a credit to the Revenue account
Define a reallocation rule for the cost of goods sold	R (Revenue)		- creates a debit to the Cost of Goods Sold account
Define a reallocation rule for the work in process	R (Revenue)		+ creates a credit to the Work in Process account

Billing AAI TABLE TYPE 3 - UNBILLED ACCOUNTS RECEIVABLE Account Basis and Tax Basis Increase/Decrease Rules			
Purpose	Account Basis	Tax Basis	+/-
Define base rule for unbilled accounts receivable	B (Base)	B (Base)	+ creates a debit to the Inter-Company Receivable account

Method 2

Billing AAI TABLE TYPE 1 - ACTUAL REVENUE Account Basis and Tax Basis Increase/Decrease Rules			
Define base rule for revenue for reimbursed expenses	B (Base)	B (Base)	+ creates a credit to the Reimbursed Expenses account

Billing AAI TABLE TYPE 3 - UNBILLED ACCOUNTS RECEIVABLE Account Basis and Tax Basis Increase/Decrease Rules			
Purpose	Account Basis	Tax Basis	+/-
Define a base rule for unbilled accounts receivable	B (Base)	B (Base)	+ creates a debit to the Inter-Company Receivable account
Define a reallocation rule for cost of goods sold	R (Revenue)		+ creates a debit to the Cost of Goods Sold account (REC is 0)
Define a reallocation rule for work in process	R (Revenue)		- creates a credit to the Work in Process account (REC is 0)

Invoicing and Revenue Recognition with Reconciliation

A company recognizes revenue for 1,200.00 over a two-month period. The second month, the company processes an invoice for 1,200.00. The original cost per unit is 10.00 for 100 units. The cost of each unit is recorded in the Work in Process account. After revenue is recognized for the units, the cost is moved from the Work in Process Account to the Cost of Goods Sold account. Revenue is recognized for each unit at 12.00 per unit.

The journal entries for June are:

06/30/98	Work in Process	600.00	
	Accounts Payable		(600.00)
06/30/98	Unbilled Accounts Receivable	720.00	
	Unbilled Revenue		(720.00)

The account postings and balances for June in the general ledger are:

WORK IN PROCESS			
Date	Debit	Credit	Balance
06/30/98	600.00		600.00

ACCOUNTS PAYABLE			
Date	Debit	Credit	Balance
06/30/98		600.00	(600.00)

UNBILLED ACCOUNTS RECEIVABLE			
Date	Debit	Credit	Balance
06/30/98	720.00		720.00

UNBILLED REVENUE			
Date	Debit	Credit	Balance
06/30/98		720.00	(720.00)

In June, the Billing AAI Table rules for Table Type 1 - Actual Revenue first direct the 720.00 revenue amount to the Revenue account. The Billing AAI Table rules for Table Type 3 - Unbilled Receivables direct the 720.00 for unbilled receivables to the Unbilled Accounts Receivable account.

The journal entries for July are:

07/31/98	Work in Process	400.00	
	Accounts Payable		(400.00)
07/31/98	Unbilled Accounts Receivable	480.00	
	Unbilled Revenue		(480.00)
07/31/98	Accounts Receivable	1,200.00	
	Unbilled Account Receivable		(1,200.00)
07/31/98	Unbilled Revenue	1,200.00	
	Unbilled Accounts Receivable		(1,200.00)
07/31/98	Unbilled Accounts Receivable	1,200.00	
	Revenue		(1,200.00)
07/31/98	Cost of Goods Sold	1,000.00	
	Work in Process		(1,000.00)

The account postings and balance for July in the general ledger are:

WORK IN PROCESS			
Date	Debit	Credit	Balance
06/30/98	600.00		600.00
07/31/98	400.00		1,000.00
07/31/98		1,000.00	0

COST OF GOODS SOLD			
Date	Debit	Credit	Balance
06/30/98			
07/31/98	1,000.00		1,000.00

ACCOUNTS PAYABLE			
Date	Debit	Credit	Balance
06/30/98		600.00	(600.00)
07/31/98		400.00	(1,000.00)

UNBILLED REVENUE			
Date	Debit	Credit	Balance
06/30/98		720.00	720.00
07/31/98		480.00	1,200.00
07/31/98	1,200.00		0

UNBILLED ACCOUNTS RECEIVABLE			
Date	Debit	Credit	Balance
06/30/98	720.00		720.00
07/31/98	480.00		1,200.00
07/31/98		1,200.00	0
07/31/98		1,200.00	(1,200.00)
07/31/98	1,200.00		0

ACCOUNTS RECEIVABLE			
Date	Debit	Credit	Balance
06/30/98			
07/31/98	1,200.00		(1,200.00)

REVENUE			
Date	Debit	Credit	Balance
06/30/98			
07/31/98		1,200.00	(1,200.00)

Billing AAI Table Rules

When you set up the Billing AAI Tables rules for revenue recognition and invoicing with reconciliation, you must define all three table types. Set up the rules as follows:

Billing AAI TABLE TYPE 1 - UNBILLED REVENUE Account Basis and Tax Basis Increase/Decrease Rules			
Purpose	Account Basis	Tax Basis	+/-
Define base rule for unbilled revenue	B (Base)	B (Base)	+ creates a <i>credit</i> to the Unbilled Revenue account using the <i>revenue recognition amount</i> when processing revenue recognition
Define a base rule for unbilled revenue	B (Base)	B (Base)	+ creates a <i>debit</i> to the Unbilled Revenue account using the <i>revenue recognition amount</i> when processing revenue reconciliation during invoicing

Billing AAI TABLE TYPE 2 - ACTUAL REVENUE Account Basis and Tax Basis Increase/Decrease Rules			
Purpose	Account Basis	Tax Basis	+/-
Define a base rule for revenue amount from the invoice	B (Base)	B (Base)	+ creates a <i>credit</i> to the revenue account using the <i>invoice amount</i> when processing revenue reconciliation during invoicing
Remove cost from Work in Process account	C (Cost)		+ creates a credit to the Work in Process account when processing revenue reconciliation during invoicing
Reallocate cost to Cost of Goods Sold account	C (Cost)		- creates a debit to the Cost of Goods Sold account when processing revenue reconciliation during invoicing

Note: The Reverse Entry Control (REC) field does not apply because the reallocation rules for the Work in Process and Cost of Goods Sold accounts are

defined on Table Type 2 - Actual Revenue. Table Type 2 - Actual Revenue is used only during invoice journaling when the system performs the revenue reconciliation.

Billing AAI TABLE TYPE 3 - UNBILLED ACCOUNTS RECEIVABLE Account Basis and Tax Basis Increase/Decrease Rules			
Purpose	Account Basis	Tax Basis	+/-
Define a base rule for unbilled accounts receivable	B (Base)	B (Base)	+ creates a <i>debit</i> to the Unbilled Accounts Receivable account when processing the <i>revenue recognition amount</i> during revenue recognition processing
Define a base rule for unbilled accounts receivable	B (Base)	B (Base)	+ creates a <i>debit</i> to the Unbilled Accounts Receivable account when processing the <i>invoice amount</i> during invoice processing
Define a base rule for unbilled accounts receivable	B (Base)	B (Base)	+ creates a <i>credit</i> to the Unbilled Accounts Receivable account when processing the <i>revenue recognition amount</i> for revenue reconciliation during invoice processing
Define a base rule for unbilled accounts receivable	B (Base)	B (Base)	+ creates a <i>debit</i> to the Unbilled Accounts Receivable account when processing the <i>invoice amount</i> for revenue reconciliation during the invoice processing

Component Reallocations

A component is a markup that can be associated with a workfile transaction's cost, revenue, and invoice amount, or any combination of these three. If a component amount exists, an Billing AAI rule can reclassify the amount.

For example, a company might add 7 cents per hour onto all hourly employees' wages for the cost of benefits. When this amount is included in an invoice, the company wants the revenue amount for the benefits recovery separated from the sales revenue amount. If the current invoice included a 7 dollar billing for 100 hours, the reclassification journal entry would be:

Sales Revenue	7.00	
Benefits Recovery		(7.00)

To create this journal entry, you can use the Billing AAI rules to create a reallocation rule that reduces the sales revenue by the component amount and increases the benefits recovery. Both reallocation rules include the component name associated with the 7 cents per hour cost of benefits so that the system can determine the recovery amount.

Defining Component Reallocation Rules

You can define component reallocation rules on any of the three types of Billing AAI tables. To reallocate components, you must determine the following:

- Appropriate journal processing stage for the reallocation
- Base rule associated with the component reallocation
- Object account range for the workfile transaction associated with the component
- Resulting accounts for the reallocation amount
- Amount Basis for the component amount, such as cost, invoice, or revenue
- Component code
- Percentage to reallocate

To define the component reallocation rule, access the appropriate Billing AAI table and define the base rule. Then, define the appropriate reallocation rule to reduce the component amount from the original resulting account. Last, define the appropriate reallocation rule to increase the component amount for the new resulting account.

Conditional Reallocation Rules

Reallocation rules can be dependent on the results of a conditional test. When you specify a test for a conditional reallocation rule, the system must test each condition before it can execute each Billing AAI rule. This additional processing increases the time it takes for the system to create the resulting journal entries.

Each conditional test can include one or more types of tests the system must execute for the Condition Code before it applies the reallocation rule. To assign a condition code to a reallocation rule, you must determine the following:

- Appropriate journal processing stage for the conditional reallocation
- Base rule associated with the conditional reallocation rule
- Object account range for the workfile transactions associated with the conditional reallocation rule
- Resulting accounts for the conditional reallocation amount
- Applicable amount basis and tax basis for the conditional reallocation rule
- Condition code tests

Independent Revenue/Invoice Amount Basis

When the invoice and revenue amounts are marked up independent of each other, the Journal Generation Control for revenue recognition with or without reconciliation affects the variance balance the system maintains in the Unbilled Accounts Receivable and Unbilled Revenue accounts.

The Independent Revenue/Invoice constant determines if the markup amounts calculated for the workfile transactions must use the same rules for the invoice and revenue amounts. If the constant is set to allow different markup rules for the invoice and revenue amounts, processing invoices and revenue recognition without reconciliation creates a permanent variance between unbilled accounts receivable and actual accounts receivable amounts. Invoice and revenue amounts are always different.

If the Independent Revenue/Invoice constant is set to allow different markup rules for the invoice and revenue amounts, processing invoices and revenue recognition with reconciliation forces the unbilled accounts to reconcile, but allows the invoice and revenue amounts to be different.

The following results occur based on the relationships between the system constants and the revenue recognition process:

System Constants		Revenue Recognition Results		
Journal Generation Control	Independent Revenue/Invoice Flag	Revenue Amount	Invoice Amount	Unbilled Accounts Receivable
3	0	Same	Same	No Variance
3	1	Different	Different	Variance
4	0	Same	Same	No Variance
4	1	Different	Different	No Variance

Note: If the Journal Generation Control is:

- 3 - process revenue recognition without reconciliation
- 4 - process revenue recognition with reconciliation

If the Independent Revenue Invoice Control is:

- 0 - the invoice amount always equals the revenue amount
- 1 - the invoice and revenue amounts can differ

See Also

- *Setting Up System Constants*

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